DATASHEET

migration center

Go OpenText InfoArchive!

Application Decommissioning Package for Unstructured and Semi-Structured Data (ECM System)

Are you in need to reduce costs for storage, servers, operations, support, DBMS licenses by decommissioning your legacy ECM Systems? Then you might consider or have already decided on OpenText's InfoArchive as a new archive platform. Our certified solution migration-center assists you with the decommissioning of legacy unstructured and semi-structured data (e.g. content management systems, file shares etc.), including live archiving of content from various repositories to OpenText InfoArchive.

Let us guide you through a successful planning process and an efficient implementation phase with our application decommissioning packages. They will shorten your time to value for the OpenText InfoArchive platform and guarantee transparent project costs.

In the field of migrating or decommissioning applications we now incorporate 17 years of project experience. Our experts have hence developed best practice methods and tools, such as our certified product migration-center in order to minimize recurring project costs for our customers. Your migration and decommissioning projects are in safe hands with us. If you like we will define the target for your project together with you, take a close look at legal aspects, outline KPIs for performance and timeframe of the project, do a risk assessment and estimate workload, expense and benefit for the project as well as organize the migration/archiving without affecting your daily business.

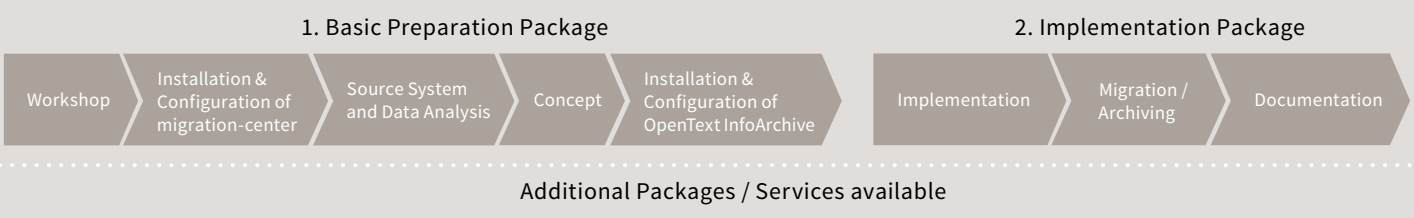
Our service teams are able to support you in projects around the globe as we work jointly with our offices in Romania, Germany and the United States. We have successfully been audited by leading companies and our numerous references speak for themselves. For you we provide highly competent assistance and best practice methodologies in order to guarantee the success of your InfoArchive projects.

How we understand...

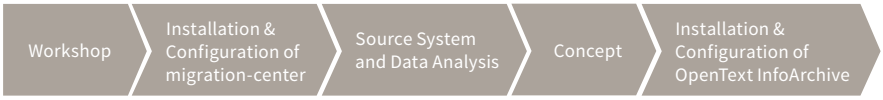
- **Structured data** Data that resides in a fixed field within a record or file is called structured data. This includes data contained in relational databases and spreadsheets. Structured data first depends on creating a data model – a model of the types of business data that will be recorded and how they will be stored, processed and accessed. This includes defining what fields of data will be stored and how that data will be stored: data type and any restrictions on the data input.
- **Unstructured data** (or unstructured information) refers to information in the form of photos and graphic images, videos, streaming instrument data, webpages, pdf files, PowerPoint presentations, emails, blog entries, wikis and word processing documents that either does not have a pre-defined data model or is not organized in a pre-defined manner. Unstructured information is typically text-heavy, but may contain data such as dates, numbers, and facts as well.
- **Semi-structured data** is a cross between the two. It is a type of structured data, but lacks the strict data model structure. With semi-structured data, tags or other types of markers are used to identify certain elements within the data, but the data doesn't have a rigid structure. For example, word processing software now can include metadata showing the author's name and the date created, with the bulk of the document just being unstructured text. We use the term »semi-structured data« for content stored with metadata in ECM systems. Source: Wikidedia/Webopedia

Application Decommissioning Project Phases

To guide you through a successful planning process and an efficient implementation phase we offer you the following application decommissioning packages. Please see the following pages for details.



1. Basic Preparation Package



Initial workshop
In an initial workshop we will first of all assess your requirements for your decommissioning initiative, check what compliance regulations you need to meet and take a look at the cost of the archiving project as well as at the business case. We will also examine your infrastructure landscape and of course explore the applications or systems you wish to decommission. As a result of this workshop we will decide which of your application data will be archived.

Installation & configuration of migration-center
Our migration-center is the bridge between your legacy systems and OpenText InfoArchive. We will install and setup migration-center on your servers so it can be used for the data analysis, as well as for the actual archiving in the following project.

Source system and data analysis
When using migration-center we will have a look at each of your source systems and the content stored in them. Together with you we will analyze the data to identify the content you need to archive, as well as relevant metadata.

Concept
Before any data is touched we will write a concept based on your input and requirements. This document will first of all contain some general information about your future archive: architecture, sizing, generic compliance information and the general data migration process. For each legacy system to be archived we will describe the system itself, the content we are going to archive and the metadata model in the source system. We will also specify how the information will be stored in InfoArchive and how you will be able to find and access your content. This document will be created based on our best practices and of course your requirements.

Installation & configuration of OpenText InfoArchive
The final step of the preparation is the installation and setup of the OpenText InfoArchive platform. Our experienced consultants will do this for you; all you have to provide is the licensed software and the necessary infrastructure.

Scope for Basic Package for one Application	
Package Description	**Phases** • Initial Workshop • Installation & Configuration of migration-center • Source System & Data Analysis • Concept • Installation & Configuration of OpenText InfoArchive
Package Scope / Coverage	• One source system • One source repository • Max. 5 source document types / classes • One OpenText InfoArchive Holding / Archive Data Types (e.g. Invoices, Project Documents etc.) • One InfoArchive search form per holding • One migration-center project license for one source application to OpenText InfoArchive
Supported Source Systems	The following package price is available for the source systems • File share • OpenText Documentum • SQL Database (hybrid data) • eRoom • Lotus Notes • MS Outlook • MS SharePoint • Alfresco • FirstDoc All other systems on request!

2. Implementation Package

Implementation of the concept
According to what has been described in the concept from the basic preparation phase we will set up the target structures and search-and-retrieve interfaces in OpenText InfoArchive and prepare our migration-center for the content migration into the archive. In test runs we will validate our implementation of the concept until you are certain that it meets your requirements.

Migration / archiving
Once the preparations are completed we will begin the actual migration/archiving process, moving all your content into the prepared OpenText InfoArchive system. migration-center lets you control this process to achieve maximum transparency and comply with rules and regulations.

Result / validation documentation
Finally, once the migration is completed, we will review the migration logs from migration-center and the data structures in OpenText InfoArchive in order to validate a successful data migration. The result of this is summarized in a document.

Additional Packages / Services

Active content migration
migration-center is perfectly suited to separate static valuable content from active content no matter which source and target systems are involved. migration-center is designed to effciently organize, transform and move large volumes of documents into the chosen target ECM repository and/or Enterprise Archive. The product lets you define a wide range of selection criteria for separating your inactive from your active data. Once the individual sets have been de_ ned you can execute the next steps (transform, validate, correct) and finally import the set in to the ECM repository or Enterprise Archive.

Advanced information retrieval with OpenText InfoArchive
OpenText InfoArchive comes with a configurable search GUI that is designed to handle most retrieval use cases. In some cases the options of that GUI do not suffice in terms of complex search forms and result lists or you need extensive customizations for the design. For these special use cases it is possible to build custom search applications that query an InfoArchive holding or integrate an InfoArchive search into your existing application.

Content transformation
Once you have separated the inactive from the active content you may also convert your inactive documents into PDF/A for long term archiving with the help of Adlib for example. This will reduce the risk of non-compliance with corporate, industry and government regulations and also reduce cost, time and errors associated with manual document transformation.

Scope for Implementation Package for one Application	
Package Description	**Phases** • Implementation of the Concept • Migration / Archiving • Result / Validation Documentation
Package Scope / Coverage	• One source system • One source repository • Max. 5 source document types / classes • One OpenText InfoArchive Holding/ Archive Data Types (e.g. Invoices, Project Documents etc.) • One InfoArchive search form per holding • Max. 2 Mio. records
Supported Source Systems	The following package price is available for the source systems • File share • OpenText Documentum • SQL Database (hybrid data) • eRoom • Lotus Notes • MS Outlook • MS SharePoint • Alfresco • FirstDoc All other systems on request!

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fme group | Germany · Romania · USA
T +49 531 238540 · info@fme.de
T +1 203 6174250 · info@fme-us.com