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The ADD4PC Data Collection Program for Windows is used to:

- Collect data from the ADD-4 Copier Control Unit
- Maintain optional Client and User validation and variable pricing tables
- Produce a variety of hard-copy billing reports
- Format the collected data for interfacing with your Time and Billing software.

Installing the ADD4PC Data Collection Program

Installing the ADD4PC Data Collection Program for Windows is a simple matter of inserting the CD into the CD tray and waiting for the installation program to begin.

When prompted for a directory, either select Next to use the default directory or specify a different directory into which the program will load. When prompted, select Next to name the folder. You may be prompted to reboot the P.C. after installation.

There are 2 types of installation CD's:

Full Install

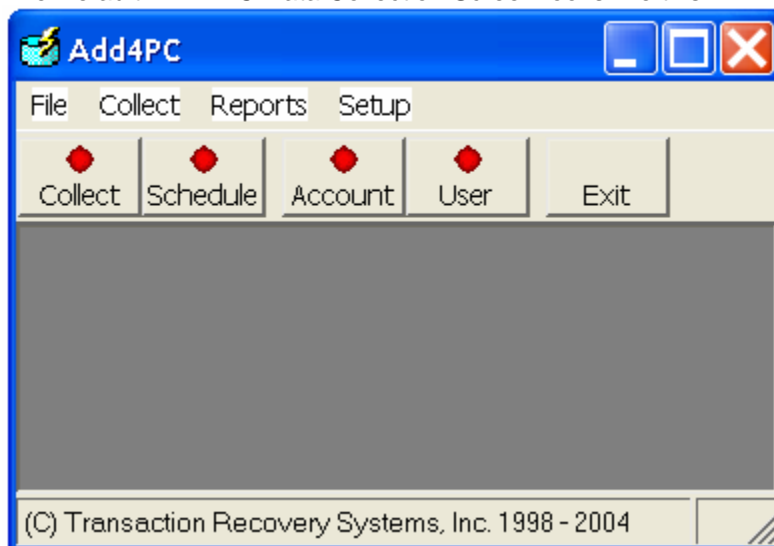
Installs the complete ADD4PC Data Collection Program for Windows program on the local P.C.'s hard drive or on a network drive. The Executable and MDB files reside in the directory (typically C:\Program Files\ADD4PCWin32) specified. A Full Install can work in conjunction with a Workstation Install, so the workstation can also have access to the MDB files.

Workstation Install

Is always used in conjunction with the Full Install, where the workstation has access to the MDB files located in the Full Install directory on the network. The Workstation Install allows for data collection, report generation, reformatting and other features of the Full Install, yet the MDB files do not reside on the workstation. The

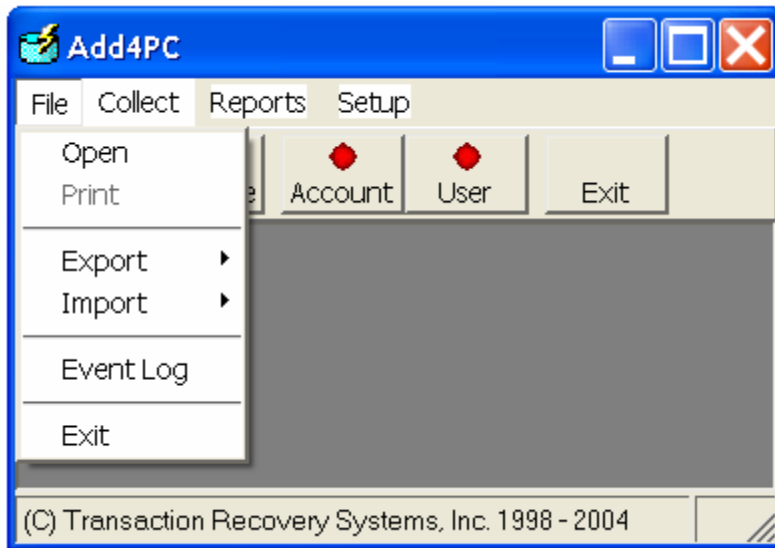
Workstation Install is essentially a shortcut to the Executable file of the Full Install, allowing access to the MDB file.

The Default ADD4PC Data Collection Screen looks like this:



A detailed overview of each operation is shown below. Refer to the descriptions below the screen shots.

FILE

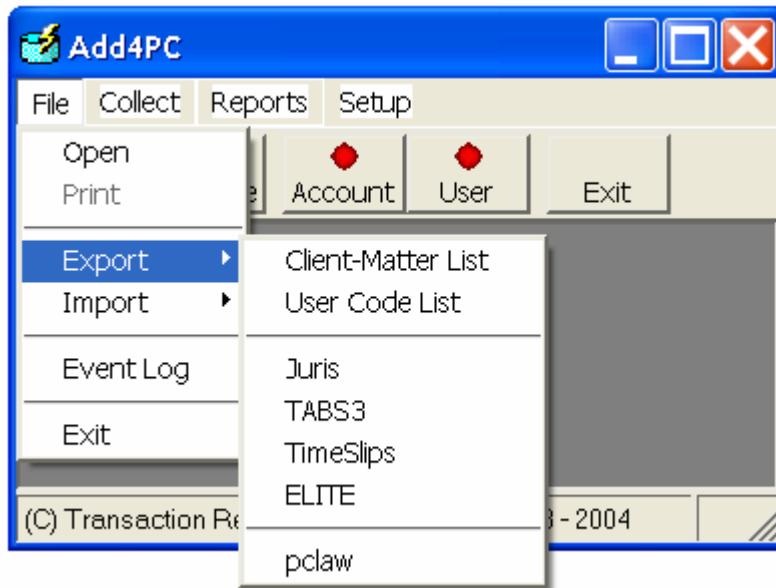


FILE|Open - like other programs, the Open selection allows you to path to and look at files in the ADD4PC or other programs. When viewing files in the ADD4PC folder, no alterations of the data viewed are allowed. If you need to edit the data, do it through Explorer or another text editor.

FILE|Event Log - Lists, in chronological order, the action that took place when using the ADD4PC Data Collection Program, including dates and times of data collection, exports to Time & Billing, etc.

FILE|Exit - Exits the ADD4PC Program.

FILE|Export



FILE|Export|Client-Matter List - exports the Client-Matter (or Account) list from the ADD4PC Program to the filename and directory specified. The format of the export string is outlined in the document entitled "Importing Client-Matter Codes from an External Source".

FILE|Export|User Code List - exports the User Code list from the ADD4PC Program to the filename and directory specified. The format of the export string is "User Code", "User Name".

Creating Export Files for Interfacing with Juris, TABS, Timeslips, and Other Time & Billing Programs

FILE|Export|Juris - exports a file format (.esb) easily read by the Juris Time and Billing Program. Due to the variety of output options for the Juris Export, it is recommended that you speak with your Transaction Recovery Systems, Inc. Representative for details.

FILE|Export|TABS3 - exports an ASCII file read by either the "Convascf" or "Wcnvascv" interface programs from STI, Inc. More specifics on the various output options available for the TABS Export can be obtained from your Transaction Recovery Systems, Inc. Representative.

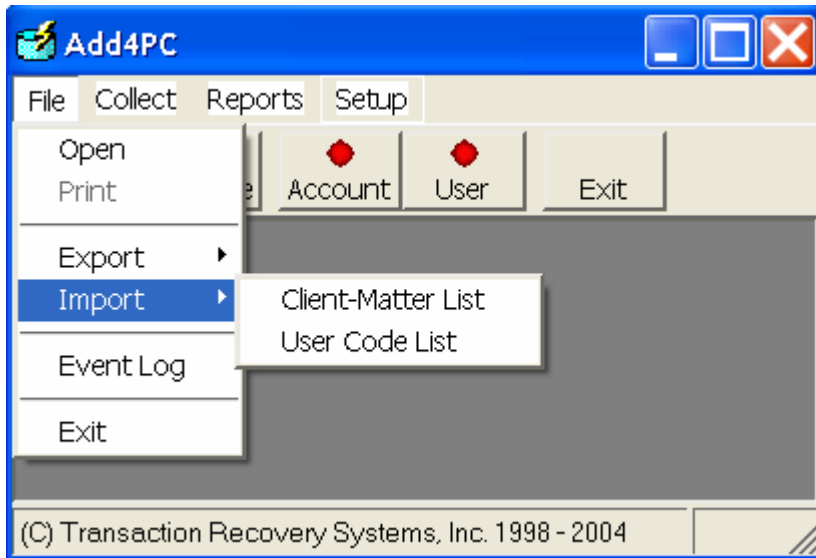
FILE|Export|Timeslips - exports an ASCII file read by Timeslips using the TSIImport.feature. Due to the variety of output options for the Timeslips Export, it is recommended that you speak with your Transaction Recovery Systems, Inc. Representative for details.

FILE|Export|ELITE - exports a file format (Elite Method "L") easily read by Elite.

FILE|Export|MyExport - exports a User-defined ASCII file for interfacing with other software packages not mentioned above. Each record contains one transaction. Summarization of data needs to occur within the Time & Billing Program. The structure of the fields in "MyExport" are defined in SETUP|User Defined Export Format.

More specifics on the various output options for MyExport can be found in the section SETUP|User-Defined Export Format under "Constructing a User Defined Export file using MyExport".

FILE|Import



FILE|Import|Client-Matter List - for importing a Client-Matter (Account) list from an outside source, such as your Time & Billing Program. The format of the imported codes is found in the document entitled "Importing Client-Matter Codes from an External Source".

Maintaining Account Validation Tables and/or Applying Variable Costs for Copies/Fax Pages on Selected Account Codes

Regardless of whether the Account table is constructed manually or imported from an external source, the Account table will require maintenance.

Click the ACCOUNT button. Maximize the screen for easy viewing.

Account Codes entered here can be sent to the ADD-4 unit(s) for Account validation purposes **and/or** used to establish variable rates per Account for copies and fax pages that differ from the default costs in SETUP|Default Cost.

To add additional Account codes manually to the list, enter the Account Code (client-matter, project, etc.) in the Account column. Up to 15 characters is allowable. Enter an associated Account name in the Description field, if desired. Up to 30 characters is allowable. Enter a Unit Cost for copies in the applicable column. A UnitCost of .15 represents fifteen cents per page. If the recording of fax pages is desired, enter a Unit Cost for fax pages in the applicable column.

If you wish to provide your clients with a "sliding-scale" pricing structure, refer to the illustration below. Otherwise, If the default rate for copies and fax pages is to be a set rate, enter 0.00 in the ForFirst, ThenCost and LimitCost columns for Copier and Faxes.

To apply "sliding-scale" pricing:

Enter a value in the UnitCost column. This value will be used in calculations until the ForFirst column value is reached. The ForFirst column represents the Number of Copies in the transaction. Once the ForFirst value is exceeded, the ThenCost column value is computed until the LimitCost is reached. For

example, a UnitCost of .15, a ForFirst entry of 100, aThenCost value of .08 with a LimitCost of 20.00 (\$20.00), gives a result of \$8.00 for a copy run of 101 copies.

Note: Many Time and Billing programs can export a ready-to-import Account validation file. The required format for the Account validation file is outlined in the document entitled "Importing Client-Matter Codes". Account validation files created in the required format can be imported into the ADD4PC Data Collection Program under FILE|Import|Client-Matter List. *When importing data containing alpha characters, the entries must be capitalized, as the ADD-4 has no shift key.*

When the Account validation list is complete, click the UPLOAD button at the bottom of the screen. Make sure the ADD-4 is connected to the computer before sending the list. The Account validation list will replace the previous validation codes in the ADD-4 unit.

To delete an Account code, click in the far left gray column. While the entire line is highlighted, touch the Delete key on your keyboard.

To change an Account code, or it's description or rates, highlight the applicable column and change it's value.

Maintaining User Validation Tables

Click the USER button. Maximize the screen for easy viewing.

User Codes entered here can be sent to the ADD-4 unit(s) for User validation purposes. Enter the User Code in the USER column. Up to 4 alphanumeric characters are allowable.

Enter an associated User name in the Description field, if desired. Up to 30 characters is allowable.

When the User validation list is complete, click the UPLOAD button at the bottom of the screen. Make sure the ADD-4 is connected to the computer before sending the list.

The User validation list will replace the previous validation codes in the ADD-4 unit.

Turning on/off the Account/User Validation Feature at the ADD-4 unit

To activate the Account/User validation feature at the ADD-4 level, touch the blank white/gray key on the ADD-4 unit.

Enter the password and touch the Enter key.

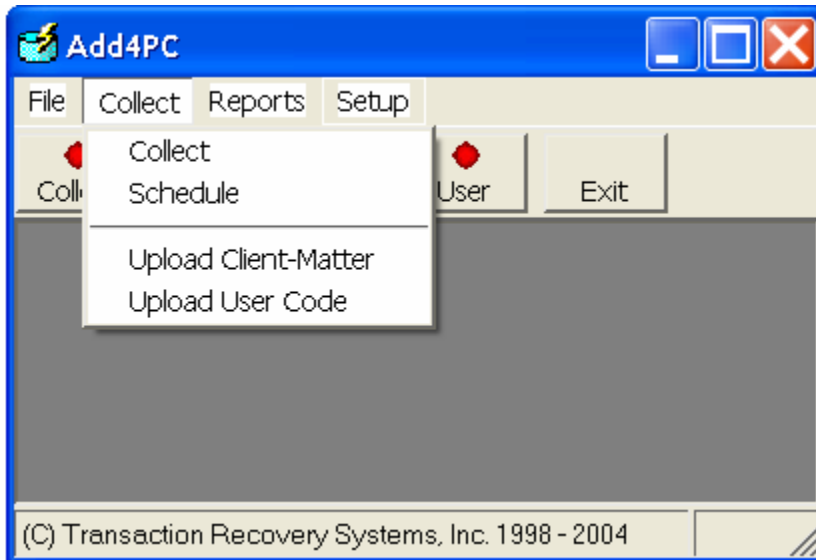
Enter "1", then touch the Enter key. Respond "Y" for yes to activate the validation feature for Field 1 (Account). Enter "Y" for yes to the prompt "Are you sure?".

Enter "Y" for yes to activate the validation feature for Field 2 (User). Enter "Y" for yes to the prompt "Are you sure?".

To turn off the validation feature, enter "N" for no when prompted.

FILE|Import|User Code List - imports User Codes from an external source. The format of the export string is "User Code","User Name". Use capitalization in the User Code, as the ADD-4 has no shift key.

COLLECT



Collecting Data from the ADD-4 unit(s)

COLLECT|Collect - click Collect to collect data from the ADD-4 unit(s). When data is collected the progress bar moves to 100% and the ADD-4 unit is issued a "clear memory" command. The same result can be achieved by clicking the Collect Button. The ADD-4 unit must be connected to your P.C.'s serial port using the TRS supplied computer interface cable.

COLLECT|Schedule - for single unit installations, where the ADD-4 is permanently connected to the P.C.'s serial port, the ADD4PC Data Collection Program can be configured to collect ADD-4 data on a specified day and hour. The program must be active for the scheduled collection to occur. After activating the Scheduled Collection feature, you will see a flashing red circle on the task bar. The same result can be achieved by clicking the Schedule Button.

Uploading Client-Matter Validation List to the ADD-4

COLLECT|Upload Client-Matter List - sends the Client-Matter (Account) list that was either imported using the FILE|Import|Client-Matter List or manually entered, as outlined in FILE|Import|Client Matter List above. The same result can be achieved by clicking the Account Button and clicking the Upload Button at the bottom of that screen. The ADD-4 unit can accept up to 3,000 unique Client-Matter (Account) codes of up to 15 characters each.

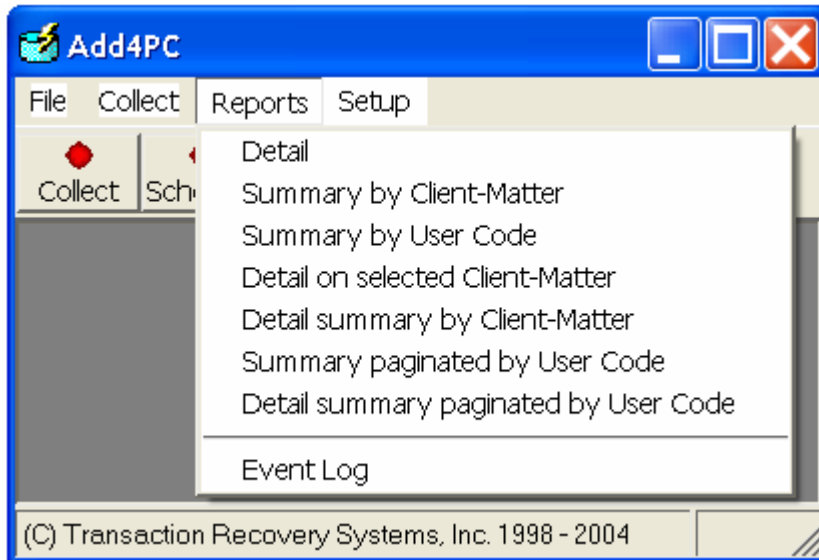
Note: When sending a Client-Matter (Account) table to the ADD-4 unit(s), you must also activate the Field 1 Validation Option. For details, refer to the ADD-4 Operators Manual, Key-Operator Command1.

Uploading User Validation List to the ADD-4

COLLECT|Upload User Code List - sends the User Code List that was either imported using the FILE|Import|User Code List or manually entered, as outlined in FILE|Import|User Code List above. The same result can be achieved by clicking the User Button and clicking the Upload Button at the

bottom of that screen. The ADD-4 unit can accept up to 200 unique User Codes of up to 4 characters each.

REPORTS

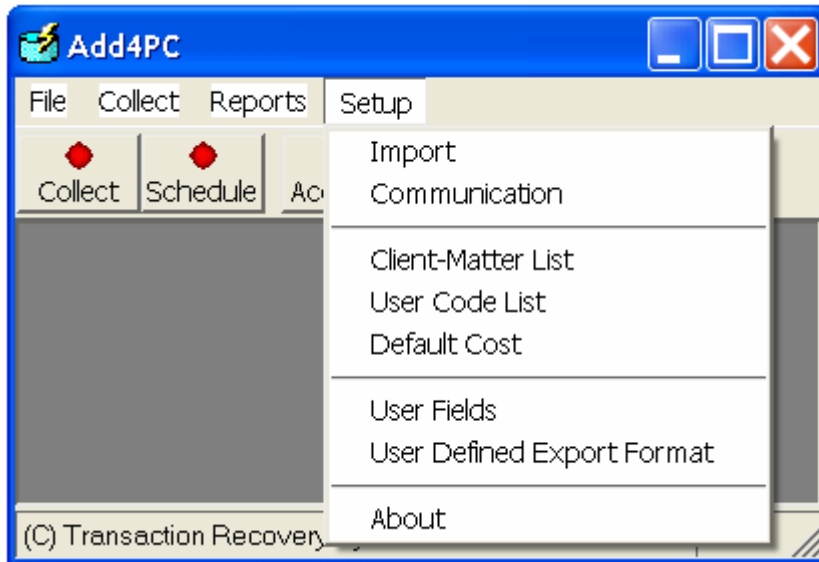


Select from the list of available reports. Specify the From and Thru date range and click Print or Preview.

Points of interest:

- Make sure to set the Thru (or end) date to include all the required information. For example, if the ADD-4 data is collected at 12 noon on the 25th of the month, make the thru date the 24th to get an accurate report. The next report generated would then have a Start date of 25th.
- The Detail Report contains date, time, client,user,type of transaction, number of copies and/or fax pages, unit cost, and extended costs.
- All other reports are a subset of the Detail Report

SETUP



SETUP|Import - checking the box "create DAT file during import", will create a file that is useful for troubleshooting any data collection problems you might encounter. We recommend checking the box and creating a filename. Click Save.

Setting up the Communications Port

SETUP|Communication - this is where you specify which communications port the ADD-4 is connected to, the baud rate (9600 recommended) and the Unit Number (0 recommended). Click Save.

Working with the Client-Matter and User Validation Lists

SETUP|Client-Matter List - opens the Client-Matter (Account) table used to add, change or delete Client-Matter codes and/or apply the applicable rates for copies and fax pages for each code. To add a Client-Matter (Account) code, go to the end of the list and type in the code. To change a code, select the code - which are ordered alphanumerically - and make the necessary changes. To delete a code, click in the far left gray column. This will highlight the entry. Touch the Delete key on your keyboard and respond "yes" to delete the entry. To delete a contiguous block of codes click in the far left gray column highlighting the first code, hold down the shift key and click the last of your selected codes. This will highlight the entire "block". Touch the Delete key on your keyboard and respond "yes" to delete the selected entries.

SETUP|User Code List - opens the User Code List to add, change or delete User Codes as needed. Refer to SETUP|Client-Matter List for directions on adding, changing or deleting User Codes.

Setting up the Default Costs for Copies and Fax Pages

SETUP|Default Cost - this is where you set up the default costs per page for copies and fax pages. Enter a Unit Cost for copies on the Copier line. A UnitCost of .15 represents fifteen cents per page. If you wish to provide your clients with a "sliding-scale" pricing structure, refer to the illustration below.

Otherwise, If the default rate for copies and fax pages is to be a set rate, enter 0.00 in the ForFirst, ThenCost and LimitCost columns for Copier and Faxes.

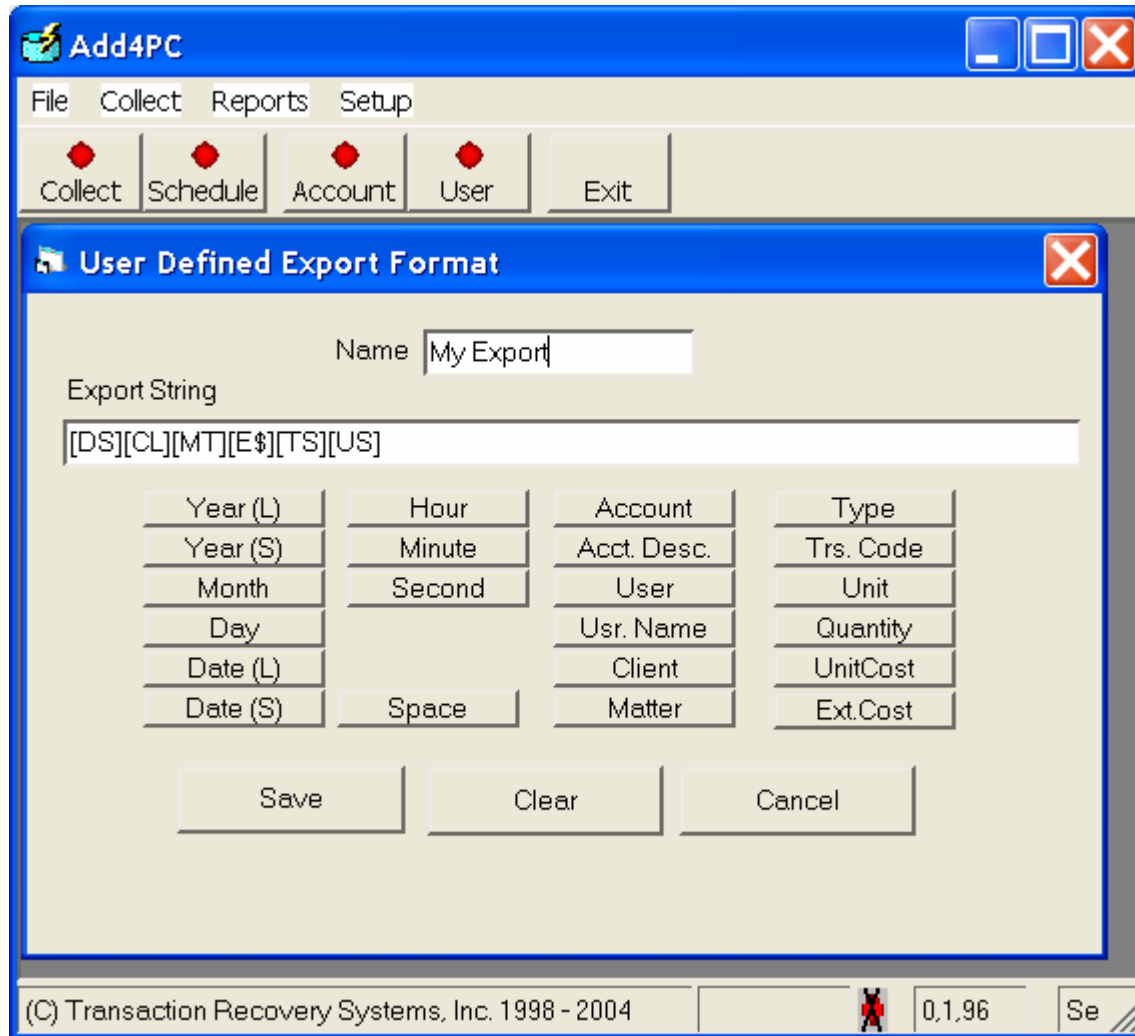
To apply "sliding-scale" pricing:

Enter a value in the UnitCost column. This value will be used in calculations until the ForFirst column value is reached. The For First column represents the Number of Copies or Fax pages in the transaction. Once the ForFirst value is exceeded, the ThenCost column value is computed until the LimitCost is reached.

For example, a UnitCost of .15, a ForFirst entry of 100, a ThenCost value of .08 with a LimitCost of 20.00 (\$20.00), gives a result of \$8.00 for a copy run of 101 copies.

SETUP|User Fields - name the headings for the Reports dropdown here.

SETUP|User Defined Export Format



The sample screen above shows a User-Defined Export format that includes (left to right), a Short Date (in quotes) a Client Code (in quotes), a Matter Code (in quotes), an Extended Cost (in quotes), a Transaction Code (in quotes), and a User Code (in quotes).

Points of interest:

- Changing the name of your User Defined Export Format will be reflected in the FILE|Export option.
- The export string is defined by clicking on the applicable buttons
- Non-numeric fields are enclosed in quotes
- Commas separate fields.
- Inserting an equal sign in the bracketed field selection can also create fixed-length fields. For example [CL=11], creates an eleven position Client field.
- The Account button can be used to represent a Client-Matter combination. For example, 1234-001.

- The User-Defined Export outputs detailed records - summarization of the data is performed by the billing program into which the data is imported

Constructing a User Defined Export file using MyExport

My Export is a User-defined ASCII file for structuring an export file to interface with other software packages not mentioned above. Each record contains one transaction per line. Summarization of data needs to occur within the Time & Billing Program.

The structure of the fields in MyExport are defined in SETUP|User Defined Export Format.

What it says:	What it represents:	Example:
Year (L)	Long Year	"2002"
Year (S)	Short Year	"02"
Month	Month	"02"
Day	Day	"12"
Date(L)	Long Date	02/23/2002
Date (S)	Short Date	02/23/02
Hour	Hour	"17"
Minute	Minute	"51"
Second	Second	"00"
Space	Space with comma	" "
Account	Account, Client-matter, etc.(up to 15 characters)	"1234-009" or "SMITH-JONES"
Acct.Desc.	Account, Client-matter description	"McCaw vs Lewis"
User	User (up to 4 characters)	"112"
Usr.Desc	User Description	"Bob Jones"
Client	1st half of Account , Client- matter(parsed at dash separator)	"1234" or "SMITH"
Matter	2nd half of Account , Client- matter(parsed at dash separator)	"009" or "JONES"
Type	Fixed one character ID for transaction type	"C"

Trs.Code	User defined code for transaction types, usually dictated by Time & Billing Export (up to 20 characters)	Copies or Facsimile or \$Postage or 21
Unit	Unit ID	"1"
Quantity	Quantity (no. of each "type")	10
UnitCost	Cost per unit	0.15
Ext.Cost	Extended Cost (Quantity X UnitCost)	1.50

General rules on My Export structure:

- All fields are comma delimited.
- All fields are in quotes, except those listed below or those where the length of the field is fixed by inserting an equal sign and specifying the maximum length of the field.

These fields have no surrounding quotes:

- Date (L)
- Quantity
- Date (S)
- UnitCost
- TrsCode
- Ext.Cost

Below is an example of a My Export file with Date(L), Client, Matter, Trs.Code, Quantity, UnitCost and Ext.Cost fields selected:

```
12/17/2002,"123","123",20,5,0.15,0.75
12/17/2002,"123","123",22,3,0.32,0.96
12/17/2002,"12345","111",20,5,0.15,0.75
12/18/2002,"123","123",20,5,0.15,0.75
12/18/2002,"1234","123",20,5,0.15,0.75
12/18/2002,"1234","145",22,3,0.33,0.99
12/18/2002,"12345","123",20,4,0.15,0.6
12/18/2002,"12345","123",22,3,0.36,1.08
```

Other methods of structuring the My Export file include surrounding a field with quotes that normally would not include quotes or creating a fixed length record by inserting an equal sign in the field and specifying the length of the given field. For example [CL=14] will create a field 14 positions in length, with the Client code right-justified with the field. All fields using this format [X=Y] will be right justified, except for the Acct.Desc and Usr.Name fields – which are left justified. An example of a My Export file constructed with the following field parameters:

[DL=11][AC=11][TS=11][E\$=11] yields,

```
12/17/2002 123-123 20 0.75
12/17/2002 123-123 22 0.96
12/17/2002 12345-111 20 0.75
```

12/18/2002 123-123 20 0.75
12/18/2002 1234-123 20 0.75
12/18/2002 1234-145 22 0.99
12/18/2002 ALBERT 22 1.08

Compacting/Repairing the ADD4PC Database

Periodic use of the compacting utility saves disk space and protects the database.

To compact and repair the ADD4PC database, go to Windows Explorer.

Open the ADD4PCWin folder.

Highlight the ADD4PC.EXE file.

Right mouse click and select Create Shortcut (If a shortcut already exists for the ADD4PC Program, a second shortcut will be created).

Right mouse click the new shortcut and select Properties.

At the shortcut tab on the Target line, add a space at the end and type "repair" (no quotes).

Click Apply and the Target line becomes highlighted.

Click OK or Close.

You will be returned to the Explorer shortcut you created above.

Right mouse click on the new shortcut and select Rename.

Change the name to "Compactor" (no quotes).

Drag the Compactor shortcut out on to the desktop.

To run the compacting utility, double-click the Compactor icon.

Troubleshooting the ADD4PC Data Collection Program for Windows

Below are known error messages that may appear when using the ADD4PC Data Collection Program for Windows and resolution explanations.

Error Message:	How to fix it:
"Unable to open serial port"	The PC does not have a COM port as selected in SETUP Communications. Change the COM port setting to the appropriate COM port.
"No transactions to download"	The ADD-4 unit is not connected to the PC, or an incorrect COM port has been selected. Check connections or change the COM port setting in SETUP Communications
"Invalid Port Number"	An incorrect COM port is selected. Change the COM port setting in SETUP Communications
Fatal error 3001-0-C0000005 File error	Actually a Windows error message, indicating floating-point error. System resources too low.
No report shows up on display or via printer	Computer has CRYSTL32.OCX of an incompatible version. Contact your TRS, Inc. Representative.
Run-time error 3050 - could not lock file.	Occurs when clicking on ADD4PC icon, then disappears. Delete the ADD4PC.LDB file, run repair process
Error 3051: "The Microsoft Jet Database engine cannot open the file X:\ADD4PCWin\Add4pc.mdb. It is already opened exclusively by another user, or you will need permission to view it's contents."	PC does not have access rights to activate the ADD4PC program. Contact your System Administrator
Data Collection goes to 50%, then hourglass spins and spins. Creates a temp2.dat file.	This happens with version 1.0 when the SETUP Import DBF creation is checked. Turn off DBF file creation, turn on DAT only. Get the most current ADD4PC version.
"DAT File too Large"	When the DAT file named in SETUP Import exceeds the limit. Simply rename the DAT file in SETUP Import. This has no adverse impact on MDB file.
Data Collection goes to 50% , but not to 100%, ADD-4 unit does not get cleared and no data goes to MDB file	Corrupted data in ADD4 unit. Contact your TRS, Inc. Representative.
Data Collection goes somewhere past 50%, but not to 100%, ADD-4 gets cleared and no data goes to MDB file while some (up to the error record) gets stored in a TMP.DAT file.	Unallowable character (like quote or apostrophe) in found in the ADD-4 data. The MDB file and the DAT file (TMP.DAT) get created only up to the point of the error or the ADD4PC.MDB file has

been altered or corrupted. Contact your TRS, Inc.
Representative

Quick Reference Guide for Navigating the ADD4PC Data Collection Program

The ADD4PC for Windows Program is used in conjunction with the ADD-4 Copier Expense Recovery System. The ADD4PC for Windows Program is a 32-bit application requiring a Windows 95, 98, 2000, NT operating system or ME. Other requirements include an available COM port and approximately 4MB disk space.

There are 4 basic operations in the ADD4PC for Windows Program:

Collecting ADD-4 data

Collect transaction data from the ADD-4 unit(s) by plugging the TRS supplied computer interface cable into your P.C.'s serial port and into the RJ-11 port on the ADD-4. Click on the COLLECT button. Click COLLECT again. When data is collected the progress bar moves to 100% and the ADD-4 unit is issued a "clear memory" command.

First time Users - Activate the ADD4PC for Windows Program and select SETUP. Select the appropriate communications port on your P.C. via SETUP|Communications. Save your setting. Also, prior to your first collection, set the default rates for copies and fax pages in SETUP|Default Cost table. A UnitCost of .15 represents fifteen cents per page. If you wish to provide your clients with a "sliding-scale" pricing structure, refer to the illustration below. Otherwise, If the default rate for copies and fax pages is to be a set rate, enter 0.00 in the ForFirst, ThenCost and LimitCost columns for Copier and Faxes.

To apply "sliding-scale" pricing:

Enter a value in the UnitCost column. This value will be used in calculations until the ForFirst column value is reached. Once the ForFirst value is exceeded, the ThenCost column value is computed until the LimitCost is reached. For example, a UnitCost of .15, a ForFirst entry of 100, aThenCost value of .08 with a LimitCost of 20.00 (\$20.00), gives a result of \$8.00 for a copy run of 100 copies.

Generating Reports

Reports can be produced from the collected data by selecting REPORTS. Choose the applicable report, provide a Start Date and an Ending Date and click the Print button. The report will be printed on the default printer. Reports can be viewed, rather than printed, by selecting the Preview button

Exporting Data to Time & Billing Programs

ADD-4 data can be exported in various formats for interfacing with many Time & Billing programs. Three of the more popular Time & Billing formats appear under FILE|Export. These include TABS, Timeslips and Juris. Other Time and Billing formats can be created using the MyExport option. Due to the varied nature of the MyExport formats, please confer with your TRS, Inc. Representative on the specifics of setting up your MyExport option.

Maintaining Account Validation Tables and/or Applying Variable Costs for Copies/Fax Pages on Selected Account Codes

Click the ACCOUNT button. The Account Codes entered here can be sent to the ADD-4 unit(s) for Account validation purposes and/or used to establish variable rates per Account for copies and fax pages that differ from the default costs in SETUP|Default Costs

** Should you need to reinstall the ADD4PC Program**

Should you need to reinstall the ADD4PC Data Collection Program, make sure to make a copy the ADD4PC.MDB file from the original ADD4PCWin folder and save it in another location. After reinstalling the ADD4PC program from CD, replace the new ADD4PC.MDB file with the original saved ADD4PC.MDB file. This will restore your original settings and previous data.

If it is not possible to save and copy the original ADD4PC.MDB file as outlined above, make sure to follow the instructions above for First time Users.