HP TRIM Space Management module

Data sheet

For organisations with large holdings of physical records, the HP TRIM Space Management module automatically allocates warehouse spaces to items and tracks free space within warehouses. As a result, you can manage your paper and other physical records more effectively in a long-term storage facility.

Manage your paper and physical records

HP TRIM software enables you to manage and secure your enterprise information, whether electronic or physical records, and from creation to ultimate disposal. Physical records may reside across many distributed warehouses. Storage facilities for paper and physical records are not useful unless you can organise them and able to find the records quickly when you need them. The HP TRIM Space Management module for HP TRIM software lets you manage paper and other physical records in a long-term storage facility to meet your specific business needs.

Set up your storage facilities to meet your business needs

By their nature, storage facilities are hierarchical. You can consider a storage facility as one or more buildings with each building having one or more floors. A floor can have one or multiple areas and so on. You can view your storage facility simply as a large collection of places on shelves to put records or archive boxes. Ordering this collection of spaces, based upon which building, floor, area and row they are in, can make your storage facility easier to manage.
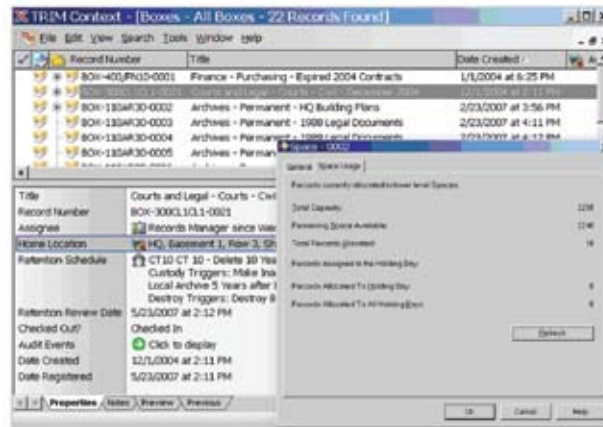
With HP TRIM Space Management, you can set up and manage your storage facility as a graphical hierarchy of arranged storage space. You can then determine where to place contiguous storage space for a required number of archive boxes.

With HP TRIM Space Management, you can define a storage hierarchy model that represents your physical storage space. You can set up different physical storage bay and shelving layouts in your model, and design your space according to your organisations' needs. You can also define up to 10 levels in your hierarchy and assign names that are meaningful to your organisation for specific locations within your hierarchy, such as Warehouse 29 or Bay 13.

Move records into long-term storage easily

HP TRIM uses a concept called 'home location' for maintaining a particular kind of record. A home location is the place where a record is stored when it is not in use. By extending the home location to include 'space,' HP TRIM Space Management lets you manage records in long-term storage facilities. Instead of having a business unit or other standard location as a home location, a record in storage can have a space as its home location. The home location represents the physical shelf in the storage facility where the record is located. The record may remain in the space storage system until the retention schedule attached to the record dictates its destruction.

You typically send records to a storage facility in groups, such as a consignment of archive boxes. When you need to move a set of records into a storage facility, you set its home location as warehouse space or you set it to a 'holding bay.' You use a holding bay in a system where warehouse staff allocates the final location of records.

Manage your long-term storage records with comprehensive features

With HP TRIM Space Management, you can easily manage your long-term storage facility, using a comprehensive set of space management features.

Using the Maintain Spaces feature, you can:

- Search for a specified number of consecutive spaces, which is useful when you transfer a consignment of records to storage.
- Define new storage capacity.

- Change the amount of space for current storage capacity. For example, a new air-conditioning duct can take up shelf space.
- Allocate a bar code for scanning the movement of records into a storage facility. Simply scan the shelf and record bar codes to update the system.
- Remove a complete level from storage space. If you have already transferred records to the current level, you must move the records to another space first.
- Specify that a specific storage level is not available for storage. For example, a particular storage space can house equipment and be unavailable for storing archive boxes. To make the space available again, you simply select the 'modify' button and specify how much space is available.
- Display what records are held within a specific storage space.

To view the amount of free storage space that is available, you simply view the properties of a particular node in the space hierarchy, which identifies both full and free space in your storage facility. When a shelf begins to fill, you can see what storage space is being used and what is unused, and determine how much storage space is available in your storage facility.

With the Transfer Records feature, you can track the physical movement of the records within your storage facility. You can define the destination location for selected records and destroy records that are housed within your storage space.

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With HP TRIM Space Management, you can print a list of the records stored at the current level. You can also print a bar code and store the physical transfers of records to the current level using a bar code scanner.

Key features and benefits

With HP TRIM Space Management, you get comprehensive and easy-to-use space management capabilities for your long-term storage facility, including the ability to:

- Set up and manage your storage facility as a graphical hierarchy of arranged storage space
- Determine the location of contiguous storage space
- Move records into long-term storage with notification of available space
- Define new storage space
- Change or remove existing storage space
- Support bar code scanning for records
- Specify that a specific storage space is not available

- Display and print the records within a storage space
- Determine the amount of free storage space
- Move records within your storage facility
- Display storage space properties

A complete solution

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