

There are 3 ways to open a module in CityLaw / CountyLaw:

- [Select a module from the Global Toolbar](#)
- [Select a module from the Menu Bar](#)
- [Select a matter from a table](#)

Select a module from the Global Toolbar

The most efficient way to open a module is to press the module icon on the **Global Toolbar**. Hovering the mouse pointer over an icon will display the name.



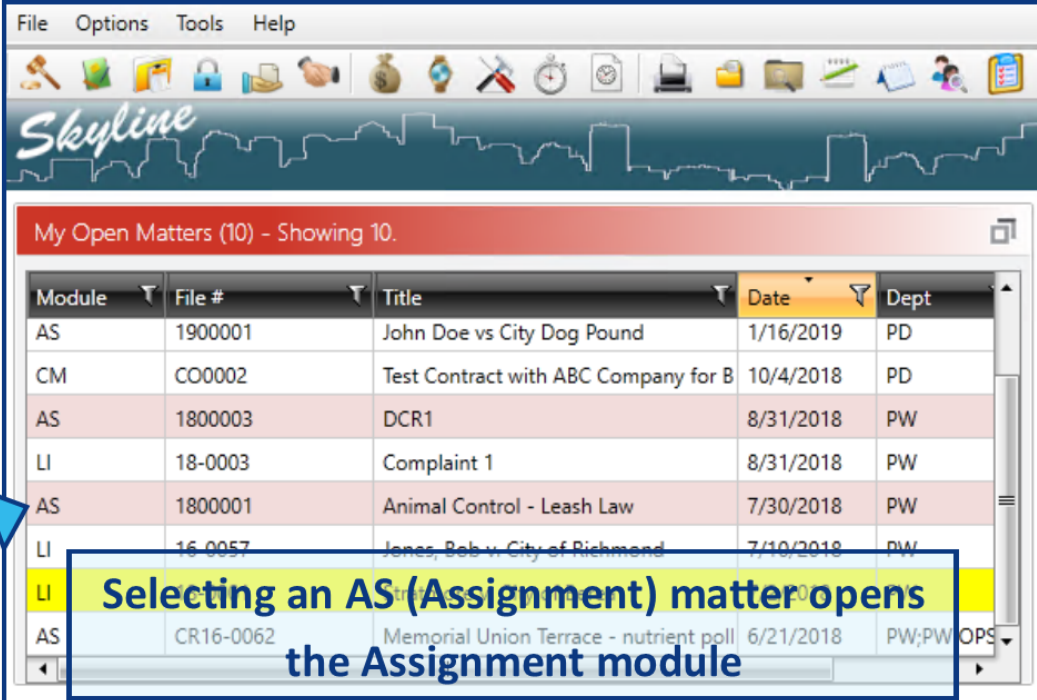
Select a module from the Menu Bar

A module can be opened by selecting **File** from the **Menu Bar** and then selecting the desired module from the menu options.



Select a matter from a table

An indirect method to open a module is to select a matter of that module type from a table. (e.g. From **Skyline** view, if an **Assignment** matter is selected from the **My Open Matters** table, the **Assignment** module will open with that matter.)



File Options Tools Help

Skyline

My Open Matters (10) - Showing 10.

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

Selecting an AS (Assignment) matter opens the Assignment module