



LIVE



LIVE v2.0

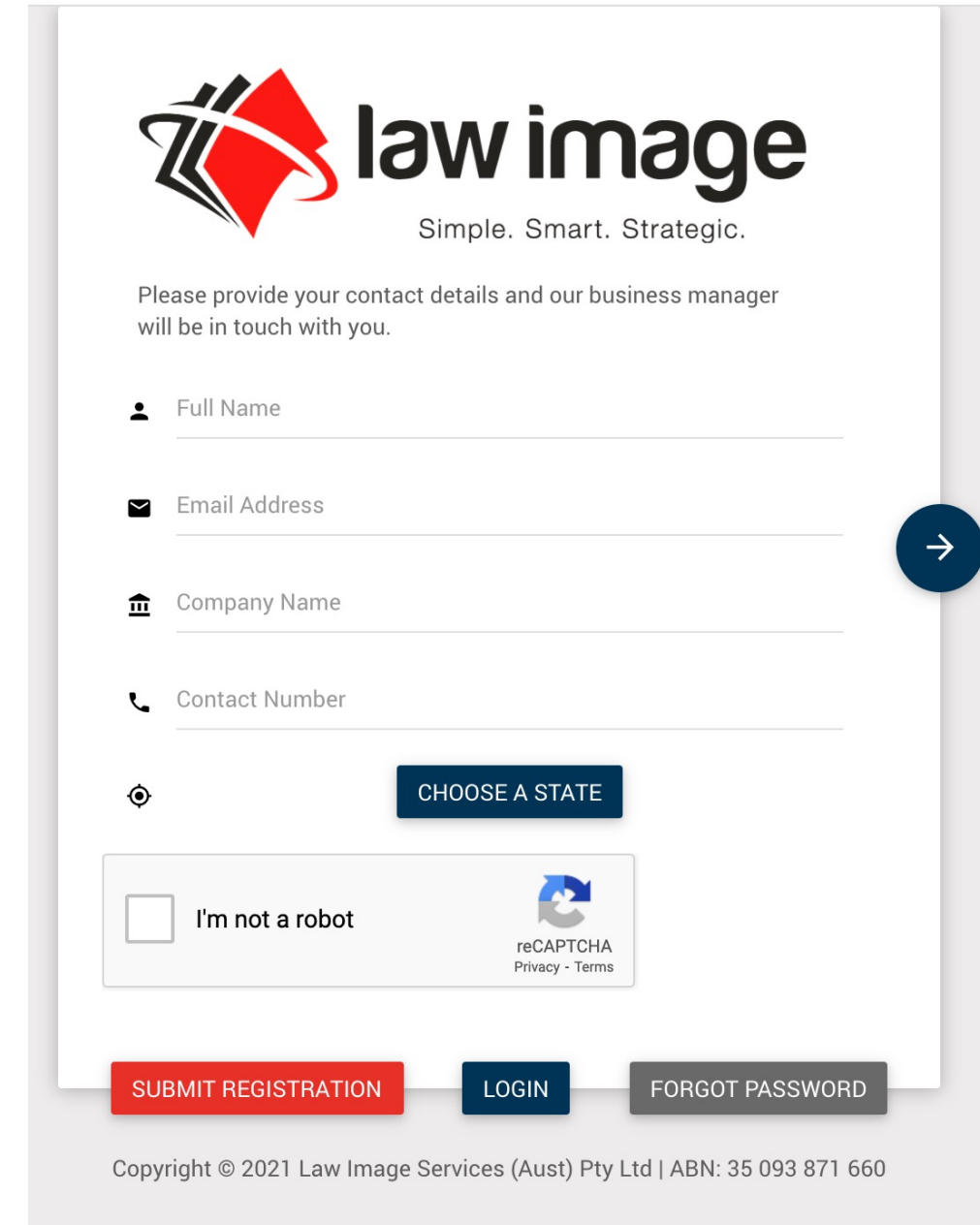
USER GUIDE

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 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 several input fields: "Full Name", "Email Address", "Company Name", and "Contact Number". There is also a "CHOOSE A STATE" button. Below the input fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form are three buttons: "SUBMIT REGISTRATION" (red), "LOGIN" (dark blue), and "FORGOT PASSWORD" (grey). A blue circular arrow icon is positioned to the right of the form. 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".

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 **Andrew Sharma**,

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




 support@lawimage.com.au

 Temporary Password

New Password

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.

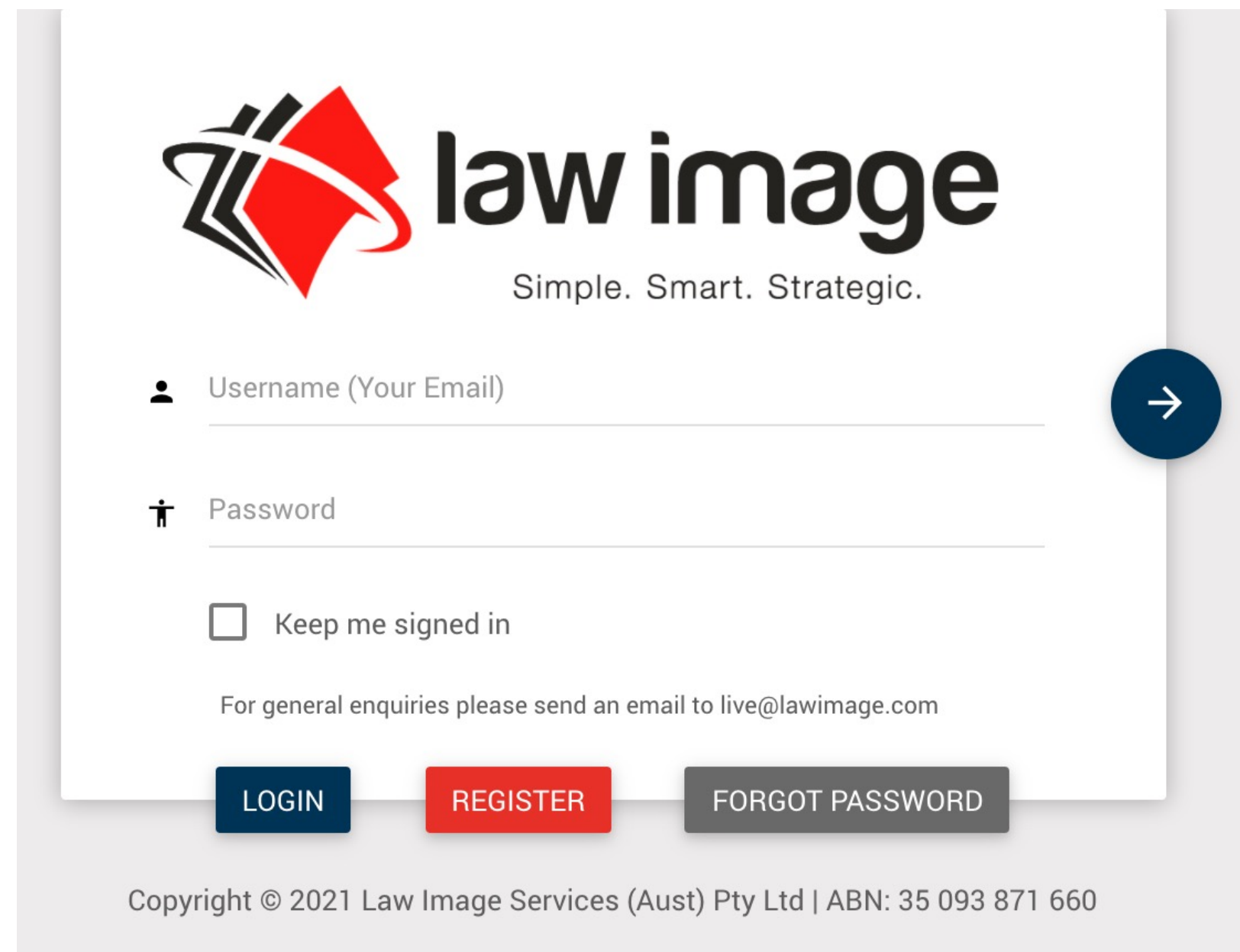


3 LOGIN

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

Complete:

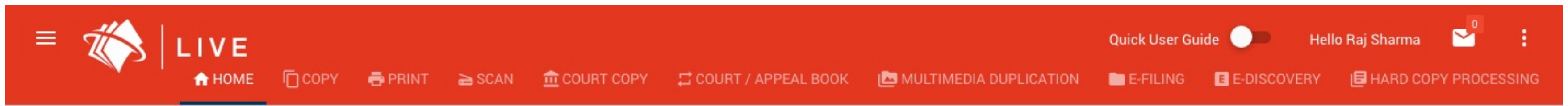
- ✓ Username – Your registered email address
- ✓ Password – *****
- ✓ Forgot Password – Click here to retrieve a new password



The image shows a screenshot of the Law Image login page. At the top, there is a logo consisting of a stylized red and black 'L' followed by the text 'law image' in a bold, sans-serif font. Below the logo is the tagline 'Simple. Smart. Strategic.' in a smaller font. The login form consists of two input fields: 'Username (Your Email)' and 'Password'. To the right of the 'Username' field is a blue circular button with a white right-pointing arrow. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the form, there are three buttons: 'LOGIN' (blue), 'REGISTER' (red), and 'FORGOT PASSWORD' (grey). Below these 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'.

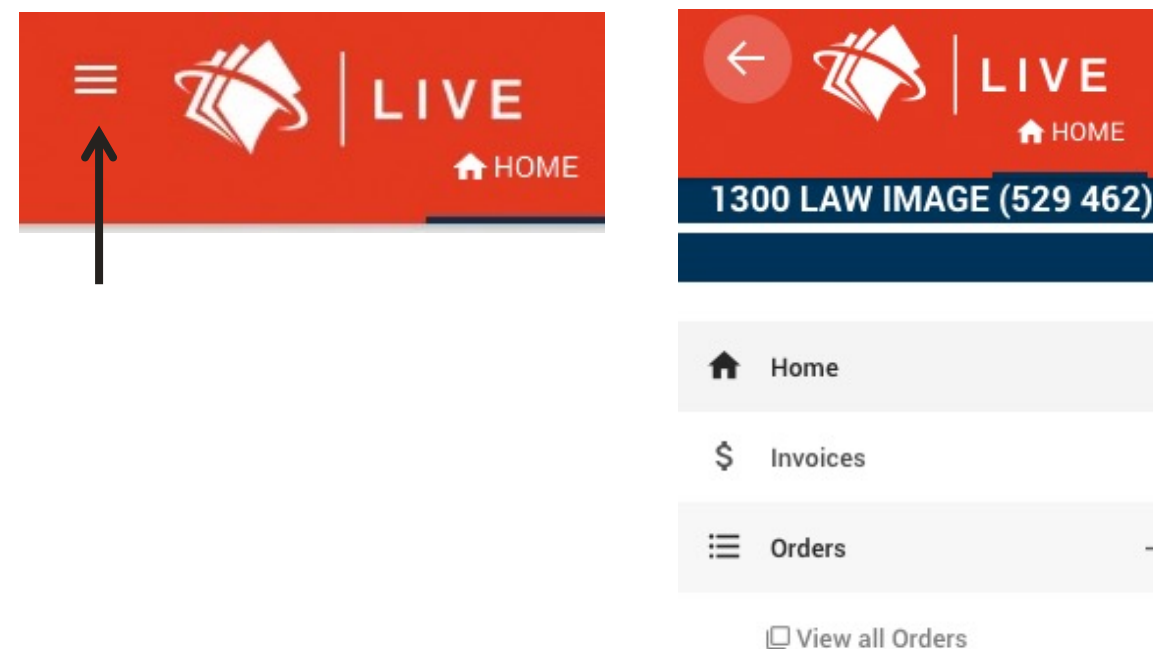
NAVIGATION

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



Side Bar Navigation

Click on the “hamburger” menu near the L I V E logo to expand for a detailed ordering and tracking system.

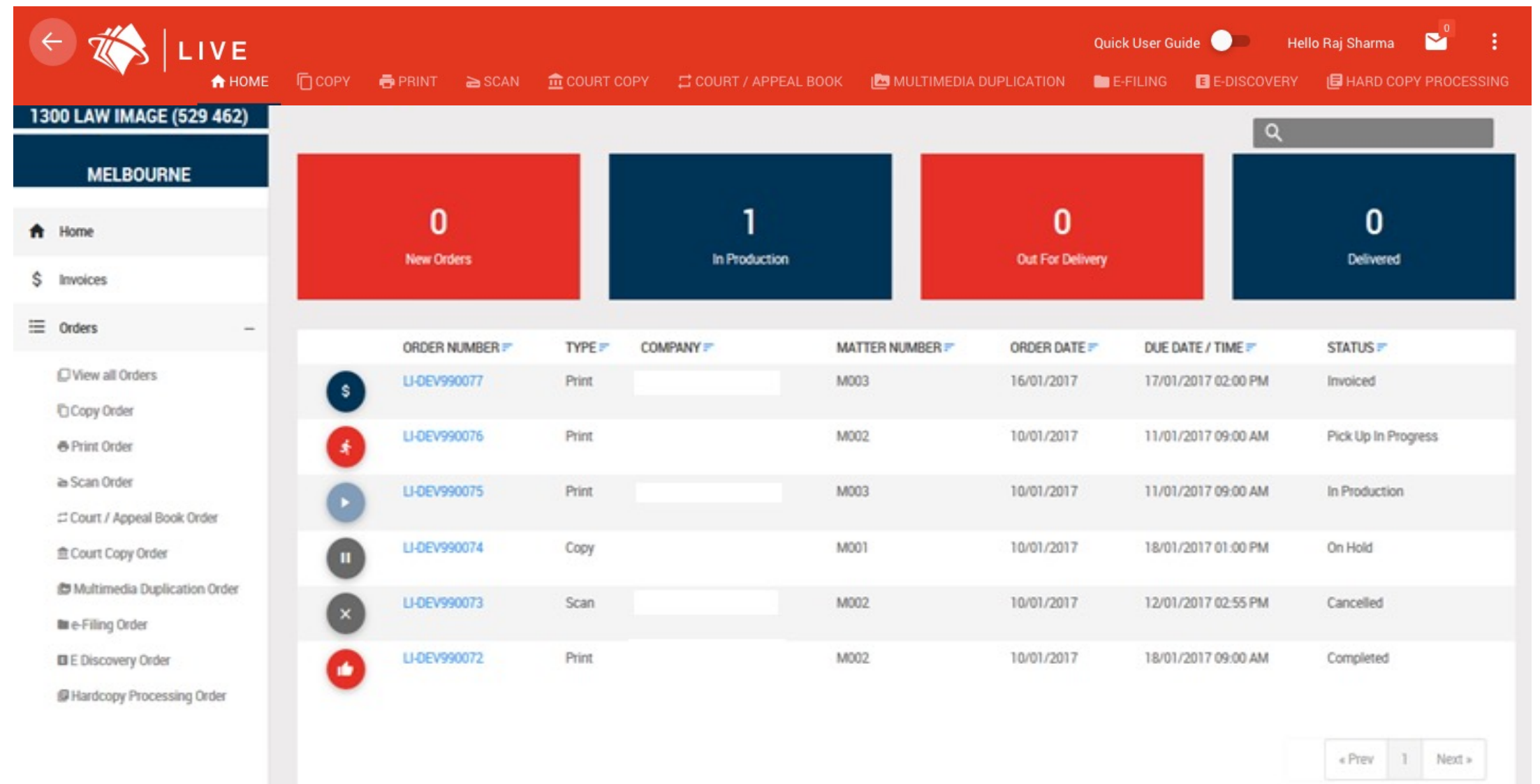


DASHBOARD ORDER TRACKING

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



1300 LAW IMAGE (529 462)

MELBOURNE

Home Invoices Orders

View all 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

0 New Orders

1 In Production

0 Out For Delivery

0 Delivered

	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

« 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

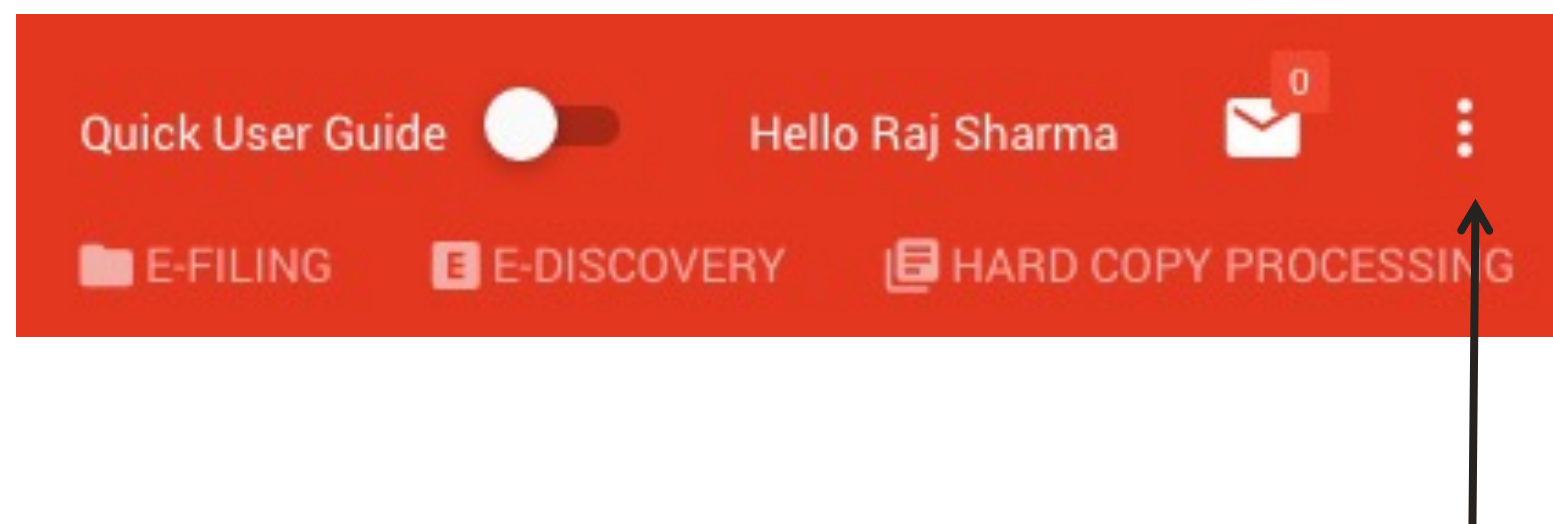


CANCELLING YOUR ORDER

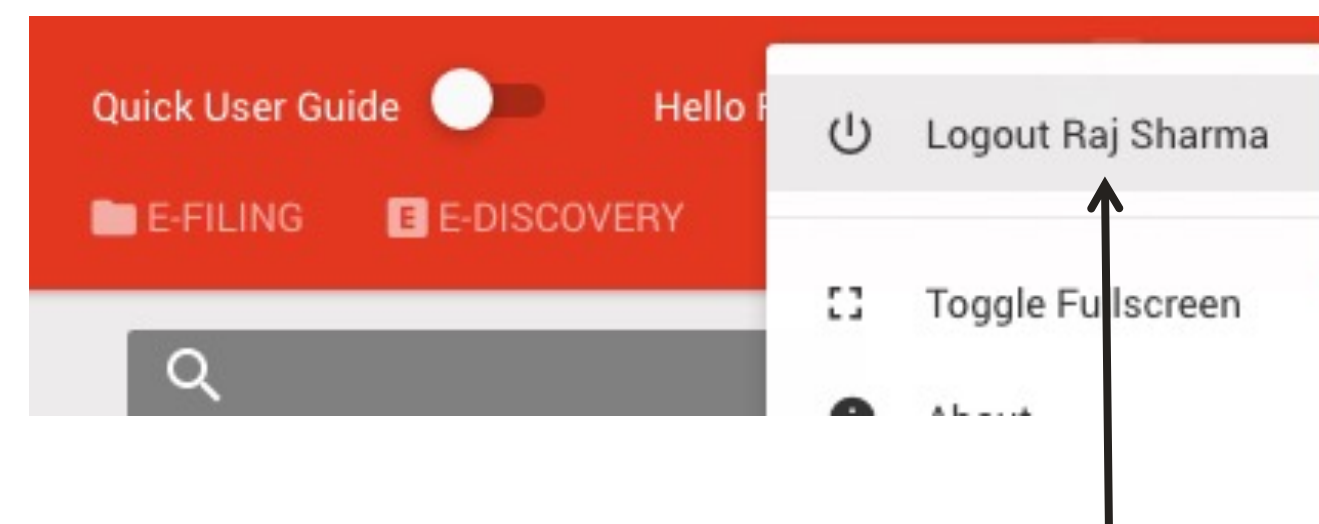
You can cancel an order by yourself until the order status is “New “ or alternatively please contact the Law Image Team helpdesk@lawimage.com

<div> <div>Quick User Guide</div> <div>Hello Raj Sharma</div> <div>0</div> </div>				
<div> <div>SHORT COPY</div> <div>COURT / APPEAL BOOK</div> <div>MULTIMEDIA DUPLICATION</div> <div>E-FILING</div> <div>E-DISCOVERY</div> <div>HARD COPY PROCESSING</div> </div>				
<div> <div>1</div> <div>In Production</div> </div>				
<div> <div>0</div> <div>Out For Delivery</div> </div>				
<div> <div>0</div> <div>Delivered</div> </div>				
ANY	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
<div> <div>« Prev</div> <div>1</div> <div>Next »</div> </div>				

▶ LOGGING OUT



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

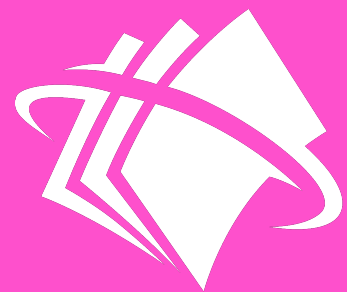


Click on Logout “Username”.

1300 law image

live.lawimage.com helpdesk@lawimage.com

Melbourne Sydney Brisbane Perth



law image

Simple. Smart. Strategic.

