

# AccuRoute® A User's Perspective

## WolfBlock LLP

### Law Firm Deploys AccuRoute to Eliminate Paper and Streamline Document Management Workflows

#### The Challenge

- Tracking invoices, contracts, bills, and other documents
- Eliminating the need to maintain paper originals
- Improving collaboration across multi-state offices

#### The Solution

AccuRoute provided:

- Fast, intuitive operation
- Streamlined workflow processes including integration with DMS
- Elimination of paper originals and reclaimed office space



#### The Firm

For more than 100 years, WolfBlock LLP forged a diverse practice representing large and small clients in a variety of industries - from biotechnology, energy, and technology to financial services, healthcare, real estate, and more. This multipractice law firm operates offices in Delaware, Massachusetts, New Jersey, New York, Pennsylvania, and Washington, D.C., with more than 300 attorneys and government relations.

#### The Challenge

For the hundreds of attorneys and support staff at WolfBlock, paper was the bane of their efforts to process documents more efficiently. Every month, thousands of contracts, bills, and invoices flowed through the firm, but there was no centralized way to store, access, or share that paper across multiple offices. For instance, attorneys working remotely on the same documents had to work with faxes - which only created more paper.

"Our biggest challenge was simply keeping track of all of our invoices, contracts, and other documents," said Robert Hyler, Director of IS for WolfBlock. "We kept them in a filing cabinet and then moved the documents to secondary storage after a period of time. It was very cumbersome to find information about previous pricing, terms of an old contract, or the details of a particular deal. If that document wasn't on-site, it was almost impossible to get the information in a timely manner."



**An Omtool 2008 Drive for Innovation Award Entry**



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Robert Hyler, Director of IS,  
WolfBlock LLP

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### The AccuRoute Solution

Some changes are easier to adopt than others - and that was certainly the case when WolfBlock deployed Omtool's AccuRoute solution for document capture, archiving, and routing. "Our adoption has increased exponentially and the keys have been our placement of numerous MFPs on our floors and user training. Most of our employees have converted to AccuRoute to scan executed contracts, bills, mail records, and other paper documents. The ability to take the routing sheet to multiple MFP locations made the buy-in much easier."

WolfBlock created individual routing sheets for each vendor, which instructs AccuRoute to move the scanned document into the firm's Interwoven WorkSite document management system. "When we process all of our bills, we scan them in, instead of keeping a paper copy. That lets us find important information quickly."

### The Results

"AccuRoute lets us reduce the need to keep paper documents in their original form," Hyler noted. "We no longer store bills in file cabinets that are taking up valuable office space. That alone is a major improvement for us. We've integrated AccuRoute into our systems and processes to make our lives easier and more efficient. We've dramatically reduced our use of standalone fax machines and have cut the number of workflow stages needed to handle paper documents from three or four to a simple one-step process."

"For instance, we created an AccuRoute cover sheet to communicate with contractors and administrators when we open a new office. With a single action, we can send faxes to engineers, PDFs to contractors, links to administrators, and e-mails to executives. Having the ability to send many documents to many people in multiple formats with a single action saves us 30-40 minutes each time we communicate."

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