

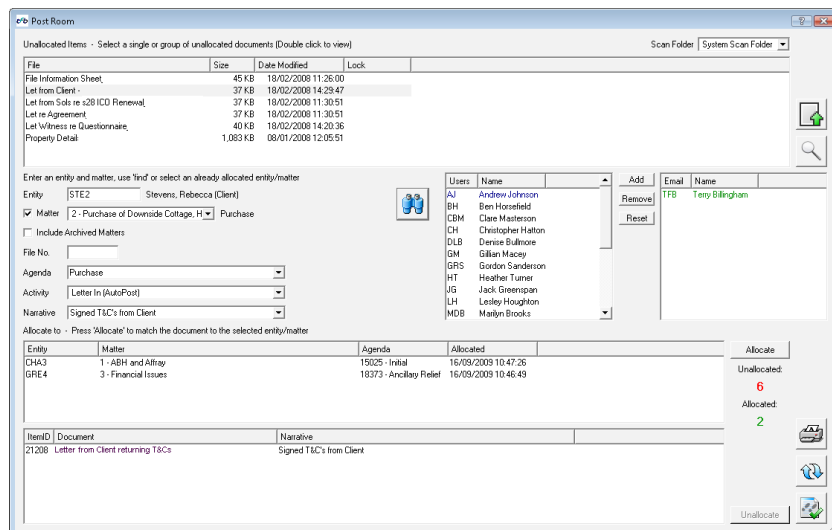
# DOCUMENT SCANNING/ALLOCATION

Use Partner for Windows Postroom Partner to convert paper-based information into an electronic format and allocate to matters in Partner for Windows Case Manager

With firms now wishing to electronically file letters and documents against a client and matter, the facility to capture and place paper-based information into an electronic case flow significantly increases the ability to effectively manage the storage and retrieval of documentation. Partner for Windows Postroom Partner enables a firm to reduce the risk of documents being misplaced by streamlining the way in which they are handled.

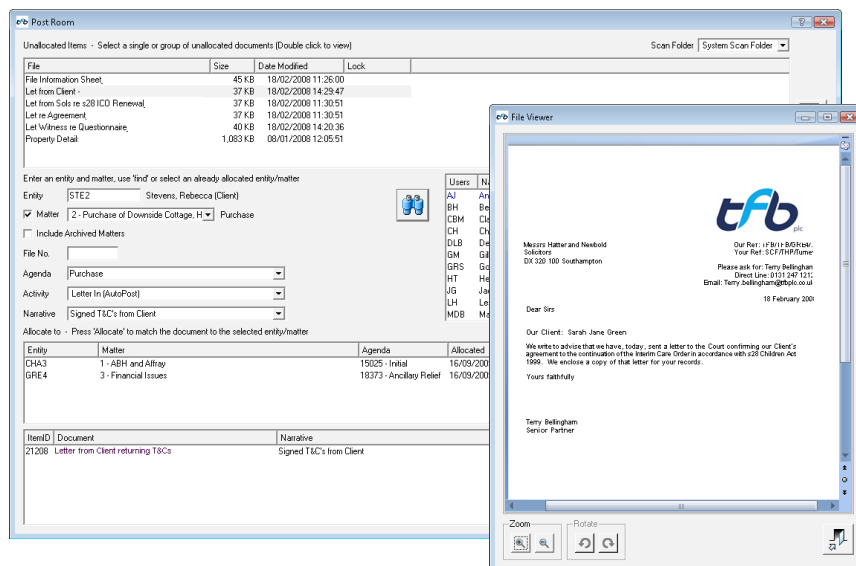
Using Postroom Partner to either scan or allocate, it is now possible for a user to:

- Scan from a desktop scanner and assign directly to a case (suitable for low volumes)



Allocate documents to specific matter/entities in Partner for Windows

- Each scanned item can be viewed via the File Viewer



Users can view the items in Postroom Partner using the File viewer function (F12)

## ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

## CONTACT

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## A PARTNER FOR WINDOWS FACT SHEET

- Scan or save multiple documents (e.g. a large file of papers or the daily postal delivery) to a pre-set network folder and assign each document using the allocate option (suitable for higher volumes)
- There is an option to time record the scanned document (e.g. Letter In)
- Each item can be assigned a unique narrative for insertion into a case flow
- All items stored in Postroom Partner can be printed if required
- An email can be automatically sent to a user advising that the item is now in the case flow and can be accessed from that email via the included link

## ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

To view the latest fact sheet on Postroom Partner please visit [http://www.tfbplc.co.uk/assets/library/documents/Postroom\\_Partner.pdf](http://www.tfbplc.co.uk/assets/library/documents/Postroom_Partner.pdf)

### OTHER PARTNER FOR WINDOWS MODULES THAT INTEGRATE WITH POSTROOM PARTNER ARE:

**Automated Archive Manager/Extended Archive Manager** for matter archiving

**Partner TaskCentre** for business process management

**Management Reporting** consultancy/services

**Crystal Reports** for data mining and report development

**URU** for online identity verification

**Digital Dashboard** for business intelligence

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