

MANAGING AND SECURING YOUR VITAL INFORMATION ASSETS



TOWER Software is a leading enterprise content management (ECM) provider, delivering electronic document and records management (EDRM) solutions. Our 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 through its complete lifecycle.

TRIM CONTEXT: A PROVEN SOLUTION

TRIM Context manages and secures vital information assets, enabling the automatic capture of information while maintaining current daily procedures. The solution includes integrated document management, email management, process management, and records management functionality in a single application. TRIM Context seamlessly integrates with most desktop applications, enabling users to manage business information in any format.



DOCUMENT MANAGEMENT

TRIM Context provides everything an organization needs for integrated document management, from creation through destruction. The solution enables your organization to manage and secure business information in any format, including spreadsheets, memos, engineering drawings, films, recordings, and more.

Benefits of Document Management Achieved with TRIM Context

- Increased speed of information delivery, improving operational efficiency
- Maximized staff productivity, ensuring instant access to the right information
- Increased accountability and integrity by creating a shared, controlled information base
- Compliance with legislative, industry and corporate requirements
- Superior protection and support in litigation, including risk management associated with discovery

TRIM Context provides comprehensive functionality for managing all types of business information, enabling you to centralize your people, processes and information.





Features of Document Management with TRIM Context:

- Version and revision control functionality
- Full-text search & retrieval
- Integrated imaging
- Single source repository
- Compliance with industry, legislative and corporate standards
- Seamless integration with the desktop operating environment
- Comprehensive support for Compound Documents

Rather than managing business information in isolation, the TRIM Context solution manages collections of related documents, preserving business context, resulting in more efficient and effective information retrieval, increased staff productivity, and added ease of compliance with legislative, industry and corporate mandates.

EMAIL MANAGEMENT

With TRIM Context, email becomes just another form of information to be managed. Regardless of the scope of your system, TRIM Context makes capturing and managing email straightforward and easy.

Benefits of Email Management Achieved with TRIM Context:

- Reduced risk pertaining to litigation by creating and managing email retention schedules
- Increased productivity by spending less time searching through email
- Improved accountability and security with email cataloging as well as incoming and outgoing mail capture
- Rapid user adoption by seamlessly integrating with current email system
- Reduced cost of discovery by enabling quicker response to litigation

Searching all information found within corporate email-text, attachments, titles, to-and-from, etc.-is straightforward in the TRIM Context system. Each email, attachment or document is tagged and classified with meta-data fields that may be tailored to your enterprise's specific requirements. Additionally, TRIM Context enables users to institute a full text search for the content of an email and/or its attachments. By keeping all information together, its meaning is retained, resulting in the most value for your corporate knowledge base.

Features of Email Management with TRIM Context:

- Drag & Drop functionality (Microsoft Outlook)
- Folder link with TRIM Context solution
- Full-text search and retrieval
- Integration with most widely used email clients



TRIM Context makes email capture easy. Drag and drop functionality enables users to file e-mail and attachments from Microsoft Outlook into the TRIM Context system. With linked folders, use of TRIM Context's email management function is seamless to the user. Other email clients that may be integrated with TRIM Context include Lotus Notes and Novell GroupWise. Capturing email with these systems makes use of an intuitive drop-down menu and toolbar buttons.

PROCESS MANAGEMENT

To help your enterprise improve productivity and maximize efficiency, TRIM Context includes high-end, graphical process management functionality. Your organization can manage ad-hoc workflow and standard procedures, as well as complex workflow.

Benefits of Process Management Achieved with TRIM Context:

- Reduced information management costs and cycle times
- Increased control measures and accountability
- Better management of tasks
- Greater predictability in response levels
- Assurance of regulatory compliance



TRIM Context's Process Management functionality helps manage the approval of documents, the handling of correspondence, purchase orders, Freedom of Information requests, accident reports, and any other business processes specific to your organizational needs.

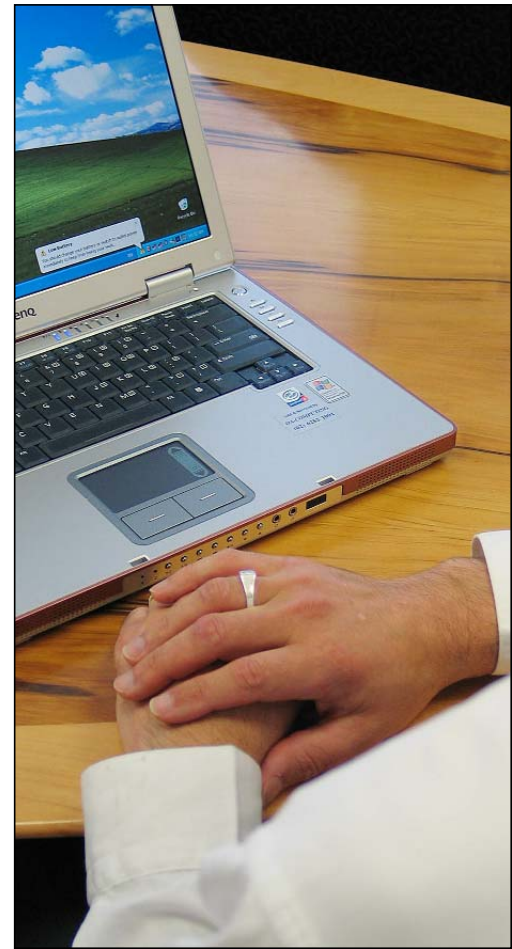
Features of Process Management with TRIM Context:

- Fully graphical process manager and viewer
- Multiple relationships between workflow and associated documents
- Complex process workflow structure support, including branching/parallel workflow, looping, and decision points
- Resource management, enabling delegation, supervision, automatic allocation and monitoring

By combining workflow with document management, your business processes are managed smoothly and efficiently-specific information necessary for specific processes is always accessible precisely when and where it is required.

RECORDS MANAGEMENT

Considering the increased burden of regulations and requirements that are faced today, public and private-sector entities alike must demonstrate absolute integrity and accountability. To accomplish this, organizations across government and industry choose TRIM Context to manage both their paper-based and electronic records.



Benefits of Records Management Achieved with TRIM Context:

TRIM Context Records Management functionality empowers organizations to:

- Conduct business efficiently and accountably
- Support and document policy formation and managerial decision making
- Provide consistency, continuity and productivity across the enterprise
- Meet legislative, regulatory, and corporate requirements
- Provide protection and support in litigation, including risk management associated with discovery

Records Management Compliance Around the World:

Examples of TRIM Context's compliance with national and international standards.

Americas

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.

Europe, Middle East, Africa

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.

Asia-Pacific

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

Features of Records Management with TRIM Context:

- Tracking of both physical and electronic records
- Automatic capture and classification of records
- Structured and controlled metadata extraction/analysis
- Records lifecycle management and support
- Complete auditability of the record lifecycle

Organizational records are vital information assets and need to be managed properly to ensure business continuity and regulatory compliance. A systematic approach to records management is essential for your organization to protect and preserve these critical assets.

Start Exploiting Your Information Today

TOWER Software's powerful solutions have been meeting the document management and record keeping needs of international 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:

Europe, Middle East, Africa:

North America:

info@towersoft.com.au

info@towersoft.co.uk

info@towersoft.com

