



LIVE



LIVE v2.0

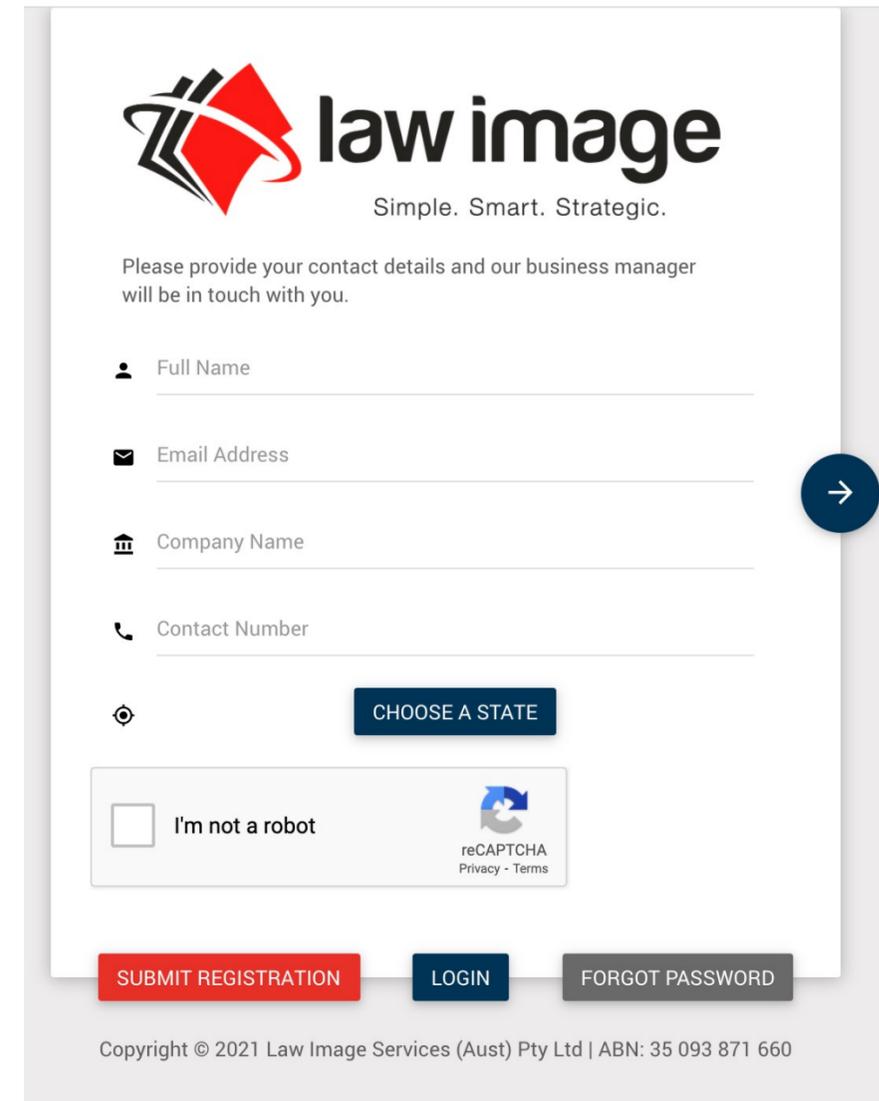
USER GUIDE

1 REGISTRATION

Our customise L I V E system allows you to book and track your project from any location.

Log on to <https://live.lawimage.com/>

- ✓ Click on REGISTER
- ✓ Complete the form
- ✓ Click SUBMIT REGISTRATION



The screenshot shows the registration page for law image. At the top left is the law image logo with the tagline "Simple. Smart. Strategic." Below the logo is a request for contact details: "Please provide your contact details and our business manager will be in touch with you." The form contains several input fields: "Full Name", "Email Address", "Company Name", and "Contact Number". There is a "CHOOSE A STATE" button. Below the input fields is a reCAPTCHA section with the text "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form are three buttons: "SUBMIT REGISTRATION" (red), "LOGIN" (blue), and "FORGOT PASSWORD" (grey). A blue circular arrow icon is positioned to the right of the form. At the very bottom, there is a copyright notice: "Copyright © 2021 Law Image Services (Aust) Pty Ltd | ABN: 35 093 871 660".

2 ACTIVATION

 We will contact you to verify your details

 Temporary password sent via email for activation

 Change temporary password to activate your account

Dear [Name],

Thank you for contacting Law Image.

Our team is now looking at your enquiry and we will be in contact w

Thank you

regards
Law Image Support



Change your password

Please change your password

OK



Password is required

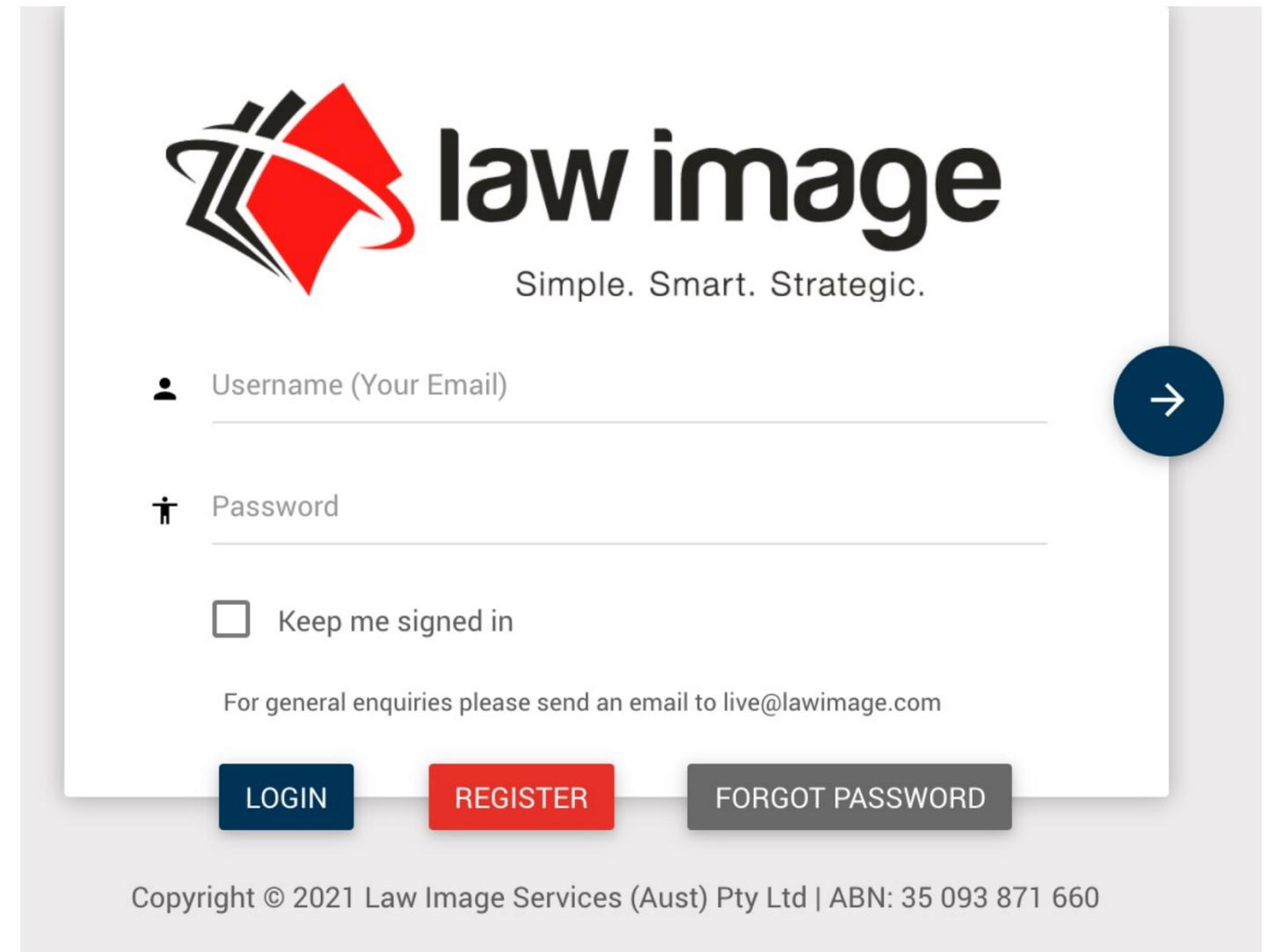
Password must be at least 6 characters, no more than 8 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit.

3 LOGIN

Go to <https://live.lawimage.com>

Complete:

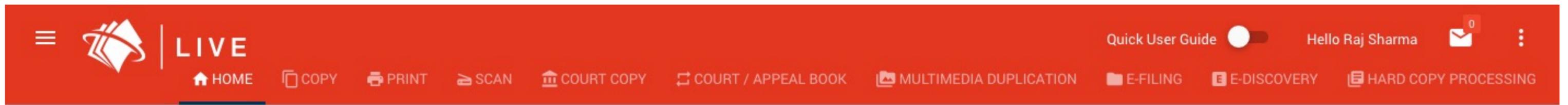
- ✓ Username – Your registered email address
- ✓ Password – *****
- ✓ Forgot Password – Click here to retrieve a new password



The screenshot shows the login page for law image. At the top left is the law image logo, a stylized red and black graphic. To its right is the text "law image" in a bold, sans-serif font, with the tagline "Simple. Smart. Strategic." underneath. Below the logo and tagline are two input fields: "Username (Your Email)" and "Password". To the right of these fields is a dark blue circular button with a white right-pointing arrow. Below the input fields is a checkbox labeled "Keep me signed in". At the bottom of the form area, there are three buttons: "LOGIN" (dark blue), "REGISTER" (red), and "FORGOT PASSWORD" (grey). Below the buttons is a line of text: "For general enquiries please send an email to live@lawimage.com". At the very bottom of the page, there is a copyright notice: "Copyright © 2021 Law Image Services (Aust) Pty Ltd | ABN: 35 093 871 660".

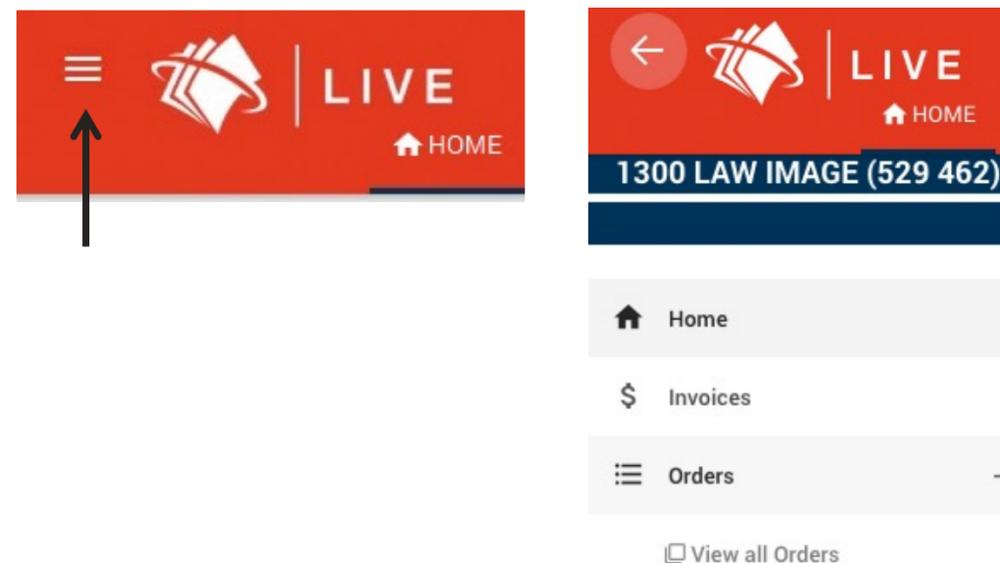
▶ NAVIGATION

Top Navigation Quick ordering menu bar with access to the Quick User Guide.



Side Bar Navigation

Click on the “hamburger” menu near the LIVE logo to expand for a detailed ordering and tracking system.

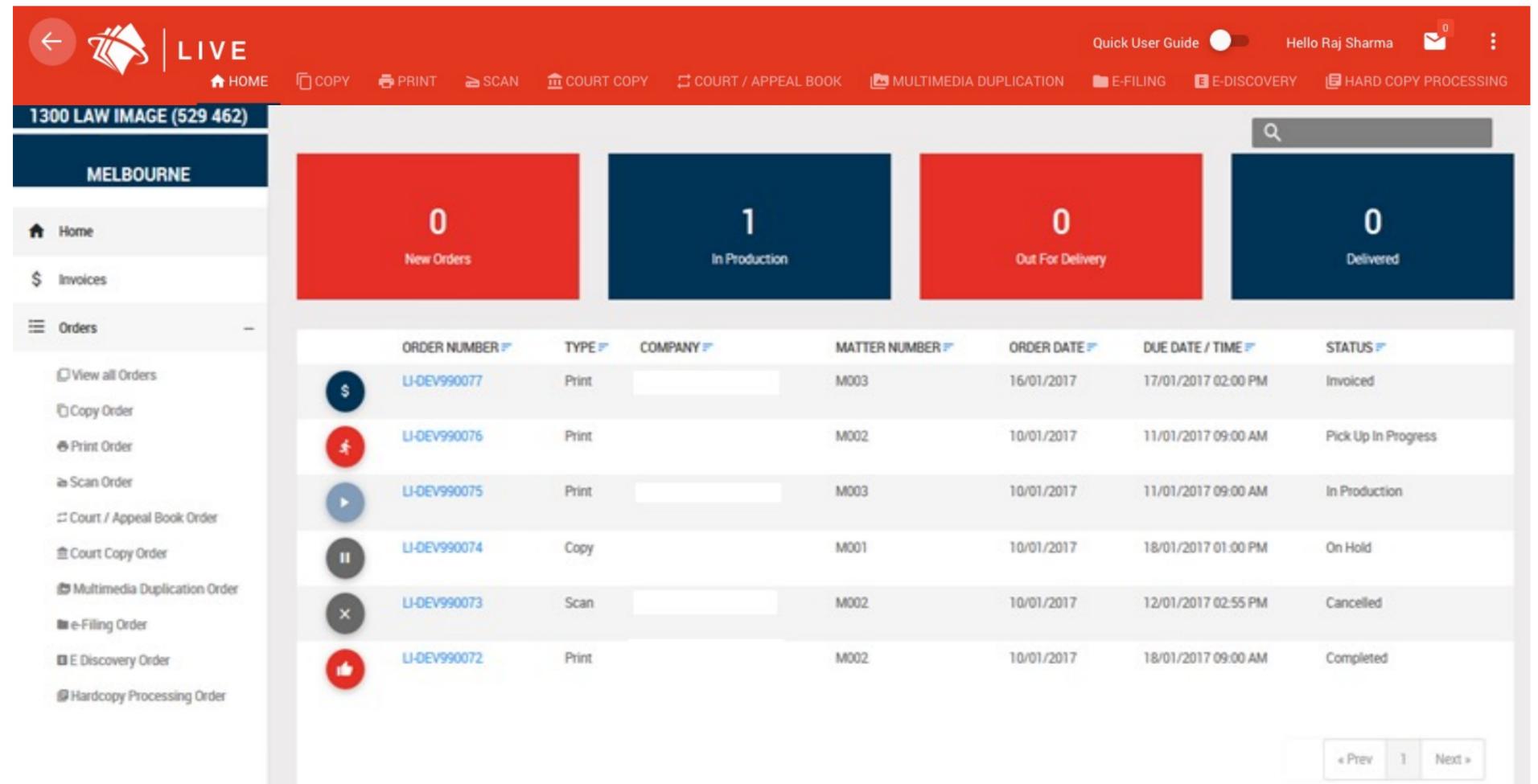


▶ DASHBOARD ORDER TRACKING

Job orders will be trackable on the dashboard.

Client Email Notifications

- Out for Delivery
- Order on Hold
- Order Cancelled
- Invoice as an attachment or ready to download via email notification



The screenshot shows the LIVE dashboard interface. At the top, there is a navigation bar with the LIVE logo and various service icons: HOME, COPY, PRINT, SCAN, COURT COPY, COURT / APPEAL BOOK, MULTIMEDIA DUPLICATION, E-FILING, E-DISCOVERY, and HARD COPY PROCESSING. The user is identified as 'Hello Raj Sharma'.

Below the navigation bar, the dashboard displays four key metrics in colored boxes:

- New Orders:** 0 (Red box)
- In Production:** 1 (Dark Blue box)
- Out For Delivery:** 0 (Red box)
- Delivered:** 0 (Dark Blue box)

Below these metrics is a table of orders with the following columns: ORDER NUMBER, TYPE, COMPANY, MATTER NUMBER, ORDER DATE, DUE DATE / TIME, and STATUS. The table contains six rows of data:

ORDER NUMBER	TYPE	COMPANY	MATTER NUMBER	ORDER DATE	DUE DATE / TIME	STATUS
LI-DEV990077	Print		M003	16/01/2017	17/01/2017 02:00 PM	Invoiced
LI-DEV990076	Print		M002	10/01/2017	11/01/2017 09:00 AM	Pick Up In Progress
LI-DEV990075	Print		M003	10/01/2017	11/01/2017 09:00 AM	In Production
LI-DEV990074	Copy		M001	10/01/2017	18/01/2017 01:00 PM	On Hold
LI-DEV990073	Scan		M002	10/01/2017	12/01/2017 02:55 PM	Cancelled
LI-DEV990072	Print		M002	10/01/2017	18/01/2017 09:00 AM	Completed

At the bottom right of the table, there are navigation buttons: « Prev, 1, Next ».

▶ DASHBOARD ORDER TRACKING (CONT'D)

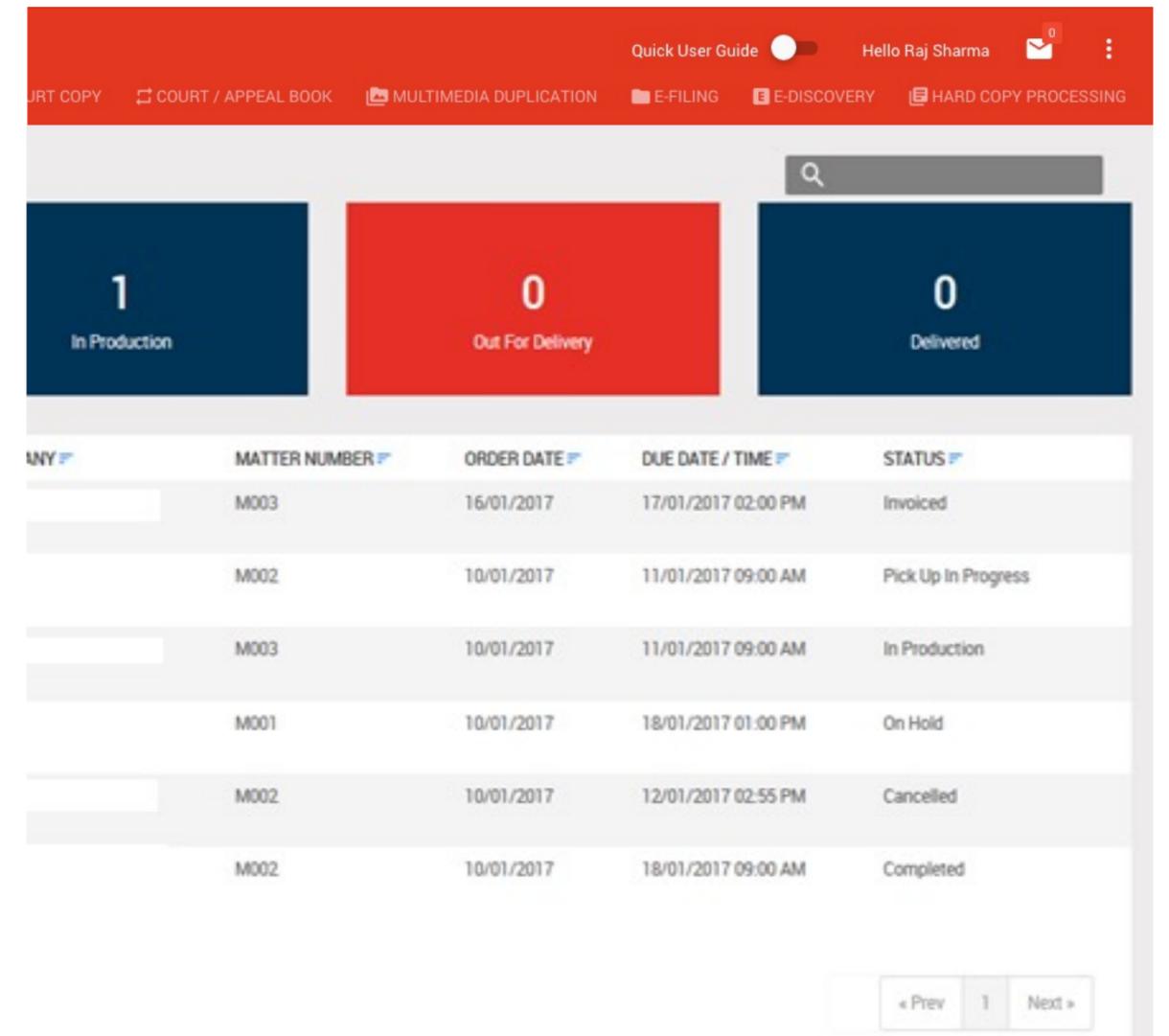
🔍 SEARCH & TRACK

- Search across all orders
- See any relevant notes associated with the order
- View full order timeline
- View any order placed over the phone or via email



✕ CANCELLING YOUR ORDER

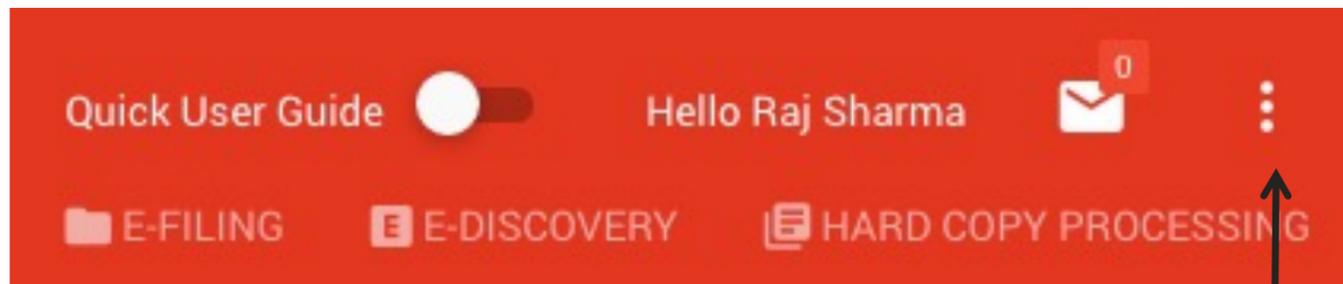
You can cancel an order by yourself until the order status is “New “ or alternatively please contact the Law Image Team helpdesk@lawimage.com



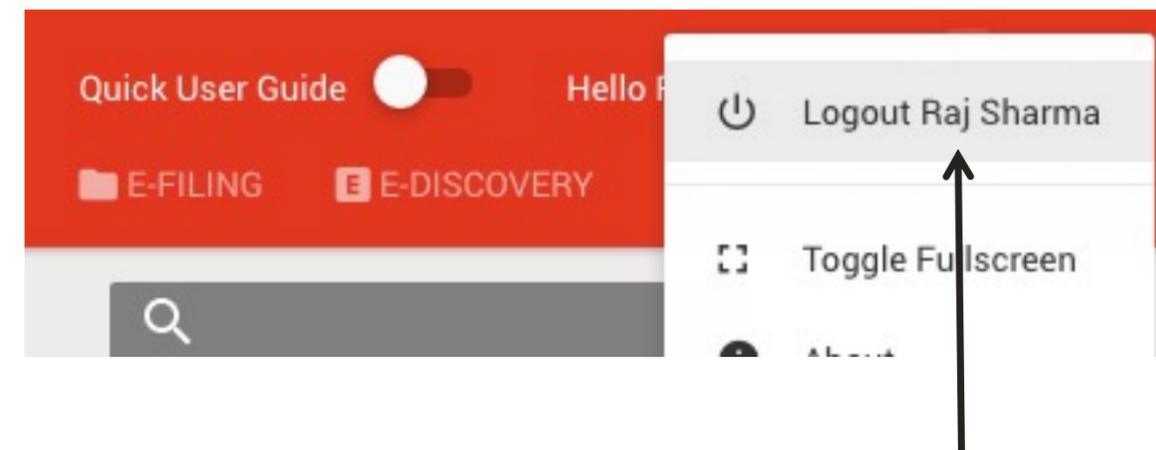
The screenshot shows the LIVE dashboard interface. At the top, there is a navigation bar with options like 'HARD COPY', 'COURT / APPEAL BOOK', 'MULTIMEDIA DUPLICATION', 'E-FILING', 'E-DISCOVERY', and 'HARD COPY PROCESSING'. The user is logged in as 'Hello Raj Sharma'. Below the navigation bar, there are three large status cards: '1 In Production' (dark blue), '0 Out For Delivery' (red), and '0 Delivered' (dark blue). Below these cards is a table of orders with columns for 'MATTER NUMBER', 'ORDER DATE', 'DUE DATE / TIME', and 'STATUS'. The table contains six rows of order data.

MATTER NUMBER	ORDER DATE	DUE DATE / TIME	STATUS
M003	16/01/2017	17/01/2017 02:00 PM	Invoiced
M002	10/01/2017	11/01/2017 09:00 AM	Pick Up In Progress
M003	10/01/2017	11/01/2017 09:00 AM	In Production
M001	10/01/2017	18/01/2017 01:00 PM	On Hold
M002	10/01/2017	12/01/2017 02:55 PM	Cancelled
M002	10/01/2017	18/01/2017 09:00 AM	Completed

▶ LOGGING OUT



To logout click on the three horizontal dots located on the top-right-corner next to the message (envelope) icon.



Click on Logout "Username".

1300 law image

live.lawimage.com helpdesk@lawimage.com

Melbourne Sydney Brisbane Perth



law image

Simple. Smart. Strategic.

