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U.S. Army Records and Declassification Agency (RMDA) Successfully Tests TRIM Context



Recently, TOWER Software was asked to provide a Proof of Concept to the U.S. Army Records and Declassification Agency (RMDA). The purpose of this Proof of Concept was to investigate how a records management application, such as TRIM Context 6, could help provide U.S. Army organizations email management, short term records management, and interim records management. In providing the Proof of Concept, TOWER Software built a replicate file plan in TRIM Context 6 that mirrored the Army Records Information Management System (ARIMS). Using the U.S. Army RMDA headquarters as the model office, TOWER Software was able to demonstrate:

1. The creation of user registrations and locations
2. Defining the roles of users
3. How to set up a file plan (Office Record List)
4. Set-up user defined folders
5. Use of delegates/proxies for SES/GO users
6. Creation of documents (Outlook, MS Office, etc)
7. Decision of records and the disposition of documents and non-records
8. Movement of short-term records to a repository (TRIM Context repository and MOSS)
9. How to search for records by metadata
10. Notification and destruction of records
11. Upload of large number of files and file transferring to TRIM Context
12. Concept of transferring files to ARIMS
13. Data crawling and classification of documents and records

In an ever changing military environment where the "information you can find is the only information you can use" TOWER software was able to demonstrate that TRIM Context 6 is a viable option for the U.S. Army in managing mission critical records, documents, and emails.

Federal Emergency Management Agency Successfully Tests TRIM Context for Directives



There is a difference between saying and doing, between planning and execution. In the military, rehearsals often bridge the gap between the plan and successful execution. The purpose of the rehearsal is to prove that the plan is solid. In discussing how technology can meet business needs, organizations' requirements may be similar, but they are never the same. The power of a proof of concept (i.e. a rehearsal) when considering a technology to meet critical business needs bridges the gap between talking and actual execution.

This is why, after several discussions with FEMA about how to automate some business processes with the entire life cycle of information in mind, including records management, FEMA asked TOWER Software for a Proof of Concept (PoC).

Situation - The current target business processes were done in paper manually or over email. This is inefficient for a number of reasons:

1. It generates numerous emails, document versions, and comment submissions that must be carefully managed before the process is finalized.
2. The process is not completed in a timely fashion and the appropriate version of the draft document is not always provided to the correct person
3. The requirement to manage the end product of the process as a record once approved can create unnecessary costs and vulnerabilities in a non-integrated system

Solution - Using document management, workflow, and records management, create an automated method for conducting the business process and manage the entire lifecycle of the information.

Requirements

1. Automate one business process in one office simulating the entire organization. Use a personal computer as the necessary hardware.
2. Install, configure, and prove in three days.

Outcome: In less than three days a core records management configuration and a simulated business process was installed in the office. Just like a mission rehearsal to an infantry platoon, the POC proved to the all stakeholders that the execution of the deployment of the technology would meet their business requirements.

TOWER Software Unveils its new Meeting Manager Module

Meeting Manager - Turning Ideas into Decisions

Meetings serve a critical purpose in every military organization. Effective meetings can save valuable time, help transform discussions into quantifiable outcomes, and accelerate the military decision making process. Successful meetings add real value to your organizations - generating ideas and actions, then progressing actions across the organization and ensuring sound communication among key decision makers.

Meeting manager, a TRIM Context 6 module, automates this process. Whether weekly, monthly, or ad hoc, *Meeting Manager* schedules meetings based on attendee calendars

and automatically alerts attendees with meeting reminders.

Once the meeting is set, you can automatically create the agenda from standing items and submitted agenda items, and then secure approval for the agenda. Once approved, the agenda becomes a searchable object within TRIM Context 6.

Once the meeting has begun, *Meeting Manager* continues to provide automated management capabilities including:

- Attendance - tracks meeting attendees and logs attendance within TRIM Context 6 as a business record
- Voting - automatically collects, tallies, and logs any votes taken during a meeting
- Minutes - allows the minute-taker to create minute items based on agenda items and compose the minutes during the meeting.
- Follow-up - automatically assigns follow-up tasks to the appropriate user based on the real-time approval of the minutes

Once the meeting is adjourned and the agenda is filed, you can initiate post-meeting tracking capabilities. Follow-up tasks are assigned users and tracked through automatically generated emails. In using *Meeting Manager*, organizations can increase their productivity by providing clear and concise direction to action officers and decision makers as a result of the outcomes made during their mission critical meetings. [Click here](#) for more information.

TOWER Software and Hewlett Packard Pass JITC Certification Testing for DoD Standard 5015.2



JITC Certified

The recently released TRIM Context 6R2 is now certified for managing Non-Classified (Chapter 2) and Classified (Chapter 4) Records, and continues to provide a comprehensive list of additional functionality which is noted under the non-mandatory 'Other Useful RMA Features' (Chapter 3) of the certification.

Originally intended to test and certify the quality and abilities of Records Management Applications for use by US defense organizations, the US DoD 5015.2-STD is now a highly regarded benchmark of ECM records management capabilities by government and private Enterprises worldwide.

"The DoD certification program for Electronic Records Management Software Applications is one of, if not the most comprehensive certification and testing programs in the world." said Keith Cameron, TOWER Software's Senior Systems Analyst for Certification and Standards.

Mr. Cameron continued to say, "I had no doubt that TRIM Context would successfully pass the rigorous testing of Chapter 2 and Chapter 4. What I am especially proud of is that we were once again, able to demonstrate TRIM Context's ability to integrate with Microsoft SharePoint and provide all of the 'Other Useful RMA Features' such as workflow, report writer, barcode reading, and imaging capture amongst others, found in the Non-Mandatory Features (Chapter 3) of the standard, adding additional value to organizations when they are managing their critical information assets."

TOWER Software also gained certification on the combination of TRIM Context and HP Integrated Archive Platform, giving customers an integrated ECM and enterprise

archiving solution that complies with U.S. DoD 5015.2 Electronic Records Management Standard. HP's Integrated Archive Platform is an enterprise class, factory-integrated software and services platform comprised of world-class HP ProLiant server and storage products and built-in content indexing, policy management and search software. TRIM Context integrates with HP Integrated Archive Platform through documented programming interfaces to add workflow capabilities and archiving support for additional information types such as SharePoint data.

"The pairing of TRIM Context 6 and HP Integrated Archive Platform provides customers with a comprehensive, cost-effective solution for electronic discovery, regulatory compliance and governance of both structured and unstructured information, including e-mail, files, SharePoint data, print stream data, and more," said Robin Purohit, Vice President and General Manager, Information Management Group, Software, HP.

Details of the certification are available from the JITC web site at <http://jitc.fhu.disa.mil/recmgt/register.html>

Upcoming Events

January 25, 2008 - Defense Seminar with HP

This January session with HP in Washington DC kicks off our educational seminar series for 2008. Watch for more information on our [Events](#) page shortly or contact us at <mailto:info@towersoft.com>.

February 27-28, 2008 - TOWER Software's TRIM User Forum (TUF)

TOWER Software's annual customer conference, TUF, takes place on February 27-28, 2008 in Mesa, Arizona. Take advantage of this opportunity to network with peers and get updates on TRIM Context product developments.

Our keynote speaker will be Barry Murphy with Forrester Research and the Department of the Navy will present a case study. For more information and to register for the event, please visit our [Customer Extranet](#).

March 14, 2008 - Defense Seminar with Microsoft

Save the date - TOWER Software will hold an educational seminar in Microsoft's facilities in Washington, DC on March 14, 2008. More information will be posted on our [Events](#) page shortly.