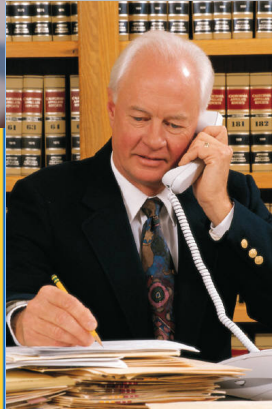


# FabSoft's Solutions and the Legal Industry



## **Reform® - FabSoft's Core Product** **Automate form enhancement and distribution**

FabSoft's Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems. Users can generate customized forms, invoices, transactional documents, etc. - giving them a professional look and feel without having to buy expensive pre-printed forms. \*All of FabSoft's Solutions require Reform Enterprise



## **The Legal Industry Challenges**

Documents such as settlement agreements, jury instructions, draft documents, complaints, motions, interrogatories, evidential documents, etc. must be accessed and distributed to clients, other associates and between branch locations on a frequent basis in the legal industry. Not only are these documents crucial to cases, but they are also time sensitive and must be kept confidential. It is essential that these documents are being managed efficiently, but to do so is extremely challenging and time consuming. FabSoft offers a variety of solutions that provide automatic delivery of documents to recipients via fax and email, intelligent archiving to digital archive systems, postal sorting and workflow routing. No matter what the document management need may be, FabSoft has a solution that can efficiently streamline workflow and improve productivity for any organization in the legal industry.



## **Tag Doc** **Distribute and track forms filled out by clients or partners**

FabSoft's Tag Doc automates the archival of documents by combining barcode tagging with the scanning utility of any MFP or scanner. Client forms and other legal documentation may need to be distributed to a client or throughout a law firm in order to collect handwritten notes or signatures. Since these documents will be returned with the necessary handwriting at a later time or date, it is difficult to ensure that they are being filed the correct case documents. With Tag Doc, these documents are tagged with a barcode which is tied to the information on the document - client name, case number, filing date, etc. When the form is scanned after it has been signed, Tag Doc will recognize the barcode and intelligently archive the document with the rest of the client's paperwork. If the document needs to be referenced in the future, searches can be performed using any of the case information that was on the form. By doing this, legal professionals can ensure that important case files are being reviewed by the appropriate people and archived correctly.

FabSoft's Solutions can be applied to various processes of a Law Organization:

- **Case Management**
- **Client Communications**
- **Document Collaboration**
- **Accounting & Back Office**
- **Human Resources**
- **And more...**

## **Modular Object Scanning Technology - Bates Stamping\*** **Bates Stamp and distribute documents right from the convenience of the MFP screen**

In order to manage such tremendous amounts of legal documents, they are typically bates stamped with sequential numbers as they are scanned or processed. This is to guarantee that all parties are referencing the same document. Previously, bates stamping was done manually by using a hand stamp or label, which obviously could be tedious and time consuming. FabSoft's Modular Object Scanning Technology simplifies this process by enabling documents to be automatically bates stamped right from the MFP screen. With Modular Object Scanning Technology, all the associate has to do is scan the document at the MFP and it will be automatically bates stamped accordingly. Since the documents are individually bates stamped, if one of them needs to be referenced, it can easily be pulled up by looking for the bates stamp number. The bates stamp number also confirms that everyone involved is referring to the correct document. \*Only compatible with select devices



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# FabSoft's Solutions and the Legal Industry



## **Form Filler\***

***Access, fill in and distribute forms right from the MFP screen***

Tremendous amounts of time and money are wasted on storing and managing pre-printed forms. FabSoft's Form Filler replaces paper forms with electronic ones and allows users to access, fill in and process them from the most convenient location - the MFP screen. With Form Filler, law firms can select the form they need from an entire library of forms needed for client cases. Not only does this provide convenience, but it also ensures that the most up to date forms are being utilized throughout the entire facility. After selecting

the form, form fields can even be entered right from the MFP screen, so they are printed with accurate and legible information. Additionally, when forms are completed and scanned, Form Filler will intelligently distribute them to any needed devices such as printers, fax, email and archive systems.

## **Postal Sorting**

***Ensure client paperwork is being mailed efficiently***

Oftentimes, hard copies of documents need to be sent to clients through the mail. Using incorrect address information when sending out this important paperwork can waste resources and cause delays that can severely affect meeting case deadlines. FabSoft's postal sorting eliminates this worry by utilizing address quality services to provide immediate verification and automatic correction of all addresses. FabSoft's postal sorting maintains the most up-to-date USPS certified postal data available, allowing legal organizations to confidently proceed with their vital client deliveries. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts of up to 9.5 cents per mail piece.

## **Document Authority Control (DAC)**

***Route documents throughout the law firm for approval***

There are many cases in which a document must be distributed to specific individuals throughout a legal organization in order to be reviewed and/or approved. A paralegal may have a document that must first be reviewed by several specific lawyers and then by a partner in the firm. As the document is reviewed by these individuals, they may notice some changes that need to be made or make comments and then sign for authorization. FabSoft's Document Authority Control (DAC) can be used in order to automatically perform this approval process. With DAC, users can set rules to determine where documents should be routed. Routing can be configured to occur across specific departments, to individuals with similar roles, within small work groups, etc. When a document is received, it can be viewed right from a web page where recipients can reject the document, add their own comments or even make changes. When finished reviewing and approving, the document will continue to be sent to the next level for further action.



*\*MOST & Form Filler are only compatible with select devices.*

## **About FabSoft**

Established in 1992, FabSoft is a leading developer of document automation solutions that enable companies of all sizes to expand their maximum level of productivity. FabSoft specializes in streamlining workflow through intelligent document distribution and enhancement, with products that are fully compatible with all operating systems, applications and devices. With over 16,000 installations, FabSoft's solutions have been successfully implemented into the operations of businesses all over the world. FabSoft's line of solutions include: automatic document capture and routing of print jobs and scanned documents to printers, fax, e-mail & archive systems; electronic form enhancement; multi-part form distribution; barcode; image link; check printing; security print and more. FabSoft's solutions are simple to install and easy to use and can be implemented in accounting, finance and management systems of all kinds.

We strongly believe that our success in today's market is due to the fact that we listen to the requests and needs of our customers and make every effort to meet those demands. Our clients are our most valued assets and we will continue to listen to their changing needs and take action. Our technical staff is dedicated to updating, enhancing and creating products that save time and money. With software products from FabSoft, you can be sure that the learning curve will be small and the profits large.

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