



## ELM Solutions

# TyMetrix<sup>®</sup> 360<sup>°</sup> LegalCentre Outlook Module

### Key benefits

- Drives user adoption and system usage by all members of your legal or claims department
- Improves data quality and increases matter update frequency
- Strengthens collaboration, visibility, and transparency across internal and external teams
- Centralizes all matter management work in Outlook, with no need to switch between applications

Manage legal workflows and tasks right where you work, in Microsoft<sup>®</sup> Outlook.

User adoption and user experience are critical to realizing the full value of your TyMetrix 360<sup>°</sup> solution. With the TyMetrix 360<sup>°</sup> LegalCentre module, you can increase user adoption by enabling staff to perform their day-to-day matter management activities directly within Microsoft Outlook, where many are already working.

With its seamless integration between Microsoft Outlook and TyMetrix 360<sup>°</sup>, the LegalCentre module streamlines the daily management of matters, strengthens timely collaboration between internal and external teams, and provides quick and convenient access to key matters without requiring users to switch applications.

LegalCentre uses the familiarity of Outlook folders to easily organize and store matter information. With single-click access, legal professionals can easily and efficiently manage their entire matter portfolios right within Outlook. Users can quickly access all the emails, documents, notes, calendars, events, tasks, and people associated with a matter.

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# TyMetrix® 360° LegalCentre Outlook Module

## Key features

- Efficient legal project management with bidirectional synchronization of TyMetrix 360° and Outlook calendar events, tasks, and contacts
- Efficient exchange and capture of matter/case updates and notes from both internal and external parties
- Easy tag, drag-and-drop feature for emails and documents enables accurate categorization and organization through mobile devices and email systems
- Full view of matter details/case narratives, notes, team members, tasks, and critical dates – in one click
- Immediate synchronization of new notes to TyMetrix 360°
- Secure data storage and encryption, together with role-based access rights, that provide full security control of the module's collaborative environment
- Support for popular single sign-on (SSO) standards, such as SAML and WS-Federation

The screenshot displays the TyMetrix 360° LegalCentre Outlook Module interface. The main window shows a list of matters under the 'My Matters' tab. A red box highlights the matter 'Brown v. Smith' in the list. A red dashed line indicates a link from this box to a detailed view of the matter on the right. The detailed view includes the matter name 'Brown v. Smith - 170', email address 'ee282b41-1264-4256-8cfd-dbc20c88d9da@tymetrix360.com', and an 'Add Note' button. Below this is a 'Summary' section with fields for Matter Name, Matter Number, Status (Closed), Work Area (Litigation Matters), Case Age (15 days), Open Date (7/3/2013), and Last Update (7/18/2013). A 'Key Fields' section shows Claim Limit (30000) and URL (https://docs/323da.pdf). A 'Related Information' section lists the Responsible Professional (Cal, Augustin) and Primary Outside Counsel (Ackerman Bell & Calder). A 'Matter Team' section shows five placeholder icons. A 'NOTES' section contains two entries: 'Cal, Augustin 7/18/2013 12:26:00 PM Status Update Settlement offer of \$20K accepted. Documents to be sent by end of week for their approval and forwarding.' and 'Cal, Augustin 7/17/2013 5:28:00 PM Significant Settlement of \$20K offered today to H. Hoff at Ackerman Bell & Calder. Expect answer within 48 hours.'

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