

TRIM Context *ice*...

access to knowledge from anywhere



ice offers people a whole new approach to working with information. *ice* is revolutionary; it combines new tools, a new interface and a unique system, to securely connect with the TRIM Context 6 platform using a web browser. This new TRIM user interface is designed to make enterprises more effective by optimising their most important resources - people and information.

ice was created with the end user in mind. It will optimise and enhance the way users work with an intuitive web interface that allows them to retrieve and contribute to the organisation's TRIM repository from any platform on any browser. *ice* also has a feature called labels that allows users to collect TRIM objects together and give that collection a name. These collections of objects make it easier to collaborate with team members and quickly retrieve the information the user is working on for a particular project.

How *ice* works

ice is a web application that requires only a browser with Internet access. This zero footprint model reduces risk as deployment across the enterprise is faster and more consistent. Corporate information is now available on the job, from home or on the road. *ice* functions are as close as the nearest Internet connection.

A template generator will allow organisations to add, remove and edit templates without having to write code. These templates affect not only the user interface, but also many aspects of *ice* behaviour and functionality. This feature provides flexibility to use *ice* along side existing corporate intranets and portals and maintain a seamless look and feel.

Work in progress can be kept as a draft in *ice* to permit private access until the user checks in the draft, using the *ice* product, to store it in TRIM Context 6 as a record.

Compliance - Real Time Validation (RTV)

Information management requires a set of business rules to be incorporated into your organisation's electronic document and records management system. Legislative requirements, such as DoD 5015.2 Std, can mandate processes and impact how information is retained and managed. These rules, retention schedules, vocabulary and classifications are defined by skilled information managers and are maintained within the TRIM Context Platform.

Real Time Validation provides *ice* users with immediate feedback on how to apply these rules while they are performing their work. *ice* leverages the TRIM Context 6 platform to provide essential document management by providing a responsive interface that automatically generates a list of options that help users be compliant with the required rules for a specific type of document or object.



Ice

Collaboration

Central to the TRIM Context 6 platform is the relationship between the people and places in an organisation and the way they relate to each other. *ice* provides a better way for more users to access the TRIM repository to share, revise and track documents.

For example, a team leader can create a team of people to work on a specific project. The home page for the project team is automatically available to all authorised users of the system. Customised *ice* templated can show list recently collaborated on documents and who they are assigned to. There is only one authoritative version of each document, contained in the corporate repository, and the team can quickly see what is new and what tasks need to be done.

Find information fast

Searching in *ice* is not limited to looking for a particular type of information. User will be comfortable with the standard web interface and search bar. The search will return all relevant objects that match. This provides awareness of broader work that your organisation is doing - which can lead to less duplicated effort and a better run organisation.

ice contains a number of elements that allow user to control how their information appears to just them. Here are some of the available elements:

- Instant recall, with just the click of a mouse, by attaching a label to any piece of corporate information;
- Automatically catalog email into TRIM Context by simply dragging and dropping an email into an *ice* folder in Outlook;
- Monitor the enterprise for key information unique to their interests and have it highlighted for quick review.

ice is a product with many facets that allow users to access the organisation's wealth of knowledge through the view that is most relevant for them and the work they perform.

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 organisations to manage and secure their vital information assets. Our 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

