



The Future of Records Management



Info@Legal-RM.com

www.legal-rm.com

Tel: 0207 193 4090

Do We Need To Manage Paper?

Reports of my death have been greatly exaggerated” Mark Twain once wrote, and this sums up very well the current situation with paper records in Law Firms. The fact is that all Law Firms have a huge amount of paper, both around the floors and stored offsite, and this situation is unlikely to change for the next ten years. Even if tomorrow, no more paper records were ever produced, the lack of effective management of this paper would result in it still being a cost for years to come. Without exception has too much paper in store, and an incomplete picture of that paper.

The tools to manage this paper are now looking decidedly elderly. Large footprint, fixed interface, bolt on integration and old technology are all the norm in the established providers offerings, with little prospect of development in the foreseeable future.

Thats what makes iCompli Records so exciting and so different.

Leveraging the latest technology and built from the ground up, entirely web based, using the latest Microsoft technologies, it is both a central records application and the fee earner/secretarial interface. It is the new face of Records management. At every opportunity it encourages strong records management. Barcode, RFID, GPRS are all part of the standard offering.

Here are some of the highlights that make **iCompli records** the future of records management. The UK based development team, and client centred approach, along with innovative ownership options and a forward looking roadmap push beyond any other application on the market today.

For a more in depth view and a discussion of how Legal RM and iCompli can help solve your records issues please do not hesitate to contact us.

Technical data sheet available on request

Web Architecture

The advantages of being web based are clear. Deployment becomes trivial, access likewise. It will sit happily in any portal including Sharepoint, and can be given 'house' styling without difficulty.

Additional fields come as standard to suit the circumstances of each deployment.

Web functionality brings new possibilities. Remote working allows the capture of records, for example, from a client site with immediate updating of the central database. Fee Earner access to the client record on the road, or on site can save time and money.

Track and Trace

The tracking technology is truly 21st century. There is a wide choice of hand held scanner units with varying degrees of 'intelligence'. All will recognise the object they are scanning, as, for example, a file, a box, or a shelf, to eliminate errors. All will hold delivery information, ensuring the right record reaches the right person. All will hold collection information, so that the correct files and deeds are collected from the floors.

GPRS technology allows real time updates of the database from locations around the firm without the requirement for docking and downloading.

RFID technology is now reliable and affordable. **iCompli Records** makes full use of this technology to greatly enhance the tracking of high value items such as deeds.

Integration

The open, flexible technology and software agnostic nature of the application mean that integrations can meet a firms individual requirements and be easily bespoke and can be expanded to become two-way, for example to capture retrieval costs for budgeting purposes.

Links directly to offsite storage systems are easily constructed and additional information requirements can be met.

Integrations with Document management systems can be built to suit the needs of individual firms, without the constraints of the software stable. This integration can be as simple as viewing deeds schedules stored in the DM system, to full blown electronic records management.

Compliance

The most important reason for not neglecting the paper record is the risk involved in so doing. Each record must be accounted for, and be found when required, especially in the case of a discovery action or inspection. Restricting access to authorised personnel is also essential, for example, to show that a conflict of interest has been avoided by adequately ring-fencing existing records in the past.

A well applied retention programme will mitigate risk and directly affect your firm's bottom line in a very short space of time, and ensure that, moving forward, the creation and storage of records is controlled.

Control of creation ensures that all records are adequately catalogued and described. Retention modelling begins at the point of creation, using existing metadata to begin the process of retention scheduling. The flexibility inherent in the software allows individual firms requirements to be fully met.

Functionality Highlights

Microsoft .NET2 Architecture	YES
UK Design and Build	YES
PMS Integration	YES
Offsite Integration	YES
Intelligent Barcode Recognition	YES
RFID	YES
GPRS	YES
Ethical Walling	YES
Retention Modelling	YES
Swap Out Plan Available	YES