

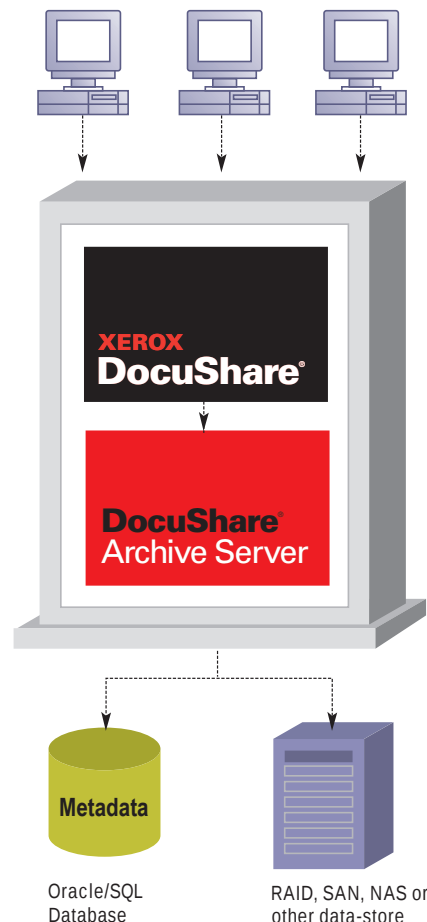
Xerox DocuShare Archive Server

Management of information is one of the most important functions of every organization. The ability to provide the right information to the right people at the right time helps accelerate business processes, improve decision-making, reduce cost, and minimize legal risk. This comprehensive, enterprise-wide approach to information management is called Enterprise Content Management (ECM), and ultimately rewards the organization with improved operational efficiency, secure intellectual assets, and a lower total cost for managing and sharing information.

Ensuring business processes end-to-end

Critical to the ECM solution is the ability for document-intensive businesses to electronically archive documents and content to a secure repository when they are no longer in active use. For end users, electronic archives help minimize the volume of content they need to filter through to perform their day-to-day tasks, while still maintaining accessibility to the rich knowledge base that already exists within documents in an organization. At the IT infrastructure level, electronic archives provide a means for the organization to reduce the total cost of maintaining content, while effectively supporting disaster recovery and compliance requirements.

However, today's archiving needs go beyond providing safe storage. The solution must allow users to rapidly access archived content—without resorting to manual searching through microfiche, paper files, or vast storage warehouses. The solution must incrementally scale as storage needs flex over time. Organizations must have the ability to flag content and documents for automatic archival based on expiration dates or other metadata such as account number or customer ID. And the content and information retrieved from the archive must be able to move seamlessly back into the organization's ECM processes while maintaining access permissions and viewing rights.



Intelligent archiving for Enterprise Content Management

The DocuShare Archive Server allows you to easily move content ready for archival onto a separate server, while actively preserving the context in which that information was initially stored in DocuShare, i.e., access control, location, metadata, and fully searchable indexing. This enables safe cost-effective storage of expired content while still ensuring rapid search and retrieval using the familiar DocuShare interface. Moving less active content to the DocuShare Archive Server maximizes performance of the primary DocuShare server by keeping it clean and efficient. DocuShare Archive Server also permits content to be restored back to the primary DocuShare server with a single click of a button.

The Archive Server maximizes project management and decision-making processes by letting users move outdated content visibly out of the way without permanently losing or destroying the information. And it does so while preserving all access permissions and viewing rights so restored content is as useable as the day it was created.

- Content is archived on its own DocuShare Archive Server and protected from unauthorized login.
- Content can be manually archived as needed or flagged for automatic archival based on pre-set expiration dates.
- Users can easily perform archived content searches from within the familiar DocuShare Search interface.
- Restoration of archived content is simple and instantaneous.
- All viewing rights and access permissions are maintained for restored content.

