

## ENTERPRISE

# PREPARATION

Preparation for the installation of bitfarm-  
Archiv Enterprise



bitfarm Informationssysteme GmbH  
Spandauer Str. 18  
D-57072 Siegen

Tel.: +49 (271) 313 96 0  
E-Mail: [info@bitfarm-archiv.de](mailto:info@bitfarm-archiv.de)  
Web: [www.bitfarm-archiv.com](http://www.bitfarm-archiv.com)

## 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