

# Digitise your legal workflows with EzeScan!



The vision of the Paperless Office has been around for decades, yet many law firms are still dealing with hundreds, if not thousands, of paper documents every week. At EzeScan we understand that the legal sector is evolving and technology is reshaping the way many firms work. Increased competition is now the norm and clients are demanding more in terms of their expectations and outcomes. EzeScan is here to help you digitally transform your workplace by converting your reliance on paper-based processes to highly automated digital workflows!

## HOW CAN EZESCAN HELP?

Whether you are scanning incoming correspondence, digitising complete case files or registering incoming email, EzeScan can provide the solution that meets your needs. Whether information enters your business as hard copy, fax or email, EzeScan can make your documents available to your legal teams faster.

EzeScan provides both centralised production capture solutions for your records and document control teams, and decentralised self-register solutions for your general staff. Save valuable time and limit unnecessary data entry and manual processing by leveraging your existing client and case information already in your practice management system. By simply capturing one piece of information, EzeScan can perform a database lookup to return the rest of the relevant information required to register new documents. Spend more time practicing law and less time on your repetitive administrative tasks.

EzeScan also allows for the delivery of paper-based mail now as a digital piece of information to fee earners and legal secretaries wherever they may be working. Standardise your capture processes for all your business units and take the guesswork out of digitisation standards, compliance and governance requirements. Let your staff focus on what they do best and EzeScan can do the rest!

### KEY BENEFITS:

- ✓ Capture case documents on the fly
- ✓ Minimise document handling
- ✓ Accelerate document delivery
- ✓ Reduce or eliminate data entry
- ✓ Increase document security
- ✓ Digitisation, compliance and governance standards

## Who Have We Helped?

JOHNSON  
WINTER &  
SLATTERY

**E+F**  
ELKINGTON + FIFE

**Donn&Co**  
Licensed Conveyancers | Property Lawyers

## DIGITAL TRANSFORMATION



### Take the hard work out of digitising your legal documents with EzeScan.

Reduce your reliance on paper, and where possible eliminate it all together. Whatever your digital transformation initiative, EzeScan can help you digitally transform all those labour-intensive manual tasks that hold up your business, and help you convert your paper-based processes to highly automated digital workflows. Streamline your operational processes by automatically capturing, actioning and filing your hardcopy and digital born documents.

## DIGITAL MAILROOM AUTOMATION



### Take the hard work out of scanning & distributing your physical mail!

Many law firms still utilise a manual sorting and delivery of paper-based information to fee earners and legal secretaries. Our digital mailroom solutions allow you to distribute your information instantly to law firm content systems and most importantly to users, helping to facilitate agile working and ensuring that employees have quick, easy, compliant and secure access to information, wherever they are working.

## WORKFLOW PROCESS AUTOMATION



### Spend more time practicing law and less time on repetitive admin tasks.

There are many daily time-consuming, repetitive processes that are mandatory, but do not necessarily need to be performed by a lawyer. Our workflow process automation solutions can help your in-house Legal team automate repetitive tasks so they can focus on the work that's most important, providing your clients with the best legal advice possible.

## SIMPLIFIED BACK SCANNING



### Easily scan and index your massive backlog of case related documents

EzeScan can provide you the software, hardware and expertise to digitise your physical documents at your own pace on your own premises. The EzeScan Simplified Back Scanning solution can be easily configured to streamline your back scanning projects. Back scanning workflows can be configured to integrate with many popular EDRM systems and ODBC databases, or to generate custom data output for integration with legacy systems.

## DECENTRALISED ENTERPRISE CAPTURE



### Automatically align information capture with your business processes!

EzeScan provides decentralised self-register documents capture solutions for all your legal professionals. For both hardcopy scanning or uploading digital born documents, your staff can automatically capture and register documents directly to your line of business application from any location. With no desktop software to install, let EzeScan do the hard work and automatically name and file your documents in the correct naming convention to the correct location.