

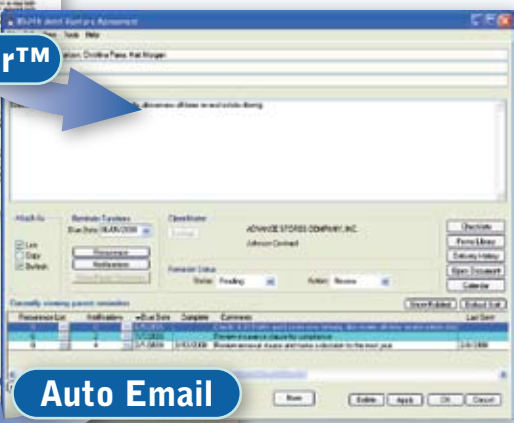


CRITICAL DATE MANAGEMENT WITH Doc Minder™

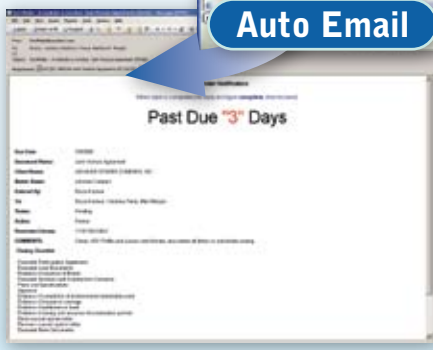
Right Mouse Click to attach a Reminder to any document.



DocMinder™



Auto Email



Automatic Future Email Notification

DocMinder™ is a cost effective way to marry your documents to your existing e-mail system.

In seconds a future tickler is attached to a document. On the correct day it is emailed with the document attached to the right person for action; with audit reports to prove proper handling.

DocMinder™ will notify the user what action is needed with the correct document attached; including 30, 60, 90 day, etc. prior notifications and past due warnings with escalation.



Who:

Choose recipients from your own email system.

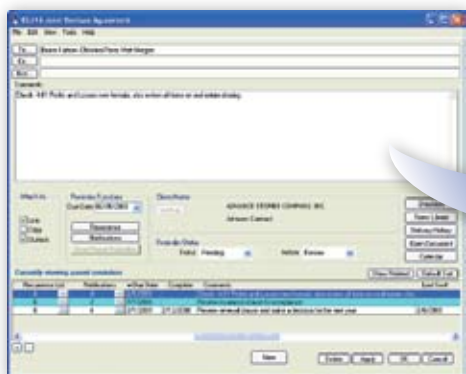
What:

Enter action needed or paste portion of a document.

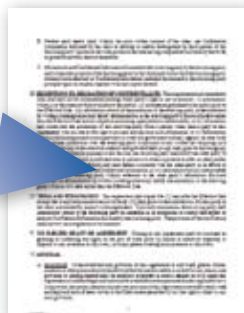
When:

Due dates, notifications and/or recurring events.

Creating the Tickler



Create a Tickler with or without a document

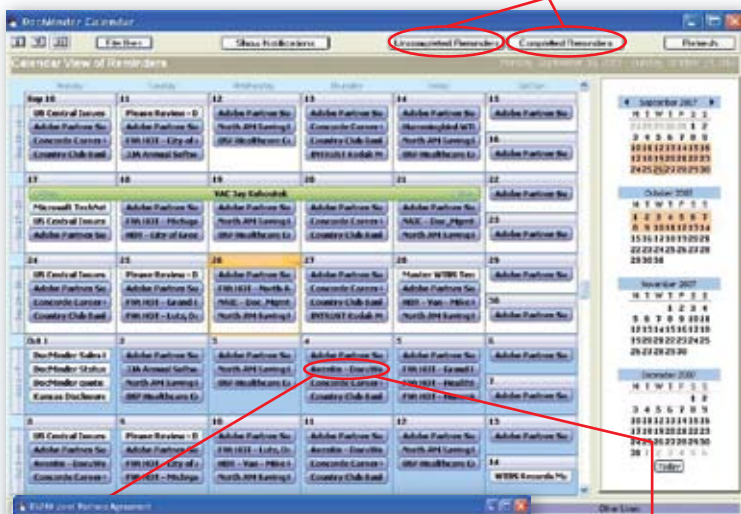


Examples of reminders & reports for:

- Contract Management, License Renewals, Certifications, Intellectual Property
- Project Timelines for Legal Matters, Litigation & Case Management
- Regulatory Compliance and Risk Management, Project Management & Task Reminders
- Real Estate, Property Management, Insurance & Maintenance Renewals
- HR Benefits, Reviews, Employment Agreements, Training
- On-Going Correspondence & Attorney - Client Reminders

Filtered Calendar of Reminders:

View what documents need action and by whom, dept., etc. with security



Reminders Reports:

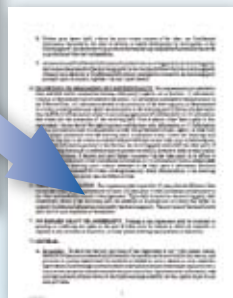
Sort by date, individual, dept., client, matter, or custom fields.

Excel Reports:

Produce for staff meetings or Compliance reports.

Open a Document from Calendar

Click on any task to open a document right from your filtered calendar.



Schedule your short web-demo by calling our offices or email
Christina Parra
cparra@wordtech.com
(913)722-3334

Some of our clients nickname DocMinder™:

“Cat Herding” Software



MILES & STOCKBRIDGE P.C.



CARTER, LEDYARD & MILBURN
Counselors at Law

berwin leighton paisner