

Need quicker, cheaper and more secure Document Bundling? Iken can help.



Iken Document Bundling takes the hard work out of bundle production by digitally compiling your documents, delivering huge savings.

Manual bundle production can be time-consuming and stressful, particularly for complex court cases. And assembling, sending and storing paper bundles is costly. Iken Document Bundling dramatically reduces the time and effort required to compile document bundles,

enabling potential savings of thousands of pounds in postage, paper and archiving facilities. Our clients typically achieve return on investment within 6 months.

Benefits at a glance:

- Fast electronic assembly: simply select a bundle template, add electronic documents, then paginate and index with a single click
- Automatic indexing and pagination on running a bundle
- Repaginate and reindex bundles in one click when documents or sections are added, deleted or reordered
- Documents automatically converted to PDF during the bundling process
- Add late additions without disrupting the numbering in existing sections
- Order documents quickly either by creation date or manually by drag and drop
- Create core bundles in line with Practice Direction 27A for use in court
- Quick and easy to locate: Save completed bundles directly into their relevant Iken case files

How Iken makes a difference

Iken Document Bundling is the ultimate tool for boosting productivity, helping professionals to:

Save time: create and assemble electronic document bundles quickly, automatically and in any format required, while freeing up resources to work on other key areas.

Save money: distribute and store document bundles electronically, cutting spend on paper, postage and storage.

Save hassle: repaginate at the click of a button to add documents to an existing bundle and create core bundles easily without altering the original index.

You can be confident that all copies of a bundle distributed are identical as they all originate from the same electronic copy in your Iken, ensuring consistency and limiting risk. The result is an efficiently produced and professional-looking document bundle.

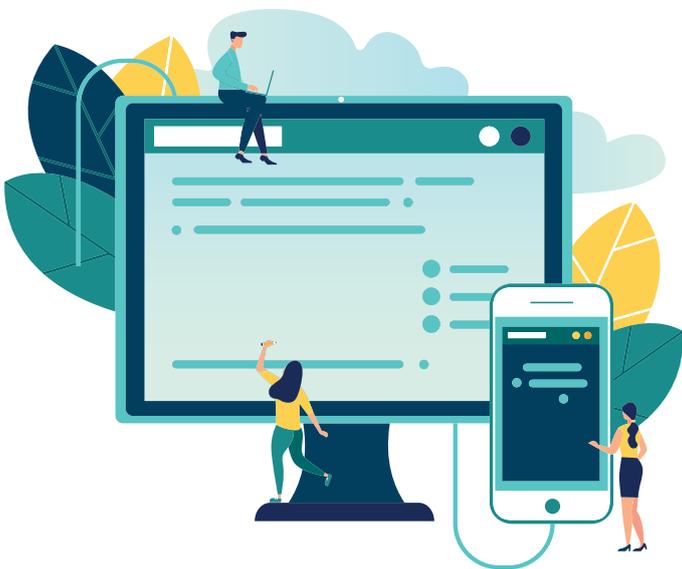
About Iken

Founded in 1992 on the commitment to create a flexible software solution to support knowledge workers, Iken is the knowledge management platform that brings everyone and everything together to enable teams to work more effectively.

“We saved over £10,000 in the first year of using Iken Document Bundling alone, partly because it saved us so much money in paper and postage, not to mention staff time. In that way the system quickly pays for itself; it really is spend to save.”

Durham County Council

Keen to know what Iken Document Bundling looks like? We’re happy to arrange an online or face-to-face demo at your convenience.



For more information please call 08448 933 910 or fill in a contact form on our website.

www.iken.co.uk

Iken Products:

Iken offers a wide range of software products that may be integrated with Iken Case Management, including:



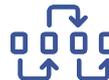
iken MI
Advanced management reporting



iken Portal



iken Scanning



Workflows



Court & Document Bundling



Time Recording



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