UA for File Archiving

The ZL UA offers the extensive ability to crawl and archive "living" file systems, so that documents can easily be managed and accessed from the single-platform ZL UA environment, without end-user burden.

KEY FEATURES

CRAWLING
Collects documents from designated file paths, as frequently as desired

ARCHIVING
Stores crawled file content for search and comprehensive management

SINGLE-INSTANCE STORAGE
Creates one true data copy and eliminates duplicate material

VERSIONING
Keeps an acurate history of changes to a given file

MANAGE-IN-PLACE
Allows the option of indexing and searching file environments without fully archiving material

STUBBING
Permits old files to be stored in less expensive storage, without affecting end-users

ONGOING LEGAL HOLD
Can be placed on a file, and subequently applied to all newly-created versions of that document

SHAREPOINT/QUICKR
Ingestion eliminates sprawl, consolidates duplicates, and controls data for multiple functions

When it comes to unstructured data management, documents and files present a much larger challenge than communication such as emails and IMs. While emails are easily captured upon being sent, documents involve iterative processes where edits can spawn multiple similar copies, and single documents can have several editors. Despite this fluid environment, businesses are under immense pressure to keep accurate accounts of their business documents, for legal and compliance purposes alike.

The Unified Approach to File Archiving

It is no surprise that the modern day enterprise lives and breathes unstructured data. As such, ZL UA was built as a single-platform solution to manage all unstructured data types in one scalable repository, enabling powerful global searches and full control of eDiscovery, Records Management, Compliance, and Storage functions from one location. With this comprehensive approach, ZL UA offers extremely granular options for both monitoring and archiving file-based content, including ingestion of file shares, collaboration suites, ECMs, and even text from scanned physical items.

File Share Management

Shared document systems and personal file folders are critical to business, yet are often a sprawling mess. ZL UA enables extensive crawling, archiving, and end user search options that index information for potential compliance or legal use, and allows end users to employ sophisticated content-based searches to locate items that may be difficult to find based on native search features. File archiving begins at the designation of a crawling path, and essentially works in a "top to bottom" heirarchical order.

- PATHS allow you to manage as little or as much file data as you need. Paths designate a starting point, such as a department or entire office, and then crawl all the filed data below that level. There can be as many or as few paths as necessary.
- CRAWLING periodically indexes, collects, ingests, and archives documents from the file share system, and can be set to occur as frequently as needed for business purposes. Crawling begins at the path level and automatically crawls all sub-categories, folders, documents, and items beneath it.
- ARCHIVING of crawled data is the default option for most businesses wanting to manage files for complete eDiscovery, Compliance, and Records Management, as it allows for a comprehensive audit trail of actions in the file environment. As documents are edited over time, each version is captured during crawling, giving a chronological history of changes. With all material stored in the archive, global searches can be performed even on data that has been deleted by users.

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FILE ARCHIVING DATA COMPATIBILITY

FILE SERVERS
Support for all files on LAN, WAN, and remote office networks.

MS OFFICE SUITE
Index, search, and archive MS documents including Word, PowerPoint, Excel, and others.

MS SHAREPOINT
Full support for 2007, 2010, and 2013 editions. End SharePoint sprawl by deduplicating copies and controlling data within the ZL UA platform.

IBM LOTUS QUICKR
Manage and deduplicate all files in the IBM collaborative suite.

ECM AND LEGACY DATA
Broad support/migration abilities for files in common ECM systems, as well as other archiving and legacy systems such as Enterprise Vault.

PST/NSF FILES
Crawl, search, index, and ingest stray PST/NSF files on desktops or in folders.

MISCELLANEOUS MEDIA
Compatibility with nearly any unstructured data format, including images, video, audio, text, PDF, and others.

- MANAGE-IN-PLACE offers an option for searching and mapping file environments, but without automatically archiving all data. ZL UA crawls and indexes files to enable full search capabilities, but only pulls items into the archive upon command. Manage-in-Place allows data to be archived once it is needed for legal or regulatory purposes rather than on a continual basis, lessening the need for storage.

Storage Benefits of ZL UA File Archiving

ZL UA's single-instance storage (SIS) allows businesses to drastically reduce storage required for documents, which are notorious for their duplication in file share systems and proliferation via email attachments. By archiving and indexing only one true copy of identical material, storage savings can range from 60-80%. With granular document lifecycle policies, files can also be assigned to lower tiers of storage and/or be stubbed after a selected time, further slashing storage burden while maintaining rapid, global searchability. Elastic architecture, SIS, and sophisticated storage options eliminate the need for additional data silos or databases to store files, and make ZL UA an unparalleled environment for the long-term management of massive data volumes.

File Archiving with Records, eDiscovery, and Compliance

File archiving within the single platform inherently consolidates control of all related data functions, eliminating the need for stand-alone tools and minimizing the possibility of human error. Because one data copy is used across Records, eDiscovery, and Compliance, any action performed on an item (such as a lifecycle setting) is applied universally to that data copy. Items that recieve a legal hold in the eDiscovery portal are automatically frozen in their Records retention cycle, and do not require manual intervention to halt deletion. Since ZL UA crawls files in routine intervals as determined by business needs, a complete audit trail of all actions is available for each item. One platform and one data copy mean that all stakeholders -- from legal to risk management to records -- achieve all shared goals for data management while retaining granular functionality specific to particular roles and needs.

The End of SharePoint and Quickr Sprawl

Collaboration suites such as SharePoint and Quickr have become popular for productivity, but have created immense architectural challenges due to duplicate files and lack of comprehensive records management tools. This "sprawl" creates unnecessary storage cost AND unnecessary legal risk. ZL UA can use file archiving capabilities on SharePoint or Quickr documents within the platform, without interrupting workflows. The SharePoint/Quickr portal still remains the end-user interface, but data is handled on the backend entirely within ZL UA. Sprawl is eliminated via SIS deduplication, and older data can be assigned to lower tiers of storage, allowing data to be offloaded from costly SharePoint and Quickr servers. With the Unified approach, collaboration suites can still be used while fully managing and optimizing the storage and access of documents they create.

Freeing Enterprise Content Management (ECM) Functionality from Silos

ZL UA goes far beyond ECMs with the ability to ingest all unstructured data, regardless of "record" status. All data can be given lifecycle policies and managed for multiple purposes. And although ZL UA can be used to fully replace ECMs, it can also be used in conjunction with them to preserve user interfaces. By ingesting ECM data directly, ZL UA can preserve ECM-generated metadata and fully manage classified documents and their settings while offloading storage from the ECM silo itself.

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