

LawToolBox - Sample Reports (updated Sept 2022)

LawToolBox.com

A. MATTER REPORTS

A1. **MATTER DEADLINE REPORTS** - The deadline chart can be accessed from LawToolBox add-ins and apps by anyone the matter is shared to. The end-user can click on authority (which will open the authority typically on a public website maintained by the applicable court) or add their own links to any event:

Abbot V Earnst_D1 (239 total deadlines)

Deadline Timeline

Search deadlines

NetDocuments Sync View External Report Delete

you are viewing all deadlines!

Synced:80 Not Synced:159

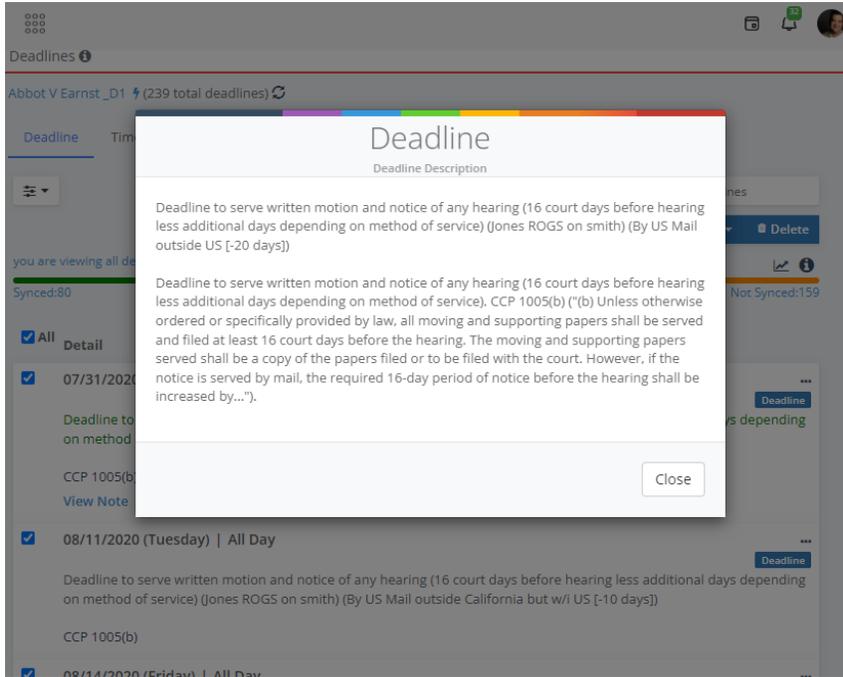
All Detail

- 07/31/2020 (Friday) | All Day
Deadline to serve written motion and notice of any hearing (16 court days before hearing less additional days depending on method of service) (Jones ROGS on smith) (By US Mail outside US [-20 days])
CCP 1005(b)
[View Note](#)
- 08/11/2020 (Tuesday) | All Day
Deadline to serve written motion and notice of any hearing (16 court days before hearing less additional days depending on method of service) (Jones ROGS on smith) (By US Mail outside California but w/i US [-10 days])
CCP 1005(b)
- 08/14/2020 (Friday) | All Day
Deadline to serve written motion and notice of any hearing (16 court days before hearing less additional days depending on method of service) (Jones ROGS on smith) (By US Mail w/i California [-5 days])
CCP 1005(b)
- 08/19/2020 (Wednesday) | All Day

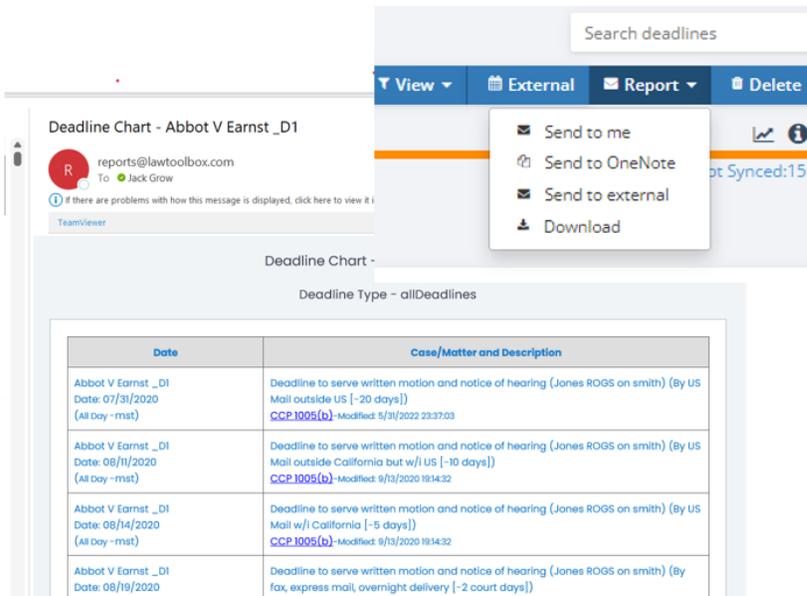
Context menu options:

- Label
- Details
- Edit
- Delete
- OneNote
- Manage Note
- Add Links
- Remove from calendar
- History
- View Attendees
- NetDocuments Link

A2. DETAILED DEADLINE DESCRIPTIONS - For deadlines generated by LawToolBox the end-user can click on “details” to delve deeper into the content:



A3. EMAIL or SEND DEADLINE REPORTS - Deadline charts can be emailed to end-user, an external user, or the matter’s OneNote:



A4. **DOWNLOAD DEADLINE REPORTS** - Microsoft Word version of the deadline charts can also be downloaded (and then the end-user can save the deadline chart to a physical matter file):



CA State - Superior Court - Civil (Los Angeles)
 Case No :22CV152
 Matter No :0001.0001
 Client Name :Acme, Inc.

Date	Case/Matter and Description
Abbot V Earnst _D1 Date: 07/31/2020 (All Day -mst)	Deadline to serve written motion and notice of hearing (Jones ROGS on smith) (By US Mail outside US [-20 days]) CCP 1005(b) -Modified: 5/31/2022 23:37:03
Abbot V Earnst _D1 Date: 08/11/2020	Deadline to serve written motion and notice of hearing (Jones

A5. **TIMELINE REPORTS** - From the matter the end-user can also explore a “Timeline” view where they can see deadlines grouped by months:

Abbot V Earnst _D1 (239 total deadlines)

Deadline Timeline

View Email Expand All

SEPTEMBER 2022 (3)

- 09/12/2022 (Monday) | All Day
**OSC- Date of hearing (Test Pallav) 5 days from today TriggerDate
- 09/19/2022 (Monday) | All Day
Deadline to file anti-SLAPP motion to strike (Complaint on Jones) (by mail within California (+5 days)) (rolled from Mon, 9/12/2022) 12 days from today Deadline
- 09/30/2022 (Friday) | All Day
LD to present a late claim against a public entity (rolled from Sat, 10/1/2022) 23 days from today Deadline

OCTOBER 2022 (2)

NOVEMBER 2022 (12)

DECEMBER 2022 (11)

JANUARY 2023 (4)

or by trigger date:

Abbot V Earnst _D1 (239 total deadlines)

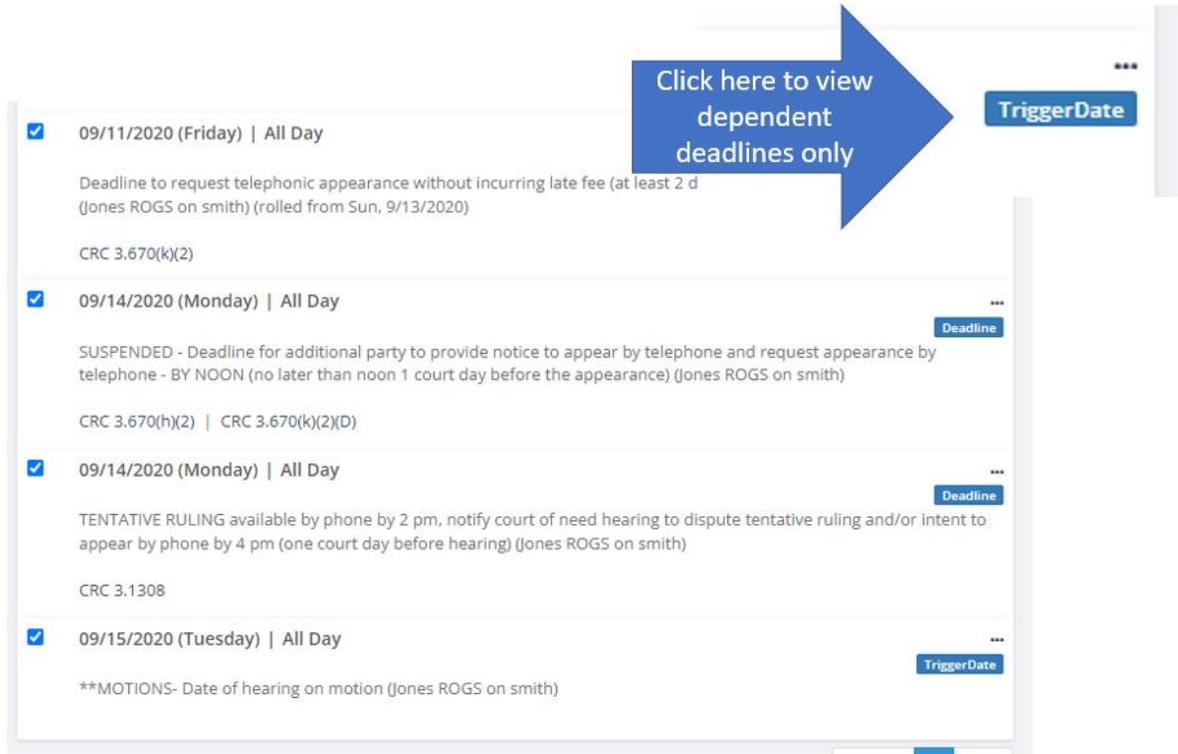
Deadline Timeline

View Email Expand All

Month
TriggerDate

- **MOTIONS- DATE OF HEARING ON MOTION (JONES ROGS ON SMITH) (17)
- APPOINTMENTS (56)
- **DISCOVERY- DATE RESPONSE TO DISCOVERY SERVED (JONES ROGS ON SMITH) (BY MAIL OUTSIDE THE US [+20 DAYS]) (3)
- 10/06/2020 (Tuesday) | All Day
**DISCOVERY- Date response to discovery served (Jones ROGS on smith) (by mail outside the US [+20 days]) TriggerDate
- 10/09/2020 (Friday) | All Day
Before filing motion to compel-schedule and attend Informal disc conf (IDC) (Jones ROGS on smith) Deadline
- 12/10/2020 (Thursday) | All Day
Deadline to file and serve motion to compel (45 days after service of inadequate response) (Jones ROGS on smith) (by mail outside the US [+20 days]) (rolled from Fri, 11/20/2020) Deadline
- DATE OF MANDATORY SETTLEMENT CONFERENCE (2)
- DATE OF TRIAL (77)
- COLLECTIONS ACTION COMMENCED - DATE COMPLAINT FILED (5)
- DATE CLIENT FILE WAS RECEIVED BY FIRM (1)
- DATE OF ACCRUAL OF CAUSE OF ACTION (3)

A6. **REPORT SORTED BY TRIGGER DATE** - From the deadline chart if the end-user clicks on the "TriggerDate" label they can see a view a report of the deadline chart that only displays that trigger date and the dependent deadlines that run off that date:

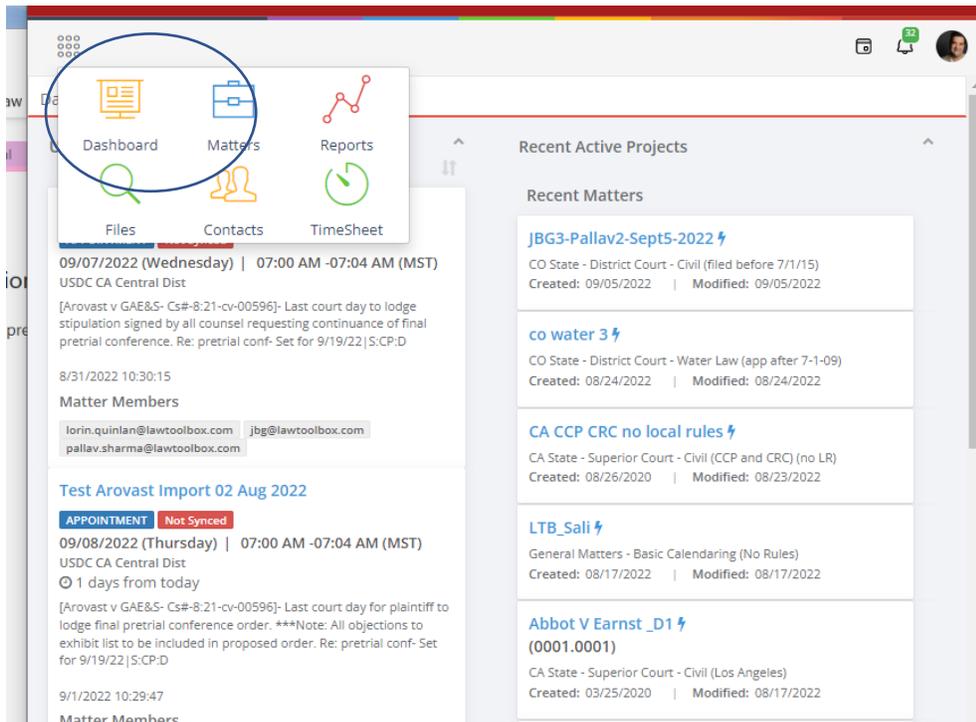


The screenshot shows a list of four deadline entries. Each entry includes a checkmark, a date and day, and a description. A blue arrow points from the text 'Click here to view dependent deadlines only' to a 'TriggerDate' label on the right side of the first entry. The 'TriggerDate' label is highlighted in blue. The other entries have 'Deadline' labels on the right side.

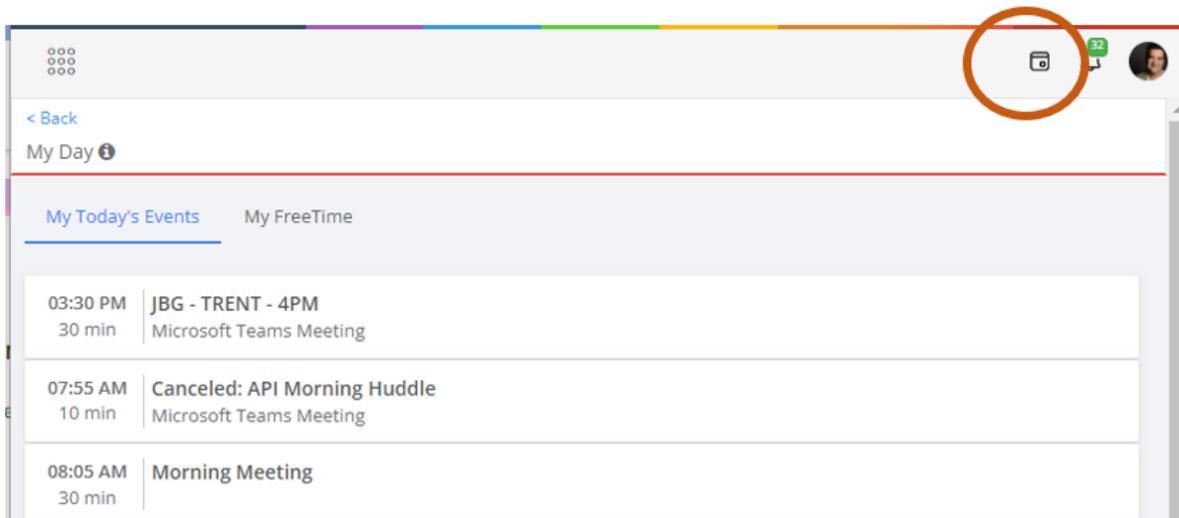
<input checked="" type="checkbox"/>	09/11/2020 (Friday) All Day	Deadline to request telephonic appearance without incurring late fee (at least 2 d (Jones ROGS on smith) (rolled from Sun, 9/13/2020) CRC 3.670(k)(2)	TriggerDate
<input checked="" type="checkbox"/>	09/14/2020 (Monday) All Day	SUSPENDED - Deadline for additional party to provide notice to appear by telephone and request appearance by telephone - BY NOON (no later than noon 1 court day before the appearance) (Jones ROGS on smith) CRC 3.670(h)(2) CRC 3.670(k)(2)(D)	Deadline
<input checked="" type="checkbox"/>	09/14/2020 (Monday) All Day	TENTATIVE RULING available by phone by 2 pm, notify court of need hearing to dispute tentative ruling and/or intent to appear by phone by 4 pm (one court day before hearing) (Jones ROGS on smith) CRC 3.1308	Deadline
<input checked="" type="checkbox"/>	09/15/2020 (Tuesday) All Day	**MOTIONS- Date of hearing on motion (Jones ROGS on smith)	TriggerDate

B. USER REPORTS

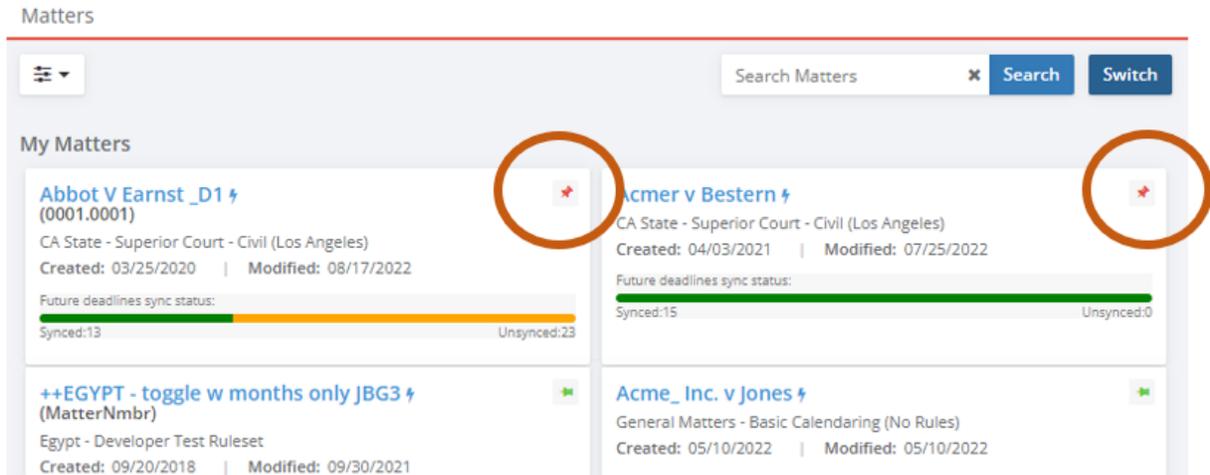
B1. DASHBOARD REPORT - Every user can access their own USER DASHBOARD where they can view any upcoming deadlines for the next several days, and also they can see a list of matters shared to them that other people have recently worked on:



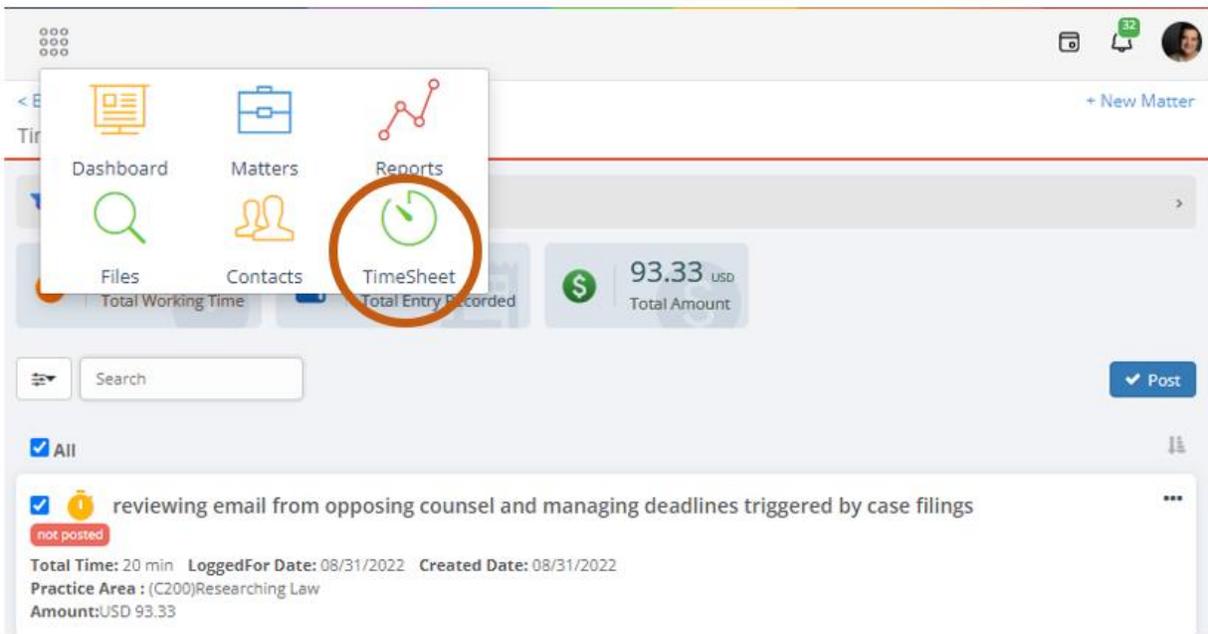
B2. MY DAY REPORT - From anywhere in the app they can click the “My Day” icon in the upper right to pull up a list of not only items added to their calendar my LawToolBox, but they can also see any other events they have added directly into Outlook!



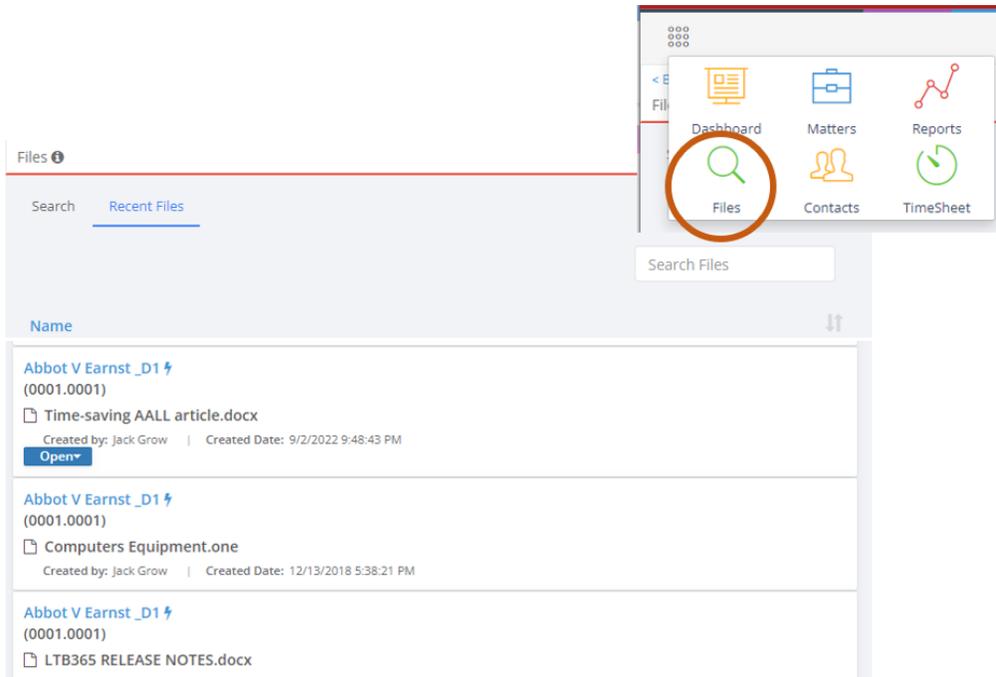
B3 – PINNED MATTERS – MATTER REPORT - On their Matter List report the end-user can “pin” important matters that they want easy access to:



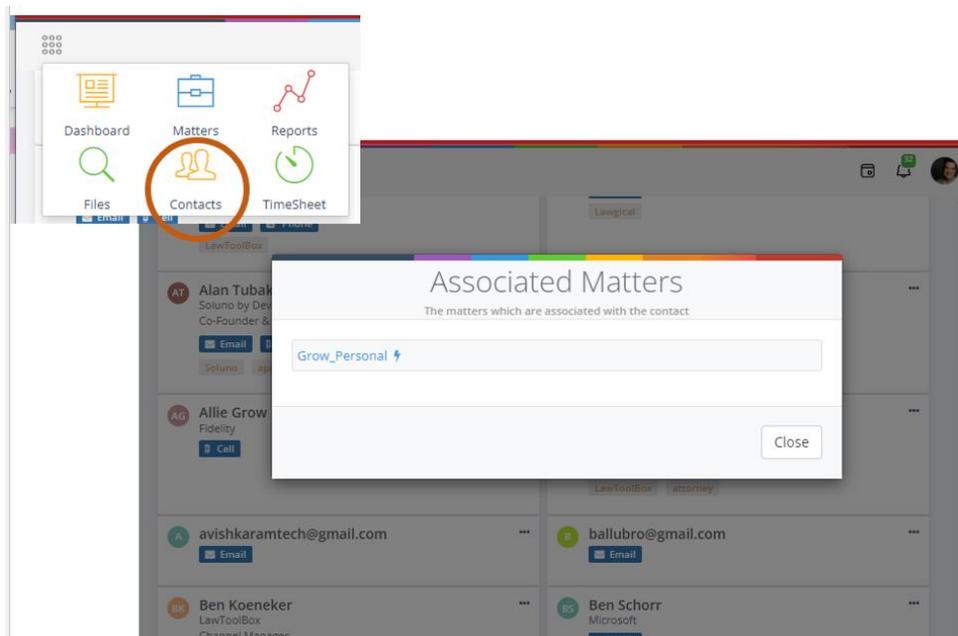
B4 – TIME SHEET REPORT – from the “Time Sheet” option in their waffle menu the end-user can see any time-entries they have made for all their matters or a specific matter within a given time range:



B5 – RECENT FILES REPORT - from the “Files” item in the waffle menu the end-user can retrieve any recent files from SharePoint that they have worked on (and which they have been given access to) (NOTE – it takes a long time typically for Microsoft graph API to return this query):



B6 – CONTACTS MATTER REPORT – Click on any Contact and you can get a quick view of any matter they have been added to:



B7 – DATE RANGE REPORT – the end-user can generate a report on upcoming deadlines for any specified date range. Admin users can see “date range reports” for any user in the firm, or EVERY user in the firm:

The screenshot displays the 'Date Range Report' interface. At the top right, a navigation menu is visible with icons for Dashboard, Matters, Reports (circled in orange), Files, Contacts, and TimeSheet. The main interface features a 'Date Range Report' section with the following fields:

- Select User: Jack Grow
- Start Date: 9/2/2022
- End Date: 10/5/2022
- View Report button

Below these fields are buttons for Email and Download, and a search bar labeled 'Search Deadlines' with a Search button. A progress bar indicates 'Synced:9' and 'Not Synced:28'. The main content area shows a report entry for 'Abbot V Earnst_D1' with a 'DEADLINE' tag and a 'Synced' status. The entry details include the date '09/02/2022 (Friday) | All Day' and a description: 'L/D to which to stip to extend deadline to respond (Complaint on Jones) (rolled from Sun, 8/28/2022)'. The entry is dated 'CRC 3,110(d)8/26/2022 09:31:36' and lists 'Matter Members' with email addresses: lorin.quinlan@lawtoolbox.com, jbg@lawtoolbox.com, dasha@lawtoolbox.com, and pallav.sharma@lawtoolbox.com.

B8 – EMAIL DATE RANGE REPORTS – the date range report can be emailed to the end-user (who can share it with anyone they like):

Deadlines Report - (9/2/2022 to 10/5/2022) for user [Jack Grow]

reports@lawtoolbox.com
To Jack Grow

Wed 9/7/2022 10:00 AM

TeamViewer

Deadlines Report - (9/2/2022 to 10/5/2022)

Deadline Count: 37

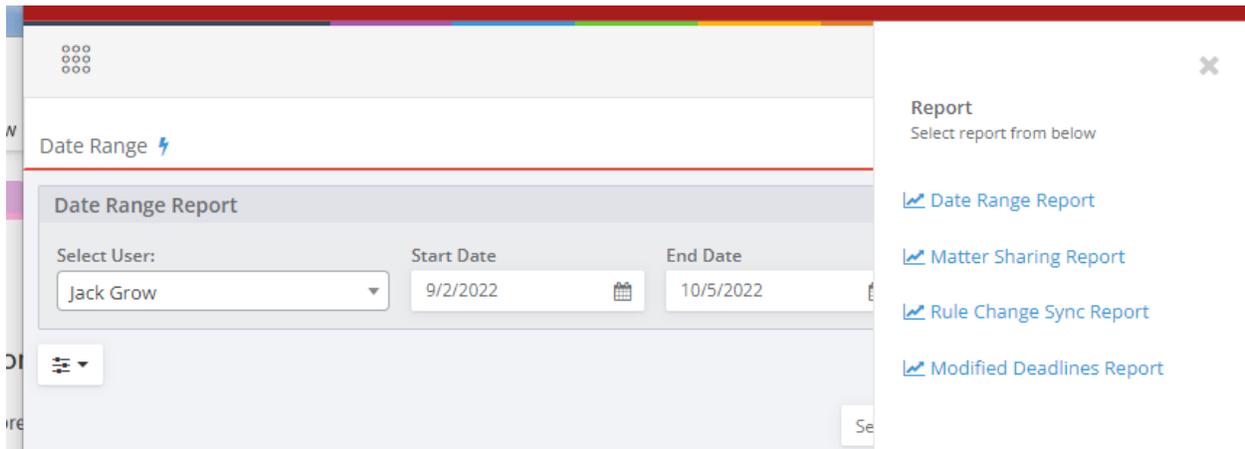
ReportType: Date Range Report

Details	Description	Attendees
09/02/2022 (Allday - mst)	Abbot V Earnst _DI -L/D to which to stip to extend deadline to respond (Complaint on Jones) (rolled from Sun, 8/28/2022) - ModifiedDate -8/26/2022 09:31:36 Matter No: 0001.0001 ClientName: Acme, Inc. CaseNo: PublicCase Link	<ul style="list-style-type: none"> Central Docketing User Jack Grow Dasha Baulina Pallav Sharma
09/03/2022 (Allday - mst)	LawToolBox _Operations -SSL EXPIRES - csp.lawtoolbox.com (sans - webapp- webhook- bot- admin)- ModifiedDate -8/27/2022 09:31:00	<ul style="list-style-type: none"> Jack Grow
09/03/2022	LawToolBox _Security(1) -[URGENT] LawToolBox _Operations - SSL EXPIRES	<ul style="list-style-type: none"> Belinda

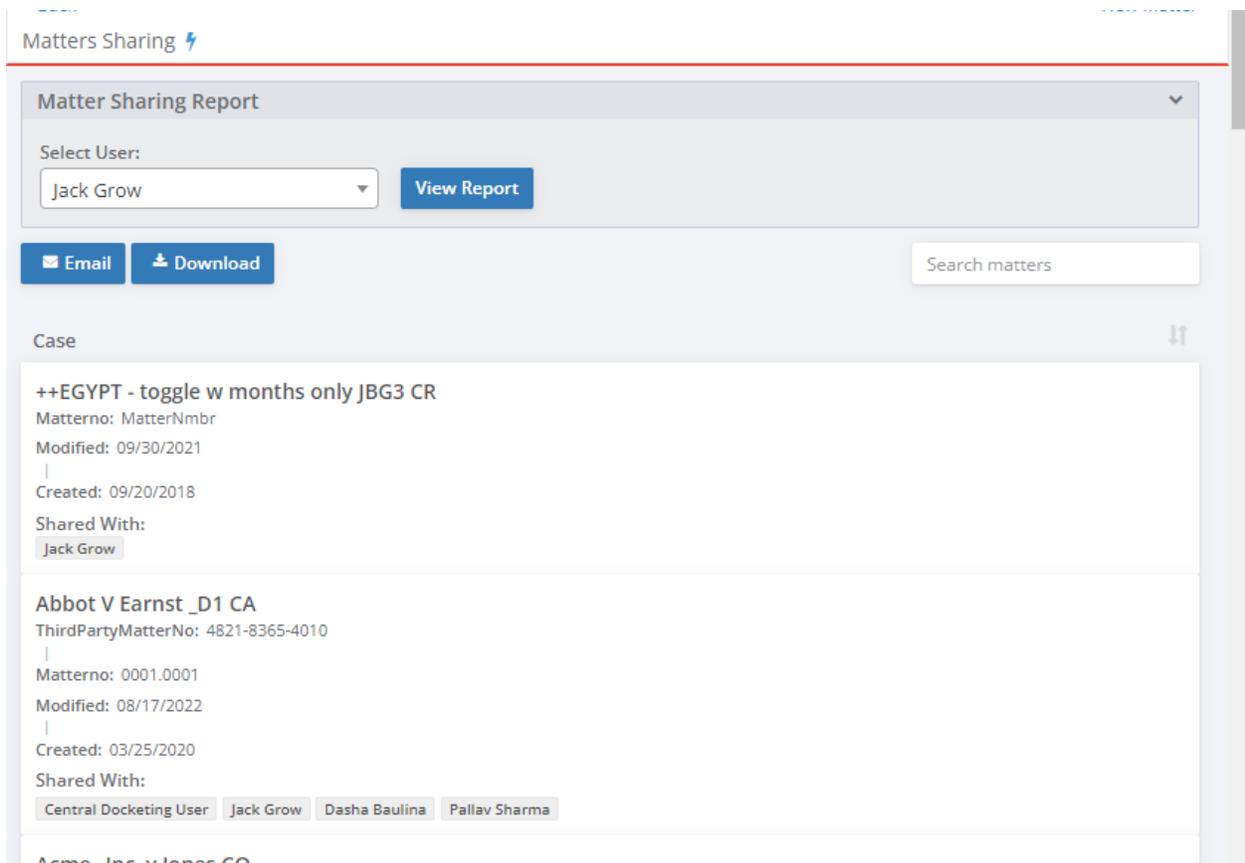
B9 – DOWNLOAD CSV DATE RANGE REPORT - the date range report can also be downloaded in CSV format, so it can be filtered and manipulated in Microsoft Excel:

When	STARTDAT	Appointm	Location	MatterNa	MatterNo	ClientNam	CaseNum	ThirdParty	Description	Attendees	RuleSet	HashTags	Type	DeadlineModifiedDat	MatterCreatedDat	GroupEmail
Friday	9/2/2022			Abbot V E	1.0001	Acme, Inc.	22CV152	4821-8365	Latest dat	Jack Grow	Central Dc CA State - Superior Cc		Deadline	8/26/2022 9:31	3/25/2020	tb.Abbot_V_Earnst_D
Saturday	9/3/2022			LawToolBox _Operations					SSL EXPIRE	Jack Grow	General Matters - Bat		Deadline	8/27/2022 9:31	8/10/2018	tb.LawToolBox _Oper
Saturday	9/3/2022			LawToolBox_Security(1)					[URGENT] [URGENT]	Belinda Pa	General Matters - Bat		Deadline	8/27/2022 9:31	1/24/2018	tb.LawToolBox_Secur
Monday	9/5/2022			co water 3					Applicants Deadline f	Central Dc CO State - #lawtoolb			Deadline	8/29/2022 10:27	8/24/2022	DEV.co_water_3@cou
Monday	9/5/2022			co water 3					Deadline t Deadline f	Central Dc CO State - #lawtoolb			Deadline	8/29/2022 10:27	8/24/2022	DEV.co_water_3@cou
Wednesday	9/7/2022 07:00 AM	USDC CA C Test	Arova	1234	Pallav Jack Test Impo	8628.0039			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					8/31/2022 10:30	8/1/2022	
Thursday	9/8/2022 07:00 AM	USDC CA C Test	Arova	1234	Pallav Jack Test Impo	8628.0039			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					9/1/2022 10:29	8/1/2022	
Thursday	9/8/2022		Mar 11 2022						Deadline: (Deadline f	Jack Grow CA State - #CaseMan				9/1/2022 10:28	3/12/2022	DEV.Mar_11_2022.tb@
Thursday	9/8/2022		Mar 11 2022						COLLECTH COLLECTI	Jack Grow CA State - Superior Cc				9/1/2022 10:28	3/12/2022	DEV.Mar_11_2022.tb@
Thursday	9/8/2022		Mar 11 2022						UNLAWFU UNLAWFU	Jack Grow CA State - Superior Cc				9/1/2022 10:28	3/12/2022	DEV.Mar_11_2022.tb@
Friday	9/9/2022 07:00 AM	USDC CA C Test	Arova	1234	Pallav Jack Test Impo	8628.0039			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					9/2/2022 10:31	8/1/2022	
Friday	9/9/2022 07:00 AM	USDC CA C Test	Impo	1	Pallav Jack Test Impo	8628.004			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					9/2/2022 10:31	8/1/2022	
Monday	#####			Abbot V E	1.0001	Acme, Inc.	22CV152	4821-8365	**OSC- Da	Central Dc CA State - Superior Cc				9/6/2022 9:26	3/25/2020	tb.Abbot_V_Earnst_D
Tuesday	##### 07:00 AM	USDC CA C Test	Arova	1234	Pallav Jack Test Impo	8628.0039			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					9/6/2022 10:30	8/1/2022	
Tuesday	##### 07:00 AM	USDC CA C Test	Arova	1234	Pallav Jack Test Impo	8628.0039			[Arovast v [Arovast v Central Dc General Matters - Uni. Appointme					9/6/2022 10:30	8/1/2022	

B10 – ACTION MENU for REPORTS - and you can view other types of end-user reports



B11 – MATTER SHARING REPORT – the matter sharing report gives a quick insight into who cases are shared with so that end users can instantly see whether sharing needs to be adjusted or updated:



B12 – RULE CHANGE REPORT – this report allows the end user to see if they have any RULES-BASED deadlines within a specific time range that have been modified by LawToolBox rule set managers:

Rule Change Report

User: Start Date: End Date: [View Report](#)

[Email](#) [Download](#) [Resync](#)

Search Deadlines [Search](#)

Abbot V Earnst_D1
DEADLINE **Synced**
 08/15/2022 (Monday) | All Day
 Deadline to file notice of removal to federal court (Complaint on Jones) (rolled from Sat, 8/13/2022)
 28 USC 1446(b)8/11/2022 14:22:51
 Matter Members

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

B13 – MODIFIED DEADLINES REPORT – allows the end-user to run a report across a specific limited time range to review any deadlines that have been modified during the specified period!

Modified Deadlines Report

User: Start Date: End Date: [View Report](#)

[Email](#) [Download](#) [Resync](#)

Search Deadlines [Search](#)

Synced:9 Not Synced:61

co water 3
TRIGGERDATE **Not Synced**
 06/13/2022 (Monday) | All Day
 Earlier of: re-referral order, or protest of ruling
 Rule 11(b)(1)8/24/2022 19:39:27
 #lawtoolbox
 Matter Members

co water 3
DEADLINE **Not Synced**
 06/27/2022 (Monday) | All Day
 Div 2 - file notice of initial status conf, trial setti
 8/24/2022 19:39:27
 Matter Members

B14 – DELVE USER ACTIVITY REPORT – the end user can navigate to the “Share Matter” for any case and then click on the “Delve” button next to the users name to use Microsoft Graph to view what that user has been doing recently (access is controlled and limited by permissions within the Microsoft tenant)

Matters Access ⓘ

Abbot V Earnst_D1 ⚡

search user

BG	Bob Gersabeck	add Delve	
✓	CD	Central Docketing User	
✓	DB	Dasha Baulina	remove Delve
✓	JG	Jack Grow	remove Delve

Delve

Search

Home
Me
MyAnalytics
Favorites

People

- Bob Gersabeck
- Pallav Sharma
- Brad Spears
- Sudha Raj
- LawToolBox Receptionist
- Carol-Lynn Grow
- Spencer Davila

Jack Grow
CEO

✉ jbg@lawtoolbox.com
💬 jbg@lawtoolbox.com
☎ 303-759-3572
📞 303-419-9680
🖨 1-877-471-6892
☁ My OneDrive

Update profile

Today

9a 11a 12p 1p 2p 3p 4p 5p 6p

About me

Add about me

Add projects you are working on

Get back to your recent documents and email attachments [See all >](#)

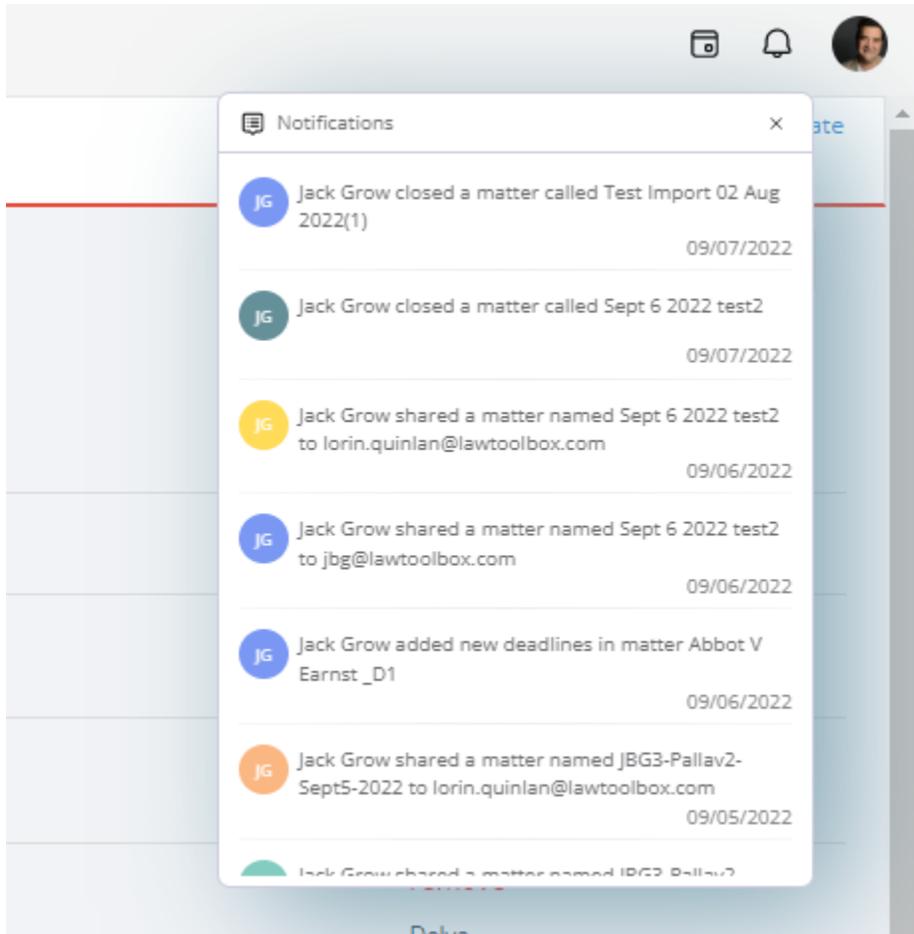
Others will only see documents that they have access to and email attachments that you've sent to them. [Learn more about why you can trust Delve](#)

You Modified • 25 minut...
ADVANCED FILTERING LABELS
HISTORY
CUSTOM TAGS
PowerPoint
JBG_Work_Space
Jack Grow's One... 150 views

You Modified • 2 days ago
CSV
JBG_PallavTestMa
tterImport (3)
Jack Grow's OneDrive

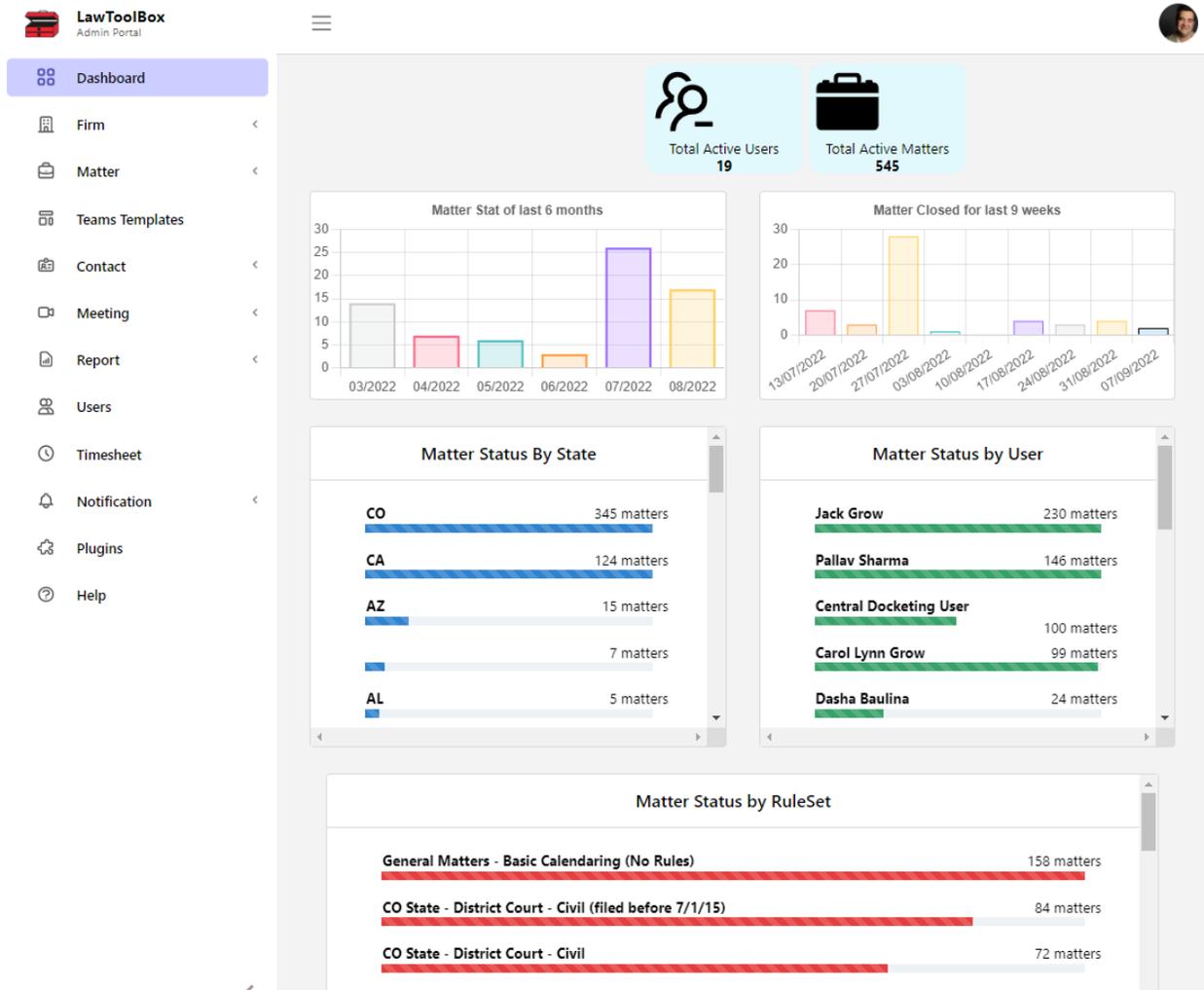
Click a person to see what they're working on [See all >](#)

B15 – **ACTIVITY TRACKER REPORT** – the end-user can click their “Notifications” bell in the upper right hand corner of their app to review the recent activity at any time. This is especially helpful when drafting timesheets:



C. ADMIN REPORTS

C1 – **Matter Statistics Report** – the LawToolBox admin dashboard gives a bird’s eye view of matters opened over the last 6 months, matters closed, matters by state, matters by user, and matters by Rule Set:



C2 – Firm Configuration and Settings Report – the account admin has a bird’s eye view of all features accessible to the end-user across the firm

LawToolBox
Admin Portal

Dashboard

Firm

Profile

Settings

Matter

Teams Templates

Contact

Meeting

Report

Users

Timesheet

Notification

Plugins

Help

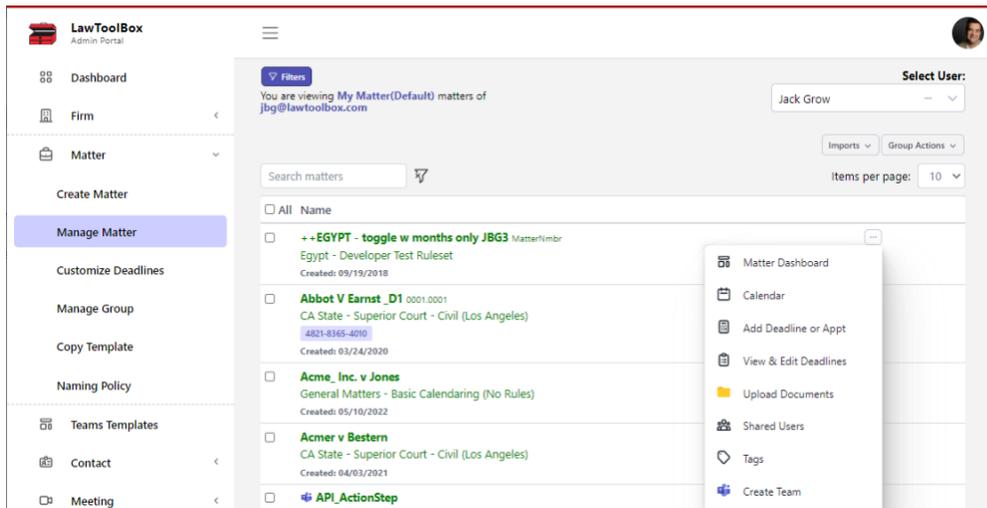
Your firm uses application permission

Search Permissions

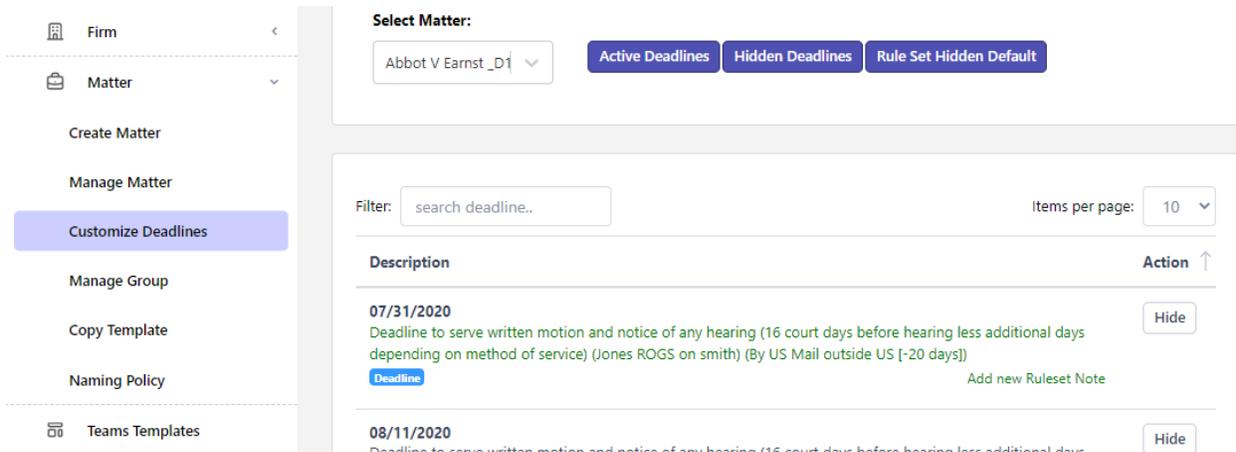
Update

Permission	Toggle
Matter Files Preference Firm can save into the channel folder	<input type="checkbox"/>
Teams - can create MS Team when creating matter Firm can create team while creating matter	<input checked="" type="checkbox"/>
Data Governance - add prefix/suffix to group name Firm can add Prefix/Suffix to GroupName	<input checked="" type="checkbox"/>
Data Governance - add prefix/suffix to group email Firm can add Prefix/Suffix to GroupEmail	<input checked="" type="checkbox"/>
Data Governance - add prefix/suffix to LawToolBox matter name Firm can add Prefix/Suffix to LTBMatterName	<input type="checkbox"/>
Folder templates – can copy templates Firm user can copy templates	<input checked="" type="checkbox"/>
Folder templates – can copy templates in Teams Firm user can view copy templates in Teams	<input checked="" type="checkbox"/>
Folder templates – can copy templates in Outlook Firm user can view copy templates in Outlook	<input checked="" type="checkbox"/>
Save email – can save email to MS Groups (Gov cloud) Firm Can Save email in Groups	<input type="checkbox"/>
Save email – can save email to SharePoint (default) Enables save email in sharepoint folder	<input checked="" type="checkbox"/>
DMS – Can view Document Folder link Firm Can Set Document Folder from LTB app	<input checked="" type="checkbox"/>
DMS – Map Document Link to Custom URL Firm Can Create Matter Validation from LTB app	<input type="checkbox"/>
DMS - Document Folder URL <input type="text"/>	
DMS – Can Share folders with internal or external users Firm can share folder/files externally	<input checked="" type="checkbox"/>
Inbox – Can view Shared Inbox in MS Groups Firm Can Set Shared Inbox from LTB app	<input checked="" type="checkbox"/>
Meetings – Can create virtual meetings Firm can add create Virtual Meetings	<input checked="" type="checkbox"/>
Calendar – can view calendar	<input checked="" type="checkbox"/>

C3 – Admin Matter Report – Admins have access to all of the account matters from the admin portal:



C4 – Customized Deadlines Report – Admins have access to tools and reports where they can hide deadlines for every matter in a rule set, or they can add a rule set note that will appear every time a designated deadline is calculated for any matter:



C5 – Manage Group Report – this report takes a long time to retrieve from Microsoft Graph API (so click **once and wait**). This report is VERY USEFUL to identify any LawToolBox matters that are missing a GROUP or missing a TEAM! You can download this report and then manipulate the data in excel.

The screenshot shows the 'Manage Group' report in the LawToolBox Admin Portal. The report is a table with the following data:

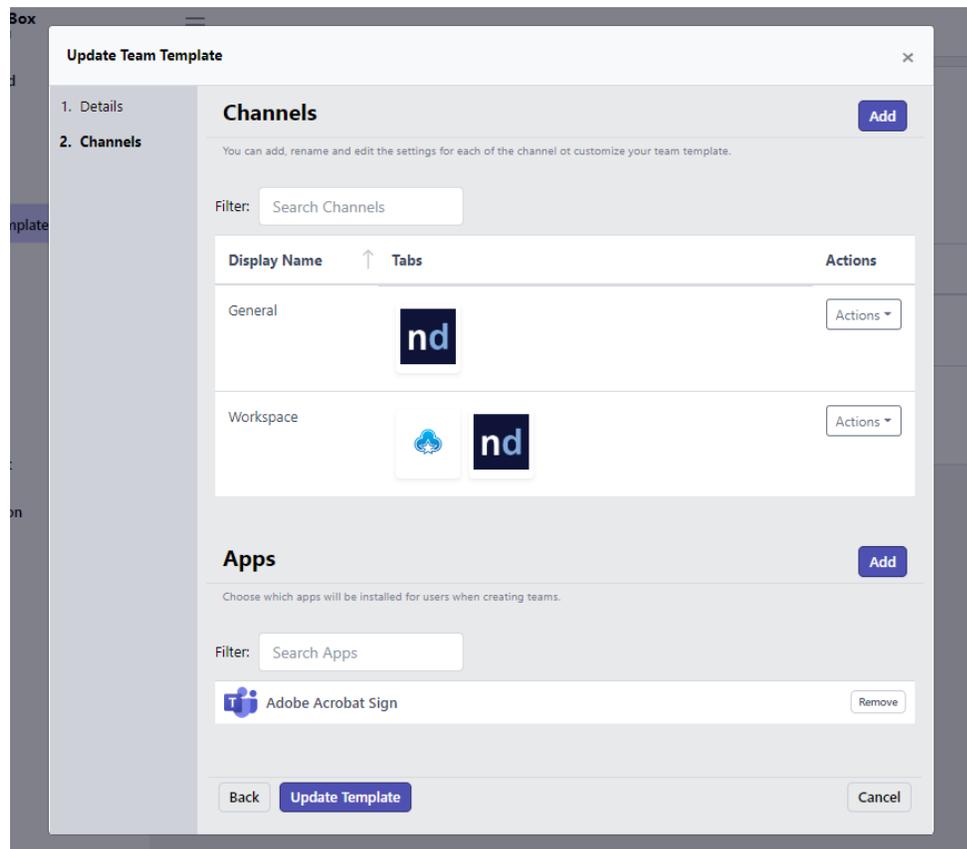
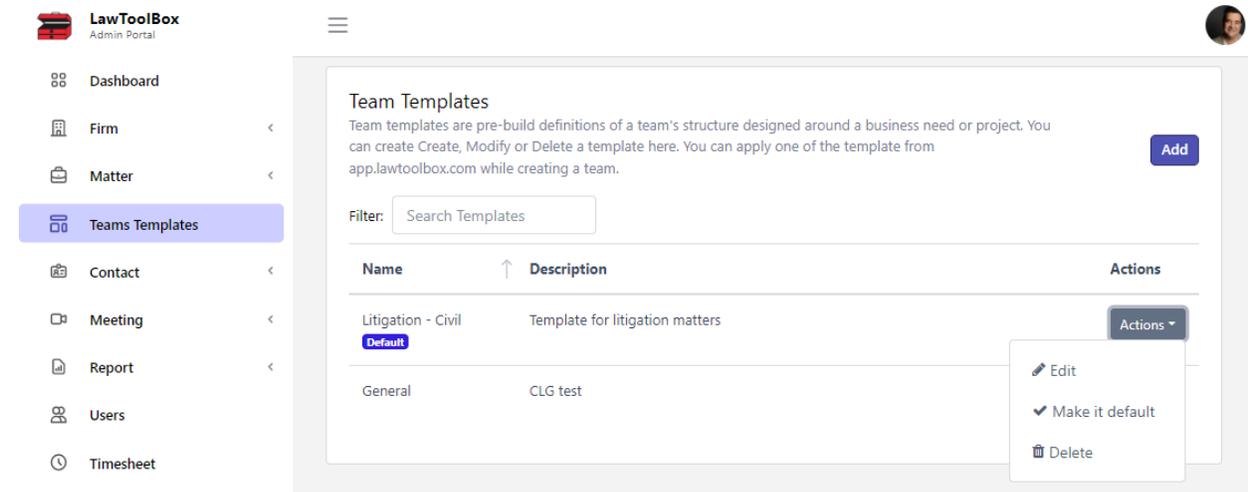
Group Name	Group Email	Creation Date	Team
Jones v Smith	tb.Jones_v_Smith3938@courtdeadlines.onmicrosoft.com	04/07/2017 19:59:19	No Team
ddfg	tb.ddfg@courtdeadlines.onmicrosoft.com	04/07/2017 19:35:25	No Team
TEAM	tb.TEAM@courtdeadlines.onmicrosoft.com	04/07/2017 19:13:12	No Team
JBG test	tb.JBG_test@courtdeadlines.onmicrosoft.com	04/10/2017 15:15:27	No Team
Reseller Portal	tb.Reseller_Portal@courtdeadlines.onmicrosoft.com	04/12/2017 13:24:52	No Team
Olson _ Masters Property Mngt	tb.Olson__Masters_Property_Mngt@courtdeadlines.onmicrosoft.com	04/11/2017 15:26:02	No Team
Kelley v_ Lorin	tb.Kelley_v_Lorin@courtdeadlines.onmicrosoft.com	04/11/2017 02:56:49	No Team
LawToolBox365_Dev	tb.LawToolBox365_Dev@courtdeadlines.onmicrosoft.com	04/12/2017 13:31:39	Visit
DDJ Royalties LLC	tb.DDJ_Royalties_LLC@courtdeadlines.onmicrosoft.com	04/18/2017 23:55:36	No Team

C6 – Data Governance – Naming Policy Report – admins can quickly review and update naming policies that apply to newly created matters:

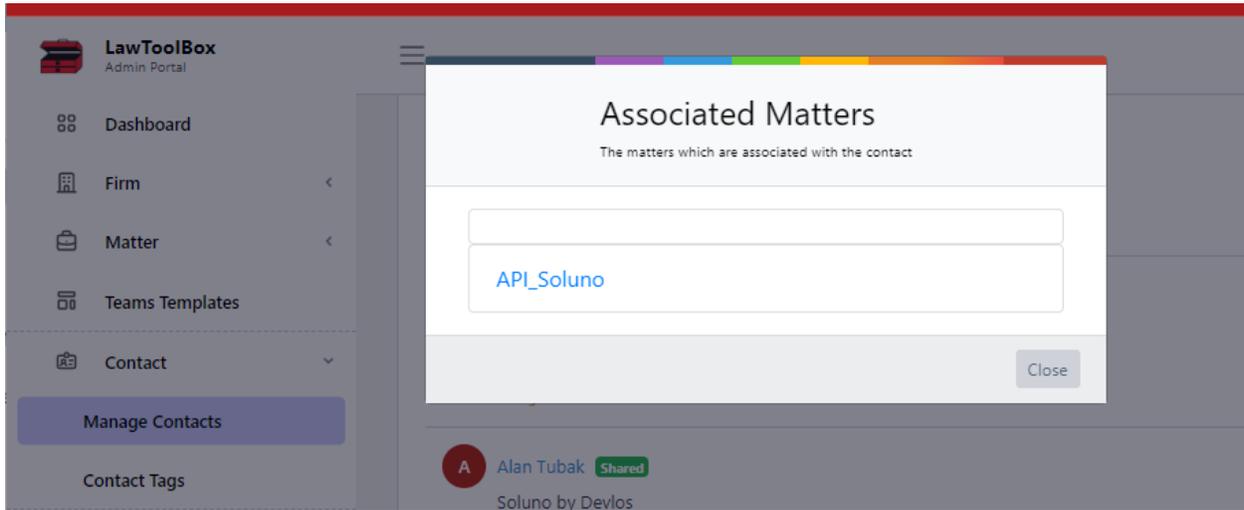
The screenshot shows the 'Team Naming Policy' report in the LawToolBox Admin Portal. The report is a table with the following data:

Title	Description	Is Default	Actions
PRIVATE.	prefix	false	Edit Delete
DEMO.	prefix	false	Edit Delete
OPERATIONS.	prefix	false	Edit Delete
DEV.	prefix	true	Edit Delete
HR.	prefix	false	Edit Delete
.tb	suffix	false	Edit Delete

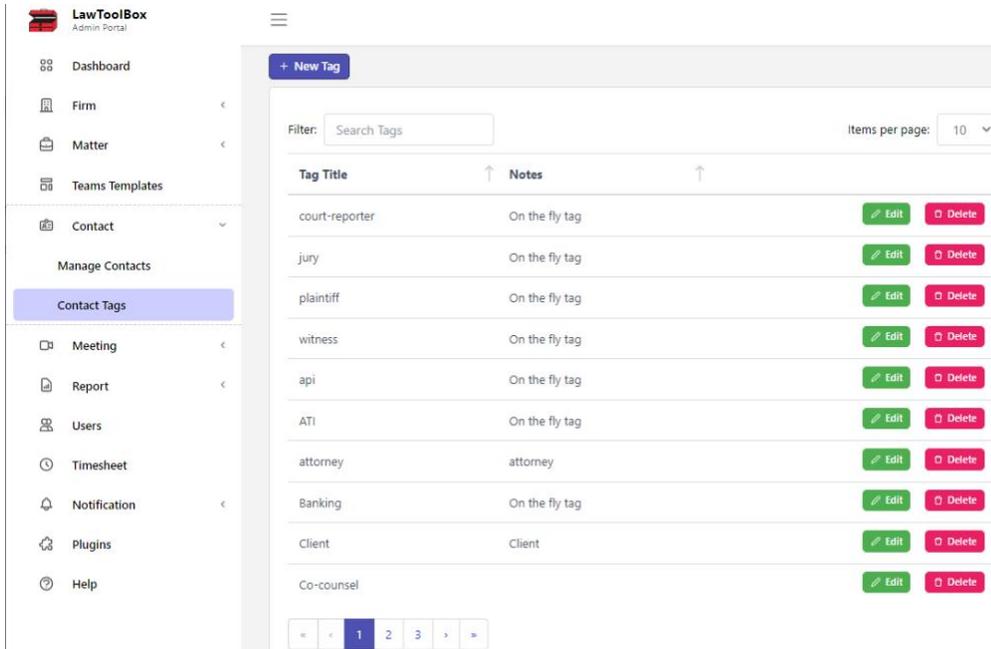
C7 – Teams Templates Report – admins can quickly review and update channels and tabs that can be auto added to newly created matters:



C8 – **Contact Matter Report** – Admins can access all contacts and view a report of all matters the contact has been added to:



C9 – **Report of Matter & Contact Tags** - Admins can access all user-created tags that can be associated with a matter or contact:



C10 – Frequent Meeting Templates Reports – admins can view and manage virtual meeting templates that can be used to auto generate not only content for meetings, but it can also add users to meetings based on their role in the matter.

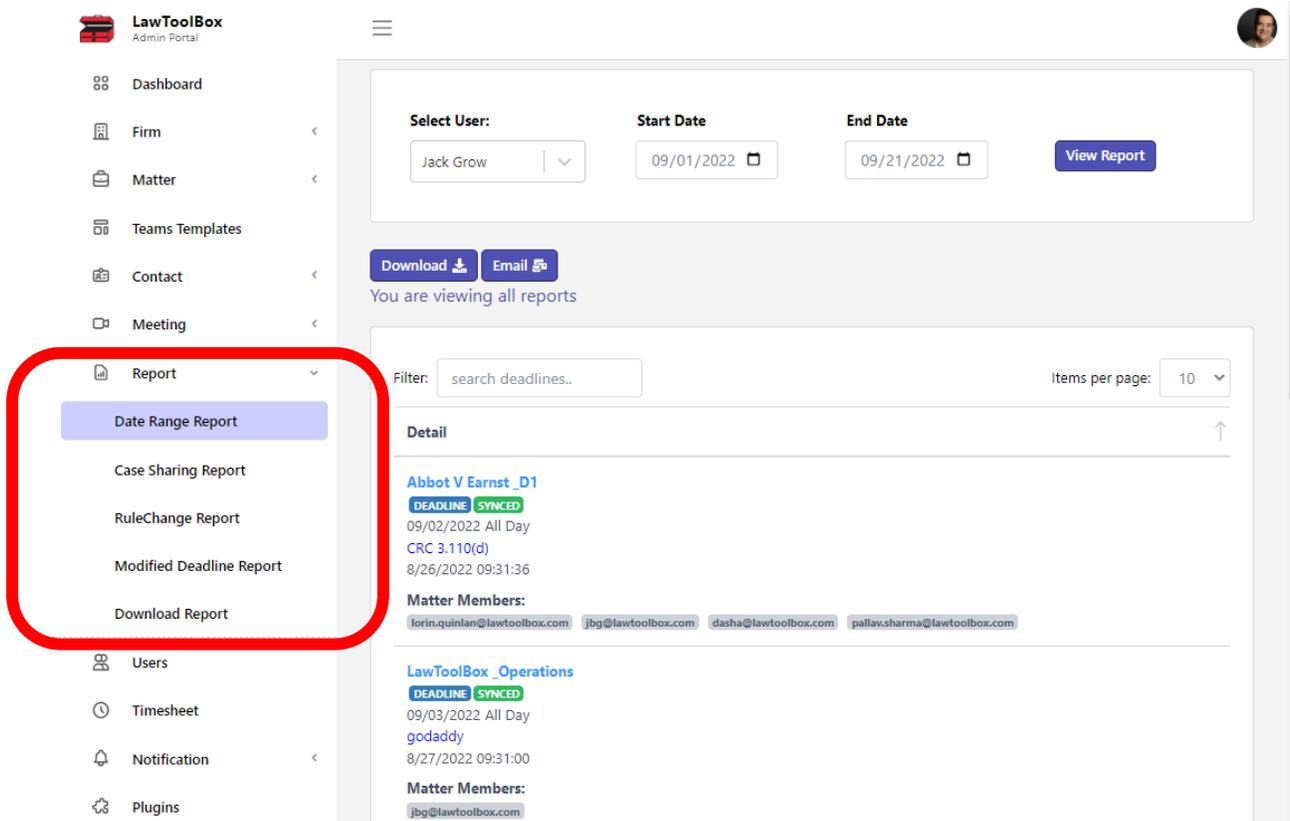
ConfigureMeeting

+ Add + Import

Filter: Items per page: 10

Type	Title	Description	Roles	
Hearing	MAIN EVENT - hearing	Please join the meeting 10 minutes early. Be sure the organizer has your phone number in case you have technology issues. Organizer 000-000-0000. https://www.lawtoolbox.com	witness,attorney,Co-counsel,Court Reporter,Expert,Judge	Edit Delete
Hearing	Sidebar Breakout	Private on-the-record meeting between judge and counsel, done in a manner the witnesses and jury can't hear.	attorney,Court Reporter,Judge	Edit Delete
Hearing	Attorney-Client Meeting Breakout	Attorney-Client Meeting PRIVATE Breakout	Client, LawToolBox	Edit Delete
Rule26f	Rule 26(f) Meeting	Counsel meet and confer re Rule 26(f) meeting and exchange of info. FRCP 26	attorney	Edit Delete

C11 – **DEADLINE REPORTS** – the admin can download all of the reports across the firm or for any individual user in the firm:



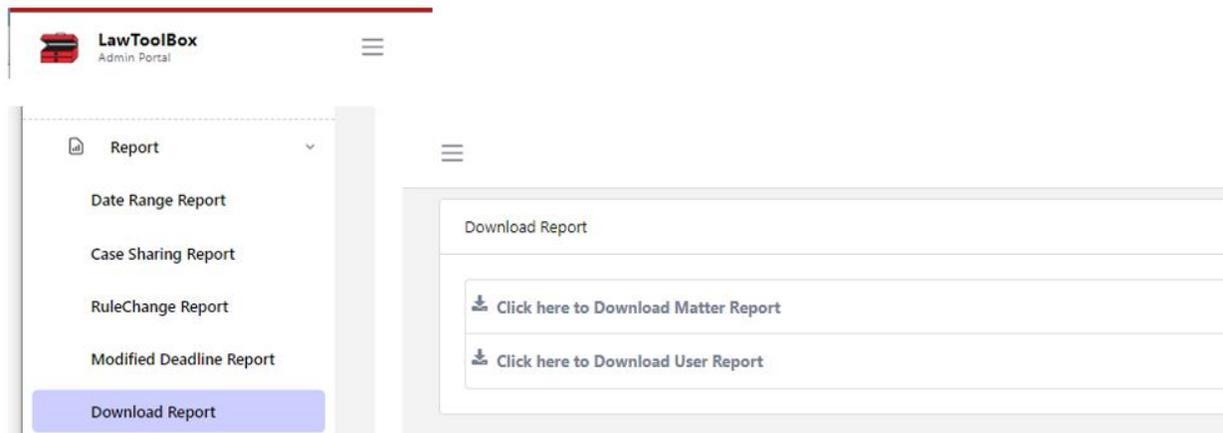
DATE RANGE REPORT - admin can generate a report on upcoming deadlines for any specified date range. The date range report can be emailed to the end-user (who can share it with anyone they like). The date range report can also be downloaded in CSV format, so it can be filtered and manipulated in Microsoft Excel. Admin users can see “date range reports” for any user in the firm, or EVERY user across the entire firm. See B7 - B9 above.

MATTER SHARING REPORT – the matter sharing report gives a quick insight into who cases are shared with so that end users can instantly see whether sharing needs to be adjusted or updated. See B11.

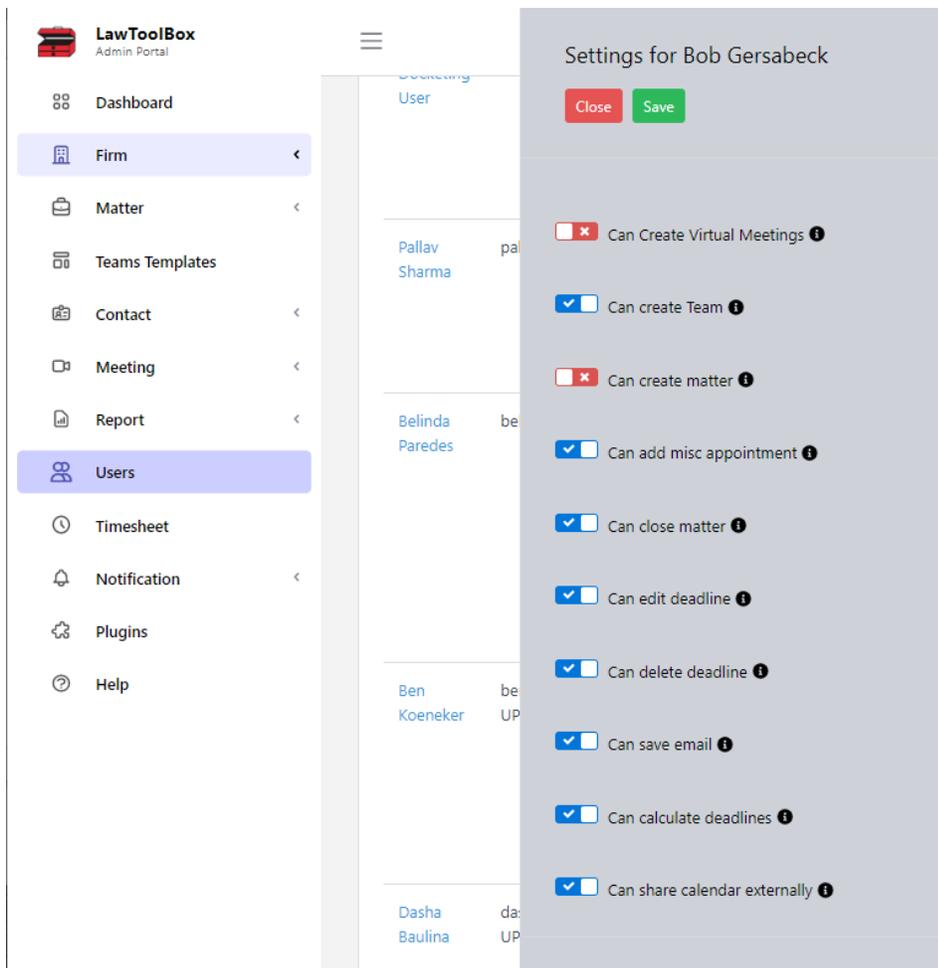
RULE CHANGE REPORT – this report allows the end user to see if they have any RULES-BASED deadlines within a specific time range that have been modified by LawToolBox rule set managers. See B12 above.

MODIFIED DEADLINES REPORT – allows the end-user to run a report across a specific limited time range to review any deadlines that have been modified during the specified period! See B13 above.

C12 – **Matter and User Reports** – LawToolBox considers your data to be yours. If you need to export LawToolBox matters or user lists – we provide that tool:



C13 – **User & Configuration Reports** – admins can review an online list of LawToolBox users, and can quickly review and configure which features that user has access to:



C14 –**TIME SHEET REPORT** – from the “Time Sheet” option in their waffle menu the end-user can see any time-entries they have made for all their matters or a specific matter within a given time range. See B4 above.

The screenshot shows the 'Timesheet' report interface in the LawToolBox Admin Portal. On the left is a navigation sidebar with 'Timesheet' selected. The main content area is titled 'Timesheet' and includes a search bar, filter options, summary statistics, and a table of entries.

Summary Statistics:

- Total Working Time: 0hr20min
- Total Entry Recorded: 1
- Total Amount Recorded: USD 93.33

Table of Entries:

Matter Name	Entry Date	Total Time	Created For	Rate	Description	Practice Area	Tasks	Activit
	08/31/2022	0hr,20min	Jack Grow	USD 280	reviewing email...			Resear

C15 – Activities Reports – the admin can generate activity reports by matter, user, deadline or admin

The screenshot displays the LawToolBox Admin Portal interface. On the left is a sidebar with navigation items: Dashboard, Firm, Matter, Teams Templates, Contact, Meeting, Report, Users, Timesheet, Notification, Activities (highlighted), Push Notification, Plugins, and Help. The main content area features a 'Select User:' dropdown set to 'Jack Grow' and a 'Select Activity Type:' dropdown with a menu open showing options: Matter, User (highlighted), Deadline, and Admin. A 'View Activity' button is to the right. Below these are 'Download' and 'Email Activity Report' buttons. A search filter 'Search Activity' and 'Items per page: 10' are also present. The activity table below has columns: Activity, Activity Info, Created By, and Creation Date.

Activity	Activity Info	Created By	Creation Date
Jack Grow added Louis Falland	User	Jack Grow	08/24/2022
Jack Grow added Austin Bess	User	Jack Grow	08/23/2022
Jack Grow added Jordan Molinar	User	Jack Grow	07/29/2022
Jack Grow added Ho Kim	User	Jack Grow	07/29/2022
Jack Grow added Dasha Baulina	User	Jack Grow	07/13/2022
Jack Grow added Ben Koeneker	User	Jack Grow	07/13/2022