



AXS-LINK FOR DESKTOP™

Managing Desktop Documents for Archival, Retention and Legal Case Management

It is estimated that organizations today create and communicate more than 90% of their information electronically. In the paper-based world, organizations typically have well defined policies and procedures to manage corporate records according to their appropriate retention schedules – from identification and storage through final destruction. However, independent research and recent high profile corporate governance and litigation cases indicate that many organizations are yet to implement similar policies and procedures for their electronic records. Furthermore, in cases where organizations do have an electronic records management policy, evidence suggests that they are either not enforcing it or that they cannot electronically audit their implementation processes.

AXS-Link for Desktop is a client application that allows users to participate easily in the corporate records management process by archiving their desktop documents according to defined corporate records policies. On-demand, user initiated archival of desktop documents enables users to categorize and declare desktop documents as corporate records directly from their desktop to the AXS-One archive. Virtually any type of file or document, such as Microsoft Word documents and Microsoft Excel spreadsheets can be archived and managed in this way.

During the archival process, each record is automatically full-text indexed and available for search in context to other records such as e-mail and instant messages. In addition, as soon as a desktop document is archived through this process, it is available for legal discovery and can also be placed on legal hold if required.

An integrated component of the AXS-One Compliance Platform™, AXS-Link for Desktop enables organizations to reduce the risk associated with retaining and managing electronic corporate records. Desktop documents can be managed and archived with other electronic documents in a single repository and readily available to support e-discovery requests via a single, comprehensive search facility.

BENEFITS OF AXS-LINK FOR DESKTOP

- ▶ End users can manage their desktop documents accordingly to defined corporate records policies.
- ▶ The lifecycle of desktop documents, from initial archiving to final destruction, is automatically managed, audited and logged according to organizational records management policies.
- ▶ E-discovery is greatly facilitated: desktop documents can be searched and retrieved, (using their full-text index), in a single repository with other records such as e-mail, instant messages, system reports or ERP data.
- ▶ AXS-Link for Desktop leverages the single repository and integrated, comprehensive, error proof search facilities of the AXS-One Records Compliance Management platform.
- ▶ The authenticity of all archived documents is verifiable through a comprehensive, compliant audit trail, ensuring that all activity is securely logged and can be reproduced with full process chain of custody.



USER-INITIATED ARCHIVING

AXS-Link for Desktop is a simple to use intuitive tool, requiring zero end-user training. Designed for efficient wide-scale global deployments, in three fast steps users can categorize and archive their documents:

1. Drag and drop the file(s) or document(s) onto the AXS-Link for Desktop icon.
2. A dialog box will pop up, enabling the user to apply a corporate category as well as add additional meta data including comments or keywords.
3. Click "OK" and the document is automatically added to the archive.

The same procedure applies, even when users are disconnected from the corporate network. Additionally, desktop documents can be declared and archived as an automated process with no user interaction.

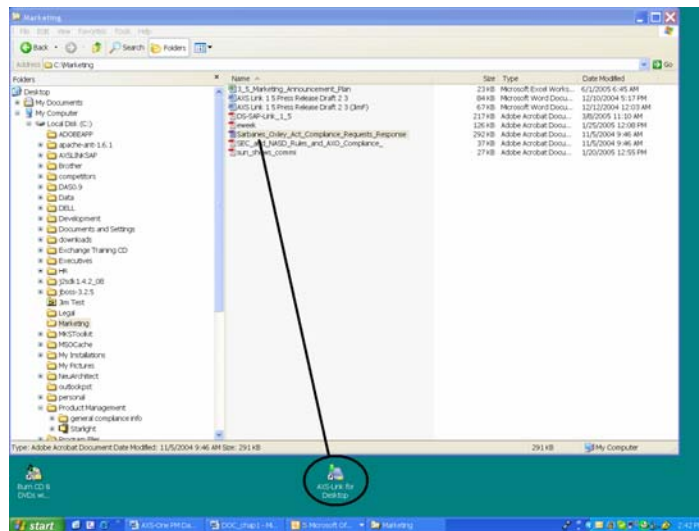
ENFORCING CORPORATE RETENTION POLICIES

AXS-Link for Desktop electronically enforces corporate records retention policies. Every desktop document archived in this manner must be assigned a category (usually pre-determined by corporate records managers and other departments). The category determines the lifecycle of the document: its retention, disposition and destruction, as well as its storage management.

SUPPORTING LITIGATION REQUIREMENTS

AXS-Link for Desktop simplifies the management of desktop documents for e-discovery or litigation support:

- ▶ All archived documents relating to a specific action can be placed on legal hold, suspending retention schedules to ensure they cannot be destroyed or modified in any way.
- ▶ Documents can be searched and retrieved in context with other archived documents (e-mail, instant messages, ERP-generated output, print stream output) and viewed via a single portal.
- ▶ A comprehensive and compliant audit trail ensures that all activity is securely logged and can be reproduced with full process chain of custody.



User-Initiated Archiving
Drag & drop the document you want to archive onto the AXS-Link for Desktop icon on your Windows desktop

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ABOUT AXS-ONE

AXS-One is a leading provider of high performance Records Compliance Management solutions. The AXS-One Compliance Platform enables organizations to implement secure, scalable and enforceable policies that address records management for corporate governance, legal discovery and industry regulations such as SEC17a-4, NASD 3010, Sarbanes-Oxley, HIPAA, The Patriot Act and Gramm-Leach Bliley. AXS-One's award-winning technology has been critically acclaimed as best of class and delivers digital archiving, business process management, electronic document delivery and integrated records disposition and discovery for e-mail, instant messaging, images, SAP and other corporate records.