



SYSTEM OVERVIEW

Saffron is a zero footprint web client implementation for HP TRIM. The rich functionalities of the HP TRIM records management system are accessed through a web browser on the desktop without the user having to install any software. The result of this is minimal effort on the part of the HP TRIM software administrator and easy access by users anywhere to HP TRIM information.

Saffron is developed with user friendliness in mind and allows the user to capture, retrieve and collaborate on information that is stored in HP TRIM. It complements the HP TRIM system by providing a web browser interface that performs all of the commonly used thick client functions.

KEY FEATURES

Records Management

- Records Classification
- Records Security
- Retention and Disposal Management
- Physical Records Tracking
- Search and Retrieval
- Records Relationship
- Audit Trails

Electronic Document Management

- Version and Revision Control
- Full Text Search and Retrieval
- Integrated Imaging and Scanning
- Generic Document Viewer
- Document Content Indexing and Security
- Online Document Template
- Send Documents via Email

Workflow Management

- Graphical Workflow View
- Tracking of Processes
- Initiate Workflows
- Document Integration
- Escalation
- Workflow Search and Statistical Reporting
- Nested Serial and Parallel Workflows
- Completion/Reassignment/Suspension
- Serial Workflows



Email Management

- Email Client Feature
- Download Mail via IMAP4
- Drag and Drop Email to HP TRIM folder
- View all Catalogued Email
- Catalogue Email and Attachments
- Generic Document Viewer

Image Management

- TWAIN Scanner Support
- Document Scanning
- Generic Document Viewer
- Document Annotation via Viewer
- Multi Page Document Scanning

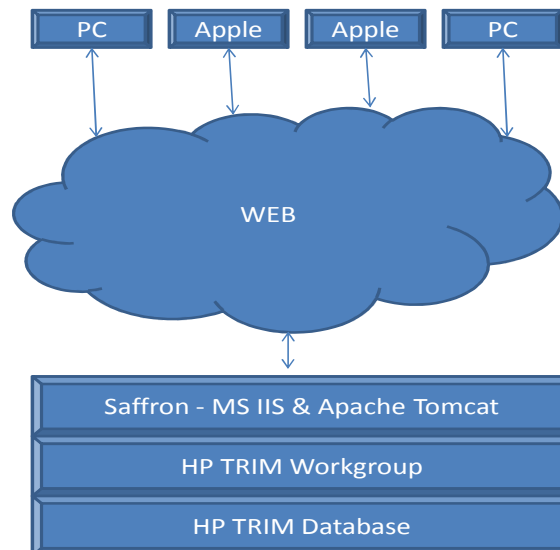
Security

- Single Signon Portal
- Individual Security Access Level
- Security Caveats
- Group Security Access Level
- Records Access Controls

Calendaring Management

- Schedule Events
- Attach HP TRIM Records/Documents
- Search for Events
- Assign HP TRIM users
- Generic Document Viewing

Additionally the administrator can set different functions for different types of users such that excluded functions are not displayed when the user signs onto the [Saffron](#) web client.



[Saffron](#) and HP TRIM Architecture

[Saffron](#) is a product of VersaPAC Sdn Bhd and is available in multiple languages for additional information please contact info@versapac.com.my

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