

MITRATECH

Lawtrac® 4.2

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Key Personnel User Guide

Lawtrac 4.2 Key Personnel User Guide

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1 Self-Service User Guide for Key Personnel

This guide details modules and processes Lawtrac users might use in the Key Personnel Self-Service Portal. This includes how to submit new requests to in-house legal users, how to manage matters, add new documents, take action on routing slips, and how to manage settings and external notifications.

The Self-Service module can be set up so that Key Personnel (KP) can submit requests directly to the Legal department. Legal then reviews the request and either accepts or rejects it. Once the matter is accepted, you are able to access the matter and any documents that you upload and documents that Legal has given you permission to access.

The *read-only* set-up does not allow KP to submit requests directly to the in-house Legal team. However, if you are assigned to the matter, you have access to the record and are able to view certain information pertaining to that matter. The documents may or may not be accessible, depending on the permissions set by Legal.

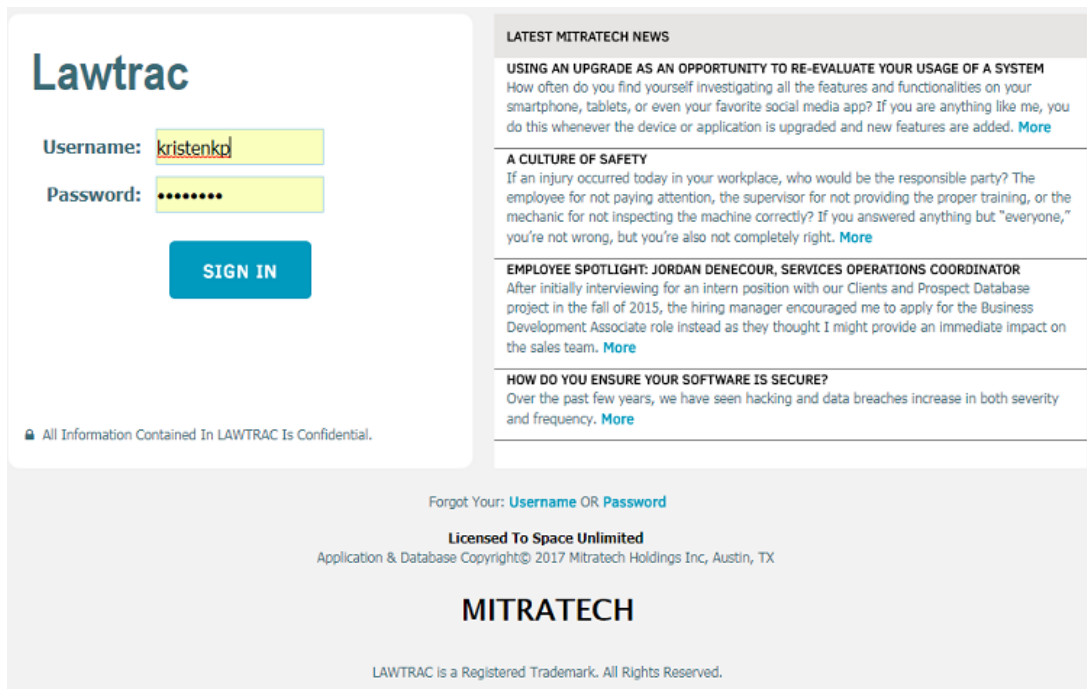
Note: *Captions of date and text fields are specific to each Lawtrac customer. The captions and screen shots used in this guide are generic and may not match what you see on your screen.*

1.1 Introduction

Logging In / Logging Out

Your company's Lawtrac site administrator will provide you with log-in credentials and the Uniform Resource Locator (URL) address to access the site.

Complete the user name and password fields and then press Enter on your keyboard or click Sign In to log in.



Lawtrac

Username:

Password:

SIGN IN

All Information Contained In LAWTRAC Is Confidential.

LATEST MITRATECH NEWS

USING AN UPGRADE AS AN OPPORTUNITY TO RE-EVALUATE YOUR USAGE OF A SYSTEM
How often do you find yourself investigating all the features and functionalities on your smartphone, tablets, or even your favorite social media app? If you are anything like me, you do this whenever the device or application is upgraded and new features are added. [More](#)

A CULTURE OF SAFETY
If an injury occurred today in your workplace, who would be the responsible party? The employee for not paying attention, the supervisor for not providing the proper training, or the mechanic for not inspecting the machine correctly? If you answered anything but "everyone," you're not wrong, but you're also not completely right. [More](#)

EMPLOYEE SPOTLIGHT: JORDAN DENECOUR, SERVICES OPERATIONS COORDINATOR
After initially interviewing for an intern position with our Clients and Prospect Database project in the fall of 2015, the hiring manager encouraged me to apply for the Business Development Associate role instead as they thought I might provide an immediate impact on the sales team. [More](#)

HOW DO YOU ENSURE YOUR SOFTWARE IS SECURE?
Over the past few years, we have seen hacking and data breaches increase in both severity and frequency. [More](#)

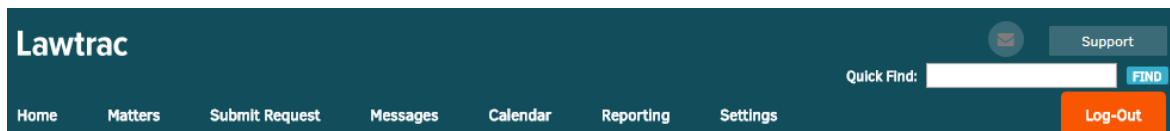
Forgot Your: [Username](#) OR [Password](#)

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Always log out by using the **Log-Out** link when leaving the application. Logging out each time preserves the security of your site.



Lawtrac

Support

Quick Find: **FIND**

Home Matters Submit Request Messages Calendar Reporting Settings

Log-Out

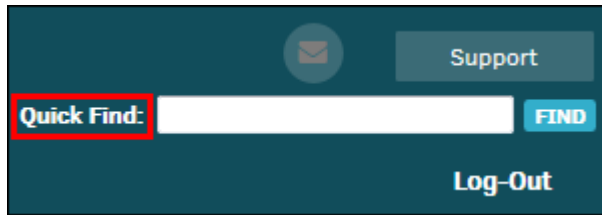
1.1.1 Quick Find

Quick Find is one of several ways to locate matter records, invoices, or budgets. Often, it's the fastest way to search and you can see the **Quick Find** at the top of all screens in Lawtrac.

Search for matters using the **Quick Find** feature at the top right of the screen. Type in part of a matter name, matter number or prefix. Click **Find**.

Examples of acceptable search criteria:

- ABC (part of matter/request name)
- CON%3 (for CON-00003)
- CON- (prefix number)



Lawtrac Quick Find

Searches default to **All Matters** and **Pending Requests**, but you can continue refining your results:

- **Matters:** Find open, closed or all
- **Requests:** Find pending, rejected, accepted, or all
- Use the **date fields** to limit further

The Quick Find feature can also be used to search for Documents. Users can search for documents that are attached to their assigned matters and for documents attached to approved requests. Documents associated to Pending or Rejected matters or requests are not searchable.

Matter Search Results: CPSR

MATTER NO. ▲	MATTER NAME ▲	TYPE ▲	KEYWORD ▲	OPENED ▲	CLOSED ▲
NO MATTERS FOUND					

Request Search Results: CPSR

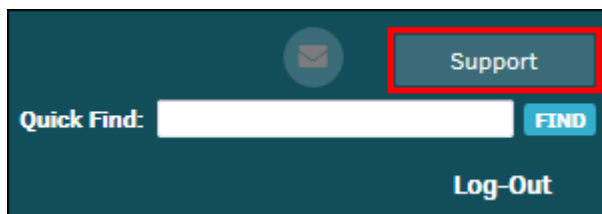
REQUEST NO. ▲	REQUEST NAME ▲	TYPE ▲	OPENED ▲	STATUS ▲
CPSR - 47	3213123	Contract	08/29/2017	Pending
CPSR - 46	21312	Contract	08/29/2017	Pending
CPSR - 45	2133123	Contract	08/29/2017	Pending
CPSR - 35	1q33213213	Contract	08/25/2017	Pending
CPSR - 27	321321	Contract	08/23/2017	Pending
CPSR - 25	123	Corporate	08/23/2017	Pending
CPSR - 24	kp1	Corporate	08/23/2017	Pending

Document Search Results: CPSR

DOCUMENT ▲	MATTER NO. ▲	MATTER NAME ▲	DATE ADDED ▲
NO DOCUMENTS FOUND			

1.1.2 Contact Support

An email requesting support can be sent directly to the Lawtrac Support team.



Lawtrac Support

Your name, title, and email should pre-populate the appropriate text fields. Phone number and subject are optional, but may help the Support team address your problems.

Create a descriptive outline of your support needs in the "Message" text box, then click **Send Message**.

CONTACT SUPPORT

Complete the form below to send an email requesting customer support or call (800) 456-1698

NAME: TITLE:

EMAIL:

PHONE: EXT:

SUBJECT:

MESSAGE:

Hello Support,

My assigned matters aren't appearing on my screen. Please assist with this issue.

Thanks in advance,

Kristen KP

1.1.3 Understanding the Home Screen

The homepage displays all open and closed matter records to which you are assigned. Requests that have been accepted, rejected, or are pending are also listed. Click on the table headings in bold to sort your list.

In the *My Matters* and *My Requests* tables, click on the matter or request number to be directed to that matter record or request information page.

Click on the text in the *Type* column to open a search tool at the top of the page. This search tool queries for matter records within a specific period of time. Use the calendar icon to select a date from the calendar.

Located on the right side of the page you can find your **upcoming events**, which include notifications from your assigned matter records if you have been allowed notification permissions. Click on the **event title** to navigate to that matter record or event information.

Announcements and **notifications** are located here as well, as set up by the *site administrator*. These notices could be anything from general announcements to instructions and reminders.

The screenshot shows the Lawtrac Home interface. At the top is a navigation bar with tabs: Home, Matters, Submit Request, Messages, Calendar, Reporting, and Settings. A 'Quick Find' search bar and a 'Support' link are on the right. Below the navigation bar, the main content area is divided into three sections: 'My Matters', 'My Requests', and 'My Documents'. Each section has a table of data and a set of filters. 'My Matters' shows a table with columns: MATTER NO., MATTER NAME, TYPE, KEYWORD, OPENED, and CLOSED. A filter bar above the table has buttons for 'Open', 'Closed', and 'All'. 'My Requests' shows a table with columns: REQUEST NO., REQUEST NAME, TYPE, OPENED, and STATUS. A filter bar above the table has buttons for 'Pending', 'Rejected', 'Accepted', and 'All'. 'My Documents' shows a table with columns: DOCUMENT, MATTER NO., MATTER NAME, and DATE ADDED. A filter bar above the table has buttons for 'Pending', 'Rejected', 'Accepted', and 'All'. On the right side of the interface, there is a 'Submit New Request' button, a 'SEPTEMBER 2017' calendar view, and a 'Welcome to SSP' message.

Submit a New Request

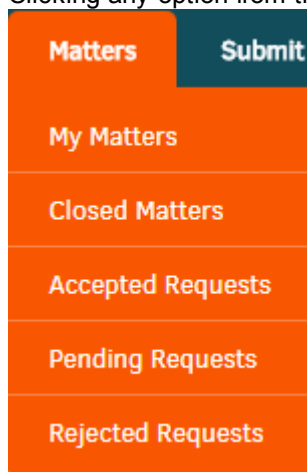
Click the **Submit New Request** button to create a request for such things as contracts, approval for an issue, claim numbers, etc. This process can be done from the Home Screen or from the **Submit Requests** tab. See the *Submit a New Request* page in this guide for further detail.

1.2 Matters and Requests

This section details how Key Personnel users can manage and filter through Matters and Requests to which they are assigned.

Matter Options

Clicking any option from this drop-down menu will land users on the Matters screen.



The **My Matters** menu option in the Matters tab takes you to a list of matter records to which you are assigned, as well as your requests. You may be associated to additional matter records that are not visible, if the Legal team has not turned on access permission.

Matter Details Tab

Click on a matter name to view the matter details screen.

Once in the matter details screen, users can toggle between the tabs seen on their screen to view and manage various matter details.

Requests

Click on the **request number** or **name** to view the information.

Filter through Requests by toggling between the **Pending**, **Rejected**, **Accepted**, and **All** buttons.

Filter through matters by toggling between the **Open**, **Closed**, and **All** buttons.

Use the Date fields at the top of the screen to search for matters or requests by date ranges.

1.2.1 Submit a New Request

Key Personnel users can submit new requests to the in-house legal team working on their, respective, associated matters directly from the home screen.

Click the Submit New Request button on the homepage.

Fill in the fields seen in the *New Request* screen and click **Continue** when finished. Be as descriptive as possible when naming the request and filling in any additional details.

The screenshot shows the 'NEW REQUEST' form with the following fields and values:

- REQUEST NAME: Request for new matter
- REQUEST TYPE: Contract
- KEYWORD: Compliance
- PRIORITY: Routine
- OUTSIDE COUNSEL: Firm 1
- PRODUCT/S: Level 1
- DEPARTMENT/S: Legal
- DESCRIPTION: Requesting a new matter to be made for X, Y, and Z reasons. Please approve this request.

A blue 'Continue' button is located at the bottom right of the form.

The screen will expand for users to add documents and assign categories to uploaded documents. **Note:** Categories are created by administrator users. Contact your site administrator if you do not see the category you're looking for.

The screenshot shows the document upload and category selection interface. It includes a dropdown menu for document categories and a 'Send Request' button.

Document Category: None

Document Category: None

Send Request

Key Personnel users can only submit 1 file initially, but they can update pending requests and add additional documents after the initial request has been submitted. The following file types are

accepted in Lawtrac: **doc, docx, xls, xlsx, txt, ppt, pptx, pdf, gif, htm, html, csv, msg, wav, jpg, tif, pic.**

Note: Key Personnel users will **only** be able to use the supersearch feature to see their uploaded documents **after** the request has been accepted and created into in-house matters. However, they will be able to access the documents they uploaded to modify the fields while in a "pending" status. This is all possible **without** needing to be granted permission from a legal department user.

Click the **Send Request** button when finished.

1.2.2 Financial Information in Matters

Within matters, the **Financial Information** tab allows Key Personnel users to view financial records of the selected matter. This tab is a view-only tab - no actions can be taken from this screen.

Note: Certain fields might not appear if the matter record is not associated with a Firm/Vendor who has an invoice on file.

MATTER INFORMATION			
Matter No. MATT9617	Document Management	Financial Information	Legal Department Contacts
<div>MATT9617</div> <div>MATT9617</div>			
FEES:		253.26 USD	FINANCE A:
DISBURSEMENTS:		722.19 USD	FINANCE B:
OTHER:		0.00 USD	FINANCE C:
TOTAL:		975.45 USD	FINANCE D:
			FINANCE E:
BUDGETED:		0.00 USD	FINANCE F:
RESERVED:		0.00 USD	OUTCOME:
			AMOUNT:
			EQUITABLE RELIEF:
HOURS TO DATE:		0.00	

The table below defines each of the fields seen in the screen above:

Field	Description
Fees, Disbursements, Other	These amounts are taken from invoices associated with the matter.
Disbursements	The amount shown is the sum of all disbursements for all invoices—even if there are multiple different invoices.
Total	This is the current sum of all invoice in their original currency, including approved, pending, and rejected.
Budgeted	The amount shown is the sum of all budgets assigned to the matter record, even if the amounts are from different vendors.

Field	Description
Reserved	The amount shown is the sum of all reserves despite differing categories, but payments to parties and outstanding loss reserve can only be viewed as an in-house Legal member.
Finance 1, 2, 3 and Outcome Amount	These amounts reflect the insurance amounts paid by the company.

1.2.3 Legal Department Contacts within Matters

The **Legal Department Contacts** tab details all members of the in-house legal team who are associated with a matter.

When Key Personnel users first click the **Legal Department Contacts** tab, they will see a list of Legal Department members and a list of Firms and Vendors associated with the matter.

Send a legal team member an **email** or a **note** by clicking the corresponding icon next to their name. Click on an individual's name to reveal their address and additional contact information on the right side of the screen.

Note: A Name and Email address will always appear as these fields are required, but additional information will not populate if it's not populated in their profile.

MATTER INFORMATION

Matter No. kpmatter | Document Management | Financial Information | **Legal Department Contacts** | Text Records | Key Dates

kpmatter
kpmatter

LEGAL DEPARTMENT

ROLE	NAME	EMAIL	SEND NOTE
Lead Attorney	LAWTRAC Admin		
Team Member	Kal Stoykov		

FIRMS & VENDORS

ROLE	NAME	EMAIL	SEND NOTE
Lead	v1		

CONTACT INFORMATION

LAWTRAC ADMIN
LAWTRAC Admin

LOCATION: Corporate Headquarters
ADDRESS: austin
austin 78701
United States
PHONE:
EXT:
FAX:
EMAIL: LTNotifications@mitratech.com

Within each matter record there can be up to four different role types - each type holding a different responsibility. The table below defines each role and their responsibility with the matter:

Role Type	Description
Lead Role	One of two required positions, the Lead position, or attorney, within the matter record is reserved for the individual who is responsible for managing the matter and reporting the status of the matter to your corporate/company hierarchy. This person must have invoice approval authority for at least one dollar (U.S. \$1).

Role Type	Description
	<p>The person in this position is automatically notified when the matter is updated, either by individuals within the Legal department or outside counsel, and when financial considerations are updated (invoices or budgets received).</p> <p>This position is based on the premise that the authority to conduct business within the matter can be delegated to others, but never the responsibility for the matter.</p>
Paralegal	<p>The second position is typically reserved for the “primary contact”. This person may be responsible for the day-to-day activities of the matter at the corporate or company level and could be, for example, a paralegal.</p> <p>Outside law firms, vendors, and other corporate key personnel can be directed to contact the individual in the secondary position in order to keep all information within the matter up-to-date.</p>
Administrator	<p>This position may work in concert with the secondary position, or may be assigned duties specific to matter types in order to enhance the management of matter information.</p> <p>Because individual permissions can be set at the activity level, an individual assigned to this position on the Legal team may not be privy to financial or other information within a matter, but may help shoulder the responsibility to ensure the matter data is current and accurate.</p>
Team Member	<p>This position, along with the Lead, is also a required position. Whoever adds a new matter record into Lawtrac is automatically assigned to that matter's team.</p> <p>Because a matter's security settings can restrict viewing to only those assigned, there must always be at least one person assigned to the team. This will prevent matter records from "falling through the cracks" and being lost within the Lawtrac application.</p> <p>Depending on the view/edit permissions granted to the individual Team Members, they have full authority to interact with the matter information, as do all of those in the higher positions.</p>

1.2.4 Routing Slips for Key Personnel

The **Routing Slip** tab within a matter allows Key Personnel users to view the routing slips, the individuals reviewing the slip, and the status of their reviews.

Routing slips are a way of bringing either matters or documents to the attention of an individual from whom an action or response is needed. At this time, routing slips are for the use of Legal staff only,

however, Key Personnel can **view and modify** routing slips on those matters to which they are assigned and have been given access.

When an individual assigned to a routing slip is not already on the matter's Legal team, that individual is included in a routing slip role. This enables them to view the matter and its documents, regardless of work group settings, and to respond to routing slips for that matter. Once the routing slips have been removed, individuals in a routing slip role are no longer assigned to the matter.

MATTER INFORMATION

Matter No.
KP_MATT1

Document
Management

Financial
Information

Legal Department
Contacts

Text
Records

Routing
Slips

Key Dates

KP_MATT1

KP_MATT1

ACTIVE ROUTING SLIPS

Name	Status	Routing Slip #	View
1. Kal Stoykov	Has Reviewed - Not Approved	Routing Slip #: 349	View
Name	Status	Routing Slip #	View
1. Kal Stoykov	Has Reviewed - Not Approved	Routing Slip #: 350	View
2. Rhythm KP 4	Review Required		View
Name	Status	Routing Slip #	View
1. kp 2	Review Required	Routing Slip #: 357	View
2. D	Has Reviewed - Not Approved		View
3. Ke 1	Review Required		View
4. Kristen KP	Review Required		View
5. Rhythm KP 4	Review Required		View
6. Lencho Martinez	Review Required		View
7. K Sacky	Review Required		View

Routing Slip

Monday, September 18, 2017

Kristen KP

Test slip 99

Matter Record Review

Instructions:

☐ Reviewed
 ☐ On Hold

☒ Rejected
 ☒ Approved

Remarks:

This routing slip has been approved.

Update Routing Slip

Key Personnel users are able to **take action on routing slips** if their role has been given the respective permission. They can click the magnifying glass icon next to their name to mark a routing slips with one of the following categories: ***Approve, Reject, Review, On Hold***. They can add any additional comments then click the **Update Routing Slip** button to confirm the action.

KP users can quickly see if they permission to modify a routing slip by clicking the magnifying glass icon in the *View* column.

1.2.5 Document Management for Key Personnel

Lawtrac allows key documents to be uploaded to matters so they can be shared with corporate staff and outside counsel (if desired). Key Personnel can manage matter documents from their *home screen* and *Matters screen* under the **My Documents** section, or in the **Document Management** tab within matters. This page details how to manage, search, and add new documents.

Files that were attached to the initial request to an in-house user will be available if the request becomes a matter. If requests become matters, KP users will be able to use the supersearch feature to locate those respective documents.

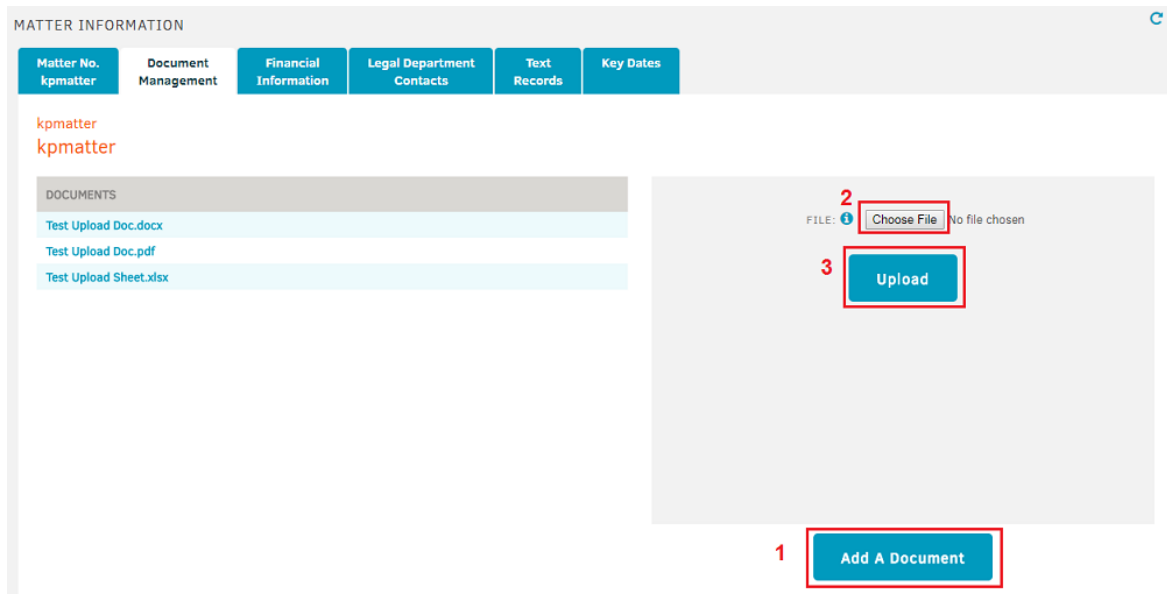
To open a matter document, click the document name. The file should automatically download.

To Upload a New Document

Navigate to a matter and click the **Document Management** tab. The grey area of the screen will appear blank until the KP user clicks **Add A Document**.

Next, users will **Choose a File** then click **Upload**.

The following file types are accepted in the Lawtrac system: **doc, docx, xls, xlsx, txt, ppt, pptx, pdf, gif, htm, html, csv, msg, wav, jpg, tif, pic.**



If the document was successfully uploaded, KP users can click the **Click here to continue** link seen in the success message.

File Was Saved

Click Here To Continue

If the document upload was unsuccessful, users will see an error message appear within the gray box.

ILLEGAL FILE TYPE

*Allowed file types are
doc, docx, xls, xlsx, txt, ppt, pptx, pdf, gif, htm, html, csv, msg, wav, jpg, tif, pic*

1.2.6 Text Records within Matters

The **Text Records** tab allow Key Personnel users to view text such as invoice instructions or outcome notes that have been added to that matter.

Text records can be added to a matter record by site administrators, super users, and the Legal team involved with the matter. When a text record is created, security options can be set to allow outside counsel and key personnel to view the category, or not. Unless you have been given Read Access to the record, it will not appear in this tab.

They are listed chronologically in expandable toggles. Click on a text record to open the message.

Matter No. LIT-000040	Document Management	Financial Information	Legal Department Contacts	Text Records	Routing Slips	Key Dates
Ziggy V. Jareth						
1 Admin Only: 02/18/2015						
2 Discovery: 02/18/2015						
3 Invoice Instructions: 02/18/2015						
Circle all highlighted fields, and then underline them.						
4 Correspondence: 02/18/2015						

1.3 Calendar & Events

The **Calendar** link across the top navigation bar allows users to view their upcoming events in month, week, or day view format.

Home	Matters	Submit Request	Messages	Calendar	Reporting	Settings
------	---------	----------------	----------	----------	-----------	----------

The calendar defaults to the current month view, but you can change the layout by using the viewing buttons above the calendar.

Month View	Week View	Day View	List Events
September ▼		2017 ▼	Go

Month View	Displays all days of the month. Month link navigation—links are the previous and next month from the one currently being viewed.
Week View	Default is to display the current week, Sunday through Saturday. Drop-down navigation—select the week to display. Week link navigation—links are the previous and following week from the one currently being viewed.
Day View	Defaults to current day. Use drop-down navigation to select a different day. Day link navigation—links are the previous and following day from the one currently being viewed.
List Events	Upcoming matter and contract events are displayed in a list format in chronological order. Events are hyperlinks that, when selected, direct users to the matter or contract details.

Events appear on the calendar as hyperlinks, with the matter number and event subject displayed. Click on the event or matter number to navigate to the matter record's detail page.

Dates on the Key Personnel calendar consist of key matter dates added by Legal. Calendar events are also noted.

are also noted.

Month of February 2015 Events

February

2015

Go

January 2015

March 2015

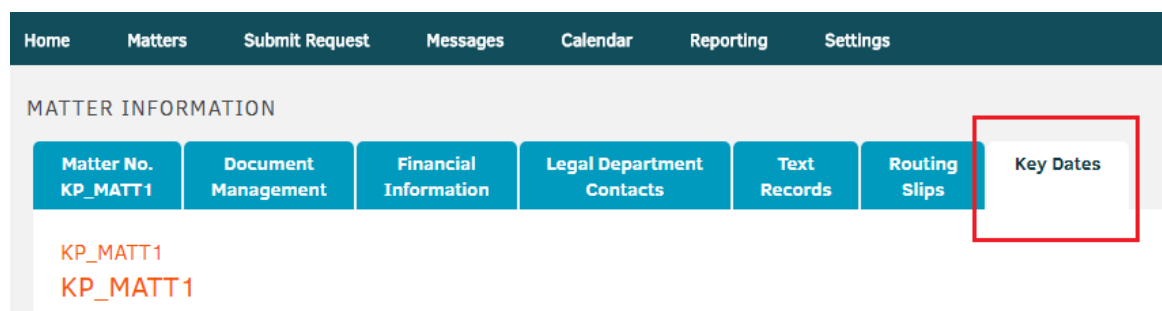
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1	2	3	4	5	6	7
8	9	10	11	12	13 POP-000015 - A Workflow Step	14
15	16	17 POP-000015 - Another step	18	19	20	21
22	23	24	25	26 LIT-000040 - Date B	27 LIT-000040 - Budget Due	28

1.3.1 Key Dates

This page details how Key Personnel can view key dates related to matters.

Key dates added to a matter record by the Legal team or a site administrator appear in the Key Dates tab within a matter. While there are several key date and reminder options for a matter record, you only see events here that the Legal team has chosen to share.

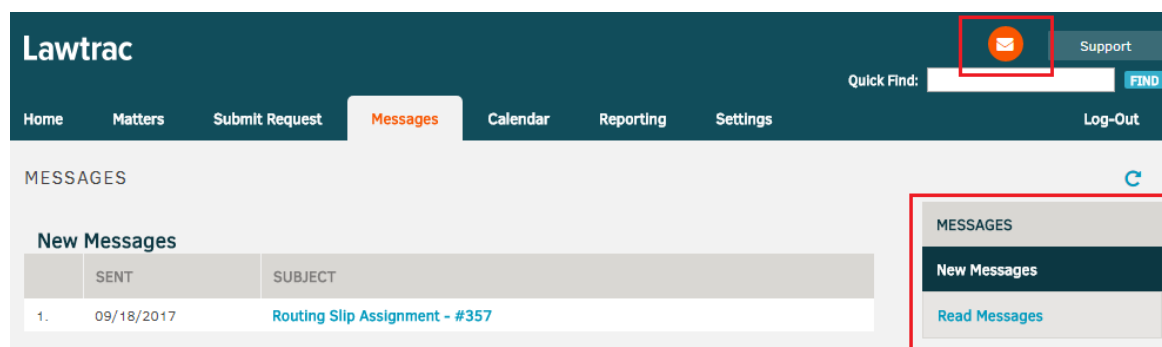
If your Legal team or site administrator has given you editing permissions for the event, the *edit* icon is displayed to the right of the event date. Click this icon to adjust the date, and click **Save**.



1.4 Manage Messages

The **Messages** link across the top navigation bar allows users to read internal Lawtrac messages, such as notices indicating changes have been made by the Legal team or messages sent by other users.

Key Personnel users are notified of new messages by the **mail icon** that appears at the top of the page next to the Support link. Navigate between new and read messages from within the page by clicking either **New Messages** or **Read Messages**, using the sidebar on the right.



KP users have the option to enable external email notifications for accepted or rejected requests. If enabled, email notifications will be sent to the email address the KP user has listed in their **Settings** screen. This option is turned OFF by default, but can easily be turned on.

See the *Settings* page in this guide to learn how to enable external messages.

1.5 Reports for Key Personnel

Custom and Ad Hoc reports would need to be reviewed by Lawtrac Report Specialists in order for Key Personnel to be able to access the module.

Once in the Reports screen, Key Personnel users can toggle between **Report Categories** to select various reports seen in the **Report List**. Recently viewed reports can be easily accessed from the top of the screen.

REPORT LISTING

RECENT

Documents by Type and Category	DOC003
All Open Matters	MAT001
DOC001A.cfm - REVIEW	DOC001A
Time Accounting - Department Summary	TMG026
Time Accounting - Department Summary-Details	TMG027

REPORT LIST

RESULTS PER LEVEL: 25

1 2 Next Page

REPORTS	ID	PRINT	LAST ACCESS
MAT029ListMats.cfm - REVIEW	MAT029ListMats	Not Used	
MAT051boxes.cfm - REVIEW	MAT051boxes	Not Used	
MAT051LFV.cfm - REVIEW	MAT051LFV	Not Used	
MAT051RIA.cfm - REVIEW	MAT051RIA	Not Used	
MAT051TYPE1.cfm - REVIEW	MAT051TYPE1	Not Used	
MAT051TYPE2.cfm - REVIEW	MAT051TYPE2	Not Used	
MAT051TYPE4.cfm - REVIEW	MAT051TYPE4	Not Used	
MAT051TYPE5.cfm - REVIEW	MAT051TYPE5	Not Used	
MAT051TYPE7.cfm - REVIEW	MAT051TYPE7	Not Used	
All Open Matters	MAT001	09/18/2017	
Basic Matter Information Report	MAT209	Not Used	
Categorv Analysis - Details	MAT011	Not Used	

REPORT CATEGORIES

- Ad Hoc
- Historical
- Support
- Budgeting
- Legal Staff
- Temporary
- Docket/Calendar
- Managerial
- Time Accounting
- Document Bank
- Matters
- Financial
- Patent / TM
- All
- Custom Reports

1.6 Settings

From the **Settings** screen, Key Personnel can update and manage their name, address, email address, username, password, and email notifications. Users must click the **Update** button to save any updated information.

Contact Information

Change your name, address, and email address by typing it into the appropriate fields see on the Settings screen.

Username and Password

Update your username and password by manually updating the appropriate fields. Users must follow the **Security Rules** set by their company in order to successfully update their password.

Email Notifications

Key Personnel users can opt into receiving external email notifications whenever the status of their submitted requests is changed or updated to Accepted or Rejected. Emails will be sent to the address listed in the email field.

This setting is turned OFF by default. Simply click the Red (or Green) **Email Notifications** button to turn this setting on/off.

Home Matters Submit Request Messages Calendar Reporting **Settings** Log-Out

MY LAWTRAC

FIRST NAME: Kristen LAST NAME: KP

TITLE: Level 1

ADDRESS: 5001 Plaza on the Lake

CITY: Austin

STATE: Texas ZIP: 78759

PHONE: 123-456-7890

EMAIL: kristen+KP@company.com

EMAIL NOTIFICATION

SECURITY:

USERNAME: kristenkp

PASSWORD: No Change

Update

Security Rules:
You must change your password at least every 90 days.
You may not use a password you have used the last 9 times.
Must be at least 5 characters in length.

Update

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- K -

Key Personnel 6, 6, 7, 8, 10

- S -

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Support 8