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## No More Document Management Excuses

By Peter R. Olson

Although every law firm needs a document management system, not every law firm has one — or at least a real one (files and folders don't suffice the minute you add a second person to the mix). But don't blame law firms. Many document management systems require a significant start up investment and learning curve. No wonder so many law firms have opted out even though they end up hurting themselves the most.

### FileHold'08 ... in One Sentence

FileHold Systems' [FileHold'08](#) is a document management software system that uses Microsoft technologies designed to reduce its cost and simplify its implementation.

### The Killer Feature

FileHold makes your firm's documents available from any computer with access to the Internet, and keeps track of each version automatically thanks to "Smart Check Out/In."

For example, when you open a document and make changes, FileHold will prompt you to check out the document. When you close the document, FileHold will prompt you to check it back in, thus providing a version history and preventing lost documents and changes.

"Thanks to Smart Check Out/In, FileHold becomes the single version of the truth in a law firm," said Larry Oliver, President of FileHold Systems, when we asked him about this feature.

### Other Notable Features

FileHold stores email and other electronic documents directly from your desktop. It also integrates with scanners and multifunction machines to convert paper files into organized, searchable electronic documents. Thanks to

integrated OCR, you can search all scanned documents including full text and metadata (e.g., the matter) using the Google-like search bar.

FileHold files and tags (e.g., client, matter, document type, issues, etc.) documents using an automated process called "Auto Tagging" or via drop down menus.

You can view more than 150 different document formats, including WordPerfect and CAD. With one click, you can convert these documents and save them in PDF format. FileHold can apply Bates numbers to document pages, making it useful for discovery.

FileHold's workflow tools facilitate document review and approval within your firm and with clients as well via the Web. This workflow technology works hand in hand with FileHold's security features, which enable you to restrict user access to files which may contain sensitive documents.

### What Else Should You Know?

FileHold comes in two versions — FileHold Express for offices with up to 10 users, and FileHold Enterprise for larger offices. FileHold Express starts at \$3,795 for five users. To help law firms contain costs, this fee includes the software, remote installation, and two "train the trainer" training sessions. That's all most firms typically need, but you can purchase additional training if necessary. Learn more about FileHold'08: [www.filehold.com](http://www.filehold.com)

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