

Case files, sorted.

Keyhouse Document Management is the ideal foundation for introducing your firm to Case Management. With minimum disruption, it will help you organise your cases quickly and effortlessly.

It introduces an office standard for storing and managing emails and documents, allowing users to create cases, automate 'top and tail' letters, diarise tasks and capture incoming documents.

When you're ready, it will be easy to upgrade from Document Management to the full Keyhouse Case Management system and all the extra features that come with it, including pre-defined case plans and precedents, customisable workflows and delegation management.

Key Features and Benefits

- Easy access to case diaries, detailing the history and outstanding tasks for each case on one screen
- Full integration with Microsoft Word and Microsoft Outlook
- Any incoming or outgoing document can be connected to a case, so that you can instantly view all documents associated with a case from the case diary
- Built-in previewer lets you quickly review case documents
- A search engine that finds text in documents and retrieves them in seconds
- Task schedule and to-do list features for each fee earner, providing failsafe reminders of critical tasks and dates
- Phone log tracks all incoming calls automatically, notifying the fee earner and linking each call to the relevant case
- Risk management features will handle undertakings, statute of limitations and other critical dates, money laundering, conflict search, file and peer reviews
- Powerful search finds any part of a client name, address or matter description
- A familiar, easy-to-use interface based on Microsoft Outlook
- Integrates with Keyhouse Accounts for instant access to matter ledgers and to requisition cheques electronically
- Fully integrates with Keyhouse Digital Dictation

