



# Archive Mail 2.8™

## Functional IBM Notes Email Archiving Solution

### Benefits

#### For the Users :

- Improved productivity due to automatic management of their archives
- Access to archived documents from both Notes and iNotes clients and via a link placed in the body of recently archived mails
- Multi-criteria searching available for both server & workstation

#### For the Administrators :

- Optimisation of Domino infrastructure
- Align messaging storage costs, value for the business and quota policies
- Automated and centralised management of archiving policies

Continuous growth in data volumes related to messaging and the practical limits imposed by Notes databases architecture make email archiving systems essential.

Cooperteam's **Archive Mail™** is a functional archiving solution which responds to the needs of administrators by allowing them to manage archiving policies efficiently and automatically, whilst still guaranteeing their users access to their documents and attached files.

**Archive Mail™** automates the archiving of messages, calendar entries, task and users' contacts, to one or more archives hosted on either dedicated or shared-function servers. Archiving policies can be based on document ageing criteria.

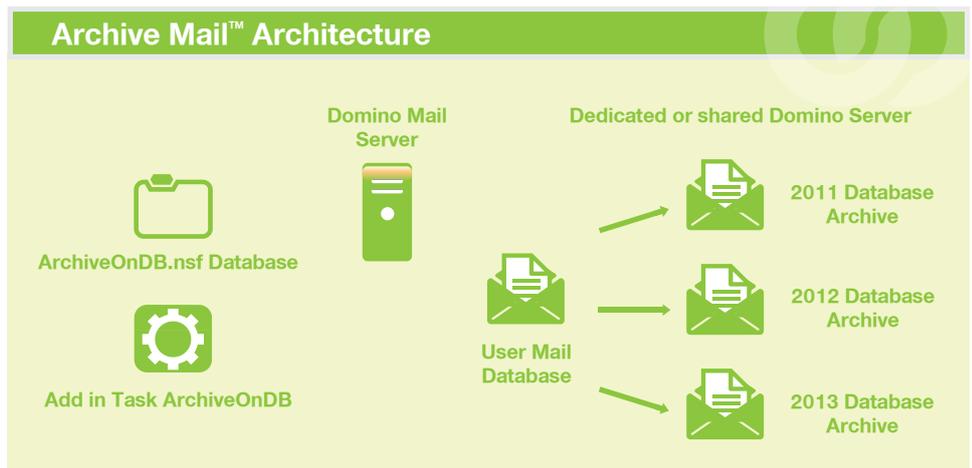
In addition, the archive process can be triggered when the mail database exceeds its threshold (quota), or manually by users after selecting documents to be archived.

**Archive Mail™** allows administrators to manage multiple archive databases and easily implement ILM (Information Lifecycle Management) policies, and to correctly align the storage costs of the archived documents with their value to the business.

Once **Archive Mail™** is implemented, users' documents that meet the configured ageing parameters for archiving are transferred to an archive database at a frequency pre-determined by their profile administrator. If the archive database does not exist, it is automatically created and a link is added into the users mailbox to facilitate access.

For recently moved documents, **the pointers** which are left in the end-users' mail databases, redirect them to the associated documents in the archive databases. This has the dual advantage of reducing the size of the source database (by reducing the space occupied by these documents and their attachments), while at the same time preserving unchanged the visual appearance of the different views and folders of the mailbox.

End-users have the option to perform **multi-criteria searches** of their archived messages, as well as those of other users to which they have been given delegated rights. The search option allow users to target their searches to the database(s) which correspond to a particular year's archiving.





## Key Characteristics

### For the users:

- ⌚ **No action required** for launch or manage archiving
- ⌚ **Direct access to archive database(s)** from Notes or iNotes
- ⌚ **Direct access to recently archived mails** from a link placed within the body of the message
- ⌚ **Multi-Criteria Search capability** for all mail and archive databases. This can be used locally, or from the server.
- ⌚ **Immediate Archiving Option** for documents selected by the user

### For the Administrators:

- ⌚ **Rapid and Easy** implementation
- ⌚ **Centralised Administrative process** for archiving policy management
- ⌚ **Full Management** of the volume of messaging storage over time
- ⌚ **Administrative Requests**, such as the integration of new archives, moving archives, etc.
- ⌚ **Statistics, history and detailed** archive information for each user

## Supported Versions

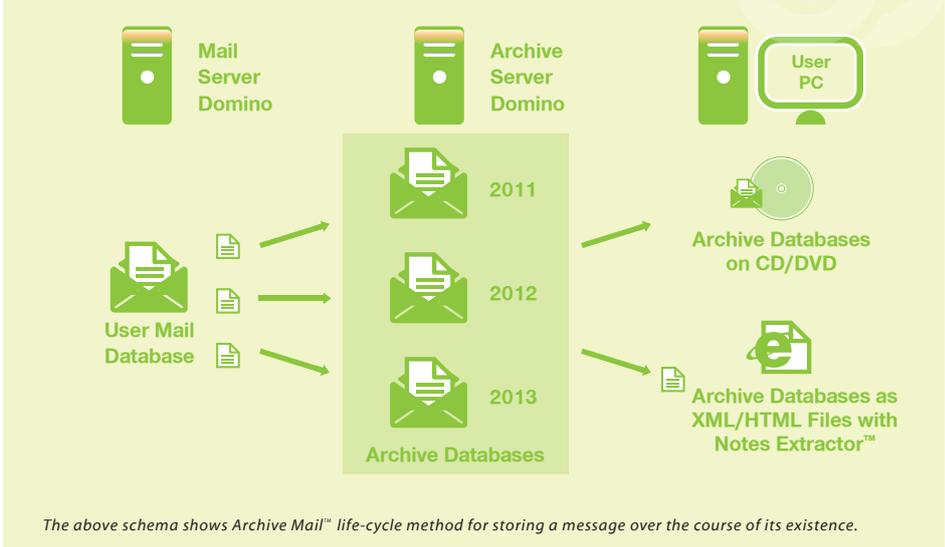
### ⌚ For Notes/Domino:

- › All versions from 6.x to 9.0
- › Also iNotes supported

### ⌚ Domino Operating Systems:

- › Windows 32/64 bits
- › AIX 32/64 bits
- › Linux

## Management of Messaging Data Volume Over Time



## Rapid Implementation

Initially, **Archive Mail™** transfers the oldest documents into archive databases which are placed on a Domino archiving server. The breakdown by year permits an initial level of storage for the data (one database per annum), and also the separation of the messages from the global volume (the users' mailboxes) into sub-volumes (the archives). This separation allow us to go beyond the limits imposed by the size of the Notes file architecture, and to manage the data in relationship to its importance.

Later on, the archive database can be transferred to CD/DVD or another media, so it can be removed from the archive server. Once done, the archive databases can be accessed directly from the media or stored on a backup system, from where they can be restored by an administrator, on request from the users.

A further option consists of using the complementary module **Notes Extractor™** to transform the content of the archive database into a hierarchy of XML/HTML files. With this solution, there is no further need to use a Notes client to access the archived messages, a simple browser will allow navigation. These files can then either be burned to CD/DVD, or made available on a file server/web server.

## Archiving Suite™

**Archive Mail™** is a product from the **Archiving Suite™**, which also includes **Notes Extractor™** a solution for converting Notes databases into XML/HTML files.

## Administrative Requests

**Archive Mail™** contains an Admin Request engine which can run three types of action:

- ⌚ Removal of databases from the archiving process
- ⌚ Moving an archive database
- ⌚ Purging of an archive database

This last item is linked to the configured retention delay in the archiving profile, and requires the approval of a manager before the final deletion of the database concerned can be completed.

## Statistics

**Archive Mail™** provides administrators with a wide range of statistics for management purposes:

- ⌚ Number of documents archived
- ⌚ Size of documents archived
- ⌚ Duration of the archiving process
- ⌚ Rate of transfer of the archiving process

These statistics are provided for all of the documents, as well as for the most recent archives.