

Transaction Recovery Systems, Inc.

ADD4PC Legal Master Time & Billing Export Option

Click on SETUP|User Defined Export Format.

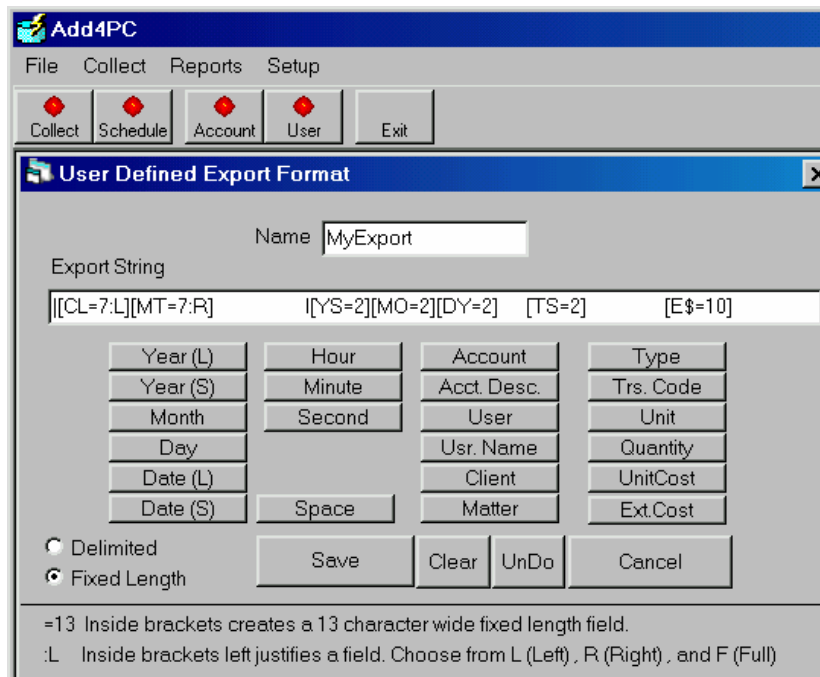
Create the Export String using the fields specified in the table below.

Make sure to check the Fixed Length radio button on the User Defined Setup screen.

You can cut and paste the following:

[CL=7:L][MT=7:R] I[YS=2][MO=2][DY=2] [TS=2:L] [E\$=10]

Click Save.



Note: In the entry process at the ADD-4 level, the Client and Matter must be separated with a dash.

First character is a pipe sign		
Client	[CL=7:L]	
Matter	[MT=7:R]	
20 Spaces	Use the space bar	
"I" capital letter I	I	Refer to Indirect cost
Year (S)	[YS=2]	
Month	[MO=2]	
Day	[DY=2]	
6 Spaces	Use the space bar	
Trs.Code	[TS=2:L]	See below

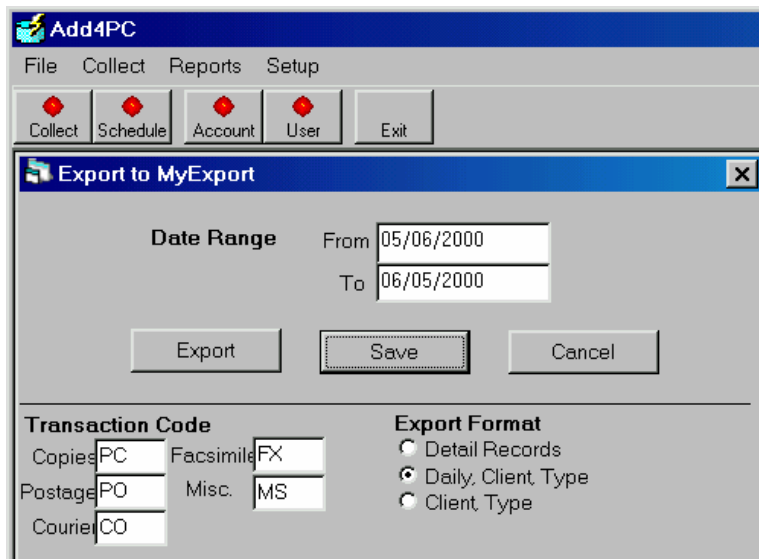
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16 Spaces Use the space bar
Ext.Cost [E\$=10]

Under the FILE| Export|MyExport option:

Click on the SETTING button. Enter the Expense Codes form Legal Master for the various items (copies, postage, etc.)

Select the Export Format desired, typically Daily, Client Type. Click Save. This is a first-time set-up option.



To export ADD-4 data to Legal Master after collecting, click FILE\Export|MyExport.

Select the applicable date ranges.

Click Export.

Give the path name to Save In:

Give the Filename in File Name:

Refer to the further instructions provided by Legal Master.