



# Is it LEGAL

Welcome to our Quarterly Newsletter

Autumn 2008

Document Management for small/medium Law firms...less than **£3000** sterling.

Document and  
Records  
Management  
Scanning  
Imaging  
OCR  
Workflow

## FILEHOLD v.08

Although every law firm needs a document management system, not every law firm has one — or at least a real one (files and folders don't suffice the minute you add a second person to the mix). But don't blame law firms. Many document management systems require a significant start up investment and learning curve. No wonder so many law firms have opted out even though they end up hurting themselves the most.

In One Sentence .....  
**FileHold Systems' is a document management software system that uses Microsoft technologies designed to reduce its cost and simplify its implementation.**

The Killer Feature...  
FileHold makes your firm's documents available from any computer with access to the Internet, and keeps track

of each version automatically thanks to "Smart Check Out/In."  
For example, when you open a document and make changes, FileHold will prompt you to check out the document. When you close the document, FileHold will prompt you to check it back in, thus providing a version history and preventing lost documents and changes. "Thanks to Smart Check Out/In, FileHold becomes the single version of the truth in a law firm

### Notable Features....

FileHold stores email and other electronic documents directly from your desktop. It also integrates with scanners and multifunction machines to convert paper files into organized, searchable electronic documents.

Thanks to integrated OCR, you can search all scanned documents including full text and metadata (e.g., the matter) using the Google-like search bar.

FileHold files and tags (e.g., client, matter, document type, issues, etc.) documents using an automated process called "Auto Tagging" or via drop down menus.

You can view more than 150 different document formats, including WordPerfect and CAD. With one click, you can convert these documents and save them in PDF format. FileHold can apply Bates numbers to document pages, making it useful for discovery.

FileHold's workflow tools facilitate document review and approval within your firm and with clients as well via the Web. This workflow technology works hand in hand with FileHold's security features, which enable you to restrict user access to files which may contain sensitive documents.

For more information and a free download and trial go to:

[www.filehold.com](http://www.filehold.com)



## CORPORATE MOBILE PHONE VOICE RECORDING FOR LEGAL FIRMS

SINGLECOM announce their NEW Smart Mobile Phone Voice Recording "PLATO". Put simply PLATO records incoming and outgoing voice calls on your corporate mobile. PLATO sends the recording over the GPRS network when the call is finished to a central database (independent or your own or both) where it is archived and completely searchable. PLATO also keeps the last 10 conversations on the

handset for instant retrieval, very useful for fee earners on the move. PLATO works on any network on any smart mobile phone anyway in the World. With compliance and security becoming more important in everyday working PLATO makes perfect sense for your corporate mobiles. More importantly it cost about the same as your mobile phone insurance. For more details go to:- [www.singlecom.net](http://www.singlecom.net)

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