



LEGAL SOLUTIONS



# GREATER CONVENIENCE & SECURITY

## AUTOMATE YOUR LEGAL PROCESSES THROUGH REFORM



The legal industry is a critical and sensitive environment when it comes to document management and security. Managing legal documents while handling them through a consistent and efficient workflow is a huge undertaking for legal firms today. Without a secure means to access and view important documents, legal information can fall into the wrong hands thereby destroying the foundation of attorney/client privilege.

Moreover, legal matters produce large amounts of documentation and the process of digitizing this never-ending flow of depositions, legal research, and contracts can become near impossible without the correct workflow technology in place. After all, each piece of information has to be delivered to the right people at the right time, so they can make the right decisions. Our legal document management software can speed up your routine document processes while improving efficiency and safeguarding sensitive information.



## TACKLE EVERYDAY **WORKFLOW CHALLENGES** WITH THESE SOLUTIONS

### One-Stop Archiving: Scan to DMS



A fast and efficient way of scanning and routing documents to an archive system is essential within a legal office setting. Everyone involved in a case needs to be well-informed and important legal documents must be accessible at a moment's notice. MOST, our embedded scanning and routing solution, provides law firms with the ability to walk up to any multi-function device (MFD) and handle all of their scanning and archiving needs. Besides quickly archiving legal documents to specific folders, you can also send documents to fax numbers, email addresses, and home folders. Within MOST, you can create custom user interfaces so routing tasks can be completed in even fewer keystrokes. In addition, scanned documents can be date-stamped for easy future reference.



For more information: **Call** 973.767.2100 | **Visit** [www.fabsoft.com](http://www.fabsoft.com) | **Email** [info@fabsoft.com](mailto:info@fabsoft.com)

## Secure Printing & Print Cost Tracking



Maintaining confidentiality in an unsecured printing environment is difficult. Traditionally, a document is printed out, and sits there until it is picked up by the right person. At this point, virtually anyone in the office can take and read your confidential document. Reform's pull printing solution, Print To Me, enables legal associates to print documents from any local or remote PC, and then approach a nearby multi-function printer to securely pull their print jobs after entering their user ID credentials. In addition to being able to securely print confidential documentation, user print activity is tracked closely with our Reform Tracker software. With our print cost accounting technology, Reform Tracker, receive detailed analytics on office printing activity, which is an ideal reporting feature for the purposes of billing print expenses back to clients.

## Document Barcoding For Even Faster Routing



Whenever important legal documents are signed, or physically altered in some way, these documents need to be quickly converted into digital format and placed in a location that is accessible to the right people. TagDoc, Reform's barcode technology component, takes care of this type of workflow seamlessly by placing a unique Reform barcode on a legal document as it is first printed out. This barcoded document is then signed, and then passed through scanner, at which point it is immediately delivered to either an archive system, email address, fax number, or home folder structure. In automating this type of workflow, legal professionals can rest assured important case files are archived appropriately, signed or otherwise marked documents are deposited digitally in a secure location, and are widely accessible to all parties privy to this information.

## Keep The Document Approval Process Moving Along



The approval of sensitive documentation tends to be a time-consuming process and can quickly turn chaotic. Document Authority Control® (DAC) is a Reform component that intelligently distributes pending documents to individuals, across specific departments or work groups via decision-based routing. If a document is approved, it is routed to the next approver, but if denied, it is sent back to the previous reviewer for re-evaluation. Ultimately, once a document has been approved by all parties involved, it is deposited in an archive folder, faxed, printed, or emailed to its final destination. In addition, there is an email notification system that reminds an approver to review a pending document, and all actions involving a specific document are recorded through DAC's audit trail feature. Now the approval cycle can be effectively tracked, and documents can make their way around an office in an automated, organized fashion.

