



Looking for ways to deliver an even higher value legal service to your business?
With Iken, you can.

Iken Matter Management software equips Corporate Counsel to drive down costs and achieve a sustainable competitive edge.

FEATURES AT A GLANCE

- **Liberate lawyers** from background tasks to use their expertise for more value-added work.
- **Build capacity** to bring more work back-in house and reduce overall costs.
- **Increase responsiveness:** access information at the touch of a button, no matter who is in the office.
- **Manage risk**, supported by communication audit trails, and alerts to ensure that key dates aren't missed.
- **Stay on top of inboxes:** all emails stored in the appropriate matter.
- **Support remote workers or distributed teams**, through secure, shared access to files, contacts and calendars.
- **Enhance decision making**, with real-time management information at your fingertips.

In this post credit-crunch climate, Corporate Counsel has a key role to play in advising their organisation in an increasingly challenging environment. In-house teams are under pressure to deliver ever more added value to the whole business, but without incurring additional cost.

Iken Matter Management software takes document management to a higher plane, and is already equipping a wide variety of Corporate Counsel teams to meet these business challenges. Iken provides the tools needed to enhance efficiency, increase productivity and cut costs. Users report that they are on average 25% more productive as a result of using Iken software.

Using Iken, documents and emails are produced in context, automatically populated and indexed without users having to think about it, cutting down on production time and ensuring speedy document retrieval later. Time saved means more work can be handled by the same number of staff, freeing up additional capacity which can be used to bring work back in-house and so save money.

Iken stores documents and emails within complete electronic matter files, held in a secure electronic location and accessible to all personnel with the appropriate authorisation. With complete contact records also held centrally and linked to the relevant matters, it's easy to pick up where absent colleagues have left off, and remain responsive whatever the circumstances.

The powerful shared database makes it easy to collaborate across the team, whether all members are located in the same building, physically dispersed, or working from home.

Iken Matter Management also improves risk management. All information is systematically retained, assisting with audit, compliance and e-discovery requirements. Diary management, including bring forward dates, reminders and key date chain management prevents deadlines from being missed, and real-time management information helps managers to monitor trends, balance workloads, deliver continuity and make the case for internal budget setting.

Adaptive - Iken works as you do

Unlike similar systems, Iken Matter Management allows lawyers and their support staff to continue to operate naturally. That is, Iken reflects the way in which you prefer to work and organises your activities, rather than forcing you to follow system-led processes.

Continue to use standard applications

Iken integrates seamlessly with standard email applications including Microsoft Outlook, IBM Lotus Notes and Novell GroupWise.

The Iken client for Windows is compatible with all currently supported Microsoft Windows operating systems designed for desktops and laptops and automatically integrates with most Microsoft Office applications Word, Excel, PowerPoint (versions 2000 or later), as well as Adobe Acrobat.

Highly configurable

Iken is pre-configured to meet the exact needs of your legal team with appropriate branding, templates, matter types and precedents. Iken can be installed and in use within six weeks of order, and from day one of delivery. We work closely with internal IT functions to ensure that all organisational and implementation requirements are met.

Investment protection

Your staff will be trained in their own office, 'on the job' and within their normal environment by our experienced trainers to ensure that daily work continues during implementation.

Once installed, Iken will be maintained and supported by a dedicated team of service and support engineers, highly rated by clients and independent surveys for their responsiveness and professionalism.

"The majority of work for the team comes in via email, so it's very important for us to keep track of these. With Iken, it's so straightforward to file and access emails, you hardly have to think about it."

Robin Fisher, Adecco UK

OTHER IKEN PRODUCTS

Iken offers a wide range of other software products that may be integrated with Iken Matter Management, including:

- Time Recording
- Scanning
- Redaction
- Document bundling

For more information, please visit our website: www.iken.biz.

Contact us for more information

Telephone: 0845 4509201 (UK) or +44 117 373 0790 (International)

Email: info@iken.biz

Or complete the contact form on our website: www.iken.biz

Iken

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About Iken Business Ltd.

With headquarters in Bristol, UK, Iken Business Ltd is a leading supplier in information management solutions for public and private sector legal, para-legal, corporate governance and case management professionals.

Iken Business Ltd is committed to meeting the needs of corporate legal teams using intelligent IT solutions to enhance productivity.

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