

# onedesktop

A POWERFUL EMAIL AND DOCUMENT STORAGE SYSTEM FOR  
NEW ZEALAND LAW FIRMS



OneDesktop is a powerful, intuitive document and email management system enabling a client/matter centric approach to managing important documents and emails. Efficiency and accuracy is at the heart of its design, saving your firm time, reducing risk and proving compliance.

OneDesktop increases productivity and client satisfaction by allowing your team to locate important information quickly and effortlessly.

Its central file storage and cataloguing system reduces business risk by improving conflict detection and avoidance, and accurately recording document edits.

OneDesktop integrates seamlessly with the Microsoft suite, plugging in directly with Outlook, Word and Excel so you can easily manage documents and emails with the click of a button.

Upcoming development will include smarts to prompt you with the appropriate client or matter each email should be filed under as they arrive in your inbox.

## Key functionality:

- + Management of emails and attachments
- + Document management
- + Integration with Word, Outlook and Excel
- + Significant time savings
- + Secure document storage
- + AML/CFT smarts (when combined with OnePractice)



AML/CFT compliance smarts have been built into OneDesktop, helping firms record and prove compliance. The module works in tandem with OnePractice so you can store relevant documents (e.g. drivers licences or passports) against clients and matters.

## SOFTWARE DEMO

You can see a full demonstration of our software, including OneDesktop, [here](#).

## AML/CFT FUNCTIONALITY

OneDesktop combines with OnePractice to provide comprehensive AML/CFT recording and reporting. You can see our compliance smarts demo [here](#).

"Within eight days of using OneDesktop, our principal asked if it was necessary to continue printing anymore. We have become a predominately paperless office."

– **Lorraine Davies, Manager, Rob Webber & Associates, Auckland**

"The document management side of the system has been something that we've found incredibly useful."

– **John Bates, General Manager, Saunders & Co Lawyers, Christchurch**

All information is held electronically within OneDesktop, removing the need for storage of physical documents. This will help your firm become a more paper-light office. The powerful OneDesktop search allows users to leverage existing intellectual property in documents, increasing efficiency at your firm.

OneDesktop provides a central repository for emails for each client/matter, which is accessible to all users with appropriate permissions. Users' interactions with these documents is stored to a daily activity log, which can be used to complete daily time recording.



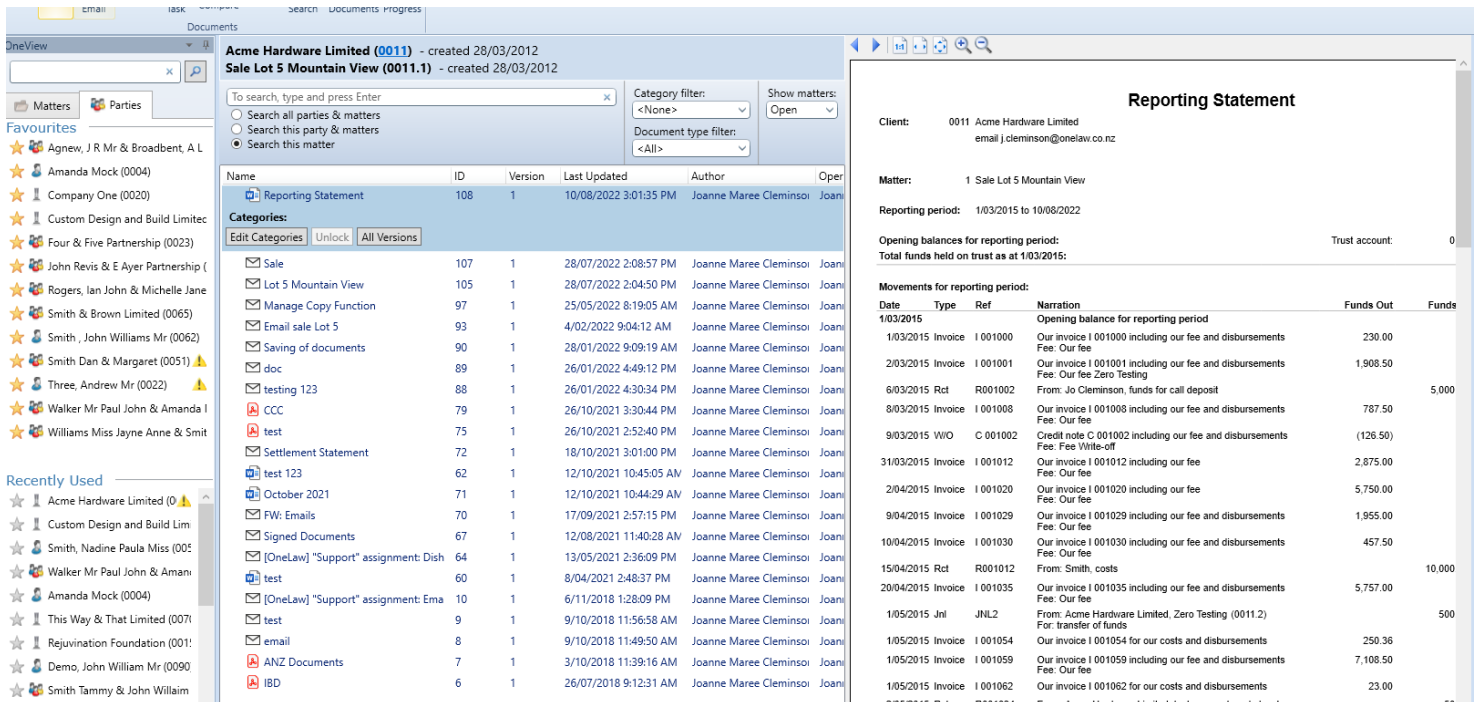


FIGURE 1

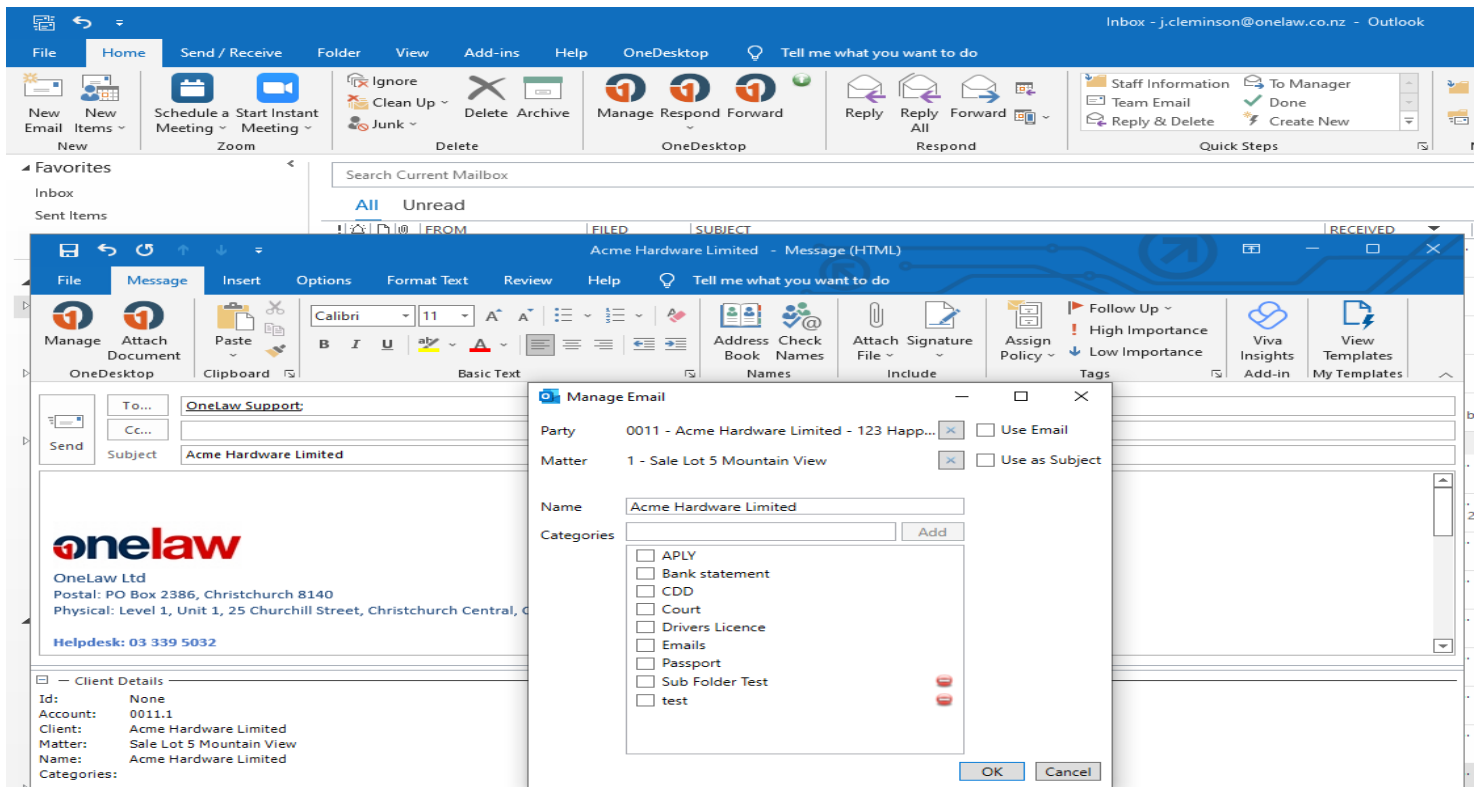


FIGURE 2

FIGURE 1  
Document management interface, showing documents stored to clients and matters.

FIGURE 2  
E-mail management showing options to save the email and/or attachments to clients and matters.