

File Folder Management

Simplify File Management

Put an end to the age old question, "Where is that file?" With Omega File Folder Management, you can achieve matter centricity in your firm. This complete file folder system tracks the physical location of all sub-files for a matter, increasing the availability and security of important files, sub-files and all matter-related documents. It's through the use of advanced bar code technology, along with integration with Omega's accounting system, that the File Folder Management System provides file location tracking, file retention, destruction management, and more.

File ID	Caption	File Description	Memo	Current Location	Other Locations	Checked Out By	Last Date Checked
0000-0000 01	SEC	Correspondence		Main File Room			2/22/2005
0000-0000 02	SEC	Bills and Receipts		Main File Room			2/22/2005
0000-0000 03	SEC	Attorney Notes		Main File Room			2/22/2005
0000-0000 11	SEC	Documents		Main File Room			2/22/2005
0000-0000 15	SEC	Drafts		Main File Room			2/22/2005
0000-0000 01	Brooks Investment Co.	Correspondence	This is the additional description for f		Washington, Media D.		2/22/2005
0000-0000 02	Brooks Investment Co.	Bills and Receipts	This is the file folder description for		Washington, Media D.		2/22/2005
0000-0000 03	Brooks Investment Co.	Attorney Notes		File Room - 2nd floor	B234		1/25/2004
0000-0000 04	Brooks Investment Co.	Memos		File Room - 2nd floor	B234		1/25/2004
0000-0000 05	Brooks Investment Co.	Receipts		Main File Room			2/22/2005
0000-0000 06	Brooks Investment Co.	Receipts		File Room - 2nd floor	B234		2/22/2005
0000-0000 07	Brooks Investment Co.	Correspondence			Washington, Media D.		1/25/2004
0000-0000 08	Brooks Investment Co.	Bills and Receipts			Washington, Media D.		1/25/2004
0000-0000 09	Brooks Investment Co.	Attorney Notes			Washington, Media D.		1/25/2004
0000-0000 10	Brooks Investment Co.	Memos			Washington, Media D.		1/25/2004
0000-0000 11	Brooks Investment Co.	Correspondence		Warehouse 1 - 3010 N. 70th St.	D455		1/25/2004
0000-0000 12	Brooks Investment Co.	Bills and Receipts		Warehouse 1 - 3010 N. 70th St.	D455		1/25/2004
0000-0000 13	Brooks Investment Co.	Attorney Notes		Warehouse 1 - 3010 N. 70th St.	D455		1/25/2004
0000-0000 14	Brooks Investment Co.	Memos		Main File Room			2/22/2005
0000-0000 15	Brooks Investment Co.	Memos/Corporate Actions		Main File Room			2/22/2005

System Flexibility & Efficiency

Having the ability and flexibility to use the file numbering system that best suits your firm is instrumental for maintaining office efficiency across all job functions within the firm. Even though the numbering system can be completely customized to your firm, a typical file number is usually derived by the firm's client or matter

number followed by a file or sub-file number. What's more, an unlimited number of sub-files can be housed within a single file that can also be individually tracked. By utilizing a user-defined table for file locations, you can also have an unlimited number of file locations, such as long term storage, centralized firm file room, and even attorney offices.

Product Features

Online list of files, including description, open date, matter data, file reservation information, current status and location

Flexible numbering scheme adapts to firm's unique file management needs

Total integration with Omega Legal System for up-to-the-minute status of file information

Instantly Available

Every member of your team can search for and access file information easily and instantly. The system maintains a history of who retrieved a document, what information was changed and when the changes were made so that others can be notified as needed. Whether you want to request a list of all files at a specific location or search by attorney, you can instantly review a particular matter, along with a list of all associated files. Once a file is selected, complete file information, including description, date opened, retention dates, destruction date, matter data, file reservation information, current status, and location is available on-line, all with a few clicks.

Streamline File Tracking

Advanced bar code technology dramatically increases productivity across the board. Your team will spend less time searching for files or checking on a file's status and more time working directly with clients. Using Omega's File Folder Management System, firms have created a convenient library-style check-in and check-out system. Every file is given a bar code designation and each employee is assigned an index card with a bar code label. When files are checked out, a file clerk scans the employee's index card along with each file being removed.



System databases are instantly updated to reflect the transaction, making file check out fast and accurate. In addition, each designated file location within the firm is given a bar code so that when files are shelved or moved to other locations, the data is also tracked. The net result is total control over firm documents with an easy-to-implement and simple-to-use file management system.

Integrated and On Demand

In this on-demand world of doing business, having instant access to information is imperative in every smooth running operation. That's why Omega's File Folder Management System is fully integrated with the Omega Legal System. Client or matter number and attorney information are dynamically tied to the file system so that firm-wide information is up-to-the-minute accurate. File room employees can instantly review selected matter information, which in turn aids them in diligently managing all file room activities and important file-related decisions, such as file retention and destruction.

Firm Benefits

Save time searching for files with on-demand access to accurate file information

Employees adapt quickly to the new file system increasing firm productivity

Create efficiency by using your firm's current file numbering system – don't reinvent the wheel

Never wonder where a file is ever again!

Omega

Omega is a privately held Scottsdale-based company that provides mid-to-large size law firms an integrated financial and practice management software suite that sets the standard for return on investment, system performance and service. Since 1975, Omega has been solving critical business issues for law firms, improving their profitability, productivity and efficiency.