

## FOROB Time & Billing File Export Options

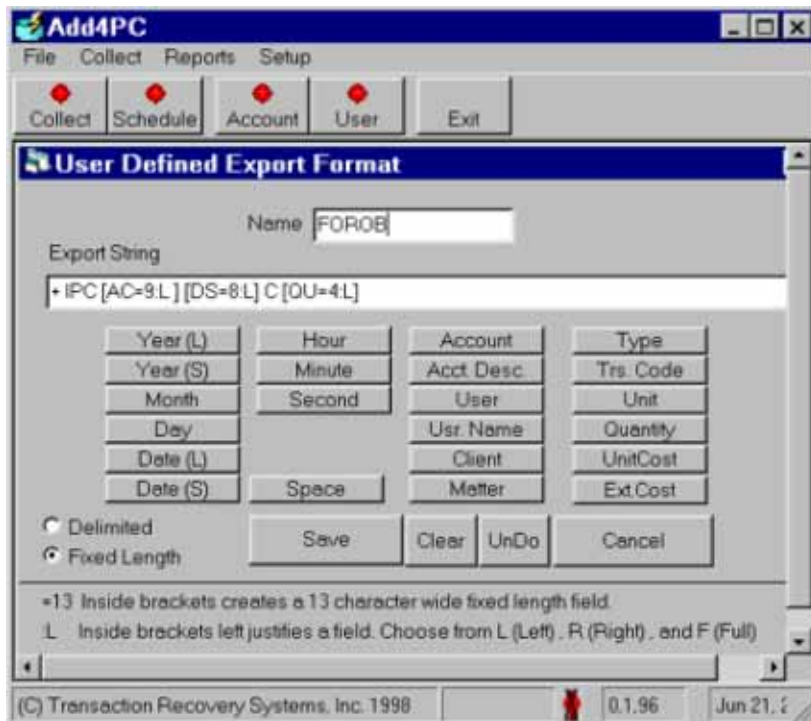
Data collected from the ADD-4 Copier Control unit(s) can be formatted for importing into the FOROB Time and Billing program.

### First Time Setup

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

- Select SETUP|User Defined Export Format.
- Create the following Export String:  
+ IPC [AC=9:L] [DS=8:L] C [QU=4:L]
- Enter FOROB in the Name box
- Click Save.

Note: the AC= item above may vary with the length of Client-matter code used at the firm. The objective is to enter the maximum length of the Client-matter code here.



### Exporting Data to FOROB

1. After collecting ADD-4 data, select FILE|Export|FOROB.
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 FOROB's Import Program and follow their instructions.