

ZYLPHA

Solutions and Services for Solcase® & Visualfiles® users.

Zylpha Document Bundling and Delivery

The solution is based on the following principles:

- Elimination of Risk from Errors or Confidentiality,
- Minimisation of Repetitive Tasks,
- Optimisation of Operating Efficiency,
- Minimisation of Waste.

The Manual and Zylpha comparison below shows the stark contrast between preparation and distribution in the old world and the Zylpha world. Some firms have started to change but few have the level of automation and compliance offered by the Zylpha Solution.



Manual Method	Zylpha Solution
<ol style="list-style-type: none"> 1. List all the documents. 2. Print/Gather the documents together. 3. Multiple photocopies of the documents. 4. Replace the documents. 5. Collate. 6. Paginate. 7. Type up the Indices. 8. Check. 9. Fix Errors. 10. Insert Forgotten Documents. 11. Re-Paginate. 12. Bind. 13. Call DX. 14. Despatch. 15. Email or phone to check Documents have arrived in tact. 	<ol style="list-style-type: none"> 1. Select your documents. 2. Select your distribution list. <p>Solcase or Visualfiles <i>automatically</i> triggers Zylpha to generate and send the Court Bundle, Document Bundle or Deal Bible.</p> <p>Zylpha <i>automatically</i> confirms delivery has been received within minutes.</p>
<ul style="list-style-type: none"> ✗ Labour Intensive ✗ Error Prone ✗ Long Lead Time ✗ Confidentiality Risk ✗ Reliance on Third Parties (DX or Courier) ✗ Time measured in Days ✗ Costs measured in Pounds 	<ul style="list-style-type: none"> ✓ Fully Automatic ✓ Eliminates Error ✓ Immediate ✓ Guarantees Confidentiality ✓ Guarantees Delivery ✓ Time measured in Minutes ✓ Costs measured in Pence

As well as Court Bundle, Document Bundle and Deal Bibles a variety of documents can be produced including Contract Packs, Tender Responses, Board Reports and Minutes, Meeting Agendas and many others.

Zylpha can bundle all the popular file layouts including PDF, Word, Excel, Visio, PowerPoint and other files.

Zylpha not only has the obvious benefits in Cost Savings, Elimination of Risk, Higher Levels of Compliance, but also dramatically helps in your Environmental Responsibilities by elimination of printing and courier services.

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Integration to the RTA Claims Portal

The fastest, easiest, most functional and cost effective integration with the RTA Claims Portal.

The RTA Claims Portal went live on April 30th 2010 to streamline and speed up the processing of low cost RTA Claims within the new 15 day time limit.

With 500,000 claims per annum expected and over 500 organisations already registered to use the Portal, it has rapidly become the logical approach to processing claims in the industry.

Manual web-based data input is laborious and error prone, which negates many of the advantages of using the Portal.

Users of Solcase® and Visualfiles® have the ability to overcome this limitation by using the Zylpha quick and easily 'plug in' to the Portal to remain ahead of the competition in this fast moving market.

It is an automated yet fully customisable integration solution to process claims rapidly and seamlessly through the Portal, saving you time, effort and cost whilst maximising your profit margins.

By automating the process the Risks associated with the process are also minimised.

Key Features:

- A system developed in close collaboration with practising industry leading claims experts
- Extends the lifetime and cost effectiveness of current Case Management investments.
- Gives full exploitation of Portal functionality.
- Minimises Risk.
- Minimises Costs and enhances the Cost Benefits of using the Portal.



“We estimate that using the portal with Zylpha’s integration is saving us around thirty minutes per claim just at Stage 1 and we are being paid the Stage 1 costs much more rapidly. This has given us a quick return on our investment’

Paul Hinchliffe
Bott & Co

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Online Identity Checking and Verification

The advent of Online Identity Checking and Verification facilities has been a huge step forwards for file administration in law firms in light of the recent Anti-money laundering legislation.

Zylpha has teamed up with Callcredit®, to develop the Case Management System integration.

Generic Integration

The Callcredit® report is automatically saved as part of the case history for audit purposes with Fee Earner notification on status.

Key benefits:

- Saves expensive Fee Earners time and costs
- Eliminates Risks associated with manual processing
- Ensure the Practice is Compliant with the Third Money Laundering Directive

“This excellent solution now allows us to perform fully auditable identity checks in under a minute and without re-keying of data or wrestling huge paper trails”.

Clive Weeks, Head of Remortgage, Withy King

Possession Claims Online

Zylpha's integration module has been specifically designed to integrate the Solcase® and Visualfiles® case management systems with HMCS internet based service for mortgage repossession.

It is a convenient and secure way of making or responding to certain types of possession claims on the internet. The service allows you to monitor your claim from issue, through warrant to possession.

Key benefits:

- Saves expensive Fee Earners time and costs.
- Eliminates Risks associated with manual processing.
- Fast Notification of Issue.
- Eliminates the need to print the N5 and N120 as these are produced and posted automatically.
- Fees are invoiced and collected through a direct debit and claims managed by accessing the online service.
- Electronic submissions are currently around 30% lower than traditional issue charges.
- Claims and Hearing Details are submitted and issued immediately.
- Cost Savings in Administration.

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Development, Integration and Support Services

Solcase® and Visualfiles® applications have been available for well over 10 years and could be described as “legacy” products.

That does not mean they are obsolete, it means that they are developed and maintained in development tools, which are no longer seen as cutting edge technology.

That is the issue. As with any software the products while still being as relevant today as at their inception, the ability to locate experienced staff to develop and maintain the products is becoming an increasing problem.

Zylpha realised this problem some time ago and understands that internal technical capabilities in the legal profession to support and enhance the usage of Solcase® and Visualfiles® is limited.

The Issues:

- Failure to maintain Precedent as current will have serious ramifications within the practice.
- Simple functions such as changes in Legislation and VAT will become an issue.
- Maintenance of Customised Code will become High Risk on the Compliance Radar.
- The authors support function only covers generic product fixes.
- How do you get a new report written?
- What happens if your Administrator leaves?

The Solution:

- The Zylpha Annual Service Membership, providing telephone Support and Assurance.
- Technical Level Administration.
- Advice and Support through Upgrades and Legislation changes.
- Annual Compliance Health Check.
- Access to fixed rate Consultancy to cover Enhancements, Training and Maintenance.
- Fixed Cost Assurance to ensure your Solcase® and Visualfiles® system is operational.



Benefits:

- Peace of Mind
- Compliance and elimination of Risk
- Affordable Quality Service
- Access to the highest quality Solcase® and Visualfiles® experience available.

“We have used Zylpha's services for some time and have always been very pleased with the results. They have a very professional approach to work, always explaining clearly what is happening and providing excellent support.”

Jane Hitchcock, Director of New Homes, Pitmans LLP



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Post Code Verification

When you buy goods online, you are undoubtedly used to entering your postcode and choosing your address from a list. In fact you expect to see it and you probably don't even think about it, but when it's not there, you are understandably, frustrated at having to enter your address manually. Not only does this small but really important step save you time, but it guarantees the accuracy of your address to the merchant and delivery company.

How many times, on average do you write to people during the course of your working day? At Zylpha we know it's an intrinsic part of your work, and we are sure that if we could save you a couple of minutes each and every time, you would have more time to do what you do best.

Post Code Verification gives you that freedom, with seamless integration to your case management system, your Solcase® and Visualfiles® database screens will return your address within seconds with the click of a button.

Solcase® Reporting

Information is the lifeblood of all modern law firms. Whether it is management information to be able to manage the organisation or a client report the need to access data fast is more and more important.

The process of reporting through Solcase® can be time consuming as can having to re-write the reports to improve performance or develop a data warehouse. The Zylpha Extract system allows you to run your existing Solcase® reports but in a fraction of the time. The reports can be printed, output to Excel or Text or simply viewed. You simply design your report in Solcase® as normal and then run it through Zylpha Extract.



Additionally all functionality of the Zylpha Extract is exposed so the system can be run from other programs so could be incorporated in, for example, your intranet or marketing systems.

Benefits:

- Material improvement in speed and ease of reporting.
- Design in Solcase® reports and extract through Zylpha Extract.
- Reports can be output to industry standard formats (Excel, Text, and XML).
- Report Scheduling.

For more information on any of the above Services ring 01962 658881 and ask for Tim or visit www.zylpha.com.