

Global Content Management *Made Easy* for the **Legal Community**

With a keen eye on increasing billable hours, law firms of all types and sizes are constantly searching for ways to improve operational efficiency and automate time consuming administrative tasks. A typical law firm processes tens of thousands of physical documents each year including pleadings, motions, contracts, wills, trusts, leases, evidence files, and deposition transcripts. The majority of this information is handled through inefficient, manual processes due to the notion that an electronic and automated system is costly, disruptive to existing workflow processes, and difficult to use.

The requirement is for an easy-to-use yet powerful system that enables lawyers, paralegals, law clerks, business partners, and remote workers to store, access, share, and manage critical electronic and paper-based content across a broad range of functions, departments and locations. In today's global legal environment, this type of system is quickly becoming a catalyst for achieving optimized business processes.

Introducing TreenoGCM™

TreenoGCM is an easy-to-use yet extremely powerful integrated content, document and workflow management system that enables law firms to capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many enterprise users as your firm requires.

TreenoGCM empowers you to improve your competitive advantage and client service quality through streamlined operations, improved information access, reduced costs, and simplified compliance preparation—ultimately, increasing your billable hours.

Transform your law firm without disruption to employees

Deploying and operating a global content management system should be as simple and effortless as using familiar line-of-business applications while existing workflow processes remain intact. TreenoGCM's powerful and robust feature set, in conjunction with integrated collaboration and business process management capabilities will enable your firm to improve operational efficiency and productivity without changing the way your employees do business. Documents are routed quickly and accurately through each step of your business process.



The unmatched power of TreenoGCM:

- ▶ Instantly and easily finds any document
- ▶ Makes content centrally available to all – *anytime and from anywhere*
- ▶ Allows familiar workflow processes to remain intact – *we work the way you work*
- ▶ Keeps sensitive documents secure; available only with assigned access rights
- ▶ Automates document tracking and auditing
- ▶ Simplifies records management
- ▶ Eliminates lost records
- ▶ Saves storage space
- ▶ Simplifies compliance

Integration with your existing systems is a snap

The unique flexibility of the Treeno architecture promotes seamless integration with virtually any existing productivity application or system including Legal Files™, ensuring quick user adoption, minimal training efforts and streamlined, 24/7 access to content.

Critical client information is always available – anytime and from anyplace

TreenoGCM enables your lawyers, clerks and paralegals to gain instant access to critical documents and files 24/7, regardless of their physical location. Documents are effortlessly scanned the first time they are handled and images of documents are immediately made available to secure, authorized users via the TreenoGCM system. And with Treeno's highly secure electronic versions, documents never get lost.

Ensure document integrity and security

Law firms need the ability to easily track and control client sensitive information. TreenoGCM stores all of your firm's most critical content in a highly secure repository and includes comprehensive audit trail capabilities such as task date/time stamp, task originator/description, and related document activities such as who worked on/reviewed the document. Treeno customers can virtually eliminate any possibility that documents stored in their system will be altered without detection, ensuring undisputed authenticity of records. And, integrated notification capabilities inform users when relevant content within the repository is updated.

Insurance organizations rely on TreenoGCM to:

- ▶ Increase billable hours and improve client service quality
- ▶ Streamline the process of retrieving and distributing essential information
- ▶ Provide simultaneous access to client information
- ▶ Improve operational efficiency with minimal disruption
- ▶ Improve information security and document integrity
- ▶ Enable productivity tracking and accountability, ensuring turnaround requirements are always met
- ▶ Streamline compliance driven documentation requirements
- ▶ Reduce paper, paper storage, photocopying, and faxing costs

Law firms around the world are improving client service quality and increasing billable hours with TreenoGCM. To learn more about how Treeno can help your organization, call us at **1-800-528-5005** or visit us on the Web at **www.treenosoftware.com**



"As a growing law firm servicing a global client base, instant but secure access to client information for all of our lawyers, paralegals, clerks and business partners is absolutely critical. Prior to deploying TreenoGCM, we relied on filing cabinets for storage and fax machines and courier services for collaboration which proved to be inefficient and costly. TreenoGCM provides us with the ability to improve our operational efficiency in all of these areas which translates to increased billable hours and improved client service."

*– Phil Decker, Patent Attorney,
Mesmer & Deleault*



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