



## IBM FileNet Records Crawler for file system archiving and management

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### Overview

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*IBM FileNet Records Crawler allows critical documents residing outside the IBM Enterprise Content Management (ECM) repository to initiate and play a significant role in business processes. Organizations can connect content throughout the enterprise to business processes, providing value and tangible returns above and beyond the initial investment.*

### The Business Problem

Organizations of all sizes require effective records management in order to be compliant with external and internal regulations and achieve business continuity and growth. Hundreds of millions of documents reside uncontrolled on network file share drives where they are disorganized, unsecured and often duplicated. With so many users and processes contributing daily to the massive accumulation of business critical documents, enforcing corporate records policies is an increasingly challenging issue.

In light of this immense growth in file volumes, many organizations are seeking ways to enforce records management for documents on network file shares. The benefits of centralized records management are balanced with the flexibility of decentralized file shares, ensuring that employees or business processes can continue to use them without disruption to existing procedures. The challenge lies in bringing these documents on the network file share drives under control in a cost-effective manner, while ensuring they are handled in accordance with corporate and regulatory policies.

### The Solution: IBM FileNet Records Crawler

IBM FileNet Records Crawler provides organizations with the ability to effectively manage large volumes of files on network file share locations. Using Records Crawler, organizations can:

- Move documents into the records repository while leaving a shortcut to the documents in the network file share
- Declare documents as records as they are moved into the ECM repository
- Alter the security of documents on network file shares so they cannot be deleted by unauthorized parties

Records Crawler is unique in its ability to reduce complexity, risk, time, cost and litigation concerns around data stored on network file share drives. It is the only solution that is:

- **Integrated:** Records Crawler leverages the file plan from IBM FileNet Records Manager or from IBM Records Manager, providing instant records declaration and increased automation

- **Enforced:** Records Crawler alleviates end users, records managers and compliance officers of the burden of enforcing compliance and records policies throughout the enterprise
- **Automated:** Records Crawler selectively captures and manages records based on the value of the record, and subsequently automates the entire record lifecycle through Records Manager for complete records management
- **Simplified:** Records Crawler manages all compliance content rules from a single rules base with simplified compliance profile management

Records Crawler provides an extensible platform that will enable corporate records policies to be enforced beyond the repository. It allows organizations to quickly and easily manage large volumes of files for a multitude of business purposes, including records management and file system management. Using Records Crawler, organizations can easily gain control over the unmanaged content in file systems and network drives, thereby improving adherence to records management and compliance requirements.

## Features

Leveraging the IBM FileNet P8 and IBM CM8 platforms, Records Crawler provides organizations with the following features and benefits:

### **IBM ZeroClick File Capture**

The dynamic nature of Records Crawler's import features sets it apart from other solutions, and permits

sophisticated and targeted file handling. With full support of IBM ZeroClick functionality, Records Crawler provides a fully automated and centralized document capture process, in which files matching specific business rules are automatically indexed and archived in the ECM repository. The inclusion of an advanced rules engine greatly enhances the flexibility with which documents can be loaded into ECM repositories.

### **Records Manager Integration**

Tight integration with Records Manager helps organizations adhere to records management policies and file plans by simplifying the declaration of files as corporate records. Records Crawler allows the declaration of documents as records during the capture process – including the dynamic assignment of a Records Manager classification – eliminating the need for a separate declaration step or event trigger and reducing the opportunity for user error.

For organizations implementing a new records management system or migrating records from a legacy file system, the issue of adhering to file plans is no small task. Since Records Crawler has been architected to support Records Manager, administrators and records managers can be assured that file plans are adhered to when migrating files into Records Manager.

### **On-Demand Processing and Securing of Files**

Records Crawler can automatically load documents into the ECM repository as they are placed in a

monitored location on the file share, or documents can be loaded following a pre-defined schedule. Post-processing options include the ability to leave documents in place, move them, flag them, or replace source files with shortcuts so that users will be able to find documents that had previously been loaded. Records Crawler also supports the ability to change the file system security to "Read Only" to help maintain the document's authenticity for the period prior to destruction. Business users can access the documents that have been processed by Records Crawler, but cannot modify or delete them.

### **Bulk Document Import**

Organizations often have to import large volumes of information into their ECM repositories, such as statements, invoices or activity reports, on a frequent and regular basis (e.g. weekly or monthly). Records Crawler permits automated, scheduled or constant bulk loading of such files into IBM ECM repositories, so that management processes can be initiated without delay. End users who create large amounts of new content can quickly add multiple files into the repository with a simple drag and drop, without having to manually fill out properties, saving considerable time and effort. Because the profiles for loading files are pre defined, administrators can be certain users are adhering to established policies.

### **Improve Business Processes**

Records Crawler allows critical documents residing outside the ECM repository to initiate and play a significant role in business processes.

Organizations thus have a means of connecting content not currently in the enterprise content management repository to business processes throughout the enterprise, providing value and tangible returns above and beyond the initial investment.



### ***Works With***

- IBM FileNet Content Manager, IBM Content Manager, IBM FileNet Content Services, and IBM FileNet Image Services repositories
- IBM FileNet Records Manager
- IBM Records Manager
- IBM FileNet Business Process Manager

### ***Provides***

- Automated rule-based capture
- Configurable business rules
- Manual user-based capture
- Configurable file handling options
- Document shortcuts
- Metadata file support (CSV and XML)

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