



# LIVE

Real-time workflow and project management application.

L I V E allows users to place orders anytime from anywhere, provides instant visibility into project status and supports tracking of an order from start to delivery.

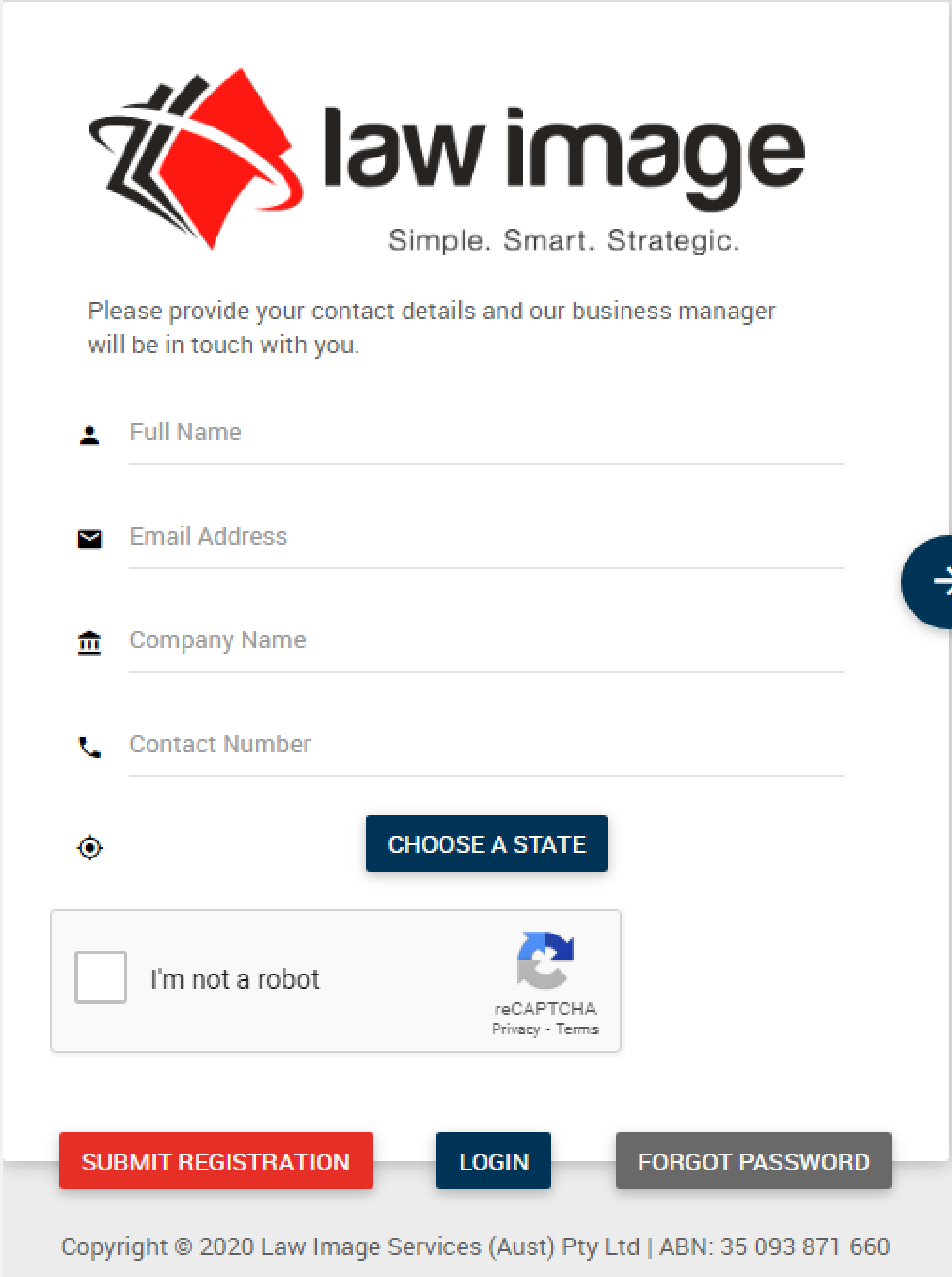
# Registration

Visit <https://live.lawimage.com>


To register your interest in **L I V E** click on REGISTER, complete the form and click SUBMIT.

You will be contacted by a member of the Law Image team to verify your details. You will then be sent an activation email with a temporary password. Please complete the registration process by changing the temporary password.


You will now be able to login to **L I V E**.





The screenshot shows the registration page for Law Image. At the top is the Law Image logo with the tagline "Simple. Smart. Strategic." Below this is a message: "Please provide your contact details and our business manager will be in touch with you." The form contains five input fields: "Full Name", "Email Address", "Company Name", and "Contact Number", each with a corresponding icon. There is a "CHOOSE A STATE" button next to the "Contact Number" field. Below the input fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom of the form are three buttons: "SUBMIT REGISTRATION" (red), "LOGIN" (dark blue), and "FORGOT PASSWORD" (grey). The footer of the page contains the copyright notice: "Copyright © 2020 Law Image Services (Aust) Pty Ltd | ABN: 35 093 871 660".


 **law image**  
Simple. Smart. Strategic.


Please provide your contact details and our business manager will be in touch with you.


 Full Name

 Email Address

 Company Name

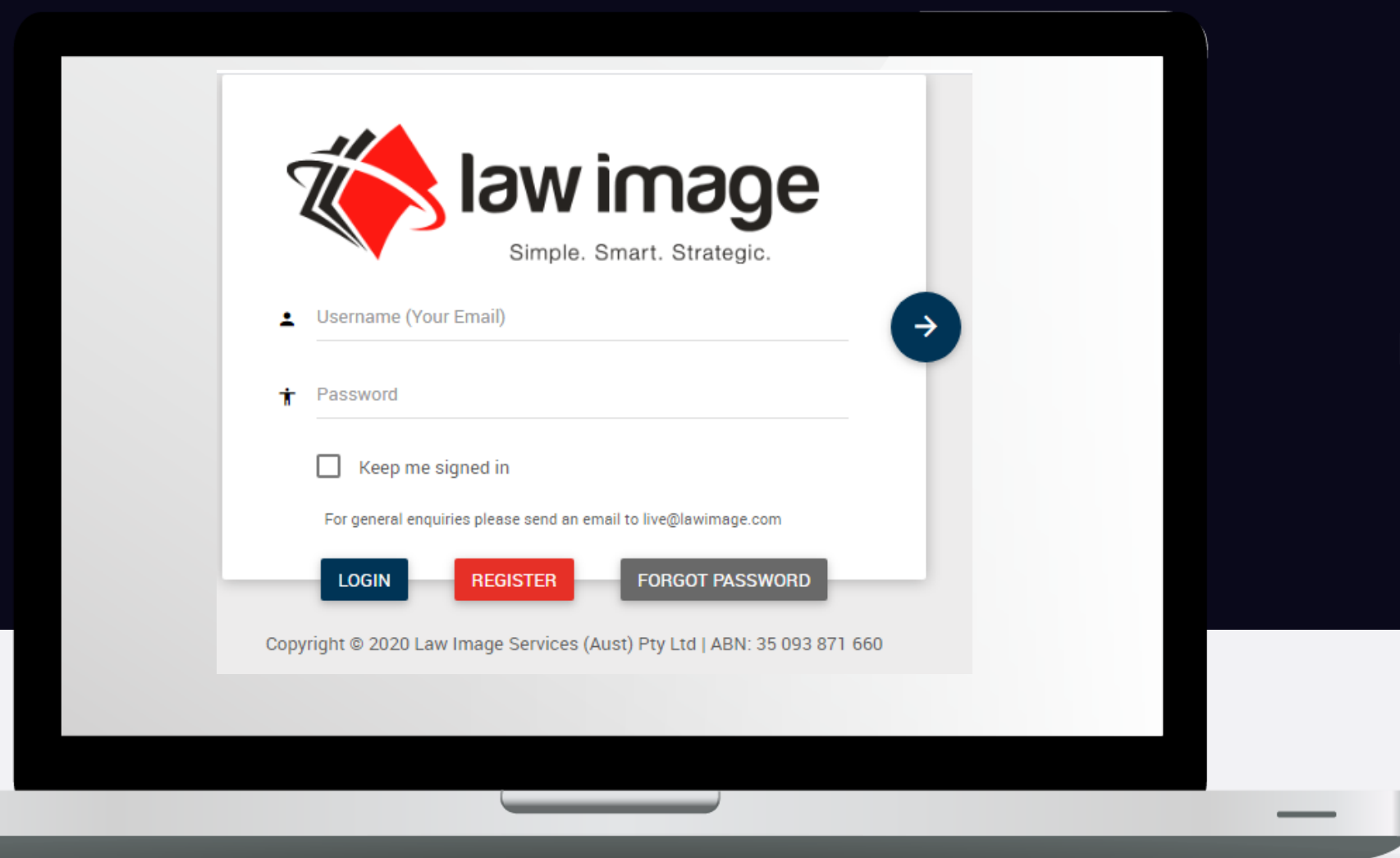
 Contact Number

 **CHOOSE A STATE**

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

**SUBMIT REGISTRATION** **LOGIN** **FORGOT PASSWORD**


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Login to L I V E  
Enter username and password



# View User Dashboard

 **LIVE**

1300 LAW IMAGE (529 462)

Home

My Staff

Invoices

Orders

HOME

COPY

PRINT

SCAN

COURT COPY

COURT / APPEAL BOOK

MULTIMEDIA DUPLICATION

E-FILING

E-DISCOVERY

HARDCOPY PROCESSING

1

New Orders

1

In Production




0

Completed

0

Out For Delivery

DISPLAYING 3 RECORDS

	ORDER NUMBER	TYPE	COMPANY	MATTER NUMBER	ORDER DATE	DUE DATE	LOCATION	STATUS
	<a href="#">LI-34910</a>	Multi Media	L I V E DEMO II	Law Image Testing	15/07/2019 04:36 PM	29/07/2019 03:55 PM	MELBOURNE 111 Bourke St	New
	<a href="#">LI-34909</a>	Print	L I V E DEMO II	Law Image Testing	15/07/2019 04:35 PM	30/07/2019 05:45 PM	MELBOURNE 111 Bourke St	Pick Up In Progress
	<a href="#">LI-34907</a>	Print	L I V E DEMO II	Law Image Testing	15/07/2019 04:34 PM	25/07/2019 06:50 PM	MELBOURNE 111 Bourke St	In Production

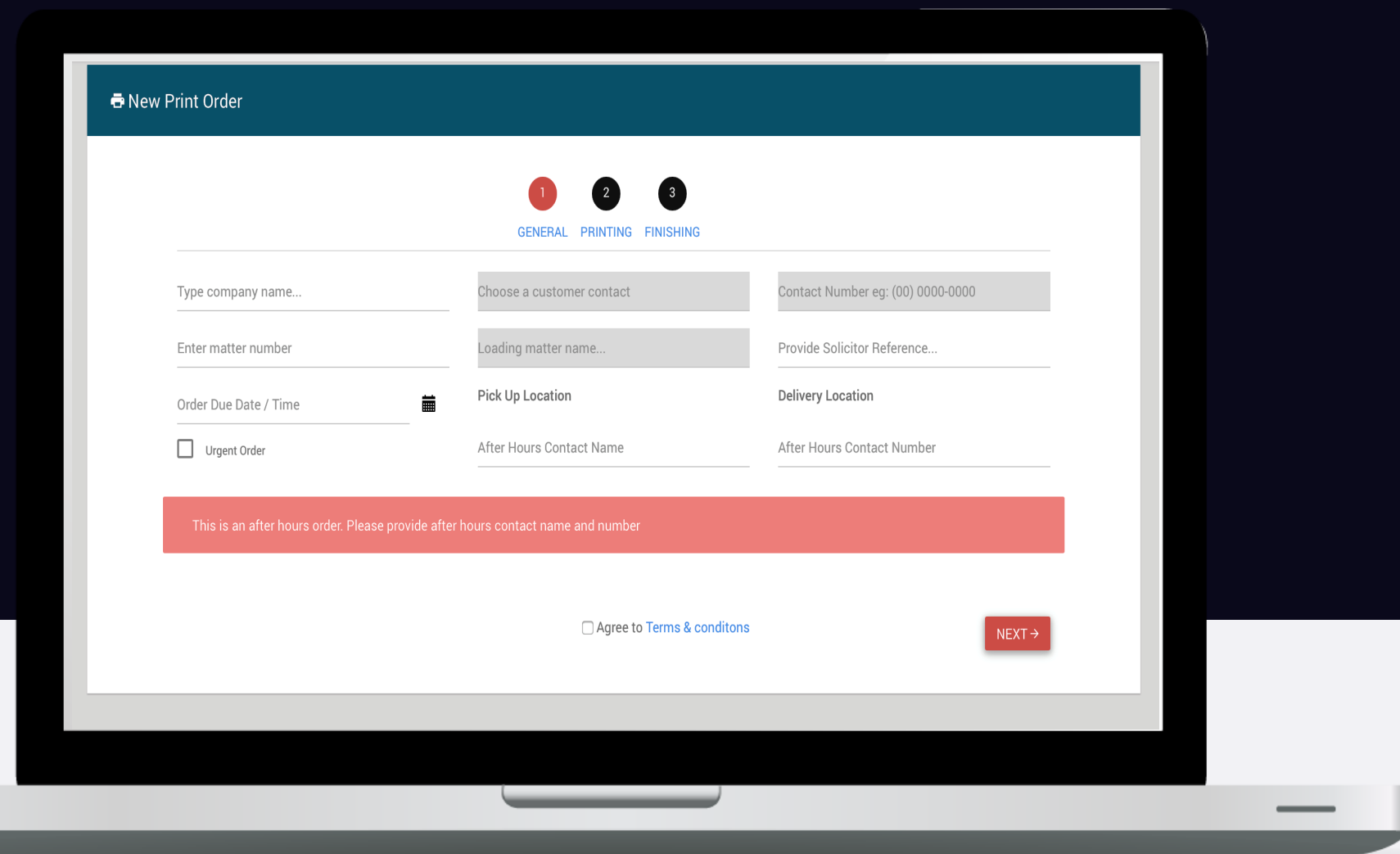
# LIVE

## Placing an order

Select type of order (main navigation):

- Print
- Copy
- Scan
- Court Copy
- Appeal/Court Book
- Multimedia Duplication
- E-filing
- E-Discovery
- Hardcopy Processing

Complete all required fields and click save



The screenshot shows a laptop displaying a web form titled "New Print Order". The form has a teal header bar with the title. Below the header, there are three numbered steps: 1 (red), 2 (black), and 3 (black). The first step, "GENERAL", is active. The form contains several input fields: "Type company name...", "Enter matter number", "Order Due Date / Time" (with a calendar icon), "Choose a customer contact", "Loading matter name...", "Pick Up Location", "Contact Number eg: (00) 0000-0000", "Provide Solicitor Reference...", "Delivery Location", "After Hours Contact Name", and "After Hours Contact Number". There is a checkbox for "Urgent Order". A red banner at the bottom of the form states: "This is an after hours order. Please provide after hours contact name and number". At the bottom right, there is a red button labeled "NEXT →". At the bottom left, there is a checkbox for "Agree to [Terms & conditions](#)".

# Complete the order lodgement details

- 1. **General** – Fill in the mandatory matter number, matter name, solicitor reference, due date and time.
- 2. **Order Type** – Print, copy, scan etc.
- 3. **Finishing** – Document, paper, imaging, colour, pagination etc.
- 4. Click **Submit** to lodge your order.

- Note:**
- To add a new matter number and matter name just type in the relevant field.
  - Any order marked as “Urgent” will require you to contact the respective office.
  - Any order lodged after 3:00pm will require mandatory after hours contact name and number.



New Print Order

1

2

3

GENERAL

PRINTING

FINISHING

Type company name...

Choose a customer contact

Contact Number eg: (00) 0000-0000

Enter matter number

Loading matter name...

Provide Solicitor Reference...

Order Due Date / Time

Pick Up Location

Delivery Location

☐ Urgent Order

After Hours Contact Name

After Hours Contact Number

This is an after hours order. Please provide after hours contact name and number

☐ Agree to [Terms & conditons](#)

NEXT →

# Fill In The Required Fields

New Print Order

1

2

3

GENERALPRINTINGFINISHING

No. of copies

Materials Supplied

☐ CD

☐ DVD

☐ HARD DRIVE

☐ USB

☐ FTP INTERNAL

☐ FTP EXTERNAL

☐ EMAIL

☐ OTHER

← PREVIOUS

What to Print?

☐ Digital Printing

☐ MDB Printing

Paper Size

AS ORIGINAL

Plans and Maps

AS ORIGINAL

Paper Colour

WHITE

Imaging Format

AS ORIGINAL

Imaging Colour General

AS ORIGINAL

Imaging Colour Maps & Plans


AS ORIGINAL

B/W

B/W WITH COLOUR GRAPHICS

COLOUR

NEXT →

law image

Simple. Smart. Strategic.

# Fill In The Required Fields

New Print Order

1

2

3

GENERAL

PRINTING

FINISHING

Extras

☐ STAPLES

☐ CLIPS

☐ BOOKLET

☐ LAMINATION

Special Instructions

Enter any special instructions here...

Pagination Required

NO

Dividers

AS ORIGINAL

Hole Punch

NO

Bindings

COMB/PLASTIC

VELO/HEAT/SURE

WIRE

NONE

Folders

NONE

Folding To

A4

Drop Images or PDFs files here

Choose Files

no files selected

ADD


File size is limited to 300MB per file

← PREVIOUS

CONFIRM ✓



# View Order Placed



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Hello Praveen Dharanikota

HOME

COPY

PRINT

SCAN

COURT COPY

COURT / APPEAL BOOK

MULTIMEDIA DUPLICATION

E-FILING

E-DISCOVERY

HARDCOPY PROCESSING

1300 LAW IMAGE (529 462)

Home

Orders

View all Orders

View invoiced Orders

View delivered Orders

View cancelled Orders

View On Hold Orders

Copy Order

Print Order

Scan Order

Court / Appeal Book Order

Court Copy Order

Multimedia Duplication Order

e-Filing Order

E-Discovery Order

Hardcopy Processing Order






5  
New Orders

0  
In Production

0  
Completed

0  
Out For Delivery

DISPLAYING 5 RECORDS

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	<a href="#">LI-34910</a>	Multi Media	L I V E DEMO II	Law Image Testing	15/07/2019 04:36 PM	29/07/2019 03:55 PM	New
	<a href="#">LI-34909</a>	Print	L I V E DEMO II	Law Image Testing	15/07/2019 04:35 PM	30/07/2019 05:45 PM	New
	<a href="#">LI-34908</a>	Scan	L I V E DEMO II	Law Image Testing	15/07/2019 04:34 PM	19/07/2019 03:55 PM	New
	<a href="#">LI-34907</a>	Print	L I V E DEMO II	Law Image Testing	15/07/2019 04:34 PM	25/07/2019 06:50 PM	New
	<a href="#">LI-34906</a>	Copy	L I V E DEMO II	Law Image Testing	15/07/2019 04:33 PM	17/07/2019 01:45 PM	New

# Job Orders Are Trackable

- New order notification is sent for all new orders placed
- You can cancel an order until the order status is “New “ or alternatively please contact the Law Image Team. You will receive your Invoice as an attachment or ready to download via email notification.
- You will be able to search across all orders.
- You will able to see any relevant notes associated with the order.
- You will be able to see a full order timeline.
- You will be able to see any order placed over the phone or via email.

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Hello Praveen Dharanikota

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COURT COPY

COURT / APPEAL BOOK

MULTIMEDIA DUPLICATION

E-FILING

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HARDCOPY PROCESSING

1300 LAW IMAGE (529 462)

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Orders

View all Orders

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Copy Order

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Scan Order

Court / Appeal Book Order

Court Copy Order

Multimedia Duplication Order

e-Filing Order

E-Discovery Order

Hardcopy Processing Order

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# Track Real-time Status



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Home

My Staff

Invoices

Orders

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Hello Praveen Dharanikota

HOME

COPY

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E-FILING

E-DISCOVERY

HARDCOPY PROCESSING

All Orders - Displaying 5 records

Last month

Last 2 months

Last 3 months

Last 6 months

Last 12 months

	ORDER NUMBER	TYPE	COMPANY	MATTER NUMBER	ORDER DATE	DUE DATE	LOCATION	STATUS
\$	<a href="#">LI-34906</a>	Copy	L I V E DEMO II	Law Image Testing	15/07/2019 04:33 PM	17/07/2019 01:45 PM	MELBOURNE 111 Bourke St	Invoiced
▶	<a href="#">LI-34907</a>	Print	L I V E DEMO II	Law Image Testing	15/07/2019 04:34 PM	25/07/2019 06:50 PM	MELBOURNE 111 Bourke St	In Production
⏸	<a href="#">LI-34908</a>	Scan	L I V E DEMO II	Law Image Testing	15/07/2019 04:34 PM	19/07/2019 03:55 PM	MELBOURNE 111 Bourke St	On Hold
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# View & Download Invoices For Orders Delivered



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Hello Praveen Dharanikota



0



- HOME
- COPY
- PRINT
- SCAN
- COURT COPY
- COURT / APPEAL BOOK
- MULTIMEDIA DUPLICATION
- E-FILING
- E-DISCOVERY
- HARDCOPY PROCESSING

1300 LAW IMAGE (529 462)

- Home
- My Staff
- Invoices
- Orders

## My Invoices - Displaying 2 records

☒ Last month ☐ Last 2 months ☐ Last 3 months ☐ Last 6 months ☐ Last 12 months

LI-34906	MELBOURNE 111 Bourke St	Invoice Number	Invoice Date	Invoice Value	
		PR00010	01/02/2018	\$11	<a href="#">Download</a>
LI-34907	MELBOURNE 111 Bourke St	Invoice Number	Invoice Date	Invoice Value	
		PR00010	01/02/2018	\$11	<a href="#">Download</a>

「thank you」

For all queries related to L I V E email us at **helpdesk@lawimage.com**



Website

[www.lawimage.com](http://www.lawimage.com)



Linkedin

<https://www.linkedin.com/company/law-image>