

# FileTrail Hosted Solutions



### Client Quotes

*"We chose a hosted system from FileTrail in 2001 because budgeting kept us from implementing a system in-house. Once we made our decision, we were up and running in a very short period of time."*

**Marc Merrill, Management Consultant  
Glenn M. Gelman & Associates**

*"Having FileTrail host the system on their servers was a great decision. Since we started in 2003, we have never had to worry about doing backups, upgrading software or installing software at anyone's desk."*

**Stephen P. Paschall, Partner  
Lovett Bookman Harmon Marks LLP**

*"By choosing FileTrail's hosting solution, we felt more comfortable that we would be running the most up-to-date versions of FileTrail with little or no downtime, in addition to not having to expand our IT infrastructure to accommodate an in-house option."*

**Joshua Teeple, CPA, CFE, Director of  
Litigation Technology Services  
Grobstein, Horwath & Company LLP**

*"Implementing FileTrail as a hosted service was very easy. Our system was configured with the fields we asked for, our data was loaded for us and all we had to do was run Internet Explorer and start using it."*

**Lisa Police, Legal Secretary  
Lovett Bookman Harmon Marks LLP**

*"FileTrail is the best-written software I have seen in 30 year of implementing systems."*

**Hal Hubbard, Information Technology  
Korn Law Firm**

## What are Hosted Solutions

FileTrail Hosted Solutions provide state-of-the-art records tracking and management without the typical large capital expenditure. An economical monthly fee gives you access to labor-saving software through your web browser, with no software to install.

FileTrail's software-as-a-service concept delivers more features, more powerful configuration, easier integration, and the best end-user experience. And best of all, it can all be deployed quickly and easily around the globe.

- ▶ FileTrail Hosted Solutions require no capital expenditures for hardware or software. A small monthly fee provides access to the service and use of hardware.
- ▶ FileTrail Hosted Solutions are automatically available at all desktops without installing software and can be used without internal technical support or administration.
- ▶ New upgrades and releases are automatically available in your FileTrail Hosted Solution, without requiring internal technical support or installation.
- ▶ FileTrail Hosted Professional provides access by any number of staff, through security controlled by you, with no additional user fees.
- ▶ Our System experts help you configure your FileTrail Hosted Solution to fit your needs and provide basic training to get you started with ease.

- ▶ FileTrail Hosted Solutions are configured to precisely describe the items you want to track - boxes, folders, assets, equipment, etc.
- ▶ FileTrail Hosted Solutions are easily upgraded with additional options or hardware.
- ▶ FileTrail Hosted Solutions automate one file room at a one site, but can be expanded into a single, multi-site system at less cost than multiple, separate systems.

### WORLD-CLASS SECURITY

We worry about it so you don't have to. FileTrail provides state-of-the-art security to ensure that your data is never compromised. FileTrail provides a secure, scalable, private, hosted system. Configuration tools give you control over access to functionality within your system. With FileTrail, you enjoy protection and peace of mind that only our world-class security infrastructure can provide.

### FLEXIBLE INTEGRATION

Leverage existing data to eliminate data entry. By leading the way in configurable integration, FileTrail makes integrating with any application faster, easier, and a cost-effective reality for any company. Only FileTrail provides easy, but powerful tools to configure data imports and supports importing updates to existing information. FileTrail provides for one-time importing as well as scheduled and/or unattended importing for on-demand synchronization with upstream systems.

## FileTrail's Hosted Solutions

### SERVICE AND SUPPORT

Meeting today's service challenges head-on. A company's reputation is only as good as it's last customer interaction. That's the reality in which business operates today—customer satisfaction is hard to win and easy to lose. We strive for 100% customer satisfaction, and we continually improve our software to reduce our clients' need for assistance.

### EASY CONFIGURATION

Tailor your system without waiting on IT support: No two companies are exactly alike. That's why FileTrail provides the tools to create a records tracking experience as unique as you are.

Only FileTrail empowers you to tailor your solution to precisely fit your needs. Any number of fields can be defined to describe your files and boxes. Other items such as assets, evidence, etc., can also be tracked. Powerful tools for ad hoc reporting, label designing and security give you control over your system.

With FileTrail, you can do it all without the help of your IT department. The result is a records tracking solution that meets the needs of your business, not those of another company or a pre-defined industry model.

*"Because of the sensitivity of PHI (protected health information), we required special encryption to be used on all our data. FileTrail met our privacy and security requirements for both online access to data and encryption of data sent each night to the FileTrail servers."*

**Jennifer Melvin**  
Sr. Business Systems Analyst  
St. Luke's Hospital



# FILETRAIL®

**FileTrail, Inc.**

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San Jose, CA 95113-1108**

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Website: [www.filetrail.com](http://www.filetrail.com)**

### Main Features:

#### A robust suite of productivity tools:

- ▶ New file creation and labeling
- ▶ File location and history
- ▶ Check-in, check-out, transfer
- ▶ Search and configurable results
- ▶ Request and request fulfillment
- ▶ Archive retrieval and transmittal
- ▶ Active and inactive records management
- ▶ Unlimited user access
- ▶ User/group security
- ▶ Administration tools
- ▶ Barcode label designer
- ▶ Defaults and personalization
- ▶ Location mapping on your floorplans
- ▶ Automatic volume counter

#### Optional tools:

- ▶ Portable barcode scanner
- ▶ Color-coded label printing
- ▶ Import and integration tools
- ▶ Image/Document sharing

### About FileTrail

*FileTrail, Inc. Is the leader in Web-based records tracking and management solutions. Companies of all sizes turn to FileTrail to streamline processes with the latest technology and most configurable software. Headquartered in San Jose, California, FileTrail has been providing hosted solutions to clients since 2001.*