

Full document management facilities for email archives

This combination of software can manage all emails and all documents in a central, unified system with full indexing, searching and retrieval processes

Email servers are inefficient at storing information. The ever-increasing volume of messages and attachments makes email archiving a consistent concern for all organizations.

Legislation is being enacted in many countries requiring organizations to retain more documents – for Sarbanes Oxley, audit, tax or other regulatory purposes.

At the same time the company intelligence contained in emails is increasing, but with no systematic and secure process for storing old messages and attachments.

Business processes which use the normal mail client for searching and retrieving messages find the search process slow and difficult. Without the correct tools, it can take days or even weeks to locate information.

The Document Manager Email Management solution

Document Manager provides a seamless and automatic interface into the Document Manager document management system from e-Marc™, which operates in conjunction with Microsoft Exchange Server to copy email messages and their attachments into a secure, indexed repository outside the mail server.

e-Marc™, a product from CC Data Ltd, sends a copy of each sent or received email to Document Manager.

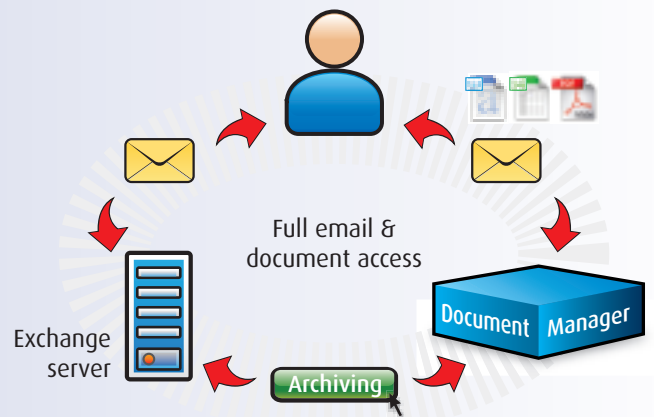
This combination of software can manage all emails and all documents in a central, unified system with full indexing, searching and retrieval processes.

Mail server performance is not impeded since the Document Manager and e-Marc™ software can reside on separate systems.

Life-cycle management rules enable the administrator to optimize disk space on the mail server and to meet common compliance regulations protecting messages from deletion.

Features and Benefits

- Email transmission is unaffected – Document Manager and e-Marc™ do not reside on mail server – only copies of emails are used.
- Document Manager and e-Marc™ are fully integrated, with archived messages and attachments being stored in Document Manager databases.
- Outlook users see only a change of icon – all other messaging is standard.
- Administrators define manual or fully automated indexing.
- Message and attachment searching and retrieval is fast and straightforward.
- Mail server is kept efficient by keeping messages for defined time periods.
- Storage is optimized - only one instance of each message is kept – multiple references are accessed by links.
- Messages and attachments are kept in a secure repository outside the mail server.



Customers

Document Manager is a leading end-to-end document management solution and provides DM solutions to customers around the world and in all markets including HR, Financial Services, Logistics, Policing, Retail and Education.

Document Manager delivers powerful, flexible and user friendly solutions to major companies around the world such as:

- **DHL/Exel Tradeteam**
- **Texas State Department of Public Safety**
- **Virginia State Police**
- **Dairy Crest**
- **Lex Vehicle Leasing and to organizations including:**
 - **University of Birmingham**
 - **Cornwall College**
 - **Centrex**

Infonic (US)
 3445 Executive Center Drive
 Suite 105
 Austin, TX 78731
 t +1 (512) 345-4600 option 2,1
 f +1 (512) 233-2351
 e us.dmsales@infonic.com