



The Agency Manager Professional

www.classicmicro.com www.theagencymanagerpro.com

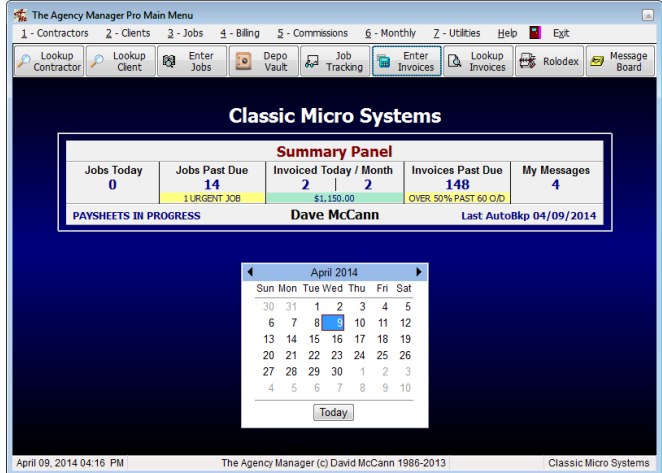
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Overview

The Agency Manager Professional is software that brings together a unique combination of features to help the typical Court Reporting Agency manage their office more efficiently. These include Contractor and Client maintenance, Job and Calendar functions, Archiving of work product, Billing and Receivables management, Contractor Commission Processing, and finally Management reporting. There are very few products with this combination of features to handle the many unique requirements of the Court Reporting Agency.

Our product has been in continuous use by Court Reporting Agencies like yours since 1985 and is a powerful, yet simple to use system. Previously known simply as The Agency Manager, our professional version released in 2013 represents a new era in Court Reporting Agency Management software with the elegant simplicity and reliability of the original, plus a modern Windows-based user interface with fresh new features.

This brochure is a quick overview – we encourage you to schedule a LIVE remote demonstration of our software so you can see for yourself the capabilities plus how truly easy it is to operate.



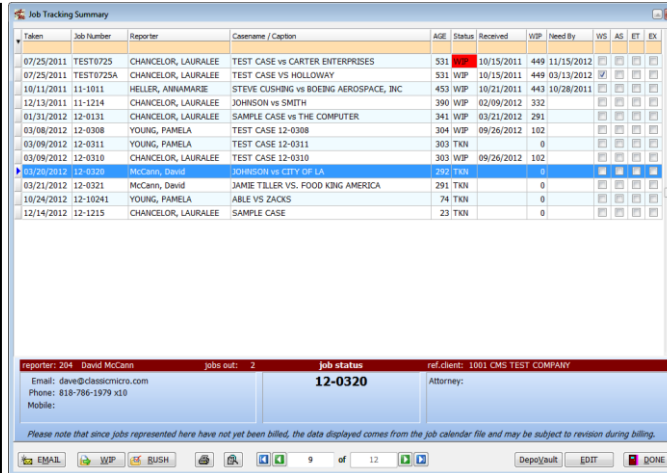
Easy-to-use Interface and Main Menu (above)

- Easy to use pull-down menus
- Commonly-used buttons on a ribbon menu
- Summary Panel shows key stats

Job Tracking

Powerful Job Tracking capability allows you to keep track of where your jobs are in their production cycle. Summary screen shows everything at a glance!

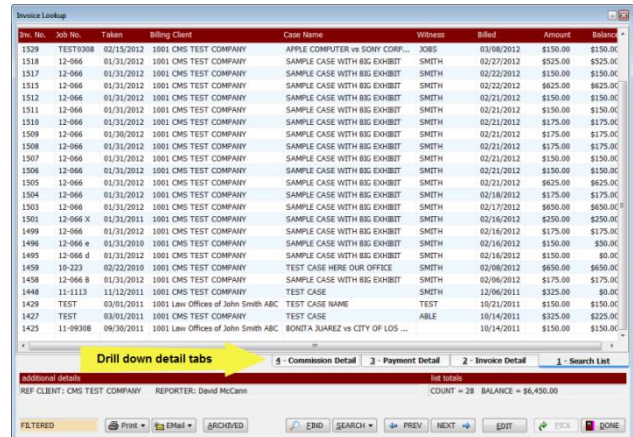
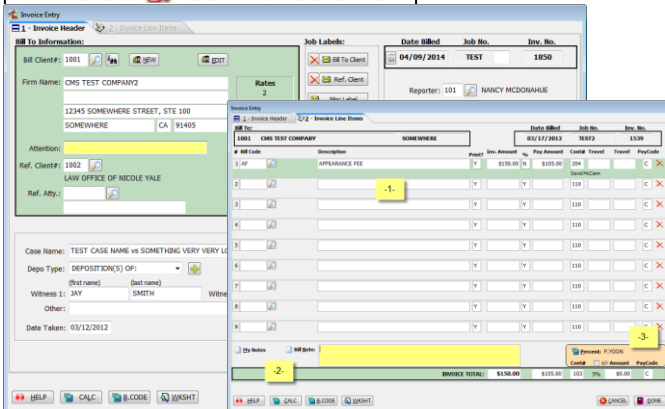
- Email Reporters Job Tracking Reports
- Flag Jobs WIP or Rush and add notes
- Warnings for old jobs!
- Optional DepoVault use to link and archive related documents like ASCII's or Worksheets
- Job Tracking data flows into Billing saving time!



Some Key Facts

- ✓ Purchase or Rent
- ✓ Standalone or Network
- ✓ Easy to use, install, and maintain
- ✓ Locate Contractor, Client, or Invoices quickly
- ✓ Handle Billing with ease, optional use of rates to calculate
- ✓ Flexible rebilling options, statements, rebills, optional interest or late fee
- ✓ Can email PDF invoices
- ✓ Handle Commissions with ease, print paysheets checks, and future payables
- ✓ Management Reports

Invoicing, Commissions



- ✓ Invoice data for "copies" is replicated from original to save time
- ✓ Add detailed notes (printed or hidden), pay percentages if needed
- ✓ Flexible commission payment entry by Reporter and PayCode

- ✓ Locate invoices, drill-down to detail, payments, or commissions
- ✓ Reprint invoices, rebills, or send PDF copy by Email
- ✓ Full history maintained for as many years as you like!