

DigiDocFlow[®]



Digitizing documents in the legal industry

The legal industry

As the legal industry is drowning in paper, effective information management is the key to success for any law firm or court of law. Without easy access to the needed data, businesses and organizations in the legal industry cannot exist, nor hope to compete with other organizations.

DigiDocFlow is an easy and affordable solution of which the legal industry can benefit by scanning paper documents into a digital archive. With DigiDocFlow, there is no client software to install and no product training is necessary, so everyone can use it straight away.

Key challenges

- Increased control/security over information
- Streamlining the process of paper-handling
- Consolidated records from multiple sources
- Meet documentation mandates

Benefits

- Use authentication module for control/security
- Bates stamps to guarantee document authenticity
- Scan to business applications like Open Text eDocs
- Improve workflow efficiency



Profile

Organizations in the legal industry are constantly trying to improve customer service, bring down their costs, improve productivity, and protect case information. An important factor in pursuing these goals is the transformation of paper based document workflows into digital workflows. As a result scanning has emerged as a critical business process for law firms and PDF/A has been adopted as the file format of choice for filing and archiving.



Functionalities and advantages Example business scenario

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button a MFP creates a digital copy which is stored anywhere, for example into your Windows folder structure, Microsoft SharePoint or business applications.



Bates stamp: By sequentially numbering or date/time-marking documents as they are scanned, the authenticity of documents is guaranteed.



Multiple output formats: Convert scanned documents into text searchable file formats, like Word, Excel, RTF, PDF and PDF/A files. Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word or Excel output to create an editable file, which can be edited directly after scanning, in any editing application, like Microsoft Word.

Archive and store case & client files

Current workflow

A law firm must archive and store all client documents and case files, which is often done in filing cabinets. Employees must invest valuable time filing and retrieving the documents.

When multiple employees need to work on one case/client file, documents are shared digitally or handed over to colleagues as paper files. This can cause documents to get lost or accidentally misfiled. Along with these risks, the sharing of documents increases the chance that employees are not working on the latest version of a document.

Workflow with DigiDocFlow

Employees scan all incoming documents and these can be converted to secure, searchable PDF files. DigiDocFlow can store the documents directly in the proper location in any digital archive: in a Windows network folder, Microsoft SharePoint or in a business application. Documents can be retrieved instantly via a simple text based search. For sharing documents between different employees, with the guarantee that everybody is using the same document, DigiDocFlow can create a Bates stamp on the PDF files. With this stamp, the authenticity of documents is guaranteed, which eliminates user mistakes.

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