

## ***Overview of the TRSExporter Program for Juris***

The TRSExporter program is designed to produce a file for importing photocopy and print data from the Copy Audit and/or Print Audit and/or ADD4PC products into Juris, via the Import utility.

The TRSExporter program can be configured to summarize Copy Audit/Print Audit and ADD-4 data *prior* to importing into Juris. Data can be summarized by date or for the entire collection period. Of course, detail records can also be generated, listing every transaction as a separate record.

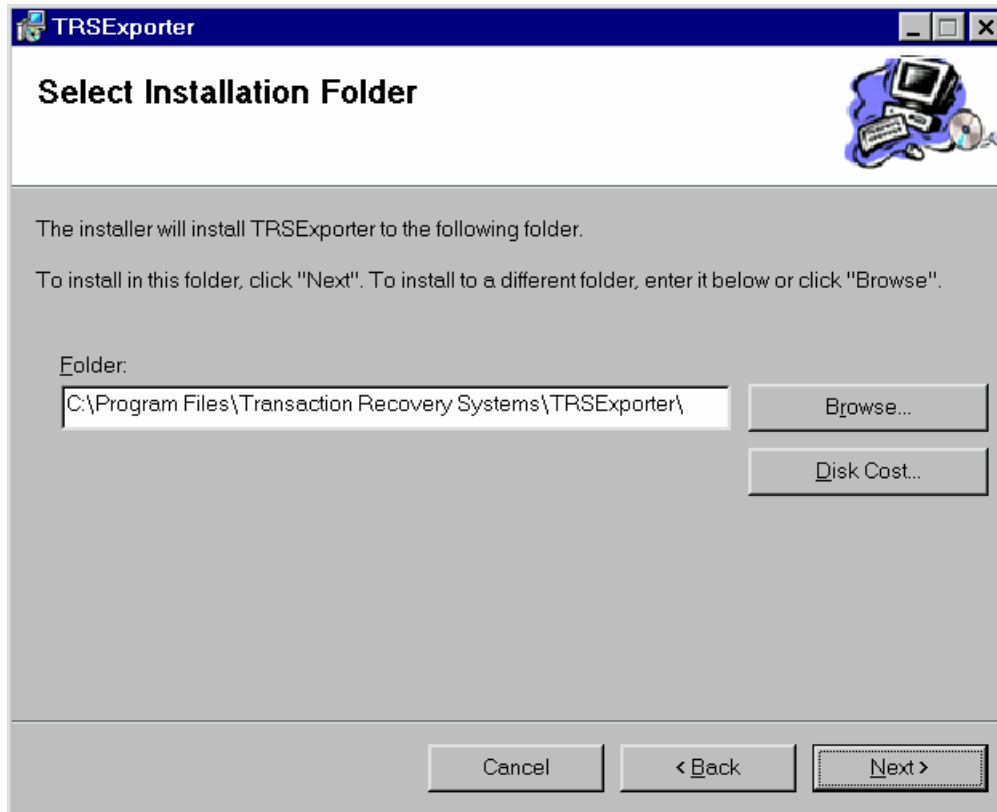
The file generated by TRSExporter can be configured to include, or omit, user-defined descriptions for various transaction types. For example, "23 pages copied at .20 per page" or "12 fax pages, totaling \$3.40".

User-defined descriptions can be output for some transaction types (copies and fax transactions) yet be left blank for other transaction types (postage and print jobs).

Further, the TRSExporter program can treat photocopying charges from Copy Audit and print jobs from Print Audit as the same type of transaction. Or, every transaction type can be assigned a unique Activity code.

\* Requires Microsoft.NET framework.

## Installation



Installation of the TRSExporter can be done from the installation CD or downloaded from the Transaction Recovery Systems, Inc. website.

To open the TRSExporter, click on the desktop icon created in the setup process.

Click on EXPORTS|Configurations|Set Database.

## Connect to Database – Export/Configurations/Set Database

**Database Settings**

**Location**

Database Location: Z:\My Documents\Cisco Program\MDB test folder\pa5db.mdb Browse...

Workgroup file: Z:\My Documents\Cisco Program\MDB test folder\pa5db.mdw Browse...

Print Audit 5  Non-validated

Add4PC Database: Z:\My Documents\Cisco Program\MDB test folder\Add4pc.mc Browse...

**User Credentials**

User Name: pareadonly

Password: \*\*\*\*\*

Test Connection... OK Cancel

The Print Audit/Copy Audit database is normally a locked database. To initially unlock and link to the database, select the Database location of the printaudit.mdb file and the Workgroup file – pa5db.mdw.

If data from the ADD4PC database is also to be used, specify the path to the ADD4PC.mdb file.

In the User Credentials box, enter “PAReADonly”. Enter “password” in the Password box.

You can check your connection to the selected database by clicking the Test Connection... button.

Click OK and Save the setting.

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## TRSExporter Main Screen

Code	CodeDescription	Name	NetworkUser	MachineName	ProcessName
1401/STELLWAY	Stellway	(null)	swilheim	STEVE	POP90.EXE
1401/STELLWAY	Stellway	(null)	swilheim	STEVE	STREETS.EXE
1388/MADIGAN	Madigan	(null)	rivanjack	SCANNER	POP90.EXE
1388/MADIGAN	Madigan	(null)	rivanjack	SCANNER	POP90.EXE

### Exporting Data to the Juris Import Program

After configuration of the TRSExporter Program is complete:

- Select the Start Date and End Date range.
- Click the View button to display the results.
- Choose a Save Option.
- Click Save. The filename is typically an .esb file. Example: Copies.esb
- Run the Juris Import program. Select Transactions|Expense Entries|Tools|Import. If prompted to specify whether this is a 3X format, respond Yes.

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## ***Initial Configuration of the TRSExporter Program***

From the TRSExporter Main Screen, select a Start Date and an End Date known to contain data. Click the View button.

A view of all available fields of information will appear. Scroll to the Document column. Note that each transaction “type” will be identified in this column.

If the Copy Audit unit is used for tracking copies only, “Copier pages.” will be the only transaction type found in the Document Column.

If the Copy Audit unit is used to track copies and postage transactions, “Copier pages.” and “Postage entered at copy box.” can be found in the Document column.

Furthermore, if the Copy Audit unit is used in conjunction with Print Audit – to track print jobs sent from the desktop– the Document column will also contain the name of the printed document.

These different transaction types will be “mapped” to their respective Juris expense code, Phase/Task and Activity codes. The Tcode = Expense Code; Phase/Task = 1; Activity code = 1. Refer to the [Document Replacement Mappings](#) section for details.

If a description field is desired, refer to the [Description](#) section.

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**Start Date** – enter the beginning date.

**End Date** – end the ending date.

**View** – displays data records in the start to end date ranges.

**Save**– save the filename with an .esb extension. Example: Copies.esb

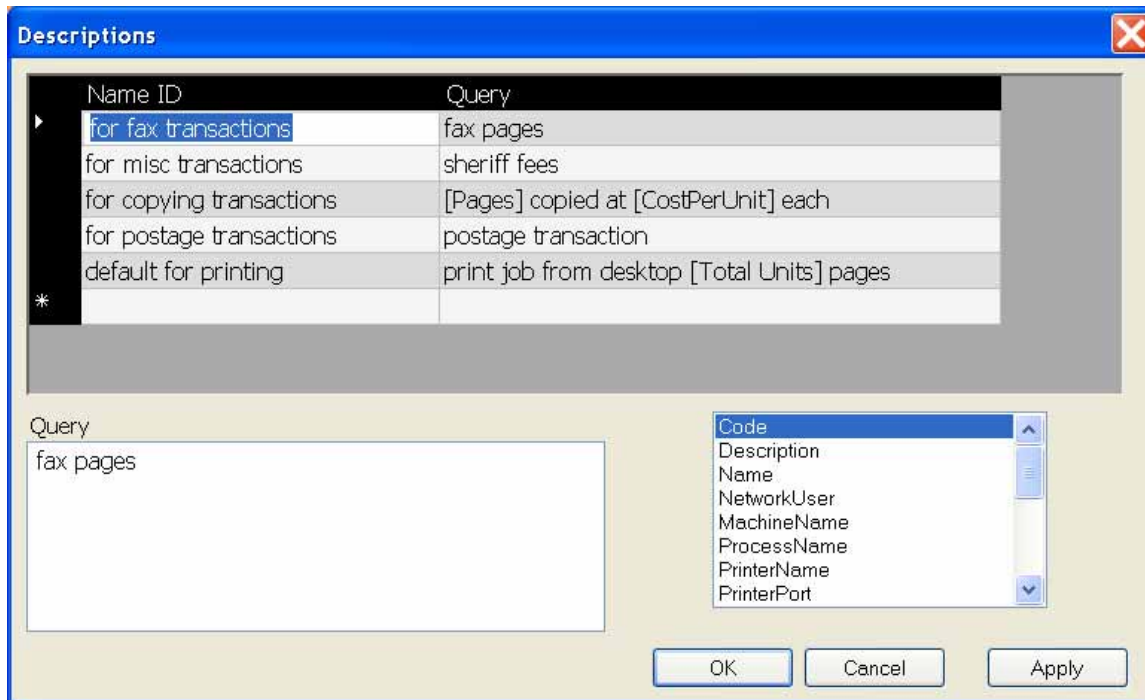
**Date Summary** – select Date Summary to summarize like transaction types (copies, fax, postage) by date. The secondary sort is by Client-Matter code. This format produces an output file with substantially fewer records than the None selection above.

**Document Summary** – select Document Summary to have all like transaction types (copies, fax, postage) and like Client-Matter codes summarize as a one-line entry with the same date in each record. Enter the date to appear in all records in the selection box. This format produces the fewest number of records possible.

**None** – choosing neither of the above options to export each individual transaction – one line per transaction.

**Saving Log** – the Saving Log is written to each time records are processed for import into Juris, showing the start and end dates of the datafile.

## ***Descriptions – Exports/Configurations/Descriptions.***



The Descriptions screen can be configured to include descriptions in each record that provides more explanation of the transaction. For example, “21 pages copied at .20 each” or simply – “Photocopies”

To construct the table, click the Name ID column. Enter a name for the description. Construct a string to export in the description by entering either a literal value in the Query box or double-click on the any of the available fields in the bottom right corner and construct the string in the Query box.

Upon completion, click Apply.

To exit the Descriptions screen, click OK.

Refer to the [Document Replacement Mappings](#) screen for associating the description to the expense type (Document). In the example above - when the Name ID “for copying transactions “ is selected as the description to be used in records labeled “Copier pages.” in the Document column – the output records for copying will have a description of “[Pages] copied at [CostPerUnit] each”.

Note: When making changes to the Descriptions options, make sure to click Apply for the changes to take place.

## Document Replacement Mappings – Exports/Configuration/Mappings

Document	TCode	Phase/Task Cod	Activity Code	Description
Faxes	\$fax	1	1	fax
Default Replace	\$copies	1	1	copies
Postage	\$postage	1	1	postage
Courier expens	\$cacourier	1	1	misc
Copier pages.	\$copies	1	1	copies
Fax pages enter	\$cafax	1	1	fax
Miscellaneous	\$misc	1	1	misc
Postage entere	\$capostage	1	1	postage
Copier	\$copies	1	1	copies

The Document Replacement Mappings screen is used to “map” the Document column (identifying the type of transaction) to the Juris Expense Codes. For TCode, enter the expense code for the respective expense. For example, “Copier pages” = copy. For the Phase/Task code and Activity Codes, enter “1”. Additionally, a description can be associated with each Document type.

**When the Copy Audit System is used for copy tracking only**, the Document column will include “Copier pages.” only. The initial configuration of the Document Replacement Mappings can be as simple as setting up the Default Replacement section with the applicable Juris expense code in Tcode and entering a “1” in both the Phase/Task code and Activity code boxes.

If no description is required, leave the Default Description box empty.

If a description is required, choose one from the Default Description dropdown list. Refer to [Descriptions Screen](#) for set-up instructions.

**If the Copy Audit System is used for tracking other expenses using the special function keys (fax pages, postage transactions) in addition to tracking copy jobs and/or print jobs using Print Audit,**

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it becomes necessary to “map” the various transaction types to the applicable Juris expense codes for those expenses.

The Default Replacement mappings will apply to all transaction types **not** specifically mapped elsewhere.

To construct the Document Replacement Mappings, go to the TRSExporter Main Screen. Select a Start and End Date containing data. Scroll to the Document column.

Click the Document column heading to sort the column. Copy and paste the transaction type data to “map” from the TRSExporter Main Screen|View. For example, copy “Copier pages.” from the Document column in the Main Screen|View.

Click on Exports|Configurations|Mappings. Click on an empty row in the Document column. Paste “Copier pages.”

Enter the applicable Juris expense code in the Tcode box. Enter a “1” in the Phase/Task and Activity code boxes.

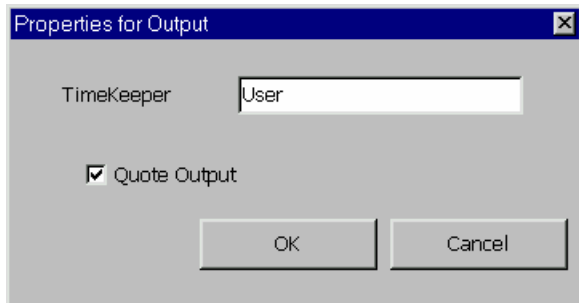
If a description is required, choose one from the Default Description dropdown list. Refer to [Descriptions Screen](#) for set-up instructions.

Repeat the process for all transaction types.

Remember, unmapped transaction types will assume the settings under Default Replacement.

Note: When making changes to the Document Replacement Mappings options, make sure to click Apply for the changes to take place.

## ***Save Properties - Exports/Configuration/Save Properties***



To configure the Save Properties, click Exports|Configuration|Save Properties.

Enter "User" in the Timekeeper box.

Check the Quote Output box to surround each field with quotes.

Click OK.