

FileTrail[®]

THE LEADER IN
INFORMATION
GOVERNANCE

Information Governance Platform
for Legal Operations

GAIN CONTROL OVER ALL DOCUMENTS & RECORDS

- » **Real-Time Visibility:** Instantly locate and access critical information, providing your team with unparalleled visibility into the document and record landscape
- » **Proactive Risk Mitigation:** Identify and mitigate potential risks before they escalate safeguarding Legal Operations Departments against legal and compliance pitfalls.
- » **Effortless Compliance Management:** Navigate regulatory landscapes effortlessly, ensuring compliance with industry-specific standards, GDPR, HIPAA, and other requirements.
- » **Streamlined E-Discovery Processes:** Expedite e-discovery during legal proceedings with a powerful and intuitive platform, reducing time and resources required for locating and retrieving relevant documents.

The implications are real:

- » Compliance Risks
- » Security Vulnerabilities
- » Inefficient E-Discovery
- » Higher Operational Costs
- » Limited Visibility and Control
- » Risk of Data Loss

How can Legal Operations Departments weather this storm?

- » The answer lies in automating with FileTrail's Information Governance Platform. Save labor with on-line disposition workflow and notifications.

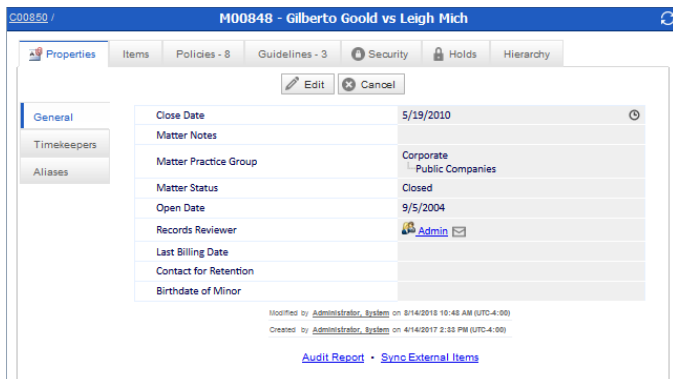
CALM WITHOUT THE STORM

Legal Departments love FileTrail because it equips them with the visibility and control they need to navigate and eliminate risks. Our end-to-end process design eliminates the need to cobble together process using spreadsheets and 3rd-party utilities.

The capabilities on the following pages are among those that firms tell us have been important in making their governance programs successful.

POWERFUL MATTER PROFILE

The Matter Profile exposes policies related to security and retention, while unlimited user-defined fields accommodate each companies unique needs for searching and reporting. In addition, the Matter Profile provides access to timekeepers, billing attorneys, and responsible attorneys, simplifying communication.



PROGRESS VISUALIZATION

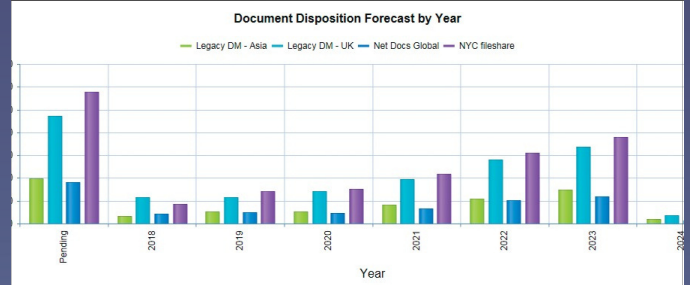
FileTrail exposes progress in key workflows, allowing you to escalate issues before they develop in disposition reviews.





FORECASTING FOR BUDGETS

Graphical forecast reporting allows you to budget for upcoming dispositions years in advance. These reports, along with other graphical reports, can be added to your personal Reports Dashboard, providing one-click access to the metrics that are important to you.



DOCUMENTED COMPLIANCE

FileTrail allows you to respond instantly audits with reporting that includes all data and activities from secure audit trails. Look like a hero by responding instantly to information requests during the audit process.

Audit Report					
Transaction Type	Field	Previous Value/Location	Value/Location	Modified By	Modified Date
C00850 / M00848 - Gilberto Goold vs Leigh Mich					
Create	Parent		C00850	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Code/Name		M00848 - Gilberto Goold vs Leigh Mich	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Close Date		5/19/2005	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Billing Attorneys		ERennedy	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Practice Group		Corporate - Public Companies	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Responsible Attorney		ARussell	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Status		Closed	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Open Date		9/5/2004	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
Edit	Close Date	5/19/2005		Administrator, System	5/24/2017 5:14 PM (UTC-4:00)
	Outside Counsel		Comprehensive Guidelines - Oct 2015-1.pdf (51.33 KB)	Administrator, System	8/11/2017 10:00 AM

HIGHLY CONFIGURABLE

FileTrail accommodates unlimited user-defined fields for Items and the Matter Profile on an unlimited taxonomy. This enables a perfect fit for your firm, and the ability to adjust to changing needs without relying on internal IT or paying vendor fees.

M00848 - Gilberto Goold vs Leigh Mich	
Properties	Items Policies - 8 Guidelines - 3 Security Holds Hierarchy
General	Close Date: 5/19/2010
Managers	Matter Notes
Issues	Matter Practice Group: Corporate - Public Companies
	Matter Status: Closed
	Open Date: 9/5/2004
	Records Reviewer: Admin
	Last Billing Date

HOW FILETRAIL WORKS

FileTrail provides comprehensive governance through deep integration within your information environment. By implementing rules wherever documents are located “in place,” FileTrail enforces governance without moving document content. Connectors automatically inventory and apply approved actions, such as disposition and retrieval, to the documents across all repositories

FileTrail at a Glance

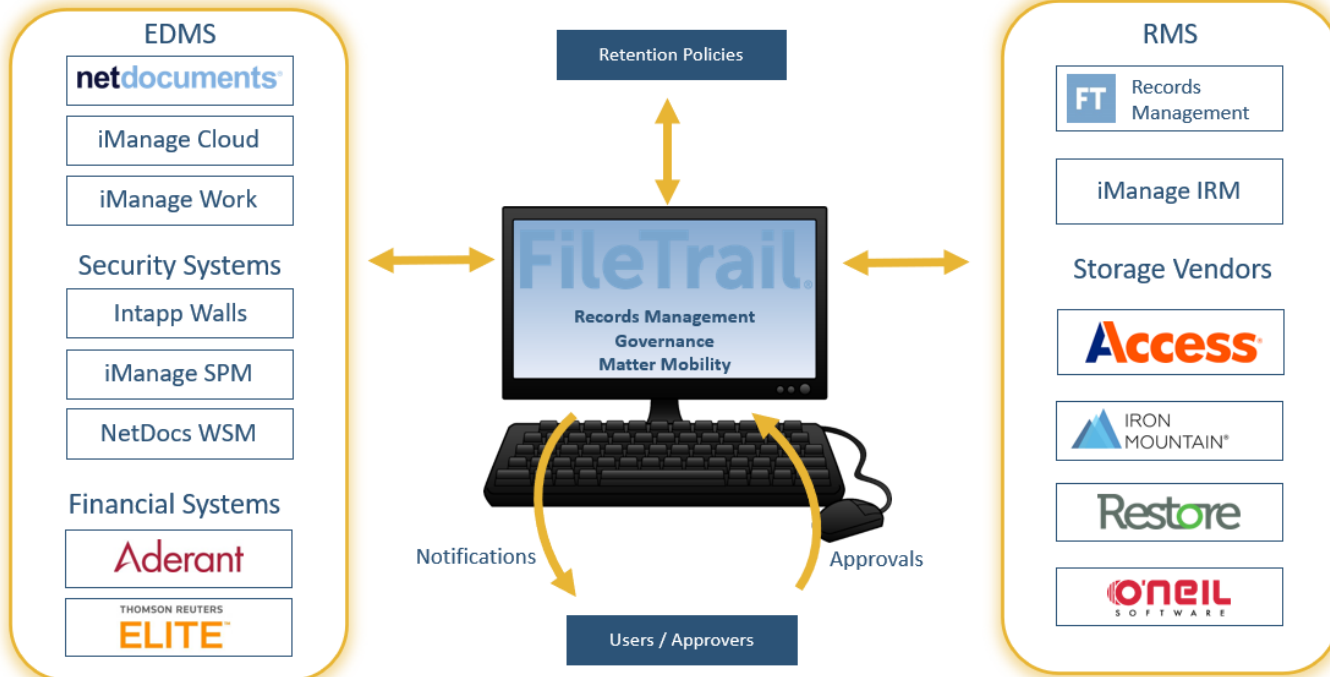
GOVERNANCE

Automate application of policies — retention, legal holds — to electronic documents in-place, wherever they reside.

RECORDS MANAGEMENT

Automate records handling through the full lifecycle, from creation and labeling through circulation with request/fulfillment.

Technology that Integrates



FileTrail is the leader in information governance for organizations throughout North America, the UK and the EU. Through long-term partnering relationships with law firms, we have built knowledge that is reflected in our solutions.

As your partner, we guide you through the implementation of your IG strategy. We deliver physical records management, visibility and disposition of documents across your many repositories, automation of attorney transfers, and archiving of matter documents to lower cost storage.

We integrate with major EDM systems, file shares, major financial systems, and security provisioning systems to create a fully integrated and automatic solution that saves labor, reduces costs, and reduces the reliance on internal IT staff.

Stay on track with FileTrail. We'll help you get there. Contact us today for a quick discovery call.

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