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

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Right click on "AssignedProf-Listing with Events" and then click on "Preview"

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

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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

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3. Click on the Print icon to print the report



Client Intake Form