



compliguard **flow2**

Workflow. Reinvented.

New Business and Lateral Hire Intake for Law Firms

Bringing on new business is at the heart of every law firm. It is a mission-critical, intricate process that requires numerous steps, reviews and approvals that span numerous personnel, information repositories, firm systems and applications across multiple office locations.

An inefficient new business intake process can significantly reduce the speed with which a firm can take on new clients and matters, result in incorrect data entry across multiple systems in the firm, and can jeopardise the firm's ability to comply with regulatory compliance requirements such as Solicitors Regulation Authority (SRA) Code of Conduct, Know Your Client (KYC) and anti-money laundering (AML).

New business evaluation criteria constantly change, roles and responsibilities shift, and external circumstances continuously factor in. These changes impact information access, analysis, routing, reporting and ultimately, a firm's ability to maintain a competitive edge.

Today's law firms require a redefined approach to new business intake, one that proactively and systematically automates client/matter/lateral intake workflows, while giving the firm the tools and flexibility to immediately address process changes in-house.

compliguard flow2™ is a workflow application designed from the ground up to automate new business and lateral hire intake workflows throughout every stage of the review and approval process.

compliguard flow2 delivers out-of-the-box integration with all leading legal systems and applications including CRM, document and records management, time and billing, docketing and financial systems.

compliguard flow2 provides the industry's most comprehensive set of new business intake and lateral hire workflow templates that extend the core capabilities of Microsoft® Windows Workflow Foundation for easy system tailoring according to firm-specific needs.

compliguard flow2 truly delivers on ease of use, allowing business analysts to create and modify workflows from within Microsoft Visio, ultimately giving firms the ability to self-maintain their workflow implementation, resulting in agility and low cost maintenance.

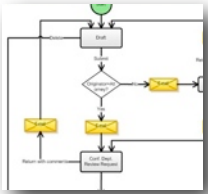
compliguard flow2 reduces implementation time and speed to new business, delivering low total cost of ownership and significant return-on-investment.

compliguard flow2

New Business and Lateral Hire Intake for Law Firms

Create and Modify Workflows with Ease

Reduce implementation and deployment time drastically. Visually create and modify workflows in Microsoft Visio and minimise dependence on IT resources.



Comply with Global Rules & Regulations

Ensure firm-wide compliance with ethical and regulatory requirements including SRA Code of Conduct, KYC and AML.



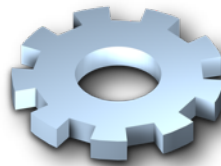
Implement with Speed & Efficiency

Pre-built templates for workflows, forms and reports eliminates guesswork during process definition, significantly reduces implementation and deployment timelines.



Built on Microsoft Windows Workflow Foundation

Take advantage of legal-specific functionality on the proven Microsoft platform to run the firm's critical processes.



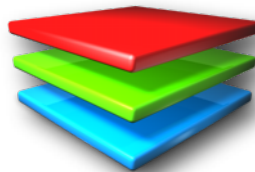
Comprehensive Business Review Process

Manage and track intake requests, conflicts checks, waiver and engagement letters, creation of client/matter numbers and matter folders, and information barriers.



Reporting, Audit Trail, Notifications

Comprehensive reporting, notification and audit capabilities ensure that all protocols have been followed before a client/matter number is issued.



Full Support for the Mobile Lawyer

Infuse speed and agility into the new business intake process by managing processes, tasks and approvals on the go, directly from smart phones such as the BlackBerry and the iPhone.



Seamless Integration with Firm's Systems

Out-of-the-box integration with the firm's CRM, DM, RM, time and billing, financial and HR applications. Supports all major applications including Elite, LegalKEY, Autonomy iManage, Open Text eDOCS, DTE, PeopleSoft, InterAction, and Microsoft SharePoint.



“It’s not just about risk. It is also about growing business and spotting opportunities that might otherwise be missed. compliguard **flow** helps our firm to better align business intake with our strategic business goals. “ AMLAW 100 Firm.

Real Technology Advantage.
Real Business Value.

Features

Efficient, easy and monitored communication across user groups

Ability to track the progress of pending client/matter forms

Ability to delegate tasks

Quick access to existing client/matter information

Ability to re-use existing details or previous forms as a template

Single key entry and change tracking

Unlimited notifications at any step of the workflow

Ability to initiate creation of enterprise matter workspaces, folders and information barriers as early as possible in the process

Native Exchange integration for e-mail based approvals

Full support for the mobile lawyer with approvals from the BlackBerry and iPhone

Technology

Modern, Rich User Experience: A rich Internet application that leverages user-friendly interface controls

Zero Footprint Desktop: Requires no user desktop installation

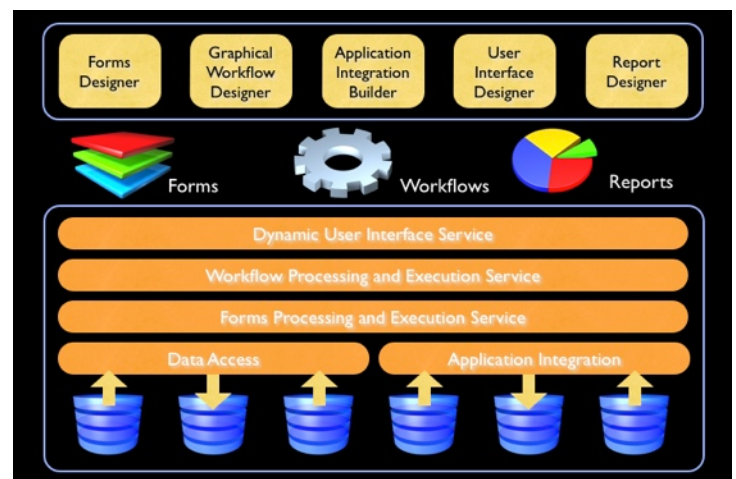
.NET Application: Built on Microsoft technology stack, IT-friendly solution

Unified Administration Console: Browser-based modular administration interface which allows easy management of templates, business rules and user permissions

Visual Design Environment: Visual forms designer for screen layouts and easy workflow map creation with Microsoft Visio translates to reduced development and implementation time and less dependence on IT

Real Business Value.

compliguard **flow2** consistently delivers business value by optimising new business intake and lateral hire on-boarding, improving profitability and efficiency, increasing firm agility and accelerating time to billing, ensuring compliance with a complete audit trail, and extending the value of investments in Microsoft technology.



Compliguard Flow Service Oriented Architecture



the
frayman
group

the **frayman** group, a leading provider of enterprise software and services for law firms, combines industry expertise with innovative technology to help customers automate business processes, mitigate risk, manage compliance and improve competitiveness. For more information, visit www.fraymangroup.com.