

PAPERLESS LONG FORM

Out of the box, 3E Paperless presents proforma details using a tabbed-style interface. Through the Datolite Long Form add-on, proforma can once again be viewed on a single screen.

The addition of a new menu allows users the option of viewing their proforma in the Long Form or the original tabbed view. This menu function can be collapsed to maximize the screen real estate.



Quick navigation is possible between sections, allowing users to jump directly to a desired section of the proforma.

Finally, within the Long Form interface, each section of the proforma (e.g. Matter Information, Time Detail etc.) is collapsible-again to optimize screen space.

LONG FORM VIEW - [3E PAPERLESS]

All Collaboration
Long Form View

Property ABC
10014-001

Client: **John Smith**
Proforma State: Returned With Ac...
Matter Status: Editable(Exclusive)

! A H PRINT SAVE COMPLETE

Hours Worked / Billed	Original Fees / Billed	Original Costs / Billed	Original Charges / Billed	Original Total	Total Edits	Adjusted Total	Est. Fee Realization
57.00 / 57.00	28,500.00 / 28,500.00	2,299.09 / 2,299.09	0.00 / 0.00	30,799.09	0.00	30,799.09	100.00%

Proforma Action & Instruction

Proforma Action

▶ Matter Information

▶ Financials

▶ Bill Narrative

Time Detail

Filter Menu Sort Menu Basic View

Actions/Date/Index	Timekeeper/Title	Hours	Rate	Amount	Narrative/Comments
<input checked="" type="checkbox"/> <input type="text"/>	Amy Smith	Worked	12.00	500.00	6,000.00
9/13/2017 353	Associate Level 1	Bill (Orig)	12.00	500.00	6,000.00
Time Type: Hourly	1022	Bill	12.00	500.00	6,000.00

Phase: Phase2: Task: Task2: Act: Act2: Tax Jur:

Tax:

KEY BENEFITS

- 1

LOAD TIME

Happens once compared to each time a tab is opened.
- 2

USER EXPERIENCE

Reduce the number of clicks needed to review a proforma.
- 3

SCREEN REAL ESTATE

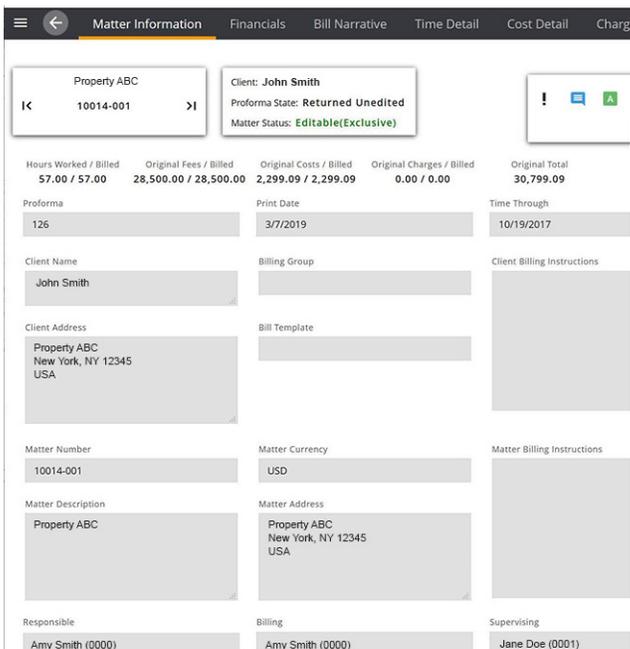
Collapsible sections allow more content to be viewed on screen.

continued on page 2

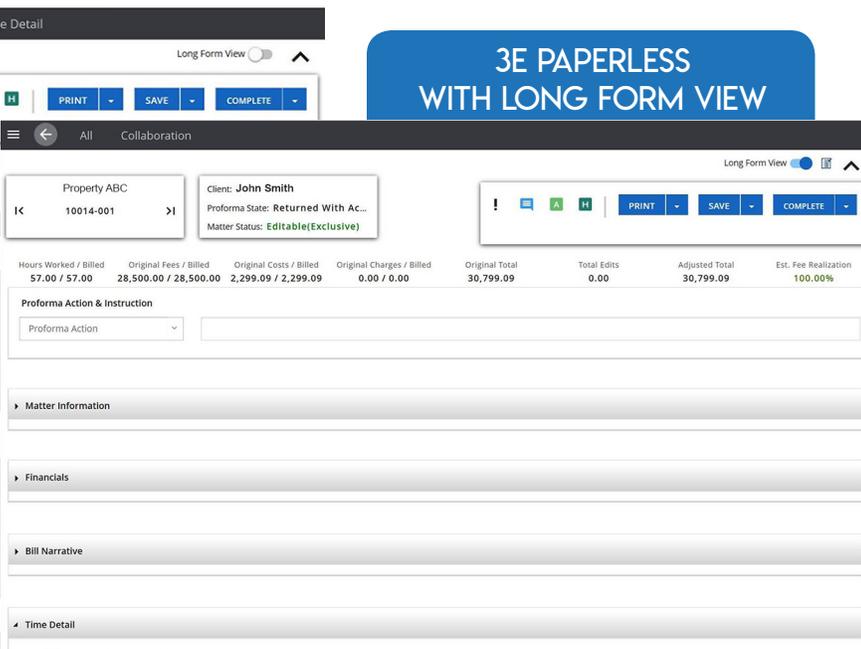
LONG FORM VIEW - BENEFITS

- ✓ Reduce the number of 'clicks' needed when attorneys are viewing proforma details; attorneys no longer have to click from section to section to review/edit the proforma (from 8 clicks to a single scrollbar).
- ✓ Collapsible sections allow attorneys to see more content within key sections of the proforma; specifically, being able to show more timecard entries on screen. Sections can be collapsed by default to provide focus on specific areas.
- ✓ Performance improvement - load time for content happens once instead of as each tab loads, leading to a better experience for the user.
- ✓ For those firms that are moving from Enterprise Paperless to 3E Paperless, a continuity of the look and feel will allow for a smoother transition for end users and reduce re-training time.

3E PAPERLESS WITHOUT LONG FORM VIEW



3E PAPERLESS WITH LONG FORM VIEW



3E PAPERLESS WITHOUT LONG FORM VIEW

Hours Worked / Billed	Original Fees / Billed	Original Costs / Billed	Original Charges / Billed	Original Total
57.00 / 57.00	28,500.00 / 28,500.00	2,299.09 / 2,299.09	0.00 / 0.00	30,799.09

Proforma: 126 | Print Date: 3/7/2019 | Time Through: 10/19/2017

Client Name: John Smith | Billing Group: [] | Client Billing Instructions: []

Client Address: Property ABC, New York, NY 12345, USA | Bill Template: []

Matter Number: 10014-001 | Matter Currency: USD | Matter Billing Instructions: []

Matter Description: Property ABC | Matter Address: Property ABC, New York, NY 12345, USA

Responsible: Amy Smith (0000) | Billing: Amy Smith (0000) | Supervising: Jane Doe (0001)

Proforma Action & Instruction: []

Matter Information: []

Financials: []

Bill Narrative: []

Time Detail

Filter Menu	Sort Menu	Basic View	Actions/Date/index	Timekeeper/Title	Hours	Rate	Amount	Narrative/Comments
✓			9/13/2017 353	Amy Smith Associate Level 1	12.00	500.00	6,000.00	Hourly research on Westlaw.
			Time Type: Hourly	1022	12.00	500.00	6,000.00	Bill (Orig)
								Bill
								Comment

Phase: [] Phase2: [] Task: [] Task2: [] Act: [] Act2: [] Tax Jur: []

Tax: []