**Objective:** To access PCLaw (matter management, billing and legal accounting software) via ClassApps 2.0.

1. Search for ClassApps 2.0 via Google Chrome and click the link to launch it.



The ClassApps main page appears.

2. Scroll to the bottom and **click** the **ClassApps 2.0 Login** button.

e the installable YMwave Horbon client. The Centennial College Service Deak officially supports the web interface and will only support the installable client on a best effort invect. If you would like to continue to use the client <u>click here</u>					
COLLEGE ClassAPPs					
WELCOME TO CLASSAPPS 2.0					
Centering to Case One of the Case Service applies the provided pro					
Any Bodiet in Engineer are as the Deau/UN-2D quiter with any motion. PDLA walked out toware, the Dorser, Bag or Prefets, Juli gits in transvise with the same Development (you can be get rive a Dirigh PC, and you indexity give some to clock teachers, and other interrupt generates.					
The moments is an Capability 20 we wait reservation of all and 20 mps involves and provide and provide a space of any and have you are during up and have you are during up and have you are during up and have you are servating up, we cannot be provided as the provided as					
LOGIN					
To log in to the appliest you will need a write Active Directory (Network) account, meeting your Red git addeet number, and the password you use to access onligh PCs.					
Canadify 28 Ligh					
News Proof "Not 11 Election Data And Service Found					

The ClassApps login dialog box appears.

3. Click Next.

COLLEGE	_
Select Your Domain	
cencol.ca ~	
□ Remember this setting	
Next	
<b>vm</b> ware:	

4. Type your Windows login credentials:

Username:	Student ID				
Password:	****				
CENT	ENNIAL				
username					
password	۵				
cer	icol.ca				
Sign In					
Forgot password2					
Change to a	different domain				
vm	iware:				

ClassApps is now accessible.

5. Click ClassApps Windows 10.



VMware Horizon dialog box appears.

-2-



The Profile Server appears.



6. Click the **OK** button on the Fullscreen dialog box.

Fullscreen			
Click OK to grant permission to use all screens for full screen.			
	ок	Cancel	

Do not close this DOS window. It will automatically disappear.



7. Click the **PCLaw Reif** icon



The PCLaw software dialog appears.

8. Select Experimental Books and click OK.

		×
PCI	aw®	
Rilling		ftware
Duning.		itware
Login to you	ur set of books	
Reif, Black, &	Brito (Serial: 10EMO)	
User Name:	ADMIN	
Password:		
Entry Date:	9/14/2023	
		PCI aux Time Matters
		Foldw Time Matters
		OK Cancel
		Cancel

9. Select **third option** "Delete existing experimental data and use: Reif, Blank and Brito (no data) **for the first time you access PCLaw. All subsequent times** you access the software, you will select the **first option**, "Continue with existing data (Reif, Black and Brito)

.xperimental books			
/ou already have an existin	ig experimental set of books:		
	Inter (Deld Direct and Delta)		
) Continue with existing a	ata (Reif, Black and Brito)		
Delete existing experime	ental data and use: Brown, Campos and Marshall (contains transaction		
Delete existing experimental data and use: Reif, Black and Brito (no data)			
	and the second sec		

The Tip of the Day dialog box appears.

10. Click Close.



11. The Conversion Progress dialog box appears. Click Yes to continue.

	Conversion Stage	9
1	Perform PCLaw® Data Backup	^
1	SC0158) Configure Transaction Levy in System Settings	
PC	Law® PCLaw® has detected that a data conversion is required. Depending on the speed of your computer and the size of your data this procedure could take a long time. Do not reboot or turn your computer off during this process. Would you like to continue?	×
	Yes No	

12. Click **OK** when the PCLaw dialog box appears indicating the "Special Conversion Completed Successfully."

	Conversion Stage	9
	Perform PCLaw® Data Backup	~
·	(SC0158) Configure Transaction Levy in System Settings	
	PCLaw® ×	
	ОК	v
Ove	all Progress: Completed Successfully	
tag	e: Done	
stag	e: Done	

13. Click **Close** on the third and final dialog box for the Conversion Progress.

	Conversion Stage	9
	Perform PCLaw® Data Backup	^
•	(SC0158) Configure Transaction Levy in System Settings	
	val Dooraas: "Annolitat Successfulu	Ų
	nan mogresa, completes oscolastary	
Stay	ge: Done	
NA	RNING - Do not reboot or turn off your computer during this conversion	
	ſ	Ciose

The PCLaw opening dialog box appears. Wait until the legal software appears on your monitors.

PCLaw® Billing and Accounting Soft	ware
This copy of the software is licensed to: Reif, Black and Brito Serial: 12EMO	
Loading	
	PCLaw Time Matters

The legal software, PCLAW appears.

14. Click the maximize button at the top-right side of the window.

C Apps   C	entennial College Class/ × 📮 VMware Horizon × +			~ - Ø ×	
$\leftrightarrow \rightarrow$ C		ollege Admin 📴 Other Files	MS Reference Guides	re 💽 Publishers	
This PC	Google         ProFile         TIA Portal         Estate-a-base         Documents         Microsoft         Progr           OPCLaw® Demo - PCLaw® Law Firm (Reif, Black and Brito)         File         Data Entry         Reports         Billing         G/L         Tools         Options         Window         Help	amm		-	
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Recycle Bin	Calendar Today Open Calendar View Shared Calendar	Add Tickler +	To Dos 💽	Recent Client Matters 🔅 🕫	
Office 2019	<b>14</b> Thursday, 14 September 2023	September 2023         ►           S         M         T         F         S           27         28         29         30         31         1         2           3         4         5         6         7         8         9           10         11         12         3         45         16           17         18         19         20         21         22         23           42         56         27         8         9         10	Loading Loading No Assigned Date Loading.		
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Now you will begin working in the software program.