



# Thomson Reuters HighQ

Transforming Government  
Legal Team Productivity



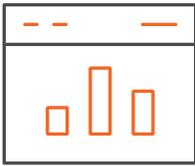
## **HighQ** for Legal Departments

HighQ is an intuitive, flexible, and expandable solution that increases productivity and efficiency through intelligent tools that automate workflows, improve collaboration, and help manage documents. Designed to meet government accessibility requirements, HighQ is cloud-based, secure, and quick to deploy.

# Integrated Digital Solution

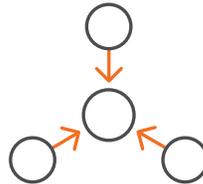
Today's legal departments are complex, and increasing challenges are making day-to-day work harder. With a lack of a central repository, data is often siloed, lost in emails, and unorganized. Manual processes are time-consuming and labor-intensive. Collaboration is often disjointed or non-existent. This inefficiency across work processes is causing many legal departments to re-think how they work.

Today's modern legal department is embracing a digital transformation by relying on innovative and secure digital workspaces to effectively streamline processes, automate workflows, collaborate with team members, and gain better visibility into their organization. They are relying on Thomson Reuters HighQ.



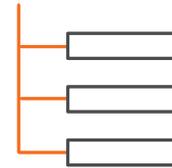
### View valuable insights with dashboard reporting

Easily create customized dashboards with data visualization graphs to gain transparency and understanding of key metrics and vital information immediately.



### Simplify the intake process

Centralize the intake process by having external requests submitted directly into HighQ where they can be tracked to eliminate error and delay.



### Automate and streamline workflows

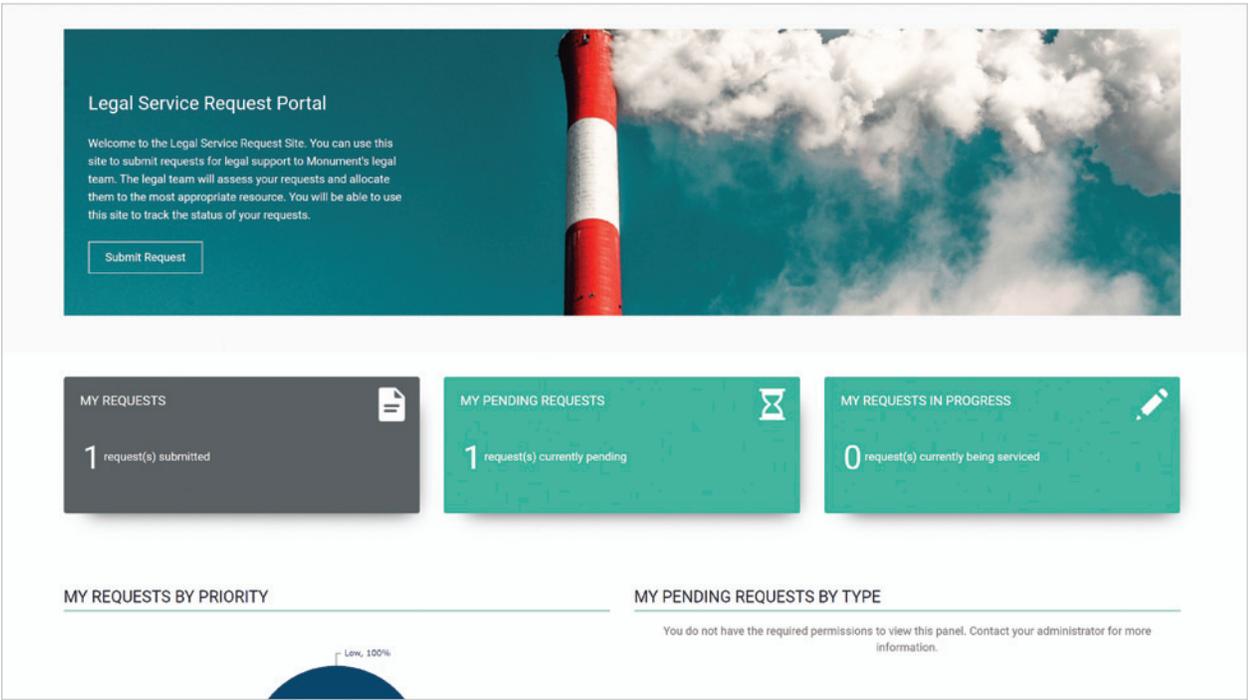
Automate time-consuming processes so you can tackle the volume of tasks with increased velocity.

# How Government Organizations Are Using HighQ



### Legal Request Intake and Matter Management

Many teams today struggle to manage and connect the intake process. Manual and time-consuming processes often result in errors and data falling through the cracks. HighQ can automate and streamline the matter intake process and ensure your information is organized in one central repository so you can capture everything that comes through your legal department with full visibility. Easily add a record from a common location; and automated, sophisticated workflows will assign the correct lawyer, send an email back to the requestor, and set up tasks based on the entry. In addition, you can easily run reports to view the information you need. HighQ simplifies and automates the entire process.



Allow your customers to request your services in one location and easily check the status of their requests.

### Powerful HighQ Feature

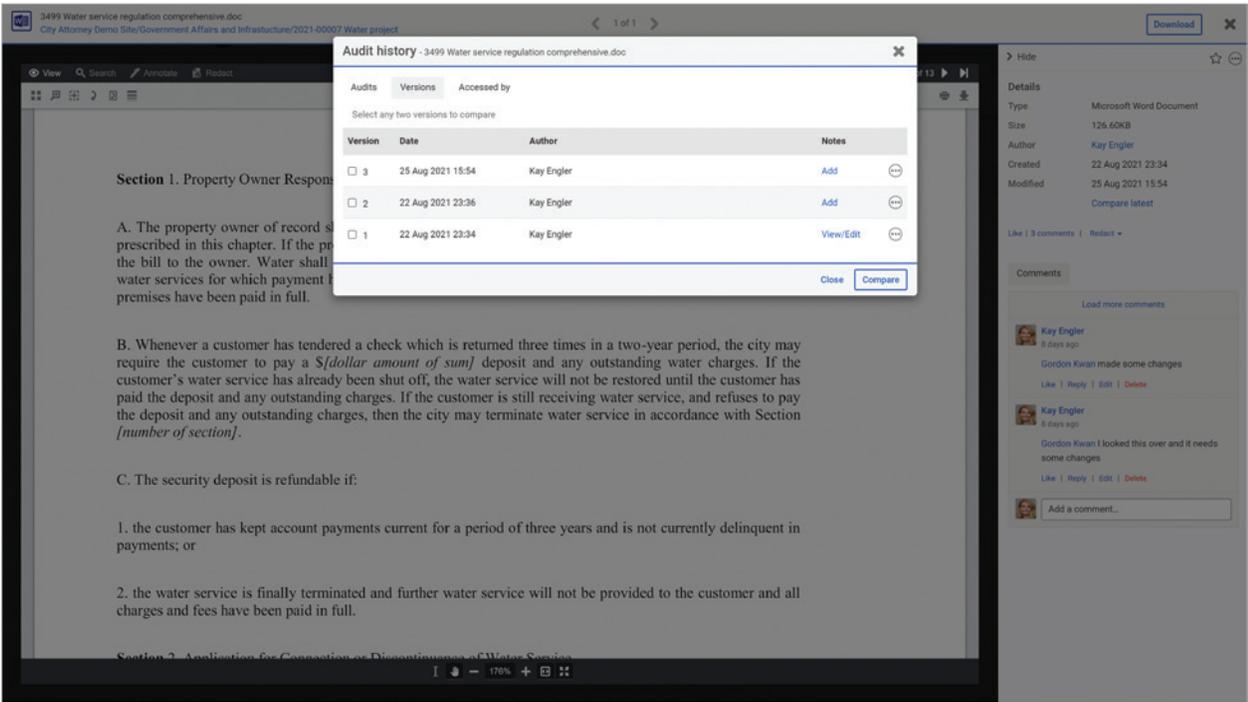


### AI-based Document Analysis

AI Hub seamlessly integrates native HighQ AI and third-party engines into the platform.

# Document Management

Government legal departments often keep documents in multiple silos across devices and systems, making it difficult to locate and search. Documents cannot be securely shared, so collaboration is impossible. With HighQ, your documents will be in a secure, single location that you can easily search and retrieve anywhere. Audit and version history ensures that you have full transparency into who has been working on a document and that you are working on the most recent version of the document. Powerful permissions capability allows complete flexibility over who has access to documents, including individuals outside of the agency.



Never lose a version of a document in HighQ and easily compare versions with redlining.

## Powerful HighQ Feature

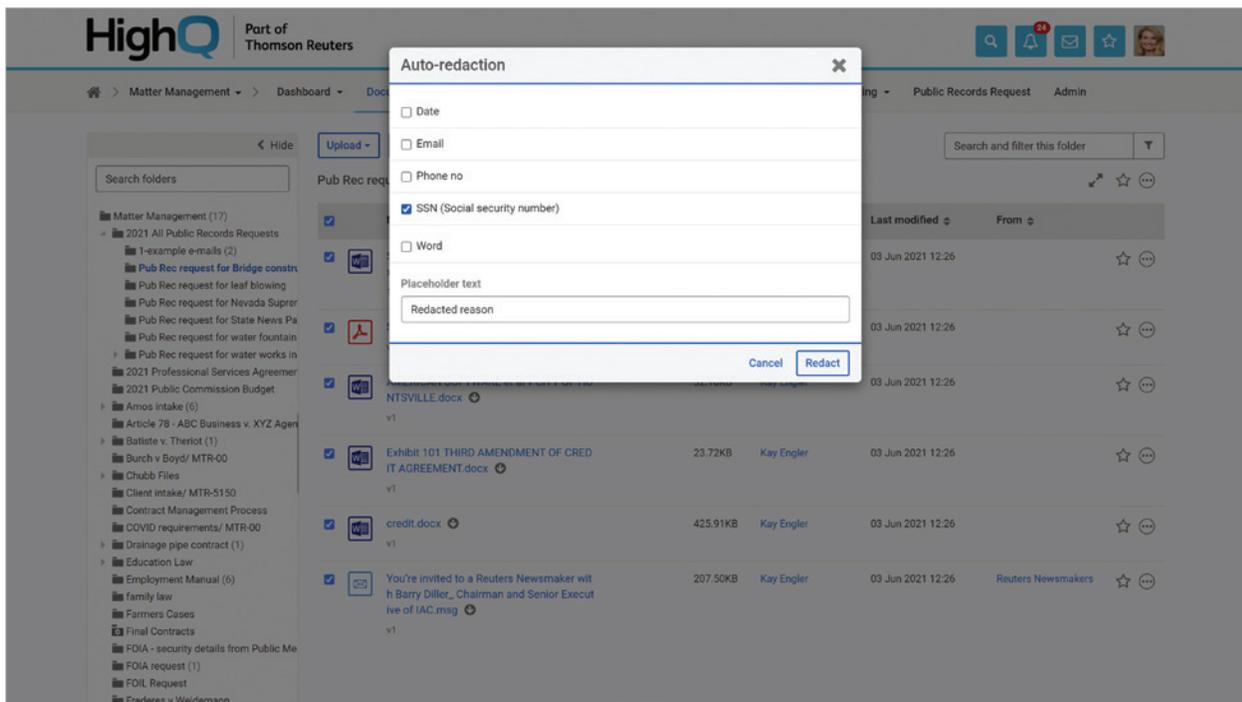


### Data Visualization

Use advanced charting and visualization capabilities for tasks, document analysis, and iSheets.

## Public Records Request

Government agencies are inundated with public records and FOIA requests. HighQ takes the laborious and time-sensitive process of responding to public records requests and turns it into a simple and efficient process using automated workflows. Using HighQ, requests can be made through a public-facing intake form. HighQ then takes the information and automatically sends it to the appropriate location and notifies the relevant parties. A folder is automatically created where the responsive documents can be stored, reviewed, and collaboratively worked on. Once the documents are ready to be produced, multiple documents can be auto-redacted for confidential information and produced via a secure link.



Use standard vocabulary or create your own to auto-redact multiple documents of all types at one time.

**Powerful  
HighQ Feature**

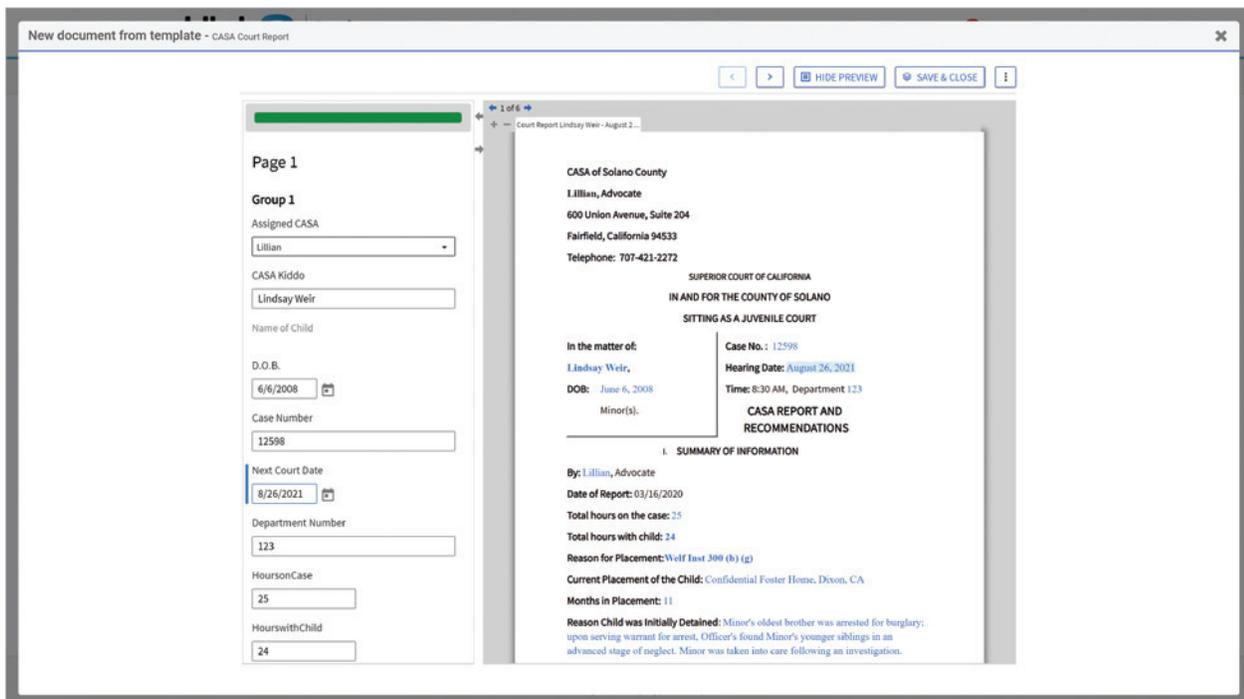


### User-friendly Design

HighQ combines consumer-grade concepts and simplicity with enterprise-grade capabilities to create a superior experience.

## Document Automation

Government agencies frequently draft the same agreements, policies, or notices over and over. This is both inefficient and creates the risk of human error inherent with manual drafting. HighQ document automation provides a faster, more efficient, and more consistent way of drafting and completing documents. With HighQ document automation, a document that would normally take hours to finish can be done in minutes.



Auto fill standard documents with information collected within HighQ and maintain control of your automated documents, ensuring everyone is using the most current version.

**Powerful  
HighQ Feature**

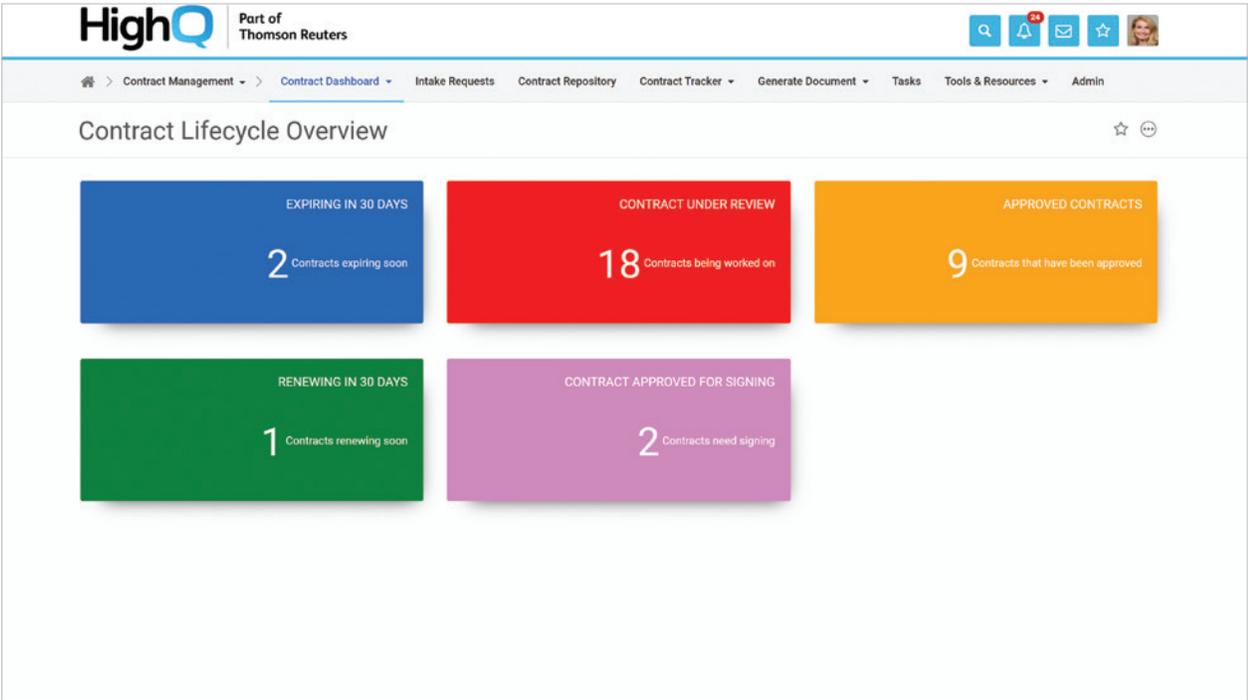


### Enhanced Security and Storage

Advanced security features include managed encryption keys and additional file storage.

### Contract Management

Many government legal departments don't have a solution for contract life cycle management. They don't have a single repository for contracts and have zero process visibility. This leads to delayed execution, lost contract value, and increased risk. With HighQ, you can easily manage and monitor all phases of a contract's life cycle. Automated workflows move contracts to different folders depending on their stages. Smart folders can keep all executed contracts in a single location. You can view the status and metrics of your agency's contracts and conduct due-diligence, contract analysis, and risk assessments, with ease.



Data visualization gives you complete transparency into where your contracts are at any stage of the contract life cycle.

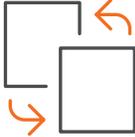
### Powerful HighQ Feature



#### File Storage and Sharing

Get personal file management, secure file sharing, mobile and offline sync, and HighQ Drive apps.

# Additional Uses



### Document Collaboration

Improve your team’s productivity and unlock its potential by introducing a more modern and social way to collaborate and communicate.



### Legal Project Management

Plan, organize, track, and complete work more efficiently and intelligently with agile project management and productivity tools.



### Transaction Management

Add efficiency and transparency to M&A, property, and other deals with a centralized, secure place to manage all documents, tasks, and data.



### Litigation Management

Provide anywhere, anytime access to the critical documents and details of a case, including disclosure, evidence, and deposition tracking, plus invoice and task management.



### Team Collaboration

Offer a complete digital workplace where staff can stay informed, communicate easily, collaborate on documents, and manage tasks.

## Powerful HighQ Feature



### Workflow Automation

Trigger-based process automation engine automates manual, repetitive, and time-consuming tasks.



## This Is Just the **Start**

HighQ is a powerful, out-of-the box solution that is fully customizable. It's not limited to a specific purpose and can evolve with your constantly changing needs. See how HighQ can work for your business today.

**Learn more about how our solutions can help your legal department work smarter.**

Learn more at [HighQ.com](https://www.HighQ.com)

# Thomson Reuters **HighQ**

Simplify your legal processes in a single platform.