



## CDW's Software License Tracker



### Keep track of licenses online

CDW has partnered with Adobe, CA, McAfee, Microsoft and Symantec to bring you an online tool to simplify your license management.

### Use Software License Tracker (SLT) for:

- Managing license agreements and tracking expiration dates
- Generating license inventory reports for delivery via e-mail

Today's law firms are looking for more efficient ways to create, share and store information. The objective is to give litigators better access to the myriad of data essential to every case.

To begin, experts recommend identifying primary areas needing improvement, for example data collaboration, content management and information sharing. Then firms must apply software that will provide the best data collection methods and access for each.

### The Right Tools

To better manage business performance, build and sustain client connections, and deliver distinct client service that stands out in the marketplace, consider the latest versions of **Microsoft Office, Corel WordPerfect Office, Microsoft SharePoint** and **Adobe Acrobat**. Each can make a significant contribution toward:

- Offering a better editing experience designed for the legal profession
- Giving access to a portal (or repository) with information specific to each client from a single view
- Streamlining records management, archival and document-based workflow solutions
- Enhancing electronic collaboration capabilities (inside the firm as well as with clients)

### Software Licensing

When purchasing software, be sure to make use of volume licensing programs. They are designed to streamline purchasing while reducing costs. And they provide law firms with a way to buy and manage multiple software licenses — for as few as five desktops.

Keep in mind that keeping track of software license compliance can be time consuming. Software licensing can sometimes be complex. And those responsible will want to make certain the office has up-to-date software for regulatory compliance. To better manage software assets, the CDW Software License Tracker allows firms to track contracts, serial numbers, physical locations and license renewal details.

### Document Management

A dedicated electronic document-management system can also contribute significantly to a firm's information management initiatives. Used to scan, capture, distribute and store documents, such a system can allow for archival policies, security implementation and provide an audit trail, all while allowing lawyers to use its functionality from anywhere.

### Trusted Partner

While software purchase and document management can be multifaceted, finding expert help can be as singular as CDW. Your dedicated CDW account manager is backed by a team of software licensing and document-management specialists.

Your account manager can also arrange software installation and configuration for all of your hardware purchases prior to delivery. Together we'll work with your management committee, administrator or IT department to ensure successful software solutions for your law firm.