An integrated archive solution for Lotus Domino

IBM

IBM Content Manager CommonStore for Lotus Domino V7.1

Highlights

Overcome the challenge of ever-expanding e-mail and Lotus® Domino™ databases

Archive entire Lotus Notes® e-mail, documents, folders or attachments only

Realize cost-efficient storage capacity, improved application performance and seamless integration
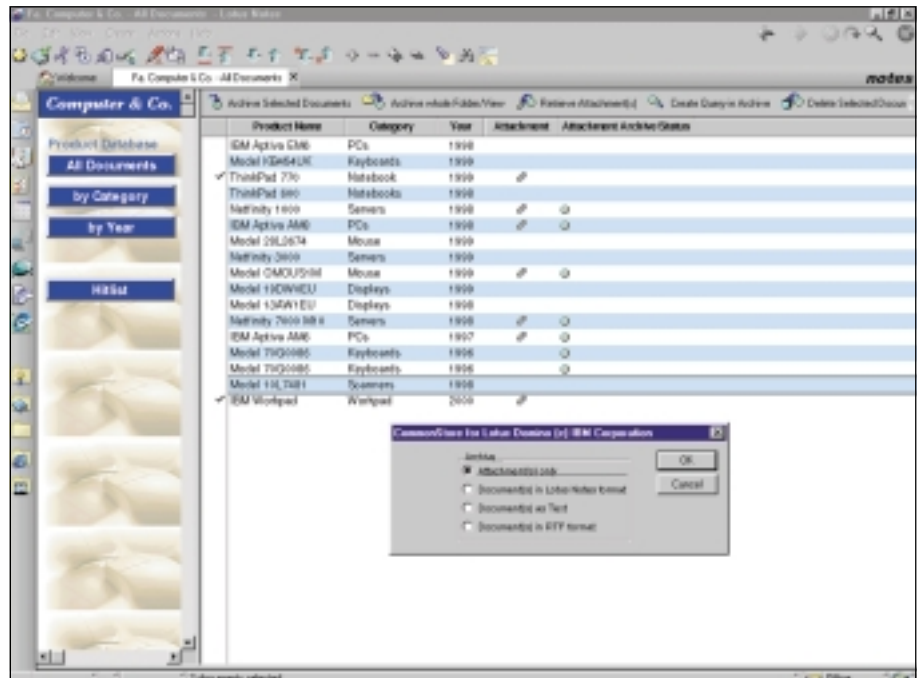
Adhere to strict legal and corporate requirements that require long-term document retention

Be assured of an open, secure and scalable platform

Information overload
Every day, organizations process and exchange increasing amounts of information. This scenario is especially prevalent in Lotus Domino and Lotus Notes environments, where thousands of business-critical e-mail messages– many with space-consuming attach- ments — journey regularly through applications. As a result, mail and application databases are expanding beyond what most businesses could ever have imagined.

What's more, a large portion of these databases are being used as virtual filing cabinets. Many end users need to store documents for years so that they can answer customer questions or provide details about a business transaction in just a few seconds. The price for enterprises? Mounting costs associated with new Lotus Domino servers and expensive storage devices plus — and even more palpable — frustrated IT administrators who have to manage these dynamic environments without proper tools.

Lotus
.domino™

Getting control of your business-critical content to cut costs and drive revenues

An alliance of industry-leading software

To address these challenges, IBM has created IBM Content Manager CommonStore for Lotus Domino. This powerful, easy-to-use archive solution utilizes IBM Content Manager — and supports all Lotus Domino platforms — combining the world's foremost messaging and groupware platform with IBM Content Manager, the industry-leading document management and archiving system.

Practical document management

Without the archive capabilities provided by IBM Content Manager CommonStore for Lotus Domino, mail files and Lotus Notes databases grow exponentially, while administrators attempt to keep up.

According to a recent study involving 120 respondents accross five different businesses, space-depleting e-mail attachments account for between 50 to 80 percent of the data storage used by individuals for e-mail.

The same study showed that the actual cost of storage space, including operative and administration labor, space, heating, capital and depreciation is about 20-50 times higher than just the cost for the hard disk. It has also been determined that nighttime — when many administrative tasks are performed — might soon prove inadequate for managing this amount of data.

Thanks to seamless integration with a Lotus Notes desktop interface, you can conveniently offload virtually all types of documents — from scanned images to word processor files to spreadsheets — from the operational Lotus Notes databases to Content Manager and retrieve them directly from the Lotus Notes desktop.

With IBM Content Manager CommonStore for Lotus Domino, you can archive entire documents, selected documents in a folder, entire folders, file attachments or e-mail from your Lotus Notes database to an external archive for secure, long-term storage. You can also archive file attachments separately from their originating e-mail messages (a particularly useful function given that attachments are the major storage-space consumers in mail applications). Documents can then be

retrieved and processed by Lotus Domino applications automatically or via a simple mouse click. At the end of a document's life cycle, you simply archive it back into Content Manager — all according to your timetable.
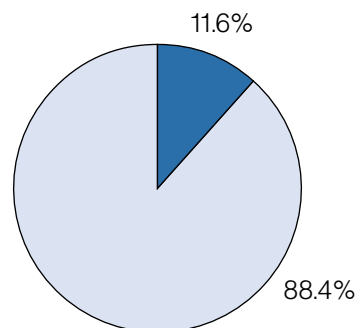
Existing Content Manager users can access documents or folders archived from Lotus Notes, as well as other enterprise information stored in Content Manager — from a Lotus Notes client or Web browser.
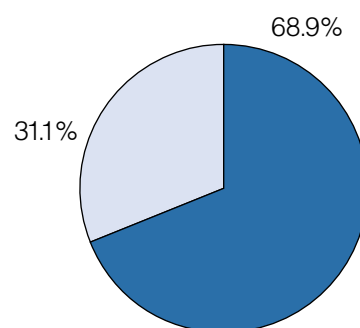
Alleviate the burden of long-term storage

The recent passage into law of the Electronic Signatures in Global and National Commerce Act authorizes the legitimacy of electronic signatures in online contracts. This means that more

Attachments quickly consume mail files.

By Number of Docs

11.6%

88.4%

By Size of Docs

68.9%

31.1%

- ☐ Documents without attachments
- ☐ Documents with attachments

Based on an IBM internal study of its Notes users

and more businesses and consumers will be performing transactions — such as mortgage loan applications, insurance contracts and prescription drug fulfill-ment–using electronic signatures. In addition, under the rules of the U.S. Securities and Exchange Commission (Ruling 17a-3 and 17a-4), brokers and dealers are required to retain copies of all customer e-mail on non-changeable media for a minimum period of three years. Some types of correspondence have a seven-year retention period; still others must be maintained infinitely.

As a result, businesses across industries will need to maintain electronic docu-ment trails that may rival paper-based processes, as well as adhere to strict auditing and legal mandates that dictate the long-term retention of documents. Yet company policies often require the deletion of burgeoning in-box files and attachments after a specified length of time.

Employing IBM Content Manager CommonStore for Lotus Domino to archive attachments and documents to external sources helps alleviate the burden of long-term storage and better satisfy companywide legal requirements. Plus, regardless of when they were saved, all archived documents are at your disposal — reducing time-wasting searches across disparate sources.

Competitive advantages

With IBM Content Manager CommonStore for Lotus Domino, you can better manage the flow of information within your organization and look forward to heightened efficiencies across your enterprise, including:

- *Cost-efficient, expanded storage capacity:* Millions of documents and attachments may be stored on inexpensive media, such as optical disk jukeboxes and tape libraries, which replace costly hard disks.

- *Improved application performance:* Because you can move older, inactive documents to an external archive, the size of your Lotus Notes database is trimmed — increasing the performance of Lotus Domino servers.

- *Rapid retrieval of documents:* Intelligent data-management functions within Content Manager enable immediate access to essential documents and applications, regardless of their location in your network.

- *Easy integration with existing environ-ments:* Since software is not required on Lotus Domino desktops (no client code), IBM Content Manager CommonStore for Lotus Domino can be easily incorporated into your existing infrastructure.

Document restoration: When and where you need it

IBM Content Manager CommonStore for Lotus Domino supports the storage of Lotus Notes documents in "Notes native format," a unique feature that enables you to transfer an entire document to the archive, then restore it back into your database as a Lotus Notes document. This ensures that your document is completely restored to its original form, allowing you to execute any Lotus Notes function — such as forwarding or launching attachments — performed upon it.

IBM Content Manager CommonStore for Lotus Domino also supports conversion of Lotus Notes documents to industry-standard RTF and ASCII formats providing more viewing options and further reducing storage requirements. An exit is also provided for conversion to other formats prior to archiving.

Workflow integration

Documents can be archived from the Lotus Notes clients directly into the workflow workbaskets — a feature of IBM Content Manager. As such, they can be moved to and from workbaskets, appear in lists of workbasket contents and can be deleted from the workbasket, all using the Lotus Notes client.

Extend existing Lotus Notes applications

IBM Content Manager CommonStore for Lotus Domino encompasses more than e-mail archiving; in fact, it can be used for practically any other Lotus Notes application. A Lotus script library, which comes with the product, can easily be added to an existing Lotus Notes application. In just a few moments, the buttons for archival and retrieval are set up and functional. This means that all the benefits of IBM Content Manager CommonStore for Lotus Domino can also apply to customer-specific and other Lotus Notes applications on the market today.

IBM Content Manager: A well-integrated family of offerings

IBM Content Manager CommonStore for Lotus Domino connects the world of Lotus Notes and Lotus Domino with electronic archiving, and taps the resources of IBM Content Manager, IBM Content Manager OnDemand and Tivoli Storage Manager with award-winning, high performance data-management solutions. This offering is designed to help you manage the full spectrum of digital information generated in today's e-business world — from e-commerce and electronic document management to customer service, CRM, supply chain management… and more.

Find out more

For more information, contact your IBM representative or IBM Business Partner, or visit the IBM Content Manager CommonStore Web site at **ibm.com**/software/data/commonstore/lotus.

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