

Visualfiles® M2

“I need to manage client documents and e-mail, financial information, contact details as well as do the day job. I haven't got time to learn another system!”

M2 delivers immediate business value as a browser friendly extension to Microsoft Outlook

Quick to deploy and with intuitive use

For ease of use M2 is delivered inside of Microsoft Outlook. It provides a matter centric view of documents, e-mail, contacts and financial data in a simple and fee earner friendly interface.

It allows organisations to quickly deploy a near 'out of the box' e-mail and document management solution. This provides simple drag and drop, pick list and automated e-mail filing options. For mobile workers the system provides secure remote access via the web or alternatively offline working via the briefcase functionality.

Whilst delivering significant efficiency and accuracy gains in respect of everyday document production, M2 also helps to ensure a consistent approach in terms of house style across the organisation.

An out of the box solution from the market leading supplier - simple yet sophisticated

Contact details of clients, referrers, parties, correspondents and other address book entries become self maintaining. This not only saves time but also improves conflict checking and relationship planning ongoing.

M2 is an affordable, entry level system from LexisNexis Visualfiles, the UK's market leader in case and matter management systems. Fully compatible with the highly scalable and feature rich Visualfiles development platform, it delivers business value today whilst assuring your systems aspirations for tomorrow...

For more information call **0113 226 2000** or e-mail salesinfo@lexisnexis.co.uk

SOLUTIONS FOR KNOWLEDGE-DRIVEN PROFESSIONALS

Client Development Research & Knowledge Solutions Practice & Productivity Management Risk & Compliance



LexisNexis®

The clear benefits of M2 will drive your business:

- **E-mail & document management:** help ensure client service and compliance through complete and searchable records of client matter e-mail and documents. Save time filing incoming and outgoing electronic documents & correspondence. Replace the need for unwieldy client, matter and precedent folder structures within Windows Explorer.
- **Significant efficiency gains:** efficiency, accuracy and speed gains are achieved via automation. This can span correspondence, documents, precedents, e-mails and forms. Reduce effort and errors associated with duplication of data between different systems. Improve speed of service through integration of systems to eliminate paper processes and multiple logins and system searches.
- **Improve productivity:** enhance fee earner productivity through improved navigation between systems and access to information. Reduce scope for time leakage through context sensitive prompted time recording.
- **Relationship intelligence:** a self maintaining contact and relationship management system allows you to:
 - improve client and contact relationship intelligence
 - enhance source of data for conflict check procedures
 - track referrals
 - improve the overall quality of your contacts database
- **Flexibility & convenience:** enabling mobile working through secure web access or offline document briefcase.
- **Rapid return on investment:** quick to deploy, easy to use, requires virtually no training as a near out of the box experience.

Simple yet powerful and flexible software – grows with your business

M2 provides your organisation with immediate business value. It also provides a solid foundation from which to develop further business solutions, based upon the market leading Visualfiles toolset. This approach helps future proof your investment and avoid the risk of over spending. Delivering benefits through incremental change is often more acceptable to end users. This in turn helps to encourage system take-up.

LexisNexis Visualfiles provides a range of additional components which integrate with M2. These include operational risk management, online client access, scanning, integrated know how and dynamic performance dashboards.

M2 can be integrated with existing accounts systems (integrations have already been achieved with SOS, Thomson Elite, Aderant, Miles 33, Axxia and Pilgrim). Through integration significant benefits can be achieved in terms of:

- streamlining client and matter inception process
- time recording
- cost estimate monitoring
- disbursement processing
- billing
- matter closure

Cost effective to purchase with a near immediate return on investment

M2 delivers immediate business value and is priced on a low cost subscription basis. This not only avoids up front capital investment but also demonstrably offsets cost against the corresponding periodic benefits accrued. It is underpinned by a compelling business case:

- Producing documents and forms can be up to **30% more time efficient**. This can help **improve secretarial ratios** or make more time available for other value adding work.
- Electronically filing e-mail (as opposed to print and filing) can **save up to an hour a day**.
- New instructions can be incepted and **matter numbers issued within minutes** rather than hours or days. This helps to ensure accurate time recording from the earliest possible opportunity (**reducing time leakage**).
- Prompted time recording in relation to sending and filing of e-mail helps to ensure that all time is accurately recorded. A fee earner with an hourly rate of £130 need only record 1 additional unit of time per week in relation to e-mail as a result of prompting by M2 to generate a **minimum of £500 per annum per fee earner in additional WIP**.
- Streamline navigation between systems and access to information to **improve fee earner productivity**.
- Quick to deploy and easy to use requires **virtually no training to help ensure immediate ROI**.

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