

DOCUMENT SEARCHING

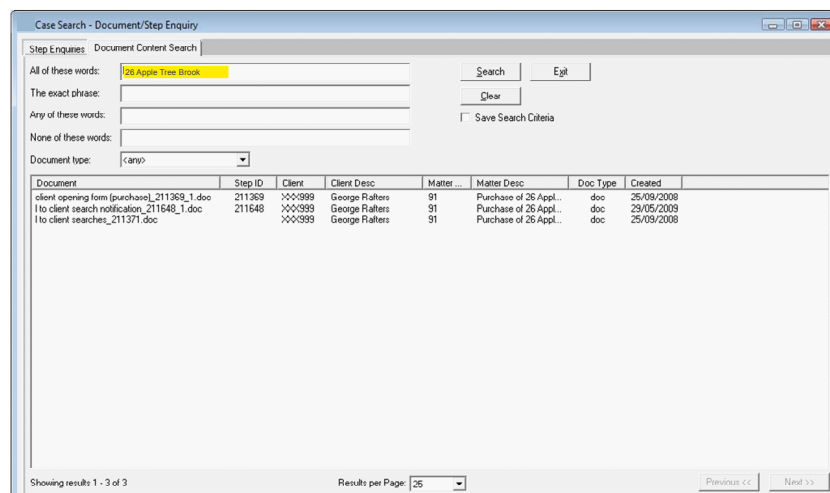
Retrieve information quickly and easily with Partner for Windows' Microsoft Search Server Integration

Fee Earners will often need to retrieve information from a variety of sources that relate to a clause, phrase or even a person that they have used on a past case. Locating this manually can take time, especially if the matter has been archived and the file is stored off site. If your firm uses Partner for Windows Case Manager then you will want to have Microsoft Search Server, a powerful search engine that will search all documents, whether created or stored in there (either via Postroom Partner, PartnerMail or simply dragged and dropped into the case).

To make it easy for the user to find the information they need within Partner for Windows, the following settings can be specified:

- Key relevancy settings
- Search scopes
- Keywords
- Synonyms

Once set up, searching is straightforward via the Document/Step Enquiry screen:



Search for keywords via the Document Step/Screen

The usual search options are available to broaden or narrow the search:

- All of these words
- The exact phrase
- Any of these words
- None of these words

Users can search across different (or all) document types. If they have misspelt the word, Microsoft Search Server will offer alternatives – this is called 'fuzzy searching'.

ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

Microsoft®
Search Server

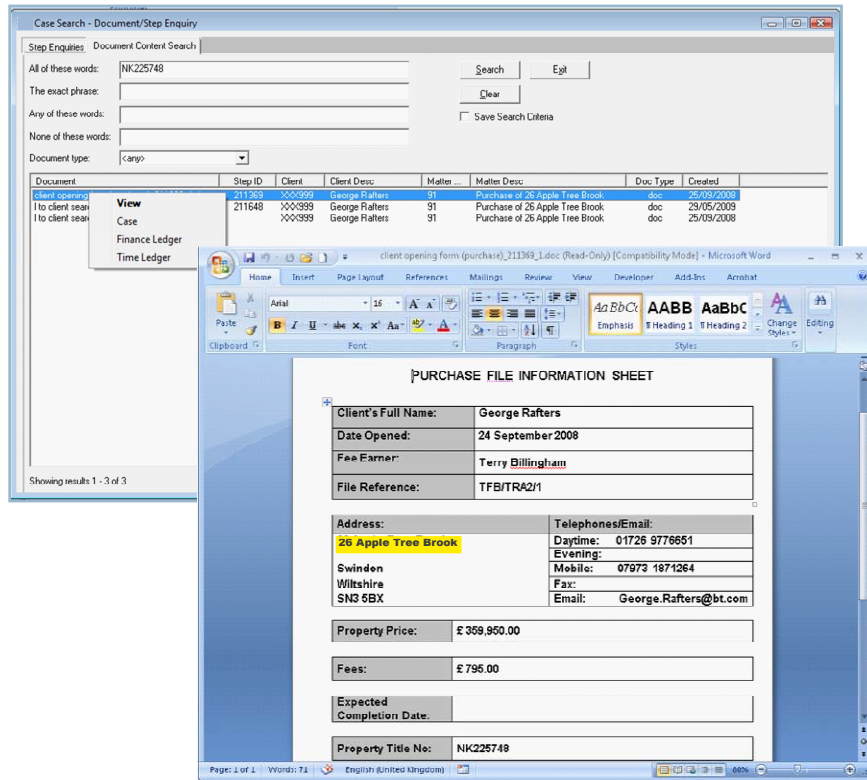
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A PARTNER FOR WINDOWS FACT SHEET

Microsoft Search Server makes it easy to find the information required within Partner for Windows. Documents returned within the search results can be viewed directly from the results screen without the user having to reference the document in the matter case flow. The keywords that were used for the search are highlighted within the document making it easier for the user to locate the information they are looking for.



View documents brought up in the search results directly from the search results screen

ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

OTHER SOLUTIONS THAT ARE COMPATIBLE WITH PARTNER FOR WINDOWS MICROSOFT SEARCH SERVER INTEGRATION ARE:

- Case Manager** for case and document management
- Postroom Partner** for document scanning and allocation
- PartnerMail** for email management
- Digital Dashboard** for business intelligence
- Partner TaskCentre** for business process management

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