Autonomy Records Manager
An essential module for SAP users

Today’s organizations understand the growing importance of using records management software to manage a number of diverse, new information sources and to tackle growing customer demand. To meet these challenges, Autonomy now provides integration with SAP ArchiveLink and has been formally certified through the SAP Software Partner Certification Program.

Powered by Autonomy’s Intelligent Data Operating Layer (IDOL), ARM applies automatic records classification, retention, and disposition to information across the widest range of information sources, formats and languages, helping organizations stay ahead of the evolving information management challenges of today’s marketplace.

With support for over 150 languages and access to over 1,000 file types through 400 pre-built connectors to disparate content sources, repositories and legacy systems, Autonomy Records Manager governs records across the organization, including physical records, video, audio, social media, structured data and websites, to create the most comprehensive records management solution available in the market today.

To enable organizations to meet a full range of compliance laws and regulations, and to add next-generation archiving capabilities to a comprehensive information governance program, customers that use SAP systems may also integrate the following Autonomy products:

- **Autonomy Policy Authority (APA)** – is the industry’s first meaning-based policy control solution that enables global organizations to centralize the management of governance and compliance policy across the enterprise. Built based on Autonomy IDOL’s unique ability to understand, analyze, and act on the meaning of information in any file format and language, APA is the only solution that automatically applies consistent policy for all applications, such as records management and legal hold, as well as content repositories for both structured and unstructured data.

- **Autonomy Consolidated Archive (ACA)** – provides the industry’s only intelligent governance layer, enabling organizations to drive compliance, eDiscovery, and records management initiatives directly from archived data. All Autonomy Meaning Based Governance modules operate directly against archived data, as well as across desktops, applications, databases, and file shares enterprisewide. ACA enables the lifecycle of any organizational asset to be governed automatically based on its meaning, wherever it resides. With ACA as the anchoring technology, organizations gain rich visibility into data for risk management, eDiscovery, records management, and enterprise knowledge management.

Autonomy Records Manager software allows organizations that use SAP systems to integrate with Autonomy records management software, ensuring that their vital SAP business information is held as efficiently and securely as possible.

**Functionality**

Autonomy Records Manager integrates seamlessly with SAP modules to provide SAP with a scalable, proven content repository complete with full Records Management and lifecycle control. Autonomy Records Manager works together with SAP to deliver functionality that fundamentally supports the easy implementation of document integration.

A few of the ways ARM and SAP work together include:

- **Automated storage and management of documents in Autonomy Records Manager based on SAP Business Workflow**
- **SAP transactions will link and store incoming documents in Autonomy Records Manager using bar codes**
- **Ad hoc processing of incoming documents**
- **Storage of outgoing documents: if SmartForm-based documents are printed, faxed, or emailed, they can be automatically stored and assigned to a business object**
- **Print lists (reports) can contain data selected from a database for later revision, and can be stored either alongside the printed versions or instead of them**
- **Storage of archive files from Autonomy Records Manager supports the archival of data from SAP Data Archiving, as required, to the Autonomy repository**
Autonomy Integration with SAP

Autonomy Records Manager uses the SAP ArchiveLink interface to allow communication between the SAP R/3 application components and the external Autonomy repository. This communication allows SAP R/3 to add and retrieve information from the Autonomy repository.

SAP ArchiveLink is not a content repository; it is an interface to external Content Repositories. SAP ArchiveLink is the communication interface between the R/3 application components and external Content Repositories which allows the linking of SAP Business Objects with Documents stored in an external Content Repository.

ArchiveLink is implemented in SAP as a common set of functions (function modules), which must be configured in the R/3 application components, if the content server functionality is to be integrated. The communication between SAP ArchiveLink and the Content Repository takes place via SAP-defined communication protocols and messages.

Certification

Autonomy worked closely with KGS Software GmbH, a middleware provider that is close to SAP, to help with the SAP ArchiveLink certification process. KGS performed the testing of the Autonomy interface from a SAP client, and after final tests performed in March 2005, full certification was achieved. The certification means that Autonomy is now registered as a vendor that provides two certified interfaces:

- ArchiveLink Interface for Archiving and Imaging Systems (BC-AL)
- HTTP Content Server (BC-HCS)

Autonomy is a registered, fully certified SAP vendor. SAP customers can now benefit from the way SAP can interact and store documents in Autonomy’s proven and reliable Records Management system.

Features

Autonomy Records Manager supports SAP ArchiveLink to enable:

- Incoming and outgoing documents, print lists, databases, and datasets to be archived directly from SAP modules to Autonomy
- SAP transactions to link incoming documents to Autonomy by barcode
- Document transfer from all appropriate SAP modules
- A more efficient system for storage and retrieval of documents through configuration with Autonomy as the Content Server
- Configuration to store certain documents, matching certain criteria in a specific archive
- SAP documents to be stored in the same repository as all other critical business documents and records in the organization and held securely in accordance with compliance schedules
- Autonomy Records Manager is fully configurable, allowing records declaration, categorization, and the definition of corresponding retention periods to be automated using a policy-based approach where feasible and driven by the end-user where appropriate.

Increase Productivity

Organizations can increase productivity with the following capabilities:

- Bypass the need to copy or transfer data from existing locations with manage-in-place
- Find information across a consolidated, enterprise-wide index using conceptual and keyword searches
- Automatically classify and cluster data to create and extend records management file plans and taxonomies
- Simplify the process of implementing and executing retention and disposition schedules
- Integrate electronic and physical records management, including warehouse management, barcoding and RFID
- Perform secure lock downs to ensure data is not deleted during retention or while subject to legal hold
- Seamless connect with on-site and hosted email messaging and content archives
- Integrate seamlessly with desktop applications, providing users with auto-suggestion of content categorization
Benefits

Implementing Autonomy Records Manager allows SAP to leverage the powerful capabilities of Autonomy records management software—a solution designed specifically to help organizations in the following ways:

- **Increase efficiency** by making it easy for the organization to file, find, and share key business records
- **Comply with legal and regulatory requirements**
- **Leverage previously hidden information assets held within business records**
- **Benefit from a single, enterprise platform for Records Management and Enterprise Search**
- **Gain the unique analytical capability to understand the meaning of information and apply policies and processes automatically**
- **Access, manage, and process over 1,000 data types including audio and video through pre-packaged, intelligent connectors**
- **Leverage existing infrastructure and expertise because Autonomy solutions overlay current systems**
- **Adhere to military-grade security and certifications, including US DoD5015.2, UK TNA2002, Australia’s VERS, and ISO 15489**

Specifically, implementation of Autonomy Records Manager for SAP will afford organizations the following benefits:

- **Increased Efficiency** – creation of a workflow that is paperless, with up to date, easy to find information available electronically throughout the entire organization.
- **Enterprise-wide sharing of information** – all relevant information is available in electronic format and can be routed through all necessary company departments. This means the department responsible for managing the order of newly captured documents is able to select the documents and execute the storing for subsequent entry transaction within SAP. It also ensures that data can be reused at a later date with the ability to access them off-line or re-load them into the R/3 database.
- **Enhanced system performance and cost savings** – archiving large volumes of transaction data resolves memory space and performance issues. Cost savings can be achieved by archiving all corporate data in one repository.
- **Regulatory Compliance** – ensures statutory regulatory data retention rules are observed by defining residence and retention periods for all data.
- **Flexible Deployment** – Businesses can deploy ARM on premise, in the cloud, or maintain a hybrid deployment that includes a combination of cloud and on-premise information, allocating data to each environment based on policies and company strategy.
- **Integrated Physical Records Management** – ARM manages both physical and electronic records in a consistent and integrated manner to help organizations manage, control, and discover all records from a single interface and apply the same life cycle management, access rights and policies to all records regardless of media or form.
About Autonomy

Autonomy, an HP Company, is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit www.autonomy.com to find out more.

About HP

HP creates new possibilities for technology to have a meaningful impact on people, businesses, governments and society. The world’s largest technology company, HP brings together a portfolio that spans printing, personal computing, software, services and IT infrastructure to solve customer problems.

More information about HP (NYSE: HPQ) is available at hp.com.