

**SUMMARY**

Authoring (10.0) integrates with supported CD, DVD or Blu-ray disc writers to copy document files from any disk group volume to the appropriate optical media. Disk group volumes can easily be backed up from Platter Management within OnBase. These discs can then be stored offsite and used to restore documents in the event of data loss. Disk group volumes can easily be backed up from Platter Management within OnBase.

**KEY BENEFITS**

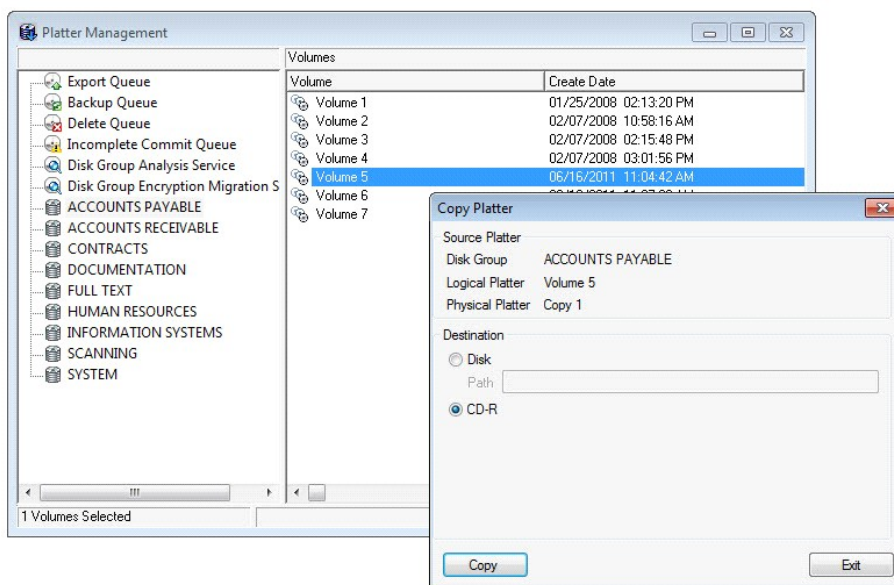
- **Create backups** of documents stored in OnBase
- **Decrease down time** in the event of data loss
- **Restore documents** without having to rescan or reprocess them into OnBase
- **Easily initiate the creation of discs** from the OnBase client

**BUSINESS APPLICATION**

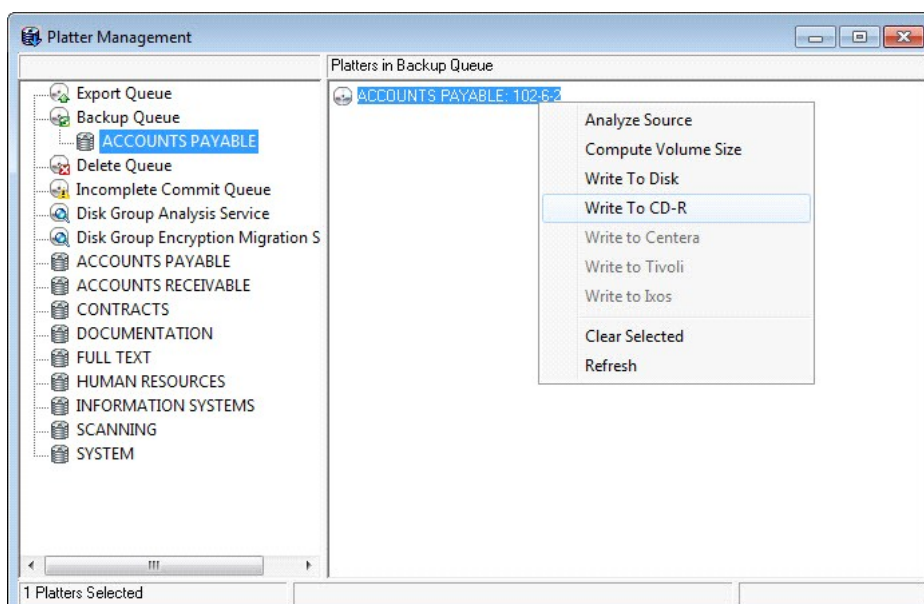
- **Disaster Recovery:** regular backups of business critical documents can be created and stored offsite. In the event of a disaster, these business critical documents can be imported back into OnBase without the need to rescan or reprocess them, saving an organization the time, money and effort associated with recreating documents after significant data loss.
- **Business Continuity:** in the event of data loss, organizations need to be able to quickly restore OnBase documents and bring their production system back online as soon as possible. Rescanning and recreating documents takes time many organizations do not have. Authoring allows important documents to be backed up, eliminating time wasted by rescanning and recreating, helping to keep downtime at a minimum.

**SCREENSHOTS**

**Copying a Volume to CD-R from Platter Management**



**Copying a Volume to CD-R from the Backup Queue**



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