

# DocNet Archive & Export Module

Server data storage capacity is no longer a limit with the DocNet Archive module. Document images and attachments can be saved on another networked storage destination or offline bulk storage media like MO, DVD and even CDR; With DocNet's Export module, documents can be carried with you even without an Internet connection to your DocNet server. The Archive and Export module is all about extensibility.



## What is Archive? *The Solutions for Unlimited Storage Capacity Expansion*

In other Electronic Document Management Solutions (EDMS) the user normally has a problem with the scalability of the solution. After few years of usage, the hard-drive capacity will be a question and "What should you do next?" Should you perform a full backup and reinstall your whole EDMS onto a newer server with a larger hard drive? There are a lot of risks associated with this approach. Server downtime means a loss of time and money in any organization, not to mention the risk that your backup file may not restore. With DocNet, when the hard drive in your EDMS server is becoming fully occupied and you wish to archive older documents, you are able to extend the storage of your server in a snap with this Archive module.



## Offline Archive

One of the features of the DocNet Archive module is moving aged document images and attachments offline to removable media for storage extension. Less frequently used documents can be sorted out using query and then moved onto the removable media of your choice, including DVD, CD-R, MO and any other media you may wish to use. The document size is automatically calculated so that DocNet notifies you on how many pieces of removable media are required before archiving. Once archived, the media become libraries of document images and attachments with the searching capability as from DocNet. The user needs to check the media out before the document content can be browsed.



## Near Line Storage

As regards to instant storage extension, you can assign shared network drive to DocNet so that the DocNet server would immediately utilize the storage available over the network using Windows SMB (share drive) or UNIX Network File System (NFS). Of course, you may add an extra hard drive to your DocNet server and use the new storage without any re-installation.



## Assign Different Storages for Different Applications

Yet another feature of the DocNet Archive module is the ability to assign different storage media for different filing applications. For example, you could assign DocNet server storage for general applications and storage on your notebook for a private application. With this feature, scattered file storages are handled internally by DocNet. Your filing system could be further enhanced, easing management and maintenance.



## What is Export? A Portable Database with Image Extracts from DocNet System

Considering a case in which you are planning for a business trip, many times there are piles of documents needed for your trip and you may not have the Internet available at your destination to allow you to connect to your DocNet server. Your decision is then whether you should print out all the documents you require and carry them with you? Or you may have the need to hand someone a short list of your product range and their technical specifications. With DocNet's Export module, all these problems are solved.

### Export media

The DocNet Export module takes the documents of your choice out of your DocNet server and allows you to put them onto self-contained removable media. All a user needs is a compatible browser. The exported media is an auto-run HTML web page that the user could search, view and print any exported document without any Internet connection to the DocNet server.

There is no limitation on the type of media needed for the export operation. You may use the most popular CD-Recordable disks, most updated DVD+R, DVD-R, DVD RAM and any other media available in the future.

## PC? Mac? UNIX or Linux? No problem!

Distributing documents and information to your customers can sometimes be a challenge as you may not know the applications and platforms your customer uses. Most executable programs are platform dependent and you have to build one set of data files for each platform. With DocNet's Export, you only need to export your documents once. The cross platform nature of HTML web technology allows you to share your document with your customers, and all they need is only a browser.

## Product Specifications

### Archive

- Application selection
- Field/meta data search
- Automatic archive size calculation
- Archive document confirmation
- Nearline or offline media selection
- Archive labeling
- Archive download and testing
- Finalization and confirmation

### Export

- Application selection
- Offline media selection
- Field/meta data search
- Automatic export size calculation
- Optional super banner upload
- Enter export settings
- Export file download for CD cutting
- Finalization and confirmation

### System requirements

A CD-Recordable drive is needed for cutting CD-Recordable media. Any other media-recording devices are needed for other offline media types at the clients desktop.

### Ordering information

DocNet Archive & Export module

Please contact your DocNet sales representative

Archive & Export module is an optional one available for DocNet server 1.5.0 or above. Once this option is purchased, an Internet connection is required to activate the optional DocNet license server functionality.

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