





## Management Reporting

Legis has a number of standard reports available. External reporting can keep clients/providers up to date on a daily basis as to the matters in progress and the key stage that they have reached. Internal reporting allows for monitoring of caseloads, reviewing time reports for each case worker and monitoring disbursements, to name just a few. Additional reports can be customised with ease, to meet individual requirements. Reports can be printed, sent to Word, Excel, e-mail, etc. as required.

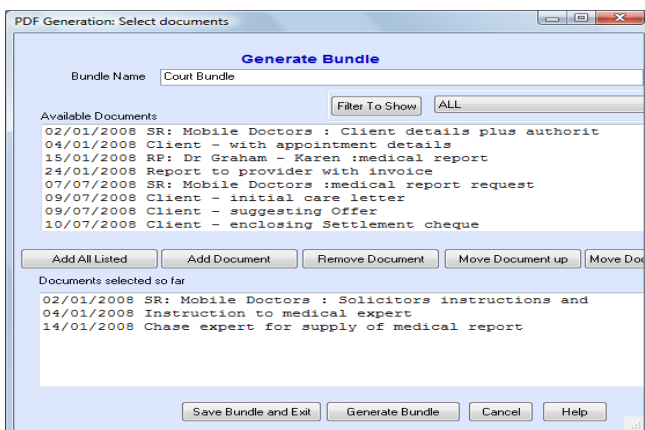
The hearing calendar is produced in Excel (allowing filters/sorts to be applied) showing at a glance all hearings and attendees.

## Court Process

The court process toolbar steps you through the actions required. Once the Claimants and the Defendants have been identified court documents can be created with the appropriate court headings. Grouped documents allow you to create all the documents required for pre issue, producing a covering letter to the client together with claim form, particulars of claim and schedule of losses.

## Trial Bundles

Produce Trial bundles effortlessly by selecting previously generated documents from behind the Legis diary history. Once complete, the Trial bundle is also saved behind the diary. The bundle can then be printed or e-mailed.



## Documents and Scanning

Document management and production under Legis is easy. Document content can be built intelligently by rules fed into the system. The resultant output can be printed, e-mailed, faxed etc. Even grouped together and generated in one single process. You can also decide if you want all your incoming documents, whether by letter, e-mail, or fax, stored within Legis. Incoming post can be scanned and attached to a matter, accessible through the diary history, and it can generate a notification task for the case worker.

## Document Management Utility

To further assist in locating critical documents, the Legis Document Management Utility can index all documents. This powerful feature allows you to search, using multiple search criteria, the entire Legis database for documents.

With this facility, single/multiple documents can be selected then printed or copied to other secure locations.

## Application Integration

Legis is integrated with Outlook. E-mails are stored within the matter together with any attachments. SMS messages can be generated and sent manually or automatically from the running of specific tasks. Faxes can be sent via Rightfax or ZetaFax. Laserforms are automatically populated with data. Also supports viewing of Oyez forms. Completed forms are stored for rapid future retrieval and adjustment.

Emails, SMS messages, faxes and Laserforms are all stored behind the Legis diary history, for instant perusal.

## Help

Legis not only supplies a comprehensive on-line context sensitive help system, but can be easily extended to include guidance on legal processes, in house policies and procedures for training new staff, reducing training overhead. This process can be under the control of your own support team.

## Time Recording

Legis has a powerful built-in ability to allocate time to all case workers working on their cases. Specific charge rates are dependent on case worker experience/type of claim. Legis can integrate with Accounts systems, if required.

## What else can we offer to assist you?

In addition to delivering the best and most flexible Case Management tool on the market, KsysLegal also offer business analysis. Experience and expertise built up over many years, working both in and with Law practises, allows us to deliver comprehensive solutions that return substantial benefits to your business.

We also offer extensive training to both IT professionals and end users, as well as bespoke development.



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