DocuShare Archive Assistant
Expiration and Deletion Property Update Program
for use with Xerox DocuShare

Archiving your documents in digital format can save your organization significant time and money. Documents are easier and quicker to find and there are no long-term warehouse storage needs and eventual physical document destruction expenses - just delete them.

The problem many customers experience as their volume grows is they need to retain documents for a fixed number of years and find that their DocuShare repository grows to a size that makes maintenance, upgrades, and indexing a weekend-long-or-more chore. Your DocuShare installation should allow for growth without causing undue overtime. Reduce your indexing operations to hours vs days.

Most customers aren't applying the metadata necessary to implement a DocuShare Archive Server to determine which documents and other content should be archived. Products like our DAVupDoc, DAVLoader, and DocuPage Pro allow you to set the expiration date when you upload documents. It's difficult to get users to set an expiration date when uploading a document, so it's important that your automated processes do this for you. For all the other documents, email, etc. that resides in DocuShare without an expiration date, this utility will sweep through your collections and set them for you.

While you're preparing your documents archival, you should also consider how to automate the deletion process once your organization no longer wants to retain these documents or conformance mandates for retention have been met. Key to this will be the creation of a deletion date property with a date set that you can act upon when deleting your content. DocuShare Archive Assistant is intended to address lifecycle issues and is not intended to replace a records management system with its full complement of controls and reporting. It could suit your needs without having to purchase Lifecycle Manager and Content Manager which only works on newly uploaded documents.

DocuShare Archive Assistant from Criteria First is an application allowing for the setting of Expiration and Deletion date properties of objects in the DocuShare Content Management System. Setting of these properties is critical in the lifecycle maintenance of the data as well as for archival purposes. The DocuShare Archive Assistant can be configured to perform update processing based on user expiration and deletion date needs.

DocuShare Archive Assistant Features

- ⊠ Sets the standard DocuShare Expiration Date property for documents throughout one or more collections including subcollections
- ⊠ Selection of documents objects only or other custom objects for invoices, contracts, orders, etc.
- ⊠ Sets the Expiration Date property for all documents or only those not already set
- ⊠ Bases Expiration Date on the object's creation date or current date by years or months
- ⊠ Allows creation of a Deletion Date property
- ⊠ Sets the Deletion Date property for all documents or only those not already set
- ⊠ Bases Deletion Date on the object's creation date or current date by years or months
- ⊠ Status information displayed to indicate progress as it updates your documents
- ⊠ Accommodates use of Hold property to avoid deletion of specific files to be retained
- ⊠ Works with custom cloned collection objects ☀NEW
- ⊠ Includes improved Expunger utility for batch deletion of objects having met their deletion criteria

Go to http://www.avidoffice.com/docushare/dsweb/View/Collection-9072 and download the manual for installation and usage on your Windows PC. There is no trial for this software as you might finish before the trial expires. DocuShare Archive Assistant is easy to use and a necessity for long-term archival configurations. The cost is only $995.00 with one year of maintenance and support including upgrades, so look over the documentation and call to purchase and receive your software and license key. Call for additional information on pricing and implementation for the Xerox DocuShare Archive Server.

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