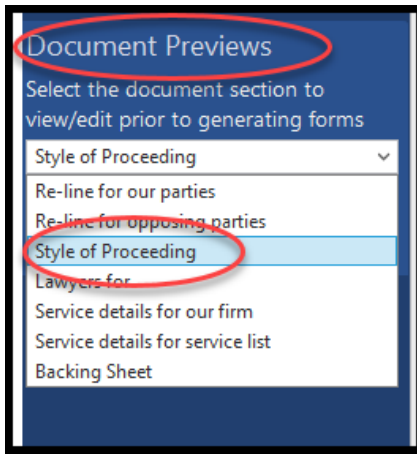




ACL5

REFRESHING PREVIEWS

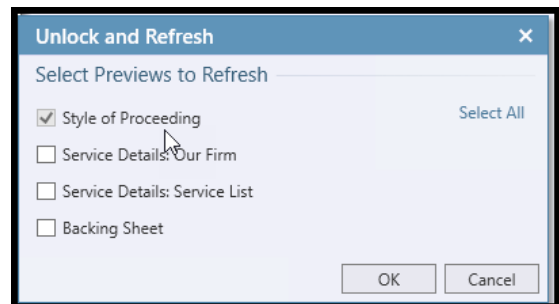
When information has been updated or edited withing ACL (adding a Court File Number, Changing Representation or Evolving a File), the **Document Previews** will need to be reviewed, and, if needed, **Unlocked and Refreshed**.



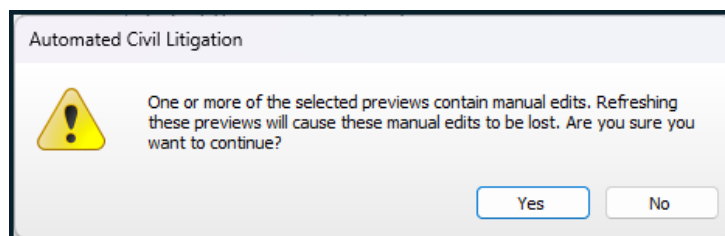
From the **Main Page**, with the file highlighted, click **Edit** or double click the file. Navigate to the **Document Previews** and click on the first preview that needs updating.

If the preview is locked, you will need to click **Unlock the Preview** before any preview can be refreshed.

Click **Refresh the preview** and select which preview(s) need to be updated and click **OK**. If all previews need updating, simply click **Select All** and then **OK**. Once complete, Save the file.



If any **Document Previews** contain manual edits, you will receive a warning from ACL. Click Yes to continue when ready. Click No if you need to review the edits before refreshing:



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