ELM Solutions

# Office Companion for TyMetrix® 360°
## Smart Assist

### Key Benefits

- Simplifies the management of focused tasks quickly and easily within Outlook

- Streamlines invoice review workflow right inside your inbox

- Conveniently access invoices from anywhere using the Office 365 Outlook Web App

- Quick and easy to install latest Microsoft Add-in technology

**The next generation interface for seamlessly managing legal workflows and tasks within the Microsoft® Office Suite.**
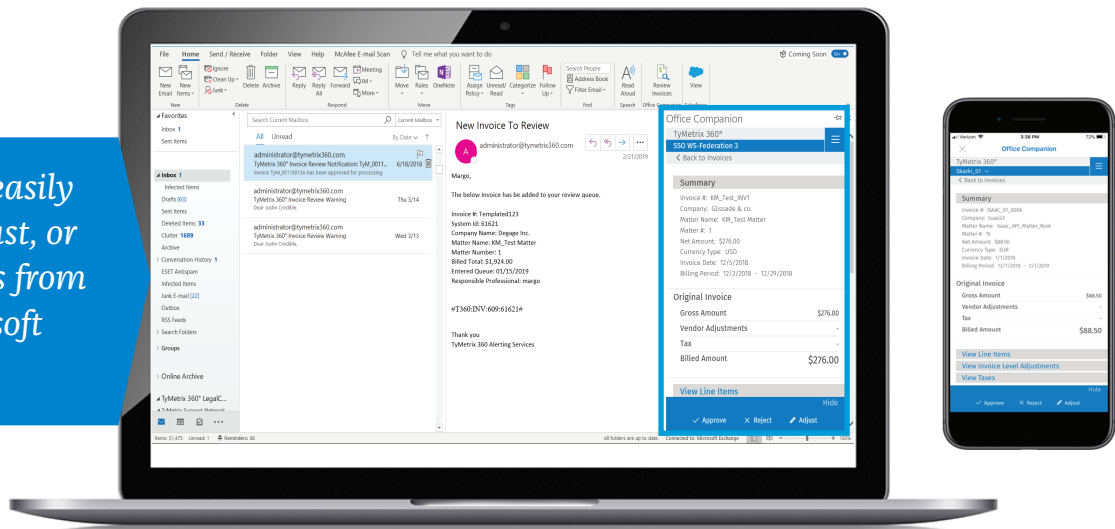
Office Companion is the next-generation interface for seamlessly managing legal workflows and tasks within the Microsoft Office Suite. Smart Assist capabilities for Office Companion, allow user to perform focused tasks quickly and easily right within their inbox.

With seamless integration between Microsoft Outlook and TyMetrix 360°, Office Companion with Smart Assist capabilities streamline invoice workflows with an easy to use interface that allows users to quickly and easily approve, adjust, or reject invoices from within Microsoft Outlook without having to switch between multiple applications. This saves time, and your teams are more empowered with familiar tools designed to be compatible with how they prefer to work, promoting greater usage and adoption of your system. Conveniently access on your desktop, or anywhere using the Office 365 Outlook Web App.

## Office Companion for TyMetrix® 360°
Smart Assist

*Quickly and easily approve, adjust, or reject invoices from within Microsoft Outlook*

## Key Features

- Approve, adjust or reject invoices quickly

- Review and adjust invoices at the line-item level

- Provide comments for adjusted or rejected invoices

- See invoice summary information at-a-glance

- View invoices in multiple currencies, and see invoice tax details

- Easy to use and customize with personal preference settings

- Available in the Outlook Mobile app for both iOS and Android

- Supports multiple versions of Office and Exchange (Office 2016, Office 365 ProPlus, Office 365 Outlook Web App, Exchange Online and Exchange 2016)

- Easy to deploy new features on Smart Assist

- Supports SAML 2.0 & WS Federation protocols for single sign-on capabilities

Wolters Kluwer

When you have to be right