

Transaction Recovery Systems, Inc.

Prolaw Time & Billing Export Option

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

First Time Setup

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

Select SETUP|User Defined Export Format.

Create the following Export String: [TP][DS][AC][QU][U\$][E\$]

Click Save.

Note: the export string can be created by clicking - in the following order - the Type, Date(s), Account, Quantity, Unit Cost and Ext.Cost (Quantity times Unit Cost) buttons.



Exporting Data to Prolaw

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

Enter the desired date range and click Export.

Under Save in: enter the directory path where you will save the file for Prolaw to read.

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Under File name: enter the name of the file to export.

Click Save.

Once the data has been formatted and an export file has been created, go into Prolaw and follow the import routine.