

## KwikTag for Law Firms

Law firms become more efficient and profitable, and more compliant with today's regulatory statutes for records, by managing paper digitally. KwikTag® is a patented system that moves paper to the digital world, quickly and easily. Using a Post-it® eFlag from 3M, KwikTag works in the front office, employing a simple process and common office equipment.

Your file room and dispersed paper documents are not integrated with the firm's knowledge platform.

Paper continues to be part of the firm's matter-centric work product. Yet paper management is still a burden. Common scanning solutions are lightweight, error-prone and too difficult for repetitive use. Attorneys and staff need a better way to manage paper - and it needs to be easy, productive, adaptable...

**KwikTag is a breakthrough paper-to-digital solution for law firms.**

- Simple, productive and foolproof for firm-wide deployment
- Operational flexibility allows attorneys to work with paper or images based on preference
- Enables self-serve and centralized scanning, using any vendor's scanning devices
- Automatic audits make sure all documents and all pages get captured
- No scanning department required
- Operates as a standalone file & retrieve system and an image capture on-ramp to existing document or records management systems



### Law Firm applications benefiting from KwikTag include:

- Client Matter Files
- Case Management
- Litigation Support
- Client Billing - Expense Management
- Intellectual Property Files
- Accounting Documents
- HR Documents
- Practice Management
- Correspondence
- Records Management



## Patented Tagging Method

KwikTag's simple 3-step process starts when a paper document arrives at a user's desk.

1. Profiling instructions are entered into the computer using an existing document management application or KwikTag's client software.
2. From a dispenser on the user's desk, the document is tagged with a barcoded Post-it® eFlag, placed on the first page. This sequenced barcode number is automatically linked with the document's filing instructions. Users repeat steps #1 and #2 as appropriate.
3. When convenient, stacks of tagged documents are dropped into any scanning device sending them to the KwikTag server. KwikTag then reads the barcodes, assembles the document pages, and stores the document according to the related filing instructions.

## KwikTag leverages existing infrastructure and resources:

- Digital Copiers and multifunction peripherals (MFP)
- Network and production scanners
- Fax and Email Servers
- PDF and TIFF viewers

## Operating Environment

### KwikTag Server

- Dedicated Windows Server 2000, SP4, IIS 5.0 or Windows Server 2003, IIS 6.0
- SQL Server 2000 w/SP3
- Sufficient disk space for image repositories and indexes

### Client

- Windows 2000 SP3 or Windows XP SP1
- Internet Explorer v5.5 or above

### Document Management Systems

- Hummingbird DM 5.1.0.5
- DOCS Open 3.9X

## Patented Technology

- Unique index-before-scan tagging method
- Logically and physically disconnects scanning from indexing
- Automatically inventories storage cartons for paper retirement
- Post-it® eFlags in pop-up dispensers

## Paper Gateway Processing Services

- Barcode recognition
- Document separation
- Automatic page orientation (Auto Upright)
- Automated process and integrity controls
- Flexible storage formats: TIFF, PDF
- Automatic creation of searchable PDF (Image+Text) without click-charge
- Automatic delivery to KwikTag and external repositories

## KwikTag Application Services

- Integration with existing law firm application software: document management, expense management, accounting, records management
- World-class data entry capability (KwikTag Client) with Type-Ahead, Auto-Entry and picklists
- Organizational tools (KwikTag Client) such as Folders-on-the-Fly, column sorting, filtering, etc.
- Scan-to-Email enables users to distribute documents automatically as attachments or encrypted link
- VeriTag®, provides process and error control through page count and scanned date verifications
- eCovers barcoded-on-demand cover sheets, facilitate a variety of applications where physical "tags" are impractical
- Optional Export creates a Portable Repository on DVD for remote users and outputs KwikTag data for archiving, reporting or importing

## Firm Wide Deployment Flexibility

### Client-Matter Files

**KwikTag Capture**  
File-Store: Doc Mgmt  
Retrieve: Doc Mgmt  
Scan: self-serve, digital copier



### Human Relations KwikTag Standalone

File-Store: KwikTag  
Retrieve: KwikTag  
Scan: self serve, mfp's



### Accounting - KwikTag Embedded

File: in-line w/accounting application  
Store: KwikTag  
Retrieve: Accounting  
Scan: self-serve, network scanner & fax



### Litigation Support & Client Files

**KwikTag Capture**  
File: KwikTag  
Store-Retrieve: Lit Support & Doc Mgmt  
Scan: Centralized shared services.  
Departments use KwikTag, and send KwikBaskets with tagged paper.



Document Mgmt  
Accounting  
Records Management

www.kwiktag.com



Imagetag

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