

by Star Storage



# Enterprise Information Governance, Archiving & Records management

Protect, reuse and securely share your electronic records  
while maintaining compliance.

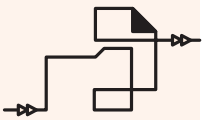
[seal-online.com](http://seal-online.com)

# A simple way to protect, access and manage your corporate records.

Enforce compliance rules and start building your information governance policy!

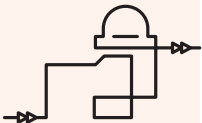
01.

## WHAT IS SEAL?



### **Unified Archive:**

Integrated system for Enterprise Unified Archive; Unified Content Repository - storing, searching and retrieving, navigation and security, viewing, sharing, classification, flexible metadata.



### **Records Management:**

Enterprise Records Management System - retention management, file plan, controlled disposal and updates, advanced audit.



### **Hybrid Archive:**

End-to-end system for Hybrid Archives Management - unified management of paper and electronic archives.



### **Productivity Hub:**

Digital mailroom, smart workflows, automated tasks assignments following business rules, flexible routing, approvals and case collaboration functionalities leveraging the power of content's metadata.

03.

## HOW SEAL HELPS YOU!

### **01. Build Paperless operations**

- Use the included state-of-the-art capture software to transform paper into valuable knowledge to be used in paperless business processes;
- Securely store, classify, browse, search and retrieve, view, and share your valuable documents; make them available for business users and line of business applications (eg. ERPs, CRMs, etc.) in order to support critical business processes.

### **02. Mobile productivity for content centric processes**

- Native mobile clients for iOS and Android and CMIS implementation for total mobility.

### **03. Unified Unstructured Content Repository for Line of Business Applications**

- Storing unstructured content generated by the Line of Business Applications and allowing access through the LoB applications user interface.

#### 04. Compliant Records Management and Information Governance

- Advanced Records Management – define file plan and retention periods for your corporate records, manage the records for the entire lifecycle from creation to controlled digital shredding;
- Hybrid Records Management – unified management for paper and electronic records.

#### 05. Ingest and Archive high volume computer generated data

- Ingest and archive computer-generated data batches for customer service and compliance / records management needs.

#### 06. Records Management for Microsoft Outlook

- Import, "expand" and archive PST Files;
- Declare emails as corporate business records.

#### 07. Archiving and Records Management for Microsoft SharePoint

- Select and declare as corporate records active content stored in SharePoint.

#### 08. SAP archiving

- Archive SAP data files and print lists via ArchiveLink in the SEAL unstructured content repository;
- Allow SAP users to access archived content stored in SEAL and make this content available also for non-SAP users through SEAL user interface.

#### 09. Decommission legacy DMS or ECM systems

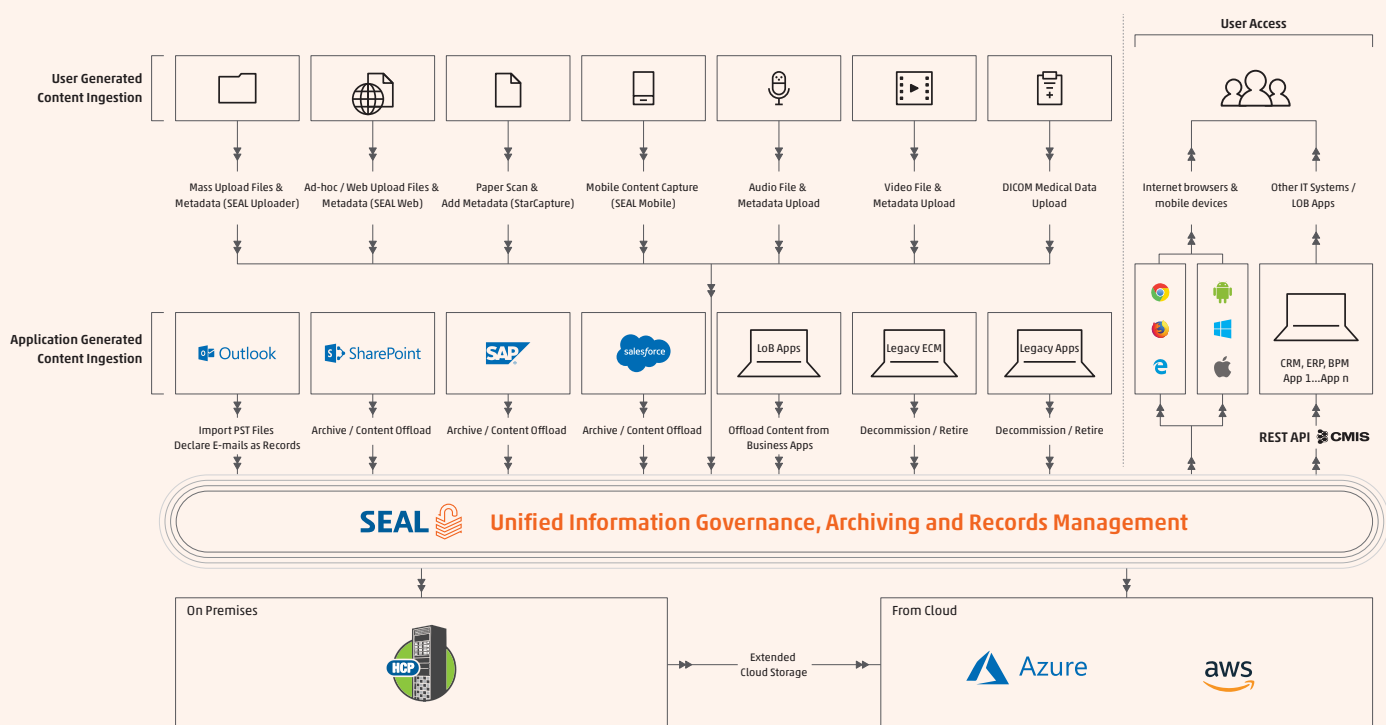
- Move passive content from legacy DMS or ECM, reduce maintenance cost and improve business users experience while keeping the content ready for discovery and usage as part of the business processes.

#### 10. Decommission legacy applications

- Move passive content from legacy application kept "alive" just to keep the data available and reduce the maintenance costs while keeping the content ready for discovery and usage at the corporate level.

04.

### REFERENCE ARCHITECTURE



by Star Storage

# In line with your specific departmental or industry specific business needs.

Own the competitive space in your industry and move to a low cost paperless office.

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SAMPLE HORIZONTAL / CROSS-INDUSTRY USE CASES

## Compliance

- Unified Records Management / Enterprise Information Governance, Continuous Compliance with the GDPR.

## Customer Service

- Unified Customer Folder.

## Procurement & Supply Chain Management

- Contracts Archiving.

## Finance & Administration

- Invoice to Payment, Electronic Invoice Archiving, SAP Archiving.

## HR

- Human Resources Documentation Archiving, HR Documents Self-service for Employees.

## Legal

- Legal cases / Litigations Documentation Archiving.

## Administration / Facilities Management

- Digital Mailroom – Scanning and Classification Enterprise Correspondence.
- Property Documentation Management.

## Technical

- Technical Documentation Archiving, as build Documentation Management.

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SAMPLE INDUSTRY SPECIFIC USE CASES



## Banking and Insurance:

- Customer enrollment – capture and store customer documents;
- Unified customer folder;
- Payment instruments archiving;
- Digital Policy subscription;
- Digital Claims processing.



## Healthcare:

- Zero Paper healthcare (from paper to digital);
- Long-Term Clinical Document Archive;
- Digital Archive for Health Insurance Claim Reimbursements.



**Advanced technology,  
simple interface,  
mobile-ready.**



**Public Sector:**

- E-Government / Paperless Citizen Services;
- Citizens Self-Service;
- Archive documents supporting specific processes;
- Investigative Case Management;
- Mobile Inspector.



**Telco:**

- Call-data records archiving;
- Site technical documentation management;
- As build Documentation.



**Energy, Oil, Gas & Engineering:**

- Capital Project Documentation Management;
- Asset Operations documentation management;
- Refinery as built documentation;
- E&P site documentation management.



**Construction & Engineering:**

- BIM Level 2 – Construction & Engineering Documentation Management.



**Retail:**

- Merchandising Optimization;
- Suppliers, Contracts and Account Payable Management;



**Legal:**

- Legal case management;
- Litigations document archiving;
- Information Governance.
- Mobile Legal Archive Access

# Be ahead of time and unleash the full power of your paperless office.

Make your content mobile without losing control and get rid of old DMS/ECM and legacy applications costs that drain your company!



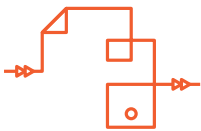
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## KEY DIFFERENTIATORS



### Competitive Pricing

- Competitive pricing vs. traditional DMS/ECM platforms. Capacity based licensing available (unlimited number of users).



### Open - Ready to Integrate

- Own Rest API;
- Using open standards all the managed content is accessible in non-proprietary format from any system or mobile device.



### Included document scanning with OCR

- Embedded powerful document scanning (StarCapture Desktop) with unlimited OCR and automatic learning.



### Digital signatures

- Long-term archiving with integrated tools to sign, view, and use qualified certificates for digital signatures in order to build and manage a compliant electronic archive.



### Dynamic adaptive data model (user self-service)

- User-defined metadata schemas - dynamic adaptive data model for "IT independent" information governance.



### "Dynamic Schema" Indexing

- Strong content ingestion capabilities (files and metadata, document scanning and indexing, PST and emails from MS Exchange) with uniquely flexible data management features (no-schema).



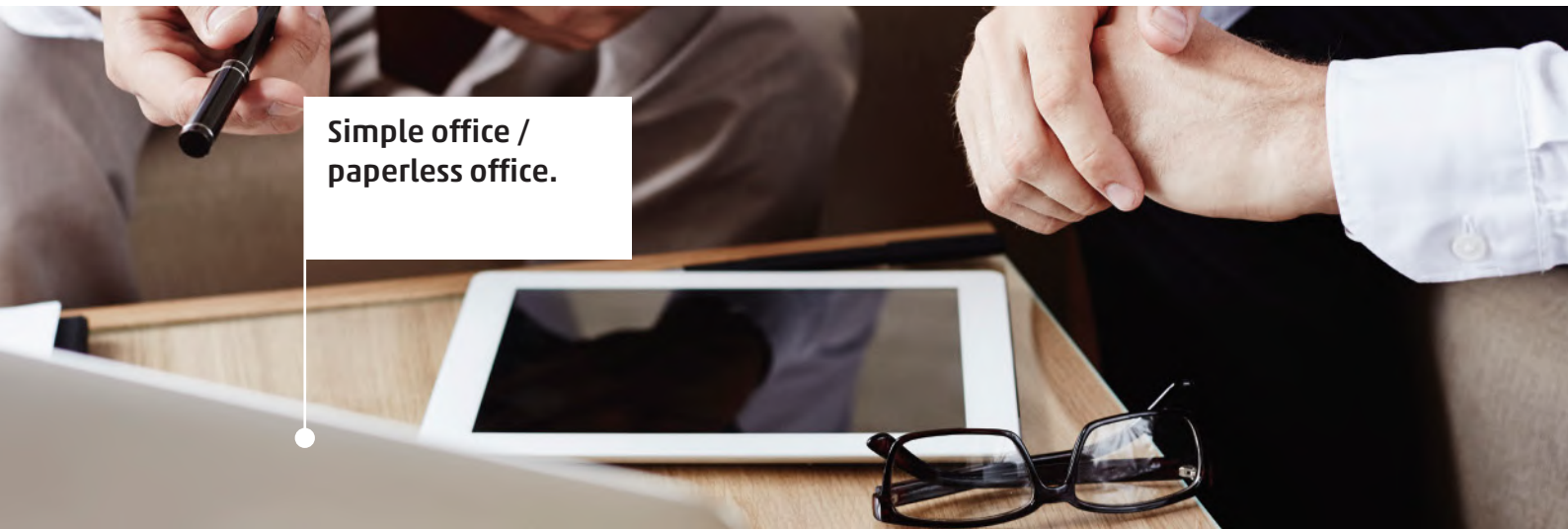
### Included internal viewer for documents

- View PDFs, scanned images, Microsoft Word docs directly from SEAL. Web based and optimized for viewing large scans.

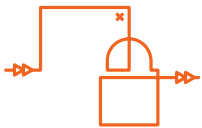


### Perspectives - metadata-based browsing

- Efficiently browsing capabilities with unlimited hierarchical navigational views over the stored content with metadata driven views of documents (perspectives).



**Simple office /  
paperless office.**



### Powerful and flexible security rules

- Built-in user management or integration with LDAP authentication
- Security enforcement by multiple algorithms: access control lists, policies, security / classification levels;
- Dynamic Security - powerful and flexible security rules based on metadata;
- Content encryption using AES.



### Document Collections - secured content sharing

- Ability to define specific set of information based on specific needs (document collections) with advanced sharing capabilities (inside and outside the organization) while keeping information governance & control (the content doesn't leave the repository). In terms of security SEAL provides more than just control lists (time-boxed security, dynamic security).



### Designed for Cloud & Mobility

- Designed for Cloud and SaaS providers with multi-tenancy capabilities;
- Based on own mobile application for iOS and CMIS implementation the users have the ability to easily view content using a variety of devices such as laptops, tablets, and mobile phones.



### Advanced records management

- Enforce retention rules of business documents based on a records retention schedule, record-holds, file lifecycle management and enforced disposition if needed;
- Automation of retention and compliance policies, ensuring legal, regulatory and industry compliance;

### Hitachi Content Platform Integration

- Deeply integrated, leveraging HCP key features (for example data protection, metadata, retention, multi-tenancy and namespaces).

### Integrated with Microsoft platforms

- Fully integrated with Microsoft Office 365 (Records Management for Microsoft Outlook; Archiving and Records Management for Microsoft SharePoint); Integrated for global coverage with Microsoft Azure.

### SAP integration

- Archive data files and print lists from any SAP business suite application in order to reduce SAP database footprint, improving the overall performance of SAP and freeing up additional disk space on the SAP system;
- Enables SAP users to easily access and display documents that are now stored in SEAL repository;

# Advanced functionalities and simple interface, loved by the line of business users.

At a fraction of a cost usually paid for classical ECM system, SEAL enables you to capture, transform, index and securely manage your entire electronic archive.

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## FUNCTIONALITIES



### Document & metadata management

Security and library services for business documents; Dynamic adaptive data model Uniquely flexible data; Full text index including metadata indexing; Unlimited navigational perspectives.



### E-Discovery

Preservation, review and analysis of electronically stored information; Advanced search and filtering of archived data; Document collection sharing.



### Records Management

Long-term archiving with integrated tools to sign, view, and use qualified certificates for digital signatures; Retention and compliance policies automation.



### End-User Archiving and Access

Data archiving directly from your day by day systems (MS Outlook, FileSystems); Mobile application for iOS and CMIS implementation to search, view and retrieve the archived data.



### Content Capture, Image processing

Advanced document capture capabilities; Unlimited OCR and automatic learning; Embedded web based viewer.



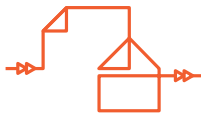
### Security and Access Control

Integration with LDAP authentication Security enforcement using access control lists, policies, security / classification levels; Dynamic security and AES content encryption; Pervasive audit trails.





**Advanced Records Management / Compliance and Governance**



**Architecture and Integration**

Designed for Cloud and SaaS providers with multi-tenancy capabilities; Own Rest API; Embrace open standards such as Content Management Interoperability Services (CMIS).

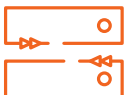


**Administration**

Easy to use capabilities to enable admins to set up users and user-access rights and manage the system overall; Integration with LDAP authentication.

02.

**DELIVERY MODELS (LICENSES)**



**Use your On Premises**

Choose On-Premises deployment and use your existing infrastructure for building your private cloud leveraging the native SEAL multi-tenant features.



**Use the On Demand**

Use the On Demand solution to pay as you use, with no initial cost for infrastructure, software or implementation services. Choose local cloud delivery from our EU Data Center powered by StarVault or global cloud with multiple data centers across the globe powered by Microsoft Azure.

# Real benefits for increased efficiency, cost optimization and smart working

Find all your documents at a click, reuse them and win valuable time and resources by working efficiently with SEAL's added benefits.

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## BENEFITS



### Build your Unified Information Governance

- Capture, transform, index and securely manage your entire paper and electronic archive, leveraging a centralized records management repository that will put you lightyears away in front of your industry.



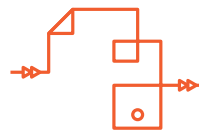
### Go Digital

- Transform paper into a reusable electronic archive and start building your Paperless Office;
- Store, find, reuse and share your valuable documents;
- Manage valuable business content based on what it is rather than where is stored.



### Free up IT resources

- Enable your line of business users to store and view documents without the need for specialized IT personnel;
- Reduce the load of databases supporting the business apps.



### Total mobility

- Leverage the true power of content mobility using our dedicated clients for iOS and Android and CMIS implementation that allows you to easily view and access content like never before from a variety of systems or devices.



### Increase Efficiency

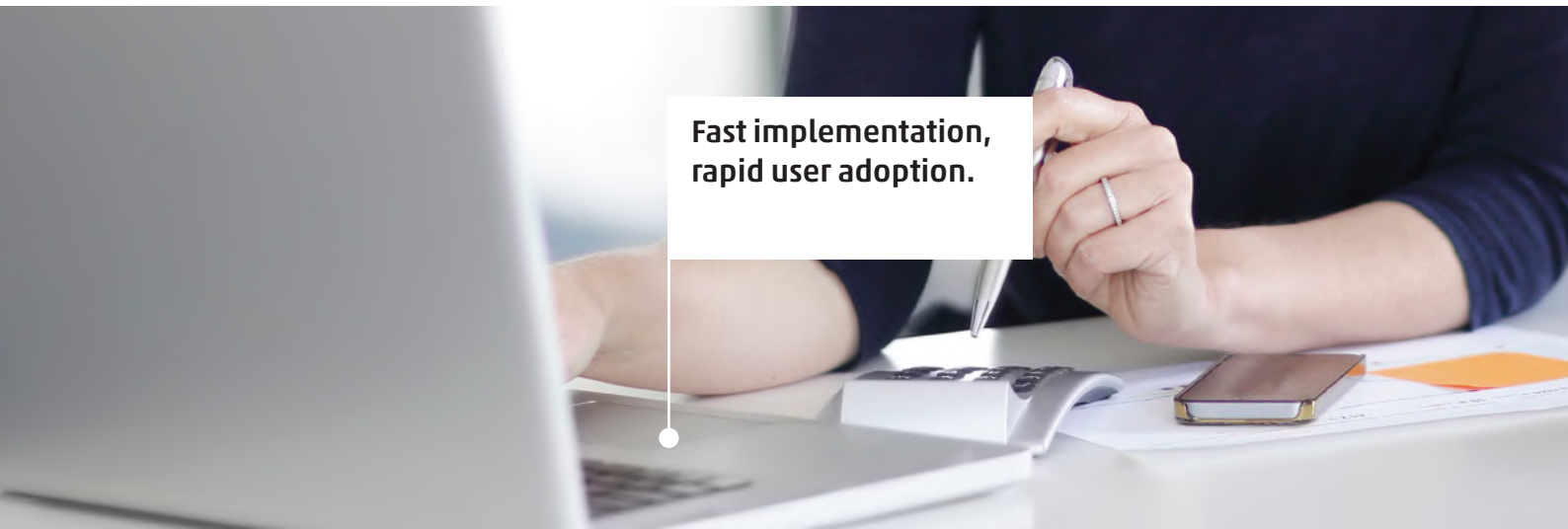
- Unleash anytime, anywhere the power of your corporate information assets just sitting there, in your day to day business processes.



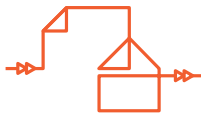
### Save money

- Competitive pricing vs. traditional DMS/ECM, legacy applications and platforms;
- Eliminate the cost of losing or re-creating existing documents.

SEAL BENEFITS!

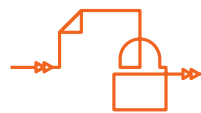


**Fast implementation,  
rapid user adoption.**



### Increased productivity

- Greatly increase productivity using personalized content views from a unified records repository across the entire organization;
- Become more efficient just by reusing existing documents.



### Keep your documents safe

- Secure your valuable content with dynamic security based on metadata.
- Give access to as many employees as needed empowering them to do their job better and faster.



### Collaborate in style

- Increase collaboration efficiency while keeping information control by having a digitally shared workspace with third parties thanks to document collections and time-boxed security.



### Legal, regulatory and industry compliance

- Reduce company exposure and mitigate risks with a legal, regulatory and industry compliance electronic archive;
- Real-time discovery process in litigation or other investigative proceedings;



### Total freedom to choose what's best for You

- You have the freedom to choose from several delivery models: SEAL on-premises (using your existing infrastructure), SEAL on-demand as a cloud service (pay per use, with no initial cost for infrastructure, software or implementation services) or hybrid deployments.



### Create the best User Experience for the Line of Business Users

- Intuitive yet powerful interface that will put your mind at ease and transform you into an information superhero.

## Product proudly developed by Star Storage

Star Storage is a global technology provider developing and delivering state-of-the-art information protection and management solutions for top private and public organizations. With 17 years of experience, own Intellectual Property and a portfolio of over 500 customers on 4 continents, with strong expertise in top industries such as banking, insurance, telecom, manufacturing, utilities and public administration, the company plays a key role in the digital transformation, mobile and cloud journey of any size organization.



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