

**Reducing Total Cost of
Ownership in IT and
Aiming for a Green Future
with ECM Suite for SAP**



Reducing Total Cost of Ownership in IT

Lower the TCO of your IT landscape and free budget and resources for innovation with ECM for SAP.

IT is under constant pressure to reduce costs and at the same time to provide the foundation for business continuity, efficiency and growth.

The OpenText ECM platform allows an enterprise to archive its entire collective memory electronically, permanently, and in an auditable form, thus reducing operational and legal risks.

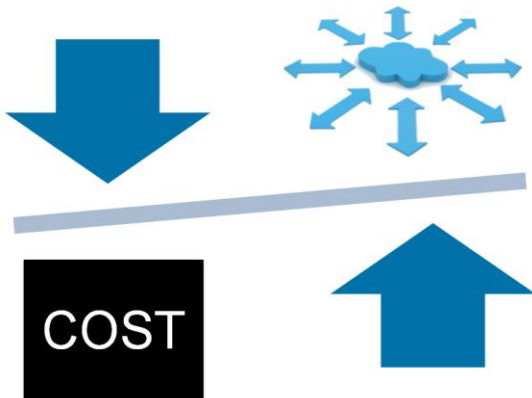
ECM for SAP helps you to reduce the TCO for the IT landscape with SAP data archiving, system consolidation and legacy decommissioning for SAP and NON-SAP systems together with SAP NetWeaver Information Lifecycle Management.

Disparate legacy archives and document management systems can be consolidated on a single ECM platform. Paper archives can be completely eliminated and paper handling reduced.

ECM for SAP is based on and deeply integrated with the SAP NetWeaver infrastructure. It runs in the SAP UIs your users are familiar with.

At the same time ECM for SAP improves operational efficiency and productivity by integrating business documents with SAP and enables business transformation.

Reducing TCO and
Fostering Innovation



Data Archiving

Keep a grip on the TCO of your SAP landscape by archiving SAP data with standard SAP data archiving and OpenText.

Every business transaction generates data and increases the volume of your SAP database. The growing volume of data hampers system performance and slows down access to information. In addition, backup and restore times are prolonged and system administration and storage costs increase.

ECM for SAP together with standard SAP data archiving tools, offloads data from the SAP system, compresses it to a fraction of its original size and stores it on a secure platform in an un-alterable format. Offloaded data is deleted in the SAP database, freeing up resources and space while still allowing this information to be easily accessed by the users.

ECM for SAP provides business process views, in which users can access both online and offline data within seconds. Administrators can archive data early, thus keeping the database lean and the application healthy and responsive.

As a result the SAP database it kept at a manageable size and the resource consumption and administration effort is reduced.

With ECM for SAP you accelerate backup and recovery times, reduce administrative costs, minimize hardware costs and decrease the time it takes to implement SAP upgrades.

Data Archiving

Legacy Decommissioning

Legacy Archive Migration

Paper Archive Elimination

Enterprise Information Lifecycle

Enterprise Records Management

Green IT



Legacy Decommissioning

Eliminate redundant systems, consolidate to fewer application instances, and in turn lower IT costs.

Many business systems are relegated to legacy systems when organizations decide to introduce new IT technology. However, in many cases, historic data managed by these legacy systems has to remain accessible due to legal or business reasons, for example for tax audits or for product liability cases.

This forces IT departments to maintain a fragmented array of legacy systems, which results in ongoing operational costs for system administration or application hosting and high operational risks since legacy applications often run on outdated, unreliable hardware, and the know-how to operate these systems is diminishing.

ECM for SAP together with SAP NetWeaver ILM enable the archiving of legacy data from SAP and NON-SAP systems. The data can be still accessed in the SAP ILM Retention Warehouse and with SAP BW reporting. ECM for SAP provides the ILM-certified store for the legacy data and complements access to the legacy data with access to archived print lists.

This enables customers to completely sunset legacy systems. Legacy system archiving makes legacy information readily available. It avoids complex migration and associated costs, keeps the new system clean from old data, expedites the decommissioning process, and ensures that regulatory requirements are fulfilled.

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Legacy Archive Migration

Consolidating disparate legacy archives on an enterprise-wide ECM platform saves IT costs and reduces operational risks.

Maintaining legacy archives is a cost and a risk factor.

IT needs to administer a heterogeneous landscape with multiple software and hardware from different vendors, do regular backups, apply software upgrades and patches - if available at all. Often the hardware is dated, spare parts may be difficult to get and/or expensive. The knowhow to operate is diminishing.

To the cost of maintenance and administration add expense for floor space, electricity, energy for air conditioning for multiple server boxes.

Legacy archives can be migrated to ECM for SAP as enterprise wide ECM platform. The content is transferred via OpenText Document Pipelines and securely stored on the OpenText Archive Server.

ECM for SAP provides direct immediate access to the documents, anytime and anywhere within the SAP user interface. Business users can access the migrated content via SAP transactions or via business process views, configured to suite the needs of the specific process and user group.

The result is one single, extensible ECM platform for all current and future ECM needs inside and outside SAP for a future-proof investment at low TCO.

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Paper Archive Elimination

Digitalize entire paper archives with ECM for SAP save storage and paper handling costs and reduce risks.

In the absence of electronic archiving systems, enterprises maintain large paper archives to comply with legal mandates for document retention.

Paper archives and paper based processes also slow down business processes, impact process efficiency and user productivity and stall agility.

Maintaining paper archives is a cost factor, considering the rent for floor space occupied, cost for infrastructure like filing cabinets and last but not least personnel cost for filing and retrieval. To this add cost for mailing files and for creating local copies.

ECM for SAP helps you digitalize entire paper archives. Its state-of-the art scanning solutions is used in scan centers and departments for day-to-day document volume. Its batch input interface automatically ingests digitalized content from scan providers.

Paper archives also is are risk factor, because the documents are stored in one physical location, that can be destroyed by a disaster like a fire, an explosion or flood, which even can put business continuity at risk.

The content is securely stored on the OpenText ECM platform with built-in backup, content replication and content distribution. This protects the content from disaster, grants compliance with company and legal regulations for document retention and reduces legal and operational risks.

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Enterprise Information Lifecycle

Archiving and retention management for SAP data and documents with ECM for SAP and SAP NetWeaver ILM.

SAP NetWeaver Information Lifecycle Management (ILM) extends the traditional SAP data archiving technologies with information lifecycle management capabilities such as retention, holds and destruction for SAP data and ArchiveLink attachments.

ECM for SAP together with SAP ILM lets you control the lifecycle of SAP data and attached documents. SAP ILM enables the definition of retention schedules, execution of legal holds and deletion at the end of the lifespan. ECM for SAP enforces the retentions and holds from SAP ILM up to the physical storage and executes the deletion command.

ECM for SAP and the OpenText ECM platform are certified for the SAP ILM WebDAV interface as ILM-enabled content store. They support the SAP ILM Retention Management for SAP data lifecycle management as well as the SAP ILM Retention Warehouse scenario for decommissioning of SAP and NON-SAP systems.

The content is securely stored by the OpenText ECM platform on attached storage systems from leading vendors, which implement WORM and retention capabilities.

ECM for SAP together with SAP ILM grant compliance with company and legal regulations for data and document retention and reduce legal risks.

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Enterprise Records Management

ECM for SAP provides secure long-term storage and records management for SAP and NON-SAP documents.

ECM for SAP helps you manage the lifecycle of electronic and physical records according to internal policies and regulation requirements..

Its records management capabilities let you control the lifecycle of documents across the enterprise, inside and outside SAP. It enables the creation of file plans, retention schedules, execution of legal holds and disposition runs at the end of the lifespan of a document.

ECM for SAP is certified to meet internationally recognized standards for records management including Department of Defense 5015.2 chapters 2 and 4.

It supports a holistic enterprise program for company records and provides defensible disposition of all corporate content. Thus it diminishes exposure to discovery and litigation costs.

On the OpenText ECM platform customers archive petabytes of digital content. Content retrieval and response remains fast, reliable, and transparent. It provides the flexibility to write content onto alternate, unchangeable storage media, automatically compress it, authenticate it with time stamps, and retain audit trails within the archive.

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Green IT

Aiming towards sustainability and a green future.

Paper based business processes significantly contribute to carbon emission in any typical organization. Not only the incoming or outgoing business document itself adds to the paper waste, also all the copies that are made during a business process.

Each computer disk needs electricity as it is constantly spinning, even when idle. Each server box consumes electricity for running and cooling and needs an air-conditioned environment.

Disk arrays and legacy systems in an IT landscape are not only cost overhead but also contribute to carbon emissions

Paper reduction, data archiving, legacy decommissioning and system consolidation are key enablers of Green IT landscapes and business processes.

ECM for SAP lets you eliminate paper archives and efficiently manages legacy, unstructured as well as online information.

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1 tree



10,000 sheets



540 lbs



Extending IT Excellence with ECM for SAP

ECM for SAP saves cost in IT and fosters innovation.

Data archiving keeps the SAP database at a manageable size and system performance up. Administration cost and cost for expensive tier-1 storage are reduced. Archived data are compressed, reduced to a fraction of the original size and moved to a less expensive tier-3-type storage.

Legacy systems can be shut down completely and system landscapes can be consolidated, resulting in significant savings for software and hardware maintenance respectively hosting costs. The legacy data is still available for the business, for example for tax audits or cases of product liability.

Reducing the number of server boxes and disk drives saves energy for operation and cooling and thus CO₂ emission. This does not only reduce costs but at the same helps to protect the environment.

Transforming paper based processes to workflows with electronic documents and eliminating paper archives and paper related inefficiencies greatly reduces costs as well as paper waste in the enterprise. At the same time process run faster and more efficiently and user productivity is increased.

Secure long-term archiving and enterprise records management reduce operational and legal risk and limit exposures in case of litigation.

Extending IT Excellence with ECM for SAP

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With a **team of only 4**, we support central archiving infrastructure for **10,000 users**, maintain and develop the applications in SAP.

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Summary

ECM for SAP helps customers to reduce the total cost of ownership for the IT landscape with SAP data archiving and legacy decommissioning. It provides robust and state-of-the-art Enterprise Content Management deeply integrated with SAP.

The complete content of the enterprise can be stored on a single highly scalable and performant enterprise-ready ECM platform.

Objectives

- Lower cost for IT landscape
- Free resources for innovation
- Support Green IT
- Secure compliance
- Business efficiency and agility
- One single platform for ECM
- Future-proof investment

Key Capabilities

- Securely long-term retention for SAP data and documents on a compliant platform
- Records Management for SAP and NON-SAP documents
- Intuitive user interface inside SAP with easy access to online and offline data
- Tight integration in SAP Business Suite and corresponding SAP UIs
- Based on and certified for SAP NetWeaver (ArchiveLink, ILM)

Benefits

- Reduce Total Cost of Ownership for IT landscape
- Keep SAP system healthy and performance up
- Improve sustainability of IT operations
- Increase business process efficiency and productivity
- Improve compliance and reduce legal exposure and operational risks

For more Information visit us at www.opentext.com/sap

