

These notes are provided by **Cycom Data Systems, Inc.** to support the use of **CityLaw / CountyLaw Web (CLW)** 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**.

Contents:

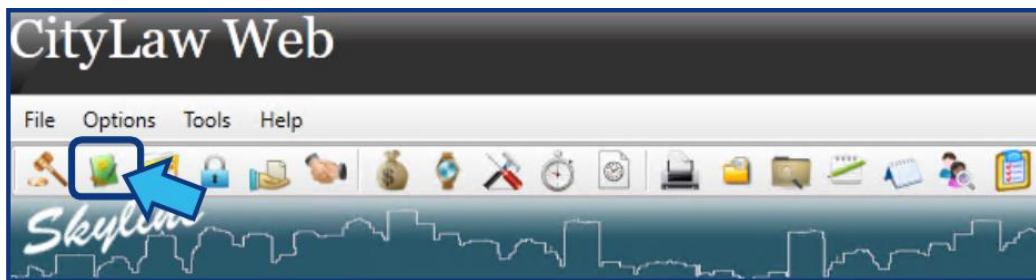
- **Assignments Basic Actions**
 - Open the Module
 - Create a New Matter
 - Find a Matter
 - Close a Matter
- **Assignments Report Options**
 - Print Customized Reports
 - Create Built-in Reports
- **Assignments Basic Matter Data Fields**
 - Basic Tab
 - Description Tab
 - Status Tab
 - Notes Tab
 - Keywords Tab
 - Contacts Tab
 - File Management Tab

Assignments Basic Actions

- [Open the Assignments Module](#)
- [Create a New Assignments Matter](#)
- [Find an Assignments Matter](#)
- [Close an Assignments Matter](#)

Open the Assignments Module

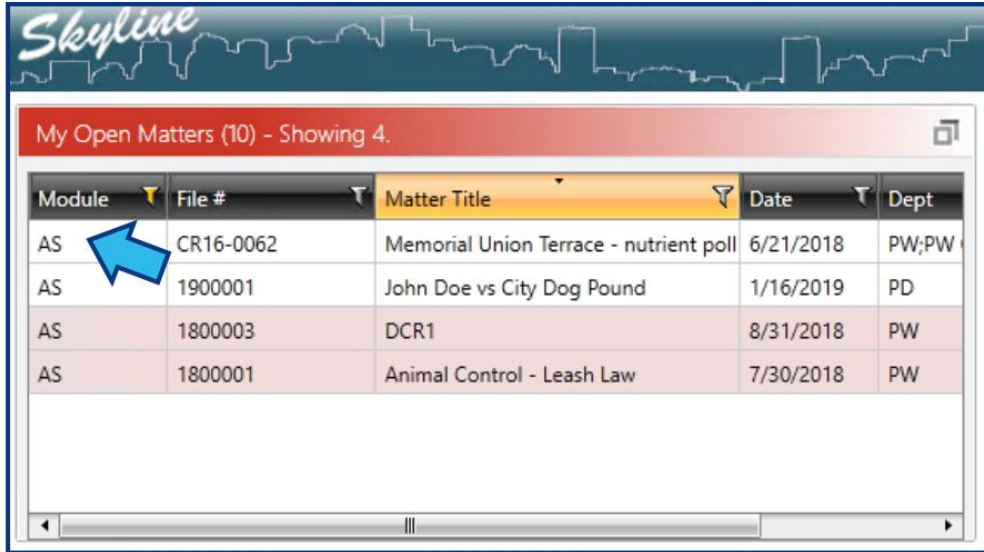
The **Assignments** module can be opened by selecting the **Assignments** icon from the **Global Toolbar**.



It can also be opened by selecting **File** from the **Menu Bar** and then selecting **Assignments** from the list of options.

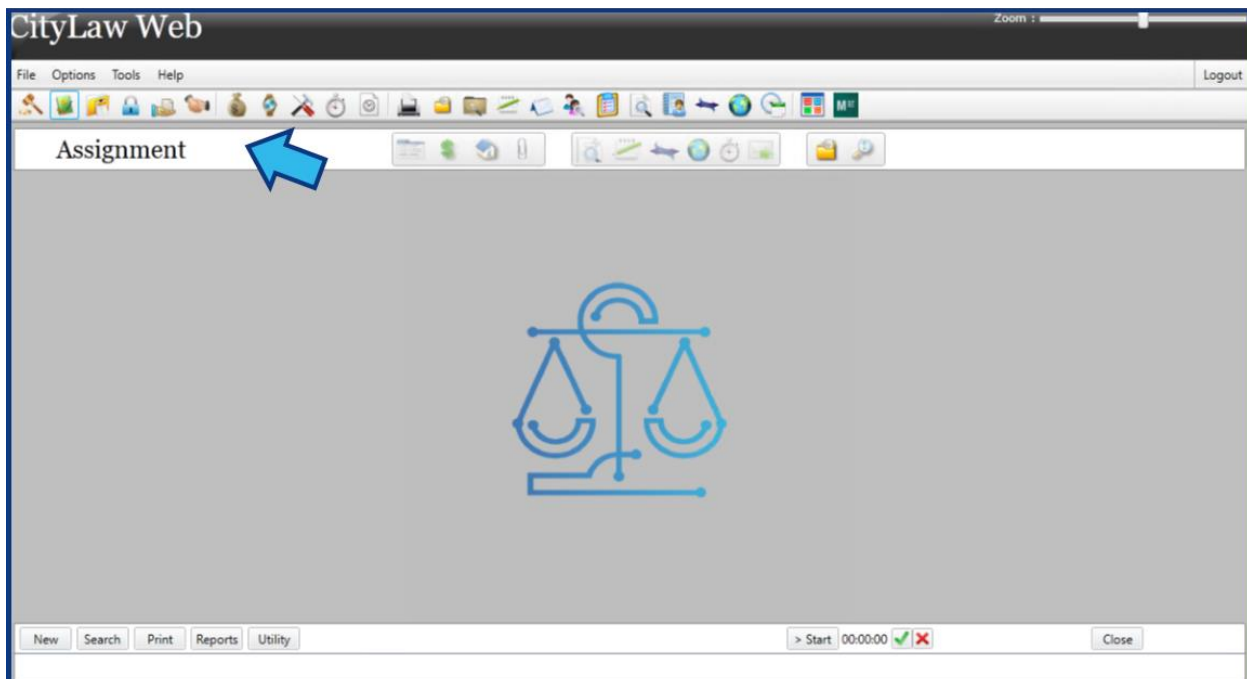


Finally, it can be opened by opening an **Assignments** matter. For example, if an **Assignments** matter is in the **My Open Matters** display in the **Skyline** view, then double-clicking on that matter will open the **Assignments** module.



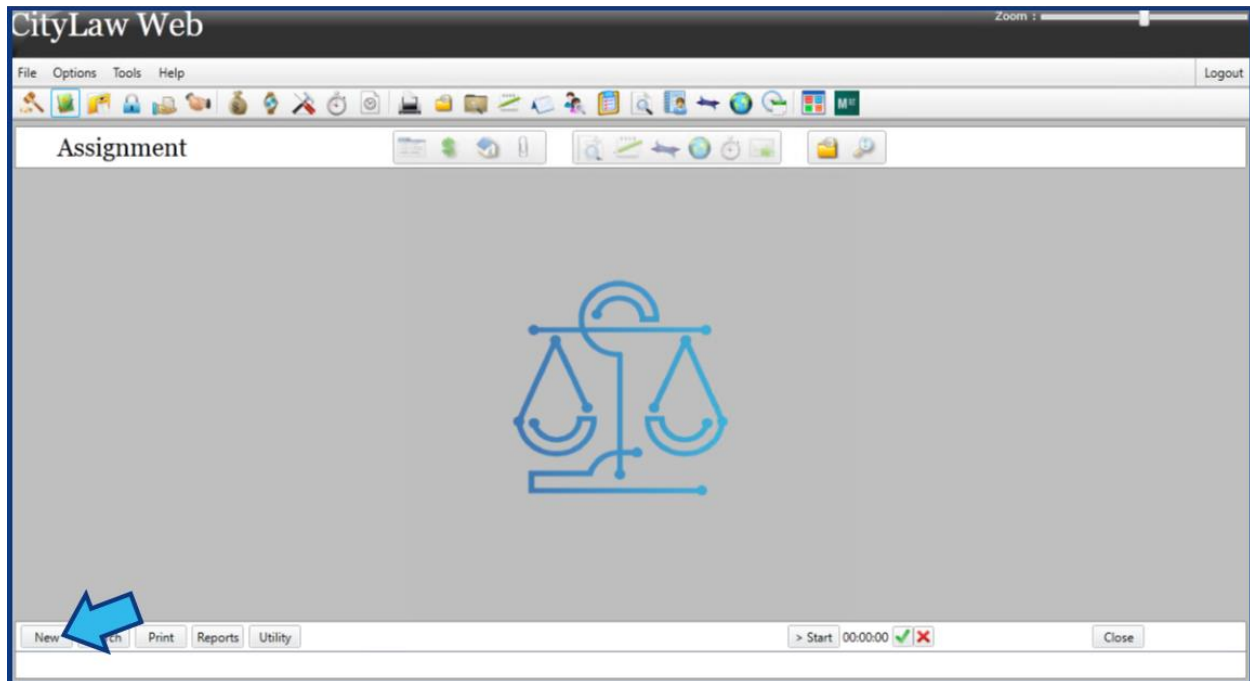
Module	File #	Matter Title	Date	Dept
AS	CR16-0062	Memorial Union Terrace - nutrient poll	6/21/2018	PW;PW
AS	1900001	John Doe vs City Dog Pound	1/16/2019	PD
AS	1800003	DCR1	8/31/2018	PW
AS	1800001	Animal Control - Leash Law	7/30/2018	PW

You will know you are in the **Assignments** module when you see the **Assignments** header.

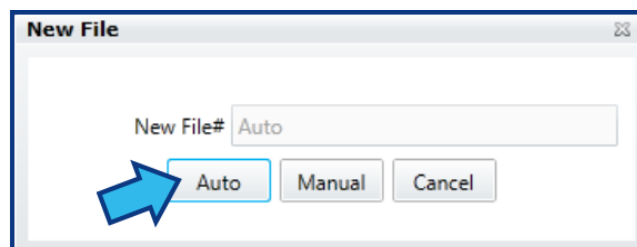


Create a New Assignments Matter

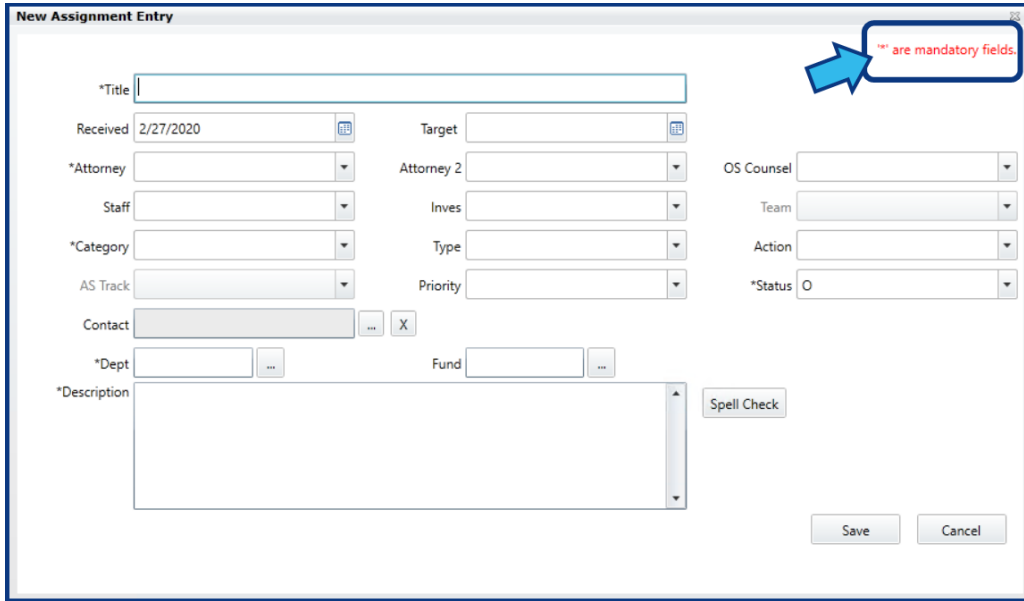
To create a new **Assignments** matter, open the **Assignments** module and select the **New** button on the action bar at the bottom.



You will be prompted to create a new **File Number**. Select the **Auto** button to have this number automatically assigned with the next available number.



Enter the matter information into the **New Assignment Entry** window. Note that mandatory fields are marked with an asterisk.



New Assignment Entry

*** are mandatory fields.

*Title

Received  Target 

*Attorney Attorney 2 OS Counsel

Staff Inves Team

*Category Type Action

AS Track Priority *Status

Contact ... X

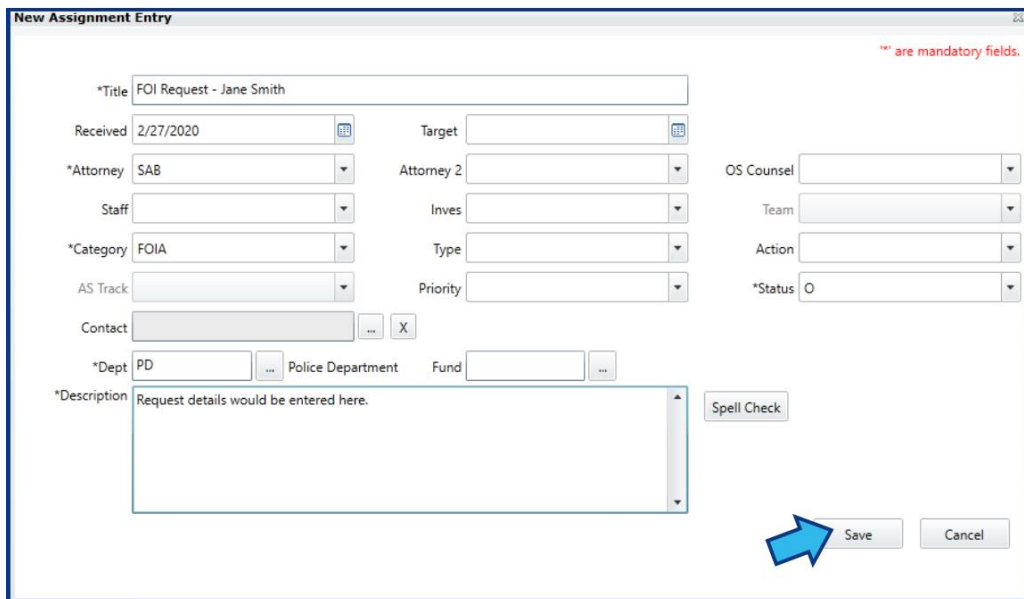
*Dept ... Fund ...

*Description

Spell Check

Save Cancel

Once you've entered the data into the fields, select the **Save** button in the lower right corner.



New Assignment Entry

*** are mandatory fields.

*Title

Received  Target 

*Attorney Attorney 2 OS Counsel

Staff Inves Team

*Category Type Action

AS Track Priority *Status

Contact ... X

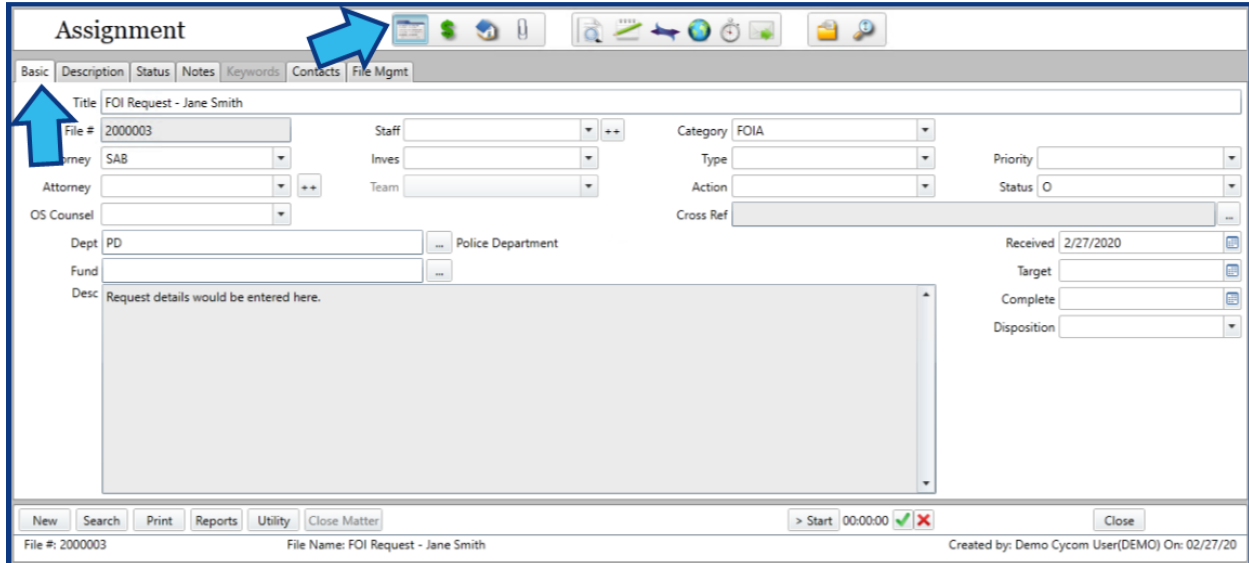
*Dept ... Police Department Fund ...

*Description

Spell Check

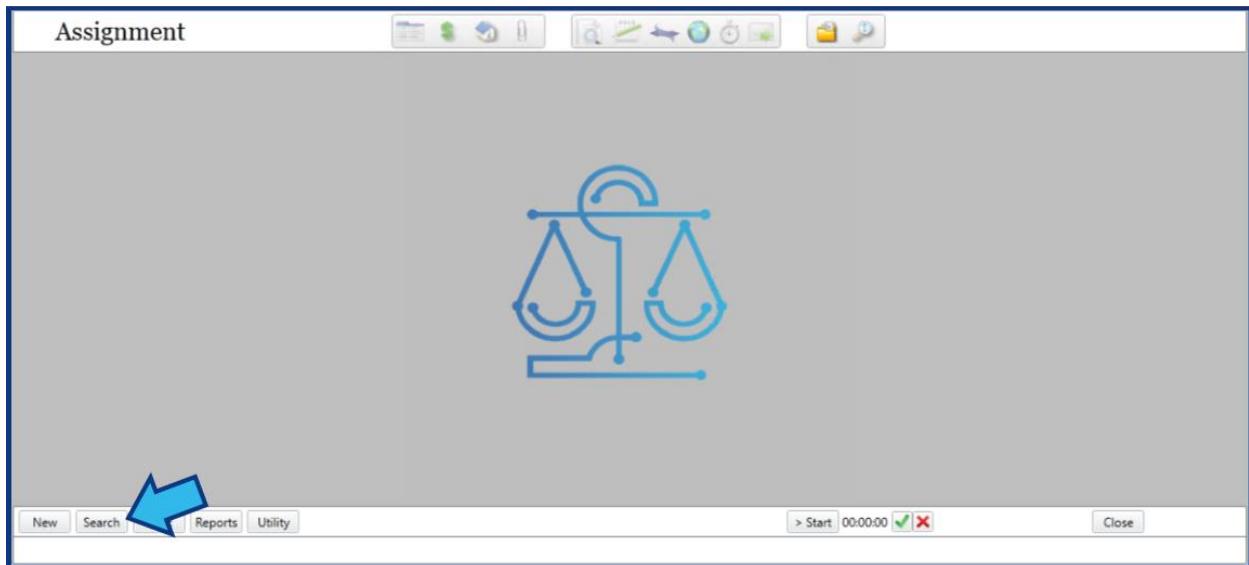
Save Cancel

Your new matter will open. By default, it will display the **Basic** tab of the **Basic Matter Data** view.

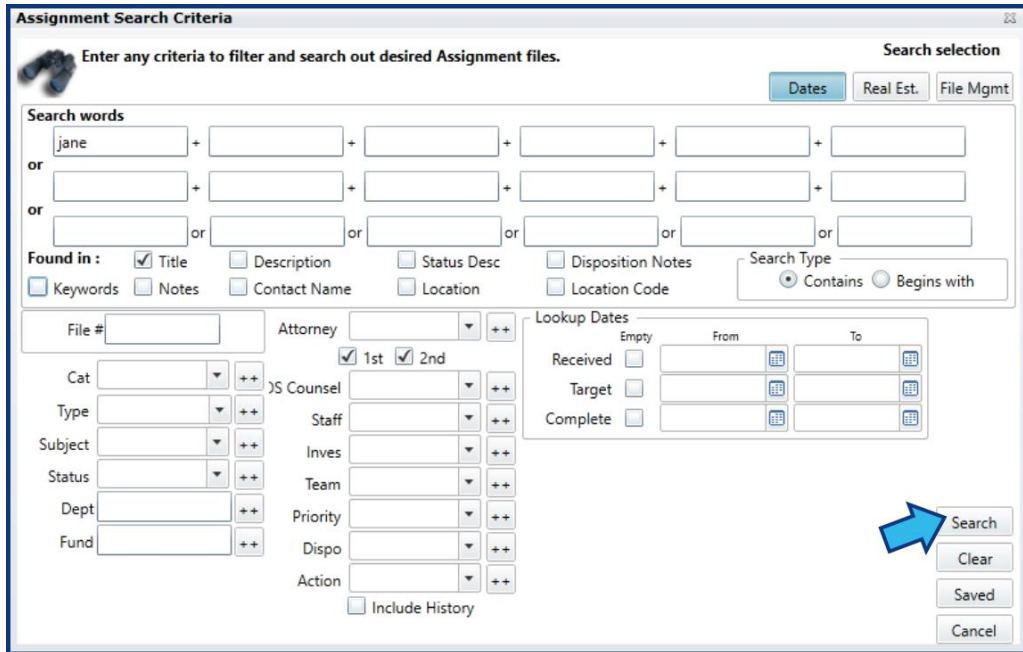


Find an Assignments Matter

To find an **Assignments** matter, first open the **Assignments** module. Then select the **Search** button from the action bar on the bottom.



A **Search Criteria** window will appear allowing you to enter or select options to filter your search. Enter any information you know to locate the matter. Select **Search** to return the results.



Assignment Search Criteria

Enter any criteria to filter and search out desired Assignment files.

Search selection

Search words
 jane + + + + +
 or
 + + + + +
 or
 or or or or or or

Found in : ☒ Title ☐ Description ☐ Status Desc ☐ Disposition Notes
☐ Keywords ☐ Notes ☐ Contact Name ☐ Location ☐ Location Code

Search Type
☒ Contains ☐ Begins with

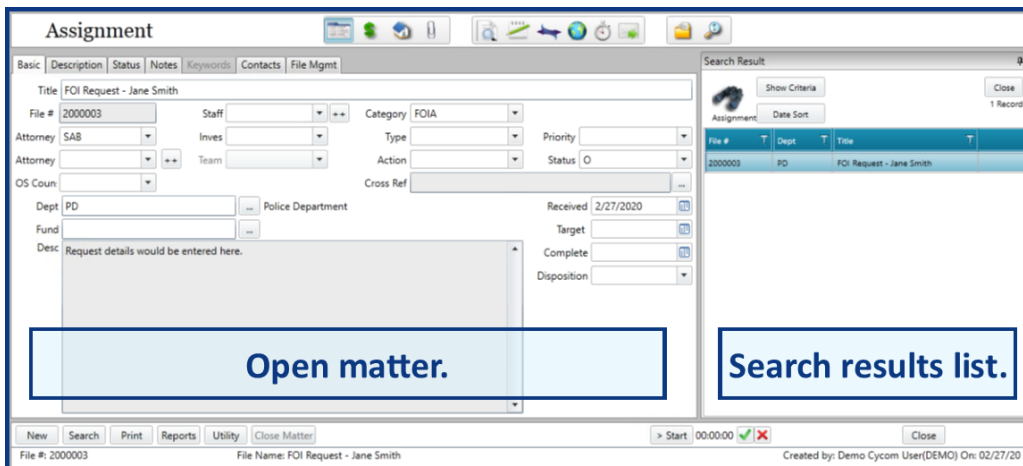
File # **Attorney** ++
☒ 1st ☒ 2nd

Lookup Dates
 Empty From To
 Received ☐
 Target ☐
 Complete ☐

Cat ++ **JS Counsel** ++
Type ++ **Staff** ++
Subject ++ **Inves** ++
Status ++ **Team** ++
Dept ++ **Priority** ++
Fund ++ **Dispo** ++
Action ++
☐ Include History

Search **Clear** **Saved** **Cancel**

Assuming your selected **Search Criteria** finds at least one match, a **Search Result** window will appear on the right side of the **Assignments** module and a matter from this list will be displayed on the left side. Selecting a matter from this list will open that matter on the left side.



Assignment

Basic | Description | Status | Notes | Keywords | Contacts | File Mgmt

Title: FOI Request - Jane Smith

File # 2000003 Staff Inves Type Priority

Attorney SAB Inves Type Priority

Attorney Team Action Status O

OS Coun Cross Ref

Dept PD Police Department Received 2/27/2020

Fund Target

Desc Request details would be entered here. Complete Disposition

Open matter.

Search Result

Show Criteria Close 1 Record

File #	Dept	Title
2000003	PD	FOI Request - Jane Smith

Search results list.

New Search Print Reports Utility Close Matter

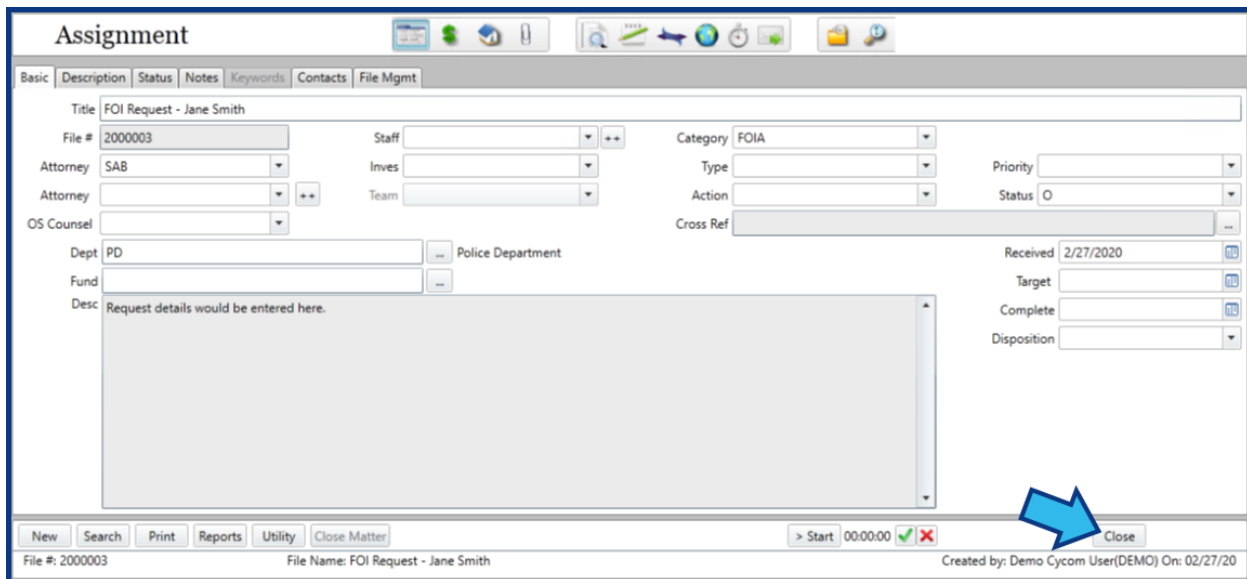
File #: 2000003 File Name: FOI Request - Jane Smith

Created by: Demo Cycom User(DEMO) On: 02/27/20

Close an Assignments Matter

When we speak of closing a matter, this refers to two different tasks. The first refers to closing a matter because you are finished with your edits, research, or additions. The second refers to changing the matter status to closed, such as when a matter is disposed.

To close an **Assignments** matter to continue with other work, you can simply open another **Assignments** matter. Or you can also close the **Assignments** module using the **Close** button in the bottom right corner.



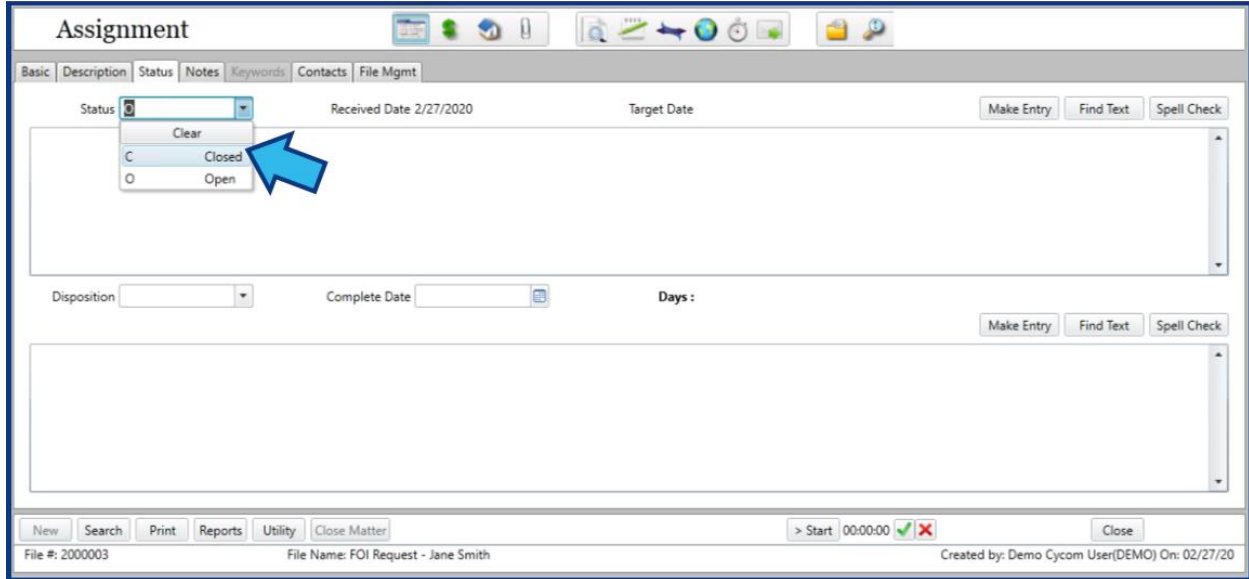
The screenshot shows the 'Assignment' form with the following details:

- Title:** FOI Request - Jane Smith
- File #:** 2000003
- Attorney:** SAB
- Staff:** (empty)
- Inves:** (empty)
- Category:** FOIA
- Type:** (empty)
- Priority:** (empty)
- Action:** (empty)
- Status:** O
- Cross Ref:** (empty)
- Dept:** PD
- Fund:** (empty)
- Desc:** Request details would be entered here.
- Received:** 2/27/2020
- Target:** (empty)
- Complete:** (empty)
- Disposition:** (empty)

The bottom of the form includes a toolbar with buttons: New, Search, Print, Reports, Utility, Close Matter. A status bar at the bottom shows: File #: 2000003, File Name: FOI Request - Jane Smith, > Start 00:00:00, and a 'Close' button. A blue arrow points to the 'Close' button.

To dispose an **Assignments** matter, select the **Status** tab in the **Basic Matter Data** view.

You can dispose an **Assignment** while also setting the matter's status to a closed type. To dispose an **Assignment** in this way, select a closed status type in the **Status** field. You might only have one closed status named **Closed**. Or you might have multiple closed statuses to choose from.

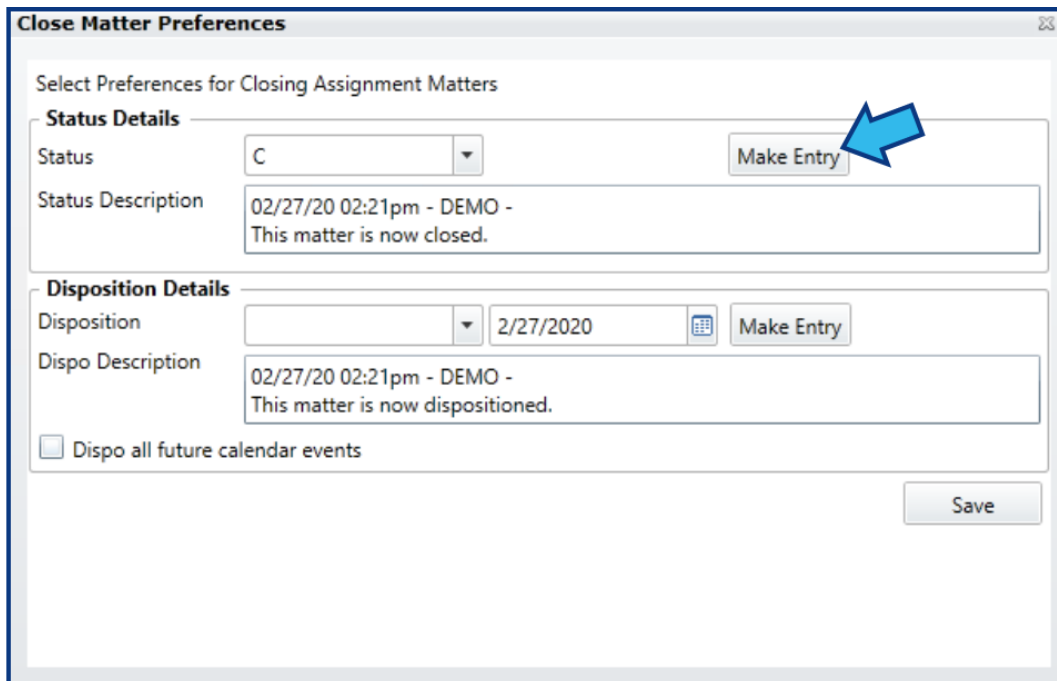


Assignment

Basic | Description | Status | Notes | Keywords | Contacts | File Mgmt

Status: **C** (Closed)  Received Date: 2/27/2020 Target Date:
 Disposition: Complete Date: Days:
 File #: 2000003 File Name: FOI Request - Jane Smith Created by: Demo Cycom User(DEMO) On: 02/27/20

On selecting any closed type status, a **Close Matter Preferences** window will appear. By default, the **Status** will be marked with the closed status you chose, and the **Status Description** may be populated with a message. Select **Make Entry** to add any additional closing status text desired. (NOTE: You can enter or edit text directly in the **Status Description** box, but **CLW Best Practices** encourage using the **Make Entry** button.)



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: **C**  Make Entry

Status Description: 02/27/20 02:21pm - DEMO - This matter is now closed.

Disposition Details

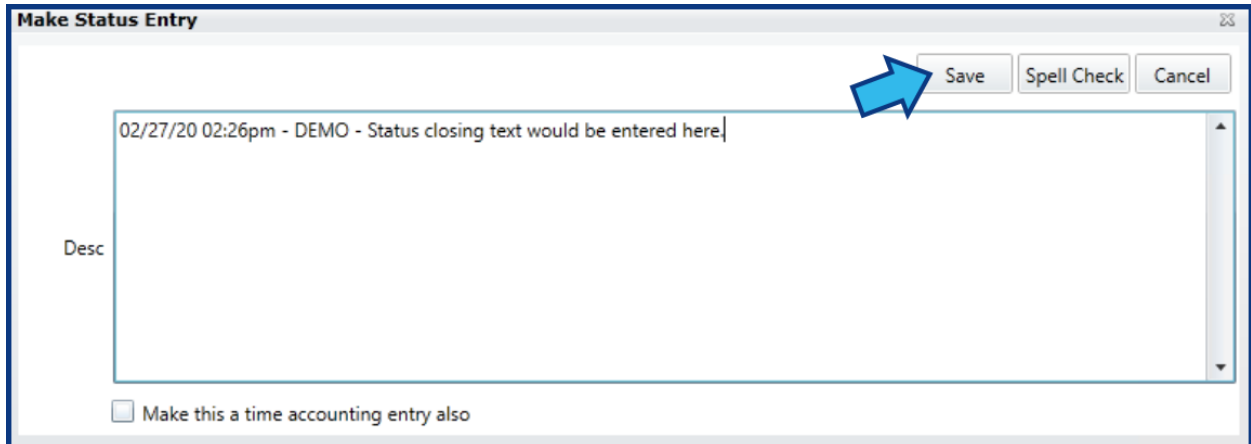
Disposition: 2/27/2020 Make Entry

Dispo Description: 02/27/20 02:21pm - DEMO - This matter is now dispositioned.

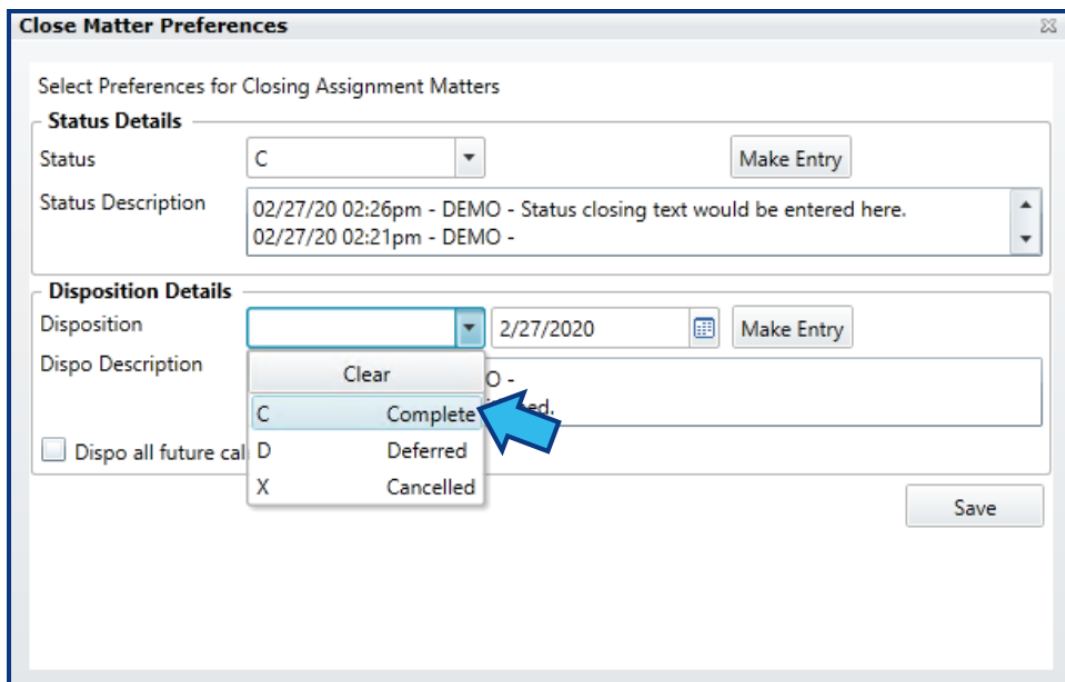
☐ Dispo all future calendar events

Save

A **Make Status Entry** window appears. Today's date, time, and the **User ID** (typically the user's initials) are filled in. Enter any additional status closing text. Select **Save**.

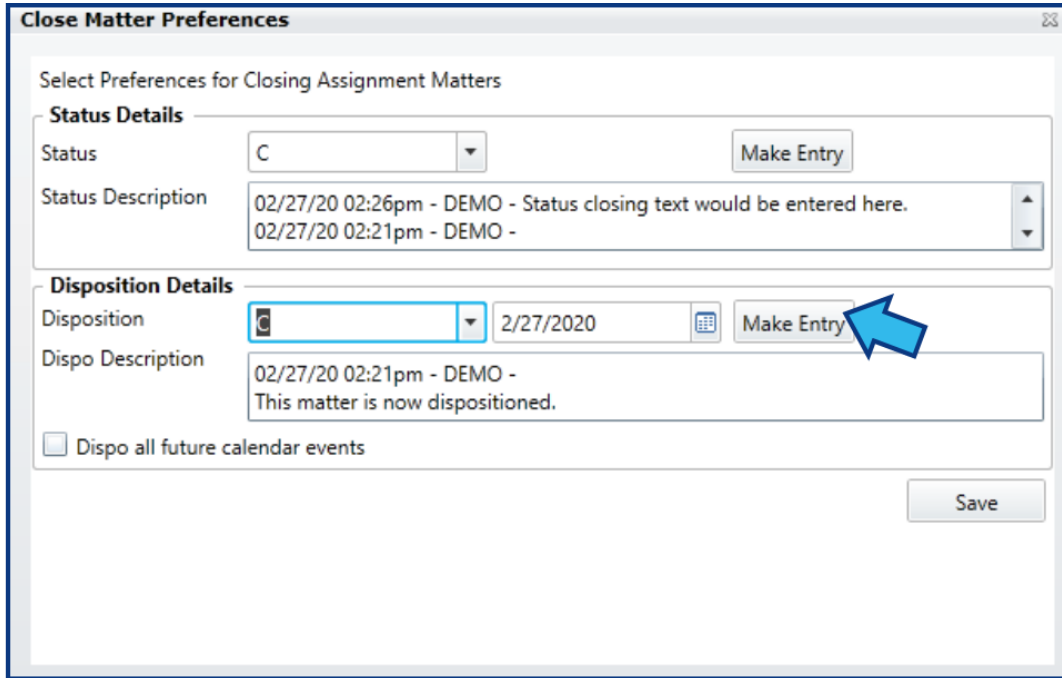


Select a **Disposition** type from the drop-down.



The **Disposition Date** will show today's date, and the **Dispo Description** may be populated with a message. Select **Make Entry** to add any additional closing dispo

text desired. (NOTE: You can enter or edit text directly in the **Dispo Description** box, but **CLW Best Practices** encourage using the **Make Entry** button.)



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: C Make Entry

Status Description: 02/27/20 02:26pm - DEMO - Status closing text would be entered here.
02/27/20 02:21pm - DEMO -

Disposition Details

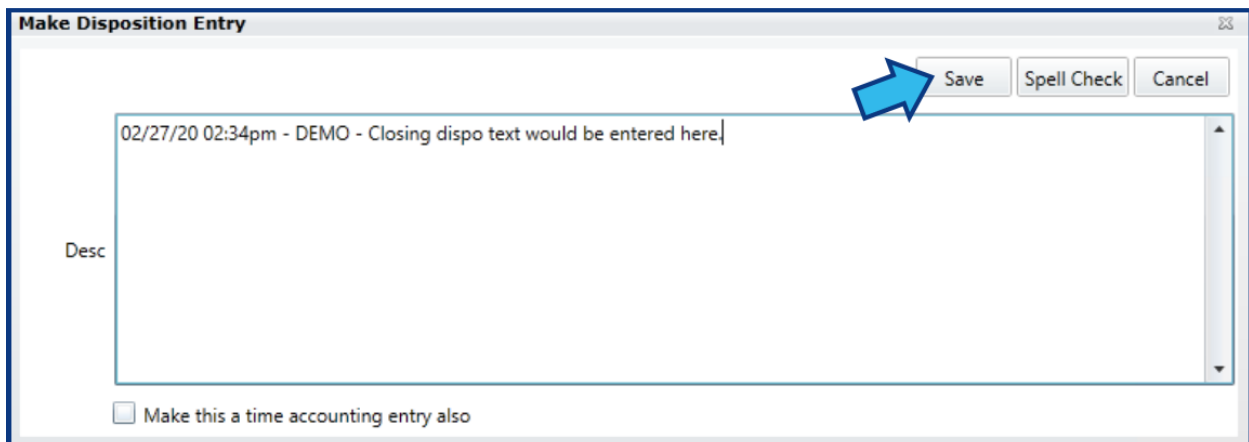
Disposition: C 2/27/2020 Make Entry

Dispo Description: 02/27/20 02:21pm - DEMO -
This matter is now dispositioned.

☐ Dispo all future calendar events

Save

A **Make Disposition Entry** window appears. Today's date, time, and the **User ID** (typically the user's initials) are filled in. Enter any information regarding the disposition of the matter. Select **Save**.



Make Disposition Entry

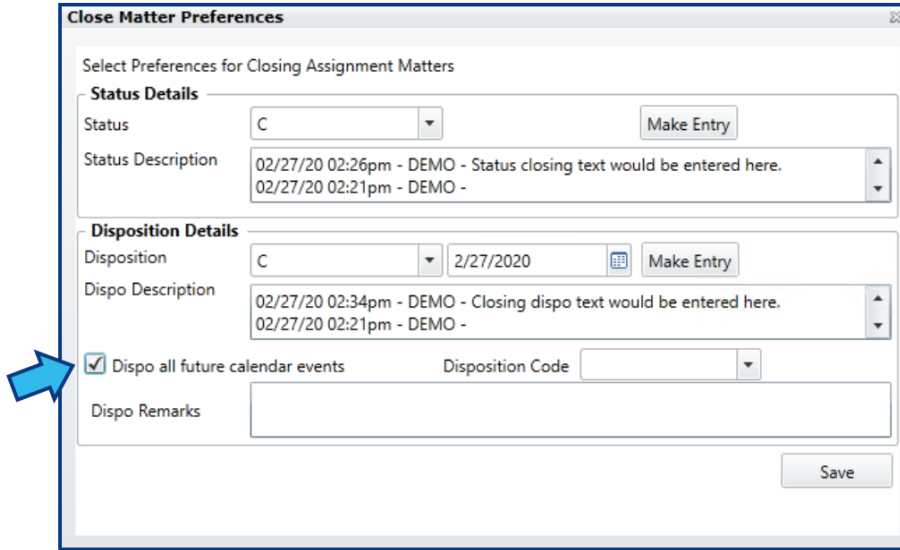
02/27/20 02:34pm - DEMO - Closing dispo text would be entered here

Desc

Save Spell Check Cancel

☐ Make this a time accounting entry also

If you wish for all future calendar events that may remain on the matter to be disposed, make sure a check is placed in the box **Dispo all future calendar events**. On checking this box, a **Disposition Code** and **Dispo Remarks** field appears.



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: C Make Entry

Status Description: 02/27/20 02:26pm - DEMO - Status closing text would be entered here.
02/27/20 02:21pm - DEMO -

Disposition Details

Disposition: C 2/27/2020 Make Entry

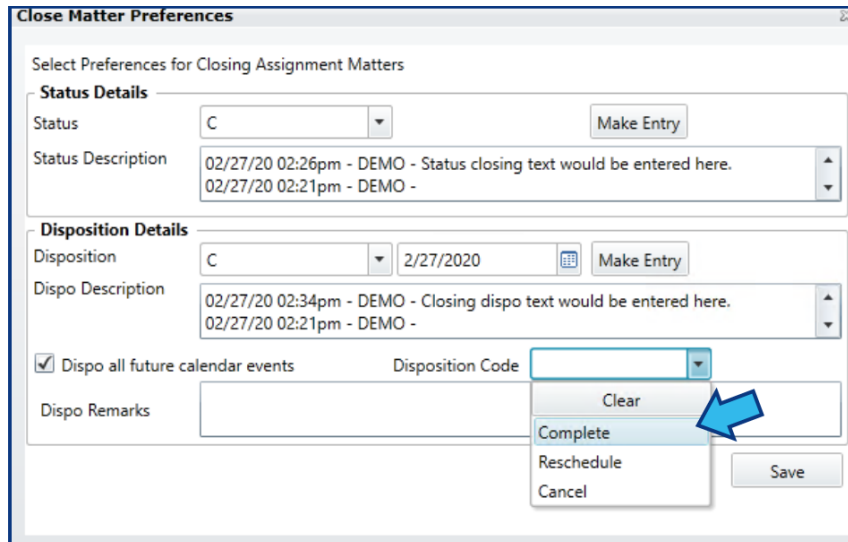
Dispo Description: 02/27/20 02:34pm - DEMO - Closing dispo text would be entered here.
02/27/20 02:21pm - DEMO -

☒ Dispo all future calendar events Disposition Code

Dispo Remarks

Save

Select a **Disposition Code** from the drop-down.



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: C Make Entry

Status Description: 02/27/20 02:26pm - DEMO - Status closing text would be entered here.
02/27/20 02:21pm - DEMO -

Disposition Details

Disposition: C 2/27/2020 Make Entry

Dispo Description: 02/27/20 02:34pm - DEMO - Closing dispo text would be entered here.
02/27/20 02:21pm - DEMO -

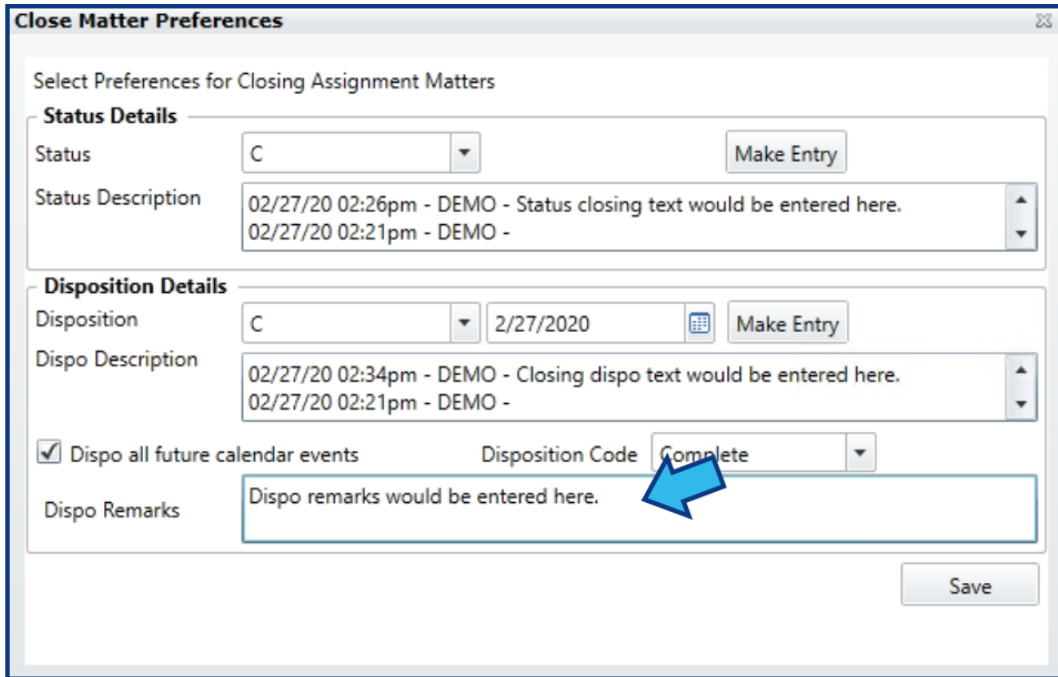
☒ Dispo all future calendar events Disposition Code

Dispo Remarks

Clear
Complete
Reschedule
Cancel

Save

Enter any **Dispo Remarks**.



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: C Make Entry

Status Description: 02/27/20 02:26pm - DEMO - Status closing text would be entered here.
02/27/20 02:21pm - DEMO -

Disposition Details

Disposition: C 2/27/2020 Make Entry

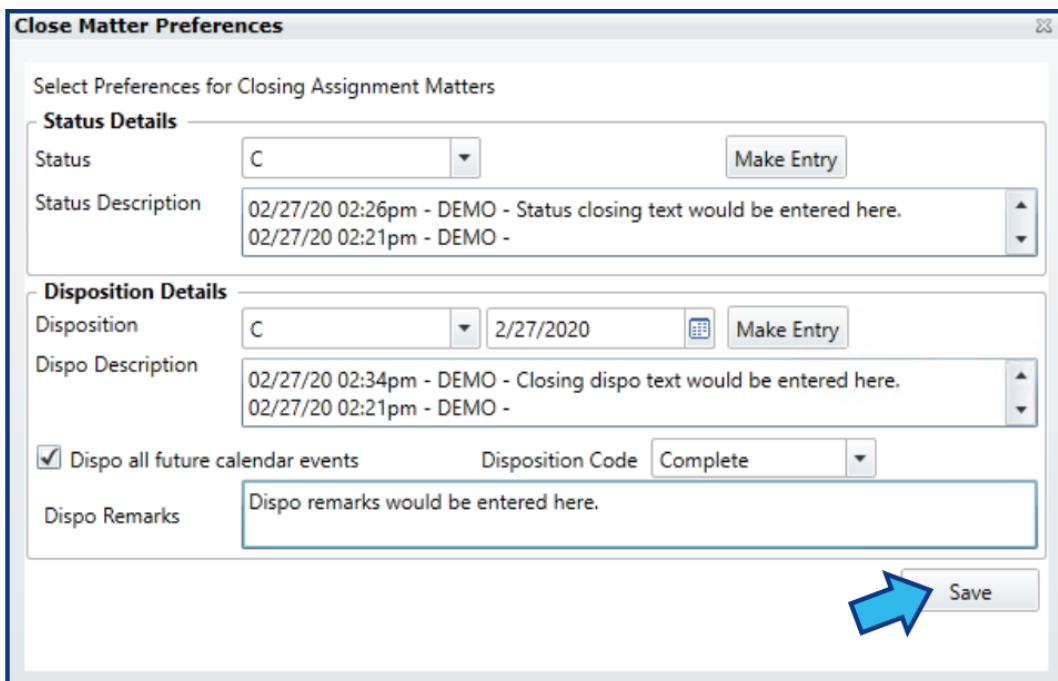
Dispo Description: 02/27/20 02:34pm - DEMO - Closing dispo text would be entered here.
02/27/20 02:21pm - DEMO -

☒ Dispo all future calendar events Disposition Code: Complete

Dispo Remarks: Dispo remarks would be entered here.

Save

Select **Save**.



Close Matter Preferences

Select Preferences for Closing Assignment Matters

Status Details

Status: C Make Entry

Status Description: 02/27/20 02:26pm - DEMO - Status closing text would be entered here.
02/27/20 02:21pm - DEMO -

Disposition Details

Disposition: C 2/27/2020 Make Entry

Dispo Description: 02/27/20 02:34pm - DEMO - Closing dispo text would be entered here.
02/27/20 02:21pm - DEMO -

☒ Dispo all future calendar events Disposition Code: Complete

Dispo Remarks: Dispo remarks would be entered here.

Save

Now your matter status is set to **Closed** and will no longer appear in **Searches** or **Reports** limited to **Open Matters**. It will remain searchable and will remain in reports referencing **Closed Matters**.

Assignment

Basic

Description

Status

Notes

Keywords

Contacts

File Mgmt

Title

FOI Request - Jane Smith

File #

2000003

Staff

Category

FOIA

Attorney

SAB

Inves

Type

Priority

Attorney

Team

Action

Status

C

OS Counsel

Cross Ref

Dept

PD

Police Department

Fund

Desc

Request details would be entered here.

Received

2/27/2020

Target

Complete

2/27/2020

Disposition

C

New

Search

Print

Reports

Utility

Close Matter

> Start

00:00:00

Close

File #: 2000003

File Name: FOI Request - Jane Smith

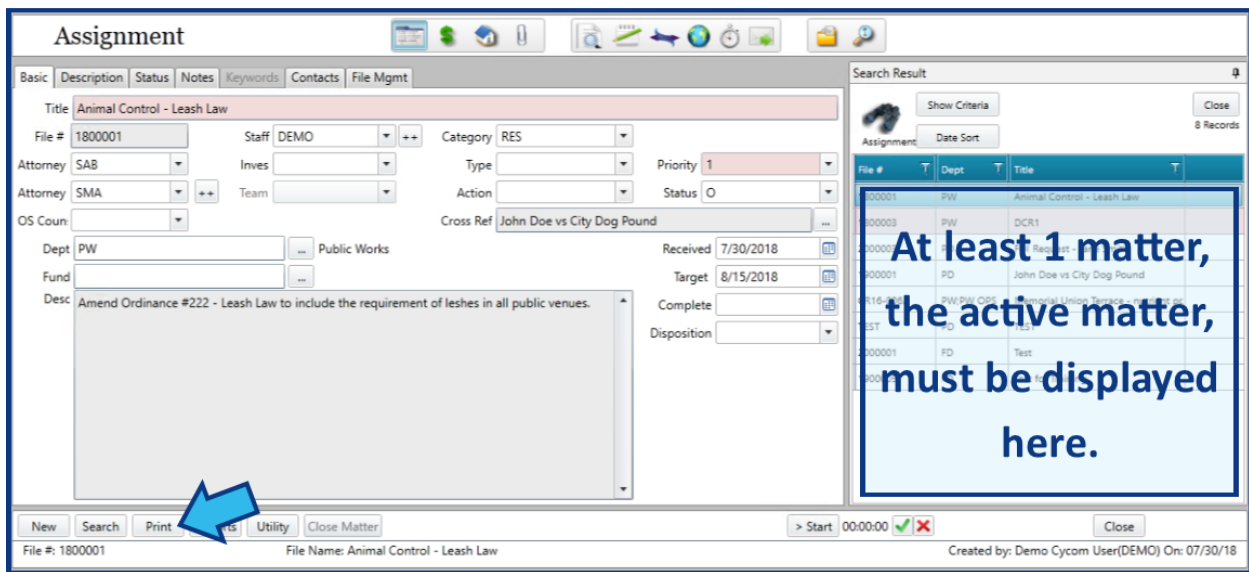
Created by: Demo Cycom User(DEMO) On: 02/27/20

Assignments Report Options

- [Print Customized Assignments Reports](#)
- [Create Built-in Assignments Reports](#)

Print Customized Assignments Reports

Customized reports can be created by first executing a **Search** to find the **Assignments** matters you want to include. Once at least 1 matter is displayed in the **Search Result** pane, select the **Print** button in the action bar at the bottom.

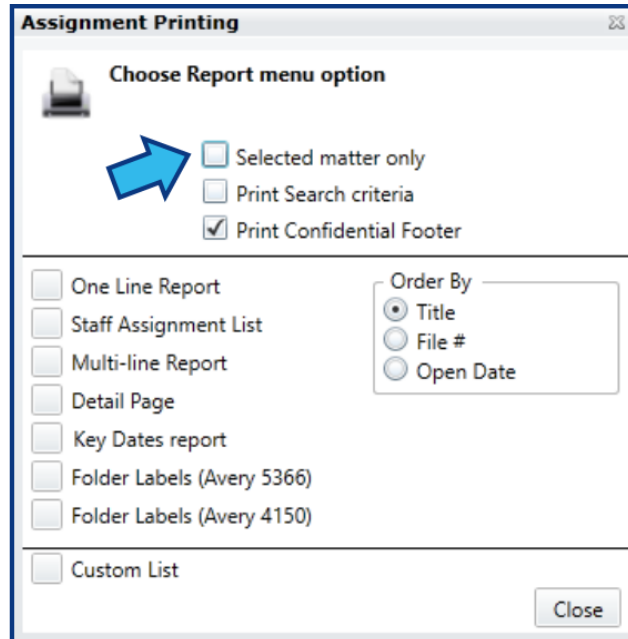


The screenshot shows the 'Assignment' module interface. The 'Search Result' pane on the right displays a table with 8 records. A callout box highlights the first record, stating: 'At least 1 matter, the active matter, must be displayed here.'

File #	Dept	Title
000001	PW	Animal Control - Leash Law
000003	PW	DCR1
000001	PO	John Doe vs City Dog Pound
000001	FD	Test

The 'Assignment' form on the left shows details for 'Animal Control - Leash Law' (File # 1800001). The 'Print' button in the bottom action bar is highlighted with a blue arrow.

If you want to create a report for only the active matter, be sure to check the box for **Selected matter only**. If this box is unchecked, any report will include all the matters listed in the **Search Results**.



Assignment Printing

Choose Report menu option

☐ Selected matter only
☐ Print Search criteria
☒ Print Confidential Footer

☐ One Line Report
☐ Staff Assignment List
☐ Multi-line Report
☐ Detail Page
☐ Key Dates report
☐ Folder Labels (Avery 5366)
☐ Folder Labels (Avery 4150)
☐ Custom List

Order By
☒ Title
☐ File #
☐ Open Date

Close

Select the type of report you'd like to generate. Some reports allow additional options and you will be prompted to make your selections. Your report will be displayed with options to print or export.

Print ↓

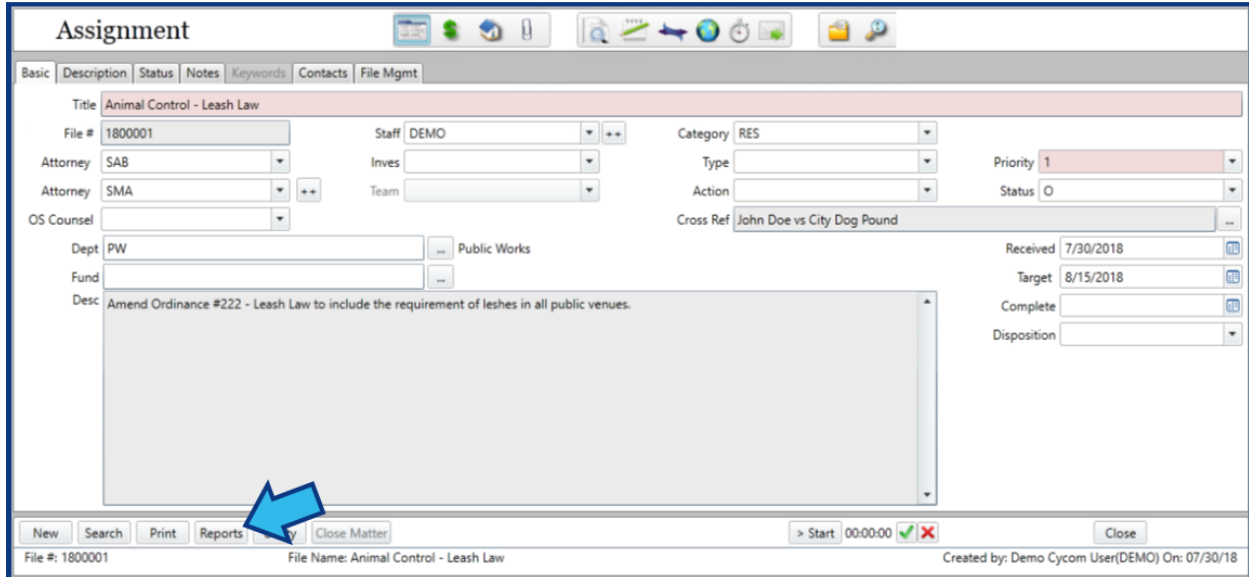
↑ **Export**

City Attorney Assignment One-Line Codes Report							
File #	Title	Received	Completed	Type	Category	Status	Attorney
1800001	Animal Control - Leash Law	7/30/2018			Resolution	Open	Sarah A. Boyd
1800003	DCR1	8/31/2018		Federal Contract	Ordinance	Open	Sarah A. Boyd
2000003	FOI Request - Jane Smith	2/27/2020	02/27/2020		FOIA/Public Recor	Closed	Sarah A. Boyd
1900001	John Doe vs City Dog Pound	1/16/2019			Memorandum	Open	Sarah A. Boyd
CR16-0062	Memorial Union Terrace - nutrient pollution	6/21/2018		General Work Ass	FOIA/Public Recor	Open	Anthorian, Scott A
TEST	TEST	6/18/2018				Open	Sarah A. Boyd
2000001	Test	2/7/2020			FOIA/Public Recor	Open	Sarah A. Boyd
1900005	Test for Training	8/24/2019			FOIA/Public Recor	Open	Sarah A. Boyd

Close

Create Built-in Assignments Reports

There are several built-in **Assignments** reports to choose from. To access these reports, select the **Reports** button from the action bar at the bottom.

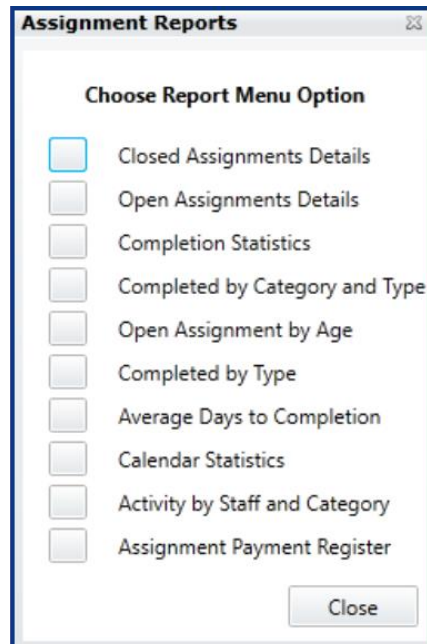


The screenshot shows the 'Assignment' form with the following details:

- Title:** Animal Control - Leash Law
- File #:** 1800001
- Staff:** DEMO
- Category:** RES
- Priority:** 1
- Status:** O
- Dept:** PW (Public Works)
- Fund:** (empty)
- Desc:** Amend Ordinance #222 - Leash Law to include the requirement of leashes in all public venues.
- Received:** 7/30/2018
- Target:** 8/15/2018
- Complete:** (empty)
- Disposition:** (empty)

The action bar at the bottom includes buttons: New, Search, Print, **Reports** (highlighted with a blue arrow), and Close Matter. The status bar shows 'File #: 1800001', 'File Name: Animal Control - Leash Law', and 'Created by: Demo Cycom User(DEMO) On: 07/30/18'.

The **Assignments Reports** will appear. Select the report you wish to view. Some reports allow additional options and you will be prompted to make your selections. Your report will be displayed once you have made your selections.



The 'Assignment Reports' dialog box displays the following options:

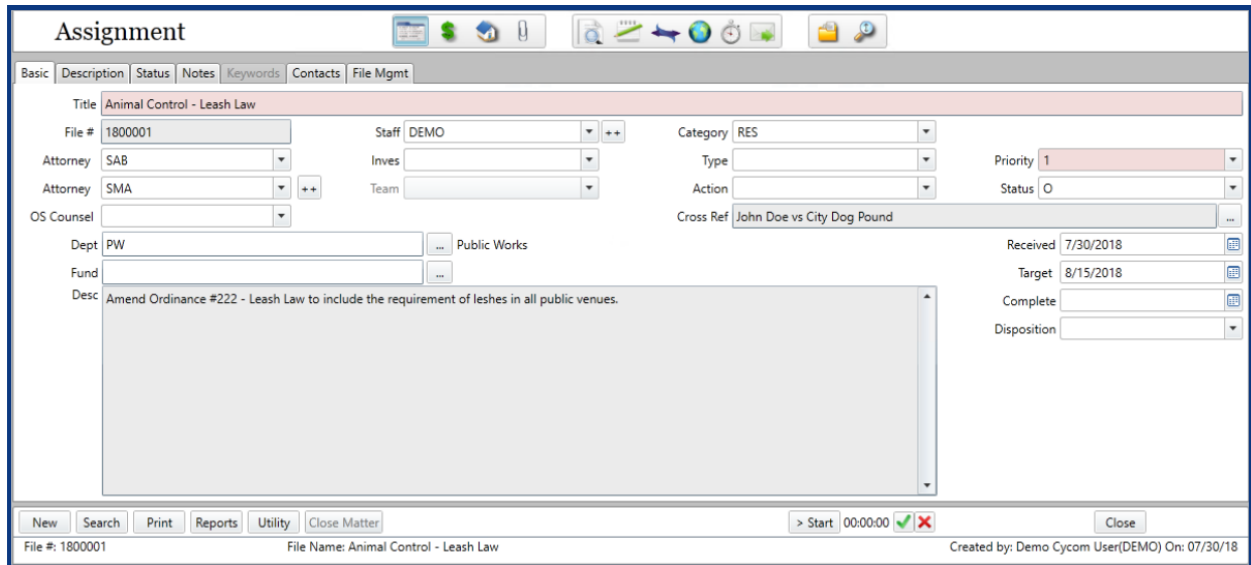
- ☒ Closed Assignments Details
- ☐ Open Assignments Details
- ☐ Completion Statistics
- ☐ Completed by Category and Type
- ☐ Open Assignment by Age
- ☐ Completed by Type
- ☐ Average Days to Completion
- ☐ Calendar Statistics
- ☐ Activity by Staff and Category
- ☐ Assignment Payment Register

A 'Close' button is located at the bottom right of the dialog box.

Assignments Basic Matter Data Fields

- [Basic Tab](#)
- [Description Tab](#)
- [Status Tab](#)
- [Notes Tab](#)
- [Keywords Tab](#)
- [Contacts Tab](#)
- [File Management Tab](#)

Basic Tab



The screenshot shows the 'Assignment' form with the 'Basic' tab selected. The form contains the following fields and values:

Assignment			
Title: Animal Control - Leash Law			
File #	1800001	Staff	DEMO
Attorney	SAB	Inves	
Attorney	SMA	Team	
OS Counsel		Category	RES
Dept	PW	Type	
Fund		Action	
Desc	Amend Ordinance #222 - Leash Law to include the requirement of leashes in all public venues.		
		Cross Ref	John Doe vs City Dog Pound
		Priority	1
		Status	O
		Received	7/30/2018
		Target	8/15/2018
		Complete	
		Disposition	

At the bottom of the form, there are buttons for 'New', 'Search', 'Print', 'Reports', 'Utility', and 'Close Matter'. The status bar shows 'File #: 1800001', 'File Name: Animal Control - Leash Law', and 'Created by: Demo Cycom User(DEMO) On: 07/30/18'.

Title

A descriptive title for the matter.

File #

The **CLW Assignments** matter **File Number**. This will be auto-generated upon selecting **Auto** when creating a new **Assignments** matter.

Attorney

The lead attorney on the matter.

Attorney 2

Additional attorneys on the matter. (NOTE: **CLW** limits the number of second attorneys to 4)

OS Counsel

Outside counsel assigned to this matter.

Department

The department represents the entity to whom the services of the **Assignment** are being rendered.

Fund

The funding source for this matter.

Description

A text field to enter a description of the matter.

Staff

Any staff assigned to assist with this matter.

Investigator

The investigator assigned to this matter.

Team

If your office divides work assignments by team, the assigned team for this matter is selected for this field.

Category

Category codes separate **Assignments** matters into classifications relevant to your office. Some examples of categories are FOIA Requests, Memorandums, and Opinions.

Type

Each category code has a subset of type codes. Some examples of type codes are Procurement, Licensing, Civil Rights, Personnel, and Zoning.

Action

The next action needed on the matter is selected for this field.

Cross Reference

A list of other matters that should be referenced to the current matter.

Priority

The priority of the matter is entered in this field. Priority determines the color coding applied to the matter in search results.

Status

The current state of the matter. Status codes are classified as either open or closed types and these are used in searches and reports to limit selections to those types. One common observance of this in practice is the user's **My Open Matters** list in **Skyline** or **Main Street** view.

Received Date

The date the matter was received.

Target Date

The target completion date for the matter.

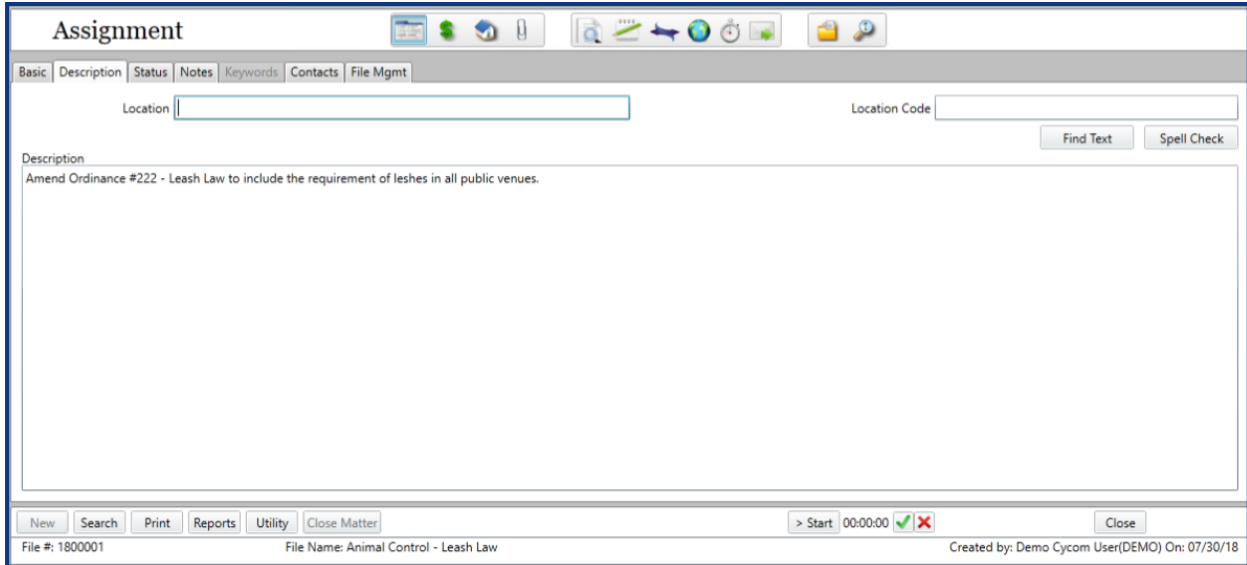
Complete Date

The date the matter was completed.

Disposition

The manner in which the matter was disposed is entered in this field.

Description Tab



The screenshot shows a software window titled "Assignment". It has a menu bar with "Basic", "Description", "Status", "Notes", "Keywords", "Contacts", and "File Mgmt". The "Description" tab is selected. Below the menu bar, there are two text input fields: "Location" and "Location Code". To the right of the "Location Code" field are two buttons: "Find Text" and "Spell Check". Below these fields is a large text area labeled "Description" containing the text "Amend Ordinance #222 - Leash Law to include the requirement of leashes in all public venues." At the bottom of the window, there is a status bar with buttons for "New", "Search", "Print", "Reports", "Utility", and "Close Matter". To the right of these buttons is a timer showing "> Start 00:00:00" and a "Close" button. The status bar also displays "File #: 1800001", "File Name: Animal Control - Leash Law", and "Created by: Demo Cycom User(DEMO) On: 07/30/18".

Location

This field may be used to note the location of the incident or the location of matter files. Check with your **System Administrator** or **Office Manager** to confirm how your site uses this field.

Location Code

The location code for this matter.

Find Text

An action button that opens a text search tool.

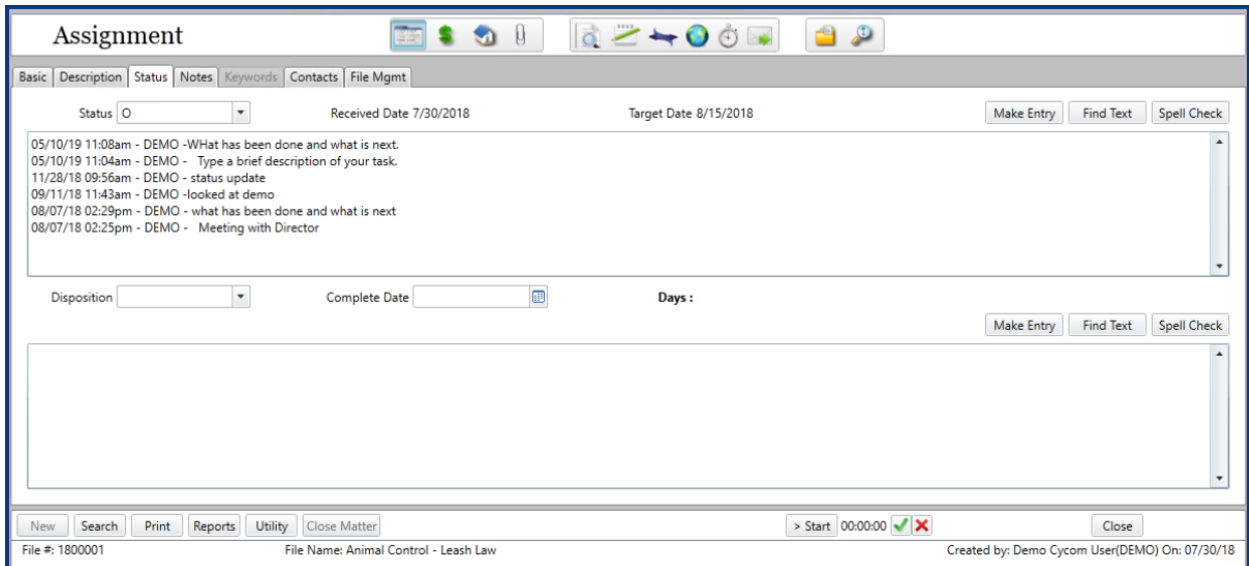
Spell Check

An action button that opens a spell-checking tool.

Description

An unlimited text field to enter the matter description and/or any additional details of the matter. The description contents are also displayed on the **Basic** tab, but must be edited through the **Description** tab.

Status Tab



Status

The matter's current status is entered in this field. Status types are either open or closed. Entering a closed type status will open a **Close Matter Preferences** window to allow you to enter **Disposition** information.

Make Entry

An action button that opens the **Make Status Entry** window.

Find Text

An action button that opens a text search tool.

Spell Check

An action button that opens a spell-checking tool.

Status Description

All status entries will be listed in this field. (NOTE: You can enter or edit text directly in the **Status Description** box, but **CLW Best Practices** encourage using the **Make Entry** button.)

Disposition

The matter's disposition type is entered in this field.

Complete Date

The date the matter was disposed.

Make Entry

An action button that opens the **Make Disposition Entry** window.

Find Text

An action button that opens a text search tool.

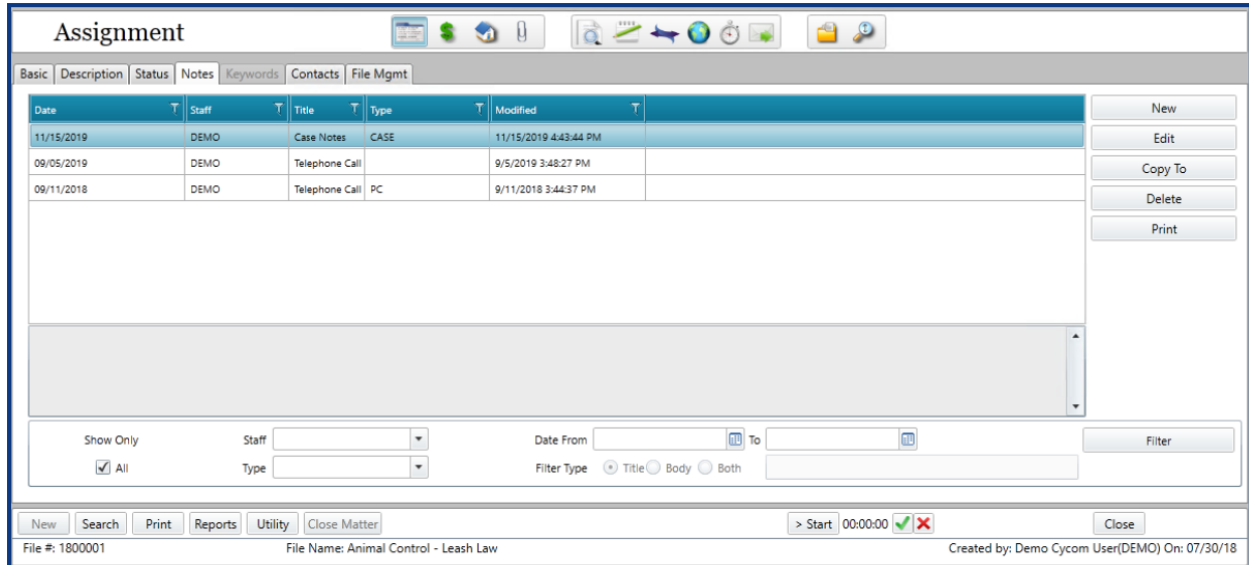
Spell Check

An action button that opens a spell-checking tool.

Disposition Description

All disposition entries will be listed in this field. (NOTE: You can enter or edit text directly in the **Disposition Description** box, but **CLW Best Practices** encourage using the **Make Entry** button.)

Notes Tab



Date	Staff	Title	Type	Modified
11/15/2019	DEMO	Case Notes	CASE	11/15/2019 4:43:44 PM
09/05/2019	DEMO	Telephone Call		9/5/2019 3:48:27 PM
09/11/2018	DEMO	Telephone Call	PC	9/11/2018 3:44:37 PM

File #: 1800001 File Name: Animal Control - Leash Law Created by: Demo Cycom User(DEMO) On: 07/30/18

The **Notes** tab displays a list of notes that can be sorted using the list column headings and filtered using the filter options. A gray box at the bottom shows a preview of the highlighted note in the list above.

New

An action button that opens the **Memo Field Description** tool to create a new note.

Edit

An action button that opens the **Memo Field Description** tool to edit a note.

Copy To

An action button that opens the **Select Matter** tool to select a matter to which to copy the selected note. The original and copied note will exist separately in the database. Edits to one will not affect the other.

Delete

An action button that deletes the selected note.

Print

An action button that creates a report listing all the notes in the notes list. The report can be printed or exported.

Show Only All

Checking this box shows all the notes. Uncheck this box if you'd like to filter the list using any of the parameters provided.

Staff

Filter the notes to show only those created by a specific staff person.

Type

Filter the notes to show only those of a specific type.

Date From/To

Filter the notes according to a specific date range.

Filter Type

Radio buttons to select to filter the notes by **Title**, **Body**, or **Both**. The text field to the right of the buttons is used to enter the filter terms.

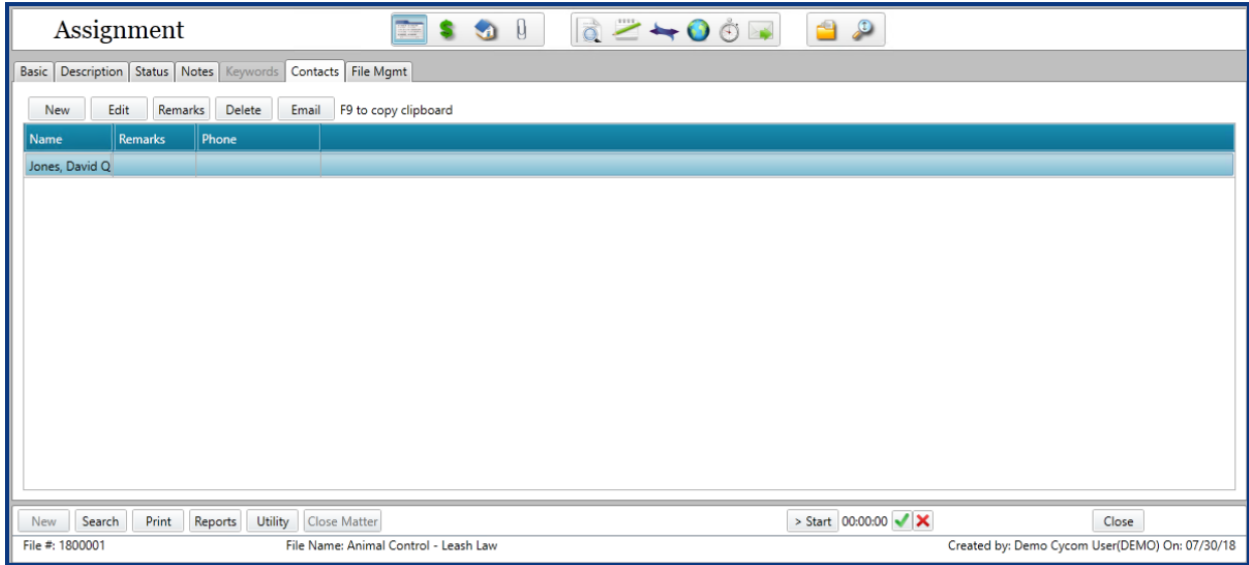
Filter

An action button to filter the note list according to the parameters selected or entered. NOTE: To filter the notes list, uncheck the **Show Only All** box.

Keywords Tab

The **Keywords** tab displays a list of keywords. The use of keywords is no longer needed because of the full text search capabilities in **CLW**. Because of this your keywords tab may be inactive or missing. **CLW Best Practices** discourages using keywords, and instead encourages attention to proper spelling in all documents and text fields. All unlimited text fields in **CLW** have a **Spell Check** button for this purpose.

Contacts Tab



Name	Remarks	Phone
Jones, David Q		

New

An action button that opens the **Find a Person** tool to create a new contact.

Edit

An action button that opens the **Edit Party** tool to edit a contact.

Remarks

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

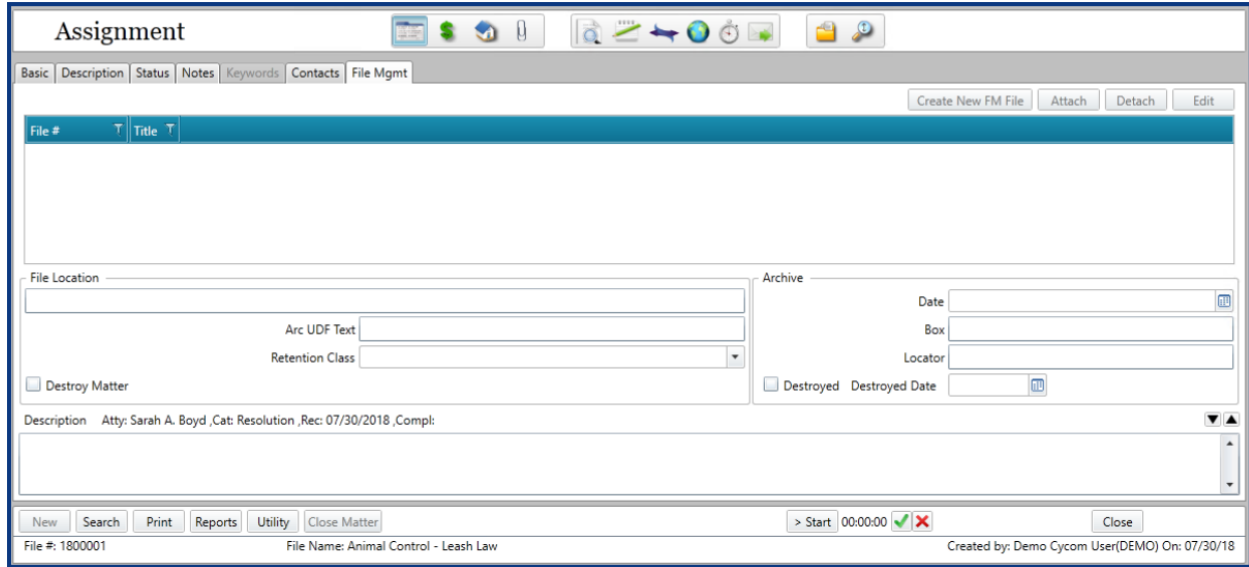
Delete

An action button that deletes the selected note.

Email

An action button that opens an email draft populated with the contact's email address, if one is included in the person's contact record.

File Management Tab



The screenshot shows the 'Assignment' window with the 'File Mgmt' tab selected. The window has a title bar 'Assignment' and a menu bar with 'Basic', 'Description', 'Status', 'Notes', 'Keywords', 'Contacts', and 'File Mgmt'. Below the menu bar is a toolbar with icons for file operations. The main area contains a table with columns 'File #', 'Title', and 'Description'. Below the table are fields for 'File Location', 'Arc UDF Text', 'Retention Class', 'Archive', 'Date', 'Box', 'Locator', 'Destroyed', and 'Destroyed Date'. At the bottom, there is a status bar with 'File #: 1800001', 'File Name: Animal Control - Leash Law', and 'Created by: Demo Cycom User(DEMO) On: 07/30/18'.

The **File Management** tab has fields to enter file storage, archival, and destruction information. There are 4 buttons at the top right named **Create New FM File**, **Attach**, **Detach**, and **Edit**. These allow you to create a file management file (available if you have the **File Management** module), and to attach or detach additional matters to this matter.