Using Document Management Software to Manage Your Firm's Most Valuable Asset

Your Work Product

Document Managers

- Wolrdox
- Docs Open
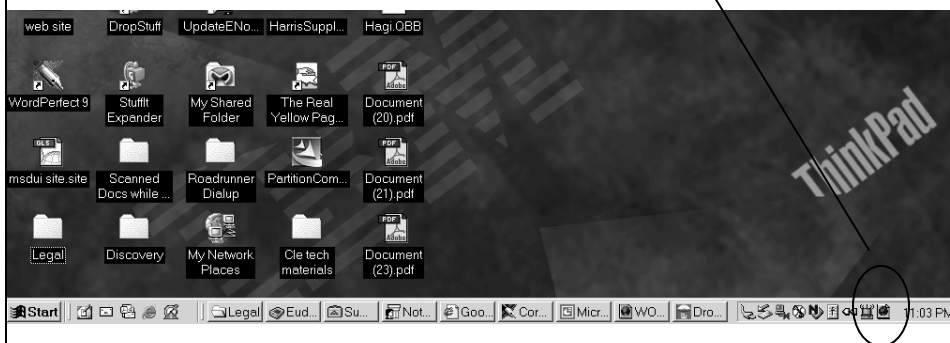- PC Docs
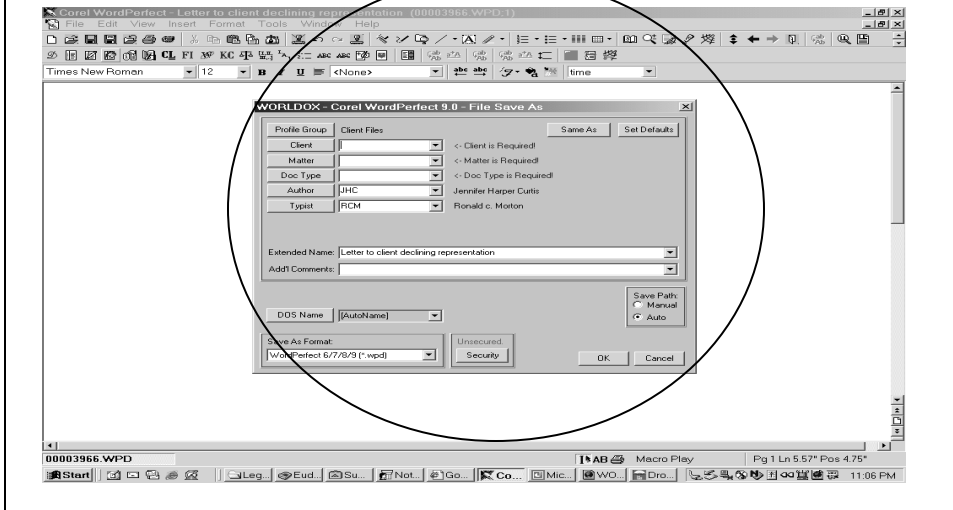
Also built into some Case Management Software

- TimeMatters
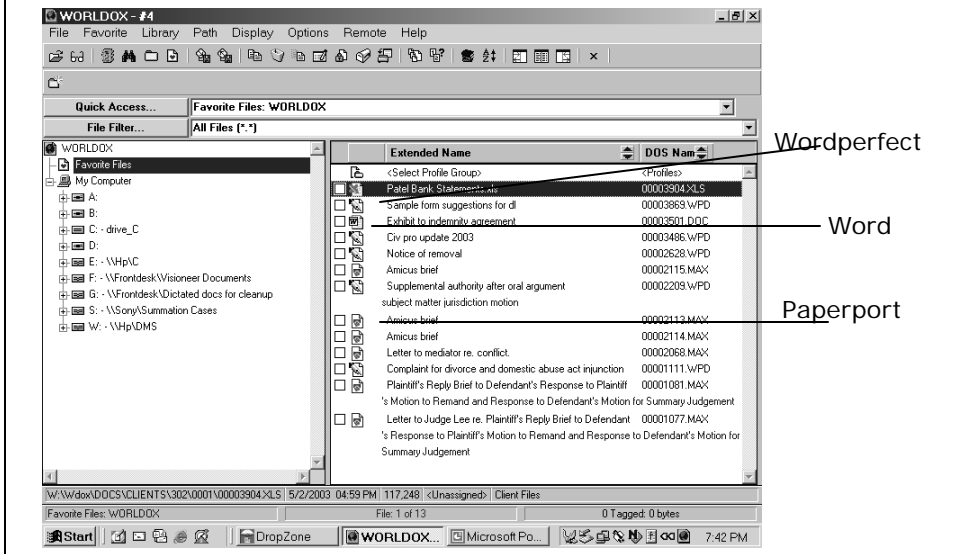- Amicus
- Others?

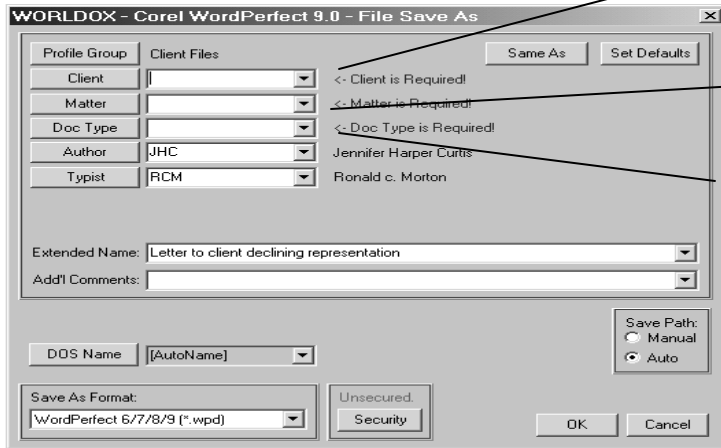# How It Works

- Software operates in background.

Any time document is saved, in any program, database input table appears.

Documents are saved and retrieved in their native format.
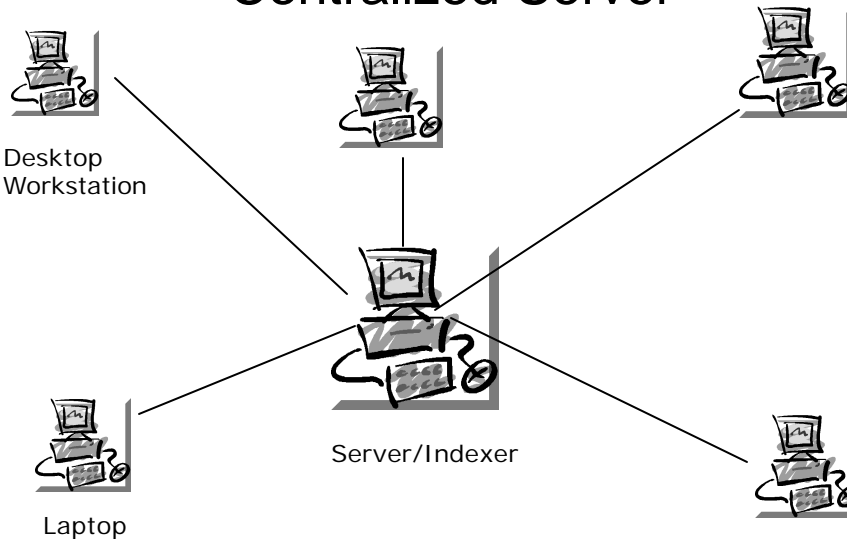
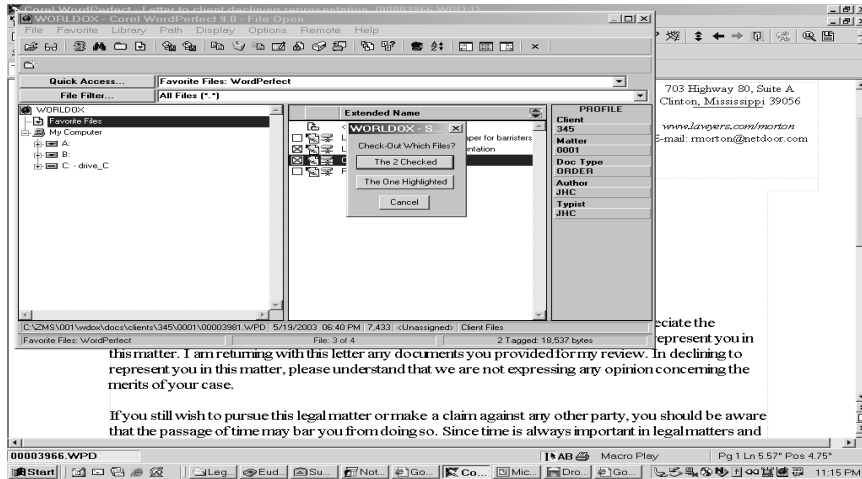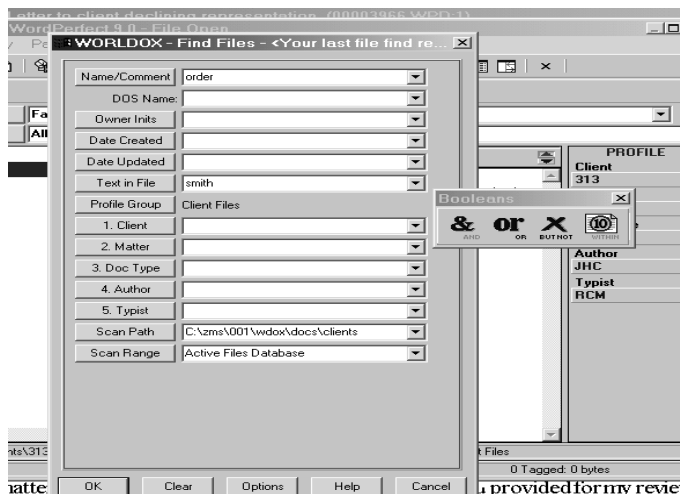# User is forced to standardization in naming.

Client Name

Matter

Type of Doc

WORLDOX - Corel WordPerfect 9.0 - File Save As

Profile Group	Client Files		Same As	Set Defaults

Client | | <- Client is Required!
Matter | | <- Matter is Required!
Doc Type | | <- Doc Type is Required!
Author | JHC | Jennifer Harper Curtis
Typist | RCM | Ronald c. Morton

Extended Name: Letter to client declining representation

Add'l Comments:

Save Path:
○ Manual
◉ Auto

DOS Name | [AutoName]

Save As Format:
WordPerfect 6/7/8/9 (*.wpd)

Unsecured.
Security

OK | Cancel

Documents are Stored on Centralized Server

Desktop Workstation

Server/Indexer

Laptop

Documents Can be Checked Out

Documents can be searched by database entry or by content.

Price

- $350 – 500 per workstation
- Annual Support $75 per workstation

Value

- What's it worth to be able to locate files created by anyone in your firm at a moment's notice – even when your assistant is out?
- What's it worth to be able to search your own work product by key word?
- What's it worth to be able to instantly locate forms by content?