Totality SOFTWARE, INC.

Your wait for the best Collections Management software is over. Totality Software announces the release of Totality 4, with more than 120 new and improved features and functions designed to:

- increase the amount you collect
- increase the number of cases you handle
- improve communications with your clients

Take a look at the list below, upgrade right away, and you'll start reaping the benefits.

The Top 10 Improvements:

1.	**Financial Calculations**	**Greater flexibility handling financial transactions, including direct payments to creditors, writing off overpayments, manually adding principal and interest**
2.	**Import**	**Import claims from Excel® spreadsheets & CSV files**
3.	**Payment Agreements**	**Enter terms of payment agreement and Totality automatically tracks payments and alerts you to overdue payments**
4.	**Collectors and Queues**	**Assign claims to collectors – each collector has their own queues for claims, ticklers, and overdue payments**
5.	**Custom Fields and Labels**	**Create your own custom fields and labels and change any field label to suit the needs of your business**
6.	**Mail Merge**	**Much easier and faster 3-step mail merge using Word® or WordPerfect®**
7.	**Reports**	**Many new and improved reports, single-claim reports can be batched, extensive selection options**
8.	**Archive**	**Easily move closed claims to an archive, improving database performance and eliminating clutter**
9.	**Automatic Backups**	**Totality automatically backs up your data every day and permanently saves a series of backups**
10.	**Search**	**Improved searching capability and more search fields help you quickly find exactly the information you need**

And much, much, more:

Overall Program Enhancements

- All editions of Totality are networkable
- New powerful Contact Management features – create contacts of any type and add them to one or more claims

Financial Calculations

- Interest rate tables – change interest rates for all claims, or specific claims, at one time, and have complete history of all interest changes for every claim
- Calculations take into account payments made directly to creditor by debtor
- Record final payment – reflects claim paid-in-full and calculates splits based on payment
- Enter payment agreement terms and Totality calculates amortization schedule and either payment amount or number of payments
- Increased financial flexibility - record additions to principal on any claim
- Financials Tab displays additional data in summary, including additions to principal, accumulated interest, and adjustments
- Financials Tab displays additional calculations for each transaction, including cost, principal, and interest buckets
- Choice of filters for viewing financial information
- View all financial elements at once
- New Calculations tab shows automatic calculations, including allocations and contingency fee, when new cost or payment is entered

Claims & Claim Details

- Increased efficiency in data entry and data access
- Specific activities automatically generate notes - e.g., mail merge and archive/restore
- Custom fields included in reports and exported for mail merge
- More Summary Tab fields, including next scheduled payment, last note, and next court date
- Debtor address and phone number are on Summary Tab
- List of all parties and contacts are on Summary Tab
- Built-in hyperlinks make claim and contact details just a click away
- Time field added to notes and ticklers
- Track multiple and superseded judgments
- Claim Detail window has multiple sections - user may expand/collapse as desired.
- New Court jurisdiction list
- New Answer Due and Trial Date fields in Court section
- New Date Closed field

Working with Claims

- Add any type of contact and display in associated claims
- When creating a new claim involving a new debtor, a New Debtor window automatically opens
- Entering a new note automatically stamps the date and time
- Program supports multiple debtors with identical names
- Create note, tickler or transaction and apply to a group of claims
- Change note, tickler or transaction on a group of claims
- No mandatory fields required when creating a new Claim
- Add Attorneys directly from the New menu
- Improved name parsing
- Program automatically determines whether new debtor, party, or contact is an individual

or organization and displays name accordingly
- User can specify how individual or organization name is displayed
- Supports and exports titles of courtesy (Mr., Mrs., Ms., etc.)
- Attorneys are treated like any other contact
- New "All Transactions" tab shows previously entered transactions when new cost or payment is entered
- New Tickler type field
- New field for entering debtor's driver's license
- New debtor Address Status helps track and identify multiple addresses
- New Position field tracks job title of debtor, other parties, and contacts
- New fields for tracking cell phone and other numbers of debtor, other parties, and contacts
- Payment Method tracked with New Transactions
- Set up Default Client fee arrangements
- New 'All ticklers for claim' tab for quick access to Ticklers

All new Queues

- QuickList, Payments & Tickler Queues help you quickly find and stay on top of every critical detail
- Payment Queue displays scheduled and overdue payments. View details at-a-glance, and payment list
- Collectors can efficiently work directly from their Queues
- Tickler Queue with Overdue, Today and Future tabs replaces Tickler list
- Work dynamically from queue
- Queues are resizable - keep them open and work dynamically in claims
- QuickList dynamically switches displayed claim
- QuickList contains primary and secondary filters to drill directly to the claims you wish to review

Enhanced & Powerful Reporting

- New Claim List Report - lists by client, displays the balance and totals by client, and for report
- New Report Manager is far more powerful adding search options for all reports (Advanced Select)
- The Report Manager increases your power with additional filters
- New Financial Report – displays financial summary for individual or batched claims
- The new QuickReport window gives you immediate access to the most frequently used reports
- Any single-claim report can be run as a batch, including Notes Report, Financial Report, Claim Details Report, Statements of Account.
- Claim Detail Report now includes notes
- The Reports drop-down menu no includes the five most recently used reports for fast, easy access
- New reports - financials, costs, overdue payments, payment agreement
- Most individual reports are available from menu

Improved Search capabilities

- Claim balances are available in the Search window and reporting
- Search for claim by co-debtor name
- Improved dynamic searching locates records as you type
- Search now includes Contacts
- Search for overdue agreed/scheduled payments, view the details and merge directly to a

report or letter

- More fields available for searching Transaction types
- New Search for clients
- New Search for creditors
- New Search for debtors
- Mail merge directly from the search window
- Expanded Tickler search criteria
- Each Search window is available from a single tab
- Your search priority is displayed onscreen

Tools to help you work more efficiently

- New custom Company Setup allows Administrator to change any field label
- Make Global Interest changes to pre or post judgment interest rates for all claims, a selected group of claims, or one claim at one time
- Review a list of interest rate changes globally or in each claim
- Improved Word Mail Merge automation in 3 easy steps
- Mail Merge is now included in all editions
- Field labels are reflected throughout the program including mail merge and reports
- Change Claim Status, Collector, & Allocation Method for a group of claims at once
- Add Actions, Ticklers and Transactions to a group of claims at once
- Change Actions, Ticklers and Transactions for a group of claims at once
- New Filters & Advanced Select tools make mail merge easier
- Save selected Word templates in T4 for frequent use
- Mail Merge activities are automatically entered in each claim's Notes window
- Select or set up custom claim numbering formats
- Enter your firm information for inclusion in reports and mail merge documents
- New State and Country defaults for creating new claims
- New Flat Rate contingency fee option
- Select Totality startup options for each collector
- Create Default Allocation Method & Debt Type
- View a History of previous mail merges
- Reset size and position of all windows (retains for future sessions)

File Archives & File Maintenance

- New readily accessible claim Archiving
- More sophisticated querying for exporting data
- Quickly and easily restore archived claims
- Additional sophisticated search capability
- Automatic data conversion from Totality 3 to T4
- Recently opened database list (available only in 10K+ Edition)

Working with Lists

- Multiple users may have administrative privileges
- Contact Types are user-definable
- View and manage all Contact Types in one easy-to-use screen
- View and manage all Places (Departments, Districts, Counties, States/Provinces, and Countries) in one easy-to-use screen

More Overall Improvements

- Assign claims and view queues by collector
- Help tips included, may be turned off by an individual user.
- View all claims for any contact
- Employers are now contacts and linked to a claim
- More Hotkeys included for faster data entry and program navigation