

TyMetrix® 360° Office Companion

Seamlessly integrates legal matter management workflows with Microsoft® Office

TyMetrix 360° Office Companion helps legal professionals easily and efficiently manage their matter portfolios directly within the tools they are most comfortable using: Microsoft Office.

With single-click access to their matters directly from Outlook®, Word®, Excel®, or PowerPoint®, users can quickly view their matter-related information, including emails, documents, and notes – all without switching applications. The convenient Office Companion task panel serves as a window into TyMetrix 360°, empowering users to work where they already spend most of their day. TyMetrix 360° Office Companion saves time, improves productivity, and helps streamline matter management workflows with an easy-to-use, intuitive interface that allows staff to get more done.

It enables efficiencies such as email drag-and-drop from Outlook into the Office Companion task pane and one-click quick-filing of documents directly into matters so that they are updated with more frequency, and data quality is enhanced. Locating important information is just as easy, with customizable tabs so users will always find what they need quickly.

Key features and benefits

- Centralizes management of matters by capturing documents, email, and notes
- Drives user adoption and system usage of your legal or claims department
- Encourages collaboration internally and externally with legal service providers
- Save time with drag-and drop or quick-file features directly into matters
- Check-in check-out functionality of documents allows you to view revision histories and status updates
- Improves data quality and increases matter updates



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Key features

- Single-click access to matter creation, directly from Microsoft Outlook, Word, Excel, or PowerPoint
- Customizable tabs that can be filtered by matter type, status, practice area, etc. and can be saved and modified based on user preferences
- Powerful search functionality that helps to swiftly locate current matters and all related data
- Matter summary pages that provide visibility to matter number, status, open and close date, practice area, and matter type
- Drag-and-drop or quick-file options for emails, documents, and other attachments that add items to corresponding matters in seconds
- Convenient check-in and check-out functionality for document editing
- Automatic tracking and displaying of document status updates with revision histories available for review
- Automatic scanning of email attachments for viruses to increase security and protection

The most comprehensive and flexible productivity offering for enterprise legal management in the industry.

1. Advanced usability, performance, and breadth of functionality built on Microsoft products
2. Integration connectivity ensures data and information is always up to date and eliminates constant data synchronization
3. Supports multiple versions of Office 2013+
4. Auto-update option allows for the automatic download and installation of new versions
5. Single sign-on is available
6. Utilizes existing TyMetrix 360° permissions and security



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