DMS Archiving Solutions

Overview

Reducing risk, leveraging cheaper storage options and meeting records management policies requires a proactive approach to archiving. With information archiving solutions from OIA, organisations can confidently manage their data, ensuring they can find what they want when they need it. With a range of options to suit your business you can find the right solution which will allow you to effectively store, retrieve and manage unstructured data.

Why do you need to Archive?

> Do you get too many search results?
> Is your storage costing too much?
> Do you have policies you need to comply with?

Why archive your WorkSite DMS data

Cleanse old or irrelevant data **–** when searching for information you don't want your results to include old or irrelevant data. You want to reduce the number of search results so you can find what you are looking for faster. By archiving data which is no longer required you will optimise results by searching through fewer folders and ultimately improving overall performance.

Leverage cheaper server storage **–** as data volumes continue to increase businesses are faced with the difficult task of managing high quantities of critical information. Traditional backup and recovery solutions are often unable to keep up with these demands. By moving to lower tier storage you can free up expensive disk space and avoid running multiple servers which will significantly reduce costs. Old documents and legacy applications can be moved to cheaper storage while valuable data can be re-organised so it is still easily accessible.

Compliance and legal requirements – policy based archive and disposal can be challenging especially when you know maintaining an audit trail is critical. This process can be automated to comply with records management policies. Documents can be archived or deleted within specified time frames, saving you time and resources. Archiving will help to protect your business by safeguarding organisational data and records. It is important to have an effective disaster recovery plan which will not only meet compliance requirements but also improve business efficiency.

Solutions

It is important to find the right solution for your business. OIA has partnerships with a number of different providers who can offer Database and File Share options.
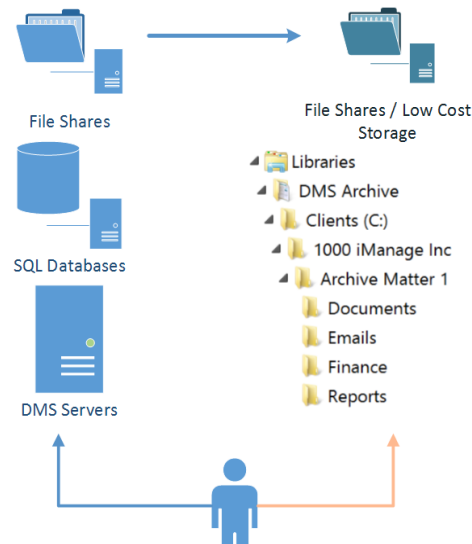
Archive to Database

Archive to Database involves moving old documents, workspaces, metadata, folders & security to an archive database. Achieve improved performance due to smaller quantities of data while still being able to search the archive within WorkSite. A cost effective solution with fewer back-ups and attractive benefits.
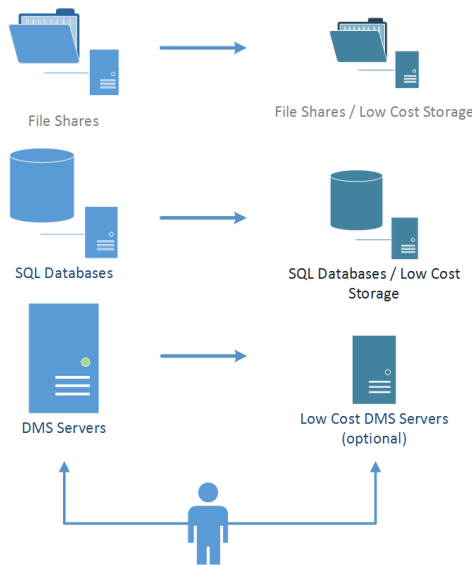
Archive to File Share

Alternatively you can export all data to a File Share on your computer/server. With a much lower cost this would be extremely beneficial if users are not required to regularly search and access data. A highly cost effective solution if the restricted access meets your business needs.

Which solution is right for your business?

	Database	File Share
Improved Search	✓	✓
Relevant Search	✓	✓
Better Performance	✓	✓
Cheaper Storage	✓	✓
Maintain Metadata	✓	
Compliance	✓	
Manage Archive	✓	
Search Archive	✓	
Consistent Access	✓	
Maintain Security	✓	

Who we partner with

OIA partners with the best of breed when it comes to solution providers. You can rest assured that your information is in safe hands and we will find the best solution for your business.

Archive to Database

> RBRO ConsolidateArchive
> DocAuto Workspace Management
> Prosperoware Milan Admin

Archive to File Share

> RBRO Export Management
> DocAuto WorkSite Exporter
> Prosperoware Milan Admin Export
> Various other industry tools

About OIA

OIA is a premier supplier of Information Management Solutions to businesses throughout the Asia Pacific region. OIA's Consulting and Professional Services team are able to deliver a full-service model, encompassing Strategic Planning and Procurement through to Implementation, Asset Management and ongoing support through ad hoc or managed services. Supported by a team of qualified professionals and a comprehensive best-practice library, OIA deliver robust and scalable solutions that meet the needs of your organisation both today and ongoing.

Visit www.officeinfo.com.au or contact us on +61 8 9223 1700 for more information.