

oneAdvanced

PRODUCT OVERVIEW

P4W

Practice and Case Management





# P4W helps firms improve efficiency and profitability

It's a flexible, innovative and smart solution . . . that's been developed specifically with legal in mind

## A powerful, integrated platform

P4W delivers the industry's most advanced and comprehensive functionality, and offers the following as standard:

- Comprehensive case, document and claims management
- Legal accounts structure that seamlessly integrates with case management functions for greater efficiency
- Extensive reporting and business intelligence tools
- Innovative legal aid functionality that makes criminal law financially viable

Our market-leading time capture software, Time Capture

- Seamless integration with OneAdvanced softwares and market-leading third-party applications

This platform is your partner for all aspects of the business of law. Our software, and our ISO9001-accredited support service, will keep your firm ahead of the game in a fast-changing, increasingly competitive market.





## Case and document management

P4W is efficient, automated and organised. Its Microsoft Office interface offers a smooth, familiar experience and intuitive navigation for all users, providing access to powerful filing, collaboration and workflow tools.

- Replicate paper files electronically to make documents more accessible and easier to distribute through emails, court or brief bundles and secure website uploads
- A versatile filing system with the capability to save all manner of file types to a single case file, from PDF to video
- A single case screen provides a complete overview of each matter, delivering access to financial and time ledgers, time recording, client and contact data and case information
- Intuitive, one-click access to integrated third-party tools for PDF bundling, dictation and document comparison

## Efficiency through technological innovation

With so much practice management technology available on the market, it can be challenging to navigate your way to the best solution for your firm. We understand the value that one easy-to-use application, implemented to meet a firm's specific requirements, can be in helping to fuel maximum efficiency and business growth. At OneAdvanced, we are committed to the continuous development of P4W, ensuring that it provides the tools your firm needs to:

- Remain compliant with latest regulations
- Minimise risk and eliminate duplication with a single data source

- Fully integrate with Microsoft Office
- Automate time-consuming tasks
- Integrate efficiently with the various Government portals
- Run P4W as either an on-premise or hosted solution
- Run on the industry standard Microsoft SQL Server
- Access ongoing support from an ISO9001- accredited help desk and a thriving user community

---

“P4W TaskCentre offered us automated alerts and report delivery, based upon the specific information each user would need. For our lawyers, it highlights where actions need to be taken, such as an overdue bill, so issues can be quickly solved.”

“By collating data and delivering it directly to those that need it, process efficiency has increased, our communication channels remain open and everyone has an improved view of client matter progression.”

Nigel Johnson, IT Director, Knights plc



# Getting the most from your system

Legal aid functionality manages complex and time-consuming processes

To manage legal aid work efficiently, your fee earners need a system that automates complex administrative processes and helps them to sustain high case volumes, issue claims efficiently and maintain your firm's cash flow.

P4W is fully compliant and up-to-date with Legal Aid Agency (LAA) regulations and can capture every minute that can be claimed, at the current rate for the case, to increase profitability.

- A smart solution that monitors limits and fixed fees to ensure your claim is within the given boundaries
- Save time, eliminate errors and increase efficiency with bulk uploads to LAA Online
- Comprehensive and flexible billing facilities which automatically create the appropriate type of claim
- Easily draft civil claims and CDC bills to streamline the claims process





### Create and manage Ministry of Justice (MOJ) claims directly from P4W

You can create and manage claims directly from P4W, removing the need to log into the MoJ portal separately. Your fee earners can easily upload claims, settlements and court packs directly from within P4W.

All forms can be produced as required at the click of a button and saved in the case agenda. The downloading of data is handled by web services in the background. P4W TaskCentre notifies the appropriate fee earner when an event has occurred on the case, normally via email, and claim statuses are viewable at a glance. Once submission of the data to the MoJ portal has occurred, the data screen becomes 'read only' and no further copies can be created. Copies can be downloaded as required.

The P4W Claims Management module contains all of the tables and fields required for claims, whether claimant or defendant, and firms can integrate these into their existing templates if they wish. A separate case agenda is automatically created to display an event history of interaction with the MoJ Portal on each case.

### GT Stewart automates with P4W and FormShare

GT Stewart used P4W and FormShare automation to radically restructure police station client inception in order to make criminal law financially viable.

GT Stewart's challenge was to use our software to automate as much of this work as possible in order to reduce costs and improve data quality and security.

Now, a digital form held on a laptop is completed at the police station. This carefully structured, 9-page form is efficient and accurate, plus a time record is created.

Once submitted digitally to the firm, the information goes directly into P4W where the software instantly:

- Checks for conflicts and executes a compliance check
- Opens a new client record, if required, and opens a new client file
- Time records the complex legal aid time and fixed fees.
- Initiates the automated billing process

*GT Stewart Case Study, P4W and FormShare*



# Delivering added value to your firm

## Enhance productivity and operational efficiency

P4W seamlessly streamlines time recording directly into your workflow, enabling you and your team to capture accurate, maximizable billable hours and enhance efficiency. With quick and easy time recording, it can improve productivity and help your fee earners increase the total number of hours they are able to bill.

P4W's automatic and manual time recording allows your team to record the way they want. They can utilise the automatic time recording as they begin tasks or manually enter time for unplanned activities and client interactions. Beyond time recording, P4W enables you to set and monitor hours worked against billable hour targets, giving you and your team insights into productivity levels and individual performance.

To further improve your firm's operational efficiency, integrating with OneAdvanced's Time Capture could be a key next step. Time Capture allows the capture of billable time anywhere, anytime, on any device. It's cloud-based, API-first design ensures seamless integration with your existing technology. Using the latest intelligent time technology, it can improve productivity and help fee earners increase the total number of hours they are able to bill.





### Advanced Link Legal

The ongoing success of your firm depends on strong client relationships. Relevant, effective communication with your audience is the key to business growth. Link Legal is a single contact management and e-marketing solution that fully integrates with P4W and was developed specifically with legal firms in mind.

Sitting within the familiar Outlook environment, Link Legal helps firms maintain up-to-date contact details, and empowers them to target and refine e-marketing activities in order to generate the strongest ROI. Inbuilt conformity functions facilitate compliance with required data and consent legislations.

### Client satisfaction

To meet the evolving expectations of clients, you need to keep them fully informed of matter progression every step of the way. Being able to effectively communicate case progress with your clients, without distracting lawyers from getting on with their job, is a key objective for every modern law firm.

The way in which a client wishes to be kept informed will vary. Some prefer a light touch update when key milestones are achieved, while others want access to a fully immersive review of their case.

P4W can help law firms provide a range of client touchpoints including automated emails, text messages and our client portal that enables easy collaboration. Integrations with LinkApp and Perfect Portal provide additional options to meet all client requirements.

A firm may choose to deploy all options in order to ensure that their clients are kept informed in a manner which best suits their circumstances. Ultimately, it's about improving the client's experience. The firms that achieve this through the use of technology are undoubtedly the most successful in today's profession.

### Ongoing training and consultancy

Our support doesn't just stop after the implementation of your new system. We care about keeping customer communication lines open and we offer ongoing training and engagement, both before and after the go-live period.

You'll get the very best performance from P4W by training your fee earners to use our software to maximum efficiency. You can achieve this with our simple and cost-effective Training and Consultancy Passport. This provides an allocated training consultant and access to highlevel expertise, at a time convenient for you.

Flexible, bespoke training package designed to meet your firm's specific business objectives in order to help maximise ROI

- A cost-saving solution that allows you to purchase blocks of training sessions at a discounted rate, increasing efficiency by helping you plan ahead
- Training days are only paid for as delivered to minimise any impact on cash flow



---

“With a fast-growing business, a technology partner that is agile and results orientated is crucial. We’re thrilled that P4W have been by our side every step of the way and that it continues to ensure every need we have is met. It’s not often that you find a supplier who 10+ years down the line is still as committed and supportive as P4W are. It has been an absolute pleasure to work with them from the beginning.”

Maurice Tunney, Director of Technology and Innovation,  
Keystone Law





# Developing strong functional partnerships

By partnering with other leading legal software solutions, P4W delivers flexibility and the maximum efficiency your firm requires



User firms can now directly access OneAdvanced Digital Dictation from within P4W. Our Cloud dictation technology can help provide secure document transfers, easy job sharing and full mobility - with data compliance and risk management built-in.



This solution allows you to manage your firm's entire workflow from quote to completion with a platform that provides everything you need to support a thriving conveyancing business.



To support your firm's AML and governance procedures, Vista provides access to reliable corporate intelligence information directly through the seamless, automated capture of key data.



The supplier of choice for a comprehensive library of prescribed legal forms that are guaranteed to be up-to-date and compliant with the latest changes in Government legislation.



Provides fast verification and authentication of official client and staff documents with easy, yet powerful, functionality. Removes duplication or the risks caused by monitoring AML compliance separately.



InfoTrack utilises real-time, two-way integration that delivers search results, and associated costs, directly back into P4W. This innovative technology provides easy access to all of your key conveyancing tasks at the simple click of a button.



This property technology allows firms to place a residential search in 30 seconds by simply entering the postcode. No need to plot boundaries or upload plans. Search Acumen identifies the lowest cost, geospatially relevant data for the property.



A simple, easy-to-use, but very effective, SMS messaging platform. You can issue high-priority alerts, distribute client surveys, provide two-factor authentication, enhance client service or improve communication with your workforce.



Get access to reliable corporate intelligence information directly through seamless and automated capture of key company data to aid your firm's AML procedures and other governance procedures.



Quickly gather and verify digital signatures with efficiency and flexibility while complying with all legal requirements. Adobe Sign has full mobile capability and can help firms increase productivity, reduce costs and improve client service.



This integration enables reports to be generated immediately, directly from the user's P4W dashboard. It provides an extremely professional, efficient and informative service.



This highly configurable tool can ease the burden of process management. TaskCentre monitors your firm's database, automatically generating and distributing activity reports and providing alerts for actions that need to be taken.



Take documents from anywhere and organise them into a neat, numbered, indexed and sectioned booklet in minutes. Simple efficiency that is easy-to-use and offers significant time savings.



An efficient and complete email disaster recovery solution. This solution enables your firm's email platform to function 24/7/365, as it continues to send and receive email through the Mimecast app.



Use SmartSearch to comply with the ever-changing AML regulations. This efficient, automated platform performs a wide range of UK and international anti-money laundering checks using the Dow Jones WatchList, which is updated every day.



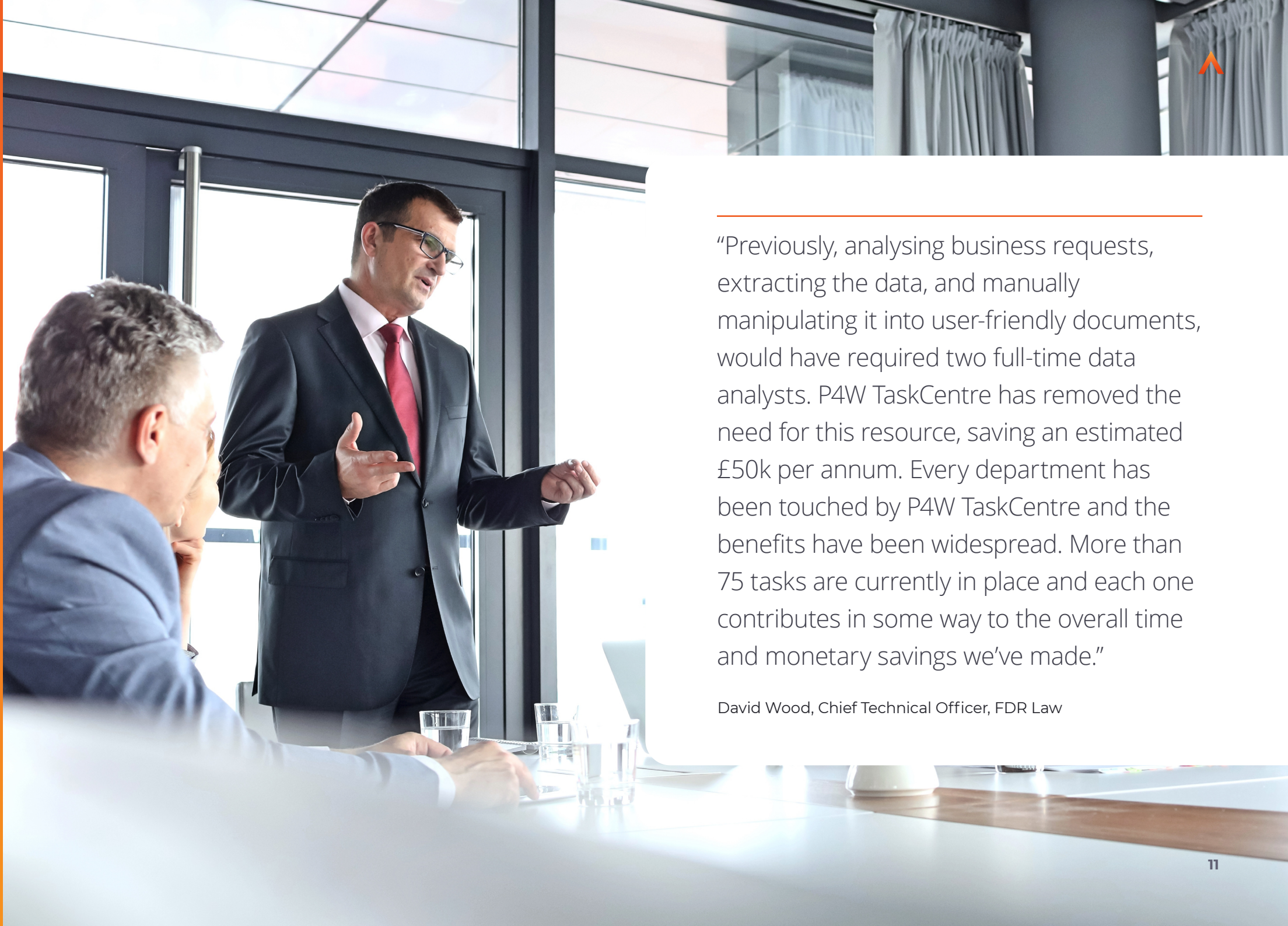
A quoting platform can help you grow a successful conveyancing business. This conveyancing calculator allows you to provide fast, accurate quotes from your website and quickly respond to all sales enquiries.



Allows you to easily create individual PDFs or PDF bundles, with automated tables of contents and pagination, directly from a P4W case file. Enhanced functionality allows easy comparison, editing and review of all documents.



Offer the best protection to your clients, and their money. Lawyer Checker delivers enhanced risk management and increased due diligence for the transmission of funds.



---

“Previously, analysing business requests, extracting the data, and manually manipulating it into user-friendly documents, would have required two full-time data analysts. P4W TaskCentre has removed the need for this resource, saving an estimated £50k per annum. Every department has been touched by P4W TaskCentre and the benefits have been widespread. More than 75 tasks are currently in place and each one contributes in some way to the overall time and monetary savings we’ve made.”

David Wood, Chief Technical Officer, FDR Law




## Powering the world of work

Hopefully this was a helpful insight into how P4W can help you. If you'd like to find out more about how P4W can help your business and ensure you are ready to meet the future, get in touch with us today.

Get in touch

---

 +44(0) 330 343 4000

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

 [hello@oneadvanced.com](mailto:hello@oneadvanced.com)