

# BigHand Professional

Powerful, cloud-based digital dictation and speech recognition software. Built by legal experts, for legal experts.



## Overview

BigHand Professional is a digital dictation and speech recognition solution designed to empower lawyers to delegate tasks, and create meeting notes quickly and efficiently. Support teams can effortlessly manage their workloads and process dictations quickly, reducing task turnaround times.

Part of BigHand's wider legal-specific Workflow Management solution, the tool helps law firms rapidly boost profitability and productivity, without the need for a large upfront investment.

Get your teams up and running fast, with minimal disruption. Our software fits with your existing hardware and systems and can be setup in less than 24 hours, enabling you to start delivering ROI rapidly, without the need for intensive training or complex maintenance

Hosted in our secure cloud, BigHand Professional gives you access to enterprise-quality technology without the expense of infrastructure and support requirements.

## For Firm Management

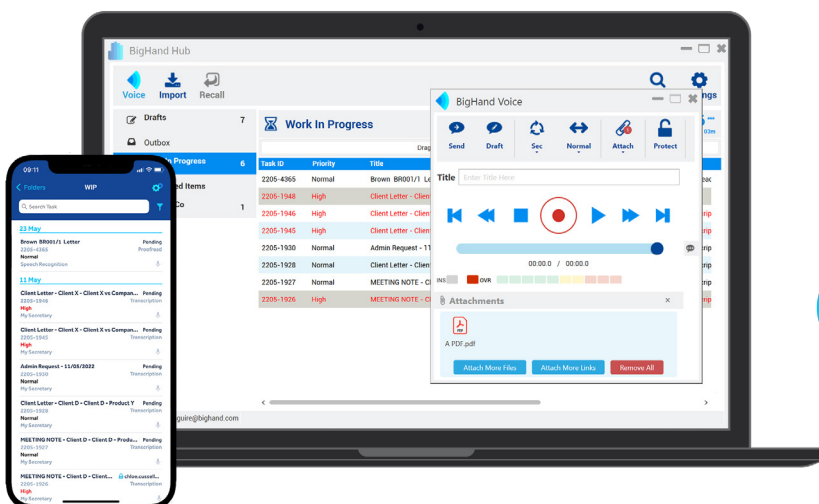
- Meet rising demand from clients for work to be completed by the most cost-effective resource
- Keep your data completely secure, with end-to-end encryption, configurable user access and password protection features
- Save on hosting costs associated with on-premise solutions
- Ensure work is always completed on time by seamlessly redistributing work when staff are on leave or unexpectedly OOO

## For Support Teams

- Effortlessly manage workloads, with a real-time view of all open, pending or completed tasks, accompanied by due dates and priority tags. Receive alerts when a new task has been assigned
- Seamlessly process dictations, with audio preferences and playback options
- Receive all the info needed to complete the work right, first time, with task comments and file attachments

## For Lawyers





- Delegate from anywhere at anytime, with desktop, mobile and tablet applications included at no extra cost
- Save time to focus on higher value work, with dictations automatically routed to the right support team member, via configurable workflows
- Reduce task delegation and turnaround times, with audio playback, insert and overwrite features, priority tagging and due by dates
- Easily monitor task progress on desktop and mobile to manage client expectations
- Save valuable transcription time with speech recognition software that's cost effective. Dictations sent to speech recognition are up to 99% accurate and returned within seconds






## The Big Benefits

- Enhance client service
- Save money & boost profits
- Improve turnaround times & productivity
- Share & receive work seamlessly
- Keep your data completely secure
- Support hybrid & flexible working

# Software designed for legal professionals

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**Digital Dictation**  
 Record high-quality voice notes, add comments or attach files and send for transcription
- 
**Speech Recognition**  
 Seamlessly convert speech to text, playback, edit and send via email with one-click
- 
**Task Enhancements**  
 Drag and drop or attach documents, photos or important links to your dictations. Add comments and input client and matter info
- 
**Streamlined Task Processing**  
 A live feed of all support tasks. Sort and filter by work type, priority, due date and author

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**Work Sharing**  
 Gain visibility of who is accessing tasks in real-time and give users the ability to see completion status at any given time
- 
**Mobile Apps**  
 Submit any task from iPhone, iPad or Android, included in the price of your subscription
- 
**Data Security**  
 End-to-end encryption and password protection features. Configure different levels of user access to control who sees what
- 
**Hardware Compatible**  
 Compatible with common dictation hardware devices



The BigHand Professional Secure Cloud

## Secure cloud storage

- Award-winning workflow software, secure within the cloud
- Keep your data safe with SSL 256-bit AES encryption and 24/7 onsite security at our centers
- ISO27001 certified
- 99.5% reliability from our global data centers
- Configurable access, granting your users with the right access to the right information

## Join thousands of firms using Workflow Management to achieve operational efficiency



I fail to see how any firm cannot benefit productivity wise from implementing BigHand's software. The ability to increase our productivity across the company by 25%, with one less staff member speaks volumes for the software and we are really pleased with the results

Partner  
BigHand Professional Customer



We needed to find a solution that could keep up with our fast-paced workload and enable us to deliver legal solutions in a more timely manner. After reviewing the options, BigHand was the obvious choice.

Director  
BigHand Professional Customer



BigHand has taken the time to really understand our business objectives and have earned themselves a reputation as a valued partner to the firm. The BigHand software is one part of our IT that has never caused me any problems and the whole implementation was seamless.

Partner  
BigHand Professional Customer

**600,000**  
Software licences



**4,200+**  
Global clients



**87%**  
of the UK top 200



**81%**  
of the US AmLaw 200



**96%**  
of the APAC top 50