Increase the value of your business information

Knowledge workers need quick access to information across the organization. Yet the volume of information and the range of electronic and paper formats that you must manage are continually increasing. Compounding this challenge is the growing number of legislative and regulatory requirements that demand the application of compliance policies and standards to information across the enterprise.

HP TRIM software can help you reduce your risk of noncompliance with legislative and regulatory requirements while increasing security, data integrity, productivity, and accountability. HP TRIM incorporates over 25 years of information management expertise into a comprehensive, out-of-the-box software solution, providing document and records management, email management, Web content management, imaging, workflow, and document-centric collaboration to organizations around the world.

Meet the demands of regulation

Meeting internal governance and regulatory compliance requirements and responding to legal discovery, external investigation, or audit are both business obligations and challenges. Noncompliance is a risk that may result in financial penalties, interruption to your business operations, and negative publicity. To meet compliance obligations and be prepared for legal discovery or investigation, organizations must adopt a proactive approach.

HP TRIM simplifies the capture, lifetime management, security, and access to all your information—in business context. This enables authenticity, integrity, and reliability of corporate records. Fast and easy access to the right information at the right time reduces the financial, legal, and operational risk of legal discovery and improves user efficiencies and process optimization. The automatic application of security, retention, and disposition policies and rules mitigates risk and supports compliance. Retention rules can be applied across multiple jurisdictions so that the process of determining what records can be destroyed can be automated and run as a centrally controlled process.

HP TRIM is designed to the international standards of records management—ISO 15489: 2001 standard. Certified against U.S. Department of Defense 5015.2 v3 Chapter 2 (mandatory requirements), Chapter 3 (classified records), and Chapter 4 (Privacy and Freedom of Information acts), HP TRIM supports major regulatory standards. It is proven in government and regulated industry organizations, and is ideal for global enterprises that need to meet regulatory compliance obligations, reduce risks, and improve overall productivity.

Enhance your enterprise productivity

Information is the lifeblood of any organization. Taking advantage of this critical corporate asset through competent records management can enhance your organization’s ability to meet governance and regulatory compliance obligations, and improve business efficiency and staff productivity. HP TRIM provides records management rigor to all business records, physical and electronic, regardless of source. Automated rules, classification, and workflow capabilities enable the easy capture, secure management, and discovery of business information.

Add rigor to your business records with ease

Information is a critical corporate asset, and you can take full advantage of it through competent records management to enhance your organization’s ability to meet governance and regulatory compliance obligations.
Be prepared for e-discovery

HP TRIM is built on the principle that the information lifecycle of each and every document and record, including all related information and activities, are records of business transactions. As a result, this data needs be captured and managed as business records according to corporate policies. With HP TRIM, business records are proactively captured, managed, and secured according to corporate classification, retention, and disposal policies.

In addition HP TRIM, through integration with external file systems and archives, can control disposition of content items in external archives, thereby extending HP TRIM records authority over business records held in document archives. The ability to apply legal hold to business records, and search and discover this information in context with the business activity, supports legal discovery.

HP TRIM helps you prove the authenticity, reliability, and integrity of your records, reducing risk during litigation with:

• Best practice information management
• Strict security and access controls
• Extensive metadata management
• Information managed in business context

Organizations that use HP TRIM are better able to demonstrate their records management procedures, easily respond to investigative requests, and as a result, reduce the financial, legal, and operational risks and cost of e-discovery.

Manage your email records

HP TRIM lets you manage email with the same rigor and intuitive manner as you manage other types of business-critical information you create with your office productivity tools.

You can easily file, retrieve, and work with email content in exactly the same way you work with Microsoft® Office documents. Email and attachments stored in HP TRIM maintain their evidential integrity through:

• Applying enterprise policy management rules
• Capturing rich metadata
• Generating comprehensive audit trails

Increase your information security

HP TRIM provides strict security and access control to all managed records; only those who are authorized to access records can do so, thereby protecting corporate information from inappropriate access and misuse.

With HP TRIM, you can also manage security at the organizational level. It helps you build protection into your processes and reinforce your overall security. As a result, you can share information more securely, efficiently, and cost-effectively across your organization, reducing risk and increasing productivity.

Get seamless integration

HP TRIM is integrated with industry-leading authoring, messaging, and collaboration applications, such as Microsoft Office and Microsoft SharePoint, so that you can easily capture, update, and reuse business information.

The HP TRIM for SharePoint modules seamlessly manage all SharePoint content, including Web 2.0, according to lifetime policies. You define the rules and HP TRIM manages all business records, driving efficiency for your business and integrity of your records.

You can extend HP TRIM through integration tools to capture and manage content from line-of-business applications into one authoritative platform, where governance and compliance policies are applied. And the HP TRIM module for SAP integration provides document and record management for SAP ArchiveLink documents and SAP metadata, allowing you to store important corporate documents in HP TRIM.

Control all SharePoint content

The application of records management policies is essential for governance over the lifecycle of SharePoint content. Organizations need to apply these policies as seamlessly as possible.

The HP TRIM for SharePoint modules enable you to add enterprise records management rigor to your Microsoft SharePoint environment. You manage, finalize, relocate, and archive SharePoint content such as blogs, wikis, discussions, documents, forms, published pages, and sites according to established business rules. The process is transparent to the user with all content managed and easily discoverable from SharePoint. HP TRIM for SharePoint is transparent for the user, and drives efficiency for your business and integrity of your records.

Improve responsiveness and increase productivity

HP TRIM features powerful and extensive built-in metadata, which uses strong relational capabilities to help you quickly and easily locate business information. Powerful search capabilities, a choice of intuitive rich-client, zero-footprint Web client user interfaces, and the ability to group documents logically all work together to fulfill requests for information quickly.

In addition, HP TRIM manages business processes across your organization to streamline workflows, accelerate dissemination of information, and increase knowledge-worker productivity.

HP TRIM software

HP TRIM simplifies the capture, management, access to and security of your enterprise information—from electronic to physical records, from creation to disposal—in business context. It provides authoritative records of your business activities and enables transparent management of your information, regardless of system or source, across the lifecycle through one set of policies.
Benefits

Increase compliance and prepare for e-discovery
- Apply compliance policy management across enterprise content
- Manage the complete information lifecycle of your corporate records
- Prove the authenticity of information with version control, access control, and audit trails
- Support long-term information access in appropriate formats
- Reduce risk by implementing global certification standards and best practices
- Support Freedom of Information requests by easily finding, redacting, and rendering information for secure release

Increase security
- Establish and enforce a security structure that governs how your users use information
- Help protect information with rigorous yet easy-to-manage security access controls
- Apply default security across your enterprise to reduce the risk and burden of maintaining confidentiality
- Enforce security rules automatically, protecting information from inappropriate access and misuse

Improve responsiveness and productivity
- Enhance search speed and success through powerful search tools and extensive metadata
- Retrieve related information through rich relationship linking

A complete solution

Get the most from your software investment
With HP, you have access to standards-based, modular, multiplatform software coupled with global services and support for all aspects of your application lifecycle needs. The wide range of HP service offerings—from online self-solve support, to training and proactive mission-critical services—enables you to choose the services that best match your business needs and help you realize the full potential of your HP solutions. To increase and achieve better return on your IT investments, visit www.hp.com/go/imservices.

To access technical interactive support, visit Software Support Online at www.hp.com/managementsoftware/services.

To learn more about HP Software Customer Connection, a one-stop information and learning portal for software products and services, visit www.hp.com/go/swcustomerconnection.

To learn about HP Software, IT service management, and other educational courses, visit www.hp.com/software/education.

- Enrich your users’ experience with powerful text-based search capabilities and metadata
- Relate and group information in intuitive, usable categories with rich container constructs
- Recover information within the context of your business processes

Provide seamless integration
- Enhance your users’ experience with seamless integration with Microsoft applications
- Content enable your line-of-business applications with the software development kit and Web services
- Apply lifetime policies seamlessly and manage all SharePoint content with HP TRIM
HP Information Management

HP TRIM software is a key component of the HP Information Management portfolio, addressing today’s most critical information issues and simplifying the management and governance of enterprise information.

A holistic approach and framework that enables enterprises to capture, protect, monitor, retain, and find information, HP solutions deliver the right information to the right person at the right time.

Why wait to simplify the management and governance of your organization’s information? Visit www.managementsoftware.hp.com/buy. To take advantage of proven records management capabilities, increase compliance, improve employee productivity, and business process efficiency, visit www.hp.com/go/hptrim.

Follow what industry experts have to say about HP Information Management, and connect with enterprise business peers and HP experts; visit HP Information Management Digital Hub at www.hp.com/go/imhub/trim.

Capture and manage information into business context with HP TRIM

(Click the icons to know more)

Electronic document management
- Make informed decisions by working with the most relevant information
- Achieve document authenticity with one authoritative document or record
- Control document drafting, approval, and publishing processes with enterprise security
- Collaborate securely across your enterprise with a unified, scalable enterprise repository
- Seamlessly manage versioning of Microsoft Office and Microsoft Project documents with security and access control in one authoritative system for enterprise documents and records
- Manage emails with drag-and-drop to file folders
- Send declared emails and attachments as an email link preventing needless duplication
- Enhance security with email recipients authenticated before being able to view records

Records management
Web content management
Imaging
Workflow
Document-centric collaboration

Figure 3. HP Information Management—a holistic approach to simplifying the management and governance of enterprise information.