

Multi-Data Archiving Software Essential Features Checklist

Finding the right archiving solution for your needs can be confusing. To help you in your assessment process, we have compiled this worksheet to ensure you arrive at a solution that checks all the boxes.

Archiving Solution Critical Features	Option A	Option B	OneVault
Intuitive user interface			✓
Fast data search results			✓
Search on message subject, sender, recipient, keywords & record type			✓
Unified searches across data types			✓
Flexible add on search refinement filters			✓
Automated keyword monitoring with notifications & workflow support			✓
Group and organize data for easy (legal case) management			✓
Preserves and produces data in its original format			✓
Provides context: attachments, conversation thread, participants, etc.			✓
Supports Legal hold tags and keeps records for legal purposes			✓
Tamper-proof archive			✓
Role-based access to features, settings, policies and data			✓
Encrypts data for maximum security			✓
Audit trail to monitor and record users' activities			✓
Cloud-based delivery for additional security & business continuity			✓
Exports to a variety of formats, with full chain of custody			✓
Online tamper-proof access to end user's own data records (optional)			✓
Supports a range of data types (Email, IM, Teams, Zoom, etc.)			✓
Fully automated data retention & destruction according to policy			✓
Supports multiple customizable policies			✓
Single pane of glass for management & usage			✓
Automated provisioning for those in compliance/archive-all mode			✓
Automatically delete messages after the retention period expires			✓
Can ingest saved data in a variety of formats (PST, EML, MP3/4/4A)			✓
Easy provisioning for expansion needs			✓
Reduces size of on-premises storage & backup			✓
Secure data production via email, download or export as allowed by policy			✓

If you'd like to learn how your organization can meet compliance requirements and cut e-Discovery costs using OneVault, visit us at www.donomasoftware.com to connect with us or book a no obligation demo discussion.