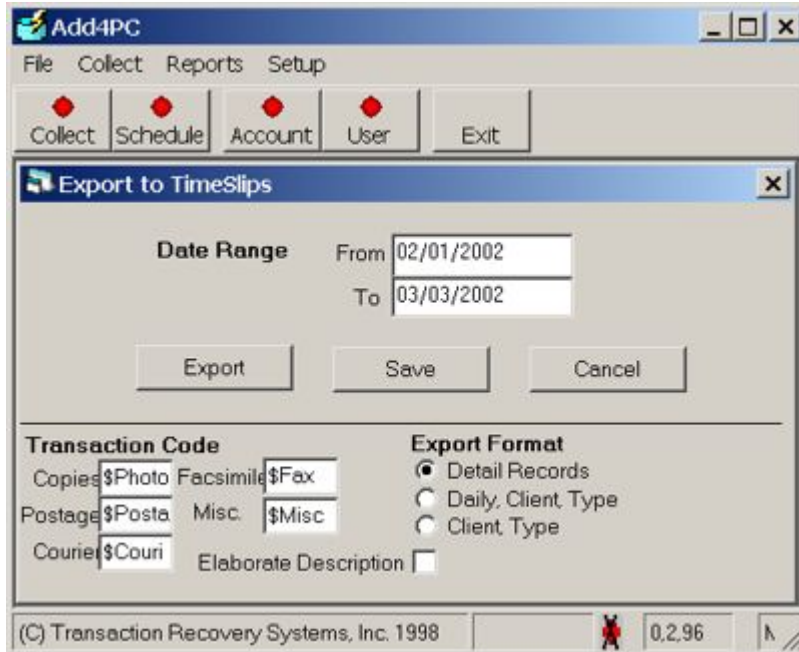


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Timeslips Time & Billing Export File Options

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

There are 3 options in total for producing a file that will interface with the Timeslips Time and Billing program using a template designed specifically for the ADD4PC export file.



(1) Timeslips Detail Export Option

The format is "Date", "Account Code", "USER", "Transaction ID (customer configurable)", No. of copies **or** a 1 for non-copier transactions, Amount per copy in the case of copier transactions **or** total computed amount in the case of non-copier transactions, "Description"

- Data is presented in detailed form - one transaction per line.
- **In the case of copies, the record includes number of and amount per.**
- **In non-copier transactions, a 1 is inserted in the No. of field and a total amount is inserted in amount field.**
- The Transaction ID codes are fixed as \$Photocopies, \$Facsimile, \$Postage, etc.
- The Descriptions are fixed at Photocopies, Facsimile, Postage, etc.

```
"12/17/1998","123-123","33","$Photocopies",5,0.15,"Photocopies"  
"12/17/1998","123-123","WW","$Facsimile",1,3.00,"Facsimile"  
"12/17/1998","123-123","33","$Postage",1,0.96,"Postage"  
"12/17/1998","12345-111","33","$Photocopies",5,0.15,"Photocopies"  
"12/18/1998","123-123","XX","$Photocopies",5,0.15,"Photocopies"  
"12/18/1998","1234-123","22","$Photocopies",5,0.15,"Photocopies"
```

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"12/18/1998","1234-145","36","\$Postage",1,0.99,"Postage"
"12/18/1998","12345-123","WW","\$Photocopies",4,0.15,"Photocopies"
"12/18/1998","12345-123","WW","\$Postage",1,1.08,"Postage"

(2) Timeslips Summary Export Option

The format is "Date", "Account Code", "USER", "Transaction ID (customer configurable)", No. of copies **or** a 1 for non-copier transactions, Amount per copy in the case of copier transactions **or** total computed amount in the case of non-copier transactions, "Description"

- Data is summarized by Account Code.
- The date is the date of the collection.
- As a summary, by Client, the true User code becomes simply "User".
- **In the case of copies, the record includes number of and amount per.**
- **In non-copier transactions, a 1 is inserted in the No. of field and a total amount is inserted in amount field.**
- The Transaction ID codes are fixed as \$Photocopies, \$Facsimile, \$Postage, etc.
- The Descriptions are fixed at Photocopies, Facsimile, Postage, etc.

"12/18/1998","123-123","User","\$Photocopies",**10,0.15**,"Photocopies"
"12/18/1998","123-123","User","\$Facsimile",**1,3.00**,"Facsimile"
"12/18/1998","123-123","User","\$Postage",**1,0.96**,"Postage"
"12/18/1998","1234-123","User","\$Photocopies",5,0.15,"Photocopies"
"12/18/1998","1234-145","User","\$Postage",1,0.99,"Postage"
"12/18/1998","12345-111","User","\$Photocopies",5,0.15,"Photocopies"
"12/18/1998","12345-123","User","\$Photocopies",4,0.15,"Photocopies"
"12/18/1998","12345-123","User","\$Postage",1,1.08,"Postage"

(3) Timeslips Daily Export Option

The format is "Date", "Account Code", "USER", "Transaction ID (customer configurable)", No. of copies **or** a 1 for non-copier transactions, Amount per copy in the case of copier transactions **or** total computed amount in the case of non-copier transactions, "Description"

- Data is summarized by Account Code by date.
- As a Daily summary by Client, the true User code becomes simply "User".
- **In the case of copies, the record includes number of and amount per.**
- **In non-copier transactions, a 1 is inserted in the No. of field and a total amount is inserted in amount field.**
- The Transaction ID codes are fixed as \$Photocopies, \$Facsimile, \$Postage, etc.

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- The Descriptions are fixed at Photocopies, Facsimile, Postage, etc.

"12/17/1998","123-123","User","\$Photocopies",5,0.15,"Photocopies"
"12/17/1998","123-123","User","\$Facsimile",1,3.00,"Facsimile"
"12/17/1998","123-123","User","\$Postage",1,0.96,"Postage"
"12/17/1998","12345-111","User","\$Photocopies",5,0.15,"Photocopies"
"12/18/1998","123-123","User","\$Photocopies",5,0.15,"Photocopies"
"12/18/1998","1234-123","User","\$Photocopies",5,0.15,"Photocopies"
"12/18/1998","1234-145","User","\$Postage",1,0.99,"Postage"
"12/18/1998","12345-123","User","\$Photocopies",4,0.15,"Photocopies"
"12/18/1998","12345-123","User","\$Postage",1,1.08,"Postage"

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Timeslips Version 9.0 and above / Add4PC Template Set-up and Import Instructions

Once data has been collected from the ADD-4 unit(s), the data can be formatted for interfacing with the Timeslips Time and Billing program.

First, make sure the FILE|Export|Timeslips|Settings option in the ADD4PC Data Collection Program for Windows is configured correctly for your firm. That is, the transaction codes match your Timeslips activity codes for copies, postage, etc. and the applicable export format is selected (Detail Records provides one transaction per record, Daily, Client, Type summarizes like transactions per day while Client, Type summarizes like transaction for the entire period). If the description to pass on to Timeslips is other than "Copier" for copies, "Postage" for postage or "Fax" for faxes, check the Elaborate Description box in the FILE|Export|Timeslips|Settings option for each and every export, as this setting is not retained.

When creating the export file for Timeslips, select FILE|Export|Timeslips, provide a From: and To: date range and click EXPORT. The Export to Timeslips Dialog box opens, prompting for the directory/path in which to save the created file (Save In), the file name to give the created file (Filename) and the extension to give the file (Save as type). To save the file in the Add4pcWin directory as a text file, simply enter a file name and click SAVE.

After successfully exporting data, go to TSImport.

If you have already created a Template to read ADD-4 data, go to Importing ADD-4 Data below.

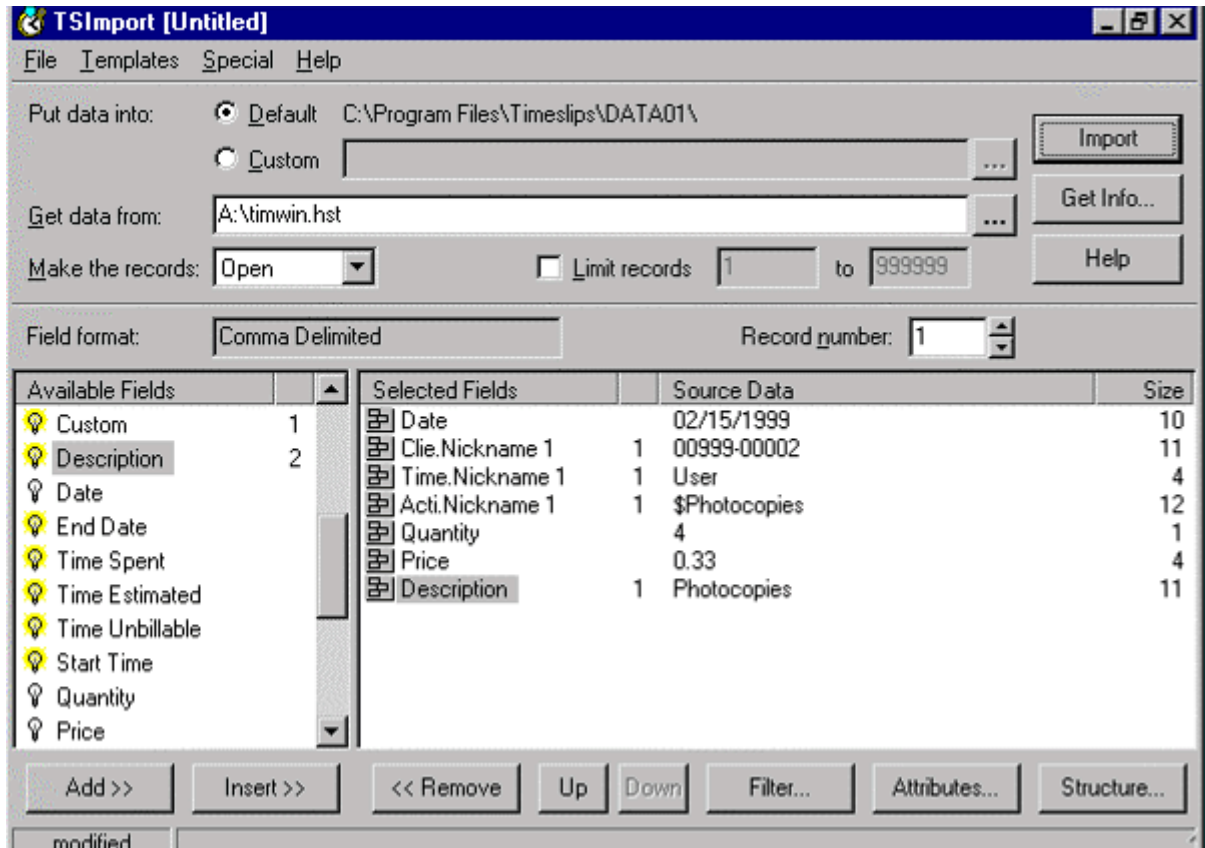
To create and save a Template for importing ADD-4 data, select File|New. Choose Comma Delimited – Time and Expense Slips – Finish. The TSImport (Untitled) screen appears.

In the Get data from: input box, specify the filename created from the ADD4PC Data Collection Program or use the drop-down box to locate the file. For example: C:\Program Files\Add4pcWin\Filename.txt

Match up the Source Data Fields from the Add4pcWin file with the applicable Available Fields by double-clicking selected fields. The Available Field selections become the Selected Fields.

The typical field selections include: Date, Clie.Nickname, Time.Nickname, Acti.Nickname, Quantity, Price and Description. When choosing nicknames, make sure you know if it's nickname 1 or 2.

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Select Templates|Other and make sure the box is checked for Use two phases for import. Click OK.

Select Templates|Defaults. Mark the checkbox of the first cell (Transaction Type) and set it's value to Expense. Click OK.

Save the Template for future use by clicking FILE|Save and specifying the directory and template name. The extension to the filename must be .tpl. We suggest saving the template in the Add4pcWin directory as Add4pcWin.tpl.

Importing ADD-4 data

After either creating the Add4pc Win.tpl or opening the Add4pc Win.tpl via TSImport File|Open option, make sure the Get Data From: dialog box contains the correct import filename.

Click IMPORT to process ADD-4 data for the first phase.

When unidentified data is recognized during the import process, a pop-up screen shows the questionable record and prompts for a specific action. Choose from the following:

Match – changes the unknown field to the highlighted Translates To: entry.

Add All – adds all unknown fields to your database.

Skip – skips the current record and all subsequent records containing the same unknown.

Abort – halts the import process.

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Upon completion of the first phase of the import, a pop-up screen shows the status of imported, skipped or failed records. Click OK to complete the 2nd phase of the import.

To view the imported data, go to new slips in Timeslips. All records imported via the template will appear at the end of your previous slips.