

The original All-in-One®
Software Suite for
Case and Financial Management

Front Office Product Sheet 

Document Management System (DMS)

Product Features

- Scans can be stored as either TIF or Adobe® PDF files
- Microsoft® Office® application documents can be saved as Adobe® PDF files regardless of native format
- Advanced search expressions include full text with any combination of document- or matter-related fields such as judge, client, hearing date, etc.
- Documents can be profiled, saved, located, or assembled inside Adobe® Acrobat®, Microsoft® Word®, Microsoft® Excel®, and Corel® WordPerfect® without leaving the application
- Sent emails are saved and profiled automatically from Outlook or PerfectLaw®
- Versions are saved separately with individual profiles
- Optionally create and save red-lined documents
- Security is interfaced with Active Directory® for conformance throughout all other Microsoft® Windows® applications
- All import/export functions are subject to security permissions
- Mass import a set of documents from a Microsoft® Windows® folder, each with its own profile, in one step

PerfectLaw® Document Management System (DMS) with Paperless Workflow® differentiates us from our competitors. Our functionality is unparalleled within the industry and greatly enhances our clients' productivity. Paperless Workflow®, i.e. the creation, storage, search/retrieval and transmission of digital documents, has become an essential component in e-filing with courts and government agencies. Plus, the ability to automate storage, email critical documents, and share knowledge for rapid decision making not only increases law firm service quality, but reduces costs as well.

While many firms still save documents the old fashioned way, directly to network folders, PerfectLaw® DMS provides far more powerful functionality. Specifically, it profiles, stores, secures, and organizes documents in your local or wide area network so eligible users can easily locate, share, distribute and manage them. DMS also provides the ability to retain multiple versions of a document while tracking its history, including who and when created, changed, viewed and distributed it.

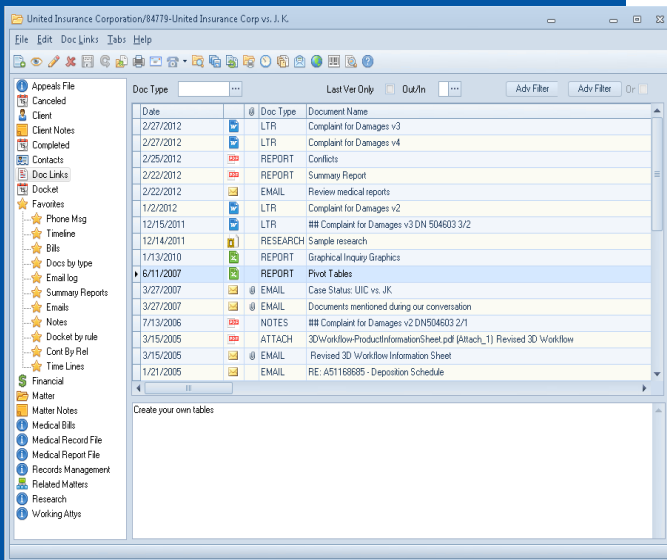
And because DMS is part of other PerfectLaw® modules, there is significant synergy throughout our product line for even more productivity and efficiency. For example, time slips are automatically generated whenever documents are created, profiled, emailed and saved. This not only increases billings, but eliminates the drudgery of entering time slips. Likewise, in the back office, all bills and reports are auto profiled and stored without manual intervention. So, DMS users don't need to worry about losing bills, invoices or financial documents.

Benefits

- Promote document sharing
- Eliminate filing cabinets and minimize lost documents
- Improve efficiency with faster searches from both inside and outside the office
- Promote better work habits with organized desktops and prioritized work lists

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

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1.800.749.6200



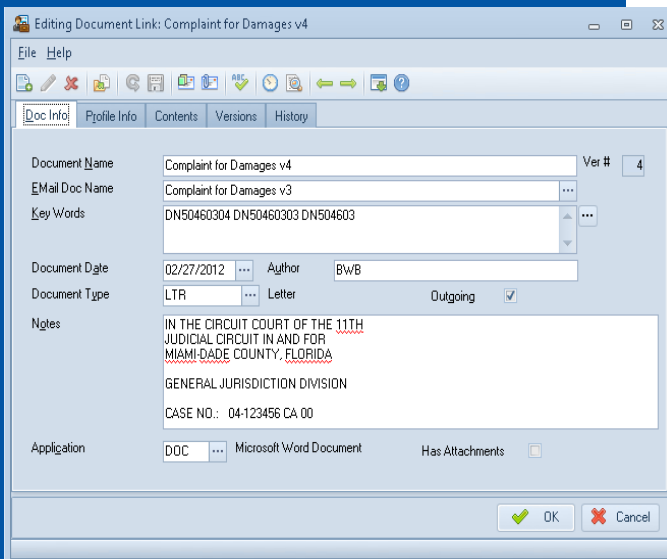
All documents related to a matter are stored in one easy-to-find location.

Functions

- Profile and save documents in firm-wide accessible case matters
- Profile, store, and retrieve document versions
- Compare and red-line two different documents or versions
- Maintain audit trail history of document creation and access
- Assign security permissions which update the Microsoft® Windows® active directory
- Import and profile files individually or in bulk
- Drag and drop from Microsoft® Outlook® onto desktop matters to auto profile/save emails
- Check-in/check-out documents
- Link a document to multiple matters
- Create, forward, and reply to emails from within any PerfectLaw® matter
- Add time slips to time sheets automatically as you profile, save, or assemble documents
- Browse and preview any document list instantly without opening each document

Synergy

- Easily locate any document profile within Perfectlaw® when using PerfectLaw's Data Browser Advanced Search Engine.
- With PerfectLaw's patented Paperless Workflow®, the firm has the ability to automate storage, email critical documents, and synergize (take advantage of) shared knowledge for rapid decision making. This not only increases law firm service quality, but reduces costs as well.
- Easily search for and manage bills, accurately invoice images, and provide crucial Back Office support when combining a full featured DMS with Time and Billing module.
- Allows users users to save and profile dunning letters sent to clients during the various collection stages when combined with Collections Module, thereby increasing firm revenue
- Skillfully assign standardized profile information for each merg form, and automatically profile merged documents to the matter file when combined with Document Assembly.



All document profile-related information is stored in one location.

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

Corporate Headquarters
PerfectLaw® Software
6100 Blue Lagoon Drive
Suite 350
Miami, Florida 33126

Phone: 800.749.6200
Email: info@perfectlaw.com
Web: www.perfectlaw.com