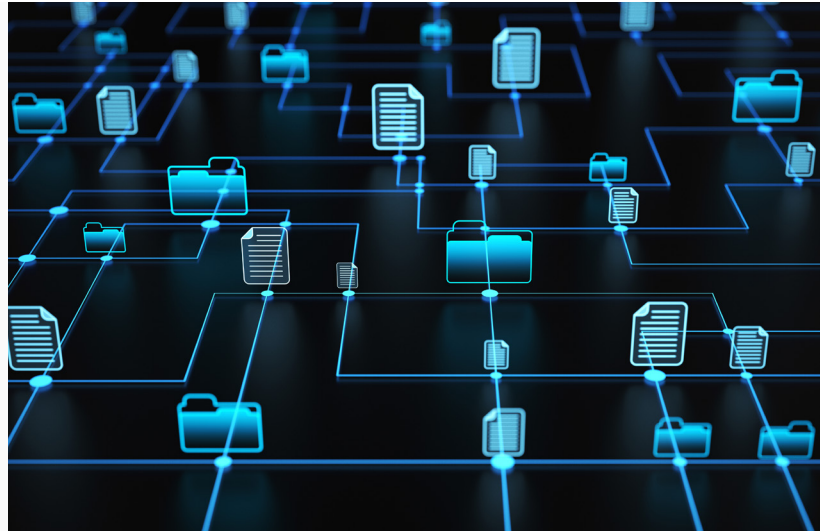# Lexis® Visualfiles™ Vault Accelerator

Manage physical files and miscellaneous electric documents more efficiently.

How do you keep track of all the physical files and documents you archive each year? Recording their details on spreadsheets soon gets out of hand; while using a standalone system can make it difficult to relate the archived files to relevant cases.

The Lexis® Visualfiles™ Vault Accelerator is an out-of-the-box solution that lets you track and manage archived files and documents from within your Visualfiles case management system.

The Vault Accelerator also provides a convenient way to store, manage and respond to miscellaneous correspondence that isn't relevant to specific cases.

Manage archiving at the touch of a button

With the Vault Accelerator implemented, you can quickly and easily manage the archiving of physical files such as deeds, wills and other documents you hold for clients - without leaving Visualfiles.

Simplified document tracking

Recording details of physical files in Visualfiles - including archive date, document type and storage location - means you can easily see which cases they relate to, and where they're stored.

The Vault Accelerator also keeps track of any files that are checked out of, and back into, storage, providing you with a full audit trail of dates, times and users.

Digital copies for quick reference

The Vault Accelerator lets you attach digital versions of
your documents (such as PDFs or images) to archive records. So if you need to check a point or answer a query, there's no need to retrieve the physical file from storage: instead, you can quickly refer to the digital version, saving time, effort and cost.

Supports reporting needs

As the Vault Accelerator captures data required for archive management, the same data can also be used to support your reporting needs.

Handle miscellaneous correspondence more effectively

Without a solution for managing miscellaneous electronic correspondence, items can easily be misfiled or lost, which can cause problems for GDPR compliance. The Vault Accelerator helps you overcome the inefficiencies of alternative approaches by enabling you to:

- Store any incoming electronic documents that are unrelated to cases against the relevant individual or organisation in Visualfiles.

- Create your letter or other response from within Visualfiles, automatically pulling in data (such as the recipient's name and address) from the related Visualfiles records.

- Store all the data about an individual or organisation in one place - your Visualfiles system - improving transparency and helping you comply with your data protection responsibilities.

Rapid deployment, built-in flexibility

The Visualfiles Vault Accelerator is a cost-effective way
to improve your firm's management of physical files and
miscellaneous correspondence. It's ready to use out of the box, but can be further customised and extended to
meet the needs of your firm.

- **Ready for use in one day.** It takes just one day for us to install the Vault Accelerator and show you how to use it. As an add-on service, we can import existing data from your current system or spreadsheets.

- **Customise it to suit your own processes.** We're confident the Vault Accelerator will meet your physical storage and miscellaneous correspondence management needs straight out of the box. But as it's part of Visualfiles, you can customise it as required, for example, to capture any additional notes or information.

If you would like to find out more about the Vault Accelerator, please contact your Account Manager today.

Lexis® Visualfiles™

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