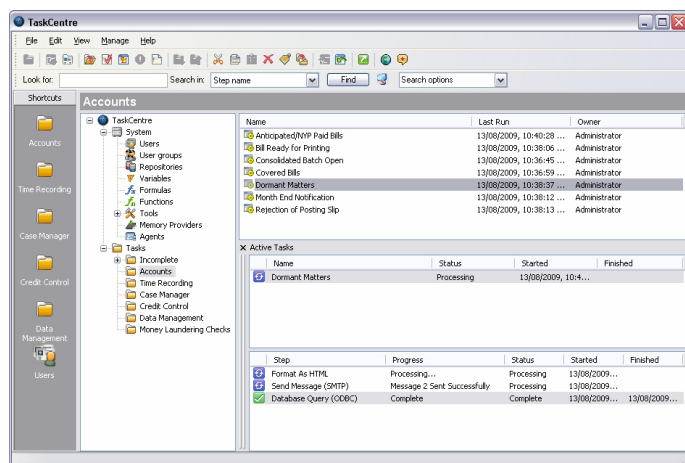


BUSINESS PROCESS MANAGEMENT

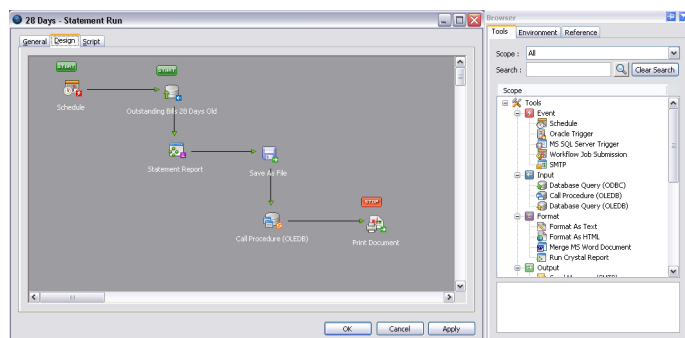
Use Partner TaskCentre on your database to organise, process and alert where required

All firms want to effectively manage risk, ensure compliance and increase efficiency. Partner TaskCentre helps to do this. It sits on your server monitoring everything, undertaking tasks and actions in accordance with your pre-determined criteria.

This comprehensive tool kit not only monitors the database but can also link tasks and collate information. It can automate labour intensive and repetitive processes, give real-time alerts, deal with various documents and update your database, all as required by your practice. It is very flexible and can deal with each task in a variety of ways, for example send a text message, email or letter to a client or contact depending upon the noted preference or warn, via email, when a matter is coming up to a limit.



Manage your alerts using the intuitive TaskCentre interface



Task design screen for identifying outstanding invoices over 28 days old

Some examples of Partner TaskCentre reports or alerts are:

- Anticipated/NYP Paid Bills
- Bill Ready for Printing
- Consolidated Batch Open
- Covered Bills
- Dormant Matters
- Incomplete Email Address
- Matters Due for Destroy
- Money Laundering ID Checks
- New Matter
- Month End Notification
- Rejection of Posting Slip
- Incomplete Postcodes

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.

CONTACT

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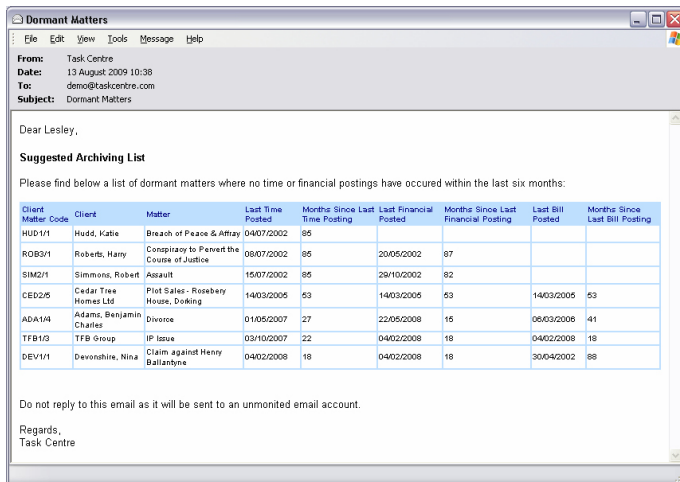
Web: www.tikittfb.com

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1590 Parkway
Solent Business Park
Fareham
Hampshire
PO15 7AG

A PARTNER FOR WINDOWS FACT SHEET

All can be sent via email, text, and/or letter or collated into a report – however is required.



Notify users automatically via email once a task has been run

In addition, Partner TaskCentre can do such things as:

- Automatically generate month-end reports and send them to appropriate parties within the firm or save them in a central folder for access by key staff
- Automatically generate and print reminder letters and save these in the Partner for Windows Case Manager workflow
- Update the firm's online case-tracking system as progress is made on, for example, Conveyancing or PI matters

Partner TaskCentre assists a practice by giving them the ability to make informed decisions based on real-time activities. It can reduce costs by automating repetitive and manual tasks and limit the occurrence of lost or incomplete information by reducing human error. Improved speed of communication with staff, clients and business prospects gives higher efficiency and productivity which enhances client service.

OTHER SOLUTIONS THAT INTEGRATE WITH PARTNER TASKCENTRE ARE:

Automated Archive Manager/Extended Archive Manager for matter archiving

Step Automation Manager for case flow automation

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.

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