



## Lexis Visualfiles™ for Legal Counsel

Helping you do more with less

Specifically tailored for In-House Counsel teams to improve productivity, mitigate legal risk and focus on what is strategically important to the organisation.

Lexis Visualfiles for Legal Counsel is a powerful off the shelf application that is designed to alleviate the workload pressures faced by legal teams and help them provide added value to the organisation.



### Improve productivity

- Maximise valuable work time through the automation of documents and processes
- Receive immediate value and operational efficiency with Lexis Visualfiles' user-friendly extension to Microsoft Outlook



### Show value to the organisation

- Benefit from real-time workload reporting and provide transparency of performance to key stakeholders
- Optimise panel management and improve visibility of spend



### Manage legal risk effectively

- Minimise errors and data duplication with streamlined business processes
- Increase security by storing important documents in a centralised electronic repository



Lexis Visualfiles *for Legal Counsel* benefits legal teams in many organisations across the Pacific region from Government to Corporate in sectors ranging from Healthcare, Construction & Engineering, Insurance & Financial Services, Residential & Commercial Property Development, Consumer Goods and Energy & Utilities.

### Lexis Visualfiles *for Legal Counsel*: Key features for improved efficiency



By using Lexis Visualfiles *for Legal Counsel*, you will:

- ✓ **Improve productivity** through automation of documents, email, forms, tasks and workflow processes.
- ✓ **Manage your correspondence in a single location** easily with a solution seamlessly embedded within Microsoft Outlook.
- ✓ **Manage budget spend accurately** through detailed visibility on panel firm estimates.
- ✓ **Easily navigate through your documents with an intuitive electronic file management system** that securely captures and retrieves all related project information.
- ✓ **Make the most of your existing technology investments** with a proven and scalable solution that can integrate with other systems.
- ✓ **Stay on top** of team projects and key dates while providing visibility to key stakeholders with real-time work load reporting.
- ✓ **Minimise risk** by streamlining your business processes, reducing chance of errors and duplication of data entry.
- ✓ **Be confident** with a solution backed by a reputable industry leader with dedicated teams of subject experts.

The Lexis Visualfiles™ Toolbar embedded into Outlook provides you with the ability to access the task list, initiate file creation, generate file notes, access reporting and more.

**Todo List** Action reminders or workflow tasks

**Create a Document** Automatically merge a document template with data from a file

**View Reports** Quick access to reporting

**Add File Note** Quick access to record and save important notes to the file

All your documents and correspondence relating to a file accessible through Outlook

Drag and Drop your emails and documents on to your file within Outlook

## Powered by Lexis Visualfiles™

Lexis Visualfiles for Legal Counsel is an off the shelf application built on Lexis Visualfiles, a powerful and customisable enterprise workflow solution.

Over the last decade, Government Departments, Corporate Organisations and Law Firms seeking optimum operational efficiency have benefited from what Lexis Visualfiles can offer.

To find out more about Lexis Visualfiles, visit [www.lexisnexis.com.au/visualfiles](http://www.lexisnexis.com.au/visualfiles)

Please contact us to find out how Lexis Visualfiles *for* Legal Counsel can optimise your organisation's operational efficiency.

 1800 772 772

 [lexisnexis.com.au/vflc](http://lexisnexis.com.au/vflc)

 [customersupport@lexisnexis.com.au](mailto:customersupport@lexisnexis.com.au)

## LexisNexis Customer Support

LexisNexis is dedicated to helping customers achieve and maintain their competitive advantage by providing the **highest quality in support and services**.

When you choose a LexisNexis Enterprise Workflow solution, you get access to highly skilled, customer support assistance.

Additional training, services and solutions are also available and implementation is provided by on-site support staff. Our dedication and technical expertise help ensure the success of every LexisNexis implementation, training, maintenance, and additional services.

The LexisNexis Practice Management Help Desk can be contacted for assistance with product functionality and to report any product defects. The new customer self-service support portal also contains solutions, release notes, frequently asked questions, known errors, and allows you to track all your support enquiries.

Just visit [www.lexiscare.com.au](http://www.lexiscare.com.au) now to login or click the Sign Up button to get started! Alternatively you can contact the LexisNexis Practice Management Help Desk at 1800 999 906 (option 1).

## LexisNexis Consulting Services

Take advantage of our network of highly skilled consultants available to assist you with:

- Project Management
- Business Analysis
- Business Process Mapping
- Application Development
- Web Portal Development
- Report Writing and Customisation
- Online and Classroom Training
- Train the Trainer
- Technical and End-User Documentation

Please call 1800 772 772 to discuss your requirements.

