



Compaq Archive for R/3

Managing your data explosion

Compaq Archive for R/3 is easy, flexible, fast, and certified by SAP. Its new, distributed architecture offers:

→ **High-availability**

- No single point of failure
- Archive prioritizing in case of server failover

→ **High security**

- Parallel storage of data on different media in different locations

→ **High performance**

- Dynamic reconfiguration without system shutdown
- Dynamic resource allocation for increased loads
- Archive components can act as both server and client
- Automatic, simultaneous execution of requests
- Automatic, rule-based process for moving data to other media

→ **Easy administration**

- On-screen, graphic representation of all system components
- Browser-based Web access to all nodes from any location

COMPAQ

Better answers



Electronic Archiving for Optimal Business Procedures

When you implement an Enterprise Resource Planning (ERP) system with integrated applications such as SAP R/3, the archiving of incoming and outgoing documents, as well as operational data from various business processes, becomes a vital necessity. The large amount of data generated by ERP activities, and the resulting requirements for database organization and space demand an electronic archiving solution.

Electronic archiving enables centralized management of data and documents from a variety of sources in varied formats, as well as enhanced security through reliable capture, backup, and recovery. Electronic archiving also provides fast, simultaneous access to data and documents by authorized users anywhere on your internal network. Users can find the information they need when they need it: relayed requests, physical file searches, document reproduction, and delivery delays become relics of the past.

For an electronic archive solution to be fully effective in the real world, it must be linked directly to day-to-day business processes. Business process integration not only improves data integrity by ensuring the capture and preservation of critical information, but it also opens a window into the processes themselves to develop new, more efficient methods and approaches.

Integrated archiving — more than one advantage

Compaq Archive supports all standard and optional functions of SAP ArchiveLink, the R/3 interface that enables archiving of application data from the SAP R/3 as well as scanned documents and print lists. The Compaq Archive system may be distributed and consists of multiple electronic archives and jukeboxes with WORM and magneto-optical disks — an important prerequisite for storing large amounts of documents and data. Compaq Archive is responsible for secure physical management of data, administration of storage capacity, algorithms and methods to increase throughput, and ensuring long-term data availability. Compaq Archive is transparent to R/3 and other document administration systems.

In addition to the ArchiveLink interface, Compaq Archive offers an open Application Programming Interface (API) to LinkWorks and Lotus, with other document management systems to follow. It has the capability to provide company-wide electronic archiving for all areas of an enterprise.

Compaq Archive incorporates the latest object-oriented and CORBA-based technologies, as well as Java and the Web. It has evolved from a client/server structure to a fully distributed architecture. These new features are based on our knowledge of customer requirements, developed over many years of electronic archiving project experience. The result is a finely tuned, robust design that provides the flexibility to structure an optimal solution for each user's particular circumstance.

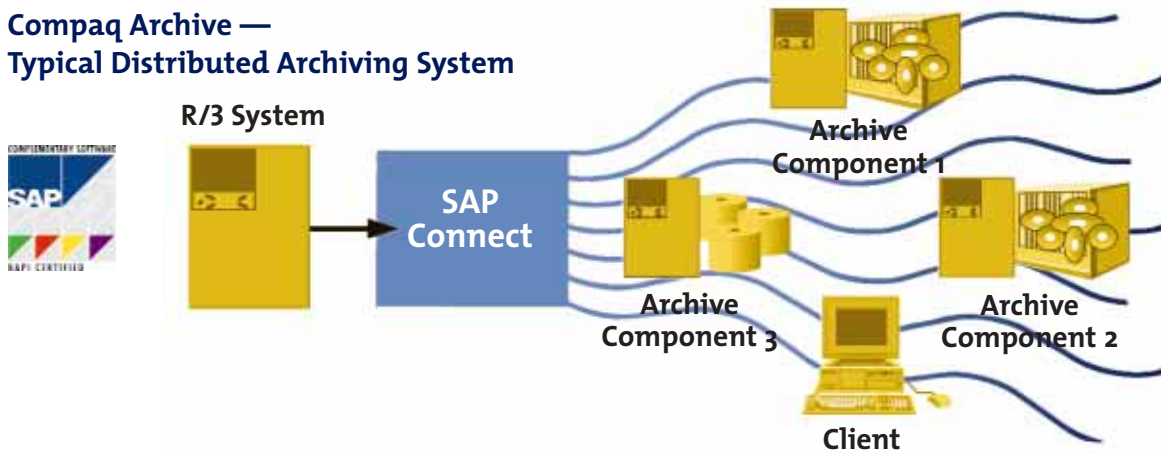
Compaq Archive is highly scalable. Systems can be configured for initial or pilot applications and grow incrementally without replacing the base configuration. Systems can be dynamically reconfigured with multiple nodes and jukeboxes to meet evolving customer needs; hardware subsystems can be added or replaced without system shutdown. Compaq Archive systems can also be configured with automatic failover capability to deliver very high, 24-hour-by-365-day availability.

Web functionality was a key consideration in developing an enterprise-wide, geographically distributed environment for the new Compaq Archive. System administration is greatly simplified by extending browser-based Web access to all archive servers across the enterprise.

The new Compaq Archive also features very high performance. With parallel execution, archiving performance is limited only by the bandwidth of your enterprise network.

The Compaq Archive Application Programming Interface uses the open IDL specification for easy integration with other applications such as document management.

Compaq Archive — Typical Distributed Archiving System



Compaq Archive is certified for ArchiveLink for SAP software, beginning with Version 2.2 in November 1994. All mandatory and optional components are certified, including print lists, barcodes, RFC functions, and OLE front end.

Compaq Archive software is available for UNIX, Windows Server, and Microsoft Server operating systems. It supports all popular storage media, such as jukeboxes with WORM, MO, and CD-ROM media. To keep data on optical disks independent from file and operating system changes, Compaq Archive saves data in a format different from the respective operating system. This is especially important when archiving data for long periods to comply with legal or tax statutes (e.g. U.S. IRS Revenue Procedures 91-59 and 97-22). Storage media can also be interchanged between Compaq Archive systems running UNIX and Windows Server.

Compaq Archive supports both data and document archiving for R/3. Data archiving addresses the size and growth of the R/3 database, while document archiving provides integration of print lists and scanned documents into R/3 transactions. Two methods are available: ArchiveLink interface for both data and document archiving and the Hierarchical Storage Management (HSM) for document archiving only.

Document archiving

Even with an electronic system such as SAP R/3, many business procedures are still initiated from paper documents like inquiries, orders, bills, cancellations, and bills of delivery. These papers, usually identified by a SAP document number, are routed manually through the processing path in parallel with the SAP business transactions. Often original documents are copied, distributed, and filed several times in order to speed up processing. Reducing this effort can save costs as well as gain a competitive advantage.

Compaq Archive can help here by creating and assuring an optimal integration with SAP R/3 for three different archiving scenarios:

- *Early archiving*
- *Simultaneous archiving*
- *Late archiving*

In all of the scenarios, the moment in the business process that an original is made available electronically to SAP R/3 is key.

Early archiving

In early archiving, the original documents are scanned first, stored in the archive, and then routed with SAP business workflow functionality to the appropriate users. The users are able to process the document content without the originals. During processing, the document in the archive is automatically linked to the SAP business transaction.

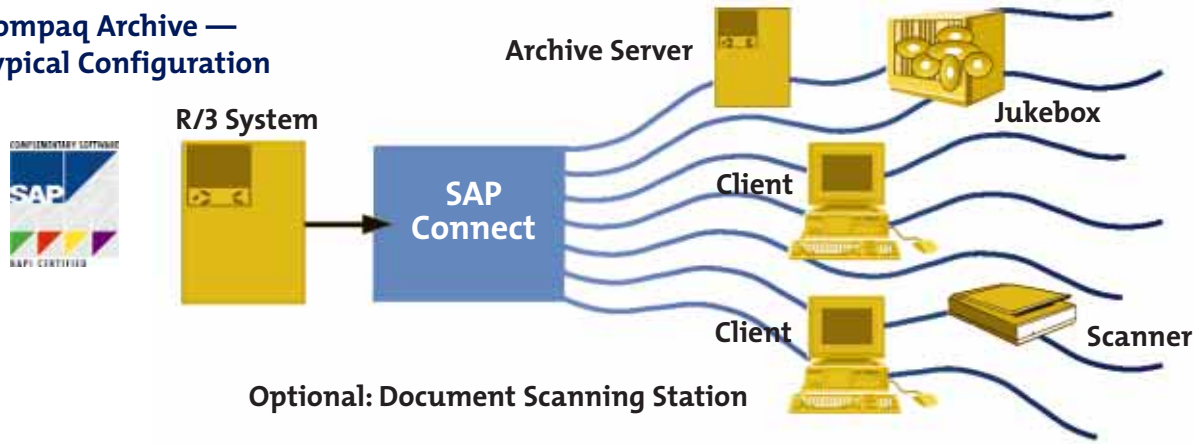
Simultaneous archiving

In simultaneous archiving, as opposed to early archiving, the original documents are given to the person responsible. He/she records the SAP document and scans the original document immediately. The original document is automatically stored in the electronic archive and linked to the SAP document.

Late archiving

In this scenario, document processing takes place in the usual paper-based manner. The SAP transaction numbers are written on the original documents and transported to the central scan office, where they are scanned, electronically archived, and linked to the SAP transaction.

Compaq Archive — Typical Configuration



Barcode use (optional)

A barcode is placed on the documents and automatically recognized during scanning. The barcode number is added during creation of the SAP R/3 business process, and ensures an automatic link to the original document.

Archiving and administration

A key requirement for electronic archiving is the capability to offload from the SAP R/3 production system data that are no longer needed daily, while maintaining rapid access to these data. Compaq Archive offers access to a broad range of document types — incoming and outgoing R/3 documents, R/3 reports, and other types of documents — through a complete, easy-to-use document management system.

Archiving of outgoing documents

Outgoing documents, such as order confirmations and outgoing bills, are produced by the SAP application through SAPscript or in PDF format, preserving both content and layout information. Archiving these documents enables their long-term availability in their original form.

Archiving of reports

Printed lists or reports (account reports, stock accounting reports, etc.) are usually quite extensive and often exert a heavy load on the servers. These reports can be directed to a printer, the archive, or both. With optional indexing, specific entries can be found quickly even in very long outputs. By creating hyperlinks in the lists, navigation becomes very easy, even to locate documents that have been electronically archived.

Scan and view client

With SAP R/3 Release 4.5, ArchiveLink Viewer will no longer be a part of the SAP software. Compaq Archive will incorporate ArchiveLink Viewer functionality in its scan and view client offerings. Editing of drawings will also be supported.

Data archiving (ADK)

R/3 database volumes increase constantly. After periods of time, seldom-used data can be moved from the production database to safe storage. Compaq Archive for SAP R/3 offers two approaches to archiving: HSM (Hierarchical Storage Management), and through the SAP ArchiveLink Interface.

Hierarchical Storage Management (HSM) enables reducing online storage management costs while providing long-term data security by migrating files to a secure optical storage system. The HSM system maintains the file naming convention and acts as a virtual file system, so that the file appears to the user to reside on the online system. HSM offers seamless file migration, fast recall, readability without recall, and driver support for optical and other storage systems.

For R/3, HSM operates as a virtual file system to store archive files created by the SAP Archive Development Kit. The HSM approach offers direct online single-page access for previously stored R/3 files. Single-page access is also available for reporting.

ArchiveLink is an alternate archiving method when both document archiving (e.g. print lists, scanned documents) and data archiving are performed. All report programs provided by R/3 can be used without restrictions by ArchiveLink. The combination of ArchiveLink and Compaq Archive supports full data and document archiving, including full management of the files and storage systems.



Administration and Management Professional Services

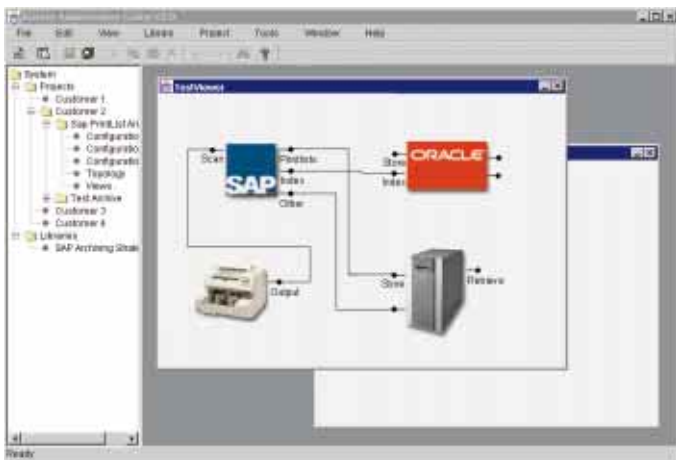
Document Management System

The SAP R/3 document management system offers a rich set of additional functions for managing documents in any format (e.g. CAD drawings, product documentation). These documents can also be moved and safely stored by Compaq Archive. They can be accessed electronically by users across the whole enterprise, and linked to diverse SAP objects.

Archive Administration Center

The Compaq Archive Administration Center (AAC) is a Java-based Graphical User Interface (GUI) to manage the archive. The AAC is browser-based and can access archive nodes across the enterprise from a central point. The AAC also permits dynamic reconfiguration of archive components via selectable graphic displays as shown in the Archive Administration Tool screen capture. Compaq Archive enables easier system administration because:

- *Every component of the system is graphically represented*
- *Administration can be performed from any location via a secure browser connection*



Process optimization

Introducing an electronic archive also influences business procedures linked to SAP R/3. Processing documents becomes far more efficient when certain procedures are optimized or redefined. For example, “early archiving” allows a finance department to verify incoming invoices earlier using Workflow. This offers significant potential for optimizing existing administrative processes, but only when employees and users can follow them. Process optimization involves not only technology, but also practical aspects such as proper workforce training. Compaq Services can help you with both.

Compaq Services — predictable implementation

Compaq offers a complete range of consulting services required for a successful Archive project. These services include archive strategy consulting, site assessment for installation and requirements development, program and project management, database analysis for selection of archive objects, archive retention strategy development, archive file creation, and training in the use of ADK and Compaq Archive software application and maintenance.

Once the system is operational, worldwide support services ranging from telephone to on-site support are available according to client needs. Compaq Archive is currently used by companies in the following industries: automotive, chemical, government, banking, services, energy, process and discrete manufacturing, and trade.

Archive Administration Center

For more information

Compaq Archive is backed by Compaq's global delivery, services, and maintenance capabilities to meet the requirements of worldwide corporations. Call your nearest office or visit our Compaq Archive Web site at www.compaq-archive.com.

Technical description

The following basic system configuration is recommended for both data and document archiving. For data archiving only, the view and scan clients can be eliminated. For more complex environments such as high-availability and distributed archiving applications, contact your local Compaq Archive representative for assistance.

Archive Client

Scan workstation	Windows PC Windows Server or Windows 95 Intel Pentium, min. 166MHz Memory 64MB 21" Monitor (1280 x 1024)
Scanner	Supports all major scanners, such as Fujitsu and Kodak
Compaq software	Compaq Scan Client Compaq Archive Client Software Optional Barcode Recognition
Retrieval workstation	Windows PC resp. UNIX Workstation Windows Server or Windows 95 Min. 17" Monitor (1024 x 768) Compaq Archive Client Software
SAP R/3 Prerequisites	ArchiveLink for Server and Client ArchiveLink Viewer for Client SAP GUI

Archive Server

The Archive Server, including the StorageServer (Jukebox-Control), is installed as an independent system and supports **Compaq Tru64 UNIX and Windows Server platforms.**

Server-System	Min. 128 MB Memory Min. three hard disks Optional RAID Hard disks for magnetic archives (RAID Level 1 or 5 recommended)
Archive media types, e.g.	
WORM	Plasmon 5 1/4" HP 5 1/4"
MO	Plasmon 5 1/4" HP 5 1/4"
CD (Windows Server only)	NSM, Pioneer, Sony
Magnetic disks	Supports all major disks such as Seagate and Quantum
UNIX or Windows Server	
Compaq Archive Server Software	Storage-Server Software
DB-Runtime System	ORACLE SQL Server

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