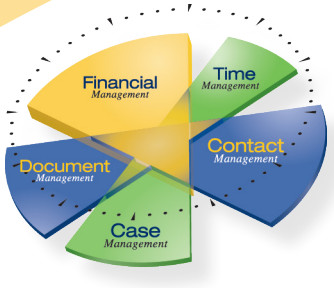
ORION

Perceptive Software
Measurable Results

Orion Productivity *Pack*





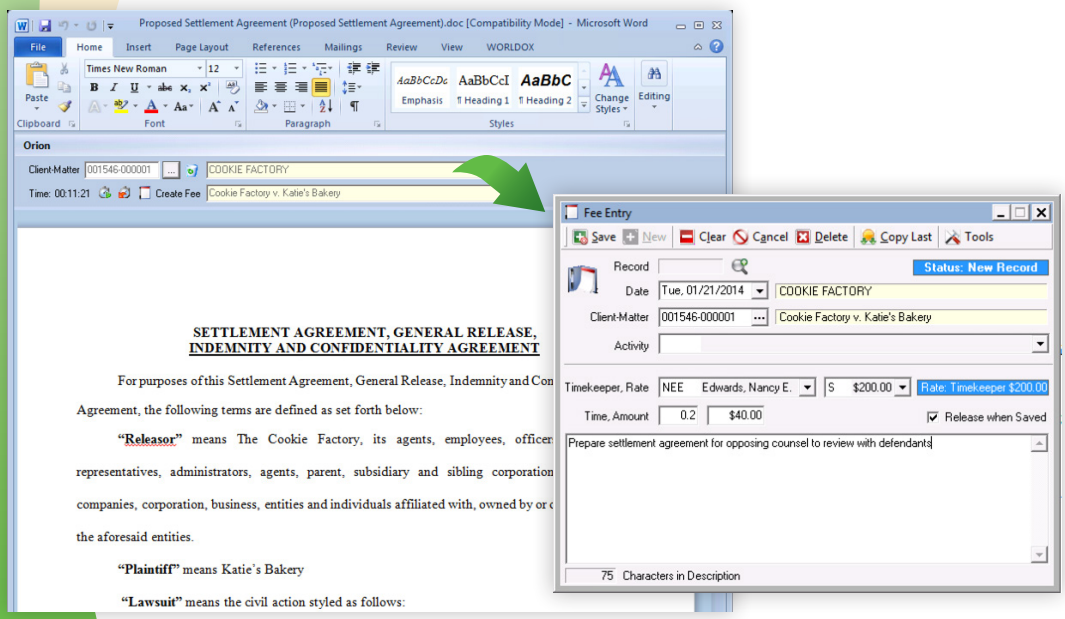
The solution for improved **Workflow Process!**

Legal professionals today are in need of an intuitive solution which allows for integration with their most commonly used software applications, Microsoft® Word and Microsoft® Outlook. With the Orion Productivity Pack, you will never miss an opportunity to record/bill for time, create a Journal (a record that summarizes a linked email or document in Orion's Practice Management System) or assign a task/appointment to a Matter while working outside of Orion.

This enhanced interface becomes an intuitive tool for your firm to improve its operations and productivity. Orion understands that it is more important than ever for legal professionals to operate as efficiently as possible and the Orion Productivity Pack can make this vision a reality at your firm.

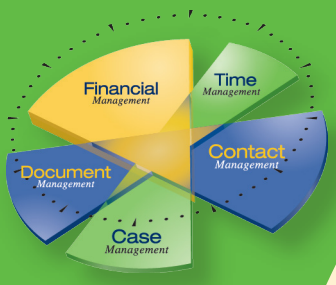
Record Your Time Spent Working Outside Orion

Contemporaneous time capture is an essential step in meeting both firm and client expectations. Studies and surveys have repeatedly found that frequent and immediate timekeeping greatly decreases the amount of lost billable and non-billable time. The Orion Productivity Pack ensures that legal professionals will never miss an opportunity to record time by allowing time capture to take place directly from within the application were the work is being done. While drafting a new email or reviewing an incoming email in Microsoft Outlook, attorneys can relate the email to their favorite Matter, start and manage a timer and when complete, the time is recorded in the Orion desktop application. Time can also be tracked while reviewing or creating new documents in Microsoft Word.



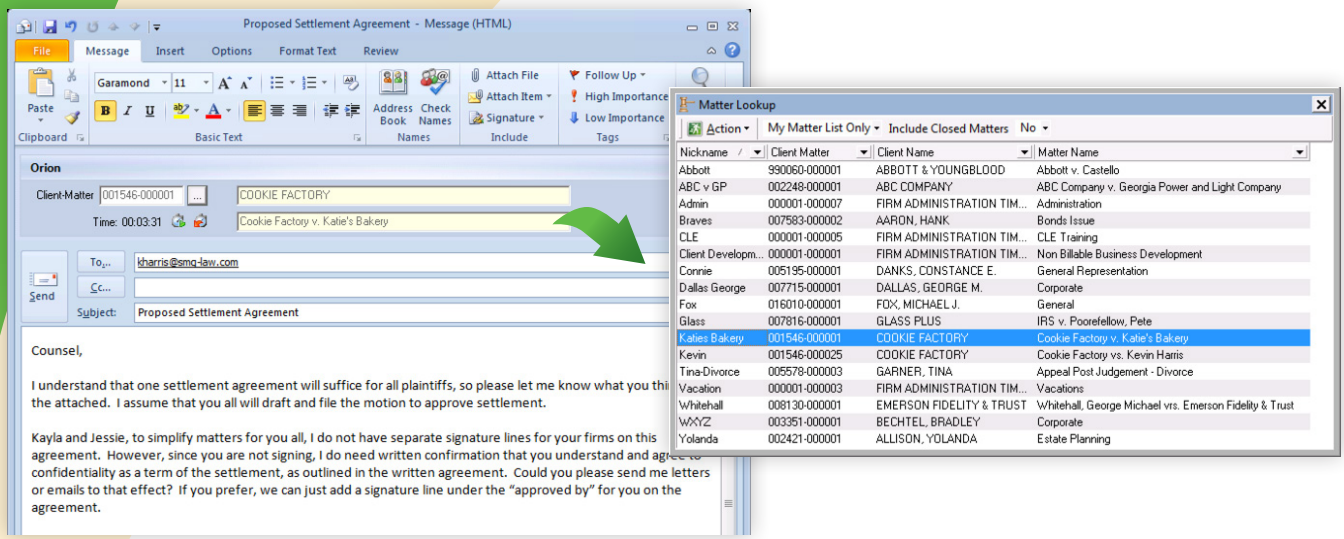
"Orion's new Productivity Pack allows our firm to get the most out of our time, while significantly streamlining our workflow process. The Orion Productivity Pack's seamless integration with tools that we use on a daily basis, has helped us record more billable time while improving our firm's efficiency. Guesswork has been removed from the process of recording time as we know exactly how much time was spent on what task and for which Matter. We can also better manage Calendar events by automatically assigning them to the correct Matter from within Microsoft Outlook."

Managing Partner



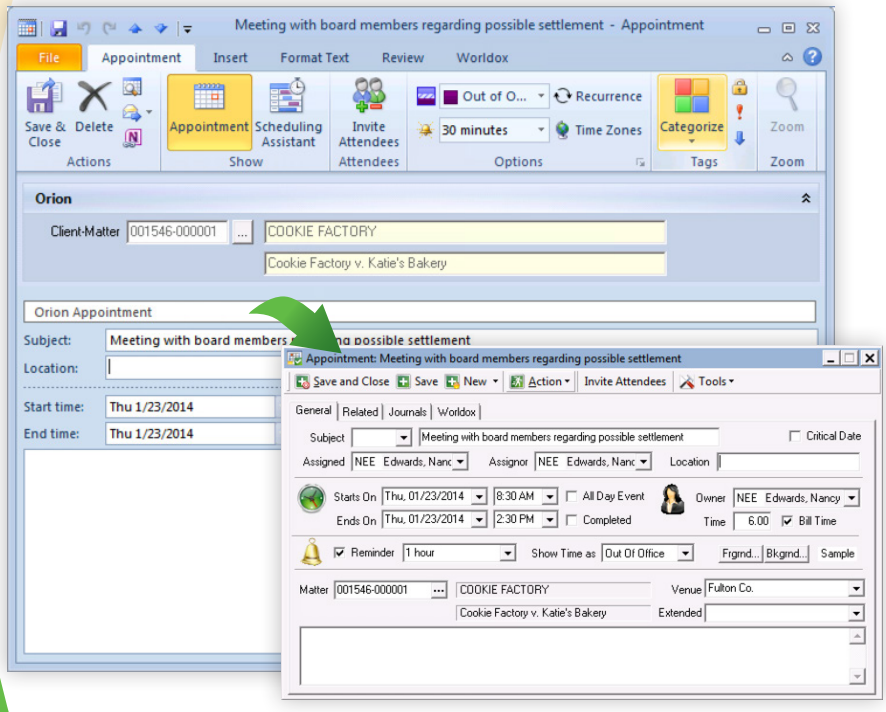
Easily Associate Documents and Emails to Clients and Matters

Documents and emails, initiated from Orion's Practice Management System, have always been properly linked to the appropriate Client or Matter. Now, with the Orion Productivity Pack, documents and emails managed from outside of Orion using Microsoft Word and Microsoft Outlook, can be associated to the proper Client or Matter. In addition, for firms using Worldox® and Orion's Worldox Integration Module, this new add-in improves the workflow by completing the "profile" while providing the legal professional the ability to simultaneously bill for their time.



Greater Calendar Management Functionality

Firm's using Orion's Practice Management System, along with the Orion Exchange Sync Module can easily create tasks and appointments in Microsoft Outlook and relate them to the correct Matter with one click using the built-in Orion Productivity Pack interface. Appointments and tasks created in Orion provide the related Client-Matter details in Microsoft Outlook. These improvements in functionality will speed-up calendar management activities at your firm.



Orion Productivity Pack Highlights Include:

- **Time Management** - Track and record time from within Microsoft World, Outlook, etc.
- **Document/Email Management** - Effortlessly link documents and emails to a Client or Matter while in Microsoft Word or Microsoft Outlook
- **Enhanced Worldox Integration** -Improved workflow simplifies the process of profiling documents and emails both those initiated from within Orion and those managed from outside of Orion
- **Calendar Management** -Matter relationships to tasks and appointments can be viewed and managed direction from within Microsoft Outlook

For more information about Orion's Productivity Pack or other products visit www.orionlaw.com or email info@orionlaw.com.