



Worldox

Amicus Consulting is a Worldox System Integrator

Worldox® GX4 is comprehensive document management software. Using **Worldox®**, members of your law practice can access the information and knowledge you own - from word processing files and spreadsheets to emails and scanned documents even voicemails - virtually anything that can be stored as a file.

Worldox® gives your team members a single, easy-to-use interface to locate, view, and work with the exact documents and information they need.

With **Worldox®** software you have access to documents from anywhere, whether in the office, at home, or while traveling. The **Worldox®** product line includes Professional, the traditional networked version; Cloud, hosted by World Software, with access anywhere; and Enterprise, similar in architecture to Cloud, but hosted on your law firm servers. **Worldox® Enterprise** and **Cloud** work as web-based applications with the look and feel of **Worldox® Professional**. From a user perspective, none of the features are given up or changed.

World Software's product line encompasses solutions for on-premises document management to access from anywhere, whether in the office, at home, or while traveling. The product line includes Professional, the traditional networked version; Cloud, hosted by World Software, with access anywhere; and Enterprise, similar in architecture to Cloud but hosted on the law firm servers. **Worldox Enterprise** and **Cloud** uniquely connect with local office software installed on a workstation to provide the user with the same experience as **Worldox Professional software**.

Worldox software helps you to:

- Centralize firm documents
- Support consistency
- Collaborate as teams
- Respond to questions, problems, and new business opportunities
- Control document versions
- Reduce search time and expense
- Leverage existing information
- Build/store/retrieve firm intellectual property
- Maintain security
- Work in the office or mobile

Cost Effective Document Management

Worldox® is a cost-effective document management solution. The system is designed to deliver the document capabilities you need without hidden costs from acquisition and deployment through administration and upgrades. It costs less to deploy and maintain than other document management solutions because there is no need for a separate server or database licenses.

Your firm will also save time drafting documents by retrieving precedents from within your own knowledge base. Features include:

- **Built-in database:** Doesn't require separate database licenses
- **Short learning curve:** Streamlined, builds on prior knowledge, an intuitive, wide variety of features
- **Upgrades:** Often free of charge with your active maintenance contract

Contact Us: 914.738.9148 or info@amicusconsult.com

amicusconsult.com

Comprehensive Document Management

Worldox® Document Management software centralizes everything you need to organize, control, describe, index, and categorize all of your electronic documents and e-mail content. These are some of the features it provides.

- **User-friendly, unified interface:** Allows users to pinpoint and view the correct file (wherever it was created or stored regardless of format)
- **Profiling:** Quickly retrieve documents by the client, matter, document type, author, and description.
- **Search:** Advanced full-text search and retrieval
- **Compatible Viewing:** Supports over 270 document formats, view whether or not source programs are available
- **Security:** Built-in security at all levels - document, user, and group level, plus full support for your practice's Active Directory security model, and comprehensive auditing
- **Access and Version Control:** Help multiple authors coordinate their activities and ensure the correct document version is being used
- **Retention and Archiving:** Automatically assign predefined lifecycles to your documents, and specify what will happen when those lifecycles end
- **Favorites:** Quick access to recently modified documents and emails

Openness, scalability, and integration

Worldox® is scalable to meet your Document Management needs whether you are a large practice or practicing solo. In addition to scalability, Worldox® is designed to integrate with most document programs and formats. Worldox® integrates directly with:

- Microsoft Office (including Microsoft Office 2013) and other office suites
- E-mail integration with MS Outlook
- Law practice and financial services systems
- Time and billing applications
- Major scanning hardware/software platforms, and much more
- Streamline any document-related process. Developers can create custom applications and workflows using the Worldox API.
- You can also use Worldox data in any SQL-based reporting or enterprise application using add-on tools like wd for SQL Connector.

Contact Us: 914.738.9148 or info@amicusconsult.com

amicusconsult.com

Document access from anywhere, anytime, from virtually any device

Worldox® makes it easy for firm members to access their documents from anywhere, anytime, from virtually any device. With **Worldox/Web Mobile** works to extend the power of **Worldox document management** for firm members wherever they go.

With **Worldox/Web Mobile** your team can:

- Respond more quickly to client queries and new opportunities
- Solve urgent problems
- Share information with partners and colleagues
- Get more done wherever they are
- Web mobile
- iPhone iPad App
- Cloud

For more detailed information about Worldox®, specific features, or how it can help your law practice, please call 914-738-9148