

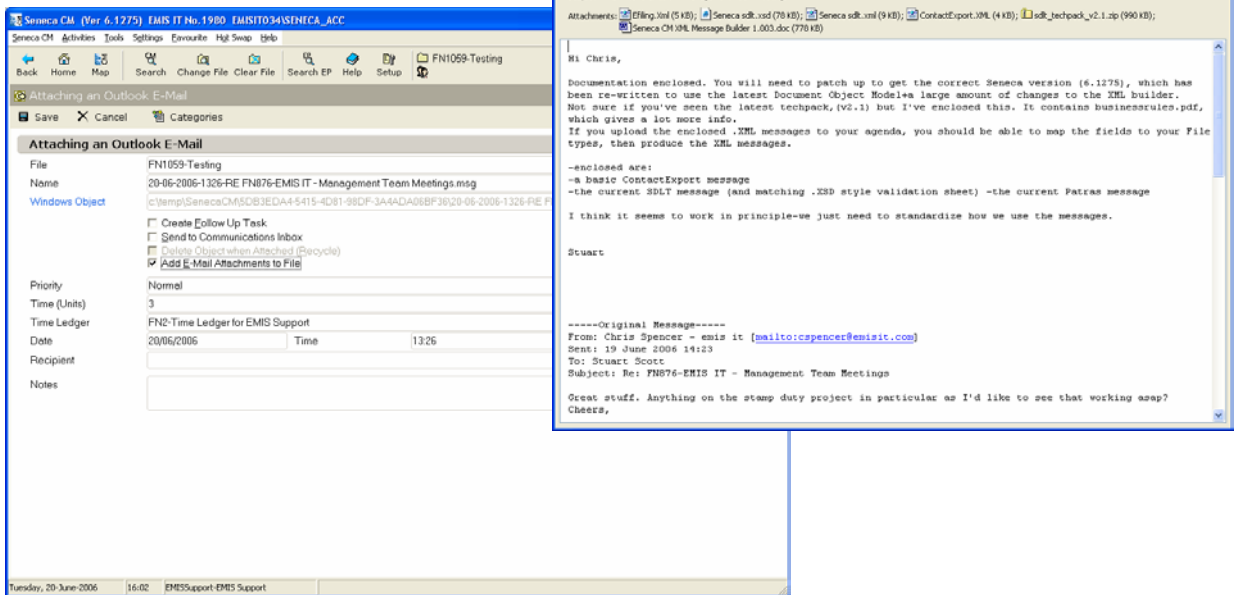
New Benefits from Seneca CM

Introduction

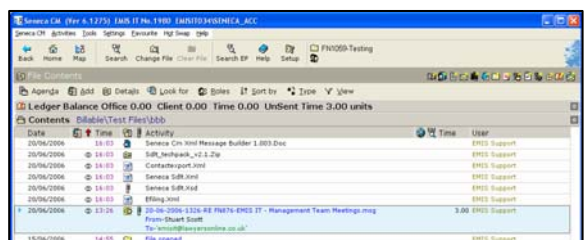
This edition of the 'Benefits from Seneca' newsletter from **emis intellectual technology** gives news of enhanced Outlook integration, task management and introduces Users to XML.

Outlook & E-mail attachments

By popular demand, when attaching to a Seneca File an Outlook e-mail that itself contains attachments, Seneca Users can now select 'Add E-Mail Attachments to File':



This will then show the e-mail and the attachments as separate items within the relevant File Contents:



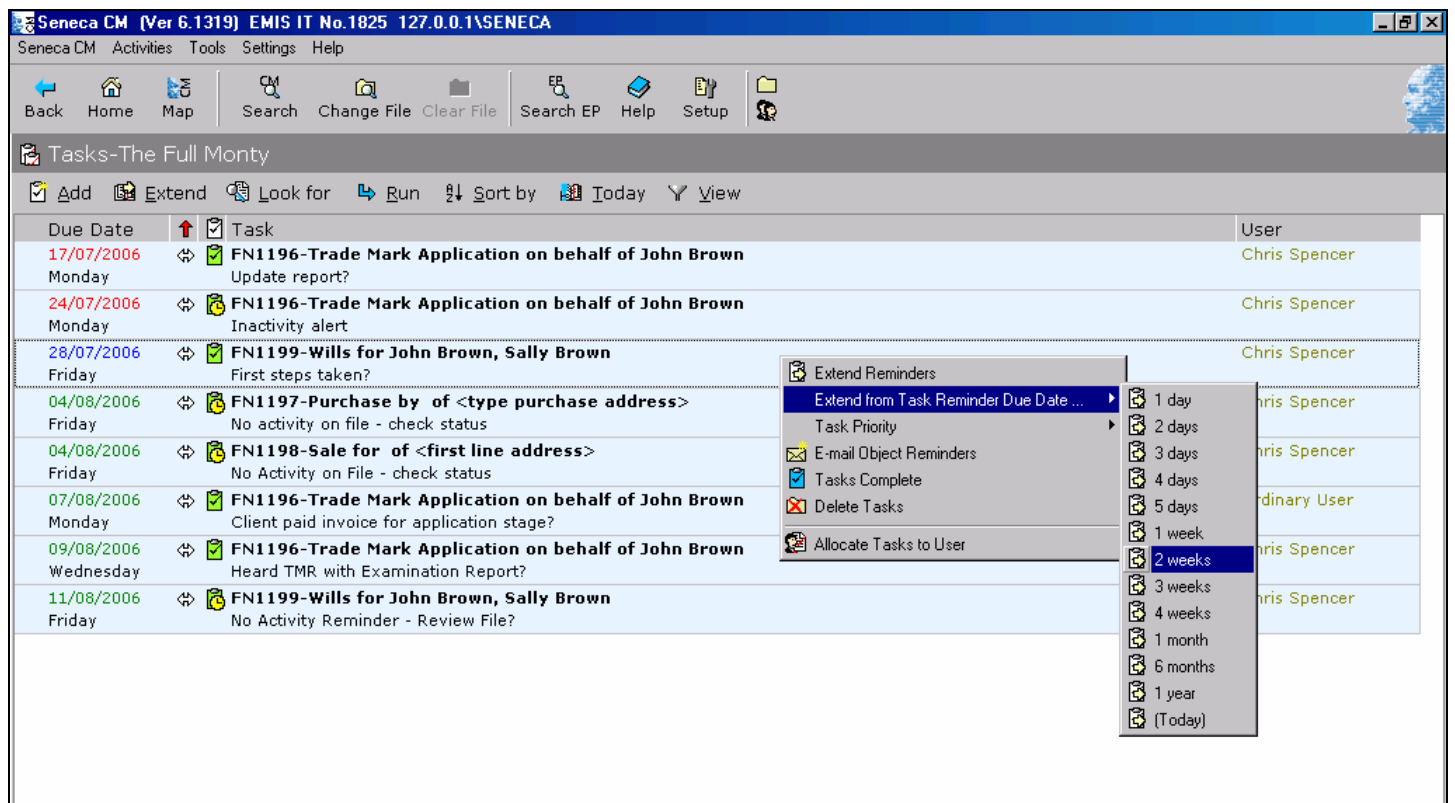
Task Management

As well as being able to complete, delete, extend, allocate or run tasks individually Seneca also allows you to 'block' extend them.

For example to select all the tasks that will fall due during a holiday period simply filter the Tasks view for that period (F9, View, Filter) and then select them all (Ctrl+A).

Then right click and extend, allocate, email the reminders to anyone at will.

As this is a popular and frequent activity the 'block extending' of tasks has also now been optimised and the speed increased in the region of 500%.



The screenshot shows the Seneca CM interface with a task list. A context menu is open over the task 'FN1197-Purchase by of <type purchase address>'.

Due Date	Task	User
17/07/2006 Monday	FN1196-Trade Mark Application on behalf of John Brown Update report?	Chris Spencer
24/07/2006 Monday	FN1196-Trade Mark Application on behalf of John Brown Inactivity alert	Chris Spencer
28/07/2006 Friday	FN1199-Wills for John Brown, Sally Brown First steps taken?	Chris Spencer
04/08/2006 Friday	FN1197-Purchase by of <type purchase address> No activity on file - check status	Chris Spencer
04/08/2006 Friday	FN1198-Sale for of <first line address> No Activity on File - check status	Chris Spencer
07/08/2006 Monday	FN1196-Trade Mark Application on behalf of John Brown Client paid invoice for application stage?	Ordinary User
09/08/2006 Wednesday	FN1196-Trade Mark Application on behalf of John Brown Heard TMR with Examination Report?	Chris Spencer
11/08/2006 Friday	FN1199-Wills for John Brown, Sally Brown No Activity Reminder - Review File?	Chris Spencer

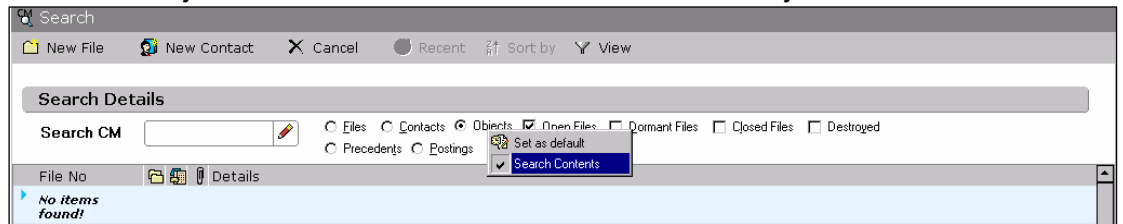
The context menu for the selected task includes the following options:

- Extend Reminders
 - Extend from Task Reminder Due Date ...
 - 1 day
 - 2 days
 - 3 days
 - 4 days
 - 5 days
 - 1 week
 - 2 weeks
 - 3 weeks
 - 4 weeks
 - 1 month
 - 6 months
 - 1 year
 - (Today)
 - Task Priority
- E-mail Object Reminders
- Tasks Complete
- Delete Tasks
- Allocate Tasks to User

Object Indexing

Following on from our additions to Seneca's document management tools – see Document Categories in the April 2006 Seneca Benefits Update – we're delighted to confirm that Seneca now also offer full text indexing and retrieval of the following items in your Seneca Contents: Word® documents, PDFs, Outlook® messages, RTF, telephone notes and file notes.

To enable indexing right click the object in the file contents and select 'Index Object'. To search within an object use the normal Search screen (F5) and then Objects. Right click on the Object radio button and select Search Contents:



XML – Coming Soon

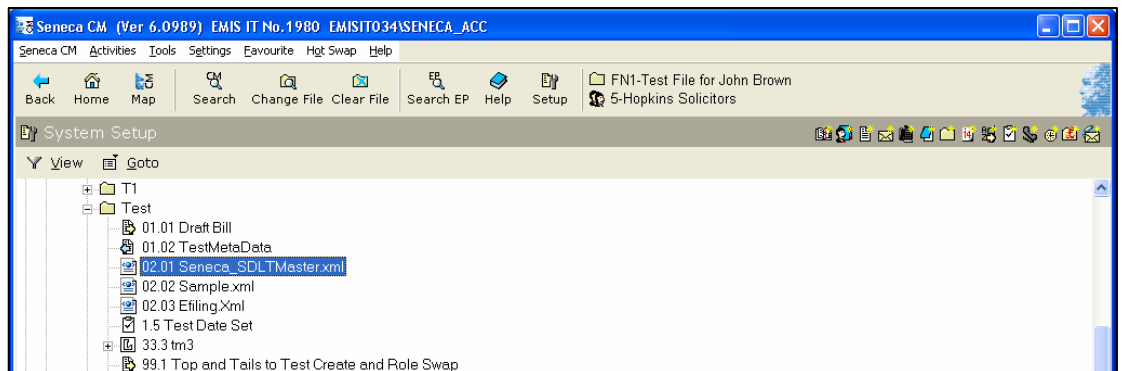
A number of Conveyancing users may have heard of XML in the context of either on-line SDLT submission or the PISCES standard proposed to be used with HIPs.

For the rest, XML is just a means of allowing information to be moved from one computer system to another.

As far as the User is concerned the method of transport is/should be irrelevant.

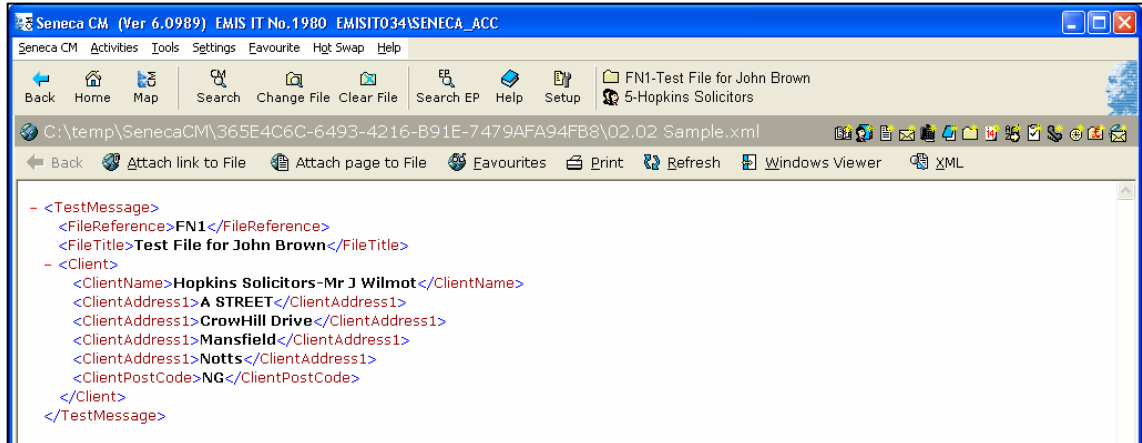
Seneca has XML features already (see the Planner export facility for example) and, in internal testing and with beta sites, we now have an extended XML facility to assist where (usually governmental) bodies publish an XML schema for information exchange.

So, for example, in the case of SDLT, an XML message in the format proscribed can be attached by a Seneca Administrator to a Seneca Agenda as a



Precedent:

The XML Precedent then appears for Users on the File Agenda and when run from the Agenda Seneca produces the XML message.



Typically Users don't need to view the XML messages and, when the message is produced from the Agenda, it can be passed directly to the Seneca email module (for example to be sent to the Stamp Office), with the 'To' field populated and the XML message added as an attachment.

Similarly, on receiving an XML message – for example a search result - the XML message can be attached to a Seneca CM file in the normal manner.

Once the Save button is pressed, Seneca will load the XML message, parse the information and match it to the relevant Seneca Fields.

This will prompt the user to update the Seneca information using the standard back population™ method.

Conclusion

We hope this Update has shown and explained some of the improvements we've made to Seneca for your benefit.

For further information or training please contact your Client Relationship Manager on 08701 223342.