



## Top 5 Reasons to use the OpenText RightFax Secure Documents Module

Confirmed mission-critical document delivery

*“SMTP-based e-mail has long been considered insecure, and for good reason. The basic protocol doesn't include encryption, authentication or data integrity services.”*

--Joel Snyder, SearchSecurity.com

*“78 percent of business decision-makers and 85 percent of technology decision-makers at high-tech firms reported they [have] used at least one of a number of nonsecure public communications tools to collaborate with partners. More importantly, the survey found that product plans, technical data and other proprietary information were sent using those tools.”*

--The Microsoft Collaboration in High-Tech Manufacturing Survey

The OpenText RightFax Secure Documents Module (RightFax SecureDocs) is an add-on module available with the OpenText RightFax Enterprise Server which allows documents to be sent as certified email and encrypted PDF files using automated encryption technology. RightFax SecureDocs uses a certified delivery process to restrict access, record an audit trail and provide immediate notification of every access.

### 1. Email is not Enough

RightFax SecureDocs transfers encrypted documents over secure connections, provides non-repudiable authentication, and creates an audit trail for every document download. The SMTP email standard was created in 1982. Messages and attachments still travel unencrypted today, servers use crude authentication methods, delivery confirmation is unsupported and messages can be forged. Though modern email systems can bridge some security and compliance gaps, there is no widely-adopted standard. Customers, vendors, and partners do not need to install or configure special technology to receive RightFax SecureDocs deliveries.

### 2. Securely Deliver Large Files in Native Formats

With certified delivery, RightFax SecureDocs delivers all native file formats to every email platform as well as to mobile devices. Users can easily send files created in Microsoft Word and Excel, AutoCAD and any program.

- Users send using familiar tools such as FaxUtil, Web browsers, Microsoft Outlook and Lotus Notes
- Organizations safely transfer documents, drawings, presentations, and even Zip archives
- Recipients open files the with the same application used to create them

RightFax SecureDocs certified delivery bypasses email size limits by sending a secure link instead of a gigantic attachment. Certified delivery provides the legal assurance of an audit trail entry for every download of each password-protected file.

- Send large and important files over 100MB without the pain of FTP



### How Certified Delivery Works

1. A file of any type is sent via RightFax SecureDocs certified delivery. It is stored on a RightFax server, which sends an email message containing a link.

2. The email recipient clicks the link, and they are taken to a secure Web server using SSL with 128-bit encryption, and challenged to provide credentials.

3. Once authenticated, the recipient downloads the file.

4. A delivery confirmation message (email, SMS, etc.) tells the sender the file was downloaded, and an audit trail entry is made in the RightFax database. Audit trail entries can additionally be recorded in invoicing, purchasing, archival or other host systems. The file may remain active so the recipient can re-download or share with colleagues, or it can be deactivated to prevent further downloads.



### 3. Save Time and Automate Internal Processes

Many organizations reduce costs and delivery times by automating production fax with the Open Text RightFax Integration Module. RightFax SecureDocs makes it easy to integrate, automate and deliver all types of documents from an ERP or other back-end system. Postal mail requires people to print, burst, stuff, and stamp. Once mailed, delivery can take up to 14 days. Traditional faxing can take nine minutes per page. With RightFax SecureDocs, sending is quick and delivery is instantaneous.

### 4. Strengthen Compliance and Reduce Risk

RightFax SecureDocs allows organizations to report from a single audit trail for faxes, files and documents. Proof of compliance is stored in RightFax and can be integrated into ERP hosts, email and document archives, and almost any system.

- Safekeep files on your own RightFax server, not the Internet as with Web-based file delivery services
- Secure all files behind the firewall, outside of the DMZ, not on the Web server, accessible only via secure API calls
- Convert documents to encrypted PDF files automatically, and deliver via certified delivery or as email attachments

### 5. Reduce Paper, Printing and Shipping Costs

RightFax SecureDocs eliminates paper, toner and other equipment and document production costs. With a fully customizable delivery interface, organizations promote their own branding by generating their unique look and message with each delivery. Organizations with high outgoing mail volume can save significantly by eliminating postage costs for document delivery. Those that frequently use overnight shippers and couriers can realize immediate cost savings while providing faster delivery.



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#### References:

Joel Snyder, SearchSecurity.com  
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The Microsoft Collaboration in High-Tech Manufacturing Survey 2007  
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