INFORMATION PROFICIENCY | SIGMA DATA

City of South Perth

A successful HP TRIM implementation

SNAPSHOT

Customer

City of South Perth

Industry

WA Local Government

Overview

Implement a Electronic Document Records Management System (EDRMS) within an agreed time frame. The agreed EDRMS must have user friendly interface which is easily navigated by the end user.

Services Provided

Implementation of HP TRIM

Benefits

- Meeting regulatory compliance: non-compliance exposes the business to financial penalty, legal and operation risk and cost;

- Ability to leverage information improves staff productivity and drives business efficiencies and service to the end user;

- Compelled by increasing volumes of information, secure access to the right information at the right time enables better use of information and ability to respond to legal discovery and audit.

The Client

The City of South Perth is a Local Government Area in the inner southern suburbs of the Western Australian capital city of Perth. The City covers an area of 19.9 square kilometres, maintains 203 kilometres of roads and a little over 4.3 km² of parks and gardens, and has a population of about 38,500 (2006).

The Challenge

The City of South Perth had a legacy RECORDS MANAGEMENT SYSTEM, 'InfoVision', which was used to manage the existing physical and electronic records collection owned by City of South Perth. Information Proficiency was contracted to assist with the implementation of a compliant Electronic Document Records Management System (EDRMS).

The Information Proficiency Solution

The solution was to implement 'HP TRIM'. The planned implementation focused on the configuration and delivery of the solution and the rollout of HP TRIM to approximately 160 users. This solution was combined with a TRIM Explorer user interface to improve usability. HP TRIM also allowed South Perth to integrate with a number of existing information systems. With targeted training performed by Information Proficiency HP TRIM became the ultimate reason for productivity increase within City Of South Perth.

The Primary Objectives

1. Implement & Configure HP TRIM Production & Test

2. Deploy Electronic Document Management to users including: e-mail management, MS Office integration, Windows Explorer integration

3. Migration of 'Infovision' legacy data into HP TRIM Production Database

4. Integrate with existing systems (Authority, Intramaps)

5. Train users in e-mail management, MS Office 2010, Kapish Explorer and HP TRIM.

Information Management and Technology Professionals

Providing a range of services focused within the Information Management and Technology industry. We work hard to understand our client's requirements.

We have experienced and certified professionals throughout Australia, who are continuously maintaining their knowledge on relevant legislation, standards, best practice, current trends and technologies.

We supply and support a range of EDRMS and Scanning software solutions

We develop our own range of productivity and connectivity tools to extend your existing investment in ABBYY, Kofax, Content Manager and Records Manager (TRIM).

We have a quality reputation with all of our work being referenceable. Our clients engage us for our experienced teams, effective delivery, project management and outsource capability.

We strive to build lasting relationships with our clients, ensuring that we support continuous improvement and maturity of processes and systems.

We are ready to assist your organisation; we have end to end capability in all areas of information management, including strategy development, business analysis, organisational change, business transformation, process design, managed services, consulting, solution development, deployment, training and support.

Quality is our Signature!