

# Computers Unlimited Company Profile

It is increasingly obvious that technology plays a critical role in reshaping the way law offices operate in today's world. Computers Unlimited, with more than 18 years experience in the Information Technology Field, can provide the necessary products and services that enable law firms to be more efficient and therefore more effective.

Computers Unlimited Inc. is a Computer Network Services Company that specializes in consulting, training, installing and supporting software applications for law firms. We also sell, install and service hardware and networks. We are trained and certified by Time Matters as Authorized Independent Consultants. We are also certified in Timeslips and Amicus Attorney. We are a Corel Approved Legal Partner and are partners with the Nassau County Bar Association's Technology Center.

Below is a summary of the many products and services we offer:

## **COMPUTER NETWORKS**

### *Local and Wide Area*

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Computers Unlimited sells, installs and supports hardware/networks. In addition, we can assist your firm by providing a Network Administrator who can provide expert service and support for the following network environments:

- Windows NT/Windows 2000/Terminal Server
- Windows 95/98/2000 Peer-To-Peer
- Novell Netware
- Artisoft Lantastic
- UNIX/Linux

### **Computers Unlimited's network expertise includes the following networking areas:**

- LAN Design
- Installation and Configuration
- Security and Disaster Recovery Procedures
- Employee Sabotage Preparation and Prevention
- System Wide Virus and Worm Protection
- Printer Layout and Set-up
- Expert Troubleshooting
- Upgrades/Fine Tuning
- Drive Mapping and Integration
- Menu Design and Implementation
- Tape Backup Verification
- Hub/Switch/Cable Configuration
- Network Expansion and Office-to-Office Communication
- Electronic Mail and Desktop Faxing

## **TIME MATTERS**

### *Time, Information, Billing and Communication Management System*

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Firms can streamline their office operations by using this award winning, fully integrated Law Office Management System.

Michael Glasser of Computers Unlimited, as a Time Matters Authorized Independent Consultant can provide training and customization tailored specifically to the needs of both your firm and your staff.

#### **Time Management**

- Customizable Personal Journal
- User-Defined Timetables
- Real-Time Calendars (office-wide, groups and individual)
- ToDo's/Reminders/Alarms/Alerts with E-Mail Notification
- Date and Deadline Calculator
- Timers to Track and Bill Activities
- Schedule Templates
- Triggers to Automate Tasks
- Special Dates (Holiday) Generator

#### **Information Management**

- Matter/Case/Project Management (See everything in one place for each Matter, Case or Project)
- Client/Contact Manager (See everything in one place for each Client or Contact)
- Document Management
- Document Automation
- Bi-Directional Synchronization between Office, Laptop and Palm Pilot)
- User-Definable Databases
- Web Research System

#### **Billing and Expense Management**

- Integrated Billing and Expense Tracking
- Time Matters Basic Billing
- Billing Links to Timeslips, PCLaw, Quickbooks and more

#### **Communications Management**

- E-Mail (Office and Internet)
- Real-Time Internal Messaging
- Phone Dialer and Call Tracking
- Mail and Courier Tracking

## **TIMESLIPS**

### *Time and Billing Software*

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When using Timeslips Time and Billing software, your firm will record and invoice transactions more accurately, thereby improving its cost recovery.

Computers Unlimited will provide you with a Certified Timeslips Consultant who will supply you and your staff with thorough training, customized to your specific needs. This nationally recognized software will allow you to perform the functions listed below and more:

- Track Invoices and Aged Balances
- Create Multiple Accounts/Balances for Each Client
- Use Minimum Hours Flat Fee
- Customized Invoices, Slips and Reports
- Program Custom Fields on Timekeeper/Activity Reports
- Use Stopwatch Time and Expense Tracking
- Set Hourly, Flat Fee, Contingency, Percent Complete and Value Billing
- Implement Different Types of Billing Methods
- Automate Rate Assignment from Rate Tables and Rate Rules
- Setup Accounts Receivable with Payment Tracking
- Implement Trust/Retainer Account on Clients/Projects
- Three Different Version Levels
- Install Practice Management Reporting (Level 2 and Level 3 Versions)
- Use History of Billing Tracked on Clients
- Use History of Billing Tracked on Employees (Level 2 and 3 Versions)
- Maintain Budgeting on Each Client or Project (Level 2 and 3 Versions)
- Use Fee Allocation Reporting (Level 3 Version)
- Implement Conflict Check and Text Search (Level 3 Version)
- Integrate Timeslips to Other Programs

## **AMICUS ATTORNEY**

### *Legal Calendaring and Case management Software*

- Keep track of contacts/clients and their relationship to the case
- Instantly access all file information
- Have your daily events at your fingertips
- Be reminded of your appointments
- Stay on top of the telephone
- Choose from a myriad of customized reports or generate your own
- Know when you have spent a set amount of time on a case
- Enter time spent on each case in hours or dollars
- Integrates with TimeSlips, PCLaw and others
- Synchronizes with Palm Pilots
- Highly customizable fields to suit your individual practice

## **ABACUS LAW**

### *Legal Calendaring and Case Management Software*

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With the implementation of the Abacus Law Legal Calendaring, Client, Case, Conflict and Document Management software, your legal office will function with precision and accuracy.

Computers Unlimited will provide you with an Abacus Law Consultant who will supply you and your staff with thorough training customized to your specific needs. This nationally recognized software will allow you to perform the functions listed below and more:

- Organize Legal Calendar Dates
- Track Client and Matter Information
- Implement Fast Track/Federal/Civil Rules
- Conduct Conflict of Interest Checking
- Use a Custom Report Generator
- Implement Document Management/Litigation Support
- Use Forms Generation/Document Assembly

- Integrate TimeSlips for Billing
- Print Daily, Weekly, Yearly (Statutes and Trials) Calendars
- Print Malpractice Alert Reports
- Synchronization with Palm Devices

## **LAW OFFICE AUTOMATION**

*Hardware and Software Consultation*

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Computers Unlimited can assist your firm by implementing the following specialty services to promote efficiency and productivity in your changing environment:

- Hardware/Network Sales, Installation and Support
- Home-to-Office Remote Communications
- Internet Service Provider Assistance
- Domain Name Registration
- ISDN/DSL Legal Research Connection
- Internet/World Wide Web Connectivity
- Lexis and Westlaw Legal Research Communications
- CD-ROM Legal Library Implementation
- High-Speed Document Scanning
- Document Management/Litigation Support
- QuickBooks/TimeSlips Training
- WordPerfect Training
- Pleading and Letterhead Macros
- Proof of Service, Verification and Caption Macros
- **Hardware Purchasing Consultation**