

# Task Manager



**ACL5**  
A Dye & Durham Solution

## Never Miss A Deadline Again

Time-related errors drive the largest percentage of litigation malpractice claims. What if you had a tool that kept deadlines front and center, and everyone on track to meet them?

- Matter-centric view of tasks and deadlines
- Ability to create pre-defined task sets
- Integration with Microsoft Outlook
- Customized task reports
- Date calculator automatically generates deadlines
- Documents of any file type can be attached to a task

## Complete Visibility

Missing a deadline can be costly, for all parties involved. ACL's Task Manager provides a matter-centric view of critical dates, due and overdue tasks, and your complete "to do's" at a glance, so you'll never miss a deadline again.

## Clear Accountability

Meeting deadlines requires close coordination among all those involved in a matter. ACL Task Manager reduces your risk of administrative dismissal with task and workflow assignment to individuals or groups, to ensure critical dates and responsibilities are always clear.

## Timely Reminders

Visibility of deadlines raises awareness, but as key dates loom you may need more to keep you on track. ACL Task Manager's email reminders provide timely email notifications as deadlines approach, providing ample lead time to complete critical tasks.

## Synchronized Systems

If you use multiple tools to automate your matter management, it's critical to keep them in sync. ACL Task Manager links to matter-specific files, and is integrated with Microsoft® Outlook, so tasks can be imported as Outlook Tasks or Calendar appointments.



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