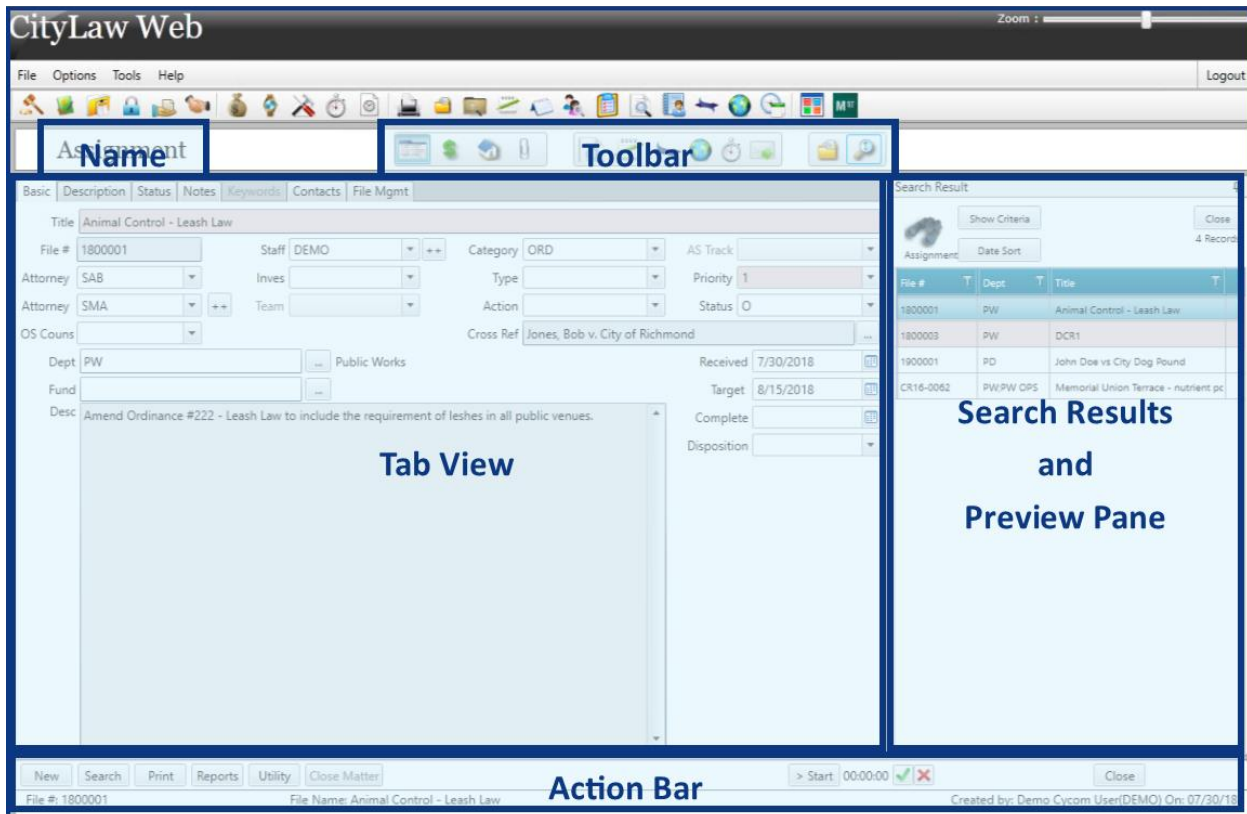


Modules in **CLW** share the same layout structure to make it easier to work in multiple modules.

The general layout contains 5 sections:

- **Module Name**
- **Module Toolbar**
- **Module Tab View**
- **Module Search Results and Preview Pane**
- **Module Action Bar**



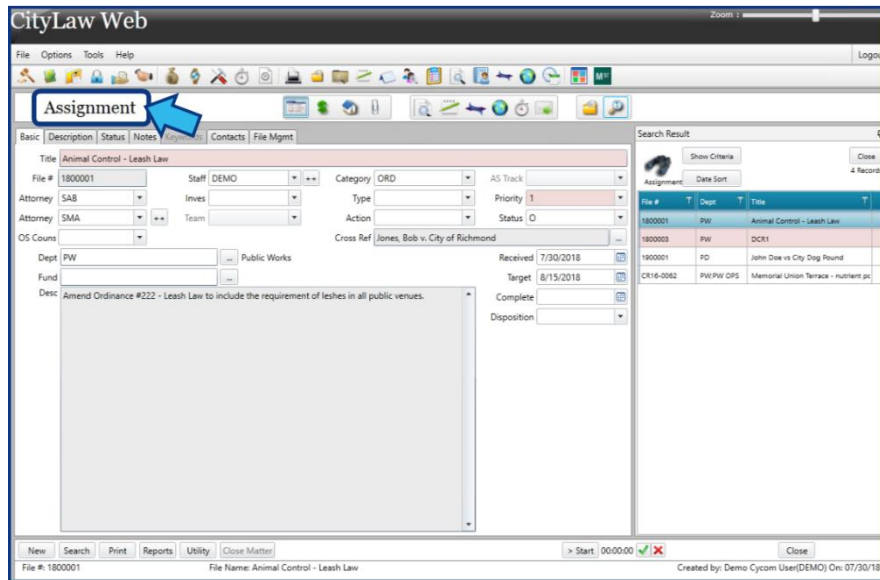
The screenshot displays the CityLaw Web interface. The top navigation bar includes 'File', 'Options', 'Tools', and 'Help'. Below this is a toolbar with various icons. The main content area is divided into several sections:

- Name:** A text field containing 'Assessment'.
- Toolbar:** A row of icons for various actions.
- Tab View:** A large area containing a form for 'Animal Control - Leash Law' with fields for File #, Staff, Category, AS Track, Attorney, Inves, Type, Priority, OS Counts, Team, Cross Ref, Dept, Fund, and Desc. The description is 'Amend Ordinance #222 - Leash Law to include the requirement of leashes in all public venues.'
- Search Results and Preview Pane:** A panel on the right showing search results in a table format.
- Action Bar:** A bottom bar with buttons for 'New', 'Search', 'Print', 'Reports', 'Utility', and 'Close Matter', along with a status indicator and a 'Close' button.

File #	T	Dept	T	Title	T
1800001		PW		Animal Control - Leash Law	
1800003		PW		DCR1	
1900001		PD		John Doe vs City Dog Pound	
CR16-0062		PW/PW OPS		Memorial Union Terrace - nutrient pc	

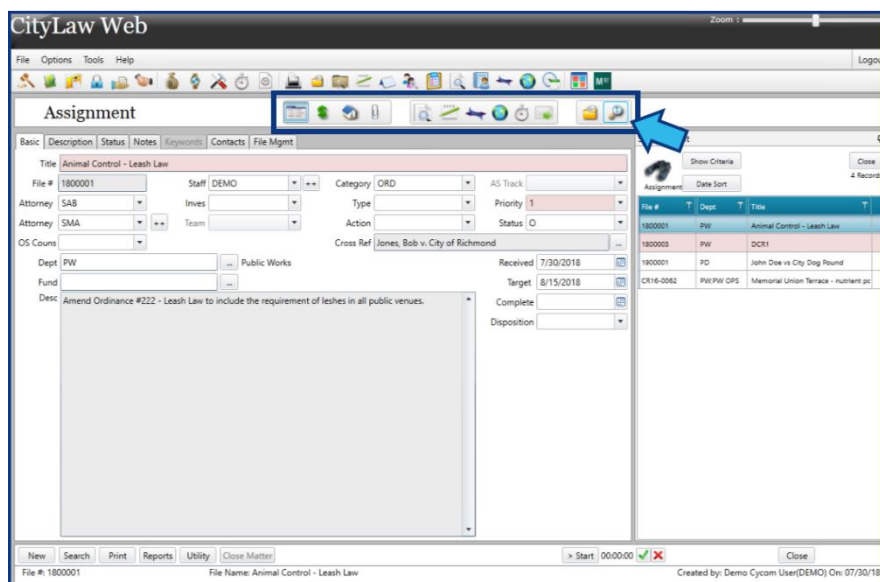
Module Name

The **Module Name** is located at the top-left of the view and identifies the current active module. The example below shows the **Assignment** module is displayed.



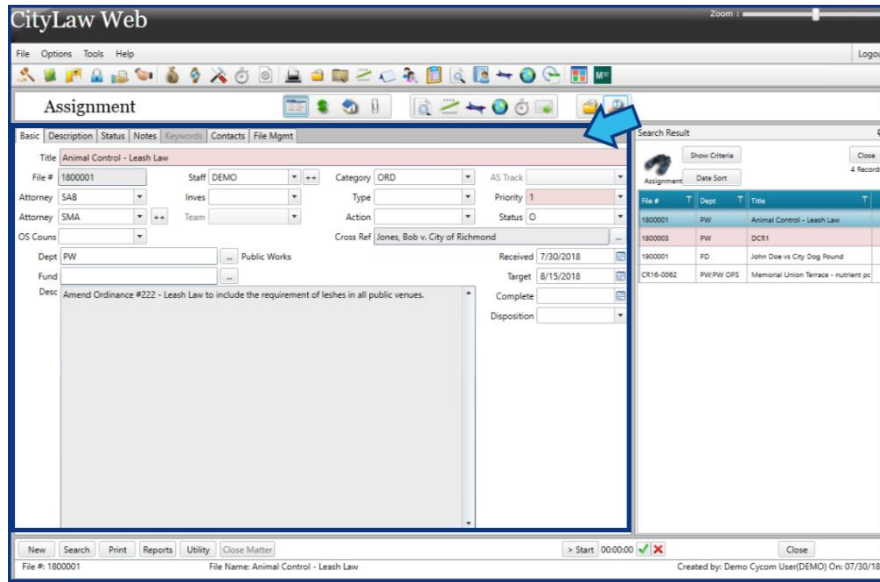
Module Toolbar

The **Module Toolbar** contains icons for all the module tools to which a user has access. The icons available will vary depending on the module selected and the tools licensed to your site and made accessible to you. Hovering the mouse pointer over an icon will display the name of the tool.



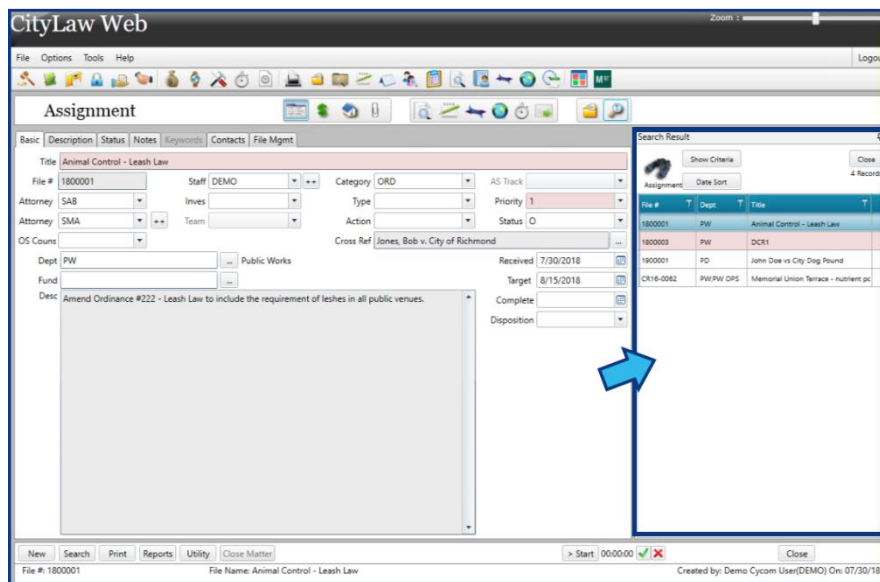
Module Tab View

The **Module Tab View** changes depending on the selections made. The default view is the **Basic Matter Data** view. Each tab view displays various tabs to organize the information, records, and attachments of each matter.



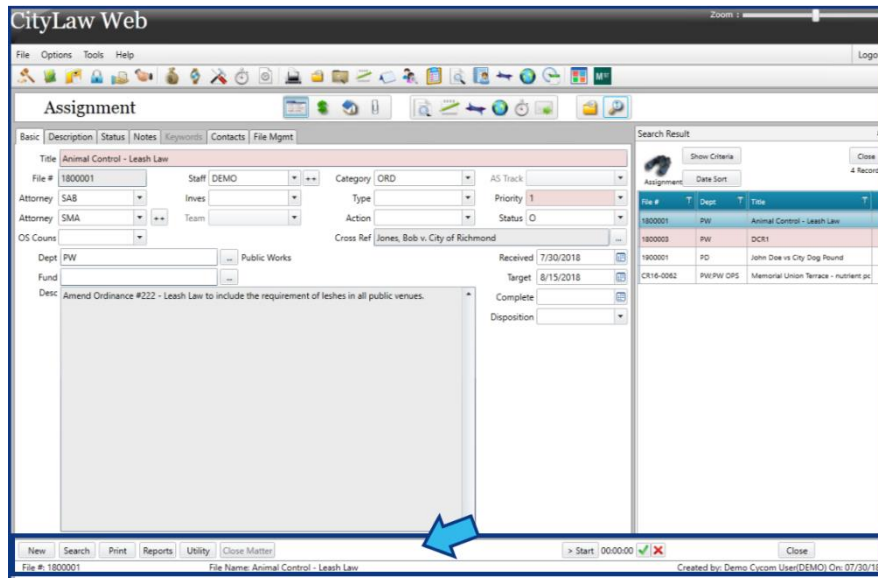
Module Search Results and Preview

The **Module Search Results** and **Preview Pane** is not always visible. The pane appears when a module search is performed or the **Attachments** icon is selected from the **Module Toolbar**.



Module Action Bar

The **Module Action Bar** is located at the bottom and contains actions you can perform in the module. Available actions will vary based on the privileges granted to each user.



The screenshot displays the 'Assignment' module in CityLaw Web. The main form includes the following fields:

- Title: Animal Control - Leash Law
- File #: 1800001
- Staff: DEMO
- Category: ORD
- AS Track: [dropdown]
- Attorney: SAB
- Inves: [dropdown]
- Type: [dropdown]
- Priority: 1
- Attorney: SMA
- Team: [dropdown]
- Action: [dropdown]
- Status: O
- OS Courts: [dropdown]
- Cross Ref: Jones, Bob v. City of Richmond
- Dept: PW (Public Works)
- Received: 7/30/2018
- Fund: [dropdown]
- Target: 8/15/2018
- Desc: Amend Ordinance #222 - Leash Law to include the requirement of leashes in all public venues.
- Complete: [dropdown]
- Disposition: [dropdown]

The search results table on the right shows the following data:

File #	Dept	Title
1800001	PW	Animal Control - Leash Law
1800003	PW	DCR1
1900001	PD	John Doe vs City Dog Pound
CR16-0062	PW/PW OPS	Memorial Union Terrace - nutrient pc

The Module Action Bar at the bottom contains the following buttons: New, Search, Print, Reports, Utility, Close Matter. A blue arrow points to this bar.