

Keep Handy Tools at your Fingertips with Desktop Extensions for Time Matters® Practice Management Software



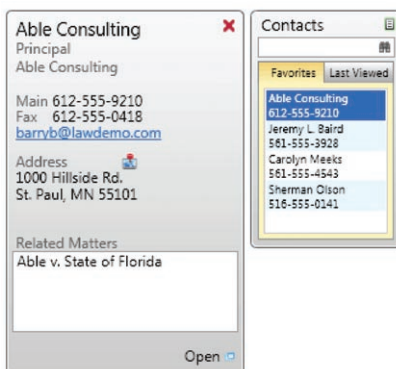
Pressing deadlines ... appointment changes ... urgent client needs ... every day you can expect the unexpected. And when time is tight, staying organized is more essential than ever.

Fortunately, today it takes just a moment to access a range of convenient Time Matters® tools—and your vital data, including your schedule, contacts, documents and notes—with convenient new Desktop Extensions.

With these Desktop Extensions, you can see your own data quickly and avoid the distraction of sifting through information assigned to others in your firm. It's easy to set these extensions up on your Microsoft® Windows® desktop or your sidebar so they are always available at a glance.

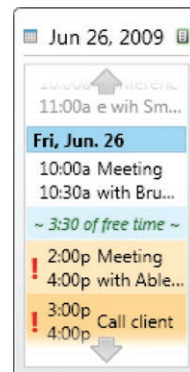
Contact Viewer

- Search by name
- Print contact
- Open matters related to contact
- Link to Google Maps™ for the address
- Create an e-mail
- Keep a list of frequent contacts
- Link to the detailed contact record or the contact list in Time Matters



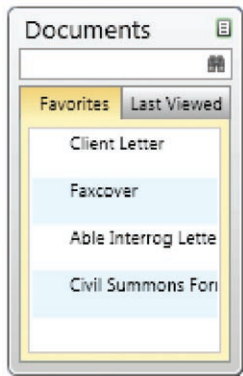
Agenda Viewer

- Select a specific date
- Scroll forward or backward in time
- Create a new event
- Link to the detailed event record or the calendar view in Time Matters



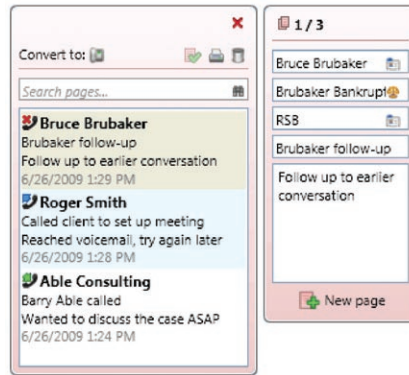
Document Finder

- Search for documents
- View summary information about documents, including related contacts and matters
- Print documents
- Send documents as e-mail attachments



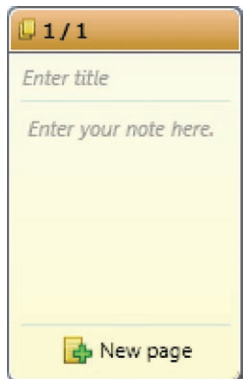
Phone Pad

- View messages taken for you, and document your own phone calls
- Select the person who called from your Time Matters contacts
- Select the pertinent matter and write call notes
- Relate phone record to a matter in your Time Matters database



Legal Pad

- Quickly create notes
- Associate them with contacts and matters that are assigned to you in the firm's Time Matters database
- Access the Legal Pad via your desktop or sidebar



Gain the Flexibility You Need

Desktop Extensions are designed to give you quick, convenient access to your own records. If you need access to archived records or records assigned to other staff, you can easily open the full application—in most cases doing so takes a single click!

These new Desktop Extensions for Time Matters 9 and Time Matters 10 will operate anywhere you use Time Matters practice management software.

For more information please contact me:

