



making IT work for you

M B S Shortlisted for HERALD DIGITAL BUSINESS AWARD 2010

Focused, intelligent and it has designs on you



- minimise workload, maximise profitability

Introducing Minerva Case Management

Minerva Business Systems Ltd (MBS) is proud to introduce our latest product - **Minerva Case Management (MCM)**. With 20 years proven development of software to specialised Scottish legal markets we have used this experience to develop a unique product.

MCM is Case Management software that improves efficiency through the automation and optimisation of your case handling abilities. By streamlining your administrative tasks you can increase the profitability of existing business while creating capacity for attracting further business.

- Automated workflow to streamline case progression.
- Automatic document production and scanning.
- Inbuilt reminders and diary system.
- Ideal for high volume litigation including Debt and Repossession Actions.
- User definable reports.
- Interactive client Web Access Facility.
- Modular design enables addition of different action types.



Developed in Scotland for Scotland software for the Scottish Legal Profession

Wherever there is a requirement for automated case handling MCM is the solution. It takes care of the tracking and administration tasks, keeping you informed and involved at all times.

Benefits of Minerva Case Management (MCM)

MCM is ideal for high volume commercial litigation, including payment and heritable actions. MCM means pursuing court actions can once again become profitable. Best of all it's based on **Scottish Legislation**.

The image displays several screenshots of the Minerva Case Management software interface. The main window shows a 'Person ID' (4516) with contact details and a list of 'ALL ADDRESS' records. A 'DOCUMENTS' window shows a list of files with descriptions. A 'BALANCES' window shows a financial summary table.

Totals		Initial	Payments	Outstanding
		£1,539.72	£0.00	£1,539.72

Description	Initial	Late Payment Interest	Judicial Interest	Court Sum	Payments	Outstanding
Principal Sum	£234.00	£0.00	£0.00	£0.00	£0.00	£234.00
Late Payment Compensation	£70.00	£0.00	£0.00	£0.00	£0.00	£70.00

- Increased client satisfaction and increased profitability.
- Lower organisational costs and increased efficiency through removal of numerous time consuming administrative tasks.
- Improved communication between your organisation and clients.
- Error reduction due to less re-keying of processed data.
- Integrated document creation.
- Reduced operational risk, thanks to the automated documentation, standardisation, and monitoring of case processes.
- Document templates means you can create your own branded documentation.
- Customise the interface with your own corporate branding.
- Overview of operational performance across the entire process life cycle.



Our top ten reasons to use MCM for case management.

1. Based on Scottish Legislation

MCM is aimed directly at the Scottish market unlike many other currently available packages. No additional costs are required to adapt software written for different jurisdictions.

2. Attract Further Business

By automating your case handling abilities, you will reduce the time spent on individual cases, freeing up time to attract more business. Plus, your existing clients will benefit from a clear improvement in service through MCM's streamlining capabilities.

3. Keep Your Clients Informed

With Web Minerva all relevant case information can be viewed around the clock, without any increase in staff or work outside office hours. Web Minerva allows your clients to view relevant case information and update information on-line, without having to pick up the phone. Web Minerva will also be uniquely styled with your company's branding.

4. Decrease Work load

MCM is designed to streamline and automate legal case management practice by optimising your case handling abilities. By choosing MCM you can reduce time consuming administrative tasks, saving time for you and your employees, time that can be utilised for other income generating activities.

5. Court Reminder System

A Court diary facility is linked to all cases with automated reminders to ensure important deadlines are not missed. Customised calendar appointments can also be manually created and you can share any calendar entries with other user's.

6. Data Storage

All relevant case data can be stored on MCM so all case correspondence is held in one area – whether scanning in documents or entering contact notes. MCM provides you with a complete case summary at any time.

7. Task List

Users logging into MCM will see what work is required and when. Completion of all relevant tasks is monitored from your desktop, with the comprehensive audit trail identifying who did what and when. MCM makes allocation and reallocation of work simplicity itself.

8. Accounts Integration

MCM operates as a complete integrated case management system with time management and billing functions. It can also integrate with third party accounting packages through import export modules.

9. User Definable Reports

MCM is available with user defined and standard reports. You generate the necessary information, when you need it. MCM reports are exportable into other programmes e.g. spreadsheet applications, for advanced manipulation. Your clients will also have access to reports through Web Minerva.

10. Improve Your Company's Environmental Impact

With documents readily available in MCM, paper mountains will be a thing of the past both increasing efficiency and improving your company's environmental impact. You only print what is necessary, documents and case details are sent by e-mail or clients simply view the case record on Web Minerva.