

Carter Clark, a UK top 25 Insolvency Practitioner firm selects DocuSoft, the efficient 'Less-Paper' Office solution.

Carter Clark, a UK top 25 Insolvency and Business Recovery Practitioner has selected the new DocuSoft version 6 as their choice of 'less-paper' system for their north London offices. V6 is a significant evolution of the secure electronic document and records management software solution from Business-Work-Ware Ltd.

Alan Clark, Partner of Carter Clark says 'We have actually been considering the move to a paperless, or perhaps less-paper, working system for five years. The volume of email, especially from other professional advisors, has added to the challenge.



"For various reasons including other priorities and suitability we hitherto had not found quite the right system. We heard of DocuSoft through a chance encounter at a 2020 Group meeting and thought we would take a look. We were impressed with what we found. It proved to be the best system in terms of review capability that we have seen, which is important when browsing through a case file.



"We also like the improved look and feel in the latest version of DocuSoft and the ability to cope with all sorts of file types including saving and filing of emails which convinced my colleagues that this was the right way to go.

In terms of procedures, incoming post is opened and sorted into batches based upon the managers or administrators dealing with day to day case management. A partner then reviews the physical correspondence and enclosures. The post then gets scanned and sent to everyone's DocuSoft In-tray. All letters are filed in day files which are later stored off-site. Emails in Outlook are saved as received or sent using the DocuSoft 'save-on-send' facility. The links with our existing IPS software from Turnkey allows us to work more efficiently with our increasing case workload. Going forward we will probably open other offices, especially as we now have the ability to see all our files from remote locations.

"In terms of what we have achieved, the time that is being saved in looking for files or specific correspondence has been a great benefit. As cases are being closed we are also getting rid of filing cabinets. Case management is easier as we can quickly gauge our administrators' work on file progression. It is also handy being able to review all communication involving certain banks or creditors on a firm-wide basis.

"And finally, from a psychological perspective, it's also great to have a clear desk each morning....

About DocuSoft

Business-Work-Ware Ltd trading as DocuSoft is an independent British software house based near Kingston-upon-Thames in Surrey. It has accountancy and IP firm clients throughout the UK. Finalists two years running in the 'paperless office' category Business Software Satisfaction Awards run jointly by AccountingWeb and BASDA. The latest DocuSoft software release (fully ICAEW Accredited) incorporates a large number of new facilities requested by firms already using the system. A well respected ICAEW IT Faculty member describes DocuSoft as having 'the best user interface...', whilst John Stokdyk, Technical Editor at AccountingWeb describes DocuSoft as 'the choice for professionals'.

For more information on the DocuSoft system or to arrange a presentation simply send an e-mail to: info@docusoft.net or visit www.docusoft.net and submit a request or phone **020 8339 6124**.

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