



## BURIED IN PAPERWORK?

STEP OUT OF THE CLUTTER CLOSET.  
GET THE INFORMATION YOU NEED, WHEN YOU NEED IT — EASILY.

Our easy-to-use software enables clients to keep track of all aspects of the caseload process so you can focus more effectively and efficiently on what truly matters . . . meeting your organization's goals.

- **Easily organize.** Store and organize everything having to do with file management in one place, in as much detail as you want – case status, case type, notes, tasks, client info, attachments, and much more.
- **Quickly access information.** Flexible search and sort functions allow you to easily find and retrieve information in any way you want to view it. No more random searching for phone numbers, important documents or names - this system puts it all at your fingertips.
- **User-friendly.** The organizer's stylish and user-friendly platform makes working with the program simple and intuitive, even for the database novice.
- **Attach important documents.** Never lose a contract, statement or other critical document. Upload electronic images of important documents.
- **Create templates.** Create quality, professional-looking documents, reports and summaries with customized, ready-to-use templates.
- **Share reports and information.** A click of a button allows you to easily email and share information with business colleagues, clients and more.
- **Assign projects and tasks.** Allows multiple users to read all data electronically with their log-on. Managers can keep up-to-date on cases, share ideas, comments and assign tasks.
- **Protect your data.** Backup, restore and repair data files easily. Password protection keeps data safe and secure.
- **Training and support.** Velarium offers affordable, customized training on the program and a 24-hour help-line.



Call 213.784.0237 or visit us at [www.velarium.com](http://www.velarium.com)

