

Lexis Affinity

INTELLIGENT CAPTURE SOLUTION



Effortlessly capture and store your matter documents with EzeScan's automated intelligent capture solution for Lexis Affinity.

Staying competitive and profitable for lawyers means being able to retrieve and action critical information in a timely manner. With intelligent capture capabilities, EzeScan delivers the fastest method available to capture and register both your hard copy and digital born documents directly into Lexis Affinity. Streamline your legal workflows and get your matter documents to your legal team faster, by converting your manual processes into highly automated digital workflows. Whether you are scanning incoming correspondence, digitising complete case files, or back scanning your existing client files, EzeScan can provide the solution that meets your needs. Let EzeScan focus on the repetitive administrative tasks and let your legal professionals focus on providing your clients with the best legal advice possible.

INTEGRATION BENEFITS:

- ✓ Effortless document capture and registration capabilities for all your staff
- ✓ High volume batch capture for large case files
- ✓ Automated naming and filing of documents into Lexis Affinity
- ✓ Web browser interface for QA checking and validation, registration, workflow on any device, anytime, anywhere
- ✓ Inbuilt lookup functionality with Lexis Affinity to easily apply matter and client metadata
- ✓ Ability to browse and upload to document folders and sub folders
- ✓ Text searchable PDF/A compliant output.

AUTOMATE YOUR MANUAL WORKFLOWS

Transform your time-consuming manual business processes into highly automated digital workflows from the moment your information enters the business. With EzeScan's intelligent capture capabilities, documents are correctly named, distributed, filed and uploaded to the correct matter location in Lexis Affinity. EzeScan provides scanning, image enhancement, data capture, validation, and upload automation. All designed to limit the amount of user intervention and help you ingest your information faster, so that you can meet the needs of your clients faster.

CAPTURE YOUR DOCUMENTS ON THE FLY

Securely capture and action your matter related documents wherever and whenever you want with EzeScan's Remote Indexing WebApp. Your staff can now effortlessly capture documents from your MFD or upload digital born documents when they are out of the office, directly to your matter files in Lexis Affinity. EzeScan's web browser interface enables staff to QA, validate and register their documents from their computer or mobile device, anytime, anywhere. By simply capturing one piece of information (e.g. Matter ID), EzeScan can perform a database lookup to return the rest of the information required to register new documents.

DIGITISE YOUR EXISTING CASE FILES

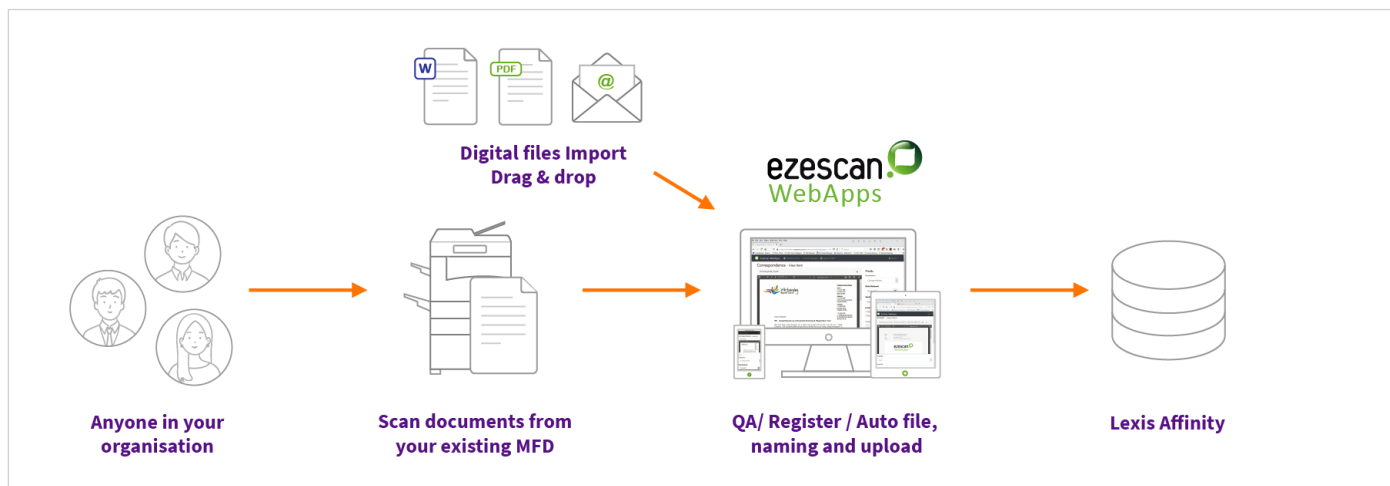
Effortlessly capture high volumes of existing case files with EzeScan's professional production batch scanning capabilities. Digitise your existing hardcopy matter files that have been sitting on your shelves for years so that your legal team can effortlessly search and utilise information previously locked in hardcopy documents.

AUTOMATE YOUR DIGITAL MAILROOM

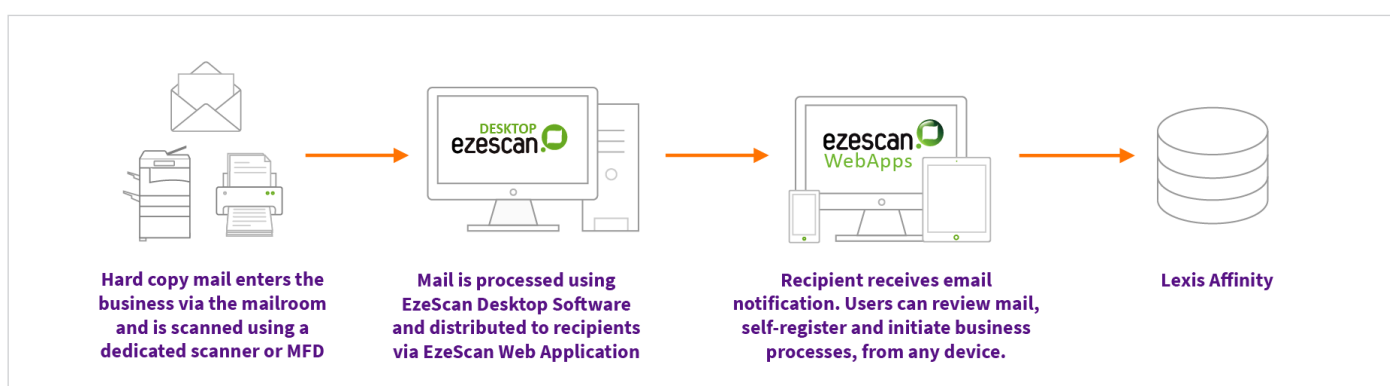
With EzeScan's Digital Mailroom solution you can eliminate the delays inherent with physical mail distribution and get your information to the correct people faster. Capture and distribute your incoming correspondence instantly to users via our web browser interface and facilitate an agile working environment to ensure your team have quick, easy, compliant, and secure access to information wherever they are working.

HOW IT WORKS

Decentralised Adhoc Capture



Digital Mailroom Workflow



High Volume Capture Case Files / Client File Back Scanning

