NCT

CaseWorks™ Workforce Edition EDMS
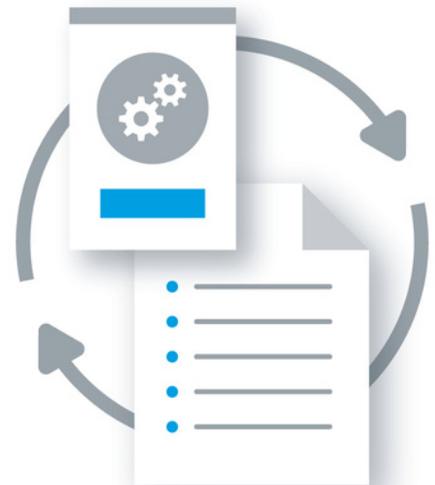
You care about helping people. We care about helping you do that efficiently and effectively.

CaseWorks™ Workforce Edition partners with employee counselors to help people find and keep meaningful work. Our software streamlines document management so job-seekers and employees are fully supported for interviews and training.

Workforce Edition Key Features

Includes all Caseworks purpose-built standard features
(see reverse side)

Autofill Forms & Packets
Electronic Signatures;
Client, Caseworker & Participant autofill

Add a new record

Tabbed content view for system of record documents in casefile

Client lookup including program and sequence data

Receive automatic notifications
When select documents arrive in system of record
Scan and auto send copy to system of record

> "*Efficiencies within CaseWorks allowed our Employment Counselor to increase their caseloads by approximately 30%!*"

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CaseWorks™ | Better Document Management

CaseWorks™ is a cutting-edge document management system that rapidly deploys updates and responds to your changing needs thanks to our unique continuous delivery approach.

More than 150 Health and Human Services Units use CaseWorks™. They choose us for the features we offer, they stay because of the services we provide.

CaseWorks™Key Timesaving Features

Import paper & electronic docs directly into Caseworks
Scan and Print2CW options

Automated Workflows & Document Routing

Notifications and Copies
Notify or copy docs to other units; Secondary teams can subscribe to receive copies of case docs

Autofill Forms & Packets
Electronic Signatures; Client, Caseworker & Participant autofill; NCT updates all DHS forms per DHS bulletin

Modify Documents
Annotate / Redact; Reorder pages; Split & Merge documents; Scan additional pages into existing document

Export, Transfer, Copy & Move Documents
Individual or selected groups of documents;
Share documents between editions

Security
Privilege cases; Role-based permissions;
Library level access/permissions

Other Features
Intuitive client navigation tool (APN)
Document menu for quick navigation
Appointment management
Tag & untag selected documents
Manage/share workloads
File Retention & Destruction
Archiving & Disaster Recovery
Statewide Casefile Transfer
Reports: Documents Processed
& Activity Management