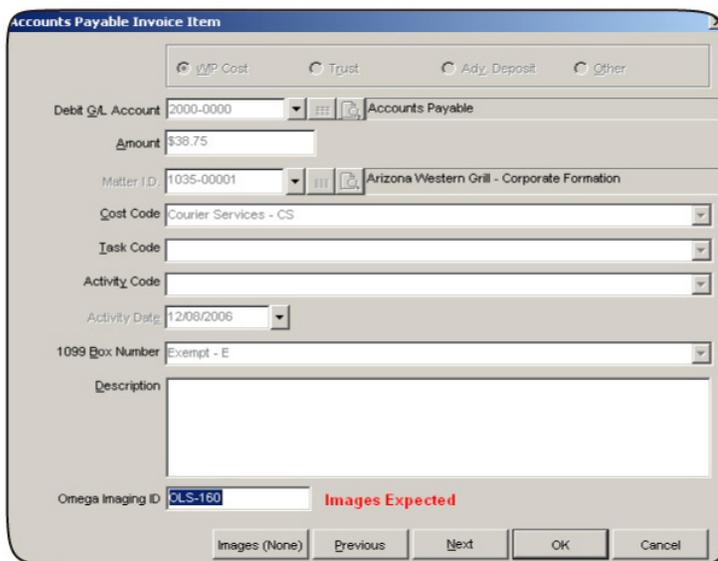


# Integrated Imaging

## Less Work; Faster Revenue

Omega Legal's Imaging module enables the scanning of vendor invoices and supporting documents and linking them to Accounts Payable files for easy printing with client bills. Accounting departments can reduce the need for excess paper storage and more efficiently research, review, and retrieve documents for client and attorney inquiries.



### Features & Benefits

- Review image from within WIP or A/P
- Automatically print images with bills, based on business rules

## Enhance Workflow

Most firms already have a compatible scanner/copier and only need to establish their workflow to integrate the scanning of invoices. Desktop scanners or scanners from any location on the network can be used in the process.

The scanned images are automatically linked to their appropriate A/P file using bar code technology.

Scanner requirements are simple:

- 300x300 dpi resolution
- TWAIN compliant
- Multi-page capability
- Ability to create TIFF files

## Image Editing

A single image can be tailored for multiple clients and matters. Using the redacting functions in the Omega Imaging Manager, only the item(s) pertinent to the particular client and matter need be included.

In addition to redaction, the Omega Imaging Manager provides:

- Cropping
- Stamps
- Rotation
- Brightness

## Business Rules for Automatic Printing

Establish business rules at the client or matter level by defining the need for an attachment based on threshold amount, cost code, or both. If the defined rules apply to an A/P invoice item, an "Images Expected" tag appears, alerting you to attach an image. The attached image will automatically print with the printed bill based on the client/matter-level business rules defined.

### Save Time

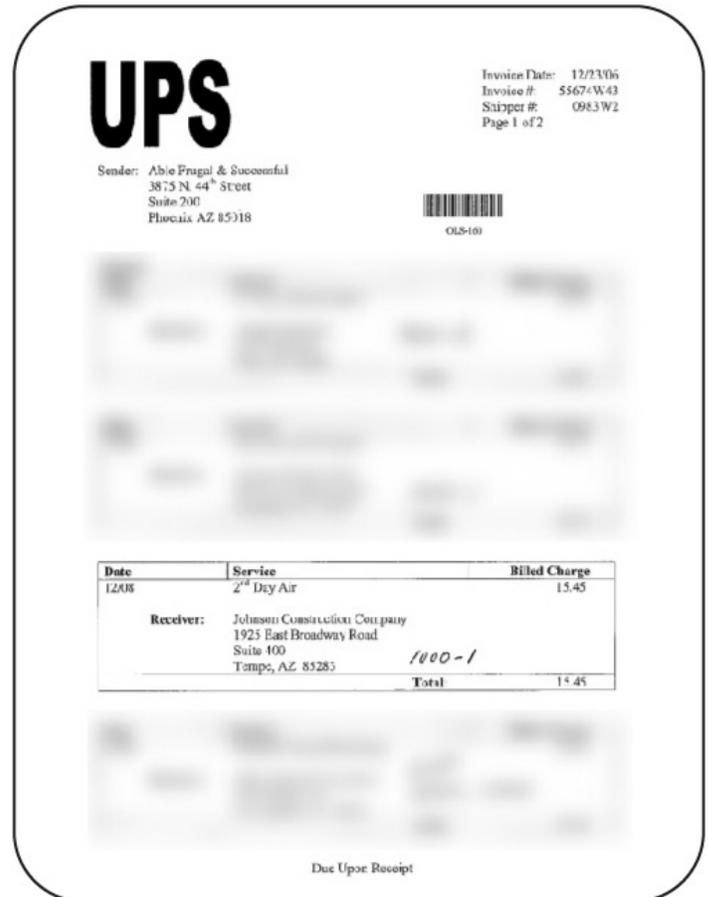
Imaging enables all authorized users to retrieve and view transactions, along with the associated scanned document, directly online, either from within Work-In-Process costs or A/P. When reviewing bill drafts, attorneys or staff can view the document image attached to the bill online. The ability to store, review online and automatically print attached scanned documents with bills can substantially decrease the time required to assemble bills, enabling the firm to receive payments sooner.

#### Features & Benefits

Bar codes speed up linking of documents to client bills for faster processing

Scan from any location from any network scanner

Reduce time to find, copy, and attach A/P invoices as well as the cost and space to store 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.*