

Company Overview

Professional Technology (U.K.) Ltd was established in 1986 and has, as its primary objective, the provision of software and hardware of the highest quality to the legal profession.

The company is not tied in any way to one particular hardware manufacturer. This gives us the freedom and flexibility to recommend and supply the very best solution to your IT problems.

The software, developed over the past 26 years to demanding standards, will run on a wide variety of machines and operating systems.

All of the company's staff have all dealt in this field for several years and will act in the role of advisors. They try, with the help of a specialist dealer network, to ensure that their clients understand and appreciate the benefits of modern technology, particularly with regard to the management information that computers can provide so easily. Such information can be of great help in improving the efficiency of the practice.

The Products

Quaestor and *Seriatim* are Professional Technology's legal management systems, which are currently installed in some 200 solicitor's practices nationwide.

All of the products in the range provide up-to-date management information as a matter of course. In addition, they follow the format of many manual systems and, thus, are systems that will appeal to most professionals working in a solicitor's office.

The Service

The company does not promise the impossible and then abandon users as soon as the computers and programs are installed. We work to ensure that the users can gain maximum advantage from the introduction of the system, providing service when and where it matters most.

Qualified assistance is available by telephone and on-line for those occasions when the system fails (or appears to fail) to behave itself. Serious problems may be dealt with on-line, post or by personal visits from members of the team.

Professional Technology can also arrange for fully qualified personnel to assist with the implementation of a new computerised system and for regular inspections to ensure continuing and accurate performance of the system.



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Professional Technology's products are designed to meet the demands of today's business environment and to ensure the maximum effectiveness of the technology in which you invest.

To maintain our reputation for providing a comprehensive service we offer the following products and services:

Case Management (front office)

Feature	Seriatim Master Class
Client / Matter database	✓
Contact database	✓
Document Production	✓
Conveyancing	✓
Criminal	✓
Debt Collection	✓
Family	✓
Personal Injury	✓
Wills & Deeds	✓
(Any other case type...)	✓
Electronic Forms	✓
Reporting	✓
Conflict of Interest Check	✓
Risk Analysis	✓

Accounting & Time Recording (back office)

Feature	Quaestor	Quaestor for Windows
Client / Matter database		✓
Accounts	✓	✓
Calculation of Interest	✓	✓
Cheque Writing	✓	✓
Time Recording	✓	✓
LSC & Budgeting	✓	✓

Complete and seamless integration between **Seriatim Master Class** and **Quaestor for Windows** is standard.

Integration between **Seriatim Master Class** and **Quaestor** allows on-line accounts enquiries and reports from within **Seriatim Master Class**.

Third Party Products

All of Professional Technology's systems integrate or operate with industry standard products and services, including but not limited to :-

Microsoft Office (Word, Excel, Outlook and Access)

Corel WordPerfect Office (WordPerfect, Quattro Pro and GroupWise)

Electronic Forms (Shaw's **Forms on Disk**, **Laserform** and **Oyez**)

Professional Technology is both able and qualified to provide these systems and to configure them to your precise requirements.

Complete Systems

Professional Technology is not just another software supplier to the legal profession. Although we can provide just software and related services to a practice that has its own IT strategy and procurement systems, the company is a specialist IT provider for those practices that do not have the relevant in-house expertise.

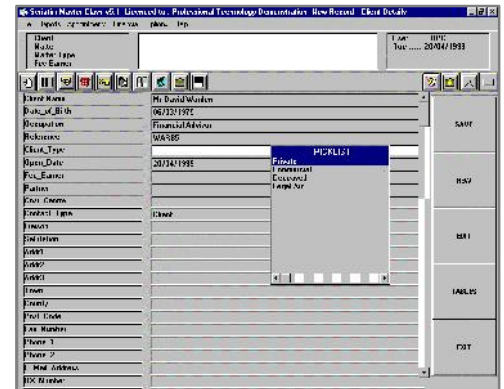
We can **analyse** your practice's needs, act as **consultants** to help you decide on the best way forward, provide infrastructure services such as **network** design, cabling and implementation, provide and install computer equipment from **PCs** to **printers** to **servers**, **train** your staff in the operation of these systems and the associated applications software and provide **maintenance** cover for all of your systems to ensure their continued and smooth operation throughout their life cycle.

FILING CLERK

The **Seriatim® Master Class** system stores and retrieves all of the details necessary to complete a case so that your files are at your fingertips.

Complete details of the practice and its personnel are maintained on the computer and for every case the system stores full information for the client and the matter such as name, address, telephone numbers and all other contacts, witnesses etc. Additionally, for each different type of case further details are stored. For example, the details of the property, the estate agent, mortgage company, etc. would be kept for a conveyancing case.

Unlike many Windows hosted systems, **Seriatim® Master Class** does not require you to use the mouse when entering details (although you can use it if you like). All information entry screens are designed so that you can use just the keyboard, which greatly improves the speed of entry as well as decreasing the amount of time it takes to become familiar with the system. Much information is automatically provided and can be selected from “pick lists” (pop-up windows that list the available alternatives) to save you having to type it in.

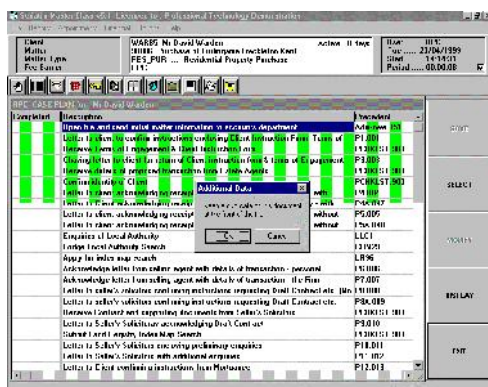


All information stored by **Seriatim® Master Class** is available throughout the system for instant retrieval and use for both this case and others and, of course, it can be amended at any time.

FEE EARNER

Once you have decided the type of case, the system is able to allocate a case plan and then as the case progresses, it will suggest (but not force) the next action to be carried out.

Case plans are specific to a particular case type and list tasks to be carried out in order to progress the case through all stages. They include, for each step, such items as a description, documents to be completed, a budgetary figure, help fields and optional remarks to aid the fee earner.



Each task in the case plan can be shown on the screen with its status (pending, Skipped, Progressed or Completed). It can be processed by simply selecting it.

The case plan for a particular case can be modified at this point. Should the case differ from the normal procedures followed for a case of this type, you can insert new tasks or amend or delete existing tasks in order to customise the case plan for just this case. All other cases of the same type will remain unaffected. The case plan manager allows you to amend global case plans, inserting new tasks, removing existing tasks, changing precedents associated with tasks etc. Any changes that you make to the case plan at this level

will be reflected throughout the system for all subsequent cases of the same type.

It should be obvious by now that, unlike many competing case management systems, **Seriatim® Master Class** is completely flexible in the way that it operates. Case plans can be tailored to match your firm’s working practices and the precedents that are used to produce the associated documentation are also entirely under your control.

SECRETARY AND TYPIST

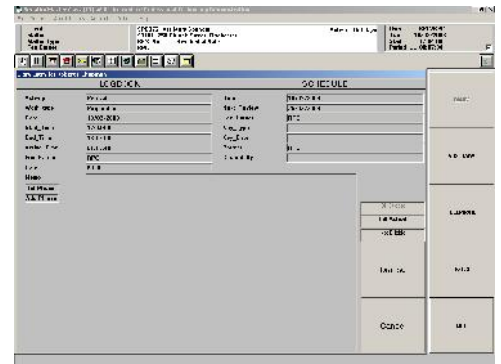
Working from the case plan you select tasks to be performed and the system produces the necessary letters, forms, precedents, etc., for their completion.

The system uses your word processor or electronic forms generator to compile the required documentation, automatically embedding all pertinent details that have been stored for the case. Thus there is no need to type any details that have already been stored in the system.

Documents prepared by the system using your word processor or electronic forms generator can be amended in the normal manner. One of the key advantages of **Seriatim® Master Class** system is that it uses the same word processor or electronic forms generator that your staff are used to. There is no need to retrain on different or proprietary systems.

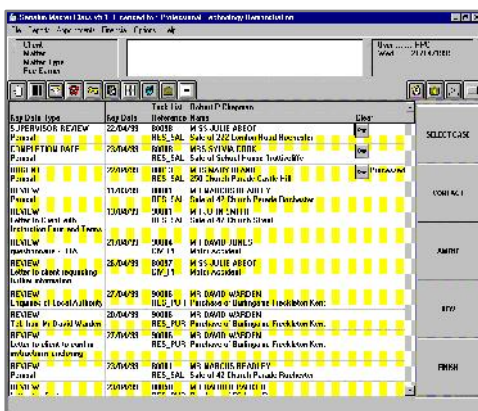
Each document produced in this manner is saved automatically and can be recalled at any time should you need to view it for any reason. It can be printed out for despatch or to e-mailed to the recipient.

Additionally, the system automatically records the production of the document within its diary noting the author, the date and time of the production, the time it took to produce and specifies a date when the case should next be reviewed. This diary entry can be amended before it is stored. Notes can be added, for example, explaining any important points about the document and the case can be passed to another fee earner for specialist attention.



PRACTICE MANAGER

At the same time as assisting in the actual production of the work for an individual case, the system records and can report on everything that is going on. It will schedule work loads, track limitation and other key dates, record time spent on cases and produce reports for the effective management of the whole practice.



Fee earners are presented with a list of tasks that need to be completed, enabling them to plan their activities for the day and ensuring that they are aware of all key dates and outstanding work.

Tasks can be scheduled ahead of time in the fee earner's own diary or in the diaries of other personnel.

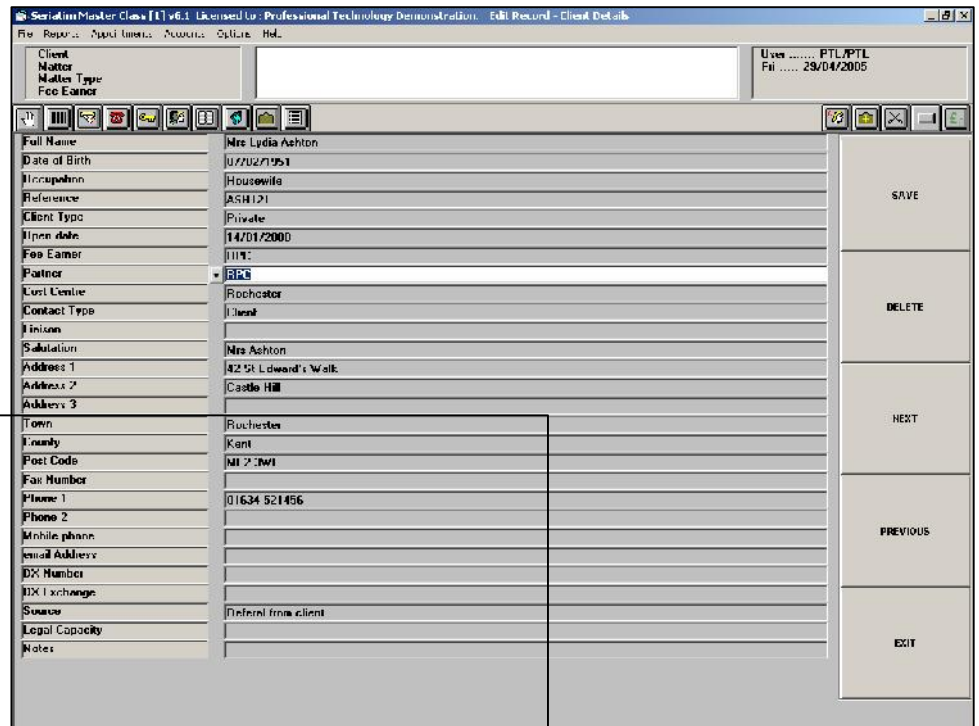
All work carried out on the system is automatically timed and recorded, and telephone and other notes can be stored against cases, clients or fee earners. This enables the system to provide accurate information as to the effectiveness of the practice in all types of case that it handles.

Reports from the system provide such details as rate of file turnover, fee earner activity information and key date lists and you can produce client lists, address labels etc, as well. These reports can be made available to authorised parties over the Internet or from a Web site.

If the standard reports are not sufficient, the system provides a report generator for you to design your own reports and lists.

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