

ELOoffice CUSTOMER REFERENCE

Rechtsanwaltskanzlei Carls



All your files on the spot

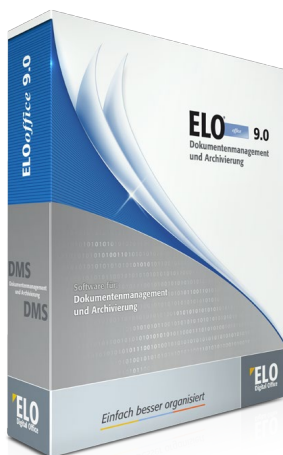
Paper-based tasks generally make managing documents a sluggish process: Searching within paper repositories and lacking transparency on the current status of a case slow down the availability of information, for customers, too.

Lawyer Stefanie Carls decided to put a stop to slow-paced document management by introducing **ELOoffice** at her practice in September 2009. The practice used to pay for external archive space due to the amount of documents it had. In the future, Stefanie Carls wants to eliminate these expenses with **ELOoffice**: "In 2015, the retention periods for my legacy data expired, so I can get rid of our paper archive completely. Then, everything will be available in our electronic ELO repository."



"Thanks to ELOoffice, we can find the information we need faster and access files in an instant. This raises our service standards too as we are better equipped to follow up on questions we receive from clients on closed cases."

Stefanie Carls,
Rechtsanwaltskanzlei Carls



ELOffice 9.0 system requirements

Minimum

- CPU with 1 GHz, 512 MB RAM
- DVD-ROM disk drive
- Screen resolution XVGA (1024 x 768) with 24 bit color depth

System

- Operating system: Microsoft Windows XP, 2003, Vista (32/64-bit) or Windows 7(32/64-bit)
- Program: 700 MB available hard disk space
- Additional disk space for archive: approx. 1 GB per 20,000 scanned pages b/w

Optional

- TWAIN-compatible scanner systems
- Network scanner
- DVD burner
- Microsoft Office 2003, 2007, + 2010

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Saving time with electronic files

Since introducing the ELOoffice document management system (DMS), all paper documents are scanned and electronically processed. The goal is to create fast access to all archived files, as well as a transparent overview of all file processes. IT systems specialist FrommEDV supported the practice in installing and customizing the software.

By using macros, **ELOoffice** is seamlessly connected with all Microsoft Office applications as well as with Outlook. Employees file business documents and e-mails directly from these applications into the corresponding **ELOoffice** repository structure. Paper documents are filed to **ELOoffice** using a Fujitsu fi-6130 scanner. The practice files invoices, correspondence, and e-mails to client folders. The documents are sorted according to client name and reference number. Training both of the employees took about 5 hours in total. "Although we were not used to working with **ELOoffice** at first, the employees were quickly able to familiarize themselves with the software," explains Ms. Carls.

Quick access to files, even while on the go

The benefits of the DMS have also helped employee acceptance. With **ELOoffice**, wasting time searching for information is now a thing of the past, as Stefanie Carls confirms: "Thanks to **ELOoffice**, we can find the information we need faster and access files in an instant. This raises our service standards too as we are better equipped to follow up on questions we receive from clients on closed cases. Another advantage is that we immediately have an overview of all the file cases." Of course, lawyers frequently schedule meetings out of the office. With **ELOoffice**, Stefanie Carls simply takes her data along with her even while she's on the go: she can download files from **ELOoffice** right onto her laptop. This allows her to work on cases even out of the office and then synchronize them to **ELOoffice** later.