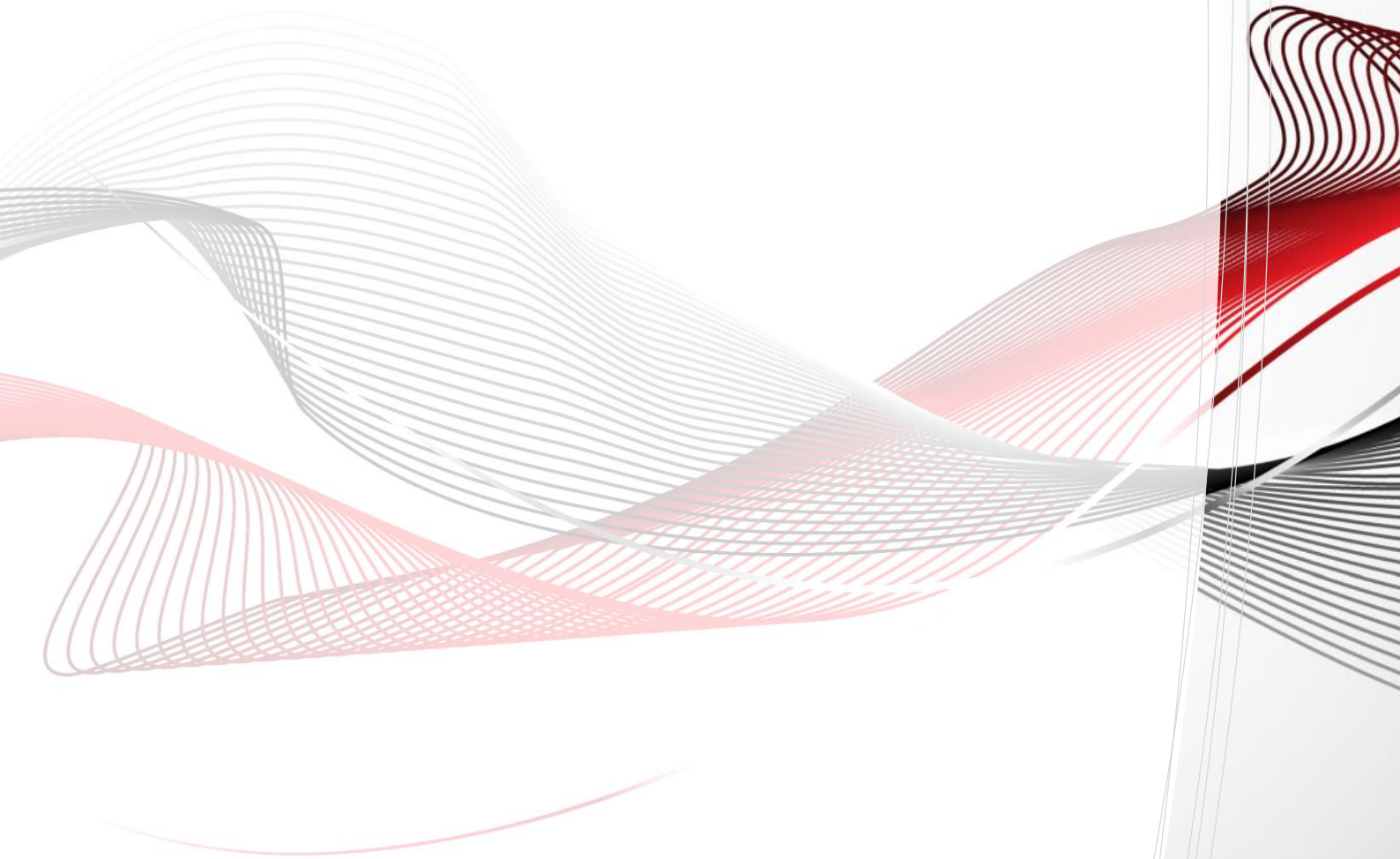


# Microsoft SharePoint **Revision-proof Archiving**

Business White Paper



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## 1 Abstract

Collaboration platforms are increasingly being used in companies. Users appreciate particularly the numerous applications of Web-based collaboration. These platforms are therefore well received and further expanded. One of the leading providers of collaboration software is Microsoft with its SharePoint product line.

The use and advance of Microsoft SharePoint applications have increased the volume of important company information and documents that are filed in this environment and centrally provided to the users. The requirement of keeping this data secure must be clarified, regardless of whether the data is still in use or has been completed.

The COI GmbH offers the archiving solution COI-BusinessFlow to extend the Microsoft SharePoint applications and to handle the revision-proof archiving for data subject to obligatory retention.

This Microsoft SharePoint extension provides several benefits:

- Revision-proof archiving of data and information from the Microsoft SharePoint applications
- Flexible rule set for using the archiving functions
- Support for automatic and manual archiving
- Integrated direct search function in Microsoft SharePoint for searching in the connected archive
- Direct access to all data stored in the archive remains in place

COI GmbH – your partner for ECM and Microsoft SharePoint

The COI GmbH is a Gold-certified Microsoft Partner offering long-standing ECM know-how in connection with the Microsoft SharePoint collaboration platform.

**Microsoft Partner**

Gold Digital Advertising  
Silver Digital Advertising

## 2 Introduction

With Microsoft SharePoint being increasingly adopted, the proportion of information and data to be archived is also increasing, whether it is subject to obligatory retention or simply worth storing. As a result of shifting a variety of business processes to the Microsoft environment, corporate data is now created and edited directly in the Web application and made available to other employees.

Revision-proof archiving using COI-BusinessFlow under Microsoft SharePoint is recommended for the protection and long-term storage of such information. The extension makes it possible to connect a revision-proof archive with various control mechanisms and integrated archiving. The functions can operate fully automatically in the background, freeing users from having to carry out any additional archiving tasks in the SharePoint applications.

### 2.1 Fields of Application for Microsoft SharePoint

Microsoft's SharePoint software is very versatile in its application. The inevitable overlap with existing IT applications frequently leads to uncertainty among users and IT managers, because it is not always clear what data and pieces of information are stored. Microsoft addresses several areas covered by Microsoft SharePoint, including:

- Collaboration,
- Business Intelligence,
- Business Processes,
- Content Management,
- Search,
- Portal

Microsoft's SharePoint platform provides three main benefits the users:

- Faster working
- Smarter working
- Better cooperation

What at first sounds more like a marketing message is in fact the core theme of the Microsoft platform. Many users are already familiar with using applications in Microsoft SharePoint. This is mainly because of the seamless integration of the Microsoft Office products with the Microsoft SharePoint applications. Already during the creation and editing processes, all documents are generated uniformly, transparently, and are made centrally available. The Web environment – familiar to many users – allows the straightforward use of the data, regardless of time and place.

Business processes are directly improved because all user-relevant data becomes available in the Microsoft SharePoint platform. Decisions are based on current, well-founded information and lead to better end results, in other words: working smarter.

The focus of the Microsoft SharePoint applications is on methods of modern collaboration. An extensive feature set makes communications easier and allows straightforward exchange of documents and data. The linking of different databases, for example staff contact details along with details as to experience and know-how, make it easier to find the appropriate contact person.

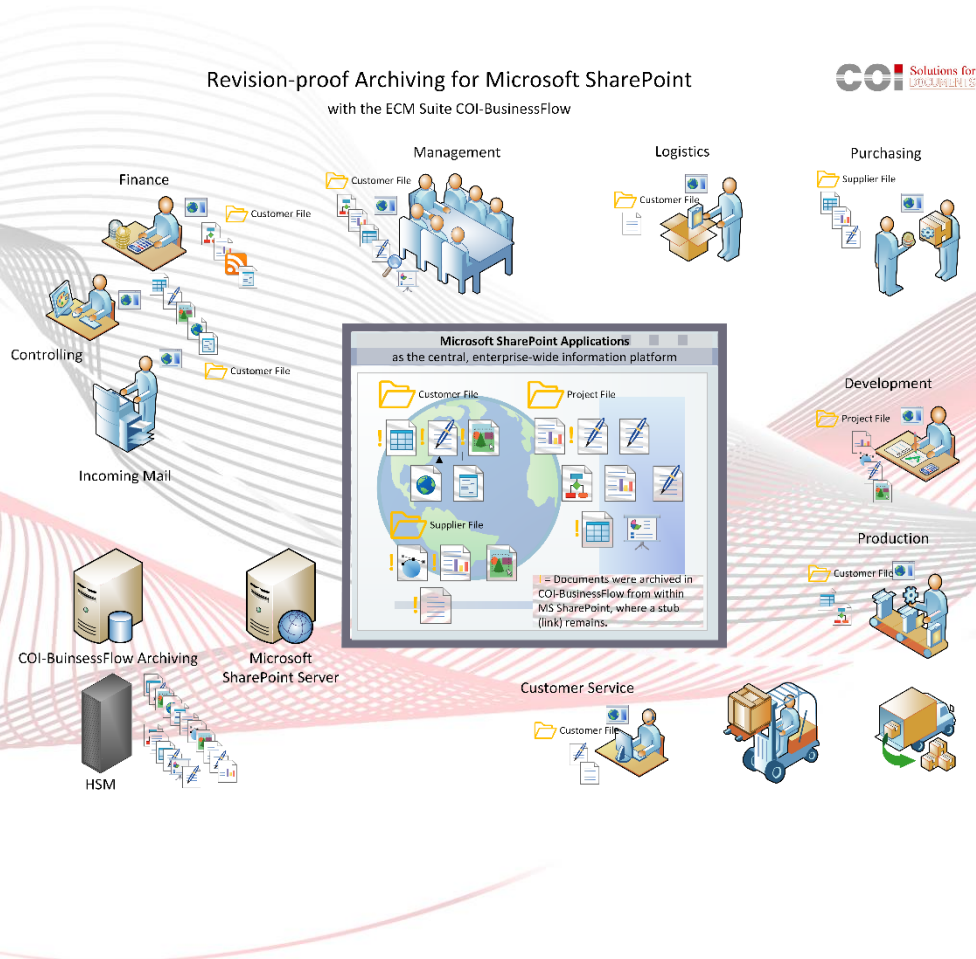
## 2.2 Integration of the Revision-proof Archiving

Archiving systems form a company's central filing basis for all data subject to obligatory retention. The archive environments integrate seamlessly with leading applications such as the ERP system SAP or Microsoft Dynamics NAV. They take up the data and documents and store it safely for many years.

The archiving solution COI-BusinessFlow offers seamless integration with Microsoft SharePoint. It adds the revision-proof, long-term archiving to the Microsoft SharePoint environment and integrates the data directly with the platform.

The following diagram shows possible applications of Microsoft SharePoint in the different specialty fields. By linking COI-BusinessFlow as the archive system, documents and information from SharePoint can be filed and stored in a revision-proof way.

Objects that are created, stored and filed in Microsoft SharePoint, for example minutes of the meeting within a customer's file in the format MS Word, are directly available to authorized users in their work environment. Once the object has been manually or automatically archived, a stub (link) is left in place in the Microsoft SharePoint application. For users of Microsoft SharePoint, there is no difference in the use of archived objects and objects that are not archived. They have direct access to the documents in the archive via the stub.



The advantages at a glance:

- Use of existing archive environment even for Microsoft SharePoint
- All data and documents subject to revision are still filed centrally
- Connecting Microsoft SharePoint data with existing information in the COI-BusinessFlow archive
- Use of existing archive data, even in Microsoft SharePoint

## 2.3 Examples

### 2.3.1 Using Archive Data in Microsoft SharePoint

The introduction of Microsoft SharePoint applications gives users the opportunity to easily exchange data, documents and knowledge in a highly flexible way. By integrating COI-BusinessFlow, this data also becomes available in Microsoft SharePoint. In the process, the information will remain in the COI application, but can be retrieved from Microsoft SharePoint and linked to.

Existing archiving structure in COI-BusinessFlow, for example supplier and customer files, machine files, plant documentation and project repositories, can be integrated directly with the daily work in Microsoft SharePoint.

### 2.3.2 SAP ERP Document Archive and Microsoft SharePoint

Companies that already use COI-BusinessFlow as an SAP ERP Document Archive for their incoming and outgoing commercial documents digitally map the document process and manage their documents in the central archiving environment of COI-BusinessFlow.

Incoming documents, for example invoices, are digitized, with header and position data read if required, and the document is filed in COI-BusinessFlow und linked to the SAP document set. If necessary, SAP reports additional data regarding the document to the archive so that files can be generated within COI-BusinessFlow.

One example for this is the customer file, which contains these documents: request for quotation, offer, order, order confirmation, delivery note, invoice as well as the entire correspondence of this business transaction.

In SAP, users can access all the documents and data that are stored in the archive and linked to the file directly through the document set – without having to leave the SAP application. Users without SAP can access the customer file directly through the COI-BusinessFlow application.

The use of the Microsoft SharePoint platform creates additional documents and information, which in turn are available only in the Microsoft SharePoint environment. Existing customer files in the archive cannot be accessed directly from Microsoft SharePoint.

With the Microsoft SharePoint integration based on COI-BusinessFlow, archive data can be used directly in the Microsoft SharePoint environment. Documents and files can be reported to the Microsoft SharePoint application as a stub (link) and are thus directly available to users. The customer file, which was previously available only via SAP or COI-BusinessFlow, can now be viewed with all information in Microsoft SharePoint – without creating redundancies.

## 2.4 Technical Archive Data in Microsoft SharePoint

Technical data often plays an important role in archiving and DMS applications. To reflect this, the COI application connects the technical data with other information including invoices customer files and project files. COI-BusinessFlow has a very powerful CAD interface, directly integrating the major CAD applications. Once the CAD data has been completed in the CAD application, it is handed over to COI-BusinessFlow and can then be assigned to the file structures as needed.

By linking with Microsoft SharePoint, the file structures and thus the technical data becomes available in Microsoft SharePoint as well.

### 3 Revision-proof Archiving with COI-BusinessFlow



For companies, security comes first when storing documents and data. As required by legal regulations such as tax code or GAAPs, digital documents are centrally stored over many years – safe from changes and available for the auditing if necessary.

With the increase of applications in the Microsoft SharePoint environment, the storing of documents and information is becoming more and more important. In conjunction with the ECM solution COI-BusinessFlow, data from Microsoft SharePoint can easily be archived in a revision-proof manner.

#### 3.1 General Archiving

In the Microsoft SharePoint application, archived objects are identified by an icon overlay. Users can see at a glance whether the data is still in Microsoft SharePoint or has already been relocated to the archive.

The following example shows archived documents with an additional yellow symbol on the icon, thus identifying them as archived.

 Bestellung Handy Windows Phone 7.docx	23.03.2011 09:20	Systemkonto	23.03.2011	00010100	Bestellung
 Bestellung Kaffee.docx	01.03.2011 14:13	Systemkonto	01.03.2011	23445-554	Bestellung

#### 3.2 Automatic Archiving

The central starting point for the automated archiving is to unburden the user from having to do the archiving. The automatic archiving is based on a central set of rules, which is provided as part of the SharePoint application.

The rules can be created, configured and assigned using the administration area. The number of definable rules is not limited. The integrated rights and role concept protects the archiving environment against manipulation.

##### 3.2.1 Basic Functions

Each archiving rule receives a unique identifier based on the rule's name. The area of validity defines the respective farm, site, list and document library that is selected from the Microsoft SharePoint structure, for which this rule should apply. The target repository defines the service for the archive environment. In addition to the rule definition, the actions of the rules set are logged in the SharePoint environment.

##### 3.2.2 Rules and Standards for automatic Archiving

Various archiving options allow different uses. The available options include:

- Archiving only, no follow-up action
- Archiving and replacing the archived object with a placeholder in the Microsoft SharePoint environment
- Archiving and deleting the archived object in the Microsoft SharePoint environment
- Archiving of versions
- Transmitting a definable retention period for the object transferred to the archive
- Defining the date of archiving

#### 3.3 Manual Archiving

SharePoint users can be offered manual archiving: in addition to the automatic archiving or as an alternative.



Archiving is triggered by selecting the object to be archived. Users can initiate the archiving function through in the context menu available via the right mouse button. Upon archiving, the document is moved to the revision-proof COI-BusinessFlow section.

The function creates a stub in the Microsoft SharePoint environment. This stub carries all the necessary metadata and gives the user direct access to the respective document. In the GUI, archived documents are identified by a separate icon.

### 3.4 Searching within the Archive

The search functions of Microsoft SharePoint are used to search for archived objects. The search function can be used openly, i.e. results from the archive are displayed as well as results from other connected environments. The open search gives users quick and simple access to the data in the Microsoft SharePoint environment.

The result hit is shown as a link along with additional information about the document. User have direct access to the document by a simple mouse click.



Data and documents remain protected from unauthorized access because the permissions from Microsoft SharePoint are taken over upon archiving.

### 3.5 Extensions of the Microsoft SharePoint Integration

Besides extending the Microsoft SharePoint environment with revision-proof archiving, the integration of COI-BusinessFlow with Microsoft SharePoint offers further advantages. On the one hand, the integration makes existing archive data available in and reportable to the Microsoft SharePoint environment. On the other hand, COI-BusinessFlow users can receive direct access to their COI desktop within Microsoft SharePoint. Here, the desktop component is the personal storage for each COI-BusinessFlow user. The desktop can include standard folders and documents as well as personal structures.

#### 3.5.1 Searching and connecting Microsoft SharePoint Documents and Archive Data

With the Microsoft SharePoint integration, existing archive environments based on COI-BusinessFlow can be made directly available to the Microsoft SharePoint application.

For searches, the archive collection is provided as a separate repository of Microsoft SharePoint platform. For general search queries from Microsoft SharePoint, the Microsoft Enterprise Search uses this additional repository to generate the hit lists. Hits from the archive are displayed as links and can be called by the user directly from the Microsoft SharePoint application. The link serves as a placeholder for the object filed in the COI application and takes over all existing metadata from the archive.

Data and document inventories from COI-BusinessFlow can be reported directly to the Microsoft SharePoint platform. The message lets users in Microsoft SharePoint combine data and documents of the COI-BusinessFlow application with other content in the Microsoft SharePoint environment. Working with the data is done via links, thus preserving the objective of a central data storage and preventing redundancies.

### **3.5.2 COI-BusinessFlow Desktop in Microsoft SharePoint**

For users who make intensive use of their desktop function in COI-BusinessFlow, this integration allows displaying the COI desktop in the Microsoft SharePoint-environment. The folders and documents already collected and placed on the desktop are displayed in Microsoft SharePoint and available to users for direct use – no need to switch between applications.

### **3.6 Importing Archive Objects into Microsoft SharePoint**

The transfer of document links as placeholders to Microsoft SharePoint can also be regulated by a mass import through the COI administration and by establishing import jobs. The rules sets offer options, for example:

- Defining the target SharePoint server
- Defining the document library
- Defining the content type
- Mapping the metadata to be transferred

### **3.7 Integration of the Archiving Hardware and Software**

In conjunction with Microsoft SharePoint, COI-BusinessFlow offers powerful interconnection with storage solutions for long-term archiving. These storage providers are supported:

- NetApps
- EMC Centera
- HP
- Hitachi
- GRAU
- other systems on request

### **3.8 Expandability**

COI-BusinessFlow extensions can also be used in conjunction with SharePoint. The extensions provide the COI-BusinessFlow platform with additional functions such as:

- ERP linking to SAP or Microsoft Dynamics NAV
- Encryption
- Intrusion Detection Module for protecting the application
- PDF/A extension
- FileSystem import
- Monitoring
- Contract management
- and more

## 4 Summary

By integrating COI-BusinessFlow, revision-proof archiving is added to the functions of the Microsoft SharePoint environment. With options for rules-based archiving – whether manual or server-side – the application offers the right solution for any requirement. Existing COI archive data can be opened directly in the Microsoft SharePoint applications without neglecting data protection. By notifying the Microsoft SharePoint Server about existing archive data, different usage scenarios and fields of application become available.



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