NetDocuments

Making document and email filing, management, collaboration and searches easy for in-house counsels

Simplified Document Management

General counsels are under increasing pressure. In addition to legal work, they're increasingly tasked with risk, compliance, ethics and strategy. The last thing they need to worry about is the integrity, and location, of documents and files.

As the world's leading Cloud-based document management solution, NetDocuments eases the complexity of electronic document and email management. It does this by offering a secure, intuitive, feature-rich interface that provides instant access to emails, documents and matter files.

Store

NetDocuments' seamless integration with Microsoft Office gives users access to convenient File/Open and File/Save features, so they can easily store their documents to the correct matter or case file.

The predictive email filing technology within the platform uses artificial intelligence (AI) to accurately predict where emails and attachments should be filed.

Search

The NetDocuments platform houses a powerful enterprise search engine that enables users to quickly reference or retrieve documents, emails and attachments as required. This makes it easy to find what is needed, when it's needed.

Share

With NetDocuments, users can easily create, view, edit, and share documents on any desktop or mobile device without the worry that data is being put at risk. Enhanced built-in tools and safeguards enable secure collaboration by offering version controls and audit trails. They ensure risk-free management of even the most complex documents, for both internal and external stakeholders.

Secure

You can be assured that your data is backed up, secured, and properly regulated by a state-of-the-art security infrastructure and comprehensive governance protocols.

The benefits of document management systems have been understood by legal teams for many years. With remote work tools now being an absolute necessity, NetDocuments emerges as the leader in the delivery of Cloud-based document management systems.

Why NetDocuments?

NetDocuments has delivered innovation through a world-class content services platform for more than two decades. But it's not just about the content. Modern legal teams need technology that is flexible, scalable, easy-to-use and provides end-to-end security and encryption. This single global platform allows organisations to adapt and deliver the technology solutions and security that their professional users need.

netdocuments®

Product >

NetDocuments
> ORGANISE
> PROTECT
> PLAN
> DELIVER
> LEARN

Sector >

Legal

FACT SHEET

Leading Cloud document and email management

What Advanced Brings to NetDocuments

Advanced has been working with organisations to improve their document and email management for over 25 years. We use this deep understanding of the legal technology sector to implement and support NetDocuments globally.

This platform is used by hundreds of thousands of professionals worldwide, within industries regulated by strict compliance and data security requirements, including many AM Law and global 100 firms, corporations, legal departments and financial institutions.

When Advanced and NetDocuments work together you get a market-leading Cloud document and email management system, delivered and supported by our industry-leading consultancy, training and support teams.

The NetDocuments Product Suite

ORGANISE

ORGANISE is a market-leading Cloud solution. It delivers the functional capabilities you need to attain new levels of productivity with document and email management and OCR (optical character recognition).

> NetDocuments

NetDocuments provides a reliable, secure way to create, edit, store, locate and collaborate on documents anywhere, using any device, so you can stay focused on clients and outcomes. Workspaces designed around your matters and projects, flexible metadata, document versioning and unrivalled searchability make your documents more useful and productive.

> ndMail

ndMail uses predictive filing that's powered by AI. It makes inboxes secure, organised and collaborative. Users can file emails quickly and accurately and see emails that other team members have filed, dramatically reducing the time spent organising emails, all directly from Microsoft Outlook.

> Optical Character Recognition

OCR makes document searches smarter and more efficient by digitising and indexing content from scanned documents or photos, providing the assurance that every search will yield complete results. The system works behind the scenes 24/7 to automatically digitise content, so it becomes a fully integrated, easily searchable piece of collective knowledge.

> Microsoft Power Automate

With this innovative tool, you can create WorkSpaces and CollabSpaces, add users to a repository, create groups, add to a cabinet and more.

Time-consuming manual processes are automated by adding UI flows and robotic process automation to your NetDocuments solution. The NetDocuments Connector for Power Automate provides access to 58 NetDocuments API calls. This allows Power Automate flows to take actions on the workspaces, folders documents, users and groups in your repository.

* ndSync

This additional document technology option enables remote workers by providing two-way file syncing between NetDocuments content and the users' local machine.

PROTECT

PROTECT adds further controls and protections that go beyond NetDocuments' native, award-winning security capabilities. This includes sophisticated classification and policy tools that guard against the unauthorised exfiltration and use of content, as well as advanced reporting capabilities.

Together, these controls provide a flexible and robust document security framework, while reducing the risks of unintentional or malicious internal data breaches and leaks.

> Data Loss Prevention (DLP)

To keep sensitive data and documents safe from unauthorised use, NetDocuments DLP allows you to classify content and create and enforce policies. These elements control user actions and prevent documents from leaving the security of NetDocuments.

> Workspace Security Manager (WSM)

To streamline and simplify security policy management, WSM makes it easy to create, edit and apply security policies to the content in your workspaces. It allows firms to build and manage ethical walls or limited access security environments.

* FlexStore and FlexStore Pro

These additional options enable your firm to manage and control where content is stored, so it stays closer to the people who need it.

FlexStore gives firms control of the physical location of data by facilitating geo-aware content storage through a single, convenient user interface.

Strong Partnership

Advanced are a global Platinum Partner, the highest status within NetDocuments' partner program and their only global platinum partner worldwide.

We are accredited by NetDocuments in the delivery, training and support of the platform.

* Indicates an add-on technology option

Delivering flexibility, scalability and ease-of-use

FlexStore Pro adds near-site content encryption and decryption, so you can accelerate delivery of secure content to users around the world.

> Customer Managed Encryption Keys (CMEK)

NetDocuments offers three layers of encryption via three cryptography keys, so you can secure both your documents and the keys that protect those documents. The standard NetDocuments service includes the first two layers of encryption. CMEK adds the third layer, which provides dual-custody control and provides you with the ability to apply encryption at the client or matter level.

PLAN

PLAN focuses your people and information on achieving results. This includes convenient, easy-to-use tools that coordinate teams and tasks, provide real-time team communication, facilitate task management through checklists and workflows and deliver collaborative document annotation and overlays to simplify findings.

Plan is ready to reduce your inbox congestion, keep lines of communication open and active, streamline workflows and make users more efficient and productive.

> ndThread

Take advantage of secure, real-time chat capabilities that help eliminate inbox clutter and reduce the need for email filing.

ndThread is a chat messaging client that's designed specifically for legal organisations. It provides a secure, governable and convenient way to chat, share and comment on files, individually or within a group. The result is improved collaboration and reduced email overload.

> ChatLink

To maintain security and governance, your real-time messaging, collaboration and document management systems need to be connected. ChatLink connects collaboration tools by integrating your NetDocuments platform directly with Microsoft Teams.

> Margin Notes

Save time by streamlining your document processes. Margin Notes simplifies document reviews by making it easy to quickly preview, annotate and mark up documents without ever needing to download the files to your desktop.

You can use Margin Notes to annotate files with your colleagues in real-time, and take advantage of findings to quickly navigate through people, places, companies and more.

> Tasks

Tasks provides you with the tools to build, and manage, customised workflows within workspaces to track and progress team member activities from one convenient location.

The information you add to Tasks is fully secured, just like any other file in NetDocuments. You can also perform searches, link to other content and share Tasks information with colleagues.

DELIVER

DELIVER provides everything you need to safely organise, package and share content with clients, customers, outside counsel and other internal and external groups.

With DELIVER, you can create secure, sharable workspaces that are similar to extranets or deal rooms. Users can compile and organise content and collaborate on document sets without worrying about security or governance.

It's an efficient way to create and maintain a single source of truth for cases and projects, streamline governance and reduce the time and costs associated with compiling documents.

* CollabSpaces

This additional option allows law firms to collaborate with clients intuitively and securely. It makes it easy to safely share the content in your NetDocuments system with external users, without transferring it to a third-party file sharing service or extranet.

Clients and colleagues can easily access and collaborate on content immediately, without extra time or training. CollabSpaces also lets you invite an unlimited number of external clients and colleagues, so you never have to worry about licensing restrictions.

* SetBuilder

Quickly organise documents into sets or binders and securely distribute compiled content to the relevant people.

SetBuilder brings standardised processes, streamlined workflows and fast service delivery to document compiling and distribution.

You can trust our experience

We have 25+ years experience in delivering and supporting market-leading document management solutions.

We can support your organisation by advising on your document strategy and delivering implementation, regardless of whether you are considering a new document solution or replacing your current platform.

* Indicates an add-on technology option

Secure, intuitive document collaboration

Using SetBuilder, you'll never have to spend hours in a closing room physically labeling and compiling printed documents again.

As a result, organisations that use SetBuilder experience dramatic reductions in the hard costs associated with closings, saving an average of nearly £1,200 per transaction.

NetKnowledge can create a single, federated source of truth that includes all documents, ideas, policies and other essential information stored in different systems across your organisation. Workflows are simplified by making NetDocuments a part of your enterprise search solution without requiring you to repeatedly download and index required content.

"An advantage of being Cloud-based is that we get the flexibility to access documents remotely, at any time, via any browser and on any device. This is crucial to us. Also, because of the Software-as-a-Service (SaaS) environment, we will never have to conduct system upgrades. We're always on the current version and benefitting from the latest, most advanced features."

Dr Hubertus Stuttmann >
Partner >
LMPS Rechtsanwälte >

LEARN

Transform all of your content into a single, intelligent and fully searchable source of truth. LEARN provides faster, easier and safer access to the information your teams depend on. Using it, your firm will gain a deeper, more actionable understanding of your documents and how people use them.

> Analytics

Analytics provides data analysis and visualisation tools that firms use to gain important insights. It can offer the information needed to help improve user behaviour, shape business outcomes and get more value from your NetDocuments investment.

Using Analytics, you can quickly identify who is using NetDocuments the most, or not at all, to reward top contributors and encourage increased participation. You can see how your teams are working together and find areas for improvement and training.

You can also use Analytics to monitor the performance of your entire NetDocuments system, to identify problem areas and maximise your ROI.

* NetKnowledge

Powered by BA Insight, NetKnowledge offers an additional option that allows users to save time, boost productivity and streamline workflows. It replaces the slow, frustrating process of searching through different systems and applications individually with one intuitive, fast and safe search experience.

All existing data access restrictions put in place at the source of the data, are respected. This makes sure that searches only return information to the people who are specifically authorised to see it.

The Business Case

The correct legal technology has the ability to help legal professionals become more efficient and demonstrate effectiveness to the wider business. Investing in Cloud-based technology enables in-house counsels to utilise these tools with minimal effort required by themselves or internal IT departments.

Opex not capex

Using a Cloud-based solution ensures there are no capex costs to cover as the service is paid for on a subscription basis. Implementation is fast and scalable, meaning you only pay for what you need, as you need it.

Security

Before Advanced enters a partnership, the security of the partner platform has to be ascertained and confirmed. BT's security auditing processes was leveraged to assess NetDocuments and the results gave us complete confidence that user firms receive the highest levels of security.

Additionally, NetDocuments' native Cloud platform has built-in certifications, third-party testing and audits such as ISO 27001, SOC 2, SOC2+, HIPAA, and SEC. Clients of NetDocuments inherit these high standards of security and compliance.

* Indicates an add-on technology option

Realise the full potential of your investment

Getting you up and running

Our key objective is to deliver technical solutions that solve real world business challenges. With this partnership we are able to deliver unique document solutions around the NetDocuments platform and integrate them with other Cloud-based and on-premise technologies that your team may use.

As NetDocuments is a full Cloud solution, nothing is installed on-premise. This means that we need little input from your IT team to get you started.

Ongoing assistance and updates

As a part of your subscription fee, the NetDocuments Technical Support Group provides help desk support 24/7/365.

NetDocuments is constantly providing new product features and enhancements to its users via three to four releases each year. All upgrades are performed automatically by NetDocuments, meaning your system is kept up-to-date with minimal effort required on your part.
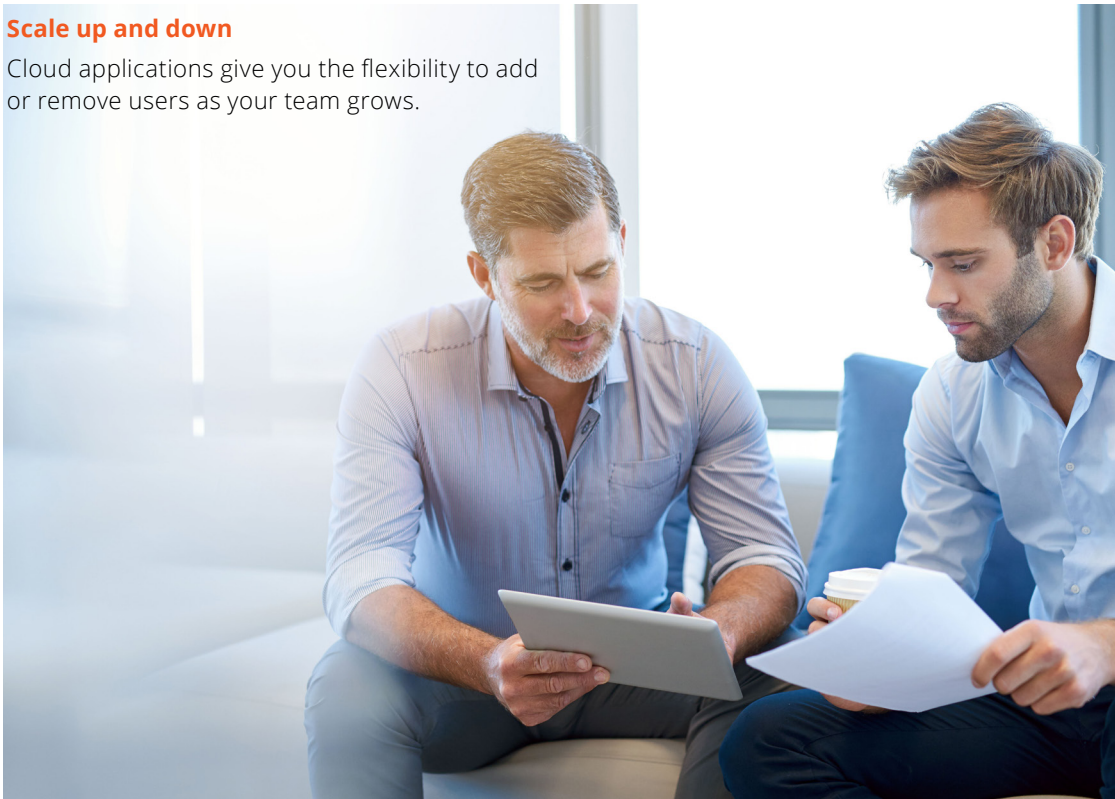
We are ready to help

Our NetDocuments certified training team can deliver tailored onsite, remote or online training programmes in a way that suits your business.

All using organisations have access to our ISO accredited support team 24/7/365.

We work with additional partners whose applications can be integrated with NetDocuments, either at initial implementation or as your document strategy develops.

Scale up and down

Cloud applications give you the flexibility to add or remove users as your team grows.

To find our more about NetDocuments please speak to your Account Manager or **Contact Us**

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