



## ALB Cloud Documents

Legal firms can lose hours of time every week just dealing with the challenges of document management. Adding Cloud Documents to ALB provides a simple, intuitive tool that can help you win back that time.

In order to provide our customers with the benefits of greater efficiency and flexibility, ALB has been introducing the best of Cloud technology. As a part of that process, we are now offering ALB Cloud Documents.

### Instant access and back-up

By replacing your local ALB document facility with ALB Cloud Documents, your firm will benefit from having both current and historic documents safely stored and instantly available.

Newly created clients and matters will be stored in a cloud environment. Folder structures are instantly created and, in the future, any related documents will be automatically stored in the same location.

To manage existing clients and matters, users can easily upload previous folders and documents to the cloud manually.

This is relevant for all general correspondence like bills and emails but also includes work saved in ALB's Word or Outlook add-in, ALB Mobile or the Data Clean-up tool.

Everything that is stored locally is also mirrored in the Cloud. ALB's Cloud Document 2-way synchronisation means you can easily create, edit or delete an item directly on ALB or through Cloud Documents.

### Easier Collaboration

ALB Cloud Document users will now have the ability to easily share documents and folders with other parties. This can be done in a 'read only' capacity or by providing a third party with the option of adding documents or creating a new version of an existing document. This is particularly useful when sending versions of a contract to and from the other solicitors.

As expected, security is essential in this scenario and firms can be confident that ALB only allows the sharing of files if the recipient is a contact in the database. This contact will only be able to view authorised content after securely logging into OneDrive.

You're always in full control as access permissions can be revoked just as quickly as they are granted.

### Client >

Leadbeater Kay

### Sector >

Legal

### Project >

Efficiency improvement

*"Since implementing ALB it has been much quicker to supervise files and easier to work away from the office."*

Debbie Leadbeater >  
Managing Partner / CEO >  
Leadbeater Kay >

# ALB Cloud Documents

## Mobility

A further benefit of moving the document history to the cloud is that any ALB mobile users will now have the ability to gain access to client and matter documents via the mobile application, allowing full case details to be available from anywhere, at any time.

One of the major benefits to storing documents in the cloud is that it allows ALB users the ability to log directly into OneDrive when ALB access is limited.

With the correct permission levels, users will be able to access client and matter content remotely, enabling remote or out of hours working.

## Secure Compliance

Compliance in the cloud is also taken care of, ensuring any document destroyed using the ALB digital shredder also removes it's footprint from the cloud environment.

## Key Benefits:

- Easy migration process for historic client and matter documents
- A fresh, easy-to-view document history screen
- Multiple level document folder structure for quick access and retrieval
- Enhanced document security provided by Microsoft OneDrive
- Online or offline, you'll have 24/7 access to your documents
- Greater levels of security when sharing files
- Easier collaboration with co-workers, clients and relevant 3rd parties
- ALB Cloud Documents contains an improved document search facility with automatic optical character recognition
- All that's required to access Cloud Documents is an active internet connection

**If you would like to upgrade to ALB 3.2 please contact your Account Manager or speak to our Support Team**

## More information

**w** [oneadvanced.com](http://oneadvanced.com)  
**t** +44(0) 330 343 8000  
**e** [hello@oneadvanced.com](mailto:hello@oneadvanced.com)

Ditton Park, Riding Court Road, Datchet, SL3 9LL

Advanced Computer Software Group Limited is a company registered in England and Wales under company number 05965280, whose registered office is Ditton Park, Riding Court Road, Datchet, SL3 9LL. A full list of its trading subsidiaries is available at [www.oneadvanced.com/legal-privacy](http://www.oneadvanced.com/legal-privacy).