EventSync

ALL CRITICAL DATES RELATED TO A CASE OR MATTER IN ONE PLACE

EventSync is a matter centric tickler system designed to help law firms stay ahead of matter related critical dates and limitations, ultimately streamlining the schedule creation and maintenance process.

Of all the resources that law firms must keep track of, the most finite is time. With an efficiently crafted work schedule for each lawyer, operations can run smoothly and cost effectively, boosting productivity and profitability at the same time. The right critical date management tool makes it easy for law firms to create and track weekly and daily or monthly schedules.

EventSync is a scheduling web application and case critical date management tool designed to help you to schedule and organize critical tasks, events or meetings with colleagues, clients, and teams. Alleviate yourself of complicated email threads and obscure pieces of paper, with this scheduling software you can easily coordinate important matters across all stakeholders and privately schedule the necessary appointments right to the invitee's personal calendar. In minutes you can find out all important dates related to matter and stakeholder's availability.

Accounting System Integration

Many law firms use the Thomson Reuters suite of accounting tools, if your firm is making the transition from Elite to 3E you should know that the Practice Manager module was discontinued. EventSync was created to fill that gap. This product integrates with 3E and any other accounting platform your firm might be using.

Outlook Synchronization

EventSync was not meant to replace Outlook, instead it was designed as a tool that would work directly alongside of it. Any event, task or reminder created in EventSync will be automatically pushed to the relevant users' Outlook calendar, and any changes that are made in EventSync are automatically reflected in Outlook. Custom email notifications can be set up at the user's discretion, by default you will receive a daily email overview of your upcoming reminders, tasks, and appointments.

Easy to roll out

There are no desktop installations needed for EventSync. In other words, once you are active on the platform, all a user would need is a browser and access to the internet to utilize EventSync. It is accessible through a desktop, tablet, or any mobile device. The interface was designed with ease of use in mind, meaning the layout (or feel) of the web app is simple, clean, and straight forward to navigate.

Ethical Wall Synchronization

We understand how important it is to keep matter related information private and only accessible by the proper stakeholders. During the initial install, we setup EventSync to synchronize with your in-house ethical wall, so when a new matter is uploaded into EventSync, by default only the approved users will have access to the information pertaining to that specific matter. Approved users can be manually added or removed from within EventSync as well.

Assistant Friendly

An Assistant can be approved to work on multiple different calendars on EventSync, as well as having their own personal calendar. If a user's calendar is assigned to someone, that individual has the ability to create, change and set appointments, reminders, and assign matter specific tasks.

Calendar View vs. List View

When looking through upcoming events, appointments, or reminders in EventSync you are given the choice to view in a calendar format, or in a detailed list that can be sorted and filtered.

Bulk Updates

Seamlessly make mass changes to individual events or an entire series of events in the EventSync calendar across all assigned users. Those changes are automatically reflected in Outlook for each affected user.

Tasks

Assign matter specific tasks to yourself or any user with clearance on the matter. Track those tasks and receive notifications when they are completed in both EventSync and Outlook.