

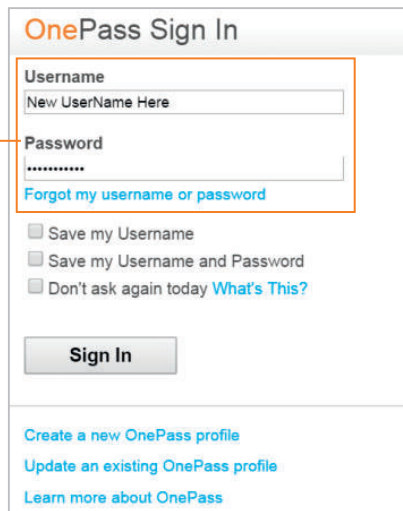
FIRM CENTRAL[®]

TIME & BILLING FEATURE – DEADLINE ASSISTANT – CREATING AND EDITING RULES

QUICK START GUIDE

STEP 1

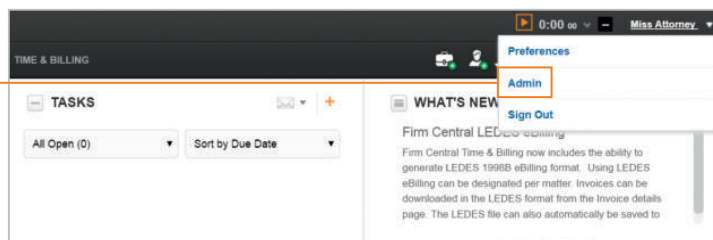
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The image shows the OnePass Sign In form. It has a title "OnePass Sign In" at the top. Below the title are two input fields: "Username" with the placeholder text "New UserName Here" and "Password" with a masked password ".....". Below the password field is a link "Forgot my username or password". There are three checkboxes: "Save my Username", "Save my Username and Password", and "Don't ask again today" with a link "What's This?". A "Sign In" button is at the bottom. Below the button are three links: "Create a new OnePass profile", "Update an existing OnePass profile", and "Learn more about OnePass".

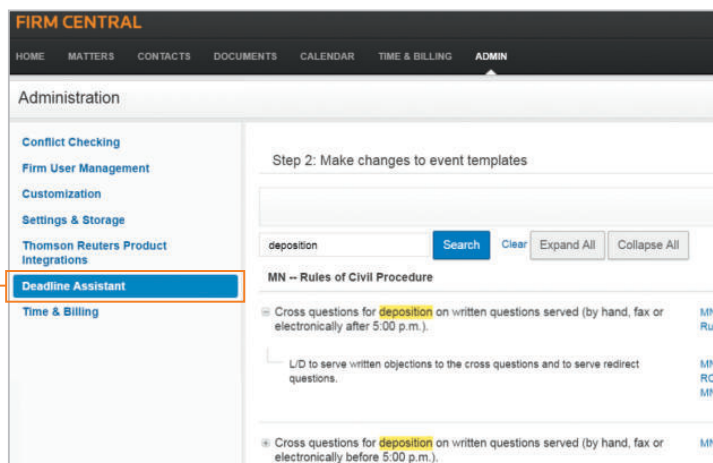
STEP 2

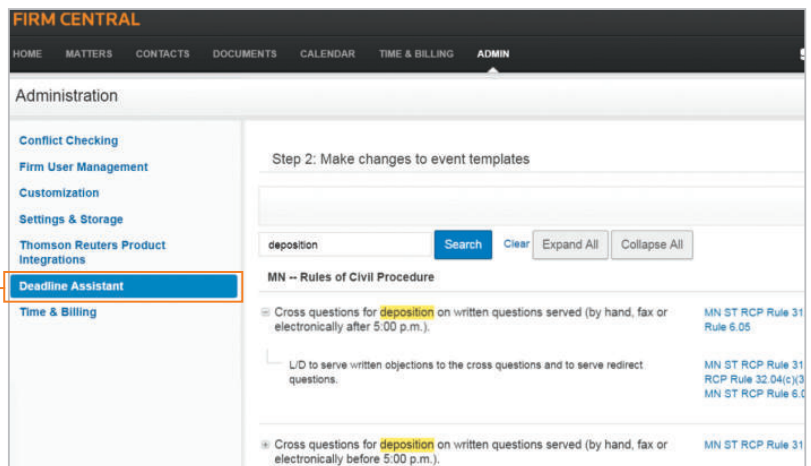
Click the **drop down arrow** next to your name in the upper right and select **Admin**.



STEP 3

Click on the **Deadline Assistant** link on the left side of the page.



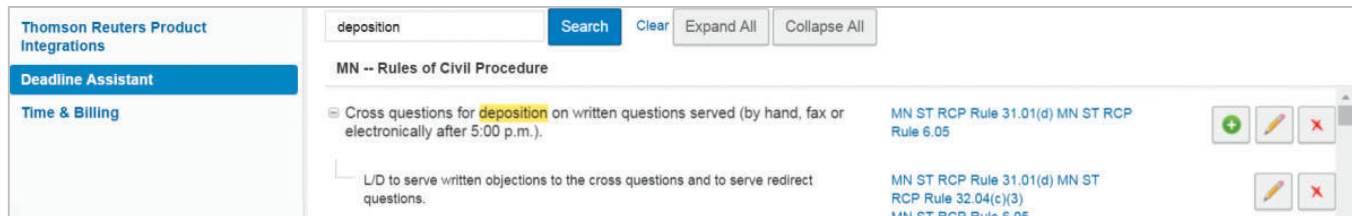


STEP 4

If you wish to edit in the rule set, you can open up the rule you wish to modify from this page, and modify it accordingly.

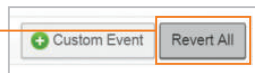
STEP 5

Once you locate the rule that you would like to modify, you have the option to rename rules, add notes to rules, or even add Child/Parent events to existing rules if applicable.



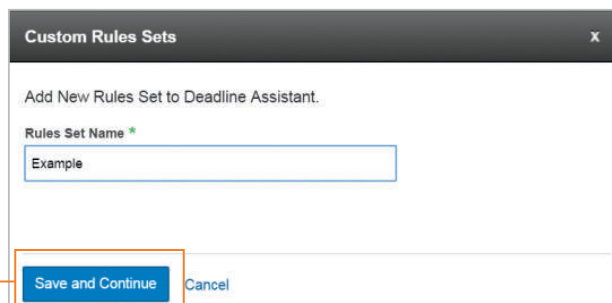
STEP 6

If you would like to revert your customized rules to their defaults, click on the **Revert All** button on the top right side of the screen.



STEP 7

If you'd prefer wish to create a new rule set, click **Select New Rules Set** from the Deadline Assistant Administration page.

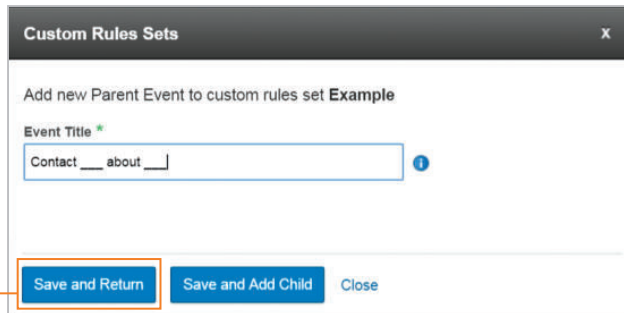


STEP 8

Give the New Rules Set a name, and click **Save and Continue**.

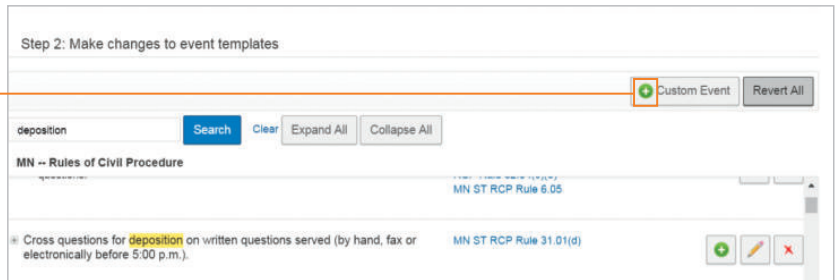
STEP 9

If applicable, create a Parent Event for the custom rules set by giving the event a title, and clicking **Save and Return**.



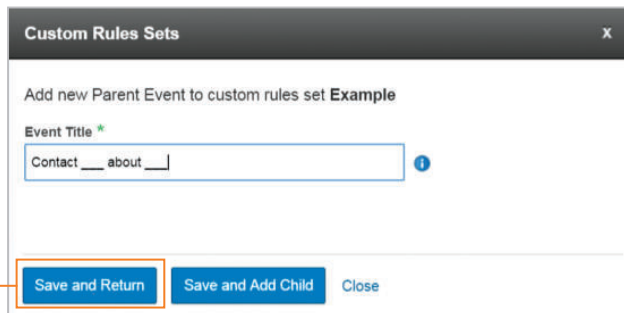
STEP 10

To add dates and events based on the Parent Event, click on the + symbol next to the event.



STEP 11

To add a new Parent Event, give the event a name under Event Title, set the parameters for the event, and click **Save and Return**.



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