

Chapter 1 Getting Started

a) How to Login?

Step 1: Click into the link here: <https://thesmartlegal.com:38888/LimYeoh/Home/Login>.

Step 2: The login menu will appear as shown below in Figure 1. Kindly input your “User ID” and “Password” to access the main page or alternatively you may choose to login using the "Google" platform.

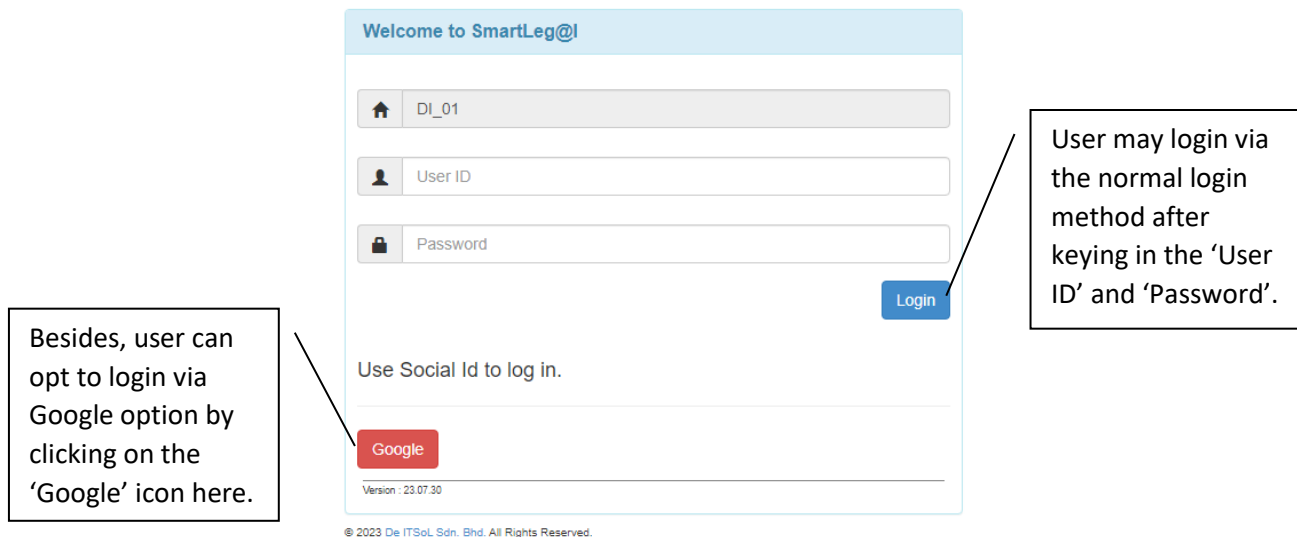


Figure 1: Login Screen

NOTE: If invalid User ID or Password were inputted, an error message will be prompted and please click “OK” to re-try (Figure 2).

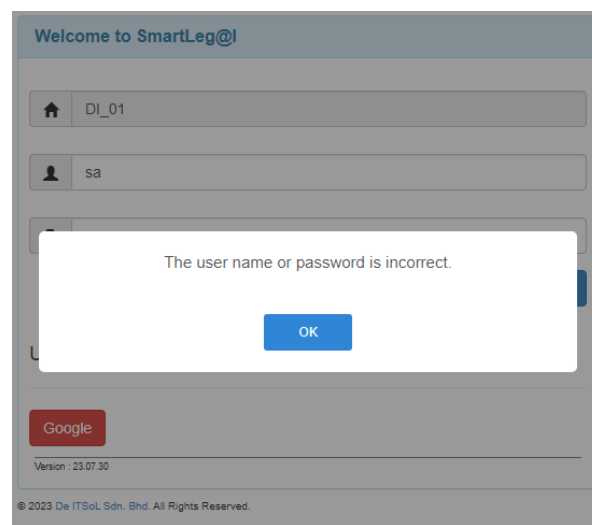


Figure 2: Login Screen (Error)

b) Main Page Navigation (System Message)

After logging in, SmartLeg@l main screen will display as figure below (Figure 3).

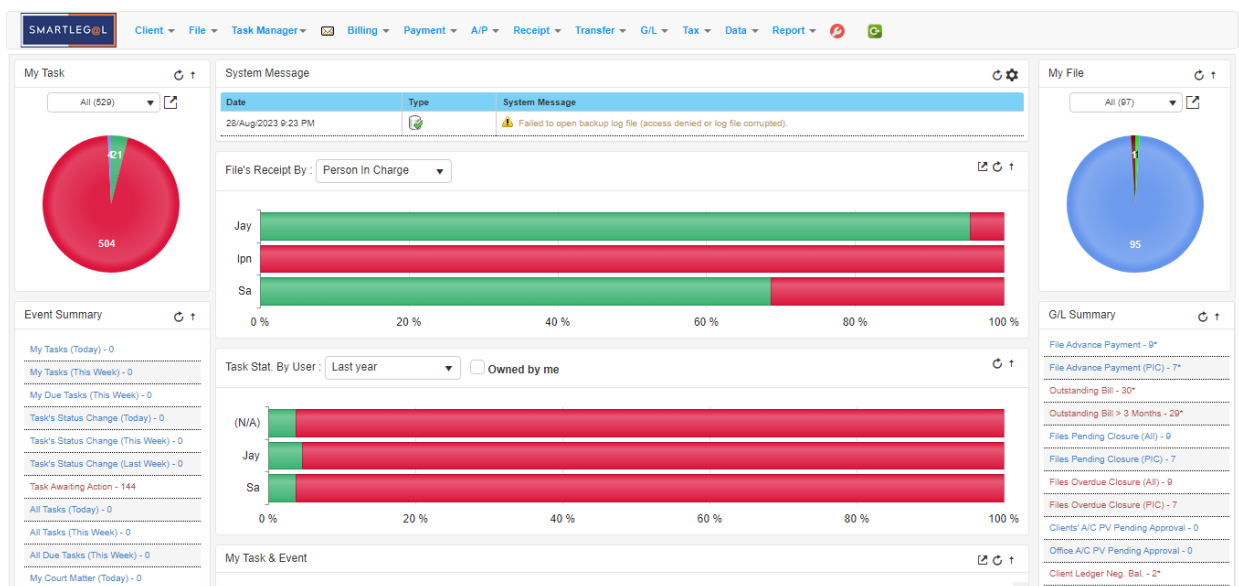



Figure 3: Display of Main Page

Additionally, you can customize your SmartLeg@l main screen by clicking the settings icon  in figure below (Figure 4).

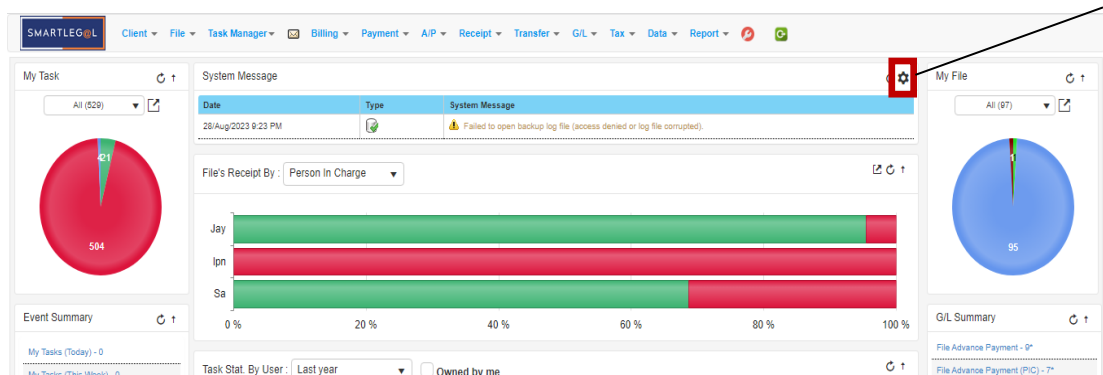


Figure 4: Icon Setting

Upon clicking on the settings, a 'User Widget Settings' pop-up screen will be shown in Figure 5.

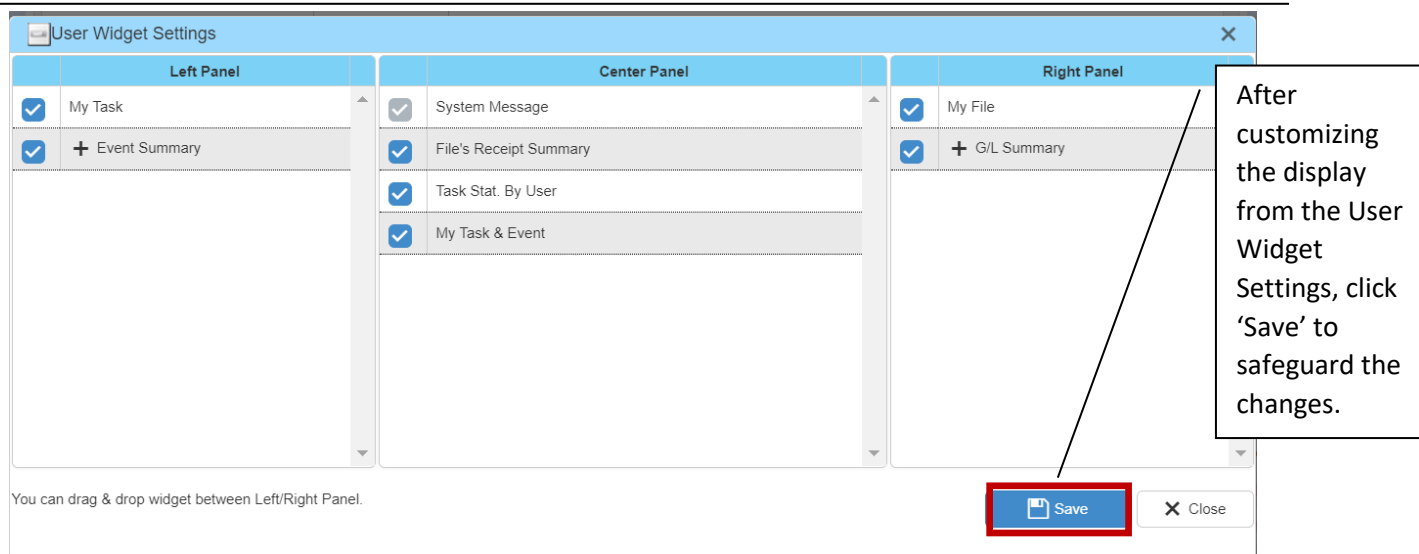


Figure 5: User Widget Settings

Those ticked items will be display in SmartLeg@l main screen. You may choose to un-tick those activities you do not wish to show in the main screen (e.g.: un-tick to “File’s Receipt Summary” in the Center Panel). Next, click “Save” to view the customized version instantly (Figure 6).

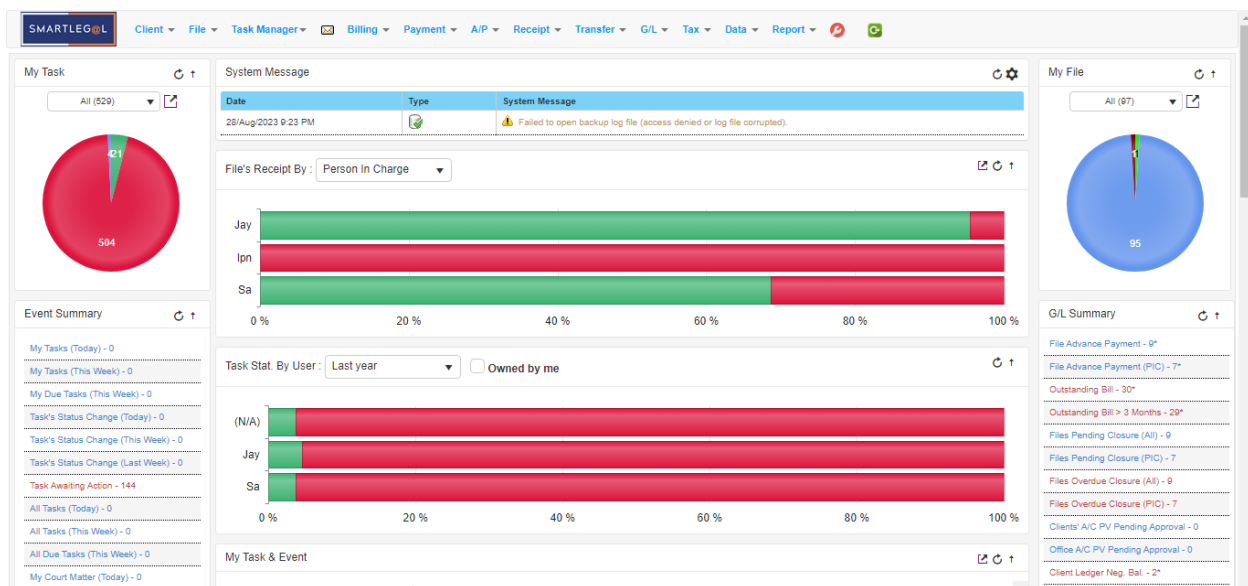


Figure 6: Customized Display Version

c) My Task

The “My Task” indicates the amount and percentage of all your tasks (Figure 7). Green color in the pie chart represent completed task and red color represent as overdue task.

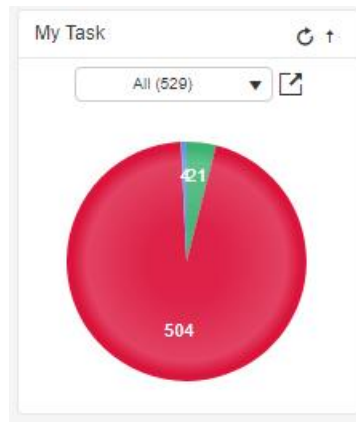


Figure 7: My Task

Besides, you may filter those tasks by timeline under the dropdown list as shown in Figure 8.

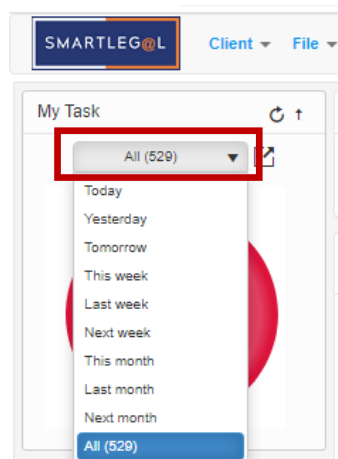


Figure 8: My Task Dropdown Filter

d) *Event Summary*

The “Event Summary” provides a preview of your to do list. You can see a summary of your events, due tasks and task’s status (Figure 9).



Figure 9: Event Summary

e) *System Message*

Any notifications or important message will be notified to the users via the “System Message” segment (Figure 10).



Figure 10: System Message

f) *File Receipt*

The File Receipt section can be filtered to be viewed in various options (such as by department, person in charge, etc.) under the dropdown listing (Figure 11).

Moreover, the

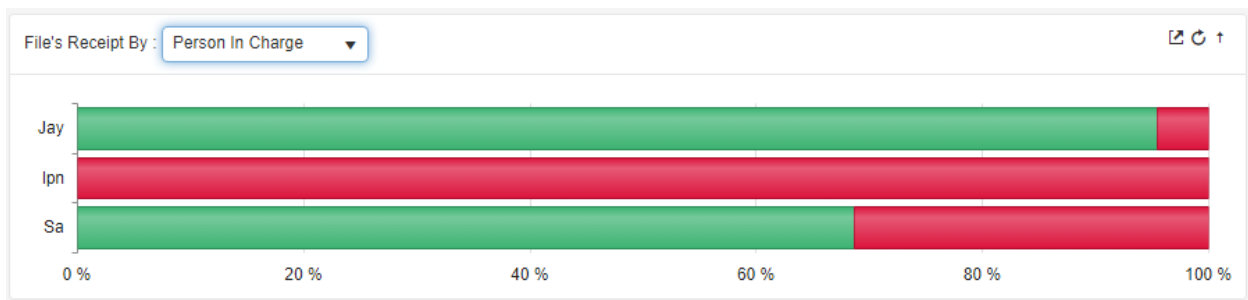


Figure 11: File Receipt

g) Task Status by User

The “Task Status by User” is to view the processes about those tasks by user. It can also filter by timeline (Figure 12).

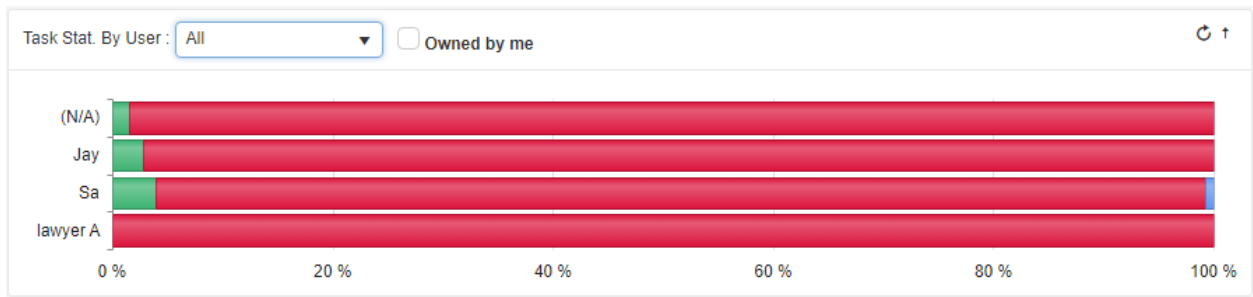


Figure 12: Task Status by User

h) My Task & Event

Figure 13 implies the summary tab for user to view tasks and events respectively.

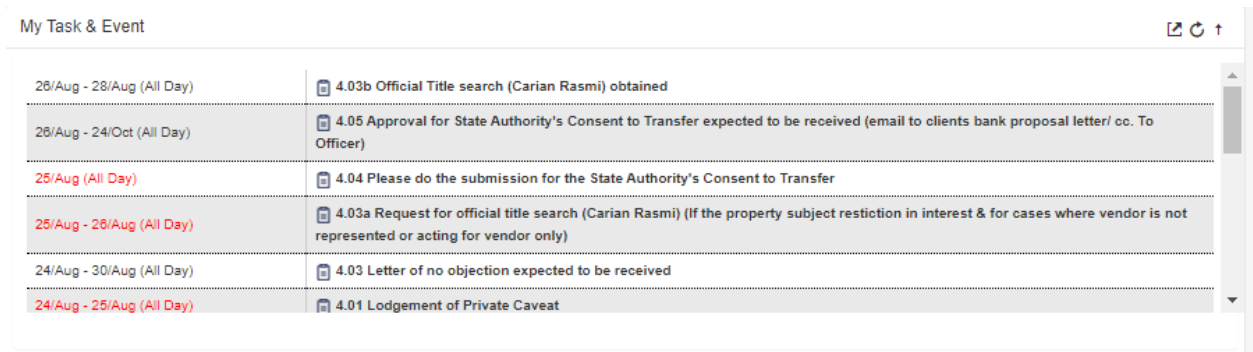


Figure 13: My Tasks & Event

i) *My File*

Figure 14 suggests the types of Files that user has and it can be filtered via the dropdown option too.

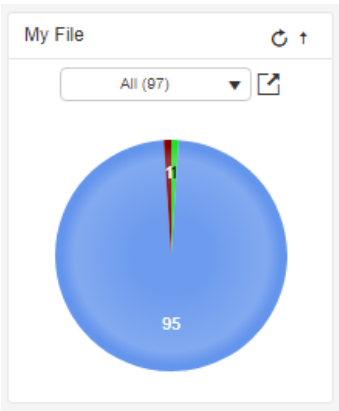


Figure 14: My File

j) *G/L Summary*

G/L Summary is the priority function of the system for user to have a look at one glance of their transactions (e.g. outstanding bills and payments made) as shown in Figure 15.

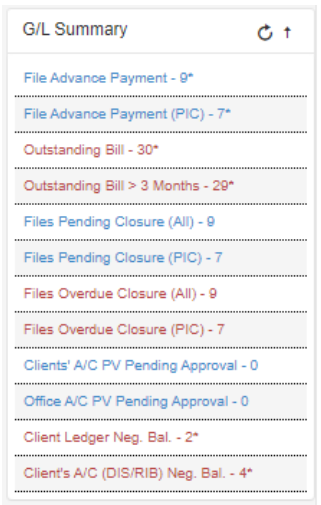


Figure 15: G/L Summary

Descriptions: Users may click into each selection in the G/L summary to have detailed information. For instance, the “Outstanding Bill – 30” indicates that there are a total of 30 outstanding bills; whereas, a total of 29 out of 30 outstanding bills are more than 3 months that require attention and follow up purposes. Besides, the “Files Overdue Closure (All) - 9” conveys there are total of 9 files that are long overdue for closure; however, 7 out of 9 files overdue closure are assigned to the respective Person in

Charged (PIC), which can be traced and follow up with the PIC accordingly. Hence, the G/L summary aids users in organizing and viewing the whole system as well as task progression effectively.

k) Task Status by Workflow

In Figure 16, it illustrates the task status by workflow and it can be filtered in many options (for instance, by last year, weeks, 60 days, etc.).

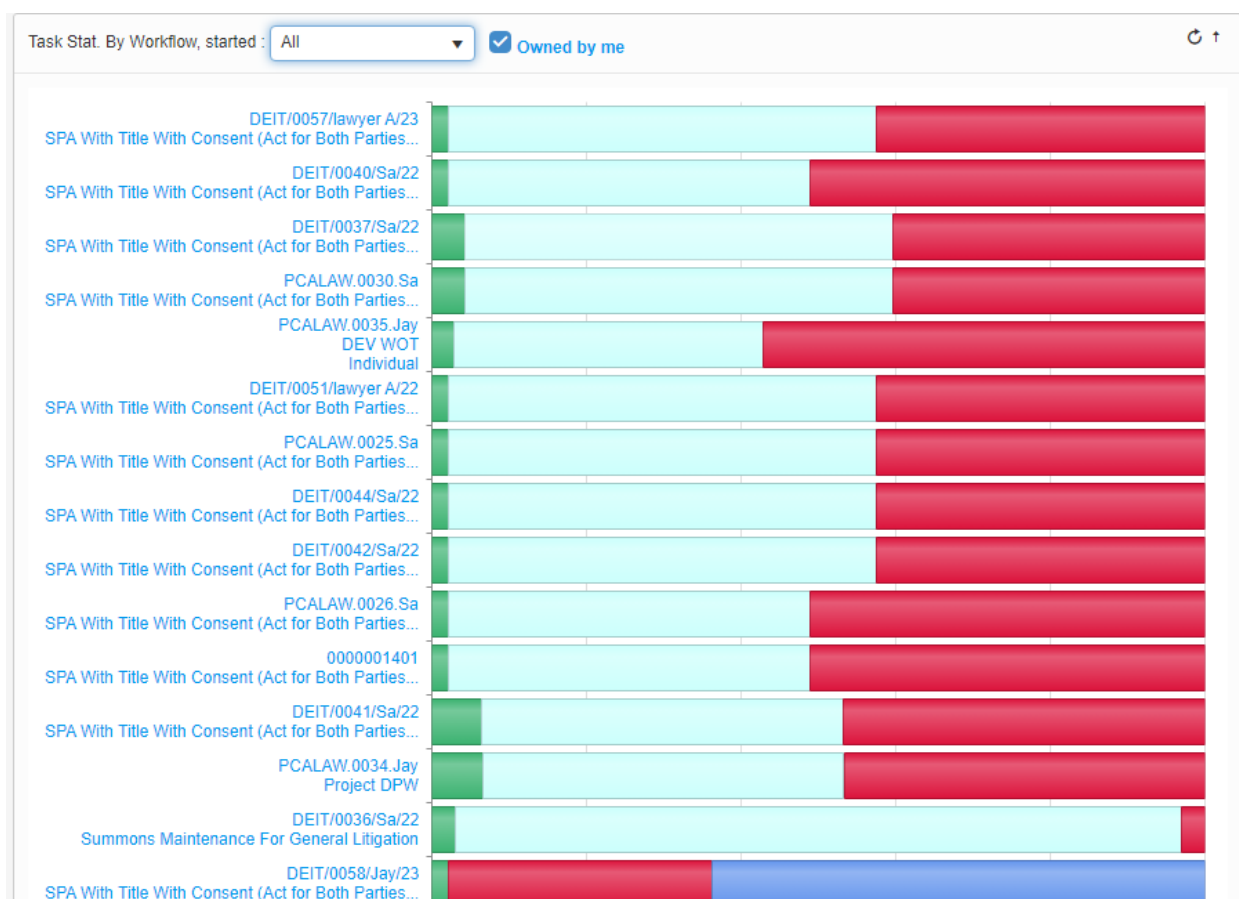


Figure 16: Task Status by Workflow

The Colour Indication of Task Progression is listed in the table below:

Colour	Task Indication
Green	Completed
Dark blue	Pending/ Upcoming
Light blue	Not started
Red	Overdue

