



# KwikTag® Document Imaging for Law Firms

## What KwikTag Does for Your Firm

- ✓ Converts paper to digital form using the fastest, simplest, most accurate process.
- ✓ Converts files to PDF, PDF-Searchable, and other formats.
- ✓ Integrates with your firm's software, and with your existing workflows, and adapts to the way you want to work.
- ✓ Provides a firm-wide platform for both repetitive and convenience scanning.
- ✓ Works with any brand - model MFP or scanner, without added hardware or software.
- ✓ Runs within your existing software applications (document management, accounting) so users work from familiar screens and workflows.
- ✓ Enables full-service scanning, routing, storage, security, development and customization.

## KwikTag is integrated to these applications:

- \* Autonomy iManage
- \* OpenText eDOCS
- \* World Software - Worldox
- \* Thomson Elite
- \* Aderant Expert
- \* Microsoft Office and SharePoint
- \* SolCase / VisualFiles
- \* Chrome River Expense Mgmt
- \* Software Development Kit for custom application integrations

**Convert paper-based documents into searchable image information in your DMS, accounting software, and other applications.**

**Costs go down and productivity goes up.**

**Save \$ when you Go Green with KwikTag.**

## Capture Paper to iManage/OpenText/Worldox

**KwikTag® for iManage/OpenText/Worldox** lets you capture paper to your DMS when it arrives. From within your existing DMS screens, profile paper like any other document. There's no new user interface to learn, no processes to change. Attorneys, secretaries, paralegals and staff add paper capture to their activities without disruption. Stacks of documents can be scanned, when it's convenient, without login or typing at the MFP.

## Capture Paper to Your DMS Without Profiling

**KwikPath™** provides an easy way to scan documents directly into a DMS folder without profiling. Excellent for focused practice groups or new client document intake, KwikPath scans documents directly to the DMS without profiling, tagging or cover sheets. Operates using a single button at the scan device. Document profiles can be added later or moved to a matter folder later, as desired.

## Capture Accounting Documents for Elite/Aderant

From within your existing application screens, capture invoices and other transaction paper with only one extra mouse click. KwikTag attaches paper to transactions, making research, approvals, and client bill production efficient and cost-effective.

## ScanBack®

For convenience scanning, **KwikTag ScanBack®** lets any user scan with almost no effort. No login or typing is required at the MFP. Just tag a document and scan it. Scan one or scan a stack. KwikTag converts the document to PDF+Text and automatically emails it to the user. ScanBack works with any MFP or scanner. No hardware software add-ons or costly integration at the MFP is required. And the process is secured, audited and tracked by KwikTag.



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# KwikTag<sup>®</sup> Document Imaging for Law Firms



## Convert Electronic Documents to Searchable PDFs

**KwikPath/e<sup>™</sup>** provides drag-and-drop ease for converting files into searchable PDF format and automatically depositing them into a DMS workspace. Formats such as MS Word, PDF, TIFF, and others are simply dragged to a user's CONVERT folder. KwikTag performs any necessary OCR, converts to PDF+Text, and delivers the document to the user's workspace in the DMS. Documents can be further profiled or moved to a matter folder, as desired.

## Capture Paper Documents at the Mailroom

For fee earners that prefer everything digital, including their daily mail, **KwikTag MailScan** provides an easy tool to make it happen. **MailScan2** provides convenient, efficient central scanning, with built-in quality controls for page count, scan assurance and readability.

## KwikTag works the way you work

### For maximum efficiency

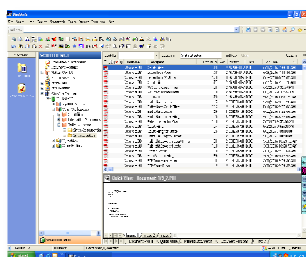


KwikTag lets you profile documents as they arrive, at first touch. Profiling happens within your existing document management and accounting software screens. Documents can be scanned later, in stacks, at the time and device most convenient for the user.

### For maximum convenience



KwikTag ScanBack lets users easily convert paper documents to OCR'd searchable PDF documents. No entries, no logins, no address lookups. Just tag and scan, and KwikTag ScanBack delivers a fully OCR'd searchable PDF to your Inbox in seconds.



### For maximum production throughput

KwikTag KwikPath lets users scan large quantities of documents directly into iManage, OpenText or Worldox client folders, inheriting profiling metadata automatically, without the user having to profile the individual documents.

## KwikTag makes paper capture easy

1. See a recorded demonstration of KwikTag at [www.docsolid.com](http://www.docsolid.com)
2. Contact [sales@docsolid.com](mailto:sales@docsolid.com) for more information.
3. Schedule your own live demonstration of KwikTag for Law Firms by contacting [sales@docsolid.com](mailto:sales@docsolid.com) or registering at the DocSolid website [www.docsolid.com](http://www.docsolid.com)

## How is KwikTag Different?

- ✓ KwikTag's patented tagging method makes capture fast, easy and self-auditing.
- ✓ KwikTag labels mean you don't need cover sheets, MFP keypad entries, batching, or post scan indexing.
- ✓ KwikTag is embedded in existing application software (DMS, accounting) screens, so existing workflows can be used, and users work from familiar software screens.
- ✓ Patented capture process supports scanning at any time, from any network scan device. No login, no hardware, no keypad entry is required at the device.
- ✓ KwikTag is a complete document capture, repository and retrieve platform, in addition to being an on-ramp to other DMS systems.



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