

Kleos

Use case #3

Transforming the time you spend out of the office into billable time

The big challenge: not losing time when you're in court or out of the office

As a lawyer, you're on *your* time. And time really is money whether you're billing your hours or working to fixed fees. So, how do you make those hours count when you're out of the office? When you're travelling, meeting clients or waiting in court?

If your files are kept in the office, or on a server you can only access from your desktop, how can you get ahead on other work in those 'in-between' times? What about when clients or third-parties ask you for something unexpectedly and you're out of town?



The Kleos solution that gives you more time

With Kleos, you have the freedom to work when and where you want. Whether it's on your mobile, tablet or laptop, you can access the latest version of all your files instantly and securely. That means you can maximise your billable hours and increase the revenue your firm can generate, just as the 10,000 users who've downloaded Kleos apps for iPhone, iPad and Android can tell you.

Five ways you can put Kleos to good use when you're out of the office

1. Access everything, everywhere

No more emailing files to yourself or calling colleagues for information. Access and update cases, contacts, and diary tasks from every device: iPhone, iPad, Android smartphone or tablet.

2. Work like you were in the office

Open, modify, save and add any document from your mobile and tablet.

3. Keep everything in sync

Sync with your clients, colleagues and cases in real time on any device, from any location. Real-time access to any data entered or modified on a mobile device, always available in the office and vice-versa.

4. Keep ahead of your schedule

Plan, record and follow up on meetings wherever you are.

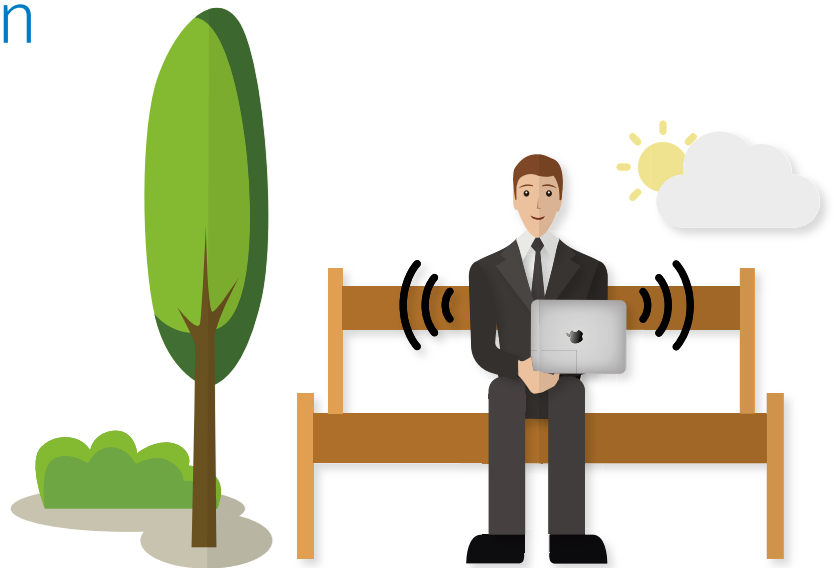
5. Keep track of the time you spend

Access and update time sheets from every device. Use the timesheet data to bill the correct amount of hours, or to analyse the time you spent on a case and adjust your fixed fees.

See Kleos in action

The scenario: needing to produce a critical document within seconds

Teresa set up her own employment law firm a year ago. As you can imagine, it means she's always working and often on the road. Today, she's in a settlement meeting with her client and counterparty. She needs to lay her hands on a key document as quickly as she can, to tie up the dispute in favour of her client.



The historical problem: finding files was an administrative nightmare

When she first set up, Teresa's files were all on her laptop that she took with her to meetings. She could never be sure if she had the latest version, so she'd spend numerous meetings out of town calling her assistant, asking her to email the latest version of documents, or worse still, trawling through old emails herself to find them.

The Kleos solution: everything in the cloud

Today, as she sits in the settlement meeting, the **Kleos** app on her phone and tablet means everything is just a few taps away. So, she can find exactly the information she needs in a flash.

She's able to edit the document with everyone in the room as the discussion is happening. Once everyone has reviewed it, she can have it printed and signed there and then.

As she heads back to the office, she records the time she's spent on this dispute, which means the invoice can be sent on time – and is 100% accurate.



The result: case settled, happy client

With everything at her fingertips, Teresa was able to agree the settlement in favour of her client. No time is wasted... in fact, she estimates she's increased her billable time by over 30% as a result of moving to Kleos.

If you are thinking about cloud-based legal practice management software, then it's time to take a look at **Kleos**! Schedule a demo today:
www.kleos.wolterskluwer.com/en/schedule-demo/