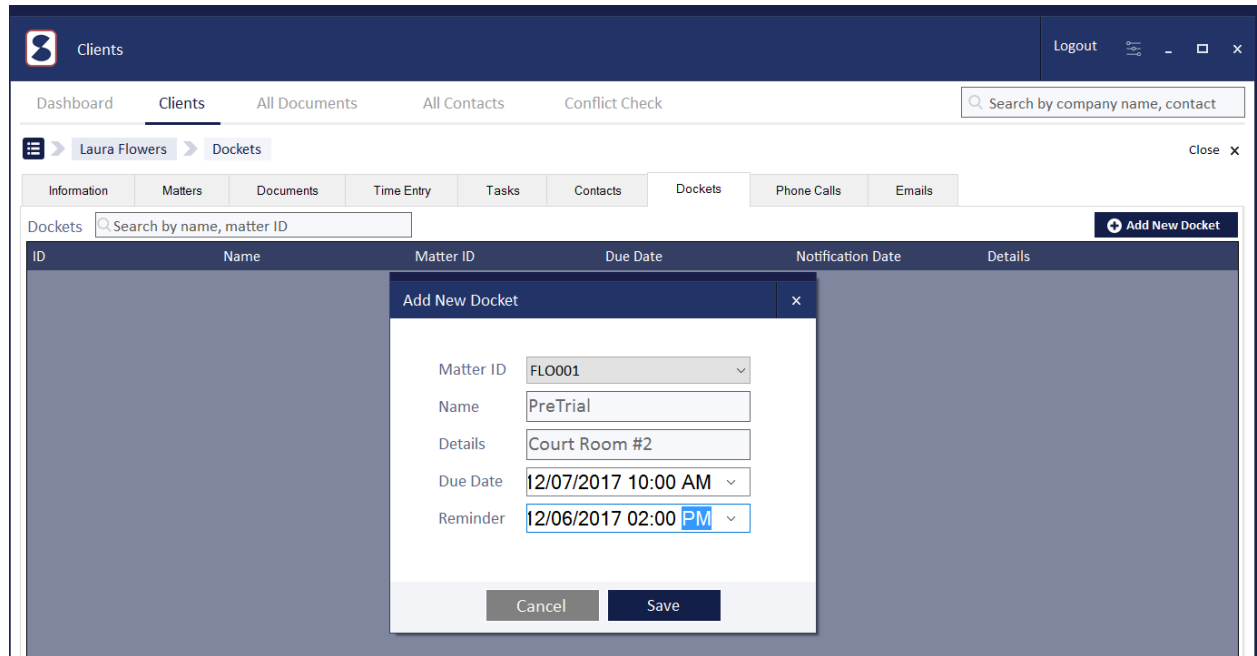


## Adding dockets

From your client tab, click the “Edit” button to find a specific client then go to the “Dockets” tab. You can add new dockets by clicking the “Add New Docket” button and filling in the corresponding fields.



The screenshot displays the 'Clients' application interface. The top navigation bar includes 'Dashboard', 'Clients', 'All Documents', 'All Contacts', and 'Conflict Check'. A search bar is present with the text 'Search by company name, contact'. The breadcrumb trail shows 'Laura Flowers' > 'Dockets'. The 'Dockets' tab is active, and the 'Add New Docket' button is visible. The modal form for adding a new docket is open, showing the following fields:

ID	Name	Matter ID	Due Date	Notification Date	Details
		FLO001	12/07/2017 10:00 AM	12/06/2017 02:00 PM	Court Room #2

The modal form contains the following fields and values:

- Matter ID: FLO001
- Name: PreTrial
- Details: Court Room #2
- Due Date: 12/07/2017 10:00 AM
- Reminder: 12/06/2017 02:00 PM

Buttons for 'Cancel' and 'Save' are located at the bottom of the modal.

## Editing an existing docket

You can edit an existing docket by clicking the “Edit” button.

## Deleting an existing docket

You can delete an existing docket by clicking the “Delete” button. Note: Sentian Solutions does not recommend deleting any dockets.

## Searching for a docket

You can search for dockets by entering keyword such as: “name, matter id, etc” in the search field.

