



# Conveyancing



In a market where margins are constantly being eroded by competition, OneOffice/OutlookOffice Convey can assist your firm in reducing your fixed overheads whilst improving the service you provide.

For Sales, Purchase, and Remortgage, DPS Convey has been created by Conveyancers for Conveyancers. The system is supplied with over 600 templates that provide a complete solution for the Conveyancing department.

Included in the system is a full database of Land Registry and Local Authority contacts to help the practice get up and running. Whilst the system is supplied with a large number of ready to use templates, any document can be tailored to a firm's specific needs to aid in the process of implementation. By providing a large template bank, users can start using the system straight away, meaning the firm benefits from a fast return on investment.

## Online SDLT Submission

The OneOffice/OutlookOffice system has an in-built link directly to HMRC for the online submission of the SDLT form. This direct link publishes data from the file to the HMRC Gateway and sends back the submission receipt to the file for reference.

## Ready to Use & Amendable Workflows

Workflows can be equipped with a set of pre-defined or user-defined rules that give you the power to prevent certain users from performing certain tasks without supervision. These rules can also prevent users from starting to process a matter until a key process (e.g. Money Laundering) has been dealt with. The workflow is flexible enough to allow more experienced users to move straight to exchange, whilst those that are less experienced may need authority.

## Document & Form Assembly

A full set of Conveyancing documents and plain paper forms are provided with the system, which are automatically completed by the system for time saving. Information from the case is automatically pulled into these documents and paragraphs are selected according to individual circumstances. This means that no letter is standard. This process is completely automated so that whole documents are produced in Word or Adobe using no more than 1 or 2 clicks.

If a letter that has been produced needs to be amended, the user can dictate changes directly to the system for transcription by the secretary at a later stage. For users with advanced keyboard skills, changes can be made instantly with no danger of amending the source templates.

The systems design provides users with limited keyboard skills the tools to produce their own documents from start to finish. Letters that have been produced can be emailed, faxed or printed in any combination directly from the system. This is automatically time recorded and filed against the case.

## Digital Dictation Integration

Fee earners can use DPS Convey to produce one-off letters. One-off letters include simple 'head up' documents or 'smart assembled' documents, where the user ticks the options they require to create a personalised tailored document. The user can then dictate against the system and send the standard or assembled document to their secretary for typing.

Since part of the document is created prior to dictation, the turnaround time and margin for error is reduced as the transcriber types into the document already provided. Once the work is complete, it is sent to the fee earner for checking and authorisation for printing.

**Continued Overleaf.....**

## **Electronic Files, Post Room, and Case History**

All documents produced by the system are automatically costed, time recorded, tracked and document managed. The workflow process automatically creates and completes tasks, ensuring efficient task management. Any task that arises from the completion of an action will be saved automatically against the appropriate fee earner's task diary. In addition, any tasks associated with Outlook™ will be added automatically to the task diary. In this way, the system records a full case history complete with reminders of the next step or steps required.

DPS Convey is linked with Outlook™ and automatically files any incoming and outgoing emails against the corresponding matter. This facility instantly increases the firm's billing potential, providing them with an accurate number of emails sent and received and eliminating errors in the number of emails billed. Incoming post can also be scanned and attached to cases. The scanned image is sent by email to the appropriate fee earner through OneOffice/Outlook Office and a copy is attached to the file.

## **Fee Earner Tasks**

OneOffice/Outlook Office tracks all work completed on the file and puts in anticipated next steps according to the workflow. The fee earner can log into OneOffice/Outlook Office and automatically view what they need to do on any file on that day and any tasks carried over from the previous day. From one screen the fee earner can: view the whole file history; compose emails, write letters or make phone calls; reschedule tasks to another day for another fee earner, and complete tasks. Supervisor users can view tasks for other users and take actions on behalf of them or assign tasks to other users.

## **Workload & Work Done**

From a single screen a fee earner can view all the work assigned to them including emails in, letters in and scanned images. Fee earners can also view work already completed by or on behalf of them from the same single screen. Even the fee earner's postal items can be viewed electronically.

## **Internet Links, Progress, LMS, L&E, 55Live**

One Office can publish information at three levels. Level 1 publishes the milestones of a case together with the next anticipated steps. Level 2 publishes the milestones, next step and case history. Level 3 publishes all information including documents that are held against the case. The practice can choose the level they wish to publish information. Once published, the information can then be viewed by clients, agents or other authorised persons over the internet.

The information is published live with no user intervention. There is no internal procedure to follow as the system completes the work automatically according to predefined rules that can be changed by the practice. The information is also published automatically to LMS, L&E and 55live in the format that the work provider specifies.

## **Searchflow, Transaction On Line, NLIS providers**

DPS Convey can integrate with all of the NLIS providers giving the user a choice of which provider to use.

## **Accounts Integration**

All One Office systems integrate seamlessly with the DPS Cashier Accounting system to provide a complete office management system for all users within your firm. DPS Cashier Accounts can be added at a later date if required, and enables users to benefit from a single database of case and accounts data, with accurate WIP figures available in both. This integration also eliminates the duplication of data entry and gives fee earners access to the ledger card to input accurate information on the case. The design reduces the time spent on input and checking data on two systems, while ensuring that accounts data is kept fully up-to-date on case files within all systems.



To view our online demonstrations visit [www.dpssoftware.co.uk](http://www.dpssoftware.co.uk) or for further information of this or any other DPS application please call us on 020 8804 1022 or email [info@dpssoftware.co.uk](mailto:info@dpssoftware.co.uk)