

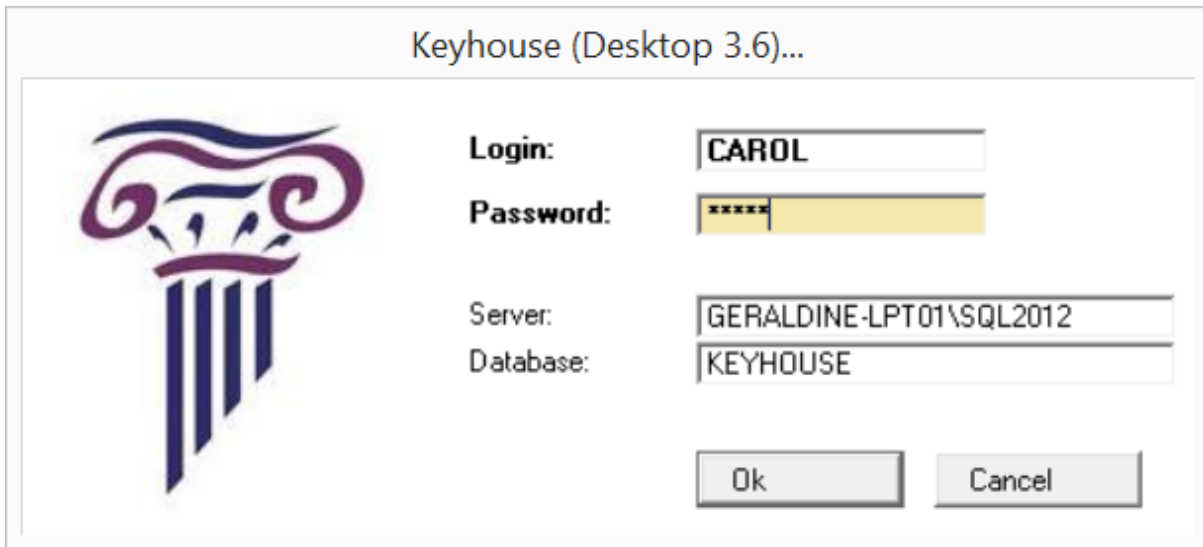
System Function Mapping – Visuals



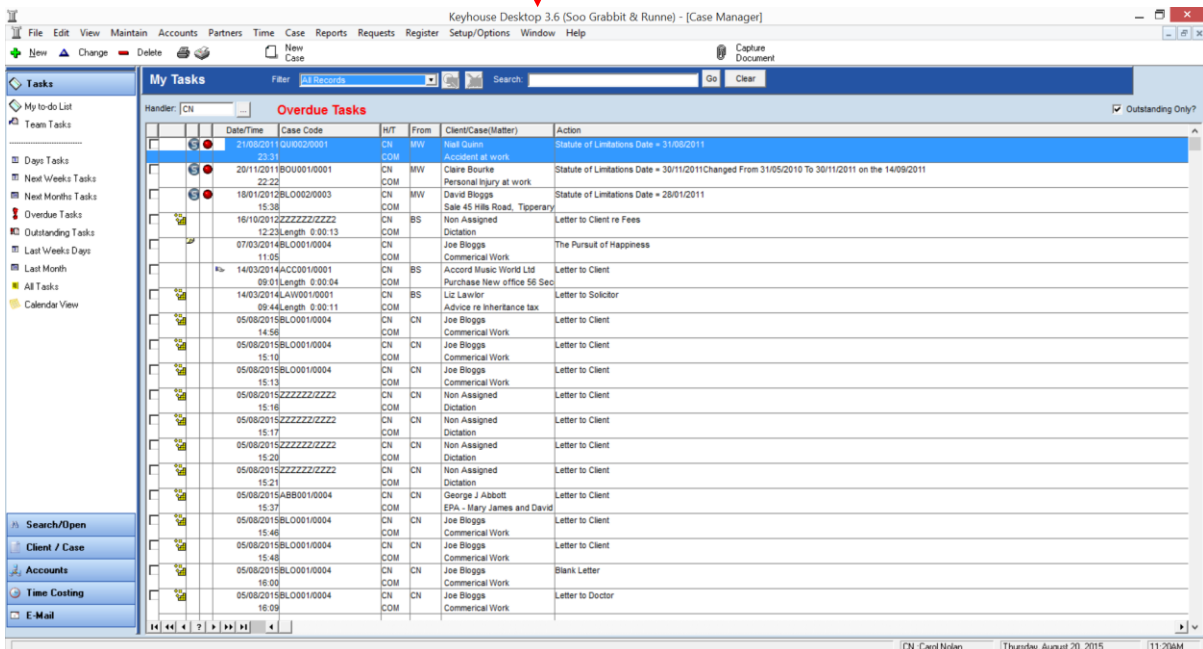
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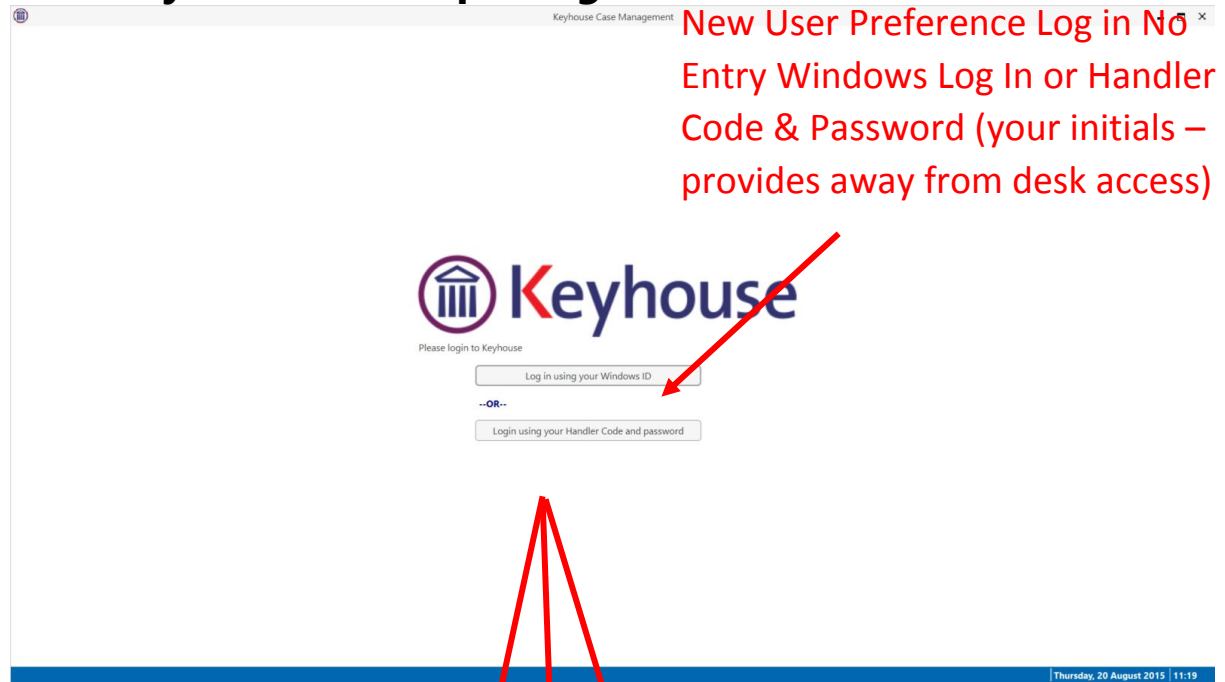
Keyhouse Desktop – Previous Login



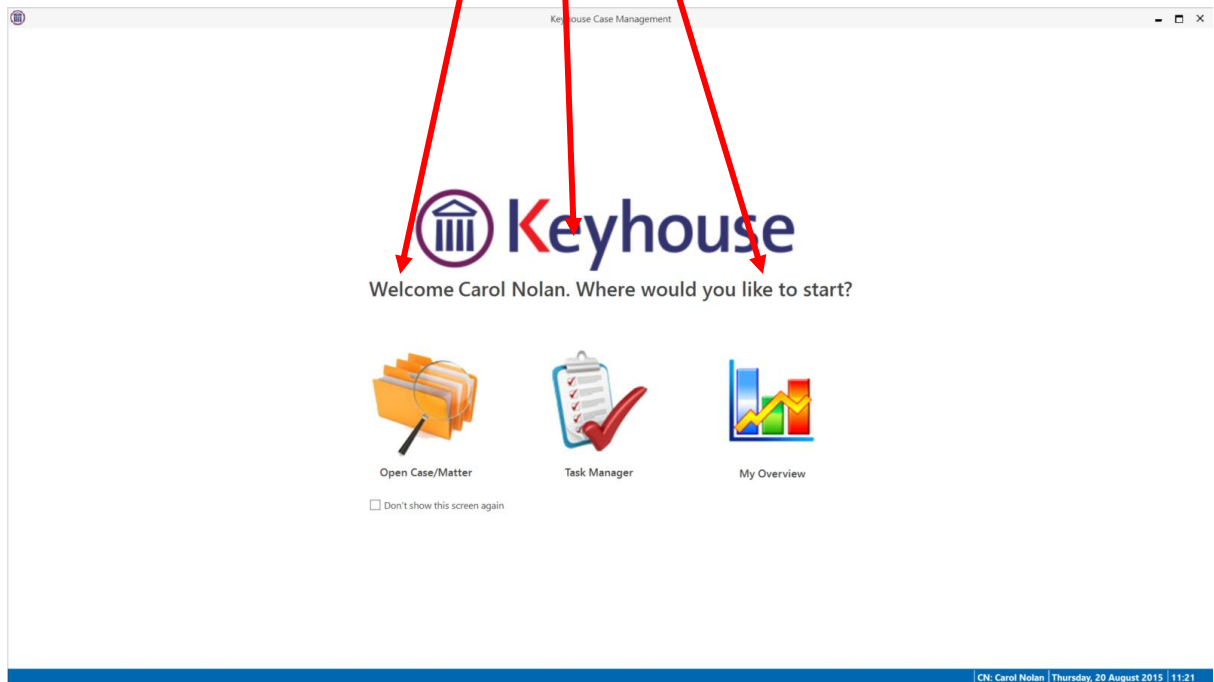
Log in Results –
Tasks Screen



New Keyhouse Desktop – Log

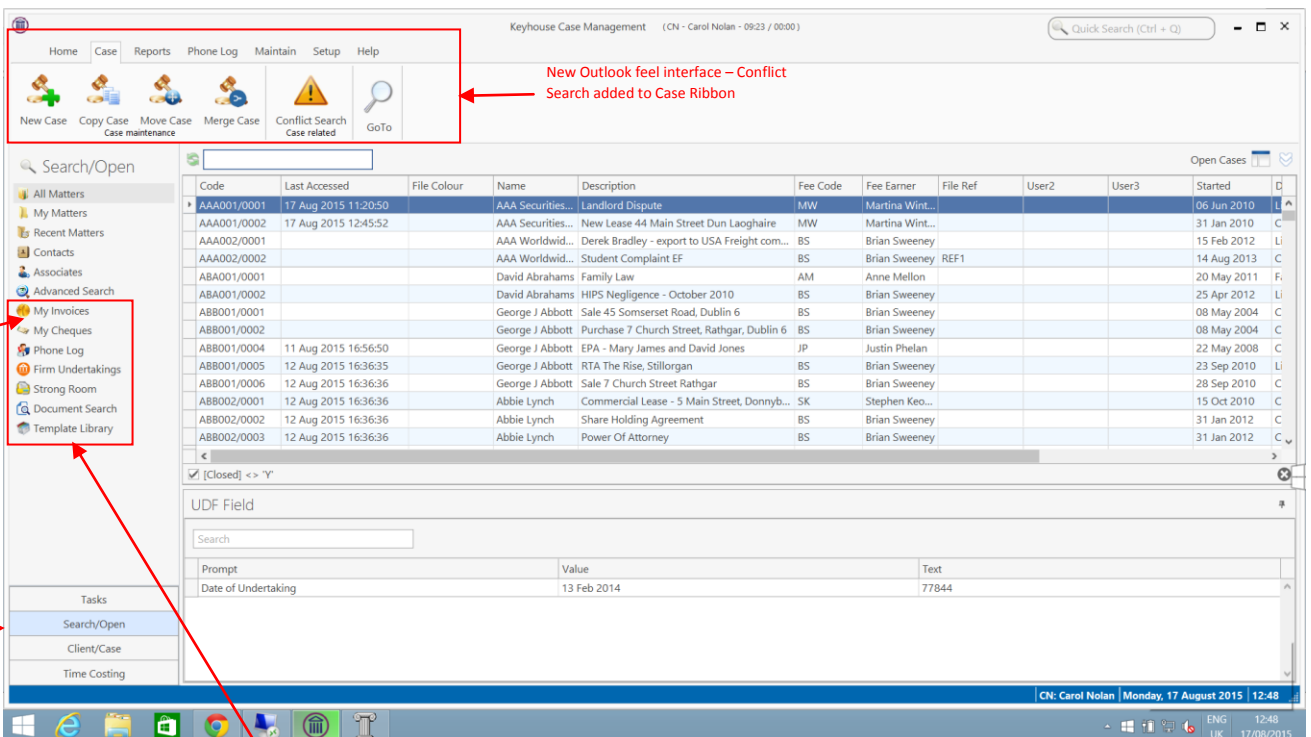
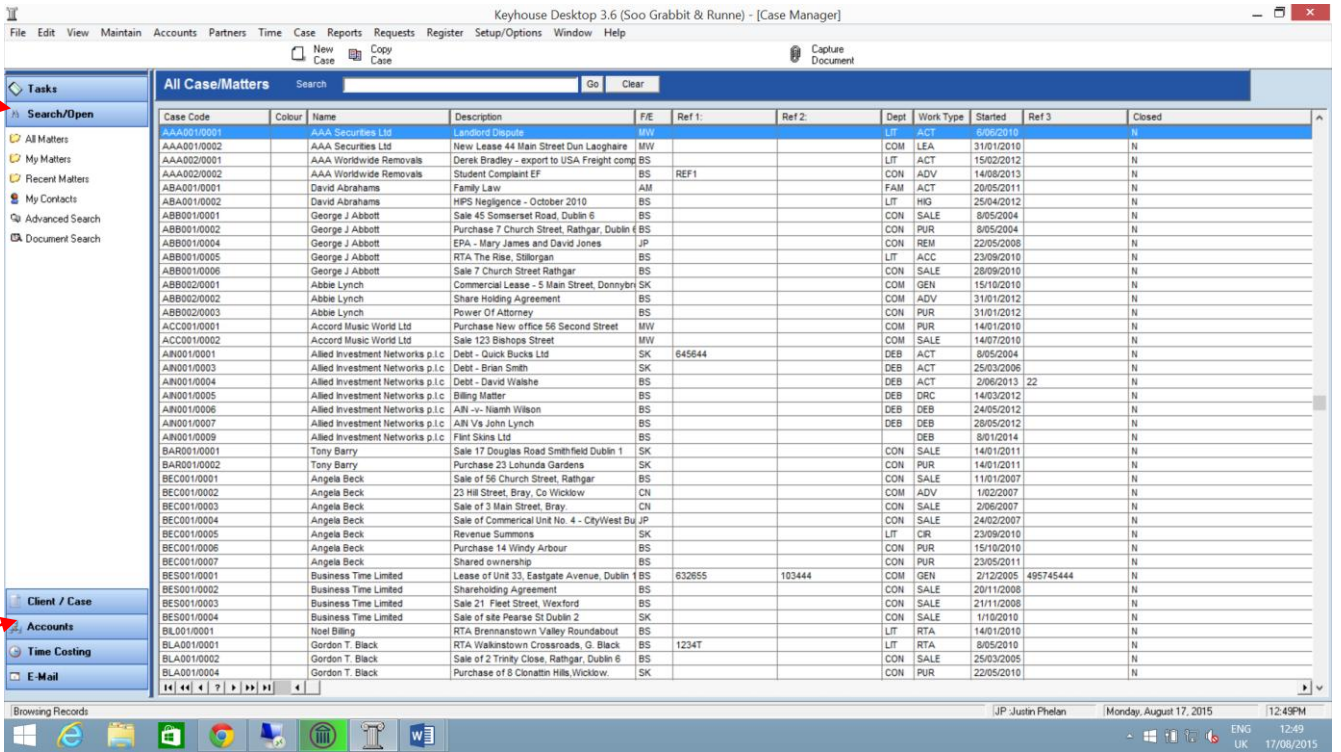


In

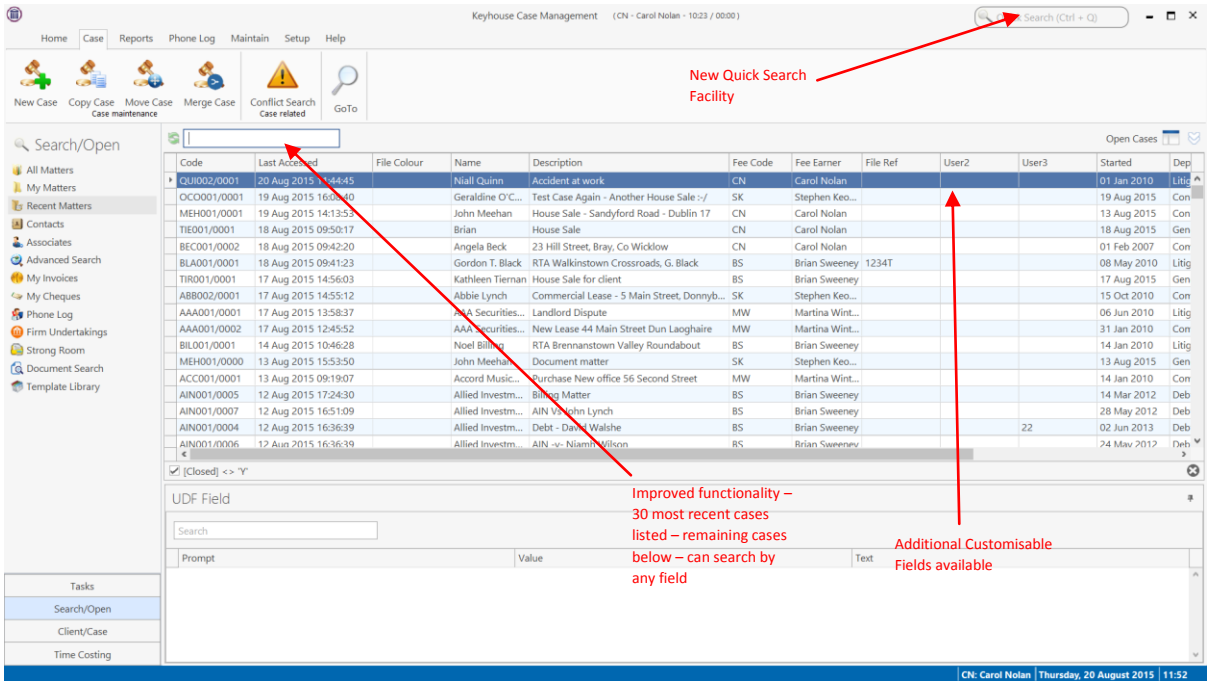
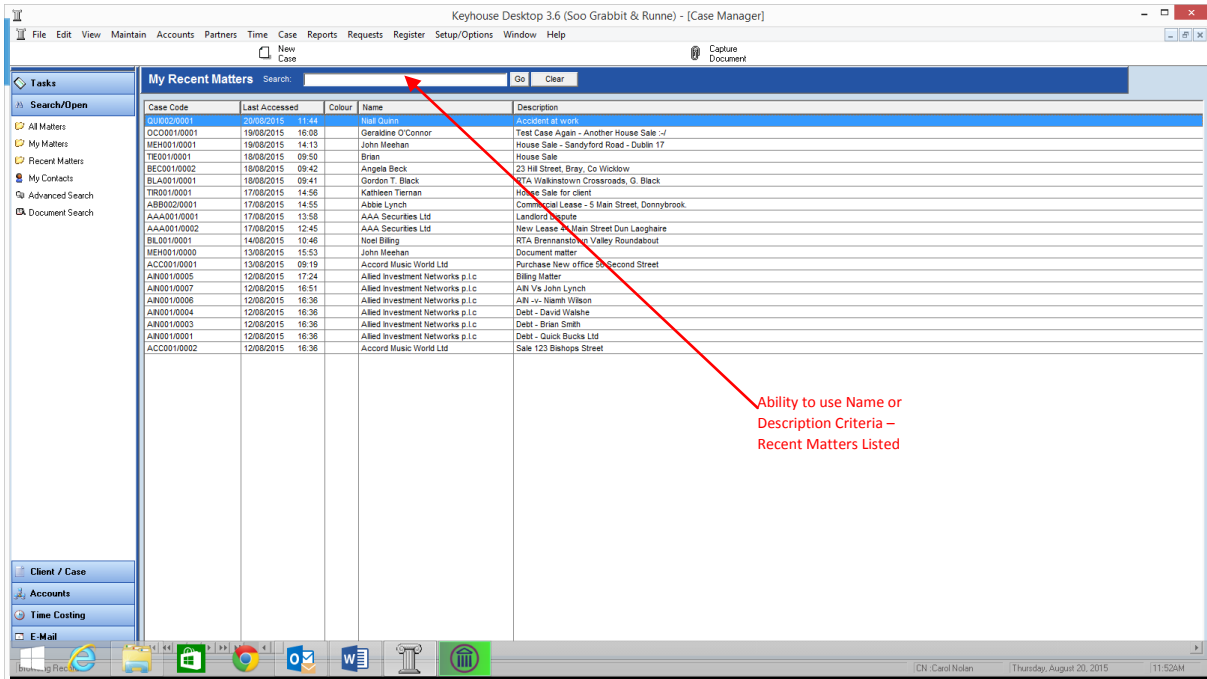


New User Preference Log in
Results – Open Case/Matter –
Task Manager – My Overview

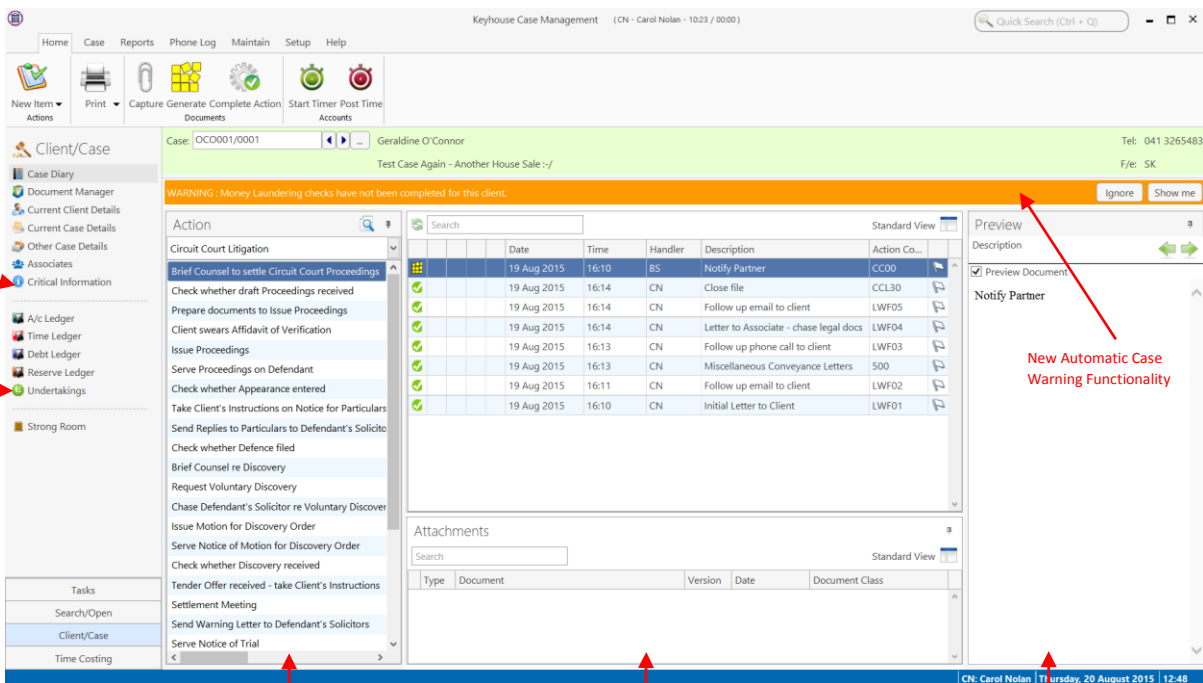
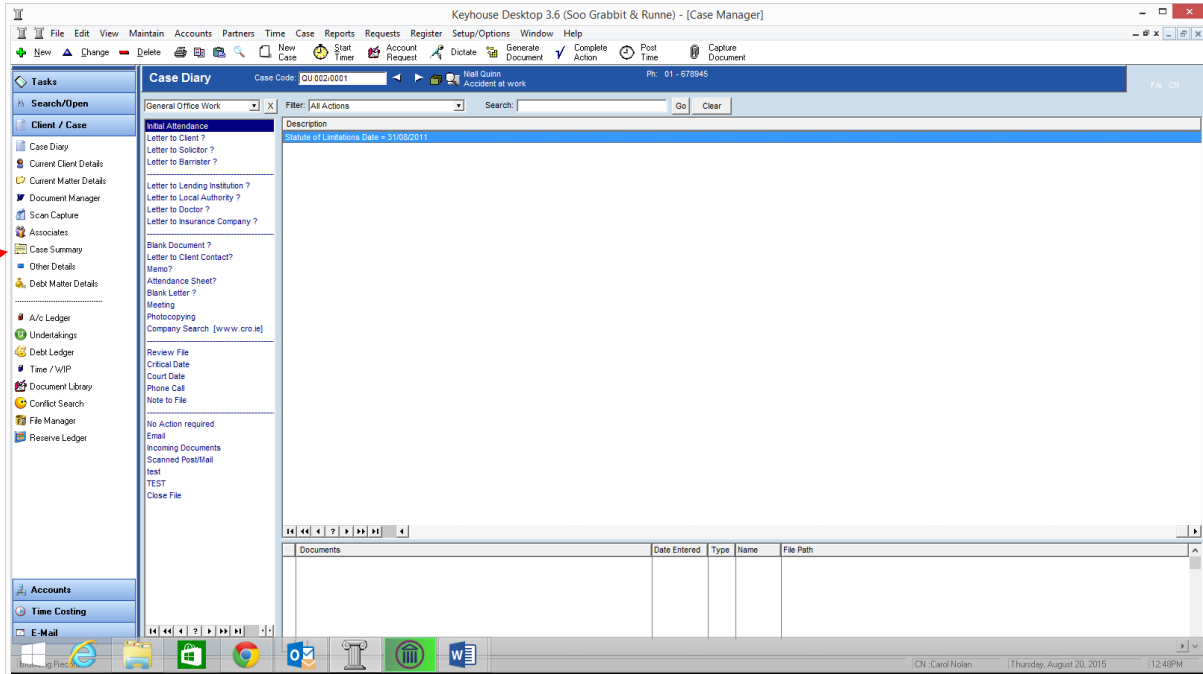
Search/Open Screen



Search/Open Screen – Recent Matters



Case Diary Screen



New Undertakings Log Placement

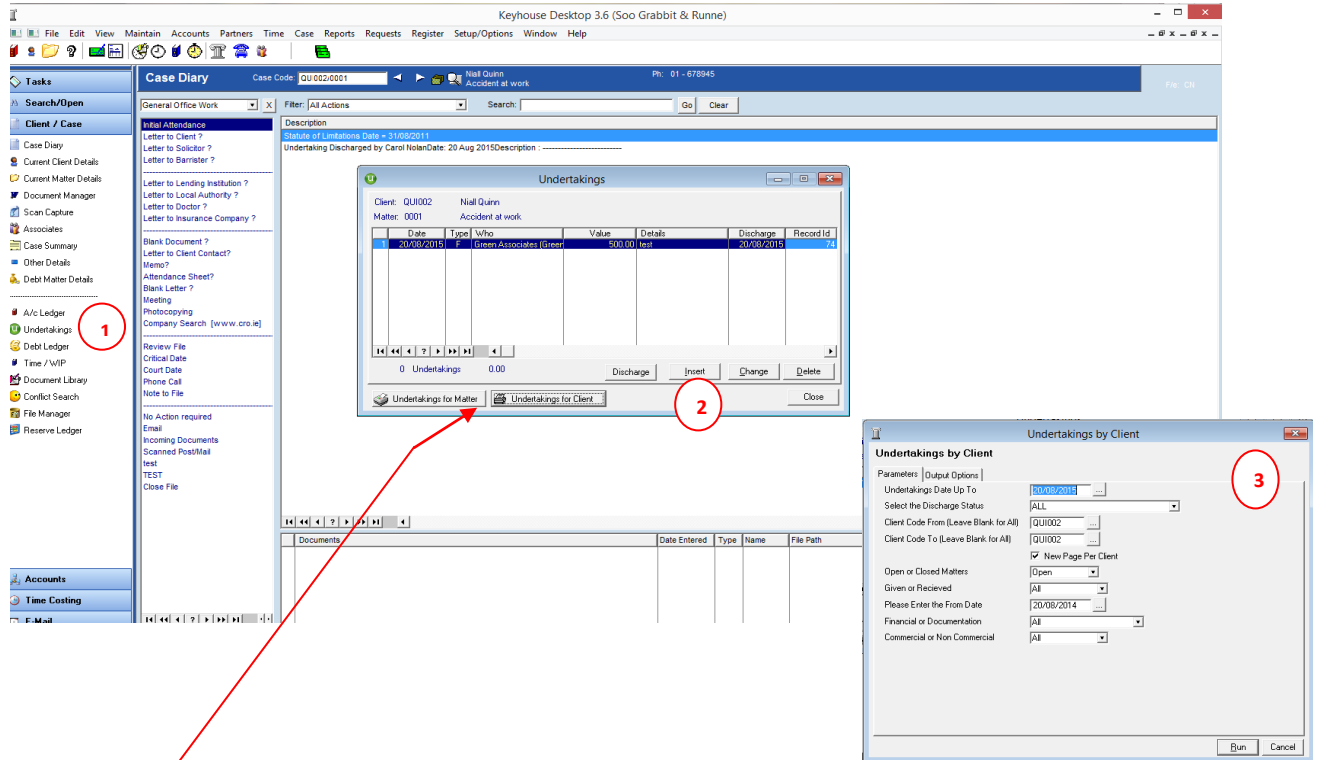
New Automatic Case Warning Functionality

Action Flow Display – Pin/Unpin

Attachment Preview – Pin/Unpin

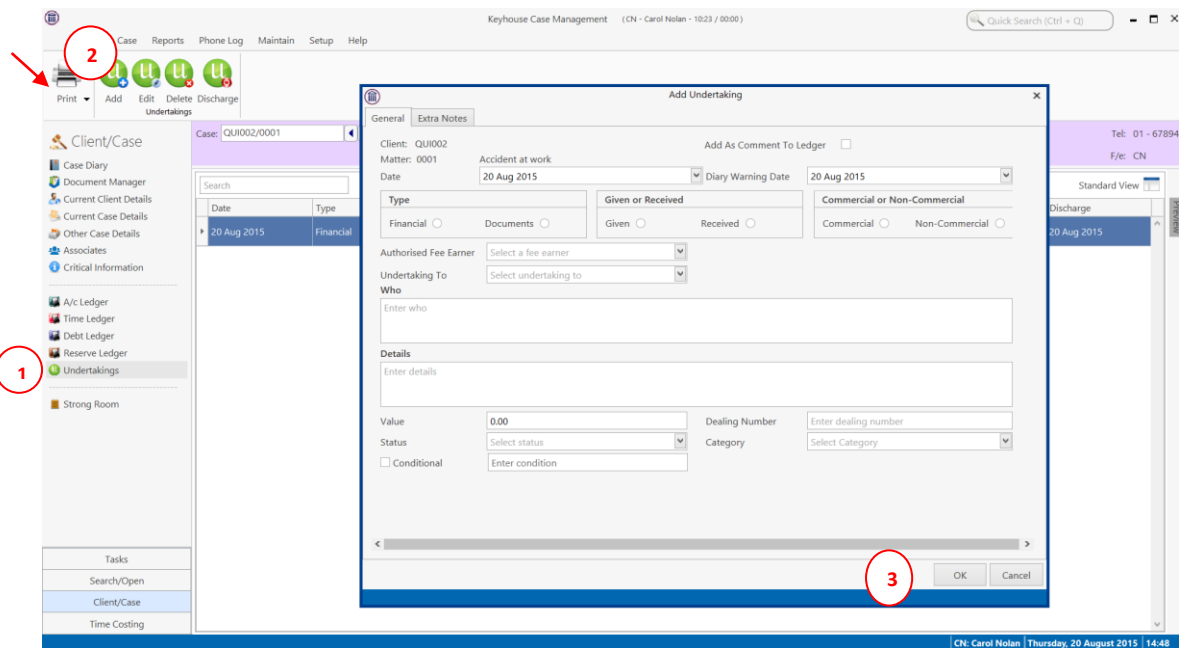
Document Preview – Pin/Unpin

Undertakings

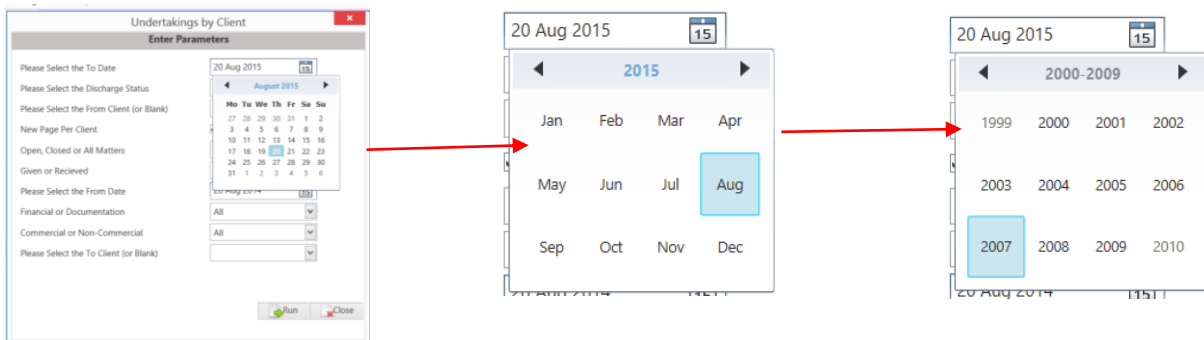


New Print functionality
now within Home Ribbon
in Keyhouse New

System Function Mapping/New Functionality Visuals

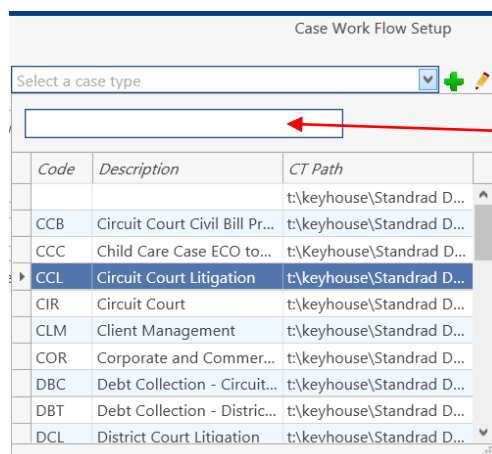
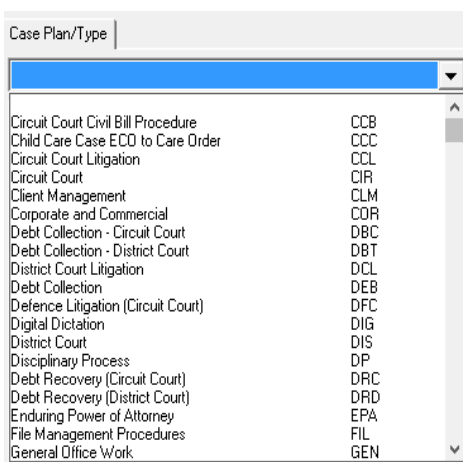


New Calendar



User Efficient Calendar Function

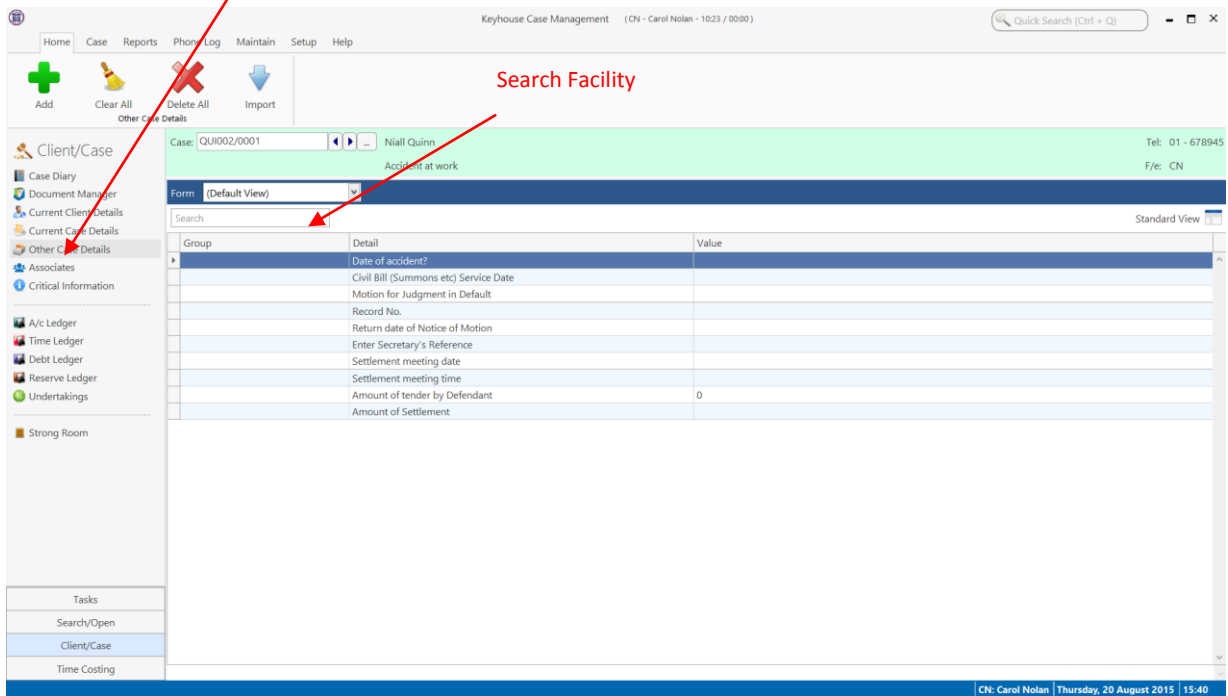
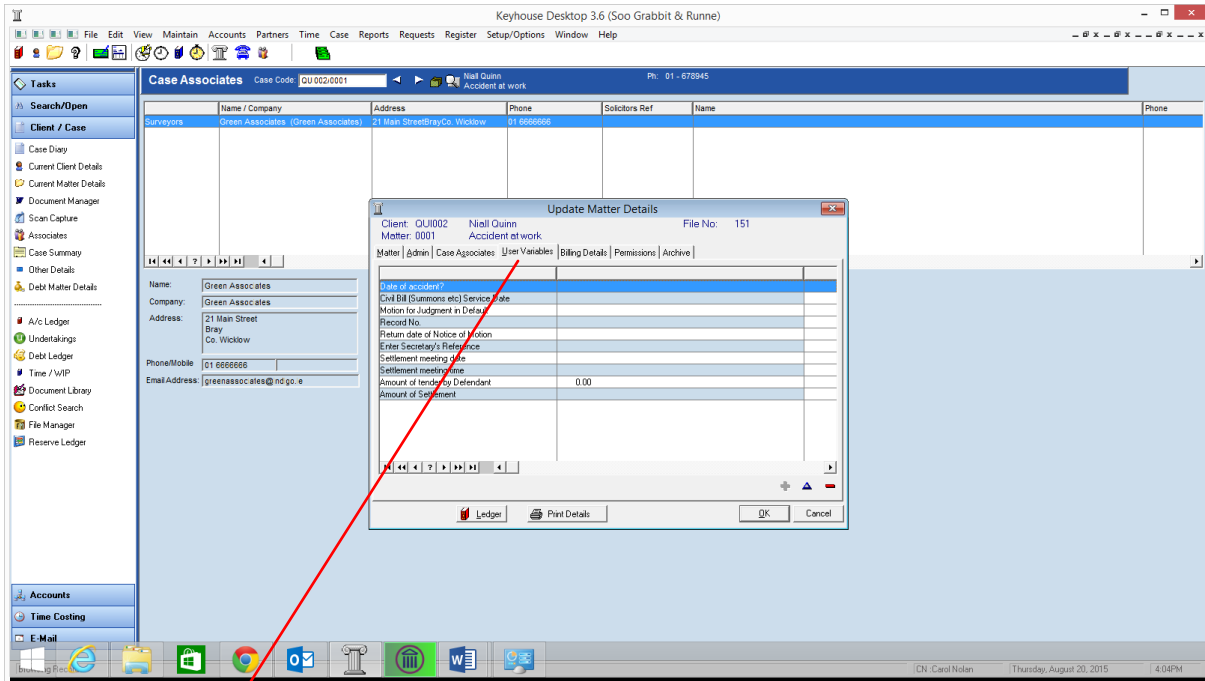
Drop Down Search Feature



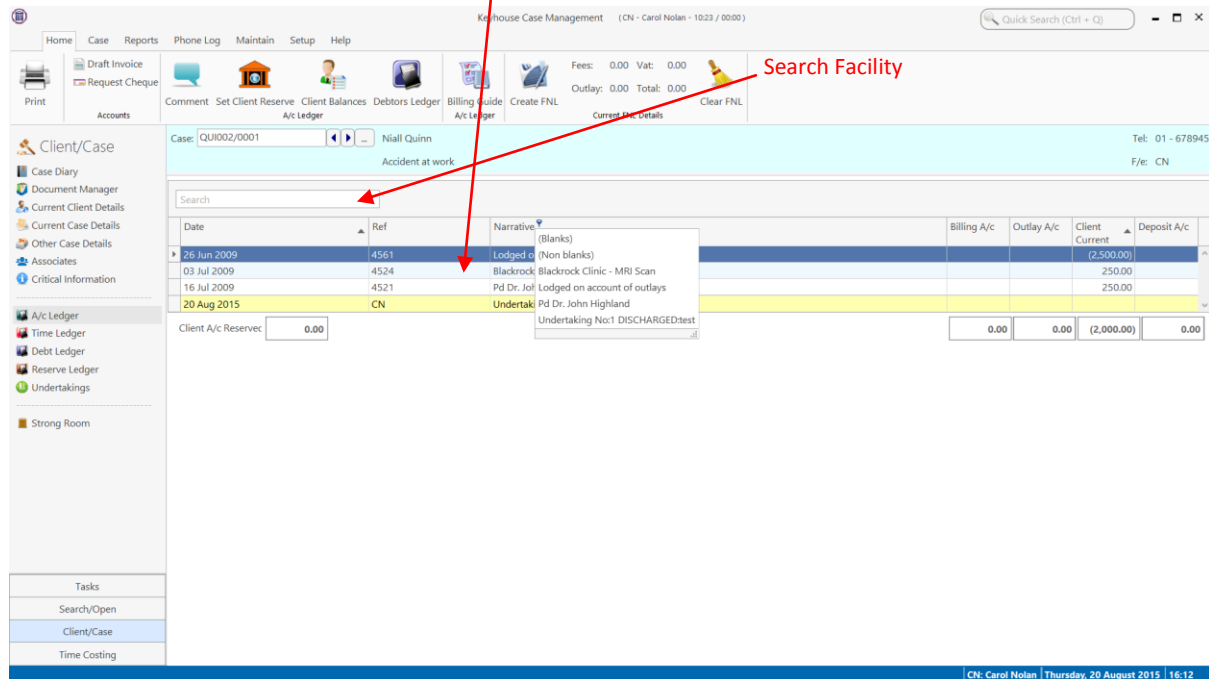
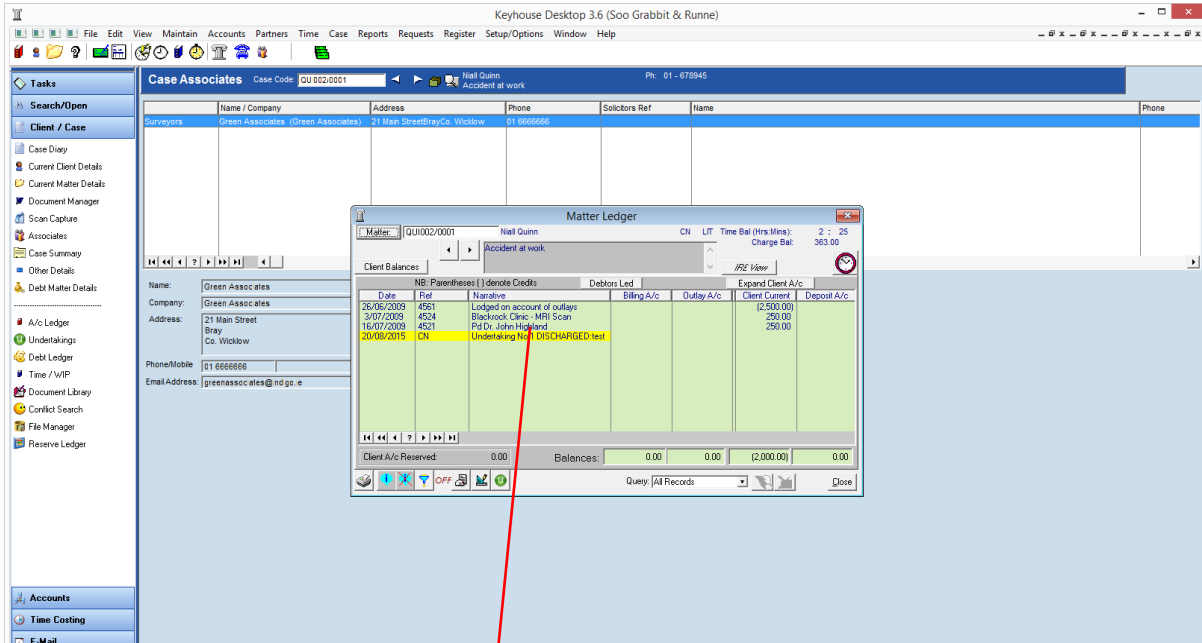
Drop down Search Function throughout the New Keyhouse Framework – see comparison

Other Case Details

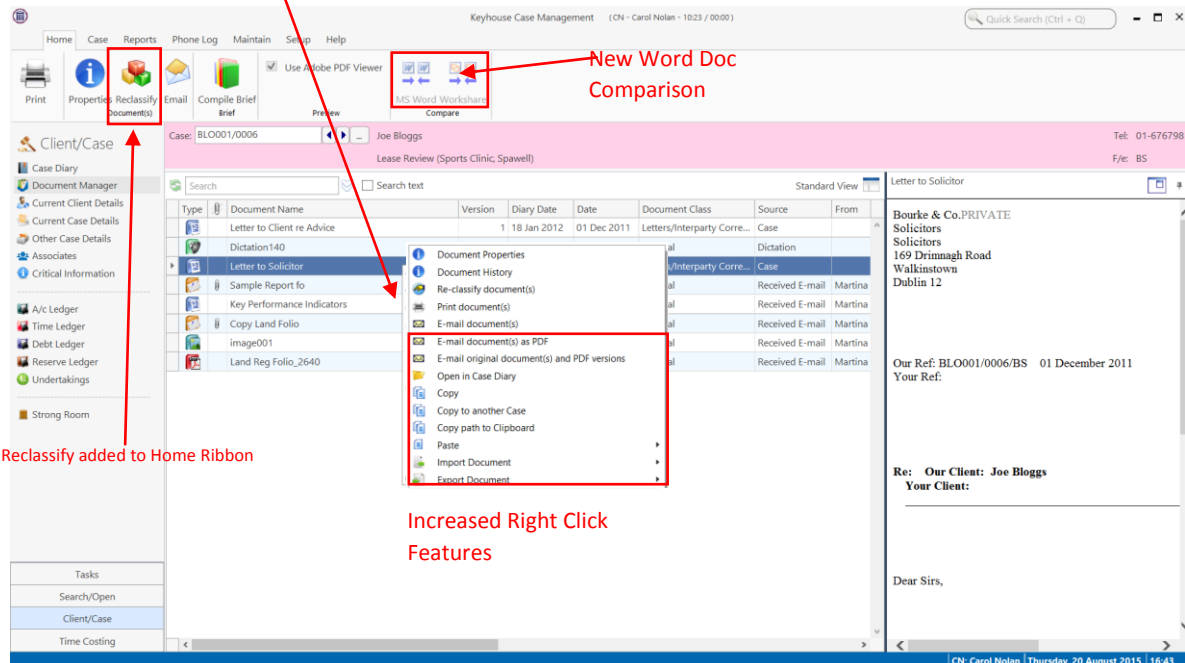
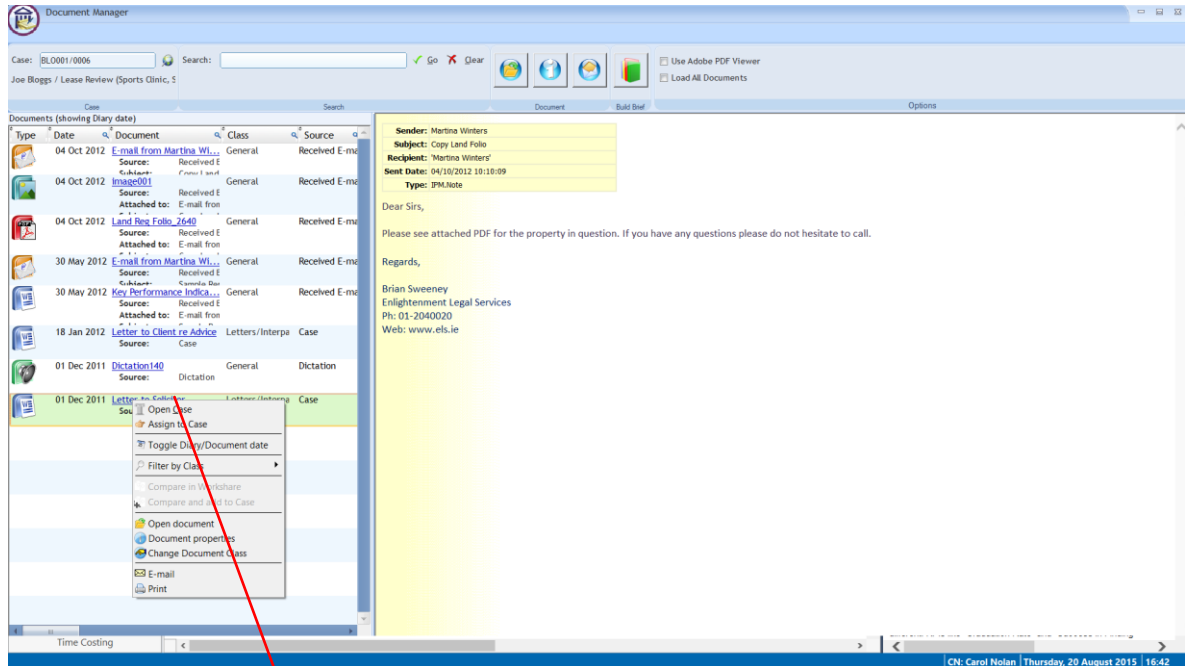
System Function Mapping/New Functionality Visuals



Case Associates



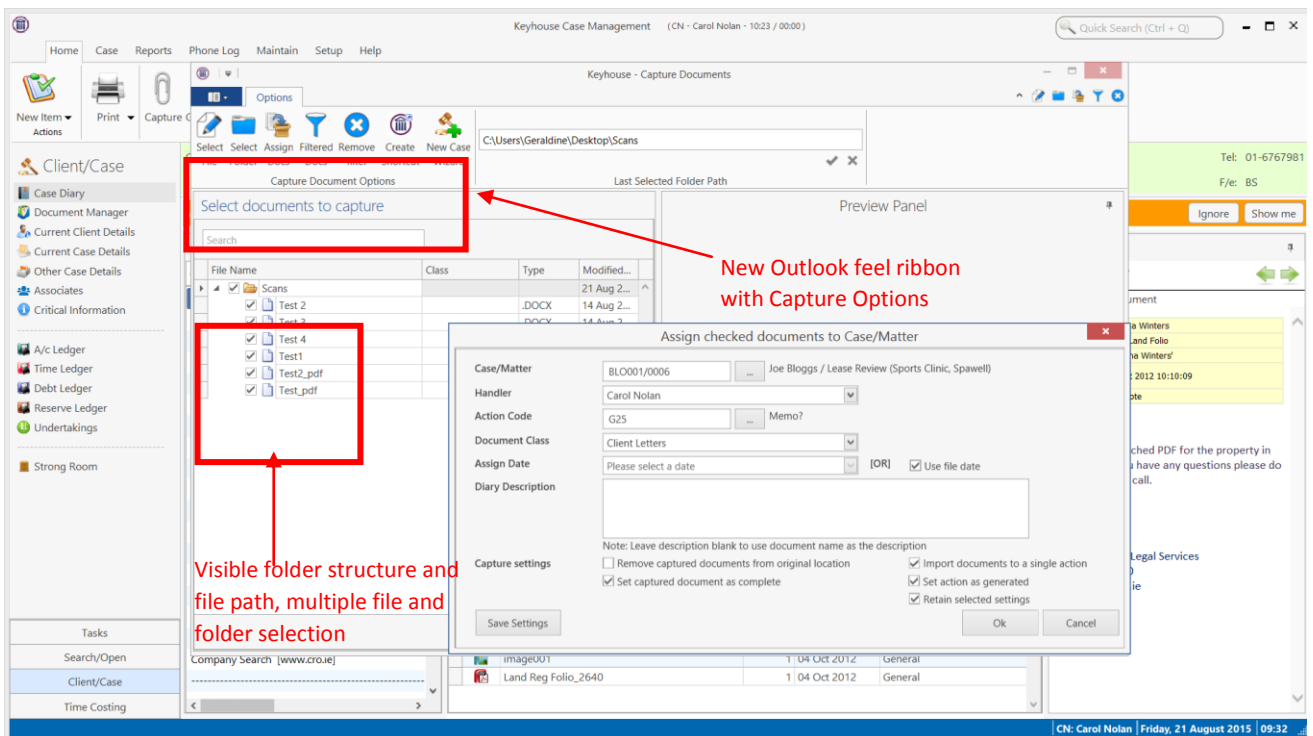
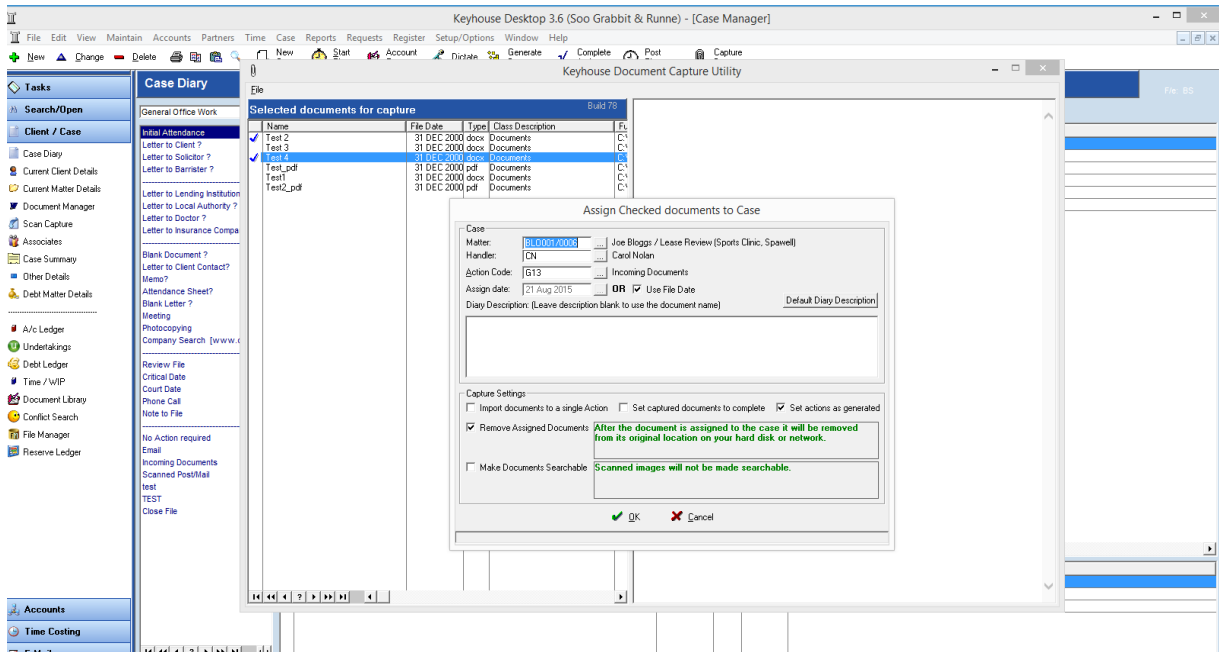
Document Manager



Reclassify added to Home Ribbon

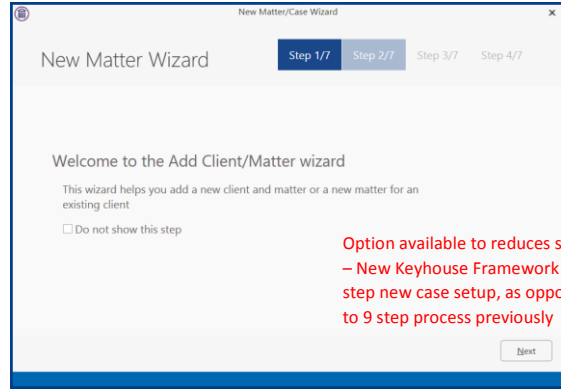
Increased Right Click Features

Document Capture

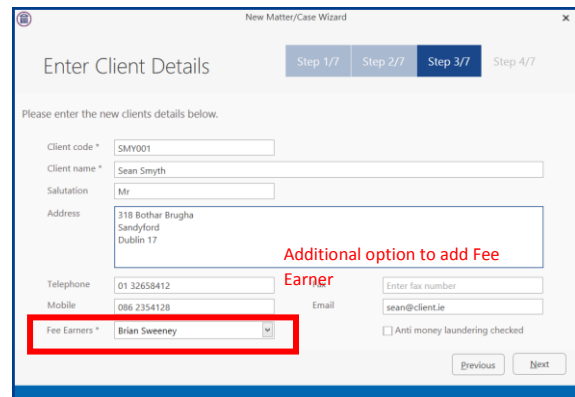
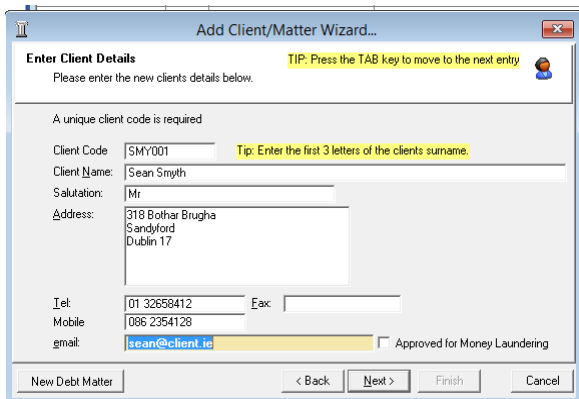
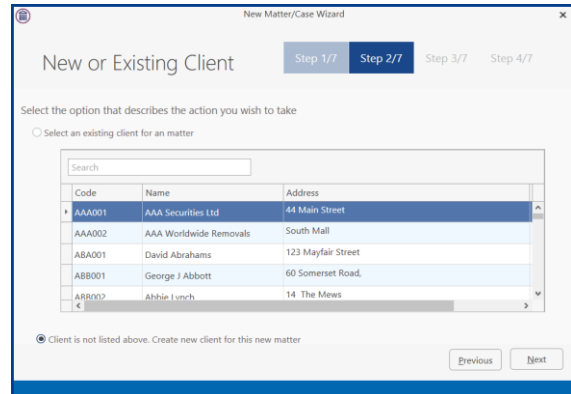
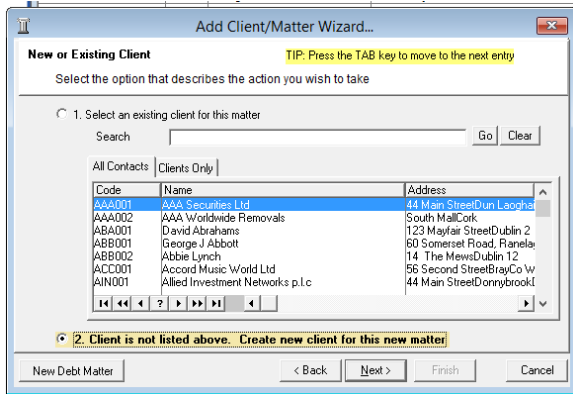


New Case Wizard

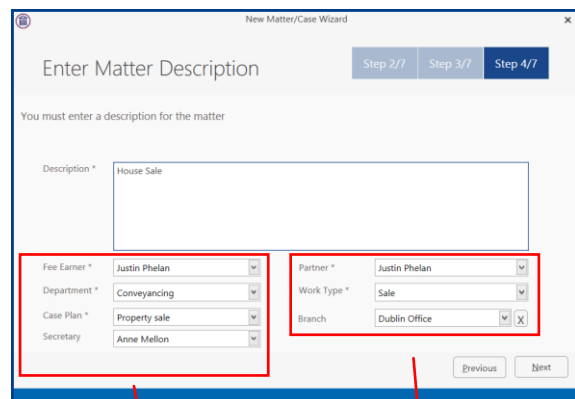
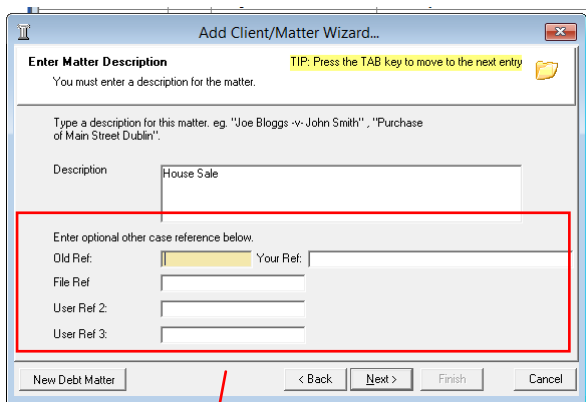
System Function Mapping/New Functionality Visuals



Option available to reduces steps – New Keyhouse Framework 7 step new case setup, as opposed to 9 step process previously



Additional option to add Fee Earner



Now step 5 in New Keyhouse

- Option to add FE at Matter Level
- Additional Department option – previous step 6
- Additional Case option – previous step 8
- Additional Options for Secretary
- Partner now added at this step
- Additional Work type option – previous step 7
- Additional option to add branches if applicable

System Function Mapping/New Functionality Visuals

Add Client/Matter Wizard...

Assign Fee Earner/Solicitor TIP: Press the TAB key to move to the next entry

You must assign a Fee Earner and Partner to the New Matter.

Select a Fee Earner below to assign to the new matter. Select a Partner below to assign to the new matter.

| Code | Name | Code | Name |
|------|-------------------|------|---------------|
| ADM | Admn | BS | Brian Sweeney |
| AM | Ann Mellon | JP | Justin Phelan |
| BS | Brian Sweeney | SK | Stephen Keogh |
| CN | Carol Nolan | | |
| EW | Elizabeth Winters | | |
| MW | Martina Winters | | |
| SK | Stephen Keogh | | |

New Debt Matter < Back Next > Finish Cancel

New Matter/Case Wizard

Ref. and Estimate Fee Step 2/7 Step 3/7 Step 4/7 Step 5/7

Enter optional other case reference below.

Old Reference: Your Reference:

File Ref:

Estimate Fee * Fixed Fee

Expected Bill Date:

Outlay Budget:

Previous Next

Add Client/Matter Wizard...

Assign Worktype TIP: Press the TAB key to move to the next entry

You must assign a Worktype to the New Matter.

Select a Worktype below to assign to the new matter.

| Code | Description |
|------|-----------------|
| ACC | Accident |
| ADV | Advice |
| ADV | Advice |
| CIR | Circuit Court |
| DEB | Debt Collection |
| DRC | Debt Recovery |
| GEN | General |
| HIG | High Court |
| LEA | Lease |
| LOAN | Loan |
| PUR | Purchase |
| REM | Re-mortgage |

New Debt Matter < Back Next > Finish Cancel

New Matter/Case Wizard

Other Case Details Step 3/7 Step 4/7 Step 5/7 Step 6/7

| Detail | Value | Category |
|---|-------|----------|
| Lease date (or date of Transfer Order etc. as applicable) | | |
| Lease: First party | | |
| Lease: yearly rent (include currency) | | |
| Lease: Second party | | |
| Enter Secretary's Reference | | |
| County | | |
| Date of Separation (if any) ? | | |
| Date of Deceased's Death. | | |
| Folio Number ? | | |

Previous Next

Add Client/Matter Wizard...

Assign Case Plan TIP: Press the TAB key to move to the next entry

You must assign a case plan to the New Matter.

Select a case plan below to assign to the new matter.

| Code | Description |
|------|-----------------------------------|
| CCC | Child Care Case ECD to Care Order |
| CCL | Circuit Court Litigation |
| CIR | Circuit Court |
| CLM | Client Management |
| CCR | Corporate and Commercial |
| DCC | Debt Collection - Circuit Court |
| DBT | Debt Collection - District Court |
| DCL | District Court Litigation |
| DEB | Debt Collection |
| DRC | Debt Recovery (Circuit Court) |
| DIG | Digital Dictation |
| DIS | District Court |

New Debt Matter < Back Next > Finish Cancel

New Matter/Case Wizard

Completing Add Client / Matter Wizard Step 7/7

Click finish to create new matter.

Copy Matter Details From Another Matter

Print Client Label

Print Matter Label

Previous Finish

Add Client/Matter Wizard...

Assign Department TIP: Press the TAB key to move to the next entry

You must assign a department to the New Matter.

Select a department below to assign to the new matter.

| Code | Description |
|------|------------------|
| ADM | Administrative |
| CON | Conveyancing |
| DEB | Debt |
| FAM | Family Law |
| FIN | Finance |
| GEN | General |
| KH | Housing |
| KPL | Planning |
| KR | Rates |
| LIT | Litigation |
| LMU | Loans Management |
| PC | Private Clients |

New Debt Matter < Back Next > Finish Cancel

Add Client/Matter Wizard...

Completing Add Client/Matter Wizard

You have successfully completed the Add Client/Matter Wizard.

To add the client/matter to the system press the finish button.

Copy matter details from another matter

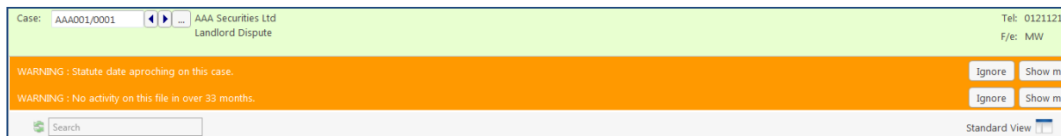
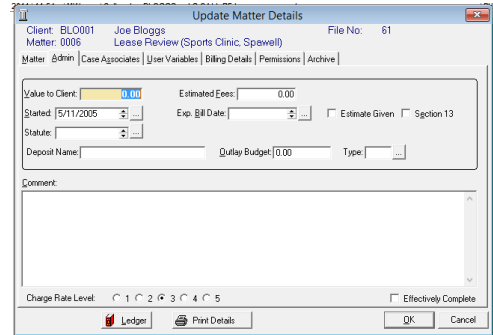
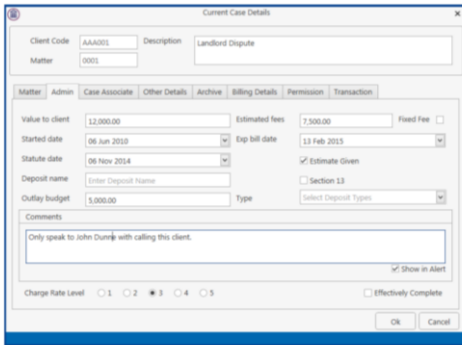
Print Client Label

Print Matter Label

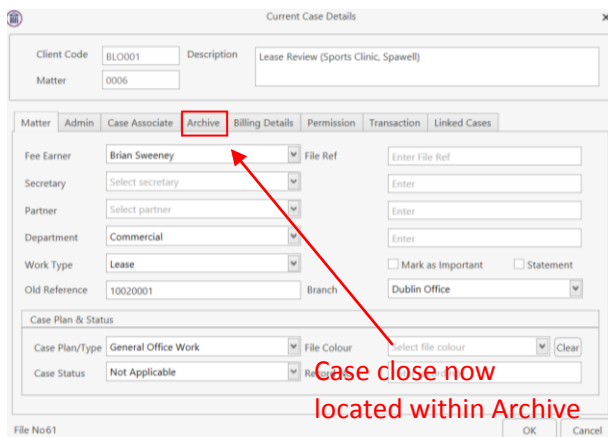
New Debt Matter < Back Next > Finish Cancel

Steps 5,6,7,8 incorporated into steps 3 and 4 of new Keyhouse

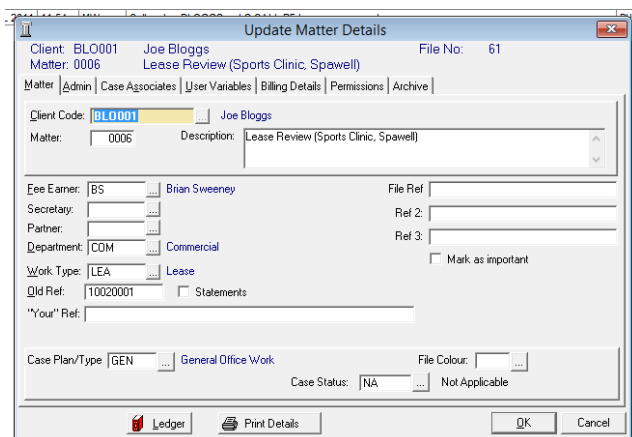
Statute of Limitations



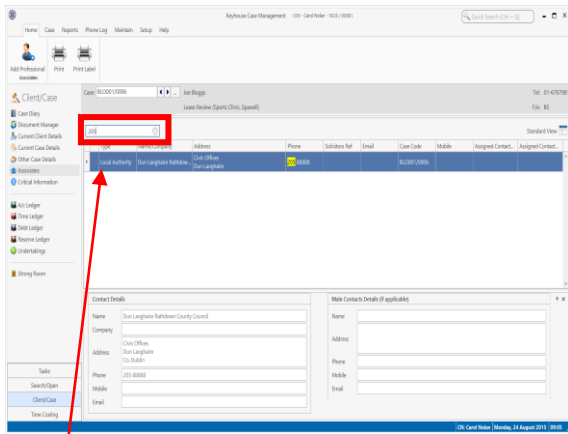
Process for Statute of Limitations remains the same – additional features are efficient calendar (screen shots earlier and warning enabled for due date.



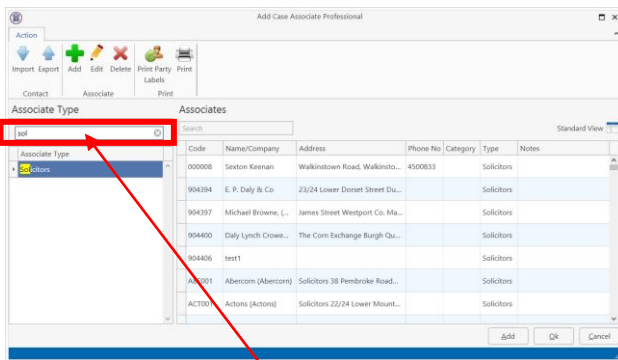
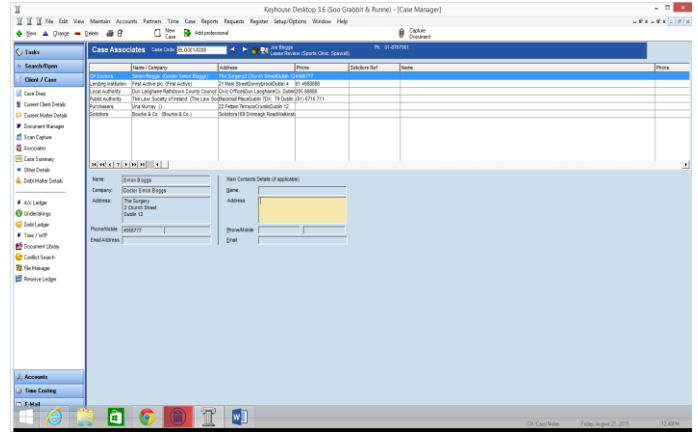
Case close now located within Archive Tab



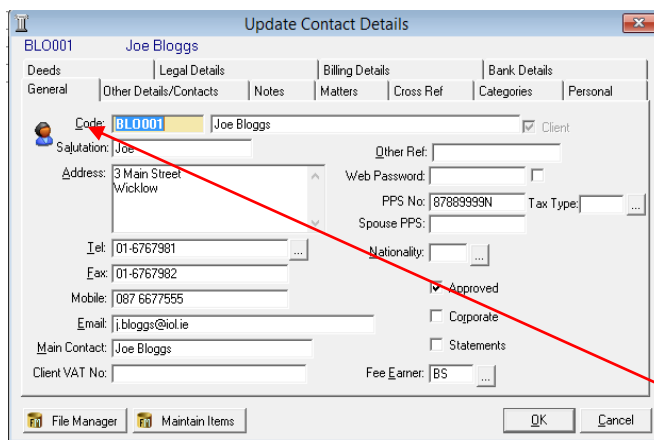
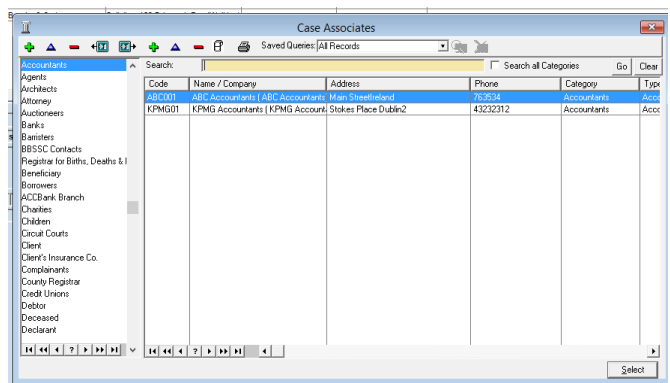
Associate Features



New search facility within Associate screen – search any column

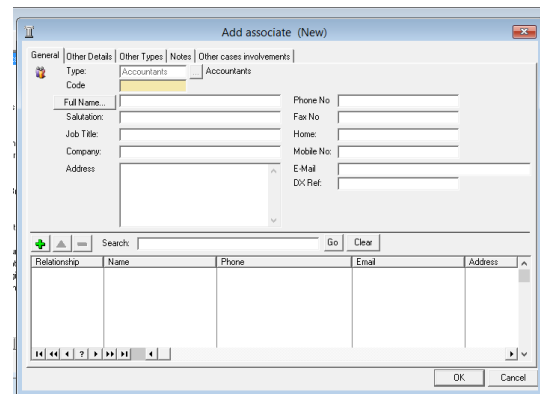
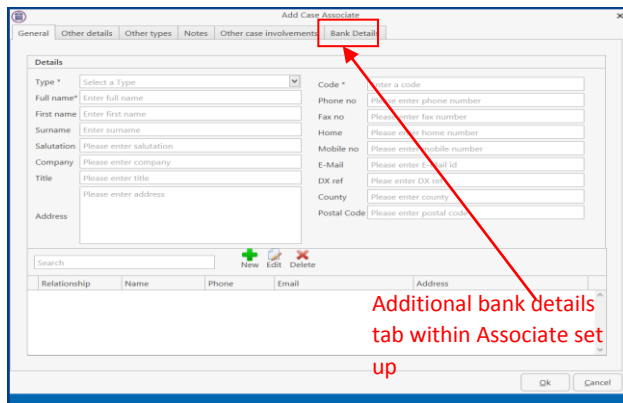
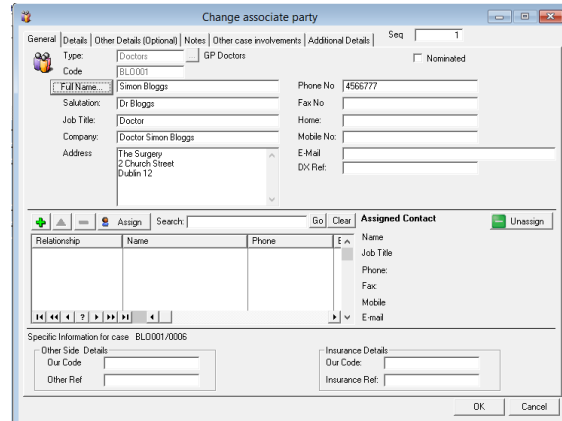
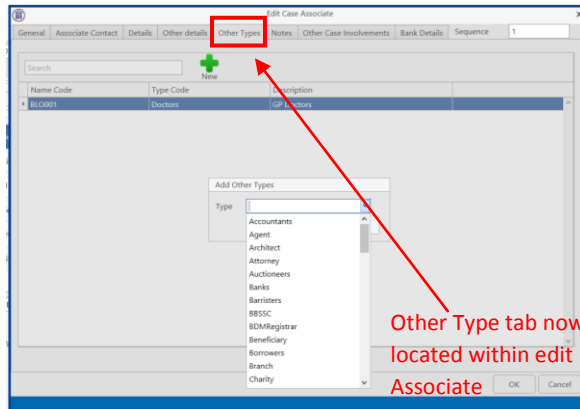


Ability to enter key letters and search under Associate type

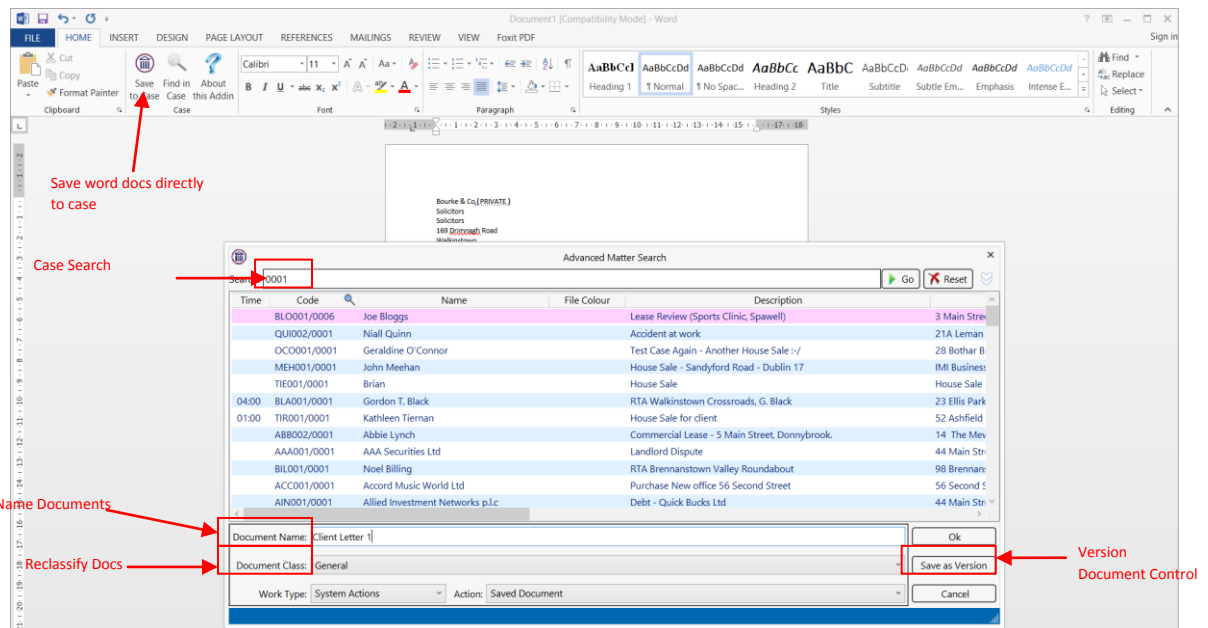


Deeds now located within the Strong room

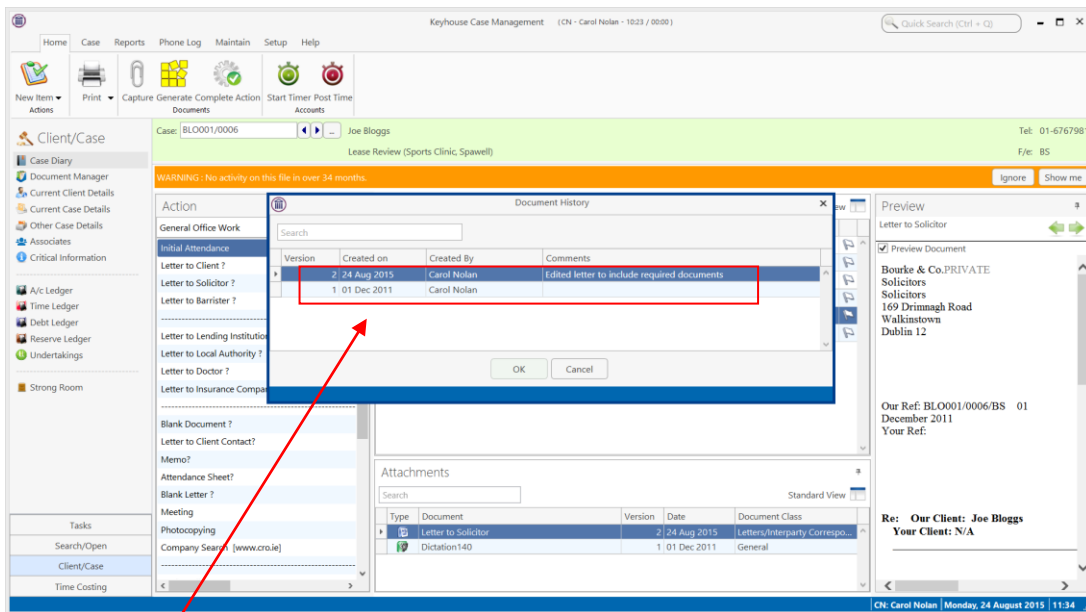
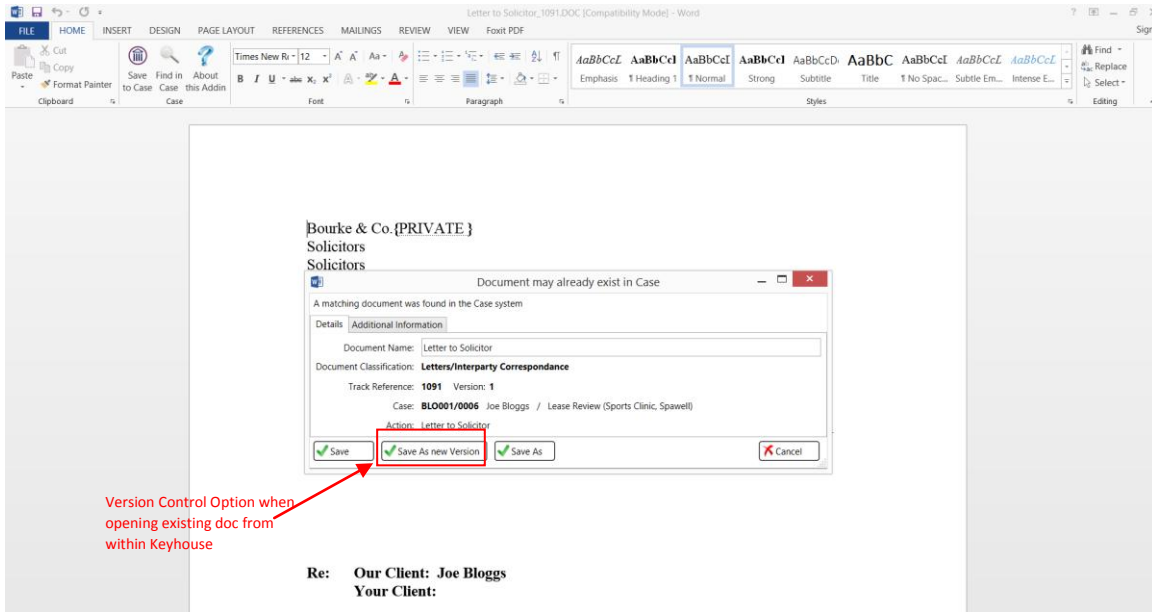
System Function Mapping/New Functionality Visuals



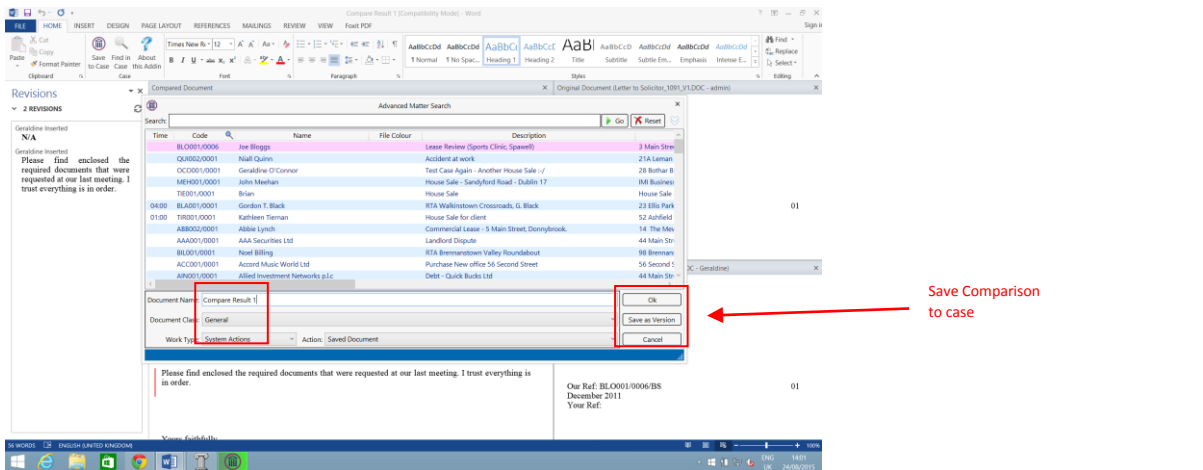
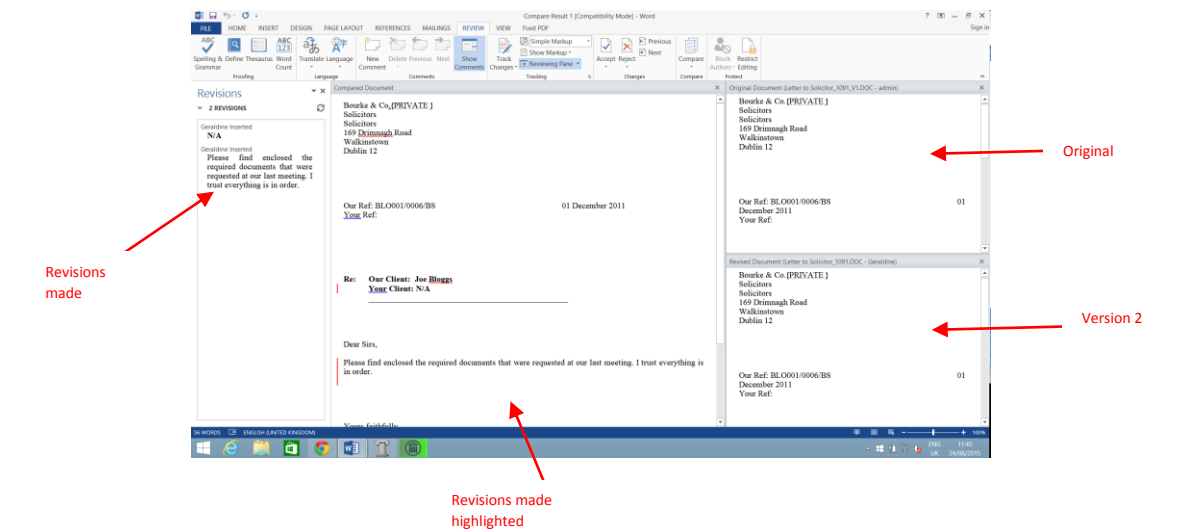
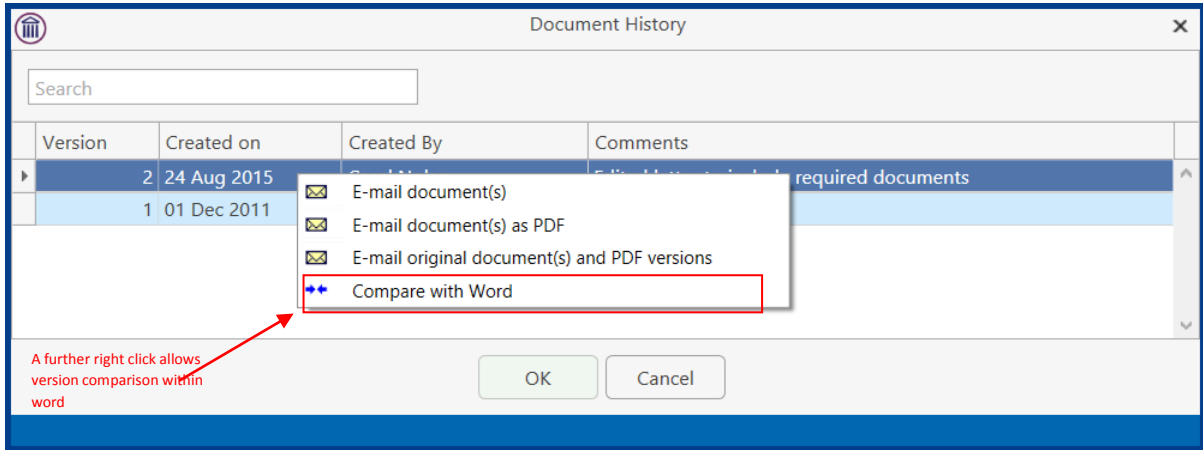
Word Facilities within Keyhouse



System Function Mapping/New Functionality Visuals

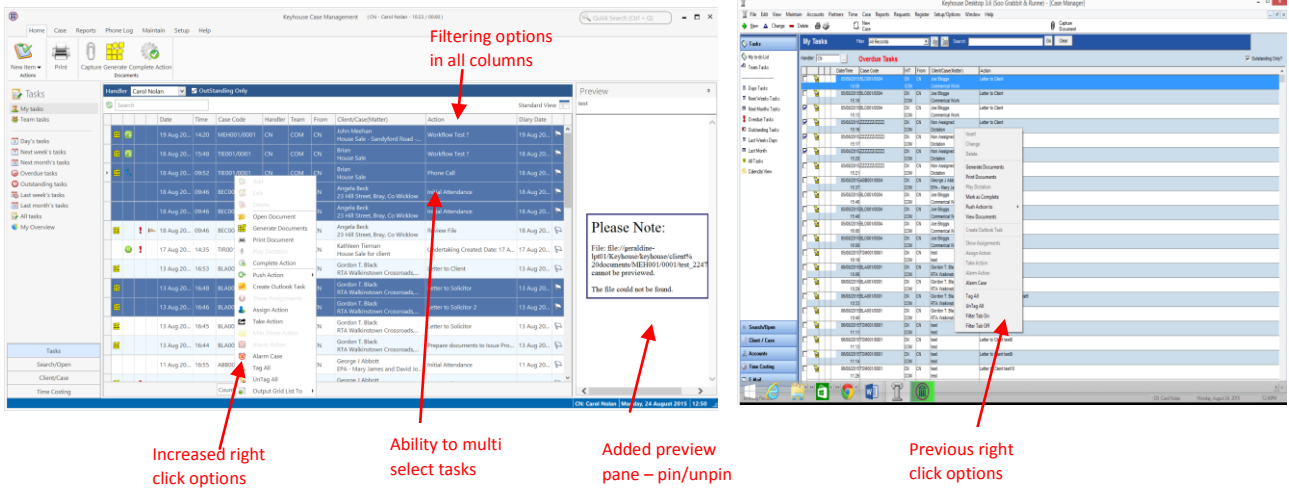


System Function Mapping/New Functionality Visuals

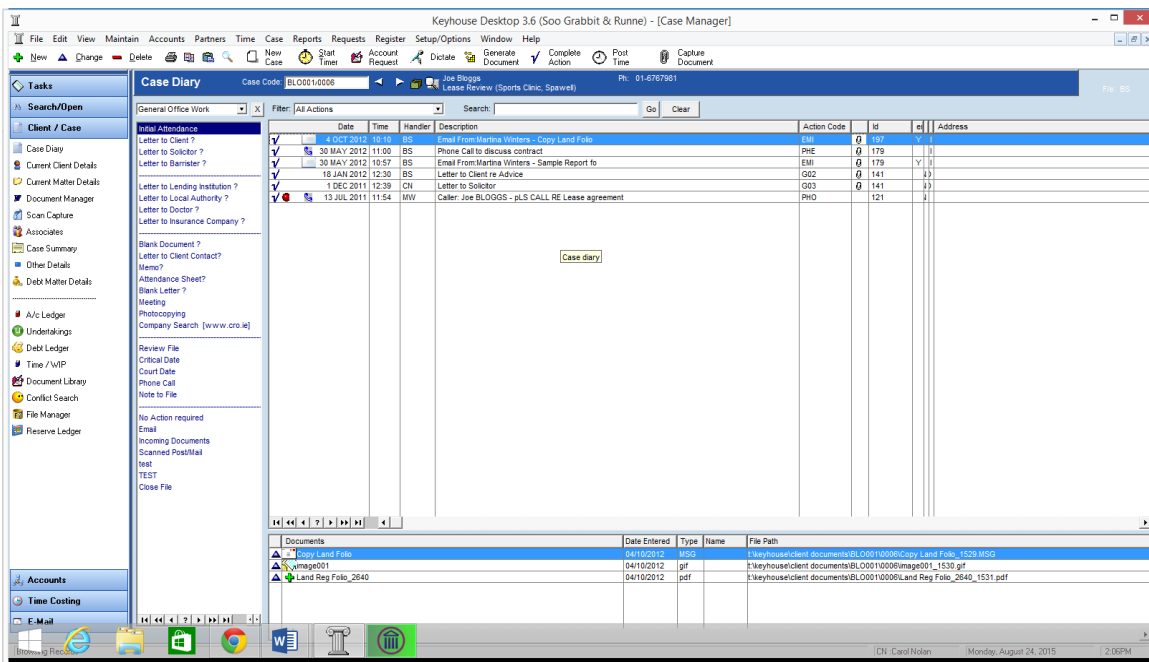


System Function Mapping/New Functionality Visuals

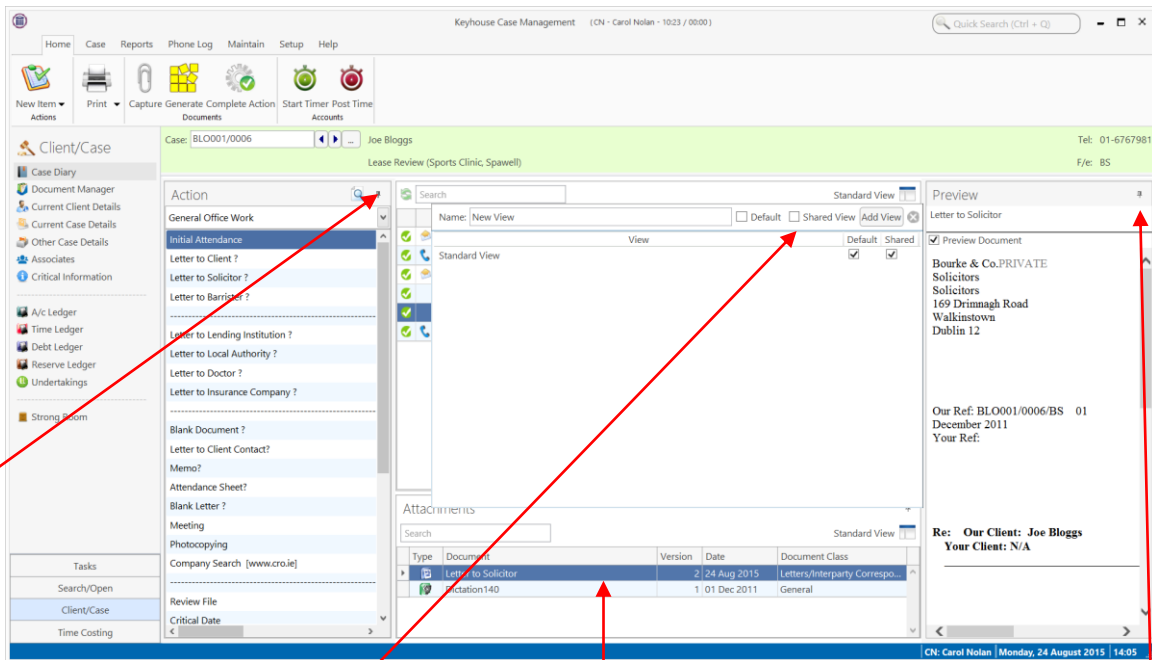
Tasks:



Creating and Managing Views:



System Function Mapping/New Functionality Visuals

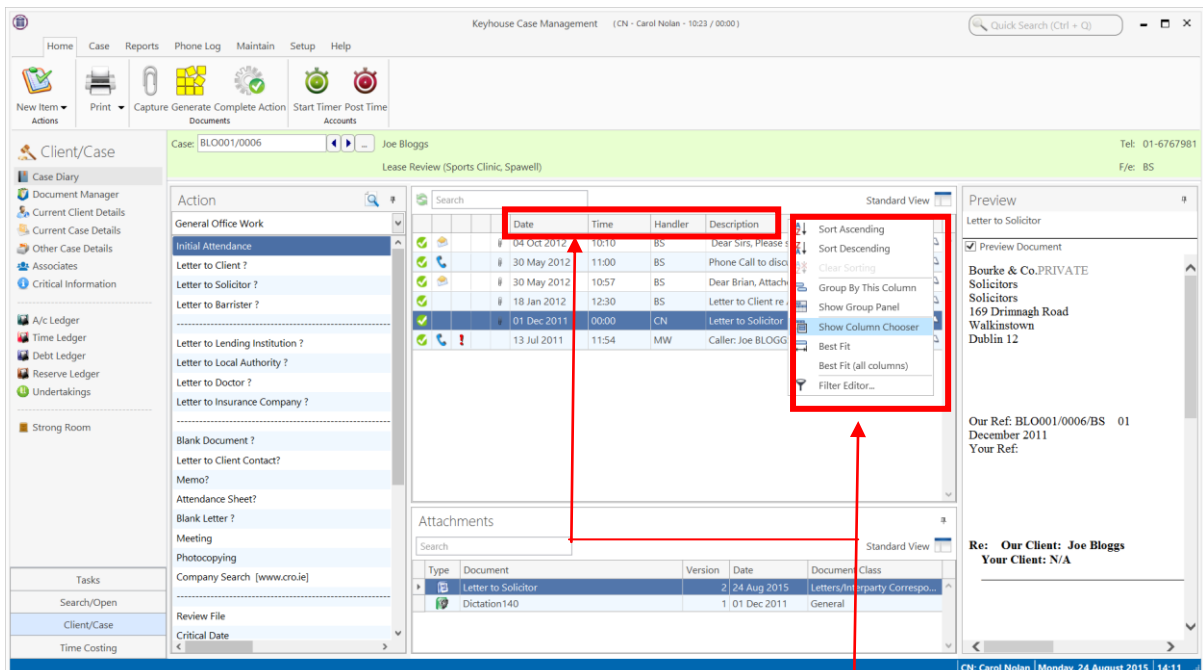


Action workflow pane – pin/unpin

Customize and save view as default

Attachment pane – pin/unpin

Doc preview pane – pin/unpin



Customize columns, remove, replace, sort and filter to your preference

New My Overview

New addition to Keyhouse – access all areas in one screen

The screenshot shows the Keyhouse Case Management interface for user Carol Nolan. The top navigation bar includes Home, Case, Reports, Phone Log, Maintain, Setup, and Help. A search bar is located in the top right. The main content area is titled 'Carol Nolan' and 'Monday, 24 Aug 2015'. It is divided into four columns:

- Case Alert:** Lists various metrics such as 'Open matters' (27), 'My dormant matters' (22), and 'No. of cases where expected invoice date has passed' (0).
- Recent Matters:** A table listing cases with columns for Code, Name, and Description. The first row is BLR/001/0006 for Joe Blazgos, Lease Review (Sports Clinic, Spawell).
- Task/Alert:** Lists metrics like 'No. of over due tasks' (43), 'No. of outstanding tasks' (47), and 'Critical tasks' (0).
- Performance:** A summary of performance metrics including 'My time day book' (10:28), 'Time recorded this week' (0:00), and 'Outstanding invoice' (43,320).

Red arrows point from labels below to these sections: Case Alert, Recent Matters, Tasks/Alerts, and Performance Measure.

Case Alert

Recent Matters

Tasks/Alerts

Performance Measure