



Archiver for Notes

Archiving for Notes Mail, Applications and IBM Quickr

Feature List

If you have any questions concerning this document, please call us on +64 4 239 9990

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1. Feature List

1.1 Setup

- Automatically add & set up Databases matching a Profile (in specific Directories, e.g Mail, or the Database Owners matching Groups, O/OU Levels or Individuals).
- Profile Hierarchy determined in ascending order of Directory, O/OU level, Group Membership, then User Name, including recognising Group moves. This means you can have one Profile for default archiving options (e.g. the 'mail' directory), but supercede that via other Profiles for specific O/OU levels, Groups, or Users.
- Manually add databases from a Server, Catalog, individually, or those using existing archives.
- Automatically set up databases, including creating Archives, indexing and (optionally) adding required design elements.
- Specify what IONET Actions & Outlines to display in mail files, and what native Actions & Outlines to hide.
- Select and apply different design templates for Archive Databases.
- Manage Archiving, Search and Housekeeping settings for multiple or single databases.

1.2 Archiving

- Choose to initially archive or delete duplicate emails from mail databases (duplicate emails typically comprise up to 20% of mail files).
- Choose up to 10 Archive conditions per database, from any combination of;
 - Documents over x size.
 - Documents over x days old.
 - Documents not modified in the past x days.
 - Documents not accessed in the past x days.
 - Documents in specific Views/Folders/Rooms.
 - Documents matching an @Formula.

* Exceptions available for Calendar Entries and Drafts for Mail & Quickr.

Each criteria can Archive the document, Delete it, Copy it (for lookup docs etc), or remove Attachments, using Referer Stubs or not.

e.g.

If 'Over 2MB' AND 'in Folder Old Projects' AND 'Not Accessed for 180 days' THEN 'Archive Document'

If 'Over 5MB' OR Matching '@Contains(Subject;"Expired")' THEN 'Delete Document'
If 'Over 365 Days Old' AND 'Not Modified for 180 days' THEN 'Strip Attachments'

Each criteria will also determine the approximate space savings gained.

- After the initial archiving has completed, archive the oldest or largest documents from the database until the desired database size is reached (excluding whitespace), in increments if required.
- Archive Serially or in Parallel, up to 20 databases simultaneously.
- Replace archived documents with Stubs (which refer the client to the Archived document), or remove once archived. If a Stub is used, the document appears to remain in the Production database, including in the same folders and views, but when opened the client is seamlessly referred to the document in the correct Archive database. Stubs avoid breaking doclinks, and are fully supported in iNotes. Stubs can also optionally be synchronised with Archived documents, and you can manage the amount of Stubs per database.
- Control Archiving Duration using Timing tools.
- Retain the same folder structures in the Archive database.
- Synchronise ACLs between Production databases and Archives, and limit access to Archives.
- Automatically compress selected attachments when archiving, i.e. *.doc, *.xls, *.ppt etc.
- Protect certain documents from archiving, using @formulas.
- Write fields to documents being Archived, i.e. view icons, and optionally remove these fields on restore.
- Select an Archive Start Date and inform the Database Owner x days before, allowing them to modify the Archiving Criteria (if appropriate).
- (Optionally) allow database Owners (i.e. Mail File users) to modify their own Archive Criteria.
- (Optionally) allow users to manually archive selected documents, including via drag/drop.

1.3 Housekeeping

- Automatic creation of new Archive databases according to criteria;
 - Current Archive over x MB.
 - First day of Week, Month, Quarter, Half Year or Year.
- If a new Archive database is created, it automatically begins to be used for archiving. If the user is specified to receive local Archive replicas, the user is sent a customisable email containing a button that replicates the new Archive in the background (also see 'Local Support').

- If searching is enabled, the new Archive is indexed and added to the list of searchable databases. The new Archive is also added to the list of available Archives for the user.
- Data can be automatically removed from Archive databases after x days.
- Referrer Stubs can be removed from the Production database as a function of the age of the Stubs, or % of database size.
- Choose to expire older Archive databases after a certain time, or when there are x number of Archives. You can move the expired Archives to another server, a file share (Windows servers only), leave them where they are or delete them.
- Choose to run custom agents when archives are created or expired.

1.4 Compliance & Journal Archiving

- Restrict access to Archived data.
- Archive documents from journal databases in the same way as any other database, for example by having one rule that deletes all documents containing the word 'spam', and another that archives the rest, creating a new archive according to size.
- Protect certain types of documents from archiving, using @formulas.
- Archive Trash in mail files.

1.5 Reporting

- Reporting is available for criteria such as the amount of data/documents archived over any given period, the amount & ratio of data/documents residing in production & archive environments, and the status of Size Reduction archiving.
- Reports can be generated for any combination of Users, O/OU levels, Groups, Directories or individual Databases, over any timespan.
- Reports can be viewed in graphical (Flash) or text format.
- Reports can be exported to CSV.
- Reports can be scheduled and sent to relevant users automatically. For example you can schedule a report on the Accounting Group for the 7 days, and send it to the Accounting Manager every Sunday.

1.6 User Functions

- Open archived documents or Archive/s directly from the Production application, including via iNotes.
- Archive documents manually at any time, including via drag/drop, including via iNotes.

- Restore single or multiple documents , temporarily or permanently (at Administrators discretion), including via iNotes.
- Restore full or partial documents (selected attachments, text only etc), at Administrators discretion.
- Multithreaded searching of the Production and Archive databases occurs simultaneously, via the Notes Client or iNotes.
- Search via Search Scope, Toolbar icon, Widget or Mail Action/Outline, including using mappable fields (e.g. "Person Contains").
- Performs most functions (e.g. creating new Archive replicas) in the background of the Notes Client.
- Migrates native Notes Archive data and criteria automatically into the Archiver at the users convenience, and in the background.

1.7 Administrator Functions

- Run Archiving on specific days at specific times, globally or per-Profile/Database.
- Circumvent the Archive schedule and archive immediately at any time.
- Automatically run Server Console Commands after Archiving, i.e. Compact or Updall.
- Install new Archiver versions automatically, or simply be notified of a pending update.
- Be notified of problems, and automatically email IONET Support the problem details.
- Multiple Administrator tools, e.g. Move Archives, Unzip/Restore entire archives, or Find Orphaned Stubs.
- Translate the UI into any language using the Translations view.
- Automatically send customisable emails to users to perform certain functions, e.g. replicate a new archive, or migrate native archive data.
- Migrate server-based data to archives automatically.
- Run custom agents before & after documents are archived or archives created.
- Synchronise Referer Stubs automatically.
- Run debug mode (to log verbose information) globally or individually.
- Control search settings globally or per database.
- Be notified if agent timeouts occur.
- Customise to your own colour scheme and logos.

1.8 Local Support

- All archive functions (use of Stubs, searching Archives & opening Archives) also work locally.

- Automatically send users a customisable email when a new archive is created, allowing them to replicate new Archives in the background, building indexes as appropriate.
- Automatically migrates native Notes Archiving data, and any optionally other local database.

1.9 Email Support

- Email archiving is the same as archiving from any other Notes database.
- Additional functions available only for email databases are the ability to search mail & archives using iNotes, archive duplicate emails, and the ability to migrate native Notes Archiving Criteria.
- For compliance reasons, you can also tell the Archiver to archive Trash in mail files.

1.10 Topology

- Can be added to any Domino server.
- No external requirements (e.g. SNMP).
- Replicate across your servers, or use a single copy.
- Cluster-aware.
- Define a different server for SaaS operations.

1.11 Native Archiving

- Link or migrate native Server-based archives. Linking lets native archives appear as part of the IONET system (Open, Search, Restore etc) whereas migration moves native archive data to the IONET system..
- Identify and migrate native Local archives, in the background of the Client.
- Manages both new and existing users.

1.12 Quickr Archiving

- Automatically manage Quickr archiving (e.g. for new Rooms) based on a Profile monitoring the Place Directory, e.g. LotusQuickr\ or LotusQuickr\MarketingPlace.

- Manages Folders, Forms and Placebots in the Archives.
- Uses referral links to link users to the archived documents.
- (Optionally) registers new Quickr Archives in the Place Catalog.

1.13 Notes Application Archiving

- Archive any Notes Database, e.g. Helpdesk systems.
- Option to copy & synchronise documents to the archives (e.g. lookup documents).
- Run custom agents before or after archiving each document or creating archive databases.
- Define stub field size (e.g. to keep certain fields for view display).
- Remove “protect orphaned responses” option.
- Protect certain documents from archiving.

1.14 Discovery Search

- Search thousands of databases and archives simultaneously using field level searches.
- Select databases based on Server, Directory, or the Database Owners matching Groups, O/OU Levels & Individual Names.
- Search within results.
- Selectable and processable results.
- Customise result processing options to your own requirements, e.g. copy selected results to another database.

2. Testimonials

"The IONET Archiver for Notes/Domino product, has allowed us to create a hierarchy for email data. i.e. Online, (mail server), near-online, (Archive Server), and off line, CD/DVD storage. It also allows us to archive documents in our application databases, without having to do any design changes to the database templates. We have found the support from IONET to be second to none, and have no hesitation in recommending them to anyone."

Walter Pidwarko, Lotus Notes Administrator, Hastings Deering (Australia) Ltd.

"CB&I The Hague has evaluated the Symantec Enterprise Vault and EMC Mail Extender, with the Symantec system set up at CB&I for testing. Ultimately, the choice went for IONET Archiver for the following reasons;

- The price of the IONET Archiver is significantly lower.*
- The IONET Archiver implementation is fully reversible, which is also the case for archived email databases.*
- The implementation period for the IONET Archiver is much shorter and CB&I personnel can perform this task independently.*
- The Symantec EV cannot archive mail files where there is no matching person document in the name and address book. We use mail-in databases for projects because you do not have to pay IBM licenses. Mail-in databases cannot be archived with Symantec EV."*

Harry Horning, CB&I, The Netherlands.

"We have used the IONET archive solution because our production servers were at capacity, and installing a dedicated archive server & using the IONET Archiver provided us with a lower total cost than expanding our production servers. Another important factor is the native Domino aspect - this gives us more flexibility in installation and configuration and is a process we are familiar with. Also, it helps that we only need to add design elements to production databases, not change or delete anything. Lastly, the flexibility of the tool allows us to choose our own path as to how we archive data."

John van Loon, RijkZwaan, The Netherlands.

"To address its data storage issues, Iv-Groep BV implemented an e-mail archiving solution from IBM Business Partner IONET.

The new IONET system archives e-mail from the existing Lotus environment based on the company's demands. Once configured, the e-mail archive process runs automatically. The company can determine which e-mail messages are archived based on predetermined requirements, for example the age of messages.

Company employees can access archived e-mail messages as easily as before, and e-mail messages remain visible in employee mail file folders, because the archive database is connected to the mail file folders. Archived e-mail can be accessed via the Lotus Domino Message Server software, which hosts the IONET archive solution.

The archive solution also offers Iv-Groep BV special search functionality that searches both archived and not archived e-mail messages, meaning that users are not impacted if a message is archived. The solution can be used for both personal and general e-mail databases.

As a result, Iv-Groep BV increased control over data growth in its Lotus environment, improving server performance and reducing backup times. The cost-effective, easy-to-manage solution allows the company to restrict when and how messages are archived, while also providing employees with easy access to archived messages. Furthermore, the solution was quick and easy to install."

Edwin de Priester, Iv-Groep B.V., The Netherlands.