ProLaw Workspace

REFRESHED LAYOUT IS DESIGNED FOR THE WAY ATTORNEYS WORK

At Thomson Reuters Elite, we are dedicated to continuously evolving ProLaw® to make it more useful to our customers. Based on input from current users, we have redesigned ProLaw Workspace (formerly ProLaw Portal) to be more user-friendly, modern, and intuitive. Built for the way that attorneys and legal staff work, Workspace allows users to complete their tasks more efficiently and with fewer clicks of the mouse. Workspace extends the reach of your software investment, giving you access to the things you need to manage your practice from anywhere, any time.

ENJOY A CLEANER LOOK AND SMOOTHER WORKFLOW

- Get immediate access upon login to the most vital information you need via the updated Dashboard
- Open your full matter and client list with a single mouse click and stay current with events, tasks, and deadlines which are automatically synchronized with Microsoft® Outlook®
- Easily enter hours to capture more billable time and increase firm profitability
- Quickly create new matters and contacts with a wizard-style workflow
- Respond to clients and co-counsel in a timely manner and enable them to view matters and check documents in and out via the Internet

ProLaw—the leading comprehensive business management solution helps you streamline processes, improve profitability, and fully automate the practice and manage the business of law.
**PROLAW WORKSPACE HIGHLIGHTS**

ProLaw Workspace delivers instant access to the information that you need, now in a redesigned, more user-friendly interface.

**Refreshed Dashboard**
- Information is re-organized with simplified navigation buttons to make information more immediately accessible.
- Displays the features that you need most often when logging in each day.
- My Time Summary allows you to track hours and easily add time by clicking the Add Time button.
- Recent Matters, Recent Contacts, and Upcoming Events are clearly displayed.
- Easily add a matter, event, or contact from the Dashboard with the click of a button.
- Events section includes appointments, deadlines, tasks, and reminders, and lets you easily toggle between upcoming and past events.

**Matters and Contacts Lists**
- Refreshed Matters List and Contacts List immediately display the most current matter or contact worked on at the top of the list.
- Easily toggle between My matters/contacts and All matters/contacts.
- Easy-to-see live links let you drill down into a specific matter or contact.
- Filtering tools let you search for a specific matter or contact.

**Matter Overview Page**
- Subtabs have been consolidated to be more intuitive and include Contacts, Custom forms, Documents, Events, and Details.
- Newly designed section includes general matter and contact information.
- Most of the screen has been reconfigured to allow plenty of room for Upcoming events, Notes, and Posts.

**Time Entry and Management**
- Easily enter time by clicking the Add Time button on the Dashboard to open the Time page.
- Newly designed Time page lets you view time by the week, month, or custom dates.

Contact your account representative to learn more today.