



ACL5

TASK MANAGER

Never Miss a Deadline Again

Missed limitation dates are the most common cause of litigation malpractice claims. What if you had a tool that kept deadlines front and centre, and everyone on track to meet them?

ACL Task Manager

- View and manage all tasks and deadlines by file
- Receive alerts and task reminders via email
- Create pre-defined task sets by individual or team
- Integrated with Microsoft Outlook – lawyers and staff can use Outlook to view tasks or appointments
- Date calculator automatically generates deadlines
- ACL Task Manager can be used as a matter checklist

Complete Visibility

Missing a deadline can be costly for all parties involved. ACL's Task Manager tracks the critical dates for every legal file, as well as due and overdue tasks, in a single shared view. You'll never miss a deadline again!

Clear Accountability

Meeting deadlines requires close co-ordination among all those involved in a matter. ACL Task Manager reduces your risk of administrative dismissal with task and workflow assignments to individuals or groups. Critical dates, bring-forwards, and responsibilities are always clear to your teams.

Timely Reminders

As key dates approach, teams may need more than just visibility to pending tasks. Task Manager's email reminders provide timely notifications of approaching deadlines, keeping all on track.

Synchronized Systems

If you use multiple tools to automate your matter management, it's critical to keep them in sync. ACL tasks are associated with matters and integrates with Microsoft® Outlook, so tasks can be imported as Outlook Tasks or Calendar appointments.