# ECM Library

Managing millions of pictures, emails and documents for thousands of employees and business partners is, at times, and insurmountable task. ECM Library, the industry leader in email and content archiving, enables companies to store, manage, and discover unstructured information across the enterprise. Using a market proven architecture, ECM Library provides an open, intelligent and easy to use approach to improve management, reduce costs and control risks associated with content management.

Unstructured information is consuming a large percentage of corporate storage, ECM Library archives information from emails, messaging, file servers and collaborative systems using powerful storage optimization, classification and retention technologies. ECM Library will automatically capture, categorize, index and enforce retention policies and secure “unstructured information” while reducing storage costs and simplifying management. In addition to day to day responsibilities, I.T. is also being asked to partner with legal departments to develop information retention systems that not only ensure records are not accidentally lost or deleted, but can also ensure rapid recovery and rigor imposed on their eDiscovery efforts. Organizations faced with litigation involving eDiscovery must be able to apply indefinite litigation hold of relevant content with minimal strain on storage and IT resources. ECM Library helps companies close the gap between technology and policies in order to eliminate the risk associated with non-compliance. With ECM Library, organizations are able to consolidate email and other electronic information into a single repository. This simplifies management, enforces policies, enables legal hold, reduces information redundancy, and allows for amazingly fast search and retrieval of relevant information not only for the day-to-day business but also for legal cases. Archiving with ECM Library is the foundation of an efficient, repeatable and defensible discovery process.

### Features and benefits

• Archives information by establishing a single “master copy” and allowing users to recall, modify and save their newly created content to the repository. Regardless of the number of times a document, email or piece of content occurs or on which laptop, desktop or server it is stored, it will be stored in one common repository and can be quickly and easily found and retrieved.

* Seamless End User Experience – ECM Library is designed to be a seamless extension to users existing tools (Outlook, Notes, SharePoint, etc) giving visible access to archived information anytime, anywhere. If a connection can be provided to the repository, a user can find their content.
* Simple Google-like searches as well as advanced searches, libraries and groups, legal library containment and search reduction capabilities make ECM Library the leader. Add to that our capabilities of OCR and Image recognition and we are untouchable in the industry. ECM Lib provides bulk marking and tagging and then immediate entry into libraries and group accessibility. Relevant items are easily preserved and provided to the requesting party though a flexible and auditable export process to simplify work tasks.
* Simplified Installation and Administration – Provides administrators with a separate and secure administration application to manage the setup and day-to-day operations of enterprise metadata. ECM Library gets up and running in minutes and then requires minimal or no administration.
* Automatic Scan and Archive – Automatically locates and archives emails and content from servers and users’ machines.
* Full text indexing: Over 65 file types such as word documents, spreadsheets, text files, JPG and TIFF pictures, source code files written in different development languages, PDF files, and a multitude of others are instantly indexed providing search and retrieval measured in seconds, not hours..

### Manage Unstructured Information

Storage dedicated to old or infrequently accessed data not only wastes precious space, but it also costs time and money to manage, maintain, and back up. ECM Library addresses storage cost and resource issues by providing a centralized, integrated content archiving solution that pulls this unstructured information from multiple sources, even existing structured databases.

### Mailbox Management

Significantly reduce time spent dealing with mailbox housekeeping. ECM Library can be configured to scan a mailbox and archive the contents. It can easily be structured to remove emails after any amount of time and then only if they have been read or move them to a different mailbox for history, and the list of capabilities goes on and on. Admin-defined policies automatically archive individual mailbox email and attachments and place them into the ECM Library repository. Email attachment is immediately searchable too and can be retrieved as part of the original email. Optionally, shortcuts are provided, allowing users to easily view or restore the original items transparently through Microsoft Outlook® or the original application that created the content. ECM Library is the highly-scalable, long-term repository for your new and older information. Server performance is dramatically improved, and users enjoy instant access to all of their email/content without the associated cost and management. The online archive also enables organizations to rationalize their storage resources and dedicate primary storage to dynamic and transactional data. Older, less frequently accessed content can be moved to a secondary or tertiary storage device, saving money for more strategic purposes. ECM Library also lets you block and eliminate unwanted or inappropriate information, free up space on servers, reduce overall storage requirements, and keep all content fully searchable and instantly accessible, completely transparent to the end user. Furthermore, the Extensible Storage Layer allows ECM Library to cluster the underlying storage, so that users of the archive are not aware of the storage system they are using today, and more importantly, more storage can be introduced to the archive at any time.

### Backup, Archiving and Recovery

IT and backup administrators should consider not only advanced data protection methods for faster backup and recovery, but archiving as well. Combining backup and recovery technologies with archiving enhances traditional backup and recovery by reducing the data stores of applications and file servers. Less data on disk drives of servers and workstations, shrink backup and recovery times and can help save money on storage and storage management. Most importantly, archived data’s value can be exploited through ECM Library’s powerful search and retrieval - simplifying eDiscovery. End users benefit from the ability to initiate their own restores quickly, and IT groups spend less time on administrative restore requests. Because the repository resides in its own database, the backup and zero fail time can easily be implemented and controlled through existing procedures. Deploying ECM Library, in combination with SQL Servers already powerful backup, recovery, replication, clustering and mirroring capabilities makes for one of the strongest, most reliable content management solutions in the world. Deploying ECM Library archiving enables IT groups to manage data growth proactively and leverage the benefits of a centralized repository full of corporate data and information. ECM Library has proven critical as it facilitates quicker restores in the event of a disaster, as the storage savings typically can be applied to restore times. Applications can be replaced, but a company’s data is the heart of value and cannot be replaced if lost. This helps organizations accomplish their main objective of making production data operational in the shortest time possible to help ensure that email and other applications are up and running with data as recent as the last archive. And, ECM Library can be set up to archive on any interval deemed necessary. Archives can execute every minute or every month – you decide. Only content that has not been previously archived or has changed since the last archive is considered making ECM Library’s archive remarkably fast and efficient.

Governance and Compliance

IT organizations around the world are being mandated by corporate governance, legal and compliance groups to implement company-wide retention policies on corporate information. Unstructured information like email, documents, pictures, recordings and data of all types on file servers is not exempt from these requirements. Because not all data is created equal, (i.e. business, personal, junk, spam, etc.), companies are increasingly interested in controlling archive storage and operational costs. ***Archive Intellect*** is a content aware classification methodology in ECM Library that helps companies create a repeatable method of classifying and storing unstructured information. Intelligent archiving helps companies meet corporate retention requirements and enforce records management policies. Once data is classified, enforcement technology applies retention and expiry rules provided by administrators across different content archives to ensure it is kept only as long as it is needed. But this too can be edited and changed by an administrator. This helps control operational costs, as the size of the archive is automatically controlled. ECM Library can also be setup to “migrate and remove” expired content to a separate repository or remove it all together. Once again, our flexibility sets us far in the lead.

### Archive for Search, eDiscovery and Investigations

Any IT administrator who has had to respond to a corporate lawsuit or internal investigation understands the difficulty of collecting and delivering files, messages, or other content for legal review. ECM Library extends the basic search functionality to include Liberian functions to the archive and retrieval process to help lower the cost of data collection and to facilitate the review and analysis of archived items in electronic discovery. Our library and group assignment functionality provides a powerful and efficient interface allowing not just one, but a team of users to perform content research, search, retrieval and analysis. Relevant items are easily preserved as part of the legal librarian process and provided to the requesting party or corporate group though an always available process within ECM Library.

### Product Highlights

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