



1.- Is this app free?

The application is free for the first 50 records.

This allows use of the application long enough to see if it is useful and if you use it regularly time.

Once consumed 50 records have several payment arrangements tailored to your needs:

In **VIEW PORTFOLIO**

390 € you can have infinite worth of records forever
(yes, forever)

No fixed fees and forever

If you prefer less records, you can go shopping refills records, having two deals:

€ 10 = 10 records

€ 20 = 25 records

You can adjust the volume cost of your office

2.- How do I sign up?

Filling in the form will have access.

50 free records are included.



3.- What is the way to include the data?

First you need to **create a client**.

Once created, you must assign the files it generates.

The screenshot shows the LegaleCloud dashboard. On the left, the 'Expedientes' section has a search bar and a 'Buscar' button. Below it is a table with columns 'Referencia', 'Descripción', and 'Cliente'. On the right, the 'Clientes' section has a 'Crear nuevo cliente' button and a table with columns 'Cliente' and 'Expedientes (0 usadas, 50 disponibles)'.

4.- Would I can give access to client?

YES.

The system generates a default password for customers and for each file, which you can modify.

Giving the reference of your file and the key that you have assigned, you can see your particular case.

In the case of a client with several files, you have so much choice that you can see the actual record, as to assign a user name and password that will allow you to see a list of your records.

As an example you have the...

...user 12345 with password 12345 to check.

5.- How do I create a client and then a file?

A.- Create CLIENT

Customer Click **"Create New client"** and follow instructions.

The screenshot shows the 'Crear nuevo Cliente de Legalecloudcom' form. It includes fields for 'Nombre completo', 'Nombre de acceso*', and 'Contraseña de acceso*'. There is a 'Crear' button at the bottom and a 'Cancelar y volver' button at the top right.

B.- Create FILE

Click on any of the clients created.

The screenshot shows the LegaleCloud dashboard. The 'Expedientes' section is on the left. The 'Clientes' section on the right shows a table with columns 'Cliente' and 'Expedientes (0 usadas, 50 disponibles)'. One client is listed with the name 'INSTRUCCIONES CREAR CLIENTE LEGALECLOUDCOM' and 0 expedientes. Below it, another client is listed with the name 'INSTRUCCIONES CREAR EXPEDIENTE LEGALECLOUDCOM' and 0 expedientes.



5B.- Creating FILE

Press the button **“NEW FILE”**

Follow instructions:

Designate your **REFERENCE**.

The **PASSWORD** that you consider convenient

In **DESCRIPTION**, for example, court, prosecutor, amount...

Being able to add, edit and delete actions that may be happening in the particular process.

Note: search limited to the area marked on the **green rectangle**

6.- How to create an alert or notification?

Once added and saved a performance have the option to generate a message that will reach us at email.

FAQ



LEGALECLOUD

**YOUR FIRM ALWAYS
IN A CLICK**