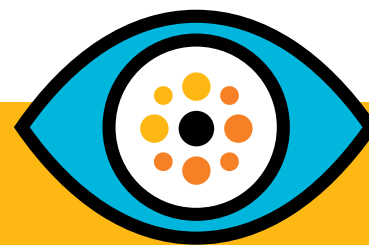# HP TRIM software

Data sheet

HP TRIM software is a proven enterprise document and records management system. With tight desktop integration and the ability to scale across large, distributed environments, HP TRIM lets you capture, manage, and secure your enterprise information, from electronic to physical records and from creation to eventual disposal.

A scalable policy-driven foundation to your information governance strategy, HP TRIM drives business efficiency and records integrity.

Increase 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 non-compliance 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, e-mail management, Web content management, imaging, workflow, and document-centric collaboration to organizations around the world.

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.
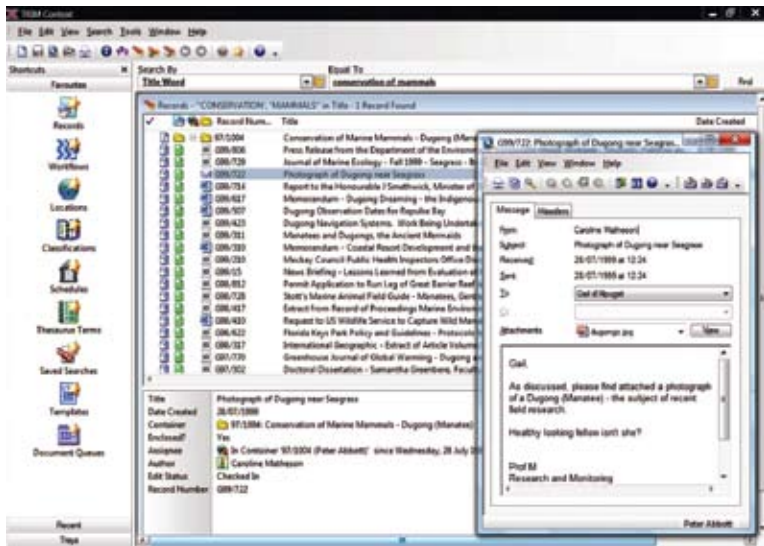
Meet the demands of regulation

Meeting internal governance and regulatory compliance requirements, and responding to legal discovery, external investigation, or audit are both business obligations and challenges. Non-compliance 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.

With HP TRIM you can capture and manage all information regardless of source from creation to disposal, which 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. Automatic application of policies and rules mitigates risk and supports compliance.

HP TRIM is designed to the international standards of records management—ISO 15489. Certified against US Department of Defense (DoD) 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 organizations that need to meet regulatory compliance obligations, reduce risks, and improve overall productivity.

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. 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 can 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 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 manages 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.

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 enables 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, 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 or Web Client user interface, 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.

The software drives productivity improvements with powerful capabilities for meeting management. It lets you organize your agenda and minutes, log attendees, track actions, and keep a formal record of decisions. HP TRIM provides the capabilities you need to transform meetings into real organizational action.

Benefits

Increase compliance and prepare for e-discovery
- Apply compliance policy management across the enterprise
- 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 FOI requests by easily finding, redacting, and rendering information for secure release

Increase security
- Establish and enforce a security structure that automatically 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 and procedures automatically, protecting corporate 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

- 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
- Enable your line-of-business applications with the software development kit (SDK) and Web services
- Apply lifetime policies seamlessly and manage all SharePoint content with HP TRIM for SharePoint.

A complete solution

Comprehensive training
HP provides a comprehensive curriculum of HP Software and IT Service Management courses. These offerings provide the training you need to realize the full potential of your HP solutions, increase your network optimization and responsiveness, and achieve better return on your IT investments.

With more than 30 years experience meeting complex education challenges worldwide, HP knows training. This experience, coupled with unique insights into HP Software products, positions HP to deliver the optimum training experience. For more information about these and other educational courses, visit: **www.hp.com/software/education**

HP Services

Get the most from your software investment
With HP, you have access to standards-based, modular, multi-platform 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 proactive mission-critical services—enables you to choose the services that best match your business needs.

For an overview of HP Software Professional Services for HP Information Management software, 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**

Put information into business context with HP TRIM

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
- 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
- Turn initiatives into outcomes with efficient and transparent meeting management

Records management

- Reduce risk by applying compliance policies to information across your enterprise
- Increase operational performance by adopting international best practice standards
- Maintain evidential integrity of email and other electronic formats through rich metadata and the ability to place legal holds
- Increase effectiveness with built-in business rules to classify and secure records
- Save time with the ability to find physical and electronic records in the same container
- Increase operational efficiency by capturing information within its business context
- Simplify tracking of physical documents, folders, boxes, and storage with online space management
- Comply with privacy and FOI legislation with content redaction
- Protect your electronic evidence and long-term records with automated rendering

Web content management

- Create, maintain, and update dynamic Internet, intranet, and extranet sites quickly and easily
- Increase content ownership across your organization with distributed authoring
- Prepare for e-discovery with automatic archiving of your Web sites
- Publish authoritative records automatically from HP TRIM, maintaining security and privacy
- Capture and submit online form content to HP TRIM automatically for workflow initiation

Imaging

- Simplify process automation with high-volume scanning capturing documents and metadata
- Empower knowledge workers with ad-hoc desktop scanning

Workflow

- Improve productivity with established workflows based on your unique business processes
- Implement ad hoc and complex workflows easily by working from simple, graphical templates
- Increase business productivity by automating the flow of containers of information and documents
- Protect information with security enforced over workflows, records, audit trails, and reports

Document-centric collaboration

- Open documents for editing directly from your browser in a secure way while maintaining version control
- Share information easily among virtual team members across your enterprise
- Leverage your existing IT architecture with seamless integration with Microsoft Office, Microsoft SharePoint, and other industry-standard authoring tools
- Control who can access documents and records with rigorously enforced security structure

HP Financial Services

HP Financial Services provides innovative financing and financial asset management programs to help you cost-effectively acquire, manage, and ultimately retire your HP solutions. For more information on these services, contact your HP sales representative or visit: **www.hp.com/go/hpfinancialservices**

Contact information

To find an HP Software sales office or reseller near you, visit: **www.managementsoftware.hp.com/buy**

For more information

For more information on HP TRIM documentation, evaluation software, and QuickSpecs, please visit HP TRIM Web site: **www.hp.com/go/hptrim**

For details on best practices, insight from industry experts, and blogs, visit HP Information Management Digital Hub: **www.hp.com/go/imhub/trim**

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