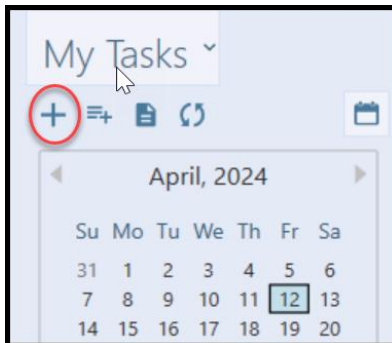




ACL5

ADDING A TASK [&] ADDING A TASK SET

Adding a Task



From the task pane, click on the **Add Task** icon.

The 'Add Task' dialog box contains the following fields and options:

- 1** File: xd test 99887 - Grimes v. Dixon [Action]
- 2** Task: [Empty text field]
- 3** Due date: [Calendar icon]
- 4** [Calculator icon]
- 5** **Deadline**
- 6** Synchronize as: Outlook Task Calendar Appointment
- 7** Outlook remind: [Calendar icon]
- 8** E-mail reminders: [Empty text field] **Add reminder**
- 9** Assigned to: Administrator Chantelle Lucia **Assign to**
- 10** Notes: [Empty text field]
- 11** Completed: [Calendar icon]
- 12** Status: Not Scheduled

Buttons at the bottom: **Add Another**, **OK**, **Cancel**

- 1** The **File Name** will automatically fill in.
- 2** Enter the **Task**.
- 3** Click the calendar to select the **Due Date**.
- 4** If the due date needs to be calculated, click the calculator icon to have ACL calculate the relative due date (for example, you can enter in a date, and ask ACL to calculate the due date two years from that date).
- 5** Select if the task is a **Deadline** task.
- 6** Choose whether to synchronize this task as an Outlook appointment or an Outlook task (if enabled).
- 7** Add in the **Outlook reminder** date(s).
- 8** Add in any **E-mail reminder** date(s).
- 9** The **Assigned to** will automatically assign the user who created the task. Click **Assign to** to add additional firm members or groups.

- 10** Add in any **Notes** specific to the task.
- 11** Check **Completed** if required.
- 12** Click **Add Another** to add another task. Click **OK** if no additional tasks are required.



For assistance contact:

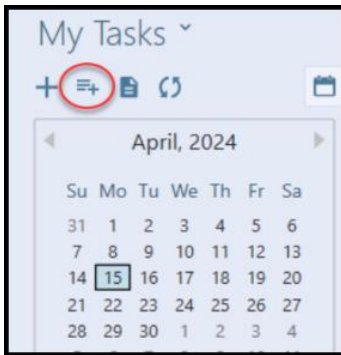
ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

dyledurham.ca

Adding a Task Set



From the Task Pane, click the **Add Task Set** icon.

A list of available **Task Sets** that the firm's ACL Administrator has added will be available.



1 Task	2 Due Date	3 Assigned To	Deadline
<input checked="" type="checkbox"/> (#1) Motion Date			
<input checked="" type="checkbox"/> Moving party materials due 7 Day(s) Before Due Date of #1			
<input checked="" type="checkbox"/> Responding party materials due 4 Day(s) Before Due Date of #1			
<input checked="" type="checkbox"/> Moving party Factum, if needed, due 7 Day(s) Before Due Date of #1			
<input checked="" type="checkbox"/> Responding party Factum, if needed, due 4 Day(s) Before Due Date of #1			
<input checked="" type="checkbox"/> Confirmation due 3 Day(s) Before Due Date of #1			

- 1 Review the list of tasks available within the selected Task Set.
- 2 Enter in the **Due Date**.
- 3 Enter in the firm members or groups this task will be **Assigned To**.
- 4 Task Sets will automatically have all available tasks selected. You can choose to deselect any Task within the set.
- 5 Click **OK** to add the Task Set to your file.

For assistance contact:

ACL Support

When being **certain** is everything

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