

# Cuba – New User Interface Guide

Lawyer's Toolbar	Cuba	Lawyer's Toolbar	Cuba	Lawyer's Toolbar	Cuba	Lawyer's Toolbar	Cuba		
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📒 Favourites	(고) Favourites	🍝 Inwards	Inwards	😭 Bring-ups	Bring-ups	₩8 Referrals	Referrals		
🦘 Knowledge WB	Knowledge WB	🕎 Requisitions	Requisitions	Time	Time	Client Service Centre	Client Service Centre		
Interviews	Interviews	🚱 My Reports	My Reports	Performance	Performance	🖺 Draft Bills	Draft Bills		

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## 1. Omni Search

Use Ctrl+F or Menu Bar to access search. Open a matter directly or to search across all categories by typing your search term and selecting enter. For a specific category include a prefix before the search term as follows:

- F- Folio
- C- Client
- M- Matter
- P- Program

#### 2. Main Menu

Accordion Control with Hamburger button to expand or collapse the menu.

#### 3. Embedded Search Panel

A quick way to find programs under the Main Menu.

## 4. Alerts Badge

Displays the number of alerts (Today's Bring-ups and Referrals) with new items to be addressed.

## 5. Matter Menu

Displays all Matter Toolbar functions left of the Lawyer's Workbench with a Hamburger button to expand.

## 6. Vertical Tab Group

Right-click a matter tab and select New Vertical Tab Group, or drag a tab and select from layout icon.

## 7. File Notes

The File Note area has been increased, with the ability to change text size via Zoom In and Zoom Out icons.

## 8. Workbench Cascade

Time Details, Disbursement Details and Action Event are now able to be collapsed or expanded.

## 9. Matter Summary

Collapsible sidebar of matter financials and quick matter links.