



DocMinder Qualifying Questions:

1. Are current methods of monitoring risk and compliance tracked by email; while data is entered manually in a spreadsheet?
2. Do complications occur with visibility into common processes, time-consuming data gathering to provide a '*Complete Picture*' of Who is doing What and When with documented data and email conversations?
3. Do regulatory pressures involve consistent attention, and tremendous resources, time and effort?
4. Are multiple data pockets for audits or compliance complex and tiresome to locate any or all information?
5. Do you find it challenging to aggregate isolated data from various departments; difficult to estimate the resources, time and effort necessary to plan and execute audits?
6. Do you create task checklists or business procedures (workflow)? Frustrated with moving the project forward & knowing the current status?
7. Are ad-hoc compliance initiatives managed across multiple units, departments and locations resulting in redundancies or duplicities?
8. Is it difficult to reassign tasks while an employee is unavailable due to illness, vacation or no longer with the company?
9. Would you like to evaluate and identify performance based on task/project completion by individual, group or category?
10. Discouraged by previous automation efforts – time consuming implementation and costly required technical assistance.

List of Common DocMinder Uses:

- Legal Matter Management – Docketing/Calendar
- IP Asset Management
- Legal Hold Management
- Contract and Compliance Management
- Real Estate Mergers & Acquisitions and Project Management
- Correspondence Management
- Reporting
- Company Filings
- Verification of Document Reviews