Document and records management is a significant challenge for many organisations today. The sheer volume of information—paper-based and electronic—places an enormous drain on resources as organisations struggle to manage, publish, and archive documents essential to day-to-day activities.

HP EDRM solution addresses all of these challenges, taking time and cost out of document and records management while extending the value of this information across every stage of the document lifecycle, from collaborative creation, approval, and publishing to archiving, case and records management.
Collaboration with Compliance

HP Electronic Document and Records Management solution is an enterprise-class solution based on Microsoft® technologies that enables organisations to reduce cost, time and effort associated with managing business-relevant information management. Key solution capabilities include:

- Archive records management: covers all aspects of digital archiving including scanning, imaging, registration/classification and form preservation
- Data Text Integration: manages all aspects of business-to-customer communications
- Case Management and workflow: monitors and controls case-related activities associated with incoming and outgoing correspondence streams.

Above all, the HP EDRM solution extends the typical document lifecycle by integrating enterprise business processes and creating historical records for legal, fiscal, and other requirements. It automates document-centric processes, reducing information overflow from various sources such as e-mail, electronic and hard copy documents. HP EDRM also improves information worker productivity by building information in documents from data elements coming directly from line-of-business applications.

Business Value of Electronic Document and Records Management Solution

Reduced Costs
HP EDRM leverages existing IT infrastructures and requires relatively little additional training for IT staff or users due to its seamless integration with Microsoft Office and its familiar user interface. It also reduces costly physical storage space required for paper archives, and transportation costs associated with printed documents.

Increased Turnover
Improves company-wide communications, enabling organisations to get more done, more quickly. HP EDRM also supports business growth by improving collaboration and increasing business agility.

Streamlining and Acceleration of Business Processes
More secure approval routing for documents, making routing faster with enhanced security. Full integration with line-of-business applications.

Increased Customer Satisfaction
Easy access to documents and records stored in the document repository means that customer correspondence can be created faster and with consistent quality. Individual cases are managed more quickly, with greater consistency and with less risk of human error.

Greater Employee Productivity and Collaboration
Improved collaboration practices and rapid information discovery make it much easier for employees to access, distribute, and share information in real time. Little end-user training is required because the solution is based on the familiar Microsoft interface.

Eliminates Information Overload
HP EDRM enables workers to escape the information overload generated by e-mail, electronic, hard copy documents, and transactional data. Supervisors can control the creation and growth of electronic and hard copy documents, and integrate new or existing technologies.

Rapid Return on Investment
Managers can leverage existing assets and improve business processes, leading to faster decisions and greater return on IT investment. The use of reusable components from the HP EDRM accelerates the development of solutions tailored to individual organisations.

Supports Compliance
HP EDRM helps government, financial agencies, individuals and businesses to achieve regulatory compliance, minimise litigation risks and preserve vital corporate knowledge in response to industry, national, and regional legislation.
The HP EDRM solution provides an intuitive portal interface based on Microsoft SharePoint technologies that gives users access to its case and records management module via a standard Web browser, providing consistent and secure information access, retrieval, storage and tracking.

The HP EDRM solution uses Microsoft SQL Workflow as the workflow module, and records management software from Meridio, an HP partner. Meridio’s software brings all sources of corporate information and distribution channels into a single enterprise-wide platform, giving organisations complete control of data throughout the information lifecycle. Users can capture, store, search for and quickly retrieve documents of any format.

Other features of the HP EDRM solution include standard and configurable workflows and user interfaces underpinned by templates that show only the fields needed for data input or requested by users.

HP and Meridio’s extensive portal experience, combined with proven tools, processes, and methodology, reduces the time needed to complete projects and minimises project risk.

The HP EDRM solution is based on the Microsoft .NET Framework and is built on robust, scalable Microsoft Windows Server™ 2003 and Microsoft SQL Server™ 2000. The HP EDRM solution leverages the company’s existing IT infrastructure and requires little additional training of IT staff or users.

Users benefit from the solution’s tight integration with Microsoft Windows SharePoint Services™ and the 2003 release of Microsoft Office. This results in better process management, online collaboration, and communication.

HP EDRM gives organisations complete control of data throughout the information life-cycle. Users can capture, store, search for and quickly retrieve documents in any format.
About Microsoft
Founded in 1975, Microsoft (Nasdaq “MSFT”) is the worldwide leader in software for personal computers and business computing. The company offers a wide range of products and services designed to empower people through great software—any time, any place and on any device.

Microsoft is a registered trademark of Microsoft Corp. in the United States and/or other countries.

About HP
HP is a leading global provider of products, technologies, solutions, and services to consumers and business. The company’s products span IT infrastructure, personal computing and access devices, global services, imaging and printing.

The May 2002 merger of HP and Compaq Computer Corporation resulted in a company of 140,000 workers in 160 countries, doing business in 43 currencies and 15 languages. The company spends U.S.$4 billion a year on research and development.

HP has 28,000 Microsoft-trained services personnel including 6,000 Microsoft-certified engineers.

About Meridio
Meridio is an innovative software company, operational in the United States, Europe and the Far East. It develops industry leading EDRM software exclusively for Microsoft. Meridio solutions are designed to integrate with Microsoft Office System applications and enable enterprises to implement state-of-art solutions with minimal additional infrastructure costs and training.

Its award-winning software helps customers to reduce costs, meet regulatory compliance obligations, and manage risk. It ensures better management of critical documents and content, and promotes best business practice. Meridio solutions harness all the enterprise content needed to underpin line-of-business applications such as enterprise resource management (ERM) and customer relationship management (CRM).

To learn more about how portal solutions can increase productivity and improve decision making, visit www.microsoft.com/portals.