



LRS[®]
OUTPUT MANAGEMENT

DRIVVE | IMAGE

for Legal





Driveve | Image for Legal

Reliability and attention to detail are particularly important for all legal firms or departments including tax consultants, lawyers, accountants or corporate legal departments. The entire system depends on data security and reliability.

It is important to protect sensitive data from unauthorized access during and after the digitization process as well as to streamline and automate the process wherever possible. When it comes to scanning, the reliability, efficiency, and transparency of the scan solution matter. The security of the scan process must also be protected against unnecessary third-party exposures and unnecessary steps that can compromise privacy.

Driveve | Image Functionality

Driveve | Image software automates scanning and ensures data security through encrypted PDFs and a sophisticated legal system that can be accessed via a log-in on the scanning device.

With the Driveve | Image software documents are not scanned into a collective folder that is accessible to everyone. Instead, documents are sent directly to a protected location on your network only accessible to authorized employees.

Alternatively, you can forward the documents directly and securely to a software application, such as SharePoint[®] or a DMS. The scan is processed with an appropriate file name, which can even be generated automatically. The Driveve | Image solution also sends out an email notification of a new scanned file to the intended recipient.

Advantages

- **Manage devices centrally** - All scanning devices are managed centrally by the administrator - the software is installed once on the server instead of on many local workstations, so configurations can be deployed on all devices at the same time.
- **Protect the environment** - By eliminating the need to copy and send documents to multiple people across the company, you can directly deliver the latest information in digital form. This saves time, reduces costs, and improves your company's carbon footprint.
- **Work smarter, not harder** - Archive and disseminate documents at the touch of a button. A single workflow handles many complex scanning and document distribution processes.
- **Protect your data** - Prevent unauthorized access to sensitive documents or client data thanks to the sophisticated permissions system, log-in functionality, PDF encryption and seamless connection between the scanning device and the legal software, archive or database used for storage.

Example

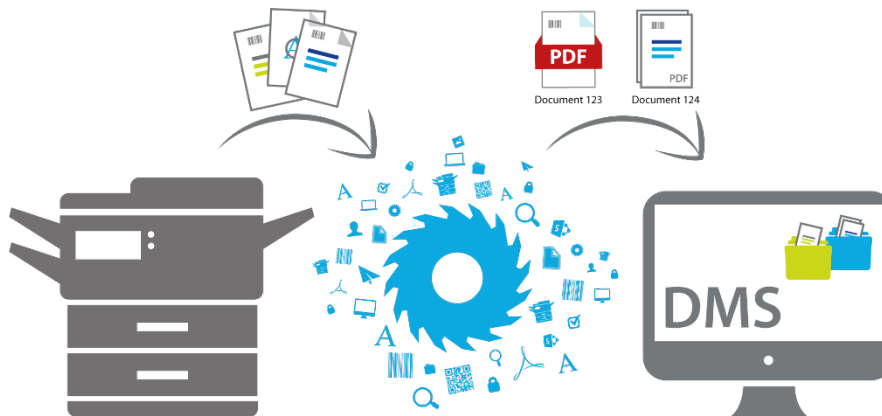
Sofia, who works at a law firm, is responsible for scanning and processing entire filing cabinets with documents – including many delicate and old documents – in order to archive them electronically. These documents are sorted by client organization.



With Drive | Image software, Sofia stacks as many pages as possible in the input compartment of the scanner or MFP. She then selects a client name from the company's own database and starts the scanning process. When a delicate document, such as tissue paper, needs to be scanned, she can switch from the input compartment to the glass plate to avoid damage to the document.

The Drive | Image solution automatically separates the documents and places Sofia's optimized documents in a client's folder. If a folder for a given client does not yet exist, the software will create it (if a folder for that client does not yet exist, the software will create it). The entire file is indexed by means of an automatic imprint (date, client, page).

For recurring processes, Sofia uses barcoded cover sheets, which contain all the data on processing and storage instructions needed to save the files. By scanning a document with this cover sheet, the Drive | Image solution automatically performs a wide range of processes, such as storage, optimization, forwarding and encryption.



Additional information about the Drive | Image solution and selected reference reports can be found at Drive.LRSOutputManagement.com.