

CEMS™

An integrated data capture,
control, and management system
For proactive information risk management



Information is the lifeblood

of your organization. Yet the increasing use and portability of electronic information make managing its use (and limiting misuse) a growing challenge.

Information (e.g., email, instant messaging, Word, Excel) is meant to enlighten and empower. However, its benefits are often overshadowed by the complexity of managing the associated legal, compliance, and intellectual property risks—particularly in the context of today’s regulatory and litigious landscape. The courts and several regulations regard such forms of communication as “corporate records,” which obligates your organization to track, manage, and control electronic documents and messages accordingly.

While various “point” solutions are available for enterprise content management, e-discovery, and email archiving, integrating and supporting these solutions is difficult and prohibitively expensive.

The Solution: CEMS

CEMS from Xiotech Corporation is a turnkey system that proactively captures, classifies, manages, and controls the thousands of messages and electronic documents your organization generates, handling them as corporate records that may potentially become evidence in a legal or compliance action.

CEMS is like no other product on the market. With its comprehensive approach, CEMS reduces the cost, complexity, and risk of implementing and supporting disparate point solutions. CEMS gives you the means to effectively manage the diverse spectrum of growing information risk.

The CEMS solution:

- Passively captures electronic information as it is naturally authored and routed across your organization.
- Inspects and classifies each document based on your specific policies for retention, destruction, and compliance.
- Stores and secures a copy of each document in the CEMS centralized repository, with powerful metadata and text searching capabilities.
- Notifies designated individuals of policy violations, enabling them to proactively investigate and resolve potential incidents before they potentially increase in scope and risk.
- Enables you to “hold and preserve” and produce user-assembled collections of native format documents in response to court-ordered discovery or audit requirements.

The Result

CEMS puts you back in control of your information, providing the tools to:

- Manage files to comply with regulations.
- Enforce email and document usage policies for increased compliance.
- Protect your intellectual property.
- Reduce the cost and risk of e-discovery in the event of litigation or audit.

Now, for the first time, your organization can be truly proactive about managing information risk.

CEMS Components

CEMS is completely integrated as an appliance-based solution to enable quick deployment (usually within 90 days), with only periodic involvement from your business and IT personnel. The solution includes:

- Application processor(s)
- Application software
- XioTech® storage
- Implementation services, including assessment, configuration, installation, training, system testing, and validation

XioTech offers a range of prepackaged CEMS solutions that can be easily scaled to meet your ongoing needs.

CEMS Capabilities in More Detail

To help your organization proactively manage information risk, CEMS:

- **Passively captures electronic objects (and metadata) into the centralized CEMS repository.**
 - CEMS Version 1 supports email and email attachment capture for:
 - » Microsoft Exchange 2003 or higher email
 - » Lotus Notes 7 or higher email
 - » Email attachments for the above applications, with support for 300+ file types including: .txt, .doc, .xls, .ppt, .pdf, .bmp, .jpg, .mpeg, .tif, .mpp, .vsd, .gif, .eml, .pst, .vcf, .csv, .html, .xml, .rtf
 - Future CEMS versions will monitor and capture documents from additional sources, such as desktops and file servers, transaction systems data, scanned images, instant messages (IM), and voice over IP (VoIP).
- **Manages and controls the captured documents in the CEMS repository.**
 - Automated retention, preservation, and destruction of objects according to company policy
 - Auditing and tracking of access to all captured objects; permission regulation
 - Enhanced compliance and enforcement of company and regulatory policies
 - Alerts for corrective actions upon policy violations and exceptions
 - Confidential execution of legal hold orders by preserving user-assembled document collections
- **Enables search and analysis of objects across the CEMS repository.**
 - Seamless metadata and full text searches across all objects
 - Incident management tools with capability to collect, sort, categorize, and review information for accelerated incident resolution
- **Produces documents for internal or court-ordered discovery.**
 - Easy export of native document collections into electronic packages

To learn how CEMS can help your organization proactively manage information risk, contact your local XioTech representative or call us toll free at 1.866.472.6764.



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