Section 1 - IT Systems for Solicitors

Section 1 - Supplier Details	Supplier response:
Company name	eXpd8
Trade or product name	eXpd8
CRO Reg. No.	351136
Address	Unit 3c ,Swords Business Park, Swords, Co Dublin
Contact person	Suzanne Stevenson
Telephone	01 8704 900
Email	suzanne.stevenson@expd8.com
How long in business	12yrs
How many solicitors firms currently use your service?	370
Target firm size (in number of fee-earners)	1-50

Reference firms. Please list names, addresses and contact person of five firms who use your product or serice.

Note: This information is for reference by the compilers of the report. The names of the referenced firms will not be published as part of the report but may be given to others with the consent of the firm concerned.

- 1 | Five reference firms names supplied
- 2 | Five reference firms names supplied
- 3 | Five reference firms names supplied
- 4 | Five reference firms names supplied
- 5 | Five reference firms names supplied

Summary of Products/Service offered. Note: This is a summary for categorisation only.

- 1	Solicitors accounts system	Yes
- 2	Time recording	Yes
- 3	Full practice management	Yes
- 4	Case/workflow management	Yes
- 5	Document management	Yes
- 6	Digital dictation	Yes
- 7	Knowledge/library management	Yes
- 8	Do you supply hardware (PC's, printers etc?	Yes
- 9	General systems & network support, including word processing, email and internet access & security.	Yes
- 10	Telephone systems	No
- 11	Payroll	No
- 12	Consultancy (unrelated to products you supply)	No

Section 2 - Practice Managment Systems & Solicitors Accounts Systems - details

Law Society of Ireland

Section 2 - Product Details	Supplier response:
A **Client data:**	
- 1 Full Contact Details For Client Recorded?	a) Included in standard package
- 2 Multiple Contacts For Same Client Recorded?	a) Included in standard package
- 3 Client Type Designation? (Ltd Co, Male/Female, Club Etc)	a) Included in standard package
- 4 Introduction Source Recorded?	d) Not available
- 5 Anti Money Laundering Compliance Check?	a) Included in standard package
- 6 Antimoney Laundering Data (To Compliance Standard) Stored?	a) Included in standard package
- 7 Record Terms Of Engagement For Client?	a) Included in standard package
- 8 Last Contact Date Automatically Stored?	a) Included in standard package
B **Risk management**	
- 1 Conflict Of Interest Checking?	a) Included in standard package
- 2 Client Identification Due Diligence Checking?	a) Included in standard package
- 3 Section 68 Letter Check?	a) Included in standard package
- 4 Undertakings Register?	a) Included in standard package
- 5 Critical Dates Register?	a) Included in standard package
- 6 Critical Dates Reminder?	a) Included in standard package
C **Access security:**	
- 1 All access restricted to authorised persons?	a) Included in standard package
- 2 All actions traceable to specific operator?	d) Not available
- 3 Can a full audit trail of all actions taken on the system be reviewed?	d) Not available
D **Matter data:**	
- 1 Automatically generate S.68 letter?	a) Included in standard package
- 2 Select & record work type?	d) Not available
- 3 Record terms of engagement for each matter?	a) Included in standard package

- 4	Time recording?		a) Included in standard package
- 5	Record fee earner dealing?		a) Included in standard package
- 6	Record control partner?		d) Not available
- 7	Record anticipated fees or fee quote?		a) Included in standard package
E	**Matter Accounting**		
- 1	Client/Matter accounting complying with regulations?		a) Included in standard package
- 2	Nominal ledger?		a) Included in standard package
- 3	Full audit trail?		a) Included in standard package
- 4	Profit & loss account?		a) Included in standard package
- 5	Bank reconciliation automatic?		a) Included in standard package
- 6	Bank reconciliation manual?		d) Not available
- 7	Can bank reconciliations be reversed / reprinted?		a) Included in standard package
- 8	Retention tax handling?		a) Included in standard package
- 9	Third party payment returns?		d) Not available
- 10	Purchase ledger?		a) Included in standard package
- 11	Outlay accounting by matter?		a) Included in standard package
- 12	Outlay accrual by matter?		a) Included in standard package
- 13	Invoicing, including VAT?		a) Included in standard package
- 14	Invoice printing?		a) Included in standard package
- 15	VAT reporting and VAT3 preparation?		a) Included in standard package
- 16	Online cheque requisition/posting?		a) Included in standard package
- 17	Can cheque requisitions be searched historically?		d) Not available
- 18	Cheque printing?		a) Included in standard package
- 19	Online bill drafting?		a) Included in standard package
- 20	Statements showing unpaid invoices?		a) Included in standard package
- 21	Archival and retrieval of completed matters and documents?		a) Included in standard package
- 22	Wills & deeds register?		a) Included in standard package
F	**Reports**		
- 1	Aged debt analysis?		a) Included in standard package

- 2	Work in Progress time & outlay?	a) Included in standard package
- 3	Client account balances?	a) Included in standard package
- 4	Undertakings outstanding?	a) Included in standard package
- 5	Office/outlay account balances?	a) Included in standard package
- 6	Inactive/dormant matters?	a) Included in standard package
- 7	Client listing?	a) Included in standard package
- 8	Auto output of reports to spreadsheet?	a) Included in standard package
- 9	Peer review diary report?	a) Included in standard package
- 10	Case action diary/reminder?	a) Included in standard package
- 11	Ability to restrict access to some reports?	a) Included in standard package

G	**System Integrity & support**	
- 1	Automatic backup or mirroring?	b) Optional at cost
- 2	Rollback facility? (in event of system crash)	a) Included in standard package
- 3	Remote online support?	a) Included in standard package
- 4	On site support?	a) Included in standard package

H	**Case management / work flow**	
- 1	Receive and store incoming & outgoing emails?	a) Included in standard package
- 2	Integrate with standard email package. If so, which one ?	Outlook
- 3	Produce standard letters and emails from stored client & matter data?	a) Included in standard package
- 4	Produce documents from stored client/matter data and precedents?	a) Included in standard package
- 5	Have workflow facility enabling the automatic or semi automatic progression of the	d) Not available
- 6	If you have work flow / case management, does it allow for mandatory steps,	d) Not available
- 7	Ability to store different matter information for different case types?	Yes
- 8	Do you have the ability to schedule a call, meeting or task through work flow?	No
- 9	Is all data stored in one data base?	Yes

I	**Document management**	
- 1	Organised scanning of incoming documents?	a) Included in standard package
- 2	Document management indexing and storage?	d) Not available
- 3	Image scanning and indexing?	a) Included in standard package
- 4	OCR facility?	b) Optional at cost

- 5	Full document and email (inc attachments) text search?		a) Included in standard package
- 6	Do you have a "brief builder" / document building facility?		Yes
- 7	Can you output documents to PDF format?		Yes
- 8	Do you have version control on documents?		No
J	**Precedents**		
- 1	Are precedents included?		d) Not available
- 2	How many are included?		Please Select:
- 3	Do you sell precedents separately?		b) Optional at cost
K	**External Access**		Please Select:
- 1	Secure external access by clients?		b) Optional at cost
- 2	Secure external access by PDA / Blackberry / iPhone?		b) Optional at cost
- 3	Secure external access by remote home or second office user?		a) Included in standard package
- 4	Secure external access by your IT support supplier?		a) Included in standard package