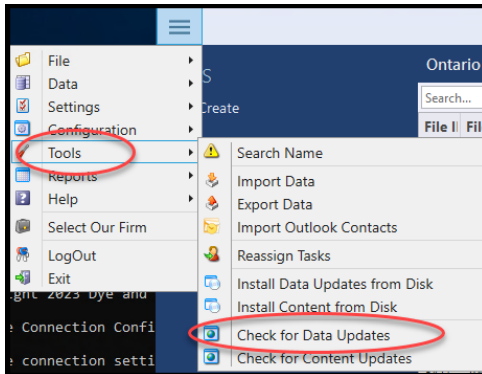




ACL5

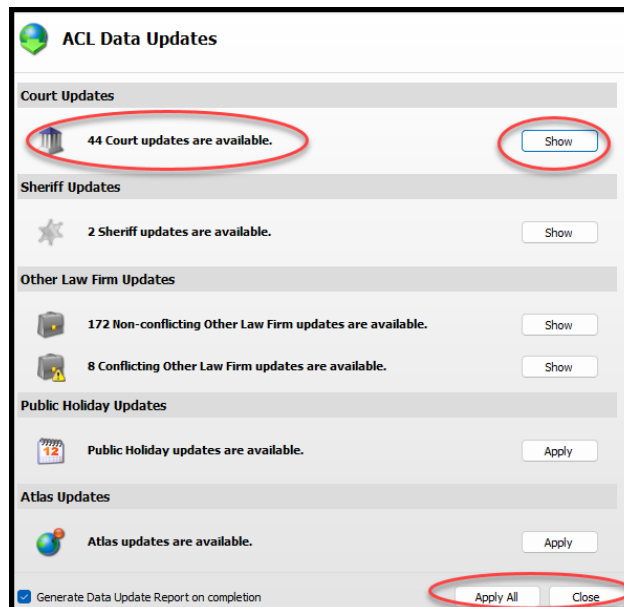
DATA UPDATES

ACL updates the Courts, Sherriffs, Other Law Firms, Public Holiday and Atlas databases.



To apply an update, click **Menu** → **Tools** → **Check for Data Updates**.

The number of pending updates will appear under each database heading. For example, the update below contains 44 Court updates. Administrators can click **Apply All** to update each database, or click **Show** within each database to view what changes will be applied.



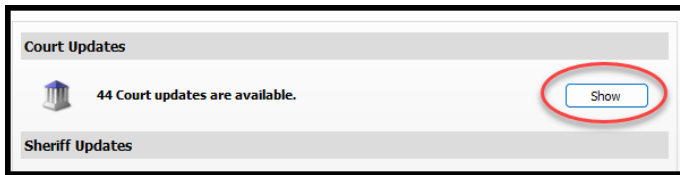
For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

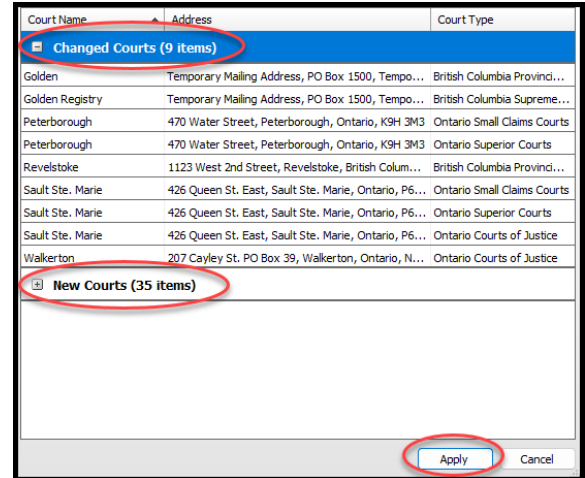
supportacl@dyledurham.com

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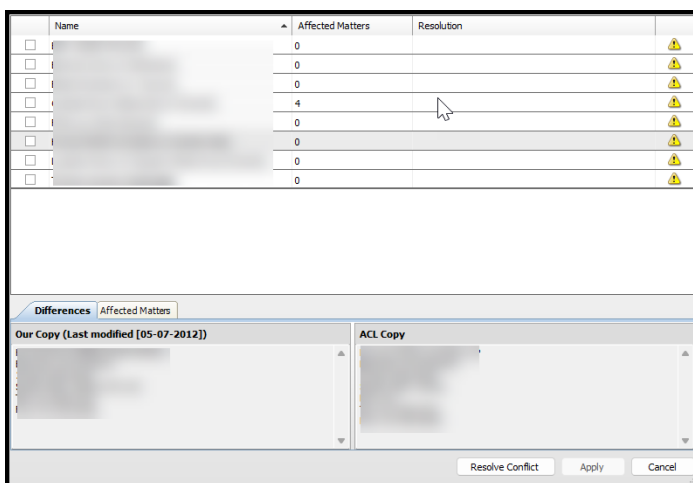
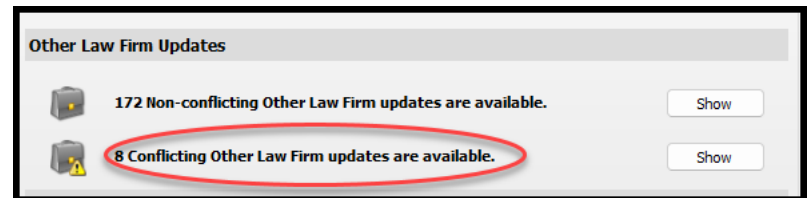
Click the **Show** button to view a preview of the updated information

Administrators can view any updated Courts or any new Courts that will be added to the database.



The other database updates work the same as above, except for the **Other Law Firms** update.

Administrators can still preview the changes and/or additions to the database, however, there is one additional option to show the **Conflicting Other Law Firm** updates.



If the firm has a duplicate or similar entry to an opposing firm contained in the database, the firms will appear within the **Conflicting Other Law Firms**. By clicking the **Show** button, Administrators can view the opposing firm's information currently within the opposing law firm database, and the **ACL Copy**. Best practice is to use the **ACL Copy**. Check each of the firms contained in the list and click **Resolve Conflict**.

Once all **Data Updates** have been applied, a **Data Update Report** will generate into Word, and can be shared with the firm's ACL users.

For assistance contact:

ACL Support

When being **certain** is everything

416.363.1650 x100 / 1.800.340.3234 x100

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