

The Case Computing Non-Profit TM Feature Package

Case Computing has developed a Time Matters feature package for non-profit organizations to meet or exceed their funders' requirements for information tracking and management.

What follows is a basic description of what this software can do for your organization.

Non-profit organizations have needs that are unique and diverse. The Case Computing TM Feature package aims to meet those needs at a competitive price, with powerful features, and easy training requirements.

This package has been designed to fulfill the requirements of the most difficult to please funder and diverse non-profit organization, while at the same time making it easy for volunteers to use and update.

Based upon the powerful information management program, Time Matters, every worker in your office from Legal Advocate to front desk reception, will have the ability to perform their function quickly and efficiently.

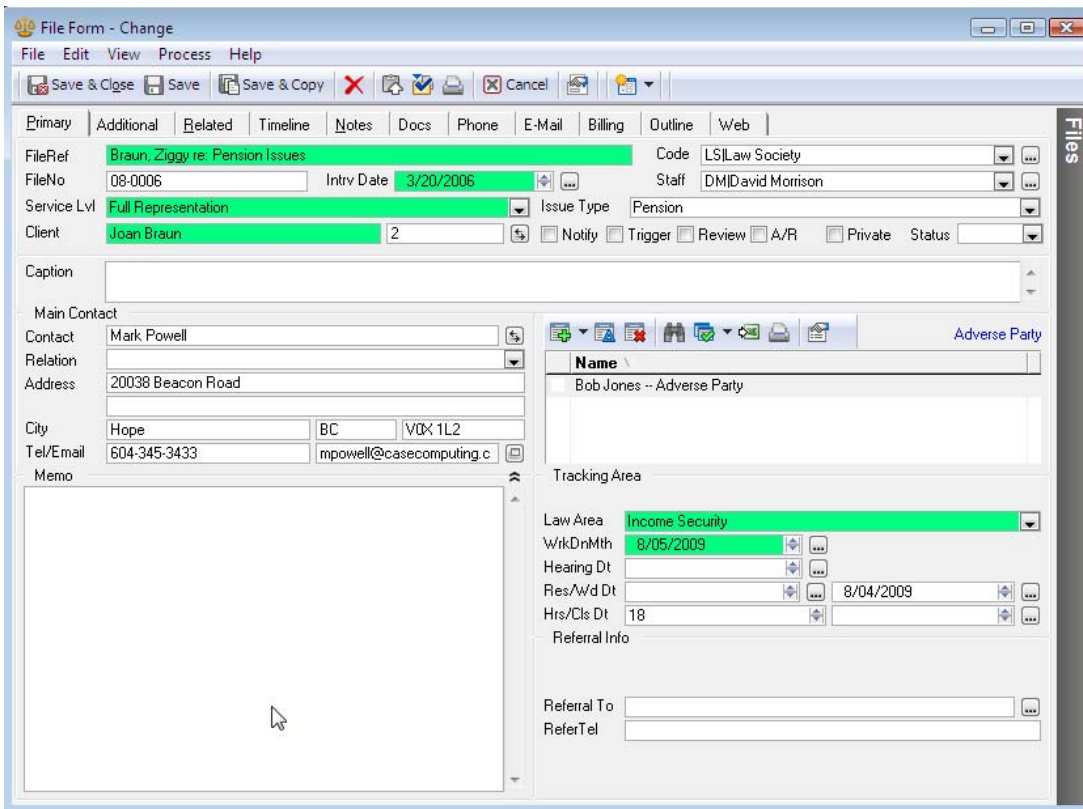
We start with the Contact form, where we enter information about a new client your organization wishes to serve. Any information that your funder is asking you to track about your clients, can be entered here, and because the forms are customizable, you can add any type of information that you require to the form.

An additional tab, stores other info about your contacts, if necessary

Each contact record has up to 160 fields that can store your desired info in them

Information can be customized to meet the needs of your funder

After you have entered your important contact information, it is time to start a new file. This file will be linked to your new contact and has the ability to store important information about the work you are doing for your client. It also tracks important statistics for your funder concerning time spent on this client, Court date information, and final results.



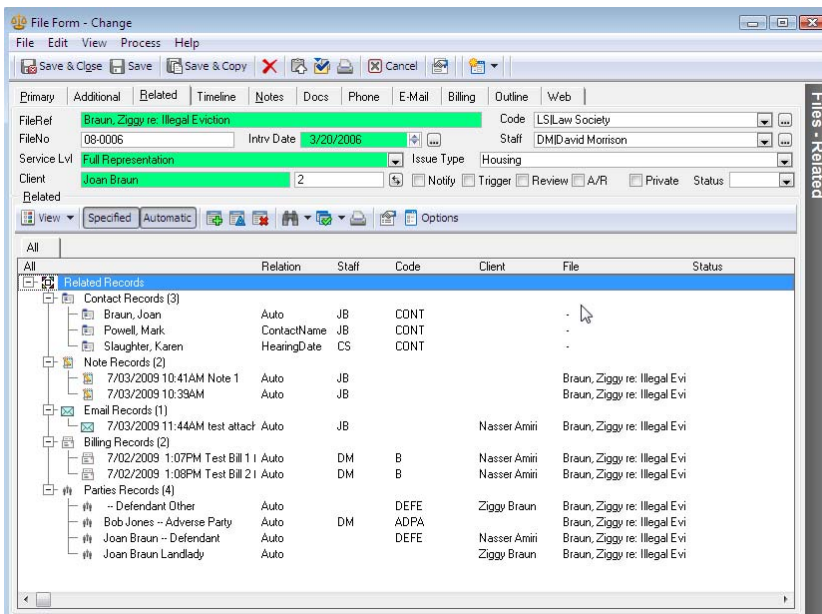
Store notes, documents, phone calls, email and internet research for a file

Files are linked to contact records to quickly update file information

The Tracking area stores important funding info that can be quickly updated

Referral info can track referrals to other organizations and people

Every file that is created, can also store important documents, phone calls, emails, internet research and almost any other kind of information that you need to track.



The Related tab shows all related info associated with your file in one place.

All of your files are listed in an easy to locate area. Powerful viewing menus allow you to see information about the files and the information associated with them.

Files

GoTo Filter All Records Power View 90 Day Activity

All \ LS Tracking \ Advice/Summary \ Info/Referral \ Full Rep \ PL Ed \ Outreach \ Limitation < 90 \ Admin \ JB - Matters \ Case Law Info

FileNo	Law Area	Issue Type	Intrv
08-0006	Housing	Housing	74
08-0005	Other	Debt Collection	74
09-0032	Income Security		
08-0003	Other	Human Rights	73
09-0024	Income Security	Income Assista...	7E
09-0025	Income Security	Income Assista...	74
09-0026	Income Security	Income Assista...	7E
09-0027	Income Security	Income Assista...	7E
09-0028	Income Security	Income Assista...	7E
08-0004	Income Security	Income Assista...	74
08-0002	Other	Immigration	73
09-0030	Family		7E
09-0031	Housing	Criminal	7E
09-0029	Family		7E
08-0009	Family	Pension	7E

File Number 08-0006

Braun, Ziggy re: Illegal Eviction

Full Representation

Housing	Mark Powell		
Housing	604-345-3433		
Work Date:	76191	Staff ID:	DM
		Interview Date:	74957

Expand all Collapse all See Full Matter

Contacts (2)

Name	Phone	Code	Staff
Powell, Mark	604-345-3433	CONT	JB
Slaughter, Karen	604-688-1927	CONT	CS

Activity from the last 90 days

Notes (2)

Documents (0)

Powerviews also provide an easy way to see your record info from the file list

Time Matters also has a powerful calendaring system. This calendar system will allow you to track volunteer schedules and resource access quickly and easily. A powerful todo system will allow you to assign work to others and track their progress.

Calendar

Daily 3 Days 7 Days 14 Days Weekly Monthly Scheduler GoTo 8/10/2009 JBJoan Braun

August 10, 2009

Events

Monday, August 10

8:00a	
9:00a	
10:00a	
11:00a	
12:00p	
1:00p	
2:00p	
3:00p	

ToDo's

Monday, August 10

- Limitation - File before date- Powell, Mark re: abuse by teenagers and others

Reference Calendar

Today

August, 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Supporting Records

- 3:12pm Note to File re: Client
- 3:12pm Note to File re: Client

Staff

ToDo's

GoTo 8/10/2009 Filter All Records Power View CC Summary

All JB - Today JB - This Week JB - Next 30 Days My ToDo's - All Delegated To Me Delegated to Others Doc Requests

Date Due	Description	Priority
8/10/2009 Mon	Limitation - File before date	1
7/15/2010 Thu	Smith, John Assault	1

Smith, John Assault Print

Deadline Due: 7/15/2010 **Staff ID:** PL1 **Priority:** 1

Add Note	Add ToDo	Client Name:	Deleg. By:
Add Email	Add Event	Smith, John	Assigned: 17/07/2008
Add Phone	Add Mail	Matter Reference:	Started:
Add Docs	Add CF	Smith John re assault	Status:
Add Web		08-0009	Details:

View/Edit ToDo **Add ToDo** **Add Doc Request**

Memo

Time Matters also has a powerful document management system, which can store Microsoft Office documents, Adobe Acrobat files, and other kinds of documents for easy retrieval and use. These documents are stored under the files you create for quick retrieval. Powerful document management features like document tracking and review are now readily available to you.

Document Form - Add

File Edit View Process Help

Save & Close Save Save & Copy Cancel

Primary Related Notes Documents Phone Email Web Billing Outline

Date 8/10/2009 Mon Time 4:45pm Code Staff JBJoan Braun

Description Regarding File Name C:\Data\TMFiles_20090810

Reminders 2 Doc No 1 Track Doc? Sent Date 8/10/2009 Due Date Received

Doc Review Review By Memo Generate Versions Existing New File Clipboard Merge Scan HotDocs

Data Source Template Select Record Type Contact

Add Remove

Document Centre

Document Centre

GoTo 8/10/2009 Filter All Records Power View CC Summary

All Ready Tracking Due Back CheckOut JB - All JB - Today JB - Last 30 Days For Review Review Complete

And of course, reporting. What previously took you hours, perhaps even days to accomplish, can now be done quickly and easily. Using powerful report writing technology, your Funding report can be generated in minutes, rather than hours. And instead of guessing at numbers, you will have accurate and verifiable information.

Law Society Report - Yearly

9/9/2005 12:00:00 AM to 9/9/2009 12:00:00 AM

Specify the Date for the report after hitting Run. The information generated is based upon the WorkDoneMonth field. This field must have a date that falls within the StartDate and EndDate specified for this report.

Country of Origin	No. of Clients
Aland	2
Algeria	2
Antigua and Barbuda	6
Austria	4
Palistan	1
Total	15

Region Served	No. of Clients
Coquitlam	2
Delta	3
Maple Ridge	1
New Westminster	7
Port Moody	2
Total	15

Gender	No. of Clients
Female	6
Male	9
Total	15

Reports can be customized to meet the requirements of your fussiest funders.

Reports can also be exported to Word, Excel, a web site or Adobe Acrobat file.

Law Society Report - Monthly

9/9/2001 12:00:00 AM to 9/9/2009 12:00:00 AM

Most of the tables in this report are based upon the WorkDoneMonth field. Ensure that this field has been updated to fall within the StartDate and EndDate for this report.

Service Level	Family	Housing	Income Security	Other	Total
Advice/Summary	2	1	0	0	3
Full Representation	1	1	4	3	9
Information/Referral	0	0	3	0	3
Total	3	2	7	3	15

Rep Files Worked On	Other	Total
Totals	1	1

Rep Files Closed	Family	Housing	Income Security	Other	Total
Totals	1	1	4	2	8

How Many Hearings was the Client Involved in? 9

How Many Rep. Clients withdrew before the matter was resolved? 11

How Many Rep. Clients had a case resolved prior to a hearing? 7

How many of the clients served by an advocate were aboriginal? 15

How many clients were served in a language other than English? 15

Languages: Bengali, Hindi, Punjabi, Russian, Spanish, Telugu, Vietnamese

How many Rep. service clients required 2 or more days of time? 4

Still not convinced? This software has too many features to display here. With powerful features like outlines, customized forms and powerviews, you really need to see the software in action to appreciate its capabilities.

Pricing is based upon the number of users and the level of customization that your organization requires. Please contact us for a demo and quote on this powerful software.

If you desire more information, please contact Case Computing at 604-357-7030, or email us at info@casecomputing.com. We look forward to serving you.