

Product brochure

Manage all documents and records

Enable global compliance with HP Records Manager



Next-generation electronic document and records management

Successfully delivering on business objectives in today’s dynamic and global environment requires you to be able to unlock the value of information by making it accessible to knowledge workers across the enterprise. The ability to make this happen has become harder, as increasing volumes of information and diverse formats make the enterprise more difficult to navigate and understand. In addition, there is added pressure to manage information in line with growing numbers of regulatory requirements.

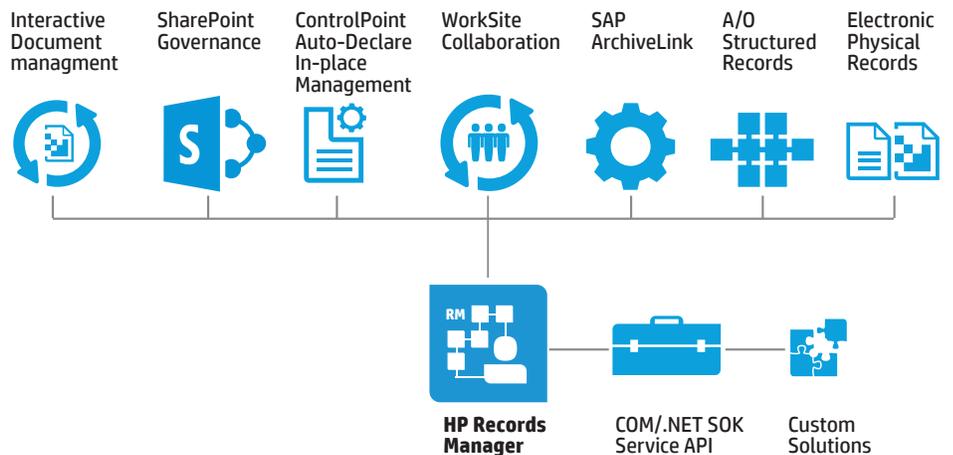
Addressing these challenges, HP Records Manager delivers next-generation, scalable, electronic document and records management (EDRM) for enterprises across the globe. Built on more than 28 years of information management expertise, HP Records Manager is a comprehensive, out-of-the-box software solution that enables you to effectively manage documents and records, email, web content, images, video, and workflows—and provides document-centric collaboration capabilities.

Unlock the value of your business information

As a cornerstone of HP’s Information Governance Framework, HP Records Manager provides secure management and access for large volumes of information from creation to disposal across the enterprise. HP Records Manager helps you remain compliant with organizational and regulatory mandates, so that you can:

- Simplify access to enterprise information and streamlines the capture, search, and management of business information from any source
- Leverage greater configurability, along with desktop, workflow, and integration tools to allow you adapt to diverse business processes and information management needs
- Provide extensive and more granular security and audit capabilities to improve corporate accountability

HP Records Manager use cases



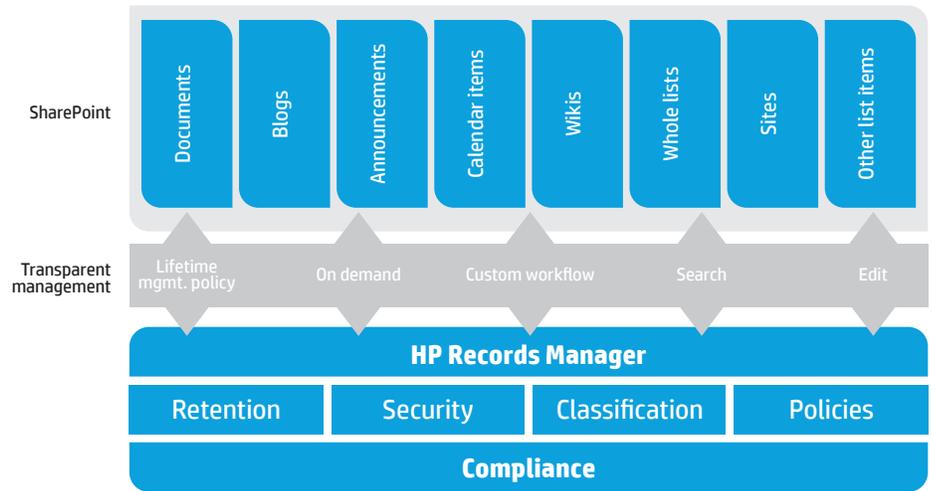
Streamline the capture, classification, and management of information

HP Records Manager offers greater levels of configurability, along with desktop, workflow, and integration tools to help you perform diverse business processes and meet your information management needs. These capabilities may range from the capture of records from structured business processes such as CRM, order processing, and HR functions, to highly scrutinized document processes required for Freedom of Information Act or Data Privacy requests, as well as regulatory submissions.

Control and connect all SharePoint content

We help you to leverage the full value of Microsoft® SharePoint and the collaborative records it generates by applying records management policies that allow you to govern SharePoint content over its lifecycle. With our HP Records Manager for SharePoint module, you can manage, finalize, relocate, and archive SharePoint content such as blogs, wikis, discussions, documents, forms, published pages, and sites according to established business rules. The process is transparent to the user, with all content managed and easily discoverable from SharePoint. HP Records Manager for SharePoint allows you to leverage the value of your information while protecting the integrity of SharePoint records and driving business efficiency.

HP Records Manager MS SharePoint integration



Increase user adoption and productivity

Knowledge workers today have higher expectations for interacting with enterprise applications. The “bring your own device (BYOD)” phenomenon is driving the need for anywhere/anytime accessibility across a range of devices including laptops, tablets, and smart phones—with the same level of information security and integrity as internal systems.

While the adoption of Microsoft SharePoint as a collaborative platform for government and business has changed the way documents and records are created, it has provided far more freedom and flexibility for workers, but less control for the business. HP Records Manager supports the collaborative working environment of Microsoft SharePoint, while securing all business records according to policy.

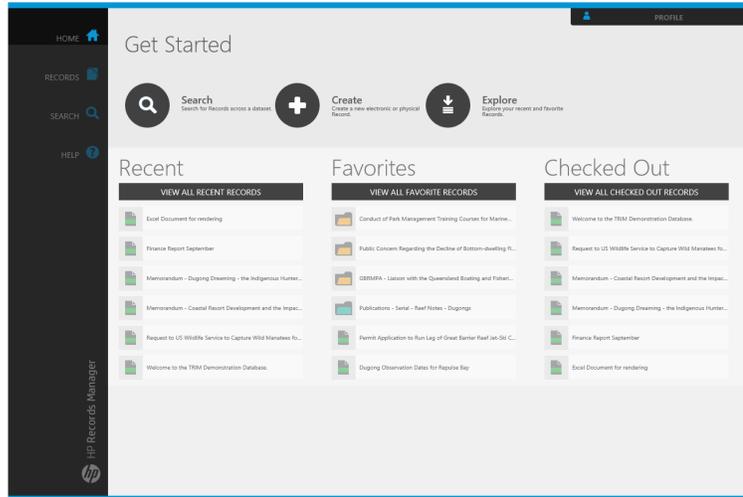
Provide simple, uniform information access across devices—anywhere, anytime

HP Records Manager offers a modern web interface that is designed for usability. With the latest HTML5 technologies, the HP Records Manager web interface automatically responds to different devices and presents information consistently and in the most efficient layout possible. You can improve your users’ day-to-day experience with straightforward access to business information that fits the devices they use to encourage greater participation in governance processes, with lower training requirements.

Seamless integration improves user access and productivity

HP Records Manager is integrated with industry-leading authoring, messaging, and collaboration applications such as Microsoft Office, SharePoint, and Outlook, as well as Lotus Notes Mail, WorkSite, and line of business applications so you can easily capture, update, and reuse business information.

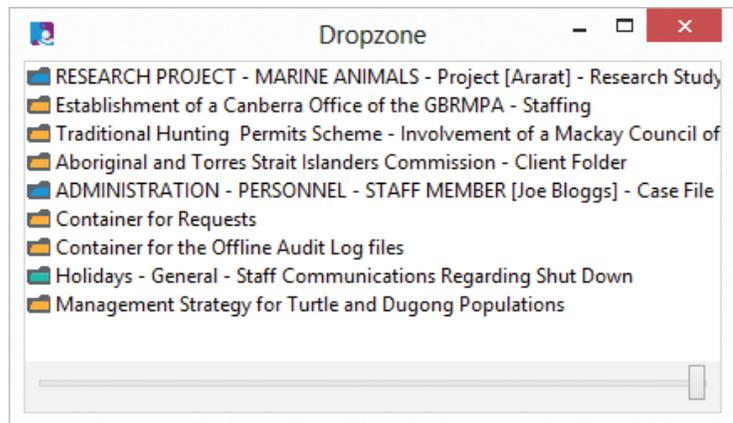
HP Records Manager tablet view



HP Records Manager is adaptable to diverse business processes and information management needs and can be extended through integration tools such as:

- The HP Records Manager module for SAP provides document and record management for SAP ArchiveLink documents and SAP metadata.
- Dropzone simplifies the capture of business records at the desktop by allowing users to drag and drop emails, documents, or files from Microsoft Explorer to their nominated HP Records Manager folder or file plan for ongoing management.

HP Records Manager Dropzone



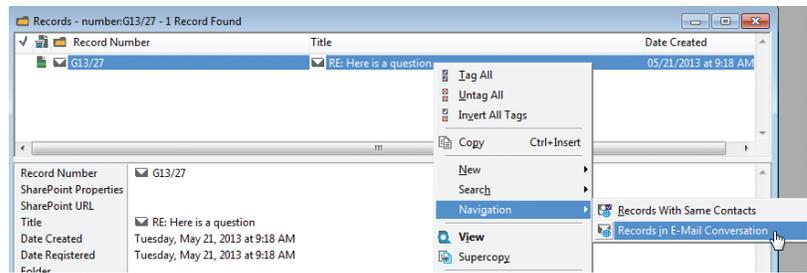
Manage your email and collaboration records seamlessly and efficiently

HP Records Manager lets you manage email with the same rigor and intuitive manner that you use to manage business-critical information created with other office productivity tools. You can easily file, retrieve, and work with email content in exactly the same way you work with Microsoft Office documents.

HP Records Manager’s advanced email integration leverages message IDs in Microsoft Outlook and Lotus Notes email to identify duplicate email messages and prevent them from being captured multiple times. Minimizing the number of duplicate emails captured significantly reduces information footprint, search retrieval times, and associated costs.

The capture of conversation IDs assigned to Microsoft Outlook emails in the form of metadata simplifies the navigation and search for emails within a single conversation thread.

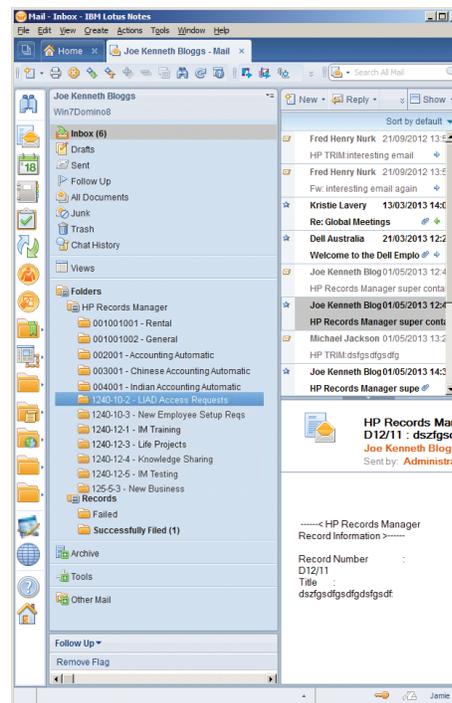
Navigation within a Microsoft Outlook email conversation



Automate the capture of Lotus Notes email without client-side software

HP Records Manager offers server-side integration with Lotus Notes email, removing the need to deploy client-side software to every PC or laptop and significantly reduces the operational overhead of deploying software across the enterprise to all users. The Lotus Notes email integration service automates the capture of email from a user’s Lotus Notes email account into HP Records Manager through a series of dynamically linked folders, allowing users to simply drag and drop emails to their files.

Lotus Notes email server-side integration sample folder structure.



Increase enterprise performance and efficiency

Information is probably one of the most valuable assets in an organization. Taking advantage of this critical corporate asset through competent records management can enhance your organization’s ability to meet governance and regulatory compliance obligations, and gain a competitive advantage. HP Records Manager helps you to efficiently manage all business records, physical and electronic, regardless of source. Automated rules, classification, and workflow capabilities facilitate the easy capture, secure management, and discovery of your business information.

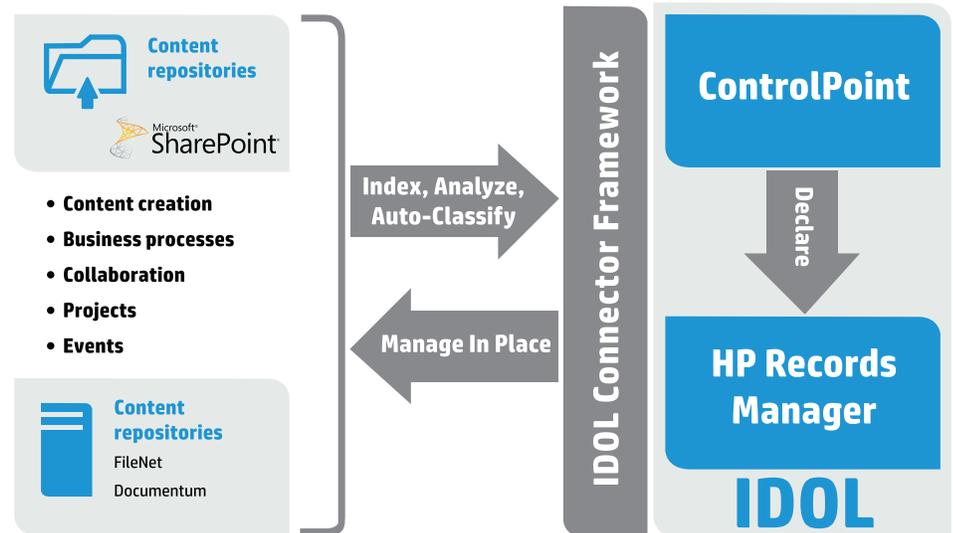
Extensive, powerful search options improve responsiveness and retrieval times

HP Records Manager offers powerful, extensive built-in metadata that uses strong relational capabilities and HP IDOL-powered indexing to help you quickly and easily locate business information. Search speed can be optimized by configuring HP Records Managers' OEM IDOL indexes to boost operational efficiency and worker productivity as they interact with information, helping them find business documents and records faster, and with greater accuracy and relevance.

Manage in place to reduce document migration projects

HP Records Manager uses a manage-in-place framework to apply holds to documents in external repositories without the need to migrate them to a central repository, which improves operational efficiency by reducing the number of migration projects. HP Records Manager puts these managed items on hold to take control over their retention, at which point all hold functionality is managed through HP Records Manager itself. This in-place management feature leverages the IDOL connector framework and supports any subscribing repository.

Manage In Place



Improve scalability and responsiveness

The overwhelming volume of human information being created and consumed in the course of daily business activities requires greater scalability and performance from enterprise systems. Now more than ever, organizations must have the ability to manage even larger records sets while providing timely access for their users across hundreds of global locations.

HP Records Manager offers document stores that have been designed to balance the need for highly responsive, fast document capture and retrieval with the use of cost effective secondary storage. Configurable document caching, distributed stores, and tiered storage delivers optimum responsiveness for users and increased, efficient performance for the business.

Reduce risk by improving information integrity and corporate accountability

In today's age of big data, information is generated in the enterprise and on social media platforms, and accessed through a range of devices from any number of locations. This scenario makes it imperative to have systems in place that can preserve information integrity and enable corporate accountability. Organizations must ensure the authenticity, accuracy, and source of information used in day-to-day business activities, while facilitating secure and audited access to information workers.

With gross corporate failures over recent years, more regulations have been put in place across many industries along with severe penalties that can pose serious consequences for organizations and executives that fail to comply. For these reasons, corporate accountability and risk management are top items in many organizations' corporate governance plans.

Expand information security for improved accessibility

HP Records Manager provides strict security and access control to all managed documents and records. Only authorized users are able to access the information, thereby protecting corporate information from inappropriate access and misuse. Extensive and configurable security for all users is essential in providing greater accessibility to enterprise information.

With HP Records Manager, you can manage security at the organizational level right down to an individual field on a form, helping you to build protection into your processes and reinforce your overall security model. As a result, you can share information more securely, efficiently, and cost effectively across your organization, reducing risk and increasing productivity.

Enable greater corporate accountability

HP Records Manager provides extensive audit capabilities with both online and offline log files that can be configured to capture events or actions on any object in HP Records Manager, not just records. This ensures that all changes to control data, such as retention schedules, categories, users, and security policies, are tracked in greater detail. Audit logs can be configured to not only capture key baseline information, but also the finer details of the change, with before and after values logged.

When reviewing historic log files, it is useful to understand the reason behind a change and its business context. This insight is not always obvious from the change itself, particularly if the log file is being reviewed many months or years after the change occurred. For this reason, HP Records Manager can require users making changes to provide a reason for the change, which will be logged.

Meet the demands of regulation

Meeting internal governance and regulatory compliance requirements and responding to legal discovery, external investigation, and audits are both business obligations and challenges. Non-compliance is a risk that may result in financial penalties, interruption to your business operations, and negative publicity. To meet compliance obligations and be prepared for legal discovery or investigation, organizations must adopt a proactive approach to managing enterprise records.

HP Records Manager gives you the ability to automatically apply security, retention, and disposition policies and rules to enterprise documents and records to help you mitigate risk and support compliance initiatives. Retention rules can be applied across multiple jurisdictions so the process of determining what records can be destroyed can be automated, running as a centrally controlled process.

Enable compliance with global standards and best practices

HP Records Manager is designed to the international standards of records management, ISO 15489: 2001, and elements of ISO16175: Principles and Functional Requirements for Records in Electronic Office Environments. HP Records Manager supports major regulatory standards and leverages 28 years of proven, successful deployments in government and regulated industry. It is an ideal solution for global enterprises that need to meet regulatory compliance obligations, reduce risks, and improve overall productivity.

Be prepared for eDiscovery

HP Records Manager is built on the principle that the information lifecycle of each and every document and record, including all related information and activities, are “records of business” transactions. As a result, business documents and records are proactively captured, managed, and secured according to corporate classification, retention, and disposal policies.

Through integration with external file systems and archives, HP Records Manager can control disposition of content in external repositories, thereby extending HP Records Manager records authority to document archives. The ability to apply legal hold to business records, and search and discover this information in context with the business activity, supports legal discovery.

HP Records Manager helps you prove the authenticity, reliability, and source of your records, reducing risk during litigation. Organizations that use HP Records Manager are better able to demonstrate their records management procedures, can easily respond to investigative requests, and as a result, reduce the financial, legal, and operational risks and cost of eDiscovery.

Build a solid foundation for your information governance strategy

HP Records Manager is a cornerstone of HP’s Information Governance framework, a portfolio of modular solutions. These solutions are integrated through the IDOL Connector Framework to help you access and understand your enterprise information in context, regardless of repository or location. The Information Governance framework enables you to organize, control, and intelligently manage all enterprise information (both records and non-records) with a centralized policy engine that allows you to take appropriate action to achieve your compliance and operational objectives.

HP Information Governance

An integrated platform approach for effectively managing all information, enterprise-wide, in accordance with corporate policy and business goals

 Gain full understanding	 Automate policy application	 Prepare and respond: legal and regulatory	 Protect, archive and secure	 Ensure retention and disposition
				

For example, HP Records Manager is tightly integrated with HP ControlPoint to provide legacy data clean up and governance automation. This helps you reduce your information footprint and storage costs through the reduction of redundant, obsolete, and trivial data. Legacy data clean up may be undertaken as a standalone project to solve a specific business need or provide part of an ongoing process that feeds into your organization’s information governance plan. HP Records Manager takes your records management practices to a new level, providing a path to Information Governance.

Integrated electronic document and records management

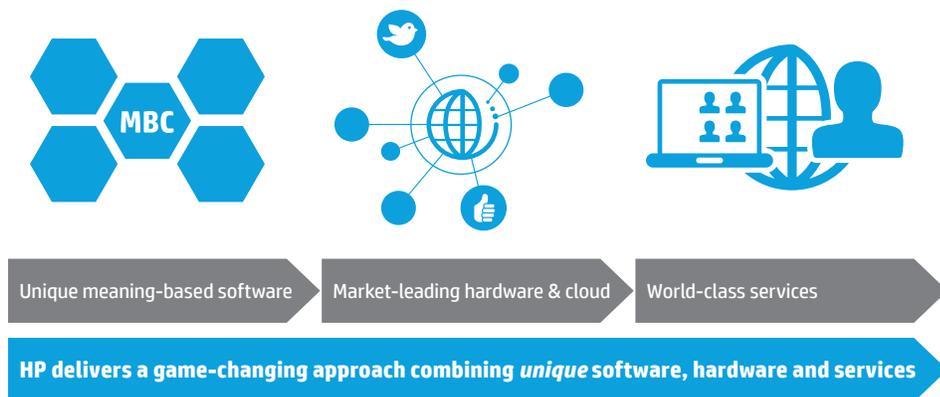
Electronic Document Management	<ul style="list-style-type: none"> • Make informed decisions by working with the most relevant information • Achieve document authenticity with one authoritative document or record • Control document drafting, approval, and publishing processes with enterprise security • Collaborate securely across your enterprise with a unified, scalable enterprise repository • Seamlessly manage versioning of Microsoft Office and Microsoft Project documents with security and access control in one authoritative system for enterprise documents and records • Drag and drop documents from MS Explorer to HP Records Manager Dropzone • Manage emails with drag-and-drop to file folders • Identify and reduce email duplicates by leveraging message IDs for Microsoft Outlook and Lotus Notes emails • Send declared emails and attachments as an email link, preventing needless duplication • Enhance security with email recipients authenticated before being able to view records • Broaden management across diverse systems including third parties via IDOL Connector Framework Service, and manage in place without content relocation • Perform universal search and view across all datasets, file shares, and SharePoint with integration to IUS
Records Management	<ul style="list-style-type: none"> • Reduce risk by applying compliance policies to information across your enterprise • Increase operational performance by adopting international best practice standards • Maintain evidential integrity of email and other electronic formats through rich metadata and the ability to place legal holds • Increase effectiveness with built-in business rules to classify and secure records • Save time with the ability to find physical and electronic records in the same container • Increase operational efficiency by capturing information within its business context • Simplify tracking of physical documents, folders, boxes, and storage with online space management • Improve operational efficiency through the Advanced Request and Warehouse integration module to request or retrieve records from both internal and external storage facilities • Comply with privacy and FIO legislation with content redaction • Protect your electronic evidence and long-term records with automated rendering • Control the disposition of business records in external document repositories with HP TRIM records authority • Apply retention rules across multiple jurisdictions and then automatically and centrally control disposition
Web Content Management	<ul style="list-style-type: none"> • Create, maintain, and update dynamic Internet, intranet, and extranet sites quickly and easily • Increase content ownership across your organization with distributed authoring • Prepare for eDiscovery with automatic archiving of your websites • Publish authoritative records automatically from HP Records Manager, maintaining security and privacy • Capture and submit on-line form content to HP Records Manager automatically for workflow initiation
Imaging	<ul style="list-style-type: none"> • Simplify process automation with high-volume scanning to capture documents and metadata • Empower knowledge workers with ad hoc desktop scanning
Workflow	<ul style="list-style-type: none"> • Improve productivity with established workflows based on your unique business processes • Implement ad hoc and complex workflows easily by working from simple, graphical templates • Increase business productivity by automating the flow of containers of information and documents • Protect information with security enforced over workflows, records, audit trails, and reports • Extend workflow to include harvesting, auto-classifying, and deduplication via integration with HP ControlPoint
Document-centric collaboration	<ul style="list-style-type: none"> • Open documents for editing directly from your browser securely, while maintaining version control • Share information easily among virtual team members across your enterprise • Leverage your existing IT architecture with seamless integration with Microsoft Office, Microsoft SharePoint, and other industry standard authoring tools • Control who can access documents and records with rigorously enforced security structures

Why HP?

HP delivers end-to-end solutions, combining unique meaning based software, market leading hardware, cloud storage, and world-class services with coverage in more than 100 countries across the globe.

HP's information governance framework is modular by design and allows you to implement specific products according to your unique business needs and level of maturity. Products may be implemented to complement existing software and hardware investments, address a specific area of risk, or complete the journey to Information Governance.

HP's Information Governance solutions can be delivered on premise, or as a hosted offering (public or private cloud) enabling you to take advantage of cloud economics or optimize the usage of existing infrastructure.



About HP Autonomy

HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy's powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy's product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web experience management, online marketing optimization and rich media management.

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