

## Firm Central Homepage

The Firm Central homepage is designed to provide users with easy access to all the different areas of the site, the ability to search across the site and across their Westlaw subscription, a view of what is happening with matters that they are involved in, and access to time and billing functionality.

The homepage is made up of three main areas: the banner, a collection of “widgets”, and a footer. Each of these areas provide the user with access to different areas of the Firm Central site.

### THE BANNER



The banner appears at the top of every screen in Firm Central, and provides access to the user’s full list of clients and contacts, matter details, and matter folders, a firm-wide calendar, a sitewide search function, timer functionality, and quick access to client and matter creation.

The following table contains a short summary of the functions offered by each of the areas in the banner:

BANNER LINK	DESCRIPTION
<b>HOME</b>	Use this link to return to the homepage from any other page on the site
<b>MATTERS</b>	Use this link to access the Matters landing page. The Matters landing page offer users a linked list of: <ul style="list-style-type: none"> <li>• All matters that they are involved in</li> <li>• All matters that they created</li> </ul>
<b>CONTACTS</b>	Use this link to access the Contacts landing page. The Contacts landing page offers a linked view of the names and contact details of: <ul style="list-style-type: none"> <li>• All of the contacts that the user has access to</li> <li>• All of the clients and client groups that the user has access to</li> </ul>
<b>DOCUMENTS</b>	Use this link to access the Documents landing page. The Documents landing page provides access to the user’s matter folders, which contain any documents and files that the user or other members of the matter team have added to the folder



## CALENDAR

Use this link to access the Global Calendar.

The Global Calendar shows:

- The appointments and matter events for matters that the user is involved in; or
- All of the firm's appointments and matter events that the user has access to

## ADD MATTER

Use this button to create a new matter.

Clicking the button takes the user to the New Matter screen, where  
.....  
in the matter name and details

## ADD CONTACT



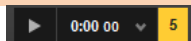
Use this button to create a new contact.

Clicking the button offers the user the choice of creating:

- A new contact (e.g. another lawyer, Court staff, a vendor, or a witness )
- A new client
- A new client group (e.g. if the user's firm deals with several people from the same company or family)

On making this selection, the user will be taken to the New Contact, New Client, or New Client Group screen, where they can fill in the contact or client's name and details

## TIMER



Use this button to start a timer to record the number of hours, minutes, and seconds that you spend on a task.

Clicking the button offers the user the choice of associating the time with a task and matter now, or of simply starting the timer and associating the time with a task and matter later

## SEARCH FIRM CENTRAL

Use this search box to conduct a basic "free text" search across all matters/contacts/clients and documents in the matter folders that the user has access to.

## PREFERENCES & LOG OUT

Click the drop down beside the user's name to access the Preferences menu

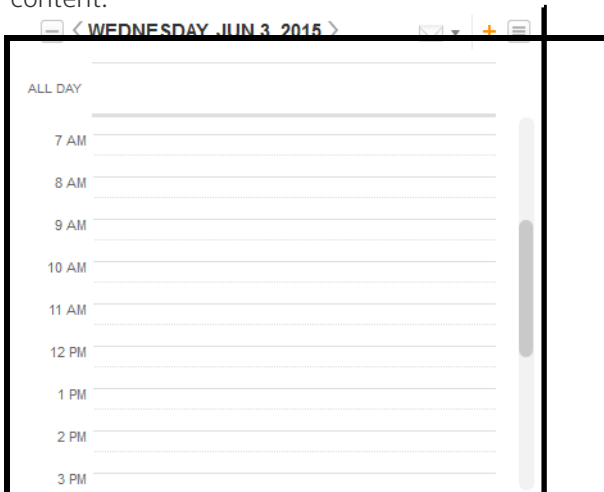
The Preferences menu allows the user to set their preferences for interacting with Firm Central, including homepage display, and calendar and notifications preferences

The Log Out option is also located on the drop down beside the user's

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## THE WIDGETS

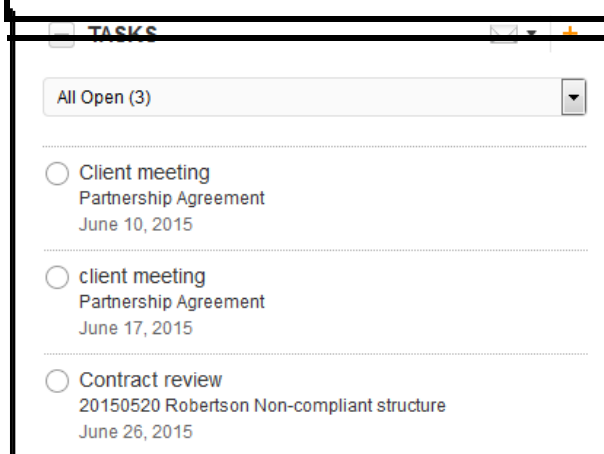
The collection of widgets on the homepage offers quick access to a calendar, task list, recent activity list, and notifications list, all of which remind you of forthcoming events or recent activity on matters that you are involved in. There are also widgets that offer integration with Westlaw AU so that all Firm Central users have the ability to search the Thomson Reuters Forms and Precedents Index, and Firm Central users who subscribe to Westlaw AU products can perform a basic search of their Westlaw AU content.



### CALENDAR

This calendar shows all appointments for matters that the user has created, or has been made part of the matter team. This calendar does not display All events and appointments from throughout the firm, only the events and appointments that relate to matters that the user is involved in.

The user can add new events or appointments that relate to a matter, or edit/reschedule existing events or appointments using this widget



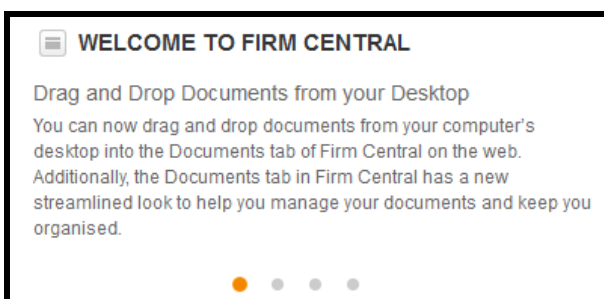
### TASKS

Rather than writing reminders on sticky notes, users can use this widget to record reminders of tasks they need to complete in relation to a matter.

The Tasks widget offers the choice of creating “private” tasks that only the user can see, or public tasks that all members of the matter team that the task relates to can see.

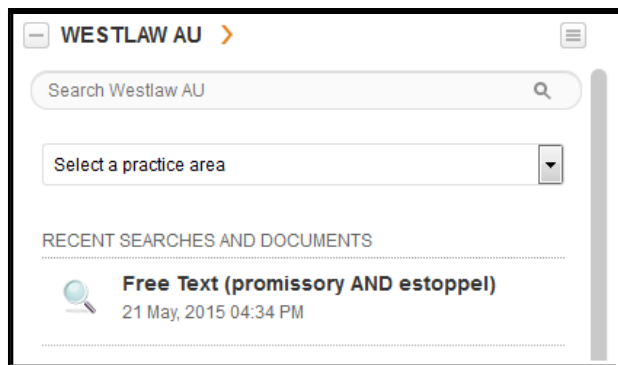
The tasks on the list in the Tasks widget can be marked as complete and the view of the Tasks list can be filtered so that only today’s tasks, overdue tasks, future tasks, open tasks, or completed tasks are displayed.

The tasks list can also be printed or emailed.



### WELCOME TO FIRM CENTRAL

The Welcome to Firm Central widget displays useful updates from Thomson Reuters on new features and functionality that have recently been added to Firm Central



## WESTLAW AU

The Westlaw AU widget allows users to initiate a basic search of their Westlaw content directly from Firm Central, and provides access to the five most recent Westlaw AU documents or searches that the user has accessed.

Users can simply enter a word or phrase, document title or citation in the Search Westlaw AU box and click the magnifying glass to see a Westlaw AU results screen. There is no need for the user to sign on to Westlaw before running the search.

Users can click on an item from the Recent Searches and Documents list to automatically be taken to that document or to rerun the search.

Users can also be taken directly to Westlaw AU by clicking the arrow next to the Westlaw AU title.



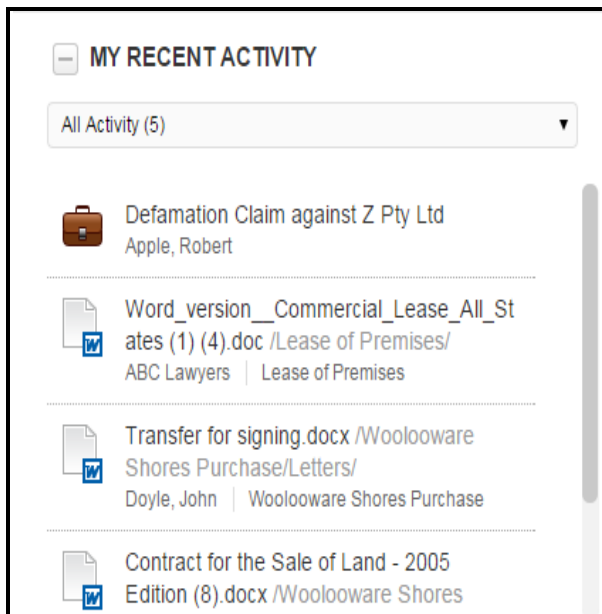
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## FORMS AND PRECEDENTS

The Forms and Precedents widget allows all Firm Central users to initiate a search of the Thomson Reuters Forms and Precedents Index.

Users can:

- perform a free text search across the full Index by entering one or more search terms and connectors in the Search Westlaw Australia field and clicking the Search button
- narrow their search to a particular practice area by entering one or more search terms and connectors in the Westlaw Australia field and then selecting a practice area (eg Family) from the Select a practice area drop down and then clicking the Search button
- narrow their search to a particular practice area by entering one or more search terms and connectors in the Westlaw Australia field and then selecting a practice area (eg Criminal) from the Select a practice area drop down and then selecting a jurisdiction (eg New South Wales) from the Select a jurisdiction drop down and then clicking the Search button



## MY RECENT ACTIVITY

The My Recent Activity widget shows the last 25 matters, documents, or Westlaw AU documents the user has accessed. The list can be filtered to show All Activity, Matters, Documents, or Westlaw AU Documents.

Clicking on one of the items in the My Recent Activity widget takes the user directly to that matter, document, or Westlaw AU document.

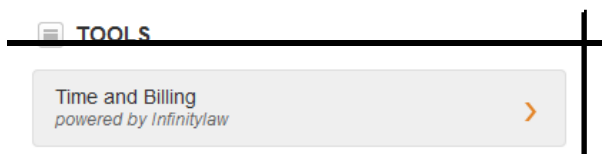


## ALERT24 NEWS

A Firm Central subscription includes access to the free Alert24 – Firm Central Australia news service. This service provides access to editorially selected general law articles from various Alert24 topics.

The Alert24 News widget shows the title and introduction to each of the latest five.

Users can scroll through the articles by clicking the orange dots at the bottom of the widget, and can view the full text of the article by clicking on the article title. Clicking on the article title opens the full text of the article in a new window.



## TOOLS

A Firm Central subscription includes access to Firm Central's Time and Billing powered by Infinitylaw module. The Time and Billing module provides timesheets, billing, and reporting functionality.

Users require a separate logon to access the Time and Billing powered by Infinitylaw module. Clicking the Time and Billing powered by Infinitylaw button in the Tools module will display the Time and Billing logon screen in a new window. Users can enter their Time and



## NOTIFICATIONS

The Notifications widget provides the user with a summary of actions that other members of the user’s matter teams have recently performed. This gives the user a quick overview of which matters that they are currently involved in have changed or been worked on by other team members.

The Notifications widget shows the last 30 of the following actions taken by other team members:

- Added/updated documents
- Calendar events created/edited/deleted
- Matters deleted
- Matters the user has been added as a team member
- Tasks that have been added for a matter
- Notes that have been added/edited on a matter

The Notifications list can also be printed or emailed, and the user can delete any notifications that they no longer need to know about, or use Preferences to modify the type of events that they receive notifications of.

## THE FOOTER



The footer appears at the bottom of every screen in Firm Central, and provides access to the Firm Central Help page, a Feedback link, contact details for Customer Care and Customer Technical Support, and the Recycle Bin

The following table contains a short summary of the functions offered by each of the links in the footer:

FOOTER LINK	DESCRIPTION
PRIVACY POLICY	Use this link to view the Thomson Reuters Privacy Policy
HELP	Use this link to access full user documentation and system requirements for Firm Central
FEEDBACK	Use this link to send us a message with your comments and ideas for improvements to Firm Central
CONTACT US	Use this link to view phone and email contact details for our Customer Care and Customer Technical Support teams
RECYCLE BIN	Use this link to access the Recycle Bin and retrieve any documents you have placed in the Recycle Bin in error