



# TECHNICAL BRIEF

## StorageTek® Email ArchiveMaster™ software for Lotus Notes

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## 1 What is StorageTek® Email ArchiveMaster™ software for Lotus Notes?

StorageTek Email ArchiveMaster software for Lotus Notes is an Enterprise Content Management (ECM) product from the StorageTek Email solution suite, designed for companies utilizing Lotus Notes groupware system.

The product is seamlessly integrated with Lotus Notes, and enables the secure archiving of e-mails and Lotus Notes applications. These are archived by the StorageTek Email ArchiveMaster software. This optimizes the performance of Lotus Notes and simplifies the administration.

With StorageTek Email ArchiveMaster software for Lotus Notes, it is easy to archive Lotus Notes documents simply by selecting them and using the respective menu option. It is also possible to automatically archive documents using predefined criteria, such as time stamps or size limits. A single Lotus Notes document can either be archived completely or only the attachments can be archived. For multiple documents, StorageTek Email ArchiveMaster software for Lotus Notes offers the capability of archiving the documents together as a set of documents or each of them separately, one at a time.

Via a Lotus Notes client, the documents can be retrieved later for viewing, restored to their original condition or copied back to the Lotus Notes database. Retrieval for viewing is also possible using a web browser. It is also possible to delete archived documents from the archive, to retrieve archived documents and copy them into a local replica, and to perform fulltext searches on archived documents.

Archiving allows you to:

- Significantly reduce the size of your Lotus Notes databases
- Significantly reduce back/restore times
- Reduce the number of e-mail servers
- Simplify administration.

Further information on StorageTek Email ArchiveMaster software can be found in a separate functional paper.

## 2 Architecture

The server components of StorageTek Email ArchiveMaster software for Lotus Notes consist of the StorageTek Email ArchiveMaster software (which handles the actual archiving), StorageTek add-ons for full-text searches and a special archiving service. The archiving service processes the archiving requests and monitors the archiving request database on the Lotus Domino server. This service is installed either on the archive server or a separate server. A separate administration tool is also available for this service.

To enable full-text searching of archived e-mails, the Lotus Notes full-text search feature must be installed, together with the StorageTek add-ons, on a Lotus Domino server. Installing the full-text search feature is optional for the StorageTek Email ArchiveMaster software for Lotus Notes.

The client components consist of several design elements. These are copied to the Notes database containing the objects to be archived:

- Agents
- Special forms for displaying archived objects
- Log files and archive profile documents
- Two views for displaying retrieved documents and restored documents
- Archive profile documents and log files

When a user, for example, initiates a document archiving action, an archiving request is sent to the archiving request database. This request is then automatically processed by the archiving service. It copies the object to be archived from the user's e-mail database to the StorageTek Email ArchiveMaster software. On the Lotus Domino server, the archiving request replaces the object to be archived with an object, which contains only a reference to the archived document and, if relevant, the text body.

The communication between the archiving service and the client components occurs via a comprehensive Lotus Notes database called the Service Database.

## 3 Supported clients

The StorageTek Email ArchiveMaster software for Lotus Notes supports Notes clients 4, 5, and 6x and allows users to access and archive any kind of Notes objects using the Notes clients 4, 5 and 6.x.

## 4 Functions

### 4.1 Archiving

There are several archiving methods available (During the archiving, the Notes source files (NSF) are not converted to facilitate the completeness of the archived documents.)

#### 4.1.1 Interactive archiving

Interactive archiving allows you to simply "drag and drop" the messages you wish to archive, or even entire directories, on to an archiving form. You can also configure the process to allow interactive access to all of the functions of the archiving form by using the buttons in Lotus Notes.

The user specifies whether the body of the e-mail should be extracted along with the attachments and stored in StorageTek Email ArchiveMaster software. If the user decides to archive only the attachments, the body of the message remains on the Lotus Domino server.

If the body of the message is archived as well, only the message header with information on the sender, subject line, etc. appears in the Lotus Notes System along with the reference.

#### 4.1.2 Structured archiving

E-mails and folders can be combined to form structures which can then be stored as individual units in the archive. All that remains in the Notes system then is an overview document. The archiving of these structures significantly optimizes the performance of the Notes system.

#### 4.1.3 Automatic archiving

The system administrator can define automatic archiving from a central location. In this case, he or she specifies various criteria – such as size and age – by which to control the automatic archiving of Lotus Notes objects.

These archiving criteria are stored in the Lotus Notes directory as mailbox attributes. This means that there is no need to reconcile externally stored archiving criteria with directory information (a full list of settings can be found in the “Administration” section).

Furthermore, both system administrators and users can define folders and sub-folders in which e-mails are automatically archived at regular intervals (“sub-folder archiving”). These folders can be assigned to different archiving media.

#### 4.1.4 Offline archiving

Mobile users can store copies of archived files on computers that do not have an online connection to the archive server.

#### 4.1.5 Interactive archiving of complete application databases

The interactive archiving of complete application databases is done using the administrative tool of StorageTek Email ArchiveMaster software for Lotus Notes.

#### 4.2 Retrieval

The archived e-mails and structures are marked with a CD symbol in the Lotus Notes client. They can be displayed either by double-clicking on the CD icon or clicking on the appropriate menu selection. This retrieves a copy from the archive and displays the chosen document(s).

In addition, the Notes object can be reloaded back into the Notes system for further processing. The appropriate entries are then deleted from the archive.

#### 4.3 Deletion

The archived e-mails in the mail database can be deleted. This enables you to use the archive as an “intelligent file system.”

### 5 Administration tool

#### 5.1 Automatic archive settings

When configuring the automatic archiving rules, the Lotus Notes administrator has a comprehensive administration tool that is fully integrated within Lotus Notes. When the system administrator selects a mailbox, the archiving attributes of that mailbox are displayed. The administrator can then edit these attributes:

- Specify that only objects that have not been modified for a certain number of days are archived.
- Specify that only objects of a certain minimum size are archived.
- Define the time of day at which a mailbox should be searched for objects to be archived.
- Define the time interval at which a mailbox should be automatically archived.
- Specify whether only attachments are archived or whether the body of the message should be archived as well.
- Specify a directory to be excluded from archiving.
- Enter the next archiving date for a mailbox.
- Specify an archiving sub-folder.

He or she can also use immediate archiving to start archiving immediately according to the automatic archiving rules.



#### ABOUT STORAGETEK®

Storage Technology Corporation (NYSE: STK), a \$2 billion worldwide company with headquarters in Louisville, CO, has been delivering a broad range of storage management solutions designed for IT professionals for over 30 years. StorageTek offers solutions that are easy to manage, integrate well with existing infrastructures and allow universal access to data across servers, media types and storage networks. StorageTek's practical and safe storage solutions for tape automation, disk storage systems and storage integration, coupled with a global services network, provide IT professionals with confidence and know-how to manage their entire storage management ecosystem today and in the future.

StorageTek products are available through a worldwide network. For more information, visit [www.storagetek.com](http://www.storagetek.com), or call 1.800.275.4785 or 01.303.673.2800.

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