

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

Front Office Product Sheet 

Paperless Workflow® - PerfectLaw's Imaging Solution

Product Features

- After scanning, documents are routed
- Runs on Microsoft® Windows® networks
- Secure document images with read/write permissions before the scanning begins
- Automatic notification of document scan errors

Law firms are information-driven. Successful firms learn to totally automate their information workflow, thereby affording themselves more time to focus on their core competency. Best business practices require electronic document delivery for greater accuracy, efficiency, and cost reduction. Paperless Workflow® fills this requirement better than any other product on the market today, handling everything including scanning and imaging, automated notifications, document profiling, routing, and emailing.

Users produce a cover sheet which includes profile and email routing information. Once the cover sheet and document are scanned, Paperless Workflow® sends the requested notification(s) and routes the document according to the profile.

Benefits

- Labor requirements are reduced and human errors are virtually eliminated
- After creating the coversheet, scans are processed and routed exactly as indicated on the cover sheet
- Images are instantly available locally or remotely via DMS or full text search
- Documents are automatically routed to both internal and external recipients
- Paper consumption, handling and storage costs are reduced
- Hardware-independent; works with most copiers, scanners, and printers
- No integration issues with third-party document management systems

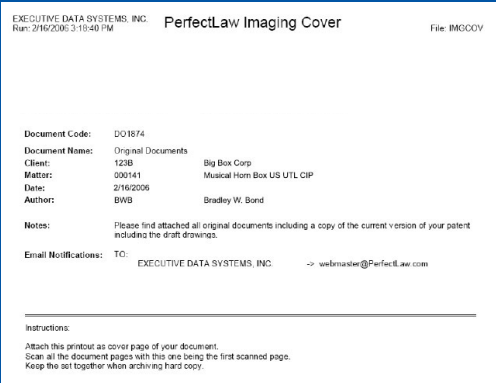
Functions

- Scan/profile/save TIF or Acrobat® PDF images automatically to PerfectLaw® DMS
- OCR scanned images to recognize the text for later searching

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

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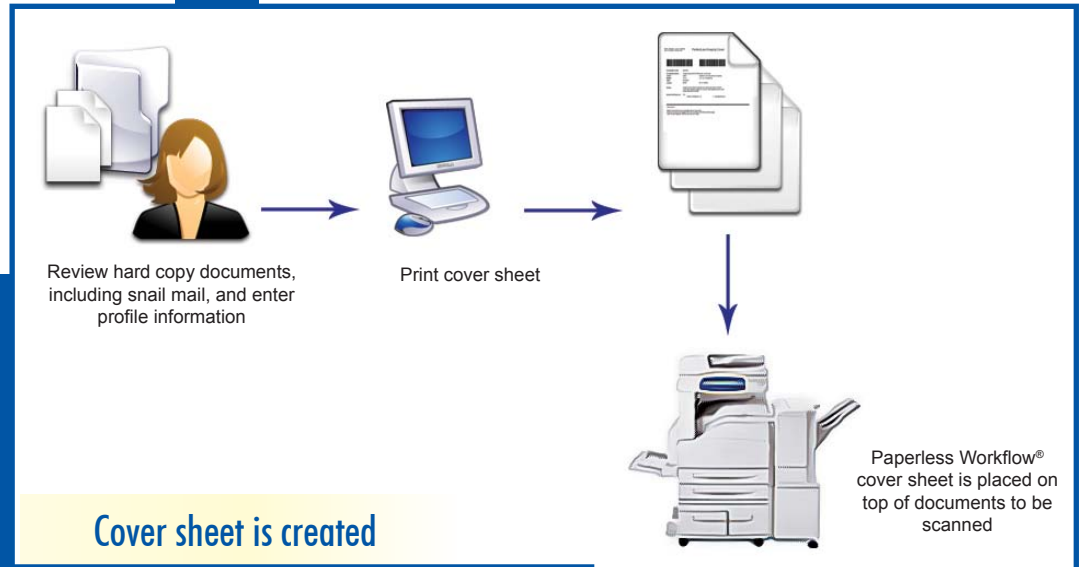
Paperless Workflow® cover sheet contains coded profile and routing information.



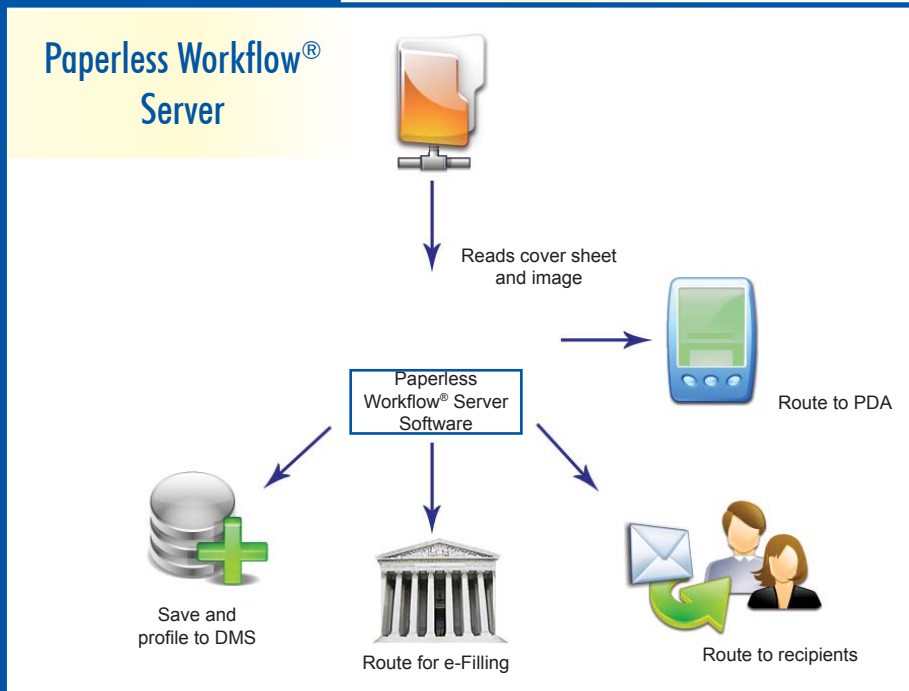
- Route and deliver images via email to designated recipients
- Receive instant pop-up notifications upon completion of a scan to allow for immediate review
- Detect and immediately correct bad scans automatically

Synergy

- Paperless Workflow® enhances the PerfectLaw's Document Management System (DMS) by automatically profiling and routing documents to designated parties.
- Connecting OCR capability with Paperless Workflow® allows incoming scanned documents to be included in full-text searches.
- With PerfectLaw's 3D Workflow, users can automate the creation of a bar code cover sheet with a docket event



Cover sheet is created



With PerfectLaw® Paperless Workflow® the user simply prints the cover sheet containing the profile and routing information. The cover sheet is then placed on top of the stack of documents to be scanned.

PERFECTLAW® ALL-IN-ONE® SOFTWARE

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