

EMC Documentum Archive Services for Imaging

Capture paper-based content in electronic format to improve content access and reuse, facilitate compliance, and reduce operational costs

THE BIG PICTURE

- Capture, index, manage, preserve, and retrieve large volumes of document images—add additional capacity without disruption
- Leverage unified software archiving platform built on shared EMC services for collecting, classifying, retaining, migrating, securing, and discovering all types of information
- Drive down information storage costs, reduce risk of regulatory non-compliance, and improve information access and reuse
- Extend solution with optional document management, business process management, collaboration, web content management, and other capabilities for managing and integrating all archived content enterprise-wide
- Take advantage of purpose-built, tiered storage and automated, policy-based information management to eliminate overhead, improve storage efficiency, guarantee integrity, and ensure content authenticity

Managing and storing fixed content in physical form—paper, faxes, film, and more—creates needless costs, produces unnecessary procedures, and exposes an organization to greater risks. Not only is managing and storing such fixed content expensive, but the content is difficult to access and is subject to loss and degradation over time.

Move your organization beyond paper with EMC® Documentum® Archive Services for Imaging. Available in both standard and enterprise versions and built on proven EMC input and content management technologies, Archive Services for Imaging converts paper-based information assets into electronic images that can be enhanced, indexed, classified, archived, rapidly searched for, and retrieved. Use Archive Services for Imaging to improve content access and reuse, facilitate compliance, and reduce operational costs.

Complete input management capabilities

Archive Services for Imaging captures documents from any scanner, fax machine, file system, or multi-function scan device. It also enhances image quality with tools that remove speckles, de-skew images, adjust page orientation, and more. Archive Services for Imaging automatically identifies document types based on user-defined business rules regardless of the number of pages each document contains. Using optical and intelligent character-recognition technologies, Archive Services for Imaging extracts the required data.

After validating the data against applications and databases based on user-defined business rules, Archive Services for Imaging exports that information in a wide range of formats (including XML, PDF, JPG, TIFF, and ASCII) to the highly scalable and secure EMC Documentum repository.

Complete content management capabilities

Once the information is in the repository, Archive Services for Imaging delivers all the capabilities of enterprise content management. You'll be able to classify the data, ensure its security, control its versioning, search for and retrieve various subsets of the content, and much more.

How is paper-based information hurting your business?

- Physical storage and footprint costs
- Printing and shipping costs
- Files that are misplaced, copied, difficult to locate, or hard to access—especially problematic for compliance requirements, governance, and discovery
- Negative impact on customer service
- Paper information “silos” that prevent you from sharing and leveraging information enterprise-wide

Take control of paper-based information—lower costs, reduce risk exposure, streamline processes

Minimize or even eliminate the organizational challenges associated with fixed content. With EMC Documentum Archive Services for Imaging, your organization can:

- **Improve content reuse:** Enhance decision-making and competitive advantage throughout the organization by eliminating redundant information; maximize user productivity without changing behavior by sharing electronically archived information; leverage optional add-on policies, such as retention management and security, and more.
- **Mitigate risk:** Facilitate enterprise-wide search and discovery; manage retention policies consistently; eliminate unmanaged archives; minimize chances for improper access and document loss; seamlessly add storage capacity and content management options to meet changing business requirements, and more.
- **Reduce operational costs:** Free up physical storage space; consolidate siloed archives to improve storage efficiency; reduce maintenance and administrative expenses; speed up the data-capture process; expand capabilities to improve business process workflows, and more.

Integrate with tiered storage

Archive Services for Imaging is an essential component of EMC content management and archiving strategies. These strategies ensure your organization gets the most value from its information by integrating that information with applications and infrastructure and by adding intelligence, flexibility, and built-in protection. For example, Archive Services for Imaging can take full advantage of EMC Centera® content-addressed storage. More powerful, reliable, and cost-effective than tape or optical storage, the EMC Centera hardware architecture creates a virtually unlimited archiving environment. Use it to eliminate overhead (content addresses are location-independent) and improve storage efficiency (identical objects are stored only once) as well as guarantee integrity (untampered content) and authenticity of archived content, while enforcing archiving policies.

Leverage a unified software archiving platform

Does your organization treat all archived content as business intelligence? The EMC archiving software platform applies a holistic set of content management capabilities—retention, storage, security, and access—to all forms of information regardless of origin, type, or location. Add archived content and content management functionality as you go—without costly migration, reconfiguration, or retraining. In addition to Archive Services for Imaging, other products taking advantage of this platform include EMC Documentum Archive Services for SAP®, Archive Services for Reports, and Archive Services for SharePoint.



EMC Corporation
Hopkinton
Massachusetts
01748-9103
1-508-435-1000
In North America 1-866-464-7381
www.EMC.com

Take the next step

To learn more about moving your organization beyond paper with EMC Documentum Archive Services for Imaging, visit us online at www.EMC.com or call 1.800.607.9546 (outside the U.S.: +1.925.600.5802).