

Transaction Recovery Systems, Inc.

Clockwork32 ADD4PCWin Program Settings.

Data collected from the ADD-4 Copier Control unit(s) can be formatted for importing into the Clockwork32 Time and Billing program.

First Time Setup

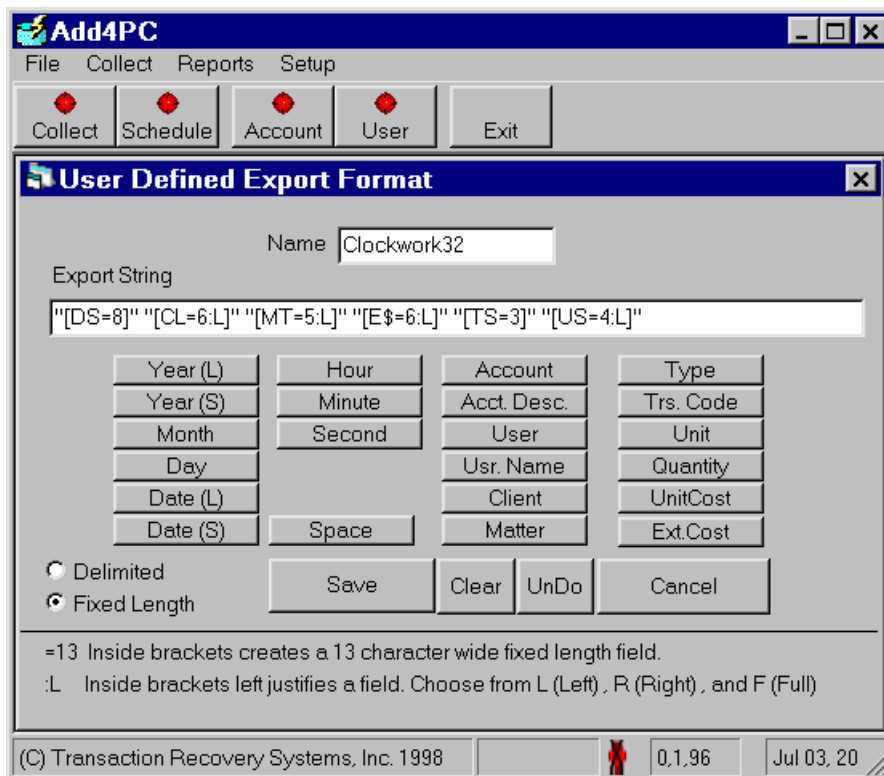
To initially configure the ADD4PC Data Collection Program for interfacing with the Clockwork32 Time and Billing Program, follow the setup procedure below.

In the ADD4PCWin Program, select SETUP|User Defined Export Format.

Enter Clockwork32 in the Name box.

Enter the string below in the Export String box.

"[DS=8]" "[CL=6:L]" "[MT=5:L]" "[E\$=6:L]" "[TS=3]" "[US=4:L]"



Note: the export string can be created by clicking - in the following order - the Date (S), Client, Matter, Ext.Cost, TrsCode and User buttons and then inserting the applicable special characters to complete the string.

Click Save.

Next, select FILE|Export|Clockwork32.

Click Settings.

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In the boxes labeled Transaction Code, enter the Expense Code for each category (Copies, postage, etc.) as found in Clockwork32

Make sure all Transaction Code boxes have applicable codes set up prior to using the Clockwork32 Export option.

After completing all applicable Transaction Code boxes, click Save.

Exporting Data to Clockwork32

After collecting ADD-4 data, select FILE|Export|Clockwork32

Enter the desired date range and click Export.

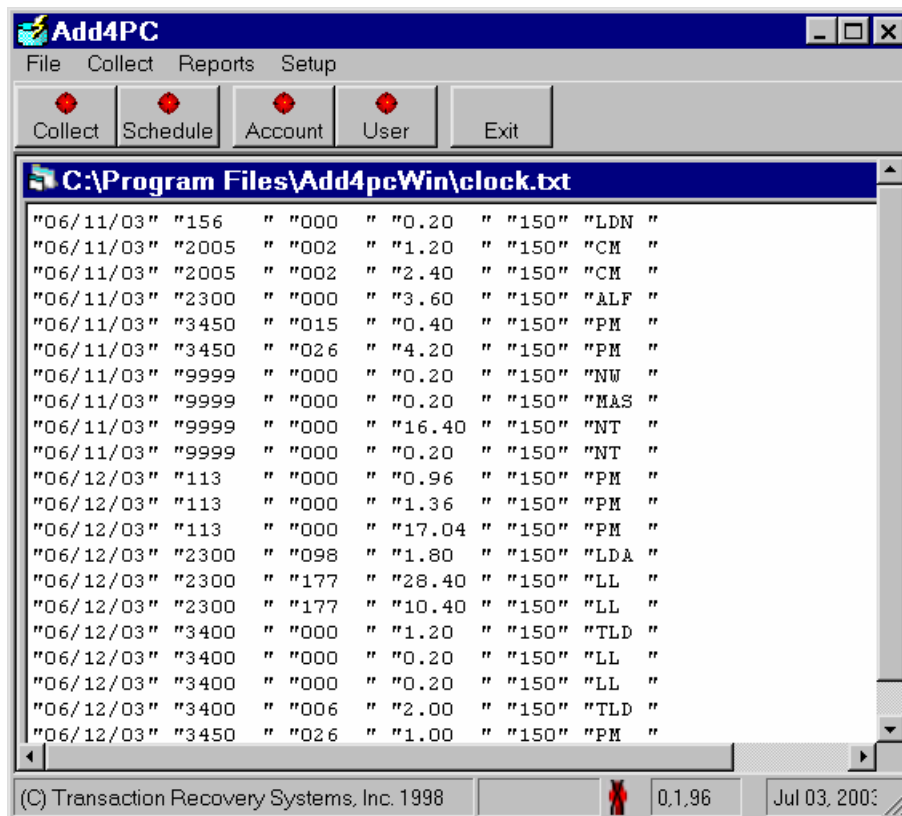
Under Save in: enter a directory path.

Under File name: enter the name of the file to export.

Click Save.

Once the data has been formatted and an export file has been created, go into Clockwork32 and follow their instructions for importing expenses.

Should you have any questions, please contact TRS at (800) 346-3182. Sample data, converted and ready for import into Clockwork32.



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Sample Clockwork32 import screen

Clockwork32 Legal Accounting Systems - [DISBURSEMENT IMPOR...
File View Custom Other Modules Time and Billing Accounts Receivable Administration Help
Expense Recovery: Disbursement Import

Test Company A Clockwork32

Input File Name: C:\cw32_test\clock.txt

Client:	2	Convert Client?:	N	<input type="button" value="Execute"/>
Matter:	3	Convert Matter?:	N	<input type="button" value="Cancel"/>
Timekeeper:	6	Convert Timekeeper?:	N	
Date:	1	Date Format:	MM/DD/YY	
Disb. Code:	5	Authorizing Timekeeper:		
Amount:	4	Disbursement Code:		
Quantity:	0	Date:		
Reference:	0			
Description:	0			

Session #: 0
Record Read: 0
Transactions: 0
Total Trans: 0
Amount: 0.00