Cloud services for Document Locator

ColumbiaSoft offers cloud hosting services for Document Locator using Microsoft Azure.

Azure is the cloud platform of choice for modern business. The secure and flexible cloud platform with 99.95% service reliability, built-in software patching, and network load balancing is ready to host all your document management needs.

Benefits of hosting

- ColumbiaSoft provisions Document Locator’s backend components on the remote server so you don’t have to.
- ColumbiaSoft maintains and upgrades the database server (including patching DL’s server when appropriate).
- ColumbiaSoft maintains weekly database backups with daily incremental backups for a 28-day period.
- Microsoft redundancy for potential hardware or disc storage failures, and weekly backups maintained at a separate data center.
- Microsoft Azure data centers maintain 24/7 redundant data connectivity and power to deliver maximum system uptime.
- Normal server hardware life expectancy is 3 to 5 years, but cloud hosting has no ongoing hardware needs requiring additional cost or maintenance.
- Microsoft Server and SQL Server licensing is handled as part of the Azure provisioning. Standard service includes SQL Server Web Edition, with additional upgrade options available.
- The hosting service can be scaled to include upgrades for additional memory, processors, and disk volume based on needs and growth.
- Microsoft Azure data centers are strategically located geographically in the US and Internationally to provide optimal data access.
- Where possible, your server will be located geographically close to your location for optimal data access.
- Hosting agreements are annual, and can be terminated should you wish to move Document Locator to a local network.
- ColumbiaSoft Professional Services can work together with you during implementation.
- IP locking prevents unrecognized machines from scanning or accessing unauthorized ports.
- SSL encryption secures communication between client and server.
- Files are stored on Encrypted Disk Drives using BitLocker technology.

Microsoft Azure and security

Microsoft and its worldwide datacenters offer a level of data protection and physical security that far exceeds typical on-premises firewall protection. Have peace of mind knowing that your information is handled with the same level of protection chosen by Microsoft’s enterprise customers, including many of the world’s largest financial institutions.
Cloud hosting options

<table>
<thead>
<tr>
<th>CloudConnect Tier 1</th>
<th>CloudConnect Tier 2</th>
<th>CloudConnect Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 X 1.66 GHz CPU</td>
<td>4 X 1.66 GHz CPU</td>
<td>8 X 1.66 GHz CPU</td>
</tr>
<tr>
<td>8 GB RAM</td>
<td>16 GB RAM</td>
<td>32 GB RAM</td>
</tr>
<tr>
<td>100 GB storage</td>
<td>525 GB storage</td>
<td>950 GB storage</td>
</tr>
<tr>
<td>15 GB bandwidth</td>
<td>52 GB bandwidth</td>
<td>94 GB bandwidth</td>
</tr>
<tr>
<td>Includes database administration and support services.</td>
<td>Includes database administration and support services.</td>
<td>Includes database administration and support services.</td>
</tr>
</tbody>
</table>

Configuration may vary slightly based on datacenter location and availability.

Related Features

- **Web Access**
  Access files on the go in a Web browser, tablet, or smart phone device.

- **Windows integration**
  Integrated within the Microsoft environment, making document management easy to use.

- **Document delivery**
  Quickly organize, package, and deliver files, or archive them off-line.

- **Plus**
  Check-out and Check-in
  Document Approval
  Document Scanning
  Security and Auditing
  Version Control

Hosting considerations

Hosting Document Locator provides an ideal alternative to managing your own server environment. However, there are certain factors to consider if we host your solution:

- Hosted environments limit direct access into internal and external databases. This can increase the complexity of interfacing with 3rd-party systems for metadata lists and application integration. These circumstances can sometimes be overcome by our Professional Services team.

- Internet speeds will affect overall system performance. Upgrading your available bandwidth for quicker uploads and downloads may be required.

- There is limited access to Document Locator’s shared links in the desktop client outside of your local network.

- Document Locator utilizes SQL Server based authentication in the cloud. ColumbiaSoft does not support synchronization with your Active Directory in our cloud hosted solution. For customers interested in NT Authentication, ColumbiaSoft recommends provisioning Office 365 and creating an Azure Virtual Machine under that subscription leveraging their AD Synchronization service.

- Standard hosting utilizes SQL Server Web Edition, which has reduced functionality compared to SQL Server Standard Edition. For example, the Web Edition does not include SQL Server Integration Services (SSIS). This is a component of SQL Server that can be used to perform a broad range of data migration and SQL Server specific workflow tasks. Upgrades to SQL Server Standard or Enterprise are available for an additional charge.

- The cloud hosted server is configured with IP Locking enabled to the customer’s IP Address for security. Users working outside of the office without VPN will need to temporarily register their IP Address via a web browser for desktop access into the system.

Optional Premium Backup

Weekly backups, with daily incremental backups, maintained for 28 days is included with standard hosting. Optional Premium Backup service is available, providing monthly backups maintained for 1 month, quarterly backups maintained for 1 year, and annual backups maintained 5 years (3 terabyte storage limit).