

# DOCUMENT IMAGING

Use eCopy ShareScan to capture and import paper-based information into Partner for Windows Case Manager

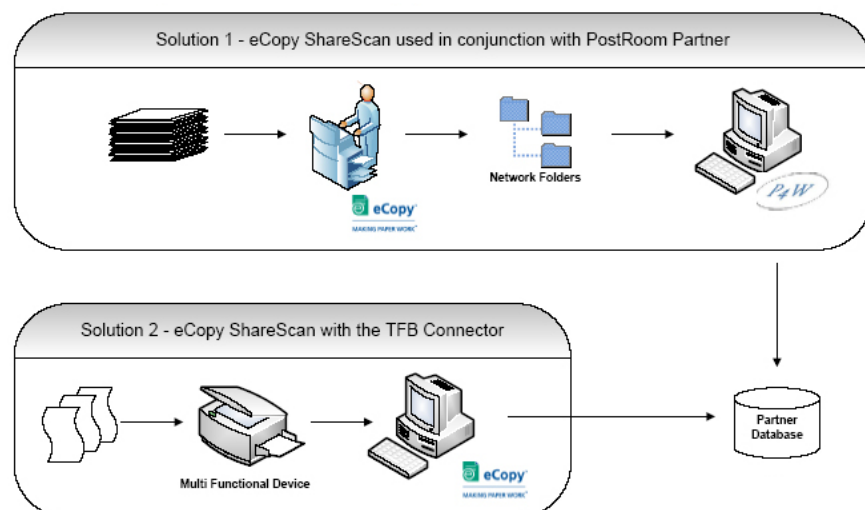
The cost, risk and environmental implications of maintaining paper-based methods of handling and storing information is forcing firms to look at electronic ways of managing documentation. Many firms already use a case and document management system, however it does not provide a facility to record paper work generated outside of that system such as third party letters and documents.

eCopy ShareScan from Nuance is a complete document imaging solution that integrates with Partner for Windows and facilitates the capture of paper-based information and importing it into Case Manager.

The eCopy ShareScan solution links to an MFD (multi-function device) or a direct scanner which allows users to either scan a document to a central network folder and assign to Case Manager using Partner for Windows Postroom Partner, or scan and allocate into Case Manager directly from the device via the eCopy Connector for TikitTFB.

## FEATURES

- Quickly scan paper documents and distribute copies to other users via email as a PDF, TIF or BMP file
- Scan to email, fax, network or direct into Case Manager
- Convert scanned documents into usable electronic files
- Audit trail that includes activity logging and document tracking
- Device independent imaging software that supports direct scanning and network based MFDs
- User account-based security and access can be dynamically integrated from Partner for Windows i.e. you can use your system password for both



Scan and allocate documents in conjunction with Postroom Partner or directly into Case Manager using the eCopy Connector for TikitTFB.

## 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.



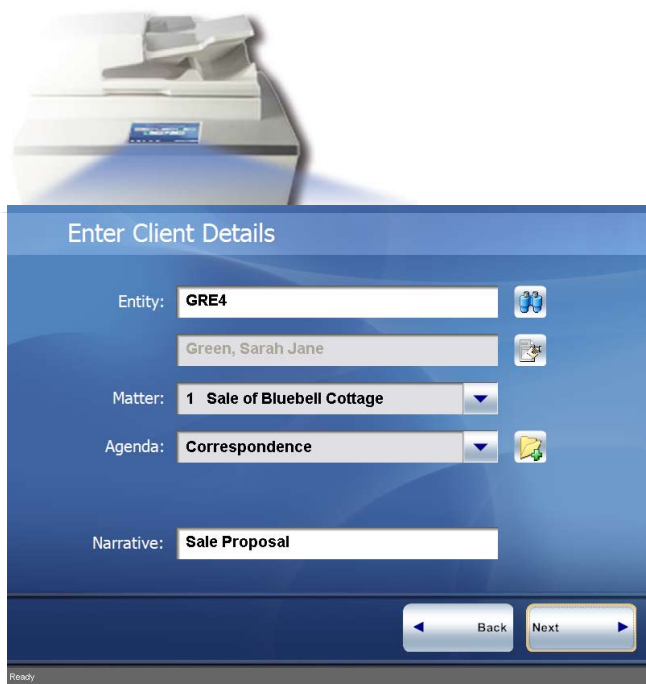
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## BENEFITS

- Reduce printing costs and the amount of 'paperwork' in your firm
- Capture and place paper-based information into an electronic caseflow to significantly enhance storage and retrieval of business critical documentation
- Reduce the risk associated with paper documents with secure user access and in-built audit trail
- Enable staff to easily share paper documents and collaborate as they would with electronic documents
- Increase the performance of your staff and firm by eliminating inefficient processes associated with document handling
- Configure multiple devices with eCopy ShareScan and integrate with additional business applications as your firms grows



Using the eCopy Connector for TikitTFB, you can access client information and allocate to a matter directly from the scanning device

## 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 CAN USED IN CONJUNCTION WITH PARTNER FOR WINDOWS ECOPY SHARESCAN INTEGRATION ARE:

**Postroom Partner** for document scanning and allocation  
**Case Manager** for case and document management

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