



# Content and Image Management

## Document Management Case Study

### Law Firm

Company Overview: AMI's customer is a full-service **law firm**, providing counsel and legal guidance in more than twenty areas of law. Founded by four lawyers nearly half a century ago, the firm now includes more than 70 lawyers, serving clients' legal needs throughout Minnesota, the country and around the world.

Initial System Usage: This law firm has been using their document imaging system since 2005. A redesign of the accounting office spaces eliminated much of the area that had previously been used for storing paper documents. They chose to invest in a document imaging system as the method of electronically storing various types of accounting documents, from **client invoices** to **accounts payable** to **deposited checks**.

Current System Usage: AMI's customer has benefited from their imaging system's ability to automate key parts of their business process. When a **final bill** is ready, for example, they use software bundled with their imaging system to (1) print the hard copy of the document that will be sent to the client, and at the same time (2) send an electronic version to the imaging system. The bill has a barcode pre-printed on it, which enables another component of the imaging system to assign a key index value to the electronic document. This primary index is used as part of an automated database lookup to **complete the rest of the index values** in the accounting software. They are looking at the possibility of customizing their financial system's billing inquiry screen to include a button that would **automatically perform a search in the document imaging system and display a list of relevant documents**.

Summary: This law firm has seven key document imaging users, and according to their primary technical support person, "**everybody who uses [the document imaging system] on a daily basis really likes it.**" The Credit Manager in particular "is **absolutely in love with the application,**" especially for fielding client inquiries about historical invoices or checks. Another tangible benefit is the way the document imaging system has freed up valuable office space: "**We've emptied an entire upright filing cabinet.**"

About AMI Imaging Systems: AMI has been serving customers and solving business problems since 1982. We are an industry leader specializing in Document Management Technology and Workflow and Process Automation. AMI's customer base includes both large and small customers. We are dedicated to serving customers with a full understanding of their business needs.

