

TRIM Context - a solid foundation for any Enterprise Content Management Solution.



Enterprise Content Management is more than just managing the content for your website. True ECM means everyone in your organization has access to all the content your organization creates every day. True ECM is:

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

Without these six key components your ECM strategy will founder.

Your organization's information has to be managed not only to ensure your staff can easily store, retrieve and reuse content but also to ensure the organization can comply with the legislative requirements that dictate how your organization does business.

- Requirements like
- Taxation Legislation
- Freedom of Information Legislation
- Privacy Legislation
- Anti-terror legislation
- Sarbanes-Oxley





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the past,
Vision for the
future,
Solutions
today!**

There are other standards to which many organizations must adhere, Standards like

- The UK Public Record Office's standard - PRO2
- 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 Basell
- The International Records Management Standard - ISO 15489

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

The six key components TRIM Context provides, out of the box, E-mail management, Document Management, Records Management, Process Management, Web Content Management and integration with Line of Business Applications ensure your organization can manage its information in accordance with all the requirements it needs.

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 has to be managed with the same rigorous attention as any business critical document. TRIM Context makes managing the organization's e-mail straight-forward and easy. Our integration with major e-mail systems used by organizations 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 organizations.

Document Management

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. Document Management is easy with TRIM Context.

TRIM Context provides everything an organization needs for integrated document management from creation to beyond destruction. The solution enables your organization to manage and secure any type of business object, including spreadsheets, memos, engineering drawings, films, and more.

Process Management

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



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Records Management

TRIM Context is built on solid Records Management foundations this helps to ensure your organization's compliance with the legislation and regulations governing how you keep and archive your corporate information. This records management heritage means TRIM Context has always supported the Information Lifecycle Management approach to managing your corporate information.

Web Content Management

In today's interconnected world web sites have become a fundamental tool in communicating with your customers. The push towards delivering more and more information and content via the internet and intranets means increasingly organizations have to manage the content on their web site with the same discipline they manage the rest of their corporate content. The TRIM Context solution provides the functionality organizations need to manage their web content with integrity.

Integration with Line of Business Applications

Any ECM solution is only as powerful as it's ability to capture content from every place it is being created. Much of an organization's content is not created within a "traditional" authoring application - like Microsoft word - but is created by the other line of business applications your staff use every day. Applications like a Council's Rates payment system, or an inventory tracking and ordering system. A true ECM Solution addresses this issue by giving organizations access to a powerful, yet easy to use software development kit - or SDK - to ensure it's easy to build the integration the organization needs between it's ECM system, and it's core, line of business applications. The TRIM Context solution comes equipped with an SDK that has been used by organizations around the world to integrate TRIM Context, with their business critical applications.

TRIM Context complies with standards around the world TRIM Context has achieved certification under DoD 5015.2-STD as determined by the Joint Interoperability Test Command (JITC). TRIM Context is in compliance with the mandatory requirements of DoD 5015.2-STD - Chapters 2 and 4. In addition to these mandatory requirements, TRIM Context is still the only solution to comply with all 'Other Useful Features' as found in the Non-Mandatory chapter of the standard.

TRIM Context was the first solution to be approved against the UK National Archives Electronic Records Management Functional requirements for both 1999 and 2002. Approval was gained in the core records management requirements, as well as the optional document management, physical file management and hybrid environment modules.

TRIM Context is the platform for the only solution certified on all three levels of the Victorian Electronic Records Strategy (VERS).



A Proven Solution

TRIM Context is a proven solution - used by hundreds of organizations, 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 18 years. To learn more about how we can help your organization, log on to www.towersoft.com or email us at:

Asia-Pacific: info@towersoft.com.au

Europe, Middle East, Africa: info@towersoft.co.uk

North America: Info@towersoft.com

About TOWER Software:

TOWER Software, a leading enterprise content management (ECM) provider, delivers electronic document and records management (EDRM) solutions. TOWER Software's award-winning solutions empower organizations 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 organizations to improve the accuracy of information on which business decisions are made; maximize 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.

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