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**Aquarium Casebook**  
**free**  
**online case**  
**management**

**purpose built software for lawyers**  
**free to use anywhere, anytime**

## Aquarium Casebook – Innovative Online Case Management

Aquarium Casebook is a complete case management system designed exclusively for legal practices. Whether you want to track and manage cases, get automatic updates of key appointments, monitor your case's budget or generate practice reports - Aquarium Casebook can do it all.

And because it is an online service, you can log in and use Casebook immediately, from anywhere that has an Internet connection, without burdening your existing IT technology and without lengthy, expensive software installations.

## Unprecedented Performance

Aquarium Casebook supercharges your practice's efficiency and your ability to provide quality customer service:

- Letters automatically produced
- Correspondence bar-coded & stored paperlessly
- Communications, emails & text messaging customised to the individual client
- Case audit trail tells you who did what & when
- Case alerts ensure nothing is missed



## Purpose Built For You

Aquarium Casebook can be purpose-built for your practice – at no extra cost. Your bespoke service will be running in a matter of days, without any of the usual overheads associated with case management software – so No new servers, No expensive IT services and No problematic upgrades – just specialist software ready to go as soon as you are.

## Free To Use, Anywhere - Anytime

A major benefit of Aquarium Casebook is that the system can be used from any computer with Internet access – no office required. Now you can work on your cases whenever and wherever you want.

Aquarium Casebook's cost-effective and flexible price structure means you just pay a small fee per case, and that's all. We'll allocate as many logins as required, whether you've 5 users, or 500 – so unlike conventional software packages with Aquarium Casebook you'll always be ready to meet the challenges ahead.



## Core Features

### Create & Manage Workflows & Letters

- Configurable template flows and letters, including court forms and specific RTA, EL and PL case letters, enable you to get up and running quickly
- Create and maintain your own workflows easily with our online graphical workflow editor
- Letters, faxes, email and SMS messages can all be produced using standard mail merge templates reusing the data stored against the case

### Automate Tasks

Take some of the burdens of repetitive tasks and automate many actions including:

- Letter sending
- Report creation
- Case tracking and alerts
- Automate workflows
- Reminders when clients have not responded to a request
- Automatic SMS messaging to inform clients of important events such as court appearance dates
- Auto-adjudication enables complex workflows to be automatically navigated

### Scan, Store, Locate Letters & Correspondence

Once incoming documents linked to a claim are scanned into the system, a bar-coding function ensures they can be identified automatically and linked to the right case for instant retrieval at a later date.

### Diary Scheduling, Case Tracking and Alerts

A comprehensive range of tools ensure cases and caseloads run smoothly:

- Schedule diary reminders and synch with Outlook
- Track tasks and case loads in a single view
- List cases by priority and deadline importance
- Automatically alert relevant staff where a case is at risk of missing a critical deadline
- Create ad-hoc file notes that can be colour-coded for quick recognition

### Audit Trail

Comprehensive tracking on each case tells you exactly who did what and when, making long, complicated cases involving many staff easier to follow.

### Resource Lists

Create custom databases of frequently used information such as hospital or police station addresses.

### Reporting

Create and use a wide range of important reporting functions:

- Obtain day-to-day performance stats
- View management insight reports
- Fee earner productivity
- Caseloads
- Case type allocation
- Average settlement amount
- ... and more

## Integration

Integration with existing software is another capability of flexible Aquarium Casebook.

- Total time spent on a case can be added up and passed to a third party accounting system such as Pin-Point or Quill
- Integration with Microsoft Outlook and Word allows emails and letters to be automatically uploaded and stored with a customer's case

## Manage user access

Control the functions your users can access, the pages they view and the process steps they perform.

## Safe and Secure Data

Because security of your business is important to us, Aquarium Casebook incorporates the highest electronic and physical security standards.

- An encrypted SSL tunnel between your web browser and our server protects your data from packet interception
- Documents are safely stored within an encrypted database with account lock-out facilities
- Round the clock fault monitoring is in operation and physical access to the application services is security controlled
- All data is backed up daily and held in two entirely separate secure locations
- Remote storage of data on our servers protects your business from accidental loss due to fire, flood or theft. With Aquarium Casebook, you can resume business immediately from any location
- PLEASE NOTE: In the case of your discontinuing our service, we will provide you with your case database upon request at no cost. All of the information is stored in a standard Microsoft SQL database and can be easily extracted by an IT professional

## Capturing claims online with eCatcher

An additional module of Aquarium Casebook, eCatcher can transform lead generation and e-marketing strategies with its sophisticated online data capture abilities. eCatcher can be configured to collect data, give your staff instant notification of leads and give potential customers personalised and intelligent responses. Find out more at [www.ecatcher.com](http://www.ecatcher.com)



**For an online demo call  
Ed or Mark now on  
0800 781 75 70**





Aquarium Software Ltd., 7th Floor, Station House,  
Stamford New Road, Altrincham, Cheshire, WA14 1EP  
e: [info@aquarium-software.com](mailto:info@aquarium-software.com)  
w: [www.aquarium-software.com](http://www.aquarium-software.com)  
t: 0800 781 7570

[www.aquarium-software.com](http://www.aquarium-software.com)