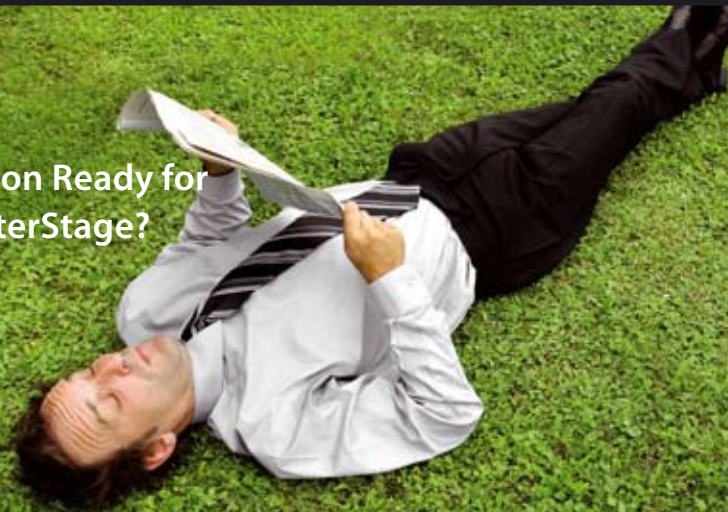


eRoom | CenterStage Migration

Is your eRoom Installation Ready for EMC Documentum CenterStage?



CenterStage:

EMC Documentum CenterStage is an easy-to-use Web-based client that provides knowledge workers with collaborative functions (such as discussion and approval tools, etc.), document management, and advanced search capabilities for internal and external collaboration with fellow employees, partners, suppliers and customers.

Why is it worth preparing for the upcoming migration?

Many eRoom installations have existed for several years. Within all of these installations, a vast number of rooms and data exist that are no longer used and no longer have any value for the company. This may involve thousands of rooms and terabytes of information, which constitute considerable risks for a migration.

Preparation

In preparation for the migration, it is essential that you examine the eRoom installation very carefully using the "eRoom | Server Analyzer" software with the aim of archiving useless rooms and data, if necessary using "eRoom | offlineExplorer", and then deleting them.

By being well-prepared,

- » only active eRooms and data that are useful to the company are migrated;
- » the useful company data in inactive rooms can be identified and, where necessary, archived taking into account compliance issues;
- » inactive eRooms and useless data are deleted;
- » smaller amounts of data have to be migrated, meaning fewer sources of error.

Overview

- » Faster, smoother, and thus more cost efficient eRoom migration
- » Automated, rule-based classification of rooms as active or inactive
- » Automated, rule-based classification of rooms that can be deleted or archived
- » Controlled and automated migration
- » Assignment of archiving rules for ensuring compliance with legal and regulatory provisions
- » Archiving of files and eRoom elements in the XML format with "eRoom | offlineExplorer"



The procedure →

The Procedure:



Process Overview

eRoom | Migration Manager



1. | Analysis of the Existing Rooms

The first important step is to analyze and classify all rooms according to their use status (active/inactive), among other things. This is an automatic and rule-based process using “eRoom | Server Analyzer”.

After the results of the eRoom analysis have been uploaded to the “eRoom | Migration Manager“, the rooms are moved to the corresponding processing phase.



2. | Automatic Processing of the Results

All inactive rooms classified as “deletable” and “archivable” can either be moved first to the “Archiving” phase so that the room is archived for offline use, or directly moved to the “Deletion” step to be permanently deleted.

All active rooms classified as “migratable” are moved to the “Migration” processing phase and can be automatically migrated. Rooms classified as “not automatically migratable” are moved to the „Preparation” phase and can then be manually examined and, if applicable, their status can be changed to “migratable”.



3. | Controlled Implementation of Migration

The entire migration process is controlled by the “eRoom | Migration Manager”. This manager interacts with end users, notifying them when the status of a room is set to “read only” or when the migration of a room has been completed. Furthermore, it can control the archiving and migration of rooms with the aid of the “eRoom | offlineExplorer”, e.g. using Red Carpet or Bulldoser Center from Crown Partners.

YADA GmbH & Co. KG

Bluecherstrasse 32
75177 Pforzheim | Germany
www.yada.eu

contact:

Sales
t +49 (0) 7231.154 40-18
f +49 (0) 7231.154 40-27
sales@yada.eu

CenterStage Readiness-Workshop

To develop a suitable CenterStage Readiness Strategy, we recommend that you participate in a one- or two-day workshop with our experienced business and professional services consultants.