

netdocuments®

Cloud Document Management

Where Great Work Gets Done, Faster

With NetDocuments, users can locate what they need quickly, collaborate effortlessly, and deliver services faster.

NetDocuments is the leading cloud-based document management system (DMS) that helps users increase work efficiency by providing a reliable, secure way to create, edit, store, locate, and collaborate on documents anywhere and on any device.

NetDocuments is flexible so firms and legal departments can set up a storage and management structure based on what works for them: clients and matters, departments and teams, or projects. It offers a folders and/or filters organizational structure, making it ideal for users who are either browsers or searchers. With individual configurations built upon legal-specific workflows, each user is empowered to work in a way that best fits their needs while retaining the appropriate level of access to matters or projects.

Work Securely from Anywhere

Remote work is quickly becoming the standard, but many wonder how to secure client data in environments outside the organization's physical offices. Being cloud-native with award-winning security, NetDocuments makes safe, remote work possible because our system individually encrypts each stored document in the cloud. And, NetDocuments lets you control matter or project and document access by creating security groups and applying customizable access rights.



Reduce Workflow Disruptions

Attorneys are already inundated with work and certainly don't need another system to manage. Luckily, they don't have to because NetDocuments is available via the web, our mobile app, and also integrates seamlessly with Microsoft Office, Outlook, and Adobe Acrobat and Reader, thereby enabling attorneys to continue working in the applications they know, while realizing the additional security, collaboration, and productivity benefits built into the NetDocuments platform.

Standardize Organization

To save time, organization is key – but being organized looks different to everyone. Whether you are a ‘browser’ (someone who looks through folders) or a ‘searcher’ (someone who prefers to filter and search for relevant information) – NetDocuments delivers flexibility that enables each user to meet their needs. And, through workspaces, you have a central place where everything related to a project or a matter resides. You can easily find all documents, emails, real-time messages, document sets, and more from one source of truth.



Locate Documents Quickly

NetDocuments delivers powerful, advanced search and filtering so you can quickly find documents, matters, and information relevant to what you need – instantly. Our powerful search function is further enhanced by document metadata and tagging. NetDocuments’ unique Dynamic Attributes feature allows decision tree functionality when profiling documents, so users only need to complete relevant information specific to their work, therefore reducing form fatigue while improving profiling and ultimate usability of work product.

NetDocuments: Accomplish More in Less Time

With built-in productivity features and powerful configurations, it’s no wonder legal professionals who use NetDocuments realize higher levels of efficiency and see higher levels of user adoption: up to 95% of our clients’ employees utilize the NetDocuments service. By allowing users to continue working in the applications where they are most comfortable, NetDocuments meets your users where they work, and as a result your organization can maximize adoption and increase productivity.

Enjoy Out-of-the-Box Productivity

Immediately access the right tools to maximize productivity and deliver high-quality services.

• Easily Control Document Versions

Track various versions of documents so you can avoid confusion and remove the need for labeling documents as “final final.” When auto-versioning is on, new versions are automatically created as different users edit the document. With sub-versioning, you can create major and minor versions – which is convenient for internal and external version management.

- **Access on Any Device, Anywhere**

With NetDocuments you can quickly access your work from anywhere you have Internet access via smartphone (iPhone and Android), desktop, or web. And, on Windows, you can easily access NetDocuments via Microsoft Office suite. We help your firm improve adoption and maximize compliance by meeting your users where they work.

- **Securely and Easily Share Documents**

Whether you are working with internal or external teams, you can easily and securely share documents with others. Using secure links or CollabSpaces, you can share documents with users outside of your firm, while reducing the risk of a data breach by keeping your documents in the platform. In addition to adding passwords and determining access rights, secure links and CollabSpaces also let users set an expiration date for when access to a document may expire.



Customized to Fit Your Needs

Every firm, company, and client is unique, which is why NetDocuments is customizable to fit the needs of users without sacrificing stability, security, or functionality.

- **Avoid User Fatigue While Ensuring Powerful Search**

With Dynamic Attributes, users can easily profile documents to maximize the value of the work product without form fatigue. Using branching logic, users can quickly categorize documents through a series of simple questions—making it easy to profile a document—and easy to find it later.

- **Stop Re-inventing the Wheel**

You can templatize your workspaces for quick, easy setup so each time there is a new project or matter you can create a workspace with just a few simple clicks.

- **Maximize Productivity and Collaboration**

With native features like ndOffice, CollabSpaces, and add-on services like ndThread, ndMail, SetBuilder, and DLP, your team can access a suite of services that maximize collaboration, productivity, and security. Better tools mean your users can deliver world-class services to your clients.

To learn more about maximizing productivity, collaboration, and security, call **NetDocuments** today at **866.638.3627**