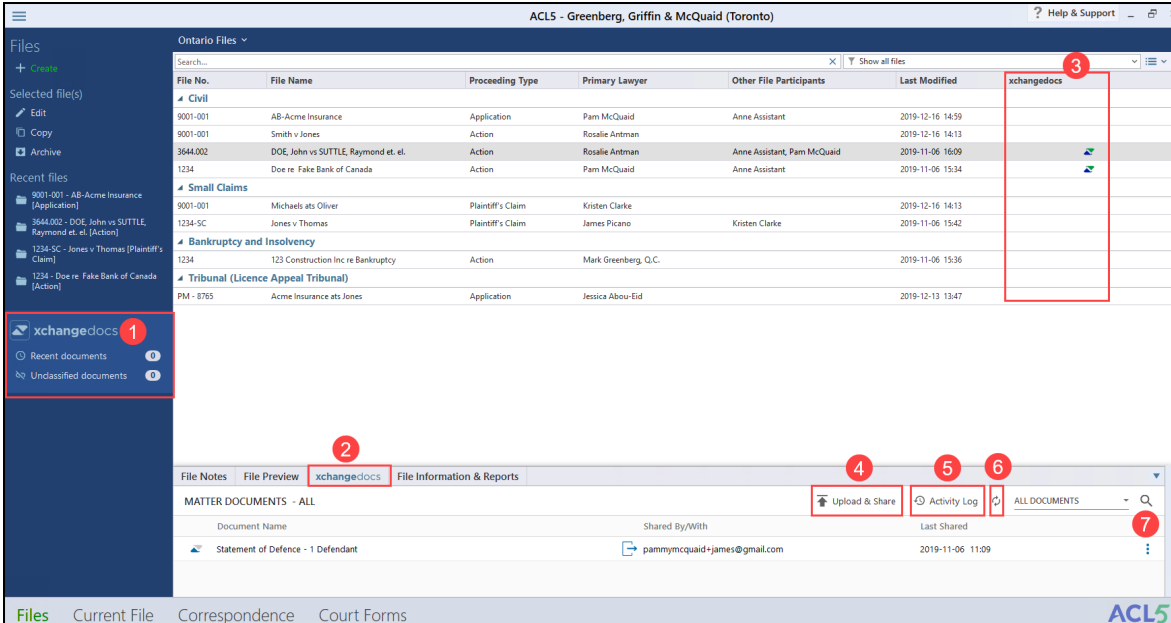


When using **xchangedocs** with **ACL**, the interface in **ACL** will appear as shown:

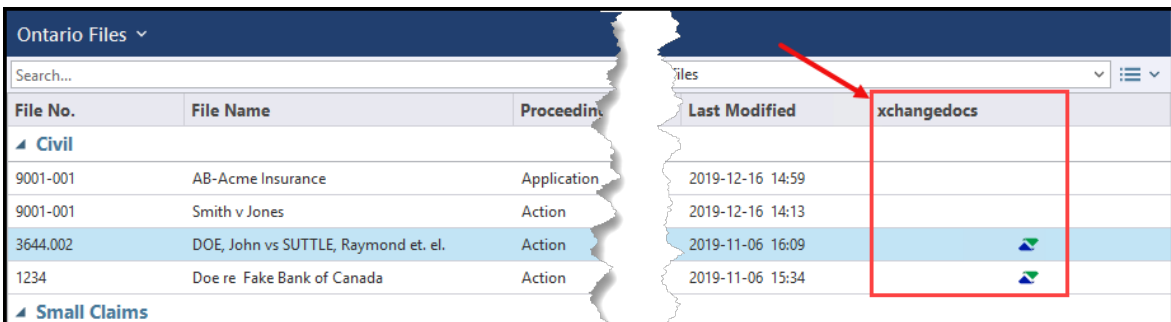


The screenshot shows the ACL5 interface with the following elements highlighted:

- 1**: xchangedocs notification window on the left navigation.
- 2**: xchangedocs tab within the Files list.
- 3**: xchangedocs column in the file list.
- 4**: Upload & Share button.
- 5**: Activity Log button.
- 6**: ALL DOCUMENTS dropdown.
- 7**: Search icon.

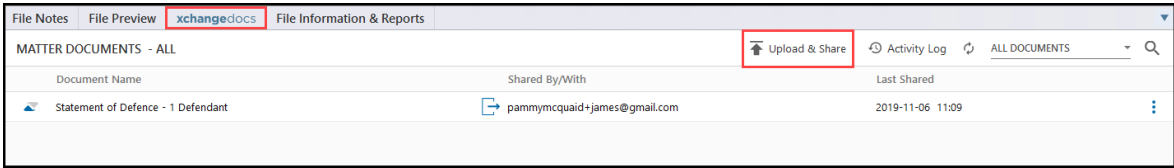
File No.	File Name	Proceeding Type	Primary Lawyer	Other File Participants	Last Modified	xchangedocs
Civil						
9001-001	AB-Acme Insurance	Application	Pam McQuaid	Anne Assistant	2019-12-16 14:59	
9001-001	Smith v Jones	Action	Rosalie Antman	Anne Assistant, Pam McQuaid	2019-12-16 14:13	
3644.002	DOE, John vs SUTTLE, Raymond et. el.	Action	Rosalie Antman	Anne Assistant, Pam McQuaid	2019-11-06 16:09	
1234	Doe re Fake Bank of Canada	Action	Pam McQuaid	Anne Assistant	2019-11-06 15:34	
Small Claims						
9001-001	Michaels ats Oliver	Plaintiff's Claim	Kristen Clarke		2019-12-16 14:13	
1234-SC	Jones v Thomas	Plaintiff's Claim	James Picano	Kristen Clarke	2019-11-06 15:42	
Bankruptcy and Insolvency						
1234	123 Construction Inc re Bankruptcy	Action	Mark Greenberg, O.C.		2019-11-06 15:36	
Tribunal (Licence Appeal Tribunal)						
PM - 8765	Acme Insurance ats Jones	Application	Jessica Abou-Eid		2019-12-13 13:47	

- 1** The **xchangedocs** notification window on the left navigation shows the number of recent documents shared and the number of Unclassified documents received once the user has logged into **xchangedocs**.
- 2** The **xchangedocs** tab within the Files list opens the workspace to display the **xchangedocs** activity.
- 3** A new **xchangedocs** column indicates which files contain **xchangedocs** activity.

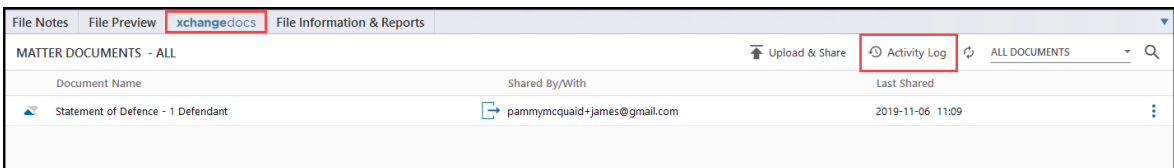



File No.	File Name	Proceeding	Last Modified	xchangedocs
Civil				
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1234	Doe re Fake Bank of Canada	Action	2019-11-06 15:34	
Small Claims				

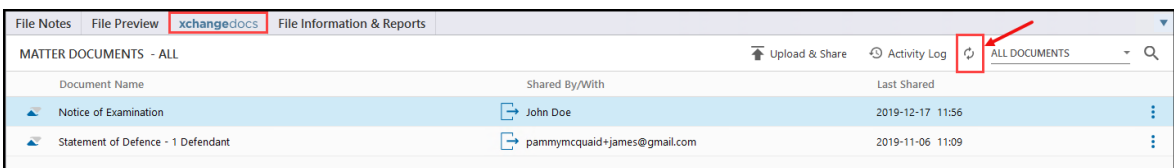
- 4 Select the **Upload & Share** icon in the **xchangedocs** workspace to initiate a document share.



- 5 The **Activity Log** for a specific Matter can be accessed at any time. It contains a history of all documents that have been added, uploaded, and shared.



- 6 Clicking the refresh icon  will update the workspace to reflect all shared documents on a Matter.



- 7 Additional options for managing a shared document are located within the menu on the right.

