

Transaction Recovery Systems, Inc.

ESILaw Time & Billing Export Option for ADD4PC

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

First Time Setup

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

Select SETUP|User Defined Export Format.

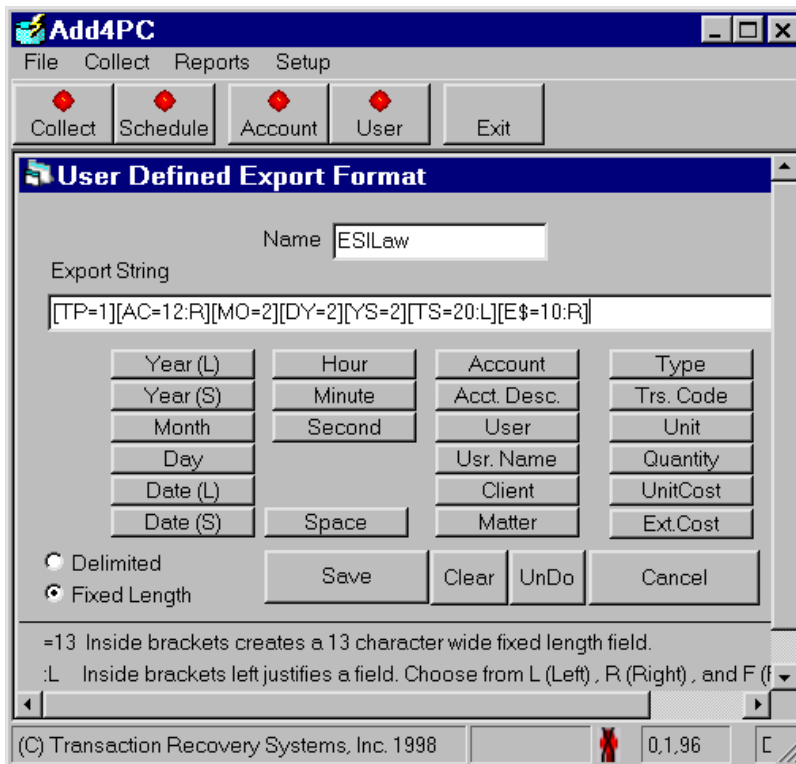
Create the following Export String:

```
[TP=1][AC=12:R][MO=2][DY=2][YS=2][TS=20:L][E$=10:R]
```

(copy and paste this string)

Click Save.

Note: the export string can be created by clicking - in the following order - the Type, Account, Month, Day, Year (S), TrsCode, and Ext.Cost buttons and then inserting the applicable special characters to complete the string.



Exporting Data to ESILaw

1. After collecting ADD-4 data, select FILE|Export|My Export.

Transaction Recovery Systems, Inc.

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 ESILaw and follow their instructions.

A sample export string, with detailed records, will look like:

```
1          1234 090606 Photocopies          0.25
2 123456-12345090606 Fax                    12.00
3 123456-12345090606 Photocopies           .30
1 123456-12345090607 Photocopies           .40
2 123456-12345090606 Fax                    3.00
1 123456-12345090606 Photocopies           .10
```

This file must be deposited into the ESI-LAW Directory (e.g. F:\ESILAW), per the instructions below:

ESILaw for Windows

Automated Disbursement Recovery Requirements

ESILAW has the ability to automatically import transactions recorded using photocopier, printer, fax, and telephone recovery systems. A standard data file in the layout below must be provided by the system vendor. Please refer to the details below for file specifications and layout. Questions regarding this file format can be directed to ESI support at 1(800)663-8759 (US) or 1(888)663-4545 (Canada).

Requirements

- ASCII text format file
- No field or text delimiters
- Fixed length fields and records
- File must reside or be copied to the ESILAW directory (e.g. F:\ESILAW)

Explanation of Fields

Transaction Code	Letter or number that identifies the disbursement code type (e.g. P = photocopy or L = laser printing)
Client Number	Client number used by ESILAW to identify the client
Date	Date of the transaction – must use the data format MMDDYY
Description	Description of the transaction – 20+ characters
Amount	Total transaction amount

File Layout
