

Pioneering technology for legal professionals

## INDIGO PRACTICE CENTRE

FWBS



### The complete solution to managing back office operations

The ultimate back office Practice Management solution, Indigo Practice Centre is the latest solution from FWBS – the UK's leading supplier of advanced technologies for legal professionals.

Designed to meet the ever-changing needs of progressive legal practices, Indigo Practice Centre utilises the most up-to-date Microsoft technology platform, to take Practice Management to new levels of easy-to-access management information, giving you greater control of budgets and cash flow to deliver greater profitability.

Indigo Practice Centre offers you advanced features for controlling costs, managing funds and maximising profitability. Economical to buy, quick to install and supremely easy to use, it promises an early return on your investment.

Specifically written for Microsoft SQL Server, to deliver robust and scaleable performance that requires minimum support, Indigo Practice Centre will integrate easily into the modern IT environment.

What's more, it has been designed to work seamlessly with FWBS's revolutionary matter-centric front office system – OMS Matter Centre – allowing you to benefit from the most advanced firm-wide solution ever.

### Legal accounting made simple

It is imperative that cashiers are able to carry out their daily tasks with minimum fuss and that fee earners can access accounting information quickly and easily.

A comprehensive Purchase Ledger lets you create automatic payment runs based on selected criteria. Invoices can be withheld and unauthorised invoices excluded from payment runs. With comprehensive links to the Matter Ledger, medical experts and barristers can be set up as suppliers to simplify the generation of invoices, fee notes and payments.

Disbursements can be billed and part paid in any combination, and reports can be run at specific times and delivered by email to the appropriate recipients.

Many practices will appreciate that unlimited numbers of companies and currencies can be catered for. Electronic Bank Statement information can be down-loaded and matched automatically, making Bank Reconciliation quicker and easier.

Cashier E-chits save valuable time for fee earners, secretaries and accounts staff, as postings are made automatically.

### New levels of practical business reporting

Complex and historically time-consuming reports can now be compiled rapidly. Users can view report snapshots on a single page; and Indigo EasyReports allows those without expertise in Microsoft Excel, Access or Crystal to create client- and matter-based reports with ease.

SQL Server can handle extremely large data volumes with high performance, so data doesn't need to be regularly purged. This means reports compiled in any period can be selected without resorting to backed up data. In addition, because any number of periods can be kept open, it is possible to post in a new period without closing an old one, affording levels of flexibility and efficiency that result in significant time and cost savings.

### More than an accounting solution

As well as facilitating the generation of crucial financial records such as Client, General and Purchase Ledgers, Indigo Practice Centre lets fee earners record their time, allowing invoices and bills to be produced quickly and easily.

Information relevant to fee earners, as well as accounts staff and management, can be output, while the ancillary data storage function allows files, wills and deeds to be stored, archived and retrieved with ease.

### Information access that works for you

Easy access to data allows for easier management of information. With Indigo Practice Centre, practice managers are better able to assess the strengths and weaknesses of the practice, facilitating increases in efficiency.

Information can be extracted and stored in Excel format so that practice managers can create and design as many reports as they need.

This rich source of information can also be employed to formulate marketing campaigns that not only keep existing clients happy but can also be used to generate new business.

### Support for practice management

Comprehensive inbuilt management reports enable practice managers and partners to ensure the firm is meeting budgets and targets in key areas. Each department head can view income and expenditure across their department and drill down for even greater detail in order to detect weaknesses.

Similarly, practice managers and partners can look at income and expenditure across all departments to perform the same tasks. In addition, seamless integration with third party products removes the need to learn new applications.

### Support for fee earners

Indigo Practice Centre's innovative features also extend to fee earners and secretaries, enabling them to perform everyday tasks quickly and easily. For example, the Fee Earner Performance Assistant function shows how a fee earner has performed over any given date range against key targets such as chargeable hours worked, bills raised, bills paid and work in progress

Indigo FeeTime is an easy-to-use time recording tool that enables fee earners to record time based on a graphical stop-clock. FeeTime also allows attendance notes to be entered and amended, and any number of active or paused cases to be open simultaneously.

For extra control and flexibility, fee earners and secretaries can take advantage of a Key Dates facility: a customisable template of key stages specific to the type of case, in which users can input the details of the case's progress, with notes.

In addition, draft bills can be created based on real-time financial information from the accounts and time recording functions of Indigo Practice Centre, with full narrative statements attached.

Accounts staff can then check the draft bills and decide to defer them, or authorise them to be printed off and automatically posted to the case.



- **Contemporary look and feel** – Indigo’s interface is easy on the eye, with smart resizable windows, and allows for meaningful use of styles so important information stands out.
- **Drill down function** – In the Ledger Card view, users can drill down and view the billing and payment details behind each posting.

- **Fast client and matter searches** – Users can quickly and easily find what they are looking for. A history of accessed clients and matters is maintained, allowing selections with a single mouse click.
- **Flexible data grids** – Enquiry programs display transactions in flexible data grids, allowing data to be sorted in a format that suits the user.

### Technology you can rely on

Indigo Practice Centre takes full advantage of the power and capabilities of Microsoft SQL Server. The system will run on SQL Server 2000 and the latest 2005 version, for superior performance, security and reliability.

The system has also been written to accommodate expanding businesses, so that the database can grow as needed, and retain high performance. SQL’s Server Tools can be used to fine-tune the system’s configuration in accordance with usage needs, for improved access on larger sites.

### Create the end-to-end practice solution

With the integration between the new Indigo Practice Centre and FWBS’s renowned front-office solution OMS Matter Centre, managers can now create a seamless end-to-end solution for law office management.

Information held within Indigo Practice Centre is instantly available within OMS Matter Centre, so full financial details can be accessed when working on a case. This information is accessed from within Microsoft Office, right up to the very latest Office 2007 version.

Similarly, transactional data and information recorded in the front-office system can be automatically captured within the accounts, for truly streamlined operation and tighter financial controls.

- **Flexible and easy to deploy** – Indigo Practice Centre advanced technical architecture delivers greater flexibility in functionality and reduced maintenance needs, while allowing for easier deployment.
- **Efficient network operation** – Advanced network tools allow for effective communication between the server and PCs at all times, guaranteeing optimum performance no matter what demands are put on the system.

- **Simple control and administration** – Administrators can easily manage Indigo Practice Centre and control which users have access to which applications. There are automatic user notifications when the system is ready for use and messages signalling shutdown.



Packed with features that quickly and easily streamline back office operations to deliver greater profitability, and built on the most advanced technical platform available, Indigo Practice Centre is the ideal practice management solution for the legal profession.

The high standards set by Indigo Practice Centre are reflected in FWBS’s implementation, training and support services.

With a decade’s experience of implementing technology in legal environments, FWBS provides project management, training and guidance following installation and continual support services thereafter, to ensure the system is helping you to maximise the efficiency of your practice.

## FWBS – pioneering technology for legal professionals

For over a decade, FWBS has led the way in providing leading-edge technologies to help legal professionals to manage their business.

From the immensely popular OMS front-office solution launched in 1997 developed the revolutionary OMS Matter Centre – the UK's first completely matter-centric solution based on the Microsoft .Net framework.

Described by Charles Christian of Legal Technology Insider as “arguably one of the most significant innovations in Law Office technology that we have seen for many years”, OMS Matter Centre forms the basis of an expanding suite of solutions, based on latest technology platforms, that enable legal professionals to streamline and accelerate their business processes.

### OMS Matter Centre

The revolutionary front office solution providing versatile, matter-centric document and case management within the familiar Microsoft Office environment, and including:

- File-As-You-Go Email Management
- Automated TaskFlow
- Digital Dictation
- Integrated Identity Authentication

all embedded in both Microsoft Office 2003 and now Office 2007.

### Indigo Practice Centre

The back office solution for the modern legal practice, and innovative successor to the popular Paragon solution from Paragon Legal Systems. Tightly integrated with OMS Matter Centre to enable seamless, end-to-end law firm management.

### HIPS and Online Conveyancing

Professional-friendly solutions to the latest requirements in conveyancing, designed to operate the way law firms and their work suppliers need them to.

- [www.hipsworld.com](http://www.hipsworld.com) – ensuring you stay at the forefront of HIPS
- **Law Firm Services** – online case referrals and tracking for your work suppliers and clients

To find out more,  
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