

Profitability - ImageRouter cuts costs

- Free up expensive office space
- Use low cost “off site” storage for original documents
- Cut down on lost time searching for files
- Reduce the cost of distributing post

Files are distributed quickly and efficiently - directly to individuals or designated “post masters”. Multiple users can peruse files simultaneously (subject to security permissions)

Management - ImageRouter provides control

- Securely managed distribution ensures documents do not get lost - all distributed images are traceable and retrievable
- **ImageRouter** assists quality control procedures - helps with Lexcel compliance
- Wrongly allocated images can easily be redistributed or flagged for special attention
- Statistics available regarding receipt and speed of processing

Managers can monitor operator efficiency and promote adherence to SLA's – internal and external. All movements of all files are strictly audited.

Helpful – ImageRouter makes things easy

- **ImageRouter** works in a way that helps users identify and process documentation quickly
 - **Zoom Zone** allows quick magnification of illegible material
 - **Always on Top** allows case details to be perused whilst still viewing the image(s)
 - **Case Mode** will display all images for a selected case.

Efficiency - ImageRouter saves time

- Access files across branch offices
- One touch print option for all documents relating to the file

Users can assemble a paper bundle or single .PDF file in seconds. No more expensive hours stood by the photocopier. Documents can be flagged as “pertinent” to allow a selective but complete rendition of the file content.

Because the storage area can also contain ...

- e-mail
- Letters
- Forms
- File notes
- Fax and images

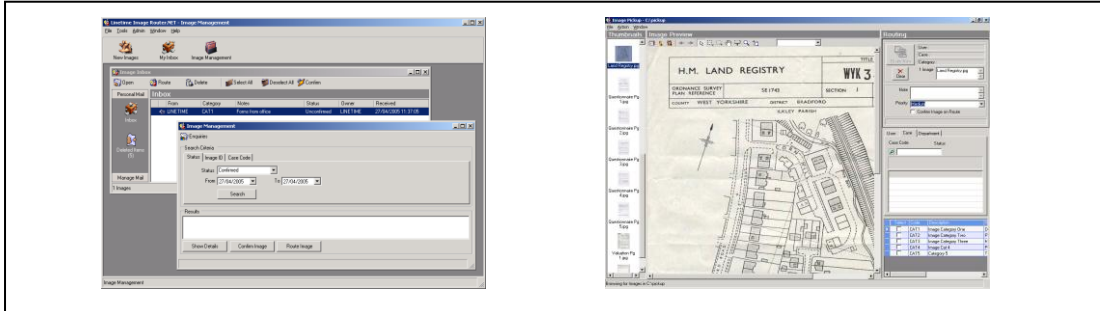
...the entire file can be assembled, printed or sent to a file. This can be e-mailed to court or chambers, sent to clients or simply taken away for further perusal. Multiple recipients can be mailed simultaneously.

LINEtime

ImageRouter Scanning and paperless office

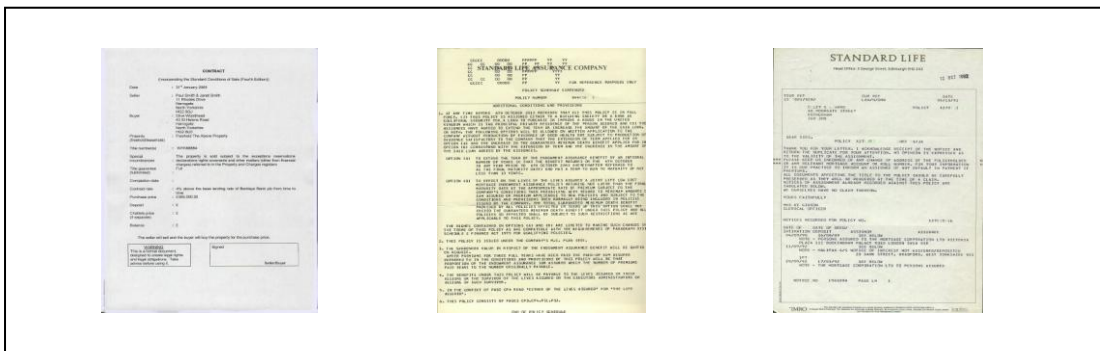
Identification

Users can easily identify images and cases, marrying them together with ease. Alternatively, images can be passed between users (all audited and controlled) until the correct “home” is found.



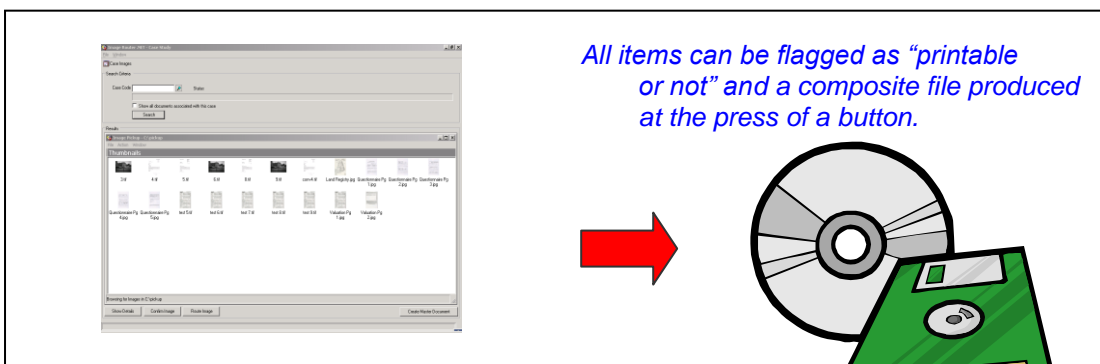
Delivery

Images can be delivered individually or in a coordinated bundle so that all users receive all their mail at the same time. Items can be sent to multiple recipients. Notes can be attached regarding significant messages and points – these then live permanently alongside the file for future reference.



Storage & Management

All images are automatically stored along with all other file history giving a complete “paperless” record of the case. This can include e-mails, word processing and file notes. This complete electronic record can then be sent to chambers, court, client or used as an archive record.



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