



# It's Kleos Time

Kleos practice management software

The cloud based practice management software making life easier for law firms large and small



# Kleos

Created by lawyers for lawyers, Kleos practice management software gives you more time to work on your cases and helps you win, with a full range of administrative, financial and collaborative features.

Developed by Wolters Kluwer, experts in legal software for over 30 years, Kleos is easy to learn, simple to use and is already helping 12,000 legal professionals in Europe work anywhere in real-time, on any device, in total security.

## Smarter collaboration

Forget long email threads and photocopied notes. Kleos allows you share files, bills, tasks and calendars instantly on a single integrated platform.

## Enhanced control

Stay on top of billing with more accurate invoicing, thanks to case tracking and time or activity based management. One click reporting allows you to measure productivity and overall financial performance. Kleos will remind you what you and other parties need to do and help you do it by the due date.

## More valuable decision time

By automating tedious processes and working anywhere, from any device, you win back more time to deliver a superior service and grow your client base.

## Peace of mind

Automatically securing and backing up all your data, Kleos protects your knowledge base, your clients and your business, helping you stay compliant.

## Time for Kleos

If you want to use practice management technology for the first time, or if you think it's time you moved to a more versatile solution, it's time for Kleos.

# Why it's time for Kleos

## Collaborate with clients

Collaborate with clients or third parties in the easiest and most secure way, with the Kleos client portal. Reduce emails or calls with one-click sharing of files, bills and messages.



## Fernandez & Associates

Home > Cases

Home > Cases

### Case Name

- Rossi vs Bianchi
- Brown vs Violet
- Smith & Jones / Brown
- Samsung vs Sony
- US State vs Apple

**Recent Cases**

Reference	Name
10/1001	SMITH & JONES / BROWN
2015/1038	IBM / AT&T
11/1009	MAKOWSKI / LUFTHANSA
11/1006	ALVARADO / CAPPIELLO
2014/1033	WERN Maria / HUSS Irene
2015/1037	Coca Cola / Pepsi Cola
11/1011	KRAJEWSKI / BRONAREC

**My Tasks**

Due Date	Subject	Description	Start	End	Subject
<input type="checkbox"/> 05/04/15	Email	Confirm with s	25/03 10:00	25/03 10:30	Appointment
<input type="checkbox"/> 09/03/15	Memorandum	Explain situati	25/03 14:00	25/03 15:00	Witness heari
<input type="checkbox"/> 23/02/15	Review	Collaborate w	25/03 16:30	25/03 17:30	Appointment
<input checked="" type="checkbox"/> 10/02/15	Contract	Draft a contra			
<input checked="" type="checkbox"/> 11/01/15	Contract	See Peter abo			

**Calendar Overview**

Start	End	Subject
25/03 10:00	25/03 10:30	Appointment
25/03 14:00	25/03 15:00	Witness heari
25/03 16:30	25/03 17:30	Appointment

**To Be Followed Up**

By Me	For Me	Assigned by
Action	Assigned	Malfat, Paul
Approve	23/04/2015	Malfat, Paul
Approve	05/02/2015	Bardsley, Mark
Information	18/03/2015	Merkle, Greg
Complete	19/11/2014	Malfat, Paul
Approve	24/10/2014	Bardsley, Mark

**Timesheet Overview**

Duration	Description	Case
00:10	Correspondence	10/1001 - SMITH
00:15	General	10/1001 - SMITH
01:08	Phoncall	11/1009 - MAKD
00:45	Meeting	2014/1033 - WER

**Quick Start Guide**

- Cases
- Contacts
- Calendar
- Tasks
- Documents
- Live Help

## Connect everything

Use one application that's easy to learn and easy to use, integrated with your Microsoft Office. Kleos effortlessly integrates everything connected with your case: documents, emails, contacts, calendar, tasks, bills and more.



## Minimize risk

Feel safe in the knowledge that your critical information is in a certified private cloud environment with unlimited data storage and instant authorised access from any device. With secure communications and 24/7 top-level controls, it's the safest way to protect your data and your business continuity from unforeseen disasters and attacks.



### Access Wolters Kluwer content

Do you have a WK database? Great! Now you can easily find all the content you need: legislation, extensive jurisprudence, advice from the best legal experts, forms and more.



### Get timely insight

Know how your practitioners and your firm are performing at all times. With instant reports on invoices, payments, case progress and task assignment, you have all the insight you need.



Name	Party Type	Email
Client		
Mel Smith	Client	mel.smith@kleos.
John Jones	Client	john.jones@kleo
Lawyer client		
Paul Malfait	Lawyer client	paul.malfait@wol
Opposing party		
Martha Brown	Opposing party	mbrown@lamy.fr

**Mel Smith**  
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### In sync with e-courts

Make life easier with an automatically synchronised agenda and seamless communication with the e-court.





### Stay ahead of due dates

Keep track of due dates and meetings the easy way with unique task and calendar features that deliver timely alerts and never let you miss due dates. And you can choose to share your calendar with colleagues.



### Wolters Kluwer Expertise

Wolters Kluwer has led the way in legal software for over 30 years and is committed to ongoing innovation to help you work more effectively. Our long track record offers peace of mind that we will always be here to keep providing the best software and the best support.



### In the office or on-the-go

No more wasted time travelling, or in court. Sync with your clients, colleagues and cases in real time on any device, from any location. No more emailing files to yourself or calling colleagues for information. Access your office at any time and work the way you want to.



### The best possible support

Enjoy premium quality support from Wolters Kluwer: access our Users Portal and Kleos interactive guides and webinars, or call our best-in-class helpdesk. We answer 95% of calls within one minute and more than 80% of queries are resolved with one call. Our experts are here to help you with configuration, smooth data migration, extra-training and more.





# Which Kleos is right for you?

Kleos adapts to your needs.

	Kleos Essential <i>for a lawyer that needs simplification and effectiveness</i>	Kleos Pro <i>for lawyer that needs to keep his practice under control</i>	Kleos Business <i>for a lawyer also focused on the management of his business</i>
<b>Features</b>			
Cases	✓	✓	✓
Documents and Email	✓	✓	✓
MS Office integration	✓	✓	✓
Calendar	✓	✓	✓
Tasks	✓	✓	✓
Contacts	✓	✓	✓
Templates	✓	✓	✓
Secure file sharing	✓	✓	✓
Mobility	✓	✓	✓
e-court	✓	✓	✓
Time		✓	✓
Billing and invoicing		✓	✓
Reporting			✓
WK Database access	Extra	Extra	Extra
	Available in selected countries		

Best choice

## See Kleos in action

To understand what Kleos can do contact us now to arrange an onsite demonstration with one of our experts.

Schedule a Demo



*Contact information:*

Wolters Kluwer  
kleos.wolterskluwer.com

Go to the website 



Wolters Kluwer

When you have to be right