

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

Front Office Product Sheet



## AIM® - Attorney Information Manager

### Product Features

- All information is stored and organized in the All-in-One® database
- Full Outlook integration
- Document Management supports security, searching, versioning, email tracking, and content previews
- Audit logs are available for managed items
- Knowledge Builder research tool reduces redundancies and duplicate work
- Supports advanced calendars, groups schedulers, reminders, and alarms
- Dashboards and Business Intel promotes better timekeeping and control
- Supports marketing campaigns

Successful firms and attorneys use Attorney Information Manager (AIM®) to manage large caseloads and communicate with clients in a timely fashion. This means you can gather, store, organize, and retrieve accurate information instantly with AIM®.

AIM® combines powerful, reliable apps with Best Practices to manage many law office items, including:

- Matters, cases & files
- Documents
- Dockets/calendars
- Contacts
- Notes
- Forms
- Scanning and imaging
- Time, cost & expense recording

And communications handling tracking logs for:

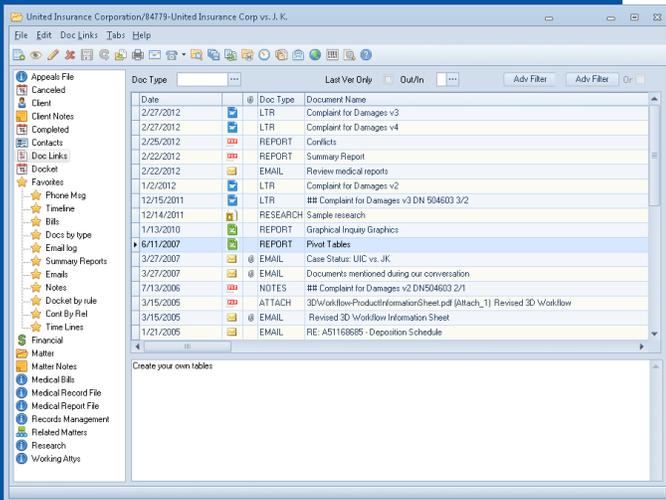
- Microsoft Outlook emails & attachments
- Phone dialing
- Paper mail

### AIM® supports two All-in-One® management views

The Matter View contains information that can be shared across the firm while the Attorney View contains information relevant to the specific user. When a user brings up the Matter View, all managed items associated with that matter are loaded for quick and easy access. Similarly, when attorneys open their Attorney View they will have immediate access to all of their managed items.

**PERFECTLAW®**  
ALL-IN-ONE® SOFTWARE

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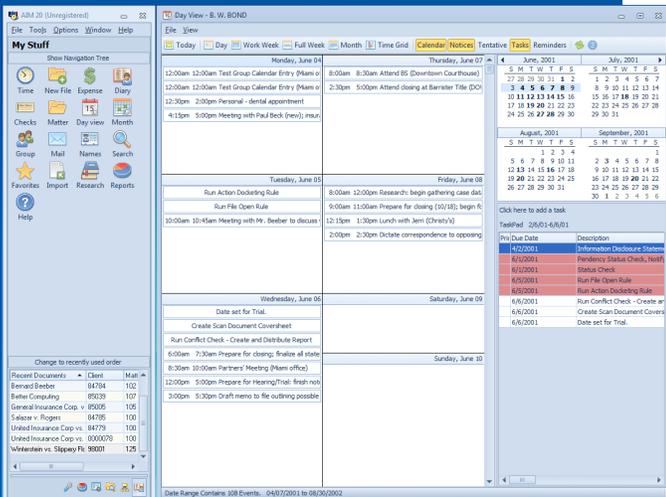
The Dashboard provides easy access to your favorite apps and personalized data directly from the navigational panel.

Managed items are organized by tabs or pop-up windows for quick access and viewing. Information editing is controlled by assigning user-level permissions. Screen content and layouts are customizable and can be easily formatted to accommodate practice areas and firm requirements.

AIM® allows all users to share and have instant access to all case-related information using one database and one product. Also, attorneys and other users will have instant access to their own managed items through the My Stuff Dashboard.

## Functions

- Track communication notes via email and phone handlers
- Manage events and docket
- Synchronize appointments, tasks, and contacts with Outlook
- Notify and remind users via pop-up alarms
- Full drag-and-drop functionality for documents, emails and more
- Link contacts to matters, notes and other contacts via role relationships
- Store and index your legal research
- Advanced searching via the DataBrowser Search Tool
- Preview documents instantly while browsing search results
- Document Imaging & Paperless Workflow® with email routing and pop-up notification
- Automatic time and expense tracking and recording
- Easy Document Assembly with Word or Acrobat



AIM® allows users to easily view multiple attorney calendars in a single screen in a single day, weekly, or monthly view.

## PERFECTLAW® ALL-IN-ONE® SOFTWARE

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