



# Take Control of Your Business Information

Expert Tips to Get the Right Information to the Right Place at the Right Time



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**D**eveloping a sound data and document management strategy can truly be a challenge; the types and amount of data and documents are constantly evolving while the need for information is greater than ever. Companies are also demanding accelerated efficiencies in back-office operations to automate business processes and keep IT costs to a minimum. It has become a balancing act to organize and control the processing, storage, and delivery of structured and unstructured information. **The bottom line is this:** All data needs to be readily available — in the right place, at the right time, for the right people.

To take control of their information, companies need to implement solutions that provide data accessibility and maintenance to enable business processing and informed decision making and to help satisfy legal reporting requirements and compliance mandates. However, implementing such solutions shouldn't affect operational performance or incur significant costs.

There is a wide variety of software available to help companies juggle cost, performance, and compliance when managing data. So, how can SAP customers keep up with these myriad technologies and approaches and find the right solution that will help their organization efficiently manage data? And how can they be assured that the solutions are scalable and sustainable?

## Start with Data Archiving

Successfully managing data must start at its creation and follow it through when it is obsolete and no longer needs to be retained to meet regulatory requirements. For companies that are dealing with a large amount of data, data archiving should be the foundation of their information lifecycle management (ILM) strategy. Archiving helps control data growth in the online database and translates to productivity gains (less data means faster performance) and cost reductions (with less data to maintain, companies can switch to a lighter, streamlined infrastructure). According to Gartner, the need for more ERP functionality has also led to a greater need for archiving, since the amount of data

that SAP systems create typically grows approximately 5% to 10% with each successive release.<sup>1</sup>

To help a company with its archiving process, Dolphin takes a holistic approach, analyzing a company's business, technical, and functional needs to enable the organization to create a comprehensive data archiving strategy. Such a strategy should include transparent access and retrieval capabilities for seamless business use. It should also include plans for retention management and end-of-life data disposal; legacy decommissioning to maintain a lean and cost-efficient infrastructure; and storage that balances the business value of data with cost.

Dolphin also helps companies implement nearline storage solutions in both SAP ERP applications and SAP NetWeaver Business Warehouse (SAP NetWeaver BW) environments. Such a solution helps the production BW database run optimally by moving static information to nearline storage and includes optimized analytic capabilities for reporting. The latest innovation in this technology is the inclusion of a column-based database as a persistence layer, which provides accelerated performance, faster processing, and lower costs.

## Implement Efficient Storage Management

Another important part of an ILM strategy is comparing the cost of data storage with the value of data. Dolphin

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<sup>1</sup> Gartner, "Launching a Successful SAP Archiving Project" by Sheila Childs and Pay Phelan (March 2011).

## Dolphin: An Expert in Information Management

Dolphin's innovations have kept us at the forefront of technology when it comes to managing information in an SAP environment. Our solutions include process tracking, advanced workflow, and lean storage management capabilities, and provide greater visibility for business analysis and control of organizational processes. Dolphin's deep domain expertise in SAP applications, coupled with our innovative solutions for archiving and retention, help organizations meet today's conflicting requirements for performance and compliance, while also containing costs.

provides organizations with a storage management component that helps them realize this important goal.

In addition, the advent of cloud computing and recent improvements in cloud stability, performance, bandwidth, and elasticity make cloud computing a viable option for data archiving. Dolphin Content Archive Services (CAS) for Cloud 2.0 is an interface that allows SAP customers to seamlessly access cloud storage through an SAP ArchiveLink repository. Dolphin CAS for Cloud 2.0 has been certified for integration with the SAP ERP 6.0 application via the ABAP Add-On 7.0 integration scenario. In addition, Dolphin CAS for Cloud 2.0 is SAP-certified as SAP Solution Manager Ready.

With this cloud solution, companies pay only for the storage space they use because the solution provides a direct connection to major public cloud providers, such as AT&T Synaptic Storage as a Service, Amazon S3, Google Cloud, and others. It's an option that makes sense for any organization, whether or not it plans on running other SAP solutions in the cloud. The lower cost of storage and the increased efficiency that cloud storage brings, as well as the improved system performance of a data warehouse unencumbered by older data, translates into sustainable cost reductions.

### Ensure Data Visibility

In today's fast-paced environment, organizations need agility. To effectively share data and enable business managers to collaborate and make better decisions faster, data management processes must run seamlessly and transparently across enterprise management applications. Companies can better control their business processes by using solutions that provide automation capabilities and visibility.

Built on the SAP NetWeaver platform, Dolphin's Process Tracking System (PTS) framework delivers

greater transparency and visibility to transform business processes and increase productivity. Dolphin's PTS has been certified for integration with the SAP ERP 6.0 application via the ABAP Add-On 7.0 integration scenario. PTS is also certified as SAP Solution Manager Ready and for integration with SAP NetWeaver Application Server Java 7.0 via the SAP integration scenario J2EE-DEP 7.0.

Dolphin's PTS solution leverages SAP Business Workflow so there are no redundancies, is integrated with SAP ArchiveLink repositories, and streamlines processes, such as accounts payable, accounts receivable, order management, and human resources. The solution's dashboard enables instant access into the process to track records and related documents for any transaction in any SAP business process, with all documents associated with the SAP transaction attached (see **Figure 1**).

### Make It Easy for Users to Find What They Are Looking For

Most of us dread searching for documents that are spread across multiple systems or multiple transactions in the same system. Dolphin's Document Navigator allows users to perform cross-transactional and cross-system document searches and multi-batch distributions of electronic documents to customers, suppliers, remote locations, and auditors.

The solution also provides document management capabilities, like indexing, archiving, and the ability to search tangentially related documents associated with SAP transactions, such as Sarbanes-Oxley documentation or legacy system documents. Document Navigator also enables package printing support for documents, like certificates of analysis, material safety data sheets, delivery confirmations, purchase orders, or work instructions.

### Increased Performance, Seamless Accessibility, and Enhanced Visibility

Dolphin helps companies improve business and IT performance through advanced solutions for ILM and business process management. With advanced business workflow, process tracking, and analytics capabilities, a company can increase productivity, gain visibility into its business processes, and better manage cash flows.

Dolphin's archiving approach and innovative solutions deliver an agile set of technologies that ensure improved ILM and database performance. Our solutions allow customers to find the right balance for controlling retention and destruction policies and addressing business and regulatory compliance — all with a low overall TCO.

For more information, see Dolphin's white papers at [www.dolphin-corp.com/Literature & White Papers/116](http://www.dolphin-corp.com/Literature & White Papers/116).

**FIGURE 1** ▼ Dolphin's PTS solution streamlines the capture, processing, and analysis of data and documents

