

Lean Gahanna Project Status Report

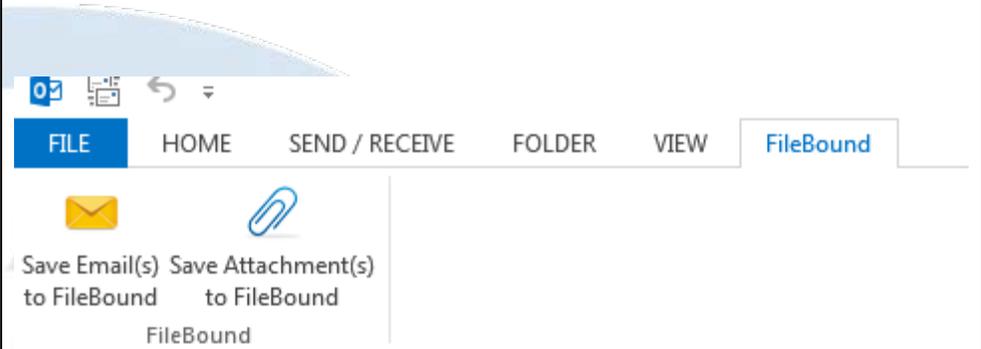
**Project:** Electronic Email Attachment via FileBound

**Department:** Court & Information Technology

## Problem Statement

Currently court staff who leverage FileBound (a document management system for court cases) do not have the ability to attach an email to a case file without first printing and re-scanning the original email. Currently emails are printed off and kept in paper form in case files.

In addition to excess time for court staff, the risk of degradation and lost emails in court cases is higher than necessary due to the manual steps currently required to record an email within a case file.



## Steps Taken/Tools Used

A customized module from Filebound was identified that will allow any court staff member to add an email to a scanned case file with a few mouse clicks.

Implementation of this module required Office 2013 to be installed on court staff computers coupled with the integration of the aforementioned FileBound module.

This module was tested and approved by the Clerk of Court.

This embraces the TIMUWOOD methodology and addresses several of the 8 areas of waste.

## Accomplishments

- Reduces **Transportation and Motion** by eliminating steps to record an email within a case file.
- Addresses **Underutilization** by leveraging technologies that are available to streamline current practices.
- Diminishes **Over-Processing** by eliminating the need to print, store, and retain paper emails.
- Minimizes **Defects** by reducing the potential of a paper copy shifting between case files.