ezescan.
making digital work

Preparing an information platform for the future!

JOHNSON WINTER SLATTERY

Challenges

- The firms existing document management system no longer met their practice requirements with functionality and usability issues.

- All case documents had to be scanned to a network drive where somebody would have to locate them, rename and drop the files into the EDRMS where they sat as unsearchable image only PDFs.

Solution

- JWS adopted a series of iManage solutions paired with an EzeScan Capture Workflow to directly capture their documents into iManage.

- EzeScan's Barcode Web App allows staff to easily create barcode coversheets to automatically name the documents, apply the required metadata, convert the document to a text searchable PDF/A and file it to the correct matter in WorkSite.

Results

- The implementation of EzeScan's Capture Workflow helped to centralise, streamline and simplify daily tasks for staff.

Lawyers Johnson Winter & Slattery adopted a series of iManage solutions paired with an EzeScan Capture Workflow Solution to make critical work easy to save, file, organise and search.

Managing documents and email is of huge importance to lawyers in every type of practice, but in the case of leading independent Australian law firm Johnson Winter & Slattery (JWS), the issue becomes even more critical owing to the many complex disputes and deals it handles for prominent local and international clients.

Like most law firms, JWS handles a staggering volume of documents. It is essential that the vast array of documents, forms, and letters it receives on commencement and during a case are accurately processed and placed in a trusted repository that groups them according to the matter being represented.

Busy lawyers and paralegals complete, process, file, share, and look over dozens of documents on a daily basis. Whether preparing for discovery, collaborating with associates or filing with the court, every document must be processed accurately, efficiently and cost-effectively.

Over the past 3 years JWS has been undergoing the difficult and challenging task of migrating from a legacy EDRMS to a series of iManage solutions. The solutions deployed by JWS include iManage Work for document and email management as well as iManage Work Mobility, which gives employees access to their work product at any time, from any location, and iManage Insight for enterprise-wide search.

Thanks to a firm-wide policy, all documents and emails go into iManage Work rather than being stranded in different hard drives, file shares, and inboxes. In addition to supporting the firm's governance requirements, this centralisation streamlines and simplifies daily tasks, making critical work product easy to save, file, organise, and search.

JWS has also successfully adopted an EzeScan Scan and OCR workflow for ingestion of documents into iManage. Every matter begins with a bundle of documents that must be manually sorted and ingested into iManage. This typically involves a staff member manually sorting the bundle and individually scanning them at an MFD as well as adding relevant labelling and metadata.

JWS integrated the EzeScan inbox into the Equitrack software control panel on the MFDs in each office so that when a staff member logs in it automatically identifies you and presents you with a list of your present matters or allows you to search across matters.

Powering your business automation

- The solution helped to make critical work easy to save, file, organise and search, as well as supported the firms governance requirement.

- With a 100% adoption rate by users, the organisation saw increased productivity and profit.

"Once you have scanned a document, EzeScan then picks it up, straightens the scanned document, OCRs it and places it into that matter directly. So, basically in one step, you've got documents ready to go and in the right place."

EzeScan also directly integrates into the individual iManage users' workspace via the EzeScan Barcode Generator Web App. A user can simply right click on a matter in WorkSite and launch the EzeScan Web App to produce a custom barcode coversheet for that matter or create barcode coversheets within the WebApp. With its direct integration with iManage the barcode provides intelligent capture capabilities using all relevant metadata for the matter file being scanned.

Placing the coversheet on the document or file being scanned allows EzeScan to automatically name the documents using the predefined convention, apply the required metadata, convert the document to a text searchable PDF/A and file it to the correct matter in WorkSite.

"We're looking to retrospectively scan a lot of the documents that are not OCR'd at the moment, to bring them up to speed, and we know the EzeScan system will handle that quite well. We're just looking at how best to pull a document out of the matter, scan it, and put it back into the matter. It's early days on that process right now," said Forgione.

On the heels of the successful iManage Work implementation, JWS will begin rolling out mobility to a firm-wide user base over the coming months. "Our practitioners and their staff are incredibly dedicated, and it's not uncommon to see people working late into the evening. With mobility, they can access their critical files from any location and be as productive at home as they are in the office. That helps drive good work/life balance allowing employees to leave the office a little earlier and spend more time at home with their families" said Forgione.

About EzeScan

EzeScan provides fast, cost effective business process automation solutions including simplified document back scanning, accounts payable, data robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.