

Defra

Records Management system using MOSS 2007



Client

Defra

Website

www.defra.gov.uk

Location

London, UK

Industry

Public sector

Customer profile

The Department for Environment, Food and Rural Affairs (Defra) is a UK Government Department responsible for environmental issues, protecting the countryside, sustainable farming and food and rural communities.

Defra's mission is to secure a healthy, resilient, productive and diverse natural environment.

Solution and technology

Microsoft Office SharePoint Server 2007
Records Management
Workflow Foundation
Visual Studio 2005 / C#.NET
Web Parts
Web Services

"Trinity provided us with the skills to develop a flexible Records Management system using MOSS 2007 that fits our business need. The solution allows us to capture and manage corporate information as a seamless part of normal business practice."

Roger Smethurst, Head of Information and Records Management, Defra

Challenge

Defra implemented a proof of concept for Microsoft Office SharePoint Server 2007 (MOSS) and was in a position to run a pilot project to implement MOSS to the organisation.

The main purpose for implementing the MOSS platform was to enhance the Records Management functionality inherent within the system.

Defra wanted a secure system that would provide a central repository for all documentation that would be stored as records. The system needed to be easy to manage and provide enhanced and effective search capabilities.

Solution

Trinity was the partner of choice for Defra as our proven track record of MOSS implementations and our integration capabilities gave the organisation confidence that we could successfully carry out the project.

Defra required our assistance with:

- high level IT consultancy
- developing the MOSS workflows
- customising web content management templates

Throughout the project we provided skilled consultants and developers who were able to address all the criteria set out in the requirements specification.

We developed and supported the implementation of new workflow processes to enhance the automatic capture of metadata and declaration of documents as records. We also developed a 'timer job' which automatically declared documents as records once certain criteria had been met. In addition we customised out of the box workflow and menu options to ensure that the system was user friendly and familiar to users.

The end result is a flexible, secure, manageable and reliable system to manage records and documents.

Benefits

- Users have greater control over the storage, security, and management of electronic data, with tools that are easy to use
- Enhanced and customisable metadata captured in the Microsoft Office client enables easier storage for documentation
- Records can be searched by using terms contained in the record or through metadata

The Oaks
Westwood Way
Coventry
CV4 8JB
+44 (0)24 7642 0100
+44 (0)24 7642 0111
www.tesl.com

Microsoft
GOLD CERTIFIED
Partner

Trinity
Expert Systems