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Upfront Planning Lowers Retention Costs for Critical Information

Data Archiving Best Practices from Dolphin

When the 1970s American crooner Jim Croce sang of saving “time in a bottle,” he wasn’t talking about a data archiving strategy – but he could have been.

Businesses today don’t want to – and can’t afford to – store their data “till eternity passes away.” The goal of a data archiving strategy should not be to just tuck away as much data as possible. This strategy should instead help companies enhance performance while controlling costs. After all, the speed and agility with which a company can access its business-critical data can be as important as the content itself.

When it comes to data archiving, companies must therefore make comprehensive business decisions and set policies before adding storage capacity. This can be complex: Companies may have to meet different data retention and access needs for the IRS, Sarbanes-Oxley, and HIPAA, and for their legal and finance departments – often for the very same data records. And that’s just the tip of the iceberg.

Fortunately, there are best practices and tools that can help set and manage policies for data residency and retention based on your business needs. Since 1995, Dolphin has helped hundreds of SAP customers take the time and cost out of their essential business operations, and in doing

so has built an in-house team of experts with extensive knowledge of SAP solutions.

Start with an Archiving Blueprint

Dolphin’s phased approach to effective data management starts with collaboration between the IT team that manages the data and the business people who use it. Using SAP’s tools and Dolphin’s applications, we analyze business, technical, and functional needs to create a data archiving blueprint considering both immediate requirements and long-term needs.

This comprehensive, up-front analysis and planning effectively accelerates and simplifies implementation. And when it comes to this implementation, Dolphin uses a best-practices approach that includes configuration, development, documentation, testing, and support (see sidebar).

Employ Smart Solutions for Your Business-Critical Information

Dolphin has developed unique, complementary applications to simplify how customers manage and retrieve archived information within SAP solutions. For example, our archive retention cockpit runs within SAP solutions, allowing users to search, see, and manage retention and end-of-life disposition of SAP documents and data. We also provide data retrieval capabilities with PBS archive add ons to ensure transparent access to archived data.

Dolphin has also created a unique archive print server to address the need to print, send, or attach archived or stored documents. Rather than retrieving and printing their records from SAP solutions one by one, customers can do batch and package printing from wherever the documents reside.

This is what Dolphin does best: We effectively complement SAP solutions to bring customers the technologies, training, and tools they need to work smarter and lower the cost of storing and processing critical business information. To learn more about Dolphin’s archiving solutions, please call +1 650 654-0630 or visit www.dolphin-corp.com. ■

The Dolphin Approach: A Case Study

A major truck manufacturer had a serious problem: Its database, already at 1.2 terabytes, was continuing to grow exponentially, slowing performance and increasing maintenance cost. And since the business still needed access to this data, simply deleting it was not possible.

To combat this issue, Dolphin created and implemented an archiving strategy, incorporating cost-effective storage and PBS archive add ons – all integrated with standard SAP functionality. The result? Users now access both online and archived data to create customer-specific reports more quickly. Furthermore, due to Dolphin’s work, the firm decreased its initial database volume by 50%, as well as its long-term database growth by an estimated 80%.