Manage Legal Documents

Share scan, print and copy documentation and user account activity between PaperCut MF and FilePro.

FILE PRO
Legal Practice Management System

- **Automate workflows**

- **Reduce errors**

- **Recover costs**

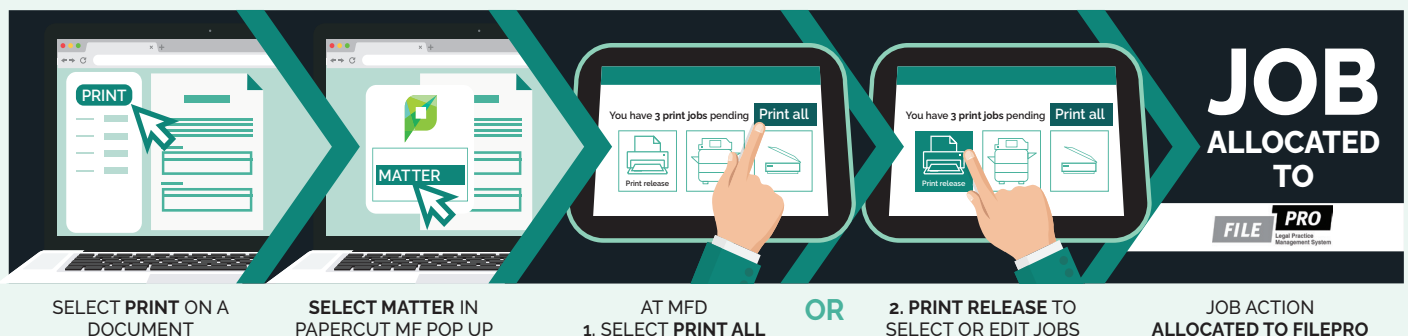## 1. Scan a document to matter in FIlePro

User scans a document at the MFD directly into the matter in FilePro

Scan

Search accounts
MATTER

Accounts: Company (123456)
Scan to Email
Scan to FilePro
Scan to Folder

JOB
SCANNED & SAVED ON MATTER IN

FILE PRO
Legal Practice Management System

AT MFD SELECT **SCAN**

CHOOSE MATTER IN THE MENU

SELECT **'SCAN TO FILEPRO**

DOCUMENT **SCANNED AND SAVED** TO MATTER IN FILEPRO!
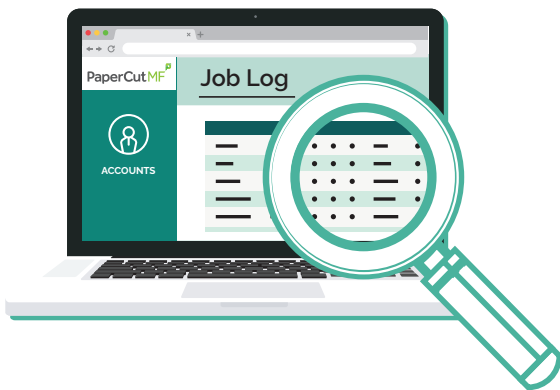
2. Release and print a document against a matter code*

User prints a document using PaperCut MF mobility print to a virtual queue and allocates the job to a matter in FilePro

PRINT

MATTER

You have **3 print jobs pending** Print all
Print release

You have **3 print jobs pending** Print all
Print release

JOB
ALLOCATED TO

FILE PRO
Legal Practice Management System

SELECT **PRINT** ON A DOCUMENT

SELECT **MATTER** IN PAPERCUT MF POP UP

AT MFD
1. SELECT **PRINT ALL**

OR

2. PRINT RELEASE TO SELECT OR EDIT JOBS

JOB ACTION **ALLOCATED TO FILEPRO**

* If secure print release is not installed on the MDF the job will be available without further steps at the MDF

cilantro®

PaperCut MF

FILE PRO Legal Practice Management System

View activity!

Visit the PaperCut MF admin web interface to view activity against a matter

View scans!

Visit a matter in FilePro to view scanned documents

Secure & Compliant

Increase security with secure print release at the MFD and immediate allocation of scanned documents into the matter in FilePro

Recover Costs

Synced transactions are detailed with costs in FilePro

Seamless Sync

Cilantro performs a daily export from PaperCut MF in a FilePro optimised file for seamless sync

QRDOC.IO

V1.0

TACO