

EMAIL MANAGEMENT

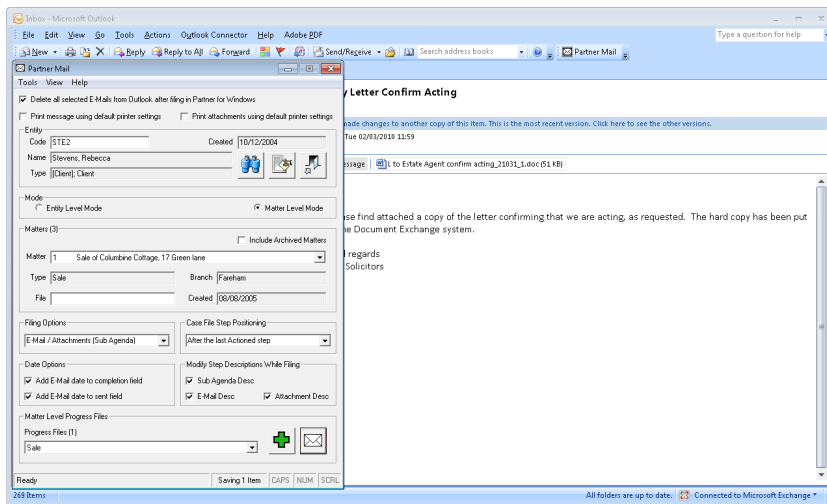
Use PartnerMail to manage emails to and from your inbox to Partner for Windows Case Manager

Email plays a large part in the busy worker's day and firms need to ensure that case related email correspondence is stored appropriately and easily retrievable. PartnerMail is an easy to use plug-in to Microsoft Outlook designed to improve the efficiency of transferring emails from Microsoft Outlook to Partner for Windows Case Manager.

With PartnerMail installed, sent and received emails are easily captured into Partner for Windows Case Manager, which saves them in the database forever without concerns about Microsoft Exchange being down or the emails being deleted. Further, when an email is received in your inbox, PartnerMail will try to cross-reference the sender's email address to your database and offer a short-list of potential matches to speed up the filing process. PartnerMail can ensure automatic capture of time spent working on emails which not only makes certain that time is recorded on a matter but also saves the fee earner having to manually input the data.

FEATURES

- Emails can be stored at either entity or matter level



- PartnerMail has a database search facility
- Personalise PartnerMail to suit your working practices
- Auto time record an email in or out or show the timer for user-intervention
- Filing can be set to either auto prompt or ad-hoc where the user chooses which emails to file and when
- Combine or separate multiple emails per case
- Warn your users when deleting an email that has not been filed in Case Manager
- A user-defined option allows PartnerMail to print a copy of the email after filing in Case Manager
- When filing outbound emails via PartnerMail the date the email was sent will be entered in the sent field in Case Manager

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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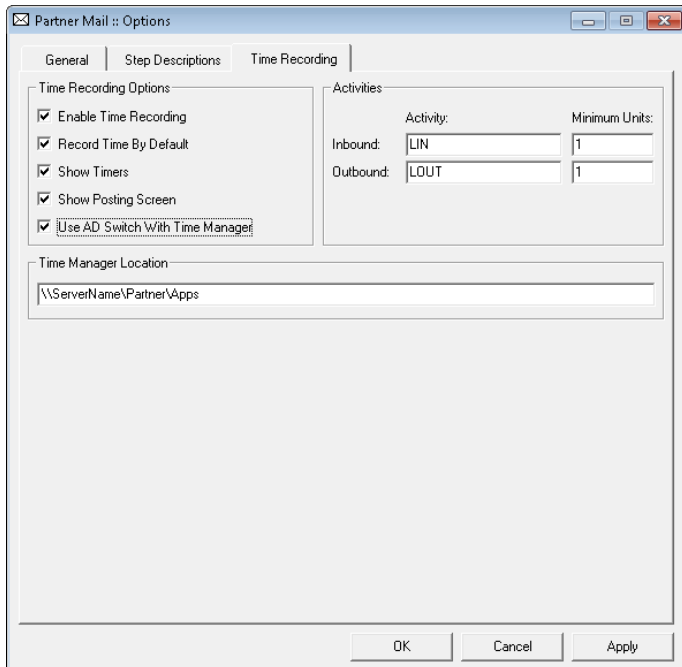
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A PARTNER FOR WINDOWS FACT SHEET

- A user-defined option allows the date and time the email was sent to be appended to the step description
- A user-defined option enables the date to be inserted into the completion field in Case Manager when filing an in-bound email



The screenshot shows the 'Partner Mail :: Options' dialog box with the 'Time Recording' tab selected. The 'Time Recording Options' section contains several checked checkboxes: 'Enable Time Recording', 'Record Time By Default', 'Show Timers', 'Show Posting Screen', and 'Use AD Switch With Time Manager'. The 'Activities' section has a table with two rows: 'Inbound' with activity 'LIN' and 'Minimum Units' of '1', and 'Outbound' with activity 'LOUT' and 'Minimum Units' of '1'. The 'Time Manager Location' field contains the text '\\ServerName\Partner\Apps'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

PartnerMail time recording options

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 INTEGRATE WITH PARTNERMAIL ARE:

Case Manager for case and document management
Postroom Partner for document scanning and allocation
pdfDocs for management and security of PDF documents

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