



CLNG Matter Edit Button

These notes are provided by **Cycom Data Systems, Inc.** to support the use of **CLNG (CityLaw/CountyLaw Next Gen)** and are intended to be used for review of general topics covered during training.

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**.

The **Edit button** allows you to make changes to what you see on the screen. The Edit button has been added to most Tabs of these Modules:

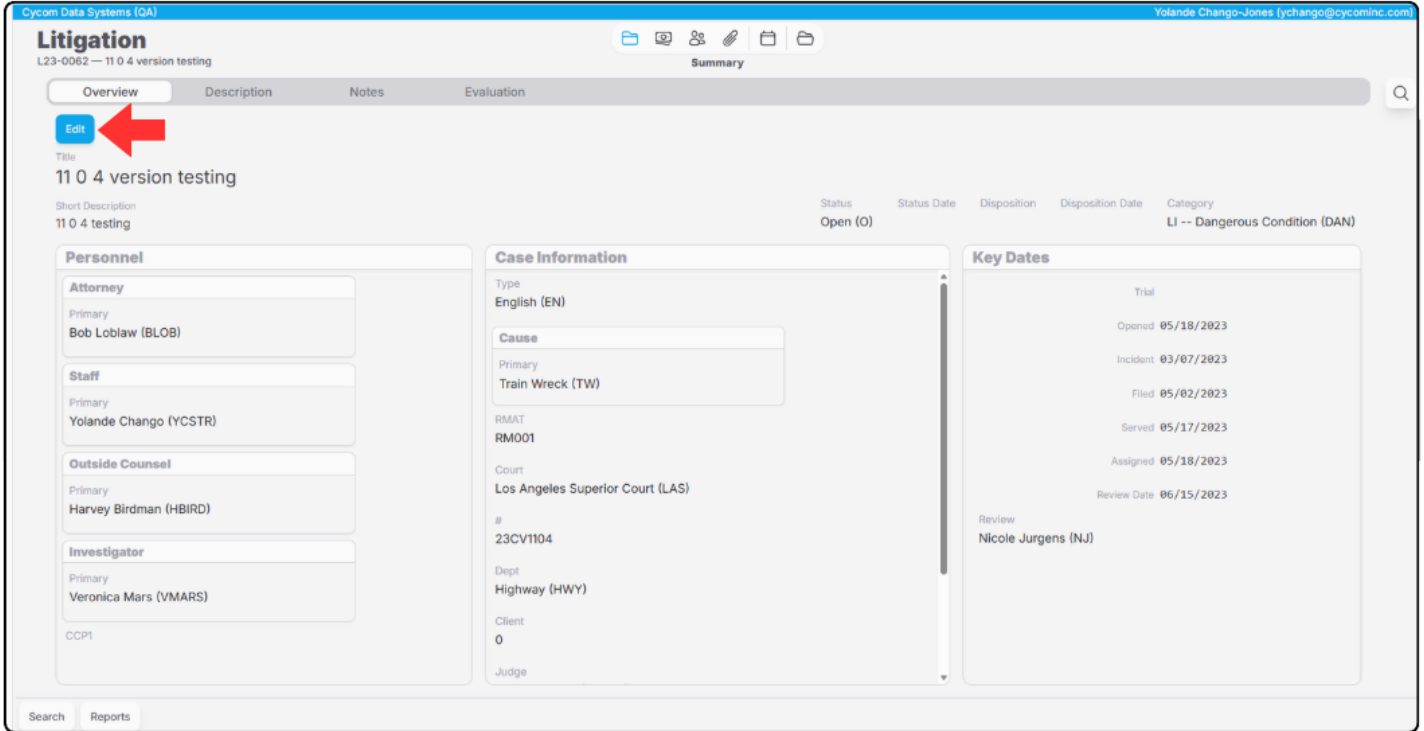
1. Assignments
2. Litigation

Content:

[Using the Edit Button](#)

Using the Edit Button

The Matter Edit button is located at the top-left of most tabs in all modules.



The screenshot displays the CYCOM Data Systems (QA) interface for the Litigation module. The top navigation bar includes the title "Litigation", a sub-header "L23-0062 — 11 0 4 version testing", and a "Summary" tab. Below the navigation bar, there are tabs for "Overview", "Description", "Notes", and "Evaluation". The "Overview" tab is active, and a red arrow points to the "Edit" button located at the top-left of this tab. The main content area is divided into three sections: "Personnel", "Case Information", and "Key Dates". The "Personnel" section lists roles and names: Attorney (Primary: Bob Loblaw (BLOB)), Staff (Primary: Yolande Chango (YCSTR)), Outside Counsel (Primary: Harvey Birdman (HBIRD)), Investigator (Primary: Veronica Mars (VMARS)), and CCP1. The "Case Information" section lists details: Type (English (EN)), Cause (Primary: Train Wreck (TW)), RMAT (RM001), Court (Los Angeles Superior Court (LAS)), # (23CV1104), Dept (Highway (HWY)), Client (0), and Judge. The "Key Dates" section lists dates: Trial (Opened: 05/18/2023, Incident: 03/07/2023, Filed: 05/02/2023, Served: 05/17/2023, Assigned: 05/18/2023, Review Date: 06/15/2023), and Review (Nicole Jurgens (NJ)).

No changes can be made on any field within a tab until the **Edit** button is pressed. When the **Edit** button is pressed, it is replaced by two buttons, "**Save**" & "**Cancel**" & "**Reset**" is also added in some Module (for example, Litigation).

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

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

Memorandum of Understanding (MOU)

Priority

Medium Priority (2)

Secondary Attorney

Elle Woods (EWOODS)

Action

User Instruction (U)

CyOSC

David Ebaugh (DE)

Investigators

Department

County Board (CB)

CyTeam

Review Date

mm/dd/yyyy

Date Received

09/29/2025

Client

Target Date

11/30/2025

Description

<p>Public Safety Ordinance. Start typing and save my additions first.</p><p>the other user who saves before me my entry will overwrite theirs.</p><p>whoever saves last wins!</p>

Complete Date

mm/dd/yyyy

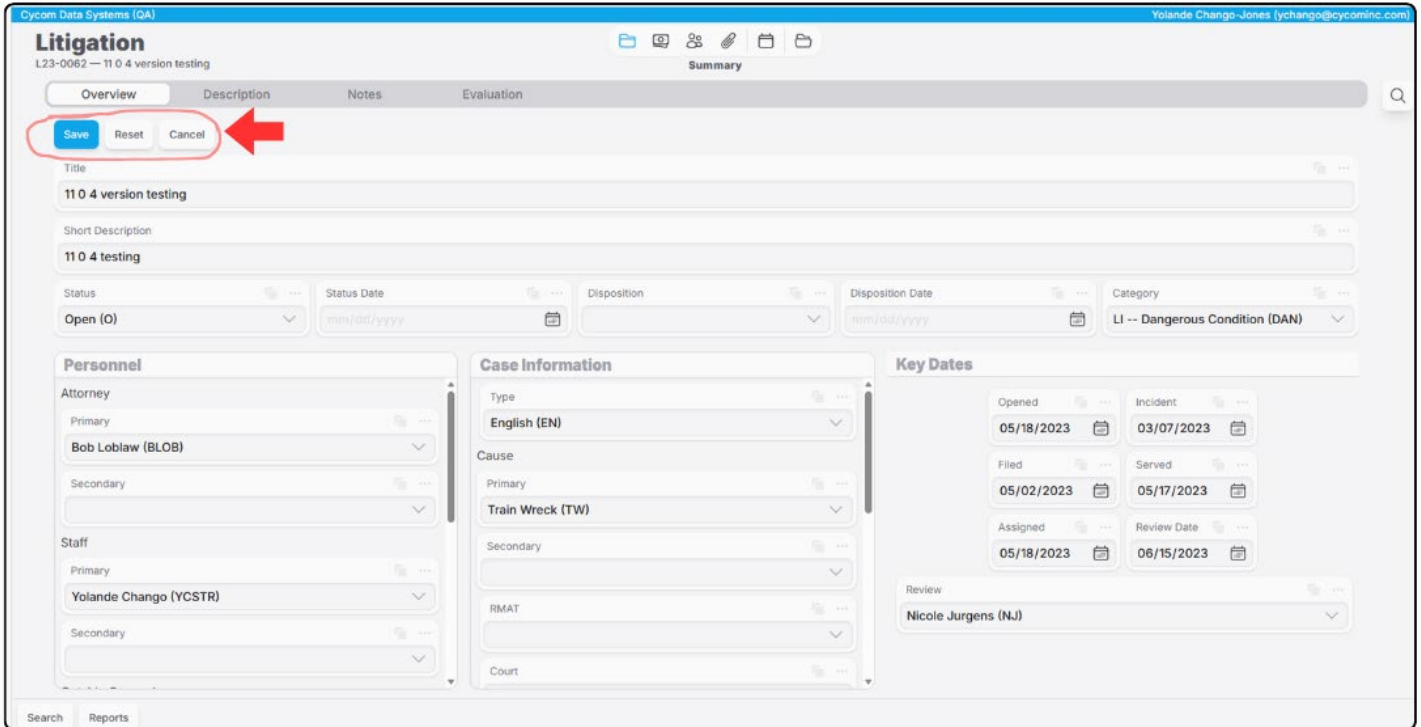
Disposition

New

Search

Reports

Print



The screenshot displays the 'Litigation' interface in the CYCOM Data Systems (QA) application. The top navigation bar includes tabs for 'Overview', 'Description', 'Notes', and 'Evaluation', with 'Summary' selected. Below the tabs, there are three buttons: 'Save' (highlighted with a red circle and a red arrow), 'Reset', and 'Cancel'. The main form area contains several sections: 'Title' (11 0 4 version testing), 'Short Description' (11 0 4 testing), 'Status' (Open (O)), 'Status Date' (mm/dd/yyyy), 'Disposition' (dropdown), 'Disposition Date' (mm/dd/yyyy), 'Category' (LI -- Dangerous Condition (DAN)), 'Personnel' (Attorney: Primary Bob Loblaw (BLOB), Secondary; Staff: Primary Yolande Chango (YCSTR), Secondary), 'Case Information' (Type: English (EN), Cause: Primary Train Wreck (TW), Secondary, RMAT, Court), and 'Key Dates' (Opened: 05/18/2023, Incident: 03/07/2023, Filed: 05/02/2023, Served: 05/17/2023, Assigned: 05/18/2023, Review Date: 06/15/2023, Review: Nicole Jurgens (NJ)).

Saving edits

Once you are done with your changes, press **"Save"** to save your changes. If you press **"Cancel"** the previous information will return and your changes will be cancelled.

NOTE: Until you press **"Save"** you will not be able to navigate to other tabs or sections of the Matter, nor are you able to navigate to other matters in the Search Results. You must first press **"Save"**, which will allow you to navigate as normal.