

A Scalable Solution for Law Firms Looking to Improve Staff Utilization, Reduce Turnover and Foster Growth:

- » Web-based environment permits everyone to view, update and share information, from any Internet-connected computer
- » Available as a locally installed or hosted solution
- » Automatic e-mails notify staff and managers of critical system events
- » Option to combine time entry and forecasting into one, unified database
- » FourthLink integrates with the leading Time and Billing Systems
- » Custom reports provide instant status overviews of staff, tasks and assignments

- » Has your firm grown to the point that it is difficult to determine who can do what?
- » Would you like to improve the way you monitor staff experience and track career development?
- » Is your firm limited by inefficient communications during the staff assignment process?

Improve Staff Development

Track each staff member's previous assignments, training and expertise to assist the firm in achieving growth, enhancing job satisfaction and improving case outcomes. Identify gaps in assignment or opportunity in order to help you improve utilization and strengthen each staff member's personal career path.

Balance Staff Utilization

Deliver *measurable* improvements in staff **utilization** and attorney satisfaction by reducing downtime for some and over-allocation for others. Match the right staff member to the right task. FourthLink helps you establish skill sets and correlate staff availability with task requirements and previous attorney assignments.

Simplify Scheduling

Stop wasting effort trying to manage staff assignments with tedious spreadsheets and archaic manual systems. View assignments and availability **on-line** with FourthLink's easy-to-use staffing tools.

Share Knowledge Effectively

Unlike manual systems that isolate information on desktops or in spreadsheets which are difficult to share and update, FourthLink provides a **common platform** for staff and assignment data. Everyone views, updates and shares information in real time from any Internet-connected computer.

FourthLink is incredibly easy to use. Within days of installation, you and your team will be reviewing skill sets, tracking opportunities, making assignments, and running reports based on real-time, comprehensive views of your firm and team data.

Features include:

- » **Shared activity, tasks and assignments** on a collaborative platform: all staff can see and share assignment information
- » **Automatic E-mail notifications**— Staff can be notified of assignments and managers and attorneys can be notified by the system of critical events.
- » **Custom reports** for instant status overviews of staff members, matters, tasks and assignments





Proven Success

TIME ENTRY/FORECASTING

- Single Screen to Enter Worked Hours
- Forecast can be Entered Weekly to Update Schedule
- Integrates with leading Time and Billing software packages

Staff Member Skills

Approve Email Save

* Indicates required field

PracticeArea: INS:Insurance StaffMember: Mason, Brian

| * Skill Type | Skill Value | Skill Level | Number Of Years | Year Last Used |
|------------------|-------------------------|------------------|-----------------|----------------|
| Role | Staff | | 5 | 2004 |
| Education | Accounting | Bachelors Degree | 7 | 2006 |
| Worked With | Susan Johnson | Positive | 2 | 2008 |
| Legal Operations | Discovery Management | Concordance - I | 4 | 2004 |
| Legal | Administrative Law | | 5 | 2003 |
| Legal | Legal Document Drafting | Trusts | | |

SIMPLE SKILLS TRACKING

- Search by Availability, Skill Set and Experience Level
- Simple Display of Assigned and Un-Assigned Team Members
- Easily Assign Staff to Available Tasks



Matter Profitability Analysis

| RESOURCE TITLE | BILLING RATE | COST RATE | BUDGETED | | | | PROJECTED | | | | |
|-----------------|--------------|-----------|---------------|---------------|---------------|-------------|---------------|---------------|---------------|-------------|-------------|
| | | | PROJECT HOURS | STANDARD BILL | STANDARD COST | MARGIN | PROJECT HOURS | STANDARD BILL | STANDARD COST | MARGIN | |
| Associate | \$165.20 | \$95.00 | 102.00 | \$16,850.00 | \$9,690.00 | \$7,160.00 | 42% | 102.00 | \$16,850.00 | \$9,690.00 | \$7,160.00 |
| Barrett, Sheila | \$175.00 | \$95.00 | 62.00 | \$10,850.00 | \$5,890.00 | \$4,960.00 | 45.71% | 62.00 | 10,850.00 | \$5,890.00 | \$4,960.00 |
| Parsons, Janice | \$150.00 | \$95.00 | 40.00 | \$6,000.00 | \$3,800.00 | \$2,200.00 | 36.67% | 40.00 | 6,000.00 | \$3,800.00 | \$2,200.00 |
| Paralegal | \$95.00 | \$75.00 | 40.00 | \$3,800.00 | \$3,000.00 | \$800.00 | 21% | 40.00 | \$3,800.00 | \$3,000.00 | \$800.00 |
| Trail, William | \$95.00 | \$75.00 | 40.00 | \$3,800.00 | \$3,000.00 | \$800.00 | 21.05% | 40.00 | 3,800.00 | \$3,000.00 | \$800.00 |
| Principal | \$295.00 | \$250.00 | 51.00 | \$15,045.00 | \$12,750.00 | \$2,295.00 | 15% | 51.00 | \$15,045.00 | \$12,750.00 | \$2,295.00 |
| Johnson, Susan | \$295.00 | \$250.00 | 51.00 | \$15,045.00 | \$12,750.00 | \$2,295.00 | 15.25% | 51.00 | 15,045.00 | \$12,750.00 | \$2,295.00 |
| TOTAL CHARGE: | | | 193.00 | \$36,695.00 | \$25,440.00 | \$10,255.00 | 28% | 193.00 | \$36,695.00 | \$25,440.00 | \$10,255.00 |

DYNAMIC REPORTING

- Fast, Up-to-the-Minute Management Reports
- Well Organized and Easy to Read
- Easy Export to Excel, HTML, PDF



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