

Xerox DocuShare Archive Server Intelligent Archiving for Enterprise Content Management

With the vast amounts of diverse documents and content-driven business processes that are central to daily business activities, enterprises need an Enterprise Content Management (ECM) solution that enables them to gain control of all this information. Critical to any ECM solution is the ability to electronically archive documents and content to a secure repository when they're no longer in active use.

Electronic archives help minimize the volume of content that users need to filter through when performing their day-to-day tasks, yet still provide access to the rich knowledge base that exists within these documents. At the IT infrastructure level, electronic archives offer a way to reduce the total cost of maintaining content, while effectively supporting disaster recovery and compliance requirements.

However, to truly experience the process improvements and efficiencies of an ECM solution, archiving capabilities need to go beyond simply providing safe storage. The solution must give users rapid access to archived content—without resorting to manual searching through microfiche, paper files, or vast storage warehouses. The solution should also offer incremental scalability and support automatic archival based on expiration dates or other metadata, such as account number or customer ID. And, finally, archived data needs to be able to move seamlessly back into the organization's ECM processes, with all the access permissions and viewing rights in place.

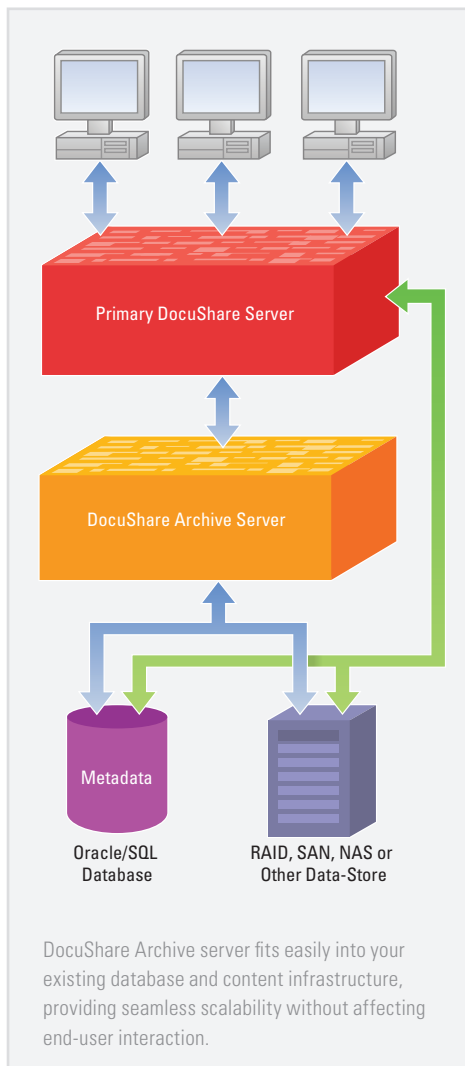
Sophisticated Archive Capabilities with Benchmark Ease of Use

With Xerox DocuShare Archive Server, users can easily move older content into a secure archive, preserving access controls, locations, fully searchable indexes, and other document metadata. This enables safe, cost-effective storage of expired content, yet still ensures rapid search and retrieval using the familiar

DocuShare interface. Moving less-active content to the Archive Server maximizes performance of the primary DocuShare server by keeping it optimized and efficient, and knowledge workers can quickly restore archived data to the primary DocuShare server with a single click.

The ECM benefits of Archive Server are multi-fold. Enterprises can harness the information spread throughout an organization to achieve greater efficiency and a competitive advantage. They can also improve project management and decision-making processes by enabling users to:

- Automatically archive out-of-date content on a separate DocuShare server and protect it from unauthorized login
- Manually archive content as needed from ad-hoc collections or community spaces
- Easily perform archived content searches from within the familiar DocuShare search interface
- Restore archived content instantly and easily, with all viewing rights and access permissions maintained



Support for Regulatory Compliance and Disaster Recovery Plans

DocuShare Archive Server's efficiency and ease of use make it an ideal solution for organizations that need advanced storage requirements, such as support for regulatory compliance and disaster recovery plans. For example, health-care organizations must adhere to strict government regulations for both procedural standards and the handling of patient information—JCAHO and HIPAA are just two of the most recognizable directives. With Archive Server, healthcare organizations can flag patient privacy information for archiving at the end of a specific calendar period, supporting HIPAA compliance while removing non-critical content from day-to-day work processes. Similarly, companies implementing business continuity and document recovery processes benefit from the capabilities available with Archive Server, because their information can be stored in a remote, secure, digital format with all rights and permissions reserved.

Flexible, Scalable Deployment

All Xerox DocuShare products are designed to meet customer needs for effective solutions that can be deployed to meet immediate needs and grow with the enterprise. As volume increases, organizations can add Archive Server to DocuShare, giving them the content capacity they need to keep their main servers optimized, yet still maintain all the permissions and metadata for rapid retrieval. Moreover, Archive Server shares the same trademark ease of use, administration, and deployment as all DocuShare products, so it requires minimal IT time to install and manage.

Dual ECM Challenges, One Solution

With DocuShare, organizations can unlock the information stored throughout the enterprise and automate the flow of vast numbers of documents through established operational processes. DocuShare Archive Server supports the delivery of these capabilities to every knowledge worker by providing secure, easy access to older documents without bogging down day-to-day content management processes. By tackling these dual ECM challenges, companies gain control of their information—regardless of where it resides—a key component to staying competitive and improving productivity.

About Xerox DocuShare

Addressing both the basic and complex requirements of Enterprise Content Management (ECM), the Xerox DocuShare family of products offers an innovative solution: two focused ECM applications built on one common platform.

Xerox DocuShare enables document management, collaboration, review and approval, and Web publishing to support information sharing at all points in the enterprise by every knowledge worker.

Xerox DocuShare CPX offers the advanced ECM functionality required for integrating and automating content, sophisticated collaboration, and business process management around specific operational tasks.

And all Xerox DocuShare products are built on the DocuShare Enterprise Content Platform, recognized for its ease of installation, administration, and use. This shared platform simplifies deployments and reduces IT complexity, despite the typically heterogeneous mix of databases, servers, directory services, and storage systems found in today's enterprise.

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DocuShare®

For more information, call **1.800.735.7749** or visit **www.docushare.xerox.com**