

# DPS Wills

DPS Wills is designed to reproduce the will preparation process step-by-step, by relieving the practitioner from the time-consuming aspects of wills and codicils production.

## Document Assembly

The system is supplied with a standard precedent library to enable documents, forms and letters to be automatically assembled by DPS using in-built intelligence. By selecting paragraphs according to specific rules, or user responses to system prompts; the system reduces the users time spent on manually completing many time consuming tasks, to provide substantial time savings to a firm.

## Flexibility

Although a number of precedents exist which enable DPS to be implemented without further modification, the system is designed to be totally flexible. Should your requirements change in the future, DPS can be fully customised to meet your needs, both quickly and easily.

Adding or omitting clauses, paragraphs or precedents from our comprehensive library, requires little or no extensive computing skills from the user. In turn, giving the user complete control over their work practices.

## Electronic Forms Completion

By providing fully amendable on-screen forms that can be printed straight onto plain paper, the system allows for final forms to be edited, to encompass individual or firm specific requirements, prior to final printing.

## Case History

The system routinely keeps a case history of each event on a file; from telephone calls, e-mails, faxes, to incoming and outgoing letters.

The systems' Tasks (To Do) List enables users to forward tasks, set up future events and input reminders for themselves or others regarding up and coming dates, telephone calls, reviews or whether time limits exist.

## Time Recording

The DPS system features a full time recording facility incorporated within the system. You can choose one of two options in which your time can be recorded. Time can be entered by manual input on the screen, or on an integral 'clock' button which allows you to click on and off as necessary to avoid missed and inaccurate time recordings.

A record of disbursements, telephone calls and correspondence is maintained. This information can be displayed in an instance for any matter and is also available for billing purposes.

## Automatic Case Costing

DPS systematically registers each action completed on a file, so that an on-going cost can be calculated quickly and accurately. Thereby allowing you total control on the cost of the file to the firm, as well as providing an up to the minute cost guide for the fees on a matter.

## Portability

DPS Wills may be loaded onto a laptop computer to allow you to take a will writing service to your clients. This enables you to offer a unique benefit to testators who may be unable to visit your offices. If required, the completed will can be printed on the spot, using a compact portable printer.

## E-mail Integration

DPS integrates with the Microsoft® Outlook e-mail system to allow instant communication with your clients and their case files. By allowing you to save incoming e-mail messages directly onto case files by simply dragging and dropping the message(s) onto the relevant file(s) in one easy step. While allowing you to send e-mails through DPS, which in turn, are automatically saved on the file you are working on.

## Adobe Forms Integration

DPS Wills comes complete with all relevant Adobe forms integrated to save you substantial costs on the purchase of external forms. Furthermore, the forms can be edited on-screen for more specific requirements.

## Accounts Integration

The system integrates seamlessly with DPS Cashier Accounting system to give you a complete legal office system for all users within your firm.

DPS presents you with the option to add Cashier at a later date, should your future circumstances need to facilitate an accounts system. The benefit of the integration is real time and bi-directional, so any updates made on one system are automatically accepted and updated on the other system.



**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](mailto:Info@dpssoftware.co.uk).**

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