

“FileTrail provided complete project documents, a prepared implementation team and efficient project management which aided the team in executing the project on time and on budget.”

Pam Matula

Manager of Facilities and Office Services
Hilcorp Energy Company



Case Study

Hilcorp Energy Company

Exploration and Production Company Takes Control of Oil and Well Files with FileTrail

Client Profile

Headquarters: Houston, TX

Industry: Energy

Headquartered in Houston, Texas, Hilcorp's primary operating areas are the Texas and Louisiana Gulf Coast and Wyoming's Powder River Basin. The company was founded in 1989 and has grown to be one of the largest privately-held exploration and production companies in the country.

FileTrail Implementation: 2011

FileTrail Products Implemented

- **FileTrail Web** - A browser-based solution for records management, with advanced file room features and powerful tools for all employees. It allows file room personnel to define folders and boxes, assign destruction dates, and manage the check-in and check-out function.
- **FTSynchronize™** - Configurable tools for clients who want to schedule unattended importing of data, such as users, items, requests, and other information from 3rd party systems.
- **FTColorLabel** - On-demand printing of color-coded folder labels. Enhances the standard black and white label printing capabilities of FileTrail, providing integrated Web-based color-coding software that generates color-coded strip labels.

Background

For years, Hilcorp Energy Company had kept track of files manually. Having a sign-out sheet on a clipboard to log check-ins and check-outs and data entry in a spreadsheet are just a few of the manual ways the company had tried to manage files. Once the company began to experience rapid growth in the volume of files, it became inefficient to manage their files manually.

“Until the adoption of FileTrail, Hilcorp was on a fully manual system,” explained Pam Matula, Hilcorp's Manager of Facilities and Office Services. “The company has seen tremendous growth over the last few years and the need to implement a fully automated file tracking system was becoming urgent.”

Selecting FileTrail

FileTrail was selected after consideration of several other vendors because it stood out in many ways.

“We selected FileTrail because of its intuitive user interface, highly customizable options, and competitive pricing,” commented Nick Burge, Records Administrator at Hilcorp.

Key factors that contribute to the selection of FileTrail include:

- **Cost:** FileTrail provides an affordable cost for products and services.
- **Quality:** FileTrail's software has well-designed user interface and intuitive processes.
- **Customization:** FileTrail provides intuitive configuration tools that give clients the power to change their system as the company's needs change.

“We needed a solution that could grow with the company and provide both breadth and depth to our filing system. We started with well and log files and intend to expand this system to all the records within the company over time. FileTrail will allow us to customize each area as we grow,” says Matula.

Managing Files More Efficiently

Prior to the implementation of FileTrail, the inefficiency of manual tasks began to cause more problems as the volume of files continuously increased.

“With a rapidly growing inventory, our ability to effectively track records coherently was greatly reduced,” explains Burge. “Additionally, this made tracking records data on spreadsheets inefficient.”

Application Highlights

- Color-coded labeling saves labor by simplifying filing and retrieval.
- Users can create items, conduct records searches and initiate requests.
- The volumes within a file can be containerized and uncontainerized.

Key Results

- **User Adoption:** FileTrail was easily adopted by staff in training and production use because of its intuitive friendly design.
- **Custom Configuration:** Hilcorp configured their FileTrail solution to use the terminology specific to their company.
- **Streamlined File Creation:** Color-coded labels for new files are quickly and easily printed on a single strip label, dramatically reducing the labor to create a new file.
- **Time Savings:** Many hours are saved by automating file tracking.

Customer Insight

FileTrail was selected for its user friendly interface, competitive pricing, configurable tools and the knowledgeable staff. The implementation of the FileTrail solution has allowed Hilcorp staff to search, identify, and retrieve files easily. It's eliminated the time staff spent searching for misplaced files. The ability to check files in and out through the FileTrail system has been a drastic and positive change from the manual system they had been using. The color coded labels allows staff to easily and quickly create new files.

About FileTrail

FileTrail, Inc. is the leading provider of browser-based records management solutions and RFID technology to the legal industry. Firms of all sizes turn to FileTrail to streamline physical records management with the latest technology and most configurable software. Headquartered in San Jose, CA, FileTrail has been providing solutions for records management since 2001.

FILETRAIL®

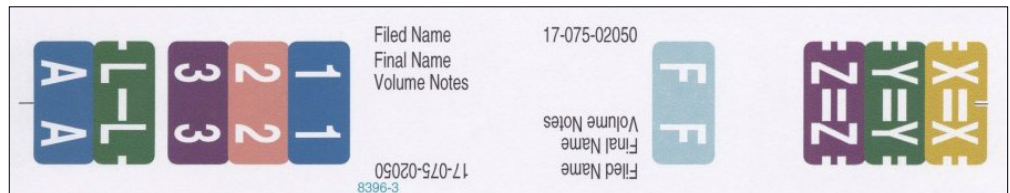
<http://www.FileTrail.com>

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Now, with the FileTrail Records Management Solution, employees have advanced file room features and powerful tools, including:

- Defining folders and boxes
- Assigning destruction dates
- Managing check-in and check-out
- Printing color coded labels
- Conducting records searches
- Initiating requests

“Many of our manual processes are now performed automatically, which saves a lot of time and reduces the chance of error,” said Burge.



Powerful Customization

FileTrail's fully configurable system allows each client to use the data and terminology unique to their company and industry. The configuration tools and FileTrail's methodology provide fast delivery at a lower cost.

“I liked that the implementation process allowed for us to make changes to our data structure as we learned how the FileTrail software worked,” said Burge.

Streamlining Processes

One major benefit to come from using the FileTrail solution is streamlining important business processes, including:

- Simplifying creation of additional volumes.
 - “One of the features in FileTrail that has been most helpful is the ability to copy and inherit metadata for subsequent volumes. This reduces human error when creating records,” said Burge.
- Allowing multiple users to simultaneously access a live database.
- The ability to containerize and un-containerize a volume.

A Positive Experience

The transition from manual processes to the FileTrail solution was simple and timely. The FileTrail team made the implementation easy by providing excellent support.

“The team was very familiar with the product, executed a clean implementation and has been available for questions and support. Problems have been solved collaboratively and quickly. I have been very pleased,” comments Matula.

In addition to the team, FileTrail was able to make the implementation process as easy and understandable as possible.

“The entire process was simple because of FileTrail's thorough project documents, a well prepared implementation team, efficient project management and the team's ability to execute the implementation on time and on budget,” said Matula.

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