

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

Front Office Product Sheet

Outlook® Appointments & Contacts Add-ins

Appointments Add-in Features

- Look up and add PerfectLaw® matter codes to Outlook® appointments and tasks from Outlook®
- Outlook® appointments and tasks are sent, real-time, to the PerfectLaw® database with the corresponding clients and matters
- Proxy users work normally to manage their attorney calendars
- Works even if you decide to host your Exchange® server remotely
- Supports Microsoft® Outlook® and Exchange® 2007/2010

Contacts Add-in Features

- Firm business contacts are centrally managed and distributed to Outlook® according to individual preferences
- Personal and private Outlook® entries are respected
- PerfectLaw® managed contacts are easily spotted in Outlook®

Busy law professionals frequently edit appointments, due dates, contacts and time slips in several databases at once, often on the run. By synchronizing multiple databases automatically, Outlook® Add-ins for PerfectLaw® eliminate the need for double data entry while reducing transcription errors, delays, labor and the potential loss of billable time.

As Outlook® sends calendar information to mobile BlackBerries or iPhones, the Add-ins update PerfectLaw® calendars, real-time, so they always remain in sync. Likewise, when contact information is changed in the firm's database, the Add-ins eliminate double entry by immediately updating both Outlook® and mobile PDAs.

Appointments Add-in Benefits

- Attorneys don't need to change the way they work in Outlook®
- Secretaries don't need to double enter events in both Outlook® and PerfectLaw®
- Capture billable time automatically while working in Outlook® or your PDA
- Work without fear of losing critical data, since data is also stored in PerfectLaw®
- Requires minimal workstation or PDA setup
- Reduce dependency on clerical and secretarial assistance

Contacts Add-in Benefits

- Each user's Outlook® address book benefits from centralized updates made in PerfectLaw®
- Add-in managed addresses are automatically corrected when corrupted or deleted in Outlook® or your PDA

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

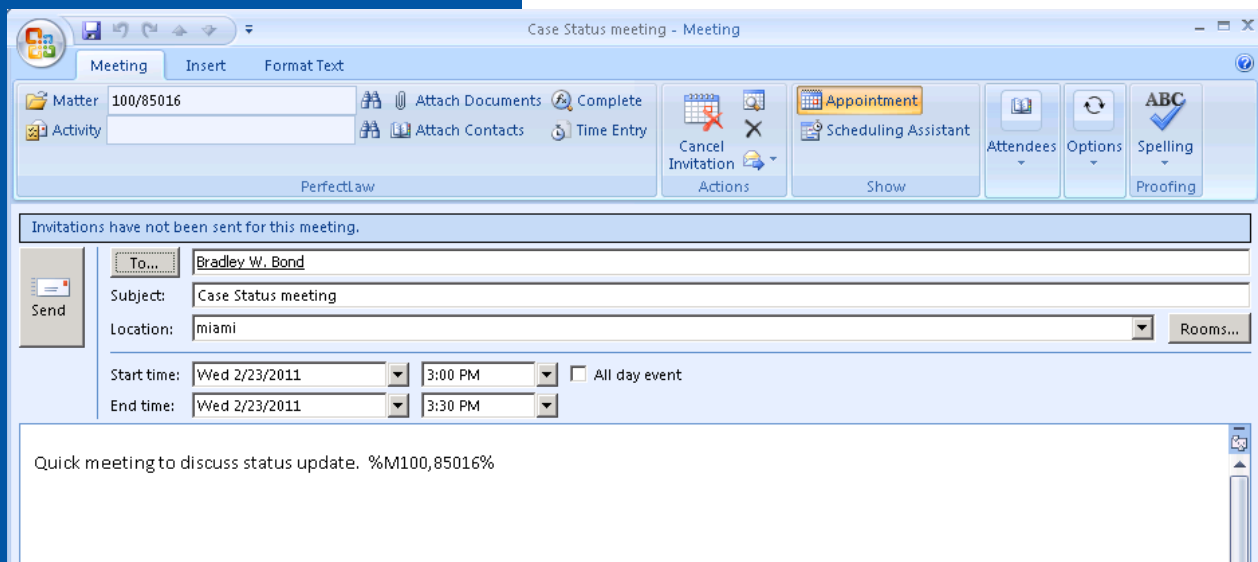
www.perfectlaw.com
1.800.749.6200

Appointments Add-in Functions

- Link Outlook® appointments and tasks to your matters
- Convert your Outlook® and PDA appointments and tasks into time slips automatically
- Validate client, matter, and activity codes from Outlook® to avoid data entry errors
- Your PerfectLaw® calendars will show Outlook® appointments and tasks
- Track, display and print individual or firm PerfectLaw® calendars with matter codes and names
- Bi-directionally edit Outlook® appointments and tasks from either Outlook® or PerfectLaw®
- Search and analyze your Outlook® events with the PerfectLaw® DataBrowser
- Audit trail tracking/reporting of Outlook® events and edits

Contacts Add-in Functions

- Users define their own set of “My Selected Contacts” from the firm’s All-in-One® database
- Manage, share and sync firm contacts with your Outlook® and PDA address books
- Central database changes are sent continuously to each user’s Outlook® address book or PDA with no manual intervention



The Outlook® Add-in allows you to assign a PerfectLaw® client/matter file to a scheduled event. This event is then sent to PerfectLaw's database and stored in the corresponding attorney's calendar and associated matter file.

PERFECTLAW® ALL-IN-ONE® SOFTWARE

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