

Overview of the TRSExporter Program for Timeslips

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 Timeslips, via the TSIimport utility.

One of the problems with using the TSIimport option 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 Timeslips. 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 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".

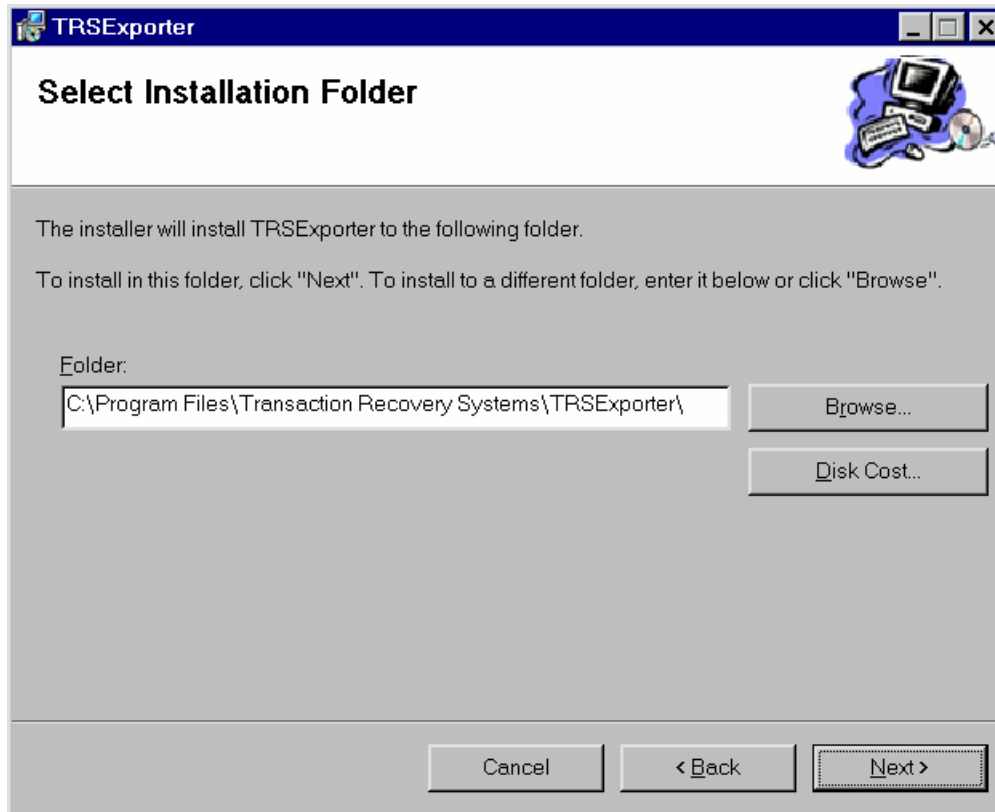
User-defined descriptions can be output for some transaction types (copies and fax transactions) yet be left blank for other transaction types (postage and print jobs).

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

For a detailed description of the required Timeslips TSIimport 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: *****

[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", "View", and "Help".

Under "Select View", there are "Start Date" and "End Date" dropdown menus with values "8/ 1/05" and "3/15/06" respectively, and a "View" button.

Under "Summaries", there are "Date Summary" and "Document" buttons, with a date dropdown set to "3/15/06".

Code	CodeDescription	Name	NetworkUser	MachineName	ProcessName
1386/FLAUM		1	User	(null)	(null)
1409/TUDOR	Tudor	(null)	User	ROBIN	KERNSLIP.EXE
1391/RENKO		1	User	(null)	(null)
1400/STRIKS	Striks v. Tyler Sanders	(null)	User	ROBIN	POP90.EXE

At the bottom, there is an "Exporter" dropdown set to "Timeslips", a "Fax Cost" input field with "0.12", and a "Save" button. The status bar shows "Saved data to C:\WINDOWS\Desktop\tims.txt" and "70 rows - document summary conversion".

Exporting Data to the Timeslips TSIImport 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 a .txt file. Example: Copies.txt

- Run the TSIImport program, using the template created for this purpose.

Refer to [Timeslips TSIImport Set-up](#) for notes on configuring the template.

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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 Timeslips TCode, Phase/Task and Activity codes. The Tcode = Activity Code; Phase/Task = 1; Activity code = 1. 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 TSImport program in Timeslips does 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.

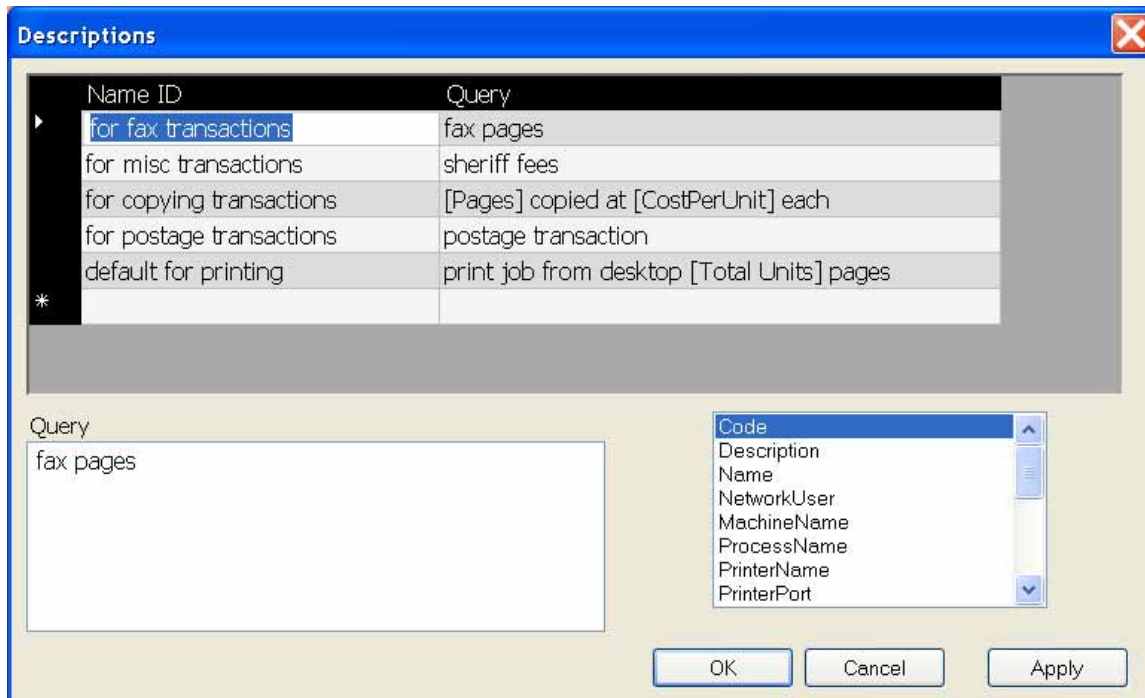
None – choosing neither of the above options to export each individual transaction – one line per transaction.

Saving Log – the Saving Log is written to each time records are processed for import into Timeslips, showing the start and end dates of the datafile.

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Save – creates the datafile for the Timeslips. The filename is generally a text file. Example “Copies.txt”.

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” or simply – “Photocopies”

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 Cod	Activity Code	Description
Faxes	\$fax	1	1	fax
Default Replace	\$copies	1	1	copies
Postage	\$postage	1	1	postage
Courier expens	\$cacourier	1	1	misc
Copier pages.	\$copies	1	1	copies
Fax pages enter	\$cafax	1	1	fax
Miscellaneous	\$misc	1	1	misc
Postage entere	\$capostage	1	1	postage
Copier	\$copies	1	1	copies

The Document Replacement Mappings screen is used to “map” the Document column (identifying the type of transaction) to the Timeslips Activity Codes. For TCode, enter the Activity code for the respective expense. For example, “Copier pages” = \$copies. For the Phase/Task code and Activity Codes, enter “1”. Additionally, a description can be associated with each Document type.

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 Timeslips Activity code in Tcode and entering a “1” in both the Phase/Task code and Activity code boxes.

If no description is required, leave the Default Description box empty.

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,

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it becomes necessary to “map” the various transaction types to the applicable Timeslips 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 Timeslips Activity code in the Tcode box. Enter a “1” in the Phase/Task and Activity code boxes.

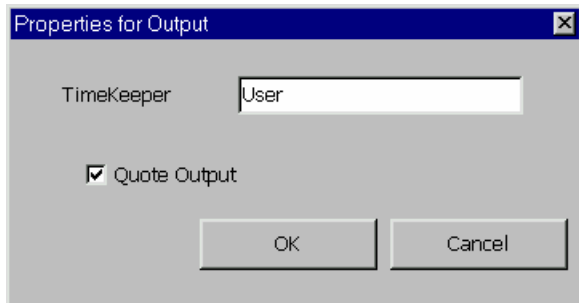
If a description is required, choose one from the Default Description dropdown list. Refer to [Descriptions Screen](#) for set-up instructions.

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 Exports|Configuration|Save Properties.

Enter "User" in the Timekeeper box.

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

Click OK.

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Timeslips TSImport Template set-up

Overview

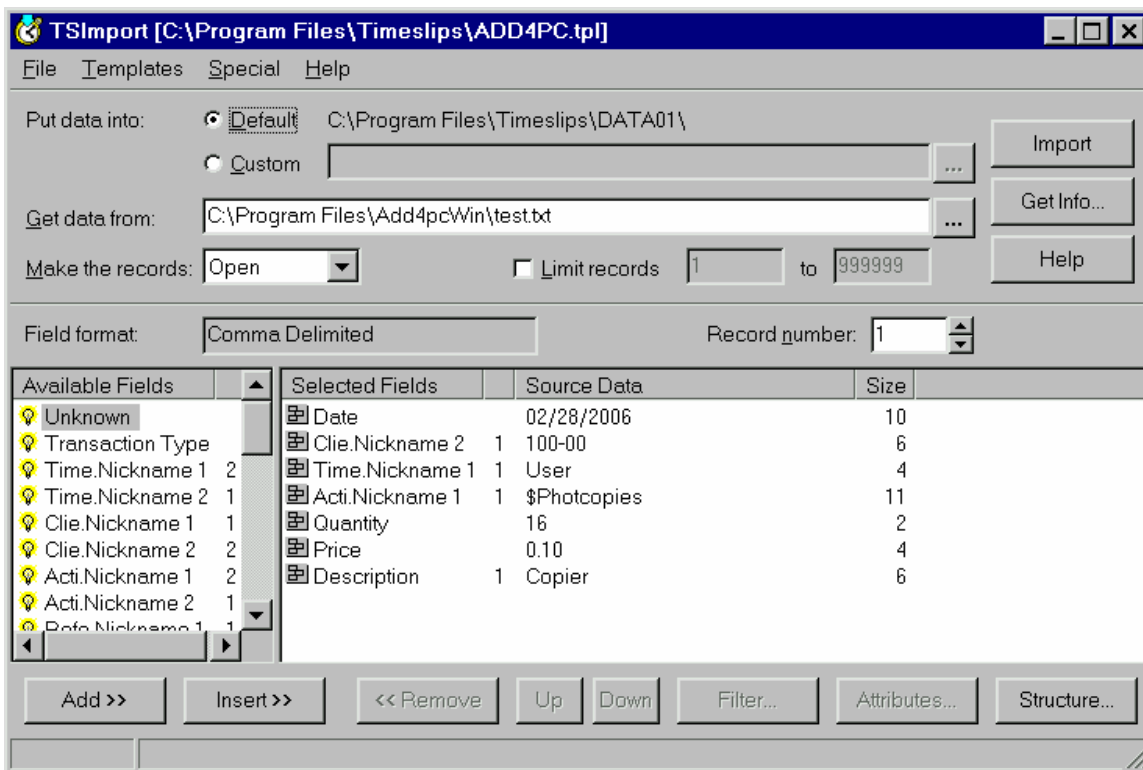
The TSImport program is designed to import data into Timeslips as slips. The file created by the TRSExporter program will include “slips” that are expenses.

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 TRSExporter Program or use the drop-down box to locate the file. For example: C:\Program Files\TRSExporter\Filename.txt

Match up the Source Data Fields from the TRSExporter 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.



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 its value to Expense. Click OK.

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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. Example: TRSExporter.tpl.

Importing TRSExporter data into Timeslips

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

Click IMPORT to process TRSExporter 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 – Adds the unknown field to your database.

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.

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.