

Altien Legal Document Manager

Partner Solution

■ **Business Application**

*Matter-centric Document
Management*

Legal Knowledge Management

■ **Target Industry**

*Cross Industry
Compliance*

■ **Products**

IBM Content Integrator

*IBM FileNet Business Process
Manager*

IBM FileNet Content Manager

IBM InfoSphere Content Collector

*IBM InfoSphere Enterprise
Records*

Business Challenge

Lawyers were early adopters of document management technology, and today most law firms and in-house legal departments have a document management system.

These legal document management systems share certain specialized characteristics, the most important of which is a matter-centric model which controls how documents are classified and is at the heart of the user interface design. Although this is a key requirement, lawyers are now looking for next generation ECM platforms that can also deliver fully integrated business process management, records management, email management and eDiscovery capabilities.

For in-house legal departments, operating a standalone document management system has a number of drawbacks. It acts as a barrier to information sharing with internal clients and impedes the coordination of legal and compliance-related business processes across the enterprise. It also means higher costs in dedicated hardware, software and ongoing IT support.

But perhaps most significantly, many legal departments are now battling to control the spiraling costs and risks related to eDiscovery. To achieve this they must establish organization-wide policies for information governance, and work with IT to implement similarly organization-wide systems to enforce these policies. Reducing the proliferation of disparate systems is key to achieving this goal. Unless in-

house counsel lead the way in moving from a siloed, departmental mentality towards common, standards-based solutions, they risk undermining efforts to persuade other business units to do the same.

Solution

Altien has created a compelling alternative to the standalone legal document management systems of the past.

Altien Legal Document Manager (LDM) is a front-end application that works the way lawyers do, yet runs natively on the IBM FileNet enterprise content management platform.

LDM delivers a powerful matter-centric model that enables efficient, consistent document classification and security control. All document types – office documents, emails, scanned images and rich media – can be grouped within the matter structure. Different matter templates can be configured to reflect the precise requirements of different legal practice areas.

As well as managing transaction-related documents, LDM also improves knowledge management by providing a schema for storing and sharing internal best practices and outside counsel work product.

Managing the document drafting process is a critically important function.



LDM provides tight integration with Microsoft Office and the industry-leading document comparison and integrity tools from Workshare, enabling users to easily manage the review cycle, and keep control of multiple drafts and versions.



The optional Altien Legal Workflow Manager module adds the power of IBM FileNet Business Process Manager, knitting it seamlessly into the application. This enables the automation of document-centric and matter-centric workflows, from simple ad hoc tasks to complex multi-step, multi-party processes. Customers can design and implement their own workflows or take advantage of pre-built Altien Process Packs, such as Altien Legal Hold Process Manager.

LDM also integrates with other components of the IBM ECM platform. Documents can be declared as records using IBM InfoSphere Enterprise Records, either with Zero-Click policies or using the manual-declare wizard. With IBM Content Collector, inbound and outbound emails can be automatically captured and filed into relevant matters. Through its integration with IBM InfoSphere Content Integrator, LDM allows users to securely browse and search other content repositories from the same user-interface.

Value Proposition

Altien Legal Document Manager provides a unique set of capabilities for legal document and workflow management. It offers an intuitive interface that is familiar to lawyers and also delivers all the benefits of the IBM FileNet ECM platform.

It improves efficiency by streamlining the document drafting process and enabling the legal department to securely share documents with internal clients and outside counsel. It improves compliance by allowing critical legal documents to be automatically controlled as part of an enterprise records management strategy and improves auditability by automating document-centric processes. It offers a lower total cost of ownership compared to standalone systems because hardware, software and ongoing maintenance costs are shared across the enterprise.

For organizations building their compliance information architecture on the IBM platform, Altien Legal Document Manager is a natural choice.

Company Description

Altien develops off-the-shelf applications for the IBM Enterprise Content Management platform. Altien's expertise is based on more than fifteen years of experience in designing and implementing ECM systems and Altien has been a FileNet ISV ValueNet partner since 2003. Altien's applications are deployed today with major organizations worldwide in the financial services, energy and government sectors. Altien is headquartered in London, United Kingdom.

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Printed in the USA

08-09

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