

# MITRATECH

## **Lawtrac® 4.2**

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### Administrator User Guide

## Lawtrac 4.2 Administrator User Guide

Document ID: It\_42\_KP\_AdminGuide, published on 12/19/2017

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# 1 Administrator User Guide

## Administrator User Guide

Version 4.2

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### 1.1 Introduction

One of the strongest advantages Lawtrac brings to your organization is the ability to configure the software to your company's particular needs. Much of that configuration occurs through **Application Administration**, found in the top navigation bar under the **My Lawtrac** tab. Only personnel at your company with site administrator and/or super user access levels have access to this section from their log-in.

**Lawtrac strongly stresses the importance of limiting access to this section. Application Administration** contains settings for every other category in the application, including program setup settings which control the server settings Lawtrac uses to run properly. The changes made through this section affect all users and thus should be carefully considered and controlled according to your organization's internal needs and policies.

The *Lawtrac Administrator User Guide* is intended for two types of users:

#### Super Users

*Super users* can access all aspects of the Lawtrac application regardless of permission settings or security settings. Your company's super user should be one who is fully aware of the application's functionality and how the application is delivered to the users from the server to their web browsers.

#### Site Administrators

*Site administrators* are the personnel assigned to perform administrative functions in Lawtrac. Sometimes this can include database management, but most often those functions will be performed by the super users.

**Note:** As a site administrator or super user it is essential that you do **not** share your log-in credentials with other users for any reason.

### 1.1.1 Site Administrator/Super User Access

Typically, a large company will have multiple site administrators but only one or two super users. We recommend that two individuals be designated as super users, just as a precaution.

Both site administrator and super user rights allow that individual to see and access **Application Administration** in the Top Navigation Bar. However, only those with super user rights may see the link entitled **Program Set-Ups** once inside **Application Administration**.

Most of this documentation refers to the site administrator position, but anything that a site administrator can do, a super user can do. The specific functions that can only be accessed by the super user are indicated as such within this guide.

### 1.1.2 Site Administrator's Guide Summary

This guide examines the different groups of application settings and how to use them to maximize your company's use of Lawtrac. Each chapter covers related functions and controls. We recommend reading the whole user guide in the order presented. However, it is also designed to be read one chapter at a time for quick reference.

It will guide you through the steps for each set of controls one at a time so you can configure your site as needed. It is always advisable to read this *Administrator User Guide* first before using **Application Administration**.

**Note:** Please carefully consider the potential effects on your database and user base before making any changes—some of the changes are reversible, but not all, and some cannot be reversed completely.

Captions used in this document are based on the default captions of our Test Site. The captions on your site may differ.

## 1.2 Administration Module Overview

Access **Application Administration** by clicking the link under the **My Lawtrac** tab drop-down menu.



Application Administration

**Application Administration** opens to display category tabs that contain all of the settings for that category in the application.



Application Administration Tabs

If you are viewing this guide electronically, use the following links to quickly navigate to a specific category:

- **Legal Department**
- **Finance Options**
- **Key Personnel**
- **Firms & Vendors**
- **Parties & Entities**
- **Matter Maintenance**
- **Document Bank**
- **File Room**
- **Reports**
- **Misc. Settings**
- **Application & Database**

**Note:** Use the **Main Site** link from any page in **Application Administration** to return to the Lawtrac homepage. The **Main Site** link is the Lawtrac logo and is found in the upper-left corner of your screen.

## 1.3 Chapter 1: Legal Department

The **Legal Department** tab in **Application Administration** opens a set of hyperlinks on the right side of the screen that allow you to modify or configure settings pertaining to your corporate information and internal staff.

**Tip:** While the links appear in one order, it is recommended to use the following order when first entering the **Legal Department** Administration links. *Before* adding new department members (link 1):

1. View internal **Position Titles** (link 3) and **Permission Profiles** (link 5) to make sure the new members' titles and appropriate profiles are available in your database.
2. Check your **Corporate Locations** (link 14) to ensure the new members' locations have been uploaded to the application.

See the **Position Titles** section for how to add position titles, **Permission Profile Templates** section for how to set up permission profiles, and the **Corporate Locations** section for how to add addresses.

Once you navigate to any of the links, a back button icon  appears in the upper-left area of your screen. Use this link to return to the main **Application Administration** screen at any time.

| Page                             | Function   |
|----------------------------------|--|
| <b>Add New Department Member</b> | Add a new member to the in-house staff.  |
| <b>Reset Password</b>            | Auto-generate or manually create a temporary password for a user.                        |
| <b>Position Titles</b>           | Add or modify position titles.   |
| <b>Matter Role Titles</b>        | Change Standard Matter Role Titles, also known as Team Member roles.                     |
| <b>Permission Profiles</b>       | Control what application permission values or matter permissions are assigned to a role. |
| <b>Approval Chain Rights</b>     | Appoint users with permission to modify approval chains.                                 |
| <b>Invoice Approval Amounts</b>  | Change a user's invoice approval amount.   |
| <b>Predefined Matter Teams</b>   | Create a group of users who can be assigned to various matters as a team.                |
| <b>Approver Substitutions</b>    | Substitute, or replace, internal personnel on matters in the database.                   |

| Page                         | Function  |
|------------------------------|---|
| <b>Handler Substitutions</b> | Substitute, or replace, the responsibilities for invoice handlers in the database.  |
| <b>Routing Slips</b>         | Set up groups of individuals to be included on routing slips teams.                 |
| <b>Department Messaging</b>  | Send a message to all in-house personnel.   |
| <b>Message Clean-up</b>      | Delete unread internal Lawtrac messages that are at least 90 days old.              |
| <b>Front Screen Text</b>     | Modify or create basic text for the Lawtrac homepage.                               |
| <b>Corporate Locations</b>   | Add, edit, or delete your corporate locations' address information.                 |
| <b>Released Staff List</b>   | View a list of individuals who have been released, and reinstate them if necessary. |
| <b>Reply Email Address</b>   | Set a reply address for messages sent out by Lawtrac.                               |
| <b>Personnel Scripts</b>     | Access this page only at the request of Mitrtech Support.                           |

### 1.3.1 Add New Department Member

To add a new department member, click **Add New Department Member** from the **Legal Department** sidebar.

|  |  |
|--|--|
| PREFIX: <input type="text"/>                       | ADDRESS 1: <input type="text"/>                        |
| FIRST NAME: <input type="text" value="Glenn"/>     | ADDRESS 2: <input type="text"/>                        |
| MIDDLE INITIAL: <input type="text"/>               | CITY: <input type="text"/>                             |
| LAST NAME: <input type="text" value="Daymann"/>    | STATE: <input type="text"/>                            |
| TITLE: <input type="text"/>                        | ZIP CODE: <input type="text"/>                         |
| EMAIL: <input type="text" value="gdo@mailme.com"/> | COUNTRY: <input type="text" value="None"/>             |
| LOCATION: <input type="text" value="Select"/>      | PHONE: <input type="text"/> / <input type="text"/> EXT |
|  | FAX: <input type="text"/>                              |
| <p>✔-Email Check Pass</p> <p>✔-Name Check Pass</p> | <input type="button" value="Continue &gt;&gt;"/>       |

**Add New Department Member**

1. Enter the name information.
2. Select a title for the individual.
3. Enter the staff member's email address. **Note:** It is important to have each user's current e-mail address. This allows Lawtrac users and Lawtrac support personnel to easily communicate with this individual.

**Important Note:** If the user's email has not been entered properly, you will not be able to proceed to the next stage.

4. Select the appropriate location. The drop-down list for **Location** must be completed through the **Corporate Locations** link (link #14).
5. Fill out any other contact information as needed.
6. Click **Continue**.

A new screen appears with the generated user name and password, as well as Application Administration, Permissions Profile, and Invoice Approval options.

| APPLICATION ACCESS   | APPLICATION ADMINISTRATION   |
|--|--|
| The user name and password which meet your company security requirements are to the right. If you wish to provide these to Glenn yourself copy these now as they are encrypted and you will not be able to look them up later. To send the individual his/her credentials via email check the "Send Now" button below. | USER NAME: letters<br>PASSWORD: drink<br>ADMINISTRATOR ACCESS: <input type="radio"/> - No<br>SUPER USER ACCESS: <input type="radio"/> - No<br>HOLD ADMINISTRATOR ACCESS: <input type="radio"/> - No<br>PERMISSION PROFILE: No Change<br>INVOICE APPROVAL AMOUNT: 0 |
| <input type="button" value="Send Now"/>  |  |
| <input type="button" value="Refresh User Name &amp; Password"/>  |  |

#### Set Application Permissions

7. Make note of the new user's log-in information. The new staff member will need this information to log into Lawtrac for the first time. You can click the **Send Now** button to have the log-in information sent to the user.
  - a. Click **Refresh User Name & Password** to generate a new user name and password for the user.

**Note:** Do not change these fields to the person's desired password at this time. The first time any department member logs in the system requires the user to change the password.
8. If the new user will have any administrative rights (administrator or hold administrator), make the appropriate selection using the toggle buttons.
  - —User does not have administrative rights
  - —User has administrative rights
9. Choose the level of permissions for the staff member using the "Permissions Profile" drop-down. If you do not see the profile you need, go to **Permission Profiles** and add a new category.
10. Next, input the new staff member's invoice approval amount in the text box provided, if desired. This is the highest amount the individual is authorized to approve. If you enter any amount over 0, it automatically grants "Can Function as Lead" permission at the **Site Access** tab of the

individual's personnel record (this simply makes the user available as an option for selection as a Matter Lead). An individual must have at least \$1.00 in invoice approval for their name to appear on the list of invoice approvers when entering a new invoice.

**Note:** If the member's name already exists in the database, you will be warned that there is a duplication and you will have the opportunity to correct it. You will also see, on the staff list below the **Add New Staff Member** form, a list of current staff with those released from employment marked by a red asterisk **\*\***.

|  |  |
|--|--|
| <p><b>Name duplication:</b> You will see this warning notice if the name of the new staff member you are entering is the same of another staff member currently in the system. Once you have made sure that you are not duplicating a member, scroll down and click "I've Checked, Create Staff Member."</p>   |  <i>It appears the name you entered is already in use.</i>  |
| <p><b>Email duplication:</b> If the username or email address already exists in the database, you will be warned that there is duplication, and you will have the opportunity to correct it. You cannot use the same email address more than once; however, a surname can be used multiple times. You will also see on the staff list below the Add New Staff Member form a list of current staff with those released from employment marked by a <b>**</b>.</p> |  <i>It appears the email you entered is already in use.</i> |

### 1.3.2 Reset Password

For security reasons, neither regular users nor administrators may access passwords through the database. When a user forgets his or her password, the **Reset Password** hyperlink is provided in the **Legal Department** sidebar to allow administrators to auto-generate or manually create a temporary password for that user.

To reset a password for key personnel, please refer to Chapter 3: Key Personnel. To reset a password for an individual belonging to a firm or vendor, please refer to Chapter 4: Firms & Vendors.

INDIVIDUAL:  ▾

RESET Z. ABERNANTHY'S PASSWORD TO:

SEND THEM THIS UPDATE VIA EMAIL (NOT SECURE).

*This person will be required to change their password with first use.  
They must change their password prior to close of business today.*

**Continue**

#### Reset Password

1. Use the "Individual" drop-down list to select the user whose password you wish to reset.
2. Enter a new password in the text field.
3. If desired, select the  checkbox to send the user their password via the email address stored in their Lawtrac personnel profile.  
**Warning:** Email is not considered a secure source. If you decide not to send the password via email, ensure that you get the new password to the user using some other form of communication.
4. When you are finished, click **Continue**. After obtaining the new password, the user may then log in with the new temporary password. Upon log-in, the user is prompted to reset the password.

If the user has not changed their password prior to close of the business day, the administrator will need to reset the password again.

### 1.3.3 Position Titles

During your site's implementation, **Position Titles**—as determined by the administrator—is loaded into Lawtrac.

To modify existing or add new position titles, click the **Position Titles** hyperlink in the **Application Administration | Legal Department** sidebar.

| ADMINISTRATION            |   |
|---------------------------|---|
| Add New Department Member | 1 |
| Reset Password            | 2 |
| <b>Position Titles</b>    | 3 |
| Matter Role Titles        | 4 |
| Permission Profiles       | 5 |

### Position Titles

## Add/Edit Position Titles

1. Either enter the new position in the "Add New Title" text box, or modify any of the titles already in the system by typing directly into the text boxes on the left.
2. When you are finished click **Save** or **Add**, then click **Yes** to update current matter records.

## Remove/Re-activate a Position Title

To remove a title already on the list, click the **Retire** link next to that title. Retiring unused position titles diminishes clutter and expedites identification processes.

You can re-activate retired position titles by selecting them from the **Retired List** drop-down menu, then clicking the **Activate** button.

| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Next Page |      | ADD NEW TITLE:         | Save     |
|--|------|------------------------|----------|
| Student  | Save | ADD NEW TITLE:         | Save     |
| Admin  | Save | RETIRE LIST: Directeur | Activate |
| AdminTest  | Save |                        |          |
| AnnuTestMPositionTitle                           | Save |                        |          |
| Assistant General Counsel                        | Save |                        |          |
| Assistant ProcessorI                             | Save |                        |          |

### Position Titles List

## 1.3.4 Matter Role Titles

Standard Matter Role Titles, also known as Team Member roles, are included in your database during implementation. Site administrators and super users can change these role titles.

1. Click the **Matter Role Titles** hyperlink in the **Legal Department** sidebar.

| ADMINISTRATION                      |   |
|-------------------------------------|---|
| Add New Department Member           | 1 |
| Reset Password                      | 2 |
| <a href="#">Position Titles</a>     | 3 |
| <a href="#">Matter Role Titles</a>  | 4 |
| <a href="#">Permission Profiles</a> | 5 |

Matter Role Titles Link

2. Modify the roles if necessary by typing in the appropriate text box.

The role title is automatically saved once you press **Tab** or **Enter** on your keyboard; a successful save is indicated by the .

**Note:** Fields marked in gray cannot be modified.

| ROLE TITLE    |   | ROLE TITLE           |   |
|---------------|---|----------------------|---|
| Lead Attorney |  | Key Personnel        |  |
| Legal Member  |  | Routing Slip         |  |
| Administrator |  | Alt. Invoice Approve |  |
| Team Member   |  | Reminders            |  |

Matter Role Titles

### 1.3.5 Permission Profiles

Permission profiles are profiles that contain pre-configured permissions. A permission profile can be assigned to users instead of configuring the user's permissions individually. Administrators can create several permission profiles that can be applied to numerous team roles, such as an Administrator permission profile, a read-only user permission profile, an Approver permission profile, etc.

To add, edit, or delete an existing permission profile, click the **Permission Profiles** hyperlink in the **Application Administration | Legal Department** sidebar.

|                           |   |
|---------------------------|---|
| ADMINISTRATION            |   |
| Add New Department Member | 1 |
| Reset Password            | 2 |
| Position Titles           | 3 |
| Matter Role Titles        | 4 |
| Permission Profiles       | 5 |

Permission Profiles Link

### [-] Edit a Permission Profile

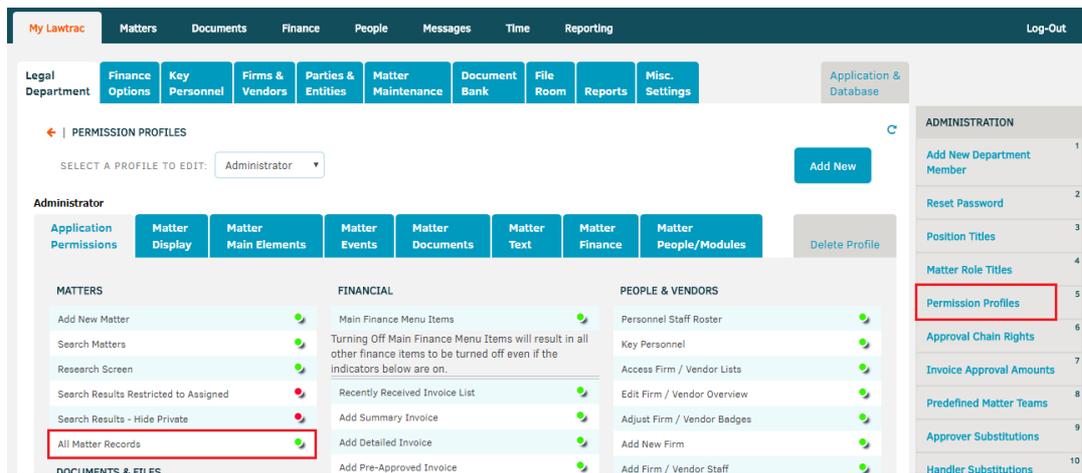
1. Select an existing profile from the available drop-down menu; information automatically populates the lower half of the screen

Permission profiles provide "templates" that are applied to personnel records that allow site administrators to quickly and efficiently control what application permission values or matter permissions are assigned to a role.

2. Click the toggle button next to each permission you wish to grant  or not grant  to users with that permission profile.

Each tab displayed along the top houses its own permissions.

**Note:** Selecting the **All Matter Records** option allows users to see all matter records in the application when they navigate to **My Lawtrac > All Matter Records**. This permission is available to any user in the system, not just super users.



The screenshot shows the 'PERMISSION PROFILES' page for the 'Administrator' profile. It features a top navigation bar with tabs for 'MATTERS', 'FINANCIAL', and 'PEOPLE & VENDORS'. Below the tabs, there are three columns of permissions, each with a green 'on' toggle or a red 'off' toggle. The 'All Matter Records' permission under the 'MATTERS' category is highlighted with a red box. On the right side, there is a sidebar menu with 'Permission Profiles' also highlighted with a red box.

Permission Profiles Options

### [-] Delete a Permission Profile

1. Select an existing profile from the available drop-down menu; information automatically populates the lower half of the screen
2. Click the **Delete Profile** tab in the top right corner.
3. Click **Delete Profile**.

**Note:** Deleting Permission Profiles cannot be undone.

#### [-] Add a New Permission Profile

1. Click the **Add New** button to the far right of the profile drop-down list.
2. Enter a name for the profile in the "Add New Profile" text box and click **Save**.

You are now able to select that profile from the drop-down list in order to add new permissions.

#### [-] Assign a Permission Template to an Individual

You can assign a profile template to an individual in the Legal department regardless of that individual's role.

1. From the **Permission Profiles** page, select **Click Here** at the bottom of the page.
2. Select a profile template from the drop-down list to the right of the individual's name.  
The selection is saved automatically, as indicated by the  icon.
3. For staff that does not need adjusting, leave their adjacent profile drop-down at "No Change" so no accidental changes are made to their permissions.

| NAME          | PROFILE       | NAME             | PROFILE   |
|---------------|---------------|------------------|-----------|
| BARBARA ABEN  | No Change     | ROGER NGUYEN     | No Change |
| Z. ABERNANTHY | No Change     | PAM NOEDIT       | No Change |
| ALEX ADAMES   | Administrator | BARBARA NOTALEAD | No Change |
| TEST ADMIN    | Attorney      | TESSA NUSER      | No Change |
| F. AGEE       | Intern        | JANE OLSON       | No Change |
| SHAWN ANTHONY | Invoicer      | FRANK ORZO       | No Change |
| MARIE ARDMORE | Librarian     | RICK PAPANDREA   | No Change |
|               | No Add/Edit   |                  |           |
|               | Paralegal     |                  |           |
|               | POP           |                  |           |
|               | Primary       |                  |           |
|               | Report Writer |                  |           |
|               | No Change     |                  |           |

Assign a Permission Template

### 1.3.6 Approval Chain Rights

Site administrators and super users can designate Lawtrac users to be able to modify invoice approval chains. Having appointed users with permission to modify approval chains ensures that a department's processes are being followed properly, and necessary corrective action can be taken if variances occur.

Click the **Legal Department** tab in **Application Administration**, then select **Approval Chain Rights**.

|                              |    |
|------------------------------|----|
| <b>Approval Chain Rights</b> | 6  |
| Invoice Approval Amounts     | 7  |
| Predefined Matter Teams      | 8  |
| Approver Substitutions       | 9  |
| Handler Substitutions        | 10 |
| Routing Slips                | 11 |
| Department Messaging         | 12 |

**Modifying Approval Chain Link**

Use the toggle switches under the **Toggle** column to change an individual's permission.

- —User may modify approval chains
- —User may **not** modify approval chains
- —**All** users may modify approval chains

| USERS ALLOWED TO ADJUST APPROVAL CHAIN | TOGGLE  |
|--|---|
| Blair, Mark                            |  |
| Blues, Elwood                          |  |
| Bowman, Bruce                          |  |
| Boza, Ana                              |  |
| Bray, Jessie                           |  |
| Brunson, Sergio                        |  |
| Buitron, Raymond                       |  |
| Calderon, Amber                        |  |
| Chavez, Elva                           |  |
| Crum, Donna                            |  |

*In the list on the left, the Administrator may designate which users may modify approval chains.*

-  User cannot modify approval chains
-  User can modify approval chains

*Settings will apply to all invoices and invoice approval chains within the system.*

ALL USERS MAY MODIFY APPROVAL CHAINS  
 ON:  OFF:

**Users Allowed to Adjust Approval Chain**

If all users need to have permission to modify approval chains, select the radio button for **ON** under "All Users May Modify Approval Chains". Individual permissions cannot be modified until the radio button for **OFF** is selected.

Select the radio button for **OFF** under "All Users May Modify Approval Chains" to adjust modifiers individually. If the toggle switches were previously adjusted, they revert to the same value they had before the **ON** radio button was selected.

**Note:** This setting globally applies to all invoices in the Lawtrac system. Permissions only affect active regular users; site administrators and super users already have all modify and approval permissions.

### 1.3.7 Invoice Approval Amounts

The **Invoice Approval Amounts** link takes you to a list of individuals with assigned invoice authorization amounts. An invoice approval amount is the total sum of an invoice that an approver can be assigned before the invoice is passed on to somebody else. For example, if Sherri Bullard has an invoice approval amount of \$1 (one USD), and has an unapproved invoice assigned to her that is for the amount of \$350.00 (users are notified by messages in the **Message** column), the invoice is automatically passed over to Marisa Montefusco (see screenshot: "Invoice Approval Amounts", below).

If Marisa Montefusco's approval allowance is only \$300, then the invoice is passed along, again, to whomever is assigned to Marisa's **Hands To** column.

The approval chain on the invoice's detail page still displays the original approver's name.



|                          |    |
|--------------------------|----|
| Approval Chain Rights    | 6  |
| Invoice Approval Amounts | 7  |
| Predefined Matter Teams  | 8  |
| Approver Substitutions   | 9  |
| Handler Substitutions    | 10 |
| Routing Slips            | 11 |
| Department Messaging     | 12 |

Invoice Approval Amounts Link

**Note:** A name appears in orange text if the person has been released, and the date of release appears under the **Message** column. If there is a released individual in the **Hands To** column, it is recommended to edit the person's invoice approval to be handed to somebody else.

|  | NAME                  | AMOUNT |   | HANDS TO           | MESSAGE               |
|--|-----------------------|--------|---|--------------------|-----------------------|
|  | Bullard, Sherri       | 1      | → | Montefusco, Marisa |                       |
|  | Christie, Steve       | 1      | → | Harris, James      |                       |
|  | Coavenhoven, U.       | 1      | → | Vual, Ann          |                       |
|  | <b>Conoven, B.</b>    | 1      | → | Hernandez, K.      | 1 Unapproved Invoices |
|  | <b>Conoven, I.</b>    | 1      | → | Harris, James      | Released 04/07/2010   |
|  | <b>Covenhoven, H.</b> | 1      | → | ,                  | Released 08/12/2008   |
|  | Dunn, John            | 1      | → | Invoicer, Edward   |                       |
|  | Edwards, W.           | 1      | → | Harris, James      |                       |
|  | Enjart, X.            | 1      | → | Harris, James      |                       |
|  | <b>Enuard, K.</b>     | 1      | → | Martin, W.         | Released 02/23/2011   |
|  | Fletcher, Marlowe     | 1      | → | Harris, James      |                       |
|  | Flowers, Thomas       | 1      | → | Dieken, Sarah      |                       |
|  | Freeman, Tonia        | 1      | → | Edminston, C.      |                       |
|  | Garguilo, Monica      | 1      | → | Richmond, Paul     |                       |
|  | Garrett, D.           | 1      | → | <b>Pierce, J.</b>  |                       |
|  | Glisson, Patricia     | 1      | → | Beckett, Tina      |                       |
|  | <b>Gomez, Z.</b>      | 1      | → | Harris, James      | Released 12/22/2008   |

#### Invoice Approval Amounts

#### Change an Invoice Approval Amount

1. Click the next to the name of an individual.
2. Change the invoice approval amount by entering a new amount in the data field.
3. Change the recipient of the invoice approval from the drop-down list under **Hands To**.
4. Click **Save** when done.

An individual can only hand invoices over to another if the latter has a higher maximum allowance.

|  | NAME            | AMOUNT                         |   | HANDS TO                    | MESSAGE |
|--|-----------------|--------------------------------|---|-----------------------------|---------|
|  | Bullard, Sherri | <input type="text" value="1"/> | → | Marisa Montefusco (10000) ▼ |         |

#### Edit Invoice Approval

### 1.3.8 Predefined Matter Teams

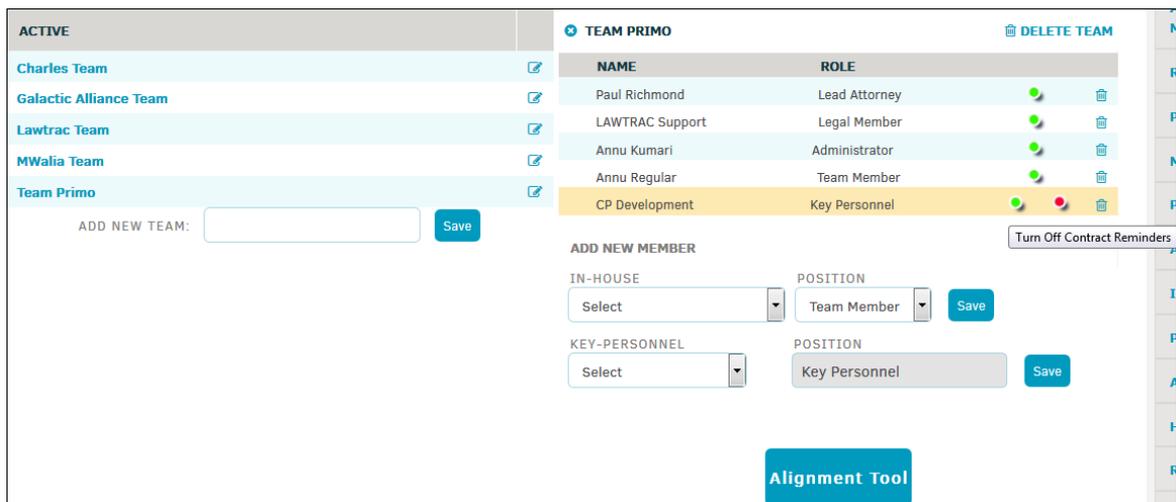
The **Predefined Matter Teams** hyperlink in the **Application Administration | Legal Department** sidebar takes you to a list of any predefined Legal teams set up in your database, and allows administrators to create a group of users who can be assigned to various matters as a team.

|                                |    |
|--------------------------------|----|
| Approval Chain Rights          | 6  |
| Invoice Approval Amounts       | 7  |
| <b>Predefined Matter Teams</b> | 8  |
| Approver Substitutions         | 9  |
| Handler Substitutions          | 10 |
| Routing Slips                  | 11 |
| Department Messaging           | 12 |

#### Predefined Matter Team Link

The **Predefined Matter Teams** page is intended to provide a means by which you can assign a large number of individuals to a matter record without having to add them one at a time. Once this is done, the "team" on the record becomes independent of this function so the assignments can be further refined.

Under the **Active** list, click the  icon to the right of the team name to open up team details.



| ACTIVE   | TEAM PRIMO      | DELETE TEAM   |
|--|-----------------|---|
| Charles Team            | <b>NAME</b>     | <b>ROLE</b>   |
| Galactic Alliance Team  | Paul Richmond   | Lead Attorney     |
| Lawtrac Team            | LAWTRAC Support | Legal Member    |
| MWalia Team             | Annu Kumari     | Administrator     |
| Team Primo              | Annu Regular    | Team Member     |
|  | CP Development  | Key Personnel    |

ADD NEW TEAM:

ADD NEW MEMBER

IN-HOUSE:  POSITION:

KEY-PERSONNEL:  POSITION:

Turn Off Contract Reminders

#### Predefined Matter Team Detail

In team detail mode, members of the predefined matter team appear at the top right of the page. Use the toggle switch to enable or disable contract reminder emails.

- —Contract reminder emails are disabled
- —Contract reminder emails are enabled
- —Delete the individual from the team

If there is key personnel on the team, a second toggle switch appears next to that team member's name. Hold your mouse over the toggle switch to see a description of the button. Click the alternate switch to turn key personnel access on  or off .

---

Select  **Delete Team** at the top of the detail page to remove the entire team from the active list, then click **OK**.

### Add New Members to the Predefined Matter Team

1. From the opened detail page under **Add New Member**, select an individual from the "In-House" or "Key Personnel" drop-down lists.
2. From the "Position" drop-down, choose the role they are to hold.
3. Click **Save**.

In-house members are those individuals that belong to the Legal department, whereas key personnel are employees not associated with the Legal department.

#### 1.3.8.1 Add New Predefined Team

1. Under the **Predefined Legal Teams** list on the left side of the screen, enter the name of a new team in the **Add New Team** text box.
2. Click **Create**.

The new team name is automatically populated into the list in alphabetical order. You can then add members to the team.

| ACTIVE                |   |
|-----------------------|---|
| Austin Group          |    |
| Complaint Handlers    |    |
| Documentation Team    |    |
| eDiscovery Prep       |    |
| eDiscovery Review     |    |
| Incident Review       |    |
| Kashmir               |    |
| Key Personnel         |    |
| LTO Team              |    |
| Matt's Team of One    |    |
| Plaza Group           |    |
| QA Team               |    |
| Special Projects Team |    |
| Team Charles          |  |
| test                  |  |

ADD NEW TEAM:  Create

Add New Predefined Matter Team

### 1.3.8.2 Alignment Tool

You can align individual members on a predefined matter team to open and closed records with the options in the **Alignment Tool**.

1. In the **Predefined Matter Teams** page, click the name of a team or the  icon, and then select the  button at the bottom.
2. Use the radio buttons  to select to which records all team members are to be aligned. You can align the group to all open records, all closed records, or both, but cannot align a team to a specific, individual matter.
3. Click **Run Alignment**. You are given confirmation that the alignment is completed, and for which matter number it is aligned.

Align all individuals on this team to:

-2 Open Records  
 -0 Closed Records  
 -2 Open & Closed Records

**Run Alignment**

Run Alignment

### 1.3.9 Approver Substitutions

The **Approver Substitutions** hyperlink in the **Legal Department** sidebar takes administrators to a screen where they can substitute, or replace, internal personnel on matters in the database.

|  |    |
|--|----|
| <a href="#">Approval Chain Rights</a>    | 6  |
| <a href="#">Invoice Approval Amounts</a> | 7  |
| <a href="#">Predefined Matter Teams</a>  | 8  |
| <a href="#">Approver Substitutions</a>   | 9  |
| <a href="#">Handler Substitutions</a>    | 10 |
| <a href="#">Routing Slips</a>            | 11 |
| <a href="#">Department Messaging</a>     | 12 |

Substitutions Link

1. Use the "Individual" drop-down list to select the name of the person you wish to replace.
2. Use the "Role Of" drop-down list to select their team role.
3. Use the "Filter" drop-down list to dictate the criteria of matters for which the substitutions will be made. You can replace all matters or matters only in certain categories.

To replace all Matters, select "Any/All" in the "Role Of" drop-down and "None" in the "Filter" drop-down.

**Note:** For persons holding multiple roles in matters within the database, you must perform this substitution function one time for each of their roles.

4. When you have made your selections, click **Continue**.

|   |  |
|---|--|
| INDIVIDUAL: <input type="text" value="Bedell, Alycia"/>   | 2 Active Assignments   |
| ROLE OF: <input type="text" value="Lead Attorney"/>   | Filter: Matter Number begins with: <input type="text" value="ADM-"/> |
| FILTER: <input type="text" value="Matter Number Prefix"/>   | REPLACE WITH: <input type="text" value="Akins, Harvey"/>             |
| <input type="button" value="Continue"/>   | <input checked="" type="checkbox"/> OUTSTANDING INVOICE APPROVALS    |
| <i>It is possible to leave positions open when using this tool.<br/>Review the Missing Leadership Morning Report after using this tool.</i> | <input type="button" value="Execute"/>                               |

#### Make a Substitution

If you chose to replace a person on *all* their matters, you are next asked to choose the person who will substitute in their place. Make your selection in the "Replace With" drop-down list and click **Execute**. Click the checkbox  to include outstanding invoice approvals.

If you chose to replace a person on matters containing a certain matter number prefix, matter type category, or business unit category, you are next asked to choose the person who will substitute in their place and the prefix, matter type, or business unit for the matters on which the substitute is to be replaced using drop-down menus titled "Filter".

### 1.3.10 Handler Substitutions

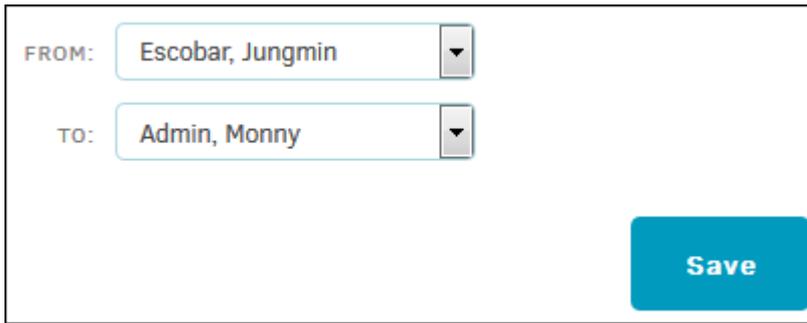
The **Handler Substitutions** hyperlink in the **Legal Department** sidebar takes you to a screen where you can substitute, or replace, the responsibilities for invoice handlers in the database.

|                              |    |
|------------------------------|----|
| Approval Chain Rights        | 6  |
| Invoice Approval Amounts     | 7  |
| Predefined Matter Teams      | 8  |
| Approver Substitutions       | 9  |
| <b>Handler Substitutions</b> | 10 |
| Routing Slips                | 11 |
| Department Messaging         | 12 |

#### Handler Substitutions Link

Invoice handler substitution is particularly helpful if a user who is assigned as invoice handler to an invoice's approval chain is unexpectedly absent for an undetermined period. Using the Handler Substitution tool does not revoke the individual's invoice handler permission—the user can still be assigned to future invoice approval chains—but all currently existing invoices are rerouted to another user.

1. From the first drop-down list, select the invoice handler who's responsibility is to be change.
2. In the second drop-down list, select the individual who is to take over the responsibility.
3. Click **Save**.



Substitute Invoice Handler

All invoices currently assigned to the first invoice handler are transferred to the substitute invoice handler, and a notice is displayed on the refreshed page indicating a successful change.

### 1.3.11 Routing Slips

Routing slips are a way of bringing either matters or documents to the attention of an individual from whom an action or response is needed. At this time, routing slips are for the use of Legal staff only; however, key personnel can see the routing slips on those matters to which they are assigned and have been given access.

Routing slips can be viewed and created from within a matter.

The **Routing Slips** hyperlink in the **Application Administration | Legal Department** sidebar allows administrators and super users to set up groups of individuals to be included on routing slips teams.



|                          |    |
|--------------------------|----|
| Approval Chain Rights    | 6  |
| Invoice Approval Amounts | 7  |
| Predefined Matter Teams  | 8  |
| Approver Substitutions   | 9  |
| Handler Substitutions    | 10 |
| Routing Slips            | 11 |
| Department Messaging     | 12 |

Routing Slips Link

To view and/or adjust a routing slip group, select a predefined group from the list by clicking the group name or the  icon. The page refreshes with the definitions page for that group to the right.

- Change the sequence order for slips to be routed by clicking **Adjust Sequence**, and type a new number into the text boxes. Sequence numbers can be especially helpful if you have a chain of command in your approval team. Click **Set Sequence** to confirm changes or **Close/Cancel** to go back to group detail.

- Remove a single member of the group by clicking the  to the right of the individual's name, or click  **Delete Team** and then **OK** at the top to delete the entire team.
- Add a member to the group by selecting an individual from the "In House" drop-down list, adjust the sequence number in the text box if necessary, and click **Add**.

| DOCUMENTATION TEAM     |                                     |                                |  DELETE TEAM |
|------------------------|-------------------------------------|--------------------------------|---|
| <b>INDIVIDUALS</b>     |                                     |                                |   |
| Julie Reed             | In House                            | 1                              |              |
| G. Diaz                | In House                            | 2                              |              |
| Edward Manganio        | In House                            | 3                              |              |
| James Harris           | In House                            | 4                              |              |
| Tomas Medina           | In House                            | 5                              |              |
| Offsite Designer       | In House                            | 6                              |              |
| Offsite DesignerB      | In House                            | 7                              |              |
| <b>Adjust Sequence</b> |                                     |                                |   |
| <b>ADD TO GROUP</b>    |                                     |                                |   |
| IN HOUSE:              | <input type="text" value="Select"/> | <input type="text" value="8"/> | <input type="button" value="Add"/>  |

Routing Slip Team

### 1.3.11.1 Add Predefined Routing Slip Group

Adding predefined routing slip groups is only necessary if your company decides to create these groups. Discuss with your project manager for more details.

1. Go to **Administration**.
2. Click the **Legal Department** tab.
3. Select **Routing Slips** from the sidebar.
4. Under the routing slips group list, type your new group name into the "Add New Group" text box.
5. Click **Set**.

Add individuals to the group by selecting from either of the drop-down lists, then click **Add**.

| GROUP           |   |
|-----------------|---|
| Routing Group 1 |  |
| Routing Group 2 |  |
| Routing Group 3 |  |
| ADD NEW GROUP:  | <input type="text"/> <input type="button" value="Save"/>                            |

Add New Routing Slip Group

### 1.3.12 Department Messaging

Send a message to all in-house personnel using the **Department Messaging** hyperlink in the **Application Administration | Legal Department** sidebar.

|                          |    |
|--------------------------|----|
| Approval Chain Rights    | 6  |
| Invoice Approval Amounts | 7  |
| Predefined Matter Teams  | 8  |
| Approver Substitutions   | 9  |
| Handler Substitutions    | 10 |
| Routing Slips            | 11 |
| Department Messaging     | 12 |

Department Messaging Link

Type the subject and the message into the corresponding text boxes and click **Send Message**. The internal message appears in the staff members' Lawtrac inbox (**Messages** on the **Top Navigation Bar**).

After sending your message you can see confirmation that your message was sent, and to how many users.

DEPARTMENT-WIDE MESSAGE

294 Messages Sent

SUBJECT:

MESSAGE:

[Send Message](#)

Department-Wide Message

### 1.3.13 Message Clean-Up

The **Message Clean-Up** hyperlink in the **Application Administration | Legal Department** sidebar allows administrators to delete unread internal Lawtrac messages that are at least 90 days old. Deleting unnecessary email will clear space on the database and keep the application running at optimal speed.

|                                     |    |
|-------------------------------------|----|
| <a href="#">Message Clean-Up</a>    | 13 |
| <a href="#">Front Screen Text</a>   | 14 |
| <a href="#">Corporate Locations</a> | 15 |
| <a href="#">Released Staff List</a> | 16 |
| <a href="#">Reply Email Address</a> | 17 |
| <a href="#">Personnel Scripts</a>   | 18 |

Message Clean-Up Link

Click the **Delete Messages** button in the section that corresponds to the age of messages you want to delete. *This function applies to unread incoming messages only.*

**Important Note:** This function should be used with caution, as deleted messages cannot be recovered.

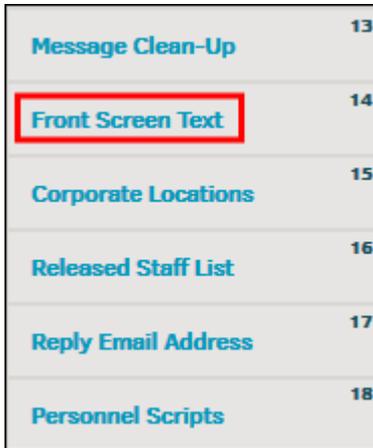
There are 162 messages which are over 90 days old and have not been read yet.

[Delete Messages](#)

Delete Messages

### 1.3.14 Front Screen Text

Lawtrac comes installed with basic text on the Lawtrac homepage, but site administrators and super users can modify this text using the **Front Screen Text** hyperlink in the **Application Administration | Legal Department** sidebar. Use this area for company announcements, updates, or general information that is important to your company.



|                          |    |
|--------------------------|----|
| Message Clean-Up         | 13 |
| <b>Front Screen Text</b> | 14 |
| Corporate Locations      | 15 |
| Released Staff List      | 16 |
| Reply Email Address      | 17 |
| Personnel Scripts        | 18 |

Front Screen Text Link

Because this text is formatted in HTML language, standard HTML commands including colors, text formatting, and hyperlinks are functional. You can set links to email, other internal sites, and even include pictures or calendars to be displayed on the Lawtrac homepage. *However, please exercise caution when using this feature as large pictures or other files may slow down the loading of the homepage for all users.*

**Note:** This function can be used without HTML language by simply entering text and clicking **Create Entry**. If you wish to use HTML coding for a more designed home page, Lawtrac is not responsible for providing training in HTML language.

Click on the following sections to learn more about front screen text:

- Entries
- Categories
- Add New Text

#### 1.3.14.1 Categories

Click **Categories** to add new categories or retire categories that are no longer needed. Categories help recipients quickly determine the subject type or importance of a text.



|   |                   |                    |     |                      |
|---|-------------------|--------------------|-----|----------------------|
| Entries   | <b>Categories</b> | Add New Text       |     |                      |
| Announcements To Business Partners                | RET               | Group Announcement | RET | ADD NEW CATEGORY:    |
|   |                   | Tips And Tricks    | RET | <input type="text"/> |
| Click "RET" to retire a category from future use. |                   |                    |     | Save                 |

Categories Link

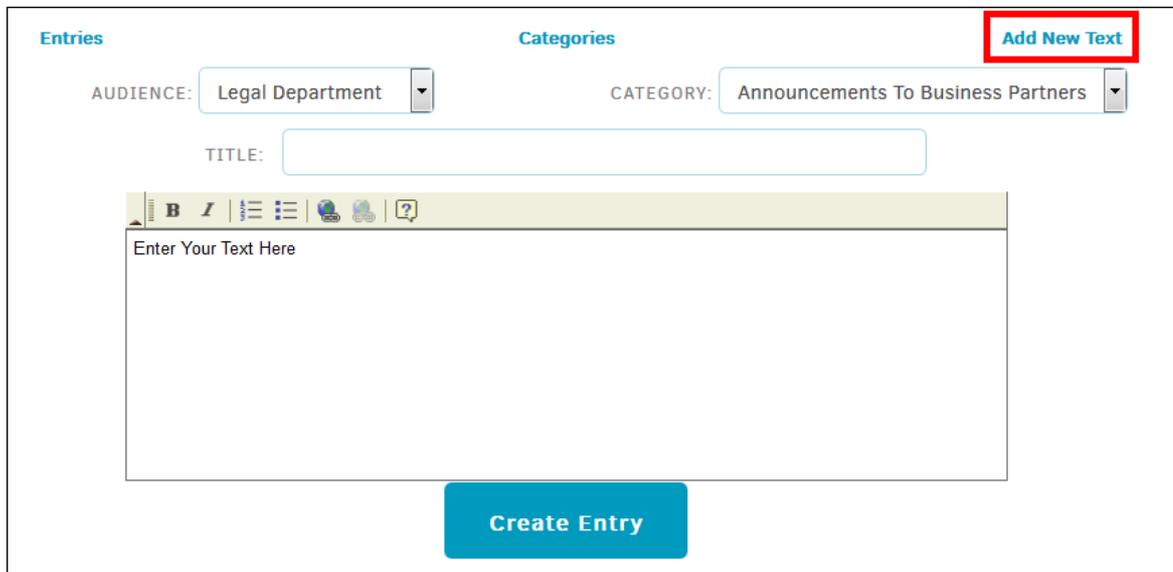
- Enter the new category name in the **Add New Category** text box and click **Save** to add a new category.

- Click **RET** to retire a category.

**Important Note:** Once a category is retired it is no longer available for use on any matter records.

### 1.3.14.2 Add New Text

To add new front screen text, select **Front Screen Text** from the **Application Administration | Legal Department** sidebar and click **Add New Text**.

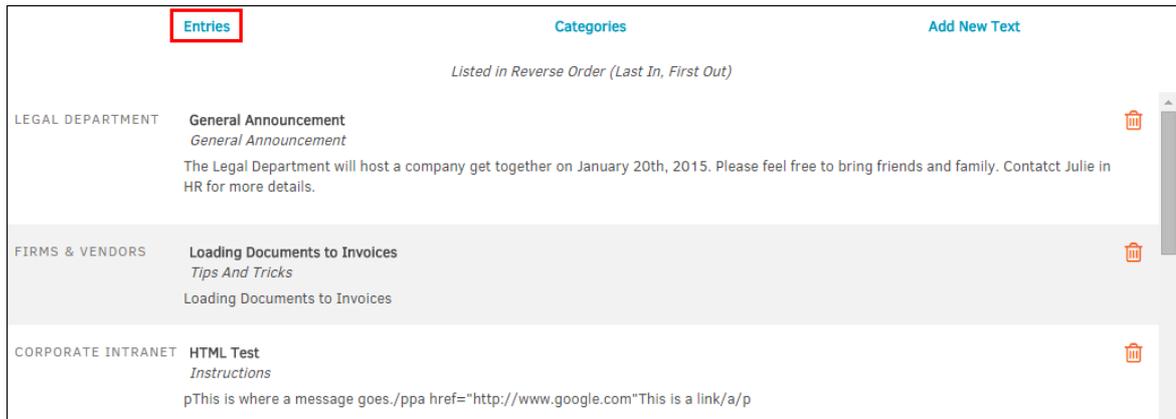


Add New Text

1. In the "Audience" drop-down list, decide who the audience is to be for the new front screen text: Legal Department, Firms & Vendors, Key Personnel, Corporate Intranet, or Sign-In Screen.
2. Select the appropriate Category from the drop-down list. If there is no category that fits the topic of your message, you can create a new category in the **Categories** section.
3. Enter the text title.
4. Type the message in the text field.
5. Once you have concluded your message, click **Create Entry**.

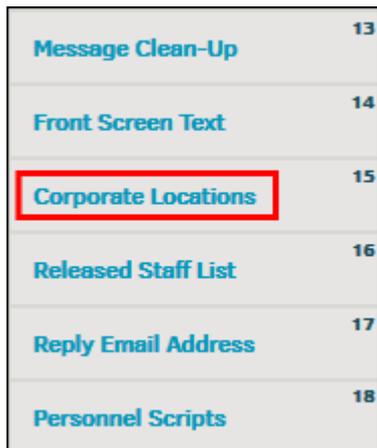
### 1.3.14.3 List/Delete Entries

Click **Entries** to view a listing of recent blog entries. Click the trash can icon to delete an entry.



### 1.3.15 Corporate Locations

The **Corporate Locations** hyperlink in the **Application Administration | Legal Department** sidebar allows site administrators and super users to add, edit, or delete your corporate locations. The **Corporate Locations** page is an ideal place to keep all contact information for your company.



Corporate Locations Link

#### **Edit Locations**

Click the  icon to edit a location's name, address, and phone/fax number. Click **Save** to confirm changes.

#### **Add a Location**

1. Click **Add New Location** located under the Location's list.
2. Enter all available information into the appropriate text boxes.
3. Click **Save Location**.

| LOCATION                       |                            | ADD NEW LOCATION                    |
|--------------------------------|----------------------------|-------------------------------------|
| Asheboro Accounting Center     | Asheboro, NC               | LOCATION NAME: <input type="text"/> |
| Canadian Distribution Center   | Toronto, ON                | ADDRESS: <input type="text"/>       |
| Corporate Headquarters         | Hamburger Hills Valley, MO | <input type="text"/>                |
| Eastern Regional Office        | New York, NY               | CITY: <input type="text"/>          |
| Houston Regional Office        | Houston, TX                | STATE: abc [N/A]                    |
| Intersoft Testing Labs         | Carle Place, NY            | POSTAL CODE: <input type="text"/>   |
| Mexico Distribution Facility   | Ciudad Juarez, CH          | PHONE: <input type="text"/>         |
| Midwest Sales & Legal          | Saint Louis, MO            | FAX: <input type="text"/>           |
| Midwestern Distribution Center | Industry, IN               |                                     |
| Mitratech Holdings             | Austin, TX                 |                                     |
| Mitratech Office Austin        | Austin, TX                 |                                     |
| Oceana                         | Sydney, N/A                |                                     |

Add New Location
Save

Add or Edit Corporate Location

### 1.3.16 Released Staff List

The **Released Staff List** hyperlink in the **Application Administration | Legal Department** sidebar allows you to view a list of individuals who have been released, and reinstate them if necessary.

|                     |    |
|---------------------|----|
| Message Clean-Up    | 13 |
| Front Screen Text   | 14 |
| Corporate Locations | 15 |
| Released Staff List | 16 |
| Reply Email Address | 17 |
| Personnel Scripts   | 18 |

Released Staff List Link

1. Click the  icon to update the release date or reinstate the staff member. Click on the individual's name to navigate to their contact page.
  - a. To update a user's release date, click the  icon to select a new date, then click **Update**.
 

**Note:** Updating a release date for a future date does **not** reinstate the individual.
  - b. Reinstate an individual to the matter record from which he or she was released by clicking **Reinstate Now**. The page automatically refreshes with the updated released staff list.

Staff members can also be released from within the matter to which they are assigned.

| NAME           | DATE       |  |
|----------------|------------|--|
| asdf, asdf     | 11/24/2014 |  |
| asdfsaf, sdfa  | 11/10/2014 |  |
| Baca, Helen    | 03/14/2014 |  |
| Baker, B.      | 11/21/2014 |  |
| Bell, Z.       | 11/11/2011 |  |
| Boehme, W.     | 11/24/2014 |  |
| Coen, P.       | 07/24/2008 |  |
| Conoven, B.    | 04/05/2010 |  |
| Conoven, I.    | 04/07/2010 |  |
| Cook, H.       | 08/12/2010 |  |
| Covenhoven, H. | 08/12/2008 |  |
| Edmiston, P.   | 05/09/2011 |  |

B. BAKER

UPDATE RELEASE DATE:  Update

REINSTATE THIS PERSON: Reinstate Now

Update or Reinstate Released Staff

### 1.3.17 Reply Email Address

The **Reply Email Address** hyperlink in the **Application Administration | Legal Department** sidebar allows administrators to set a reply address for messages sent out by Lawtrac.

Update the **Reply Email Address** text field by typing directly into the box, then click **Save**.

REPLY EMAIL ADDRESS:

Save

Reply Email Address

### 1.3.18 Personnel Scripts

The **Personnel Scripts** hyperlink should only be run at the request of Mitratech Support. Running the script checks Support accounts to make sure all accounts are set up with the appropriate support user password credentials, and resets them if necessary.

|                          |           |
|--------------------------|-----------|
| Message Clean-Up         | 13        |
| Front Screen Text        | 14        |
| Corporate Locations      | 15        |
| Released Staff List      | 16        |
| Reply Email Address      | 17        |
| <b>Personnel Scripts</b> | <b>18</b> |

Personnel Scripts Link

## 1.4 Chapter 2: Finance Options

The **Application Administration | Finance Options** tab allows you to set up your site's Financial modules, including Invoices, Budgets, Reserves, Insurance and International.

|  |    |
|--|----|
| <b>FINANCING</b>                                 |    |
| <a href="#">Finance Switches</a>                 | 1  |
| <a href="#">Fiscal Year</a>                      | 2  |
| <a href="#">Finance Summary Labels</a>           | 3  |
| <b>INVOICING</b>                                 |    |
| <a href="#">LEDES Codes</a>                      | 4  |
| <a href="#">Processing Rules</a>                 | 5  |
| <a href="#">Approval Chain</a>                   | 6  |
| <a href="#">Approve All Invoices</a>             | 7  |
| <a href="#">Approver Review</a>                  | 8  |
| <a href="#">Invoice Handlers</a>                 | 9  |
| <a href="#">Approval Reset</a>                   | 10 |
| <a href="#">Change Firm / Vendor</a>             | 11 |
| <a href="#">Delete Invoice</a>                   | 12 |
| <a href="#">Print Options</a>                    | 13 |
| <a href="#">Rejected Invoices</a>                | 14 |
| <a href="#">Change an Invoice Number</a>         | 15 |
| <a href="#">Change Invoice Matter</a>            | 16 |
| <a href="#">Update Chargeback</a>                | 17 |
| <b>BUDGETING</b>                                 |    |
| <a href="#">Switch &amp; UDC Connectors</a>      | 18 |
| <a href="#">Delete Budget</a>                    | 19 |
| <b>RESERVES</b>                                  |    |
| <a href="#">Switches</a>                         | 20 |
| <a href="#">Reserves by LEDES</a>                | 21 |
| <a href="#">Reserves by Business Unit</a>        | 22 |
| <a href="#">Nonessential Records</a>             | 23 |
| <b>INSURANCE</b>                                 |    |
| <a href="#">Switches</a>                         | 24 |
| <a href="#">Policy Types</a>                     | 25 |
| <b>INTERNATIONAL</b>                             |    |
| <a href="#">Exchange Rates</a>                   | 26 |
| <a href="#">VAT Amounts</a>                      | 27 |
| <a href="#">Foreign Invoices Received Review</a> | 28 |

Finance Options Sidebar

Finance Options Sidebar

Use the following links for more details about each section:

- **Financing**

- Invoicing
- Budgeting
- Reserves
- Insurance
- International

### 1.4.1 Financing

To access Lawtrac Financing from **Application Administration**:

1. From the **My Lawtrac** tab, select **Application Administration**.
2. Click the **Finance Options** tab.

The following pane is located on the right side of the screen:

| FINANCING              |   |
|------------------------|---|
| Finance Switches       | 1 |
| Fiscal Year            | 2 |
| Finance Summary Labels | 3 |

Finance Options Sidebar

#### *Financing Options:*

| Page                   | Function   |
|------------------------|--|
| Finance Switches       | Manage access to data and the process of approval.         |
| Fiscal Year            | Add or delete fiscal years that are used for invoices.     |
| Finance Summary Labels | Manage finance information that appears in matter screens. |

#### 1.4.1.1 Finance Switches

The **Finance Switches** page within **Application Administration | Finance Options** allows site administrators and super users to set up rules for use of the **Invoice Management** in the application as well as caption and control some optional fields.

| FINANCING              |   |
|------------------------|---|
| Finance Switches       | 1 |
| Fiscal Year            | 2 |
| Finance Summary Labels | 3 |

#### Finance Switches Link

- —Feature is enabled
- —Feature is disabled

Use the toggle switches to turn a feature "on" or "off."

Edit the amount of days an invoice may be submitted by entering any number in the text box. Click

**Set Notification** to save any changes made.

Users can submit invoices on closed matters as well as submit expense line items that do not have a timekeeper associated with that line item.

Any admin user can navigate to **My Lawtrac > Finance Options tab > Finance Switches** and manually set a number of days ranging from 0-366 (0=off). This setting allows user to define the number of days that an invoice can be submitted to Lawtrac on a closed matter.



#### Finance Switches Options

| Switch   | Purpose  |
|--|--|
| <b>Access To Invoice Data From Matter Records</b>          | Turn on or off user access to invoice data from matter records. Invoices are still available in the <b>Finance</b> menu.   |
| <b>Mass Approval of Pending Invoices</b>                   | Turn this function on (  ) to be able to approve all pending invoices simultaneously.   |
| <b>Augment Invoice Updates Original Amounts by Default</b> | Augmented invoices occur when a user's session is interrupted during input, or when a user needs to continue adding line items to matters rather than simply editing errors. If a user's session is interrupted for any reason, the invoice is reset to its original amount if this function is turned on. |

| Switch  | Purpose   |
|---|---|
| <b>Lock Approval and Reject Dates of Invoices</b>                         | Turn this function off (🔴) to allow users to manually change approval and rejection dates on invoices. Rejection dates can be added to approved invoices, but do not affect approval outcome if the invoice has already been approved. <i>Changing the rejection or approval date for a pending invoice will label that invoice as rejected or approved. Approval date overrides rejection date.</i>                  |
| <b>Detailed Invoices Must Match Control Amount</b>                        | Turn this control on to ensure that all detailed invoices match those control amounts before being submitted. Use this feature if your site is using control amounts for detailed invoices.   |
| <b>Flag Over-budget Detailed Invoices</b>                                 | Turn this function on to prompt a warning when any invoice exceeds the firm/vendor's budget for that matter.  |
| <b>Outside Counsel Can Submit Summary Invoices</b>                        | Turn this function on to give outside counsel the ability to submit summary invoices.   |
| <b>Invoice Pending Approval Amounts Reflected in Matter Total Amounts</b> | Turn this function on to show all invoice amounts reflected in the sum of the matter record total, even if the invoice is still pending approval. This function also affects pending budgets. Rejected amounts are excluded from the total regardless, but are still displayed in the invoice list with an indicator that shows the invoice has been rejected in the <b>Status</b> column under <b>Invoice List</b> . |

### ☐ Finance Switch Captions

There are 12 standard "Invoice Text Fields" and five optional "Invoice Status Markers" which can be labeled here. The optional fields can be turned enabled and disabled using the radio On/Off button (🟢/🔴).

To modify the caption for any field, enter text in the text box for that field. Click

[Set Notification](#)

to save any changes made.



**DAILY INVOICE REPORT:**  
LIST INVOICES RECEIVED THAT ARE EQUAL TO OR OVER  TO

Daily Invoice Report

#### 1.4.1.2 Fiscal Year

The **Fiscal Year** hyperlink in the **Finance Options** sidebar allows site administrators and super users to add or delete fiscal year information that is used within the application.

| FINANCING              |   |
|------------------------|---|
| Finance Switches       | 1 |
| <b>Fiscal Year</b>     | 2 |
| Finance Summary Labels | 3 |

Fiscal Year Link

**Fiscal Year** settings in Lawtrac serve two primary purposes:

- Provide an accurate drop-down list for users from which to select. These lists are in chronological order and default to "is now" (green icon).
- Determine to what fiscal year incoming electronic invoices are associated.

The current fiscal year is designated by the  icon.

#### Adjust Fiscal Year Settings

1. Select  and enter the year in the "Fiscal Year" text box.

2. Enter the start and end dates in the appropriate text boxes, then click .

Lawtrac automatically sets the quarter start and end dates based on the numbers you enter.

Click the  icon to delete a fiscal year from the Lawtrac application.

|  | YEAR | START      | END        |  | ⊕ ADD NEW FISCAL YEAR                             |
|--|------|------------|------------|--|---|
|  | 2012 | 01/01/2012 | 12/31/2012 |  | Fiscal Year: <input type="text" value="2020"/>    |
|  | 2013 | 01/01/2013 | 12/31/2013 |  | Date Start: <input type="text" value="01/01/20"/> |
|  | 2014 | 01/01/2014 | 12/31/2014 |  | End Date: <input type="text" value="12/31/20"/>   |
|  | 2015 | 01/01/2015 | 12/31/2015 |  | <input type="button" value="Save"/>               |
|  | 2016 | 01/01/2016 | 12/31/2016 |  |   |
|  | 2017 | 01/01/2017 | 12/31/2017 |  |   |
|  | 2018 | 01/01/2018 | 12/31/2018 |  |   |
|  | 2019 | 01/01/2019 | 12/31/2019 |  |   |

Fiscal Years

### 1.4.1.3 Finance Summary Labels

Matter screen switches that are managed here are recorded on your matter's main screens and throughout the matter **Finance** modules.

Select **Finance Summary Labels** from the **Application Administration | Finance Options** sidebar under **Financing**. The purpose of the finance summary labels is to allow companies to use customized labels or descriptions.

| FINANCING                     |   |
|-------------------------------|---|
| Finance Switches              | 1 |
| Fiscal Year                   | 2 |
| <b>Finance Summary Labels</b> | 3 |

Finance Summary Labels Link

#### ☐ Enable the Finance Summary Label

Click the checkboxes  located to the right of a label to use the matter screen switch on screen.

#### ☐ Edit Finance Summary Labels

1. Type new text into the text boxes to change the title of the switches. These are the captions for the fields users see on matter and finance screens.
2. Click the radio buttons  to turn a display on or off.
3. Select **Save Matter Screen Settings** when finished.

|                                 |  |   |
|---------------------------------|--|---|
| OBLIGATORY AMOUNT:              | <input type="text" value="Outcome Amount"/>    | + 0.00  |
| INVOICES RECEIVED:              | <input type="text" value="Invoices Received"/> | + 0.00  |
| PAID OUT FOR INSURANCE:         | <input type="text" value="Not Used"/>          | + 0.00 <input type="checkbox"/> USE ON SCREEN |
| TOTAL OF ITEMS ABOVE:           | <input type="text" value="Total of Items"/>    | = 0.00  |
| PAID BY INSURANCE COVERAGE (-): | <input type="text" value="Paid by Insurance"/> | - 0.00 <input type="checkbox"/> USE ON SCREEN |

---

PAYMENT/RECOVERY OF: 0.00

TOTAL LOSS/GAIN OF MATTER: 0.00

---

ADDITIONAL FINANCIAL CAPTION:

---

ON OFF  
DISPLAY UDC AVERAGES:    
DISPLAY UDC SUMS:

**Matter Finance Security:**

HIDE FINANCE INFORMATION IN MATTER SCREENS FROM THOSE NOT DIRECTLY ASSIGNED TO THE MATTER

ON  OFF

[Save Matter Screen Settings](#)

Finance Summary Labels

## 1.4.2 Invoicing

To access administrative invoicing options:

1. From the **My Lawtrac** tab, select **Application Administration**.
2. Click the **Finance Options** tab.

The following pane is located on the right side of the screen:

|  |    |
|--|----|
| <b>INVOICING</b>                         |    |
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

**Finance Options Sidebar**

***Invoicing Options:***

| <b>Page</b>             | <b>Function</b>  |
|-------------------------|--|
| <b>LEDES Codes</b>      | Set usage rules for LEDES (Legal Electronic Data Exchange Standard) codes.                   |
| <b>Processing Rules</b> | Set LEDES processing and rate card rules, and create guidance for submitting LEDES invoices. |
| <b>Approval Chain</b>   | Adjust approval chain flow, workflow, criteria, and set default invoice approvers.           |

| Page                            | Function   |
|---------------------------------|--|
| <b>Approve All Invoices</b>     | Approve all outstanding invoices between a specific period of time.                      |
| <b>Approver Review</b>          | View active invoices assigned to an individual, or change an invoice's approver.         |
| <b>Invoice Handlers</b>         | Adjust invoice handler workflow criteria, and set default invoice handlers.              |
| <b>Approval Reset</b>           | Remove all skips, rejections, and approvals from an invoice.                             |
| <b>Change Firm/ Vendor</b>      | Change the firm/vendor assigned to a specific invoice.                                   |
| <b>Delete Invoice</b>           | Delete a specified invoice, all zero amount invoices, or all orphan invoice information. |
| <b>Print Options</b>            | Choose what information is displayed when printing an invoice.                           |
| <b>Rejected Invoices</b>        | Purge rejected invoices from the Lawtrac system.   |
| <b>Change an Invoice Number</b> | Change the number of an invoice.   |
| <b>Change an Invoice Matter</b> | Move invoices from one matter to another.  |
| <b>Update Chargeback</b>        | Update chargebacks for a specific invoice, fiscal year, or Matter number.                |

#### 1.4.2.1 Disable Lawtrac Invoicing

Lawtrac system administrators and super users can disable the submission and creation of invoices by law firms and vendors who use the built-in Lawtrac collaboration portal.

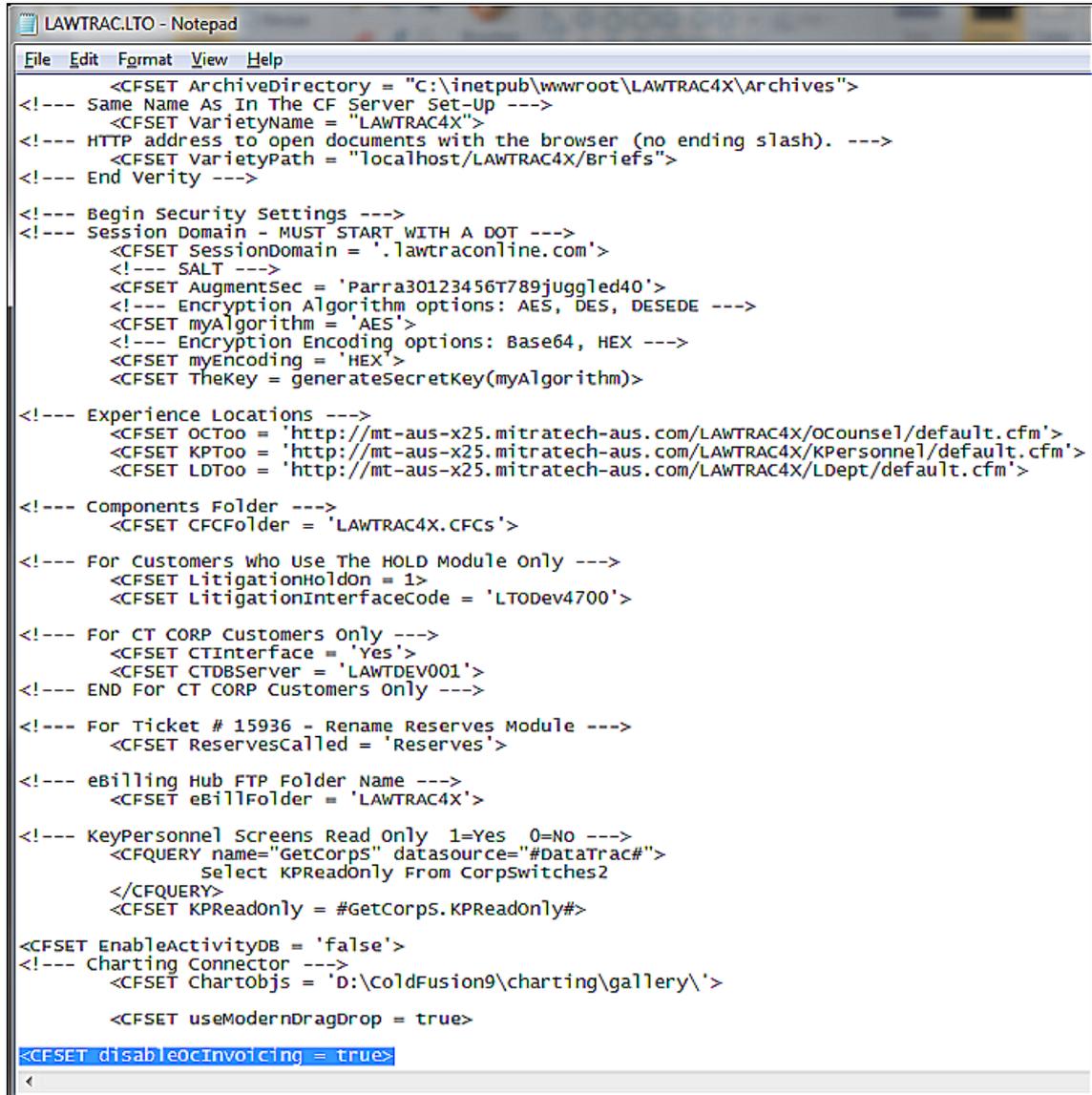
**Note:** This setting only affects Lawtrac. Law firms and vendors who use Collaborati retain the ability to create and submit invoices through the Collaborati application.

The setting to control this function exists in the LTO settings file, which is in the root folder where your Lawtrac is installed.

##### To Disable Lawtrac Invoicing:

1. In your windows explorer, locate the root folder for Lawtrac and open the file `LAWTRAC.LTO` in Notepad.
2. Locate the string `<CFSET disableOCInvoicing = false>`.

- Set `disableOCInvoicing` to "true" to disable Lawtrac invoicing. To restore Lawtrac invoicing, change the string value back to "false".



```

LAWTRAC.LTO - Notepad
File Edit Format View Help
<!-- Same Name As In The CF Server Set-Up -->
<CFSET ArchiveDirectory = "C:\inetpub\wwwroot\LAWTRAC4X\Archives">
<CFSET VarietyName = "LAWTRAC4X">
<!-- HTTP address to open documents with the browser (no ending slash). -->
<CFSET VarietyPath = "localhost/LAWTRAC4X/Briefs">
<!-- End Verity -->

<!-- Begin Security Settings -->
<!-- Session Domain - MUST START WITH A DOT -->
<CFSET SessionDomain = '.lawtraonline.com'>
<!-- SALT -->
<CFSET AugmentSec = 'Parra30123456T789juggled40'>
<!-- Encryption Algorithm options: AES, DES, DESEDE -->
<CFSET myAlgorithm = 'AES'>
<!-- Encryption Encoding options: Base64, HEX -->
<CFSET myEncoding = 'HEX'>
<CFSET TheKey = generateSecretKey(myAlgorithm)>

<!-- Experience Locations -->
<CFSET OCToo = 'http://mt-aus-x25.mitratech-aus.com/LAWTRAC4X/OCounsel/default.cfm'>
<CFSET KPToo = 'http://mt-aus-x25.mitratech-aus.com/LAWTRAC4X/KPersonnel/default.cfm'>
<CFSET LDToo = 'http://mt-aus-x25.mitratech-aus.com/LAWTRAC4X/LDept/default.cfm'>

<!-- Components Folder -->
<CFSET CFCFolder = 'LAWTRAC4X.CFCs'>

<!-- For Customers who Use The HOLD Module Only -->
<CFSET LitigationHoldon = 1>
<CFSET LitigationInterfaceCode = 'LTDev4700'>

<!-- For CT CORP Customers Only -->
<CFSET CTInterface = 'Yes'>
<CFSET CTDBServer = 'LAWTDEV001'>
<!-- END For CT CORP Customers Only -->

<!-- For Ticket # 15936 - Rename Reserves Module -->
<CFSET ReservesCalled = 'Reserves'>

<!-- eBilling Hub FTP Folder Name -->
<CFSET eBillFolder = 'LAWTRAC4X'>

<!-- KeyPersonnel Screens Read Only 1=Yes 0=No -->
<CFQUERY name="GetCorps" datasource="#DataTrac#">
  select KPReadonly From CorpSwitches2
</CFQUERY>
<CFSET KPReadonly = #GetCorps.KPReadonly#>

<CFSET EnableActivityDB = 'false'>
<!-- Charting Connector -->
<CFSET ChartObjs = 'D:\ColdFusion9\charting\gallery\'>

<CFSET useModernDragDrop = true>

<CFSET disableOCInvoicing = true>

```

Disable Lawtrac Invoicing

#### 1.4.2.2 LEDES Codes

**LEDES Codes** are industry standard accounting codes for corporate legal billing which allow various accounting programs to interface with each other.

In Lawtrac, industry standard codes are listed first with their code number, description and type (Activity, Disbursement, Fee, etc.). By adjusting LEDES codes and processing rules, site administrators and super users can add a maximum amount of hours per invoice or fiscal year. Additionally, codes can be hidden from drop-down lists, blocked from outside counsel use, or require outside counsel use.

- —Feature or permission is enabled
- —Feature or permission is disabled

| INVOICING                |    |
|--------------------------|----|
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

LEDES Code Link

By adjusting LEDES codes and processing rules, you can add a maximum amount of hours per invoice or fiscal year. Additionally, you can hide codes in drop-down lists, block them from outside counsel use, or require outside counsel use.

Individual LEDES codes may be restricted from use by select firms or vendors by clicking the **Restrict use by vendor** button. After clicking the button, select any number of law firms or vendors by clicking the checkboxes in the left **Vendor** column, then click **Block Code for Vendors**. Code restrictions are saved below the vendor selection table. Select the checkboxes and click **Remove Restriction** to allow the vendor use of the LEDES code again. For more information, refer to *Restrict LEDES Code by Vendor*.

- **Edit LEDES Codes**

1. Click the code number.

- Turn permissions on  or off  by clicking the toggle buttons.
- Type comments or instructions in the text field at the bottom and click outside the text box or press **[Tab]** on your keyboard (the  icon indicates a successful save, as shown below).

LEDES codes cannot be deleted. Instead, they can be removed from drop-down lists—click the toggle switch to the right of "Hide (Retire) Code in Drop-down Lists" to turn it off .

**Note:** *Deletions cannot be reversed. Standard Codes cannot be deleted and have no delete icon.*

| CODE | DESCRIPTION                                | TYPE     |  |
|------|--|----------|--|
| 999  | MW Custom code test                        |          |  |
| A001 | Activity                                   | Fee      |  |
| A100 | Activities                                 | Activity |  |
| A101 | Plan and Prepare                           | Activity |  |
| A102 | Research                                   | Activity |  |
| A103 | Draft /Rrevise                             | Activity |  |
| A104 | Review /Analyze                            | Activity |  |
| A105 | Communicate (in firm)                      | Activity |  |
| A106 | Communicate (with client)                  | Activity |  |
| A107 | Communicate (other outside counsel)        | Activity |  |
| A108 | Communicate (other external)               | Activity |  |
| A109 | Appear / Attend                            | Activity |  |
| A110 | Manage Data or Files                       | Activity |  |
| A111 | Other                                      | Activity |  |
| A112 | Billable Travel Time                       |          |  |
| A113 | Communicate (witnesses)                    |          |  |
| A114 | Communicate (experts)                      |          |  |
| A115 | Medical Record and Medical Bill Management |          |  |

RULES FOR: 999 - MW CUSTOM CODE TEST

**CUSTOM CODE**

MW Custom code test

MAXIMUM AMOUNT (TOTAL) PER INVOICE:    
*Rule R201 must be turned on.*

MAXIMUM COUNT OR HOURS (TOTAL) PER INVOICE:    
*Rule R202 must be turned on.*

MAXIMUM AMOUNT (TOTAL) PER FISCAL YEAR:

MAXIMUM COUNT OR HOURS (TOTAL) PER FISCAL YEAR:

*Whole numbers only. Zero "0" indicates No Rule Set*

HIDE (RETIRE) CODE IN DROP-DOWN LISTS:

**Code Options:** BLOCK FROM OUTSIDE COUNSEL USE:   
*Rule R204 must be turned on.*  
 REQUIRE USE:   
*Rule R205 must be turned on.*

*You can choose to either BLOCK or REQUIRE a LEDES code, but not both.*

[Restrict use by vendor](#)

Edit LEDES Code

## Reporting Groups Options

You can use the **Reporting Groups** on the right side of the page to narrow your search for LEDES codes. Clicking the top level button will take you to the groups' sub-levels, as listed below.

### Reporting Groups Options:

| Top Level  | Sub-Level  |
|------------|--|
| Litigation | Assessment, Pre-trial, Discovery, Trial, Appeal  |
| Bankruptcy | Administration, Operations, Claims/Plans, Advice |
| Counseling | No sub-levels                                    |
| Patent     | Domestic, International                          |

| Top Level     | Sub-Level  |
|---------------|--|
| Trademark     | Domestic, International  |
| Project       | No sub-levels  |
| Expense       | No sub-levels  |
| Activities    | No sub-levels  |
| Other/Custom  | Lawtrac, Other, Create Custom Code   |
| Workers Comp. | Assessment, Proceedings, Discovery, Hearings, Appellate  |
| eDiscovery    | Identification, Preservation, Collection, Processing, Review, Analysis, Production, Presentation, Management |
| Retired Codes | No sub-levels  |

**Note:** Standard codes cannot be deleted and have no delete icon. There is no undo delete.

## [-] Custom Codes

**To create a LEDES Code:**

1. Select the top level reporting group **Other/Custom**.
2. Enter the code number in the "Code" text box, then enter the description in the text box.
3. Use the drop-down menu to select the type and click **Add Code**.

**Important Note:** Due to rules processing, do not create custom codes using the "R" prefix.

Your code is added to the bottom of the codes list in numerical order by code number.

**Note:** If the code number you entered is already in use, you cannot finalize the process. A notice appears at the bottom alerting you to the error.

ADD A CUSTOM CODE FOR REPORTING UNDER OTHER/CUSTOM:

CODE:

DESCRIPTION:

TYPE:  ▼

*Code and Description are Required and Must Be Unique*

**Create a Custom Code**

#### 1.4.2.2.1 Restrict LEDES Code by Vendor

Individual LEDES codes may be restricted from use by specific firms or vendors. A vendor is unable to submit an invoice from Collaborati to Lawtrac using any of the LEDES codes that have been disallowed by the Lawtrac administration.

**To restrict a LEDES code:**

1. Select a LEDES code from the **LEDES Codes** page by clicking the hyperlink under the **Code** column, then click the **Restrict use by vendor** button.



← RESTRICT THIS CODE BY VENDOR

CODE RESTRICTIONS ARE SAVED

| VENDOR                                   | E-MAIL                            | CITY       | COUNTRY | CURRENCY |
|--|-----------------------------------|------------|---------|----------|
| <input type="checkbox"/> Vendor Sep8     | abb@gmail.com                     | aaa        | UM      | USD      |
| <input type="checkbox"/> Swarupa Vendor  | jeyanthi.periyasamy@mitratech.com | Houston    | US      | USD      |
| <input type="checkbox"/> Outside Counsel | oc@oc.com                         | Lepschwitz | US      | USD      |
| <input type="checkbox"/> EscobarFirm3    | Jungmin.Escobar@mitratech.com     | Austin     | US      | USD      |
| <input type="checkbox"/> Big Vendor      | 1@1.com                           | Wangdoodle | US      | USD      |

**Block Code for Vendors**

| VENDOR                                    | E-MAIL                            | CITY    | COUNTRY | CURRENCY |
|---|-----------------------------------|---------|---------|----------|
| <input type="checkbox"/> Oct 5 Vendor     | jeyanthi.Periyasamy@mitratech.com | Houston | US      | USD      |
| <input type="checkbox"/> Vendor Schmendor | schmendor@mail.com                | Austin  | US      | USD      |

**Remove Restriction**

Code Restriction Page

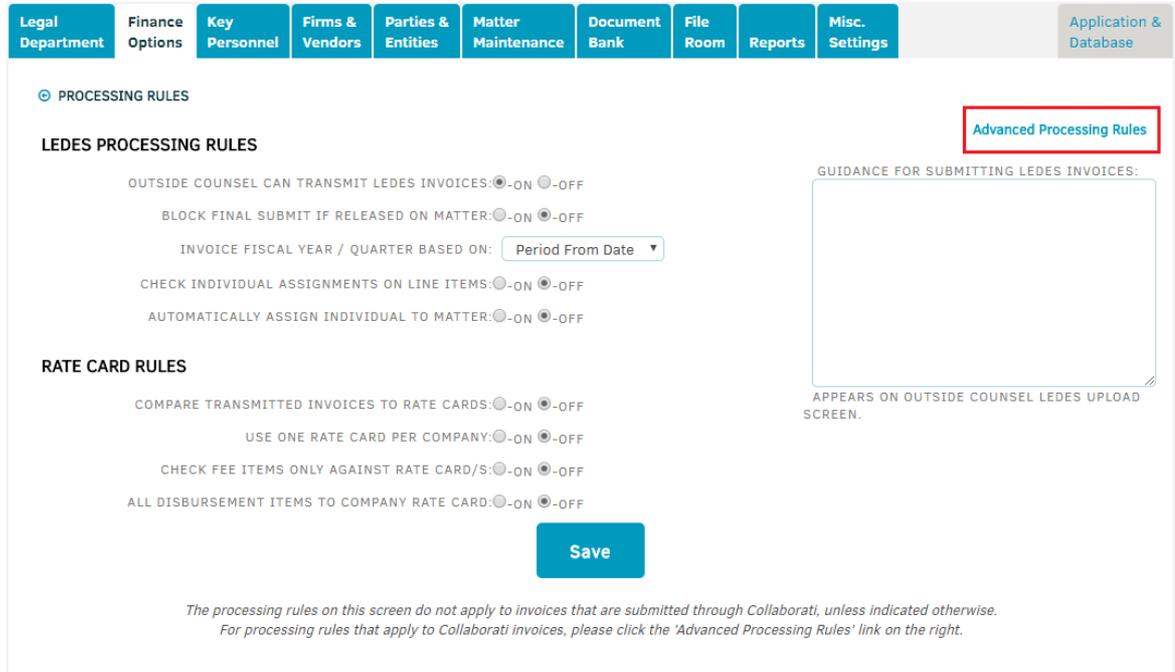
To check restrictions for other LEDES codes, click the **Restrict use by vendor** button; any vendors blocked from using the code appear below the **Block Code for Vendors** button.

There is no limit to the amount of LEDES code restrictions an administrator may set.

1.4.2.3 Processing Rules

From the **My Lawtrac** tab, select **Application Administration**, click the **Finance Options** tab and choose **Processing Rules** from the panel on the right.

To set up your company’s rules for processing LEDES invoices and applying rate cards to them, use the radio buttons, text boxes and drop-down menu to make your selections. You should also include guidelines or designate workflow criteria for submitting and approving invoices in the large text box. These guidelines appear on the outside counsel LEDES upload screen. When finished, click **Save**.



LEDES Processing Rules

Options:

| Rule  | Purpose  |
|---|--|
| <b>LEDES Processing Rules</b>               |  |
| Outside Counsel Can Transmit LEDES Invoices | Grant or deny access permission for outside counsel to your database to submit LEDES invoices.   |
| Block Final Submit If Released On Matter    | Allow outside counsel to submit invoices on matters from which they have been released.  |
| Invoice Fiscal Year/Quarter Based On        | Determine how the Fiscal Year/Quarter invoices are billed.   |
| Check Individual Assignments On Line        | Determine whether your database compares line items on invoices to the rate cards of the individual for whose work you are being billed. |

| Rule  | Purpose   |
|---|---|
| Items                                       | Each line of the invoice is examined to ensure the timekeeper billing on a matter has been assigned to that matter.   |
| Automatically Assign Individual To Matter   | Determine if individuals included on invoices billed against a matter and are not already assigned to that matter in your database should be added to the matters affected when invoices are put into the system. |
| <b>Rate Card Rules</b>                      |   |
| Compare Transmitted Invoices to Rate Cards  | Compare the invoice that the firm/vendor added with the rate cards of the staff, if applicable. An individual belonging to the staff of a firm or vendor may have his or her own rate card.                       |
| Use One Rate Card per Company               | Allow each firm/vendor to have only one rate card per assigned matter record.   |
| Check Fee Items Only Against Rate Card/s    | Compare the fee items that the firm/vendor added with the rate cards of the staff, if applicable.   |
| All Disbursement Items to Company Rate Card | Check disbursement total amounts on a detailed invoice against staff rate cards.  |

#### 1.4.2.3.1 Processing and Auditing Rules

From the **Processing Rules** page within the **Finance Options** tab of **Application Administration**, click on **Advanced Processing & Audit Rules**. See the *Advanced Processing Rules* page for a list of defined rules and scenarios on when to turn the rules on/off.

Advanced Processing Rules

**LEDES PROCESSING RULES**

OUTSIDE COUNSEL CAN TRANSMIT LEDES INVOICES: -ON -OFF  
 BLOCK FINAL SUBMIT IF RELEASED ON MATTER: -ON -OFF  
 INVOICE FISCAL YEAR / QUARTER BASED ON: Recorded Date  
 CHECK INDIVIDUAL ASSIGNMENTS ON LINE ITEMS: -ON -OFF  
 AUTOMATICALLY ASSIGN INDIVIDUAL TO MATTER: -ON -OFF

**RATE CARD RULES**

COMPARE TRANSMITTED INVOICES TO RATE CARDS: -ON -OFF  
 USE ONE RATE CARD PER COMPANY: -ON -OFF  
 CHECK FEE ITEMS ONLY AGAINST RATE CARD/S: -ON -OFF  
 ALL DISBURSEMENT ITEMS TO COMPANY RATE CARD: -ON -OFF

**GUIDANCE FOR SUBMITTING LEDES INVOICES:**  
 Any billing details you want to display on the law firm screens such as:  
  
 Discounts should be identified by using the F102 task code.

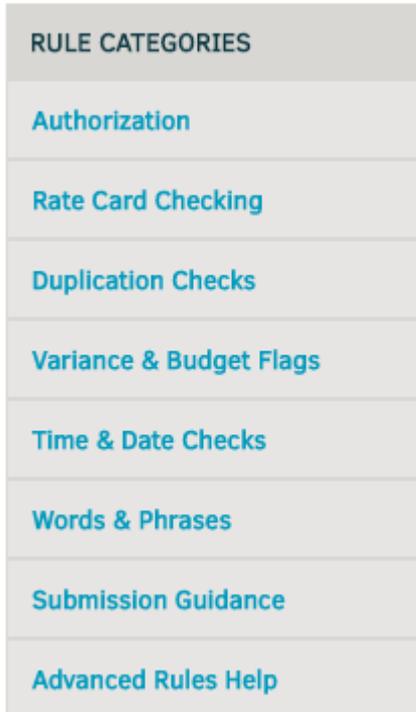
APPEARS ON OUTSIDE COUNSEL LEDES UPLOAD SCREEN.

Save

#### Advanced Processing and Auditing Rules

### Edit a Processing and Audit Rule

1. Select a **Rule Category** from the right sidebar.



2. Select as many checkboxes as necessary. Some processing rules cannot be coupled; there are additional details for each rule within the selection page.
3. Click **Save** when finished.

#### 1.4.2.3.2 Advanced Processing Rules

Lawtrac administrator users manage the advanced processing rules for the Lawtrac application via **Application Administration | Finance Options | Processing Rules | Advanced Processing Rules**. These rules apply to LEDES invoices submitted through Lawtrac as well as all invoice types received through Collaborati. For law firms and vendors who use Collaborati, the advanced processing rules apply after the invoice has been received by Lawtrac at the time of synchronization.

**Note:** *Current Lawtrac behavior also applies advanced processing rules to LEDES invoices submitted manually in Lawtrac. Regular processing rules do not apply to invoices submitted to Lawtrac through Collaborati. One exception is ALL DISBURSEMENT ITEMS TO COMPANY RATE CARD setting in Lawtrac, which allows vendors to submit expense line items without timekeepers.*

## Advanced Processing Rules Defined

**R100:** Block If Released.

**Note:** R100 (block invoices from released firms) is not applicable, because Collaborati requires that the firm is assigned to a matter in order to submit an invoice.

**R101:** Check individual timekeeper assignments.

**R102:** Automatic timekeeper assignment.

**R200:** Validate timekeeper rate card.

**Note:** See the R200 Matrix at the bottom of this page to view various scenarios in which this rule would be applied if it is enabled/disabled.

**R201:** Validate task code maximum amount per invoice.

**R202:** Hours or Count Threshold.

**R203:** Check maximums at the matter level check.

**R204:** Check restricted task codes.

**R205:** Check required codes.

**R300:** Check duplication of specific lines within an invoice.

**R400:** Measure Invoice-to-combined budget per matter - Not supported in Collaborati.

**R401:** Measure Invoice-to-firm's budget per matter – Not supported in Collaborati.

**R402:** Measure Invoice-to-fiscal reserves per matter – Not supported in Collaborati.

**R500:** Work within invoice's "From/Start" and "To/End" dates.

**R501:** Ensure invoices reflect fiscal year settings. This is a very important Rule as this defines the Fiscal Year of the invoice being submitted.

(For example: Client 2018 FY is defined as 02/01/2017 to 01/31/2018)

If an invoice is submitted: Line Item 1: Period From Date: 12/01/2016; Period To Date:

01/31/2017; Invoice Date: 02/01/2017; Date Invoice Recorded (synced in Lawtrac): 02/02/2017.

If **R501** is checked at the Period From Date checkbox, at the time of synchronization, the invoice will be compared to the timekeeper rate card for FY 2017, as Period From Date on the invoice line item is set to 12/01/2016.

However, if **R501** is checked at the Invoice Date checkbox, at the time of synchronization, the invoice will be compared to the timekeeper rate card for FY 2018, as the Invoice Date on the invoice line item is set to 02/01/2017.

**R502:** Set penalties for late reporting.

**R503:** Account for inconsequential events.

**R504:** Flag line items billing 10+ hours per day/timekeeper/invoice/matter.

**R600:** Flag non-billable disbursements by word or phrase.

**R601:** Flag non-billable fees by word or phrase.

**R602:** Negate fees for non-billable disbursements.

**R603:** Negate fees for non-billable fees.

## R200 Matrix

When enabled, the R200 Rule has several options for users to choose from: **Reject, Adjust, Warn,** and **Off**. Only one option can be selected at a time. The tables below detail various scenarios and system behaviors for the various R200 options:

| If R200 Rule is Checked |   |  |   |  |
|-------------------------|---|--|---|--|
| Option Selected         | Scenario: Not approved Timekeeper rate in Invoice | Scenario: Approved Timekeeper rate (no violations) | Scenario: Approved Timekeeper rate, but invoice line item submitted above approved rate | Scenario: Invoice line item submitted below approved Timekeeper rate |

| If R200 Rule is Checked |  |  |  |  |
|-------------------------|--|--|--|--|
| Off                     | Invoice goes through, no warnings or adjustments                       | Invoice goes through, no adjustments from R200 | Invoice goes through, always adjust offending lines to approved rate | Invoice goes through, no adjustments from R200 |
| Adjust                  | Invoice goes through, lines with no approved rates are adjusted to 0   | Invoice goes through, no adjustments from R200 | Invoice goes through, always adjust offending lines to approved rate | Invoice goes through, no adjustments from R200 |
| Warn                    | Invoice goes through, lines with no approved rates are flagged         | Invoice goes through, no adjustments from R200 | Invoice goes through, always adjust offending lines to approved rate | Invoice goes through, no adjustments from R200 |
| Reject                  | Invoice is auto-rejected, Lawtrac will not have record of this invoice | Invoice goes through, no adjustments from R200 | Invoice goes through, always adjust offending lines to approved rate | Invoice goes through, no adjustments from R200 |

| If R200 Rule is Unchecked |   |  |   |  |
|---------------------------|---|--|---|--|
| Option Selected           | Scenario: Not approved Timekeeper rate in Invoice | Scenario: Approved Timekeeper rate (no violations) | Scenario: Approved Timekeeper rate, but invoice line item submitted above approved rate | Scenario: Invoice line item submitted below approved Timekeeper rate |
| Off                       | N/A   | Invoice goes through, no adjustments from R200     | Invoice goes through, no adjustments from R200  | Invoice goes through, no adjustments from R200                       |
| Adjust                    | N/A   | Invoice goes through, no adjustments from R200     | Invoice goes through, no adjustments from R200  | Invoice goes through, no adjustments from R200                       |
| Warn                      | N/A   | Invoice goes through, no adjustments from R200     | Invoice goes through, no adjustments from R200  | Invoice goes through, no adjustments from R200                       |
| Reject                    | N/A   | Invoice goes through, no adjustments from R200     | Invoice goes through, no adjustments from R200  | Invoice goes through, no adjustments from R200                       |

#### 1.4.2.4 Approval Chain

The **Approval Chain** link in the **Finance Options** sidebar allows site administrators and super users to control approval chains and whether the rejection of an invoice ends the chain of approval.

**Note:** This setting globally applies to all future invoices in the Lawtrac application.

| INVOICING                |    |
|--------------------------|----|
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

Approval Chain Link

#### ☐ Approval Chain Flow

During the invoice approval process, up to five individuals can be assigned to the approval chain. Enabling the Approval Chain Flow option (or turning the function "ON") enforces a "chain of command" behavior for the approval process.

**Example:** The individual in the first position needs to approve the invoice before the individual assigned to the second position of the approval chain can approve the invoice, and the second individual must approve the invoice before the third can approve it. Until the invoice has been approved and passed on to him/her, the individual does not see the option to approve or reject the invoice.

Disable or turn the Approval Chain Flow "OFF" to allow any individual assigned to the approval chain to approve the invoice regardless of the order. All users must still perform the task of approving or rejecting the invoice (unless Workflow option 1, "Rejection of an invoice will end the approval chain", is turned on, in which case a rejection ends the approval chain), but approvers will not need to wait on others before taking action.

## Workflow

- **Rejection of an invoice ends the approval chain:** When this option is switched to ON, the approval chain process ends once any individual rejects the invoice. Rejection of the invoice also ends the chain of approval.

**Example:** If the individual who was delegated as third approver rejects the invoice, the invoice will be labeled as "rejected" and will not be sent to the fourth or fifth individual on the approval chain, and no further approval or rejection actions can be taken on the invoice (unless approval is reset by the system administrator).

**Note:** When enabled, the Workflow setting globally applies to all invoices whether the Approval Chain Flow option is enabled or not. Administrative mass approval of invoices cannot override rejected invoices.

- **Invoice approval chains exclude users with excessive approval thresholds:** When this option is turned "ON", the approval chain stops at the first approver whose allowance exceeds the total sum of the invoice.

**Example:** User A, B, C, and D are the default approvers and appear in that order on approval chains. An invoice is submitted for an amount of \$500. User A is allowed to approve invoices up to a sum of \$250, as set in **Application Administration | Legal Department | Invoice Approval Amounts**. User B is allowed to approve invoices up to \$300, User C is allowed to approve invoices up to \$600, and User D is allowed to approve invoices up to \$700. The invoice approval chain will show User A, B, and C.

Since User A and B have a threshold lower than the invoice amount, their approval obligations must be met by the users to whom they hand off. You can see who this user is by checking the approver's profile under the **Site Access** page. To learn more about invoice approval amount thresholds, refer to **Invoice Approval Amounts**.

**Note:** This setting affects **ALL** future invoices unless the approval chain has been manually changed. The setting affects approval chains, approval workflow criteria, predefined matter teams, and attorneys. This setting does NOT affect invoice handlers or the default approvers configured on this page.

**APPROVAL CHAIN FLOW**

ALL USERS IN AN INVOICE APPROVAL CHAIN MAY ONLY TAKE ACTION ON THE INVOICE IN SEQUENTIAL ORDER:  ON  OFF

**WORKFLOW**

REJECTION OF AN INVOICE WILL END THE APPROVAL CHAIN:  ON  OFF

INVOICE APPROVAL CHAINS EXCLUDE USERS WITH EXCESSIVE APPROVAL THRESHOLDS:  ON  OFF

**Save**

### Approval Chain Workflow

## Approval Workflow Criteria

Lawtrac 4.1 introduces new approval workflow criteria.

Individuals selected as the **Default Approvers** are automatically assigned to all future invoices, *unless* the invoice meets criteria set in **Approval Workflow Criteria**. You can still manually change the approval chain for an individual invoice, but you need to do it from within that particular invoice. It is best practice to check the user's approval amount threshold before assigning them as a default approver. If the invoice amount exceeds the approval amount threshold for the default approver, the default approver's "hand-off" approver displays on the invoice approval chain along with the name of the default approver.

The default approver list allows up to five approvers, but as few as one can be assigned.

Default Approvers

**Approval Workflow Criteria** allows administrators and super users to designate different approval chains depending on invoice qualifications. You can create an approval chain dedicated to a specific type of matter (court costs, administration, litigation, etc.), create an individual approval chain for each vendor, and/or create an individual approval chain for a specific matter product, invoice amount, or business unit.

**Note:** When creating an approval team for "Field: Invoice Amount", the "Value" field changes from a drop-down to a text box. Enter numerical criteria into this field. All invoices that have a sum **up to** this amount are assigned to the approvers selected for this criteria. If another workflow criteria is created for the invoice amount field for a greater sum, it will apply to invoices up to that amount while excluding the invoices that sum up to the previous invoice sum criteria. For example, a criteria for \$1,000 includes invoices up to \$1,000, and a criteria for \$5,000 includes invoices between \$1,001-\$5,000.

The order of the Approval Workflow Criteria dictates the weight each criteria carries. For instance, if you have a team of users dedicated to approving litigation invoices and a different team of users dedicated to approving invoices submitted by Vendor A, and Vendor A submits a litigation invoice, the team of users in the highest order role retains the responsibility of approving the invoice (where order 1 is greater than order 5). If an invoice of this type is submitted, the system automatically fills the approver roles with the names chosen for that type, vendor, or product.

| ORDER | FIELD | VALUE          | APPROVAL CHAIN  | ACTIONS |
|-------|-------|----------------|---|---------|
| 0     | Type  | Administration | Lindsay Bell  |         |
| 1     | Type  | Contract       | asdf \$%#\$ > mwaliaAdmin AD > Derrick Adams > Davinder Admin |         |

Approval Workflow Criteria Table

Set criteria by selecting options from the available drop-down lists. "Field" must be selected before "Value", because the "Value" menu items are contingent on "Field" selection.

Each approval chain must have a unique order position, and the criteria for Order, Field, and Value cannot contain incomplete data.

**Important Note:** Approval Workflow Criteria overrides the selection of **default** approvers for a matter record. The Approval Workflow Criteria does not override the **alternate** approvers made at the matter level.

Approval chain priority is as follows (in order from greatest to lowest priority):

1. Matter-level Alternate Approval Chain
2. Administrative Approval Workflow Criteria (in order from least to greatest)
3. Administrative Default Approvers
4. Matter-level Default Approval Chain

#### **Edit Existing Criteria**

1. Click the edit  icon in the **Action** column.
2. Change the drop-down options that appear in the pop-up window.
3. Click **Update** to confirm changes.
  - a. Click **Cancel** to return without saving.

Click the trash can  icon to delete existing criteria.

#### **1.4.2.5 Approve All Invoices**

To approve all invoices submitted between a specific period of time, select **Approve All Invoices** from the **Application Administration | Finance Options** sidebar under **Invoicing**.

**Note:** This setting globally applies to all future invoices in the Lawtrac application.

|                          |    |
|--------------------------|----|
| <b>INVOICING</b>         |    |
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

#### Approve All Invoices Link

Completing this process approves all outstanding invoices and deletes any messages sent to the individuals in the approval chain. Division or department chargebacks are set to match their matter assignment. All invoices marked paid using this method will not be a part of any external documents produced for Accounts Payable departments; however, the data is retained for reporting. Date range is based on invoice creation date. Invoice approval date is set to the current day's date.

1. Use the  icons to select the dates that the invoices were submitted between.
2. Click **Approve Invoices**.

A green update notice appears at the top of the page if approval is successful, even if there were no invoices existing during the selected time period.

**Note:** Administrative mass approval of invoices cannot override rejected invoices.

Update Is Complete: 21 Invoices Updated

**APPROVE ALL INVOICES**

This will approve all outstanding invoices and delete any messages sent to the individuals in the approval chain. Department/s "Charge-Backs" will be set to match their Matter assignment. All invoices marked paid via this method will not be a part of any external document produced for Accounts Payable departments; however, the data will be retained for reporting. Date Range below is based on Invoice Date. Invoice approval date will be set to today's date.

9 RECORDS PENDING APPROVAL

APPROVE ALL INVOICE REQUESTS SUBMITTED BETWEEN  AND

**Approve Invoices**

**Approve Invoices**

#### 1.4.2.6 Approver Review

The **Approver Review** hyperlink from the **Finance Option** sidebar under **Invoicing** allows site administrators and super users to view the maximum sum of an invoice that an individual is allowed to approve. Administrators may also transfer all pending invoices from one individual to another and select substitute approvers.

|                          |    |
|--------------------------|----|
| <b>INVOICING</b>         |    |
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| <b>Approver Review</b>   | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

#### Approver Review Link

The Invoice Approver Review table lists each individual who has permissions as an invoice approver, the maximum amount for which the individual is allowed to approve, the individual's status as an active Lawtrac user or the termination date, and whether the individual is listed as a substitute approver (👤) or has a substitute approver assigned to him/her (👥).

### ☒ Transfer Invoice Approval Tasks

Transferring invoices *permanently* moves all current invoices to another in-house user for approval/rejection. This is a one-time transfer; invoices created after this transfer stay with the originally assigned approver. It is best practice that this be done for individuals who show up as terminated under the **Termination** column (the release date appears in orange). Once a user is terminated, the user can no longer be selected as an approver for an invoice.

1. Click the name of the individual from whom you'd like to transfer invoices.

An action bar opens to the right.

- Change the invoice approval amount by typing into the text box, then click **Update**.

The individual retains the same amount for currently pending invoices until those existing invoices are approved; this way no invoices are unnecessarily deleted if the changed amount is lower than the original amount.

- From the "Transfer all Pending Invoices to" drop-down list select the individual who will receive the transferred invoices, then click **Change**.

| INDIVIDUAL     | AMOUNT | TERMINATION | SUBSTITUTION | ACTIONS  |
|----------------|--------|-------------|--------------|--|
| Admin, Monny   | 5,655  | ACTIVE      |              | <b>Derrick Adams</b><br>CHANGE INVOICE APPROVAL AMOUNT TO:<br><input type="text" value="155"/> <b>Update</b><br><i>Affects Future Invoice Only</i><br><br>TRANSFER ALL PENDING INVOICES TO:<br><input type="text" value="\$%#\$, asdf"/> <b>Change</b> |
| Admin, Nathan  | 1      | ACTIVE      |              |  |
| Admin, Rhytham | 1,200  | ACTIVE      |              |  |
| Admin, Sourabh | 1,000  | ACTIVE      |              |  |
| Admin1, JK     | 50     | ACTIVE      |              |  |
| admin3, new    | 1      | 05/20/2015  |              |  |
| Akins, Harvey  | 1      | ACTIVE      |              |  |

Edit Approver Options

## Assign a Substitute Approver

New to Lawtrac 4.1, temporary substitute invoice approvers can be assigned in the event that an in-house user is, or will be, out of the office for any period of time. These settings only affect invoices; to permanently assign a substitute to cover the user's entire role within assigned matter records go to **Application Administration | Legal Team | Approver Substitutions**.

Temporary substitute approvers are assigned to individual Lawtrac users, rather than to individual invoices, so a substitute may have multiple invoices. An individual substitute cannot be assigned to multiple users.

The substitute approver gains all the permissions of the original approver at the time of effect, regardless of the substitute's permissions. The substitute can edit and undo their own adjustments to line items, but are not allowed to undo adjustments made by other users, even the user for whom he or she is substituting. Once the substitution period is over, permissions are reset.

Because the original approver cannot take action on an assigned invoice while the substitute approver is assigned, it is best practice to only assign the substitute while the original approver is absent and immediately remove the substitute when the original approver returns. To avoid the necessity of logging into the application to manually remove the substitute approver, start and end dates accompany the substitution—but the substitute can still be removed manually at any time. After the expiration date has passed, the substitution is removed automatically from the system and the invoice approval reverts to the original user.

Approval chains on the invoice detail page will show the active substitute approver. The **Invoice Logs** tab within the invoice shows both the name of the original and substitute approver, and who made changes to the invoice. The **Invoice Logs** page in **Application Administration** records the date the substitution was made, who made the change, and when the substitution expired or is set to expire.

**Note:** If the original user is released (terminated) before the substitute's expiration date ends, the substitute approver's role will still expire based on the commands set, but the approval action is not assigned back to the original user. Instead, you must assign a new user to the approval chain, or that role remains empty.

### To assign a substitute approver:

1. Click the original approver's name to open the action bar to the right. If the original approver is a substitute for another user (identified by the  icon), a substitute *cannot* be selected for this user (this prevents circular substitution).
2. From the drop-down menu titled "Select a Substitute Approver" choose the individual who will be taking the original approver's place.
3. Use the  icons to select a start date and an end date.

**Note:** Start and end dates cannot be past dates.

4. Click **Substitution On**. To release the substitute at any time, return to the action bar for the original approver and click **Substitution Off**. If a substitute is being replaced by another substitute before the expiration date ends, you must first click **Substitution Off** for the current substitute before you can select a new one.

|                   |        |            |   |
|-------------------|--------|------------|---|
| Alaniz, Peggy     | 999    | 04/03/2015 |   |
| Alexander, Steven | 1      | ACTIVE     |   |
| Anderson, Edna    | 1      | ACTIVE     |  |
| Arcangel, Hilda   | 100    | ACTIVE     |   |
| asdf, asdf        | 2      | ACTIVE     |   |
| Bankston, Timothy | 3      | ACTIVE     |   |
| Bedell, Alycia    | 1      | ACTIVE     |   |
| Bell, Lindsay     | 1      | ACTIVE     |   |
| Bhar, Rhv         | 10,000 | ACTIVE     |   |

SELECT A SUBSTITUTE APPROVER: \*

--- None ---

START DATE   END DATE \*  

**Substitution On** **Substitution Off**

*After the end date has passed, the approver reverts back to the original individual*

*\* Fields are required for substitution*

#### Set a Substitute Approver

The bottom of the page contains the Substitute Approver Background Test. The application checks for substitution activation and expiration at the determined hourly interval. Set the hourly interval to run more often if there are substitutions that may be ending soon, or run the interval less often if there are few to no substitutions ending. This reduces the amount of scripts running in the background and keeps the application running at optimal speed.

Set the interval by selecting the number of hours from the Hourly Interval drop-down list and click **Start**. Once the background test is running, click **Stop** at any time to cancel the job.

**SUBSTITUTE APPROVER BACKGROUND TASK**

STATUS: **STOPPED** **Start**

HOURLY INTERVAL:  

#### Set an Hourly Interval

### 1.4.2.7 Invoice Handlers

An invoice handler is a Lawtrac user who is not able to approve or reject an invoice, but can control the order of approval and pass on the invoice as needed.

Invoice handler workflow criteria can be set to configure which invoice handlers are designated to which invoices. Creating a default invoice handler workflow eliminates the work of appointing invoice handlers for each individual invoice.

The **Invoice Handlers** page allows users to designate different handlers for future invoices depending on invoice qualifications. You can assign a handler dedicated to a specific type of invoice (e.g. HR issues, contracts, public, etc.), assign a different handler for each vendor, and/or assign a handler for a specific matter product, invoice amount, or division.

#### Application Administration | Finance Options | Invoicing:

|  |    |
|--|----|
| <b>INVOICING</b>                         |    |
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

[Invoice Handlers Link](#)

#### ☰ Invoice Handler Workflow Criteria

**Invoice Handler Workflow Criteria** “Order” dictates the weight—or priority—each criteria carries. For example, if you have a team of handlers dedicated to reviewing litigation invoices and

a different team of handlers dedicated to reviewing invoices submitted by vendor "A", and vendor "A" submits a litigation invoice, the team of handlers in the highest order role will retain the responsibility of reviewing the invoice (where order "1" is higher than order "5"). If an invoice of this type is submitted, the system automatically fills the handler roles with the users chosen for that type, vendor, or product.

|             |                  |                          |                |               |  |
|-------------|------------------|--------------------------|----------------|---------------|--|
| ORDER:<br>2 | FIELD:<br>Select | VALUE:<br>select a field | FIRST HANDLER: | LAST HANDLER: | <input type="button" value="Add New"/> |
|-------------|------------------|--------------------------|----------------|---------------|--|

#### Invoice Handler Criteria

Set criteria by selecting options from the available drop-down lists. "Field" must be selected before "Value", as the drop-down menu is contingent on Field subject.

**Note:** When assigning handlers for "Field: Invoice Amount", the "Value" field changes from a drop-down to a text box. Enter numerical criteria into this field. All invoices that sum *up to* this amount are assigned to the handlers selected for this criteria. If another workflow criteria is created for the invoice amount field for a greater sum, it applies only to invoices up to that amount while excluding the invoices that sum up to the previous invoice sum criteria. For example, a criteria for \$1000 includes invoices up to \$1,000, and a criteria for \$5000 includes invoices between \$1,001-\$5,000. (*Do not include the comma when entering a numerical value.*)

Each handler chain must have a unique order position, and the criteria for "Order", "Field", and "Value" cannot contain incomplete data. You do not have to select a handler for both positions, and you can occupy both Handler fields with the same individual, if desired.

### Default Invoice Handlers

Individuals selected for the **Default Invoice Handlers** are automatically assigned to all future invoices, *unless* the invoice meets the criteria set in **Invoice Handler Workflow Criteria**. Anyone with invoice approval rights can still change the approval chain for an individual invoice, but must do it from within that particular invoice.

The default handler list can contain up to two handlers, but can be saved with as few as one assigned.

|                           |               |              |                                       |
|---------------------------|---------------|--------------|---------------------------------------|
| DEFAULT INVOICE HANDLERS: | First Handler | Last Handler | <input type="button" value="submit"/> |
|---------------------------|---------------|--------------|---------------------------------------|

#### Default Invoice Handlers

**Note:** Setting new criteria affects future invoices only. If the user assigned as default handler is deactivated, the role as default handler must be reassigned manually.

-  —Edit an existing invoice handler configuration. A pop-up window appears where the order, field, value, and first and last handler may be changed. Click **Update** to save and confirm your changes, or **Cancel** to close the window without making changes.
-  —Delete handler criteria.

### 1.4.2.8 Approval Reset

The **Approval Reset** hyperlink in the **Finance Options** sidebar allows administrators and super users to remove rejections and approvals as deemed necessary for a specific invoice.

|  |    |
|--|----|
| <b>INVOICING</b>                         |    |
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

Approval Reset Link

1. Enter the invoice number in the text box and click **Go**.

**Important Note:** If more than one invoice with the same number is found you will be asked to select the firm/vendor who submitted the invoice.

The checkboxes identify the approver and their approval/rejection decision.

2. Click **Reset** to the right of that individual's name to erase the outcome.

If that individual is not the last approver on the chain, resetting his/her action also resets the actions of the users on the chain following him/her. This enforces the "chain of command" behavior for the approval chains.

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| ENTER INVOICE NUMBER: <input type="text" value="21st AUG Summary INV"/> <input type="button" value="Go"/> |                          | RESET COMPLETE           |                          |
| <i>YOU MUST ENTER THE EXACT INVOICE NUMBER.</i>   |                          |                          |                          |
| APPROVER  | REJECT                   | SKIP                     | APPROVE                  |
| 1. MONNY ADMIN  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. RHYTHAM ADMIN  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ALL APPROVERS AFTER THE SELECTED APPROVER WILL ALSO HAVE THEIR ACTIONS RESET.                             |                          |                          |                          |

#### Reset Rejections, Skips, or Approvals

#### 1.4.2.9 Change Firm/Vendor

The **Change Firm/Vendor** hyperlink in the **Finance Options** allows site administrators and super users to change all **summary** invoice information under one firm or vendor and switch it with another firm or vendor.

| INVOICING                |    |
|--------------------------|----|
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

#### Change Firm/Vendor Link

1. Enter the invoice number in the "Invoice No." text box and select the desired firm/vendor from the drop-down lists.

2. Click **Make Change**.

If an invalid invoice number is entered, a notice pops up in a new window and no changes are made.



INVOICE NO: 100201

CURRENTLY: 10febTest1 [L] | city, | Albania

CHANGE TO: Collab Vendor [L] | Test , |

Make Change

Make Change

#### 1.4.2.10 Delete Invoice

The **Delete Invoice** hyperlink in the **Finance Options** sidebar under **Invoicing** allows site administrators and super users to look up an invoice by invoice number or firm name and mark it for deletion. Additionally, administrators can delete all invoices without an amount, or delete orphan invoice information.

Additionally, administrators can delete all invoices without an amount, delete orphan invoice information, but will be **unable** to delete invoices in Lawtrac that were submitted from Collaborati.

|  |    |
|--|----|
| <b>INVOICING</b>                         |    |
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

**Delete Invoice Link**

1. Enter the invoice number or the name of a firm/vendor into the text box and click **Look-Up**.
2. Use the checkbox  to include approved invoices.  
A list of invoices is generated.
3. Select the radio button  of the invoice that needs to be deleted, and click **Delete Selected Invoice** at the bottom of the page.

**Important Note:** Invoices must be deleted one at a time. There is a way to undo a deletion.

ENTER INVOICE NUMBER OR FIRM NAME:

INCLUDE APPROVED INVOICES

**Look-Up**

Maximum of fifty invoice displayed in reverse chronological order. Select one to delete.

| INVOICE NO.                                  | FIRM / VENDOR     | INVOICE DATE | APPROVED   | AMOUNT |
|--|-------------------|--------------|------------|--------|
| <input checked="" type="radio"/> Over Budget | Mcneil Associates | 01/29/2015   | 01/29/2015 | 200.00 |
| <input type="radio"/> Ovr Budget 2           | Mcneil Associates | 01/29/2015   |            | 200.00 |

**Delete Selected Invoice**

Delete an Invoice

### Other Delete Options

In the **Delete Invoice** page, you can also delete zero amount invoices or orphan invoice information. An "orphan" invoice is one that is not attached to a parent budget or account.

Click the corresponding button to permanently delete **all** invoices in that category.

OTHER DELETE OPTIONS

**Delete Zero Amount Invoices** **Delete Orphan Invoice Information**

Other Delete Options

#### 1.4.2.11 Print Options

The **Print Options** hyperlink in the **Finance Options** sidebar under **Invoices** allows site administrators and super users to choose what data is included when printing an invoice. A **Detail Line Items** option is required.

| INVOICING                |    |
|--------------------------|----|
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| <b>Print Options</b>     | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

#### Print Options Link

1. Select a single or multiple checkboxes  under the **General Information** column, and one radio button  in the **Detail Line Items** column.
2. Click **Update Print Options**.

| GENERAL INFORMATION                                  |   | DETAIL LINE ITEMS  |
|--|---|--|
| <input checked="" type="checkbox"/> - UDC CONNECTORS | <input checked="" type="checkbox"/> - ORIGINAL AMOUNTS        | EACH LINE ITEM INDIVIDUALLY: <input checked="" type="radio"/> TRADITIONAL        |
| <input type="checkbox"/> - CURRENCY CONVERSION       | <input checked="" type="checkbox"/> - DETAIL ITEMS            | COMBINE LEDES ITEMS WITH COUNT AND TOTAL: <input type="radio"/> FASTER           |
| <input checked="" type="checkbox"/> - MATTER PRODUCT | <input checked="" type="checkbox"/> - MATTER DIVISION         | FEE ITEMS BY TIMEKEEPER: <input type="radio"/>                                   |
| <input checked="" type="checkbox"/> - APPROVAL CHAIN | <input checked="" type="checkbox"/> - CHARGE BACK INFORMATION | TOTAL BY TIMEKEEPER W/TOTAL TIME INDICATOR: <input type="radio"/> FEE ITEMS ONLY |
|  |   | TIME AND AMOUNT BY TIMEKEEPER: <input type="radio"/> NO LEDES CODES              |
| <input type="button" value="Update Print Options"/>  |   |  |

#### Print Options

1.4.2.12 Rejected Invoices

The **Rejected Invoices** page in the **Application Administration | Finance Options** sidebar under **Invoicing** allows site administrators and super users to purge rejected invoices from the system.

**Note:** Any invoice submitted with taxes (via manual entry or LEDES file upload) will be automatically rejected by Lawtrac. This behavior excludes invoices with a line item for taxes using a custom client code.

|                          |    |
|--------------------------|----|
| <b>INVOICING</b>         |    |
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| <b>Rejected Invoices</b> | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

Rejected Invoices Link

Rejected invoices are categorized by invoice name/number, submitting firm/vendor, invoice creation date, invoice rejection date, associated matter name/number, and total invoice amount.

|                                     | INVOICE NO.        | FIRM / VENDOR | INVOICE DATE | REJECT DATE | MATTER                       | AMOUNT   |
|-------------------------------------|--------------------|---------------|--------------|-------------|------------------------------|----------|
| <input checked="" type="checkbox"/> | newchaintest       | Hireless Law  | 02/24/2015   | 04/01/2015  | QA-000023 February 16 Matter | \$100.00 |
| <input checked="" type="checkbox"/> | NewAdjustChainTest | Brown & Brown | 02/24/2015   | 04/01/2015  | HR-001002 Anu-feb4           | \$60.00  |

Purge Records

To delete rejected invoices:

1. Click the checkbox  next to any invoice(s) on the list.

2. Scroll to the bottom of the page.
3. Click **Purge Records**.

**Important Note:** There is no way to undo a purge.

Hover your mouse pointer over the firm/vendor name to see the contact information.

|                                     |             |                    |                        |
|-------------------------------------|-------------|--------------------|------------------------|
| <input checked="" type="checkbox"/> | Inv_March12 | Rose International |                        |
| <input checked="" type="checkbox"/> | INV-0009    | Omni Consumer      | Contact: Delamora, Noe |

Firm/Vendor Contact

#### 1.4.2.13 Change an Invoice Number

The **Change An Invoice Number** hyperlink in the **Finance Options** tab under **Invoicing** allows site administrators and super users to change the number of an invoice. This function is useful for updating a mistyped entry or for reorganization.

| INVOICING                |    |
|--------------------------|----|
| LEDES Codes              | 4  |
| Processing Rules         | 5  |
| Approval Chain           | 6  |
| Approve All Invoices     | 7  |
| Approver Review          | 8  |
| Invoice Handlers         | 9  |
| Approval Reset           | 10 |
| Change Firm / Vendor     | 11 |
| Delete Invoice           | 12 |
| Print Options            | 13 |
| Rejected Invoices        | 14 |
| Change an Invoice Number | 15 |
| Change Invoice Matter    | 16 |
| Update Chargeback        | 17 |

#### Change an Invoice Number Link

1. Type the old invoice number in the "Old Invoice Number" text box.
2. Enter the new number in the "New Invoice Number" text box.
3. Click **Submit Change**.
  - a. If there are multiple invoices with the number that was submitted for different vendors, a confirmation box appears to the right (as shown below). Use the radio buttons  to select the correct invoice's firm and click **Confirm**.

This function will allow you to change an invoice number.  
Use caution to ensure you have correctly identified the invoice to be changed and that no other invoices currently match the number you are changing to.

OLD INVOICE NUMBER:

NEW INVOICE NUMBER:

**CONFIRM:**

|                                  | INVOICE DATE | FIRM NAME                        |
|----------------------------------|--------------|----------------------------------|
| <input checked="" type="radio"/> | 06/25/2014   | Butler And Sanchez - Winston, Wv |
| <input type="radio"/>            | 11/25/2014   | AAA Law                          |
| <input type="radio"/>            | 11/25/2014   | Barnes And Garcia - Rogers, Ar   |

**Submit Change** **Confirm**

Submit Change and Confirm

#### 1.4.2.14 Change Invoice Matter

Administrators or super users can change the matter(s) to which an invoice is associated by moving all or a selection of invoices from one matter to another.

From the **Finance Options** tab, select **Change Invoice Matter** from the sidebar under **Invoicing**.

|  |    |
|--|----|
| <b>INVOICING</b>                         |    |
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

#### Change Invoice Matter Link

1. Locate the invoice you wish to move by selecting the firm/vendor to which the invoice belongs from the drop-down list, then click **Next**.
2. Select the matter to which the invoice is posted against from the newly generated "From Matter" drop-down list, then click **Next**.

**Note:** Invoices sent to Accounting/Accounts Payable are not listed.

3. Select the matter to which you would like to move the invoice(s) from the third generated "To Matter" drop-down list, and click **Next** again.

**Note:** Only matters related the selected firm/vendor are listed.

CHOOSE FIRM: Ashare Holdings Next

*Matters for: Ashare Holdings*

FROM MATTER: In-house Library Matter Next

*From Matter: In-house Library Matter*

TO MATTER: Chrome Ebilling Hub Matter Next

#### Change Invoice Drop-Down Lists

- After the final selection, all invoices relating to that firm and matter appear in a table below the drop-down lists.
- Select the invoices you wish to move by clicking the corresponding checkbox, then click **Finish** to confirm.

If your completed selection is successful, a green confirmation notice appears at the top of the refreshed page notifying you of the number of invoices moved.

**Important Note:** Once the invoice has been moved, the approval chain and invoice handlers automatically reset and approval chain entries are deleted. If the matter was not set with a lead/attorney, the invoice is reset with an empty approval chain. You must adjust the approval chain or add a lead to the matter who can reset the approval chain.

| <input type="checkbox"/>            | INVOICE NO. | TOTAL AMOUNT |
|-------------------------------------|-------------|--------------|
| <input type="checkbox"/>            | 132         | 0.00         |
| <input checked="" type="checkbox"/> | AH-95       | 60106.00     |
| <input checked="" type="checkbox"/> | L-4444      | 25456.00     |
| <input type="checkbox"/>            | O8M2G6      | 12650.00     |

Finish

#### Select Invoices to Move

#### 1.4.2.15 Update Chargeback

The **Update Chargeback** hyperlink in the **Finance Options** sidebar under **Invoicing** is for use in updating chargebacks on invoices. Chargebacks ensure invoices are charged against the appropriate business unit. The appropriate business unit may change from time to time; this function allows you to update the chargeback on more than one invoice at a time.

| INVOICING                                |    |
|--|----|
| <a href="#">LEDES Codes</a>              | 4  |
| <a href="#">Processing Rules</a>         | 5  |
| <a href="#">Approval Chain</a>           | 6  |
| <a href="#">Approve All Invoices</a>     | 7  |
| <a href="#">Approver Review</a>          | 8  |
| <a href="#">Invoice Handlers</a>         | 9  |
| <a href="#">Approval Reset</a>           | 10 |
| <a href="#">Change Firm / Vendor</a>     | 11 |
| <a href="#">Delete Invoice</a>           | 12 |
| <a href="#">Print Options</a>            | 13 |
| <a href="#">Rejected Invoices</a>        | 14 |
| <a href="#">Change an Invoice Number</a> | 15 |
| <a href="#">Change Invoice Matter</a>    | 16 |
| <a href="#">Update Chargeback</a>        | 17 |

Update Chargeback Link

Use the  at the top to adjust the invoice approval dates that need updating and press **Go**.

Adjust the target approval dates:  TO

INVOICE LIST *Only Approved Invoices Will Be Adjusted*

| INVOICE      | OUTSIDE COUNSEL / VENDOR              |
|--------------|---------------------------------------|
| PAUL110514-1 | Richmond Associates                   |
| PAUL110514-2 | Richmond Associates                   |
| PAUL110614-3 | AAA Law                               |
| PAUL110614-4 | AAA Law                               |
| PAUL110714-1 | AAA Law                               |
| S1110        | Allen And Price - Uniondale Annex, Ny |
| OC-d1110     | McHenry Law                           |
| PAUL111114-1 | AAA Law                               |

#### Target Approval Dates

Once you have confirmed or adjusted the target approval dates at the top, there are three options available:

- **Process List**

This option accepts the invoice list shown for the date range you selected and processes it when you click **Update Chargebacks**.

- **Specific Fiscal Year**

To update chargebacks for a specific fiscal year only, use the drop-down menu to select that year and click **Update Chargebacks**. Click the checkbox  to exclude invoices already approved.

- **Specific Matter**

To update chargebacks for a specific matter only, enter the matter number in the text box and click **Update Chargebacks**. Click the checkbox  to exclude invoices already approved.

PROCESS LIST *Update all invoices in result list*

SPECIFIC FISCAL YEAR

FOR FISCAL YEAR:

-EXCLUDE INVOICES ALREADY APPROVED

SPECIFIC MATTER

FOR MATTER NUMBER:

-EXCLUDE INVOICES ALREADY APPROVED

#### Update Chargebacks Options

### 1.4.3 Budgeting

To manage the budgeting processes as an administrator, click the **My Lawtrac** tab, select **Application Administration** and click the **Finance Options** tab. The following pane is located on the right side of the screen:

|   |    |
|---|----|
| <b>BUDGETING</b>                            |    |
| <a href="#">Switch &amp; UDC Connectors</a> | 18 |
| <a href="#">Delete Budget</a>               | 19 |

Finance Options Sidebar

**Budgeting Options:**

| Page  | Function   |
|---|--|
| <a href="#">Switch &amp; UDC Connectors</a> | Manage categories used in budget and invoice line items. |
| <a href="#">Delete Budget</a>               | Delete a budget by budget number or firm.                |

**1.4.3.1 Switch & UDC Connectors**

The **Switch & UDC Connectors** hyperlink in the **Finance Options** sidebar under **Budgeting** allows administrators and super users to control what categories can be seen from invoices and budget line options.

|   |    |
|---|----|
| <b>BUDGETING</b>                            |    |
| <a href="#">Switch &amp; UDC Connectors</a> | 18 |
| <a href="#">Delete Budget</a>               | 19 |

Switch & UDC Connectors Link

At the top of the page, click the switch to turn the Budgeting module "on" or "off" .

Under **Invoice/Budget Line Connectors**, use the toggle switches to turn a category "on" or "off" within the Budgeting module. Categories are used on invoices at the matter level, so whatever is changed on this screen affects both budgets and invoices.

You can also change the title of each item by directly typing into any text box under the **Description** category.

- —Feature is enabled
- —Feature is disabled
- —Edit each category's line items

BUDGETING MODULE IS  On

### Invoice / Budget Line Connectors

| CATEGORY         | USE  | EDIT  |
|------------------|--|---|
| USER DEFINABLE 1 |  |  |
| USER DEFINABLE 2 |  |  |
| USER DEFINABLE 3 |  |  |

Budget Switches

#### Add an Invoice/Budget Line Connector Category

1. Click the edit  icon.
2. Add a line by typing the name of a new line into the "Add" text box at the bottom.
3. Click **Save**.

CHANGE TITLE TO:

| CODE                            | DESCRIPTION                     | SORT ORDER                     |   |
|---------------------------------|---------------------------------|--------------------------------|---|
| <input type="text" value="NA"/> | <input type="text" value="NA"/> | <input type="text" value="0"/> |  |
| ADD:                            |                                 |                                |   |
| <input type="text"/>            | <input type="text"/>            | <input type="text" value="0"/> | <input type="button" value="Save"/>   |

Edit Budget Line Items

#### 1.4.3.2 Delete Budget

The **Delete Budget** hyperlink in the **Finance Options** sidebar under **Budgeting** allows administrators to locate a budget by number or firm name and delete it.

|   |    |
|---|----|
| <b>BUDGETING</b>                            |    |
| <a href="#">Switch &amp; UDC Connectors</a> | 18 |
| <a href="#">Delete Budget</a>               | 19 |

Delete Budget Link

**To delete a budget:**

1. Type the budget number or firm name into the text box.
2. Click **Look-Up**. Characters are not required to generate an outcome, but do narrow the amount of search results.
3. Click the checkbox  to include approved budgets in the search.
4. Select a budget by clicking the radio button to the left of the budget number.

Once a budget has been selected, a **Delete Selected Budget** button appears at the bottom of the list.

5. Click **Delete Selected Budget** to confirm.

**Note:** Budgets must be deleted one at a time. There is no way to undo a deletion.

ENTER BUDGET NUMBER OR FIRM NAME:

INCLUDE APPROVED BUDGETS

**Look-Up**

Maximum of fifty invoice displayed in reverse chronological order. Select one to delete.

| BUDGET NO.                                      | FIRM / VENDOR                          | OPENED DATE | AMOUNT |
|---|--|-------------|--------|
| <input checked="" type="radio"/> 2014-81623-190 | Richardson And Perry - Minneapolis, Mn | 07/29/2014  | 0.00   |

**Delete Selected Budget**

**Delete a Budget**

### 1.4.4 Reserves

To manage the reserves processes as an administrator, click the **My Lawtrac** tab, select **Application Administration** and click the **Finance Options** tab. The following sidebar is located on the right side of the screen:

|                                  |           |
|----------------------------------|-----------|
| <b>RESERVES</b>                  |           |
| <b>Switches</b>                  | <b>20</b> |
| <b>Reserves by LEDES</b>         | <b>21</b> |
| <b>Reserves by Business Unit</b> | <b>22</b> |
| <b>Nonessential Records</b>      | <b>23</b> |

**Finance Options Sidebar**

**Reserves Options:**

| Page   | Function   |
|--|--|
| <b>Switches</b>                                | Turn a <b>Reserve</b> module on/off, or set reserves to be used at the matter level. |
| <b>Reserves by LEDES</b>                       | Set spending goals on reserves based on LEDES codes.                                 |
| <b>Reserves by Division/<br/>Business Unit</b> | Set spending goals on reserves based on divisions.                                   |
| <b>Nonessential Records</b>                    | View retired reserve categories and safely delete them.                              |

#### 1.4.4.1 Switches

The **Switches** hyperlink in the **Finance Options** sidebar under **Reserves** allows site administrators and super users to control what categories can be seen from invoices and budget line options.

| RESERVES                         |    |
|----------------------------------|----|
| <b>Switches</b>                  | 20 |
| <b>Reserves by LEDES</b>         | 21 |
| <b>Reserves by Business Unit</b> | 22 |
| <b>Nonessential Records</b>      | 23 |

Switches Link

Reserves can be used:

- As a measurement tool to ensure users stay within an internal budget
- To send to Accounts Payable or a general ledger system to set funds aside

Reserve amounts are considered "extraneous" data—not pertinent, or irrelevant to the final outcome or actual spending as it pertains to a specific matter record. Information recorded becomes nonessential once the financial requirements (invoices and payments to parties) are exhausted.

Use the toggle switch to turn reserves or the Reserve module "on" or "off."

- —Feature is enabled
- —Feature is disabled



Reserves Switches

#### 1.4.4.2 Reserves by LEDES

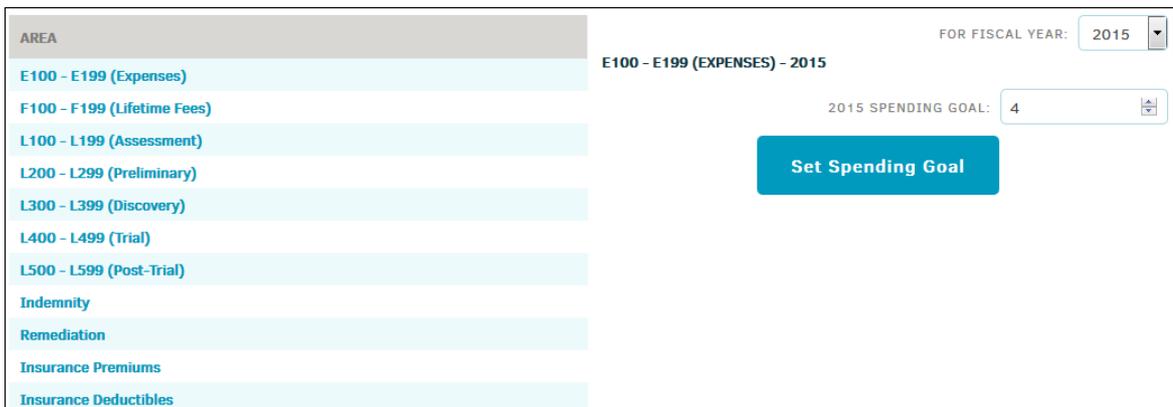
The **Reserves by LEDES** hyperlink in the **Finance Options** sidebar under **Reserves** allows administrators and super users to set reserves or spending goals for a specific LEDES phase or activity.



Reserves by LEDES Link

To set a spending goal:

1. Click on a LEDES code under the **Area** column.  
New data appears on the right side of the page.
2. Select a fiscal year from the drop-down list at the top right, and an amount below it using the arrow buttons.
3. Click **Set Spending Goal**.



Set LEDES Reserve

### 1.4.4.3 Reserves by Department

The **Reserves by Department/s** hyperlink in the **Finance Options** sidebar under **Reserves** allows administrators and super users to control a fiscal year spending goal by division.

| RESERVES                        |    |
|---------------------------------|----|
| Switches                        | 20 |
| Reserves by LEDES               | 21 |
| <b>Reserves by Department/s</b> | 22 |
| Nonessential Records            | 23 |

Reserves by Division Link

To set a spending goal:

1. Select a fiscal year from the drop-down list above the Department list.
2. Click the → to the right of division name under the **Set** column.  
New data appears on the right.
3. Type an amount into the text box and click **Save** to confirm the change, or **Close** to cancel without saving.

| FISCAL YEAR: 2015                    |        |     |                           |                                  |                                     |
|--------------------------------------|--------|-----|---------------------------|----------------------------------|-------------------------------------|
| DEPARTMENT/S                         | AMOUNT | SET | DEPARTMENT/S              | AMOUNT FOR 2015                  | UPDATE                              |
| Customer Services                    | 100    | →   | CUSTOMER SERVICES         | <input type="text" value="100"/> | <input type="button" value="Save"/> |
| YEAR TOTAL: 100                      |        |     | <i>Whole numbers only</i> |                                  |                                     |
| <input type="button" value="Close"/> |        |     |                           |                                  |                                     |

Set Reserve or Spending Goal

### 1.4.4.4 Nonessential Records

The **Nonessential Records** hyperlink in the **Finance Options** sidebar under **Reserves** allows administrators and super users to review records for closed matters or retired reserve categories, and delete them.

|                             |    |
|-----------------------------|----|
| <b>RESERVES</b>             |    |
| Switches                    | 20 |
| Reserves by LEDES           | 21 |
| Reserves by Business Unit   | 22 |
| <b>Nonessential Records</b> | 23 |

#### Nonessential Records Link

Nonessential Reserve Records Are:

- Records in the database which are past their retention period.
- Records where the category has been retired from use and are no longer needed for reporting.

**To view or delete a retired record for a closed matter:**

1. Use the  icon in the **Before Date** section to choose a date and click **Review**.
2. Use the function on the right to identify records which could be removed from your Lawtrac database. *Use with caution, there is no means of undoing a deletion.*
3. Under **Retired Reserve Categories**, click the  icon to the right of the category to view all retired records.
4. To delete the entire category, click **Safely Delete Category**.

**BEFORE DATE:**

Review records for closed matter records which are no longer needed according to our retention policies.

RESERVE DATE:   Review

0 QUALIFYING RECORD FOR CATEGORY: CLAIM RESERVE PAID

**RETIRED RESERVE CATEGORIES:**

|                             |   |
|-----------------------------|---|
| Claim Reserve Incurred      | → |
| Claim Reserve Outstanding   | → |
| Claim Reserve Paid          | → |
| Expense Reserve Incurred    | → |
| Expense Reserve Outstanding | → |
| Expense Reserve Paid        | → |
| Legal                       | → |
| Mutual Reserve              | → |
| Professional Liability      | → |

Safely Delete Category

#### View a Reserve Record

## 1.4.5 Insurance

To manage the insurance processes as an administrator or super user, click the **My Lawtrac** tab, select **Application Administration** and click the **Finance Options** tab. The following sidebar is located on the right side of the screen:

|                              |    |
|------------------------------|----|
| <b>INSURANCE</b>             |    |
| <a href="#">Switches</a>     | 24 |
| <a href="#">Policy Types</a> | 25 |

Finance Options Sidebar

### Insurance Options:

| Page                         | Function  |
|------------------------------|---|
| <a href="#">Switches</a>     | Turn the Insurance module on or off and control notifications for insurance activities. |
| <a href="#">Policy Types</a> | Add, edit, or retire insurance policy types.  |

### 1.4.5.1 Switches

The **Switches** hyperlink in the **Finance Options** sidebar under **Insurance** allows site administrators and super users to turn the Insurance module on or off and control notifications for insurance activities.

|                              |    |
|------------------------------|----|
| <b>INSURANCE</b>             |    |
| <a href="#">Switches</a>     | 24 |
| <a href="#">Policy Types</a> | 25 |

Switches Link

Use the toggle buttons to turn a switch "on" or "off."

- —Feature is enabled
- —Feature is disabled

To change the person who is to be notified about insurance activities, select an individual from the drop-down list.

INSURANCE MODULE ON/OFF:

---

MODULE TERM:  
 UNDERWRITER  CARRIER

---

Person to notify about insurance activities:

Include Notes when amounts applied to Matter records:

**Front Screen Calculations By:**

A.  Total Coverage Issued To Date ÷ by Coverage Maximum for the Percentage Coverage Maximum - Total Coverage Issued for Amount of Coverage Remaining

---

B.  Total Deductibles on Matter Records ÷ by Deductible Amount for the Percentage Deductible Maximum - Total Deductible Issued for Amount of Deductible Remaining

Insurance Switches

### 1.4.5.2 Policy Types

The **Policy Types** hyperlink in the **Finance Options** sidebar under **Insurance** allows administrators to add, edit or retire insurance policy types.

|                     |    |
|---------------------|----|
| <b>INSURANCE</b>    |    |
| Switches            | 24 |
| <b>Policy Types</b> | 25 |

Policy Types Link

- Click the category name or the  icon to open the category name and export code on the right.
- Change a category name or export code by typing into the text box, then click **Save Change**.

- Add a new policy type category by typing a category name and export code in the text boxes under **Add New Category**. Click **Add** to confirm and refresh the page with the new category in the active list.

Open Policy Type

#### 1.4.5.2.1 Retire/Activate Policy Type

Administrators can retire an active policy type, or reactive a retired policy type.

Select the **Policy Types** hyperlink in the **Finance Options** sidebar under **Insurance**. Click **View Retired**.

#### Retire Policy Type

1. Click the category name or the  icon to open the category name and export code on the right.
2. Change a category name or export code by typing into the text box, then click **Save Change**.
3. Retire a category by clicking  **Retire Category**. The category will no longer be available for use on any new or updated matter records.

Retire Policy Type

#### Activate Policy Type

1. Click **View Retired**.
2. From the inactive categories list, click the name of the category or the  icon.
3. Edit the category name and export code by typing into the text boxes, then click **Save**.
4. Click  **Activate Category**.

**Active Categories**

|   |  |
|---|--|
| Employment Liability <span style="float: right;">✎</span> | Property <span style="float: right;">✎</span>              |
| Errors And Omissions <span style="float: right;">✎</span> | Self Coverage <span style="float: right;">✎</span>         |
| General Liability <span style="float: right;">✎</span>    | Worker's Compensation <span style="float: right;">✎</span> |
| Motor Vehicle <span style="float: right;">✎</span>        |  |

**Add New Category**

CATEGORY NAME

EXPORT CODE

[Add](#)

[View Retired](#)

View Retired Policy Types

### 1.4.6 International

Site administrators and super users can control various functions for foreign invoices in regards to international exchange rates and value added tax (VAT).

From the **My Lawtrac** tab, select **Application Administration** and click the **Finance Options** tab. The following sidebar is located on the right side of the screen:

|  |    |
|--|----|
| <b>INTERNATIONAL</b>                             |    |
| <a href="#">Exchange Rates</a>                   | 26 |
| <a href="#">VAT Amounts</a>                      | 27 |
| <a href="#">Foreign Invoices Received Review</a> | 28 |

Finance Options Sidebar

**International Options:**

| Page                  | Function  |
|-----------------------|---|
| <b>Exchange Rates</b> | Manage currency exchange rates for different countries. |
| <b>VAT Amounts</b>    | Adjust country taxation multipliers (Value Added Tax).  |

| Page                             | Function  |
|----------------------------------|---|
| Foreign Invoices Received Review | View all foreign invoices for a specific time period. |

### 1.4.6.1 Exchange Rates

The **Exchange Rates** hyperlink in the **Application Administration | Finance Options** sidebar under **International** allows site administrators and super users to make adjustments to international exchange rates used for matter financing.



Exchange Rates Link

- Use the  icon to set a date for rates, then click **Go**.
- Edit the exchange rates by typing directly into the text box, then click **Save**.

**Important Note:** Use care when adjusting exchange rates. Changes could result in possible financial discrepancies and reporting anomalies.

Possible financial total discrepancies and reporting anomalies can occur when adjustments are made. Do not use any currency symbols or commas. Only four decimal places will be recorded.

GET RATES FOR DATE:  

FEBRUARY 04, 2015 - ACTIVE COUNTRIES ONLY

|     |                               |                                       |                                     |     |                 |                                      |                                     |
|-----|-------------------------------|---------------------------------------|-------------------------------------|-----|-----------------|--------------------------------------|-------------------------------------|
| AED | United Arab Emirates Dirhams  | <input type="text" value="3.6731"/>   | <input type="button" value="Save"/> | LSL | Lesotho Maloti  | <input type="text" value="11.3859"/> | <input type="button" value="Save"/> |
| ALL | Albania Leke                  | <input type="text" value="121.9405"/> | <input type="button" value="Save"/> | LTL | Lithuania Litai | <input type="text" value="3.0125"/>  | <input type="button" value="Save"/> |
| ANG | Netherlands Antilles Guilders | <input type="text" value="1.7900"/>   | <input type="button" value="Save"/> | LVL | Latvia Lati     | <input type="text" value="0.6132"/>  | <input type="button" value="Save"/> |

International Exchange Rates

### 1.4.6.2 Country VAT (Taxation) Amounts

The **Exchange Rates** hyperlink in the **Application Administration | Finance Options** sidebar under **International** allows site administrators and super users to modify the value added taxation rate for a particular country.

|  |    |
|--|----|
| <b>INTERNATIONAL</b>                             |    |
| <a href="#">Exchange Rates</a>                   | 26 |
| <a href="#">VAT Amounts</a>                      | 27 |
| <a href="#">Foreign Invoices Received Review</a> | 28 |

#### VAT Amounts Link

To edit a country taxation multiplier:

1. Click the  icon.
2. Type a new rate into the available text box.
3. Click **Update**.

**Note:** Adjusting these rates does not affect previously entered invoices.

|                         |                                     |   |                              |        |   |                |        |   |
|-------------------------|-------------------------------------|---|------------------------------|--------|---|----------------|--------|---|
| None                    | 1.0000                              |    | Gibraltar                    | 0.0000 |    | Nova Scotia    | 0.0000 |    |
| Afghanistan             | 1.5500                              |    | Great Britain                | 0.0150 |    | Oman           | 0.0000 |    |
| Albania                 | <input type="text" value="1.5600"/> | <input type="button" value="Update"/>   | Greece                       | 0.0100 |  | Pakistan       | 0.0000 |  |
| Algeria                 | 3.5000                              |  | Greenland                    | 0.0000 |  | Palau          | 0.0000 |  |
| American Virgin Islands | 0.0000                              |  | Grenada                      | 0.0000 |  | Panama         | 0.0000 |  |
| Andorra, French         | 0.0000                              |  | Grenadines and Saint Vincent | 0.0000 |  | Panama, Balboa | 0.0000 |  |

#### Country VAT Amounts

### 1.4.6.3 Foreign Invoices Received Review

The **Foreign Invoices Received Review** hyperlink in the **Application Administration | Finance Options** sidebar under **International** allows site administrators and super users to see a list of invoices involving foreign currencies currently in the database. Invoices are listed by invoice number alongside the invoice's current and original amounts, country of origin, exchange rate and date. This screen is provided for auditing purposes.

|  |    |
|--|----|
| <b>INTERNATIONAL</b>                             |    |
| <a href="#">Exchange Rates</a>                   | 26 |
| <a href="#">VAT Amounts</a>                      | 27 |
| <a href="#">Foreign Invoices Received Review</a> | 28 |

#### Foreign Invoices Received Review Link

- Use the  icon and click **Go** to view invoices for a specific date range.
- Sort the list by clicking **Invoice**, **Country** or **Date** column titles.
- Click the invoice number to view a listed invoice.

| INVOICE        | TOTAL NOW | ORIG. TOTAL | COUNTRY        | RATE   | DATE       |
|----------------|-----------|-------------|----------------|--------|------------|
| StrMXN-s       | 111.00    | 1,467.45    | Mexico         | 13.220 | 09/16/2014 |
| MLB            | 1,799.49  | 1,400.00    | European Union | 0.778  | 09/23/2014 |
| PAUL-101314-1  | 1,611.86  | 1,000.00    | Great Britain  | 0.620  | 10/13/2014 |
| Test-del       | 19.04     | 15.00       | European Union | 0.788  | 10/13/2014 |
| 123412345      | 281.43    | 225.00      | European Union | 0.800  | 11/04/2014 |
| PAUL-100614-5  | 951.80    | 750.00      | European Union | 0.788  | 11/15/2014 |
| PAUL12012014-1 | 746.83    | 600.00      | European Union | 0.803  | 12/01/2014 |
| A9876          | 488.49    | 6,899.00    | Mexico         | 14.123 | 12/04/2014 |
| werbscfsvgas   | 184.71    | 150.00      | European Union | 0.812  | 12/04/2014 |
| Anu11111       | 1,560.98  | 997.00      | Great Britain  | 0.639  | 12/05/2014 |

#### Foreign Currency Invoices

## 1.5 Chapter 3: Key Personnel

Key personnel are employees of your company who are not in the Legal department but who may be given direct access to the information in Lawtrac. They have special screens and can only access matters to which they have been associated.

The **Key Personnel** tab in **Application Administration** allows site administrators and super users to set up access to the Lawtrac database for key personnel at your company.

|                          |   |
|--------------------------|---|
| KEY PERSONNEL            |   |
| Add Key Personnel        | 1 |
| Change Password          | 2 |
| Position Titles          | 3 |
| Substitutions            | 4 |
| Front Page Text          | 5 |
| Reports                  | 6 |
| Request Form Fields      | 7 |
| Key Personnel Rejections | 8 |

**Key Personnel Sidebar**

**Key Personnel Options:**

| Page                    | Function   |
|-------------------------|--|
| Add Key Personnel       | Add an individual to your key personnel list.                              |
| Change Password         | Change a password for a member of key personnel.                           |
| Position Titles         | Add or retire position titles.   |
| Substitutions           | Add a person to a record in place of another.                              |
| Front Page Text         | Use the front-screen text to make general announcements.                   |
| Reports                 | Allow key personnel to access a limited number of reports.                 |
| Request Form Fields     | Curate the fields Key Personnel will see when they submit matter requests. |
| Key Personnel Rejection | Create pre-set templates to quickly reject Key Personnel requests.         |

### 1.5.1 Add Key Personnel

The **Add Key Personnel** hyperlink in the **Key Personnel** sidebar allows site administrators and super users to add company employees as key personnel to the Lawtrac database, giving them limited access to the data. Key personnel are those individuals in (or directly associated to) your corporation for whom the Legal department provides work-product.

| KEY PERSONNEL                     |   |
|-----------------------------------|---|
| <a href="#">Add Key Personnel</a> | 1 |
| <a href="#">Change Password</a>   | 2 |
| <a href="#">Position Titles</a>   | 3 |
| <a href="#">Substitutions</a>     | 4 |
| <a href="#">Front Page Text</a>   | 5 |
| <a href="#">Reports</a>           | 6 |

Add Key Personnel Link

To add a new key personnel member:

1. Fill out the individual's personal information (first name, last name, and email are required).
2. Use the "Position Title" drop-down list to select their role.

| Legal Department   | Finance Options | Key Personnel | Firms & Vendors | Parties & Entities | Matter Maintenance |
|--|-----------------|---------------|-----------------|--------------------|--------------------|
| <p><b>ADD NEW KEY PERSONNEL</b></p> <p>FIRST NAME: <input type="text" value="Larry"/></p> <p>LASTNAME: <input type="text" value="Hoover"/></p> <p>EMAIL ADDRESS: <input type="text" value="LHoov@aac.com"/></p> <p>POSITION TITLE: <input type="text" value="Accounts Payable"/></p> <p>LOCATION: <input type="text" value="Asheboro Accounting Ce"/></p> <p>PHONE: <input type="text"/></p> <p>FAX: <input type="text"/></p> <p>ADDRESS: <input type="text" value="3784 Sorrell Lane"/></p> <p><input type="text" value="Suite 400"/></p> <p>CITY: <input type="text" value="Asheboro"/></p> <p>STATE: <input type="text" value="North Carolina [L]"/></p> <p>ZIP: <input type="text" value="99876-2345"/></p> <p><input type="button" value="Add New Record"/></p> |                 |               |                 |                    |                    |

Add New Key Personnel

- When you are finished entering their information, click **Add New Record** to add them to your database.

This button does not appear until all required information is entered correctly. Duplicate names and email addresses are flagged.

- Choose and click one of the buttons on the "Access to Lawtrac" screen: **Yes--They Will Have Access** or **No--They Will Not Have Access**.

Access to LAWTRAC

Access to Lawtrac

If you have granted the individual access to Lawtrac, you are then prompted to create a username and password for your new key personnel member. You can edit and change these fields later if necessary. Note, however, that once the new key personnel member logs in for the first time, the individual is required to change their username and password.

- Click **Update Password** to finalize the process and add your new member. You can select **Send Via Email** to notify your member immediately.

**Important Note:** In order for your new key personnel to be able to log in, you must access their profile under **People | Key Personnel** and turn on self-service permissions in the **Edit Record & Permissions** section of their user profile.

**CHANGE PASSWORD**

USER NAME:

PASSWORD:

- Send Via Email

Password Rules:

- ✓ Passwords are only good for 365 days
- ✓ Password must 5 characters or longer

Update Password

## 1.5.2 Change Password

The **Change Password** hyperlink in the **Application Administration | Key Personnel** sidebar allows site administrators and super users to change the password for an individual listed as key personnel.

| KEY PERSONNEL          |   |
|------------------------|---|
| Add Key Personnel      | 1 |
| <b>Change Password</b> | 2 |
| Position Titles        | 3 |
| Substitutions          | 4 |
| Front Page Text        | 5 |
| Reports                | 6 |

Change Password Link

**To change the password for a member of key personnel:**

- Select the key person from the drop-down list and click **Change Password**.
- Enter the new password and a new user name if desired.

3. Press the **[Tab]** key on your keyboard or click anywhere outside the box. The page checks if the entered password meets the defined password rules.
4. If your password meets all the Password Rules, click the **Update Password** button to make the change.

Change Password

If there is an email on file for the individual, you have the option to select the **Send Via Email** checkbox to send the new password and user name to the key person via their email address. Refine the drop-down list by typing a last name in the **Last Name** field, then clicking **Refine List**. To reset the drop-down list, click **Refine List** with no text entered in the **Last Name** field.

*The new password expires if it is not used before the end of the current business day. The individual is prompted to change their password upon its first successful use.*

### 1.5.3 Position Titles

The **Position Titles** hyperlink in the **Key Personnel** sidebar allows site administrators to set up titles for key personnel who have access to the application. Position titles help key personnel members identify their role within the company in relation to a matter record.

| KEY PERSONNEL          |   |
|------------------------|---|
| Add Key Personnel      | 1 |
| Change Password        | 2 |
| <b>Position Titles</b> | 3 |
| Substitutions          | 4 |
| Front Page Text        | 5 |
| Reports                | 6 |

Position Titles Link

- To edit an existing title, click the title, then change the text in the "Edit Title" text box and click **Save**.
- To retire an existing title, click the title, then click  **Retire Title**.
- To add a new title, enter text in the **Add New** text box on the right side of the page, then click **Save**.

| POSITION TITLE           |  |
|--------------------------|--|
| Accounts Payable         |  |
| Associate                |  |
| Auditor                  |  |
| Billing Analyst          |  |
| Broker                   |  |
| Chief Executive Officer  |  |
| Chief Financial Officer  |  |
| Chief Operating Officer  |  |
| Chief Technology Officer |  |
| Contract Administrator   |  |
| Corporate Secretary      |  |
| Director                 |  |
| Division Manager         |  |
| Document Production      |  |

*Position titles help you discriminate who the Key Personnel are within your organization and aid in reporting.*

*Maximum length of a Key Personnel title is 30 characters.*

ADD NEW:  Add New

Click on title to edit

Show Retired

Position Title List

#### **Activate a Retired Position Title**

Position titles that have been retired can be reinstated. Click **Show Retired** at the bottom of the Active Position Title list, then click on a position name. You can edit the title here, or click the



icon to reactivate the title.

Click the **Show Active** button to return to the active list.

### 1.5.4 Substitutions

The **Substitutions** hyperlink in the **Application Administration | Key Personnel** sidebar allows site administrators and super users to add an individual to records where another has an active assignment. For example, a new manager who has just taken over and the old manager no longer needs access to the information.

**Note:** This function only affects open matter records.

| KEY PERSONNEL        |   |
|----------------------|---|
| Add Key Personnel    | 1 |
| Change Password      | 2 |
| Position Titles      | 3 |
| <b>Substitutions</b> | 4 |
| Front Page Text      | 5 |
| Reports              | 6 |

#### Substitutions Link

1. Select the person to be substituted out from the "Person to Remove" drop-down list, then click **Select First**.
2. Select the person that is taking on the first person's responsibilities from the "Person to Add" drop-down list, then click **Select Second**.

The number of affected matter records are displayed.

3. Click **Yes – Make The Move** to finalize the substitution. The person(s) affected are notified via email, and all outstanding invoices are transferred so that the approval workflow route is maintained.

**Person to Remove**

Abell, Pearlene

**Person to Add**

Allen, Rodger

Review

|                           |                          |
|---------------------------|--------------------------|
| Remove:<br>Pearlene Abell | Replace:<br>Rodger Allen |
|---------------------------|--------------------------|

2 Matter Records Will Be Changed

#### Substitute a Key Personnel

## 1.5.5 Front Page Text

The **Front Page Text** hyperlink in the **Key Personnel** sidebar allows site administrators to add text that users see on the homepage after logging into Lawtrac.

| KEY PERSONNEL          |   |
|------------------------|---|
| Add Key Personnel      | 1 |
| Change Password        | 2 |
| Position Titles        | 3 |
| Substitutions          | 4 |
| <b>Front Page Text</b> | 5 |
| Reports                | 6 |

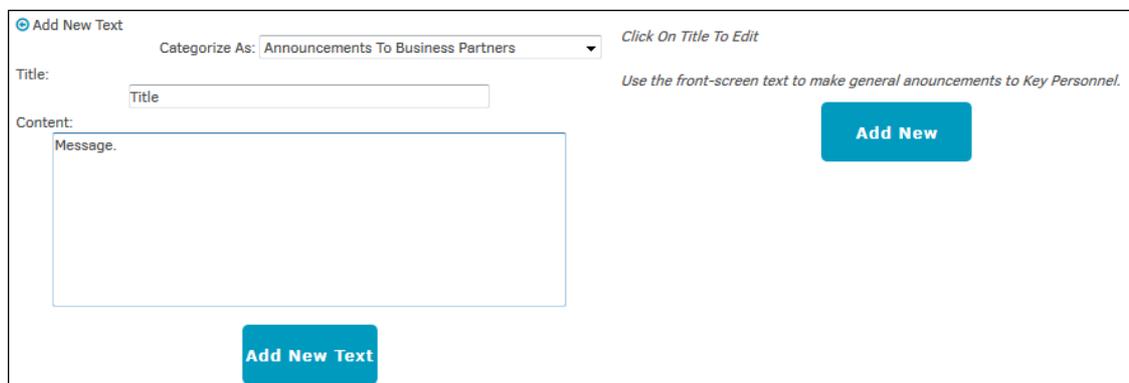
Front Page Text

### ☰ Add Front Page Text

1. Click the **Add New** button.

Text boxes for title and content appear to the left.

2. Select a category from the "Categorize As" drop-down list so you can easily identify to what the message pertains.
3. Once a title and content are added, the **Add New Text** button appears. Click the button to save the text and add it to the home screen.



Add New Text

### ☰ Edit Front Page Text

1. Click the title name from the table on the left side.
2. Change the category by making a new selection from the drop-down list, and change the title and content by typing directly into the text boxes.

3. Click **Save Changes** to confirm and save.

Delete existing texts by clicking the  icon.

| DATE       | TITLE  | CATEGORY        |   |
|------------|--|-----------------|---|
| 03/02/2015 | <a href="#">We are testing in a meeting</a>        | Charles Categor |  |
| 03/04/2014 | <a href="#">2014 Employee Seminar</a>              | General Announc |  |
| 01/11/2014 | <a href="#">Dianna Compton Contact Information</a> | Instructions    |  |
| 01/11/2014 | <a href="#">Dangerous Daisies</a>                  | General Announc |  |

Edit Front Page Text

## 1.5.6 Reports

The **Reports** hyperlink in the **Application Administration | Key Personnel** sidebar allows site administrators and super users to make up to five reports available for key personnel. Reports can be custom or standard.

| KEY PERSONNEL                     |   |
|-----------------------------------|---|
| <a href="#">Add Key Personnel</a> | 1 |
| <a href="#">Change Password</a>   | 2 |
| <a href="#">Position Titles</a>   | 3 |
| <a href="#">Substitutions</a>     | 4 |
| <a href="#">Front Page Text</a>   | 5 |
| <a href="#">Reports</a>           | 6 |

Reports Link

Reports which are accessible to users are listed at the top of the screen and numbered. There is a maximum of five reports allowed. If five reports have been selected, the "Authorize Additional Report" drop-down list at the bottom of the screen does not appear.

The screenshot shows the 'Reports' tab in the Lawtrac 4.2 interface. At the top, there are two tabs: 'Reports' and 'Individuals'. Below the tabs is a section titled 'REPORTS' with a light blue header. Underneath, there is a list of reports. The first report is 'CUS\_22895.cfm - REVIEW' with 'CUS\_22895' and a trash icon. The second report is 'INV035CatPick.cfm - REVIEW' with 'INV035CatPick' and a trash icon. At the bottom of the interface, there is a section titled 'AUTHORIZE ADDITIONAL REPORT' with a dropdown menu showing 'Select' and an 'Add Report' button.

#### Key Personnel Reports

- To remove access to one of these reports, click the  icon next to it on this list. Key personnel are no longer allowed to access the report, but it remains in your database for regular users.
- To authorize an additional report, select an existing report using the drop-down menu at the bottom of the page, then click **Add Report**. If you have already selected five reports for access, this area is hidden until a report is removed from the list and a spot is available.
- Click the **Individuals** button to view a list of key personnel with access to these reports. Remove a member from the **Individuals** list by clicking the  icon to the right of their name.
- Click the **Reports** button to return to the list of reports.

### 1.5.7 Request Form Fields

Lawtrac Super Users and Key Personnel have the ability to add and control which fields appear on the Self Service Portal submission form. This is managed through the **My Lawtrac > Key Personnel** screen.

#### Manage Form Request Fields

1. Log in as an administrator or super user, navigate to **My Lawtrac**, and select **Application Administration**.
2. Click the Key Personnel tab, then select the **Request Form Fields** menu option (#7).
3. Check or un-check the respective field options.

**Note:** The **Request Name** and **Request Type** fields are mandatory, thus they will not appear on the Request Form Fields page.

4. Click **Save and Update** when finished.

The screenshot shows the 'REQUEST FORM FIELDS' configuration page. At the top, there is a navigation bar with 'My Lawtrac' and various menu items like 'Matters', 'Documents', 'Finance', 'People', 'Messages', 'Time', 'Reporting', and 'Log-Out'. Below this is a secondary navigation bar with buttons for 'Legal Department', 'Finance Options', 'Key Personnel', 'Firms & Vendors', 'Parties & Entities', 'Matter Maintenance', 'Document Bank', 'File Room', 'Reports', 'Misc. Settings', and 'Application & Database'. The main content area is titled 'REQUEST FORM FIELDS' and contains a section for 'ADDITIONAL FORM FIELDS' with the following checked items:

- DESCRIPTION
- KEYWORD
- PRODUCT/S
- DEPARTMENT/S
- PRIORITY
- OUTSIDE COUNSEL

A blue 'Save And Update' button is located at the bottom center. On the right side, there is a sidebar menu with the following items:

- KEY PERSONNEL
- Add Key Personnel 1
- Change Password 2
- Position Titles 3
- Substitutions 4
- Front Page Text 5
- Reports 6
- Request Form Fields 7 (highlighted with a red box)
- Key Personnel Rejections 8

The fields checked on this screen will directly impact the fields a Key Personnel user sees when they submit a new request.

The screenshot shows the 'NEW REQUEST' form. The fields are as follows:

- REQUEST NAME: [Text input field]
- REQUEST TYPE: [Dropdown menu, selected: Legal]
- KEYWORD: [Dropdown menu, selected: Select]
- PRIORITY: [Dropdown menu, selected: Select]
- OUTSIDE COUNSEL: [Dropdown menu, selected: Select]
- PRODUCT/S: [Dropdown menu, selected: Select]
- DEPARTMENT/S: [Dropdown menu, selected: Select]
- DESCRIPTION: [Large text area]

A blue 'Continue' button is located at the bottom center.

### 1.5.8 Key Personnel Rejections

Lawtrac Super Users can define and select present templates when rejecting requests from Key Personnel. This is done through the **Application Administration > Key Personnel** screen.

**Add a new reason for rejection template:**

1. Log in as a Super User, click **My Lawtrac**, then select **Application Administration**.
2. Click the **Key Personnel** tab then select **Key Personnel Rejections** menu option (#8).

APPLICATION ADMINISTRATION

IN-HOUSE USERS

| NAME           | DATE       | TIME     | OPERATION          | IP          | LOG OUT |
|----------------|------------|----------|--------------------|-------------|---------|
| heene gupta    | 11/10/2017 | 06:37 AM | Main Matter Screen | 10.50.7.118 | ⬇       |
| manpreet bains | 11/10/2017 | 06:41 AM | Matter Parties     | 10.50.7.45  | ⬇       |
| Kal Stoykov    | 11/10/2017 | 12:41 PM | Matter Invoices    | 10.50.5.22  | ⬇       |
| Kristen Sacky  | 11/10/2017 | 01:37 PM | Home Screen        | 10.50.5.138 | ⬇       |

4 of 304 licenses in use.

KEY PERSONNEL: SELF SERVICE

| NAME       | DATE       | TIME     | OPERATION         | IP          | LOG OUT |
|------------|------------|----------|-------------------|-------------|---------|
| kristen kp | 11/10/2017 | 11:47 AM | Administration SU | 10.50.5.138 | ⬇       |

1 of 200 licenses in use.

OUTSIDE COUNSEL

KEY PERSONNEL

- 1 Add Key Personnel
- 2 Change Password
- 3 Position Titles
- 4 Substitutions
- 5 Front Page Text
- 6 Reports
- 7 Request Form Fields
- 8 Key Personnel Rejections

3. Enter a *Title* and a *Rejection Description* then click **Save**.

The new rejection template will appear in the Rejections table at the bottom of the screen.

### Edit an exiting rejection template:

1. Log in as a Super User, click **My Lawtrac**, then select **Application Administration**.
2. Click the **Key Personnel** tab then select **Key Personnel Rejections** menu option (#8).
3. In the *Rejections* table at the bottom of the screen, click the **Edit** icon next to the template you want to edit.

The Edit Rejection screen will appear.

My Lawtrac | Matters | Documents | Finance | People | Messages | Time | Reporting

Legal Department | Finance Options | Key Personnel | Firms & Vendors | Parties & Entities | Matter Maintenance | Document Bank | File Room | Reports | Misc. Settings | Application & Database

← | KEY PERSONNEL REJECTIONS

Add Reason for Rejection

TITLE OF REJECTION:

REJECTION DESCRIPTION:

Save

Edit Rejection

TITLE OF REJECTION: Test Rejection

REJECTION DESCRIPTION: This request is rejected for reasons X, Y, and Z.

Save

Rejections

| TITLE          | ACTIONS |
|----------------|---------|
| nothing        | ⬇       |
| Test Rejection | ⬇       |

4. Edit the Title or the Rejection Description text then click **Save**.

## Reject a KP Request using a preset template:

1. Log in as a Super User, click on **Matters**, then select **Requests**.
2. Click on the matter name, then scroll down to the bottom of the screen and click **Reject**.
3. Use the *Reason Rejection* drop-down menu to select a rejection template.

The screenshot displays the 'Key Personnel Matter Review: CPSR - 1040' interface. At the top, it shows the request name 'Request for 1 Million Dollars' and type 'Litigation'. Metadata includes 'REQUESTED BY: kristen kp', 'STATUS: Pending', 'DATE REQUESTED: 11/10/2017', 'DATE OPENED:', and 'LAST UPDATED:'. The 'REQUEST DESCRIPTION' field contains '1 mil. please.'. Below this is a 'DOCUMENTS' table with one entry: 'CPSR - 1040.pdf'. A 'REASON FOR REJECTION' dropdown menu is open, showing options: '[Monetary Request] : You', 'Select', '[nothing] : just for testing purposes', '[Test Rejection] : This request is rejected for reasons X, Y, and Z.', and '[Monetary Request] : You're requesting too much money.'. The 'Submit Rejection' and 'Cancel' buttons are at the bottom.

4. Click **Submit Rejection**.

The rejection template will appear on the Key Personnel screen as seen below:

The screenshot shows the 'REQUEST INFORMATION: REQUEST FOR 1 MILLION DOLLARS' screen. A prominent red banner at the top reads 'Rejected'. Below the banner, the 'REJECTED REASON' is highlighted in a red box: '[Monetary Request] : You're requesting too much money.'. Other details include 'STATUS: Rejected', 'TYPE: Litigation', and 'OPENED AS: Temporary Matter'. The top navigation bar includes 'Home', 'Matters', 'Submit Request', 'Messages', 'Calendar', 'Reporting', 'Settings', and 'Log-Out'.

## 1.6 Chapter 4: Firms & Vendors

Click the **Firms & Vendors** tab in **Application Administration** to manage settings for your associated law firms and vendors. Throughout this module, "L" within a data table signifies that a company is a law firm and "V" signifies that a company is a vendor.

**Definition of Vendor:** For purposes of the Lawtrac application, the term "vendor" merely refers to anyone other than a law firm who submits invoices for payment, and may be used interchangeably with the term "law firm".

|   |    |
|---|----|
| <b>FIRMS &amp; VENDORS ADMINISTRATION</b> |    |
| Add New Firm / Vendor                     | 1  |
| Change Credentials                        | 2  |
| Front Screen Text                         | 3  |
| Captions & Switches                       | 4  |
| Classifications                           | 5  |
| Assignment Permissions                    | 6  |
| Reassign Matters                          | 7  |
| Transfer Employee                         | 8  |
| Transfer Matters                          | 9  |
| Checklists                                | 10 |
| eBillingHub Accounts                      | 11 |
| Accounting Codes                          | 12 |
| Email Blast                               | 13 |
| Delete Firm / Vendor                      | 14 |
| <b>RATE CARDS</b>                         |    |
| Rate Card Settings                        | 15 |
| Set Rate Card Approvers                   | 16 |
| Outstanding Approvals                     | 17 |
| Duplicate Rate Cards                      | 18 |
| Freeze Rate Card(s)                       | 19 |
| Delete Rate Card(s)                       | 20 |

Firms & Vendors Sidebar:  
Administration

Firms & Vendors Sidebar:  
Rate Cards

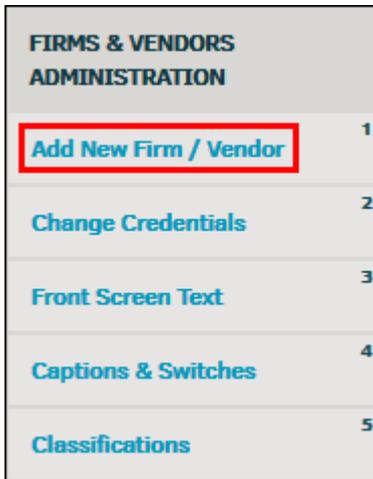
**Firms & Vendors Options:**

| Page                    | Function   |
|-------------------------|--|
| Add New Firm/<br>Vendor | Add a company to your list of firms and vendors on the Lawtrac database.             |
| Change Credentials      | Change the password for a company.   |
| Front Screen Text       | Make general announcements to firms and vendors.                                     |
| Captions &<br>Switches  | Manage captions and switches that are used within a matter for details and guidance. |
| Classifications         | Manage types of counsel for data organization and reporting.                         |

| Page                           | Function   |
|--------------------------------|--|
| <b>Assignment Permissions</b>  | Change the permission outside counsel has within their open matter assignments.                  |
| <b>Reassign Matters</b>        | Reassign an individual's matter assignments to another person within that firm/vendor's company. |
| <b>Transfer Employee</b>       | Move a staff member from one firm/vendor to another.   |
| <b>Transfer Matters</b>        | Move matters from one firm/vendor to another.  |
| <b>Checklists</b>              | Manage checklists to establish workflow for Legal projects and matters.                          |
| <b>eBillingHub Accounts</b>    | Create an eBillingHub account for a firm/vendor.   |
| <b>Accounting Codes</b>        | Create identification codes for firms/vendors to be used by the accounting department.           |
| <b>Email Blast</b>             | Send a targeted message to multiple individuals.   |
| <b>Delete Firm/Vendor</b>      | Remove a firm/vendor from the Lawtrac database.  |
| <b>Rate Card Settings</b>      | Enable matter-level rate cards and designate required fields for timekeepers.                    |
| <b>Set Rate Card Approvers</b> | Set up to two primary rate card approvers for a specific firm/vendor.                            |
| <b>Outstanding Approvals</b>   | View outstanding rate card approvals for a specific fiscal year.                                 |
| <b>Duplicate Rate Cards</b>    | Duplicate a rate card for a specific firm and fiscal year.                                       |
| <b>Freeze Rate Card(s)</b>     | Freeze a rate card to prevent rate increases during specified periods of time.                   |
| <b>Delete Rate Card(s)</b>     | Delete a rate card for a specific firm, fiscal year, and individual.                             |

### 1.6.1 Add New Firm/Vendor

To add a new firm or vendor to the Lawtrac database, click **Add New Firm/Vendor** at the top of the **Firms & Vendors** sidebar. The firms and vendors added here become available for selection when a Lawtrac user needs to associate a firm/vendor to a matter.



Add New Firm/Vendor Link

1. Enter company name in the text box, then select a radio button to classify them as a law firm or vendor.

A screenshot of a form for adding a new firm or vendor. It features a text input field labeled "COMPANY NAME:". Below the field are two radio buttons for classification: "CLASSIFY AS:  Law Firm  Vendor". The text "Company Name" is centered below the form.

2. Enter all information that is available in the appropriate text boxes.
3. Under **Badges**, click "No" to assign a badge to the company.

The assigned badge icon appears, as shown below:

|                |  |  |
|----------------|--|--|
| ADDRESS:       | <input type="text"/>   | <b>Badges</b>  |
|                | <input type="text"/>   | RECOMMENDED:  |
|                | <input type="text"/>   | PREFERRED:    |
| CITY:          | <input type="text"/>   | APPROVED:     |
| STATE:         | <input type="text"/>   | MINORITY:     |
| ZIP CODE:      | <input type="text"/>   | AFA ON FILE: No  |
|                |  | EBILLING: No   |
| COUNTRY:       | <input type="text" value="Select One"/>                              | OPPOSING: No   |
| CURRENCY:      | <input type="text" value="Great Britain - United Kingdom Pounds ["/> |  |
| GL NUMBER:     | <input type="text"/>   |  |
| CLIENT NO.:    | <input type="text"/>   |  |
| TIMEKEEPER ID: | <input type="text"/>   |  |

#### Assign Badges

- In the **Classifications** section, use the drop-down lists to define the type of company, their area of expertise, and a reference title.
- Toggle the  button to add an administrator or indicate that the company will be using eBillingHub.

Flipping the eBillingHub switch sends an email to Mitrtech Support (ebillinghub.lawtrac@mitratech.com), who then gives the firm/vendor's information to eBillingHub. eBillingHub logs in on behalf of the firm/vendor to submit e-Billing invoices, using information from the firm/vendor.

The firm/vendor may also contact Mitrtech Support directly to have an eBillingHub account set up.

**Note:** If the firm/vendor is to use Collaborati to submit invoices, do not select the eBillingHub option.

- Once you add a vendor as an eBillingHub user, go to the eBillingHub Accounts page and follow the instructions to add the firm/vendor's credentials.
- Click **Save** when finished.

### Classifications

TYPE COMPANY:

EXPERTISE AREA:

REFERENCE TITLE:

---

Do you wish to add an administrator next?  -No

Will this company be using eBilling Hub?  -No

Firm/Vendor Classification

## Add an Administrator

If you opted to add an administrator by clicking the  icon, a new page displays where you can enter any information in the text box, or choose information from a drop-down list.

Decide if the new administrator needs to have access to Lawtrac by clicking the appropriate radio button . If the law firm or vendor does not have an eBillingHub account, they will need access to Lawtrac in order to submit invoices. Select the checkbox to send the individual an email through Lawtrac with their log-in credentials, or send them their displayed user name and password manually with a trusted communication service.

If you select the checkbox to have the user's credentials sent via Lawtrac email, the law firm or vendor administrator receives two emails. The first email contains the user name and a link to the Lawtrac application, the second email contains the password. After initial log-in, the firm or vendor administrator has the option to change their user name and password in **My Lawtrac**.

Click **Save New Administrator** when finished.

**Note:** First and last name are required. An email address **must** be provided if you are sending the administrator their credentials through Lawtrac.

|  |   |                  |                      |
|--|---|------------------|----------------------|
| FIRST NAME:  | <input type="text"/>                      | LAST NAME:       | <input type="text"/> |
| JOB TITLE:   | <input type="text" value="Select"/>       |                  |                      |
| TYPE COUNSEL:  | <input type="text" value="Select"/>       |                  |                      |
| EXPERTISE AREA:  | <input type="text" value="Select"/>       |                  |                      |
| WILL THIS PERSON HAVE ACCESS TO LAWTRAC? <input type="radio"/> -YES <input checked="" type="radio"/> -NO |   |                  |                      |
| LOCATION   |   | CONTACT          |                      |
| ADDRESS:   | <input type="text"/>                      | EMAIL:           | <input type="text"/> |
|  | <input type="text"/>                      | WORK PHONE:      | <input type="text"/> |
| CITY:  | <input type="text"/>                      | CELL PHONE:      | <input type="text"/> |
| STATE:   | <input type="text" value="State / Cour"/> | MISC:            |                      |
| ZIP:   | <input type="text"/>                      | TIMEKEEPER CODE: | <input type="text"/> |
|  |   | BAR YEAR:        | <input type="text"/> |
| <input type="button" value="Save New Administrator"/>  |   |                  |                      |

Add New Administrator

## 1.6.2 Change Credentials

To change the password for a law firm or vendor's administrator account, click the **Change Credentials** hyperlink in the **Application Administration | Firms & Vendors** sidebar.



Change Credentials Link

1. Select the law firm or vendor from the drop-down menu and click **Select**.

A list of individuals, both active and inactive, associated with the law firm or vendor appears to the right.

Ashare Holdings (Pleasant City CO USA) [Select]

**Security Rules**  
 Passwords must be changed by the user every 365 days.  
 Must be at least 5 characters in length.  
 Must include at least one number.  
 Must contain at least one upper case character.  
 Must contain at least one lower case character.  
 Your user name cannot contain your last name.  
 Password cannot contain your last name.  
 Passwords may not include triple letters.

Change Credentials Ashare Holdings (Pleasant City CO USA)

INDIVIDUAL [EXPIRES] [Edit]

• DONNIE EGOISM

USERNAME: 1653865

NEW PASSWORD: [ ]

CONFIRM PASSWORD: [ ]

Verbarribes, Connie [Pending] [Edit]

Select Firm/Company

- Click the individual's name or the  icon to type a new password into the text boxes.

A green icon  shows up under the entered information if the password was successfully updated. If a password does not meet the security rules as listed, the password is not saved and you receive a notification under the password text boxes indicating the cause of the error.

**Note:** This function only allows you to reset passwords for the designated administrator account of a law firm or vendor. It is up to the administrators themselves to manage all employee passwords for their own law firm or vendor account.

### 1.6.3 Front Screen Text

Just as in-house employees have a Lawtrac homepage, law firms and vendors will see their own information upon log-in. The **Front Screen Text** page in the **Firms & Vendors** tab of **Application Administration** allows you to configure the message for their text for your home page in the center of the screen.

As with the Lawtrac home page, you can use HTML coding to format your text or include pictures, links, and other media. Please remember that modifying HTML code incorrectly can affect the way the page displays.



Front Screen Text Link

- Click on the title of an announcement to edit, and then click **Save Changes** when done.
- Click the  icon to delete a text entry.

### To add a new front page text record on the main screen:

1. Click **Add New**.
2. Select a category for the record from the "Categorize As" drop-down list.  
It is not required to designate a category for the text, but may help in prioritizing your notes or announcements.
3. Enter a title into the "Title" text box.
4. Input the message body into the "Content" text field.
5. Click anywhere outside the "Content" text field and click **Save** when finished.

**Note:** If "Title" and "Content" have not been input correctly, the **Add New Text** button is not displayed, and the text entry cannot be saved.

| DATE       | TITLE                        | CATEGORY        |   | Click On Title To Edit  |
|------------|------------------------------|-----------------|---|---|
| 02/26/2015 | How wonderful it is to be ME | Tips And Tricks |  | Use the front-screen text to make general announcements to Firms and Vendors. |
| 02/24/2015 | Anu: Worlds Amazing Quotes   | General Announc |  |   |
| 01/29/2015 | Community Project            | General Announc |  |   |

**Add New**

Front Screen Text List

## 1.6.4 Captions & Switches

With every firm/vendor record there are four "Yes"/"No" fields you can use for business guidance to staff members, reporting, etc.

The **Captions & Switches** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to change the captions for these fields.

| FIRMS & VENDORS ADMINISTRATION |   |
|--------------------------------|---|
| Add New Firm / Vendor          | 1 |
| Change Credentials             | 2 |
| Front Screen Text              | 3 |
| <b>Captions &amp; Switches</b> | 4 |
| Classifications                | 5 |

Captions and Switches Link

To modify a caption, simply change the text in the appropriate text box and then press **[Tab]** on your keyboard or click anywhere outside the box. The  icon confirms that the change is saved.

### Captions for Badges

There are five badges for firms and vendors: Recommended (★), Preferred (✔), Approved (👍), Optional (⚙️), and e-Billing (📄). The Preferred, Approved, Optional, and e-Billing badges can be renamed to reflect the icon titles you would prefer to use for your list of firms/vendors. For example, here the "Optional" badge has been re-named to indicate that a firm/vendor has an AFA on file.

| Captions for Badges |  |            |  |
|---------------------|--|------------|--|
| APPROVED:           | <input type="text" value="Approved"/>  | PREFERRED: | <input type="text" value="Preferred"/>   |
| EBILLING:           | <input type="text" value="e-Billing"/> | OPTIONAL:  | <input type="text" value="AFA On File"/> |

Captions for Badges

### Additional Text Boxes

The data entered for the **Additional Text Boxes** appears in the **Settings** tab of a firm's or vendor's profile for additional data. You can rename any of the additional data fields to reflect information you would like to include for the firms and vendors in your Lawtrac database.

| Additional Text Boxes |   |
|-----------------------|---|
| ADDITIONAL DATA 1:    | <input type="text" value="Additional Data 1"/>  |
| ADDITIONAL DATA 2:    | <input type="text" value="2 - Caption Test21"/> |
| ADDITIONAL DATA 3:    | <input type="text" value="3 - Caption Test"/>   |
| ADDITIONAL DATA 4:    | <input type="text" value="4 - Caption Test"/>   |
| ADDITIONAL DATA 5:    | <input type="text" value="5 - Caption Test5"/>  |

Captions for Additional Text Boxes

### Miscellaneous Switches

Using this setting, control whether a firm/vendor's access to matter documents always defaults to on or off.

- —Feature is enabled ("on")
- —Feature is disabled ("off")

**Note:** When this setting is set to "on", whenever one of the in-house users uploads a new document to a matter you can see that activity in the document's information page (**Document Management** in the matter), the **Firm/Vendor Access** switch has also been set to "on". If this global setting is turned "off", then the **Firm/Vendor Access** switch for new documents is defaulted to "off" as well.

### Miscellaneous Switches

-  DEFAULT FIRM / VENDOR ACCESS TO MATTER DOCUMENTS <sup>1</sup>
-  ONLY INDIVIDUALS ASSIGNED TO A MATTER CAN MAKE ASSIGNMENTS
-  ONLY OUTSIDE COUNSEL IN LEADERXXX ROLE CAN EDIT MAIN MATTER INFORMATION
-  HIDE LEDES CATEGORIES FROM NON-ADMINISTRATORS
-  OUTSIDE COUNSEL CANNOT EDIT THEIR ADDRESS

### Miscellaneous Switches

## 1.6.5 Classifications

The **Classifications** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to keep data for firms and vendors organized to aid with reporting.

| FIRMS & VENDORS ADMINISTRATION |   |
|--------------------------------|---|
| Add New Firm / Vendor          | 1 |
| Change Credentials             | 2 |
| Front Screen Text              | 3 |
| Captions & Switches            | 4 |
| <b>Classifications</b>         | 5 |

### Classifications Link

#### Edit a Classification

1. Click the  icon and use the available text box to enter a new name.
2. Click **Save** to confirm, or  **Retire Category** to deactivate the classification.

#### Retired Categories

Retired categories show up with the  icon to the right of the name. These categories can still be selected for editing.

- Click on the category name and type your changes into the text box, then click **Save**.
- Click  **Activate Category** to reactivate the classification.

### ▣ Add a New Classification

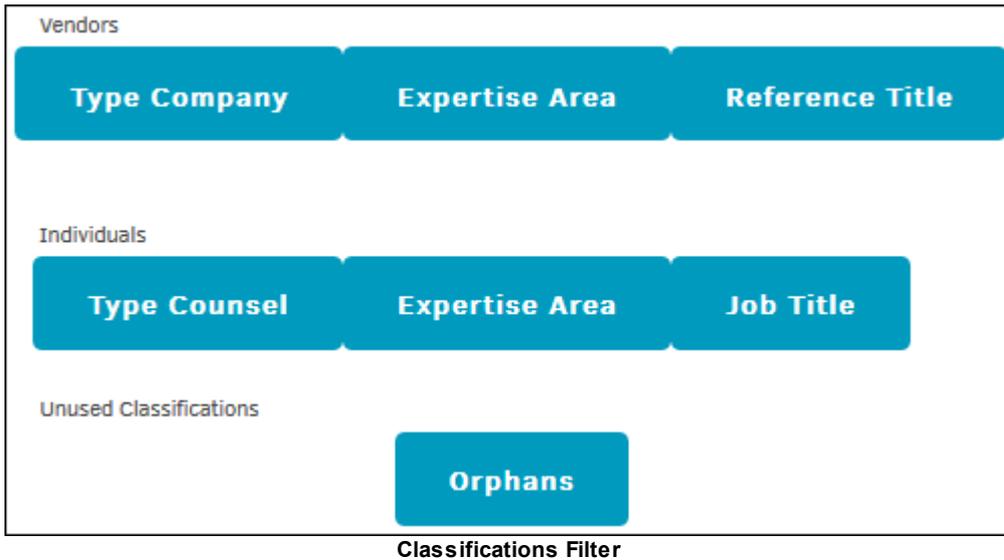
Add a new classification category by typing a title into the Add New text box, then click **Add Category**.

The screenshot displays a user interface for adding a new classification. On the right side, there is a list of existing classifications: 'Professional', 'Really, Really Good', 'Securities', and 'Trial Counsel'. Each item has a small blue icon to its right. Below this list, there is a section titled 'ADD NEW CLASSIFICATION' which includes a text input box and a blue 'Save' button.

Classifications

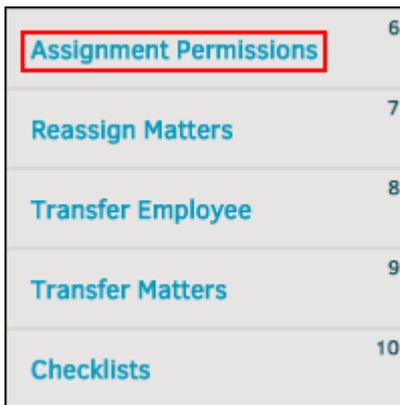
### **Filter Options:**

| Button                      | Filter   |
|-----------------------------|--|
| Type Company                | Display classifications based on the company type.               |
| Expertise Area (Company)    | Display classifications based on company's expertise area.       |
| Reference Title             | Display classifications based on reference title.                |
| Type Counsel                | Display classifications based on a type of counsel.              |
| Expertise Area (Individual) | Display classifications based on an individual's expertise area. |
| Job Title                   | Display classifications based on job title.                      |
| Orphans                     | Display classifications that are not being used.                 |



### 1.6.6 Assignment Permissions

To adjust a law firm or vendor's permissions for their matter assignments, click the **Assignment Permissions** hyperlink in the **Application Administration | Firms & Vendors** sidebar.



#### Assignment Permissions Link

- —Feature or permission is enabled
  - —Feature or permission is disabled
1. Use the drop-down menu to select the law firm or vendor whose permissions you wish to adjust.
  2. Select the toggle buttons to turn a permission on  or off .
  3. When you are finished, click **Apply to all Matter Records**.

Assign Permissions to Firm/Vendor

### 1.6.7 Reassign Matters

The **Reassign Matters** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to reassign an individual's matter assignments within a law firm or vendor company to another person within that same company (applies to open matter records only).

|                         |    |
|-------------------------|----|
| <b>Reassign Matters</b> | 7  |
| Transfer Employee       | 8  |
| Transfer Matters        | 9  |
| Checklists              | 10 |
| eBillingHub Accounts    | 11 |
| Accounting Codes        | 12 |
| Email Blast             | 13 |
| Delete Firm / Vendor    | 14 |

Reassign Matters Link

To reassign a matter:

1. Select a firm or vendor from the drop-down list and click **Go**.

Select Firm/Vendor

2. Choose the person who's matter assignments you are moving in the "From Person" drop-down list.
3. Select the person to whom you are moving those matter assignments in the "To Person" drop-down list.
4. Click **Continue**.

If the reassignment is successful, a green notice displays at the top of the page.

To return to the vendor drop-down menu selection, click **Reset**.

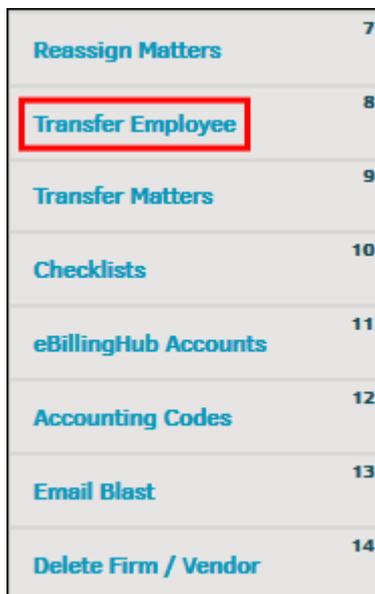


Select Person

### 1.6.8 Transfer Employee

The **Transfer Employee** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to move an outside counsel employee from one firm/vendor company to another. This tool is exceptionally handy if an individual has been added to the Lawtrac system with association to the incorrect company.

**Note:** The *Transfer Employee* admin tool will not work for firm or vendor staff records that have been associated with a timekeeper record from *Collaborati*. These associated staff records will not appear in the *Transfer Employee* tool.



|                      |    |
|----------------------|----|
| Reassign Matters     | 7  |
| Transfer Employee    | 8  |
| Transfer Matters     | 9  |
| Checklists           | 10 |
| eBillingHub Accounts | 11 |
| Accounting Codes     | 12 |
| Email Blast          | 13 |
| Delete Firm / Vendor | 14 |

Transfer Employee Link

1. Select a firm/vendor from the "Current Firm" drop-down list.
2. Select an employee from the "Employee" drop-down list.
3. Click **Select**.

Select Employee to Transfer

All matter assignments for the employee show up to the right.

4. Select which matter assignments need to be moved with the employee by selecting the corresponding checkbox, then click **Continue**.

Transfer Records

5. Select a firm/vendor from the drop-down list to which the records and employee will be moved.

**Note:** Matter records that are not moved with the employee remain associated to the original firm. If the individual was set as a rate card approver, all rate cards that are to remain with the firm/vendor default to the second-designated rate card approver.

6. Review the final details and click **Confirm** to continue.

### 1.6.9 Transfer Matters

The **Transfer Matters** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to move specific matter records from one firm or vendor to another.

|                         |    |
|-------------------------|----|
| Reassign Matters        | 7  |
| Transfer Employee       | 8  |
| <b>Transfer Matters</b> | 9  |
| Checklists              | 10 |
| eBillingHub Accounts    | 11 |
| Accounting Codes        | 12 |
| Email Blast             | 13 |
| Delete Firm / Vendor    | 14 |

Transfer Matters Link

1. Select the firm or vendor to which the matters are currently associated from the drop-down list and click **Continue**.

CURRENT FIRM:

**Continue**

Select Firm/Vendor

2. Click one or more checkboxes  to select a matter, then click **Continue**.
3. Select a new firm from the "New Firm" drop-down list and click **Continue**.

The selected matter(s) are transferred; select **Transfer More Matters** to be redirected to the main **Transfer Matters** page.

TRANSFER MATTERS FROM AQUA LAW

|  |   |   |
|--|---|---|
| <input type="checkbox"/> A-00048101 Dollar Intellectual Property Filings | <input checked="" type="checkbox"/> QA-000060 Ledes Rule R203 Testing | <input type="checkbox"/> YYY-000013 Anujan-19-2 |
|--|---|---|

**Continue**

### 1.6.10 Checklists

The **Checklists** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to modify or establish checklist questions for various types of matter records. These checklist questions are for in-house personnel, but separate checklists can be set for outside counsel in the **Matter Maintenance Checklists** section.

|                      |    |
|----------------------|----|
| Reassign Matters     | 7  |
| Transfer Employee    | 8  |
| Transfer Matters     | 9  |
| <b>Checklists</b>    | 10 |
| eBillingHub Accounts | 11 |
| Accounting Codes     | 12 |
| Email Blast          | 13 |
| Delete Firm / Vendor | 14 |

Checklists Link

From the drop-down list, select the type of matter for which you wish to edit or create checklist questions. A list of existing questions appears along with a blank text box for entering new questions.

**Note:** If no questions exist for that matter type, you only see the "Add New Question" text box.

- To modify an existing question, click the  icon and enter the new text or appearance order.
- Change the order of appearance in the list by changing the number in the "Appear Order" text box.
- To add a new question, enter the question in the "Add New" text box and click **Save**.
- Delete a question by clicking the  icon under the **RET** column. Confirm by clicking **OK** or click **Cancel** if you don't want to continue with the deletion.

**Note:** Retired or deleted files cannot be restored.

#### Add a New Question

1. Enter the question in the Add New text box and click **Save**.
2. Delete a question by clicking the  icon under the **RET** column.
3. Confirm your decision before the question is deleted by clicking **OK**. You can click **Cancel** if you don't want to continue with the deletion. **Note:** Retired or deleted files cannot be restored.

Select Type of Matter:    Edit Checklist Question

Question:

Appear Order:

| QUESTIONS: HR ISSUE | ORDER | RET | EDIT |
|---------------------|-------|-----|------|
| Second Hr Ques      | 0     |     |      |

Add New Question:

Open Checklist Item

### 1.6.11 eBillingHub Accounts

The **eBillingHub Accounts** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to add an eBillingHub account for a firm or vendor. eBillingHub is a Web-based billing application option for creating electronic invoices that works with Lawtrac's legal matter management software.

|                             |    |
|-----------------------------|----|
| Reassign Matters            | 7  |
| Transfer Employee           | 8  |
| Transfer Matters            | 9  |
| Checklists                  | 10 |
| <b>eBillingHub Accounts</b> | 11 |
| Accounting Codes            | 12 |
| Email Blast                 | 13 |
| Delete Firm / Vendor        | 14 |

eBillingHub Accounts Link

#### Add New Account

The **eBillingHub Accounts** page opens to display the option for adding a new account. To add a new eBillingHub account, select a firm or vendor from the drop-down list and click **Continue**.

The firm/vendor is assigned an eBillingHub account immediately, and you are presented with a green confirmation notice.

**Add New eBillingHub Account**

### ☐ Edit Existing Account

1. Click the **Edit Existing Account** button at the top of the page.
2. Select a firm or vendor from the drop-down list and click **Continue**.

User name cannot be changed, but the firm/vendor can be assigned a new password, which is randomly selected and pre-populates the "New Password" text box. These are the credentials eBillingHub uses to log in on behalf of the firm/vendor to submit e-Billing invoices. This information is forwarded to Mitratesch Support, who then corresponds with eBillingHub.

3. Update the password by clicking **Save**.

**Important Note:** Passwords adhere to a specific format. Do not change the password that is automatically generated.

You also have the option to remove the password. Delete the text in the "New Password" text box, then click **Save**. *This operation prevents use of this particular eBillingHub account.*

**Edit eBillingHub Account**

## 1.6.12 Accounting Codes

The **Accounting Codes** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to adjust codes for either law firms or vendors. Assigning a Federal ID, Client ID, or G.L. Number assists with organization of invoices and matter, and helps manage your company's relationship with outside counsel.

|                         |    |
|-------------------------|----|
| Reassign Matters        | 7  |
| Transfer Employee       | 8  |
| Transfer Matters        | 9  |
| Checklists              | 10 |
| eBillingHub Accounts    | 11 |
| <b>Accounting Codes</b> | 12 |
| Email Blast             | 13 |
| Delete Firm / Vendor    | 14 |

Accounting Codes Link

Switch between **Federal ID**, **Client ID**, and **G.L. Number** codes by clicking the respective button above the text entry fields.

Use the text boxes next to the firm/vendor name to change or set up codes for each firm or vendor. Click **[Tab]** or **[ENTER]** on your keyboard and a  icon will appear to confirm that the entry is saved.

**Note:** Each accounting code must be unique.

|   | Federal ID | Client ID | G.L. Numb.                              |
|---|------------|-----------|---|
|  | 11june     |           | <input type="text"/>                    |
|  | 11th May   |           | <input type="text" value="123"/>        |
|  | 12 May     |           | <input type="text" value="Gdd557"/>     |
|  | 123        |           | <input type="text" value="907&amp;(*"/> |
|  | 13 May     |           | <input type="text"/>                    |
|  | 13july     |           | <input type="text"/>                    |

Accounting Codes Review

### 1.6.13 Email Blast

The **Email Blast** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to send an email message to all firms, vendors, or both.

|                      |    |
|----------------------|----|
| Reassign Matters     | 7  |
| Transfer Employee    | 8  |
| Transfer Matters     | 9  |
| Checklists           | 10 |
| eBillingHub Accounts | 11 |
| Accounting Codes     | 12 |
| <b>Email Blast</b>   | 13 |
| Delete Firm / Vendor | 14 |

Email Blast Link

The "Subject" text box may be auto-populated with your name and a general Lawtrac message subject.

1. Change the subject by typing directly into the text box.
2. On the right side under **Only Include**, select the yellow toggle switches to include firms and vendors based on their badges.

Once a toggle switch has been clicked, a check mark appears.

3. Below the "Message" text field, select either firms, vendors, or both for your audience. You can also target just administrators or all firm/vendor employees listed in Lawtrac.
4. When you have made your selections, click **Send Message**.

The screenshot shows a message composition form. At the top, there is a 'SUBJECT:' field containing the text 'Lawtrac Message from Miranda Rogers'. Below it is a large 'MESSAGE:' text area. Underneath the message area, there are two rows of radio button options for 'TARGET:' and 'AUDIENCE:'. The 'TARGET:' row has 'Admins' (selected) and 'Everybody'. The 'AUDIENCE:' row has 'Firms' (selected) and 'Vendors'. To the right of these options is a grey box titled 'ONLY INCLUDE' with five radio button options: 'RECOMMENDED', 'PREFERRED', 'APPROVED', 'EBILLING', and 'OPTIONALA'. At the bottom center of the form is a blue button labeled 'Send Message'. Below the button, the text 'Send Message' is repeated.

SUBJECT: Lawtrac Message from Miranda Rogers

MESSAGE:

TARGET:  Admins  Everybody

AUDIENCE:  Firms  Vendors

**ONLY INCLUDE**

- RECOMMENDED
- PREFERRED
- APPROVED
- EBILLING
- OPTIONALA

**Send Message**

Send Message

### 1.6.14 Delete Firm/Vendor

The **Delete Firm/Vendor** hyperlink in the **Firms & Vendors** sidebar allows site administrators and super users to delete outside counsel and other vendor records from the Lawtrac database as long as they have not uploaded an invoice against a matter.

|                      |    |
|----------------------|----|
| Reassign Matters     | 7  |
| Transfer Employee    | 8  |
| Transfer Matters     | 9  |
| Checklists           | 10 |
| eBillingHub Accounts | 11 |
| Accounting Codes     | 12 |
| Email Blast          | 13 |
| Delete Firm / Vendor | 14 |

#### Delete Firm/Vendor Link

From the list of firms and vendors displayed on the page, select the  icon to permanently delete the company. A confirmation window opens; click **OK** to continue or **Cancel** to return.

**Caution: Please use this function with great care.** This cannot be undone. Lawtrac recommends that you only consider deleting a law firm or vendor that was entered due to human error. Only law firms and vendors with no matter assignments and outstanding invoices can be deleted. Inactive firms and vendors are better handled by being released rather than deleted.

| FIRM / VENDOR                      | DELETE  |
|------------------------------------|---|
| A New Opposing Firm                |    |
| A New Unopposing Firm              |    |
| Adminadd                           |    |
| Adminless Firm                     |    |
| An Opposing Vendor Instead Of Firm |    |
| Another Test Firm                  |    |
| Burt & Reynolds                    |    |
| Ehub 1                             |    |
| Figaro Castle                      |    |
| Foreshower Inc                     |    |
| Hello Incorporated                 |    |
| Kelley's Heroes                    |    |
| Legal Staffing Vendors             |    |
| Marching Wader                     |    |
| Mispunctuate                       |   |
| Plutonian Ltd                      |  |
| Reynolds & Reynolds                |  |

Delete a Firm or Vendor

### 1.6.15 Rate Card Settings

System administrators and super users can control which data fields are required for timekeeper profiles.

From **Application Administration**, go to **Firms & Vendors** and select **Rate Card Settings** from the side panel.

| RATE CARDS                              |    |
|---|----|
| <a href="#">Rate Card Settings</a>      | 15 |
| <a href="#">Set Rate Card Approvers</a> | 16 |
| <a href="#">Outstanding Approvals</a>   | 17 |
| <a href="#">Duplicate Rate Cards</a>    | 18 |
| <a href="#">Freeze Rate Card(s)</a>     | 19 |
| <a href="#">Delete Rate Card(s)</a>     | 20 |

[Rate Card Settings Link](#)

## ☐ Rate Card Settings

- **Enable Matter-Level Rate Card**—Enabling matter-level rate cards allows in-house users to set rate cards for individual matters, rather than one rate card for the timekeeper that blankets all associated matters. Turning this option on keeps all other rate card options active.

**Important Note:** Settings for a rate card applied at the matter level take precedence over the settings of an individual timekeeper's or firm's rate card. Matter-level rate cards inherit the firm's currency of preference. Turning this setting off does not change the settings for rate card approval.

- **Matter-Level Rate Card Approval**—
  - Set approval for "Attorney Can Approve" to allow the primary team member of a matter *and* the default rate card approvers to approve the rate card
  - Set approval for "Attorney Only Can Approve" to prevent anyone other than the primary team member from approving matter-level rate cards
  - Set approval for "No Attorney Approval" to retract the attorney's ability to approve the rate card (approval responsibility will be that of the system administrator and two default rate card approvers)

**Note:** If there is no primary person assigned to the matter, the two default approvers approve the rate cards regardless of the settings. Only one person may be assigned to the role of attorney per matter. You can see who holds the "Attorney" position for a matter by clicking the **Legal Team** tab within a matter record and checking the **Role** column. System administrators always have the ability to approve rates, regardless of settings.

| Primary Information | Legal Team    | Document Management | Firms & Vendors | Transaction Records | Routing Slips |
|---------------------|---------------|---------------------|-----------------|---------------------|---------------|
| <b>LEGAL TEAM</b>   |               |                     |                 |                     |               |
| ROLE                | NAME          | TITLE               | PHONE           |                     |               |
| Attorney            | Paul Richmond |                     | 111-555-1212    |                     |               |
| Team Member         | Orchid White  | Manager             | fjfgf           |                     |               |

Who Is in the Attorney Role

**Required Timekeeper Fields**

Turn required timekeeper fields on if you would like to make it mandatory for a timekeeper to supply certain information. A timekeeper's profile cannot be created, and rate cards cannot be saved, unless the information deemed "required" is filled in.

Click **Save** to confirm any changes made.

**RATE CARD SETTINGS**

ENABLE MATTER LEVEL RATE CARD:  ON  OFF

MATTER LEVEL RATE CARD APPROVAL:  ATTORNEY CAN APPROVE  ATTORNEY ONLY CAN APPROVE  NO ATTORNEY APPROVAL

**REQUIRED TIMEKEEPER FIELDS**

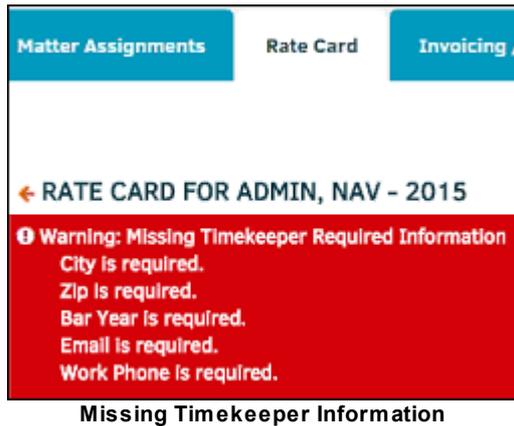
*The following settings make the associated timekeeper information required to submit or edit a rate card.*

|                   |   |
|-------------------|---|
| TITLE             | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| TYPE COUNSEL      | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| EXPERTISE         | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| ADDRESS           | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| CITY              | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| STATE             | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| ZIP               | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| BAR YEAR          | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| EMAIL             | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| WORK PHONE        | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| CELL PHONE        | <input type="radio"/> ON <input checked="" type="radio"/> OFF |
| TIMEKEEPER'S CODE | <input type="radio"/> ON <input checked="" type="radio"/> OFF |

**Save**

Rate Card Settings

- **Timekeeper Missing Information**—When the timekeeper fields are turned "on" to mark the field as required, all current fields are affected as well, and you must enter the information before you can create or edit rate cards for that timekeeper. When editing a current timekeeper's rate card, a notice is displayed if there is missing information:



To add missing information, click the  icon next to **Individual** or **Contact** to add the information marked by a red asterisk, then click **Save**.

### INDIVIDUAL

FIRST NAME: \*

LAST NAME: \*

ADDRESS: \*

CITY: \*

STATE:

ZIP:

BAR YEAR

TIMEKEEPER ID

*\* Required for rate cards*

ADMINISTRATOR: 

### CONTACT

Add Required Information

## 1.6.16 Set Rate Card Approvers

The **Set Rate Card Approvers** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to assign up to two primary approvers for all rate cards.

| RATE CARDS                              |    |
|---|----|
| <a href="#">Rate Card Settings</a>      | 15 |
| <a href="#">Set Rate Card Approvers</a> | 16 |
| <a href="#">Outstanding Approvals</a>   | 17 |
| <a href="#">Duplicate Rate Cards</a>    | 18 |
| <a href="#">Freeze Rate Card(s)</a>     | 19 |
| <a href="#">Delete Rate Card(s)</a>     | 20 |

#### Set Rate Card Approvers Link

Under **Primary Approvers**, select an individual from the "Primary Approver A" and/or "Primary Approver B" drop-down lists. If there is no rate card approver identified for a specific firm/vendor, any rate card needing approval will default to these primaries.

Saved changes are marked with the  icon.

| PRIMARY APPROVERS   |   |
|---------------------|---|
| PRIMARY APPROVER A: | Clerk, Justa    |
| PRIMARY APPROVER B: | McNeil, Charl   |

#### Set Approvers

### 1.6.17 Outstanding Approvals

The **Outstanding Approvals** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to view all unapproved rate cards for a firm/vendor's timekeeper, and approve multiple rate cards at a time.

|   |    |
|---|----|
| <b>RATE CARDS</b>                       |    |
| <a href="#">Rate Card Settings</a>      | 15 |
| <a href="#">Set Rate Card Approvers</a> | 16 |
| <a href="#">Outstanding Approvals</a>   | 17 |
| <a href="#">Duplicate Rate Cards</a>    | 18 |
| <a href="#">Freeze Rate Card(s)</a>     | 19 |
| <a href="#">Delete Rate Card(s)</a>     | 20 |

#### Outstanding Approvals Link

1. Select a fiscal year from the drop-down list.  
If any rate card requests have been made for that year, a list of the firms/vendors that made the request are displayed.
2. Click the name of the firm/vendor to open a list of their timekeepers and amount of unapproved rates at the bottom of the page.
3. Click the name of the timekeeper to view a list of individual and matter-level rate cards.
4. Use the checkboxes to the far right to approve a rate card, and click **Approve Checked** at the bottom of the list.

Rate cards can be created and deleted from within a **Firms & Vendors** page. You can also delete rate cards from **Application Administration** using the **Delete Rate Card(s)** hyperlink.

#### Rate Request Resubmission for Vendors

- It is possible for Collaborati vendor users to resubmit rate requests for a timekeeper/fiscal year combination to Lawtrac, regardless of the rate card's status in Lawtrac.
- The Collaborati vendor user will need to submit a new rate request for the desired timekeeper and fiscal year via Collaborati, and the new rate request will need to be approved in Lawtrac. Once it's approved in Lawtrac, the rates from the new request will override the old rates.
  - The fiscal year on the new rate request must match the fiscal year of the rate request being replaced.
  - If the new rate request is rejected in Lawtrac, the old rate request will stay as-is.
- In versions of Lawtrac prior to 4.2, the Collaborati vendor user may need to take the additional step of first deleting the original rate request in Collaborati, before resubmitting the new rate request from Collaborati to Lawtrac.

### Rate Request Requirements and Conditions

- Each Timekeeper can only submit one rate request per fiscal year.
- Rate requests cannot extend into two fiscal years. For example, a timekeeper cannot submit a rate request from FY17 that extends into FY18.
- When submitting rate requests, the fiscal year submitted *must* match the fiscal year defined in the Lawtrac application.

| TIME KEEPER |  | UNAPPROVED CODES | UNAPPROVED MATTER CODES |
|-------------|--|------------------|-------------------------|
| Admin , Nav |  | 1                | 1                       |

| INDIVIDUAL LEVEL RATE CARD |            |                                |           |        |                |         |
|----------------------------|------------|--------------------------------|-----------|--------|----------------|---------|
| TYPE                       | NAME       | LEDES CODE                     | RATE      | STATUS | EFFECTIVE DATE | APPROVE |
| Timekeeper                 | Admin, Nav | B110 [F]   Case Administration | 400.00/hr |        | 09/09/15       |         |

[Approve Checked](#)

#### Outstanding Rate Cards

### 1.6.18 Duplicate Rate Cards

The **Duplicate Rate Cards** hyperlink in the **Application Administration | Firms & Vendors** sidebar allows site administrators and super users to duplicate an approved rate card for a year where no rate card currently exists. Duplicating a rate card is ideal when you need a rate card for a particular fiscal year that has the same codes as a pre-existing rate card. This way, you can quickly create rate cards without re-entering codes and firm information.

|   |    |
|---|----|
| <b>RATE CARDS</b>                       |    |
| <a href="#">Rate Card Settings</a>      | 15 |
| <a href="#">Set Rate Card Approvers</a> | 16 |
| <a href="#">Outstanding Approvals</a>   | 17 |
| <a href="#">Duplicate Rate Cards</a>    | 18 |
| <a href="#">Freeze Rate Card(s)</a>     | 19 |
| <a href="#">Delete Rate Card(s)</a>     | 20 |

**Duplicate Rate Cards Link**

**To duplicate a rate card:**

1. Select a firm or vendor from the "Select Firm" drop-down list.
2. Select a year from the "Select Year" drop-down list.  
Only fiscal years that contain approved rate cards appear.
3. Select either all employees and firm, firm only, or an administrator from the "Select a Company or Individual" drop-down list.
4. If you are duplicating a matter-level rate card, select "All: Firm & Employees" in the "Select a Company or Individual" drop-down list, then select a matter from the "Select Matter" drop-down list. Otherwise, leave the selection at "---None---".
5. At the top of the rate card list, select a year from the "Set For Fiscal Year" drop-down list and click **Duplicate**.

All rate cards for the selected employees, firm, or administrator are duplicated for the selected fiscal year.

SELECT FIRM: Clark And Parker - (New Metro York, OK)

SELECT YEAR: 2016

SELECT A COMPANY OR INDIVIDUAL: Administrator

DUPLICATING: SET FOR FISCAL YEAR: Select Year Duplicate

**X. Luthor**

| CODE                             | RATE   |
|----------------------------------|--------|
| C007   Successful Admin Services | 100.00 |
| E100   Expenses                  | 100.00 |
| E101   Copying                   | 100.00 |

Duplicate Rate Cards for Fiscal Year

### 1.6.19 Freeze Rate Card(s)

System administrators may freeze a rate card to prevent rate increases during specified periods of time. If rate cards are submitted that fall into the rate card freeze criteria, those rate cards are automatically rejected. This setting allows administrators and super users to stop rate cards from being submitted so approvers do not need to spend time reviewing or approving/rejecting rate cards if it is known that adjustments in rate increases are unnecessary or not allowed. Rates can still be decreased, but if a rate is decreased it cannot be increased back to the original amount until after the freeze expires or is manually terminated.

In addition to freezing an individual's rate cards, rate cards can be frozen at the matter level, so no rate increases are allowed for any rate card for a particular matter; at the law firm level, so no rate increases can be made for all rates from a particular law firm or vendor; and at the global level, so no rate increases can be made in the entire system.

These settings prevent administrators and super users from making increases, as well.

#### Freeze a Rate Card

1. Under the **Firms & Vendors** tab, click **Freeze Rate Card(s)**.

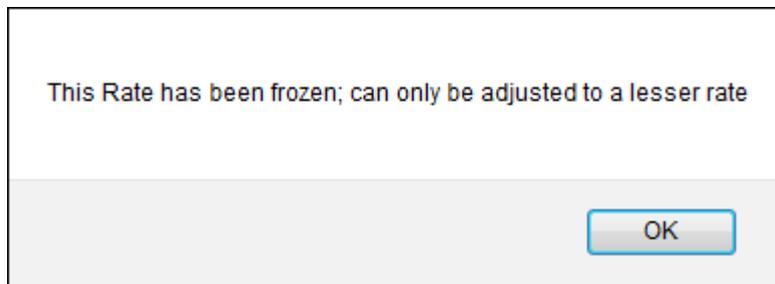
| RATE CARDS              |    |
|-------------------------|----|
| Rate Card Settings      | 15 |
| Set Rate Card Approvers | 16 |
| Outstanding Approvals   | 17 |
| Duplicate Rate Cards    | 18 |
| Freeze Rate Card(s)     | 19 |
| Delete Rate Card(s)     | 20 |

Freeze Rate Card(s) Link

2. Set a start and end date for the rate freeze, but (these settings are not mandatory).

If the End Date is not defined, rate cards are frozen until the freeze is manually removed from the system. If an End Date is defined, the freeze ends the start of the day **after** the End Date.

**Important Note:** Rate card freezes only affect increases. A rate card amount may still be decreased during the freeze period. Any attempt to increase a rate card that meets freeze criteria results in the following message pop-up:



Freeze Rate Card Error Message

3. Select a level at which the rate card is to be frozen by clicking one of the following radio buttons:

Global Level    Firm Level    Matter Level    Individual Level

Freeze Rate Card Level

- **Global Level**—Freeze all rate cards in the Lawtrac application
- **Firm Level**—Freeze all rate cards for a specific law firm or vendor
- **Matter Level**—Freeze a rate card created for a specific matter record
- **Individual Level**—Freeze a rate card created for a specific timekeeper

- Each level has its own set of options from which you may choose:

| Rate Card Level | Freeze Options   |
|-----------------|--|
| Global          | All fields are optional. Freeze all rate cards based on fiscal year, select a start and end date. Global freezes take precedence over all other freeze criteria. If a fiscal year is not defined, all fiscal years are affected.   |
| Firm            | Select a law firm or vendor from the drop-down list (required). Optionally, you can select a fiscal year and only the rate cards for that fiscal year under the firm/vendor are frozen. Select a start and end date. Rate cards frozen at the firm level include <b>all</b> timekeeper rate cards.   |
| Matter          | Select a matter record (required). Optionally, you can select a fiscal year, a firm/vendor, and an individual (timekeeper). Selecting additional options besides matter record opens more options for the rate card freeze, and these new options narrow the criteria. For example, if you select a firm/vendor for a matter-level rate card freeze, the matter-level rate cards for all other firm/vendors assigned to that matter record are <b>not</b> frozen. If the selected firm/vendor has other rate cards in their system, only the ones associated to the matter are affected. |
| Individual      | Select a firm, then select an individual from the drop-down lists (required). Optionally, you can select a fiscal year and start/end date(s). If a fiscal year is selected, only the rate cards assigned to that timekeeper for the selected fiscal year are frozen.   |

The **Freeze Rate Card(s)** page displays how many rate cards meet the freeze criteria; this number adjusts as you select more options.

GLOBAL LEVEL  
  FIRM LEVEL  
  MATTER LEVEL  
  INDIVIDUAL LEVEL

YEAR (optional) 6 Rate Cards match your criteria

2006

START DATE (optional)      END DATE (optional)

**Criteria Match Amount**

- Use the icons to select start and end dates if necessary, then click **Freeze Rate Card**.

Frozen rate cards appear at the bottom of the page, and the selections are shown under their corresponding columns (i.e. law firm/vendor names appear under the **Firm/Vendor** column for firm-level rate card freezes; Matter numbers appear under the **Matter** column for matter-level rate card freezes).

|  | FIRM/VENDOR          | MATTER                      | INDIVIDUAL          | FY   | START DATE | END DATE   |
|---|----------------------|-----------------------------|---------------------|------|------------|------------|
| <input type="checkbox"/>  | Rate Freeze Firm 1   | All                         | All                 | 2015 | None       | None       |
| <input type="checkbox"/>  | Ashare Holdings      | All                         | All                 | 2007 | None       | None       |
| <input type="checkbox"/>  | Rock Star Associates | ADM-001002 - Mariner Matter | Hub, eBilling       | 2004 | 10/24/2015 | None       |
| <input type="checkbox"/>  | Mcneil Associates    | All                         | McNeilOC, CharlesOC | All  | None       | 05/19/2017 |
| <input type="checkbox"/>  | Check/Uncheck All    |                             |                     |      |            |            |
| <a href="#">Delete</a>  |                      |                             |                     |      |            |            |

Un-Freeze Rate Card

### Undo a Rate Card Freeze

1. Click the checkboxes of the rate cards to be unfrozen.
2. Click **Delete**.

Rate card logs, located in **Application & Database | Rate Card Logs**, track the history of frozen rate cards, including the name of the individual who initiated the freeze, the criteria for the freeze, indication of whether the rate freeze expired automatically or manually, and the time and date the action occurred.

## 1.6.20 Delete Rate Card(s)

The **Delete Rate Card(s)** hyperlink in the **Firms & Vendors** sidebar allows site administrators and super users to select rate cards for deletion that are associated to individual employees within a firm by fiscal year.

| RATE CARDS                              |    |
|---|----|
| <a href="#">Rate Card Settings</a>      | 15 |
| <a href="#">Set Rate Card Approvers</a> | 16 |
| <a href="#">Outstanding Approvals</a>   | 17 |
| <a href="#">Duplicate Rate Cards</a>    | 18 |
| <a href="#">Freeze Rate Card(s)</a>     | 19 |
| <a href="#">Delete Rate Card(s)</a>     | 20 |

Delete Rate Card(s) Link

To delete a rate card:

1. Select a firm or vendor from the "Select Firm" drop-down list.
2. Select a year from the "Select Year" drop-down list.

Only years with associated rate cards appear.

3. Select a timekeeper from the "Select an Individual" drop-down list.

Only timekeepers with rate cards assigned to them appear.

4. If you are deleting a matter-level rate card, select a matter from the "Select Matter" drop-down list. Otherwise, leave the selection at "---None---".

**Note:** You may need to select a timekeeper before you can select a matter.

A list of all rate cards for the selected individual are displayed by rate card code.

Click the  icon to delete a rate card, and then click **OK** in the confirmation window. To delete all rate cards at once, click **Here** (highlighted below).

SELECT FIRM:

SELECT YEAR:

SELECT INDIVIDUAL:

SELECT MATTER:

SELECT RECORD TO DELETE To Delete All Click [HERE](#)

| CODE | RATE     | DATE     | APPROVED | DEL   |
|------|----------|----------|----------|---|
| E100 | 2,014.00 | 05/30/15 | ✔        |  |
| E101 | 2,014.00 | 05/30/15 | ✔        |  |

Delete a Rate Card

## 1.7 Chapter 5: Parties/Entities

The **Parties & Entities** tab in **Application Administration** opens a set of hyperlinks controlling the Parties & Entities module. A Party is typically an individual with either a direct relationship to a matter record, or an indirect relationship through an Entity. An Entity is typically a company, or a group of individuals, with a direct relationship to a matter record.

|   |   |
|---|---|
| <b>PARTIES &amp; ENTITIES</b>               |   |
| <a href="#">Party &amp; Entity Switches</a> | 1 |
| <b>PARTIES</b>                              |   |
| <a href="#">Party Types</a>                 | 2 |
| <a href="#">Standard Captions</a>           | 3 |
| <a href="#">Delete Party</a>                | 4 |
| <b>ENTITIES</b>                             |   |
| <a href="#">Entity Types</a>                | 5 |
| <a href="#">Delete Entity</a>               | 6 |
| <a href="#">Your Company</a>                | 7 |

Parties & Entities Sidebar

### Party & Entity Switches

The **Party & Entity Switches** hyperlink in the **Parties & Entities** sidebar allows users to turn a party or entity module on or off.

- —Feature or permission is enabled
- —Feature or permission is disabled

One module must always be turned on. Click the green/red indicators to turn the modules on/off.



Turn a Party/Entity Module On or Off

**Additional Options:**

| Page                        | Function   |
|-----------------------------|--|
| <a href="#">Party Types</a> | Adjust the type of parties that appear in the drop-down list when adding a member to a matter. |

| Page                     | Function   |
|--------------------------|--|
| <b>Standard Captions</b> | Caption the "extra" fields on the party table for the <b>Extra Information</b> page within a party's profile page. |
| <b>Delete Party</b>      | Delete a party from the database who is not assigned to a matter.  |
| <b>Entity Types</b>      | Adjust the type of entities that appear in the drop-down list when adding a member to a matter.                    |
| <b>Delete Entity</b>     | Delete an entity who has no matter records, or retire an entity.   |
| <b>Your Company</b>      | Identify which entity record represents your company.  |

### 1.7.1 Parties

A party is an individual while an entity identifies a company, location, group (such as a union), or an abstract article. The hyperlinks in the **Parties** sidebar allows users to manage the **Party** module.

|                                   |   |
|-----------------------------------|---|
| <b>PARTIES</b>                    |   |
| <a href="#">Party Types</a>       | 2 |
| <a href="#">Standard Captions</a> | 3 |
| <a href="#">Delete Party</a>      | 4 |

Parties Sidebar

#### **A Party can be:**

- A subordinate individual to one or more entities
- An individual who can be associated to a matter but who is not associated to an entity

For additional information, please refer to the *Parties/Entities* section of the *Lawtrac User Guide*.

#### 1.7.1.1 Party Types

The **Party Types** hyperlink under **Parties** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to adjust the types of parties that appear in the drop-down list when adding a member to a matter. Identifying party members help establish what relationship the individual has with a matter record. For example, while a party (or person) may be in your system only once, they may be a witness on one matter record and a plaintiff in another.

| PARTIES                           |   |
|-----------------------------------|---|
| <a href="#">Party Types</a>       | 2 |
| <a href="#">Standard Captions</a> | 3 |
| <a href="#">Delete Party</a>      | 4 |

Party Types Link

- Edit the party types by clicking the  icon and typing in the text box. Click **Save Change**.

| ACTIVE CATEGORIES                      |   | x Expert               |   |
|--|---|------------------------|---|
| <a href="#">Add New One</a>            |  | Expert                 |  |
| <a href="#">Adjuster</a>               |  | Guarantor              |  |
| <a href="#">Agent</a>                  |  | Investigator           |  |
| <a href="#">Billing Representative</a> |  | Investor               |  |
| <a href="#">Branch Manager</a>         |  | Litigation Coordinator |  |
| <a href="#">Broker</a>                 |  | Non Employee           |  |
| <a href="#">Claimant</a>               |  | Partner                |  |
| <a href="#">Contact</a>                |  | Plaintiff              |  |
| <a href="#">Court Contact</a>          |  | Requestor              |  |

Category Name:

[Save Change](#)

 Retire Category

Edit Party Type

**Add a Party Type**

1. Enter the party type in the "New Category" text box below the list of active categories.
2. Click **Add**.

**ADD NEW CATEGORY**

New Category:

[Add](#)

[View Retired](#)

Add New Party Type

**Retired Categories**

- To retire a party type, click  **Retire Category**. Retired party types are no longer available for use on any new or updated matter records.
- To see all retired party types, click **View Retired** located under **Add New Category**.

Retired categories can be reinstated. **To reactivate a retired category:**

1. Click **View Retired**.

2. Click the  icon.
3. Select the  icon.

### 1.7.1.2 Standard Captions

The **Standard Captions** hyperlink under **Parties** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to caption the "extra" fields on the party table. Standard captions are used for the **Extra Information** page within a parties' profile page.



| PARTIES                  |   |
|--------------------------|---|
| Party Types              | 2 |
| <b>Standard Captions</b> | 3 |
| Delete Party             | 4 |

Captions Links

To edit a caption, type directly into the text box and press the **[Tab]** button on your keyboard or click your mouse anywhere outside the text box.

To leave a field without a caption, make sure the text box is blank.

- —Caption is not in use
- —Changes have been saved
- —No changes were made

| CAPTION     | VALUE  |                                  |
|-------------|--|----------------------------------|
| CAPTION 01: | <input type="text" value="Preferred Name"/>    | <input checked="" type="radio"/> |
| CAPTION 02: | <input type="text" value="Best time to call"/> | <input type="radio"/>            |
| CAPTION 03: | <input type="text" value="Number 3"/>          | <input type="radio"/>            |
| CAPTION 04: | <input type="text" value="Alternate Phone"/>   | <input type="radio"/>            |
| CAPTION 05: | <input type="text" value="Home Phone"/>        | <input type="radio"/>            |
| CAPTION 06: | <input type="text" value="Work Phone"/>        | <input type="radio"/>            |
| CAPTION 07: | <input type="text" value="Mobile Phone"/>      | <input type="radio"/>            |
| CAPTION 08: | <input type="text" value="Email"/>             | <input type="radio"/>            |
| CAPTION 09: | <input type="text" value="Fax Number"/>        | <input type="radio"/>            |
| CAPTION 10: | <input type="text" value="Ten"/>               | <input type="radio"/>            |
| DATE 01:    | <input type="text" value="Initial Contact"/>   | <input type="radio"/>            |
| DATE 02:    | <input type="text" value="Last Contact"/>      | <input type="radio"/>            |
| DATE 03:    | <input type="text" value="Date3"/>             | <input type="radio"/>            |
| DATE 04:    | <input type="text"/>                           | <input checked="" type="radio"/> |
| DATE 05:    | <input type="text"/>                           | <input checked="" type="radio"/> |

Standard Captions

### 1.7.1.3 Delete Party

The **Delete Party** hyperlink under **Parties** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to delete a party from the database only if they are not assigned to any matter.

| PARTIES                           |   |
|-----------------------------------|---|
| <a href="#">Party Types</a>       | 2 |
| <a href="#">Standard Captions</a> | 3 |
| <a href="#">Delete Party</a>      | 4 |

Delete Party Link

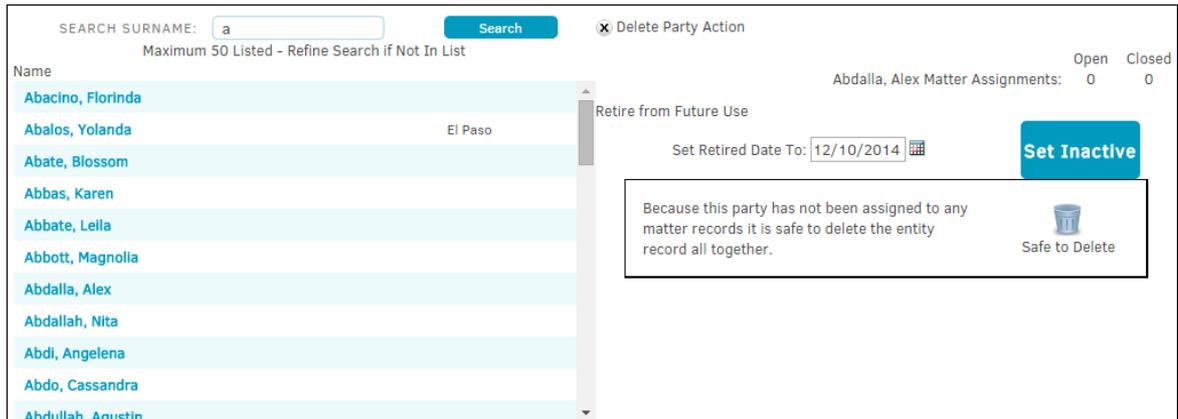
1. Enter a name or letter by which to search in the "Search Surname" text box and click **Search**. There is a minimum character requirement of one.
2. Select a name from the displayed list.

The party's open and closed matter assignments are displayed; if there are none open, you have the option to delete the party by clicking the  icon at the bottom.

Whether or not a party has open matter assignments, the party can still be retired from future use.

3. In the "Set Retired Date To" text box, click the  icon to select a date.
4. Click **Set Inactive**.

**Important note:** Even if the retired date is set in the future, the party is still immediately removed from the active party list.



Delete a Party

## 1.7.2 Entities

Entities are groups of individuals, business units, locations, etc. The hyperlinks under **Entities** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to manage the **Entities** module.

| ENTITIES                      |   |
|-------------------------------|---|
| <a href="#">Entity Types</a>  | 5 |
| <a href="#">Delete Entity</a> | 6 |
| <a href="#">Your Company</a>  | 7 |

Entities Sidebar

### **An Entity can be:**

- An external company
- A subordinate company within the corporation using the Lawtrac application
- An identified class of litigants

For additional information, please refer to the *Parties/Entities* section of the *Lawtrac User Guide*.

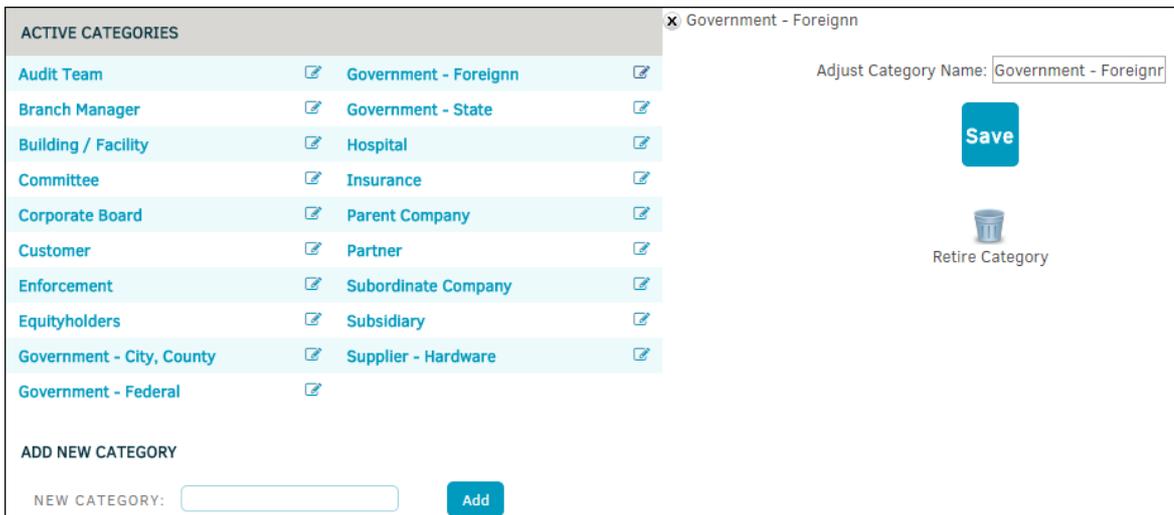
### 1.7.2.1 Entity Types

The **Entity Types** hyperlink in the **Entities** sidebar allows site administrators to adjust the type of entities that appear in the drop-down list when adding a member to a matter. Identifying entity members may help establish what relationship the individual has with a matter record.



Entity Types Link

- To edit an entity type click on the name of the entity or the  icon and type in the "Adjust Category Name" text box. Click **Save** to confirm changes.
- To add new entity types, type the entity type name in the "New Category" text box and click **Add**.



Edit Entity Type

#### Retired Entity Categories

Retired entity types can be seen by clicking the **Display Retired** button on the right.

To retire an entity type, click on the name of an entity and click  **Retire Category**. Retired entity types are no longer available for use on any new or updated matter records.

Retired categories can be reinstated. **To reactivate a retired category:**

1. Click **View Retired**.
2. Click the  icon.

3. Select the  icon.

### 1.7.2.2 Delete Entity

The **Delete Entity** hyperlink under **Entities** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to delete an entity with no matter records, or retire an entity.

| ENTITIES      |   |
|---------------|---|
| Entity Types  | 5 |
| Delete Entity | 6 |
| Your Company  | 7 |

Delete Entity Link

#### Active Entities

1. Click the name of an entity in the **Active Entities** list. The open and closed matter assignments are displayed; if there are none open, you have the option to delete the entity

by clicking the  icon at the bottom.

Whether or not an entity has open matter assignments, they can still be retired from future use.

2. In the "Set Retired Date To" text box, click the  icon to select a date, then click **Set Inactive**.

**Important note:** Even if the retired date is set in the future, the entity is still removed from the active party list.

View inactive entities by clicking the **List Inactive Entities** at the bottom of the page.

The screenshot shows the 'ACTIVE ENTITIES' section with a list of entities: 'Ent T. Tree', 'Herb', and 'Underwriter 1'. The 'Underwriter 1' entity is selected. On the right, there are statistics for 'Underwriter 1 Matter Assignments: Open 0, Closed 0'. Below this, there is a 'Retire from Future Use' section with a date picker set to '12/28/2015' and a 'Set Inactive' button. A message box states: 'Because this entity has not been assigned to any matter records it is safe to delete the entity record all together.' with a 'Safe to Delete' button. At the bottom left, there is a 'List Inactive Entities' button.

Delete an Entity

**Retired Entities**

View inactive entities by clicking the **List Inactive Entities** at the bottom of the page.

Click on the name of an entity. Opened and closed matter assignments are displayed; if there

are none open, you have the option to delete the entity by clicking the  icon at the bottom.

Click the  icon to reactivate the entity.

The screenshot shows the 'RETIRED ENTITIES' section with a list of entities including 'Access Board', 'asdfsadfsdf', 'Court of Appeals for the Armed Forces', 'Court of Appeals for the Federal Circui', 'Court of Appeals for Veterans Claims', 'Eastern Control Board', 'Fair Housing and Equal Opportunity', 'Federal Library and Information Center', 'General Services Administration (GSA)', 'Geological Survey', 'HERCULES HEADQUARTERS-65478001', 'Jamal Flusenhorp', 'Judicial Circuit Courts of Appeal', and 'Mississippi River Commission'. The 'Fair Housing and Equal Opportunity' entity is selected. On the right, there are statistics for 'Fair Housing and Equal Opportunity Matter Assignments: Open 0, Closed 0'. Below this, there is a 'Retire from Future Use' section with a date picker set to '08/14/2014' and a 'Set Inactive' button. A message box states: 'This entity can be reactivated.' with a 'Reactivate' button. Another message box states: 'Because this entity has not been assigned to any matter records it is safe to delete the entity record all together.' with a 'Safe to Delete' button. At the bottom left, there is a 'List Active Entities' button.

Activate an Entity

### 1.7.2.3 Your Company

The **Your Company** hyperlink under **Entities** in the **Application Administration | Parties & Entities** sidebar allows site administrators and super users to identify which entity record represents your company. This saves time in adding your company as an entity to matter, etc. Please note that only one can be set.

Select an entity from the drop-down list and click **Save**.



The screenshot shows a sidebar menu titled 'ENTITIES'. It contains four items: 'Entity Types' with a count of 5, 'Delete Entity' with a count of 6, and 'Your Company' with a count of 7. The 'Your Company' item is highlighted with a red rectangular box.

| ENTITIES            |   |
|---------------------|---|
| Entity Types        | 5 |
| Delete Entity       | 6 |
| <b>Your Company</b> | 7 |

Your Company Link

## 1.8 Chapter 6: Matter Maintenance

**Matter Maintenance** allows site administrators and super users to adjust settings for the Matter Module.

To access **Matter Maintenance**, click the **My Lawtrac** tab at the top of the Lawtrac home page and select **Application Administration**.

| MATTER MAINTENANCE            |    |
|-------------------------------|----|
| Legal Hierarchy Maintenance   | 1  |
| Product/s: Review / Modify    | 2  |
| Product/s: Maintenance        | 3  |
| Department/s: Review / Modify | 4  |
| Department/s: Maintenance     | 5  |
| Matter Numbers                | 6  |
| Text Categories               | 7  |
| Status Maintenance            | 8  |
| Venue Maintenance             | 9  |
| Area of Law Maintenance       | 10 |
| Priority Maintenance          | 11 |
| Outcome Type Maintenance      | 12 |
| Default Matter Messages       | 13 |
| Calendar Categories           | 14 |
| Checklist Maintenance         | 15 |
| Legal Hold                    | 16 |
| Temporary Matter Data         | 17 |
| Delete Matter Record          | 18 |
| Matter Printables             | 19 |
| Scripts                       | 20 |

**Matter Maintenance Sidebar**

**Matter Maintenance Options:**

| <b>Page</b>                         | <b>Function</b>  |
|-------------------------------------|--|
| <b>Legal Hierarchy Maintenance</b>  | Assign multiple levels to categories which can operate either as linked or unlinked hierarchies.   |
| <b>Product: Review/Modify</b>       | Add or modify categories with export codes on the product level.   |
| <b>Product: Maintenance</b>         | Run scripts on the product level that scrub current data in order to assign a single listed category as primary.   |
| <b>Business Unit: Review/Modify</b> | Add or modify categories with export codes on the division or department level.  |
| <b>Business Unit: Maintenance</b>   | Run scripts on the division or department level that scrub current data in order to assign a single listed category as primary.                              |
| <b>Matter Numbers</b>               | Modify or add new matter sequences to your Lawtrac database. View the next available number in the sequence and its assigned security group.                 |
| <b>Text Categories</b>              | Adjust the settings for matter text categories.  |
| <b>Status Maintenance</b>           | Add, reorder, or retire categories for reports with regards to all records in your Lawtrac database.   |
| <b>Court Maintenance</b>            | Manage categories that indicate a court, jurisdiction, arbitration, or other third party/entity of a matter record that has direct influence on the outcome. |
| <b>Area of Law Maintenance</b>      | Manage categories that aid in the organization of the information in your Lawtrac database. Categories here are used within a matter's area of law page.     |
| <b>Priority Maintenance</b>         | Identify the importance of individual matter activities when compared to others your staff is working on.  |
| <b>Outcome Type Maintenance</b>     | Add and edit matter outcome types.   |
| <b>Calendar Categories</b>          | Add and edit calendar event categories.  |

| Page                         | Function   |
|------------------------------|--|
| <b>Checklist Maintenance</b> | Edit or add checklist questions and answers for the matter types in your database. |
| <b>Temporary Matter Data</b> | View and/or delete the temporary data of a matter record.                          |
| <b>Delete Matter Record</b>  | Delete a matter record.  |

### 1.8.1 Legal Hierarchy Maintenance

The **Legal Hierarchy Maintenance** hyperlink in the **Matter Maintenance** sidebar allows categories to have multiple levels which can operate either as linked or unlinked hierarchies.



Legal Hierarchy Maintenance Link

- **View Issues**—See an overview of matter issues across all matter types; click **Manage Categories** to return to the main page
- —View all options
- —View and edit subcategories
-  **Retire Category**—Retire the category

**Important Note:** If the category is in use by **Approval Chain** or **Invoice Handlers**, you cannot retire the category.

**Options:**

| Selection                  | Purpose   |
|----------------------------|---|
| Name                       | Enter a name for the category.  |
| Code                       | Label the category with an export code (optional).  |
| <b>Captions</b>            | Edit the title of a caption and turn access to captions on  or off  .   |
| <b>Requirements</b>        | Mark an item as required on a matter record, hide/disable an item during the matter creation process, or opt to keep a record from being closed unless completed.   |
| <b>Category Connectors</b> | Connect administration to a category so it displays on the matter menu.   |
| <b>Contract/ Agreement</b> | Enter the contract information to be displayed on a matter labeled as Contract or Agreement.  |
| <b>Workflow</b>            | Delete a workflow step with  , or add a new workflow target by using the text boxes and clicking <b>Add New Target</b> . The  icon indicates if the work flow target is automatically added to new records. Click  to turn this function "off".    |
| <b>Patent/ Trademark</b>   | Edit data fields that will interact with your matter calendar.  |
| <b>Self Service</b>        | Add individuals to the list of notification recipients for self-service administration.   |
| <b>Screen Lay-out</b>      | Select <b>Turn On</b> to display a module,  to move most important options to the top,  to move an option down, or  to turn display off.   |
| <b>Folder Sets</b>         | <p>The folder sets that appear here are automatically created for any future matter added under that specific category. You can find the associated folders in the Files &amp; Folders section of a matter record.</p> <p>Update current folders by typing in the text box and click <b>Update</b>, or add a new folder by typing the name in the empty text box and click <b>Save</b>. Click  to delete folder.</p> |
| <b>Finance Captions</b>    | Name finance types for the matter finance screen. Click <b>Save</b> to confirm and update.  |

### 1.8.1.1 Subcategories

From within **Legal Hierarchy Maintenance** of the **Matter Maintenance** tab in **My Lawtrac | Administrative Applications**, click the  to the right of the category name to view and edit subcategories.



Legal Hierarchy Maintenance Subcategories

- —Change the subcategory name and code, and click **Save** to confirm changes
- —Retire the category
- **Retired List**—View retired categories
- **Add New Category**—Add a subcategory; enter a name and code in the text boxes, then click **Save**

### 1.8.1.2 Matter Requirements

From within the **Legal Hierarchy Maintenance** page, you can mark certain fields as "required" for users to complete when creating a matter. Requirements affect the **Classification** of a matter (for example, if a user selects the classification of "Administration" for a new matter, it must adhere to those requirements, which may differ from the requirements of a "Contract" classified matter).

First, click on a category name, then click the **Requirements** hyperlink to the right.



The requirements page has three options for data fields:

- **Req**—Marks the field as required data. Users **MUST** include this data in order to save their work.
- **Skip**—Hide the field from the **Add New Matter** steps.
- **Close**—Users cannot close the record unless complete.

For any of the fields listed under **Categories** and **Matter Data Items**, click a toggle button to turn the action "on" (●) or "off" (●). Certain fields cannot be skipped or closed.

**Important Note:** If a site administrator makes items required and hidden, users will experience ColdFusion errors when clicking on the links to these hidden items. In order to avoid this error, it is best practice to communicate with Lawtrac user's which categories are both required and hidden, or avoid selecting both switches.

Use the scroll bar on the right to view all options.



### 1.8.1.3 Captions

To edit captions, first select a category from the **Application Administration | Matter Maintenance | Legal Hierarchy Maintenance** page. If necessary, navigate the sub-levels to locate the appropriate category.

From the maintenance section, select **Captions**.



Text fields under the **Caption** column can be adjusted to reflect the caption titles of your choice. Under the **Access** Column, determine whether the caption is displayed to users. Changes are saved automatically, as indicated by the  icon.

- —The caption is enabled
- —The caption is disabled

**Note:** "UDC" is simply an abbreviation for "User Definable Caption".



## 1.8.2 Product: Review/Modify

The **Product: Review/Modify** hyperlink in the **Matter Maintenance** sidebar allows site administrators to add or modify categories with export codes on the product level. Product category names are used when creating new matter records.

If your categories have multiple levels, use the numbered buttons at the top of the screen to "jump" to that specific level.

1 2 3 4 5 6

RESULTS PER LEVEL: 25

LEVEL 1

| CATEGORY NAME          | EXPORT CODE | RETIRE |
|------------------------|-------------|--------|
| Confounding Products   |             | Save   |
| MW PRODDDD             |             | Save   |
| PRODUCTSSS             | PROD        | Save   |
| Russification Products |             | Save   |

Display Level 1 Retired Categories

ADD NEW LEVEL 1 PRODUCT/S CATEGORY:   Save

**Product Management**

Under **Category Name** and **Export Code**, you can take the following actions:

- Change the category name by typing directly into the text boxes, then click **Save**. The export code category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.
- Delete the category name and export code by clicking the icon. **Important Note:** If the product is in use by **Approval Chain** or **Invoice Handlers**, you will not be able to retire or delete the product.
- View a category's subcategories by clicking the icon. *For unlinked levels, there is no drill down , but you have an option to create a new one.*

**Add New Product Category**

1. Type a name and code into the corresponding text boxes under **Add New**.
2. Click **Save**.

**Retired Product Categories**

View retired categories by clicking **Display Retired Categories** at the bottom, and click **Activate** to reinstate the category and export code.

LEVEL 1

| CATEGORY NAME          | EXPORT CODE | RETIRE               |
|------------------------|-------------|----------------------|
| Confounding Products   |             | Save <b>Activate</b> |
| Russification Products |             | Save Activate        |

**Activate an Inactive Category and Export Code**

### 1.8.2.1 Advanced Settings

From the **Product: Review/Modify** page in the **Matter Maintenance** sidebar, click **Open Advanced Settings**. From here, each level of product category can be given a specific name to be used by site administrators or super users.

- —The levels are linked
- —The levels are unlinked

**APPLICATION ADMINISTRATORS ONLY**

**Master Settings:**

MAXIMUM NUMBER OF LEVELS:

LINK THE LEVELS:  YES

|             |                                       |     |
|-------------|---------------------------------------|-----|
| 1ST LEVEL:  | <input type="text" value="Service"/>  | set |
| 2ND LEVEL:  | <input type="text" value="Product1"/> | set |
| 3RD LEVEL:  | <input type="text" value="Three"/>    | set |
| 4TH LEVEL:  | <input type="text" value="Four"/>     | set |
| 5TH LEVEL:  | <input type="text" value="Five"/>     | set |
| 6TH LEVEL:  | <input type="text" value="Six"/>      | set |
| 7TH LEVEL:  | <input type="text" value="Seven"/>    | set |
| 8TH LEVEL:  | <input type="text" value="Eight"/>    | set |
| 9TH LEVEL:  | <input type="text" value="Nine"/>     | set |
| 10TH LEVEL: | <input type="text" value="Tens"/>     | set |

#### Open Advanced Settings

1. Set the maximum number of levels in the text box directly under **Master Settings**, no more than 10 as maximum. Type directly into the text box and click **Set**.
2. Click the colored indicator under **Link the Levels** to enable it or disable it.

**Note:** When levels are unlinked, all added products will be included in drop-down menus for each matter regardless of type. Therefore, the lists can get quite long, so careful consideration should be given when adding new products.

3. Set names to each level by typing into the appropriate text box. Click anywhere outside the text box after entry to save changes.

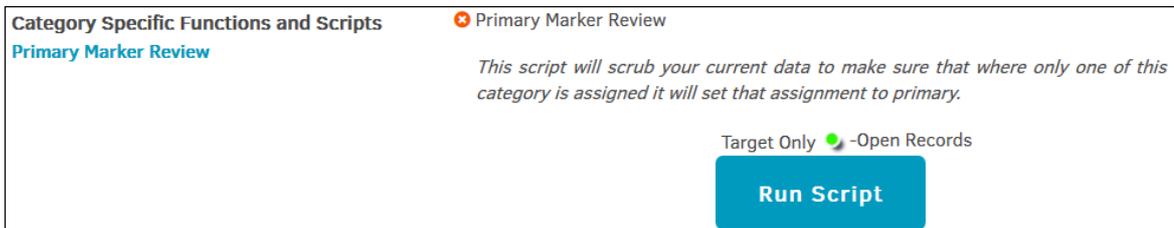
### 1.8.3 Product: Maintenance

The **Product: Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators or super users to run scripts on the product level that scrub current data and assigns a single listed category as primary.



Product: Maintenance Link

Click **Primary Marker Review**, then click **Run Script**. You can run all scripts, or select the color indicator above the button to only run open  or closed  records.



Category Specific Functions and Scripts

### 1.8.4 Department: Review/Modify

The **Department: Review/Modify** hyperlink in the **Matter Maintenance** sidebar allows site administrators to add or modify categories with export codes on the business unit/division level.



Division: Review/Modify Link

Under **Category Name** and **Export Code**, take the following actions:

- Change the category name or code by typing directly into the text boxes under **Category Name** and **Export Code**, then click **Save**. The export code category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.
- Delete the category name and export code by clicking the  icon. Once deleted, these categories can be reactivated by going to **Display Retired Categories** and clicking **Activate**.  
**Important Note:** If the department is in use by **Approval Chain** or **Invoice Handlers**, you are not able to retire or delete the business unit.
- View subcategories by clicking the  icon. *For unlinked levels, there is no drill-down  icon, but you have an option to add a new sub-level category.*

#### Add New Department Category

1. Type a name and code into the corresponding text boxes under **Add New**. You can add a new department for different levels.
2. Click **Save**.

RESULTS PER LEVEL: 25

LEVEL 1

| CATEGORY NAME     | EXPORT CODE |      | RETIRE | DOWN |
|-------------------|-------------|------|--------|------|
| DEPARTMENT REVIEW | DEPT        | Save |        |      |
| Flamefish         |             | Save |        |      |
| Swimmer           |             | Save |        |      |

Display Level 1 Retired Categories

ADD NEW LEVEL 1 DEPARTMENT/S CATEGORY:

Save

Division Category List

### 1.8.4.1 Advanced Settings

From the **Department: Review/Modify** page in the **Matter Maintenance** sidebar, click **Open Advanced Settings**.

- The levels are linked
- The levels are unlinked

APPLICATION ADMINISTRATORS ONLY

Master Settings:

MAXIMUM NUMBER OF LEVELS:  **Set**

LINK THE LEVELS: YES

1ST LEVEL:

2ND LEVEL:

3RD LEVEL:

4TH LEVEL:

5TH LEVEL:

6TH LEVEL:

Advanced Settings

- Set the maximum number of levels in the text box directly under **Master Settings**, no more than 10 as maximum. Type directly into the text box and click **Set**.
- Click the colored indicator under **Link the Levels** to enable it or disable it.

**Note:** When levels are unlinked, all added departments will be included in drop-down menus for each matter regardless of type. Therefore, the lists can get quite long, so careful consideration should be given when adding new departments.

- Set names to each level by typing into the appropriate text box. Click anywhere outside the text box after entry to save changes.

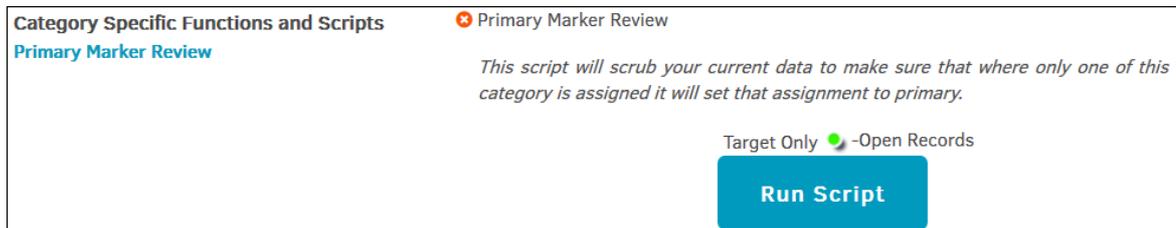
### 1.8.5 Department: Maintenance

The **Department: Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators to run scripts on the business unit level that scrubs current data and assigns a single listed category as primary.



Division: Maintenance Link

Click **Primary Marker Review**, then click **Run Scripts**. You can run all scripts, or select the color indicator above the button to only run open  or closed  records.



Category Specific Functions and Scripts

### 1.8.6 Matter Numbers

The **Matter Numbers** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to modify or add new matter sequences to your Lawtrac database. You can also see the next available number in the sequence and its assigned security group.

|                                |           |
|--------------------------------|-----------|
| <b>Matter Numbers</b>          | <b>6</b>  |
| <b>Text Categories</b>         | <b>7</b>  |
| <b>Status Maintenance</b>      | <b>8</b>  |
| <b>Venue Maintenance</b>       | <b>9</b>  |
| <b>Area of Law Maintenance</b> | <b>10</b> |
| <b>Priority Maintenance</b>    | <b>11</b> |

#### Matter Numbers Link

- ✍️—Adjust the prefix name or number of a matter sequence; in the prefix details on the right, change the details in the text boxes and click **Save Changes**
- 🗑️—Retire the prefix
- Restrict the use of prefix use by security group or type by selecting one of the hyperlinks and clicking all toggle switches to turn the group or type "on"  or "off" 
- 🔄—Reinstate retired prefixes

| PREFIX         | START | NEXT | EDIT  |
|----------------|-------|------|---|
| ADM            | 1     | 001  |  |
| CON            | 1     | 001  |  |
| LAW            | 1     | 005  |  |
| LIT            | 1     | 001  |  |
| MAT            | 1     | 000  |  |
| <b>Retired</b> |       |      |   |
| r              | 1     | 12   |  |

Click  to activate.  
[Refresh](#)

**PREFIX: LAW**

PREFIX:  NEXT NUMBER:

**Save**

[Restrict Use by Security Group](#)

[Restrict Use by Type](#)

[Retire Prefix](#)

#### Modify Prefix

#### 1.8.6.1 Add New Prefix

- From the **Matter Numbers** page in the **Matter Maintenance** sidebar, enter the desired prefix and the number to start with (if needed) in the "Add New Prefix" text box.
- Click **Next**.
- Assign the "Next" number in the corresponding text fields and choose whether to restrict use by type or security group.
- Click **Save Changes** when finished.

The new sequence appears in the listing.

Matter prefixes may have a set sequence length.

For example, the sequence length in the screenshot below is three, so the sequence numbers displayed in the **Next** column always default to three characters, *unless* the amount typed into the "Next Number" data field is longer than three characters.

Suppose the sequence length is set to five, and a super user types "12" as the next number; the **Next** column displays "00012". If the super user changes the next number to "123456", the **Next** column displays "123456".

#### To change sequence length:

Type a new number in the "Set Sequence Length to" text box, then click **Set**. Results are reflected immediately in the Prefix table. Retired prefixes are not affected.

| PREFIX         | START | NEXT    | EDIT |
|----------------|-------|---------|------|
| ADM            | 1     | 001     |      |
| CON            | 1     | 001     |      |
| LAW            | 1     | 005     |      |
| LIT            | 1     | 1234567 |      |
| MAT            | 1     | 000     |      |
| <b>Retired</b> |       |         |      |
| r              | 1     | 12      |      |

Prefix settings are used to aid in data organization. The longest a number can be is 30 characters<sup>1</sup>, so this must be kept in mind so you don't create any prefixes that are too long.

AUTO SEQUENCING IS ON

ADD NEW PREFIX

SET SEQUENCE LENGTH TO

Click to activate. [Refresh](#)

Add a Prefix

### 1.8.7 Text Categories

The **Text Categories** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to adjust the settings for matter text categories.

|                                |    |
|--------------------------------|----|
| <b>Matter Numbers</b>          | 6  |
| <b>Text Categories</b>         | 7  |
| <b>Status Maintenance</b>      | 8  |
| <b>Venue Maintenance</b>       | 9  |
| <b>Area of Law Maintenance</b> | 10 |
| <b>Priority Maintenance</b>    | 11 |

Text Categories Link

Each category has a switch that sets the category as default (**Default** column), grants key personnel access (**KP Access**), and manages the level of access for outside counsel (**OC Access**).

Click the switch or number that corresponds with the access you wish to allow; changes are saved automatically.

- —Set the outside counsel security
- —Key Personnel access is enabled
- —Key Personnel access is disabled
- **1**—Outside counsel may view and edit this category
- **2**—Outside counsel may view and edit the category if they are the author
- **3**—Outside counsel may view this category, but not add/edit
- **4**—Outside counsel is not able to view

| CATEGORY   | KP ACCESS   | OC ACCESS |
|--|---|-----------|
|  Correspondence       |  | 1 2 3 4   |
|  Description          |  | 1 2 3 4   |
|  Discovery            |  | 1 2 3 4   |
|  Invoice Instructions |  | 1 2 3 4   |
|  Outcome Notes        |  | 1 2 3 4   |
|  Status               |  | 1 2 3 4   |

**Edit Text Category**

CATEGORY NAME:

**Save**

**Outside Counsel Security**

**1** May View And Edit This Category

**2** May View AND Edit If They Are The Author

**3** May View This Category - But Not Add / Edit

**4** Will Not Be Able To View

Align all entries to reflect above: **Align**

 **Retire**

ADD NEW MATTER TEXT CATEGORY:  **Save**

[List Retired Categories](#)

SAVE PREVIOUS TEXT ENTRIES:  *Saves the previous text entry when a Matter text record is updated*

Restrict use to only:

 Administration

 Contract

 Litigation

#### Open Matter Text Category

From within an open matter text category, you have the following options:

- Change category name by typing into the "Category Name" text box, then click **Save**
- Set outside counsel security
- Click **Align** to align all text entries submitted to that category to reflect outside counsel security
- Click the  icon to retire category

**Note:** Categories designated "mandatory" cannot be deleted

- Use the color switches to restrict a categories use to a specific group (non-mandatory categories only)

#### Add New Text Categories

1. Enter the category name in the text box at the bottom of the screen.
2. Click **Save**.

The category is added to the active category list, where you can then edit access permissions and restrictions.

ADD NEW MATTER  
TEXT CATEGORY:  Save

[List Retired Categories](#)

Add New Matter Text Category

### View Retired Text Categories

1. Click **List Retired Categories** at the bottom of the page.
  - a. Edit retired categories in the same manner as active categories.
2. Reinstate a retired category by clicking the  icon or the category name.
  - a. Click **Reactivate**.

**Edit Text Category**

CATEGORY NAME:

**Outside Counsel Security**

- 1 May View And Edit This Category
- 2 May View AND Edit If They Are The Author
- 3 May View This Category - But Not Add / Edit
- 4 Will Not Be Able To View

Align all entries to reflect above:

*Is available for all record types*

[Create Connections](#)

Reactivate Matter Text Category

### 1.8.8 Status Maintenance

The **Status Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to add, reorder, or retire statuses for all matter records in your Lawtrac database.

Creating and editing categories changes the label wherever it is used in the application. This process generally takes eight hours to complete; however, the query cache can be cleared through the ColdFusion Administration settings if the client needs to see the results immediately.

|                           |    |
|---------------------------|----|
| Matter Numbers            | 6  |
| Text Categories           | 7  |
| <b>Status Maintenance</b> | 8  |
| Venue Maintenance         | 9  |
| Area of Law Maintenance   | 10 |
| Priority Maintenance      | 11 |

Status Maintenance Link

**Edit Status Category**

1. Type directly into the corresponding text boxes. Changes made in the **Category Name** column save automatically, as indicated by the  icon.
2. Click **Set** at the bottom to update sort order.

The **Order** column determines the order the statuses are displayed in the drop-down from which users select them. If there is no order number (or if the order number is "0"), the events display in the order they were entered.

To retire existing categories, click the  icon.

| CATEGORY NAME                       |   | ORDER                          | DEFAULT   | RETIRE  |
|-------------------------------------|---|--------------------------------|---|---|
| <input type="text" value="Open"/>   |  | <input type="text" value="0"/> |  |   |
| <input type="text" value="Closed"/> |  | <input type="text" value="1"/> |  |  |
| <input type="text" value="A jar"/>  |  | <input type="text" value="3"/> |  |  |

Click "Set" To Update Sort Order:

ADD NEW STATUS:

[View Retired List](#)

Status Management

### ▣ Add New Status Category

1. Type the new category name in the "Add New Status" text box.
2. Click **Save**.

### ▣ Retired Status Categories

Retired categories can be reinstated by clicking **View Retired List** and clicking **Activate** in the **Retired** column.

## 1.8.9 Venue Maintenance

The **Venue Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to manage categories that indicate a court, jurisdiction, arbitration, or other third party/entity of a matter record that has direct influence on the outcome.

|                         |    |
|-------------------------|----|
| Matter Numbers          | 6  |
| Text Categories         | 7  |
| Status Maintenance      | 8  |
| Venue Maintenance       | 9  |
| Area of Law Maintenance | 10 |
| Priority Maintenance    | 11 |

### ▣ Edit Venue Category Name

Type directly into the corresponding text boxes. Changes made in the **Category Name** column save automatically, as indicated by the  icon.

The **Order** column determines the order the categories are displayed in the drop-down menus. If there is no order number (or if the order number is "0"), the events are displayed in the order they were entered. Click **Set** at the bottom to update sort order.

To retire existing categories, click the  icon.

| CATEGORY NAME     |   | ORDER | RETIRE  |
|-------------------|---|-------|---|
| Arbitration Court |  | 0     |  |
| Catwalk Jury      |  | 5     |  |

Click "Set" to update Sort Order:

ADD NEW VENUE:

[View Retired List](#)

Area of Law Management

### [-] Add New Venue Category

Type the new category name in the "Add New Venue" text box and click **Save**.

### [-] Retired Venue Categories

Retired categories can be reinstated by clicking **View Retired List** and clicking **Activate** in the **Retired** column.

## 1.8.10 Area of Law

The **Area of Law** hyperlink in the **Matter Maintenance** sidebar allows site administrators to manage categories that aid in organizing the information in your Lawtrac database. Categories here are used within a matter's area of law page.

|   |    |
|---|----|
| <a href="#">Matter Numbers</a>          | 6  |
| <a href="#">Text Categories</a>         | 7  |
| <a href="#">Status Maintenance</a>      | 8  |
| <a href="#">Court Maintenance</a>       | 9  |
| <a href="#">Area of Law Maintenance</a> | 10 |
| <a href="#">Priority Maintenance</a>    | 11 |

Area of Law Link

### [-] Edit Area of Law Categories

Type directly into the corresponding text boxes. Changes made in the **Category Name** column are saved automatically, as indicated by the  icon.

The **Order** column determines the order the events are displayed in the drop-down menus. If there is no order number (or if the order number is "0"), the events are displayed in the order they were entered. Click **Set** at the bottom to update sort order.

To retire existing calendar event categories, click the  icon.

| CATEGORY NAME  | ORDER                          | RETIRE  |
|--|--------------------------------|---|
| <input type="text" value="Area of Law 1.5"/>  | <input type="text" value="0"/> |  |
| Click "Set" to update Sort Order:  |                                | <input type="button" value="Set"/>  |
| ADD NEW AREA OF LAW:   | <input type="text"/>           | <input type="button" value="Save"/>   |
| <a href="#">View Retired List</a>  |                                |   |

Area of Law Management

#### Add New Area of Law Category

Type the new category name in the "Add New Area of Law" text box and click **Save**.

#### Retired Area of Law Categories

Retired categories can be reinstated by clicking **View Retired List** and clicking **Activate** in the **Retire** column.

### 1.8.11 Priority Maintenance

The **Priority Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to define priorities that end users may choose from drop-down menus to identify the importance of individual matter activities.

|                             |    |
|-----------------------------|----|
| Matter Numbers              | 6  |
| Text Categories             | 7  |
| Status Maintenance          | 8  |
| Court Maintenance           | 9  |
| Area of Law Maintenance     | 10 |
| <b>Priority Maintenance</b> | 11 |

Priorities Link

- To modify the order priority indicators are listed on the drop-down menu, change the numbers in the **Order** column.
- To modify the priority indicator names, change the text in the **Priority Name** text box. Click outside the text box to save.
- Use the radio button  under the **Default** column to set a default priority indicator when adding a new matter.

| PRIORITY NAME                          |                                  | ORDER                          | DEFAULT                          | RETIRE                                |
|--|----------------------------------|--------------------------------|----------------------------------|---------------------------------------|
| <input type="text" value="Routine"/>   | <input type="radio"/>            | <input type="text" value="1"/> | <input checked="" type="radio"/> |                                       |
| <input type="text" value="Medium"/>    | <input type="radio"/>            | <input type="text" value="2"/> | <input type="radio"/>            | <input type="button" value="Retire"/> |
| <input type="text" value="Urgent"/>    | <input type="radio"/>            | <input type="text" value="3"/> | <input type="radio"/>            | <input type="button" value="Retire"/> |
| <input type="text"/>                   | <input checked="" type="radio"/> | <input type="text" value="4"/> | <input type="radio"/>            | <input type="button" value="Retire"/> |
| <input type="text" value="Sensitive"/> | <input type="radio"/>            | <input type="text" value="5"/> | <input type="radio"/>            | <input type="button" value="Retire"/> |

ADD NEW PRIORITY:

[View Retired List](#)

Priority Management

☰ **Add New Priority Indicators**

Enter the new name in the "Add New Priority" text box, and click **Save**. If you wish to move it higher in the drop-down menu, you can make adjustments after it has been added.

**Note:** Priority indicators not in use as default are followed by the  icon. Click the  icon to delete the priority label.

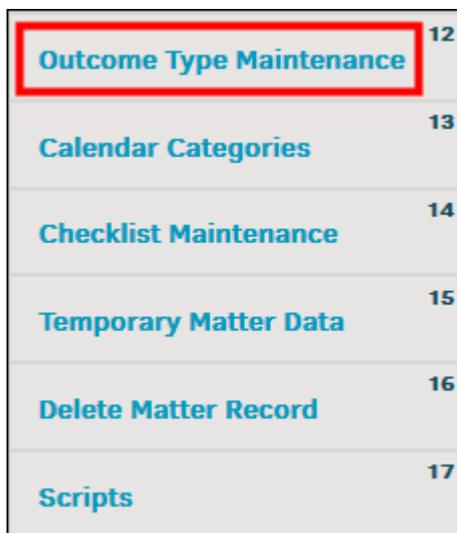
#### **Retired Matter Priorities**

Priorities that have been retired can be displayed by clicking the **View Retired List** at the bottom.

Reactivate them by clicking **Activate** under the **Retire** column.

### 1.8.12 Outcome Types

The **Outcome Type Maintenance** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to add and edit matter outcomes.



|                                 |    |
|---------------------------------|----|
| <b>Outcome Type Maintenance</b> | 12 |
| Calendar Categories             | 13 |
| Checklist Maintenance           | 14 |
| Temporary Matter Data           | 15 |
| Delete Matter Record            | 16 |
| Scripts                         | 17 |

Outcome Types Link

Outcome types can be associated to specific matter types by using the drop-down menus in the **Associate To** column to select that matter type.

#### **Edit Matter Outcome Types**

Edit any code, category name, or order by typing directly into the text boxes.

Click the  icon to retire a code.

Click **Update** after making any changes on the page.

| CODE  | CATEGORY NAME        |                                  | ORDER | ASSOCIATE TO          | RETIRE |
|-------|----------------------|----------------------------------|-------|-----------------------|--------|
| VD    | Voluntary Dismissal  | <input checked="" type="radio"/> | 1     | Example               |        |
| SET   | Case Settlement      | <input checked="" type="radio"/> | 2     | Administration        |        |
| CD    | Case Dismissed       | <input checked="" type="radio"/> | 3     | Administration        |        |
| CS    | Case Settlement      | <input type="radio"/>            | 4     | Contract              |        |
| CI    | Completed Immediate  | <input type="radio"/>            | 5     | Government Activities |        |
| ACT   | Actively Active Acti | <input type="radio"/>            | 6     | Document Library      |        |
| COMP4 | Completed Immediate  | <input type="radio"/>            | 7     | Contract              |        |
| FC    | Fullycompleted       | <input type="radio"/>            | 8     | Any / All Type1s      |        |
| JVT   | Jury Verdict Test Te | <input type="radio"/>            | 9     | Any / All Type1s      |        |
| LAP   | Lost On Appeal Test  | <input checked="" type="radio"/> | 10    | Any / All Type1s      |        |
| NSUB  | Not Substantiated Te | <input type="radio"/>            | 11    | Any / All Type1s      |        |
| DWOP  | Dismissed Without Pr | <input type="radio"/>            | 12    | Any / All Type1s      |        |

**Update**

Manage Outcome Types

### Add Matter Outcome Types

New outcome types can be added at the bottom of the page.

1. Type an outcome type title into the "Add New Outcome Type" text box.
2. Type a code into the "Add New Outcome Code" text box.
3. Click **Save**.

Add Outcome Type

### Retired Matter Outcomes

Click **View Retired List** to see all retired outcome types, and reactivate them by clicking **Activate** under the **Retire** column.

## 1.8.13 Calendar Categories

The **Calendar Categories** hyperlink in the **Matter Maintenance** sidebar allows site administrators and super users to add and edit calendar event categories.

|  |    |
|--|----|
| <a href="#">Outcome Type Maintenance</a> | 12 |
| <a href="#">Calendar Categories</a>      | 13 |
| <a href="#">Checklist Maintenance</a>    | 14 |
| <a href="#">Temporary Matter Data</a>    | 15 |
| <a href="#">Delete Matter Record</a>     | 16 |
| <a href="#">Scripts</a>                  | 17 |

Event Classifications Link

### Edit Calendar Categories

Edit category name and order by typing directly into the corresponding text boxes. Changes made in the **Category Name** column are saved automatically, as indicated by the  icon. Click **Set** at the bottom to update sort order.

The **Order** column determines the order the events are displayed in the drop-down menus. If there is no order number (or if the order number is "0"), the events are displayed in the order they were entered.

To retire existing calendar event categories, click the  icon.

| CATEGORY NAME                                  |   | ORDER                          | RETIRE  |
|--|---|--------------------------------|---|
| <input type="text" value="Answer Due"/>        |  | <input type="text" value="0"/> |  |
| <input type="text" value="Date of Complaint"/> |  | <input type="text" value="2"/> |  |
| <input type="text" value="Discovery Date"/>    |  | <input type="text" value="0"/> |  |

*Click "Set" to update Sort Order:*

ADD NEW EVENT:

[View Retired List](#)

Event Types

#### Add Calendar Categories

Add new calendar event categories by typing the new event name in the "Add New Event" text box and click **Save**.

#### Retired Calendar Categories

View retired event classifications by clicking **View Retired List**.

Reinstate categories by clicking **Activate** under the **Retire** column.

### 1.8.14 Checklist Maintenance

Click the **Checklist Maintenance** hyperlink from the **Matter Maintenance** bar to edit or add checklist questions and answers for the matter types in your Lawtrac database. These checklist questions are used in the checklist section of a matter record.

|                              |    |
|------------------------------|----|
| Outcome Type Maintenance     | 12 |
| Calendar Categories          | 13 |
| <b>Checklist Maintenance</b> | 14 |
| Temporary Matter Data        | 15 |
| Delete Matter Record         | 16 |
| Scripts                      | 17 |

### Checklists Link

1. Use the "Select Category" drop-down menu to select the matter type for which you wish to make adjustments.

Select Category:  List

*Checklists are meant to help establish a 'workflow' for legal projects and matters.*  
*"General" questions are associated to every type of matter record. All other types of checklist questions are associated to a specific Type or Keyword.*

| QUESTIONS: GENERAL | ORDER | RET | EDIT |
|--------------------|-------|-----|------|
| Is the sky blue?   | 1     |     |      |

Add New Question:

Add this to all open records?  Yes Save

Set Answers
Usage Report

Once you have selected a matter type, a list of questions associated to that type are displayed.

2. Edit an existing checklist question for that matter type by clicking the .
  - a. Type your question into the text box, select the acceptable answers for that question, then click **Save**.
3. Delete an existing checklist question by clicking the icon under the **RET** column.

**Note:** All deletions are final. To reinstate a deleted checklist question, you must add it again as new.

To add a new checklist question for that matter type, enter the new question in the "Add New Question" text box, decide if the question is to be added to all open matter records by clicking the radio box  and click **Add New**.

Add New Question:

Add this to all open Contract records?  Yes

Add New

## Set Answers

Set Answers

- To edit or add answers to be used for matter checklist questions, click on the right side of the page. The right side of the page refreshes to show a list of current answers, which can be edited by typing in the text box under the **Answer** column.
- To change the order number, type in the text box under the **Order** column. Click **Save** to confirm changes, or the  icon to delete the question permanently.
- To add a new answer, type an answer in the "Add New Answer" box and click **Save**.

## Usage Report

Usage Report

Click [Usage Report](#) to see how many times a question has been used. If the question has never been applied to a matter record it can be deleted. Questions that have been retired do not appear.

### 1.8.15 Legal Hold

The Legal Hold hyperlink within Matter Maintenance contains a setting which allows Lawtrac Super Users to manage matters that are under Legal Hold.

When enabled, the permission allows users to add, edit, and/or remove documents, legal team members (including In-House and Key Personnel users), and text records from a matter under Legal Hold.

| Legal Department   | Finance Options | Key Personnel | Firms & Vendors | Parties & Entities | Matter Maintenance | Document Bank | File Room | Reports | Misc. Settings | Application & Database |
|--|-----------------|---------------|-----------------|--------------------|--------------------|---------------|-----------|---------|----------------|------------------------|
| <p>MATTERS WHICH ARE ON HOLD CAN BE EDITED: <input type="checkbox"/></p> <p><i>If this setting is enabled, placing a matter on hold will not limit the ability to make changes within it. If it is off, then users will not be able to make changes to the matter's assigned legal staff, documents or text records.</i></p> |                 |               |                 |                    |                    |               |           |         |                |                        |

This toggle is turned **off** by default but can be turned on at any point in time.

### 1.8.16 Temporary Matter Data

**Temporary Matter Data** occurs when a user begins to add a matter record but fails to complete the process. This page allows you to send the person a reminder to finish, or you can delete the temporary data altogether.

The **Temporary Matter Data** hyperlink in the **Matter Maintenance** sidebar displays the temporary data by category, with the name of author, the date and time the data was added, and a delete button to remove the temporary data.

|                              |    |
|------------------------------|----|
| Outcome Type Maintenance     | 12 |
| Calendar Categories          | 13 |
| Checklist Maintenance        | 14 |
| <b>Temporary Matter Data</b> | 15 |
| Delete Matter Record         | 16 |
| Scripts                      | 17 |

Temporary Matter Data Link

Click the  icon to open temporary data detail. The colored icons indicate how many steps a user completed when attempting to add a new matter record, and what information the matter includes.

- —Data included in matter
- —Data not included in matter

Quick clear options are located at the bottom of the page, and allow you to delete all temporary matter data, or the temporary matter data added before the current day.

**Important Note:** There is no confirmation for deletion, and this step cannot be undone.

| DATE       | WHO       | CATEGORY       | → | TEMPORARY DATA DETAILS   |
|------------|-----------|----------------|---|--|
| 12/15/2015 | Support L | Contract       | → | Began being added by <b>LAWTRAC Support</b> on 12/15/2015.<br><b>Is Logged On, Current Operation: Administration</b>   |
| 12/16/2015 | Flash J   | Administration | → |  |
| 12/23/2015 | Regular B |                | → | <i>Use the indicators to the right to determine if the data should be deleted or a message sent to the person asking them to finish/delete the information themselves.</i> |

|   |   |   |
|---|---|---|
| <p><b>QUICK CLEAR OPTIONS</b></p> <p><br/>Delete<br/>Any / All</p> | <p><br/>Delete All Prior<br/>To 12/29/2015</p> | <p>BASIC INFORMATION ADDED: </p> <p>DESCRIPTIVE TEXT: </p> <p>ANY DATES: </p> <p>FINANCIAL ITEMS: </p> <p>TEXT ITEMS ADDED: </p> <p><br/>Delete</p> |
|---|---|---|

Temporary Data Detail

### 1.8.17 Delete Matter Record

The **Delete Matter Record** hyperlink in the **Matter Maintenance** sidebar allows super users and site administrators to delete closed matter records.



|                             |    |
|-----------------------------|----|
| Outcome Type Maintenance    | 12 |
| Calendar Categories         | 13 |
| Checklist Maintenance       | 14 |
| Temporary Matter Data       | 15 |
| <b>Delete Matter Record</b> | 16 |
| Scripts                     | 17 |

Delete Matter Record Link

1. Enter matter number or name into the text box and click **Look-Up**. You can enter just a letter and all matters with that letter in the matter number or matter name will be displayed.
2. Choose a matter from the list; select the radio button  and click **Verify Delete**.  
Confirmation is requested on the right side of the page.
3. Click **Delete Now** to permanently delete the matter record.

**Note:** Matter records on hold cannot be deleted.

MATTER NUMBER OR NAME:  [Look-Up](#)

**DELETING MATTER RECORD**

Please confirm that this is the correct matter. All instances of this record will be deleted.

MATTER NUMBER TO DELETE: **QA-000080**  
MATTER NAME: **Peer1**

|                                  | MATTER NUMBER | MATTER NAME                            |
|----------------------------------|---------------|--|
| <input type="radio"/>            | A-00048236    | Allen F. Bemidji - Continuance         |
| <input type="radio"/>            | LIT-000004    | Add New Matter Show-n-tell             |
| <input type="radio"/>            | JH-000155     | Screen Layout: Government Activities   |
| <input type="radio"/>            | QA-000033     | Grubenreber Contract                   |
| <input type="radio"/>            | QA-000038     | Charles Admin Matter1                  |
| <input type="radio"/>            | LIT-000033    | Test Matter Name                       |
| <input type="radio"/>            | CON-000779    | Sluper Contract - Created By Superuser |
| <input type="radio"/>            | LIT-000038    | Inappropriate Emails                   |
| <input type="radio"/>            | YYY-000006    | Blair Test Vs. Testtest                |
| <input type="radio"/>            | ZZZ000018a    | Anu122214-2                            |
| <input type="radio"/>            | QA-000066     | Usura Matter One                       |
| <input type="radio"/>            | SPA-000002    | Defense Litigation                     |
| <input type="radio"/>            | CON-000825    | Spacial Anomaly Assessment - 3 (test)  |
| <input type="radio"/>            | QA-000078     | Master1                                |
| <input checked="" type="radio"/> | QA-000080     | Peer1                                  |

[Verify Delete](#)

[DELETE NOW](#)

Verify Deletion

### 1.8.18 Scripts

The **Scripts** hyperlink on the **Matter Maintenance** sidebar allows site administrators and super users to move a text entry from one matter record to another.

|  |    |
|--|----|
| <a href="#">Outcome Type Maintenance</a> | 12 |
| <a href="#">Calendar Categories</a>      | 13 |
| <a href="#">Checklist Maintenance</a>    | 14 |
| <a href="#">Temporary Matter Data</a>    | 15 |
| <a href="#">Delete Matter Record</a>     | 16 |
| <a href="#">Scripts</a>                  | 17 |

Scripts Link

1. Click **Move a text entry from one matter record to another.**

2. In the new text box, type either the matter name or number, then click **Look-Up**. You can enter in a letter in the text box, and suggestions drop down as shown below:
3. Select the text entry to be moved, then type either the matter name or number, and click **Move Record**.

Move a text entry from one matter record to another.

MATTER NAME OR NUMBER: C

Brch | CON00007

**Look-Up**

No Subject added on 12/23/2015 by AlplsLT Demo (In-House)

No Subject added on 12/15/2015 by Jack Flash (In-House)

MATTER NAME OR NUMBER:

e  
entry | entry

**Move Record**

## 1.9 Chapter 7: Document Bank

The **Document Bank** tab in **Application Administration** allows site administrators and super users to set up the Document Bank Module and control its functionality for users.

**Note:** The updated Office plugins (compatible with Office 2010, 2013, and 2016) fully support files and documents that contain characters from the following Asian languages (in either the file name or the file contents): **Chinese** (Traditional and Simplified), **Korean**, **Vietnamese**, **Indonesian**, **Japanese**, and **Thai**.

| BANK ADMINISTRATION     |   |
|-------------------------|---|
| Document Bank Switches  | 1 |
| Upload Instructions     | 2 |
| Document Categories     | 3 |
| Outside Counsel Library | 4 |
| Safe File Types         | 5 |
| Docsave Configuration   | 6 |
| Upload Limits           | 7 |

Document Bank Sidebar

**Document Bank Options:**

| Page                           | Function  |
|--------------------------------|---|
| <b>Document Bank Switches</b>  | Enable or disable use of the <b>Documents</b> module.   |
| <b>Upload Instructions</b>     | Configure the instructions users see when uploading documents.  |
| <b>Document Categories</b>     | Set up categories/folders to organize electronic files (documents, images, etc.) in your database.  |
| <b>Outside Counsel Library</b> | Define which matter records outside counsel can view if they have access to Lawtrac.  |
| <b>Safe File Types</b>         | Prevent individuals from uploading files that may harm the server, expose critical information, etc.  |
| <b>DocSave Configuration</b>   | Enter the necessary FTP address, hard drive (HD) directory, user name, password, and key code for using Lawtrac DocSave with your Lawtrac database. |
| <b>Upload Limits</b>           | Specify the maximum upload file size in MB.   |

### 1.9.1 Document Bank Switches

The **Document Bank Switches** hyperlink in the **Application Administration | Document Bank** sidebar allows site administrators and super users to enable or disable the **Documents** module.

| BANK ADMINISTRATION                     |   |
|---|---|
| <a href="#">Document Bank Switches</a>  | 1 |
| <a href="#">Upload Instructions</a>     | 2 |
| <a href="#">Document Categories</a>     | 3 |
| <a href="#">Outside Counsel Library</a> | 4 |
| <a href="#">Safe File Types</a>         | 5 |
| <a href="#">Docsave Configuration</a>   | 6 |
| <a href="#">Upload Limits</a>           | 7 |

Document Bank Switches Link

- —Document Bank Switch is enabled ("on")
- —Document Bank Switch is disabled ("off")

**Document Bank Switch Options:**

| Switch                           | Purpose   |
|----------------------------------|---|
| <b>Document Bank</b>             | Turn Document Bank Module on to view the <b>Documents List</b> page.  |
| <b>Drag-N-Drop</b>               | Allow document upload into a matter record by dragging and dropping the file.   |
| <b>Lawtrac Connect</b>           | Allow or disallow Lawtrac to connect to the Connect plug-in—an application that a user installs to work with Microsoft Outlook. ( <b>Documents   Document Tools</b> ) |
| <b>Email from Matter Records</b> | Turn on or off the ability to email documents from the database to others who are associated with the same matter record.   |

## 1.9.2 Upload Instructions

The **Upload Instructions** hyperlink in the **Application Administration | Document Bank** sidebar allows site administrators and super users to configure the instructions end users see when uploading documents. Document Bank provides standard instructions by default.

| BANK ADMINISTRATION                     |   |
|---|---|
| <a href="#">Document Bank Switches</a>  | 1 |
| <a href="#">Upload Instructions</a>     | 2 |
| <a href="#">Document Categories</a>     | 3 |
| <a href="#">Outside Counsel Library</a> | 4 |
| <a href="#">Safe File Types</a>         | 5 |
| <a href="#">Docsave Configuration</a>   | 6 |
| <a href="#">Upload Limits</a>           | 7 |

**Upload Instructions Link**

**To add to or edit the instructions:**

1. Find the text you wish to edit in the text box and make the necessary changes. Be careful not to erase HTML coding so as to not affect the way instructions appear on the screen.

2. When you are finished making changes, click **Update**.

Do not include file names that have a number symbol (#), Dollar Sign (\$), Ampersand (&) or include the words 'SUBMIT', 'UPDATE', or 'SCRIPT'.

CLICK THE BUTTON BELOW TO ACTIVATE UPLOAD INSTRUCTIONS.  
YOU MAY EDIT THEM AT ANY TIME. HTML ALLOWED.

Update

Update Instructions

### 1.9.3 Document Categories

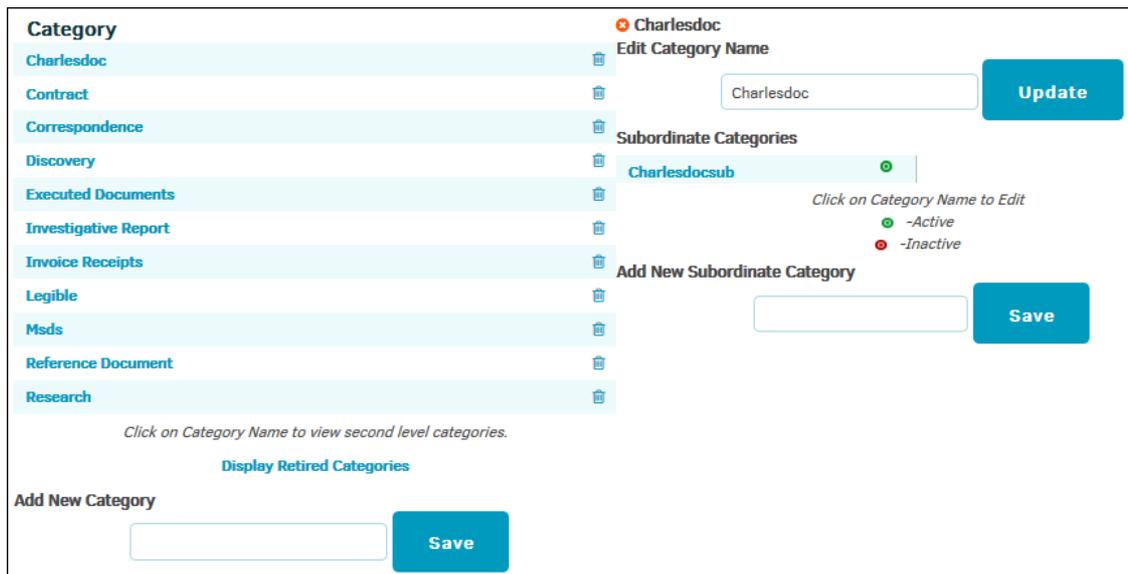
The **Document Categories** hyperlink in the **Application Administration | Document Bank** sidebar allows site administrators and super users to set up categories/folders to organize electronic files (documents, images, etc.). This can simplify locating documents when needed, as some matter records may have a large number of various types of documents attached.

| BANK ADMINISTRATION     |   |
|-------------------------|---|
| Document Bank Switches  | 1 |
| Upload Instructions     | 2 |
| Document Categories     | 3 |
| Outside Counsel Library | 4 |
| Safe File Types         | 5 |
| Docsave Configuration   | 6 |
| Upload Limits           | 7 |

Document Categories Link

- ☐ **Edit Document Categories**

1. Click the name of the document category and type a new name in the "Edit Category Name" text box, then click **Update**.
2. Under **Subordinate Categories**, click the colored switches to turn a second level category on  or off .
3. Add a new subordinate category by typing a category name in the "Add New Subordinate Category" text box, then click **Save**.
4. Edit existing subordinate categories by clicking on the name and typing into the text box that appears. Click **Save**.
5. Click the  icon to retire the category. Categories that have been retired can be displayed by clicking the **Display Retired Categories** at the bottom. Reactivate them by clicking **Activate**.



**Category** Charlesdoc

**Edit Category Name**  
Charlesdoc **Update**

**Subordinate Categories**  
Charlesdocsub  *Click on Category Name to Edit*  
● -Active  
● -Inactive

**Add New Subordinate Category**  
 **Save**

*Click on Category Name to view second level categories.*

**Display Retired Categories**

**Add New Category**  
 **Save**

Edit Document Category

### Add a Document Category

1. Enter the new name in the "Add New Category" text box on the left.
2. Click **Save**.

If you wish to include subordinate categories, you must make adjustments after it has been added.

### Usage Report

Click the **Usage Report** button to the right of the category list to view the number of documents in each category.

**Note:** If there are no documents within a category, the category can be deleted by clicking the  icon. Selecting the  icon deletes the document categories from the Usage Report, AND deletes the category itself. Notice how Discovery and Subpoena show up in the Usage Report below, but not in the category list on the left side of the screen-shot. Additionally, clicking the 

icon in the regular category list deletes the category, but it still appears in the usage report if documents were uploaded to the category.

| Category             | Usage Report         |    |
|----------------------|----------------------|----|
|                      | Document Categories  |    |
| Contract             | Contract             | 31 |
| Correspondence       | Correspondence       | 21 |
| Executed Documents   | Discovery            | 23 |
| Investigative Report | Executed Documents   | 10 |
| Invoice Receipts     | Investigative Report | 10 |
| MsdS                 | Invoice Receipts     | 10 |
| Reference Document   | MsdS                 | 6  |
| Research             | Reference Document   | 29 |
|                      | Research             | 24 |
|                      | Subpoena             | 3  |

### 1.9.4 Outside Counsel Library

All outside counsel who have access to Lawtrac also have access to the records administrators and super users select on this page. These records can be used to retain "standard" documents and forms.

From the **My Lawtrac** tab, select **Application Administration** and click the **Document Bank** tab. Select **Outside Counsel Library** from the sidebar on the right side of the screen.

| BANK ADMINISTRATION            |   |
|--------------------------------|---|
| Document Bank Switches         | 1 |
| Upload Instructions            | 2 |
| Document Categories            | 3 |
| <b>Outside Counsel Library</b> | 4 |
| Safe File Types                | 5 |
| Docsave Configuration          | 6 |
| Upload Limits                  | 7 |

Outside Counsel Library Link

- Select a matter from the drop-down menu and click **Set Record**.
- Select "None" to turn the function off.



The screenshot shows a user interface for an 'OUTSIDE COUNSEL LIBRARY MATTER'. At the top, there is a header with a circular icon and the text 'OUTSIDE COUNSEL LIBRARY MATTER'. Below this is a search bar containing the text 'A-00000029 | Jones A. Thistle - Writ'. A blue button labeled 'Set Record' is centered below the search bar and is highlighted with a red rectangular border.

Set Record

All outside counsel will have access to this record, so it should only be used as a library of general documents for all outside counsel, not for confidential documents related to specific matters. Outside counsel will also be able to upload documents to this record, and those uploaded documents are available to all outside counsel as well. Lawtrac recommends that your site create a policy for using this matter library and include it among the documents here.

### 1.9.5 Safe File Types

The **Safe File Types** hyperlink in the **Document Bank** sidebar prevents individuals from uploading files that may harm the server, expose critical information, etc. Limit the file types to only those your department uses.

**Important Note:** File types and names should not be changed while indexing is in process.



The screenshot shows a sidebar menu titled 'BANK ADMINISTRATION'. The menu items are listed with corresponding numbers: 1 Document Bank Switches, 2 Upload Instructions, 3 Document Categories, 4 Outside Counsel Library, 5 Safe File Types, 6 Docsave Configuration, and 7 Upload Limits. The 'Safe File Types' item is highlighted with a red rectangular border.

Safe File Types Link

Enter the file extensions separated by a comma. Do not include the period, or "dot". Click **Save** when finished.

Edit Document Types

### 1.9.6 Docsave Configuration

The **DocSave Configuration** hyperlink in the **Application Administration | Document Bank** sidebar allows site administrators and super users to enter the necessary FTP address, hard drive (HD) directory, user name, password, and key code for using Lawtrac DocSave with your Lawtrac database. This page should be used at the request of Mitratech Support.

| BANK ADMINISTRATION                     |   |
|---|---|
| <a href="#">Document Bank Switches</a>  | 1 |
| <a href="#">Upload Instructions</a>     | 2 |
| <a href="#">Document Categories</a>     | 3 |
| <a href="#">Outside Counsel Library</a> | 4 |
| <a href="#">Safe File Types</a>         | 5 |
| <a href="#">Docsave Configuration</a>   | 6 |
| <a href="#">Upload Limits</a>           | 7 |

Docsave Configuration Link

DocSave information can be changed by typing directly into the appropriate text box. Click **Change FTP Information** to save changes.

You may also identify which individuals have permission to use the DocSave add-on. The number of people you can grant permission to use DocSave depends on the number of licenses purchased for that product.

#### To grant permission to use DocSave:

1. Click the checkbox  next to an individual's name.
2. Be sure to click **Change Users Information** at the bottom when you are finished.  
**Note:** *If a users password is already saved then that field will appear blank. Newly entered passwords will appear hashed (\*\*\*\*\*) when they're being typed out.*



## 1.9.7 Upload Limits

The **Upload Limits** hyperlink in the **Document Bank** sidebar specifies the maximum upload file size in megabytes (MB). Value can be between 1-100 MB. Default is 25 MB.

| BANK ADMINISTRATION                     |   |
|---|---|
| <a href="#">Document Bank Switches</a>  | 1 |
| <a href="#">Upload Instructions</a>     | 2 |
| <a href="#">Document Categories</a>     | 3 |
| <a href="#">Outside Counsel Library</a> | 4 |
| <a href="#">Safe File Types</a>         | 5 |
| <a href="#">Docsave Configuration</a>   | 6 |
| <a href="#">Upload Limits</a>           | 7 |

Upload Limits Link

To change the maximum upload file size, type a number into the text box and click **Save**.

UPLOAD LIMITS

20 MB Save

Change Upload Limit

## 1.10 Chapter 8: File Room

The **File Room** tab in **Application Administration** allows site administrators and super users to set up your **File Room** module.

| FILE ROOM                                    |   |
|--|---|
| <a href="#">File Room Switches</a>           | 1 |
| <a href="#">File Room Administrator</a>      | 2 |
| <a href="#">Text &amp; Date Field Labels</a> | 3 |

File Room Sidebar

### File Room Options:

| Page                                | Function   |
|-------------------------------------|--|
| <b>File Room Switches</b>           | Enable or disable the options within the <b>File Room</b> .                                  |
| <b>File Room Administrator</b>      | Select the individual who is responsible for overseeing file check-in and check-out process. |
| <b>Text &amp; Date Field Labels</b> | Manage text and date field labels that are used when adding a file.                          |

### 1.10.1 File Room Switches

The **File Room Switches** hyperlink in the **Application Administration | File Room** sidebar allows site administrators and super users to set preferences for the **File Room**.

| FILE ROOM                                    |   |
|--|---|
| <a href="#">File Room Switches</a>           | 1 |
| <a href="#">File Room Administrator</a>      | 2 |
| <a href="#">Text &amp; Date Field Labels</a> | 3 |

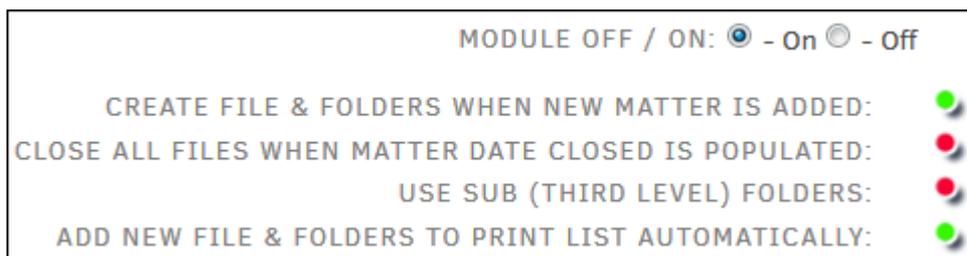
File Room Switches Link

Use the buttons to turn the module on, include sub-folders, create new folders automatically when a new matter is added, close all files when the "date closed" field is populated for the matter, and add new files and folders to the print list automatically.

Deprecated items have been removed from Lawtrac 4.1. Customer support at Mitrtech can assist with solving any problems this may cause.

| Switch  | Function  |
|---|---|
| Create file & folders when new matter is added.       | When a new matter record is created, a file named after the matter is automatically added to the <b>Files &amp; Folders</b> page of the record. |
| Close all files when matter date closed is populated. | When a matter record is closed, all associated files and folders are closed as well.  |
| Use sub (third level) folders.                        | A folder may contain more than two levels.  |
| Add new file & folders to print list automatically.   | File and folder information is included in matter record printables.  |

- —Feature has been turned on
- —Feature has been turned off



File Room Switches

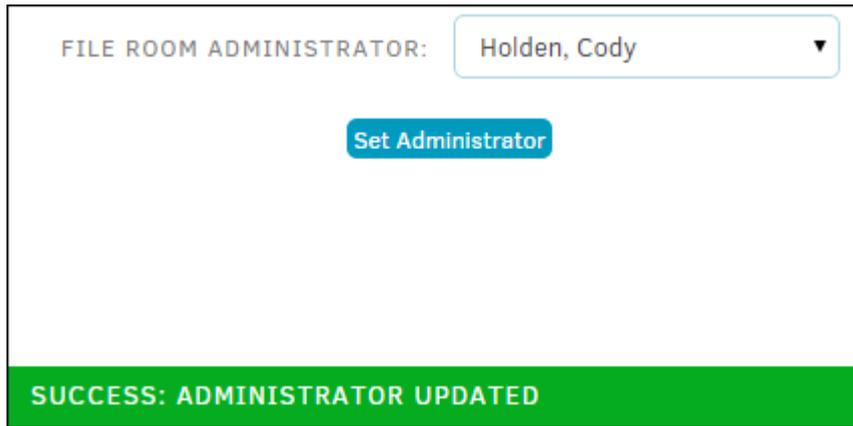
### 1.10.2 File Room Administrator

The **File Room Administrator** hyperlink in the **File Room** sidebar allows site administrators and super users to set the individual who is responsible for overseeing file check-in and check-out process.



File Room Administrator Link

Select an individual from the drop-down list, and click **Set Administrator**.



FILE ROOM ADMINISTRATOR: Holden, Cody ▼

Set Administrator

**SUCCESS: ADMINISTRATOR UPDATED**

Set File Room Administrator

### 1.10.3 Text & Date Field Labels

The **Text & Date Field Labels** hyperlink in the **File Room** sidebar is used to manage text and date labels that correspond to the file room module. This page is for Lawtrac Support use only and should not be tampered with unless at the request of the Lawtrac Support team.



| FILE ROOM                           |   |
|-------------------------------------|---|
| File Room Switches                  | 1 |
| File Room Administrator             | 2 |
| <b>Text &amp; Date Field Labels</b> | 3 |

Text &amp; Date Field Labels Link

To change a text field, type directly into the appropriate text box. Click **[Tab]** or anywhere outside the text box to automatically save changes, as indicated by the  icon (as shown below).

|                   |                 |                                  |
|-------------------|-----------------|----------------------------------|
| TEXT FIELD NO. 1: | Field Label 1   | <input checked="" type="radio"/> |
| TEXT FIELD NO. 2: | Text Field 2    | <input type="radio"/>            |
| TEXT FIELD NO. 3: | Text Field 3    | <input checked="" type="radio"/> |
| TEXT FIELD NO. 4: | Text Field 4    | <input type="radio"/>            |
| DATE FIELD NO. 1: | FR-Date Field : | <input type="radio"/>            |
| DATE FIELD NO. 2: | Date Field 2    | <input type="radio"/>            |
| DATE FIELD NO. 3: | Date Field 3    | <input type="radio"/>            |

Manage Text Fields

## 1.11 Chapter 9: Reports

The **Reports** tab in **Application Administration** allows site administrators and super users to set up the **Reporting** module.

| REPORT ADMINISTRATION |   |
|-----------------------|---|
| Report Categories     | 1 |
| Print View Settings   | 2 |
| Alignment Function    | 3 |
| Scripts               | 4 |

Reports Sidebar

| Page                       | Function  |
|----------------------------|---|
| <b>Report Categories</b>   | Manage report categories and subcategories.                   |
| <b>Print View Settings</b> | Manage settings for printing reports.                         |
| <b>Alignment Function</b>  | Reset your report library to the standard Lawtrac report set. |
| <b>Scripts</b>             | Compare reports and files in reports directory and database.  |

### 1.11.1 Report Categories

The **Report Categories** hyperlink in the **Application Administration | Reports** sidebar controls set-up of the report category menus from the drop-down list on the main screen of the **Reporting** module.



Report Categories Link

- To edit an existing report category, click the  icon for that category. The edit template displays to the right. Edit the category name and description in the appropriate text boxes and click **Save**.
- To view a report category, click the title of the desired category. You can view a list of all reports assigned to that category or add a new one. Active reports are marked by the .
- To delete a report category, click the .

#### Edit Report Categories

1. Click category name, then the budget title.
2. Change the file name (the name of the document as it appears in your computer's database), report name, and a description if necessary. From this view you can also select which security groups have access to the record.
  - —Group has access
  - —Group does not have access
3. Click **Save** to confirm changes.

#### Add Report Categories

1. Click on category name, then click on the **Add New Report** link.
  1. Type file name, name, and description in the corresponding text boxes.
  2. Choose display options by using the toggle switches (set a report to only open in a new window or to hide the report from lists).
  3. Click **Save**.

You can add as many reports as you wish to the report categories, but it is recommended to only add the reports necessary and remove unused reports in order to keep the lists practical and easy to use.

| CATEGORY                       | REPORTS FOR BUDGETING                      |        |        |     |
|--------------------------------|--|--------|--------|-----|
|                                | TITLE                                      | FILE   | ACTIVE | DEL |
| Budgeting                      |  |        |        |     |
| Custom Reports                 | Budget By Law Firm/Matter - Monthly Matrix | BUD009 |        |     |
| Docket/Calendar                | Budget Status - Active Budgets Only        | BUD011 |        |     |
| Financial                      | Budgets By Fiscal Year                     | BUD002 |        |     |
| Legal Staff                    | Budgets By Fiscal Year Category Focus      | BUD001 |        |     |
| Managerial                     | Budgets by Matter                          | BUD003 |        |     |
| Matters                        |  |        |        |     |
| Support                        |  |        |        |     |
| Temporary                      |  |        |        |     |
| Time Accounting                |  |        |        |     |
| <a href="#">Add New Report</a> |  |        |        |     |
| <a href="#">Add New Group</a>  |  |        |        |     |

### Edit or Add Report

## [-] Add New Report Category Group

You can add as many reports as you wish to the report categories, but it is recommended to only add the reports necessary and remove unused reports in order to keep the lists practical and easy to use.

1. Click **Add New Group** at the bottom of the category list.
2. Enter the category name and description in the appropriate text boxes.
3. Click **Save**.

**Note:** Changing report file names should be done with caution. If you have not renamed the file itself on your server, please do not attempt to change the file name, as the database will not be able to access that report in the future.

| CATEGORY                      |   |
|-------------------------------|---|
| Budgeting                     |    |
| Custom Reports                |    |
| Docket/Calendar               |    |
| Financial                     |    |
| Legal Staff                   |    |
| Managerial                    |    |
| Matters                       |    |
| POP                           |   |
| Support                       |    |
| Temporary                     |    |
| Time Accounting               |    |
| <a href="#">Add New Group</a> |   |

Add New Report Group

### 1.11.2 Print View Settings

The **Print View Settings** hyperlink in the **Application Administration | Reports** sidebar allows site administrators and super users to modify the headings used on reports printed via the print view screen.

| REPORT ADMINISTRATION               |   |
|-------------------------------------|---|
| Report Categories                   | 1 |
| <a href="#">Print View Settings</a> | 2 |
| Alignment Function                  | 3 |
| Scripts                             | 4 |

Print View Settings Link

Type the desired text settings into the corresponding text boxes and click **Apply Changes**. At the bottom of the page, a sample print view screen is displayed with your selections.

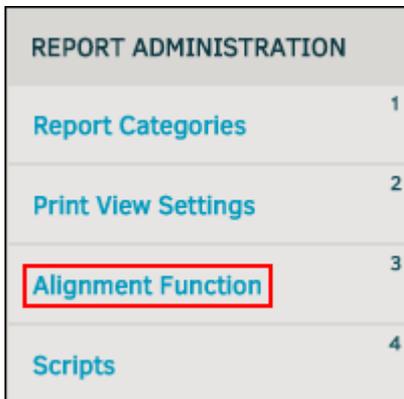
|   |  |                       |
|---|--|-----------------------|
| MAIN HEADING                                    | <input type="text" value="Top Button Shirts Office of the General Counsel"/> |                       |
| LEFT TOP AND BOTTOM                             | <input type="text" value="Attorney Client Communication"/>                   |                       |
| CENTER UNDER MAIN HEADING                       | <input type="text" value="Privileged and Confidential"/>                     |                       |
| RIGHT TOP AND BOTTOM                            | <input type="text" value="Attorney Work Product"/>                           |                       |
| <input type="button" value="Apply Changes"/>    |  |                       |
| SAMPLE PRINT VIEW SCREEN                        |  |                       |
| TOP BUTTON SHIRTS OFFICE OF THE GENERAL COUNSEL |  |                       |
| ATTORNEY CLIENT COMMUNICATION                   | PRIVILEGED AND CONFIDENTIAL  | ATTORNEY WORK PRODUCT |
| Report Contents                                 |  |                       |
| ATTORNEY CLIENT COMMUNICATION                   | PRIVILEGED AND CONFIDENTIAL  | ATTORNEY WORK PRODUCT |

**Manage Print View Settings**

### 1.11.3 Alignment Function

The **Alignment Function** hyperlink in the **Reports** sidebar allows site administrators and super users to reset the report library to the standard Lawtrac report set that was shipped with the product.

**Important Note:** This function should only be used at the recommendation of Lawtrac Support. You cannot undo this function once you activate it.



**Alignment Function Link**

If Lawtrac Support asks you to run this function, click **Run Alignment Script** to reset your report library. There is no way to undo this action.

### 1.11.4 Scripts

The **Scripts** hyperlink in the **Application Administration | Reports** sidebar allows site administrators and super users to compare a report table to files in the reports directory, or compare files in the report directory to the database.

| REPORT ADMINISTRATION |   |
|-----------------------|---|
| Report Categories     | 1 |
| Print View Settings   | 2 |
| Alignment Function    | 3 |
| Scripts               | 4 |

Scripts Link

To compare a report or files, click the appropriate hyperlink. The report opens on the right.

- —Report/File is in database
- —Report/File is not in database

|  |                               |          |   |
|--|-------------------------------|----------|---|
| 1. <a href="#">Compare Report Table to Files in Reports Directory</a>    | Report Title                  | Template |   |
| 2. <a href="#">Compare Files in the Report Directory to the Database</a> | Country Overview              | GE0001   |  |
|  | Country Overview - Details    | GE0003   |  |
|  | Chargeback Amounts by Invoice | INV001   |  |

Compare

## 1.12 Chapter 10: Misc. Settings

The **Misc. Settings** tab in **Application Administration** opens a set of hyperlinks on the right side of the screen that allow site administrators and super users to modify or configure settings pertaining to corporate information and internal staff.

|                                |          |
|--------------------------------|----------|
| <b>MISCELLANEOUS</b>           |          |
| <b>Notifications</b>           | <b>1</b> |
| <b>Geographic Settings</b>     | <b>2</b> |
| <b>FEED MAINTENANCE</b>        |          |
| <b>Reset A Data Feed</b>       | <b>3</b> |
| <b>Data Feed Notifications</b> | <b>4</b> |
| <b>CATEGORY MAINTENANCE</b>    |          |
| <b>Category Headings</b>       | <b>5</b> |
| <b>Retired Categories</b>      | <b>6</b> |
| <b>TIME ACCOUNTING</b>         |          |
| <b>Lock Time Entries</b>       | <b>7</b> |

Misc. Settings Sidebar

**Options:**

| <b>Page</b>                    | <b>Function</b>  |
|--------------------------------|--|
| <b>Notifications</b>           | Create a schedule for which key dates from matter records will be sent via email to individuals as a reminder. |
| <b>Geographic Settings</b>     | Edit geographic settings and currency.   |
| <b>Reset a Data Feed</b>       | Reset invoices which have been recorded as "To Accounting" and need to be resent.                              |
| <b>Data Feed Notifications</b> | Add notification recipients and notify them of data feed activity.   |
| <b>Category Headlines</b>      | View and add category headings.  |
| <b>Retired Categories</b>      | View and reinstate retired category headings.  |

| Page                     | Function  |
|--------------------------|---|
| <b>Lock Time Entries</b> | Set or open locks on time entries.  |
| <b>Open Category Map</b> | Located under the <b>Misc. Settings</b> sidebar. Displays all categories created in <b>Category Headlines</b> . |

### 1.12.1 Notifications

The **Notifications** hyperlink in the **Misc. Settings** sidebar allows site administrators and super users to manage notifications.

|                                |   |
|--------------------------------|---|
| <b>MISCELLANEOUS</b>           |   |
| <b>Notifications</b>           | 1 |
| <b>Geographic Settings</b>     | 2 |
| <b>FEED MAINTENANCE</b>        |   |
| <b>Reset A Data Feed</b>       | 3 |
| <b>Data Feed Notifications</b> | 4 |
| <b>CATEGORY MAINTENANCE</b>    |   |
| <b>Category Headings</b>       | 5 |
| <b>Retired Categories</b>      | 6 |
| <b>TIME ACCOUNTING</b>         |   |
| <b>Lock Time Entries</b>       | 7 |

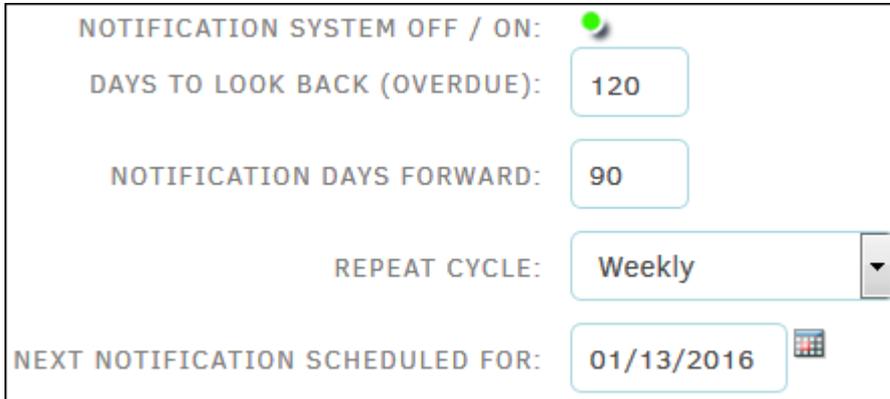
Notifications Link

-  Notification system enabled ("on")
-  Notification system disabled ("off")

In the top section of the screen, edit the notification schedule by taking the following steps:

1. Click the colored indicator to turn the notification system on or off.

2. Type the number of days to look back in the first text box.
3. Type the number of upcoming notification days in the second text box.
4. Choose a repeat cycle from the drop-down menu.
5. Click the  icon to choose a date for the next notification.



The screenshot shows a form titled "Notification Schedule" with the following fields and controls:

- NOTIFICATION SYSTEM OFF / ON:** A toggle switch currently in the "ON" position (green dot).
- DAYS TO LOOK BACK (OVERDUE):** A text input field containing the number "120".
- NOTIFICATION DAYS FORWARD:** A text input field containing the number "90".
- REPEAT CYCLE:** A dropdown menu with "Weekly" selected.
- NEXT NOTIFICATION SCHEDULED FOR:** A text input field containing "01/13/2016" with a calendar icon to its right.

**Notification Schedule**

6. The opening/closing paragraph sections in the middle of the page allow administrators to include instructions to the recipient. Manage the text within the opening and closing paragraph by typing directly into the corresponding text fields.
7. In the bottom section, use the checkboxes  to include certain individuals or records in the notification.
8. A point of contact can be assigned by typing the individual's name and email address in the text boxes at the bottom.
9. Click **Save Settings** after any changes are made.

NOTIFICATION EMAIL OPENING PARAGRAPH:

Items detailed below are being tracked for you by the legal department.

The first set are items which are either due today or their due date has passed. Please notify one of the individuals listed in the "Contacts" column with the action you did or did not take so the past due flags can be removed.

The second set are items which will be upcoming in the next 120

NOTIFICATION EMAIL CLOSING PARAGRAPH:

The primary contact who is responsible for sending this message is listed below.

Contact this person only if there is a problem with delivery or the individual matter information / details above. Your primary contact for each of the contract / matter records is listed in the "Contacts" column.

We in the legal department appreciate your cooperation with this

INCLUDE CONTACT INFORMATION OF:  
**AT LEAST ONE IS REQUIRED**

Lead   
 Paralegal   
 Administrative

-Include Closed Records

ONLY INCLUDE RECORDS WITH THESE STATUS SETTINGS

Active (open)       Implementation       Open (inactive)  
 Arbitration       No Action Required       Pending  
 Closed (settled)       Open (active)       Qa Testing  
 Closed (won)       Open (dormant)

POINT OF CONTACT:

EMAIL FROM:

**Save Settings**

## Notification Settings

## 1.12.2 Geographic Settings

The **Geographic Settings** hyperlink in the **Misc. Settings** sidebar allows site administrators and super users to manage country information and currency used.

|   |   |
|---|---|
| <b>MISCELLANEOUS</b>                    |   |
| <a href="#">Notifications</a>           | 1 |
| <a href="#">Geographic Settings</a>     | 2 |
| <b>FEED MAINTENANCE</b>                 |   |
| <a href="#">Reset A Data Feed</a>       | 3 |
| <a href="#">Data Feed Notifications</a> | 4 |
| <b>CATEGORY MAINTENANCE</b>             |   |
| <a href="#">Category Headings</a>       | 5 |
| <a href="#">Retired Categories</a>      | 6 |
| <b>TIME ACCOUNTING</b>                  |   |
| <a href="#">Lock Time Entries</a>       | 7 |

Geographic Settings Link

- Switch between a list for countries and states by selecting either **Countries** or **States** at the top of the page.
- —Edit country name, code, region, and currency information. Click **Update Country** to save any changes.
- —Delete a state or country from the list.

**Note:** If a country is being used by an open matter, it cannot be deleted.

From the states list, edit both state and country detail information by clicking either state or country name.

States have the option of being retired from future use. Click on the state name, then click the color indicator under "Use in Drop-Down Lists".

**EDIT COUNTRY**

COUNTRY NAME:

COUNTRY CODE:

REGION:

CURRENCY NAME:  USE IN DROP-DOWN LISTS

CURRENCY CODE:  - ISO 4217 Symbol

VAT MULTIPLIER:

INTERNATIONAL INTELLECTUAL PROPERTY CODE:  (WIPO CODE)

**Update Country** **Add New State**

Edit Country Information

### ▣ Add New State

1. Click the  icon or the country's name under the **Country** button.
2. Click **Add New State**.
3. Type the state name in the text box, and click the state's country from the drop-down list.
4. Click **Save**.

**ADD NEW STATE:**

**Save**

Add New State

### ▣ Add New Country

4.1 includes restored functionality for adding a country to the **Geographic Settings** table.

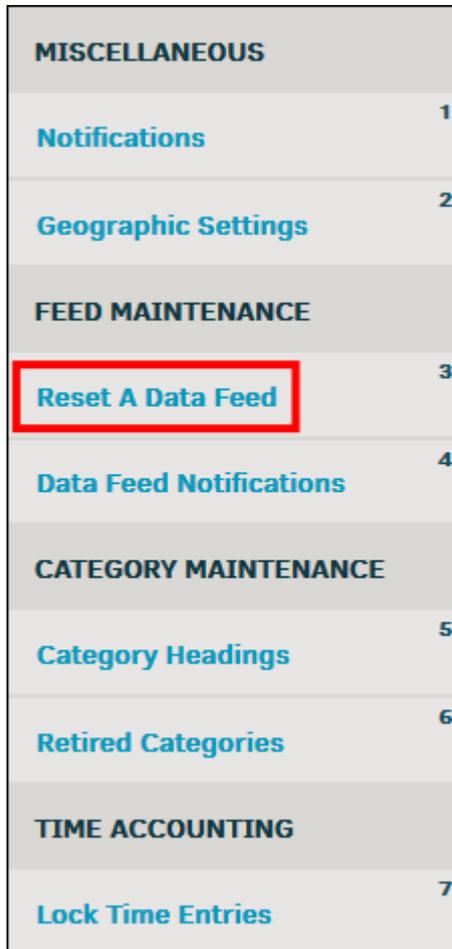
1. At the bottom of the page, fill in the data fields under **Add New Country**. The name of the country, name of the currency to be used, and regional location are required.
2. Click **Save New Geographic Setting**.

Once the country is saved, it can be opened from the **Geographic Settings** table and edited to include a VAT multiplier and international intellectual property codes. By default, the new country is used in associated drop-down lists.



### 1.12.3 Reset a Data Feed

The **Reset a Data Feed** page in the **Application Administration | Misc. Settings** sidebar allows site administrators and super users to reset a single invoice if that invoice has been marked as "To Accounting" and needs to be resent.



|   |   |
|---|---|
| <b>MISCELLANEOUS</b>                    |   |
| <a href="#">Notifications</a>           | 1 |
| <a href="#">Geographic Settings</a>     | 2 |
| <b>FEED MAINTENANCE</b>                 |   |
| <a href="#">Reset A Data Feed</a>       | 3 |
| <a href="#">Data Feed Notifications</a> | 4 |
| <b>CATEGORY MAINTENANCE</b>             |   |
| <a href="#">Category Headings</a>       | 5 |
| <a href="#">Retired Categories</a>      | 6 |
| <b>TIME ACCOUNTING</b>                  |   |
| <a href="#">Lock Time Entries</a>       | 7 |

Reset a Data Feed Link

1. Enter the invoice number into the "Invoice Number" text box.
2. Click **Reset**.

The search returns the most recent 25 feeds in chronological order.

3. Select the one invoice to be reset, then click **Reset**.

Alternatively, enter an invoice number into the "Invoice Number" text box, then click **Reset**. The invoice number must be exact; if an invoice number is entered incorrectly, the user is notified that there are no records to reset and no changes were made.

## 1.12.4 Data Feed Notifications

The **Data Feed Notifications** page in **Application Administration | Misc. Settings** allows site administrators and super users to add a user who will receive emails that notify them of data feed activity.

|   |   |
|---|---|
| <b>MISCELLANEOUS</b>                    |   |
| <a href="#">Notifications</a>           | 1 |
| <a href="#">Geographic Settings</a>     | 2 |
| <b>FEED MAINTENANCE</b>                 |   |
| <a href="#">Reset A Data Feed</a>       | 3 |
| <a href="#">Data Feed Notifications</a> | 4 |
| <b>CATEGORY MAINTENANCE</b>             |   |
| <a href="#">Category Headings</a>       | 5 |
| <a href="#">Retired Categories</a>      | 6 |
| <b>TIME ACCOUNTING</b>                  |   |
| <a href="#">Lock Time Entries</a>       | 7 |

Data Feed Notifications Link

Use precaution when entering addresses to add a data feed notification recipient, as the system does not do duplication checks for this page.

1. Type the recipients email address into the "Email Address" text box.
2. Click **Save**.
3. Delete a data feed notification recipient by clicking the  icon.

|   |   |   |                      |   |  |
|---|---|---|----------------------|---|--|
| <b>RECIPIENTS</b>   | <i>Feed notification recipients will be notified of data feed activity.</i>         |   |                      |   |  |
| <table border="1"> <tr> <td>miranda.rogers@m.com</td> <td></td> </tr> <tr> <td>bobo.jenkins@bbj.com</td> <td></td> </tr> </table> | miranda.rogers@m.com  |  | bobo.jenkins@bbj.com |  | <p style="text-align: center;"><b>ADD NOTIFICATION RECIPIENT</b></p> <p>EMAIL ADDRESS: <input type="text"/></p> <p style="text-align: center;"><b>Save</b></p> |
| miranda.rogers@m.com  |  |   |                      |   |  |
| bobo.jenkins@bbj.com  |  |   |                      |   |  |

Data Feed Notification Recipients

### 1.12.5 Category Headings

The **Category Headlines** hyperlink in the **Application Administration | Misc. Settings** sidebar allows site administrators and super users to add new categories. Use this page only if instructed by Lawtrac Support or your IT department.

|   |   |
|---|---|
| <b>MISCELLANEOUS</b>                    |   |
| <a href="#">Notifications</a>           | 1 |
| <a href="#">Geographic Settings</a>     | 2 |
| <b>FEED MAINTENANCE</b>                 |   |
| <a href="#">Reset A Data Feed</a>       | 3 |
| <a href="#">Data Feed Notifications</a> | 4 |
| <b>CATEGORY MAINTENANCE</b>             |   |
| <a href="#">Category Headings</a>       | 5 |
| <a href="#">Retired Categories</a>      | 6 |
| <b>TIME ACCOUNTING</b>                  |   |
| <a href="#">Lock Time Entries</a>       | 7 |

Category Headings Link

**To add a new category heading:**

1. Type the category level into the first text box, and the category name in the second text box.
2. Click **Save**.

The page refreshes to show the new category in the category headings list.

Errors are indicated by a **No** in the **Found** column. Users should avoid using those categories, as they may create a "page not found" error notification.

| LEVEL | HEADING               | FOUND |
|-------|-----------------------|-------|
| 1     | Type                  | Yes   |
| 1     | Anu:qa                | Yes   |
| 1     | POP                   | Yes   |
| 2     | Category              | Yes   |
| 3     | Issue(s)              | Yes   |
| 4     | Product               | Yes   |
| 5     | Business Unit         | Yes   |
| 6     | Clydefrog             | Yes   |
| 7     | Court                 | Yes   |
| 8     | Outcome               | No    |
| 9     | Entity Classification | Yes   |
| 13    | Key Personnel Titles  | Yes   |

Only use the function below if you are instructed by Lawtrac Support or your IT department.

If you add an Unauthorized category it may create 'page not found' errors here in the admin section of the application.

**ADD NEW CATEGORY HEADING**

CATEGORY LEVEL:

CATEGORY NAME:

**Save**

Add New Category Heading

### 1.12.6 Retired Categories

The **Retired Categories** hyperlink in the **Application Administration | Misc. Settings** allows site administrators and super users to view, delete and reactivate retired categories.

|                                |          |
|--------------------------------|----------|
| <b>MISCELLANEOUS</b>           |          |
| <b>Notifications</b>           | <b>1</b> |
| <b>Geographic Settings</b>     | <b>2</b> |
| <b>FEED MAINTENANCE</b>        |          |
| <b>Reset A Data Feed</b>       | <b>3</b> |
| <b>Data Feed Notifications</b> | <b>4</b> |
| <b>CATEGORY MAINTENANCE</b>    |          |
| <b>Category Headings</b>       | <b>5</b> |
| <b>Retired Categories</b>      | <b>6</b> |
| <b>TIME ACCOUNTING</b>         |          |
| <b>Lock Time Entries</b>       | <b>7</b> |

Retired Categories Link

- Click **Activate** under the **Reinstate** column to reactivate a category.

- Click the  icon to permanently delete a category.

**Note:** You can only delete what is not in use.

| CLASSIFICATION  |          | CATEGORY NAME                            | SUBORDINATE TO | REINSTATE                |   |
|-----------------|----------|--|----------------|--------------------------|---|
| TYPE1 - Level 0 | Anu:qa   | Incident Report                          | none           | <a href="#">Activate</a> | In Use  |
| TYPE1 - Level 0 | Anu:qa   | Service Request                          | none           | <a href="#">Activate</a> | In Use  |
| TYPE2 - Level 0 | Category | Clinical Trial - 100k                    | Contract       | <a href="#">Activate</a> |  |
| TYPE2 - Level 0 | Category | Clinical Trial - 10k                     | Contract       | <a href="#">Activate</a> |  |
| TYPE2 - Level 0 | Category | Government Filings                       | Administration | <a href="#">Activate</a> |  |
| TYPE2 - Level 0 | Category | Lender's Attestation                     | Contract       | <a href="#">Activate</a> |  |
| TYPE2 - Level 0 | Category | Secured Demand Note Collateral Agreement | Contract       | <a href="#">Activate</a> | In Use  |

Reinstate a Retired Category

### 1.12.7 Lock Time Entries

The **Lock Time Entries** in the **Application Administration | Misc. Settings** allows site administrators and super users to lock or unlock time entries made during a specific time period.

Locking a time entry prevents the entry from being edited or deleted.

|   |   |
|---|---|
| <b>MISCELLANEOUS</b>                    |   |
| <a href="#">Notifications</a>           | 1 |
| <a href="#">Geographic Settings</a>     | 2 |
| <b>FEED MAINTENANCE</b>                 |   |
| <a href="#">Reset A Data Feed</a>       | 3 |
| <a href="#">Data Feed Notifications</a> | 4 |
| <b>CATEGORY MAINTENANCE</b>             |   |
| <a href="#">Category Headings</a>       | 5 |
| <a href="#">Retired Categories</a>      | 6 |
| <b>TIME ACCOUNTING</b>                  |   |
| <a href="#">Lock Time Entries</a>       | 7 |

Lock Time Entries Link

- To set a lock, type a date in the top text box for a period to lock time entries that were made on or prior to that date, then click **Go**.
- To open a lock, type a date in the bottom text box for a period to lock time entries that were made on or after to that date, then click **Go**.

|            |                                       |   |                                   |
|------------|---------------------------------------|---|-----------------------------------|
| SET LOCKS  | LOCK ALL TIME ENTRIES ON OR PRIOR TO: | <input type="text" value="12/10/2013"/> | <input type="button" value="Go"/> |
| OPEN LOCKS | UNLOCK ALL TIME ENTRIES ON OR AFTER:  | <input type="text" value="11/10/2014"/> | <input type="button" value="Go"/> |

Set or Open a Lock

### 1.12.8 Open Category Map

Under the **Application Administration | Misc. Settings** sidebar, select **Open Category Map** from the drop-down list and click **List** to see all categories that were created by Lawtrac Support or added by your IT department.

|                                     |   |
|-------------------------------------|---|
| MISCELLANEOUS                       |   |
| <a href="#">Notifications</a>       | 1 |
| <a href="#">Geographic Settings</a> | 2 |
| CATEGORY MAINTENANCE                |   |
| <a href="#">Category Headings</a>   |   |
| <a href="#">Retired Categories</a>  |   |
| TIME ACCOUNTING                     |   |
| <a href="#">Lock Time Entries</a>   |   |
| <a href="#">Open Category Map</a> ▼ |   |
| <input type="button" value="List"/> |   |
| <a href="#">Refresh / Reset Now</a> |   |

Access Category Map

The Category Map is a useful tool to find a category page that might not show up on a module's sidebar. All pages have a list of categories defined by category name (i.e. products, key personnel titles, etc.) and the option to edit, retire, or add new.

**To edit a category field:**

1. Click on the title under the **Category** column.
  2. Type into the appropriate text box.
  3. Click **Save**.
- To retire a category name, click the  icon. Retired categories cannot be reactivated.
  - To add a new category, enter a category name into the first text box, and export code if available. Click **Save**.

| Category Name: Hold Types                     |   | <input type="text" value="Hold Types"/> | <input type="button" value="Update"/> |
|---|---|---|---------------------------------------|
| NAME  | EXPORT CODE                             | SAVE                                    | RETIRE                                |
| <input type="text" value="Audit Hold"/>       | <input type="text" value="Hold Types"/> | <input type="button" value="save"/>     | <input type="button" value="trash"/>  |
| <input type="text" value="Litigation Hold"/>  | <input type="text" value="Hold Types"/> | <input type="button" value="save"/>     | <input type="button" value="trash"/>  |
| <input type="text" value="Non Archive Hold"/> | <input type="text"/>                    | <input type="button" value="save"/>     | <input type="button" value="trash"/>  |
| <input type="text" value="Regulatory Hold"/>  | <input type="text" value="Hold Types"/> | <input type="button" value="save"/>     | <input type="button" value="trash"/>  |
| <b>ADD NEW:</b>                               |   |   |                                       |
| CATEGORY NAME:                                | <input type="text"/>                    | EXPORT CODE:                            | <input type="text"/>                  |
|   |   |   | <input type="button" value="Submit"/> |

**Add a Category Line Item**

## 1.13 Chapter 11: Application & Database

The **Application & Database** tab in **Application Administration** allows administrators and super users to access and modify Lawtrac application settings such as security options, security groups, password rules, and other data rules for the site.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

Application &amp; Database Sidebar

**Application & Database Options:**

| Page                 | Function  |
|----------------------|---|
| Application Settings | Edit basic application settings for your company.           |
| Data Locations       | Edit settings pertaining to your network and the internet.  |
| Security Options     | Manage application security and turn basic switches on/off. |

| Page                           | Function  |
|--------------------------------|---|
| <b>Work/Security Groups</b>    | Set up additional security groups.  |
| <b>Password Rules</b>          | Manage password options to match your company security policies.  |
| <b>Scheduled Tasks</b>         | Schedule when automatic and off-hour events occur.  |
| <b>Set Serial Number</b>       | Create an application serial number.  |
| <b>Collaborati Settings</b>    | Edit Collaborati synchronization settings and determine what information is shared.                                 |
| <b>Database Administration</b> | List a field in the database administration.  |
| <b>Security Logs</b>           | Capture who makes changes to application access or makes major adjustments to the functionality of the application. |
| <b>Invoice Logs</b>            | Search the Invoice Change Log.  |
| <b>Currency Logs</b>           | Search the Currency Change Log.   |

### 1.13.1 Application Settings

The **Application Settings** link in the **Application & Database** sidebar allows administrators and super users to edit basic information about the company.

| APPLICATION & DB                          |    |
|---|----|
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">Scheduled Tasks</a>           | 6  |
| <a href="#">Set Serial Number</a>         | 7  |
| <a href="#">Collaborati Settings</a>      | 8  |
| <a href="#">Database Administration</a> → | 9  |
| LOGGING                                   |    |
| <a href="#">Security Logs</a>             | 10 |
| <a href="#">Invoice Logs</a>              | 11 |
| <a href="#">Currency Logs</a>             | 12 |
| <a href="#">Rate Card Logs</a>            | 13 |

#### Application Settings Link

1. Type directly into the text boxes to change the data.
2. Press **[Tab]** on your keyboard or click anywhere outside the text box to allow the page to refresh; the  icon indicates that the change has been saved.
3. At the bottom of the page, change your company's base currency (affecting future invoices only) by making a selection from the "Application Base Currency" drop-down list and click **Change Base Currency**.

|                               |   |
|-------------------------------|---|
| COMPANY NAME:                 | <input type="text" value="Mitrtech"/>               |
| ADDRESS:                      | <input type="text" value="5001 Plaza on the Lake"/> |
|                               | <input type="text" value="Ste 111"/>                |
| CITY:                         | <input type="text" value="Austin"/>                 |
| STATE:                        | <input type="text" value="Texas [USA]"/>            |
| ZIP:                          | <input type="text" value="78746"/>                  |
| PHONE:                        | <input type="text" value="5126606500"/>             |
| FAX:                          | <input type="text" value="222-777-2122"/>           |
| GENERAL COUNSEL:              | <input type="text" value="Samuel Jaxen"/>           |
| YOUR COMPANY PRIMARY CONTACT: | <input type="text" value="Colt Winchester"/>        |
| BASE RECORD TERM:             | <input type="text" value="Matter"/>                 |

Edit Application Settings

### 1.13.2 Data Locations

The **Data Locations** page is initially managed when first logging into the application as an administrator during installation. You should not need to adjust the "Lawtrac Application Address" data field.

- Update the **Corporate Logo** to reflect the URL location of your corporate logo file.  
**Note:** The URL should be the application URL with the file name as the suffix.
- In the **Log-Out URL** field, input the URL of the site that will be displayed after users log out of the application.
- Update the **Reports Location** to reflect the location of your reports (ex: C:\inetpub\wwwroot\Lawtrac4\LDept\Modules\Reports\).
- Update the **Personnel Photos** to reflect the location of your employee photos. This can link to a URL address, or to your computer drive.

Data settings are saved automatically when you click outside of the text box or press **Tab** on your keyboard.

**Important Note:** Do **NOT** alter Application or Database fields (located at the bottom of the page). These values exist to aid Lawtrac support only.

### 1.13.3 Security Options

The **Security Options** hyperlink on the **Application & Database** sidebar allows site administrators and super users to turn on/off the basic security switches that will allow Lawtrac to run on its most secure settings. From this page, administrators can also set safeguards against hacker commands and create a sign-in security message.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| <b>Security Options</b>     | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

Security Options Link

#### **Basic Switches and Safeguards:**

- —Switch is enabled ("on")
- —Switch is disabled ("off")

| Switch                         | Function  |
|--------------------------------|---|
| Force Use of SSL               | A Secure Socket Layer (SSL) is a protocol for encrypting information over the internet and the predecessor to Transport Layer Security (TLS). The purpose of this switch is to provide communication security over the internet by encrypting data being exchanged between parties or companies.  |
| Engage No Cache Meta Attribute | This tab indicates that when a page is loaded into a browser, that page will not be loaded into the browser's cache. Removing cached information will allow information to be quickly updated by reloading from the server. Private information may also be gathered from a cached page, so it is recommended to remove caches when entering secure data. |
| Skip IP Address Checking       | The server will run a connected IP address to check whether the client host name is in the host cache. If users report being logged out before the idle time limit expires, turn on the "Skip IP Address Checking" option.  |
| Test Mode                      | Test Mode enables standard ColdFusion error messages which may reveal sensitive information in order to debug problems in the application. It should not be enabled in a production environment unless troubleshooting a specific issue.  |
| Hacker Commands Safeguard      | Pinpoint words or phrases that cannot be passed in a form field.  |
| Sign-In Security Message       | Enter a special security message that users will see upon logging in, like terms of use or an IT/electronic communication policy.   |

**Basic Switches**FORCE USE OF SSL: ENABLE NO CACHE META ATTRIBUTE: SKIP IP ADDRESS CHECKING: TEST MODE: 

AUTOMATICALLY RESET USERNAMES AFTER

BAD LOG-IN ATTEMPTS.

AUTOMATICALLY LOG-OUT INDIVIDUALS AFTER

MINUTES OF INACTIVITY.

**Hacker Commands Safeguard ?**

WORDS OR PHRASES THAT CANNOT BE PASSED IN A FORM FIELD:

```
+OR,CQ=,(*),PostData,UPDATE, DROP ,TRUNCATE ,@@,sp_,dt_,AAAAAA,sysobjects
,CQ=,onerror,%3d,img+,alert,QUERY_STRING,AppScan,%3C,%3E,nvarchar,Table_Curs
or,Table_Name,BusinessWire,WebInspect
```

**Set Safeguards****Sign-In Screen Security Message ?**

SIGN-IN SCREEN SPECIAL SECURITY MESSAGE:

When is a door not a door?

**Set Message****Security Options**

### 1.13.4 Work/Security Groups

The **Work/Security Groups** hyperlink in the **Application & Database** sidebar allows you to edit the names of work/security groups that are made available on the Lawtrac application. Access to a specific work group completely separates listing matter records. When a user searches for matter records, the results are only those which correspond with the security group to which they are currently tuned in.

For example, if a user is assigned to a work/security group titled "Reporting Group 1", only matters that belong to Reporting Group 1 show up in a search result, and the user only has access to those matters. Matter records belonging to other work/security groups are marked "private" to that user.

Work/security groups can be set for a matter record on the **Security** page within a matter record.

|   |    |
|---|----|
| <b>APPLICATION &amp; DB</b>               |    |
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">Scheduled Tasks</a>           | 6  |
| <a href="#">Set Serial Number</a>         | 7  |
| <a href="#">Collaborati Settings</a>      | 8  |
| <a href="#">Database Administration →</a> | 9  |
| <b>LOGGING</b>                            |    |
| <a href="#">Security Logs</a>             | 10 |
| <a href="#">Invoice Logs</a>              | 11 |
| <a href="#">Currency Logs</a>             | 12 |
| <a href="#">Rate Card Logs</a>            | 13 |

#### Work/Security Groups Link

1. Click a security group name to edit the title.
2. Type directly into the text box, then click **Set**.
3. Click  to exit without saving changes.

| SECURITY GROUPS  |  | SECURITY GROUPS   |  |
|--|--|-------------------|--|
| <input type="text" value="Default Group"/><br><input type="button" value="Set"/>       |  | Security Group 14 |  |
|  |  | Security Group 15 |  |
|  |  | Security Group 16 |  |
| <input type="text" value="G2-Security Group 2"/><br><input type="button" value="Set"/> |  | Security Group 17 |  |
|  |  | Security Group 18 |  |
|  |  | Not In Use        |  |
| G3-Security Group 3  |  | Security Group 20 |  |
| Security Group 4   |  | Executives        |  |
| Security Group 5   |  | Security Group 22 |  |
| Not In Use   |  | Security Group 23 |  |
| Custom Group   |  | Security Group 24 |  |
| Security Group 8   |  | Security Group 25 |  |
| Security Group 9   |  |                   |  |
| Security Group 10  |  |                   |  |
| Federal Govt.  |  |                   |  |
| State Govt.  |  |                   |  |
| Not In Use   |  |                   |  |

Edit a Reporting Group

### 1.13.5 Password Rules

The **Password Rules** hyperlink in the **Application Administration | Application & Database** sidebar allows administrators and super users to set up various password options and requirements for application users.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| <b>Password Rules</b>       | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

#### Password Rules Link

The password rules should be set to match your company security policies. If you do not know what your corporate policy is, contact your IT department.

To change the number of days between password changes, maximum number of repeated passwords, or the minimum length of passwords, type directly into the corresponding text box. Press the **[Tab]** key on your keyboard or click anywhere outside of the altered text box to save the changes.

Click the switches below to turn a feature on or off.

-  Rule is enabled ("on")
-  Rule is disabled ("off")

|   |                       |                      |
|---|-----------------------|----------------------|
| NUMBER OF DAYS BETWEEN PASSWORD CHANGES:            | 365                   |                      |
| MAXIMUM NUMBER OF 'NO REPEATED' PASSWORDS:          | 11                    |                      |
| PASSWORDS MUST BE AT LEAST                          | 5                     | CHARACTER IN LENGTH. |
| LOOK AT PASSWORDS FOR TRIPLE (REPEATED) CHARACTERS: | <input type="radio"/> |                      |
| LOOK AT USER NAME - DISALLOW INDIVIDUAL'S NAME:     | <input type="radio"/> |                      |
| LOOK AT PASSWORD - DISALLOW INDIVIDUAL'S NAME:      | <input type="radio"/> |                      |
| MUST ENTER CURRENT PASSWORD WHEN CHANGING:          | <input type="radio"/> |                      |
| MUST CONTAIN AT LEAST ONE NUMBER (0-9):             | <input type="radio"/> |                      |
| MUST CONTAIN ONE UPPER CASE LETTER (A-Z):           | <input type="radio"/> |                      |
| MUST CONTAIN ONE LOWER CASE LETTER (A-Z):           | <input type="radio"/> |                      |

Password Options

### 1.13.6 Scheduled Tasks

The **Scheduled Tasks** hyperlink in the **Application & Database** sidebar allows administrators and super users to schedule commands to run code at specific times. These commands can be used to execute account payable feeds, email notifications, etc. The **Scheduled Tasks** hyperlink lists scheduled tasks set up in your database along with start and end dates and the time they are scheduled to run.

The Collaborati Synchronization task synchronizes the Lawtrac application and the Collaborati application so outside counsel can submit invoices, rate cards, budget requests, and accruals. For a list of the data that is transferred between Lawtrac and Collaborati, view **Collaborati Settings**.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| <b>Scheduled Tasks</b>      | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

#### Scheduled Tasks Link

Click on an existing task to view or edit task details. The selected scheduled task's information displays to the right, where the information can be changed by clicking directly into the appropriate text boxes or using the drop-down lists. Click **Save** when finished to confirm changes or select the  icon at the top to return to the list view.

- —Run the scheduled task
- —Delete the scheduled task

**TASK NAME**

- nightly invoicesreport (daily)
- Nightly LedesCleanUp (daily)
- Nightly OCNightly (daily)
- Nightly Reminders (daily)
- Nightly TestNotifier (daily)
- Nightly TestTask (daily)
- Nightly toast (daily)
- Nightly UTCNotifications (daily)
- Nightly UTCNotificationsOC (daily)
- Nightly xApplication (daily)
- SubstituteApprovers.Job (3600)
- Sync with Collaborati (daily)
- Task Scheduled Task (daily)

[Add New Scheduled Task](#)

**SCHEDULED TASK INFORMATION**

TASK NAME: Sync with Collaborati

START: 02/11/2016

END: 02/11/2018

TIME: 10 : 27 «24 Hour Clock

INTERVAL: Daily

URL: http://lenny.qa.mitratesch-aus.com/Lawtrac4/Nightly/CollaboratiS

DESCRIPTION:

**Save**

**RUN NOW**

**Delete Task**

Scheduled Task Information

## Add a Scheduled Task

1. Click **Add New Scheduled Task** at the bottom of the task list.
2. Use the text boxes and drop-down lists to enter your task data.
3. Click **Save** to commit the information to the database.
4. Click the  icon at the top to cancel and return to the task list.

### 1.13.6.1 Adding the Collaborati Synchronization Task

The Collaborati Synchronization scheduled task synchronizes the Lawtrac application and the Collaborati application so outside counsel can submit invoices and rate requests. It must first be added and point the Lawtrac application to the task file in order for the data to be shared.

This process is restricted for Lawtrac Super Users only.

1. Navigate to **My Lawtrac > Application Administration > Application & Database > Scheduled Task** (menu option #6).
2. In the **Scheduled Tasks** page, click **Add New Scheduled Task**.

You can name the task anything you desire, but it is important to name it in such a way that it is easily distinguished as the synchronization tool between Lawtrac and Collaborati.



3. Fill in the rest of the details of the task to suit your needs.
4. Point the URL field to the location of the `CollaboratiSync.cfm`. The task file can be found in the `Nightly` folder within the Lawtrac Web server files.

**Note:** The URLs differ between Lawtrac 4.1.0 and 4.1.1.

- **Lawtrac 4.1.0** URL: `http://<yourlawtracinstancepath>/Nightly/collaboratiSync.cfm`
- **Lawtrac 4.1.1** URL: `http://<yourlawtracinstancepath>/Nightly/InitiateCollaboratiSync.cfm`



5. Click **Save**.

DO NOT START A SYNC if a sync is actively running when the next one is scheduled to start. Do not queue the next sync - it should be skipped altogether.

**Note:** Even if you schedule the task to run daily, it is best practice to promptly run the task manually after making any changes to a vendor's profile, rate card, invoice, etc. in order to ensure your vendors are viewing the most accurate and up-to-date information. The synchronization can be manually run from **Application Administration | Application & Database | Collaborati Settings**.

### 1.13.7 Create/Run DB View

The **Create/Run DB View** hyperlink in the **Application & Database** sidebar is intended to provide a short-cut to SQL statements that are run often to produce reports. A "View" becomes a part of the database and should only be created once the SQL statement is verified as accurate and sound. This page is for Support use only.

| APPLICATION & DB                          |    |
|---|----|
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">View Security Log</a>         | 6  |
| <a href="#">Scheduled Tasks</a>           | 7  |
| <a href="#">Pass SQL Statement</a>        | 8  |
| <a href="#">Create / Run DB View</a>      | 9  |
| <a href="#">Set Serial Number</a>         | 10 |
| <a href="#">Database Administration</a> → | 11 |

Create/Run DB View Link

### 1.13.8 Set Serial Number

The **Set Serial Number** hyperlink in the **Application & Database** sidebar allows administrators to enter an application serial number.

**Important Note:** Application serial numbers are used for company licensing purposes and should **only** be adjusted if the Lawtrac team provides you with a new serial number.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| <b>Set Serial Number</b>    | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

**Set Serial Number Link**

Enter the new serial code in the provided text box and click **Enter**. This step cannot be undone.

ENTER APPLICATION SERIAL NUMBER:

Paste New Code

Enter the code and click your tab button or click here.

---

In-House Seats  
304

Self-Service Seats  
200

|                    |   |                |   |                 |   |
|--------------------|---|----------------|---|-----------------|---|
| DocSave            | ✔ | Hold Module    | ✔ | Lawtrac Connect | ✔ |
| Create-A-Doc       | ✘ | eBilling       | ✔ | Report Writer   | ✔ |
| Service of Process | ✘ | Single Sign-On | ✔ |                 |   |

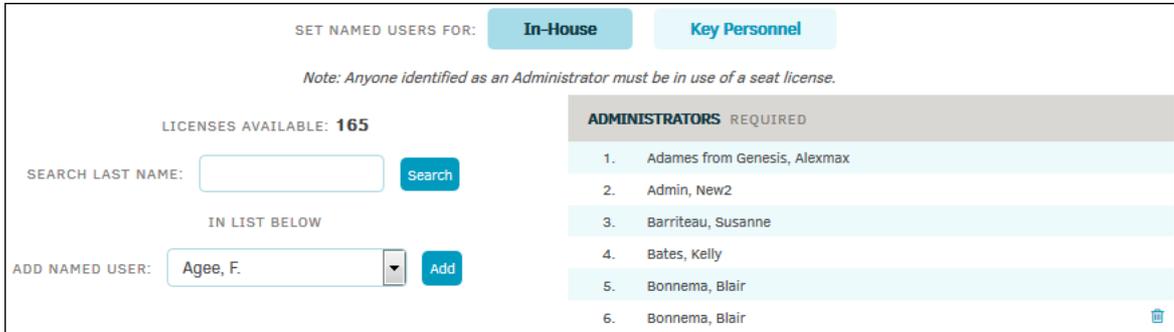
**Update Serial Number**

### Assign a License

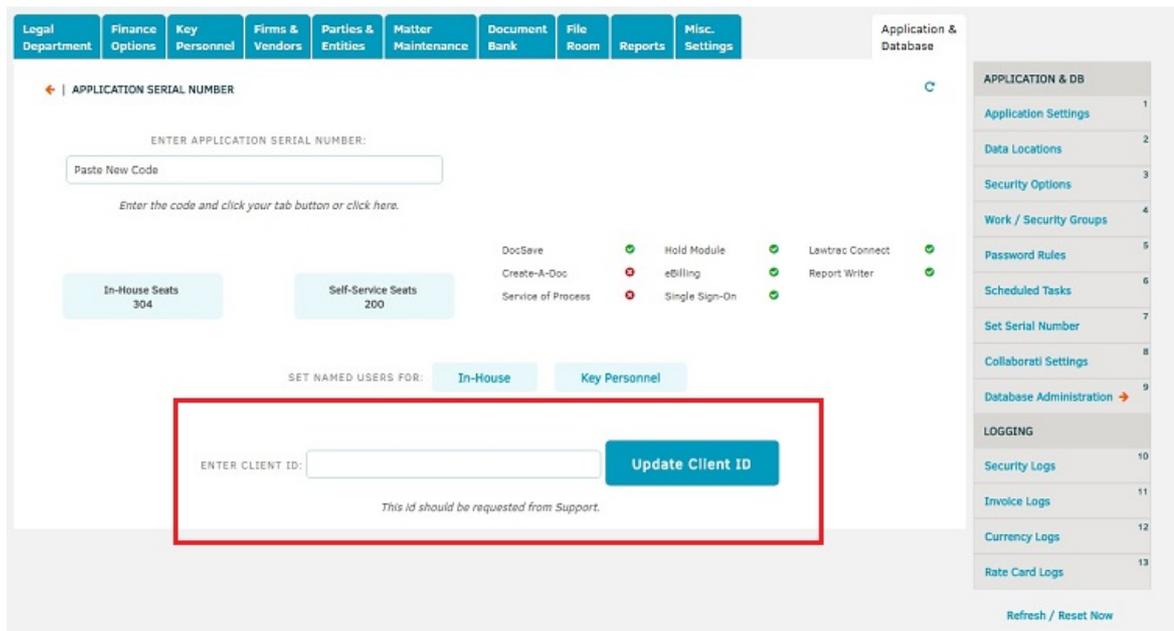
Anyone identified as an administrator must be in use of a seat license. In-house personnel and key personnel may also be assigned a seat license, though it is not required. View existing seat license holders at the bottom of the **Set Serial Number** page.

Use the buttons at the top of the list to switch between the in-house list and the key personnel list. In the in-house list view, administrators will show up at the top, and non-administrators at the bottom. Self-service seats should only be assigned to key personnel, who are outside the Legal department.

- Click the  icon to remove an individual.
- Assign a seat license by selecting a user from the drop-down list, then click **Add**. Narrow the selection of the drop-down list by using the Search box to find an individual by last name.



As of Lawtrac 4.2 users can enter a Salesforce Client ID to this screen



Enter in a Salesforce ID

### 1.13.9 Collaborati Settings

The **Collaborati Settings** page is where synchronization between Lawtrac and Collaborati is managed. After Mitrastech Support has created your Collaborati account, an email is sent to you containing the URL and credentials that you need to create the sync.

Before configuring these settings, make sure your Collaborati Scheduled Sync is set up.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| <b>Collaborati Settings</b> | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

1. In the "Collaborati URL" text box, enter the URL for Collaborati.
2. Enter the credentials in the username and password fields.
3. Click **Update**.

When the Lawtrac and Collaborati applications are connected, the text *Connection Established* appears in green above the permission switches.

#### To run a manual sync:

Click **Sync Now**. Any newly created rate requests, invoice submissions, approvals/rejections, etc. are transferred to and from the collaborating servers.

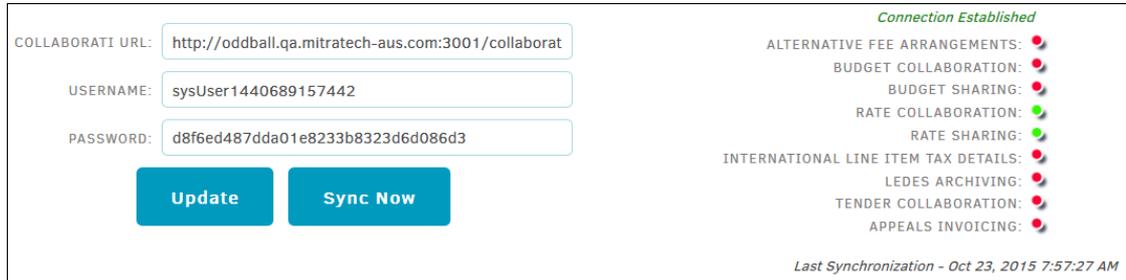
#### Lawtrac Features Synced with Collaborati

On the right, view which settings sync to Collaborati. Mitratech Support adjusts the settings via Collaborati; to change these connections contact support@mitratech.com.

-  —Feature syncs with Collaborati

-  Feature does not sync with Collaborati

The date and time when the most recent synchronization occurred is listed at the bottom of the settings list.



The screenshot shows the Collaborati Settings interface. On the left, there are three input fields: COLLABORATI URL (http://oddball.qa.mitrtech-aus.com:3001/collaborat), USERNAME (sysUser1440689157442), and PASSWORD (d8f6ed487dda01e8233b8323d6d086d3). Below these are two buttons: 'Update' and 'Sync Now'. On the right, there is a status 'Connection Established' and a list of features with status indicators (red or green dots): ALTERNATIVE FEE ARRANGEMENTS (red), BUDGET COLLABORATION (red), BUDGET SHARING (red), RATE COLLABORATION (green), RATE SHARING (green), INTERNATIONAL LINE ITEM TAX DETAILS (red), LEDES ARCHIVING (red), TENDER COLLABORATION (red), and APPEALS INVOICING (red). At the bottom right, it says 'Last Synchronization - Oct 23, 2015 7:57:27 AM'.

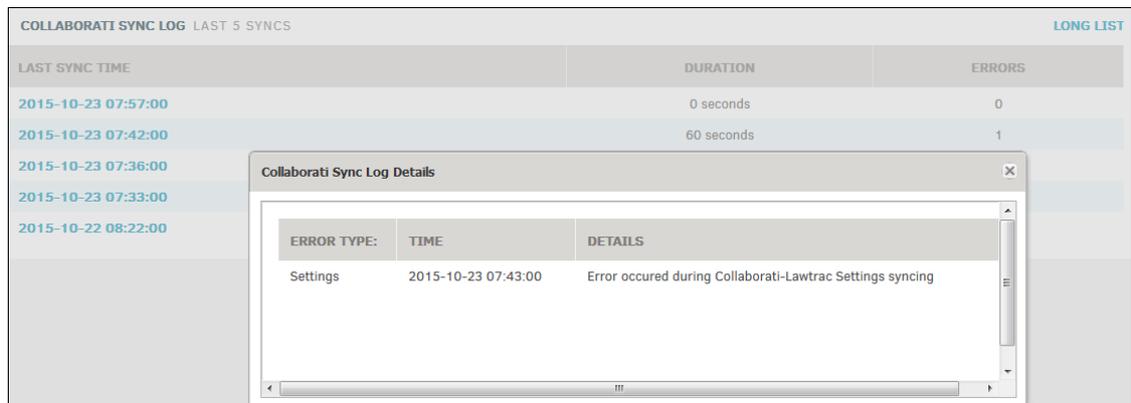
Collaborati Settings

## Collaborati Sync Log

Below the Collaborati settings, view past sync runs that include the date and time the sync last was completed, the duration of the sync, and whether any errors occurred. The short list (default view) displays the most recent five syncs.

Click **Long List** at the top right corner of the Collaborati Sync Log table to view the most recent 100 syncs.

To view errors, click on the date and time of the last sync, located under the **Last Sync** column. A pop-up window displays the error type, time and date the error occurred, and a short description.



The screenshot shows the Collaborati Sync Log table with a pop-up window for error details. The table has columns for LAST SYNC TIME, DURATION, and ERRORS. The data rows are as follows:

| LAST SYNC TIME      | DURATION   | ERRORS |
|---------------------|------------|--------|
| 2015-10-23 07:57:00 | 0 seconds  | 0      |
| 2015-10-23 07:42:00 | 60 seconds | 1      |
| 2015-10-23 07:36:00 |            |        |
| 2015-10-23 07:33:00 |            |        |
| 2015-10-22 08:22:00 |            |        |

The pop-up window titled 'Collaborati Sync Log Details' shows the following error details:

| ERROR TYPE: | TIME                | DETAILS   |
|-------------|---------------------|---|
| Settings    | 2015-10-23 07:43:00 | Error occured during Collaborati-Lawtrac Settings syncing |

Collaborati Sync Log with Error Details

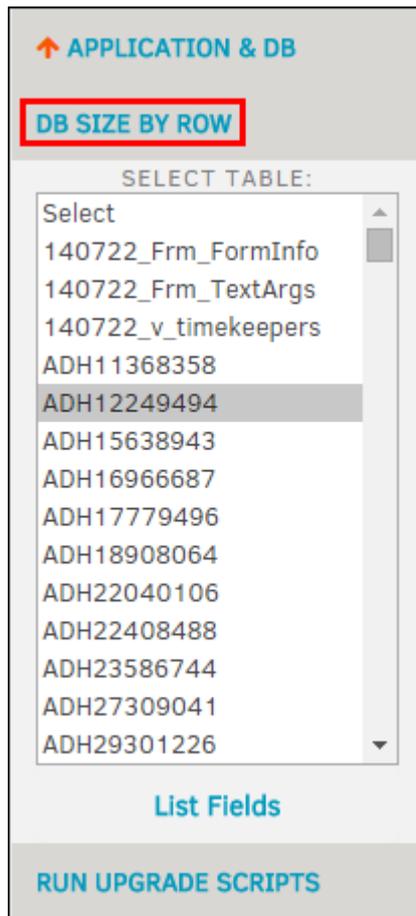
### 1.13.10 Database Administration

The **Database Administration** hyperlink located in the **Application & Database** sidebar allows site administrators and super users to view maintenance script fields for a specific table. There should be no reason to run upgrade scripts for the **Database Administration** unless requested by Mitrtech Support for an updated system code file.

|   |    |
|---|----|
| <b>APPLICATION &amp; DB</b>               |    |
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">Scheduled Tasks</a>           | 6  |
| <a href="#">Set Serial Number</a>         | 7  |
| <a href="#">Collaborati Settings</a>      | 8  |
| <a href="#">Database Administration →</a> | 9  |
| <b>LOGGING</b>                            |    |
| <a href="#">Security Logs</a>             | 10 |
| <a href="#">Invoice Logs</a>              | 11 |
| <a href="#">Currency Logs</a>             | 12 |
| <a href="#">Rate Card Logs</a>            | 13 |

#### Database Administration

1. From the **Database Administration** sidebar, view a list of database tables or select one from the drop-down menu.
2. Click **List Fields** to view all line items within the table and run a maintenance script, if available.
3. Click on any of the hyperlinked items in the table to expand its information on the right.
4. Select **DB Size by Row** to display all database tables in list view with the amount of rows, bytes per row, and bytes per table. Click on the table name to view the individual rows and values.



Database Administration Sidebar

### 1.13.11 Security Logs

The **Security Logs** hyperlink in the **Application Administration | Application & Database** sidebar allows administrators and super users to view all changes made to application access or the functionality of the application.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| <b>Security Logs</b>        | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| Rate Card Logs              | 13 |

#### Security Logs Link

- View detailed security event information by clicking on the date or summary of the change made on the left side of the page.  
The data displays on the right.
- Close the security event information detail by clicking the ← icon.
- To find a specific adjustment, type a description of the log into the "Look For" text box and click **Search**. It is recommended to fill in as much information as possible; search results include data found in the summary details and in the security event record details.

Search Security Log

LOOK FOR:

← | SECURITY EVENT INFORMATION

CLICK ON ROW TO VIEW DETAILS

|            |                                     |
|------------|-------------------------------------|
| 06/02/2016 | Illegal String Passed               |
| 06/02/2016 | Password Updated                    |
| 06/02/2016 | Logged Out by Administrator         |
| 06/02/2016 | Logged Out by Administrator         |
| 06/02/2016 | Logged Out by Administrator         |
| 06/01/2016 | Jack Flash Adjusted Security Option |

**RECORD DETAILS**

DATE: 06/02/2016 07:27 AM

ACTION: Illegal String Passed

DETAILS: Ankur Mehta AD attempted to pass an illegal value in a form value: UPDATE . Passed from 10.50.7.168 - the values were removed. Filtered Value: UPDATE . [ http://lenny.qa.mitrtech-aus.com/Lawtrac4/LDept/Admin/\_start.cfm | | D:\jnetpub\wwwroot\Lawtrac4\LDept\Admin\Finance\FY\FiscalYear.cfm ]

#### Security Log Results

### 1.13.12 Invoice Logs

The **Invoice Logs** hyperlink in the **Application & Database** sidebar allows administrators and super users to view the full history of changes made to invoices. The Invoice Change Log helps you ensure that your department's processes are being followed properly and allows you to take necessary corrective action when variances occur.

|   |    |
|---|----|
| <b>APPLICATION &amp; DB</b>               |    |
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">Scheduled Tasks</a>           | 6  |
| <a href="#">Set Serial Number</a>         | 7  |
| <a href="#">Collaborati Settings</a>      | 8  |
| <a href="#">Database Administration</a> → | 9  |
| <b>LOGGING</b>                            |    |
| <a href="#">Security Logs</a>             | 10 |
| <a href="#">Invoice Logs</a>              | 11 |
| <a href="#">Currency Logs</a>             | 12 |
| <a href="#">Rate Card Logs</a>            | 13 |

Invoice Logs Link

All updates made to an invoice are recorded in the Lawtrac system; historical data for invoices are visible to all users who have access to the invoice (**Invoice Logs** tab).

Use the search filter above the Invoice Change Log table to pinpoint specific actions, find changes made during a certain time range, or find changes made by a specific user. To search for an invoice by number, type the invoice number into the "Invoice No." text box, or click the **Invoice No.** column header to sort them alphanumerically.

Types of modifications can include changes made to firm/vendor, total invoice amount, payment amount, period (from-to dates), invoice date, fiscal year/quarter, date received/approved/rejected/paid, status markers, VAT & taxes, approval chain, approver substitutions, and text.

## Search the Invoice Change Log

1. Select a Lawtrac user from the "Modified By" drop-down list.
2. Click the  icons to choose a date range.
3. Type in the invoice number, if applicable.
4. Type in a description of the change in the "Action" text box.
5. Click **Search** to generate results.

Search the Invoice Change Log

MODIFIED BY:  DATE RANGE:  TO  INVOICE NO.:  ACTION:

| MODIFIED BY     | INVOICE NO. | DATE     | TIME     | CLICK ACTION TO VIEW DETAILS   |
|-----------------|-------------|----------|----------|--------------------------------|
| Rogers, Miranda | 15          | 05/18/15 | 10:21 AM | New Summary Invoice Added      |
| Tsui, Nathan    | 999999      | 05/18/15 | 10:18 AM | Invoice Approval Chain Updated |

Search the Invoice Change Log

Filter results further by using the arrows (▲) in the column headers. Click the arrow to toggle data by alphabetical or chronological order.

Click the description of the change that was made under the **Click Action to View Details** column to open a small pop-up window with the description of the changes made. Click the 'x' in the top right corner to return to the **Invoice Logs** page.

**Invoice Updated** ✕

USER: **Paul Richmond** **Mar 30, 2015 09:49 AM**

INVOICE NUMBER: **Inv-Jan29**

DESCRIPTION

**Paul Richmond changed 'DateToAcct' from to 03/24/2015**

Invoice Action Details

### 1.13.13 Currency Logs

The **Currency Logs** hyperlink in the **Application & Database** sidebar allows administrators and super users to view the full history of changes made to currency settings for a matter record. The Currency Log helps you ensure that your department's processes are being followed properly, and allows you to take necessary corrective action when variances occur.

|   |    |
|---|----|
| <b>APPLICATION &amp; DB</b>               |    |
| <a href="#">Application Settings</a>      | 1  |
| <a href="#">Data Locations</a>            | 2  |
| <a href="#">Security Options</a>          | 3  |
| <a href="#">Work / Security Groups</a>    | 4  |
| <a href="#">Password Rules</a>            | 5  |
| <a href="#">Scheduled Tasks</a>           | 6  |
| <a href="#">Set Serial Number</a>         | 7  |
| <a href="#">Collaborati Settings</a>      | 8  |
| <a href="#">Database Administration →</a> | 9  |
| <b>LOGGING</b>                            |    |
| <a href="#">Security Logs</a>             | 10 |
| <a href="#">Invoice Logs</a>              | 11 |
| <a href="#">Currency Logs</a>             | 12 |
| <a href="#">Rate Card Logs</a>            | 13 |

Currency Logs Link

### Search the Currency Change Log

Use the search filter above the Currency Change Log table to pinpoint specific actions, find changes made during a certain time range, or find changes made by a specific individual.

1. Select a Lawtrac user from the "Modified By" drop-down list.
2. Click the  icons to choose a date range.
3. Type in a description of the change in the "Action" text box.
4. Click **Search** to generate results.

Search the Currency Change Log

MODIFIED BY:  DATE RANGE:  TO  ACTION:

Currency Change Log

| MODIFIED BY ▲ | DATE ▲ | TIME ▲ | CLICK ACTION TO VIEW DETAILS ▲ |
|---------------|--------|--------|--------------------------------|
|---------------|--------|--------|--------------------------------|

#### Search the Currency Change Log

Filter results further by using the arrows (▲) in the column headers. Click the arrow to toggle data by alphabetical or chronological order.

Click the description of the change that was made under the **Click Action to View Details** column to open a small pop-up window with the change specifications. Click the 'x' in the top right corner to return to the **Currency Logs** page.

Base Currency Updated

USER: **Miranda Rogers** **Mar 30, 2015 10:45 AM**

MATTER NUMBER: **82889**

DESCRIPTION

**Miranda Rogers Changed 'Geographic Information' from Syria Pounds (112.95) to Taiwan New Dollars (29.24)**

#### Currency Change Description

### 1.13.14 Rate Card Logs

The **Rate Card Logs** hyperlink in the **Application & Database** sidebar allows administrators and super users to view the full history of changes made to rate cards. The Rate Card Change Log helps to ensure that your department's processes are being followed properly, and allows you to take necessary corrective action when variances occur.

|                             |    |
|-----------------------------|----|
| <b>APPLICATION &amp; DB</b> |    |
| Application Settings        | 1  |
| Data Locations              | 2  |
| Security Options            | 3  |
| Work / Security Groups      | 4  |
| Password Rules              | 5  |
| Scheduled Tasks             | 6  |
| Set Serial Number           | 7  |
| Collaborati Settings        | 8  |
| Database Administration →   | 9  |
| <b>LOGGING</b>              |    |
| Security Logs               | 10 |
| Invoice Logs                | 11 |
| Currency Logs               | 12 |
| <b>Rate Card Logs</b>       | 13 |

Rate Card Logs Link

## Search the Rate Card Log

Use the search filter above the Rate Card Change Log table to pinpoint specific actions, find changes made during a certain time range, or find changes made by an individual.

1. Select a Lawtrac user from the "Modified By" drop-down list.
2. Click the  icons to choose a date range.
3. Type a description of the change in the "Action" text box.
4. Click **Search** to generate results.

Lawtrac logs the following types of changes made: rate change for any fee or expense line item, card deletion, card approval, card uploaded/created, changes made to primary approvers, rate card freeze details, and rate card duplication.

Search the Rate Card Change Log

MODIFIED BY: Any DATE RANGE: TO ACTION: Search

Rate Card Change Log

| MODIFIED BY ^   | DATE ^   | TIME ^   | CLICK ACTION TO VIEW DETAILS ^                    |
|-----------------|----------|----------|---|
| Rogers, Miranda | 04/06/15 | 04:39 PM | Rate Card Changed                                 |
| Rogers, Miranda | 04/06/15 | 04:39 PM | Rate Card Changed                                 |
| Rogers, Miranda | 04/06/15 | 04:39 PM | Rate Card Changed                                 |
| Rogers, Miranda | 04/06/15 | 04:38 PM | Rate Card Created                                 |
| Rogers, Miranda | 04/06/15 | 10:36 AM | Rate Card has been created for Charles McNeil     |
| v, Luis         | 04/01/15 | 04:34 PM | Rate Card has been changed for Derrick Deflowerer |

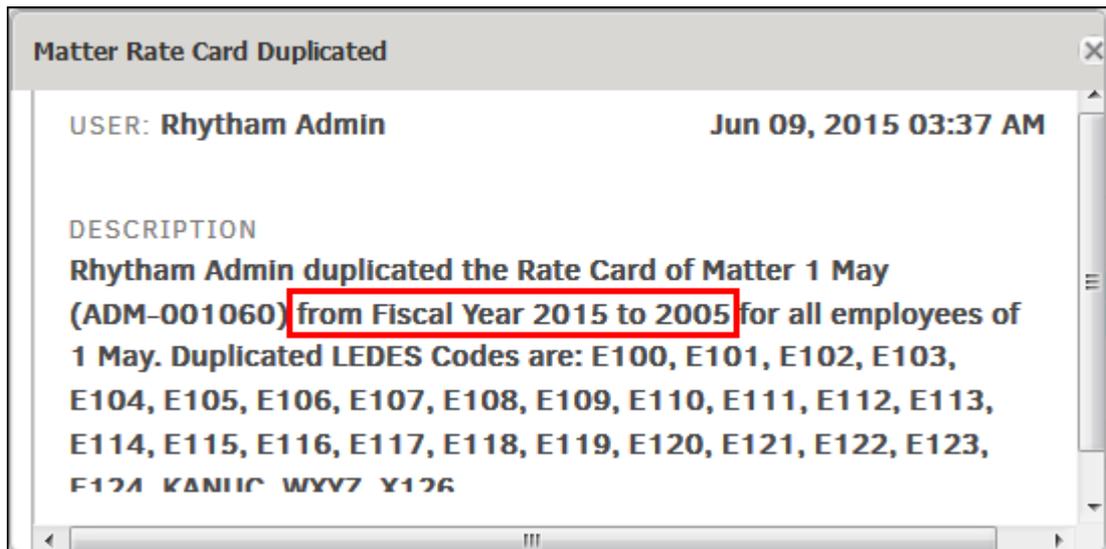
Search the Rate Card Change Log

Filter results further by using the arrows (▲) in the column headers. Click the arrow to toggle data by alphabetical or chronological order.

Click the description of the change that was made under the **Click Action to View Details** column to open a small pop-up window with the change specifics. Click the 'x' in the top right corner of the window to return to the **Rate Card Logs** page.

**Duplicated Rate Cards**

For rate cards which have been duplicated, the pop-up message contains the information of the original and new rate card fiscal year, as well as the LEDES codes affected by the duplication. Deleted rate cards include the information for fiscal year and all deleted LEDES codes.



Rate Card Change Detail



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