

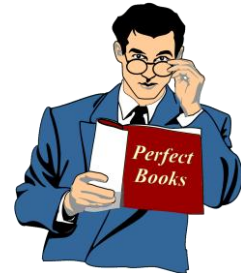
Perfect Software

for the smaller legal firm

Welcome to the Summer issue of the Perfect Software Newsletter! We have been researching and developing new aspects of the system to help you, the small legal firm, compete in the challenging environment that we find ourselves today.

New CRM Coming Soon on Version 4!

We have a new release available from Mid July this year – the New CRM Function for Perfect Books 4!



We all know that keeping your existing clients happy and up to date is essential to keep them returning to you. With this new CRM function you can keep a detailed log of all contact with each individual client; from calls, attendances to letters.

With the ability to filter through all of your contacts and clients you can send out mailshots with great ease and to exactly the right people. With a detailed picture of contact with your clients you can build a picture of the relationship you have and your position within the legal market.

This will be available to all of our clients covered by maintenance FREE OF CHARGE!!

Please Call Us on 01656 720071 For Your Free Upgrade.

Why should I renew my Maintenance?

Your data is one the most important aspects of your business and if anything went wrong it could seriously damage your work. As with insurance you hope that you will never have to use it but if something occurs and needs immediate attention we will be here to help no matter what the query.

We are on hand throughout all office hours to answer any queries that you may have. From technical support to bookkeeping and account queries – we have a team of experts waiting to help. We guarantee that we will fix your problem as soon as possible.

When working in Legal Aid you will know that there are many revisions to the rules and rates and we will upgrade you on a regular basis keeping you up-to-date and compliant with the LSC rules, leaving you to focus on other aspects of your business.

Please call us on 01656 720071 for more information.

New! PerfectBooks 3 on Windows 7

New developments continue to move this well established product forward.

After a high demand of both clients and prospective clients we have (at last) developed our Version 3 product to run on Windows 7. This is now available to all of our clients on maintenance free of charge and will be able to help you move over the program to the relevant machine.

If you have any questions please contact us on 01656 720071.

User Group Success

We would like to thank those who attended our recent user group meeting in the South Wales area. After going through all of our different products and discussing queries we have had some very valuable feedback that is going to help us develop and bring Perfect Books forward. We are now working on the suggestions brought to the meeting.

Here at Perfect Software we value all feedback – If you have any problems or suggestions for us please email the technical team on support@perfectsoftware.co.uk.

We will be holding further user group meetings over the next year throughout the country. If you are interested in attending a user group meeting please email hannah@perfectsoftware.co.uk.

We look forward to meeting with you!

Time Saving System Tips

Here are a few tips to help you save time when using your Perfect Books system.

- **Date Shortcuts** - When typing a date into the system there is no need to use punctuation – the system will do this for you.

If you are posting a transaction to a ledger with a date for the current month you do not need to type in the whole date. The system will recognise that it for this month. E.g. Transaction for today 17/06/2011 – just type 17 and Perfect Books will fill in the rest.

- **Quick Search** - When searching for a ledger card sometimes the number can be too long to remember but if you type in the first three letters of the card name a search menu will appear and you can select the relevant card.

- **Save time with Abbreviated Comments (Version 4 Only)**

If you are posting to a ledger you may find that have to type the same comment over and over again. With the abbreviated comments function you can set a code to create a shortcut. E.g. Land Charge Search can be abbreviated to just LCS. To set up your comments please follow instructions.

Go to *Tools --- Set Up Tables --- Abbreviated Comments.*

If you have any queries relating to the above information please contact us on 01656 720071 we are happy to help!



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