



GCI POWERTOOLS ARCHIVING

GCI PowerTools for Archiving safely extracts and archives completed workflows, eSign workflows from OpenText Content Server. Extracted data is removed from the underlying database and placed into a secure archive enabling the application of Records Management retention and disposition policies.

Archiving and records management form an integral part of information governance within regulated and many non-regulated industries. For such organizations, the requirement to keep large quantities of workflow histories can result in degraded system response times and increases the risk of legal liability. In order to optimize your Content Server interface performance and eliminate these legal risks; this information needs to be periodically extracted, and securely stored within a records managed archive.

Better manage performance and legal liabilities

The archival of OpenText Content Server content and metadata is currently achievable in a number of ways. However, removal and archiving of items such as completed workflows has until this time not been possible.

GCI PowerTools for Archiving addresses these critical performance and legal issues. With PowerTools for Archiving you can archive Content Server information such as workflows and electronic signature (eSign) workflows, storing them back into the repository as managed XML files. Optionally, any original data from the underlying database tables can also be removed. This results in a reduction in database size and an increase in the performance of the overall environment.

The screenshot shows a configuration interface for 'Audit Archiving'. It includes fields for 'Archive Storage Location' (set to 'GCI Archive Volume'), 'Minimum Number of Audit Events Required to Trigger Archiving' (set to 50), 'Maximum Number of Audit Events per Archive Page' (set to 100), and 'Archive Audit Date Range' (set to 'Older than 3 Months'). A dropdown menu for 'Item Types' lists various Content Server items like 'Accession Search', 'ActiveView', 'Answerset', etc., with a note that 'Types:' is expandable. A magnifying glass icon highlights the 'Archive All Items' checkbox under 'Action Label'.

Improve Content Server performance by automatically archiving Workflows, Attachments and removing the rows from the database table.

Key Features

- Extract and archive workflow data
- Securely archive eSign workflows and attachments
- Apply RM retention and disposition policies to archived data

- Unable to modify archived content
- Reduce size of Content Server's underlying database

Ready retrieval of archived content

Being able to quickly retrieve archived information in the case of legal disputes or regulatory requests is another essential component of any archival process.

PowerTools for Archiving creates an individual XML document containing a complete record of each Content Server object being archived, this includes all attachments, attributes, forms, comments and user information. Multiple archive volumes can be used to store different object types and archived data is indexed enabling content to be quickly located by searching.

Once found, archive files can be readily viewed in the browser using the provided views, or custom XSLT views can be created to present data back in any desired custom layout.

Both Workflow Attachments and Form SQL data can be selectively archived.

Easily select which events to archive, when to archive, and how many events to archive per page.

Records management and retention schedules

When working within a regulated environment, the lifecycle management of every information asset is essential. Using PowerTools for Archiving, each archived object is stored back into the GCI Archive volume as an individual document. This means that standard Content Server permissions and records management policies can be readily applied and archive files can be stored and disposed of based on a pre-determined schedule.

If your organization has large amounts of eSign workflows, or is required by regulatory authorities to keep workflow for an extended period of time, then PowerTools for Archiving is the essential tool for maintaining the performance and integrity of your Content Server environment. For further details contact Global Cents or your OpenText account manager.

For further information and demonstrations of GCI PowerTools for Archiving, please visit our website at globalcents.com/pta

