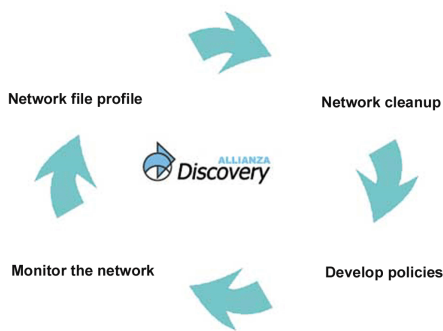




File Management Platform



File Management Automation for Unstructured Data

Information managers face the growing challenge of managing unstructured data. Unstructured data includes such things as documents, spreadsheets, presentations, web pages, multimedia files and emails, not already included in a EDRMS (Electronic Document and Records Management System), and may represent up to 85% of data on the network.

There is a need to properly manage this information for reasons of compliance, risk management, storage cost control and the protection of corporate intellectual property. **Allianza Discovery** is a file management platform assisting information managers solve the problem of managing these files.

Allianza Discovery performs well as a stand-alone network file management tool, or it can be used to complement an existing EDRMS.

Four ways in which **Allianza Discovery** can facilitate the management of unstructured data:

Data profiling

Reports include data aging profiles, types of data, total data per user, frequency of duplicates and many others. Develop file management strategies, determine risk exposure, or develop an EDRMS business case or project plan.

Data cleanup

Use File Queries to create lists of files for bulk management. Management processes may include archiving of low value data, deletion of rubbish files, or moving files to an EDRMS.

Developing policies

The use of file queries and scheduled tasks enables the automated identification and management of non-compliant files. E.g. certain classes of files may be automatically archived.

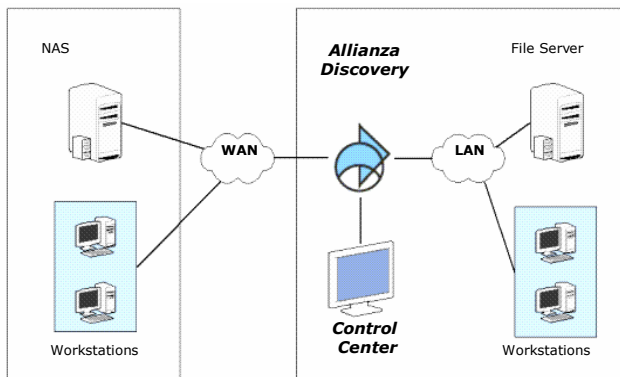
Ongoing monitoring

Monitor policy compliance, analyze historic trends, and measure the effectiveness of your EDRMS project with a variety of performance indicators.



Scalable architecture

Allianza Discovery Server The distributed architecture of the **Allianza Discovery** file management platform enables reporting on unstructured data from across the network.



Branch Office

Head Office

The base capacity of the standard server is approximately 2 million data records. (This is equivalent to metadata indexing of 300 Gb of documents with a mean file size of 150 Kb). If additional capacity is required then the **Allianza Discovery** may be deployed in conjunction with an Oracle or Microsoft SQL Server database.

Extensible platform

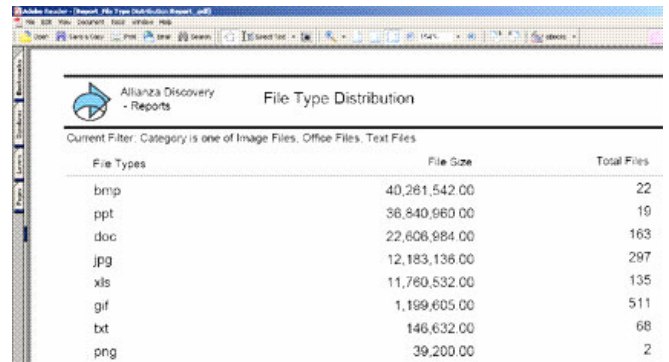
Allianza Discovery is readily extended to integrate with legacy systems and existing production databases, using standard messaging and connectivity protocols. This provides a powerful capability for combining reports across both unstructured and structured information.

The ready customization of **Allianza Discovery** delivers an exact fit for application reporting, monitoring and file management automation, totally consistent with the business requirements of the organization.

Flexible reporting

In addition to standard reports, such as file duplicates, agent drive summary, file type distribution, un-accessed files, wasted space and others, information managers can initiate **Discovery** File Queries. Historic trends reports provide useful indicators of the success of project or policy implementations.

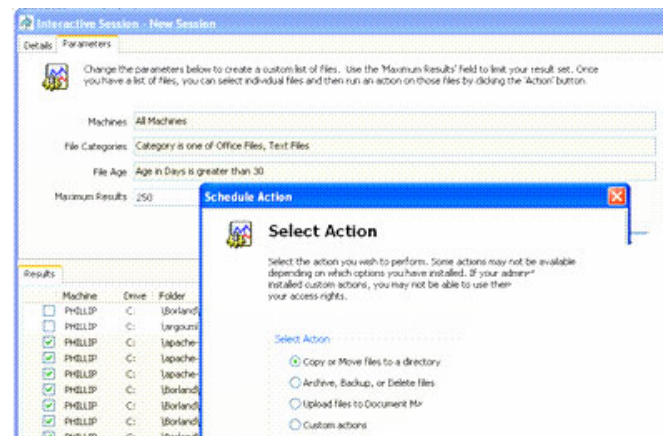
The results of interactive sessions may be exported in common formats such as csv, and are ideal for detailed analysis by information managers, or distribution to user groups.



File Types	File Size	Total Files
bmp	40,261,542.00	22
ppt	36,840,960.00	19
doc	22,608,984.00	163
jpg	12,183,136.00	297
xls	11,760,532.00	135
gif	1,199,605.00	511
txt	146,632.00	68
png	39,200.00	2

File management automation

Allianza Discovery empowers information managers with file operations exactly tailored to business needs, adding value to existing EDRMS systems and simplifying deployment strategies. **Discovery** File Queries can be refined and then saved for scheduled actions such as Copy, Move and Delete. These scheduled actions may include such things as moving files to an EDRMS pick-up folder, a network storage device, or a temporary folder for review.



Interactive Session - New Session

Details: Parameters

Change the parameters below to create a custom list of files. Use the 'Maximum Results' field to limit your result set. Once you have a list of files, you can select individual files and then run an action on those files by clicking the 'Action' button.

Machines: All Machines

File Categories: Category is one of Office Files, Text Files

File Age: Age in Days is greater than 30

Maximum Results: 250

Schedule Action

Select Action

Select the action you wish to perform. Some actions may not be available depending on which options you have installed. If your admin^o installed custom actions, you may not be able to use their access rights.

Select Action:

- Copy or Move files to a directory
- Archive, Backup, or Delete files
- Upload files to Document Mx
- Custom actions



File Management Platform

FEATURES	BENEFITS
Summary Reports	
<p>Drive usage, Duplicates, File Age, File Categories, File Type, User Usage Charts, Wasted space.</p> <p>Historical Drive Usage and Duplicate trends</p>	<p>Develop file management strategies, determine risk exposure, or develop an EDRMS business case or project plan.</p> <p>Determine costs of wasted space by assigning real costs of network drives.</p> <p>Reports are heavily parameterized, highly configurable, and may be viewed in real-time or emailed to the administrator.</p> <p>Historical reports provides performance indicators for monitoring effectiveness of projects or policy initiatives.</p>
File Queries	
<p>Develop File Queries using a wide range of parameters related Location, Owner, and File Categories.</p> <p>Save File Queries, Load File Queries, and use them as the basis for individual or bulk file management tasks or Scheduled Tasks.</p> <p>Export file lists in a variety of formats.</p>	<p>Analyze and manage unstructured data. Heavily parameterized queries deliver the ability to 'drill down' into network file systems without the distractions of file system navigation.</p> <p>Develop file management tasks that reflect business policy.</p> <p>Analyze or distribute file lists in convenient formats such as Microsoft Excel.</p>
File management automation	
<p>Save interactive sessions for further scheduled actions.</p>	<p>Delivers automated file management operations reflecting business policy.</p> <p>Monitor the network for files that are non-compliant with information management policies.</p>
Allianza Discovery Administration	
<p>Logging of file management operations.</p> <p>Multiple user accounts.</p>	<p>Provides an audit trail and confirmation of the status of individual file management operations.</p> <p>Assign multiple users with appropriate file management permissions.</p> <p>Allow for a range of optional email event notifications relating to file system scanning and task execution.</p>

System requirements:

- **Allianza Discovery**—Windows XP, 2000, 2003, Processor min 2.0 GHz, 1 GB RAM, 250 MB install space, data storage 1 MB per 1000 files indexed.
- **Allianza Discovery Control Center**—Windows XP, 2000, 2003
- **Allianza Discovery Agent**—Windows XP, 2000, 2003



Do you have an issue with unstructured data on your network?

Are you project managing an EDRMS roll-out?

Do you have an existing EDRMS but are still coping with legacy data outside the system?

Are you looking for a cost effective and direct way to free up network storage?

Do you want to manage user file system quotas more effectively?

Do you want to automate routine file management operations using specific, policy based tasks?

Next steps...

- Request a phone or email consultation with our Lead Developer, Tyson Lloyd Thwaites, to discuss your specific file management issues. There will be no charge for this consult. (Please note that phone calls must be strictly limited to 30 minutes.) During this consult we will jointly and objectively assess your specific problems and determine whether *Allianza Discovery* may provide a solution. This will normally occur within 3 working days of your initial enquiry.
- We have found that the best way to trial *Allianza Discovery* is with a scan of the data within your own enterprise. The software is very simple to install and use – it only takes about 10 minutes to get up and running – but, as with other network applications, there may be some minor technical issues. For this reason we like to consult directly by phone during deployment and ensure that you can get the most out of the trial without wasting your valuable time.
- We will send you a trial CD of a fully functional *Allianza Discovery Enterprise Edition* or if you prefer, make it available for download online. A license key with a 14 day expiry will be emailed to you separately. We will consult with you by phone during the install. We will also provide you with a range of simple, clear-cut, financing options covering Business and Enterprise editions, so that you can make a fully informed value appraisal for your enterprise.
- If you wish to continue to use *Discovery*, we can simply update your existing installation with a new license key. No need to reinstall—just proceed with your file management operations.

To take the next step, email consult@allianza.com.au, or phone +61 8 8232 5525 and we will advise you regarding available time slots.

About ALLIANZA SERVICES: Allianza Services Pty Ltd delivers solutions and services for the management of unstructured data.

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