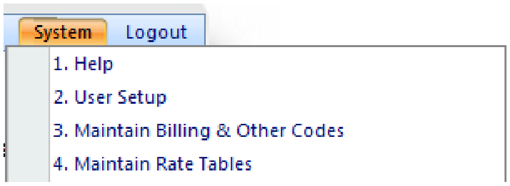

CompleteLAW-Web

A legal Solutions Provider

Marketed by: CompleteDATA Corp OnLineLegalSoftware.com, IntegratedLegalSoftware.com and CDC Version 1.1.9 for CompleteLAW Practice Management in the Cloud

Systems Setup

Upon opening completeLAW-Web for the first time you will discover that all authorized users are already installed. Check your email for user login and passwords. It is very important that you do Systems Setup routines #3 and #4 found on the Main Menu; **System,** before you begin using the program.

The Systems Menu:

Familiarize your self with the Help section. It also includes the information found in this Quick Start Manual.

User Setup: Use this section to add or modify user information.

Maintain Billing and other codes Section: This section includes 'automated selections' for the following: 1) Calendar events and Tasks, 2) Billing Categories and Billing codes for each, including default pricing for flat rate (task-based billing and cost billing)
3) Case/Matter Categories and matter codes with associated drop-in text, 4) Fee Plan setup, 5) Marketing Sources (advertising costs and revenue reports), 6) Automated text selection setup for ***Narrative/AutoBIll™.***

Maintain Rate Tables: When the software is activated for you every Timekeeper is assigned a rate code based on the information supplied by your office. You may assign up to 20 hourly rates for each user, based on type of matter. This is explained in the Rate-Code section.

Utilities: This Section is under development – Use by Systems Administrator

Firm Statement Setup – Select layout for the Header on your Invoice/Statement.

Edit Financial Data: This section is under development. It allows the accounting people to make corrections where an error was made by improper entry of data. This is usually used by accounting or billing, and is not usually used by lawyers and staff. (Note: A sole-practitioner has all options)