



Handle cases and
matters effectively

LexisNexis® Visualfiles®

Lexis Nexis® Visualfiles delivers immediate business value as a userfriendly extension to Microsoft Outlook.

Quick to deploy and with intuitive use

For ease of use **Visualfiles** is delivered inside Microsoft Outlook. It provides a file centric view of documents, emails, contacts and standard precedents in a simple and file handler friendly interface. It allows businesses to quickly deploy an 'out of the box' e-mail and document management solution. This provides simple drag and drop, pick list and automated e-mail filing options.

For mobility the system provides secure remote access via the web as well as allowing alternative offline working using the briefcase feature. Whilst delivering significant efficiency and accuracy gains in respect of everyday document production, **Visualfiles** also helps to ensure a consistent approach in terms of house style across the business.

An out of the box solution from the market leading supplier – simple yet sophisticated

Contact details of internal departments, personnel, parties and other inter-related people ensures that time is saved when checking for any potential conflicts and allows for monitoring of performance.

Visualfiles is an affordable entry-level system from LexisNexis **Visualfiles**, the UK's market leader in file and case management systems. The highly scalable and feature rich development platform delivers business value today whilst assuring your system aspirations for tomorrow.

The clear benefits of Visualfiles will transform your performance:

- **E-Mail and document management:** help ensure service delivery and compliance through complete and searchable records of file e-mail and documents. Save time filing incoming and outgoing electronic documents and correspondence as well as replacing the need for file folder structures within Windows Explorer
- **Significant efficiency and productivity gains:** efficiency, accuracy and time gains are achieved by automation. This can span correspondence, documents, precedents, e-mails and forms. Reduce effort and errors associated with duplication of data and potentially improve speed of service through integration to other systems to remove paper processes, multiple login and system searches
- **Control business metrics:** manage and report on a department's performance through an analysis of user definable key indicators such as caseload distributions, WIP interrogation and cost projections
- **Relationship intelligence:** a self maintaining contact and relationship management system which allows you to:
 - Easily maintain that comprehensive information
 - Ensure full entity conflict checking
 - Track business
- **Flexible and convenient:** enabling mobile working, access from home or any web point or use the ability to download a 'briefcase' of files to work on off-line
- **Rapid return on your investment:** quick to deploy, easy to use, simple to train on due to its 'out of the box' experience

Simple yet powerful and flexible software that grows with your requirements

Visualfiles provides your department with immediate business value. It also provides a solid foundation from which to develop further business solutions, based upon the market leading **Visualfiles** toolset. This approach helps future proof your investment and avoid the risk of overspending.

For more information

To find out more about **LexisNexis Visualfiles** and to discuss your firm's specific business requirements, please visit www.lexisnexis.co.uk/enterprisesolutions, email salesinfo@lexisnexis.co.uk or call +44 (0) 113 226 2065 to speak to a LexisNexis Enterprise Solutions consultant.

Delivering benefits through incremental change is often more acceptable to end users and the budget holders, all encouraging system acceptance.

Visualfiles provides a full range of additional components which can enhance the functionality of **Visualfiles** including operational risk management, compliance, online access, scanning, integrated know how and dynamic performance dashboards.

Visualfiles also has the ability to be integrated into other enterprise systems to assist in the single entry of data yet allowing multiple distributions where applicable.

Financial systems, HR, Billing and work outsourcing and control are but a few that have been implemented.

Cost effective with an immediate return on investment

Visualfiles delivers immediate business value and is priced on a low cost subscription basis. This not only avoids high initial capital investment but also demonstrably offsets cost against the corresponding periodic benefits accrued – underpinned by a compelling business case:

- **Producing documents and forms can be up to 30% more time efficient. This can help to improve secretarial ratios or make more time available for other value adding work**
- **Electronically filing an e-mail (as opposed to print and filing) can save up to an hour a day**
- **New instructions can be opened and work can commence on the file within minutes of receipt including electronic receipt to the instructing department**
- **Take on processes can be designed to ensure consistency of information entered and compliance with departmental procedures**
- **Time recording can be used to value the work load in progress and to provide statistics to evaluate the department's performance and to monitor its value to the business**
- **Streamline access to systems and information to provide all authorised users with a full 360° view of all files, at all times and simultaneously**