

WORLDOX Applets:

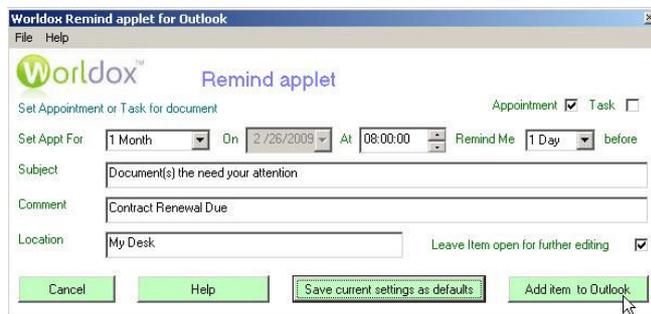
Companion products to WORLDOX that enhance the built-in functionality and make you more productive.

WORLDOX Remind

Keep on top of those important documents that you must act upon for your clients or business with the WORLDOX Remind Applet.

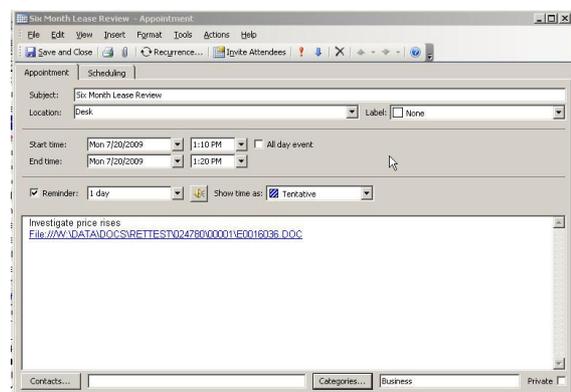
This applet that enables you to add appointments or tasks to Outlook to remind you to take action on documents held in Worldox.

A simple right-click action will create a new Appointment in Outlook with links to the selected WORLDOX document or documents in the item body.



You can set defaults for how far in the future you want the Appointment to occur, how far in advance you want Outlook to remind you, what the Subject, Location, and Comment content are. All of which can be customised for specific reminders.

And leave the Appointment open for further editing if required



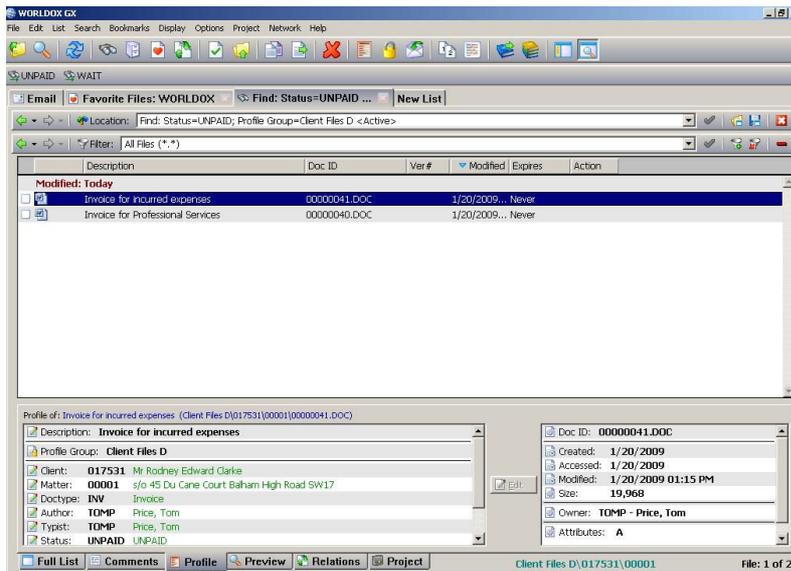
WORLDOX Alert

The Alert applet is designed to alert users to changes in WORLDOX by carrying out pre-set searches and alerting the user if documents match those searches.

There are many ways in which this applet can be used to make you more efficient and implement simple workflow procedures. The applet supports multiple different search configurations and can import searches from your Worldox bookmarks.



It also incorporates a Scheduler so that you can set up alert searches to occur at regular intervals



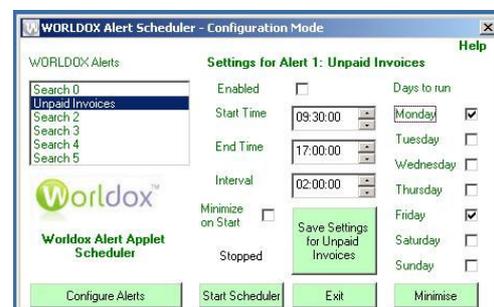
When the Alert applet finds documents that match the search criteria it pops up on screen, optionally, plays an audio alert, and provides a 'Goto WORLDOX' button which will take you directly to the Worldox file list of matching documents.

Like This:

Typically this Applet would be used where a profile field is defined to indicate the status of a document, such as WAITING APPROVAL, APPROVED or, in the case of invoices PAID or UNPAID.

The Alert applet would then be configured to search for and raise an alert when documents are created which re WAITING APPROVAL or when invoices are UNPAID.

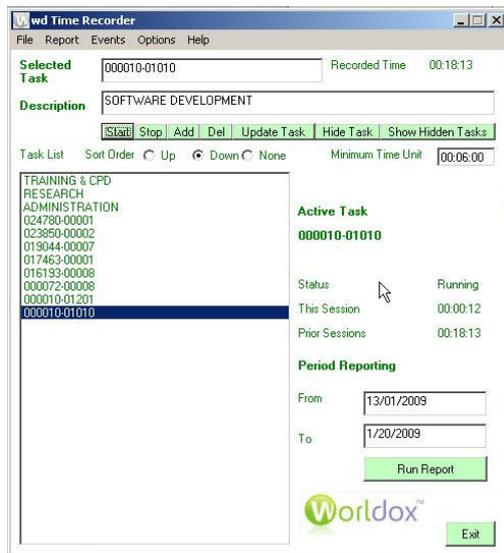
The Alert applet can be triggered manually from a desktop shortcut or can be set to be triggered at regular intervals using the built in Scheduler so, for example, you could be alerted during the day that there are documents waiting for your approval or your cost recovery clerk can be alerted towards the end of each billing period to the existence of unpaid bills.



WORLDOX Timer

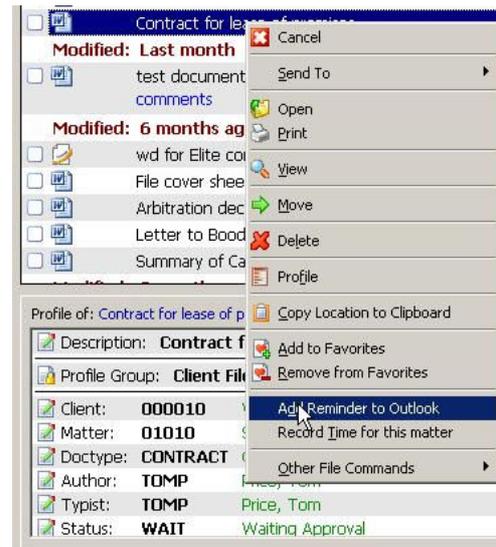
Keeping track of time spent working on tasks for your clients or in your business is critical to the cost effectiveness of your business.

Now with the WORLDOX Timer applet you can start a clock running direct from the WORLDOX file list with a simple right click option on any document and keep track of time spent on each matter.



The timer takes the task references directly from WORLDOX profile fields and keeps a log of all time spent on each task.

Tasks can also be added manually through the Timer applet interface for non matter related time recording.



Reports can be run of cumulative time spent during a period such as day, week month etc and the results can be output in CSV format for analysis with Excel or in plain text for use in documents.

A	B	C	D	E	F	G	H	I	J	K	L
1	DATE of Activity	000072-001019044-001000010-011000010-011016193-001017463-001023850-001024780-001ADMINIST	Period Totals by Day								
2	01/20/09	0.5	0.7	0.5	0.3	0.2	0.5	1.1	0.7	0.1	4.6
3	Task Totals	0.5	0.7	0.5	0.3	0.2	0.5	1.1	0.7	0.1	4.6
4											
5	All units are in decimal hours (0.10 = 6 minutes)not hours and minutes										
6	Calculated using the minimum billable time time period of 00:06:00										

Old tasks can be hidden from view in the task list and revealed again by the user of in the event that new time is added to them.

The Timer applet also has features to use 'minimum billable units' so that whenever a task is started time is added in multiples of that unit (typically 6 minutes or 1/10th or an hour) to make billing simpler.