



KEYHOUSE CASE MANAGEMENT

Keyhouse Case Management was designed in partnership with several Solicitor firms to provide the law office with the tools to streamline the firm's work, improve efficiency and quality, resulting in increased profitability and greater responsiveness to client needs. The system offers many impressive facilities which has enabled our clients the means to get Case Management working and deliver the benefits these systems bring.

This straightforward and easy to use software package delivers what is required for solicitor firms in today's competitive environment. It can be used for a wide variety of case types including:

Conveyancing	Criminal
Litigation	Family
Probate	Commerical Conveyancing
Debt Collection	Commerical Litigation

Features:

- Fee Earner Diary
- Case Diary
- Automated Document Production
- Task Delegation
- Decision Processing
- MS Outlook & Email Integration
- Document Imaging
- Incoming Fax & Email Capture
- Comprehensive Standard Reports
- Powerful Report Designer/Generator
- Authoring Case Plan Service
- Case Plan & Precedent Design Module
- Customisable Case Plans & Precedents for
 - Sale of Property
 - Plaintiff Litigation
 - Purchase of Property
 - Defence Litigation
 - Probate
 - Debt Collection

Benefits:

- ✓ A single source of information – No duplication of data entry
- ✓ Incoming & outgoing documents automatically saved to the case – “Your file on a PC”
- ✓ Good document management control
- ✓ Instant access to Fee Earner To-Do list and Task Prioritisation
- ✓ Seamless integration of case diary and Microsoft Outlook
- ✓ In built time saving procedures, e.g. Scan documents or faxes into the Case diary
- ✓ Easy access to case history and diary
- ✓ Offers clients controlled remote access to case information
- ✓ Reduces time spent on basic day-to-day processes e.g. repetitive dictation
- ✓ User friendly and intuitive interface
- ✓ Fully integrates with Keyhouse Desktop productivity tools e.g. Time Recording
- ✓ Fully integrates with Keyhouse Accounts

The Keyhouse Case Management allows firms to optimise its service delivery to clients. Such standardisation of legal processes brings increased levels of consistency and even when a fee earner is absent, work can be delegated to staff and then later approved. They can maintain proactive and precise management of a case because all details are easily accessible and set procedures clearly laid down.