

DPS Conveyancing

Created by conveyancers for conveyancers, DPS Convey provides for the complete needs of the domestic conveyancer.

In a market where margins are constantly being eroded by competition, DPS Convey can assist your firm in reducing your overhead requirements, while improving the service provided.

Ready to Use & Amendable Workflow

Supplied complete with a full set of procedures and documents that cover a conveyancing sales and purchasing matter, DPS Convey is ready to be tailored to your specific needs. The supplied workflows give you the power to prevent certain users from performing certain tasks without supervision or from even starting to process a matter until, say, Money Laundering provisions have been dealt with. The rules are all user defined, though predefined rules are available and provided. The workflow is flexible enough to allow more experienced users to, for example, go straight to exchange while those who are less experienced may have to get authority.

Document & Form Assembly

A full database of documents and plain paper forms are provided with the system. The provided precedents all build according to the matter, in effect information from the case is pulled in automatically and paragraphs selected according to circumstances. This means no letter is standard and an almost unlimited number of precedents are available. All of this is automated so that complete documents can be produced using no more than 1 or 2 mouse clicks. If a letter that has been produced needs to be amended, then the user can dictate changes straight to the system for transcription by the secretary at a later stage. For users with keyboard skills, changes can be made there and then with no danger of amending source templates.

The system's design provides users who have limited or no keyboard skills with the tools to produce their own documents from start to finish.

Letters that have been produced can be emailed, faxed or printed, or a combination of the three, direct from the system.

Digital Dictation Integration

Fee earners can use DPS Convey integrated with DPS TeamTalk to produce one off letters; these simply 'head up' a document. Fee earners can then dictate straight into the system. Their dictation and the 'head up' letter are sent to their secretary or an outsource worker for transcription. The person doing the transcription then types straight into the sent document, helping to avoid the most common spelling errors in names and addresses. Once the work has been done it is sent back and presented to the fee earner for checking. Once checked the document can then be printed. Throughout this process the document is always held as part of the file and is accessible by any user that has authority.

Document Tracking, File Costing and Document Management

Every piece of work done in DPS will automatically be costed, time recorded, tracked and document managed. This is with no further user intervention of work. Tasks arising in the future because an action has been completed will be put into the appropriate fee earner's task diary. Tasks associated with OUTLOOK™ will be added, again automatically. In this way the system keeps a full case history with reminders of the next step or steps required.

DPS has links to OUTLOOK™ that allow any incoming emails to be collected by the DPS Email Agent and attached to files automatically. The 'agent' scans for incoming emails and attaches any that are related to DPS files straight into that particular file. It will also simultaneously update the relevant case handlers intray. This is all done in the background with no user intervention.

Any other type of document, such as faxes or scanned documents, can be attached to a file using DPS Post Room. Post Room allows users to attach incoming documents or emails to DPS matters without actually having to open the case file.

Fee earners can click on a file and view a billing guide on demand, this is up to the minute and immediately available.



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DPS Conveyancing cont....

Fee Earner Work Management

DPS Convey tracks everything that has been done on the file and puts in the anticipated next steps according to the work flow. The fee earner can log into DPS and view exactly what they need to do on any file on that day, they can also view any task that was carried over from the previous day. Fee earners can view a files history from a task, then take actions such as write emails, letters, make phone calls, reschedule tasks to another day or for another fee earner, or complete a task from a single point.

Supervisors can view tasks for others and monitor the work that has been done. They can also reassign tasks to other users.

Workload & Work Done

Fee earners can view all work that has come in for them (emails in, scanned images etc.), or work that they have done or had done for them, from a single screen. This means that they can view all documents that are related to files that they are working on electronically.

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

DPS Convey can publish information for clients or work providers to view online. Milestones, Case History and Documents can all be published, depending on practice preference.

Information is published live and needs no user intervention. There is no internal procedure to follow because the system does all the work itself according to predefined rules that can be changed by the practice. Information is also published to LMS, L&E and 55Live in the format that the specifications of these work providers demand. This too is automated.

SMS Text Messaging

The workflow can automatically send SMS messages to clients or third parties when key events are reached. The file history then contains the sent message and, uniquely, the confirmation that the message was received by the recipient.

NLIS Online Searching

Searchflow, Terramedia, TransAction Onlin, NLIS providers; DPS Convey is integrated to all of the NLIS providers giving the user a choice of exactly which provider to use.

Accounts Integration

DPS systems integrate seamlessly with our Cashier Accounting system to give you a complete legal office management system for all users within your firm.

You can also add Cashier at a later date. The benefit of integration is real-time in that only one database is used for both systems.

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.

PISCES Compliant

As of August 2005 DPS Software systems are PISCES compliant.



For further information or to book a demonstration of this or any other DPS application please call us on 020 8804 1022 or email Info@dpssoftware.co.uk

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