

## Management of Opinions



*Let the past protect the future*

The *Opinions Management* system centralizes opinions expressed by lawyers for the company in a single database and thus facilitates research in various situations.

You can then search by subject, according to specific criteria, or manage the opinions of lawyers, according to the lawyer who signed it.

You can index all lawyers working for the company. Existing lawyers are available from a scrolling list when adding opinion notes.

### Management of opinions

*Opinion Management* is used to add or find notes, in order to view, change or delete them.

Each file contains:

- Note number
- File number
- Signatory
- Recipients
- Date
- Link with word processing document used
- Text of the note

You can also print the current opinion note.

### Search for an opinion note

This function is used to find one or more opinion notes in the database using search criteria and zones.

It is possible, based on search criteria, to specify words or expressions that must be included or excluded in text of the desired note.

You can also determine signatories and/or recipients to be included or excluded in the search.

Inclusion and exclusion criteria are defined using a scrolling list.

### In addition...

With the Opinion Management application you can:

- Add and change opinion notes
- Find and view existing notes

It is also possible to customize the table of actors (lawyers).



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