

23 November 2012

Dear Administrator

**Preview Two of eLitigation for Law Firm Administrators
6 December to 14 December 2012**

Thank you for participating in the Preview One exercise. We hope you have successfully set up and updated your law firm and user profile accounts.

If you have not already done so, you are strongly advised to complete the exercise during Preview Two especially if your law firm is e-filing to the Supreme Court when the Supreme Court phase launches on **2 January 2013**

Preview Two begins on **6 December and will end on 14 December 2012** for the:

- a) Verification of online active case files for Supreme Court to ensure correct party information, including the assignment case files to the respective Solicitors
- b) Creation of teams/work groups to enable better access control to case files
- c) Set up of the Email and SMS notifications for the law firm and users.

The eLitigation website (www.elitigation.sg) will be open to registered administrators and all other users of eLitigation by logging in using SingPass.

To prepare for Preview Two, please advise your respective lawyers to collate the Solicitor and Party information for the list of active case files with Supreme Court so that the list can be verified easily when Preview Two commences.

Preview Two activities to be completed by administrators and users are set out below. (You may circulate a copy of this note to the users of eLitigation who will be assisting to complete these tasks)

No	Tasks to be completed	Go to	To Completed by
a) Verification of online active case files			
Task One	Print the listing of lawyers' case files from eLitigation for verification with the list(s) compiled by the lawyers. Please note for cases not listed in eLitigation under the appropriate lawyers' names,	"Manage Users" >Search by lawyer>"List of Assigned Cases"	Administrator to download the lists from eLitigation

No	Tasks to be completed	Go to	To Completed by
	you may make changes in the Solicitor information section (*See Task Three)		
Task Two	Verify the list of total case files against the details available in the "Case File" tab	"Case File"> Search for Case	Administrator and/or Users [Tip: All Users will have access to case files. Users other than the Administrator can be nominated to complete this task]
Task Three	Verify the solicitors in the case file and make amendment where required. Please note that the changes made will only be available in the edit fields during Preview Two. The amendment will only be updated into the case file during the eLitigation Supreme Court launch.	"Case File"> Search for Case >Case file hyperlink>Party Tab>Edit	Administrator and/or Users [Tip: All Users will have access to case files. Users other than the Administrator can be nominated to complete this task.]
b) Creation of Teams/Work groups			
Task Four	Create teams and add in users to the team to set up working groups or teams for case files the Law Firm is working on.	"Manage Teams"	Administrator
c) Set up for Email and SMS notification			
Task Five	The Administrator can choose to set the default Email and SMS notifications which will apply for all Users in the firm in the "Notification	"Notification Configuration" (e-mail, sms)	Administrator

No	Tasks to be completed	Go to	To Completed by
	<p>Configuration" tab.</p> <p>However, each user can choose to change these settings through the "Notification Preference" tab.</p> <p>[Tip] Depending on the preference of the firm, the Administrator may choose not to make any setting in the "Notification Configuration" tab, and to inform the users to define their own settings in the "Notification Preference" tab.</p>		
Task Six	The Administrator would have configured a standard set of notifications for the firm. The Users can choose to accept or change the settings to suit their purpose.	"Notification Preferences" (sms, e-mail)	User

Preview Two quick guide and videos with detailed instructions will be uploaded in the elitigation GetReady site (www.elitigation.sg/getready) and homepage (www.elitigation.sg) before 3 Dec 2012 to help you complete the tasks.

If you require more information, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.eLitigation.sg/GetReady for regular updates on eLitigation under "News Update" in the homepage.

Yours sincerely

The eLitigation Change Management Team

