

Legal Capture, Print and Cost Recovery

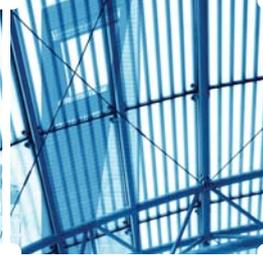
Advanced **information managment** for law firms

remote capture • digital mail room • matter-centric capture • client billing • controlled and secure print output

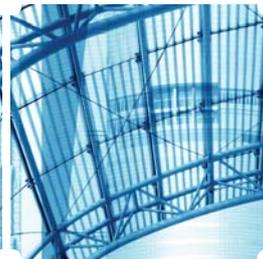


flowmatrix

Total Capture, Print and Cost Recovery



TIME TO THINK DIFFERENTLY
ABOUT LEGAL INFORMATION



The definitive solution for managing matter-centric information

FlowMatrix allows law firms and legal departments to optimise the management of information through efficient, secure and audited business process automation. FlowMatrix connects MFP devices, mailroom scanners, client desktops and core business applications through a highly powerful rules-based delivery engine and client collaboration tools.

Our legal solutions use powerful and intuitive software to efficiently manage the life cycle of a document, from creation through to client distribution, re-capture and ultimate record deletion. We fully audit all document processes and use software rather than expensive equipment to provide cost recovery solutions for client billing.



Digital Mail Room for matter capture



FlowMatrix Digital MailRoom incorporates a two tier approach for rapidly capturing paper into electronic matter files with the least amount of human interaction or 'clicks'. Tier one is the ScanPort touch screen interface supporting quick batch preparation and submission for all paper sizes, including large format conveyancing documents. Tier two is the QuickDrop MailRoom client that uses advanced logic to pre-determine indexing and routing decisions for documents by intelligently reading them.

By being able to automatically and electronically extract information, such as a matter/correspondence reference or understanding a document structure (to define a document type), the system can automatically route a document to its correct content repository. The system also supports local mail room and referred exception handling via local desktop QuickDrop client tools so that ultimately every captured document can be dealt with and stored correctly.

Cost Recovery for Copy and Print

Whether you are printing a desktop file or copying a document at a multi-function device, FlowMatrix can comprehensively and automatically audit the operation against a matter and produce a billing ticket. The solution doesn't need or use expensive cost recovery terminals. As an alternative approach FlowMatrix does this all in software.

A handy desktop application called MatterPrint can understand the link between a desktop file and a matter to automatically assign a billing code on print. A similar MFD application allows quick and simple assignment of a matter code for charging copies made.



Intuitive matter-centric capture from an mfd or network scanner.

FlowMatrix allows law firms to fully exploit the use of their multi-function device fleets for distributed capture into electronic content and records systems. We fully and seamlessly integrate into products such as OpenText eDocs, MS SharePoint and Interwoven iManage/Worksite with the ability to easily link to My Matters, Global Matters or through matter search and indexing tools.

Our solutions embed directly into the devices and provide comprehensive authentication, matter reconciliation, indexing and document profiling at the control panel. Alternatively users can scan first and profile later, at their Desktop using FlowMatrix QuickDrop, one of the fastest 'minimum click' solutions available for the legal market. QuickDrop desktop allows users to scan to their queue, another user's queue or a collaborative group queue thus freeing up the MFD device. QuickDrop doesn't need expensive terminals.



FlowMatrix supports most MFD and network scanning brands and models



FlowMatrix QuickDrop

- Fastest way to capture and profile a document from a MFD
- Integration with QuickDrop Desktop for group collaboration



About our business

we pride ourselves

Paper River is a leading UK developer of information capture and processing tools. We have a full suite of in-house tools for Forms Processing, Invoice Processing, Digital Mail Room and Correspondence Routing all built around a rules based processing engine. Our products are designed to automate the capture and processing of information by extracting and using the intelligence within a document. Built around a system of user, group and document work queues, users can easily and simply make decisions if needed by using fully collaborative desktop interfaces. Our solutions save time and reduce costs almost immediately.

We also develop other solutions

Business Process Automation

Full automation of unique client information processes

Contact Centre Processing

Minimum click capture, audit and receipting for one-stop shops

Distributed Capture

Capture by MFDs & network scanners into electronic content

Digital Mail Room

Capture, categorisation, batch process and workflow

EDRMS Migration & Legacy Archive Capture

Migration between content systems and paper archive digitisation

Invoice Processing

Comprehensive automation with line item, approval and goods receipting.

Planning Processing

Fast planning application capture with publishing, archive and redaction – including plans.

Remote Mobile Capture

Remote wireless capture of documents and images for mobile workers.

Secure and Controlled Printing

Pull printing, print room, information firewall and cost management

Web & Forms Capture

Production of web, smart phone, tablet and paper forms.



Contact Us



Paper River Consulting Ltd
Nexus Building
Broadway
Letchworth
Herts
SG6 3TA
Phone: 01462 688 320
Fax: 01462 688 322

0845 638 0727

flowmatrix@paper-river.com

www.paper-river.com