

EMC Documentum Archive Services for Reports

Leverage EMC to manage enterprise report archives

EMC® Documentum® Archive Services for Reports enables you to leverage reports and fixed content as enterprise information assets on a unified platform that delivers both active archiving and content management. Reports become available throughout the organization and across the Web to meet increased accessibility requirements—while mitigating compliance risks and lowering infrastructure costs by leveraging retention policy services and lifecycle-managed storage.

The Big Picture

- Accelerates access to archives while reducing the cost of legacy archive maintenance
- Aligns archived content with business processes to trigger rapid response to mission-critical items
- Mitigates risk and promotes compliance while preserving the integrity and accessibility of critical documents
- Extracts the maximum value of report archives through report mining at a fraction of the system overhead used for long-term database storage

Meet the challenges of enterprise report management

Application-generated content such as reports often contain valuable transactional information that can be leveraged for data mining purposes or shared with customers and partners as part of cost reducing customer self-service initiatives. In addition, enterprises often must retain reports as records—along with other content types such as e-mail—as part of a proactive good governance approach to compliance. But legacy report archiving and COLD applications have offered a limited approach to this strategic content segment. Most of these offerings failed to meet important requirements such as scalability, open standards, retention management, and integration with other content types. The results have been inaccessible silos of information that increase costs and risk.

By contrast, Archive Services for Reports provides capabilities to address today's requirements such as:

- **Robust scalability:** The new Enterprise Processing Server offers even greater performance and efficiency in ingesting, indexing, and transforming report content while monitoring job status for administrators.
- **Open standards:** Archive Services for Reports transforms enterprise reports to ISO standard PDF or PDF/A—ensuring archiving integrity and long-term accessibility. Archive Services for Reports also utilizes XML as a standard format for storing metadata, enabling greater application integration.
- **Proactive compliance management:** When combined with EMC Documentum Retention Policy Services, Archive Services for Reports enables reports to be managed as informal records, while applying retention and policy driven disposition with little end-user involvement.
- **Content management services:** The Documentum repository allows reports to be collaborated on, managed as part of a workflow, and integrated with other content types while leveraging common policies such as security.

EMC Documentum Archive Services for Reports captures enterprise report data and creates fully indexed PDF/A-compliant digital archives. Indexed reports are stored within a scalable, content managed active archive.

Fixed-content archives can now be leveraged as enterprise content, including:

- Statements and invoices
- Insurance policies
- Call detail records
- Trade confirmations
- Check images
- Patient records
- General ledger statements
- XML transaction data

Manage reports within a unified repository

Archive Services for Reports captures day-forward reports from line-of-business systems and provides an alternative to legacy report archiving silos by enabling transformation of proprietary formats to ISO-standard PDF or PDF/A. All content is transformed, indexed, and stored directly into the Documentum repository. Extracted XML-based metadata attributes drive workflows, collaboration, notification, security profiles, taxonomies, and retention policies. Archived reports assume all of the characteristics and benefits of managed content, including managed accessibility, records management, and the ability to make documents actionable via workflow.

Manage reports as strategic assets

EMC Documentum Archive Services for Reports allows enterprises to maximize the value of report content while controlling costs, mitigating risk, and increasing productivity. Archive Services for Reports allows enterprises to:

- **Reduce paper:** Many enterprises continue to expend time, financial resources, and effort toward printing legacy reports in production print facilities and delivering them via costly inter-office mail systems—while recipients wait for timely information. Archive Services for Reports transforms this content to digital images, eliminating the need to print and deliver reports. It notifies end users of the availability of new content and delivers only the information users require to be productive.
- **Reduce processing time:** The new Enterprise Processing Server builds upon industry-leading scalability to ingest, transform, and index report content. Information is made available more quickly, resulting in high performance, availability, and customer satisfaction.
- **Reduce administration:** Archive Services for Reports improves job status reporting capabilities and enables jobs to be executed according to pre-defined schedules. The result is a hands-off administrative approach that increases IT productivity and maximizes resources.
- **Reduce storage costs:** By retaining documents as part of an individual print stream, Archive Services for Reports maximizes storage efficiencies and minimizes the retention of common repetitive resources, such as fonts, graphics, and form overlays. The result, in comparison to proprietary print stream storage formats, is a lighter storage footprint resulting in reduced storage costs.
- **Mitigate risk and align to compliance initiatives:** Archive Services for Reports enables you to apply security profiles, lifecycles, audit trails, and retention management policies to print streams or individual documents.
- **Increase productivity:** Archive Services for Reports makes reports actionable using Documentum workflow or business process management capabilities. Reports can be mapped to existing, new, or re-designed business processes, increasing productivity via automation and collaboration.
- **Extract value through report mining:** Archive Services for Reports can transform the entire report archive into a nearline data warehouse, selectively filtering volumes of data and exposing them to business intelligence platforms. This offers a granular view of transactional information and facilitates statistical analysis applications that can aid in developing new products and services, and that can forecast business conditions at a lesser cost than system overhead used for long-term database storage.



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

Take the next step

Get the most value out of your enterprise report archives and fixed content assets with EMC Documentum Archive Services for Reports. To learn more, visit us online at www.EMC.com or call 800.607.9546 (outside the U.S.: +1.925.600.5802)..