

Overview of the TRSExporter Program for TABSIII

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 TABS3, via the TBDevice Variable or WCNVASCV utilities.

One of the problems with using the TBDevice Variable or WCNVASCV program is that data cannot be summarized during the import process. The TRSExporter program solves this problem.

The TRSExporter program can be configured to summarize Copy Audit/Print Audit and ADD-4 data *prior* to importing into TABS3. 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 TRSExporter program includes all the fields required of the TABS3 TBDevice Variable or WCNVASCV programs, including Transaction Codes, Phase/Task codes and Activity codes.

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).

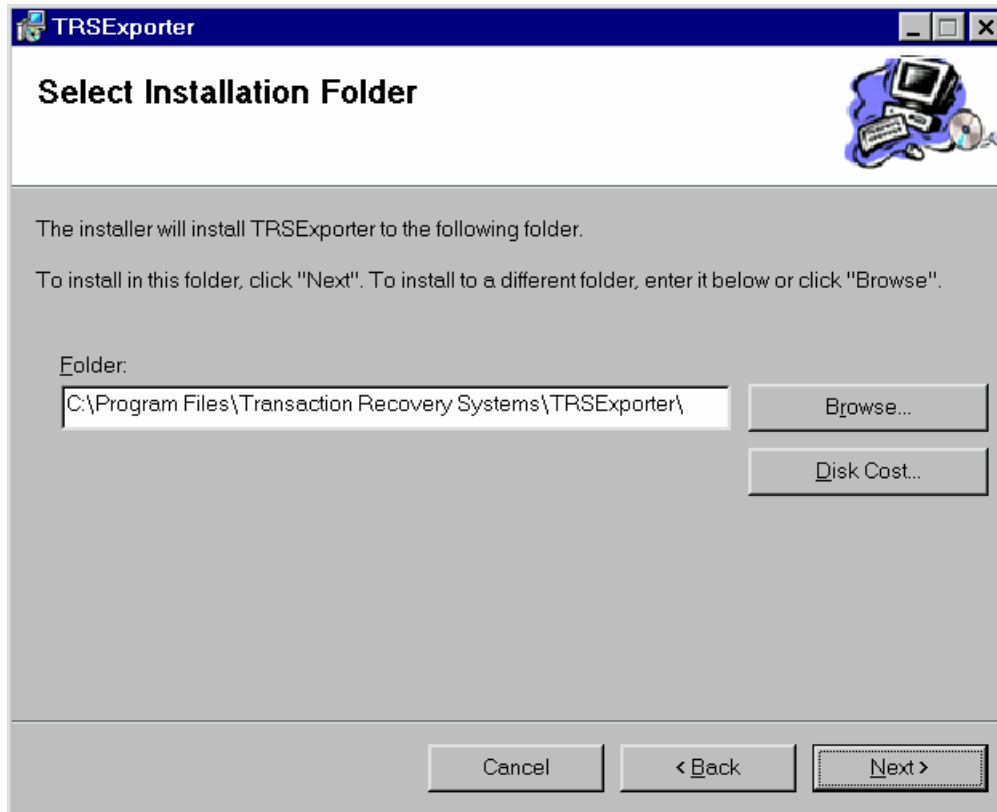
Further, the TRSExporter program can treat photocopying charges from Copy Audit and print jobs sent from the desktop using Print Audit as the same type of transaction. Or, every transaction type can be assigned a unique TCode, Phase/Task and Activity code.

The TRSExporter is uniquely configured to produce a meaningful datafile for integration with the TABS3 TBDevice Variable or WCNVASCV programs.

For a detailed description of the required TABS3 TBDevice Variable format [click here](#).

* 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: [REDACTED]

[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.

TRSExporter Main Screen

The screenshot shows the TRSExporter application window. The title bar reads "TRS Exporter". The menu bar includes "File", "Exports", and "View".

Select View

Start Date: 8/ 7/2005 (dropdown)
End Date: 8/22/2005 (dropdown)
View (button)

Summaries

Date Summary (button)
Document (button) | 8/22/2005 (dropdown)

Code	CodeDescription	Name	NetworkUser	MachineName	P
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	mike	mike	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	joe	joe	COPYAUDIT	C
101-00	n/a	mike	mike	COPYAUDIT	C
101	n/a	joe	joe	COPYAUDIT	C
101	n/a	joe	joe	COPYAUDIT	C

Exporter: TABS (dropdown) | Fax Cost: 0.27 (input) | Save (button)

11 rows returned

Exporting Data to TABS3 TBDevice 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 TABS3.CV, saved the same directory where the TBDevice program resides.

- Run the TBDevice (or WCNVASCV) program.
- In TABS3; select Integration|Merge TABS3 Remote Data.

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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 TABS3 TCode, Phase/Task and Activity codes. Refer to the [Document Replacement Mappings](#) section for details.

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

Start Date – enter the beginning date.

End Date – end the ending date.

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

Save Options – the TBDevice Variable and WCNVASCV programs from TABS3 do not have the ability to summarize data prior to importing. The Save Option selections can do this prior to import if required.

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.

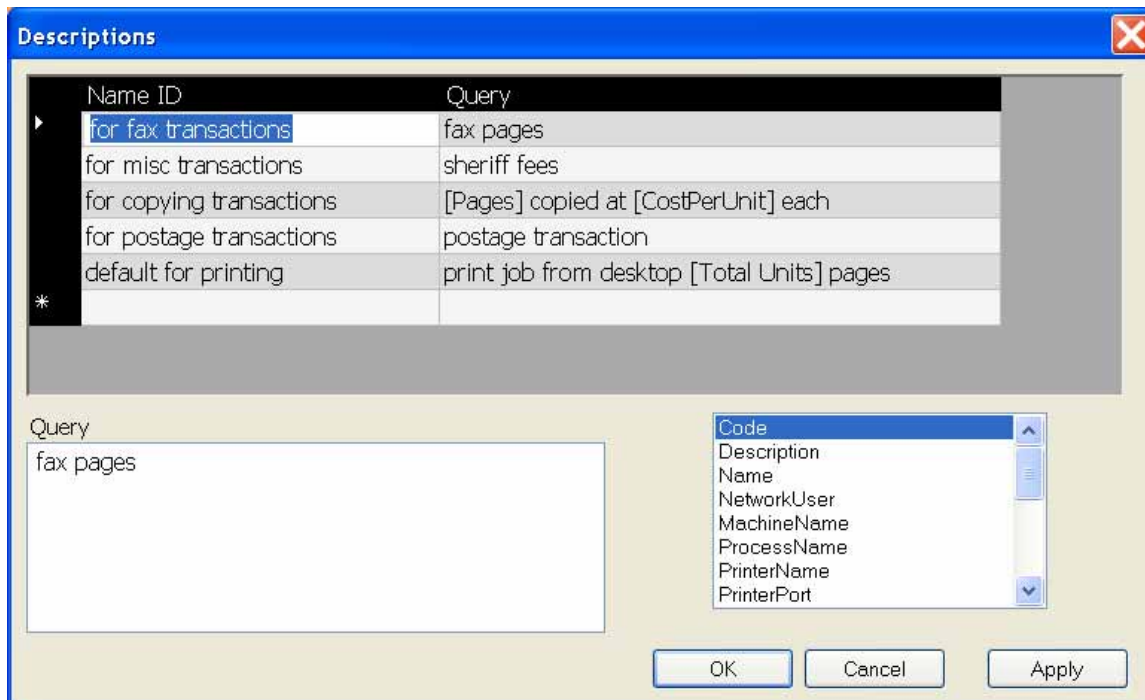
Document Summary – select Document Summary to have all like transaction types (copies, fax, postage) and like Client-Matter codes summarize as a one-line entry with the same date in each record. Enter the date to appear in all records in the selection box. This format produces the fewest number of records 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 TABS3, showing the start and end dates of the datafile.

Save – creates the datafile for the TABS3 TBDevice Variable (or WCNVASCV) program. The filename is always the same – typically TABS3.CV

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”.

If no descriptions are used in the TRSExporter, the description associated with the Transaction Code in TABS will appear after importing the data. When a description appears in the export file from TRSExporter, it overrides the Transaction Code description in TABS3.

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 Code	Activity Code	Description
Postage entered at copy box.	\$53	L100	E108	for postage transactions
Copier pages.	\$51	L100	E101	for copying transactions
Fax pages entered at copy bo	\$55	L100	E104	for fax transactions
Misc. expenses entered at co	\$56	L100	E124	for misc transactions
Courier expenses entered at	\$52	L100	E107	default for printing
*				

The Document Replacement Mappings screen is used to “map” the Document column (identifying the type of transaction) to the TABS3 TCode, Phase/Task code and Activity Codes. Additionally, a description can be associated with each Document type.

When no description is used, the description on imported records will be that associated with the TABS3 TCode.

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 TABS3 TCode, Phase/Task code and Activity codes for copying expense.

If no description is required, leave the Default Description box empty and the description on imported records will be that associated with the TABS3 TCode.

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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, it becomes necessary to “map” the various transaction types to the applicable TABS3 TCode, Phase/Task and Activity 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 TABS3 TCode, Phase/Task and Activity codes for copying expenses in the adjoining columns.

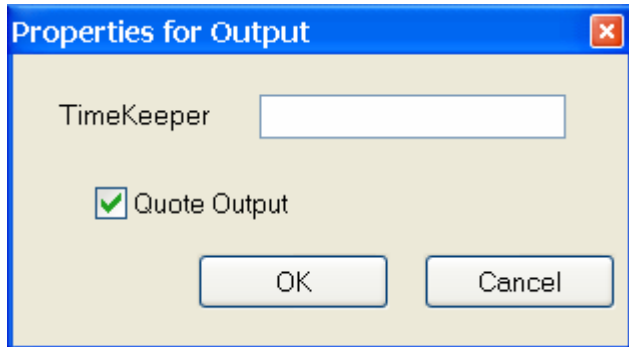
If a description is required, choose one from the Default Description dropdown list. Refer to [Descriptions Screen](#) for set-up instructions.

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 Export|Configuration|Save Properties.

Leave the Timekeeper box empty so TABS will assign the transaction expense to the responsible attorney.

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

Click OK.

Tabs3 TBDevice **ASCII Variable Length Data Format**

Overview

The Tabs3 TBDevice software (ASCII Variable format) can be used to convert fee, cost, and payment transactions from an ASCII file with variable length fields to be compatible with the Merge Tabs3 Remote Data program.

The TBDevice program must reside in the same directory as the Tabs3 programs in order to work properly. The ASCII data file must reside in the Tabs3 program directory. Details regarding the exact file layout can be found on the following page.

Installation

To install the TBDevice program on your hard disk:

1. Insert the TBDevice interface program disk into your floppy disk drive.
2. Click the **Start** button, and then click **Run...**
3. Type **A:SETUP** or **B:SETUP** (depending on the floppy drive used), and then click **OK**.
4. Follow the on-screen instructions to run the SETUP program.

Note: The TBDevice program (TBDEVICE.EXE) must be installed in the same directory where the Tabs3 program resides.

Configuring the Data Collection Device Type

Before you can convert any data from a data collection device, TBDevice must be configured to handle the necessary format.

1. From the Software Technology folder, double-click the **TBDevice** icon to start the TBDevice program.
2. If the Logon dialog box is displayed, enter your User ID and Password and click **OK**.
3. From the **File** menu, select the **Configure** option.
4. The Configuration window will be displayed. Click the drop-down arrow next to the **Device** field and select **ASCII Variable**.
5. In the **File** field, type the name of the file containing the data from the collection device (i.e., TABS3.CV).
6. Select the **Default** check box if you want to make the **ASCII Variable** device the default in the Conversion program.
7. Click the **More Config** button.
8. In the Descriptions section, select the **Upper Case Text** if you want to use all upper case letters in the Tabs3 description.

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9. Click **OK**.
10. Click the **Save** button.
11. Close the Configuration window.

Converting ASCII Variable Length Data

Use the following procedure for the conversion:

1. Copy the file containing the data from the collection device (i.e., TABS3.CV) to the Tabs3 directory.
2. If the TBDevice program is already started, skip to step 4. From the Software Technology folder, double-click the **TBDevice** icon to start the TBDevice program.
3. If the Logon dialog box is displayed, enter your User ID and Password and click **OK**.
4. From the **File** menu, select the **Convert** option.
5. The Conversion window will be displayed. If the **ASCII Variable** device is *not* displayed in the **Device** field, click the drop-down arrow next to the **Device** field to select the **ASCII Variable** format.
6. Click the **Convert** button. The program will look for the file name TABS3.CV. If the file is found to contain data, the program will read transactions from the file and increment the **Processed** count for every transaction that is read. All transactions that are successfully converted will increment the **Added** count and will be written to the Tabs3 Remote data files (RMT*.*)).

Note: A TBDEVICE.LOG file is created and will contain any records that were not converted. If no errors were encountered during the conversion, then the TBDEVICE.LOG file will include a start and finish time.

Note: If you are using a full user system, the ASCII Variable data file will automatically be deleted when the conversion is complete to avoid double posting of the data. However, when using a trial system, the data file is not deleted.

7. When the process is complete, the data files will have been created allowing you to merge the information into Tabs3 using the Merge Tabs3 Remote Data program. To merge the files, start Tabs3. From the **Integration** Task Folder, select **Merge Tabs3 Remote Data**. This program will merge the remote data files created by the TBDevice program (RMT*.*) with your main Tabs3 data files. The Tabs3 Help includes complete details regarding the Merge Tabs3 Remote Data program.

Note: You can change the Descriptions options used by the ASCII Variable format by selecting **File / Configure**.

Input Field Positions

File Layout		
Field	Field #	Format
Client ID	1	Up to 12 characters

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Timekeeper	2	Up to 3 characters (can be either timekeeper number or timekeeper initials)
Tcode	3	Up to 3 digits preceded by a "\$" for costs or payments (trans code cannot be greater than 999 in value)
Phase/Task Code	4	Must be in the format XNNN, where X is any upper case letter (excluding A and E) and NNN is 3 digits
Activity Code	5	Must be in the format XNNN, where X is either the letter A (for fees) or E (for costs), and NNN is 3 digits
Date	6	Must be in the mm/dd/yy or the mm/dd/yyyy format.
Hours (for fees) Units (for costs)	7	Decimal format up to 9999.99 maximum (i.e. 1.25 is 1 hr. 15 min.)
Rate	8	Dollar format up to 9999.99
Amount	9	Billable dollar amount up to 9999999.99
Description	10	Up to a maximum of 5000 characters
	CrLf	carriage return/line feed

Notes

- Each field is delimited by a comma. The quotation marks at the beginning and end of each field are optional with the exception of the Description field. The Description field should begin and end with quotes (i.e., "text") so that commas in the Description field are not mistaken for a field delimiter. Also, embedded quotes in the Description text should be single quotes so they are not mistaken for boundary quotes (i.e. "this is a sample of 'quoted' text, with a comma within the text").
- The Client ID can be up to 12 characters in length. It must precisely match Client IDs that are entered into Tabs3.
- Fields 7 and 8 are ignored for payment transactions.
- If the Tabs3 client is not a Task Based Billing Client, the transaction code is converted and the Phase/Task Code and Activity Code fields are ignored. If the Tabs3 client is a Task Based Billing Client, the transaction code field is ignored (except for the "\$" necessary to denote cost and payment transactions) and the Phase/Task Code and Activity Code fields are converted instead.
- If the Rate field is zero, then Tabs3 will supply the default rate assigned in the Tabs3 client record when the transaction is merged into Tabs3.
- If both Rate and Amount fields are zero, then Tabs3 will supply a default Rate and calculate the Amount automatically when the transaction is merged into Tabs3.

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- When the data is merged into Tabs3, the Client ID, Timekeeper, and Transaction Code fields are verified as being valid. If the Tabs3 client is a Task Based Billing Client, the Phase/Task Code and Activity Code fields are also verified as being valid. Transactions with invalid fields are rejected and a list of rejected transactions can be printed along with an error code indicating why it was rejected.

Sample Data File

The following is an example of a variable length ASCII data file. Please note that lines with longer descriptions were wrapped to the next line and indented in this example so the text can be seen on the printed copy. Actual transactions in a real data file will appear as one continuous line.

```
101.00,RJB,,L110,A101,02/19/03,1.50,60.00,90.00, "Office conference with Karen Barrett and all
of the apartment managers concerning the unpaid rents at the new apartments."
200.01,1,$23,,,02/15/03,0.00,0.00,15.00, "court filing fee."
101.00,MLJ,$,L110,E101,02/15/03,0.00,0.00,1.25, "photocopies."
101.00,MLJ,,L120,A106,02/19/03,1.22,0.00,73.20, "Telephone conference with Ms. Barrett."
200.01,2,$21,,,02/19/03,0.00,0.00,2.50, "Photocopy originals."
200.02,2,$23,,,02/19/03,0.00,0.00,25.00, "Pay County Court filing fee in advance on behalf
of Client."
```

Startup Options

Command line options can be used when starting TBDevice to bypass the User ID prompt and automatically execute the **Convert** and **Validation** programs thereby eliminating user interaction. These startup options can be quite useful when implemented as part of a batch file.

The following are examples of the available startup options:

Bypass the User ID prompt F:\ST\TBDEVICE.EXE ALICE

Convert F:\ST\TBDEVICE.EXE /CONVERT ASCII VARIABLE

Validation F:\ST\TBDEVICE.EXE /VALIDATION ASCII VARIABLE

Note: The normal "sign in" routine is used when TBDevice is started with the "/CONVERT" or "/VALIDATION" options. If you have not specified a User ID on the command line, you will be required to enter the User ID. If password security has been defined, you will also be required to enter the password before the Convert or Validation program will proceed.

The TBDevice Help includes complete details regarding Startup Options.

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Examples:

Example 1) You want **both** walk-up copies **and** print jobs sent from the desktop to have the same Tcode, Phase Code and Task Code and no description. Configure the Document Replacement Mappings and Descriptions option as shown below.

Document Replacement Mappings

Default Replacement

TCode: \$51 Phase/Task Code: L100 Activity Code: E101

Reset Save

Default Description: [dropdown]

Document	TCode	Phase/Task Cod	Activity Code	Description
*				

Convert File With Document mapping OK Cancel Apply

Descriptions

Name ID	Query
null	

Query: [text box]

Code
Description
Name
NetworkUser
MachineName
ProcessName
PrinterName
PrinterPort

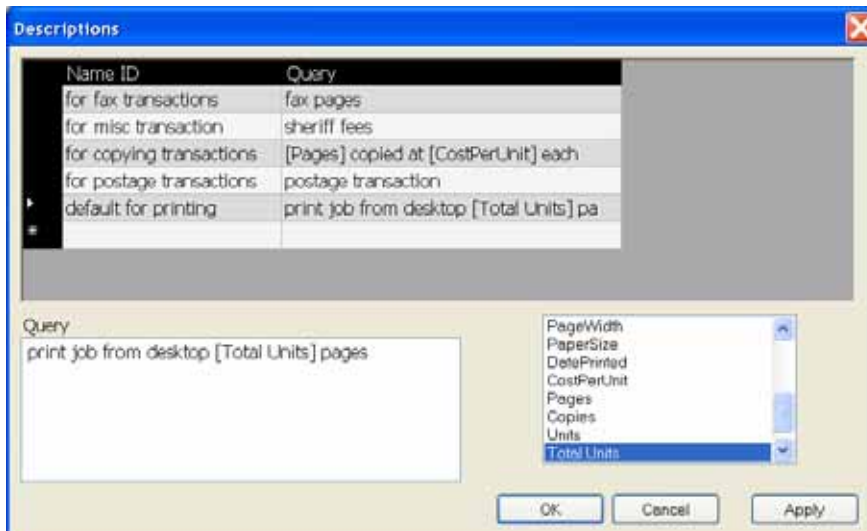
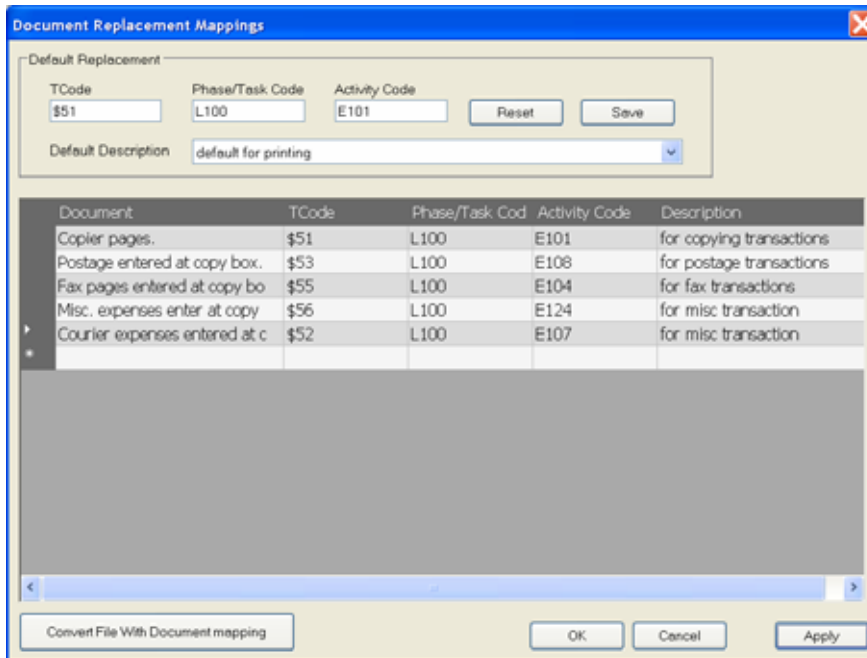
OK Cancel Apply

The resultant file looks like this:

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"333.000", "", "\$51", "L100", "E101", "01/11/2005", "4", "0.25", "1.00", ""
"333.000", "", "\$51", "L100", "E101", "01/11/2005", "3", "0.25", "0.75", ""

Example 2) You want walk-up copies, postage transactions, fax pages and other miscellaneous entries to have different Tcode, Phase Code and Task Codes and include descriptions. Print jobs sent from the desktop, will have the same Tcode, Phase Code and Task Codes as walk-up copying, yet a unique description.



The resultant file looks like this:

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"333.000", "", "\$51", "L100", "E101", "11/28/2004", "5", "0.25", "1.25", "print job from desktop 5 pages"
"333.000", "", "\$51", "L100", "E101", "11/29/2004", "15", "0.07", "1.05", "15 copied at 0.07 each"
"333.000", "", "\$53", "L100", "E108", "11/29/2004", "3", "0.12", "0.36", "postage transaction"
"369.009", "", "\$51", "L100", "E101", "11/30/2004", "1", "0.25", "0.25", "print job from desktop 1 pages"
"333.444", "", "\$51", "L100", "E101", "12/01/2004", "3", "0.07", "0.21", "3 copied at 0.07 each"
"333.444", "", "\$55", "L100", "E104", "11/29/2004", "99", "0.07", "6.93", "fax pages"
"333.444", "", "\$55", "L100", "E104", "11/29/2004", "22", "0.07", "1.54", "fax pages"
"333.555", "", "\$51", "L100", "E101", "11/29/2004", "6", "0.07", "0.42", "6 copied at 0.07 each"
"369.000", "", "\$51", "L100", "E101", "12/01/2005", "6", "0.05", "0.30", "6 copied at 0.05 each"