





# Orion Productivity Pack (for MS Office®)

Adding Improved Time Capture and Matter Management Tools to Microsoft Office Applications

- Introduction & Background
  - Keeping track of time when reviewing, revising and drafting documents using MS Word is made simpler
  - Keeping track of time when reading, responding to or drafting new emails using MS Outlook is made simpler
  - Identifying Client-Matter relationships to Task & Appointments while working in MS Outlook is now possible
  - Completing a Task or Appointment can create a related Fee in Orion's Time Manager



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- Robust Features Include
  - Time Management: Track and record time from directly within Microsoft Word and Outlook
  - Calendar Management: View and Assign Client-Matter relationships to tasks and appointments directly from within Outlook
  - Improved Workflow: Greater functionality and ease-of-use for Orion's Financial and Practice Management Systems
  - Auto-completion of Document & Email Profiles in Worldox® DMS (requires Worldox GX3)

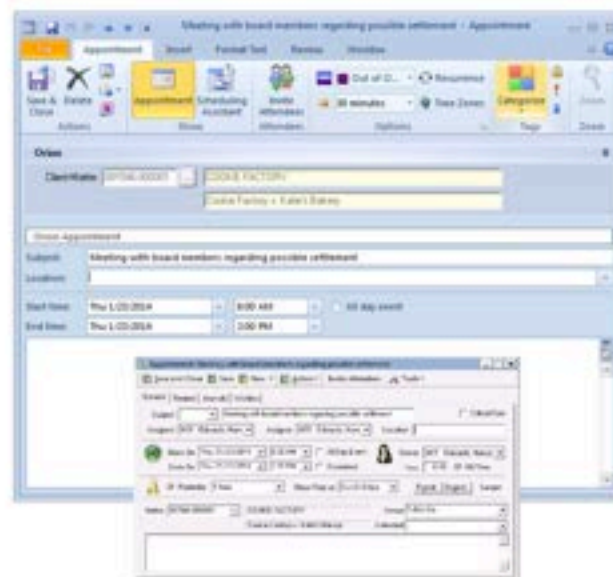
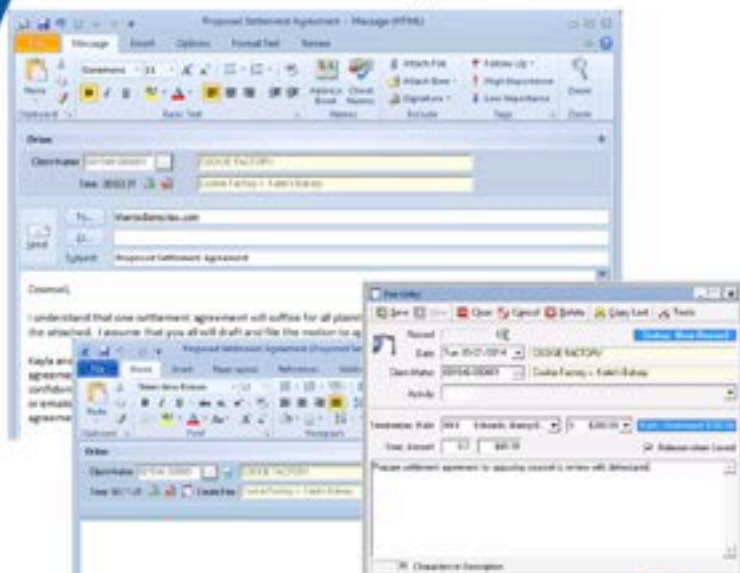




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- Are you ready to see Orion's Productivity Pack (for MS Office®)?



## SETTLEMENT AGREEMENT, GENERAL RELEASE, INDEMNITY AND CONFIDENTIALITY AGREEMENT

For purposes of this Settlement Agreement, General Release, Indemnity and Confidentiality Agreement, the following terms are defined as set forth below:

**"Release"** means The Cooke Ferry, its agents, employees, officers, assigns, representatives, subsidiaries, agents, parent, members and doing corporations, and all companies, corporations, partners, entities and individuals affiliated with, owned by or operated by the above-named entities.

**"Plaintiff"** means Eater's Bakery.

**"Lawyer"** means the individual named as follows:



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- Pricing & Feature Availability
  - No Charge for firms on Orion's Software Maintenance & Support Contract
  - Financial Management
    - For Timekeepers, Time Capture is available for Emails & Documents
  - Practice Management
    - For Timekeepers, Time Capture is available for Emails & Documents
    - For PM Users with Orion's MS Exchange Sync Add-On, Task & Appointment Management (linking of Tasks & Appointments to Client-Matters)
    - For Firms with Worldox Integration, auto-completion of Profiles associated with Documents & Emails
  - Requires MS Office® 2010 or Greater



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## Questions?

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