

# DocuWare®

DocuWare is a State-of-Art, Electronic Document Management System which captures, stores, and organizes all document types and makes them available to any authorized person, from one central document pool, in a matter of seconds instead of minutes or longer.



DocuWare is your total workflow solution for processing of documents for automated import, storage,



export, migration and deletion. The need for modern document management systems is numerous, since every department has very special requirements. In response to this, DocuWare has developed a system that is based on standard software that can be applied universally, but can also be customized by using any number of add-on modules to meet more specific needs.

Save Time!  
Save Space!  
Save Money!  
Start Now!



# DocuWare®

Authorized  
Partner 2014



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IRA Inc. is a division of SBS Group, LLC

# Document Management for Child Support Division



### Daily Mail Distribution:

- ◆ Automate mail distribution
- ◆ Delegate Mail Electronically
- ◆ Print "Letter Genie" letters directly into an electronic file cabinet
- ◆ Track mail tasks with electronic and notification
- ◆ Pass mail into an electronic folder to distribute mail workload evenly
- ◆ Supervisor can track task productivity from their desk



### CASE FILES:

- ◆ Electronic files are ALWAYS in one location
- ◆ Digital files are backed up, paper files are not
- ◆ Take a laptop to court, not cases of heavy paper files
- ◆ Create an electronic desktop folder for ADA to see ALL their cases for the day with one click



### COURT PREP:

- ◆ Automated court prep eliminates the need to pull all files needed for court. Instead,

- ◆ prep all files at the desktop
- ◆ Add current Pay Histories, and Chronological Case Studies to the case file by clicking Print
- ◆ Automatically calculate arrears and add to file electronically
- ◆ TYPE, not write, on an electronic Ledger Sheet moved directly from Letter Genie, which is faster and more legible
- ◆ IMPORT documents directly from ISETS and your case management system into DocuWare



### IN COURT:

- ◆ Electronically "Pass" folders to the ADA when client arrives in court
- ◆ ADA types on the electronic Ledger Sheet
- ◆ ADA adds annotations and notes and closes court file with electronic stamps
- ◆ All documents for a case can be retrieved in seconds without carrying the paper to court
- ◆ In establishment cases, laptops are used to calculate support payments which are then added to the file, and printed for court clerk
- ◆ At the office, files can be worked as soon as the case is completed in court, eliminating time spent unpacking large cases, and re-filing

DeKalb County  
Elkhart County  
Hancock County  
Henry County  
Jay County  
Kosciusko County  
Marshall County  
Miami County

Noble County  
St. Joe County  
Porter County  
Starke County  
Steuben County  
Tipton County  
Tippecanoe County  
Washington County

## THE INFORMATION HUB



### TIME EQUALS Money for the Children

- ◆ The faster the routine tasks are performed, the faster collections can be made.
- ◆ More collections mean more money in the budget.
- ◆ Automation leads to standardization of processes and supervision so tasks can't be ignored.
- ◆ An automated tickler date keeps cases up to date and adds reporting on all cases handled.
- ◆ Electronic mail delegating eliminates time consuming pulling, and stacking of files. More time concentrating on collections.
- ◆ Digital images are more secure from accidental viewing of sensitive IRS information.

IRA is a company with practical knowledge of how a County Child Support Division works. IRA has knowledge of your document types, your workflow challenges and has first hand experience bringing Child Support offices into the digital age.

**Let Information & Records Associates, Inc.  
show you how DocuWare  
can work for you.**