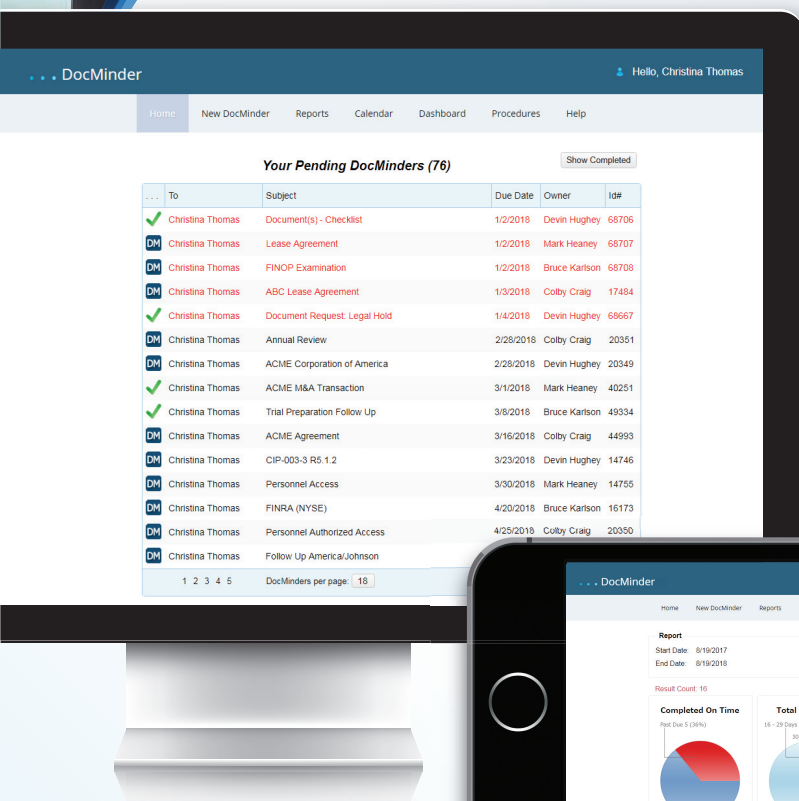




DocMinder®

Simplifying Business Processes

DocMinder is a versatile task management tool. You can manage projects with automated email follow-up and management oversight - All without technical assistance.

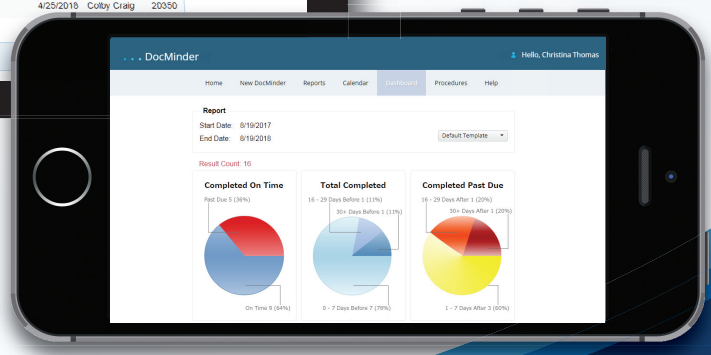


Homepage

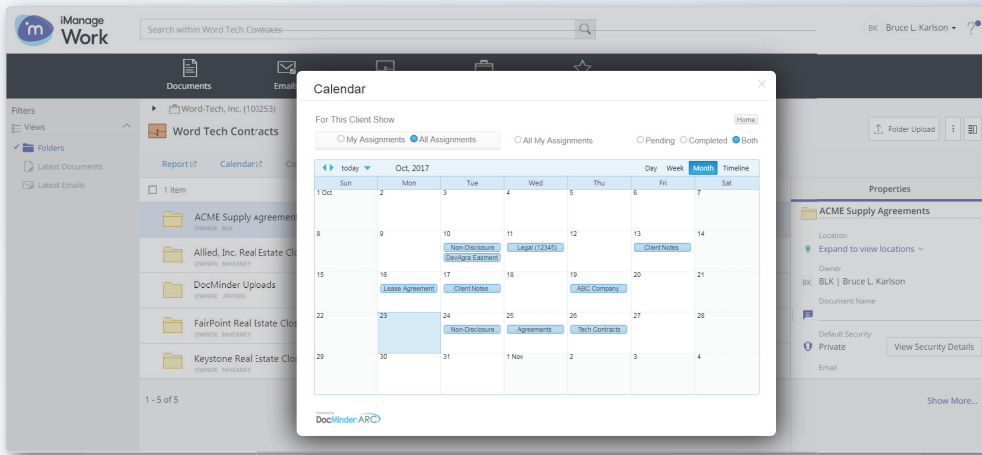
Homepage "To Do List" means less reliance on email. Includes both calendar and dashboard views.

Dashboard

Dashboard shows your individual performance.



Create projects and view your team's progress within iManage Work10



Management Tools

Reports
Export to Excel for management or evidence for auditors.

Id	To	Due Date	Subject	Message / Body	Completed By	Completed Date
31052	Bob Smith	8/3/2017	ABC Contract	Review contract	Bob Smith	8/3/2017
66377	Colby Craig	8/4/2017	Legal Request	Review new legal	Request	8/4/2017
38903	Colby Craig	8/31/2017	Compliance Request	Reporting complia	Jack Peters	8/31/2017
66578	Mark Heaney	8/31/2017	Leak Investigation	Test investigation	Mark Heaney	8/31/2017
66579	Mark Heaney	8/31/2017	Document Disposition	The document req	Bob Smith	8/31/2017
67884	Mark Heaney	10/31/2017	Lease Agreement	Please sign	Bob Smith	10/31/2017
66401	Bruce Karlson	12/6/2017	Compliance Request	Reporting complia		
54414	Bruce Karlson	12/12/2017	Audit Findings	Please review ...		
17484	Bob Smith	1/3/2018	Records Disposition	A new disposition		
51600	Bruce Karlson	1/24/2018	Legal Hold	Please confirm...		

Automatic Email Follow-Up Until Completion

ACME Real Estate Project

This project is currently pending, please review.

Review Project

Due: Thursday, August 31, 2018

ID: 66582

Post Your Progress

Accept Assignment

Need Help? Training Videos

Delegate Assignment

View Your Assignments

Homepage View My Projects

Accept Assignment
Delegate

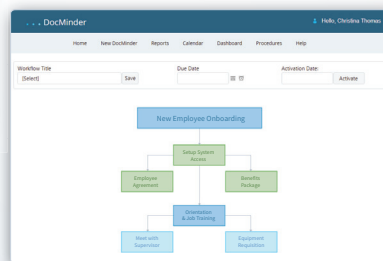
Calendar

Filter calendar by topic (i.e., "All Legal Requests") to view more details.

Web Forms

Your project is routed based on your answers.

Start a process from a Custom Request web form.



Your process path automates email follow up.

Contract Search Form

Search for existing contracts by client, type and more.

Client	Description/Subject	Assigned To	Type	Summary	Workflow
100232 - ACME Corporation of America	ACME Real Estate Agreement	Mark Heaney	DOC	Summary	Workflow
100232 - ACME Corporation of America	Existing Contract Request for Allied Real Estate	Bruce Karlson	MEMO	Summary	
100232 - ACME Corporation of America	Existing Contract ABC Company Contract Request	Colby Craig	MEMO	Summary	

Common DocMinder Uses

- Contract, Governance-Risk-Compliance
- Legal Hold, Legal Request Management
- Legal Projects between Counter Parties
- Onboarding New Clients/Vendors
- Outside Counsel Cost Containment
- Audit Letter Management
- Fixed Fee Projects, Issue Tracking
- HR New Hire/Separation/Transfer
- Document Mark Up and Approval
- Training Management
- Evidence Collection, Discovery
- Estate Mgmt., Audit Procedures
- Litigation, Docketing, Policy/Procedures
- Capital Expenditure Approval Process
- Records Disposal Process Automation
- Recurring Operations, Accounting

Schedule your short web demo by calling our offices or email

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