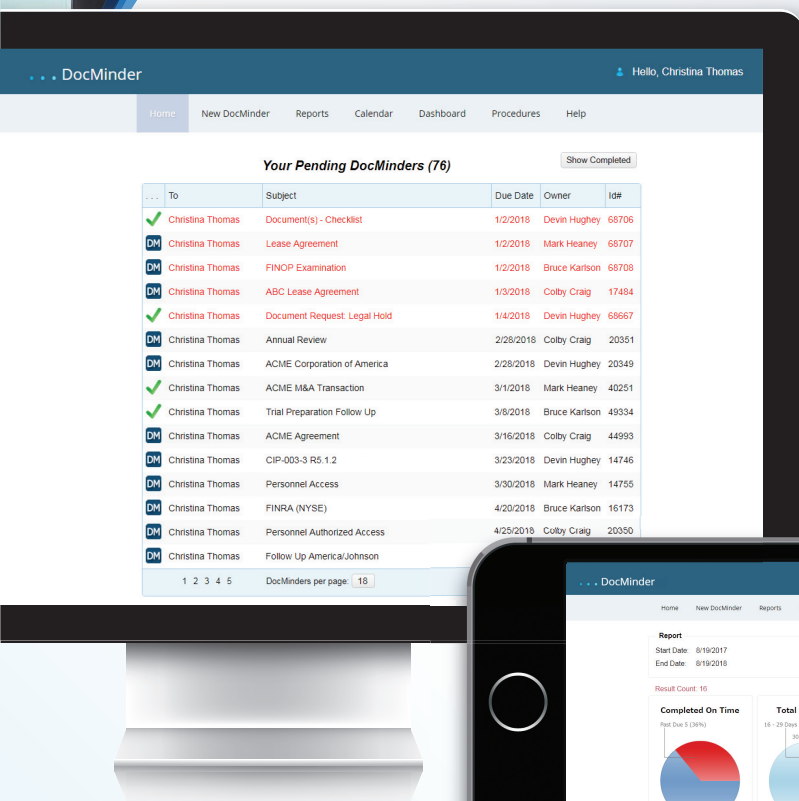# DocMinder®

Simplifying Business Processes

DocMinder is a versatile task management tool.

You can manage projects with automated email follow-up and management oversight - All without technical assistance.
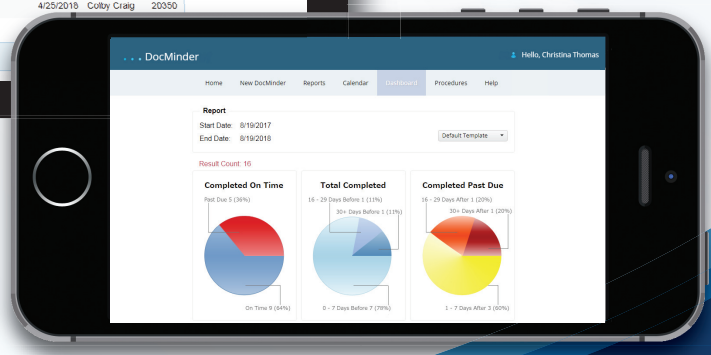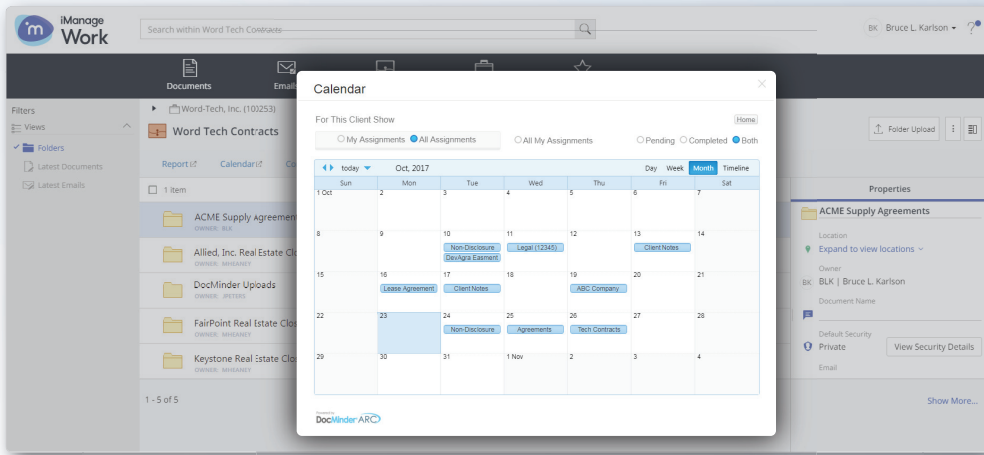
Homepage

Homepage "**To Do List**" means less reliance on email. Includes both calendar and dashboard views.

Dashboard

Dashboard shows your individual performance.

. . . DocMinder — Hello, Christina Thomas

| Home | New DocMinder | Reports | Calendar | Dashboard | Procedures | Help |

Your Pending DocMinders (76)   Show Completed

. . .	To	Subject	Due Date	Owner	Id#
✓	Christina Thomas	Document(s) - Checklist	1/2/2018	Devin Hughey	68706
DM	Christina Thomas	Lease Agreement	1/2/2018	Mark Heaney	68707
DM	Christina Thomas	FINOP Examination	1/2/2018	Bruce Karlson	68708
DM	Christina Thomas	ABC Lease Agreement	1/3/2018	Colby Craig	17484
✓	Christina Thomas	Document Request: Legal Hold	1/4/2018	Devin Hughey	68667
DM	Christina Thomas	Annual Review	2/28/2018	Colby Craig	20351
DM	Christina Thomas	ACME Corporation of America	2/28/2018	Devin Hughey	20349
✓	Christina Thomas	ACME M&A Transaction	3/1/2018	Mark Heaney	40251
✓	Christina Thomas	Trial Preparation Follow Up	3/8/2018	Bruce Karlson	49334
DM	Christina Thomas	ACME Agreement	3/16/2018	Colby Craig	44993
DM	Christina Thomas	CIP-003-3 R5.1.2	3/23/2018	Devin Hughey	14746
DM	Christina Thomas	Personnel Access	3/30/2018	Mark Heaney	14755
DM	Christina Thomas	FINRA (NYSE)	4/20/2018	Bruce Karlson	16173
DM	Christina Thomas	Personnel Authorized Access	4/25/2018	Colby Craig	20350
DM	Christina Thomas	Follow Up America/Johnson			

1 2 3 4 5   DocMinders per page: 18

. . . DocMinder — Hello, Christina Thomas

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Report
Start Date: 8/19/2017
End Date: 8/19/2018   Default Template ▾

Result Count: 16

Completed On Time	Total Completed	Completed Past Due
Past Due 5 (36%)	16 - 29 Days Before 1 (11%)	16 - 29 Days After 1 (20%)
	30+ Days Before 1 (11%)	30+ Days After 1 (20%)
On Time 9 (64%)	0 - 7 Days Before 7 (78%)	1 - 7 Days After 3 (60%)

Create projects and view your team's progress within iManage Work10

Automatic Email Follow-Up Until Completion

Post Your Progress

Accept Assignment

ACME Real Estate Project

This project is currently pending, please review.

Review Project

Due: Thursday, August 31, 2018

ID: 66582

Need Help?
Training Videos

Accept Assignment | Delegate

Homepage
View My Projects

Delegate Assignment

View Your Assignments

Web Forms

Your project is routed based on your answers.

Start a process from a Custom Request web form.
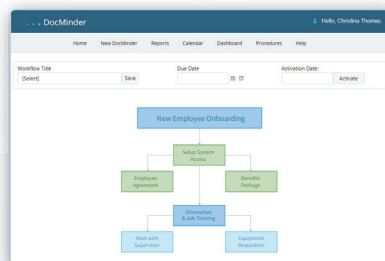
Your process path automates email follow up.

Management Tools

Reports
Export to Excel for management or evidence for auditors.

Calendar
Filter calendar by topic (i.e., "All Legal Requests") to view more details.

Contract Search Form
Search for existing contracts by client, type and more.

Common DocMinder™ Uses

- Contract, Governance-Risk-Compliance
- Legal Projects between Counter Parties
- Outside Counsel Cost Containment
- Fixed Fee Projects, Issue Tracking
- Document Mark Up and Approval
- Evidence Collection, Discovery
- Litigation, Docketing, Policy/Procedures
- Records Disposal Process Automation

- Legal Hold, Legal Request Management
- Onboarding New Clients/Vendors
- Audit Letter Management
- HR New Hire/Separation/Transfer
- Training Management
- Estate Mgmt., Audit Procedures
- Capital Expenditure Approval Process
- Recurring Operations, Accounting

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