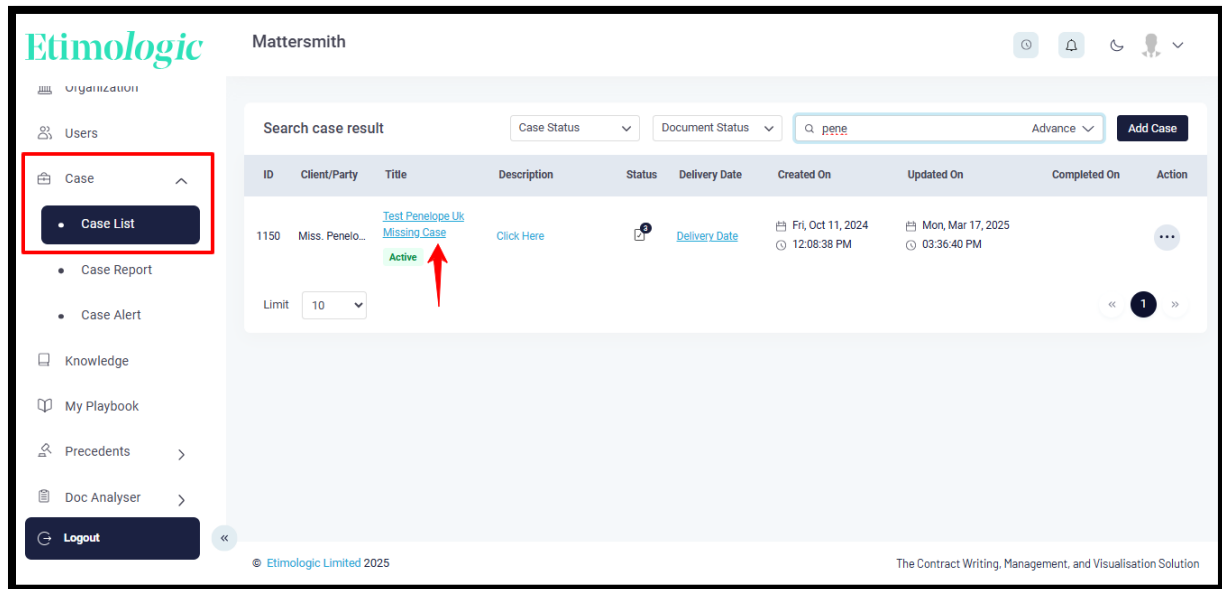


Access Review from Case

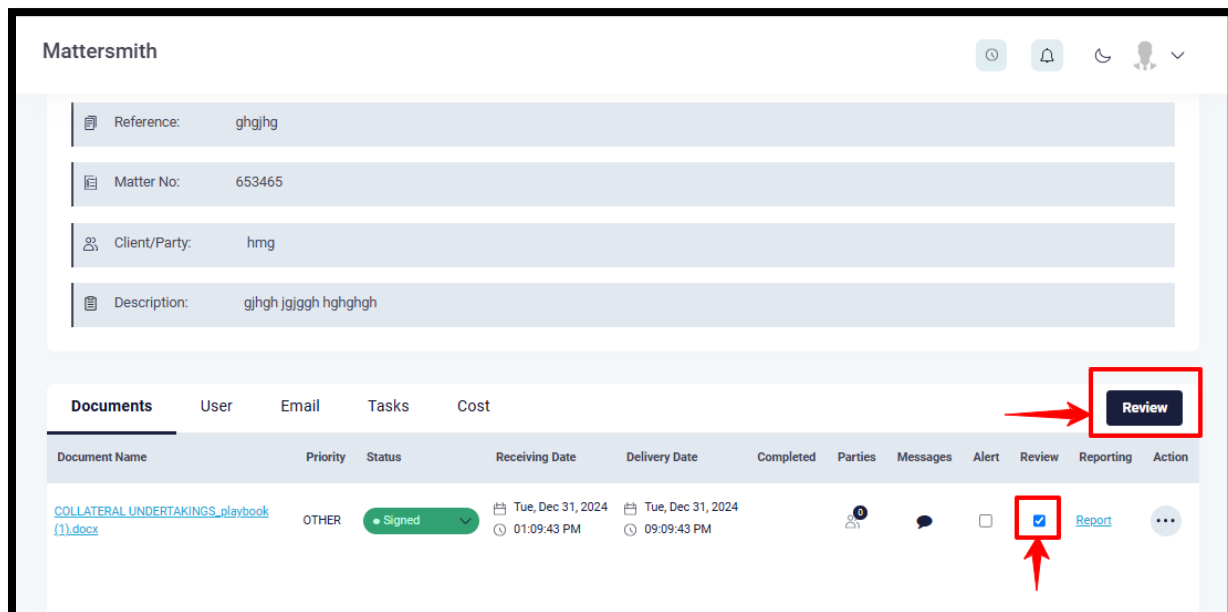
1. Access Case from the Dashboard and select the Case.



The screenshot shows the Mattersmith dashboard. On the left sidebar, the 'Case' menu is highlighted with a red box, and the 'Case List' sub-menu is also highlighted with a red box. The main content area displays a search bar with 'pene' entered and a table of case results. The first row in the table is highlighted, and a red arrow points to the 'Active' status indicator.

ID	Client/Party	Title	Description	Status	Delivery Date	Created On	Updated On	Completed On	Action
1150	Miss. Penelo...	Test Penelope Uk Missing Case	Click Here	Active	Delivery Date	Fri, Oct 11, 2024 12:08:38 PM	Mon, Mar 17, 2025 03:36:40 PM		...

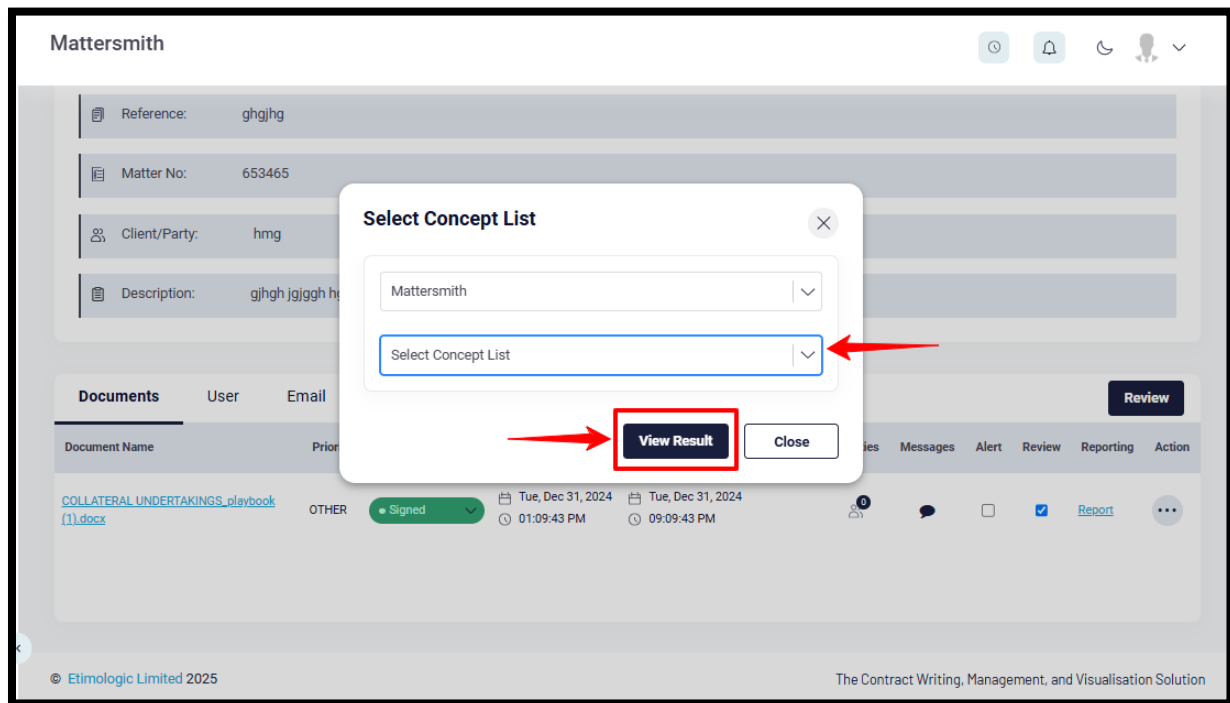
2. Check the Review box in the right-hand column and then click Proceed. A 'Select Concept List' popup box will appear. Choose the required concept or checklist from the dropdown menu then click 'Review'.



The screenshot shows the document review interface. The top section displays document details: Reference: ghgjhg, Matter No: 653465, Client/Party: hmg, and Description: gjhgh jgjggh hghghgh. Below this is a table of documents. The 'Review' button is highlighted with a red box, and a red arrow points to it. In the table, the 'Review' column for the document 'COLLATERAL UNDERTAKINGS_playbook (1).docx' has a checked checkbox, which is also highlighted with a red box and a red arrow.

Document Name	Priority	Status	Receiving Date	Delivery Date	Completed	Parties	Messages	Alert	Review	Reporting	Action
COLLATERAL UNDERTAKINGS_playbook (1).docx	OTHER	Signed	Tue, Dec 31, 2024 01:09:43 PM	Tue, Dec 31, 2024 09:09:43 PM					<input checked="" type="checkbox"/>	Report	...

3. Select the concept or checklist from the dropdown menu and click 'View Result'.



4. Follow steps 3 - 5 from the 'Using the Review Facility' quick guide.