



ELM Solutions

Microsoft® Windows® File System Connector for Passport®

Connector Benefits

- Significantly improves the efficiency of working with documents stored in Passport
- Enhances staff's ability to collaborate on documents
- Ensures that legal professionals consistently capture the current version of all relevant documents in Passport


Corporate legal and claims professionals work with a large number of documents on a daily basis as part of their matter and litigation management activities. Managing and accessing these documents should be easy and intuitive.

The Microsoft Windows File System Connector for Passport allows you to open and edit Passport documents in the familiar folder-style view of the Windows Explorer interface or directly from Microsoft Office applications. This enables seamless access to legal documents, which gives Passport clients the power to more efficiently manage their legal matters, collaborate on documents, and enforce consistent document management processes.

Key features provided by this Connector include:

Quick and intuitive access to Passport documents through the Windows Explorer interface and Microsoft Office applications

- Open, view, edit and save revised documents back to Passport using Microsoft Office applications without downloading documents to your local desktop
- Use the Save As feature from within Microsoft Office applications to save documents back to Passport, eliminating time-consuming manual document uploads.



...gives Passport clients the power to more efficiently manage legal documents...

Microsoft® Windows® File System Connector for Passport®

- Drag and drop documents between Passport document folders and your desktop, folders, or emails.
- Drag and drop a document from a Passport document folder to an email, creating an attachment.
- Work with documents while in the Windows Explorer folder view without opening the Passport application (with all document changes automatically saved back to Passport).
- Map a drive to Passport document folders for improved ease-of-use and quick access to working documents from office applications.
- Open a Windows Explorer folder view directly from document folders in Passport

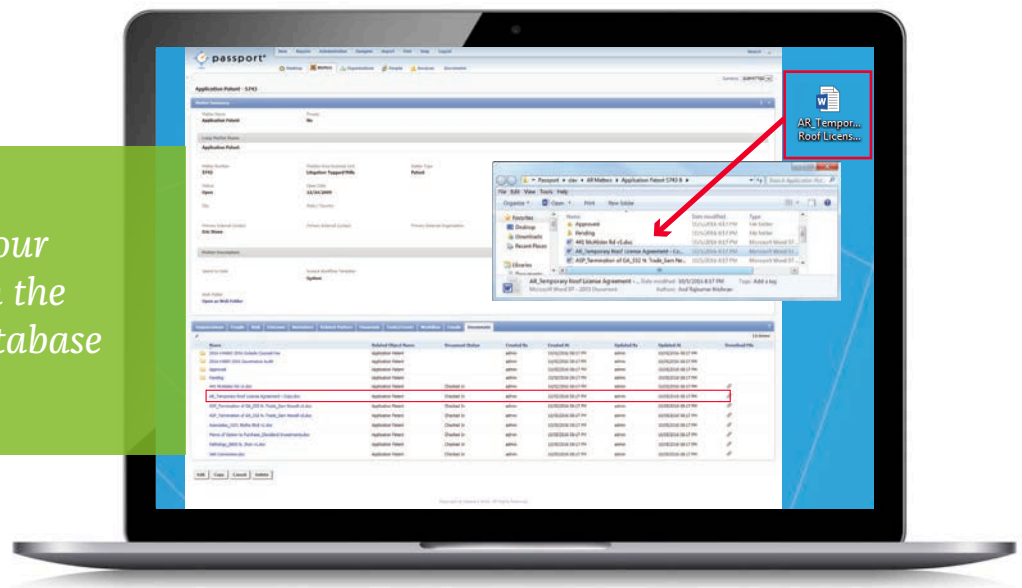
Documents stored in Passport are automatically kept up-to-date and secure

- Passport's security framework and user credentials are leveraged to determine which matters and documents an individual has permission to access.
- Ensures the latest versions of documents are always stored in Passport providing a centralized and current view of all documents.

Version control functionality enables document collaboration

- Provides automatic document check-in and check-out functionality and revision history capture.
- Automatic posting of document edits and version history data back to Passport.

Seamlessly integrate your Windows desktop with the Passport document database



Contact

713 572 3282
 elmsolutionssales@wolterskluwer.com

www.wkelmsolutions.com