



# eRoom | Lifecycle Management

Products

Stay in control of the growing number of rooms and members on your server.

## Your eRoom and new, additional benefits

The eRoom work environment is a secure, web-based work area that can be quickly and easily customized for specific projects, processes or business projects. Companies use eRoom as a work environment to cooperate closely and in a results-oriented fashion with employees within the company, as well as with external business partners, suppliers, and clients.

## Please answer the following questions to find out whether this solution could be useful for you:

- » Do you know which eRooms on your server are still being actively used?
- » Do you know which members are still actively working in eRooms?
- » Have you defined and implemented a support process for tracking an eRoom from the request phase right through to final deletion?
- » Do you know when you have reached the technical limits of your eRoom server?

If you answered “no” to at least one of these questions, then you should read on to find out more about this solution.

eRoom Lifecycle Management lets you clearly monitor and accurately control the lifecycle of an eRoom and its members.

eRoom Lifecycle Management records and controls every eRoom, from the initial user request to approval and active use right through to deletion and archiving. This way, you have a constant overview of all your eRooms and members. And as a result, the possibility of uncontrolled growth on your server is eliminated.

Another important effect is that the information lifecycle is taken into consideration, and only information in its final, permanent form is stored and/or archived at the end of an eRoom validity period. All data and document versions which only played a part in creating the final results are deleted. In some cases, this amounts to up to 95% of the eRoom data which may safely be deleted at the end of a system’s validity period.

## eRoom Lifecycle Management includes the following functions: ➔

### Overview

- » Stay in control of the growing number of rooms on your server.
- » Stay in control of the growing number of members on your server.
- » Stay informed about exceeding technical limits of the eRoom Server.
- » Save administrative time and costs
- » Save on infrastructure costs and delete, from the file server, data that has lost its value.
- » Relieve backup and restore resources

*Example of a room lifecycle Process:*



## Functions and Modules of the eRoom | Lifecycle Management:

### 1. eRoom homepage

The eRoom homepage replaces your server's standard homepage with an information portal that allows all your employees to learn how to use eRoom and find out about its advantages. Users can also request a new eRoom, new members or other options such as training courses.

### 2. Electronic request forms

From the homepage, users can request eRooms, members and training courses, etc. Forms are created for these requests, which the user can then fill out.

### 3. Automatic approval process

Once the user has submitted a request for a new member or eRoom, a defined approval process is initiated. The user's supervisor approves the request by means of e-mail messages.

### 4. Automatic member and room creation process based on templates

Once the request has been approved, a new room is created automatically using a template. Alternatively, users can configure the room individually with the help of wizards, or the eRoom support team can create the eRoom manually.

### 5. Review notifications

As soon as the eRoom has been created and the coordinator has been invited, the eRoom is ready for active use. After a certain period, the status of the eRoom is automatically set to "Review," and the coordinator and eRoom support are notified of the review via e-mail. Following the review, use of the room can either be continued or the room is archived. The same applies to members. If a member has not logged on to the system

for a certain period of time, the user will receive an e-mail asking whether the eRoom is still in active use.

### 6. Archiving services

If the eRoom is no longer needed, it can be either deleted or transferred to a document management system. Alternatively, the entire eRoom can be exported for offline use and archived.

### 7. Automatic deletion or deactivation process

Once the eRoom has been archived, it is automatically deleted from the productive system. Members no longer actively using the eRoom are automatically deactivated.

### 8. eRoom service report

A monthly report is created to keep you regularly informed of the eRoom's status. The report contains all current data on the room and tells you whether the technical limits of the server have been reached.

### 9. Billing report

If you wish, the system can generate a monthly report that lists the users per cost center for each month. This feature allows you to allocate costs internally.

### 10. Room Detector

The Room Detector allows you to use rules to determine the status of existing rooms and transfer them to eRoom Lifecycle Management in a fully automated process.

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