

DHDial & Company Time & Billing File Export Options

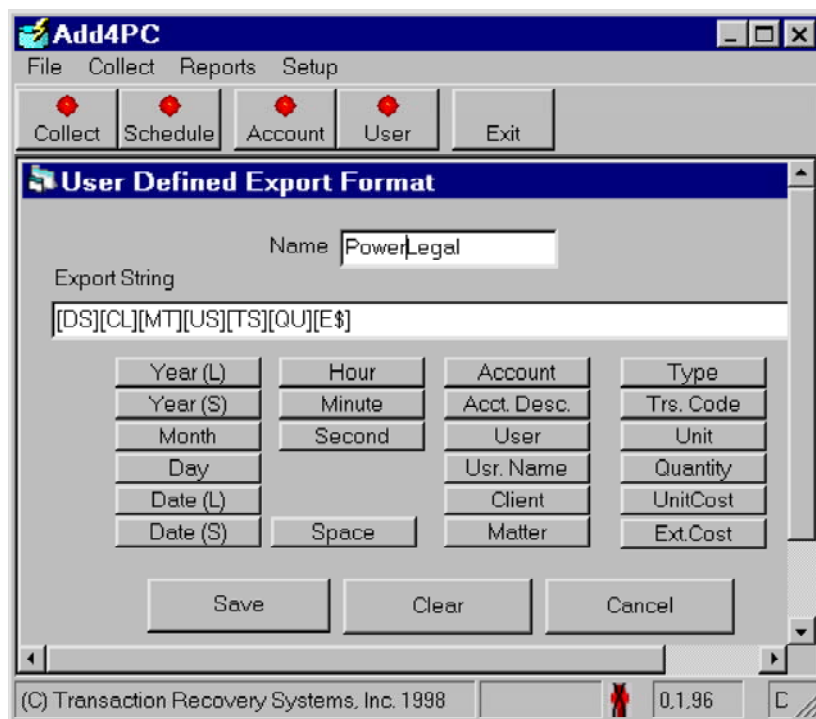
Data collected from the ADD-4 Copier Control unit(s) can be formatted for importing into the PowerLegal Time and Billing program. The format below is typically used for PowerLegal.

First Time Setup

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

- Select SETUP|User Defined Export Format.
- Create the following Export String: [DS][CL][MT][US][TS][QU][E\$]
- Click Save.

Note: the export string can be created by clicking - in the following order - the Date (S), Client, Matter, User, TrsCode, Quantity and Ext.Cost buttons below.



Next, select FILE|Export|My Export.

Click Settings.

In the boxes labeled Transaction Code, enter the expense codes from PowerLegal for each category (Copies, postage, etc.).

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

After completing all applicable Transaction Code boxes, click Save.

Exporting Data to PowerLegal

1. After collecting ADD-4 data, select FILE|Export|My Export.
2. Enter the desired date range and click Export.
3. Under Save in: enter a directory path.
4. Under File name: enter the name of the file to export.

5. Click Save.

Once the data has been formatted and an export file has been created, go into PowerLegal's and follow their instructions.