



DocMan Productivity & Document Management Systems



DocMan-e

An easy to use, low cost, email filing and management program for users of Microsoft® Outlook, designed by the programmers of DocMan (the document management system behind some of the most popular legal practice management software). Brought to you by LawGroup UK.

The Outlook Problem

As the utilisation of Microsoft® Outlook has increased, so has the issue of how to store emails and their attachments to ensure an FSA compliant audit trail.

This is especially the case where solicitors are settling documents with other lawyers and where documents may have gone through several drafts. Only a relatively small number of firms, usually with expensive document management systems, are currently able to save Outlook email text and attachments into a managed area (usually Matter Folders) in an automated manner.

Thus firms have a generally acknowledged problem.

Emails saved in Outlook are, in effect, saved in one large file (the "PST" file) which can become enormous, fragmented and vulnerable to corruption, full of attachments which should be properly filed away.

Work-in-progress filing becomes very fragmented, a search needs to be made into Outlook to obtain a full picture, find the correct version and so on, so finding matter specific work has become problematical.

Manual saving of email text and attachments is messy and can often be inconsistent.

We have a SOLUTION...

Law Society Email Guidelines

"Law firms should stop the practice of saving e-mails simply by printing them out and instead move to electronic storage", according to the Law Society and Legal IT Innovators Group (LITIG).

The call came as research carried out for the Society's *Software Solutions* guide revealed that more than a third (36%) of small to mid-size law firms say they store e-mails in hard copy form.

Advice that solicitors should adopt 'a suitably managed electronic storage system' will be included in a new version of the Society's full e-mail guidelines to be published shortly.

DocMan-e Email/Attachment Management

"The right electronic storage system, properly managed and protected, can have a number of advantages over paper records.

We anticipate that solicitors will increasingly make use of them to enhance the efficiency, effectiveness and security of their practices."

LITIG www.litig.org

DocMan-e is a low cost, easy to install, software program that sits alongside Microsoft® Outlook on your PC.

The program's document management allows either/both attachments and actual email text to be stored to the firm's usual client/matter directory hierarchy.

The program can be set to store files either on a stand-alone computer or on a network file server.

Any saved emails and attachments can be accessed reliably and quickly.

Email "conversations" and document "versions" are time-stamped.

Stored e-mails retain the 'metadata' contained inside them. This provides an audit trail of sending, receiving and composing to enable full, SRA compliant, auditing.

The cost of a DocMan-e software licence is £50 per user (for the first year, £30 pa thereafter) which includes basic support and software updates. Large orders POA.

Try Before You Buy

LawGroup can provide you with the option to try DocMan-e free of charge for one month so that you can test its value for yourself.

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