Simplify your IT

No problem.

Technology has had a significant impact on how we work, where we work, and even on what time of the day we work. We want flexibility and choice and the ability to use our systems when on the move has become essential.

Until now the solution for older systems has been to provide remote access using the Internet. These older solutions can be slow, drain server performance and are costly to install and maintain. This has changed. Advances in technology now enable applications to be written where the existence and use of the Internet is part of the fundamental design of the application, this design change results in much better solutions. It is a move away from remote access to local area networks to what are now loosely referred to as cloud solutions.

What does 'cloud' mean?

1. Your data is hosted on a server in a location remote from your office in a secure data centre.

2. The Internet is used to transfer data from your computing device to the server and back again.

3. Each computing device in your firm has access over the Internet to the same data that is located on the server.

4. As soon as data synchronises it is available to all your users.

5. The software that you use on your computing device may be an application on your PC desktop, a smartphone app, tablet app, or for software with restricted or limited functionality, may just work in a web browser.

Almost all small law firms rely on the productivity power of Microsoft Office, in particular Word, for producing documents. The design challenge for LEAP was to create a product that would combine the power of Windows on the desktop with the many benefits of the Internet (cloud).

LEAP has a Windows application installed on your workstation alongside Microsoft Office and works with Outlook and Word to provide maximum convenience and productivity.

Microsoft Office running on the Windows operating system is used by 95% of law firms. The products are feature rich, the computing capacity is powerful, and people know how to use them. Creating sophisticated merge documents which is such a crucial activity requires the power of Windows on the desktop.

Data is stored on your workstation and synchronises automatically to the remote server whenever that workstation is connected to the Internet. It is similar to iTunes and in particular to iCloud; you have an application on the desktop which collects data from a server in the cloud. You periodically update your desktop software. Applications on a smartphone are also good examples of this approach.

The advantages are:

▶ You have all the power of Windows available to you;

▶ Integration, particularly with Microsoft Word, is proven and successful;

▶ You can work offline (with some limitations);

▶ Your investment in your own precedents is preserved;

▶ Your staff don't need re-training;

▶ It is more secure, and not subject to spyware the way web pages are; and

▶ You are not constantly reliant on the speed of your internet connection.

This design allows you to maximise productivity and gain the benefits of a cloud solution.

No servers for your case management system

The need to maintain and upgrade servers is a considerable nuisance and cost. Not only does the hardware get old, but operating systems change, applications get more sophisticated and of course the amount of data grows.

LEAP simplifies all this for you.

LEAP has large hosted servers in ultra-secure facilities that do all the work. The issues relating to scale, protection from malicious attacks are minimised.

You no longer need to worry about:

▶ Backups;

▶ The server hardware;

▶ The operating system;

▶ The Windows version on the server;

▶ Virus protection on the server;

▶ Defence from malware attacks;

▶ The amount of data you have;

▶ Speed and performance; and

▶ Air conditioning, fire protection and other server environment necessities.

It also means that you have access to the highest quality IT infrastructure normally beyond the IT budget of small firms.

Software version upgrades and updates to legal rates, charges and legal forms and precedents

Software version upgrades are vastly simplified and faster. The server software is all maintained and upgraded by LEAP. When a new version of the software becomes available you will be prompted to install it. In just a few minutes you will have the very latest version.

LEAP maintains a vast library of forms and precedents and is constantly maintaining the legal rates and charges used in those documents. These are all automatically updated for you without any business interruption or cost as well.

Mobility - work anywhere, at any time!

Another great benefit of LEAP is that you can work from anywhere. All the complications associated with remote access, for example, the need for a separate terminal server, VPN's, remote desktop sessions are removed.

You just start the application on your workstation/laptop. The software will automatically connect to the server whenever you have an internet connection. With the ability to tether a laptop to a mobile phone for internet connectivity this genuinely means you can work online from most locations.

If you do not have an internet connection you can still work on all matters and documents you previously worked on. You can create a new matter and the system will automatically allocate a matter number when you connect. You can still record time. As soon as you have a connection the data will synchronise. Conveniently, when you don't have an internet connection you can still get on with your work, with regards to:

Forms and Precedents - these download from the server the first time you use one, and then reside on your workstation for a period of time allowing you to work offline.

Documents - you have all the documents for the matters that you work on, and can quickly download any document on any other matter, just by clicking on the link.

Communication - your emails are automatically organised in your matters. Incoming emails are assigned to the matter from the Outlook toolbar. Tasks and critical dates also integrate with Outlook and can be viewed on any device running Outlook.

Accounting - All accounting transactions are carefully controlled as well. Some of these are not available to you when offline. You will naturally be concerned about compliance relating to client funds and regulations enforced by the Solicitors Regulation Authority (SRA).

You have the peace of mind of knowing that all the controls necessary are in place to enable you to comply with the accounting requirements, and also to prevent inadvertent mistakes.

Integration with Microsoft Office and Xero

LEAP not only provides all your precedents, document management, email management and accounting in a single application, it also integrates seamlessly with the Microsoft Office applications that you and your staff are so familiar with.

LEAP includes the most extensive library of automated legal forms and precedents available to law firms in the United Kingdom. There is an extensive range of Matter Types. These all use Microsoft Word.

As a result of this integration Critical Dates and Matter Tasks as well as emails and appointments are instantly available on any device on which you have Outlook.

LEAP enables you to manage all client and matter accounting. Your General Ledger and VAT is done in Xero. Integration is seamless and if required you can outsource your bookkeeping easily.

Peace of mind # 1 - Data security

The firm need no longer worry about the location of servers and who has access to them. Data is always off-site in secure 'industrial strength' data centres that are used by the banks and airlines.

Communication between the Server and Workstations

LEAP utilises Secure Sockets Layer (SSL) and RSA encryption, industry standard technologies to ensure that all communication between the computer and the host server is encrypted and protected from interception.

SSL and RSA are extremely powerful technologies which allow for secure communication and are also used by the banks to protect your banking data.

Data Security on the Server

LEAP achieves levels of security for data which are comparable to those required by the leading banks and airlines.

The architecture is based on best practices and use of strict security controls and policies to ensure the environment is available and secure.

This includes using, but not limited to;

▶ Firewalls

▶ Anti-Virus

▶ Centralised User Manager

▶ System Auditing and Logging

▶ Security Patch Management

▶ System Security Hardening

▶ ITIL Framework

▶ Penetration Testing

▶ N+1 redundancy

The LEAP Servers are hosted in Amazon Web Services' fully redundant, world class data centres in the European Union. In the event of a catastrophic failure at the datacentre, LEAP servers will begin operating at a second datacentre.

Each data centre location is audited each year and has achieved independent third party certifications for ISO 27001, and validated as a Level 1 service provider by the Payment Card industry (PCI) Data Security Standard (DSS).

For a full list of security controls, please visit
http://aws.amazon.com/security

> *LEAP is an ideal solution for:*
>
> ☑ *Firms with multiple branches*
>
> ☑ *Working from home*
>
> ☑ *Working while travelling*
>
> ☑ *Remote bookkeepers and typists*

Workstation Security

▶ You still need to ensure that your desktop or laptop is properly secured with a firewall, antivirus protection, and the latest security updates for your operating system.

Password Security

▶ As always, it is important to have a good password and to maintain secrecy.

Peace of mind # 2 - Backups

You want to know that you have a reliable backup. There are redundant servers so that if something goes wrong with one of them, the other will automatically pick up the load. The need for LEAP to revert to a backup would be very rare.

Simplification means IT cost savings

This great new cloud solution simplifies a lot of previously complex technology issues. All of these translate directly into cost and time savings for you.

Contact us today on 0845 683 2517 to find out more or book an obligation free demonstration.

LEAP™

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