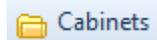
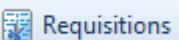
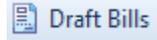
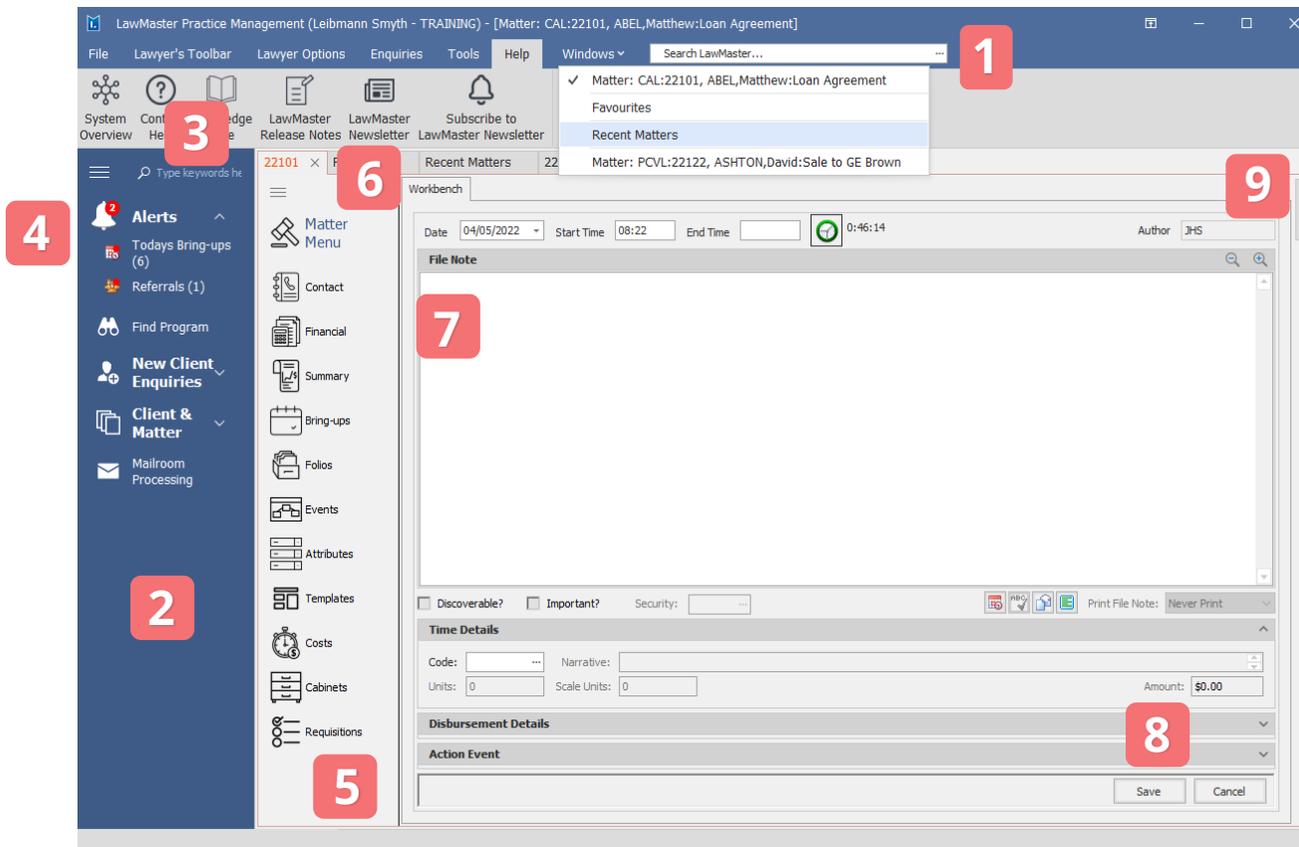


Cuba – New User Interface Guide

| Lawyer's Toolbar | Cuba | Lawyer's Toolbar | Cuba | Lawyer's Toolbar | Cuba | Lawyer's Toolbar | Cuba |
|--|---|---|---|---|--|--|---|
|  Floating |  Floating |  My Contacts |  My Contacts |  File Notes |  File Notes |  My Documents |  My Documents |
|  Recent Matters |  Recent Matters |  Personnel |  Personnel |  Diary |  Diary |  Cabinets |  Cabinets |
|  Favourites |  Favourites |  Inwards |  Inwards |  Bring-ups |  Bring-ups |  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 |



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 icons.

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.