

Document Attachment

iLaw Create Plug-in Packs for iLaw CK Case Management

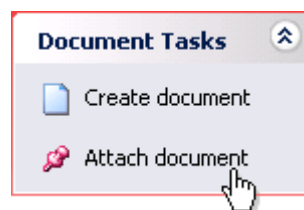
The Document Attachment pack can attach any document or file type to a client case. This means that you will be able to include files presented at Court in the Documents screen of the selected client.

Document Attachment is a very useful addition to your installation of iLaw if you want to:

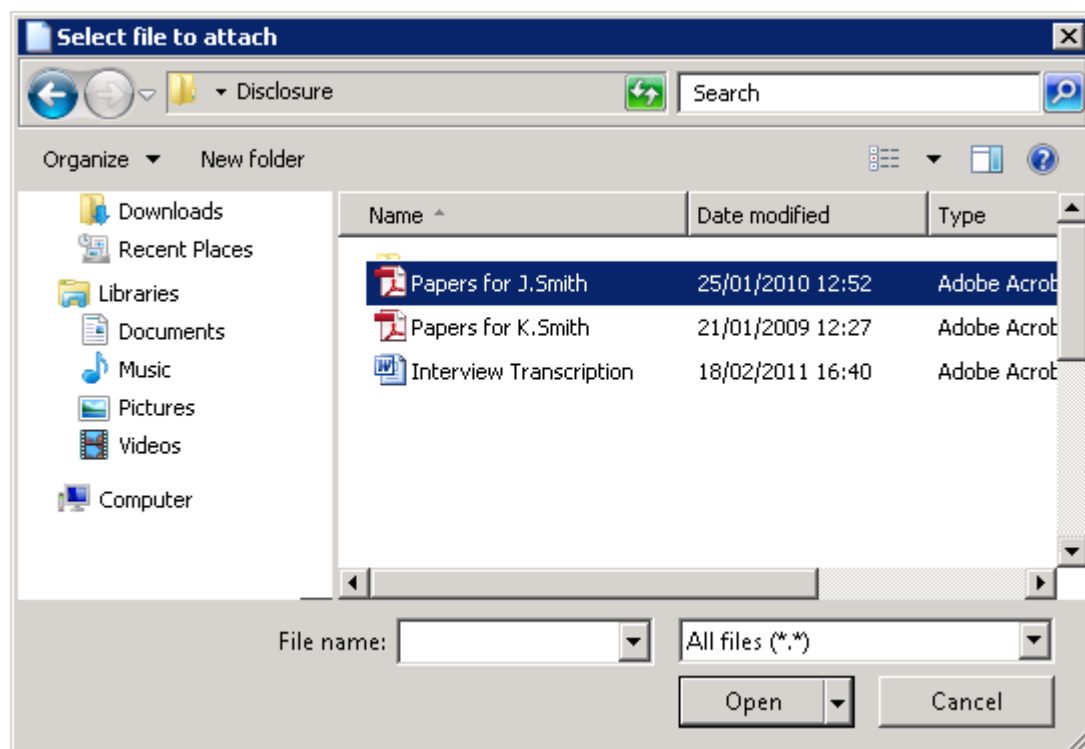
- Include Disclosure or Committal papers in .PDF format
- Include .WAV or .MP3 files of interviews
- Include picture files such as .JPEG files for house plans for Conveyancing matters

Attaching Documents

In the Documents screen of your selected client, click on the 'Attach document' link.



An Explorer window will open for you to select the file to attach.



Navigate to the location on your Computer or Network where the files to be attached are located.



Multiple files can be selected for attachment. Select multiple files by holding down the 'Ctrl' key on your keyboard and selecting the file for attachment.

When the file or files have been chosen click on 'Open' and the files will show in the documents screen. What iLaw will do is create a copy of the files attached and store them in the iLaw shared folder.



Make sure there is hard disk space available for the iLaw shared folder if you are attaching files that are large in size such as any Movie file or even scanned documents in picture formats.