
YOUR 5-MINUTE SOFTWARE FUNCTIONALITY AUDIT

Not sure if you are getting everything you need out of your current software? Here is a 5-minute checklist of common functionality features -- how many do you have, and know how to utilize?

Case Management and Practice Management Common Features:

- Calendar Management
- Case/Matter Notes
- Client Management
- Client Portal
- Cloud/On Premise
- Conflict Checking
- Contact Management
- Customization
- Document Automation
- Document Management
- Email/Email integration
- Mobile App
- Reporting
- Security/Ethical Wall
- Time Tracking/Billing
- Workflow Automation/Management

Document Management Common Features:

- Boolean Search/Retrieval
- Keyword and Full Text Search
- OCR Recognition
- Client Portal
- Cloud/On Premise
- Collaboration
- Document Assembly
- Document Automation
- Document Management
- Document Storage
- Electronic Signature
- Email/Email integration
- Metadata retention
- Security/Ethical Wall
- Version Control
- Workflow Management

Legal Billing Software

- Accounting Integration
- Accounts Receivable Tracking
- Automatic Application of Trust to Invoices
- Credit Card Integration
- Electronic Billing
- Email Billing
- Flat Fee and Hourly Billing
- Flexible Billing Layouts
- Flexible Rate Tracking
- Keystroke shortcuts
- Mass Billing
- Robust Management Reporting
- Spell checking
- Time Tracking
- Timer
- Trust Tracking

Software Analysis Corporation is here to help audit your existing software, as well as provide implementation, training and support to ensure you are getting everything you need from your software investment.

Website: www.sachicago.com

Email: infor@sachiago.com

Phone: [630-825-6400](tel:630-825-6400) or [312-388-6464](tel:312-388-6464)