

## WorkSite Archive Manager

# Comply with Your Information Lifecycle Management Policy and Reduce Storage Management Costs

### Coping with the Content Landslide

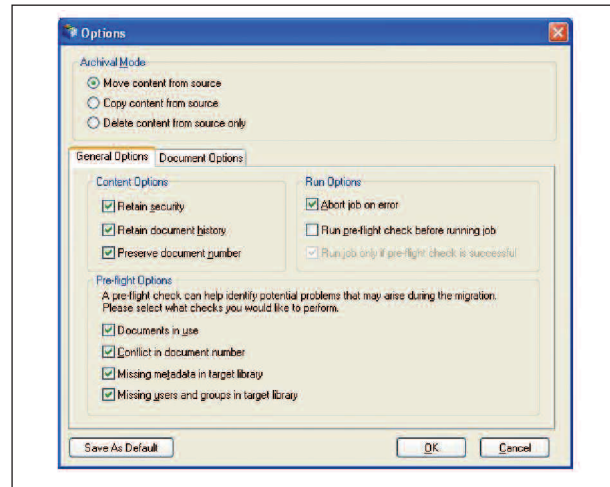
The unprecedented explosion in content that firms have to manage and retain—particularly due to e-mail retention and compliance needs—requires new approaches to managing very large data sets. Managing this content effectively over time can have dramatic impact on storage costs, systems performance, and user productivity. WorkSite enables powerful capabilities to create an electronic virtual file to manage all e-mail communications, documents and images in a single place. Once the project closes, the organization must comply with the organizational retention policy without affecting the integrity of the project file. Traditional archiving approaches that consider only individual documents fall short, as they do not maintain the integrity of the electronic file as a whole. Additionally, if access to archived content is not easy and transparent for end users, it can result in lost productivity and more help desk calls.

Effective archiving strategies require robust solutions that manage information repositories without losing the classification, security, and information policies or putting the content out of reach of content consumers.

### WorkSite Archive Manager Enables Critical Information Management Practices

#### Centralizing Inactive Content

Records administrators and IT staff now have a comprehensive archival solution to manage large volumes of critical business content and electronic records that are inactive in their primary document management libraries. Inactive content can



**WorkSite Archive Manager: Options**

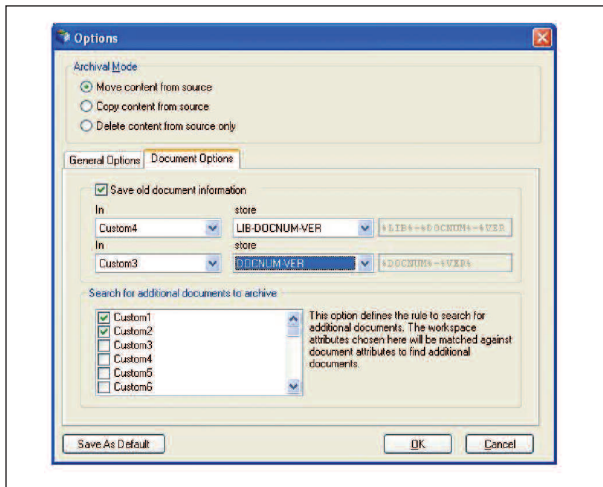
be migrated to centralized data centers. As a result, search relevancy and performance in distributed active libraries increase as older inactive information is archived. Storage costs, too, can be significantly reduced as content can be placed on less expensive secondary storage devices. Data compression can be used to further reduce the content storage costs.

### Comply with the Retention Policy

WorkSite Archive Manager enables records managers to enforce the organizational retention policy by destroying project content on schedule. When combined with Interwoven Records Manager, retention eligibility can be confirmed by the project manager and applied by the records or IT staff as necessary.

## Facilitate Preservation and Discovery

Complying with preservation orders is a challenging reality for risk managers and records administrators. With WorkSite Archive Manager, preserving content to launch the discovery process is very straightforward. By creating a protected snapshot of active content within a preservation library, the discovery process can be initiated without disrupting work in progress or restricting access to potentially valuable content. Without the metadata capture features in WorkSite Archive Manager, the organization is at risk for spoliation due to lost or modified metadata and content.



WorkSite Archive Manager: Options II

## The Right Tools for the Job

WorkSite Archive Manager was designed to enable firms to establish sound information management practices to deal with emerging records compliance and risk management needs, and help mitigate the mounting costs of today's content management systems. Records managers and IT staff now have a rich set of flexible tools that aid the organization in creating a comprehensive process and insuring file integrity.

## Features

- **Manage Jobs**  
Create jobs that represent a collection of projects and archival options that can be saved and re-used. Each job is identified as an archival, preservation, copy, destruction, or other defined job types.
- **Rich Search Parameters**  
Search on project-oriented workspaces and then extend the search to find all related content that is not contained within the workspace; providing a way to capture all relevant project information, not just that stored in a single project area.

- **"Pre-Flight Check"**  
Make sure that the archival job is meeting all your requirements. Pre-flight enables you to test run before having to commit the job, insuring that any potential issues can be resolved ahead of time.
- **Batch Mode**  
Automate repetitive archiving processes by incorporating the creation and execution of jobs within a batch file or SQL Server DTS job, which can be scheduled during downtime.
- **Audit Trails & Logging**  
Keep track of the history of all changes and enable the ability to 'self heal' by responding to error conditions and then re-running jobs as necessary.
- **Preserve Document #s and other Metadata**  
Even when centralizing the archive, document numbers and other critical metadata can be preserved

## System requirements

WorkSite Server 8.2

Windows XP Professional or Windows 2003 Server

## About Interwoven

Interwoven, Inc., provider of Enterprise Content Management (ECM) solutions for business, enables organizations to unify people, content and processes to minimize business risk, accelerate time-to-value and sustain lower total cost of ownership. Interwoven delivers deep industry-specific solutions which reduce business process cycle time from initial collaboration through design, production, sales, marketing, legal review, IT and service. Interwoven leads the industry with a service-oriented architecture today and easy-to-use, best-in-class components and solutions. Today, 3,600 enterprises, law firms and professional services organizations worldwide are Interwoven customers, including BT, Ford, Freshfields Bruckhaus Deringer, General Motors, Jones Day, Motorola and Yamaha. For more information visit [www.interwoven.com](http://www.interwoven.com).

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