

Transaction Recovery Systems, Inc.

ADD4PC for Windows Quick Reference Guide

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 9X or NT operating system. 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. When data is collected the progress bar moves to 100% and the ADD-4 unit is issued to clear memory command. Collect the data from all ADD-4 units before producing reports and/or importing the data into your Time & Billing program.

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 default printer.

Exporting Data – 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 Export formats, please confer with your TRS, Inc. Representative on the specifics of setting up your Export 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.

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**** 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**.

Should you have any questions regarding the ADD4PC Data Collection Program for Windows, call us at (800) 346-3182 or (281) 296-0228.

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.