



DocFinity and Litigation Departments

Litigation department management, case/matter management, document assembly and management, relationship management, time and expenses, contracts, and other legal challenges require stringent organizational skills and vast storage reservoirs.

Optical Image Technology's (OIT) DocFinity suite of electronic document management software addresses these challenges, providing litigation departments with immediate and secure electronic access to case records, contracts, docketing, case notes, supporting paperwork, and other documents. DocFinity manages front-office functions and integrates with back-office systems, streamlining litigation departments and lowering costs.

With DocFinity, case records can be accessed with the click of a mouse. Contracts and supporting documentation can be immediately accessed from any Web browser. Documents can be launched into a workflow for signatures, approvals, or further processing. Lost or misplaced documents are a thing of the past with DocFinity.

The DocFinity legal solution consists of three parts, which you can build upon as you grow.

- Business Process Management
- Workflow
- Document Management
- Corporate Compliance
- Integration
- Records Management
- Disaster Recovery

"The DocFinity Suite allows us to process documents quickly and effectively while making searching and retrieval a breeze."

Karl Heugel - Michigan Millers Mutual Insurance Company

The DocFinity Core:

- enables electronic capture and point-and-click management of contracts, documents, forms, e-mails, faxes, and images;
- facilitates updates of files by electronic transmissions, faxes, phone calls, and paper submissions.

DocFinity Workflow:

- automates case assignment, tracks files, and launches documents requiring action into a workflow by automatically pushing them to the right parties for signatures or further processing;
- provides notifications to prevent missed contract deadlines and unwanted auto-renewals, and alerts for important renewal dates, termination dates, and milestones.

DocFinity XML FormFLOW:

- reduces expenses associated with copying, storing, and processing paper contracts, files, forms, and other documents;
- works seamlessly with OIT's DocFinity Workflow to implement paperless business processes by creating, indexing, storing and routing forms.

For more information about DocFinity solutions or for case studies about our customers, visit us at www.docfinity.com or email us at info@docfinity.com.

DocFinity®

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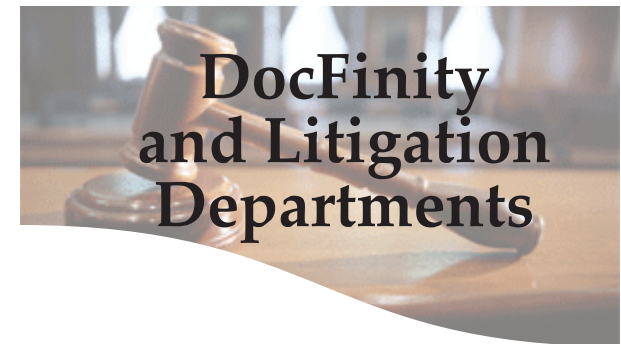
Gain a competitive advantage with DocFinity!

- · Reduce storage costs
- · Share information effectively
- · Increase productivity
- · Improve customer service
- · Comply with regulations
- · Work faster and smarter

"OIT software rules our world. The capabilities and efficiencies... I cannot imagine any other way. It puts everything, all our information, at our fingertips."
Susan Neeld – Capital Analysts, Inc.



*Document Management and Workflow Software
by Optical Image Technology, Inc.*



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Celebrating
20+
Years