

Transaction Recovery Systems, Inc.

Generating a Client-matter list from Tabs3

From Task Folders choose REPORTS|Client Reports|Client List

On the CLIENT tab, click the Status-Specific selection. Click the Select Status button. Click the Active selection. Click OK.

On the OPTIONS tab, choose Summary. If the Double Space option is checked, uncheck it. Click OK.

In the Print Client List Box, choose print to file.

Name the file and save the file.

Send this file to your TRS Representative.