



ELITE 3E RECORDS

WITH ELITE 3E RECORDS YOU CAN:

- Automate and standardize file creation, tracking and review
- Ensure compliance with internal policies and external regulations for retention and disposition
- Manage physical and electronic files including DMS files and email messages and attachments
- Configure default behaviors and setups for users, roles and offices
- Improve client service
- Automate retention review and file disposition processes

STREAMLINE AND AUTOMATE RECORD PROCESSING

A robust records software solution should provide the means to manage both physical and electronic records. It should enable quick and easy access to records for attorneys, clients, other firms and vendors. At the same time, it should enable firms to configure their unique hierarchies, policies and workflows within the application.

ELITE 3E® Records is an intuitive Web-based solution featuring a sophisticated, yet easy-to-use infrastructure originally certified by the U.S. Department of Defense under the 5015.2 standard. Using a convenient dashboard interface, firms can configure Records to enhance productivity, deliver important matter information, reduce risk and streamline manual processes.

Records 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 of 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 RECORDS

KEY FEATURES OF ELITE 3E RECORDS

- Automated retention review and disposition
- Automated circulation and misfile identification
- Flexible filing and flexible file hierarchy
- Electronic records management for DMS files and Microsoft Outlook email and attachments
- File creation request workflow out of the box
- Enhanced item-level and role-based security

FLEXIBLE AND INTEGRATED CAPABILITIES

- Records can be easily configured to automate records entry, filing and organization systems
- Administrative files can be easily added and tracked
- Quick Add and Bulk Add features enable rapid data entry of new records into 3E, eliminating the need to manually enter records one by one
- New file creation request workflow allows lawyers and secretaries to request new files with a standard workflow process
- Wills and deeds capabilities let users track additional parties, dates and actions for documents
- Management reporting metrics allow productivity and retention/disposition planning

ENHANCED CONFIGURATION

- Default behaviors and setups can be configured by system, firm, office, role or individual user levels
- Users working in different offices or in different areas can set up default settings specific to their locations and tasks
- Location codes can be set based on active or inactive status
- Record categories can filter to specific matter types, DMS files and email messages and attachments
- Users can configure barcode and ID masking, misfile identification behavior, label printing options and more

FLEXIBLE FILING

- With Flexible Filing, firms can determine which types of files to track and determine file hierarchy
- The traditional submatter, folder, insert, record (document) hierarchy can be adjusted to fit each firm's structure and processes
- Files can link directly to a client without having to link to a matter or submatter
- Explicit file types can also be created

The screenshot displays the Thomson Elite 3E software interface. On the left, a navigation pane shows the 'Records Intake Process' with options for 'Form' and 'Query'. The main window is titled 'Records Intake Process' and shows a 'Create' dropdown set to 'File Type' and a 'Folder' dropdown. Below this, a table lists 'Records Intake Types' with columns for 'Type' and 'Parent File Type'. The 'Record' type is selected. A form below the table shows fields for 'Client' (30000), 'Matter' (30000-003), and 'Submatter'. On the right, a detailed form for creating a record is shown, including fields for 'Type' (Folder), 'Client' (30000), 'Matter' (30000-003), 'Submatter' (30000-003-0001), 'Record Category', 'Media Type' (Redweld), 'Description', 'Status' (Active), 'Open Date' (2/18/2009), 'Owner' (Scott Johnson), 'Office of Record' (Los Angeles), and 'Creation Office' (Los Angeles).

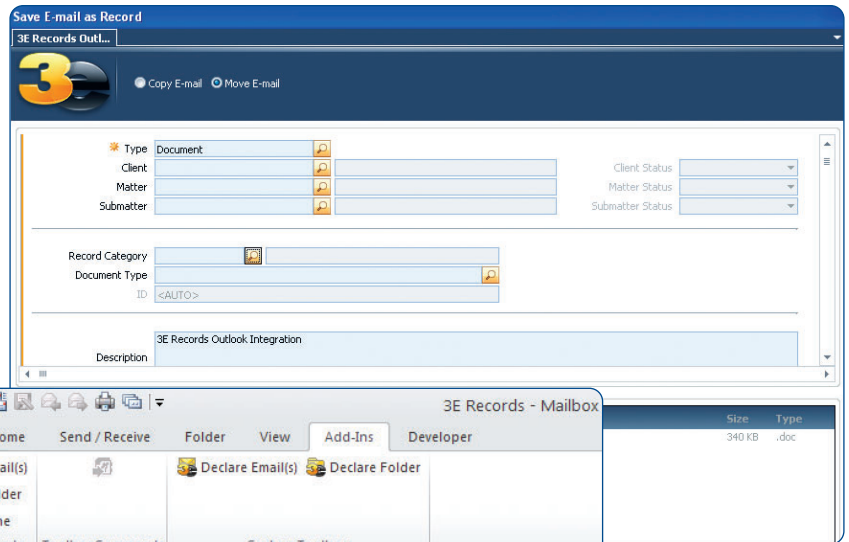
In the Records Intake Process, the user selects which file to create, and the intake walks the user through each item.

ELECTRONIC RECORDS MANAGEMENT

- Autonomy iManage DMS integration allows DMS files to be declared to Records for application of the 3E retention schedule, review and disposition functions
- Microsoft Outlook® integration enables email and attachments to be automatically declared as records to 3E
- Local and network file management options allow users to attach documents to Records and manage them, apply retention rules and dispose of according to the 3E retention schedule
- Records' automated retention review and disposition processes allow application of the Records retention schedule to both physical and electronic files

CIRCULATION MANAGEMENT

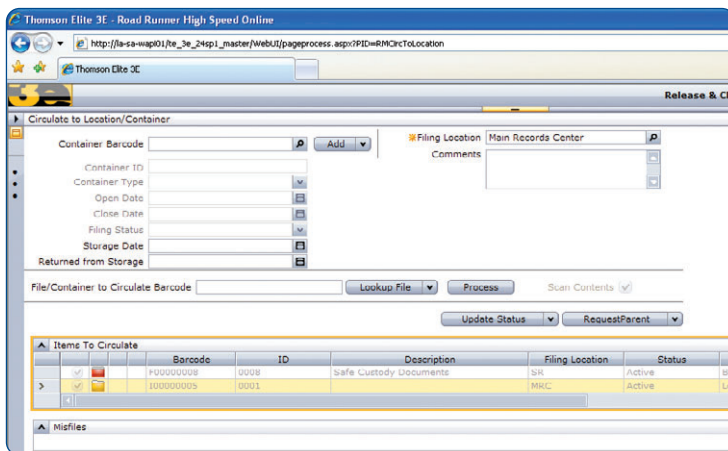
- Powerful new features enable users to easily track and circulate physical records
- Users can set multiple origins for a file, such as the Office of Record, the Creation Office and the Filing Location
- Firms can circulate files and containers to any timekeeper, 3E user or third party in addition to attorneys and records department staff
- In-depth tracking, auditing and inventory features automate circulation processes and keep circulation records up-to-date
- Users can quickly ascertain a file's status and view its circulation and modification history
- Additional features include the ability to automatically detect misfiles, the circulation of containers and the ability to request files online



Declare email messages and/or attachments with 3E Outlook Integration.

POWERFUL RETENTION AND DISPOSITION PROCESSES

- Flexible retention scheduling gives firms the ability to set multiple retention schedules to meet the needs of various file types or multiple jurisdictions
- Firms can set different baselines that contribute to the master schedule
- Users can easily create custom scheduling triggers to determine specific date calculations for retention review dates
- Email notifications are available for initial review notifications, follow-up tracking, approvals, escalations and client notifications
- Users have the ability to create holds (also known as preservation orders) to prevent a record from being modified or destroyed when it is otherwise eligible
- Retention review and disposition workflows allow users to complete the review and disposition process directly within 3E for both physical and electronic files
- Vital records can be scheduled for periodic review outside of the retention review and disposition process



With powerful features such as the Circulate to Location/Container screen, users can easily track and circulate physical records.

ELITE 3E RECORDS

SECURITY

- 3E platform security is role-based and firms can create as many roles as desired
- Access to records documents can be restricted to groups or individuals
- Comprehensive audit controls provide a full history of all changes
- Users can be placed into multiple roles
- Comprehensive security infrastructure offers item-specific protection at all levels within the database

EMBEDDED WORKFLOW AND COLLABORATION

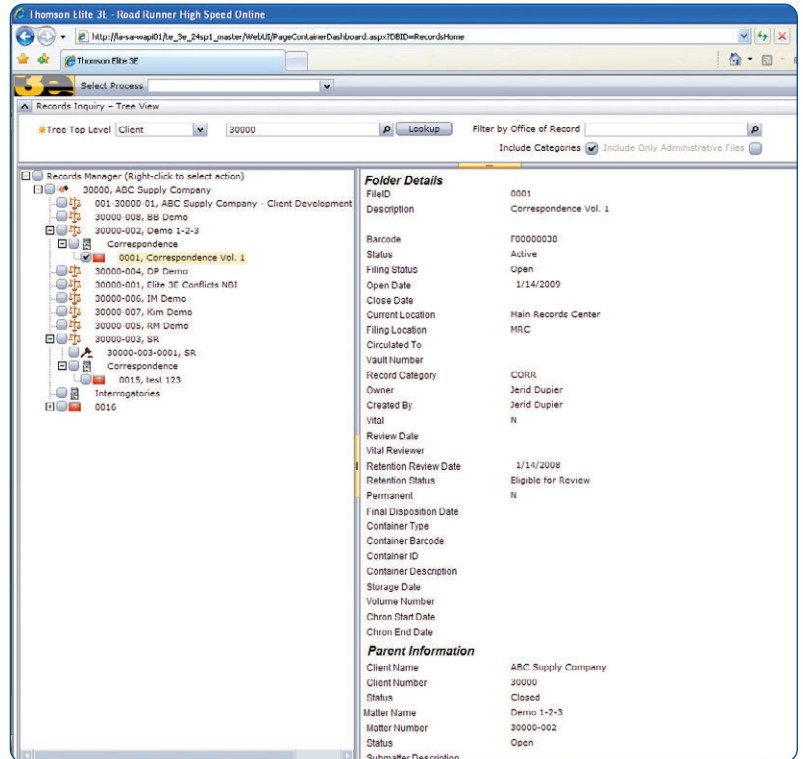
Embedded workflow capabilities allow firms to streamline, automate and track the circulation and the retention review process from start to finish. With these flexible capabilities, users can effectively collaborate with one another; and initial retention review, disposition project creation, client and vendor notification and tracking and final disposition are all managed online within 3E Records.

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, adapt work processes to match the way the firm operates, and create additional database tables to link data with external applications or data sources. 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.



The Inquiry/Tree View process shows the big picture of all files attached to a client, matter, etc.

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 the latest release of ELITE 3E Records or for a global list of office locations, call 323-642-5200 or visit elite.com.