eQuorum

Engineering documents.
Elevating productivity.

eSync=Site

Key Features:

» Synchronization of multiple ImageSites

» Security and access control over home server documents on remote ImageSites

» Management of synchronization behavior

» Set directionality of synching

» Control who and how documents are synched

» View folders and documents across the organization, not just the local server

» All standard ImageSite document functionality is applied to remotely saved files.

Key Benefits:

» ImageSite is highly scalable with multiple servers to optimize performance and security controlled access

» Provides access to documents in ImageSite outside the corporate network or in the cloud.

eSync=Site provides local access to large files on multiple servers across your enterprise for the highest performance.

Sync internal and external ImageSite servers for secure, efficient collaboration with vendors, customers and partners.

Enhance collaboration by syncing documents across multiple ImageSite servers

eSync=Site™ is eQuorum's newest module for the ImageSite™ suite of products, allowing the synchronization of folders and files across multiple servers and locations, with the security you currently have within ImageSite.

With eSync=Site you can:

✓ Allow multiple locations, departments, divisions and even users to maintain files locally while having global access to remote server documents, and ensuring documents are up-to-date, regardless of who last checked them out

✓ Provide users with mobile device access without permissioning them into your network or configuring your systems for the multiple types of devices being used by employees

✓ Provide external users, such as vendors, contractors, and customers with secure access to important documents without them entering your network

✓ Configure a collaboration site allowing secure access to documents by many different users and user types in different locations

✓ Establish an archive or disaster recover site that is automatically synched and maintained.

How It Works

ImageSite™ document management software resides on a server, which can be in your network (behind or in front of the firewall), in your wide area network, or in a hosted location (including cloud hosting). Now with eSync=Site multiple ImageSite servers can communicate with each other. eSync=Site module comes included with ImageSite at no additional cost.

The system administrator determines the configuration for the synching of projects/folders/files across the various servers and who can synch what. Then simply designate a project or folder or file to be synched.

Synching is a means of ensuring folders and files on separate servers (and these can be anywhere) are the same, in terms of content, versioning, security and access, and meta-data (the index information used for searching).

So changes made to synched projects, folders, or files are reflected on their synched partners on the remote servers. Based on settings determined either by administrators or document owners, synched files on remote servers can be viewed, checked-out, printed, or distributed.

To ensure users see no impact to access and download of local files/documents, eSync=Site automatically scales processing of synchronization activities based on current user load. With many logged in users synchronization processing is dialed down, but when fewer users are logged in the synchronization processing is ramped up to take advantage of the opportunity to move data between servers.

Configuration Options

eSync=Site provides administrators significant flexibility configuring the software. The system can be defined to meet the exact needs of the organization, instead of the company having to change its work processes.

Configuration options include:

- ✓ The frequency which folders/files are synched across servers
- ✓ The timing for when folders/files are actually moved between servers
- ✓ The number and location of remote ImageSites
- ✓ The directionality of synching
- ✓ Where folders/files are located on remote ImageSites
- ✓ Who can establish synching and how folders/files are synched
- ✓ Security modes to determine appropriate security governing protocols.

System Synch Frequency

Depending on the necessity of having continuously current files/documents, network bandwidth, IT scheduling priorities, or quality checking requirements, the frequency in which documents and folders are synched across the network can be appropriately configured. Options include:

Continuous

Folders and files are immediately synched to remote ImageSite servers whenever material changes are made to the documents or folders; this ensures folders and files are always up-to-date, as of the moment.

Scheduled

Synchronization can be set to automatically initiate for all changed files using a schedule based on time of day, day of week, or day of month; this allows for efficient use of network bandwidth within IT scheduling priorities and for quality review prior to synching.

On-demand

Most efficient means of folder/file movement across ImageSite servers, only synching folders/files when the owner wants to synch the folders/files.
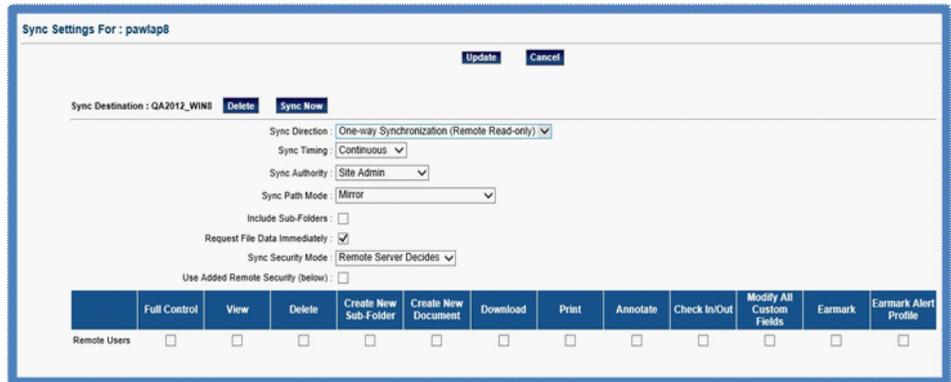
System Synch Timing

This is similar to on-demand synching but from the remote user perspective. Folders/files can be set for immediate file movement or for delayed transfer. This allows remote users to see the files at other sites but not actually move a copy of the file until required by the remote user. Use this feature to provide full vision of all network files without forcing high bandwidth movements during the day.

ImageSite Severs to Synch

With eSync=Site more than two ImageSite servers can be set up for synching. The administrator can configure which servers are to be synched and the direction of the synchronization. So if Server A needs to synch to Server B but not Server C, and Server B needs to synch to Servers C and D but not A, not a problem. This works well where ImageSite servers are set up to specifically serve groups of users or groups of locations. Also great for maintaining specific file types on specific servers or locations.

Synchronization Directionality

Most often there is a general directionality associated with ImageSite servers. For example, folders and files need to be pushed one-way from Server A to Server B, where document access and security is still controlled by the originating server. This works well for general document distribution to outside users like vendors, contractors, and customers. But sometimes a two-way synchronization is needed so Server B can communicate back to Server A. Providing two-way synchronization allows for better collaboration and more up-to-date documents.

Synchronization Location

The synchronized folder/file on the remote server can either be placed in the same location as on the home server; in the same location, but named so it is clear the file is not native to the server; or in another directory. These three options allow the organization to:

- ✓ Set up duplicate file structures enabling more familiar directories for saving files
- ✓ Know which files reside on their local network and which reside on remote networks
- ✓ Provide tailored file structures for diverse locations, departments, or networks
- ✓ Synchronization rules can also be set to ensure all subfolders are synched whenever a high level folder is synched to a remote server.

Synching Authorities

Administrators can establish who can create or edit synching directives (i.e., the synching rules). Site and Project Administrators can configure broad synchronization rules for entire projects or top level folders, or leave the configuration decision to the users to determine the synchronization rules for content they control. These options help administrators and users identify the appropriate rules to be applied to folders, files, and projects and who will have access to these entities on remote servers.

Security Modes

The system provides Synching Authorities with several options for securing synched folders and files. These modes determine which server maintains and governs the security for particular folders and files. The Synching Authority can transmit their own list of permissions for users and groups to attach to synched content or can allow the security rules which are already established on the destination server to appropriately restrict access. The Synching Authority can also configure special overriding security restrictions to apply to all remote users as part of the synching directive. This ensures users with broader access privileges on remote servers do not get incidental access to files not intended for them.

Example Application

eSynch=Site is a great way to establish a one-way synching design where the primary ImageSite (the master) server automatically pushes up-to-date copies to a secondary ImageSite server.

This simple application of eSync=Site provides companies with the ability to enable:

✓ Vendor, contractor, and customer secure access to documents outside the corporate network

✓ A distribution site, outside the corporate network, that allows secure access by mobile devices (including iPads and Android tablets)

✓ An Archiving site for older or deleted files

✓ A cloud-based site outside the corporate network for collaboration, sharing, and printing worldwide

✓ A disaster recovery site.