

## "n2pdf Archive - Full Service" Package

Create PDF archives from Notes databases (mailboxes and applications)

### Services:

Implement the PDF archive creation feature for a Notes database (mailbox or application) based on the Notes standard template without customization on a customer's server with an existing n2pdf Archive installation. Carry out all the communications (coordination with the customer), create and execute the required archive jobs, and provide the finished PDF archive (to include indexing and the "n2pdf Archive – Search & View" program).

- Analyze the application/mailbox:
  - Architecture (check for design modifications)
  - Documents (unsupported or encrypted content)
  - Attachments (e.g. ones that cannot be converted)
- Identify the elements/documents to be exported and the related jobs:
  - Select the views to be exported (in the case of mailboxes the file structure and special views, such as Inbox, Sent, Calendar or Tasks)
  - Define the directory structure for the PDF archive
  - Determine the naming procedures for the PDF file names (e.g. Notes fields)
  - Set the PDF properties (subject, title etc. from Notes fields) and XMP data as filters in the search program
- Define the job document:
  - Adapt to customer requirements (e.g. PDF/A mode or processing of attachments)
  - Perform and monitor the job execution
- Perform the test conversion with the selected settings and provide the results with instructions for making any necessary corrections (to be carried out the customer), such as:
  - Disabling encryptions
  - Non-convertible attachments
  - Problems when converting content (including PDF/A for example)
- Adjust and correct the conversion job based on the error analysis and feedback from the customer with a maximum of 2 repetitions of the "Test run -> Error analysis -> Correction" procedure.
- Create and provide the PDF archive as a ZIP file on a drive provided by the customer.

### Requirements:

The customer will ensure that the database to be archived is available on the server and that unrestricted access is afforded to it. The archive that is created will be furnished on a drive that is provided by the customer. Access (VPN) to the Domino server with the data and n2pdf Archive is required in order to perform the archiving. Additional work will be necessary if the mailbox contains custom configurations or the template deviates from the Notes standard. SoftVision will prepare an offer for any additional work (to the extent such is desired by the customer and affects the creation of the archive), which will be invoiced separately based on the actual amount of work provided.

Package price: EUR 250.00 / per database

This price list supersedes all previous price lists. Prices are subject to change without notice. No warranty is made regarding the accuracy or completeness of any information provided. SoftVision's General Business Terms & Conditions apply. Prices are stated in euros (EUR) and do not include the current statutory value-added tax. All expenses incurred for travel and/or overnight accommodations will be invoiced according to the applicable price list. Information current as of: 1 October 2014