



SetBuilder™

The Closing Room Just Went Digital

SetBuilder helps users **quickly and efficiently** organise and distribute documents into sets or binders - removing the need to spend hours in a closing room physically labeling and compiling printed documents.

Organisations that use SetBuilder experience dramatic **reductions in the hard costs** associated with closings. **With savings nearing almost \$2,300 per transaction**, enjoy **standardised processes, streamlined workflows and faster delivery of services**.

Increase your legal team's productivity with these powerful benefits:



Reduce Hard Costs

Between paper, labour and outsourced help, closing documentation is expensive to compile, produce and distribute. SetBuilder removes the need for any printed materials or time spent in a closing room to build a document set – saving money on both materials and labour.



Standardise Processes

Document sets are typically planned one by one in an Excel sheet – taking time from other critical tasks and risking manual error. Once created, SetBuilder **sets may be cloned** for future use, ensuring that every document will be accounted for across similar transactions.



Streamline Workflows

Traditionally, documents are printed from their secure digital location to be organised and tagged in a physical closing room – risking an information breach and taking hours of labour. SetBuilder lives within NetDocuments workspaces, making it easy to locate, search and collaborate on documents from a single location without having to print a single document.



Deliver Work, Faster

In the past, organised closing documents would be sent to an outside source to be converted into bookmarked PDFs. For firms using SetBuilder, once a **set** is completed, users can either create a hyperlinked PDF or structured ZIP file right away for fast, convenient digital delivery to the client.

SetBuilder: A Solution Built with Busy Legal Professionals in Mind – Saving Hours of Time!

Free up your time to focus on other critical tasks at your practice. With **time-saving features** coupled with **intuitive functions**, compiling documentation is simpler than ever. **In fact, work that previously required hours can now be completed in 60 minutes or less.**

Time-Saving Features: Get the tools required to plan, deliver and reuse work quickly so you can free up time to better serve clients.

Create Outlines and Lists	Deliver Great Work, Quickly	Instantly Refer to Past Sets
<p>Using placeholders and headers, users can build an outline and document list.</p> <ul style="list-style-type: none"> Plan out required documentation Clearly see which documents are missing from a set Dramatically reduce the risk of missed documentation 	<p>Turn complete sets into a hyperlinked PDF or ZIP file for easy, digital delivery to clients.</p> <ul style="list-style-type: none"> Documents remain organised by header Once a set is created, it can be turned into a single PDF with hyperlinked bookmarks ZIP files transform headers into folders to create a file structure 	<p>The Set Library stores all previously created sets within a workspace.</p> <ul style="list-style-type: none"> Easily locate previous work for reference Completed sets available within a project or matter file Duplicate sets from the Set Library for re-use in other projects or matters

Intuitive Functions: SetBuilder lives directly within NetDocuments workspaces making it easy to add, preview, copy, and download documents.

Link to Existing Docs	Download Documents in Bulk
<p>Link a document directly into the set from NetDocuments, reducing the need to maintain multiple copies.</p>	<p>If you need to export an entire section for a client, you can use bulk download to select the entire section, download it, and send to the client as a Zip file.</p>
Copy or Link to Multiple Documents	Easily Locate Final Sets
<p>If adding multiple documents from a matter or project at once, use the copy or link to multiple documents feature to add them to the set at one time.</p>	<p>Use the Sets tab within NetDocuments to quickly locate finalised sets related to a matter. Use the preview feature to view documents within a set without having to open or download them.</p>

Discover what a digital closing room can do for your organisation. Schedule a **demo** for SetBuilder from NetDocuments today.