



Introduction

A unique diary management software product specifically designed for court lawyers. Don't be restricted by the industry standard calendar products that restrict multiple appointments occurring at the same time. Intelligent Diary has no restriction on the number of multiple appointments per time slot.

Appointments can be colour coded for ease of recognition re the type of appointment or maybe the importance of the appointment while at the same time allowing you to record your time spent with your client.

For example, Travel, Waiting and appointment time spent and as a by-product of this it will update your time sheets. Once your meeting has taken place you can also record the outcome of the meeting and enter the next appointment if applicable.

Plan your workload with ease and minimise the time consuming aspects of managing people, their time and most importantly the appointments.

Features & Benefits

Intelligent Diary includes the following key features:

- See on a single screen or by printout all appointments for one time slot by fee earner, work type or court.
- See on a single screen or by printout all appointments by type of court appearance such as appeal, pleading diet, trial diet etc.
- Look at which appointments are going to take place at the same meeting place e.g. court, prison, office and so on.
- See on a single screen and/or printout which room within your meeting place such as Court 1/2/3, etc..
- See on a single screen and/or printout all the Clients details and also the reason for the appointment.
- Full blown planning of staff requirement versus court appearances, prison visits etc. Enables you to work out which members of staff and how many members of staff you will require to cover all the appointments either for that time slot or for the full day, week, month, etc.
- Take the pain out of holiday planning, sickness and the like.

- Report on the Diary by Date, Place, type of Appointment etc.
- Easily plan staff time in advance
- Optional Automated Email to the Client and or Staff member confirming the details such as Date, Time and Place.
- Optional SMS/Text to Client and or Fee Earner before the meeting to remind them of the Date, Time and Place.
- Automated reports on outcomes of meetings, court appearances etc
- Optional Automation of the next planned diarised appointment.
- Full risk management of all future diarised dates.
- Full audit trail of past, present and future diary appointments.
- Full reporting on which fee earner has appeared where and when
- Full Integration into Intelligent Legal Aid and Intelligent Time & File management

For further information about Intelligent Diary and other products and services available from DENOVO Business Intelligence, please do not hesitate to contact DENOVO who will endeavour to respond to your enquiry as soon as possible.