

# local document server

The NetDocuments Local Document Server allows NetDocuments Enterprise customers to maintain a complete, up-to-date copy of all their documents and document Profiles on a server that is physically located on the organization's premises.

The optional NetDocuments Local Document Server can be deployed on your LAN/WAN, ensuring that ALL your documents are physically stored in your data processing center, regardless of the source of creation: either an employee inside the organization, a client outside the firm, or a person working from home. A tremendous benefit of the NetDocuments Local Document Server is the fact that it is nearly maintenance-free. With the implementation of the NetDocuments Local Document Server, you have document presence in three locations: 1) on the Web in the NetDocuments Hosted Bank Data Center with bonded operators; 2) in your local workstation with the "echo" feature; and 3) in the optional NetDocuments Local Document Server in your data processing center. Your documents are synchronized transparently across all repositories, enabling every user to always retrieve the latest or official copy of any document, with real-time world-wide concurrency control in place.

Because NetDocuments provides up to three separate repositories for mission critical information, your organization is fully protected during equipment or service failures or man-made/natural disasters. Business continuity with NetDocuments is not a separate planning and implementation requirement, but an integral part of the base-level service. By using NetDocuments you never have to secure a disaster site, procure redundant hardware and software, send computer tapes twice a day to refresh the D/R site, and manage the huge overhead associated with 24x7x365 up time. With NetDocuments, business continuity is always ON and always HOT just by simply using the NetDocuments service, without any additional management or resources.

**Features**

## Synchronization

Synchronization can be set to perform every 30 minutes or up to once a day with a set start time. It will then execute a search at the NetDocuments Hosted Data Center for documents that reside in the Cabinets that were modified since the last synchronization. Each document found will be downloaded, along with its Profile data. Documents that have been deleted from the Cabinet will be deleted from the Local Document Server storage.

## Documents Stored in Native Format

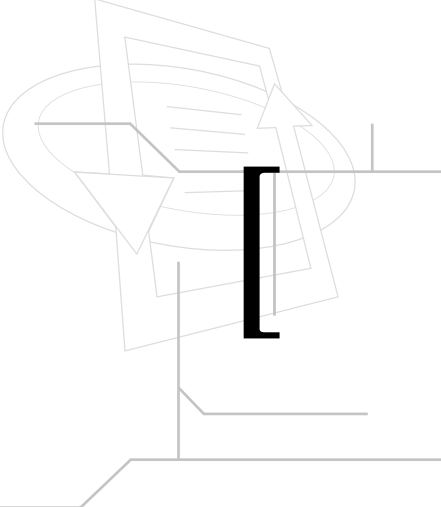
Documents are stored in their native format along with an associated Profile data file storing the document attributes such as the document name, file format, creator, date created and last modified, name last modified, and other configurable attributes defined by the customer.

## Dynamic Document Maintenance

Documents are filed based on their corresponding Profile attributes and can automatically be moved from one directory to another as the corresponding Profile information changes. The administrator designates a storage path by surrounding the Profile attribute name with percent signs. For example: `\\fs\ndlocal\cab1%\creator%\%clientname%`. Either UNC paths or drive letters can be used.

## Data Recovery

If at anytime the Internet becomes inaccessible and a user needs a document that is not already in the user's workstation local NetDocuments echo folderdirectory, an administrator can run the Document Recovery Utility. Within this utility the administrator will browse the Local Document Server storage to find the document(s) to be recovered. After selecting the document, the Document Recovery Utility will generate an email message containing the document and its Profile attribute file as attachments. The administrator can then send this to any user(s) to ensure immediate access to documents. Alternatively, the administrator can copy the file by mapping a drive directly to the users workstation.



This procedure is assuming, of course, that the documents requested are not already in the user's echo folder on their respective workstation. Document copies in the NetDocuments echo folder are always cached and retained for a certain period of time. If and only if, a required document is not accessible in the NetDocuments echo folder—and the Internet itself is inaccessible—is a data recovery procedure needed to be run on behalf of the users.

### Requirements

- > Minimum 700 Mhz CPU, 256 MB memory.
- > Microsoft Windows 2000, Windows XP, or Windows .NET Server.
- > No separate database is required, but SQL Server is optional and can be upgraded to at anytime with out disruption.
- > The storage total for all documents the NetDocuments Local Document Server is servicing plus 15%.



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