

THE NEW AND COST-EFFECTIVE WAY TOWARDS
EFFICIENT OFFICE INTEGRATION AND MANAGEMENT



Total IT Solutions for Law Firms

- Contacts Management
- File Management
- Template Management
- Task And Workflow Management
- Billing and Time Management
- Clients' Account Management
- Office Account Management

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**INTEGRATED BUSINESS
MANAGEMENT SOLUTIONS
FOR TODAY'S LAW FIRMS**

EXECUTIVE OVERVIEW

To meet the challenges of today's business an integrated office management system is essential in every business office to improve the management of corporate intellectual asset, to enhance workflow efficiency and to gain better control of business processes. Such a system must be user-friendly, cost-effective, easily implemented and managed.

De ITSol's Leg@l Manager® delivers all these requirements in its all-new integrated office management solution customised for Law Firms. Leg@l Manager® links people, processes and resources within a firm and creates a truly collaborative workspace.

Enhanced Documents Management

Leg@l Manager® stores and sorts documents in a centralised space enabling a more efficient retrieval and management of critical files. It allows you to consolidate disparate day-to-day documents on a single platform and in doing so allows easier management and control of such documents. Retrieving documents and files from the system would be so easy and convenient.

Security

Leg@l Manager® allows role-based access to documents. Its password-protected security system prevents unauthorised access.

User-friendly

Leg@l Manager® has been specifically developed to be user-friendly, so users can begin to derive benefits from Leg@l Manager® after only a very short training period.

Credit Control and Management of Clients' Funds

Leg@l Manager® tracks billing and clients' payment

schedules. It has a reporting feature which gives management access to up-to-date credit control information. This reporting feature also allows better management of clients' funds.

Task Management Control

Leg@l Manager® allows you to assign tasks and monitor their progress thereby enhancing accountability and productivity.

Time Management

Leg@l Manager® frees time previously spent on non chargeable work such as organising, tracking and searching for files, billing and task management and increases the time available for you to deliver superior services to your clients.

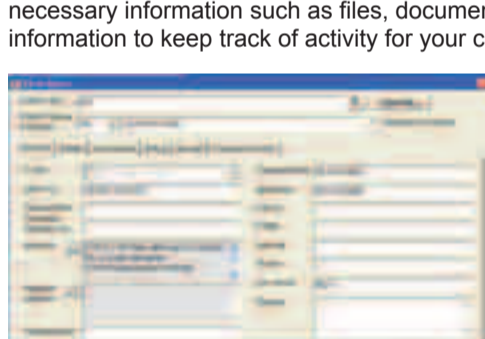
Low Cost of Ownership

Leg@l Manager® can be installed and used on a pay-as-you-use pricing model. It does not require a high upfront investment and its ideal for small to medium size law firms.

THE CORE MODULES

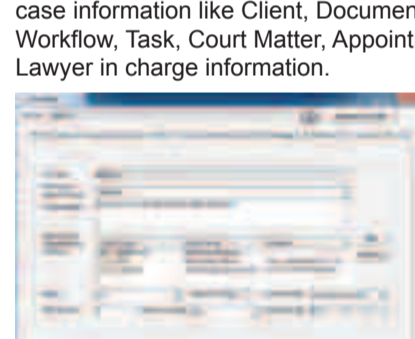
Contact Management

With contact management you can keep track of existing customers and accounts. You can manage all your business contacts in one easy interface. In addition, it records the necessary information such as files, documents and billing information to keep track of activity for your contacts.



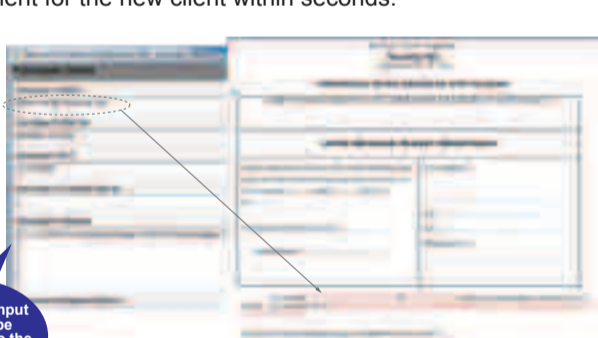
File Management

File Management is a powerful and easy to use tool that organises and tracks all matter related information from one location. It gives you instant access to all your important legal case information like Client, Document, Client Ledger, Workflow, Task, Court Matter, Appointment, Billing and Lawyer in charge information.



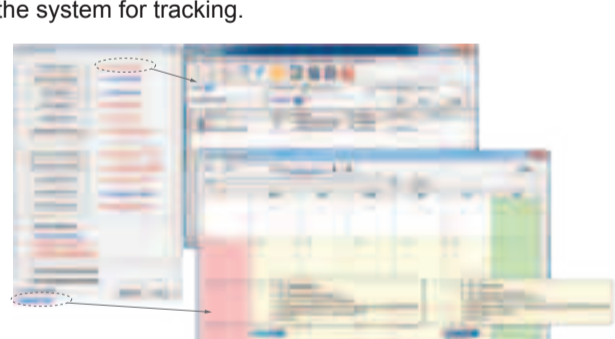
Template Management

Template management ensures a consistent output from word processor, reduces the time spent generating customized documents and helps in minimising errors. In addition, you can create a standard document with **mail merge** feature which takes all the standard text from an existing document and combines it with information from a new client to reproduce the document for the new client within seconds.



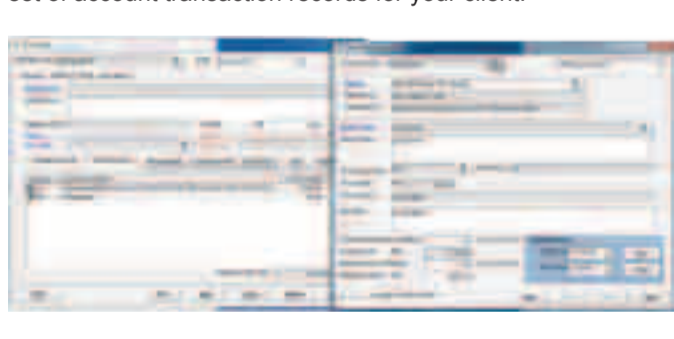
Task & Workflow Management

Task Management is designed to help you get organised and stay organised. This module helps in increasing the ability of personnel to create tasks and manage workflow quickly and the progression of files can be known instantly. In addition, when integrated with workflow setup, enables management to align individual tasks to the proper resources and track their progress. Furthermore, court matters and appointments can also be managed by Task Management. Leg@l Manager also provides a **message center** which operates in LAN so that you can send messages to any user in the office, you can also use our **SMS** gateway to send sms to the recipient if the recipient is out of office. All messages will be recorded in the system for tracking.



Billing and Time Management

Billing management allows a quick and easy way to generate bill, time sheet, receipt and payment voucher. In addition, this module tracks all billing activities in detail on the screen or printed reports and makes it easy to maintain a set of account transaction records for your client.



Clients' Account Management

With Clients' Account Management, comprehensive Client Ledger Listing and Trial Balance reports for Clients' Account with detailed transaction can be generated instantly. Transfer of fund from clients' account to office account can also be done comprehensively.



Office Account Management

Office Account Management is simple to setup and it is fully integrated with Clients' Account Management. Transfer of Fees can be done easily and comprehensive office account reports such as Profit and Loss Report, Trial Balance, Balance Sheet and General Ledger Listing report can be generated instantly.



SYSTEM REQUIREMENTS

SERVER:

- Windows 2000 Server/2003 Server/2008 Server and above
- Pentium 4 2.8 Ghz or higher
- Ethernet LAN Card
- Super VGA (800 X 600) or higher resolution monitor with 256 colors
- 4 GB RAM and above
- CD-ROM drive

CLIENT:

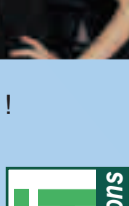
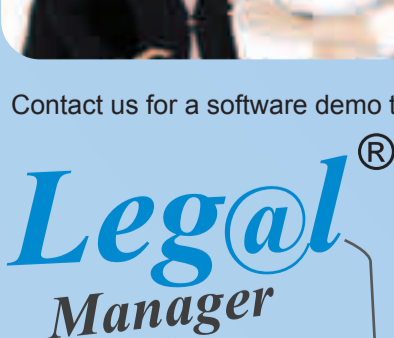
- Windows XP/Windows 7 and above
- Microsoft Office Suite 2 - Office 2003 and above
- Pentium 4 2.8 Ghz or higher
- Ethernet LAN Card
- Super VGA (800 X 600) or higher resolution monitor with 256 colors
- 2 GB RAM and above

ABOUT DE ITSOL

De ITSOL specialises in developing and customising IT solutions. Our mission is to provide cost-effective, secure and reliable IT solutions to businesses, so that they can achieve the greatest benefits from their strategic investments in IT. Our solution approach is based on experience, a thorough understanding of client's business processes and utilising the latest technological innovations in the industry.



Contact us for a software demo today !



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TESTIMONIALS

"De ITSOL has helped our law firm in developing an efficient integrated office management system. In addition, we have always found De ITSOL's customer support to be professional, courteous and helpful. Thank you for the great system and support!"

Ian Lawrence Pereira Advocate & Solicitor

"De ITSOL's Leg@l Manager® is a management system that has been specially developed for legal firms in this country. I find that it saves time and manpower. You can handle more files with fewer staff with the system. I strongly recommend this software to other legal firms."

~ Loo Yoon Choy Advocate & Solicitor

I can now easily monitor different types of clients; money received and payments, moreover I can even drill down the disbursement for detail analysis with Leg@l Manager®. It makes accounting chores easier especially on clients' fund management and it also makes the reports generation much faster and easier.

~ Wong Poh Meng CA(M), ACCA

We find that Leg@l Manager® plays a significant role in our office and client management. Ever since we have installed Leg@l Manager® at our office, we have reduced the time to tabulate the disbursements incurred by the clients. We are also able to determine as to when the disbursements need to be replenished. One special feature of Leg@l Manager® is that even though some files could not be located immediately, we are able to advise the clients the status of their files because with Leg@l Manager® all the transactions and tasks are recorded in the system and they are available at our fingertips.

~ Zulkifli Jafar Advocate & Solicitor

We have achieved significant improvements in efficiency and productivity, leading to huge savings in administration costs. Most important of all, De ITSOL's Leg@l Manager® is able to resolve most of our operational 'pains'. Therefore, we believe that other legal firms will be able to get the same benefits out of it.

~ Puan Nor Azhani Advocate & Solicitor

Contact Person