



**Document  
Automation  
for the  
Legal  
Industry**

**Your solution in documents automation.**

[www.scannervision.com](http://www.scannervision.com)

# The Legal Industry

A document from a room of files, that is no easy task.

“ Documents are the most important source of information in Law firms and Corporate Legal departments and are one of the items that drive the daily business processes. These can be contracts, agreements, deeds, certificates or any signed documents. Once a document is created, signed or forwarded, the next step in the workflow process can be started and it is crucial to have documents captured and distributed as quick and as efficient as possible.

Documents need to be distributed in a secure way, and once a document is archived it should be easy to retrieve. This can be done if the document storage contains every relevant information about the document itself, such as the client, matter or document type. Most legal systems allow documents to be retrieved by searching for its content, something that is only applicable if the document's textual content can be indexed and stored. A lawyer or notary can then quickly find relevant documents with ease, and legal departments can respond quickly to another department's request. ”



## Common Challenges:

Documents come in various forms, which can be a paper document that is sent by post, signed document that is scanned and sent by mail, or registration form that is filled by hand. Since all legal documents should be securely stored, documents should never be stored in temporary locations such as e-mail inbox, shared folders or USB drives. This means that every document that is scanned needs to be sent directly to the organization's document storage. In most cases this would be a Document Management System, or specialized application for Legal.

In order to make a document searchable it will also need to be indexed which means that OCR needs to be applied on scanned documents. On most scanning devices, this feature is not available. Employees are also used to scan and enrich documents their own way. If there is no policy on how to enrich a document, stored documents will not have a uniform set of metadata, making them harder to find. The more devices and applications that are used to capture and archive documents, the more variations there will be in the features and interface, making the process unnecessarily complex and time consuming.

# How ScannerVision™ and aivika solutions can help

**ScannerVision™** overcomes these challenges by providing an automated, flexible and scalable capture solution which has been used by many law firms and legal departments, small or large. With **ScannerVision™** documents can be captured from a scanning device and sent directly to the legal application or DMS. Documents can be enriched automatically or by applying a policy for specific document types so that every employee scans the document the right way.

When capturing documents using scanners or multifunctional devices, Single Sign On between the device and the archiving application can be enabled, ensuring document capture a fast, easy and efficient task for employees. By using our **aivika** tools on PC and mobile devices, employees who are working from home or on-the-go can process digital documents using the exact same interface, minimizing time and complexity. OCR can be enabled so that the document content gets indexed by the archiving application, making it searchable and retrievable.



**ScannerVision™ and aivika**  
“Building better solutions”

## The benefits our solutions provide to the Legal Industry:

- Time saving
  - Standardize document enrichment on every document type.
  - Fast processing with ‘Parallel Processing’ (more than one document at a time).
  - Automate document enrichment using forms recognition, zone OCR and barcode/QR reading.
- Cost Savings
  - Simplify scanning and save staff time.
  - Minimize development time by utilizing built-in editors and existing connectors.
  - Automated document transformation into a format that is required by other departments or legal systems.
- Efficiency
  - Effective management of Physical and Digital Documents utilising the same workflows.
- Customisation
  - Enable Single Sign On combined with existing security tools such as **MyQ**, Papercut and Equitrac.
  - Apply scanning policies to specific departments and enable secured document workflow processes.
  - High-speed and high-quality document scanning, processing and uploading from various sources.
  - Scan your documents from home or on-the-go as you would in your office using **Aivika** mobile clients.
- Customisation
  - Quickly adapt to changing requirements by utilizing the internal SQL, PowerShell and C# modules.
  - Easy to configure, “Bi-Directional’ Connectors.



## **ScannerVision™**

*Productive,  
Efficient,  
Affordable*

### **ScannerVision™ Asia**

Unit 18-3A, Menara Q Sentral,  
No. 2A, Jalan Sentral 2,  
Kuala Lumpur Sentral,  
Kuala Lumpur, 50470,  
Malaysia

---

### **ScannerVision™ South Africa**

Block D, Stoneridge Office Park,  
8 Greenstone Place, Greenstone,  
1609 South Africa

---

### **ScannerVision™ Europe**

Suites 41/42 Victoria House  
26 Main Street,  
GIBRALTAR GX111AA