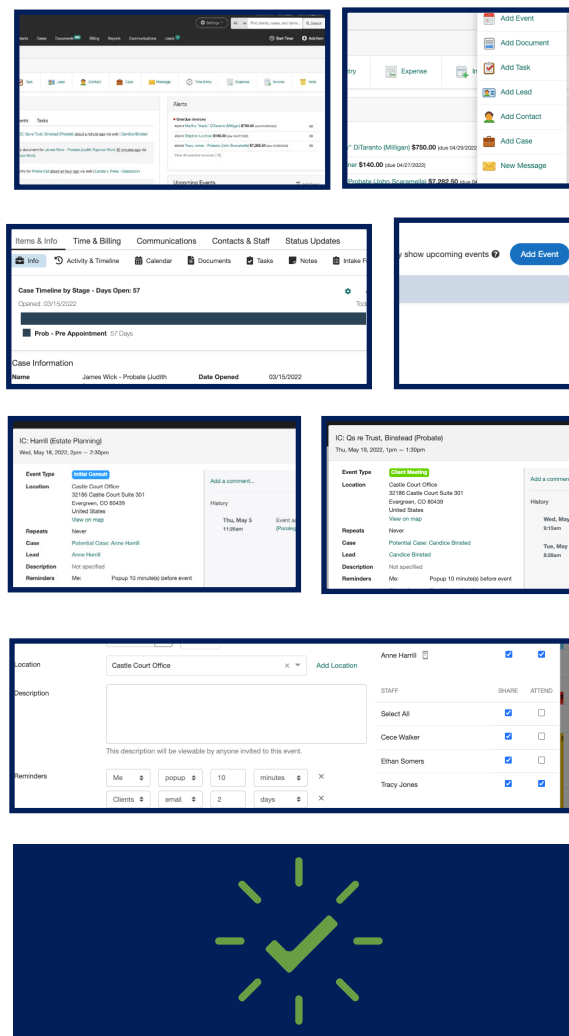


This is just a quick instructional guide on adding an event. The steps are pretty simple but it's really important to follow a regular naming pattern so that we can all recognize the event from first glance. It's also important to make sure each event is shared with the right people. Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: joneslawcolorado.com/dashboard

Steps to Follow

- From Anywhere: Click the add item button in the top right of the window and click add event.
- From Case Profile: Click on "items & info" and then on calendar, and then on add event.
- When naming the event: Use a prefix (IC, PC, ISC) then last name, then case type.
- Make sure to set Tracy as attending and share the event with everyone in the office & the client!
- That's that! Good job!



Concluding Thoughts

For some case types there will be a more standardized naming system that you should use directly. For example, court appearances are titled in ICCES and you should use those names when you set up the event in mycase, but of course paired with the last name of our client.