



Benefits

- · Drives system usage by all members of your legal department
- · Streamlines workflows and simplifies management of matters by making the capture of updates, narratives, and documents quick and easy
- · Encourages collaboration internally and with legal service providers
- · Optimizes data capture to enrich reporting and analytics
- · Reduces IT costs with easy deployment and centralized administration

The next generation interface for seamlessly managing legal workflows and tasks within the Microsoft® Office Suite.

Passport® Office Companion helps your legal department get more done by allowing your staff to perform day-to-day matter management activities directly within the Microsoft® Office Suite, which includes Outlook®, Word, Excel, and PowerPoint®. Now legal staff can more efficiently manage their entire matter portfolios, with the tools they are most familiar and comfortable with.

With seamless integration between Microsoft Office applications and Passport applications, the Office Companion module streamlines the daily management of matters and helps teams be more exceptionally productive by making workflows intuitive. Users are able to quickly and easily perform tasks without having to switch between applications. This saves time, supports high quality collection of matter-related information, and encourages easy collaboration internally and with external legal service providers. And because teams are more empowered with tools designed to be compatible with how they prefer to work, this promotes greater usage and adoption of your system, and ensures the legal department has tracked and stored comprehensive, meaningful business intelligence it needs to make informed strategy and business decisions.



Passport® Office Companion

Passport Office Companion supports:

- Ability to manage all of your matters including the emails, documents, narratives, calendars, events, tasks, and people associated with a matter within Office.
- Event-driven connectivity eliminates constant data synchronization and ensures data and information is always up to date.
- Simple drag and drop for emails, documents, and other attachments to and from their corresponding matters in seconds.
- Convenient check-in and check-out functionality for editing documents directly within Office. Document edits and versions are tracked automatically in Passport.
- Client-configurable, dynamic matter summary pages provide at-a-glance views on matter number, status, open and close date, practice area, and matter type.
- Work offline queued emails and documents are automatically uploaded to your favorite matters once a user re-establishes a network connection to Passport.
- Flexibility to use the module whether the software is installed behind the corporate firewall or hosted by Wolters Kluwer FLM Solutions.
- Ease-of-deployment, requires no additional software to be installed on a client's Microsoft Exchange Server.
- Centralized deployment and administration reduce IT costs and eliminate time consuming desktop rollouts.

Built to be the most comprehensive and most flexible productivity offering for enterprise legal management in the industry.

- Flexible and modular architecture allows for new apps to be easily deployed to support a wide range of legal workflows.
- Leading edge usability, performance, and breadth of functionality built on Microsoft products and related technologies.
- Supports multiple versions of Office and Passport (Office 2010, 2013, and 2016 and Passport 2.4.1+)

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