

# Working Remotely with Tabs3 Software

As your firm deals with the spread of COVID-19, we want to help you prepare for the possibility of working from home. Please note that a reliable, high-speed internet connection is essential to ensure the best experience when accessing your data remotely.

## SHORT-TERM SOLUTIONS FOR WORKING FROM HOME

### TeamViewer or LogMeIn Pro (Remote Access)

Complete access to your desktop

A tool like TeamViewer or LogMeIn Pro is the way to go if you need to access everything on your computer.

Using remote access software, you can easily and securely connect to your work computer from anywhere with an internet connection. As long as your computer is on in the office and the remote software is installed on both your home computer and your office computer, you will have complete access to your work desktop including software like Tabs3 or Microsoft Office.

You can also use your firm's network hardware to allow a secure connection (such as VPN) to your office computer from the internet. This may require configuration by an IT professional.

#### Before you get started with a remote access solution:

- What device will you be using? Most software is designed for use with a mouse. You might experience limitations if you use a phone or tablet with a touchscreen.
- Be sure to check the system requirements for compatibility with a remote access solution.

### Tabs3 Platinum + Connect

Access essential features in Tabs3 Software

Tabs3 Platinum includes the option to use Tabs3 Connect for out-of-office (phone, tablet, laptop, desktop computer) access to essential features in Tabs3 Software like entering billable time or checking your calendar.

Communicating with your staff is an essential part of working from home. When you use Tabs3 Platinum you also get access to advanced features like HotBackup, Auto-Recovery, and eNote which allows you to send quick, secure messages that won't get lost in an email inbox.

#### Before you get started with Tabs3 Platinum + Connect:

- What features in Tabs3 Software do you need to be able to access outside of the office? Go to [tabs3.com/connect](https://www.tabs3.com/connect) to see which features are available with Tabs3 Connect.

# LONG-TERM SOLUTIONS FOR WORKING FROM HOME

## ProCirrus

Complete access to your desktop | Outsourced IT management

Get access to everything on your computer. ProCirrus takes care of all the data management.

When you use ProCirrus, you eliminate all your IT hassles *and* you can access your network from anywhere because ProCirrus hosts your entire network for you. ProCirrus is the preferred cloud hosting platform for Tabs3 Software; their team specializes in supporting professional service firms with strong compliance, security, and performance requirements so your network is secure.

### Before you get started with ProCirrus:

- ProCirrus is a full-service, long-term solution and there may be a waiting period while their team ensures all of your firm's needs are met.
- Will all of your software run well in a hosted environment? Talk to the experts at ProCirrus about the software you use.

## CosmoLex

A cloud solution for billing and practice management.

CosmoLex is a new addition to the Tabs3 Software family, run completely in the cloud.

You can run your entire law practice on CosmoLex, with no QuickBooks required. You will be able to access all CosmoLex features on your desktop and in a mobile-friendly display from anywhere with an internet connection. CosmoLex is made by Tabs3, which means we can help make migrating your data from Tabs3 a seamless process.

### Before you get started with CosmoLex:

- Do you have time to migrate your data? If you want the data currently stored in Tabs3 to be available in CosmoLex, there will be a waiting-period while our conversion team reviews and prepares your data