



Benefits

Introduction

For the Users:

- **Improved productivity** due to automatic management of archive.
- **Access to archived documents** from the Notes client, iNotes and mobile devices.
- **Multi-criteria searching** available for both server & workstation.

For the Administrators:

- **Optimization** of the 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 database 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, tasks and contacts to one archive per year, 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, documents that meet the configured ageing parameters for archiving are transferred to an archive database at a frequency predetermined by their profile administrator. If the archive database does not exist, it is automatically created and a link is added into the user's mailbox.

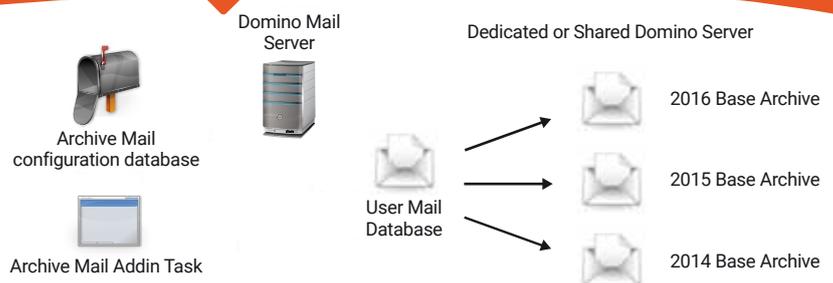
For recently moved documents, the **pointers** which are left in the end-users' mail databases redirect them to the associated documents in the archive databases.

End-users can 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.

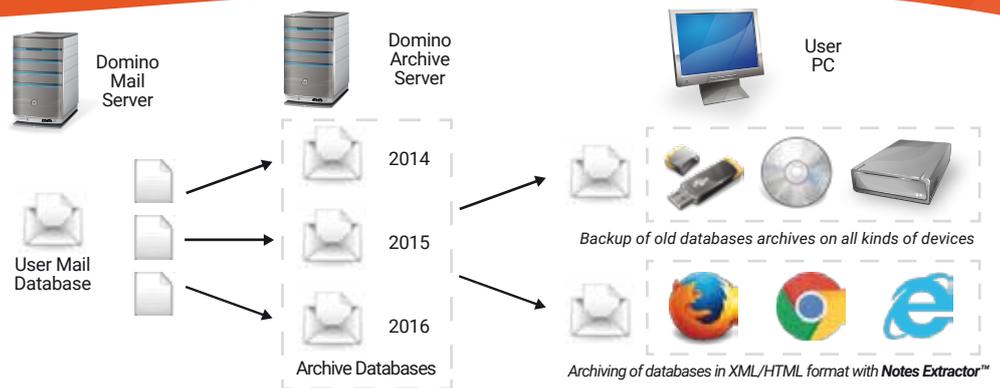
New Features

Architecture

- **New multi-thread engine** allowing the treatment of many databases simultaneously.
- **New option** to allow access to archives from **mobile phones & tablets**.
- **New option** for the **search engine**, to define the default maximum number of documents returned per request.
- New option to **install & automatically update the search components** on the user's desktop.



Management of messaging data volume over time



Key Characteristics

In Detail

For the Users:

- **No action required** for launch or to manage archiving.
- **Direct access to archive database(s)** from Notes, iNotes & mobiles devices.
- **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, which can be used locally or from the server.
- **Immediate Archiving Option** for documents selected by the user.

For the Administrators:

- **Rapid & 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 & detailed** archive information for each user.
- **Automatic generation of local replicas** of the archives on the users' machine.
- **Reporting:** export all statistics into **Word** or **Excel** documents.

Rapid Implementation

Initially, **Archive Mail™** transfers oldest documents into archive databases which are normally placed on a Domino archiving server. The breakdown by year allows an initial level of storage for the data (*one database per year*), 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 by order of importance.

Later on, the archive database can be transferred to portable storage 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 solution **Notes Extractor™** to transform the content of the archive database into a web format, with no further need to use a Notes client to access the archived messages, now accessible from a simple browser. These files can then either be stored on any portable USB media or made available on a file server/web server.

Statistics

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

- **Number** of documents archived.
- **Duration** of archiving process.
- **Size** of documents archived.
- **Rate** of transfer of archiving process.

These statistics are provided for all documents, including the most recent archives.

Administrative Requests

Archive Mail™ contains an Admin Request engine which can run 3 types of actions:

- **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.

Supported Versions

Notes/Domino › All versions from 6.x to 9.0.x
› Also iNotes all versions supported

Domino Operating Systems › Windows 32/64 bits
› AIX 32/64 bits
› Linux 32/64 bits



A Set of products which also includes **Notes Extractor™**, a solution for converting Notes databases into XML/HTML files.

About COOPERTEAM

COOPERTEAM is a messaging and collaboration solutions specialist developing, integrating and commercializing software and digital/social collaboration solutions.

Based on technologies from top brand publishers on the market, COOPERTEAM offers a wide range of software and digital collaboration solutions that are feature-rich, flexible and scalable.