

entellitrak Legal Case Management Edition Highlights:

- ✓ Collect and capture information on cases and activities including correspondence and actions
- ✓ Create and manage case types and requests
- ✓ Track milestones and dates in case processing
- ✓ Track individuals associated with a case such as: associated councils, agency representatives, management officials, and witnesses
- ✓ Assign a case to a case manager, counselor, or specialist
- ✓ Create and maintain a schedule or calendar of processing events related to specific cases (e.g. notification letters that must be sent to complainants within a specified timeframe following decisions on cases)
- ✓ Generate automatic event-related messages, including both pro-active messages regarding upcoming events and alerts for missed or late events
- ✓ Process a case by:
 - Updating plaintiff and defendant information
 - Adding or updating a case processing event
 - Designating legal statutes applicable to a case
 - Adding or updating evidence
 - Attaching documents to a case
 - Adding or editing information on any claims relating to the case
 - Distributing partial or entire case information via email
 - Inputting and tracking fees related to cases
 - Duplicating or consolidating case
 - Closing a case
 - Archiving a case
 - Re-activating an archived case
- ✓ Attach and manage electronic files within a case (entellitrak accommodates virtually every available format, including common word processor documents, spreadsheets, PDF documents, audio and visual files)
- ✓ Automatically control data errors through the use of drop down menus, data validation routines, and error messaging
- ✓ Powerful Ad Hoc report writing capabilities
- ✓ User-defined dashboard
- ✓ Configurable eFile module
- ✓ Can easily integrate with third party systems

What is entellitrak LCM Edition?

The *entellitrak LCM Edition* system has been fully configured to capture all information electronically relating to case processing and activities. The *entellitrak LCM Edition* is already equipped to track, manage and report on virtually all case data, events and procedures while tracking and auditing the data throughout the case life-cycle. Additionally, your agency's business process can be easily incorporated into *entellitrak LCM Edition* through flexible and configurable business rules through its no code configuration capabilities. Both extremely efficient and effective, the *entellitrak LCM Edition* will satisfy your entire agency's case management information needs.

Is entellitrak LCM Edition easy to use?

Not only was the *entellitrak LCM Edition* configured with the actual case processing in mind, but the *entellitrak LCM Edition* was also configured with the end user in mind. The *entellitrak LCM Edition* is so comprehensive and intuitive that we guarantee it will become second nature in a matter of weeks. Additionally, the *entellitrak LCM Edition* provides a flexible and configurable environment so that the application can be tailored to your agency's business rules and processes. To ensure all users and administrators have the knowledge and understanding of how the application works, MicroPact will provide *entellitrak LCM Edition* training at MicroPact's training facilities in Herndon, Virginia.

Can entellitrak LCM Edition produce reports?

The *entellitrak LCM Edition* provides a robust reporting module for all of your case reporting requirements, including but not limited to management reports, statistical analysis, case status reports, and compliance reports. Additionally, the *entellitrak LCM Edition* provides a user-friendly Ad Hoc report writing capability that will allow users to create virtually any report needed.

Who can access the entellitrak LCM Edition?

The *entellitrak LCM Edition* is a role-based application, meaning the administrator has the capability to designate user roles and privileges. Furthermore, the *entellitrak LCM Edition* provides a robust and configurable hierarchy that will model your organization's hierarchical structure. The administrator will have the ability to designate who can process and report cases for each section of the hierarchy, in turn controlling user access to case data.

Although responsibilities are designated to certain individuals, the *entellitrak LCM Edition* comes full-circle in servicing your agency's entire case processing and management staff.

What will happen to the current data we have in place today?

Any case information being stored on your system today can be migrated into the *entellitrak LCM Edition*. MicroPact can assess, map, and migrate your current system's data, allowing your agency to continue to report or work on any case prior to the *entellitrak LCM* implementation.

Why should my agency use entellitrak LCM Edition?

The *entellitrak LCM Edition* is a reliable and proven web-based system that will model your business process while ensuring data consistency, sustaining data integrity, and generating meaningful data information, through systematic case managing, tracking, and reporting. The *entellitrak LCM Edition* will automate tasks such as, tracking events, automatically generating standard forms and letters, and providing automatic email notifications. No more countless hours searching for file elements – everything related to the way you process grievances will be at your fingertips 24 hours a day.

The *entellitrak LCM Edition* solution will provide cost and maintenance advantages including reduced implementation time and costs, reduced development costs, lower cost of future maintenance, and a proven solution thus reducing risk.

Introduction:

entellitrak is a web based system requiring no client side installation of any software. Therefore, all processing is done on the server. This was done to minimize browser incompatibility issues, which reduces the platforms on which the system needed to be tested. Another feature that guided the overall development was emphasis on database independence. Consequently, very little processing is done via database stored procedures or database specific features.

entellitrak as a product was designed and developed to be able to appeal to a wide market audience by allowing for:

- Operating System Independence
- Database Independence
- Application Server Independence
- No Client side software installation
- Integrate easily with third party systems and Single Sign On (SSO) solutions
- Supports LDAP and Active Directory

entellitrak was developed in Java, using minimal database and application server specific features.

entellitrak was also designed to meet a 508 compliancy, C2 security level and will allow for the use of SSL.

System Requirements:

- Operating System – *entellitrak* supports Windows 2003 & XP, Solaris, Unix, and Linux
- Database Server – *entellitrak* supports most Relational Database Management Systems (RDMS) such as Oracle and SQLServer
- Application Server¹ – *entellitrak* supports most J2EE certified application servers such as Oracle 9ias, WebSphere, WebLogic, and JBOSS
- Web Server – *entellitrak* supports Apache and Microsoft IIS
- Browser - Internet Explorer , Firefox, and Safari

Server Requirements:

- Application Server :
 - Minimum Requirements – P4 1GHz Processor; 1 Gig of Ram; 30 Gig hard drive
 - Recommended Requirements – P4 2GHz Processor; 2 Gig of Ram; 50 Gig hard drive*
- Database Server:
 - Minimum Requirements – P4 Processor; 1 Gig of Ram; 30 Gig hard drive
 - Recommended Requirements – P4 Processor; 2 Gig of Ram; 60 Gig hard drive*

* Hard drive size depends on variables such as the use of the server for uploading data files, as well as the amount and size of tracking data, and number of analyses performed.

Software Requirements:

- Java Environment JDK 1.4 or greater. (1.5 recommended)
- Active graphics environment (such as x11 on Unix)
- Email Server – SMTP Server required for email relay

¹ Application server must support Java Environment 1.4. See *Software Requirements*.