

# windream Archive



**Revision-secure document storage  
in the windream long term archive**



# Revision-secure document storage in the windream long term archive

**The effective archiving of quickly growing amount of data will have an increasing influence on an efficient business process management in companies. According to calculations of internationally renowned analysts, especially the e-mail communication has hugely increased during the last years. Information contained in mail traffic and all associated documents must be archived securely and must be retrievable any time, especially if they are relevant according to the new legal regulations.**

Thus, e.g. e-mails must generally be stored for six years, electronic invoices must even be archived for at least ten years. It is not only because of this that powerful systems for digital archiving are strongly requested.



**Why long term archiving?** Since the legal requirements concerning electronic document storage have been described for example in the German basic directives on data access or in the regulations concerning electronic accounting, the topic of „electronic long term archiving“ has been focused with increasing interest.

However, the fulfilment of legal regulations is not alone a decisive argument in favor of electronic archives. Further important and also technical arguments are to be quoted which favor a rigid liquidation of traditional archives based on paper documents, e.g.:

- Much quicker information retrieval and fast access to documents;
- Less space required though data amount is still growing steadily;
- Convenient outsourcing of documents on media with large storage volumes;
- Maximum data security with modern archiving and backup technologies.

**Why windream?** Of course, the windream long term archive completely fulfills the requirements already mentioned. Except general advantages, the software also differs from most other available systems in further features. A nearly unlimited storage capacity and the close connection to the windream enterprise content management system are only some aspects amongst many others.

**Separate or integrated.** The windream archive can be used separately as a standalone archiving solution, or in combination with the windream ECM-system. Further on, it cooperates with most different hardware storage technologies and device like for example jukeboxes, single drives and hard disk systems. Independent of the question what specific archiving strategies and what hardware systems companies prefer: the usability of the enterprise content management system windream is universal.

**Interfaces and technologies.** The archive supports SCSI, USB, IDE and IEEE 1394 (Firewire or iLink) as hardware interfaces. No matter whether devices with Blu-Ray technology like UDO and PDD drives, RAID-systems in HDD interconnections, jukeboxes with optical media, NAS, SAN, iSCSI, EMC Centera or IBM onDemand are used – windream archive users are always free to decide what subsystem suits best. And with the windream administration application, authorised system administrators can connect each storage system quickly to the ECM-system.

**Parallel archiving.** Even a parallel archiving of documents in different archiving systems is supported. windream even cooperates with complex, heterogenous storage environments.

### Performance features:

- Compliance with legal regulations for electronic archiving
- ECM-system and long term archive as separate or integrated systems
- Supports most modern storage technologies
- Parallel archiving in heterogenous hardware subsystems
- Integrated lifecycle management for documents stored in the archive
- Easy archive system administration
- Automatic media copies
- Automatic data replication

**Document Lifecycle Management with the windream lifecycle administration tool.** A module for lifecycle administration integrated in windream allows users to determine and to automatise the lifecycle of documents according to individual rules. These rules determine the development of a document from its first creation until its final deletion from the archive. The cycle determines how long a document can be edited, when it shall be archived, how long it shall be archived and when it shall be removed from the system.

The lifecycle data of a document can be viewed via the properties window in the Windows Explorer and can also be changed there. Additionally, a manual or immediate archiving process can be initiated via a command from the Explorer context menu.

**Seamless interaction.** In connection with the windream archiving software, the ECM-system can be extended to a complete solution consisting of integrated enterprise content management and real long term archive. Although the system can be used with optional jukebox or single drive implementation as well as with other complex hardware constellations, the archiving functions can even be used without external storage devices. This means that documents can e.g. also be stored in a determined archive sector on an internal hard disk.

The seamless integration of the long term archive into the windream ECM-system guarantees an ideal interaction of both software systems. A decisive advantage for users: the view on documents in the ECM-system and in the archive is always transparent and integrative. Archived information can be viewed conveniently via the Windows Explorer any time.

**Long term archiving with simple configuration.** The archive server provides a separate administration interface which is independent of the ECM-system. The archive can be administered and configured conveniently via the windream ObjectStore Management Console (WOMC). The WOMC has been integrated as a snap-in module of the Microsoft Management Console. System administrators can even administer several archives simultaneously with the WOMC.

**E-mail notification and automatic hardware detection.** The archive software allows users to send e-mail notifications automatically, e.g. if storage media in a jukebox must be replaced. The implementation of storage devices is enormously simplified by the archive's new automatic hardware detection function under Windows.



**Data compression.** Data can be stored in compressed format and sent to a Client computer. In this context, the compression process can be executed on the archive server and on a Client computer as well.

**SSL-encryption.** When using insecure channels like e.g. a data transfer via internet, the windream archive will encrypt data according to the SSL-method. Additionally, any document is stored in a transaction secure way.

**Checksums and digital signatures.** The checksums which are saved in the archive with the documents, ensure the completeness and the integrity of the documents. Further options to prove the completeness of archive and documents is to use digital timestamps. In this context, checksums of journal files are equipped with a digital timestamp. A succesful check of data, volumes or of the complete archive on integrity is indicated by a certificate which proves the authenticity. A deletion or an unauthorized data modification will be indicated by this method, too.





## Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimise your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

**Look and see!**

### windream GmbH

Wasserstraße 219  
44799 Bochum  
Germany

Phone: +49 234 9734-0  
Fax: +49 234 9734-520  
E-Mail: [info@windream.com](mailto:info@windream.com)

[www.windream.com](http://www.windream.com)

**Managing  
Documents**