

Senso IS μ DoC (Microfilm Documentum Connector)

Business challenges

Public sector, ministries and government agencies are challenged by different regulations they have to observe. They have to **extend life of paper documents** and **preserve large amount of documents**, independent of their creation technology, **for a long term** (over a hundred years) during which they have to be able to retrieve them.

They need to be sure that documents are **stored without risk of losing** or misfiling pages, **in infinite resolution** in a fraction of space and that the nature of storage media **prevents editing of the documents**. They also want to save **large amounts of documents in high quality** and **save space and money** at the same time.

Finally, they want to use advantages of a digital archive. That's why most public sector, ministries and government agencies choose to use digital archives for transactional and electronic content management with the possibility of microfilming their records. All of this business challenges point to the importance of the role that a microfilm plays in a modern document management system, as well as the importance of integration of the two technologies.

Solution description

The **Senso IS μ DoC** stands for **Microfilm Documentum Connector** and represents integrated solution for input management, transactional content management and microfilmed content on archive tapes. Input management process is implemented through EMC Captiva modules for image enhancement, optical character recognition and export to Documentum repository. Transactional content management is carried out by the help of automated business process activities.

The **Senso IS μ DoC** is made as a separate EMC Documentum Webtop custom layer. Because of Documentum aspect technology used, it can be deployed within an already customized Webtop client application.

The **Senso IS μ DoC** is included within customized Webtop application and realized as microfilm custom actions which handle candidate documents for microfilming: *Mark, Remove, Export* and *Import*.

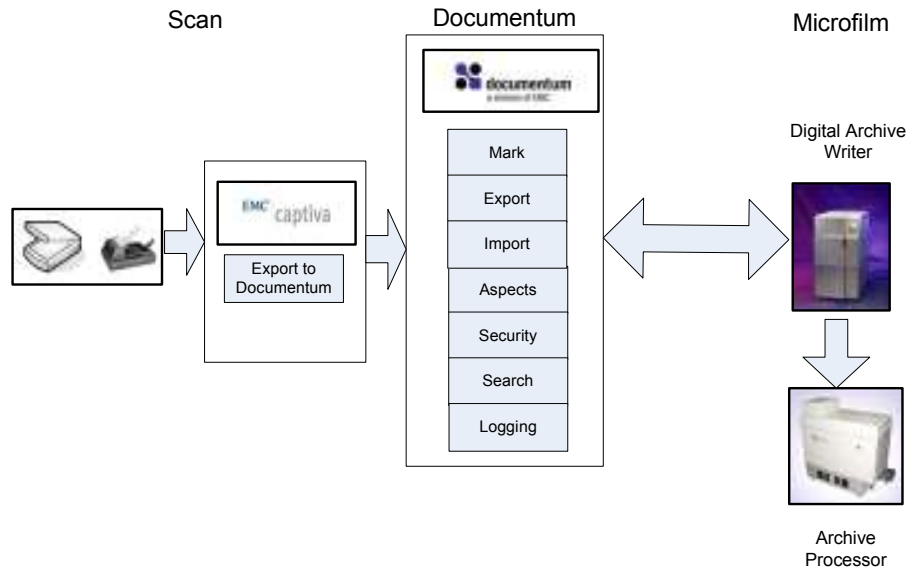


Figure 1 Senso IS μ DoC

Action *Mark* enables marking candidate documents for microfilming by attaching special microfilm attributes to them. Action *Remove* allows unmarking previously marked documents and detaching microfilm attributes. Action *Export* exports marked documents to storage area they will be microfilmed from. Action *Import* enables import of microfilm data to EMC Documentum repository.

The EMC Documentum Aspects technology is incorporated in Documentum 6.5. This technology enables customizing behaviour and/or documents metadata for any document type. A microfilm aspect behaviour and metadata can be attached to any existing digital document which enables deploying microfilm integration module to an existing customized client application.

Connector includes several modules, each one with different functionality.

Mark documents module enables marking of documents as candidates for microfilming. By marking, documents get

Documentum microfilm aspect metadata:

- mark date (date of marking documents as candidates for microfilming),
- mark user (user who marked documents as candidates for microfilming),
- export date (date of exporting candidate documents for microfilming),
- export user (user who exported candidate documents for microfilming),
- exported (document is or is not exported for microfilming),
- import date (date of importing microfilmed documents),
- import user (user who imported microfilmed documents),
- microfilmed (document is or is not successfully microfilmed) and

Kodak Digital Archive Writer (DAW) metadata:

- tape number (number of microfilm archive tape),
- image address (address of a microfilmed image).

Documentum aspect technology enables adding additional microfilm metadata if necessary.

Export documents module enables exporting of candidate documents for microfilming in order to be microfilmed by a microfilm service. Candidate documents can be unmarked and all microfilm aspect metadata detached.

Kodak microfilm service microfilms documents exported by export module. Microfilm service is started through Kodak Digital Archive Writer (DAW) application software kit manually by an operator or automatically through a scheduled job. Besides microfilming documents, microfilm service generates reports with microfilm metadata included.

Import documents module enables importing of specific microfilm metadata generated by microfilm service within EMC Documentum repository and attaching metadata to documents.

Logging module enables logging of every microfilm action. Logging enables tracing of every action performed.

Search module enables search of documents per categories they belongs to. Categories describe stages in the process of document microfilming: Documents unmarked for microfilming, Documents marked for microfilming, All microfilming candidates, Documents marked only, Documents exported for microfilming, Documents microfilmed.

Security module enables introduction of security policy for documents depending on a document stage within a microfilm process. Security policy prevents a possibility of removing documents marked as microfilming candidates, enables execution of particular microfilming action by users with appropriate access level and disables access of unauthorized users to documents exported for microfilming and to generated microfilm reports.

Solution value

The **Senso IS μ DoC** bridges a communication gap between EMC Documentum platform and microfilm technology. Main benefits of the **Senso IS μ DoC** are enlisted in following five points:

Integrated solution

Solution includes modules for input management, transactional content management and microfilming content on archive tapes integrated within one uniform application.

Usability in public sector, ministries and government agencies

Public sector, ministries and government agencies can replace paper document handling with electronic and transactional content management and be sure that regulations such as extending life of paper documents, archiving of documents in infinite image resolution, retrieval

of documents in a form they are archived as court evidence (Deed Registries and Probate Court records) are observed.

Document management system with extended capabilities

The solution extends basic content services in the new direction: high resolution storage, guaranteed file integrity, saves storage space, preserves documents for lifetime, increases cost effectiveness for volume distribution of documents.

Well known user interface

Users of the EMC Documentum platform are used to Documentum graphical user interface. They will be able to execute microfilm actions through the known and already accepted interface.

Deploying Connector in application

The **Senso IS μDoC** is made as a separate Documentum module which can be deployed on top of another already customized and installed Documentum Webtop application.

