

EMS Legal™ helps law practices streamline their meeting scheduling and maximize the utilization of their rooms and other resources.

- 
**Powerful tools for meeting management**  
 Book rooms and resources quickly and efficiently
- 
**Bring facilities into synch enterprise-wide**  
 System scales to regional/national/global installations
- 
**Efficiency through integration**  
 Sync with data sources, enable single sign-on and more
- 
**Global video conferencing**  
 Coordinate all components of your videoconference
- 
**Business intelligence at your fingertips**  
 Utilize your resources more effectively
- 
**Flexible and highly customizable**  
 Work in a system that mirrors your business processes and terminology
- 
**Secure online access**  
 Make facility and meeting information available to staff 24/7

### The Reservation Book

Provides at-a-glance availability checking and drag-and-drop event creation/editing



### Insightful Reporting

Clear, concise reports cover all aspects of your scheduling operations




### Booking Details

Track client matter numbers when booking any event or meeting

Booking Details			
Meeting Name	ABC Client Case Review	Employee	Sorrento
Date	Monday, February 21, 2011	Setup Type	Confere
Location	New York - Collaboration Room 2	Status	Confere
Meeting Time	8:00 AM - 10:00 AM ET	Meeting Type	Meeting
Client Number	231-4456-72		
Matter Number	33456-228		

Catering Terms and Conditions			
Start Time:	7:30 AM	End Time:	10:00 AM
Service Type:	Delivery Service	Estimated Count:	10
<input type="checkbox"/> Breakfast			
<input type="checkbox"/> Hot Breakfast			
<input type="checkbox"/> Basic Breakfast 11.99			

 **Powerful tools for meeting and event management**  
 Spend less time scheduling meetings and more time working on your Task list.

- Intelligent “Wizards” for finding/booking space, copying events, adding resources, etc.
- Drag-and-drop editing in the Reservation Book makes it easy to juggle events

 **Bring facilities into synch enterprise-wide**

An Australian law firm, one of the 15 largest in the world, uses EMS at its offices throughout the country. Check out their story and others at [www.dea.com/resources/library/casestudies.aspx](http://www.dea.com/resources/library/casestudies.aspx).

 **Efficiency through integration**

- Get online faster with Integrated Authentication
- Access room/resource scheduling tools from within Microsoft Outlook®
- Sync EMS Legal with your HR database, Active Directory, etc.

### Included Modules

Leverage the power of EMS Legal with the following included modules:

#### EMS for Outlook®

Allows users to work within a familiar personal scheduling interface while having one-click access to EMS.

#### Microsoft Exchange® Integration

Simplify meeting planning by showing room and attendee availability and sending meeting invitations.

#### Virtual EMS

Provide your staff with web browser access to facility and meeting information, and the ability to submit requests.

#### HR Integration Toolkit

Sync your EMS database with an employee data source (HR database, Active Directory, etc.)

#### Integrated Authentication

Streamline web account maintenance and enable single sign-on.

#### EMS AttendanceTracker™

EMS AttendanceTracker allows automated people counting devices to be integrated with EMS.

For details, visit:  
[www.dea.com/Legal](http://www.dea.com/Legal)

**Global video conferencing**

- Easy-to-use interface allows for quick and seamless video conference scheduling
- Accommodates and calculates for all time zones globally
- Automatically checks availability for room and mobile VC units

**Business intelligence at your fingertips**

- Run analytic queries from a convenient Dashboard window
- Real estate reporting helps you forecast and plan for the future

**Flexible and highly customizable**

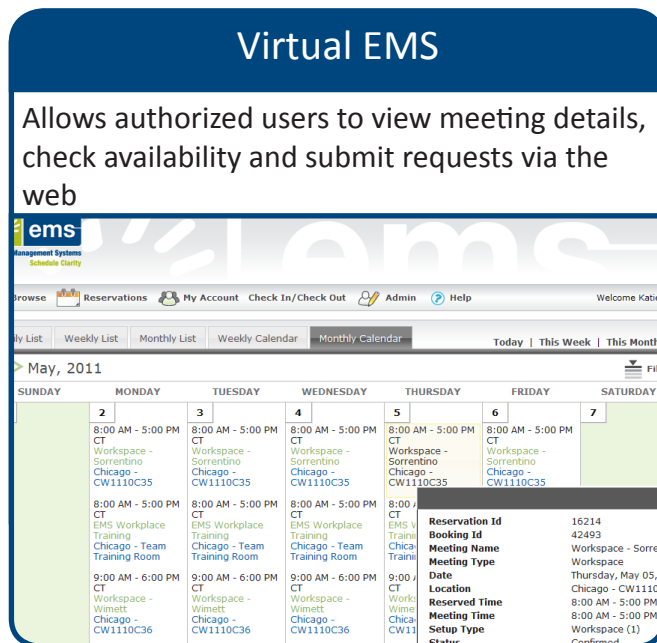
Software that conforms to your way of doing things rather than the other way around!

- Define your data (rooms, event types, user defined fields etc.) to match your scheduling practices and record the information you need
- Create customized user profiles to accommodate complex security needs

**Online staff access with Virtual EMS™**

Virtual EMS™ is the web application that makes room availability and meeting information accessible online.

- Authorized users can submit requests or create room reservations and schedule meeting-related services online
- Use Virtual EMS from the web browser on your computer or from mobile devices



**Professional Services**

From system configuration to software training, we have the experience and the resources you can call on to get your project off to a flying start.

*“I just wanted to take a few moments to let you know how phenomenal your support team is. I have worked in the IT industry for over 10 years and have never encountered such a professional support format. They should be the model for all IT organizations.”*

Ryan S., Senior Specialist, IT Support

**Annual Service Agreement**

The Annual Service Agreement (ASA) provides toll-free access to our knowledgeable Denver-based Customer Support team, free software updates and new versions of EMS Legal, and a User ID for the EMS Online Support Center.

**EMS LEGAL™ ADDITIONAL FEATURES**

- Intuitive tools for making and editing bookings
- Locate reservations via powerful browsers
- Replicate entire events with the Copy Reservation utility
- Integrated CRM
- Send emails from within EMS using Microsoft Outlook® contacts
- Benchmark Metrics Report
- Export reports into PDF format
- Rapid software deployment
- Requires minimal ongoing IT support
- Compatible with Microsoft Outlook and other vCalendar devices
- Optional attendee availability confirmation
- “Best-fit” search functionality
- System-generated audit log tracks booking changes
- Customizable confirmations/invoices can be printed or emailed
- Reminders alert staff to date-specific tasks
- World-class, Denver-based software support

**System Requirements**

For a complete listing of the current system requirements for EMS Legal, visit: [www.dea.com/ReqLegal](http://www.dea.com/ReqLegal)

Copyright © 2011 Dean Evans & Associates, Inc.



Windows and the Windows logo are trademarks of the Microsoft group of companies.