



## RKO Business Solutions BFree – Burden Free Compliance

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### Partner Solution

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■ **Target Industry**

*Compliance  
Cross Industry*

■ **Business Application**

*Regulatory Compliance*

■ **Products**

*IBM FileNet Business Process  
Manager  
IBM FileNet Connectors for  
SharePoint  
IBM FileNet Content Manager  
IBM InfoSphere Classification  
Module  
IBM InfoSphere Content Collector  
IBM InfoSphere Enterprise Records*

### Business Challenge

Pressure from investors, regulators and litigators is driving organizations to implement or refine organizational Governance, Risk and Compliance (GRC) programs and electronic records management. A significant hurdle to records management compliance is the onus put on users to make records management decisions as well as the time required to carry out the requisite records management tasks. Not to mention the growing volume of electronic records, which in and of itself makes records management a costly and daunting task.

Compliance with internal records management policies and procedures is essential. Yet, reliance on employees to manually make records management decisions opens organizations and records management initiatives to risk and inconsistency. Employees' time spent going through the process of adding and indexing electronic records also takes away from time that could be better spent on other more value added business activities. That's why savvy organizations are looking to leverage technology solutions that can automate records management tasks to eliminate the employee burden, ensure enforcement of records management policies and protocols and assist with managing the volume

and duplication of electronic records for efficiencies and cost savings.

### Solution

BFree enforces and simplifies records management compliance by automating and streamlining end-user tasks. Embedded directly into Microsoft Outlook, BFree leverages IBM FileNet Email Manager, IBM FileNet Records Crawler and IBM FileNet Connectors for Microsoft SharePoint to provide improved control over electronic records. Using Outlook functions to manage documents and records within the construct of an IBM FileNet P8 repository, BFree makes it convenient, easy and familiar for end users to capture, index and declare records.

BFree uses a system of profiles, templates and the IBM Enterprise Content Management (ECM) suite of products to automate records management for email, electronic documents and SharePoint documents through rules or manually via drag-and-drop functionality. Batch functions are supported for further user convenience. BFree also leverages the IBM Classification Module to provide "Record Checker" functionality, which assists users in identifying records and how they should be classified. The end result is records declaration that is seamless to the Outlook user,



regardless of whether a record is automatically added and declared using IBM ECM technology, or manually declared using the BFree solution.



## Value Proposition

BFree provides organizations with a complete, systematic, consistent, auditable and sustainable electronic records management system. BFree is easy and convenient for users, and when combined with RKO's standards and best practices, it helps return tangible business value back to employees in the form of a more efficient work environment, reduced administrative burden and clearer direction on how to efficiently manage the overwhelming volume of electronic records.

The solution's capabilities assist organizations in meeting a variety of compliance-related requirements, while generating cost savings and efficiency. With enforced metadata standards and streamlined content capture and indexing, BFree with IBM FileNet P8 effectively helps organizations to:

- Achieve cost-effective, consistent and sustainable records management compliance;
- Obtain data entry time savings over traditional ECM systems;
- Reduce time spent on email and document management activities;
- Minimize change and training requirements for system users;
- Enhance system users' experience and adoption of the program;
- Support faster and more accurate search and discovery results;
- Deliver better visibility into an organization's information; and,
- Gain peace of mind when faced with litigation or regulatory audits.

BFree is fully integrated with Outlook and follows its same functional constructs, allowing higher and much faster user adoption of the software. Regardless of the geographical region or department, users will be already familiar with the Outlook functions and feel. This mitigates risk around change management and minimizes training on the new software, while ensuring a higher adoption rate. RKO's implementation methodologies, standards and best practice configuration templates help organizations to rapidly design and configure BFree and associated IBM ECM products.

## Company Description

RKO Business Solutions (RKO) is an IBM Software ValueNet Business Partner, focused on Records Management and ECM business solutions. The company's approach to Records Management is to leverage ECM infrastructure to not only mitigate risk, but also gain tangible organizational efficiencies.

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