



# myFILES Plus

*A secure online office filing software by Jirehconnections.co.za*

**Law Firm Edition**

[www.jirehconnections.co.za](http://www.jirehconnections.co.za)



# myFILES Plus- advantages

A secure online office filing software by Jirehconnections.co.za



## Custom Features - More Options Work Flexible

- Work Anywhere, Accuracy & Save Paper
- Get reminded of outstanding attachment
- File Organize and collaboration made easy

## Work Securely Online

- Only people with secure Logins can work.
- Encrypted System (SSL).
- Avoid theft and physical damage (Fire).

## Comes With Invoicing System

- Easily generate Invoices in one click, save, print or send
- Invoice auto calculated

## Search File/Project

- File Search Made easy and quick
- Search with cell number, File number, client name or file description



# myFILES Plus- features

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## A Secure Online Office Filing Software

Work Anywhere (Computer or Tablet).

Document/file collaboration among team members

Manage Applications online

Company Performance Reports (File and Invoices)

## Manage File Applications Processes - Attorney

- File Types Properly organized e.g. :
  - RAF,
  - Medical Negligence,
  - Unlawful Arrest,
  - Estate,
  - And Other Client Cases.
- Alerts
  - Court Attendance
  - Attachments
  - Medico And any Other Alerts set on the system by the user/attorney.
- File Notes
  - File notes, Call made, email made and or Phase notes
  - View or print notes
- File Phases
  - Organized categorically e.g. :
    - Lodgement
    - Pleadings
    - Discovery
    - Issue Summons
    - And any other Phases relevant to the practice.

## Comes with Extra Apps

- Invoicing Manager (Auto Generate Invoice No, Auto Calculate, Backup, Print, Send Easily)
- Generate POD (Proof of Delivery)
- Add
  - Payroll App (Optional).
  - Project Manager (Optional).



## Notifications Email/SMS Notifications



# myFILES Plus- features

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## CONTACT US

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For Trial or System and Business Analysis session please book in advance

## REQUEST A QUOTE NOW



Notifications

Email/SMS Notifications



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