

netdocuments®

CREATING A DATA-DRIVEN LEGAL TEAM

How Every Legal Administrator and
Professional Can Put Data to Work With
Analytics from NetDocuments



Analytics

Included with **LEARN**



DATA DRIVES SUCCESS, BUT ONLY IF YOU CAN HARNESS ITS POWER.

The impact data access has had on businesses in recent years has been nothing short of incredible. With just a few insights into seemingly meaningless processes, companies around the globe have dramatically increased efficiencies and output, ultimately growing their bottom lines.

Law firms like yours have traditionally been happy bystanders, looking on as their business counterparts made these efficiency leaps. But now, clients demand law firms increase production to match their own lightning pace. But legal technology has traditionally not provided access to process or performance data; and without these employee and system insights, it is unlikely the legal industry will be able to meet production demands.

Luckily, there's Analytics from NetDocuments. With this revolutionary solution, administrators and professionals alike can easily access the insights that matter most to their success—helping to increase platform adoption, streamline processes, ease collaboration, and monitor system performance.



ANALYTICS FOR ADMINS

Get insights into work efforts, repository architecture and performance, and user behavior.

As an IT professional, you already know that ensuring continued, proper use of software is one of the most challenging aspects of system management. From running reports to troubleshooting issues, getting the right information to solve challenges can drain hours of your precious time. This is why Analytics was created to be a versatile tool for administrators.

Rather than chasing down information across multiple systems, NetDocuments admins can quickly pull straightforward, in-depth reports that provide insights on what exists in your repository, which matters have the most activity, how your system is being accessed, and more.

With these insights, admins have the information required to **ensure proper use of the document management system, manage efforts across the organization, verify IT policy compliance, and accelerate troubleshooting.**



netdocuments ADMIN CONSOLE

C&G Law LLP > Documents > Analytics

Dashboards

Cabinet Analytics

656,859
Total Documents

7
Total CollabSpaces

25
Total Workspaces

225,191
Active Documents

5
Active CollabSpaces

1
Active Workspaces

Documents by File Type

doc	329143
xls	154427
pdf	35307
jpg	31137
ppt	28566
wpd	11461
gif	8961
txt	7762
htm	6925
rtf	4273
pcx	3467
docx	3354
tif	2920
zip	2036

Top Active CollabSpaces

ID	Active Documents	Internal Users	External Users
NetDocuments - External Collaboration	7	1	0
Office Lease - Deal Documents	7	1	0
Client Portal	2	2	0
Client Portal	1	2	0
Bluehound CollabSpace	1	1	0

Top Active Workspaces

Matter	Client	Active Documents
1	1008	19

New Documents by File Type

docx	215
pdf	37
msg	23
xlsx	23
txt	7
jpg	5
png	2
eml	1

Most Copied Documents

Document Name	Document ID	Times Copied
AFFAIRE VERONICA CIOBANU c. R. PUBLIQUE DE MOLDOVA	4845-3099-1804	1
AFFAIRE AYOUB ET AUTRES c. FRANCE	4845-4776-9020	1
AFFAIRE BARBOTIN c. FRANCE	4845-6454-6236	1
AFFAIRE BIVOLARU ET MOLDOVAN c. FRANCE	4845-8132-3452	1

Get a snapshot of **Total** and **Active Workspaces** in your cabinet and identify which matters are being worked on, require follow up, or are ready to be retired.

Documents by File Type helps you understand what is in your cabinet.

Use **Top Active CollabSpaces** to identify where documents with external access are being stored most often.

Top Active Workspaces can help administrators understand where work is being done and which matters are taking up the most time and space.

Most Copied Documents will help you monitor how the documents within the cabinet are being utilized.

ANALYTICS FOR LEGAL PROFESSIONALS

Speed collaboration, document searches, and identify subject matter experts.

Picture this: you're a new lawyer or paralegal and were just assigned a new client matter. You need more insight about how to best work with this client and identify which documents have been most heavily accessed.

Typically, you would be forced to spend valuable time searching and asking for information, sifting through documents in the current or previous matter file, and eventually push forward on the matter based on educated guesses of what has already been done.

This clunky process not only leads to wasted time but risks a poor client experience.

With Analytics, legal professionals don't have to be a data scientist to get the insights they are looking for. They can take control of the matter, **with insights into who and what documents have been most active in a workspace and when, drilling down into the granular details that will support their success.** No longer will people run in circles or hit dead ends, pinging countless colleagues to learn more about the client or find a specific document. Instead, they have access a list of everyone involved in a matter and the associated documents right at their fingertips.



Easily zero in on times when work and matters are most active.

Filters

Active Users

Denny Crane	2776
Jed Cawthorne	2494
Sally Heep	65
Travis Reed	36
Alan Shore	35
Kon V Palto	25
Oleh Hrytsenko	23

File Types

Email	2079
Document	1554
PDF	1311

Activity Calendar

Sun
Mon
Tue
Wed
Thu
Fri
Sat

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr

Top Documents

Name	ID	Top Contributor	Actions
Bank One - Proforma - ESTIMATE	4831-1167-4241	Kon V Palto	53
Cholesterol Report	4827-2573-2737	Denny Crane	40
Re MFA demo recording	4813-4499-9611	Denny Crane	37
Re MFA demo recording	4813-7855-4043	Denny Crane	35
... explanation	4829-6061-3761	Denny Crane	34

Active Users

Denny Crane	2776
Jed Cawthorne	2494
Sally Heep	65
Travis Reed	36
Alan Shore	35
Kon V Palto	25
Oleh Hrytsenko	23

Active Users

Denny Crane	2183
Jed Cawthorne	630

Top Contributor

ID	Top Contributor	Actions
4054-9308	Denny Crane	11
4946-8801	Denny Crane	11
5798-9820	Denny Crane	11
302-3233	Denny Crane	11
0449	Denny Crane	11

Use the interactive interface to quickly drill down to specific information about user and document activity.

GET INSIGHTS WITHOUT THE DATA ANALYST

To meet increasing expectations of working faster, and smarter, IT administrators and legal professionals need information tailored to their work—and specific needs—at a moment’s notice. This is exactly what Analytics delivers.

With a few simple clicks, admins can evaluate which browsers are being used to access the system and when; while professionals may quickly filter through matter reports that uncovers the contract they worked on 6 months ago.

It’s simple: with immediate access to key data specific to their role, professionals can put that information to use to enhance their overall performance and knowledge. With a little ingenuity, these pieces of data will quickly turn into process improvements that lead to increased platform adoption, speedier client file deliveries, happier clients, and even other improvements that directly and positively impact your organization’s bottom line.



“I’ve sat in on the customer advisory boards and NetDocuments actually listens. They are anything but stagnant and look to practicing lawyers on how to continually improve and dial-in the service.”

Jay Selanders, Chairman - Kutak Rock



WHEN GREAT LEGAL MINDS CAN THINK ALIKE.

That's Work Inspired.[™]

Access new insights to improve and understand user behavior with Analytics. Schedule a demo today!

www.netdocuments.com/demo

