

# TRIM Context® 6...driving business forward



TRIM Context provides a solid, proven platform for an Enterprise Content Management solution, and TRIM Context 6, the latest version of our award winning software, is no exception. TRIM Context 6 will drive:

- Real business change;
- Informed decision making and;
- Compliance/Best practice.

## Driving real business change

Enterprise Content Management (ECM) solutions drive change and can be high risk; the projects to build, install and deploy take time, and while the solution is being built, the organisation moves on - so the end-result no longer addresses the real current needs.

TRIM Context 6 removes this element of risk. As a complete, off-the-shelf platform; implementing the solution can be done quickly, and easily, by the people who actually understand the business processes - your staff and your implementation partners.

In combination with good change management practices and procedures, your organisation will realise benefits from improved responsiveness and an ability to more quickly change.

## Driving informed business decisions

ECM means everyone in your organisation has access to all the content (metadata, documents, videos, audio etc), your organisation creates every day. ECM is the combination of technologies that provide an information platform. The key technologies are:

- Document Management
- Records Management
- Process Management
- Web Content Management
- E-mail Management
- Collaboration
- Integration to line of business (LOB) applications.

Creating an information platform to manage access to metadata and content ensures that not only are informed decisions made, but decisions are made on time.

## Driving Compliance/Best Practice

Without these key ECM components your compliance/best practice strategy will flounder. Your organisation's information has to be managed not only to ensure your staff can easily store, retrieve and reuse content but also to ensure your organisation can comply with the legislative requirements that dictate how you do business.



There are other standards to which many organisations must adhere.

Standards like:

- The UK National Archives PRO 2;
- Victorian Electronic Records Standard (VERS);
- The US Department of Defence Security Standard - DoD5015.2;
- The US's Health Insurance Portability and Accountability Act (HIPAA);
- The UK's requirement for Implementing Electronic Government Statements;
- The New Basel Capital Accord (known as Basel II); and,
- The International Records Management Standard - ISO 15489.

If your solution doesn't make it easy for your organisation to meet its legislative requirements and adhere to standards it is only doing half the job you need.

## TRIM Context 6

The key components TRIM Context 6 provides, out of the box, Document Management, Records Management, Process Management, Web Content Management, Email Management, Collaboration, and integration with Line of Business Applications ensure your organisation can manage its information in accordance with all requirements. We have also introduced a revolutionary new way for an end user to work with their information (*ice*) and a powerful Web Service Connectivity Toolkit.

### Document Management

Document Management is easy. TRIM Context 6 provides everything an organisation needs for integrated document management from creation to beyond destruction. The solution enables your organisation to manage and secure any type of business document, including spreadsheets, memos, engineering drawings, films, and more. TRIM Context integrates easily with common desktop content creation applications - such as Microsoft Word and Excel. This integration means your staff can easily save, and open content from the applications they are already using directly to, and from, the corporate content repository.

Finding exactly what you are looking for has now been made even easier with hit highlighting. TRIM Context 6 now provides an option for users to automatically highlight the words they used to search for records in the TRIM Context 6 document viewer. This allows the user to quickly find the relevant portions of the text in a document returned by the search. TRIM Context 6 provides Hit Highlighting not only for document content searches, but also for metadata word searches.

As TRIM Context allows the combination of metadata searching with document content searching it also implements combined hit highlighting. For example a metadata search by title word "Automobile" combined with a content search "Engine" will highlight both of the search terms in the document viewer.

### Records Management

TRIM Context 6 is built on best practice Records Management philosophies which drive your organisation's compliance with the legislation and regulations governing how you manage, use and retain your corporate information. This records management heritage means TRIM Context 6 will always support the Information Lifecycle Management and/or continuum approaches to managing your corporate information.

### Process Management

Process Management is an integral part of any ECM solution - and TRIM Context 6 is no exception. TRIM Context 6 is flexible enough to manage everything from simple action tracking to complicated branching and parallel workflow. Best of all, our graphical workflow engine makes it easy to develop, and modify your own workflows - without the need for expensive consultants.



## Web Content Management

In today's interconnected world, web sites have become a fundamental tool for communicating with your customers. The push towards delivering more and more information and content via the internet and/or intranet means increasingly organisations have to manage the content on their web site with the same discipline they manage the rest of their corporate content. The TRIM Context 6 solution delivers practical and affordable web content management which integrates well with other ECM modules.

## E-mail Management

E-mail is a vital business communication tool. Increasingly in today's connected work e-mail is used to confirm contracts, give legal advice, and communicate other vital organisational information. E-mail must be managed with the same rigour as any other business critical document. TRIM Context makes managing the organisation's e-mail straight-forward and easy. Our integration with major e-mail systems used by organisations today means your staff can easily file, retrieve and work with the vital information in e-mail in exactly the same way they work with their Office suite documents. E-mail stored in TRIM Context maintains its evidential integrity, a vital requirement for organisations.

## Collaboration

Very few people in any organisation work in isolation. Central to the TRIM Context 6 platform is the relationships between the people and places in an organisation, and the way they relate to each other. *ice* takes that base, and the ability to manage sharing, revision and tracking of documents to create an understandable, yet highly functional tool for working with others.

Creating a team of people to work on a specific project is easy. The home page for the project team is automatically available to all users of the system and recently collaborated on documents are clearly listed. There's only ever one authoritative version of every document, contained in the corporate repository, and the team can easily see what's new and what needs to be done next.

## Integration with Line of Business Applications

Any ECM solution is only as powerful as its ability to capture content from every place it is being created. Much of an organisation's content is not created by a "traditional" authoring application - like Microsoft Word - but is created by other line of business applications your staff uses every day such as; a Council's Rates Payment System or an Inventory Tracking and Ordering System. A true ECM Solution addresses this issue by giving organisations access to a powerful, yet easy to use software development kit - or SDK - to ensure it's easy to build the integration the organisation needs between its ECM system, and its core, line of business applications. The TRIM Context 6 solution comes complete with an SDK that has been used by organisations around the world to integrate, with their business critical applications.



## *ice*...knowledge in my world

*ice* offers a whole new approach for people who work with information. *ice* is revolutionary; it combines new tools, a new interface and a unique system, to connect with the TRIM Context 6 platform, making enterprises more effective by optimising their most important resources - people and information.

*ice* is built with the individual in mind. It will optimise and enhance the way that they work. Their job involves contributing to the workplace and they specialise in a number of diverse areas. Chances are that they probably don't know too much about the discipline that is information management. With *ice* they do not need to learn about information management.

As *ice* requires no software download it can be used by your staff, no matter where they are. Giving your mobile workforce, full access to all the corporate information they need.



## Service Orientated Architecture

TRIM Context 6 introduces a powerful new Web Service Connectivity Tool Kit, based on the concept of Service Oriented Architecture (SOA). This allows for enterprise scale applications to be built and implemented with defined independencies and maximum scalability.

The Web Service Connectivity Toolkit (WSCT) which is fully documented and available can be used to develop integrations with line of business applications using the standard web service protocols of XML, SOAP, WSDL and HTTP. For TOWER Software customers and partners who wish to develop their own TRIM Context 6 based enterprise applications the new version of the WSCT will offer greater functionality.

Any ECM solution is only as useful as the content people manage with it - to ensure your staff will get the most benefit from TRIM Context 6, TOWER Software has made it possible to use the Web Services Connectivity Toolkit to build an interface to your corporate information store that will work on mobile devices; such as pocket pc's and mobile phones.

## A Proven Solution

TRIM Context is a proven solution - used by hundreds of organisations and thousands of people around the world to manage and secure their vital information assets. TOWER Software's powerful solutions have been meeting the document management and record keeping needs of government and corporate enterprises for more than 20 years. To learn more about how we can help your organisation, log on to [www.towersoft.com](http://www.towersoft.com)

## About TOWER Software:

TOWER Software, a leading enterprise content management provider, delivers electronic document and records management (EDRM) solutions. TOWER Software's award-winning solutions empower organisations to manage and secure their vital information assets. The TRIM Context® solution is a single, integrated platform that manages business information throughout its complete lifecycle. By relying on its proven domain expertise, strong strategic partnerships, and powerful solutions, TOWER Software enables organisations to improve the accuracy of information on which business decisions are made; maximise efficiency by finding business critical information more quickly and easily; and achieve and maintain standards compliance across industries, resulting in sustained competitive advantage. TOWER Software is a privately held company with operations in North America, Europe and Asia-Pacific. For more information go to [www.towersoft.com](http://www.towersoft.com)

