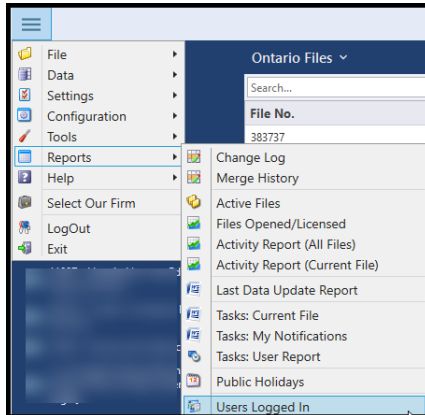




ACL5

ADMINISTRATOR REPORTS



ACL Administrators have access to additional reports not accessible to users.

To access the reports, click **Menu → Reports**.

Note: reports marked with * are accessible by users.

Change Log

Details changes made to the **Other Law Firms, Small Claims & Tribunal Agents, Clients and Contacts, Court Reports** and **Process Servers** databases. Changes made to **Tasks** will also appear in the report. Administrators can see the changes in the **Old Value** and **New Value** fields.

Merge History

Details merges completed by the Administrator. The Administrator can merge duplicate entries found in the **Other Law Firm** and **Client and Contact** databases.

Active Files*

Lists all current files open in ACL. The report can be filtered by the column headings visible on the main page of ACL.

Files Opened/Licensed

Lists all files opened in ACL during a specified date range.

Activity Report (All Files)

Lists all documents generated from ACL on all files.

Activity Report (Current File)*

Lists all documents generated from ACL for the selected file.

Last Data Update Report

Generates a report detailing the most recent update to the global databases (**Other Law Firms, Courts, Sheriffs** and **Public Holidays**).

Tasks Current File*

Generates a report detailing all tasks for all users for the selected file.

Tasks My Notifications*

Generates a report detailing all tasks for all files assigned to the current user.

Tasks User Report*

Lists all tasks assigned to all users for all files starting at a specified date with the option to export to Excel.

Public Holidays*

Lists all public holidays captured in the global database.

Users Logged In

Lists all users currently logged into ACL.



For assistance contact:

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