PMnet *Precedent Management*

PMnet is a precedent management system which gives you a central interface for managing, profiling and launching all of your firm's precedents, regardless of the type of precedent. PMnet provides benefits and efficiencies for both administrators and users in your organisation.

Precedent Types

Instructions for most precedent applications are included with a standard installation of PMNet; others can be readily included. Launch Microsoft Office templates, HotDocs templates, PDF files and even open intranet or internet pages – all from the one interface.

Precedent Profiles

Each precedent is assigned a profile which includes standard profile fields such as type of precedent, department and keywords and can also include user defined fields specific to your firm. Precedent profiles are managed by your precedent administrator who controls user access to the profiles.

General information about the precedent can also be included by adding a comment to the precedent profile. All comments can be viewed from the History/Comments tab on the precedent profile form.

Precedent Libraries

A precedent administrator can create multiple libraries of precedents and manage user access to each library. Users can be assigned access rights to more than one precedent library.

Precedents can be listed in more than one folder and in more than one library; library list entries are simply pointers to the precedents.

comware
computer systems

PMNet gives a precedent administrator unique command of your firm's precedents. To arrange an on-site demonstration or for more information contact Comware Computer Systems on **03 9459 2522**, or fax us on **03 9459 2544**. You can visit us on the web at **www.comware.net.au** or email us at **sales@comware.net.au**.
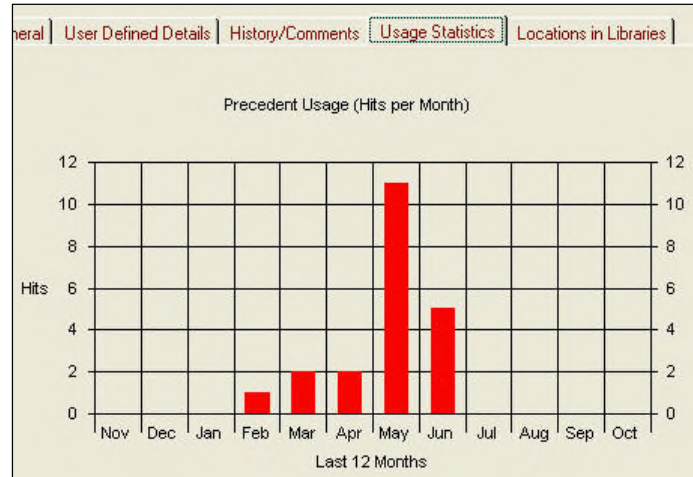
Precedent Use

PMNet tracks how often each precedent is launched and can provide useful reports of commonly used or rarely used precedents. The Usage Statistics tab on a precedent profile form displays a handy graph charting how often that precedent has been used over the past 12 months.

Precedent Lists

Administrators can group precedents from any folder into a precedent list for any purpose. Display the list membership for a precedent to see which lists that precedent belongs to. Lists extend the classification options for precedents beyond the hierarchal folders.

Each user can have their own Personal List of commonly used precedents for quick access.

Precedent Tasks

Request and track amendments to precedents by assigning a precedent task. Tasks can be assigned and viewed by users and administrators can produce progress and status reports of all precedent tasks.

Precedent Integration - HotDocs Client/Matter Answer File Generation

PMNet includes an optional client/matter integration module which allows users to select a client/matter and have a HotDocs answer file automatically generated with all client/matter data when launching any HotDocs precedent from PMNet.
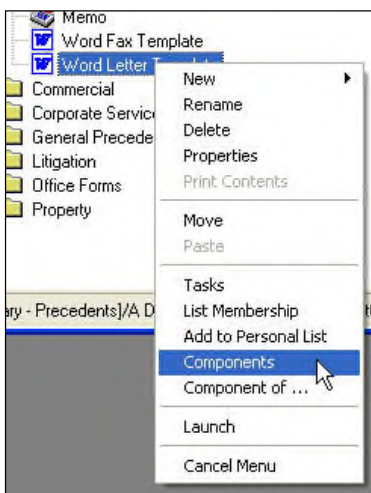
Precedent Components

Manage common inserts quickly and easily by viewing a list of precedent components for any individual precedent.

Need to update a common insert? Use the shortcut menu to display all the precedents of which that insert is a component to see which precedents will be affected by the update.