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1. INTRODUCTION

The objective of this document is to provide basic guidelines to users of the Case Manager System Online Application. For ease of use, it contains instructions on how to:

- Navigate the dashboard
- Create a client
- Create and send an invoice
- Manage matter both of the Litigation and Non-litigation areas
- Manage endorsements
- Create tasks and view them
- Check the status of a sent invoice

The Case Manager System Application has an online help facility that can be accessed for more that contains more detailed information concerning specific fields and contents;

customercare@lawpavilion.com

2. LOGGING INTO THE APP

The login page of the app is the gateway into the features that are available on the app. The users log unto the app with their every day credentials i.e the same credentials that logs them into their system when they resume for work.

For example if we have a user with username tdscientist@gmail.com and password *****, in the space for username he/she types his/her user name tdscientist@gmail.com and in the space for password he/she types in his/her password that logs him into his system. Follow the process below to log ini to the system.

2.1 Login Process

Step 1

Click on the Link to the App. Or browse the link to the app on <https://lawpavilioncasemanager.com>

Step 2

Type in your username and password as displayed in the figure below(active directory credentials)

Step 3

Click on the sign in tab on the home page

The screenshot shows the login interface of the LAW Pavilion Case manager. At the top, there is a logo with a stethoscope icon and the text "LAW Pavilion Case manager". Below the logo, the heading "Sign in" is centered. There are two input fields: the first contains the email address "tdscientist@gmail.com" and the second contains a masked password "*****". Red boxes highlight these fields, with red arrows pointing to labels "USERNAME" and "PASSWORD" on the right. Below the password field, there are two buttons: a green "Sign In" button and a dark grey "Forgot Password" button. A red arrow points from the "Sign In" button to a label "SIGN IN TAB" on the left. At the bottom of the page, there is a footer with the text "Copyright © 2018 GIT Limited · Privacy Policy · Terms of Use".

3. NAVIGATING THE DASHBOARD

All new requests start from the Branches and HQ Departments. After creation, the requests are sent to the Legal Department. These requests are picked up by the appropriate person in the legal department for the appropriate action.

Find below the steps to navigating the dash board;

The screenshot shows the LAW Practice Case manager dashboard. Annotations with arrows point to various components:

- MONTHLY UPDATE CALENDAR**: Points to the April 2018 calendar grid.
- TIMER TAB**: Points to the 00:00:01 timer and RESUME TIMER button.
- MENU TAB**: Points to the left sidebar menu.
- OVERDUE TASKS TAB**: Points to the red bar showing 29 overdue tasks.
- ALMOST DUE TASKS TAB**: Points to the blue bar showing 0 almost due tasks.

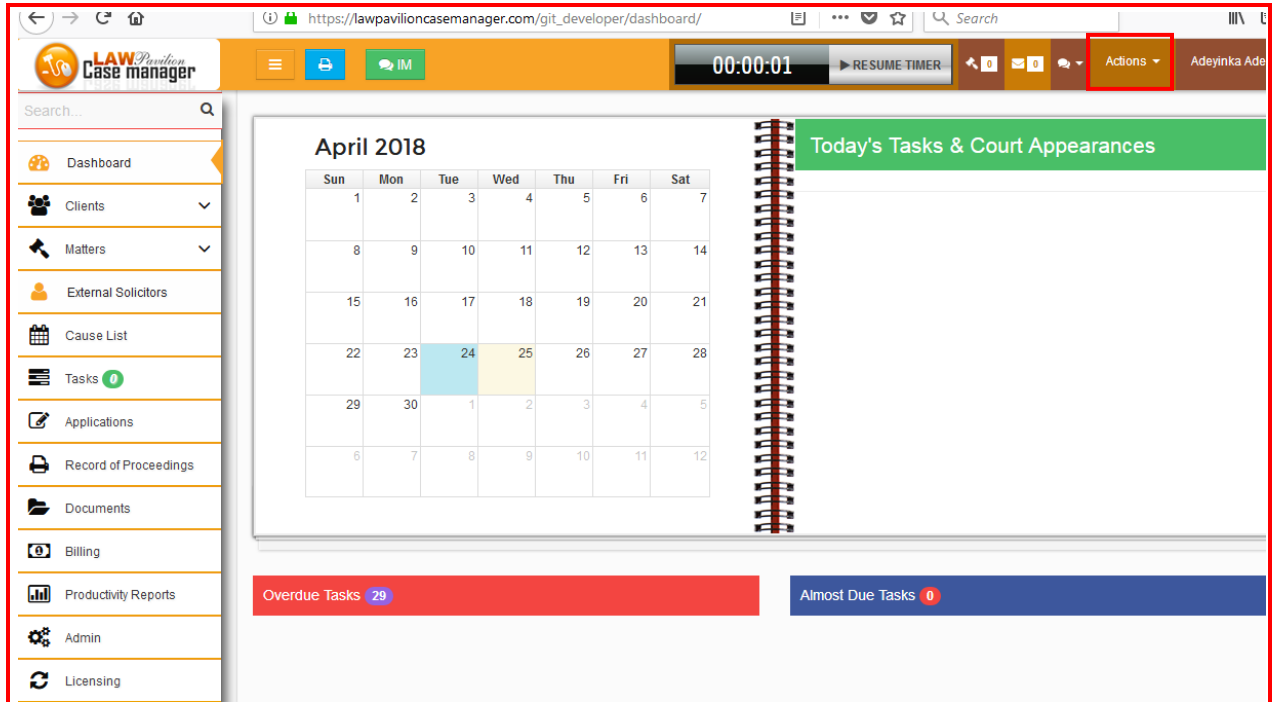
Dashboard Content:

- Header:** LAW Practice Case manager logo, search bar, navigation icons (home, calendar, IM), timer (00:00:01), RESUME TIMER button, and user profile (Adeyinka Adediji).
- Left Sidebar (Menu Tab):** Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, Licensing.
- Main Content Area:**
 - Calendar:** April 2018 grid. The 24th is highlighted.
 - Today's Tasks & Court Appearances:** A task titled "Agbetusin vs. FBN - (Not Started)" with a "Click to Start" button.
 - Overdue Tasks:** A red bar showing 29 overdue tasks.
 - Almost Due Tasks:** A blue bar showing 0 almost due tasks.

3.1 Creating a New Contact

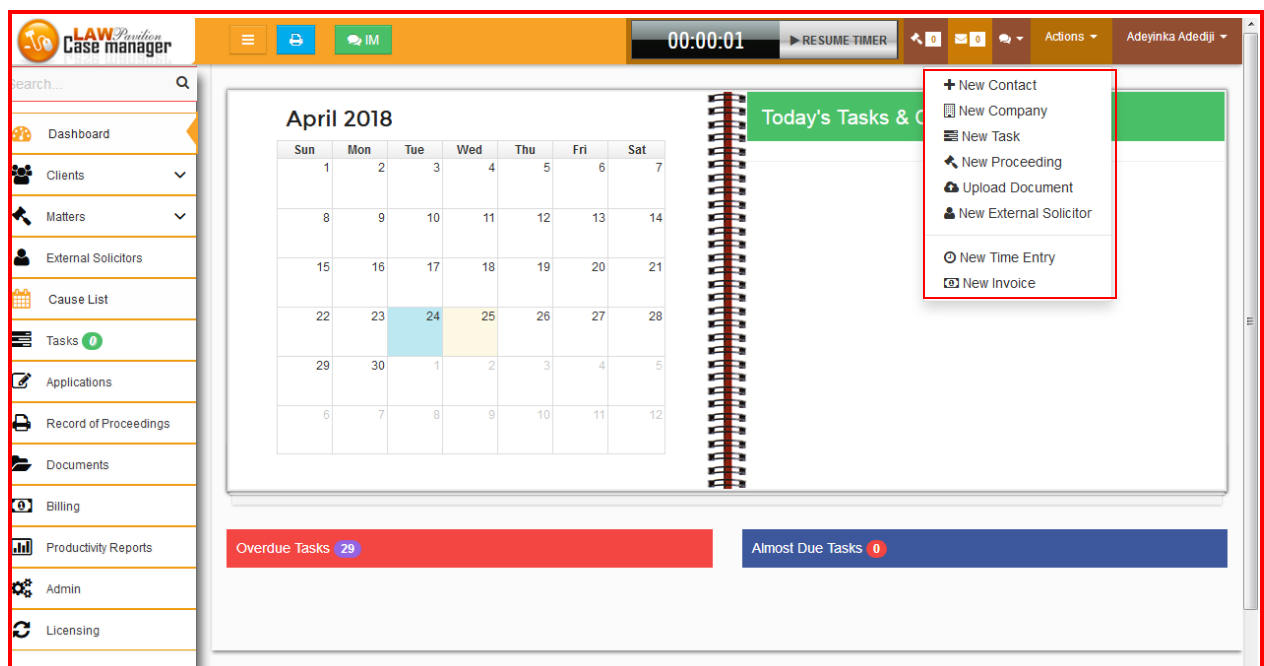
Step 1:

Click on the **Action tab** to make your selection from the drop down options



Step 2:

Click on the desired option from the drop down box, for example, 'New Contact'



Step 3:

- i. For the option **'New Contact'**, fill in the required details in the dialog box that pops up.
- ii. Click on **Create Contact** button to create new contact

The screenshot shows a web browser window with the URL https://lawpavilioncasemanager.com/git_developer/dashboard/. The application interface includes a sidebar with navigation options: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (4), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. A calendar for April 2024 is visible in the background. A 'New Contact' dialog box is open, featuring a blue header and a light blue message box stating 'Fields with * are required.' The form contains the following fields: 'Title' (dropdown menu with 'Mr.' selected), 'First Name *' (text input with 'ADE'), 'Last Name *' (text input with 'YINKA'), 'Job Description' (text input with 'LEGAL AID'), and 'Company Name' (dropdown menu with 'Cheb Oil' selected and a 'Create New' link below it). A green 'Create Contact' button is highlighted with a red border. A red arrow points from this button to a separate box below the dialog.

Create
Contact
Button

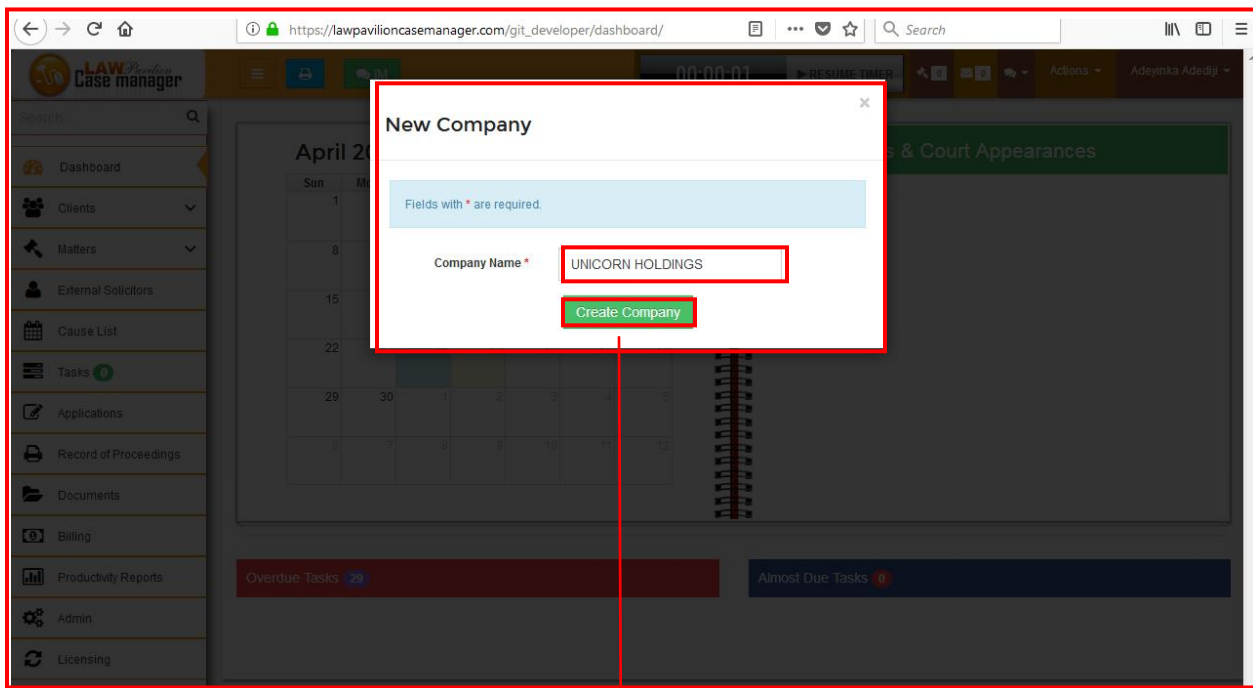
3.2 Creating a New Company

Step 1:

Fill the name of the company in the empty box designated for 'Company Name'.

Step 2:

Click on the **Create Company** button.



Create
Company
Button

3.3 Creating New Task

Step 1:

Click on **New Task** from the drop down box.

The screenshot displays the 'LAW Pavilion Case manager' application interface. On the left is a sidebar menu with options: Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main area is titled 'Task Form' and contains a form with the following fields: 'Case' (dropdown menu), 'Name *' (text input), 'Details *' (text area), 'Assigned To *' (dropdown menu), 'Due Time *' (text input with a calendar icon), and 'Due Date' (text input showing '12:15 PM' with a clock icon). A green 'Add Task' button is at the bottom. A dropdown menu is open on the right, listing options: '+ New Contact', 'New Company', 'New Task' (highlighted with a red box), 'New Proceeding', 'Upload Document', 'New External Solicitor', 'New Time Entry', and 'New Invoice'. Below this menu is a list of users: Yinka Emulator, Yinka Adediji (E), and Samuel Oseh Samuel.

Step 2:

Select **Case** to choose from the list of cases available

The screenshot shows the 'Task Form' in the LAW Pavilion Case manager. The 'Case' dropdown menu is open, displaying a list of cases. The 'New Task' option in the top right menu is highlighted with a red box. The 'Case' dropdown is also highlighted with a red box, and the 'ADEKOYA MAYOR V SKYBANK PLC' case is selected.

Fields with * are required.

☐ Private Task?

Case: Case

Name: *

Details: *

Assigned To: *

Due Time: *

Due Date: 12:15 PM

Add Task

Actions: New Contact, New Company, New Task, New Proceeding, Upload Document, New External Solicitor, New Time Entry, New Invoice

Yinka Emulator, Yinka Adediji (E), Samuel Oseh Samuel

Step 3:

Fill the required details in the empty boxes that follow

The screenshot shows the 'Task Form' with annotations for required fields. Red boxes highlight the 'Case', 'Name', 'Details', 'Assigned To', 'Due Time', and 'Due Date' fields. Red arrows point from these fields to labels on the right: 'Case title', 'Name', 'Details', 'Assigned To', 'Due Time', and 'Due Date'. The 'Add Task' button is highlighted with a red box and an arrow pointing to a label at the bottom: 'Add Task'.

Fields with * are required.

☐ Private Task?

Case: ADEKOYA MAYOR V SKYB...

Name: SAMUEL OSEH

Details: Details

Assigned To: Assigned To

Due Time: Due Date

Due Date: 12:15 PM

Add Task

Share With

Case title

Name

Details

Assigned To

Due Time

Due Date

Add Task

https://lawpavilioncasemanager.com/ait_developer/tasklist/create/#

- Matters
- External Solicitors
- Cause List
- Tasks 0
- Applications
- Record of Proceedings
- Documents
- Billing
- Productivity Reports
- Admin
- Licensing

company

00:00:01

RESUME TIMER

Actions

Adeyinka Adediji

Task Form

Fields with * are required.

☐ Private Task?

Case

ADEKOYA MAYOR V SKYB...

Name *

Assigned To

Adeyinka Adediji

Yinka Emulator

Yinka Adediji (E)

Samuel Usen samuel

Benedicta Moha

Laurette Ebitunmise

Adebola Adewale

Details *

Assigned To *

Assigned To

Due Time *

Due Date

Due Date

12:15 PM

Add Task

Share With

- Matters
- External Solicitors
- Cause List
- Tasks 0
- Applications
- Record of Proceedings
- Documents
- Billing
- Productivity Reports
- Admin
- Licensing

company

00:00:01

RESUME TIMER

Actions

Adeyinka Adediji

Task Form

Fields with * are required.

☐ Private Task?

Case

ADEKOYA MAYOR V SKYB...

Name *

Assigned To

Adeyinka Adediji

Yinka Emulator

Yinka Adediji (E)

Samuel Usen samuel

Benedicta Moha

Laurette Ebitunmise

Adebola Adewale

Details *

Assigned To *

Assigned To

Due Time *

Due Date

Due Date

12:15 PM

Add Task

Share With

« April 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Due Time cannot be blank.

https://lawpavilioncasemanager.com/glu_developer/tasks/create/

00:00:01 RESUME TIMER

Actions Adeyinka Adediji

Task Form

Fields with * are required.

☐ Private Task?

Case	ADEKOYA MAYOR V SKYB...
Name *	SAMUEL OSEH
Details *	The court case held on...
Assigned To *	Yinka Adediji (E)
Due Time *	2018-04-25
Due Date	5:00 PM

Add Task

Share With

generic logo company

Add task button

Step 2

- i. Fill the required details in the empty boxes that follow
- ii. Save the details

The screenshot shows the 'LAW Pavilion Case manager' interface. The left sidebar contains navigation links: Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'New Record of Proceeding' and includes a note: 'Fields with * are required.' The form contains the following fields:

- Case: ADEKOYA MAYOR V SKYBANK PLC
- Last Hearing Date *: 2018-04-26
- Date of Next Hearing *: 2018-04-28
- Stage of Next Hearing: Stage of Next Hearing
- Summary of Hearing: Summary of Hearing
- Next Action Plan: Next Action Plan

A green 'Save Details' button is located at the bottom of the form. Arrows from labels on the right point to the corresponding fields:

- Last hearing date
- Date of hearing
- Stage of next hearing
- Summary of hearing
- Next action plan

A red arrow points from the 'Save Details' button to a label 'Save details' at the bottom.

4. VIEWING CLIENTS

Step 1

- I. Select the client of choice from the list of clients

The screenshot shows the 'Manage Individuals' page in the LAW Pavilion Case Manager. The left sidebar contains navigation links: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area has a 'New Clients' button and a table of clients. The table has columns: Contact Name, Company Name, Number of Matters, Number of Transactions, and a Filter icon. The client 'Mr. Tunde Akinoyi' is highlighted in red.

Contact Name	Company Name	Number of Matters	Number of Transactions	Filter
1. Mr. ADEDJAI ADEYINKA	UNICON HOLDINGS	0	0	
2. Mr. Tunde Akinoyi	DRAKE INCORP	2	0	
3. Mrs. Olufunke Atanda		0	0	
4. Mr. Robinson Steamwoth	Cheb Oil	0	0	
5. Mr. ROBINSON MANOA	UNICON HOLDINGS	6	1	
6. Mr. Wale Ibidunni		0	0	
7. Dr. Olusegun Atanda	FBN Securities	0	0	
8. Mrs. AJOKI BALOGUN		0	0	

Step 2

- II. Select Matters

The screenshot shows the profile page for 'Mr. Tunde Akinoyi'. The left sidebar is the same as in Step 1. The main content area has tabs for 'Contact Details', 'Matters', 'Transactions', 'Invoices', 'Payments', and 'Notes'. The 'Matters' tab is highlighted. Below the tabs is a table of matters. A red arrow points from the 'Matters' tab to the 'Matters' label in a box on the right.

Case Title	Suit Number	Last Hearing Date	Next Hearing	Stage Next	Filter
Agbetusin vs. FBN	ca/67/2013	2017-07-12			
Coke v Fanta	FHC/67/2014				

Step 3

III. Select Transactions

The screenshot shows the Law Pavilion Case Manager interface. The user is logged in as Mr. Tunde Akinoyi. The interface includes a sidebar with navigation options: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area displays the contact details for Mr. Tunde Akinoyi, with the Principal Partner listed as DRAKE INCORP. The 'Transactions' tab is selected and highlighted with a red box. A red arrow points from this tab to a box labeled 'Transactions'. The table below the tab shows 'No results found.'.

Subject	Status
No results found.	

Step 4

IV. Select Invoices

The screenshot shows the Law Pavilion Case Manager interface. The user is logged in as Mr. Tunde Akinoyi. The interface includes a sidebar with navigation options: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area displays the contact details for Mr. Tunde Akinoyi, with the Principal Partner listed as DRAKE INCORP. The 'Invoices' tab is selected and highlighted with a red box. A red arrow points from this tab to a box labeled 'Invoices'. The table below the tab shows 'No results found.'.

Invoice No	Invoice Date	Total Due	Total Paid	To Balance	Due Date
No results found.					

Step 5

V. Select Payments

The screenshot shows the LawPavilion Case Manager web application. The left sidebar contains a search bar and a list of navigation items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Mr. Tunde Akinoyi' and includes a breadcrumb trail: Dashboard > Contacts List > DRAKE INCORP > Mr. Tunde Akinoyi. Below the breadcrumb, there are buttons for 'Contacts List', 'New Contact', 'New Transaction', and 'New Matter'. The 'Principal Partner - DRAKE INCORP' section has a sub-header with tabs for 'Contact Details', 'Matters', 'Transactions', 'Invoices', 'Payments', and 'Notes'. The 'Payments' tab is selected and highlighted with a red box. A red arrow points from this box to a label 'Payments' on the right. Below the tabs, there is a table with columns: Date Paid, Invoice, Amount Paid, Payment Method, and Notes. The table currently displays 'No results found.'

Step 6

VI. Select Notes

The screenshot shows the same LawPavilion Case Manager web application. The left sidebar and breadcrumb trail are identical to the previous step. In the 'Principal Partner - DRAKE INCORP' section, the 'Notes' tab is now selected and highlighted with a red box. A red arrow points from this box to a label 'Notes' on the right. Below the tabs, there is a button for 'New Note'. Below that, there is a table with columns: Modified, Subject, and Note. The table currently displays 'No results found.'

Step 7

- VII. Select **New Transaction** to fill transaction form.
- VIII. Fill the empty boxes that follow with the required details
- IX. Click on the **Create Transaction** button

The screenshot displays the LAW Pavilion Case Manager interface. The top navigation bar includes a search bar, a menu icon, a timer (00:00:01), and a user profile (Adeyinka Adediji). The left sidebar lists various modules: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Mr. Tunde Akinoyi: New Transaction' and contains a 'Transaction Form'. The form has a header bar with 'View Client Details', 'New Transaction', and 'New Matter' buttons. Below the header, there is a section for 'Fields with * are required.' The form fields are: Reference No (5ADF019589EA0), Subject (empty), Narration (empty), and Commencement Date (empty). A 'Create Transaction' button is located at the bottom of the form. Red boxes and arrows highlight the 'New Transaction' button, the form fields, and the 'Create Transaction' button.

Fields with * are required.

Reference No	5ADF019589EA0
Subject *	
Narration	
Commencement Date *	

☐ Setup a team?

Create Transaction

New Transaction

Reference No

Subject

Narration

Commence ment date

Create transaction button

6. MATTERS MANAGEMENT

Step 1

- i. Click on **Matters**
- ii. Select the desired Matter

LAW Pavilion Case manager

00:00:01 RESUME TIMER

Search...

Matter Management Dashboard Matter Management

Displaying 1-8 of 8 results.

Case Title	Client	Suit Number	Last Hearing Date	Next Hearing	Stage Next	Filter
GLORIA NNKECHI V UBA PLC	Mr. ROBINSON MANOA	IKJ/200/2014	2017-07-05			
ADEKOYA MAYOR V SKYBANK PLC	Mr. ROBINSON MANOA	IKJ/209/2014	2014-09-21			
KEYSTONE PLC v ATTORNEY GENERAL OF DABO STATE	Mr. ROBINSON MANOA	IKD/2910/2012	2013-01-01			
ADEGUNGUN V. SMITH KIATEWN	Mr. ROBINSON MANOA	IKJ/203/2014	2014-06-17			
NASCO NIG PLC V. DESKTOP COMPUTERS NIG LTD	Mr. ROBINSON MANOA	IKD/219/2013	2014-02-05			
DANBABA VS ABIODUN AKORE	Mr. ROBINSON MANOA	IKJ/344/2013	2014-09-21			
Agbetusun vs. FBN	Mr. Tunde Akinoyi	ca/67/2013	2017-07-12			
Coke v Fanta	Mr. Tunde Akinoyi	FHC/67/2014				

https://lawpavilioncasemanager.com/git_developer/taskList/admin/

LAW Pavilion Case manager

00:00:01 RESUME TIMER

Search...

GLORIA NNKECHI V UBA PLC Dashboard Mr. ROBINSON MANOA

View Client Details New Transaction New Matter

Matter Details Teams Modify Matter Details

Case Summary Cases Task List Applications Documents Proceedings Judgments & Orders Time Sheet Invoices

Suit Number	IKJ/200/2014	Date of Next Hearing	2017-07-11
Judge Name	Not set	Stage of Next Hearing	For ruling
Court	Court 1, National Industrial Court, 17 Ikoyi Lagos		

Set Court

Applications

MOTION ON NOTICE 17th Feb, 2014 G

MOTION ON NOTICE 31st Mar, 2015 G

Facts of the Case

The claimant claims that her employer does not have the power to terminate her appointment without prior notice. she seeks to be re-installation as the managing director of the bank.

Summary of Last Hearing

The band is best known for three hit singles from Some Nights: Grammy Award-winning "We Are Young" (featuring Janelle Monáe), "Some Nights", and "Carry On". "We Are Young" reached number one on the U.S. Billboard Hot 100 and Digital Songs charts. It also peaked at

Next Action Plan

On February 10, 2013, Fun won the Grammy Award for Best New Artist and the Grammy Award for Song of the Year for "We Are Young". Additionally, Fun was a nominee for four other Grammy Awards: Record of the Year and Best Pop Duo or Group Performance (both for "We Are

https://lawpavilioncasemanager.com/git_developer/taskList/admin/

Case Summary

Step 2

I. Select Parties

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar contains a search bar and a list of navigation items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'GLORIA NNKECHI V UBA PLC' and includes a 'View Client Details' button, 'New Transaction' and 'New Matter' buttons, and a 'Matter Details' section with tabs for Case Summary, Parties, Task List, Applications, Documents, Proceedings, Judgments & Orders, Time Sheet, and Invoices. The 'Parties' tab is selected and highlighted with a red box. A red arrow points from this box to a label 'Parties' in a separate box on the right. The 'Add Party' form on the right includes fields for 'Contact' (a dropdown menu) and 'Description' (a text input), with a note 'Fields with * are required.' and buttons for 'Save' and 'New Contact'.

Step 3

II. Select Task List

The screenshot shows the LAW Pavilion Case Manager interface with the 'Task List' tab selected in the 'Matter Details' section. The 'Task List' tab is highlighted with a red box. Below the tabs, there is a '+ Add New Task' button and a table displaying task details. The table has columns for Due Date, Name, Assigned To, and Status, and it shows 5 results. A 'Filter' button is located at the end of the table header.

Due Date	Name	Assigned To	Status	Filter
18th Feb, 2015 12:14am	file affidavit	Yinka Emulator	Completed	
2nd Mar, 2015 12:14am	MEMO	Yinka Adediji (E)	Pending	
6th Mar, 2015 03:15pm	Find facts	Yinka Emulator	Pending	
31st Mar, 2015 01:15pm	Classical cryptography	Yinka Emulator	Completed	
31st Mar, 2015 02:14pm	Cryptography	Yinka Emulator	Completed	

Step 4

III. Select Applications

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar contains a search bar and a list of navigation items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (1), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'GLORIA NNKECHI V UBA PLC' and includes a 'View Client Details' button, 'New Transaction' and 'New Matter' buttons, and a 'Matter Details' section. The 'Matter Details' section has a tabbed interface with 'Applications' selected and highlighted by a red box. A red arrow points from the 'Applications' tab to a label 'Applications' in a box. Below the tabs, there is a '+ Add New Application' button and a table displaying 2 results. The table has columns for Application Name, Application Type, Date Filed, and a Filter icon.

Application Name	Application Type	Date Filed	Filter
1. MOTION ON NOTICE	EXTENSION OF TIME	17th Feb, 2014	
2. MOTION ON NOTICE	EXTENSION OF TIME	31st Mar, 2015	

Step 5

IV. Select Documents

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar is the same as in Step 4. The main content area is titled 'GLORIA NNKECHI V UBA PLC' and includes the same buttons as in Step 4. The 'Matter Details' section has the 'Documents' tab selected and highlighted by a red box. A red arrow points from the 'Documents' tab to a label 'Documents' in a box. Below the tabs, there is an 'Upload Document' button and a list of documents. Each document entry includes a folder icon, the document name, and a category.

Document Name	Category
MOTION ON NOTICE	
MOTION ON NOTICE	
Casemanagment-v3.doc	Office File
CHIEF FRANCIS UCHENNA UGWU v PDP Plain text view.doc	Motion on Notice
air force proposal.docx	Evidence

Step 6

V. Select Proceedings

The screenshot shows the LAW Pavilion Case manager interface. The left sidebar contains a navigation menu with items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Matter Details' and features a sub-menu with 'Case Summary', 'Parties', 'Task List', 'Applications', 'Documents', 'Proceedings' (highlighted with a red box), 'Judgments & Orders', 'Time Sheet', and 'Invoices'. A red arrow points from the 'Proceedings' tab to a label 'Proceedings' in a box on the right. Below the sub-menu, there is a '+ New Record of Proceeding' button and a table displaying 10 results. The table has columns: Last Hearing Date, Date of Next Hearing, Stage of Next Hearing, Status, and a Filter icon. The data rows are as follows:

	Last Hearing Date	Date of Next Hearing	Stage of Next Hearing	Status	Filter
1.	5th Jul, 2017	11th Jul, 2017	For ruling	In Progress	Click to End
2.	8th Sep, 2015	1st Mar, 2017	For mention	Not Started	
3.	7th Sep, 2015	24th Sep, 2015	For Judgement	Not Started	
4.	21st Sep, 2014	13th Mar, 2015	For further Directive	Not Started	
5.	1st Sep, 2014	19th Mar, 2015	for judgment	Not Started	
6.	18th Aug, 2014	31st Mar, 2015	FOR HEARING	Completed	
7.	18th Aug, 2014	13th Mar, 2015	FOR RULING	Completed	
8.	12th Aug, 2014	3rd Apr, 2015	FOR MENTION	Not Started	
9.	5th Aug, 2014	20th Aug, 2014	FOR JUDGEMENT	Not Started	

Step 7

VI. Select Judgments & Orders

The screenshot shows the LAW Pavilion Case manager interface. The left sidebar is the same as in Step 6. The main content area is titled 'Matter Details' and features a sub-menu with 'Case Summary', 'Parties', 'Task List', 'Applications', 'Documents', 'Proceedings', 'Judgments & Orders' (highlighted with a red box), 'Time Sheet', and 'Invoices'. A red arrow points from the 'Judgments & Orders' tab to a label 'Judgments & Orders' in a box on the right. Below the sub-menu, there is a '+ New Judgment/Order' button and a table with columns: Contentious, Witnesses, and Delivered By. The table body contains the text 'No results found.'

Contentious	Witnesses	Delivered By
No results found.		

Step 8

VII. Select Time Sheet

The screenshot shows the LAW Pavilion Case manager interface. The left sidebar contains a navigation menu with items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Matter Details' and includes a sub-menu with tabs: Case Summary, Parties, Task List, Applications, Documents, Proceedings, Judgments & Orders, Time Sheet, and Invoices. The 'Time Sheet' tab is selected and highlighted with a red box. A red arrow points from this box to a label 'Time Sheet' in a separate box. Below the tabs, a table displays 'Displaying 1-3 of 3 results.' with columns: Date, Counsel, Activity, Time Spent, and Cost. The table contains three rows of data.

Date	Counsel	Activity	Time Spent	Cost
8th Sep, 2014	Adeyinka Adediji	RESEARCH	6h 0m 0s	₦270,000.00
16th Mar, 2015	Adeyinka Adediji	Meeting	4h 0m 0s	₦180,000.00
8th Sep, 2015	Adeyinka Adediji	Meeting	6h 0m 0s	₦270,000.00

Step 9

VIII. Select Invoices

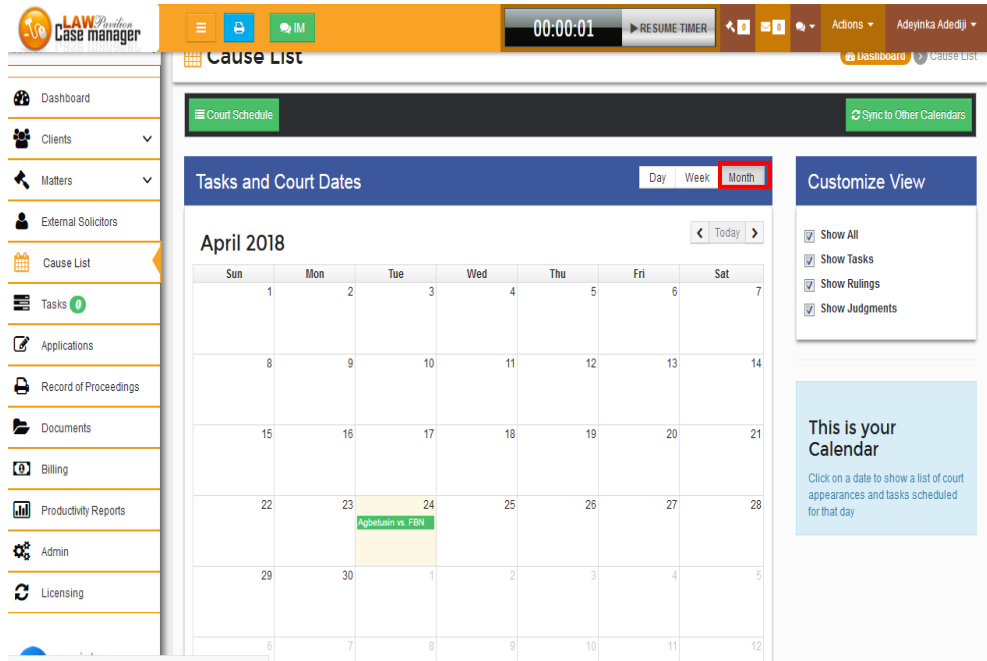
The screenshot shows the LAW Pavilion Case manager interface. The left sidebar is the same as in Step 8. The main content area is titled 'Matter Details' and includes a sub-menu with tabs: Case Summary, Parties, Task List, Applications, Documents, Proceedings, Judgments & Orders, Time Sheet, and Invoices. The 'Invoices' tab is selected and highlighted with a red box. A red arrow points from this box to a label 'Invoices' in a separate box. Below the tabs, there is a '+ New Invoice' button and a table with columns: Invoice Number, Invoice Date, Total Due, Total Paid, To Balance, and Due Date. The table currently displays 'No results found.'

Invoice Number	Invoice Date	Total Due	Total Paid	To Balance	Due Date
No results found.					

7. CAUSE LISTS

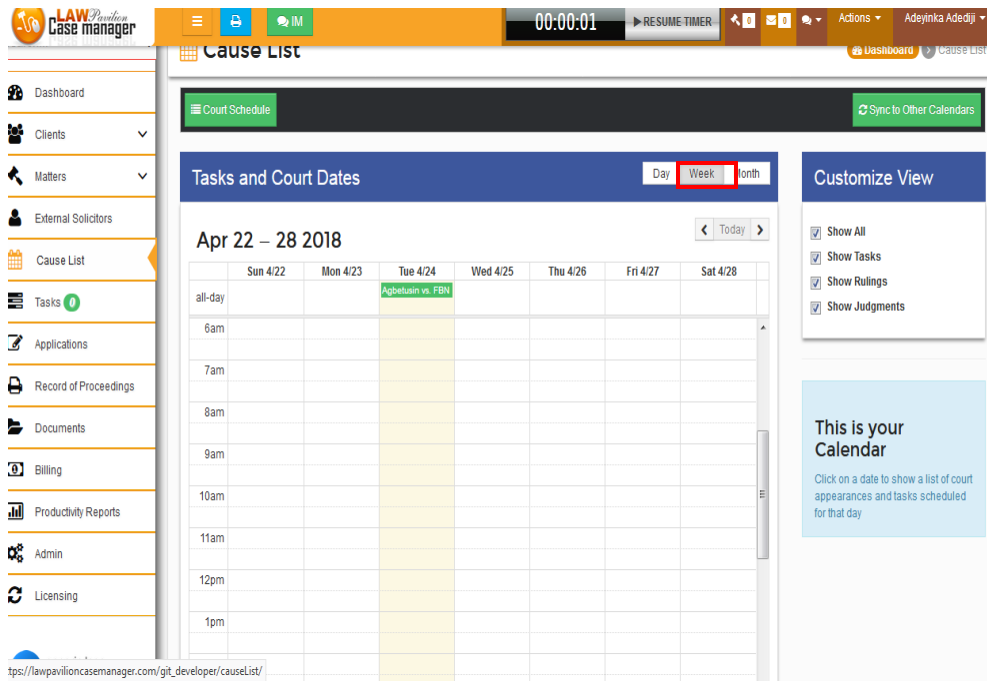
Step 1

- I. To set the Tasks and Court Dates, click on **Month**



Step 2

- II. Click on **Week**



Step 3

III. Click on **Day**

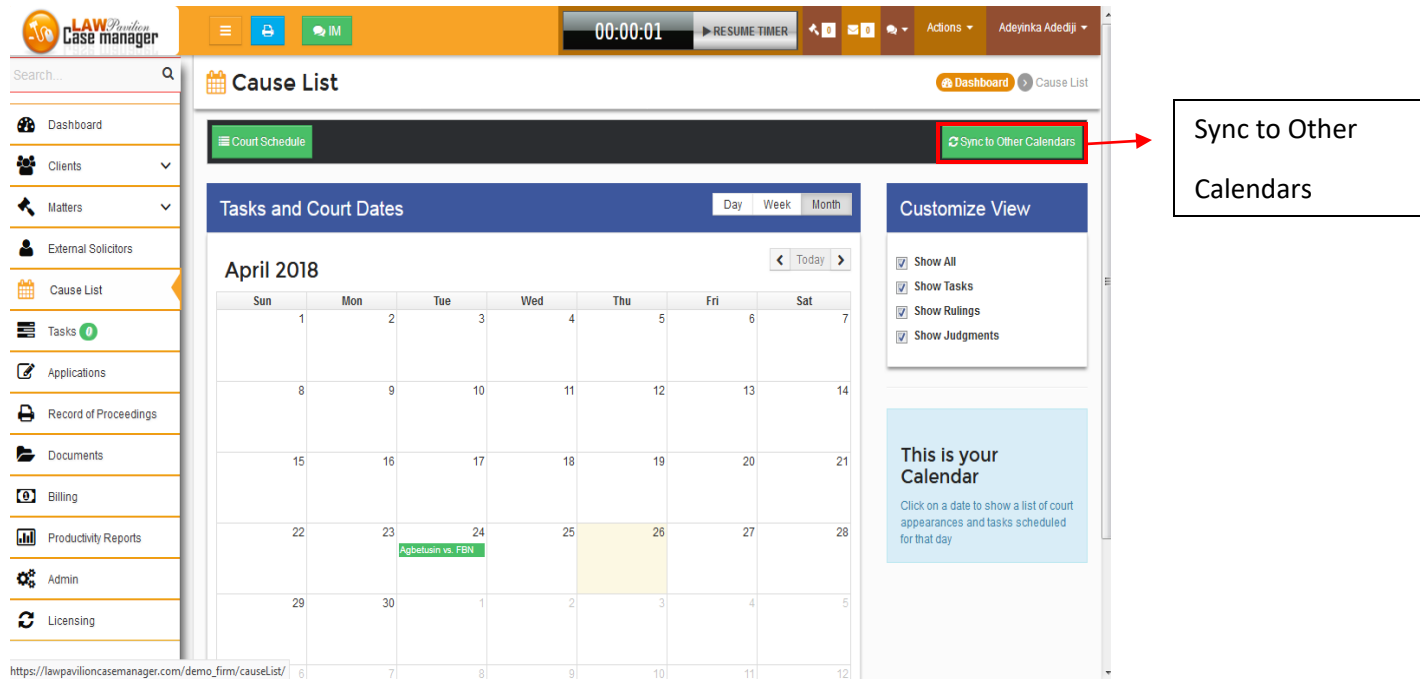
The screenshot displays the LAW Paragon Case manager software interface. The top navigation bar includes a logo, a menu icon, a car icon, an IM icon, a timer set to 00:00:01 with a 'RESUME TIMER' button, and user information for Adeyinka Adediji. The left sidebar lists various modules: Dashboard, Clients, Matters, External Solicitors, Cause List (highlighted), Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Cause List' and features a 'Court Schedule' tab and a 'Sync to Other Calendars' button. Below this is a 'Tasks and Court Dates' section with 'Day', 'Week', and 'Month' view options; the 'Day' view is selected and highlighted with a red box. The date 'Tuesday, Apr 24, 2018' is displayed, along with a 'Today' button. A calendar grid shows the time slots from 6am to 1pm, with an 'all-day' event 'Agbetunin vs. FBN' scheduled for the entire day. To the right, a 'Customize View' panel allows users to toggle 'Show All', 'Show Tasks', 'Show Rulings', and 'Show Judgments'. A blue box at the bottom right states 'This is your Calendar' and provides instructions on how to click a date to view scheduled appearances and tasks.

8. SYNCING TO OTHER CALENDARS

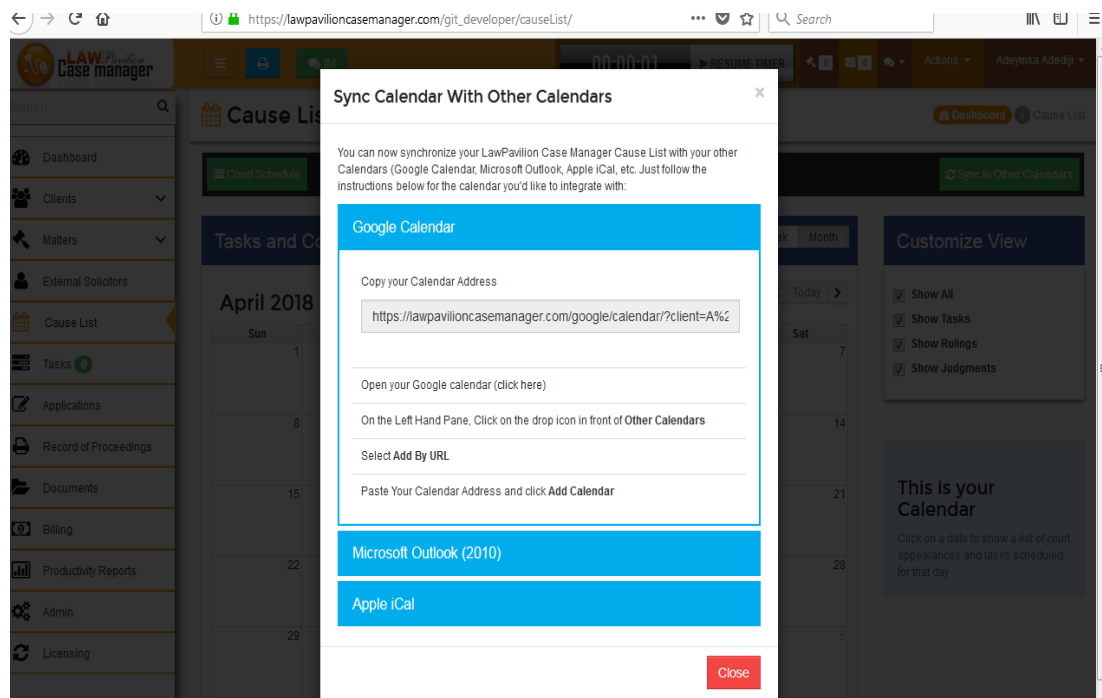
To sync with other calendars follow the steps below;

Step 1

I. Click on **Sync to Other Calendars**



The screenshot shows the LawPavilion Case Manager interface. The top navigation bar includes a search bar, a menu icon, a timer (00:00:01), and a user profile (Adeyinka Adediji). The left sidebar contains various navigation options: Dashboard, Clients, Matters, External Solicitors, Cause List (selected), Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Cause List' and features a 'Court Schedule' section. A red box highlights the 'Sync to Other Calendars' button in the top right corner of the 'Court Schedule' section. A red arrow points from this button to a text box on the right that says 'Sync to Other Calendars'. Below the button is a calendar for April 2018, showing a date (24th) with a green event labeled 'Agbetun vs. FBI'. To the right of the calendar is a 'Customize View' section with checkboxes for 'Show All', 'Show Tasks', 'Show Rulings', and 'Show Judgments'. Below this is a section titled 'This is your Calendar' with a link to 'Click on a date to show a list of court appearances and tasks scheduled for that day'.



The screenshot shows the LawPavilion Case Manager interface with a modal dialog box titled 'Sync Calendar With Other Calendars'. The dialog box contains the following text: 'You can now synchronize your LawPavilion Case Manager Cause List with your other Calendars (Google Calendar, Microsoft Outlook, Apple iCal, etc. Just follow the instructions below for the calendar you'd like to integrate with:'. Below this text are three sections: 'Google Calendar', 'Microsoft Outlook (2010)', and 'Apple iCal'. The 'Google Calendar' section includes a text input field with the URL 'https://lawpavilioncasemanager.com/google/calendar/?client=A%2', a link 'Open your Google calendar (click here)', and instructions 'On the Left Hand Pane, Click on the drop icon in front of Other Calendars', 'Select Add By URL', and 'Paste Your Calendar Address and click Add Calendar'. The 'Microsoft Outlook (2010)' and 'Apple iCal' sections are currently empty. A 'Close' button is located at the bottom right of the dialog box.

9. NAVIGATING THROUGH TASKS

To navigate through the tasks menu bar, follow the steps below;

Step 1

- I. Click on the **Task** menu bar
- II. Select task from the **Task List**

Search...

Dashboard Clients Matters External Solicitors Cause List **Tasks** Applications Record of Proceedings Documents Billing Productivity Reports Admin Licensing

Task List Dashboard Task List Manage

+ Create Task Private Tasks

Displaying 1-10 of 21 results.

Due Date	Name	Associated Matter / Transaction	Assigned To	Status	Filter
22nd Aug, 2014 12:00am	CORRESPONDENCE	ADEKOYA MAYOR V SKYBANK PLC	Adeyinka Adediji	Pending	
29th Aug, 2014 12:00am	MEETING	KEystone PLC v ATTORNEY GENERAL OF DABO STATE	Yinka Adediji (E)	Pending	
9th Sep, 2014 12:00am	MEETING		Yinka Emulator	Pending	
22nd Sep, 2014 12:00am	correspondence			Completed	
22nd Oct, 2014 12:00am	Next hearing	ADEKOYA MAYOR V SKYBANK PLC		Completed	
18th Feb, 2015 12:00am	memo	ADEGUNGUN V. SMITH KIATEWN	Adeyinka Adediji	Pending	
18th Feb, 2015 12:00am	file affidavit	GLORIA NNKECHI V UBA PLC	Yinka Emulator	Completed	
2nd Mar, 2015 12:00am	MEMO	EXPRESSION OF INTEREST	Yinka Adediji (E)	Pending	
6th Mar, 2015 12:00am	Find facts	GLORIA NNKECHI V UBA PLC	Yinka Emulator	Pending	
9th Mar, 2015 12:00am	Floating Transparent Window in Android		Yinka Emulator	Completed	

1 2 3 → Last →

https://lawpavilioncasemanager.com/git_developer/causeList/

Search...

Dashboard Clients Matters External Solicitors Cause List **Tasks** Applications Record of Proceedings Documents Billing Productivity Reports Admin Licensing

CORRESPONDENCE Dashboard Mr. ROBINSON MANOA ADEKOYA MAYOR V SKYBANK PLC CORRESPONDENCE

View Client Details View Matter Details New Transaction New Matter

Task Details Sharing Update Task Details Mark as Done

Private Task?	No
Due Time	22nd Aug, 2014 12:45pm
Assigned To	Adeyinka Adediji
Status	Pending
Details	file a memo and followed to the client, brief him on the status of the case in court as of the last actions on the proceedings

https://lawpavilioncasemanager.com/git_developer/caseAdmin/taskView/?task=QzltQ5w+5vkvwF2cPvIUThe6+s9Yt2Zj+6/iteWV2o=&case=2Ax+cA6Xijm5oEXaCadCeaxzMTKXy81/FOC2tw5LJ=

9.1 Updating tasks details

Step 1

I. Click the 'Update Task Details' button

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar contains navigation links: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'CORRESPONDENCE' and includes a 'Task Details' section. This section contains a table with the following information:

Private Task?	No
Due Time	22nd Aug. 2014 12:45pm
Assigned To	Adeyinka Adediji
Status	Pending
Details	file a memo and followed to the client, brief him on the status of the case in court as of the last actions on the proceedings

At the top right of the 'Task Details' section, there are three buttons: 'Sharing', 'Update Task Details' (highlighted), and 'Mark as Done'.

Step 2

- I. Fill the empty boxes with required details
- II. Click on the **Update Task Button** when completed

The screenshot shows the LAW Pavilion Case Manager interface with the 'Task Form' view. The form contains the following fields:

- Name ***: CORRESPONDENCE
- Details ***: file a memo and followed to the client, brief him on the status of the case in court as of the last actions on the proceedings
- Assigned To ***: Adeyinka Adediji
- Due Time ***: 2014-08-22 12:45:00
- Due Date**: 12:14 AM

On the right side of the form, there is a 'Share With' section with a list of users: Yinka Emulator, Yinka Adediji (E) (checked), and Samuel Oseh Samuel.

Red boxes highlight the input fields for Name, Details, Assigned To, Due Time, and Due Date. Red arrows point from these fields to labels on the right: Name, Details, Assigned To, Due Time, and Due Date. A red box highlights the 'Update Task' button, with an arrow pointing to a label below it: Update Task Button.

10. NAVIGATING THROUGH APPLICATIONS

Step 1

- I. Click on **Applications** from the Menu tab to view the various applications entered

The screenshot shows the LAW Paralel Case manager interface. The sidebar on the left contains a menu with items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks (0), Applications (highlighted with a red box), Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled 'Applications' and features a 'New Application' button. Below this, a table displays 7 results, showing application details such as Application Name, Associated Matter, Application Type, and Date Filed.

Application Name	Associated Matter	Application Type	Date Filed	Filter
1. MOTION ON NOTICE	GLORIA NNKECHI V UBA PLC	EXTENSION OF TIME	17th Feb, 2014	
2. MOTION EXPARTE	ADEKOYA MAYOR V SKYBANK PLC	INTERLOCUTORY INJUNCTION	4th Aug, 2014	
3. MOTION ON NOTICE	KEYSTONE PLC V ATTORNEY GENERAL OF DABO STATE	INTERLOCUTORY INJUNCTION	15th Jul, 2014	
4. MOTION ON NOTICE	KEYSTONE PLC V ATTORNEY GENERAL OF DABO STATE	EXTENSION OF TIME	11th Aug, 2014	
5. MOTION EXPARTE	ADEGUNGUN V. SMITH KIATEWN	INTERLOCUTORY INJUNCTION	28th Feb, 2014	
6. MOTION ON NOTICE	NASCO NIG PLC V DESKTOP COMPUTERS NIG LTD	INTERLOCUTORY INJUNCTION	31st Dec, 2013	
7. MOTION ON NOTICE	GLORIA NNKECHI V UBA PLC	EXTENSION OF TIME	31st Mar, 2015	

Step 2

- II. Click on **New Application** to add a New Application.

The screenshot shows the same LAW Paralel Case manager interface. The 'Applications' menu item in the sidebar is highlighted with a yellow arrow. The main content area shows the 'New Application' button highlighted with a red box. A red arrow points from this button to a label 'New Application' in a box on the right. The table below the button shows the same 7 results as in the previous screenshot.

Application Name	Associated Matter	Application Type	Date Filed	Filter
1. MOTION ON NOTICE	GLORIA NNKECHI V UBA PLC	EXTENSION OF TIME	17th Feb, 2014	
2. MOTION EXPARTE	ADEKOYA MAYOR V SKYBANK PLC	INTERLOCUTORY INJUNCTION	4th Aug, 2014	
3. MOTION ON NOTICE	KEYSTONE PLC V ATTORNEY GENERAL OF DABO STATE	INTERLOCUTORY INJUNCTION	15th Jul, 2014	
4. MOTION ON NOTICE	KEYSTONE PLC V ATTORNEY GENERAL OF DABO STATE	EXTENSION OF TIME	11th Aug, 2014	
5. MOTION EXPARTE	ADEGUNGUN V. SMITH KIATEWN	INTERLOCUTORY INJUNCTION	28th Feb, 2014	
6. MOTION ON NOTICE	NASCO NIG PLC V DESKTOP COMPUTERS NIG LTD	INTERLOCUTORY INJUNCTION	31st Dec, 2013	
7. MOTION ON NOTICE	GLORIA NNKECHI V UBA PLC	EXTENSION OF TIME	31st Mar, 2015	

Step 3

III. Fill the empty boxes with required details

IV. Click on **Add Application**

The screenshot shows the 'Add Application' form in the LAW Practice Case manager. The form is titled 'Application Details' and includes a 'Notify these users' section. The following fields are highlighted with red boxes and labeled with red arrows:

- Associated Matter**: A dropdown menu with 'Associated Matter' selected.
- Application Name**: A text input field with 'Application Name' entered.
- Application Type**: A dropdown menu with 'Application Type' selected, and a 'Create' button next to it.
- Subject Matter**: A dropdown menu with 'Subject Matter' selected, and a 'Create' button next to it.
- Issue**: A text input field with 'Issue' entered.
- Application Status**: A dropdown menu with 'Pending' selected.
- File Name**: A text input field with 'Browse...' and 'No file selected.'.
- Date File**: A text input field with 'Date Filed' and a calendar icon.

The 'Add Application' button is highlighted with a red box and a red arrow pointing to it. The 'Notify these users' section includes a list of users: Yinka Emulator, Yinka Adediji (E), and Samuel Oseih Samuel, each with a checkbox and a plus icon.

11. NAVIGATING THROUGH ENDORSEMENTS

Step 1

- i. Click on **Records of Proceedings**
- ii. Click on the desired case to view.
- iii. Click on **Add Proceedings** to add new proceedings

The screenshot displays the 'Records of Proceedings' page in the LAW Pavilion Case manager. The left sidebar contains a navigation menu with items like Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings (highlighted with a red box), Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area shows a table of proceedings. The first row, 'Agbetusin vs. FBN', is highlighted with a red box and has a 'Click to Start' button. A red arrow points from the '+ Add Proceeding' button in the top left of the main area to a text box labeled 'Add Proceeding'.

Case	Last Hearing Date	Date of Next Hearing	Stage of Next Hearing	Status	Filter
1. Agbetusin vs. FBN	12th Jul, 2017	24th Apr, 2018	For further mention	Not Started	Click to Start
2. GLORIA NNKECHI V UBA PLC	5th Jul, 2017	11th Jul, 2017	For ruling	In Progress	Click to End
3. Agbetusin vs. FBN	3rd Jul, 2017	18th Jul, 2017	For Mention	Not Started	
4. GLORIA NNKECHI V UBA PLC	8th Sep, 2015	1st Mar, 2017	For mention	Not Started	
5. GLORIA NNKECHI V UBA PLC	7th Sep, 2015	24th Sep, 2015	For Judgement	Not Started	
6.	17th Nov, 2014	13th Mar, 2015	For trial	Completed	
7. DANBABA VS ABIODUN AKORE	21st Sep, 2014	10th Mar, 2015	For ruling	Not Started	
8. ADEKOYA MAYOR V SKYBANK PLC	21st Sep, 2014	24th Jan, 2017	For Further Hearing	Completed	
9. ADEKOYA MAYOR V SKYBANK PLC	21st Sep, 2014	24th Jan, 2017	For Judgment	Completed	
10. GLORIA NNKECHI V UBA PLC	21st Sep, 2014	13th Mar, 2015	For further Directive	Not Started	

Step 2

- I. Fill the empty boxes with required details
- II. Click on **Save Details** to save

The screenshot shows the 'New Record of Proceeding' form in the LAW Practice Case manager software. The form has a sidebar with navigation options: Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main form area contains the following fields:

- Case ***: A dropdown menu with 'Select A Matter'.
- Last Hearing Date ***: A date input field.
- Date of Next Hearing ***: A date input field.
- Stage of Next Hearing**: A text input field.
- Summary of Hearing**: A large text area.
- Next Action Plan**: A large text area.

A green 'Save Details' button is located at the bottom of the form. Red arrows point from each of these fields to a corresponding label box on the right side of the image:

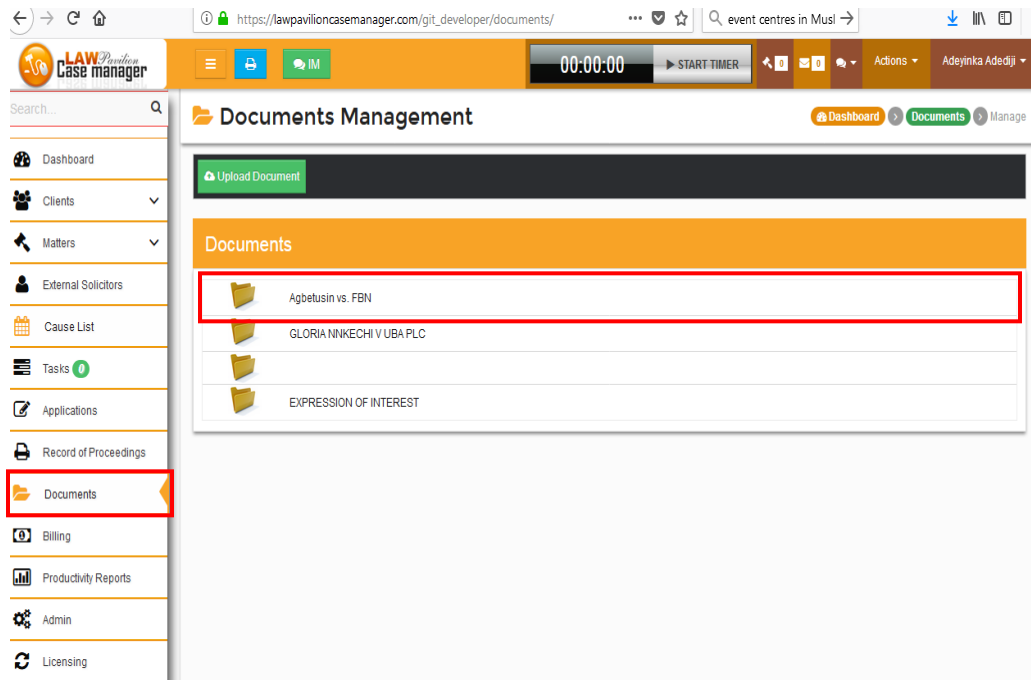
- Case
- Last Hearing Date
- Date of Next Hearing
- Stage of Next Hearing
- Summary of Hearing
- Next Action Plan

The 'Save Details' button is also highlighted with a red arrow pointing to a 'Save Details' label box at the bottom center.

12. NAVIGATING THROUGH DOCUMENTS

Step 1

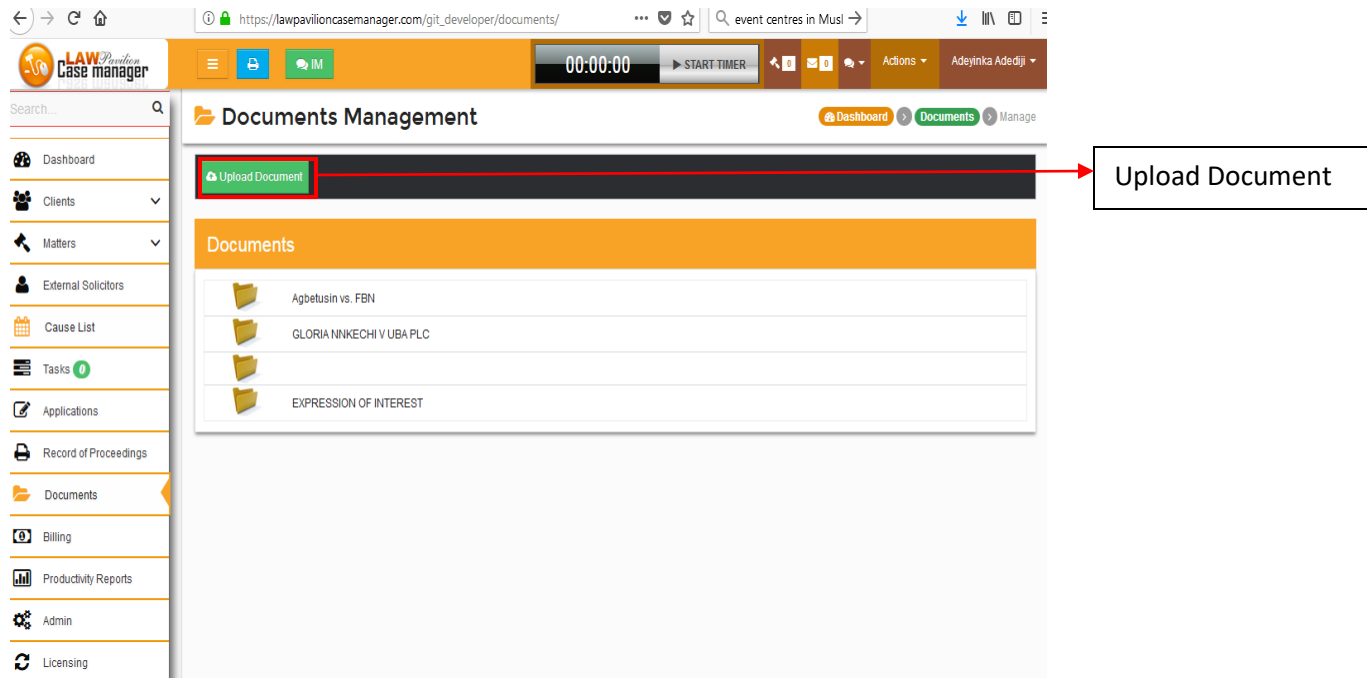
- i. Click on Documents from the **Menu tab**
- ii. Click on the desired document to view.



11.1 Uploading a New Document

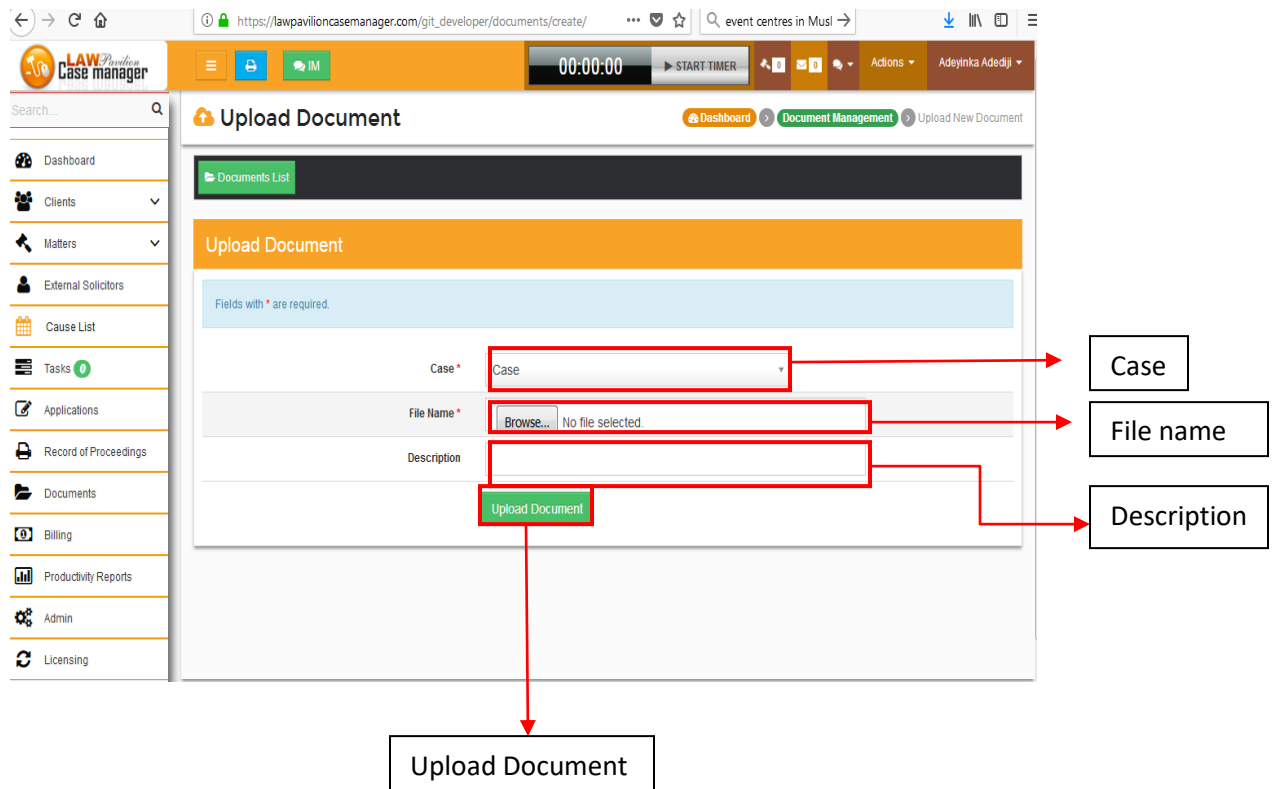
Step 2

- I. Click on **Upload Document** to new document



Step 3

- I. Fill the empty boxes with required details
- II. Click on **Upload Document** after filling



12. NAVIGATING THROUGH BILLING

Step 1

- i. Click on **Billing**. This reveals the **Time Entries**.
- ii. Click on the desired **Time Entry** to view.

Time Entries

Date	Client	Matter	Counsel	Time Task	Hours Spent	Cost
8th Sep, 2014			Adeyinka Adediji	RESEARCH	4h 0m 0s	₦180,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	GLORIA NNKECHI V UBA PLC	Adeyinka Adediji	RESEARCH	6h 0m 0s	₦270,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	ADEKOYA MAYOR V SKYBANK PLC	Adeyinka Adediji	RESEARCH	5h 0m 0s	₦225,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	ADEGUNGUN V. SMITH KIATEWN	Adeyinka Adediji	RESEARCH	8h 0m 0s	₦360,000.00
9th Sep, 2014	Mr. ROBINSON MANOA	NASCO NIG PLC V DESKTOP COMPUTERS NIG LTD		RESEARCH	9h 0m 0s	₦0.00
9th Sep, 2014	Mr. ROBINSON MANOA	ADEGUNGUN V. SMITH KIATEWN		RESEARCH	6h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	5h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	4h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	8h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	9h 0m 0s	₦0.00
9th Sep, 2014			Yinka Adediji (E)	RESEARCH	7h 0m 0s	₦105,000.00

Step 2

- i. Click on **Invoices** and select the desired invoice to view.

Invoice

Invoice No	Invoice Date	Client	Case	Total Due	Total Paid	To Balance	Due Date	Filter
#00010	5th Aug, 2014			₦219,000.00	₦2,100,000.00	-₦1,881,000.00	26th Aug, 2014	
#00020	18th Aug, 2014			₦4,000.00	₦500,000.00	-₦496,000.00	25th Aug, 2014	
#FHC001	29th Jun, 2015	Mr. ROBINSON MANOA	DANBABA VS ABIODUN AKORE	₦0.00	₦0.00	₦0.00	15th Jul, 2015	
#12	7th Mar, 2017	Mr. ROBINSON MANOA	ADEKOYA MAYOR V SKYBANK PLC	₦45,000.00	₦0.00	₦45,000.00	14th Mar, 2017	

Step 3

- I. Click on **Payments** and select the desired **Payment Activity** to view.

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar contains a search bar and a list of navigation items: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main content area is titled "Billing - Payments" and includes a sub-header "Payment Activity". A red box highlights the "Payments" tab in the sub-header, with a red arrow pointing to a label "Payments". Below the sub-header, a table displays payment activity with columns: Date Paid, Invoice, Client, Amount Paid, Payment Method, and Notes. The table shows four entries:

Date Paid	Invoice	Client	Amount Paid	Payment Method	Notes
20th Aug, 2014	#000010		₦1,000,000.00	Cash	
21st Aug, 2014	#000010		₦300,000.00	Cash	
18th Aug, 2014	#000020		₦500,000.00	Cash	part payment
1st Apr, 2015	#000010		₦800,000.00	Cash	

Step 4

- II. Click on **New Time Entry** to create a new time entry

The screenshot shows the LAW Pavilion Case Manager interface. The left sidebar is the same as in Step 3. The main content area is titled "Billing - Time Entries" and includes a sub-header "Time Entries". A red box highlights the "New Time Entry" button in the sub-header, with a red arrow pointing to a label "New Time Entry". Below the sub-header, a table displays time entries with columns: Date, Client, Matter, Counsel, Time Task, Hours Spent, and Cost. The table shows 16 entries, with the first few being:

Date	Client	Matter	Counsel	Time Task	Hours Spent	Cost
8th Sep, 2014			Adeyinka Adediji	RESEARCH	4h 0m 0s	₦180,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	GLORIA NNKECHI V UBA PLC	Adeyinka Adediji	RESEARCH	6h 0m 0s	₦270,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	ADEKOYA MAYOR V SKYBANK PLC	Adeyinka Adediji	RESEARCH	5h 0m 0s	₦225,000.00
8th Sep, 2014	Mr. ROBINSON MANOA	ADEGUNGUN V. SMITH KIATEWN	Adeyinka Adediji	RESEARCH	8h 0m 0s	₦360,000.00
9th Sep, 2014	Mr. ROBINSON MANOA	NASCO NIG PLC V DESKTOP COMPUTERS NIG LTD		RESEARCH	9h 0m 0s	₦0.00
9th Sep, 2014	Mr. ROBINSON MANOA	ADEGUNGUN V. SMITH KIATEWN		RESEARCH	6h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	5h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	4h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	8h 0m 0s	₦0.00
9th Sep, 2014				RESEARCH	9h 0m 0s	₦0.00
9th Sep, 2014			Yinka Adediji (E)	RESEARCH	7h 0m 0s	₦105,000.00

Step 5

- i. Fill the empty boxes with required details
- ii. Click on **Submit** after filling

The screenshot shows the 'New Time Entry' form in the LAW Pavilion Case Manager system. The form is titled 'New Time Entry' and includes a sidebar with navigation options: Dashboard, Clients, Matters, External Solicitors, Cause List, Tasks, Applications, Record of Proceedings, Documents, Billing, Productivity Reports, Admin, and Licensing. The main form area has a header with 'Time Entries', 'Invoices', and 'Payments' tabs. Below this is a 'Time Form' section with a note 'Fields with * are required.' The form contains three main input fields: 'Case *' with a dropdown menu showing 'Associated Matter', 'Time Task *' with a dropdown menu showing 'Choose Activity' and a 'Create New' link, and 'Hours Spent' with a text input field showing '0' and a note '0.1 hours = 6 minutes'. A green 'Submit' button is located below the 'Hours Spent' field. Red boxes highlight the 'Case *' dropdown, the 'Time Task *' dropdown, the 'Hours Spent' input field, and the 'Submit' button. Arrows point from these boxes to labels on the right: 'Case', 'Time Task', 'Hours Spent', and 'Submit'.

Case *

Time Task *

Hours Spent

Submit

Case

Time Task

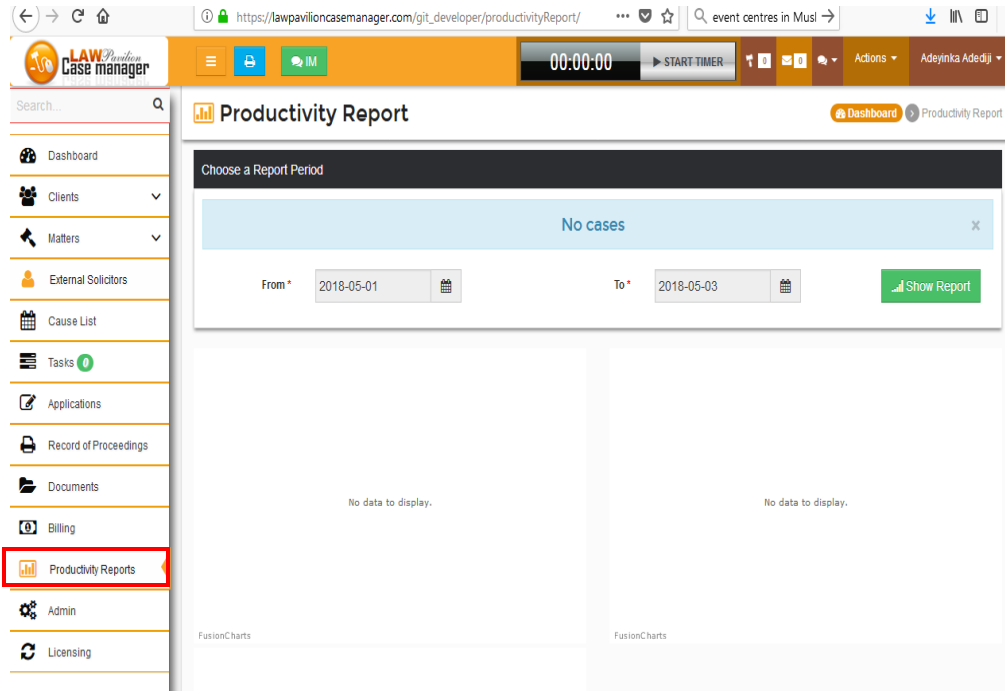
Hours Spent

Submit

13. NAVIGATING THROUGH PRODUCTIVITY REPORTS

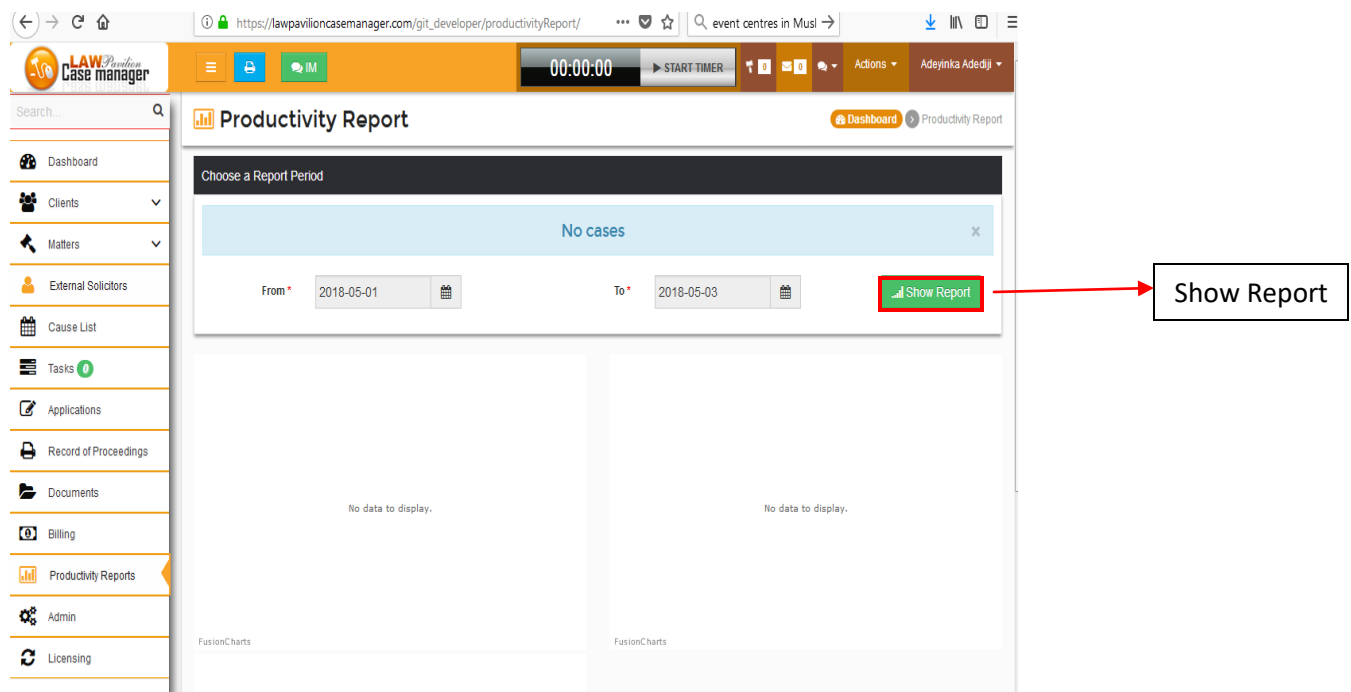
Step 1

- I. Click on **Productivity Reports** to view



Step 2

- I. Click on **Show Report** to show existing reports



14. NAVIGATING THROUGH ADMIN

Step 1

Click on **Admin** and this automatically opens the **Users** tab, to view the **Active Users**.

The screenshot displays the 'Manage Users' interface in the LAW Pavilion Case Manager. The left sidebar contains a navigation menu with 'Admin' highlighted. The main content area shows the 'Users' tab selected, displaying a list of 'Active Users'. A red box highlights the first user, 'Adeyinka Adediji', and a red arrow points from a 'Users' label to the 'Users' tab in the sub-header.

Manage Users

Dashboard Manage Users

Users ~~Rate My Tools~~ ~~Subject Matters~~ ~~Update Firm Details~~

User Accounts 8 of 50 Accounts Used

Firm User Accounts + Add User

Active Users

Displaying 1-8 of 8 results.

Name	E-mail Address	Hourly Rate	Phone Number	
Adeyinka Adediji	tdscientist@gmail.com	45000	08051017711	
Yinka Emulator	adedija_123@yahoo.co.uk	25000		
Yinka Adediji (E)	yinka.adediji@gillimited.com	15000		
Benedicta Moha	benedicta.moha@lawpavilion.com	30000		
Laurette Ebitunmise	customer@lawpavilion.com	13000		
Adebola Adewale	adebola.adewale@lawpavilion.com	30000		
Jumoke Ibitoye	jumoke.ibitoye@lawpavilion.com	15000		
Samuel Oseh	samuel.oseh@lawpavilion.com	20000	08011223344	

Banned Users

Displaying 1-1 of 1 result.

Name	E-mail Address	Hourly Rate	Phone Number	
Samuel Oseh Samuel	cmssolicitor1@lawpavilion.com	67000	0812345667	

Users yet to be Activated

Name	E-mail Address	Hourly Rate	Phone Number	Created By	Date Created
No results found.					

Step 2

- I. Click on **Billable Tasks** to view and select the desired billable task

The screenshot shows the 'Manage Task Types' page in the LAW Pavilion Case Manager. The 'Billable Tasks' tab is selected and highlighted with a red box and an arrow pointing to a label 'Billable Tasks'. The page displays a list of tasks:

Name	
RESEARCH	
RESEARCH	
Meeting	

Step 3

- I. Click on **Subject Matters** to view and select the desired subject matter.

The screenshot shows the 'Manage Subject Matters' page in the LAW Pavilion Case Manager. The 'Subject Matters' tab is selected and highlighted with a red box and an arrow pointing to a label 'Subject Matters'. The page displays a list of subject matters:

Name	
TERMINATION OF APPOINTMENT	
INFRINGEMENT OF RIGHT	

Step 4

- i. Click on **Update Firm Details**
- ii. Fill the empty boxes with the required details
- iii. Click on **Update Details** after filling

LAW Paradise Case manager

00:00:00 START TIMER

Dashboard Firm Information

Users Billable Tasks Subject Matters **Update Firm Details**

Update Firm Details

Fields with * are required.

Firm Name	<input type="text" value="GIT Developer"/>	Firm Name
Firm Phone Number	<input type="text" value="08051017711"/>	Firm Phone Number
Firm Address	<input type="text" value="Olayinka and Co"/>	Firm Address
City	<input type="text" value="Ikeja"/>	City
Country	<input type="text" value="Afghanistan"/>	Country
Firm Logo	<input type="button" value="Browse..."/> No file selected	Firm Logo

Update Details