



Lexis® Visualfiles

Customised, structured workflow tools.

Lexis® Visualfiles is a scalable workflow tool which assists in the performance of daily tasks across departments to help improve efficiency, increase productivity and boost client satisfaction.

Streamline your working practices by accessing all of your workflow tools within an easy to use email solution interface.

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

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- Produce documents and forms up to 30% more efficiently helping improve support staff ratios
- File email electronically (as opposed to print and file) to save up to an hour a day
- New instructions are incepted and matter numbers issued within minutes, ensuring accurate time recording from the earliest possible opportunity
- Streamline navigation between systems and access to information improving fee earner productivity
- Quick to deploy, easy to use and requires minimal training to help ensure immediate return on investment

Integrate your system

Visualfiles enables government departments to integrate independent applications such as email, scanning, document management, CRM and finance to deliver improved file visibility and control in one cohesive system.

Create and maintain the system you want

Through easy to use development tools, **Visualfiles** empowers users to build, develop and maintain a workflow environment that will support any process or procedure. This ensures uniformity and familiarity across departments while increasing efficiency and reducing costs.

Improve efficiency by automating processes

Sophisticated workflow tools allow complex business procedures to be completely automated. This includes document and email assembly and application communication with clients and other business providers. Alerts ensure that important tasks or deadlines are not overlooked and allow supervisors to monitor and control workflow across their teams.



Easily store and retrieve your documents and emails

The email and document management capabilities of **Visualfiles** automate the storage of emails and documents whether internally generated, received on paper or electronically, ensuring easy and secure retrieval by all members of the department associated with the file. Integration with best-of-breed document management systems is also available.

Use business analysis to your advantage

Visualfiles allows the on-going capture of knowledge during the everyday management of matters and processes. This knowledge can be transferred in real-time to a data warehouse providing the optimum in business analysis.

Ensure guaranteed service quality

You need to guarantee consistently high service standards throughout the department. **Visualfiles** ensures that critical and key dates are not missed and that users are adhering to common processes across the organisation, reducing the risk of costly errors.

System Requirements: To view the system requirements please visit the website www.lexisnexis.com.au/visualfiles and follow the link to the support page.

"The software has enabled a simpler more streamlined system to be developed, which is easier for users to operate. It reflects the Commission's business needs more accurately and also enables more precise reporting, quickly."

Norman Reaburn,
Director of Legal Aid Commission of Tasmania.

For more information call Customer Relations on **1800 772 772**
or visit www.lexisnexis.com.au/visualfiles



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