



## Lexis® Visualfiles Corporate Counsel

Streamline your business practices, and maximise your department's efficiencies.

Lexis® Visualfiles Corporate Counsel lets you transform the way you run your legal department.

Streamline your working practices by accessing all of your matter management tools within a single user interface.

Spend less time managing client documents, email, financial information and contact details and improve your productivity through integration with your existing systems.



Get more out of your day with an integrated workflow solution for in-house counsel

#### Overview

LexisNexis is Australia's trusted solutions provider for the legal industry. Our team has acted upon the ideas of customers to develop a workflow solution specifically for in-house counsel in Australia. Lexis® Visualfiles Corporate Counsel delivers significant time efficiencies for legal departments, increases productivity and reduces risk. The solution integrates seamlessly into the familiar environment of Microsoft® Outlook, or can be used with other email systems.

Now you can transform your legal department's efficiency and implement effective matter management and reporting; with a solution that is quick to deploy and easy-to-use.

#### Your Subscription Includes

- Software licences
- Pre-defined templates: fax, letter, memo, email
- Needs analysis, configuration, implementation and training services
- Helpline support and maintenance

Please view the end-user licence agreement for specific inclusions. This offer is subject to change.

#### Add-ons Include

- Integration with LexisNexis AU research
- Billing
- Professional services to meet your specific needs
- Additional reports

#### System Requirements:

To view the system requirements please visit the website [www.lexisnexis.com.au/visualfilescorporatetcounsel](http://www.lexisnexis.com.au/visualfilescorporatetcounsel) and follow the link to the support page.

For more information, contact your Relationship Manager or call Customer Relations on **1800 772 772**





## A simple, yet sophisticated workflow solution

The screenshot displays the Microsoft Outlook 2007 interface. The left-hand navigation pane shows the 'Mail' folder structure, including 'Inbox', 'Deleted Items (11)', 'Drafts', 'Inbox', 'Junk E-mail (5)', 'Outbox', 'quarantine', 'RSS Feeds', 'Sent Items', 'Search Folders', 'Archive Folders', 'Personal Folders', 'VisualFiles M2', 'Deleted Items', 'My Files', and 'Search Folders'. The main window is titled 'Sales Department - Practice Management Contract (195)'. It features a menu bar with 'File', 'Time', 'Window', and 'Help'. Below the menu bar is a toolbar with buttons for 'File Cover', 'Database', 'Document', 'Schedule', 'History', 'Entities', and 'LNMI Contact'. The main content area is divided into several sections: 'GENERAL MATTER' with fields for 'File Code: 195' and 'File Opened: 20/09/2008'; 'FILE DETAILS' with fields for 'File Description: Sales Department - Practice Management Contract (195)', 'File Holder: Victor Fily', 'Supervisor: Adde Taylor', and 'Outsource Status: OUTSOURCED'; 'TIME RECORDING' with fields for 'Total Charge: \$10.00' and 'Total Time: 2 hours 05 minutes'; and 'COMMENTS' with a text input field. A vertical sidebar on the left contains buttons for 'Database', 'Client Details', 'Policies', 'Panel Fix', 'Actions', 'Add Time Item', 'Reminders', 'File Note', 'Upload Document', and 'File Comments'. The status bar at the bottom left indicates '295 Items'.

## Why choose Lexis® Visualfiles Corporate Counsel?

Specialist functionality	Why do I need this?	How will this benefit my firm?
<b>Overview</b>		
An integrated workflow solution for in-house counsel	Transform the way you run your legal department.	Manage your matters, boost efficiency and productivity, minimise risk, improve the service your department delivers to the business and share information.
<b>Matter Management Software</b>		
File Management	Manage and progress your files more effectively.	Delivers significant efficiency and accuracy gains to your department by streamlining access to systems and information for all authorised users with a simultaneous 360° view of all files at all times.
Email Management	Provides a complete record of electronic correspondence.	You can save time filing incoming and outgoing electronic documents and correspondence as well as replace the need for file folder structures within Microsoft® Outlook or with another email system.
Document Production	Save time on document production through standardisation of processes, and a consistent approach in terms of in-house style.	Users have access to document templates which are populated with relevant correspondent information and adhere to preconfigured in-house styles.
Email Integration	Manage matters and emails within familiar environments.	Continue to handle matters from within systems you are already using and familiar with, e.g. Microsoft® Outlook.
History	Record all documents, (emails, file notes and tasks completed) related to a matter.	Gives you a complete and auditable history of all recorded data in a case which can be categorised by a user by file type for easy access and retrieval.
Reporting	Easy recording with time tracking and recording.	Time recording can be used to value the work-load in progress, to provide statistics to evaluate the department's performance and to monitor its value to the business.
Panel Management	Manage files allocated to external law firms.	Achieve efficient workflow with your external legal panel firms.
File Inception	Files can be categorised or classified by task, dates and activities.	Allows easy tracking and categorising of files. New instructions can be opened and work can commence on the file within minutes of receipt including electronic receipt to the instructing department.
Correspondence	Launch and record external and internal correspondence.	All correspondence is recorded to a file, saving time and providing a searchable audit trail of correspondence.
Alerts	Set and receive alert messages. Ensure activities are not missed.	You can have full confidence that the legal team has not missed anything whether it is a key deadline or activity.
Scheduled Activities	Configure the solution to set up standard activities associated with a file, which are recorded against it.	Ensure consistency of processes and compliance with departmental procedures.
Key Dates	Users can view, open, add and process tasks associated with key dates, and all activity is recorded to file history.	Enables you to manage risk and the pace at which a file is progressed. A file cannot be closed if there are key dates outstanding.
Team Members	You can build a record of colleagues who are acting as team members on a file.	Makes the inception process more efficient as you can select from an existing list of team members or input new data for the first time, so that the record holds details of their name, job description, internal telephone extension, etc.
Parties	Record, amend and add Parties.	Create a user-friendly and efficient database of Parties which meets consistent correspondence protocols.
<b>Research (Add-on)</b>		
Integration with LexisNexis AU research	Access your LexisNexis online legal research services (legislation, cases, commentary) without leaving your matter.	Seamless integration with LexisNexis AU so you can move between your matter and online legal research and information. You can save research back to a particular matter where you can find it again.
<b>Billing (Add-on)</b>		
Billing and Disbursements	Displays a file with budgeted time and expenses. An alert is prompted when the percentage achieved figure is reached.	You'll be able to efficiently manage and track budgeted time and expenses.
<b>Support</b>		
Implementation Services	LexisNexis has a team of dedicated installation experts with local specialists helping you install and configure to your needs.	Benefit from the expertise of our specialist consultants. We offer committed, local support teams to assist you with the implementation of software and ensuring everything runs smoothly.
Training	Customised one-on-one or group training available from our experienced training team.	We will equip your legal team with training to fit your requirements and availability.
Support	Technical phone support is available from 8am - 6pm AEST Monday to Friday or email: <a href="mailto:helpline@lexisnexis.com.au">helpline@lexisnexis.com.au</a>	Obtain peace of mind with a comprehensive support package. Support from a team of local experts is only a phone call away.

