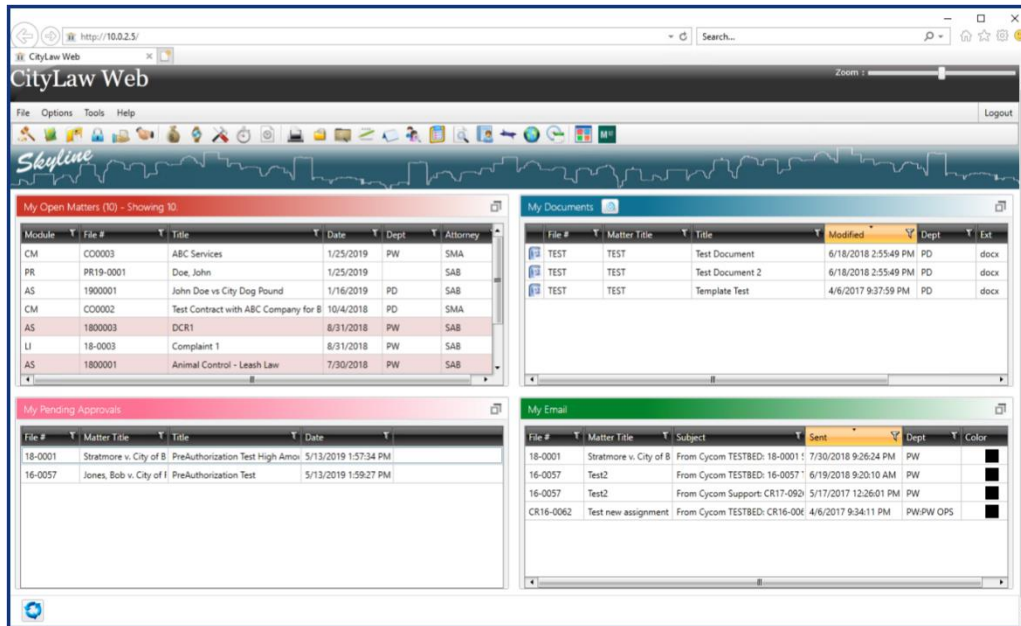
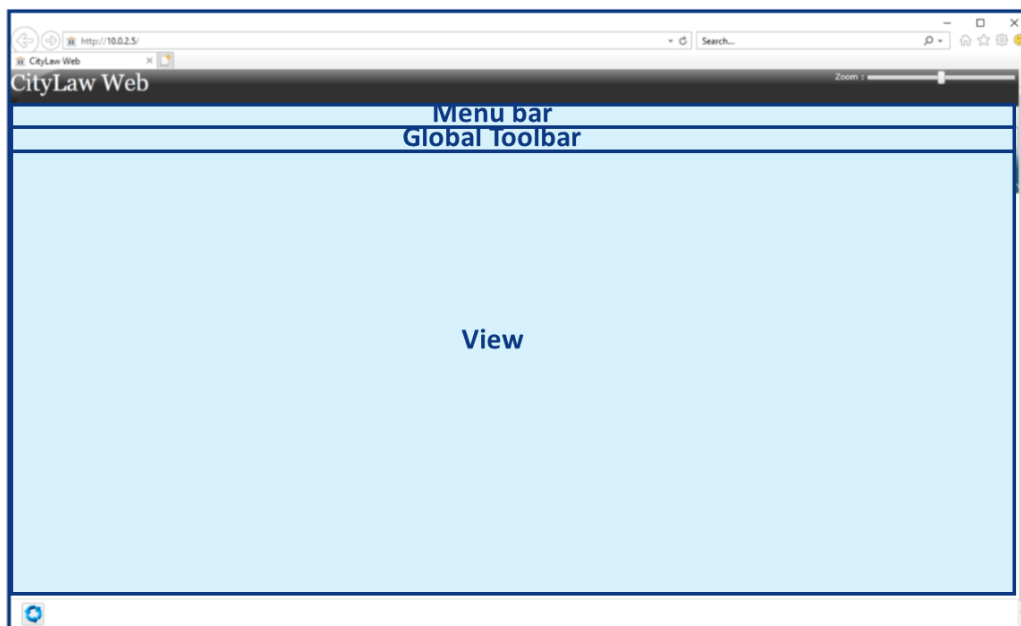


Unless the default **Initial View** is changed, when logging on **CLW**, you will see something similar to the image below.



The general layout contains 3 sections:

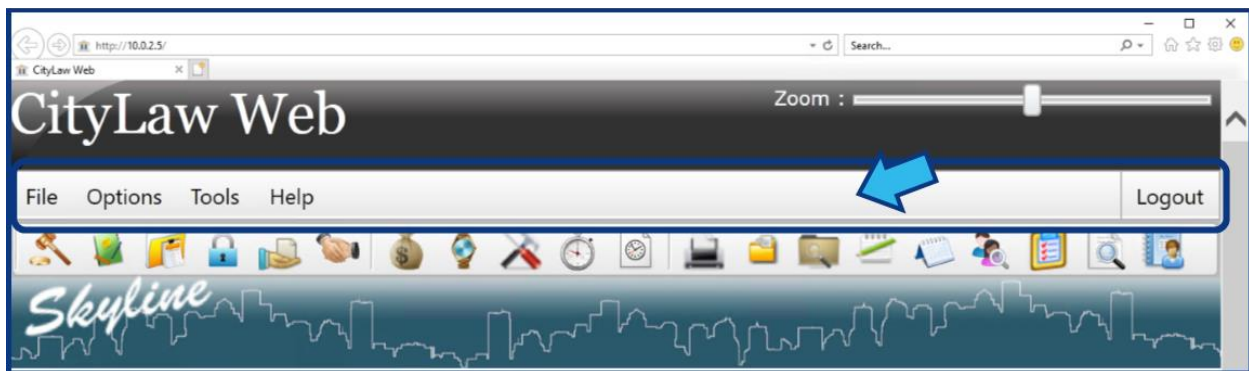
- **Menu Bar**
- **Global Toolbar**
- **View**



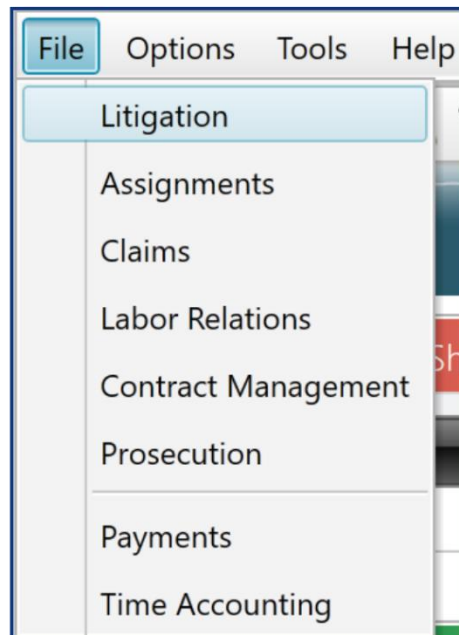
Menu Bar

The Menu Bar contains 5 menus:

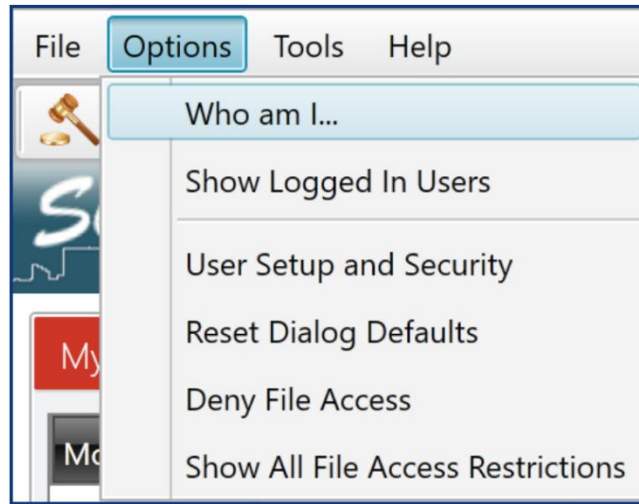
- [File](#)
- [Options](#)
- [Tools](#)
- [Help](#)
- [Logout](#)



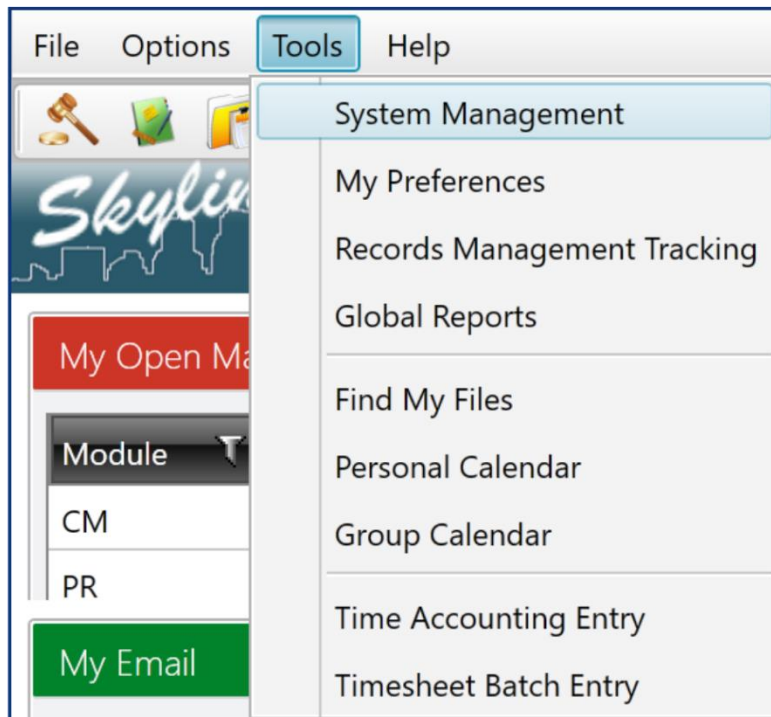
The **File** menu lists the modules available. Your list may vary.



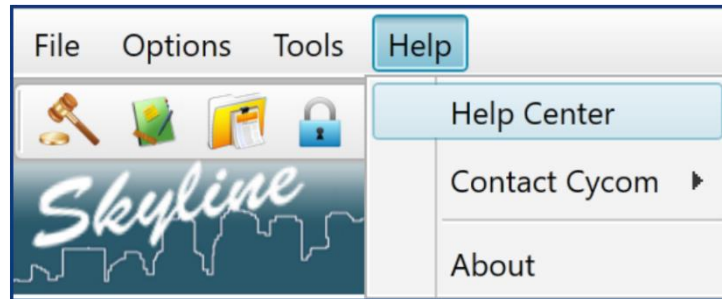
The **Options** menu lists user information and access options available. Your list may vary.



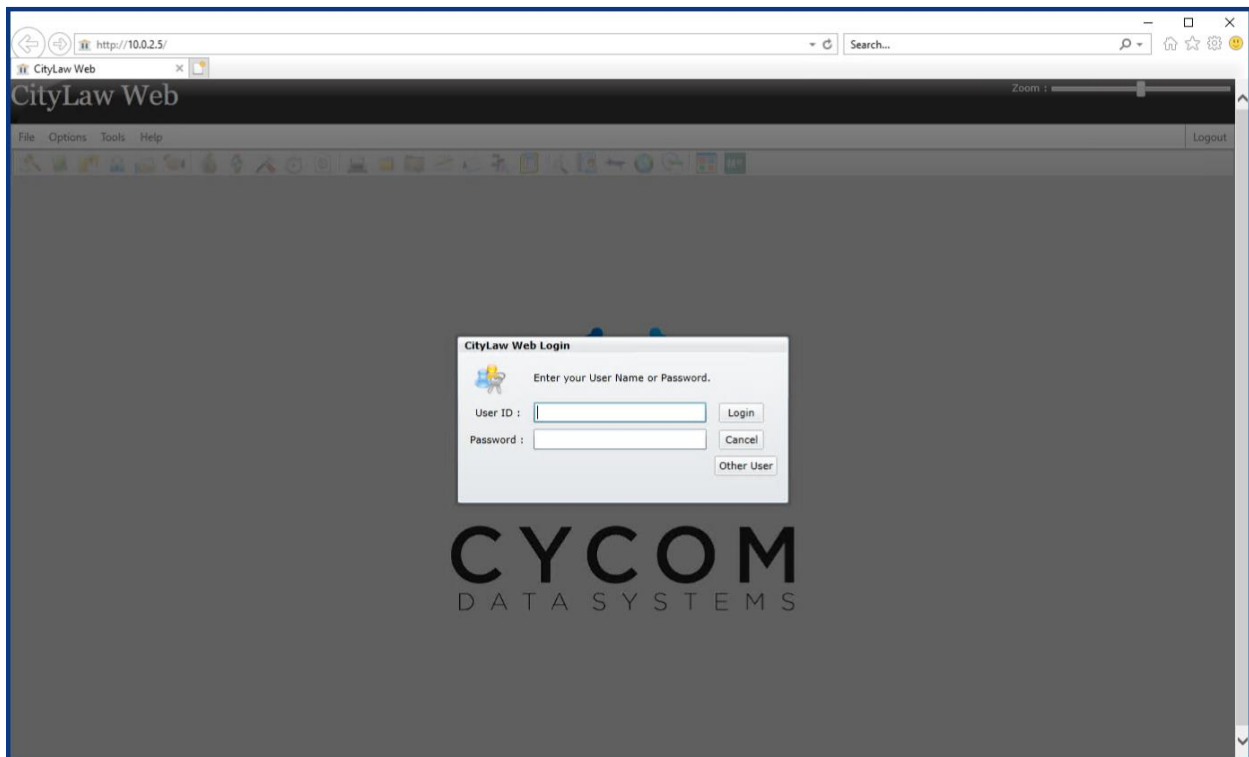
The **Tools** menu lists the management, report, calendar, and data entry tools available. Your list may vary.



The **Help** menu lists system information and contact options available.



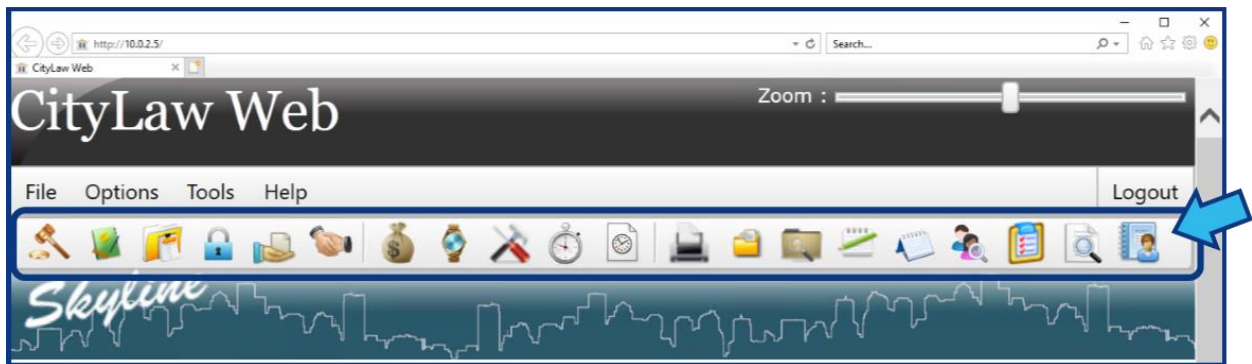
Logout logs the current user out and displays the login prompt.



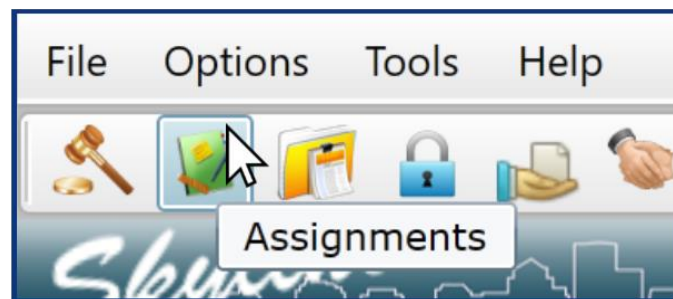
Global Toolbar

The **Global Toolbar** contains icons for all the modules, tools, and views to which a user has access.

The icons available will vary depending on modules and tools licensed to your site and made accessible to you.

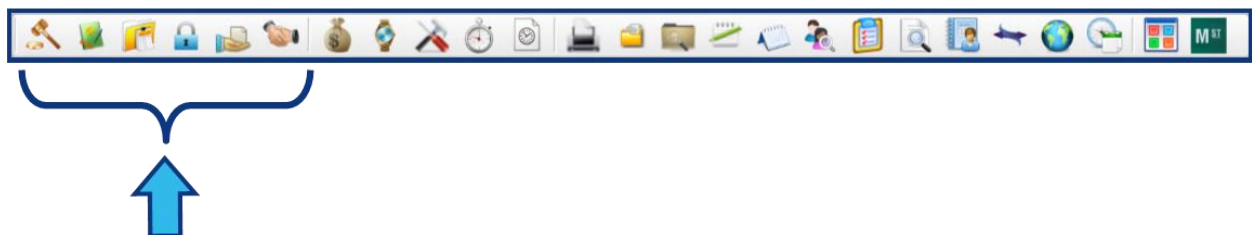


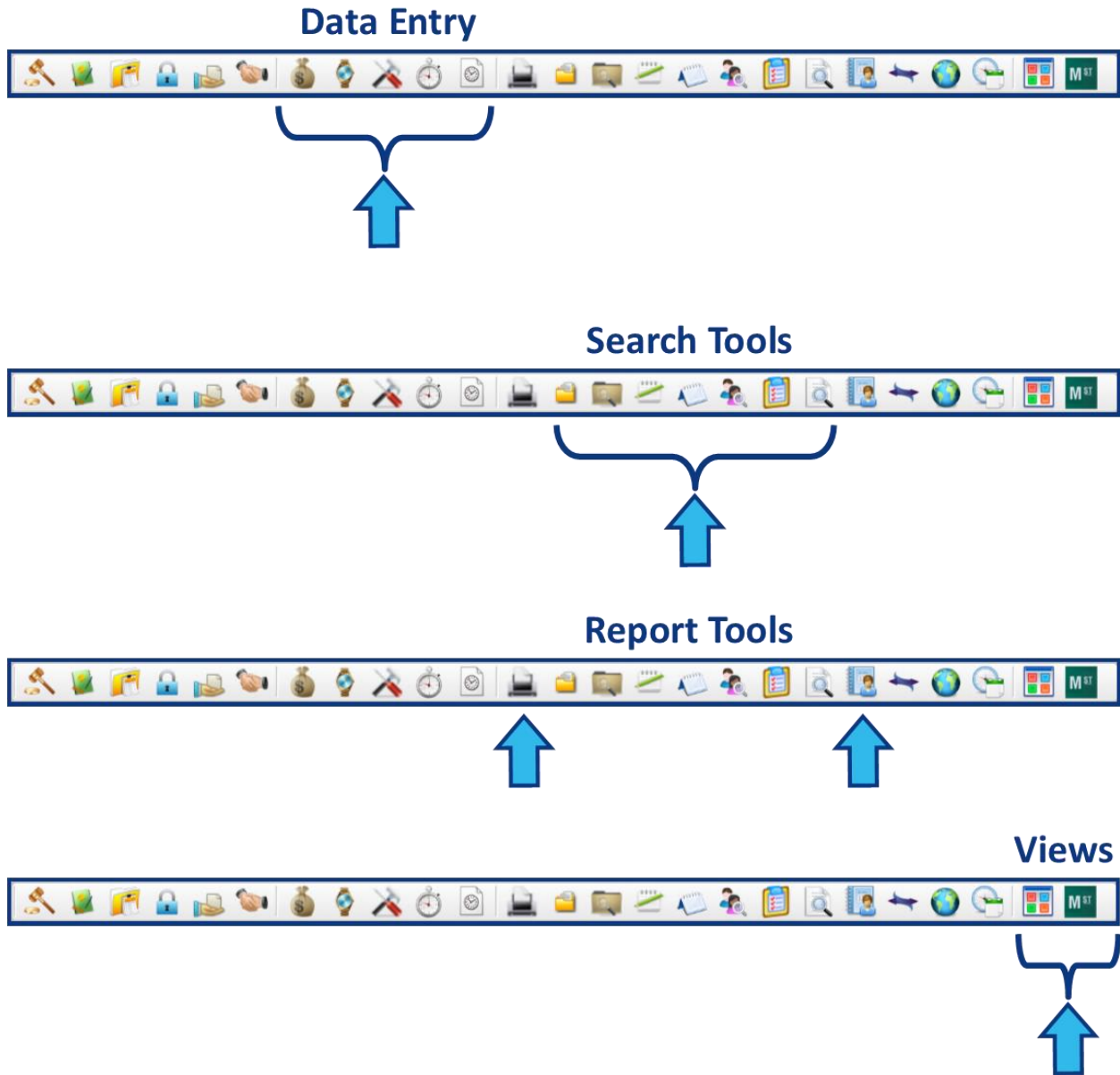
Hover the mouse pointer over any of the icons on the **Global Toolbar** to display the name.



There are 5 general types of icons on the **Global Toolbar**: Modules; Data Entry and Management Tools; Search Tools; Report Tools, and Views.

Modules



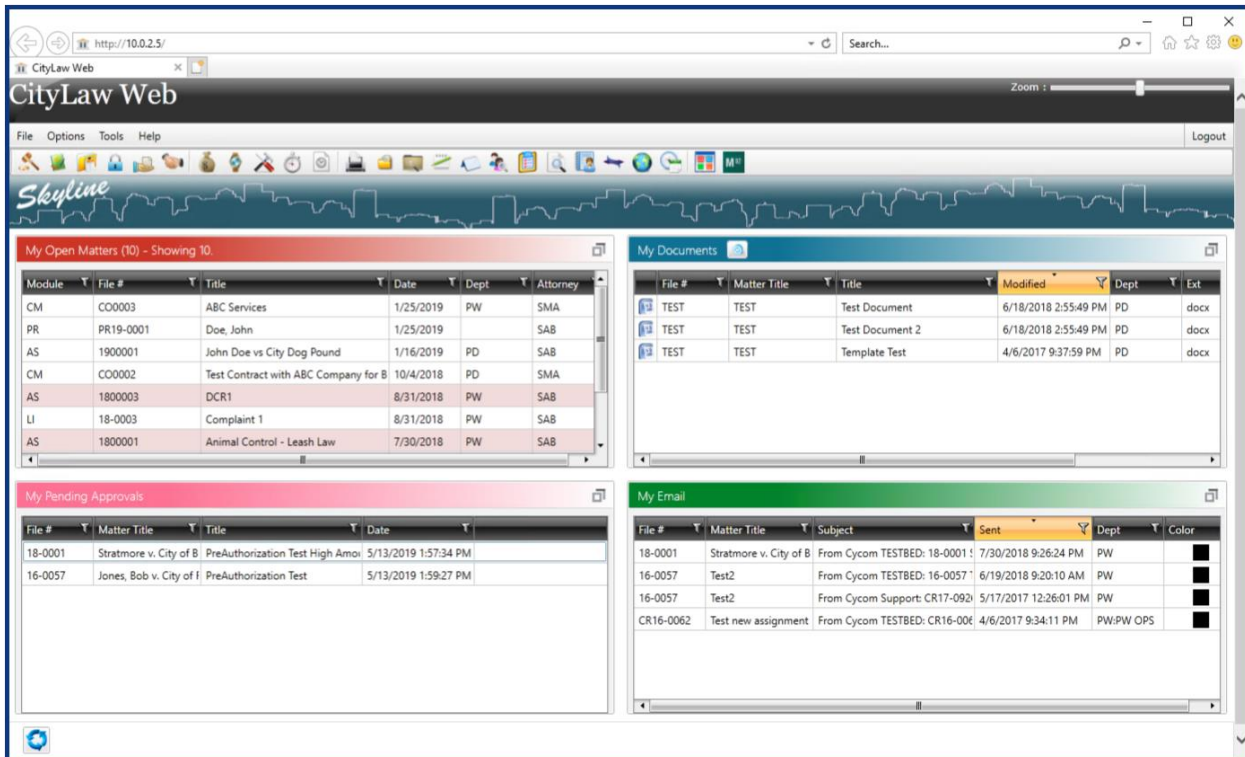


View

The **View** changes depending on the configurations and selections made. There are 6 types of views:

- **Skyline**
- **Main Street**
- **None (or Empty)**
- **Module**
- **Calendar**
- **Report**

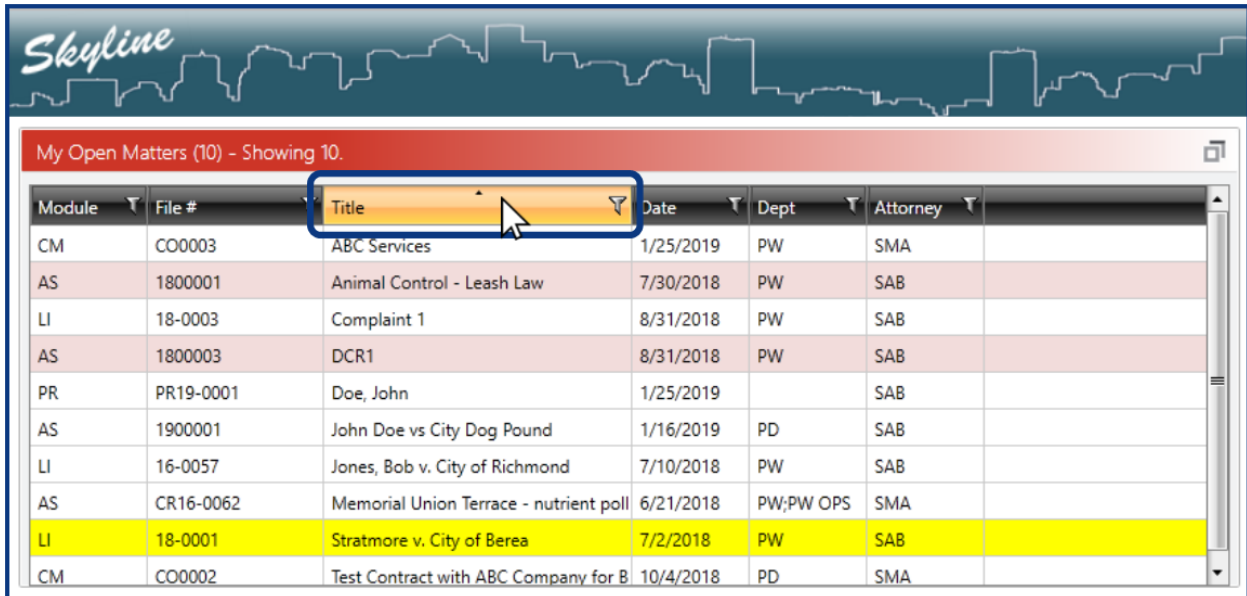
The **Skyline View** contains up to 4 aggregated tables displayed in a grid layout, chosen from matters, documents, emails, calendar events, pending approvals, or parties.



The screenshot displays the CityLaw Web interface in Skyline View. The interface features a navigation bar with 'File', 'Options', 'Tools', and 'Help' menus, and a 'Logout' button. Below the navigation bar is a 'Skyline' header with a cityscape graphic. The main content area is divided into four panels:

- My Open Matters (10) - Showing 10:** A table listing matters with columns for Module, File #, Title, Date, Dept, and Attorney.
- My Documents:** A table listing documents with columns for File #, Matter Title, Title, Modified, Dept, and Ext.
- My Pending Approvals:** A table listing pending approvals with columns for File #, Matter Title, Title, and Date.
- My Email:** A table listing emails with columns for File #, Matter Title, Subject, Sent, Dept, and Color.

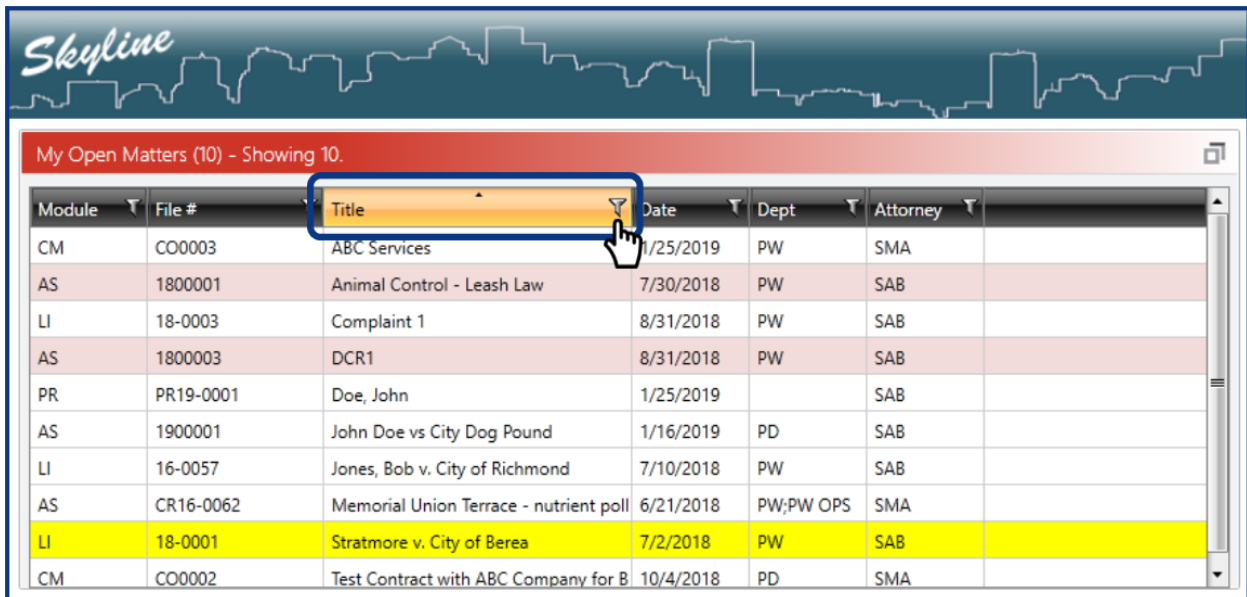
Each table can be sorted by any column heading. Clicking on a heading sorts the table contents by that heading. The column heading changes color to identify the contents are sorted by the contents in that column. Repeatedly clicking the column heading cycles through ascending, descending, and default order.



My Open Matters (10) - Showing 10.

Module	File #	Title	Date	Dept	Attorney
CM	CO0003	ABC Services	1/25/2019	PW	SMA
AS	1800001	Animal Control - Leash Law	7/30/2018	PW	SAB
LI	18-0003	Complaint 1	8/31/2018	PW	SAB
AS	1800003	DCR1	8/31/2018	PW	SAB
PR	PR19-0001	Doe, John	1/25/2019		SAB
AS	1900001	John Doe vs City Dog Pound	1/16/2019	PD	SAB
LI	16-0057	Jones, Bob v. City of Richmond	7/10/2018	PW	SAB
AS	CR16-0062	Memorial Union Terrace - nutrient poll	6/21/2018	PW;PW OPS	SMA
LI	18-0001	Stratmore v. City of Berea	7/2/2018	PW	SAB
CM	CO0002	Test Contract with ABC Company for B	10/4/2018	PD	SMA

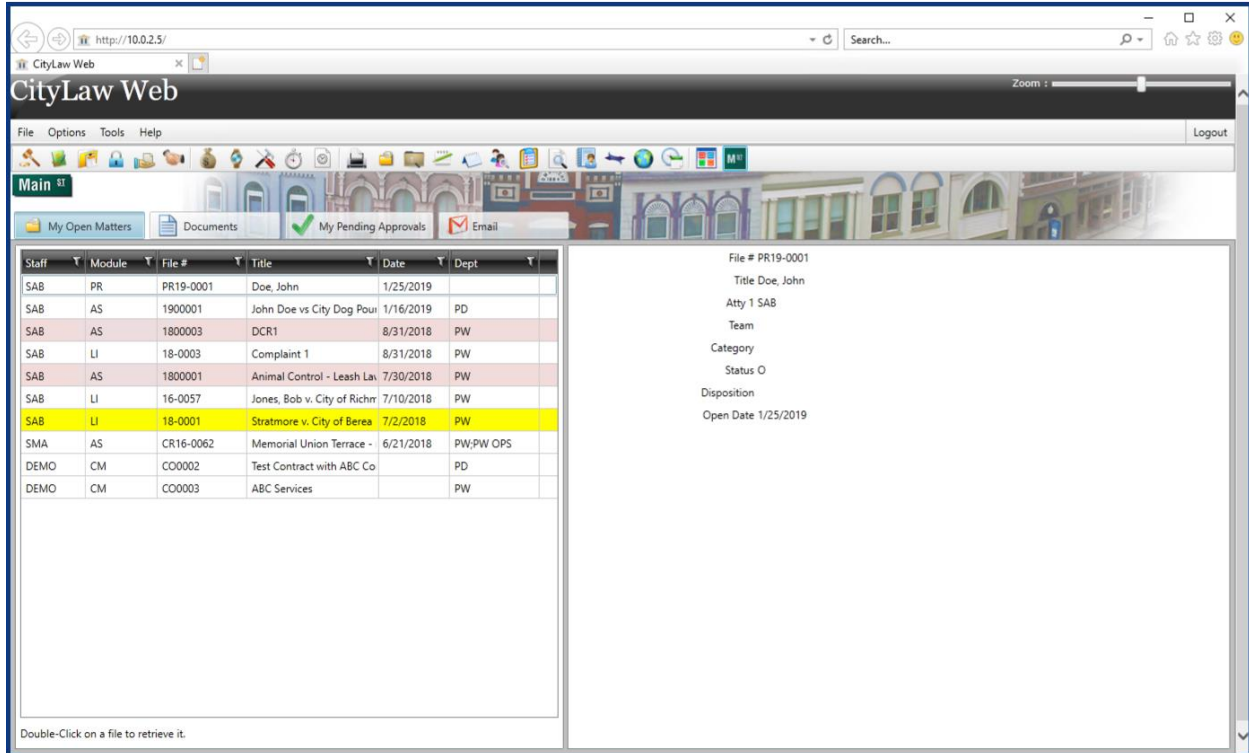
Each table can be further sorted using the column **Filter**. When hovering over the **Filter** option, the mouse pointer changes to a hand.



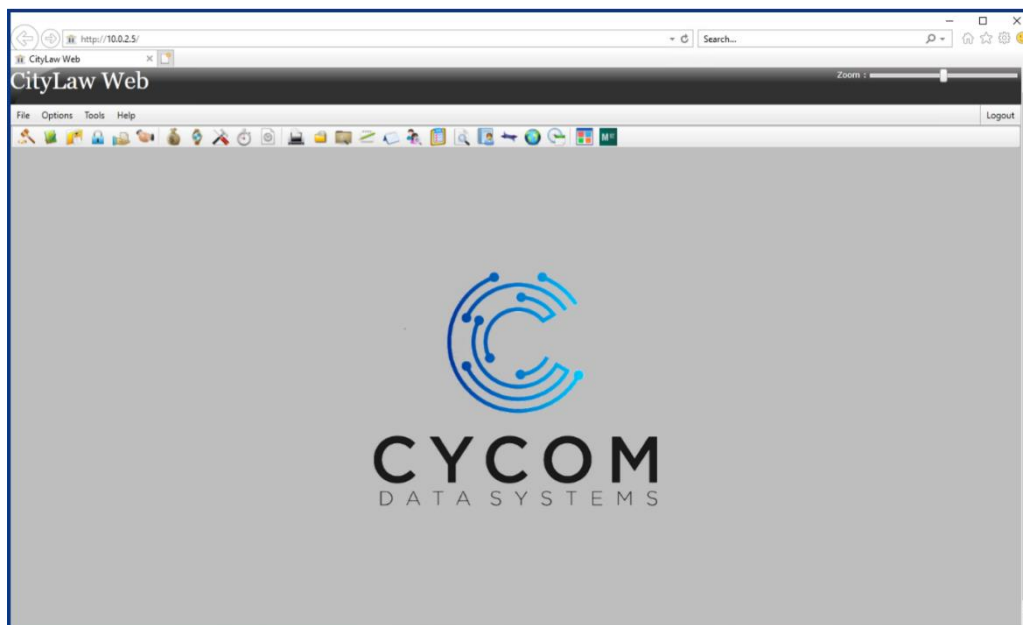
My Open Matters (10) - Showing 10.

Module	File #	Title	Date	Dept	Attorney
CM	CO0003	ABC Services	1/25/2019	PW	SMA
AS	1800001	Animal Control - Leash Law	7/30/2018	PW	SAB
LI	18-0003	Complaint 1	8/31/2018	PW	SAB
AS	1800003	DCR1	8/31/2018	PW	SAB
PR	PR19-0001	Doe, John	1/25/2019		SAB
AS	1900001	John Doe vs City Dog Pound	1/16/2019	PD	SAB
LI	16-0057	Jones, Bob v. City of Richmond	7/10/2018	PW	SAB
AS	CR16-0062	Memorial Union Terrace - nutrient poll	6/21/2018	PW;PW OPS	SMA
LI	18-0001	Stratmore v. City of Berea	7/2/2018	PW	SAB
CM	CO0002	Test Contract with ABC Company for B	10/4/2018	PD	SMA

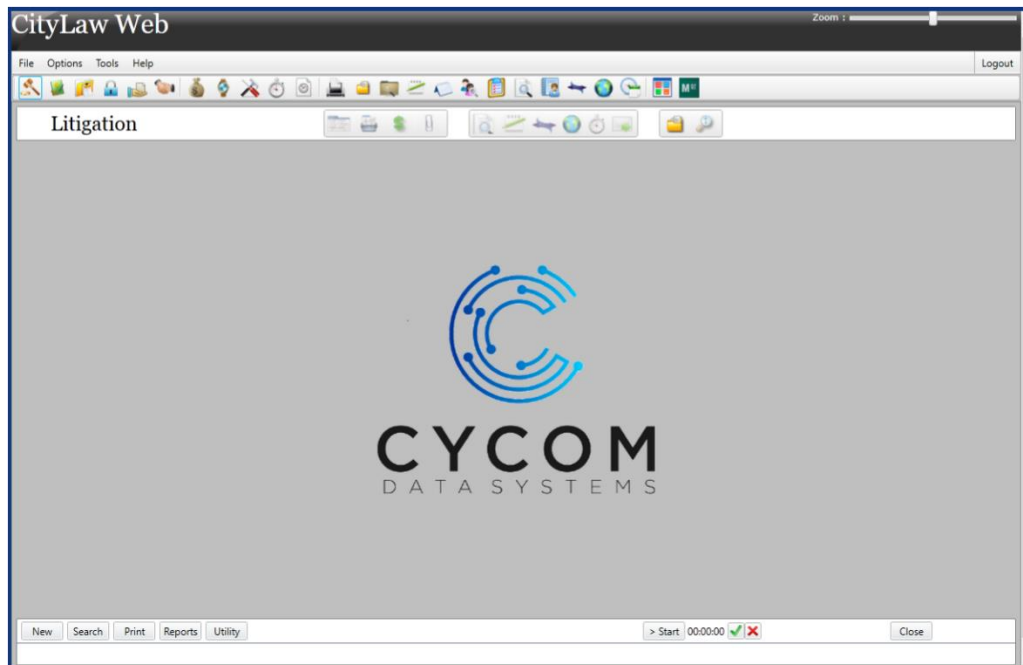
The **Main Street View** contains the same aggregated tables as **Skyline View**, but they are presented in a tabbed format with a preview/detail pane. The tables can be sorted by column heading and filtered.



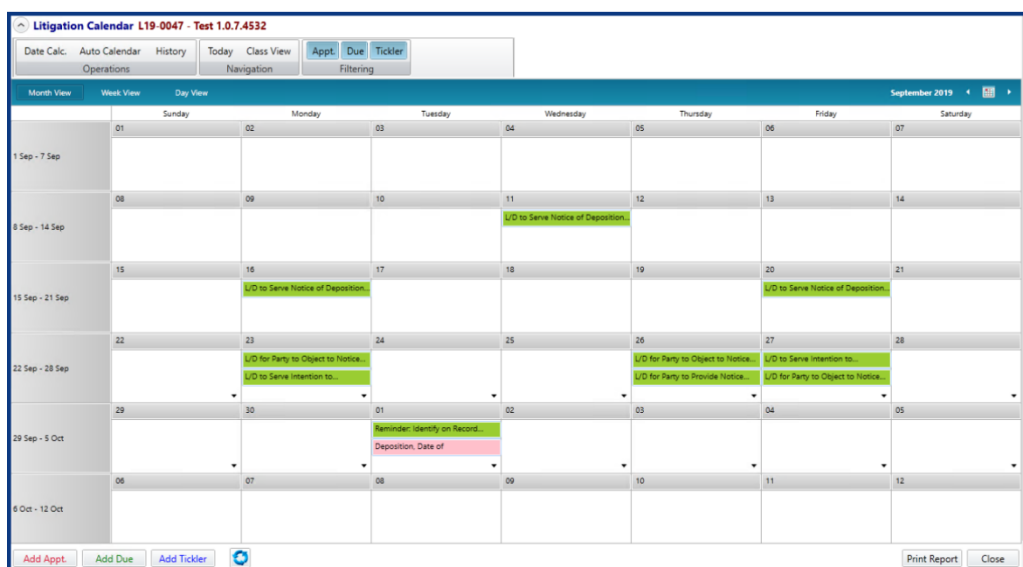
The **Empty View** displays only the **Cycom** or **CLW** logo.



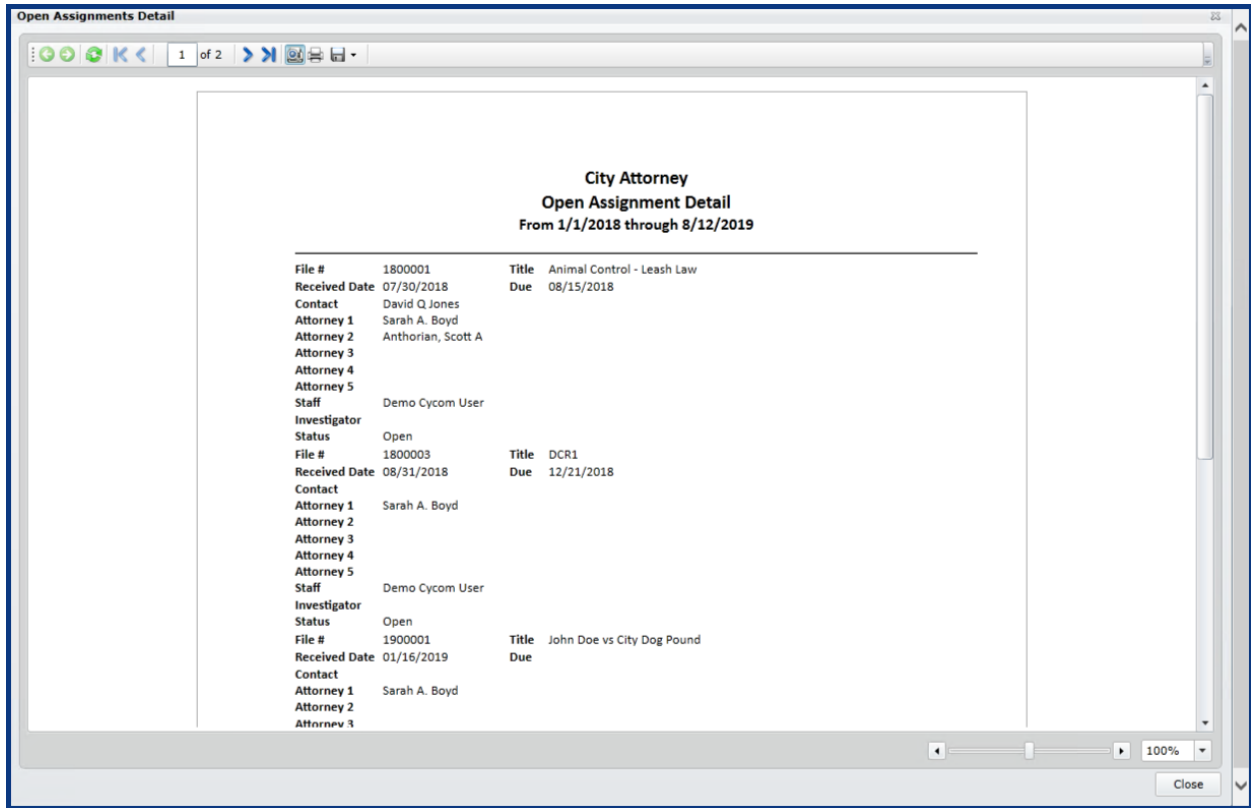
The **Module View** displays the current active module. All accessible modules may be open simultaneously. However, only the current active module will be visible. The **Module View** displays a header identifying which module is visible, along with a **Module Toolbar** and **Module Action Bar**.



The **Calendar View** displays the current selected calendar. A calendar may be for a group of users, a single user, or a single matter.



The **Report View** displays the current selected report. The **Report View** is displayed whenever the user selects a **Print** option throughout **CLW**.



**City Attorney
Open Assignment Detail
From 1/1/2018 through 8/12/2019**

File #	1800001	Title	Animal Control - Leash Law
Received Date	07/30/2018	Due	08/15/2018
Contact	David Q Jones		
Attorney 1	Sarah A. Boyd		
Attorney 2	Anthorian, Scott A		
Attorney 3			
Attorney 4			
Attorney 5			
Staff	Demo Cycom User		
Investigator			
Status	Open		
File #	1800003	Title	DCR1
Received Date	08/31/2018	Due	12/21/2018
Contact			
Attorney 1	Sarah A. Boyd		
Attorney 2			
Attorney 3			
Attorney 4			
Attorney 5			
Staff	Demo Cycom User		
Investigator			
Status	Open		
File #	1900001	Title	John Doe vs City Dog Pound
Received Date	01/16/2019	Due	
Contact			
Attorney 1	Sarah A. Boyd		
Attorney 2			
Attorney 3			