



# ELITE 3E WORKFLOW AND COLLABORATION

## WITH ELITE 3E WORKFLOW AND COLLABORATION YOU CAN:

- Automate and standardize processes
- Increase efficiency and productivity
- Adapt quickly to new business requirements
- Improve client service
- Enhance employee collaboration
- Ensure compliance with internal policies and external regulations

## AUTOMATE THE WAY YOU DO BUSINESS

ELITE 3E® Workflow and Collaboration tools are powerful capabilities built in to 3E that can help a firm streamline communications and approval procedures. Workflow capabilities can be used to automate a variety of structured business processes, and collaboration functionality can be deployed to quickly distribute information for feedback and input. Using Workflow and Collaboration, firms can optimize 3E applications to suit their unique business needs.

Workflow and Collaboration is an integrated component of the 3E Business Optimization Suite, a powerful business process platform designed specifically for legal and professional services firms. 3E provides core financial management and practice management features along with built-in application development capabilities that help transform your firm's unique business processes to achieve strategic advantage.

The world's leading law firms have turned to industry-standard software like ELITE 3E to improve processes and boost profitability. With more than 60 years' experience, Elite has the proven expertise to make it happen for you.

## CONSULT THE EXPERTS

Elite has consistently been an award-winning provider of financial and practice management solutions to global professional services firms.

# ELITE 3E WORKFLOW AND COLLABORATION

## KEY FEATURES OF ELITE 3E WORKFLOW AND COLLABORATION

- Powerful business process platform
- Comprehensive integrated development environment (IDE)
- Intuitive services automate structured and ad hoc business processes
- Flexible application design features to modify or build interfaces, forms, database tables and relationships, business process workflows and more
- Expert consulting resources

## ROBUST BUSINESS PROCESS PLATFORM

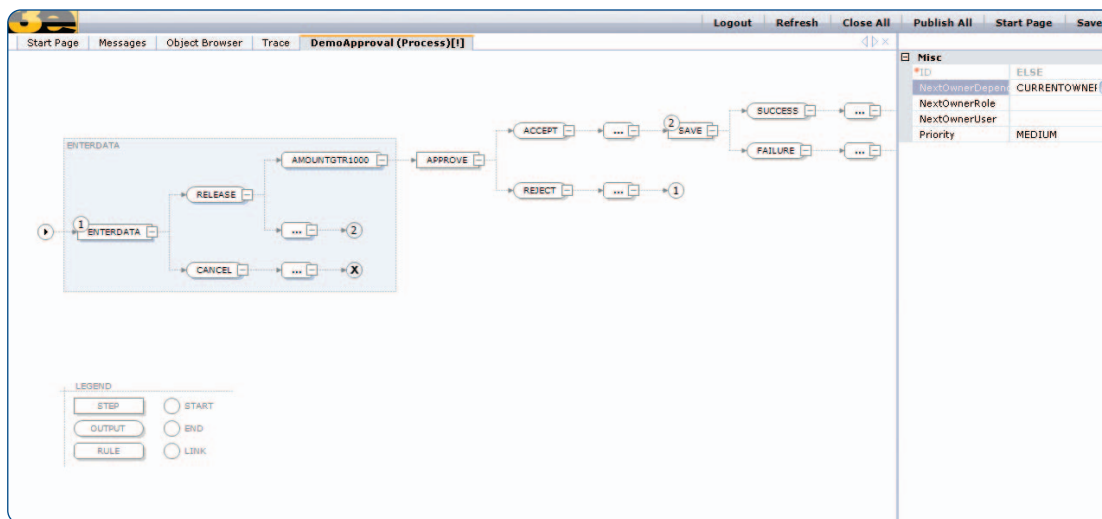
- Workflow capabilities enable firms to incorporate their own unique business rules within 3E applications
- With the IDE, firms can fully customize the appearance and business logic governing the applications
- Collaboration is a standard feature for all 3E processes
- A software-factory approach enables users to build code for standardized components, including user interfaces and Web service communications

## COMPREHENSIVE APPLICATION DEVELOPMENT

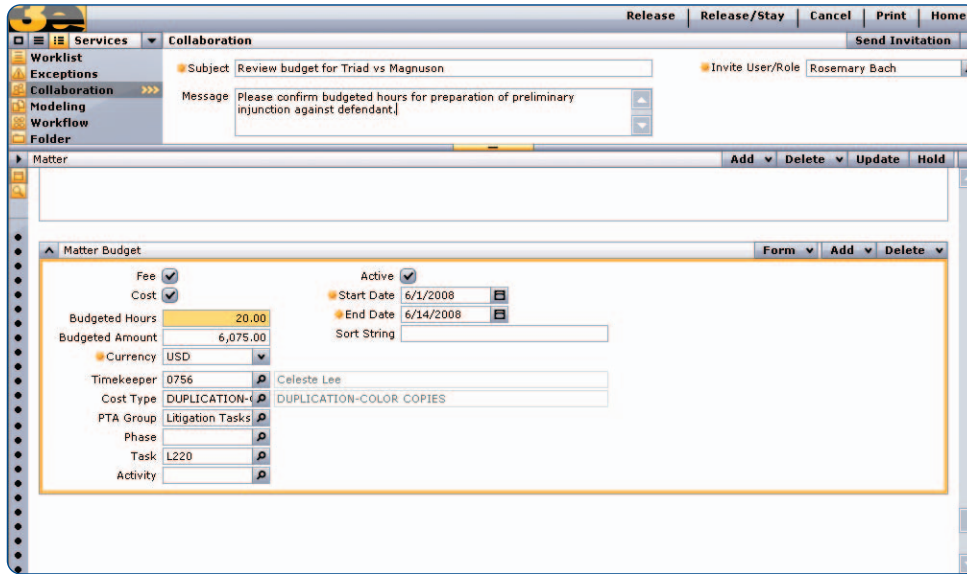
- Developers can personalize 3E applications and build customized workflows
- Users can create new forms or customize those already in the system
- Developers can:
  - build database tables and corresponding relationships
  - design custom application interfaces that interact with elements in other applications
  - write code for table mappings
  - define business process workflows consisting of multiple steps, rules and outputs

## FLEXIBLE PROCESS DESIGN AND CONFIGURATION

- Every transaction and data-capture page is workflow-enabled and follows a defined process
- Workflow configurations can range from simple one-step to a set of business rules
- The number and variety of processes that can be tailored and configured is virtually unlimited. Typical processes include:
  - New client or matter intake
  - Client invoice generation
  - Purchase authorizations
  - Accounts payable processing



Using the Process Designer, firms can modify existing processes or add new business logic to match how each practice area within the firm operates.



Using Collaboration capabilities, users can send a request for input and feedback from other colleagues about information contained on a specific application page.

## INTUITIVE COLLABORATION CAPABILITIES

- Users can effectively communicate with each other and share information within the framework of the 3E software
- Collaboration can be used across all 3E applications
- The ability to consult with colleagues on the fly allows users to easily obtain missing information and work together more effectively

## SPECIALIZED CONSULTING RESOURCES

- Firms can develop new 3E features and tailor business processes using in-house development resources
- Firms can leverage expert consulting resources to obtain strategic consulting, development assistance, code and design reviews, accelerated technical training and mentoring
- Using these targeted consulting services, firms can effectively translate strategic business objectives into a functional reality with 3E

## PERSONALIZED FOR YOUR BUSINESS

Rapid application development capabilities in 3E allow firms to employ a Software Factory approach to personalizing solutions, resulting in a reduced total cost of ownership. Firms can modify screens to use unique terminology and adapt work processes to match the way the firm operates. All of these changes remain intact when firms upgrade to the next version of 3E.

## ROBUST SECURITY AND AUDIT CAPABILITIES

Powerful 3E platform security ensures that only users with appropriate rights can retrieve information. Access to client, matter, or project master files can be restricted to firm-defined groups or individuals, and comprehensive audit controls provide a full history of all changes.

## YOUR PARTNER FOR SUCCESS

Elite is a leading global provider of financial and practice management systems and consulting services to professional services firms. Elite is a business within Thomson Reuters (NYSE: TRI) and is comprised of a team of experts with decades of experience working with some of the largest firms in the world. Elite is a Microsoft Gold Certified Partner.

To learn more about ELITE 3E Workflow and Collaboration or for a global list of office locations, call **323-642-5200** or visit [elite.com](http://elite.com).

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**Elite Headquarters**

5100 West Goldleaf Circle  
Suite 100  
Los Angeles, CA 90056

**elite.com**



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