

Migrate ECM Document Archives to Other ECM Solutions

Proven Xenos DETAIL™ methodology, unique technology and proven implementation experience

Data Sheet: Xenos Document Archive Migration Solution

Target Industries

- Cross-Industry
- Banking and Financial Services
- Insurance
- Telecommunications and Utilities
- Transportation and Logistics
- Manufacturing
- Government
- Healthcare
- Retail

Business Applications

- Electronic statement, report and image archive, retrieval and presentment (cross-industry)
- Insurance policy applications
- Insurance claims processing
- Explanation of Benefits (EOBs)
- Trade confirmations processing
- Credit card processing
- Mortgage loan applications
- Customer service applications
- Healthcare reports
- Retail and Manufacturing reports
- Operational and financial reports

“ Enterprises today are often faced with multiple content platforms and repositories without a unifying strategy or technology to make the data actionable. They need the ability to quickly and easily access and repurpose information and make it available through self-service channels. ”

Kenneth Chin
Vice President
Gartner Research

Business Challenge

Many organizations who own ECM document archives are looking to consolidate or migrate documents and images to other Enterprise Content Management (ECM) solutions to streamline operations, reduce costs, improve information access, and simplify compliance. These organizations face the following challenges:

- How to migrate documents, images and metadata from existing applications
- Lack of proven methodology and expertise to perform complex document migrations rapidly and cost effectively
- Transform a range of print stream documents and images to online formats
- Extract additional indexes or metadata information to identify document content as specified by new business requirements
- Lack of experience and technical process to load high volumes of documents, images, indexes and resources into other target ECM solutions
- Repurpose information locked in legacy document formats for use by existing or new business applications
- Meet regulatory requirements to archive documents in formats such as PDF/A, guaranteed to be viewable throughout the required retention period

The Xenos Document Archive Migration Solution

Xenos provides an unparalleled services and product offering to efficiently migrate ECM document and image archives. It is comprised of Xenos' proven DETAIL™ Methodology and services expertise, proprietary Xenos Archive Migration Components™ and Xenos d2e™ print stream transformation and repurposing software.

In the Discovery and Analysis phase, Xenos Migration consultants engage with the customer to perform a review of the existing ECM systems and associated business requirements. Xenos delivers a detailed Migration Assessment document outlining the characteristics of the source system, proposed migration methodology, estimated effort, timelines and cost. Xenos employs best practices to perform the migration following the Xenos DETAIL™ Methodology, outlined below:

Discovery: Analysis and understanding of the current ECM systems, and the types of documents contained within them.

Extraction: Establish the available means to extract document content from the source ECM system.

Transform: Re-purpose document content and manipulate its format to add additional value and meet business requirements.

Auditing: Throughout the process the documents must be tracked to ensure that all information is accounted for.

Indexing: The migration process provides an opportunity to not only move the existing metadata, but also to add or enrich the indexes available.

Loading: Insert or load documents, metadata and resources into the target ECM system and ensure that fidelity and accessibility are retained.

Xenos Archive Migration Server™

Return on Investment

Protect ECM investment

- Mitigate the risk of your existing ECM system not keeping pace with business and technical requirements

Reduced hard costs

- Recurring annual maintenance costs
- Consolidate multiple disparate ECM systems
- Staffing costs required to maintain proprietary systems
- Hardware, storage and processing costs: if mainframe modernization is required and solution is implemented on distributed platform
- Development costs to build print stream and PDF document transformation and indexing capability

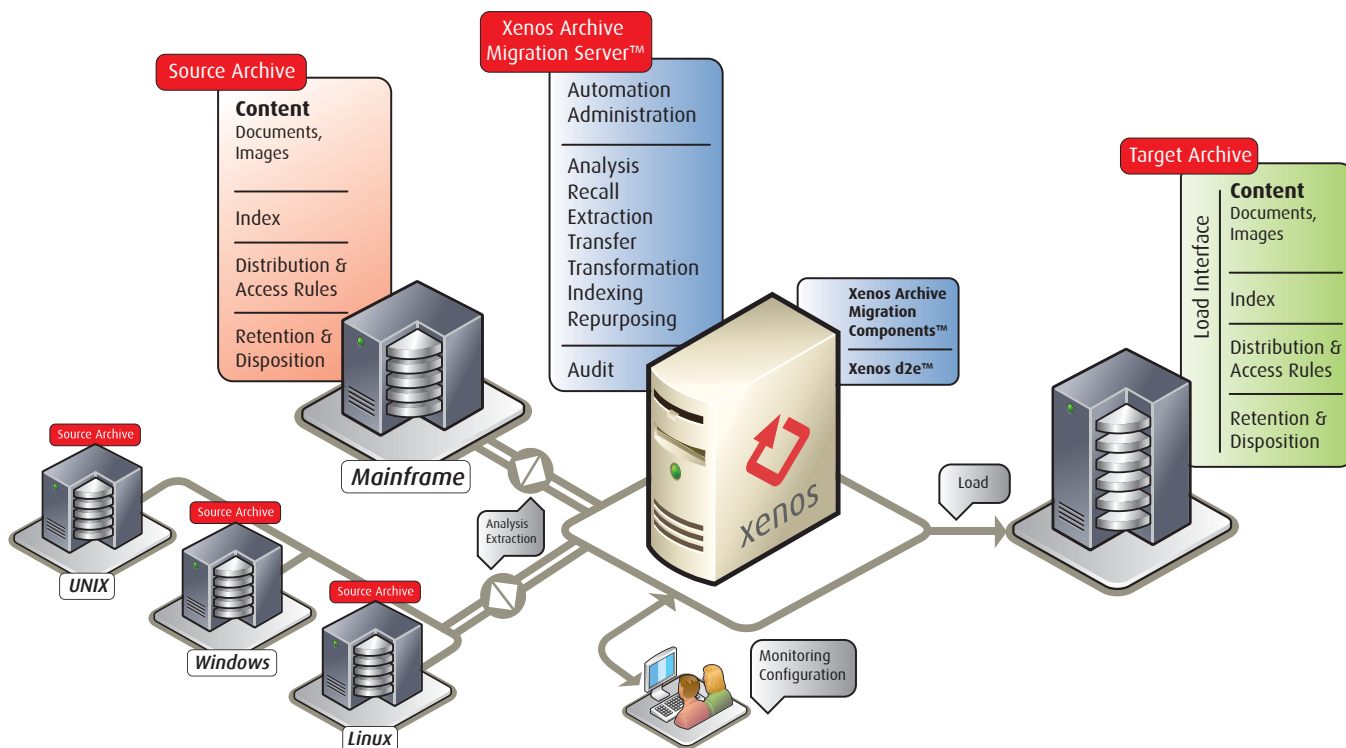
Reduced soft costs

- Faster migration
- Extend existing investment in legacy document and image content

The Xenos Archive Migration Components™ in combination with Xenos d2e™ print stream transformation and repurposing software, constitute proprietary technology that enable the automated analysis, extraction, recall, transformation, repurposing and loading of document and image content, indexes and resources from source archives to other ECM solutions. Xenos' experienced ECM Migration Consultants have technical expertise and field experience conducting ECM Migrations for very large organizations and in-depth knowledge of all major print stream and image formats.

This configurable solution is tailored to the requirements of each migration resulting in an automated process flow executing the following functions, illustrated in the diagram below:

- Analysis of existing archived document or image files, types, size, storage location and index information
- Recall of offline document or image files
- Download and association of archived document or image files, index information and print stream resources to a distributed processing environment
- Transformation from existing archive formats to original print stream formats
- Extraction of index information and document repurposing
- Creation of migration content processing audit trail
- Generation of processing alerts and notifications
- Packaging of migrated content in the format supported by the target ECM systems load interface



Engage Xenos today to assist with your document archive migration project.
 Toll-free: **1 (800) 814-5018** or at **1 (905) 763-5096** or by email at **info@xenos.com**