

KINSTELLAR

Customer: Kinstellar

Web Site: www.kinstellar.com

Number of Employees: 200

Country or Region: Central and Eastern Europe

Industry: Legal

Partner: ClearPeople; Linklaters

Customer Profile

Kinstellar is a new legal firm, employing more than 200 people across four offices in Eastern Europe. Formerly part of Linklaters Group, it specialises in banking, finance, corporate, and real estate law.

Software and Services

- Microsoft Office
 - Microsoft Office 2007 suite
 - Microsoft Office SharePoint Server 2007

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Legal Firm Deploys Sophisticated Document Management System in Just Six Weeks

“We built a system that runs smoothly, helping users to work with documents effectively. It’s also easy for the IT department to maintain.”

Simon Gilhooly, Global Core Infrastructure and Engineering Manager, Linklaters

Kinstellar is an independent legal firm established in November 2008. The IT team had just six weeks to deploy a new document management system prior to the firm’s launch and chose to implement a solution based on Microsoft® Office SharePoint® Server 2007. The system was rolled out on time, equipping Kinstellar employees with the tools and resources to collaborate effectively and comply with legal regulations easily.

Business Needs

In 2008, global law firm Linklaters spun off its four Eastern European offices into one firm—Kinstellar. This newly formed company employs more than 200 lawyers and support staff at its offices in Bratislava, Bucharest, Budapest, and Prague.

Lawyers at the firm produce legal documents and contracts that are subject to complex approval processes and input from colleagues and clients across national borders. When storing and sharing documents, it is crucial that employees comply with appropriate legal guidelines to avoid the risk of potential liability. Changes

need to be secure and easily traced to the document owner. Also, to find documents quickly, it’s important that they’re categorised and searchable based on key words.

The Linklaters IT team worked with Kinstellar to deploy the new document management solution. Simon Gilhooly, Global Core Infrastructure and Engineering Manager at Linklaters, says: “We wanted to equip Kinstellar users with the sophisticated document management features required for legal work, such as document comparison and version history.”

ClearPeople

Linklaters

Microsoft®
Office

There were just six weeks to design and develop the solution before the firm's launch. "We needed to find a solution that was easy to implement, and would cause minimum disruption to the company's employees and clients," says Gilhooly.

Solution

In September 2008, Kinstellar approached Microsoft Gold Certified Partner ClearPeople, a London-based Office SharePoint Server development and consultancy firm. As a leading provider of document and content management systems and U.K. partner of MacroView Business Technology, it recommended a solution based on a Microsoft Office 2007 suite and Office SharePoint Server 2007 combined with Wisdom DMF Pro, a document management add-on from MacroView.

With Office SharePoint Server 2007, employees can securely share documents both internally and externally. Lawyers store all information in a single repository, using the search function to find related material.

The ClearPeople team customised the solution to meet employees' business needs. For example, implementing a feature that adds a unique number to every new document, which the solution uses along with metadata such as client name and number to automatically categorise and file correctly, helping staff to manage and search for information effectively.

Lawyers can browse documents in Office SharePoint Server libraries in a familiar way to files on their desktops. With the Wisdom DMF Pro add-on they can also drag and drop between Microsoft Office 2007 applications and Office SharePoint Server 2007 libraries.

The project began in mid-September 2008 and was developed and tested in just six weeks using the rich out of the box functionality of the Office SharePoint Server 2007 environment and Wisdom DMF Pro add-ons. The solution was deployed over a weekend in early November.

Patrick Lynch, Chief Operating Officer at Kinstellar, says: "We were impressed with the way the ClearPeople team worked to understand our business needs. Initially we asked them to help us with the deployment of the Wisdom DMF Pro add-ons, but the team decided to help us by building a test and training environment as well. With its help we delivered an effective solution on a tight deadline."

Benefits

Now, lawyers can collaborate on documents securely, track changes easily, and include version information. They are also better equipped to comply with regulations on document retention. "We built a system that runs smoothly, helping users to work with documents effectively. It's also easy for the IT department to maintain," says Gilhooly.

- **Collaboration is enhanced.** Lawyers easily work together on the same documents and share them with other employees and clients.
- **Administration is reduced.** Employees no longer archive files manually, which reduces the time spent on routine paperwork.
- **Searching is easier.** Colleagues save time using the custom search feature to find documents quickly, with only a client or matter name or number.
- **Compliance requirements are met.** Files are securely stored to meet legal guidelines and avoid potential fines.

- **Information is more secure.** Documents can be shared with selected users only, and any changes will be tracked.
- **IT management is simplified.** IT employees spend less time managing security and user access with built-in tools such as the Active Directory® service and Group Policy.
- **Minimal training is required.** Staff can easily adapt to the solution thanks to the familiar Microsoft Office 2007 interface.
- **Data is easier to recover.** Employees create multiple versions of a document and manage the ownership. There is less chance of accidental loss or damage.
- **Sign-in time is reduced.** Users only have to remember one password to access all their documents and applications.


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