

Legal Services

Streamline your document management & business processes

A Case for Electronic Document Management

Information management is essential to building and maintaining a successful, cost-effective law practice. Without an electronic document management system, even the most efficient offices will struggle when it comes to accessing, sharing and storing client documents, discovery materials and other important legal data.

The simplicity and enhanced functionality found in Questys is second-to-none, making it a truly unique and affordable document management solution for today's legal professionals.

Maximize Billable Hours

With Questys, lawyers, paralegals, and secretaries can instantly find specific records within a client file by searching via document categories, keyword indices and even the OCR text of the document itself. This intuitive search capability can save users countless hours of searching for a specific file or transcript.

In addition, working with electronic files means more than one authorized user can access the same file at the same time, permitting easy collaboration on case files and legal documents. Added security features within the Questys Solutions database ensure that these files are not compromised, misplaced or accidentally deleted. Now law offices and other legal institutions can maximize inner-office productivity, and enhance customer service through quick file access, search, retrieval and storage. Automating with Questys WFX Workflow takes business productivity and process automation to the next level by integrating electronic and paper documents directly into your business processes.

Additional Benefits:

- Instantly locate desired files and/or individual documents using keyword and full-text OCR searches.
- Save directly from Microsoft and other third-party software applications.
- Archive bills and reports directly from time and billing systems via Questys Tiff Image Printer.
- Protect document integrity with revision and redaction functions.
- Complete backup and restore procedures make disaster recovery and scalability a snap.
- Collaborate on files with version control, check-in/check-out and electronic sticky notes.
- Comply with document retention rules.
- Protect client confidentiality with password protection.
- Transfer key files to a royalty-free CD-ROM for long-term storage or use in court or depositions.
- Simplified filing via system-generated bar code cover pages for scanned documents, and drag-and-drop functionality for electronic files.

The Questys Advantage

Questys makes it simple to comply with document retention regulations and legal statutes by allowing users to assign specific rules to select document categories. Law offices, courts and other legal entities can preserve records without having to maintain bulky file cabinets or invest in costly offsite storage.

- **Share documents within work groups or across departments**
- **Easily integrate paper records, reports, and electronic files**
- **Accelerate routing and approval processes**
- **Access files remotely from a secure Web browser**
- **Improve customer service**
- **Protect against loss or damage to vital records**
- **Comply with regulations and mandates**
- **Centralize storage of files and documents**
- **Enhance productivity and efficiency**

