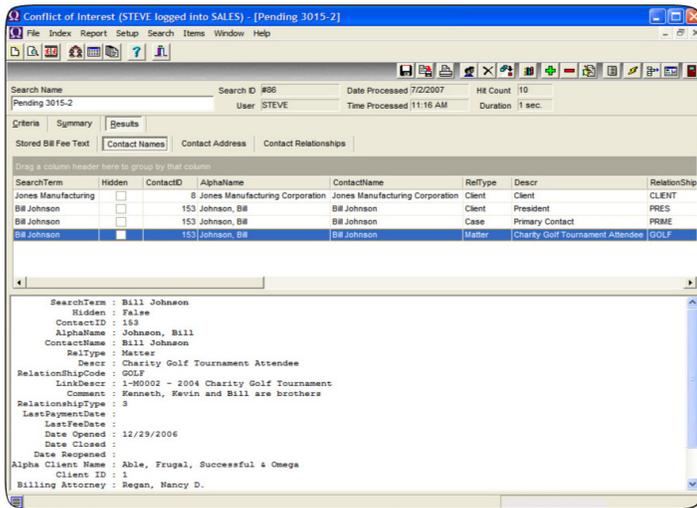# Ω Omega

Calendar and Docket

Manage Critical Events

Enjoy a new level of confidence—court calendars, critical deadlines and appointments integrated with your cases, contacts and accounting and billing information.

Calendar and Docket automates event and task scheduling, case deadlines and court events. It's an integrated module within Omega Legal, so you always have up-to-date and complete access to case and matter information, contact management, and accounting and billing information.

Save time by automatically scheduling and tracking events and tasks:

- Schedules individuals and groups
- Easily handles recurring events
- Provides audit trail of schedule changes
- Tracks documents associated with events
- PDA synchronization with Outlook for appointments
- Automatically schedules events based on predefined workflow
- Date calculator easily computes due dates for notices, response deadlines and appearances
- Create practice specific templates, activities and timelines to support unique requirements
- Color-coded status makes it easier to see critical items on busy calendars

Calendar and Docket maintains a complete audit trail by date, time and user. At a glance, you will know who was responsible for changes to any event or activity within a case.

Features & Benefits

Prevent missed deadlines

Rely on complete task and date coordination

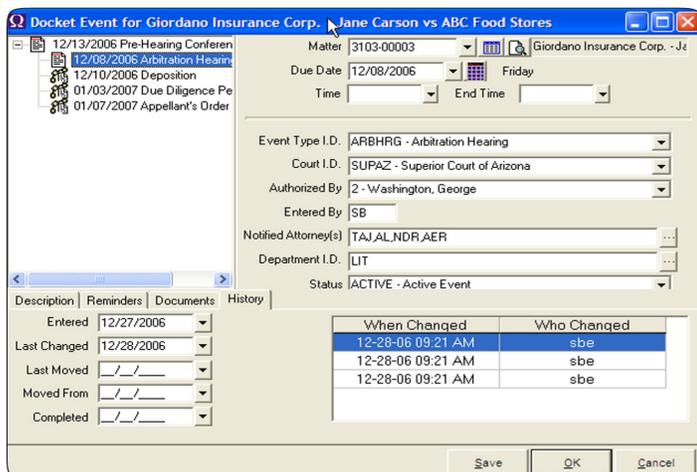Eliminate scheduling conflicts

Automate Workflow Processes

Use the built-in rules engine to automate workflow for different activities. Then use your rules to automatically schedule all the related events. You have the flexibility to change one or all related events if a schedule change is needed.

Setting up a workflow process is easy. Any list of activities or events may be included and linked together. For example, to set up a "Respond to Interrogatories", you could automate the following events:

1) Receive Interrogatories
2) Review Interrogatories
3) Meet with client to review Interrogatories
4) Draft responses
5) Send Interrogatory responses to client for approval
6) Interrogatories deadline

Any sequence of activities or workflows can be similarly automated. Simply schedule the first activity and the remaining events are automatically calendared.

Check Status of Events

Important events are monitored by status. User-defined status fields enable monitoring of events to the level of detail required. Status levels include categories such as "delayed", "cancelled", "escalated", etc. Status fields enable categorizing, sorting and reporting on events and can be monitored by matter, status, individual, or group.

Customize Options

• View an individual, group, or firm-wide calendar
• Graphically display a calendar by day, week or month
• Built-in report writer gives you tremendous power to print calendars and reports just the way you need them

Omega

Omega is a privately held Scottsdale-based company that provides mid-to-large size law firms an integrated financial and practice management software suite that sets the standard for return on investment, system performance and service. Since 1975, Omega has been solving critical business issues for law firms, improving their profitability, productivity and efficiency.