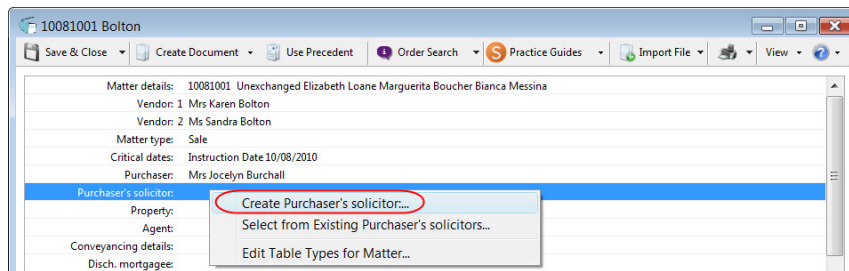


There are two ways to **attach a card to a matter**:

- Creating the card directly from a matter; OR
- Assigning an existing card (Previously created by a user in the firm).

1. To create the card directly from the matter:

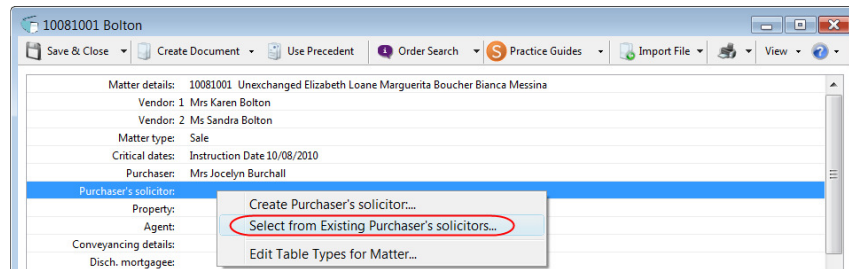
- a. Open the matter
- b. Either double click on the relevant heading or right click and select 'Create ...'



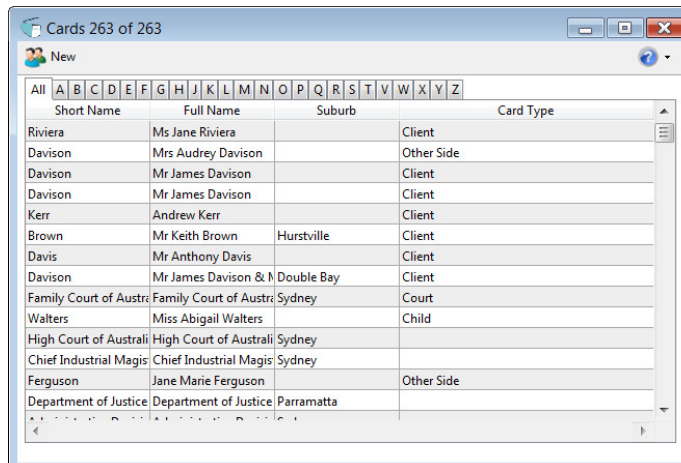
- c. Enter details and click on the 'Save & Close' button

2. To assign an existing card to a matter

- a. Open the matter
- b. Right click on the relevant row and select 'Selecting from Existing ...'



- c. The Cards table will appear where you can navigate to and select the existing card.

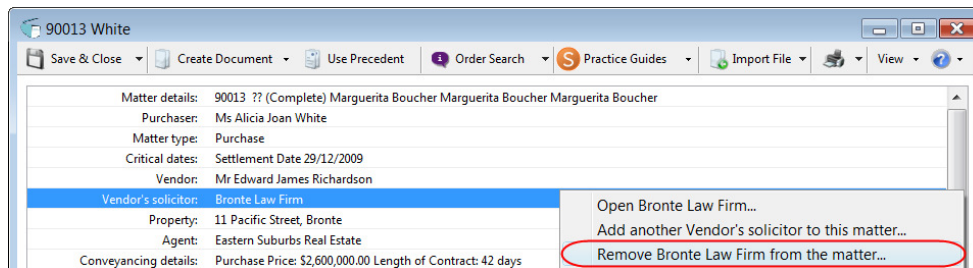


| Short Name | Full Name | Suburb | Card Type |
|------------------------|------------------------|------------|------------|
| Riviera | Ms Jane Riviera | | Client |
| Davison | Mrs Audrey Davison | | Other Side |
| Davison | Mr James Davison | | Client |
| Davison | Mr James Davison | | Client |
| Kerr | Andrew Kerr | | Client |
| Brown | Mr Keith Brown | Hurstville | Client |
| Davis | Mr Anthony Davis | | Client |
| Davison | Mr James Davison & N | Double Bay | Client |
| Family Court of Austr | Family Court of Austr | Sydney | Court |
| Walters | Miss Abigail Walters | | Child |
| High Court of Australi | High Court of Australi | Sydney | |
| Chief Industrial Magis | Chief Industrial Magis | Sydney | |
| Ferguson | Jane Marie Ferguson | | Other Side |
| Department of Justice | Department of Justice | Parramatta | |

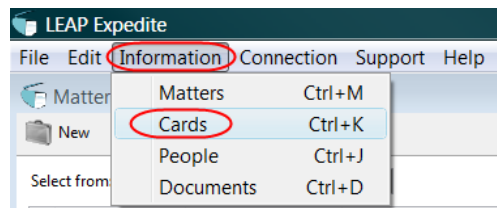
HOW TO USE CARDS

Cards can be deleted from LEAP Expedite. **To delete a card:**

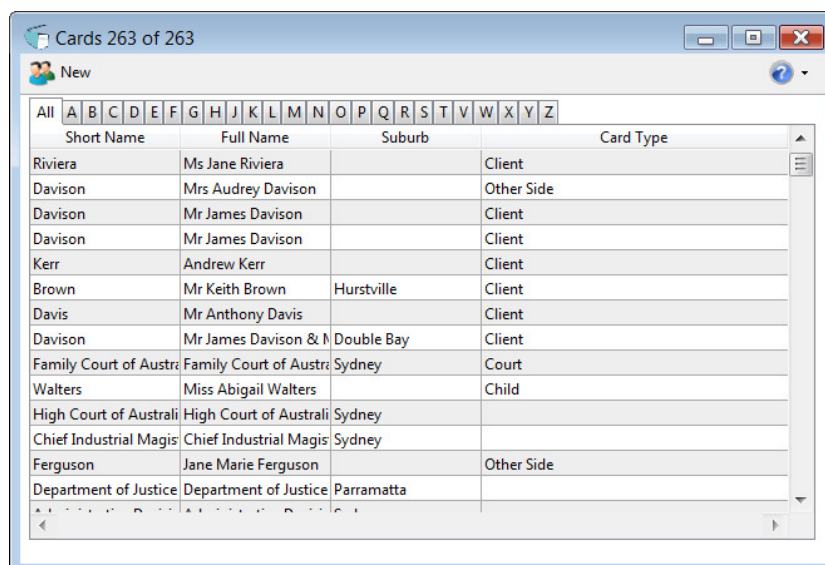
1. Firstly, you need to ensure that it is not associated with any matters. To do this:
 - a. Click on the 'Matters' tab within the card
 - b. Double click on the first matter
 - c. Right click on the card and select 'Remove ... from the matter'.



- d. Repeat steps b & c until the card has been removed from all matters
2. To delete the card
 - a. Click on the 'Information' menu in LEAP Expedite and select 'Cards'

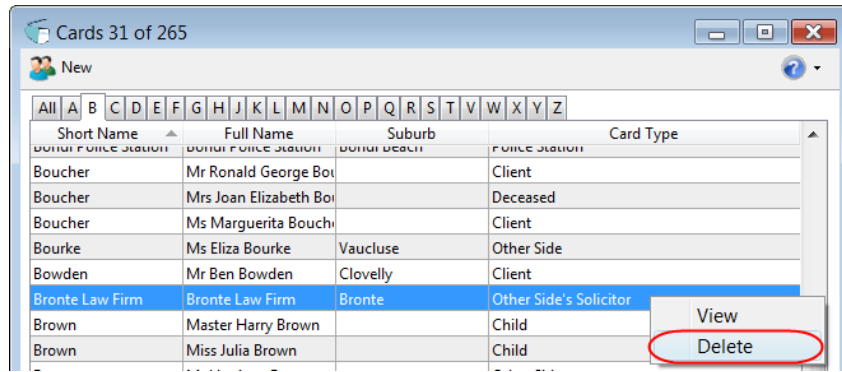


- b. The 'Cards' window will appear



- c. Navigate to the card, right click and select 'Delete'

HOW TO USE CARDS



Cards 31 of 265

New

All A B C D E F G H J K L M N O P Q R S T V W X Y Z

| Short Name | Full Name | Suburb | Card Type |
|-----------------|--------------------------|----------|------------------------|
| Boucher | Mr Ronald George Bouch | | Client |
| Boucher | Mrs Joan Elizabeth Bouch | | Deceased |
| Boucher | Ms Marguerita Bouch | | Client |
| Bourke | Ms Eliza Bourke | Vaucluse | Other Side |
| Bowden | Mr Ben Bowden | Clovelly | Client |
| Bronte Law Firm | Bronte Law Firm | Bronte | Other Side's Solicitor |
| Brown | Master Harry Brown | | Child |
| Brown | Miss Julia Brown | | Child |

View
Delete