

Law Firms

Cloud Document Management

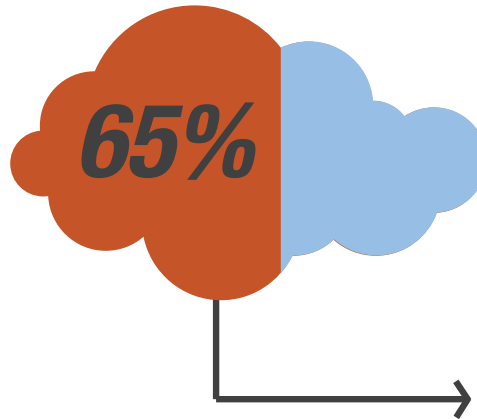
As a lawyer, you live and work to close deals, lead successful meetings, negotiate and strive for efficiency in servicing your clients. NetDocuments, a Web-hosted, Software-as-a-Service (SaaS) document, email and records management service, offers a feature-rich, easy-to-use, and customizable environment that will reduce your IT budget and save you money, eliminate the hassles of a server farm, better protect your content, and make it easier to share documents with your clients.

Easy to use and always available

With NetDocuments, the browser is your interface removing the technical barriers of learning a new way. With just minimal training you're off and running. Access your documents 24x7, at work, at home, and on the road. Organize your work in matter workspaces with transparent profiling. Simply drag and drop emails from MS Outlook to NetDocuments.

NetDocuments takes your firm into the 21st century with cloud computing to securely manage, collaborate on, and protect your document work without the hassles of on-premise DMS.

Collaborate with your clients as easy as sharing internally. NetDocuments is a document management service you can use anywhere, anytime with business continuity built-in.



More power to your search

NDSearch, an enterprise-class search platform available for all NetDocuments customers, helps find what you need fast when that client is on the line as well as search the content of documents across your entire repository. Get automatic exposure to unknown content that match your interests such as topics, company names, people, locations, etc. View a snippet of each document; find similar documents, and search emails and attachments.

Share with Clients - its never been easier.

Extranets are built-in. No more sharing confidential documents via email. Use email to notify, not to distribute versions and versions of attachments. Control permissions instead, track activity and involve your clients and co-counsel in a collaborative, frequently accessible and branded interface. NetDocuments does the rest with a hosted, password-managed, and secured service.

LexisNexis hosted data center

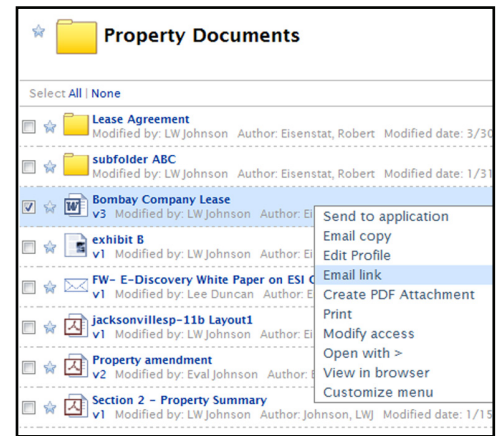
Two fully-redundant, world-class data centers are built with the expertise and experience of data center management and transparency. With 99.99% service-level performance, your firm's documents are always available, protected, and backed up without additional costs. For further peace of mind, optionally deploy the ND Local Document Service to maintain another backup at your premises.

Key User Features

- **Includes all basic DMS features** - Globally accessible from any Internet-connected device including smart phones. Check in-out concurrency control, version control, customizable profiling, history, permissions, full-text and profile searching, navigational folders, recently opened/edit/added lists, etc.
- **Matter-Centric Workspaces** - Template-based and very scalable. Set automatic document type foldering and transparent profiling organization. Drag and drop support, external sharing capability, mashups supported, and dynamic discovery search analysis.
- **Collaboration** - Email notifications, email in/out, threaded discussions, calendaring, global sharing, password management, activity tracking, branding, external user administration and setup. Multiple sharing choices via Sharespaces, Workspaces or Cabinets for small, simple collaboration to large document repository extranets.
- **Email Management** - An add on service displaying folders and workspaces within MS Outlook for filing and archiving. Single instance storage, move/copy from Outlook, email search and Workspace views within Outlook. Outlook Save and Insert buttons also available and email to folders supported. Email from NetDocuments is MAPI-compliant supporting MS Outlook, Lotus Notes or Novell GroupWise.
- **Personal home page** - Create your own sections and shortcuts, including web links to your favorite documents, folders, and web sites for quick access.
- **Mobile access** - Access, view, search, and email your documents from any tablet or smart phone.

Administrative Features

- **Active Directory Authentication** - When users are authenticated via a Local LAN-based Active Directory service, they can set a flag for an Automated User Login process.
- **MS Office Integrations** - Application integration to create new documents from within NetDocuments is supported. Optionally, File New, Open and Save menu integrations within MS Office and WordPerfect are available. Leading third-party document automation packages support NetDocuments.
- **Access Control Rights** - Security rights can be set at the cabinet, folder, profile or document levels. Security templates are supported.
- **Profiles** - Customized profiles can be created for author, client, matter, doc type, practice area, and any others requested. Attribute fields can be text, date or notes fields. Fields can be required, have validation lookup tables, related and security, matter closing and records retention policies can be based on a profile field. Profile templates per user are supported.
- **Workspaces** - Multiple Workspace templates, such as practice areas, can be set up with a predefined set of folders or categories created. Document type can automate the creation and population of folders, and pre-populated My Matters list can be uploaded for users. External users can access workspaces with special features associated.
- **Web Services** - SOAP-based API's are freely available for developing integrations and connecting to other legacy applications. Learn more about NDConnect at www.netdocuments.com/community/
- **Reporting** - User and document activity logging is available. Folder and document histories can be viewed and printed.
- **Records Retention Policies** - Included with NetDocuments Professional. Profiling is required to create and execute policies on matter closings, document type retentions or any other profile values.
- **NDSearch Analysis** - Add on Service. Refer to NetDocuments NDSearch datasheet for further details.



Add, open, edit, email, print and much more anytime, anywhere.

Service Requirements

- **Browser** - NetDocuments supports Internet Explorer (IE) 7 or higher. For other browsers or operating system other than Windows, NetDocuments will direct the user to its ND2 interface with limited functionality supporting all other Internet-connected devices. To benefit from the full list of features described above, IE is strongly recommended.
- **Optional Integrations** - For firms using NetDocuments application integrations Microsoft .NET Framework 2.0 is required, and the following respective versions: Microsoft Word - version 2002, 2003, 2007; Microsoft Excel - version 2003; PowerPoint - version 2007; Microsoft Outlook - version 2003, 2007; Adobe Professional 7+. Other third-party integrations are available. Go to www.netdocuments.com/community/ to learn more about integrations.