

BIZIBODY SOFTWARE AND SERVICES FOR PRACTICE, DOCUMENT AND CASE MANAGEMENT

Software	Description	Features	Information Link
Clio Practice Management System	A comprehensive case, practice and document management software for small law firms	<ul style="list-style-type: none"> Reasonably priced Extensive features with unparalleled ease of use : Case Management module where your tasks, calendars, attendance notes, emails and documents are stored into a centralized repository which can also be securely accessed through web browsers and mobile devices Case Financial Admin module for recording and managing timesheets, disbursements, client account, invoice generation, receipts and credit collection Clio integrates with a host of software including Microsoft Outlook, Google Calendars, One Drive, Xero and Quickbooks Extensive APIs Unlimited data storage Qualifies for Tech Start for Law Largest user base of 160,000 users around the world 	https://hubs.ly/H095pY50
Macroview Case and	Transforms O365's Sharepoint	<ul style="list-style-type: none"> Creates a virtual client-matter set of emails and documents which eliminates the need for paper 	http://macroview365.com/document-management-sharepoint-office365/

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Matter	<p>into a Legal Document Management system for lawyers.</p> <p>Makes it possible to dispense with the physical files and to work paperlessly and office-lessly.</p>	<p>files</p> <ul style="list-style-type: none"> • Rich metadata auto-profiling by document type provides rich filtering, grouping and search and retrieval capabilities • Provides unique document numbering, version control options, access permissions usually associated with much more expensive legal Document Management systems • Ease of use as users work in familiar applications e.g. MS Outlook, Word, Acrobat Reader, enables successful paper-Less transformation of law offices • Uses the powerful Office 365 Sharepoint search engine to search across document set by matter, client, document type, keywords and email metadata • Makes great use of your 1 terrabyte storage entitlement on Office 365 • Qualifies for IRAS' Productivity and Innovation 	
Macroview Clause Bank	<p>A centralized Clause Library solution that enables centralized upkeep and usage of templated clauses</p> <p>It improves the accuracy and efficiency of document</p>	<ul style="list-style-type: none"> • Runs in Microsoft Word, PowerPoint and Outlook ribbons. • Automates quick insertion of consistently formatted clauses into documents • Automated scheduling process for clause review 	<p>http://macroview365.com/document-management-sharepoint-office365/</p>

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	preparation in Microsoft Office, streamlining the generation of documents and emails, increasing speed and accuracy of document production.	<ul style="list-style-type: none"> Enables users to submit Clauses into centralized repository, for approval 	
Jennadoc	A document assembly and workflow solution offering increased productivity and efficiency to increase revenue and/ or reduce time spent drafting, reviewing and amending legal documents	<ul style="list-style-type: none"> Dynamic Q&A process which guides user to provide the information required to produce the document Standard and bespoke templates available to kickstart document automation processes “Intelligent” information extraction process: next questions asked, and documents generated, based on user provided information Digital workflow, including document approval, between lawyer and associate(s)/ client(s) Documents created based on client, matter and transaction details, inserts relevant clauses, gender, singular/plural, formatting etc. “Remembers” the information provided for a matter for future use so user only need input the information once to generate all documents needed for a matter 	https://hubs.ly/H095PQ00

Software	Description	Features	Information Link
<p>Archive It</p>	<p>"ARCHIVE-IT" is an electronic archiving solution for the legal industry which has been designed to eliminate the cost of warehousing.</p>	<ol style="list-style-type: none"> 1. Process Efficiency - Full text search and document previews enable effortless and instantaneous retrieval of documents. 2. Security - a 100% electronic archive with encrypted online access, with full audit trails 3. Matter-Centric – A matter centric approach means you can retrieve documents by matter. Now you don't have to call up a whole box just to retrieve a single file. 4. Compliance - Digitization and Electronic Storage meets the requirements of The Law Society's Guidance Note 1 of 2006 on the "Storage of Documents in Electronic Form", and enjoys presumption of authenticity under the Evidence Act. 5. Innovative pricing model - facilitates full recovery of the full archiving and destruction costs from your Client. 	<p>https://hubs.ly/H095R-S0</p>

BIZIBODY SOFTWARE FOR DISPUTE MANAGEMENT

Software	Genre	Description	Information Link
Evidence Organiser	A tool to automate the creation of discovery lists, trial bundles and electronic bundles	<ul style="list-style-type: none"> • Easy to use database for naming documents and inputting document dates • Auto creation of chronological documents lists and trial bundles which is compliant with Singapore Court requirements • Automated splitting of documents into volumes • Auto creation of hyperlinked bundles • Automated document indexing with in-built full text search engine 	https://hubs.ly/H095Qjm0
Opus 2 Magnum	Collaborative workspace for transcripts, bundles and work product which makes paperless litigation possible, enabling cost savings at all stages of dispute resolutions from evidence review and exchange, affidavit preparation, bundle preparation all the way to the hearing	<ul style="list-style-type: none"> • Tag, annotate and collaborate - Centralises the team's analysis and build upon one another's insights in real-time, sharing work product in one click. • Mirrors how professionals work on paper - Users can make notes for themselves, hyperlink between documents, share ideas with fellow users, organise content according to their own preferences, task individuals, and monitor progress. • Automated Bundle preparation - eliminates the need to print and regularly update expensive hardcopy sets. All content and work product is dynamic -- making couriers and time consuming 	https://www.opus2.com/magnum/cas-e-analysis-software

		<p>lever arch inserts unnecessary.</p> <ul style="list-style-type: none"> • Cornerstone of electronic hearings – Opus 2’s realtime transcriptions are hyperlinked to both documents referred to at the hearing and audio synced 	
Venio	<p>An integrated eDiscovery platform which processes emails and other electronic evidence, enabling firms to efficiently cull out the relevant evidence from large electronic datasets, and to convert electronic evidence to PDF in the most efficient and cost effective manner</p>	<ul style="list-style-type: none"> • Directly process forensic images (e.g. Encase, ISO, DD, FTK AD1) Supports more than 500 different file types Flexible filter option to cull data (by date, extension, file type, etc.) • Graphical dashboard provides graphical analysis of the evidence • OCRs document Images with option to view and export extracted text, document image text • Foreign language OCR support including CJK • Enables review of electronic evidence in native format • Email Analytics to quickly understand the size and nature of data sets • Filtering to cut down the dataset • Tagging of key documents for review • Deduplication and near duplication capabilities • Boolean search, synonym search 	<p>https://hubs.ly/H095Rx80</p>