LexIA

YOUR PRACTICE. AMPLIFIED.

# Tester Welcome Guide

From your invitation to your first invoice in about 20 minutes

LexIA private beta · Android · November 2026

Screens show fictional demo data.

# Welcome to the LexIA private beta

This guide takes you from the invitation email to your first invoice in about 20 minutes, and shows you how to tell us what works and what does not.

**You need:** an Android phone (Android 7 or newer) and the invitation email from LexIA. The beta is by invitation only, so there is no sign-up button.

**Your phone:** keep the screen lock on. LexIA protects your client details with keys stored on the phone.

**Your invitation** comes from admin@lexia.co.za (check your spam folder). It contains a link and an invitation code.

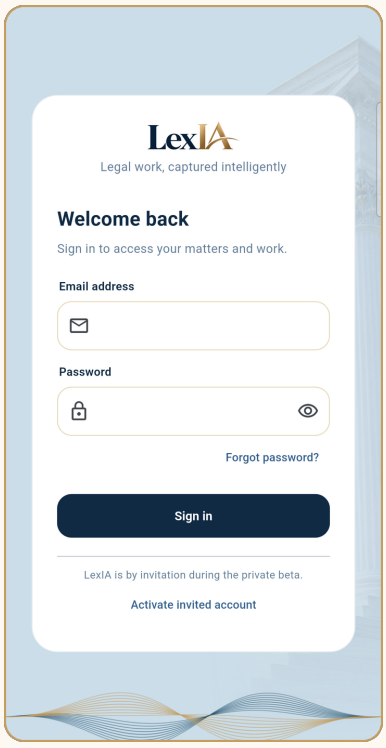
> A private beta means the app is finished enough for real work but still being improved. Things may change between updates, and your feedback decides what we fix first. Keep your own copy of your records while the beta runs (see Backups), and do not treat LexIA as the only place your practice records are kept.

# Install and sign in

Install LexIA from Google Play through the tester link, then activate your account with the code from your invitation.

1. **Join the test.** Open the Google Play testing link LexIA sends you, on your phone, in **Chrome**, signed in with the Google account LexIA added as a tester. Tap **Become a tester**. Check that the Play Store on the phone uses the same account (tap your profile picture in Play).
2. **Install.** Tap **Download it on Google Play** and install **LexIA** (the navy icon with a gold frame).
3. **Activate.** Open LexIA and tap **Activate invited account**. Enter the invited email address and the **Invitation code**, then tap **Activate account**.
4. **Choose a password** of at least 8 characters. From then on you sign in with your email and that password.

> **If the link misbehaves.** A blank page usually means the browser is not signed in to Google: use Chrome, not Samsung Internet. "Item not found" right after you join usually clears within an hour.
>
> **Forgot your password?** Tap **Forgot password?** and open the reset email on the same phone. Signing in with Google is coming in a later update.




*The sign-in screen*

# First-time setup

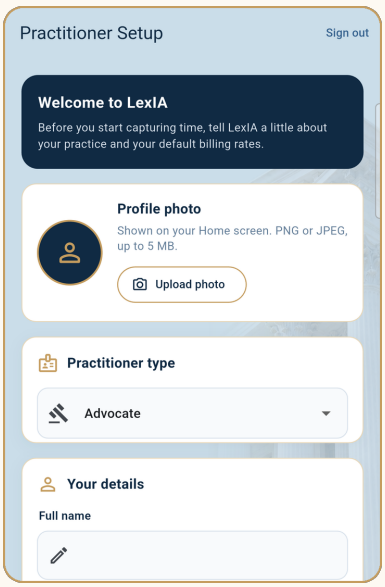
LexIA asks for two things before you start, and two more are worth doing on day one.

1. **Accept the Terms of Use and Privacy Notice.** Tick **I have read and accept…** for each and tap **Accept and continue**. Review them later in More → Privacy & legal.
2. **Practitioner Setup.** Choose your practitioner type, enter your name, firm or chambers, contact details and your default hourly and full-day rates. LexIA pre-fills these on every attendance; you can still change them per entry.

**On day one, from More (bottom right):**

• **Secure Data Recovery.** Set a recovery passphrase and keep it safe. Your client names are encrypted with a key on this phone; if you lose or replace the phone, the passphrase is the only way to unlock them again.

• **Invoice Settings.** Add your banking details, VAT registration (if any) and invoice numbering, and choose an invoice design. You can upload a logo or letterhead.



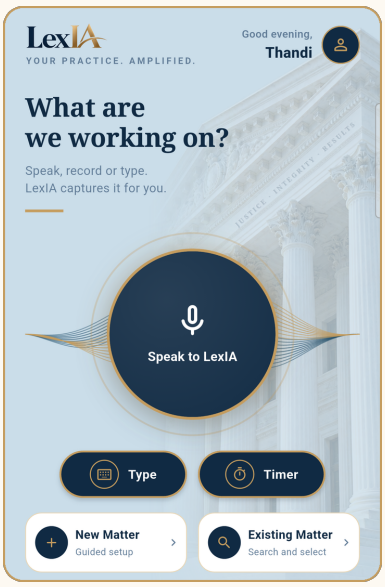

*Practitioner Setup*

# Home

Home is where you start every attendance and see your day at a glance.

The large **Speak to LexIA** button records an attendance in your own words. **Type** and **Timer** sit beneath it, with **New Matter** and **Existing Matter** below.

Further down, **Today's Practice** shows the time and fees captured today and what is still outstanding, and **Recent Activity** lists your latest attendances.




*Home*

# Your first matter and capturing work

Create a matter, then record work on it by speaking, typing or running a timer.

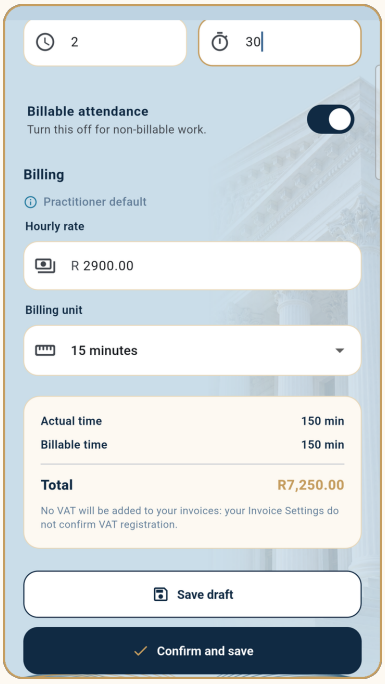
**Create a matter.** On Home tap **New Matter**. Speak the details or enter them by hand: client, matter title, file reference and billing method. **Existing Matter** (or the **Matters** tab) finds a matter you already have.

| Way | Where | Good for |
|---|---|---|
| Speak to LexIA | The large button on Home | Describing the work in your own words; LexIA proposes the matter, date, duration, description and billing for you to check |
| Type | Under Speak to LexIA | Typing it yourself, no AI involved |
| Timer | Under Speak to LexIA | Timing work as you do it; pause, resume, then complete it |

LexIA works out the fee as you go from your rate and billing unit.

**Draft or confirmed. Save draft** keeps an attendance editable. **Confirm and save** locks it for billing, so check the time and fee first: a confirmed attendance cannot be changed or deleted.

The first time you use voice or AI, LexIA asks for your **Voice & AI consent**: your recording and attendance text are sent to an external AI service (OpenAI). It is optional; switch it off in Settings and still use Type and Timer.



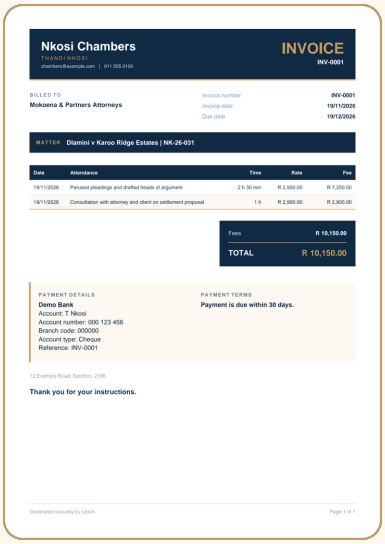

*A typed attendance with its fee*

# Invoices

Turn confirmed attendances into a professional invoice.

Open a matter and tap **Prepare invoice**. Pick the confirmed attendances to bill and save the draft. Then preview the PDF and **issue** it; share or print it from the preview.

The **Invoices** tab lists every invoice, with filters for draft, issued, paid and cancelled. An issued invoice can no longer be deleted, only cancelled.



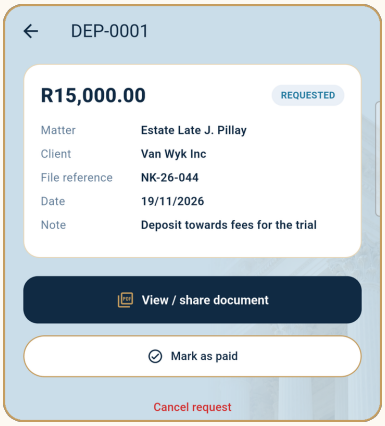

*An issued invoice (Executive Gold design)*

# Deposit requests

Ask a client for money on account before the work is done.

Tap **Deposit** in the bottom bar (or **Deposit requests** on a matter), then **New request**. Enter the amount, date and an optional note.

LexIA numbers it (DEP-0001, DEP-0002 …) and makes a "Request for Deposit" PDF with your banking details. When the money arrives, tap **Mark as paid**. A deposit request is not a tax invoice.




*A deposit request*

# Backups, feedback and help

Keep your own copy of your records, and tell us everything, the good and the annoying.

**Backups.** More → **Backups**. Backups start Off; choose Weekly or Monthly and LexIA reminds you on Home when one is due. **Back up now** makes one file (spreadsheets of your matters, fees, invoices and deposits, plus every issued invoice as a PDF) and opens your phone's share sheet. The file is readable, so keep it private. Backups to Google Drive are coming in a later update.

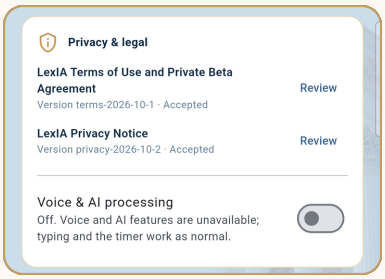
**Send feedback.** More → **Send feedback**. Choose Problem, Idea or Other and say what happened. Please leave out client names and confidential details.

**Help.** Email admin@lexia.co.za. The address is also under More → App information, with your app version.

**AI limits.** Up to 20 AI analyses and 40 voice transcriptions a day during the beta; typing and the timer have no limit.

**Your data** is kept in a cloud database in London, separate for each practitioner. The Privacy Notice (More → Privacy & legal) explains what is processed and why.

**Leaving the beta.** You can stop at any time. To have your account removed, go to More → **Request account deletion**.




*Settings: privacy and Voice & AI*

**Thank you for testing LexIA.** Every report helps us make it the tool legal practitioners want to use every day.