RUBIX SOFTWARE

DESIGN, DEVELOP, SUPPORT

Welcome to Issue 3 of the Rubix Newsletter

IN THIS ISSUE....

- Welcome
- Rubix MailSmart is here
- Getting documents signed legally with one click

A warm welcome from Rubix

Welcome to 2024 and we hope you had a wonderful Christmas and a Happy New Year.

January can seem like a dark month after the festivities of Christmas so we hope to shine some light with our latest edition of the Rubix Newsletter.

In this issue we are incredibly pleased to announce the launch of our brand-new email filing tool, Rubix **MailSmart.**

Rubix MailSmart has been designed from the ground up and is set to redefine the way you manage your emails. Email filing should be simple so we have designed the ultimate and clever tool to file email easily onto your system without any user intervention

We have worked incredibly hard on this for a long time now. At times the road felt long but we are delighted with end result.

We also take a look at electronic document signing and how you can implement a solution quickly and easily with no huge up front costs and you simply pay for what you use.

Thanks again for reading and if you need more information then contact us at info@rubixsoftware.co.uk where we can demonstrate any of our products.

Enjoy 2024

The team @ Rubix

Welcome!

NEW PRODUCT ANNOUNCEMENT

RUBIX MAILSMART

SMART AND INTELLIGENT EMAIL FILING WITHOUT LIFTING A FINGER

The problem

Your team receive many emails every day.

The email needs to be filed against your system.

The result. Wasted time

This can only be undertaken when the person is working

Let's assume someone receives 15 case related emails every day which require filing.

Each email takes around 2 mins to file into the system

The total time out of 7 hours would be 30 mins or 8% of their time spent on admin tasks

An average Grade C Fee earner could be charging around £185 per hour.

The costs for manually filing would be £92.50 per day

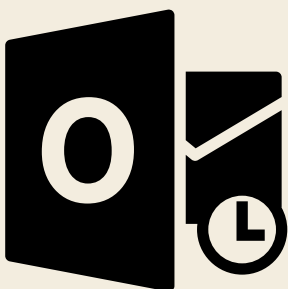Over the course of 48 weeks this would equate to £22,500 in effort which could be used for actual fee earning work

What is Rubix MailSmart and why is it really smart?

Rubix MailSmart scans incoming email in real-time and will determine from the email if it is related to a case. It does this by analysing the contents of the email and using a pre-configured algorithm determine if the email should be filed.
The user can easily set flags within their outlook add in to show what email have been filed MailSmart will also inject a note of the file reference it has saved it against.

Common things MailSmart will search for include, file reference, matter description and senders email address. However, it can be configured to search for other items.
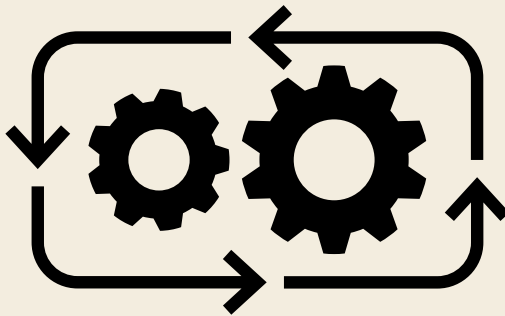
What happens if the user doesn't have outlook open?
MailSmart also has its own backend engine which connects to Exchange either on premise or in the cloud. If someone is away from the office and hasn't opened outlook the backend engine will scan the email and file this for them automatically.

Both the backend engine and outlook add in work in harmony together to ensure email filing in whatever scenario happens beautifully.
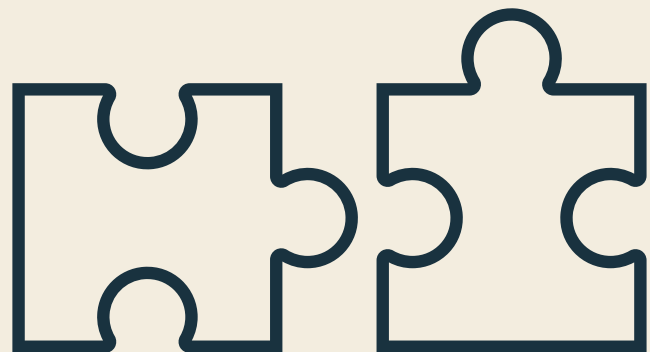
Working in perfect harmony

MailSmart will check for disguised characters in email address which are commonly used in phishing scams and alert you.
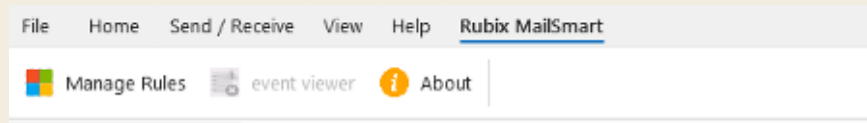
MailSmart can scan, file and automatically reply to emails. For example you have an unmonitored mailbox, if a match cannot be found MailSmart will reply and advise the sender to reply with a reference. MailSmart will then file the reply.
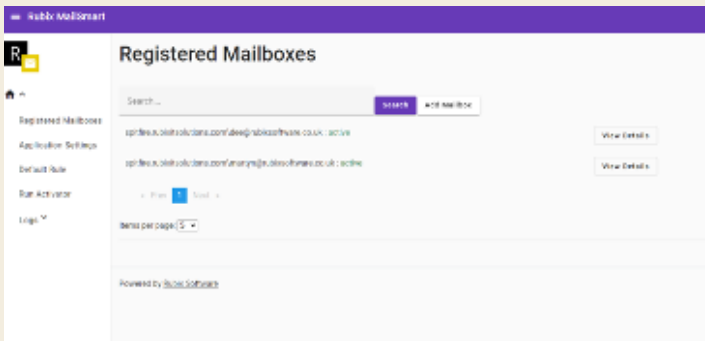
MailSmart has been designed from the ground up to work together with Outlook and Exchange wonderfully. It uses the latest Microsoft Graph APIs for its connectivity meaning its fully future proof
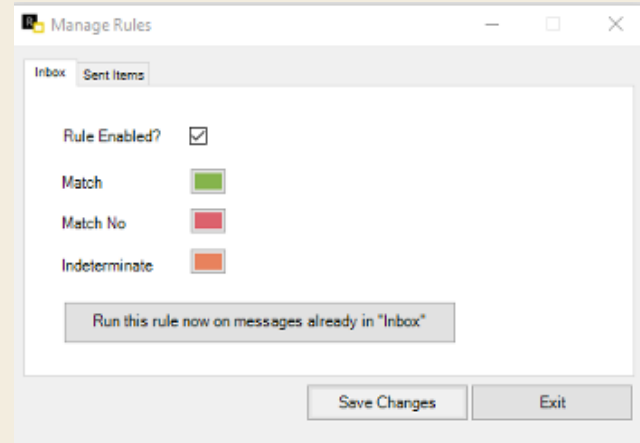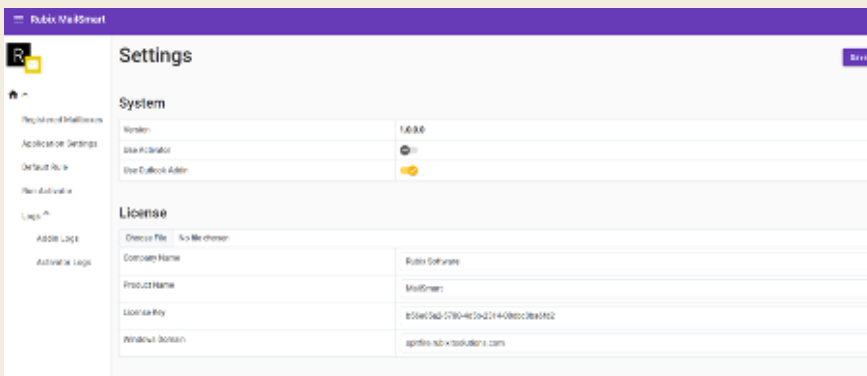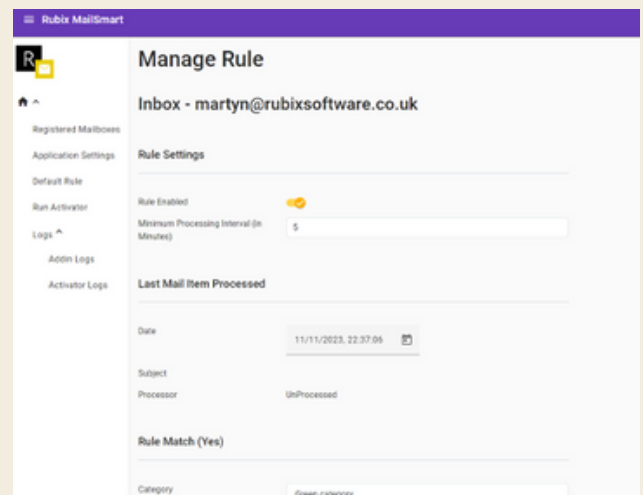
Screenshots

MailSmart Outlook Add in

The backend engine

Simply set your flags and MailSmart will do the rest

System settings meaning its fully configurable

Manage mailboxes with ease

The return on investment is incredibly positive. We estimate it would take less than <u>1 hour</u> of use per month to pay for itself with the time saved

Let Rubix MailSmart deal with the email filing whilst your team focus on earning revenue.

Get in touch now for a demonstration

Electronic document signing

What is elecronic document signing?

Most people have used this type of signing where an organisation will send you details, for example of a phone contract, and you are asked to sign using your phone, tablet or PC. It allows the receipient to view the document, sign and date or complete other information and with the click of a button the document is legally signed and all parties receive a signed and audited document

What is Rubix E-Sign?

Many of the document providers use Adobe or Docusign however the problem we found is that you need to commit to send a set number of documents per annum and if not used then you cannot get these refunded. Also trying to reach out to these organisations is not easy.

We therefore provide a completly intergrated solution for Solcase or Visualfiles which will allow you with just a click of one button send an envelope containing one or more documents to one or more parties to be legally signed.

Rubix Sign includes the complete integration, screens and envelope costs

Don't other companies offer something similar?

Some companies will offer intergration and leave you to commit to send envelopes with a provider. Given our experience of working with a client who was left with envelopes they had paid for but expired, we decided to offer a very simply solution. You simply pay for the envelopes sent, whether you use 20 envelopes or 2000 each month you only pay for what you have sent.

What makes Rubix Sign stand out?

We are developers at heart so we design our intergration to allow you to get the most from them. For example when sending an envelope you can do this via scripting so that no one needs to even get involved in the process.

You can attach your own code to the envelope; this means when signed, the document comes right back into your system and by reading the code, you can drive workflow.

We even given you the facility to take the information completed by the receipient and store this in Visualfiles.

RUBIX SOFTWARE

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Increase productivity

Reduce expenses

Improve Service

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