

Time Matters™ Connector Data Sheet

If you are considering buying or selling this product, please read this document fully.

Overview

This Connector allows you to scan paper documents directly into the LexisNexis™ Time Matters™ system. Via two-way communication with Time Matters, users are presented with a dynamic list of Matters into which documents can be sent. Staff member assignments may also be made at time of scan, and a Document Description can be entered. The uniConnect Time Matters Connector runs on eCopy ShareScan OP, either embedded or on a ScanStation. You must already have purchased eCopy to be able to install this product. **This software is *not* part of the core eCopy package, and must be purchased separately from ScanPoint USA.**

Requirements

You must have the following components installed and in place before installing this software:

- * Time Matters Versions 9.0 and above, Professional and Enterprise Versions.
- * eCopy ShareScan OP installed on a ScanStation or a designated server machine
- * Time Matters Client installed on the ShareScan OP server
- * One available Time Matters User License **for each eCopy-enabled Device that will run this software.**

Feature Overview

The uniConnect Time Matters Connector for eCopy ShareScan OP comes standard with the following features:

- * Documents can be sent into Time Matters via Matter Number, Matter Name, or both.
- * All scanned documents are placed in automatically created subfolders in a root folder that can be set via the Connector configuration. Subfolder creation and naming is hard-coded and cannot be configured. **The Connector may not be able to be configured to exactly match a pre-existing manual file organization method.**
- * All scanned documents are named according to the following pattern: Matter Number-Document Type-Document Description-Timestamp if indexed with the Matter Number, or Matter Number-Matter Reference-Document Type-Document Description-Timestamp if indexed with the Matter Reference. This functionality is hard-coded and cannot be configured.
- * If both a Matter Number and Matter Reference are selected, and the two do not refer to the same matter, the Matter Number overrides the Matter Reference.
- * The Staff Field, used for assigning a Time Matters user/staff to a scanned document, can be configured to appear or not appear depending on end-user needs. Staff assignment can be used with the "List Docs" option in Time Matters to manage incoming paperwork/correspondence workflow.
- * The Time Matters user name and password the Connector uses to connect to the system is configurable.
- * Documents sent into Time Matters via the uniConnect connector cause any applicable Time Matters triggers and/or messaging notifications to execute.
- * The Connector can be configured to import data from Time Matters every time it is invoked, or on a periodic basis. Running the import every time ensures that users are always presented with current data, but when a system contains a large number of matters, it can cause a delay.

*Additional features and customizations are possible by custom development contract with ScanPoint USA.
Contact us for a customization quote if additional functionality is needed.*