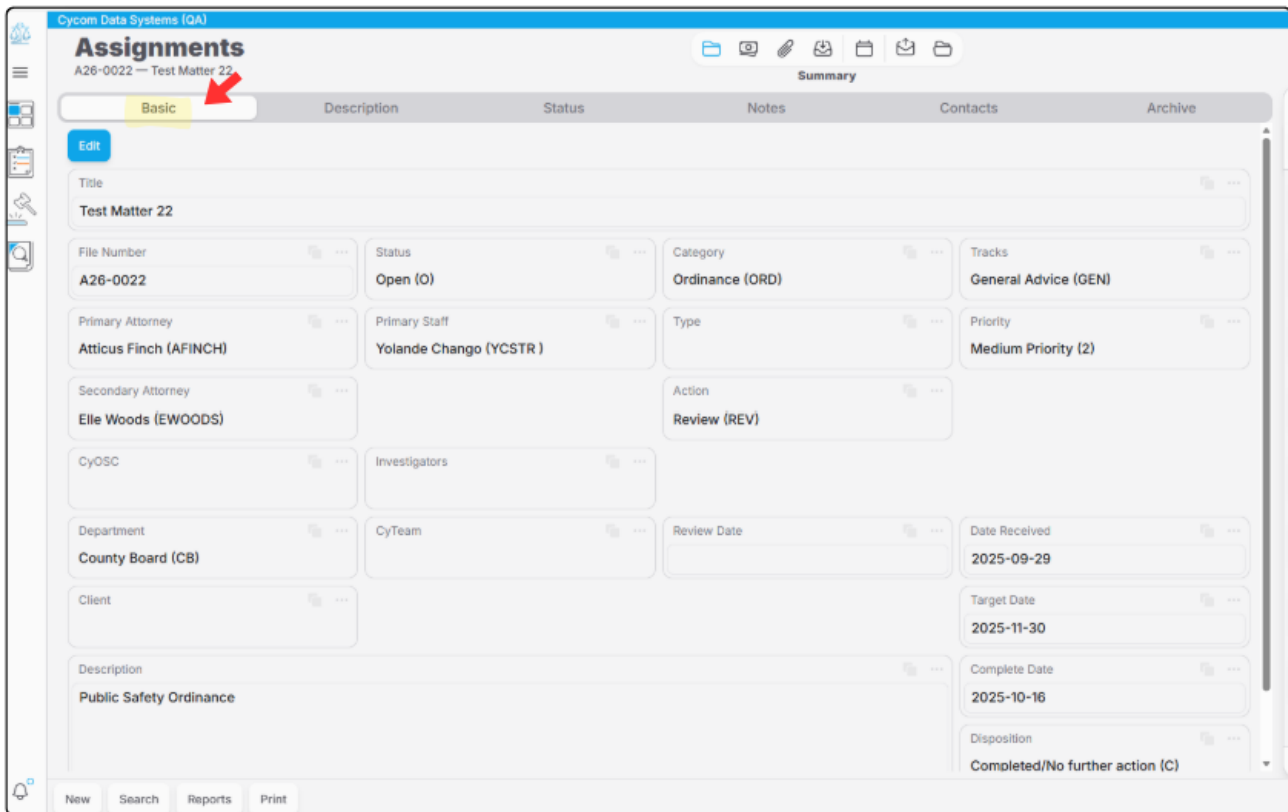


The following notes are provided by **Cycom Data Systems, Inc.** to support the use of **CLNG (CityLaw/CountyLaw Next Gen)**.

If you discover an error in this document, or if you encounter any problems performing any steps described, please contact **Cycom Support** at support@cycominc.com or by calling **888-292-6688**.

Basic Tab

The **Basic Tab** displays all the codes and personnel assigned to the matter. The Title, File Number (or Case Number), and Description are also visible here.



Cycom Data Systems (QA)
Assignments
A26-0022 — Test Matter 22

Summary

Basic Description Status Notes Contacts Archive

Edit

Title
Test Matter 22

File Number
A26-0022

Status
Open (O)

Category
Ordinance (ORD)

Tracks
General Advice (GEN)

Primary Attorney
Atticus Finch (AFINCH)

Primary Staff
Yolande Chango (YCSTR)

Type
Priority
Medium Priority (2)

Secondary Attorney
Elle Woods (EWOODS)

Action
Review (REV)

CyOSC

Investigators

Department
County Board (CB)

CyTeam

Review Date

Date Received
2025-09-29

Client

Target Date
2025-11-30

Description
Public Safety Ordinance

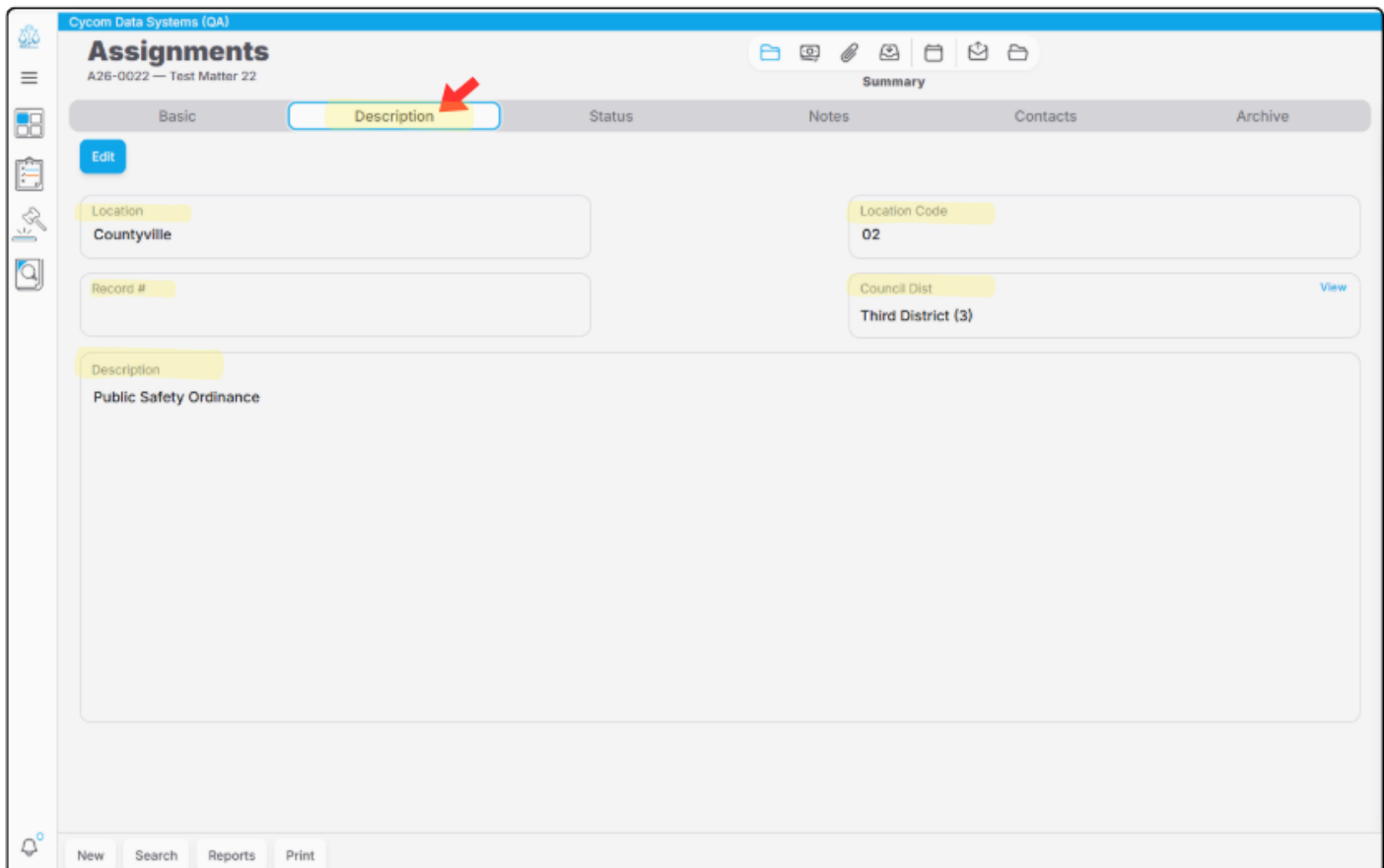
Complete Date
2025-10-16

Disposition
Completed/No further action (C)

New Search Reports Print

Description Tab

In addition to the Description text of the Assignment matter, the **Description Tab** also contains the Location (or Address), Location Code, Record number, and Council District fields.



The screenshot displays the 'Assignments' screen in the CYCOM Data Systems (QA) application. The 'Description' tab is selected and highlighted with a red arrow. The screen shows the following fields:

- Location:** Countyville
- Location Code:** 02
- Record #:**
- Council Dist:** Third District (3) (with a 'View' link)
- Description:** Public Safety Ordinance

The interface includes a top navigation bar with 'Basic', 'Description', 'Status', 'Notes', 'Contacts', and 'Archive' tabs. A left sidebar contains various icons for navigation. At the bottom, there are buttons for 'New', 'Search', 'Reports', and 'Print'.

Location and Address Entry

This field is for assignments related to Real Estate issues, such as Deeds, Eminent Domain, Condemnation, etc. Property addresses are to be entered here. Be consistent with address abbreviations formats (e.g. “Ave” versus “Avenue”, “Rd” versus “Road”, etc.) as this will affect search results.

Best Practice: Use abbreviations without an ending period. For example:

Use:	In place of:
Apt	Apartment
Ave	Avenue
Bvld	Boulevard
Dr	Drive
Hwy	Highway
Rd	Road
St	Street
Ste	Suite
N, S, E, W	North, South, East, West

Location Code

The **Location Code** is for Tax Map Numbers, APNs, and the like. This is not a required field.

Description Text

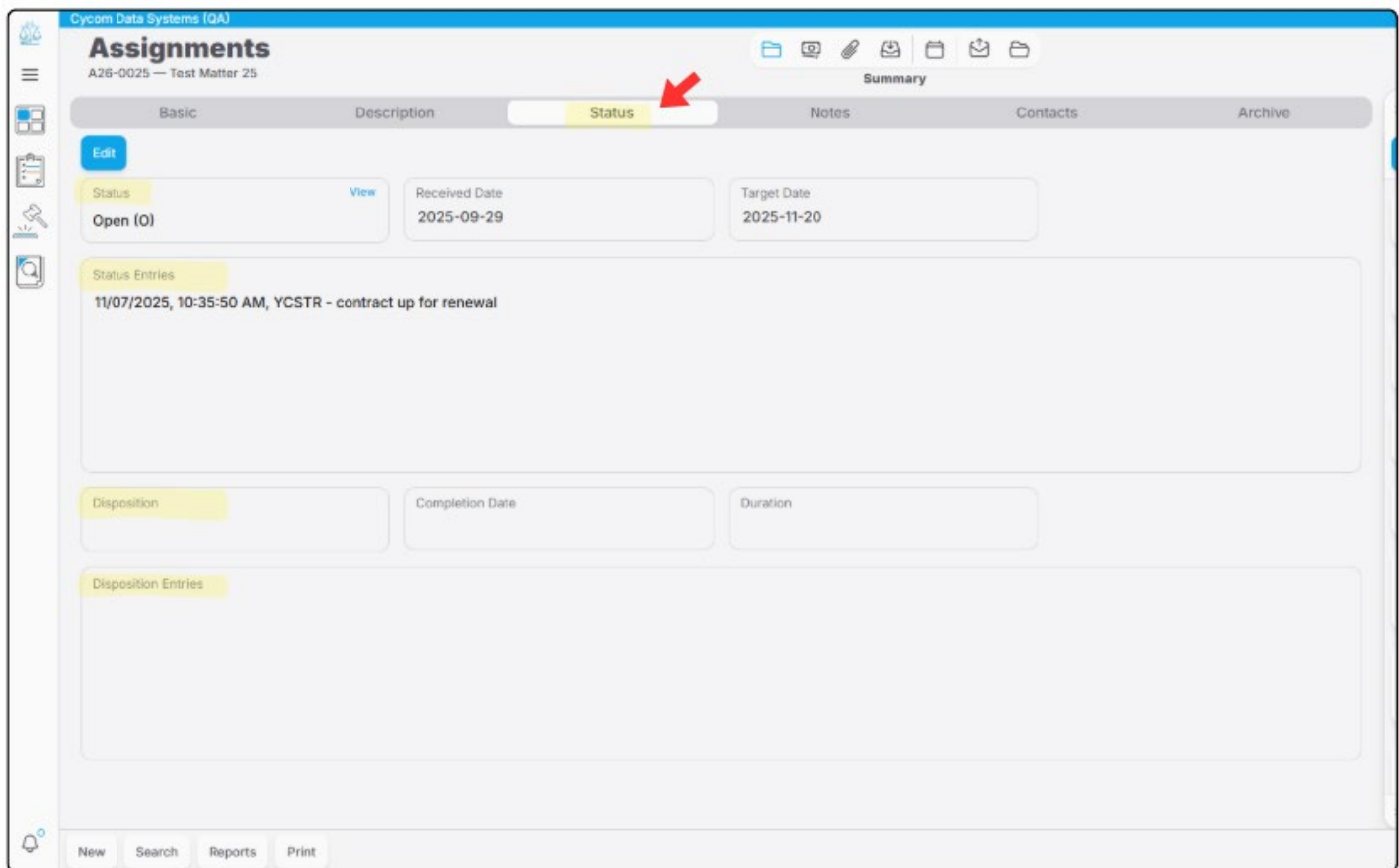
The **Description text** appears on the **Basic Tab** as well. If a word is mis-spelled, it will appear underlined in red. Click the underlined word and the correct spelling will appear. Click on the correct word to replace the incorrect one.

Record Number and Council District

These are optional fields determined by the Administrator of your site.

Status Tab

The **Status Tab** contains a log of text entries designed for tracking activity on the matter. Press the **Edit** button at the top right to make entries into the available fields. **Save** and **Cancel** buttons will replace the edit button. When done with the entries press **Save** to retain the information or **Cancel** to dispose of the new entries.



Cycom Data Systems (QA)

Assignments

A26-0025 — Test Matter 25

Summary

Basic Description **Status** Notes Contacts Archive

Edit

Status View

Open (0)

Received Date 2025-09-29

Target Date 2025-11-20

Status Entries

11/07/2025, 10:35:50 AM, YCSTR - contract up for renewal

Disposition

Completion Date

Duration

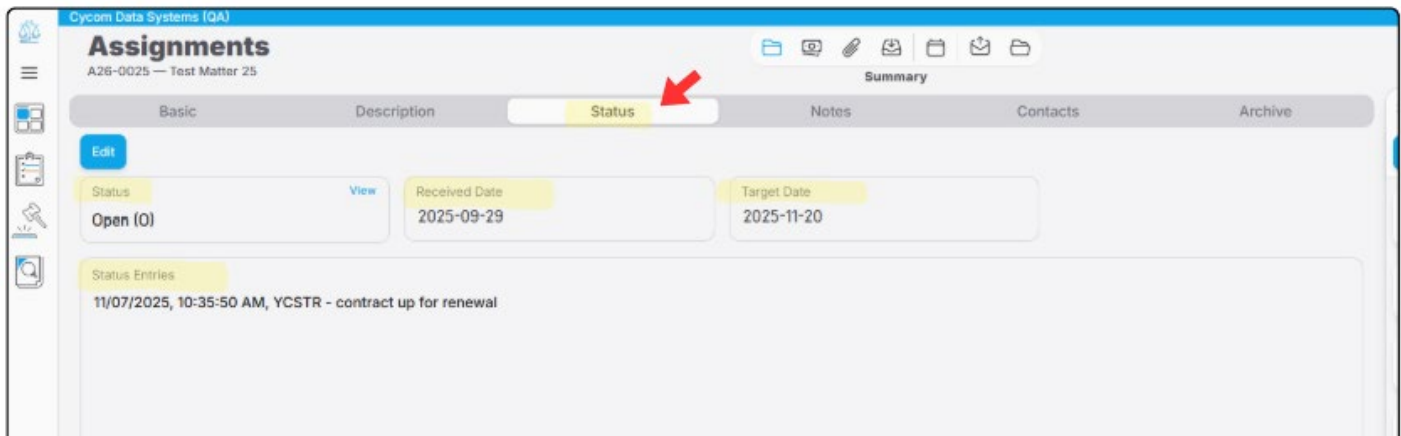
Disposition Entries

New Search Reports Print

Status Section

The top section of the Status tab is the **Status Section**. While in **Edit** mode, you may do the following:

1. Change the **Status Code** of the matter
2. View its **Received Date** and **Target Date**, if applicable
3. Make a new **Status Entry**.



Cycom Data Systems [QA]

Assignments

A26-0025 — Test Matter 25

Summary

Basic Description **Status** Notes Contacts Archive

Edit

Status View

Open (0)

Received Date 2025-09-29

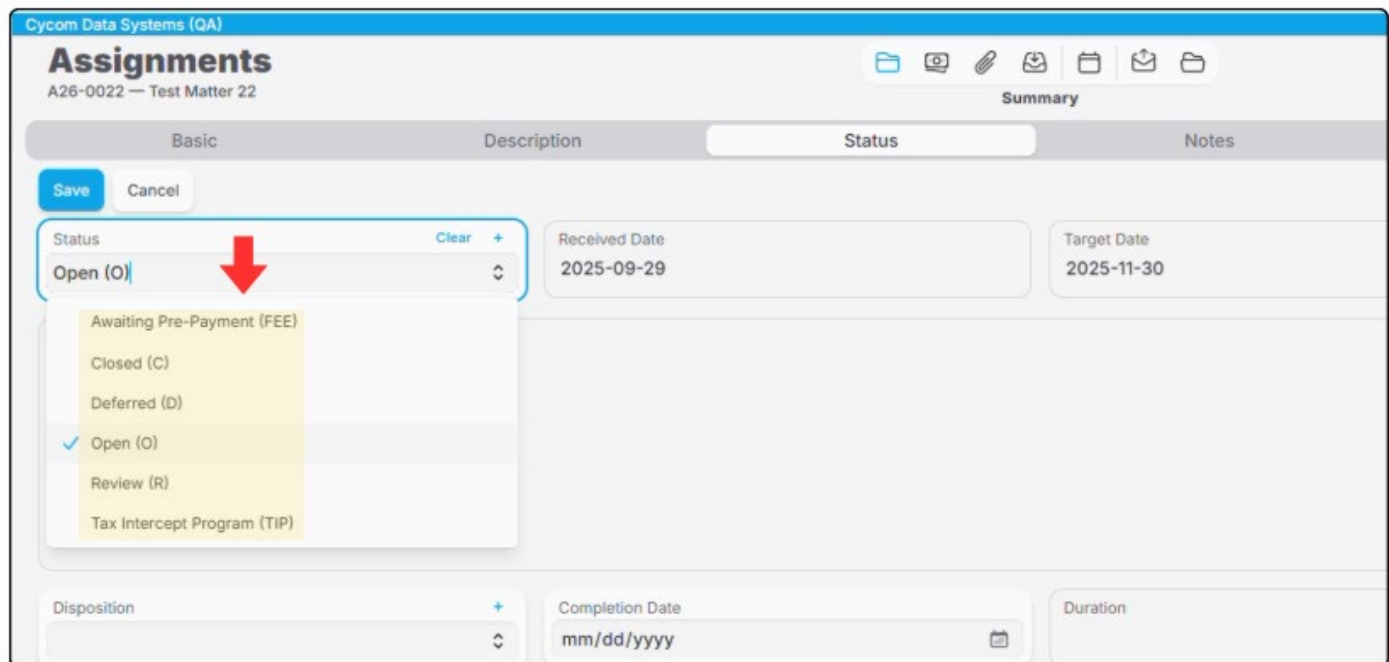
Target Date 2025-11-20

Status Entries

11/07/2025, 10:35:50 AM, YCSTR - contract up for renewal

Status Code

In our example, the **Status Code** is set to “O” for “Open”. Press the dropdown arrow to change the **Status Code**.



Cycom Data Systems (QA)

Assignments

A26-0022 — Test Matter 22

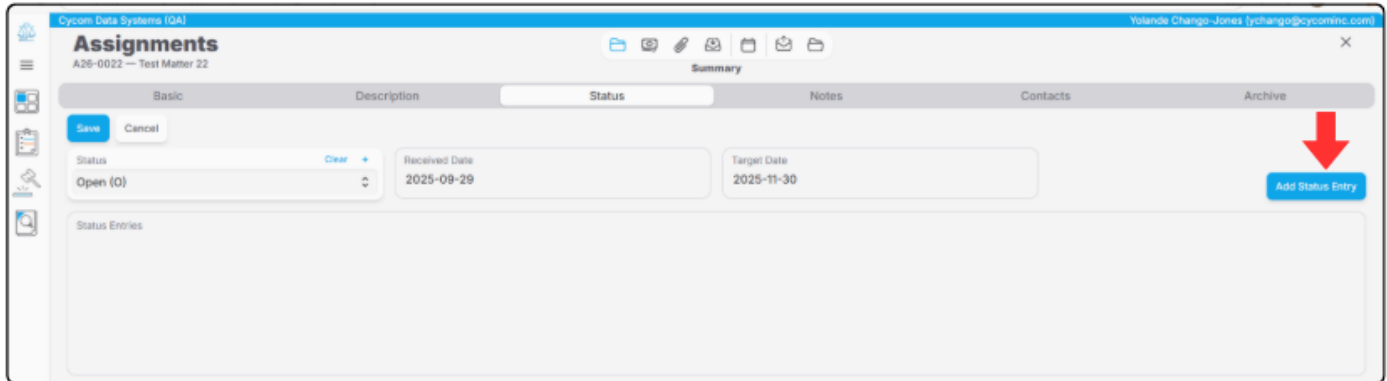
Summary

Basic	Description	Status	Notes
Save Cancel Status Open (O)  Awaiting Pre-Payment (FEE) Closed (C) Deferred (D) ✓ Open (O) Review (R) Tax Intercept Program (TIP) Received Date 2025-09-29 Target Date 2025-11-30 Disposition Completion Date mm/dd/yyyy Duration			

Status Entry

The **Make Entry** button will appear only in **Edit** mode. Press the **Make Entry** button to create a Status entry. The **Make Entry** window will appear.

CLNG Assignments Matter Screens



Cycom Data Systems (QA)

Yolande Chango-Jones (ychango@cycominc.com)

Assignments

A26-0022 — Test Matter 22

Summary

Basic Description Status Notes Contacts Archive

Save Cancel

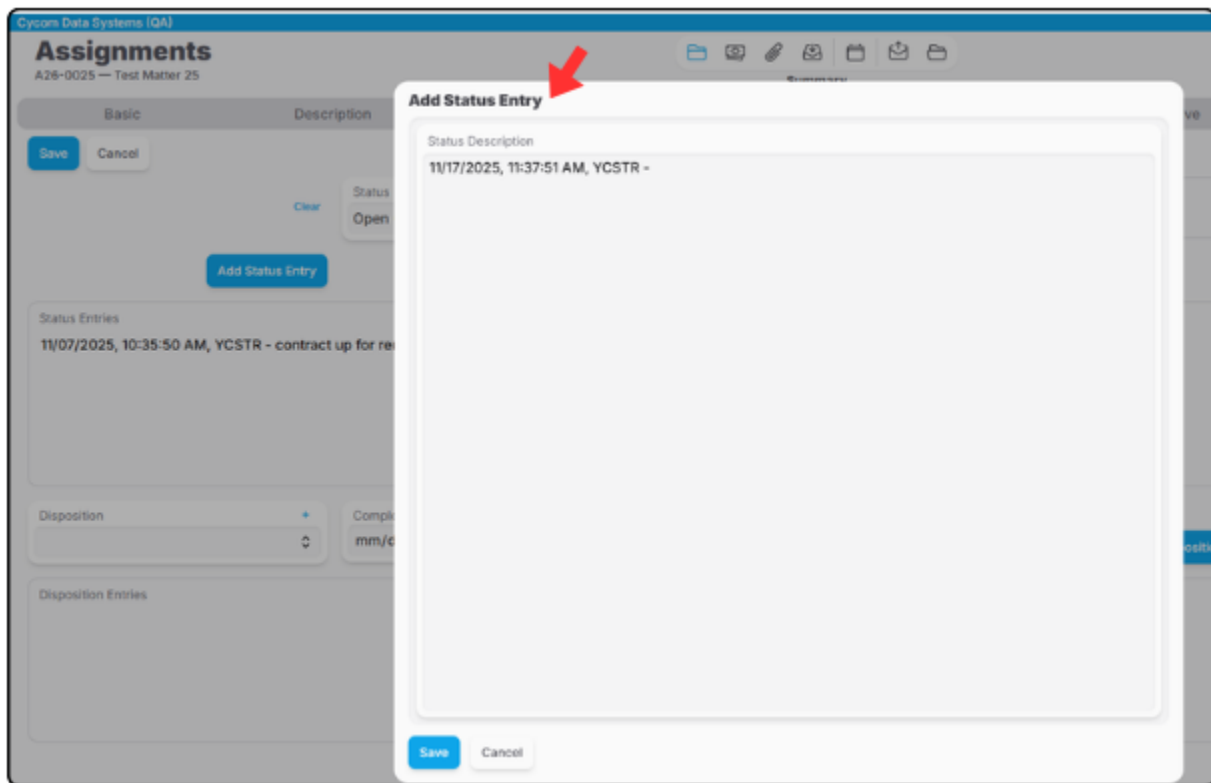
Status Open (0)

Received Date 2025-09-29

Target Date 2025-11-30

Add Status Entry

Status Entries



Cycom Data Systems (QA)

Yolande Chango-Jones (ychango@cycominc.com)

Assignments

A26-0025 — Test Matter 25

Basic Description Status Notes Contacts Archive

Save Cancel

Status Open

Add Status Entry

Status Entries

11/07/2025, 10:35:50 AM, YCSTR - contract up for re

Disposition

Disposition Entries

Add Status Entry

Status Description

11/17/2025, 11:37:51 AM, YCSTR -

Save Cancel

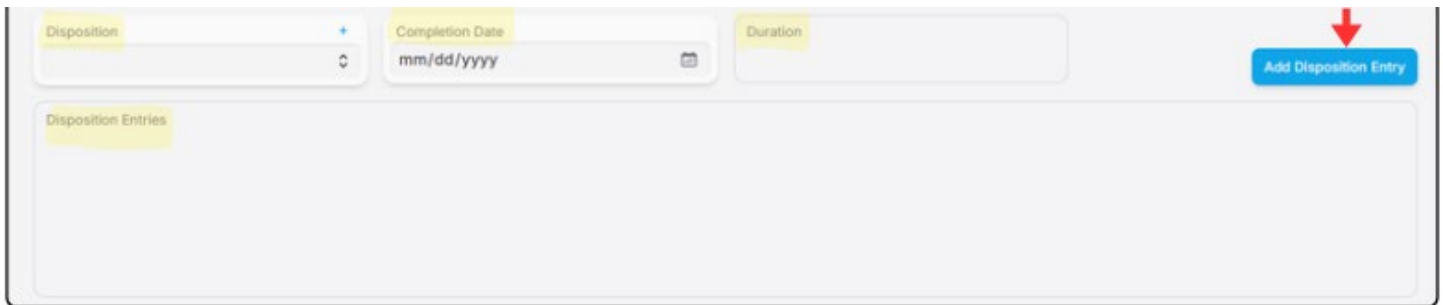
The **Status Description** field is auto populated with the current date and time, and the username of the current user. Short notes on the status of the matter are to be entered after this text.

Best Practice: Be as concise as possible when creating Status entries (e.g. “Contract sent back to department for review.”) and give more detail by creating a **Note** on the matter where necessary. Reference your note in your Status entry.

Disposition Section

The bottom half of the Status tab is the **Disposition Section**. While in **Edit** mode, you may do the following:

1. Change the **Disposition Code**
2. Enter a **Complete Date** for when the assignment was completed
3. View the **Duration**, number of days, the assignment was open
4. Make a new **Disposition Entry**

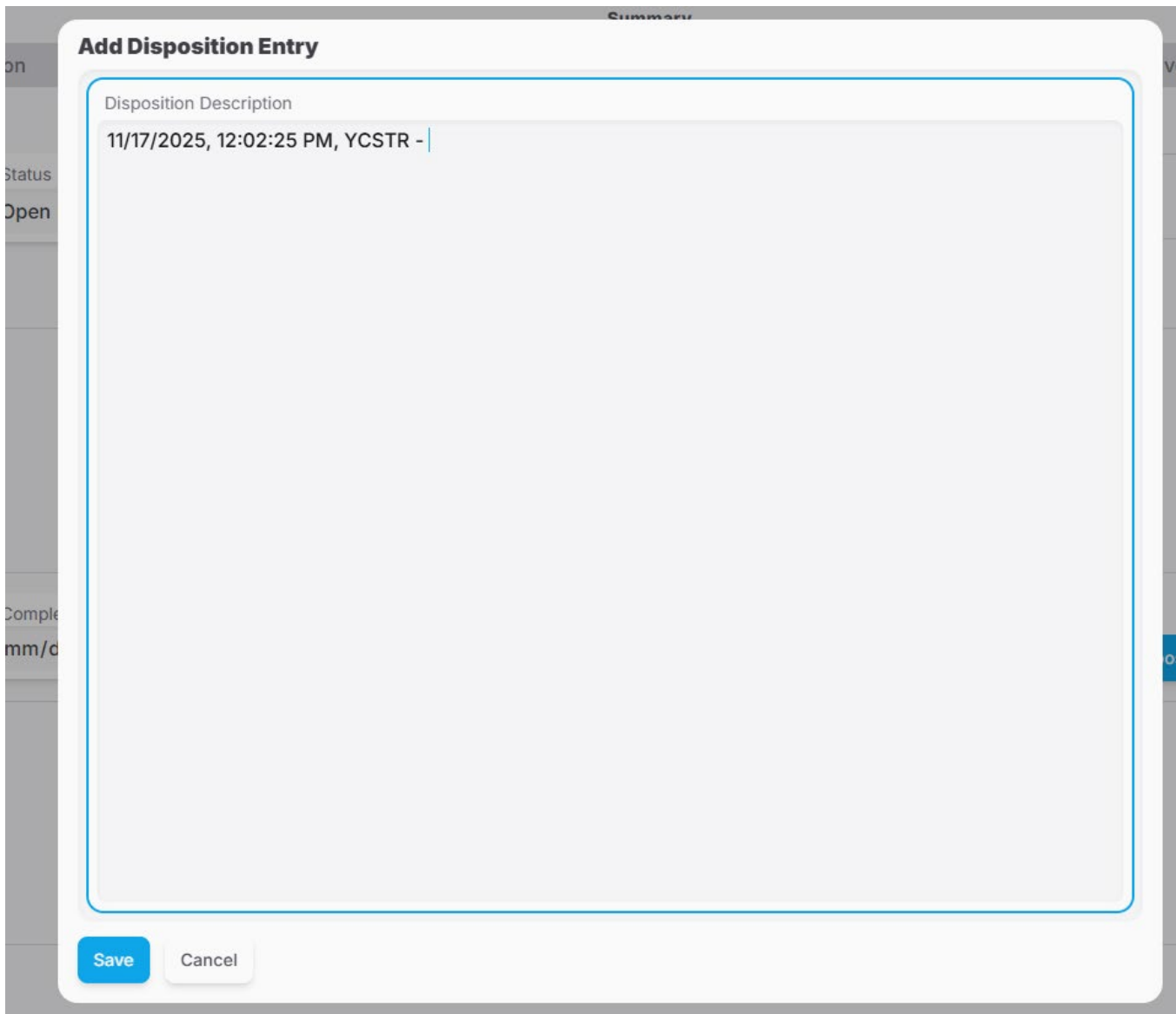


The screenshot shows the Disposition Section interface. At the top, there are three input fields: 'Disposition' with a dropdown arrow, 'Completion Date' with a date format 'mm/dd/yyyy' and a calendar icon, and 'Duration'. To the right of these fields is a blue button labeled 'Add Disposition Entry' with a red arrow pointing down to it. Below these fields is a large, empty rectangular area labeled 'Disposition Entries'.

If the matter you are viewing has not been dispositioned, all fields will appear empty as in the screenshot above.

Disposition Entry

While in **Edit** mode, press the **Make Entry** button to make a new **Disposition Entry**. The **Make Disposition Entry** window will appear.



Add Disposition Entry

Disposition Description

11/17/2025, 12:02:25 PM, YCSTR -

Save **Cancel**

Dispositioning a Matter

When a matter is dispositioned, a **Disposition Entry** should always be created. However, creating a **Disposition Entry** will not automatically dispo the matter.

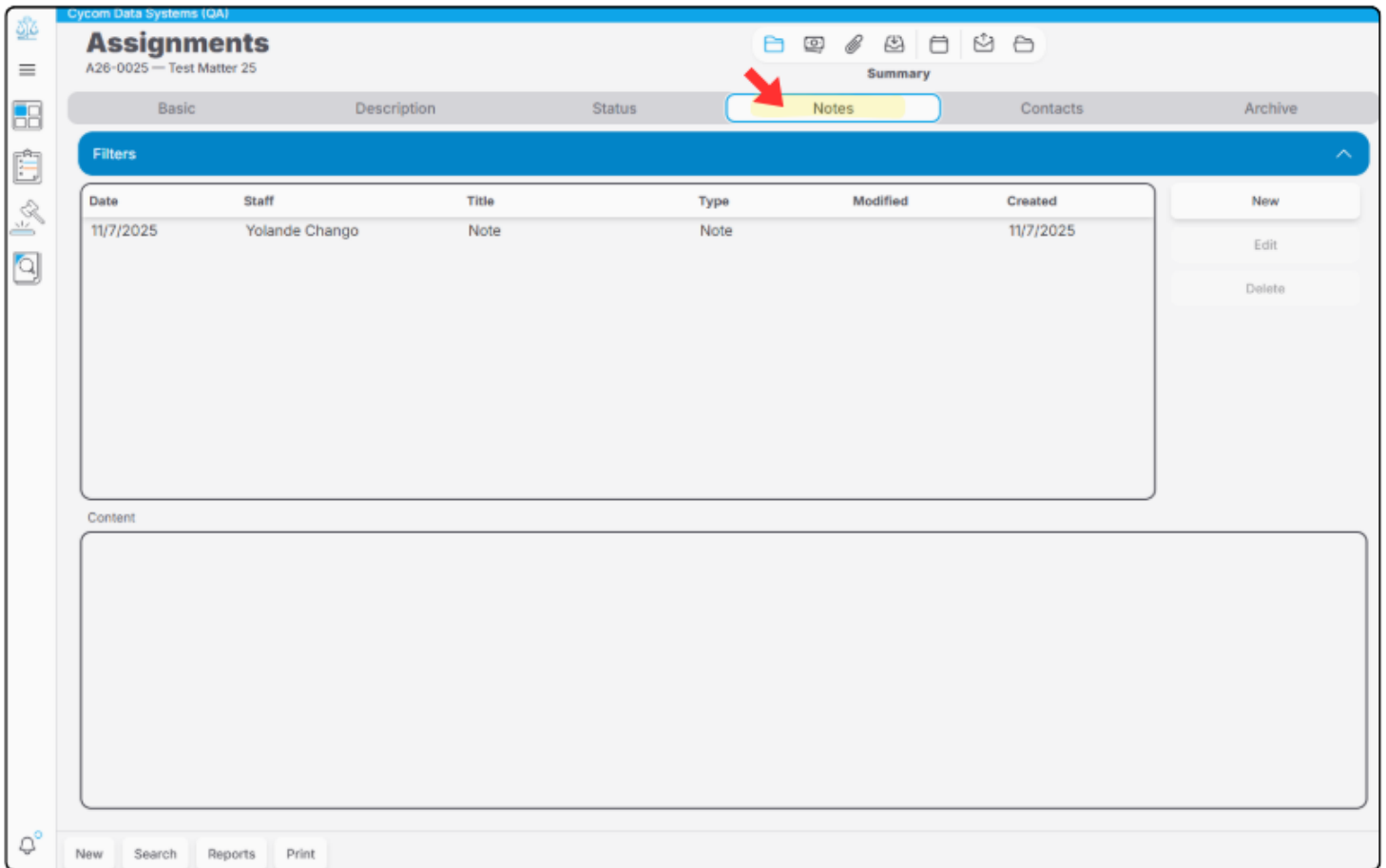
To dispo the matter, set its **Disposition Code**. A date should also be entered in the **Complete Date** field.

Note: You will not see the **Duration** value update unless a **Received Date** has been entered for the matter. You may set the matter's **Received Date** on the **Basic** tab.

Disposition Completed/No further action (C)	View	Completion Date 2025-11-17	Duration 49 Day(s)
Disposition Entries 11/17/2025, 12:02:02 PM, YCSTR - completed			

Notes Tab

Notes can be created by Attorneys and Staff.

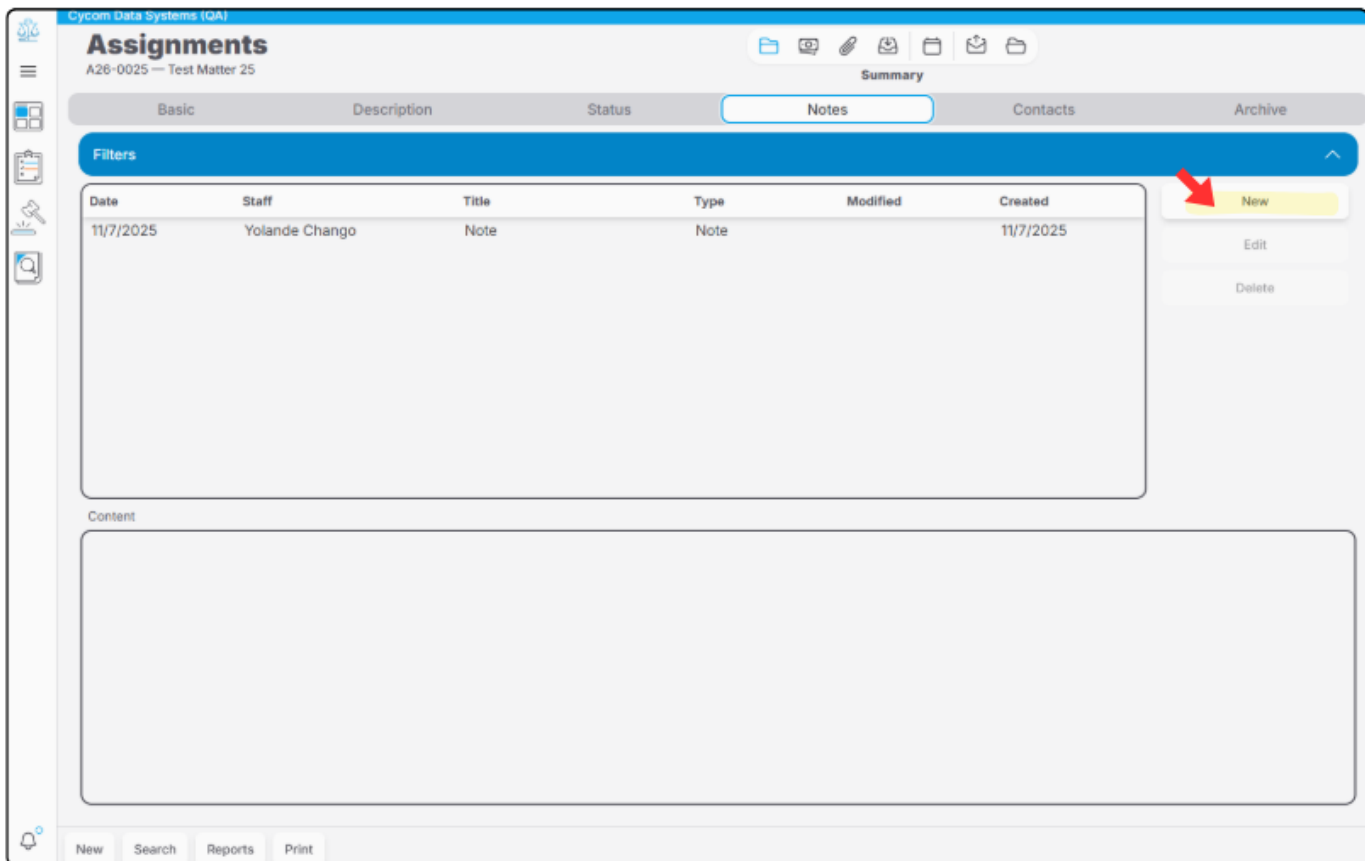


The screenshot displays the 'Assignments' screen for 'A26-0025 - Test Matter 25'. The 'Notes' tab is selected, indicated by a red arrow. The interface includes a top navigation bar with icons for various functions. Below the navigation bar, there are tabs for 'Basic', 'Description', 'Status', 'Notes', 'Contacts', and 'Archive'. The 'Notes' tab is active, showing a table with columns: Date, Staff, Title, Type, Modified, and Created. A single note is listed with the date 11/7/2025, staff member Yolande Chango, title 'Note', type 'Note', and created date 11/7/2025. To the right of the table, there are buttons for 'New', 'Edit', and 'Delete'. Below the table, there is a large text area labeled 'Content' for adding details to the note. At the bottom of the screen, there are buttons for 'New', 'Search', 'Reports', and 'Print'.

Date	Staff	Title	Type	Modified	Created
11/7/2025	Yolande Chango	Note	Note		11/7/2025

Creating a Note

Press the **New** button to create a new **Note**.

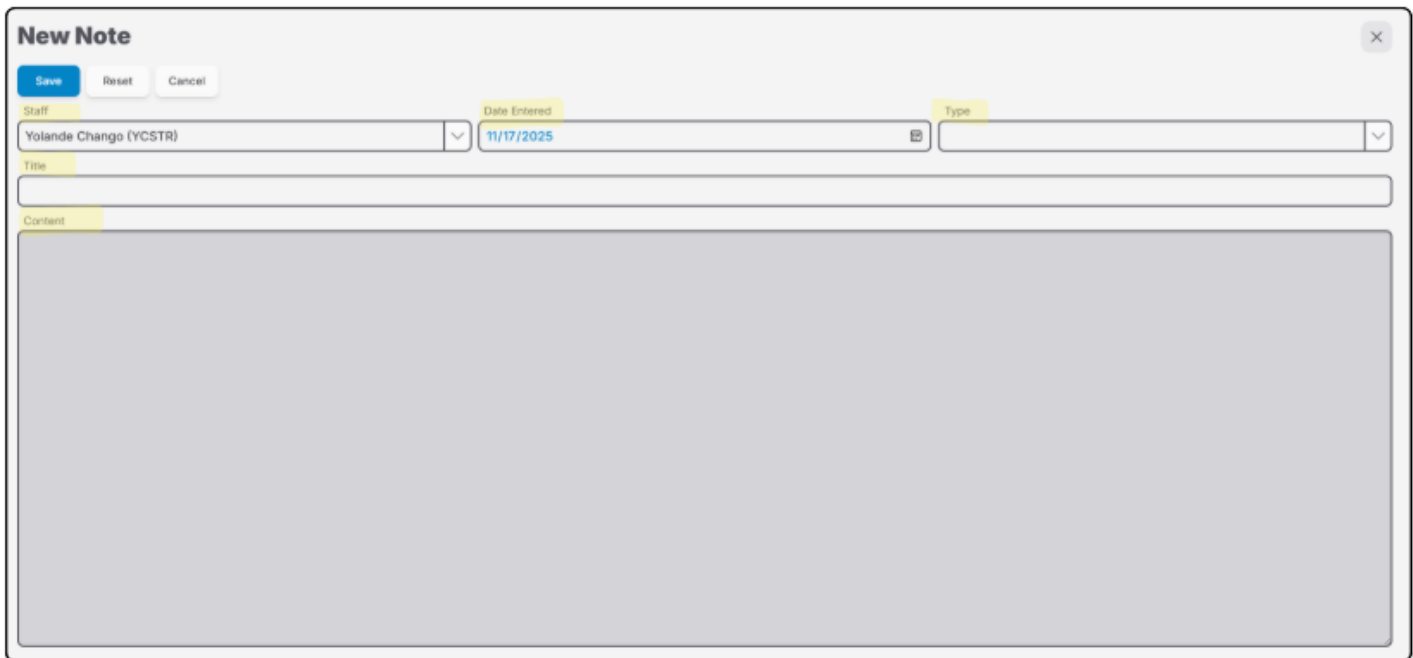


The screenshot shows the 'Assignments' screen for 'A26-0025 - Test Matter 25'. The 'Notes' tab is selected. A table lists existing notes, and a 'New' button is highlighted with a red arrow.

Date	Staff	Title	Type	Modified	Created
11/7/2025	Yolande Chango	Note	Note		11/7/2025

Buttons: New, Edit, Delete

The **New Note** window opens.



The screenshot shows a 'New Note' window with a title bar and a close button. Below the title bar are three buttons: 'Save' (blue), 'Reset', and 'Cancel'. The form contains three fields: 'Staff' with a dropdown menu showing 'Yolande Chango (YCSTR)', 'Date Entered' with a date picker showing '11/17/2025', and 'Type' with a dropdown menu. Below these fields is a 'Title' text input field, and at the bottom is a large 'Content' text area.

Select a **Type Code** for the Note and enter a **Title** and the body **Content**, then press the **Save** button to add the Note to the matter. The **New Note** window closes, and you are returned to the **Notes** tab.

CLNG Assignments Matter Screens

Cycom Data Systems (QA)

Assignments

A26-0025 — Test Matter 25

Summary

Basic Description Status **Notes** Contacts Archive

Filters

Date	Staff	Title	Type	Modified	Created
11/7/2025	Yolande Chango	Note	Note		11/7/2025

New
Edit
Delete

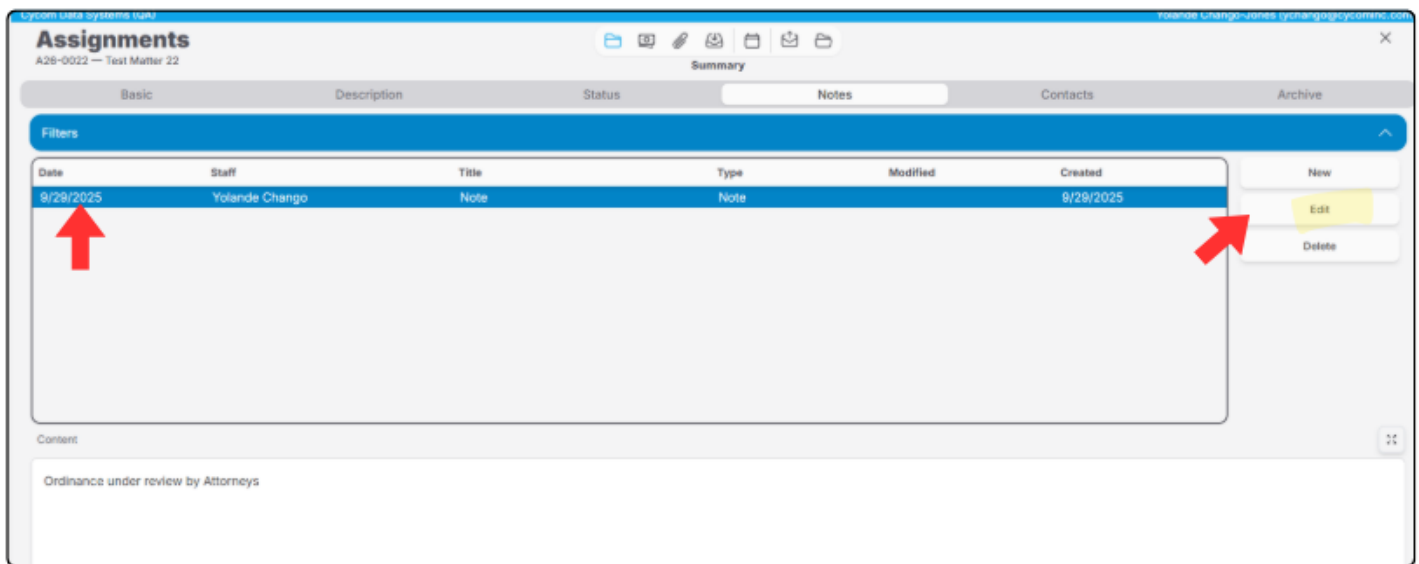
Content

Attorney 1 reviewed and made edits to contract

Select a Note in the Notes table, and the white read-only textbox below will display a preview of the Note's content.

Editing a Note

On the Notes tab, select a Note in the Notes table and press the **Edit** button on the right-hand side of the Notes tab to edit it.

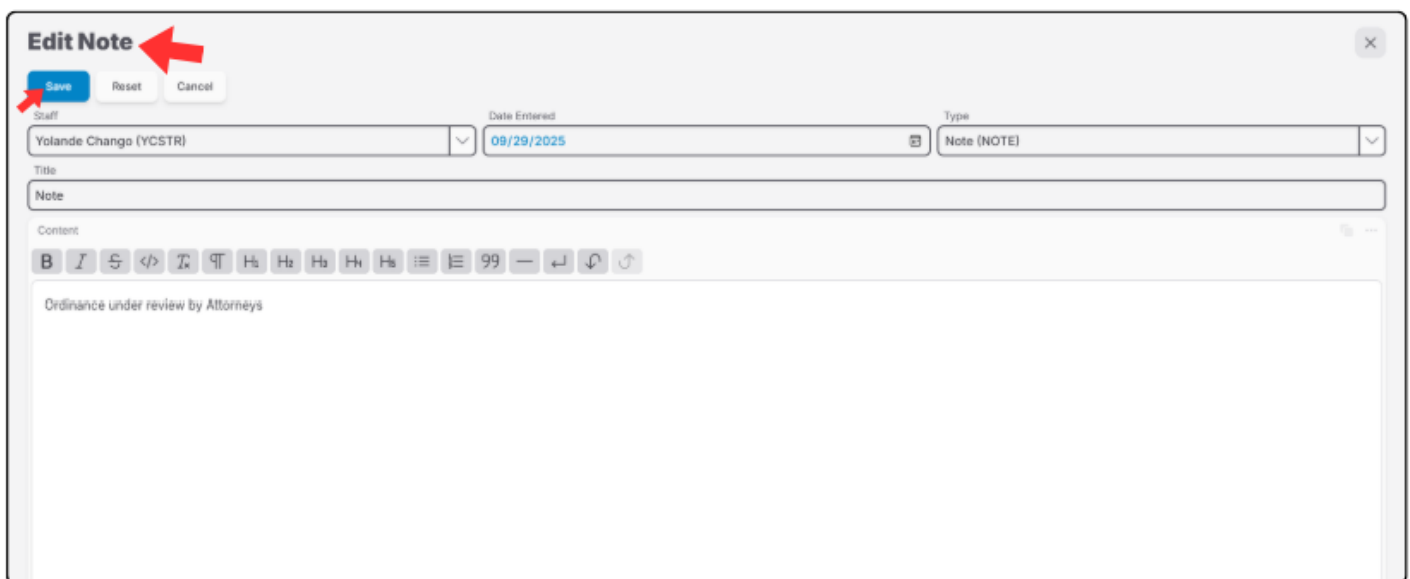


The screenshot shows the 'Assignments' screen with the 'Notes' tab selected. The table below shows a single note entry:

Date	Staff	Title	Type	Modified	Created
9/29/2025	Yolande Chango	Note	Note		9/29/2025

On the right side of the table, there are three buttons: 'New', 'Edit', and 'Delete'. The 'Edit' button is highlighted in yellow. Below the table, the 'Content' field contains the text 'Ordinance under review by Attorneys'.

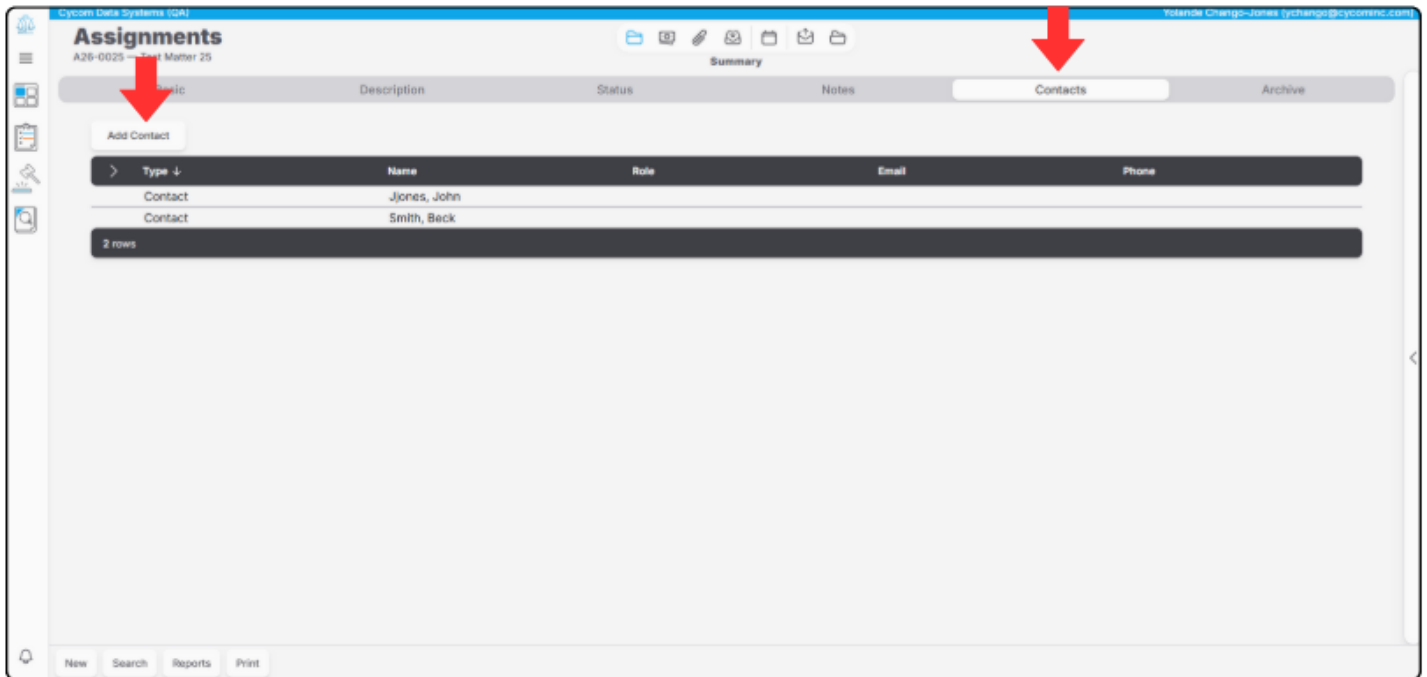
The **Edit Note** window will appear, allowing you to make changes to the Note. When finished, press the **Save** button to save your changes.



The 'Edit Note' window is shown with the following fields and controls:

- Buttons:** 'Save' (highlighted with a red arrow), 'Reset', and 'Cancel'.
- Staff:** A dropdown menu showing 'Yolande Chango (YCSTR)'.
- Date Entered:** A text field showing '09/29/2025'.
- Type:** A dropdown menu showing 'Note (NOTE)'.
- Title:** A text field showing 'Note'.
- Content:** A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a text area containing 'Ordinance under review by Attorneys'.

Contacts Tab



The screenshot shows the 'Assignments' screen in the CYCOM Data Systems application. The 'Contacts' tab is selected, indicated by a red arrow. The 'Add Contact' button is also highlighted with a red arrow. The table below lists the contacts.

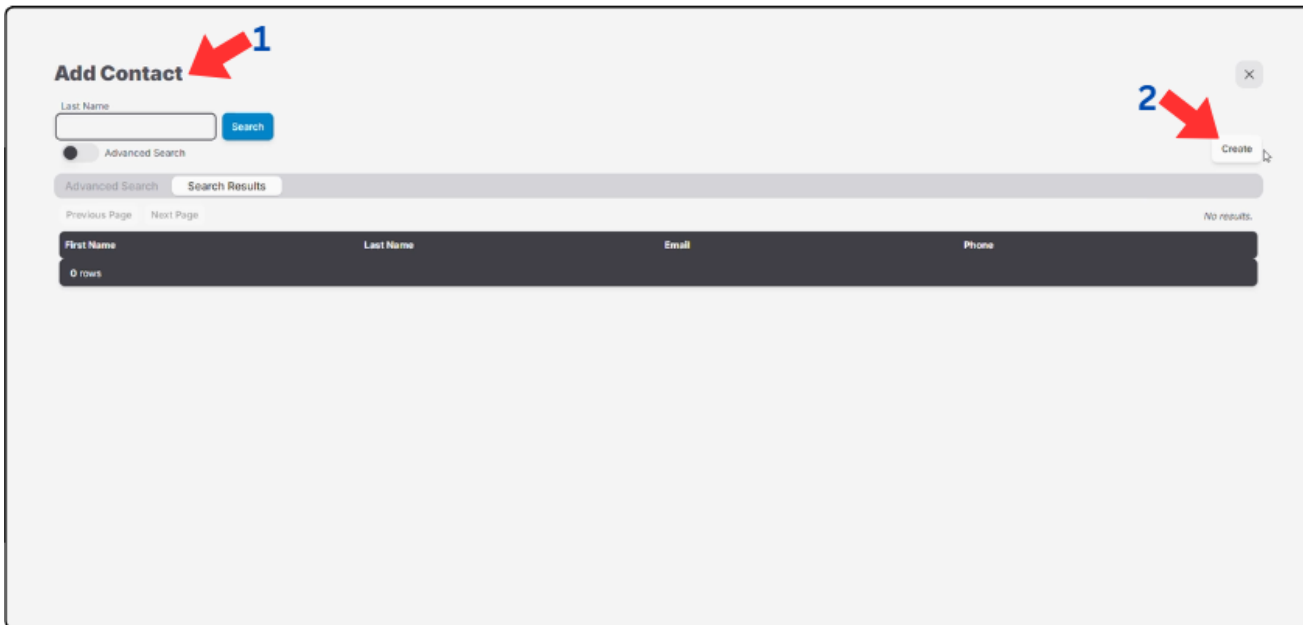
Type	Name	Role	Email	Phone
Contact	Jones, John			
Contact	Smith, Beck			

2 rows

Add Contact

An action button that opens a window to **Create** a new contact or **Search** for existing contacts.

To Create:



Add Contact

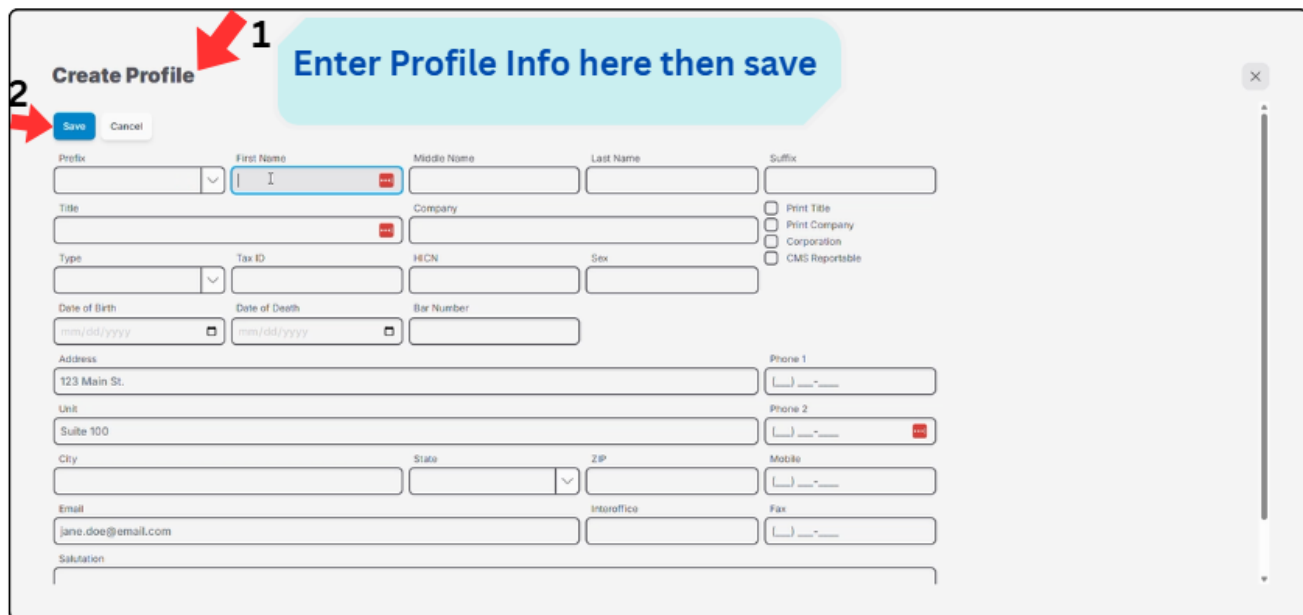
Last Name

☐ Advanced Search

Advanced Search Search Results

Previous Page Next Page No results.

First Name	Last Name	Email	Phone
0 rows			



Create Profile

Enter Profile Info here then save

Prefix First Name Middle Name Last Name Suffix

Title Company

Type Tax ID HICN Sex

Date of Birth Date of Death Bar Number

Address Phone 1

Unit Phone 2

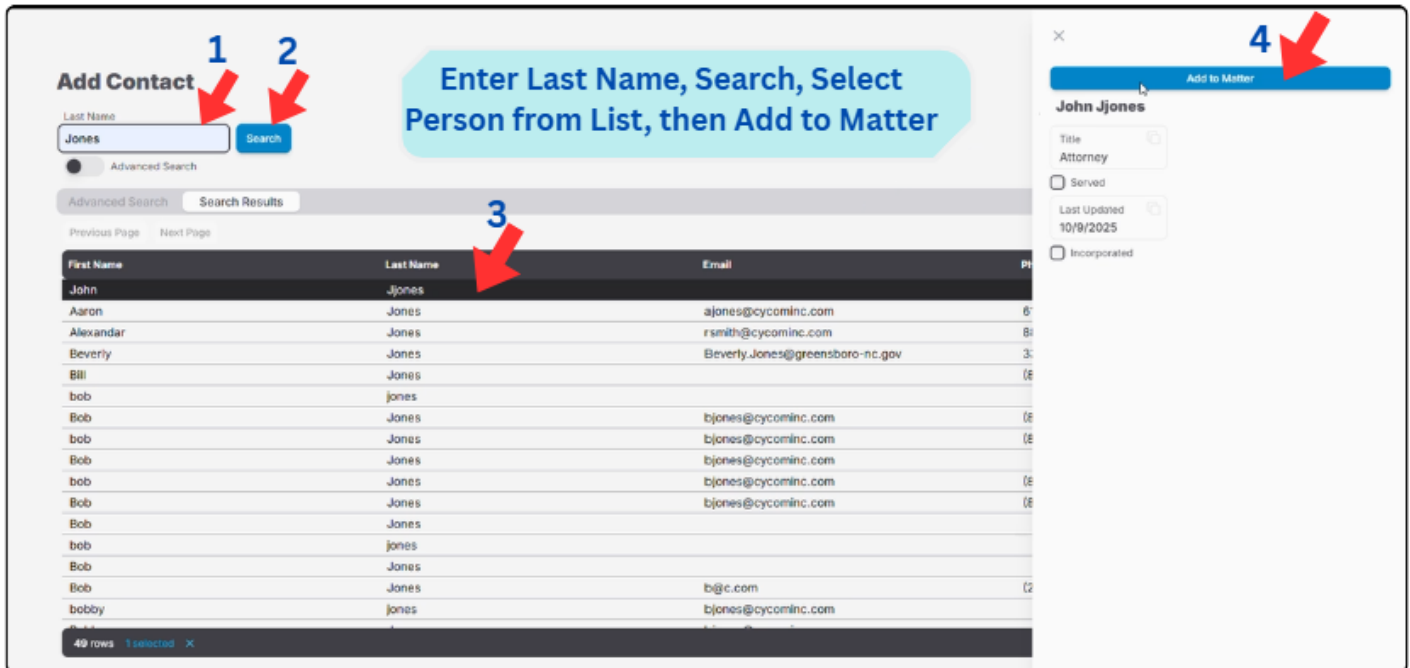
City State ZIP Mobile

Email Interoffice Fax

Situation

CLNG Assignments Matter Screens

To Search:



Add Contact

Last Name: **Search**

Advanced Search

Advanced Search Search Results

Previous Page Next Page

First Name	Last Name	Email	PH
John	Jones		
Aaron	Jones	ajones@cycominc.com	6
Alexandar	Jones	rsmith@cycominc.com	8
Beverly	Jones	Beverly.Jones@greensboro-nc.gov	3
Bill	Jones		6
bob	Jones		
Bob	Jones	bjones@cycominc.com	6
bob	Jones	bjones@cycominc.com	6
Bob	Jones	bjones@cycominc.com	6
bob	Jones	bjones@cycominc.com	6
Bob	Jones	bjones@cycominc.com	6
Bob	Jones		
bob	Jones		
Bob	Jones		
Bob	Jones	b@c.com	2
bobby	Jones	bjones@cycominc.com	

49 rows 1 selected X

John J Jones

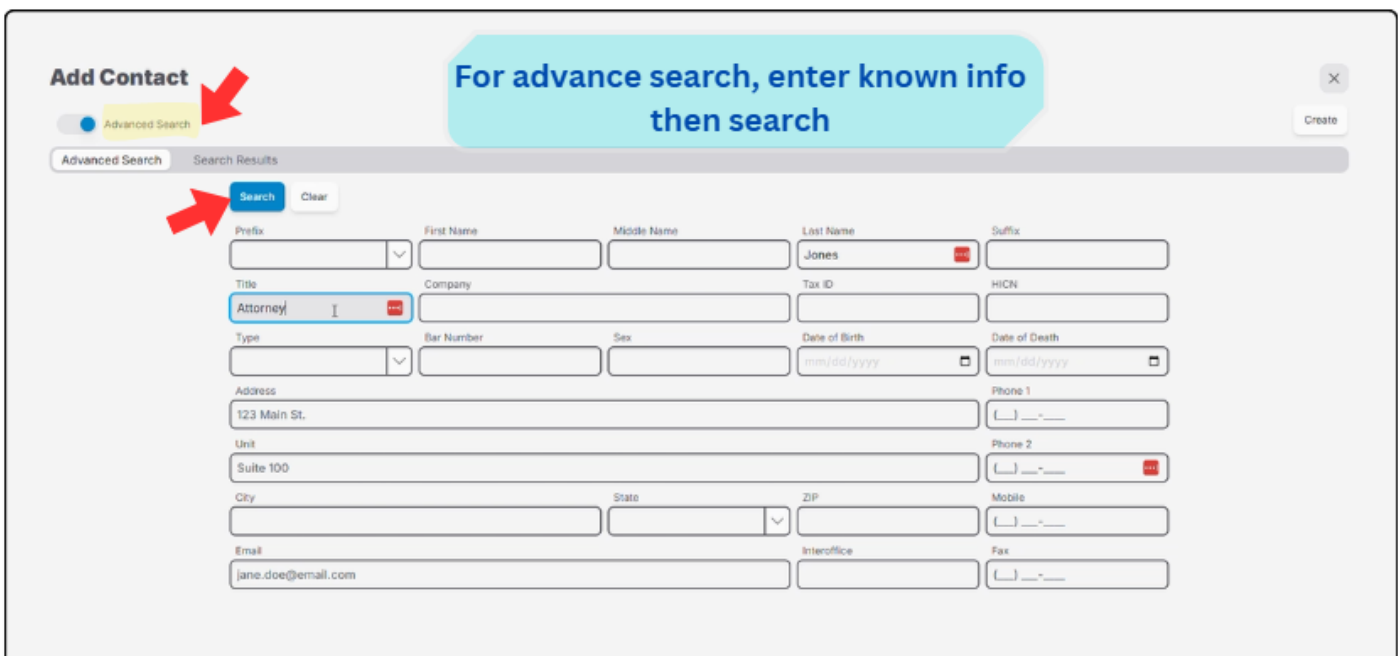
Add to Matter

Title: Attorney

☐ Served

Last Updated: 10/9/2025

☐ Incorporated



Add Contact

Advanced Search

Advanced Search Search Results

Search Clear

Prefix: First Name: Middle Name: Last Name: Suffix:

Title: Company: Tax ID: HICN:

Type: Bar Number: Sex: Date of Birth: Date of Death:

Address: Phone 1:

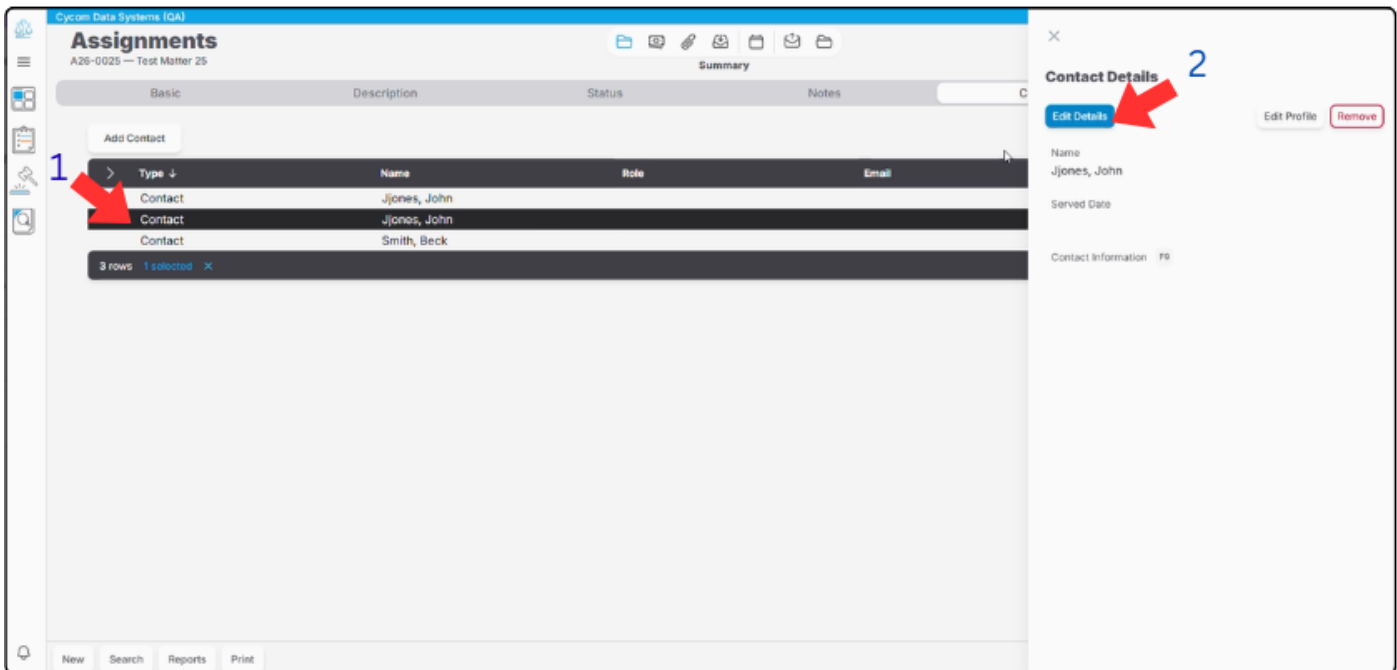
Unit: Phone 2:

City: State: ZIP: Mobile:

Email: Interoffice: Fax:

Edit Details

An action button that opens the **Edit Party** tool to edit information about a contact relevant to the matter. To access this function, select/highlight a contact first.



The screenshot displays the 'Assignments' screen in the CYCOM Data Systems application. The main area shows a table of contacts with columns: Type, Name, Role, and Email. The table contains three rows, all of which are 'Contact' type. The first two rows list 'Jjones, John' and the third row lists 'Smith, Beck'. A status bar at the bottom of the table indicates '3 rows' and '1 selected'. To the right of the table is a 'Contact Details' sidebar. This sidebar has an 'Edit Details' button, which is highlighted by a red arrow labeled '2'. Other buttons in the sidebar include 'Edit Profile' and 'Remove'. A red arrow labeled '1' points to the 'Add Contact' button located above the table.

Type	Name	Role	Email
Contact	Jjones, John		
Contact	Jjones, John		
Contact	Smith, Beck		

3 rows 1 selected

Contact Details

[Edit Details](#) [Edit Profile](#) [Remove](#)

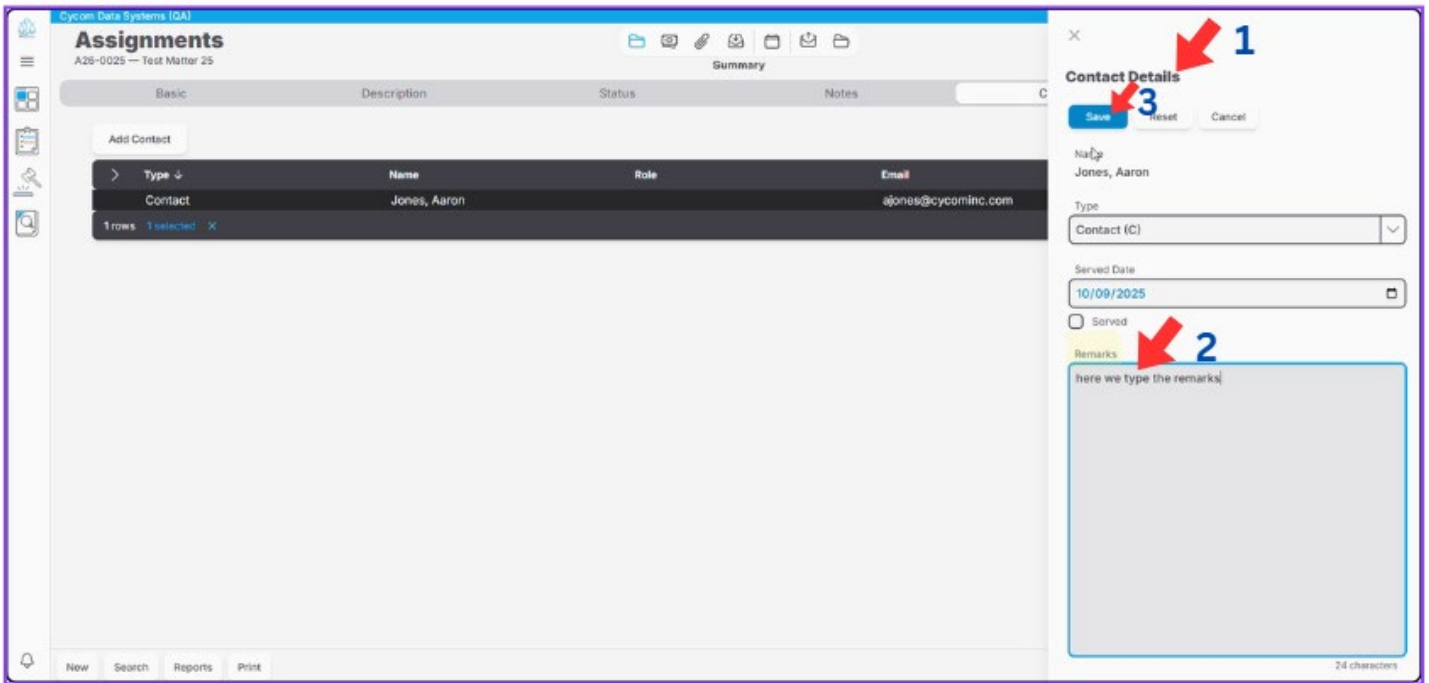
Name: Jjones, John

Served Date:

Contact Information: F9

Remarks

An action button that opens the **Remarks** tool to add a remark.



The screenshot displays the CYCOM Data Systems interface. The main window is titled "Assignments" and shows a table with one row: "Contact" with details "Jones, Aaron" and "ajones@cycominc.com". A modal window titled "Contact Details" is open on the right. The modal contains fields for "Name" (Jones, Aaron), "Type" (Contact (C)), "Served Date" (10/09/2025), and a "Served" checkbox. Below these is a "Remarks" section with a text area containing the placeholder text "here we type the remarks". Red arrows and numbers 1, 2, and 3 highlight specific elements: arrow 1 points to the "Contact Details" title, arrow 2 points to the "Remarks" text area, and arrow 3 points to the "Save" button.

Type	Name	Role	Email
Contact	Jones, Aaron		ajones@cycominc.com

1 rows | 1 selected

Contact Details

Save **Reset** **Cancel**

Name: Jones, Aaron

Type: Contact (C)

Served Date: 10/09/2025

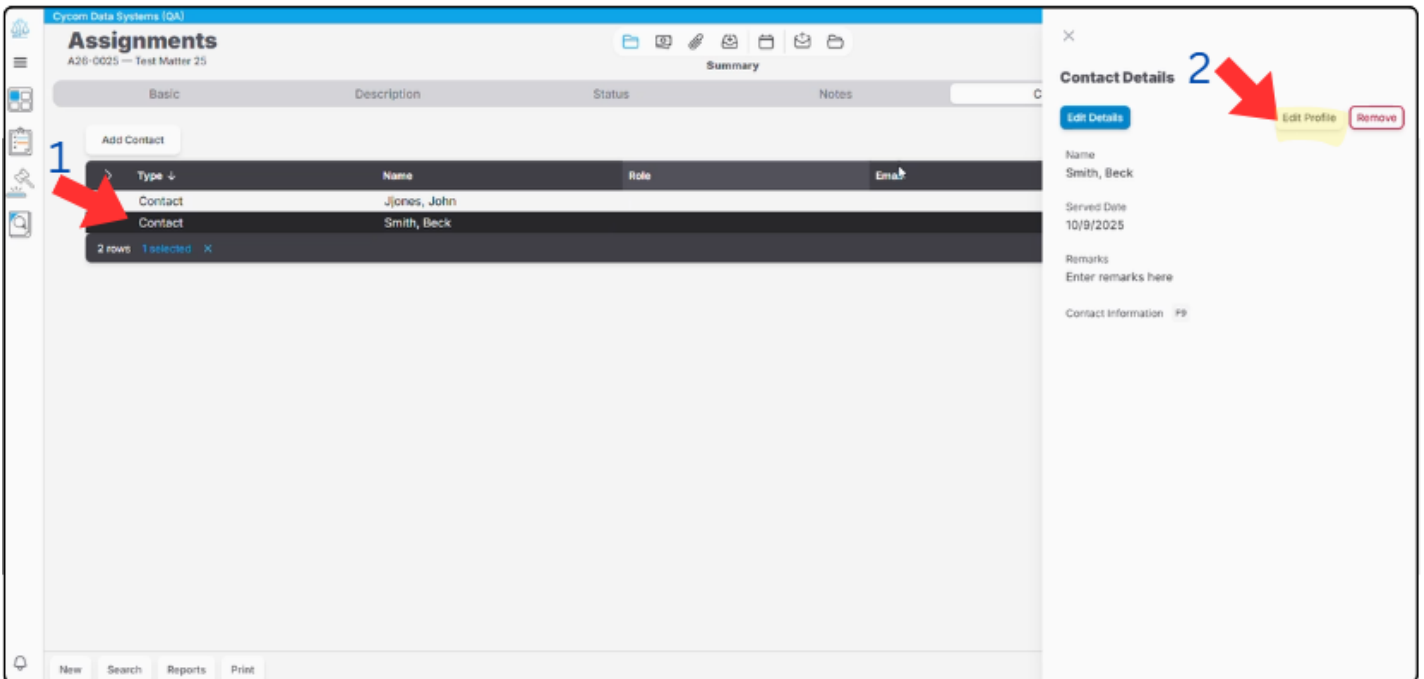
☐ Served

Remarks: here we type the remarks

24 characters

Edit profile

An action button that opens a profile window of the selected contact to edit. All edits within this window **will change the source information** and be applied throughout the application.



The screenshot displays the CYCOM Data Systems interface. The main window is titled 'Assignments' and shows a table with columns: Type, Name, Role, and Email. Two contacts are listed: 'Jones, John' and 'Smith, Beck'. A red arrow labeled '1' points to the 'Add Contact' button. A modal window titled 'Contact Details' is open on the right, showing information for 'Smith, Beck'. A red arrow labeled '2' points to the 'Edit Profile' button in the modal window. The modal window also includes buttons for 'Edit Details' and 'Remove'.

Type	Name	Role	Email
Contact	Jones, John		
Contact	Smith, Beck		

2 rows | 1 selected | X

Contact Details

[Edit Details](#) [Edit Profile](#) [Remove](#)

Name: Smith, Beck

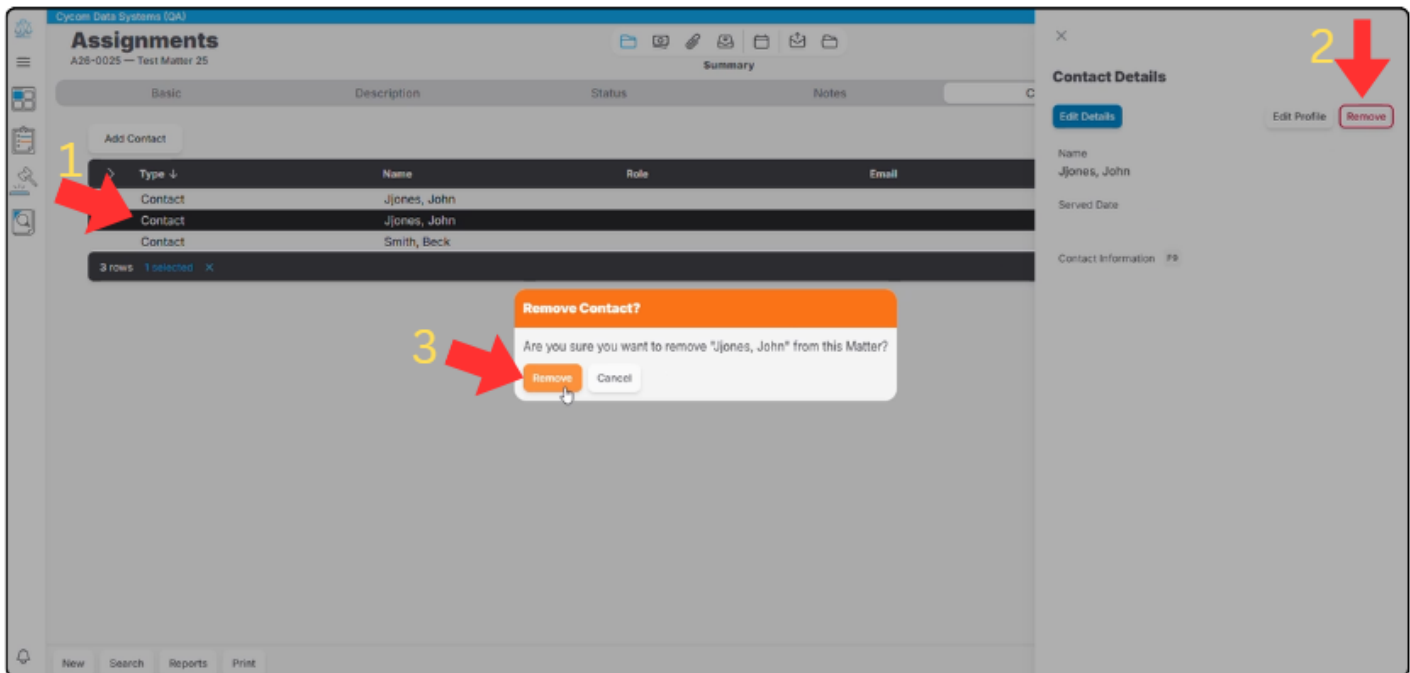
Served Date: 10/9/2025

Remarks: Enter remarks here

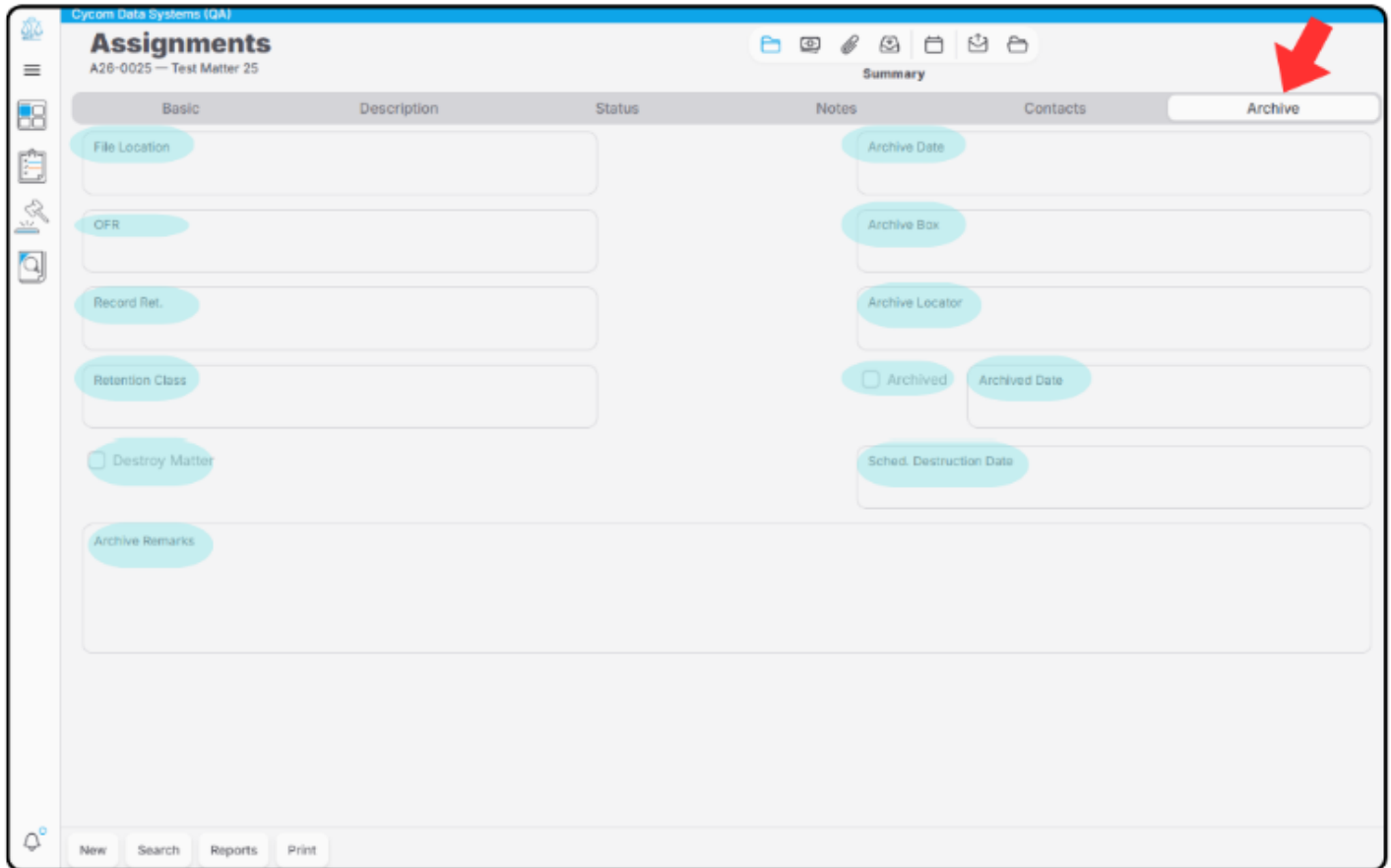
Contact Information: #9

Remove

An action button that **Removes** the selected contact.



Archive Tab



The screenshot shows the 'Assignments' screen for 'A26-0025 -- Test Matter 25'. The 'Archive' tab is selected, indicated by a red arrow. The screen is divided into two main sections: 'Basic' and 'Summary'.

Basic Section:

- File Location
- CFR
- Record Ref.
- Retention Class
- ☐ Destroy Matter
- Archive Remarks

Summary Section:

- Archive Date
- Archive Box
- Archive Locator
- ☐ Archived
- Archived Date
- Sched. Destruction Date

At the bottom of the screen, there are buttons for 'New', 'Search', 'Reports', and 'Print'.

The **Archive Tab** has fields to enter **File Location**, **Archival**, and **Scheduled Destruction** information. This will allow you to create a file management process, to attach or detach additional matters to a specific matter, and to locate an archived file quickly and efficiently.