



## Orion – The Implementation Process



*Perceptive Software.  
Measurable Results.*



### Are you Ready to get Started?



This process includes the software, project management, test and final data conversions, training, and support that is necessary for the successful implementation of Orion Software. Another benefit of Orion Software is the integration between our Financial and Practice Management systems. Should the Firm decide to implement Practice Management in the future, implementation and data integration will occur smoothly. With Orion, you are always being supported by a staff who understands your Firm's unique needs.

### Project Planning

The Kick-Off Meeting is an in-depth project planning meeting with your Firm which takes place prior to the conversion of your data and the implementation of new software. You will be assigned a dedicated project manager who will help identify your Firm's billing and accounting needs and then define how to best handle these within Orion. We understand the importance of continuity, and this member of our staff will be available to help during implementation and throughout your first three billing cycles.

### Training and Support

With a well-deserved reputation for providing training and support services, Orion recognizes that your satisfaction depends on the quality of our services and not simply on the capabilities of our software. During training, your staff will be trained on the features necessary to perform their day to day tasks in Orion, depending on their role within the Firm. Once training is completed, our On-site Help Desk will be able to help each staff member with any questions, leading to a smooth system transition. At the end of your firm's first month using Orion, we will assist with the month-end close process and address any other training concerns.

### Delivering Results

Upon completion of the Implementation and Project Management Components, your Firm can expect the following results:

- Clear understanding of the Firm's current and future requirements relating to billing, management, client database control, accounting and financial analysis and how these requirements will be met by Orion.
- A multi-user, real-time, billing and accounting system which provides your Firm with efficiency, flexibility, excellent management reports and financial statements
- Increase of Firm profits and cash flow by streamlining billing and collection procedures through easy access to information and e-mail bill delivery.
- Efficient electronic billing, allowing billing supervisor various options and formats.
- Fulfillment of Firm's requirements of Orion software.

### ***Orion Implementation and Project Management Components***

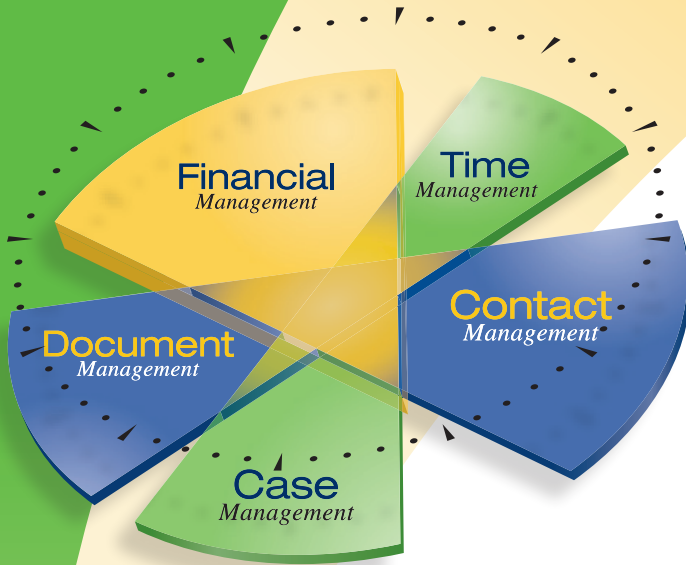
- Kick-Off Meeting - Project Planning
- Software Installation and Test Conversion
- Initial System Set-Up
- Live Conversion and Data Installation
- "Back Office" Training on Financial Systems
- On-site Help Desk
- "Front Office" Training
- Month End Follow-Up



## Orion – The Data Conversion Process



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The most critical aspect of implementing new software is the conversion of information from your current system. If the process is performed properly, your Firm will be able to move forward with a solid foundation. If it is performed poorly, it will negatively impact every aspect of your Firm's ability to utilize your new software and serve your clients. The results of a bad conversion can last a long time, but with Orion Law Management Systems, your satisfaction is guaranteed. With over 20 years of experience and expertise in data conversion, we have developed the necessary formula for a successful conversion at your Firm.

### Data Conversion Planning

Planning is essential to ensure a successful conversion of your old data into Orion. We provide an Implementation Schedule to set the timetable for critical events during the conversion period at your Firm. We will also work with your staff to identify the proper reports that contain the data necessary for your conversion. Our Conversion and Implementation Manual will detail the steps involved with the process and conversion explanations that will help us obtain the information, files and reports required to successfully complete the conversion of your existing data.

### Our Guarantee

Because the conversion process is a critical aspect of your satisfaction with our product, Orion ensures successful conversion in the following ways:

- Orion takes 100% responsibility for your conversion. Our proposals include all aspects of the conversion from data extraction to the installation of your server.
- Data conversions at Orion are performed by our own staff with an average tenure of over 15 years.
- Orion will perform a test conversion for your Firm, which is fully documented and reconciled. Your Firm will be able to actually use the software with your own data to run reports, create bills and perform inquiries to ensure your satisfaction with the results.
- Data conversions are complete. If the data is available in your existing software, we will identify it and convert it based on your input.

### The Orion Difference

Orion's data conversion experience is extensive. We have converted over 50 types of billing and accounting systems. Many of these systems have been converted numerous times, including: Aderant, Rainmaker, Juris, Omega, PCLaw, Elite, ProLaw, PerfectLaw, Client Profiles, FSLI, Perfect Practice, Rippe Kingston, Billing Matters, QuickBooks, Amicus Attorney, AbacusLaw, Clio, TABS III, Javelin, Timeslips, Rocket Matter, Time Matters, etc.