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Document Management on the Go

By Neil J. Squillante
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Advances in technology have freed software and thus lawyers from being chained to a single PC. Instead, modern software works on any device. Just login and resume your work. Your document management system in particular should function in this manner so that you need not worry about your ability to access and work on a document.
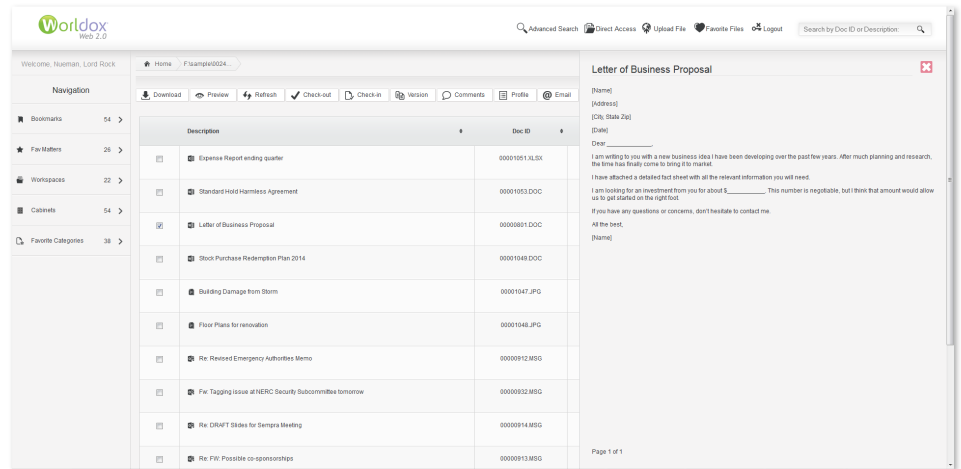

Worldox Web 2.0 ... in One Sentence
Announced last week, World Software's Worldox Web 2.0 enables you to access your firm's Worldox document management system from any desktop or mobile web browser or the Worldox iOS app.

The Killer Feature
The new version of Worldox Web works with Worldox GX4 (also announced yesterday). It enables you to take advantage of Worldox GX4's new "Active Profiling" technology that simplifies saving and profiling of your documents.

Active Profiling creates a real-time profile of every Worldox user at your firm. Accordingly, when you log into your account using Worldox Web via a desktop or mobile web browser or Worldox iOS app, you'll find a navigation panel that provides quick access to the documents you most recently used. Specifically, this panel lists your Bookmarks, Favorite Matters, Favorite Files, and Workspaces.

With Workspaces, you can view Projects — groups of files from anywhere in Worldox, including across different clients and matters. For example, if you're working on two agreements during a particular week, you can add the files for both to a Project after which you can access them from the WorkSpaces Worldox Web navigation panel.

"We are pleased to announce the latest version or our mobile platform, World Software President Ray Zwiefelhofer told us. "Attorneys are more mobile than ever and expect efficient access to their content, wherever they may be. Many of our customers prefer their documents to remain on premise on a local server. Our new version of Worldox Web allows customers to enjoy speedy onsite document access while enjoying seamless access to their content while traveling or working remote."

Other Notable Features
If you need to dig deeper than the navigation panel, Worldox Web provides a search box on your dashboard. The Advanced Search page is one click away if you want to run a more specific query. Worldox Web also supports direct access to cabinets and documents — namely, drilling down your firm's folder structure manually to find a specific document.

Other tools include document sharing via email, document preview, download/upload, check in/check out and document statistics. The latter enables you to review metadata, read comments from colleagues, and access any version of a document.

What Else Should You Know?
Worldox Web sports a redesigned user interface that improves the user experience and facilitates faster access to key functions. Pricing for Worldox Web starts as low as $25 per month.

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