F1 c1

ProTempus is a secure, cloudless law office practice management software package for solo and small law firms. Our unique technology keeps your data on your local network, NOT in the cloud. Your authorized staff has access to all your data through the sharable database without requiring any expensive hardware upgrades.

F1 c2

ProTempus does NOT require an expensive server. It is a comprehensive system that embodies quick time capture, precise billing, expanded contact and party management, real-time remote access, secure client information, document management, and more.

ProTempus allows you to share your data with your staff **without sharing your data with the world!**

F2 c1

NO MORE PROBONO OVER THE PHONE.

Our unique integration of billing and your daily calendar, make it supper easy to document your cases, schedule your time and bill time all from the same window. Once you complete a meeting, click on the event on your calendar, then check billable, that time will be included on your client’s next invoice. When a client calls or you call a client, log that phone call on your ProTempus calendar, once the call is completed, click billable and your done documenting the phone and billing the client with one step. The ProTempus stop watch will even track the time you are one the phone calls.

F2 C2

Increase your Billable time by 25%.

ProTempus is the only law office software that gives you an instant snapshoot of your time as you bill it, minute by minute, throughout the day. When you check billable on a phone call, a meeting or the time you spend drafting a document or an email, ProTempus will display that event on your daily calendar in GREEN. At the end of the day you can easily view your billable time for the day. This makes it very easy to spot any omissions that frequently steel money from your pocket. Capturing every ten minute phone call can easily increase your billable time by 25% as well as increase you customer service through better case management.

F3:

Invoicing done the right way, YOUR WAY!

C1

ProTempus has you covered.

Whether you bill monthly, quarterly, once a case is completed, upfront or ad-hoc, ProTempus makes it quick and easy. It only takes a few mouse clicks to generate invoices regardless of your billing cycle. We import your office letter head to create a completely custom and professional looking invoice. You can create virtually unlimited detail on each line item describing exactly what was done on the case. ProTempus attorneys have found that the increased detail improves pay up rates and reducing your Accounts Receivable. When the client sees details about a ten minute phone call, versus $100 for a “phone call”, they are more comfortable that you have earned their fee.

C2

Your client’s choice.

Invoices can be sent via traditional mail or via email. This option can be selected for each client allowing you to easily handle their preference. Once you generate invoices to be mailed, they will be printed on your local printer. These invoices will have a folding line printed on the invoice to make it easy to fold and stuff invoices into window envelopes, ProTempus even makes that step easy. A follow up step, allows you to step through the invoices that need to be emailed, allowing you to customize the email message for individual clients.

F4

Fully Integrated Accounts Receivables

Post payments quickly

Our software allows you to post payments and deposits quickly. Attorneys love the fact that ProTempus makes it easy to spot good clients and clients that are slow to pay. If you know a client is behind on their payments, your next meeting or phone call allows you to mention that they need to send a check to move the case forward. Our aging reports and integrated invoice / statements keep you and your clients informed as to their current account balance. Communications is often the secret to encouraging clients to keeping their account current and improving the cash flow of your law office.

F5

Fully integrated Trust Accounting

ProTempus manages your trust accounts.

ProTempus has a fully integrated Trust Accounting sub system. When a client gives you a deposit for work to be completed, you can easily deposit that amount into the client’s Trust Account. When you create invoices for your clients you can either automatically apply money from the their trust account against the new invoice or selectively apply the trust money as the case is completed. Two clicks will display the clients current trust account balance. Our billing detail report, account summary on the client’s invoice and numerous audit reports keep you and your clients on top of your trust accounts.

Make audits easy.

If you are using the Quick Books interface, ProTempus will automatically create a sub account in the Quick Books Trust registry for each client. It becomes very easy to determine the balance of each client’s trust account. ProTempus will display the balance within ProTempus and Quick Books will also display their balance in their individual sub account within your trust bank account. You have the option of maintaining your trust bank as a separate Quick Book’s company file. Allowing you to optionally give the Bar Association Auditor the Quick Books trust account without sharing your complete financial data.

F6

Complete contact management system.

Keep track of all contacts, not just clients.

We recommend entering all contacts that interact with your office. This allows ProTempus to provide instant conflict checking. You can enter multiple addresses, multiple phone numbers and unlimited notes for each contact. Linking contacts to a given case gives you instant access to all parties in a case, including the judges, opposing attorneys, witnesses, adjusters, etc., with one click. Contact management is the central point of ProTempus. With three keystrokes you can locate any contact, at that point you are one mouse click away from any detail about that contact. Any lawyer or authorized staff in your office can view any case that includes the contact or any history with the office.

Instant conflict checking

When adding a new client into ProTempus, it will display all contacts with that same name. This features prevents the create of duplicate contacts that occur in many CMR systems. In addition it provides you with the history of that contact prevent possible conflicts of interest entanglements. This is especially true in offices with more than one lawyer. ProTempus is the common knowledge base for you entire office. With ProTempus the right hand knows what the left hand is doing. Allowing you to provide the best possible customer service to your clients, while solving their legal issues. ProTempus software takes the pain out of running a law office.

F7

Case management made easy

ProTempus will manage the details.

Documents, trial dates, deadlines, emails sent and received, phone calls, correspondence from opposing attorney, time billed, time to be invoiced, payments received, Trust account balance, keeping track of parties in the case, are just some of the many things ProTempus will track about each case. Each of these is just one mouse click away, once you select the client in ProTempus. ProTempus will save you and your staff hours each week from the details of managing each case.

Track all the parties in a case.

Managing and communicating with all of the parties in a case can be a major headache. ProTempus can link any contact in your database to any case, defining their role in a specific case. There is no limit to the number of parties in a case. You may find you are facing an opposing counsel in more than one case, ProTempus can handle that along with the any details that are specific to that case.

F8

Accessing any document for a given client is one click away.

No more navigating the windows directory structure

Once you select your client, just click on the documents button on the client’s windows. A list of all of their documents will be displayed. Attorneys can group the documents is subfolders by matter code, document type or the most recent at the top. When creating new documents, you can select a boiler plate first, name your document and ProTempus will automatically place the document in the client’s document folder. No more misplaced documents. Pointing ProTempus to your shared drive means all your staff and attorneys can access any document from any computer.

Document assembly made simple

ProTempus has a built in document assemble software. You can create a intake from for each type of case. The intake form will help you or your staff collected the pertinent information need for the case. Once collected you will be able to generate any number of documents merging the intake data with your boiler plate documents. Document creation can be as simple as three mouse clicks.

F9

ProTempus keeps your To Do list manageable

ProTempus helps attorneys stay on task

By assigning trigger dates to each task item, you can tell ProTempus when you want it to notify you of an up-coming deadline. Lawyers will not have any last minute surprises with ProTempus. Many systems overwhelm their users by displaying all of your tasks on your current To Do list. By default ProTempus will only display tasks that have a trigger date on or prior to the current date. When you come to the office each morning, ProTempus focuses you on the tasks that need to be completed today. You have the option to look ahead to view tasks that will be due next week or next month.

ProTempus can track the time you spend on a task

Our To Do list also integrates with our billing system. When a task is completed, one click can add it to the client’s next invoice. You can accumulate the time you worked on a task over a period of time whether it takes a week or a day. Starting the stop watch each time you work on a task will accumulate the total time you have spent. Once completed, just click billable and you have added the accumulated time worked to the client’s invoice and added money into your practice.

P10

ProTempus has an optional interface with QuickBooks.

We put the Quick back into QuickBooks

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|  | Many ProTempus users find that the Accounts Receivable subsystem in ProTempus eliminates the need to use QuickBooks. Others like having QuickBooks to help balance their bank accounts and like the Quick Books general ledger for year-end tax reports. We have designed a very simple interface with QuickBooks. When you post a payment or deposit into ProTempus, our sync program will add those deposits into the appropriate check register in QuickBooks. Payments will be added as deposits into your operations accounts, prepayments will be added as deposits into the client’s subaccount in your trust account check register.  Auditing made easy  ProTempus produces audit reports for each step. It verifies the account totals before and after each update to insure your accounts are in balance. The trust account report in ProTempus has an optional audit feature that will retrieve the balance of each client’s from QuickBooks and verifies the total matches the trust account balance in ProTempus. You can optionally segregate you trust account into a separate QuickBooks company file, allowing auditors access to your trust account detail without sharing all of your office’s financial data.  P11  Google sync  Syncing your ProTempus Calendar with your Google Calendar  Our Google sync allows you to sync your ProTempus contacts into your Google contacts and providing near real time sync between your ProTempus calendar and your Google calendar. If you set your smart phone to sync with your Google contacts and calendar, you have the ultimate device for managing your calendar and accessing your contacts when you are out of the office. This approach does not require opening any ports on your office system, keeping your office data totally secure.  Billing time when you are out of the office  Our Google sync also allows you to bill time. Assume you placed a call to John Decker when you are out of the office and you need to bill thirty minutes for that call. Click on your Google calendar to create a new event for the current date and time. Touch the microphone and dictate, “Bill John Decker .5 hours discussed custody of the children”, save the event. That’s it, when you return to your office ProTempus will have that billable event on your calendar. You can also add an meeting with John by selecting the correct date and time on your google calendar and typing or dictating “Schedule meeting with John Decker to discuss custody of the children”. When you return to your office you will find that event on your ProTempus calendar.  F12  Outlook sync  Bill your time and schedule meetings from your smart phone  If your smart phone is currently syncing with your Outlook calendar, you do not need to change. ProTempus can also sync with Outlook. The same features described in the Google sync also work with Outlook.  Archive you Outlook emails into the client’s ProTempus Document folder  Managing emails can be as big a headache and managing documents. ProTempus comes to the rescue. Select one or more emails in your outlook inbox, select a client in ProTempus and click on the Email import button. ProTempus will archive those emails into the client’s document folder. Once archived into ProTempus, the email can be viewed by anyone in your office. It will also be included in your normal backups, giving you are permanent record of all emails from the client you have archived.  You can also archive email from Gmail accounts by adding your Gmail account to Outlook.  F13  Secure Limited Remote Access  You can have remote access without moving your data to the cloud. The ProTempus google calendar and outlook syncs described above insulate your systems from WORLD WILD WEB. If you also need to access your documents or other software while you are out of the office, we have tested several remote access programs that provide remote access without opening ports on your firewall. Teamviewer, SplashTop and LogMeIn all work well with Protempus. Teamviewer is the fastest and has a free version for occasional usage. Windows remote desktop (RDC) will also work, however it requires an open port on your firewall, it should be setup by a professional that can configure and lock down your firewall specific IP addresses.  Links to Remote access software  <http://lifehacker.com/five-best-remote-desktop-tools-1508597379> -> Review of remote access software  [www.teamviewer.com](http://www.teamviewer.com) -> top rated, free for personal use  <http://www.splashtop.com/> -> free for personal use  <https://secure.logmein.com/home> -> $149 per year  F14  Free Unlimited support!  Free means FREE  Our low monthly license fee includes unlimited support. Upgrading your computers, installing the latest Windows OS, adding a new computer for a new staff person. Add ProTempus to your new hardware is not a problem. Just give us a call we can have you up and running on your new system in minutes. Need help setting up your backups. We are always glad to help setting up and verifying backups. We sleep better knowing you are covered. We highly recommend you maintain at least two USB drives as your backup. Keeping at least one backup set disconnected from you system at any given time, is the only defense against Ransomware. If you do have a failure, we will help you get backup up and running quickly.  F15  Free Unlimited training  One on One training as needed.  When we install ProTempus on your system, we provide one on one training for you and your staff. We use TeamViewer ([www.teamviewer.com](http://www.teamviewer.com)) to connect allow for a totally interactive training session, which allows us to address any specific needs that are unique to your office. If you add additional staff, we are here to provide ProTempus training to help them get up to speed as quickly as possible. Need a refresher on a feature you have not used for awhile, just give us a call and we will review that topic with you. It is all included in your monthly license fee.  Video training online.  Our website includes many training videos covering a variety of topics. These are accessible anytime you want to explore more features in ProTempus. We continue to add new training videos to include all the features in ProTempus. Check our demo and other training videos at <http://www.protempus.com/protempus_training_video.html> .  Free video training on our website [www.protempus.com](http://www.protempus.com)  F16  Free data conversion  Try ProTempus with your data  If you are using another law office practice management system, that no longer meets your needs, we make it easy to give ProTempus a try. We will do our best to export your data from your current system into ProTempus. We have successful converted offices from TimeSlips, TabsIII, Time and chaos, Abacus, Clio, Amicus, just to name a few. This is a free service, we will convert your data and train your staff on ProTempus prior to starting your 30 day free trial. You have nothing to lose giving ProTempus a try.  You have nothing to lose trying ProTempus  Once we convert you data and train you and your staff, you will have 30 days to use ProTempus and prove to yourself that ProTempus will not only help you bill more time, it will also save you time managing you cases and help you provide better customer service to your clients. We take the headaches out of managing your office and allow you to focus on practicing the law.  Thank you for reviewing our features.  Please give us a call and allow us to discuss your needs in more detail.  Phone: 502-228-0549  Email: [sales@protempus.com](mailto:sales@protempus.com) |
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