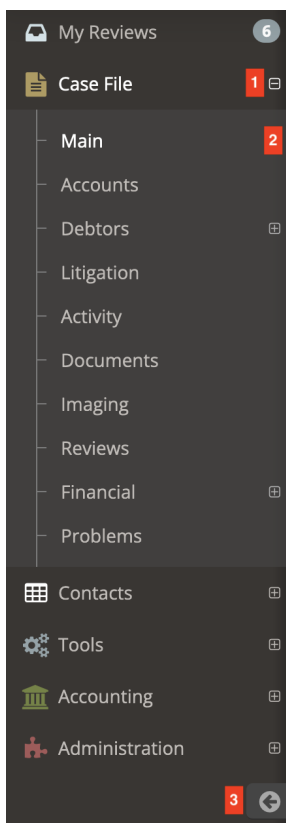


CMPOne General Navigation

Overview

The navigation in CMPOne is intuitive and easy to learn. Organized similar to many of your other favorite websites, CMPOne features a menu, navigation bar, and search features. This document will help you find and utilize the many buttons offered throughout the program.

CMPOne Menu



1. **Collapsible Menu Items** - Click here to open and close the main menu items, including Case File, Contacts, Tools, Accounting, and Administration.
2. **Current Page** - The page you currently have selected is notated by a bolded label on the left and a small arrow to the right.
3. **Menu Collapse** - Use this arrow to hide the side menu, and use the same button to show the menu once hidden.

CMPOne General Navigation

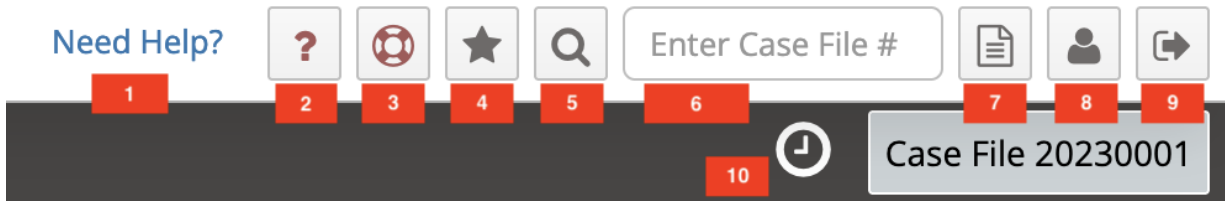
Navigation Buttons



1. **Daily Dashboard** - Click here on our logo to navigate to your daily dashboard.
2. **Save** - Click here to save the current case file. It's recommended to save after any changes you make to a case file.
3. **Previous Case File** - Click here to navigate to the previous case file numerically.
4. **Next Case File** - Click here to navigate to the next case file numerically.
5. **Refresh** - Click here to refresh the case file. You'll want to refresh the case file anytime you wish to see changes made by another user that have not appeared yet.
6. **Last Case File** - Click here to navigate back to the last case file you had loaded.
7. **Next Case File in List** - Click here to navigate to the next case file in your review list.
8. **Last Case Files Viewed List** - Click here to view the last 10 case files viewed.

CMPOne General Navigation

Help, Support, Preferences, and Other Useful Buttons



1. **Need Help?** - Click here to view a page of YouTube video tutorials.
2. **Question Button** - Click here to view a quick pop-up explaining the current page you have loaded.
3. **Contact Support** - Click here to send a question to our CMPOne support team.
Please include your firm, file number, and relevant information to the issue when contacting support.
4. **Favorites** - Click here to view your favorited CMPOne pages.
5. **CMPOne Search** - Click here to search for a case file using many of CMPOne's fields.
6. **Direct Case File Search** - Enter the case file number for the file you wish to visit here.
7. **New Case File Button** - Click here to open a new case file.
8. **Preferences** - Click here to access your personal user account preferences in CMPOne.
9. **Log Out** - Click here to log out of the application.
10. **CMPOne Billing Timer** - Click here to access the CMPOne Billing Timer.
Must be activated under administration.

Questions?

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