

# FileTrail®

## Governance Policy Suite

Gain Control of Documents and Records in One Place

### What Use is Policy Without Performance?

Today, digital and physical information is everywhere. And proliferating. It's stored in document management systems, share drives, industry-specific systems like litigation and case management systems, portals like SharePoint, and onsite and offsite physical storage.

How can your information governance (IG) policies be applied to the lifecycle of everything? If your firm has gone to the expense of developing comprehensive IG policies, don't drop the ball by failing to apply them consistently. FileTrail GPS (Governance Policy Suite) centralizes, manages and applies IG policies for electronic documents and physical records across multiple repositories.

### A Suite of Applications

FileTrail GPS enables compliance with information governance policies by allowing organizations to:

- Centralize information governance policies and guidelines
- Classify and apply retention policies and records automatically
- Manage reviews and monitor progress in real-time on an actionable dashboard
- Capture an audit trail of past activity
- Generate reports for management and clients on demand
- Plan for future data storage needs, forecast costs and expected savings from dispositions

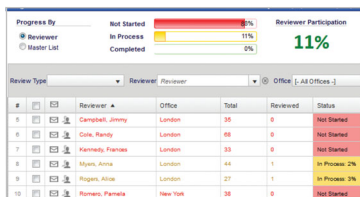




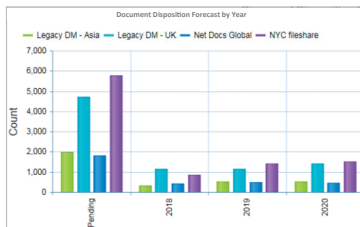
FileTrail GPS implements governance “in place” wherever documents are located — without moving document content or declaring a record — through deep integration with mission-critical applications and information repositories used across your firm.

The screenshot shows the Windows Security Center interface. The 'Windows Defender' tab is selected. The 'Windows Defender' section shows 'Windows Defender' is turned on, 'Windows Defender Security Center' is turned on, and 'Windows Defender Firewall' is turned on. The 'Windows Defender Firewall' section shows 'Windows Defender Firewall' is turned on, 'Windows Defender Firewall with Advanced Security' is turned on, and 'Windows Defender Firewall' is turned on. The 'Windows Defender Firewall' section shows 'Windows Defender Firewall' is turned on, 'Windows Defender Firewall with Advanced Security' is turned on, and 'Windows Defender Firewall' is turned on.

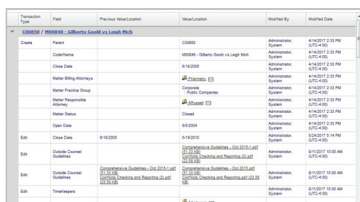
The Matter Profile exposes policies related to security, retention, and outside counsel guidelines (OCG). It also provides data on timekeepers, billing lawyers, and responsible partners — simplifying communication. And unlimited user-defined fields let firms customize search and reporting to meet their exact needs and requirements.



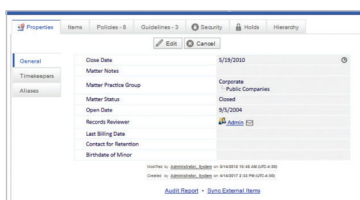
FileTrail exposes workflow execution, allowing firms to flag issues before they become problems in disposition reviews, mobility actions, and risk.



Graphical forecast reporting allows firms to budget for disk storage and vendor fees years in advance. These and other reports can be added to personalized dashboards, providing one-click access to key metrics.



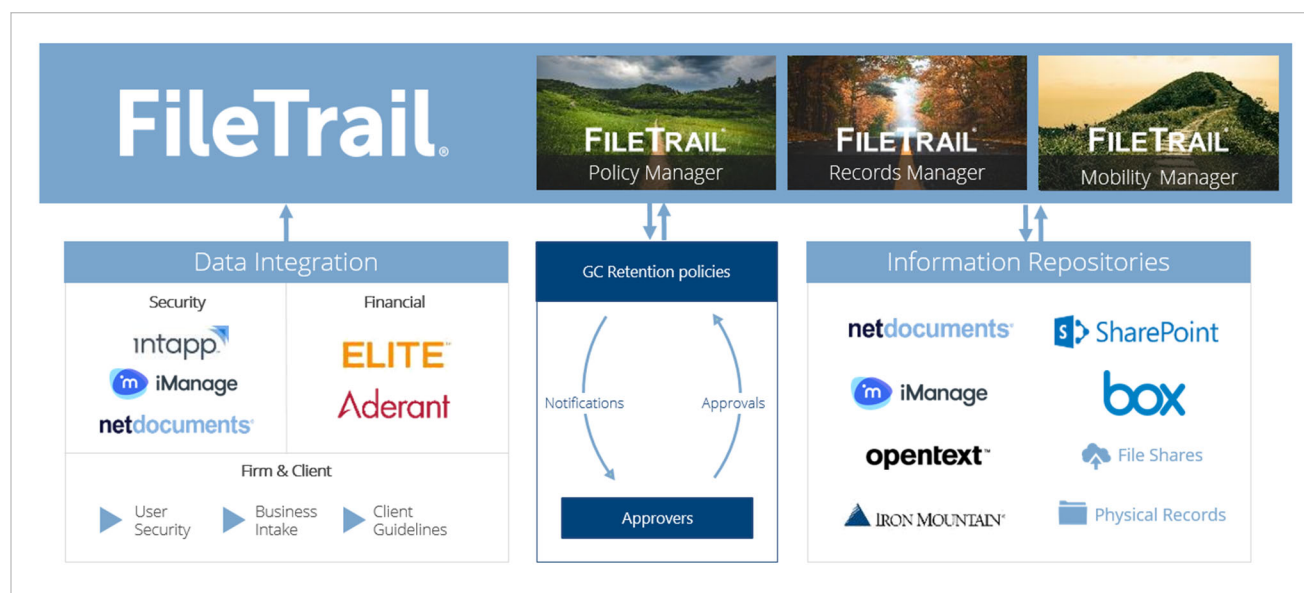
FileTrail allows firms to respond instantly to client audits with reporting that includes all data and activities from secure audit trails. This also lets firms differentiate themselves from their peers, through faster client response.



FileTrail empowers firms and administrative staff to make changes to profile fields, reports, dashboards, and processes directly, without having to rely on external vendors, expensive consultants, or burdened internal IT teams. Instead, organizations can implement change at their own pace.

## The FileTrail Vision — An Integrated Environment, A Connected Ecosystem

For over two decades, FileTrail has served the most demanding customers in highly-regulated industries, designing, developing and supporting enterprise-class information management solutions that address their rigorous requirements. Today, over 600 organizations have chosen FileTrail for information governance and records management, because of our singular focus in this domain, our track record of success, and our consistently advancing roadmap that's delivering on our promise of continuous and ambitious innovation.



# FileTrail®

FileTrail is enabling IT, risk and information governance professionals at law firms and legal departments to manage compliance more effectively — even as more people than ever are working remotely and digitally.

FileTrail centralizes information management — providing visibility across all electronic repositories as well as physical records — and automates workflows for retention and disposition, so firms never keep data longer than necessary, while capturing an audit trail of activity and approvals.

It's time to move beyond records management. FileTrail is leading the way.