

Senso IS μ DoC (Microfilm Documentum Connector)

Business challenges

Public sector, ministries and government institutions are challenged by different regulations they have to fulfil. 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 institutions choose to use *EMC Digital Archiving Solutions* 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 and / or electronic 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 business process management tools: Process Engine, Process Builder and Forms Builder. The **Senso IS μ DoC** functionality can be integrated within business process through automated business process activities in order to fulfil customer needs.

Microfilmed content is not an alternative to *EMC Network Address Storage (NAS)* or *Centera Content Address Storage (CAS)*. In order to obtain advantages of both technologies microfilming and storage locations mentioned above have to be used together within the same integrated *EMC Digital Archiving Solution*.

The **Senso IS μ DoC** is made as a separate EMC Documentum WDK (Web Development Kit) custom layer and can be deployed on the top of all WDK based web clients. In order to use **Senso IS μ DoC** as a part of *Transactional Content Management (TCM)* solution *TaskSpace*

Case Study – Senso IS μ DoC

web application client will be used. In order to use **Senso IS μ DoC** as a part of *Electronic Content Management (ECM)* solution *Webtop* web application client will be used. Because of Documentum aspects technology used, it can be deployed on the top of an already customized client application.

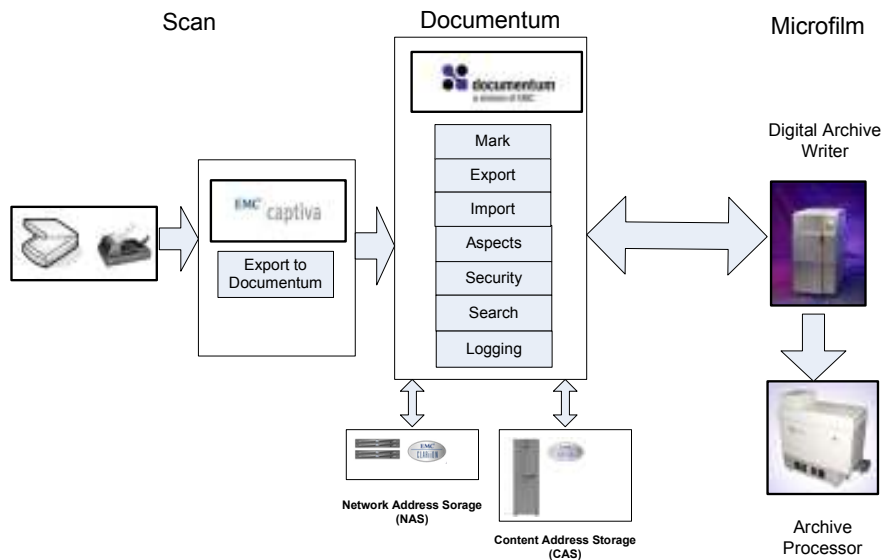


Figure 1 Senso IS μ DoC architecture

The **Senso IS μ DoC** is realized as microfilm custom actions which handle candidate documents for microfilming: *Mark*, *Unmark*, *Export* and *Import*.

Action *Mark* enables marking candidate documents for microfilming by attaching special microfilm attributes to them. Action *Unmark* 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 aspects behaviour and metadata can be attached to any existing digital document which enables deploying microfilm integration module to an existing customized client application.

The connector includes several modules, each one with different functionality.

Mark / Unmark documents module enables marking / unmarking of documents as candidates for microfilming. By marking, documents get Documentum microfilm aspects 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).

By unmarking, Documentum microfilm aspects and *Kodak Digital Archive Writer (DAW)* metadata are detached from documents.

Documentum aspects 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 aspects metadata detached.

Kodak microfilm service microfilms documents exported by *Export documents 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 marked for microfilming*, *Documents unmarked for microfilming*, *All microfilming candidates*, *Documents marked for microfilming 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.

The **Senso IS μ DoC** *Security module* policy rules can be combined with *EMC Centera Content Address Storage (CAS)* policy rules. EMC Centera policy rules prevent deletion of documents based on retention period defined.

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 six points:

Integrated solution

The solution includes modules for input management, transactional and / or electronic content management and microfilming content on archive tapes integrated within one uniform *EMC Digital Archiving Solution*.

Usability in public sector, ministries and government institutions

Public sector, ministries and government institutions can replace paper document handling with electronic and / or 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. Usage with and extending *EMC Network Address Storage (NAS)* and *Centera Content Address Storage (CAS)* functionalities.

Extended security model

The solution enables integration of security policy for documents based on document stage within a microfilm process with *EMC Centera Content Address Storage (CAS)* security policy based on retention period defined.

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 *Webtop* and / or *TaskSpace* web interface.

Deploying connector

The solution can be easily included within a new or integrated on top of an already customized *EMC Transactional Content Management (TCM)* and / or *Electronic Content Management (ECM)* solutions.