

Welcome to the **CLNG (CityLaw/CountyLaw Next Gen) General User Training** course. This course is divided into sections so you can choose which parts apply to your role and so you can quickly find and review sections if you need a refresher.

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**.

Layout and Customization

- **General Layout**
- **Global Toolbar**
- **Dark Mode Option Set-up**
- **App Menu**

Layout and Customization

General Layout

CLNG is comprised of four main sections which are visible unless you are viewing a report. They are the **Global Toolbar**, the **Tool Bar**, the **Action Bar**, and the **Dashboard View**. All global actions are accessible in the Global Toolbar. The **Dashboard View** will change depending on default settings and selections chosen.

Global toolbar

Assignments Name of Module

Tool Bar

Basic Description Status Notes Archive

Action Bar

New Search Reports Print

RE: State of Alaska v. Derby - Environmental Violation

File Number: **A26-0008** Status: **Open (O)** Category: **Ordinance (ORD)** Tracks: **Document Preparation (DOCP)**

Primary Attorney: **Barry Zuckercorn (BZUCK)** Primary Staff: **Yolande Chango (YCSTR)** Type: **Medium Priority (2)**

Secondary Attorney: **Elle Woods (EWOODS)** Action:

CyOSC: **Frank Columbo (COLUMB)** Investigators:

Department: **Air Pollution Counsel Management Committee (AP...** CyTeam: Review Date: **2025-08-21** Date Received: **2025-08-21**

Client: **2025-11-21** Target Date: **2025-11-21**

Description: **Environmental violation case filed by the State of Alaska against Derby industries for alleged illegal dumping of hazardous waste.** Complete Date: Disposition:

Dashboard View

Dashboard

My Open Matters

Module	File Number	Title
AS	A26-0013	Personal Injury
AS	A26-0018	Adding Test Files
AS	A26-0019	Matter for Testing
AS	A26-0020	Test Matter 20
AS	A26-0021	Test Matter 21
AS	A26-0023	Test Matter 23
AS	A26-0024	Test Matter 24
AS	A26-0027	Nov10 Test 1
AS	A26-0028	Nov10 Test 2
AS	A26-0030	Nov10 Test 3
AS	A26-0032	11 25 Test
AS	A26-0036	test V 47 p2
AS	ASWR-2025-0018	records request
AS	ASWR-2025-0019	Portia Test 2
U	L23-0002	11 O 4 version testing
U	L26-0001	First Test V1
U	L26-0002	Test 2 V 1
U	L26-0003	Test 3 V 1
U	L26-0004	Test 4 V 1
U	L26-0005	Test 5 V 1
U	L26-0006	Test 6 V 1
U	L26-0007	Test 7 V 1
U	L26-0009	Test 8 V 1

23 Nov

Global Toolbar

The **Global Toolbar** includes the following **icons App Menu, Dashboard, any Modules assigned to the user** (i.e. Assignments, Litigation, etc.), **Document Search**, near the bottom of the screen are **System Management** (Gear Icon), **Notifications** (Bell Icon). All these sections can be accessed by clicking on the designated icon.

Document Search

Document Search is a global tool that enables quick, system-wide retrieval of documents in CLNG using keywords and filters, saving time and reducing navigation. It allows users to **quickly locate documents across the system, regardless of which module they are currently working in.**

From the global toolbar, users can open Document Search and enter keywords or apply filters (such as document name, type, date, or related Matter). **CLNG searches indexed document metadata—and, where enabled, document content—and returns matching results with links to the source location.**

Its purpose is to provide fast, centralized access to documents without requiring users to navigate into specific Matters, Records, or modules. This is especially **useful when a user knows a document exists but not exactly where it is stored.**

System Management

System Management is an **administrative access** point in CLNG that allows authorized users to configure, maintain, and control system-wide settings.

Its purpose is **to centralize administrative functions** that affect how CLNG operates across all modules, users, and data, **ensuring consistency, security, and proper system behavior.**

From the global toolbar, **users with appropriate permissions can access System Management** to manage user accounts and roles, security permissions, system settings, reference data, integrations, and other configuration options. **Changes made here apply globally and typically affect all users and modules.**

Notifications

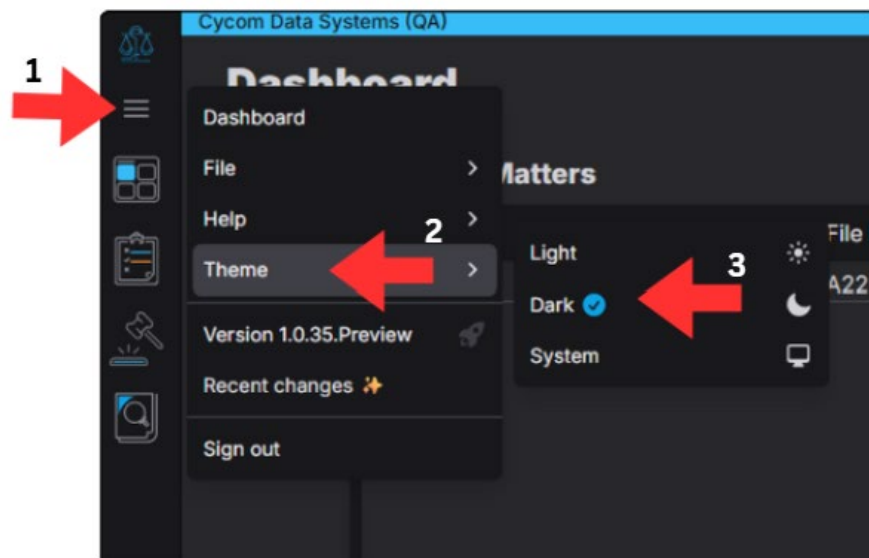
Notifications is a global alert feature in CLNG that **keeps users informed** of system events, updates, and actions that require attention. It provides real-time, centralized alerts, helping users stay informed and respond quickly to important system activity.

Its purpose is **to ensure users are aware of time-sensitive or important activity**, such as assignments, workflow events, approvals, deadlines, or system messages, **without requiring them to manually check each module**.

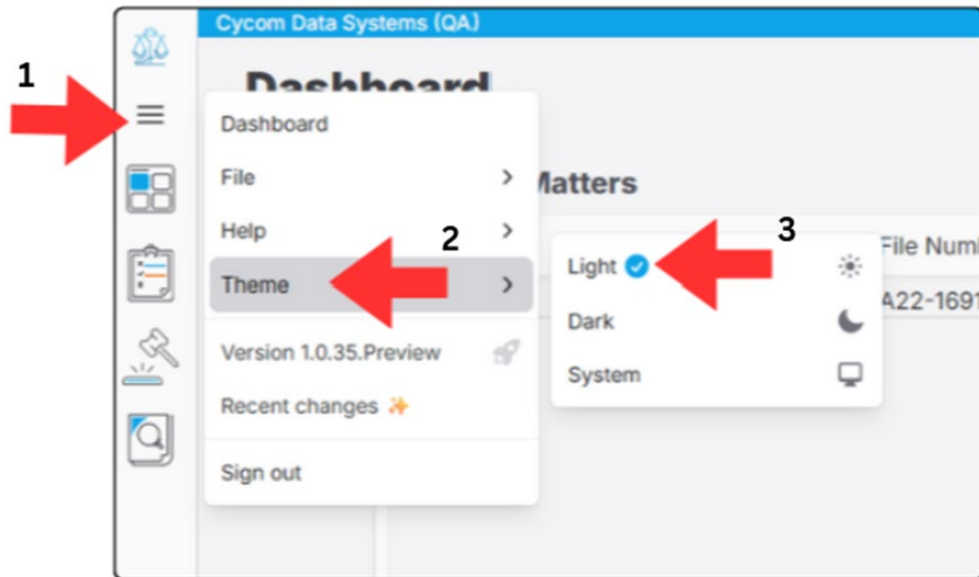
From the global toolbar, the Notifications icon **displays a count of unread items**. Users can open the panel by clicking on the **bell icon to view a list of notifications**, review details, and navigate directly to the related record or action. **Notifications are generated automatically** based on system events, workflows, and user permissions.

Dark Mode Option Set-up

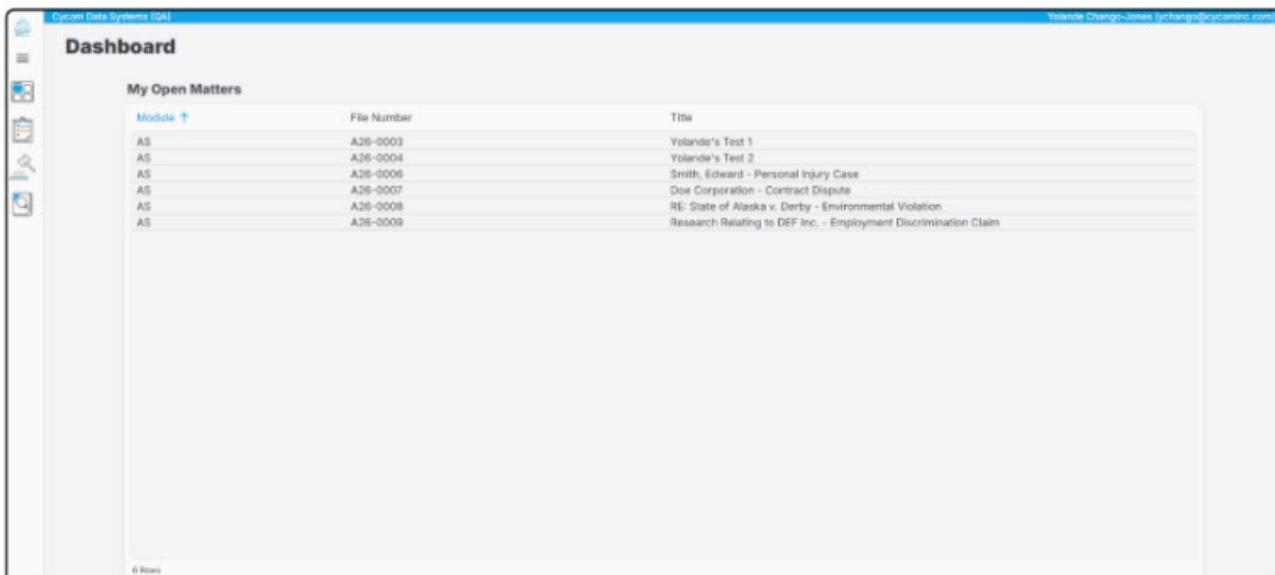
To set up dark mode click on the three lines, **App Menu**, at the top of the Global Toolbar. A window will appear to the right, select **Theme**. Another window will appear with the options Light, Dark and System, select **Dark** (see the image below).



You may change the Mode at any time from Dark to Light or vice versa using the same method.



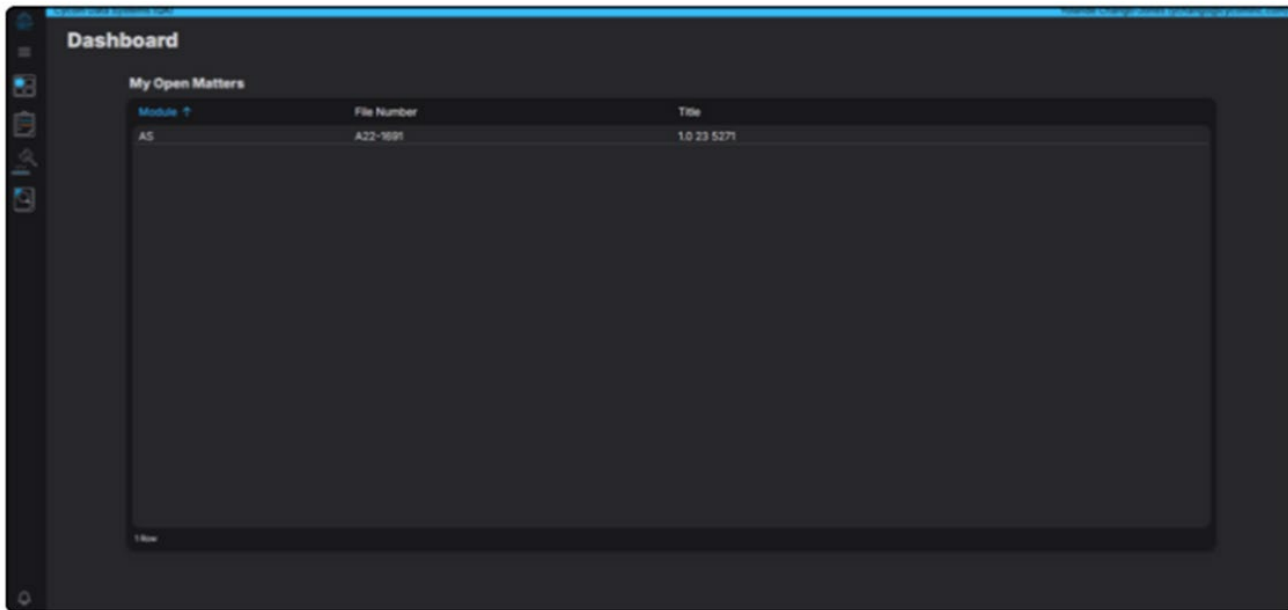
Dashboard View in Light Mode

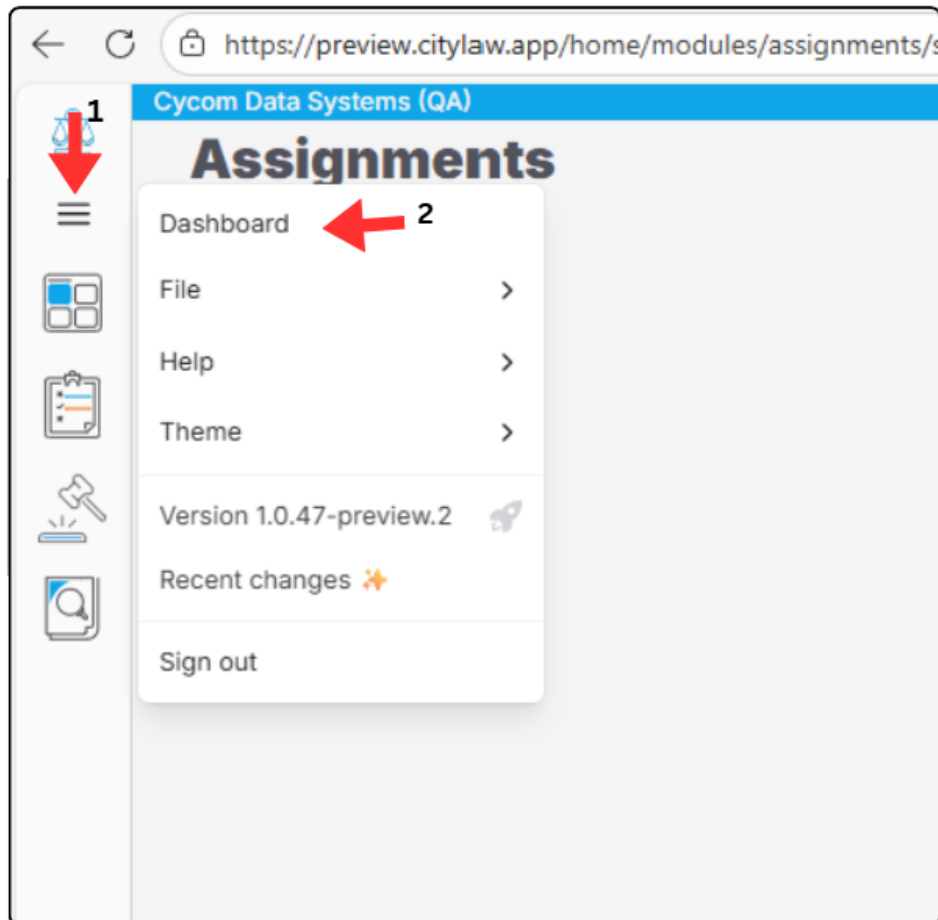


The screenshot shows the Dashboard in Light Mode. The title is 'Dashboard' and the user is 'Yolande Chang-loves [ychang@cycominc.com]'. The main section is 'My Open Matters' with a table listing open matters.

Module ↑	File Number	Title
AS	A26-0003	Yolande's Test 1
AS	A26-0004	Yolande's Test 2
AS	A26-0006	Smith, Edward - Personal Injury Case
AS	A26-0007	Doe Corporation - Contract Dispute
AS	A26-0008	RE: State of Alaska v. Derby - Environmental Violation
AS	A26-0009	Research Relating to DEF Inc. - Employment Discrimination Claim

Dashboard View in Dark Mode

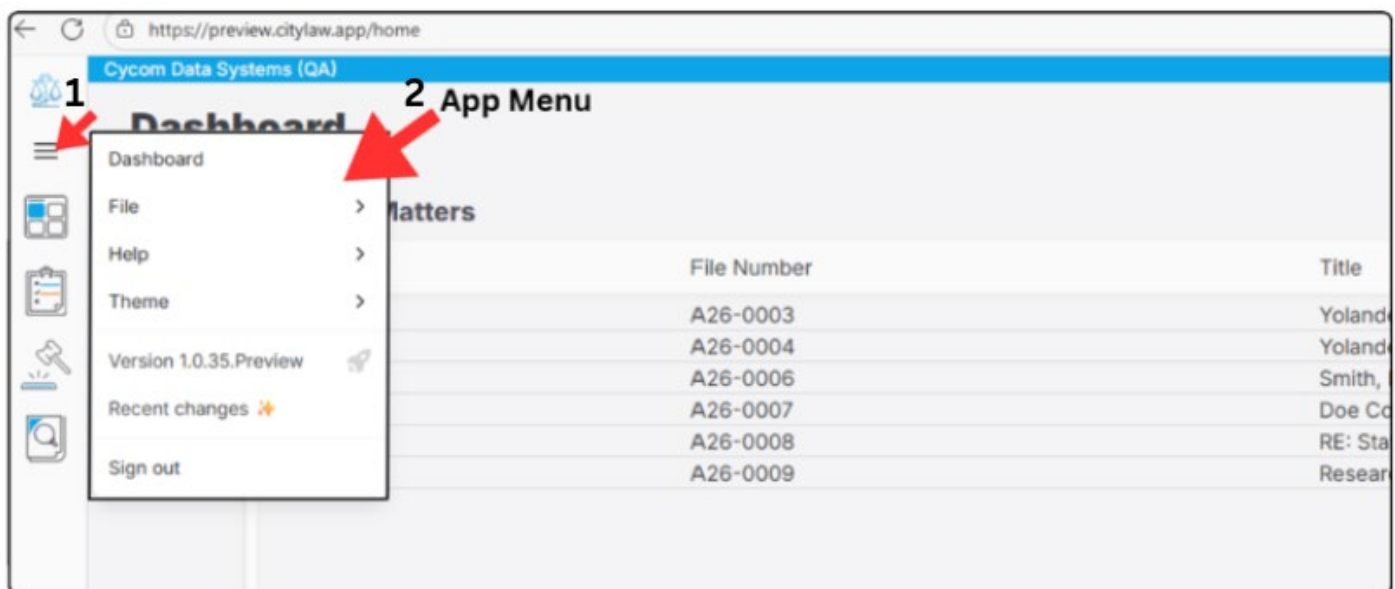




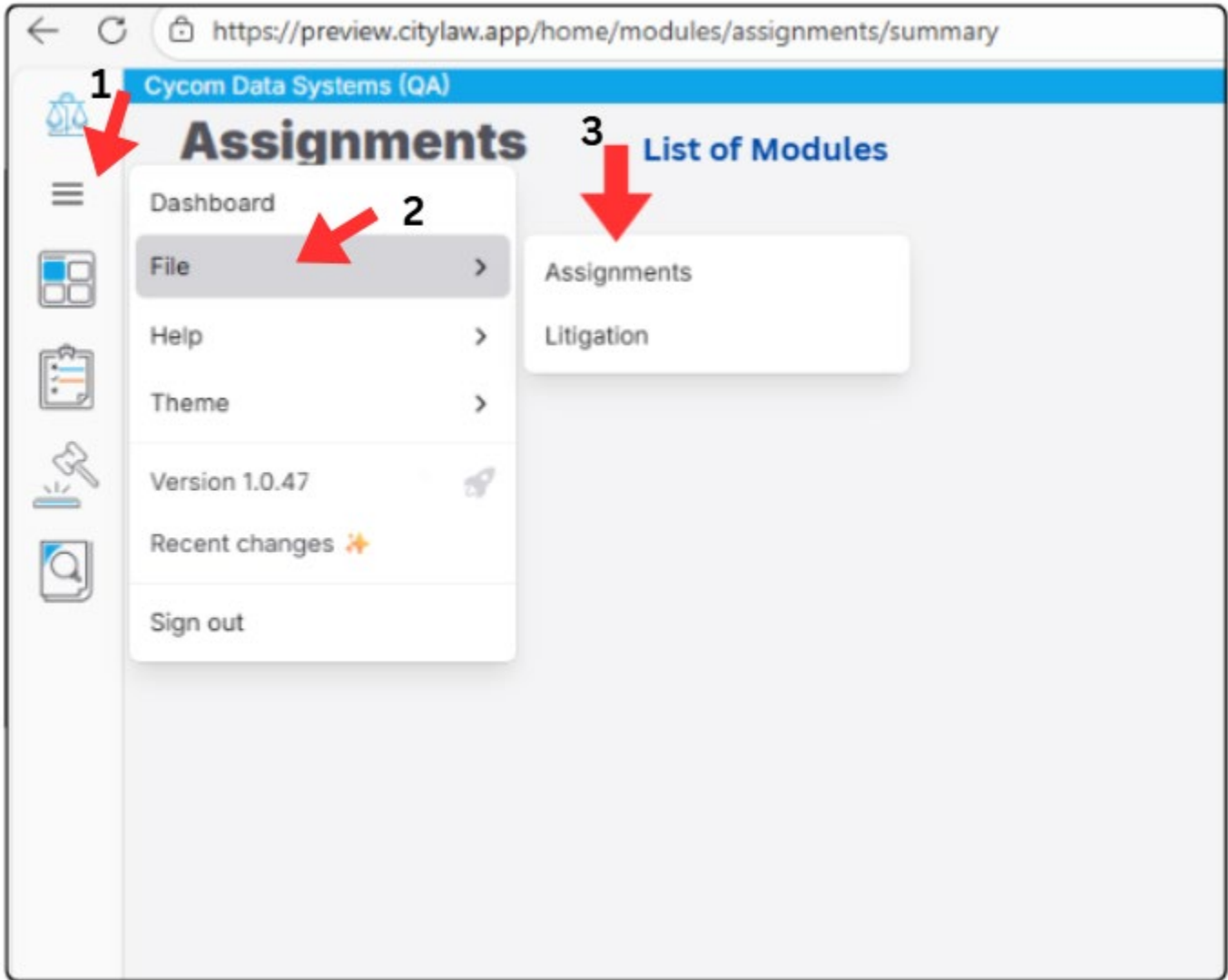
The **Dashboard View** serves as the Module's **operational landing view**, providing users with a high-level, read-only overview of **Open Matters**. It is designed to help users quickly orient themselves, identify work that needs attention, and navigate into Open Matters within their assigned modules. It is a type of shortcut to open matters.

File

All of the Modules assigned to the user are listed under the **File** menu. Click App Menu then File to access them.

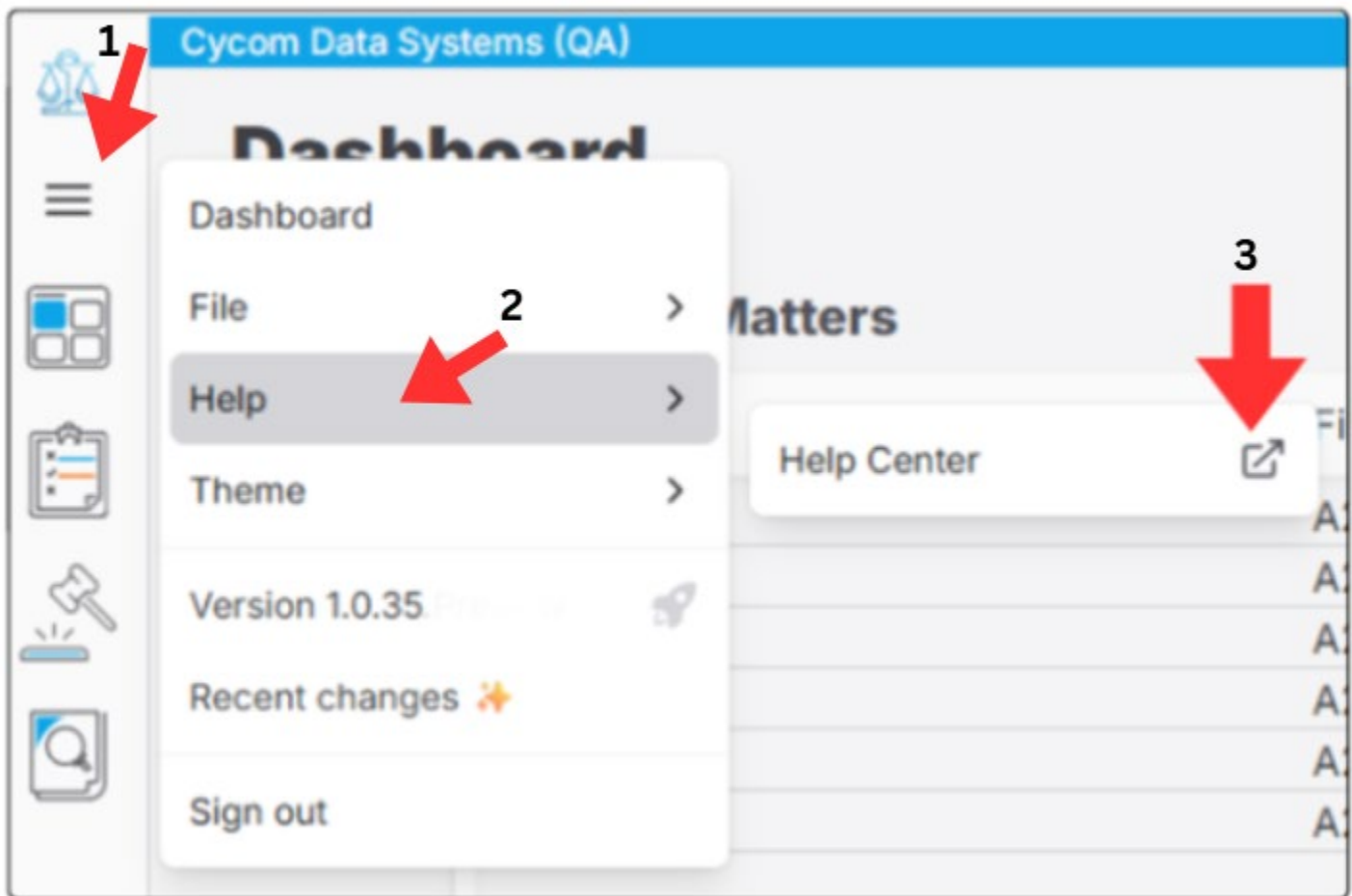


The modules available in the **File** menu. Your list may vary.



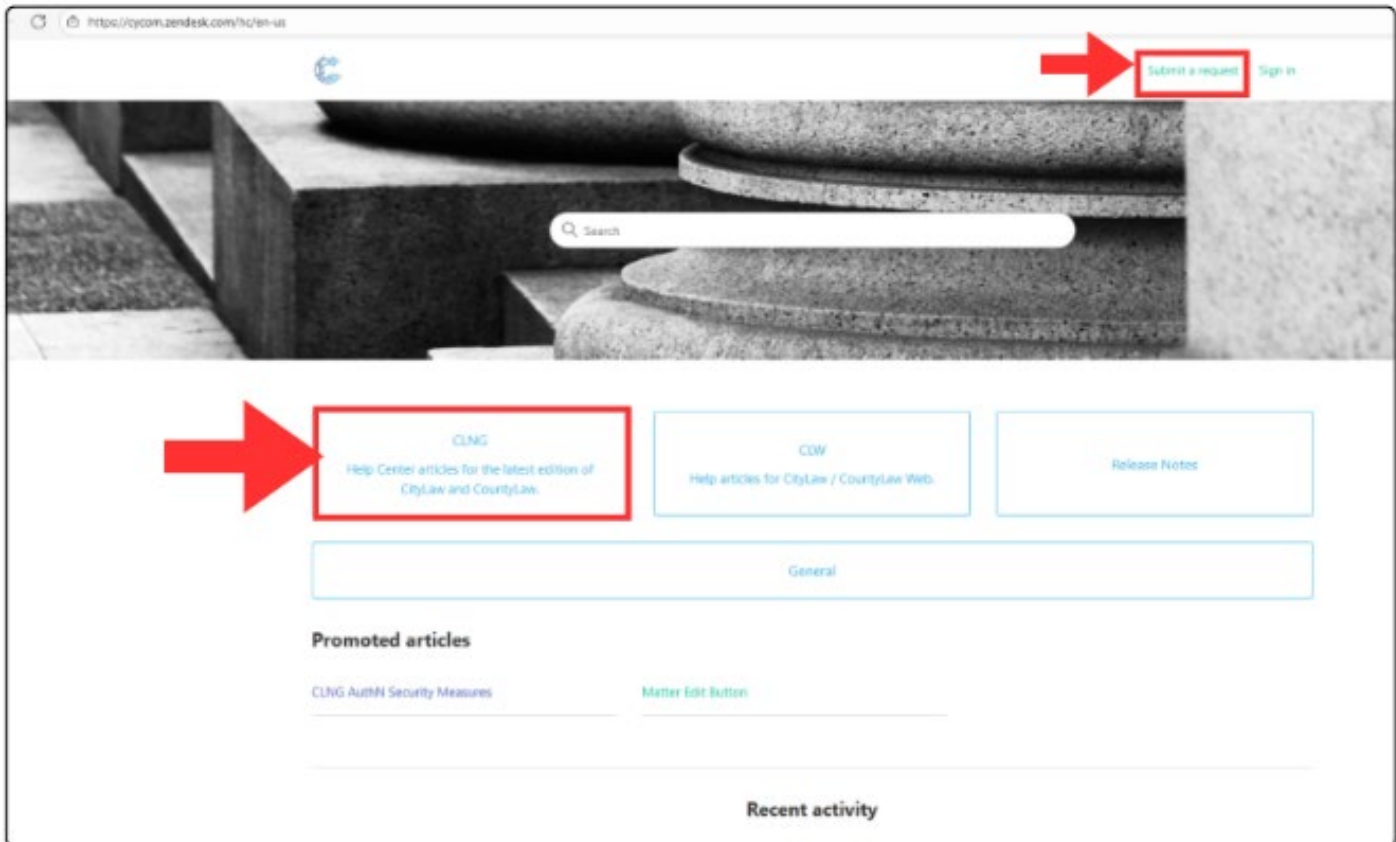
Help

The **Help** menu links to system information and contact options available.



CLNG General User Training Course

Clicking on the link shown in the above image, will direct the user to **CityLaw/CountyLaw Help Center**. Clicking on the Links highlighted in the below image will provide the user with a variety of Help articles.



Clicking on the **Submit a request** will open a window to submit questions, screenshots or request help.

Cycom Help Center > [Submit a request](#)

Submit a request









Fields marked with an asterisk (*) are required.

Your email address*

Subject*

Description*

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Paragraph **B** *I*        

Customer Priority

To set the priority of items you wish Cycom to resolve

Medium

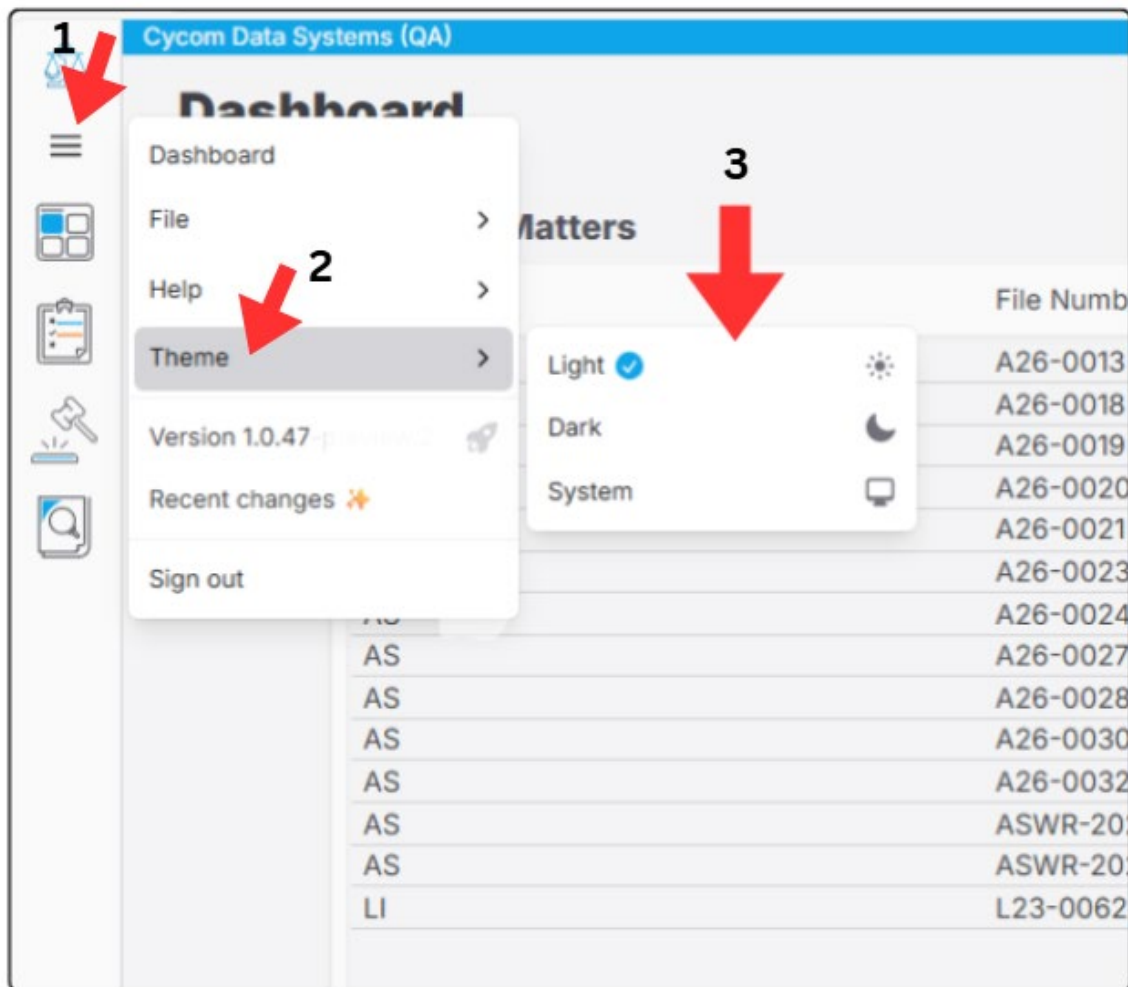
Attachments

[Choose a file or drag and drop here](#)

Theme

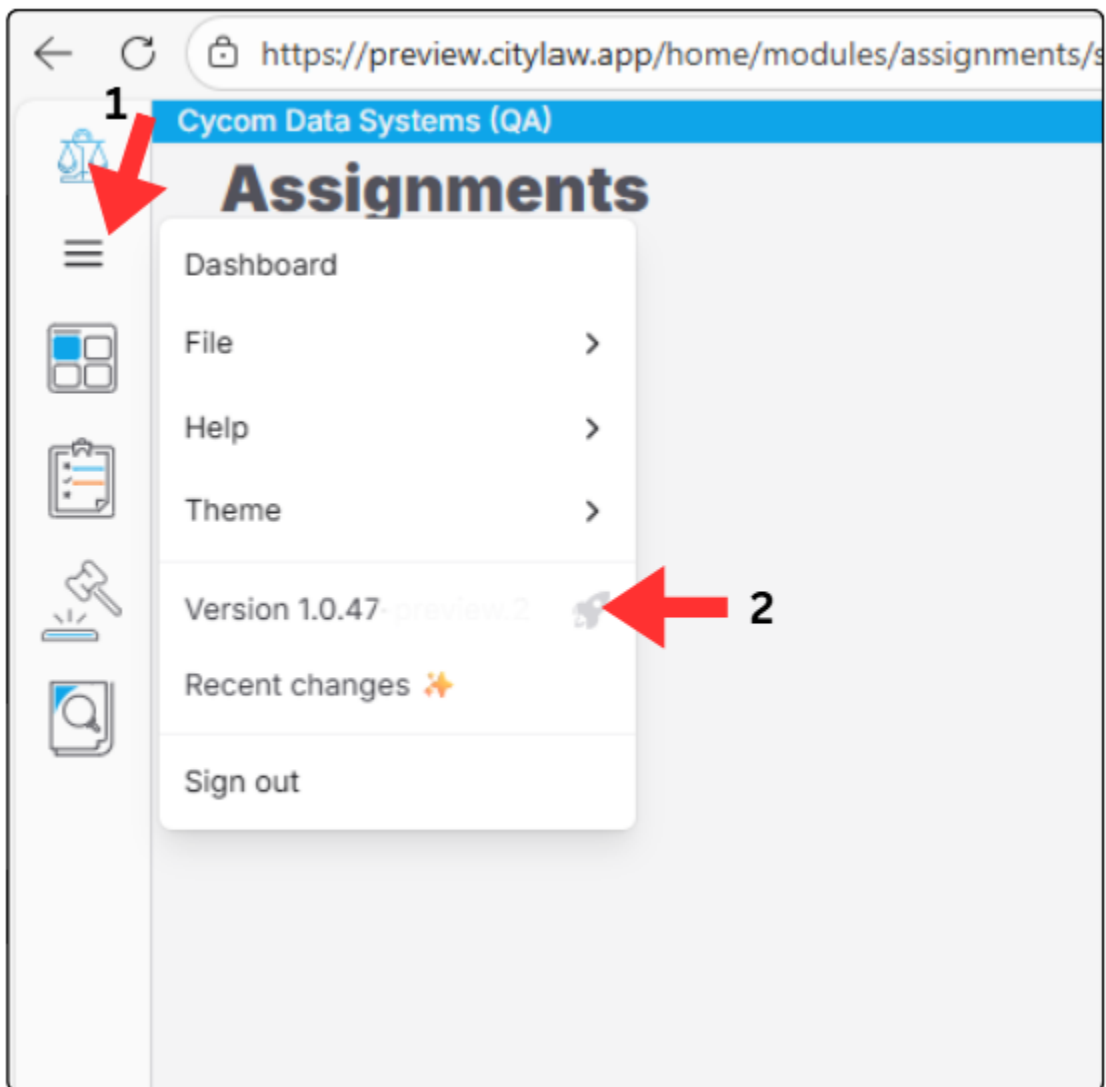
The Theme menu include Dark and Light mode option set up ([see above details](#)), as well as the System option.

The System option tells the module to use the same theme (light or dark) as the System or device you are on.



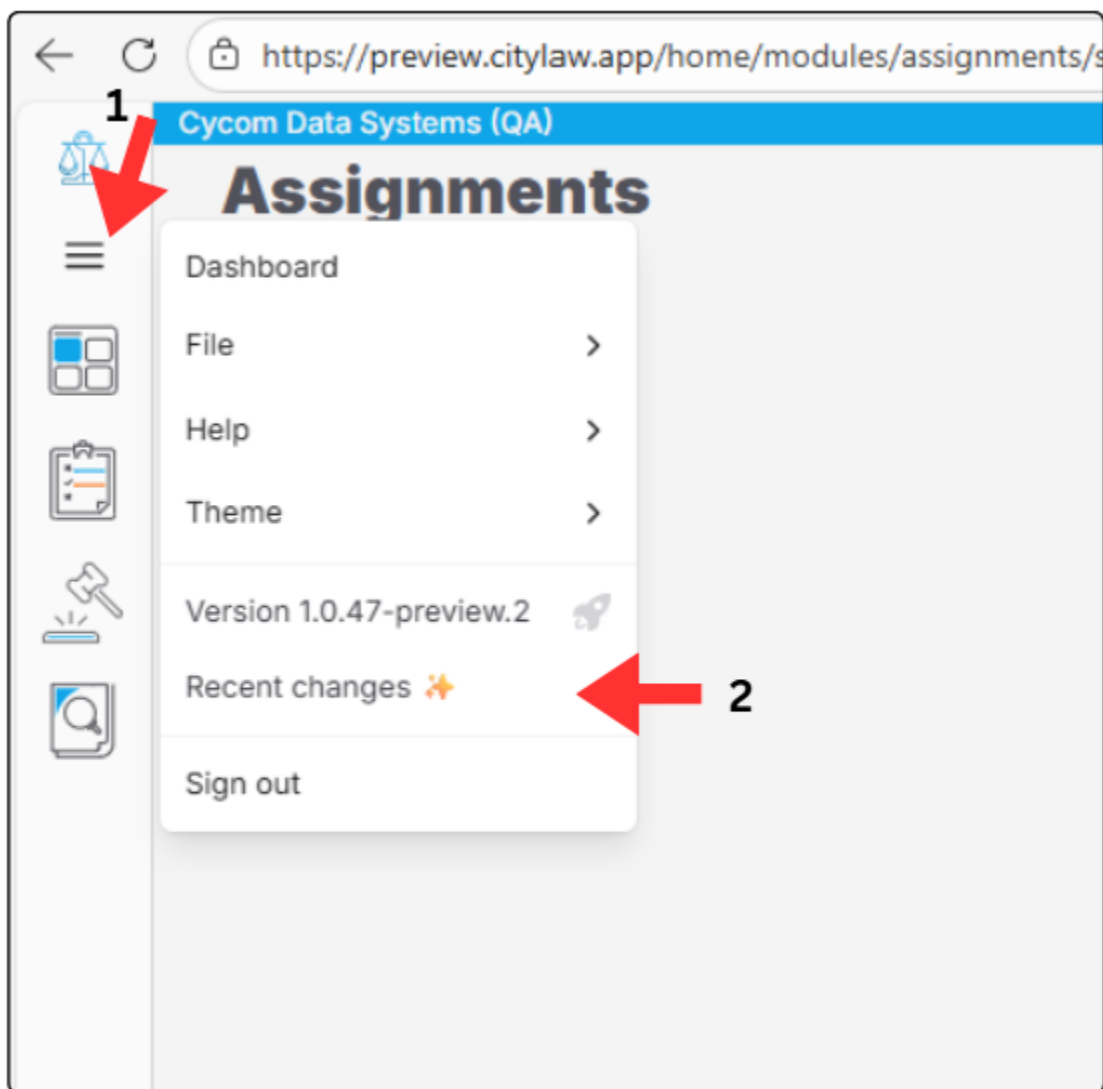
Version Number

The Version number is important to know when communicating with the Support team to resolve issues that may come up with the software.



Recent Changes

Recent Changes will list the upgrades or bug fixes the developers provided with the current version number.



Sign Out

Clicking on **Sign out** will exit the application.

