

SCORECARD FOR DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE EVALUATION

YOUR NAME: _____

DATE: _____

PRODUCT: _____

SYSTEM: _____

PLATFORM: cloud on premises

USER ACCESS: online locally installed

INSTRUCTIONS:

1. Evaluate each system for each of the categories described below.
2. Provide a score for each category (or subcategory). Scoring will be based on a scale of 1-4 where the scores are categorized as:
 - 4 - Superior
 - 3 - Exceeds Requirements
 - 2 - Meets Requirements
 - 1 - Does Not Meet Requirements
3. Include comments and observations concerning each system. Add comments describing distinguishing features justifying any qualitative assessment falling in the "superior" or "does not meet requirements" range, although you may add comments to as many categories as you desire. Please try to use specific examples in your comments.

CATEGORY	SUBCATEGORY	SCORE (1-4)	COMMENTS
GENERAL DMS FEATURES	<ul style="list-style-type: none"> · organized around clients and matters · understandable document organization structure (e.g., a "folder" for the matter with "subfolders" for research, correspondence, pleadings, etc.) · ability to "tag" or categorize different document types (e.g., pleading, letter, settlement, draft, etc.) · robust search capabilities (e.g., search for Word documents that are pleadings drafted by John in the last 6 months containing the phrase "motion for summary judgment" and "ice" within the same paragraph as "negligence") · optical character recognition (OCR) of PDFs, images, etc. (so that you can search a PDF content and not just its file name) · check-in/check-out capability (while anyone can open a read- 		

	<p>only copy of the document, only one person can edit the original at once; avoids having to reconcile multiple conflicted copies)</p> <ul style="list-style-type: none"> · local mirroring (ability to download files for offline access on a plane or other place without network access) · version control (define a given “edition” of a document as version 2, 3, etc. rather than relying on file names) 		
<p>EMAIL MANAGEMENT</p>	<ul style="list-style-type: none"> · Microsoft 365 / Outlook integration · Google Workspace / Gmail integration <ul style="list-style-type: none"> · is Chrome required for these features to work? · ability to save both inbound and outbound email into the DMS · ease of saving inbound email into the DMS (e.g., some programs make this as simple as dragging an email into a folder in your email application) 		
<p>INTEGRATION WITH EXISTING PROGRAMS</p>	<ul style="list-style-type: none"> · works with Word, Excel, and PowerPoint · works with your PDF program (e.g., Adobe Acrobat, Kofax Power PDF, Foxit PDF Editor, pdfDocs, etc.) · forced compliance (meaning firm staff must save documents into the DMS and can’t turn it off) · works with your existing scanner/copier/printer · works with your existing practice management program · works with your existing time/billing/accounting program 		

	(if different from your practice management program)		
SECURITY	<ul style="list-style-type: none"> · granular control (define permissions on a per client, matter, or document level) · different permissions for different people on different matters · client portal with limited access (e.g., share documents with people outside the firm/organization) 		
OTHER	<ul style="list-style-type: none"> · Any known limitations or additional benefits · · · · 		