

# Modern Document & Email Management

Born in the Cloud.  
Built for Law Firms.



LexWorkplace is a cloud-based document and email management system built exclusively for law firms. We designed it for busy law firms like yours; as a central, secure place to not only store documents and email, but to organize, manage and search all of your firm's content.

Go Paperless. Get Organized. Work Anywhere.

LexWorkplace is packed with tools to help you manage your documents and email.



#### Matter-Centric

LexWorkplace helps you stay organized: Store and manage documents, email & notes by matter.



#### Windows & Mac

All LexWorkplace functionality works with Windows and Mac.



#### Powerful Search

LexWorkplace is like your own personal Google. Search across millions of documents and email in seconds.

Learn more about LexWorkplace at



888-878-4632



[www.LexWorkplace.com](http://www.LexWorkplace.com)

## Document Management

### Store Anything

LexWorkplace can store and manage documents, images, videos, and virtually any kind of file. Simply drag-and-drop to upload documents.

### One-Click Open & Save

View and edit a document in one click. Hit the save button and your file is automatically saved to LexWorkplace; no manual re-upload required.

### Favorites & Recents

Quickly and easily see your recent docs. Or mark important documents as a Favorite, putting it at your fingertips no matter where you are in LexWorkplace.

### Document Versions

LexWorkplace automatically creates and tracks document versions. Review previous document versions; see who changed what, when; annotate specific versions to keep important milestones clear.

### Automatic OCR

LexWorkplace automatically OCR's documents when you upload them. LexWorkplace will automatically convert scanned documents and image-based PDF to full-text, searchable PDF documents.

### Document Check-Out

Check a document out to keep others from changing it. Your coworkers can see who has a document checked out, and can download a copy at any time.

### Profiling & Tagging

Set document Types and Statuses, or create your own custom Document Tags to keep your documents categorized and organized.

### Matter Docs & Firm Docs

In addition to matters, you can store documents within Firm Documents, a central place to store and manage business, financial, HR and other non-matter documents for your firm.

### Unique Document ID

Every document saved to LexWorkplace is assigned a unique ID. See each document's unique ID right in LexWorkplace.

## Email Management

### Outlook Integration

Quickly save emails to a matter right from Outlook. Email messages—and their attachments—are indexed and searchable within LexWorkplace.

### Save Email to Matters

Save emails directly to a matter. Emails are stored alongside documents for that matter, accessible to the rest of your firm.

### Organize With Folders

Your matters may have hundreds, even thousands of emails. Keep things organized by creating folders for matter-related emails.

### De-Duplication

Multiple people in your firm are likely to save the same email to a matter. LexWorkplace keeps duplicates from happening by saving only a single instance of each email.

### Open, Forward, Reply

Click an email to open it in Outlook. You can even forward or reply to the email right from LexWorkplace.

### Entire, Original Email

When you save an email to LexWorkplace, the entire, original email is captured, including message headers, body, images and attachments.

## Data Security

### Secure Application Architecture

LexWorkplace uses state-of-the-art application architecture to ensure that only the people you allow will have access to your data.

### Encryption in Transit

LexWorkplace uses secure cloud technologies. When you're working in LexWorkplace, all data is encrypted using the latest in SSL (HTTPS) encryption.

### Encryption at Rest

Data stored in LexWorkplace is also encrypted at-rest, using the latest in military-grade data encryption. This keeps your data secure and helps you maintain compliance.

### Permissions & Access

Set unique permissions on each matter. Allow your entire firm to access a matter, or just a select few.

### Geographic Redundancy

When stored in LexWorkplace, your data is securely backed up to our multiple, independent data centers across North America.

### Two-Factor Authentication

LexWorkplace natively supports Two-Factor/Multi-Factor Authentication. MFA provides an incredibly powerful additional layer of security.

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## Why LexWorkplace

LexWorkplace is the best law firm DMS ever created. Here's why.

- **MATTER-CENTRIC, LIKE YOUR FIRM**  
Unlike other document management software, LexWorkplace organizes documents by matter. Create matters, assign them to clients, define matter types, custom matter ID's and more in our software made exclusively for law firms.
- **UNPARALLELED DATA SECURITY**  
Your data will never be safer than it is within LexWorkplace: Data encryption at-rest, in-transit, Two-Factor Authentication, definable permissions, geographically redundant backups and secure application architecture keep your client data safe and secure.
- **ROBUST DOCUMENT MANAGEMENT**  
More than just cloud storage: LexWorkplace provides rich DMS functionality including full-text search, integrated OCR, document tagging & profiling, version management, even a place to store internal firm documents.
- **POWERFUL EMAIL MANAGEMENT**  
Our Outlook integration and email management is unlike any other product: Save emails to a matter directly from Outlook, see saved emails alongside documents within every matter.
- **FULL WINDOWS & MAC COMPATIBILITY**  
LexWorkplace is the only law firm document management software that is completely compatible with Windows and Mac OS. Use Windows, use Macs or use a bit of Both—LexWorkplace has got you covered.
- **BACKED BY UPTIME LEGAL SUPPORT**  
Uptime Legal is made up of legal technology experts. Our team will manage the onboarding, data migration and training process, and will provide day-to-day support to your firm when you need it.



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## About Uptime Legal Systems

Uptime Legal Systems helps law firms manage and grow their practice with cloud, legal technology, and marketing services.

### Why Uptime?

#### → **MANAGE + GROW YOUR PRACTICE**

Uptime Legal is the only cloud service provider that can help you host, manage and grow your practice.

Thousands of attorneys manage and grow their practice with Uptime's suite of cloud, legal technology and Internet marketing services.

#### → **CLOUD-FIRST, LEGAL-FIRST**

##### **EXCLUSIVE COMMITMENT TO LEGAL**

Uptime Legal only works with law firms, which means Uptime is keenly aware of the culture and challenges within law firms. Uptime has deep experience working with software used by law firms and strong relationships with leading legal software publishers.

#### → **REPUTATION MATTERS**

##### **AWARDS, ACCOLADES AND RECOGNITION.**

Uptime Legal has won awards and recognition in legal and technological communities.

#### → **EXPERIENCE MATTERS**

Uptime Legal has been providing technology services to law firms since 2005. Uptime has successfully moved hundreds of law firms to the cloud, and helps hundreds more grow their practice and impress their clients. Uptime has extensive experience hosting and supporting the leading legal software.

#### → **THE UPTIME TEAM**

Managing on-premise IT infrastructure isn't just difficult, it's expensive, and the costs are often unpredictable. Uptime Practice delivers secure, reliable technology for a fixed monthly fee.

#### → **GET EXPERT LEGAL SOFTWARE SUPPORT LEGAL TECHNOLOGY LEADERS**

Uptime Legal is made up of the best and brightest legal technology professionals. Uptime's staff includes executives, engineers, attorneys, developers and legal support staff. Uptime's Help Desk is 100% US-based (in fact right in our Eden Prairie Headquarters). Every new Uptimer (as they've come to be known) completes Uptime University, our custom training program that turns new hires into legal technology experts.



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