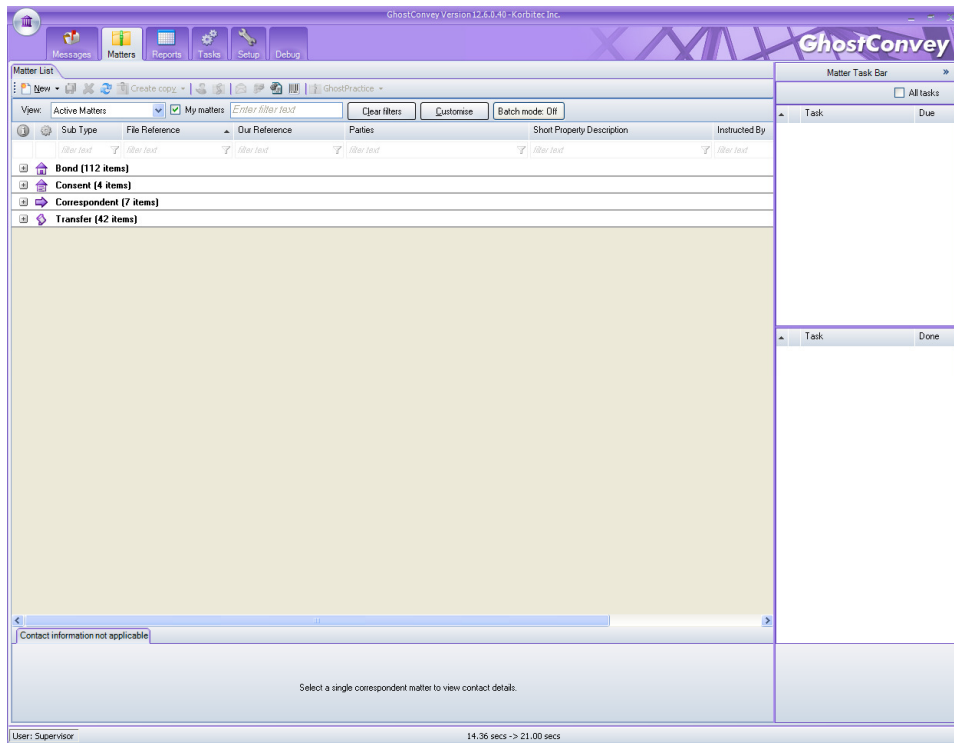


Welcome to GhostConvey's new centralised matter list.

All your work in one place


As from version 12.6, GhostConvey will by default open to the matter list.

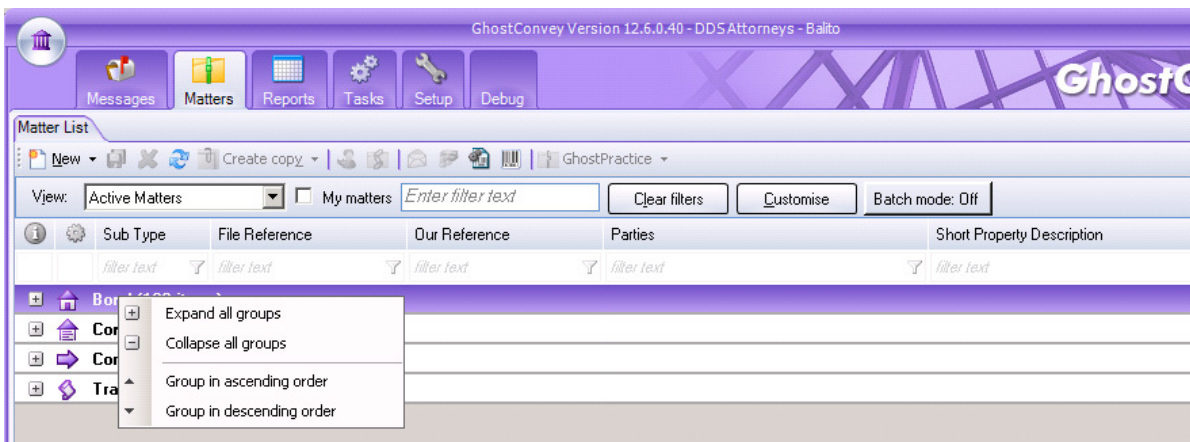


The matter list is a centralised 'landing area' from which you can access all your work in the way that best suits you.

HELP, LET ME OUT – I DON'T HAVE TIME FOR THIS RIGHT NOW !!

Don't worry, simply closing the window will leave you with the familiar System Manager from where you can launch the classic modules. (But please come back and look around later.)

You can expand and collapse your groups by clicking on the plus sign  or you expand or collapse all groups by right clicking on the group.



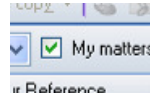
Once you've found the matter you're working on, simply double click, and it will open the right module in the right place.

Finding and filtering

Tick 'My Matters' to show only matters assigned to you.

(This is the default setting.)

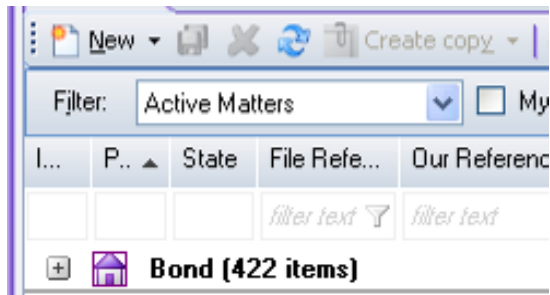
All columns can be filtered, either by typing in the filter box:



Or you can filter on specific columns:

File Refe...	Our Reference	Parties
<i>filter text</i>	<i>filter text</i>	smith
items		
G201004...	Tania May	JANE SMITH / FNB Commercial Property Finance
TESTIMP...	Daphne Pearse	JOHN SMITH / Standard Bank
NUMBER...	Daphne Pearse	MR GJ & MRS R SMITH / Standard Bank
TEST		Mr. I. Smith

Views



Choose from one of the standard views.

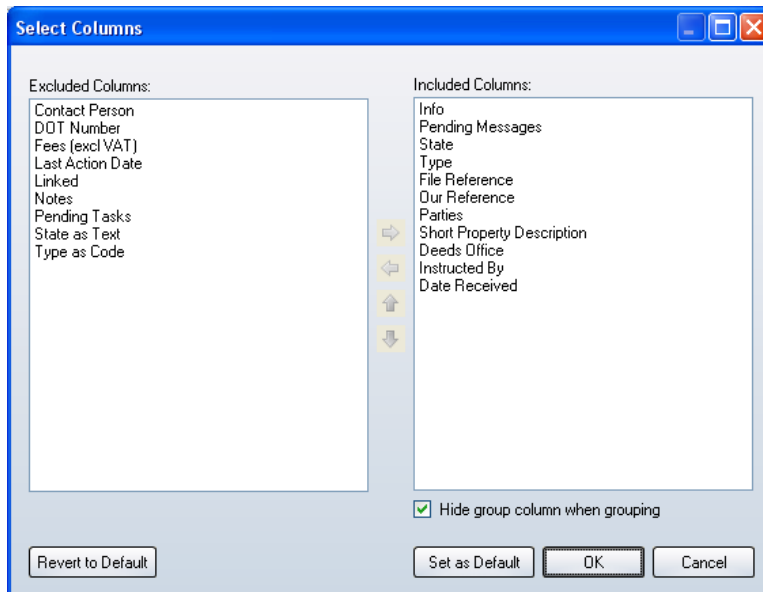
Bonds, Transfers, Consents and **Correspondent matters** will show only those matters and columns suited to those matters (for instance, banks are shown for bonds and consents, but not for transfers)

Active matters, show all the work in progress

Deeds Office Matter States only show matters 'in' the

Deeds Office and is provided for users concerned primarily with the lodgement process

Archived Matters shows all your archived matters.



Customising your matter list

Each view can be customised independently, so that you can set up your work area in the way that suits you by selecting which columns are displayed, how matters are grouped and in which order they are sorted.

What is this thing?

The Matter List is part of the new GhostConvey application which some firms are already actively using to manage their lodgements (both for their own as well as correspondent work) and to manage and prepare Consent documents. Over time we will grow to include functionality to manage bonds and transfers.

Other features include:

- The **Message Centre**, where you control all messages coming into and out of GhostConvey.
- **Reports**, which provide a powerful way of viewing what is going on at your firm with easily customisable reports. You may be familiar with the report viewer as it is already used in the older modules. In the new application reports for all matter types are centralised in one place, together with our new **Management Reports** which provide financial reporting across matter types.