

Datasheet

Tikit FileNote

Tikit FileNote is the latest product developed by Tikit which integrates with the Autonomy iManage Document Management System providing an electronic version of the file cover sheet.

The need for Tikit FileNote

When firms stored all their documents in paper files, the cover sheet attached to the front of the file or notes scribbled on the front cover, often recorded useful information about the file. These notes varied but usually included key details of the matter including the main contacts involved, telephone numbers and files access details. This gave matter partners a simple way to review the file before conducting a more detailed audit. The move to electronic document storage has brought a number of benefits but one area which has not survived the transition from paper file to electronic version is the file cover sheet.

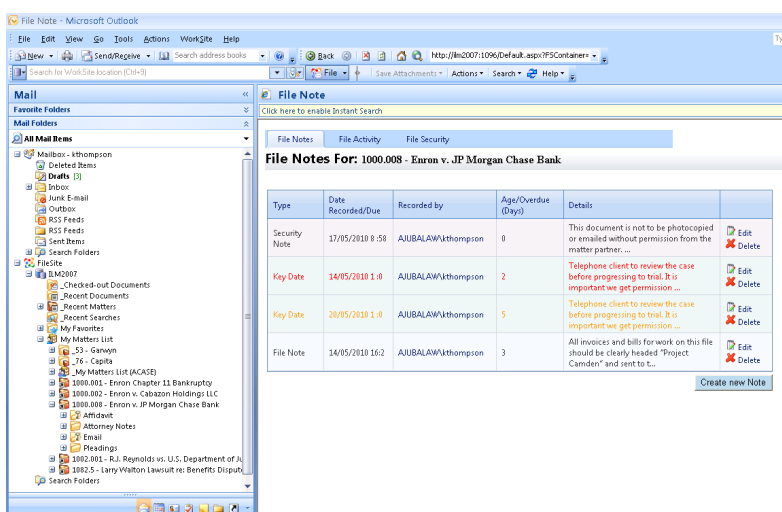
Features & benefits

Many matter partners miss this simple summary. Tikit FileNote provides a solution to this by allowing an electronic version of these details, which can be accessed and updated using Outlook; stored in the FileSite workspace.

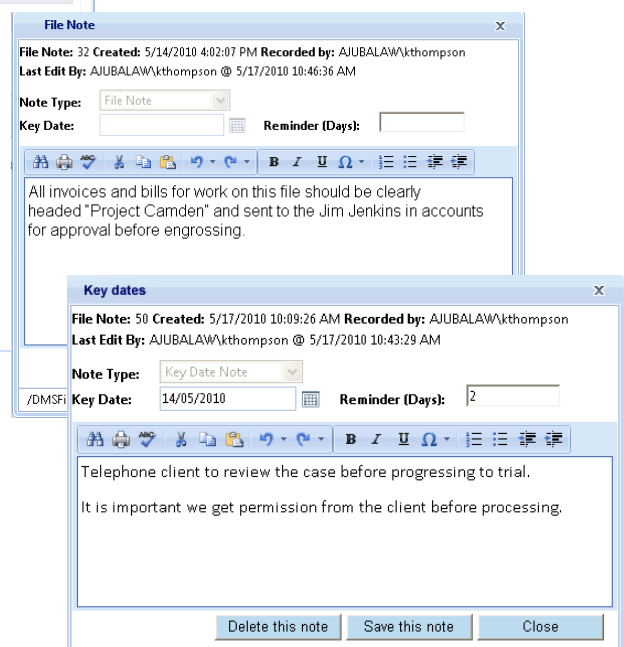
With four signed clients translating to 4,000 seats already committed to FileNote before launch, this is clearly going to be a very popular tool within the legal marketplace.

“Autonomy is the clear market leader and provides a robust and functional electronic repository for our matter filing. Whilst the filing and searching tools work well, our lawyers have identified a number of functions that haven’t quite made the transition from the paper file to the e-file. With Tikit’s FileNote we are able to plug some of those gaps utilising the ‘white space’ currently associated with a matter workspace. Tikit have effectively brought the old file cover sheet back to life creating an obvious home for key matter information previously hidden”.

Tim Hyman
 Director of IT
 Taylor Wessing



Tikit FileNote opening page & key dates



Datasheet

Tikit FileNote – continued

Tikit FileNote is able to offer an instant summary of a matter’s status to anyone who has access including:

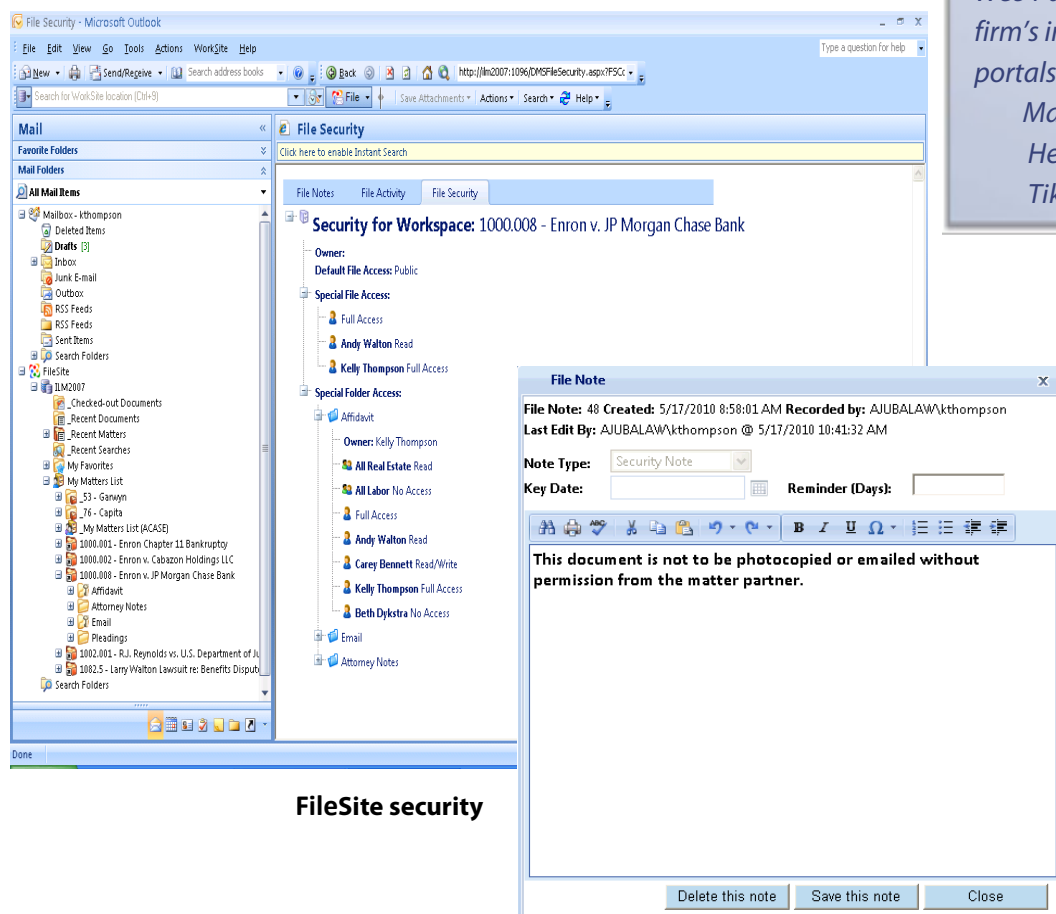
- ▶ File notes
- ▶ Key dates (including the provision for colour coded reminders)
- ▶ Matter activity – e.g. documents and e-mails added in the last 28/7/1 day(s)
- ▶ Full auditing functionality, enabling access to details of when the note was last edited and by whom

Technical information

- ▶ FileNote is compatible with FileSite 8.2 and above
- ▶ The clients require SQL 2005 or higher for the FileNote database

“We believe that FileNote is an important addition to the functionality offered by Autonomy iManage. I am particularly pleased because it has been designed following ideas and contributions from clients. I am also excited about the opportunities for further expansion of FileNote including financial, billing and contacts information. All of the FileNote connectors have been written as Web Parts so they can be used in firm’s intranets and SharePoint portals as well”.

Mark Garnish
Head of Development
Tikit



The screenshot displays the Microsoft Outlook interface. On the left, the 'Mail' pane shows a 'FileSite' folder containing various legal matters. The main window shows the 'File Security' settings for a workspace named 'Security for Workspace: 1000.008 - Enron v. JP Morgan Chase Bank'. It lists 'Special File Access' and 'Special Folder Access' for different folders like 'Affidavit' and 'All Real Estate'. A 'File Note' dialog box is open in the foreground, showing details for a note titled 'Security Note', including its creation and edit dates, and a warning: 'This document is not to be photocopied or emailed without permission from the matter partner.'

FileSite security



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For further information about any of Tikit’s solutions, services or products, please contact:

T: +44 20 7400 3737

E: marketing@tikit.com

www.tikit.com

Tikit, 12 Gough Square,
London EC4A 3DW

T: +44 20 7400 3737 (London)

T: +33 15 560 1850 (Paris)

T: +34 91 185 9750 (Madrid)

T: +1 312 396 4040 (Chicago)