

Your data is a critical part of your firm.

Capture, Manage and Protect it with eFileCabinet.



CAPTURE

- Scanned paper documents become electronic in seconds.
- Seamless integration with Microsoft Office™.
- Store any computer generated file quickly and easily.

MANAGE

- Access, update and share electronic files with a simple click.
- File organization templates - Best Practices for Legal
- Audit tracking and role based permission groups.

PROTECT

- Customized tools to help you meet industry specific regulatory compliance.
- Advanced file encryption for an extra layer of security.
- Available online backup service protects business-critical data against system failure and natural disaster.



Legal professionals amass volumes of evidence, affidavits, court documents, correspondence and much more during the preparation of a single case. Effective document management is the single most important strategic process a legal firm can implement when organizing and managing case material.

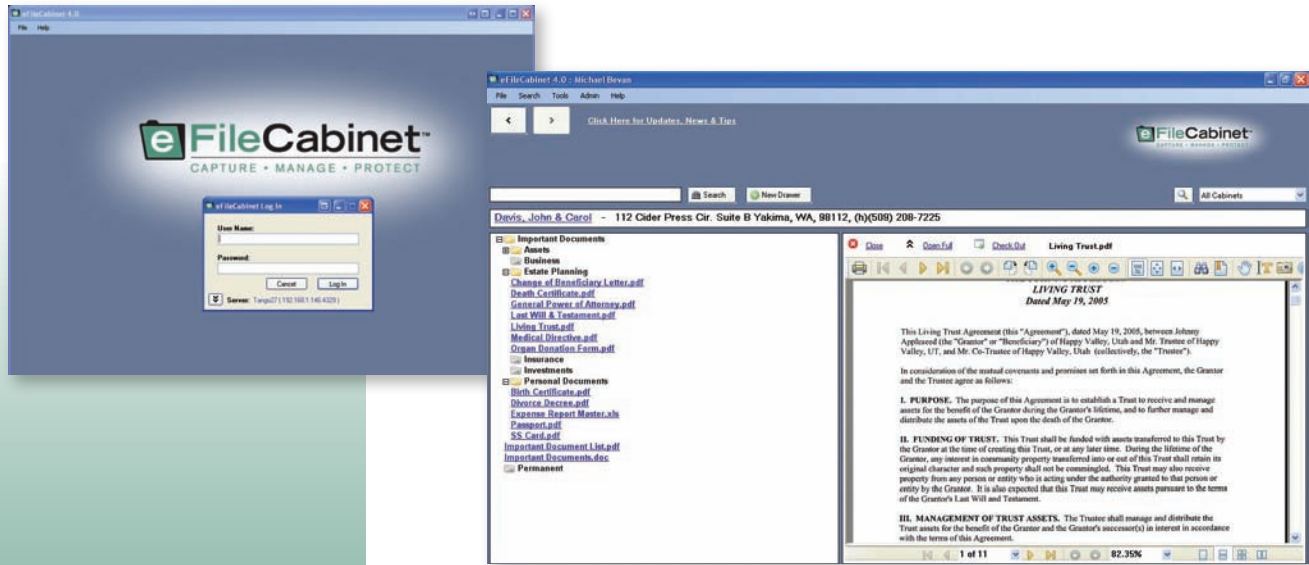
eFileCabinet helps attorneys and office staff digitize, manage and access critical data quickly and easily. From complex documents to images and video, eFileCabinet expedites case preparation and improves organization, resulting in improved productivity and client service.

A Look Inside eFileCabinet for Legal:

- Documents are stored in a central repository, accessible by multiple users, simultaneously
- Instant, remote access to case information
- Capture and store email correspondence
- Integrates seamlessly with Microsoft office including Word, Excel, Powerpoint and Outlook
- Powerful document search and retrieval tools
- Protect documents with role based security and advanced encryption
- Available OCR engine allows search of a wide range of legal documents

Capture, Manage, Protect

- | | | |
|-----------------------------|---------------------|-------------------------|
| - Articles of Incorporation | - Trademarks | - Bankruptcy |
| - Power of Attorney | - Patents | - Real Estate Contracts |
| - Wills | - Copyrights | - Affidavits |
| - Living Trusts | - Divorce Documents | - Depositions |



eFileCabinet System Requirements

Minimum:

- Windows XP/ Windows 2000 / Windows 2003

Processor: AMD Sempron 2800+ / Intel P4 2.0 ghz

Memory: 512 MB of Ram

- Windows Vista / Windows 2008

Processor: AMD Athlon 64 X2 4600+ / Intel Pentium D 830

Memory: 1 Gigabyte of Ram

Recommended:

- Windows XP/ Windows 2000 / Windows 2003

Processor: AMD Athlon 64 X2 6400 + / Intel E8400 or greater

Memory: 1 Gigabyte of Ram or greater

- Windows Vista / Windows 2008

Processor: AMD Athlon 64 X2 6400 + / Intel E8400 or greater

Memory: 2 Gigabytes of Ram or greater

*Note - v4.0 will not function in Windows 95, 98 or ME. Software requires Windows 2000 or newer.

The Broader Benefits

Save Time, Space and Money

Accessing documents quickly and efficiently is imperative in any business environment. Along with the reduction in physical supplies and filing cabinets, the point and click accessibility of electronic document management will streamline labor resources and revolutionize workplace productivity.

Security

An electronic document management system allows secure access to documents from multiple locations. Advanced safeguards such as role based security and administrator granted access permissions reduce the potential loss of valuable company and client information.

Regulatory Compliance

Effectively addressing the stringent demands of business security protocols and regulatory compliance is the trademark of an effective electronic document management system. Document controls support compliance with regulatory requirements such as HIPAA, SEC, FINRA and various industry specific standards and certifications.

Disaster Recovery/Business Continuity

Implementing an electronic document management system as part of a complete disaster recovery plan can literally save a business from going under in the event of network failure, theft or natural disaster. Reducing paper dependency reduces the risk of losing irreplaceable documents and company records. Electronic documents are easily and readily available in case of an emergency.



Information Technology Group

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