



## HP Information Management Software

### Outcomes that matter

HP Information Management division has over 23 years of experience in specifying, implementing and supporting document and records management implementations around the world. HP can provide the professional services, support and consulting services to support your objectives of managing your corporate information better.

Businesses everywhere are looking for ways to reduce costs and become more efficient.

At the same time they are focused on managing the information explosion, reducing the risk of financial exposure during litigation and meeting their governance and regulatory obligations. This is where HP TRIM software helps organisations not only reduce risk and be e-discovery prepared but deliver benefits of greater staff productivity and business process efficiency.

HP TRIM software is a proven enterprise document and records management system. With 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 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 is an “out-of-the-box” software solution, providing document and records management, e-mail management, Web content management, imaging, workflow, and document-centric collaboration to organisations around the world. 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 application of records management policies is essential for governance over the lifecycle of SharePoint content. The HP TRIM for SharePoint modules enables you to add enterprise records management rigor to your Microsoft SharePoint environment. You manage, finalise, 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. Information in context HP TRIM searches and retrieves metadata and content for a single view of your information in its business context.