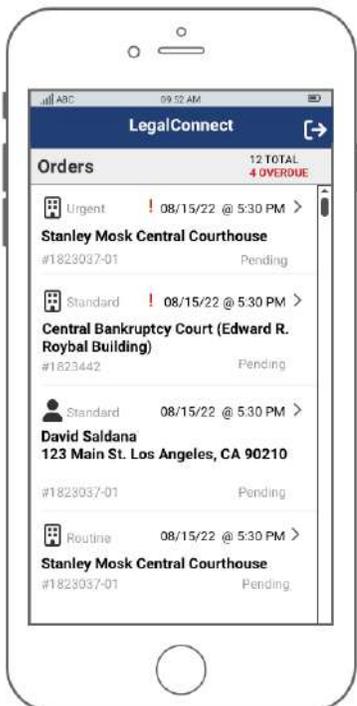


Field Agent Website



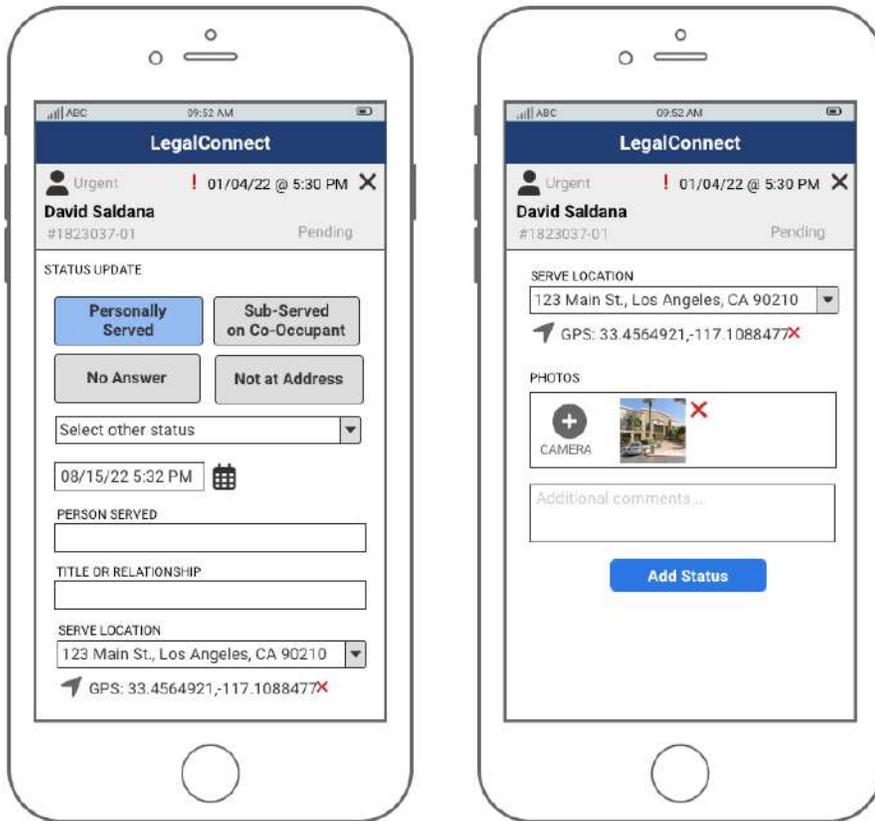
1. The new LegalConnect Mobile site allows Field Agents to:
 - Update order status updates from your mobile device.
 - Attach photos and your GPS location to the status update.
2. Log in from your mobile browser with your existing portal credentials at:
<http://magnum-diego.legalconnect.com/mobile>

Order List



1. Upon login, a list of all Received, Pending and Executed orders shall be displayed to the field agent.
 - All product types are available.
2. A summary of each order is displayed which includes:
 - Order Number
 - Status
 - Order Type (Icon)
 - Service Level
 - Update Due Date & Time
 - Primary Location
3. Tapping on an order from this list shall open the Order Status Update page.

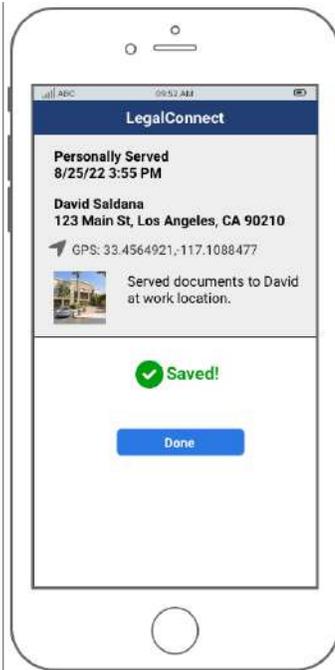
Order Status Update



To Record a Status Attempt:

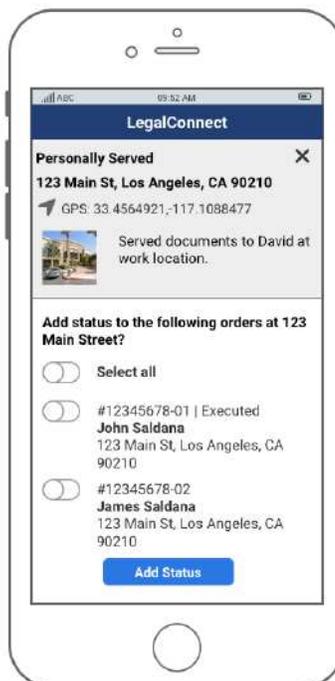
1. Select the status from the Quick status list on top, or by tapping “Select other status” for a full list of available statuses.
2. The Serve date & time will be automatically entered, which you may manually change.
3. Enter the “Person Served”, “Title or Relationship” and “Serve Location” if applicable.
4. Your GPS location at the time of status update will be automatically recorded. We recommend adding the status update while you are physically still at the location for accurate GPS coordinates.
5. You may also upload up to 5 photos to your status update.

Confirmation



1. Your status update will automatically be updated in LegalConnect after submission.
 - Customer Portal (Pending & Closed Orders)
 - Operations Portal (Status Update section”
2. A copy of the status update including the GPS location and photos will also be emailed to the customer.

Apply to Multiple Orders



To save time, status updates (including GPS location and photos) may also be applied to multiple orders at the same address.

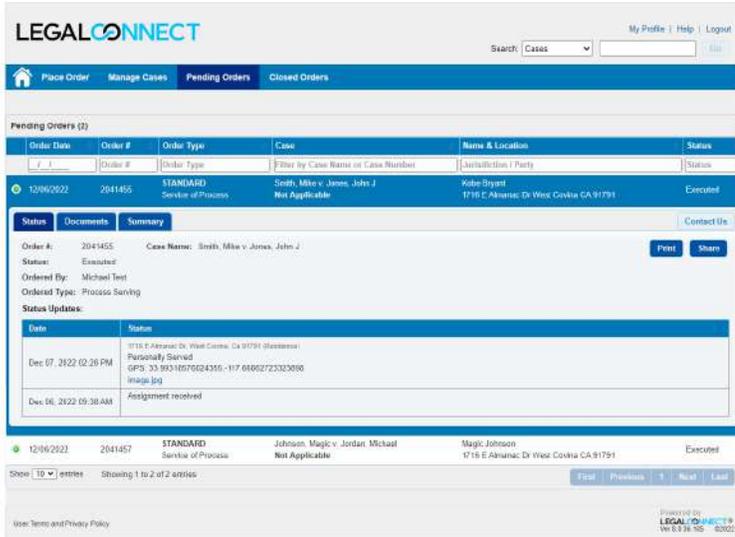
1. After submitting a status update, a list of other orders at the same address shall be displayed.
2. Field agents may apply the same status to ALL or Select orders.

Serve & GPS Information on Photo



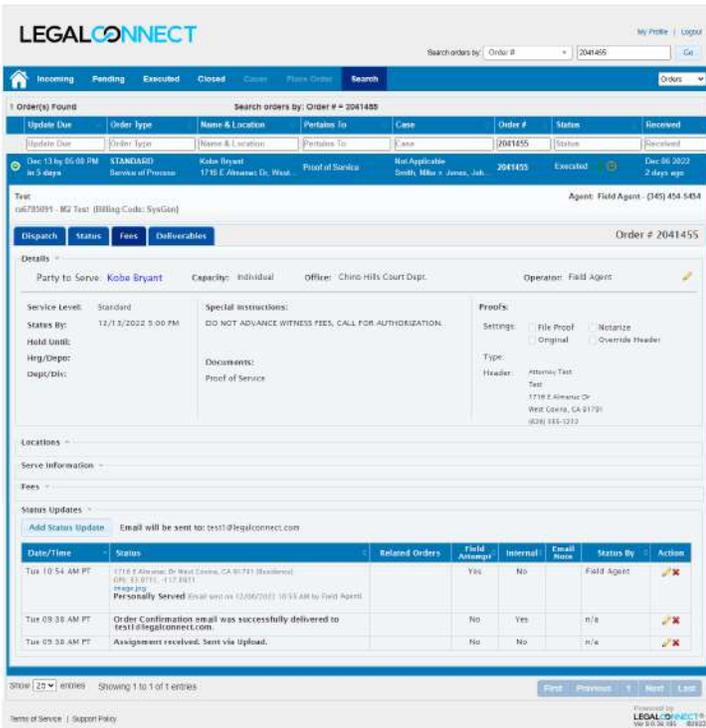
- Serve and GPS information are automatically added to the photos.
- Photos are accessible within the Customer and Operations portals.
- The photos will also be emailed to the customer.

Customer Portal



- The status update, GPS location and photos will be displayed in the Customer Portal.
- View the status on the order detail page which may be accessed via search, Pending Orders or Closed Orders.

Operations Portal



- The status update, GPS location and photos will be also be displayed in the Operations Portal.
- View the status on the order detail page.