

# Thomson Reuters Firm Central

**The cloud-based matter management tool designed  
for you and your clients.**



The intelligence, technology and human expertise  
you need to find trusted answers.



the answer company™

**THOMSON REUTERS®**

**SECURE**



**24/7  
MONITORING**



**INTEGRATED**



**MOBILE**



**MATTER  
MANAGEMENT**



**TIME & BILLING**



**Firm Central** is the ideal matter management tool designed for you and your clients. Our solution is secure, innovative and cloud-based; offering not only an online collaborative platform, but also a client portal to give you that competitive edge.

And it's affordable, meaning that all firms, no matter how small, can benefit. It enables you to search across multiple sources including Thomson Reuters Practical Law and Reuters News, and connect with tools such as Microsoft Outlook and Windows Explorer to help you manage matters and exceed client expectations.

# Thomson Reuters Firm Central

Helps you organise your matters, saves you time, and gives you peace of mind.

## Matter tracking and management

Firm Central provides a secure workspace that allows you to store all files related to a matter in online folders, share them easily with colleagues, and use our powerful search technology to quickly and find essential documents from your dashboard.

Set tasks and reminders for each matter, check their status, sync appointments in Outlook with the Firm Central calendar, and know when clients have reviewed or approved a matter via the secure client portal.

## Document storage and sharing

Drop emails, PDFs, Word documents, tasks and diary entries into dedicated folders on Firm Central and free up physical space for your practice to grow without the need for complicated server based storage solutions. Documents are fully indexed and searchable, even your emails.

What's more, Firm Central synchronises your firm's data, so you can see the same information whether you're using your desktop computer, laptop, tablet, or smart phone so you can "be in the office", even when you're not.

## Client collaboration and contact management

Provide a professional and modern level of service by inviting clients to collaborate on the Firm Central Client Portal; a secure, purpose built environment for the exchange of legal documents and billing information. Clients log in to a private and secure portal where they can view documents, messages and other matter details based on the permissions you set, in addition to invoices and trust account balances. Then use Firm Central to organise your clients and build up a CRM database as you take on more matters or import from your previous system to get going with Firm Central quickly.

## Time and billing management

Firm Central allows you to keep track of your firm's financials and make sure time stays on your side. Accurately track your time to matters, manage expenses, create and issue invoices, track payments and handle client trust accounts for a more accurate and organised view of your legal billing.

Put your time directly into a time sheet or use the timer to record how long you spend on a phone call, in a meeting or working on a matter. Then, you check and edit your bills before invoicing clients via the secure client portal.

## FIRM CENTRAL

HOME MATTERS CONTACTS DOCUMENTS CALENDAR **TIME & BILLING** ADMIN

Time entry Expense entry Pre-Bills Payment & invoices Trust accounts All accounts Reports

### Time Entry

Anna Lewandowska ▼

22 Jan - 28 Jan, 2017

< Today >

Day Week

Client / Matter \*

External narrative

Sun  
22 Jan

Mon  
23 Jan

Tue  
24 Jan

## KEY FEATURES



### Matter and document organisation

Store all files related to a matter in electronic folders, share them easily across your law firm, and find current and past matter information quickly.



### Time and billing management

Track your time to matters, manage expenses, create and issue invoices, track payments and handle trust accounts for a more accurate and organised view of your legal billing.



### Calendar

Firm Central makes it easy to record important events related to your matters and then share key dates with law firm members.



### Customised dashboard

Populate your Firm Central dashboard with the resources that best match your workflow using the different widgets available.



### Client portal

Collaborate and share information such as messages, documents, forms and other matter details with clients in a secure online environment.



### Global search

Everything you store on Firm Central – matter files, documents, notes or current citations – is scanned and indexed so when you search, you can find anything in seconds.



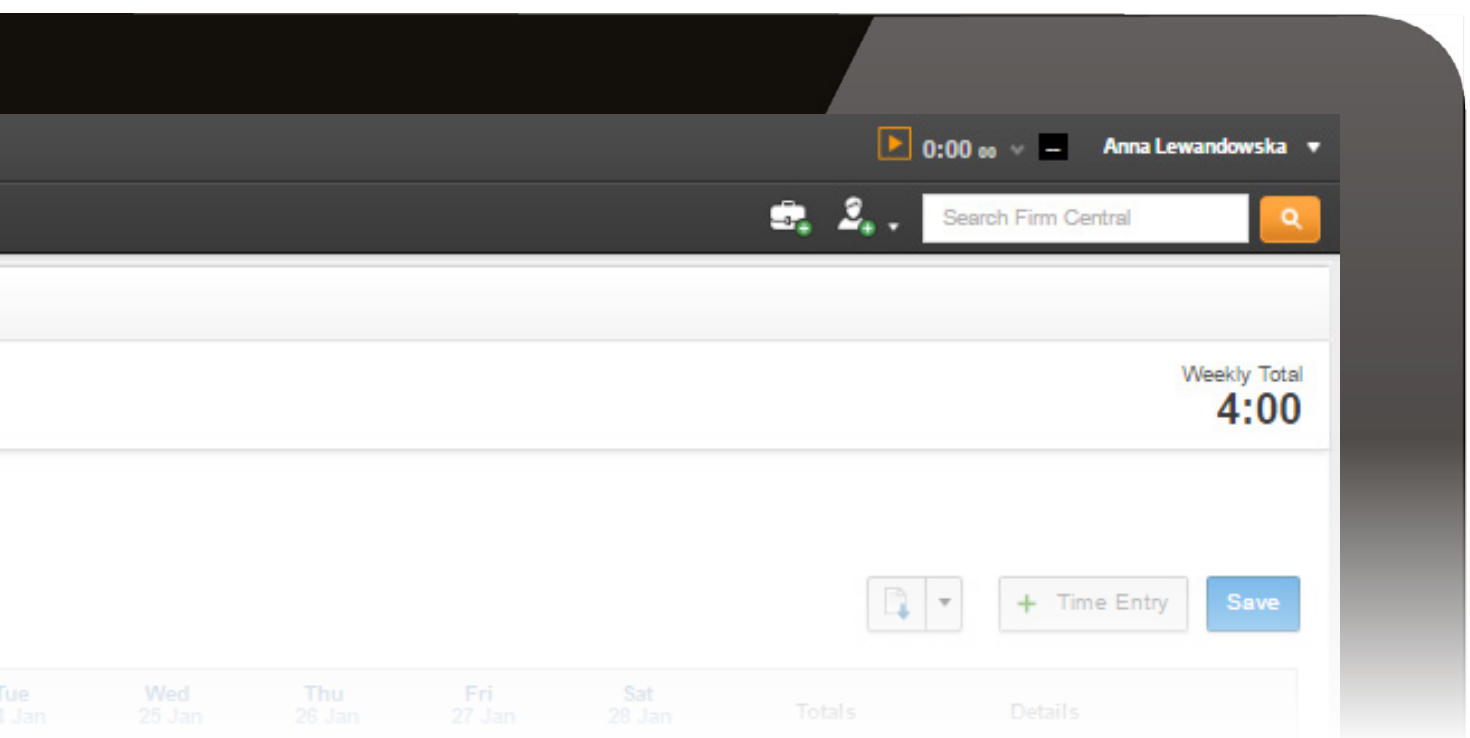
### Integrated resources

Save time by accessing the tools you use every day from your Firm Central dashboard, including research from Practical Law, your own firm's know-how and systems such as Outlook and Windows Explorer.



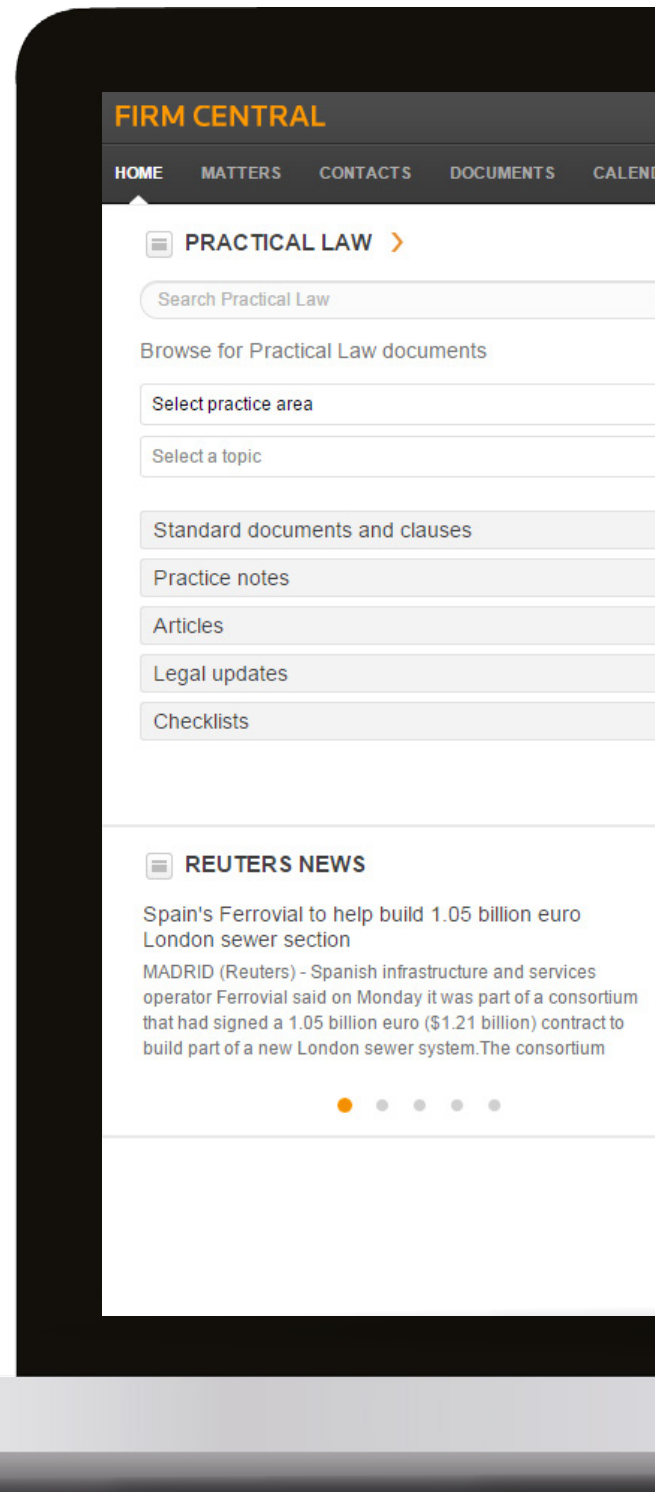
### UK data centre

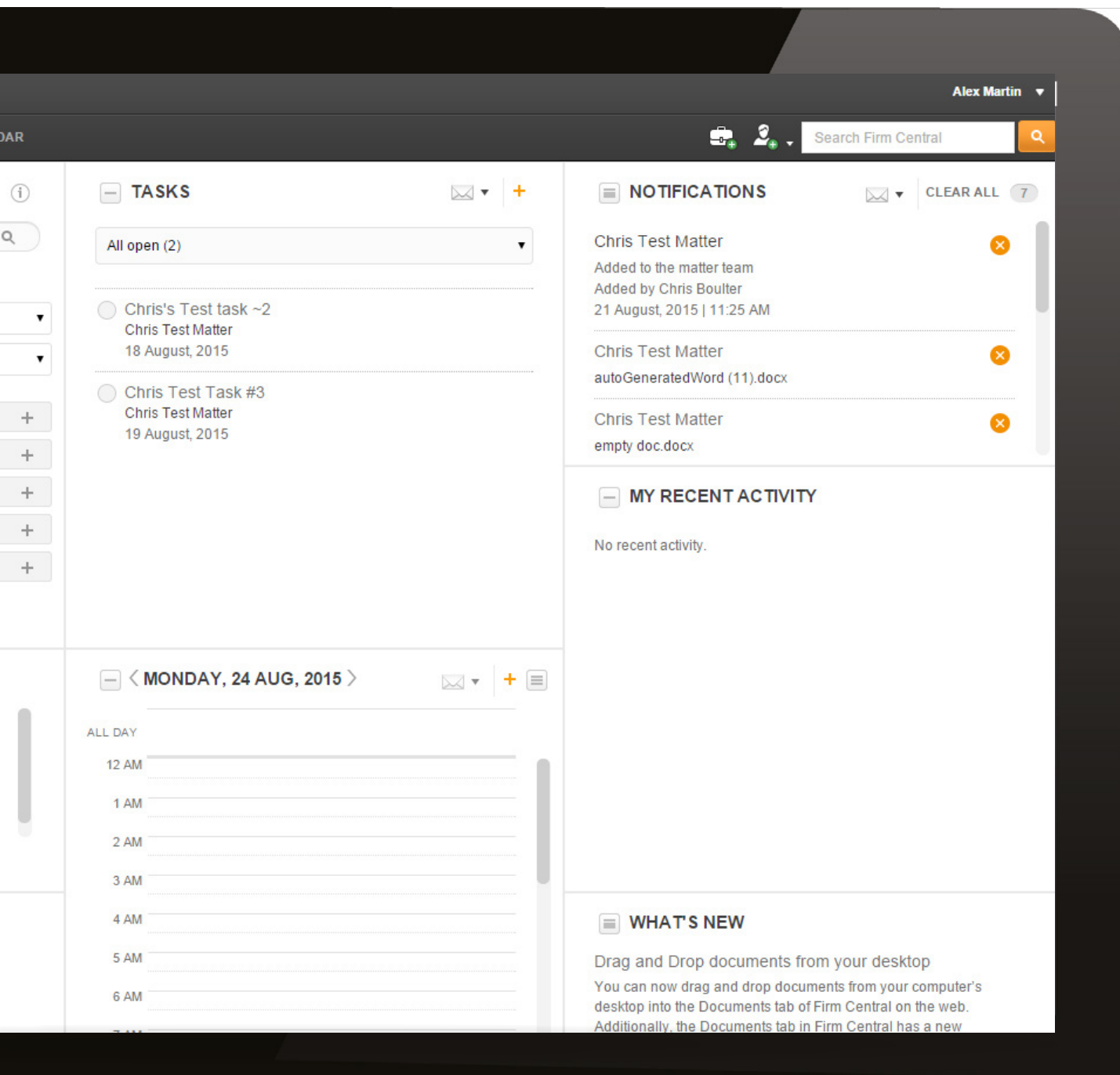
We store all your information in Thomson Reuters UK Data Centre that meets Law Society standards. So although it's easy to access, you can be confident your information stays confidential.



# Your legal know-how and matter management, all in one place

**Firm Central** connects the legal practice and business operations of your firm, to keep you organised, efficient and profitable. Search, store and share documents, track and manage matters, and collaborate with clients. All while staying connected to leading platforms from Thomson Reuters such as Practical Law and Reuters News.





For more information about Firm Central:  
Visit: [legal-solutions.co.uk/firmcentral](http://legal-solutions.co.uk/firmcentral)  
Email: [legalsolutions.uki@tr.com](mailto:legalsolutions.uki@tr.com)  
Or speak to your Account Manager.

Q2/2017

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