

Workflow in Practice



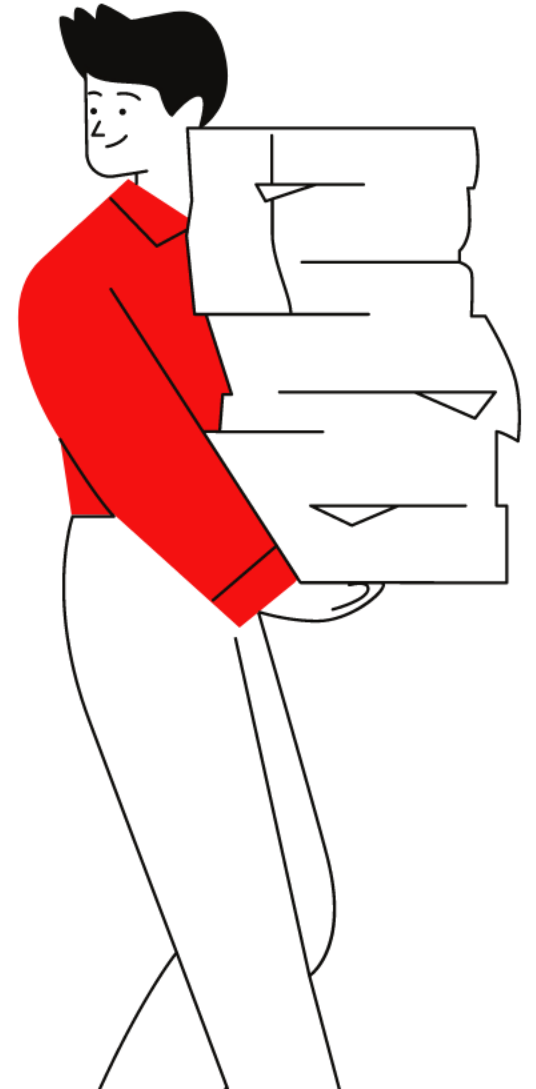
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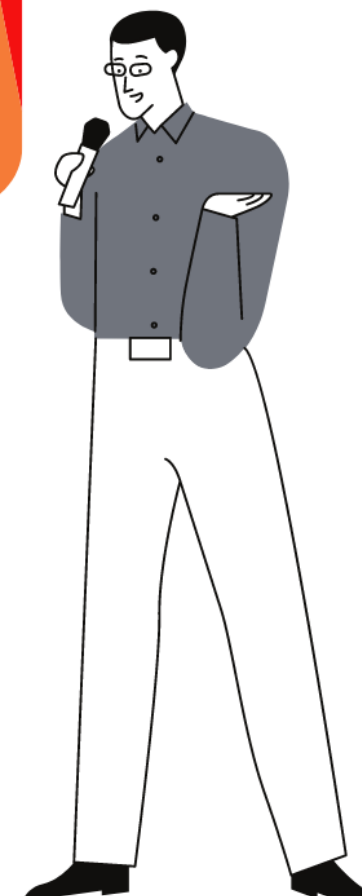
Why you should implement digital workflow systems in your firm to save time and make money

Presented by Rob Dawson

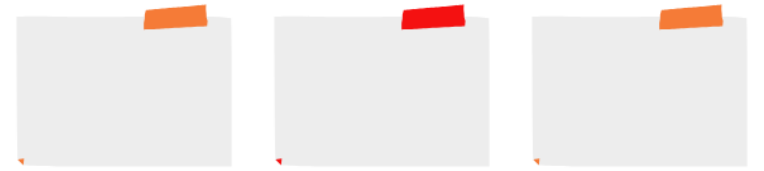


- 1 Introduction
- 2 Defining workflow
- 3 Feasibility
- 4 Delivery
- 4 Results

Today's Agenda



Introduction



Implementing digital workflows can substantially reduce the personnel contributions to completing workflows in your legal practice or law firm and is a great way to save time on non-billable activities. This will equate to direct cost savings, and a better bottom line through creating more time for billable task activities, with less personnel overheads.



What is Workflow?



Business process - what needs to be done

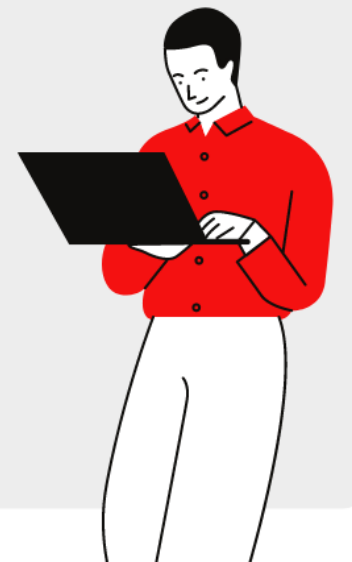
Workflow - how we do what needs to be done



But... where to start?



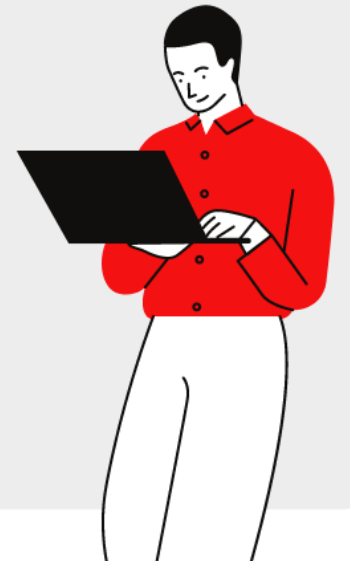
What processes should you consider applying a digital workflow system to first?



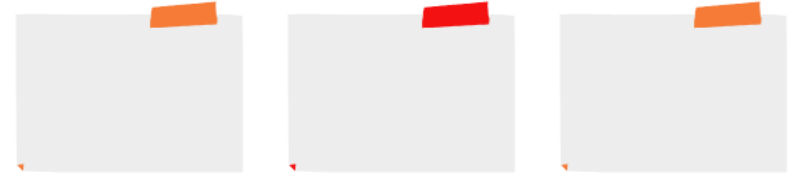
Feasibility



Now that we've defined your process and workflow, it's time to determine the feasibility of creating digital workflows...



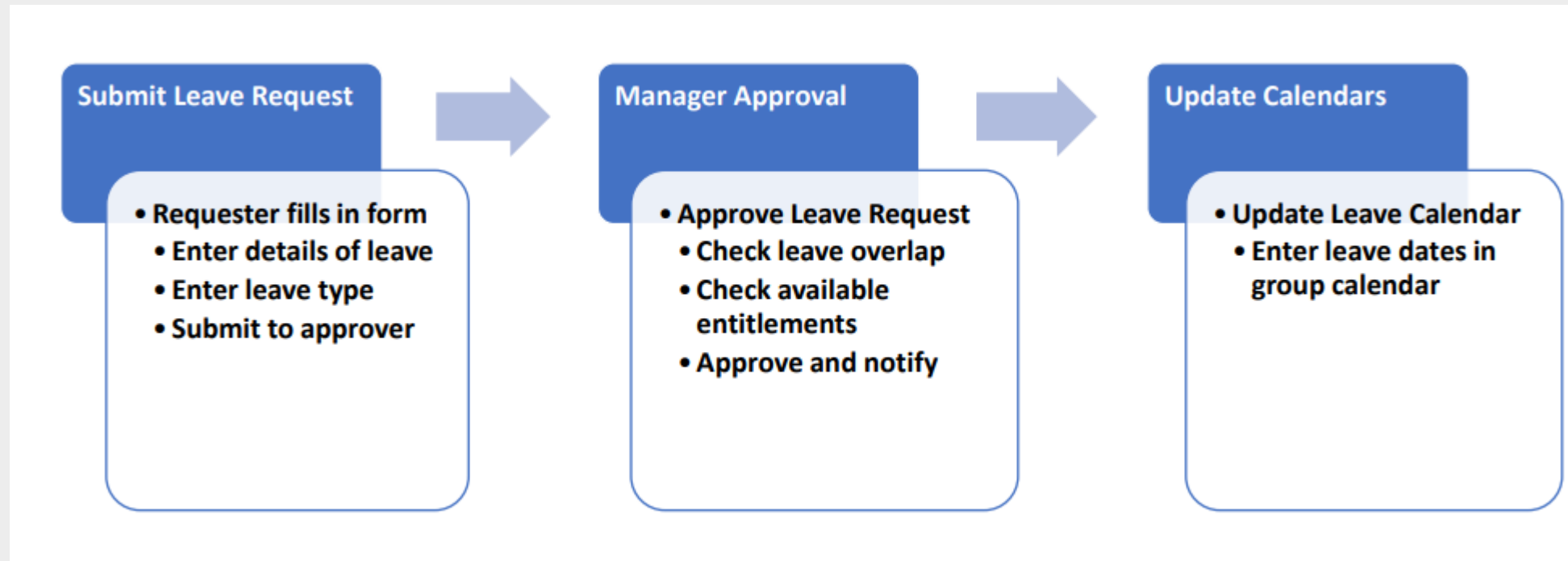
Delivery



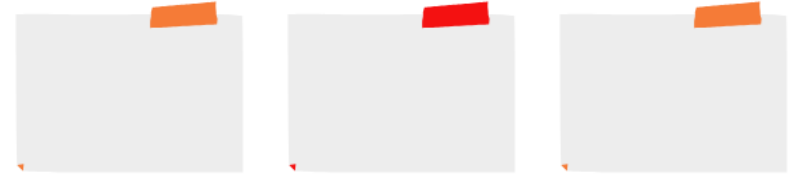
1. Start with a simple process
2. Build the capability to complete the process manually
3. Complete the process manually
4. Identify Workstep Tasks the system can handle
5. Test the automated functions
6. Rinse and repeat for other business processes



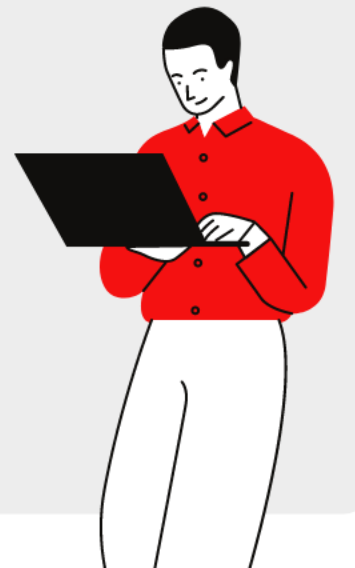
Let's look at an example...



Time to see results...

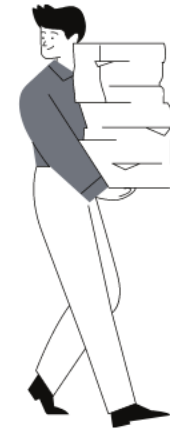


It's simple... the more workflows that you automate, the greater the results.



Getting started...

Let us help you



Contact Us

Free 1 hour technology consultations available



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