Tabs3®

PracticeMaster®

Reliable Software. Trusted Service.

Build more success for your firm by streamlining your billing and practice management activities.

www.Tabs3.com

Tabs3 PracticeMaster

Reliable Software. Trusted Service.

What if there was software to make each member of your firm more productive? What if it could help your attorneys and office staff work together even more effectively? What if it could give you greater insight into your business and could help your firm achieve greater success?

There is: Tabs3 and PracticeMaster.

“**Attorneys like me** use Tabs3 and PracticeMaster to organize our practices. I track the time I spend on e-mails, phone calls and appointments. I don’t miss deadlines. I assemble draft documents in seconds using the information in PracticeMaster. I can share documents, e-mails, and notes for a case with others in the firm. My staff can also run instantaneous, comprehensive searches to conflict check or find specific information.”

“**I am an Office Administrator** and Tabs3 and PracticeMaster help me keep our office organized. I can stay on top of who has turned in timesheets so that our bills go out on time. Our firm-wide calendar lets me know where people are so that I can coordinate meetings. I can create the reports I need for partner meetings. Any time I have had a question, the Tabs3 support department has been available, polite and knowledgeable.”

“**As a Managing Partner,** I use Tabs3 and PracticeMaster to understand how the firm is performing. Our reports show me who our best clients are, who our most productive attorneys are and which attorneys have clients that still owe the firm money. We make better decisions and earn more because we are informed.”

Tabs3 and PracticeMaster is considered the most reliable suite of billing, practice management and financial software made for law firms:

- Software Technology, Inc., the maker of Tabs3 and PracticeMaster, has been making reliable software for law firms since 1979.
- Over the last eight years, Tabs3 and PracticeMaster Software has been the most award-winning suite of legal billing and practice management software, most recently having been recognized with awards in 2011 from *Law Technology News*®.
- Nine out of ten Tabs3 and PracticeMaster users would recommend it for your firm.

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Tabs3®

Tabs3, the award-winning industry standard for billing software, is the reliable way to make sure that attorneys and paralegals bill on time and reduce unreported billable time. It minimizes the manual and clerical effort in the billing process and helps partners understand how the firm is performing. Tabs3 also has customizable compensation rules to make it easy to see how much each attorney has earned each month. Here are some of the useful features you will find in Tabs3 Billing Software:

Tracking Your Time is Easy

Timers help you track time as you go, and then turn that time into a billing entry. Simple forms make it easy to enter your time. You can also track both hours worked and hours to bill, as well as codes that help your firm submit bills electronically to large corporations and insurance companies using Tabs3 Taskbill Software.

Bill Exactly the Way You Want To

You have virtually unlimited billing rate flexibility. You can use one of the standard billing rates for a timekeeper, the billing rate for his/her level (e.g., partner, associate, etc.), or create custom rates for any timekeeper for any client. You can also use contingency, split fee, electronic, task based, flat fee, and retainer based billing.

Get Your Bills Out Faster

Review unbilled time and expenses by timekeeper or client. Print, edit and track draft statements under internal review and editing. Drill down when viewing Work-In-Process Reports, Transaction Lists or Draft Statements to quickly make changes and updates. Automatically generate custom e-mails to clients with PDF statements attached.

Useful Reports to Stay on Top of Your Billing

Use Collections Reports to see who still owes you money. Review the Work-In-Process Report to see unbilled time and expenses by timekeeper or client, and how long it has gone unbilled. Run a Recap of Hours Report to find time that has not yet been turned in. Use the Client Ledger Report to see the history and status of all client statements. Export any report to Microsoft® Excel®.

Secure Your Information

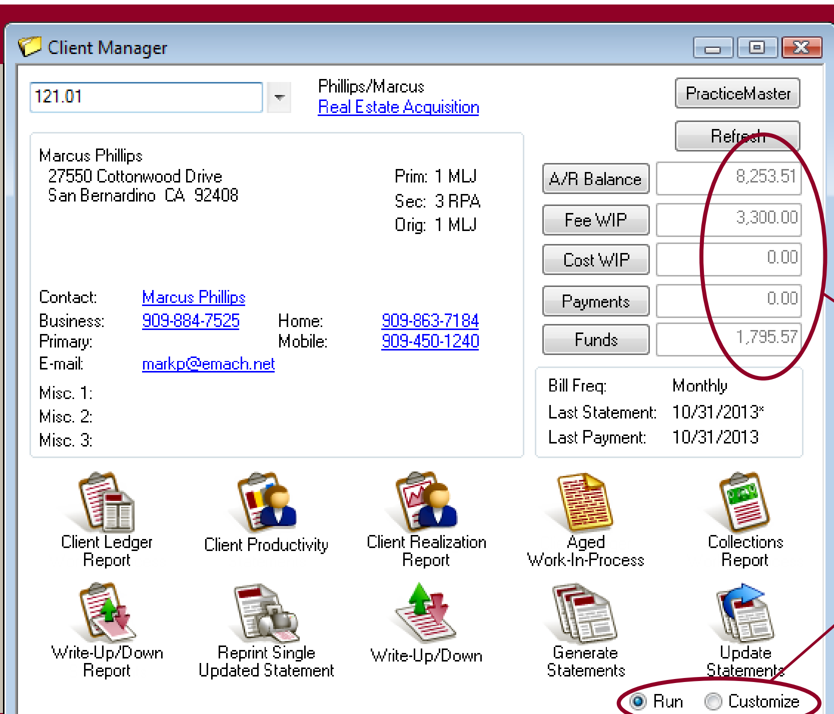
Make sure that the people in your firm only see the information they are supposed to see by restricting access to certain timekeepers, clients or matters. You can decide who can create, edit and delete entries or client information.

Advanced Compensation Formulas

Use compensation rules to determine what each partner has earned. For example:

- Kathy gets 2% of receipts from all working timekeepers.
- Bruce gets 5% of receipts from work done by Kari, Deb and Phil.
- Dan gets 5% of receipts for Acme Insurance until next June.
- Brad gets 10% of receipts for Widgets International up to a total of $10,000.

Once you have created rules you can easily use them for other clients, matters and timekeepers.



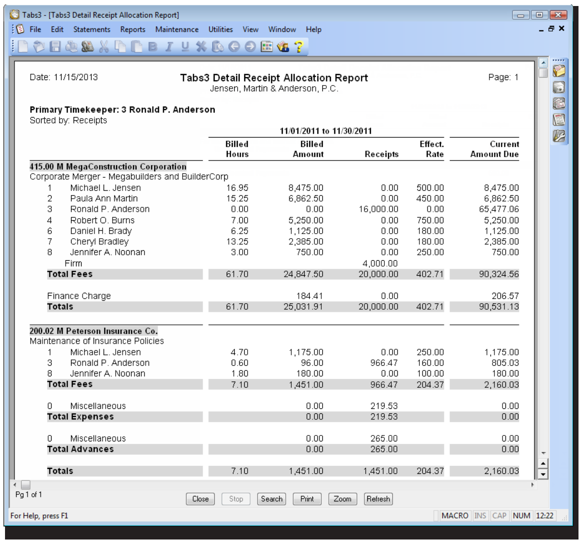
The Client Manager is your dashboard for any client.

At a glance you can see a client's Accounts Receivable Balance, Fee Work-In-Process (WIP), Cost WIP, Total Payments and Client Funds, i.e., Trust Account. With one click you can also find detailed information about those items.

You can also customize two rows of icons so that the things that you do most often are at your fingertips.

Reports that give you insight into your firm's business:

- Accounts Receivable Reports show you which clients owe you money, how late their payments are, and how much is owed.
- Collections Reports provide you with contact information, amount billed, payment history, and outstanding invoice information to make follow-up easy.
- Client Productivity Reports show you the total billed hours and amounts as well as write-ups, write-downs and write offs and the effective hourly billing rate for each client. They can also show you the unbilled totals and the average age of the unbilled amounts.



Tabs3 - [Tabs3 Detail Receipt Allocation Report]

Date: 11/15/2013 | **Tabs3 Detail Receipt Allocation Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 3 Ronald P. Anderson
Sorted by: Receipts

11/01/2011 to 11/30/2011

		Billed Hours	Billed Amount	Receipts	Effect. Rate	Current Amount Due
415.00 M MegaConstruction Corporation						
Corporate Merger - Megabuilders and BuilderCorp						
1	Michael L. Jensen	16.95	8,475.00	0.00	500.00	8,475.00
2	Paula Ann Martin	15.25	6,862.50	0.00	450.00	6,862.50
3	Ronald P. Anderson	0.00	0.00	16,000.00	0.00	65,477.06
4	Robert O. Burns	7.00	5,250.00	0.00	750.00	5,250.00
6	Daniel H. Brady	6.25	1,125.00	0.00	180.00	1,125.00
7	Cheryl Bradley	13.25	2,385.00	0.00	180.00	2,385.00
8	Jennifer A. Noonan	3.00	750.00	0.00	250.00	750.00
	Firm			4,000.00		
Total Fees		61.70	24,847.50	20,000.00	402.71	90,324.56
Finance Charge			184.41	0.00		206.57
Totals		61.70	25,031.91	20,000.00	402.71	90,531.13
200.02 M Peterson Insurance Co.						
Maintenance of Insurance Policies						
1	Michael L. Jensen	4.70	1,175.00	0.00	250.00	1,175.00
3	Ronald P. Anderson	0.60	96.00	966.47	160.00	805.03
8	Jennifer A. Noonan	1.80	180.00	0.00	100.00	180.00
Total Fees		7.10	1,451.00	966.47	204.37	2,160.03
0	Miscellaneous		0.00	219.53		0.00
Total Expenses			0.00	219.53		0.00
0	Miscellaneous		0.00	265.00		0.00
Total Advances			0.00	265.00		0.00
Totals		7.10	1,451.00	1,451.00	204.37	2,160.03

- Timekeeper Productivity Reports list hours and amounts each timekeeper has billed, effective billing rate, write-ups and write-downs.
- Timekeeper Profitability Reports show you billing, overhead, and profit for each timekeeper.
- Receipt Allocation Reports reflect how payments apply to different attorneys, advances, expenses, sales tax and finance charges.
- Task Code Budget Reports provide you with billed and unbilled amounts for expenses and activities broken down by common tasks such as phone calls, meetings, research, etc.
- Area of Practice Productivity Reports show you billings, effective billing rate, write offs, write-ups and write-downs for each area of practice.
- Timekeeper Status Reports show you at a glance work-in-process and accounts receivable that each timekeeper is responsible for.
- Realization Reports let you evaluate timekeeper or client profitability by reviewing amounts collected on specific billings.
- Analysis Reports let you compare Billed and Worked Hours, and Billed Amounts and Receipts by timekeeper or client for a range of months.
- Top Client Report shows your top clients, based on your chosen criteria.
- Client Inactivity Report identifies clients with no activity during a specified time frame based on fees, costs, statements, payments, payment adjustments, write-offs, and client funds.

All reports can be exported to Excel

Accept credit cards using Tabs3!

- Get paid faster and reduce your hassles with collections.
- Save time because it integrates with Tabs3 Billing Software.
- Save money with low, negotiated processing fees for Tabs3 users.
- Accepted by the Payment Card Industry Security Standards Council (PCI SSC).
- Accept trust deposits while accommodating regulations for most state bars.

PracticeMaster®

PracticeMaster Premier is award-winning practice management software that helps you find case, client and contact information and find it fast. PracticeMaster includes document assembly, a firm-wide calendar, and tracking for online research, e-mail and phone calls. PracticeMaster easily converts appointments, e-mail, phone calls and research into time entries in Tabs3 Billing Software so you don't need to remember to record them. PracticeMaster also integrates with other valuable programs such as Outlook®, Microsoft® Exchange Server, Microsoft® Word, WordPerfect®[1], CompuLaw® Court Rules, Worldox®, HotDocs, and most smartphones[2]. Here are some of the useful features you will find in PracticeMaster:

A Firm-Wide Calendar Lets You Know Where Everyone Is

PracticeMaster's firm-wide calendar lets you view appointments for everyone in your firm by person, by client or by event, even if you have multiple offices in different locations. You can color code appointments by employee or activity, as well as view calendars by day(s), week(s) or month. Save time by creating calendar plan templates that you can use over and over again for common deadline schedules (e.g., statute expirations, filing deadlines, etc.). PracticeMaster also offers pop-up screen reminders and the ability to schedule recurring appointments. Security settings allow people to only view what they have authorized access for, such as appointments for certain attorneys or clients. PracticeMaster can integrate with Outlook when it creates its firm-wide calendar.

Quickly and Accurately Check for Conflicts of Interest

Instantly and accurately identify conflicts of interest for your entire law firm by searching clients, contacts, appointments, e-mails, documents, and meeting notes. In just one click, you can gain access to the details of any conflict. PracticeMaster offers flexible and accurate search methods, such as matching only partial words, matching one or all words, and phonetic searches. You also have the option of including documents and e-mail attachments in your search.

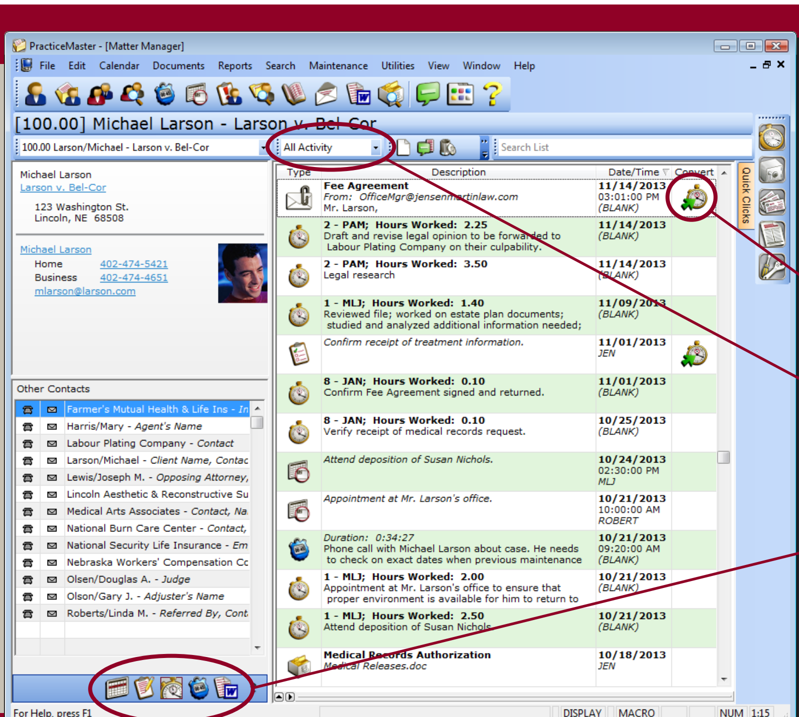
Store and Organize Detailed Client Information

PracticeMaster is your electronic filing cabinet, storing vital contact information, such as phone numbers, mailing addresses, and e-mail addresses for all of your firm's clients. PracticeMaster also allows you to link documents and e-mails to your client records so you can find them easily. Instantly look up references to a person, including those in appointments, meeting notes and e-mail correspondence. Create and associate notes with a client or other contact. See a list of all people related to a case. Additionally, you can synchronize contact information with Outlook and most smartphones[2].

Assemble Documents With Speed, Ease, and Accuracy

Use client, case and contact information to automatically create documents. You can customize documents, calculate amounts based on formulas you create, automatically create fees and expenses in Tabs3, and create calendar entries in PracticeMaster and Outlook while assembling documents. A document management record is created after each assembly, making it easy to retrieve the assembled document at any time.

Footnotes: 1. HotDocs integration required for Document Assembly with WordPerfect. 2. Outlook integration required.



Matter Manager displays everything from contacts and e-mails to documents and account balances, all on one convenient screen. When a client calls and wants to know the status of a case, everything you need to know is easy to find right away.

Click the Convert to Fee icon to bill for this activity.

Change which activities are displayed. Options include Billing Summary, Calendar, Contacts, and Area of Practice information.

Customize this toolbar to access the PracticeMaster features you use most.

Customize PracticeMaster to Work the Way You Do

PracticeMaster gives you unprecedented customization for collecting, organizing and viewing your case and contact information. In PracticeMaster Premier, you can create and modify Area of Practice templates to make sure that you collect all of the relevant information for your cases. You can customize the layout of the screens where you collect information to match your existing intake forms. You can also add custom fields to track things like who receives a holiday card or an invitation to firm events. You do not need to change your processes to use PracticeMaster. PracticeMaster can adapt to your current method of organizing your case information.

Area of Practice (AOP) Templates

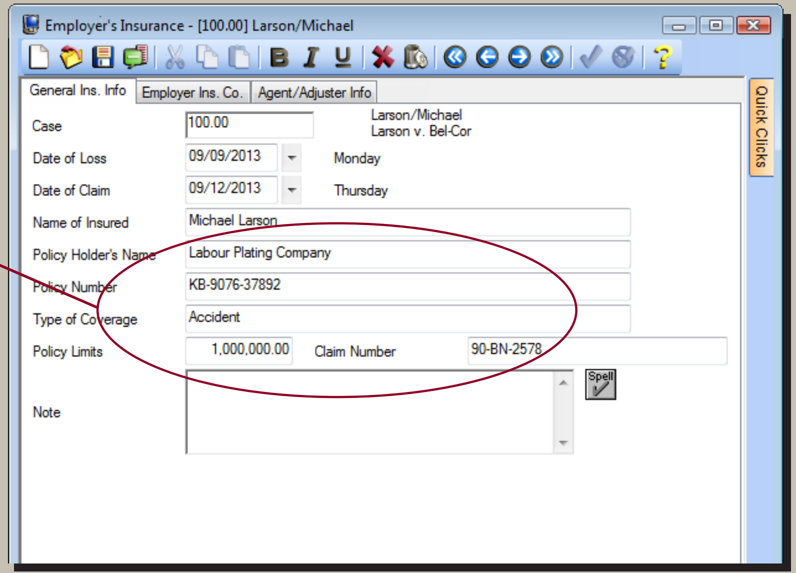
Area of Practice templates include basic types of information specific to an area of practice. For instance, the Personal Injury AOP has specific case files such as medical service, plaintiff's insurance and accident information. Use or modify existing AOP files or create your own!

WorkFlows

WorkFlows start tasks automatically after you perform a particular action in PracticeMaster Premier. For example, when you save a new client you can have PracticeMaster automatically generate a thank you letter, open a pre-filled follow-up appointment, and create an e-mail to your billing clerk. Include up to 10 actions that will occur as a result of any WorkFlow. Actions include creating records, changing existing records, starting e-mails, starting or sending documents, displaying messages, running reports, launching other PracticeMaster tasks, or launching external applications. You can also manually launch a WorkFlow in addition to tying it to another event or action.

When you assign an Area of Practice to a client, you can easily organize the specialized information that you will need for the case. This is a workers' compensation case, so detailed information about the employer's insurance is tracked along with accident information, witness information, etc.

PracticeMaster includes eleven ready to use Area of Practice templates. You can modify them or create your own so that the information you need is easy to find.



Tabs3 Financial Software

Tabs3 Financial Software is the most efficient way to handle your firm's finances. The seamless integration between Tabs3 Financial Software and Tabs3 Billing Software has numerous benefits including saving your firm hours of data entry time, offering a similar user interface, and providing access to a single source of award-winning technical support. Tabs3 Financial Software allows you to gain insight into your firm's business with financial statements, make bill paying simpler, and manage trust accounts accurately and easily. Here are some of the useful features you will find in Tabs3 Financial Software:

Tabs3 General Ledger

Tabs3 General Ledger is powerful yet flexible to your firm's needs. With the ability to create or modify your chart of accounts, there is no need to change your current chart of accounts. Keep multiple sets of books with unique charts of accounts and fiscal year-ends. Customize reports, including Balance Sheet, Income Statement, Trial Balance, and Journal Reports. Easily reconcile bank statements, create budgets for each income and expense account, and more. Trust your firm's financial records to Tabs3 General Ledger. Thousands already do.

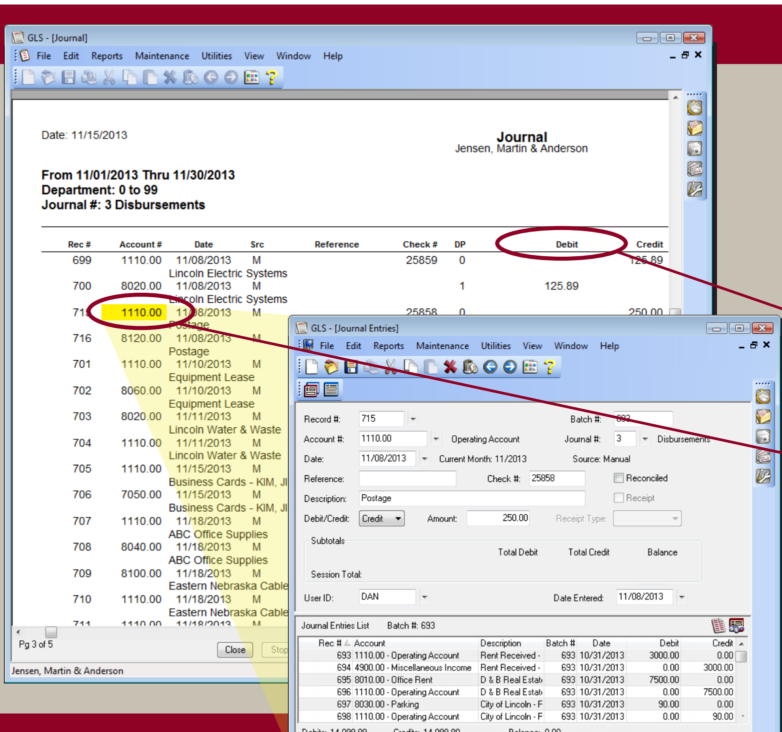
Tabs3 Accounts Payable

Who says bill paying has to be a chore? When payments need to go out, you'll be glad you turned to Tabs3 Accounts Payable to make your firm's bill paying simple and painless. Stay on top of your cash flow by tracking cash requirements, invoice aging, and vendor accounts. Create an audit trail for voided checks. Print IRS 1099-MISC forms or save them to a digital file for electronic filing. Save time and avoid mistakes by automatically entering recurring transactions. Link cost advances to Tabs3 Billing Software to make sure they are billed and you get reimbursed. Tabs3 Accounts Payable helps you do all this, and more.

Tabs3 Trust Accounting

Easily track and manage an unlimited number of trust accounts for your clients. Print ledgers for individual or all trust accounts and bank accounts. Print checks, manage bank accounts, and reconcile bank statements. When integrated with Tabs3 Billing Software, trust balances appear on work-in-process reports, and trust transactions or balances can appear on billing statements. Payments made to your firm from a client's trust account can automatically generate a payment in Tabs3 Billing Software and post it to Tabs3 General Ledger.

You can also accept trust deposits via credit card with a TSYS Merchant Solutions[sm] account. TSYS Merchant Solutions can take fees and chargebacks out of an operating account, instead of taking them out of a trust account, if that is what you need to satisfy your state bar trust requirements. Fees are deducted monthly from the operating account in one lump sum to make it easier to reconcile client payments. For details on how to process the payments, please contact TSYS Merchant Solutions at ***merchantaccount@tabs3.com***.



Tabs3 Financial Software helps you keep your firm's finances under control.

In this ledger report you can easily see all of the debits and credits in your Journal.

With one click you can also drill down to any of the items listed on the report - opening a new window that makes it easy to see the details or make any necessary changes.

Platinum

Tabs3 and PracticeMaster Platinum are the top of the line products offered by Software Technology, Inc. These programs utilize state of the art database technology to ensure the fastest performance and lowest network impact possible. They also include advanced reporting options, administrative tools, and mobile access to your Tabs3 and PracticeMaster data. Some key benefits include:

HotBackup

HotBackup allows you to perform backups without anyone exiting the software. Normal daily work continues. You do not need to stay late into the evening to run a backup. This eliminates the downtime typically associated with the otherwise exclusive task of running a backup. HotBackup setup allows you to configure e-mail notifications to be sent to any e-mail address upon each HotBackup success or error.

Accelerators

Platinum's Accelerator technology speeds up reports, column sorting, and list filtering. If your firm has a large data file, lots of users, or a congested network, Accelerators can offer significant results. While any comparison depends greatly on the hardware and data file involved, large firms typically see their most common reports processed 10 to 30 times faster than with the multi-user version of Tabs3 and PracticeMaster. For example, a report that typically takes 30 seconds to process may only take one second.

Auto-Recovery

Platinum's Auto-Recovery feature protects your firm's data. The software takes a snapshot of your data as each transaction or process starts. If a process, such as Update Statements, is interrupted by a power outage or a lost network connection, the software automatically rolls back the process so that no error occurs and you do not need to restore from a backup.

eNote

Platinum includes eNote intra-office messaging in PracticeMaster. Sometimes you cannot wait for someone to find your e-mail in an overflowing inbox. Other times you need to tell someone something while on the phone. When you receive an eNote, it pops up on your screen. You can easily reply, forward or dismiss it. If you don't want to be bothered, you can set your status to "Do Not Disturb" so your eNote can be read later. You can also use eNote to send co-workers links to appointments or any other record for quick reference.

Other Features

The Platinum version also includes a way to safely log off users, advanced Microsoft Exchange synchronization that benefits smartphone users, and enhanced accounts receivable reporting. For more information on these features, visit www.Tabs3.com/Platinum.

Platinum SQL

Platinum SQL, an optional upgrade from Platinum, is designed to use 64-bit server capabilities for faster data queries in external 64-bit programs, such as Microsoft Access® and Excel®. It also lets you access Tabs3 and PracticeMaster data with your existing Microsoft SQL servers and includes a dashboard for tracking server performance.

Tabs3 Connect

Tabs3 Connect, a Platinum, feature provides access to Tabs3 and PracticeMaster anywhere you can connect to the Internet. No apps to download, simply go to www.Tabs3Connect.com and log in using your iPhone®, Android device, iPad®, laptop, or even an Apple® computer. Tabs3 Connect gives you access to your client and contact information, fee and cost entry, personal and firm-wide calendar, and more. On smartphones and tablets, you can tap to create a fee, and flick to scroll through a list. Tabs3 Connect was designed to protect attorneys' sensitive information. The information you access using Tabs3 Connect is secure because it resides at your office, on your computer. It won't be stored on someone else's server in the cloud, or on a phone that you might lose. Visit **www.Tabs3.com/connect** to learn more!

Testimonials, Awards, and Partners

"We like how user friendly Tabs3 and PracticeMaster are compared to our old system. That made our transition much easier for our attorneys and staff. We have also been very happy with the flexibility of the product. It satisfies all of our billing and reporting needs. I would recommend it to any mid-sized firm."

Anne J. Kepner, Partner
Needham, Kepner, & Fish, LLP

"Using Tabs3 has greatly reduced the time we spend on gathering and compiling monthly billing data. The software accommodates many different billing types; we can easily bill clients by the hour or bill them on contingency, split fees, flat fees, or retainer. Tabs3 is also easy to use; everyone in the office can enter and review their own time with minimal effort. Insightful reports also show us client profitability and attorney productivity to assist us in making informed business decisions."

Karen K. Fernandez, Chief Operating Officer
Hall, Lamb and Hall, P.A.

Tabs3 and PracticeMaster are integrated and/or partnered with a number of different software and services, expanding the capabilities our products offer to your firm.

Worldox

CompuLaw
The Court Rules Company

HOTdocs
automated document processing

PenSoft
PAYROLL SOLUTIONS

copitrak

equitrac

NELCO

Microsoft
GOLD CERTIFIED
Partner

Converting from your current software: We have conversion engineers who specialize in converting data from other programs to Tabs3 and PracticeMaster. We also can refer you to a local consultant for conversions, installation and training.

LTN
Law Technology News
TECHNOLOGY AWARDS 2010
GOLD
WINNER

Tabs3 and PracticeMaster – since 2000 the most award-winning suite of legal billing and practice management software.

__Tabs3__ is the winner of 8 consecutive Law Technology News® Awards.

Tabs3

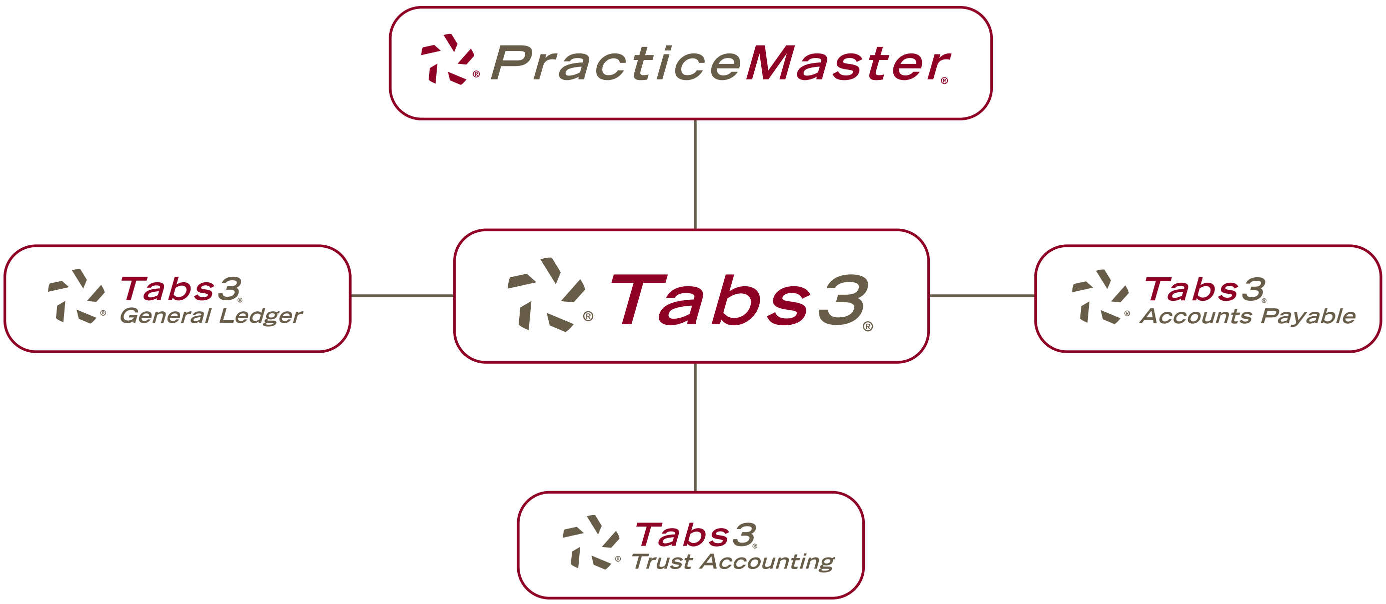
PracticeMaster

You can learn more about Tabs3 and PracticeMaster products by visiting **www.Tabs3.com**.

Once there, you will find more product information, additional screen shots, video clips demonstrating specific features, and free trial software. If you have any additional questions or are ready to order, contact us:

Phone: (402) 419-2200
E-mail: sales@tabs3.com

Or get in touch with your local Tabs3 and PracticeMaster reseller or consultant.



Your firm will run more efficiently if your front and back office are managed seamlessly. That's why using Tabs3 and PracticeMaster billing, financial and practice management software makes sense for your firm – they were designed to work together.

Now, with Tabs3 Connect, you can have access to Tabs3 and PracticeMaster wherever you have an Internet connection!