Operation's Manual

Getting Started

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Thank you, for choosing to use LeagueLoch v1.1r2a. The author's file navigator and file management system.

This program has been created using a name only for the purpose of reference and it has not and will not be advertised for commercial use. It's only purpose for it being created was so that the author and the authors legal team can manage his/her legal appeal case against his/her sentencing and conviction. The program's sole purpose and design helps the author to be informed of the progression of his case without having to face 2 face lengthy legal meeting's.

This program has only been created for the sole purpose for the management of the authors legal appeal case against his/her sentencing and conviction.

Please note, the use of this USB, which includes all of the authors software and all of his legal paperwork, is only to be used by an authorised legal representative for the management of the author's legal appeal case.

Please also note, the responsibility of the use of this USB/disk, rests with the end-user, which includes the use of the software and the data. Any lose of data or damage caused by it's use rests solely with the end-user.

Use At Your Own Risk !!!!

LeagueLoch v1.1r2a. has been programmed to run from the USB drive only. Although, the data held on this disk can be manually backed up to your hard-drive. This program was originally written to be used as a stand-alone program and only for the purpose of the authors Legal Appeal. LeagueLoch, will start-up in MODIFY mode.

The authors assigned Solicitor has no obligation to use this software, it's only purpose is for the author to track/manage the progress of his/her own Legal Appeal.
He/she will be regularly phoning the Solicitor and asking for updates/progress, so that he/she can log the response !!!!

You will be supplied with 1 authorisation code per disk, any additional disks will be issued with a different authorisation code. This authorisation code has been deliberately created to be more complex due to the fact that it is a combined username/password !!!!

The original LeagueLoch program was going to be multi-user, but the author decided that it was only to be used on his/her appeal case and to only be associated with his/her own USB's.

The authorisation code can be shared and used by the assigned legal team only, that's been assigned to over look the authors Legal Appeal Case.

> Please do not share any of the data held on this USB/disk, without the written permission by the author. < >>>
Especially the CPS !!!! <<<

Once LeagueLoch v1.1r2a, has loaded, you will be greeted with the following login screen.

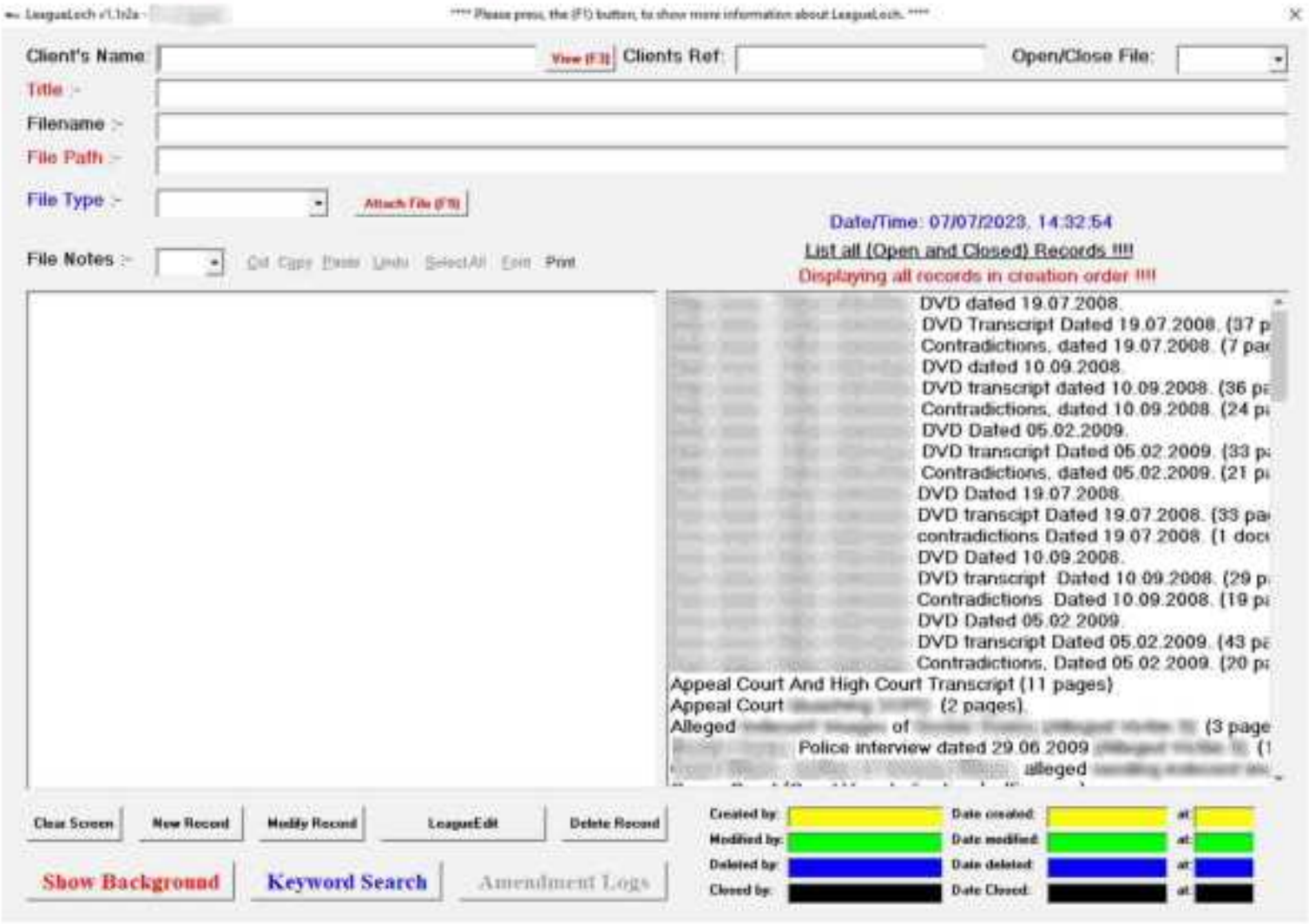
Firstly, you will need the supplied authorisation code, which is normally located on the last page of the instruction manual.

Once you have entered the authorisation code, you must click onto the authorisation Button and then you will be taken to the main screen.

LeagueLoch's main screen looks as follows :-

Main Screen

You should be greeted with the following screen:-



From the main screen you have , the clients field (the name of the client), view clients contact details (button), clients ref (this has already been set for the authors reference, although, in modify mode this can be changed), open/closed record (closing the record once your finished with working on it !!!!), title/description of the file you want to attach, filename/file-path (is selected from the attach button, this is only required if a new record is to be added or the original file has changed), file type (document,video and dummy. Record type !!!!), File notes yes/no (putting a yes into this field, saves all notes typed into the case notes field, a no will result in the notes not being saved.)

The records list selection box, clicking onto the desired record once will load, the description/summary of that Record and by double clicking onto that record will load, the physical file.

You can also edit the record summary using an external word processor, either with your own favourite word processor, or by using the default editor, LeagueEdit. You can change this by just right clicking onto the LeagueEdit button and change the editor !!!!

LeagueEdit.exe (Leahueloch's Casenotes Editor).

Please note, when you are using an external text editor, you must use the save option within the text editor to save the changes. After you have finished and have closed the text editor you will see a message asking you to click the (ok) button. This will inform LeagueLoch that you are finished and then it will update the database !!!!

When using LeagueEdit, it's been programmed to automatically update LeagueLoch's database . Just by clicking on to the save/exit button. You can also edit/cross reference multiple records by using LeagueEdit.

New Records button, this adds a new record. Make sure that all of the fields have been filled !!!!

Modify records button, modifies all of the fields, excepting the records title field. You need to be in Admin mode.

(Or, you can just Delete the existing record and then create a New record !!!!)

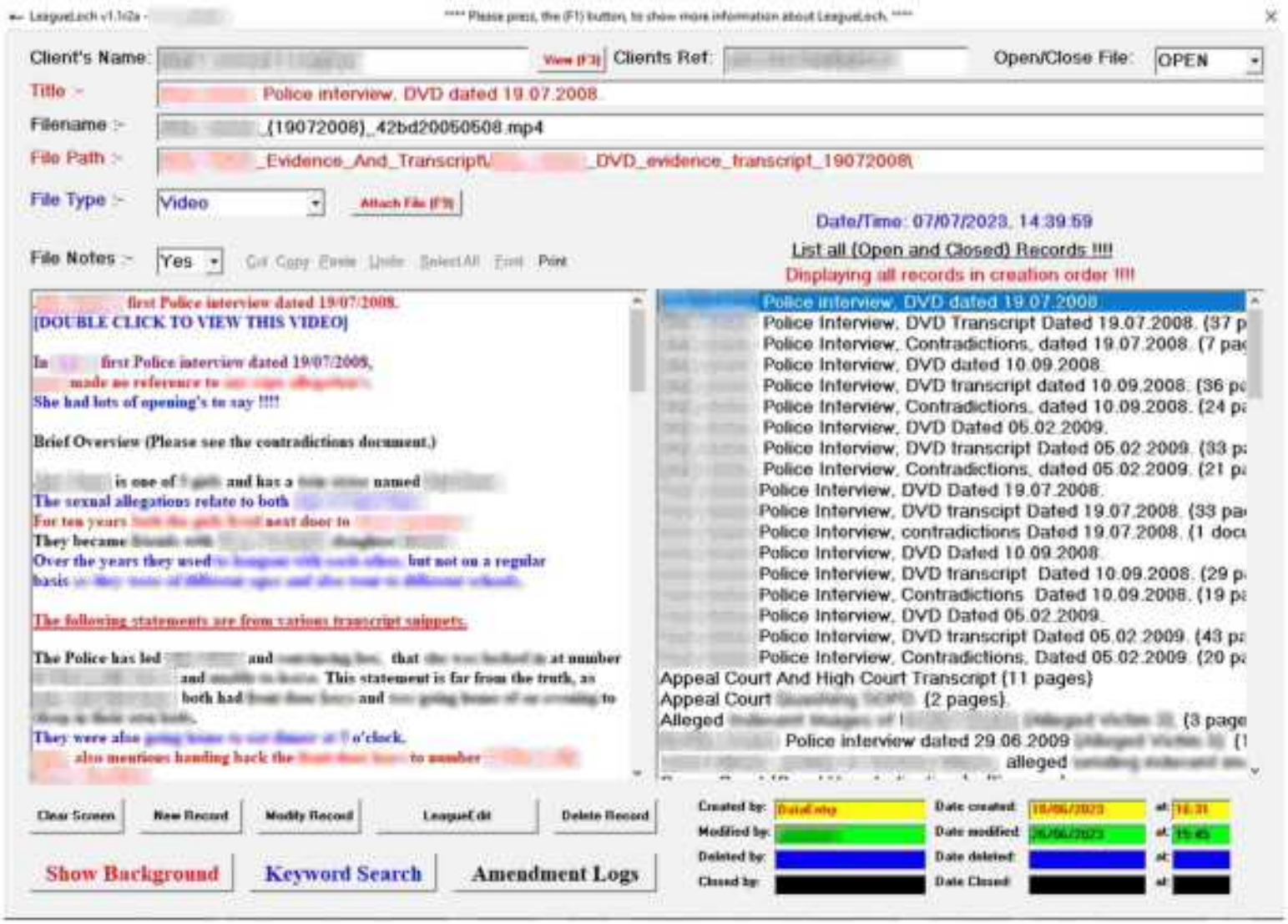
Delete Records button, only ear-marks the record as deleted, its not actually deleted !!!!

Show Background (button, loads up the default file name :-

Defendant_CoDefendant_Alleged_Victims_Backgrounds.pdf

If you want to use your own background file, you can either modify it, rename it or delete it !!!!

You can also create your own background file, by saving it as either, background.doc or background.docx

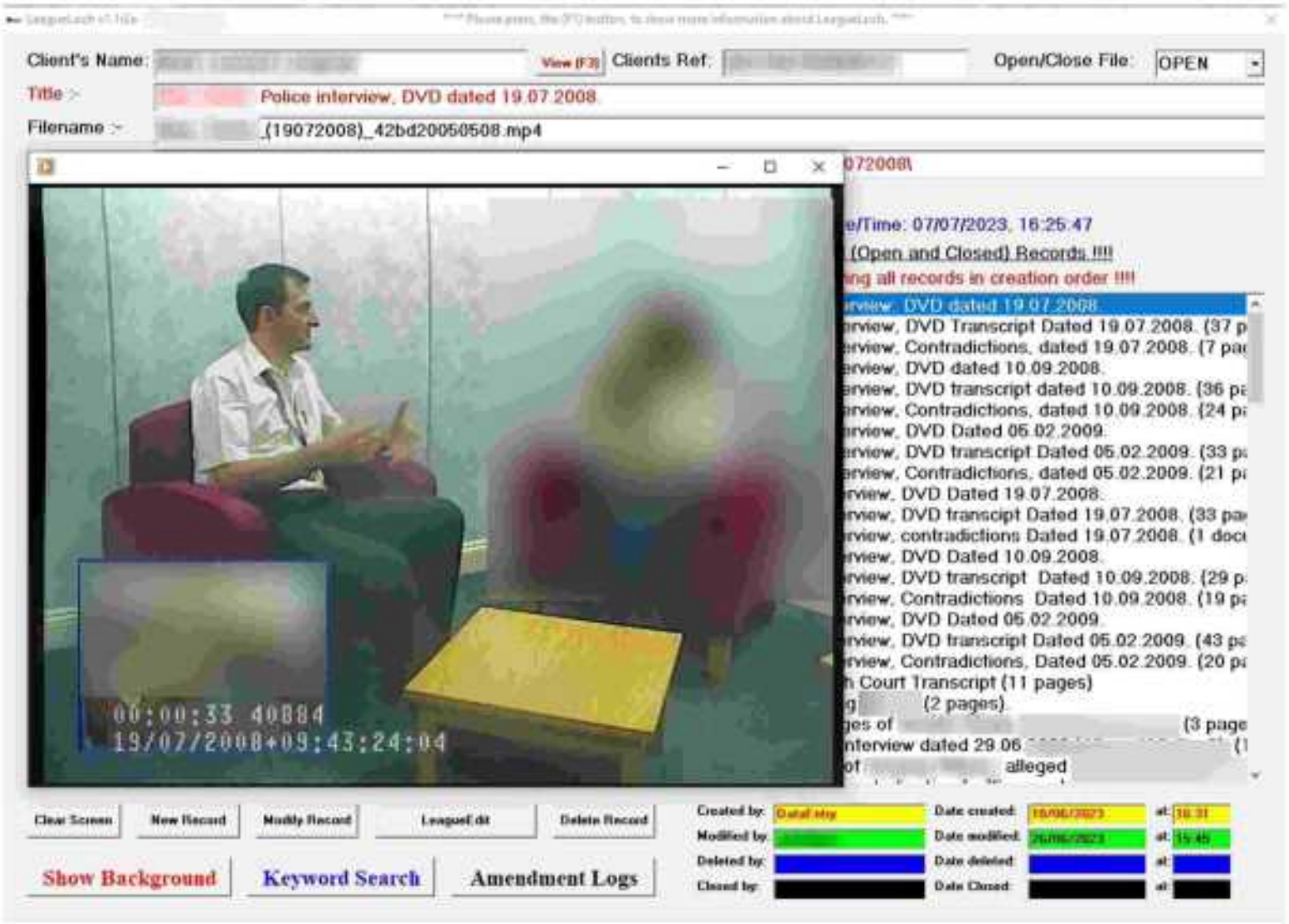


Clicking once onto the desired record will show, the file details and any file summary that may have been written !!!!

Please note that all of the records listed from this screen are shown in creation order (default), which will include, all open/all closed and all deleted records.

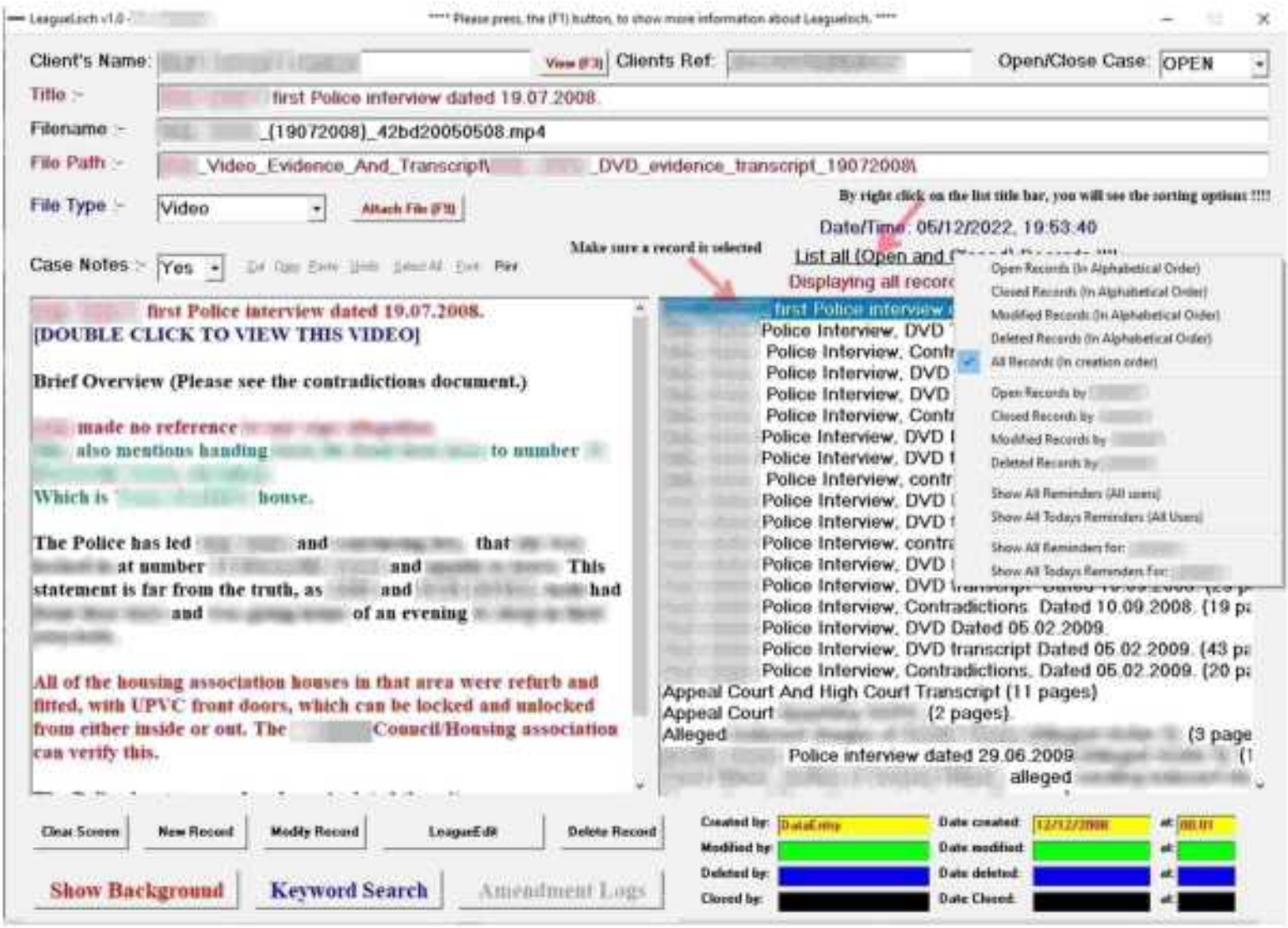
To change the listing type and to sort in alphabetical order, you will need to right click onto the List all (open/closed) Records !!!! heading label. This will be explained later on in the Operation's Manual.

You can also use to up and down cursor keys, to scroll up and down the records list. This will automatically load and display the records summary !!!!



By double clicking onto the desired record, will load the actually physical file !!!!
As you can see, I have used the same first file as an example. From the information gathered by using the single click and displaying the file details. You would have noticed that the first file, is a mp4/video file and by double clicking on it, you will load and view it in windows media player.

Displaying the records in an alphabetical order !!!!

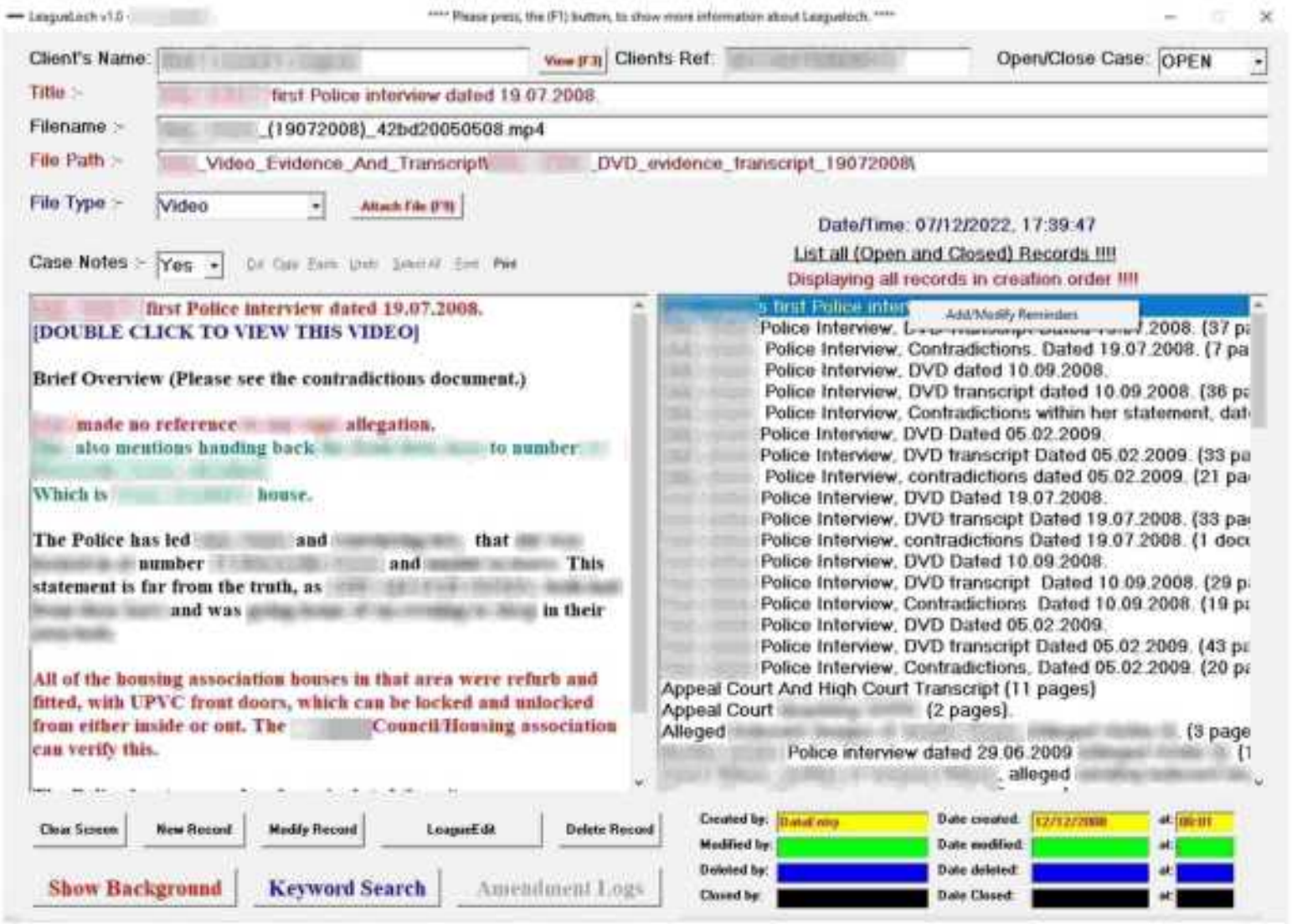


You can display the records in an alphabetical order, by right clicking onto the list title bar !!!!
(Please make sure, that you have either selected a record or populated the Clients Name/ Client's Ref Field's as these fields are used for the search criteria).

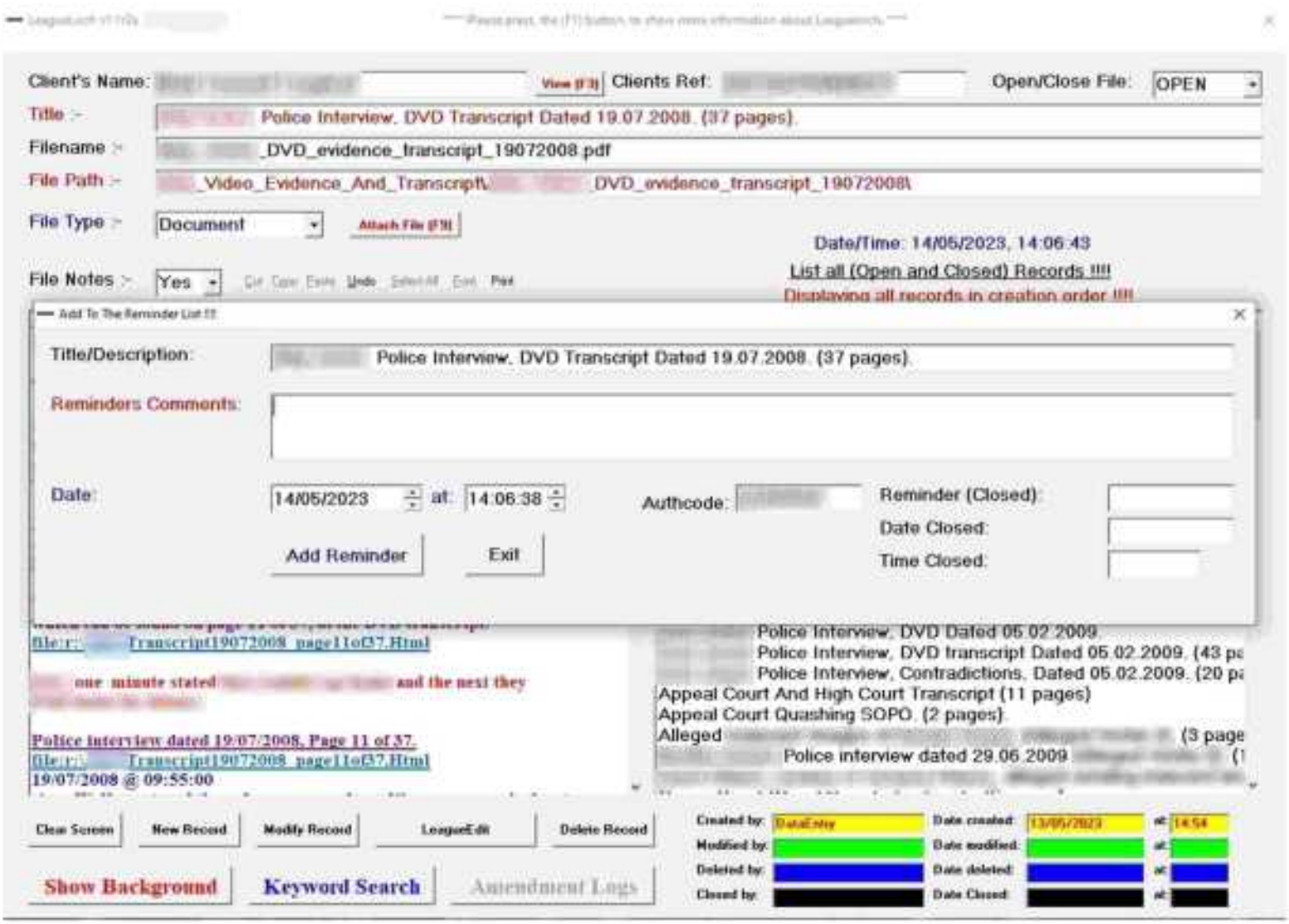
The main screen will remain the same, but the listing on the right hand side, would have changed.

You can now see, from the above pop-up menu, the available sorting options. These will help you to sort and manage the files !!!!

Adding a reminder to a record !!!!



To add a reminder to a record, you must first select the record by clicking on it once to highlight it and then you must right clicking on it, to bring up a second pop-up menu. This menu will give you the option to add a new reminder or to re-schedule an existing one !!!!

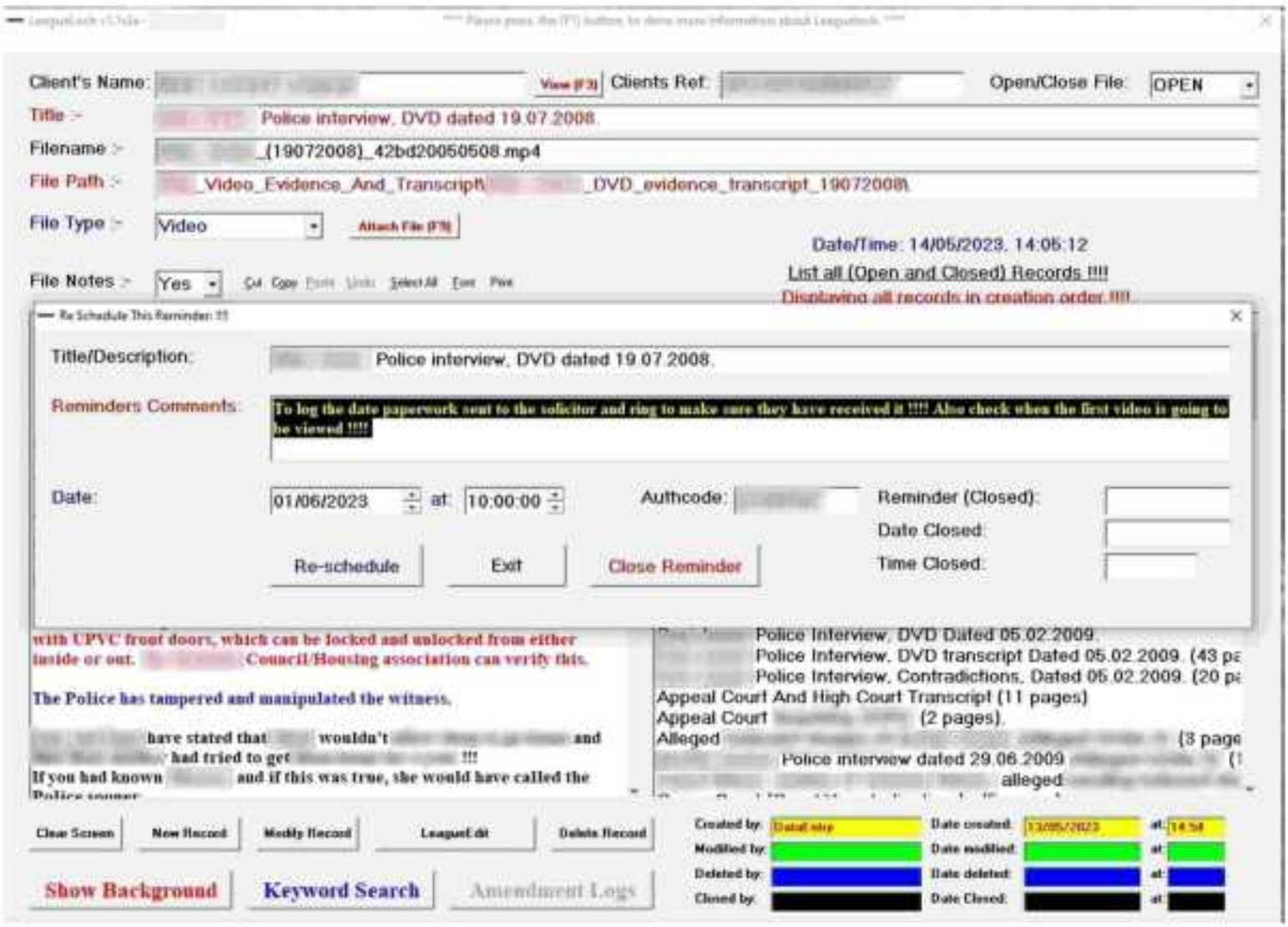


To add a reminder to the selected record, select the time and date you wish to be reminded and then click onto the Add Reminder (button).
If you wish not to add a reminder, but wish to leave, just click onto the exit (button).

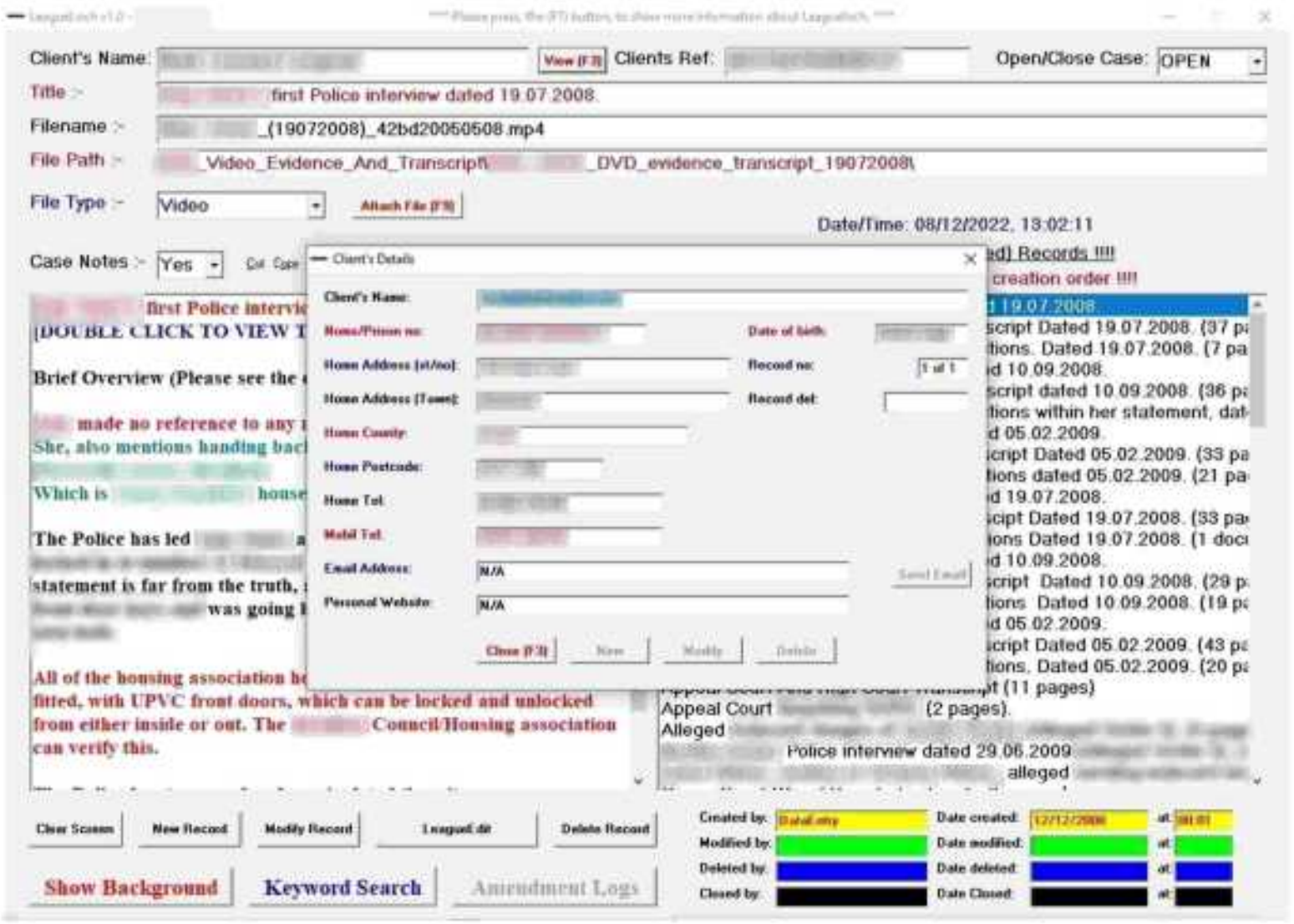
If there is an existing reminder for that selected record, the add screen will change to a reschedule screen. On this screen you can either re-schedule it or you can close it.
If you wish to leave without changing the existing reminder, just click onto the exit (button).

When you are typing in your reminder comments, it will automatically check your spelling !!!!
Any miss pelt words, they will be highlighted by a red squiggly line and to correct the spelling just simply right click !!!!

Please note that adding a reminder to a record will only add that record to the reminders list. It will not automatically display it on start up.
On a daily basis you will need to check your own reminders list and manage it from there !!!! LeagueLoch was only created for the end-user to manage the authors Legal Appeal case from the supplied USB /DVD !!!!
It wasn't created for a multi-user environment using a shared drive. !!!!
Please note that the reminder list(s) isn't a replacement for the end-users self reminding mechanism's, such as Windows sticky notes or the good old fashion post-it notes.
The LeagueLoch's reminder list(s) has been only designed so that the end-user can be reminded to finished off any vital record summary updates, such as evidence references/ document links etc.



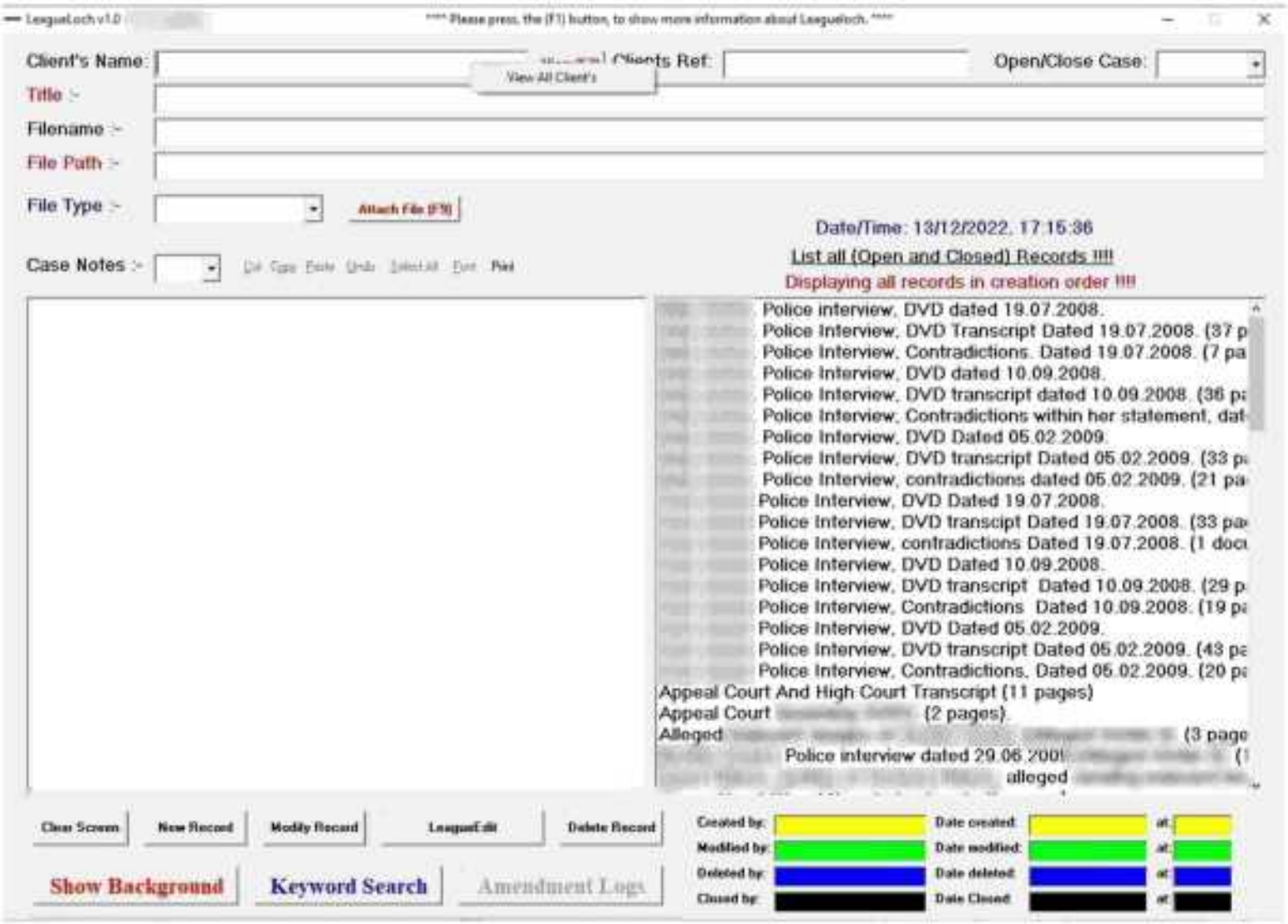
The above screen shot shows the re-scheduling screen with an existing reminder. When you are typing in your reminder comments, it will automatically check your spelling !!!! Any miss pelt words, will be highlighted by a red squiggly line and to correct the spelling, just simply right click !!!!



To view a client's contact details, you must first, either select a record, which will automatically populate the client's name field or you can type one in, if known !!!!

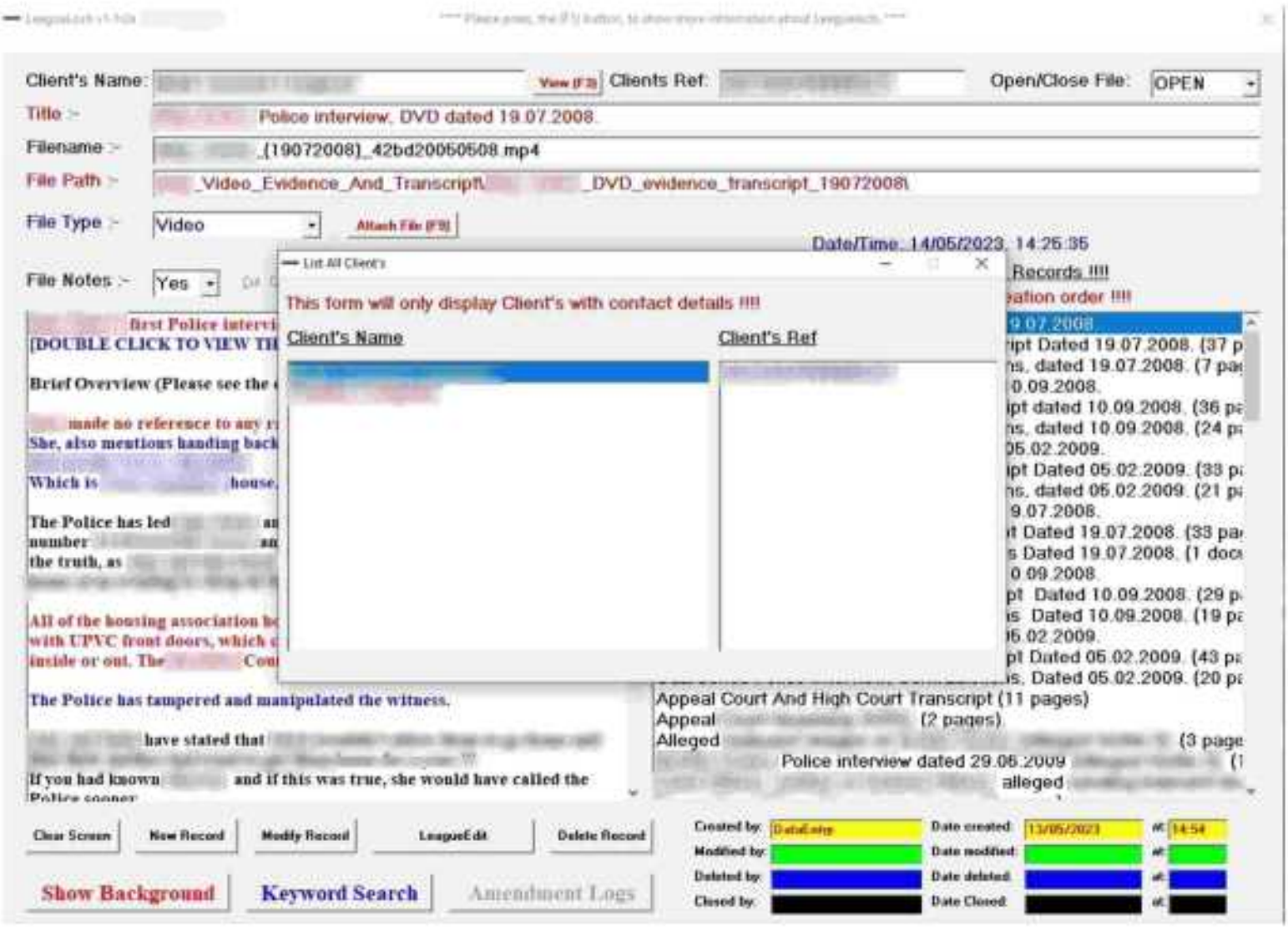
Once you have managed to populated, the Client's Name Field with a valid name, you can display their Contact Details, by either click onto the view button or you can alternatively, press the (F3) button.

If the client has an email address, then the send email button will become enabled. LeagueLoch, has not been programmed to send any emails/messages, whether, unsolicited etc. In fact the program is unable to send any messages.
LeagueLoch, will only load up your mail client software, such as Outlook etc. It then only passes the client's email address to it, saving time.



You can display all of the logged clients that have been entered into the contact details database. By right clicking onto the Clients Name field, this will bring up a pop-up menu with an option to view all clients held within its Client Contact Database and it's Client's Reference Database.
(This will only display clients that have been entered into the clients contact details database).
The defaults are the installation contact details and Client's Ref's.
You can add new Client references to his or to hers, which may help in managing the grouping of the record's being managed.

Once you have selected this option you will see the following screen !!!!



You will be greeted with a screen with the heading, List All Client's.

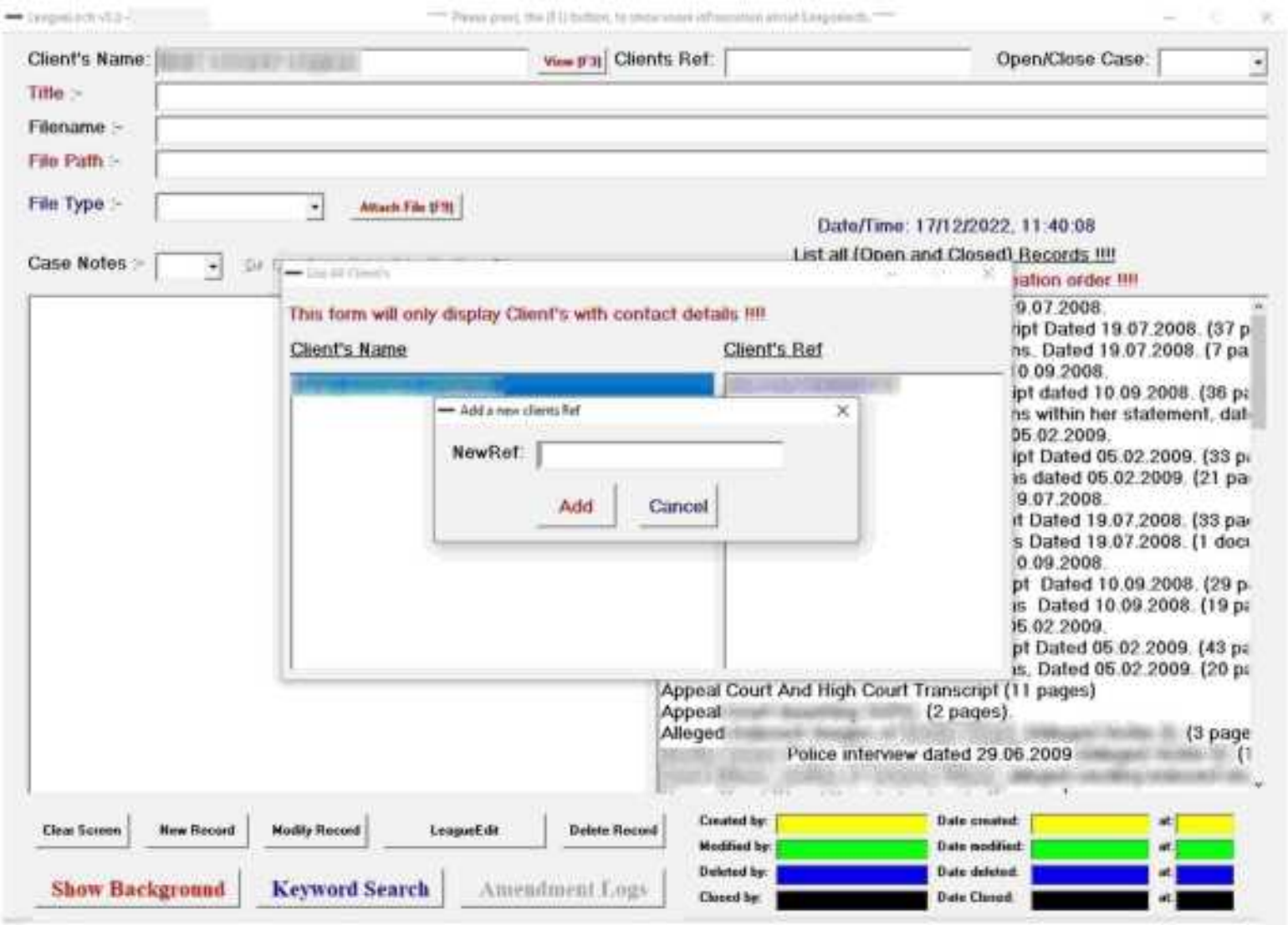
This screen will display all the clients that have been entered into the contact database.

Firstly, click onto the client's name that you require, this will then automatically placed it into the Client's Name Field in the main form's. It will then bring up their Client's reference.

Secondly, by clicking onto their Client's Reference, this will then automatically placed it into the main form's Client's Ref Field.

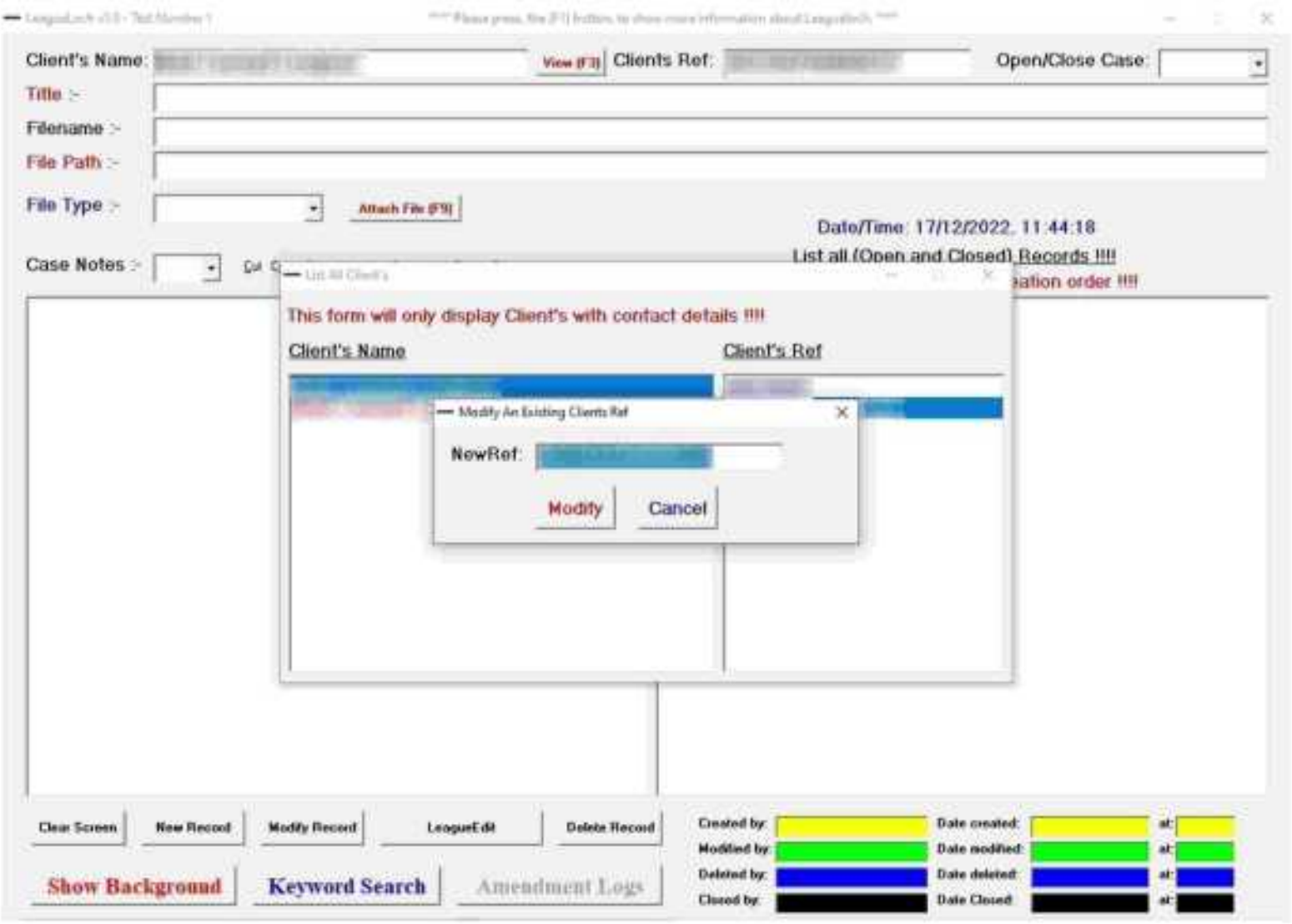
Double clicking onto the Client's Reference will also automatically placed it into the main form's Client's Ref Field, but it will also close the selection form.

If you right click onto the Client's Name, you will be greeted with a small menu. This menu will give you the chance to add a new Client's Reference to database !!!!

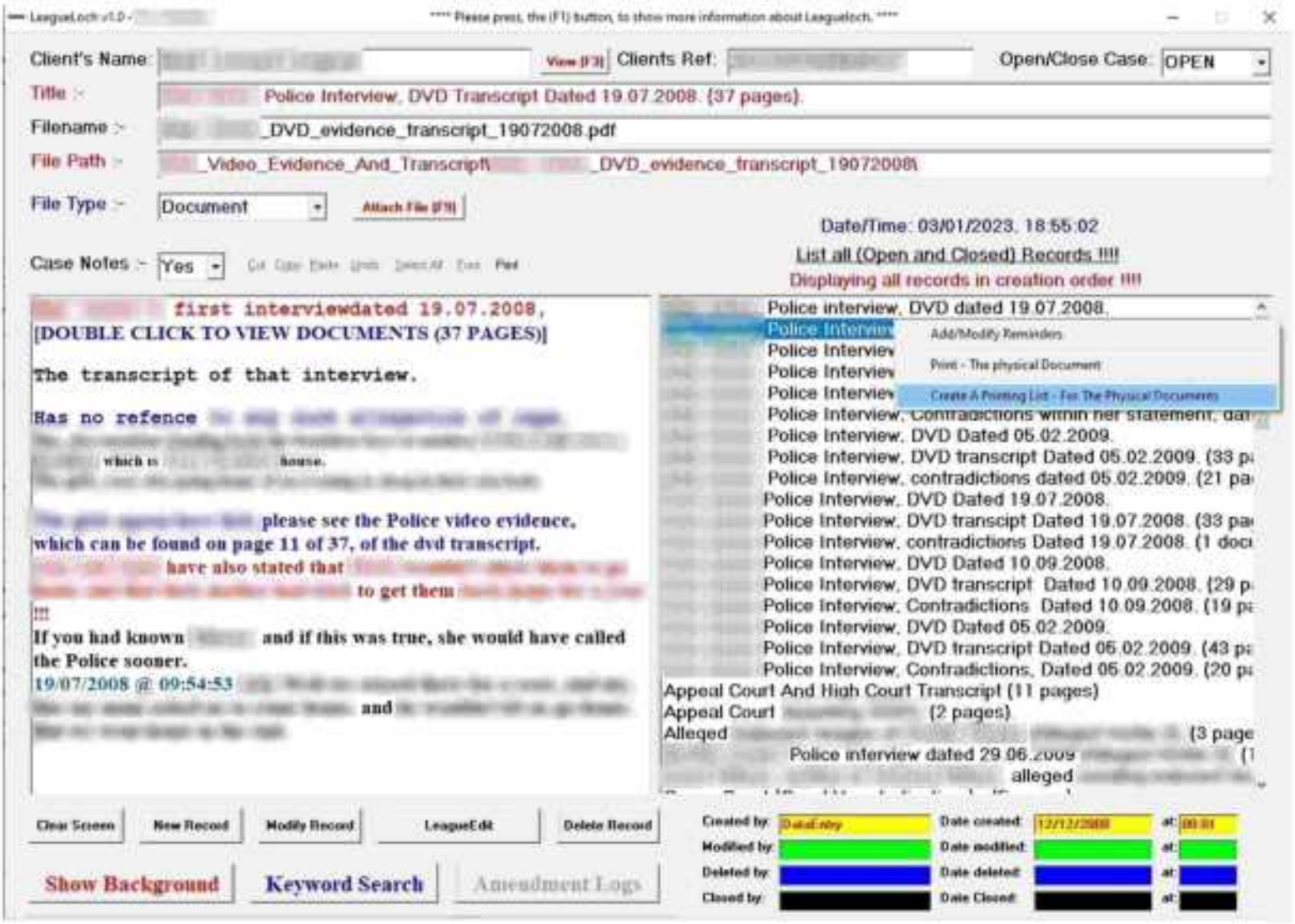


You can add a new Client's references from this screen. This is very important to LeagueLoch as it uses this as part of the search criteria when it's sorting the record's in alphabetical order !!!! (Please note that sorting any records, other than the default (all in open/creation order), requires the Client's Name and Client's Ref , to be entered for LeagueLoch to search with that criteria and Then put the results into alphabetical order !!!!)

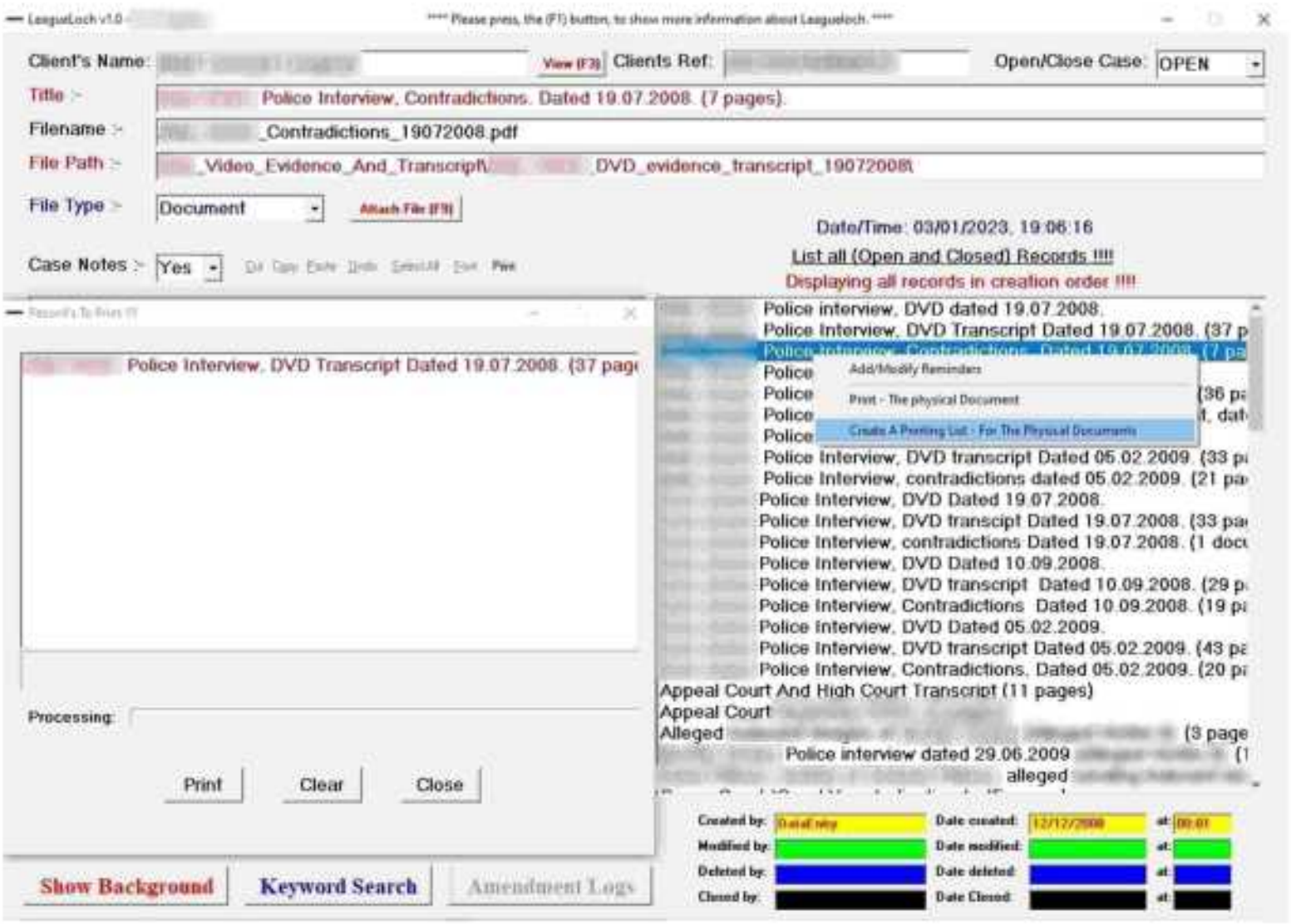
You can use this method by creating dummy references to group curtain record's !!!!



You can modify or delete the Client's References from here !!!!
(Please note that the default Client's ref can not be modified from here, it can only be modified from the Viewing, the Client's Contact detail's Form, by pressing (F3) on the main screen !!!!)
For this operation, you will need to have the required permissions.

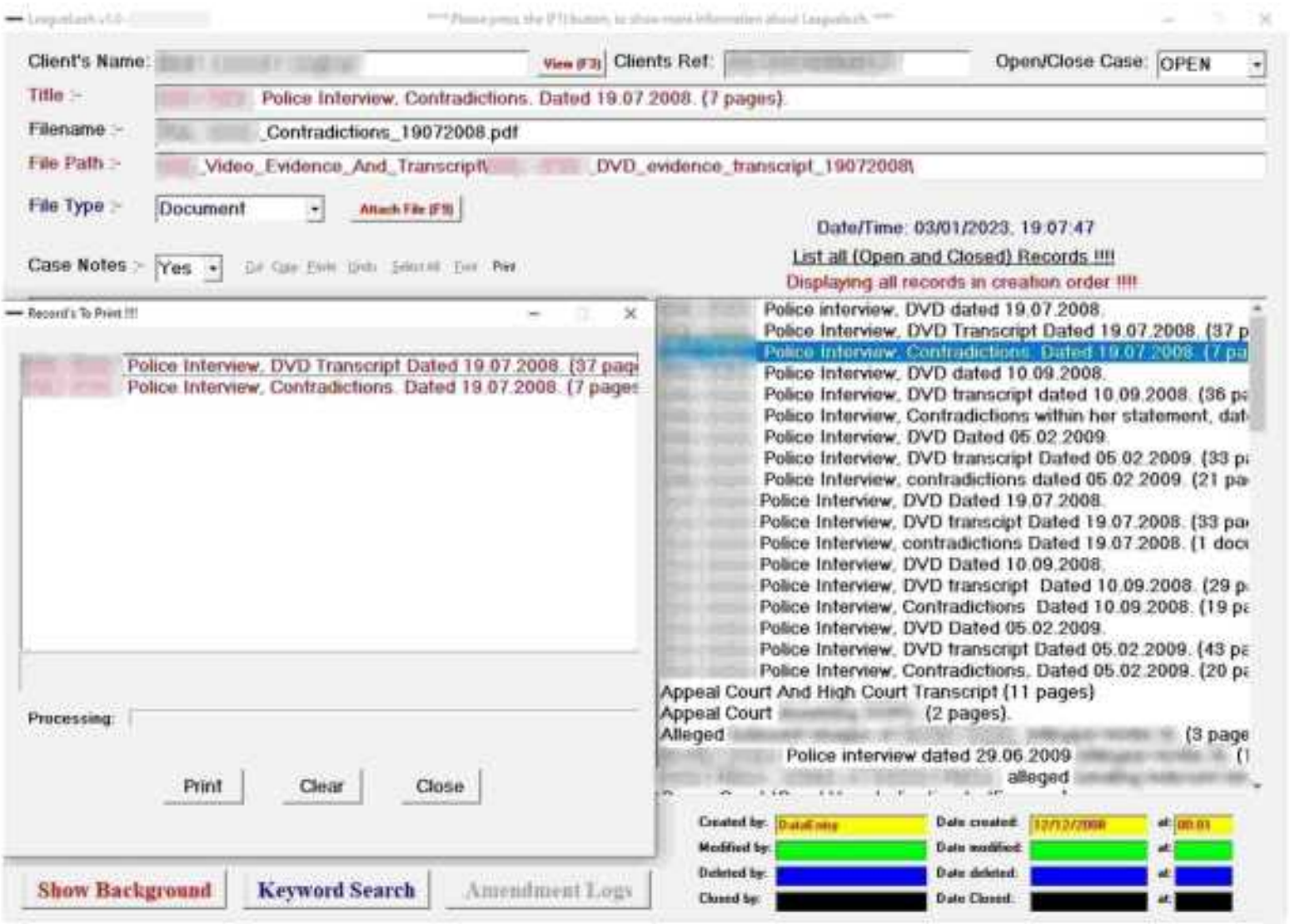


Once you have selected the desired Record with the physical file that you want to print. You can add this to a print list by first right clicking on that record and then selecting the option, create a printing list. This will bring up another screen as shown below:-



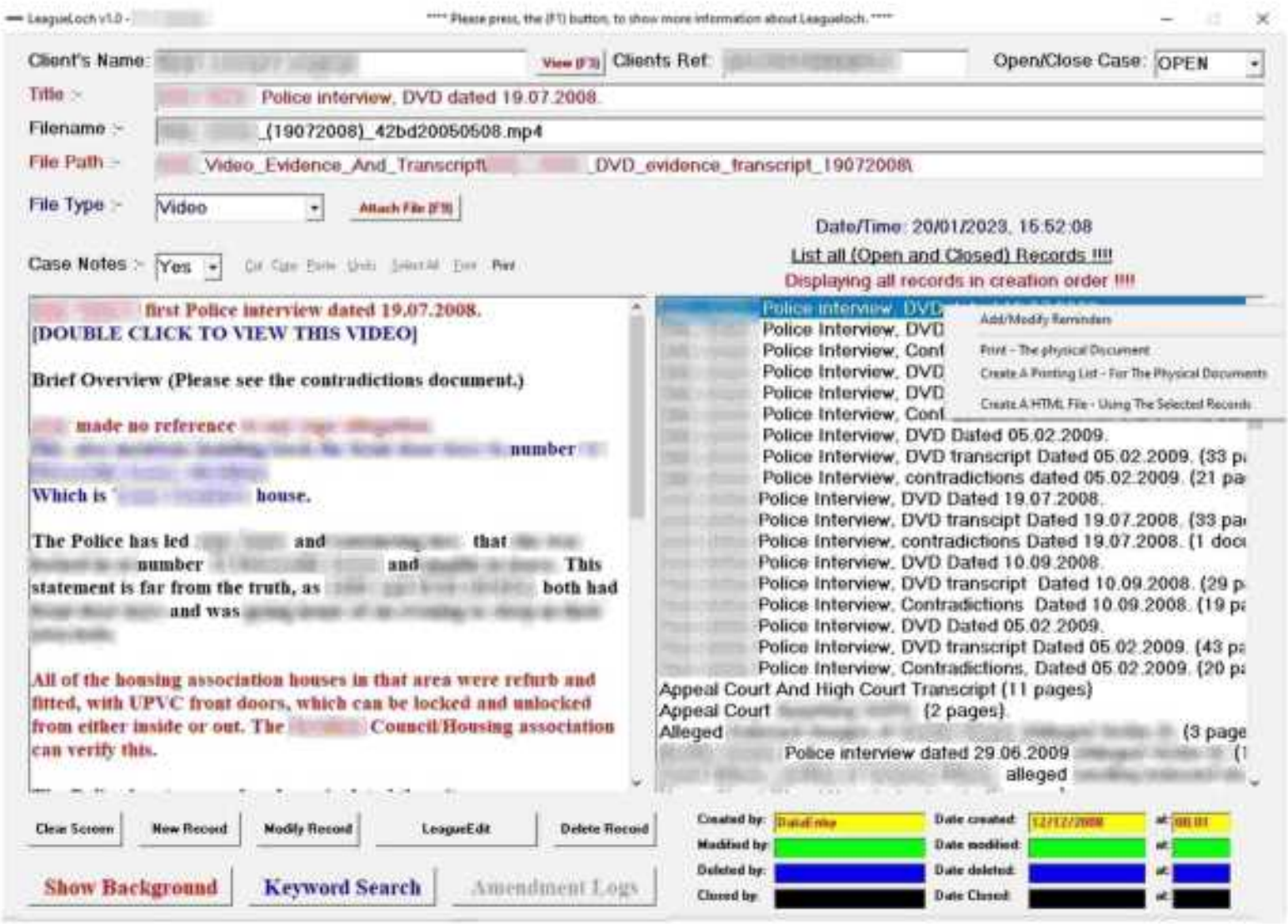
Each time you select a record and you right click and select the create a printing list option, it adds new records to be printed to the list.
Please note, that you don't have to close the print list screen, you can just click on the desired record to add to the list !!!!

Adding a second or third record is achieved by you just repeat the above.
Please see the following screen:-

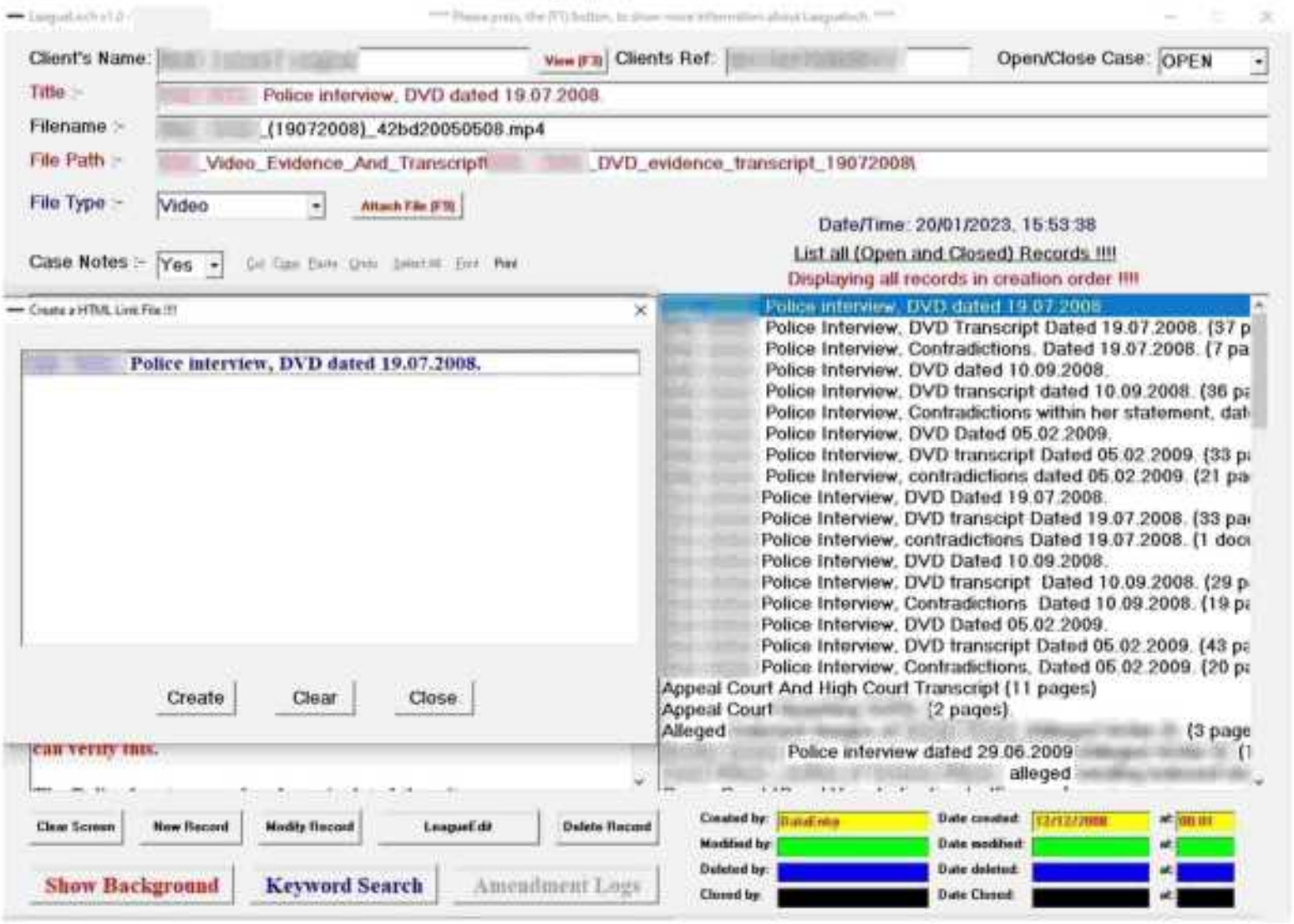


Without the need to close the print list screen, you can add more and more records to your print list, just by following the above steps.

Create a HTML linking list.



You can Create a HTML linking list, by selecting the Create A HTML File option.



With the create HTML File option. You can create a single HTML file, with a list of selected record's and their associated case notes/summaries.

This will convert the record's information into a usable HTML file.

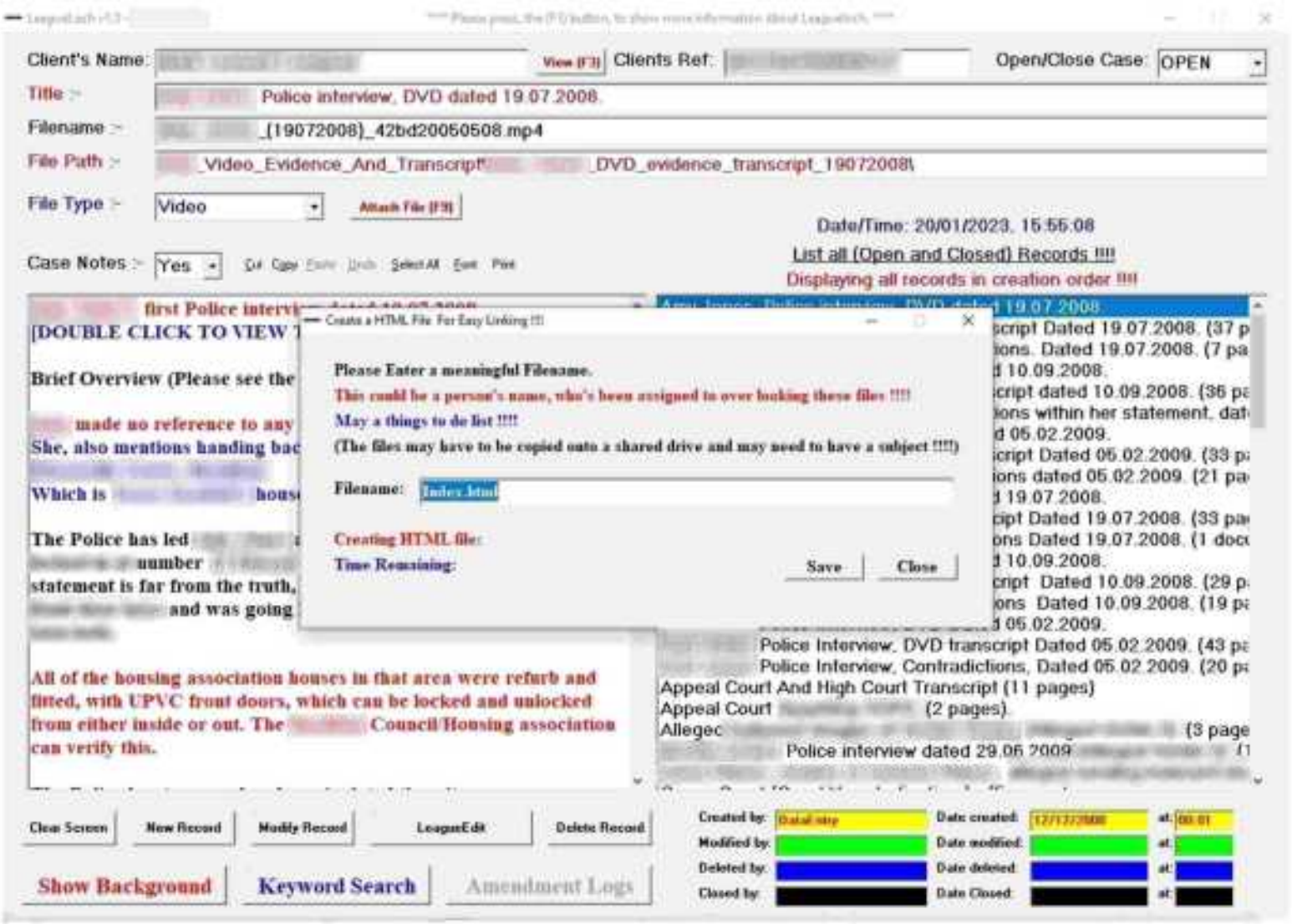
This file can be used for in document links or even when exporting the USB's data to another.

Very useful when sharing the data to another person to view !!!!

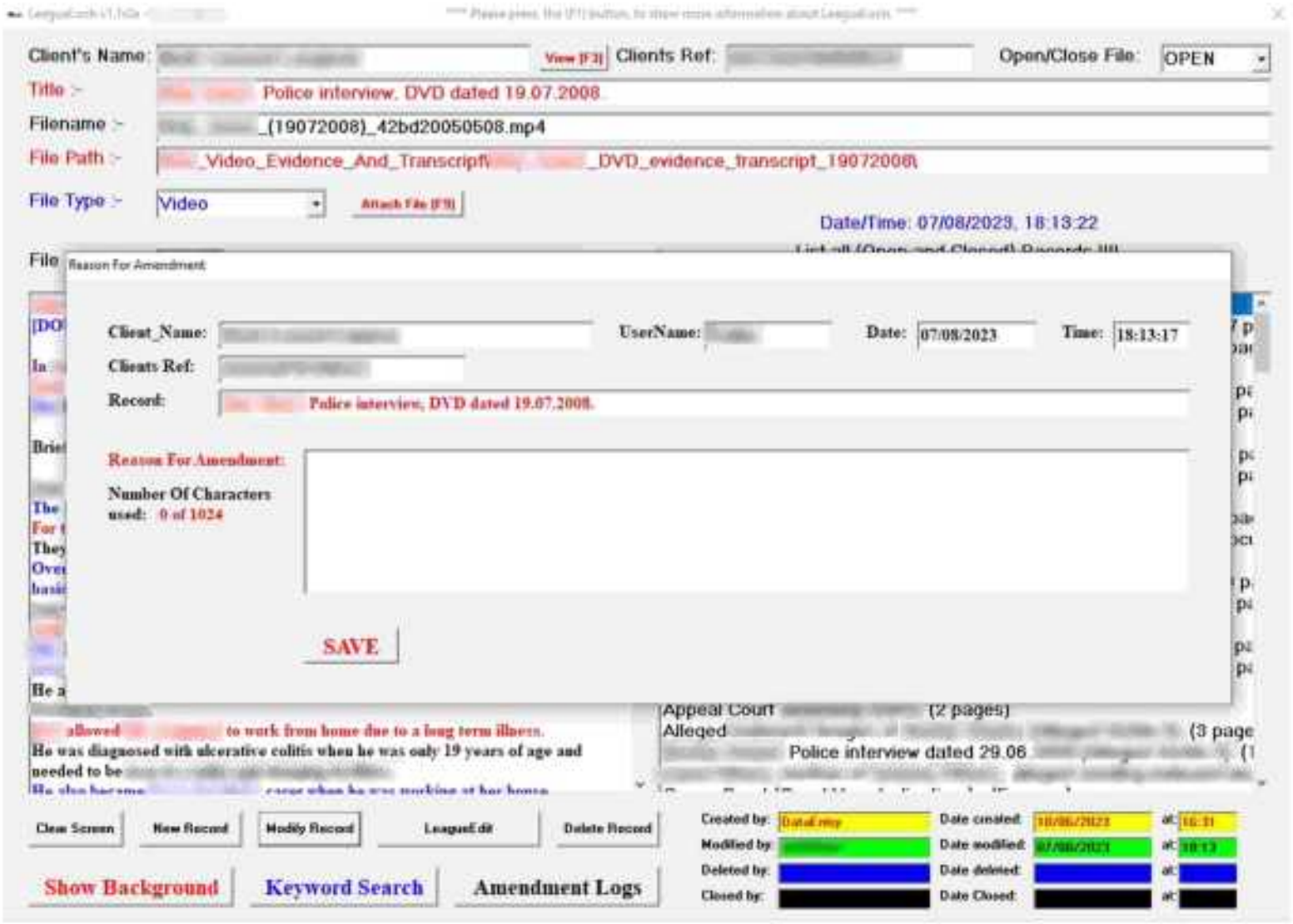
(Choosing the right filename will allow you to categorise that list !!!!)

To export the created HTML files and the USB's legal data, use the copy files option at the top of the disclaimer screen.

This option will only be enabled after you have agreed that you are responsible for the handling and sharing of the author's Legal data.
The USB/USB contents/data, can only be shared with the author's, authority !!!!



From The Save HTML File Screen You Can Choose A Meaningful Filename.
(Choosing The right Filename Will Allow You To Categorise That List !!!!)
You Can Use A HTML Editor To Edit The File !!!!

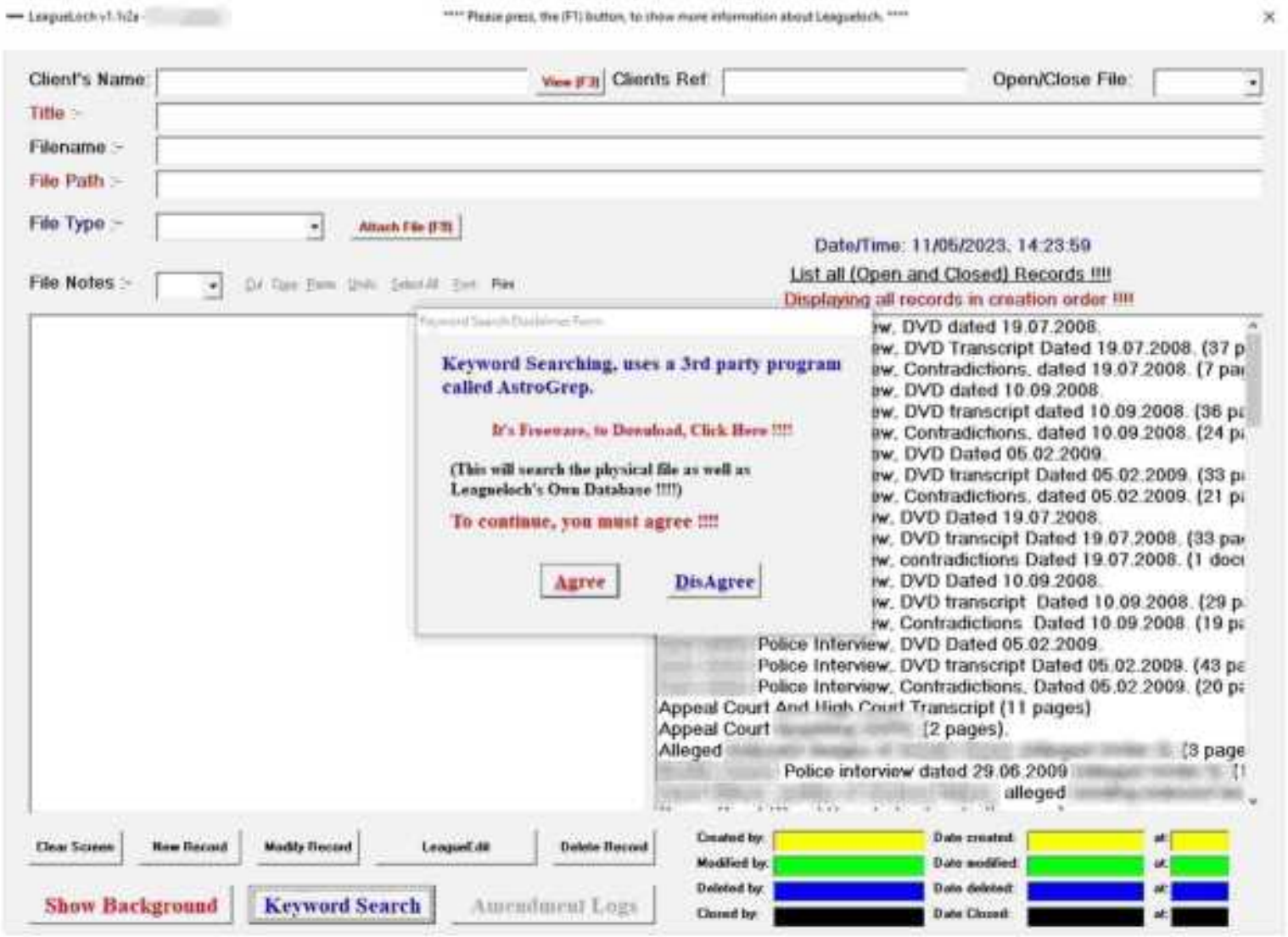


Once you have modified a record you will be taken automatically to the above screen !!!!
(You can easily disable this option if it is not required, just by renaming or deleting the file named Logamendments.txt)

Please also note that the reasons for the amendment reasons field to have been limited to 1024 characters is only because these amendment reasons are logged into an Amendment file called "Amendment.csv".

This file can be viewed in Microsoft Excel using the character "~" as the column separator.

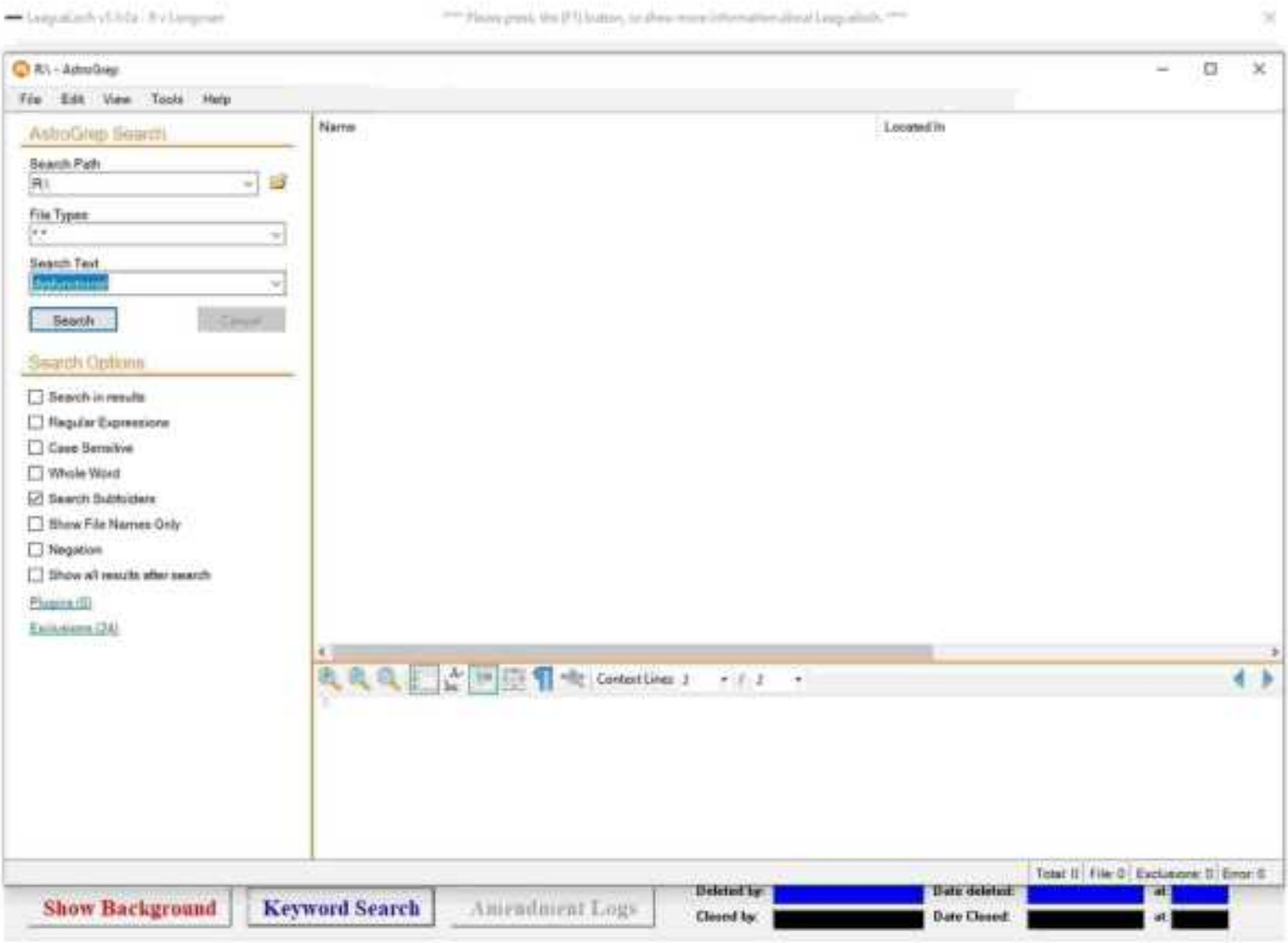
When you are entering the reasons for amending to the records case notes/summary, it will automatically check your spelling !!!!
Any miss pelt words, will be highlighted by a red squiggly line and to correct the spelling just simply right click !!!!



AstroGrep is a brilliant 3rd party keyword searching utility, it will search through all of your stored documents held on a given disk/directory.

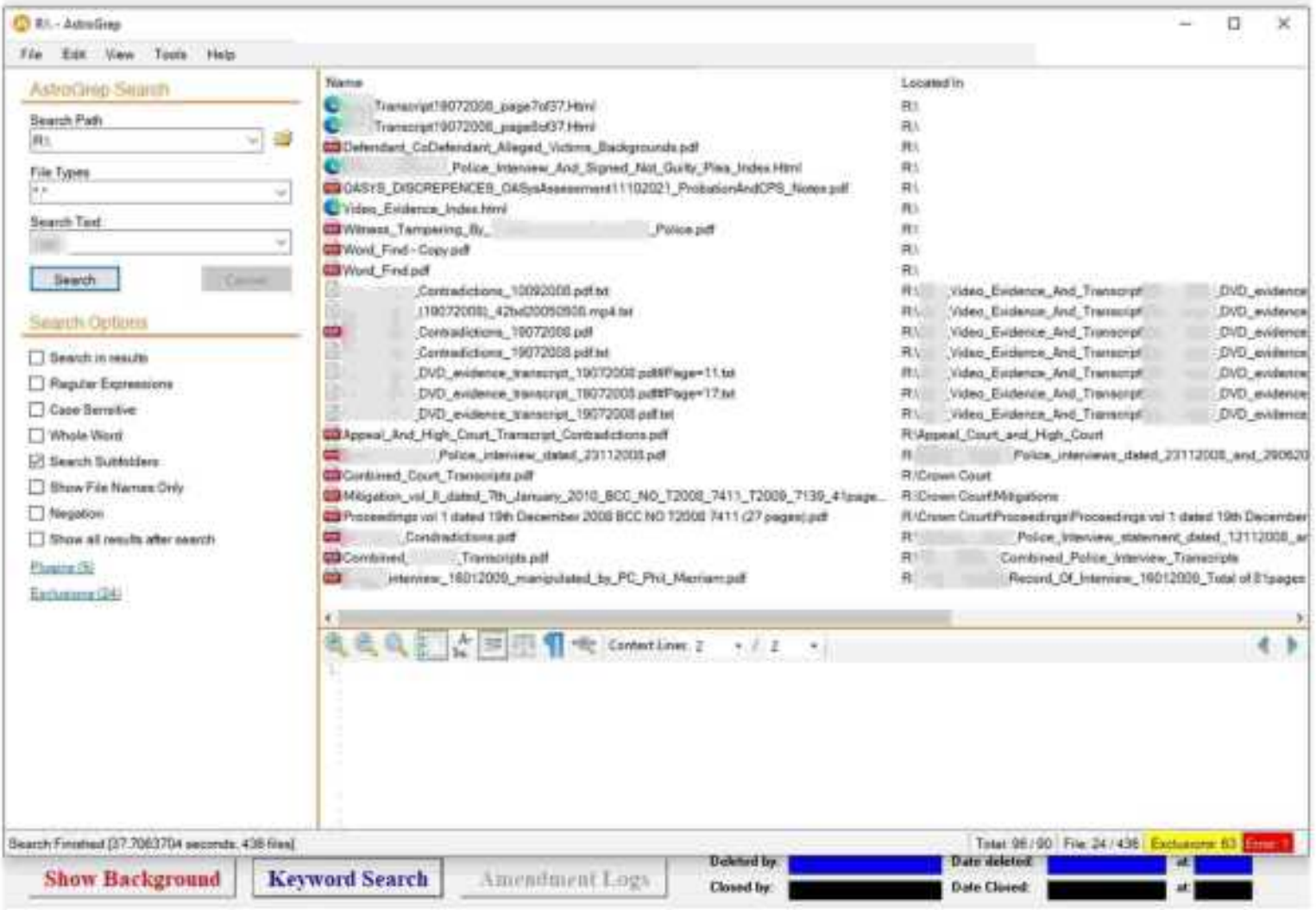
It is also good for searching through LeagueLoch's database !!!

(LeagueLoch, already has AstroGrep installed, just click the Agree button to use !!!!)



Once AstroGrep, has loaded, you will see the above screen !!!!
You can now change the drive and directory to which you want to search for keywords in your documents, although, it's been set as default, "R:\".
Just enter the text you want to search for and then click on the search button !!!!

Keyword search (Using AstroGrep to search records with any documents containing "[redacted]".



As can be seen from above, we have typed in "[redacted]" (For Example), so that you can see AstroGrep searching for the relative documents.

You will see a list of physical files that AstroGrep has found, they are shown as HTML/PDF and TEXT files.

By Clicking onto the desired file once you will be shown a preview/contents of that document in the bottom panel.

By Double Clicking onto a desired file, this will load and display the physical file.

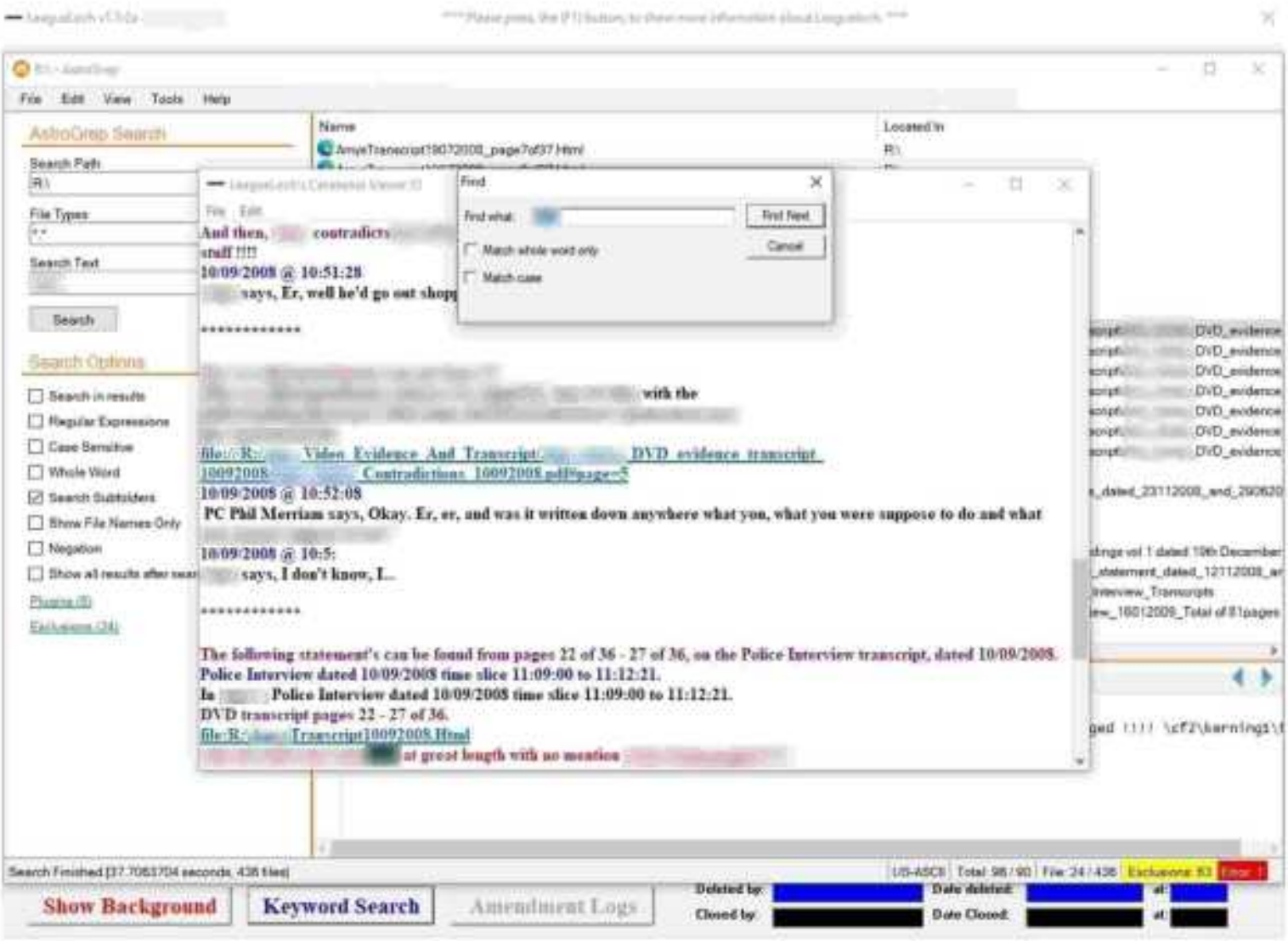
The AstrpGrep default settings for HTML/PDF's, is Microsoft Edge, but you can change this to you own favourite document viewer !!!!

All you have to do is go to the tools menu and then select options. From here choose the Text Editors, Tab.

If you have chosen a HTML/PDF, this will be displayed in Microsoft Edge.

If you have decided to select a TEXT file, these files are generated by LeagueLoch's database, they will be viewed by it's own viewer, LeagueViewer.

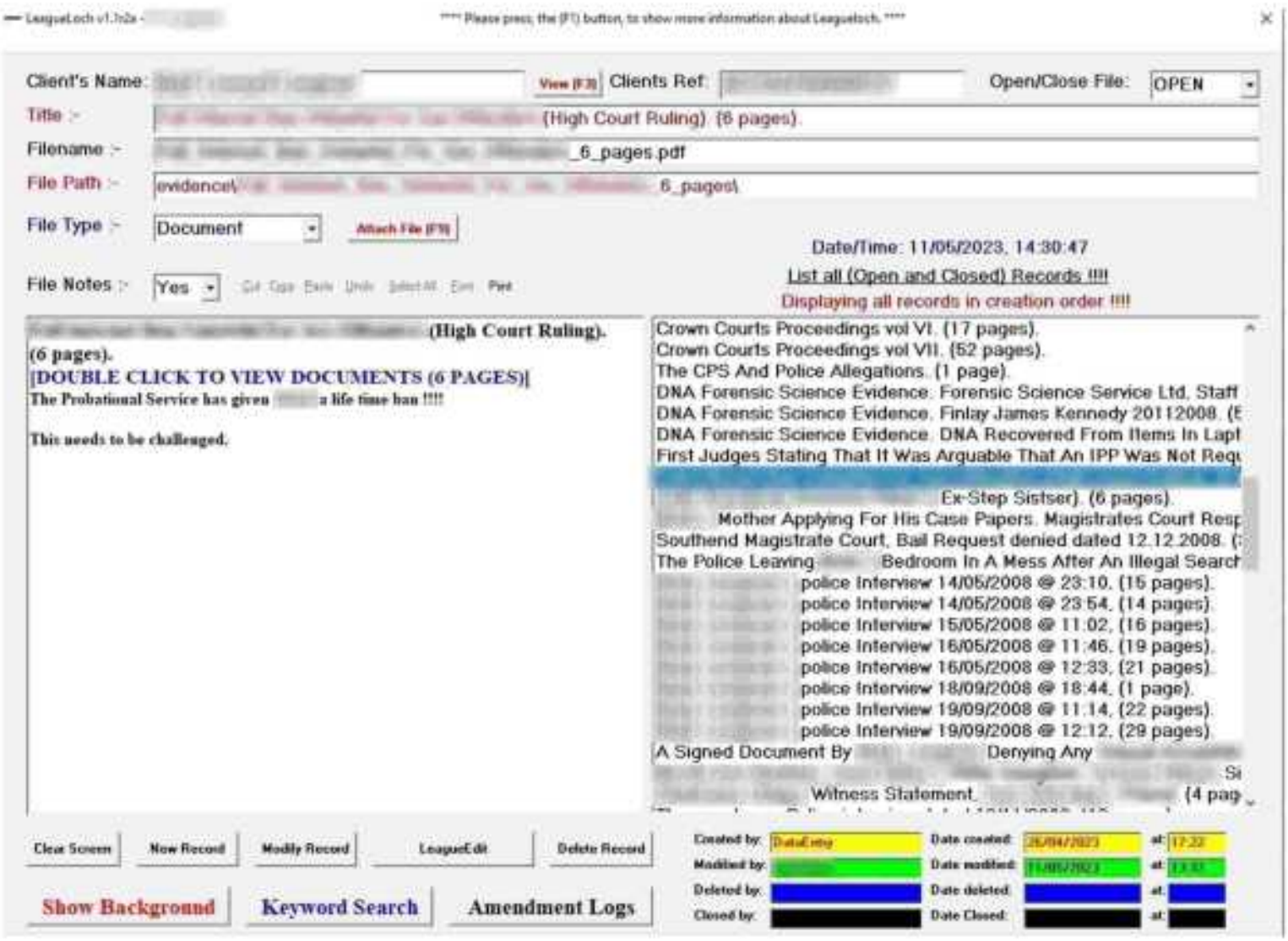
Please see next page.



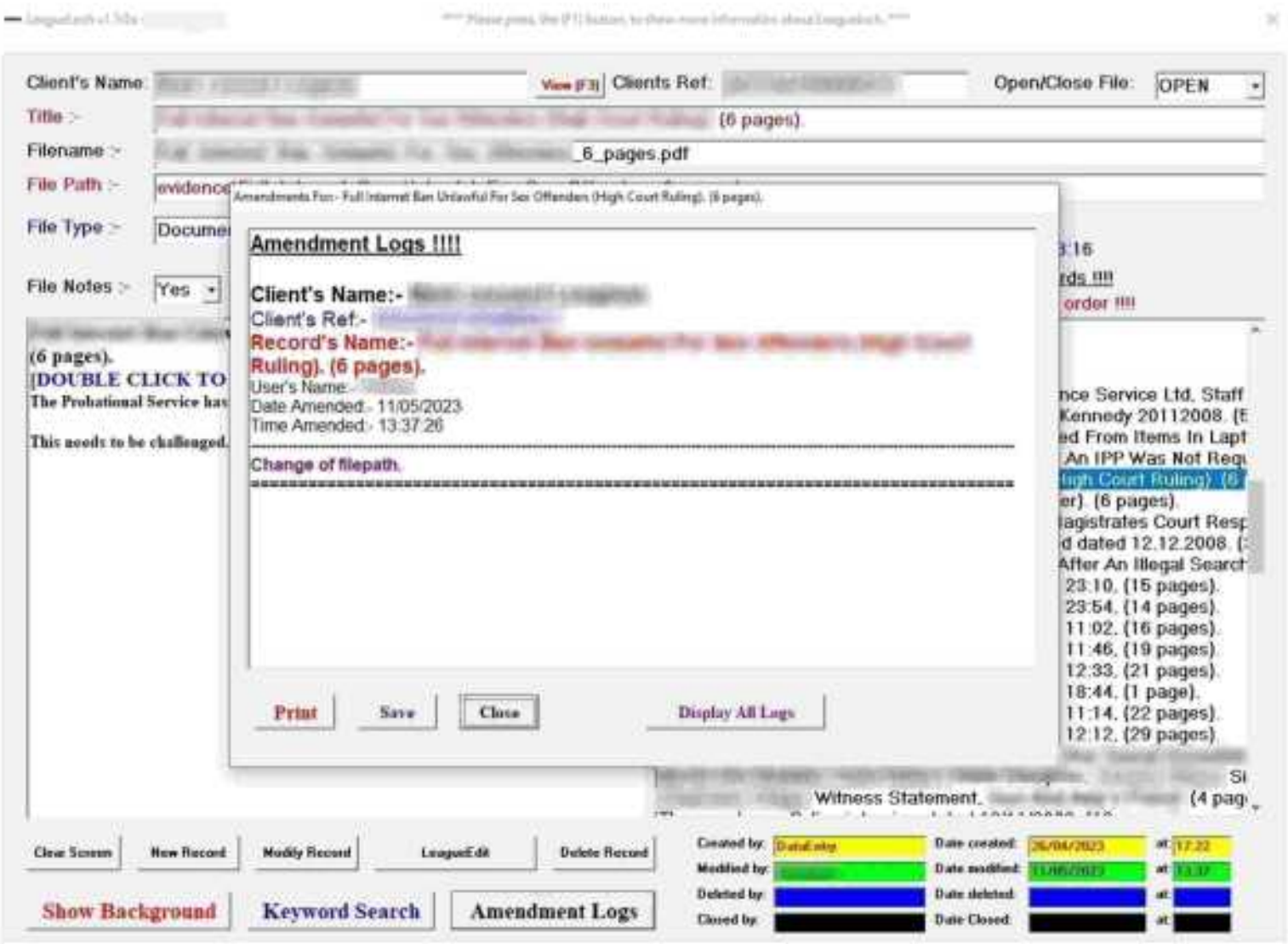
You can see from the above screen, that a LeagueLoch generated TEXT file has been loaded up into LeagueViewer.

This will automatically search inside this file, looking for your keyword !!!!

The other advantage of using LeagueViewer, is that it will display any useful document links, held within LeagueLoch's records !!!!



The Amendment Logs button, will be enabled for record's that has been modified !!!!



You can see that the Amendment button is now enabled, this is because this record has previously been Modified, which is also indicated by the modified by field being filled !!!!

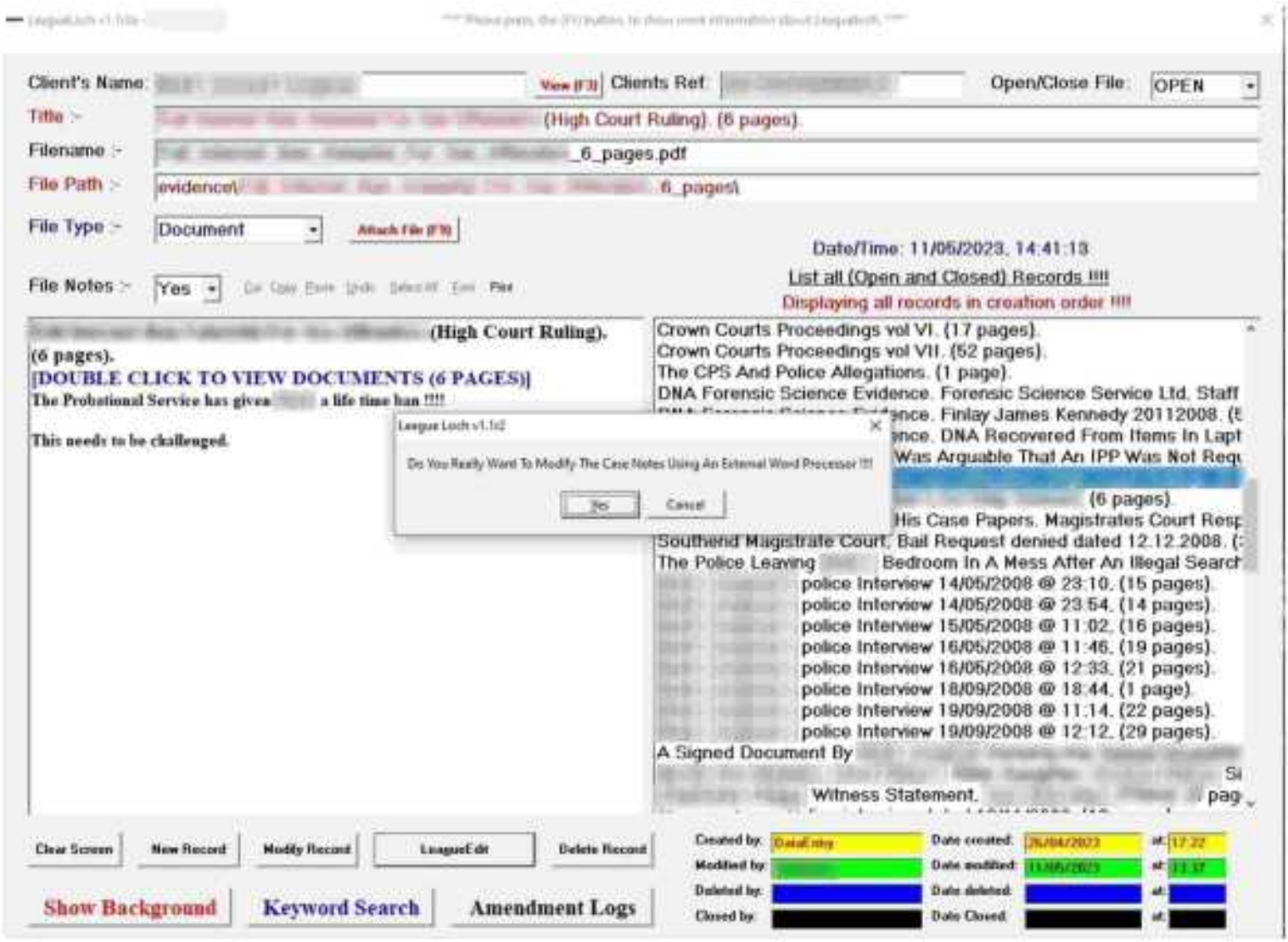
Clicking on to the Amendment button will bring up the above screen and it will display the amendments made to that record !!!!

You can also check for all other amendments just by clicking on to the display All Logs.

Please note this may take sometime !!!!

You can easily check visually, by viewing the record's that has been modified, by selecting this from the main LeagueLoch's record title bar's popup menu !!!!

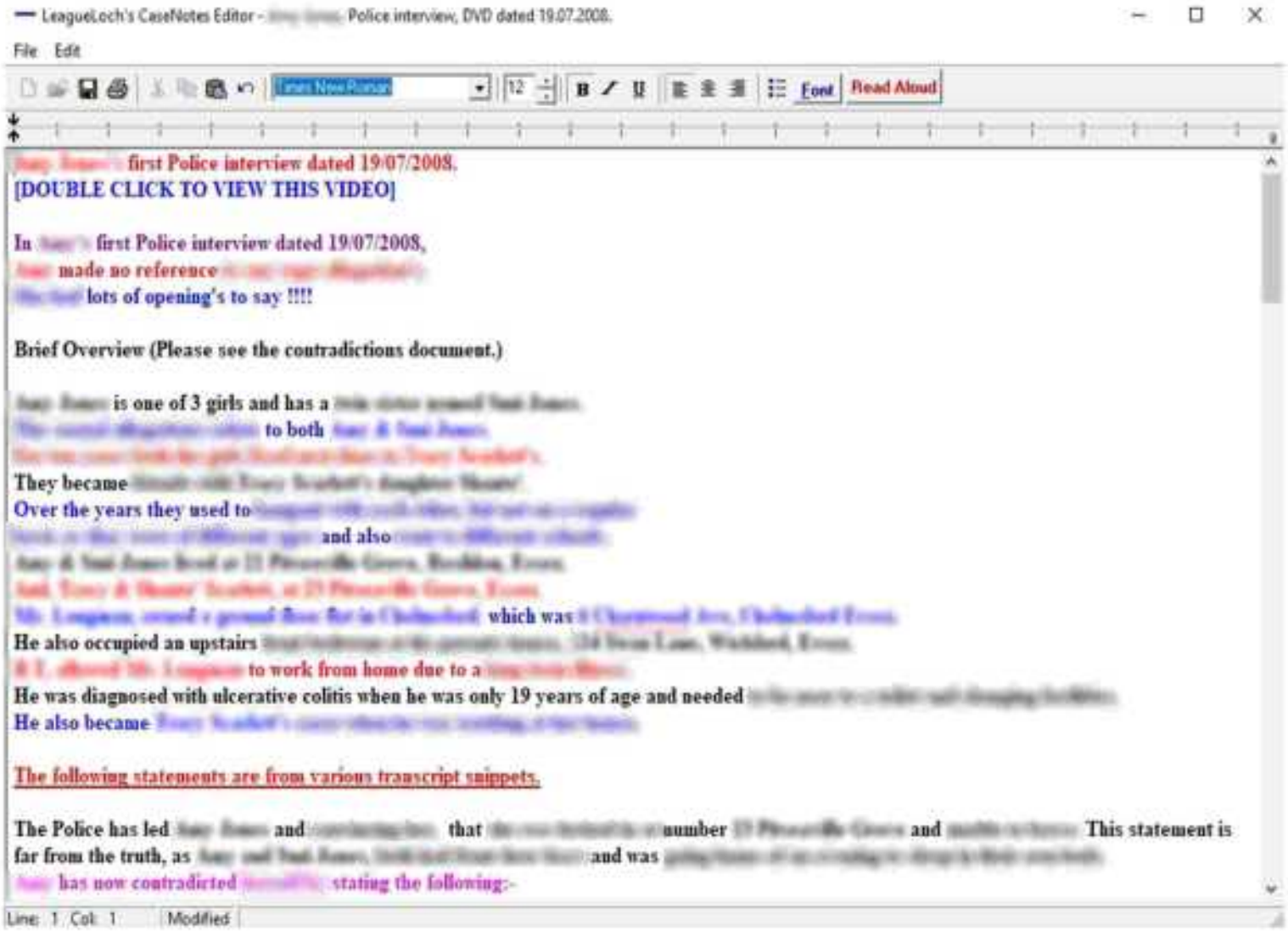
You can display the records that have been modified, by right clicking onto the list title bar !!!!



You can also edit the Case's Summary/Notes by using an external. By clicking onto the LeagueEdit button, you can edit the Records Notes using the LeagueEdit editor. It's easy and simple to use, it also has the advantage of allowing you to modify/edit multiple records on LeagueLoch and updating it's database !!!!

You may need to look up one record for cross reference and update another !!!!

If you have decided that you would rather use, Microsoft WordPad or Microsoft Word, then right click onto the LeagueEdit's button and choose one of them.

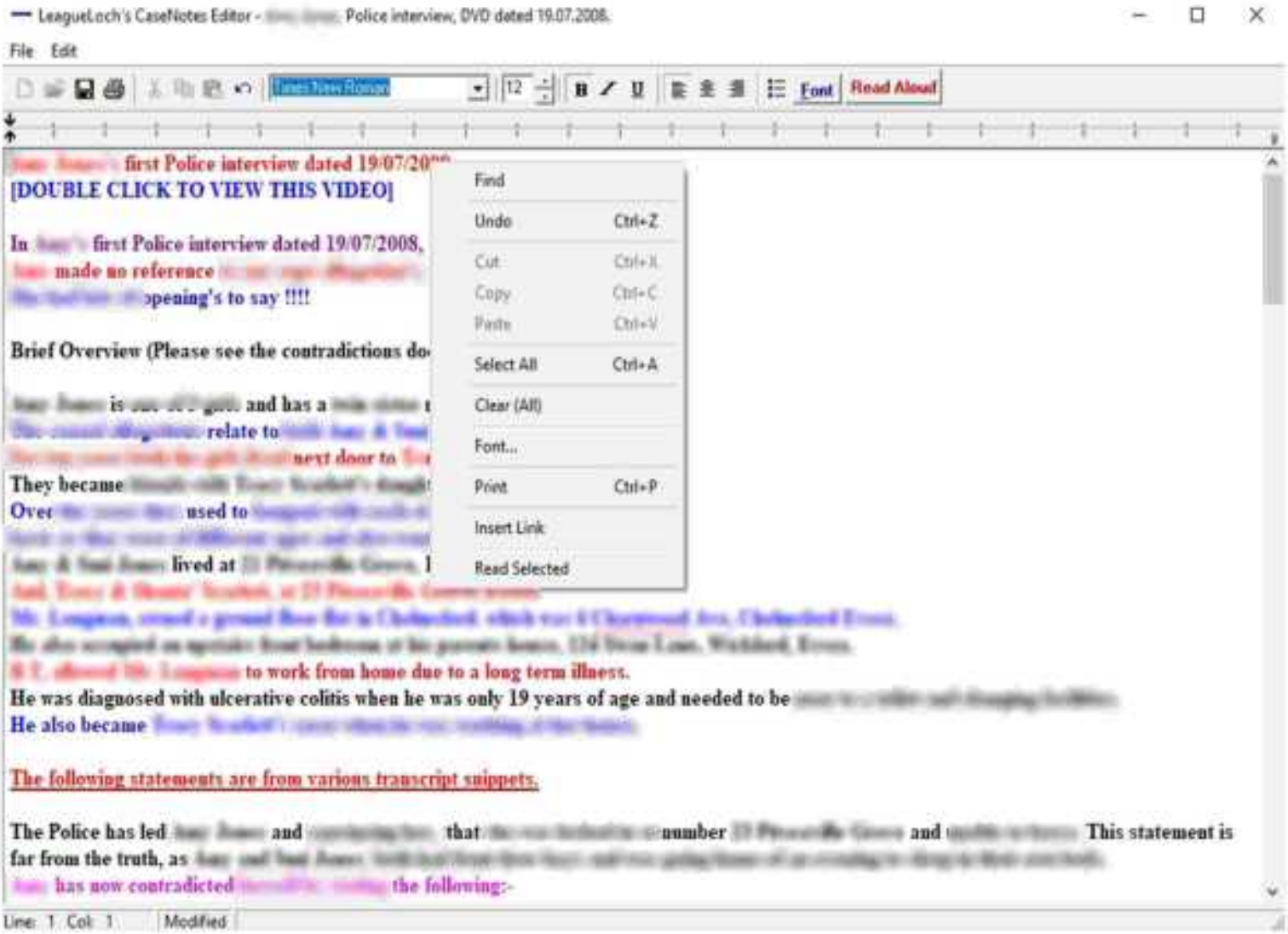


Using the LeagueLoch's own Text Editor, its very simple and it follows all of the same basic function of other text editors, but has the ability to edit more than one record at time and keeping LeagueLoch's database up to date !!!!

The author's favourite word processor is Microsoft's Word. He hasn't written this editor to replace such an iconic and brilliant program.

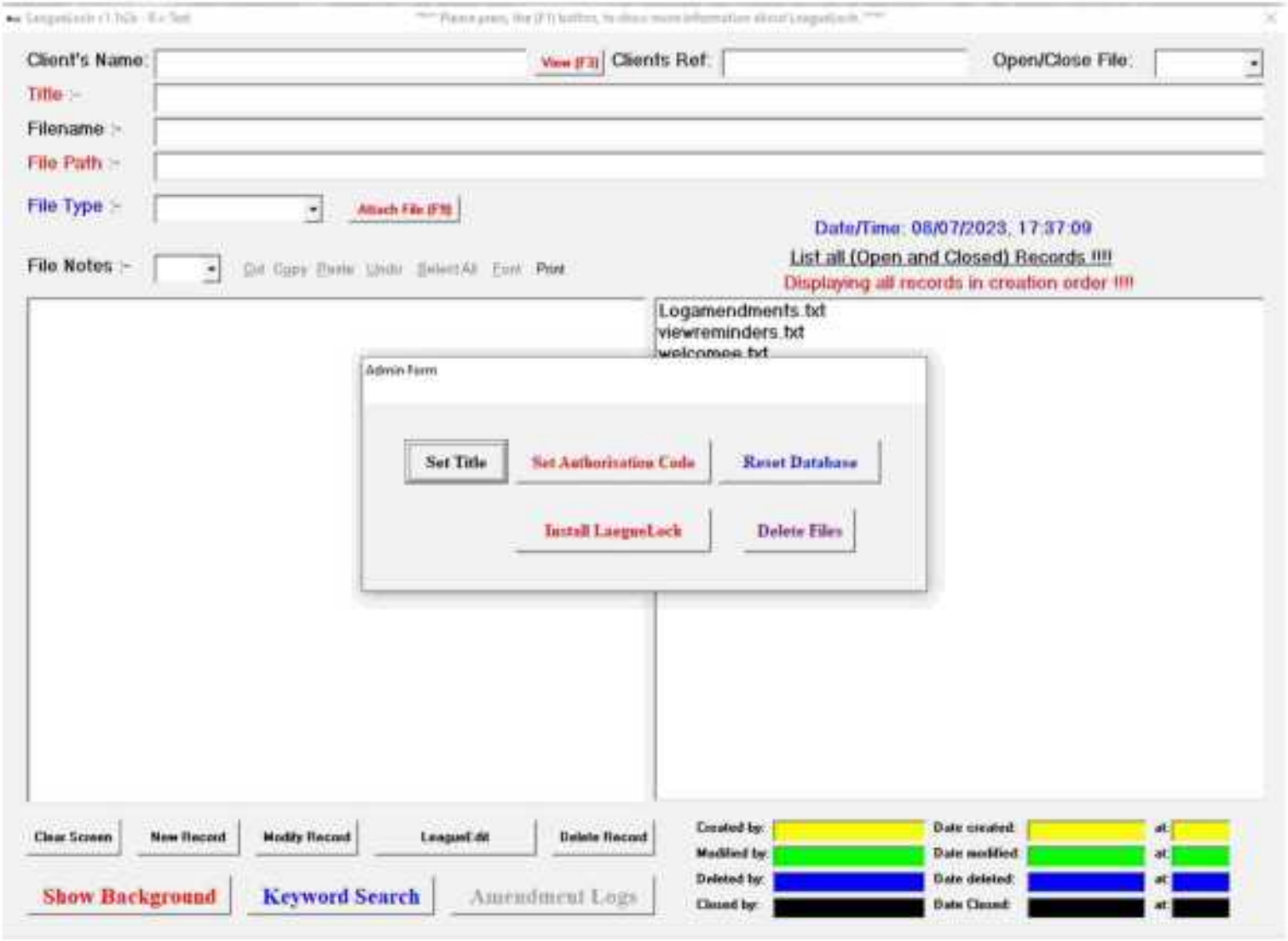
If you have decided to use your own favourite word processors, such as Microsoft Word or Wordpad. Please be aware that editing the records summary will only take effect once you have saved your work by using the save button only.

LeagueLoch's database will not be automatically refreshed and will need you to manually reload that record.



LeagueLoch's Text Editor has an insert link command which is same as LeagueLoch's.
This option is different to that of other word processors.
For example, if a complex link is inserted into LeagueLoch, such as YourDocument.pdf#page=5.
The page jumping parameter, will trigger LeagueLoch in to creating a HTML file.
When the link is clicked on, LeagueLoch, creates a HTML file called LeagueLoch_Temp.Html, which in turn allows LeagueLoch to load the desired document, (PDF's, with Page selection), as a HTML Link.
This option has been especially programmed to allow any complex links to be able to work in all PDF file Viewing programs such as web browser etc.
This HTML file can be easily copied or renamed.
The filename is called, LeagueLoch_Temp.Html.
This file can then be used for in document linkage etc.

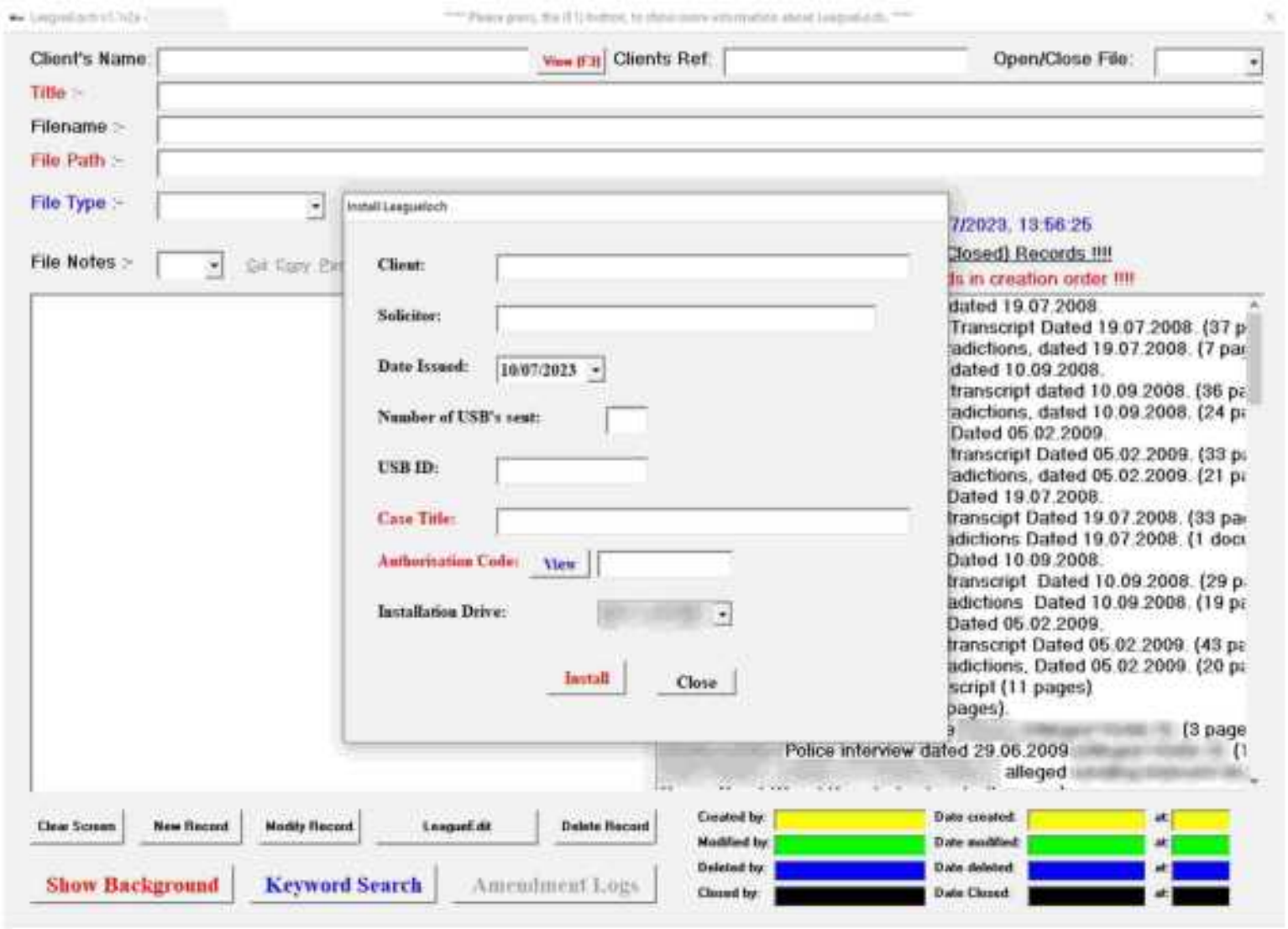
You can also Read Aloud, the whole document by clicking onto the Read Aloud button, or you can just read out the text that you have selected.
This can be done by selecting the Read Selected option from the pop up menu.



This menu will be displayed when the F5 button is pushed.
Please note that the above options are only available to an Admin.
For the above options to work, a separate program is needed called Admin.exe !!!!
(Please also note that LeagueLoch isn't shipped with this program).

Set Title:- This is self explanatory
Set Authorisation Code:- Again, self explanatory.
Reset Database:- Please see screen shot.
This options will only remove or reset files held within LeagueLoch's Database and does not affect the physical files !!!!
*** **To remove the physical file and the database entry for that file, then the delete files option is to be used.** ***
Options are:-
1a) Remove Deleted files (Removes Deleted Files, From LeagueLoch's Database).
1b) Reset Deleted files (Restores The Deleted Files, To LeagueLoch's Database).
2) Remove Closed files (Removes All Closed Files, From LeagueLoch's Database).
3) Reset Reminders. (This Will Remove All Reminders).
4) Reset Clients. (This Will Remove All Clients Details, And Their Ref's).
5) Reset LeagueLoch's Database. (This Will Remove All Records Held Within LeagueLoch's Database).
6) Reset Amendments. (This will Reset All Records, To Show NoAmendments).
(This Option Will Also Delete The Amendment.csv File).

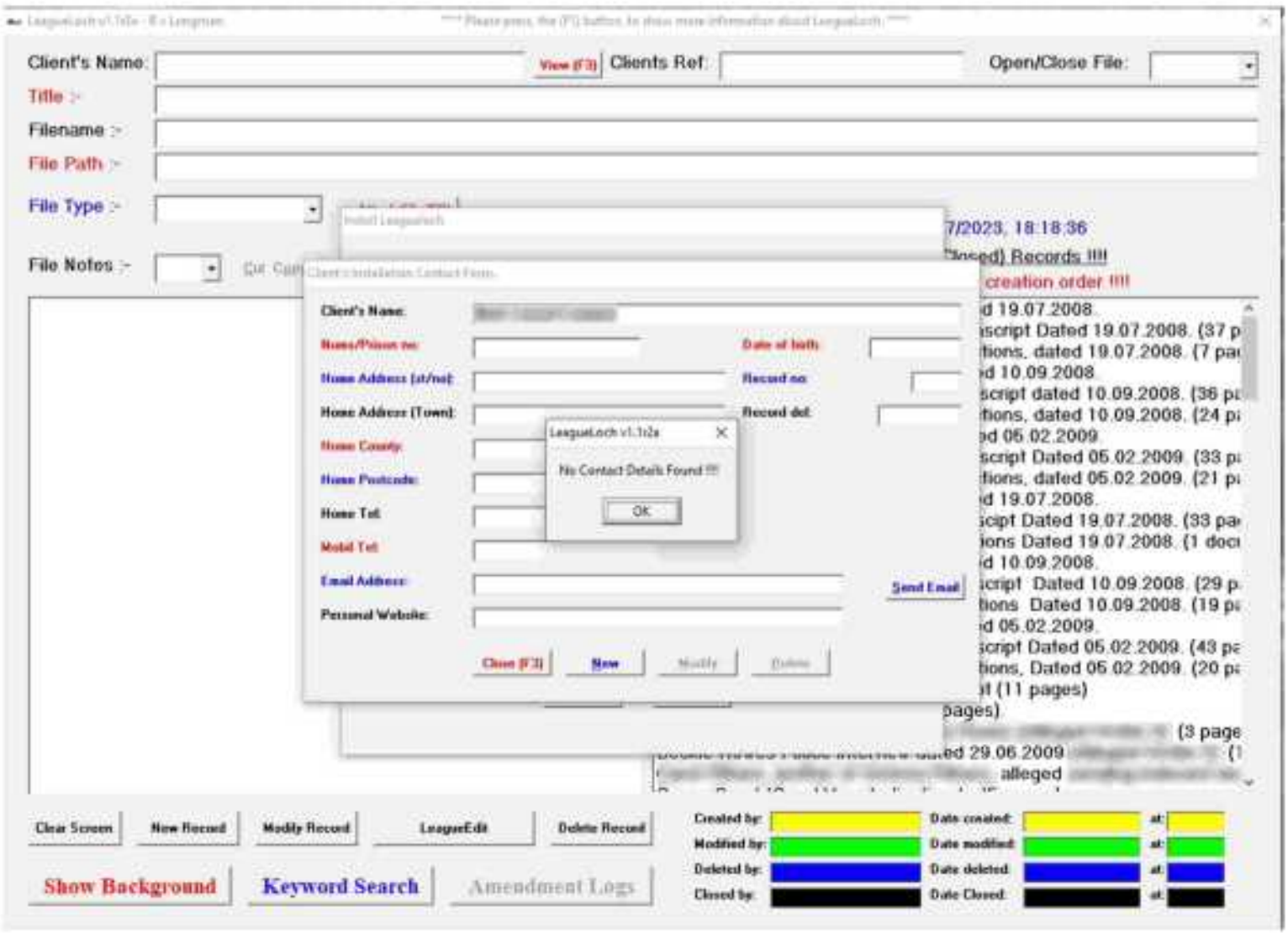
***** 1a, 1b, 1c, can also be implemented from the command prompt *****



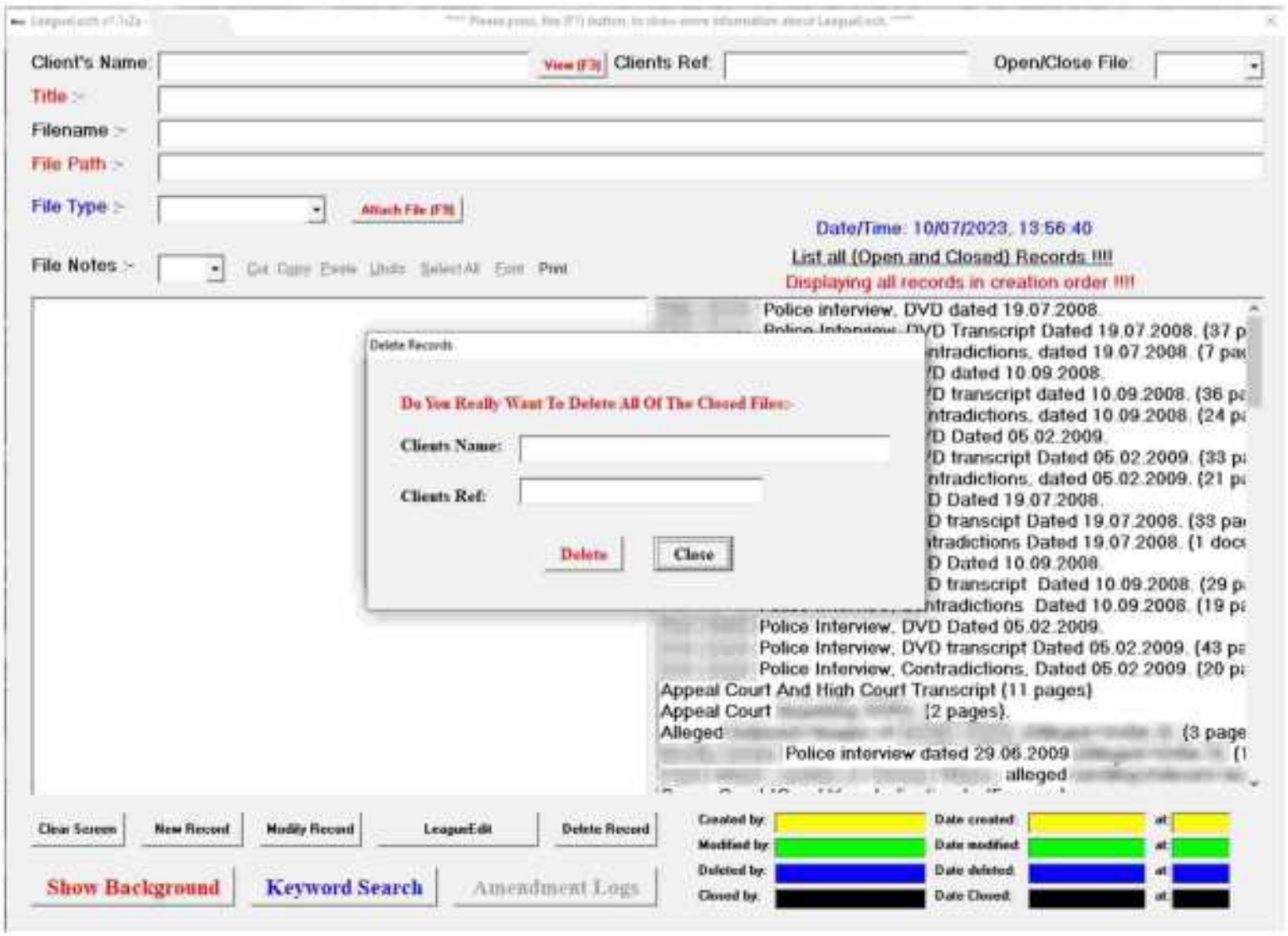
The installation options gives the user the ability to install a new and clean copy of LeahueLoch to another USB.

After, the main installation is finished, you will be greeted with another screen, this is the new client's contact detail entry form.

Please see below:-

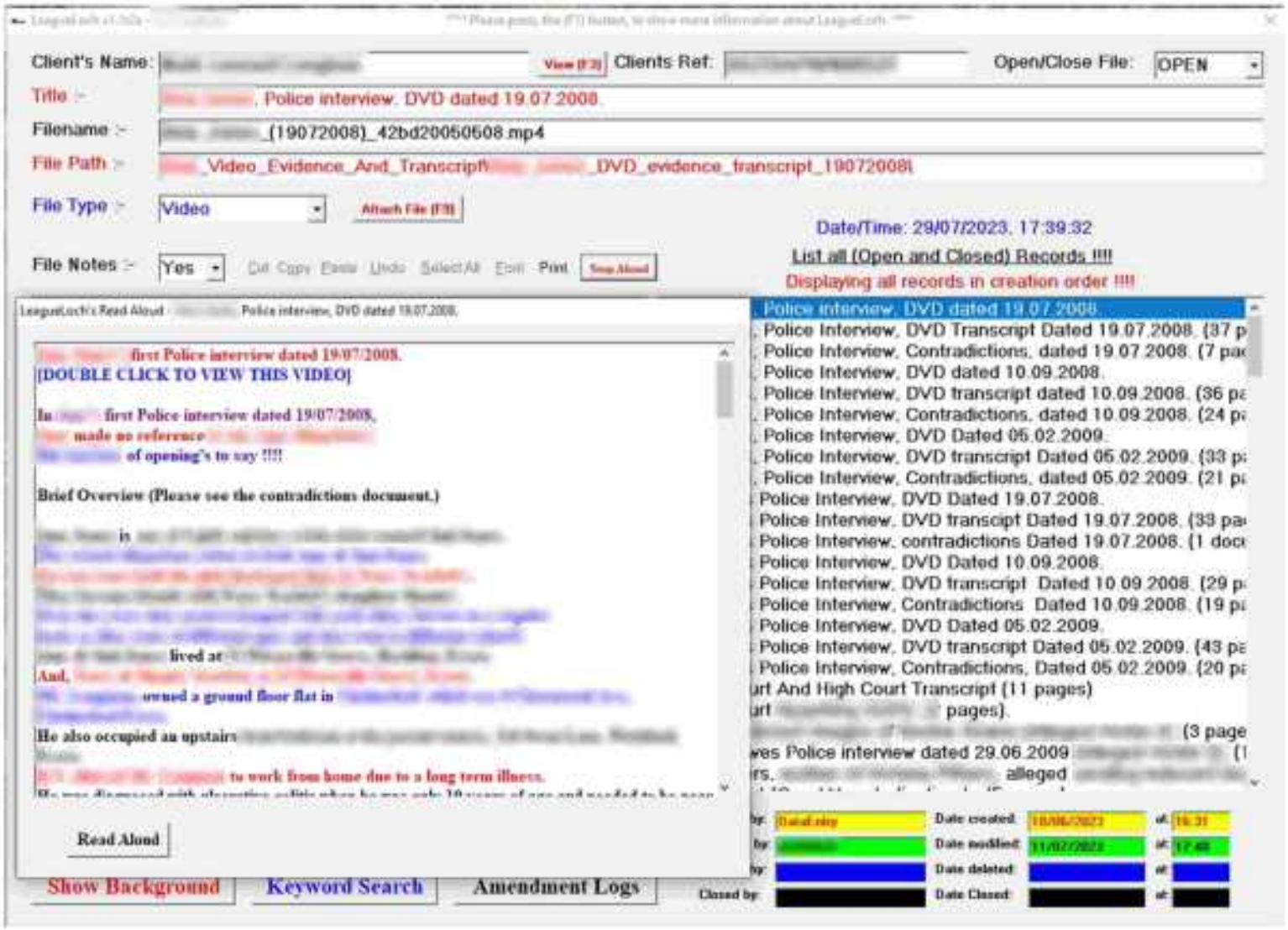


You will be greeted with the client contact detail entry form !!!!
On this screen you can also enter the default client reference, which is labelled the Noms/Prison No.
Please also note that this reference, can not be modified or deleted by the end-user and is fixed for this installation !!!!
However, once the end-user has logged into LeagueLoch, they can then add their own reference's.



The delete files option, will only delete the physical files and their data record's, if that record has been Earmarked as being completed.

Please also note that the delete file option will only work for those records that have been closed for the specified client's name and reference.



Once you have clicked onto the Read Aloud button you will see the above screen.
It will display the record summary of the selected record.
You can click onto the Read Aloud button, which will then read all of the records summary.
You can also select the text that you want to hear by selecting the text and then right clicking, which will take you to a pop up menu with the option of Read Selection.

The Read Aloud facility is also available within LeagueEdit text editor, making it easy to hear what you have typed before saving !!!!

***** Please note, using this facility will use lots of computer resources and may slow down your computer. *****

****** Please also note that holding down the ctrl+shift+u key will allow you to Read Aloud HTML & PDF files in Microsot's Edge, Web Browser ******

****** Please also note that Windows 10 has a built in Read Aloud utility within the Magnifer program.**
To run it, just press and hold the Windows Logo Key + Plus (+) buttons. ****

The I/O 131 error, normally occurs when either Windows is throwing a wobbly or the user hasn't configured the controlled folder access for that app.

To configure Windows controlled folder access, you must first go into the settings and select updates and Security.

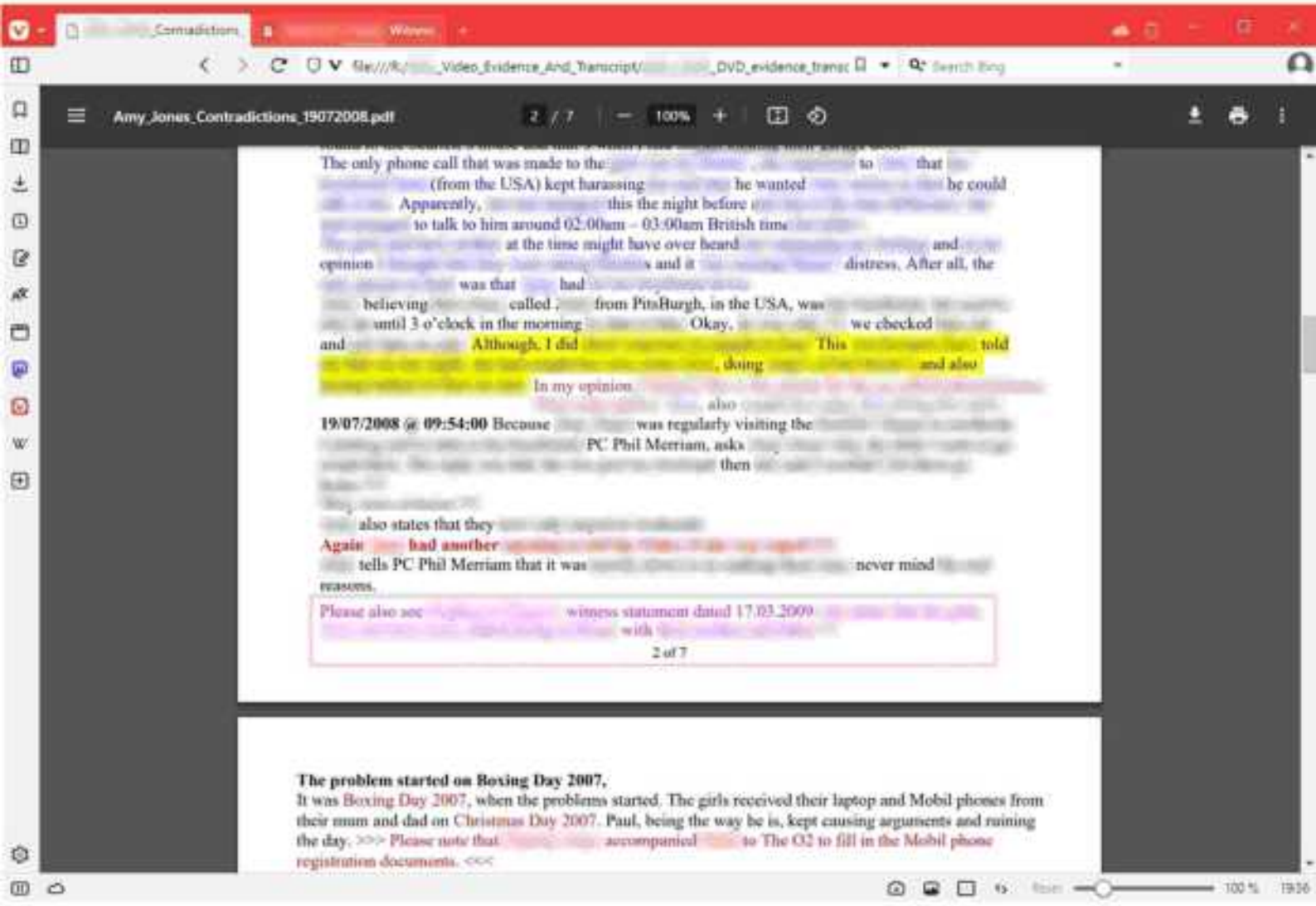
Then you must select Windows security, after which you must select the Virus & threat protection option. You then go into the Virus & threat protection settings, which is labelled, manage settings.

Once you have select this option, you may need to scroll down to the option called controlled folder access and then click onto the option manage controlled folder access.

From here, you can see the option to allow an app through controlled folder access.

Once you have clicked onto this option it will display a window asking you if you want to add an app to the controlled folder access !!!!

Selecting yes, will give you the options to add an app.
Selecting a no, will obviously terminate that option.



Once you selected and have double clicked onto a record in LeagueLoch, you will see the above screen !!!!

You will notice from the above screen shot, there's two tabs being shown.

This is because the user has decided to open the link thats highlighted in pink, into a new tab.

In this example, the pink worded area in this document, is a in document link.

Please note, the in document link, can be of any colour, and the user will only notice that its a in document link by the changing of their mouse pointer when they are on a link.

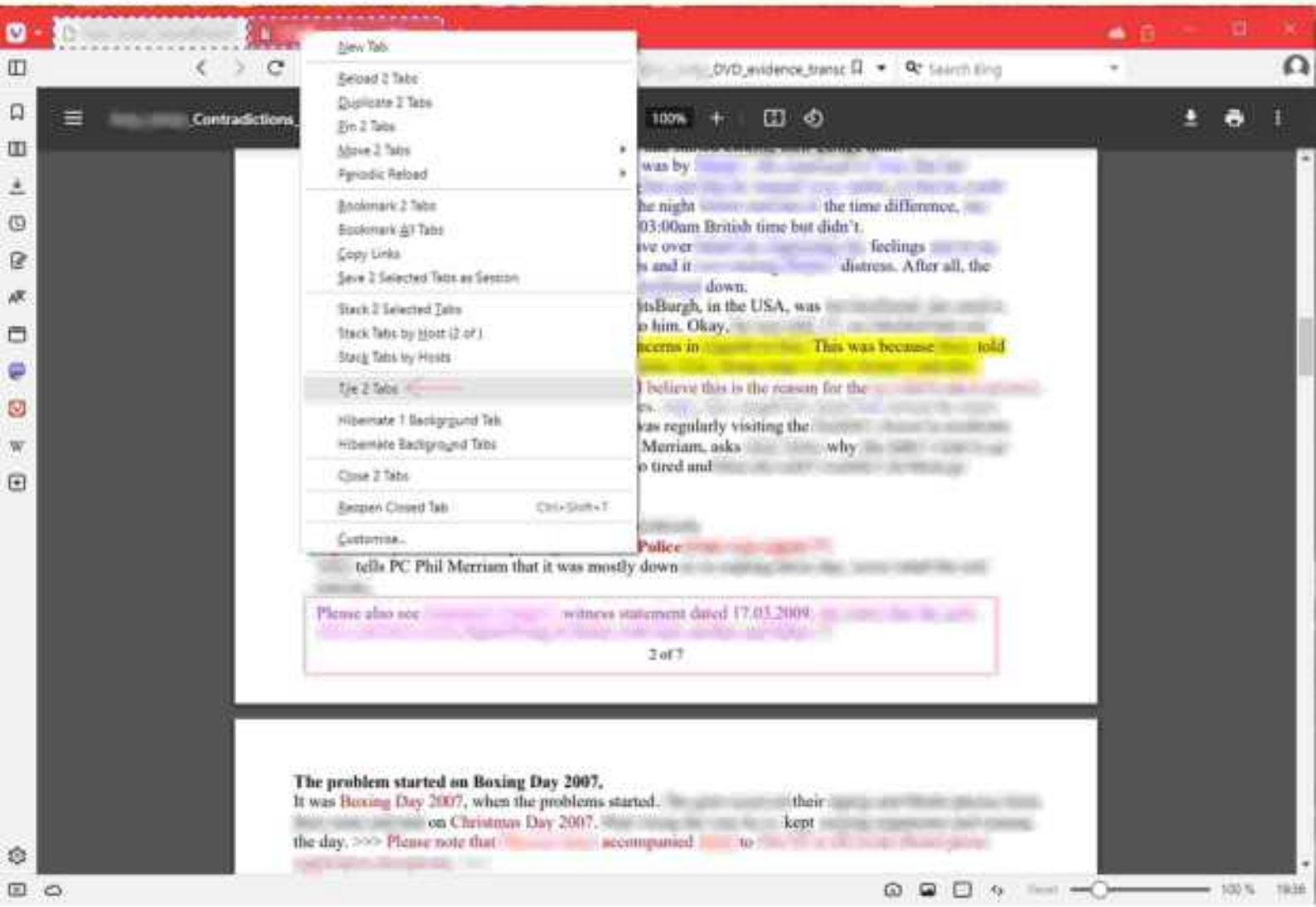
This link could have easily been opened in the same tab, by just clicking directly onto this link, but this action, will only display the new links contents of the new document.

Instead of left clicking, right clicking onto this link and selecting from the popup menu, open link in a new tab, this will create another tab, which will then display the new document.

Notice that, the second tab is greyed out, this is because it's not in focus state.

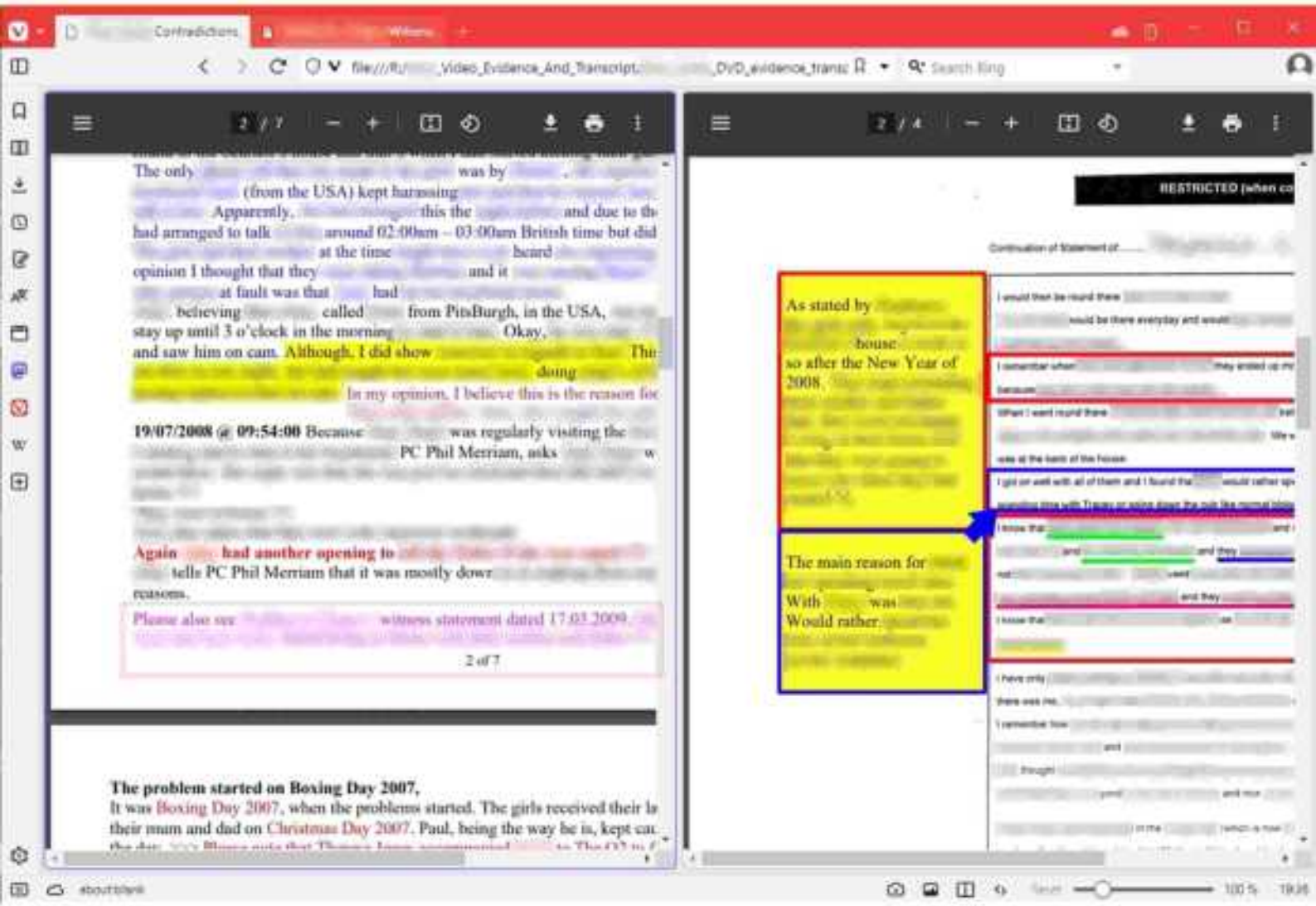
You can tile both tabs, by simply holding down the control key, and then clicking onto both the tabs individually which will select them both.

Please see the next page for opening the two tabs.



Once you have selected the 2 tabs that you require to be tiled, you can then right click, and you will be shown a popup menu as seen above !!!!

If you then select, the tile 2 tabs option from the drop down menu, the screen will look as follows:-



From the above screen shot, you can now refer to both of the documents without getting confused !!!!

Please note, you can use this method to tile 2, 3, 4, Etc.

LeagueLoch was only created solely for the management of the authors Legal Appeal case as he/she is not legally trained or minded.
This program and all its data, has been provided to his/her new Legal Team for any information or answers that they may seek !!!!
The program and data may be provided on either a DVD/RW or USB.

To use this USB, you will need to own a computer which is running Windows 10 or higher with
*** Java Run time Environment (JRE) version 1.8 or higher.**
*** NET Framework 4.0 or higher (if running on Windows) and a spare USB 2.0 port.**
*** Microsoft Edge WebBrowser & Microsost Media Player.**

Please note, that LeagueLoch's printing subroutines, will need to use your hard drive as a data buffer and will write temporary files to your hard disk/directory 'c:\temp'.
These are the physical files that's been requested to be printed !!!!
This operation may take sometime as the files need to be copied to this directory !!!!

The DVD/RW or USB, should automatically run. It should load and run a file called **DisclaimerAndLoader.exe.**

If this disclaimer program does not run.

Please manually run this file as it is needed to show you the disclaimer screen, as you must read it and agree with it; before you can start using any of my data !!!!
(Please also note, that running the disclaimer program and agreeing to it, will also enable any in document links to function. This will includes all word doc's, pdf's and html files.)

The disclaimer/loader program with map the USB-stick to drive letter R:
(All the in document links are linked to drive R:\)
You can manually map the USB-stick as the R:\ drive, by using the COMMAND LINE, command:-
SUBST [R: [usd-drive:]path]

By using the following command, file: within the records summary text box, it will enable the user the ability to link to other reference documents held on other drives etc.
For example, file:r:\clients\Rv[redacted]\New_Evidence\New_Evidence_For_Appeal.doc
(r:\ = (your drive), Rv[redacted] = (directory), New_Evidence = (directory) and New_Evidence_For_Appeal.doc = (document))
You can also use an additional parameter for pdf files. It will force a jump to a desired page.
(For an example – example.pdf#page=2)
This will force the pdf viewer to jump to page number 2.
(Please ensure that the parameter is in lowercase.)

Other commands that the user can use within the record summary are.

The mailto: command.
This command it's self explanatory. For example, if you just type mailto:john@example.com, within LeagueLoch's record summary it will automatically place a email link.

To adding a website link, just type in the website's url, excluding the http:// part.
For example, www.example.com

LeagueLoch's has a built in spelling checker. When you are typing in the Case Notes/Summary field, it will automatically check your spelling !!!!
Any miss pelt words, will be highlighted with a red squiggly line and to correct the spelling you just simply right click and select a word from the list!!!!

Please note that 99% of all the HTML files held of this USB were created using the LeagueLoch's, create HTML file option (page20) and then edited using a word processor !!!!

Please also note, that all PDF files were individually scanned, and individually edited with a word processor !!!!

You are also authorised to re-distribute the RunMe_First.exe, file.

(Please also, re-distribute the files, cleanup.bat, and mappingdrive.bat; with RunMe_First.exe)

The main default Html file is called Main_Menu.Html and the default pdf file is called Word_Find.pdf

For any licensing enquires, please email: register@leagueloch.com

or

TIP. For the in document links to function properly, please use Vivaldi Web Browser.
Vivaldi Web browser & VLC Player (Recommended).
We suggest to open a in document link, right click and then opening them in a new window !!!!
In Vivaldi, you can tile two tabs together for comparisons !!!!
(Please also note, that Microsoft's Edge, only allows the local links within the documents to work, if your IT manager, changes your the security policies within Windows !!!!)
(Vivaldi Web Browser & VLC Player, have already been installed on this USB)

To download your own copy, click the link below.

Download Vivaldi Web Browser

Your can also force LeagueLoch, into opening the Html & PDF files, just by editing the file named Browser !!!!

You can also edit this Browser Config File, by clicking onto the executable named EditBrowser.exe, located ob the root directory of drive "R".