## **ELM Solutions**

## Office Companion for TyMetrix® 360° Smart Assist

The next generation interface for seamlessly managing legal workflows and tasks within the Microsoft® Office Suite.

Office Companion is the next-generation interface for seamlessly managing legal workflows and tasks within the Microsoft Office Suite. Smart Assist capabilities for Office Companion, allow user to perform focused tasks quickly and easily right within their inbox.

With seamless integration between Microsoft Outlook and TyMetrix 360°, Office Companion with Smart Assist capabilities streamline invoice workflows with an easy-to-use interface that allows users to quickly and easily approve, adjust, or reject invoices from within Microsoft Outlook without having to switch between multiple applications. This saves time, and your teams are more empowered with familiar tools designed to be compatible with how they prefer to work, promoting greater usage and adoption of your system. Conveniently access on your desktop, or anywhere using the Office 365 Outlook Web App.

## **Key benefits**

- Simplifies the management of focused tasks quickly and easily within Outlook
  - ) Streamlines invoice review workflow right inside your inbox
  - Conveniently access invoices from anywhere using the Office 365 Outlook Web App
- $)\,$  Quick and easy to install latest Microsoft Add-in technology



Capabilities include streamlined invoice workflows with an easy-to-use interface that allows users to quickly and easily approve, adjust, or reject invoices from within Microsoft Outlook without having to switch between multiple applications.



	Delete Archive Reply Reply Forward Delete Archive Reply Reply Forward Deleter	Move Rules Ore	inter Ausgen Utersad/ Categories Solow Reiny - Read - Utersal - Ausgen Utersad - Ausgen Ut	Review Vew	& Coming Soon 💿	- 10000 P 338 PM
tion De A Executes 4	eite Respond	Mana		concence Seletera	-a k	× Office Company
Incov 1		Carathabas -	New Invoice To Review	Office Companion	1	TyMetrix 360*
Sent heres	All Unread	By Date 🛩 🏌	edministrator@tymetik360.com ↔ ↔ → ····	TyMetrix 360* 550 WS-Recention 3		Skatki of a
	administrator@tymetricl60.com	PD *	A administrator prometric edución 2010/01	SS0 WS-Heberation 3 K Back to Implices		
	TyMetrix 360" Inscice Review Notification: TyM_0011	6/10/2018		C DECK OF IMPORTS		Summary
# Inbox 1	Invoice TyM_SET18013A has been approved for preorezing.		Margo,	Summary		Invoice # 15AAC_01_0006 Company: Isaac17
Infected Rents	administrator@tymetrix360.com		The below invoice has be added to your review queue.	Invoice #: KNLTest_NVT		Matter Name: Isaac_API_Matter_Roo
Drafts XX Seet teens	TyMerrx 360" Invoice Review Warning Dear Actin Crebble.	Thi 5/14		Company, Glosada & co.		Matter R: 15 Nat Amount: S88.50
Defeted herrs 33			Invoice #: Templated123 Sentem Id: 61621	Natter Name: SM, Test Natter		Currency Type: EsiR Invoice Date: 1/3/2019
Outer 1609	edministrator @tymetrix360.com VvMetrix 362' Imoros Review Warning	Wei 3/13	Company Name: Degage Inc.	Natter R 1		Billing Period. 12/1/2018 - 2/1/2019
Ashie	Dear Actin Credible,		Matter Nome: KM_Test Matter	Net Amount: \$276.00		Original Impice
> Conversation History 1			Matter Number: 1 Hilled Total: 51,926.00	Currency Type: USD Involce Date: 12/5/2018		Grass Amount
ESET Antispam			Entered Queue: 01/15/2009	Billing Period: 12/2/2018 - 12/29/2	018	Vendor Adjustments
Infected herrs			Responsible Professional: margo			Tax
Junk E-moli (22)				Original Invoice		Billed Amount
Outbox			#T360:ENV:609.61621#	Gross Amount	\$275.00	
RSS Feeds				Vendor Adjustments		View Line Items
> Search Folders			Thank you			View Invoice Level Adjustme
> Groups			TyMetrix 360 Alerting Services	Tax		View Taxes
				Billed Amount	\$276.00	
Online Archive						✓ Approve X Reject
				View Line Items		
▲ TyMetrix 360° LegalC					Hide	1
Tatania Cancer Haravis				✓ Approve X Reject	1 Marsh	
					-	
Nenc 11,475 Userad 1 & Ranied	derc 10		all'idden av up to o	urs Conversed to Microsoft Fachange 🔲 🎼 =	+ 105	



Quickly and easily approve, adjust, or reject invoices from within Microsoft Outlook

## **Key features**

- → Approve, adjust or reject invoices quickly
- → Review and adjust invoices at the line-item level
- → Provide comments for adjusted or rejected invoices
- → See invoice summary information at-a-glance
- → View invoices in multiple currencies, and see invoice tax details
- → Easy to use and customize with personal preference settings
- → Available in the Outlook Mobile app for both iOS and Android
- → Supports multiple versions of Office and Exchange (Office 2016, Office 365 ProPlus, Office 365 Outlook Web App, Exchange Online and Exchange 2016)
- → Easy to deploy new features on Smart Assist
- → Supports SAML 2.0 & WS Federation protocols for single sign-on capabilities

Contact

+1 713 572 3282 +44(0) 20 3197 6500 elmsolutionssales@wolterskluwer.com

www.wolterskluwer.com



**ELM Solutions**