

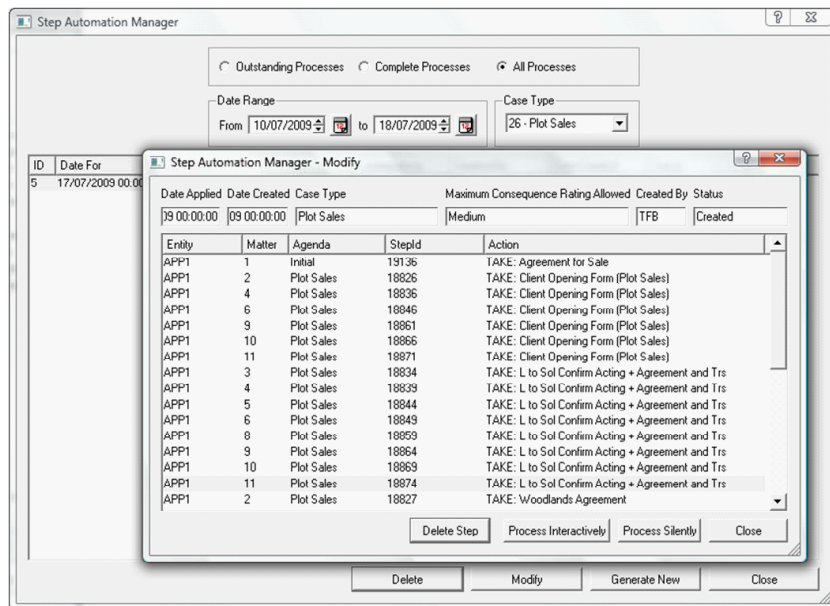
# CASE FLOW AUTOMATION

Use Partner for Windows Step Automation Manager (SAM) to automate any case flow

Firms that are bulk processing some types of work (e.g. re-mortgage or debt collection) have a requirement to automatically take or complete certain case steps in order to make the whole process much more efficient and therefore reduce the costs of processing repetitive work. Other practices often find that some sections of their case flows could usefully be dealt with 'in bulk' when many of the cases reach the same stage at a similar time.

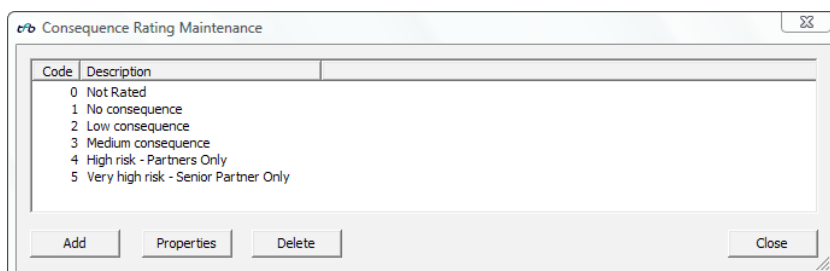
Partner for Windows Step Automation Manager will allow firms to automatically take or complete flagged case management steps, in bulk, and without having to enter each of the individual case flows.

It is a case processing tool which has been specifically designed to automate the production of routine letters and documents, without user intervention, across multiple matters and case types. It uses your existing case templates – you just need to enable the Partner for Windows Step Automation Manager actions.



Optimise your case flows with Step Automation Manager

As it is possible to run a Partner for Windows Step Automation Manager process via a command line, it follows that it can even be scheduled to run at a time convenient for the firm, e.g. overnight, thus optimising the use of your server.



Define consequence ratings for each step in the case flow

## ABOUT PARTNER FOR WINDOWS

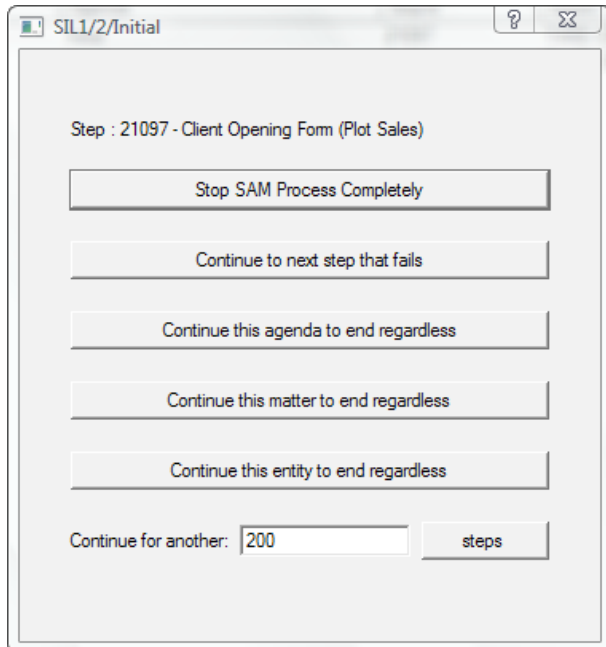
Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

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**  
**Sales:** 01489 609010  
**Email:** tfb@tikitt.com  
**Web:** www.tikittfb.com

**Postal Address:**  
 1-2 Kingdom Close  
 Kingdom Business Park  
 Segensworth East  
 Fareham  
 PO15 5TJ

It can also be run manually or automatically. When in manual mode, Partner for Windows Step Automation Manager can be processed interactively with prompts to the user, or silently.



Option available during a manual interactive process

Partner for Windows Step Automation Manager can help:

- Enhanced ability to streamline business processes maximising your firms earning capabilities
- Condense time spent on individual cases allowing your firm to take on bulk work
- Improve productivity and efficiency in handling cases across your firm
- Enhance client relations through better management of cases
- Reduce risk of human error by automating the processing of cases set to predetermined parameters

To view the latest fact sheet on Step Automation Manager please visit

[http://www.tfbplc.co.uk/assets/library/documents/Step\\_Automation\\_Manager.pdf](http://www.tfbplc.co.uk/assets/library/documents/Step_Automation_Manager.pdf)

### OTHER SOLUTIONS THAT INTEGRATE WITH PARTNER FOR WINDOWS STEP AUTOMATION MANAGER 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

## 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.

## CONTACT

**Sales:** 01489 609010

**Email:** [tfb@tikit.com](mailto:tfb@tikit.com)

**Web:** [www.tikittfb.com](http://www.tikittfb.com)

### Postal Address:

1-2 Kingdom Close  
Kingdom Business Park  
Segensworth East  
Fareham  
PO15 5TJ