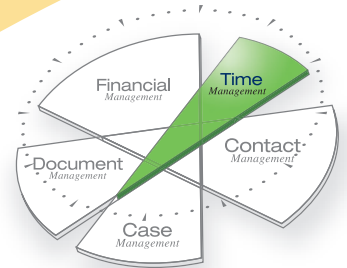




Perceptive Software
Measurable Results

Time Management



Tired of Losing Billable Time?

Studies show that the average firm is losing approximately **1.2 billable hours per day per attorney** - due to a failure to properly record time.

In the modern law office, professionals have multiple methods to produce their work product - handheld devices, online research, email, fax, telephone, mobile phone, etc. - it is easy to see how lawyers lose billable time.

Complex cases, specialized billing requirements and numerous methods of Client communications require a comprehensive law firm information system. This system must be tailored specifically to the unique demands of today's law office.

Firms need a system that makes it easy to account for their time and easy for the back office to bill for that time. Orion does both.

Orion works the way your staff does:

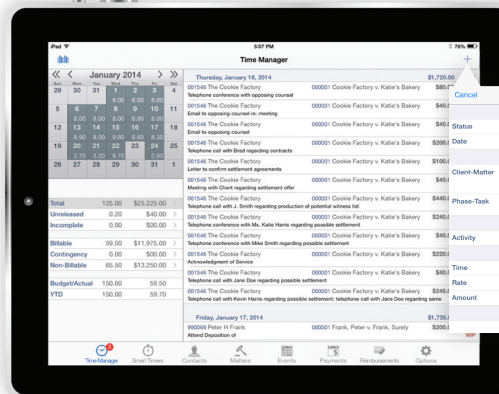
- Track time on **Tasks, Appointments, Emails, Documents** and **Phone calls** by attorney and Matter.
- Multiple projects with multiple Clients
- Matter-specific **Smart Timers®** capture **all your time**
- Time capture from within your Microsoft Office Applications
- Actual versus target/budget goals that are tracked in real time
- See billable and non-billable time totals the way you want: by day, week, month or year.
- Adjust workloads to **increase profitability** at every level – firm wide or Matter specific

iOrion® Mobile Application

iOrion allows lawyers and their legal staff to immediately begin entering time using their iPhone, iPad, Samsung Galaxy, etc. Even while traveling, time can be reflected in office-based systems, and management can always know where every Matter stands as far as billable time is concerned.

iOrion also automatically prompts the user to record their time upon completion of phone calls, emails or other tasks.

Entering time becomes a **quick and easy process**, which encourages attorneys and staff to enter time against every Matter, every time.



Orion Time Management – Make the Most of Your Time

- Smart Timers® – One or More Can Run At the Same Time
- Matter-Project Tracking
- Budget Comparisons and Projections
- Time Captured Automatically (Appointments, Tasks, Phone Calls, Documents, E-mails, etc.)
- iOrion® – Mobile Application for Apple iOS (iPhone, iPad, etc.) or Google Android Allowing for Automatic Time Capturing or Remote Manual Entry

Time Manager

Time Manager - 61 Fee record(s) found, 1 record(s) selected

Date: 10/01/2004 Person: NEE Client Matter: 008275-000001 Phase Task: Original: Original_Amt: Status: 1.00 \$300.00 Billed

Time	Client Matter	Client Name	Matter Name	Fee
00:37:59	002249-000001	ABC COMPANY	ABC Company v. Georgia Power and Light Com	✓
00:34:29	007997-000001	ALLEN, TIMOTHY	Estate Planning	✓
00:36:39	003443-001222	BEERS CONSTRUCTION COMPANY, INC.	IBM Tower	
00:34:18	008130-000003	EMERSON FIDELITY & TRUST	General Representation	✓
01:17:00	008130-000001	EMERSON FIDELITY & TRUST	Whitehall, George Michael vs. Emerson Fidelity	✓
00:36:29	007783-000001	FLOOR SUPPLY COMPANY	General Representation	
00:37:26	007783-000001	FLOOR SUPPLY COMPANY	General Representation	✓
00:36:09	006004-000001	KING, DON	General Representation	✓

Time Statistics: Budget Information

Actual Time: 75.20 Billable: 75.20 Non-Billable: 0.00 Total: 75.20

Budget this Month: 176.00 Billable: 176.00 Non-Billable: 157.50 Total: 333.50

Over/Under Budget: -150.80 60% -31.50 0% -82.30 48%

Average Daily Billable Hours: 4.70 Target Rate: 210.00

Remaining Workdays in Period: 5

Projected Hours at the end of Period: 38.70

Projected Percent of Budget: 78%

Daily Hours Needed to Meet Budget: 10.15 Display for Year 2004

Time Manager

Whether you're drafting documents, conducting depositions, making phone calls, or attending appointments, the Time Manager provides an easy way to enter and edit entries all on one screen. Powerful sort, selection and edit features make managing large volumes of time entries easy to do for both staff and attorneys. With appropriate security rights, you can see time entered by individual attorneys, practice groups or the entire firm, in a calendar format by day, week or month.

Target budget information is displayed and helps you stay on track.

Smart Timers®

Smart Timers allow you to track your progress on cases automatically and capture time on multiple projects for multiple Clients via easy-to-use "stop watches". When you're finished, the Smart Timer® will automatically create fee transactions on the proper Matter with the correct rates and total time. These transactions can then be easily reviewed in the Time Manager and in Orion's mobile application, iOrion. Also, with the addition of Orion's Microsoft Office Productivity Pack, Smart Timers can be related to Clients/Matters, into Microsoft Office Applications such as Outlook and Word (outside of your Orion application). Now, you will never miss an opportunity to record your time.

Smart Timers

Time Client Matter Client Name Matter Name Fee

00:37:59 002249-000001 ABC COMPANY ABC Company v. Georgia Power and Light Com ✓

00:34:29 007997-000001 ALLEN, TIMOTHY Estate Planning ✓

00:36:39 003443-001222 BEERS CONSTRUCTION COMPANY, INC. IBM Tower

00:34:18 008130-000003 EMERSON FIDELITY & TRUST General Representation ✓

01:17:00 008130-000001 EMERSON FIDELITY & TRUST Whitehall, George Michael vs. Emerson Fidelity ✓

00:36:29 007783-000001 FLOOR SUPPLY COMPANY General Representation

00:37:26 007783-000001 FLOOR SUPPLY COMPANY General Representation ✓

00:36:09 006004-000001 KING, DON General Representation ✓

Smart Timers 8 Active 1 Total Time 05:30:33

Orion Productivity Pack

Time capture can now take place from directly within the application where the work is being done. While drafting a new email or reviewing an incoming email in Microsoft Outlook, attorneys and legal staff can relate the email to the necessary Matter, start and manage timers and when complete, record the time automatically in the Orion desktop application. Time can also be tracked while reviewing or creating new documents in Microsoft Word.

Fee Entry

Date: 10/07/2004 Time: 04:57:23 PM

Access: Full

Person: NEE Edwards, Nancy E.

Action: Telephone conference with

Party: Hank Aron

Time: 0:10 Bill Time View/Edit Fee

Telephone conference with Hank Aron

Save Journals in the following locations:

- Matter: Cookie Factory v. Kaleb's Bakery
- Contact: COOKIE FACTORY

Integrated Time Capturing

Orion's highly intuitive interface allows users to easily capture more billable time, when they need to, from any part of the program by integrating basic day-to-day tasks all into one system:

- Completing a phone call initiated by the Orion Smart Dialer®
- Sending/replying to an email
- Drafting a new document
- Upon marking an appointment or task complete

Dial

Contact: The Cookie Factory

Number: Primary (770) 454-9356 Call Status: On Hook

☑ Create new Journal Entry when completing new call

Dial Hangup Dialing Options Cancel

Capture your time during day-to-day tasks with one click on your keyboard, it's that simple!

Fee Entry

Record: 62040 Status: WIP

Date: Thu, 10/07/2004

Client Matter: 001546-000001

Activity: ITC Telephone Conference with

Timekeeper, Rate: NEE Edwards, Nancy E. Rate: Fixed \$225.00

Time, Amount: 0.1 \$22.50 Release when Saved

Telephone conference with Hank Aron

37 Characters in Description

Fee Entry

Record: 62040 Status: WIP

Date: Thu, 10/07/2004

Client Matter: 001546-000001

Activity: ITC Telephone Conference with

Timekeeper, Rate: NEE Edwards, Nancy E. Rate: Fixed \$225.00

Time, Amount: 0.1 \$22.50 Release when Saved

Telephone conference with Hank Aron

37 Characters in Description