

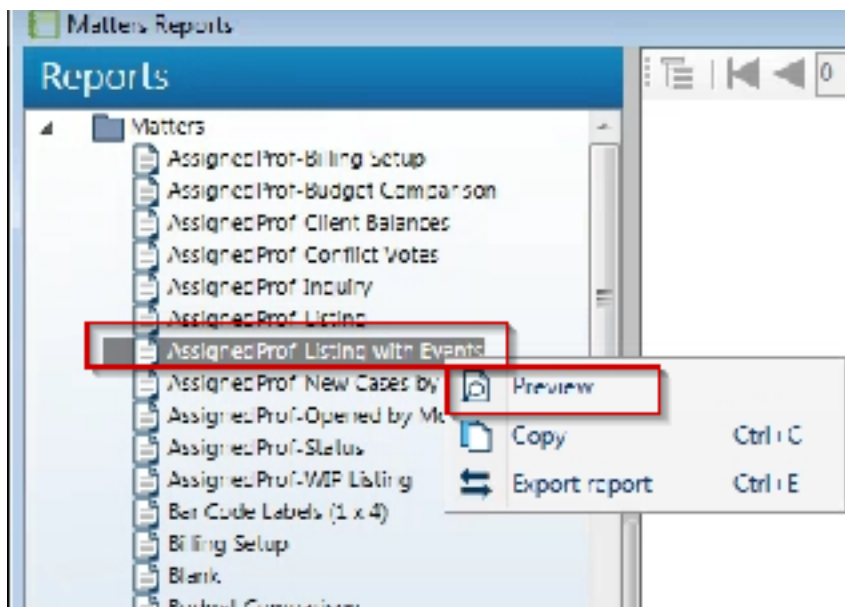
There are two reports in prolaw 2016 that are potentially useful to most everyone - AssignedProf-Listing (prints case notes) and Client Intake Form (generate a report that replaces the old “purple sheet.”) The Client Intake Form includes more information including contact information for client and opposing parties and, when generated after a case is closed, includes the closing notes and the “reason closed” field. Here’s how to generate these reports:

**To print case notes,**

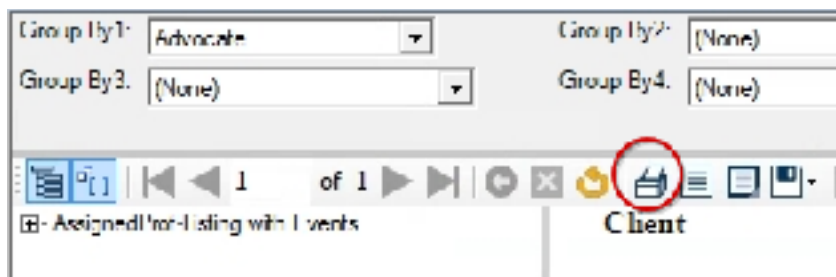
1. With a matter open, click on the report icon



Right click on “AssignedProf-Listing with Events” and then click on “Preview”

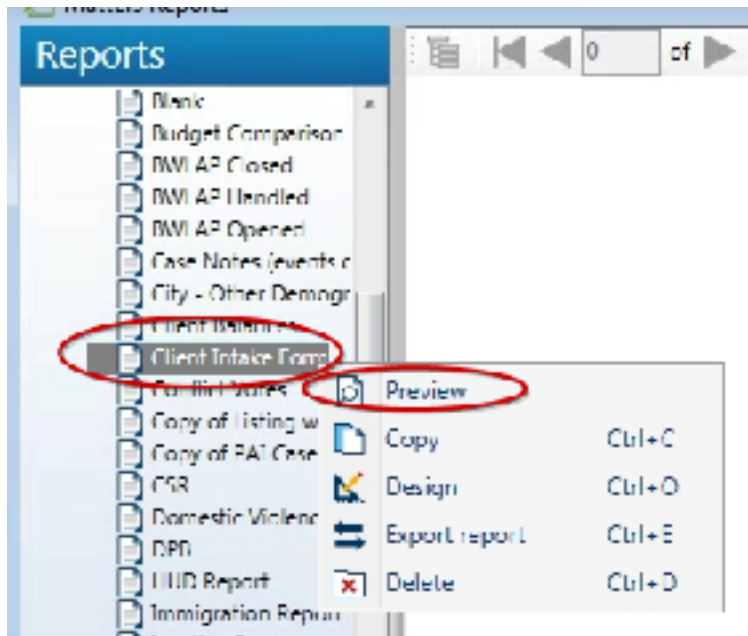


Once the report preview displays you can print the report by clicking on the print icon



**TO GENERATE THE CLIENT INTAKE FORM (REPLACES “PURPLE SHEET”)**

1. Follow Step 1, above to open the reports window
2. Right click on “Client Intake Form” and then click on Preview



3. Click on the Print icon to print the report



## Client Intake Form