

Report2Web Archiver

Making web-based report distribution a reality.

Report2Web Archiver extends Report2Web functionality through the seamless management and control of active and aged documents through a common Web interface. It helps end users to become more productive and retains important documents for long-term retrieval, enabling statutory and legislative requirements to be met. Historic information remains accessible through a single click for each archived report within Report2Web.

Automated archiving procedures manage selective transfer of documents to long-term storage media, which can be located on a storage area network (SAN), an optical device or a remote system accessible via file transfer protocol (FTP).

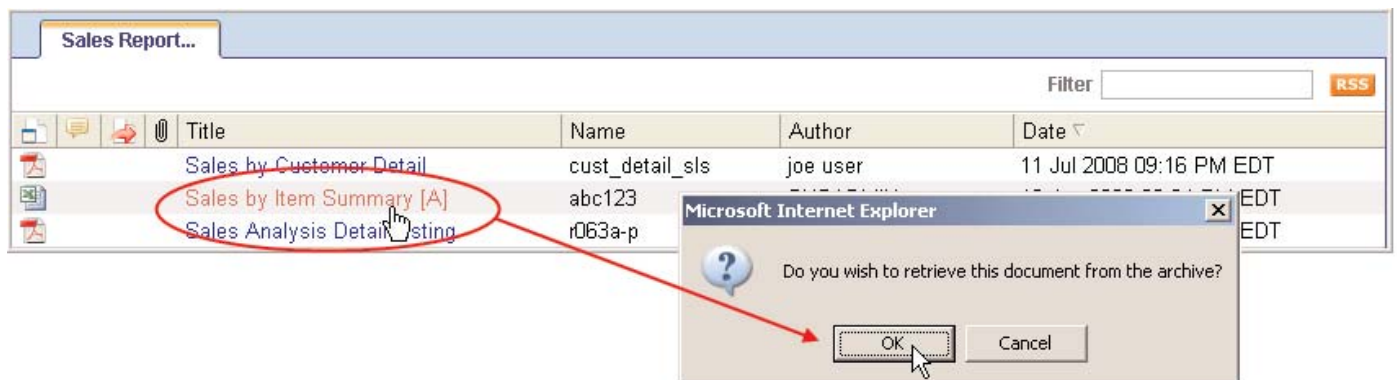
Report2Web Archiver Provides the Following Benefits:

- Delivers rapid access to new and aged business-critical information
- Fulfills regulatory obligations for long term storage and retrieval of business documents
- Enhances system performance while minimizing administrative overhead
- Extends existing investments in storage hardware and media
- Provides infinitely extensible storage capability
- Reduces the cost of information management and distribution

How Does it Work?

Report2Web Archiver automatically manages the storage and retrieval of aged information based on a schedule. Exactly which files are archived, when they are removed, and where they are stored is determined by the Report2Web administrator. Highly granular rules ensure maximum flexibility in controlling report archiving. Output can be archived based on age or number of generations of a particular report.

For example, a healthcare provider might archive a report of patient records when it has been in the system for two weeks or more, whereas a quarterly budget report may be retained in the system until three versions have been published. A proxy file created for each archived report ensures that it remains visible to end users within the Report2Web report catalog, enabling its automatic retrieval in response to a subsequent end user request.



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Automatic Archiving of Legacy Data

Documents generated by strategic applications such as mainframe systems, ERP, and CRM applications can be captured and stored for long periods of time with Report2Web Archiver. Reports produced by departmental applications can also be automatically archived. Report2Web Archiver gives organizations the ability to implement an integrated document archiving strategy that embraces all application-generated output.

Archiving of Scanned Images

Scanned documents and images can be archived the same way standard business documents are with Report2Web Archiver. Metadata (such as a Report Title, Subject, Description, Keyword(s) or Category) can be applied to scanned files and images when ingested by Report2Web. Image files that could previously be identified only by a cryptic, application-generated file name can be managed as normal business documents. The Report2Web Archiver can provide long-term storage for these space-hungry image files while keeping them readily accessible.

Audit Logs

Knowing which reports are being retrieved on a regular basis enables organizations to optimize their archiving strategy. Report2Web Archiver records comprehensive information detailing when archived documents are requested for retrieval from archive media. Organizations can track the movement of information and fulfill company or regulatory audit requirements with Report2Web Archiver.

Archive

Catalog: default Action: Archive

Method: Local Target: X:\AP Reports\2008-05

Marked Reports

By Date

Start Date: 05/01/2008 End Date: 05/31/2008

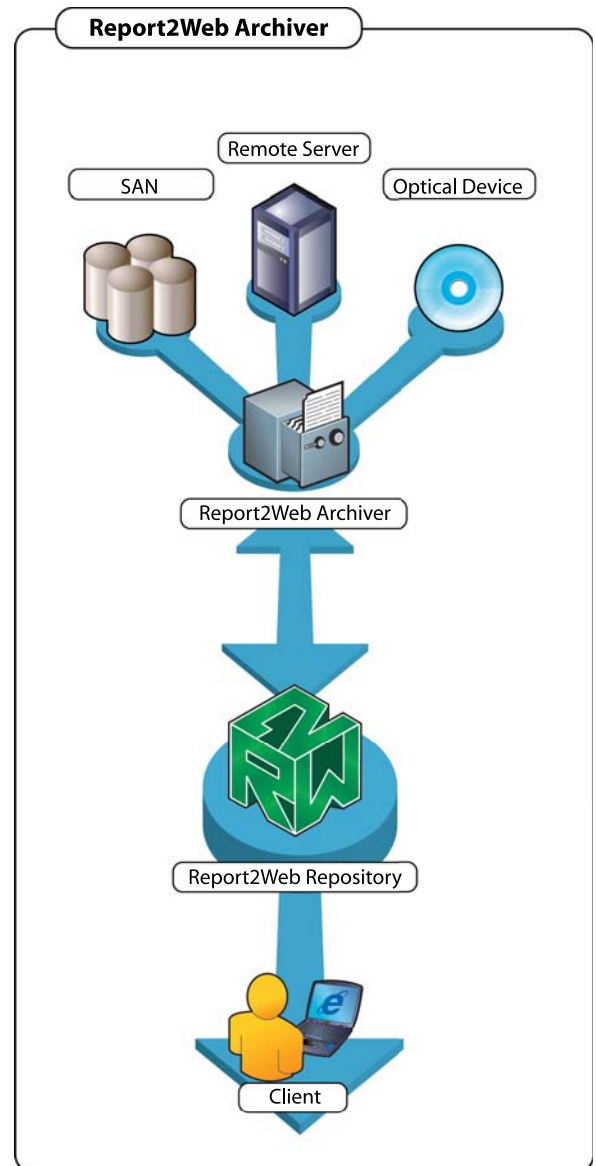
Include Reports: _____

Include Types: *.*

Exclude Reports: _____

Exclude Types: *.mfd

Cancel Start



External Application Interfaces

Report2Web Archiver offers an extensible framework of API calls that enables communication with different storage media and document management systems. Using this framework, Report2Web Archiver can migrate reports to existing Hierarchical Storage Management (HSM) systems, including FileNet and Documentum. Report2Web Archiver offers complete flexibility to organizations wishing to implement an integrated document archiving strategy.

About Redwood Software

Founded in The Netherlands in 1993, Redwood Software provides process automation, job scheduling, and enterprise report management solutions that enable organizations worldwide to maximize the value of their IT infrastructure and information resources to meet today's business challenges. With a local presence throughout Europe, North America, and Australia, and more than 3,200 customer installations worldwide, Redwood solutions are helping organizations achieve their business goals with greater effectiveness, speed, and efficiency.

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