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WHAT'S NEW IN KEYHOUSE
END USER INTERFACE
VERSION 5.6.1.1

We are constantly improving and implementing new features in our software. The attached guide is a summary of what has been added and improved in our system. This guide has been designed as a quick way to see all the changes with your latest upgrade.

We have made improvements in the following areas:

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Outlook Add In	040	Outlook Warning when Saving with Options
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	041	View From/To Email details in Case Diary
Personal Setting	044	New Options and Features

New Document Generator

001
KEYD-4108

INTEGRATED DOCUMENT GENERATOR

A new document generation program has been developed to help improve the efficiency of the document generation process and facilitates the generation of coded Excel Documents. Detailed instructions on the use of this new feature can be found in the End User Manual - Chapter 4 - Processing Documents using the New Document Generator.

Note: this feature will have to be activated by the System Administrator.

Search/Open

002
KEYD-4498

SEARCH BY YOUR REF FIELD

The Your Ref field has been added to the Recent Matters, My Matters and All Matters screen grids and can now be used to search.

NOTE: The view will need to be saved once the Your Ref field has been added.

Code	Last Accessed	Name	Description	Your Ref
BS001/0025	12 Jan 2018 12:18:56	Interim Busine...	David Walsh - Car Loan	A245678
BS001/0002	12 Jan 2018 12:18:53	Interim Busine...	Debt - Mary Fisher	I9776
BS001/0003	12 Jan 2018 12:18:50	Interim Busine...	Outstanding Loan - Harry Worth	I2345678
BS001/0001	12 Jan 2018 12:18:47	Business Time...	Lease of Unit 32, Eastgate Avenue, Dubli...	G786666
REC001/0002	12 Jan 2018 12:18:43	Angela Beck	23 Hill Street, Bray, Co Wicklow	8766677
REC001/0002	12 Jan 2018 12:18:39	Andrew Regis...	Sal 3 Green Court, Bray, Co. Wicklow	181122333
ACC001/0001	12 Jan 2018 12:18:27	Accord Music...	Purchase New office 56 Second Street	F-223344
AIG001/0001	12 Jan 2018 12:18:19	Allied Investm...	Noel Brown - Jones Services Ltd	K88999

003
KEYD-5207

FOCUS ON FIRST FIELD ON ADVANCED SEARCH

When you click to the Advanced Search Screen, the cursor will appear in the Search Field Automatically

Client Setup

004
KEYD-5045

RESTRICTED CHARACTERS FOR CLIENT CODES

The system will now only allow letters and numbers to be used when creating Client codes.

005
KEYD-5218

DX REF FOR CLIENT CONTACTS

A DX reference field has been added to the Client Contact Screen.

006
KEYD-5218

BANK DETAILS FOR CLIENT CONTACTS

An additional Banking Tab has been added to the Client Contact Screen. This will allow the user to enter banking information per contact rather than just the Client's banking information. These details are used in conjunction with the SAM EFT module

007
KEYD-4942

IMPROVED CASE IMPORT FACILITY

The ability to update existing matters has been added to Case Import. The import is done in the same way as before, using a spreadsheet from the customer.

- On the Case Ribbon, click Case Import, then select the client from the list and click Next.

Code	Name	Address	Fe	Billi
AAA001	AAA Securities Ltd	44 Main Street	MW	
AAA002	AAA Worldwide Removals	South Mall	SK	
ABA001	David Abrahams	123 Mayfair Street	AM	
ABB001	George J Abbott	60 Somerset Road,	BS	
ABB002	Abbie Lynch	14 The Mews	SK	
ACC001	Accord Music World Ltd	56 Second Street	MW	
AIG001	Allied Investment Group	1 High Street,	BS	
AIN001	Allied Investment Networks p.l.c	44 Main Street	BS	AIN
BAR001	Tony Barry	23 Lohunda Gardens	SK	
BEC001	Angela Beck	26 Church Street	BS	
BES001	Business Time Limited	5 The Court,	BS	
BIL001	Noel Billing	98 Brennanstown Valley	BS	
BLA001	Gordon T. Black	23 Ellis Park	BS	

- Select the Source File and tag all the required lines. **Note:** Use Right click and Tag All and then untag the header row.

A	B	C	D	E	F	G	H
Name	Address1	Address2	Address3	Telephone	DOB	Record No	Loan No
Tom Maher	19 Forrester D...	Lucan	Co Dublin	872589632	15/06/1972	123ABC	987654
Tina Turner	11 Castle Rida...	Lucan	Co Dublin	13698521	20/07/1980	456DEF	876543
Tom Jo	in	Lucan	Co Dublin	86178523	09/09/1969	789GHI	765432
Dorothy Kane	23 Fininstown...	Lucan	Co Dublin	8598765441	18/03/1983	963JKL	654321
John Kelly	21 Fininstown...	Lucan	Co Dublin	12564777	11/01/1975	852MNO	845631
David Kent	27 Glen Mor,	Lucan	Co Dublin	881235558	08/06/1982	896PQR	865412

- Select the profile if it already exists. If not, map the fields needed in the matter.
- Tick Update Existing Matters, Enter the Field to lookup (This must be a field that will not change), Enter the Excel Column.

Field to lookup	Record No	Excel Column	G	Validate Excel Rows			
72589632	15/06/1972	123ABC	987654	€9,000	€4,000	Sir	
3698521	20/07/1980	456DEF	876543	€5,700	€3,400	Madam	
6178523	09/09/1969	789GHI	765432	€12,000	€8,570	Sir	
598765441	18/03/1983	963JKL	654321	€6,000	€5,216	Madam	
2564777	11/01/1975	852MNO	845631	€21,000	€6,541	Sir	
881235558	08/06/1982	896PQR	865412	€7,500	€4,750	Sir	

Excel Column	Table	Field	Associate Type	Associate No.
A	Case Associates	Full Name	Defendant	1
B+C+D	Case Associates	Address	Defendant	1
E	Case Associates	Phone No	Defendant	1
F	Case Associates	Date of Birth	Defendant	1
G	Matters	Record No		
M	Enter Defend	Enter Amount of Loan Facility		

- Click Validate Excel Rows. New rows will be highlighted in Pink and existing matters will remain unchanged. Click Next
- If a new action must be completed for updated files e.g. review the status, click the Create New Action If Details Change.

- Add the details of the field, handler and the action to be added to the case diary.

The 'Select Client' window is at Step 4/6. It features a table with columns A through H. The data in the table is as follows:

A	B	C	D	E	F	G	H
Tom Maher	19 Forrester D...	Lucan	Co Dublin	872589632	15/06/1972	123ABC	987654
Tina Turner	11 Castle Rida...	Lucan	Co Dublin	13698521	20/07/1980	456DEF	876543
Tom Jones	9 Moy Glen	Lucan	Co Dublin	86178523	09/09/1969	789GHI	765432
Dorothy Kane	23 Finntown...	Lucan	Co Dublin	8598765441	18/03/1983	963JKL	654321
John Kelly	21 Finntown...	Lucan	Co Dublin	12564777	11/01/1975	852MNO	845631

Below the table is a configuration table with columns: Excel Column, Table, Field, Associate Type, Associate No., and Type.

Excel Column	Table	Field	Associate Type	Associate No.	Type
G	Matters	Record No			Text/12
H	User Defined	Enter Amount of Loan Facility			Text/20
J	User Defined	Debt Amount			Text/20
K	Case Associates	Salutation	Defendant	1	Text/30

- Complete the remaining steps and save the Profile for use again.

Case Management

008
KEYD-

REDESIGNED CONFLICT SEARCH

The Conflict Search feature has been redesigned. The new search does not show the new client details in the list of potential conflicts. However, you can still save a record that the search was carried out. It also has the option to use the Wild Card search (%). The search is still launched in the same manner.

- Click New Item on the Home Tab when in a case or click to the Case Tab and select Conflict Search from the Ribbon.

- The following window opens

The window title is 'Conflict of Interest Search'. The case details are: Case: AIG001/0001 - Noel Brown -v- Jones Services Ltd. A 'Please Note' section explains search criteria. The search interface shows a warning icon, a search box, and an 'Add Criterion' button. Below the search box is a 'New Line' button. At the bottom are 'Search', 'Reset', and 'Cancel' buttons.

- Enter the name of the person to be checked.

The window title is 'Conflict of Interest Search'. The case details are: Case: FLY001/0001 - Road Traffic Accident at Junction 9 on M50. The search interface shows the search box now containing 'Gordon % Black'. The 'Add Criterion' button is highlighted in green. The 'New Line' button is also present. 'Search', 'Reset', and 'Cancel' buttons are at the bottom.

- If two pieces of information about the person are to be searched as one, click Add Criterion

The window title is 'Conflict of Interest Search'. The case details are: Case: BEC001/0001 - Sale of 56 Church Street, Rathgar. The search interface shows two search boxes: 'Gordon % Black' and '7654321A', connected by an 'AND' operator. The 'Add Criterion' button is highlighted in green. The 'New Line' button is also present. 'Search', 'Reset', and 'Cancel' buttons are at the bottom.

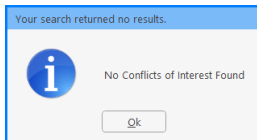
- Click Search
- To add an additional name to the search, click New Line.

The window title is 'Conflict of Interest Search'. The case details are: Case: BEC001/0001 - Sale of 56 Church Street, Rathgar. The search interface shows three search boxes: 'Gordon % Black', 'George % Abbott', and '7654321A', connected by 'AND' operators. The 'Add Criterion' button is highlighted in green. The 'New Line' button is also present. 'Search', 'Reset', and 'Cancel' buttons are at the bottom.

- Click Search



- To save the search to a case, click the Save Search to Case Button.
- To change the search criteria, click Change Criteria button
- The action can then be marked as complete once it has been checked.
- If no conflicts are found the report should still be added to the matter as confirmation the search was done.



- Click OK to create the report that can be saved to the matter.

009 CURRENT CASE DETAILS – YOUR REF

KEYD-4441

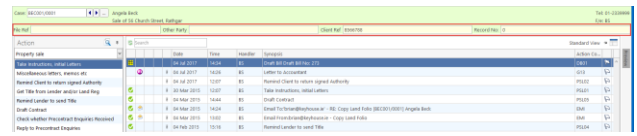
The size of this field has been increased to 100 characters

010 SHOW CURRENT CASE DETAILS ON CASE DIARY

KEYD-3712

An option to show additional case details on the Case Diary has been added. The fields that can be added are Ref 1, 2 and 3, Your ref, Old Reference and Record No, all located on the Current Case Details screens. It is advisable to rename the Ref 1-3 fields before they are added to the Case Diary.

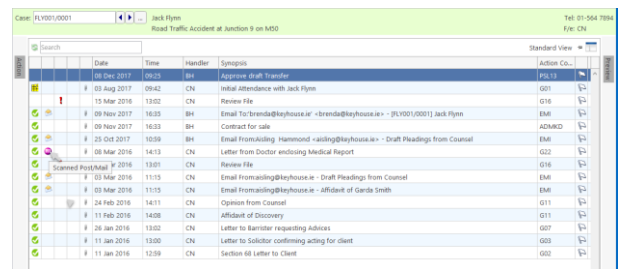
The options to rename the fields and show the details must be activated by the System Administrator.



011 CASE DIARY TOOL TIPS

KEYD-4637

When you hover over an icon on the Case Diary, a tool tip will appear advising what the icon represents.



012 AML WARNING IN RED

KEYD-4891

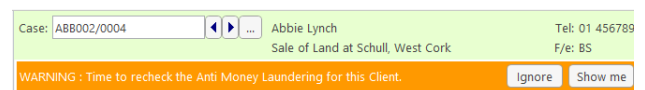
To help distinguish the AML warning from other warnings, it will now appear in Red.



013 SYSTEM WARNING TO REVIEW AML

KEYD-4889

Once AML has been approved, the system can remind the user to review the AML documentation after a given period of time. This option must be turned on by the System Administrator before the warning will appear.



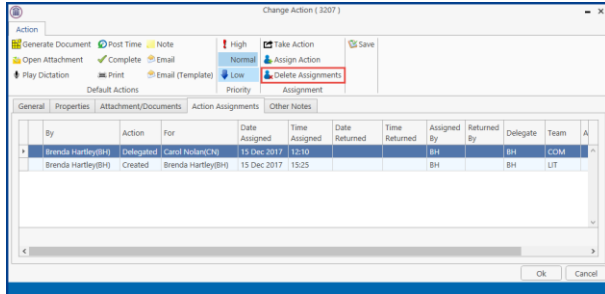
014

KEYD-4815

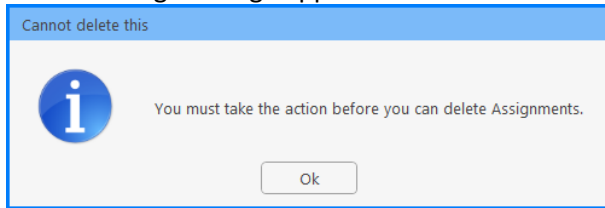
PREVENT DELETION OF ASSIGNMENTS

Once a task has been assigned to a user, the system will prevent users from deleting the assignment unless they are the owner of the task.

- Right click in the assigned action
- Select Show Assignments
- Click on the Delete Assignments button



- The following message appears



- Click OK to close the dialog box
- Click OK or Cancel to close the task

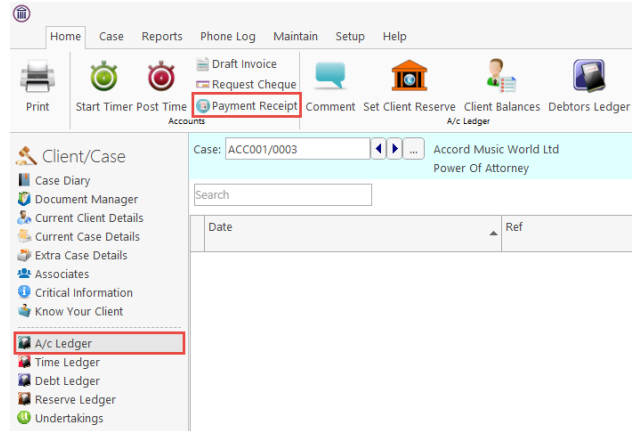
015

KEYD-4804

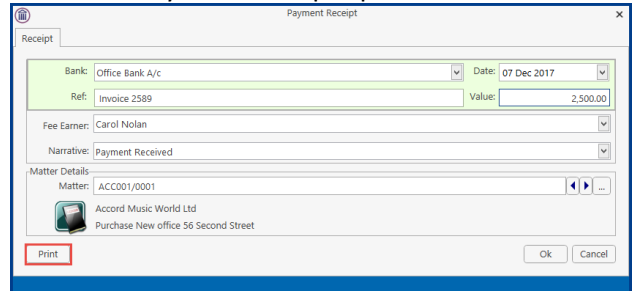
RECEIPT FOR PAYMENT

It is now possible to print a receipt for payment has been added to the Account Ledger. This must be activated at a system level by your System Administration.

- Click to the Account Ledger



- Select the Payment Receipt option



- Enter the reference, value and the Narrative.
- Click Print to create the receipt. This will be in a standard format. However, if you need a custom layout, please contact Keyhouse.
- Click OK to close the window.

Time Recording

Please note that the Time Recording Window will only be visible on Keyhouse. It is no longer possible to see the timer when working in other programs.

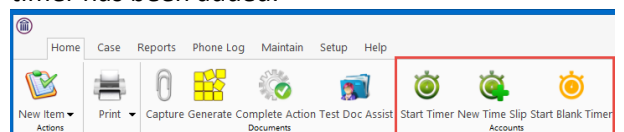
016

KEYD-4474

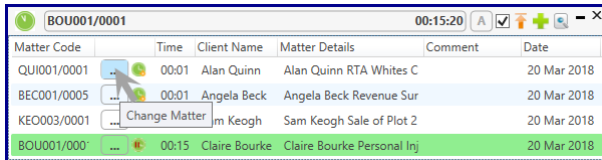
REDESIGN OF TIME RECORDING

The Time Recording module has been redesigned adding more user options and warnings.

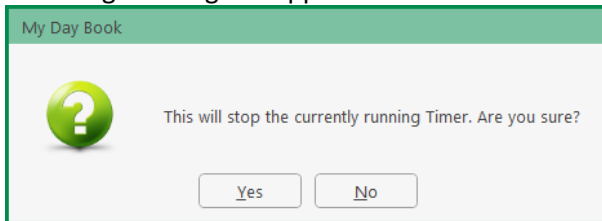
- The Post Time buttons on the Case Diary and Document Manager have been renamed to New Time Slip and an option to create a blank timer has been added.



- Additional Tool Tips have been added



- Let the mouse hover over different parts of the screen to see the tips.
- Clicking on the outer edge of the Time window will allow the user to resize it.
- When the Stop Timer button is clicked, the following warning will appear.

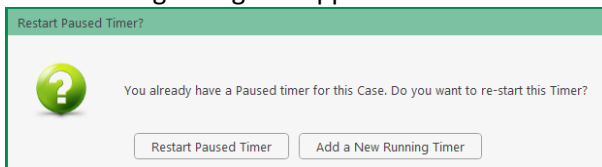


017 MULTIPLE TIMERS FOR A MATTER

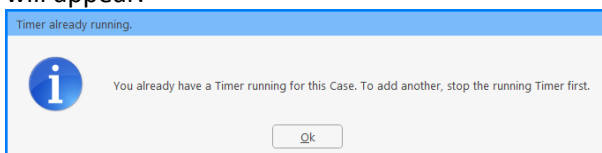
KEYD-4474

As the user may be doing more than one task for a client, multiple timers can be used, with a different task in each.

- Pause the current timer for the matter.
- Click Start New Timer
- The following dialog box appears



- Choose Restart Paused Timer to stay on the existing timer or choose Add a New Running Timer to create a new one.
- Continue as normal
- If you click Start Timer when a timer is already running for the matter, the following warning will appear.

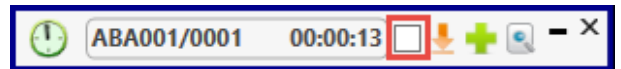


018 ADD TIMERS WITH ZERO MINUTES

KEYD-4474

Users can then create multiple blank timers with zero time on a matter, with an option to entering the task to be completed. The user can then activate the timer when doing the work and post the time in the normal way.

- Ensure the Keep Timer and Open File in sync button is unticked.



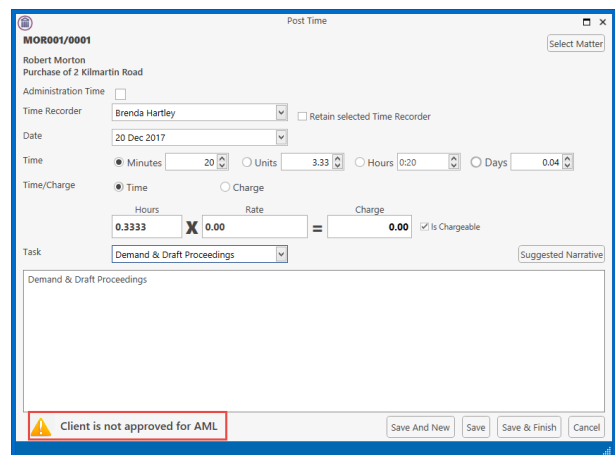
- Open the case and click New Time Slip
- Enter the task and any additional comments
- Save the time slip and repeat as needed

019 PREVENT POSTING OF TIME IF AML NOT APPROVED

KEYD-4890

In order to ensure AML checks are carried out, the system can be set to prevent users posting time until it has been completed. This option must be set by your System Administrator.

A warning appears at the bottom of the time slip when AML is outstanding.



- Click Save

- Repeat as required

020 POST TIME FROM TIME SLIP

KEYD-4474

When time from a previous day is added to the Day Book, it can distort the Day Book Summary. To prevent this from happening, the entry can be posted from the Time Slip.

- Create the time slip in the normal way
- Click Save and Post

- The entry will not be visible on the Day Book but can be amended from the Time Ledger

Time Costing

021 NEW WARNING MESSAGE

KEYD-4474

When there is insufficient information in a time entry the following message will appear when you try to post the Day Book.

022 POST SELECTED ITEMS

KEYD-4474

Rather than posting the entire Day Book, there is an option on the Right Click Menu to post selected items only.

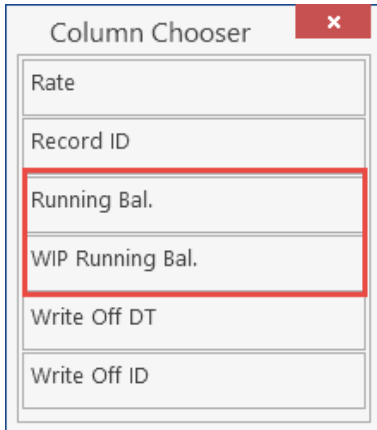
- Using the <Ctrl> button, select the items to be posted.
- Right click and select Post Selected Entries Only

Date	Matter Code	Client Name	Matter Details	Comment	Case Time	Charge
09 May 2018	GRE002/0002	Greene, Roger	Personal Injury	Document Drafting - emails to opposing solicitor	00:00	0.00
09 May 2018	GRE002/0002	Greene, Roger	Personal Injury	Court Attendance - Hearing for Motion to Dismiss	04:00	1,000.00
09 May 2018	GRE002/0002	Greene, Roger	Personal Injury	Attendance	00:00	0.00
09 May 2018	MC000/0001	McCartney, John	Personal Injury	Attendance	00:00	0.00

- The entries will be visible on the Time Ledgers for each matter.
- If information is missing from the time slip the following dialog box will appear

- Click OK, review the time slip and enter the missing information
- Click Save and Post

- From the list, click Running Balance or WIP Running Balance and drag to the Header Row and drop in the required location.



- Drag and drop the other column heading to the required location if needed
- Save the view as normal

BILLING

027
KEYD-4878

MISCELLANEOUS OUTLAY

When adding miscellaneous outlay to an invoice, the Nominal Ledger will default to the Matter Fee Earner rather than leaving blank. If there is no Matter Fee Earner, it will use the logged on Handler.

DEBT LEDGER

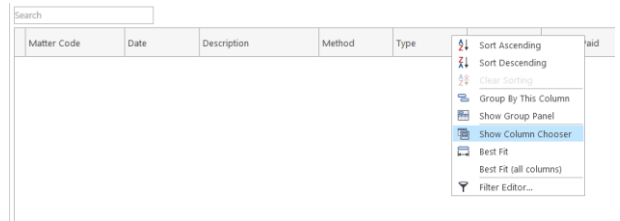
028
KEYD-4649

ADDITIONAL FIELDS FOR GRID

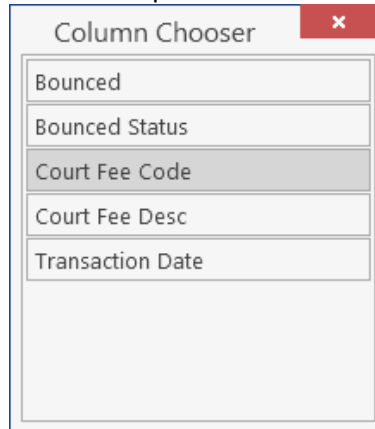
There are now more options that can be added to the Debt Ledger grid.

- Open the Debt Ledger

- Right click on the Header Row and select Show Column Chooser



- The following dialog box appears listing the additional options.



- Add the required headings and save the view as normal.

029
KEYD-4649

DEBT FIELD SIZE INCREASED

The number of characters that can be entered in the Debt Field have been increased to allow for debts of €9,999,999,999

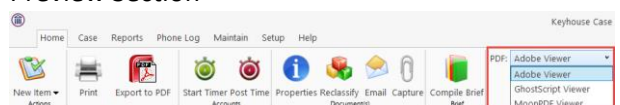
Document Manager

030
KEYD-4922

CHOICE OF PDF VIEWER

When creating a brief, the option to choose a specific PDF view has been added.

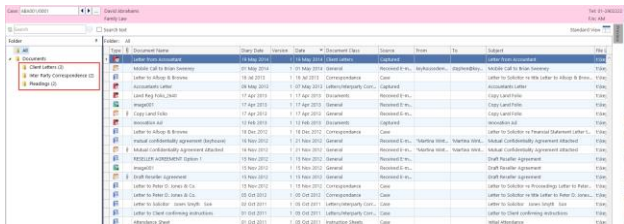
- Open the case/matter and go to the Document Manager
- Select the PDF Viewer from the dropdown in the Preview Section



031
KEYD-4922

DOCUMENT FOLDER DOCUMENT COUNT

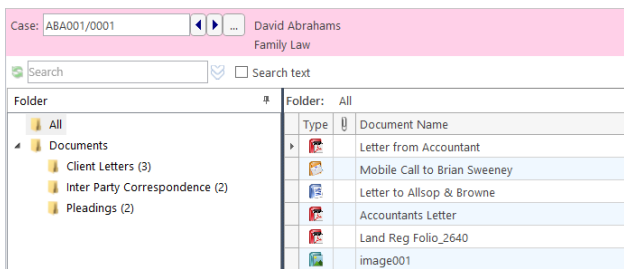
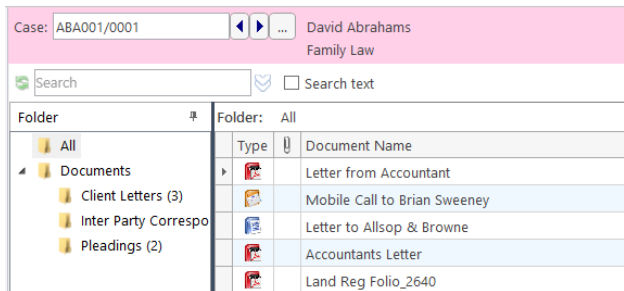
These document folders will now let the user see the number of document in each folder.



032
KEYD-5212

RESIZE DOCUMENT FOLDER PANEL

When using the Document Folder, the names on the folders may be long, preventing the user from seeing the full name. Resize the panel by clicking on the line between the two panels and dragging to the right.



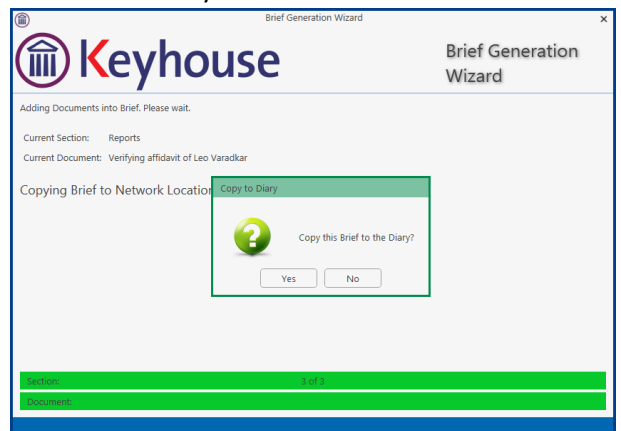
Brief Builder

033
KEYD-4816

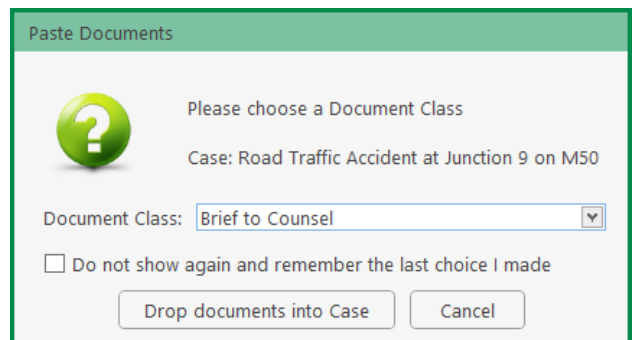
ADD BRIEF TO CASE DIARY

Briefs can be added to the Case Diary. This will make it easier to open and print them and will allow users to use the Share File Feature.

- Create the brief as normal and Re/generate it.
- When the brief is complete a dialog box will appear giving the user the option to copy the brief to the Diary



- Click Yes to add and no if it is not required.
- Set the Document Class and click Drop documents into case



- The Brief will be available in the Case Diary as a completed action.

Date	Time	Handler	Synopsis	Action Co...
03 May 2018	15:13	BH	Jack Flynn vs Aaa Insurance	G02
03 Mar 2018	00:00	CN	Receipt created. BATCH NO : 3340	PR01
03 Mar 2018	00:00	CN	Receipt created. BATCH NO : 3339	PR01
31 May 2017	16:15	CN	Letter to Barrister encl Medical Report	G07
31 May 2017	16:13	CN	Letter to Barrister requesting Opinion	G02
31 May 2017	11:39	CN	AUTHORISATION	G02
31 May 2017	11:28	CN	Exhibits to Affidavit of Linda Keany	G02
31 May 2017	11:22	CN	Email to Chief State Solicitor	G02
31 May 2017	11:14	CN	Email from Chief State Solicitor	G02
31 May 2017	11:03	CN	Letter to Chief State Solr	G02
31 May 2017	10:57	CN	Letter to Garda Ombudsman	G02
31 May 2017	10:46	CN	Letter to Garda Commissioner	G02
31 May 2017	10:35	CN	Trump to Chief State Solr	G02
31 May 2017	10:25	CN	Letter from Chief State Solicitor	G02
31 May 2017	10:17	CN	Letter from an Garda Siociana	G02
31 May 2017	09:59	CN	Letter from Garda Ombudsman	G02
30 May 2017	12:16	CN	Report of Dr Phil Willport	G02
30 May 2017	16:55	CN	Form A	G02
30 May 2017	16:11	CN	Letter to M Obama re reply from barrister	G02
30 May 2017	15:52	CN	Affidavit of Discovery	G02

034 HIGH CONTRAST FOOTER

KEYD-4832

When the page number of the brief appears over pre-existing text, it can be difficult to read. By selecting the High Contrast Footer option while generating the brief, a white background is created behind the page numbering.

- Create the brief in the normal way and click the (Re)generate Button.
- On the screen detailing the print options, tick the High Contrast Footer

Keyhouse Brief Generation Wizard

Print Order: Order Documents as specified during Brief Maintenance

Page Footer and Table of Content

Page Numbering: Arial (Footer only) Size: 7 Bold

Include Totals NO Footer High Contrast Footer

Left-Align TOC Columns

- Click Next and finish the brief generation.

Strong Room

035 FEE EARNER VISIBLE ON THE STRONG ROOM

KEYD-4716

To help speed up the search when looking for items in the Strong Room, the Fee Earner has been added to the Header Row.

- On the Search/Open window, click on Strong Room.
- The Fee Earner is now visible

Atts	ATR	Item Code	Matter Code	Item Type	Item Description	Status	Open/Closed	Destroy Date	Fee Earner
		0000123132	AB001/0003	Deeds	George J Abbott...	I	O		Brian Sweeney
		0000123131	BLA001/0001	Deeds	Gordon T. Black...	I	O		Brian Sweeney
		0000123130	AB001/0004	Deeds	George J Abbott...	I		08 Aug 2014	Mark Kelly
		0000123129	AAA001/0001	Backup T...	Year end backup...	I		19 Jun 2014	Brian Sweeney
		0000123128	RYA002/0001	Willis	Margaret Ryan...	I		18 Jun 2014	Brian Sweeney
		D1234	CLL001/0001	Deeds	Ann Marie Cullen...	I		30 Aug 2014	Brian Sweeney
		0000123127		Backup T...	Year End Backup...	I		18 Jun 2014	Brian Sweeney
		0000123126	FEN001/0001	Willis	Richard Fennell...	I		18 Jun 2014	Brian Sweeney
		0000123125	AAA002/0002	Papers	AAA Worldwide...	I		18 Jun 2014	Brian Sweeney
		0000123124	AAA002/0002	Compan...	AAA Worldwide...	I		18 Jun 2014	Brian Sweeney

036 ASSIGNING DOCUMENTS TO STRONG ROOM

KEYD-4668

In order to assign a document to a Strong Room Entry, the entry must be connected to both a Client and a Matter as it needs a storage location. If a Client and Matter has not been linked, then you will receive an error message saying the document has not been attached.

Strong room - Change File Info

Keyhouse - Error

Sorry, unable to capture the selected documents.

OK

Miscellaneous

037 ADD AN UNDERTAKING FROM SEARCH/OPEN SCREEN

Undertakings can now be added from the Search/Open Screen.

- Click to the Search/Open Screen
- Select Firm Undertakings
- Click Add
- Enter the Client and Matter Code and complete the Undertaking as normal.

- Click OK. The undertaking will be visible on the Case Diary.

038 DRAFT INVOICE FIELD AVAILABLE ON KNOW YOUR CLIENT

Details of any Draft Invoices for a client are now available on the Financial Tab on Know Your Client

Matter Details	Financial Information
Open Matters	7 Fees Current Month 0.00
Open Matters This Year	6 Fees Year to Date 0.00
Dormant Matters	5 Fees Last Quarter 0.00
Open Matters Where Invoice Date Passed	1 Billing A/c 0.00
Open Matters With No Estimated Fee	6 Outlay A/c 313.82
Open Matters Approaching Estimated Fee	1 Client Current A/c (10237.07)
Open Matters With No Estimate/Section 84 Given	7 Client Deposit A/c 0.00
Open Matters Approaching Lock Up Value	0 Work in Progress 4387.50
Number of Outstanding/Unallocated Invoices	0 Time Recorded Last 30 Days 0.00
Average Debtors Days	0 Outstanding Invoices 0.00
	0 Draft Invoices 10185.54

039 ASSIGN SECURE PDF'S

The system will now allow Secure PDF's to be assigned to a matter without having to save them to another location first.

Outlook Add In

040 OUTLOOK WARNING WHEN SAVING WITH OPTIONS

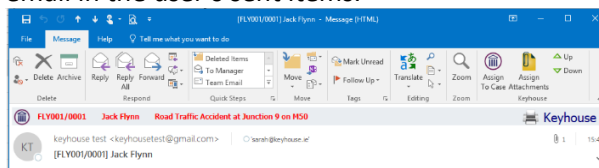
When Save with Options is selected while assigning sent emails to a matter, a warning will be displayed if the users tries to click Cancel to stop the email being assigned to a case.

- Ensure your email settings are set to Save with Options.

- Send the email in the normal way
- If cancel is selected on the assign screen, the following warning appears.

- Click Yes, I wish to cancel if you do not want to assign the email to a matter.

- The matter details will appear in red on the email in the user's sent items.

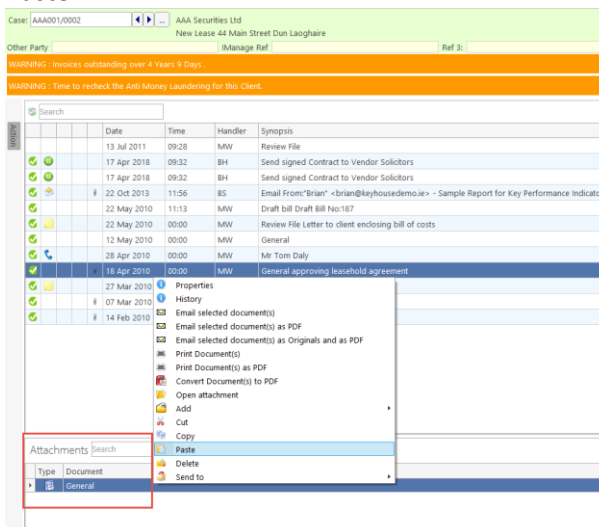


041 COPY AN EMAIL TO AN ACTION

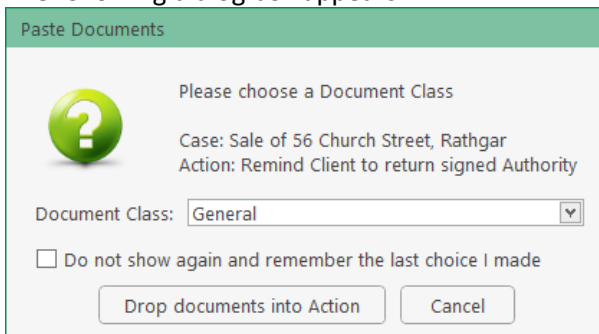
KEYD-4961

An email can be copied to an existing action rather than assigning it in as a new action.

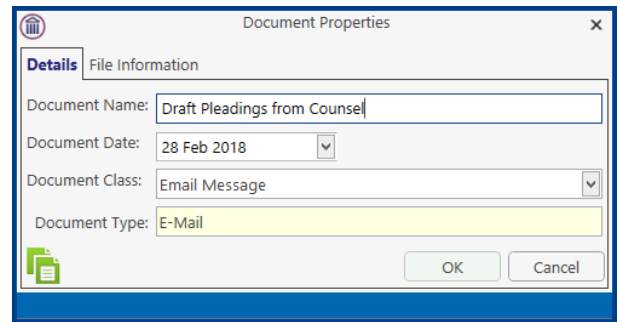
- Right click on the email to be copied to the matter and select Copy.
- Go to Keyhouse and right click on the action where the email is to go.
- Right click on the Attachment section and click Paste



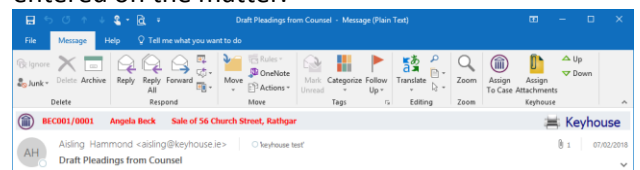
- The following dialog box appears



- Choose the correct Document Class from the drop-down list
- Click the Drop document into Action button.
- The following dialog box appears



- The name of the document can be changed at this point.
- Click OK when finished
- Mark the action as complete when finished.
- Note: when you open the email the Keyhouse details will be in Red and there will be no indication in Outlook that the email was entered on the matter.

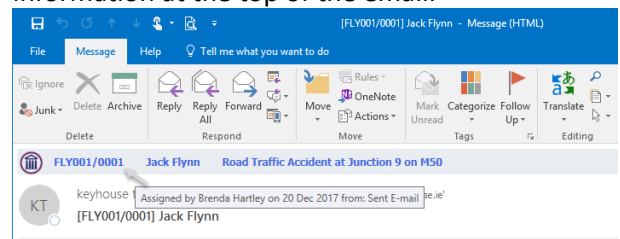


042 SHOW WHO ASSIGNED AN EMAIL

KEYD-4935

By letting the mouse hover over the matter information on an email, the details of who assigned the email can be seen.

- Open the email
- Let the mouse hover over the Keyhouse matter information at the top of the email.



043 VIEW FROM/TO EMAIL DETAILS IN CASE DIARY

KEYD-4845

An option has been added to allow the System Administrator to turn off the From/To Email details in the Case Diary. As this is a system setting,

it will apply to every user. When it has been activated the information in relation to who sent or received an email will not be visible on the Case Diary Screen.

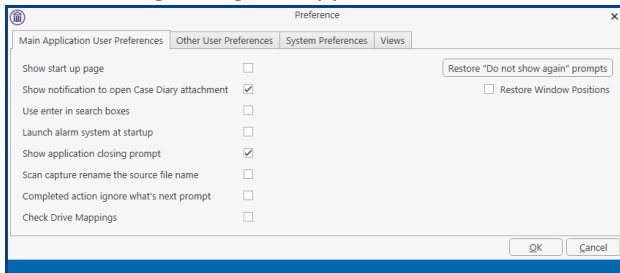
Case: FLY001/0001		Jack Flynn	
Road Traffic Accident at Junction 9 on M50			
Search			
	Date	Handler	Synopsis
	20 Dec 2017	BH	[FLY001/0001] Jack Flynn
	09 Nov 2017	BH	[FLY001/0001] Jack Flynn
	03 Mar 2016	CN	Draft Pleadings from Counsel
	03 Mar 2016	CN	Affidavit of Garda Smith
	16 Nov 2017	BH	Draft Contracts for Sale
	25 Oct 2017	BH	Draft Pleadings from Counsel

Personal Settings

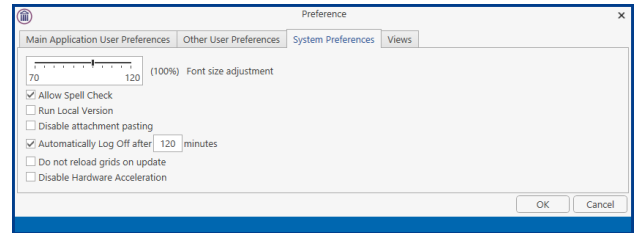
044 NEW OPTIONS AND FEATURES

Additional options have been added to the Personal Settings.

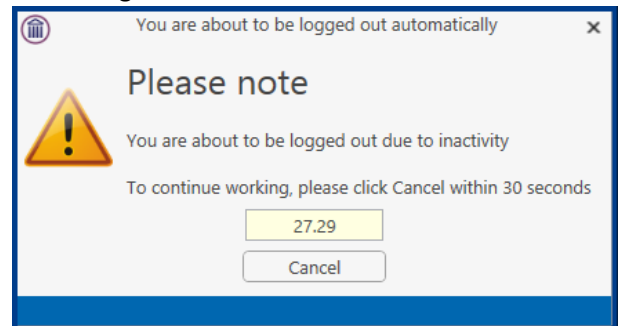
- On the Setup Tab, click Personal Settings and select Preferences
- The following dialog box appears



- The new features on this screen are:
 - Check Drive Mapping – Please only tick this if requested to do so by Keyhouse
 - Restore Window Position – this will return any Keyhouse windows to its default position.
- Several existing features have been moved to System Preferences Tab while additional ones have been added.



- Disable attachment pasting – Some configurations are incompatible with this feature, e.g. using Keyhouse through some Remote Desktops causes the system to crash. This will prevent the user from copying items from Outlook and Word and thus stop the system from crashing.
- Automatically Log Off after.... – As with other programs, a time limit can be added to log off Keyhouse if it has been left idle. A warning will appear giving the user a 30 second window prevent the system from closing.



- Click Cancel to prevent the system from logging off.

NOTE: This feature can also be set at a System level and when set, the user's preference cannot exceed that of the System setting.

- Do not reload grids on update – Ticking this box may improve network speed issues
- Disable Hardware Accelerations – Do not tick this box without consultation with Keyhouse.