

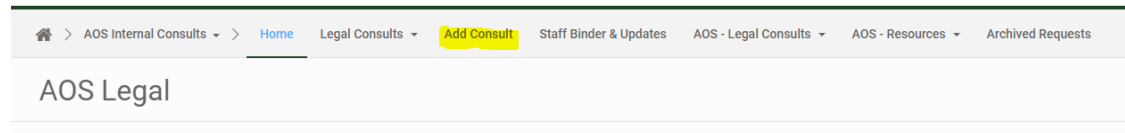
## **Legal – HighQ Instructions**

### **Contents**

<b>How to add a new legal consult .....</b>	<b>2</b>
<b>How to edit or update an open consult.....</b>	<b>3</b>
<b>How to update legal-consult status (Inactive).....</b>	<b>4</b>
<b>How to change the region/department.....</b>	<b>5</b>
<b>How to edit or update a closed consult.....</b>	<b>6</b>
<b>How to answer and close a legal consult .....</b>	<b>7</b>
<b>How to reopen a closed consult .....</b>	<b>9</b>
<b>How to close an open consult .....</b>	<b>10</b>
<b>How to search legal consults .....</b>	<b>11</b>
Best Practices for using files and search features in HighQ.....	11
Quick search all closed legal consults .....	11
Advanced search all closed legal consults.....	12
Search the entire site.....	13
<b>How to access folders and files .....</b>	<b>15</b>

# How to add a new legal consult

## Step 1- Click “Add Consult”

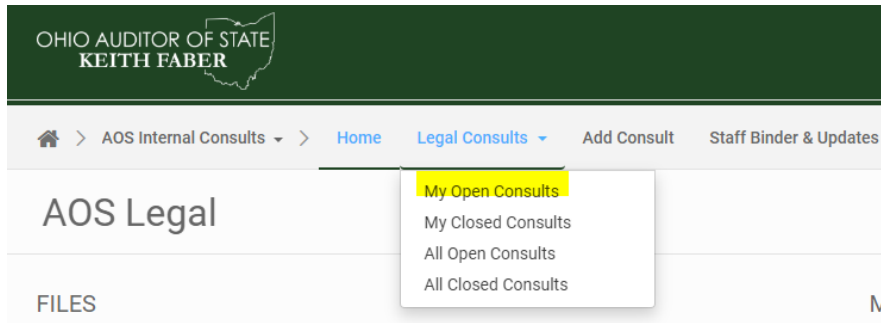


**Step 2-** Fill out the form. The required fields are identified in the form. “Primary Contact” should be the person submitting the legal consult (i.e., SAM, Chief). The first half of the form, “Consult Information,” is the information that AOS employees will be able to see and edit. The second half of the form, “Internal Legal Information,” are the fields for Legal to categorize and search. These fields are not visible outside of Legal.

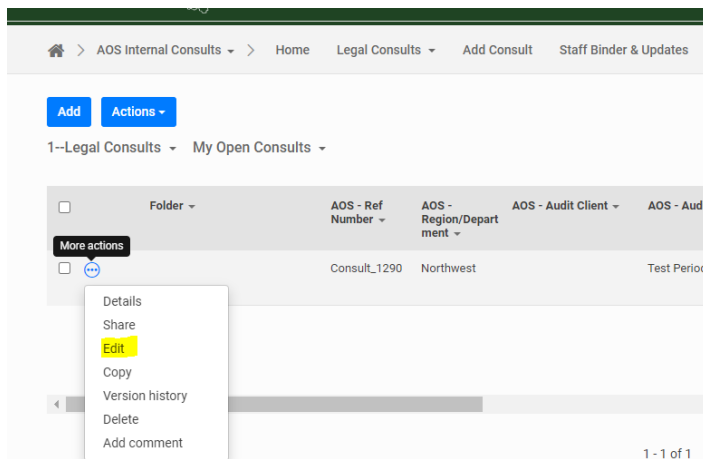
A screenshot of the 'Consult Information' form section. The form is divided into two columns. The left column contains: 'AOS - Region/Department (required)' with a dropdown menu; 'AOS - Primary Contact (required)' with a text input field; 'AOS - Request (required)' with a large text area; 'AOS - Attach Documents' with a 'Browse' button and 'or drag file(s) here' text; and 'AOS - Material for Review' with a list of checkboxes: FFR, Schedule of Findings, FFA, Management Letter, Non-compliance, Ethics, General Question, and Other. The right column contains: 'AOS - Request (required)' with a large text area; 'AOS - Attach Documents' with a 'Browse' button and 'or drag file(s) here' text; 'AOS - Project Number (required)' with a text input field; 'AOS - Audit Client' with a text input field; 'AOS - Audit Period' with a text input field; 'AOS - Entity Type' with a dropdown menu; and 'AOS - Audit Client - County' with a text input field. At the bottom of the form, there is a 'Page 1 of 2' indicator and a 'Next' button.A screenshot of the 'Internal Legal Information' form section. The form is divided into three main sections: 'Legal - Main Issues' with a text input field and a 'Lookup Glossary' button; 'Legal - Pertinent Statutes' with a text input field; and 'Legal - Notes' with a large text area. Below these sections is a 'Legal - Special Topics' section with a list of radio buttons: No Special Topic, Grant Program, Failure to Withhold/Failure to Remit, STARS (RARE), Loss of Public Funds - Negligence, Late Fees/Penalties, Cybersecurity/Phishing, and Potential LGOC Topic.

# How to edit or update an open consult

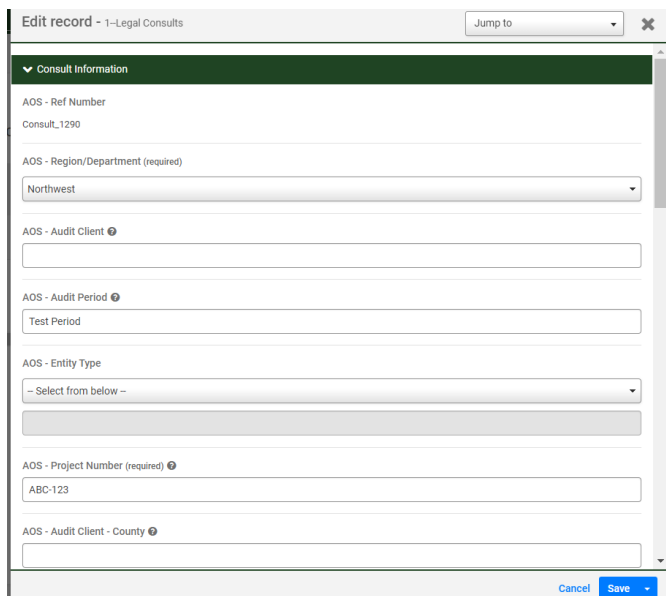
**Step 1-** Navigate to “My Open Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit”



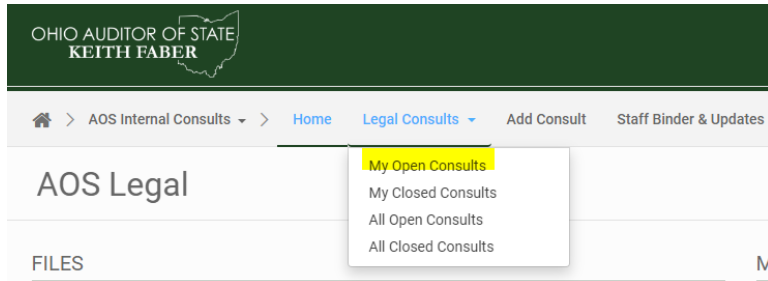
**Step 3-** Edit the fields or add attachments to the consult, click “Save”



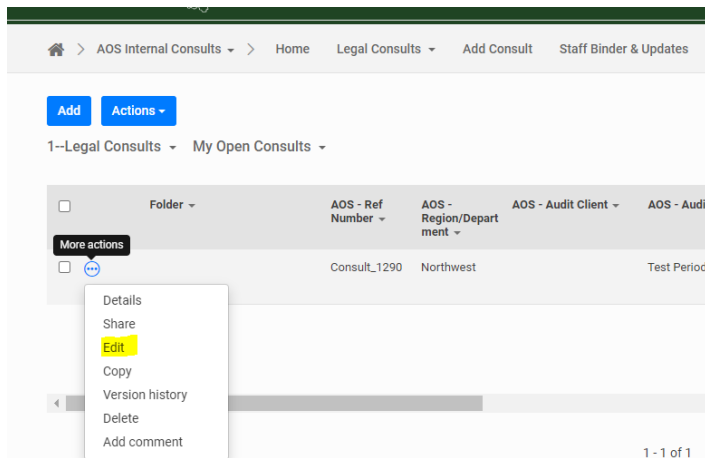
# How to update Legal-Consult Status (Inactive)

These consults will appear in “My Open Consults.” This status may be used if there is a significant period between responses from the Region/Department (i.e., SAM on vacation).

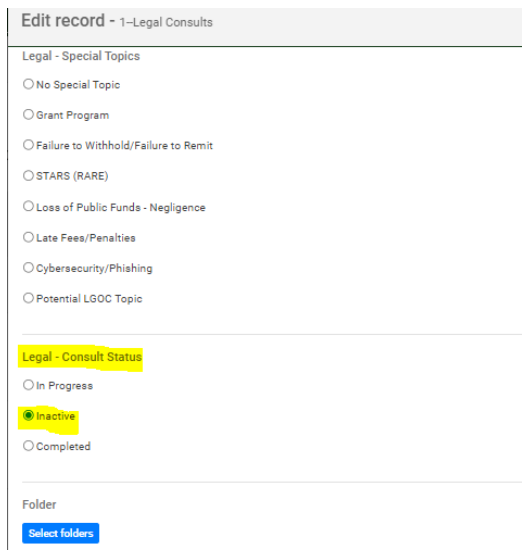
**Step 1-** Navigate to “My Open Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit:”



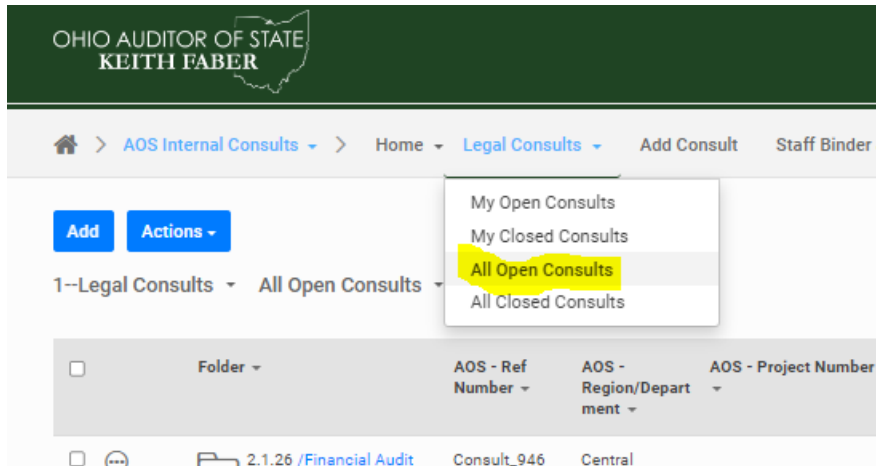
**Step 3-** For field, “Legal – Consult Status,” select “Inactive” click Save.



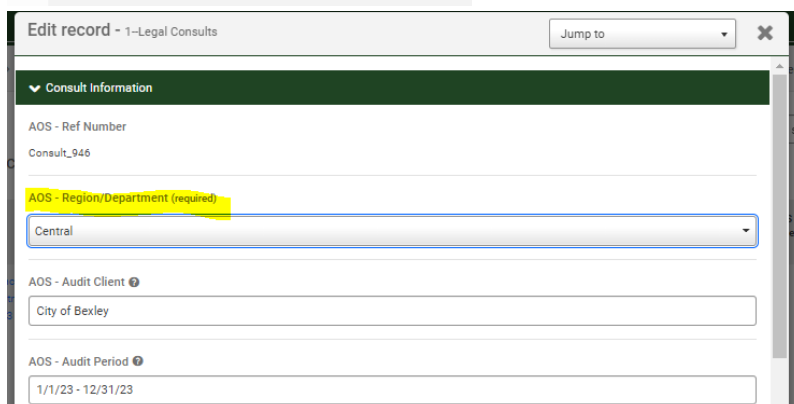
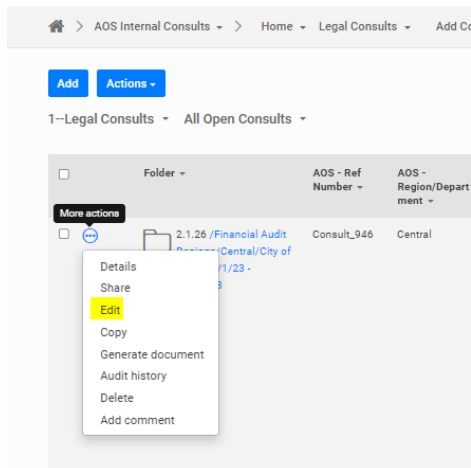
# How to change the region/department

If the wrong region/department is selected, follow the below steps and the consult will automatically update the “Assigned Attorney” and “CC Users”:

**Step 1-** Navigate to All Open Consults in the site navigation bar:

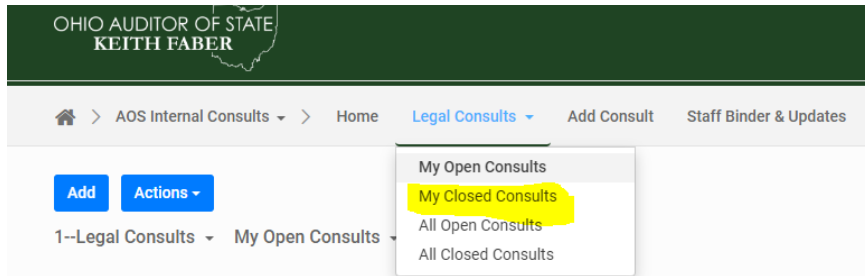


**Step 2-** Edit Consult, choose the correct Region/Department, click Save:

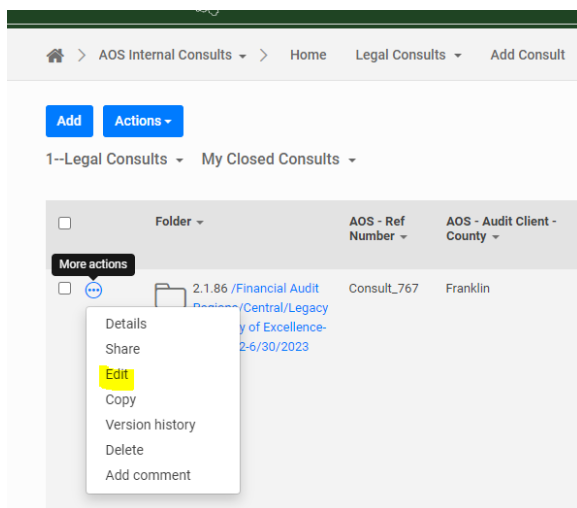


# How to edit or update a closed consult

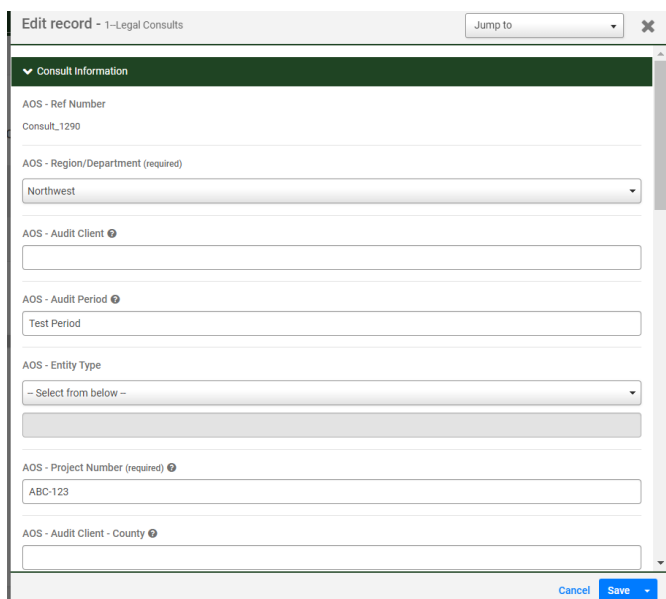
**Step 1-** Navigate to “My Closed Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit”

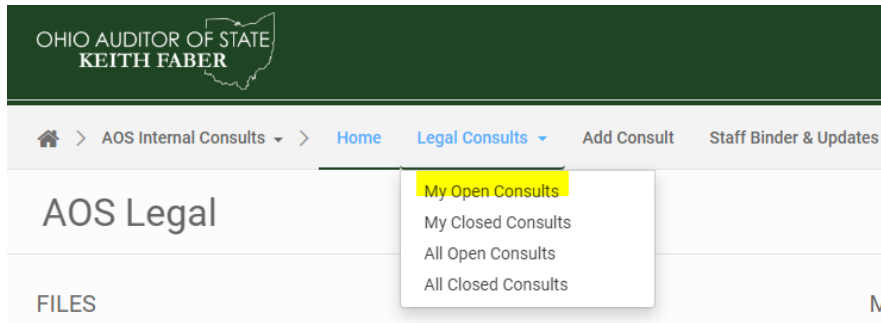


**Step 3-** Edit the fields or add attachments to the consult, click “Save”

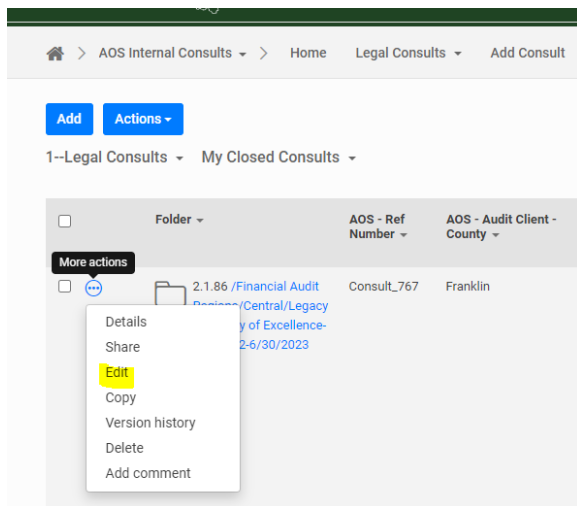


# How to answer and close a legal consult

**Step 1-** Navigate to “My Open Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit”



**Step 3-** Add the answer to field “AOS – Legal Response”



**Step 4-** For field “Legal – Consult Status,” select “Completed”

Edit record - 1--Legal Consults Jump to ✕

- Grant Program
- Failure to Withhold/Failure to Remit
- STARS (RARE)
- Loss of Public Funds - Negligence
- Late Fees/Penalties
- Cybersecurity/Phishing
- Potential LGOC Topic

**Legal - Consult Status**

- In Progress
- Completed

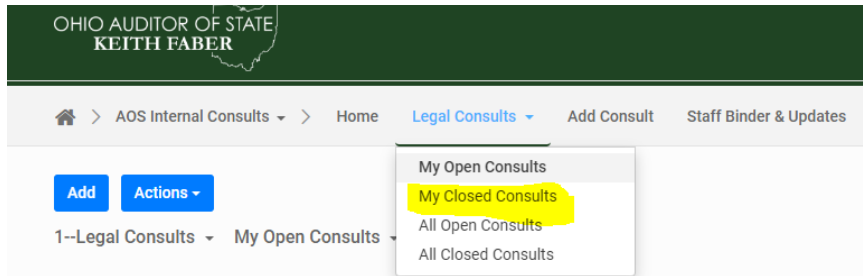
Folder

[Select folders](#)

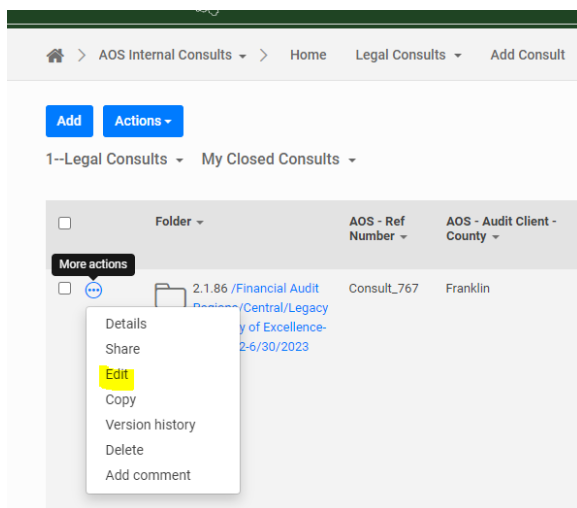
This will generate a “Closed Legal Consult” email with the legal answer and all of the consult information. It will also have all of the attachments.

# How to reopen a closed consult

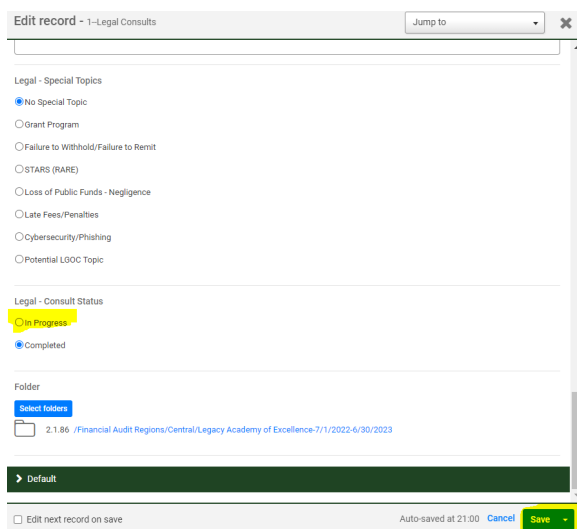
**Step 1-** Navigate to “My Closed Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit”



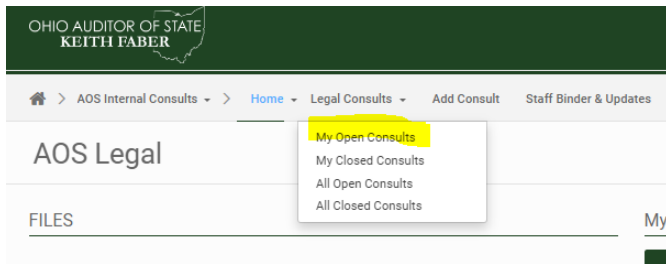
**Step 3-** For field, “Legal – Consult Status,” select “In Progress,” click Save.



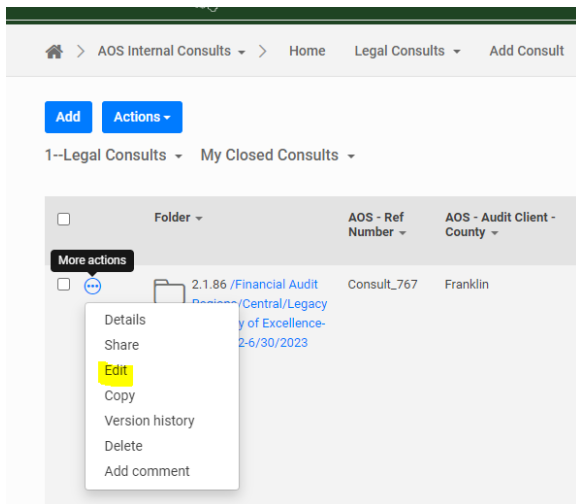
# How to close an open consult (without an answer)

If you do not put an answer in field “AOS – Legal Response,” an email will not be sent to the Primary Contact or CC User that the Consult was closed. You must put an answer to generate an alert with the legal answer.

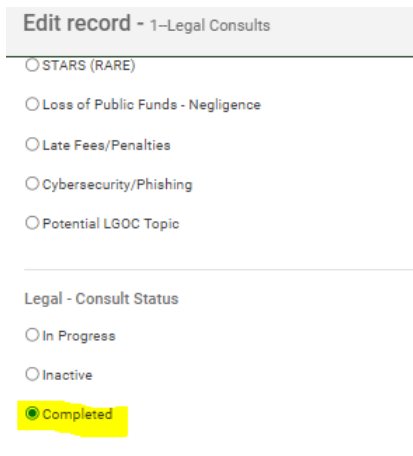
**Step 1-** Navigate to “My Open Consults”



**Step 2-** Select the ellipses on the relevant legal consult, click “Edit”:



**Step 3-** For field, “Legal – Consult Status,” select “Completed,” click Save.



# How to search legal consults

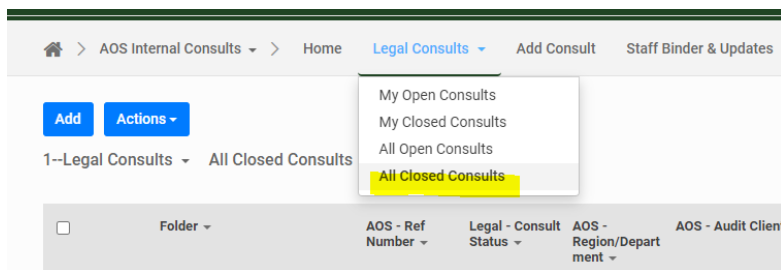
Best Practices for using files and search features in HighQ:

[Files Features](#)

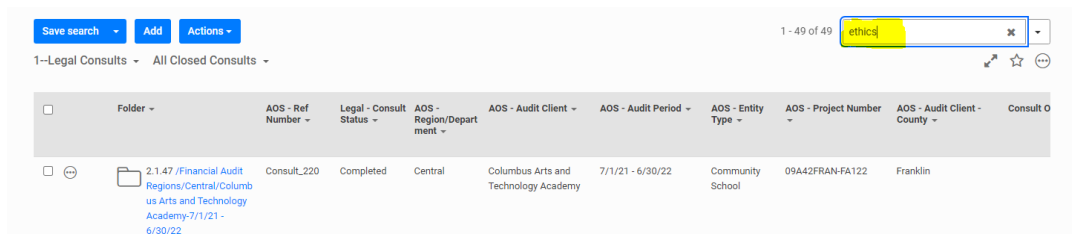
[Search Features](#)

## Quick search all closed legal consults

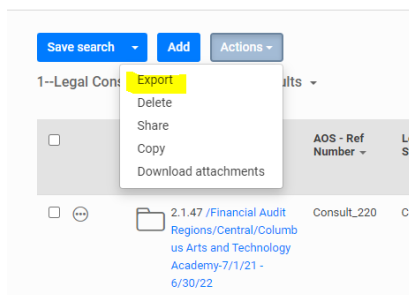
**Step 1-** Navigate to “All Closed Consults”



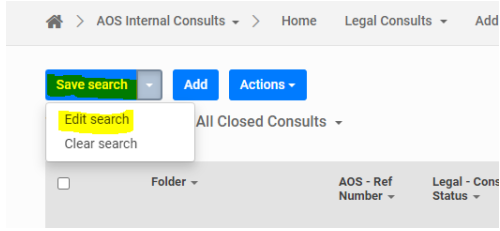
**Step 2-** Type key words in the quick search



**Step 3-** You can scroll the results on the page or export the results into an excel file to filter and search the results.

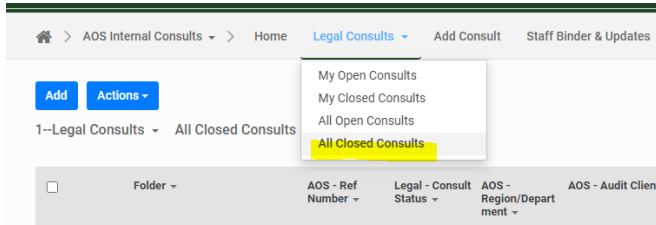


**Step 4-** You edit the search or save the search results for later.

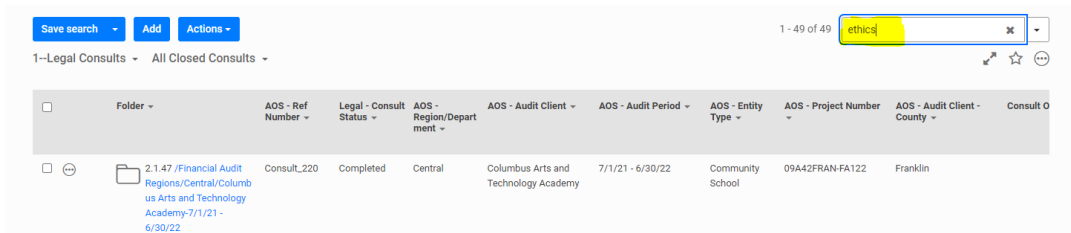


## Advanced search all closed legal consults

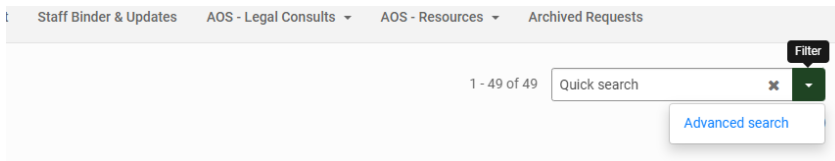
**Step 1-** Navigate to “All Closed Consults”



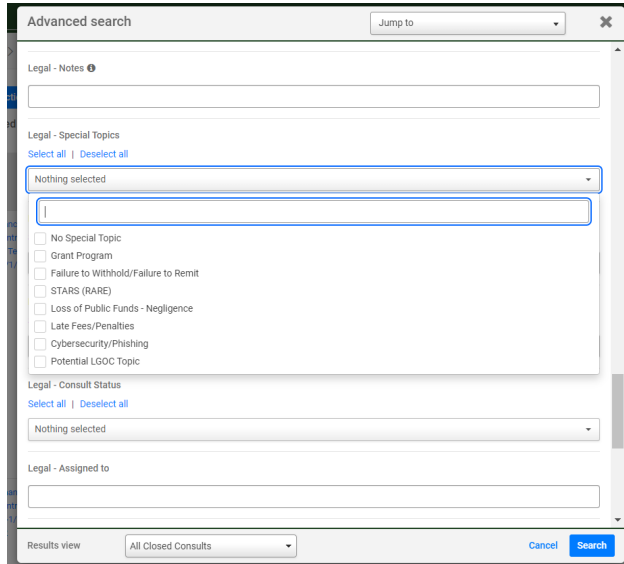
**Step 2-** Type key words in the quick search



**Step 3-** Select the drop down arrow and select “Advanced Search”

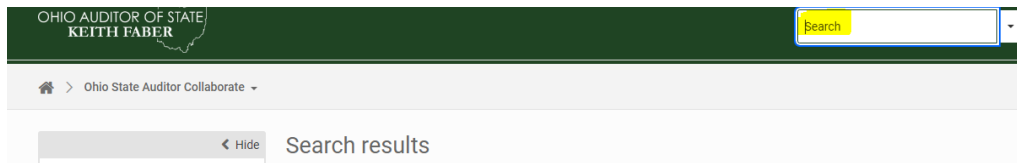


**Step 4-** Select the fields you want to use to filter the search results, and select “Search”

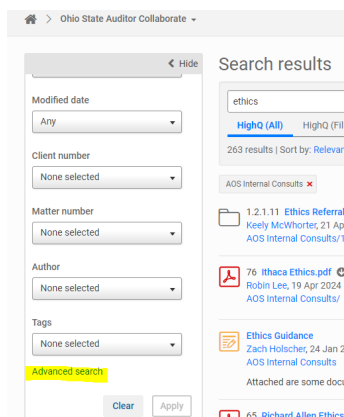


Search the entire site

**Step 1-** Type key words or search words in the search banner



**Step 2-** To further filter results, click “Advanced search”



**Step 3-** type additional search terms and click Save

Advanced search

Any of these words ⓘ

ethics

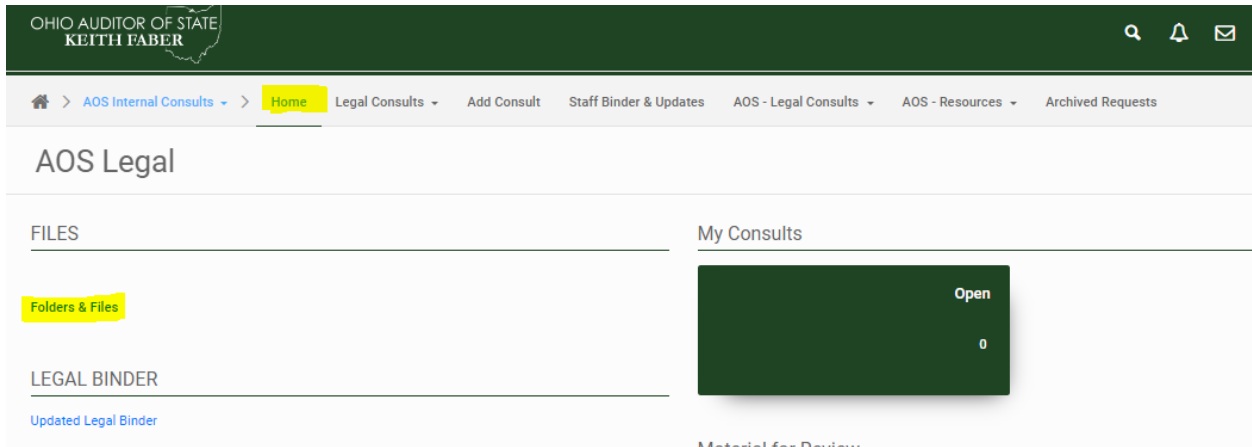
All of these words ⓘ

Exclude these words ⓘ

Title

# How to access folders and files

**Step 1-** Navigate to the AOS Legal Homepage, click “Folders & Files.”



**Step 2-** Navigate the folders

- 📁 AOS Internal Consults (170)
  - 📁 1 AOS Departments (2)
    - ▶ 1.1 CFAE
    - ▶ 1.2 DAST
    - ▶ 1.3 DITA
    - ▶ 1.4 Legislation
    - ▶ 1.5 LGS
    - ▶ 1.6 MCA
    - ▶ 1.7 Miscellaneous
    - ▶ 1.8 OPT
  - 📁 2 Financial Audit Regions
    - ▶ 2.1 Central
    - ▶ 2.3 Northeast1 (1)
    - ▶ 2.4 Northeast2
    - ▶ 2.5 Northwest
    - ▶ 2.6 Southeast (1)
    - ▶ 2.7 Southwest
    - ▶ 2.8 State
    - ▶ 2.9 West1
    - ▶ 2.10 West2