



# CAPITAL COMPUTING SOLUTIONS

## Establishing a Source Authority

The key to a successful Document and Records management solution is to establish a Source Authority, a single source of truth that supports and enables your organisation to function smoothly and efficiently with integrity.

Content Manager can be that Source Authority, it is metadata centric (not object centric, such as SharePoint) and can handle millions of records eloquently. With a metadata centric solution, you can navigate around the contextual meta elements and delve (the object) where required.

To have a successful Source Authority, you have to ask yourself, “what else can Content Manager manage and absorb?” If you have any Access Databases or spreadsheets where you record information like a register, then these are obvious candidates to be migrated to Content Manager. You may have other systems or solutions that can be migrated to Content Manager and those additional systems retired. To have less systems and simplicity in place when it comes to your information management needs only helps your staff and in turn assists your organisation.

A Content Manager Source Authority is an exercise in keeping it simple without all the convoluted processes and requirements of needing to manage and interact with other systems. Contact Capital Computing Solutions to find out how a Source Authority can be best leveraged for your organisation.

Contact **Scott Brown** on 0439 153 858 for further information and training/consultancy availability. [www.capitalcomputingsolutions.com.au](http://www.capitalcomputingsolutions.com.au)  
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