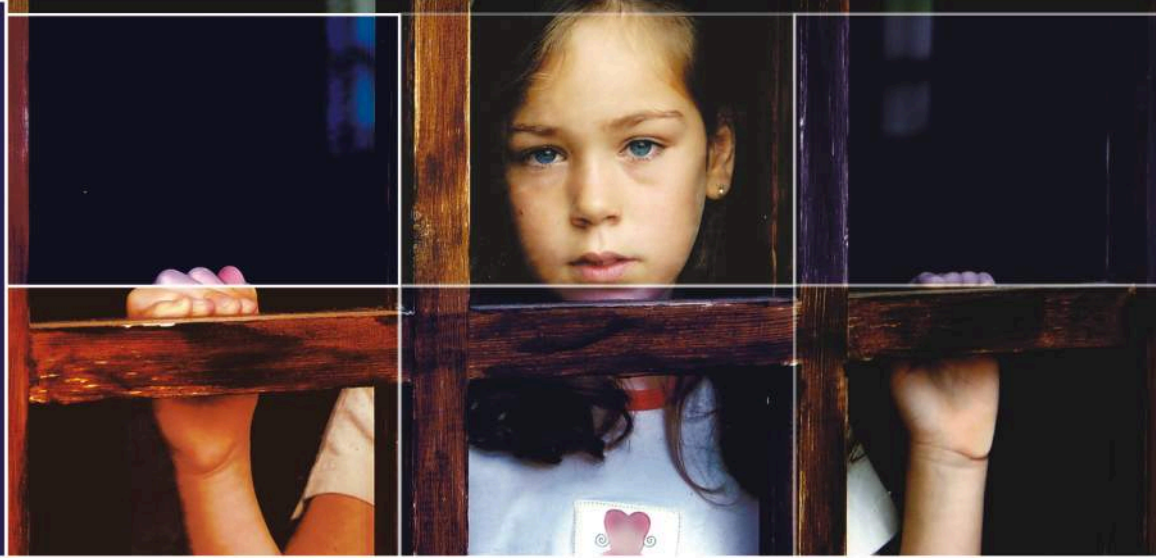


IMPROVING CHILD SUPPORT OPERATIONS



Improving Operations

FileTrail helps manage Case Files and image key documents:

- **Compliance** - Sail through Data Reliability Audits and other compliance audits
- **Efficiency** - save staff time in requesting, locating and retrieving paper-based Case Files
- **Staffing** - Accomplish more work with your current staff
- **Exposure** - Apply rules to control who may access Case Files and imaged documents
- **Audits** - Reliably retrieve Case Files and document images in less time

Automated Labeling

Color-coded labeling reduces filing and retrieval time by up to 70% by making it virtually impossible to mis-file a file.

Using a single strip label, printed on-demand, saves up to 60% of labor over hand-wrapping individual color tabs.

Color-coding improves the appearance of folders while large-printed text is easy to read and improves recognition



Child Support and other Human Services agencies face increasingly stringent regulatory requirements and growing caseloads.

With FileTrail, agencies streamline processes, ensure compliance, and become more efficient by reducing the time staff spend searching for, retrieving and handling Case Files. FileTrail automates tracking of the paper-based Case Files, while reducing the need for the Case File by imaging key documents.

Tracking Case Files Saves Time

FileTrail combines bar code technology with software-based processes to check-in, check-out and transfer Case Files. Along with portable scanners and powerful audit tools, the tracking processes eliminate manual searches for files, saving time and manpower.

Imaging Key Documents Saves Time

FileTrail captures key documents at your digital copier. The ability to search for and view images on-line reduces the need to pull the folder. Secured access to document images from the courts, sheriff or other agency locations simplifies work for case workers at those sites.

Funding Improves With Compliance

FileTrail simplifies preparation for audits, helping your agency avoid monetary penalties. You'll sail through your next Federal Data Reliability Audit. In the process, FileTrail helps build disciplines and sound practices among your staff.

Increasing Control And Accountability

FileTrail provides increased control over Case Files and case data. The additional security on Case Files for employee cases is handled in FileTrail's security system, allowing only managers and directors to view these cases and check-out the Case Files.

FileTrail increases accountability, fundamentally changing the way in which staff treat Case Files. Location history, audit trails, and access at every desktop raises the awareness of who has worked on each Case File. Staff are less likely to misplace Case Files, and adopt "best practices".

Eliminating Manual Searches For Case Files

Access to powerful search tools at every desk, along with fast and simple bar code tracking, eliminates manual search for Case Files. Staff spend less time finding a file, files are ready for court on time, frustration levels go down, and the office feels more calm.

Automating Creation of Case Files

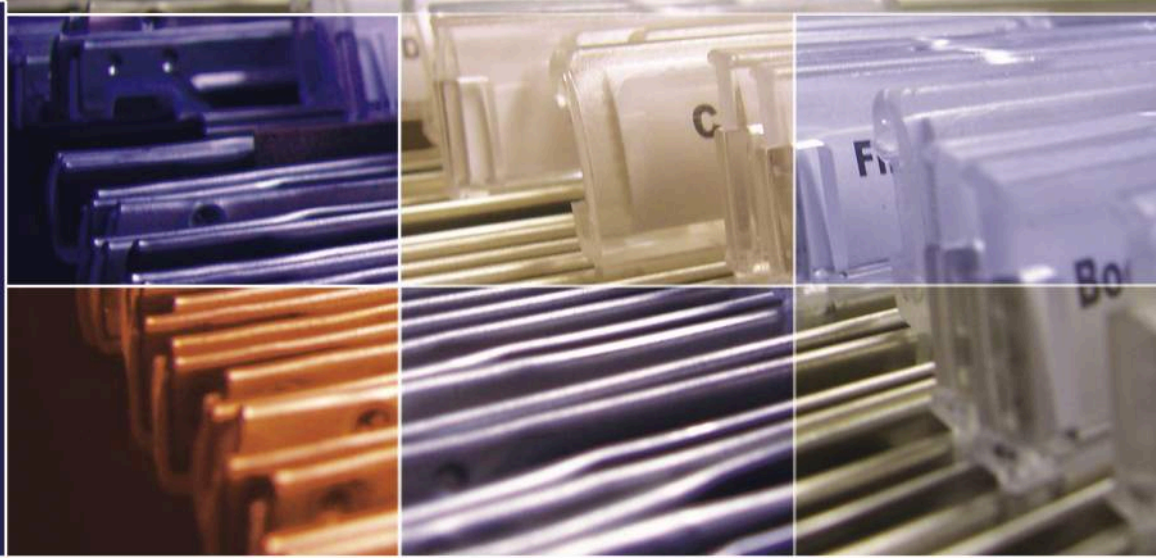
FileTrail automates creation and labeling of new case files. Integration with upstream systems automatically loads new case data into FileTrail, triggering printing of labels.

Color Coding Saves Time

FileTrail prints color coded labels on a single, strip label for each new Case File. Our strip label saves time over applying individual color tabs. Color Coding reduces filing and retrieval time by up to 75% over file rooms that do not use color coding.

FILETRAIL[®]
...because Paper Happens[®]

<http://www.FileTrail.com>



Managing Case Files

FileTrail saves time for your agency by:

- Automating label printing for new cases
- Providing fast check-in/check-out with bar codes
- Letting staff locate files without leaving their desk
- Giving staff access to imaged documents at their desk
- Calendaring files for future dates and follow-up
- Conducting desk audits quickly using bar codes
- Automating boxing and archiving off-site
- Automating requesting, retrieval and checkout of active records
- Automating archiving and retrieval of inactive records
- Automatically calculating legal destruction dates for files
- Automating file room operations

About FileTrail

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

FILETRAIL[®]
...because Paper Happens[®]

<http://www.FileTrail.com>

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End The Search for Case Files

Too much valuable staff time is spent searching for Case Files. FileTrail saves time for staff and helps you sail through audits. Fast and easy tools for tracking log the location of Case Files, making location and retrieval fast and simple.

Control Access to Case Files

FileTrail provides powerful security tools to restrict who may access Case Files. Also, Security Permissions control a user's access to view, add, or change descriptive data within FileTrail.

Complete Records Lifecycle Management

FileTrail gives you control of the Case File through the full records lifecycle. Common business processes, including creation, circulation, archiving, and destruction are automated and documented.

FileTrail ensures that records are transitioned through each stage of their life in a uniform and timely way. Our processes are clear and minimize labor requirements, incorporating common, regulated records-keeping requirements.

An Enterprise Solution for the Agency

FileTrail is so flexible and secure that it can even serve the administrative parts of your agency. Clients often use FileTrail in administrative areas like Legal and Human Resources.

Contact FileTrail Today!

For more information about the benefits of automating your agency, contact FileTrail or your local FileTrail representative at:

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