



MATTERS

DESIGNED FOR LAW FIRMS

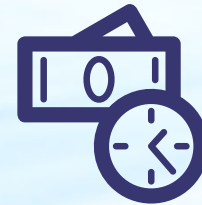


Synergy Matters is a powerful yet simple interface providing direct access to your client's folders via file number, name, contact or issue. The technology works in sync with your work flow of creating and managing your client's documents and communications. Achieving maximum benefit from the software is simple!

The true measure of value for your law firm, by utilizing **Synergy Matters**, will be the dramatic increase in office efficiency. You will instantly increase billable time captured with maximum disbursement recoveries.

AUTO RECORDING OF CLIENT BILLABLE TIME

The amount of time spent on a client's file is recorded without having to remember to start or stop a timer. **Synergy Matters** records the time and date files are opened, accessed and reviewed with direct reference back to the client's file for detailed fee billing.



AUTO PDF CONVERSION / CREATION

The PDF creation engine is intuitive to your needs. If you select multiple files, it will perform a merge into one PDF file, converting a word document to PDF without even opening it. Single files (email, word) are saved as the same name, multiple files offers the option of using the last file added name or prompting for a new title.

EMAIL INTEGRATION

Emailing from your **Synergy Matters** client folder auto opens MS Outlook and saves a copy of the message directly back to the appropriate client file, with time and date stamp. Send a file directly from your client folder, with full CC ability and it's auto recorded to the client folder as 'out' mail. Incoming 'important' messages can be recorded directly to the client folder. This allows team members to have access to all email activity and includes a time entry for final billing approval.





Synergy MATTERS is the intuitive document assistant

ACTIVE FILE SORTING

Using your Favourites in **Synergy MATTERS** provides a quick and simple recalling of any file for individuals and associates to track department specific emails, scans, facsimiles and files. You are never more than 3 clicks from instant access and results for any desired client case folder.

A simple 'right click' allows you to add or remove any client folder to your favourites.



SCANNING / PRINTING / FAX AUTO CAPTURES



Synergy MATTERS makes being paper "less" easier. Scans are auto routed to the client file. All scans are recorded as a disbursement charge.

Synergy MATTERS print watch auto captures print charges when you print a client's document. It will display a 'popup' with a quick interface to select the correct client if the document doesn't exist within a client's folder.

FILE SEARCH AND RECOVERY

Wide, dynamic searching by keyword in the file name or in the body of a document. The power to search for a client name or instance which lies within a MS Word or text recognized PDF file! 💡

Easily utilize chronological display option for file view, finding the most recently created files.

Auto Document numbering placed in footers for in-house/office provides instant confirmation to match documents to pertinent topics.



Synergy MATTERS

Document management simplified to the point of
near auto profiling of client files to client case folders.



The complete solution that redefines office efficiency in the legal industry.



For simple integration, individual modules are also available.



"THE PERFECT BLEND OF PROCESS AND TECHNOLOGY"

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*"those who refuse to embrace change
will face extinction in their own lifetime". TB*