

ENTERPRISE

PREPARATION

Preparation for the installation of bitfarm-
Archiv Enterprise



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SOCIAL-MEDIA



Which documents should be archived & which metadata are relevant?



What are the most important work processes & which should be displayed first?



Who needs which rights in the system?



Does a service user exist, who has administrative permissions on the DMS Server & was created in the domain (the domain is only required for AD matching)?



Are the bitfarm users created as a group in the domain?



What size of the file storage is needed for the first period?*

*Paper documents: - ca. 50 kB per page on BW / 300dpi / CCITT4
- ca. 1 MB per page on Color / 200dpi / LZW

*Digital documents: - Size of the original format
plus previews see above for BW / color