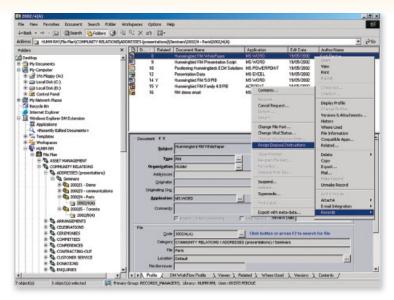# Hummingbird RM™

Hummingbird RM transforms Hummingbird DM™ into a fully functional, standards-compliant Records Management solution, creating an organized, secure environment that manages the complete lifecycle of all physical and electronic corporate knowledge assets — from creation to ultimate disposition.

Hummingbird RM enables users to quickly capture and categorize electronic and paper-based records, managing them in a structured file plan with associated retention periods to meet requirements for accessibility, accountability, and disposal.

Global organizations face significant challenges in determining when electronic and paper-based documents should be classified as records. Once deemed a record, its lifecycle can range from the simple to the complex, with critical risk factors that determine when to preserve vital records and when to dispose of obsolete or irrelevant ones. Should a document live forever? It's a question with many answers, determined by the record's associated impact with government regulations, industry compliance issues, and litigious arenas — as well as by the consequences of knowledge assets lost forever from corporate memory.

Today's enterprise records management requirements demand that legacy paper-based records be administered in tandem with the records electronically generated throughout the organization. Strategic records management solutions simplify users' classification and research tasks so that they have the information they need to do their jobs, when and where they need it; and such solutions minimize the time spent by administrators to maintain retention periods, oversee inventories, and process long-term storage or scheduled destruction routines.

Hummingbird RM

Hummingbird RM extends Hummingbird's Document Management Solution to incorporate comprehensive lifecycle management of paper and electronic records, helping companies to establish methods for the organization, handling, and disposition of corporate information. It provides a fluid process for the protection of content assets against risks such as litigation or disaster while meeting complex regulatory requirements. When combined with records management methodologies and best practices, Hummingbird RM helps organizations discover the answers to their content lifecycle questions.

New in this Version

Webtop File Plan Display: The file plan is now exposed in the Webtop hierarchical view, supporting drag and drop operations for easy filing from a web browser. The file plan is also available during document classification from the Profile within the Webtop.

Reporting: Hummingbird's own reporting solution, Hummingbird BI Query,™ is now included with a variety of customizable reports to review vital records and items ready for disposition or destruction processing. Administrators design reports using a supplied datamodel mapping of the Hummingbird DM/Hummingbird RM library schema, and report results can be saved into the repository. The previously included Crystal Reports are also still available.

File Plan Templating: File plan templates now enable sections of retention hierarchies to be re-purposed. Additional lookup field information can now be exported for all categorized files. New template import options enable dynamic structures by substituting variable terms in otherwise standard file plan hierarchies, simplifying and speeding implementations.

Transforming Information into Intelligence™

Key Attributes

Integrated Solution for the Enterprise Content Lifecycle: Organizations benefit from a single, integrated interface and shared repositories for the management of both in-process documents and final records. Regardless of content format, knowledge workers rapidly categorize the breadth of electronic and physical information as records in the file plan. They can then share, search for, and administer these records throughout the enterprise from within web browsers as well as familiar interfaces, including the Windows Desktop, Windows Explorer, Microsoft Outlook, and mainstream authoring tools.

Comprehensive Security: Hummingbird RM tenaciously protects against unauthorized access at the folder, document, record, term, group, and user levels. Exclusionary security options dictate who can access documents, and simultaneously lists users for whom access is denied. A "read-only" designation protects information that should be retained in corporate memory. Additional functional security enables records administrators to delegate stewardship of content assets, and file plan security configures record access within the file plan hierarchy.

DoD 5015.2 Certified with Worldwide Standards Compliance: Hummingbird's Records Management Solutions are certified for use with the U.S. Department of Defense (DoD) 5015.2 Standard. Hummingbird is the only document management vendor selected as part of the Canadian Government's Records, Document, Information Management System (RDIMS), with Hummingbird RM and third-party records management solutions integrated with Hummingbird's content management platform for content and record storage. Hummingbird RM is inherently designed to help organizations meet stringent legislative and regulatory requirements surrounding records management practices and initiatives, including Section 508 compliance for accessibility.

Simplified Deployments: A web-based Deployment Tool configures the user's document and records management experience, bundling Hummingbird RM in component packages installed via web download, physical media distribution, login script, or push technology like Microsoft's SMS to minimize the need for administrators to visit workstations during system rollouts and upgrades.

Advanced Records Administration: Hummingbird RM delivers superlative custodial functions for a de-centralized, enterprise-wide approach to Records Management. A File Plan contains organized files with associated retention codes and terms based on an ISO 2788 thesaurus, supporting inherited properties and global changes for rapid, system-wide classifications. Less time is spent to catalog and inventory physical items with the automatic allocation of file numbers along with support for barcode label printing and scanning. Configurable schedules and automated triggers enable the dynamic disposition of files and documents, including time-based rules to support fixed-date processing requirements.

Seamless integration with other Hummingbird Solutions: With Hummingbird DM evolving content to a final state, and Hummingbird RM to manage content retention and governance, other solutions for imaging and workflow, as well as for content analysis, collaboration, and publishing, serve as key components of the Hummingbird DM Suite. Extending this foundation, Hummingbird also offers a Portal and Knowledge Management Suite to access, integrate, aggregate, and categorize not only documents and records, but all forms of enterprise information, both structured and unstructured.

System Requirements and Supported Platforms

DM/RM Server and DM/RM Web Server
- Processor: Dual Pentium III 600 or greater recommended; Pentium III 600 minimum
- Operating Systems: Windows 2000 Server/Advanced Server, Windows NT Server 4.0 SP6A
- Memory: 1 GB or greater recommended; 1 GB minimum

DM/RM Web Server Platforms
- Microsoft Internet Information Server (IIS) 5.0 and 4.0
- iPlanet 4.0.1 and 4.0

Supported SQL Databases
- Microsoft SQL Server 2000 and 7.0
- Oracle 9i (9.2.1) and Oracle 8i (8.1.7)
- Sybase System 12.5 and 12

Document Servers
- Windows 2000 Server/Advanced Server, Windows NT 4.0 SP6A
- Novell NetWare 6.X and 5.X
- UNIX Generic using Hummingbird NFS Maestro™ for Connectivity

DM/RM Webtop and DM/RM Extensions Workstations
- Processor: Pentium III 600 or greater recommended; Pentium III 500 minimum
- Operating Systems: Windows XP, Windows 2000, Windows 98 SE, and Windows NT 4.0 SP6A
- Memory: 256 MB Recommended, 128 MB Minimum
- Browsers: Microsoft Internet Explorer 6.0 and 5.5, Netscape 7.02
- Java and JavaScript support is required in all browsers