




# AUTOMATE YOUR LEGAL DEPARTMENT MANAGEMENT



Automation makes work of all information which flows through the legal department. You will improve security of internal and external documents because they are no longer stored in the email client.

Lawyers forget about routine and repetitive tasks. Automation increases transparency of approval routes, understanding between employees while working on projects will immediately be improved. Automation speeds up the work of lawyers and helps to use company resources efficiently.



CRM  
Solutions



Document  
Management



Knowledge  
Management



Contract  
Approval




Project  
Management



Property  
Management

## SIMPLIFY WORK OF LAWYERS



Every day lawyers work with various types of documents: claims and lawsuits, contracts, powers of attorney, licenses and permits.

Processing documents, approval workflows, and searching for information, require a lot of time and effort.

**How to make the work of lawyers easier? Automate your routine!**

FTS offers solutions to help you classify all types of documents, set up a quick search and launch an efficient approval workflow.

Get free 30-day access to IT solutions for lawyers or book a personalized online presentation for your legal department!

**FTS Group** is an international IT consulting company and integrator founded in 1994. The FTS Team helps European business select and implement the most appropriate IT solutions and supports companies on the path of digital transformation. We build and implement business management systems based on Microsoft Dynamics 365, Deltek Maconomy, M-Files, Power BI and several different vertical industry solutions.

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# FIND ANSWERS FASTER

According to the CJC, lawyers spend up to 30% of their working time per day searching for the right document or file. The knowledge base of the legal department allows you to systematize the accumulated experience of employees and find answers to complex legal issues.



## CRM SOLUTIONS

CRM solutions based on information management system make it easy for lawyers to segment their client base and store letters, documents, and appointments associated with a client.



## DOCUMENT APPROVAL

Employees will appreciate it if you can set up different routes for approving contracts without IT staff. When the contract expires, the system will send an automatic notification.



## DOCUMENT MANAGEMENT

If the lawyer always works with the latest document version, it makes life easier. Quick search allows you to search for information by keywords and by document properties.



## KNOWLEDGE MANAGEMENT

To fully utilize the experience of the legal department, it is necessary to record knowledge and work results. It will be easier to get an answer to the question if you organize legal opinions and cases by categories.



## PROPERTY MANAGEMENT

All properties owned or operated by the company are connected and automatically classified. Lawyers can view the tasks on the card of every real estate object. Lawyers will not miss new statuses or lease expiration dates.



## PROJECT MANAGEMENT

Lawyers can quickly start a project using templates with a list of typical tasks. With the system, it is easy to automate task approval, document signing, control of workflows and deadlines.

# MAKE INFORMED DECISIONS

Analytics is at the heart of the right decisions. You can track important indicators of lawyers' work on any device if you set up analytical reports and dashboards.



FTS solutions increase efficiency of law firms and legal departments with state-of-the-art information systems for document and knowledge management, work with clients, project and task management, workload planning and time tracking, reporting and business intelligence.