MITRATECH

Lawtrac® 4.2

User Guide

Lawtrac 4.2 User Guide

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1 User Guide

Congratulations on your selection of the **Lawtrac** application, the premiere matter management software product on the market today. With Lawtrac's "Total Solution" you are well on your way to achieving your company's goals by better managing matters, expenses, budgets, documents, records and e-Billing.

At Mitratech, our goal is to partner with you in this venture. We have designed Lawtrac to help you succeed, and we stand prepared to provide industry-leading support whenever you need us, beginning with this *User Guide.*

For those already familiar with Lawtrac, you know that our *User Guide* is designed to enable quick reference to the information you're looking for. For those new to Lawtrac, we highly recommend reading this guide as you get to know the application. By trying the various tasks described, you'll become more comfortable with Lawtrac and all it has to offer.

Customizing Lawtrac

The Lawtrac application (sometimes referred to in this *User Guide* as "the application" or simply "Lawtrac") is designed to be a flexible tool. One aspect of that flexibility is that your company can customize many features of the application. For example, your company may:

- Customize the homepage to highlight key information and resources specific to your needs
- Turn off some of the modules or features
- Rename certain areas or fields
- Set up layers of security
- Make other high-level choices that determine how Lawtrac appears and functions on your site

Because of this customization, and especially because of the security settings, what you see when you log in may vary in some ways from what you see in the screenshots included in this *User Guide*.

The instructions and illustrations in the *User Guide* were prepared with most of the modules and features turned ON, and from the log-in of a site administrator with full view/edit access.

Legal Hierarchy

Matters are categorized according to a three-tiered "Legal Hierarchy" (Type, Keyword, Issues). Some of the customization is related to this Legal Hierarchy. Different matter types may require different handling. You may see different fields and different options. The levels of the Legal Hierarchy may have different labels on your site. Within this guide, we sometimes use their database names (Type1, Type2, Type3) for clarification so that site administrators can more easily prepare reports and perform database management tasks.

Business Hierarchy

Matters can also be categorized according to a "Business Hierarchy" (Product and Department/ Business Unit; or Type4 and Type5). Each of these areas can have multiple levels. Most companies use at least one level of the Department (Type5) Hierarchy. How, and even whether, the other areas are used varies greatly among LT Online customers.

The word "matter" is used extensively in this guide, but your site administrator may have changed that label. Your company may be using "contract" or another term to describe the type of records you'll be tracking within Lawtrac.

Who Can Access Your Data?

There are references throughout the *User Guide* as to what law firms and vendors can see and do within the application. The descriptions and illustrations assume that individuals from those companies are logging into your Lawtrac site. Contact your site administrator if you are uncertain about who can and cannot access the application.

Just because an external company or individual is listed in the Firms/Vendors ssigned area of a matter does not necessarily mean they can access your data.

Terminology

As with any software, Lawtrac utilizes its own terminology to define various roles of users and aspects of the application. Some of the following terms are common, but may not be used in their most "common" sense. Other terms may be new to you. Understanding the following terminology will be extremely helpful as you read the *User Guide* and use Lawtrac.

Base Currency	The currency type to which your Lawtrac application is set. Also known as "Currency of Record".
Browser	A browser, also known as a Web browser, is a software application used to locate and display Web pages. Lawtrac is optimized for use with Internet Explorer 9 or newer, and the latest versions of Google Chrome and Firefox.
Business Hierarchy	The Business Hierarchy is the second of two matter hierarchy systems used in Lawtrac. This hierarchy has two user-definable categories, with 10 levels under each. By default, these are called **Product** and **Business Unit**. Your site

	administrator may re-caption these fields with terms more appropriate for your company.
• **Product** **(Business Hierarchy Type4)**	This category is used to track the type of business you operate. This classification can be used to track information down 10 levels, which can be linked or unlinked. If your company is primarily service oriented, use this classification to track each of those services.
• **Departme nt** **(Business Hierarchy Type5)**	Also sometimes referred to as "Business Unit". Not only is this classification used to indicate for which business unit the Legal department is working, it is also used to maintain interface codes for Accounts Payable systems. This classification can also track down 10 levels, which can be linked or unlinked.
Button	In Lawtrac, buttons are captioned and clicking them opens up general application modules (via the left **Main Menu Navigation Bar—**aka **Left Navigation Bar**) or matter-specific data sections (via the right **Matter Navigation Bar**).
Currency of Record	The currency type your Lawtrac application is set to. Also known as "Base Currency".
Court/Venue (Type7)	Used to identify what third party has jurisdiction or can render a final decision.
Database	A database is a program that enables you to enter, organize, and select data from tables. The Lawtrac database is organized by fields, records, and tables. A field is a single piece of information; a record is one complete set of fields; and a table is a collection of records. For example, a telephone book is analogous to a database. It contains a list of records, each of which consists of three fields: name, address, and telephone number. Lawtrac is a hyperlink database, so any object—whether it's a piece of text, a picture, or a film clip—can be linked to any other object.
Drop-down Menus *or* Drop-down Lists	Drop-down menus offer a select list of choices that "drop down" when you click the arrow on the right side of a text box; you are then able to make a selection from the list. All drop-down menus must be maintained by your site administrator; these fields do not accept free-form text entries.
Entity	"Entity" is a term used when assigning an association to a matter record when not referring to a specific individual. An entity could be a building, company or group of individuals (such as a labor union, other organization or class action grouping).

Finance	The **Finance** section in a matter record has fields for defined financial data, reference fields for invoice totals, insurance amounts, payments between parties recorded to the matter—the core financial tracking data for any matter.
Hyperlink	Hyperlink is text that contains a link. Hyperlinks are words, phrases, numbers, etc., usually underlined, that one can click to be taken to certain data screens enabling smooth navigation through the internet or online database. In this guide, most are in bold font, though they may not always appear that way in Lawtrac's database.
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.
Lead Administrator	The lead administrator for a matter may be assigned duties specific to matter types in order to enhance management of particular matter information. Because individual permissions can be set at the activity level, an individual assigned to this position may not be privy to financial or other information within a matter, but may help shoulder the responsibility of ensuring that the matter information is up-to-date and accurate. This is not a required field, but—if used—may be re-captioned.
Lead Paralegal	Often, the second position of responsibility within a matter is reserved for the "primary contact," who is not always a paralegal. This person may be responsible for the day-to-day activities of the matter at the corporate or company level. While the Lead Position slot is responsible for reporting on or managing the matter, your outside law firms, vendors and/or other corporate key personnel can be directed to contact the individual in the secondary position when conducting day-to-day business. This is not a required field, but, if used, may be re-captioned.
Lead Attorney ***or*** **Lead Person**	The lead attorney is usually the attorney that has been assigned primary responsibility for a particular matter; this lead position is reserved for the individual responsible for managing the matter and reporting the status of the matter to the corporate/company hierarchy. This person must have the authority for invoice approval of at least one dollar and will generally be notified when significant updates are made to the matter. This position is based on the premise that the authority to conduct business within a matter can be delegated to others, but never the ultimate responsibility for the matter itself (this position is often referred to as "Primary" in the Lawtrac *User Guide*). The lead role title is customizable by the site administrator, and therefore may be named differently in your application.
Legal Hierarchy	The primary organizational ranking of any matter. The primary hierarchy consists of three levels or tiers: matter Type, matter Category, and matter

	Keywords. Site administrators may re-caption these fields to best fit your company's needs.
• **Matter Type *or* Type** **(Legal Hierarchy Type1)**	The highest of three levels used for classifying a record's Legal purpose. Make your Type1 description broad; the lower levels can be more specific. A matter Type is required for every matter record.
• **Matter Category *or* Keyword** **(Legal Hierarchy Type2)**	The second tier of the Legal hierarchy further classifies the record's reason for being in the matter management system. This information is linked to Type1. If your site manages the Legal Hierarchy by Type2, this becomes the highest level of the hierarchy.
• **Matter Keywords *or* Issues** **(Legal Hierarchy Type3)**	The third tier is used to specifically classify the record. More than one Type3 can be recorded against a record while the two higher tiers have only one defining description. Type3 information is typically linked to a Type1/Type2 combination.
Legal Team **(*aka* Predefined Legal Team)**	Each matter should have a "Legal Team," even if only one individual is assigned to the matter, and even if your company does not set up the predefined teams described below. The individual who creates the matter can be automatically assigned to the matter's Legal Team as a team member. The individual selected on the New Matter template is also on the matter's Legal Team, appearing as the lead attorney (Lead Person).
Matter	In this guide, records are called "matters". On your site, records may be called "Contracts", "Projects", "Cases"—whatever descriptor your site administrator has selected in order to conform to your company's needs. If you're using a term other than "matter", some of your screen titles and link names may differ from those in the illustrations and documentation in this guide. Whatever term your company is using will be seen throughout the application on your site.
Metadata	Data about other data—metadata—are informational fields which are used to classify and further define documents or files in Lawtrac. For example, document file names, document categories, and the date documents that were added are all metadata.
Navigation Bars	Three main menus by which a user navigates around Lawtrac, moving through tables and screens of data. The **Top Navigation Bar** is composed entirely of

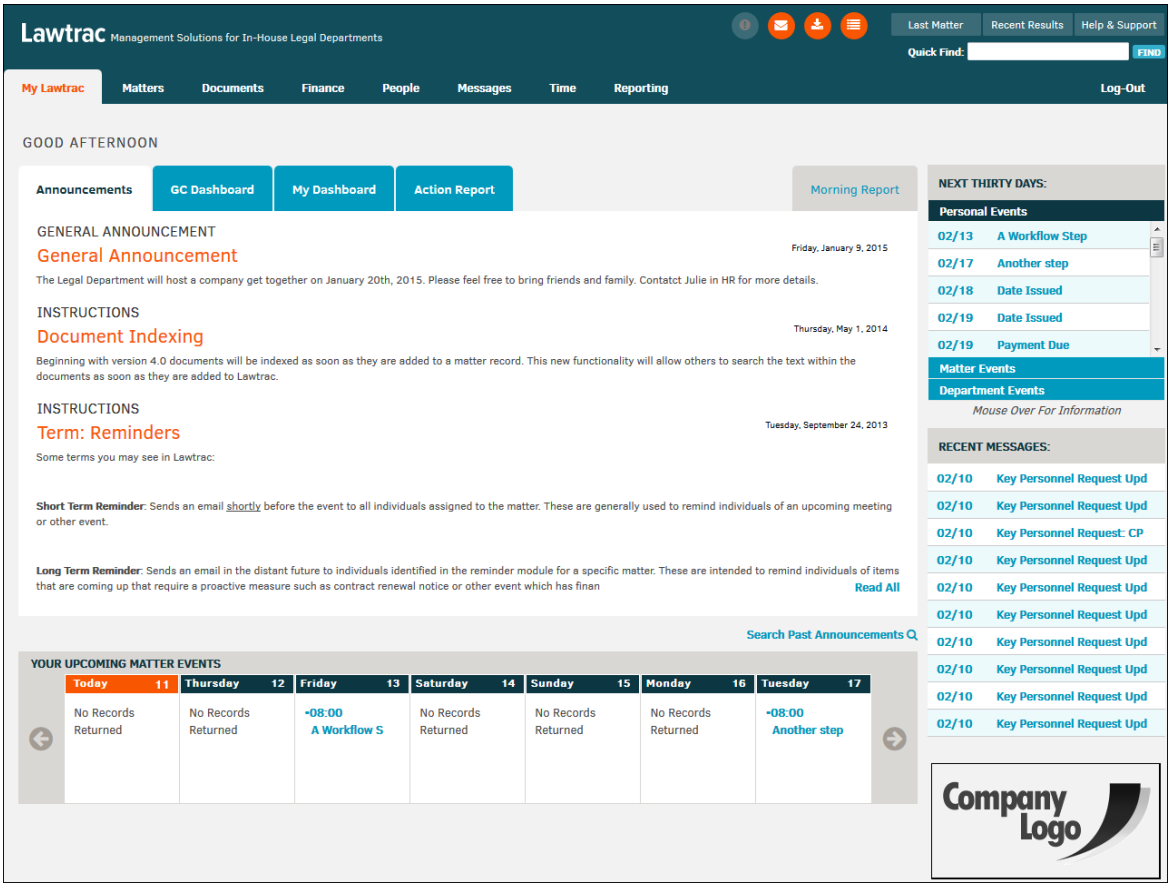
	hyperlinks, while the **Left Main Menu Navigation Bar** and the **Right Matter Navigation Bar** are composed of hyperlinks and buttons.
Party	The term "Party" is not necessarily used in the true Legal sense of "Parties" being Plaintiff and Defendant. In Lawtrac, a "Party" is anyone directly involved with a matter record.
Picklist (UDC6 – UDC10)	While similar to a drop-down menu, clicking into a picklist field displays a list which includes previous text entries. You can select one of the existing entries or key in a new one. If you key in new text, it will be added to future selection lists for this field. ***Note:*** Some picklist fields are activated by your site administrator. Only entries assigned to **open** matter records appear on the picklist. To select an entry used for **closed** matters, you must retype it on an **open** matter record.
Predefined Legal Team	A group of individuals who can be assigned to a matter as a predefined "work-group." The purpose of predefined Legal teams in the Lawtrac application is to save time when initially setting up a matter; subsequent adjustments may be made to the matter record. Your company may group individuals into a Predefined Legal Team for particular kinds of matters such as an Acquisitions or Litigation Team.
Private Matter	Matters in Lawtrac may be classified as "Private" by team members in order to limit access to their data fields, documents, etc. The purpose of this designation is to protect particularly sensitive matters from unnecessary exposure. Marking a matter as private restricts access to the matter to only those directly assigned to the matter's team and to the super user.
Site Administrator **(*aka* Lawtrac Administrator *or* System Administrator)**	This is an individual at your site (company) who has access to **Application Administration**, and who has broad rights within the application. Some companies have more than one site administrator.
Status *or* Matter Status (Type6)	Used to define the current "condition" of the record. Examples are Open, Closed, Pending, In Discovery, etc. In conjunction with this field, you will see an "as of" date field, to note the status as of a particular date.
Super User	A super user is someone who has total access to all controls and data for a particular site's Lawtrac application and database, including administrative functions, permissions, etc.
Synopsis	A synopsis is a brief description of a document or its contents that can be used within the **Document Bank**.

	There is also a **Synopsis** link on the right-side **Matter Navigation Bar** located within **Text Records**. This provides another text area to make notes regarding a matter. These notes will not be seen by anyone other than members of your Legal Department.
Table(s)	Forming the basis of Lawtrac's database, tables list various data fields, the length of those fields, and their relationships to other tables.
Team Member	The person who adds a new matter record into Lawtrac is typically assigned to the team working on that matter. Because security settings can restrict everyone except the people assigned to a matter from viewing its records, there has to be at least one person assigned to each matter's team. This prevents matter records from being lost within the Lawtrac application. Depending on the view/edit permissions granted to them, individual team members have full authority to interact with the matter information, as do the team leaders.
Type Outcome	Look-up table defined for use in describing different types or categories of resolutions for the matter.
UDC	User-Defined Captions/Fields are fields where site administrators can enter captions and determine content specific to your company's needs. For example, Court vs. Venue, Tribunal, Agency, etc.

1.1 Lawtrac Home Screen

Your home screen displays after you've successfully logged into the Lawtrac application. It is not only the first screen you see, but the screen you visit most often when using Lawtrac. By clicking the links in the **Recent Activity** area at the bottom of your screen, you can quickly return to the matters, invoices, and budgets that you most recently viewed and/or worked. The home screen is also the location of your **Personal Calendar**, where you can easily view the events and reminders that you've entered into this valuable feature.

Access the Lawtrac home screen by clicking the Lawtrac logo, which is found in the top left corner of every screen.

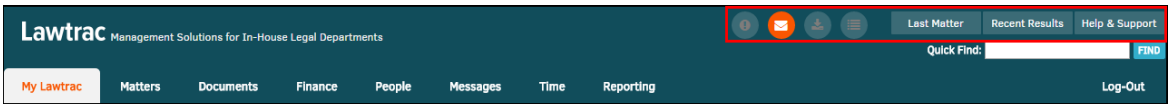


Lawtrac Home Page

1.1.1 Lawtrac Buttons

From any page in Lawtrac, access the buttons in the top right corner of the screen to manage messages and alerts.

The buttons appear in orange when there is a new message, document, or invoice.



Lawtrac Buttons

Lawtrac Buttons:

Button	Description
	View personal alerts or a new message that contains an alert flag. ***Note:*** The button is only available if there are new messages with alerts in your inbox.

	Open the **Message Center**. ***Note:*** The button is only available if there are new messages in your inbox.
	View new document uploads in the **Message Center**. ***Note:*** The button is only available if there are new document uploads in your inbox.
	View new invoices associated to you.
Last Matter	Open the last matter you viewed.
Recent Results	Open the list of saved search results for the matters **Super Search**.
Help & Support	Open the Lawtrac **Support** page to submit a support request or view Mitratech's contact information.

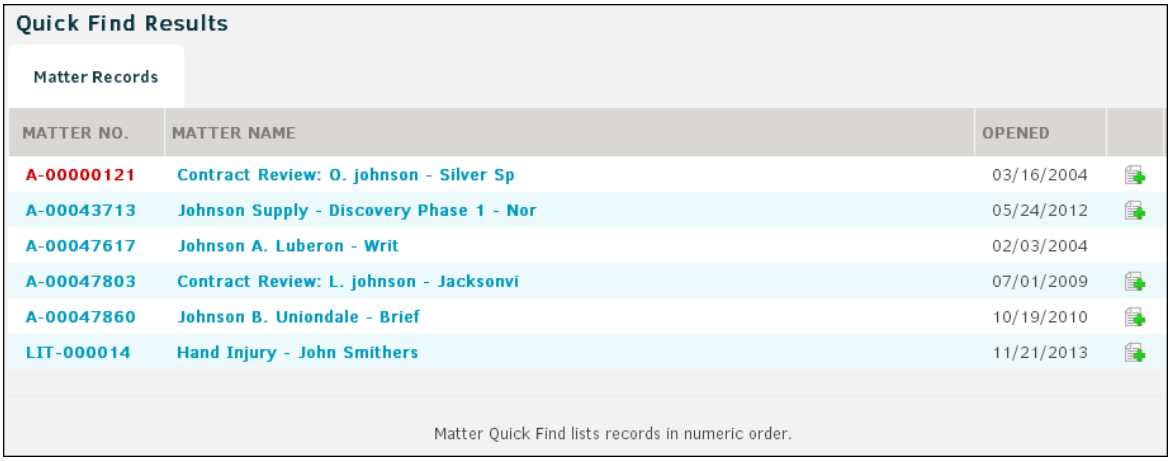
1.1.2 Quick Find

Quick Find is one of several ways to locate matter records, invoices, or budgets. Often, it's the fastest way to search and you can access the **Quick Find** at the top of all screens in Lawtrac.

Quick Find

Quick Find searches must contain at least three characters. The search is not case-sensitive but does return an exact match, as shown in the following examples:

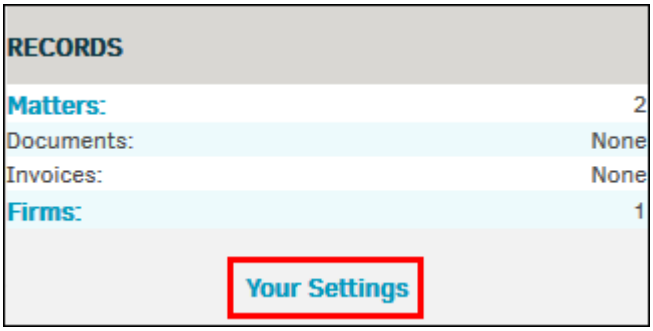
- A search for "john" returns matters containing "John" and "Johnson."
- A search for "LIT" or "lit" would return a matter with a number such as "LIT00003" or a matter name containing "litigation" or "little."



Quick Find Results

The icon in the far right column indicates that the matter record contains document uploads.

To review your **Quick Find** settings, click **Your Settings** located under the Records panel on the **Quick Find Results** page. Review *Refining Results* to determine what field(s) **Quick Find** searches, whether the search includes matters assigned to you, and how many results are returned in the search.

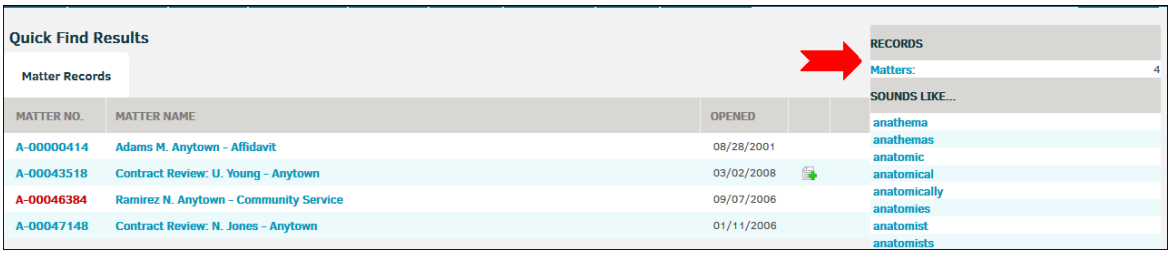


Quick Find Settings

1.1.2.1 Refining Results

Results can be quickly sorted by Type, Product, Division or Status.

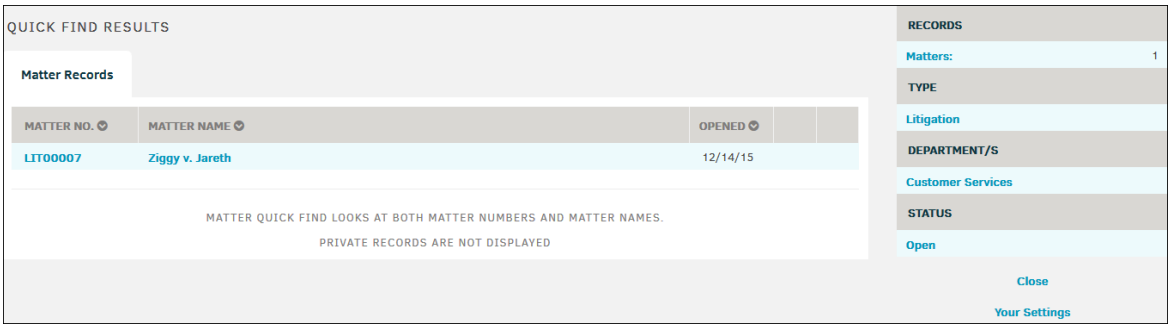
The hyperlink under Records provides the ability to filter the list of matters that was originally generated in your search. It never gives you the ability to search beyond this original list.



Refining Quick Find Results

Note: Refinement items only include those distinct to the records being examined. For example, the Type selection list would not include "Contracts" if the original results list did not include any matters

with that Type. Similarly, the Department selection list only contains the categories of records displayed on the original list.



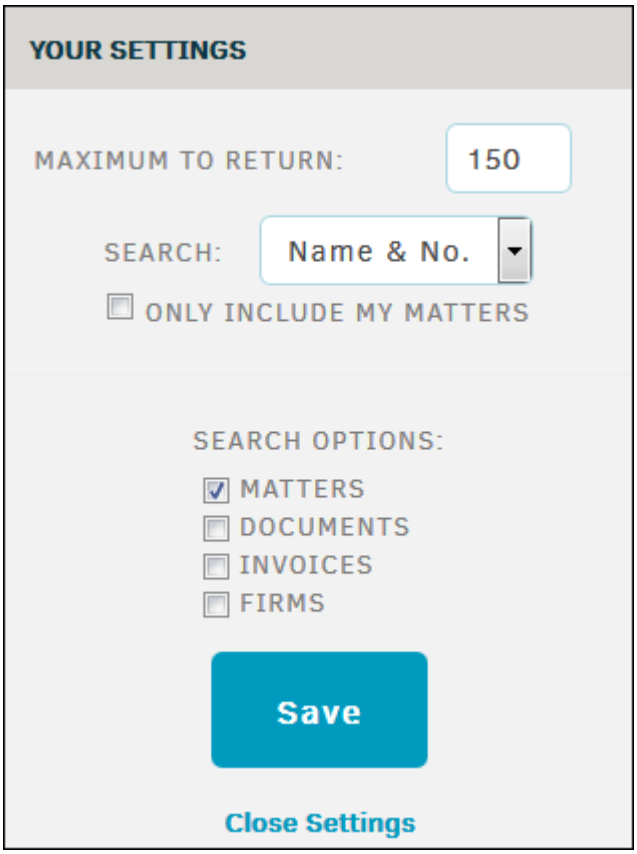
Refining Quick Find Results

Matters with numbers in red are closed. Use the matter number link view a matter.

Settings Adjustment

Click **Your Settings** on the right side of the screen to adjust the maximum number of results returned and the type of output delivered by the search.

Add additional search elements to create new tabs in the **Quick Find** results page that reflect each highlighted section.



Change Your Settings

1.1.3 Log Out

Always log out by using the **Log-Out** link when leaving the application. Logging out each time preserves the security of your site.

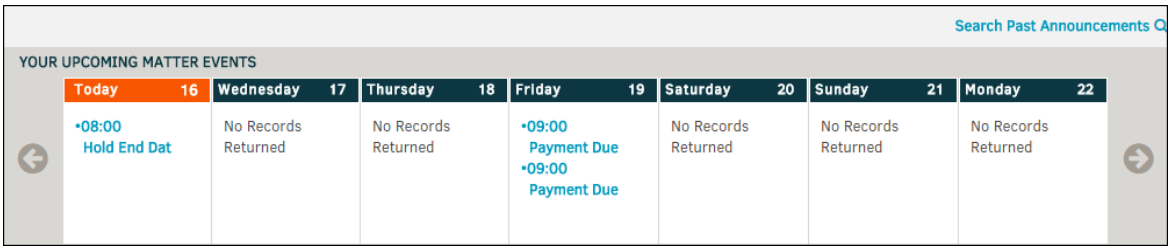
After clicking **Log-Out**, you are redirected back to the log-in page. If your site administrator has set up a re-direct page, you are navigated to that defined URL upon log-out.

Logging Out

1.1.4 Upcoming Events

A weekly calendar appears on the homepage with the current day highlighted in orange. Events associated with matters include a link to the matter record in the calendar view. Click the event (highlighted in blue text) to open the matter.

Navigate to past or future weeks using the arrow buttons on the left and right sides of the week view. Click the **To Current Week** button to return to the current week.



Upcoming Matter Events

Past Events Announcements

To search only for past events, click **Search Past Announcements**. Enter search criteria into the "Search For" text box, then click **Find**.

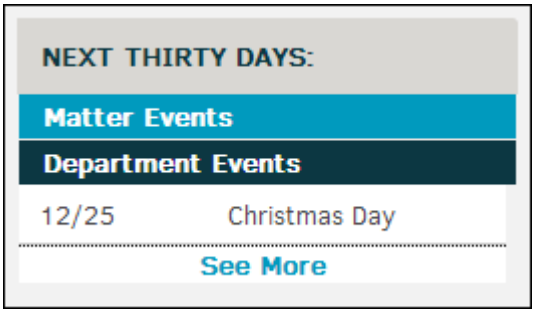
Current Week

Events: 30-day View

View a list of events for the next 30 days on the top right side of the screen.

Events are separated by matter, department, or personal events. Click on each bar to expand the events.

Expand matter events by clicking **See More** to see a list of matter events in the next 30 days. Click an event to open the matter.



Next 30 Days

1.1.5 Recent Activity

The **Recent Activity** section at the bottom of the homepage tracks your recent activity in Lawtrac and includes the following tabs:

- **Matter**—Lists the 25 most recently viewed matters.
- **Invoices**—Lists the 25 most recently viewed invoices, the firm that submitted the invoice, the date you last viewed the invoice, whether the invoice has been approved, and the amount of the invoice. Click the invoice number to view that invoice in detail.
- **Budgets**—Lists the last 25 budgets you have viewed, the current budget amount, and for which firm and matter the budget was prepared. The list includes links to the budget and to its matter.
- **Activity**—Lists your latest activity in Lawtrac. Tracked activities include logging on, adding or editing budget line items, making changes to a matter's team, changing a matter name, and adding documents.

RECENT ACTIVITY

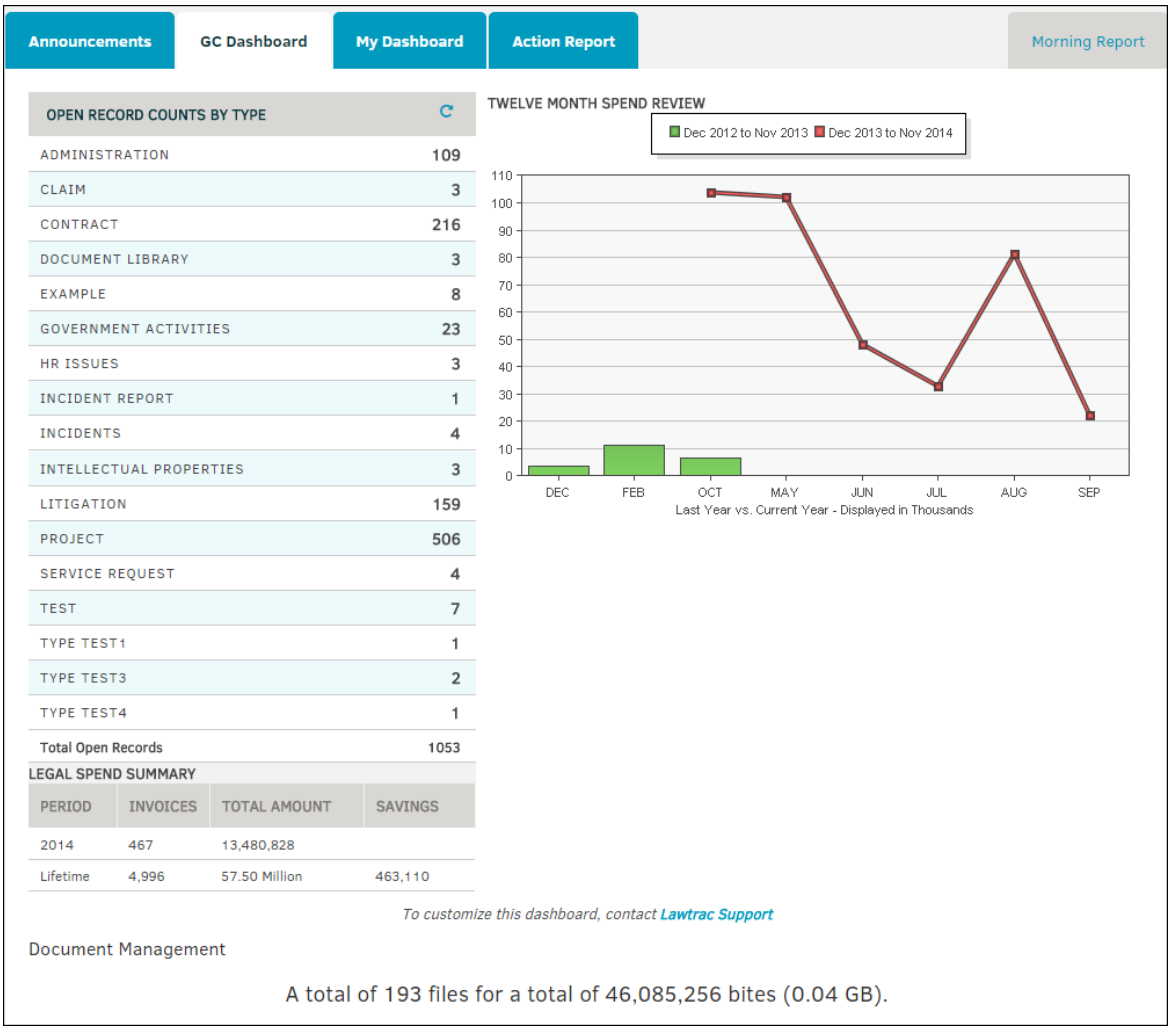
Matter | Invoices | Budgets | Activity

MATTER		CLASSIFICATION
LIT-000023	A Little Something Goes Here	Litigation
A-00000121	Contract Review: O. johnson - Silver Spring	Contract
ADM-001038	Duplicate[1]: Grubenreber contract	Contract
A-00000286	Felder F. Silverton - Grievance	Project
ADM-001023	Test 2 - June 6	Administration
A-00043227	Nelson S. Saint Louis - Automatic Orders	Project
A-00000021	Hughes I. Trust - Pleadings	Project

Tabs Under Recent Activity

1.1.6 GC Dashboard

The **GC Dashboard** provides detailed information for users with **General Counsel** permissions (controlled in the individual's profile under **Site Access**).



General Counsel Report

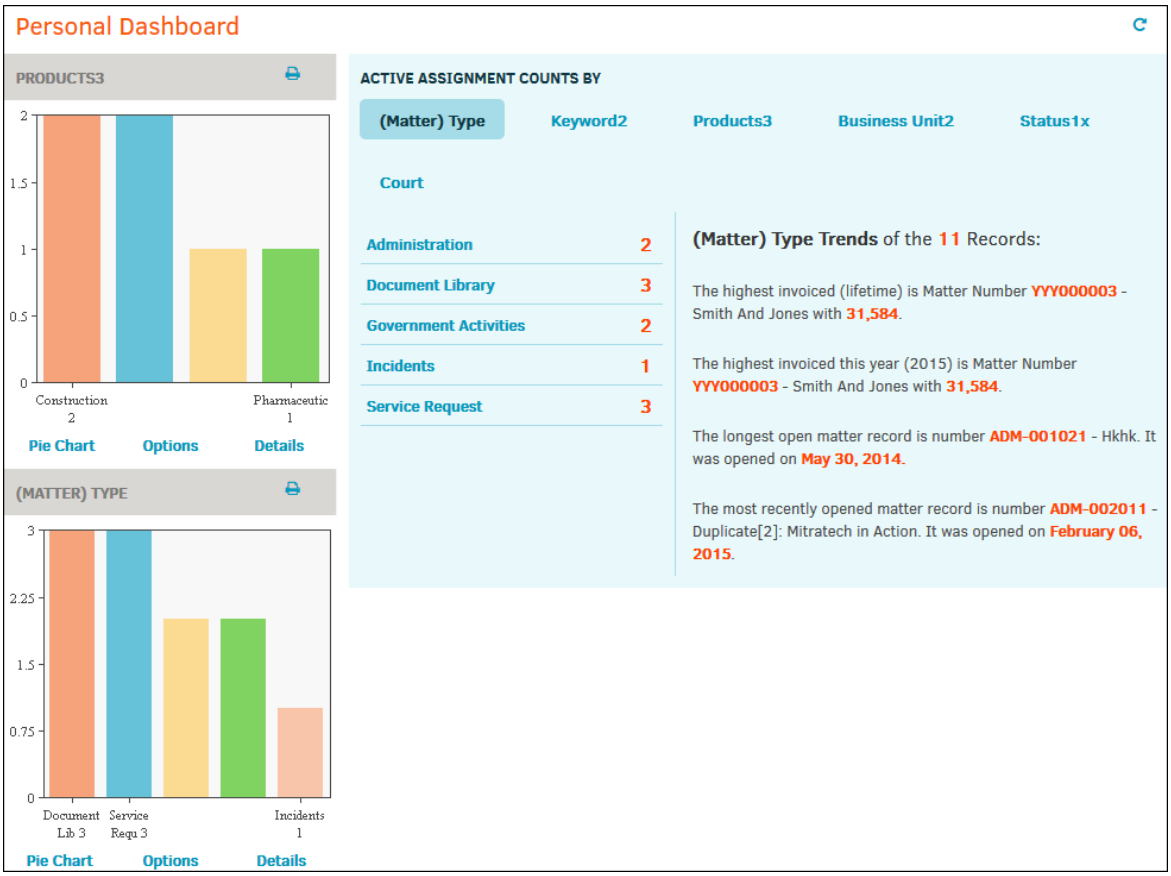
General counsel members are able to see:

- **Open Record Counts By Type**: Lists the number of matters and records sorted by type
- **Legal Spend Summary**: Lists the number of invoices per period and total spending and savings during that time
- **Twelve Month Spend Review**: Maps the spending trends over a twelve-month period
- **Document Management**: Lists the number of files and their combined size on the Lawtrac server

These records include global submissions, not just those assigned to you.

1.1.7 My Dashboard

The **My Dashboard** tab contains the personal graphs related to your assigned matters. These graphs reflect data that appears on your **My Matters** screen. Clicking any hyperlink or chart takes you to those specific areas within Lawtrac.



Personal Dashboard

The **My Dashboard** tab also includes common patterns or "trends" related to your Lawtrac matters in the **Active Assignment Counts By** section. This section includes the following types of trends:

Types of Trends:

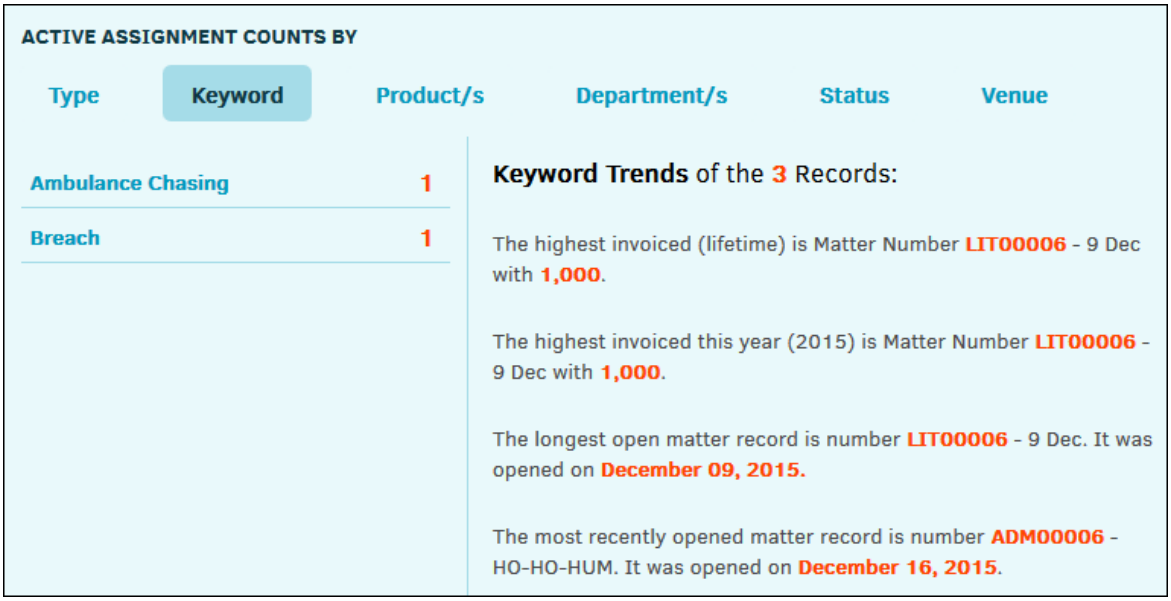
Trend	Description
Type	Trends for the type of matters (ex: Contract, Incidents, Litigation, etc).
Keyword	Trends for keywords the matters contain.
Product	Trends for products associated with the matters.
Department	Trends for company divisions associated with the matters.

Status	Trends for the status of matters.
Venue	Trends for the jurisdictions of the matters.

Each trend type includes the following details about that trend:

- The highest invoiced matter to date
- The highest invoiced matter in the current year
- The longest open matter record
- The most recently opened matter record

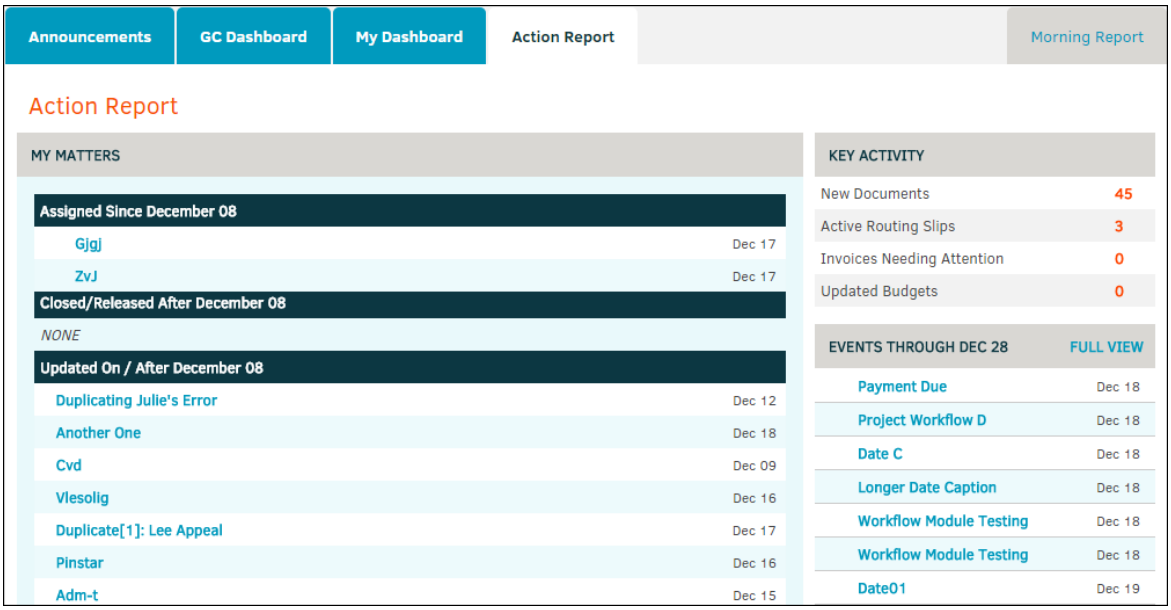
Click each trend category to see a more detailed description of the trend category.



The Trends of Your Assigned Matters

1.1.8 Action Report

The **Action Report** tab provides quick access to reports covering your activity in the application as well as your events and reminders. Access the **Action Report** tab from the homepage.

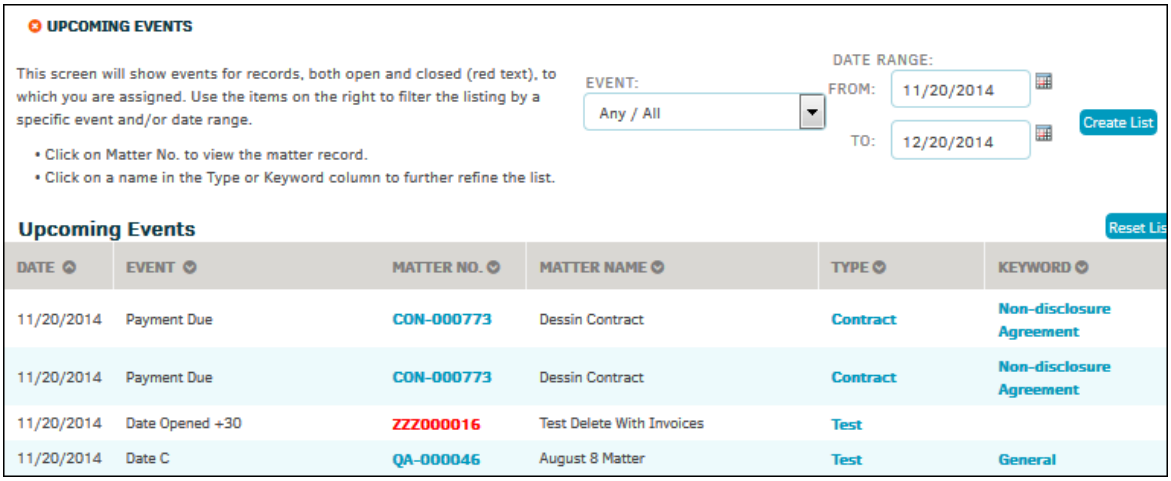


Action Report

This tab includes the following sections:

- **My Matters:** Includes matters assigned, closed/released, and updated since a given date
- **Unread Messages:** Includes any messages that you have not yet read
- **Key Activity:** Includes the number of new documents, active routing slips, invoices needing attention, and updated budgets
- **Events Through Date:** Includes upcoming matter and department events

Note: Click **Full View** by the Events Through <Date> section for a more detailed list of your events that includes event date, event name/type, matter number, matter name, type and keyword. Events can be filtered by date to create a new summary list.



Full View Upcoming Events

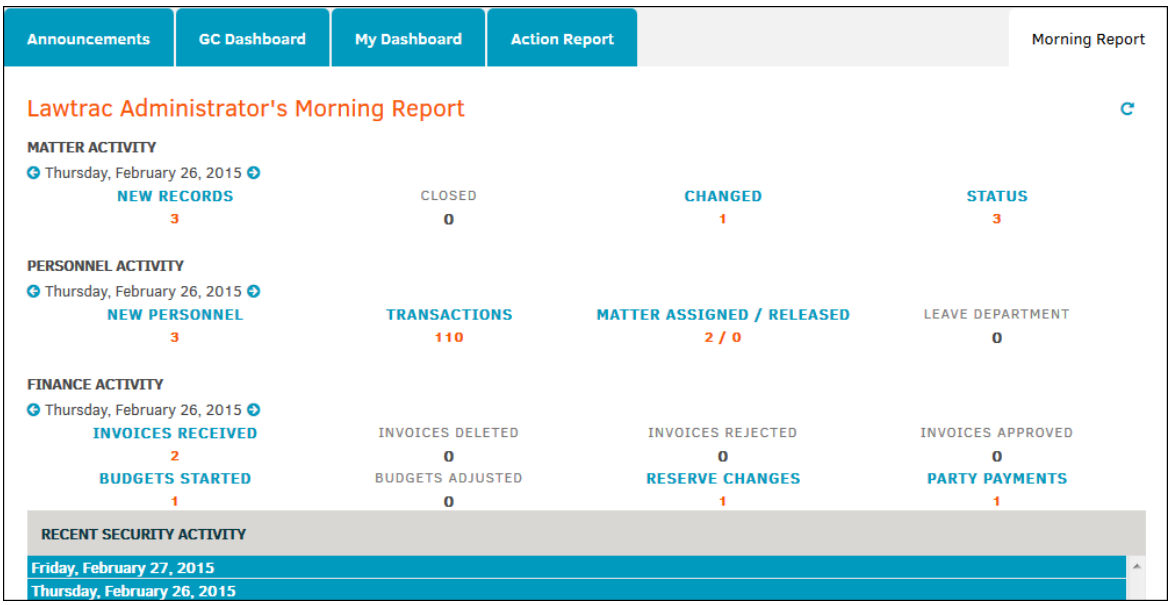
1.1.9 Morning Report

The **Morning Report** tab provides access to the Lawtrac Administrator's report. You can access the **Morning Report** tab from the homepage, to the right of the **Action Report**.

Lawtrac's **Morning Report** displays all matter activity, personnel activity, firm/company activity, and finance activity for the day before.

The text highlighted in blue are hyperlinks that show additional details about the action, or provide a link to the matter record.

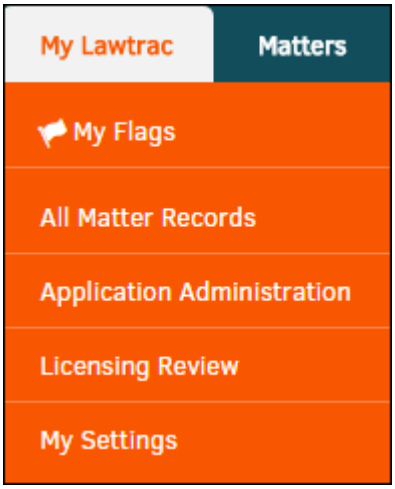
Click the dates under **Recent Security Activity** to expand actions and activities related to application security.



Morning Report

1.2 My Lawtrac

My Lawtrac is a key tool for using Lawtrac and is found in the **Top Navigation Bar**. My Lawtrac enables you to customize the program to your specific needs.



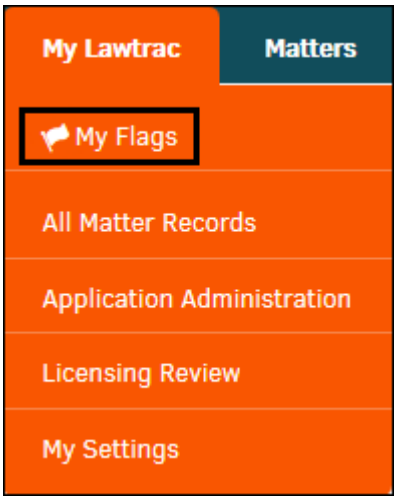
My Lawtrac Tab

The **My Lawtrac** tab is important in regards to how the application works for you. It includes options that impact matter listings, searches, and the format of some areas. Settings in **My Lawtrac** only affect your personal log-in. Because of these customization options, what you see when you view a matter may be different from what your colleagues see.

Note to Site Administrators: It is important to walk your co-workers through the process of setting up their **My Lawtrac** if they haven't already done so. You may want to set guidelines for the options users select. Check a user's **Quick Find** settings in their **My Lawtrac** if **Quick Find** is not locating their records as expected.

1.2.1 My Flags

When you want to remember and access specific records or search results easily, Lawtrac gives you the ability to flag them.

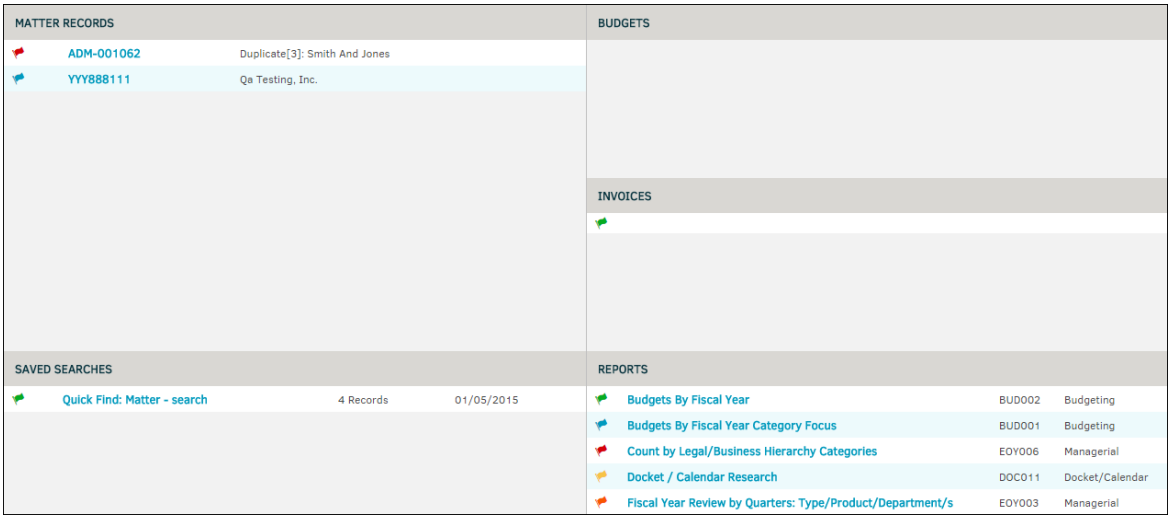


My Flags Link

Click **My Flags** from the **My Lawtrac** tab to see lists of the following flagged items. Click on the hyperlink to see detailed instructions for flagging each item:

- Matter Records
- Budgets
- Invoices
- Saved Searches
- Reports

You must flag a matter from within the matter record. Do this by clicking the **Set Flag** link on the right-hand side **Matter Navigation Bar**. This only impacts your personal log-in; it does not create a shortcut for other users.



Flagged Items

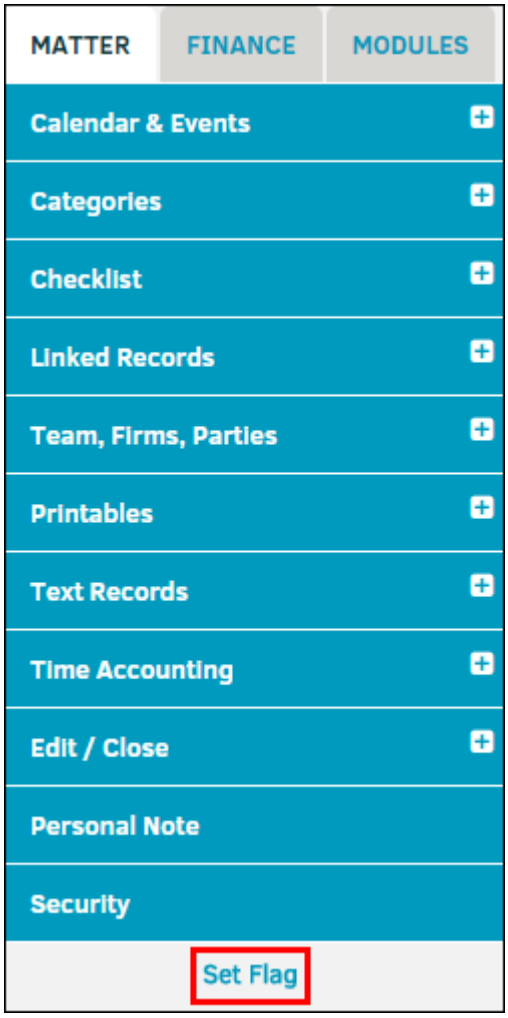
1.2.1.1 Setting a Flag: Quick Reference

Flag a Matter Record:

1. Click the **Matters** tab and select **My Matters**.
2. Select a matter from your Matter Assignments list.
3. Under the **Matter Navigation Bar** on the right side of the page, click **Set Flag**.
4. Select the flag color of your choice.

Note: Colors do not have a specific meaning to the Lawtrac database. They are intended for your personal organization.

To remove the flag, click the **Remove Flag** hyperlink that has replaced **Set Flag**.



Flag a Matter

Flag a Budget:

1. Click the **Finance** tab and select **Budget Management**.
2. Click on a budget number from your list to open it.
3. Under the assigned matter name on the right side of the page, click **Set Flag**.
4. Select the flag color of your choice.

Note: Colors do not have a specific meaning to the Lawtrac database.

To remove the flag, click the **Remove Flag** hyperlink that has replaced **Set Flag**.

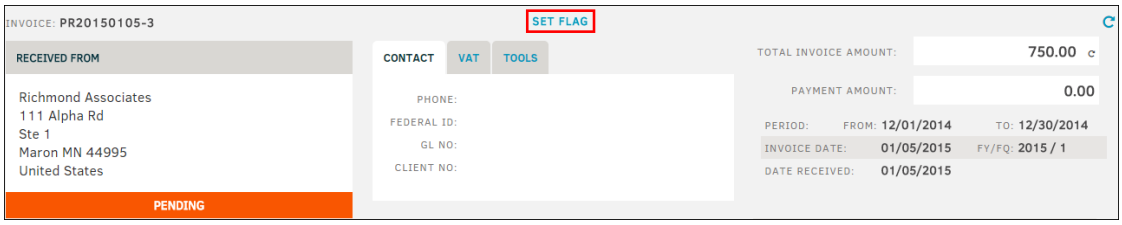
Flag a Budget

Flag an Invoice:

1. Click the **Finance** tab and select **Invoice Management**.
2. Click on an invoice number from your list to open it.
3. At the top of the page, click **Set Flag**.
4. Select the flag color of your choice.

Note: Colors do not have a specific meaning to the Lawtrac database.

To remove the flag, click the **Remove Flag** hyperlink that has replaced **Set Flag**.



Flag an Invoice

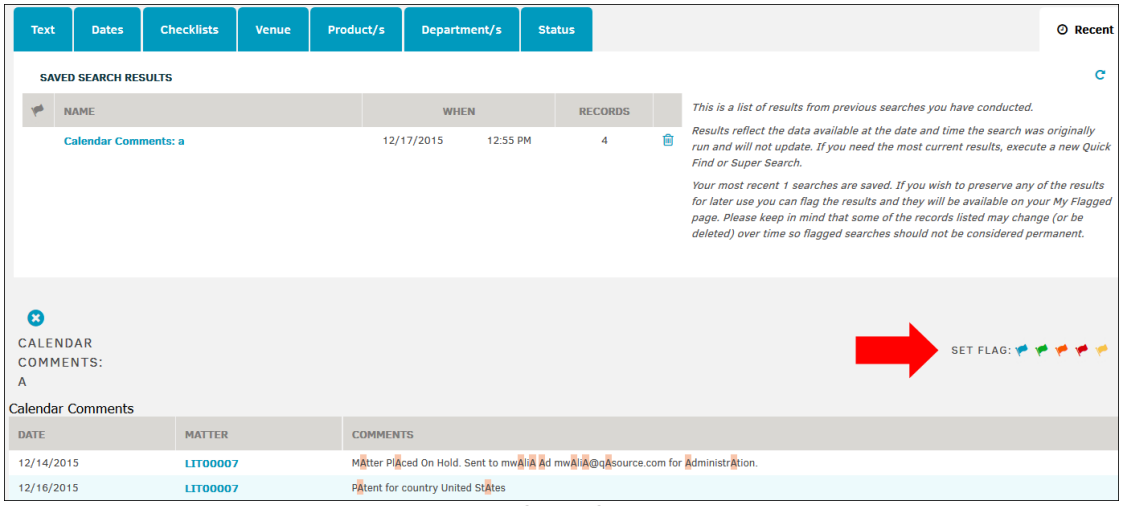
Flag a Saved Search

1. Click the **Matters** tab and select **Super Search**.
2. Click on a **Recent** search result from your list to open associated items.
3. At the top of the refined list, click the flag color of your choice to set a flag.

Note: Colors do not have a specific meaning to the Lawtrac database.

To remove the flag, click the **Clear Flag** hyperlink that has replaced **Set Flag**.

You can also flag a new search by performing a Super Search in any category (Text, Dates, Checklists, Court, Product, Division, Status), then click the flag color of your choice at the bottom of the page.



Flag a Saved Search

Flag a Report

1. Click the **Reporting** tab and select **Report Listing**.
2. Click on a report from your list to open it.
3. Under the list of results, click **Flag as Favorite**.

   If the report has not already been flagged, you are able to click the flag color of your choice to set a flag.

Note: Colors do not have a specific meaning to the Lawtrac database.

4. To remove the flag, click the **Flag as Favorite** hyperlink again, then click the  icon.

1.2.2 All Matter Records

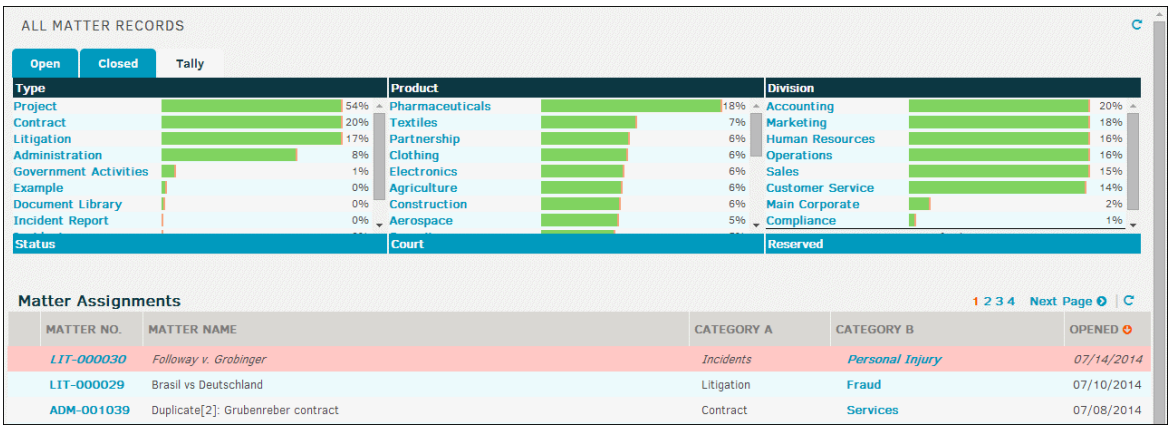
To see a list of all matter records, select **All Matter Records** from the **My Lawtrac** tab. The **Matter Assignments** section includes a full list of matters in Lawtrac; filter through this list using the tabs at the top of the page.

All Matter Records Link

This page includes the following tabs for filtering:

- **Open**—When you select one of the fields and categories from this tab, all opened matters with that category appear in the **Matter Assignments** list
- **Closed**—When you select one of the fields and categories from this tab, all closed matters with that category appear in the **Matter Assignments** list
- **Tally**—When you select one of the fields, all matters with that category appear in the **Matter Assignments** list. You can also see what percentage of matters have that category

If you want to return to the complete list of matters after you select a category, click the button in the right corner above the **Matter Assignments** list.



All Matter Records

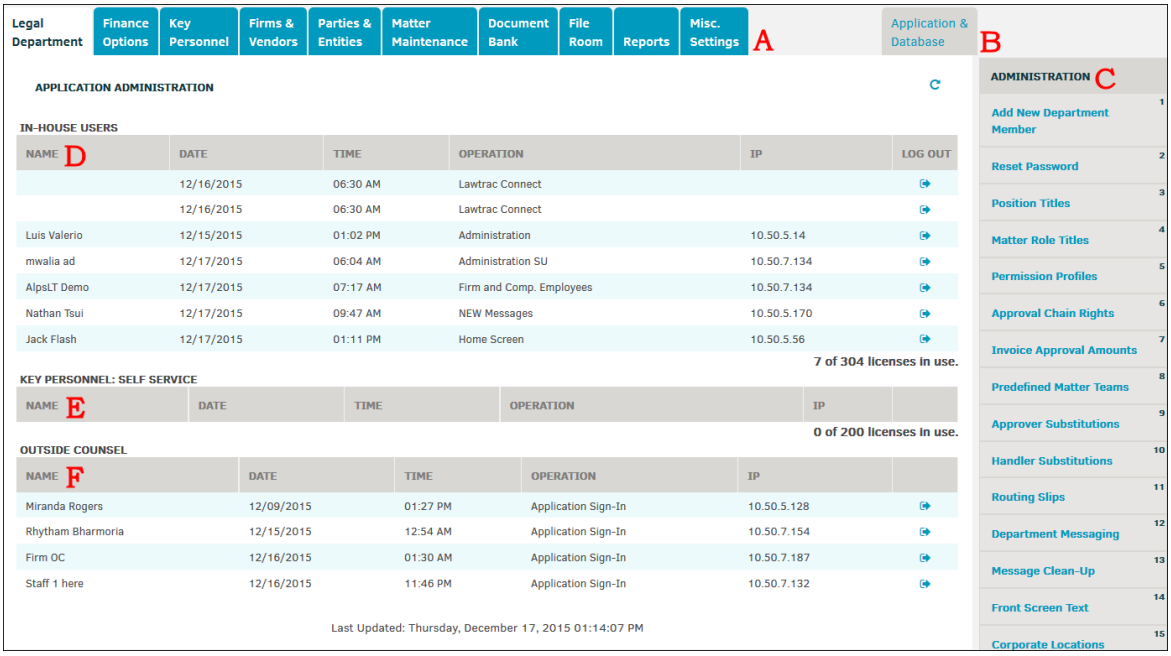
The tabs include a list of the following example categories that might show up on your screen. Your site administrator uses these categories as they fit with your company's matter assignments, and customize them as necessary.

Field	Description
Types	The type of Legal purpose for the matter.

Field	Description
Product	The product category of the matter.
Division	The department within the company on the matter.
Priority	The importance of the matter.
Status	The status of the matter.
Court	The specified third-party jurisdiction of the matter.
Location	The location of the matter.
Role	A member role on the matter.
Not Updated	The span of time since the matter was updated.
Missing	Matters here have information missing from the record.

1.2.3 Application Administration

The **Application Administration** screen allows site administrators to view and edit the personnel associated with their Legal departments and customize the Lawtrac application. The navigation bar at the top of the screen (**A**) allows site administrators and super users to navigate all administrative functions available within Lawtrac. Refer to the *Administrator User Guide* for details on this section.

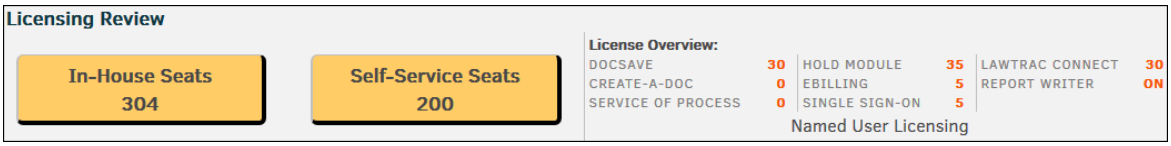


Application Administration Home Page

Marker	Section	Description
A	**Administrative Navigation Bar**	The **Administrative Navigation Bar** allows administrators to select the section they seek to edit or review. Select any tab in this panel to display a new **Administration Action Bar**.
B	**Application & Database**	The **Application & Database** tab brings up an **Administration Action Bar** with links to database, security, SQL, and script details.
C	**Administration Action Bar**	The **Administration Action Bar** changes based on what section of the **Administrative Navigation Bar** is opened. Utilize this action bar to make edits or changes to the selected screen.
D	**In-house Users**	This section details the in-house users assigned to your Lawtrac. The number of available licenses and licenses in use is shown in the bottom right corner.
E	**Key Personnel Users**	This section details the key personnel users assigned to your Lawtrac. The number of available licenses and licenses in use is shown in the bottom right corner.
F	**Outside Counsel**	This section details the outside counsel users assigned to your Lawtrac.

1.2.4 Licensing Review

The **Licensing Review** page displays the amount of in-house and self-service seats that have been granted for your company to provide to Lawtrac users. The amount seen on this page include seats both available and in use. In-house refers to the Legal team, and self-service refers to key personnel.



Licensing Review: Seats

On the right side of the page you can select licensing categories from the **Licensing Review** sidebar.

Click a link within the sidebar to view the amount of seats which are available for use or are in use.

Licensing Review: Sidebar

Grant a License

1. Select a category from the **Licensing Review** sidebar.
2. Click **OPEN**.
3. Enter the user's last name into the text box.

   The application attempts to locate the user automatically. After entering a few letters into the text box, select a name from the generated drop-down list to map the user.
4. Click **Grant**.

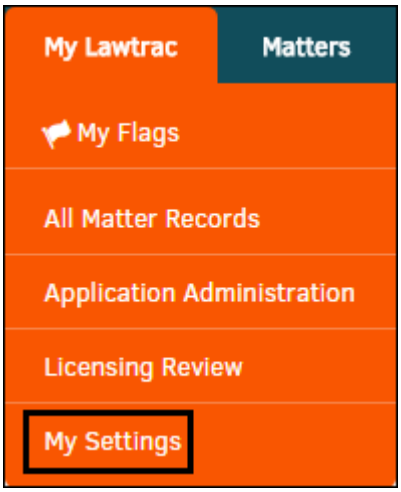
Grant a License

Remove License Use

Click the trash can icon to revoke the user's license and open a seat.

1.2.5 My Settings

The **My Settings** hyperlink in the **My Lawtrac** tab displays all personal information you have shared within Lawtrac. Users can also associate their LinkedIn profile to their user settings and join fellow Lawtrac users on LinkedIn.



My Settings Link

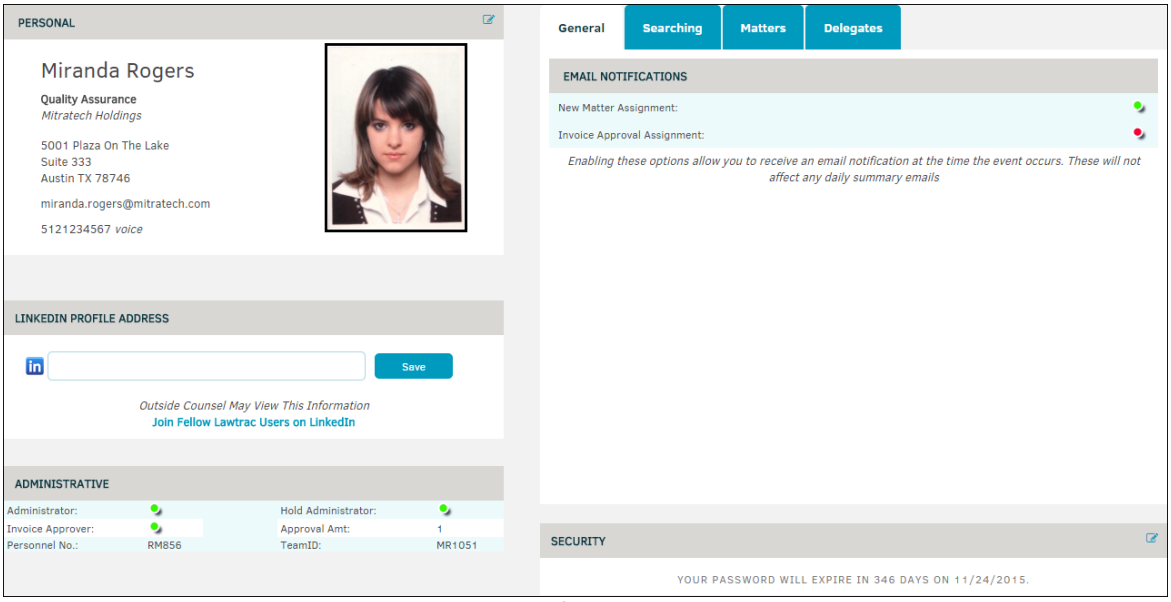
It is important to include your phone number and email address as these are used to auto-populate certain areas within Lawtrac and are included in any error messages automatically sent to Customer Service. This information also aids communication internally with outside counsel and key personnel.

Edit Settings

To change your contact information and photo ID, click the icon at the top center of the page.

Use the text boxes to fill in the necessary information.

Click **Add Photo** to select a personal picture from your computer files. Once the photo has been set, the **Add Photo** button changes to **Change Photo** and **Delete Photo**.



My Settings

- **Administrative**

  The icons indicate your role and approval settings set up by your administrator.

  Your Team ID is located here; you will need it to log into Lawtrac Connect.

- **General**

  Click the switches to enable email notifications at the time the event occurs.

  - —Enabled
  - —Disabled

- **Matters**

  Checked boxes indicate what items are hidden on main matter screens. Click on a box to check it or un-check it.

  Display the document drop-box within main matter screens by selecting "Always", "Never", or "Upon Request" from the drop-down list and click **Save**. Refer to Matter Records for additional details.

- **Delegates**

  - **Message Delegate**

    Your message delegate is a person who can read your internal Lawtrac messages. Select an individual from the drop-down box, or select "None/Off", and click **Set**. The concept behind this function is to allow users to mark themselves "out of the office" while still having their messages covered.

  - **Time Accounting**

    Selected individuals may enter time into the time accounting system on your behalf. Hold the **CTRL** button to select multiple individuals, then click **Set**. It is important to note that

your delegate(s) are also able to see all your time accounting records as well as edit and/or delete them.

- **Invoice Print Notification**

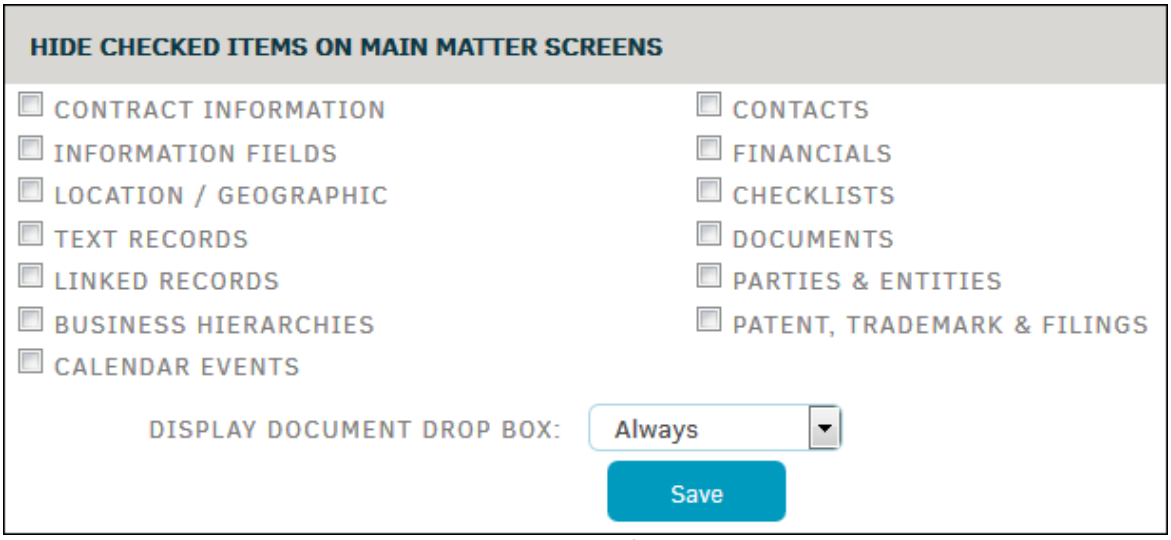
  Invoice Print Notification allows users to select individuals to automatically receive notification upon invoice approval. These individuals receive a hard copy of the invoice to be saved or printed.

1.2.5.1 Matter Records

Use the **Matter Records** settings to personalize the data that appears on your main matter screen.

By clicking a checkbox in the **Matter Records** area you are hiding that area from the matter's main screen, but you can still access some matter areas from the right-hand side **Matter Navigation Bar** (see *Matters* for more information).

Important: The following fields can only be viewed from the Main Matter Screen: Contract Information, Location, Company Defined Fields, and Financial (The Numbers). If you do not see data on a matter record and you have not hidden it, it may mean that the site administrator has turned off that area based on the matter type. Site administrator settings impact the matter type display for all users, while the selections you make here only affect how you view your own matters from your personal log-in. Your site administrator may set guidelines regarding options in the **Matter Records** section of **My Lawtrac**. Settings you make in **My Lawtrac** do not override the settings that your site administrator has made for the Main Matter Screen.



Matter Records Settings

1.2.5.1.1 Document Drop-Box Setting

You can specify from **My Lawtrac | My Settings** whether you want to display the Document Drop-Box on your matters. Complete the following steps to update this setting:

1. Select the **Matters** tab.
2. From the **Display Document Drop Box** field, select one of the following options:

- **Never**—Removes the drop-box from all matter screens
- **Upon Request**—Displays the drop-box when prompted
- **Always**—Always displays the drop-box on matters

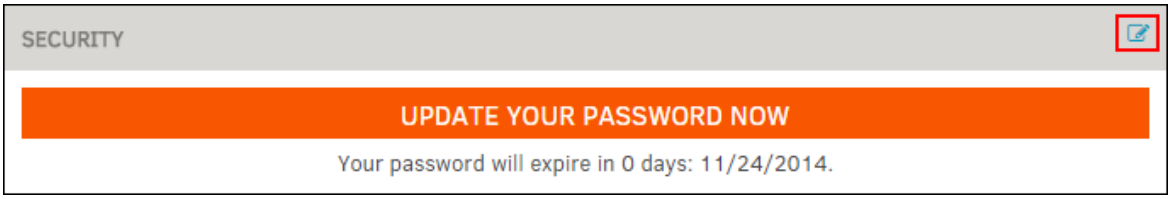
Document Drop-Box Setting

3. Click **Save** to apply the update.

1.2.5.2 Security

Update your password by selecting **My Settings** from the **My Lawtrac** tab.

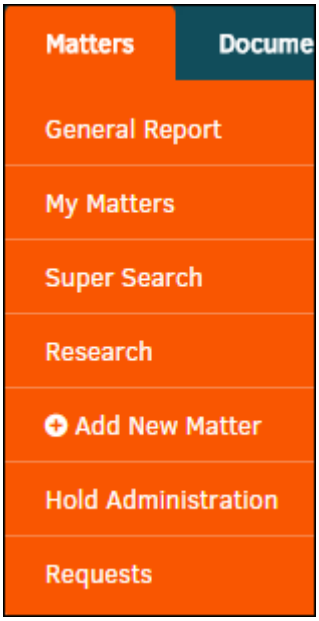
1. Click the icon.
2. Type a new password in the text box under your user name, and then enter your new password again in the next text box. Password rules are provided to the right of the text fields.
3. Click **Update** to confirm, or **Cancel** to delete changes.



Security Settings

1.3 Matters

The **Matters** tab allows users to view, create, and report matter records as well as adjust the staff assigned to a matter.



Matters Tab

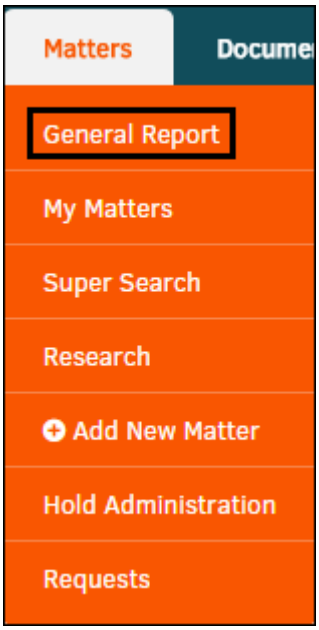
Matter records encompass any type of litigation or dispute, including: administrative issues, claims, contracts, HR issues, incidents, intellectual property issues, projects, and other litigation.

From the **Matters** tab, you can navigate to the following pages:

Field	Description
General Report	See a selection of reports on the matters assigned to you.
My Matters	See a list of all matter records to which you are directly assigned.
Super Search	Customize how you search for matter records.
Research	Search records by type, keyword, issues, product, and/or department.
Add New Matter	Add a new matter record to the matter list.
Hold Administration	View active notices, transaction records, message library, and manage recipients.
Requests	View list of pending, rejected, and accepted requests made by the Legal Team and key personnel.

1.3.1 Matter General Report

The tabs on the **Matter General Report** page allow you to see reports on the matters assigned to you.



General Report Link

Tabs displayed are dependent on two things:

- Your personal selections in the **Matter Tabs** area under **My Settings** in **My Lawtrac**.
- Data relevant to the tab subject must be entered into Lawtrac. Even if a tab category is selected in **My Lawtrac**, it may not display on your **General Matter Report** if related data does not exist.

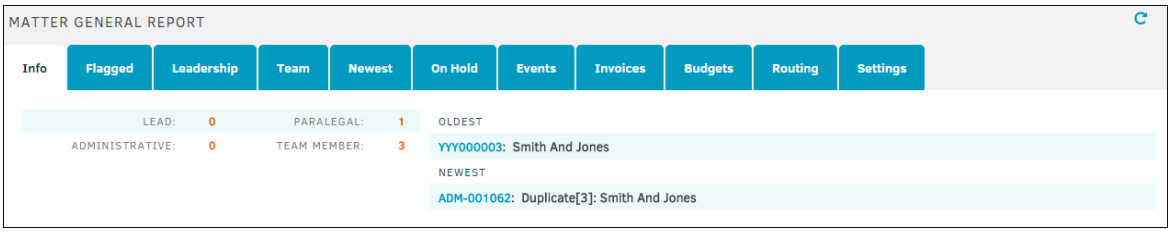
Field	Description
Flagged	View matter records you have flagged.
Leadership	View assignments in leadership roles.
Team	View matters in team member roles.
On Hold	View assignments that were put on hold.
Events	View matter events by time and date.
Invoices	View received invoices by number and vendor.
Budgets	View budget by assignment.

Field	Description
Routing	View routing by assignment.
Settings	Control what tabs you see in **Matter General Report**.

1.3.1.1 Info

The **Info** tab displays a count of your open matters broken down by your role in the matter. In addition, it displays your Oldest Matter, Newest Matter and the Newest Team Assignment Matter in cases where the newest matter is not your most recent team assignment.

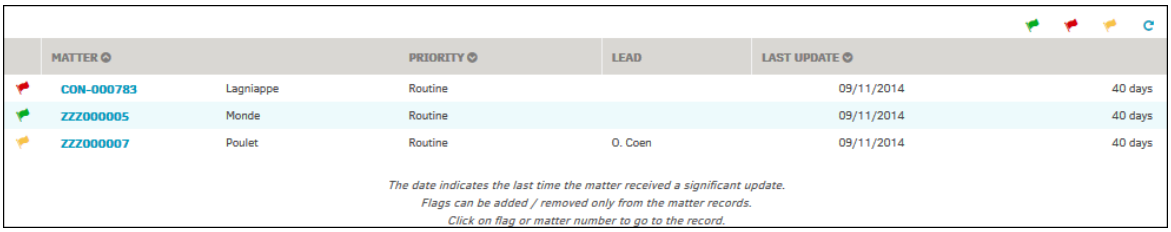
Click the matter number to view that matter record's detail page.



General Report: Info

1.3.1.2 Flagged

The **Flagged** tab displays all matter records marked with flags as well as their priority, matter lead, and the date of the last update.



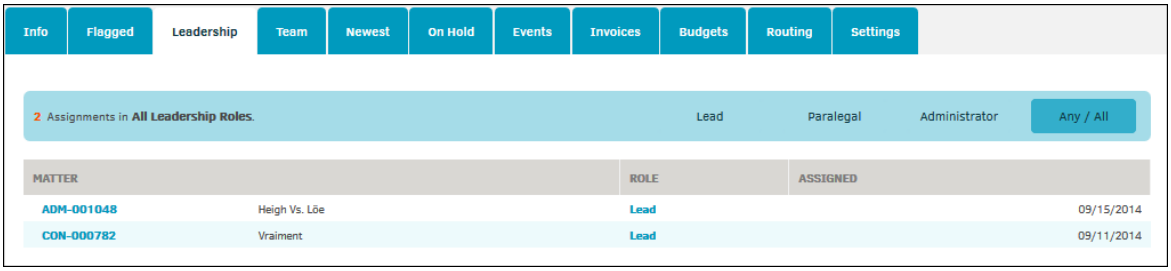
General Report: Flagged

Click the flags at the upper-right corner of the box to further sort the flagged items by your predetermined flag colors. Only flag colors that you use show up here.

Click the matter number to be redirected to that matter's detail page.

1.3.1.3 Leadership

The **Leadership** tab lists matters to which you have been identified as an individual with leadership responsibility for the matter record.



General Report: Leadership

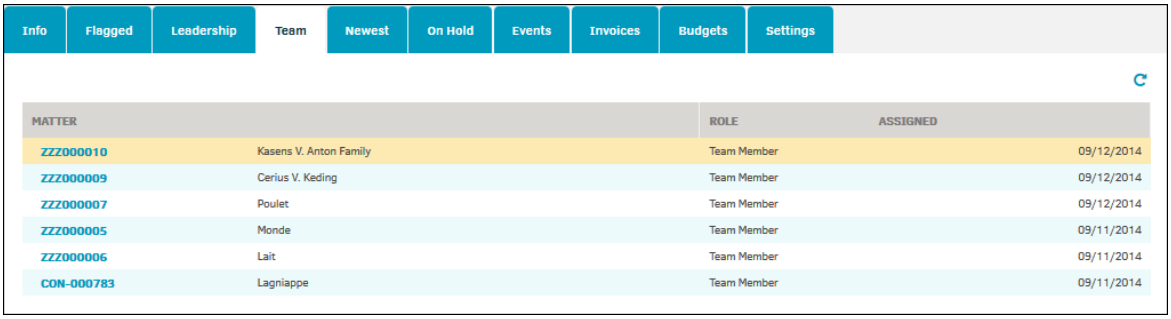
If you are listed as **Lead, Paralegal,** or **Administrator** for multiple cases, click the respective title under the **Role** column to further refine your search view.

Click on the matter number to be redirected to that matter's detail page.

1.3.1.4 Team

The **Team** tab displays matters to which you have been assigned as a member of the support team, but not in a lead position.

Click on the matter number to be redirected to that matter's detail page.

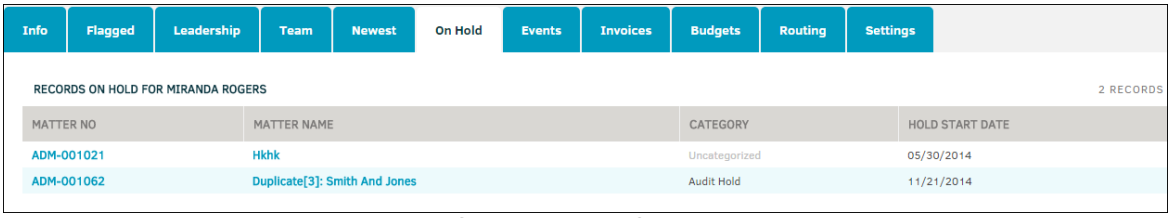


General Report: Team

1.3.1.5 On Hold

The **On Hold** tab displays a table of all matters to which you are assigned that are under an active Legal hold.

Click on a matter number or name to be taken to that matter record's primary information screen. You can edit or remove matter holds by clicking the orange bar located above the matter tabs within that record.



General Report: On Hold

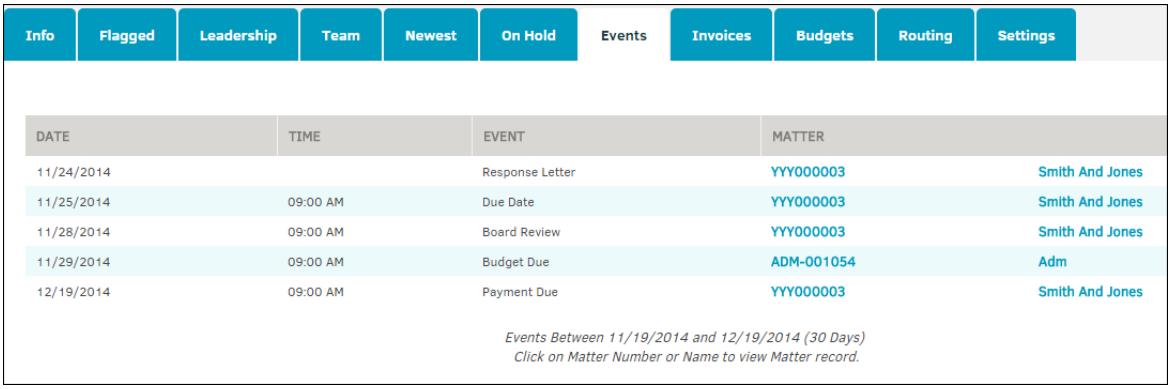
Matter records are placed on hold from within a matter by selecting **Hold Actions** from the **Module Navigation Bar**.

Hold categories are customized by your site administrator through **Application Administration**.

1.3.1.6 Events

The **Events** tab shows all upcoming events (up to 30 days) associated with any matter related to you.

Click the matter number or name to be taken to the matter.



Events Tab

1.3.1.7 Invoices

The **Invoices** tab displays only invoices received in Lawtrac during the past 10 days that have not yet been reviewed. Once reviewed—whether approved or not—they no longer appear on this screen.

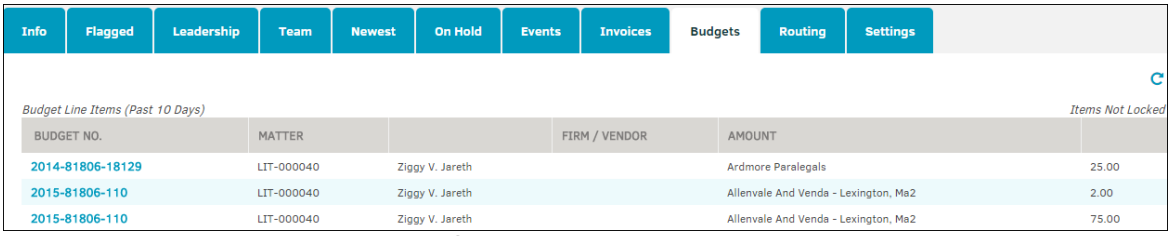
Click the View: **Any/All** hyperlink (at the top right of the list—seen in the graphic below as **Not Reviewed Only**) to view all invoices received in the past 10 days, including those reviewed. Only invoices to which you are assigned or are a part of the approval chain are included.

Invoices can be added to a matter record from **Invoice Management**, and is covered in depth in ***Finance***.

1.3.1.8 Budgets

The **Budgets** tab in **General Report** shows budget line items that occur in a matter record. If you are not associated with any budgets, this tab may not appear.

Click on the budget number to be redirected to that vendor/firm's budget information page.



General Report: Budgets

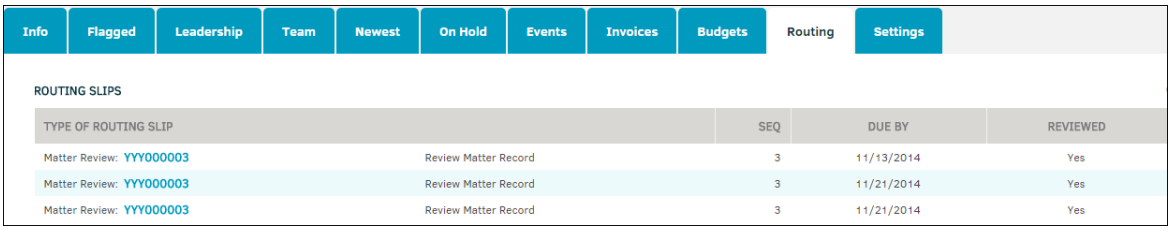
Budgets can be initiated from within a matter record by accessing the **Firms & Vendors** tab and clicking the icon. Additional information can be found in ***My Matters*** under ***Initiating a Budget***.

Add line items to a budget by selecting the budget number and navigating to the **View/Add Lines** tab.

1.3.1.9 Routing

The **Routing** tab in **General Reports** shows all routing slips based on matter record, due date, sequence number, and review status. If there are no routing slips associated with your matter records, this tab may not appear.

Click the Matter Review code to be redirected to that matter record's primary information screen.

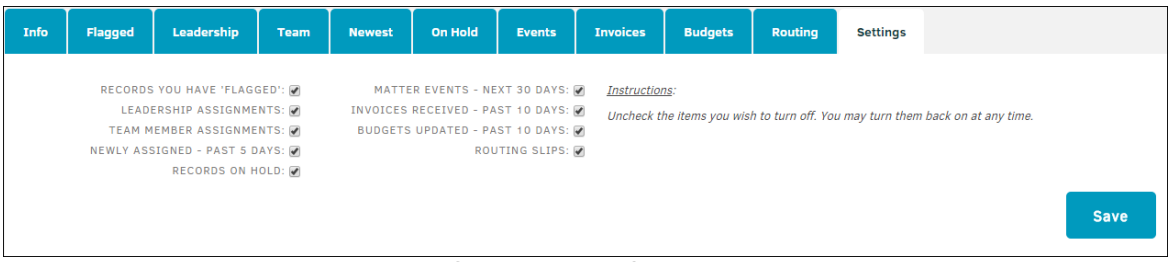


General Report: Routing

Routing slips can be created for a matter or matter-related document. Matter routing slips request that specific individuals review the matter record as a whole and record their comments. Document routing slips can be applied to more than one document, and request that specific individuals review the document. To add a routing slip, please refer to the **Routing Slips** tab within a matter record.

1.3.1.10 Settings

The **Settings** tab provides for users a way to optimize their **General Report** screen.



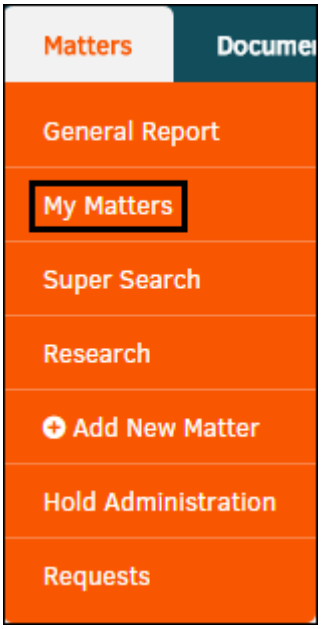
General Report: Settings

Click the checkboxes to add or remove their respective tabs from your **General Report** screen.

Click **Save**, and then **Here** on the following prompt to reload the screen and display your new settings.

1.3.2 My Matters

To see a list of all matter records to which you are assigned, select **My Matters** from the **Matters** tab. The **Matter Assignments** section includes a list of all matters in Lawtrac. You can filter through this list using the tabs at the top of the page.



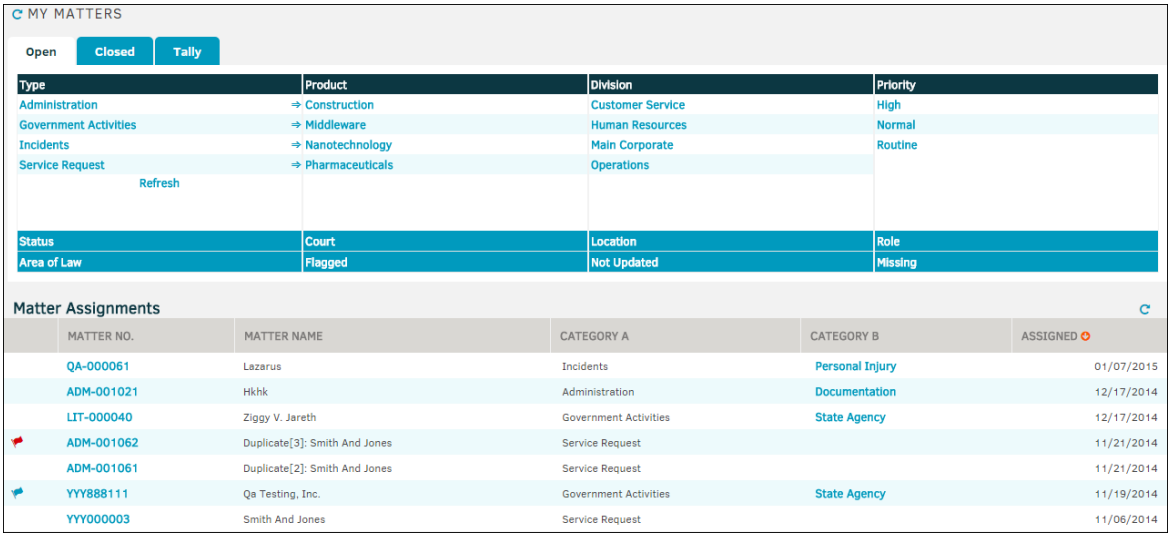
My Matters Link

This page includes the following tabs for filtering:

- **Open**—When you select one of the fields and categories from this tab, all opened matters with that category appear in the **Matter Assignments** list.
- **Closed**—When you select one of the fields and categories from this tab, all closed matters with that category appear in the **Matter Assignments** list.

- **Tally**—When you select one of the fields, all matters with that category appear in the **Matter Assignments** list. You can also see what percentage of matters have that category.

If you want to return to the complete list of matters after you select a category, click the button in the right corner above the **Matter Assignments** list.



My Matters Overview

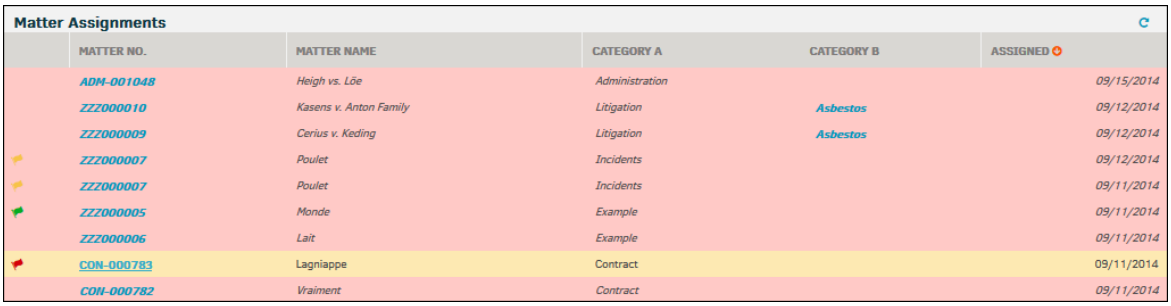
The tabs include a list of the following types of categories:

Field	Description
Types	The type of matter. Refers to the nature of issues that the matter record is dealing with.
Product	The product category of the matter.
Division	The division or department within the company associated with the matter.
Priority	The matter priority (High, Normal, Routine).
Status	The status of the matter.
Court	The specified jurisdiction of the matter.
Location	The location of the matter.
Role	A role on the matter (Lead, Team Member).
Area of Law	The field of law of the matter.

Field	Description
Flagged	Matters that have been marked for access.
Not Updated	The span of time since the matter was updated.
Missing	A category or information that the matter does not have.

1.3.2.1 Matter Screens

Click a matter name in the **Matter Assignments** section to open up the individual matter screen.



Matter Assignments

MATTER NO.	MATTER NAME	CATEGORY A	CATEGORY B	ASSIGNED
ADM-001048	Heigh vs. Löe	Administration		09/15/2014
ZZZ000010	Kasens v. Anton Family	Litigation	Asbestos	09/12/2014
ZZZ000009	Cerius v. Keding	Litigation	Asbestos	09/12/2014
ZZZ000007	Poulet	Incidents		09/12/2014
ZZZ000007	Poulet	Incidents		09/11/2014
ZZZ000005	Monde	Example		09/11/2014
ZZZ000006	Lait	Example		09/11/2014
CON-000783	Lagniappe	Contract		09/11/2014
CON-000782	Vraiment	Contract		09/11/2014

My Matters

Depending on the settings your site administrator sets, you may see different fields in each matter. You can also control the field you see using **My Settings** under the **My Lawtrac** tab.

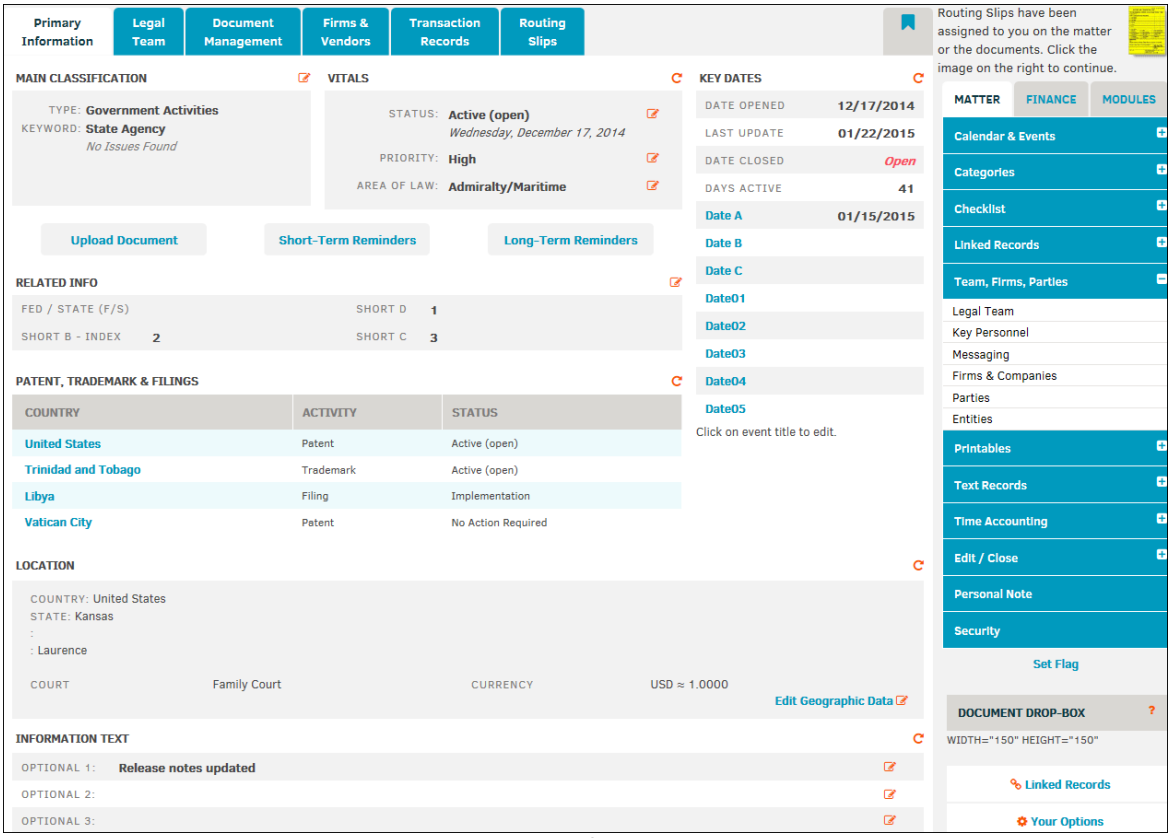
Important Note: Because of **Lawtrac's** customization features, your matter screens may look different than the examples shown in this User Guide. Depending on the Type classification, sections such as Contract/Contact Information may not be displayed. Many of the captions and labels in Lawtrac are dependent on the type classification. These captions are set by your site administrator.

To reveal an area of your screen that you have hidden, go to your **My Settings** under the **My Lawtrac** tab and adjust your **matters** preferences. **My Lawtrac** settings are not related to matter type, so they impact all of your assigned matters.

1.3.2.1.1 Primary Information

The **Primary Information** tab displays various details about the matter record, related team members and firms, reminders, and document management.

Note: This screen may appear differently based on the permissions granted to the user.



Primary Information

Each setting can be changed by clicking the edit button (). The table below displays further descriptions of each part of the matter screen.

Section	Description
Main Classification	Lists the **Type** of matter and any related **Keywords**.
Vitals	Lists the Status (open/closed), Priority, Area of Law, and Matter Amount related to the record. ***Note:*** Matter amount does not affect any invoice, budgets, or rate card amounts. The field can be used as a reminder for a budget or reserve cap, or can be left blank throughout. This field may also show up under a different caption, as the name is adjustable for site administrators in **Application Administration**, but it is identified in the **Transactions** tab as "Matter Amount".
Key Dates	Lists the date the matter opened and closed as well as last update and days active. Matter events also show up here.

Section	Description
Upload Document	Allows you to upload a document and set the category, author, keywords, and synopsis for the document.
Short-Term Reminders	Displays upcoming reminders. See *Reminders*.
Long-Term Reminders	Displays long-term reminders. See *Reminders*.
Related Info	Displays any miscellaneous information related to the matter record.
Patent, Trademark & Filings	Shows what information has been submitted to government agencies, and their statuses.
Information Text	Lists optional text fields to supply information to users viewing the matter.
Text Records	Lists longer text fields that provide relevant data to the matter.
Linked Records	Lists any records linked to the opened matter and their relationship to the matter. See *View or Create a Linked Record*.
Business Hierarchies	View the product and department percentages of the matter record.
Parties and Entities	View parties and entities associated with the matter.
Financials	Displays current fiscal year totals and lifetime invoice totals.
Documents	Lists all documents uploaded to the matter.
Location	Displays geographical data for the matter record.
Matter Navigation Bar	Contains options for further matter editing and details. See *Matter Navigation Bar*.
Finance Navigation Bar	Contains options for further details on matter finances. See *Finance Navigation Bar*.
Modules Navigation Bar	Contains options for matter module configuration. See *Modules Navigation Bar*.

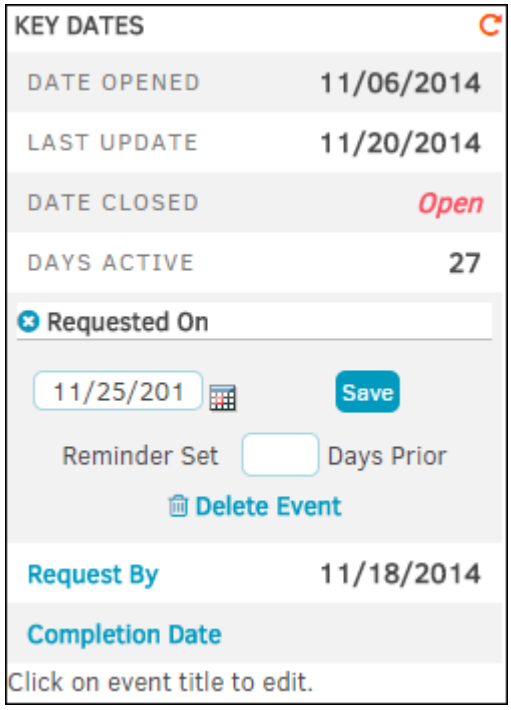
Section	Description
Document Drop-Box	Allows quick document upload to server. See *Document Drop-box*.
Your Options	Allows you to hide parts of the screen and selected details. See *Bottom Links*.

Key Dates

Add or change the dates for matter requests and completion dates by clicking the highlighted title of the event and click the icon to select a date.

Set a reminder by typing into the text box below, then click **Save** to confirm changes.

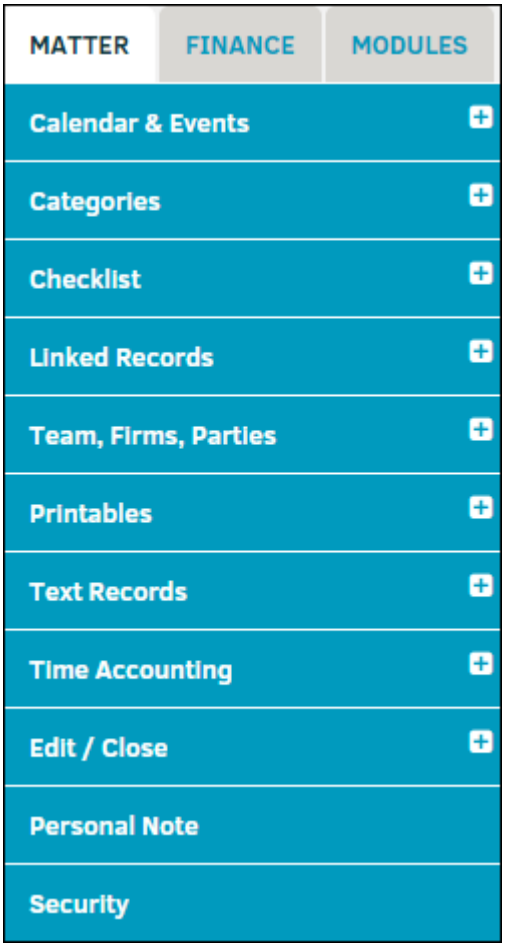
Click the icon to delete the event.



Edit Key Dates

1.3.2.1.1.1 Matter Navigation Bar

The **Matter Navigation Bar** within a matter record allows users to adjust or view many facets of the selected matter.

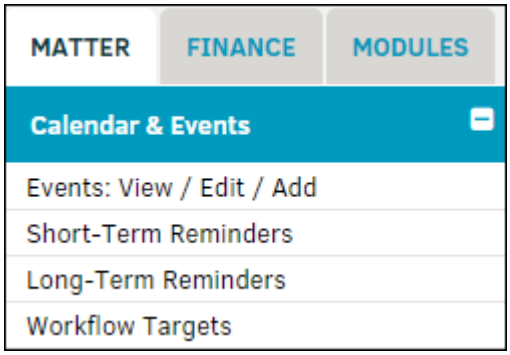


Matter Navigation Bar

Click any of the subjects under the **Matter** tab to expand it and view its respective options.

Calendar & Events

The **Calendar & Events** section allows users to add events, reminders, and workflow targets to their calendars.



Calendar & Events Tab

- **Events: View/Edit/Add**

  View, edit, and add matter events here. Add requirements, reminders, and priority status to the event here as well.

- **Short-Term Reminders**

  View short-term reminders here and add required/optional reminder recipients.

- **Long-Term Reminders**

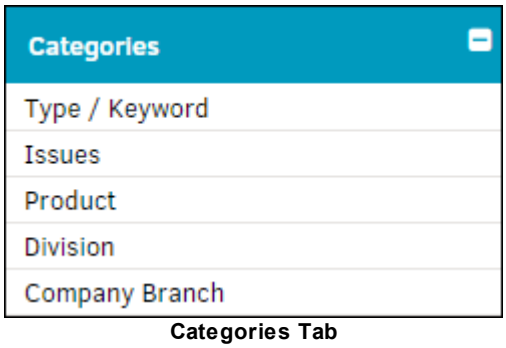
  View long-term reminders here and add required/optional reminder recipients and matter notes.

- **Workflow Targets**

  Add workflow targets and details here.

Categories

The **Categories** section allows you to adjust matter details with regard to Type, Product, Division and Issue category.



Categories Tab

Category	Function
Type/ Keyword	Change, create, and adjust keywords related to the matter.
Issues	Change, create, and adjust Issues related to the Matter. Make a selection from the drop-down list, then toggle the corresponding button by the Issue to adjust it to primary.
Product	View the assigned Product area and add more Products and percentages.
Division	View currently assigned Divisions and add additional Divisions and percentages.

Checklists

Users can view checklists and general questions in a variety of ways.

Page	Function
General Listing	View, manage, and answer general questions.
Rapid Entry	Apply an answer quickly from a drop-down list.
Detailed Listing	Open all general question information in detail.
Outside Counsel	View all questions and answers made by general counsel.

Linked Records

Users can view linked records and create new links to records here. New records can be listed as Master or Peer Record to the selected Matter.

Teams, Firms, Parties

Users can adjust teams, personnel, firms, and messaging lists here.

Printables

Users can print **Basic**, **Comprehensive**, or **Custom** reports on the selected Matter.

Text Records

Users can add and view text records related to the Matter as well as view a **Synopsis** of all records.

Time Accounting

Users can log their time here as well as view a detailed breakdown.

Edit/Close

- **Edit Main Information**

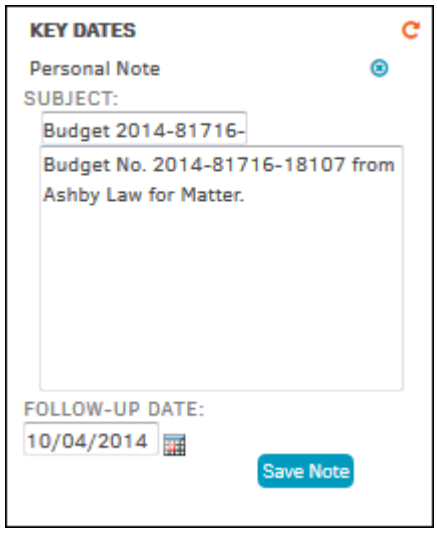
  Users can change the Matter **Number**, **Formal Name**, and **Short Name**.

- **Close/Status Actions**

  Users can update status of the Matter.

Personal Note

Users can add an additional note here as an addendum.



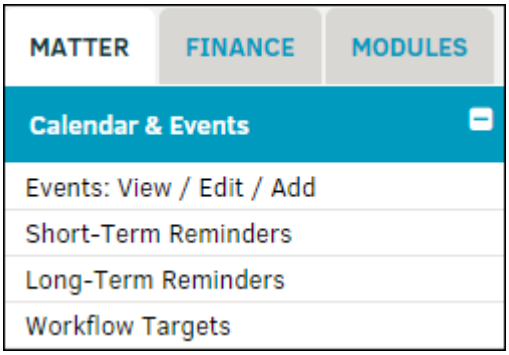
Personal Note

Security

Users can select pre-defined work groups who have access to the record.

Each matter has its own calendar where you can track important events and dates relevant to managing that specific matter.

The **Calendar & Events** tab in the **Matter Navigation Bar** allows you to add events, reminders, and workflow targets to your calendars.



Matter: Calendar & Events

Options:

Section	Function
Events: View/ Edit/Add	View, edit, and add matter events here. Requirements, reminders, and priority status to the event can be added here as well.
Short-Term Reminders	View short-term reminders here and add required/optional reminder recipients.
Long-Term Reminders	View long-term reminders here and add required/optional reminder recipients and Matter notes.
Workflow Targets	Add workflow targets and their details here. Workflow targets allow users to track their goals and deadlines, and add those targets to their calendar.

Understanding the meaning of each icon within a matter calendar is crucial to navigating and managing your calendar options.

- —The edit icon lets you review and edit the matter event details.
- —The trash can icon allows you to delete events.
- —This icon allows you to copy event to your personal calendar.
- — This icon indicates that there is a reminder tied to the event.

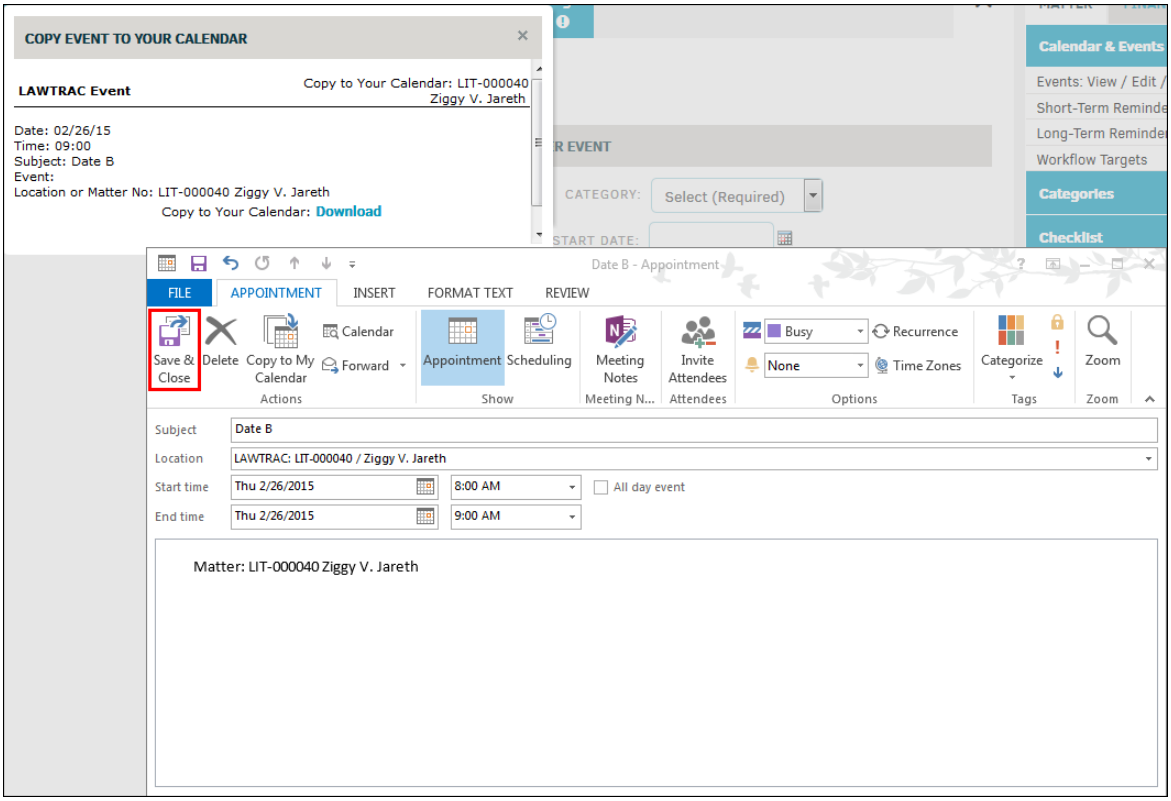
To copy a matter event to your calendar:

1. Click the icon to open a pop-up window displaying the details of the event.

2. Select **Download**.

   The matter event is pulled up as an Outlook appointment. From here, users have the option to share with **Lawtrac Connect**, if it is already installed.

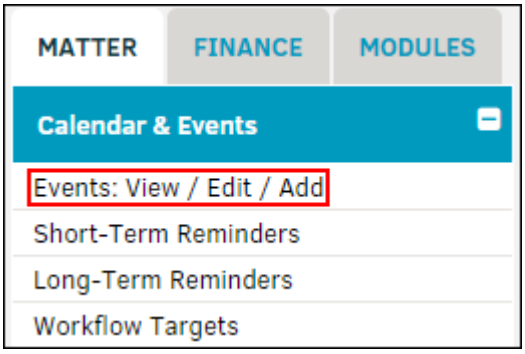
3. Click **Save & Close** to commit the event to your Outlook calendar.



Copy Event To Calendar

You can add events, such as a discovery or filing date, on a matter to which you are assigned.

Click the **Events: View/Edit/Add** hyperlink in the **Matter Navigation Bar**.

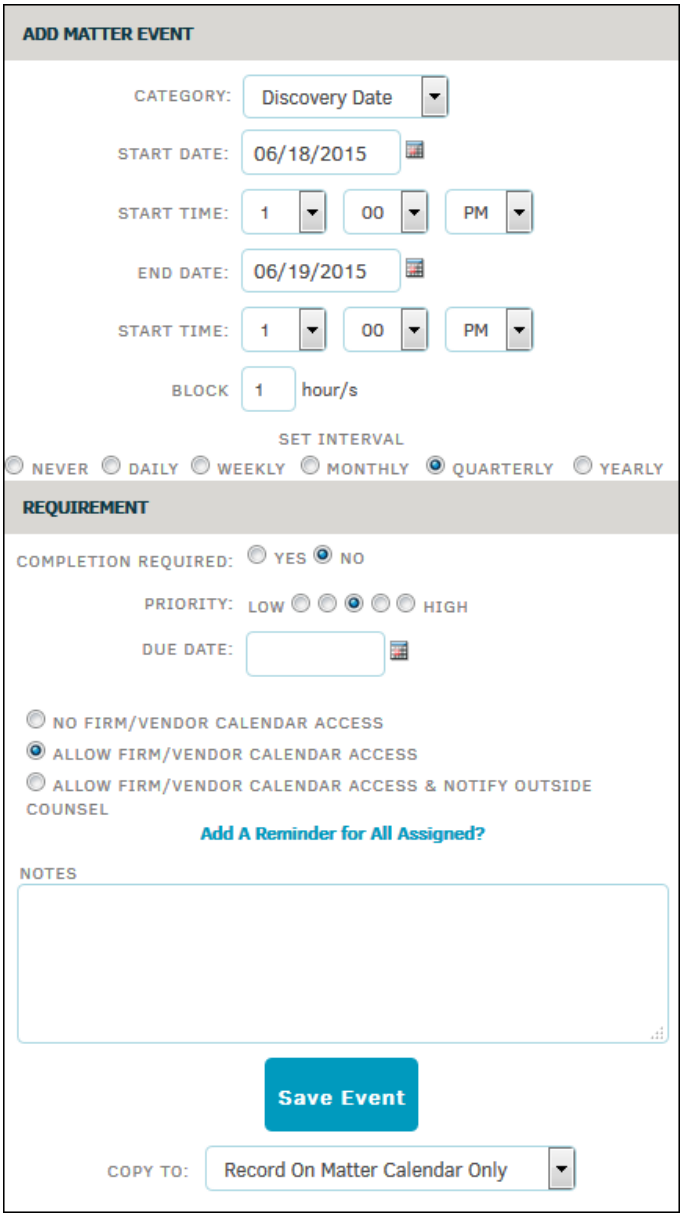


Events

Add an Event

1. Under **Add Matter Event**, select a category from the drop-down list.

   Note: A category must be selected for the event to be saved. If there are no options available in this drop-down, contact your site administrator to add them in **Application Administration | Matter Maintenance | Calendar Categories**.



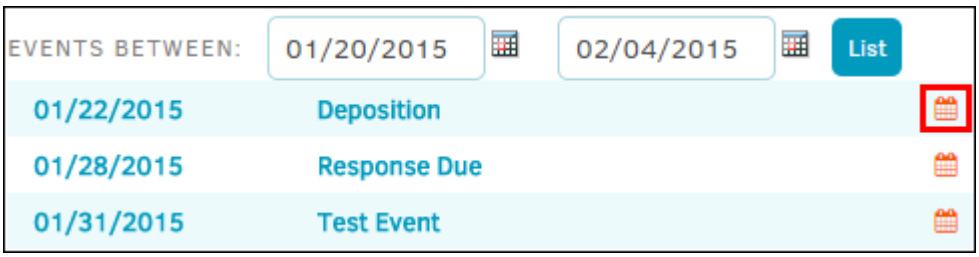
Add Event

2. Use the icons to select a start date and end date, and then use the drop-down lists to select a start and end time.

   Adding a start/end time for the event is relevant if the event is being added to a calendar or if there is a reminder set.

   a. Enter a number of hours to block off on your calendar to show others who have access to view your calendar that you will be busy.

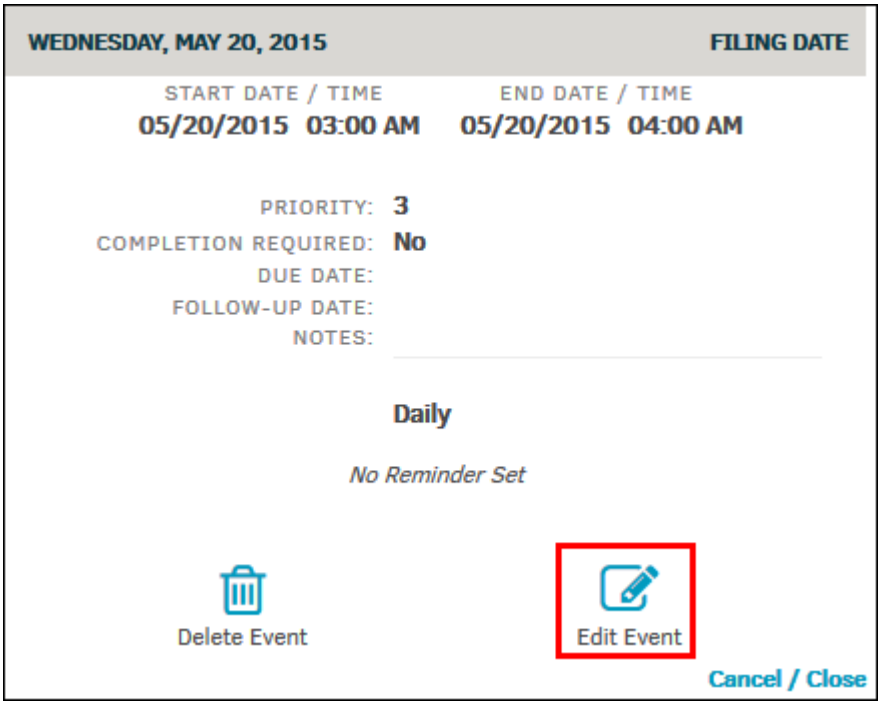
3. Set an interval for **Never**, **Daily**, **Weekly**, **Monthly**, **Quarterly**, or **Yearly** by clicking the corresponding radio button. These options may not appear until after you select an end date.
4. Under **Requirement**, select whether this task requires completion, determine the level of priority, and use the icon to choose a due date.
5. Choose who should be able to see this event, and select **Add a Reminder for All Assigned** to send those selected users a reminder for the event. Type any amount of days into the text field.
6. Add notes or instructions if necessary, then select **Save Event** to add the new event to the list of active Matter Events.
   a. The event can be copied to the matter calendar only, internal team's calendar, or to your calendar by selecting an option from the drop-down list below the **Save Event** button.
7. In the new Matter Events list, click the icon to copy the event to your calendar.



Copy Event to Calendar

To edit an existing matter event:

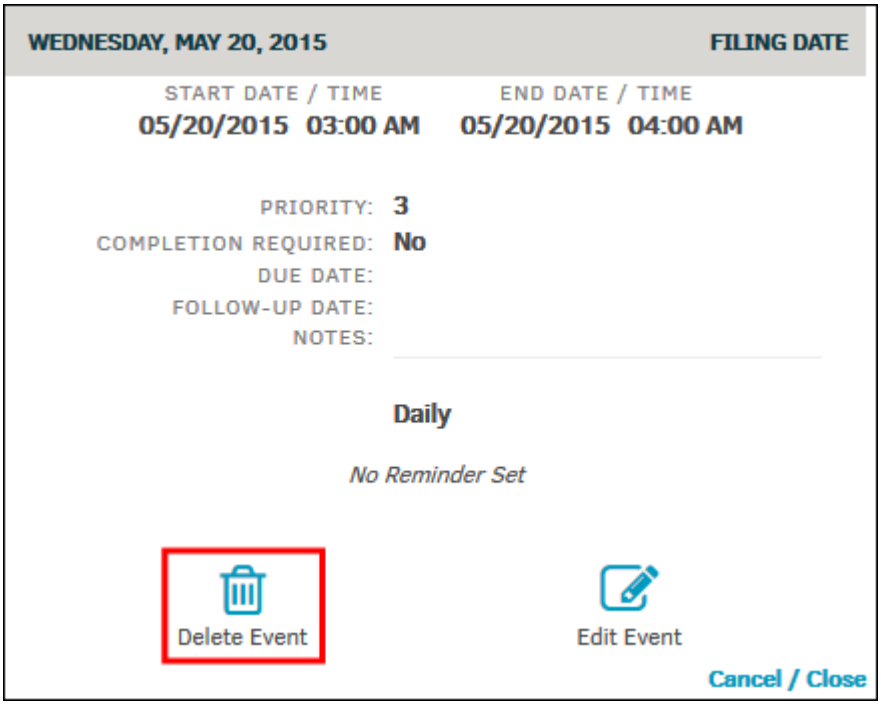
1. Go to **Events: View/Edit/Add** in the **Matter Navigation Bar** and click on the date or category name of the event.
2. Click **Edit Event** when the information displays on the right side.



Edit Event

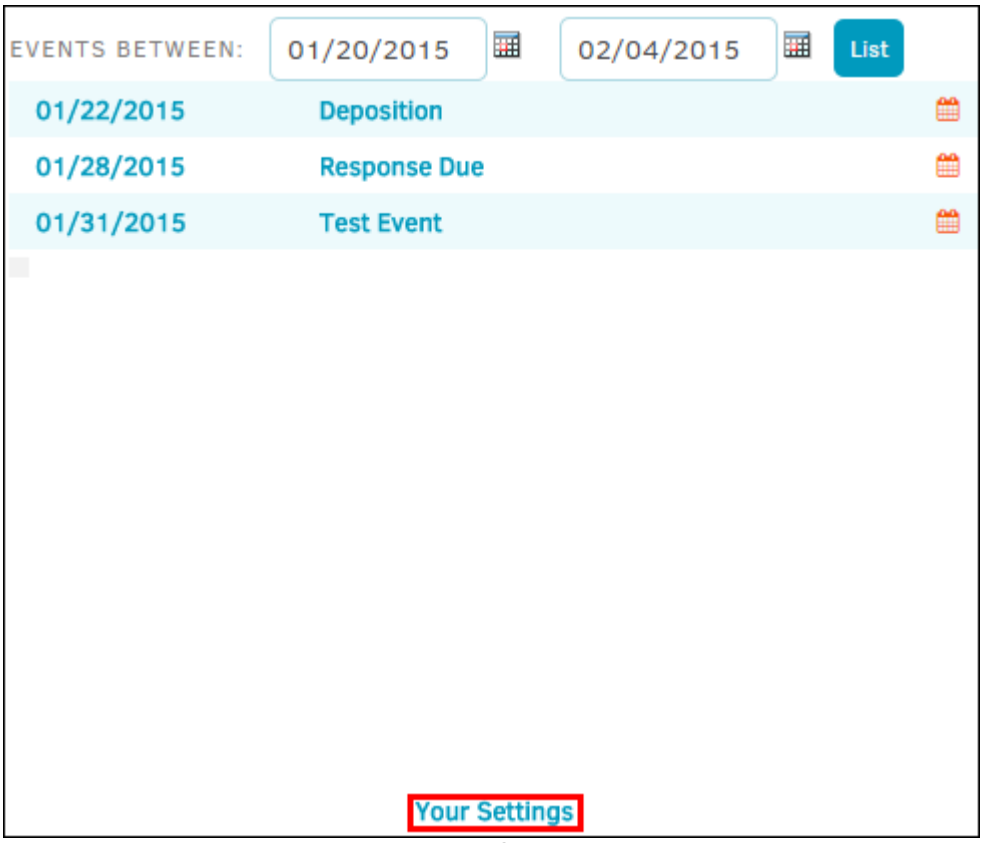
3. Follow the same instructions for adding a new matter event.
4. When finished, click **Update Event**.

   The page refreshes to display the updated information.
5. To delete the event, click **Delete Event**.



Delete Event

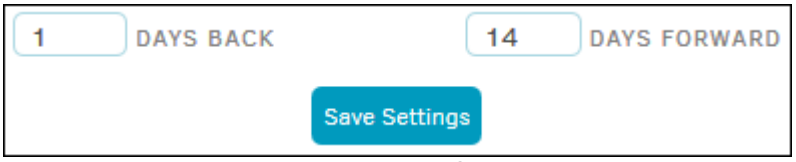
In the **Events: View/Edit/Add** page under **Calendar & Events**, event settings can be adjusted by clicking the **Your Settings** hyperlink located under the list of events on the left side of the page.



Edit Your Settings

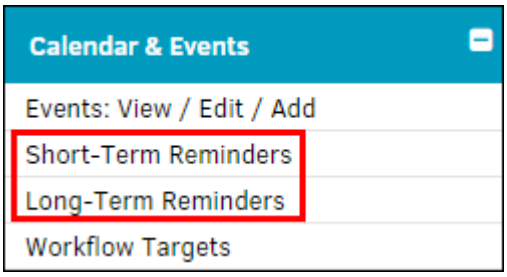
Your matter event settings open on the right. This option allows you to adjust the number of days "back" and "forward" to view events based on the current day.

Enter settings into the text box and click **Save Settings** to apply changes.



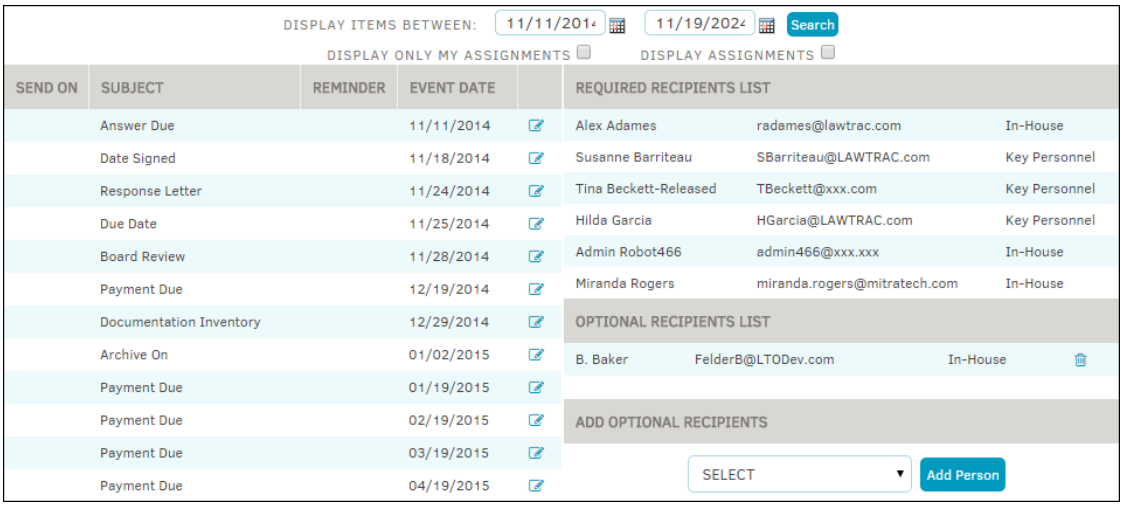
Your Matter Event Settings

To set or review a reminder, click either **Short-Term Reminders** or **Long-Term Reminders** from the **Calendar & Events** section of the **Matter Navigation Bar**.



Reminders

Short-Term Reminders



Short-Term Reminders

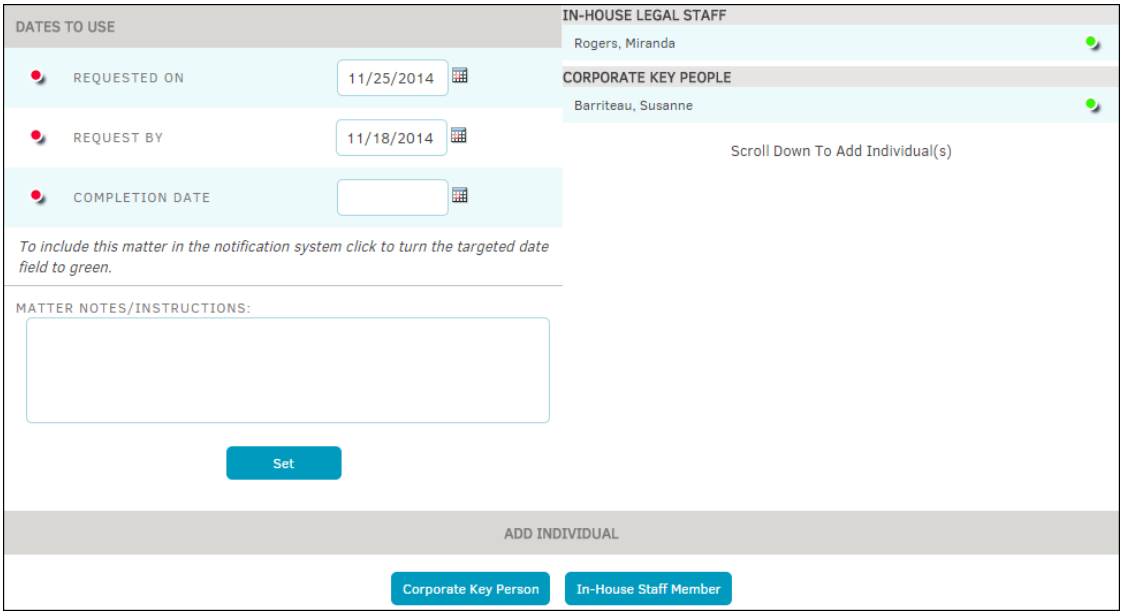
By clicking either the **Short-Term Reminders** button in the **Primary Information** tab, or selecting **Short-Term Reminders** from the **Calendar & Events** tab in the **Matter Navigation Bar**, you can view active reminders by event date, and add optional recipients to an event list.

- Use the icons at the top to search for events between specific dates and click **Search**.
- Use the radio boxes to choose what information is displayed.
- Click the icon to view event details.

Required recipients are members of the matter record's Legal team, and cannot be removed from the recipient list without being removed from the matter.

Add optional recipients to the event list by selecting an individual from the drop-down list on the right side and click **Add Person**. Click the icon to remove an individual from the event list.

Long-Term Reminders

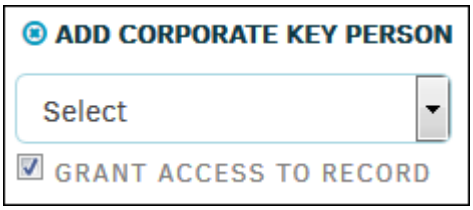


Long-Term Reminders

By clicking either the **Long-Term Reminders** button in the **Primary Information** tab, or selecting **Long-Term Reminders** from the **Calendar & Events** tab in the **Matter Navigation Bar**, you can manage dates to use, and add a corporate key person or in-house staff member to an event. Added staff are able to see all events added on this page.

Under **Dates to Use**, use the icons to select specific dates for an event. Use the icons to include the date in the notification system (), or remove it ().

Remove an individual from the In-House Legal Staff or Corporate Key People sections by clicking the green icon .

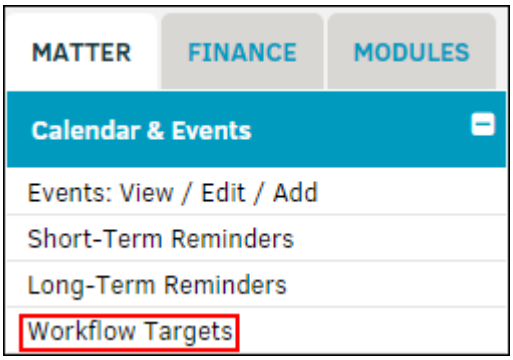


Grant Access to Record

To add an individual:

1. Click the button for either **Corporate Key Person** or **In-House Staff Member** and select an option from the drop-down list.
   a. Click the radio box to grant the individual access to the record and select **Add Individual**, or click the to cancel the process.
2. Add comments or instructions to a matter reminder by using the large text box under **Dates to Use**.
3. Click **Set** to save the information.

To view **Workflow Targets** that have been set up and the date they were added to the matter calendar, select **Workflow Targets** under **Calendar & Events** in the **Matter Navigation Bar**.



Workflow Targets

Each workflow target lists the target name, the rule on which it was based, and the date and/or a way to add the date. Any workflows that were automatically applied show the date of that target.

You may also see an **Add** link under the **On Calendar** column; click this link to add the target to the calendar and display the date it was added to the calendar.

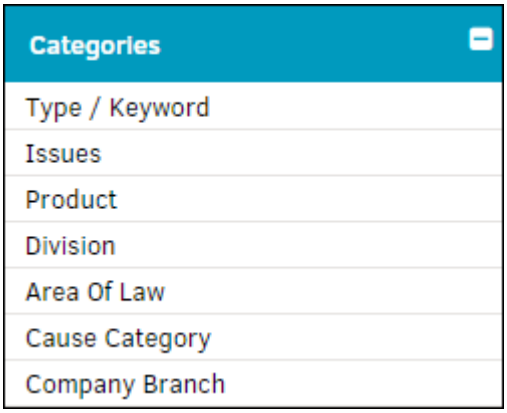
TARGET	BASED ON	ON CALENDAR
Response Due	30 Days After: Date Opened	01/28/15
Follow-up With Outside Counsel	30 Days After: Date Closed	Date Closed
Answer Due	30 Days After: Date 1	Add
SampleWorkFlowCloseAction	0 Days After: Date Closed	Date Closed
SampleWorkflowCloseAction1	999 Days After: Date Opened	10/16/18

Workflow Targets Detail

Links to view and edit a matter's Legal Hierarchy and Business Hierarchy are under **Categories** on the **Matter Navigation Bar**.

Important Note: If a site administrator did not associate a connector with the matter category, the hyperlink for that category connector does not appear in the Navigation Bar. For example, in this matter record, "Cause Category" is a connector for Government Activities category types, but not for Administration or HR Issues. This rule varies based on site administrator preferences. Site administrators also control what items are involved in category connectors.

Because the categories here differ from what you may use on your Lawtrac application, the information and screen-shots used here should be reviewed as an example of how the application responds to users.

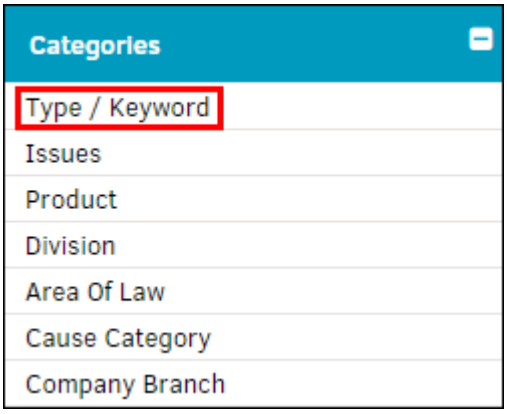


Matter: Categories

Options:

Category	Function
Type/Keyword	Manage the category issue for the matter.
Product	View and assign products to the matter.
Division	View and assign divisions to the matter.
Area of Law	Assign an area of law to the matter.
Cause Category	Create and manage cause items to the matter.
Company Branch	Create and manage company branch items.

Click on **Type/Keyword** in the **Categories** section in the **Matter Navigation Bar**.



Type/Keyword Link

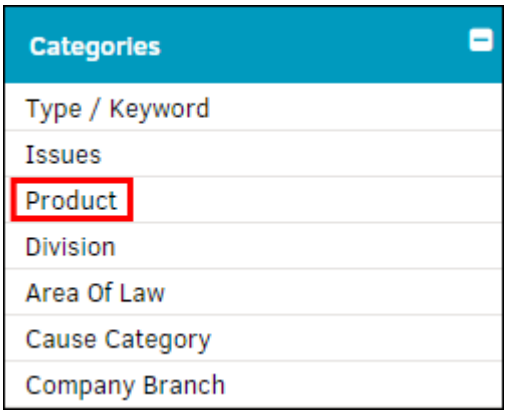
Select a type from the drop-down list. Issues associated with the category type appears to the right.

- The icon indicates that the category is included. Click this toggle to remove the category from the record.
- The icon indicates that the category is not included. Click this toggle to include the category issue.
- The icon indicates that the category issue is not set as primary. The new primary is indicated with a .

Click **Finish** to confirm and save.

Type/Keyword Issues Management

Click **Product** located under **Categories** in the **Matter Navigation Bar** at the top right of the page.



Product Link

Products are initially added during the matter record creation.

To add an additional product:

1. Begin by making a selection from the drop-down list for the first level.

   As the next active level of the hierarchy is reached, the drop-down becomes available for selection if a sub-level exists.

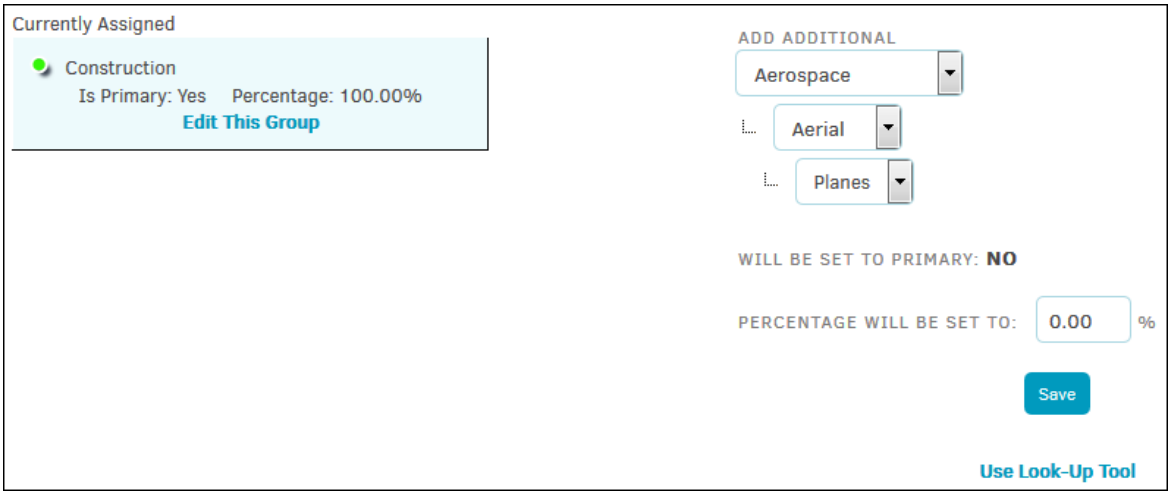
2. Continue to populate the levels, and then input a percentage (must be between 0 and 100).
3. Once you have completed your selection(s), click **Save**.

Important Note: If the assigned products' percentage sum is over 100%, the next product to be added will already have a percentage level set to a negative number. If the assigned products' sum does not equal 100%, percentage will be set to an automatic number unless manually changed.

If more than one product is added to the matter, adjust the percentage of responsibility.

For reporting purposes, one product may be identified as "primary" over the others. This classification is indicated by the green icon. To make another record primary, click the new record's red icon–it will change to green.

To delete a product's association to the Matter, click **Edit This Group** under the product information, then click the .



Currently Assigned Products

To find a specific product:

1. Click **Use Look-Up Tool** and select a level from the drop-down list.
2. Enter a word or part of a word or phrase in the **Look Up** text box.
3. Click **Search**.

Typing a letter into the text box causes suggestions to appear from which you can choose.

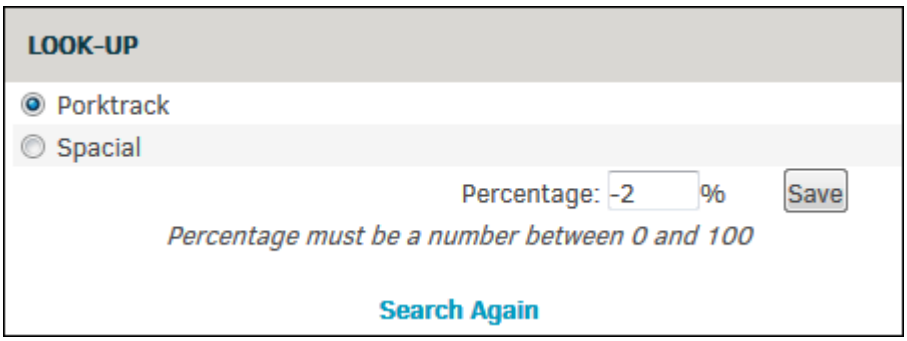
Use Look-Up Tool

When the **Look-Up Results** screen displays:

4. Select the appropriate item by clicking its radio button.
5. Enter the percentage.
6. Click **Save**.

The product is added to the matter hierarchy.

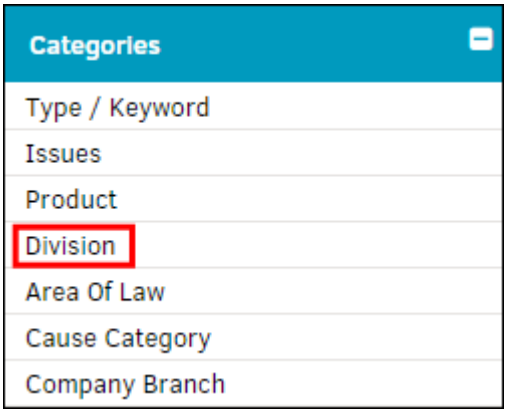
If the results for which you were searching do not appear, click **Search Again** to re-start the process.



Use Percentage

Note: Products must be added to **Application Administration | Product/s: Review/Modify** by a site administrator in order for these options to be available to users.

Select **Departments** from the **Categories** tab in the **Matter Navigation Bar**.



Division Link

Add a Department or Division to a Matter

1. Begin by making a selection from the drop-down list for the first level.

   As the next active level of the hierarchy is reached, the drop-down becomes available for selection.

2. Continue to populate the levels, and then input a percentage (must be between 0 and 100).

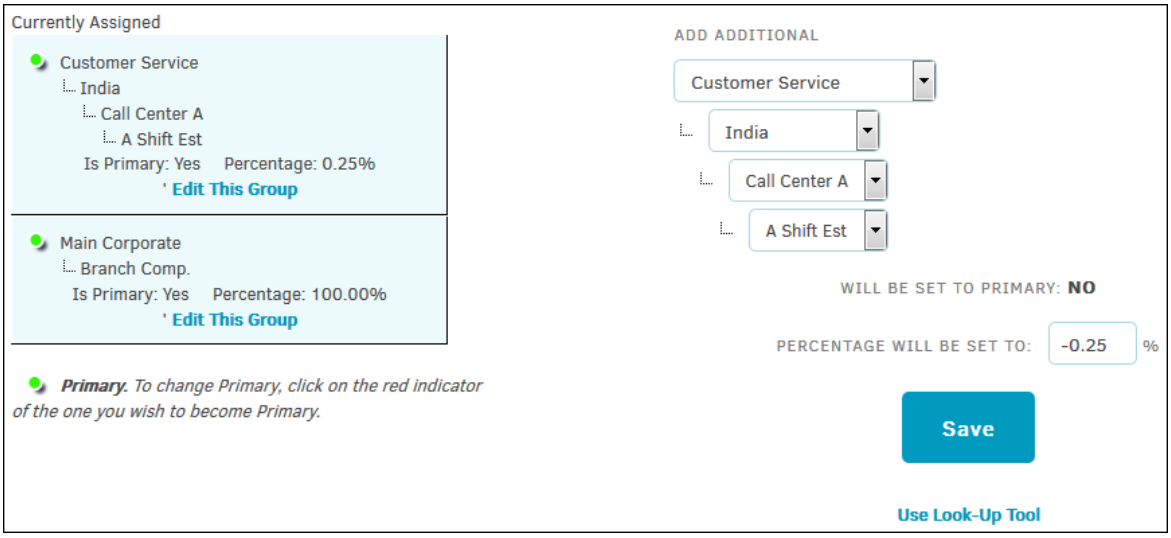
3. Once you have completed your selection(s), click **Save**.

Important Note: If the assigned division's percentage sum is over 100, the next division to be added will already have a percentage level set to a negative number. If the assigned division's sum does not equal 100%, percentage will be set to an automatic number unless manually changed.

If more than one division is added to the matter, adjust the percentage of responsibility. For reporting purposes, one department may be identified as "primary" over the others. This classification is

indicated by the green icon. To make a different record primary, click the new record's red icon —it will change to green.

To delete a department's association to the matter, click **Edit This Group** under the division information, then click the .

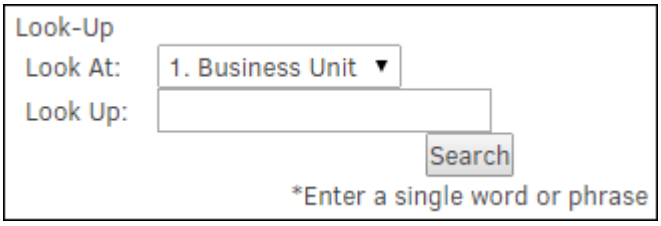


Division

To find a specific department:

1. Click **Use Look-Up Tool** and select a level from the drop-down list.
2. Enter a word or part of a word or phrase in the **Look Up** text box.
3. Click **Search**.

Typing a letter into the text box causes suggestions to appear from which you can choose.



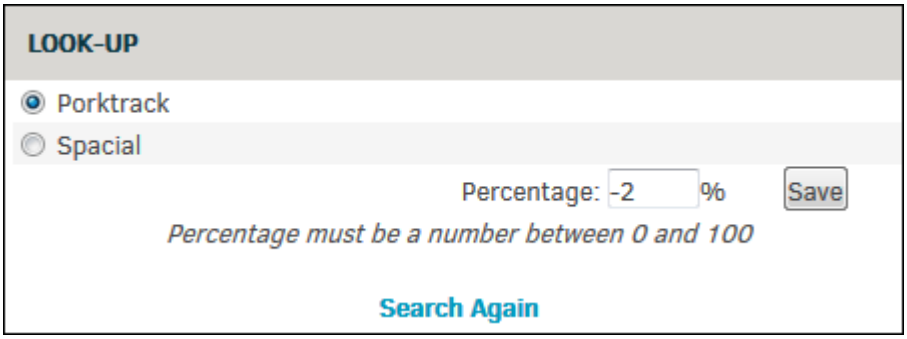
Division Look-Up Tool

When the **Look-Up Results** screen displays:

4. Select the appropriate item by clicking its radio button.
5. Enter the percentage.
6. Click **Save**.

The department is added to the matter hierarchy.

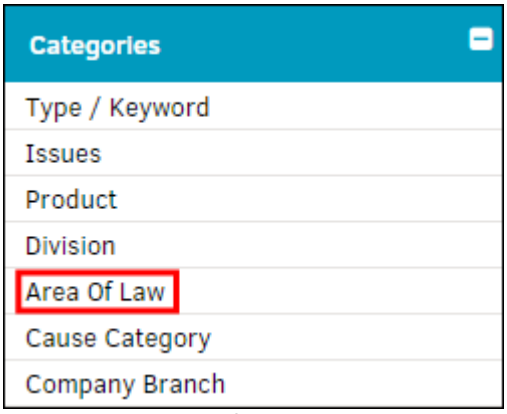
If the results for which you were searching do not appear, click **Search Again** to re-start the process.



Use Percentage

The **Area of Law** or **Company Branch** hyperlink in the **Categories** section of the **Matter Navigation Bar** allows you to manage categories that aid in identifying the type of matter record with which you are dealing.

If this category does not display, your site administrator has not set up any area of law options in **Application Administration**.



Area of Law Link

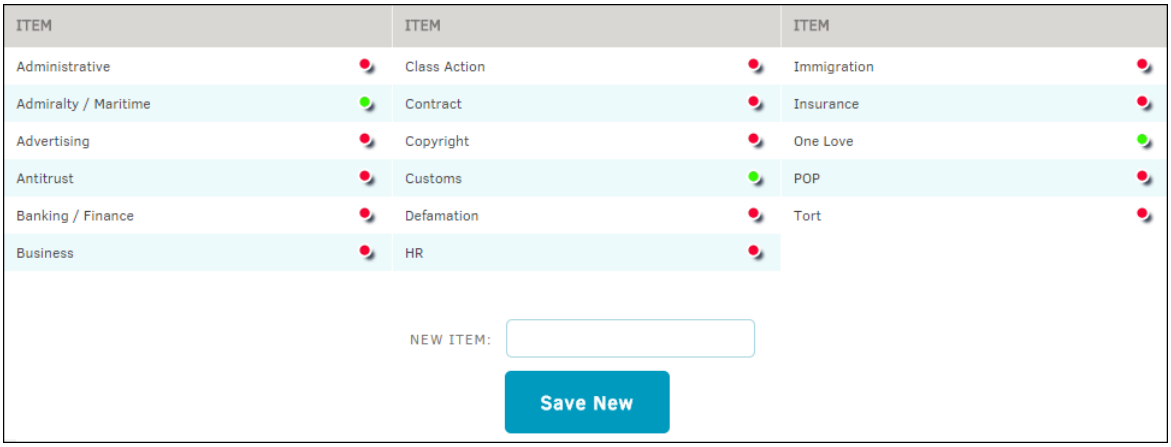
Use the toggle buttons to turn an item "on" or "off". You can select as many as you need.

- —Feature is enabled
- —Feature is disabled

Add an Area of Law or Company Branch to a Matter

To add a new item, type the title of the new area of law in the "New Item" text box, then click **Save New**. The new area of law appears in the item list as active.

Note: Specific Area of Law items can be deleted by the site administrator in **Application Administration**.

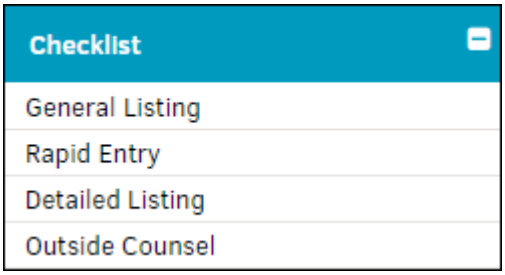


Area of Law Items

Checklists can be associated to the highest Legal category, so there can be different sets of questions for different types of matters. Your site administrator must set up the Checklist relationships in **Application Administration** before this feature is available within a matter. There can also be general questions that are available for all matters.

The purpose of pre-established Matter Checklists is to give managers a "quick-glance" overview of items that have been completed, or have yet to be accomplished.

Links to view and edit a matter's general listing and outside counsel detail are under **Checklist** on the **Matter Navigation Bar**.



Matter: Checklist

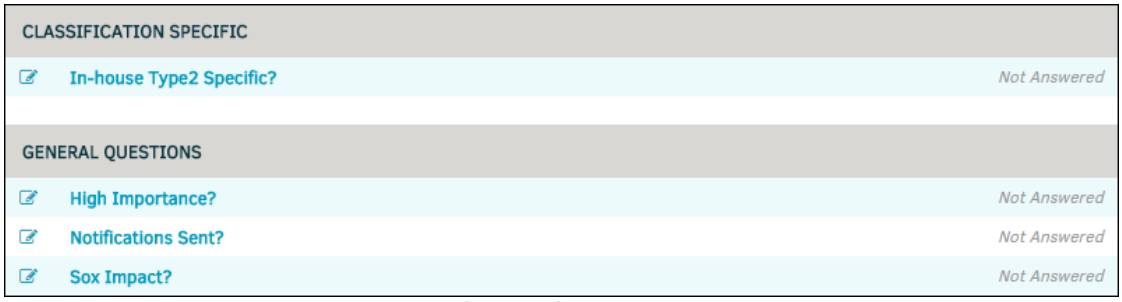
Page	Function
General Listing	View, manage, and answer general questions.
Rapid Entry	Apply an answer quickly from a drop-down list.
Detailed Listing	Open all general question information in detail.
Outside Counsel	View all questions and answers made by general counsel.

To access general questions in a Matter, click **General Listing** under the **Checklist** section of the **Matter Navigation Bar**.

General Listing

Every question defaults to the answer value of "Not Answered". To select a different response, click the icon. The other answers have been set up by your site administrator. Only answers associated specifically to that question or associated to the matter's type are available in the drop-down for a particular matter.

1. Open the question's details by clicking the icon or title of the question.



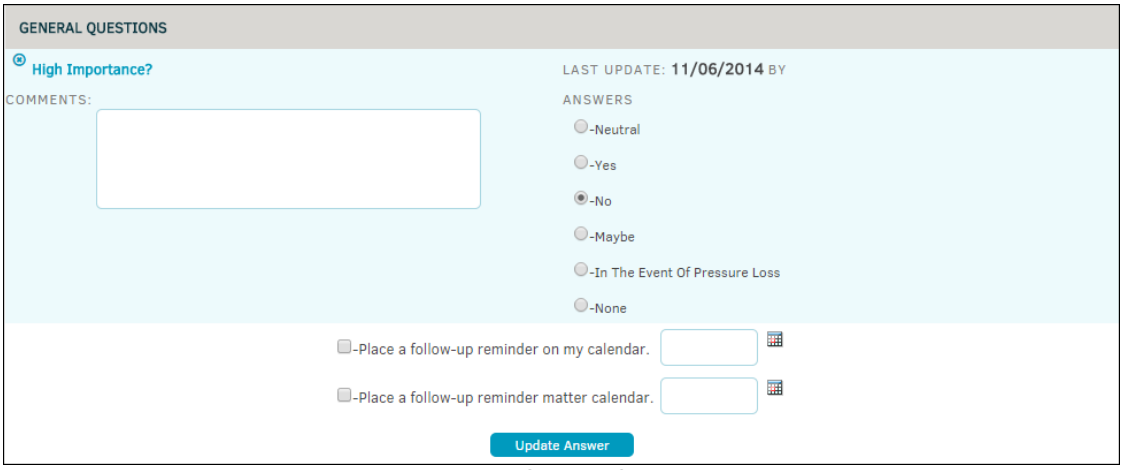
General Questions

2. Once you're on the **Answer** section of your screen, make your selection from the list by clicking a radio button. Only answers associated specifically to the particular question or to the matter's Type, or not associated to any Type, are available in the answers list.

   You can use the "Comments" text box to clarify or expand your response to the question.

3. Place a follow-up reminder to a personal or matter calendar by clicking and selecting a date. Check the radio box to the left of the date to confirm.

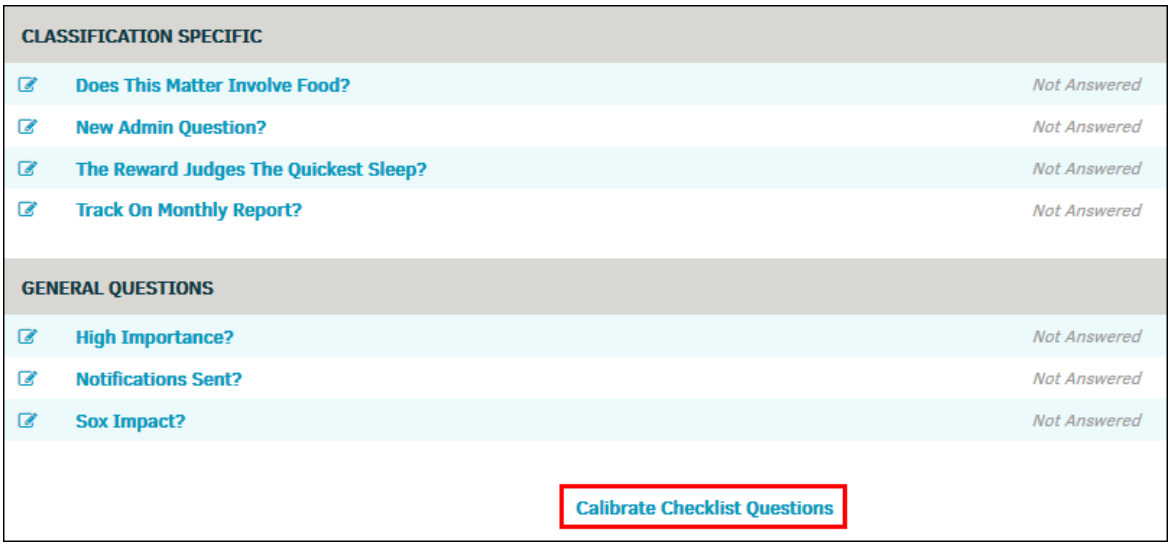
4. After entering all information, click **Update Answer** to confirm and save.



Answer a General Question

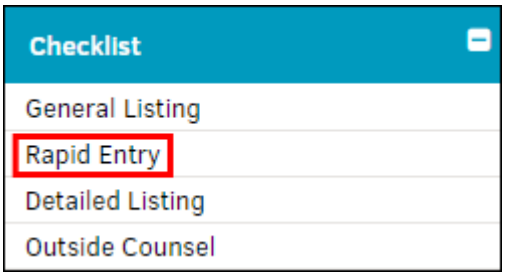
If you see the hyperlink **Calibrate Checklist Questions** under the General Questions list, click the link to update the checklist and load new questions.

If this hyperlink does not appear, there are no updates to be made.



Update Questions

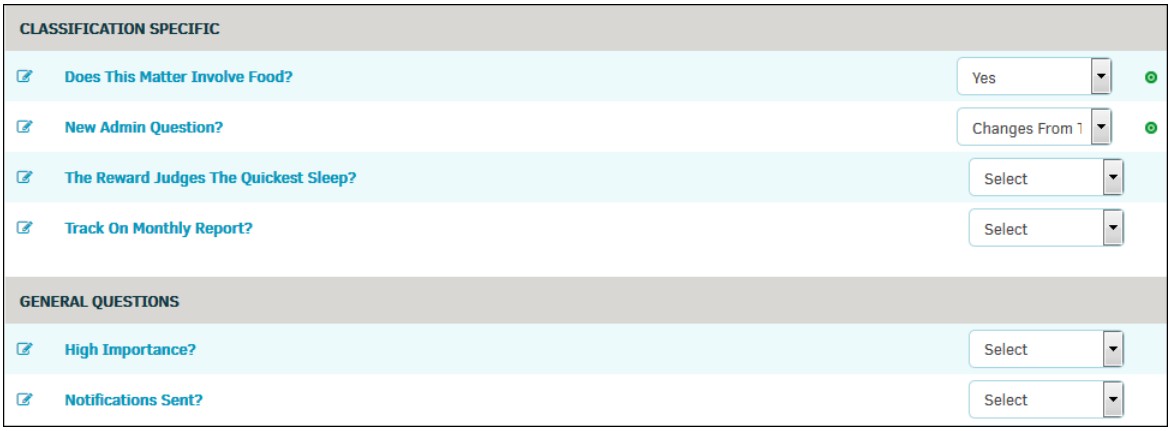
The **Rapid Entry** hyperlink in the **Checklist** section of the **Matter Navigation Bar** allows users to input an answer for a question without opening additional links to view the detail.



Rapid Entry

Select an answer from the drop-down list. The icon appears to the right to indicate that the answer is saved.

You can still open question details from this page by clicking the icon, and the information is displayed in the same manner as **General Listing** or **Detailed**.



Rapid Entry

The **Detailed Listing** hyperlink in the **Checklists** section of the **Matter Navigation Bar** allows you to view all questions' details and add comments, follow-up reminders, and answers without opening additional links.

Detailed

- Click to close a particular question's information to manage organization.
- Use the "Comments" text box to clarify or expand your response to the question.
- Place a follow-up reminder to a personal or Matter calendar by clicking and selecting a date. Check the radio box to the left of the date to confirm.

After entering all information, click **Update Answer** to confirm and save.

GENERAL QUESTIONS

High Importance? LAST UPDATE: 11/06/2014 BY

COMMENTS: ANSWERS

-No

-None

-Place a follow-up reminder on my calendar.

-Place a follow-up reminder matter calendar.

Update Answer

Notifications Sent? LAST UPDATE: 11/06/2014 BY

COMMENTS: ANSWERS

-No

-Not Required

-Pending

-Yes

-None

-Place a follow-up reminder on my calendar.

-Place a follow-up reminder matter calendar.

Update Answer

Detailed Question View

If outside counsel logs into your site, your site administrator may have set up a separate list of checklist questions and answers. These can only be answered from an outside counsel log-in.

Click **Outside Counsel** in the **Checklists** section of the **Matter Navigation Bar** to view all of outside counsel's general questions and posted answers.

Butler And Sanchez - Winston, Wv

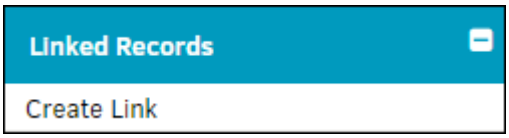
GENERAL QUESTIONS	
Has Local Counsel Been Engaged?	Not Answered
Lawtrac Status Updates Required?	Not Answered
Status Updates Required Quarterly?	Not Answered
Are All Invoices Processed?	Not Answered
LEGAL CLASSIFICATION SPECIFIC QUESTIONS	
Has Your Firm Filed Form 3456?	Not Answered
New Oc Question For Gov Activities	Not Answered
Add To All Open Gov Activities For Oc?	Not Answered

Cook And King - Retire Here, Fl

GENERAL QUESTIONS	
Has Local Counsel Been Engaged?	Not Answered
Lawtrac Status Updates Required?	Not Answered
Status Updates Required Quarterly?	Not Answered
Are All Invoices Processed?	Not Answered
LEGAL CLASSIFICATION SPECIFIC QUESTIONS	
Has Your Firm Filed Form 3456?	Not Answered
New Oc Question For Gov Activities	Not Answered
Add To All Open Gov Activities For Oc?	Not Answered

Outside Counsel Checklists

From the **Linked Records** tab, you can create a link between two matter records.



Matter: Linked Records

To create a linked record:

1. Start by entering a search reference in the text field.
2. Use the radio buttons to search for records which are open, closed, or both.

   The amount of information put in this field determines how narrow your search results are.

Create a Linked Record

3. Select the desired matter from the drop-down list, and add remarks by typing into the available text field.
4. Use the radio buttons to distinguish what type of record is being linked.
5. Click **Save New Relationship**.

   You are notified of a saved link with a green check mark at the bottom of the page.

Once a linked record has been created, it can be edited by clicking .

After creating the first link between two matters, refresh the matter page by clicking the icon at the top right of the page. Now when you click on **Linked Records** in the **Matter Navigation Bar**, the hyperlink **View Links** appears.

View the matter associated to the linked record by clicking the highlighted code.

From the View/Edit Link Record Information section, you can add a comment by typing into the available text box and clicking **Save Comments**. Delete association with the record using the icon.

Note: Some fields may not be available for editing depending on your matter permissions.

The **Teams, Firms, Parties** tab within the **Matter Navigation Bar** houses changes to the Legal team structure, related entities and parties, messaging lists and key personnel assigned to the matter.

Click the **Team, Firms, Parties** section in the **Matter Navigation Bar** to expand your options.

Matter: Teams, Firms, Parties

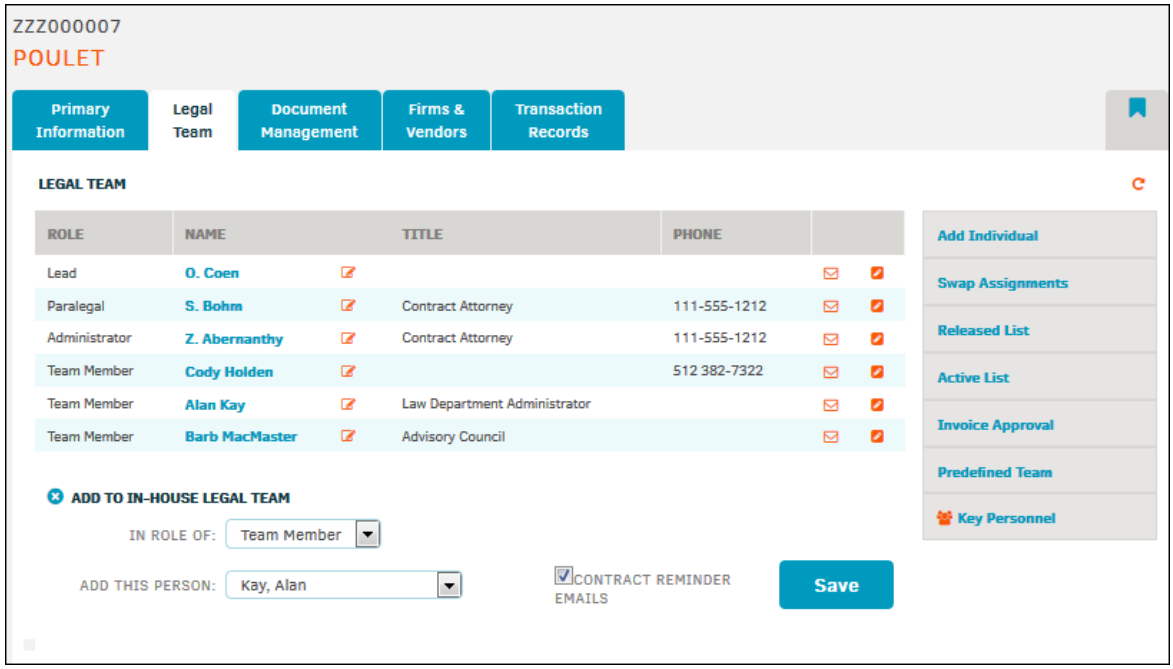
View ***Legal Team*** for extended information.

Options:

Page	Function
Legal Team	Add members to the matter's Legal team, swap assignments, and adjust roles.
Key Personnel	Adjust permissions of key personnel, add and remove team members, and select which members receive notifications.
Messaging	Adjust automatic message options for different members and member groups.
Firms & Companies	Add firms/vendors to the matter as well as view details on each listed firm. Users can also change the alternate fee arrangement here, if necessary.
Parties	View or add related parties and adjust their details.
Entities	View entities as well as associate entities related to the matter.

The **Legal Team** section of a matter record allows users to assign members, swap assignments, adjust roles and manage key personnel.

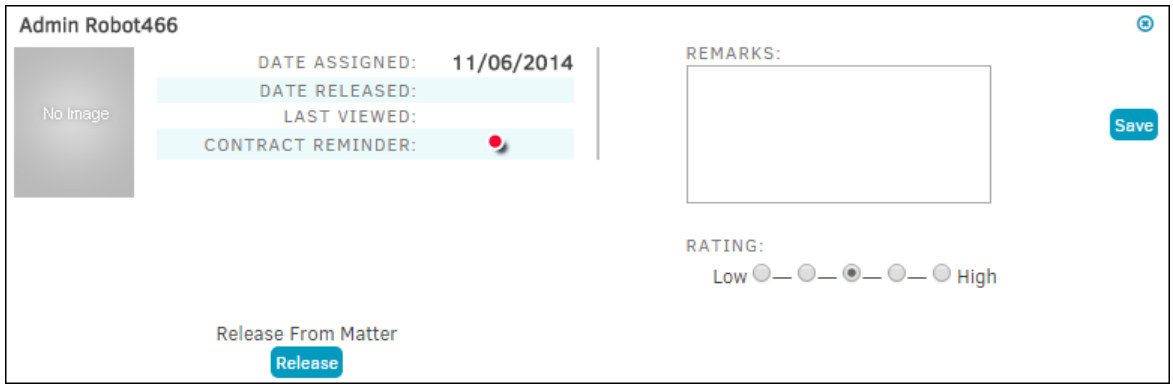
Access this page by clicking the **Legal Team** tab at the top of the matter record.



Legal Team Page

Edit the Matter Team

1. Click on the team member's name (highlighted in blue font) or the icon to view the member's detail.
2. Add remarks by typing in the available text box or set a contract reminder by toggling the switch to green .
3. Click Save to confirm changes, or to minimize the detail and cancel changes.
4. Release a team member from a matter by clicking the Release button.

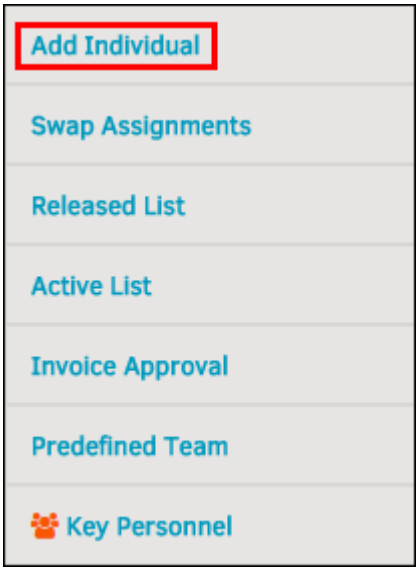


Legal Team Member Information

Additional Options:

Option	Function
Add Individual	Assign a Lawtrac user to the matter record using options from the drop-down lists.
Swap Assignments	Move assignment responsibilities between members.
Released List	View a list of released individuals.
Active List	View a list of active individuals.
Invoice Approval	View default approval chain, or set an alternate approval chain using options from the drop-down list.
Predefined Team	Assign a team from a list of predefined groups by clicking the radio button ( ).
Key Personnel	View key personnel and assignment details, add or release a key person.

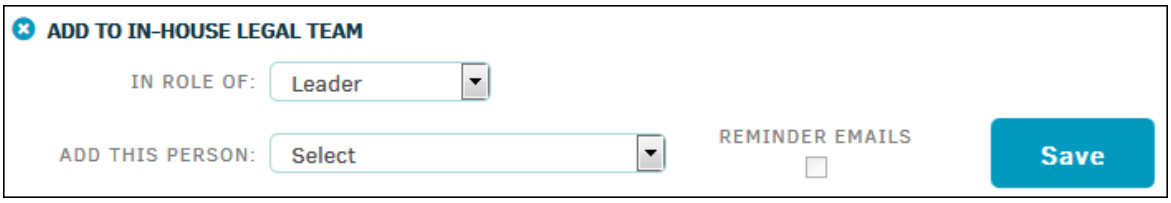
To add a member to the Legal team, select **Add Individual** from the **Legal Team** sidebar.



Legal Team Sidebar

1. Select a new role from the "In Role Of" drop-down list.
2. Select an individual in the "Add This Person" drop-down list. For a detailed description of role titles, see ***Add Individual***.
3. Click the checkbox to have contract reminder emails sent to the individual.

4. Click **Save**.



Add to Legal Team

To move responsibilities from one team member to another, click **Swap Assignments** in the **Legal Team** sidebar.

Swap Assignments

Swap an Assignment

1. Select an individual from the "In-House Team Member" drop-down menu.
2. Select the person who will be taking the assignments in the "Swap With/Move To" drop-down menu.

Change a Member's Role

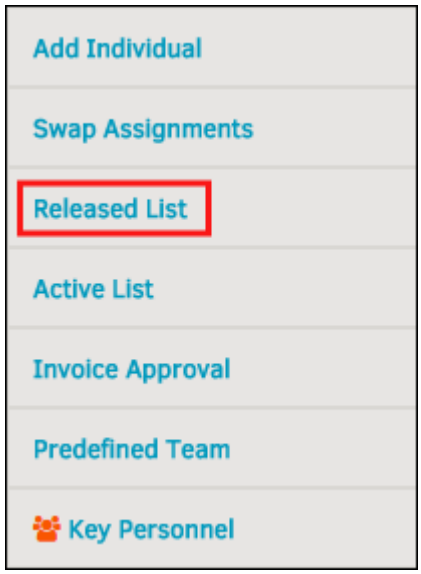
1. Select the individual in the "In-House Team Member" drop-down menu.
2. Select a role from the "Swap With/Move To" drop-down menu (located under "------ Roles ------").

To transfer unapproved invoices, click the checkbox under **Transfer**, then click **Save**.

Note: The **Transfer** checkbox may not appear if the user does not have unapproved invoices assigned to them.

Move Responsibilities

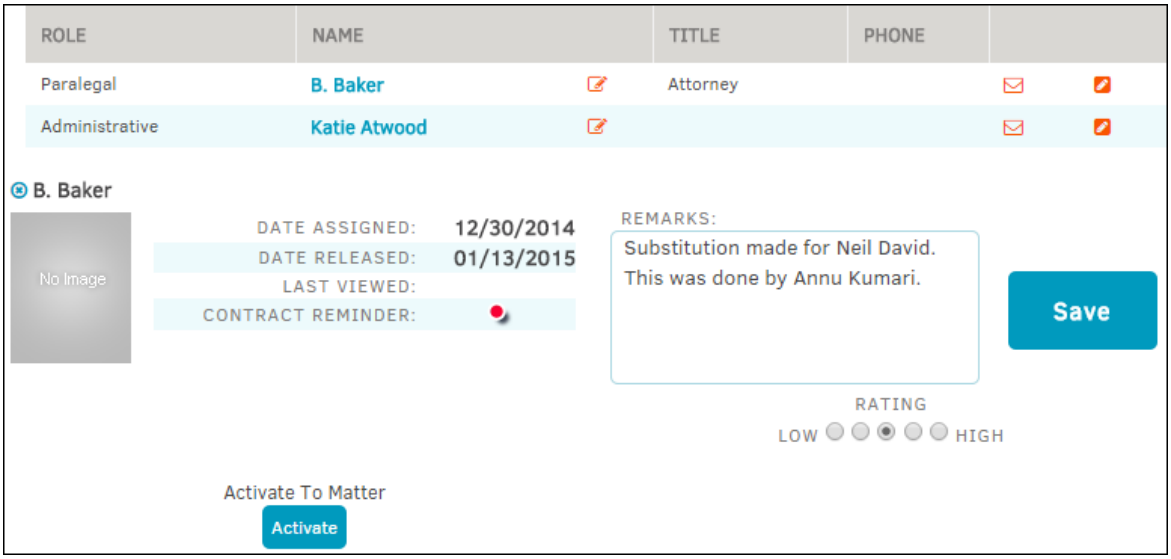
Click **Released List** from the **Legal Team** sidebar to view a list of released individuals.



Released List

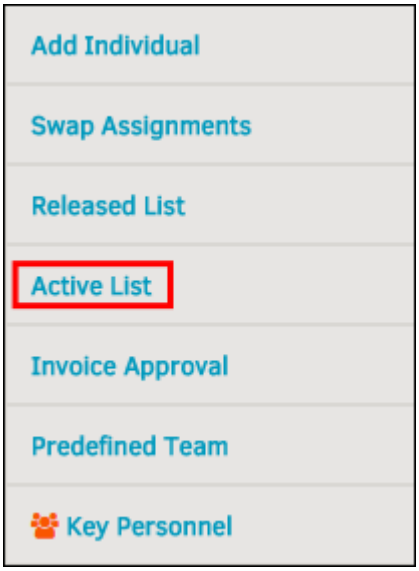
Released individuals are listed in a table that displays what role they held, name of the individual, title, phone number, email, and internal message option.

- —Send the individual an email.
- —Send an internal message that the user can access in the Lawtrac message bank.
- —Edit or reinstate the individual. You have the option to add remarks or comments to the text field, and rate the individual. Click **Save** after making changes. Click **Activate** to reinstate the individual.



Released Individual Detail

Click **Active List** from the **Legal Team** sidebar to view a list of active individuals.

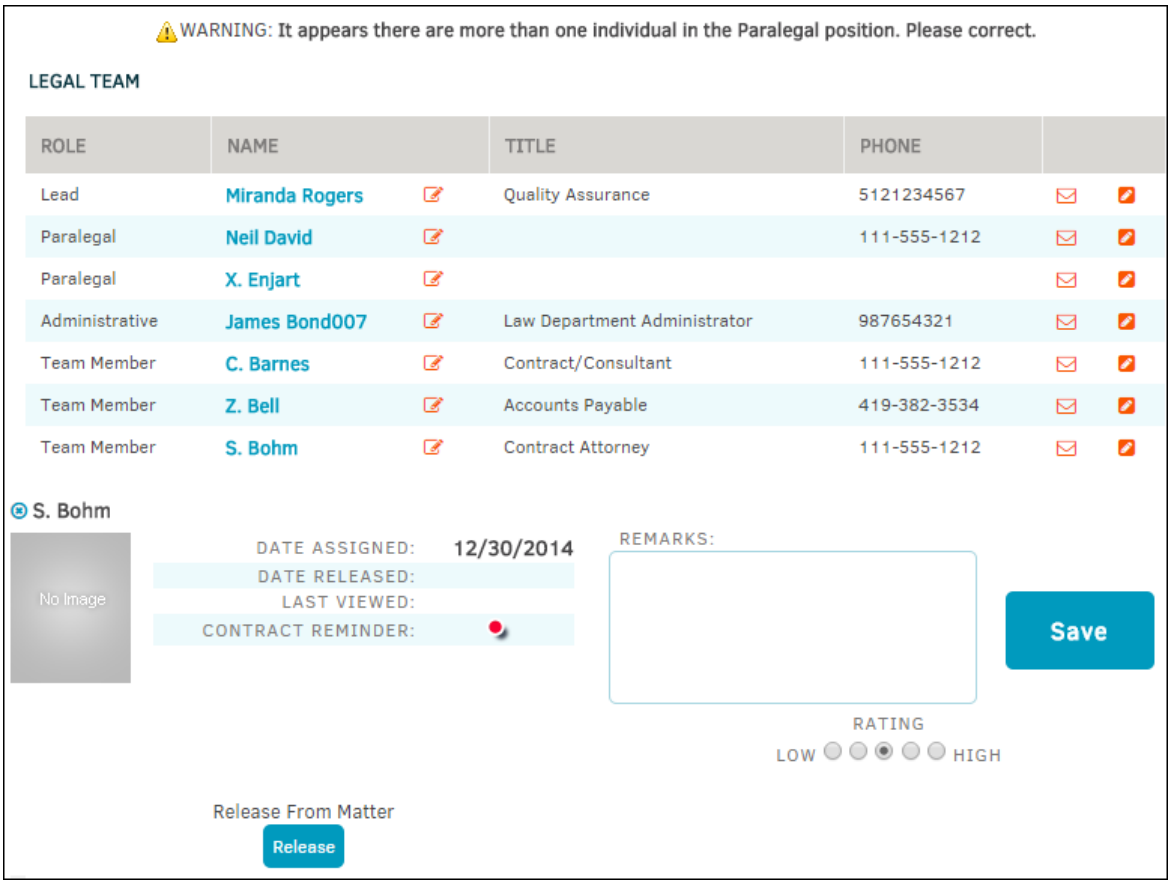


Active List

Active individuals are listed in a table that displays their role, the name of the individual, title, phone number, email, and internal message option.

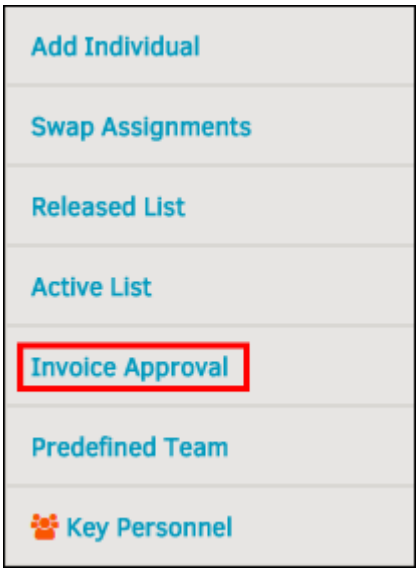
- —Send the individual an email.
- —Send an internal message.
- —Edit or release the individual from the matter. You have the option to add remarks or comments to the text field, and rate the individual. Click **Save** after making changes. Click **Release** to retire the individual from the matter record; the user is transferred to the **Released List**.

Note: If there are more than one individual within a role that is only designed for one person, a notice appears above the Legal Team list (see the following screenshot):



Active Team Member Detail

The **Invoice Approval** hyperlink in the **Legal Team** sidebar allows users to view default approval chain, or set an alternate approval chain.

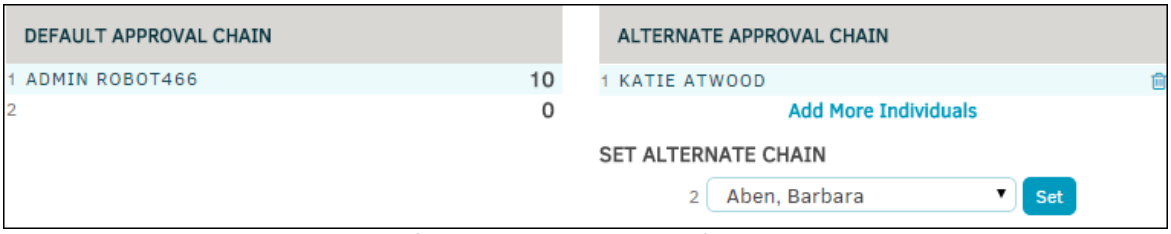


Invoice Approval

The global default approval chain is set in **Application Administration**.

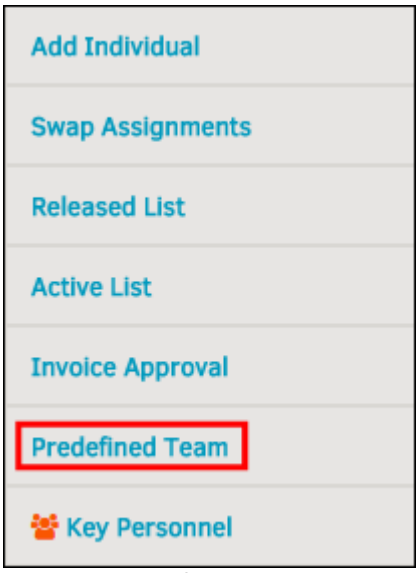
To create an alternate approval chain:

1. Click **Set Alternate Approval Chain**.
2. Choose an individual from the drop-down list.
3. Click **Set**.
   a. You can then add more individuals, or click the icon to delete the alternate approvers.



Set an Alternate Approval Chain

The **Predefined Team** hyperlink in the **Legal Team** sidebar allows users to assign a Legal team from a list of predefined groups rather than add individuals one-by-one.



Predefined Team

Predefined teams are initiated by your site administrator in **Application Administration**.

To assign a new predefined matter team:

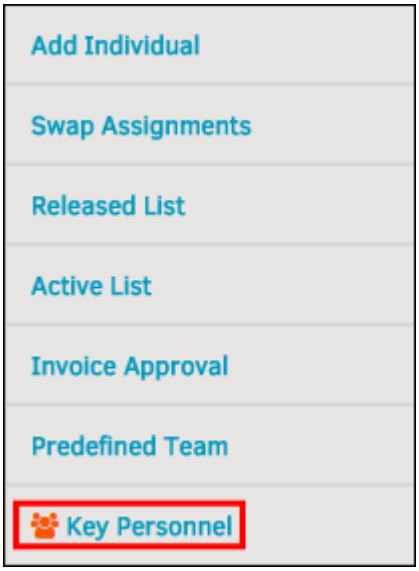
1. Click the radio button next to the name of the desired group.
   a. To assign individuals to your Legal team one-by-one, select **Predefined Team Not Required For This Record**. You can then start adding to your Legal team by clicking **Add Individual** in the **Legal Team** sidebar.
2. Click **Save**.

	TEAM	LEAD
○	Austin Group	Todd Lietha
○	Complaint Handlers	Shawn Anthony
○	Documentation Team	
○	eDiscovery Prep	Y. Couenhouen
○	eDiscovery Review	G. Leadbetter
○	Incident Review	Paul Vernanhousen
○	Kashmir	
○	Key Personnel	
○	LTO Team	
○	Matt's Team of One	Matt Wilson
○	Plaza Group	Annu Kumari
○	QA Team	Jay Quisley
○	Special Projects Team	Julie Reed
○	Team Charles	Charles McNeil
○	test	Z. Abernanthy
◉	Predefined Team Not Required For This Record	

This will assign all the individuals to the record. Save

Select a Predefined Team

The **Key Personnel** hyperlink in the **Legal Team** sidebar allows users to view key personnel and assignment details, and add or release a key person. This page can also be accessed by clicking the **Key Personnel** hyperlink in the **Matter Navigation Bar**. Refer to ***Key Personnel*** for details.

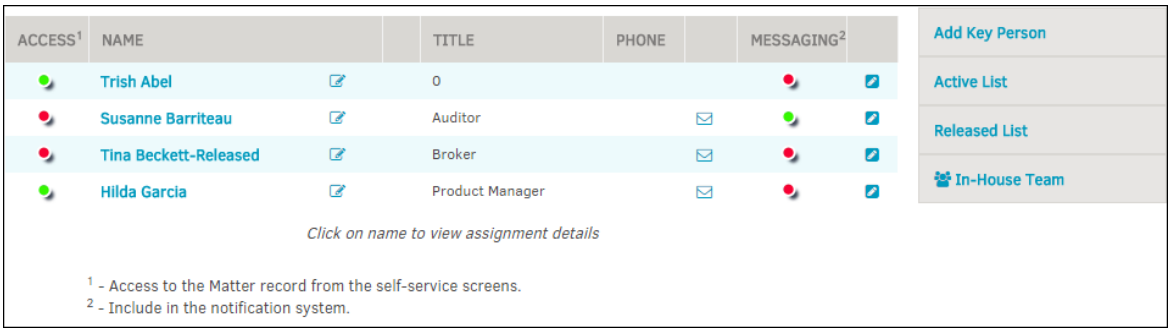


Key Personnel

The **Key Personnel** hyperlink in the **Teams, Firms, Parties** tab of the **Matter Navigation Bar** allows users to add members to the key personnel list, adjust access permissions and notifications, and release key personnel from the matter.

Key Personnel

Key personnel are individuals who work for the company but are not a part of the Legal department. They can't see everything that the in-house users see; these permissions can be managed in their profile.



Key Personnel

Managing a key person within a matter record:

- —Add remarks, ratings, or release the individual from the selected Matter. Click **Save** to confirm changes made to comments.
- —Email the individual.
- —Add an internal note.
- —Messaging or Access is enabled. Click to toggle.
- —Messaging or Access is disabled. Click to toggle.

Note: Without access to the matter record, the key person is still able to receive notifications for events and messages, but cannot view matter details.

Sidebar Options:

Page	Function
Add Key Person	Add an individual to your key personnel.
Active List	View all active key personnel.
Released List	View all retired key personnel.
In-House Team	View your Legal Team.

To add an individual to your Key Personnel list, click **Add Key Person** in the **Key Personnel** sidebar.

Add Key Person

To add key personnel:

1. Select an individual from the drop-down list.

Note: If you do not see the individual you want to add, contact your site administrator so he or she can create a profile for the individual.

2. Click the red icon to turn access or notifications on (). (Access to the matter record and notifications are initially turned off ().)

3. Click **Add Record** to confirm.

The page refreshes to show your updated Key Personnel list.

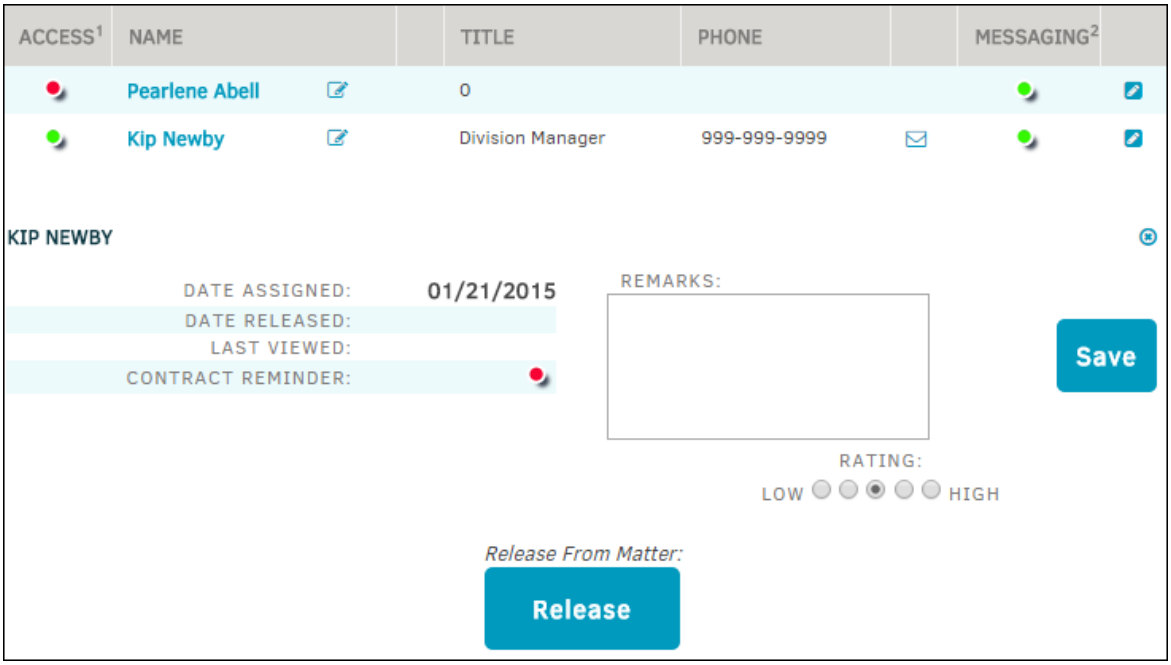
Add Key Personnel Record

1. Click on the key person's name or the icon.

The individual's assigned date and remarks display below the Key Personnel list.

2. Click the **Release** button to remove the individual.

When a key person is released from the matter record, access to the matter record from the self-service screens is turned off and the user is removed from the notification system. If you would like the individual to continue to be included in the notification system, access the individual's profile in the **Released List** and turn the Messaging switch on .



Release Key Person

The **Released List** hyperlink in the **Key Personnel** sidebar displays a list of key personnel that have been released from the matter record.

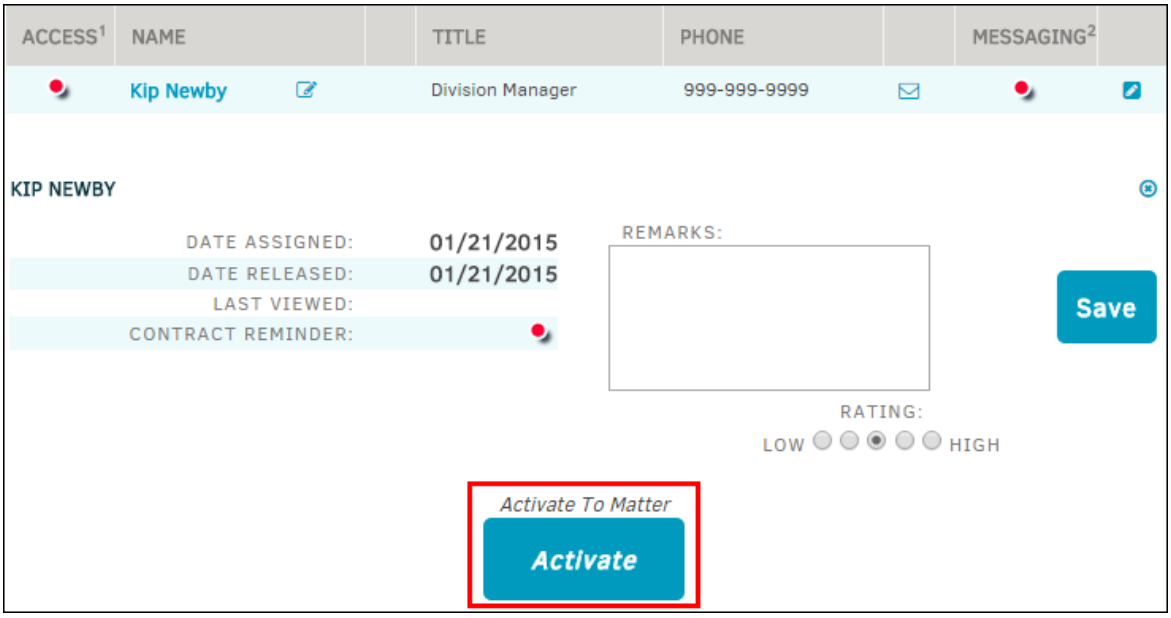
Released List

You can still send a released key person internal notes and messages. You can also control that person's ability to receive notifications by using the / icons, but you are no longer able to give them access to the matter record from the self-service screens.

- —Add an internal note.
- —Email the individual.
- —Notifications are enabled. Click to toggle.
- —Notifications are disabled. Click to toggle.

Reinstate a Key Person to the Matter Record

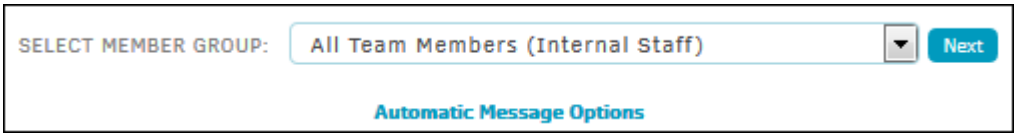
1. Click on the individual's name or the icon.
2. Click **Activate**.



Reactivate Key Person

To send a message to all team members, all associated individuals (team, vendors, etc.), or all vendors and law firms:

1. Within a matter record, select **Messaging** from the **Team, Firms, Parties** tab in the **Matter Navigation Bar**.

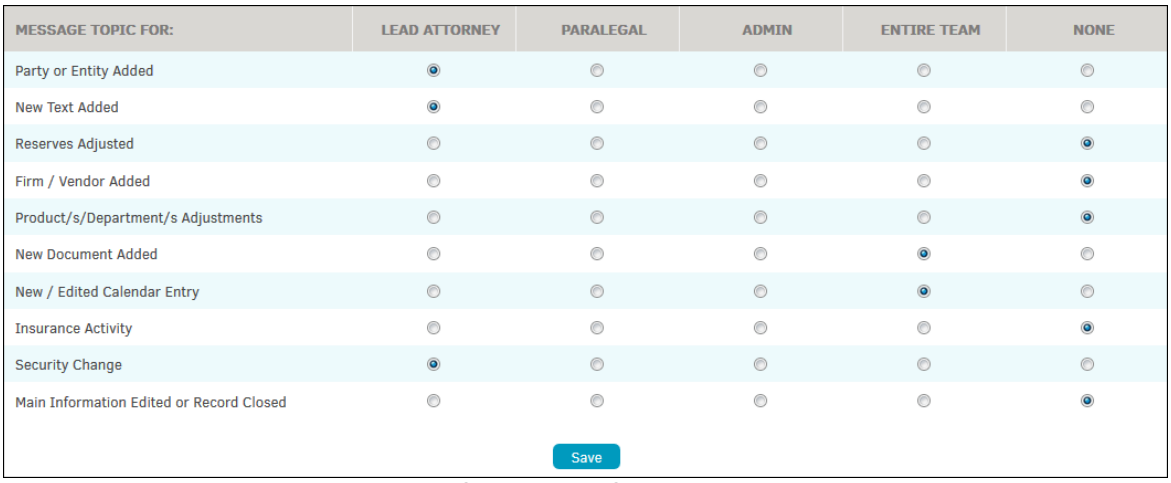


Messaging Team Members

2. Click **Next.**
   a. Manage the recipients in the group by clicking the ☑ icons under **Send To**.
3. Use the radio boxes to save the message as a text record or send a copy to the individual by email.
4. Click **Send** to confirm.

Lawtrac users may adjust automatic message options for different members and member groups.

1. Select **Messaging** from the **Team, Firms, Parties** tab in the **Matter Navigation Bar**.
2. Click **Automatic Message Options**, located under the **Select Member Group** drop-down list.
3. Set message switches by clicking the appropriate radio button.
4. Click **Save** to confirm and refresh.



MESSAGE TOPIC FOR:	LEAD ATTORNEY	PARALEGAL	ADMIN	ENTIRE TEAM	NONE
Party or Entity Added	●	○	○	○	○
New Text Added	●	○	○	○	○
Reserves Adjusted	○	○	○	○	●
Firm / Vendor Added	○	○	○	○	●
Product/s/Department/s Adjustments	○	○	○	○	●
New Document Added	○	○	○	●	○
New / Edited Calendar Entry	○	○	○	●	○
Insurance Activity	○	○	○	○	●
Security Change	●	○	○	○	○
Main Information Edited or Record Closed	○	○	○	○	●

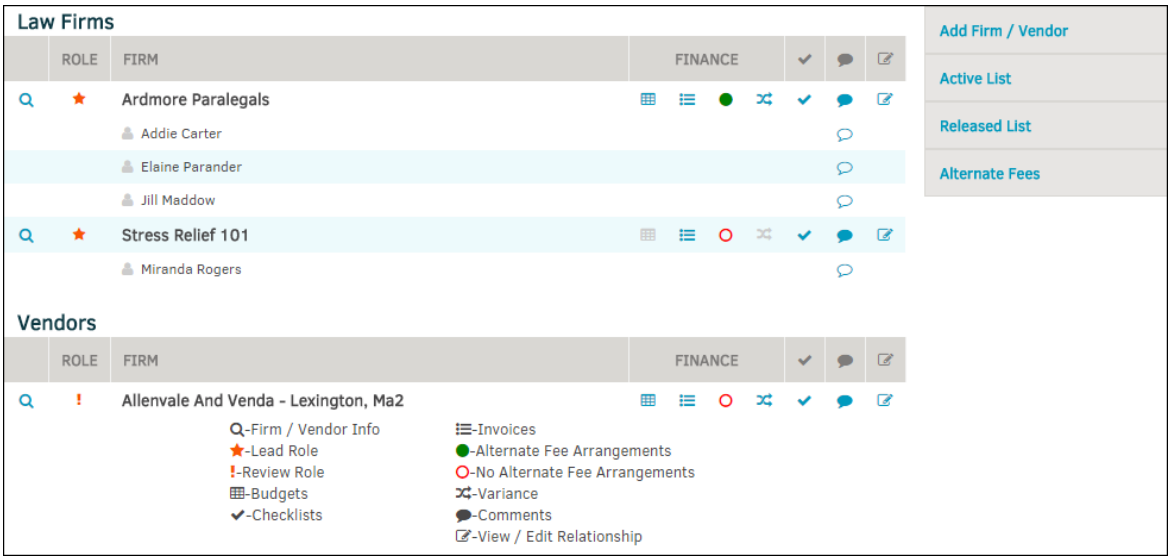
Save

Set Message Switches

Lawtrac users with the appropriate assigned permissions can add firms/vendors to the matter record as well as view details on each listed firm/vendor. Users can also change the alternate fee arrangement here, if necessary.

A legend is available at the bottom of the list on the **Firms & Vendors** page to help navigate using icons.

- —Edit firm/vendor permissions and role, or release employees or the vendor assignment

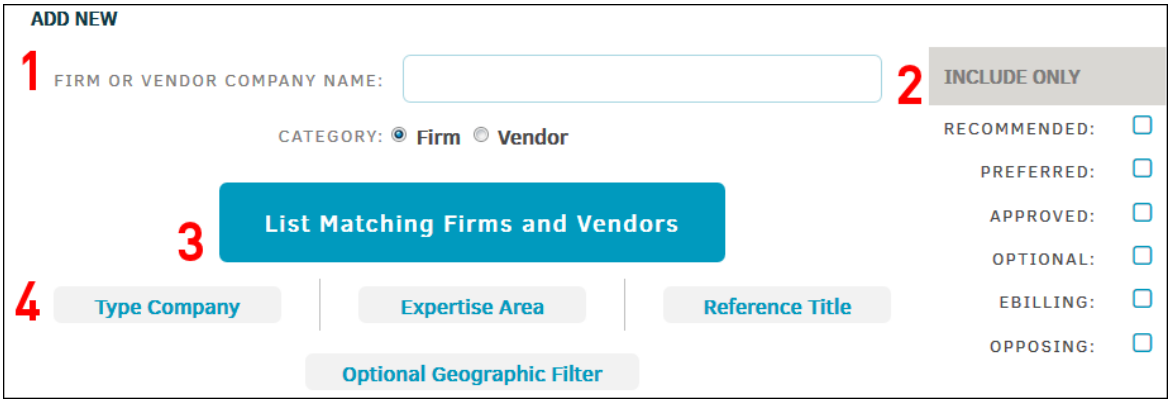


Firms and Companies

Sidebar Options:

Page	Function
Add Firm/Vendor	Assign a new firm or vendor to the matter record.
Active List	View firms and vendors associated with the matter.
Released List	View firms and vendors that have been released from the matter.
Alternate Fees	View billing guidelines and set maximum amounts for payments.

To add a firm or vendor to the matter record, click the **Firms & Vendors** tab. If you have not yet added any firms or vendors, the image below is what you see when you first select **Firms & Vendors** from the **Matter Navigation Bar**, or the **Firms & Vendors** tab at the top of the matter record.



Adding a Firm/Vendor

1. Narrow your search results by entering a firm or vendor company name in the text box.
2. Select badge options from the **Include Only** table to further narrow your search results. An icon appears on the selected box and matches the badges in the **Firm/Vendor** list.

Important Note: Your site administrator may have changed the description titles for some of these badges (AFA on Files is an optional badge title created as an example to be used for this guide).

3. Press the **List Matching Firms and Vendors** button (**3**) to return a list of all firms or vendors that meet the search criteria.

Note: The result list shows a maximum of 50 firms and vendors.

Badge	Data
	Recommended
	Preferred
	Approved
	Alternate Fee Arrangement on File
	e-Billing
	Opposing

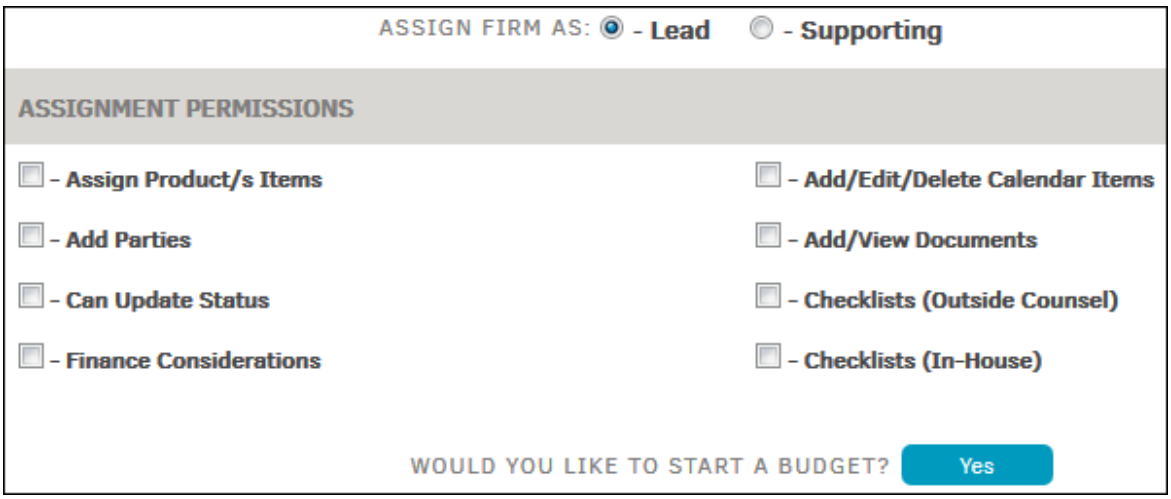
4. Optionally, customize your searches using the available information bars.
   - **Type Company** allows you to find companies by Legal purpose.

- **Expertise Area** finds a firm or vendor with skill or knowledge in a particular field.
- **Reference Title** focuses the search on a specific role designation or patent.
- Find firms and vendors in a certain location using the **Optional Geographic Filter.**

After selecting the desired firm or vendor from the list, you are directed to a new screen. From here, you can view the firm or vendor's assignment permissions, accounting/alternate fee agreement with their accounting ledger number, and view their staff members.

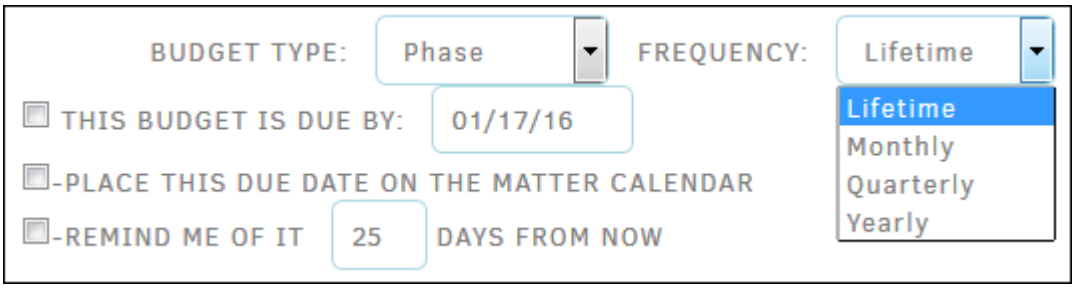
Assign the Firm/Vendor to a Matter

1. Assign the firm or vendor as either Lead or Supporting using the corresponding radio buttons at the top.
2. Assign permissions by selecting the checkboxes under **Assignment Permissions**.



Assign Permissions

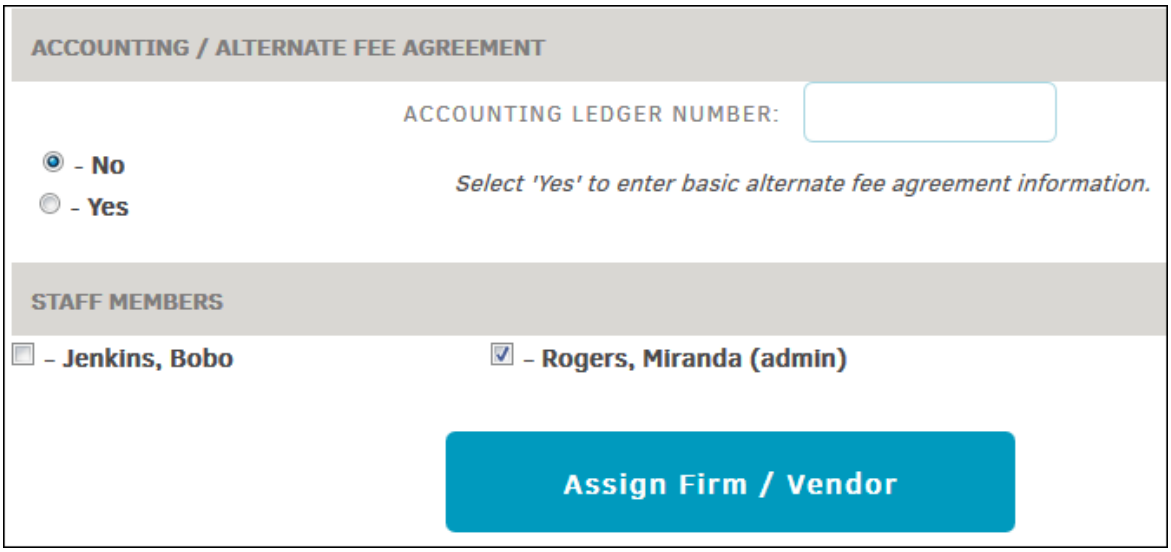
3. Start a budget by clicking **Yes.**
   a. select budget type and assign frequency of occurrence. Decide if you want the budget due by a certain day by selecting the first checkbox and changing the date as necessary. Check the additional boxes below to place the due date on the matter record's calendar, and/or send a reminder on a specified date.



Add a Budget

4. Change or enter agreement high points that invoice approvers can use to aid their invoice evaluation by clicking the radio button next to **Yes** under **Accounting/Alternate Fee Agreement.**

5. Enter accounting ledger number.



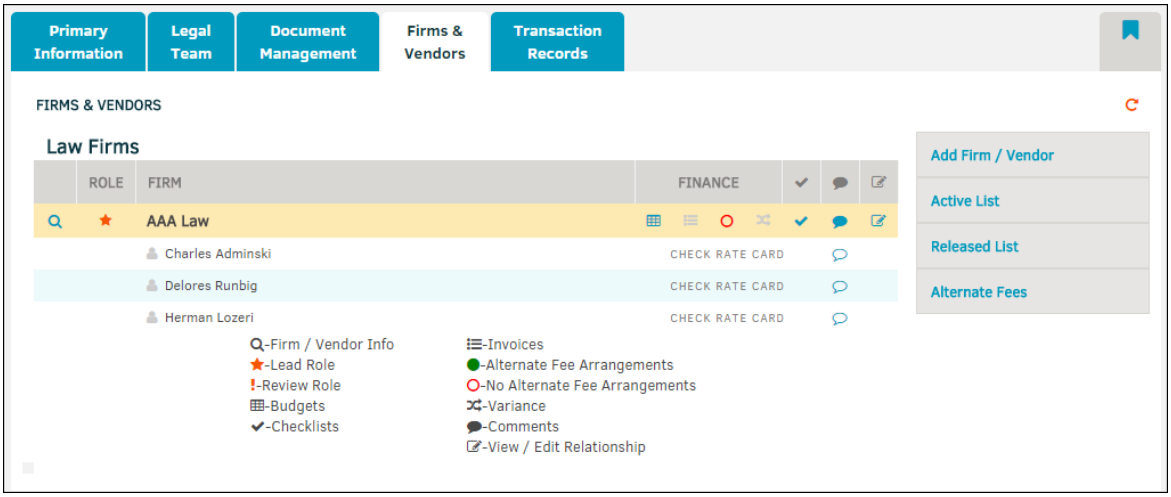
Fee Agreement

6. Check the boxes next to available staff members to include them in the assignment.

7. Click the **Assign Firm/Vendor**.

You are then redirected to the **Firm & Vendors** tab, where information of the assigned law firms is displayed in the **Active List**.

Assigned firms/vendors receive email confirmation that includes the name of the user who assigned them and a link to the Lawtrac application.



Firms & Vendors Active List

Billing guidelines allow you to set maximum amounts that can be submitted by outside counsel or firms/vendors for payment. Crossing these thresholds flags the invoice for reviewer's consideration; threshold breaches do not automatically result in the invoice being rejected. If no LEDES code is selected, then the amounts apply to all items. If no maximum is set (the default remains zero) then the item is ignored.

To edit a firm or vendor's alternate fees, select **Alternate Fees** from the **Firms & Vendors** sidebar, then click the firm's or vendor's name.

BILLING GUIDELINES

		PER INVOICE		PER FISCAL YR		LIFETIME	
FIRM / VENDOR	CODE	MAX CT.	MAX AMT.	MAX CT.	MAX AMT.	MAX CT.	MAX AMT.
Butler And Sanchez - Winston, Wv	B110 | Case Administration	3	50	1	500	1	5,000
Cook And King - Retire Here, Fl	B180 | Avoidance Action Analysis	1	250	8	6,540	10	654,894
Duke Silver Firm	None						

Alternate Fees

- Maximum amounts can be set per invoice, fiscal year, or by lifetime. Type a count (amount of products/hours for which the vendor is to be paid) and cost (price of product/activity) into the text fields.
- Set a LEDES code by choosing a code from the drop-down list.
- Use the radio box ☑ to block the firm or vendor from use on the matter.

Click **Save** to confirm changes.

SET LIMIT FLAGS FOR Duke Silver Firm

B195 | Non-Working Travel

☐-Block From Use On This Matter

Save

These settings apply to this specific record only.
Enter All Amounts In United States Dollars.

PER INVOICE	
COUNT	COST
1	5

PER FISCAL YEAR	
COUNT	COST
15	25

LIFETIME	
COUNT	COST
3	700

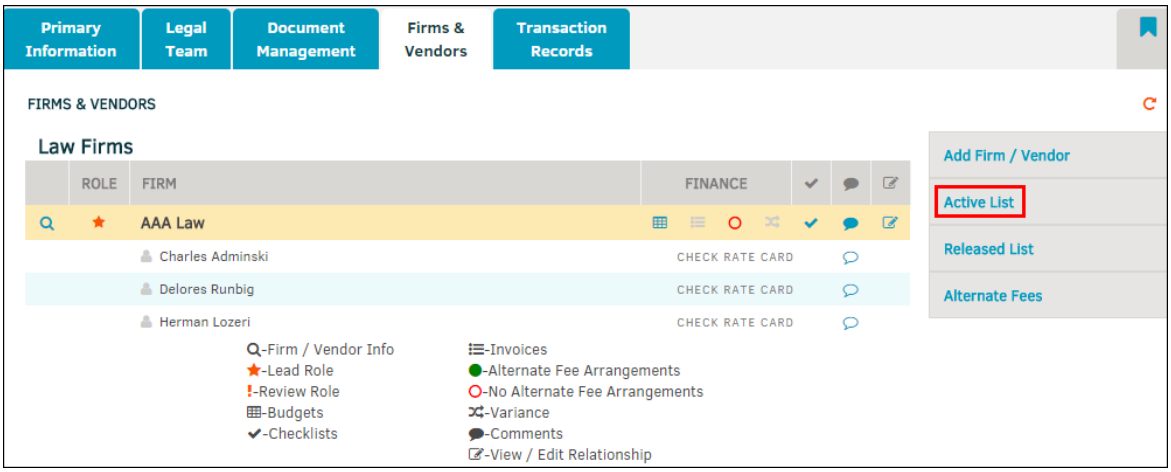
Set Limit

When changes have been saved, you can delete a guideline by clicking the firm's or vendor's name, and selecting the 🗑 icon.

Set Alternate Fee Arrangement Details

1. Go to the **Firms & Vendors Active List**.
2. Click on the ⭘ icon.
3. Click the checkbox and enter the arrangement details in the text field.
4. Click Update.

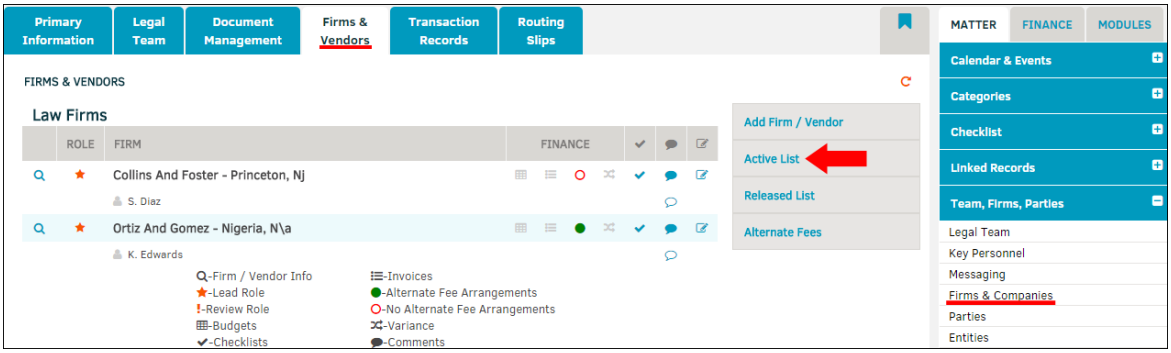
The ○ icon will now look like ●, but the amounts adjusted on the **Alternate Fees** screen remain the same.



Alternate Fee Arrangements in the Active List

To initiate a budget for a firm or vendor within a matter record:

1. From the **Firms & Companies** hyperlink under **Team, Firms, Parties** section in the **Matter Navigation Bar** (or the **Firms & Vendors** tab at the top of the matter record), select the **Active List**.



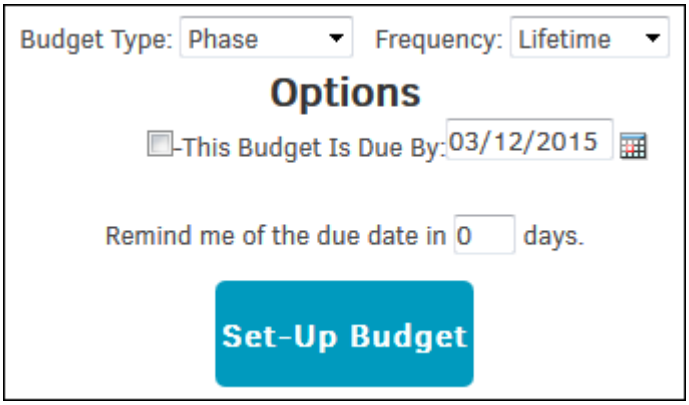
Firms & Vendors Active List

2. Click the ▦ icon (the far left icon under the **Finance** column).

You are taken to a new screen.

3. Select the budget type and frequency of occurrence from the drop-down lists.
4. Use the icon to determine the due-by date (make sure the checkbox for this option has been marked).
   a. If you decide to assign a due date, a new checkbox appears that gives you the option to place the date on your matter calendar.
5. Set a reminder, if necessary.
6. Click **Set-Up Budget**.

You are redirected to your newly adjusted budget list. From here, you can open the budget by clicking the budget number and adjust budget line fees. The **Budgets** portion of the **Finance Navigation Bar** section of the guide covers this process thoroughly.

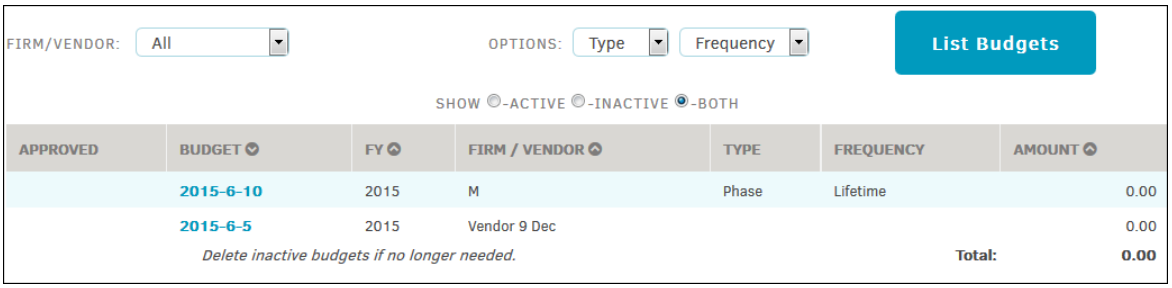


Set up a Budget

If you have been given budget approval permissions by your site administrator, you can approve or reject an existing budget from your firm/vendor active list on a matter record.

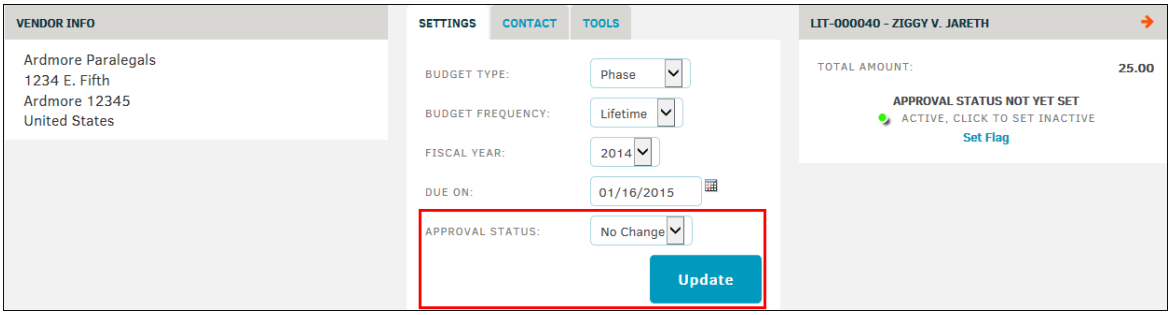
1. Select **Firms & Vendors** in the **Team, Firms, Parties** section of the **Matter Navigation Bar**, or go to the **Firms & Vendors** tab at the top of the matter record.
2. Click **Active List** in the sidebar.
3. Click the icon (the far left icon under the **Finance** column). If the firm or vendor has a budget on file, this icon is blue.

   You are then directed to the budget list page.



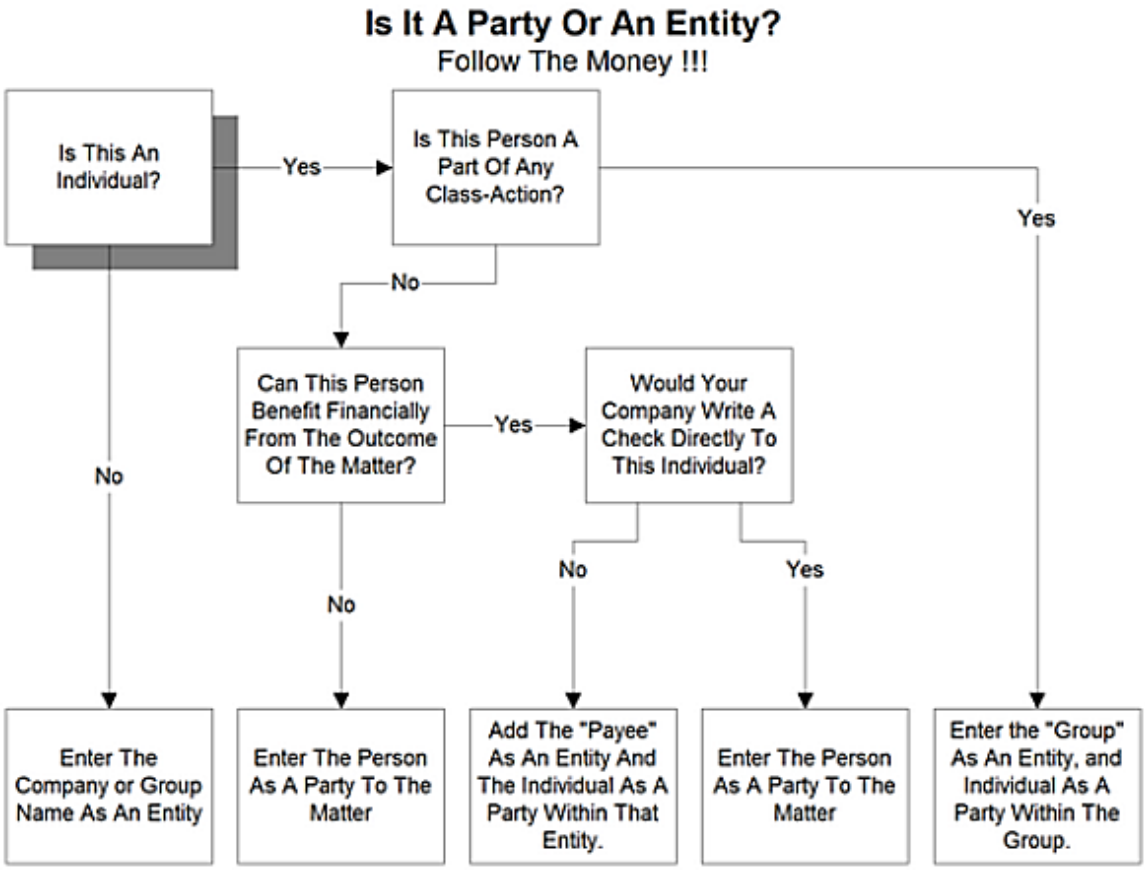
Budget List

4. Click on the budget number to navigate to the vendor's budget information page.
5. At the top of the page, in the **Settings** tab, select either Approve or Reject from the "Approval Status" drop-down list.
6. Click **Update** to confirm.



Approve or Reject a Budget

The following flowchart illustrates the differences between a party and an entity.



Examples of Parties and Entities

The traditional use of parties within a Matter Management System pertains mainly to individuals associated to a matter who are neither part of the corporate structure nor the outside counsel or vendors who also have a direct relationship to that matter.

If John Smith, the individual, is involved with a claim or litigation against your company, he might be a "Party" to the matter.

If John Smith is a corporation (John Smith, Inc.) involved with a claim or litigation against your company, that corporation would be associated to the matter as an "Entity".

If John Smith is the CEO of your company, he would not be identified as a "Party" but rather as a corporate "Key Personnel".

If the person is involved with the matter in a position to gain financially for work or services performed, he would be an outside counsel or vendor.

The traditional requirements of assigning parties to a matter continue to be a function within Lawtrac, but we have introduced a two-tier "hierarchy" system to the parties: the first tier is referred to as "Entity"; the second tier is referred to as "Party".

Individual parties can be associated to a matter, and they can also be a part of an entity that is associated to another matter.

An Entity can be:

- An external company
- A subordinate company within the corporation using the Lawtrac application
- An identified class of litigants

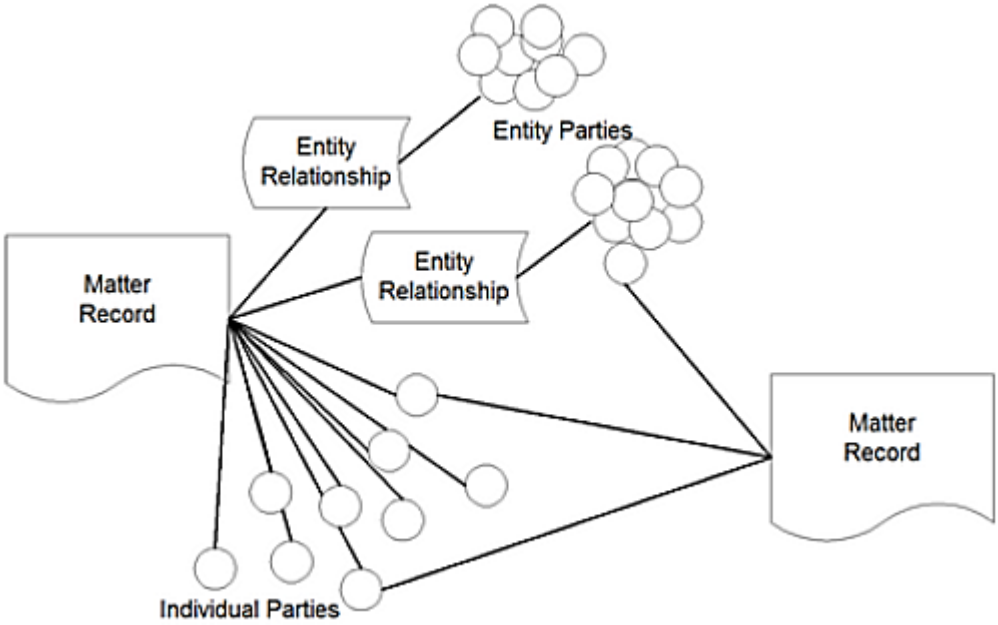
A Party can be:

- A subordinate individual to an entity
- A subordinate individual to more than one entity
- An individual who can be associated to a Matter but who is not associated to an entity

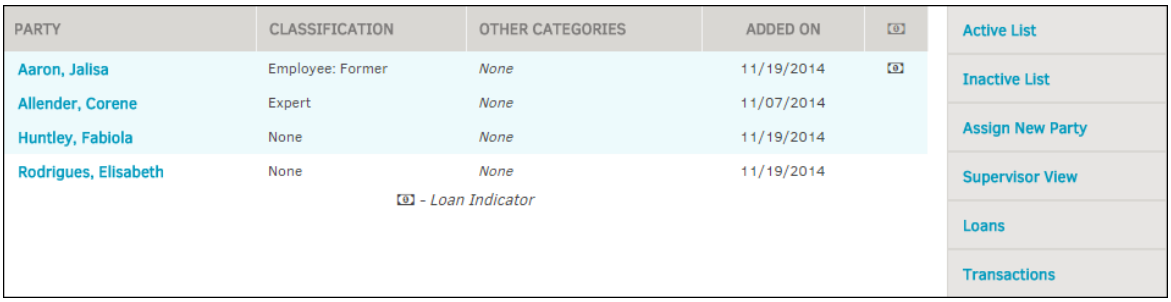
Matter Relationships to Parties and Entities

When an entity is attached to a matter, subordinate parties are also attached, making their contact information available to all those working on the matter.

Parties are attached to a matter as individuals. An individual who is subordinate to an entity may be attached as an individual, at which point the association is one-to-one and will not involve the entity or other subordinates of any associated entity.



The **Parties** page under **Teams, Firms, Parties** in the **Matter Navigation Bar** displays parties by name, classification, active date, and any information added in other categories. If a party has a loan, the icon appears to the right of the party's details.



PARTY	CLASSIFICATION	OTHER CATEGORIES	ADDED ON	
Aaron, Jalisa	Employee: Former	*None*	11/19/2014	
Allender, Corene	Expert	*None*	11/07/2014	
Huntley, Fabiola	None	*None*	11/19/2014	
Rodrigues, Elisabeth	None	*None*	11/19/2014	

- Loan Indicator

Active List
Inactive List
Assign New Party
Supervisor View
Loans
Transactions

Party List

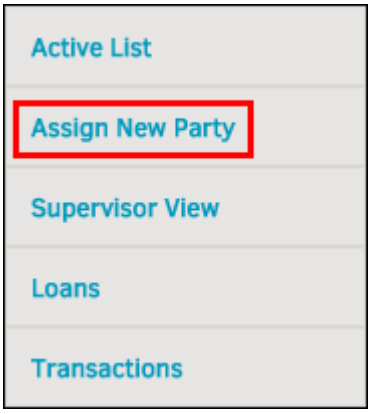
Sidebar Options:

Link	Function
Active List	View all parties that are currently active.
Inactive List	View all parties that are currently inactive.
Assign New Party	Add a new party.
Supervisor View	View the list as a supervisor.

Link	Function
Loans	View a party's loan information: Start date, principal amount, and payment amount.
Transactions	View the actions taken by or to parties.

To add a party to the selected matter record:

1. Click the **Assign New Party** hyperlink from the **Parties** sidebar.



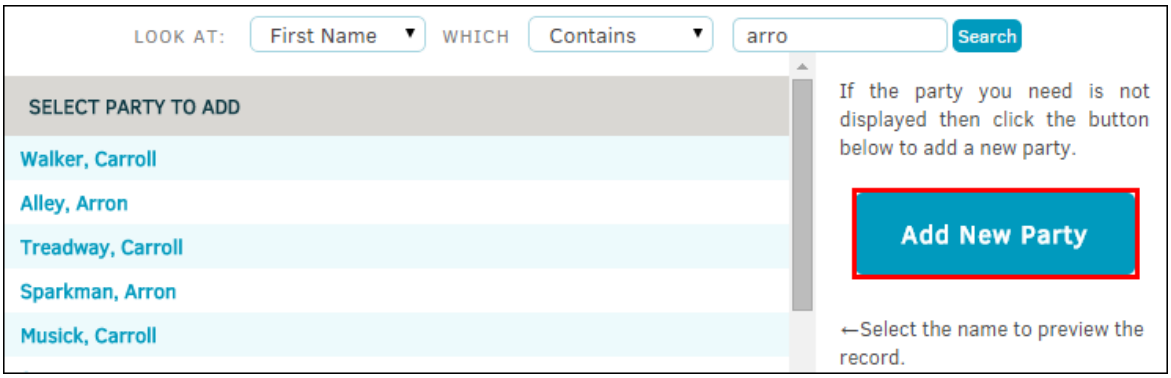
Assign New Party

2. Search for an individual by last name, first name, company, or alias.

A minimum of four characters are needed to conduct the search, and the search criteria can be altered to accept characters that the name either begins with, ends with, or contains.

3. Click **Search**, then select a party from the list to add them to the Matter record.

   a. If the party you need is not displayed, click the **Add New Party** button to create new party data.

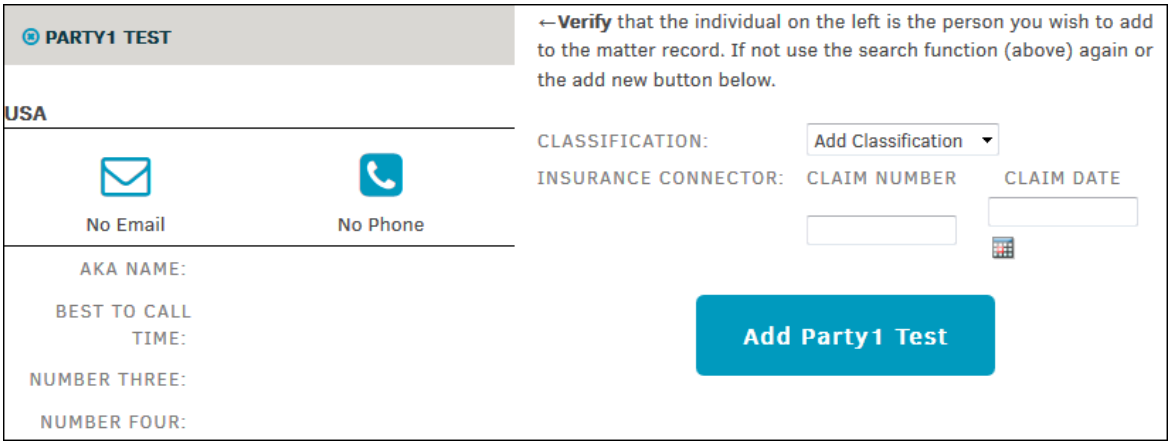


Add New Party

   a. Enter all information available, first and last name required, and click **Add New Party**.

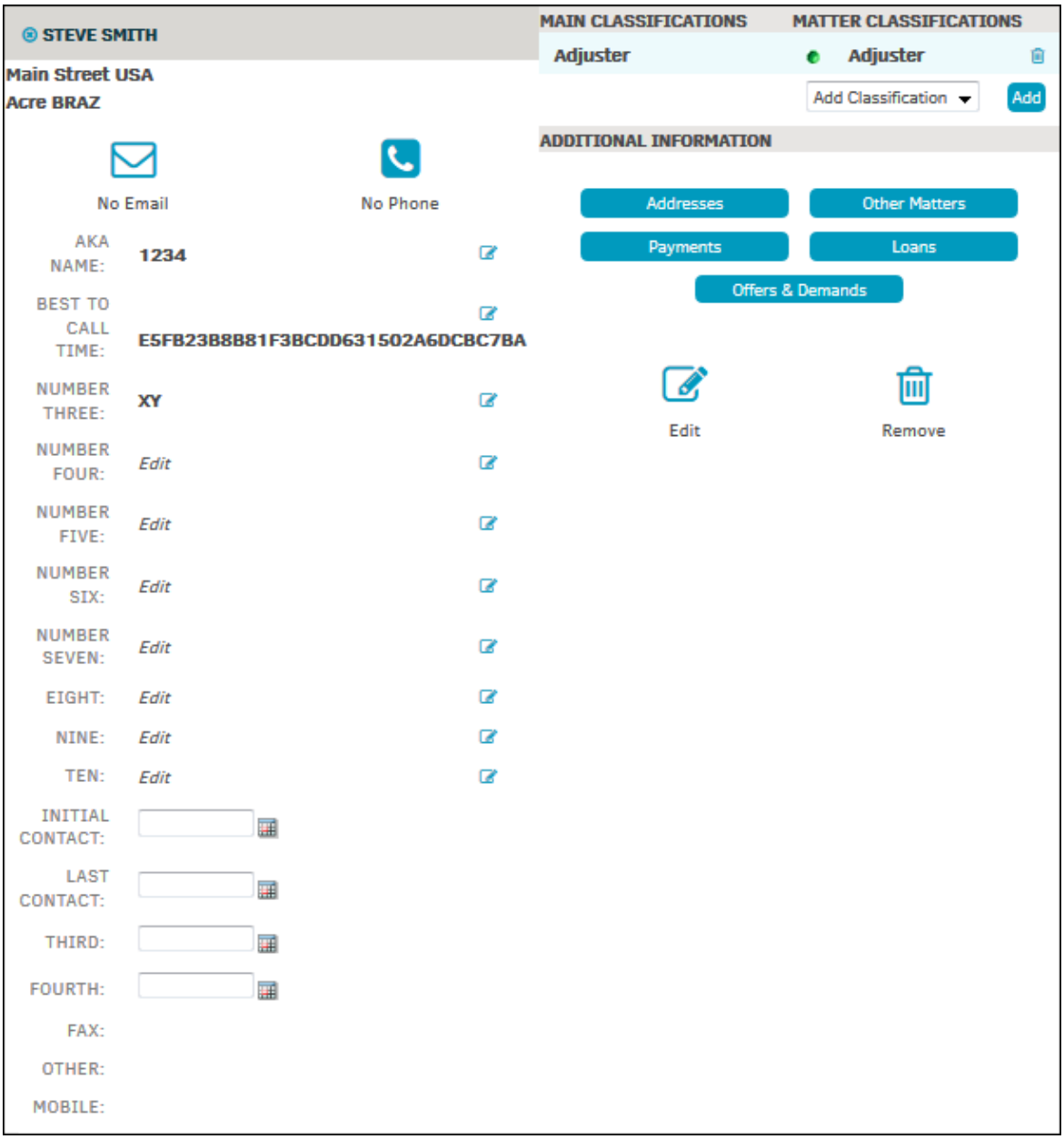
5. If the party you would like to add is listed, click on the party name.
   a. Add a classification and add or edit an insurance claim number and date.
6. Click **Add [Party Name]** to confirm.

Once the party has been added you are able to edit contact information and payment or loan information. See View Party Information for more details.



Confirm Selection

Click the name of the party in the **Parties | Active List** to bring up the information screen for the party of your choice.



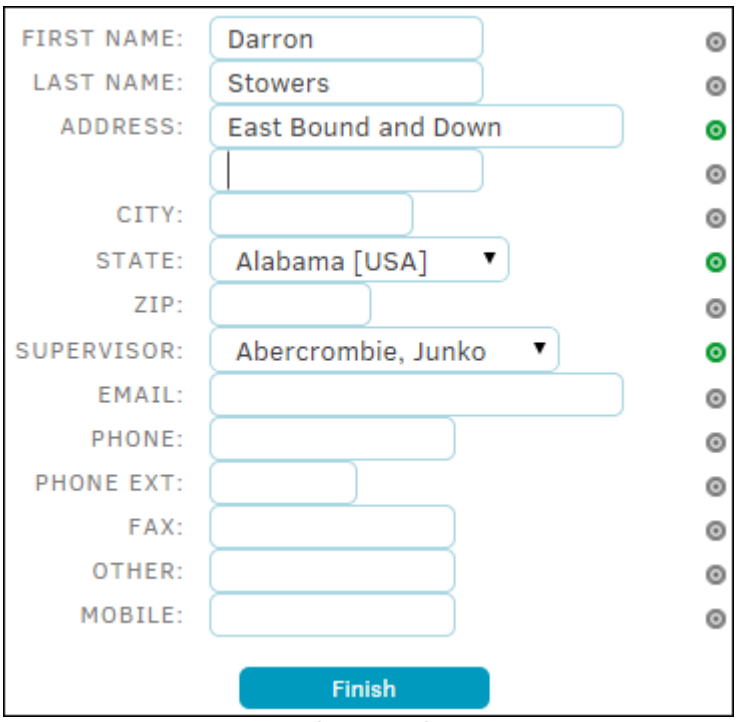
Party Information

Edit a Party Associated to a Matter

- —Edit the main information (such as alias name, best time to call, alternate phone number, etc.).
- —Edit all contact information at once. Use the **Tab** button on your keyboard to navigate through the text boxes. If a change has been made in a text box, using **Tab** or clicking outside

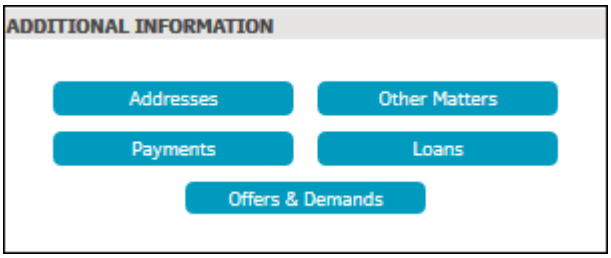
of the box initiates the save process. All saved information is identified by the icon to the right of the text box.

Click **Finish** to confirm saved changes.



Edit Main Contact Information

Additional information for **Addresses, Payments, Offers & Demands, Other Matters** and **Loans** can be included at this screen as well by clicking the respective button.



Additional Information

Additional Information Options:

Button	Function
Addresses	View or add additional address information.
Other Matters	View other Matters to which the party is assigned.
Payments	View or record a payment.

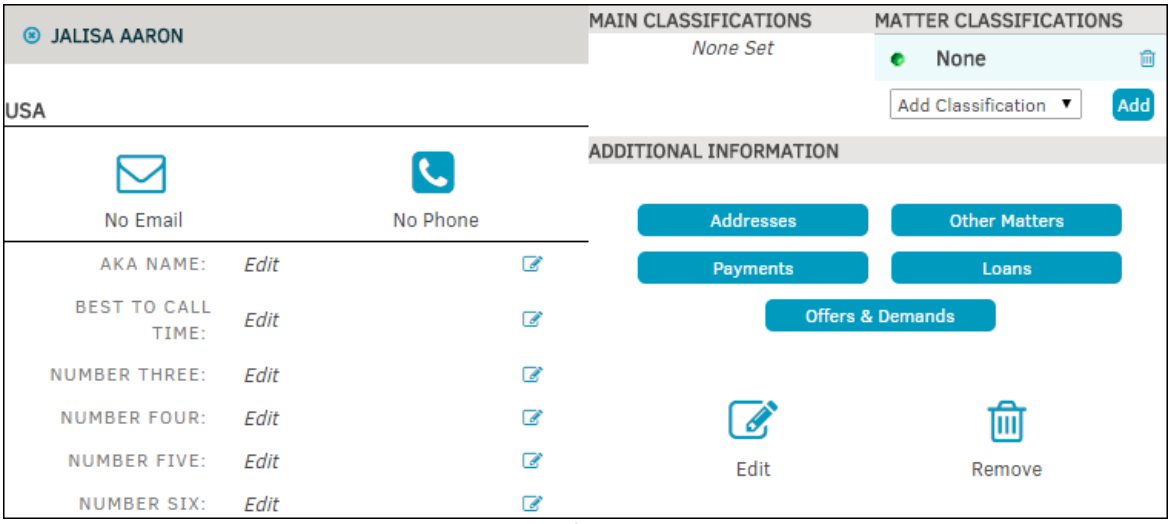
Button	Function
Loans	View or add loan information.
Offers & Demands	View or record an offer/demand.

Parties can be removed from a matter record by selecting **Parties** on the right side of the screen under **Team, Firms, Parties** in the **Matter Navigation Bar**.

In the **Active List** view, click on a party name.

Select the icon. A confirmation window pops up; press **OK** to continue.

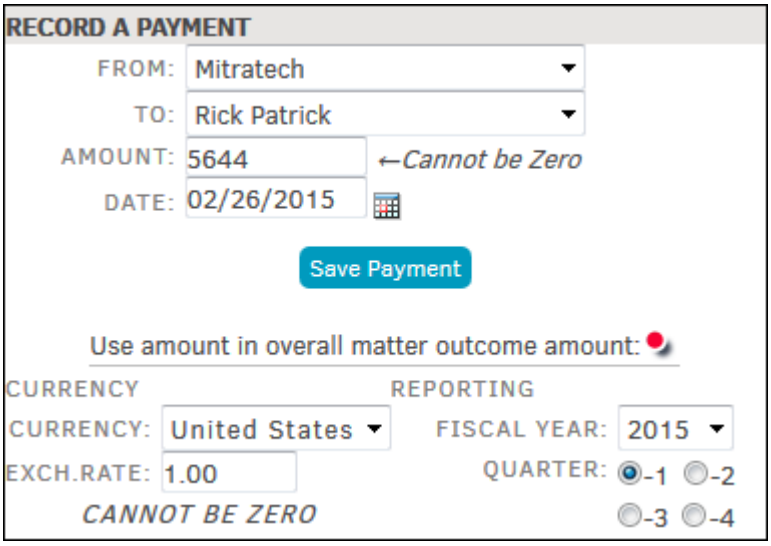
Important Note: If a party has a payment on file, the account will be locked ( ). Selecting the icon does not erase the party from the database itself, it only removes its association with that particular matter.



Party Information

Select the party's name on the list within a matter to record a payment to and/or from that party to another party.

1. Click the Payments button to add a payment.



Record a Payment

2. Use the drop-down lists to specify if the payment is from the party to your company, or vice versa.
3. Enter the payment amount and payment date in the text boxes (you can also click the to select a date).
4. Click the toggle to use the amount in the overall matter outcome amount.
5. Select the fiscal year from the drop-down and click the radio button ( ) to the left of the correct fiscal quarter.
6. Select the currency of the payment from the drop-down list and enter the exchange rate.
7. Click **Enter Payment**.

Once payments have been recorded against a party or entity, the Delete icon is replaced with a Records-on-File icon. Parties and entities with payment histories cannot be deleted from a matter.

Click the Payments button again from the main detail screen to view the total payments recorded against the matter.

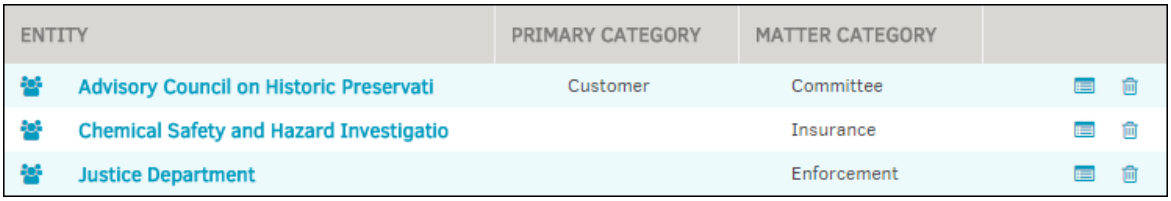
Lawtrac users can view entities as well as associate entities related to the matter.

Select **Entities** from the **Team, Firms, Parties** tab in the **Matter Navigation Bar**.

Entities

The first page you see when selecting this hyperlink is the Active Entity List (seen as **List Entities** on the sidebar).

- —Allows users to view payment history or offers and demands
- —Deletes an entity from the list
- —Displays any party records the entity has on file

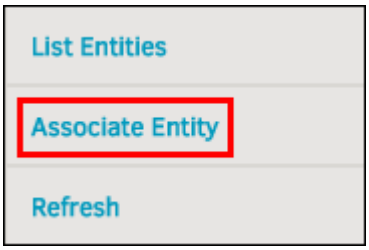


Matter Entity List

Sidebar Options:

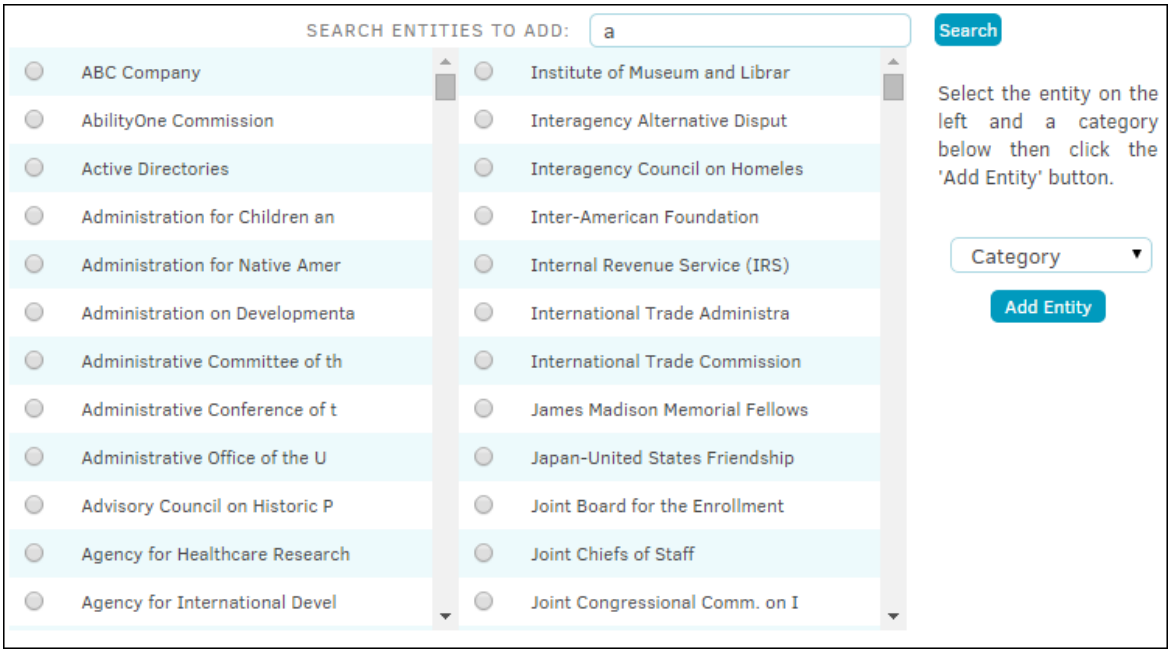
Page	Function
List Entities	Return to the Active Entity List.
Associate Entity	Add an entity to your list.
Refresh	Refresh the list to apply changes.

To add an entity to the selected matter record, select **Associate Entity** from the **Entities** sidebar.



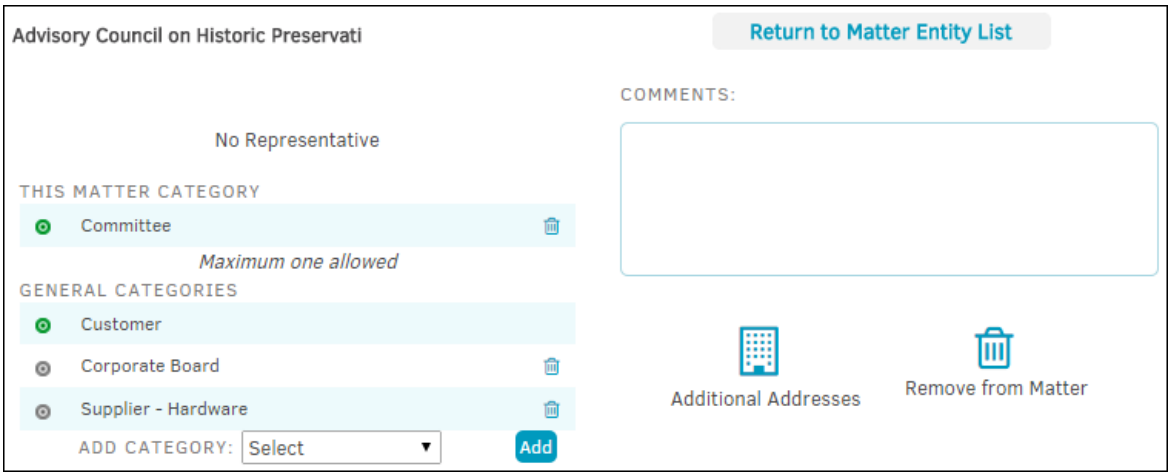
Entities Sidebar

1. Search available entities by typing a search term in the text box. Search terms can be a letter or group of letters in the entity's title, and results return a list of all entities with that letter or group of letters in the name.
2. Once the entity you want to add appears in the search results, click the radio button to the left of the entity name.
3. Select a matter category to associate with the entity.
4. Click **Add Entity**.



Add Entity

Select **Entities** from the **Team, Firms, Parties** tab in the **Matter Navigation Bar**. Click on the name of the entity to view their information.



View Entity Information

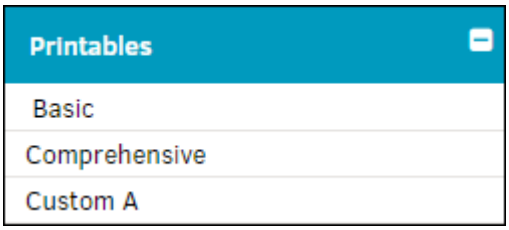
The category under **This Matter Category** is pre-populated from the category chosen when associating the entity. Click the icon to delete the category; you always have the opportunity to add a new one. If a matter category was not set during initial association, the space here will be blank but the icon still appears. Click on this icon to open a drop-down list from which you can now select a matter category.

Add additional general categories by selecting an option from the "Add Category" drop-down list and click **Add**. General categories can be made primary ( ) by clicking the toggle. The first general category you select defaults to primary. A maximum of five (5) categories are allowed to be added.

- —allows users to enter addresses and phone numbers
- —allows users to remove the entity from the matter

The **Printables** section in the **Matter Navigation Bar** provides you with three different matter reports (each with varying levels of detail) for meetings or just a quick reference.

Clicking each report hyperlink within the **Printables** tab opens a new window on your screen.



Matter: Printables

Printables Options:

Page	Function
Basic	Create a summarized report.
Comprehensive	Create a detailed report.
Custom A	Create a custom report based on preferences set up by your site administrator.

Basic printables include the following information:

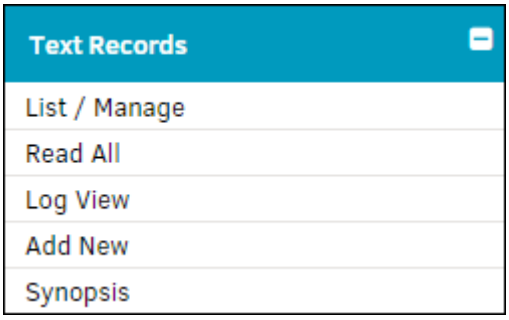
- Matter name and matter number
- Status and priority
- Important dates (from date fields on main matter screen)
- Internal staff and team members
- Correspondence records
- Document list
- Legal, product, and department hierarchies
- Assigned firms/vendors including invoice data

Comprehensive printables include the following information:

- Matter name and matter number
- Status and priority
- Important dates (from date fields on main matter screen)
- Internal staff and team members
- Document list
- Legal, product, and department hierarchies
- Assigned firms/vendors, including invoice data
- Matter events (60-day outlook)
- UDCs (user defined Fields)
- Financial considerations (from the Financial Overview screen)
- Matter checklist (general and type-specific)
- Matter reserves
- Linked matters

Please refer to your company's internal documentation or contact your site administrator.

In addition to the many short and limited text fields found on a matter's **Main Screen**, longer text fields are available in the **Text Records** area in the **Matter Navigation Bar**. Text categories such as Description and Status are standard, and display on some Lawtrac reports. Site administrators can set up additional text categories, and text records can be word-searched.



Matter: Text Records

Text Records Options:

Option	Function
List/Manage	View a list of all text records by subject, update date, source, author, and time added.
Read All	Open all text records to be read on the same page in chronological order.
Add New	Add a text record by category and choose security and notification options.
Synopsis	Add a summary of the text records by typing in the text box and clicking **Update/Save**. *Can only be viewed by in-house staff.*

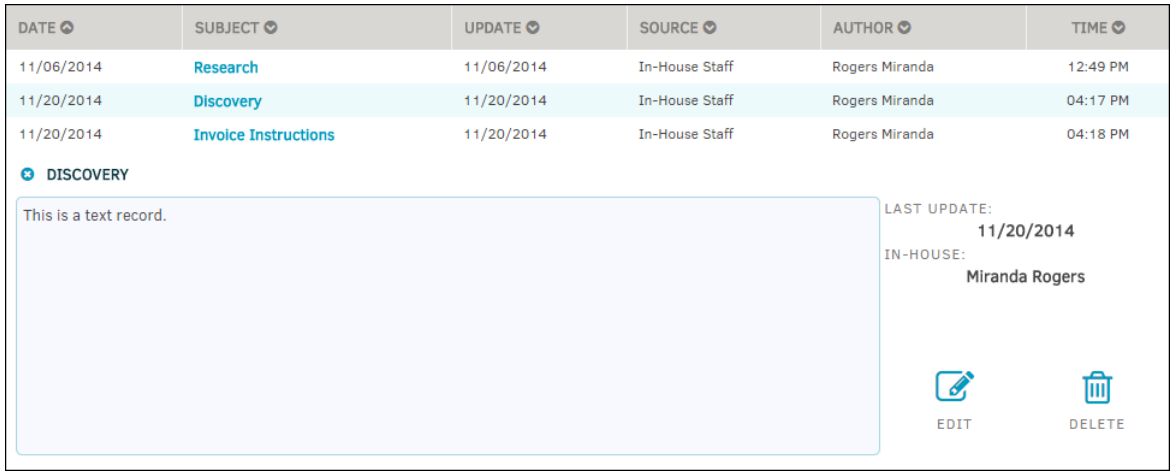
The **List/Manage** screen contains:

- **Date** the text was recorded into the database
- **Subject** or matter text category,
- The last time there was an **Update** to the record
- **Author** of the text record
- **Time** an entry was added or updated
- **Source** of the entry (in-house or outside counsel)
- **Name** of the source if separate from the in-house staff.

Use the icons on the column headers to toggle the order of display.

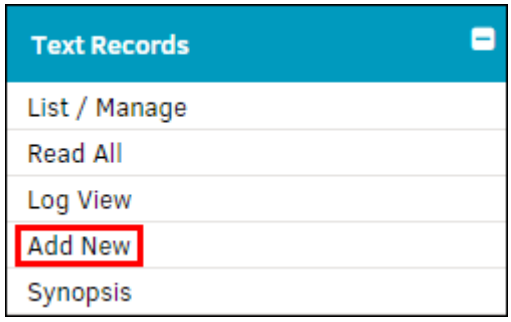
Click on the subject of the text record to view the text.

- —Edit the text; click **Save** to confirm changes
- —Delete the text record



Edit a Text Record

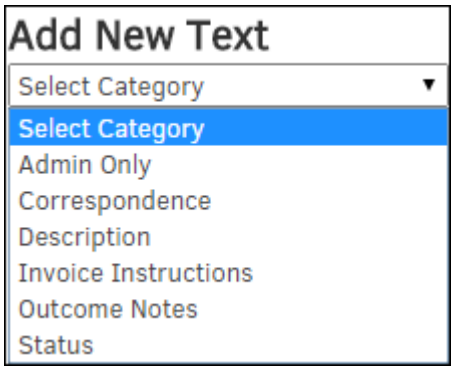
To add a text record, select **Add New** on the right side under the **Text Records** box in the **Matter Navigation Bar**.



Add New

1. Use the drop-down list to categorize the text record.

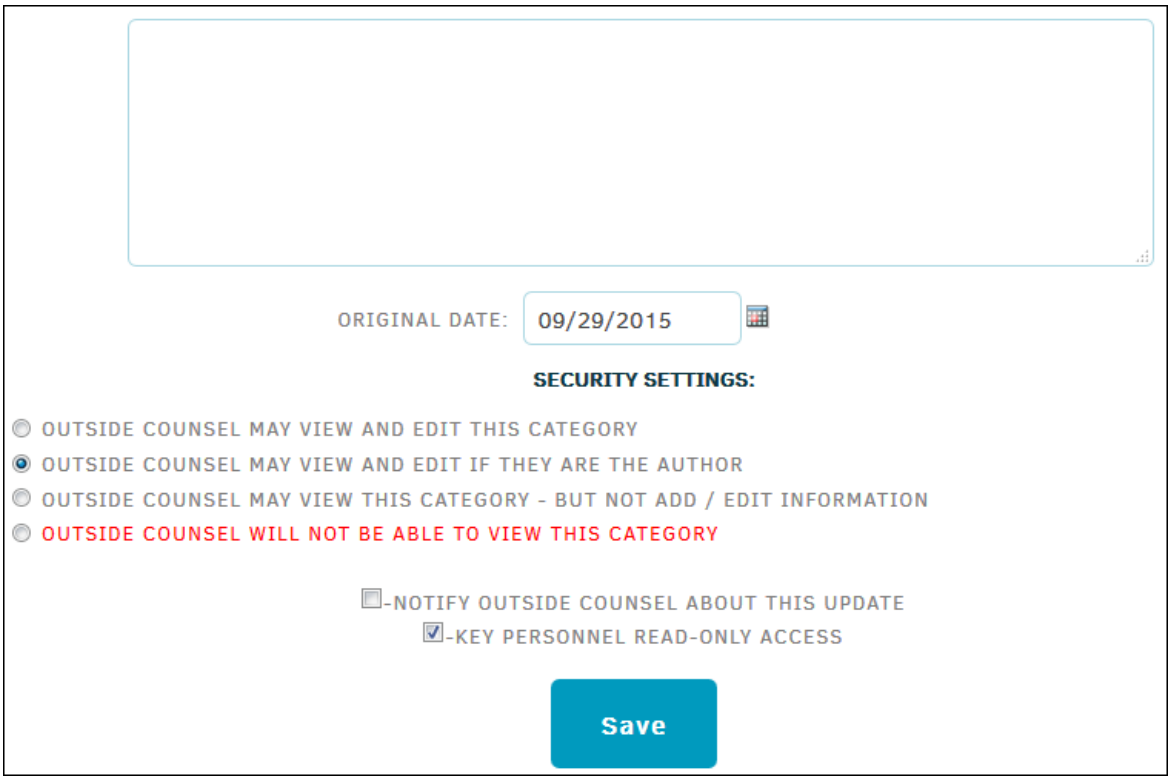
   New options automatically appear to the right after selection.



Select a Category

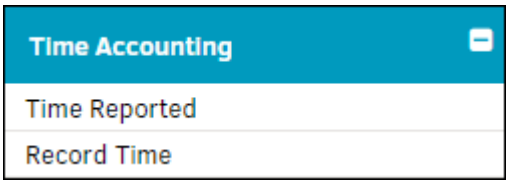
2. Type your message into the text box.
3. Use the radio buttons to choose whether or not to share your text record with outside counsel and grant permissions for how they can interact with it.
4. Check the radio box if you wish to notify outside counsel of this new text record or grant key personnel read access.
5. Verify the date; click the icon to change the information.
6. Click **Save**.

Note: You can shield specific text records from outside counsel view by changing the security settings. Click **Outside Counsel Will Not Be Able To View This Category**.



Security Options

Lawtrac users can create time slips for matter phases by date and total amount of time. This function is particularly useful if you need to record how many hours you have worked on separate tasks.

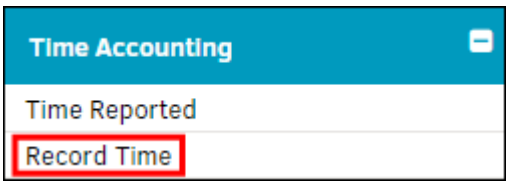


Matter: Time Accounting

Time Accounting Options:

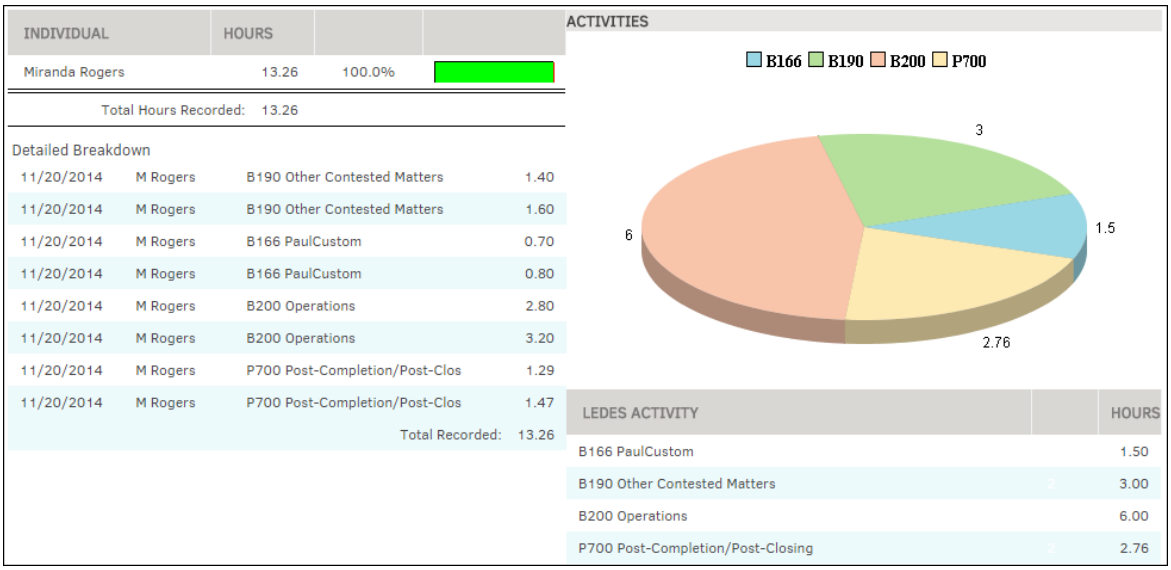
Page	Function
Time Reported	View time that has been recorded against the matter by LEDES activity.
Record Time	Create a time slip by phase and time.

Time that has been recorded against the matter record may be viewed by clicking **Time Reported** under the **Time Accounting** tab on the **Matter Navigation Bar**.



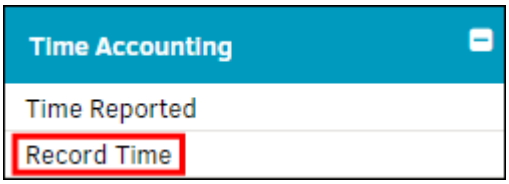
Time Reported Link

The **Time Reported** page displays an overview of hours worked by task, showing time reported by both Individual(s) and business unit in a detailed breakdown of date, individual, LEDES code, and time logged. A pie chart illustrates the time spent on each LEDES code as a visual representation of the amount of time worked divided by 100% of total time recorded.



Time Reported Overview

To record time, click **Record Time** under the **Time Accounting** tab on the **Matter Navigation Bar**.



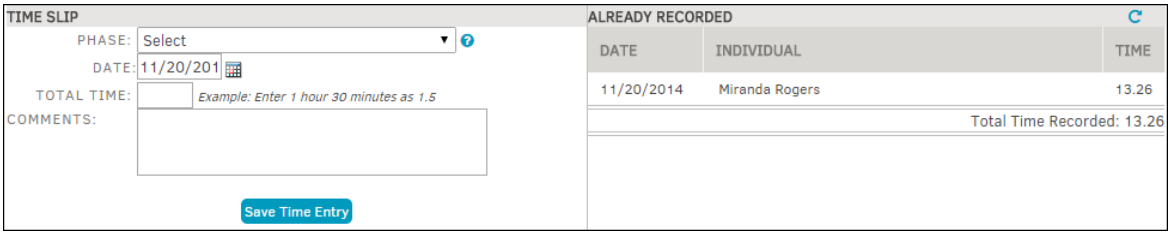
Record Time Link

1. Select a LEDES code from the "Phase" drop-down list.
   a. If you need more information about the LEDES codes, click the question mark (**?**) to the right of the drop-down menu.

Hourly charges, or fees, are broken into task codes which encompass litigation, counseling, project, and bankruptcy transactions. Tasks may be summarized into phases which are identified by the same first letter and digit of a particular task code (example B100, B110 and B120).

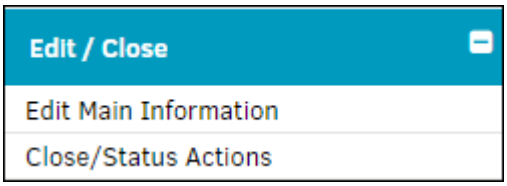
2. Click the to change the date, and type in the amount of time worked in the "Total Time" text box.
3. Type any comments necessary in the appropriate text field.
4. Click **Save Time Entry**.

All recorded time entries appear in a list on the right side.



Time Slip

From the **Edit/Close** section in the **Matter Navigation Bar**, Lawtrac users can edit a matter number, formal name, and short name. You can also update the matter record status for outcome, recovery/payment and disposition.



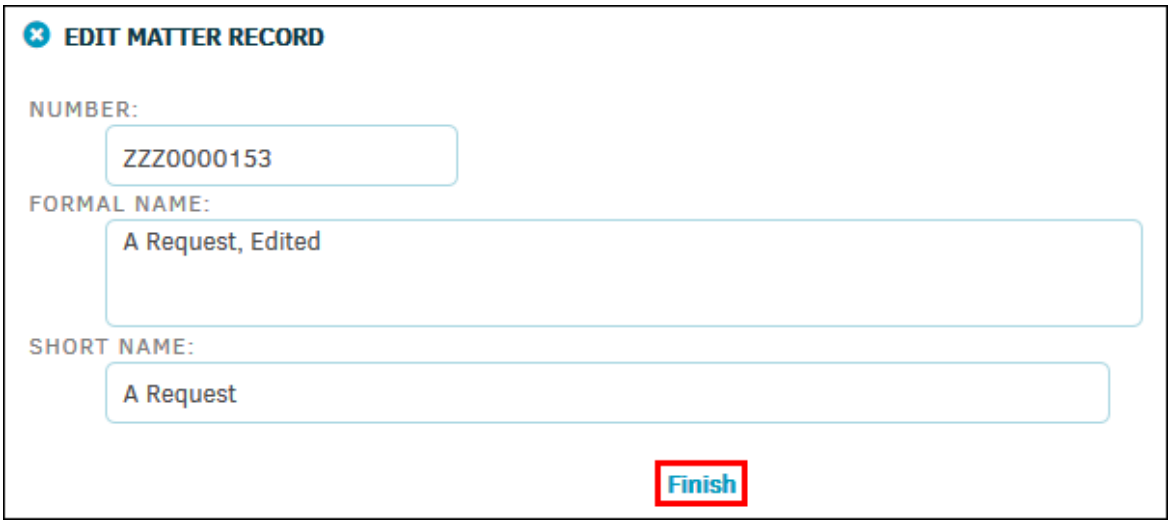
Matter: Edit/Close

Edit/Close Options:

Page	Function
Edit Main Information	Edit the matter formal and short name and number.
Close/Status Actions	Update matter record status based on outcome, recovery/payment, or disposition.

The **Edit Main Information** hyperlink in the **Edit/Close** tab of the **Matter Navigation Bar** allows users to edit the matter record number, formal name, and short name.

To edit these fields, type directly into the corresponding text box, then click **Finish**.



Edit Matter Information

The **Edit Main Information** hyperlink in the **Edit/Close** tab of the **Matter Navigation Bar** allows users to update matter record status.

- Under **Type Outcome**, select an outcome classification from the drop-down list, type an outcome amount into the middle text box, and click the icon to select the outcome date.
- Under **Recovery/Payment** use the radio buttons to choose whether the matter record is a recovery or a payment, then type an amount into the "Of" text box. Press **Tab** on your keyboard or anywhere outside of the box to save the amount (a successful save is indicated by the icon). Click the colored switch to indicate that the record is an equitable relief, or not. Select an option from the "Relief Sought" drop-down list.
- Under **Disposition**, select a matter status from the drop-down list, and click the icon to select a close date.

Click **Set Record Status** to save any changes.

UPDATE MATTER RECORD STATUS

TYPE OUTCOME	RECOVERY / PAYMENT	DISPOSITION
OUTCOME CLASSIFICATION: None	Recovery / Payment OF 50,000.00	MATTER STATUS: Active (open)
OUTCOME AMOUNT: 0.00	EQUITABLE RELIEF: -Yes	*This record and its linked records will not be considered fully closed until the "Date Closed" is entered below.*
OUTCOME DATE:	RELIEF SOUGHT:: None	Date Closed:

Set Record Status

ALSO CLOSE LINKED RECORDS[1]				WORKFLOW DATES TO ADD	
Check Box To Also Close:				*Workflow Targets Added:*	
MASTER OF:				TARGET	BASED ON
☐	ZZZ000020	Anujan19-1	02/26/2015		
SUBORDINATE OF:					
—	YYY000003	Smith And Jones	11/19/2014		
—	LIT-000032	Charles Vs. Documents	CLOSED		
—	LIT-000040	Ziggy V. Jareth	02/25/2015		
[1]*CLOSE ONLY, NO ADDITIONAL ACTIONS*					

TO USD: 1.00 @ 0.0000 =

Status Actions

If any matter records have been linked to this selected matter, they show up under "Also Close Linked Records".

Linked records that are subordinate to the currently opened matter record show up under "Master Of", and can be removed from this page.

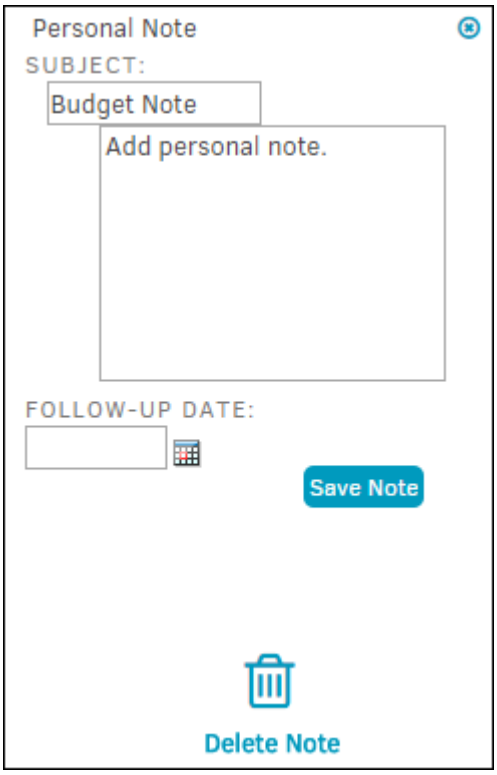
Linked records that are considered "Master" to the currently opened matter record need to be deleted in the **Linked Records** section.

Close a Matter Record

1. From within a matter record, select **Edit/Close** on the **Matter Navigation Bar**, then click **Close/Status Actions**.
2. Under **Disposition**, select "Closed" from the "Matter Status" drop-down list.
3. Use the calendar icon to select the date the matter was closed.
4. Click **Set Record Status**.

   Note: It is important for users to manually select the matter's status that will show once the close date passes. For example, if the status is left as open when the **date closed** date passes, the matter will have a status of *open* even though the matter will technically be closed.

The **Personal Note** hyperlink in the **Matter Navigation Bar** allows users to add a private note regarding the matter record. No one else is able to see a note that you've added.



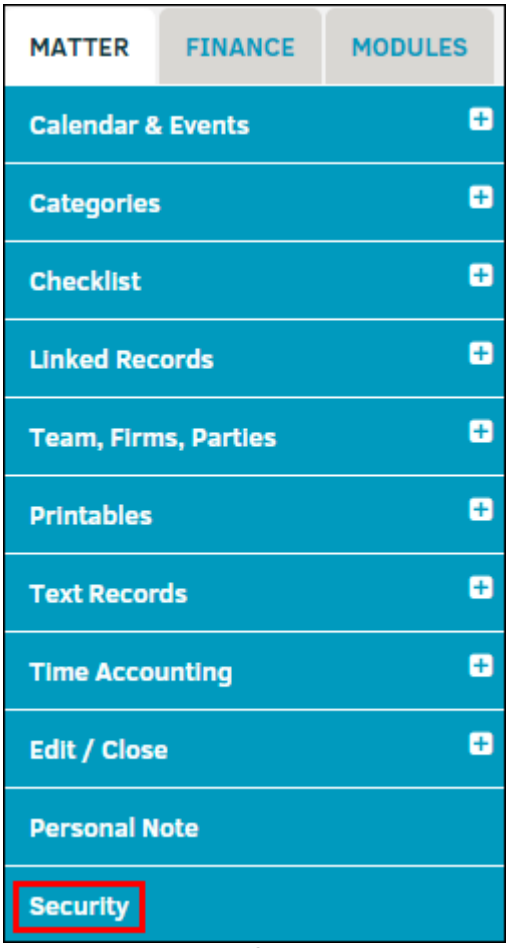
Personal Note

Type your information into the "Subject" and "Note" text fields, indicate whether you'd like a follow-up reminder and if so, when (click the icon to select a date). Then, click **Save Note**.

To access your personal notes and view follow-up reminders:

1. Select the **Messages** tab in the top navigation bar.
2. Click **My Notes**.
   a. Additional personal notes may also be added here.

The **Security** tab in the **Matter Navigation Bar** allows access control to Lawtrac users with the appropriate permissions. Individual users have a specific work/security group to which they are assigned, which is set within their user profile. Users only have access to matters which work/security group matches the user's.



Matter: Security

Toggle the icon next to the security/work group to grant them access to the matter or revoke it. Security/Work groups are managed by your site administrator.

- —Permission/Access is enabled
- —Permission/Access is disabled

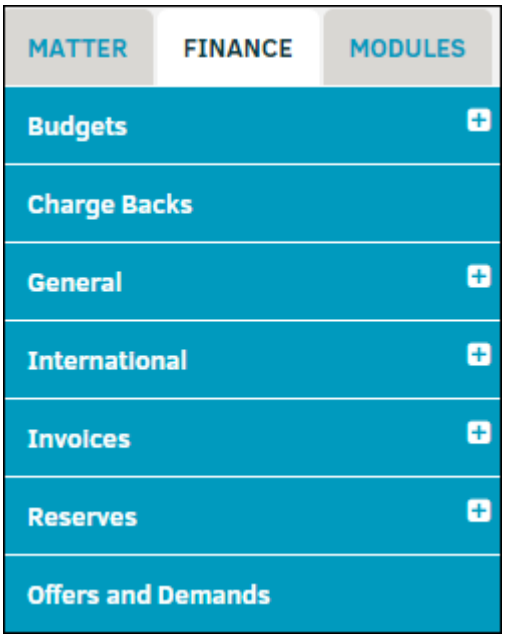
Reporting Group 1		Reporting Group 10		Not Used	
Reporting Group 2		Federal Govt.		Not Used	
Reporting Group 3		State Govt.		Not Used	
Reporting Group 4		Reporting Group 13		Executives	
Reporting Group 6		Reporting Group 14		Reporting Group 22	
Reporting Group 7		Reporting Group 15		Reporting Group 23	
Reporting Group 8		Reporting Group 16		Reporting Group 24	
Reporting Group 9		Reporting Group 17		Reporting Group 25	

Security Switches

1.3.2.1.1.2 Finance Navigation Bar

The **Finance Navigation Bar** on the **Primary Information** screen allows users to adjust or view financial records of the selected matter, including **Budgets**, **Chargebacks**, **Insurance**, **International Finances**, **Reserves**, and **Offers and Demands**.

Note: If the matter is not associated to a firm/vendor with an invoice, certain subjects do not appear. To view firm/vendor invoice information, please see **Invoice Management** in the **Finance Module**.



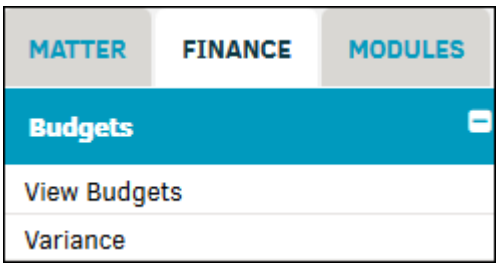
Finance Navigation Bar

Click any of the subjects under the **Finance** tab to expand it and view its respective options.

Page	Function
Budgets	View all active and inactive budgets and delete inactive budgets. Sort budgets by Type/Phase and Frequency/Lifetime occurrence.
Chargebacks	View details of recorded chargebacks.
General	• **Insurance—**View insurance policies here as well as assign a new policy. Click the policy name and continue to review and edit details. All policy and coverage information will be displayed and can be edited before being reapplied to the Matter. • **Finance Summary/Overview—**View outcome amount, invoices received, and an overview of finance by adversary and company.
International	View international financial details, payments, invoices and reserves.

Page	Function
Reserves	View all reserves as well as add reserve amounts and details. The **Breakdown: Categories** and **Breakdown: Fiscal Years** tabs provide further graphical detail on all existing reserves.
Offers and Demands	View offers and demands from outside vendors and parties.

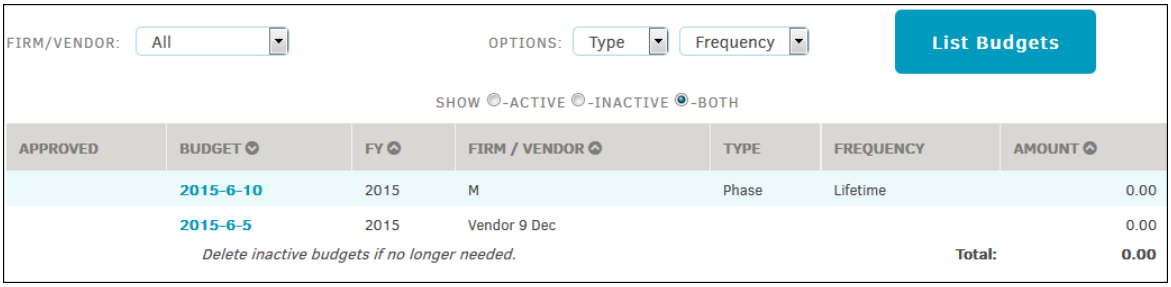
The **Budgets** tab within the **Finance Navigation Bar** displays budgets related to the matter that have been recorded in Lawtrac. The budget number is a hyperlink that takes you to the budget's detail page. The budget code, firm or vendor, type, frequency, and budget amount are also shown.



Finance: Budgets

To view a list of your matter budgets, select **View Budgets**.

- Click a radio button ( ) to show a list of active budgets, inactive budgets, or both. Click **List Budgets** to confirm and refresh the page.
- Under "Options", select the drop-down list to show budgets by type or frequency.
- Use the arrows in the column headers to filter the arrangement of the list by budget number, fiscal year, firm/vendor, or amount.
- Click the at the top right of the screen to be taken back to the Matter record.



Budget List

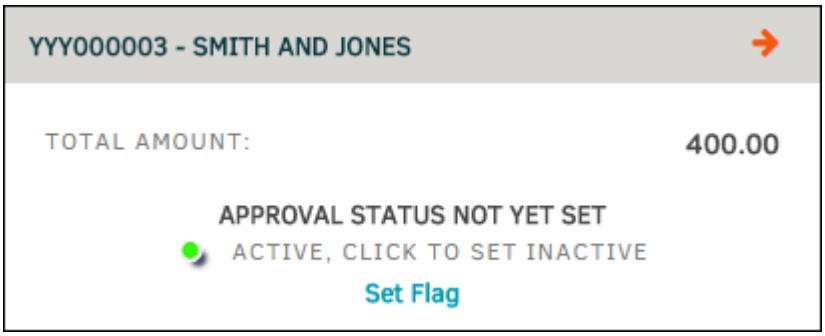
To edit a budget, click on the budget code from a Matter Budget list. You are redirected to a new page with the budget detail.

For information about initiating a budget, refer to the **Firms & Vendors** section.

Flag a Budget

Flag a budget by navigating to that budget's detail page, then click **Set Flag** at the top right of the screen.

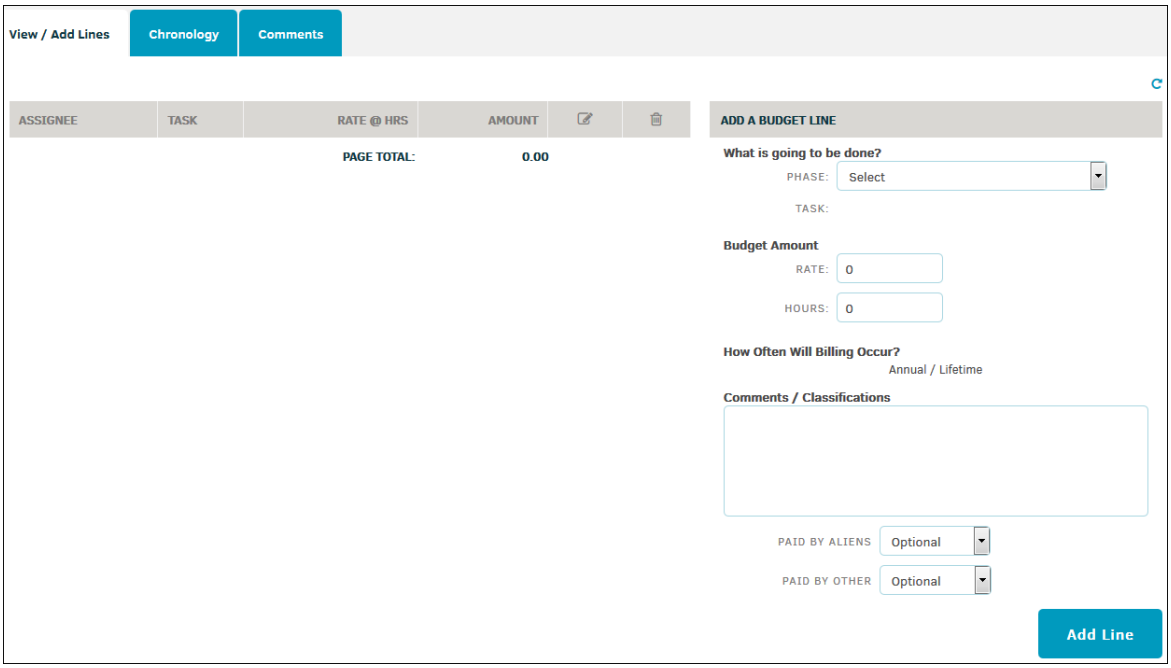
Toggle the icon to make the budget active or inactive .



Flag a Budget

Lawtrac users who manually create invoices are able to quickly and easily edit line items for invoices that were created either in-house or submitted by an outside counsel.

Note: You are only able to modify line items on invoices that you already have permission to change. All changes made to line items are recorded for audit purposes.



Add a Budget Line

To add lines to a budget:

1. Go to the budget's detail page.
2. Under **Add A Budget Line** in the **View/Add Lines** tab, select a phase from the drop-down list.

When a phase has been selected, an optional drop-down list for Task will appear.

3. Set a budget amount for rate and hours by entering numbers into the appropriate text fields.

"Comments/Classifications", "Paid by Aliens", and "Paid by Other" information is optional.

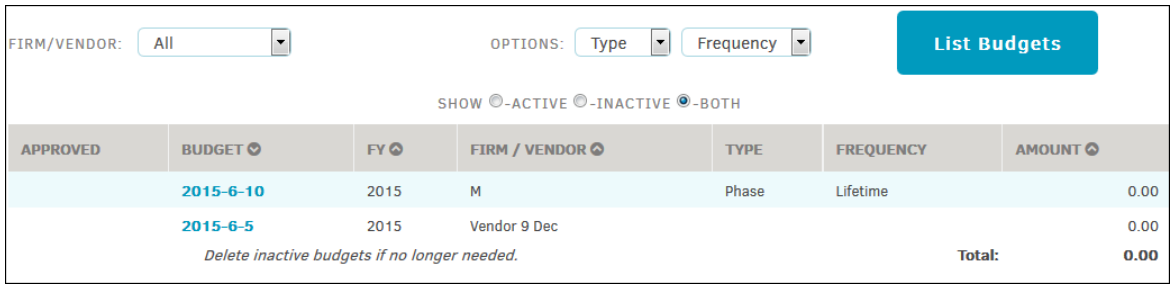
4. Click **Add Line** to confirm and update.

You can approve or reject an existing budget from your firm/vendor active list.

1. Select **Firms & Vendors** in the **Team, Firms, Parties** section of the **Matter Navigation Bar**, or go to the **Firms & Vendors** tab at the top of the Matter record. Click **Active List** in the sidebar.

2. Click the icon (the far left icon under the **Finance** column). If the firm or vendor has a budget on file, this icon will be blue.

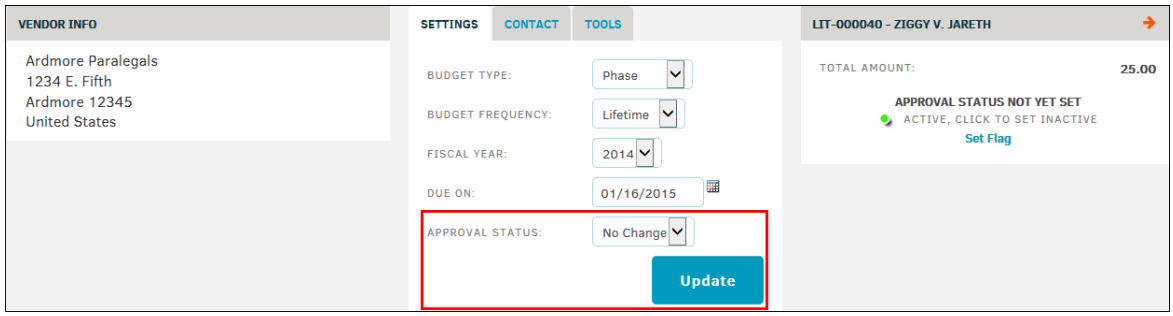
You are then directed to the Budgets page.



Budget List

3. At the top of the page, in the **Settings** tab, select either Approve or Reject from the "Approval Status" drop-down list.

4. Click **Update** to confirm.



Approve or Reject a Budget

The **Chargebacks** hyperlink on the **Finance Navigation Bar** allows users to view details of recorded chargebacks.

Click the icon to expand details for the chargeback.

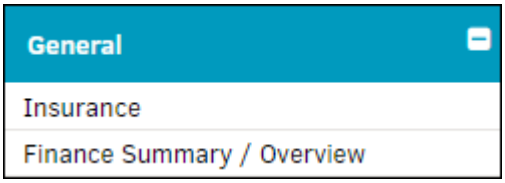
Click **Reset** to set and pre-approve the invoice.

	DATE	SET BY	DIVISION	INVOICE	PERCENT	AMOUNT	
+	01/16/2015	Miranda Rogers	Main Corporate	789	100 %	5.00	Reset
+	01/16/2015	Miranda Rogers	Customer Service	789	0.25 %	0.01	Reset
+	01/20/2015	Miranda Rogers	Main Corporate	7899	100 %	0.00	Reset
+	01/20/2015	Miranda Rogers	Customer Service	7899	0.25 %	0.00	Reset
+	01/21/2015		Main Corporate	123	100 %	87,954,647.00	Reset
+	01/21/2015		Customer Service	123	0.25 %	219,886.62	Reset
+	01/21/2015		Main Corporate	7778	100 %	0.00	Reset
+	01/21/2015		Customer Service	7778	0.25 %	0.00	Reset
+	01/21/2015		Main Corporate	2223232	100 %	0.00	Reset
+	01/21/2015		Customer Service	2223232	0.25 %	0.00	Reset

Chargebacks

Lawtrac users can easily view insurance activity, assign policies to a matter, and view matter finance summary from within a selected matter record.

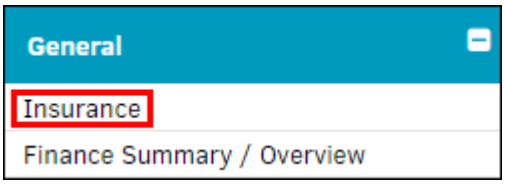
Select the **General** tab in the **Finance Navigation Bar** to access **Insurance** and **Finance Summary/Overview**.



Finance: General

Page	Function
Insurance	View insurance activities and assign policies to the Matter.
Finance Summary/ Overview	View the Matter's finance summary and overview by adversary and company.

Users can view current policies assigned to the matter, and add or remove insurance policies from within a matter record by clicking the **Insurance** hyperlink under **General** in the **Finance Navigation Bar**.



Insurance Link

Edit an Insurance Policy

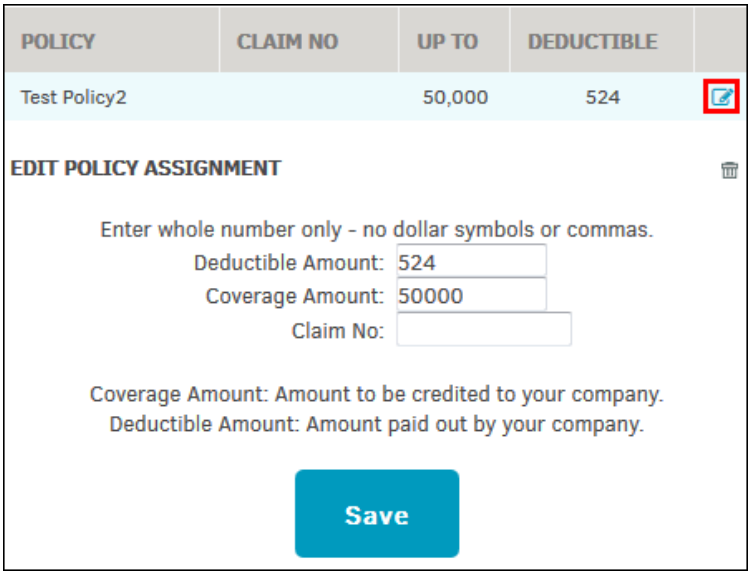
Policies already associated with the matter are listed on the right side of the page.

- —Change the deductible or coverage amount

- —Delete the assignment (located to the far right of **Edit Policy Assignment**)

Edit Deductible amount (amount paid out by your company), coverage amount (amount to be credited to your company), and claim number by typing into the appropriate text box.

Click **Save** to confirm changes.



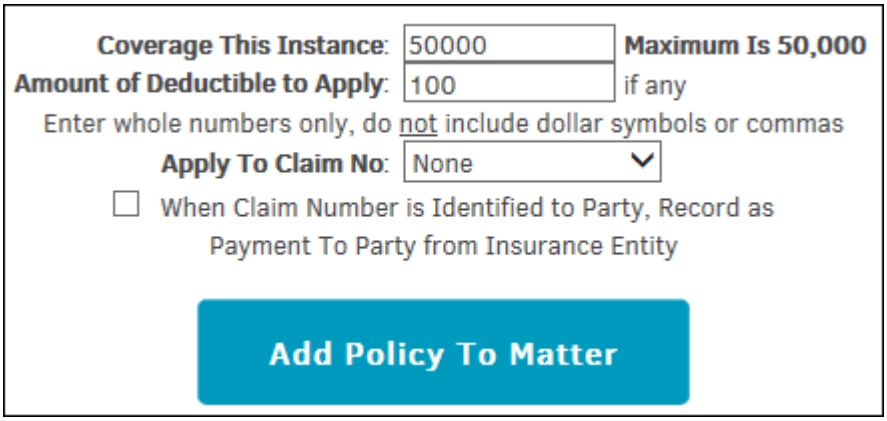
Insurance Activity

Add an Insurance Policy

Select a policy to add by clicking the corresponding radio button , then click **Continue**. The policy information will be displayed, allowing you to adjust the coverage and amount of deductible to apply if necessary.

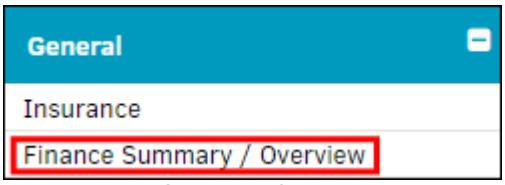
- Apply or change coverage for the instance and the amount of deductible to apply by typing in the appropriate text boxes.
- Record the policy as a payment to a party from an insurance entity by clicking the radio box .

Click **Add Policy to Matter** to confirm, or click the icon at the top left of the page under **Policy Information** to cancel and return to the list of active policies.



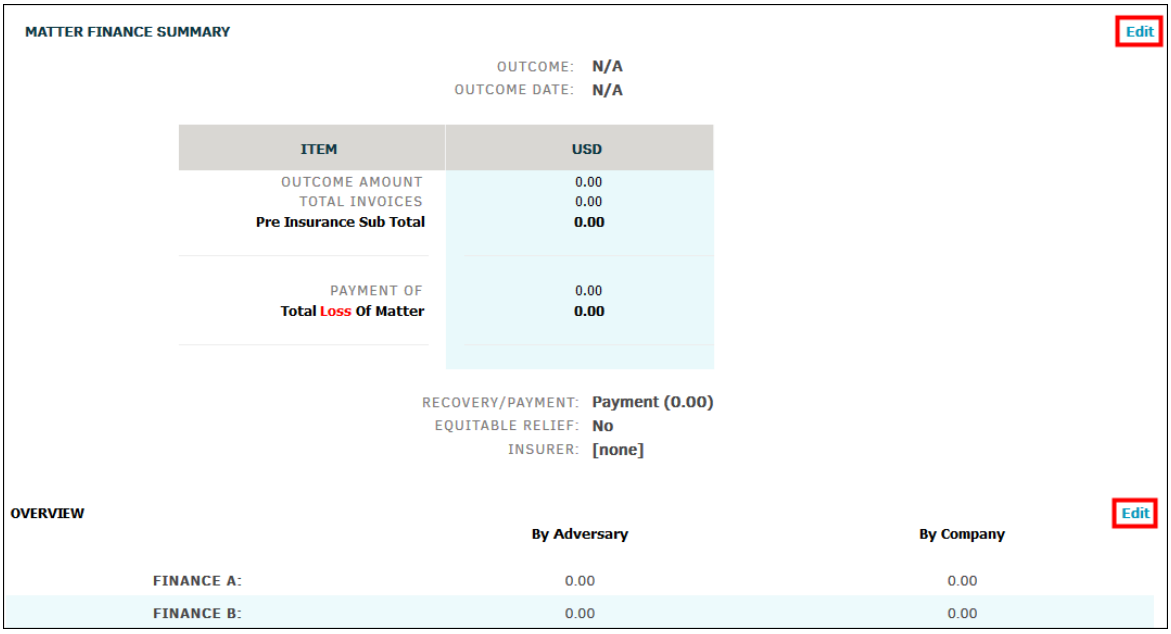
Add Policy

The **Finance Summary/Overview** hyperlink in the **Finance Navigation Bar** provides you with a financial overview for the matter. For matters where the currency field is different than the base currency, the **Matter Finance Summary** screen displays both the base currency and foreign currency data.



Finance Summary/Overview Link

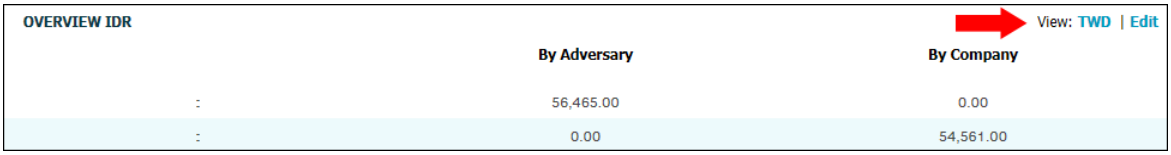
Click **Edit** to edit summary data. The top **Edit** hyperlink allows you to adjust recovery/payment amount and relief sought. The bottom **Edit** hyperlink allows you to adjust adversary and company finances.



Matter Finance Summary

If the selected matter record is using multiple currencies, there is an additional option next to the **Edit** hyperlink in the **Overview** section (shown below).

Click on the currency hyperlink to see **Overview** details in the adjusted rate; the currency conversion calculator appears at the bottom of the table. The hyperlink resets to the other type of currency being used by the matter, allowing you to switch between finance summaries.

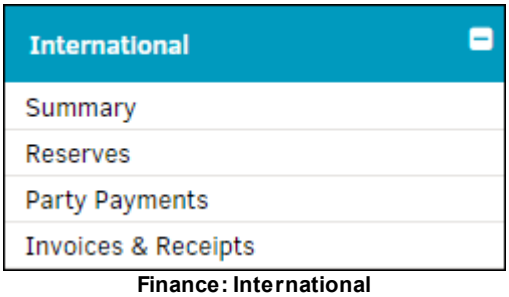


Overview: View by Currency

Clicking the **International** tab in the **Finance Navigation Bar** enables you to view a matter's financial data in different currencies concurrently. If the matter has invoices submitted in currencies other than your company's base currency, or if the matter's currency is set at something other than your company's currency, you can quickly view the totals in the vendor's currency and in your company's currency. Similarly, if the currency set in **My Lawtrac** is different from what your company uses and you enter financial information—such as Reserves—the **International Finance** screens quickly shows the original total and the total converted to your company's base currency.

Note: The **International** link is only visible if your site administrator has the International Finance Screens turned on.

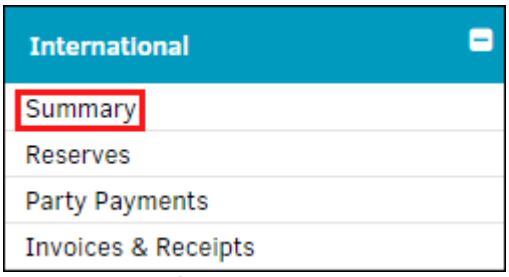
The following screens are from a matter with a base currency of United States Dollars (USD). If **My Lawtrac** is set with yet a different currency (for example, EUR), then the **Currencies Used In Matter** (found in the **Summary** and **Reserves** section) show a fourth line for "My" with your currency code and current exchange rate.



Finance: International

Topic	Function
Summary	View loss summary and expense summary.
Reserves	View reserves for fiscal quarter/year, and loss summary.
Party Payments	View payments from and made to parties.
Invoices & Receipts	View all receipts and invoices on file.

The **Summary** hyperlink under **International** in the **Finance Navigation Bar** allows you to view loss summary and expense summary.



Summary Link

LOSS SUMMARY 1	ORIGINAL CURRENCY		USD	
Outstanding Loss Reserve[1]	USD	3,813.00	USD	3,813.00
	TRL	2,290.00		
Total Loss Payments[2]	USD	0.00	USD	210.00
	TRL	210.00		
Total Loss Recoveries[3]	USD	5,546.00	USD	5,546.00
	TRL	0.00		
Total Loss Incurred Position[4]	USD	-1,733.00	USD	-1,523.00
	TRL	2,500.00		
EXPENSE SUMMARY 2	**ORIGINAL CURRENCY**		**USD**	
Outstanding Budget[6]	USD	102.00	USD	102.00
	TRL	0.00		
Paid Invoices[7]	USD	0.00	USD	0.00
	TRL	0.00		
Receipts[8]	USD	0.00	USD	0.00
	TRL	0.00		
Total Expense Incurred Position[9]	USD	102.00	USD	102.00
	TRL	0.00		
Total Incurred Position[9]			USD	-1,421.00
Insurance Recoveries			USD	100,000.00
Net Matter Balance			USD	-101,421.00

Loss and Expense Summary

1. Loss Summary

The currency initially used in the invoice appears in the **Original Currency** column. The **USD** column displays the exchanged rate in U.S. dollars.

- Outstanding Loss Reserve = Total Reserves – Payments from Firm/Vendor.
- Total Loss Payments: payments from your company.

- Total Loss Recovery: payments to your company.
- Total Loss Incurred Position = Total Outstanding Loss Reserves + Total Loss Payments – Total Loss Recoveries.

2. Expense Summary

The currency initially used in the budget appears in the **Original Currency** column. The **USD** column displays the exchanged rate in U.S. dollars.

- Outstanding Budget = Budget – Invoices Paid.
- Paid Invoices: total of all paid invoices.
- Receipts: total of all reimbursed invoices.
- Total Expense-Incurred Positions = Outstanding Budget + Paid Invoices – Receipts.

3. Currencies Used in Matter (right side)

If the matter record has invoices with any firms/vendors who use an alternate currency, the exchange rates are displayed on the right side of the screen under **Currencies Used In Matter**.

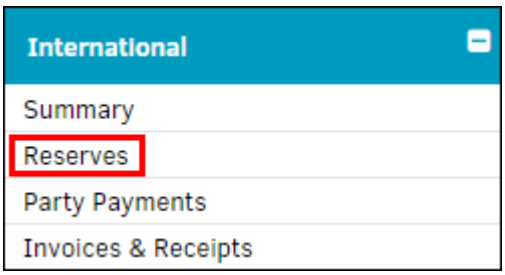
"Matter" currency identifies the currency assigned to the matter record. "Base" identifies the currency assigned to the Lawtrac application. "Transactions" identifies the different currencies used in the matter record's invoices.

CURRENCIES USED IN MATTER

CURRENCY	CODE	EXC.RATE[5]
Matter	TWD	29.2368
Base	USD	1.0000
Transactions	GBP	0.6197

[5] Most Current Rate

Reserves are added from the **Reserves** section of the **Finance Navigation Bar**.



Reserves Locations

Under **International**, click the **Reserves** hyperlink to view all reserve payments broken down by category and loss summary.

CATEGORY	DATE	FY/QTR	TRL
	01/22/2015	2015 / 1	2,500.00
	01/22/2015	2015 / 1	3,165.00
	01/22/2015	2015 / 1	648.00
		TOTAL RESERVES:	6,313.00
Amounts On Right Displayed In TRL		PAYMENTS TO PARTIES:	0.00
		OUTSTANDING LOSS RESERVE:	3,813.00

LOSS SUMMARY	ORIGINAL CURRENCY		TRL	
Outstanding Loss Reserve[1]	USD	3,813.00	TRL	3,813.00
	TRL	2,500.00		
Total Loss Payments[2]	USD	0.00	TRL	0.00
	TRL	0.00		
Total Loss Recoveries[3]	USD	0.00	TRL	0.00
	TRL	0.00		
Total Loss Incurred Position[4]	USD	3,813.00	TRL	3,813.00
	TRL	2,500.00		

CATEGORY	DATE	CURRENCY	AMOUNT	RATE	TRL
	01/22/2015	TRL	2,500.00	1.0000	2,500.00
	01/22/2015	USD	3,165.00	1.0000	3,165.00
	01/22/2015	USD	648.00	1.0000	648.00
				TOTAL RESERVES	6,313.00

International Reserves

If the matter record has invoices with any firms/vendors who use an alternate currency, the exchange rates are displayed on the right side of the screen under **Currencies Used In Matter**.

"Matter" currency identifies the currency assigned to the matter record. "Base" identifies the currency assigned to the Lawtrac application. "Transactions" identifies the different currencies used in the matter record's invoices.

CURRENCIES USED IN MATTER

CURRENCY	CODE	EXC.RATE[5]
Matter	TWD	29.2368
Base	USD	1.0000
Transactions	GBP	0.6197

[5] Most Current Rate

The **Party Payments** hyperlink under **International** in the **Finance Navigation Bar** allows users to view all payments to and from the parties associated with the matter record.

To record a payment for a party, select a party from the **Parties** page in the **Matter Navigation Bar** and select the **Payments** button.

DATE	TO	FROM	FY/QTR	USD
01/22/15	Farrow	Mitratech	2015 / 1	210.00
01/22/15	Mitratech	Mccarroll	2015 / 1	5,546.00

Amounts Displayed In USD

PAYMENTS TO PARTIES: 210.00

PAYMENTS FROM PARTIES: 5,546.00

PAYMENTS TO PARTIES

DATE	TO	CURRENCY	AMOUNT	RATE	USD	
01/22/2015	Farrow, Lissette	TRL	210.00	1.0000	USD	210.00

RECEIVED FROM PARTIES

01/22/2015	Mccarroll, Alec	USD	5,546.00	1.0000	USD	5,546.00

Party Payments

If the matter record has invoices with any firms/vendors who use an alternate currency, the exchange rates are displayed on the right side of the screen under **Currencies Used In Matter**.

"Matter" currency identifies the currency assigned to the matter record. "Base" identifies the currency assigned to the Lawtrac application. "Transactions" identifies the different currencies used in the matter record's invoices.

CURRENCIES USED IN MATTER

CURRENCY	CODE	EXC.RATE[5]
Matter	TWD	29.2368
Base	USD	1.0000
Transactions	GBP	0.6197

[5] Most Current Rate

Click the **Invoices & Receipts** hyperlink under **International** in the **Finance Navigation Bar** to view the status and receipts of all invoices associated with that matter record.

Invoices are separated by firm/vendor, and listed by invoice number, status (i.e. Unapproved, [in] Accounting, Approved), Currency, Original Amount, Exchange Rate, and USD Total. Rejected invoices show up as Unapproved.

Click on an invoice number to view that invoice's detail page.

INVOICES RECEIVED

15 (Currency: GBP)

INVOICE NO.	STATUS	CURRENCY	ORIG.AMT.	EXCH.RATE	USD
15	Unapproved (Pend.)	GBP	0.00	0.6038	0.00
16	Unapproved (Pend.)	GBP	0.00	0.6038	0.00
26may INV3	Accountin (Pend.)	GBP	100.00	1.0000	100.00
66	Unapproved (Pend.)		43.00	1.0000	43.00
900	Unapproved (Pend.)	GBP	900.00	1.0000	900.00
70	Approved (Pend.)	GBP	700.00	1.0000	700.00
1800	Accountin (Pend.)	GBP	1,800.00	0.6038	3,312.36
56	Accountin (Pend.)	GBP	500.00	1.0000	6,695.00
152	Accountin (Pend.)	GBP	100.00	1.0000	100.00
2323	Approved (Pend.)	GBP	1,888.00	0.6038	53.00
34	Accountin (Pend.)	GBP	199.00	0.6038	1,500.00
Workflow criteria_8	Unapproved (Pend.)	GBP	8,500.00	1.0000	8,500.00
		TOTAL 15:	**5,287.00**		**12,460.36**

Astar (Currency: USD)

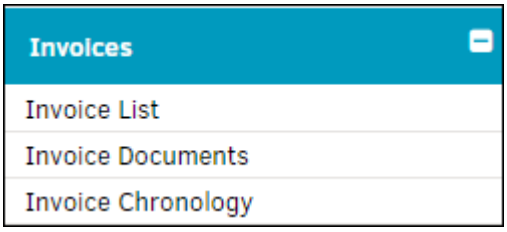
INVOICE NO.	STATUS	CURRENCY	ORIG.AMT.	EXCH.RATE	USD
1256	Approved (Pend.)	USD	0.00	1.0000	0.00
97531	Unapproved (Pend.)	USD	0.00	1.0000	0.00
111	Accountin (Pend.)	USD	0.00	1.0000	0.00
53	Accountin (Pend.)	USD	53.00	1.0000	53.00
2200	Accountin (Pend.)	USD	54.00	1.0000	54.00
2122	Unapproved (Pend.)	USD	5,551.00	1.0000	5,551.00
		TOTAL ASTAR:	**107.00**		**107.00**

Autobiographer & Designment (Currency: USD)

INVOICE NO.	STATUS	CURRENCY	ORIG.AMT.	EXCH.RATE	USD
100000	Accountin (Pend.)	USD	100,000.00	1.0000	100,000.00
		TOTAL AUTOBIOGRAPHER & DESIGNMENT:	**0.00**		**0.00**

Invoices & Receipts

The **Invoices** tab in the **Finance Navigation Bar** offers you three reports: **Invoice List**, **Invoice Documents**, and **Invoice Chronology.**



Finance: Invoices

Invoice List

Click the **Invoice List** hyperlink to navigate to a list of invoices associated with the matter. The sum of all invoices is listed at the bottom.

To filter invoices from a specific vendor:

1. Select a name from the "Firm/Vendor" drop-down list.
2. Use the "From:" and "To:" text boxes at the top right of the page to enter a period of time to search invoices.
3. Click **List Invoices**.

   Invoice totals are displayed in the firm's currency of preference and show the exchange rate.

   a. Toggle the alphabetical or numerical order of the **Invoice**, **Firm/Vendor**, or **Amount** columns by clicking the icon.

Click the invoice number to view invoice detail.

FIRM/VENDOR: All FROM: 03/30/2015 TO: 07/06/2015 List Invoices

INVOICE	DATE	FIRM / VENDOR	STATUS	EXCHANGE	AMOUNT
100000	07/08/2015	Autobiographer & Designment	Pending	1.0000	100,000.00 USD
11 Jun Invoice	06/11/2015	Long Name	Approved	15.0000	10.00
111	06/19/2015	Brown & Brown	Approved	1.0000	250.00 USD
111	06/24/2015	Astar	Approved	1.0000	0.00 USD

Invoice List

Invoice Documents

Click the **Invoice Documents** hyperlink to navigate to a list of documents that are associated with matter invoices.

Click the invoice number to view invoice detail.

Click title of the document under the **Documents** column to view or download the document.

INVOICE	DOCUMENTS	COUNT	DATE ADDED
Anu121214-InvCB1	*No Documents On File*		
Anu121214-InvCB2	*No Documents On File*		
Anu-121214-PreApprovedInvoice	Anu-121214-PreApprovedInvoice.pdf	1 / 1	12/12/2014
Anu121214-TestInvoiceChargebk	Anu121214-TestInvoiceChargebk.pdf	1 / 1	12/12/2014

Invoice Documents

Invoice Chronology

Click the **Invoice Chronology** hyperlink to view a list of a matter's invoices in chronological order, starting from the earliest recorded date.

Narrow a time range view by using the "From:" and "To:" text boxes at the top right of the page to enter a period of time to search invoices, then click **List Invoices**.

The Invoice Chronology table displays the list of invoices by invoice number, submitting firm/vendor, recorded date, from-to period (if there is a time limit for the invoice), status of approval for the invoice, the amount submitted to Accounts Payable, record feed data, pay status, and invoice sum.

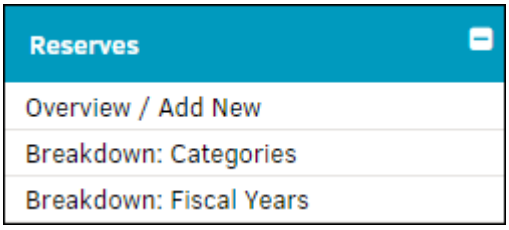
Change the filter order by clicking the arrows in the column headers.

FROM: TO: List Invoices

INVOICE NO	FIRM / VENDOR	INVOICE DATE	FROM	TO	STATUS	TO AP	FEED	PAID	AMOUNT
3 sept_0	3 Sep	09/03/15	08/15	08/15	Pending		No Rcrd		8,000.00 GBP
3 sept_1	3 Sep	09/03/15	08/15	08/15	Pending		No Rcrd		8,500.00 GBP
Detailed_5	3 Sep	09/07/15	08/15	08/15	Pending		No Rcrd		162.31 USD

Invoices Chronology

To access a matter's Reserves, select the **Reserves** tab in the **Finance Navigation Bar**.

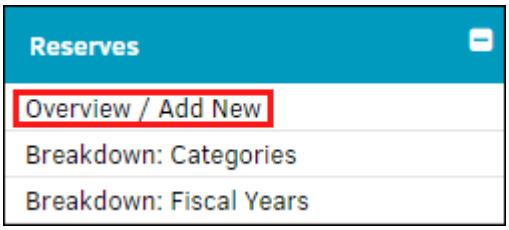


Finance: Reserves

Reserves Options:

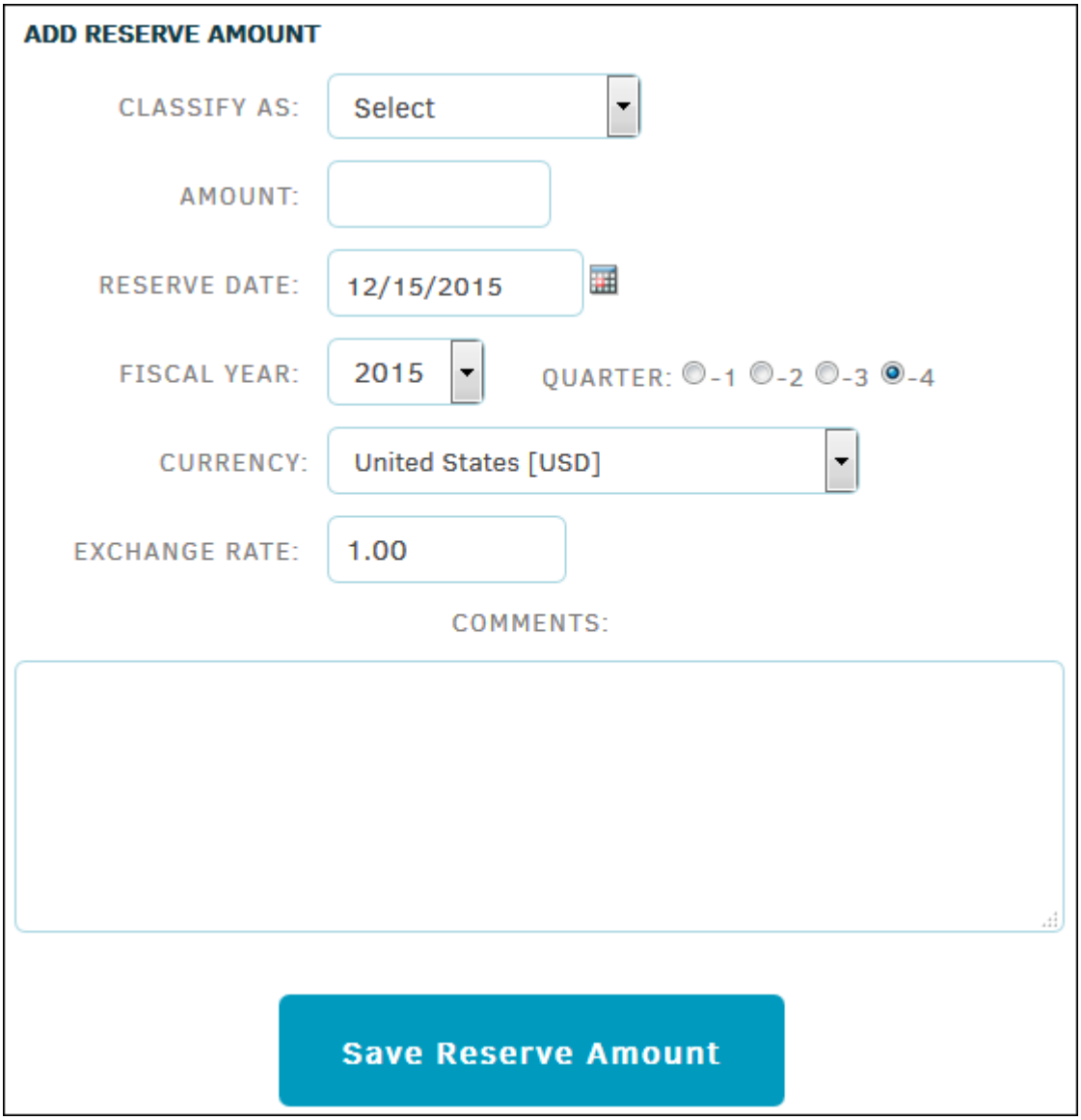
Topic	Function
Overview/Add New	View all reserves and add reserve amounts.
Breakdown: Categories	View reserves organized by category in a pie chart.
Breakdown: Fiscal Years	View reserves organized by fiscal year in a bar chart.

To view all reserves and add a new reserve amount, select **Overview/Add New** in the **Reserves** tab from the **Finance Navigation Bar**.



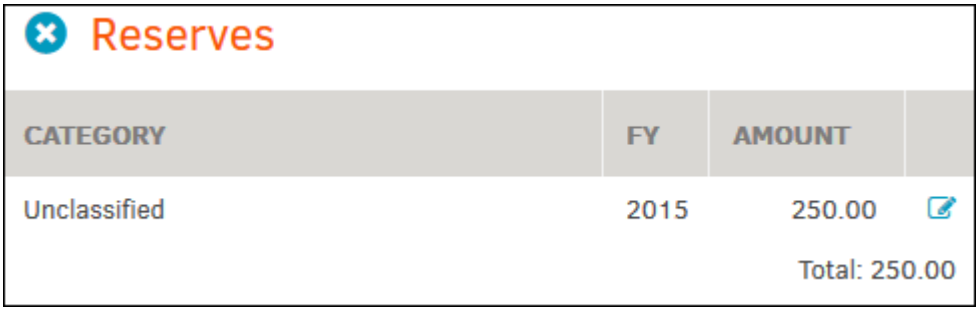
Overview/Add New Link

Adding a Reserve Amount



Add New Reserve

1. Classify the purpose of the reserve amount by selecting an option from the drop-down list.
2. Enter the amount of the reserve into the text box (required).
3. Click the icon to change the reserve date.
4. Change the fiscal year using the drop-down list, and click a radio button to indicate fiscal quarter.
5. Enter comments by typing in the text box.
6. Change currency using the drop-down list, and the exchange rate by typing a number into the text box. (If you need to look up the exchange rate, use the **Currency Look-Up** page in the **Finance** tab at the top of the Lawtrac application.)
7. Click **Enter Reserve Amount** to confirm and save.



Edit an existing reserve by clicking the icon. The information opens on the right.

Change the classification and/or fiscal year by selecting an option from the drop-down list, and change the amount and/or reserve date by typing into the text boxes. Add any comments to the appropriate text field. Click **Save Reserve Amount** to keep changes, or click to cancel and exit.

Click the icon to delete the record.

To view reserves organized by category in a pie chart, select **Breakdown: Categories** in the **Reserves** tab from the **Finance Navigation Bar**.

Breakdown: Categories Link

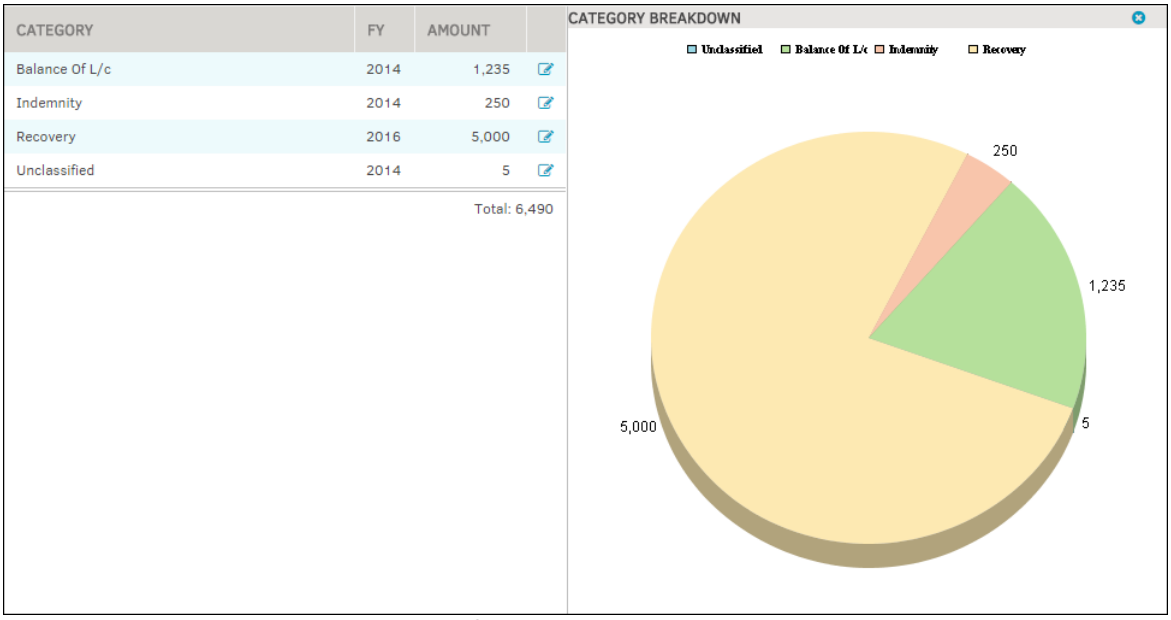
To edit a reserve:

1. Click the icon.

The information opens on the right.

2. Change the classification and/or fiscal year by selecting an option from the drop-down list.
3. Change the amount and/or reserve date by typing into the text boxes.
4. Add any comments to the appropriate text field.
5. Click **Save Reserve Amount** to keep changes, or click to cancel and exit.

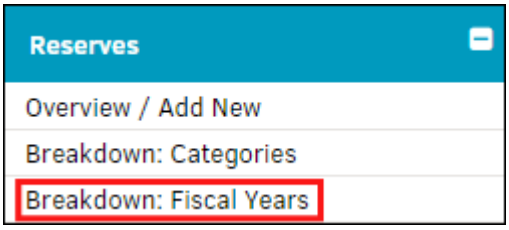
Select the icon to delete the record.



Category Breakdown

The **Breakdown: Fiscal Years** hyperlink provides you with a matter finance review. This screen displays core financial activity for the matter, including but not limited to actual year-to-date for both the current and prior year, and active budgets. Additionally, total amount spent by assigned firms/ vendors is included.

To view reserves organized by fiscal years in a bar chart, select **Breakdown: Fiscal Years** in the **Reserves** tab from the **Finance Navigation Bar**.



Breakdown: Fiscal Years Link

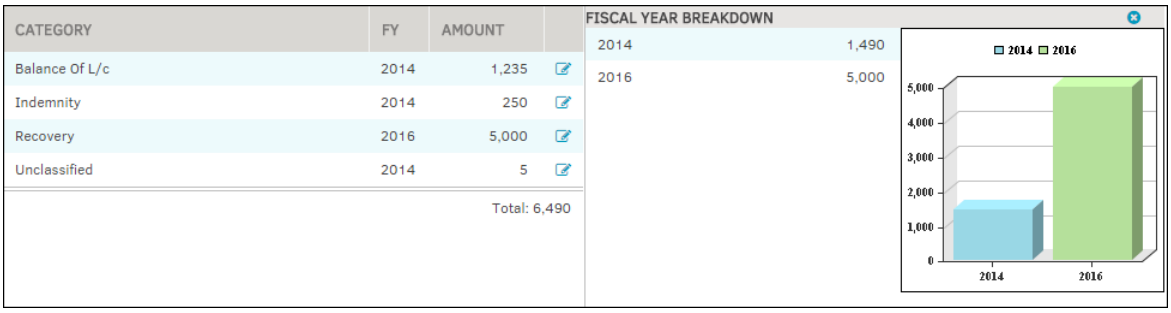
To edit a reserve:

1. Click the icon.

The information opens on the right.

2. Change the classification and/or fiscal year by selecting an option from the drop-down list.
3. Change the amount and/or reserve date by typing into the text boxes.
4. Add any comments to the appropriate text field.
5. Click **Save Reserve Amount** to keep changes, or click to cancel and exit.

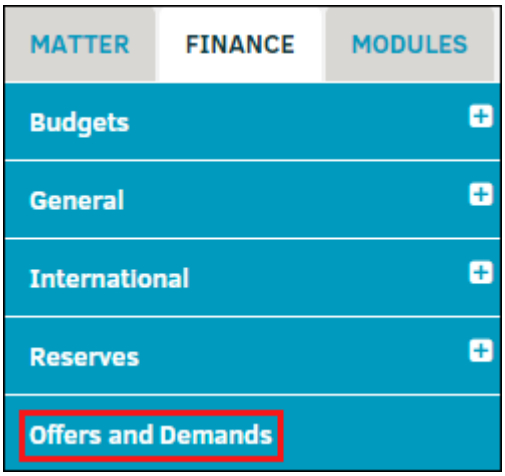
Select the icon to delete the record.



Fiscal Year Breakdown

To access a matter's offers and demands, select the **Offers and Demands** tab in the **Finance Navigation Bar**. The record list is displayed in chronological order (oldest first).

Note: If you do no see this section within the matter record, some of your Matter Financial permissions may be turned off in your user profile.



Finance: Offers and Demands

- —An acceptance date is associated to the record; hold your mouse pointer over the icon to see the date
- —Contains amounts conveyed by the party/entity (demands and counter offers)
- —View details and edit the offer or demand

If there is more than one name listed, click on the name to refocus the list just for that party or entity. The opportunity to record a counter offer or delete the record is also available.

Note: If an offer has been accepted, a counter offer can not be recorded.

	DATE	WHO	DEMAND	OFFER	
★	11/06/2014	Mertie Smithey	0	250	
	11/21/2014	Institute of Peace	0	5,000	
»	11/21/2014	National Aeronautics and Space Administ	250,000	0	

REVIEW

WHO	DEMAND	OFFER HIGH	OFFER LOW	CURRENT
Institute of Peace	0	5,000	5,000	5,000
Mertie Smithey	0	250	250	250
National Aeronautics and Space Administ	250,000	0	0	250,000
Total:	250,000	5,250	5,250	255,250

5000

Offers and Demands

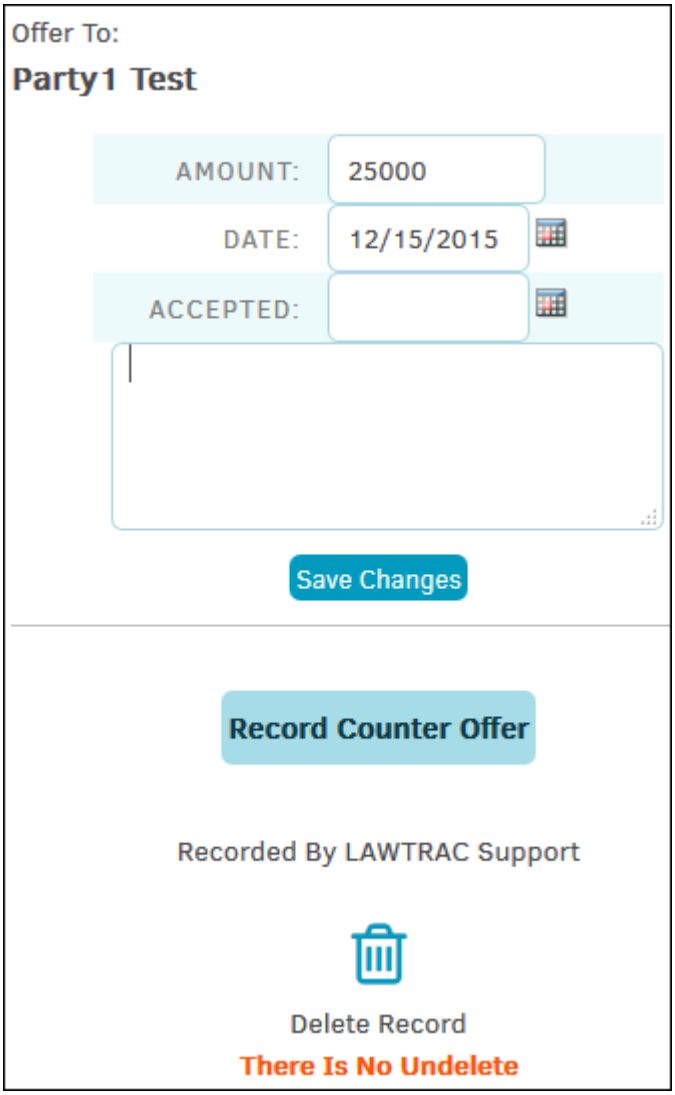
Additional Options:

Button	Function
Offers	Filter view for offers only.
Demands	Filter view for demands only.
Record New	Create a new record for an offer, demand, or settlement.
Refresh	Refresh the screen to view all offers and demands.

To edit an offer or demand, select the **Offers and Demands** tab in the **Finance Navigation Bar** and click the icon to the right of the record.

1. Change the amount by typing a number in the text field.
2. Change the date incurred and date accepted by clicking the and selecting a date.
3. Type any comments into the large text field.
4. Click **Save Changes** to confirm, or to delete the record.

Note: If there are counter-offers dependent on the record, you will not have the option to delete.



Edit an Offer

Record a Counter Offer

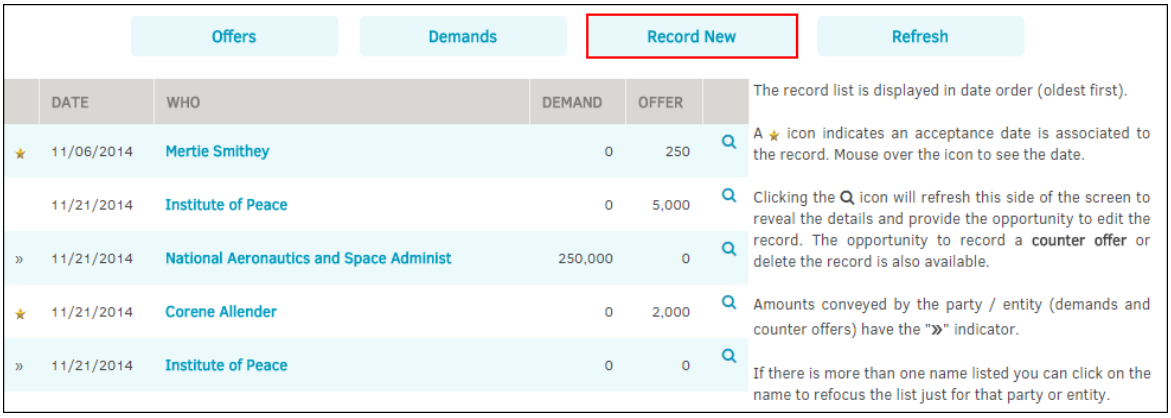
If the offer has not been accepted, the opportunity to record a counter offer or delete the record is also available.

1. Click **Record Counter Offer** to refresh the page for additional details. You are given an option to choose who is making the counter offer by selecting a radio button.
2. Type the counter offer in the "Counter Of" text box.

Create a Counter Offer

3. Click the icon to change the date.
4. Add any comments or notes in the large text field.
5. Click **Save Changes** to confirm.

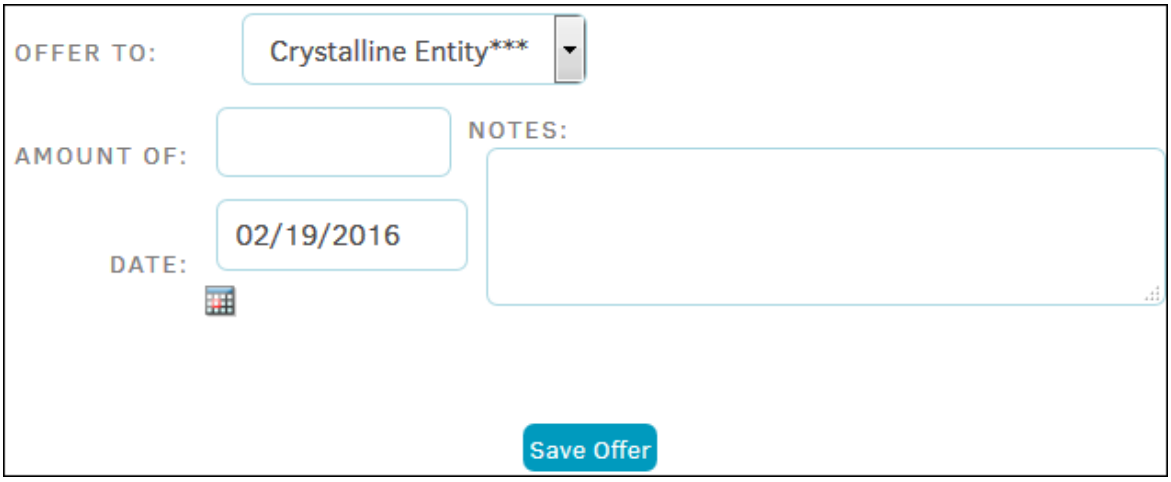
To record a new offer or demand, select the **Offers and Demands** tab in the **Finance Navigation Bar** and click the **Record New** button above the records.



Record a New Offer, Demand, or Settlement

1. Select whether the record is an offer to party or entity, demand received from party or entity, or a party settlement amount from the drop-down list.

2. Select whom is to receive the offer, or from whom the demand or settlement is being received by using the newly generated drop-down box.
3. Additional text boxes may appear; type a number into the "Amount Of" box, and click the icon to change the date(s), if necessary.
4. Include any notes or instructions in the "Notes" text box.
5. Click **Save** to confirm.

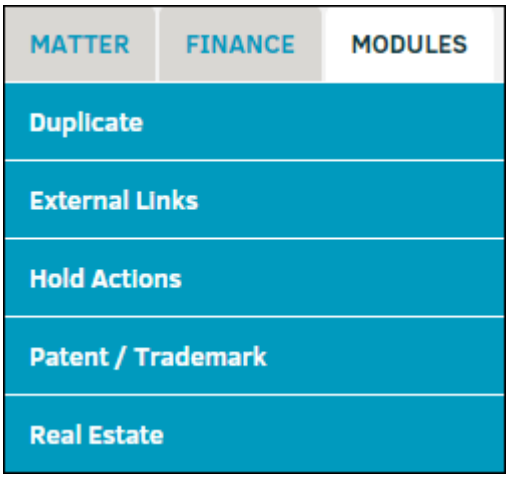


New Record Details

6. In the next screen, click on any of the checkboxes to apply the amount to the final outcome of the matter or as payment to the party. You can also opt out of selecting a checkbox altogether.
7. Click **Run**.

1.3.2.1.1.3 Modules Navigation Bar

The **Modules Navigation Bar** on a matter's **Primary Information** screen allows users to adjust or view at-large features of the matter.

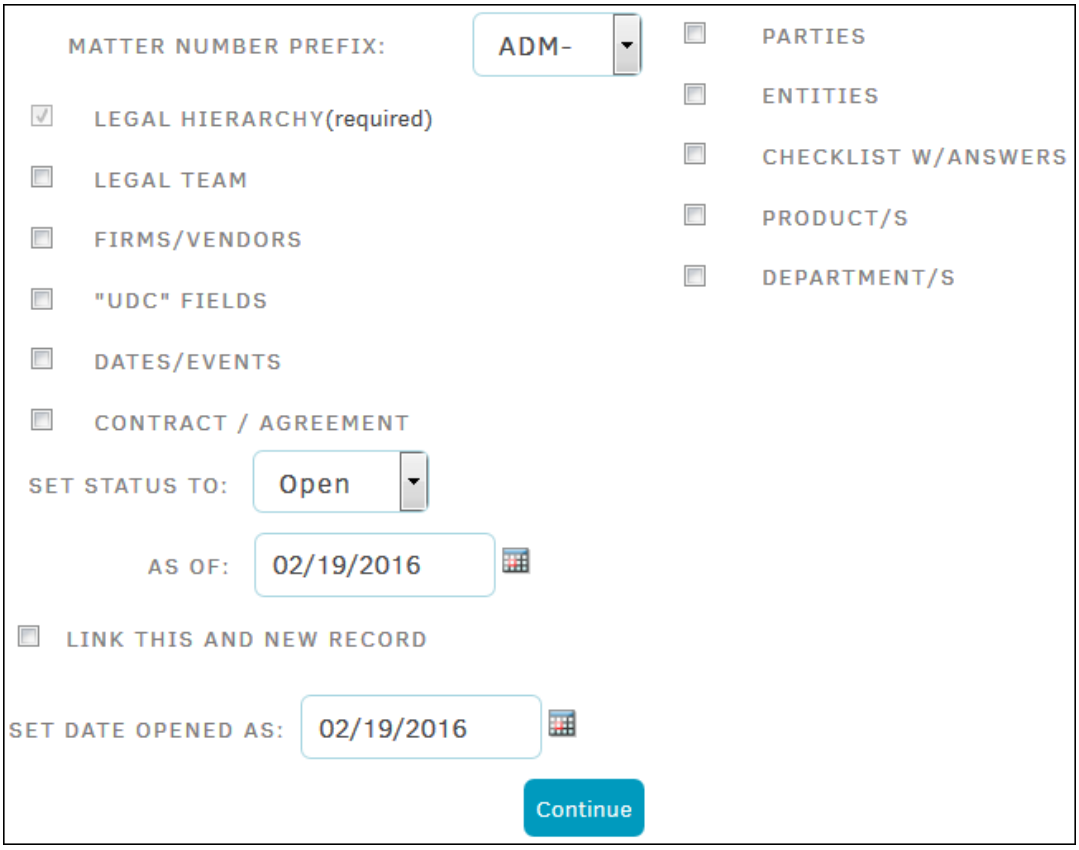


Modules Navigation Bar

Modules Navigation Options:

Page	Function
Duplicate	Duplicate the matter record.
External Links	Manage external links associated to the matter.
Hold Actions	Manage holds and hold recipients.
Patent/Trademark	View and add patents, trademarks, or government filings.
Real Estate	Manage real estate tracking records.

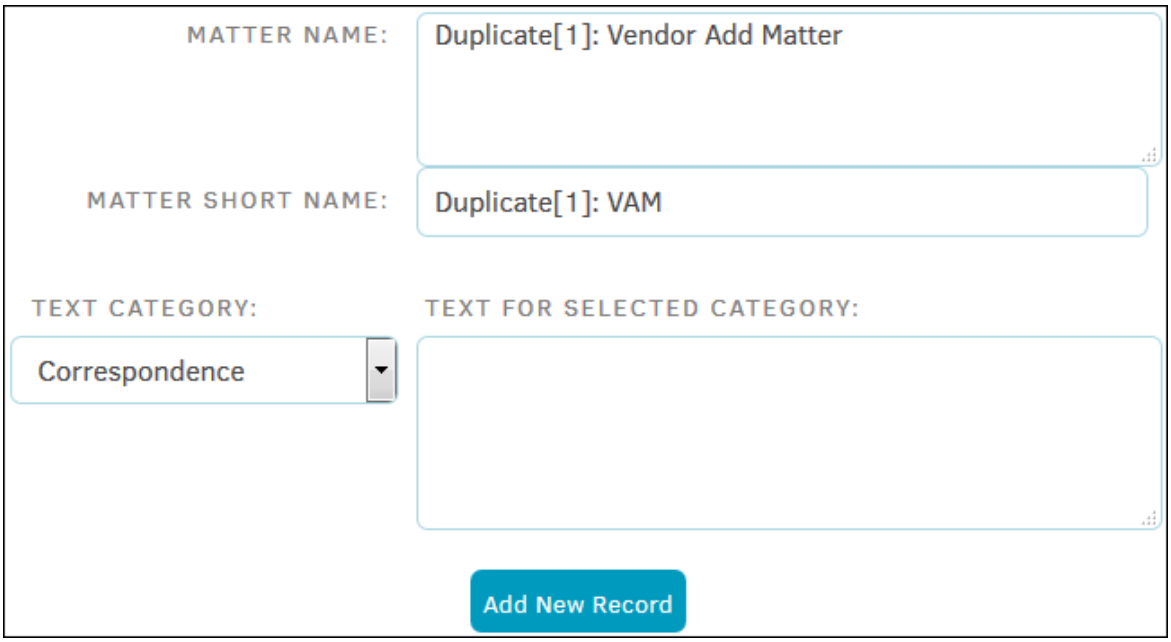
The **Duplicate** hyperlink in the **Modules Navigation Bar** allows users to duplicate the matter record with only specific data instead of including information which may not pertain to the matter at hand.



Duplicate Record

1. Select a matter number prefix from the drop-down list. The matter number prefix is used to indicate the matter record project (ex: ADM- Administration, LIT- Litigation, etc.) Your site administrator decides what prefixes work best with your company's matter records.

2. Select any number of records by clicking the checkboxes ☑. Legal Hierarchy is automatically selected, as it is a required field.
3. Select a status from the drop-down list, and click to manage status date.
4. Link record and duplicate record by selecting the corresponding checkbox ☐.
5. Click **Continue**.



Add New Record

Additional information opens to the right. Matter formal name and short name can be changed by typing into the appropriate text boxes.

6. Select a text category from the drop-down list and optionally add text for selected category in the large text field.
7. Click **Add New Record**. Your record has been duplicated successfully when you see the icon.

Lawtrac users can access external links that may be helpful or relevant to the matter, such as a currency converter Web site, or international date and time.

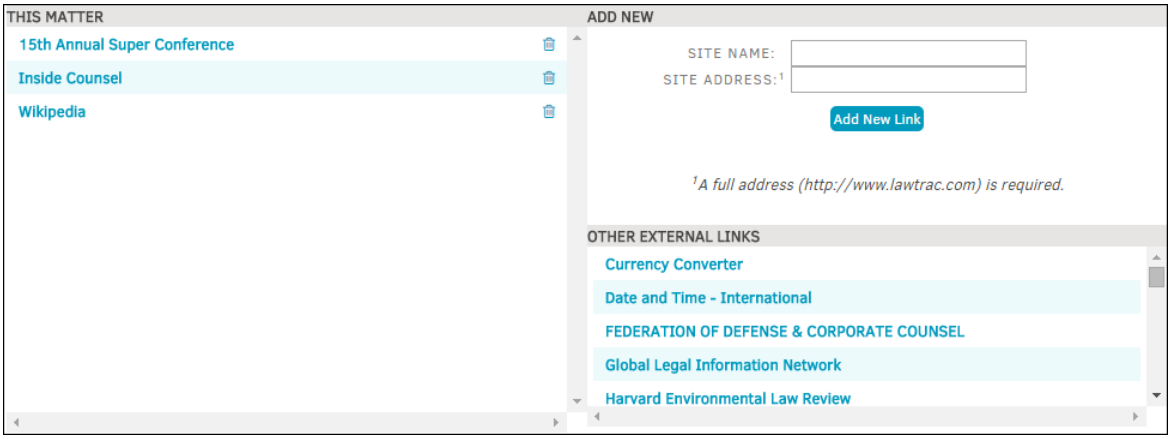
To see external links and add new links, select the **External Links** tab from the **Modules Navigation Bar**.

Modules: External Links

External links already added to the matter appear on the left.

To add a new link,enter a name for the Web site in the top text field and site address in the bottom text field on the right side of the page. If your site administrator has added additional external links to **Application Administration**, they are provided at the bottom right-hand side, but cannot be added directly to the matter.

Note: Enter the full URL (http://www.------.com). This format is required.



External Links

Matters can be put on hold by clicking the **Hold Actions** hyperlink in the **Modules Navigation Bar**.

Modules: Hold Actions

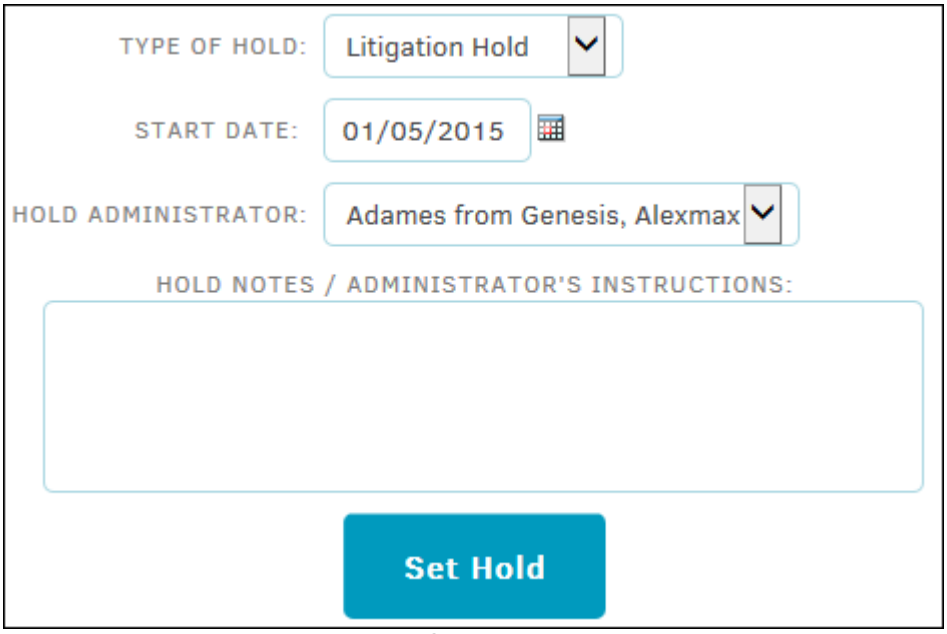
When placing a record on hold, you have limited editing and deleting capability. Holds do not prevent new information from being added to the record (i.e. text, documents, etc.).

Place a Matter on Hold

1. Select the type of hold from the top drop-down list.
2. Click the icon to select a start date.
3. Select an individual as lead from the "Hold Administrator" drop-down list.
   a. Optionally, notes or instructions for the hold can be added to the "Hold Notes" text field.
4. Click **Set Hold** to confirm.

The hold categories are customized in Lawtrac's **Application Administration**, so if you do not see the appropriate hold type for your matter record, contact your site administrator.

Edit the start date, hold administrator, and category by clicking the icon.



Set Hold

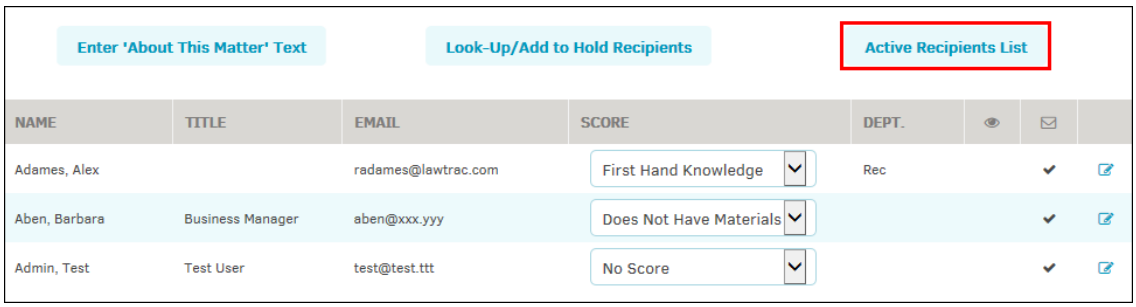
Hold Notification Management

Hold notification recipients and hold messages are listed at the bottom of the page. The default view for recipients is the **Active List**.

To view or edit a Recipient's Individual Record:

1. Click the icon next to their name.
2. Under the **Score** column, identify the materials that the individual has using the drop-down list.

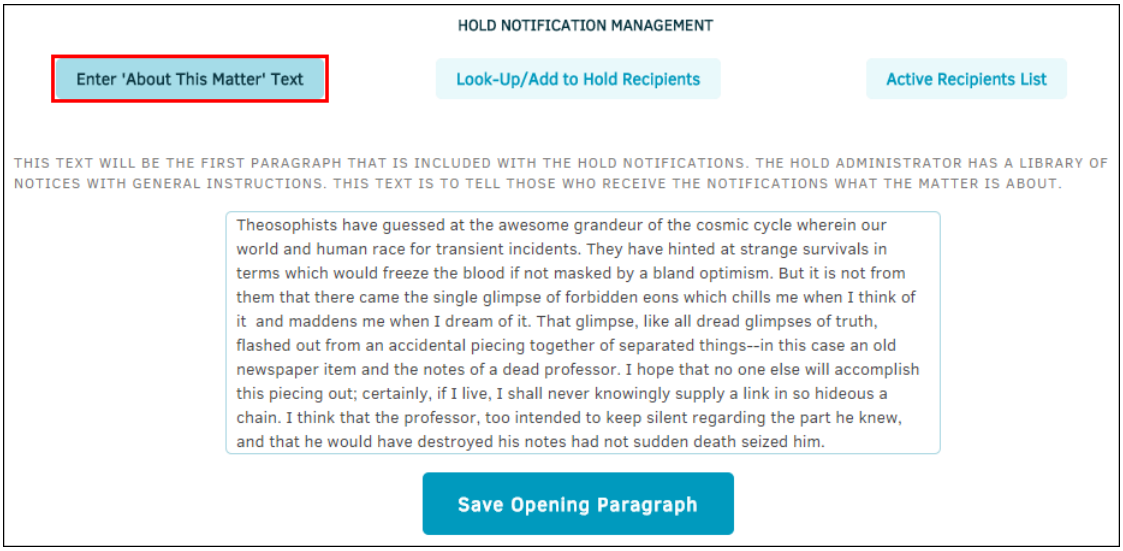
See *Review Individual Record* for additional details.



Active Recipient List

To edit or enter "About This Matter" text:

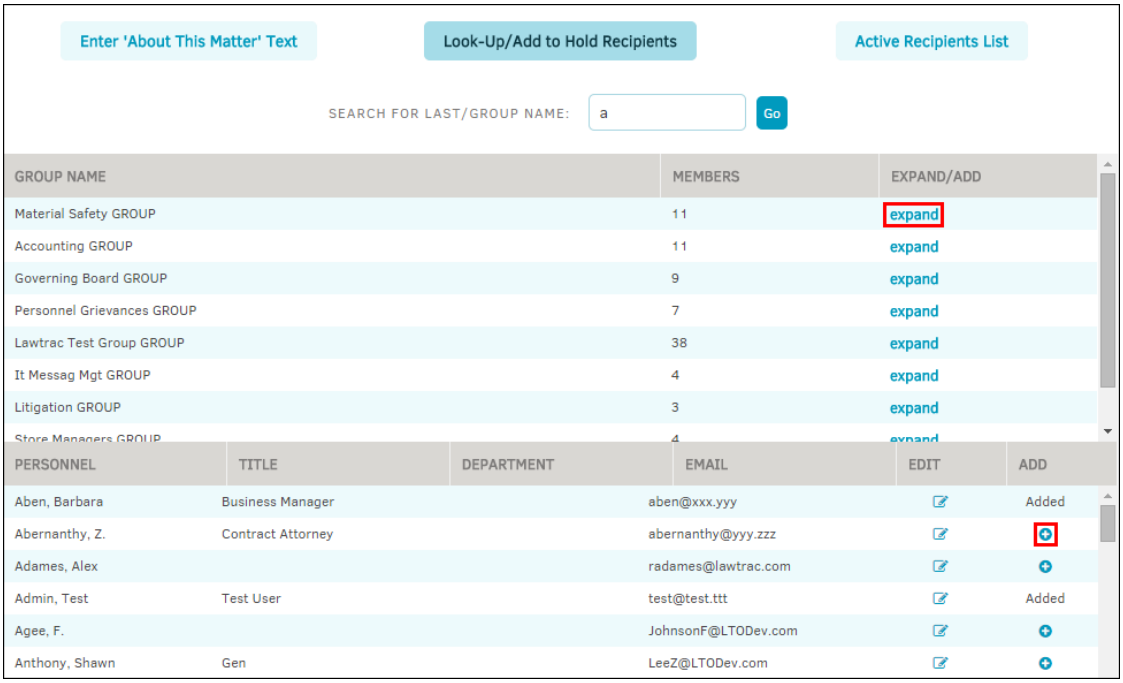
1. Click the **Enter 'About This Matter' Text** button at the top of the active recipient list to attach a text that is included with the hold notifications.
2. Type directly into the text field and click **Save Opening Paragraph**.



'About This Matter' Text

To look up or add hold recipients:

1. Click the **Look-Up/Add to Hold Recipients** button at the top of the active recipient list to add an individual to the hold notification recipient list.
2. Type the individual's last name or the group name into the text box.
3. Click **Go**.
4. In the **Group Name** list, click **Expand** to view group members.
5. Click the checkbox ☐ to add, then scroll down to the bottom and click **Submit**.
6. In the **Personnel** or **Parties** list, click the ⊕ icon. Click the icon to review or edit the individual's record.
7. Click **Add New Person** at the bottom of the list to enter details for a new individual record.



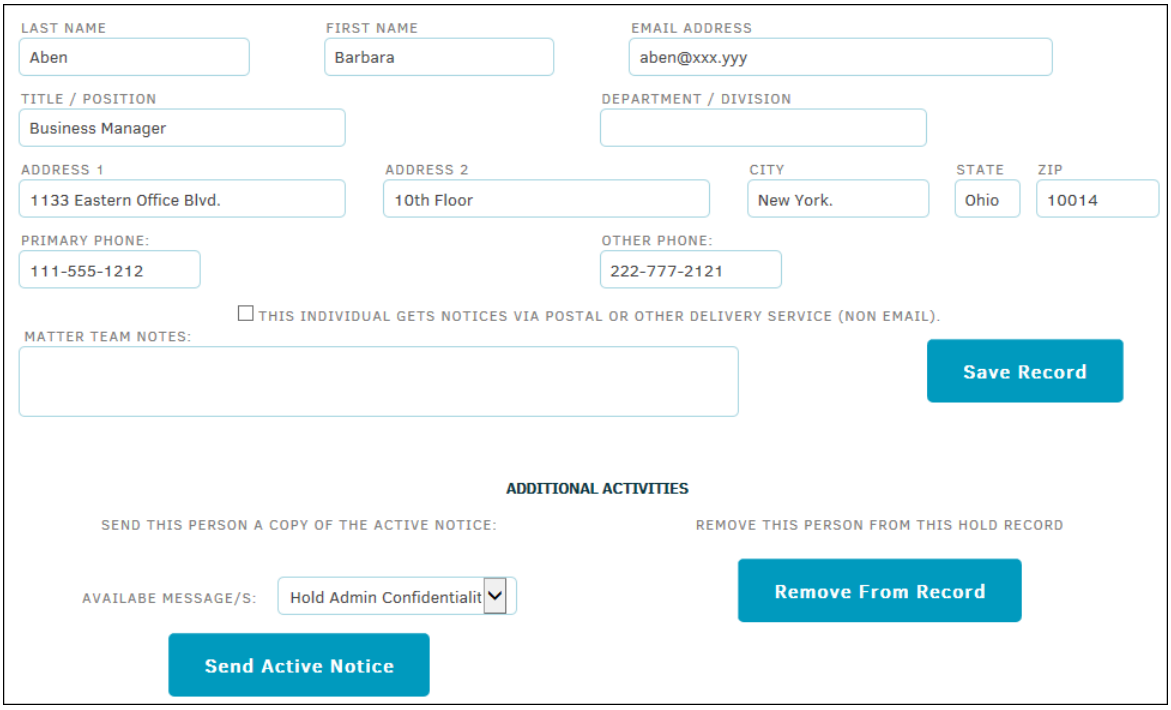
Add a Hold Recipient

You can review and edit an individual record on the hold recipient list by clicking the icon in the **Active Recipients List** on the **Hold Actions** page.

Enter the desired information by typing into the appropriate text boxes. Use the checkbox to add the individual to a non-email delivery service for notifications.

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

Click **Remove from Record** to remove the individual from the matter record.



Review Individual Record

The purpose of the **Patent/Trademark** hyperlink in the **Modules Navigation Bar** is to record information submitted to government agencies. This page stores details of key areas involved with a company's patents, trademarks and filings, including pertinent dates and country details.

Patent/Trademark Link

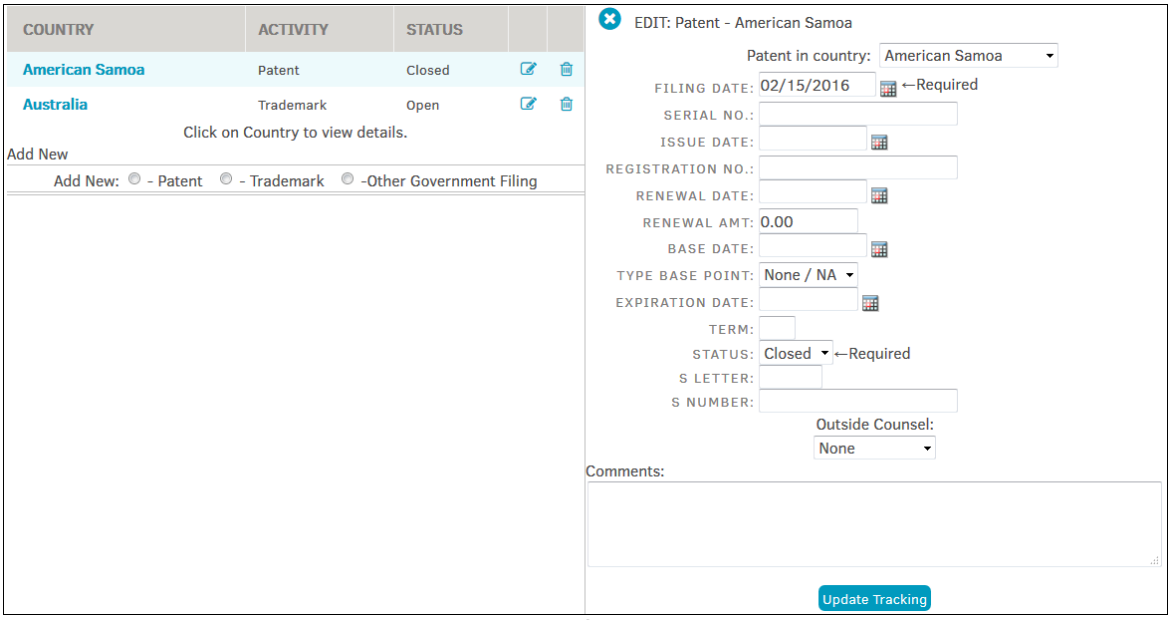
Lawtrac users can access patents, trademarks, and government filings that are associated to the matter, and also add new patents.

Click country name to view the details.

- —Delete the record.
- —Edit the record. The patent/trademark/government filings information opens on the right side of the page, and you are able to adjust all data fields that were set up when it was first added.

Click **Update Tracking** to confirm changes made to the text boxes, or click the icon at the top to close the edit page.

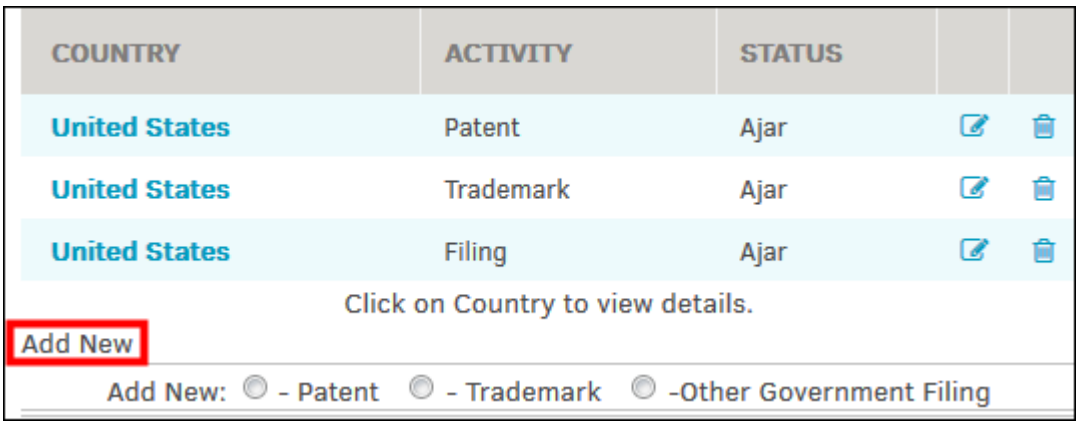
Select a law firm or vendor to associate to the patent or trademark by selecting an option from the "Outside Counsel" drop-down list.



Patent/Trademark/Government Filings

To add a new patent, trademark, or government filing, select **Patent/Trademark** from the **Modules Navigation Bar**.

Select a radio button under **Add New** to open additional information and detail the patent/ trademark.

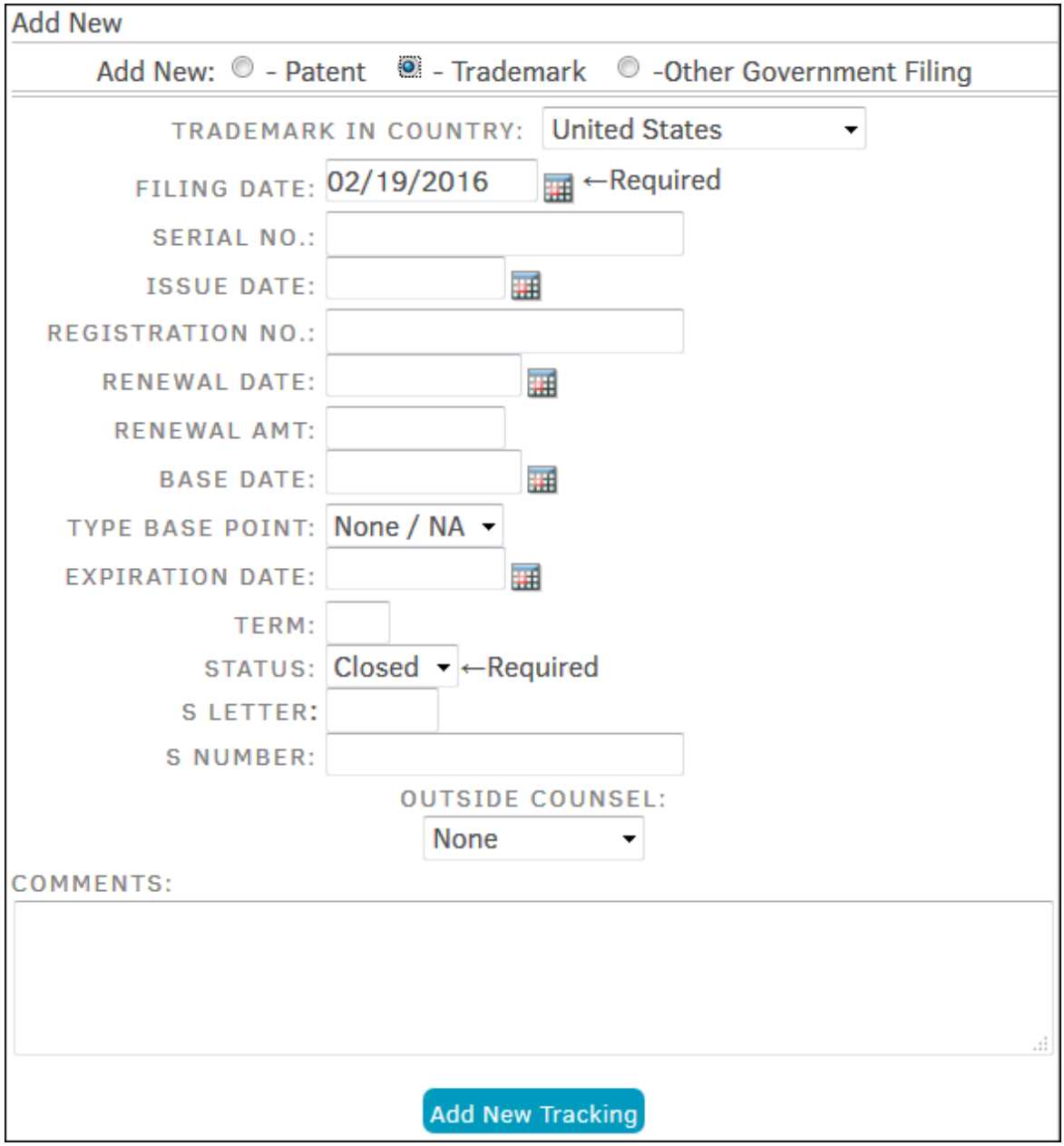


Add New Patent, Trademark, Government Filing

1. Select a country from the "Patent/Trademark/Filing In Country" drop-down list.
2. Click the icon to change the required filing date, or add any relevant dates below.

a. Use the attached text fields to add notes and comments.

3. Select a status from the "Status" drop-down list.
4. Choose to associate a law firm or vendor by selecting an option from the "Outside Counsel" drop-down list.
5. Click **Add New Tracking** to confirm and save.



Add New Trademark/Patent

Users can add specific data such as square footage, rent, market value, etc., to be tracked and recorded for real estate-related matters.

Click the **Real Estate** hyperlink in the **Modules Navigation Bar**.

Real Estate Link

1. Turn on the module by clicking Add Record To Real Estate Tracking.

   A Real Estate Form appears where you can enter the relevant tracking data.

2. Enter all data as applicable and necessary.

3. Click **Save** when you have finished entering your data.

   a. Click the icon if you decide to switch off real estate tracking. Information previously entered in **Real Estate Data Items** is not retained.

ADDED BY LAWTRAC SUPPORT ON 12/16/15

Save

ADVALOREM:	0.00
AS IS:	☐
BASE RENT:	0.00
BASE YEAR:	2015
DATE ENDED:	☐-COPY TO MATTER CALENDAR AS "REAL ESTATE END DATE"
DBA:	
FAIR MARKET:	0.00
GROSS SQUARE FEET:	0.00
LISTED:	☐
LISTED BY:	*See Vendors Assigned*
LOAD FACTOR:	0.00
LOSS FACTOR:	0.00
MARKET PRICE:	0.00
MARKET VALUE:	0.00
RENTABLE AREA:	0.00
SECURITY DEPOSIT:	0.00
SETBACK:	0.00
SQUARE FEET:	0.00
SUB LETTING:	No - this is not a sublet
SURRENDER:	○-Yes ◉-No
TRIPLE NET:	○-Yes ◉-No
USABLE SQ FEET:	0.00
VALID:	○-Yes ◉-No
VALUATION:	0.00
WORK LETTER:	0.00
ZONE CAT:	

Remove

Real Estate Data

1.3.2.1.2 Legal Team

The **Legal Team** tab within a matter record allows users with the appropriate permissions to add members to the Legal team, swap assignments, adjust roles and view or add key personnel. See *Teams, Firms, Parties* for further detail.

ZZZ000007

POULET

Primary Information | Legal Team | Document Management | Firms & Vendors | Transaction Records

LEGAL TEAM

ROLE	NAME	TITLE	PHONE
Lead	O. Coen		
Paralegal	S. Bohm	Contract Attorney	111-555-1212
Administrator	Z. Abernanthy	Contract Attorney	111-555-1212
Team Member	Cody Holden		512 382-7322
Team Member	Alan Kay	Law Department Administrator	
Team Member	Barb MacMaster	Advisory Council	

Add Individual
Swap Assignments
Released List
Active List
Invoice Approval
Predefined Team
Key Personnel

ADD TO IN-HOUSE LEGAL TEAM

IN ROLE OF: Team Member

ADD THIS PERSON: Kay, Alan

☑CONTRACT REMINDER EMAILS

Save

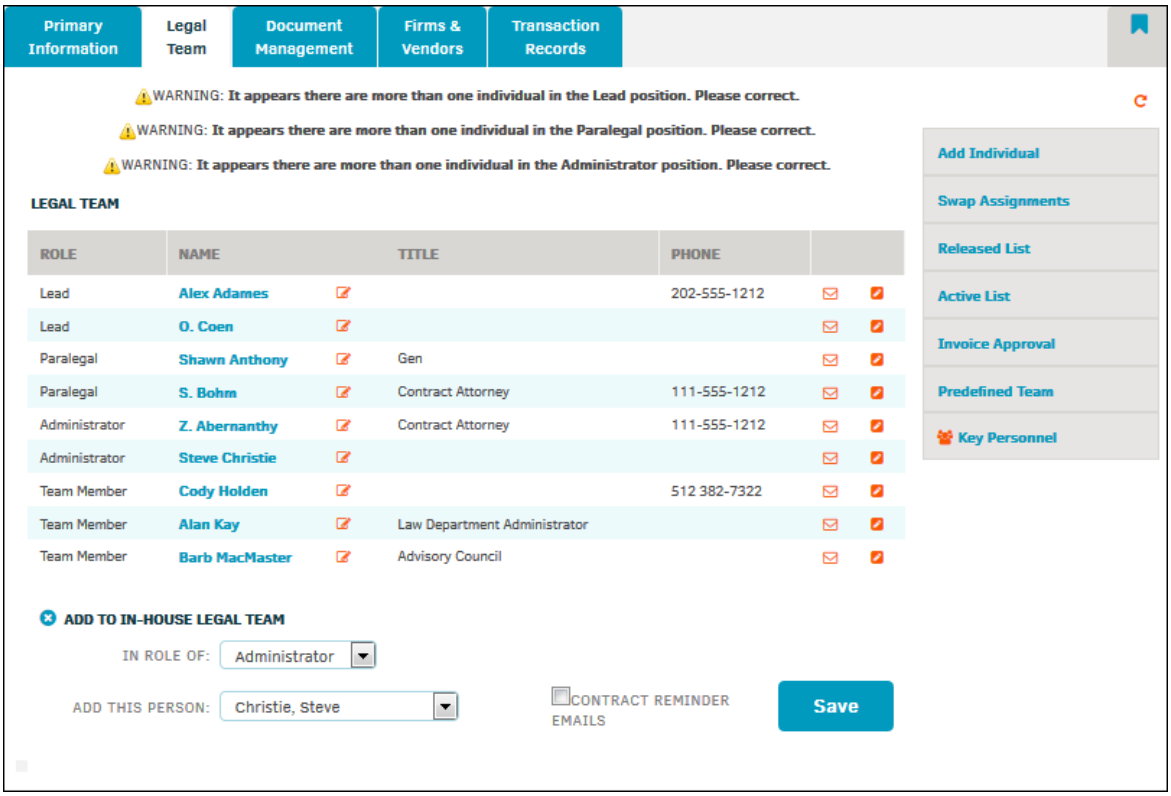
Legal Team

To make any adjustments to the individuals assigned to the matter, click on the team member's name or the **Edit** button .

Within every matter record there are four available areas of responsibility. Click the following titles to review information about the position:

- **Lead Position**
- **Paralegal Position**
- **Administrative Position**
- **Team Position(s)**

While the first three positions above (Lead, Paralegal and Administrator) allow for only one assignment on each matter record, the number of individuals you can assign to a matter as a team member is unlimited. If more than the allowable roles are assigned, a warning notice is prompted, as shown below:



Position Notice

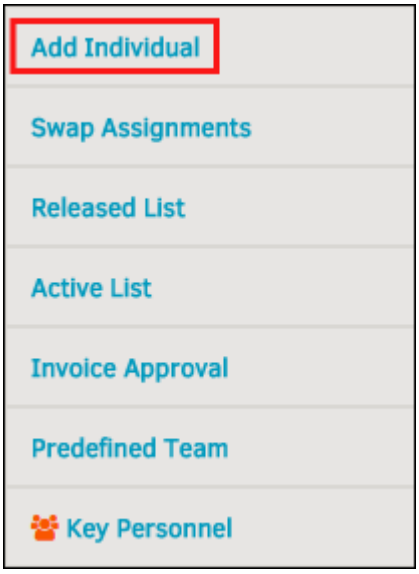
Legal Team Sidebar Options:

Page	Function
Add Individual	Add a new member to the team and designate his or her role.
Swap Assignments	Substitute individual roles within a matter; this applies to in-house staff only.

Page	Function
Released List	View individuals who have been removed from the team, or who have been replaced by another person.
Active List	View your current Legal team. This is the default page for the **Legal Team** tab.
Invoice Approval	Default approval chain; approvers are listed along with the maximum dollar amount that they can approve.
Predefined Team	Assign a team to the matter record that has been predefined by your site administrator.
Key Personnel	View or add key persons—individuals associated with the matter record who are separate from the Legal department.

1.3.2.1.2.1 Add an Individual

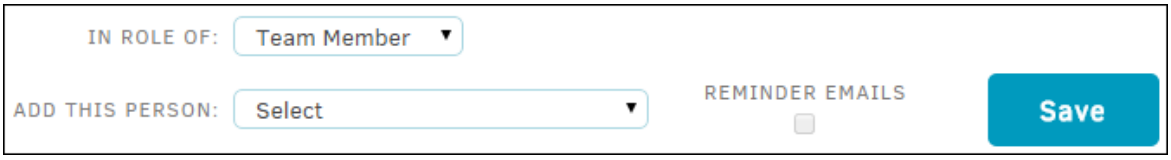
There are several ways to make adjustments to the personnel assigned to the matter. Navigate to the **Legal Team** tab within a matter. Click **Add Individual** to add a new member to the team and designate his or her role.



Add Individual Link

The Add Individual area of the screen has links for the various roles. A matter can have only one individual assigned to each of the three lead roles (Primary, Paralegal, and Administrator), but may have multiple individuals assigned as team members or as corporate key personnel.

1. Click the **Add Individual** hyperlink to open the following series of drop-down menus on the same screen:



Add Individual

2. Select the individual you'd like to add as a team member from the drop-down list and click **Save**.

   a. Select the checkbox in this section to enable reminder emails for the selected new member.

As a general rule, the security settings of the individual must match the security settings of the matter record in order for the individual to have access to that record. However, the security settings within a matter can be circumvented by assigning a person to the Legal Team for that matter. Individuals assigned to the matter have access, regardless of work group assignments.

Matter records marked "Private" can only be accessed by individuals assigned directly to the matter. When used in conjunction with the security capabilities of Lawtrac and the "Private" settings for each matter, site administrators can adjust settings to fit your company's needs.

The first three positions (Lead, Paralegal and Administrative) can be renamed by your site administrator. The second and third positions can be turned off if your company so chooses; however, the Lead position and team members are required positions of responsibility.

One of two required positions, the Lead position within the matter record, also referred to as "Attorney", is reserved for the individual who is responsible for managing the matter and reporting the status of the matter to your corporate/company hierarchy. This person must have invoice approval authority for at least one dollar ($1).

The person in this position will be automatically notified when the matter is updated, either by individuals within the Legal department or outside counsel, and when financial considerations are updated (invoices or budgets received).

This position is based on the premise that the authority to conduct business within the matter can be delegated to others, but never the responsibility for the matter.

The second position is typically reserved for the "primary contact". This person may be responsible for the day-to-day activities of the matter at the corporate or company level and could be, for example, a paralegal.

Outside law firms, vendors, and other corporate key personnel can be directed to contact the individual in the secondary position in order to keep all information within the matter up-to-date.

This position may work in concert with the secondary position, or may be assigned duties specific to matter types in order to enhance the management of matter information.

Because individual permissions can be set at the activity level, an individual assigned to this position on the Legal Team may not be privy to financial or other information within a matter, but may help shoulder the responsibility to ensure the matter data is current and accurate.

This position, along with the Lead, is also a required position. Whoever adds a new matter record into Lawtrac is automatically assigned to that matter's team.

Because a matter's security settings can restrict viewing to only those assigned to it, there must always be at least one person assigned to the team. This will prevent matter records from "falling through the cracks" and being lost within the Lawtrac application.

Depending on the view/edit permissions granted to the individual team members, they have full authority to interact with the matter information, as do all of those in the higher positions.

1.3.2.1.2.2 Swap Assignments

The **Swap Assignments** tab in the **Legal Team** sidebar allows you to substitute individual roles within a matter; this applies to in-house staff only.

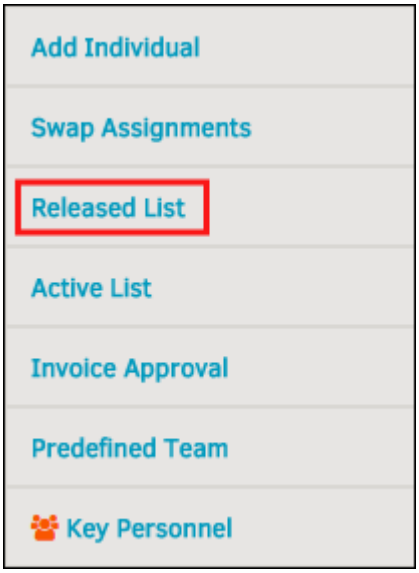
Swap Assignments Link

1. Select the in-house team member from which you wish to swap an assignment in the left drop-down menu.
2. Select the person with whom you wish to switch or move those assignments. You can also move the individual to a different role instead of swapping assignments.
3. Click **Save**.

Swap Assignments or Move Role

1.3.2.1.2.3 Released List

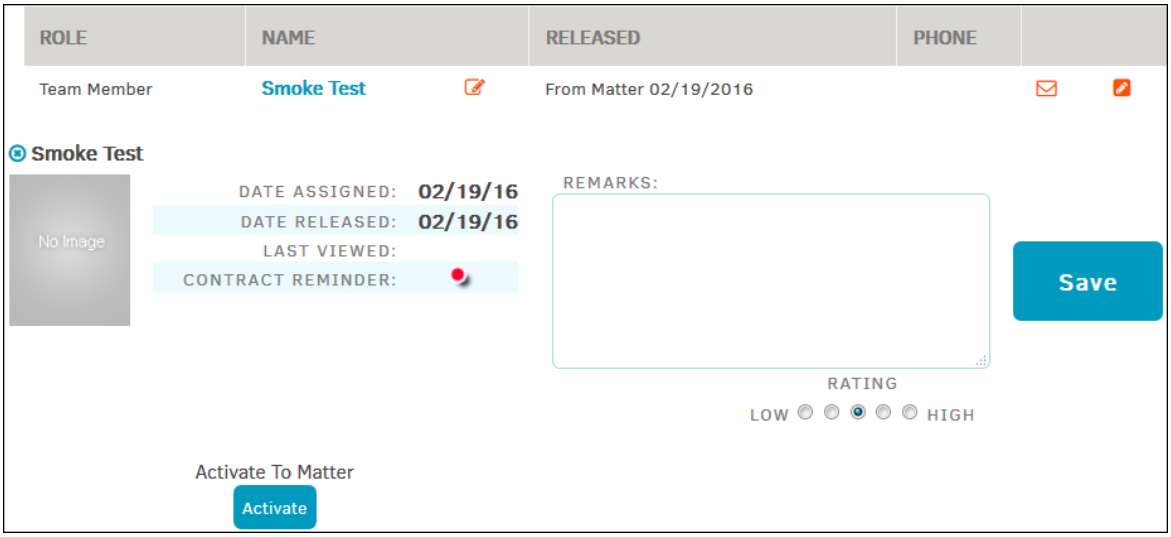
Individuals who have been removed from the team or replaced by another person will display in the **Released List**. Access this list from the **Legal Team** sidebar.



Released List Link

- —View assignment/release details, allow the member to be reminded about contracts via email, include notes, or reinstate
- —Email the individual
- —Send an internal message
- Activate—Reinstate the individual back to the matter; the user is activated in the role previously held

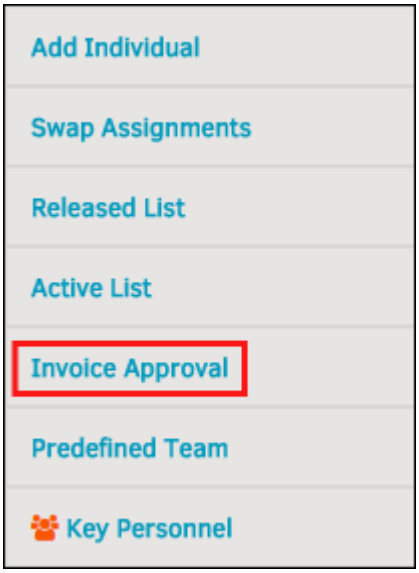
Note: This may cause you to have more than one paralegal or administrative role in your Legal team. If this occurs, you will see a notice at the top of the active Legal team list.



Released Individuals

1.3.2.1.2.4 Matter Default Invoice Approval

Click the **Invoice Approval** hyperlink in the **Legal Team** sidebar to display your default approval chain for the selected matter; approvers are listed in order along with the maximum dollar amount they can approve.



Invoice Approval Link

The first approver in the chain is the Lead/Primary person, who is usually the attorney responsible for the matter. In order to be on this type of invoice approval chain, a staff member must have permission to serve as a Primary on matters.

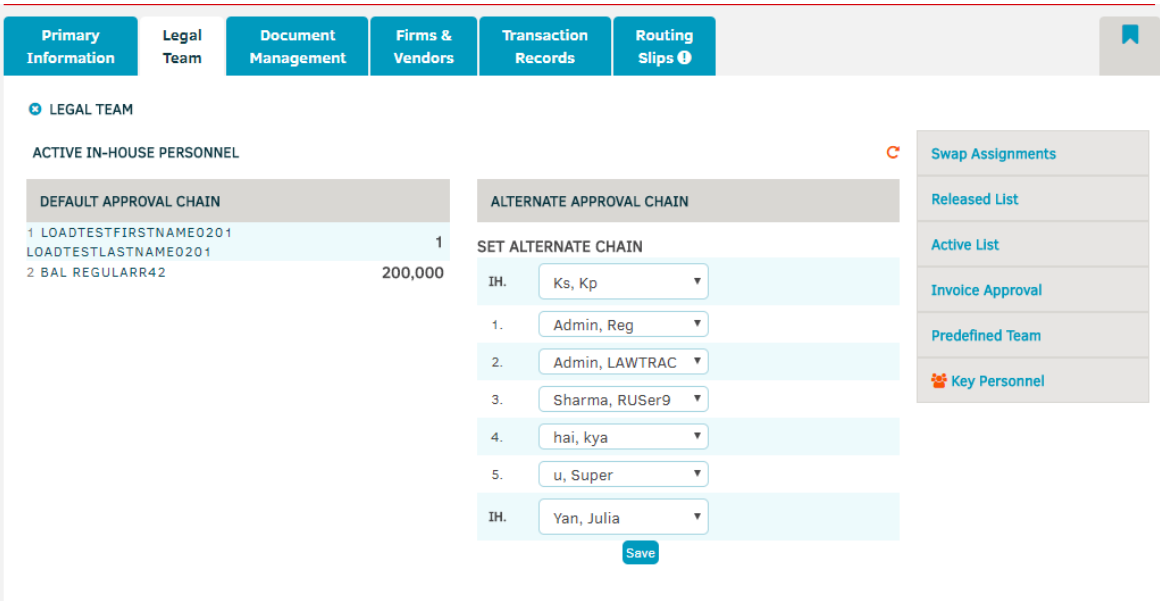
Note: You may also have a default approval chain depending on workflow criteria established by your system administrator; these can be reset from within the individual matter or invoice.

Each member of an approval chain has a maximum dollar amount limit for approving invoices. The approvers that come after have a higher limit. If an invoice total is greater than the Primary's approval

limit, the invoice is handed off to the next person in the approval chain. Up to five individuals can be in an approval chain.

When a new invoice is created, it is automatically routed to the first person in the associated matter's approval chain. The approver receives an internal message with a link to the invoice. Depending on the invoice workflow that your site administrator has configured there will either be a "chain of command" to review, or any person in the approval chain can approve an invoice even if the person before them has not reviewed it. When Workflow option 1 ("Rejection of an invoice will end the approval chain") is turned on, the approval chain process ends when a single individual rejects the invoice.

If the total invoice falls within the first approver's authorization amount, the approver can approve the invoice automatically and no other approver needs to review it.



Invoice Approval Chain

Create an Alternate Approval Chain for the Matter

Users have the ability to create alternate approval chains for matters as well as define and add *Invoice Handlers* (IH). Currently, users can define up to 5 invoice approvers and 2 invoice handlers on this screen. The IH can be added in any order (1 IH at the beginning and 1 IH at the end, 2 IH at the beginning or end, or neither).

1. Click the **Set Alternate Approval Chain** hyperlink (or **Add More Individuals** if an alternate chain is already started).
2. Use the drop-down list to select the first approver.
3. Click **Set**.
4. Repeat this process for each person you want to add to the alternate approval chain, finishing with the final approver.

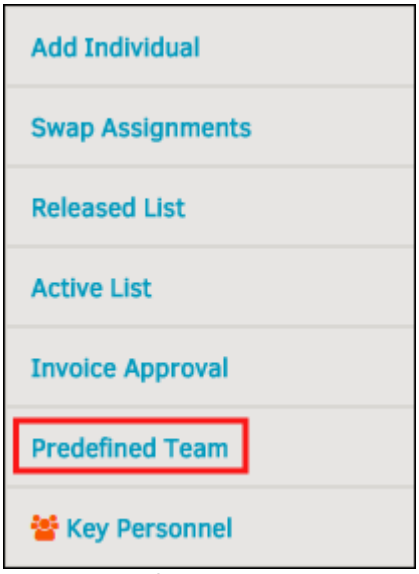
Click the icon to remove an individual from the alternate approval chain.

All invoices submitted against this matter can be reviewed and approved or rejected by members of the alternate approval chain.

Important Note: Everyone on a matter's invoice approval chain will have access to the matter's financial/invoice information.

1.3.2.1.2.5 Predefined Legal Team

Assigning a predefined team to a matter record is perhaps the fastest and most efficient way to associate individuals to matters. Teams may be established based on expertise, location, or by balance of workload. Assigning a predefined team to a matter also provides extra support when adding new department personnel or making substitutions.



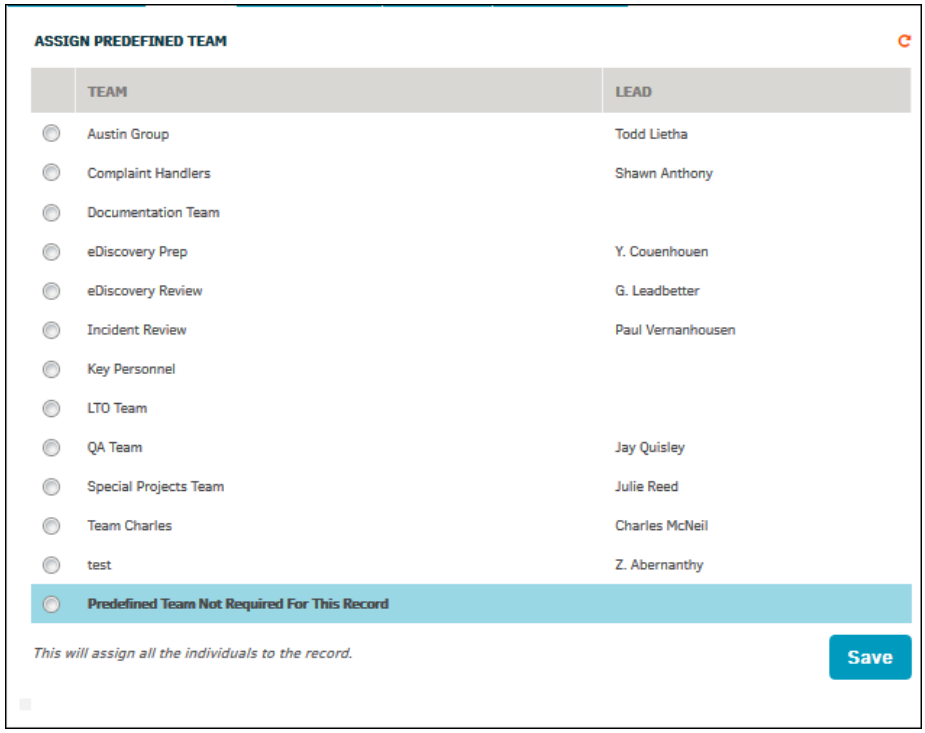
Predefined Team Link

If a new person joins the Legal department, site administrators can run a script that will assign that person to every open matter that has a specific team assigned to it. Site administrators set up predefined teams through **Application Administration** based on the needs of your department or company.

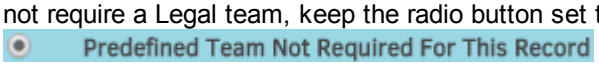
Assign a Predefined Legal Team to the Matter

1. Click the **Predefined Team** link.
2. Select a team using the radio buttons.
3. Click **Save.**

This process overwrites any previous team assignments for the matter. However, you can reinstate released individuals to the team.



Predefined Team

By default, matters do not require that a Legal team be assigned to them. If your matter record does not require a Legal team, keep the radio button set to 

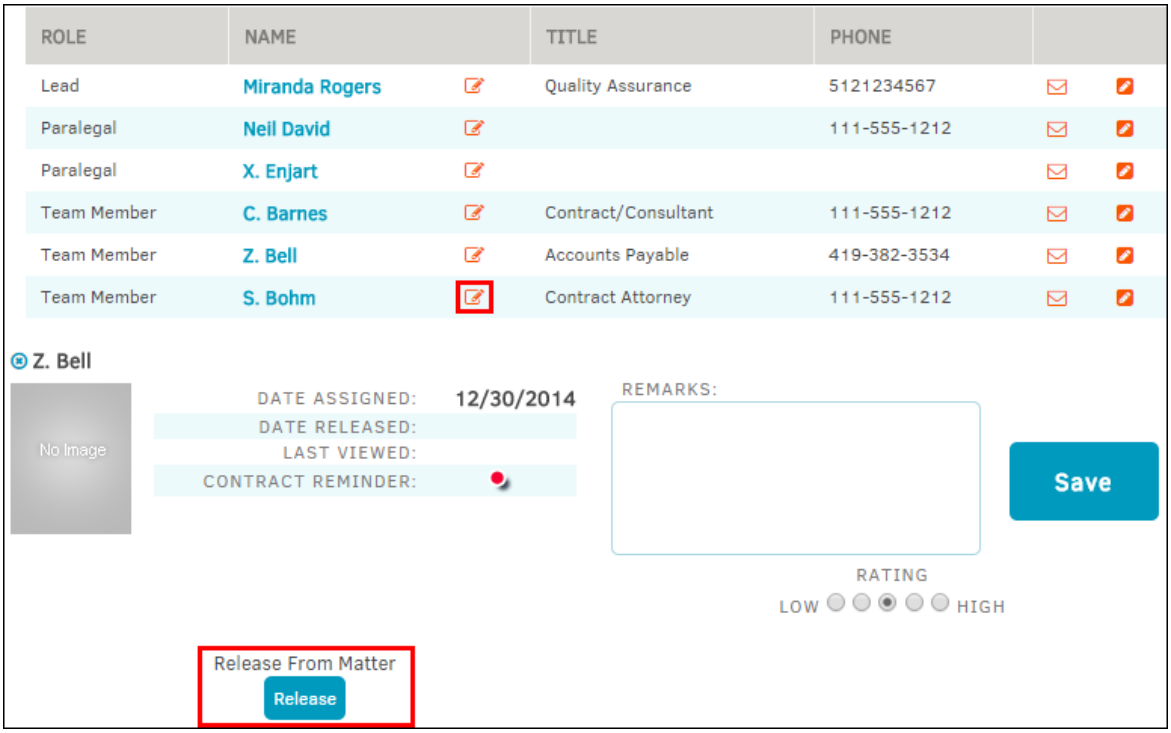
(located at the bottom of the listing).

1.3.2.1.2.6 Review /Release Legal Team Member

Click the icon beside an individual's name to review their stats or release them. You also have the ability to add comments in the text box.

Click the **Release** button at the bottom left of the screen to release the individual from the matter.

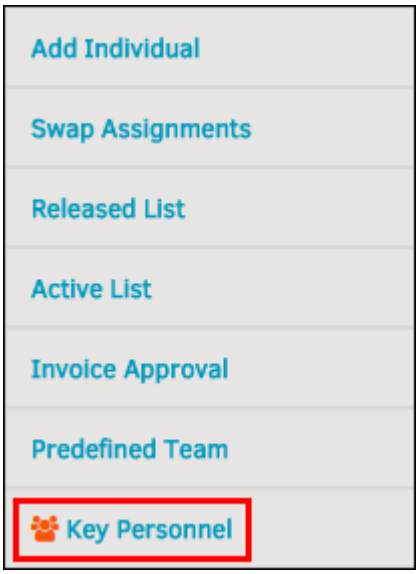
Important Note: Releasing an individual is immediate. You are not given a notice of confirmation.



Release From Matter

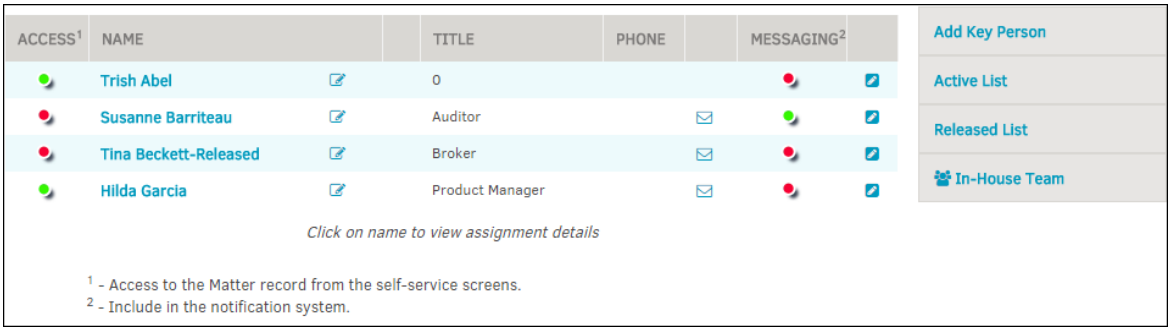
1.3.2.1.2.7 Key Personnel

The **Key Personnel** hyperlink in the **Legal Team** sidebar allows you to add associates to the matter record, even if they are not a part of the Legal team.



Key Personnel Link

Key personnel are individuals who work for the company but do not belong to the Legal department. They can't see everything that the in-house users see; these settings are managed by your site administrator.



Key Personnel

- —Add remarks, ratings, or release them from the matter. Click **Save** to confirm changes or additions made to comments.
- —Email the individual.
- —Add an internal note.
- —Notifications or access to the matter is enabled. Click to toggle.
- —Notifications or access to the matter is disabled. Click to toggle.

Sidebar Options:

Page	Function
Add Key Person	Add an individual to your key personnel list.
Active List	View all active key personnel.
Released List	View all retired key personnel.
In-House Team	View your Legal Team.

1. Click **Add Key Person** in the **Key Personnel** sidebar.

Add Key Person

2. Select an individual from the drop-down list. If you do not see the individual you want to add, contact your site administrator so he or she can create a profile for the individual.

   a. Click the red icon to turn access to the matter record or notifications on (). Access to the matter record and notifications are initially turned off ().

3. Click **Add Record** to confirm.

Add Key Personnel Record

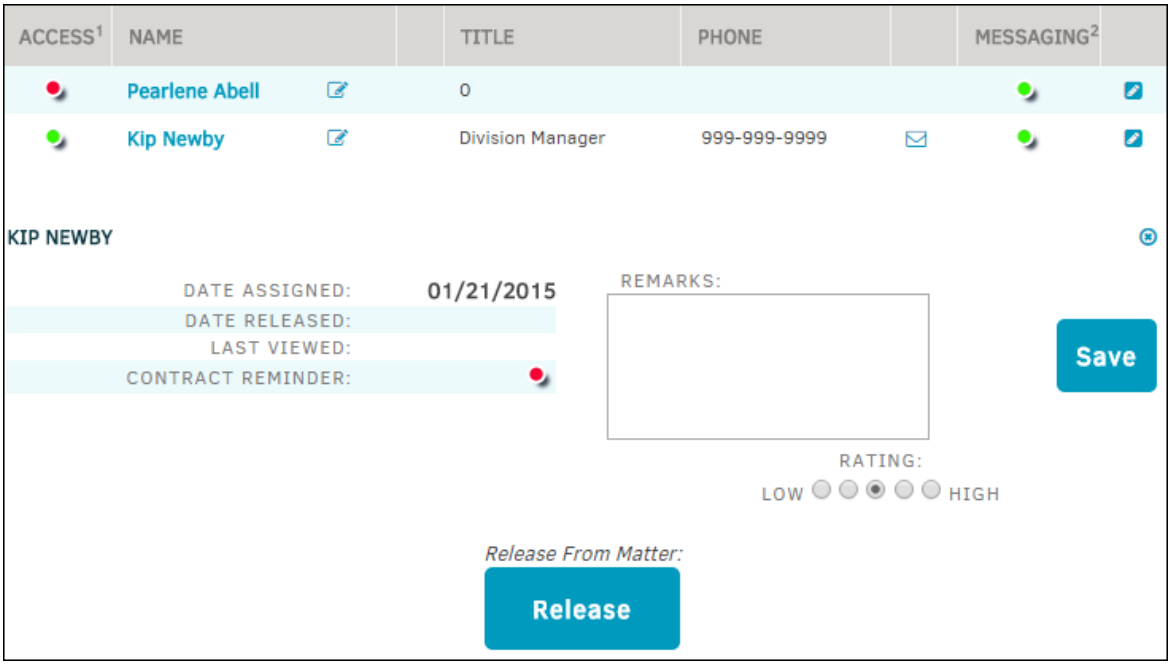
Release a Key Person

1. Click the edit icon.

   The key person's profile opens below.

2. Click **Release**.

Note: Performing this action only releases the key person from the matter, not the Lawtrac application.



Release Key Person from Matter Record

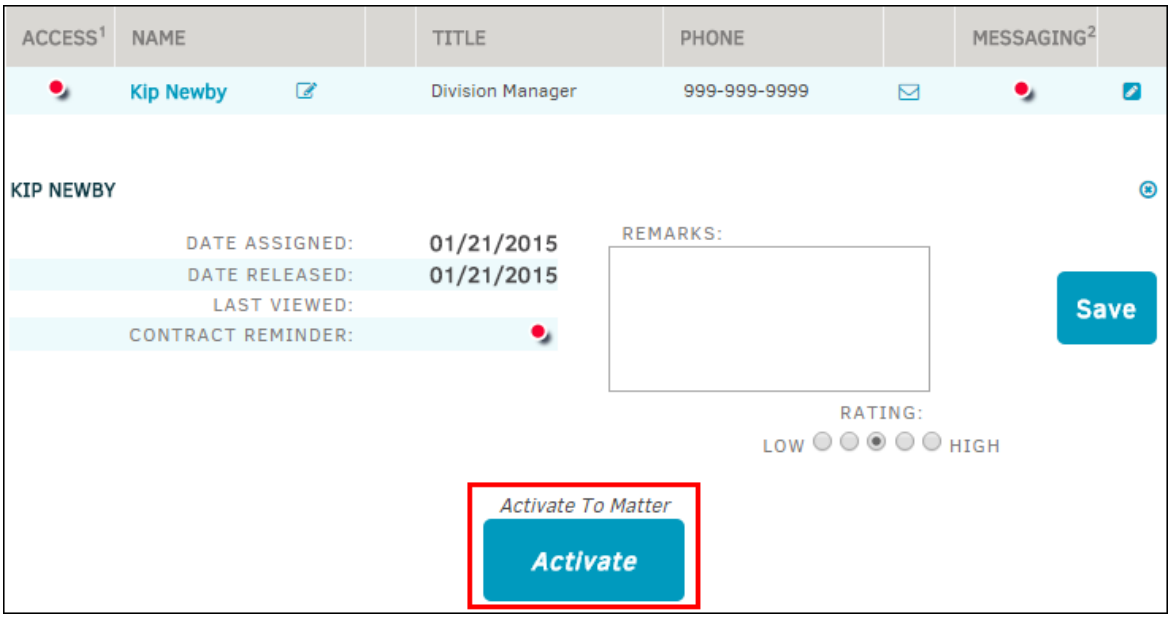
The **Released List** hyperlink in the **Key Personnel** sidebar displays a list of key personnel that have been released from the matter record.

Released List

- —Email the individual.
- —Add an internal note.
- —Notifications or access to the matter is enabled. Click to toggle.
- —Notifications or access to the matter is disabled. Click to toggle.

Reinstate a Key Person to the Matter Record

click on the individual's name or the icon, then click **Activate**.

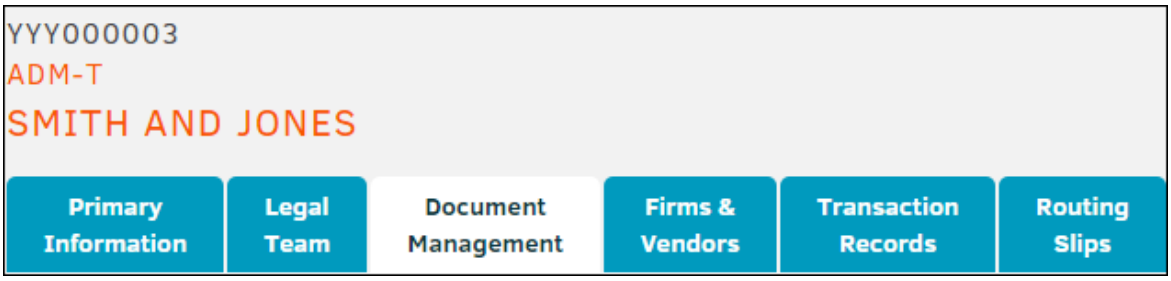


Reactivate Key Person

1.3.2.1.3 Document Management

Lawtrac allows documents to be uploaded to matters so they can be shared with other corporate staff and outside counsel (if designated).

Select the **Document Management** tab at the top of the matter record screen. Documents here are initially opened in **Documents List**, and can be further refined by selecting one of the options in the gray sidebar on the right side of the screen.



Document Management Tab

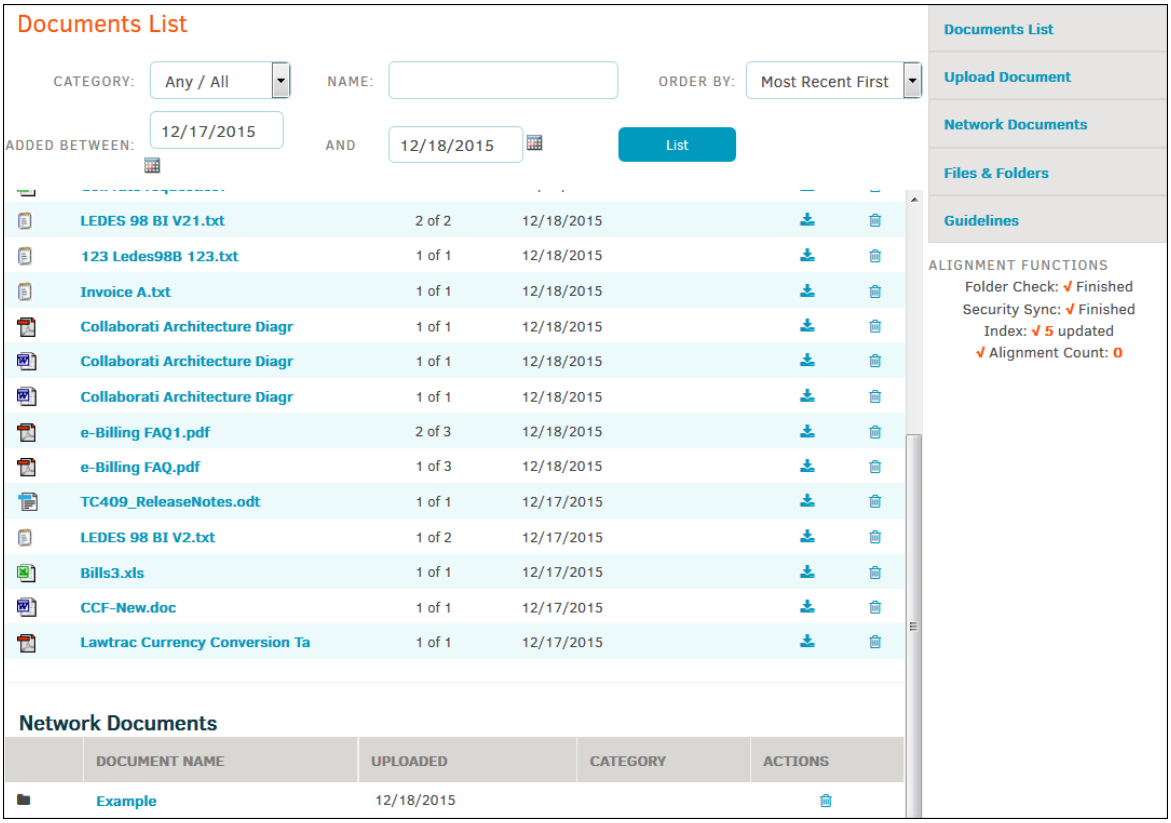
Document Management Sidebar Options:

Page	Function
Documents List	View all documents.
Upload Document	Upload a document from your computer files.
Network Documents	View network pointers and network locations.
Files & Folders	View a digital "mirror" of the physical files and folders available to you for the matter.
Guidelines	Review requirements for uploading documents.

1.3.2.1.3.1 Document List

An electronic document folder is available on the database for every matter record. Documents are best managed from their associated matter records; documents added to matter records should pertain only to that matter and should not be incomplete or a work in progress. Outside counsel (with "Add Document" permission granted by the site administrator) may add documents to the matter and, in some cases, view the documents that in-house and vendors provide.

Click on the **Documents List** hyperlink in the **Document Management** tab to display a list of documents that have been associated to the matter.



Documents List Page

Matter documents appear in chronological order starting with most recent; use the drop-down list (located in the upper right corner next to **Order By:**) to filter by document category or document name.

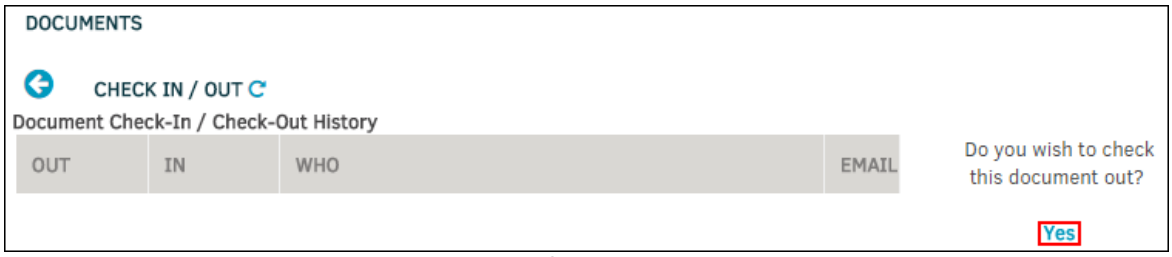
Summary View (click the **Summary View** button above the document list to see the following options):

- Click the icon to download the document in a new browser window, unless your computer does not have the software installed to open that type of file. You can use the "Save As" function (**right click | Save Link As...**) to copy the document to your computer.
- Click the icon to delete the selected document from the list. ***Note:*** *There is no way to undo a delete.*
- Click on the document name to edit the document's name, author, file date, typist, and category. You can also type into the Synopsis and/or OCR Text fields. Once your changes are complete, click the **Save** button. Options within document information include:
  - —View dates the documents were added or events pertaining to the document. Add a new event by selecting a **Category** from the drop-down list under **Add Event**, enter a date and click **Add Document Event** to confirm and refresh. ***Note:*** Category and Date data are required to save the document event.

- —Send the document via email. Select the email address(es) by clicking the appropriate checkboxes. You may also send the document as a **Quick Notice** to the Legal team or key personnel by clicking on one of the **Quick Notice** boxes on the top left side of the screen.

- —Add a new routing slip for document review. Use the checkboxes to select an option on the right and click **Continue**. Enter a "Review By" date at the bottom, and choose to distribute the routing slip as a broadcast or sequence message by choosing one of the radio buttons below the Legal team routing slip sequence. The sequence numbers next to the individuals' names reflects who will review the document first, then second, and so forth. You can control whether key personnel can view the review process by marking the checkbox below the Instructions text field.

- —View Document Check-In/Check-Out History. You can also check out the selected document from this page by clicking **Yes** on the right side of the screen under **Do you wish to check this document out?**

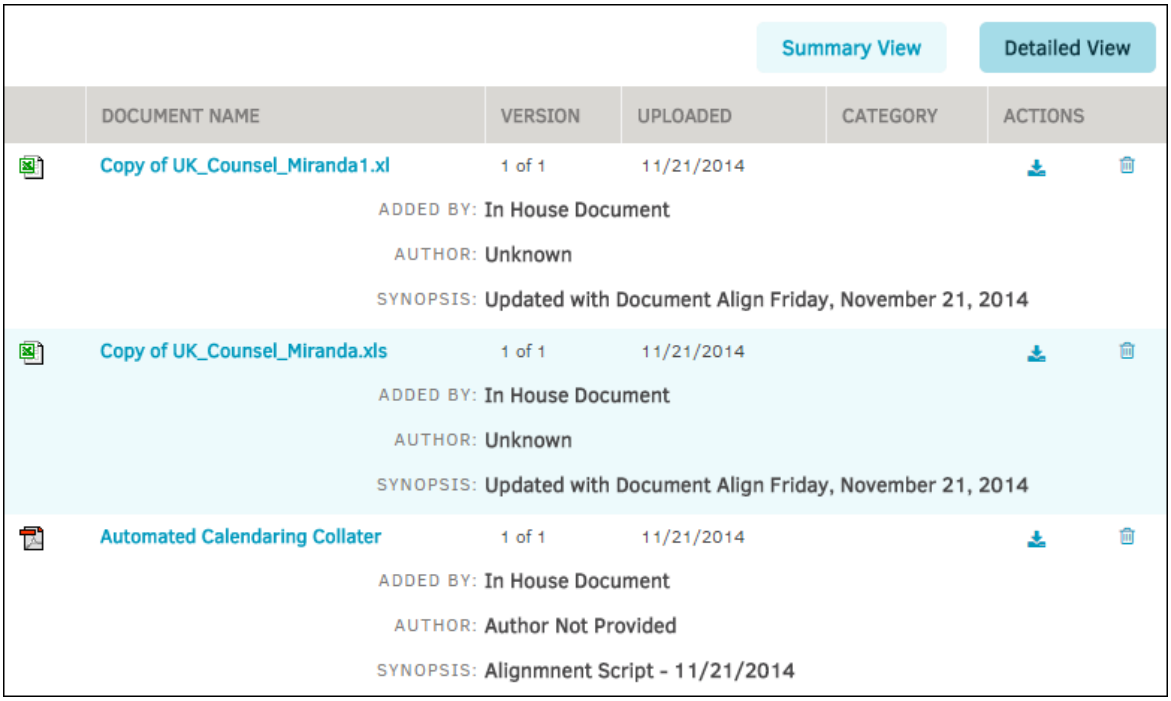


Document Check-in/out Page

- —Save the document to your computer or choose a program from which it can be opened.

Detailed View (click the **Detailed View** button above the document list):

Under **Detailed View**, you have all action options that you did in **Summary View**, but can also see information on document type, synopsis, author, and how it was added in a single glance.

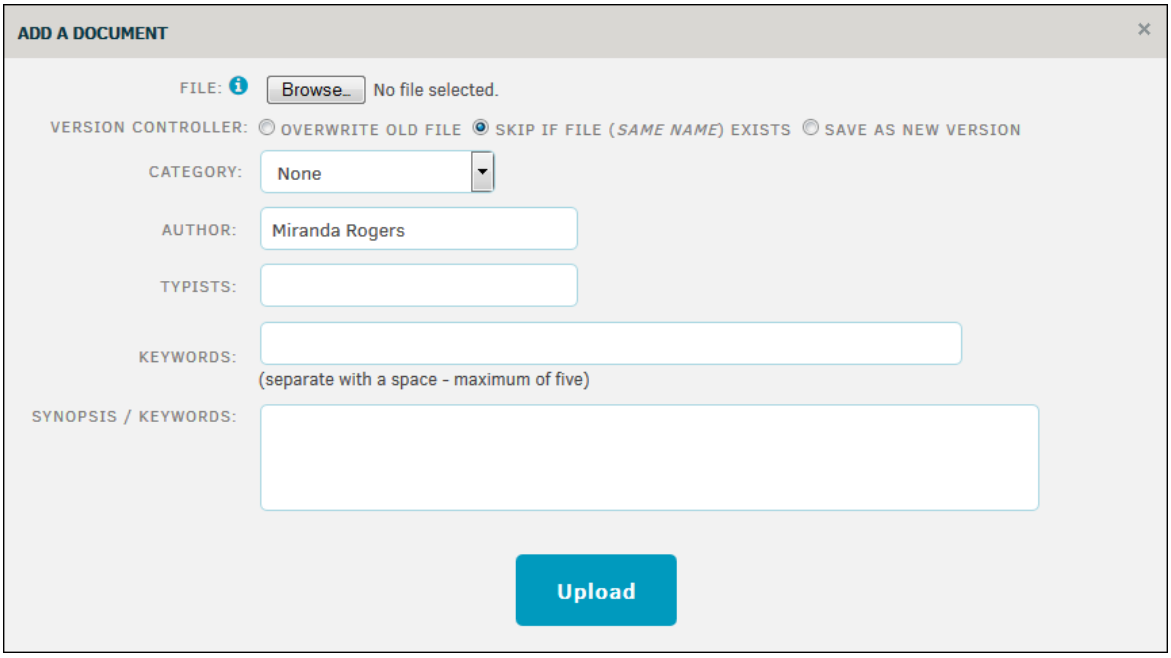


Document Detailed View

It is recommended that matter-related documents be added from within the matter itself; this way the document is automatically associated to the correct matter.

1. Select the **Document Management** tab within a matter assignment.
2. From the sidebar on the right, click **Upload Document** to open a pop-up window.
3. Click the **Browse** button to open your Windows Explorer box and select a file.
4. Click **Open** and fill in the information as you would when adding a document to the Lawtrac Document Bank.
5. Click **Upload** to confirm.

Note: Click the icon to view allowed file types.



Add a Document

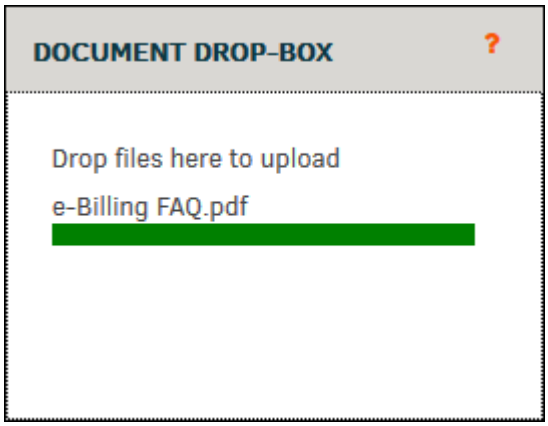
The **Document Drop-Box** allows you to drag documents into a box that automatically saves to the **Document List** of a matter (you may need to press the refresh icon to see the new documents.

Note: The document drop-box is only visible if your site administrator enables the feature and you have the appropriate settings in **My Lawtrac**.

Before you upload documents, consider the acceptable file types set by your site administrator. View document guidelines by selecting the orange question mark within the document drop-box.

Add documents with the document drop-box in the following ways:

- Drag a document from your file explorer to the document drop-box, and release the mouse button.



Dragging a Document into the Drop-Box

- Browse for a file on your computer.

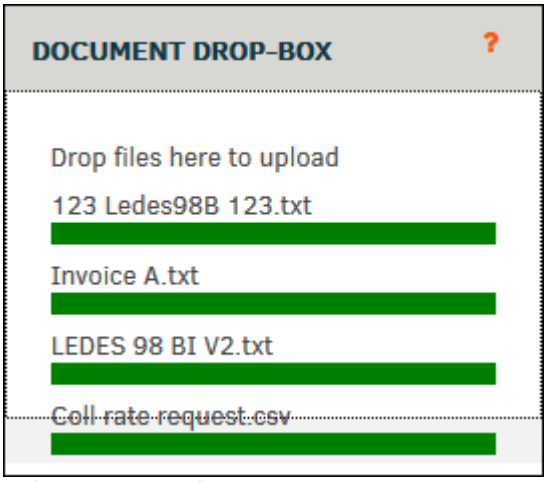
  a. Click the white area of the drop-box.

Your file explorer opens in a pop-up window.

c. Browse for the document.

You can select one or more documents.

d. Click **Open**.



Selecting Files from the Document Drop-Box

If an unaccepted file type is attempted to be added, users receive an error notice and cannot continue until they click **OK**.

Click the **Document Management** tab of the matter to view the documents you added. From this tab, you can set the **Category** for the documents.

Note: The first time you enable the document drop-box on your system and you open a matter, you may receive the following pop-up. When you receive this pop-up, place a check mark in the **Do not show this again for apps from the publisher and location above** field, and click **Run**.

In order to maintain document integrity, all document names are examined during the upload process. If a document with the same name already exists within the matter, the new one being uploaded is automatically renamed (as shown).

	DOCUMENT NAME	VERSION	UPLOADED	CATEGORY	ACTIONS
	Copy of UK_Counsel_Miranda1.xl	2 of 2	11/19/2014		
	Copy of UK_Counsel_Miranda.xls	1 of 2	11/14/2014		

Duplicate Document

Version control is based solely on the **name** of the document being uploaded. It does not look at document content or other metadata. The count is based on the name of the file when it was uploaded.

If any file needs to be deleted from the database, click the icon to remove it as well as its record(s) in the database. Deleting one version of a document does not delete the other versions of the same document.

Please refer to your own company's corporate business rules regarding document version control.

To edit a matter document, select the **Document Management** tab from the top of the matter screen.

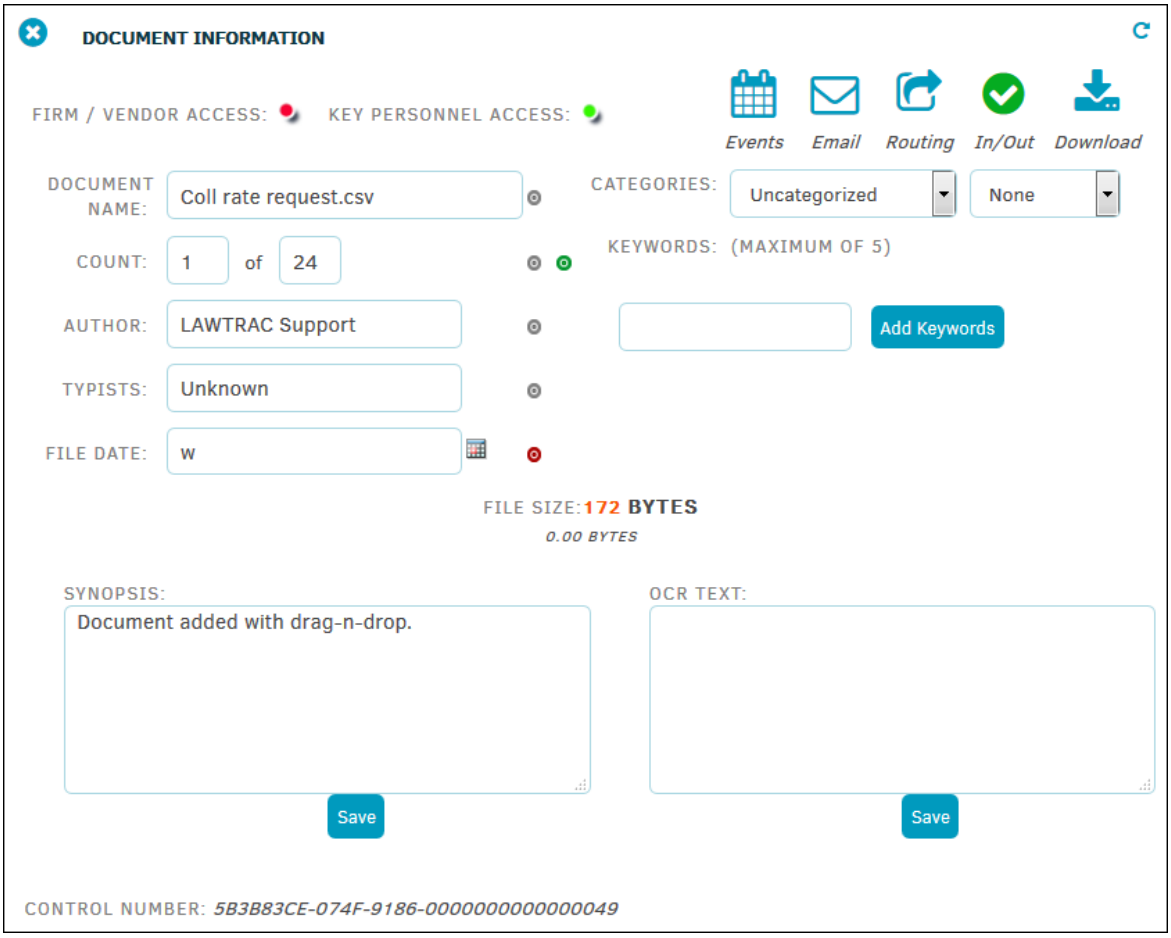
1. Click the name of the document you would like to edit.
2. From the document information page, change the document name, the number and order of the document if there are duplicates (Count), Author, and Typists by entering data into the text fields.
3. Click the icon to change the file date.

   When changes are made successfully, the gray bullet on the right of the document information turns green ( ) after you click outside the text box. If the information is not accepted, the bullet turns red ( ) and changes are not saved.
4. Add keywords that may help users find or identify the document by typing in a word(s) under "Keywords" and click **Add**.
5. Include a synopsis or OCR (Outside Counsel Report) text by typing information into the corresponding text fields and clicking **Save**.

   If the document was added via drop-box, this information is pre-populated in the "Synopsis" text box.
6. Grant or revoke access to view the document from firm/vendor or key personnel by using the switches at the top.

- —Can view document.
- —Cannot view document.
- —View document events by date and activity performed. Also add events by selecting a category from the drop-down list, then click the icon to select a date and click **Add Document Event**.

- —Send the document via email to an individual, the Legal team, or key personnel.
- —Add a document routing slip.
- —Check a document in or out. View document check-in/check-out history.
- —Download the document to your computer.



Edit a Document

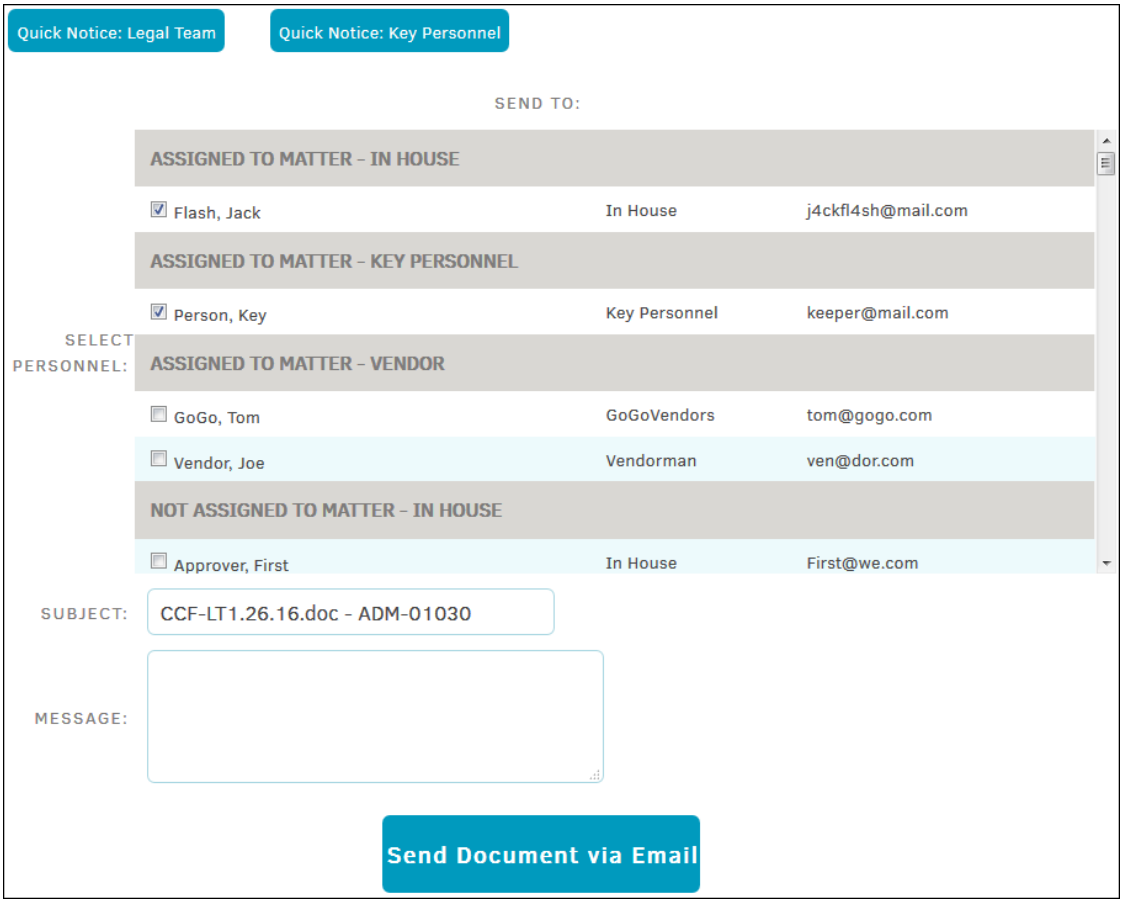
You can email a document to someone from the Lawtrac application by opening document information and using the email icon.

Note: Email should never be considered secure.

To email documents associated with the matter:

1. From within the matter record, click the **Document Management** tab.
2. Click the name of the document to open information about the document.

3. Click the email icon.
4. Enter the **Subject** and **Message**. Select the email address(es) by clicking the appropriate checkboxes.
5. Click **Send Document via Email**.



Emailing a Document

Notify Teams That a Document Associated with a Matter Exists

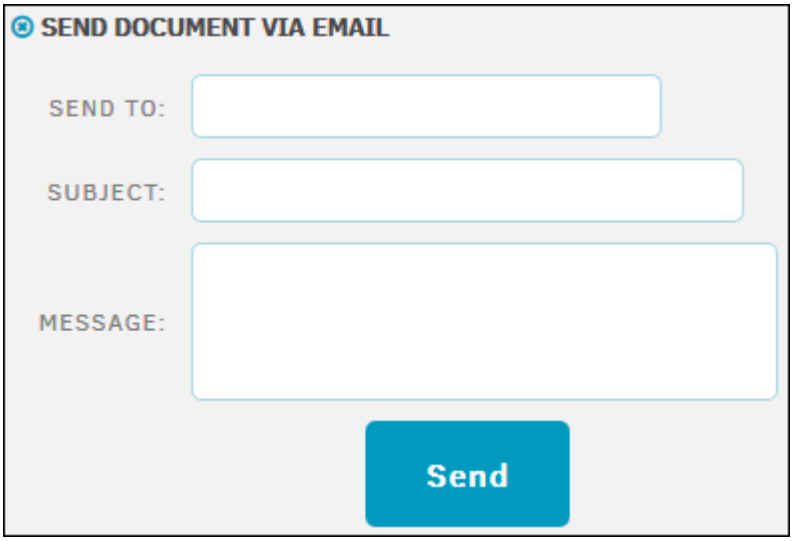
1. From within the matter record, click the **Document Management** tab.
2. Click the name of the document to open information details.
3. Click the email icon.
4. Depending on the team you want to notify, click one of the quick notice buttons on the left of the page: **Quick Notice: Legal Team** or **Quick Notice: Key Personnel**.

   The email is sent immediately.

Quick Notice Buttons

Email Non-Matter Related Documents

1. From the **Documents List** (**Documents** tab at the top of the Lawtrac application), click the icon of the document.
2. From the document information page, click the **Send** icon.
3. Enter the "Send To" email address, "Subject", and "Message".



Send Document via Email

4. Click **Send**.

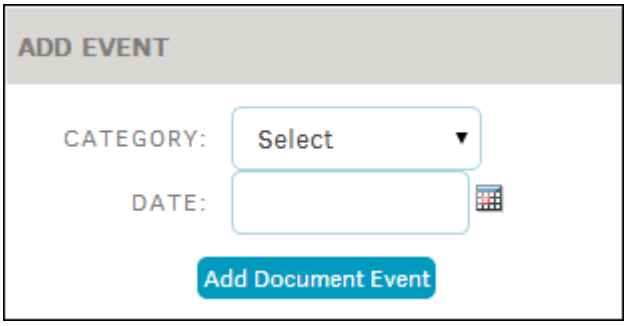
The **Document Events** page lists document-related events for documents associated with matters.

From the **Document Management** tab within a matter record, click the document title to open information about the document.

- —View a list of events associated with the document
- —Edit an event
- —Delete the event

Add an Event for a Document

1. From the **Document Events** page, select a **Category** under the **Add Event** column.



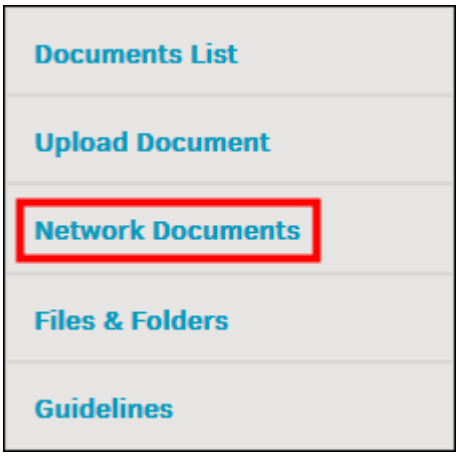
Adding a Document Event

2. Select a **Date** for the category using the icon.
3. Click **Add Document Event.**

1.3.2.1.3.2 Network Documents

The **Network Documents** hyperlink gives users the ability to "point to" or direct users to documents on their shared network.

Note: Network pointers identify documents on your corporate network or document management system which are associated to this matter.



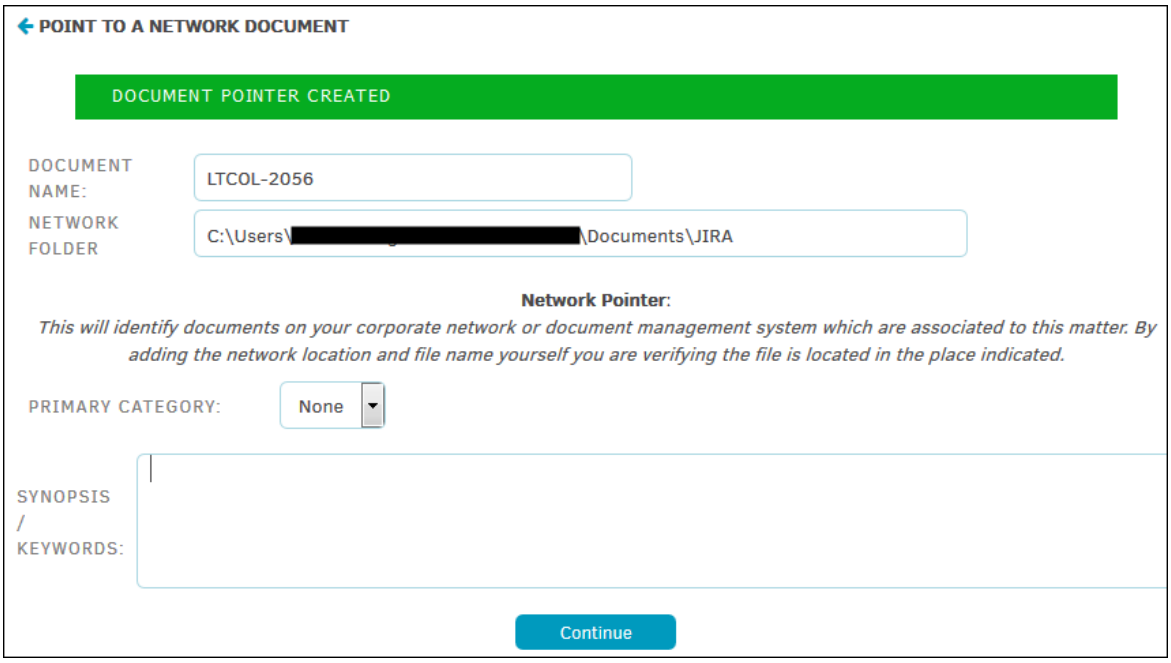
Network Documents Link

By using this function, you don't have to upload all of your matter documents to Lawtrac if you know other users have access to a company-wide network folder.

1. Click **Network Documents** under the **Documents & Files** tab within a matter.
2. In the new screen, click the Add Pointer button.
3. Enter the document name (including the extension is not required, but helpful) and the network drive location.
4. Select one of your application document categories and any keywords to help with searching if you wish.
5. Click **Continue**.

A notice appears to confirm pointer creation.

Important Note: A document pointer will still be created even if the incorrect information was entered, but as a result the document is inaccessible through the pointer. For this reason it is imperative to enter all information accurately.



Network Location

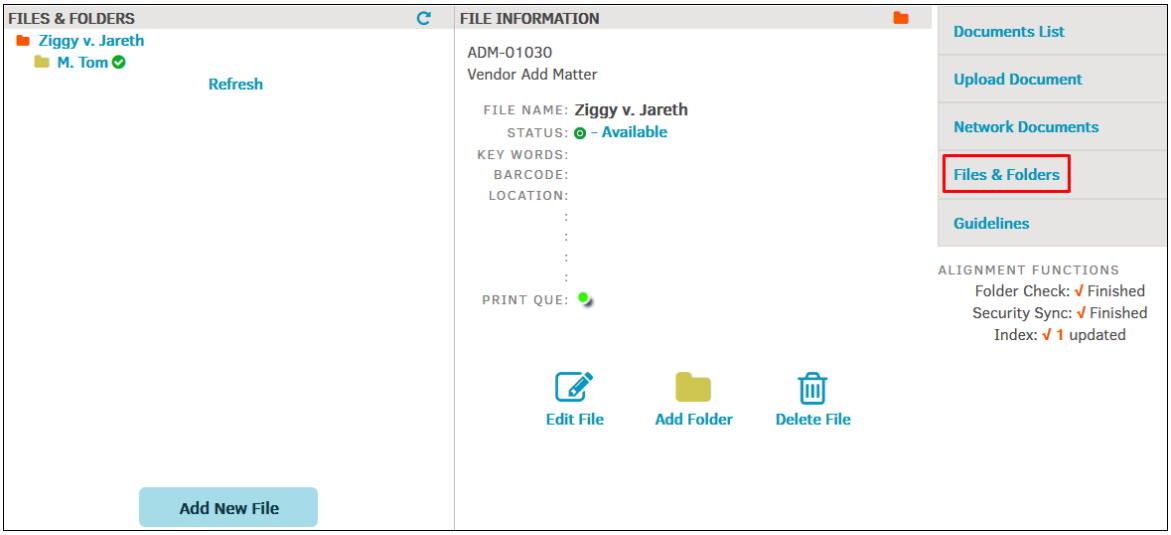
Once you have saved the information, these documents appear in the network document list.

Documents that are uploaded to the Lawtrac application can be opened by anyone who has access to the matter record (and has the appropriate permissions) simply by clicking the name of the document.

1.3.2.1.3.3 Files & Folders

The **Files & Folders** area within the matter record is designed to provide a digital "mirror" of the physical files and folders available to you for the matter. Your site administrator may choose to establish a different file/folder schema for each matter type. If you do not see this hyperlink in the **Document Management** sidebar, ask your site administrator to make sure the Files & Folders module is turned on from **Application Administrations**, and to check your matter permissions.

File availability is indicated by a green icon in the "Status" line, meaning the file is available; a red icon means the file is "checked out".



Files and Folders

View file or folder information by clicking the name of the file.

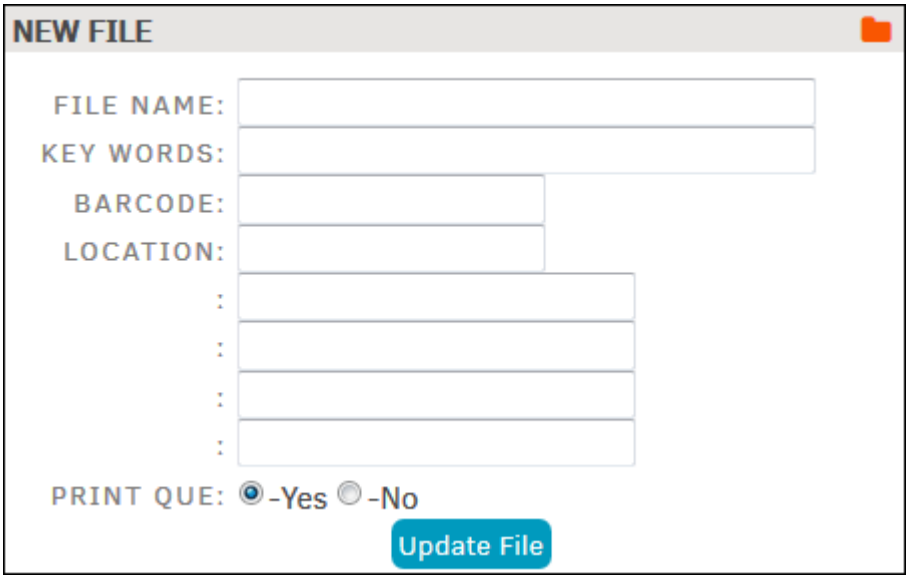
- —Edit the file or folder
- —Delete the file or folder
- —Document is available for printing; click to toggle
- —Document is **not** available for printing; click to toggle

Note: Site administrators can delete files/folders from the database. Deleting a file/folder will delete all subordinate sub-folders.

1. From the **Document Management** tab within a matter record, click **Files & Folders**.
2. Click Add New File located at the bottom left of your **Files & Folders** page.

   New File text boxes open on the right, allowing you to enter the necessary information for your file.
3. Type the name of the file into the text field provided.
4. Click **Update File**.

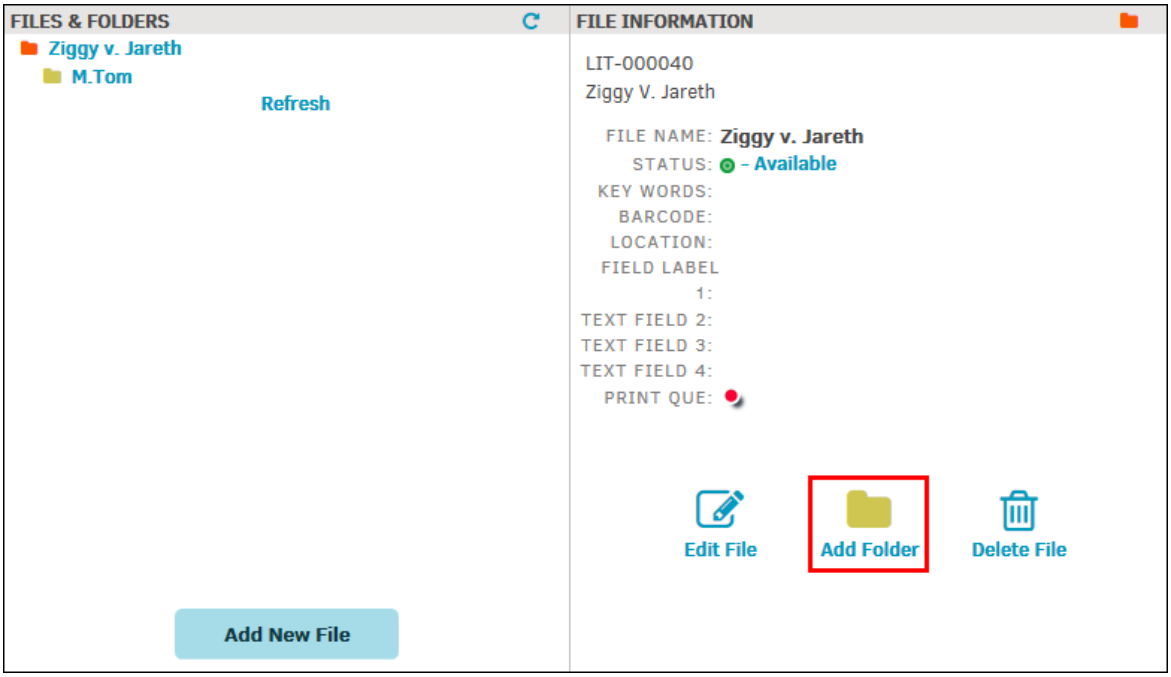
   The new file appears in the Files & Folders list.
5. Add a folder to this newly added file by opening the file and clicking **Add Folder**.



Add a File

Add a New Folder to an Existing File

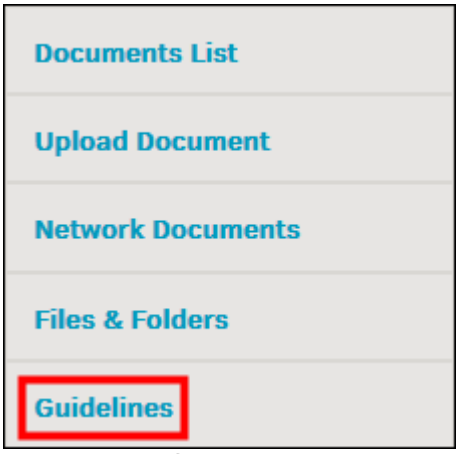
1. Open a file.
2. Click **Add Folder** at the bottom of the page.
3. Enter the folder name in the text field provided, and provide any other optional information.
4. Click **Add Folder** again to save and refresh.



Add a Folder

1.3.2.1.3.4 Guidelines

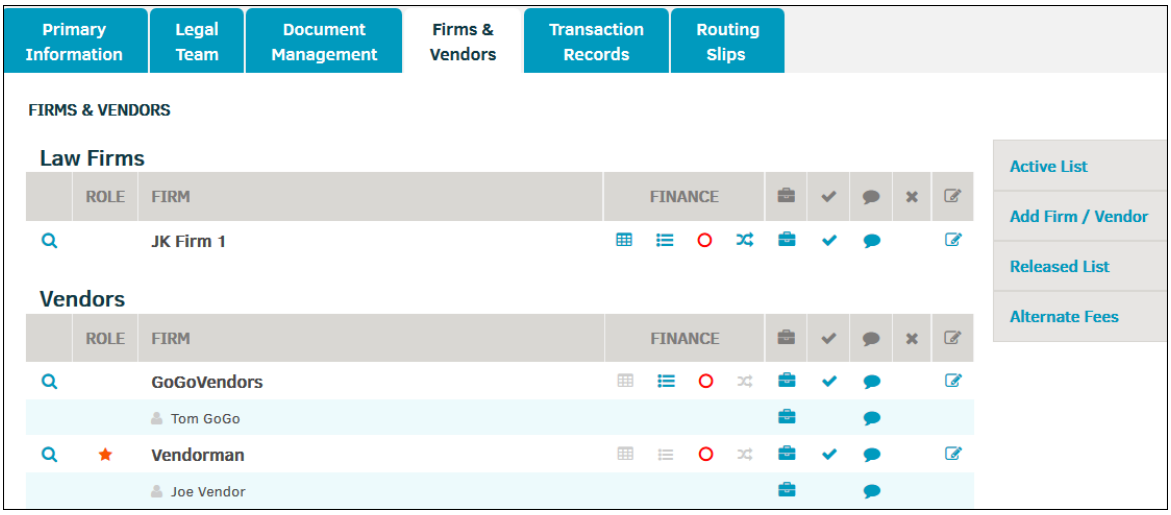
Users can navigate to the **Document Management** tab on any matter record and see the guidelines that have been set by the Lawtrac site administrator.



Guidelines

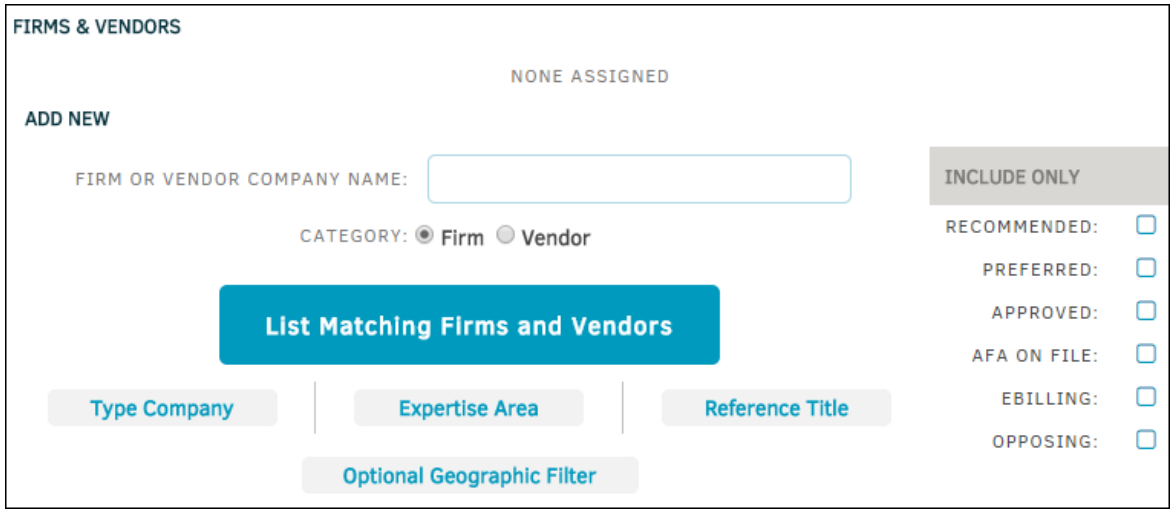
1.3.2.1.4 Firms & Vendors

Open the **Firms & Vendors** tab within a matter record to add a firm/vendor, view and edit active firms, and set alternate fee arrangements and limits in the billing guidelines. This "at-a-glance" listing shows each firm in bold text with their staff assigned to the matter listed underneath.



Law Firms List

Note: If no firms or vendors have been added to a matter assignment, opening the tab **Firms & Vendors** displays the **Add Firm/Vendor** screen by default:



Add New Firm or Vendor

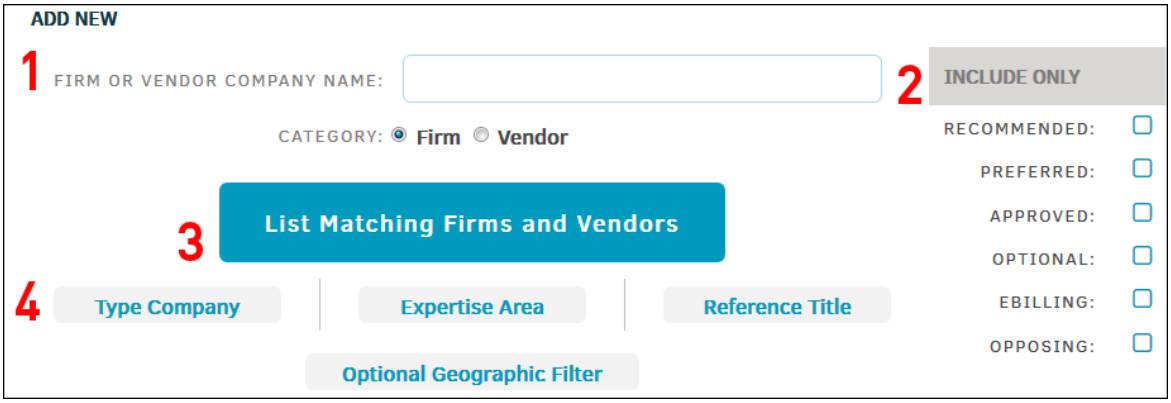
Firms & Vendors Sidebar Options:

Page	Function
Add Firm/Vendor	Associate a new firm or vendor to the matter record.
Active List	View a list of all firms/vendors currently associated to the matter.
Released List	View a list of firms/vendors that have been removed from the matter record.
Alternate Fees	View the maximum amounts that can be submitted by outside counsel or vendors for payment.

1.3.2.1.4.1 Adding a Firm or Vendor

To add a firm or vendor, access the **Firms & Vendors** tab from within a matter record.

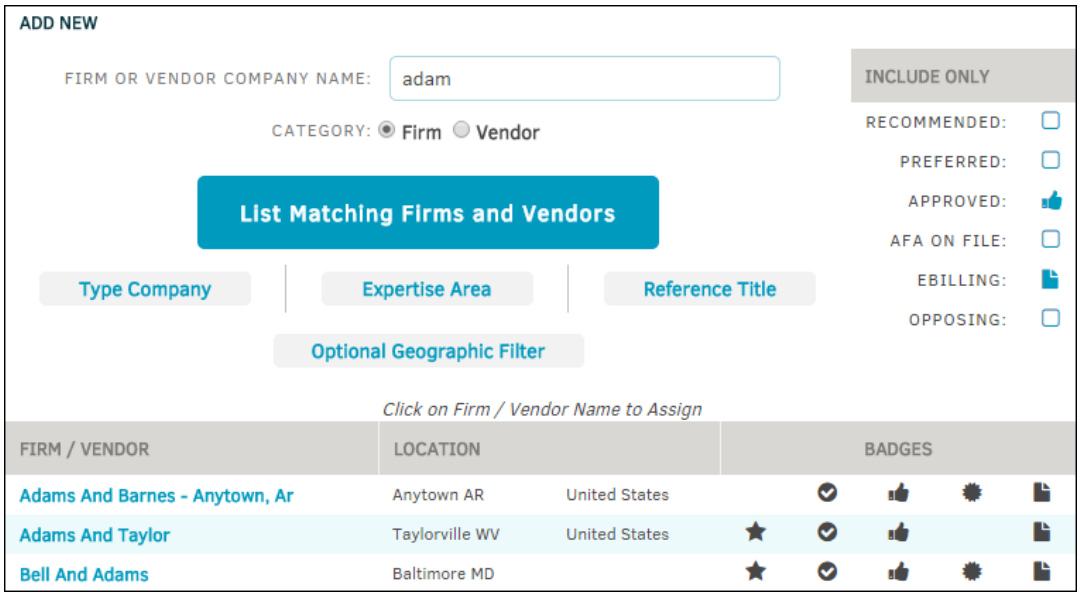
Note: Make sure you have the proper permissions to edit firm/vendor involvement by going to **People | In-House Legal Department | Your Profile | Matter Permissions | People/Modules**.



Add a Vendor

1. Narrow your search results by entering the firm or vendor company name in the text box.

   a. Press the **List Matching Firms and Vendors** buttons (**3**) to display a list of all firms and vendors that have the search criteria included in their name.



Narrow Search Results

2. Select badge options from the **Include Only** table to further narrow your search results; this makes it easier for you to monitor the firm-to-matter relationship.

   a. An icon appears on the selected box and matches the badges in the **Firm/Vendor** list. Click **List Matching Firms and Vendors** to apply these changes.

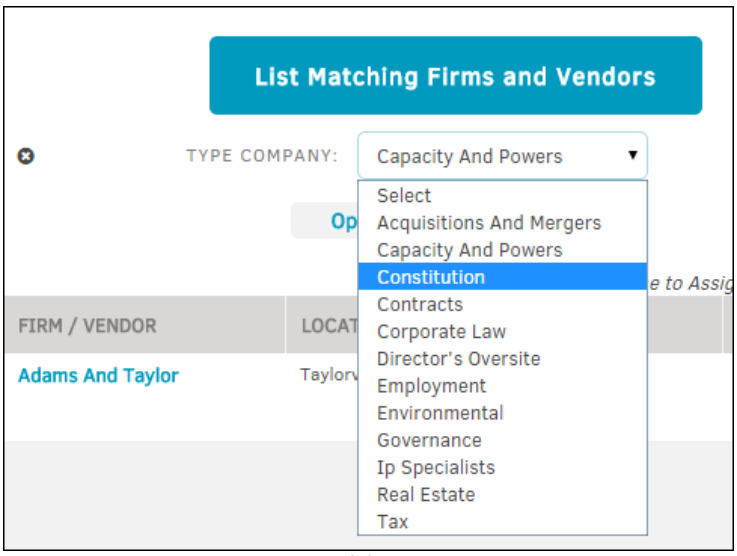
Important Note: Because the firm/vendor badges are customizable by site administrators, these links may have a different description than what you see here and may have different titles that coordinate with your company's business language.

Badge	Data
★	Recommended

Badge	Data
	Preferred
	Approved
	AFA on File
	e-Billing
	Opposing

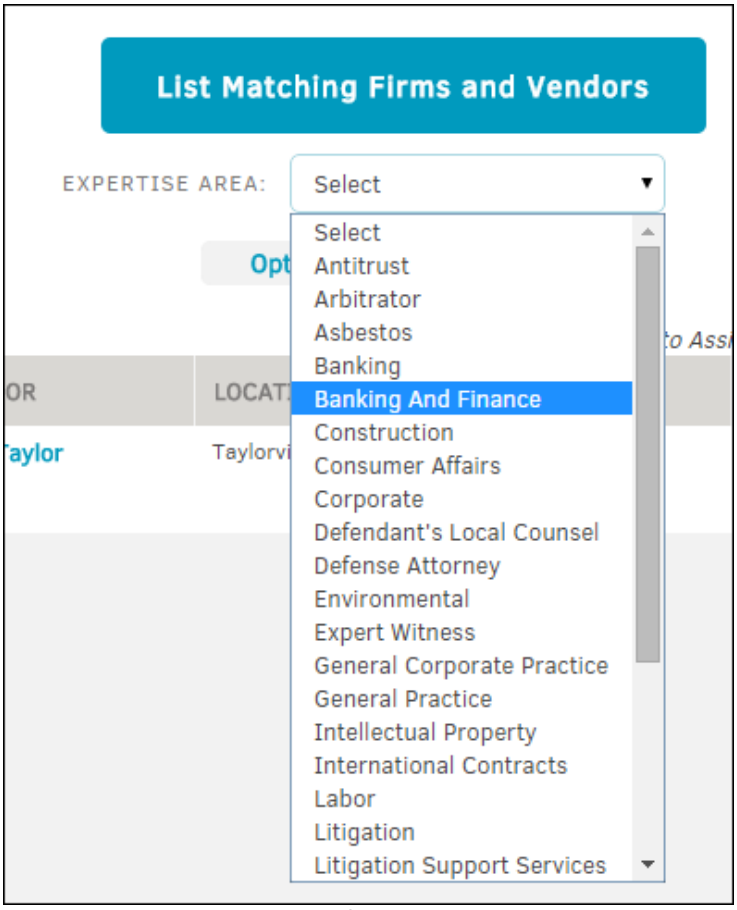
3. If you do not need to customize or filter your search, click **List Matching Firm Vendors** to produce a list of vendors from which to choose.

4a. Customize your searches using the optional information bars. The "Type Company" field allow you to find companies that focus on a certain area of law:



Type of Company

4b. The "Expertise Area" field finds a firm or vendor with skill or knowledge in a particular field.



Area of Expertise

4c. The "Reference Title" field focuses the search on a specific role designation or patent.

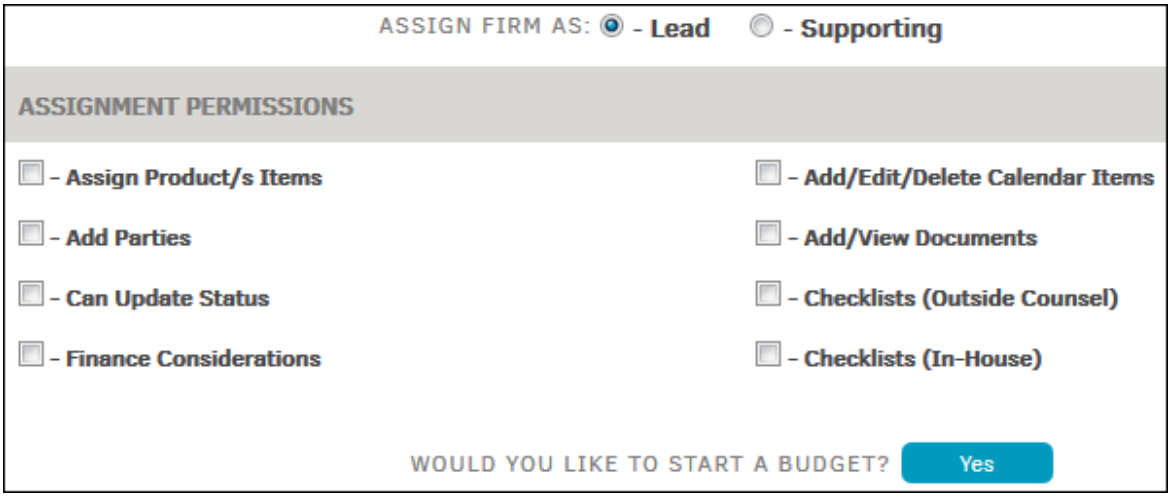
Reference Title

4d. Find firms and vendors in a certain location using the **Optional Geographic Filter.**

Geographic Filter

After selecting the desired firm or vendor from the list, you are directed to a new screen. From here, view the firm or vendor's assignment permissions, accounting/alternate fee agreement with their accounting ledger number, and staff members.

Click the checkbox next to each action to assign permissions.



Permissions

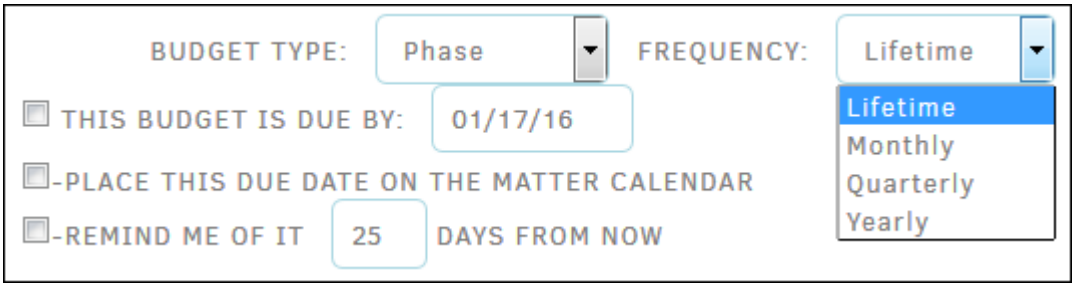
When assigning a firm to a matter, carefully review the section on **Assignment Permissions**. Use the checkboxes to activate the pertinent functions for the firm associated to this matter. (To change the permissions of a previously assigned firm, use the **Edit** link.)

Important Note: A firm's role in the matter (i.e. Lead, Supporting) does not impact these permissions.

Permission	Function
Assign Product/s Items	Outside counsel has an **Edit** link on the **Products** tab, allowing them to make adjustments to the products associated with the matter.
Add Parties	Outside counsel is able to see all parties/entities assigned to the matter and is able to assign new parties and search your parties' data. The firm and its employees are also able to call up a list of all the parties in your database. *Grant this permission with caution.*

Permission	Function
Can Update Status	Outside Counsel has the permission to update the status of the matter.
Finance Considerations	The firm has an **Invoices** tab within the matter. If this box is not checked, the firm must go to the **Finance Navigation Bar** in order to view invoices for that matter.
Add/Edit/Delete Calendar Items	The firm is not only able to view future matter events, but can also edit, delete, and add new matter events through the calendar icon. If the box is **not** checked, outside counsel is **only** able to view matter events that have been entered by the client.
Add/View Documents	Outside counsel is able to upload files into the **Document Bank** for the assigned matter, and is able to both view documents and edit a document's category and synopsis text—provided that the document bank access settings allow outside counsel access. If the box is **not** checked, outside counsel does **not** have a **Documents** tab within the matter and cannot view any of its documents. Allowing outside counsel to upload documents into the **Document Bank** can reduce company expenses—no more charges for receiving or printing out large, faxed documents. ***Note:*** You may wish to periodically monitor outside counsel's use of the **Document Bank**.
Checklists (Outside Counsel)	Your site administrator has established checklist questions specifically for use by outside counsel. When logged in, the law firm can review their checklists and respond.
Checklists (In-House)	The law firm has **View/Edit** access to any checklists created for in-house use.

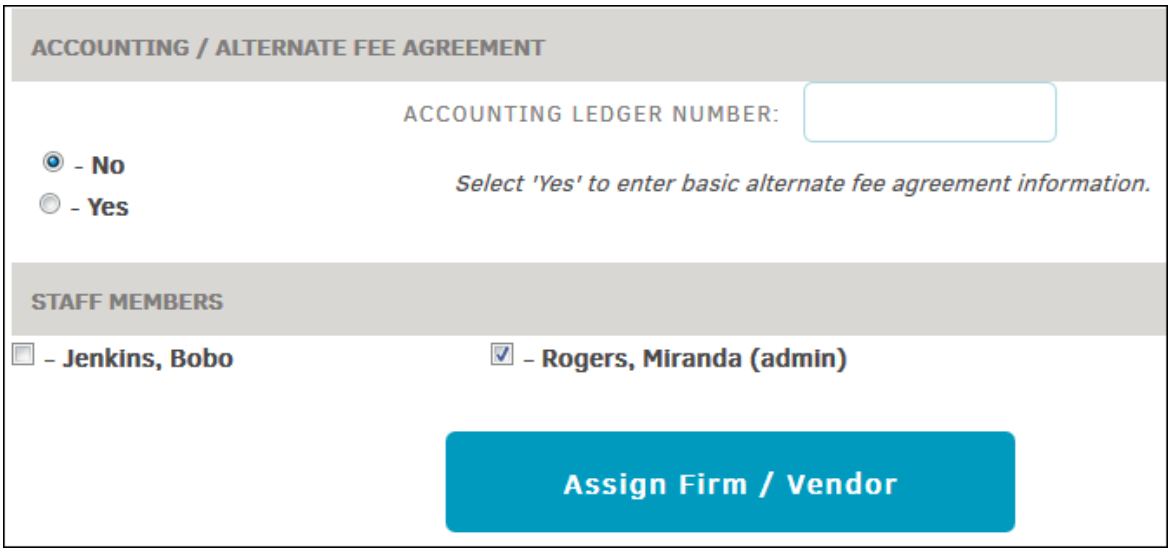
Start a budget by clicking **Yes** under the assignment permissions. Then, select budget type by Phase, Task, or Worksheet and assign a frequency of Lifetime, Monthly, Quarterly, or Yearly. Decide if you want the budget due by a certain day by selecting the first check-box and changing the date as necessary. Check the boxes below to place the due date on the Lawtrac Matter calendar, and/or set a reminder on a specified date.



Budget Type

Change or enter agreement high points that invoice approvers can use to aid their invoice evaluation by clicking the radio button next to **Yes** under **Accounting/Alternate Fee Agreement.** Click the radio button and enter details if desired to set alternate fee arrangements for the firm on this particular matter. The text will appear on all invoices from this firm for this matter.

For companies that use a different accounting ledger number for every matter/outside counsel assignment, enter it in the space provided.



Fee Agreement

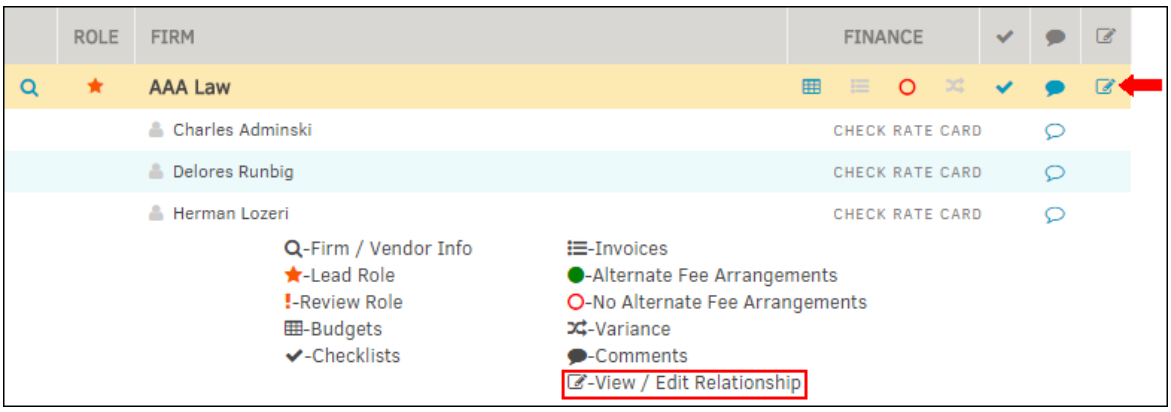
Before clicking the **Assign Firm/Vendor** button at the bottom of the page, check the boxes next to available staff members to include them in the assignment. Assigning the firm or vendor will redirect you to the **Firm & Vendors** tab, where information of the assigned law firms will be displayed in the **Active List** .

5. **If your vendor uses Collaborati**, navigate to **Application Administration | Application & Database | Scheduled Tasks** to sync Lawtrac to Collaborati. Select **CollabSync** from the task table, then click **Run Now**. This allows the vendor to view the associated matter from the Collaborati application.

   Note: If you do not have the appropriate permissions to access **Application Administration**, a site administrator must execute this task.

Within a matter record, the **Firms & Vendors** tab lists all active law firms.

1. Select the **View/Edit Relationship** icon ( ) to the right of the firm's name.



View/Edit Relationship

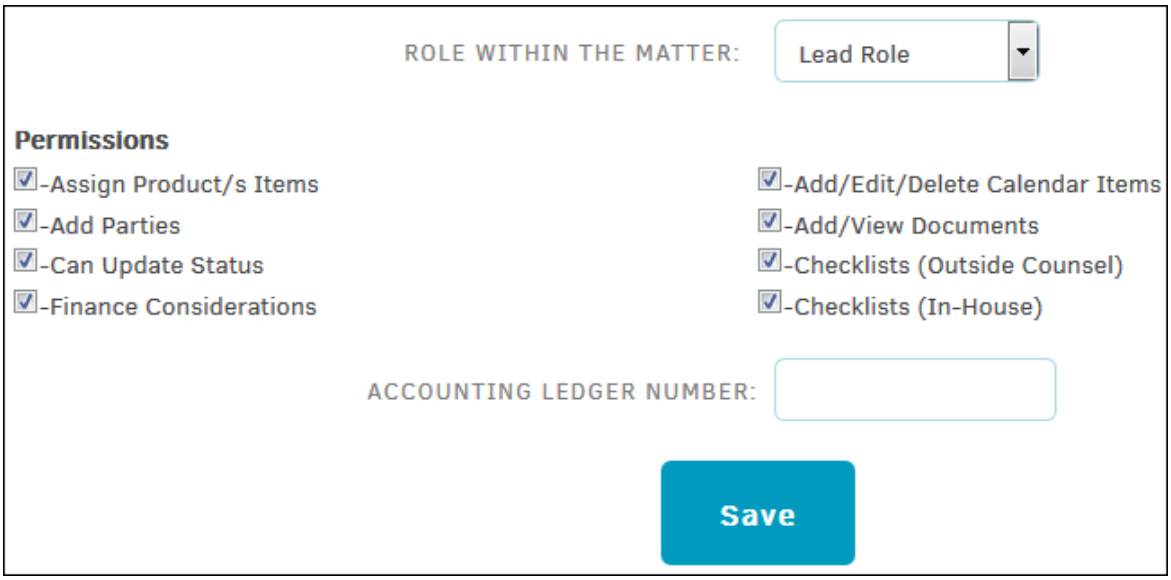
2. Change a firm or vendor's role within the matter by selecting the drop-box at the top and choose either Lead Role or Supporting Role.

   A firm with a lead role can edit basic matter information on the matter's main screen such as city, state, basic dates and overall status of the matter.

3. Click on the boxes to the left of each permission to add or delete exceptions.

4. Select **Save** when changes have been made.

Note: Permissions changed at the matter level do not override those set in the **Admin Assignment Permissions** screen.



Update Role

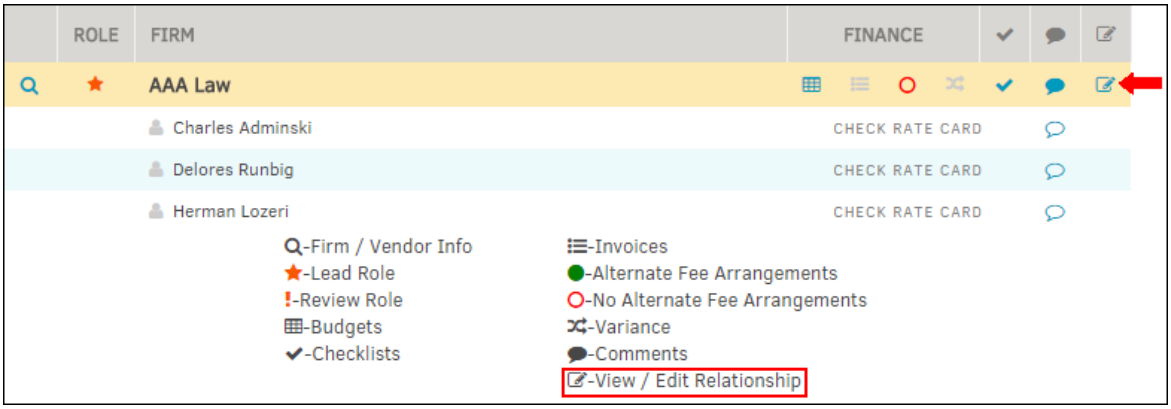
Note: If your law firm or vendor is using Collaborati to submit invoices, it is best practice to manually sync Collaborati with Lawtrac directly after making changes to vendor/firm information so that they have the most up-to-date information available, even if you have the scheduled task set up to sync daily.

Within a matter record, the **Firms & Vendors** tab lists all active law firms.

To delete a firm or vendor from the active list:

1. Select the **View/Edit Relationship** icon to the right of the firm's name.

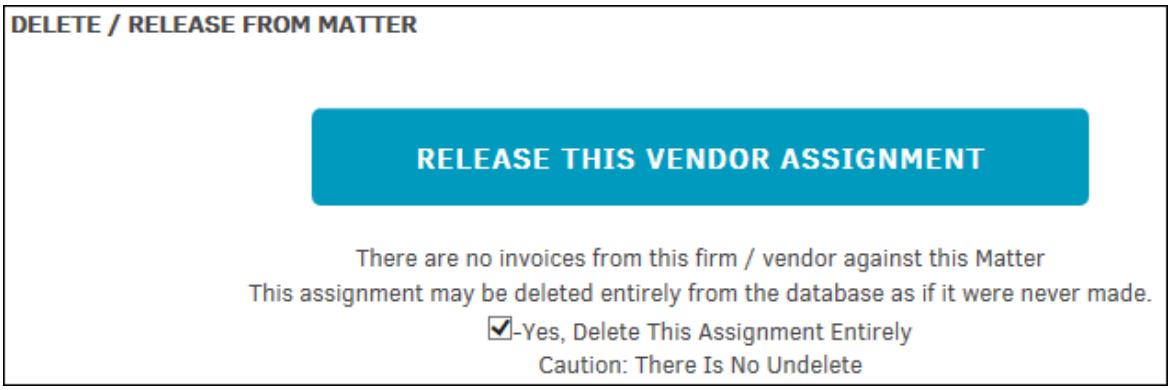
Note: If no firms or vendors have been added or assigned, the **Firms & Vendors** tab automatically displays the **Add New Firm/Vendor** screen.



View/Edit Relationship

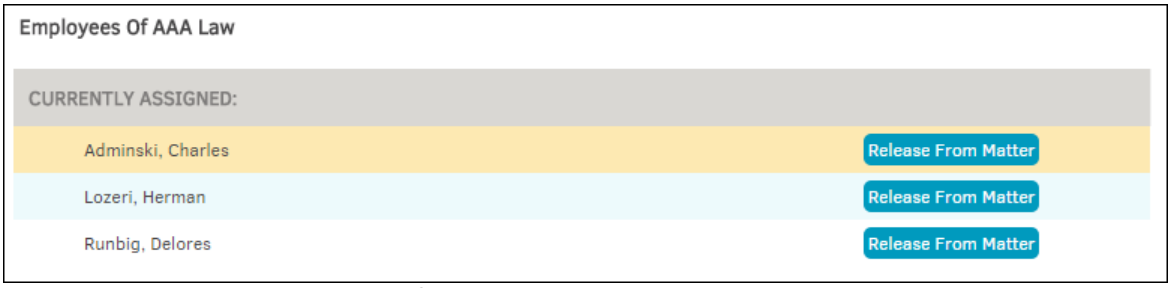
2. At the bottom of the new screen, click on the blue button that reads **Release This Vendor Assignment**.

Note: You must check the box below that confirms deletion of the assignment entirely. The deletion cannot be undone.



Release Vendor

To release an individual employee from a matter, click on **Release From Matter** to the right of employees' name listed under **Currently Assigned.** The page automatically refreshes—removing the selected employee from the list—and the button is replaced with **Reinstate to Matter**. Select the button again to reinstate the employee.



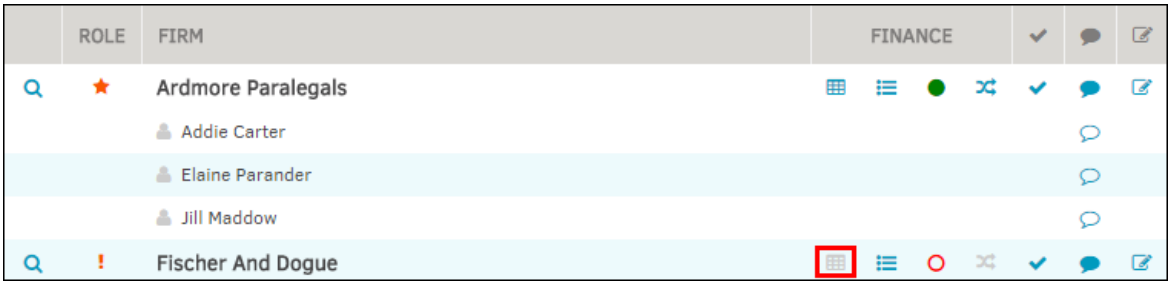
Currently Assigned Employees

Note: If your law firm or vendor is using Collaborati to submit invoices, it is best practice to manually sync Collaborati with Lawtrac directly after making changes to vendor/firm information so that they have the most up-to-date information available, even if you have the scheduled task set up to sync daily.

1.3.2.1.4.2 Initiating a Budget

Only in-house staff with the appropriately assigned permissions can initiate a budget.

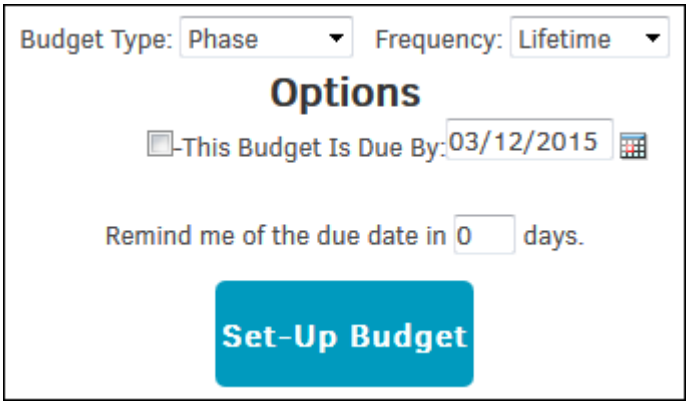
1. Go to the **Firms & Vendors** tab and click the icon under the **Finance** column (far left). If the firm or vendor already has a budget on file, this icon is highlighted in blue.



Select the Budgets Icon

2. Select budget type and frequency from the drop-down lists and use the icon to designate a due date.
   a. Optionally, set up a reminder in your calendar by entering a number in the "Remind me of the due date in" data field.
3. Click **Set-Up Budgets**.

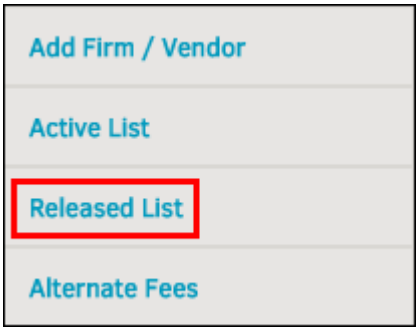
Important Note: Initiating the budget does create an amount. You need to do this from the budget detail page by clicking the budget number from the **Matter Budgets** page once you complete the budget set-up.



Set-Up Budget

1.3.2.1.4.3 Released List

The **Released List** hyperlink lists firms/vendors that have been released from the matter.

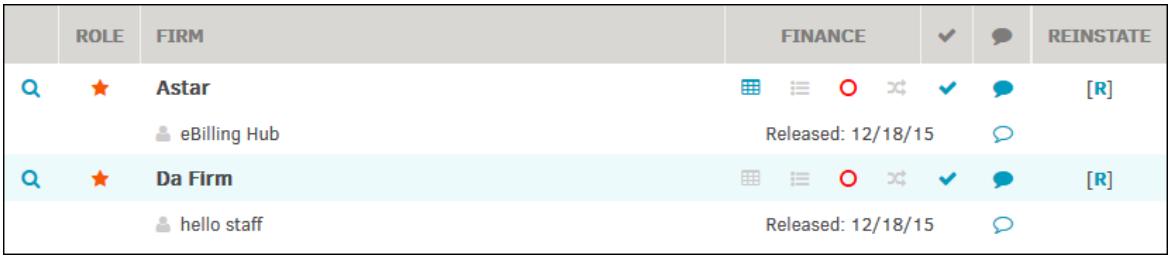


Firms & Vendors Released List Link

Firm employees released from the matter or terminated from the firm are listed beneath the firm's name, along with the date of release/termination.

Reinstate the firm or vendor by clicking the **[R]** in the **Reinstate** column.

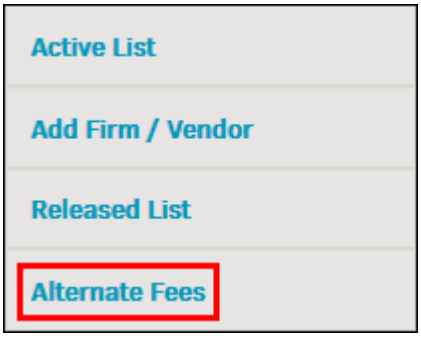
Note: The Released list does not differentiate between a released firm and released staff. In the screenshot below, the firm Astar has been released from the matter (subsequently also releasing the staff eBilling Hub); the firm Da Firm is still assigned to the matter, but staff Hello Staff has been released.



Reinstate a Firm or Vendor

1.3.2.1.4.4 Alternate Fees

The **Alternate Fees** hyperlink from the **Firms & Vendors** sidebar allows users related to the matter to manage billing guidelines per invoice, fiscal year, or lifetime.



Alternate Fees Link

Billing guidelines allow you to set maximum amounts that can be submitted by outside counsel or vendors for payment. Crossing these thresholds causes the system to flag the invoice for reviewer's consideration; it does not automatically result in the invoice being rejected. If no LEDES code is selected, then the amounts apply to all items. If no maximum is set (the default remains zero 0) then the item is ignored.

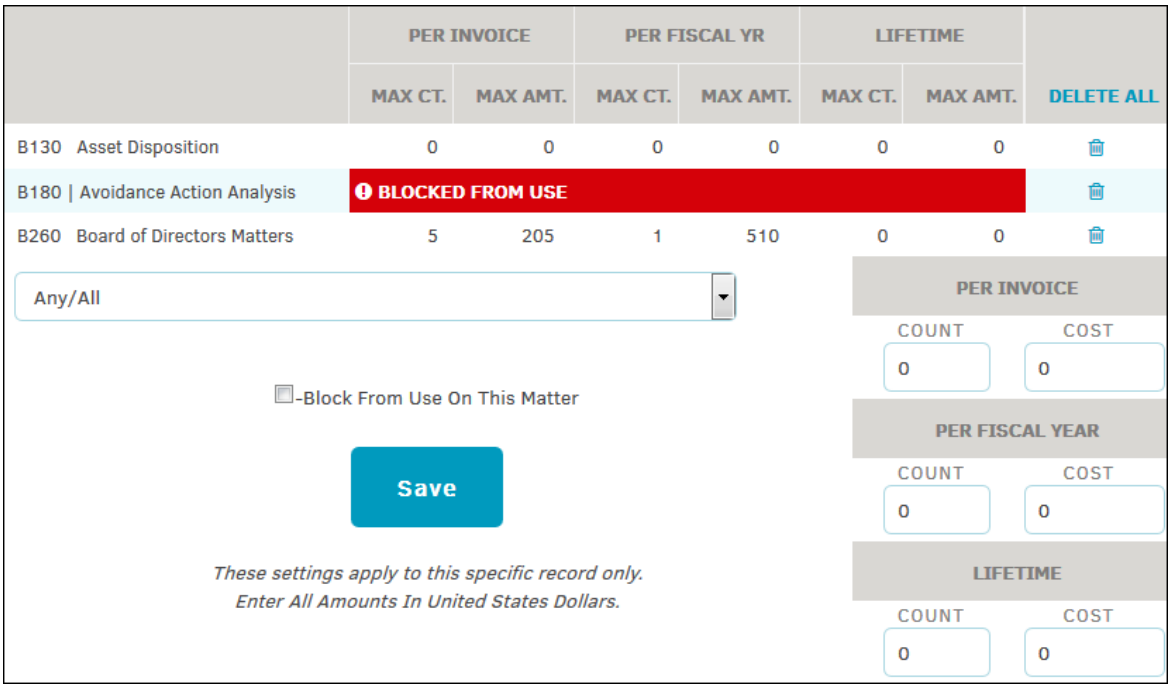
Click on the name of a firm or vendor to view or edit fee information.

BILLING GUIDELINES

		PER INVOICE		PER FISCAL YR		LIFETIME	
FIRM / VENDOR	CODE	MAX CT.	MAX AMT.	MAX CT.	MAX AMT.	MAX CT.	MAX AMT.
Butler And Sanchez - Winston, Wv	B110 | Case Administration	3	50	1	500	1	5,000
Cook And King - Retire Here, Fl	B180 | Avoidance Action Analysis	1	250	8	6,540	10	654,894
Duke Silver Firm	None						

Alternate Fees

To edit the billing guidelines, select **Alternate Fees** from the **Firms & Vendors** tab and click the name of a firm or vendor.



Edit Alternate Fees

1. Select a LEDES code from the drop-down list and edit the "Count" and "Cost per Invoice/Fiscal Year/Lifetime" by entering a number in the appropriate text box.

   a. Click the checkbox to block the LEDES from being used on the matter. There is no need to enter "Cost" or "Count" property values if you select this option.

2. Click **Save** to confirm changes, or to delete all information.

1.3.2.1.4.5 Matter-Level Rate Card

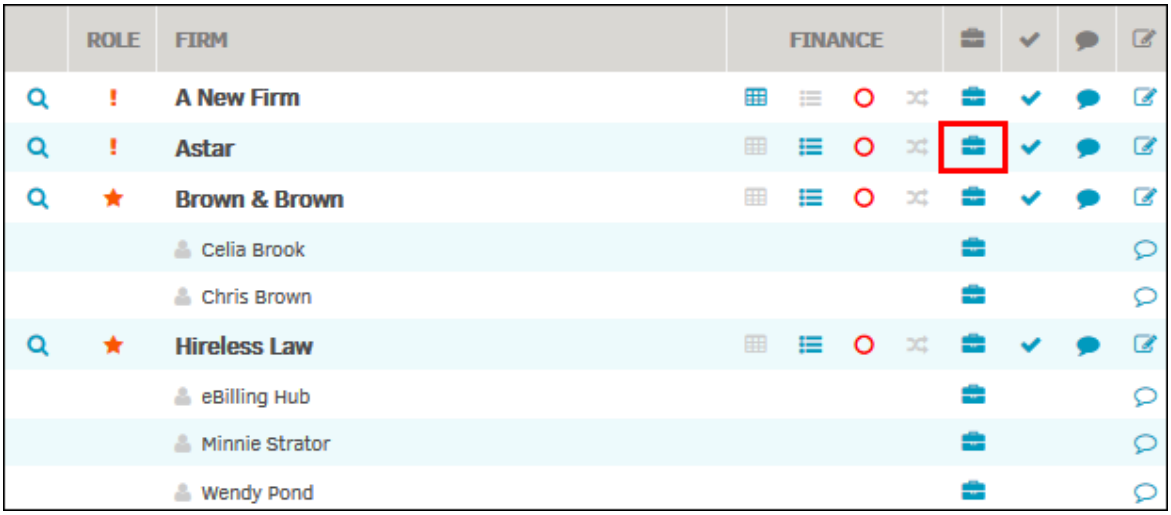
Administrative users of the Legal department and matter leads can enable rate cards for vendor staff members/timekeepers at the matter level. While most rate cards are generated for timekeepers from the vendor page for the fiscal year, a matter-level rate card can help the Legal department manage timekeeper discounts for a specific matter.

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.

To add a matter-level rate card:

From within the selected matter, navigate to the **Firms & Vendors** tab.

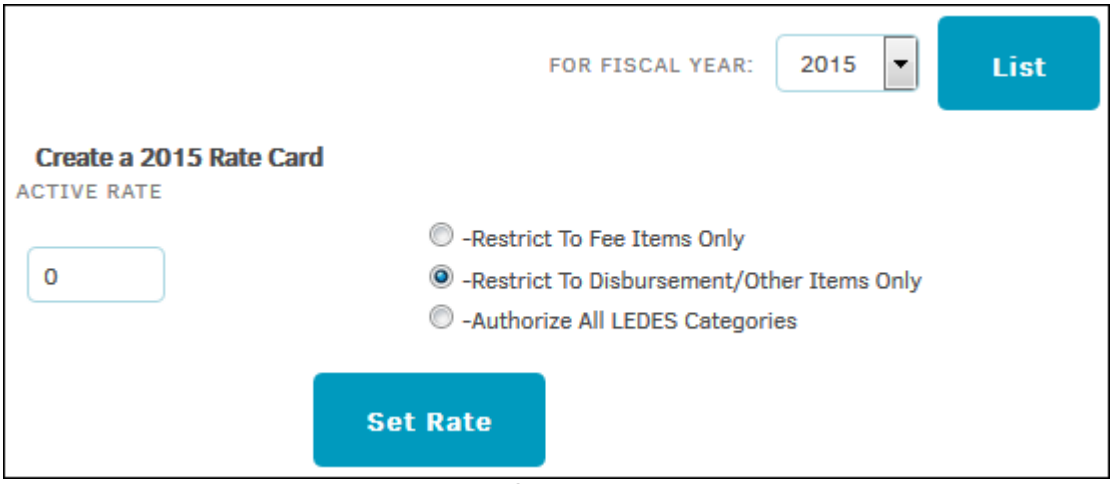
Click the icon in the Firms/Vendors table. You can add a matter-level rate card for the firm or for the timekeeper. Your site administrator must have the matter-level rate card switch turned on in **Application Administration**.



Matter-Level Rate Card Icon

1. Choose a fiscal year from the "For Fiscal Year" drop-down list.
2. Select a radio button to restrict to fee items only, restrict to disbursement/other items only, or authorize all LEDES categories.
3. Enter a basic rate in the data field.
4. Click **Set Rate** to confirm.

Rate card information is categorized by code, description, type, rate and approval.



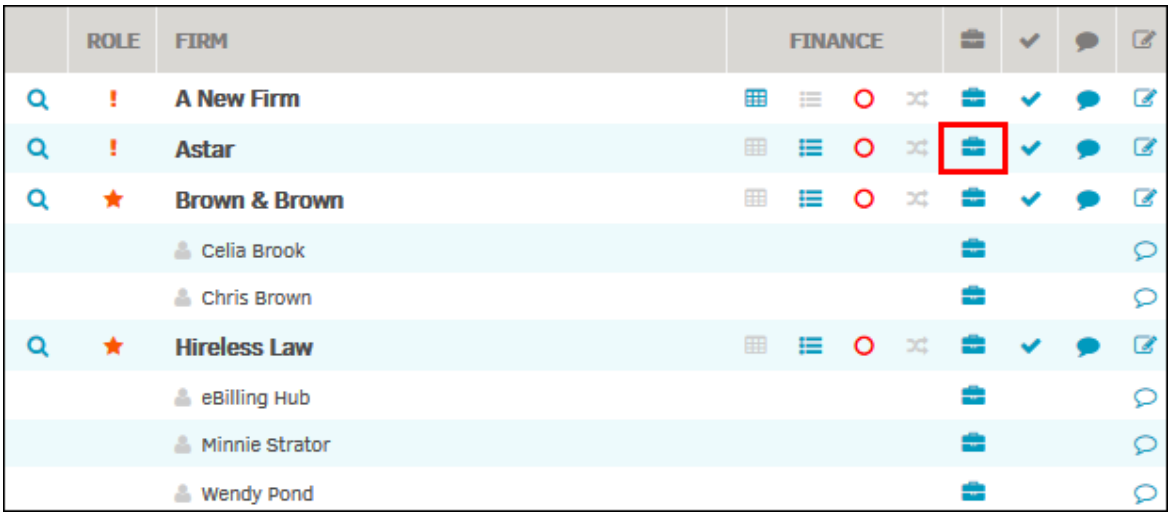
Set Rate

Once the rate has been set, a notice appears confirming that the request has been processed. Click **Here** to adjust or add specific rates for the matter-level rate card.

Note: If a matter is deleted, all associated matter-level rate cards are automatically deleted as well.

Specific rates for matter-level rate cards can be adjusted by Legal team members with appropriate permissions to the matter.

From the **Firms & Vendors** tab, select the matter-level rate card icon. Choose to set the rate card at the firm level by selecting either the icon next to the firm name, or set a rate card at the timekeeper level by selecting the icon next to the timekeeper's name. If there is already a matter-level rate card for the current fiscal year, users are directed to that rate card by default. If there is no rate card for the current or selected fiscal year, users are prompted to create one.

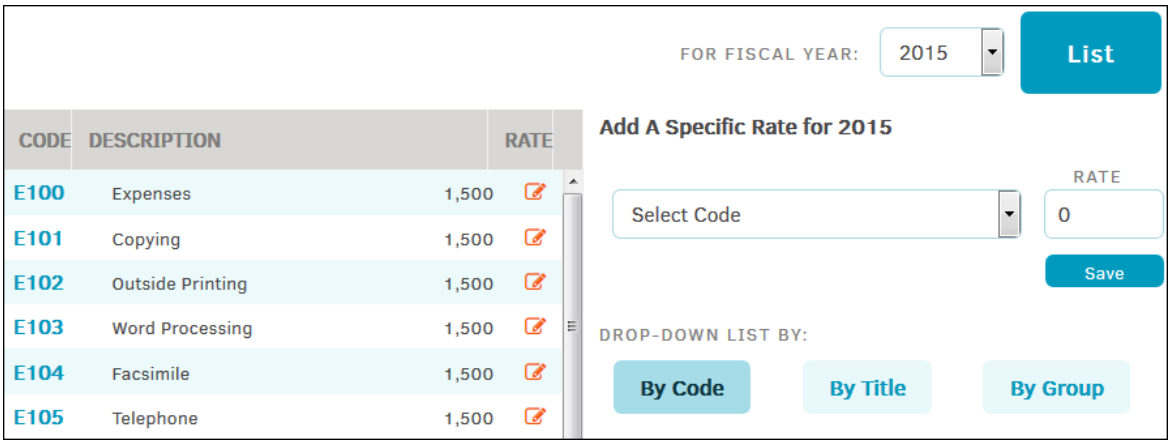


Matter-Level Rate Card Icon

To see rate cards for different fiscal years, select an option from the "For Fiscal Year" drop-down list at the top right, then click **List**.

To add an individual rate to the existing LEDES codes rates:

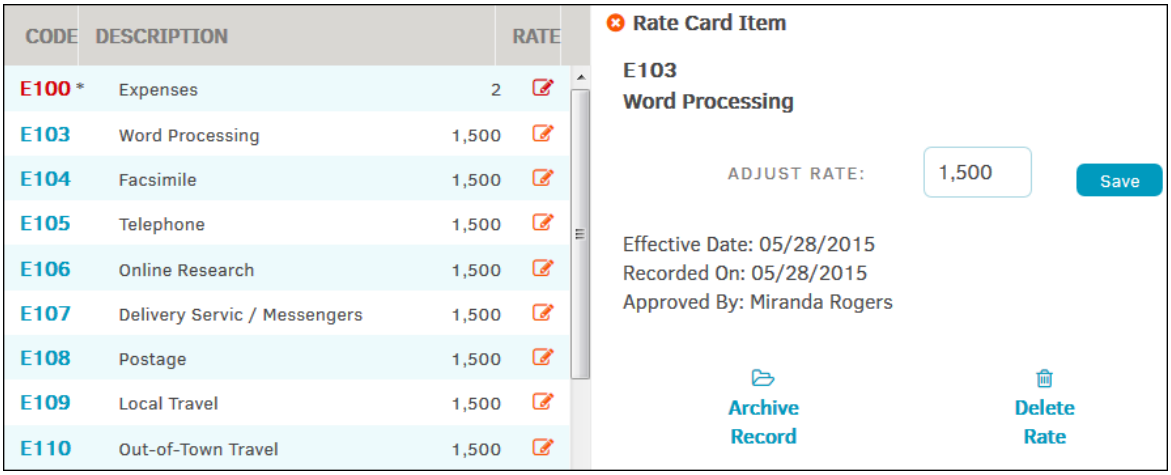
1. Use the drop-down list under **Add a Specific Rate for [Fiscal Year]** to select your desired LEDES code.
2. Use the buttons **By Code**, **By Title**, and **By Group** to change the options that are generated in the drop-down list.
3. Type a rate in the "Rate" text box.
4. Click **Save**.



Edit Matter-Level Rate Card

Edit specific rates by clicking the icon or the blue LEDES code. The rate card item information displays to the right. Type a new rate into the "Adjust Rate" text box, then click **Save**.

- Click **Archive Record** to move the rate to the archive table. Confirm by clicking **OK** in the pop-up window, or **Cancel** to return without making changes. The archived rate shows up in red text (shown below).
- Click **Delete Rate** to permanently delete the individual rate. Confirm by clicking **OK** in the pop-up window, or **Cancel** to return without making changes. The deleted rate is no longer displayed.



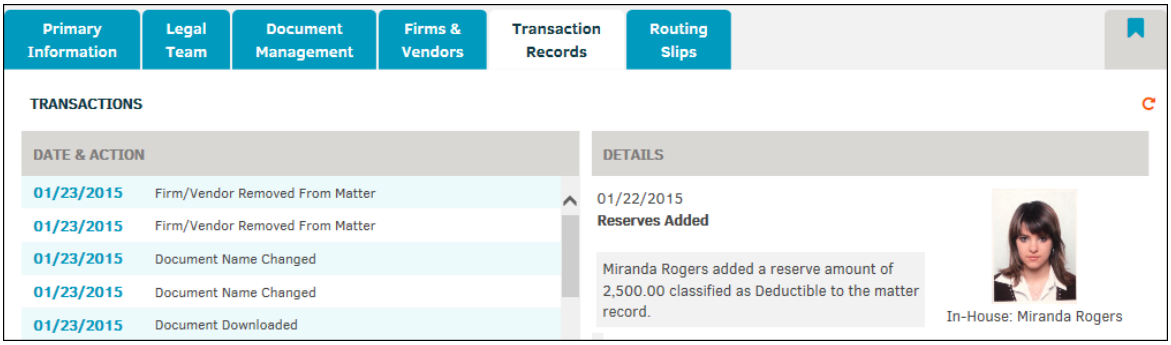
Archive or Delete Matter-Level Rate Card

1.3.2.1.5 Transaction Records

The **Transaction Records** tab within a matter allows users to view when a hold starts or ends, and who placed a matter on hold.

This page shows all actions taken on a matter as well, such as a user substitution, predefined team change, budget line deletion, etc.

To view transaction details, click the date under the **Date & Action** column.



Transaction Records

1.3.2.1.6 Routing Slips

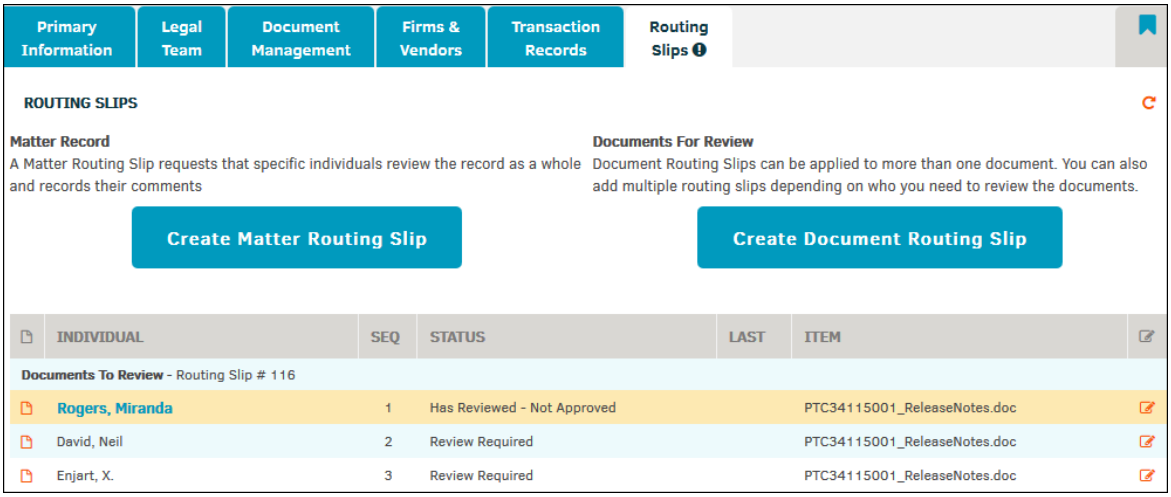
Routing slips are a way of bringing either matter records or matter documents to the attention of an individual from whom an action or response is needed. At this time, routing slips are for the use of Legal staff only; however, key personnel can see the routing slips on those matters to which they are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

When an individual assigned to a routing slip is not already on the matter's Legal team, that individual is still included in a routing slip role. This enables them to view the matter and its documents, regardless of work group settings, and to respond to routing slips for that matter. Once the routing slips have been removed, individuals in a routing slip role that were not previously assigned to the matter are removed from the matter record.

The **Routing Slip** tab in a matter screen allows Lawtrac users to access document routing slips without having to access **Document Management**. If a routing slip exists for the matter that has yet to be reviewed, an exclamation point (**!**) appears in the tab.

Note: If there are no documents associated to a matter, you do not have the option to create a document routing slip. Assign a document to the matter by uploading a document in the matter record's **Document Management** tab.

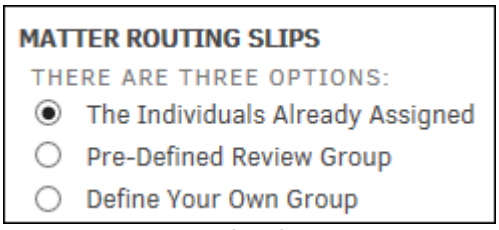
- —Review matter records
- —Edit or update routing slip



Routing Slips Tab

1.3.2.1.6.1 Create Matter Routing Slips

1. Select the **Routing Slips** tab within a matter.
2. Click **Create Matter Routing Slip** to be redirected to a new page where you have the option to select one of the three following:



Routing Slip Options

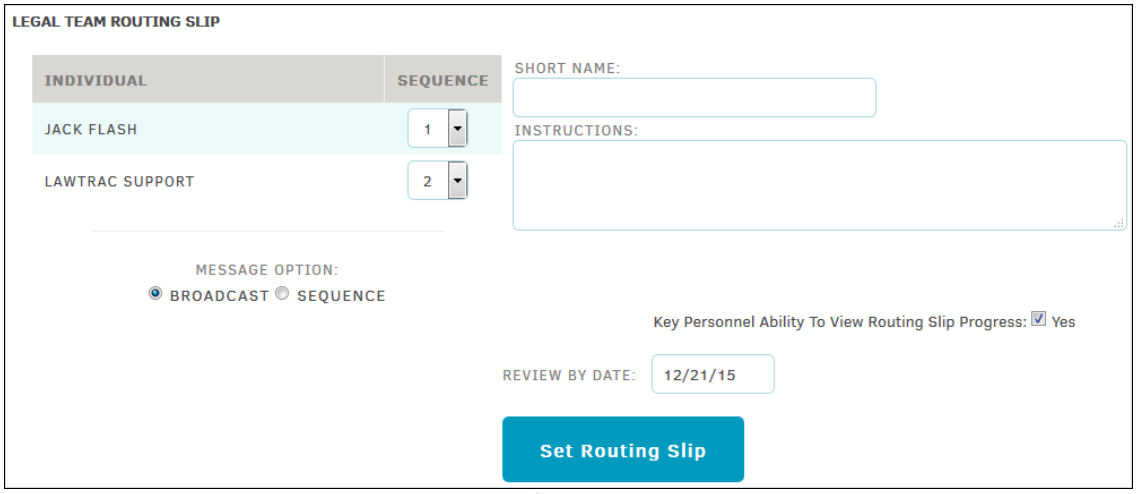
3. When finished, click **Continue**. Depending on your selection, you have different options going forward.

The Individuals Already Assigned

If you selected the radio button for individuals already assigned to a matter routing slip, your Legal team is listed.

1. Select the drop-down list next to the individual's name to change the order of review.
2. Choose a radio button next to "Broadcast" or "Sequence" to decide how you want to send the notification.

   Select "Broadcast" to send a notice to all reviewers at the same time. Select "Sequence" to notify the routing slip reviewer of their role via email after the reviewer in the preceding sequence has taken action.
3. Optionally, enter a short name for the routing slip, and provide instructions in the text box. You can also set a "review by" date by entering a calendar date in the bottom text box.
4. When finished, click **Set Routing Slip**.



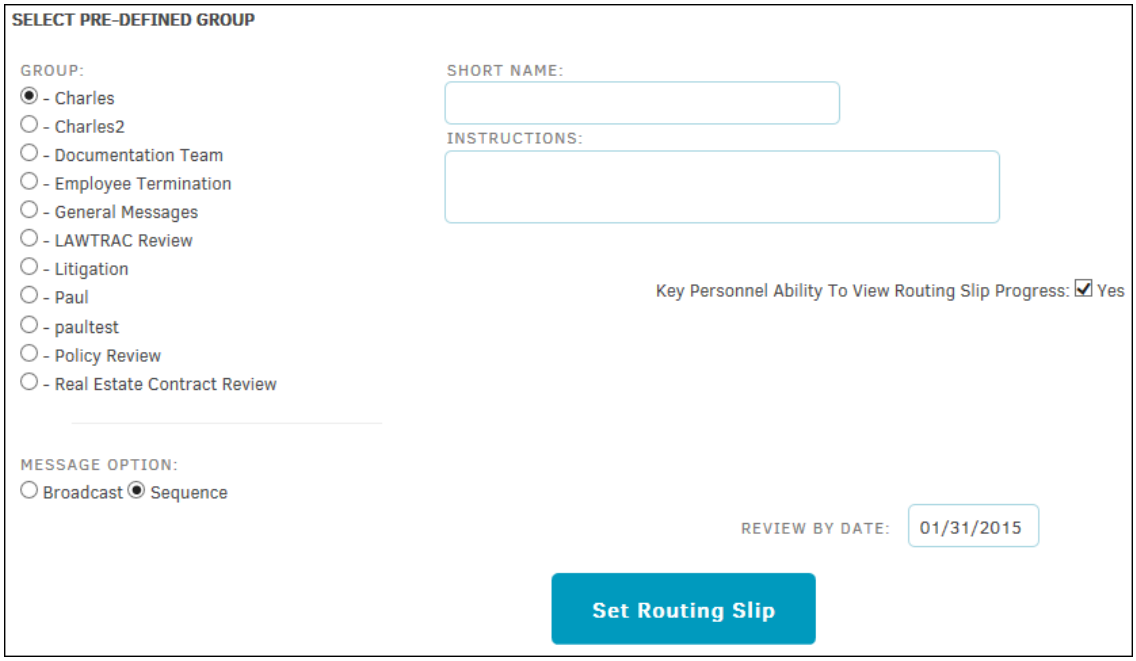
Routing Slip Individuals

Pre-defined Review Group

If you selected the radio button for a pre-defined review group, you are able to select one radio button next to a group name. All other routing slip options remain the same.

Choose a radio button next to "Broadcast" or "Sequence" to decide how you want to send the notification. Select "Broadcast" to send a notice to all reviewers at the same time. Select "Sequence" to notify the routing slip reviewer of their role via email after the reviewer in the preceding sequence has taken action.

When finished, click **Set Routing Slip**.



Pre-defined Group

Define Your Own Group

If you selected the radio button to define your own review group, you are able to select multiple In-house and Key Personnel users to add to the routing slip.

Select multiple users from each list (In-house & Key Personnel) by holding the control key down while selecting users. There is no limit to how many users can be added to a routing slip.

Key Personnel users can have the ability to take action on routing slips if the *Key Personnel will be able to view and take action on routing slips* checkbox is checked.

- **If checked,** KP users will be able to mark the routing slip as *Reviewed, Rejected, On Hold,* or *Approved* and they will have the ability to add comments before updating the routing slip.
- **If unchecked,** KP users will only have viewing access to the routing slip.

  See the images below to see how KP users will view routing slips with the permission enabled and disabled.

Choose a radio button next to "Broadcast" or "Sequence" to decide how you want to send the notification. Select "**Broadcastt**" to send a notice to all reviewers at the same time. Select "**Sequence**" to notify the routing slip reviewer of their role via email after the reviewer in the preceding sequence has taken action.

All other routing slip options remain the same.

1.3.2.1.6.2 Create Document Routing Slips

To create a document routing slip, select the **Routing Slips** tab within a matter.

Click **Create Document Routing Slip**. You are redirected to a new page where you have the option to select one or more of your previously uploaded matter documents.

In addition to selecting the document(s), you need to select a review group from:

- Individuals already assigned
- Pre-defined review group
- Define your own review group

Click **Continue** to proceed.

1.3.2.1.6.3 View ing/Editing Routing Slips

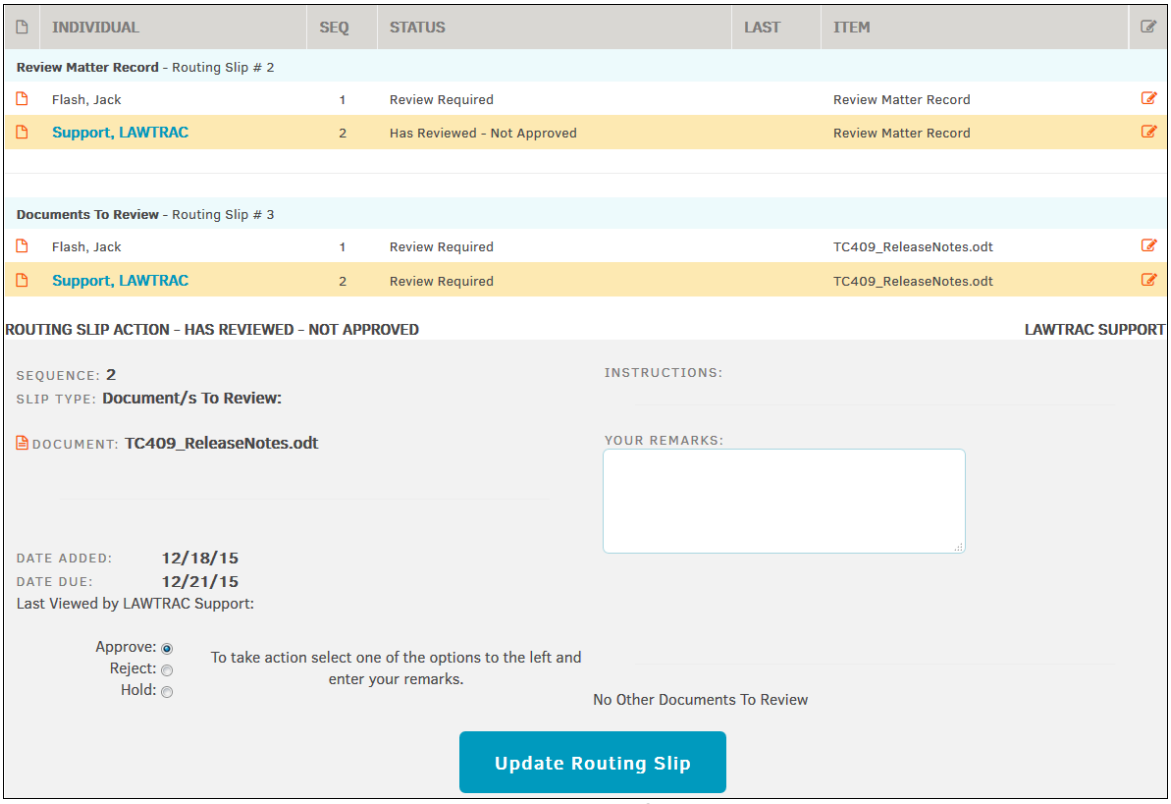
To view routing slip information, first select the **Routing Slips** tab from within a matter.

1. Click the icon next to an individual's name.

   The routing slip detail opens in a gray box below the matter record list.

   If your name is on this list, it will be highlighted and you are able to take action by clicking your name.

2. Approve, reject, or hold the routing slip using the radio buttons at the bottom, then click **Update Routing Slip**.



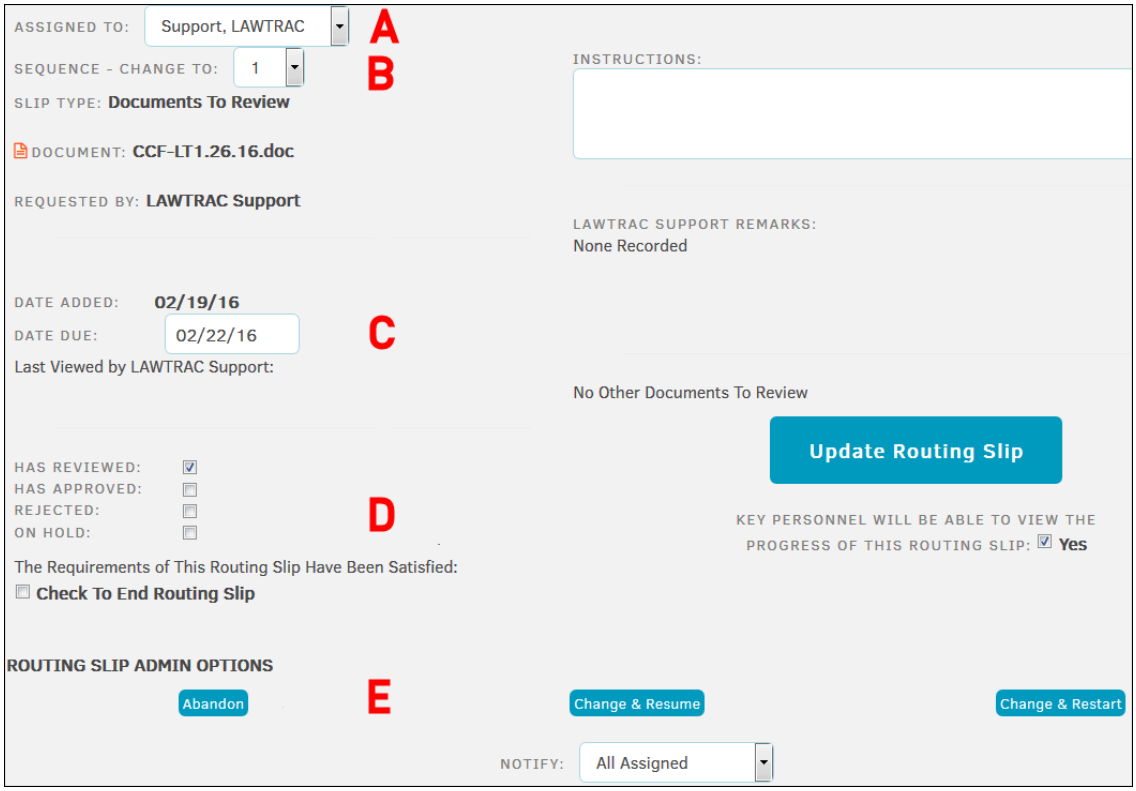
View Routing Slip

Edit Routing Slip Information

1. Click the icon on the right.

   The routing slip detail open below the routing slip list with editable fields.

2. Choose to notify all assigned to the routing slip of changes made, or just one by selecting from the **Notify** drop-down list at the bottom.



Edit Routing Slip

A. Change to whom the routing slip is assigned by selecting a member of personnel from the drop-down list.

B. Change sequence from 1-10 from the drop-down list. This affects the order of review.

C. Change due date by entering a new date in the text field.

D. Check one of these boxes if the routing slip has been reviewed, approved, rejected, or is on hold. Select the box at the bottom if all requirements have been met to end the routing slip review.

E. Click **Abandon** to permanently delete the routing slip for all of the listed users.
Note: *Clicking the trash can icon will delete* ***selected*** *individuals whose names are checked.*

Click **Update Routing Slip** when finished.

Click **Change & Resume** to reset your changes and refresh the page.

Click the **Change & Restart** button to change or add to the individuals associated with the routing slip. You can also click multiple radio boxes to indicate that an individual has reviewed a ticket, put it on hold, rejected, or approved the ticket. Click **Save** when finished.

Change or Add Individuals Associated with the Routing Slip

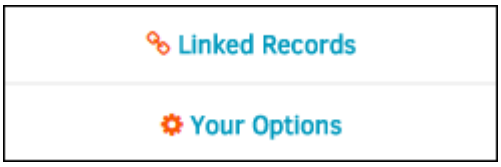
By clicking the **Change & Restart** button, you can change or add to the individuals associated with the routing slip.

You can also click multiple radio boxes to indicate that an individual has reviewed a ticket, put it on hold, rejected, or approved the ticket.

Click **Save** when finished.

1.3.2.1.7 Bottom Links

A series of useful links make up the bottom portion of the **Matter Navigation Bar**.



Bottom Links

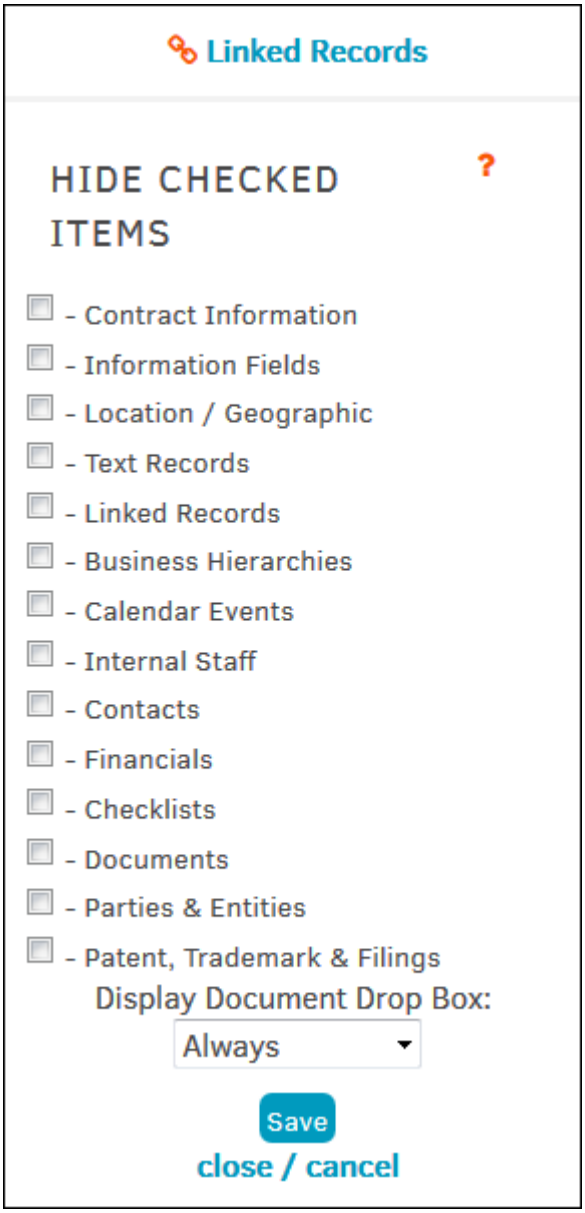
- **Linked Records**

  View or create linked records.

- **Your Options**

  Select items to hide on the matter screen.

  Note: Hiding these items does not turn them off; you can still access the information to which you have permissions to view by using the menu above. Hiding items makes the screen less multifarious by displaying only the information you deem is important for yourself. Undo these settings at any time.



Hide Checked Items

1.3.2.1.7.1 View or Create a Linked Record

The **Linked Records** hyperlink underneath the **Document Drop-Box** allows the matter record's Legal Team to navigate to a list of all matters (by name & number) already linked to the current matter.

To create a linked record:

1. Go to **Linked Records | Create Link** in the **Matter Navigation Bar**.
2. Enter a search reference in the text field.
   a. Use the radio buttons to search for records which are open, closed, or both. The amount of information put in this field will determine how narrow your search results will be.

Create a Linked Record

3. Select the desired matter from the drop-down list.
   a. Add remarks by typing into the available text field.
4. Use the radio buttons to distinguish what type of record is being linked.
5. Click **Save New Relationship**.

Once a linked record has been created, it can be edited by clicking . From the Edit Link Record Information screen, add a comment by typing into the available text box and clicking **Save Comments**. Delete association with the record using the icon.

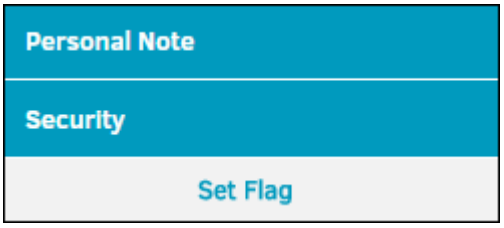
View the matter associated to the linked record by clicking the highlighted code.

Some fields may not be available for editing depending on your matter permissions. Ask your site administrator if you have questions.

1.3.2.1.7.2 Flag Matter/Remove Matter Flag

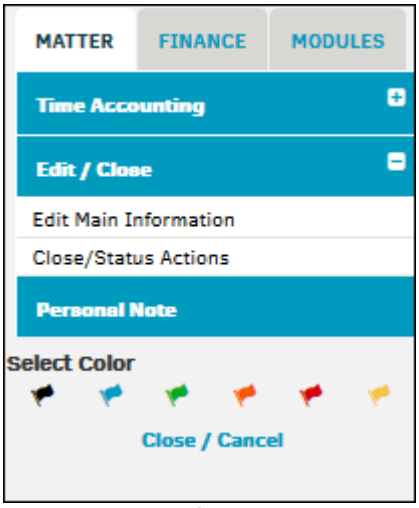
Below the **Matter Navigation Bar** within a matter record there is an option to flag the matter.

Flagging "tags" the matter with the icon and lists it on the **Flagged** tab of your **Matter General Report**. It also displays the matter in your **My Flags** page.



Flag Matter

Select the preferred color flag under **Personal Note** to flag the matter.

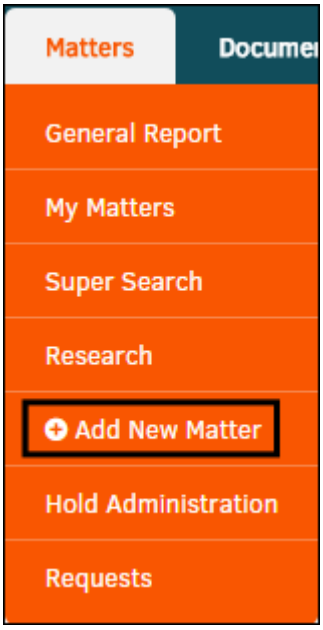


Flag Options

When a matter is flagged, the icon appears beside a **Remove Flag** link in this area of your **Matter Navigation Bar**. Click the link to remove the flagged status of the matter.

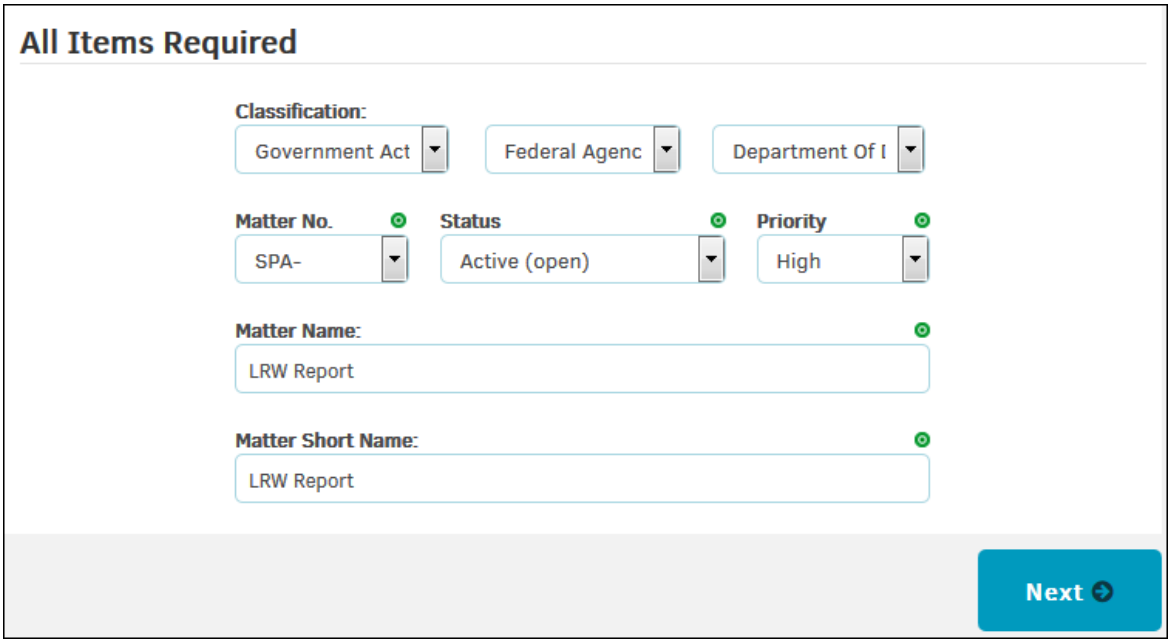
1.3.3 Add New Matter

To create a new matter, click **Add New Matter** from the **Matters** tab.



Add New Matter

1. From the **Add New Matter** page, choose a matter classification from the drop-down menu and click **Continue**. Repeat this process for keyword, and/or issues (if available).
2. Enter matter name and short name in the appropriate text fields. Information is saved successfully when you see the icon. Without a unique matter name or short name, you cannot move on to the next step.
3. Click **Next**. See *Start* for details on the step-by-step process.



Matter Information

Note for site administrators: It is recommended that you establish policies for adding matters based on your company's needs and the categories of data that require tracking for each matter type.

1.3.3.1 Step Process

This process is made up of the following steps.

1. Start
2. Initial Text Description
3. Important Dates
4. Text Fields
5. Assignment(s)
6. Security
7. Financial Considerations
8. Geographic Information
9. Contract Information
10. Product & Division Categories
11. Review

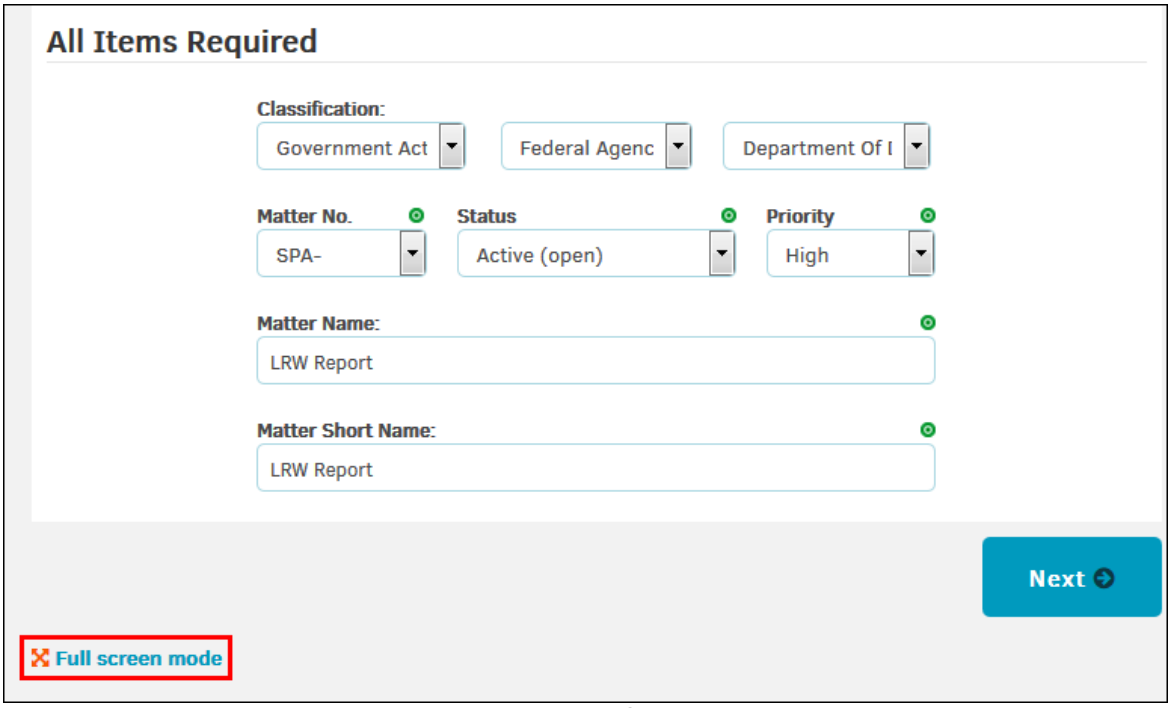
If you navigate away from the template at any time after completing the **Start** step, all previously entered information is saved when you select **Add New Matter** from the **Matters** tab.

1.3.3.1.1 1. Start

From the **Start** page for adding a new matter, you can enter some basic information required for any matter.

Field	Description
Classification	Update the matter governing category if necessary. The classification you entered may appear with drop-down lists that add more detailed classifications. You can select the classifications from these drop-down lists or change the existing classification.
Matter No.	Select the matter number prefix. ***Important:*** The **Matter No.** field is dependent on whether or not your company uses the automatic number sequence feature. Each prefix has a default work group setting. If you are not a member of the work group associated with a particular prefix, that prefix does not appear in the **Matter No.** drop-down.
Status	Select the status for the matter you are creating. You can create matter records for matters which are already closed, for reporting purposes.
Priority	Select the matter priority.
Matter Name	Enter a name for the matter. You can enter up to 250 characters. Unless you enter a unique matter name, you cannot move on to the next step.
Matter Short Name	Enter a short name for the matter for use in searches and some matter listings. You can enter up to 75 characters. Unless you enter a unique matter short name, you cannot move on to the next step.

Click **Next** to save and move on to the next page.



Add New Matter: Start Page

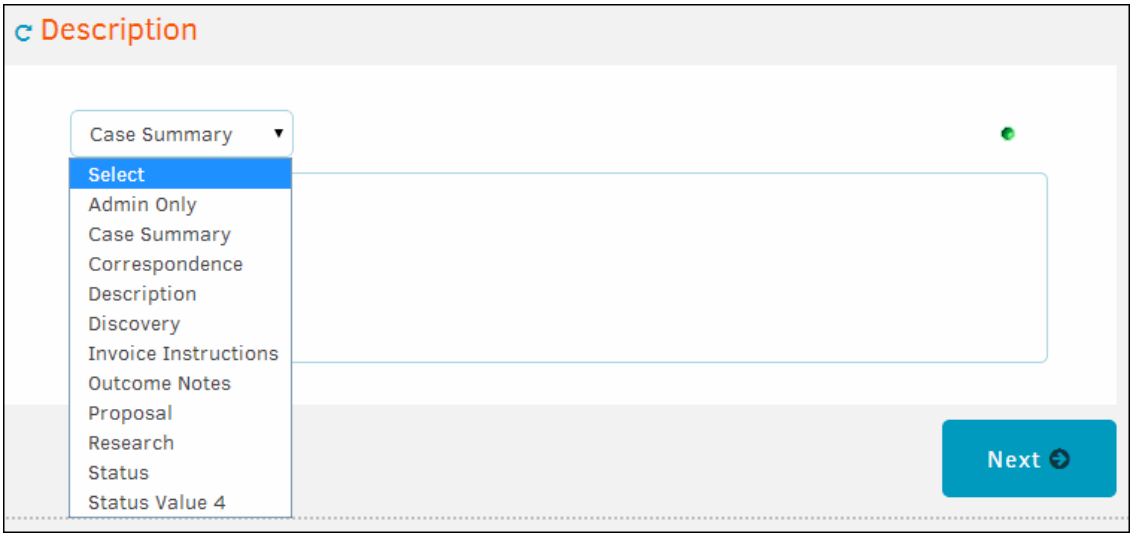
Note: Click **Full screen mode** to see a page that displays all the options for adding a new matter on one screen.

1.3.3.1.2 2. Description

This step is optional. You can also add a description text later by clicking the **Text** link on the matter's main screen.

a. From the **Description** page, enter a description of the matter. If necessary, select the drop-down list to update the type of description you are entering and enter the description in the large text box.

b. Click **Next** to move on to the next page.



Description for Adding a New Matter

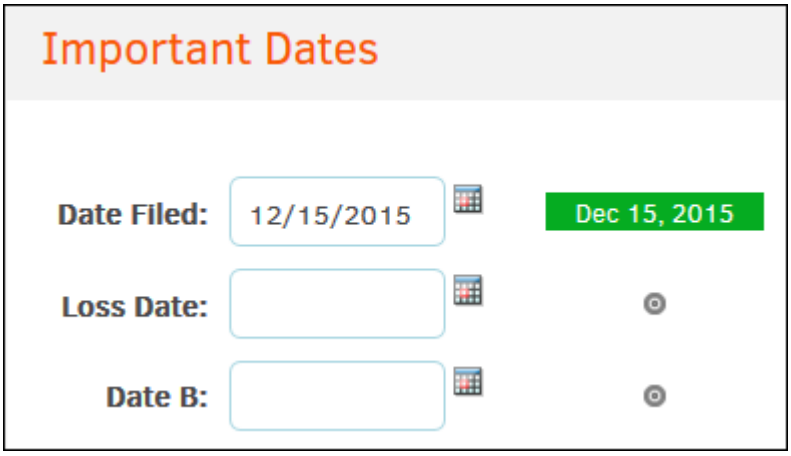
1.3.3.1.3 3. Important Dates

From the **Important Dates** page, enter dates for the matter. The captions for these date fields may vary by your matter type and site administrator's preferences.

a. For each date field, click the calendar icon and select a date from the calendar.

   Dates can be made in the past or future, but if an invalid date is entered (ex: 01/32/2015), the icon appears to the right of the text box. If you do not change unaccepted dates, they are deleted when you move to the next step. Acceptable dates are highlighted in green, as shown below.

b. Click **Next** to save and move on to the next page.

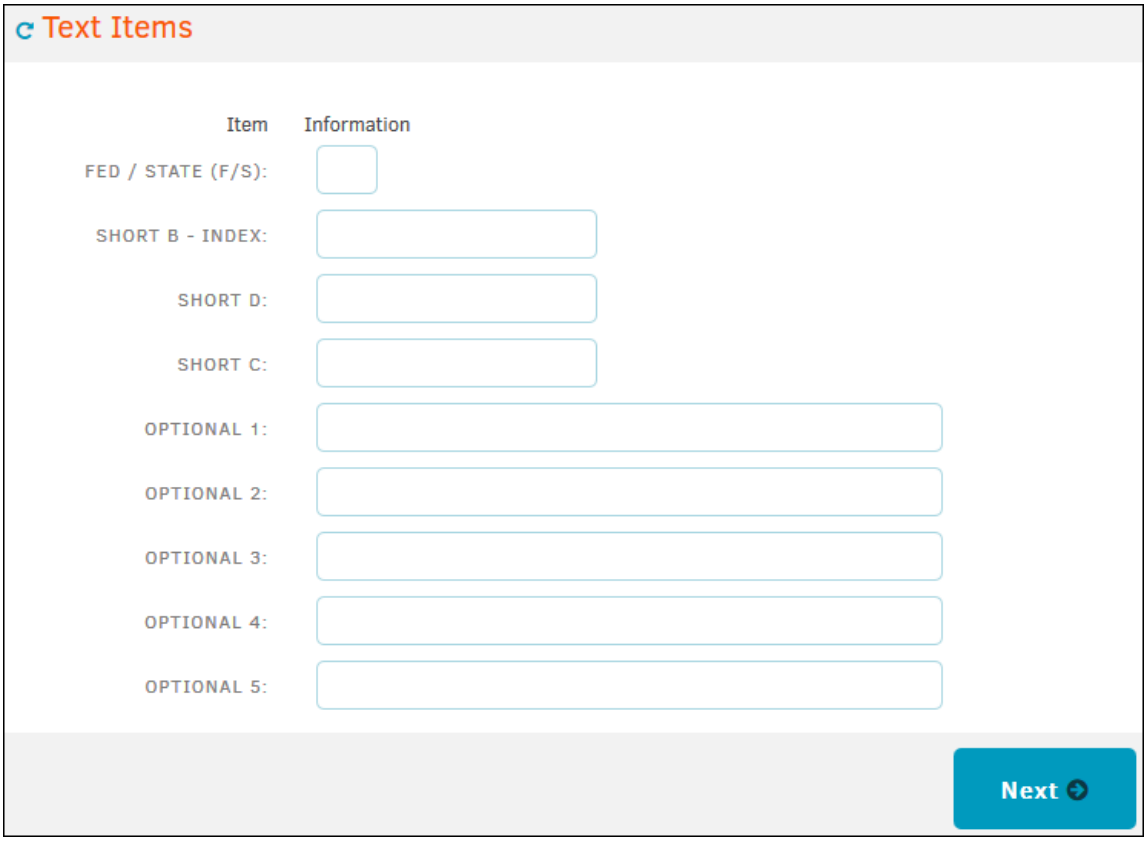


Add a New Matter: Important Dates

1.3.3.1.4 4. Text Items

a. From the **Text Items** page, enter information for fields on the matter. These fields may vary by your matter type and instance of Lawtrac.

b. Click **Next** to save and move on to the next page.



Add a New Matter: Text Items

1.3.3.1.5 5. Assignments

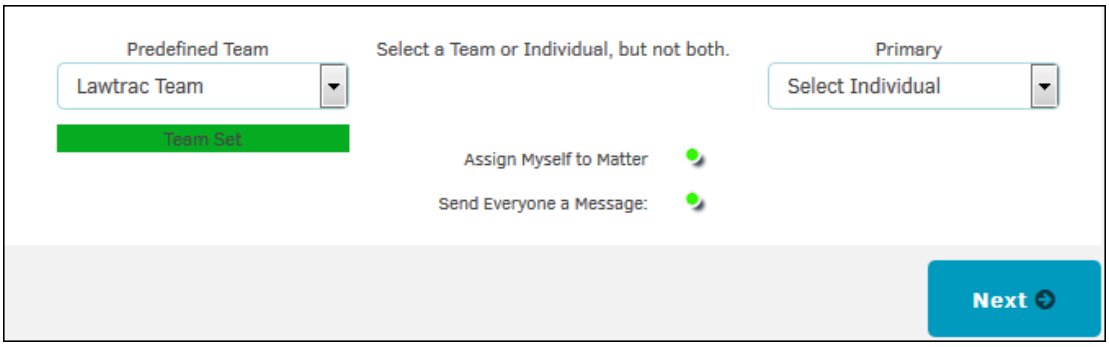
a. From the **Assignments** page, select a predefined team or primary person assigned to lead the matter.

You can only select one or the other; if you choose both a primary team and a lead, the predefined team will be reset when you hit the **Next** button.

b. Click **Next** to save and move on to the next page.

Field	Description
Predefined Team	Select a team to assign to the matter.

Lead	Select an individual to assign to the matter as the primary person. This role must be filled in order to create the matter record.
Assign Myself to Matter	Update this field if you want to assign yourself to the matter: • —You are assigned to the matter • —You are not assigned to the matter
Send Everyone a Message	Update this field based on whether you want all people assigned to receive an internal message: • —Assignees receive a message regarding the matter • —Assignees do not receive a message regarding the matter
Turn Reminder Service On For All Assigned	This switch is located to the right of the **Assignments** box, under Reminders. • —Reminder service is enabled • —Reminder service is disabled



Add a New Matter: Assignments

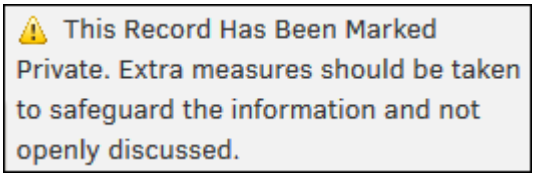
1.3.3.1.6 6. Security

a. From the **Security** page, select the security/work groups that are to have access to this matter.

Note: At least one group is required.

- —Group has access to matter record
- —Matter record is private

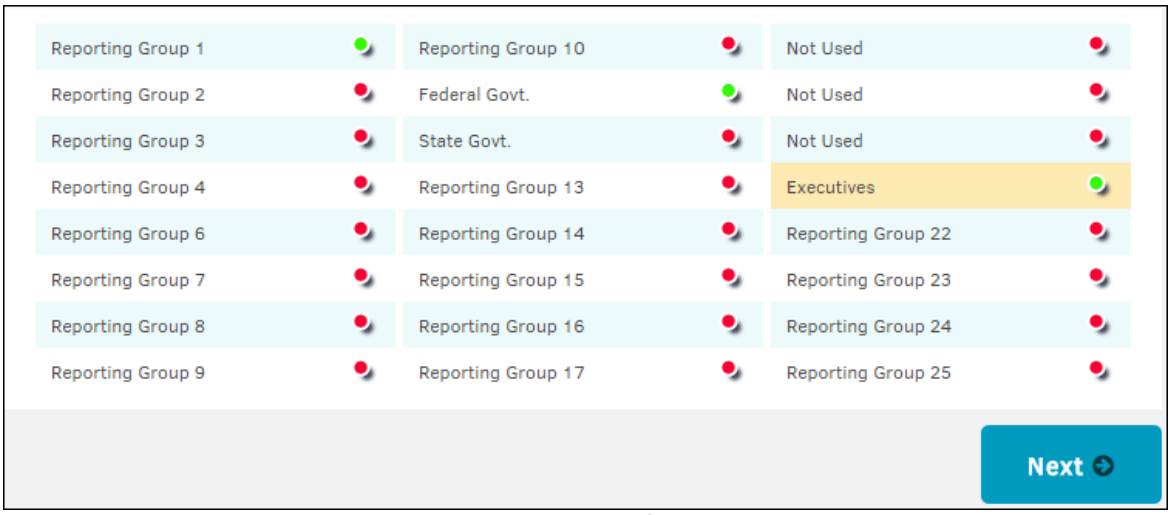
If you choose to make the record private so only those directly associated with the record can view it, a notice appears on the matter record's main screen like the image below:



Matter is Private

The reporting groups in the following image will most likely look very different on your application. These fields may vary by your matter type and preferences set up in **Application Administration**, and your site administrator sets up and modifies the security groups to apply to your company's needs.

b. Click **Next** to save and move on to the next page.

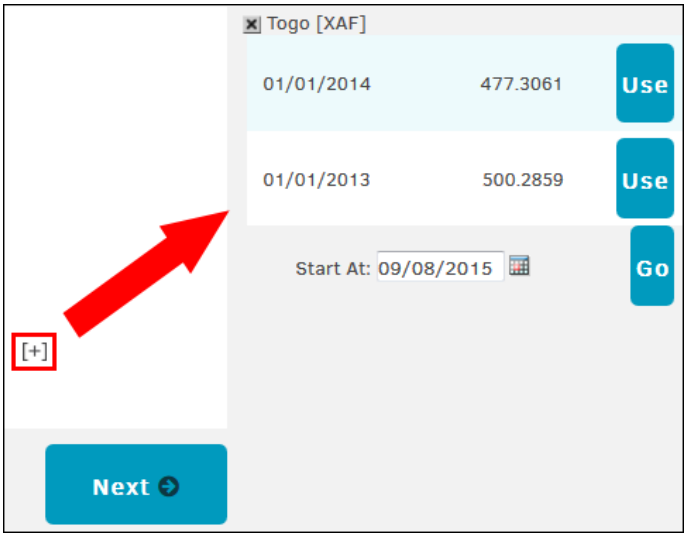


Add a New Matter: Security

1.3.3.1.7 7. Financials

a. From the **Financials** page, enter the financial information pertinent to this matter by adversary and/or by company. These fields may vary by your matter type and preferences set in Lawtrac. Refer to your company's policies for guidance on what number to enter in the "Financial Amount" data field.

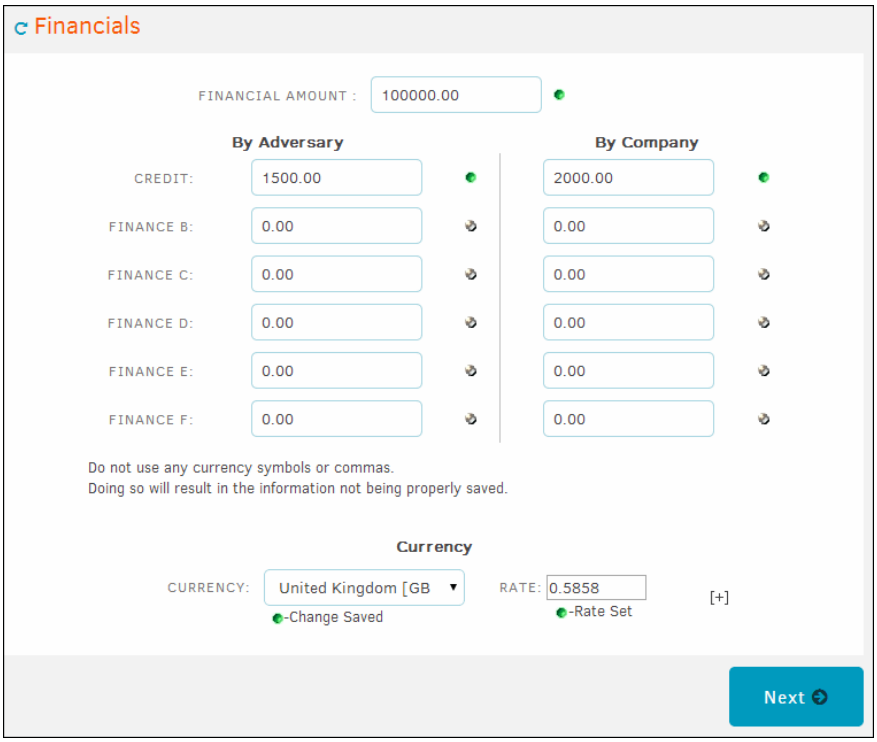
Currency is automatically set by the base currency selected for the Lawtrac application, set by the site administrator in **Application Administration**. If all billing for this matter is in a currency different from the base currency, you can change the matter's currency.



Predefined Currency Rate Conversion

If you change the currency, enter the agreed upon rate for their billing firms in the "Rate" field. Alternatively, click the [+] icon to select from predefined rates on the right side.

Note: When the "Currency" field of a matter differs from your base (default) currency, some financial screens for that matter include a column/link for the matter currency.



Financials for Adding a New Matter

b. Click **Next** to save and move on to the next page.

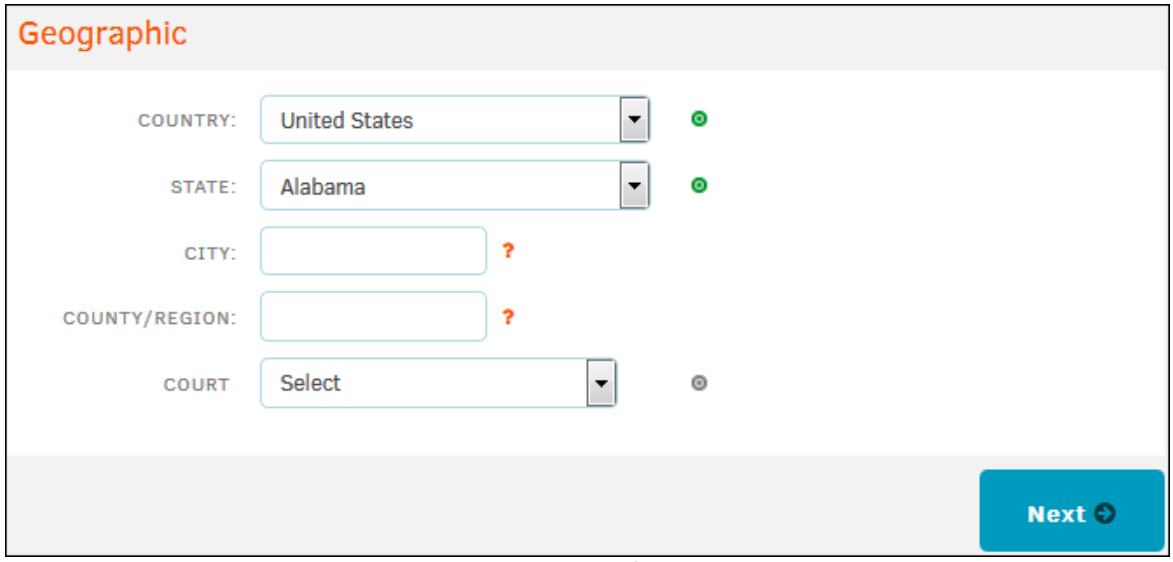
1.3.3.1.8 8. Geographic

a. From the **Geographic** page, specify location and court information for the matter. This information can be used to show trends and grouping data for managerial review.

b. Choose a country from the first drop-down list to generate a "City" or "State" drop-down list.

c. Optionally, type in a city or county/region into the respective text boxes, and select an option from the "Court" drop-down list to specify the type of jurisdiction or governmental institution dealing with the matter subject, if applicable.

d. Click **Next** to save and move on to the next page.

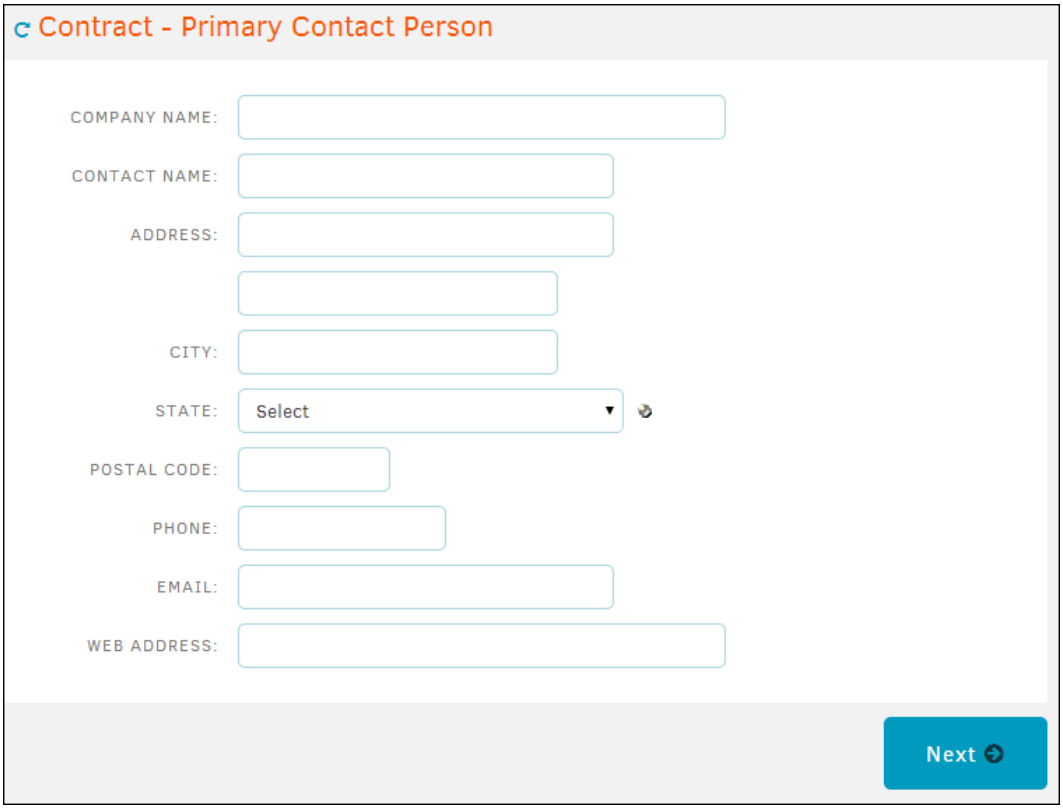


Add a New Matter: Geographic

1.3.3.1.9 9. Contract – Primary Contact Person

a. From the **Contract** page, specify the contact information of the primary person for the contract.

b. Click **Next** to save and move on to the next page.



Add a New Matter: Contact

1.3.3.1.10 10. Business Categories

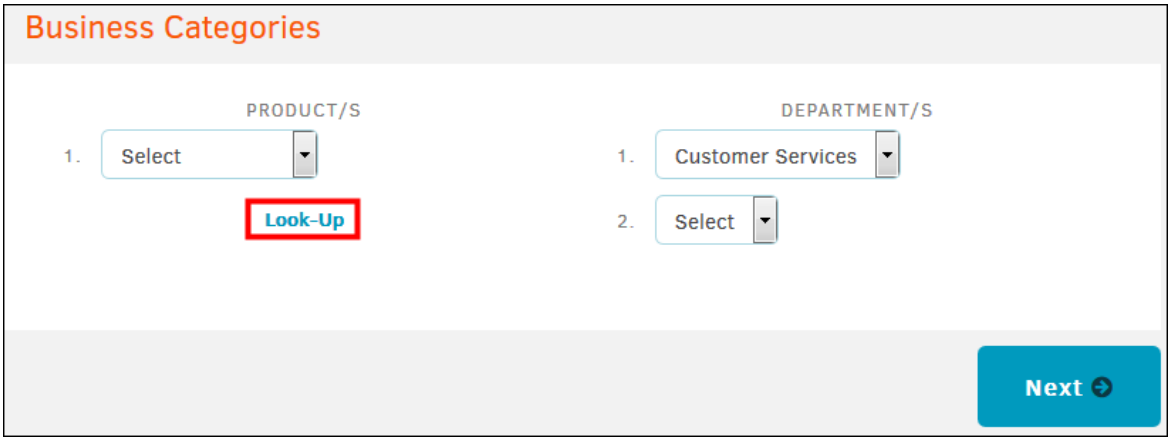
a. From the **Business Categories** page, specify product and division information for the matter.

b. From the drop-down menus under the "Product/s" and "Department/s" headings, select applicable categories for the matter. After you select a category, another drop-down list may appear with more detailed subcategories.

c. Continue to select options from the drop-down lists to categorize the Product and Department.

   You can also click **Look-Up** to enter a search term to find a specific Product or Department.

d. Click **Next** to save and move on to the next page.



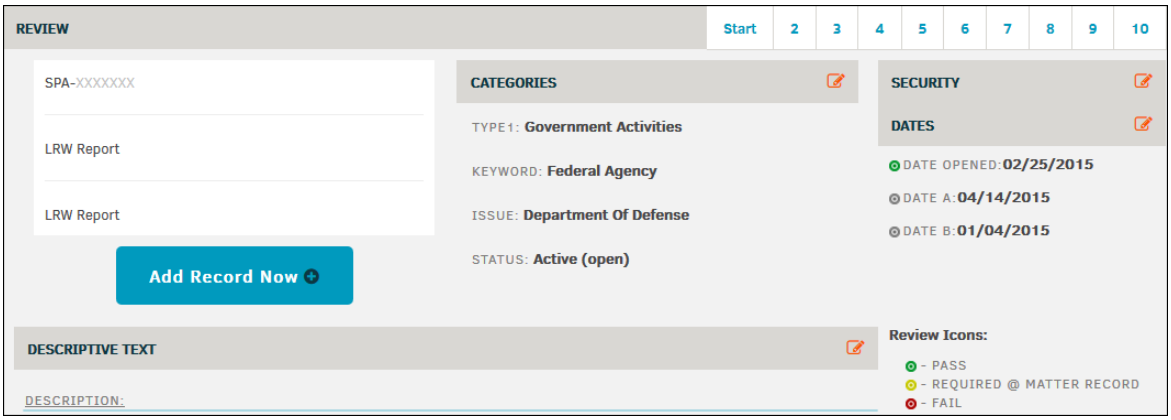
Add New Matter: Business Categories

1.3.3.1.11 11. Review Screen

The **Review** screen displays all the information you have entered for the matter.

To edit a section of the matter, click the icon or click the step number at the top.

When you have completed your changes and are satisfied with your entries, click the **Add Record Now** button to add the matter to Lawtrac.



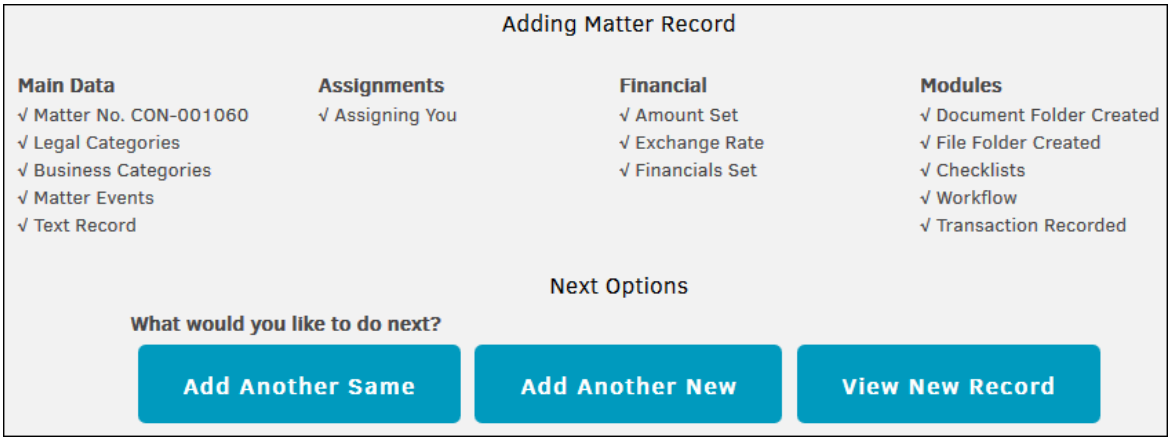
Add a New Matter: Review

1.3.3.1.12 12. Final Screen

After you finish adding a new matter record, the following screen includes a confirmation and summary of the matter. From this page you have the following options:

- **Add Another Same**—Click to open the first page for creating a new matter with all the information you entered for the previous matter. From this page, you must change the **Matter Name** and **Matter Short Name**.
- **Add Another New**—Click to open the first page for creating a new matter with no saved information.
- **View New Record**—Click to view the matter you just created.

Important: Initially, duplicate matter numbers are flagged. This security measure ensures that two users adding matters at the same time do not inadvertently use the same number. However, Lawtrac administrators can change a matter number from their **Edit Main Information** screen after it has been added to the database.



Confirmation Screen after Adding a Matter

1.3.3.2 Full Screen Mode

The third option for adding a new matter is a template that displays all of the fields available in the Step Process on one page. The fields are entered in the same order as the Step Process, but clicking **Next** is not required between each data area. Descriptions of each step can be found on the right side of the screen.

Note: This function is not optimized for Firefox or Internet Explorer browsers.

ADD NEW MATTER

Start

Exit Full Screen

Review / Finish

Reset / Restart

All Items Required

Matter No. LIT-

Status Active (open)

Priority Medium

Matter Name: Johnson v. Bird

Matter Short Name: NVM

Classification: Litigation Civil Rights No Issues Found

START

All items in this step are required.

Before you can complete the add matter process, the following data will be checked to ensure that:

- Matter Names (full and short) are not duplicated
- A proper Type / Keyword hierarchy is applied
- Individuals are assigned
- Security has been set

For specific instructions or guidance click the ? icon associated to the item in question. As you enter information the assistance icon will turn to indicating that the information has been saved.

Description

Description

Testing Stage 6

DESCRIPTIVE TEXT

Enter a description of the matter.

Important Dates

Date Filed:

Loss Date:

Date 21:

Trial Date:

Date 1:

The date format in Lawtrac is mm/dd/yyyy

DATES

Enter as many of the date items as you can now.

If you receive a icon check to make sure you have entered a valid date. The date will not be saved and the information omited during the final add process.

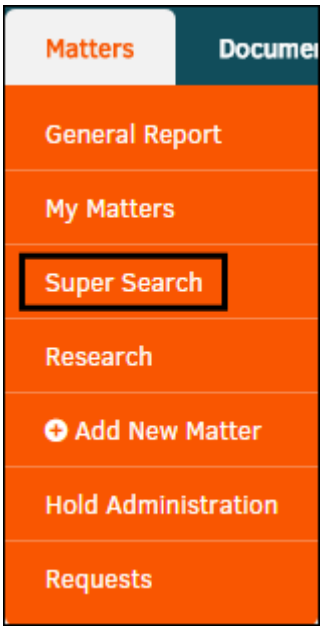
Review the date in the green Nov 07, 2014 box and verify it is the date you intended.

Text Items

Full Screen Mode

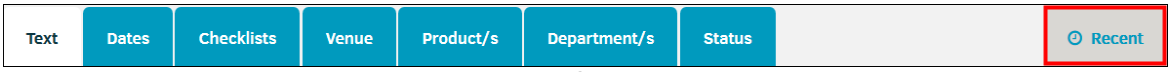
1.3.4 Super Search

Search for specific matters from the **Super Search** page. To open the search, hover your mouse pointer over the **Matters** tab and click **Super Search**.



Super Search

Lawtrac saves a list of the 20 most recent searches. Click the **Recent** tab on the right side of the screen to see the list of searches.



Recent Searches

To save a search more permanently, flag it by clicking the name one of the saved search results, then select a flag color of your choice at the top right of the results section.

Setting the Search Flag

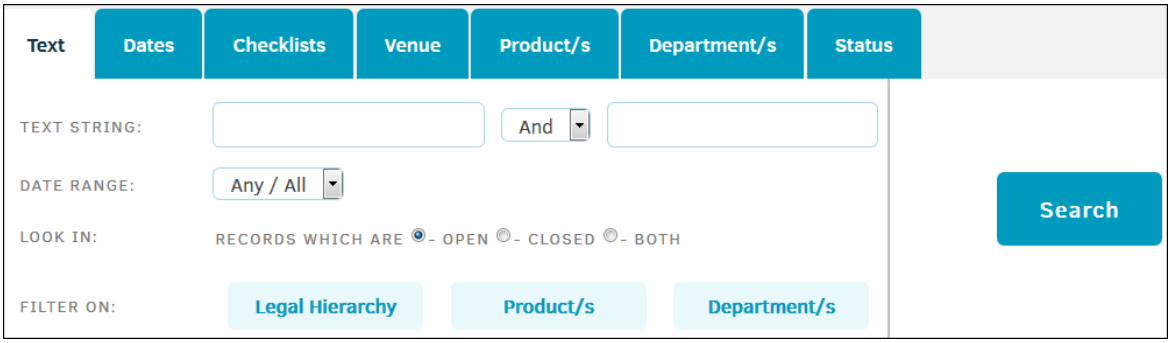
Super Search Options:

Tab	Function
Text	Search by text string.
Dates	Search by time period or date range.
Checklists	Search by comment and checklist question.
Court	Search by type of court.

Tab	Function
Product	Search by type of product and product level.
Business Unit	Search by type of division and division level.
Status	Search by matter status (open, closed, discovery, etc.)

1.3.4.1 Text

You can search through all text strings throughout a matter. To search by text, click the **Text** tab if it is not already selected.



Searching by Text

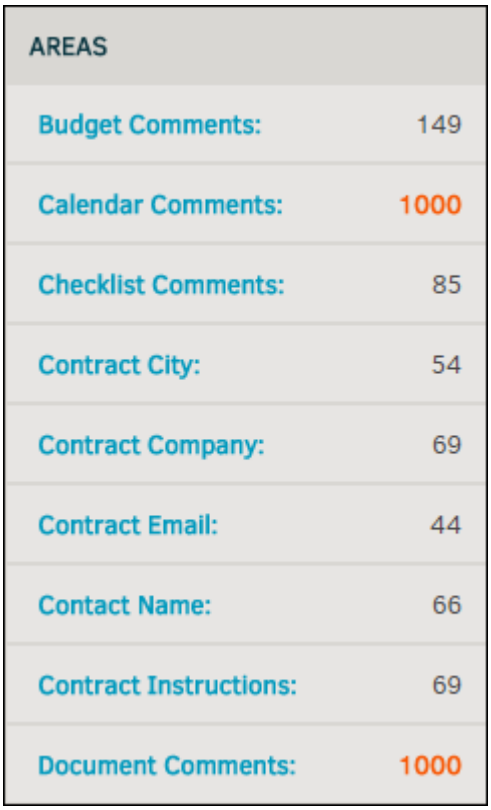
The **Text** tab includes the following fields.

Field	Description
Text String	Enter one or two text strings that you want to appear in search results. You can use the **And**, **Or**, or **Not** operators to specify how you want to search on the text strings.
Date Range	Specify the opened date of the matters that you want the search results to include. You can enter a date in the form of MM/DD/YYYY into the text field and specify whether the results are **After**, **Before**, or **Between** the date(s) you entered. If you do not want to filter by date, leave the selection as **Any/All**.
Look In	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Filter On	Specify matters to include in the search by filtering on the following categories: • **Legal Hierarchy**—Specified on the **Type/Keyword** page of a matter. • **Product**—Specified on the **Product** page of a matter. • **Department**—Specified on the **Department** page of a matter.

	To filter by each category, click one of the buttons. From the drop-down menu that appears, select an option from the list. Click ⊗ to return to the three category buttons.

After you click the **Search** button, select a text field or area of the matter that contains the text string from the Areas list. Click one of the linked areas to open those search results.

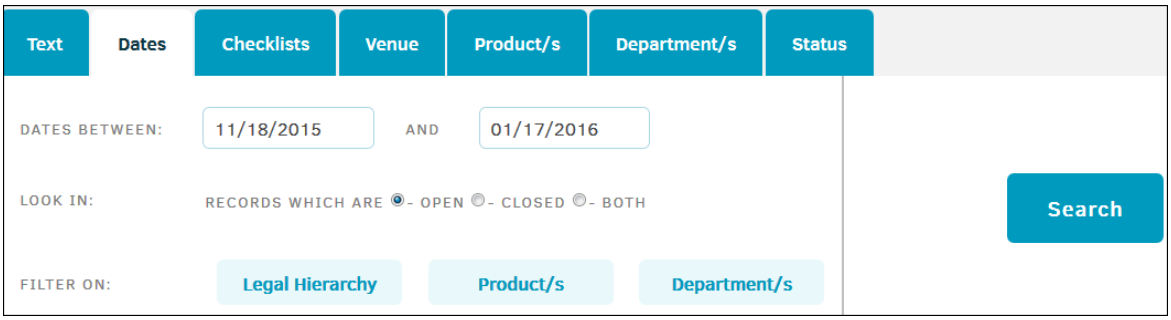
Results that exceed 1,000 appear in orange.



Areas List

1.3.4.2 Dates

You can search for matters within a specified date range. You can search on any of the key dates on a matter. To search by date, click the **Date** tab.



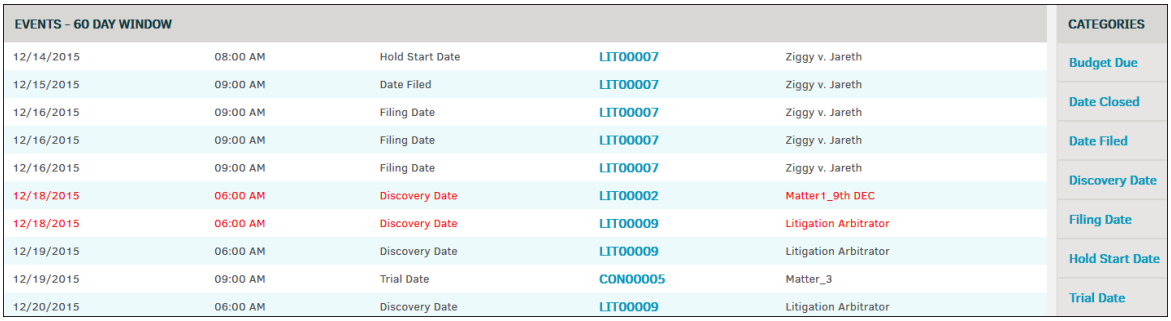
Search by Dates

The **Date** tab includes the following fields:

Field	Description
Dates Between	Specify the opened date range of the matters that you want the search results to include. Enter a date in the form of MM/DD/YYYY into each text field.
Look In	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Filter On	Specify matters to include in the search by filtering on the following categories: • **Legal Hierarchy**—Specified on the **Type/Keyword** page of a matter. • **Product**—Specified on the **Product** page of a matter. • **Business Unit**—Specified on the **Business Unit** page of a matter. To filter by each category, click one of the buttons. From the drop-down menu that appears, select an option from the list. Click ⊗ to return to the three category buttons.

After you click the **Search** button, narrow your search results by selecting a link from the **Categories** list. The categories in this list are dates found under the **Key Dates** field within a matter record.

Click one of the linked categories to open search results for that key date. After you click a category, click the **Reset** button to return to the complete list of search results.



EVENTS - 60 DAY WINDOW

12/14/2015	08:00 AM	Hold Start Date	LIT00007	Ziggy v. Jareth
12/15/2015	09:00 AM	Date Filed	LIT00007	Ziggy v. Jareth
12/16/2015	09:00 AM	Filing Date	LIT00007	Ziggy v. Jareth
12/16/2015	09:00 AM	Filing Date	LIT00007	Ziggy v. Jareth
12/16/2015	09:00 AM	Filing Date	LIT00007	Ziggy v. Jareth
12/18/2015	06:00 AM	Discovery Date	LIT00002	Matter1_9th DEC
12/18/2015	06:00 AM	Discovery Date	LIT00009	Litigation Arbitrator
12/19/2015	06:00 AM	Discovery Date	LIT00009	Litigation Arbitrator
12/19/2015	09:00 AM	Trial Date	CON00005	Matter_3
12/20/2015	06:00 AM	Discovery Date	LIT00009	Litigation Arbitrator

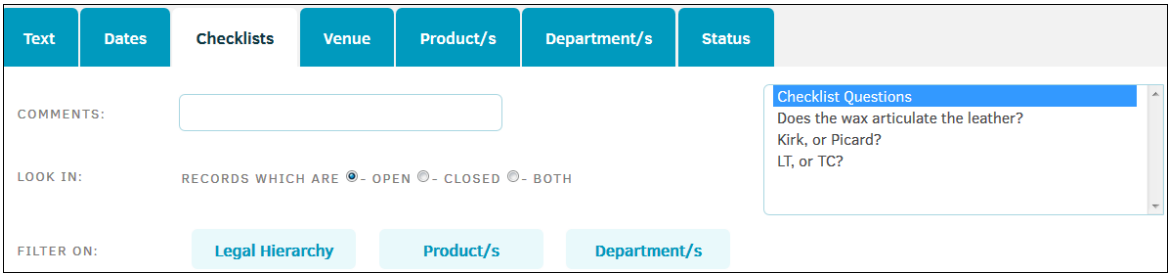
CATEGORIES

Budget Due
Date Closed
Date Filed
Discovery Date
Filing Date
Hold Start Date
Trial Date

Search Categories

1.3.4.3 Checklists

You can search for comments in a checklist item of a matter. To search by checklist comments, click the **Checklists** tab on the **Super Search** page.



Search by Checklists

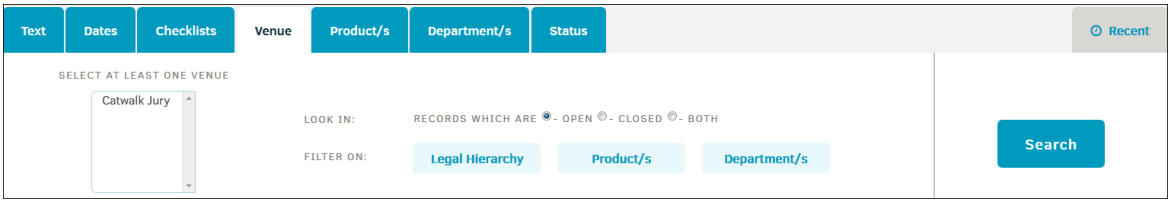
The **Checklists** tab includes the following fields:

Field	Description
Comments	Enter a word or phrase in the comments section of a checklist item in a matter. Enter at least one word in this field when searching.
Look In	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Filter On	Specify matters to include in the search by filtering on the following categories: • **Legal Hierarchy**—Specified on the Type / Keyword page of a matter. • **Product**—Specified on the Product page of a matter. • **Division**—Specified on the Division page of a matter. To filter by each category, click one of the buttons. From the drop-down menu that appears, select an option from the list. Click ⊗ to return to the three category buttons.
Checklist Options	Select at least one checklist item from this multi-select list. To select more than one item, hold down the **[CTRL]** key on your keyboard when making selections.

Click the **Search** button after entering the search criteria.

1.3.4.4 Venue

You can search for matters that fall under the specified jurisdictions. To search by court or venue, click the **Venue** tab.



Searching by Court

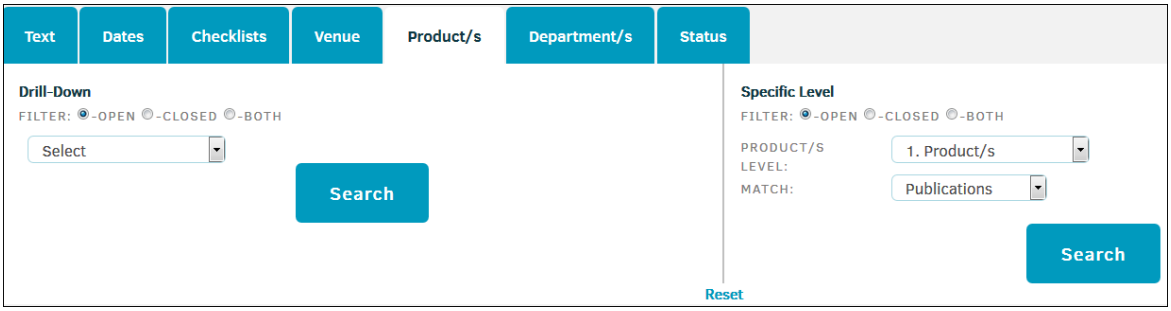
The **Venue** tab includes the following fields:

Field	Description
Select at Least One Venue	Select one or more items from the list of venue. To select more than one item, hold down the [**CTRL**] key when making selections.
Look In	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Filter On	Specify matters to include in the search by filtering on the following categories: • **Legal Hierarchy**—Specified on the **Type/Keyword** page of a matter. • **Product**—Specified on the **Product** page of a matter. • **Business Unit**—Specified on the **Business Unit** page of a matter. To filter by each category, click one of the buttons. From the drop-down menu that appears, select an option from the list. Click ⊗ to return to the three category buttons.

Click the **Search** button after entering the search criteria.

1.3.4.5 Product

You can search for matters associated with a specified product category. To search by products, click the **Product** tab.



Searching by Product

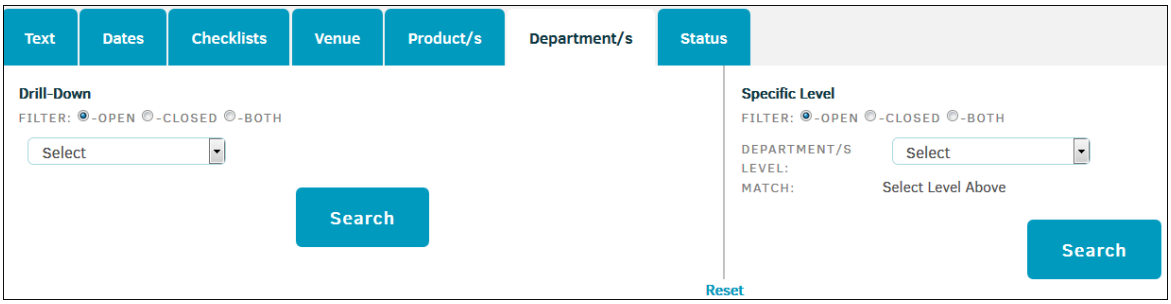
The **Product** tab includes the following fields:

Field	Description
Drill-Down	
Filter	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Drill-Down drop-down	Select a product on matters that you want to include in the search results. Depending on the product you select, another drop-down may appear. If you want to specify the product further, select child categories until no other drop-downs appear.
Specific Level	
Filter	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Product Level	Specify a level of product categories that you want to see in the **Match** field.
Match	Select the category at the product level for matters that you want to include in the search results.

Click the **Search** button after entering the search criteria. Click **Reset** to clear any selections you make.

1.3.4.6 Department

You can search for matters associated with a specified division within a company. To search by division, click the **Division** tab.



Searching by Business Unit

The **Division** tab includes the following fields:

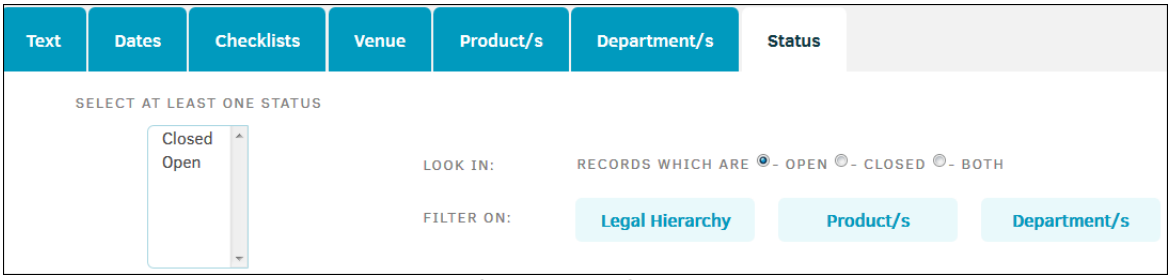
Field	Description
Drill-Down	

Filter	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Drill-Down drop-down	Select a business unit on matters that you want to include in the search results. Depending on the business unit you select, another drop-down may appear. If you want to specify the business unit further, select "child" categories until no other drop-downs appear.
Specific Level	
Filter	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Division Level	Specify a level of business unit categories that you want to see in the **Match** field.
Match	Select the category at the business unit level for matters that you want to include in the search results.

Click the **Search** button after entering the search criteria. Click **Reset** to clear any selections you make.

1.3.4.7 Status

You can search for matters that have a specified status. To search by status, click the **Status** tab.



Searching by Status

The **Status** tab includes the following fields.

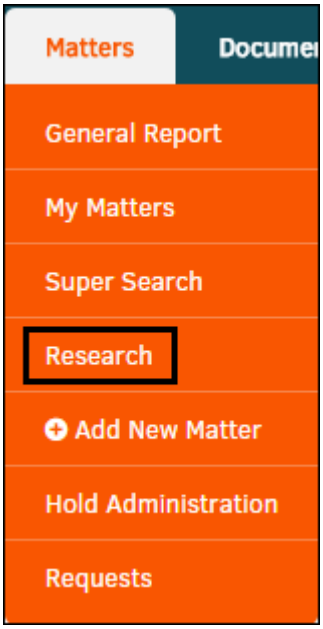
Field	Description
Select at Least One Status	Select one or more items from the list of matter statuses. To select more than one item, hold down the [**CTRL**] key when making selections.
Look In	Specify whether you want to search for matters that are **Open**, **Closed**, or **Both**.
Filter On	Specify matters to include in the search by filtering on the following categories: • **Legal Hierarchy**—Specified on the **Type/Keyword** page of a matter.

	• **Product**—Specified on the **Product** page of a matter. • **Division**—Specified on the **Business Unit** page of a matter. To filter by each category, click one of the buttons. From the drop-down menu that appears, select an option from the list. Click ⊗ to return to the three category buttons.

Click the **Search** button after entering the search criteria.

1.3.5 Research Search

The **Research** page is one of many ways to search for matters. Select **Research** from the **Matters** tab to open this page.



Research

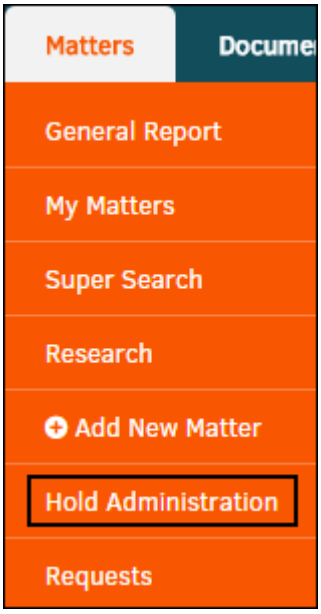
To conduct a search on the Research page:

1. Select from the "Type", "Keyword", "Issue/s", "Product/s", and/or "Department/s" drop-down lists to filter categories. (These are the best options to use for filtering because the database uses them to determine which matters to search.)
2. Use the "Opened Between", "Include Closed Records", "Assigned", and "Order By" options to filter the search criteria.
3. Click the **List** button to generate search results.
4. Click the matter number to view the main matter screen.

Searching on the Research Page

1.3.6 Hold Administration

The **Hold Administration** hyperlink under the **Matters** tab allows Lawtrac users to manage holds on a matter by administrator, category (Audit, Litigation, or Regulatory Hold), or time period.



Hold Administration Link

Hold Administration Options:

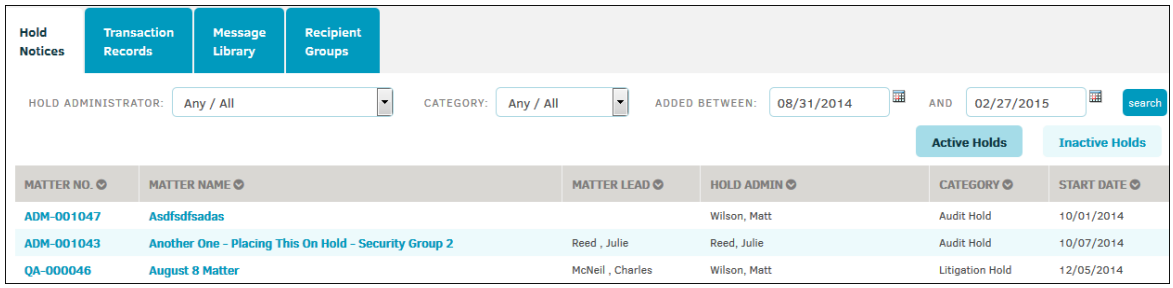
Tab	Purpose
Hold Notices	Search active holds on a matter.
Transaction Records	View a list of all recorded hold-related events across all matters.
Message Library	View a list of all recorded hold-related messages across all matters.
Recipient Groups	View and edit recipient groups.

1.3.6.1 Hold Notices

The **Hold Notices** tab in **Matters | Hold Administration** allows users to view all active holds initiated over the last 180 days.

To view a list of hold notices, choose an administrator or category from the corresponding drop-down lists (or select Any/All), and click the icons to adjust the time period. Click **Search** to load the list.

Click the matter number or name to view the matter hold details.



Hold Notices

Set a Hold Message

From the details page, you can send a message to the matter lead attorney, or set a reminder or notice that will repeat on a schedule.

1. Choose a type of message to send from the drop-down list.
2. Click **Add Message**.
3. Once it is created, select the icon to choose the next send date, and set up a repeating schedule.

To create a new message for the Message Library tab of Hold Administration:

Under the **Master Staff** list, you have a variety of options:

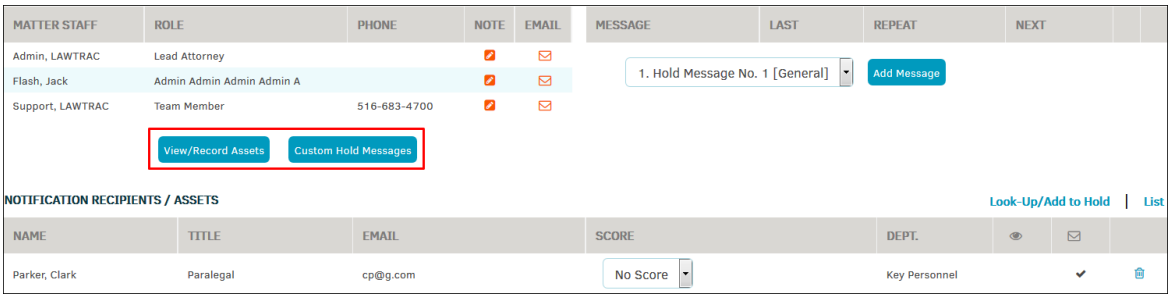
- **View/Record Assets**

  Click the **Record an Asset** button to view recorded assets or enter information for a new asset. Select a classification from the drop-down list, enter the file name, and use the radio buttons to select the type of format. ***Note:*** It is very important to enter the correct network location, or the file may not be accessible.

  Click **Save** when all information has been entered.

- **Custom Hold Messages**

  Click the **Custom Hold Messages** button to view or edit the message that appears as the primary hold notification.



Hold Notice Detail

- **Notification Recipients/Assets**

  This list of individuals includes those who have been added to a hold notice.

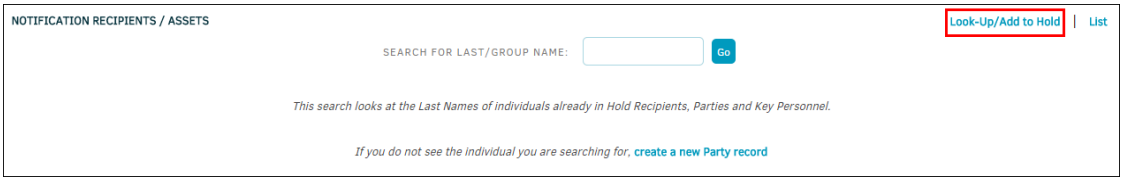
  1. Under the **Score** column, use the drop-down menu to define an individual's association, action, or knowledge with the matter.

     The information updates automatically upon selection.

  2. Click the icon to delete the individual.

  3. Click **Look-Up/Add to Hold** to search for individuals already in hold recipients, parties, and key personnel.

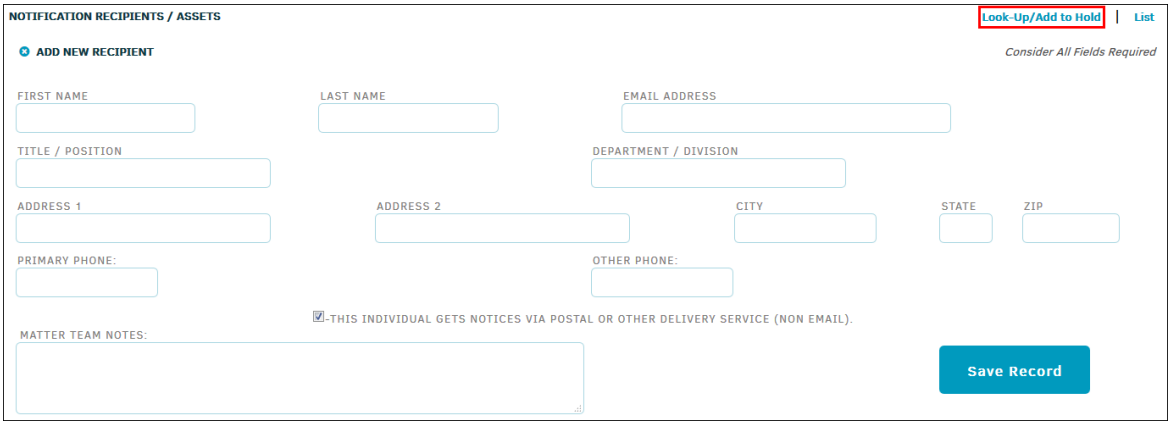
     a. If you do not see the individual for whom you are searching, click **Create a New Party Record**. Click **List** to return to the Notification Recipients List.



Add to Notification Recipients

1.3.6.1.1 Create a New Party Record

To create a party record to add to the Notification Recipients, click **Look-Up/Add to Hold** at the top of the Notification Recipient list, then click **Create a New Party Record**.



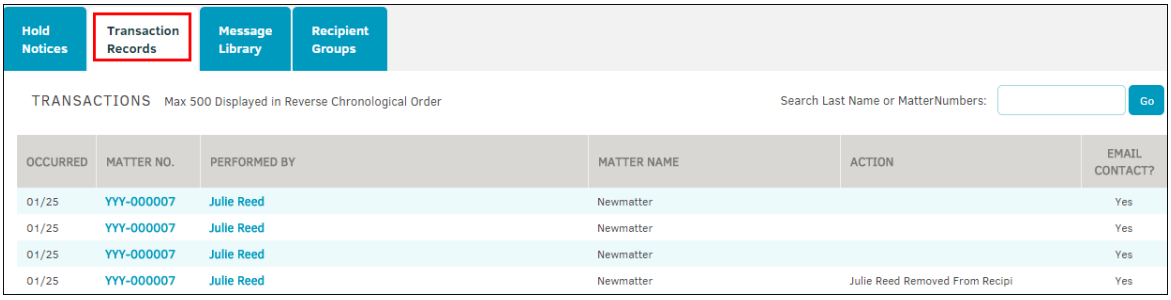
Create a New Party Record

Enter all available data; first and last name are required.

Click **Save Record** to confirm and add new party.

1.3.6.2 Transaction Records

The **Transaction Records** tab in **Hold Administration** allows users to view a list of all recorded hold-related events across all matters.

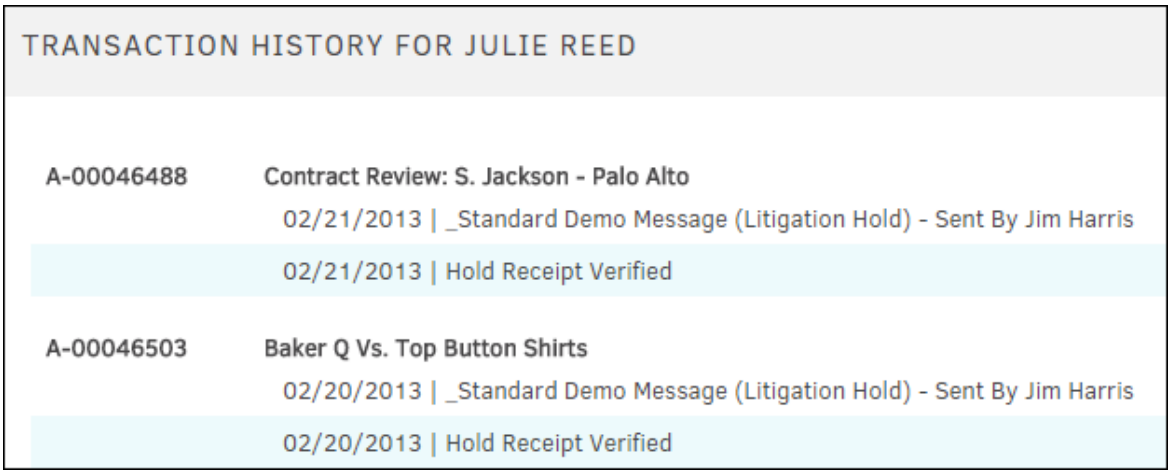


Transaction Records Tab

Type an individual's last name, or a matter number, into the text box in the upper right corner of the page and click **Go** to search for a specific transaction record. The search bar can search for matters or names by a single number or letter.

Click matter number to view actions made by all employees associated with a matter.

Click an individual's name to view actions made by the individual on all matters.



Transaction History

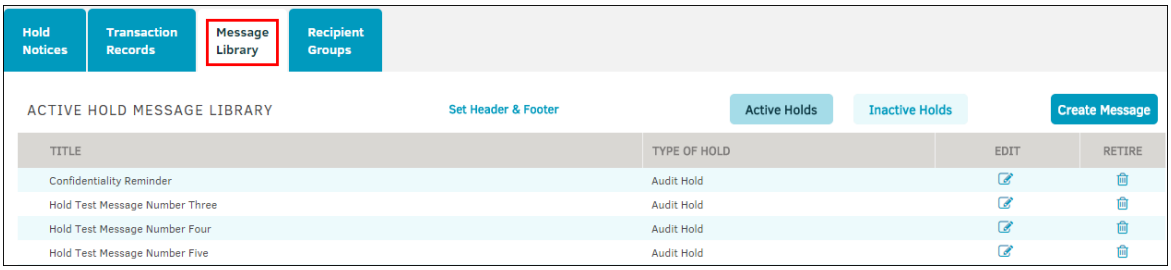
1.3.6.3 Message Library

The **Message Library** tab in **Hold Administration** allows users to view a list of all recorded hold-related messages across all matters.

Click the **Active Holds/Inactive Holds** buttons to switch between the active and inactive message list.

- —Edit the hold message title and type

- —Retire the hold message; it appears in the **Inactive Holds** list



Message Library

Create Message

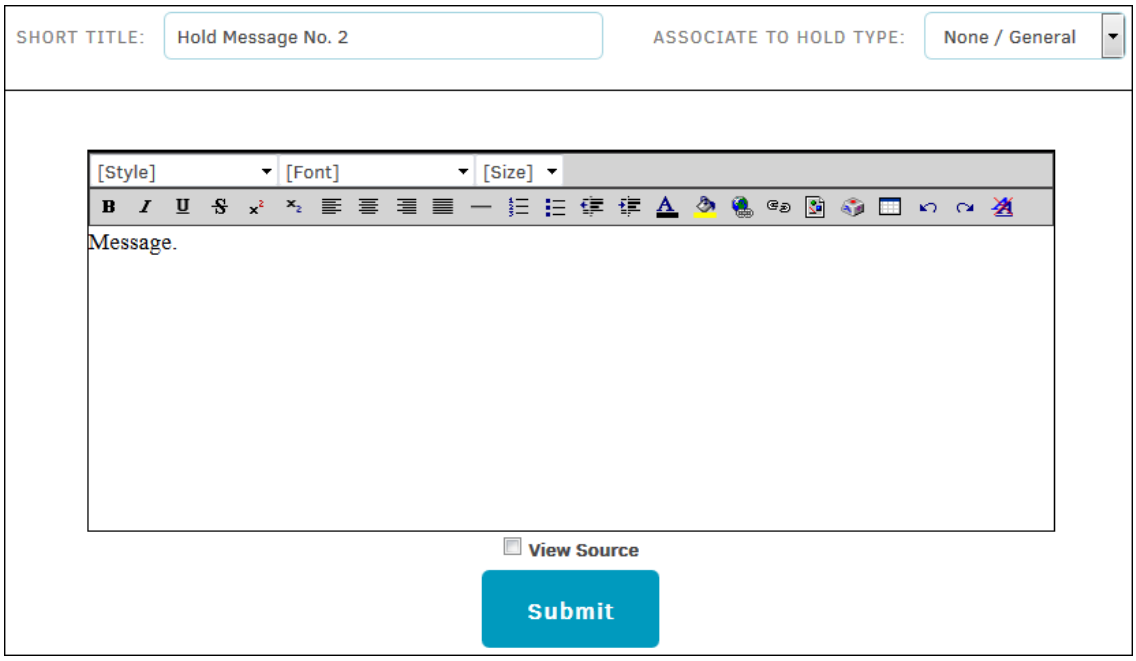
Click the **Create Message** button at the top of the Message Library list to create a new hold message. A title is automatically generated in the "Short Title" text box. Change this field to a custom title by typing directly into the text box. Associate the hold type using the drop-down menu.

The message field operates like a standard Office Word document. Heading style, font, and text size can be adjusted using the top three drop-down lists.

View the function of each icon in the second row by hovering your mouse pointer over the graphic.

Click the **View Source** checkbox to display the message and configuration in HTML view.

Click **Submit** after entering your hold message.



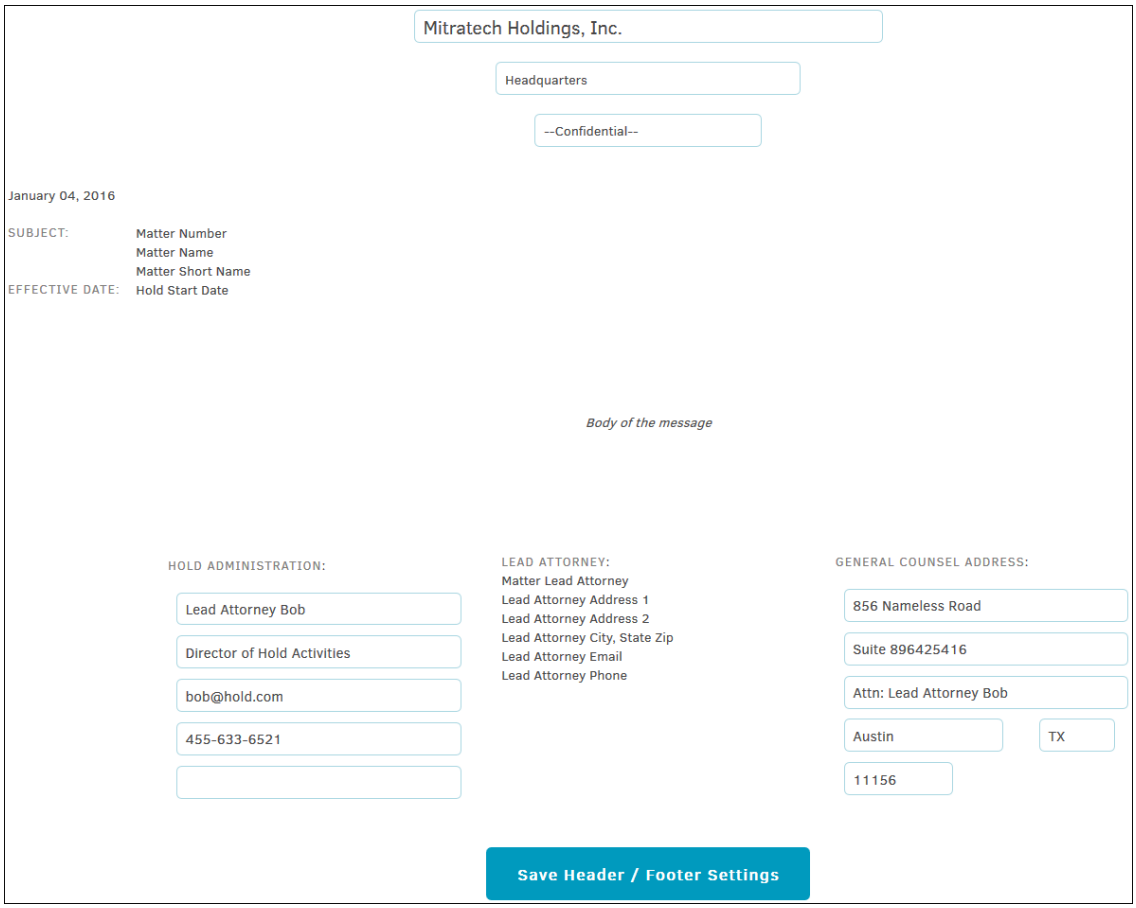
Create a Hold Message

Set Header & Footer

Click the **Set Header & Footer** hyperlink at the top of the Message Library list to view or edit the message header and footer. The header should consist of the company name, office location, and a confidentiality notice, but can be anything you deem appropriate.

The message footer should include the hold administration's lead attorney and address, as well as the general counsel's address (shown below).

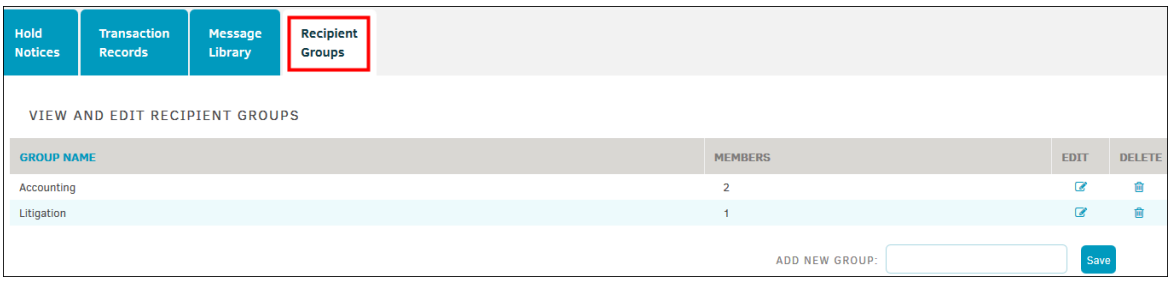
Click **Save Header/Footer Settings** to confirm changes.



Hold Message Header and Footer

1.3.6.4 Recipient Groups

The **Recipient Groups** tab in **Hold Administration** allows users to view a list of all groups who will receive notices about matter records.

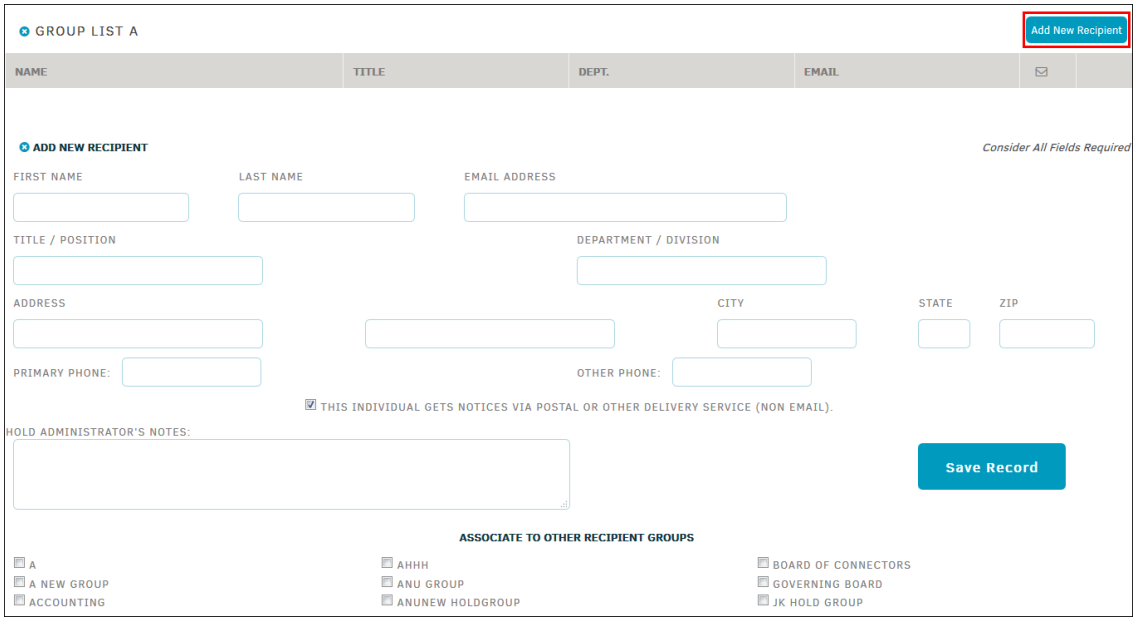


Recipient Groups

- Click the icon in the **Edit** column to view a list of individuals associated with the group. Individuals are listed in alphabetical order by surname.
  - Use the search bar at the bottom of the list to find a specific group member.
- Click the icon to delete a group or individual within a group.

Add an Individual to a Pre-existing Recipient Group

1. For any group, click the icon in the **Edit** column.
2. Click **Add New Recipient** at the top of the list.
3. Enter all available information into the text boxes.
4. Select or deselect the checkbox above "Hold Administrator's Notes" to determine whether the individual receives notices via a non-email delivery service.
   a. Quickly add the individual to other recipient groups without re-entering all of their information by selecting the checkboxes in the **Associate to Other Recipient Groups** category.
5. Click **Save Record** to set all information.



Add an Individual to Recipient Group

Add a Recipient Group

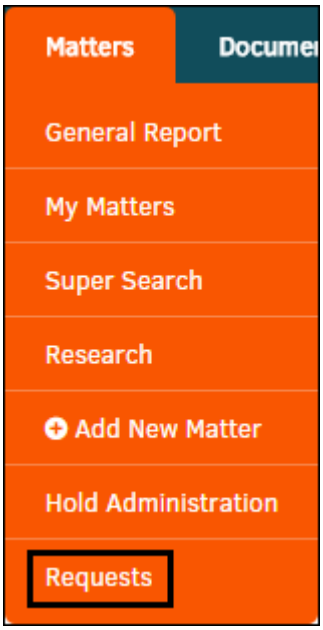
1. From the **Recipient Groups** tab, enter a group name in the "Add New Group" text box.
2. Click **Save**.

The group name will appear in the group list, allowing you to edit and add individuals.

Add a Recipient Group

1.3.7 Requests

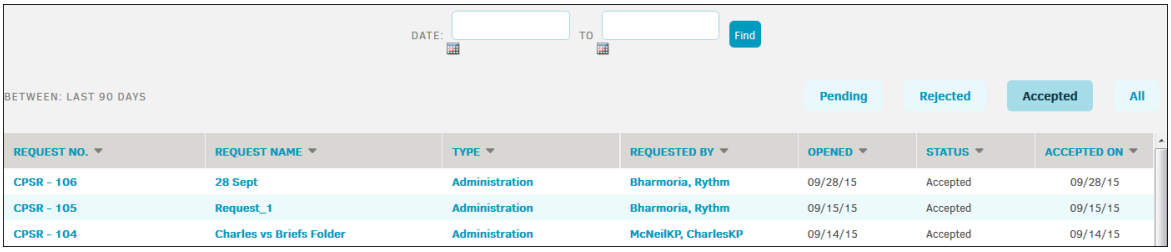
The **Requests** page in the **Matters** tab allows users to view all pending, rejected, and accepted requests within a specific time period.



Requests Link

At the top of the page, select one of the **View** hyperlinks to see **Pending** requests, **Rejected** requests, or those which have been **Accepted**.

Click the icon or type dates in the "Date:" and "To" data fields to find a request made during a specific time period.



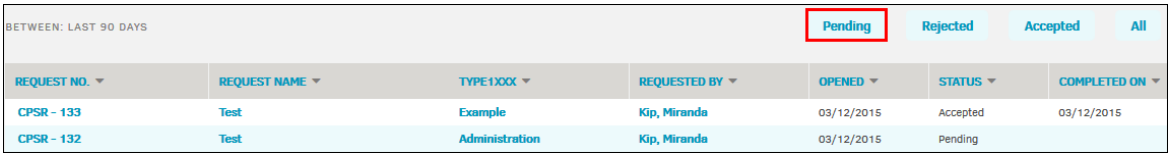
Pending Requests

Requests Options:

Column	Function
Request No.	Click the request number to view request description.
Request Name	Click the title of request to view request description.
Type	Click the type of request to search for other requests of the same type.
Requested By	Click the name of the individual who made the request to view other requests made by the individual.
Opened	View the date the request was made.
Status	View the status of request.

1.3.7.1 Accept or Reject a Request

1. Click the **Pending** button at the top of the list of requests. You can still accept a request from the **All** list.



Pending Requests

2. Select a request by clicking on the request name or number.

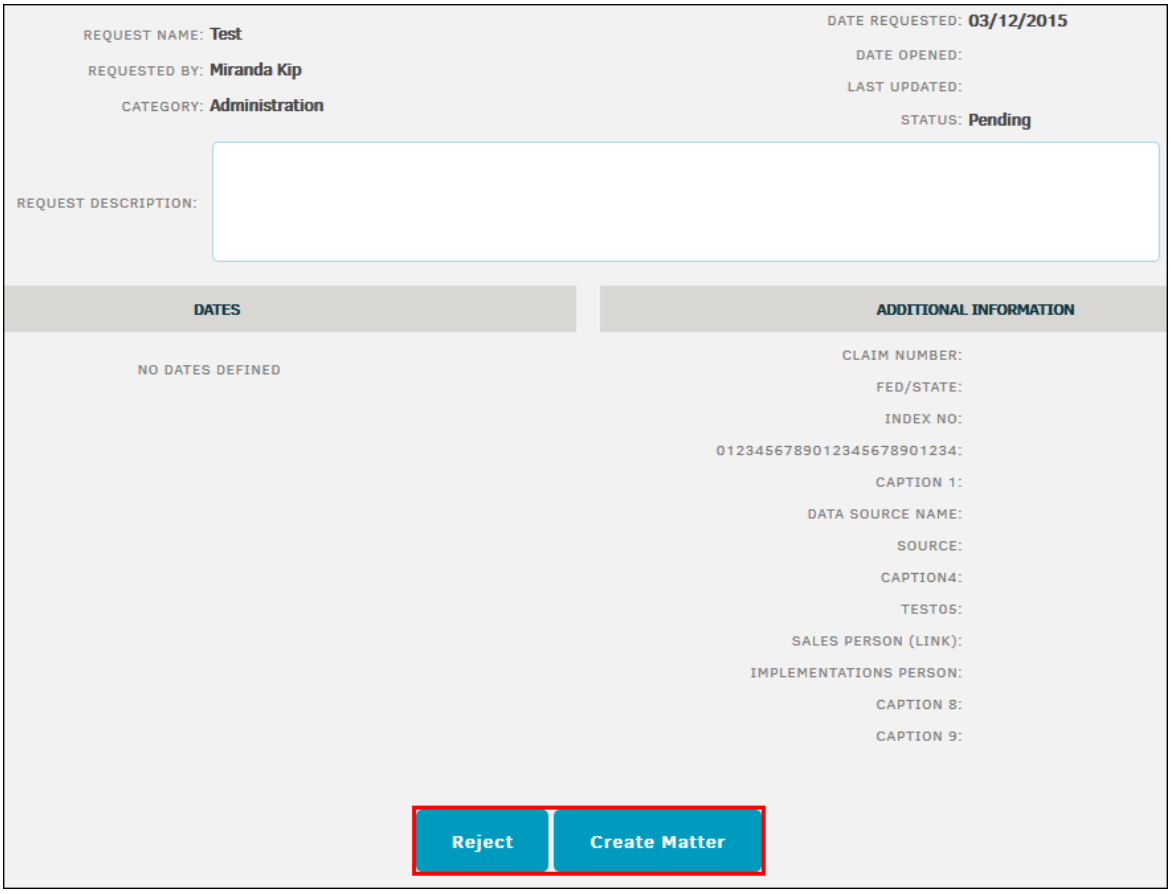
   The request information displays below the list.

3. To reject the request, click **Reject**.

   a. Type your reason for rejection, then click **Submit Rejection**.

4. To accept the request, click **Create Matter**.

   a. After clicking **Create Matter**, follow all required steps as stated in *Add New Matter*.

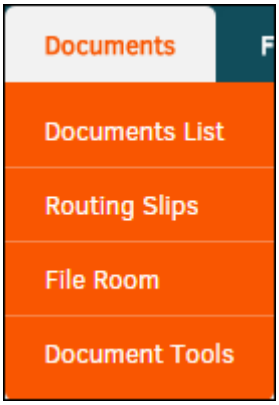


Reject/Accept Request

1.4 Documents

An electronic **Document** folder is available on the database for every matter record. Documents are best managed from their associated matter records; documents added to matter records should pertain only to that matter and should not be incomplete or a work in progress. Outside counsel (with "Add Document" permission) may add documents to the matter and, in some cases, view the documents that in-house and other firms provide.

Important Note: Do not change file names while indexing is in process.



Documents Tab

Documents Options:

Page	Function
Document List	Maintain all documents on the server.
Routing Slips	View and edit routing slips for invoices.
File Room	Maintain your "physical" paper files.
Document Tools	Download Lawtrac Connect.

Asian character support for document upload and search:

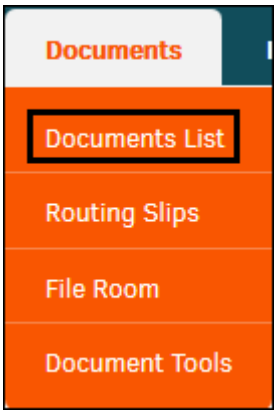
The Lawtrac 4.1 application allows users to upload, search, and report on document files with Asian language file names and content, including:

- Chinese (Traditional and Simplified)
- Korean
- Vietnamese
- Indonesian
- Japanese
- Thai

Documents can be uploaded via drag-and-drop, Lawtrac Connect, Browse, and Upload, and can also be saved from the Lawtrac Document Bank to your computer.

1.4.1 Document Bank

The **Document Bank** maintains all documents on the server. To open the **Document Bank**, select **Documents List** from the **Documents** tab.



Documents List

When you open the **Document Bank**, a list of non-matter-related documents appear. The **Count** column indicates which version of the document is in the list. From this list, you can perform the following tasks:

1. Search the Lawtrac **Document Bank** collection using the text boxes under **Search Collection.** Enter keywords into the text boxes, and select "And" or "Not" from the drop-down box to refine your search. Click **Search Collection** to display the search results.

2.

   - Click **Non-Matter** to see all non-matter related documents.
   - Click **Documents Out** to see all documents checked out, and who checked out the document.
   - Click **Transactions** to see recent document transactions (i.e. documents added, updated, deleted, name changed, etc).
   - Click **Keyword Mapping** to see a list of keywords used.
   - Click **Search Metadata** to open a sidebar on the left side of the screen to search for documents by name, date added, synopsis/comments, OCR text, author, typists, control/ bates number, and category.

3. Filter this list using **Added Between** dates. Click the icon, select a date to use on the filter, and click **Update**.

Filter By Dates

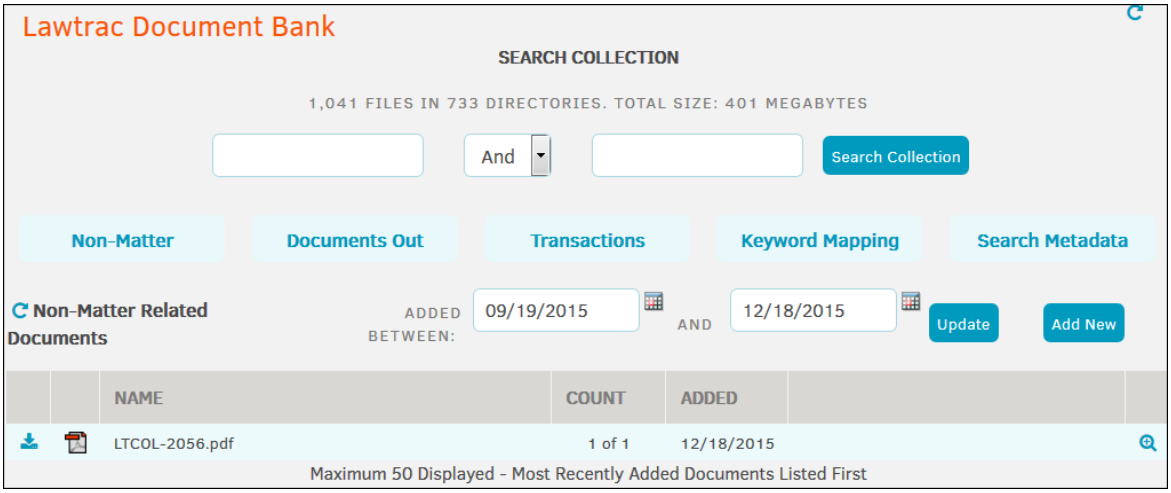
   - Click the icon to download the document.
   - Click the icon to open information about the document. From this page, edit information about the document, download the document, email the document to someone, and delete the document.

Note: Changes are automatically saved, but synopsis or note details will not be saved unless you click **Update Synopsis.**

- Click the to refresh the document list and update any changes.

Note: Your site administrator may turn off the **Document Bank** module and many of its features.

Important Note: Lawtrac is not a place to house drafts or incomplete documents. Remember that the greater the number of documents uploaded, the longer it will take Lawtrac to load screens and data. To keep the application operating at optimum speed, we highly recommend limiting use of the **Document Bank** and a matter's **Documents** tab to documents in final draft stage.



Document Bank

1.4.1.1 Document Search

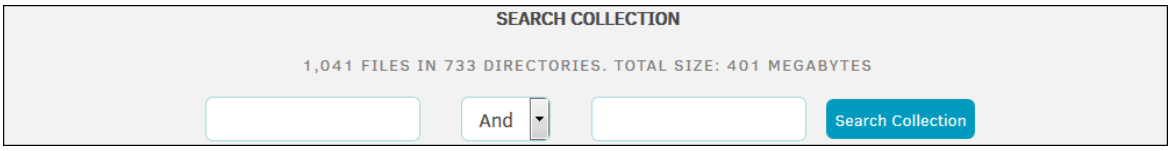
Search the Lawtrac **Document Bank** collection using the text boxes under **Search Collection.** Type a word or collection of words most likely to be in the document.

1. Select "And" or "Not" from the drop-down list to filter with or against the word in the second text box. Type a word into the search collection to bring up documents with the word in the title *or* in the text body.

   a. Additionally, an asterisk (*) can be used as a "wild card" to represent any number of unknown characters, including 0 (numeric zero). For example, a search for "Secur*" would find "secured" and "securities" among others. Searches are not case-sensitive.

2. Click **Search Collection** to display the search results.

Important: All matter documents take on the security settings of the matter to which they are attached. You are only able to view documents in your work group(s) and any documents for matters to which you are assigned. Non-matter-related documents have no security settings and are available for all to view.



Searching the Document Bank

From the **Search Collection** results, click the matter number to open a matter record's primary information page, or return to the previous page by clicking the icon above the list.

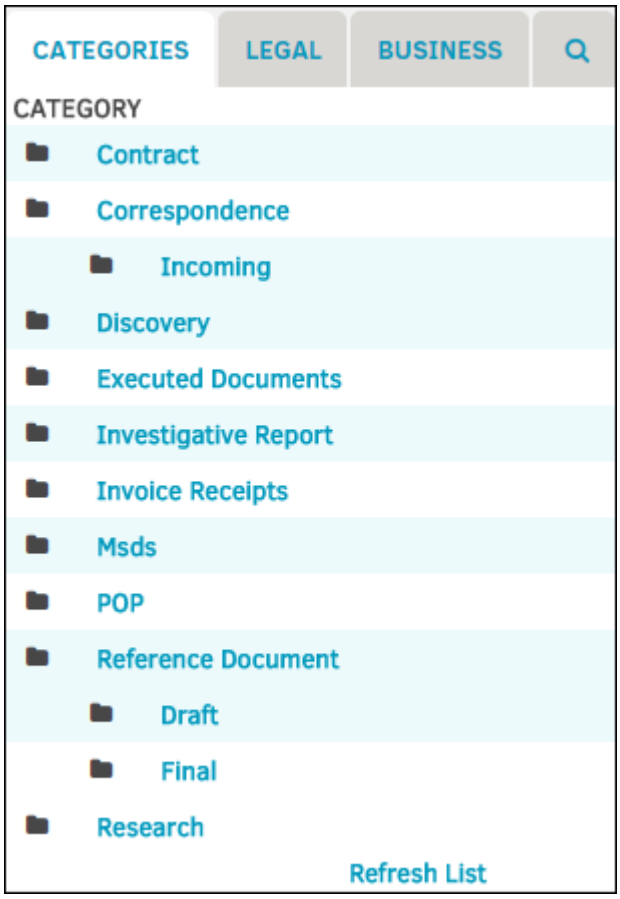
Note: If a document contains more than one occurrence of your search criteria, it may appear on the list more than once.

Search Categories

The following tabs on the left side of the **Document Bank** provide another way of searching for documents:

- **Categories**—Find documents by document categories.
- **Legal**—Find documents associated with matters, categorized by matter type.
- **Business**—Find documents associated with matter, categorized by specified **Business Unit** and **Product** on the matters.

Click a category link to open a list of documents with that category or documents associated with matters with that category.



Document Bank Search Tabs

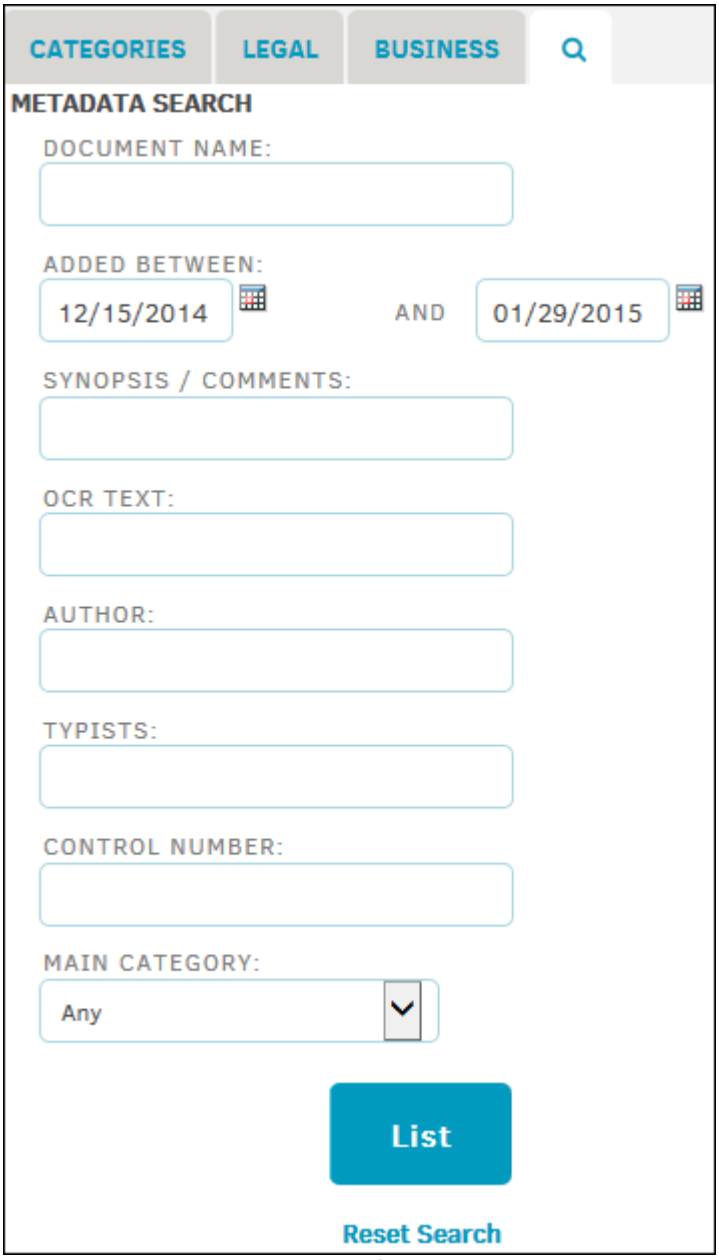
Metadata Search

From the **Documents** tab, click the tab to open the Meta Data Search. Enter information about the document(s) in the following fields:

- **Document Name**—The title of the document.
- **Added Between**—The time period during which the document was uploaded.
- **Synopsis/Comments—**A summary of or any comments regarding the document.
- **OCR Text—**Any text that has been included for outside counsel report.
- **Author—**The main author of the document.
- **Typists—**Any additional authors who worked on the document.
- **Control Number—**The unique number of the document.
- **Main Category**—The category of the document.

Click the **List** button.

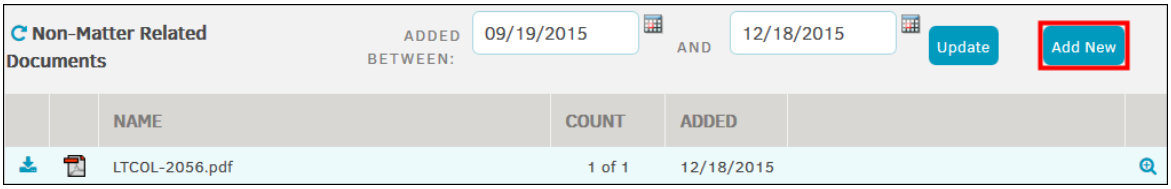
Note: The Metadata Search does not display documents that are associated with private matters.



Metadata Search

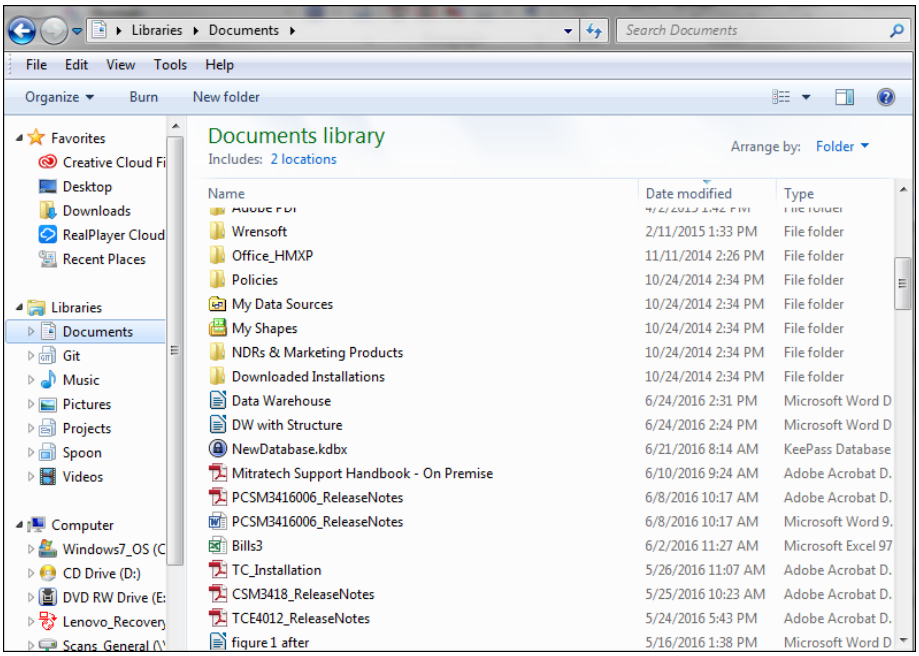
1.4.1.2 Add Documents to the Document Bank

To add a document directly to the document bank, rather than associating it with a matter record or invoice, select **Documents List** from the **Documents** tab, and click **Add New.**



Add New Document

1. Click the **Browse...** button. This opens your File Explorer.



Select a File from File Explorer

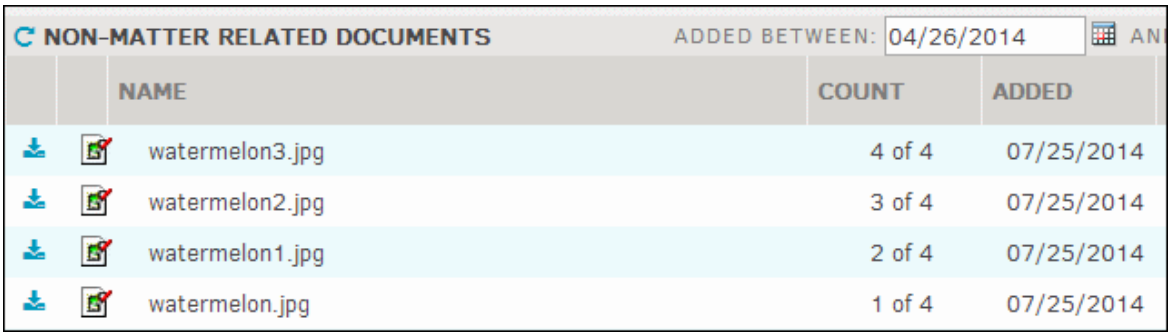
2. Select a file.
3. Click **Open**.
4. Select an option in the **Version Controller** section to have the uploaded file overwrite an old file, skip if a file of the same name already exists, or save the file as a new version.
   a. Optionally, fill in the "Author" and "Typists" fields. The "Author" field defaults to your name. A "Synopsis" (or general comments) of the document may also be entered, but is not required. Text entered here can be searched via the **Search Metadata** hypertext in the **Document Bank** (located on the left).
5. Click **Continue**.

Note: When attempting to upload documents with 4-character suffixes, an error may be generated. If that is the case, copy the document to your desktop and rename it so that it has a 3-character suffix. Then perform the upload process.

1.4.1.2.1 Version Control

Version control is based solely on the file name of the document being uploaded. When you add a new document with the same name as a previously added document, the count for the new document becomes 2 of 2 and the earlier version is 1 of 2. The count is based on how many other documents with the same file name are in the **Document Bank** when the current file uploads. When you add another document of the same name, the count for the new document is 3 of 3.

In addition, Lawtrac adds a number to the end of the file name for each file of the same name. For example, the following image of the **Document Bank** shows an example of multiple versions of the watermelon.jpg file.



Version Control Example

1.4.1.3 Edit Documents

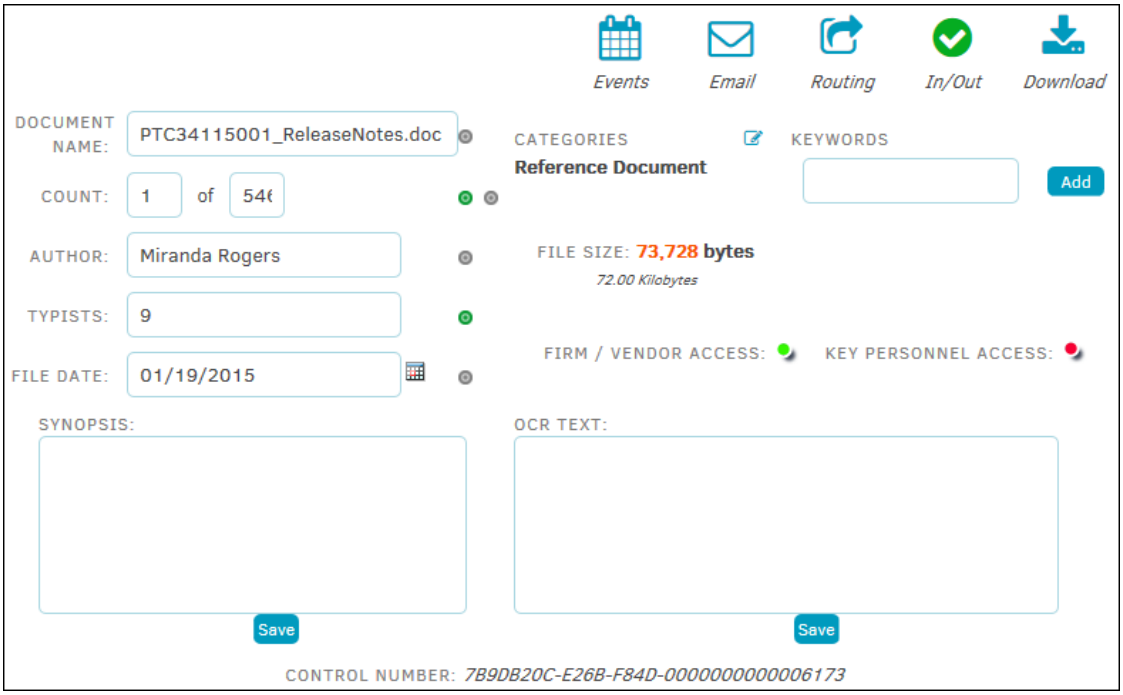
This section details how to edit documents in Lawtrac.

Important Note: *Users are able to update a document name while uploading it to Lawtrac. However, the new name will not be reflected in Lawtrac. The original file name that is saved will be the file name received in Lawtrac.*

Select an uploaded document to update information about the document.

Edit Documents Associated with a Matter

1. From the matter, click the **Document Management** tab.
2. Click the name of the document to open the detail page.
3. Edit the fields on the Edit Document Data page. Use **Tab** on your keyboard to move to the next text box. If a change has been made, the icon indicates that the information has been saved.

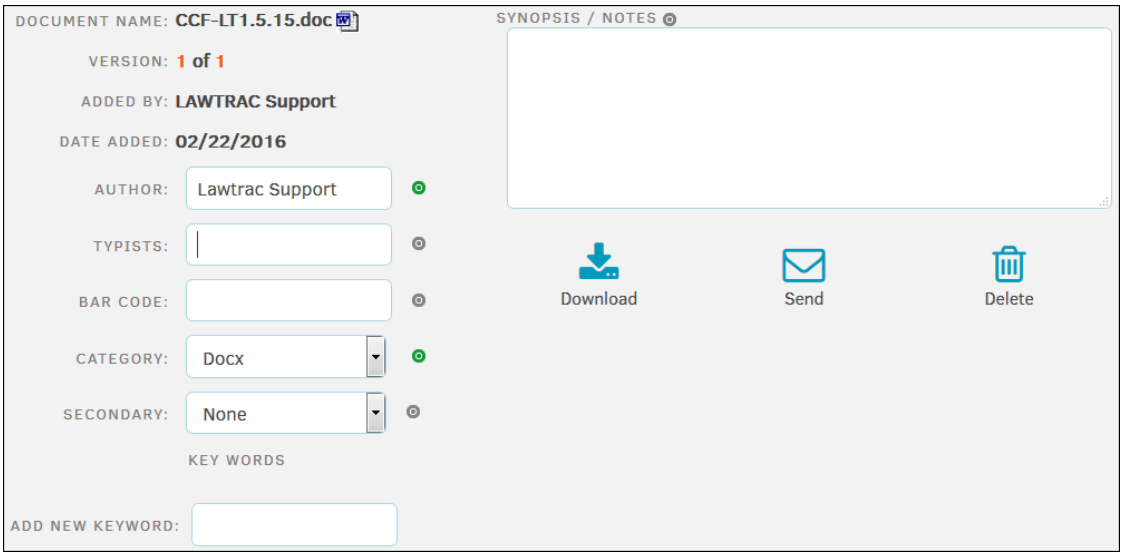


Editing Matter Document Information

Edit Non-Matter Related Documents

1. From the **Document List** in the **Documents** module, click the icon of the document.
2. Edit the fields on the **Non-Matter Related Document Info** page. Use **Tab** on your keyboard to move to the next text box.

If a change has been made, the icon indicates that the information has been saved.



Edit a Non-Matter Related Document

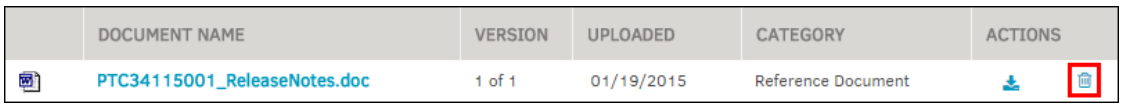
1.4.1.4 Delete Documents

Deleting a document removes it from the database and the server's hard drive.

Delete Documents Associated with a Matter

From the matter record, click the **Document Management** tab.

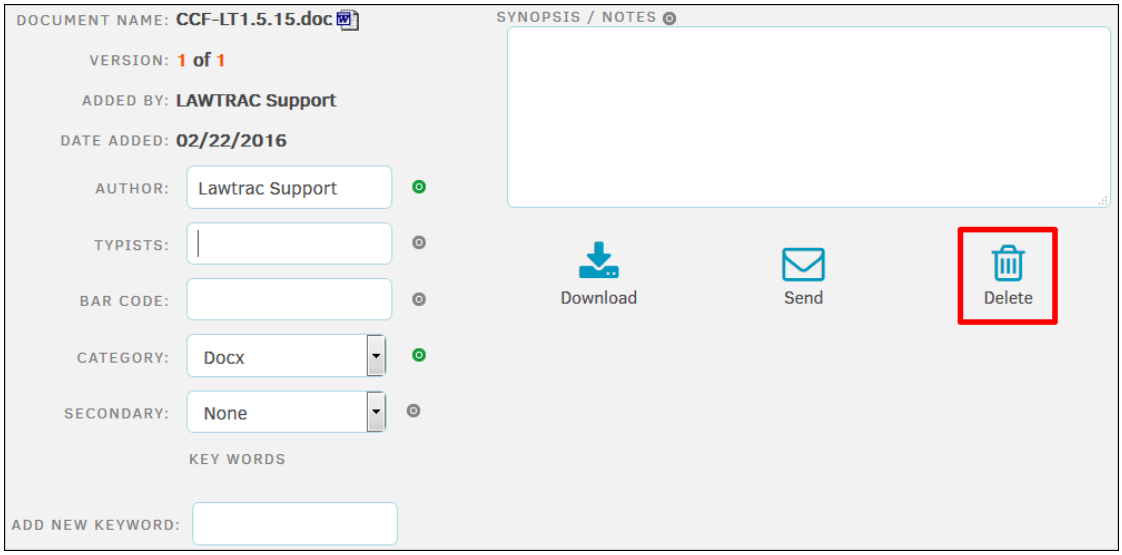
- Click the icon in the **Actions** row for the document.



Delete a Document in a Matter Record

Delete Non-Matter Related Documents

1. From the **Document Bank**, click the icon of the document.
2. From the document information page, click the **Delete** icon.



Delete the Document

1.4.1.5 Lawtrac Document Data-Matching

The Lawtrac application records much information about a file and conducts a data-matching processes as it is being uploaded.

For example, the upload process gathers the following type of information:

- Initial name Lawtrac used when attempting to save a file
- Directory location of the file uploaded from the client's system
- Name of the file uploaded from the client's system
- Extension of the uploaded file on the client's system without a period (for example, txt not .txt)
- File name, without an extension, of the uploaded file on the client's system

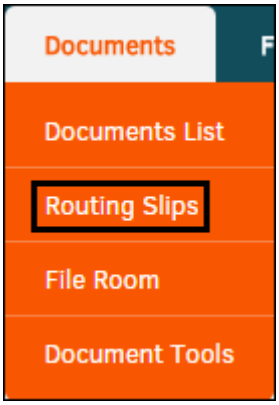
- MIME content subtype of the saved file
- MIME content type of the saved file
- Date and time the uploaded file was last accessed
- Indicates (Yes or No) whether the file already existed with the same path
- Size of the uploaded file
- Indicates (Yes or No) whether Lawtrac appends the uploaded file to an existing file
- Indicates (Yes or No) whether Lawtrac overwrites a file
- Indicates (Yes or No) whether the uploaded file is renamed to avoid a name conflict
- Indicates (Yes or No) whether Lawtrac saves a file
- Size of a file that was overwritten in the file upload operation
- Directory of the file saved on the server
- File name of the file saved on the server
- Extension of the uploaded file on the server, without a period
- File name, without an extension, of the uploaded file on the server
- Time the uploaded file was created
- Date and time of the last modification to the uploaded file
- Date file was added to the Lawtrac system
- Individual adding the file
- Matches the security settings if associated to a matter record.

1.4.2 Routing Slips

Routing slips allow for maximum efficiency when it comes to matter approval or review for an invoice.

To view active routing slips, select **Routing Slips** from the **Documents** tab.

Note: If no matter has been assigned to you, the Active Routing Slip list will be empty.

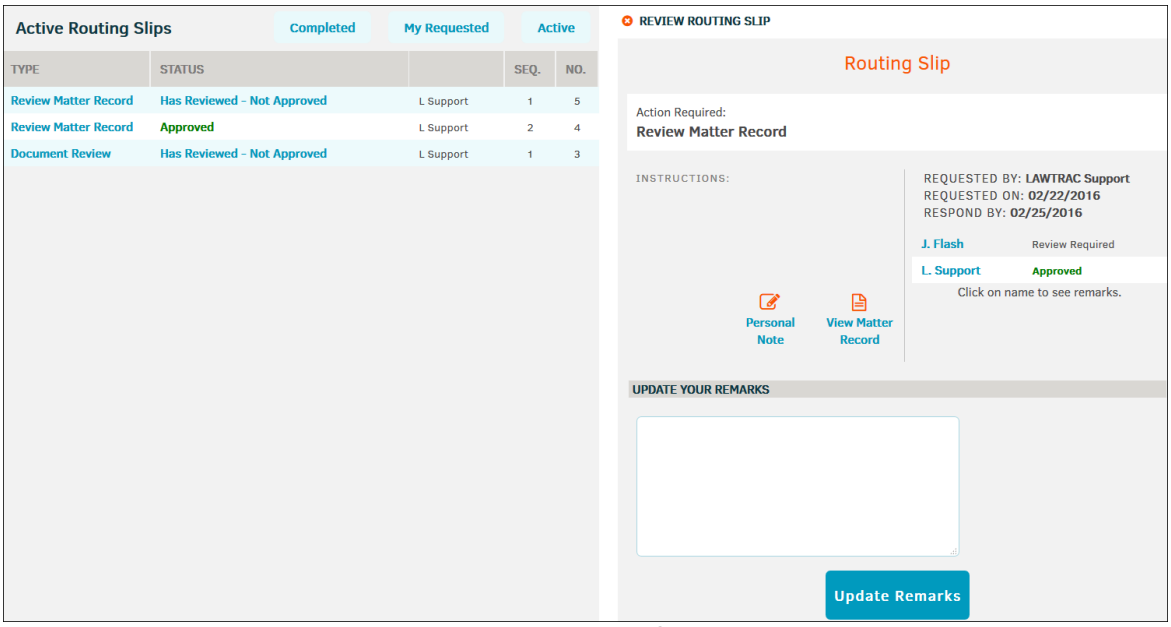


Routing Slips Link

- Click **Completed** to view matter records that have already been reviewed.
- Click **My Requested** to view routing slips that you have made.
- Click **Active** to view pending routing slips.
- —Add a personal note
- —View matter record

To open a routing slip, click either the **Type** of matter record, or **Status**.

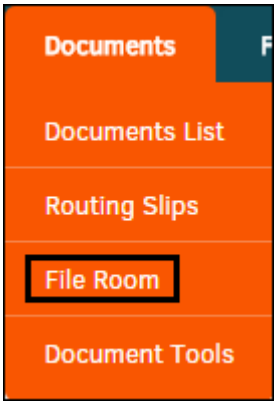
Click on any name of an individual reviewing the routing slip to view their notes or status. Routing slips can be approved or rejected from within the matter record.



Review Routing Slip

1.4.3 File Room

While the **Document Bank** manages electronic documents, Lawtrac's **File Room** helps you maintain your physical paper files. The **File Room** module provides a database of the files that support your company's Legal team.



File Room Link

With Lawtrac's **File Room**, you can track the actual location of each record and indicate whether a file is stored in a file room, an office, or off-site. You can also see when a particular user has one or more of the file's folders checked out.

Lawtrac's **File Room** also allows you to search, print file labels, check inventories, and identify matters for which no files have been created yet. Even though it is not required, you can use the **File Room** to associate every file and folder to a specific matter record.

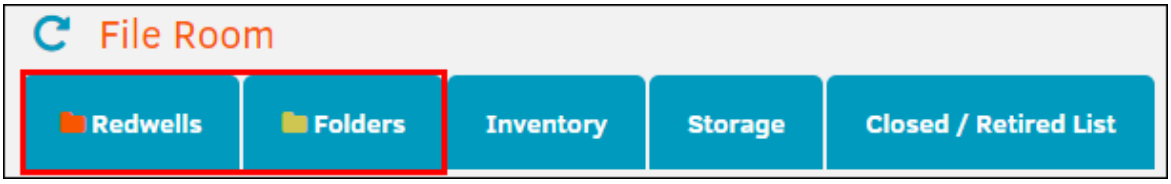
Note: If you do not see a **File Room** link, your site administrator may have turned this module off company-wide. Files and folders displayed reflect only those matters to which you have security access.

The **File Room** includes the following tabs:

Tab	Function
Redwells	Redwell files host a group of folders pertaining to a specific matter.
Folders	Folders within Redwell files that host specific subjects.
Inventory	File room inventory overview includes an inventory for managers to verify that electronic data accurately reflects your physical files. View the amount of files, folders, and sub-folders that are checked out, available, in the print queue, and retired.
Storage	Use the text field to search for a file or folder in or .
Closed/Retired List	View retired Redwell folders by name, matter number, matter name, check-out detail, storage box number. Reinstate retired folders here.
Search	Search files, folders, and sub-folders by folder name, matter name or number, or key words.

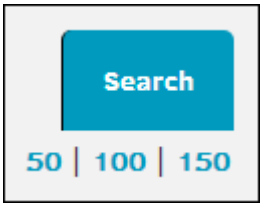
1.4.3.1 File/Folder Listing

From the **File Room** page, click the **Redwells** or **Folders** tabs to display the 50 most recent files or folders added to the database. Files and folders in both lists reflect those associated with matters to which you have security access.



File Room Tabs

Select the **100** or **150** links on the right side of the screen to display more folders in the list.

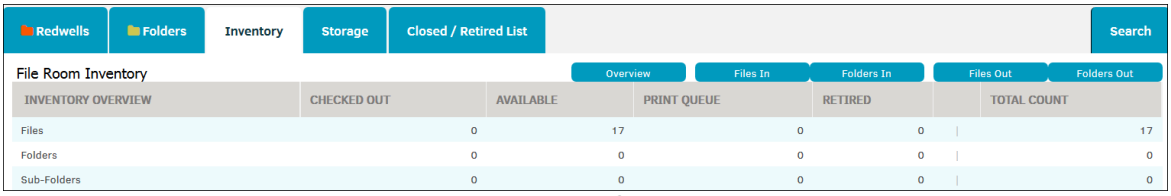


Specifiying Amount in Lists

1.4.3.2 Inventory Listing

The **File Room** includes an inventory for managers to verify that electronic data accurately reflects your physical files.

Select the **Inventory** tab to open the inventory. From the **Inventory** tab you can see the Overview screen, which tracks statistics on files, folders, and sub-folders.



Inventory Tab Overview

Inventory Listing Options:

Field	Description
Overview	Includes the number count of inventory, categorized by whether the file is checked out, available, in the print queue, or retired.
Files In	Includes a list of Redwell files that are physically available to checkout.
Folders In	Includes a list of folders that are physically available to checkout.
Files Out	Includes a list of Redwell files that are physically checked out.

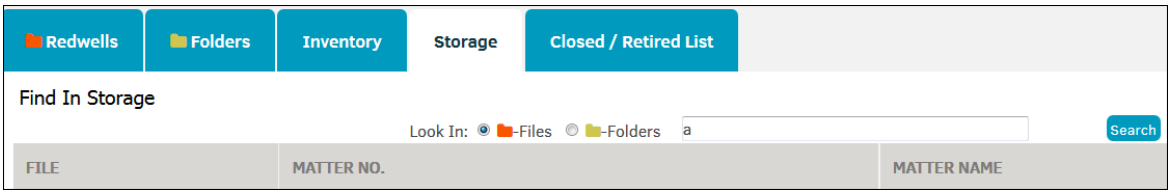
Folders Out	Includes a list of folders that are physically checked out.

1.4.3.3 Storage Search

To search for Redwell files or folders that are in storage:

1. Select the **Storage** tab on the **File Room** page.
2. Using the "Look In" field, specify whether you want to search for Redwell **Files** or **Folders** and enter search criteria in the text box.
3. Click **Search**.

Results specify the file or folder name and the associated matter number and name.

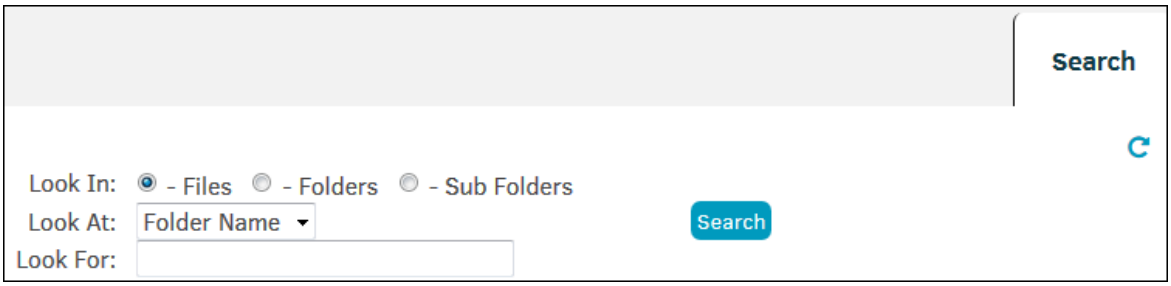


Storage Search

1.4.3.4 Searching for Files and Folders

You can also search all the Redwell files and folders in the **File Room**.

1. Click the **Search** tab from the **File Room** page.
2. From the "Look In" field, specify whether you want to search for Redwell files, folders, or sub-folders.



Searching in the File Room

3. From the "Look At" field, choose which field of the file or folder you want to search on.
4. Type search criteria in the "Look For" text box.
5. Click **Search**.

Results specify the file or folder name and the associated matter number and name.

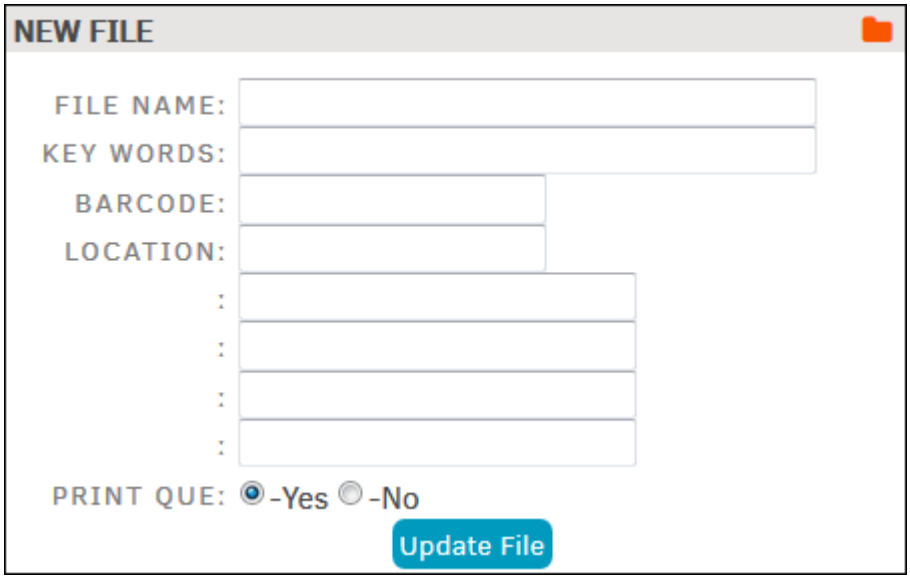
1.4.3.5 Adding Files and Folders to Matters

Add a New File to a Matter Record

1. From the **Document Management** tab within a matter record, click **Files & Folders**.
2. Click Add New File located at the bottom left of your **Files & Folders** page.

   New File text boxes open on the right, allowing you to enter the necessary information for your file.
3. Type the name of the file into the text field provided.
4. Click **Update File**.

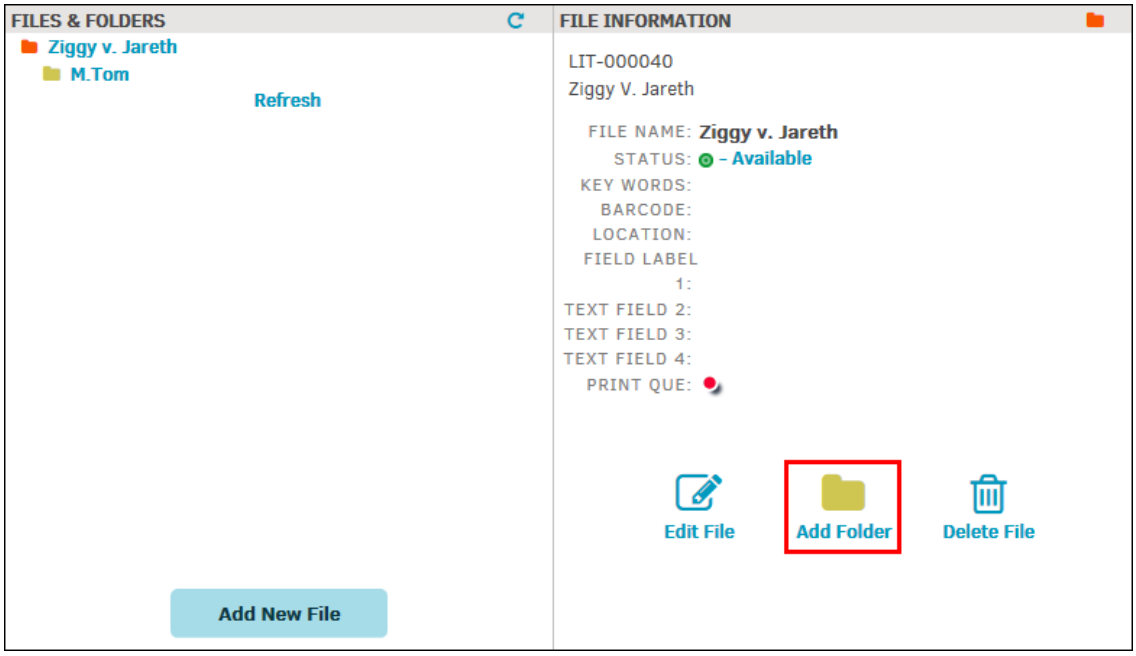
   The new file appears in the Files & Folders list.
4. Add a folder to this newly added file by opening the file and clicking **Add Folder**.



Add a File

Add a New Folder to an Existing File

1. Open a file.
2. Click **Add Folder** at the bottom of the page.
3. Enter the folder name in the text field provided, and provide any other optional information.
4. Click **Add Folder** again to save and refresh.



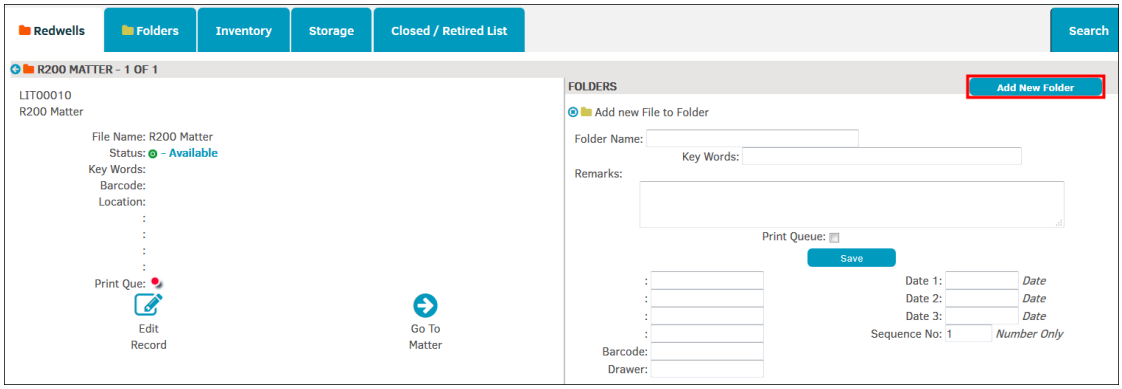
Add a Folder

1.4.3.6 Adding New Folders to the File Room

From the **File Room**, you can add new folders to existing Redwell files.

1. Click an existing Redwell file or folder.

   The left side of the screen displays information about the file, and the right side displays a list of existing folders within the file.



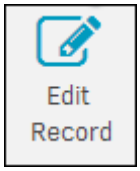
Add a New Folder

2. From the right side of the screen, click the **Add New Folder** button.
3. Enter information about the new folder.
4. Click **Save**.

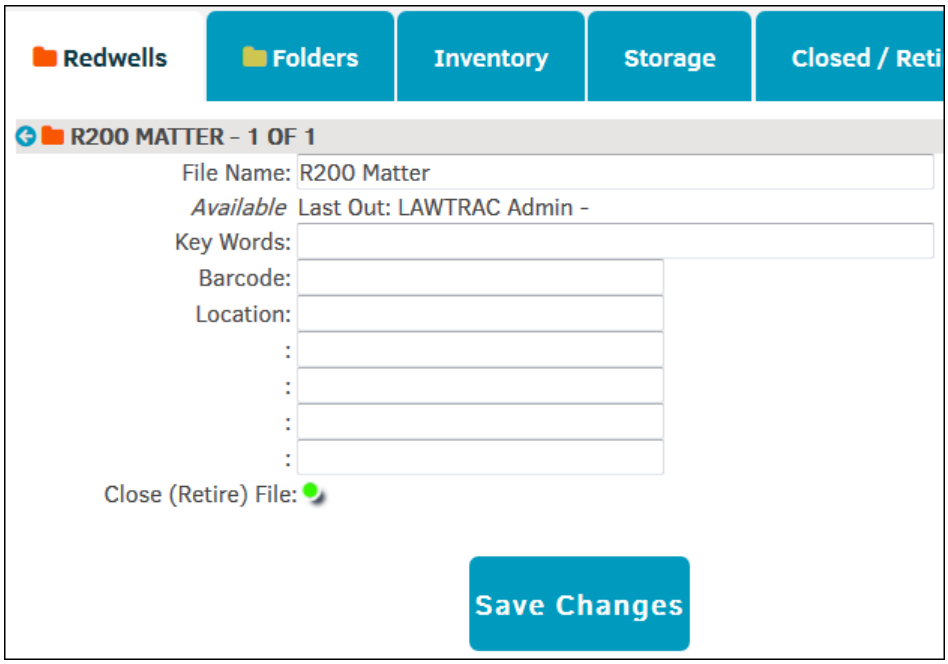
1.4.3.7 Editing Redwell File Information

You can edit Redwell files from a matter record or from the **File Room**. Folders within a Redwell file must be edited from within a matter.

1. From the file room, click the linked name of the Redwell file.
2. Click the **Edit Record** icon.



3. Update fields for the file.



Editing a Redwell File

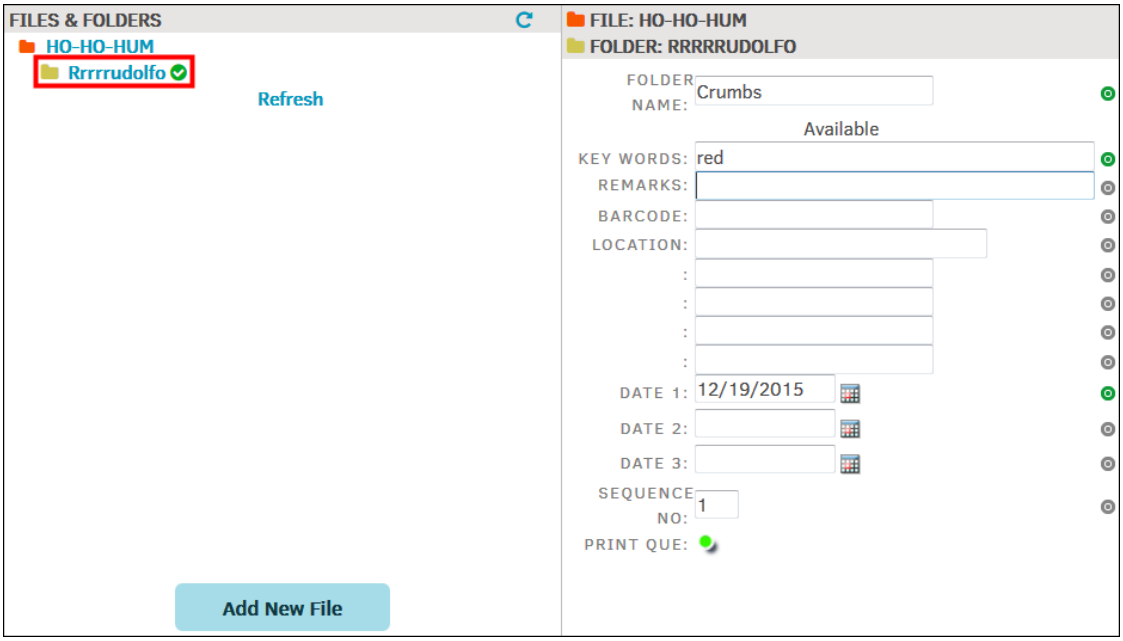
4. Click **Save Changes.**

1.4.3.8 Editing Folder Information

You can edit folders from within a matter or from the **File Room**.

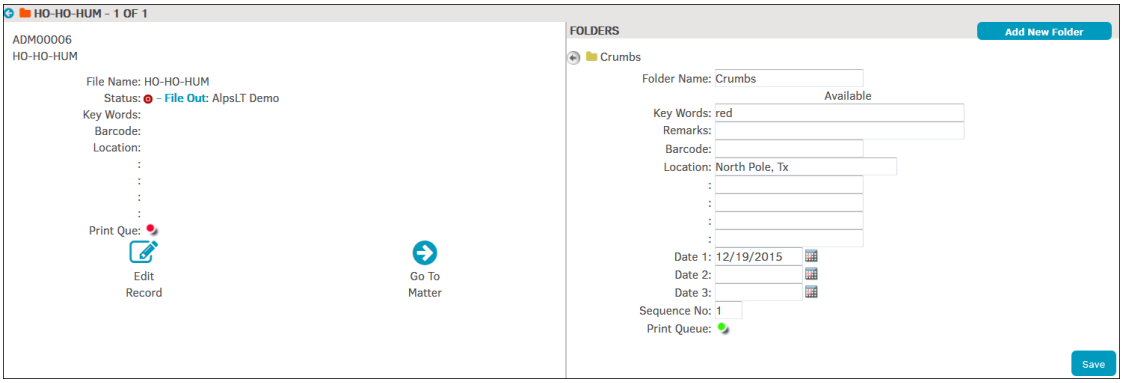
Edit Folders from a Matter

1. Click the linked name of the folder. Editable information fields for the folder appear.
2. Update fields for the file. Use the **Tab** button on your keyboard to move to the next text box. If a change has been made, the icon indicates that the data has been saved automatically.



Edit Folders from the File Room

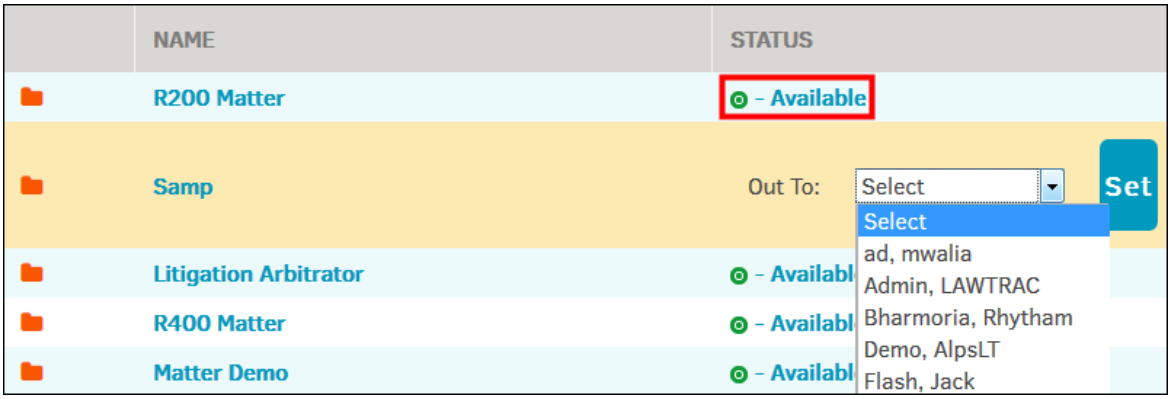
1. Go to the **Folders** tab and click on the icon of the desired folder. You can also click the from inside a file selected in the **Redwells** tab.
2. Update fields for the file.
3. Click **Save**.



Editing a Folder in the File Room

1.4.3.9 Checking Out Files & Folders

To check out any file or folder, click **Available** on any file or folder listing. You can also click on the name of the file or folder and select **Available** from the record page.



Check Out a File/Folder

An "Out To" drop-down list appears, allowing you to select the name of the appropriate person. Click **Set** to confirm.

A red icon appears on the file or folder information screen and provides the name of the person who has possession of the file/folder.

To check the file back in, click **File Out** and then click the new **Check In** button.

1.4.3.10 Closed/Retired List

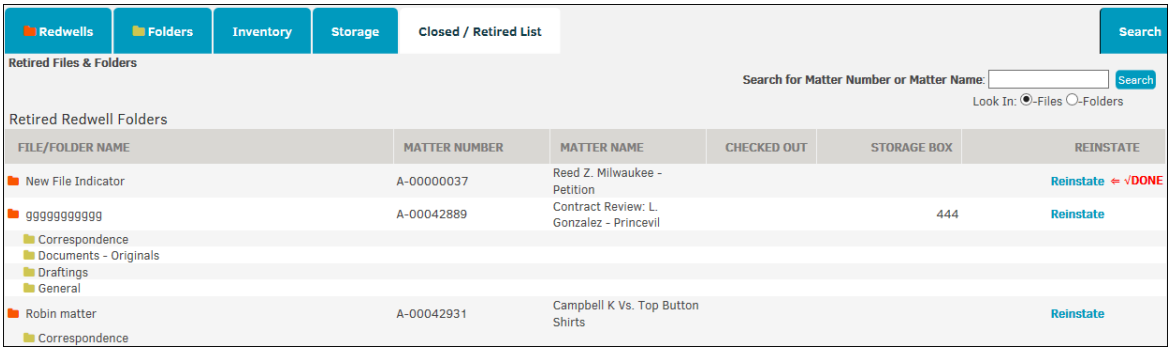
View retired Redwell folders by selecting the **Closed/Retired List** tab from within the **File Room**.

Use the Search Bar at the top right to find a folder by matter number or name.

To reinstate a retired folder:

Reinstate a retired folder by clicking **Reinstate** to the far right of a file name. A check mark and "Done" appears in red if the folder was reinstated successfully.

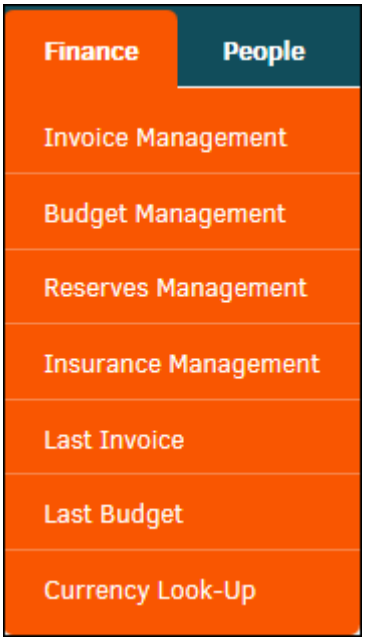
Retired files and folders are still available through the matter record. To access a file or folder, copy the matter number name and paste it in the Quick Find text box at the top of the Lawtrac home screen. Open the matter record from the search results and access the **Document Management** tab, then go to **Files & Folders**. You will have the ability to edit or delete the files and folders from this location.



Closed/Retired List

1.5 Finance

The **Finance** tab provides the following Lawtrac features:



Finance Tab

Finance Options:

Page	Function
Invoice Management	Create, view, update, and approve invoices.
Budget Management	View and update budgets.
Reserves Management	View reserves.
Insurance Management	Create, view, and update insurance policies.

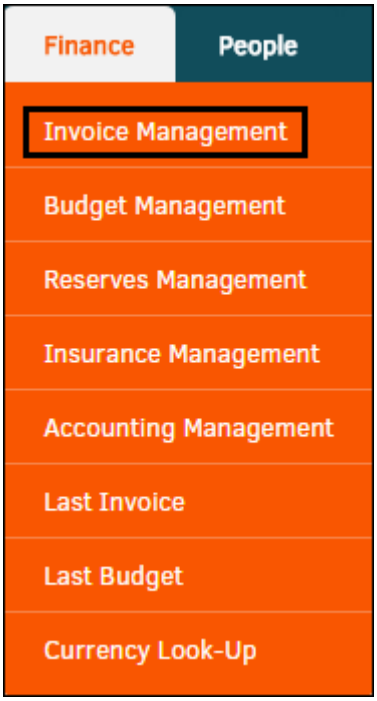
Page	Function
Last Invoice	Open the last invoice you viewed.
Last Budget	Open the last budget you viewed.
Currency Look-Up	Open the Currency Look-Up tool and search for currency rates.

1.5.1 Invoice Management

Lawtrac 4.1 introduces **Lawtrac Spend Management**, an integration between Lawtrac and Collaborati. The e-Billing portal Collaborati is an optional, secure, web-based application used by outside counsel and other vendors to submit electronic invoices and rate requests. The In-House Legal team still uses the Lawtrac application for all matter management needs, and your law firms and vendors have the option of continuing to use Lawtrac as an e-Billing platform. If your vendor is using Collaborati, click here to learn more.

Invoices are a core part of matter management, and Lawtrac provides numerous ways to track and manage them.

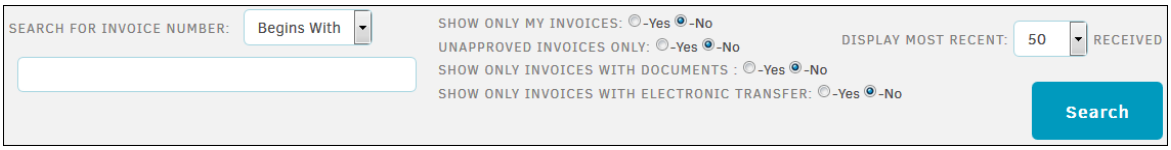
Select **Invoice Management** from the **Finance** tab.



Invoice Management

Refine Search Results

Search for invoices by using the search filter at the top of the **Invoice Management** page.



Search Invoices

A. View an invoice by clicking an invoice number from the list.

B. Search invoices from the **Invoice Management** page by using the Refine Results area above the list of 50 most recent invoices (change the maximum amount of invoices displayed per page by selecting a number from the Display Most Recent drop-down list). Enter part or all of an invoice number in the search text box and click **Search**.

C. Optionally, use the radio buttons to show only invoices to which you are assigned, unapproved invoices, invoices with documents, and/or invoices with electronic transfer.

Invoices are listed by invoice number (which is displayed as a navigational link to the invoice's detail page), submitting firm/company, invoice creation date, associated matter number, total current invoice amount (in its original currency), and status (pending, rejected, or approved).

Invoices with e-Billing or supporting documents are distinguished by the or icons, respectively.

Lawtrac supports the following types of invoices:

- **Summary**—Invoices that include the summarized totals.
- **Detailed**—Invoices with line item information.
- **LEDES**—Invoices with line item information that law firms and vendors submit electronically.
- **Pre-approved**—Invoices that were approved on a matter before entered into the Lawtrac database.

Invoice Management Sidebar Options:

Page	Function
Pending Approval	View invoices assigned to you that require your approval, or view all invoices pending approval.
Pending Handling	Open a list of invoices that require action from you as an invoice handler.
Recent Invoices	View the 50 most recent invoices. This is the default page when opening **Invoice Management**. Use the Refine Results area above the list of invoices to change the maximum amount listed.
Add New Detailed Invoice	Add an invoice that contains line items.

Page	Function
Add New Summary Invoice	Add an invoice that does not require line items.
Oldest Not Approved	View a list of invoices pending approval or rejected for a specific time period.
Approval Schema	View and edit the approval schema.
Chargeback Overview	View an overview for chargebacks for a specific invoice, matter record, or time period.
Chargeback Activity	View the 100 most recent chargebacks.
Recently Received	View invoices received on a particular day.

1.5.1.1 Main Invoice Page

The main page—or "detail page"—of an invoice includes important dates and monetary information, a link to the matter record associated with the invoice, the approval chain, comments, and activity. On a detailed invoice, the screen also includes fee and disbursement totals, a breakdown of line items, and options for viewing the line item details.

Please note, as of Lawtrac 4.1.1, invoice calculations will follow a Banker's Rounding system. Please see the Calculating Invoices Using a Banker's Rounding System page for more detail.

The page includes the following sections:

The Tools Tab

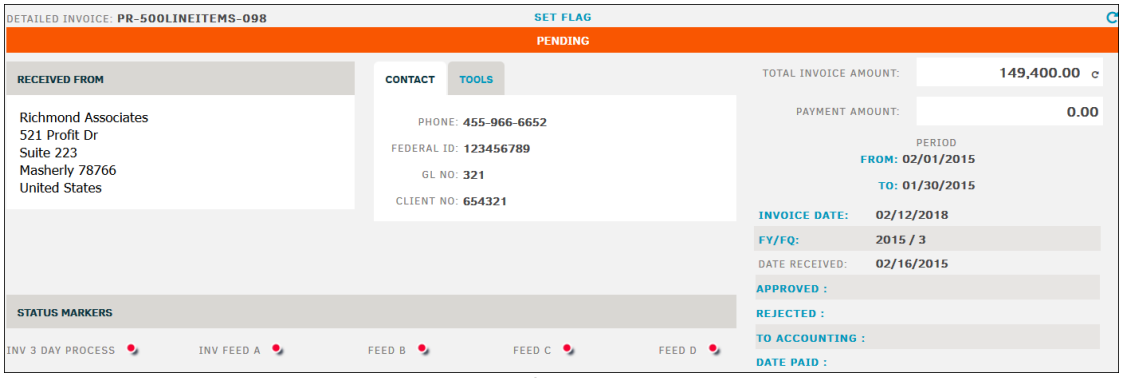
Invoice Tools

Use these buttons to use invoice tools:

- **Printable**—Create a PDF of the invoice, which appears on the **Invoice Documents** tab.
- **Augment**—Add line items to the invoice.

- **Personal Note**—Add a personal note to the invoice.

The Top of an Invoice



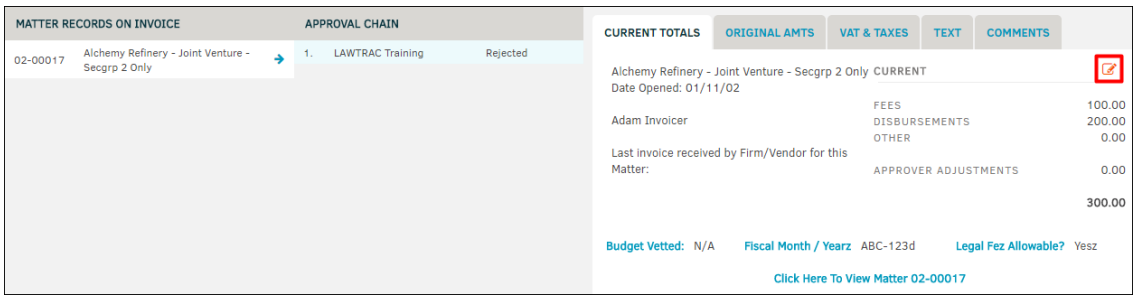
Top of an Invoice

Th top of an invoice displays the firm or vendor address and contact information, important dates, total invoice amount, and invoice status markers. An administrator can turn the status markers on or off and can change their captions.

Flag this invoice for easy return access by clicking **Set Flag**, located above the invoice status bar (shown above as "Pending"). The invoice appears in your **My Flags** page. Select a color of your preference for organization, or select **Close/Cancel** to end the process without flagging the budget. When a matter is flagged, the icon appears beside a **Remove Flag** link in this area. Click the link to remove the flagged status.

Notice that in the picture above, the **Approved** and **Rejected** dates are highlighted, and the dates that may be edited are blue hyperlinks. This means the administrator has unlocked approval and rejection dates of invoices. An **Approved** date can be added to a pending invoice by anyone with approver rights; once this date has been added the invoice is considered "Approved", even if the date is set in the future. Likewise, a pending invoice with a **Rejected** date added is considered "Rejected". If there are both **Approved** and **Rejected** dates, the "Approved" status takes precedence. Because of these settings, it is best practice to only make changes to these fields if there is no approval chain needed, or the approval chain has already reviewed and approved/rejected the invoice.

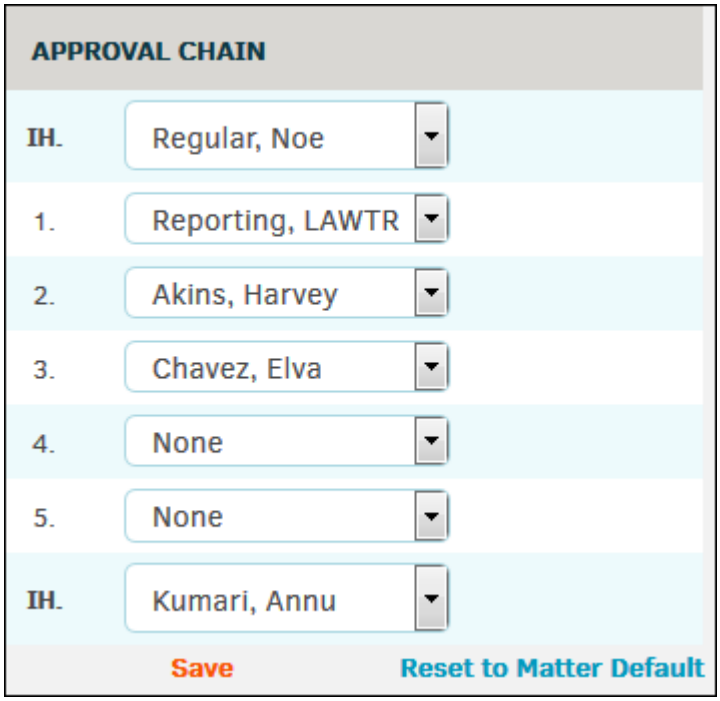
Matter Information



Matter Records Associated with Invoice

The **Matter Records on Invoice** section displays the matter number and name associated with the invoice. Click to display the invoice details for the matter. The information is displayed to the right, under the **Fees & Expenses** tab.

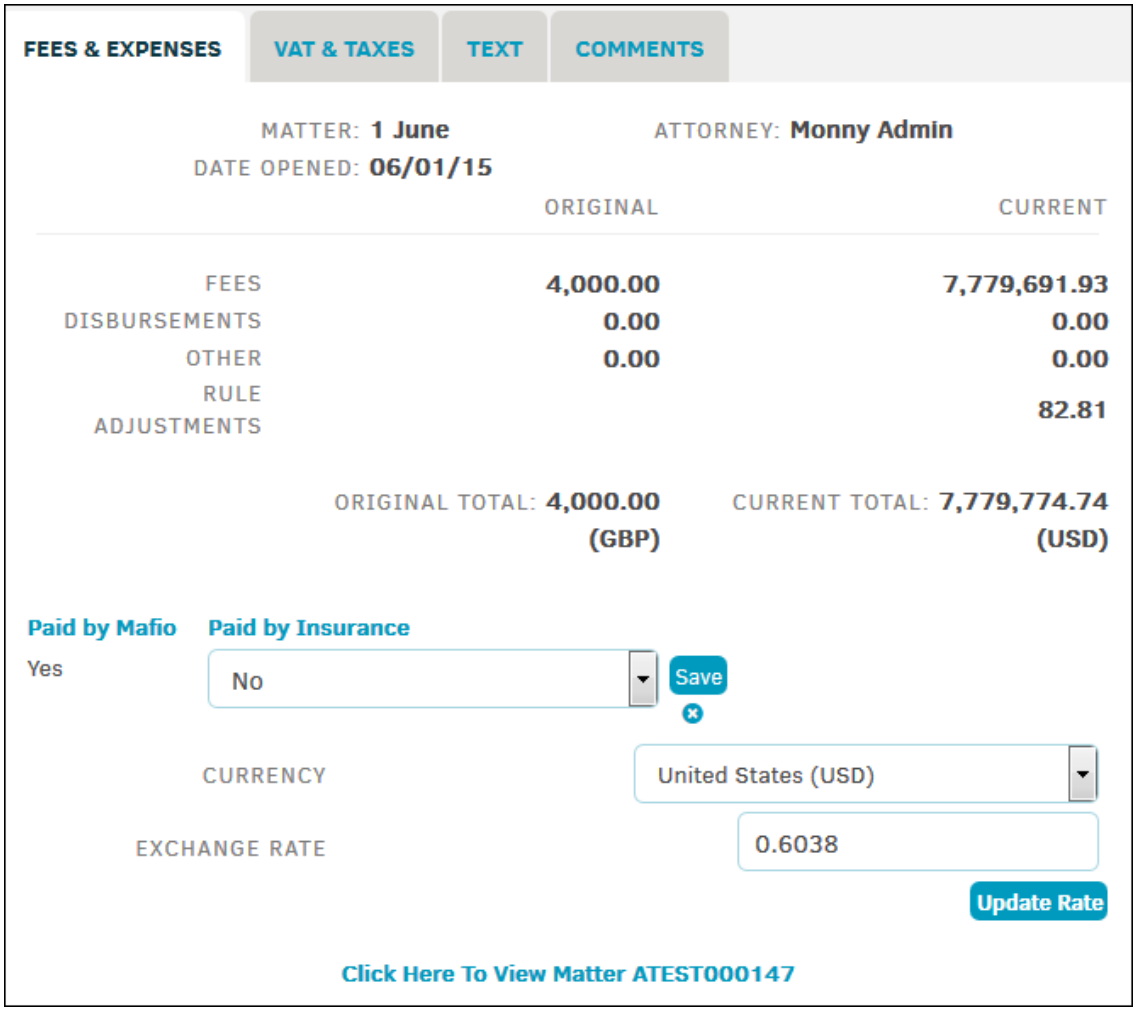
Approval Chain



Approval Chain

The **Approval Chain** section displays the approval chain and the status of each approver or handler.

Fees & Expenses



The **Fees & Expenses** tab shows you any changes between the current invoice amount and the amounts the invoice was given originally. Current changes are affected by line item adjustments in the **Approval Activities** tab.

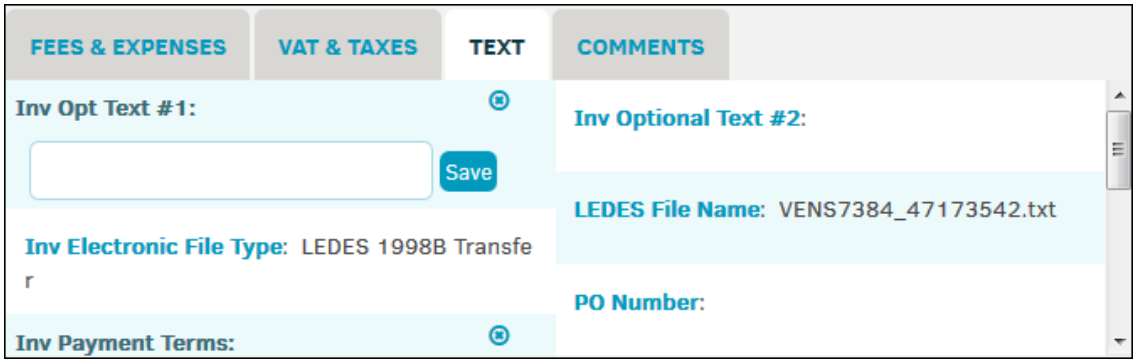
This tab also displays the matter name associated with the invoice, the lead person or attorney on the matter, and the date the matter was opened. Click the blue link at the bottom of the tab to navigate to the matter's detail page.

Users assigned to the invoice approval chain and administrators can adjust the invoice/budget line connectors. To adjust the field (shown as "Paid by Insurance" in the screenshot above), click the blue hyperlink and select an option from a drop-down list, then click **Save**. The availability, names, and content of these fields depends on administrator settings.

Users assigned to the invoice approval chain and administrators can adjust the currency used for the invoice. Select a currency from the Currency drop-down list and click **Update Rate**. The exchange rate and current total are adjusted automatically.

All changes are tracked and displayed in the **Invoice History** tab, as well as the **Invoice Logs** page within **Application Administration**.

Text and Comments



Text

The **Text** tab displays any optional text added to the invoice.

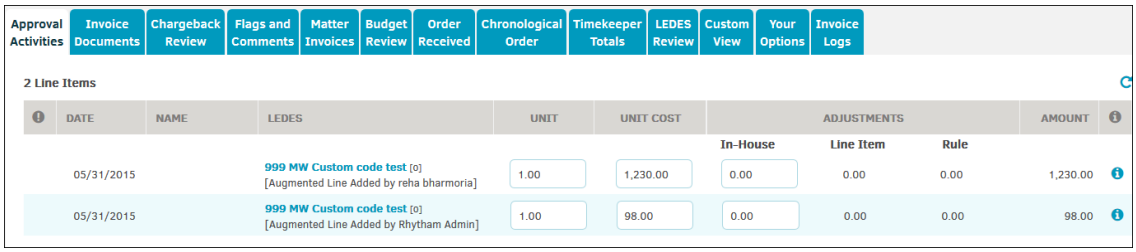
1. Click on the hyperlinked text title to open a text box.
2. Enter your message.
3. Click **Save**.

The **Comments** tab displays any text outside counsel added to the invoice.

Invoice Tabs

The invoice tabs at the bottom of the page default to the **Invoice History** tabs. Select each tab for more information about an invoice.

Refer to Invoice Tabs for detailed instructions.



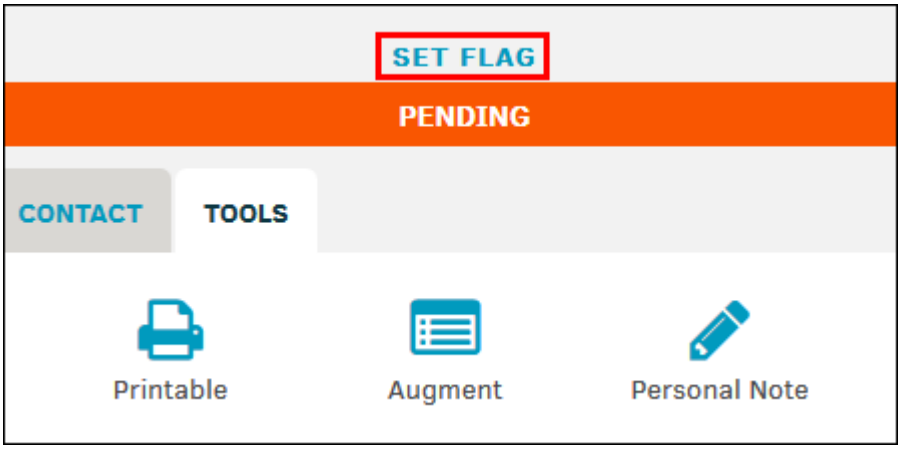
Invoices Tab

1.5.1.1.1 Flagging an Invoice or Line Item

You can set flags on invoices and line items to mark them as favorite. Flagged items appear in the **My Lawtrac** tab under **My Flags**.

Click the **Set Flag** link at the top of the page.

Flag a line item from the **Order Received** and **Chronological Order** tabs of the invoice: From the line item, click the icon and click **Set Flag**.



Setting a Flag on an Invoice

1.5.1.1.2 Approval Chain & Invoice Handlers

Click **Adjust Approver Chain** (located in the center of an invoice page) to update the current approval chain. The approval chain controls who needs to review and approve an invoice, and any approval substitutes. Depending on configuration settings in **Application Administration**, you may already have a designated default handler/approval chain. Handler/approval chains can be adjusted by individual invoice, if necessary, by following the steps below.

You can add up to five approvers; this is the "chain of command" that designates the order of approval ***if*** the site administrator turns on the **Sequential Invoice Approval Chain** setting. When this setting is enabled, a user may not take action on an assigned invoice until all previous users on the invoice approval chain have already taken action. For example, once the individual in the first position approves the invoice, it is passed along to the second individual for approval or rejection. Individuals in positions three, four, and/or five are not able to approve/reject the invoice until the previous position approves or skips the invoice. Any removed or retired user should have all their pending approvals transferred to another, active user.

An invoice handler can also be assigned to the invoice approval chain. The invoice handler is not able to approve or reject the invoice, but can control the order of approval and pass on the invoice as needed.

Note: Current invoice handlers can be switched even after they have already passed the invoice.

Important Note: Both handler positions can be filled by the same person, but do **not** assign the same person as handler and approver. If this happens, the individual is "skipped" as an approver and only has invoice handler permissions.

Assign an Invoice Handler and/or Invoice Approver

1. Select an individual from the "**IH**" drop-down list. The invoice handler can be assigned at the beginning of the invoice approval chain, at the end, or both.
2. From the "**1.**" drop-down list, select an approver. Selections are saved automatically.
3. Continue to select approvers until all desired approvers are added.

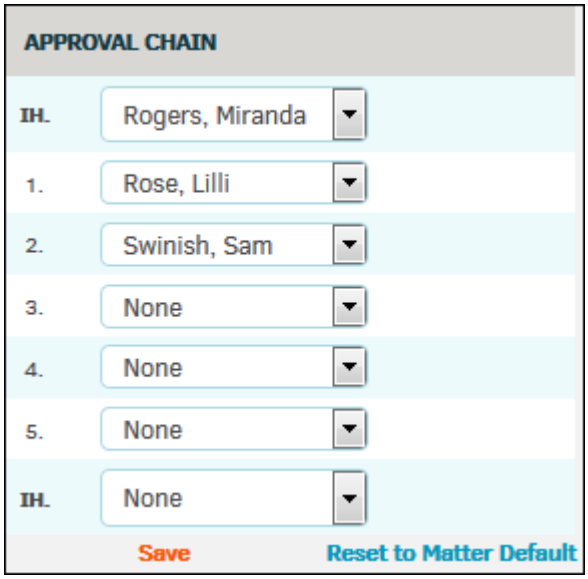
Note: Only individuals with handler or approver permissions appear in the drop-down lists. If the desired individual's name is not displayed, check the **Site Access** switches in their user profile.

a. Click the icon to remove an individual from the approval list, or select "None" from the drop-down list.

Note: Since at least one approver is required, this option is unavailable for the first position.

4. Click **Save** when you have added all approvers/handlers.

   a. Click the icon to send a reminder via email to review the invoice.



Adjust Approval Chain

Reset to Matter Default

Click this hyperlink to reset the approval chain for this invoice to the matter default. Invoice amounts are not affected.

(To adjust matter default, please refer to the *Matter Default Invoice Approval* section.)

After clicking **Reset to Matter Default**, confirm your decision in the pop-up window—click **OK**.

The approval chain window refreshes (to the non-adjustment view) to show that the chain only contains the default approvers for the associated matter. The invoice is set back to pending, all reviewers on the chain show they have not yet reviewed the invoice, and any comments on the invoice remain present.

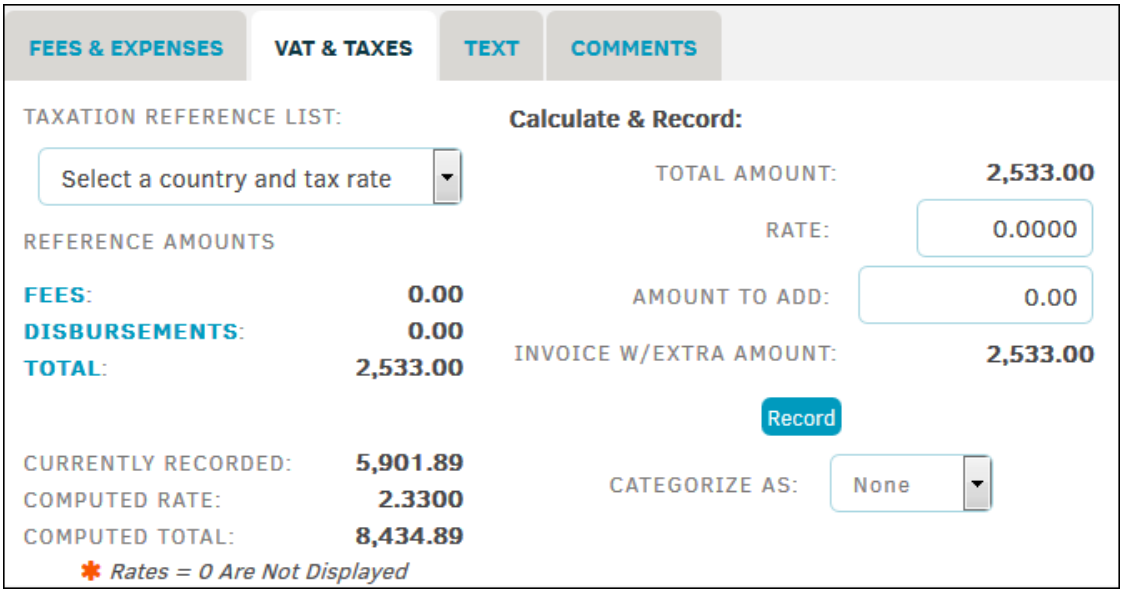
1.5.1.1.3 Adding/Calculating VAT Tax

The **VAT & Taxes** tab (located in the middle of the main invoice page) allows you to take the tax rate for a geographic region and multiply that rate against:

- The entire matter amount
- Fee (hourly) items only
- Disbursement (expense) items only

To calculate the value added tax (VAT) for an invoice:

1. Click the **VAT & Taxes** tab on the invoice main page.
2. Click one of the **Reference Amounts** (i.e. **Fees**, **Disbursements**, **Total**) to distinguish what type of tax you are adding.

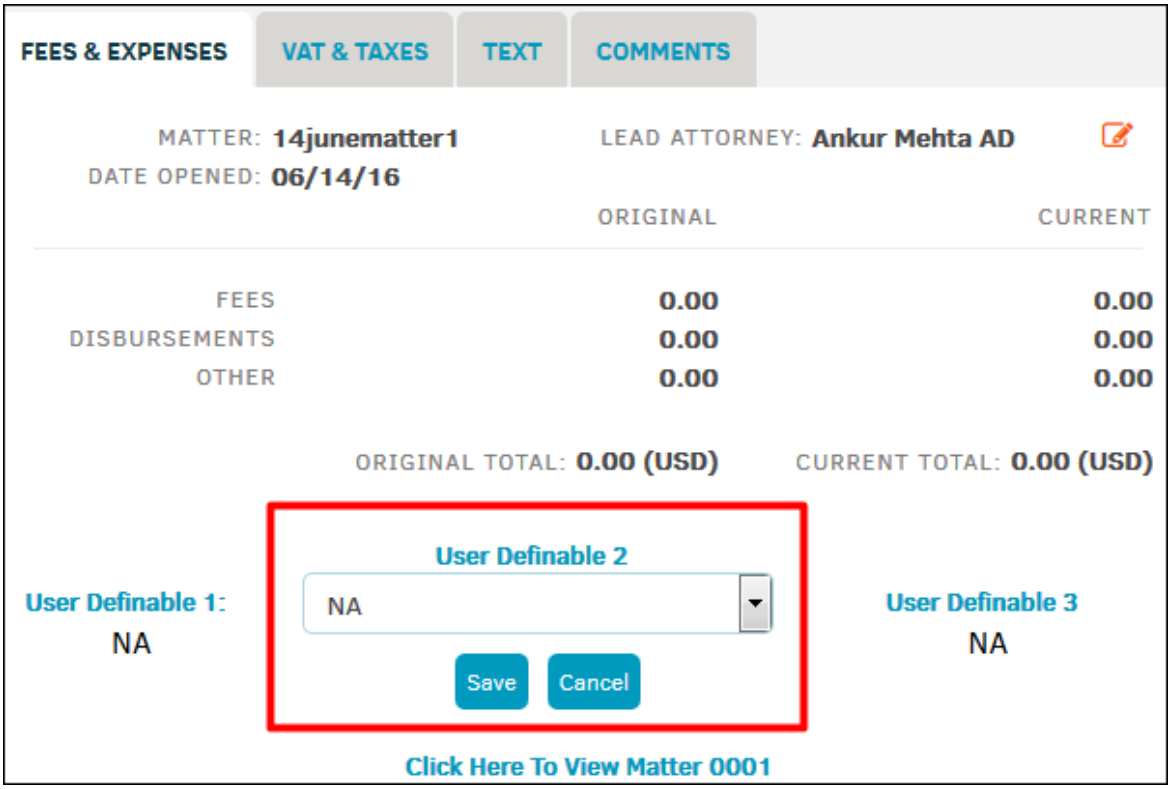


Using VAT Calculation

3. Select the appropriate country from the **Taxation Reference List** drop-down menu. The "Rate" and "Amount to Add" fields update automatically based on the selection. You can also manually type an amount into these fields.
4. Select a category, such as Tariff or General, from the "Categorize As" drop-down list.
5. Click **Record** to save.
6. Select **Here** to see the recorded amount.
   a. To adjust more amounts within this tab, click **Edit Tax/VAT**. Your previously adjusted amounts show under "Currently Recorded", "Computed Rate", and/or "Computed Total".

1.5.1.1.4 Invoice/Budget Line Connectors

Users assigned to the invoice approval chain and administrators can adjust the invoice/budget line connectors.



Adjust Line Connectors

To adjust the field (shown as "User Definable 2" in the screenshot above):

1. Click the blue hyperlink and select an option from a drop-down list.
2. Click **Save**.

The availability, names, and content of these fields depends on administrator settings.

1.5.1.1.5 Calculating Invoices

As of Lawtrac 4.1.1, invoices will be calculated using the "Banker's Rounding System". This page details how to calculate invoices using this system. Additionally, this page will provide a CFC template which holds all of the Banker's Rounding functions.

Banker's Rounding Quick Guide:

- Round down if the thousandths digit <=4
- Round up if the thousandths digit >=6
- If the thousandths digit =5, round up if there are **any** non-zero digits beyond the thousandths digit

- If the thousandths digit = 5 and **all** other digits beyond thousandths are 0, round *up or down* to the nearest **even** number

Banker's Rounding Examples

- 0.0150 = 0.02
- 0.0520 = 0.02
- 0.0251 = 0.03
- 0.0349 = 0.03
- 0.0350 = 0.04

Invoice Calculation

Foreign Detailed Invoice Line Items
The Unit Cost value of a *detailed foreign invoice* can display up to 4 decimal digits.
For example, **before** the adjustment the unit cost would equal €1,000.0000. **During** the adjustment, the unit cost would equal €1,000.1234. **After** the adjustment, the unit cost would equal €1,000.1234.

The *Summary Fees, Disbursements, Others,* and *Adjustments* of a foreign summary invoice should always use banker's rounding and display up to 2 decimal digits.

Base Currency Detailed Invoice Line Item
The Unit Cost value of a *base currency invoice* will ***always*** display up to 2 decimal digits.
For example, **before** the adjustment the unit cost would equal $300.00. **During** the adjustment, the unit cost would equal $300.1234. **After** the adjustment, the unit cost would equal $300.12.

The *Summary Fees, Disbursements, Others,* and *Adjustments* of a base currency summary invoice should always use banker's rounding and display up to 2 decimal digits.

1.5.1.1.6 Invoice Tabs

At the bottom of the main invoice page is a list of tabs that allow you to view a variety of information.

Note: If the invoice you are viewing is a summary invoice, only the tabs for **Approval Activities**, **Invoice Documents**, **Chargeback Review**, **Flags and Comments**, **Invoice History**, and **Budget Review** are available.

Invoice Tab Options:

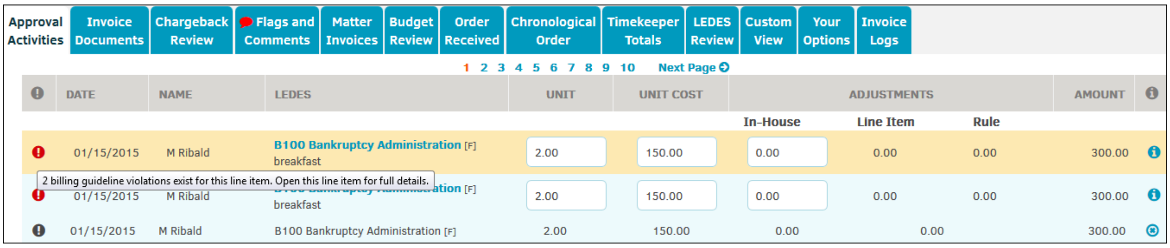
Tab	Function
Approval Activities	View a list of line items needing approval or have been approved/rejected.

Tab	Function
Invoice Documents	View the documents uploaded for an invoice.
Chargeback Review	View chargebacks, which are divisions of the company that the invoice charges. By default, the chargebacks for an invoice come from its associated matter.
Flags and Comments	View the flags and comments for the invoice.
Matter Invoices	View invoices from this vendor that are set at the matter level.
Invoice History	View all invoice amounts and summary.
Budget Review	View the details for a budget.
Order Received	View the order in which line items uploaded to an invoice.
Chronological Order	View line fee items listed in chronological order.
Timekeeper Totals	View all documented timekeepers and the hours claimed under a specific date.
LEDES Review	Display phase reviews and LEDES code records.
Custom View	Contact your Lawtrac Account Executive to request a customized view of invoice details to meet your particular needs.
Your Options	Select the tab to which you would like invoice view to open as default.

1.5.1.1.6.1 Approval Activities

View a list of line items needing approval or have been approved/rejected by selecting the **Approval Activities** tab at the bottom of an invoice.

If a discount has been applied by a vendor who uses Collaborati to submit invoices, the discount appears under appropriate line item. If it is applied as an invoice level discount, it appears for all line items.



	DATE	NAME	LEDES	UNIT	UNIT COST	ADJUSTMENTS In-House	 Line Item	 Rule	AMOUNT	
❗	01/15/2015	M Ribald	B100 Bankruptcy Administration [F] breakfast	2.00	150.00	0.00	0.00	0.00	300.00	ℹ
❗	01/15/2015	M Ribald	B100 Bankruptcy Administration [F] breakfast	2.00	150.00	0.00	0.00	0.00	300.00	ℹ
❗	01/15/2015	M Ribald	B100 Bankruptcy Administration [F]	2.00	150.00	0.00	0.00		300.00	⊗

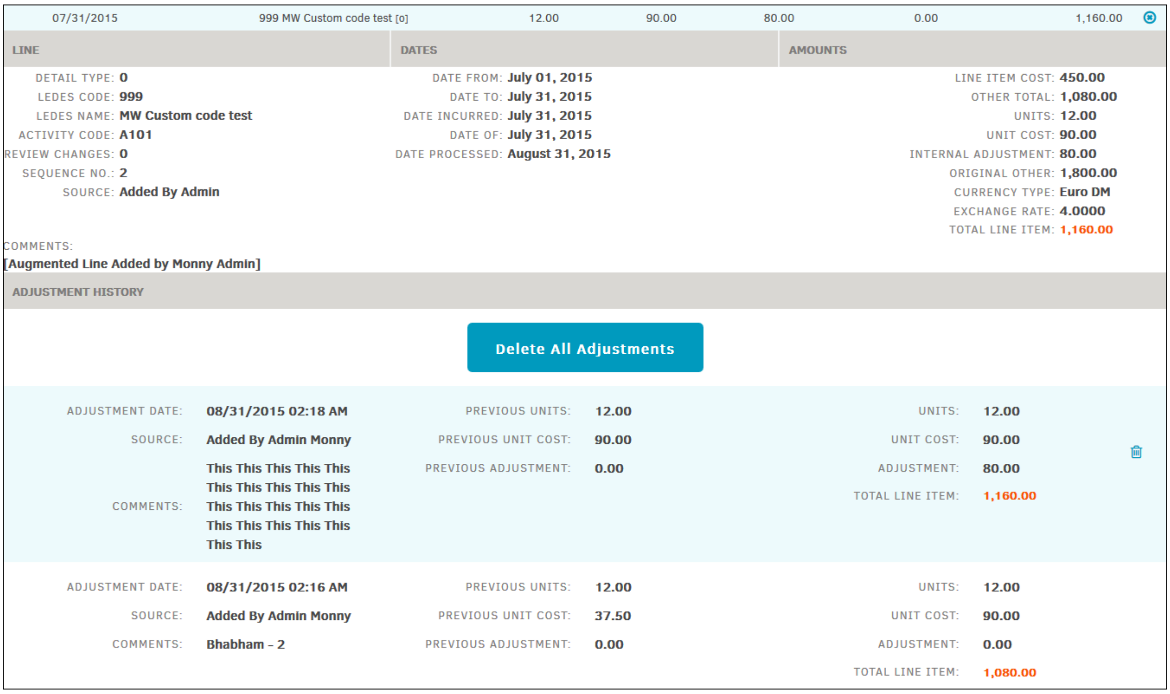
2 billing guideline violations exist for this line item. Open this line item for full details.

Approval Activities Tab

- ❗—Indicates that a line item contains a billing guideline violation. Hover your mouse pointer over the icon to see a description of the violation. If there is more than one (1) violation, open the line item to view details.
- ℹ—View details, dates, and amounts.

If the line item was adjusted, details about the change are displayed under **Adjustment History** (see below). Details include the date and time the adjustment was made, who made the change, comments made about the change, the previous values, and the new values.

For information regarding deleting adjustments, refer to *Adjusting Line Items*.


07/31/2015 999 MW Custom code test [o] 12.00 90.00 80.00 0.00 1,160.00

LINE

DETAIL TYPE: 0
LEDES CODE: 999
LEDES NAME: MW Custom code test
ACTIVITY CODE: A101
REVIEW CHANGES: 0
SEQUENCE NO.: 2
SOURCE: Added By Admin

DATES

DATE FROM: July 01, 2015
DATE TO: July 31, 2015
DATE INCURRED: July 31, 2015
DATE OF: July 31, 2015
DATE PROCESSED: August 31, 2015

AMOUNTS

LINE ITEM COST: 450.00
OTHER TOTAL: 1,080.00
UNITS: 12.00
UNIT COST: 90.00
INTERNAL ADJUSTMENT: 80.00
ORIGINAL OTHER: 1,800.00
CURRENCY TYPE: Euro DM
EXCHANGE RATE: 4.0000
TOTAL LINE ITEM: 1,160.00

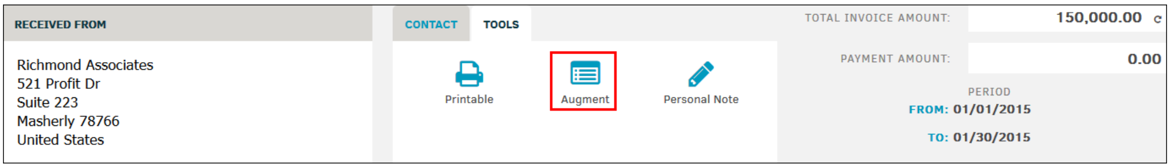
COMMENTS:
[Augmented Line Added by Monny Admin]

ADJUSTMENT HISTORY

ADJUSTMENT DATE: 08/31/2015 02:18 AM
SOURCE: Added By Admin Monny
COMMENTS: This This This This This This This This This This This This This This This This This This This This This This
PREVIOUS UNITS: 12.00
PREVIOUS UNIT COST: 90.00
PREVIOUS ADJUSTMENT: 0.00
UNITS: 12.00
UNIT COST: 90.00
ADJUSTMENT: 80.00
TOTAL LINE ITEM: 1,160.00

ADJUSTMENT DATE: 08/31/2015 02:16 AM
SOURCE: Added By Admin Monny
COMMENTS: Bhabham - 2
PREVIOUS UNITS: 12.00
PREVIOUS UNIT COST: 37.50
PREVIOUS ADJUSTMENT: 0.00
UNITS: 12.00
UNIT COST: 90.00
ADJUSTMENT: 0.00
TOTAL LINE ITEM: 1,080.00

To add a line item to the **Approval Activities** tab of an invoice, click the **Tools** tab at the top of the invoice page, then select **Augment**.



RECEIVED FROM

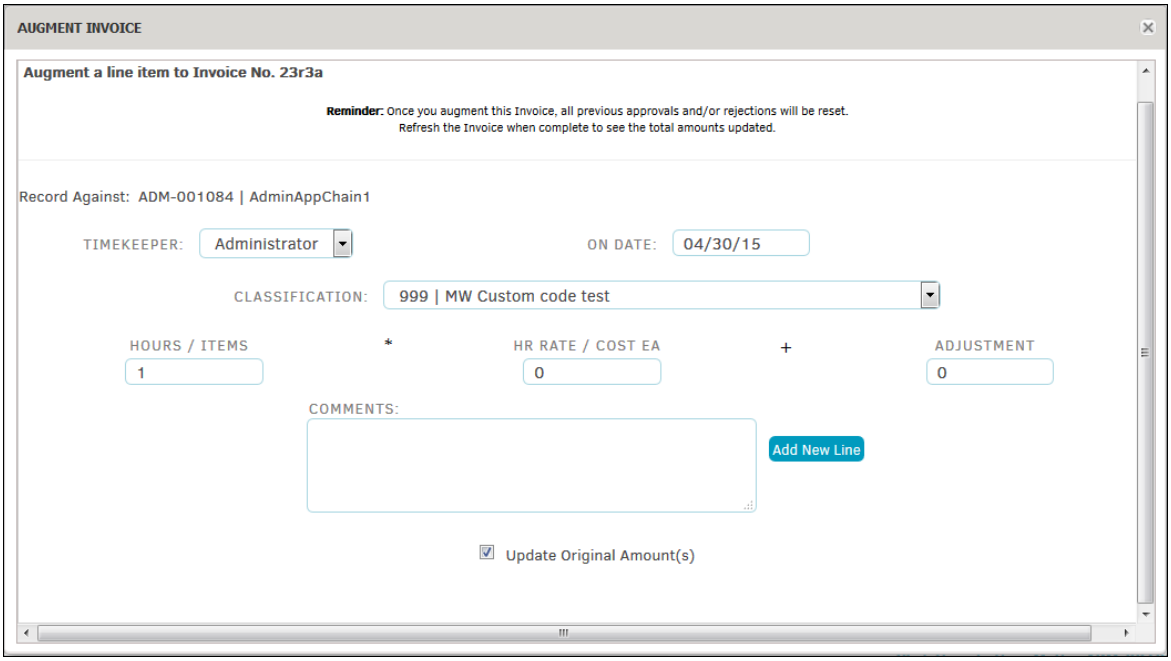
Richmond Associates
521 Profit Dr
Suite 223
Masherly 78766
United States

TOTAL INVOICE AMOUNT: 150,000.00
PAYMENT AMOUNT: 0.00
PERIOD
FROM: 01/01/2015
TO: 01/30/2015

Augment Invoice

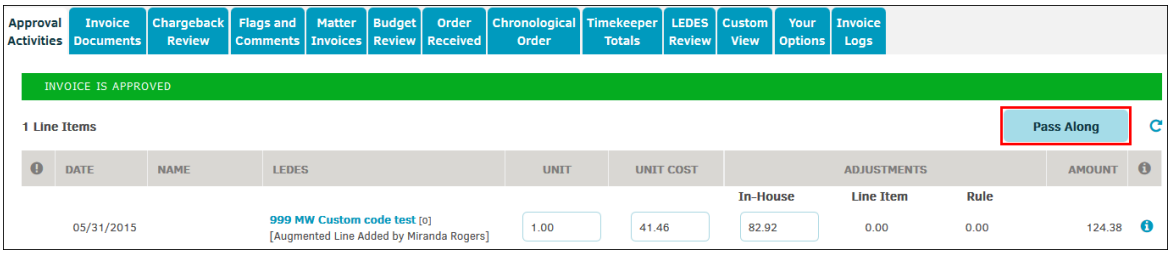
1. In the pop-up window, select a LEDES code from the "Classification" drop-down list.
2. Type the amount of hours worked or items tendered in the "Hours/Items" data field.
3. Type the hourly rate or cost of each item in the "HR Rate/Cost EA" data field.
4. Type any additional fees or discounts into the "Adjustment" data field (discounts must have a negative/minus (-) symbol).
   a. Optionally, enter comments into the "Comments" text field.
5. Click **Add New Line**.
6. Refresh the page to see new line items.

Augmented line items are labeled in the Comments section of the **Approval Activities** tab by identifying who added the line.



Add a Line Item

If you are an invoice handler, you do not have the option to approve or reject an invoice. Instead, you see the option to "Pass Along" the invoice for the next approver.



Pass Along Invoice

Click this button to send a notification to the next individual in the approval chain that needs to take action. Unless this button is pressed, the invoice cannot be approved or rejected.

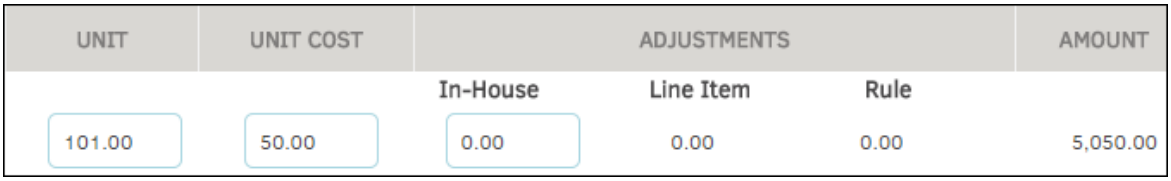
Once the invoice has been passed along, a memo is generated on the screen; click **HERE** to return and view the line item.

If you are an approver for an invoice or an administrator, you can adjust line items from the **Approval Activities** tab of the invoice. As an approver, you can adjust line items only if the invoice has been passed to you by the invoice handler (unless no handler has been assigned).

Adjusting Line Items

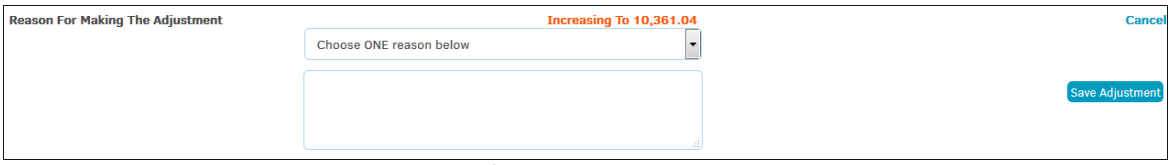
To adjust the line item:

1. Click one of these text fields:
   - The "Unit" data field to adjust the number of units (hours or items)
   - The "Unit Cost" data field to adjust the cost of the item or the hourly rate
   - The "Adjustments" data field for in-house adjustments (use the minus symbol (-) for negative values)



Adjust Line Item and Approve Invoice

2. Use the **Tab** key on your keyboard or click anywhere outside the data field to initiate the "Adjustment Reason" field.
3. Select a reason for the adjustment from the drop-down list.



Reason for Line Item Adjustment

4. Enter comments for the adjustment in the large text box (required).
5. Click **Save Adjustment**.

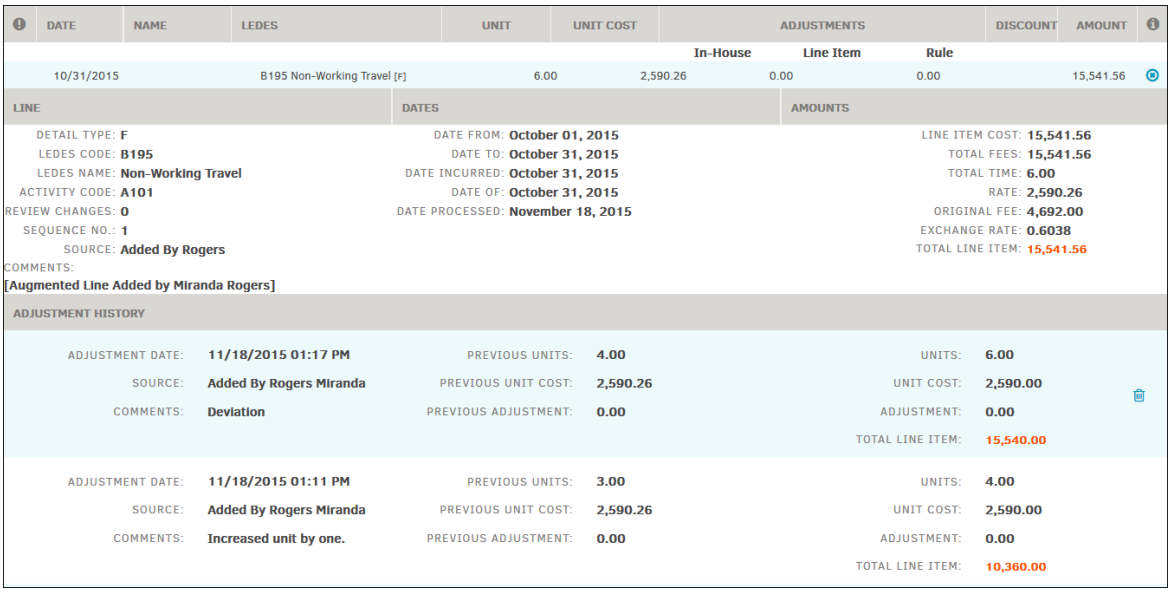
   If the save is successful, orange text appears in the line item reading "Adjustment Complete – Refresh Invoice Page to Review."
6. Refresh the page by clicking the icon in the top right corner.

DATE	NAME	LEDES	UNIT
05/31/2015		999 MW Custom code test [0] [Augmented Line Added by Monny Walia]	1.00
05/31/2015		999 MW Custom code test [0] Adjustment Complete - Refresh Invoice Page To Review [Augmented Line Added by reha bharmoria]	5.00

Adjusted Line Item

Administrators and invoice approvers can also undo an adjustment made to a line item until the invoice has been approved or rejected. The ability for invoice approvers to undo line item adjustments only exists for invoices with sequential approval chains (**Approval Chain Flow** has been turned on).

To undo an adjustment, click the icon to the right of the line item.



If you are adjusting line items individually, you can only adjust them in sequential order, starting with the most recent. Click the icon to the right to delete the line item.

If an invoice approver opts to delete all adjustments, only their individual changes are converted.

Changes made to adjusted line items do not appear in the **Invoice Logs** in **Application Administration**; however, they are viewable from the **Order Received** tab within the individual invoice.

Important: Regular users cannot undo adjustments made by any other user, super user, or administrator.

To approve the invoice, you must be assigned as an approver for that invoice. Click the **Approve Invoice** button above the list of line items in the **Approval Activities** tab. You can also approve from the **Pending Approval** page.

When the application is finished updating, the screen refreshes back to your default invoice tab. The **Approval Chain** area displays a green "Invoice Approved" banner.

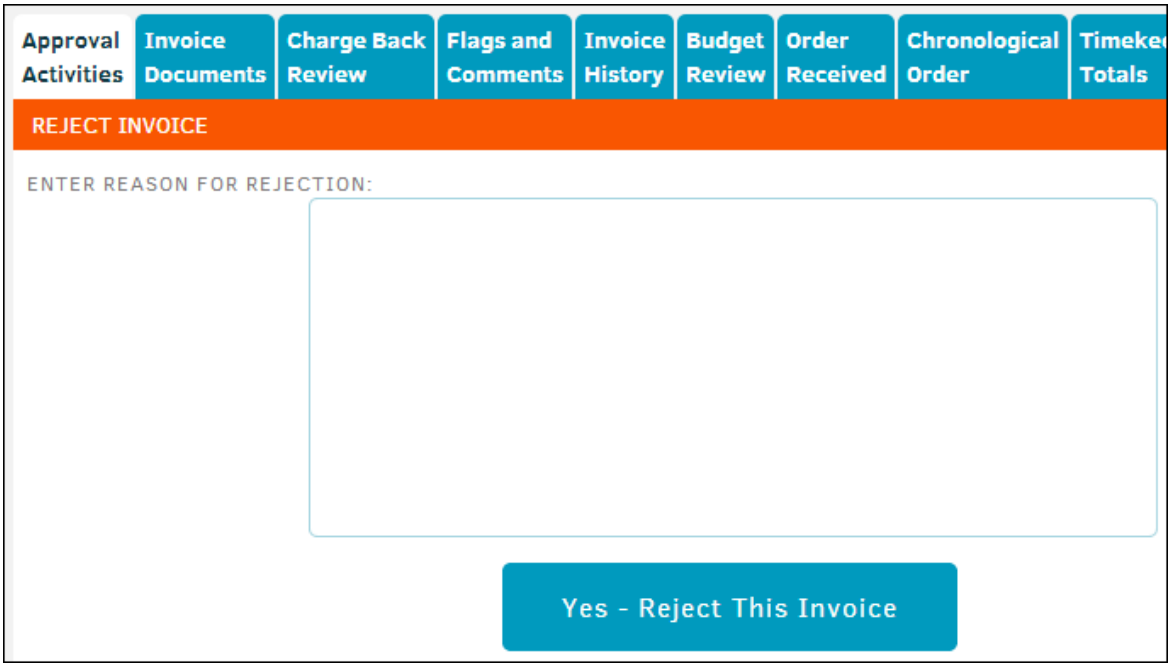
Important: Do not switch screens or use your browser's **"Back"** or **"Refresh"** button during the approval process.

To reject the entire invoice, you must be assigned as an approver for that invoice. Click the **Reject Invoice** button above the list of line items in the **Approval Activities** tab.

Reject an Invoice

Enter your reason for the rejection into the "Enter Reason for Rejection" field for the law firm or vendor to see. Click **Yes – Reject This Invoice** to confirm rejection.

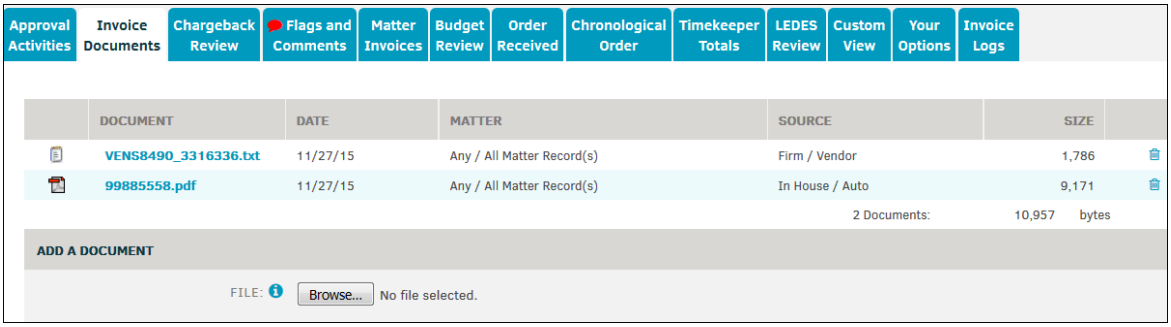
The firm is notified via email when an invoice is rejected.



Reason for Rejection

1.5.1.1.6.2 Invoice Documents

To view the documents associated with an invoice, select the **Invoice Documents** tab at the bottom of an invoice's detail page. This tab includes all of the documents uploaded to that individual invoice.



Invoice Documents Tab

For each listed document, you can perform the following tasks:

- Download—Click the document title to download the document
- Delete—Click the icon to delete a document

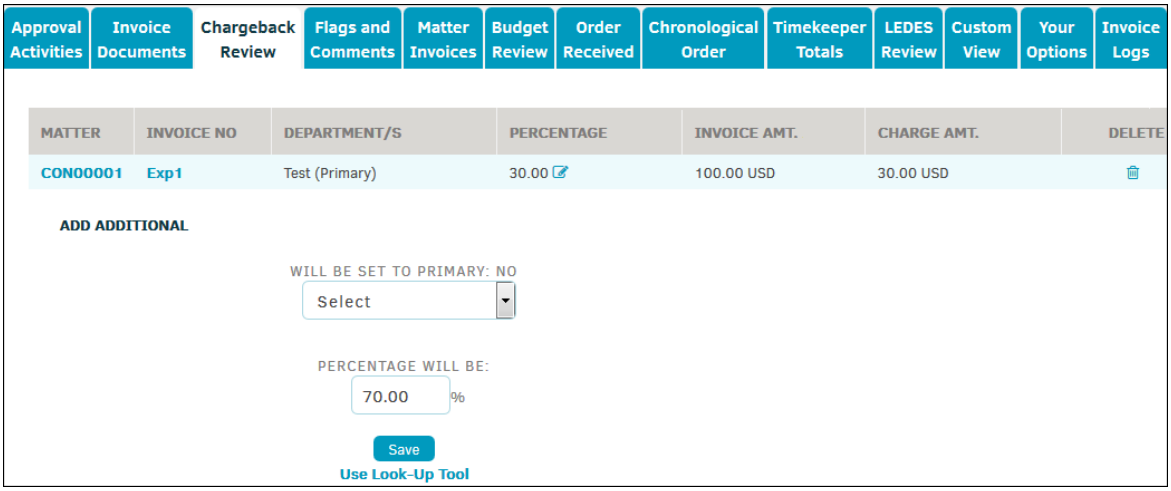
Select **Browse** from the **Add a Document** section to upload a file to the invoice. When a file type has been selected, an **Upload** button appears. Click this button, and the entire invoice page refreshes to list the new document in the **Invoice Documents** tab.

Click the icon to view upload instructions and file type restrictions.

1.5.1.1.6.3 Chargeback Review

Chargebacks are divisions of the company that the invoice charges. By default, the chargebacks for an invoice come from its associated matter.

To review the chargebacks for an invoice, select the **Chargeback Review** tab at the bottom of an invoice's detail page.



Chargeback Review Tab

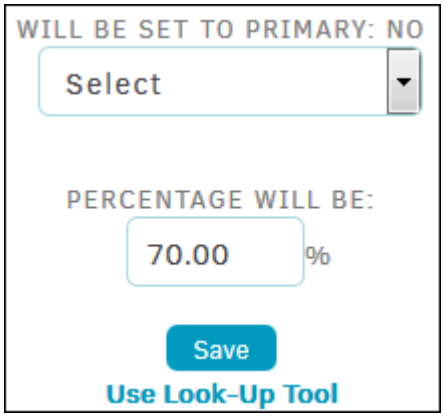
Click the matter number to view the matter record's primary information page, or the invoice number to view the invoice's main page.

You can update existing chargebacks in the following ways:

- Click the icon under the **Percentage** column. Enter a new percentage and click **Save**.
- Delete a chargeback using the icon.

Charge an Additional Unit

1. Select a business unit from the drop-down list. If additional drop-down lists appear, you can narrow down the business unit further. If this is the first chargeback to be added, it is set as primary by default.
2. In the "Percentage Will Be" field, enter the percent of the invoice that will charge to the business unit. The sum of all chargebacks must not exceed 100%.
3. Click **Save** to add the chargeback to the invoice.



Add a Charge-back

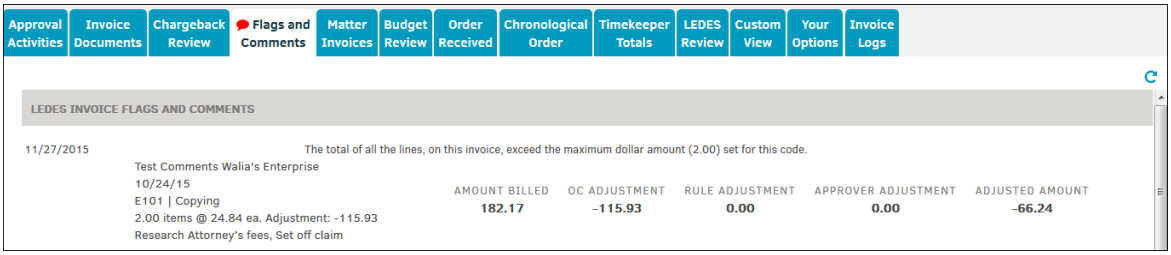
Use Look-Up Tool

Click **Use Look-Up Tool** at the bottom to search for a specific account code that may not show up in the drop-down menu.

1.5.1.1.6.4 Flags and Comments

To view the flags and comments for an invoice, select the **Flags and Comments** tab at the bottom of an invoice's detail page. The flags and comments seen here pertain to any action taken in the **Approval Activities** tab, such as a rejection or a notification that a line item was flagged because it contains a billing guideline violation.

If this tab is populated with information, the icon shows in the tab header.



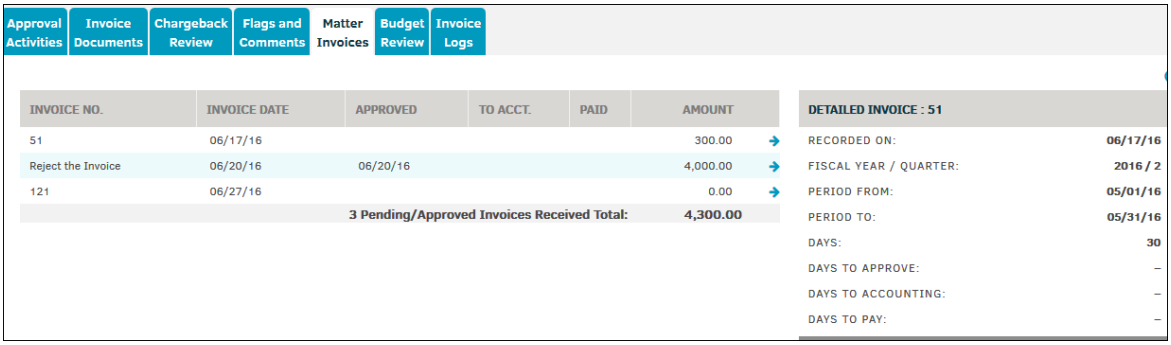
Flags and Comments Tab

1.5.1.1.6.5 Matter Invoices

Select the **Matter Invoices** tab within an invoice to see all invoices from this vendor that have been applied to that same matter. This tab does ***not*** show invoices applied to the same matter from other vendors, nor does it show invoices from this vendor applied to other matters.

Rejected invoices are highlighted in red.

Click the → icon to view invoice details.



1.5.1.1.6.6 Budget Review

Budgets are created for a matter record by a firm or vendor and determined by phase and task type.

To review the budget for a matter:

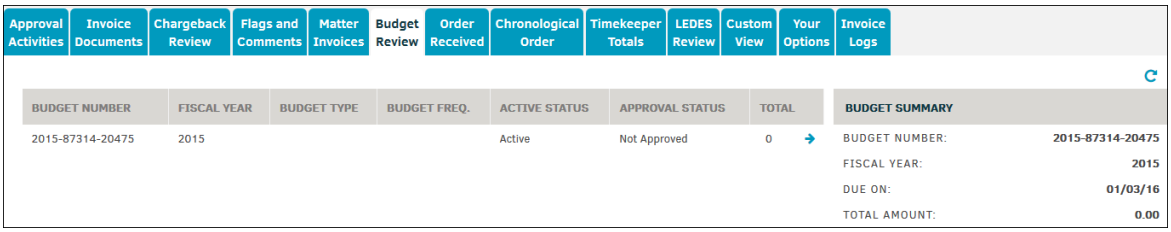
1. Select the **Budget Review** tab at the bottom of an invoice's detail page. The budget summary does not list individual budget line items.
2. Click the → to view budget summary.

To view the firm/vendor's budget and line item detail:

1. Navigate to the matter record with which the invoice is associated and access the **Budgets** hyperlink in the **Finance Navigation Bar**.
2. Go to the **View/Add Lines** tab within the firm/vendor's budget information page.

To initiate a budget for a firm or vendor from within a matter record:

1. Access the **Team, Firms, Parties** hyperlink in the **Matter Navigation Bar**.
2. Click **Firms & Companies**.
3. Select the budget icon.



Budget Review Tab

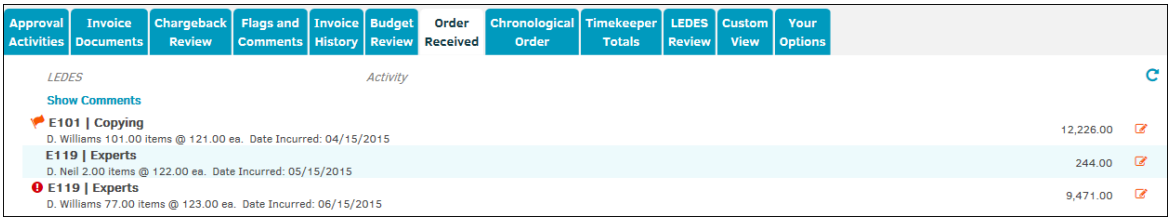
1.5.1.1.6.7 Order Received

To view the order in which budget line items are uploaded to an invoice, select the **Order Received** tab at the bottom of an invoice's detail page.

Note: This tab only appears for detailed or LEDES invoices.

Click **Show Comments** to display any comments associated with the item.

Click the icon to open a pop-up window where you can see any additional adjustments and the approval chain. Here you can also set a flag or record a comment.



Oder Received Tab

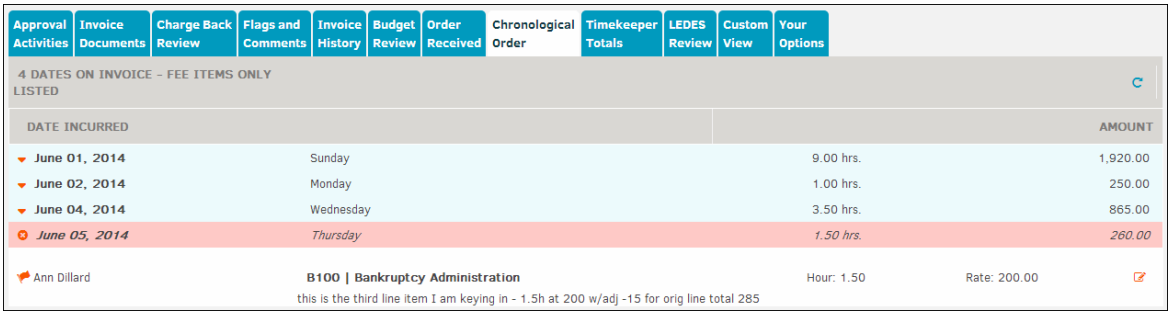
1.5.1.1.6.8 Chronological Order

To view line fee items listed in chronological order, select the **Chronological Order** tab at the bottom of an invoice's detail page.

Note: This tab only appears for detailed or LEDES invoices.

Click the icon to show fee details.

Click the icon to open a pop-up window where you can set a flag or record a comment.

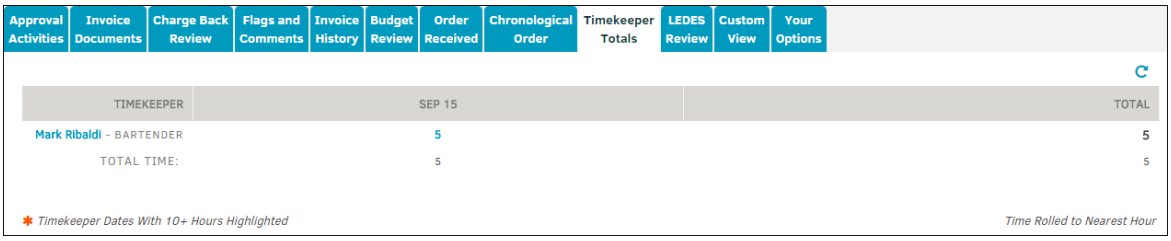


Chronological Order Tab

1.5.1.1.6.9 Timekeeper Totals

The **Timekeeper Totals** tab shows the sum of all budget line item units (amount of products or hours worked) that an individual assigned, and displays all documented timekeepers and the hours claimed under a specific date.

Note: This tab only appears for detailed or LEDES invoices.



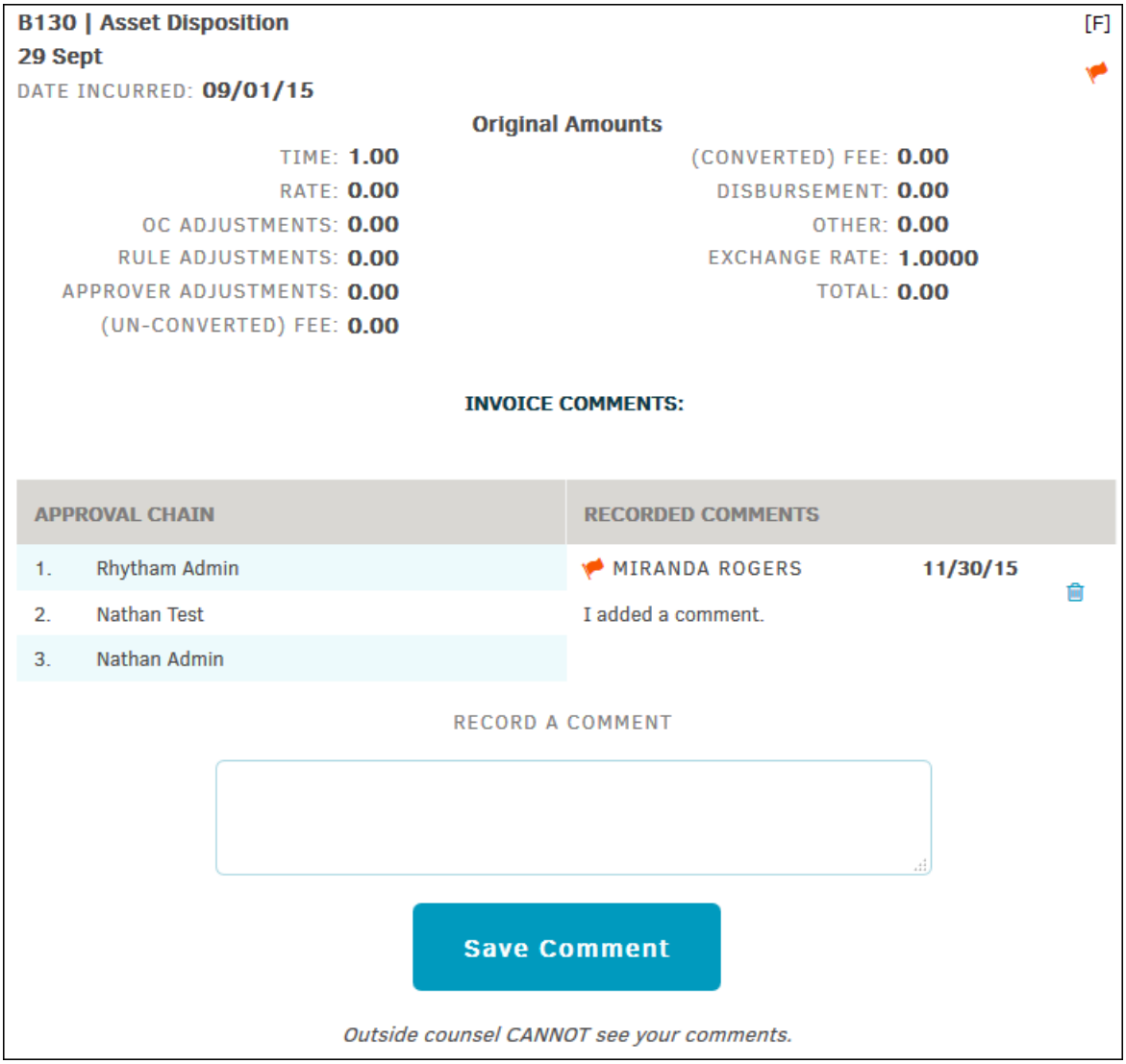
Timekeeper Totals Tab

Click on the timekeeper's name to view associated matter detail.

- —View all line item details in a pop-up window
- —Delete a recorded comment

Record a new comment by typing in the text field and clicking **Save Comment**.

View individual unit rates from the **Approval Activities** tab.



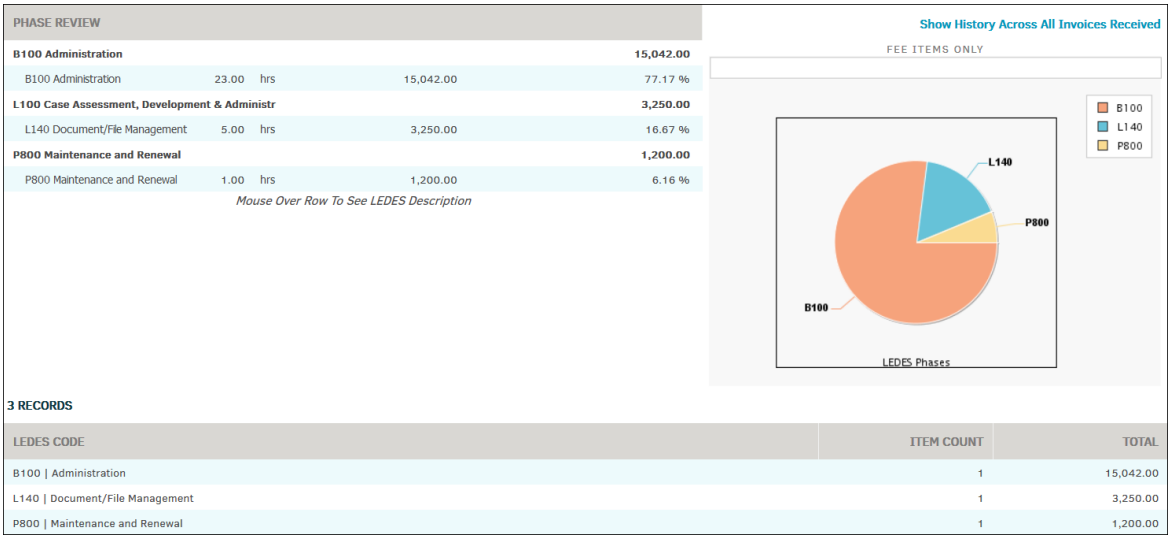
Timekeeper Detail

1.5.1.1.6.10 LEDES Review

Lawtrac users can view an invoice and select the **LEDES Review** tab at the bottom to display phase reviews and LEDES code records.

Note: This tab only appears for detailed or LEDES invoices.

By selecting the text in the upper right-hand corner, you can **Show History Across All Invoices Received**, or **Show Just This Invoice**.



Show History Across all Invoices Received

1.5.1.1.6.11 Custom View

To request a customized view of invoice details to meet your particular needs, please contact your Lawtrac account executive.

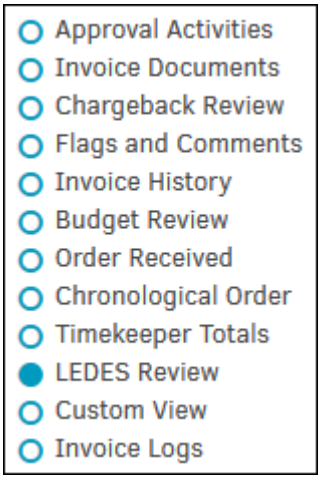
Note: This tab only appears for detailed or LEDES invoices.

1.5.1.1.6.12 Your Options

To select which tab you would like as your default view when viewing any detailed invoice, select the **Your Options** tab at the bottom of the invoice's detail page.

Note: This tab only appears for detailed or LEDES invoices.

Select a radio button. Any changes are saved automatically.



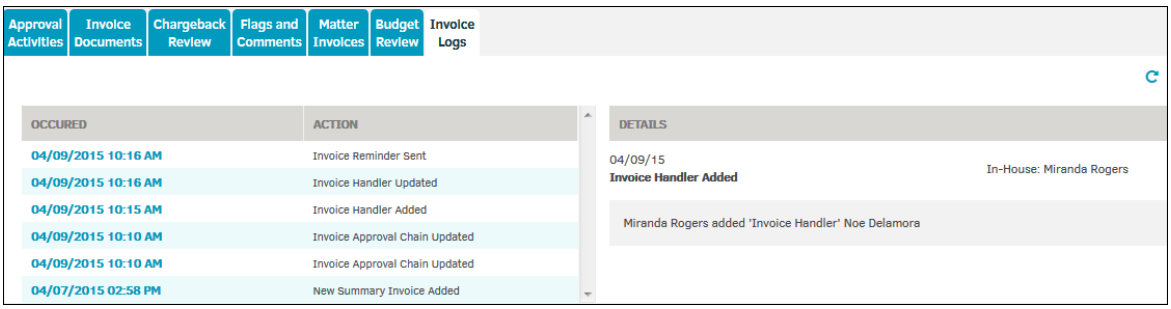
Choose a Default Tab

1.5.1.1.6.13 Invoice Logs

To view the history of activities for an invoice, select the **Invoice Logs** tab at the bottom of an invoice's detail page.

Invoice history detail includes actions such as changes to the invoice approval chain (including field and values affected), addition/removal of an invoice handler or substitute approver, and invoice creation or augmentation.

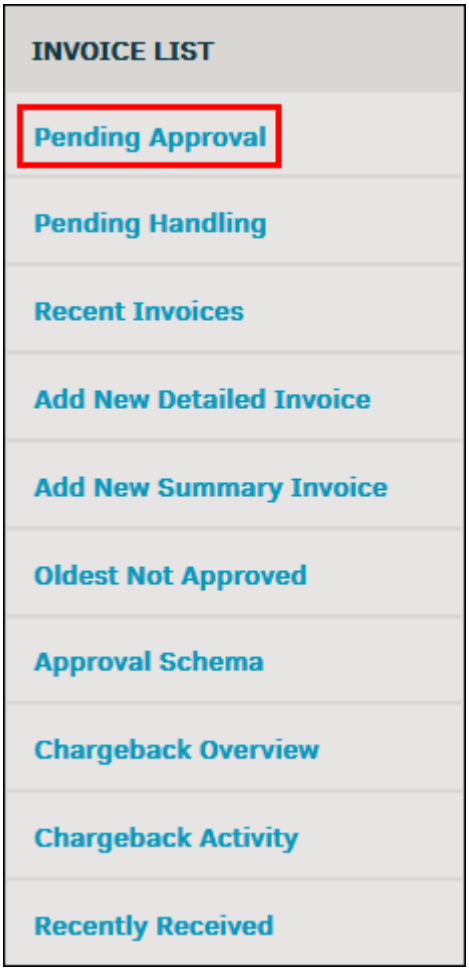
Click the action date and time to view specific details.



Invoice History Detail

1.5.1.2 Invoices Pending Approval

Click the **Pending Approval** link in **Finance | Invoices Management** to open a list of invoices that are waiting for approval.



Pending Approval Link

By default, the **Pending Approval** page opens to display the invoices to which you are a member of the approval chain. From the this page, you can approve multiple invoices at the same time.

To automatically approve a group of invoices:

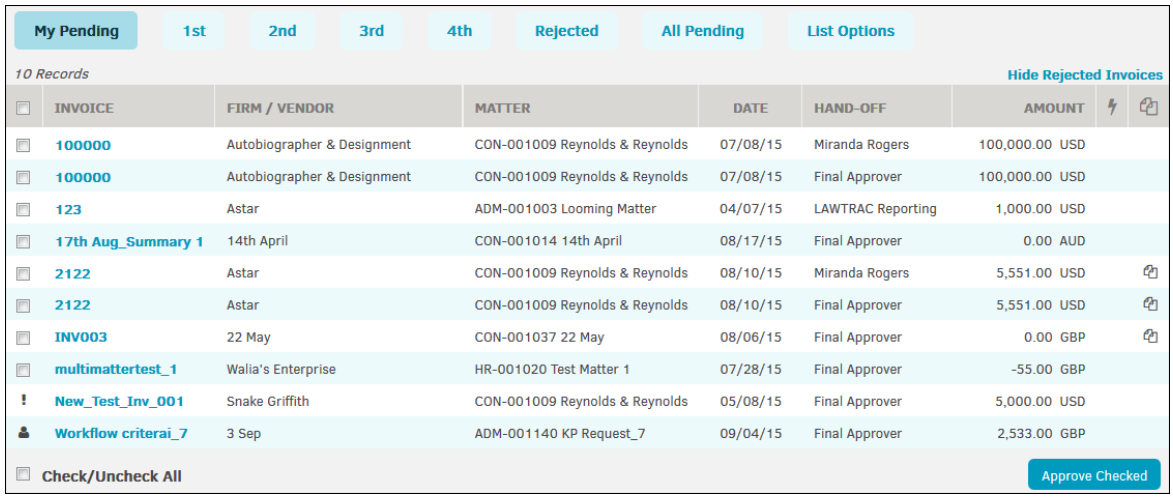
1. Click the invoice checkboxes ☑ to select the invoices you wish to approve.
2. Click **Approve Checked**.

If a matter name has been truncated due to size, hover your mouse pointer over the name to see expanded information in a small pop-up message.

Full Matter Name Pop-up

The **Amount** column displays the current amount of the invoice in its original currency type, whether or not it has been approved.

Click the invoice number to see comments from others in the approval chain and details of the invoice.



INVOICE	FIRM / VENDOR	MATTER	DATE	HAND-OFF	AMOUNT
100000	Autobiographer & Designment	CON-001009 Reynolds & Reynolds	07/08/15	Miranda Rogers	100,000.00 USD
100000	Autobiographer & Designment	CON-001009 Reynolds & Reynolds	07/08/15	Final Approver	100,000.00 USD
123	Astar	ADM-001003 Looming Matter	04/07/15	LAWTRAC Reporting	1,000.00 USD
17th Aug_Summary 1	14th April	CON-001014 14th April	08/17/15	Final Approver	0.00 AUD
2122	Astar	CON-001009 Reynolds & Reynolds	08/10/15	Miranda Rogers	5,551.00 USD
2122	Astar	CON-001009 Reynolds & Reynolds	08/10/15	Final Approver	5,551.00 USD
INV003	22 May	CON-001037 22 May	08/06/15	Final Approver	0.00 GBP
multimattertest_1	Walia's Enterprise	HR-001020 Test Matter 1	07/28/15	Final Approver	-55.00 GBP
New_Test_Inv_001	Snake Griffith	CON-001009 Reynolds & Reynolds	05/08/15	Final Approver	5,000.00 USD
Workflow criterai_7	3 Sep	ADM-001140 KP Request_7	09/04/15	Final Approver	2,533.00 GBP

Invoices Pending Approval

The **Pending Approval** page includes the following icons within the table:

- **!**—Invoice has been rejected
- —Invoice is waiting on invoice handler action

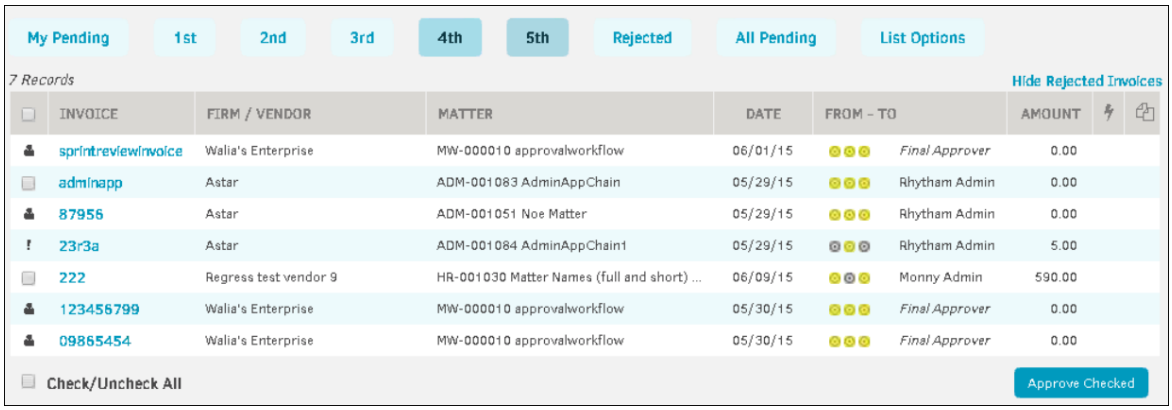
The **Pending Approval** page includes the following tabs at the top:

- **My Pending**—Displays all invoices that require your approval. The **Hand-Off** column specifies when you are the final approver for the invoice or the person who will approve the invoice after your approval.
- **1st**—Displays all invoices for which you are the first approver.
- **2nd**, **3rd**, **4th**, **5th**—Displays all invoices for the specified order in the approval chain. For example, the invoices in the **2nd** tab are the invoices for which you are the second approver. Instead of a **Hand-Off** column, these pages have a **From-To** column, which specifies that you are the final approver or there is a person on the approval chain after you. If you are the final reviewer, the **From-To** column displays the text *Final Approver*. If not, it displays the name of the final approver.

  The yellow/gray dots seen in the screenshot below signify the amount of approvers in positions above you, and whether they have reviewed the invoice.

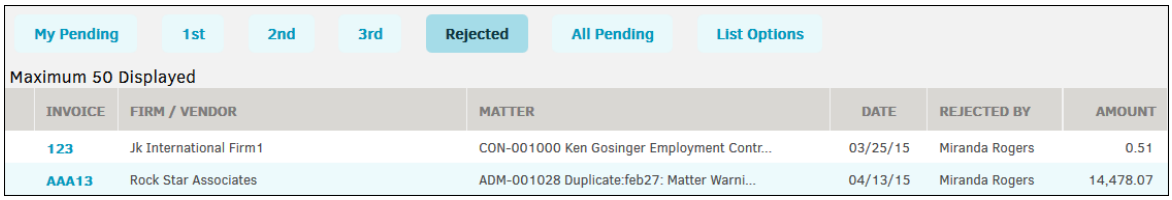
  - —Not reviewed
  - —Reviewed but has not taken action
  - —Reviewed and approved

- —Reviewed and rejected



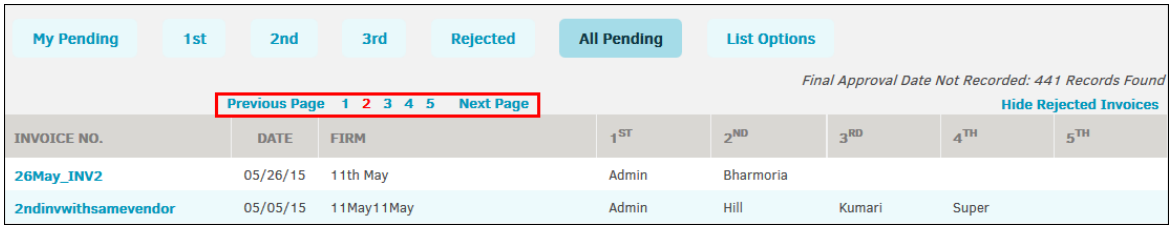
Multiple Approver Positions

- **Rejected**—Displays invoices rejected by you. The date displayed is invoice creation date. Click the invoice number to view rejection details.



Rejected Invoice in My Pending List

- **All Pending**—Displays all pending invoices, regardless of assignment or status. This table categorized invoices by invoice name/number, invoice creation date, submitting firm, and all approvers with their assigned position. Based on your **List Options**, there may be multiple pages of pending invoices. Navigate through the pending invoice pages by using the page numbers at the top of the table.



All Pending Invoices

- **List Options**—Contains a filter for your **Pending Approval** lists.

  Note: This search criteria is only active until you log out or time out. You may have to refresh the list tab(s) to engage these settings.

  Use the following fields on this page:

  - **Display Invoices Only From**—Select only the firms and vendors that you want to appear on the pending approval lists
  - **Sort List By**—Select an invoice field by which to sort

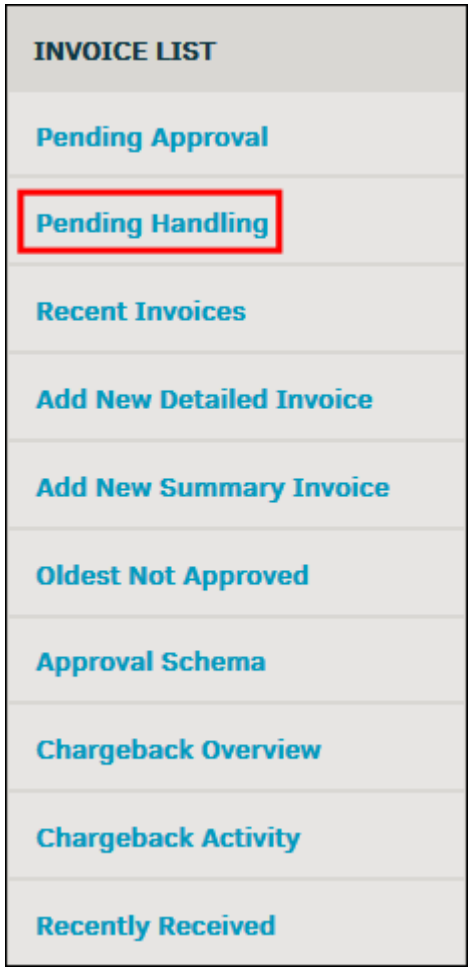
- **List Per Page**—Specify the maximum number of invoices to display per page
- **Clear Filters**—Click this button to clear all changes and set back to default
- **Set Filters**—Click this button to set and save the list options

Click the **Hide Rejected Invoices** link to remove rejected invoices from your list and click **Include Rejected Invoices** to add rejected invoices to your list. The ! icon appears next to rejected invoices. This setting only affects the individual page, and the link does not appear if there are no rejected invoices to display.

Hide Rejected Invoices

1.5.1.3 Invoices Pending Handling

Click the **Pending Handling** link in the **Invoice Management** sidebar to view all invoices to which you have been assigned as an invoice handler, and still need to review.



Pending Handling Link

By default, the **Pending Handling** page opens all invoices to which you are assigned as invoice handler. From this page, you can pass along multiple invoices at the same time.

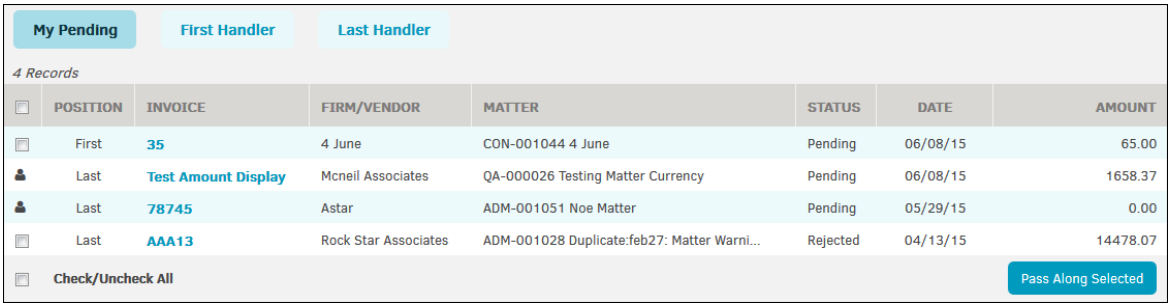
To automatically pass along a group of invoices:

1. Click the invoice checkboxes to select the invoices you wish to pass, or click **Check/ Uncheck All** at the bottom of the table.
2. Click **Pass Along Selected**.

The icon indicates that the approval process is in progress and nothing needs to be passed along yet.

Click the invoice number to navigate to the invoice's detail page.

The **Amount** column displays the current amount of the invoice in its original currency type, whether or not it has been approved. Invoice status (i.e. pending, approved, rejected) is listed in the **Status** column. Rejected invoices must still be reviewed and passed along by the last handler. Matter name and number are listed in the **Matter** column. For matters which names have been truncated, hover your mouse pointer over the matter name to see the full title.



Invoices Pending Review

The **Pending Approval** page includes the following tabs at the top:

- **My Pending**—Displays all invoices to which you have been assigned as Invoice Handler and must review, either as last or first
- **First Handler**—Specifies the invoices for which you are the first handler
- **Last Handler**—Specifies the invoices for which you are the last handler

1.5.1.4 Adding a New Invoice

Invoices can be entered into Lawtrac two ways:

1. They can be imported by utilizing LEDES code e-Billing.
2. They can be typed in manually.

If you add invoices manually, add them from the **Invoice Management** page under the **Finance** tab.

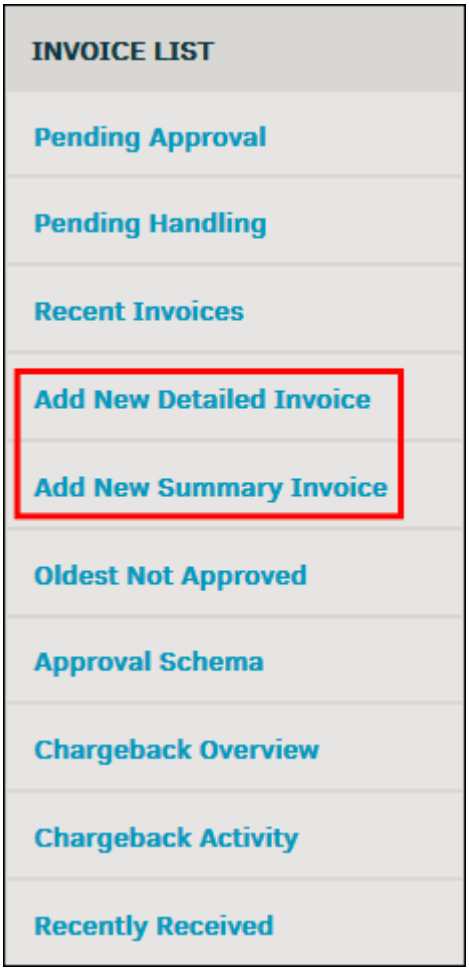
You can add two kinds of invoices:

- *Detailed*—Invoices with budget line item information. Click **Add New Detailed Invoice** to add this type of invoice.

- *Summary*—Invoices that include the summary totals. Click **Add New Summary Invoice** to add this type of invoice.

Note: Do not use your browser's "**Back**" button when adding new invoices.

Click here to view Step 1.



Add New Detailed or Summary Invoice

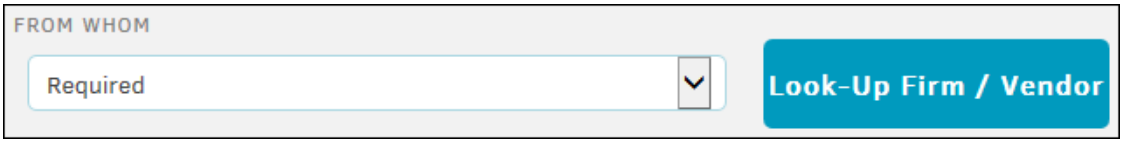
1.5.1.4.1 Step 1: Choose a Firm or Vendor

When creating either type of invoice, you must first select the firm or vendor that submitted the invoice from the drop-down list.

If the selected firm/vendor set a preferred currency, the invoice is applied in that currency automatically.

Important Note: Released firms and vendors still appear on the drop-down list.

Click **Look-Up Firm/Vendor** to continue to the next step.



Invoice From Firm/Vendor

1.5.1.4.2 Step 2: Pre-Approved Invoices

While creating an invoice, you can specify that it's been pre-approved.

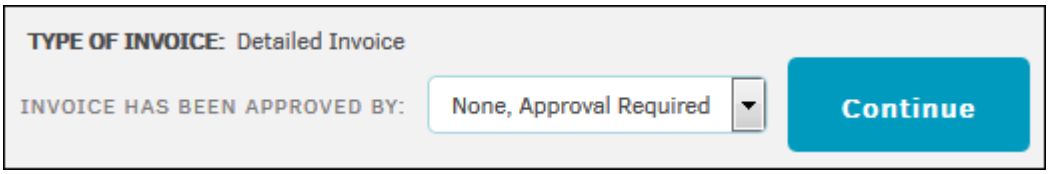
1. After selecting the firm or vendor, select the invoice approver from the "Invoice Has Been Approved By" drop-down list.

   If you do not see the appropriate user's name in the drop-down list of invoice approvers, the user may not have approval permissions. Site administrators determine invoice approvers from **Application Administration**.

   The "Comments" text box of the invoice automatically includes a statement with the name of the person who entered the pre-approved invoice and the approval date. The approval chain area displays only the selected approver.

2. If you do not want to pre-approve the invoice, keep "None, Approval Required" as the selection in the drop-down list.

3. After you specify the approval state, click **Continue** to move on to the next step.



Invoice Has Been Pre-Approved

1.5.1.4.3 Step 3: Associate a Matter

An invoice must be associated with at least one matter. During invoice creation, you associate the invoice with one matter.

Assign the Invoice to a Matter

When creating an invoice, you can add an additional matter towards the end of the process.

Note: The matter drop-down list only contains the matters assigned to your firm/vendor. If your matter is missing from the list, leave the drop-down list on "Required" and click **Look-Up Matter**. A search bar is generated, and the new drop-down list contains all matter records.

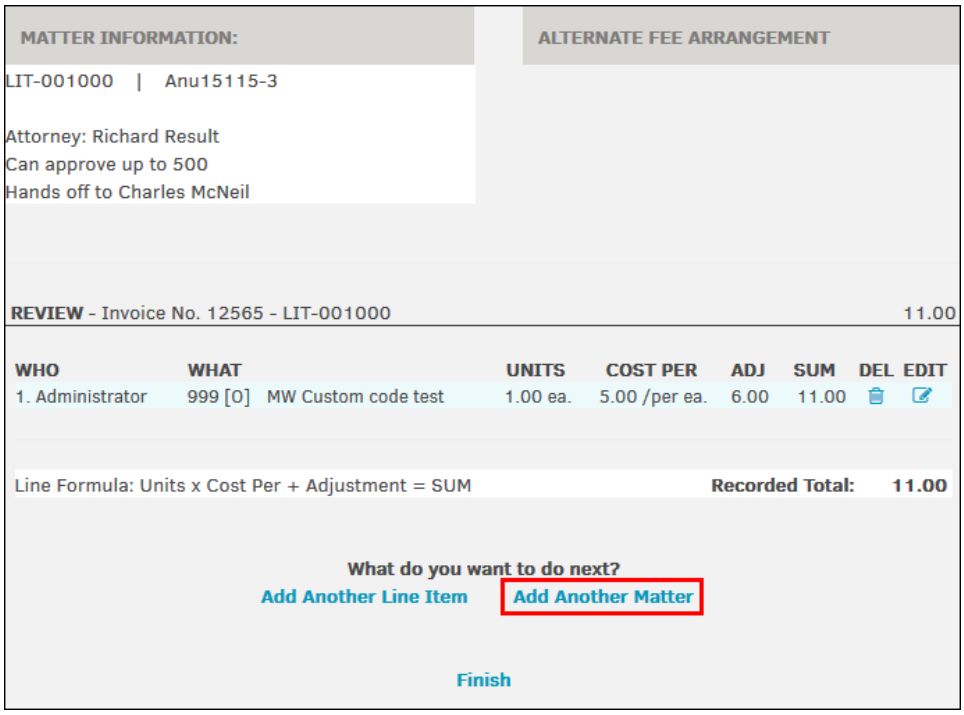
After you select a matter, click **Look-up Matter**.

1.5.1.4.3.1 Add Additional Matter to Invoice

When creating a detailed invoice, you can add an additional matter to associate with other line items. When creating a summary invoice, you can add an additional matter with more invoice summary information.

For Detailed Invoices

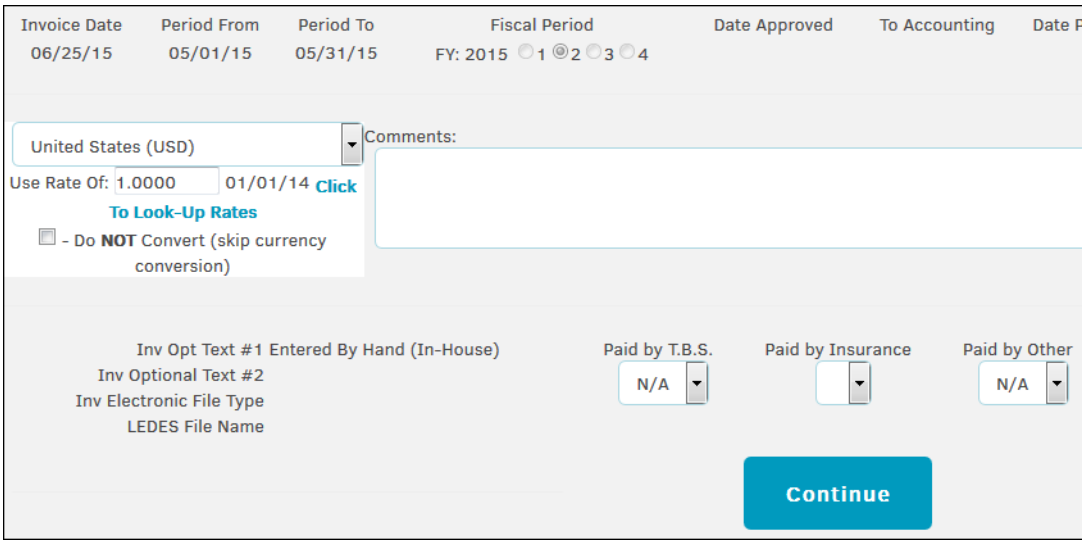
After you add your line items and before you click **Finish**, you may choose to add another matter. Click **Add Another Matter**.



Add Another Matter

A drop-down menu pops up above the **Review** section. Select a matter from this list, then click **Look-Up Matter**. As with first associating a matter to the invoice, you can leave the drop-down list on "Required" and click **Look-Up Matter**. A search bar is generated, and the new drop-down list contains all matter records.

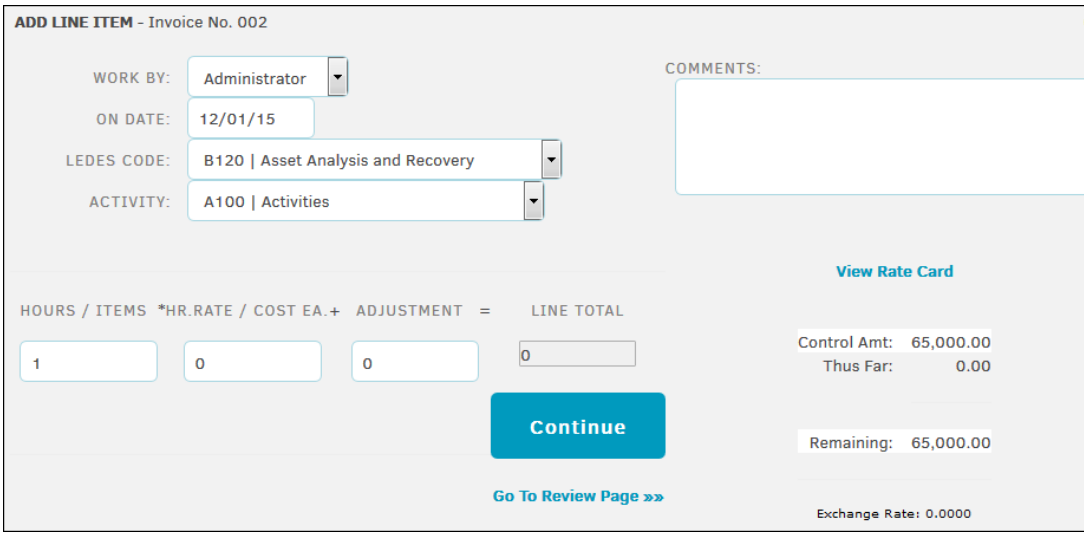
1. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate. If desired, select a different currency from the drop-down menu and enter the conversion rate in the **Use Rate Of** field. Check the **Do NOT Convert** box if you want to skip currency conversion.
2. "Optional Text", "Electronic File Type", and "LEDES File Name" retain the same information that you input for the previous matter.
3. Fill out the optional user-defined fields; add comments if desired. Using the drop-down lists, indicate whether the invoice is paid by parties defined by your administrator.
4. Click **Continue**.



Add Additional Matter Information

The next step is to enter each line item.

1. Select the employee who performed the work from the "Work By" drop-down menu.
2. Enter the date the task was performed.
3. Choose the "LEDES Code" and "Activity" code from the drop-down menus.
4. Enter the number of "Hours" (i.e. 1, 1.25, 1.5, 1.75) or "Items" (for an expense/disbursement) and the "Hr. Rate/Cost EA." and "Adjustment".
   a. If you are unsure of the rate, click the **View Rate Card** hyperlink in the bottom right corner. The employee or firm rate information is displayed.
5. If you would like to add another line item, place a check mark in the **Add Another Line After This One** checkbox.
6. Click **Continue**.
   a. If you are on the **Add Line Item** page again and you wish to review the invoice details before adding another line item, click **Go To Review Page**.
7. When you have finished adding your line items, click **Continue** to review the invoice details.



Add Line Item

For Summary Invoices

After clicking **Continue**, you may choose to add another matter. Click **Add Another Matter**.

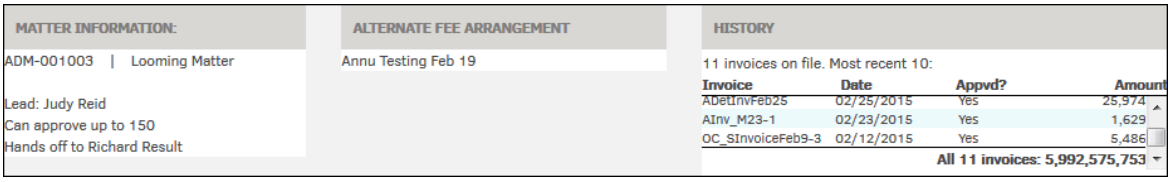
Add Another Matter

A drop-down menu pops up above the **Review** section. Select a matter from this list, then click **Look-Up Matter**. As with first associating a matter to the invoice, you can leave the drop-down list on "Required" and click **Look-Up Matter**. A search bar is generated, and the new drop-down list contains all matter records.

1. Enter the amount for "Fees", "Disbursements", and "Adjustments/Other". The total is calculated automatically.
2. Enter "Optional Text", "Electronic File Type", and "LEDES File Name" in the designated fields.
3. Fill out the optional user-defined fields; add comments if desired. Using the drop-down lists, indicate whether the invoice is paid by parties defined by your administrator.
4. Click **Continue**.

1.5.1.4.4 Step 4a: Adding Summary Invoices

If you are adding a summary invoice, the page that opens after assigning a matter record to the invoice is the **Summary Invoice** page. Unlike the detailed Invoice, a summary invoice has the option to add fees, disbursements, and adjustments amounts.



At the top of this page are three separate sections for matter and invoice information.

Matter Information includes the matter record number and name, who is assigned as matter lead, the maximum sum of the invoice that the lead can approve, and to whom it will be handed off once the limit is met.

Alternate Fee Arrangement information includes all alternate fee arrangements associated with the firm/vendor.

History includes the sum of all invoices associated with the selected matter posted by the firm/vendor.

Summary Invoice - Approval Required

INVOICE NUMBER:

A duplication test will be performed.

INVOICE DATE: 01/14/2016

PERIOD FROM: 12/01/2015

PERIOD TO: 12/31/2015

FISCAL PERIOD: 2016

1 2 3 4

United States (USD)

Use Rate Of: 1.0000 01/01/14

- Do **NOT** Convert (skip currency conversion)

FEES: 0.00

DISBURSEMENTS: 0.00

ADJUSTMENTS/OTHER: 0.00

TOTAL: 0

COMMENTS:

OPTIONAL TEXT #1

ELECTRONIC FILE TYPE

LEDES FILE NAME

PAYMENT TERMS

USER DEFINABLE 1 NA

USER DEFINABLE 2 AN

USER DEFINABLE 3 NA

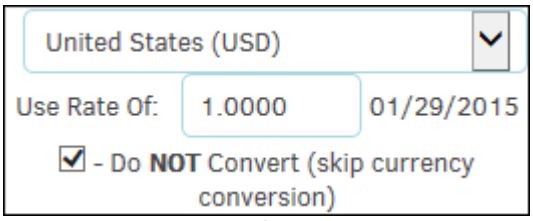
Continue

Summary Invoice

1. Enter the **Invoice Number** into the text box. This number can be any combination of letters, numbers, and dashes, up to 35 characters.

2. Type or select the icon to enter invoice date and billing period using the "Period From" and "Period To" fields. Review the default fiscal period and update if necessary.

3. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate. If desired, select a different currency from the drop-down menu and enter the conversion rate in the "Use Rate Of" field. Check the **Do NOT Convert** box if you want to skip currency conversion.



Invoice Currency

4. Enter the amount for "Fees", "Disbursements", and "Adjustments/Other". The total is calculated automatically.

5. Enter "Optional Text", "Electronic File Type", and "LEDES File Name" in the designated fields.

6. Fill out the optional user-defined fields; add comments if desired. Using the drop-down lists, indicate whether the invoice is paid by parties defined by your administrator.

7. Click **Continue**.

INVOICE RECORDED - SELECT NEXT ACTION

Another Matter | New Invoice Same Vendor | New Invoice New Vendor | View Invoice

To add supporting documents do so via Invoice View

REVIEW/ADJUST CHARGEBACKS

The Division Charge Backs scheduled for this invoice are displayed below.

If you need to change or adjust these click the link below.

Adjust Division Charge Backs

EXISTING CHARGEBACKS

Marketing (Primary)	100%	6.00	Delete

Current Percentage: 100 %

Additional Options

You now have several options:

- Add **Another Matter** to the same invoice
- Add **New Invoice to the Same Vendor**
- Add **New Invoice to a New Vendor**
- **View the Invoice**
- **Adjust Division Chargebacks** (as explained in the next section)
- **Delete** existing chargebacks

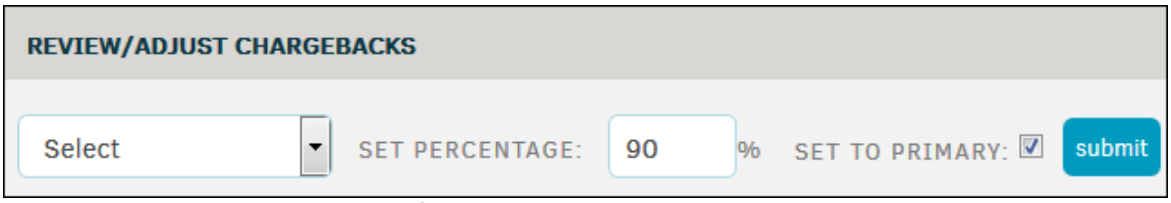
Adjusting Division Chargebacks

By default, invoices are charged back to the matter's current division/business unit, which displays in the **Review/Adjust Chargebacks** area. If you need to assign a different chargeback, you can do so before selecting one of the other options.

It is best practice to use this feature with pre-approved invoices, so the reset chargeback functions available in several areas of the application do not overwrite your adjustment by resetting it to the matter's division/business unit hierarchy.

If you see that the matter does not currently have a division/business unit assigned, update the matter and use one of the reset chargeback functions.

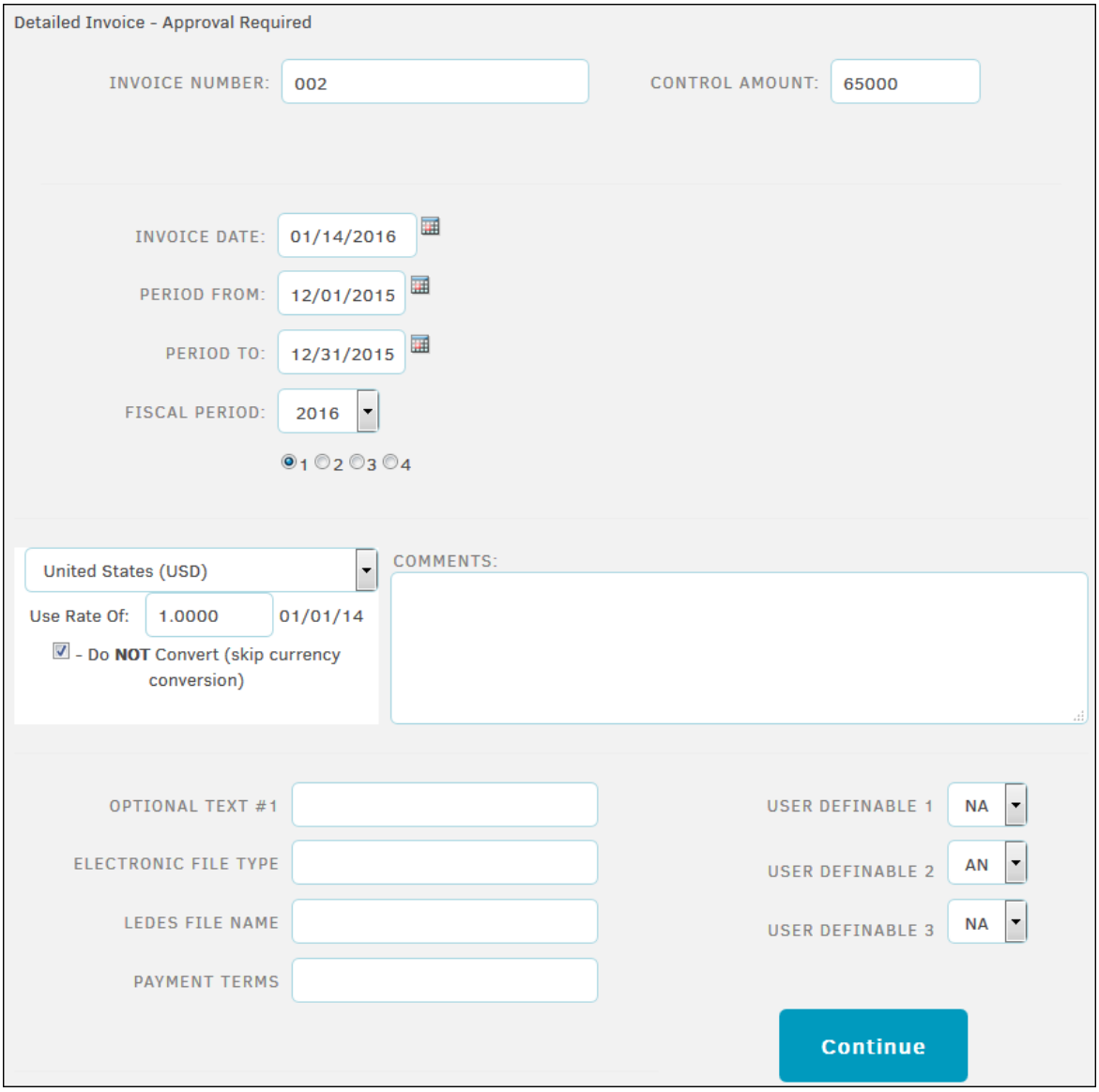
When you click the **Adjust Division Chargebacks** link, a selection area appears. Set the percentage amount and select the division and click **Submit**.



Select Division and Percentage

1.5.1.4.5 Step 4b: Adding Detailed Invoices

If you are adding a detailed invoice, the page after you assign an invoice to a matter record is the **Detailed Invoice** page. Unlike the summary invoice, a detailed invoice allows you to enter a control amount and add line items for hours worked vs rate and cost adjustments.



Add Detailed Invoice

1. Enter the invoice number. The number can be any combination of letters, numbers, and dashes, up to 35 characters.

   Use the **Tab** button on your keyboard to move to the next text field. Doing so prompts the page to save and perform a duplication test to make sure the invoice number is unique.

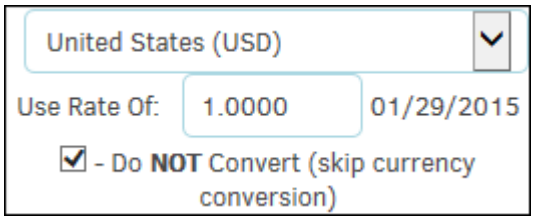
2. If there is a control amount, enter it in the space provided. If the administrator has set the feature to “must match”, the application requires the sum of all line items on the invoice to match the control amount entered, and does not display the **Finish** link on the last page until the amounts match.

   Important: When entering monetary amounts, do not use the currency symbol or commas. Enter all amounts as a series of numbers with only a period to separate the units (e.g. 10000.00).

3. Use the icons to select the invoice date, the billing period using the "Period From" and "Period To" fields, and the "Fiscal Period" year and quarter if necessary.

   These fields default to the current date for the invoice date, the previous month for the billing period, and the current fiscalY and fiscal quarter.

4. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate. If desired, select a different currency from the drop-down menu. Check the **Do NOT Convert** box if you want to skip currency conversion. The currency conversion is displayed on the next page, below the line item data fields, and is converted to the base currency set in **Application Administration**.



Invoice Currency

5. Enter **Optional Text**, **Electronic File Type**, and **LEDES File Name** in the designated fields.

6. Click **Continue**.

Optional Text and Paid By

The next step is to enter each line item.

1. Select the employee who performed the work from the "Work By" drop-down menu.

2. Enter the date the task was performed.

3. Choose the "LEDES Code" and "Activity" code from the drop-down menus.

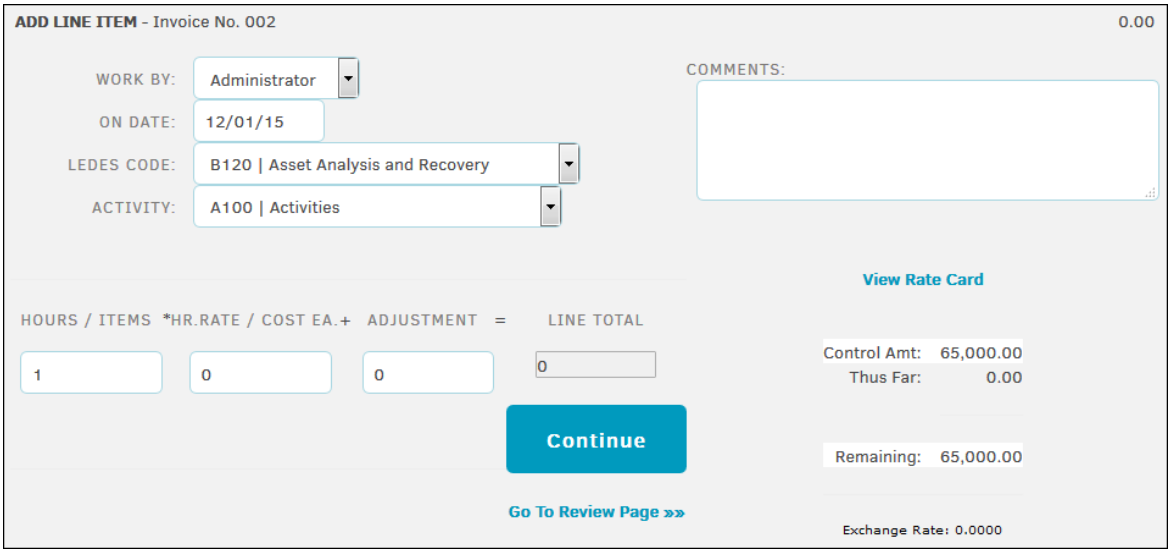
4. Enter the number of hours (e.g. 1, 1.25, 1.5, 1000) or items (for an expense/disbursement) and the hourly rate/cost of each item, and any applicable adjustments. If you are unsure of the rate, click the **View Rate Card** hyperlink in the bottom right corner to display the employee or firm rate information.

5. Place a check mark in the **Add Another Line After This One** checkbox to add another line item.

6. Click **Continue**.

If you are on the **Add Line Item** page again and you wish to review the invoice details before adding another line item, click the **Go To Review Page** hyperlink.

7. When you have finished adding your line items, click **Continue** to review the invoice details.



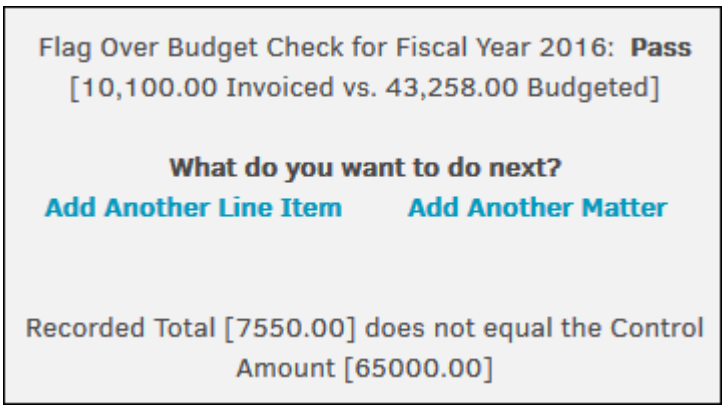
Add Line Item

If you find an error while reviewing the invoice data, click to remove the item or to edit it.

You also can click the **Add Another Line Item** hyperlink to add another charge without deleting the existing line items.

Click **Add Another Matter** to add the same invoice to another matter record.

If the invoice totals don't fall within the approved budget for the firm or vendor, and the flag feature is turned on, a notice indicates that the invoice has **Failed**. You may then click to delete line items, if desired. When the sum of the invoice falls within the fiscal year budget, the indicator changes to **Pass**. Likewise, if the recorded invoice total is not equal to the control amount entered, and the administrator has set the feature to "must match", a notice replaces the **Finish** button and the invoice cannot be processed until the line items are adjusted.



For information on chargebacks, refer to the *Adjusting Division/Business Unit Chargebacks* instructions.

REVIEW - Invoice No. 1256 - CON-001009 0.00

WHO	WHAT		UNITS	COST PER	ADJ	SUM	DEL	EDIT
1. Administrator	B110 [F]	Case Administration	1.00 hrs	0.00 /per hr.	0.00	0.00		
2. Administrator	999 [O]	MW Custom code test	1.00 ea.	0.00 /per ea.	0.00	0.00		

Line Formula: Units x Cost Per + Adjustment = SUM **Recorded Total: 0.00**

What do you want to do next?

Add Another Line Item Add Another Matter

Finish

REVIEW/ADJUST CHARGEBACKS

The Business Unit Charge Backs scheduled for this invoice are displayed below.

If you need to change or adjust these click the link below.

Adjust Business Unit Charge Backs

EXISTING CHARGEBACKS

Administration (Primary)	50%	0.00	Delete

CURRENT PERCENTAGE: **50** %

Review and Finish

Upon clicking **Finish**, you have additional quick link options to create a new invoice with a new vendor, new invoice with the same vendor, or view the invoice recently completed.

Finished

New Invoice
New Vendor

New Invoice
Same Vendor

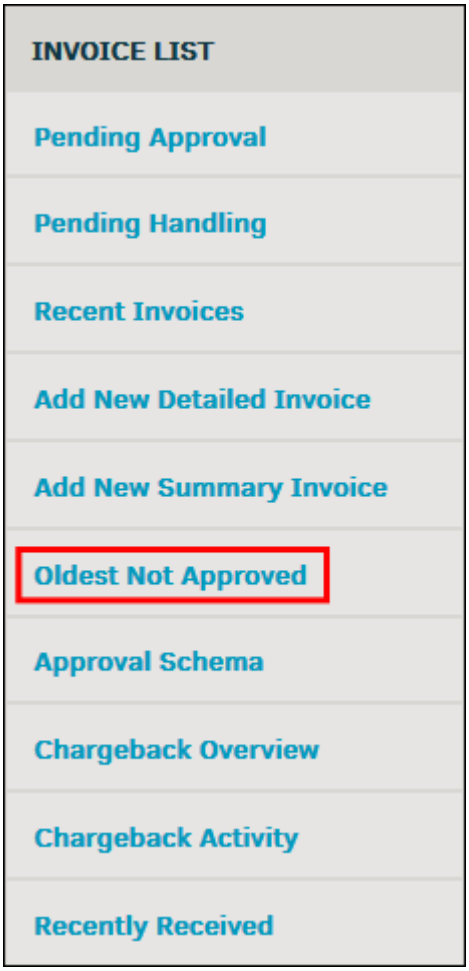
View The Invoice

Invoice Quick Links

1.5.1.5 Oldest Not Approved

Click the **Oldest Not Approved** link to display outstanding unapproved invoices. Click an invoice number in the list to open that invoice.

Note: Regular users do not have access to this page.

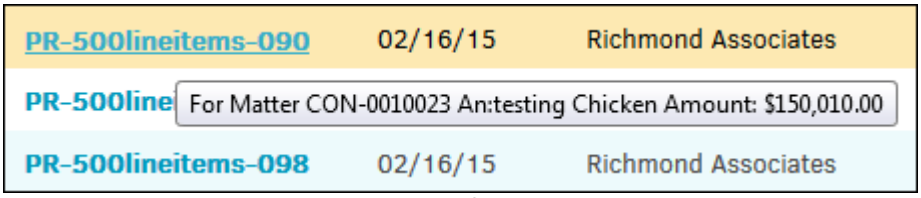


Oldest Not Approved Link

From this page, change the dates in the "Refine List By Date Range" fields to filter the invoices in this list by a specific date range and click **Go**. Optionally, hide rejected invoices by selecting the "Hide Rejected" checkbox, and control the amount of invoices listed by typing a number in the "List" text box.

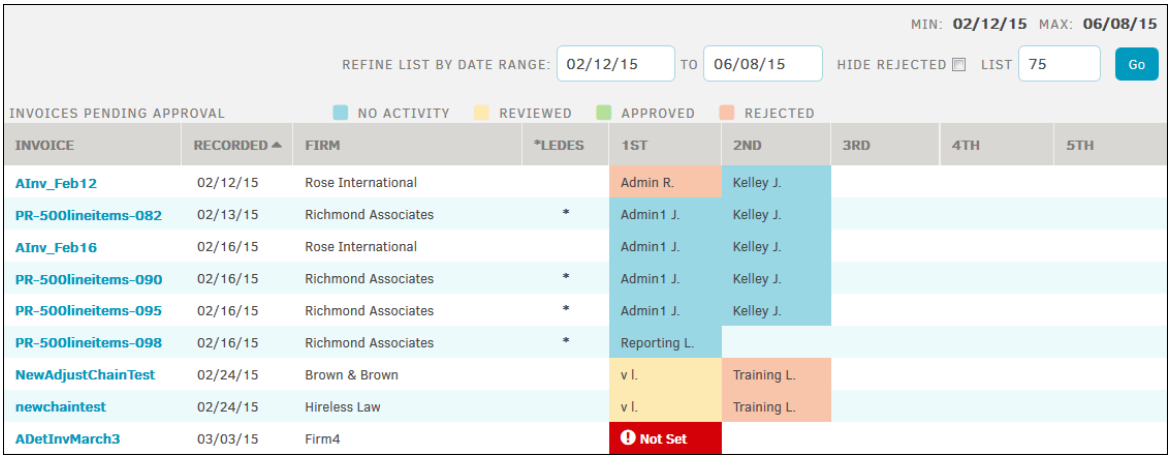
If the invoice has LEDES code rates, it is distinguished by an asterisk (*) in the ***LEDES** column.

Hover your mouse pointer over the invoice number to see the associated matter and the amount of the invoice.



Expanded Matter Information Pop-up

This page also includes a color legend at the top of the list. These colors specify the approval status of each invoices approver. Invoices with a **Not Set** status are pending but have no assigned approvers.

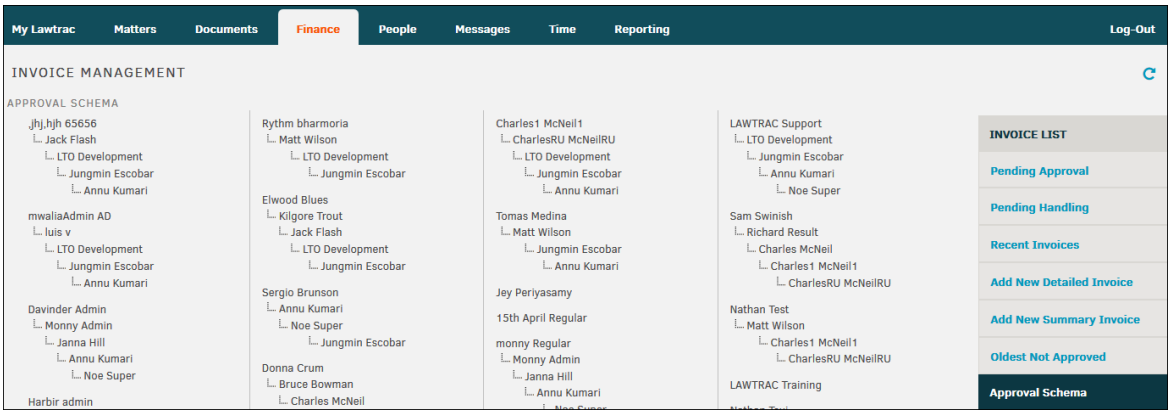


Invoices Not Approved

1.5.1.6 Approval Schema

Select **Approval Schema** in the sidebar of the **Invoice Management** page to see a breakdown of approval hierarchy.

The approval schema can be managed within the individual invoice. Within an invoice's main page, select the order of approvers under the **Approval Chain** section.

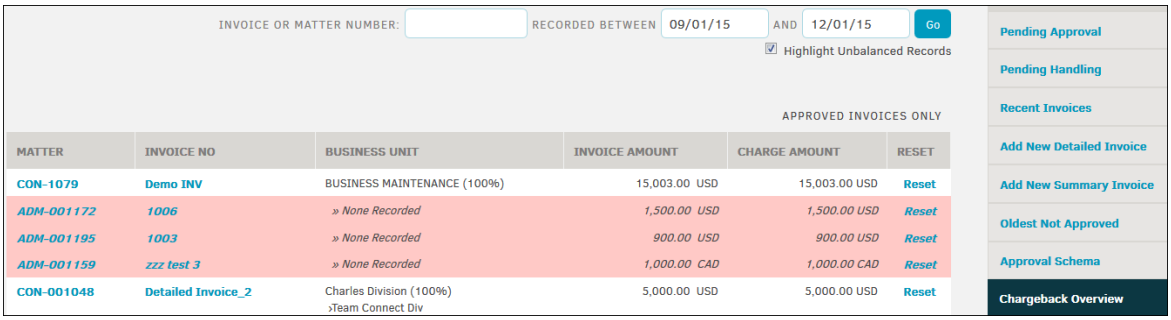


Approval Schema

1.5.1.7 Chargeback Overview

Some companies move funds from a non-Legal department budget back to the Legal department in their General Ledger for management purposes. At the point where invoices are approved, the Lawtrac application takes inventory of the Business Unit within the Matter and makes a record of the funds.

Click the **Chargeback Overview** link to open a search screen for your chargeback history.



Chargeback Overview

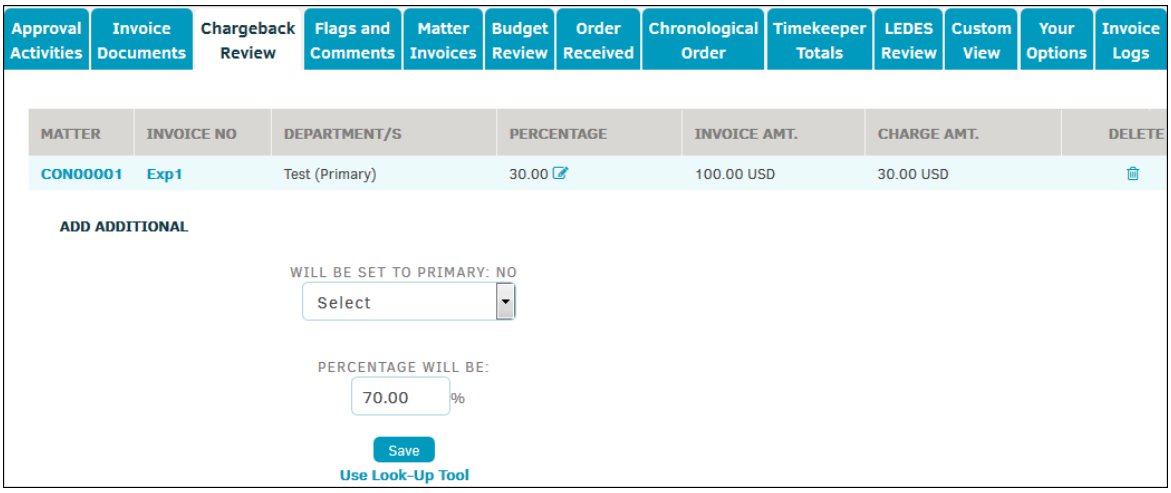
Perform a search using the following fields:

- **Invoice or Matter Number**—Enter all or part of an invoice or matter number.
- **Recorded Between**—Enter a date range.
- **Highlight Unbalanced Records**—Select this checkbox to highlight invoices that have unbalanced records, or records with no division recorded.

Click **Go** to perform the search.

Click the **Reset** link to set the chargeback to the matter record's division default.

You can add or update invoice chargebacks from the **Chargeback Review** tab of an invoice.

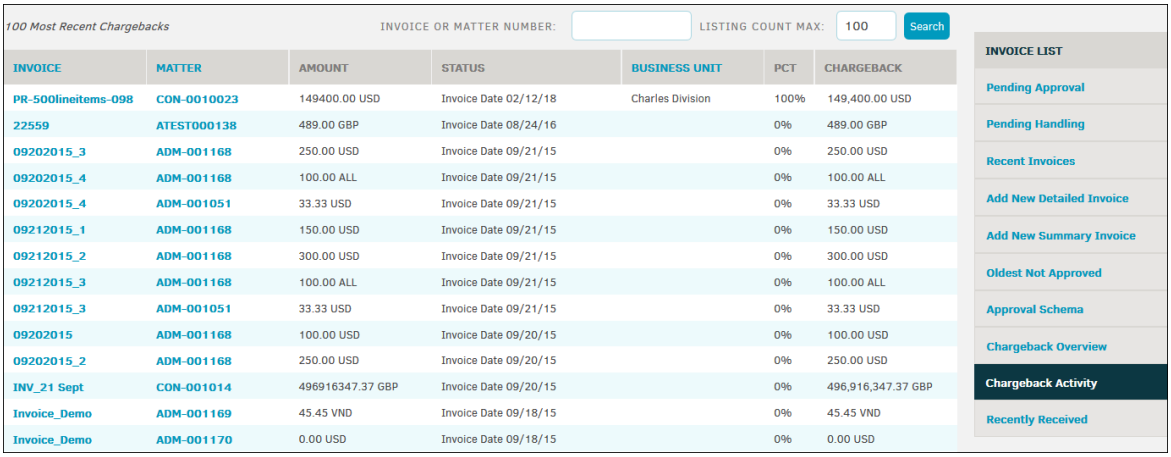


Chargeback Review Tab

1.5.1.8 Chargeback Activity

The **Chargeback Activity** screen displays the most recent 100 chargebacks added to the database and their current status.

Because corporate departments change over the years, the chargeback data is recorded as “static” in the database. All connections back to the table that maintains the corporate Division/Business Unit structure are severed so if a department structure is changed, sold off or renamed, the historical information remains intact for future reference.



INVOICE	MATTER	AMOUNT	STATUS	BUSINESS UNIT	PCT	CHARGEBACK
PR-500lineitems-098	CON-0010023	149400.00 USD	Invoice Date 02/12/18	Charles Division	100%	149,400.00 USD
22559	ATEST000138	489.00 GBP	Invoice Date 08/24/16		0%	489.00 GBP
09202015_3	ADM-001168	250.00 USD	Invoice Date 09/21/15		0%	250.00 USD
09202015_4	ADM-001168	100.00 ALL	Invoice Date 09/21/15		0%	100.00 ALL
09202015_4	ADM-001051	33.33 USD	Invoice Date 09/21/15		0%	33.33 USD
09212015_1	ADM-001168	150.00 USD	Invoice Date 09/21/15		0%	150.00 USD
09212015_2	ADM-001168	300.00 USD	Invoice Date 09/21/15		0%	300.00 USD
09212015_3	ADM-001168	100.00 ALL	Invoice Date 09/21/15		0%	100.00 ALL
09212015_3	ADM-001051	33.33 USD	Invoice Date 09/21/15		0%	33.33 USD
09202015	ADM-001168	100.00 USD	Invoice Date 09/20/15		0%	100.00 USD
09202015_2	ADM-001168	250.00 USD	Invoice Date 09/20/15		0%	250.00 USD
INV_21 Sept	CON-001014	496916347.37 GBP	Invoice Date 09/20/15		0%	496,916,347.37 GBP
Invoice_Demo	ADM-001169	45.45 VND	Invoice Date 09/18/15		0%	45.45 VND
Invoice_Demo	ADM-001170	0.00 USD	Invoice Date 09/18/15		0%	0.00 USD

Chargeback Activity List

The **Amount** column displays the current amount of the invoice in its original currency type, whether or not it has been approved.

Click invoice or matter number to view their details.

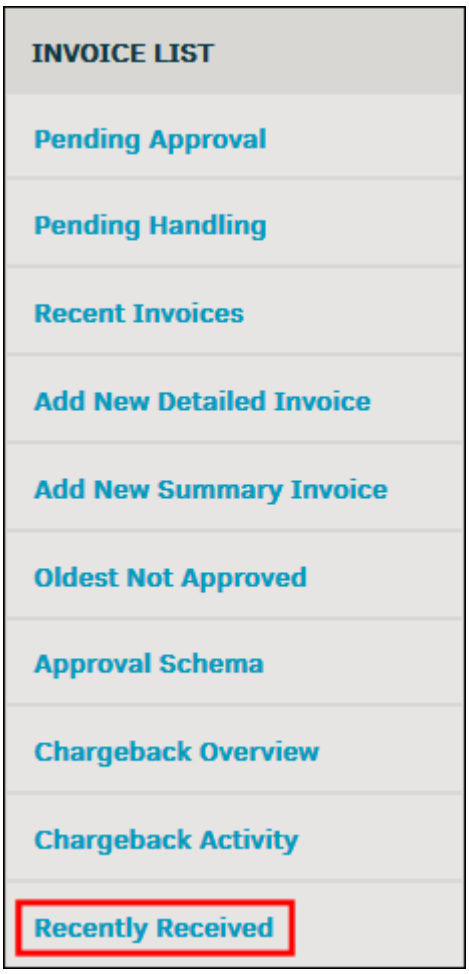
Sort chargebacks by clicking the **Invoice, Matter,** or **Business Unit** column header.

Control the amount of chargebacks you see within the page by typing a numeric value in the "Listing Count Max" text box, then click **Search**.

Search for a specific chargeback by entering invoice or matter number into the "Invoice or Matter Number" text box, then click **Search**.

1.5.1.9 Recently Received Invoices

Click the **Recently Received** link to display all invoices added on a particular day.



Recently Received Link

The most recent day with added invoices is expanded by default, followed by collapsed sections for previous days up to the beginning of the previous month. Invoices are listed by invoice number, approval status, associated matter name, submitting firm/vendor, invoice creation date, and the sum of the invoice.

The **Amount** column displays the current amount of the invoice in its original currency type, whether or not it has been approved.

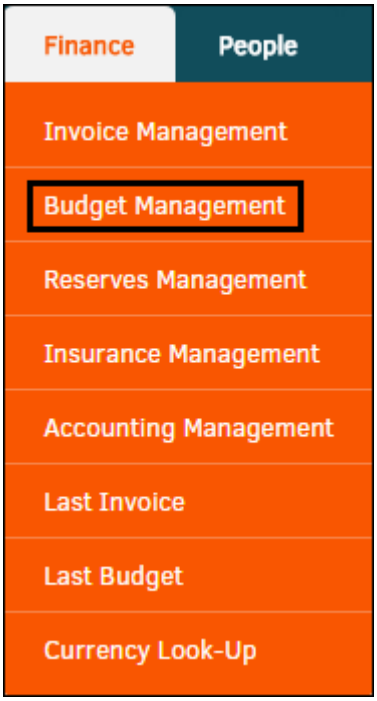
- Click the icon to expand a section. Click the icon to collapse a section.
- Click the invoice number to view the invoice detail page, or click the matter name to view the matter record in detail.

1.5.2 Budget Management

Click **Budget Management** from the **Finance** tab to see a list of budgets for your assigned matter record invoices.

All budget totals on this screen are rounded to the nearest whole dollar.

***Important**:* The intended functionality of budgets within Lawtrac is that there should be one budget per matter for a law firm or vendor. It is best practice that you delete inactive or rejected budgets. Retaining them can cause some screens and/or reports to display misleading amounts.

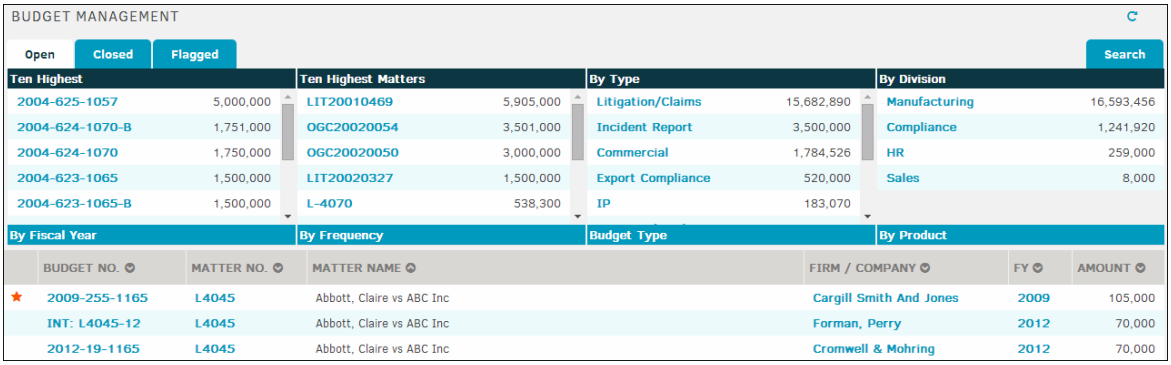


Budget Management

The top of the screen provides you with numerous mini-reports. Click a link to display data specific to your selection.

In the list of budgets, the **Matter No.** and **Budget No.** columns include links which navigate to those matters or budgets. Click on firm/company name to see all budgets for that firm or vendor, or a fiscal year to see all budgets for that particular year.

Note: Budgets can also be accessed from a matter. From within the matter, click the **Finance Navigation Bar** and select **Budgets**.

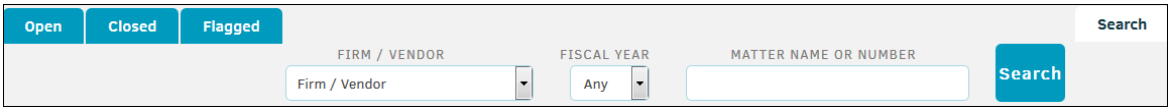


List of Budgets

The ★ icon indicates that the budget has been approved.

To filter the list of budgets, click the **Search** tab (top right). Enter information in the following fields:

- **Firm/Vendor**—Select the name of a firm or vendor from the drop-down list
- **Fiscal Year**—Select a fiscal year
- **Matter Name or Number**—Enter part or all of a matter name or number

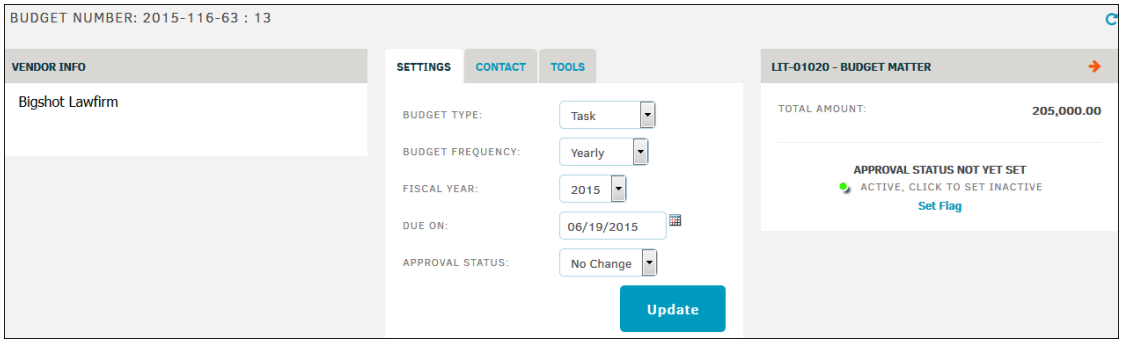


Budget Management Search Tab

1.5.2.1 Viewing Budget Details

Click on any budget number link to view the details for that specific budget. Budgets can be approved by those with appropriate permissions to do so by using the **Settings** tab at the top of a budget page. The page includes the following sections:

The Top of a Budget



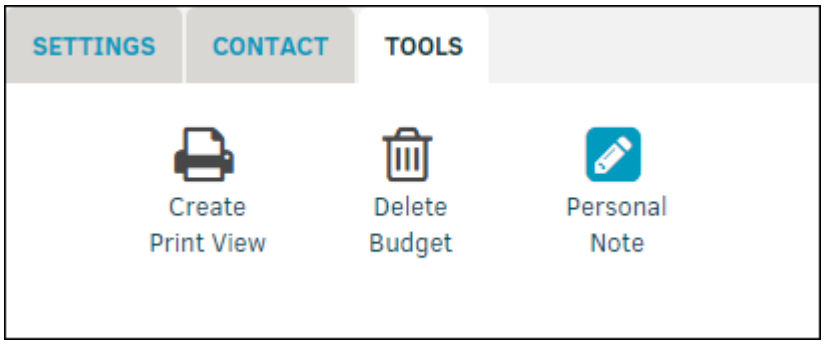
Top of a Budget Page

The top section of the budget detail screen displays the budget number, outside counsel name, information or matter associated with the budget, and the budget status. The budget status shows whether the budget is pending, approved, or denied and whether it is active or inactive. This section also includes a **Settings** tab for the budget. Click **Update** after changing the settings.

To approve a budget:

1. In the **Settings** tab, select an option from the "Approval Status" drop-down menu.
2. Click **Update**.

Tools Tab



Tools

Certain functions may have been turned off by your site administrator or are controlled by your permission settings. Use the following links on the **Tools** tab:

- **Create Print View**—Create a printable view of the budget that you can use to create a PDF.
- **Personal Note**—Add a personal note to the budget. Outside counsel and other users cannot see this note.
- **Delete Budget**—Remove the budget from your database.

The Bottom of a Budget

Budget Tabs

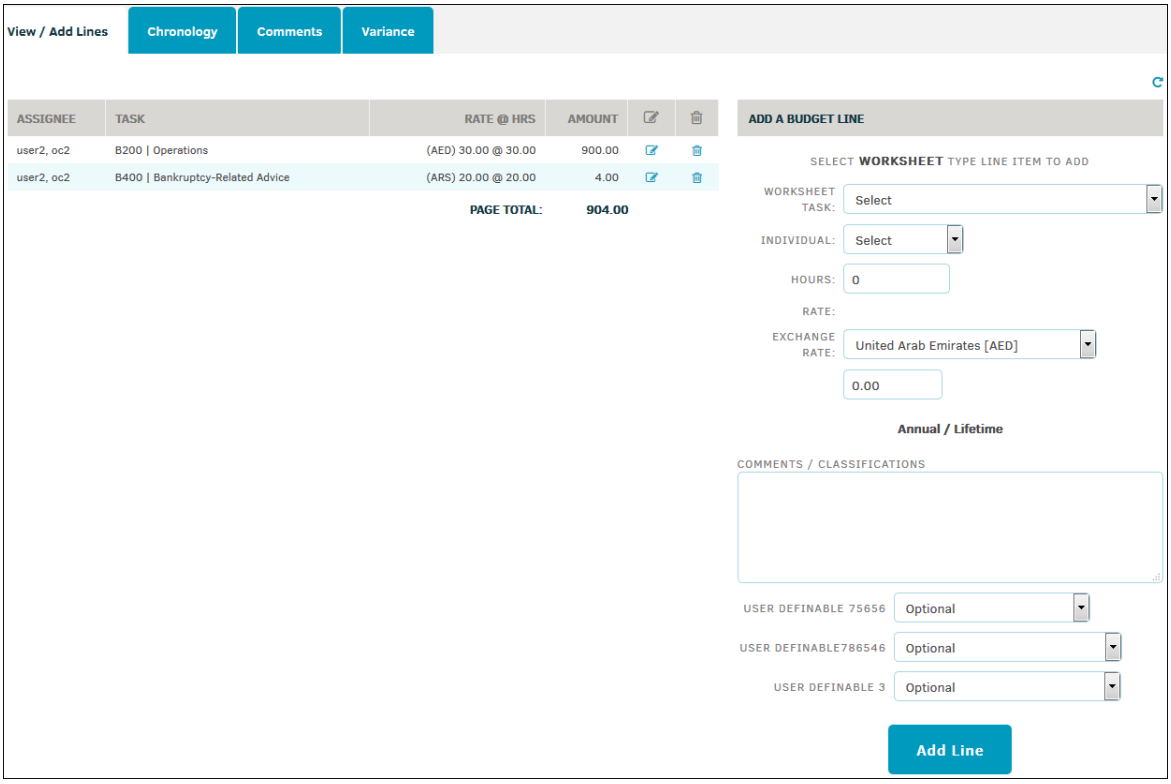
The bottom of the page displays budget line items. This section includes up to four tabs:

- **View/Add Lines**—View or add line items for the budget. Approve the budget if you have the appropriate permissions.
- **Chronology**—View a list of activity for that budget.
- **Comments**—View comments made on a budget.
- **Variance**—View invoice-to-budget variance.

Note: The **Variance** tab does not appear if there is no invoice attached to the budget.

1.5.2.1.1 Editing and Adding Line Items

From the **View/Add Lines** tab, you can review and edit existing line items and add new line items to the budget. Line items are intended to identify tasks depending on phase and assign a monetary rate for hours worked on a particular task.



Add a Budget Line

- —Edit a budget line item, or approve/reject the budget line if you have the rights to do so
- —Delete the line item

Add a Budget Line Item

To add a new budget line item, select and enter line item information on the right side.

1. Decide what is going to be done by selecting a phase from the drop-down menu. The "Task" drop-down list generates options based on "Phase" selection.
2. Enter budget amount by rate per hours and amount of hours worked.
3. Change the currency exchange rate if necessary using the drop-down list.
4. Type comments or classifications into the text field.
5. Specify how the budget item will be paid using the bottom drop-down lists.
6. Click **Add Line**.

Note: Budget frequency is determined by the "Budget Frequency" drop-down list in the top **Settings** tab.

Approve or Reject a Budget Line Item

If you have permissions configured to allow you to approve or reject outside counsel budgets, you have an extra drop-down menu to use.

1. Click the edit icon.
2. At the bottom of the line item information, select an option from the "Approval Status" drop-down menu.
3. Click **Update Line**.

1.5.2.1.2 Chronology

The **Chronology** tab within a budget lists all activity for that budget, including the date of activity and description from most recent to oldest.

Click the **View Comments** link to display additional information within the description field.

1.5.2.1.3 Comments

Save comments on a budget by clicking the **Comments** tab.

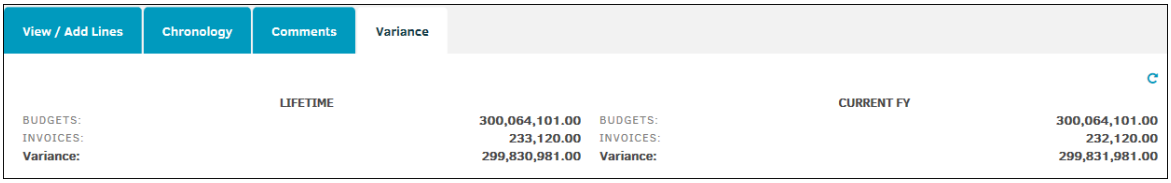
Outside counsel users are able to save comments on a budget, and these appear in the "In-House Comments" field. Click **Save Comment** to confirm any changes made.

Comments

1.5.2.1.4 Budget Variance

The **Variance** tab offers you a view of invoice-to-budget discrepancies. You'll also find figures for sum of invoices related to the budgets, budgets on file, and the sum difference.

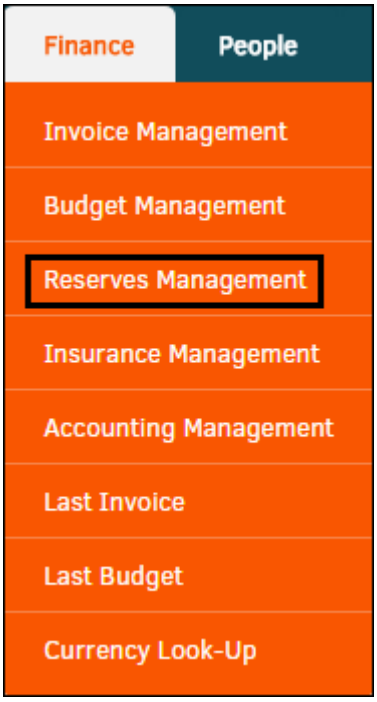
Important Note: Inactive budgets are included in the Variance total. It is best practice that your company establish business rules for dealing with these budgets. We recommend deleting them, as budget totals displayed on many screens and in various reports within the application can appear to be irreconcilable.



Variance Report

1.5.3 Reserves Management

Reserves allow companies to set aside funds or set fiscal goals for specific matters. Click **Reserves Management** from the **Finance** tab to see a list matters that have reserves.

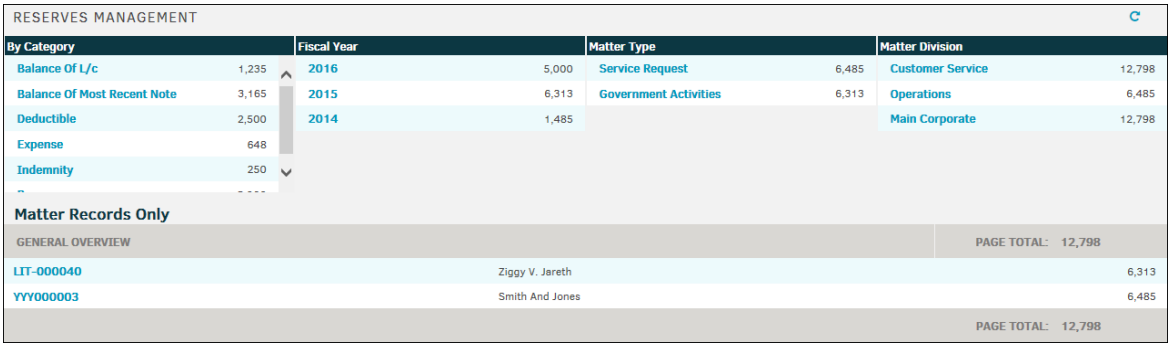


Reserves Management

Important Note: Business rules for using reserves differ between companies, so check with your site administrator before entering data. Your site administrator sets the **Reserve Categories**.

The **Reserves Management** page includes only open records assigned to you. All reserve amounts on this screen are rounded to the nearest whole dollar. The top of the screen includes categories for filtering through each criteria.

Below the list of categories, a list of reserves appear in the **General Overview** section with links to the matters with the reserves. The bottom of the list has a page total, which gives you the total amount in reserves.

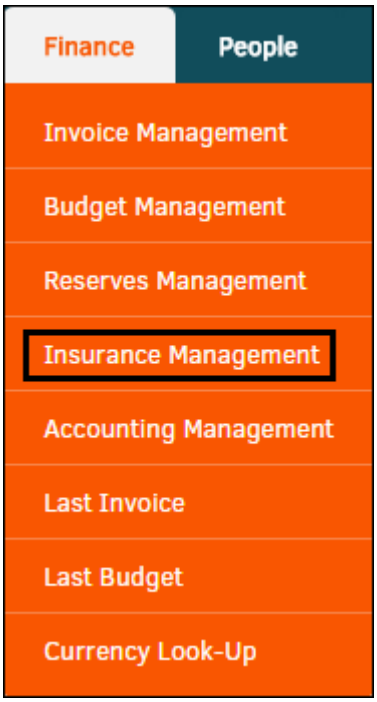


Reserves List

1.5.4 Insurance Management

Insurance Management in Lawtrac allows you to apply insurance policies to matter records, track the results, and report them to management. Click **Insurance Management** from the **Finance** tab to see a list of insurance policies in Lawtrac.

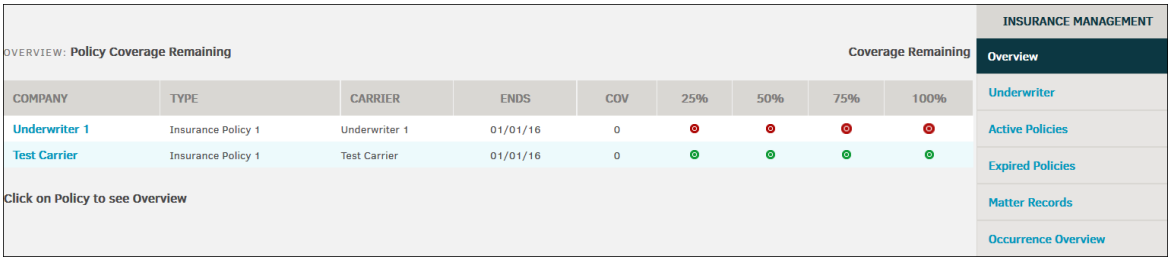
Note: If your site administrator turns off the **Insurance Management** function, this link does not appear.



Insurance Management

Insurance Management defaults to open on **Insurance Overview**. Use the sidebar on the right to navigate additional insurance pages.

View policy information and matter overview for the insurance policy by clicking on the company title.



Insurance Management Overview

Insurance Management Options:

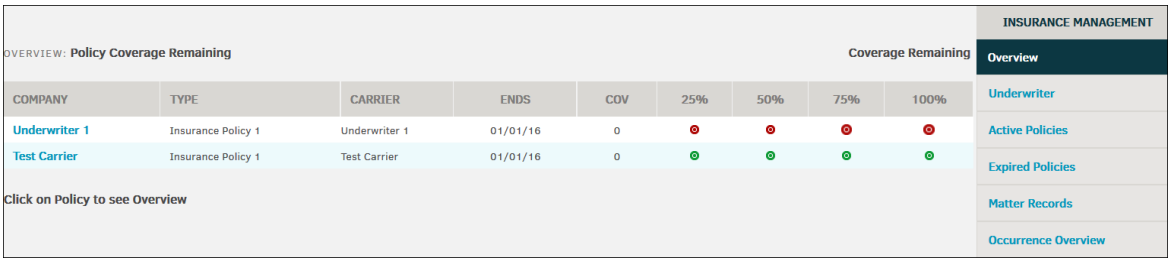
Page	Function
Underwriter/ Carrier	View, add to, or edit the underwriter roster and their active policies. Depending on your site administrator's preferences, the module term may appear as either "Underwriter" or "Carrier".
Active Policies	View a list of all policies currently in effect for your company.
Expired Policies	View a list of all expired policies.
Matter Records	View policy occurrence by matter number.
Occurrence Overview	View a detailed list of all policy usage and coverage, and the matters assigned to each policy, as an overview to date.

1.5.4.1 Insurance Policy Overview

The **Overview** page is the default view after selecting the **Insurance Management** hyperlink in the **Finance** module. It displays a list of insurance policies entered in Lawtrac.

The list includes the following columns:

- **Company**—The name of the company using the insurance policy
- **Type**—The type of insurance policy (managed by site administrators via **Application Administration | Finance Options | Policy Types**)
- **Carrier**—The insurance underwriter
- **Ends**—The policy's end date
- **Cov**—The amount of coverage in the current currency
- **25%**, **50%**, **75%**, **100%**—The percentage of coverage remaining



Insurance Management Overview

Click a **Company** link to open the company's **Policy/Coverage Information** page.

1.5.4.2 Underwriter/Carrier

Click the **Underwriter** link to display a list of active insurance vendors or carriers. Depending on site administrator or super user preference, this link may appear as **Carrier**.

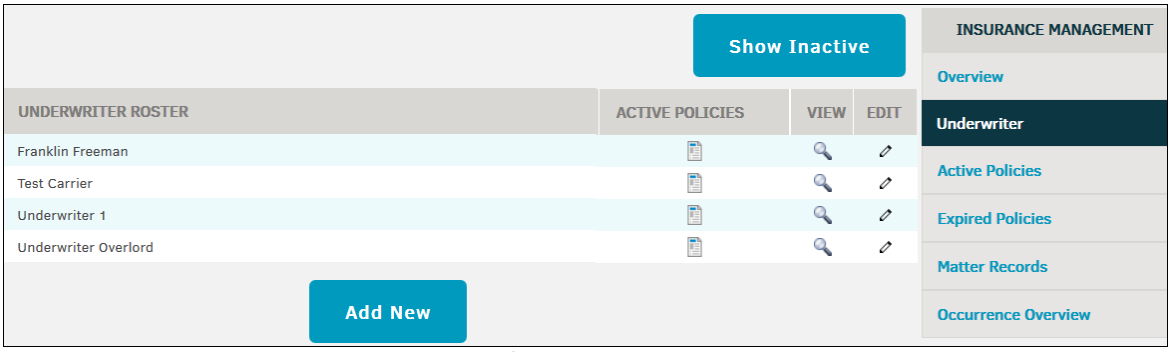
To see a list of inactive vendors or carriers, click the **Show Inactive** button to change the list to the Inactive Underwriter Roster. Click **Show Active** to return to the active list.

Both lists include the following columns:

- **Underwriter Roster**—Displays the name of the insurance vendor or carrier
- **Active Policies**—Contains the icon; click to view a list of active policies for the carrier
- **View**—Contains the icon; click to view a profile of the carrier
- **Edit**—Contains the icon; click to edit the carrier's profile

Click **Add New** to enter a new underwriter for the roster.

Note: If the site administrator or super user has not defined any insurance policies, the **Add New** button is not displayed.

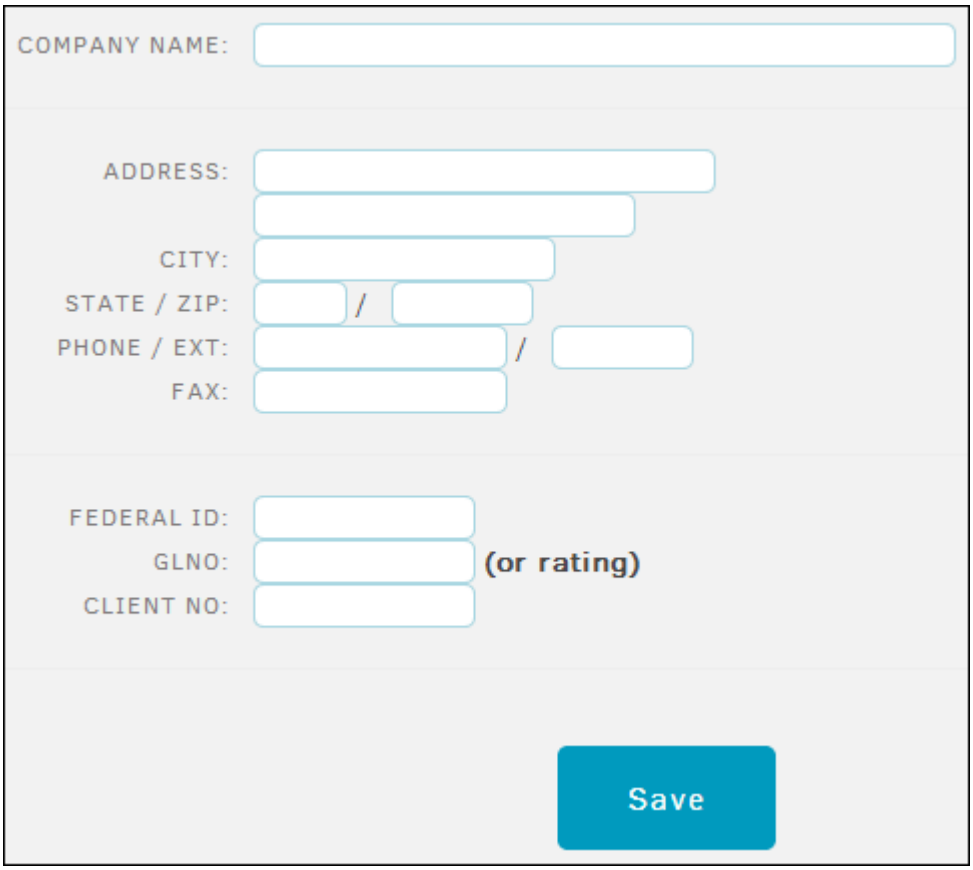


Carrier Roster

1.5.4.2.1 Add, Edit, or Delete an Underwriter

1. Click the **Add New** button to open the **Add New Underwriter** template beneath the existing roster.
2. Enter applicable information about the new carrier.

3. Click **Save**.



Entering Information about a New Carrier

Edit a Carrier

1. From the carrier list, click the icon.

   The profile page for the carrier opens with editable fields.

2. Update information about the carrier.
3. Click **Save**.

Deactivate a Carrier

1. From the carrier list, click the icon.

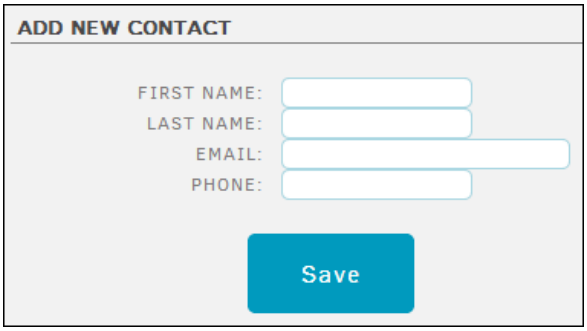
   The profile page for the carrier opens with editable fields.

2. From the **Deactivate this Carrier** section, click the **Deactivate** button.

1.5.4.2.2 Underwriter Contacts

Include contact information for insurance underwriters for ease of communication.

1. From the Underwriter Roster, click the icon in the **View** column to open a profile page for the carrier.
2. From the **Add New Contact** section, enter applicable information about the contact.



Adding a New Contact

3. Click **Save**.

   The contact appears in the **Contacts** list.

List of Carrier Contacts

Edit a Contact

From the **Contacts** section where the contact was first added, click the icon to update the information. When you edit a contact, the **Released** checkbox appears; select this checkbox to remove the contact.

Released Checkbox

You can also use the following links from the **Contacts** section:

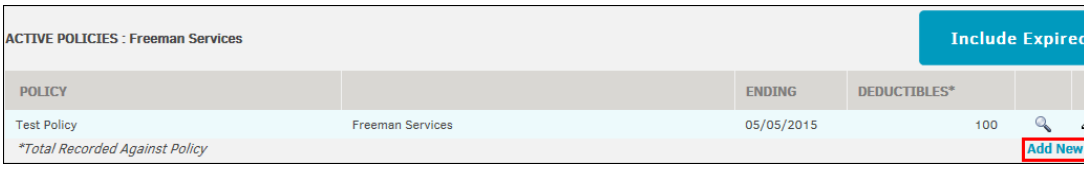
- **List Released**—Click to list the inactive contacts and reinstate them if necessary
- **List Active**—Click to list the active contacts

1.5.4.2.3 Underwriter Policies

Click the icon under the **Active Policies** column of the Underwriter Roster to view policies for a specific carrier. From the **Active Policies** page, click the icon for a policy to view it.

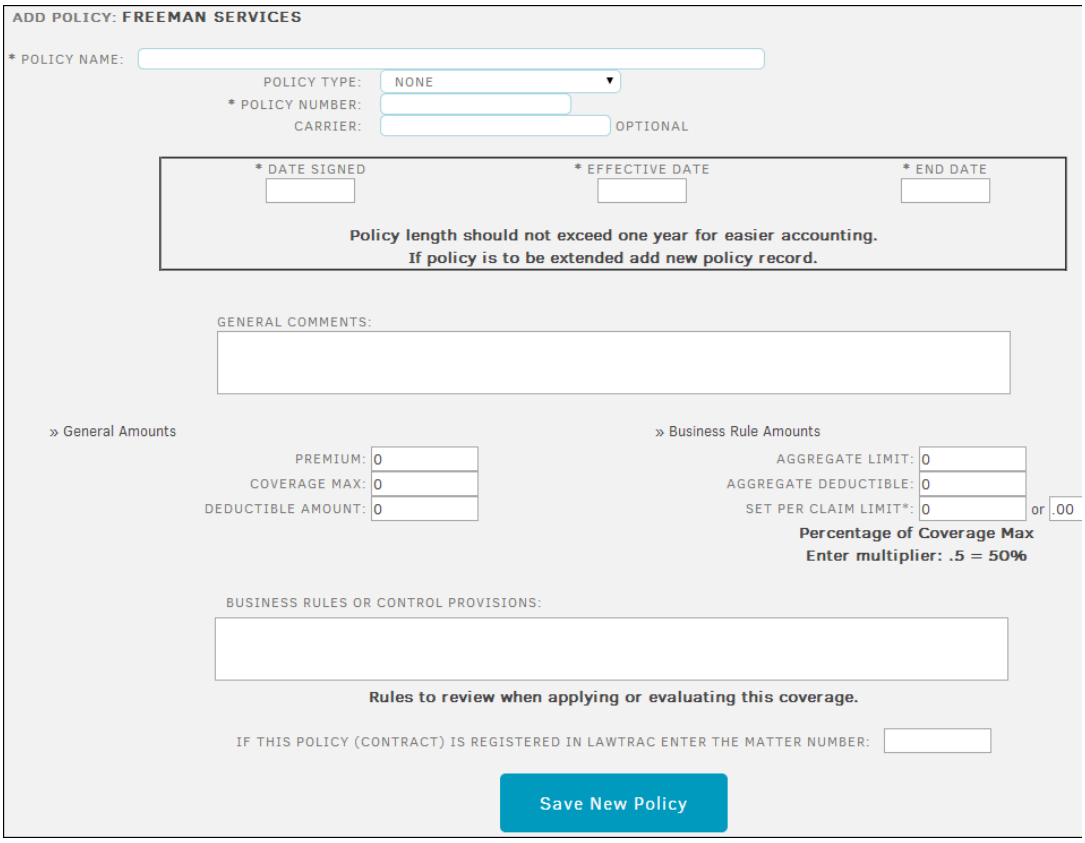
Add a Carrier/Underwriter Policy

1. Click the icon for the carrier in the carrier list.
2. From the **Active Policies** page for the carrier, click the **Add New Policy** link.



Add New Policy Link

3. In the fields that appear, enter information about the policy. Fields inhabited with an asterisk (*) are required.
4. Click **Save New Policy**.



Adding a New Policy

Edit a Policy

1. From the **Active Policies** list, click the icon for the policy.
2. In the fields that appear, update information about the policy.
3. Click the **Save Changes** button to save the policy.

Delete a Policy

1. From the **Active Policies** list, click the icon for the policy.
2. At the bottom of the policy page, enter "Yes" into the text box and click the **Delete Policy** button.

1.5.4.3 Policies

Click the **Active Policies** link to display a list of all policies currently in effect for your company. Click the **Expired Policies** link to display a list of all expired policies.

From the **Active Policies** or **Expired Policies** pages, click to view a policy or click to edit or delete a policy.

EXPIRED POLICIES :

POLICY		ENDING	DEDUCTIBLES*	VIEW	EDIT
Test Policy	Test Carrier	01/01/16	0		
Underwriter policy 1	Underwriter 1	01/01/16	25		

* Total Recorded Against Policy

Add New Policy

Active Policies Page

Add a New Policy

1. From the **Active Policies** or **Expired Policies** page, click the **Add New Policy** button.
2. In the fields that appear, enter information about the policy. Fields inhabited with an asterisk (*) are required.
3. Click **Save New Policy**.

ADD POLICY: **FREEMAN SERVICES**

* POLICY NAME:

POLICY TYPE: NONE

* POLICY NUMBER:

CARRIER: OPTIONAL

* DATE SIGNED | * EFFECTIVE DATE | * END DATE

Policy length should not exceed one year for easier accounting.
If policy is to be extended add new policy record.

GENERAL COMMENTS:

» General Amounts

PREMIUM: 0
COVERAGE MAX: 0
DEDUCTIBLE AMOUNT: 0

» Business Rule Amounts

AGGREGATE LIMIT: 0
AGGREGATE DEDUCTIBLE: 0
SET PER CLAIM LIMIT*: 0 or .00 %

Percentage of Coverage Max
Enter multiplier: .5 = 50%

BUSINESS RULES OR CONTROL PROVISIONS:

Rules to review when applying or evaluating this coverage.

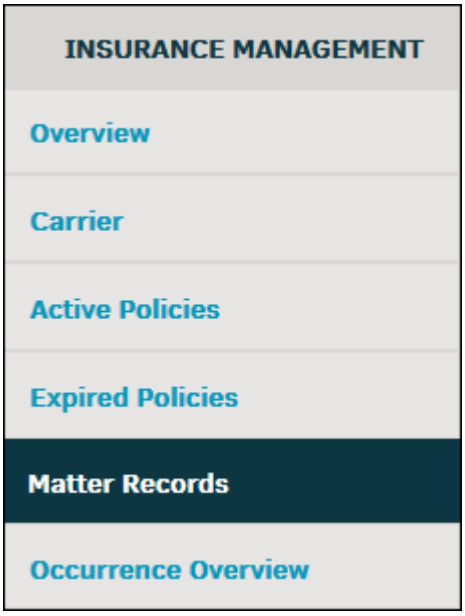
IF THIS POLICY (CONTRACT) IS REGISTERED IN LAWTRAC ENTER THE MATTER NUMBER:

Save New Policy

Adding a New Policy

1.5.4.4 Matter Records

Click the **Matter Records** hyperlink in the **Insurance Management** sidebar to display a list of matter records with insurance policy coverage.

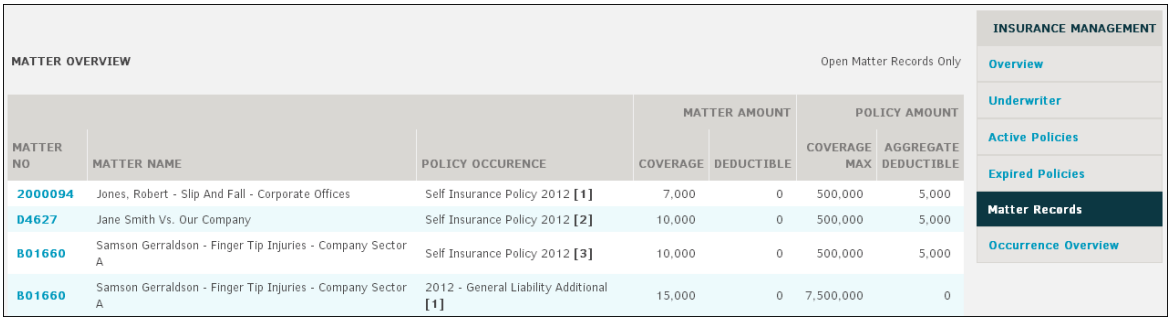


Matter Records Link

Along with the matter number and name, this list includes the policy for each matter in the **Policy Occurrence** column.

If a policy is assigned to multiple matter records, the number next to the policy specifies the order number of the matter record for that policy (ex: Self Insurance Policy 2012 **[2]**).

Click the matter number to navigate to that matter record's detail page.



MATTER NO	MATTER NAME	POLICY OCCURENCE	MATTER AMOUNT COVERAGE	MATTER AMOUNT DEDUCTIBLE	POLICY AMOUNT COVERAGE MAX	POLICY AMOUNT AGGREGATE DEDUCTIBLE
2000094	Jones, Robert - Slip And Fall - Corporate Offices	Self Insurance Policy 2012 [1]	7,000	0	500,000	5,000
D4627	Jane Smith Vs. Our Company	Self Insurance Policy 2012 [2]	10,000	0	500,000	5,000
B01660	Samson Gerraldson - Finger Tip Injuries - Company Sector A	Self Insurance Policy 2012 [3]	10,000	0	500,000	5,000
B01660	Samson Gerraldson - Finger Tip Injuries - Company Sector A	2012 - General Liability Additional [1]	15,000	0	7,500,000	0

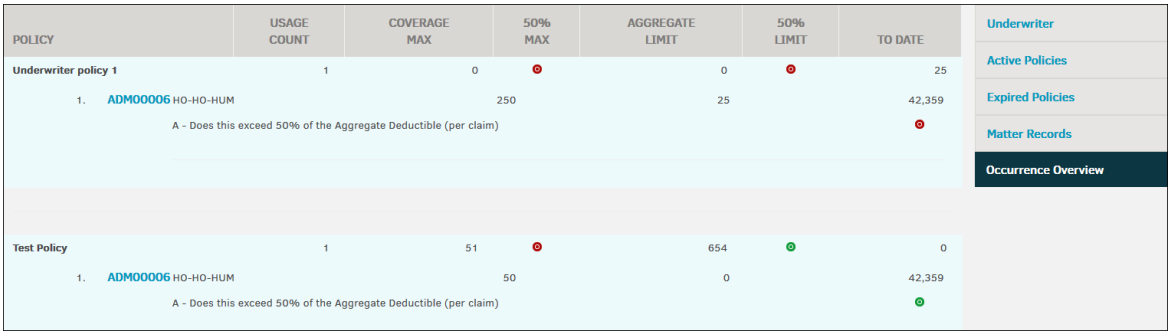
Matter Records Page

1.5.4.5 Occurrence Overview

Click the **Occurrence Overview** hyperlink in the **Insurance Management** sidebar to display a detailed list of all policies and the matters assigned to each policy.

If a policy meets 50% of the Coverage Max or Aggregate Limit, a green switch shows up under the amount in the **To Date** column. If it does not, the switch remains red.

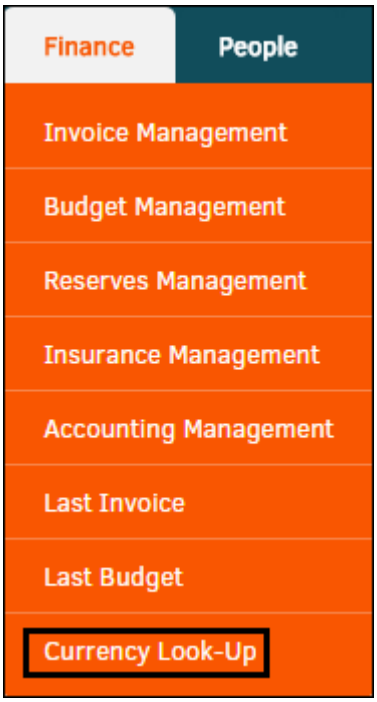
Click on the highlighted policy code to open the matter record's primary information page.



Occurrence Overview Page

1.5.5 Currency Exchange Look-Up Tool

To open the currency look-up tool, select **Currency Look-Up** from the **Finance** tab.



Currency Look-Up

The tool displays above any page that is currently opened.

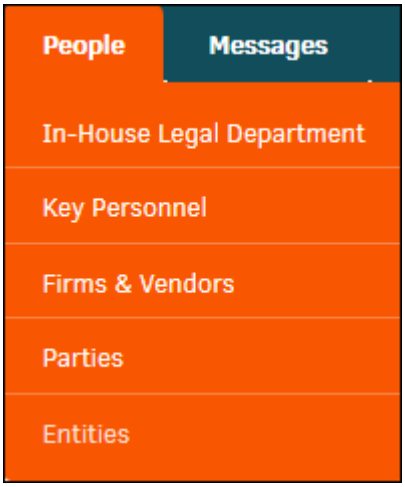
Currency Look-Up Tool

To look up a currency exchange rate, select a country from the drop-down list and select a date using the icon. The right side of the tool refreshes with the current exchange rate for that country. Use the right or left arrows to view rates for different days.

Click the to close the **Currency Look-Up** tool.

1.6 People

The **People** tab on the **Top Navigation Bar** is a great resource for getting Legal staff member information quickly, as well as looking up firms, vendors, key personnel, parties, and entities.



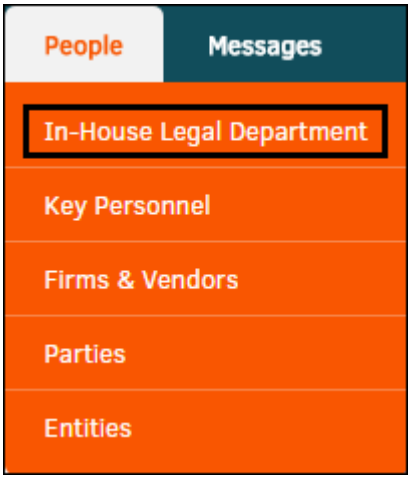
People Tab

People Options:

Page	Function
In-House Legal Department	View members of the Legal staff based on location, team, or position title.
Key Personnel	View members of key personnel based on location or position title.
Firms & Vendors	View or add firms and vendors in the Lawtrac system.
Parties	View a list of parties.
Entities	View a list of entities.

1.6.1 In-House Legal Department

To display a list of internal Legal staff, select **In-House Legal Department** from the **People** tab.



In-House Legal Department Link

Click a person's name to view more information about the individual.

IN-HOUSE LEGAL STAFF

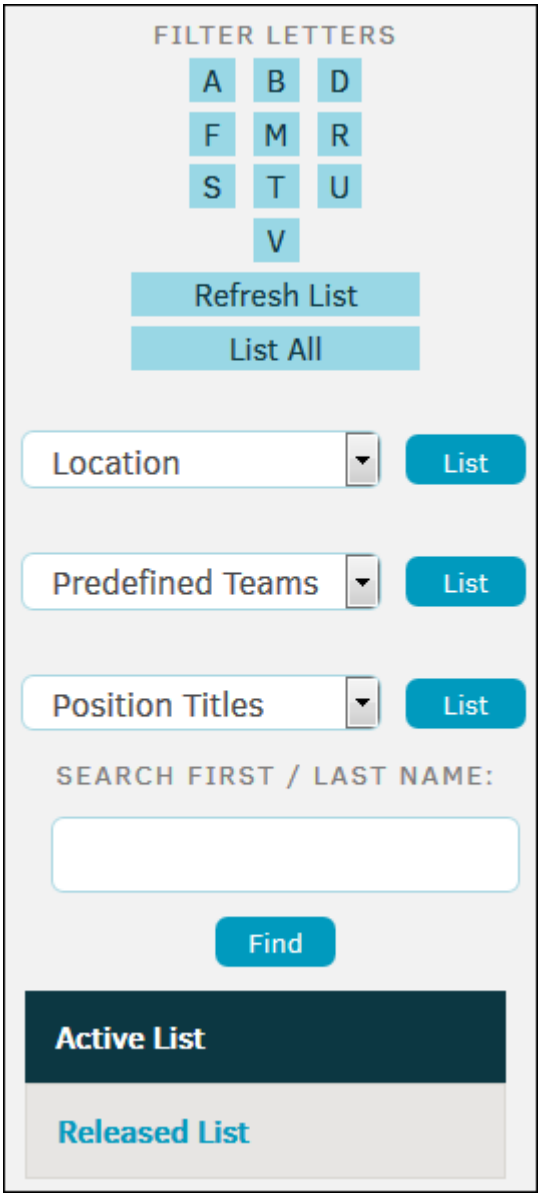
INDIVIDUAL	TITLE	LOCATION	PHONE		EMAIL
Waiters, Sonia	Senior Paralegal Associate		111-555-1212		
Waldrop, John Allen	Assistant General Counsel		111-555-1212		
Walsh, Kelly	Senior Risk Analyst	Corporate Headquarters	111-555-1212		
Wayne, John	General Counsel	Corporate Headquarters	212-250-2502		
Winnell, Alexis	Paralegal	Corporate Headquarters	111-555-1212		

Internal Legal Staff Filtered on W

Filter Legal Staff Members

To find a staff member, you can filter through the list in the following ways:

- Use the alphabet filter at the top of the screen to search by the first letter of the last name. Only letters matching a user's surname appear.
- From the **Location** drop-down list, select a staff member location and click **List**.
- From the **Predefined Team** drop-down list, select a Legal team and click **List**.
- From the **Position Titles** drop-down list, select a staff member title and click **List**.
- From the **Search First/Last Name** text field, enter a name and click **Find**. There is no minimum character amount for this field.
- Click the **Released List** link to display a list of staff members that are no longer active. To return to a list of all active staff members, click **Refresh List** under the alphabet filter.



Filtering Legal Staff

Contact a Legal Staff Member

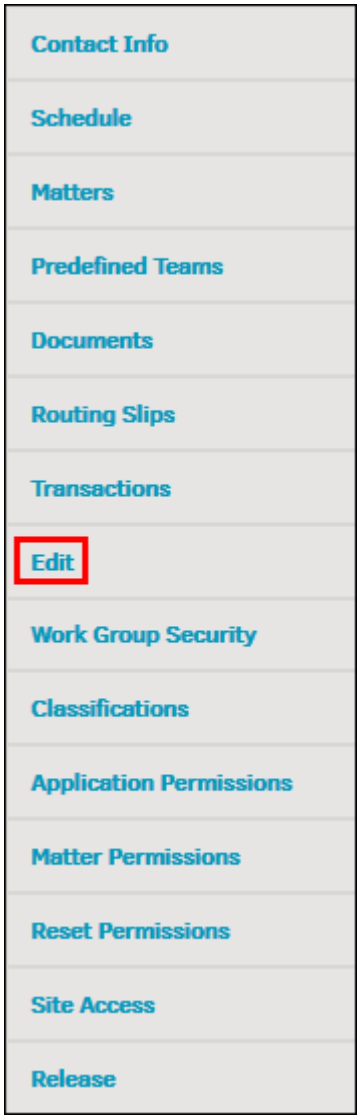
From a list of internal Legal staff, click the following icons to contact a staff member:

- —Send the staff member an internal Lawtrac message.
- —Send the staff member an email.

1.6.1.1 Editing Personal Information

Site administrators and super users can edit information about a Legal staff member.

1. Click the link for the staff member's name in the **Individual** column.
2. From the staff member's record, click the **Edit** hyperlink on the sidebar to the right.



Edit Link

3. Update information about the staff member using the text boxes.
   a. Use the switches to change how contact information displays. By default, email addresses and phone numbers are available only to Legal staff members. Next to the **Display Email outside Legal department?** and **Display Other Phone outside Legal department?** fields, **-No** specifies that information is not available. To display the information to all users, click the toggle to change the icon to **-Yes**.
4. Changes are saved automatically. Successful saves are indicated by the icon.

IN-HOUSE LEGAL STAFF

Edit Record

INDIVIDUAL

PERSONNEL NO: SK49

SALUTATION:

FIRST NAME: Kristen Saved

MIDDLE INT:

LAST NAME: S Saved

POSITION TITLE: Assistant Gene

CONTACT

EMAIL: kristen@lawtrac.com Saved

DISPLAY EMAIL OUTSIDE LEGAL DEPARTMENT?

PHONE:

EXT:

FAX:

OTHER:

DISPLAY OTHER PHONE OUTSIDE LEGAL DEPARTMENT?

LOCATION ADDRESS

LOCATION: None

ADDRESS:

CITY:

STATE: Afgha | AFG

ZIP:

COMMENTS

Edit In-House Record

Additional Profile Options:

Page	Function
Contact Info	View staff member's name, office, address, email, phone/fax number, and status information.
Schedule	View dates and event information for associated matters.
Matters	View matter with which the individual is associated and their role within the matter.

Page	Function
Predefined Teams	View matters of which the individual is a team member.
Documents	View document activity associated with the individual.
Routing Slips	View routing slips associated with the individual and their status.
Transactions	View the last 100 transactions (or activity), listed in reverse chronological order.
Edit	Edit contact information and submit comments.
Work Group Security	Grant the individual access to specific work groups.
Rates	View rates associated with the individual.
Classifications	Manage matter Legal classifications associated with the individual by Type and Division/Business Unit.
Application Permissions	Turn on or off the main menu items that are displayed on the application.
Matter Permissions	Manage viewing of matter menu items which users have access to.
Reset Permissions	Set to default profile. This option will undo all of the user's existing permissions and reset them to match those of the selected profile.
Site Access	Manage invoice authorizations, access points, and log-in credentials.
Release/Reinstate	Release or reinstate an individual to the Legal staff.

1.6.1.1.1 Work Group Security

Security groups are created and managed by the site administrator in **Application Administration**. Access to a specific matter record is only allowed to those users whose work/security group matches the matter's work/security group.

To assign permissions to a particular work group, click **Work Group Security** from within a legal team member's profile on the right sidebar.

Work Group Security Link

Click on the switch to the right of an active group name to set the security for the person it that work group.

- —Inactive group
- —Individual does not have access
- —Individual has access

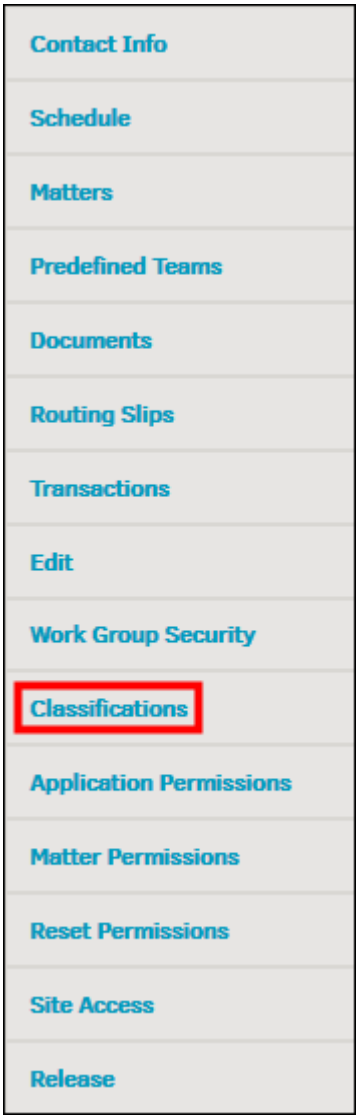
CLICK ON AN ACTIVE GROUP NAME TO SET THE SECURITY FOR THIS PERSON IN THAT WORK GROUP.			
Reporting Group 1	Reporting Group 8	Reporting Group 14	Reporting Group 23
Reporting Group X	Reporting Group 9	Reporting Group 15	Reporting Group 24
Reporting Group 3	Reporting Group 10	Reporting Group 16	Reporting Group 25
Reporting Group 4	Federal Govt.	Reporting Group 17	
Reporting Group 6	State Govt.	Executives	
Reporting Group 7	Reporting Group 13	Reporting Group 22	

Work Group Permissions

1.6.1.1.2 Classifications

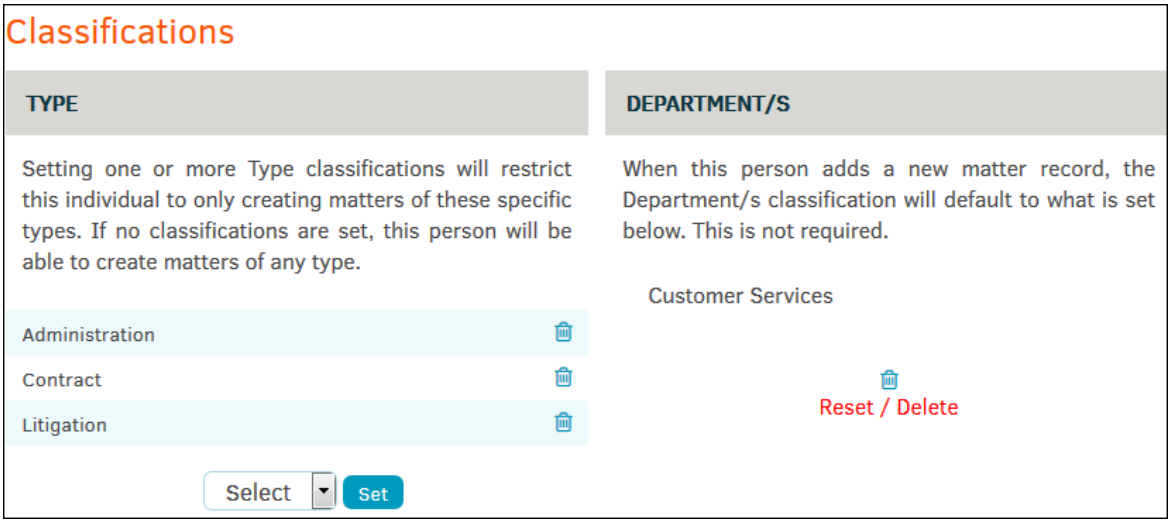
If an individual is restricted to a particular matter Legal classification, or if the individual should only be allowed to add new matter records for a specific division or business unit, it may be helpful to designate a classified Type or Department.

To add these features, click **Classifications** from within a Legal team member's profile on the right sidebar.



Classifications Link

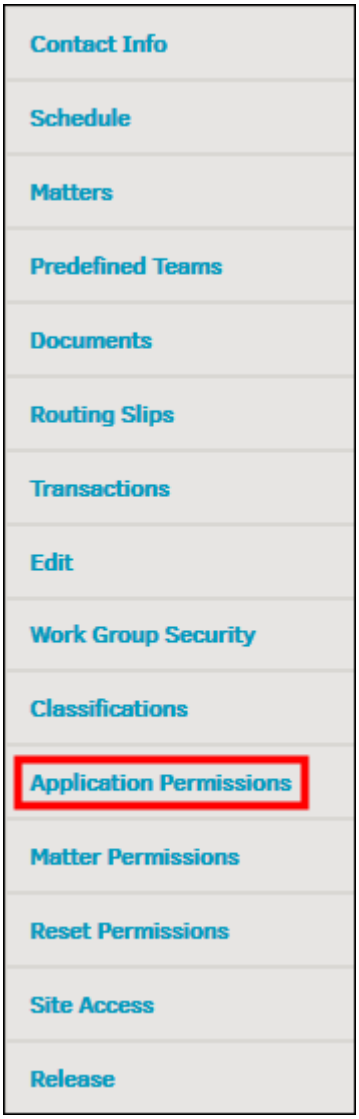
Use the drop-down menus to select a **Type** or **Department**, then click **Set**. Users may have an unlimited amount of type classifications, but only one department. If the individual is allowed add any type or department within their work group, leave this area blank.



Select a Type or Division

1.6.1.1.3 Application Permissions

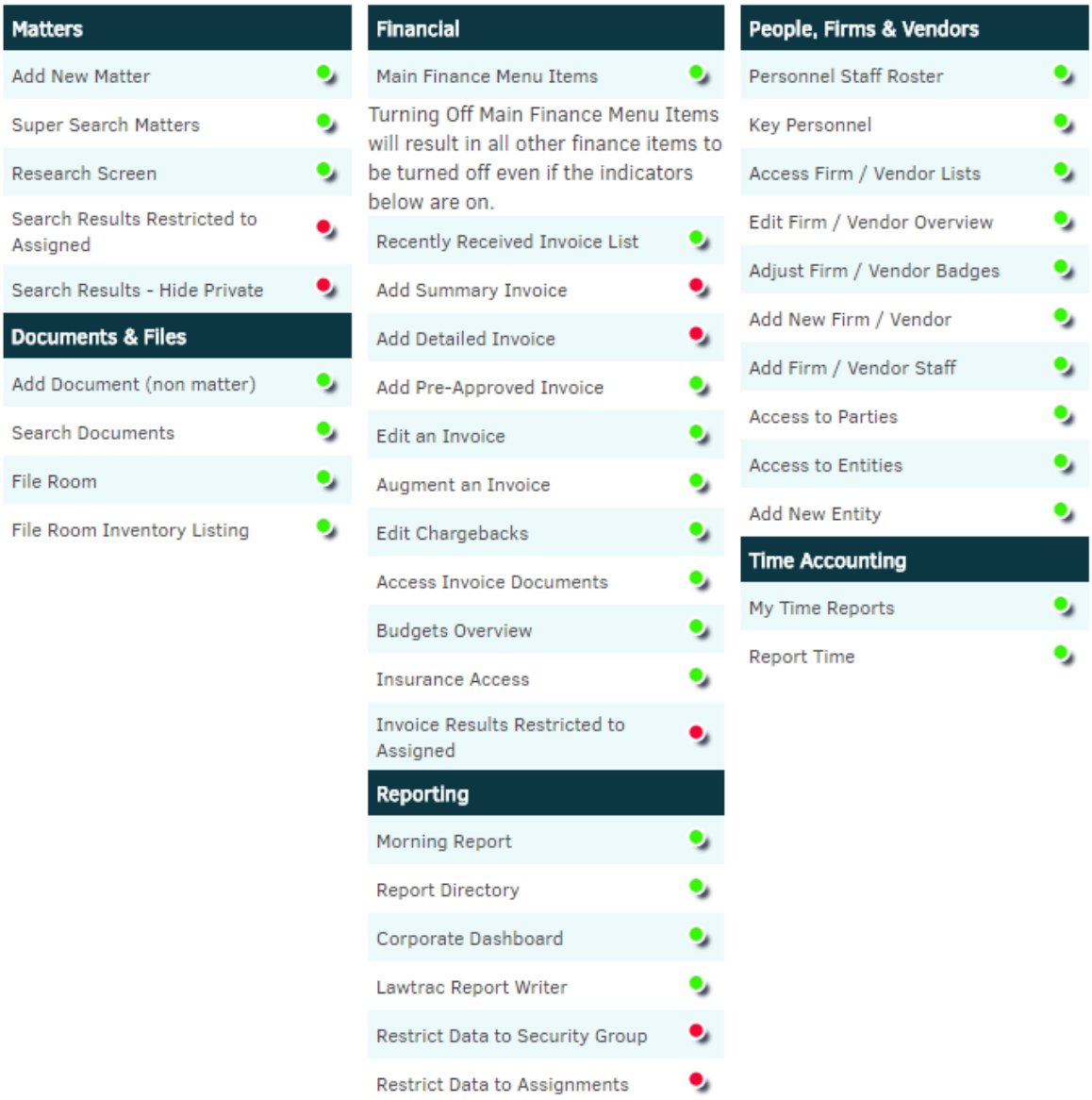
The switches in **Application Permissions** turn off or on the main menu items you see in the tabs and sidebars. Turning certain application permissions off may be helpful if you want to provide users with a more targeted list of utilities that make the application easier for them to use.



Appliation Permissions Link

By default, all application permissions are disabled. To enable an application permission, click the switch to the right of the subject. Changes are saved automatically.

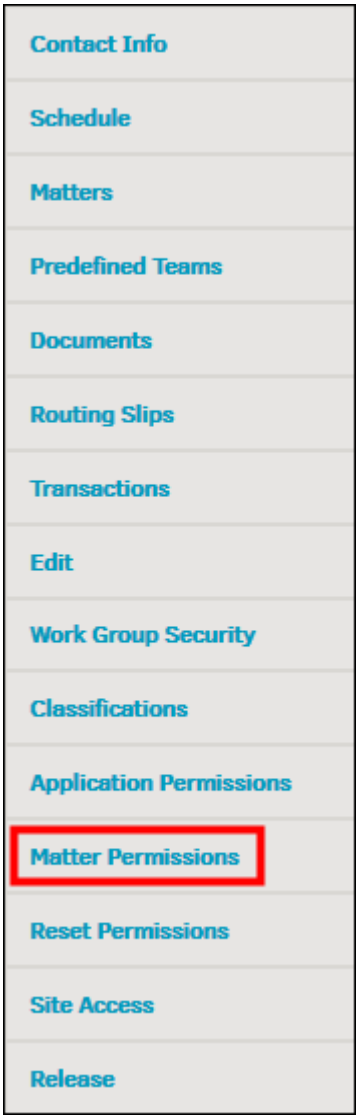
- —Access is enabled
- —Access is disabled



Application Permission Switches

1.6.1.1.4 Matter Permissions

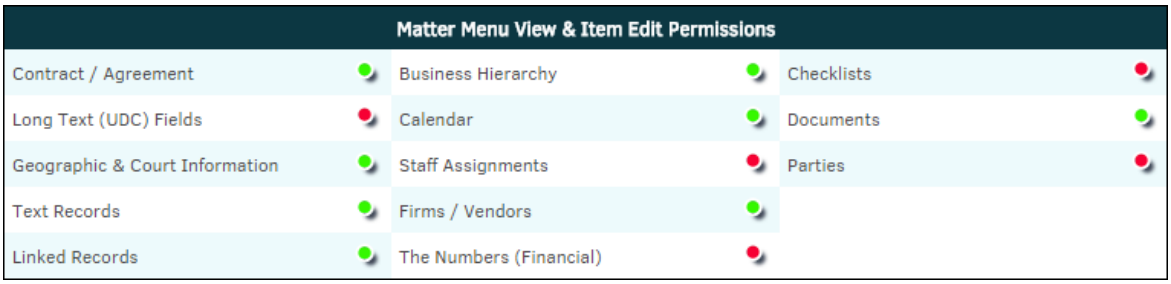
Matter Permissions control the display of the matter menu and item editing permissions. It is suggested to turn off the items which are not needed to allow for quick reference, making the application easier for your users to navigate.



Matter Permissions Link

By default, all matter permissions will be turned off. To turn on a matter permission, click the switch to the right of the subject. Changes are saved automatically.

- —User has access
- —User does not have access



Matter Menu View & Item Edit Permissions					
Contract / Agreement		Business Hierarchy		Checklists	
Long Text (UDC) Fields		Calendar		Documents	
Geographic & Court Information		Staff Assignments		Parties	
Text Records		Firms / Vendors			
Linked Records		The Numbers (Financial)			

Matter Permission Switches

Additional Options:

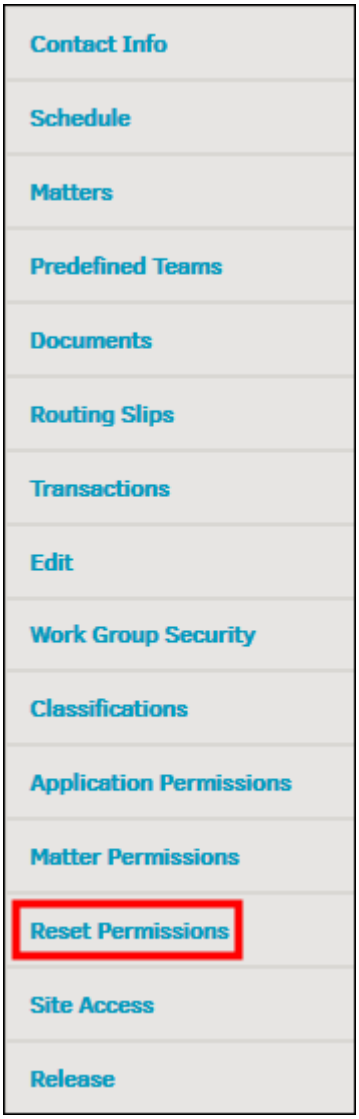
Page	Function
Main Elements	Turn on or off the ability to view or edit main matter items.
Calendar & Events	Turn on or off the ability to view or edit matter calendars and events.
Documents & Files	Turn on or off the ability to view or edit documents and files.
Text Items	Turn on or off the ability to view or edit text items.
Financial	Turn on or off the ability to view or edit financial items.
People/Modules	Turn on or off the ability to view or edit areas within People/ Modules.

1.6.1.1.5 Reset Permissions

In **Reset Permissions**, the user's profile can be changed to a set profile that has predetermined application and matter permissions. The objective of a permission profile is to provide the user with a set of "templates" that can apply to personnel records so permissions do not have to be individually adjusted. This profiles are created and managed by your site administrator in the **Application Administration** settings.

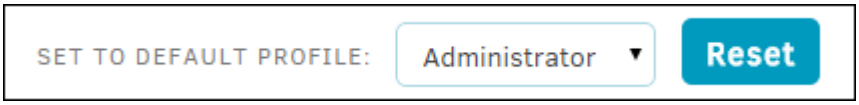
To reset an individual's profile permissions, click **Reset Permissions** from within a Legal team member's profile on the right sidebar.

Important Note: This option removes all of the user's existing permissions and resets them to match those of the selected profile. You may have to remove or add individual permissions from the permissions tabs after running this function.



Reset Permissions Link

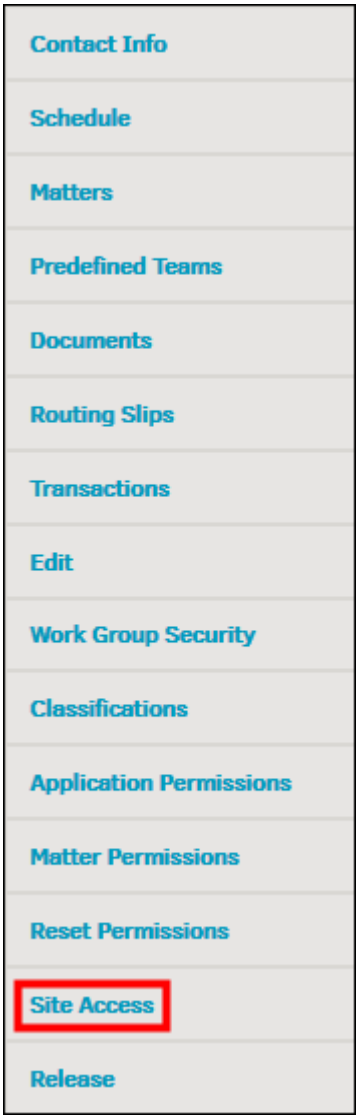
Select a profile from the drop-down menu, then click **Reset**.



Set Default Profile

1.6.1.1.6 Site Access

From a Legal team member's profile, select the **Site Access** link from the sidebar to adjust access for invoices, routing slips, site administrations/settings, general counsel tab, and hold administrator abilities. From this page you can also change the user's log-in credentials.



Site Access Link

This page is separated into three categories: **Invoice Authorization**, **Access Points**, and **Login Credentials**.

Under **Invoice Authorization**, click the switch to allow the user to perform as a lead on matter records. Leads are automatically assigned to the invoice approval chain unless the chain is modified. Invoice handlers are responsible for reviewing the invoice and passing it to the next approver, but cannot approve or reject the invoice.

Under **Access Points**, click the switches to turn access to a function on or off.

- —User has access/permission
- —User does not have access/permission

Under **Login Credentials**, change the username and password. Clicking **Set Credentials** prompts an email containing all of the new information to be sent to the user.

Access Point	Function
Attorney	The user is the primary Legal team member for a matter record. Based on **Application Administration** settings, this user may be able to approve matter-level rate cards.
Invoice Hand-off Amount	This is the amount entered in the text box is the maximum sum of the invoice that the user is allowed to approve. Any invoice exceeding the entered amount will be "handed off" to the user selected in the drop-down list. See *Approval Amount Threshold.*
Invoice Handler	The user can perform as an invoice handler.
Hold Administrator	The user can access the **Hold Administration** page and can be assigned to matter holds.
Routing Slips	The user can create and has access to a matter record's routing slips.
Named User	The user is considered an in-house user within Lawtrac and can access the application. If this switch is turned off, the user cannot log in, but can still be assigned to matters and approval chains. However, he/she won't be able to take action on assignments through the application.
Site Administration	The user can access **Application Administration**.
Site Administration & Settings	The user can access **Application Administration** and the **Misc. Settings** tab to control geographic settings, category headings, and lock time entries.
General Counsel Tab	The user can access the **GC Dashboard** tab on the Lawtrac homepage.

1.6.1.1.6.1 Invoice Handler

Lawtrac in-house users can be assigned as an invoice handler on invoice approval chains. Invoice handlers are separate from invoice approvers because handlers do not have the ability to approve or reject an invoice.

The invoice handler's primary responsibility is to ensure the invoice complies with the department's processes and requirements, and then pass the invoice to the next person in the approval chain once the previous approver has made his/her approval. Invoice handlers receive email notifications for their task obligations.

Because the invoice handler role exists separately from the invoice approval chain, the handler does not occupy a "seat" in the 5-person approval chain limit.

Invoice handlers can be placed on an invoice at the beginning of the approval chain, at the end of the approval chain, or both.

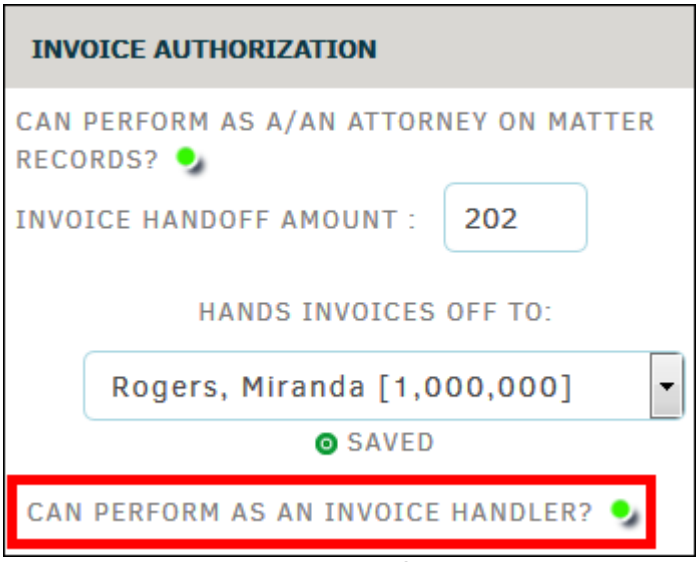
Note: If the invoice handler is placed at the beginning of an invoice, no approvals/rejections can be made until the handler clicks the **Pass Along** button. If the handler is placed at the end of an approval chain, the invoice can still be paid if it has been approved, even if the invoice handler has not taken action on the invoice. If the invoice is rejected, the invoice handler will still need to take action.

To appoint an individual as an invoice handler, navigate to **Site Access** from the individual's profile page and locate the invoice handler switch under **Invoice Authorization**.

Click the switch next to "Can Perform as an Invoice Handler?" so that it is "enabled".

— Invoice handler permission has been enabled

— Invoice handler permission has been disabled



Invoice Handler Switch

On an invoice's detail page, the invoice handler appears under the invoice approval chain list with an **IH** next to their name.

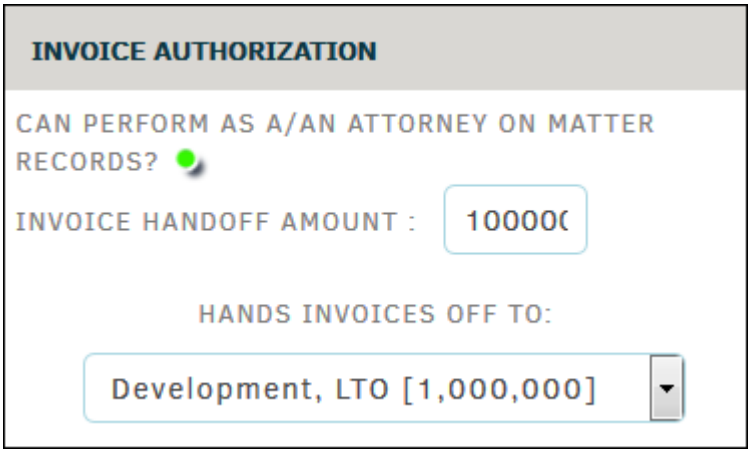
If the in-house user's invoice handler permission is revoked, the user still has handler permissions on invoices which were already assigned. Therefore, the handler must be manually removed from that invoice's approval chain.

1.6.1.1.6.2 Approval Amount Threshold

While a Lawtrac user's approval amount threshold can be established in the user's profile under **Site Access**, it can also be regulated from the **Approver Review** page in **Application Administration**.

The amount set in this category is the maximum amount of an invoice that the user is sanctioned to approved. Any invoices assigned to the user that exceed the determined amount are redirected to the individual chosen in the "Hands Invoices Off To" drop-down menu.

For example, the following screenshot shows a user whose approval amount threshold is $100,000. If the user is assigned to the approval chain for an invoice that is in the amount of $100,001 or greater, the invoice is sent to user LTO Development for approval.

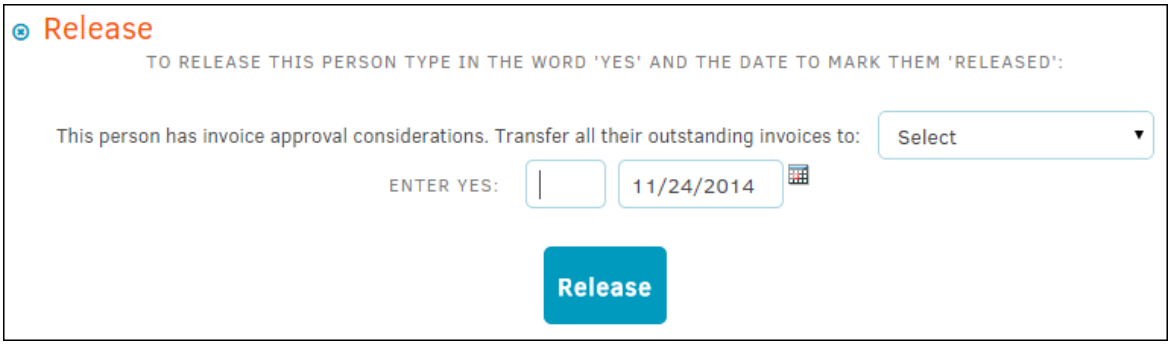


1.6.1.2 Release/Reinstate

Release a User

To release an individual from your in-house Legal department:

1. Select **In-house Legal Department** from the **People** tab.
2. Select an individual by clicking their name.
3. In the gray panel on the right side of the page, click **Release** at the bottom.



Release an Individual from In-House Legal Team

If the individual belongs to an approval chain for one or more pending invoices, that invoice can be transferred to another individual from the drop-down list.

4. Type "Yes" into the text-box, and click to change the date, if necessary.
5. Click **Release** to confirm.

Reinstate a User

To reinstate an individual from your in-house Legal department:

1. Select **In-house Legal Department** from the **People** tab.

2. Click 

on the far right of the page or use the **Search** bar.
3. Select an individual by clicking their name.
4. In the gray panel on the right side of the page, click **Reinstate** at the bottom.

1.6.2 Create an Invoice Approver

Invoices approvers can be created in Lawtrac as of LT 4.1.0 Patch 6 and LT 4.1.1 Patch 1.

An invoice approver is a user who can exclusively view and work on invoices in their invoice approval chain. Likewise, they will not be able to view any invoices that are not assigned to them.

This page details the process for creating an invoice approver and transitioning pre-existing users to an Invoice Approver.

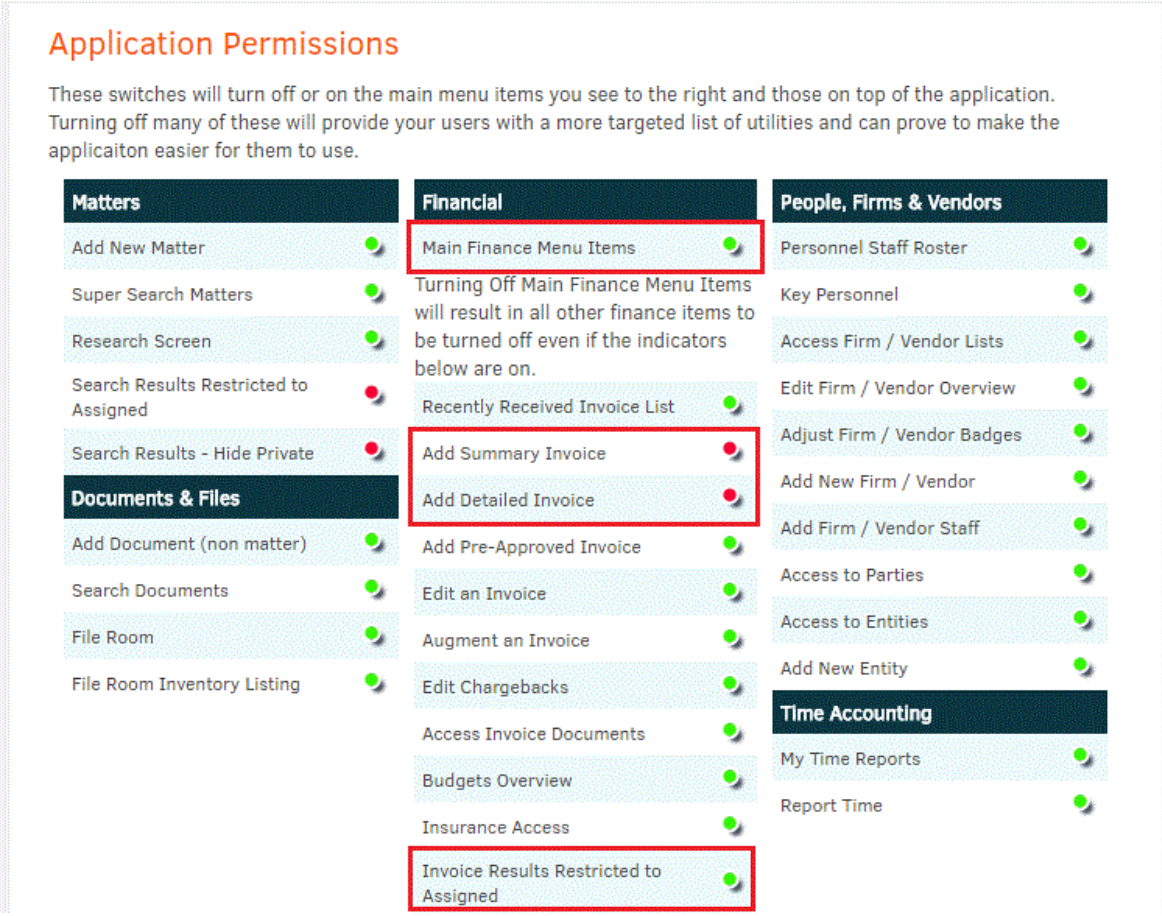
Steps for Creating an Invoice Approver

Log in as an Admin and proceed from the Lawtrac home page:

1. Navigate to **People > In-House Legal Department**.
2. Click the user you would like to designate as an invoice approver.
3. Click **Application Permissions** from the side bar menu.
4. Ensure that the **Main Finance Menu Items** button is turned on (radio button displays green).
5. Within the **Financial** column, turn the **Invoice Results Restricted to Assigned** permission on (radio button displays green).
   a. This field cannot be turned on until after the **Add Summary Invoice** and **Add Detailed Invoice** are turned off.

      Note: *This field is turned off by default*.

Moving forward, this user will only be allowed to view invoices that are assigned to them on their invoice approval chain.



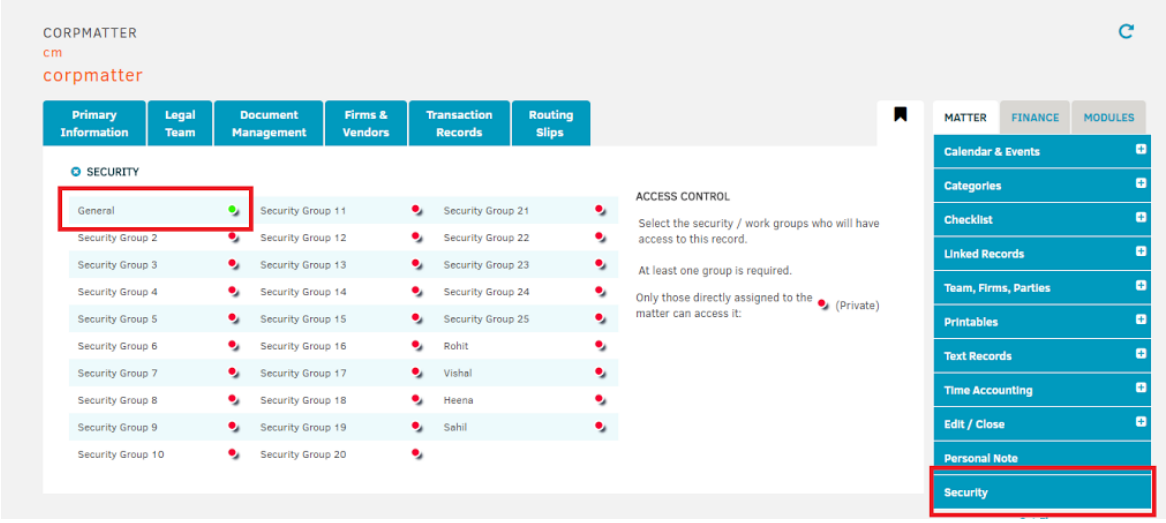
Permissions for Creating an Invoice Approver

Restrict Invoice Approver Viewing Privilages

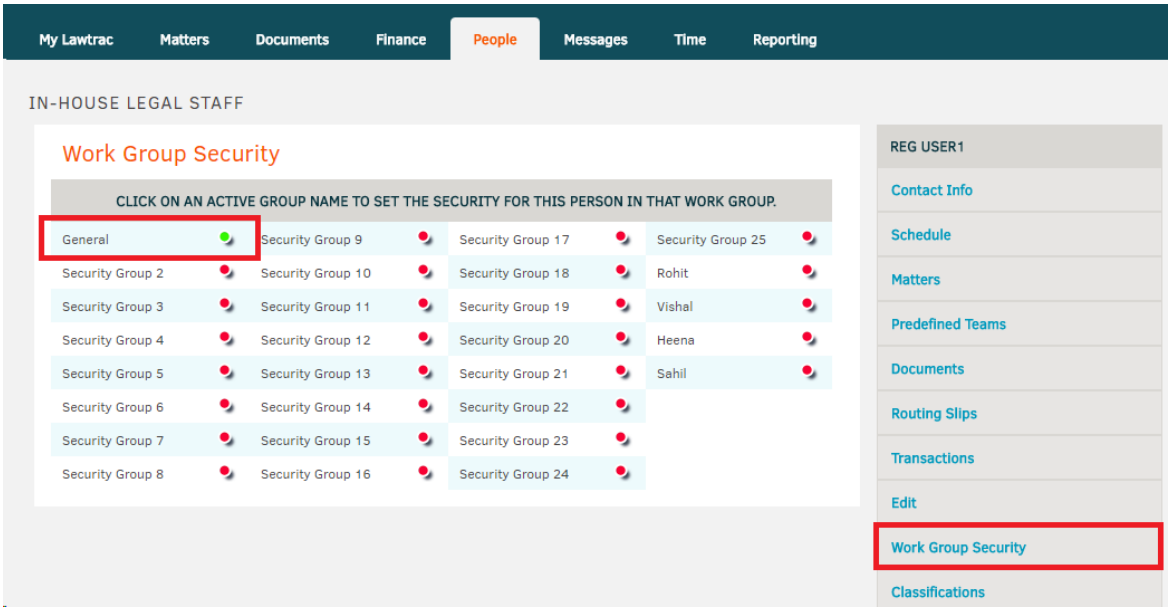
You can restrict invoice approvers from viewing any details of matter records that they are not assigned to from the Matter Security switches on the user's profile and that user's Work Group Security switches. When matter access is restricted, those users will see the message: *'You do not have access to this matter'* when they click on the Matter record link from the invoice screen. These users must not have access to modify their own Work Group security switches.

To grant access to invoice approvers for non-assigned matter records, you must make sure that the non-assigned Matter Security switch and that specific user's Work Group Security switch match each other.

For example: This invoice approver will have access to a matter record that they are not assigned to, as the security access of both the user and the matter match.



Restrict Invoice Approver Viewing Privilages



Restrict Invoice Approver Viewing Privilages

Transitioning Pre-Existing Users to be an Invoice Approver

Once a pre-existing user has been transitioned to an Invoice Approver, they will still receive notifications for invoices in which they were previously involved. This procedure details how to remove a user from receiving notifications from previously assigned invoices no longer in their approval chain.

Note: *This information* ***does not pertain to New Users****, only to a newly appointed invoice approver.*

Follow the steps above in Steps for Creating an Invoice Approver to transition a user's permissions to Invoice Approver status.

Users will still receive notifications from invoices in which they were previously involved. To remove and stop all notifications for previous invoices:

Remove Pre-existing Invoices Messages and Notifications

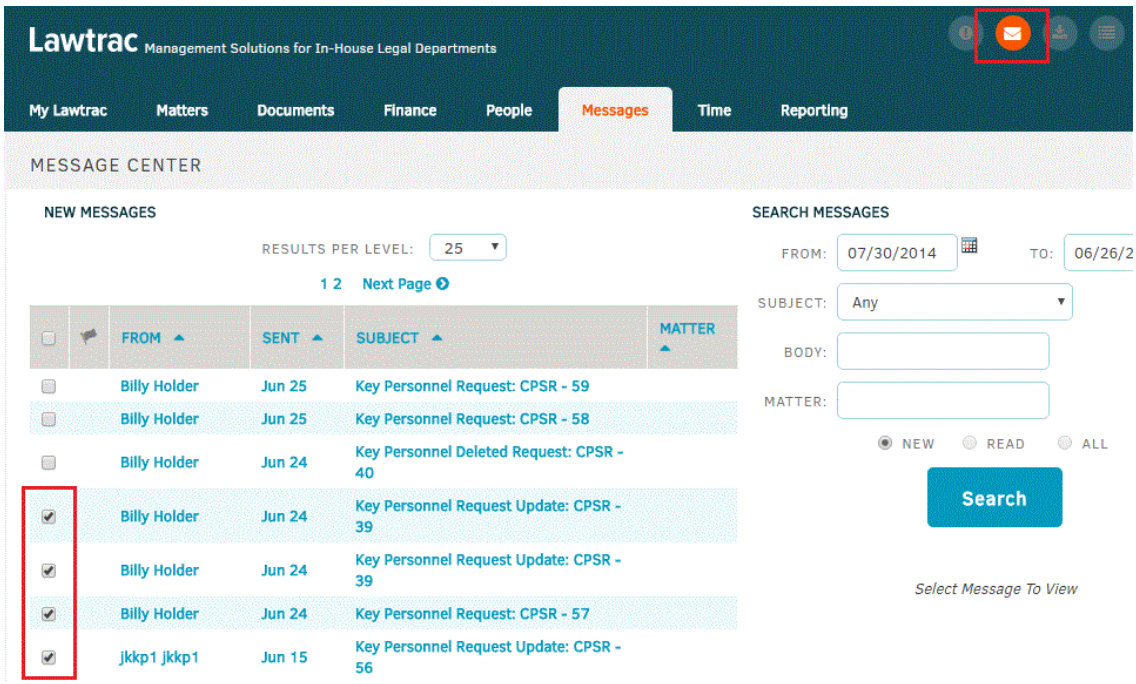
Log in as an Admin and proceed from the Lawtrac home page:

1. Navigate to **People > In-House Legal Department**.
2. Click on the user you would like to remove invoice notifications from.
3. Click the **Messages** icon at the top right corner of the screen.
   a. Notifications for invoices previously assigned to this user will appear.

Messages Button

4. Click the check boxes to the left of the invoices you wish to deleted from this user.
5. Users may also click the select all check box to remove all invoice notifications.
6. Click the **Delete Selected** button at the bottom of the screen.

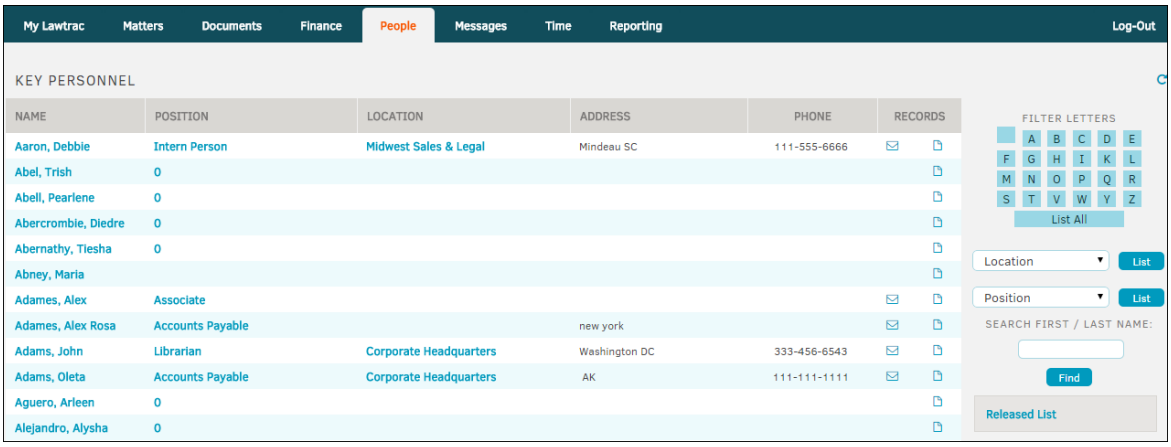
***Note**: Deleting these messages prevents users from receiving further updates regarding the unassigned invoices.*



1.6.3 Key Personnel

Key Personnel are employees of your company who are not in the Legal department but whom you may want to associate with matters. If necessary, an administrator can grant a key person direct access to the Lawtrac application so he or she can see special screens and access matters to

which the user has permission. To remove any or all permissions from a key personnel member, see *Removing Key Personnel*.

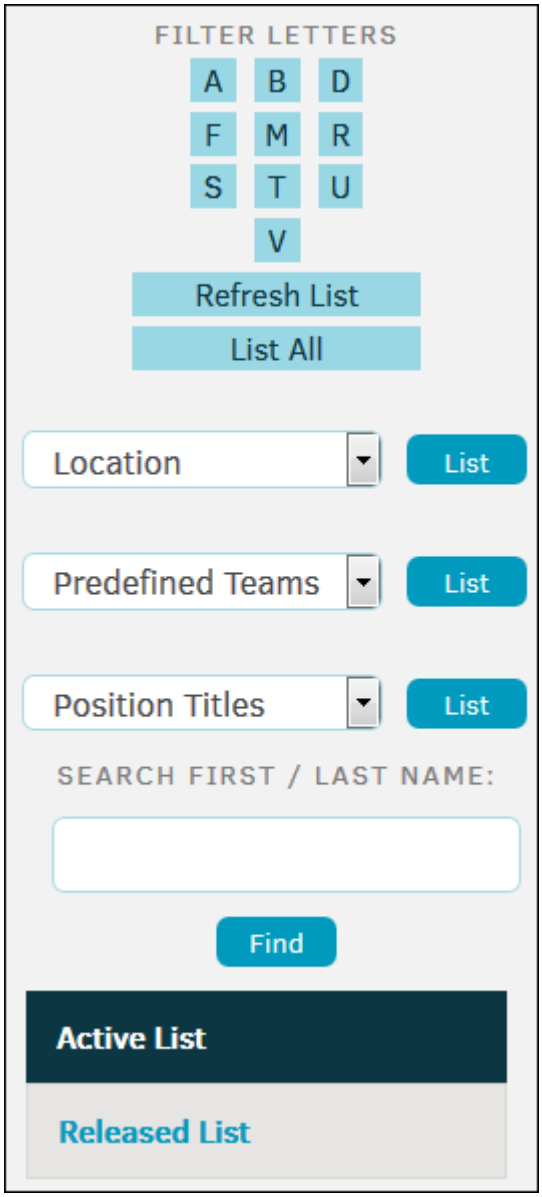


Key Personnel Page

Key personnel may be looked up using the alphabet filter on the right of the screen (by first initial of their surname).

To find a key personnel member, you can filter through the list in the following ways:

- Use the alphabet filter at the top of the screen to search by the first letter of the last name. Only letters matching a user's surname appear.
- From the **Location** drop-down list, select a key person location and click **List**.
- From the **Predefined Team** drop-down list, select a key person and click **List**.
- From the **Position Titles** drop-down list, select a key personnel title and click **List**.
- From the **Search First/Last Name** text field, enter a name and click **Find**. There is no minimum character amount for this field.
- Click the **Released List** link to display a list of key personnel that are no longer active. To return to a list of all active key personnel, click **Refresh List** under the alphabet filter.

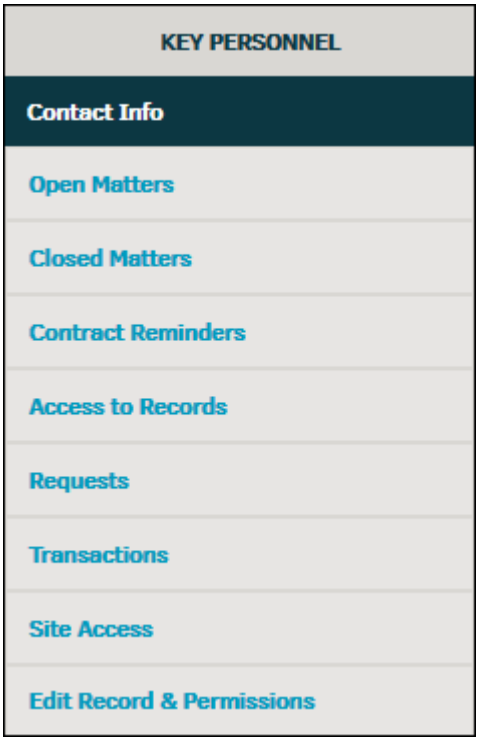


Filtering Legal Staff

- —View key personnel Profile: The **Profile** or **Records** page will display additional contact information, comments entered by the site administrator, and a list of open matter associations. Use this link to obtain their mailing address or fax number.
- —Send the key person an email.

Click a **Key Personnel** name to open up that individual's record.

Use the sidebar navigation to edit records and view details on transactions, matters, requests, and holds.



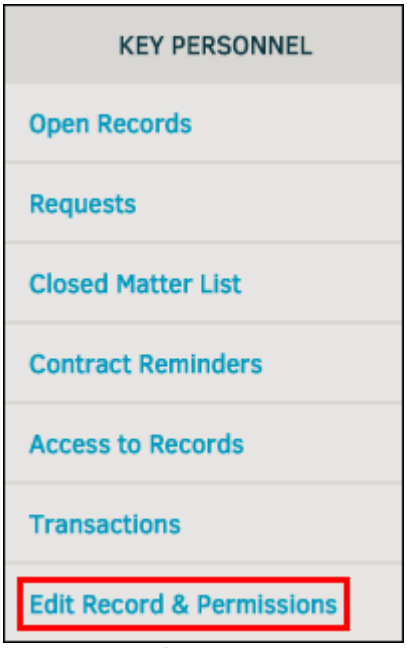
Key Personnel Sidebar

Options:

Page	Function
Open Matters	View a list of open matter records and set reminders.
Closed Matters	View a list of closed matter records to which the individual is associated.
Contract Reminders	View and set contract reminders for matter records.
Access to Records	View matters with access granted, or remove access to matter records.
Requests	View a list of requests.
Transactions	View transactions by date and time.
Site Access	Change the user's sign-in credentials.
Edit Record & Permissions	Make changes to details or Lawtrac access.

1.6.3.1 Edit Record & Permissions

To edit a key person's profile information or permissions, click the **Edit Record & Permissions** hyperlink in the profile sidebar.



Edit Record & Permissions Link

Change the individual's name, address, and contact information by typing directly into the text boxes or making a selection from the drop-down menu.

Use the toggle switches on the right to turn a permission on or off.

Edit Key Person

FIRST NAME: Key
LAST NAME: Person
POSITION: Manager
ZIP:
PHONE:
PHONE EXT:
CELL PHONE: ,,
FAX: ,,
EMAIL ADDRESS: keeper@mail.com
ADDRESS:
CITY:
STATE/COUNTRY: Update
CORPORATE LOCATION: Corporate Headquarters
PERSONNEL NO:

DEPARTMENT/S ASSOCIATION
Select

COMMENTS:

Save

SELF-SERVICE PERMISSIONS
LAWTRAC ACCESS:
READ ONLY:
REPORT ACCESS:
ADD DOCUMENTS:
ACCESS TO FINANCE TAB:

MAY SUBMIT REQUESTS WITH THE FOLLOWING TYPE CLASSIFICATION/S
ADMINISTRATION:
CONTRACT:
LITIGATION:

Edit Key Personnel Profile

Permission Options:

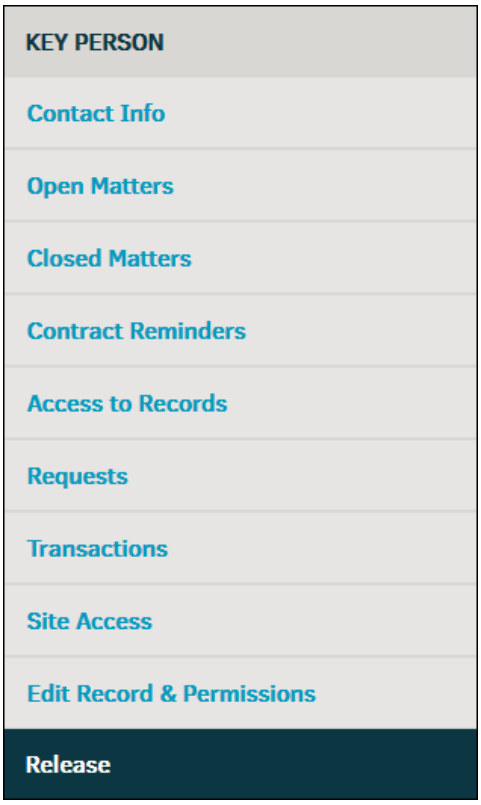
Switch	Function
Read Only	Access matter records in read-only format; cannot make changes.
Report Access	Access to the **Reporting Module**.
Add Documents	Access and add documents to the **Documents Module** and to a matter record.
Access to Finance Tab	Access to the **Finance Module**.

1.6.3.2 Removing Key Personnel

After removing a key person, the user is no longer able to log into Lawtrac.

To release key personnel:

1. Navigate to the **Key Personnel** link of the **People** tab.
2. Click the name of the desired key personnel member.
3. Click **Release** from the right side navigation bar.

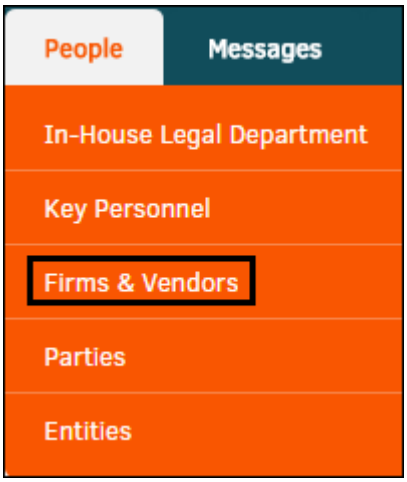


Release Key Personnel

4. Type "Yes" into the "Enter Yes" text box, use the icon to select a date,then click **Release**.

1.6.4 Firms & Vendors

To display a list of firms or vendors, select **Firms & Vendors** from the **People** tab.



Firms and Vendors

The **Firms** page opens with a list of all vendors that begin with the letter **A**, or the name of the vendor with the initial closest to the beginning of the alphabet.

Click **Switch to Vendors List** in the top right corner to see a list of vendors.

Switch to Vendors List

Disable Access to Lawtrac Invoicing

Lawtrac system administrators have the ability to disable the internal Lawtrac collaboration portal features for the clients who use the Lawtrac application to submit invoices. When this setting is enabled, Lawtrac firms/vendors cannot submit by uploading a LEDES file *nor* by manually entering a LEDES invoice through Lawtrac.

This setting is contained in the LTO settings file located in the root folder where your Lawtrac application is installed. Select the `DisableOcInvoicing` setting in your Lawtrac root folder to activate it.

This setting only disallows **outside counsel** from submitting invoices. The **clients'** ability to manually enter invoices on behalf of the vendor remains unaffected. Additionally, firms and vendors can still submit invoices via the Collaborati portal, if they have enabled this integration.

Filtering Firms and Vendors

From the **Vendors** and **Firms** pages, filter the search list using tools located in the top right corner:

- Click the **Switch to Firm List** or **Switch to Vendors List** link to switch between the **Vendors** and **Firms** pages.
- Use the alphabet filter to search by the first letter of the vendor or firm name. If there are no firms/vendors that begin with a particular letter, that letter will not appear in the grid.
- Click the **All My Associated** button to open a list of the vendors or firms with which you have an association.
- Click the **List All Vendors** or **List All Firms** button to list all the vendors or firms in your version of Lawtrac.

List of Firms on the Firms Page

Click the link of a firm or vendor to view more information. To email an employee of the vendor or firm, click the icon.

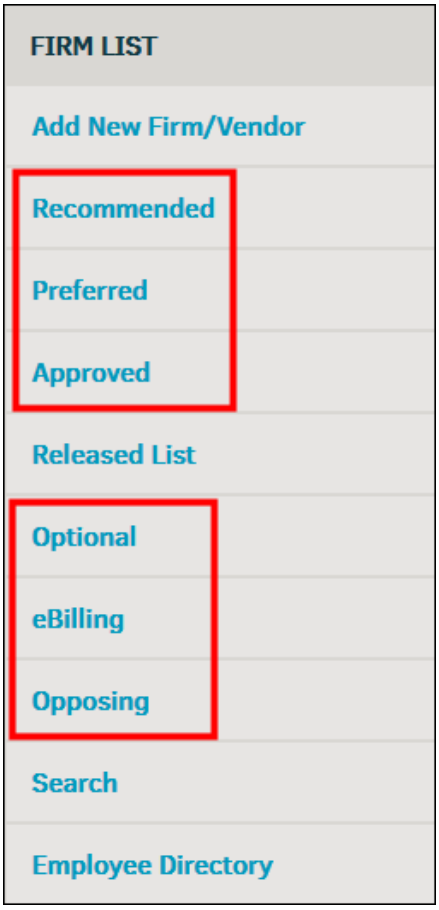
Badge Icons

The **Vendors** and **Firms** pages also may include the following icons to categorize the listed item:

- —A firm or vendor part of the recommended category. Click the **Recommended** link to open a list of items with this badge.
- —A preferred firm or vendor. Click the **Preferred** link to open a list of items with this badge.
- —A firm or vendor part of the approved category. Click the **Approved** link to open a list of items with this badge.
- —A firm or vendor that has an optional arrangement on file. Click the **Optional** link to open a list of items with this badge.
- —A firm or vendor who sends invoices to Lawtrac. Click the **eBilling** link to open a list of items with this badge.

- —An opposing firm or vendor. This badge appears to the left of the firm/vendor name. Click the **Opposing** link to open a list of items with this badge.

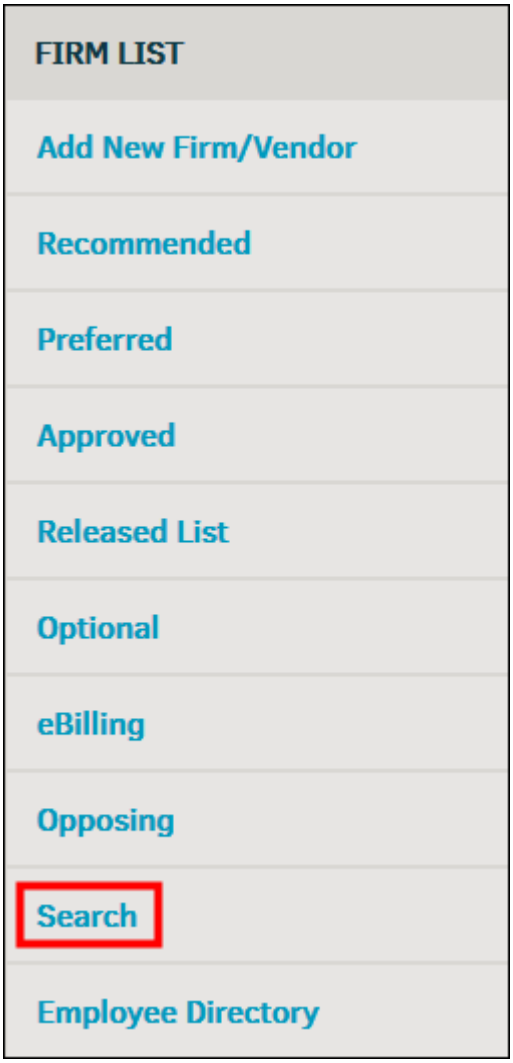
Important Note: Because the firm/vendor badges are customizable by site administrators, these links may have a different description than what you see here. "Approved", "Preferred", "e-Billing", and "Optional" may have different titles that coordinate with your company's business language. "Recommended" and "Opposing" are the only badge names that cannot be altered.



Badge Links

1.6.4.1 Searching for Firms or Vendors

Click the **Search** link in the sidebar on the right side of the **Vendors** or **Firms** page to open a search section at the top of the page.



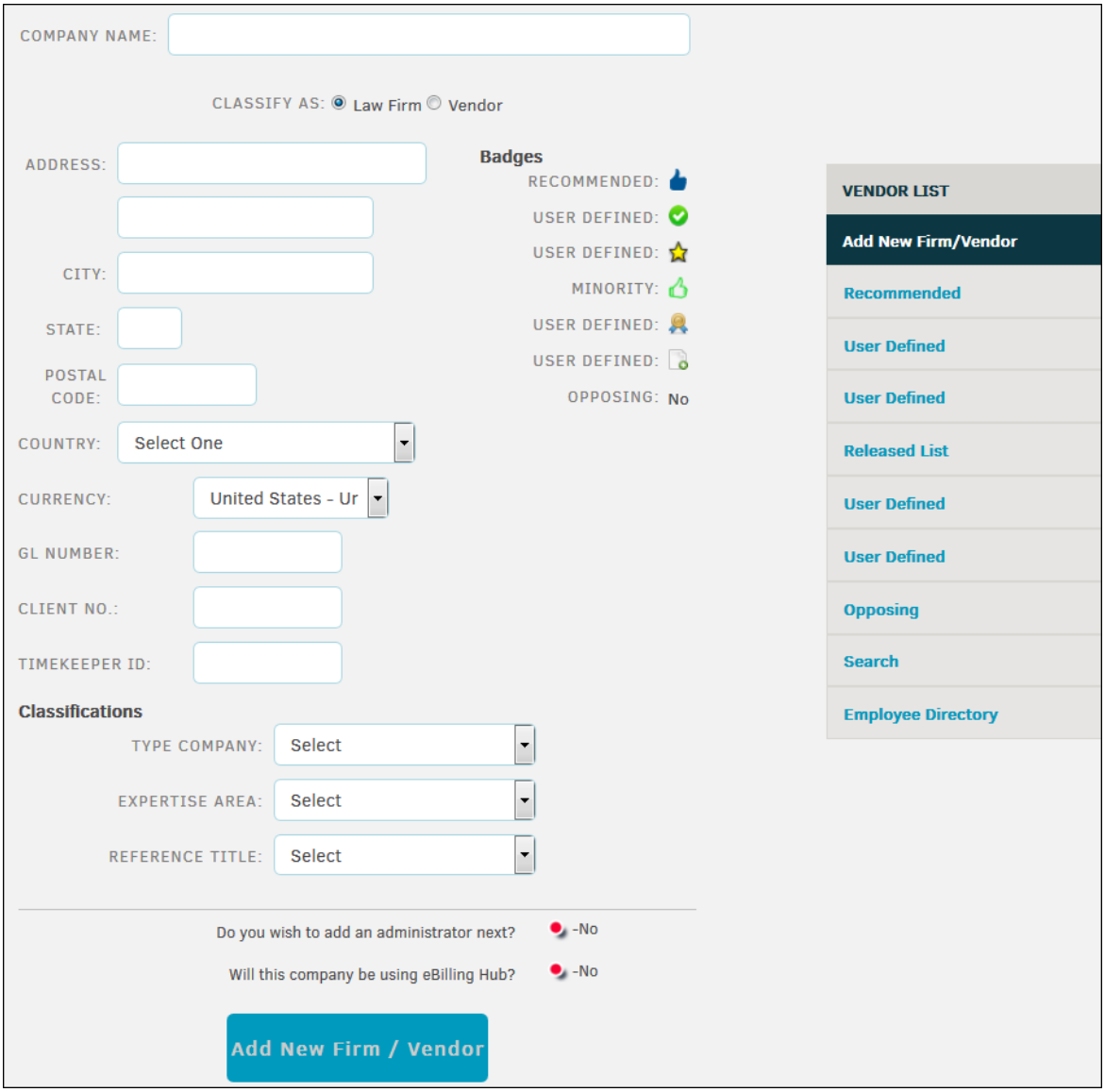
After you enter the name of the firm or vendor and select criteria from the drop-down lists, click **Search**.

Click the link of a firm or vendor to view more information. Click to close the search.

Searching for Firms and Vendors

1.6.4.2 Add New Firm/Vendor

New firms and vendors can be added easily in Lawtrac. Select **Add New Firm/Vendor** in the sidebar from the **Firms & Vendors** page of the **People** tab to begin. Both firms and vendors can be created from this screen.



Add a New Firm/Vendor

1. Enter the firm or vendor details on the **Add New Firm/Vendor** screen.

   Note: Make sure to select "Law Firm" or "Vendor" classification from the radio buttons beneath "Company Name".

2. If your company conducts international business, make sure you indicate the law firm's billing currency. Invoice entries default to this currency type. If there is a special code that your Accounts Payable department uses to identify this law firm, enter it into the General Ledger ("GL Number") field.

3. Place any internal Legal department code(s) into the "Client No." field.

4. Assign badges by clicking the word "No" next to the desired badge. The badge icon appears to confirm that it has been set (see above).
5. From the bottom two buttons, select if you'd like to add an administrator next or if the company will use the eBillingHub. Adding an eBillingHub account sends an email to Mitratech 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 Mitratech Support to have an eBillingHub account set up.

   Once you add a vendor as an eBillingHub user, the system administrator must go to the eBillingHub Accounts page and follow the instructions to add the firm/vendor's credentials.
6. Click **Add New Firm/Vendor** to finalize the new record.

Add a New Firm/Vendor Who Will Use Collaborati

1. Complete steps 1-6 as listed above, but do not select eBillingHub as a vehicle for the vendor.
2. Contact Mitratech at support@mitratech.com to have a Mitratech administrator set up your law firm or vendor with Collaborati credentials. The e-Billing portal Collaborati is an optional vehicle used by law firms and vendors to submit invoices, rate cards, budget requests, and accruals.
3. Once the firm/vendor has been added to the Collaborati application, synchronize Lawtrac and Collaborati via Scheduled Tasks.
4. Click **View Record**. After you are directed to the firm/vendor's profile page, click the **Collaborati** tab. Select your law firm or vendor from the Current Collaborati Vendor list, then click **Authorize Vendor**. If your law firm or vendor does not appear in the list, contact support@mitratech.com to ensure that the firm/vendor has successfully been added to the system.

Note to site administrators: It is very important that individuals do not accidentally add the same law firm or vendor to the database. The system reviews company name information to make sure it is not a duplicate.

The ability to add and/or edit firm/vendor records is a Permissions setting on an individual's personnel screen. You may wish to limit the number of people who can add new outside counsel and/or vendors to the database.

1.6.4.3 Outstanding Approvals & Rate Requests

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.

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.

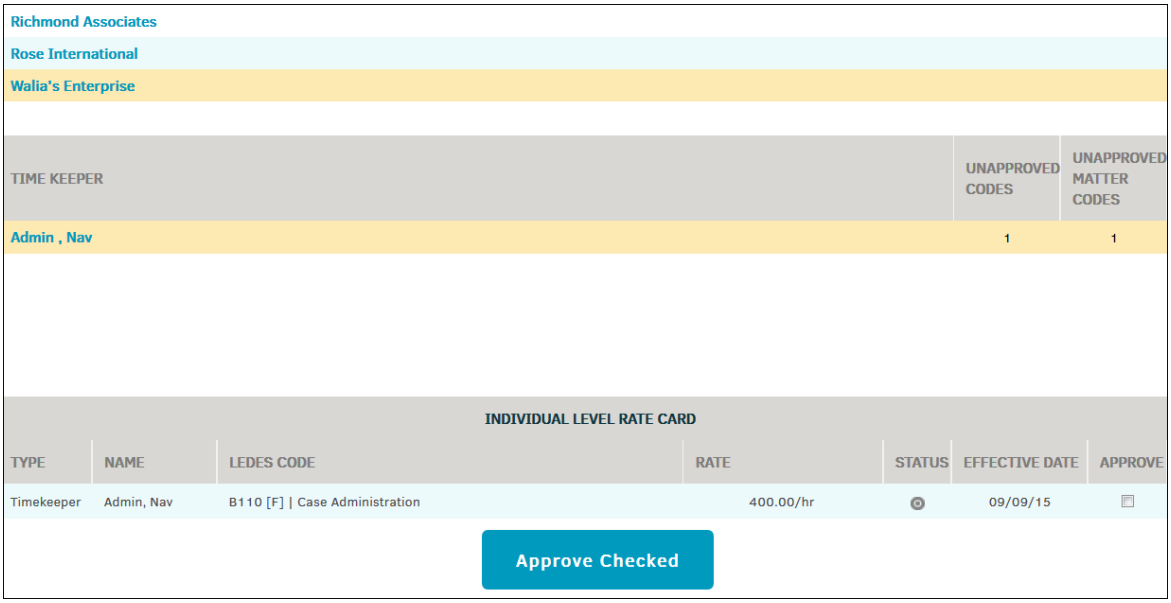
4. Use the checkboxes to the far right to approve a rate card, and click **Approve Checked** at the bottom of the list.

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.

Receiving and Approving Rate Requests from Collaborati

How do I approve Rate Requests in Collaborati from Lawtrac?

- Each Timekeeper can only have 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.

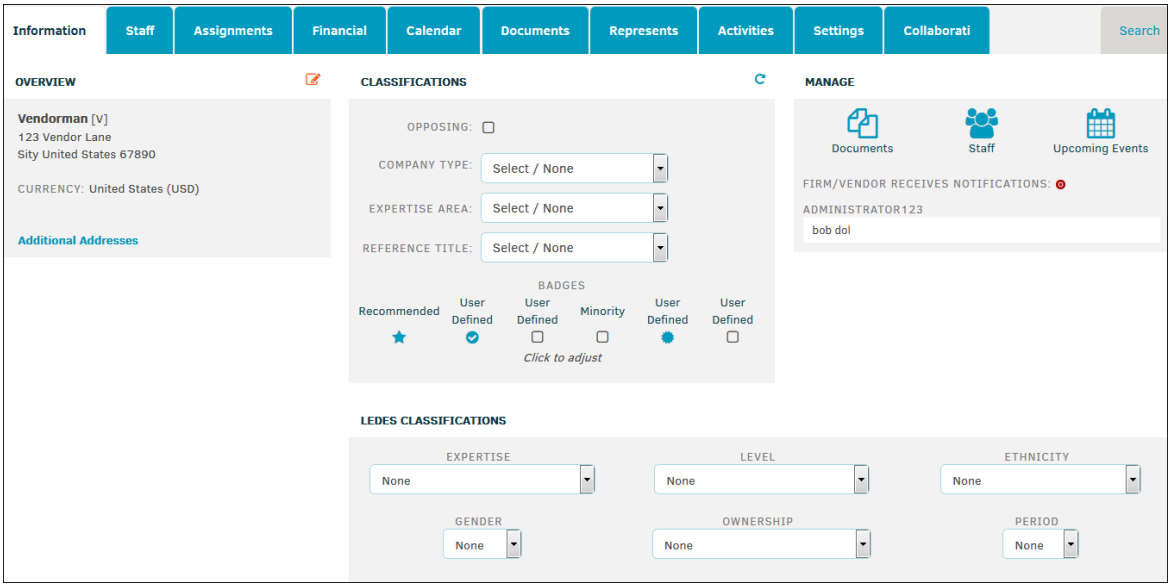


Outstanding Rate Cards

1.6.4.4 View and Edit Firms and Vendors

From **People | Firms & Vendors**, click the name of a firm or vendor to open their record.

Note: It is best practice to manually sync Collaborati with Lawtrac directly after making changes to vendor/firm information so Collaborati users have the most up-to-date information available—even if you have the scheduled task set up to sync daily.



Firm/Vendor Profile Page

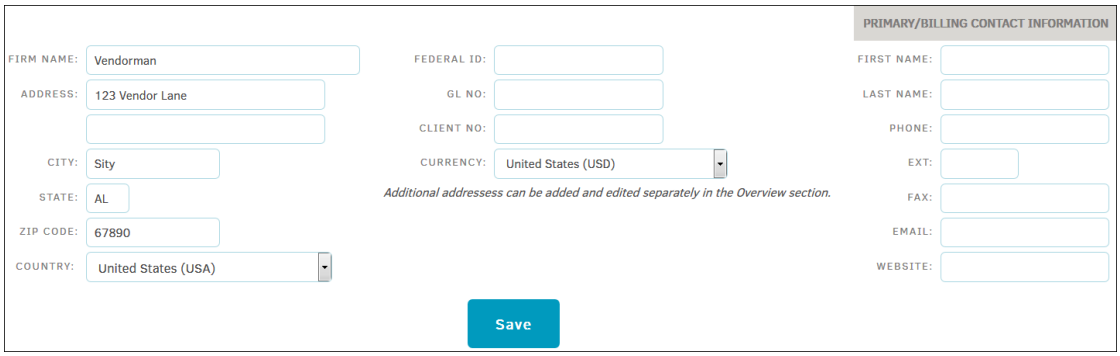
Information

The default tab that opens for a firm or vendor is the **Information** tab. This tab includes four sections: Overview, Classifications, Manage, and LEDES Classifications.

While in view mode, click **Additional Addresses** in the **Overview** section to edit or include additional contact information.

Overview:

The **Overview** section includes information about where the firm or vendor is located. Click the icon to edit the location information.



Edit Firm/Vendor Overview

Click **Save** to save the new information, or click to return to the **Information** tab.

Classifications:

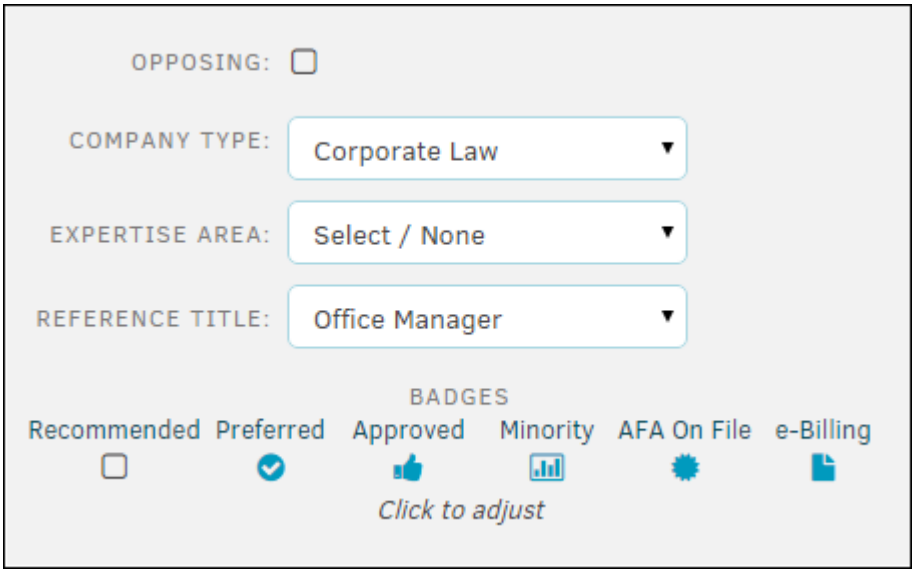
The Classifications section allows you to classify the company type, expertise area, and reference title. Lawtrac users have the ability to designate a firm as "Opposing" by clicking the checkbox above "Company Type". This option allows users to indicate to their Legal team and

non-opposing vendors that this firm likely cannot be used and is in some way engaged in a matter against the user's team.

Apply the following badges for the firm or vendor by clicking on the checkboxes under Badges:

- **Recommended**—A user recommends the firm or vendor
- **Preferred**—A user prefers the firm or vendor
- **Approved**—A user approved the firm or vendor
- **Minority**—This firm or vendor is minority-owned
- **AFA on File**—This firm or vendor has an alternative fee arrangement on file
- **e-Billing**—This firm or vendor can send invoices to Lawtrac

An icon appears for each badge the company has. If the ☐ icon is present for a badge, the badge has not been assigned.

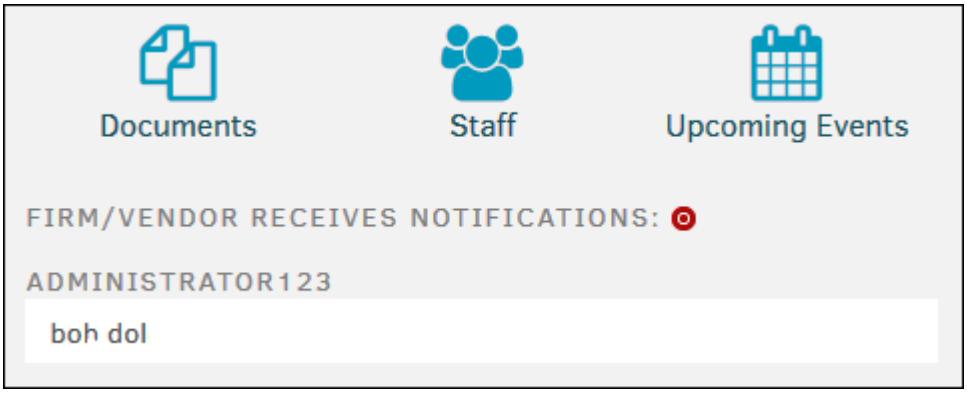


Edit Classifications

Manage

The Manage section allows you to navigate to documents page, staff page, or upcoming events. Click the corresponding icon to jump to that page.

- —Firm/vendor does not receive notifications; click to toggle
- —Firm/vendor receives notifications; click to toggle



Firm/Vendor Manage Section

LEDES Classification

LEDES classifications are created and managed by the site administrator in **Application Administration**, who controls the information that appears in these drop-down menus.

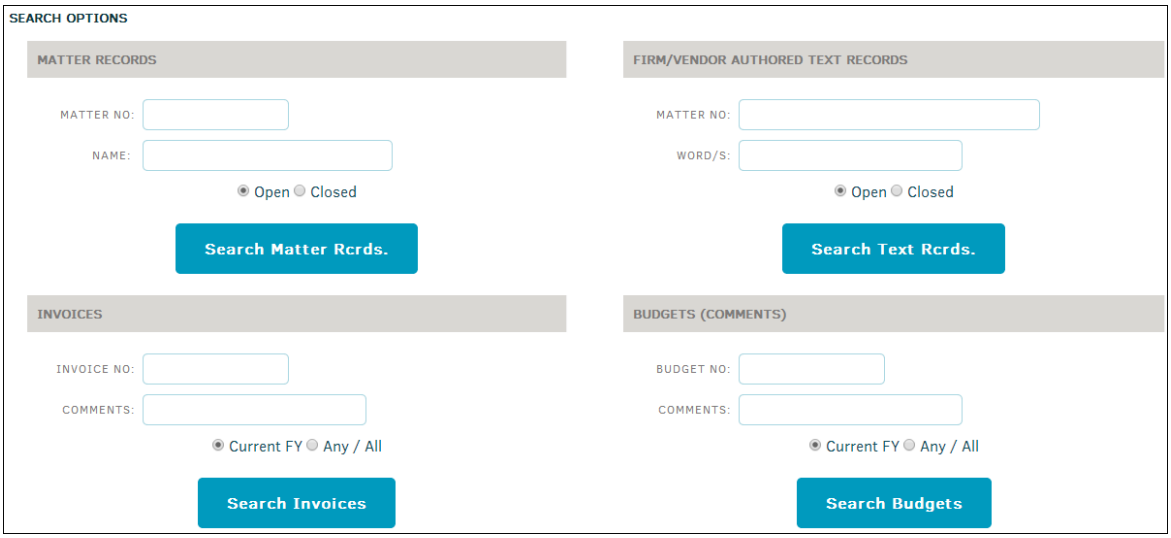
Select an option from each menu. These tabs are optional, but the data may be beneficial when running reports. All changes are saved automatically.

Additional Tab Options:

Tab	Function
Information	View firm/vendor contact information, classifications, and badges. Access quick links to documents, staff, and calendar events.
Staff	View a list of the firm or vendor's employees and timekeepers. Add and manage staff rate cards.
Assignments	View the matter records assigned to the company.
Financial	View all financial information associated with a firm or vendor.
Calendar	View upcoming matter events associated with the firm or vendor.
Documents	View all documents that a firm or vendor has uploaded to matter records.
Represents	View a list of parties and entities that the firm or vendor represents.
Activities	View all actions relating to users and the selected firm or vendor.
Settings	View and edit additional data for the firm or vendor.
Search	Quickly locate information about the firm or vendor.

1.6.4.4.1 Search on a Firm or Vendor

Click the **Search** tab at the top of the firm/vendor information page to locate information about the firm or vendor quickly. For example, to generate a list of all the firm's invoices, click the **Any/All** radio button in the **Invoices** section, and click **Search Invoices**, or enter search criteria into the text boxes and click **Search**.

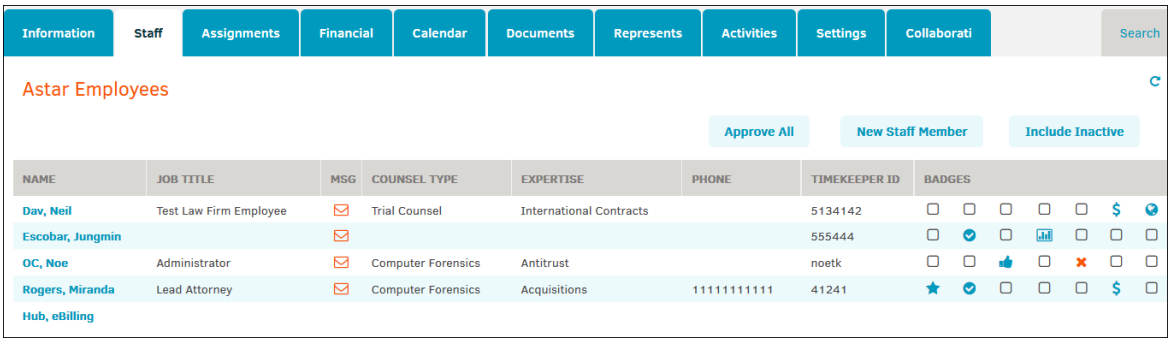


Searching on a Vendor or Firm Record

1.6.4.4.2 Staff

Select the **Staff** tab within a firm or vendor page to display a list of the firm or vendor's employees.

Select the **Include Inactive** button above the staff list to see both active and inactive staff members.



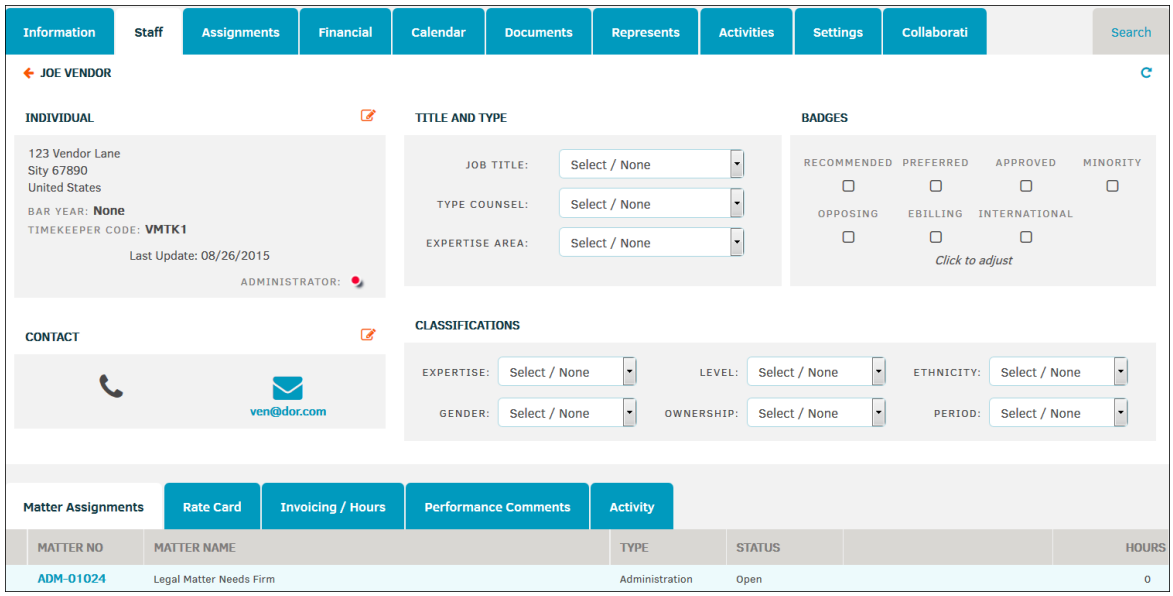
Staff Page

If you identified the firm or vendor as using eBillingHub when first adding the firm or vendor, "Hub, eBilling" appears at the bottom of the staff list. Click the name to edit first/last name, location, and contact info.

Assign badges from this page by clicking the checkbox that corresponds to the appropriate badge; click the badge icon to remove it.

Click on an employee's name to edit contact, badges, and classifications, and also view matter assignments, rate cards, invoicing/hours, and performance comments.

- —Email the staff member
- —Add any information that was not included when initially adding the staff member; you can also do this by selecting options from the drop-down lists and clicking the refresh icon
- —Return to the **Staff** tab



Staff Detail

Options:

Tab	Function
Matter Assignments	View staff member's assigned matters.
Rate Card	View or create staff-level rate card information by fiscal year.
Invoicing/Hours	View hours invoiced for a selected month.
Performance Comments	View or create comments for the staff member. Make changes by typing directly into the text box, then click **Save**.
Activity	View activity made by the staff member by date, action, remarks if applicable, and matter number information.

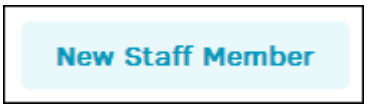
1.6.4.4.2.1 Add a New Staff Member

A list of staff members can be viewed from a vendor's or firm's profile.

To add another staff member to the list:

1. Open the vendor or firm record.

2. Select the **Staff** tab.
3. Click the **New Staff Member** button.



New Staff Member Button

4. Enter information about the staff member in fields on the **Add New Staff Member** page. Certain fields may be required depending on system administrator's settings (marked by a red asterisk). If the staff member is to log into Lawtrac's outside counsel system, complete the following fields:
   a. Select **Yes** for **Will this person have access to Lawtrac?** A temporary username and password generate automatically.
   b. To send the username and password to the staff member, click the checkbox in the **Send to the individual via email** field. Be sure there is an email on file in the **Contact** section.
   c. Select whether the staff member will have administrative privileges by clicking the Administrator buttons at the bottom of the screen.
5. Click the **Save New Staff Member** button to save the staff member's information.

FIRST NAME: * LAST NAME: *

JOB TITLE: Select

TYPE COUNSEL: Select

EXPERTISE AREA: Select

Will this person have access to Lawtrac? Yes No

Temporary User Name & Password

SEND TO THE INDIVIDUAL VIA EMAIL.

USER NAME: **4mAC**
PASSWORD: **6D1D9**

LOCATION

ADDRESS: 123 Vendor Lane

CITY: Sity

STATE: None

POSTAL CODE: 67890

CONTACT

EMAIL ADDRESS:

WORK NUMBER:

CELL NUMBER:

FAX NUMBER:

EXT:

MISCELLANEOUS

TIMEKEEPER ID:

BAR YEAR:

ADMINISTRATOR: Yes No

COMMENTS:

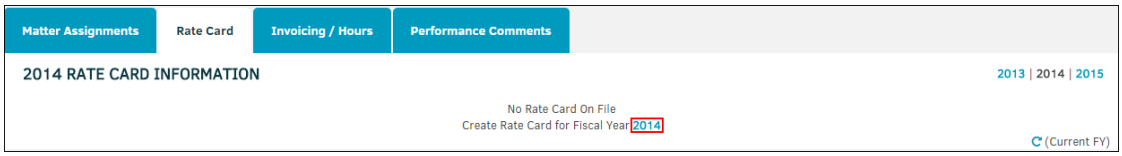
** Required for rate cards*

Save New Staff Member

Add a Staff Member

1.6.4.4.2.2 Add a Timekeeper Rate Card

1. Select the **Staff** tab within a firm or vendor page to view a list of the firm or vendor's employees.
2. Select an employee's name to view or add a rate card. If no rate card has been added for the current fiscal year, you are prompted to create one if you have the appropriate permissions to do so.
3. Click the highlighted fiscal year hyperlink (or select a different fiscal year at the top right corner):



Create a Rate Card

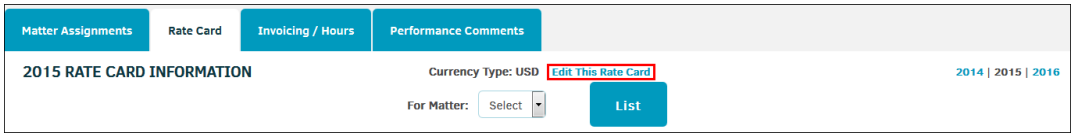
Note: *This is an Administrative Function restricted to those with rate card approval authority. Any adjustments to this page are considered "Approved."*

4. Select a radio button to the left of the page to restrict to fee items only, restrict to disbursement/other items only, or authorize all LEDES categories.
5. Enter a basic rate in the text box and select a fiscal year from the drop-down list.
   a. If the rate card is to be applied to a specific matter, select the matter number from the drop-down list, select "All" to apply the rate card to all associated matters, or choose "New" to make a selection from a pop-up window and click **Apply**.
6. Click **Save** to confirm.

   Rate card information is displayed by code, description, type, rate and approval.

Edit a Timekeeper Rate Card

1. Click **Edit This Rate Card** at the top or bottom of the rate card information.
   a. If you would like to edit a rate card for a specific matter, select an associated matter from the For Matter drop-down list, then click **List**. If the matter you need does not appear, leave the option at "Select" and click **List**—a pop-up will display with a list of matters with which the firm/vendor is associated or assigned. If no rate card exists for that matter, you are prompted to create a new one.



Edit Rate Card

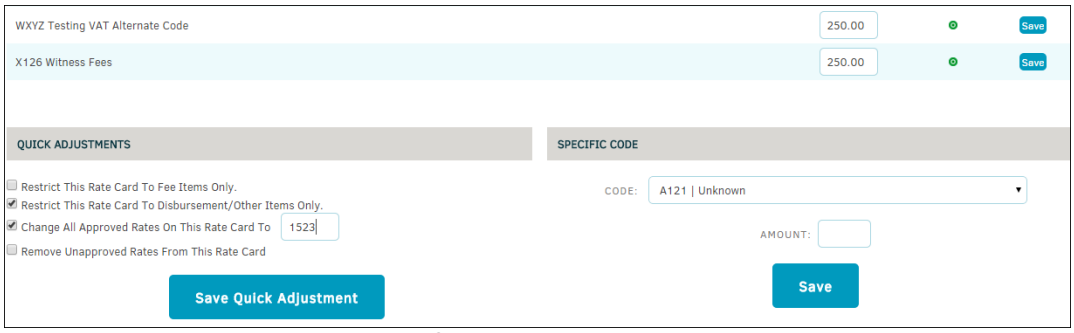
   The rate for each LEDES code is editable.

2. Type a new number into the text box in the **Rate** column and click **Save**.

   The rate amount for specific codes can be managed at the bottom under **Specific Code**.

3. Select a code from the drop-down list, enter the amount in the text box and click **Save**.

a. Restrictions and rate approval can be managed under **Quick Adjustments**. Click one or more radio boxes ☐ and click **Save Quick Adjustment**.



Quick Adjustments

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 are set at the firm's currency of preference.

Rate cards can also be assigned to the firm rather than to the individual timekeeper. Do so from the **Financial** tab. *Timekeeper rate cards take precedence over firm rate cards*.

1.6.4.4.2.3 Approve All Timekeeper Rate Cards

If you are one of the primary rate card approvers (a permission set by the site administrator via **Application Administration | Firms & Vendors | Set Rate Card Approvers**) you have the option to approve all timekeepers' rate cards at once.

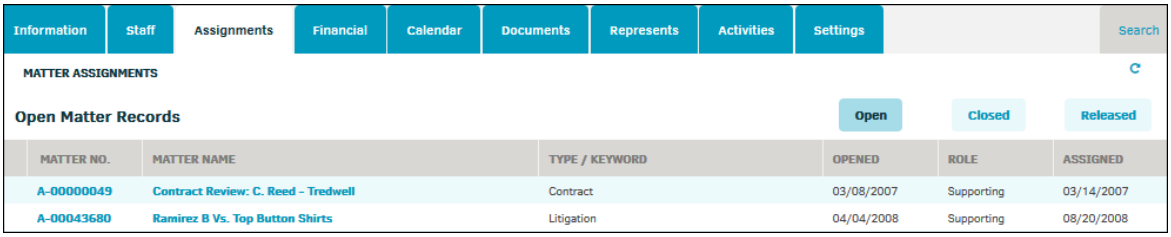
To approve all rate cards for a firm's or vendor's timekeepers simultaneously, go to the **Staff** tab within a firm's or vendor's profile page, then click the **Approve All** button, located above the staff list. When the confirmation prompt appears, click **OK**. Rates are approved immediately, and a new notification is displayed.

1.6.4.4.3 Assignments

Click the **Assignments** tab to display the matter records assigned to the company.

Click on **Matter No.** or **Matter Name** to view the matter.

Use the buttons above the Matter Records list to view opened, closed, or released matter records.

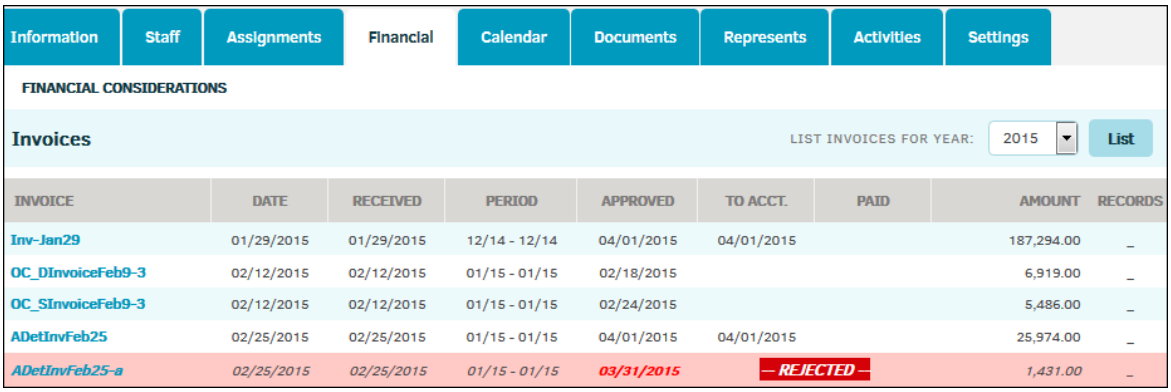


Assignments Tab View

1.6.4.4.4 Financial

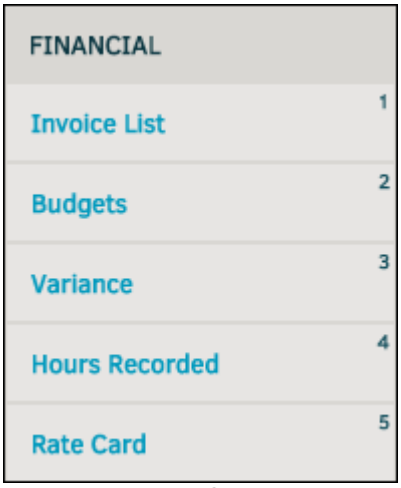
Click the **Financial** tab to view all financial information associated with a firm or vendor.

Click the **Invoice** number to view invoice details.



Financial Page

The **Financial** tab has a separate sidebar to navigate to specific options when managing finances:



Financial Sidebar

Invoice List

The **Invoice List** page includes a list of invoices associated with the company.

⊟ Budgets

Click the **Budgets** hyperlink to view the budget details for a company. If a budget displays a zero amount, the firm or vendor is required to submit a budget, but no line items have yet been entered.

Use the **Open** and **Closed** buttons above the Budget List to switch between open budgets and closed budgets.

Budgets on Open Matter Records Open Closed

BUDGET	MATTER		TYPE	FREQUENCY	STATUS	AMOUNT
2008-451-2214	A-00000054	Contract Review: B. Adams - Sacrame	Phase	Lifetime	Approved	500
					PAGE TOTAL:	500

Budgets

Variance

Click the **Variance** hyperlink to display **Invoice/Budget Activities** for open matters assigned to the firm or vendor. The **Invoiced** column shows the percentage of total budgeted items that have been invoiced at that time.

FINANCIAL CONSIDERATIONS

BUDGET	MATTER NO	MATTER NAME	AMOUNT	INVOICED
2016-73-74	ADM-01030	Vendor Add Matter	293,195 (Lifetime)	13,944 (4.76 %)

Variance; Financial Considerations

Hours Recorded

The **Hours Recorded** hyperlink displays the time recorded against the firm's assigned matters.

Use the "Select Date" drop-down lists above the "Total Hours Invoiced List" to view hours submitted for a specific month and year, and click **Submit**.

SELECT DATE: February 2016 submit

TOTAL HOURS INVOICED FOR 2016: **1.00**

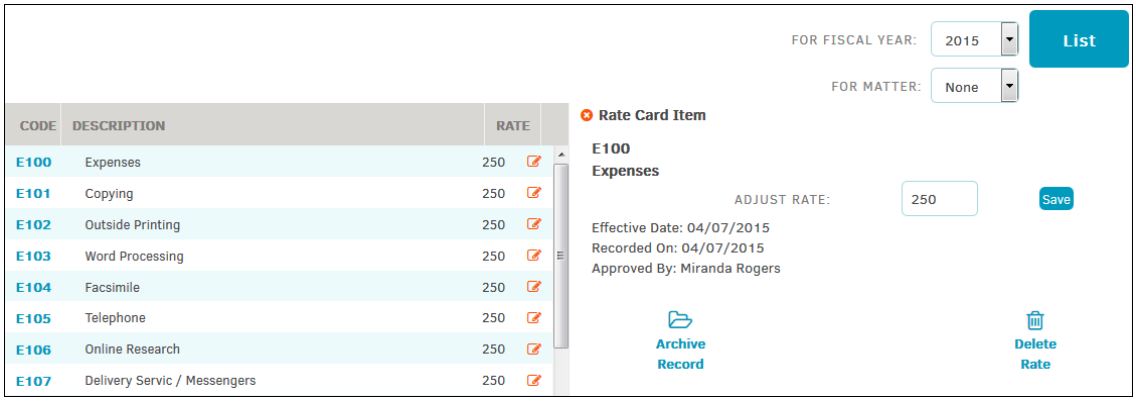
MATTER NO.	MATTER NAME	DATE CLOSED	HOURS
ADM-01030	Vendor Add Matter	Open	1.00

Hours Recorded

Rate Card

Click the **Rate Card** hyperlink to review the rates for the company. Click a rate code to view details of the rate.

Note: Your company may not require a firm or vendor to use rate cards.



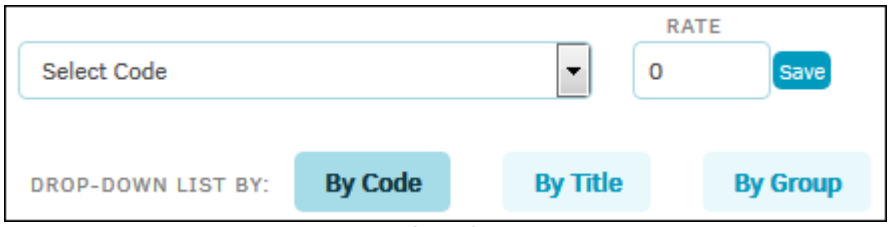
Rate Card Page of the Staff Tab

The fiscal year view on this page always defaults to the current fiscal year as set by your site administrator. Lawtrac can only support one rate card per fiscal year for law firms and their employees. Outside counsel cannot change their rates without the approval of the in-house Legal department. Select a year from the "For Fiscal Year" drop-down list and click the **List** button to search for rate cards from a different year.

Members of the firm or vendor can log into the Lawtrac or Collaborati application and create or update their rate card. In addition, you can add to and edit these rate cards.

Add a Specific Rate for the Chosen Fiscal Year

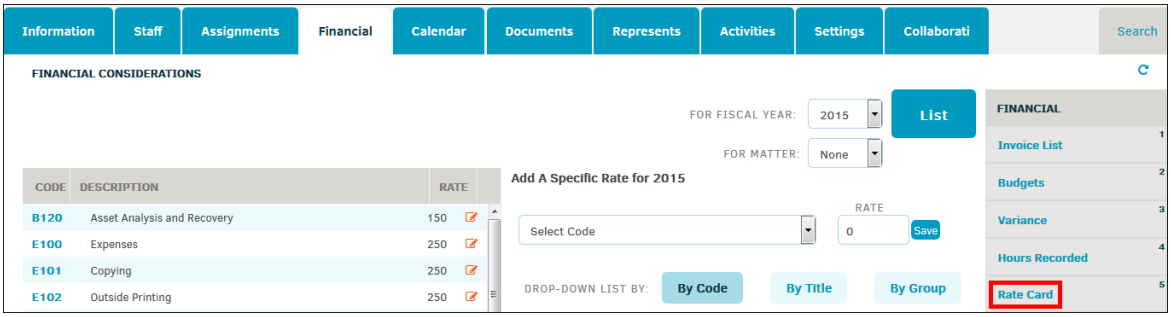
1. Under **Add a Specific Rate for**, select the type of drop-down list for which you will be choosing a rate by clicking the appropriate button at the bottom.
2. Select a code, title, or group from the drop-down list.
3. Enter a rate into the "Rate" text field.
4. Click **Save**.



Add a Specific Rate

1.6.4.4.4.1 Add a Rate Card

From a vendor or law firm record, you can see a list of rate cards for the company under the **Financial** tab by clicking **Rate Card** in the right-hand sidebar.

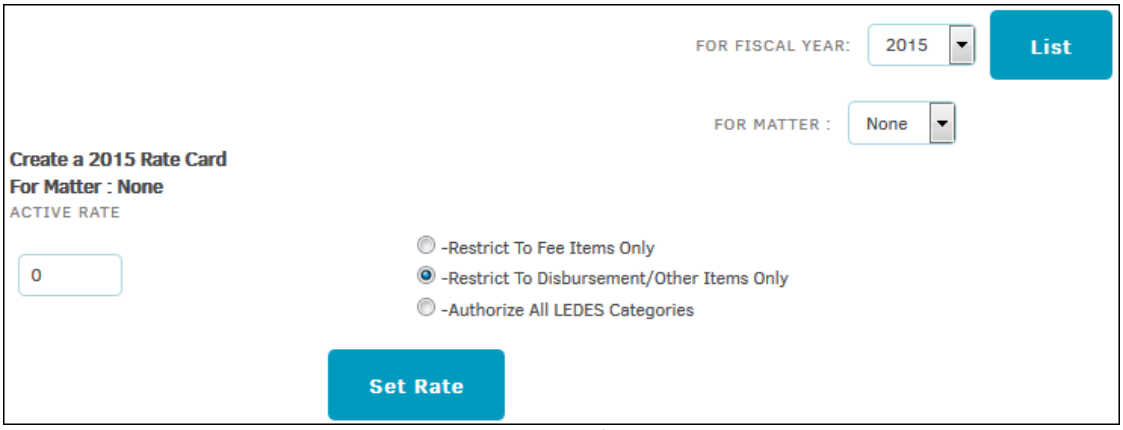


Add a New Firm Rate Card

To add another rate card to the list, complete the following steps:

Note: Adding rate cards is an administrative function.

1. Open the vendor or firm record.
2. Select the **Financial** tab.
3. Click the **Rate Card** link on the right side of the screen.
4. If necessary, select a different fiscal year from the "For Fiscal Year" drop-down list and click **List**. *Leave the "For Matter" drop-down list at "None".*

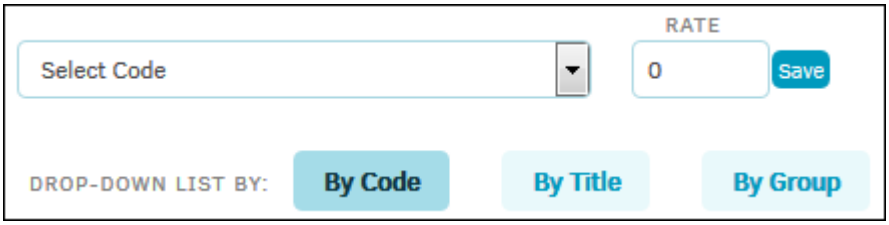


Add a Rate Card

5. Enter the active rate for the firm/vendor.
6. Select restrictions by choosing one radio button.
7. Click the **Set Rate** button.

To edit a rate card, click ✎ next to the rate.

Add an individual rate to the existing LEDES codes rates using the drop-down list under **Add a Specific Rate for [Fiscal Year]**. Use the buttons **By Code**, **By Title**, and **By Group** to change the options that are generated in the drop-down list. After making a selection and typing a rate in the "Rate" text box, click **Save**.



Add a Specific Rate

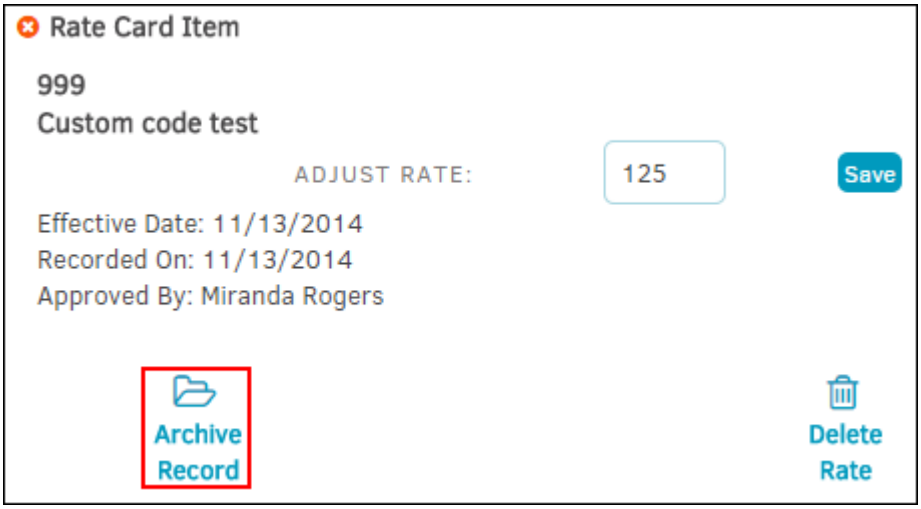
Once the rate cards are established, they'll have a three-fold relationship with every incoming LEDES invoice:

- Fiscal Year
- LEDES Code
- Timekeeper ID

All three of these items must match the invoice, and the rate on the invoice must be equal to or less than the approved rate for that task or expense code in order for the LEDES invoice to complete processing through the system.

Select the **Archive Record** icon to save the rate to your archive.

Note: Once a rate is archived, you will not be able to adjust the rate. Select **Reinstate Record** (which replaces **Archive Record** once selected) to make the rate adjustable again.



Archive the Record

Archived rates are displayed under the **Code** column with a red hyperlink.

Delete individual rates by clicking **Delete Rate**.

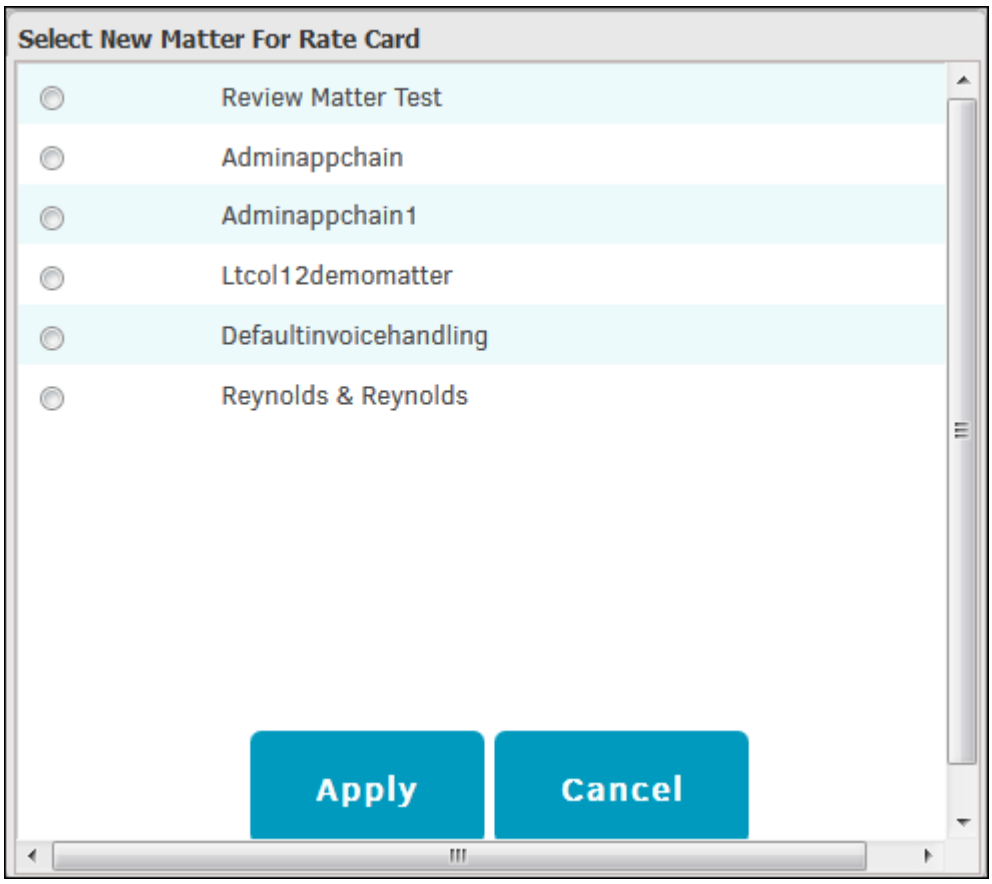
Add a Rate Card at the Matter Level

Note: Matter-level rate cards are fully supported by Collaborati.

1. From the **Financial** tab within the firm/vendor profile, click **Rate Card** on the right sidebar.
2. Select a fiscal year from the "For Fiscal Year" drop-down list.
3. Select either "All" or "New" from the "For Matter" drop-down and click **List**.

a. Select "All" to apply the rate card to all matters assigned to that firm/vendor.

b. Select "New" to generate a pop-up window listing all matters assigned to that firm/vendor; choose one matter by clicking the corresponding radio button and click **Apply**.



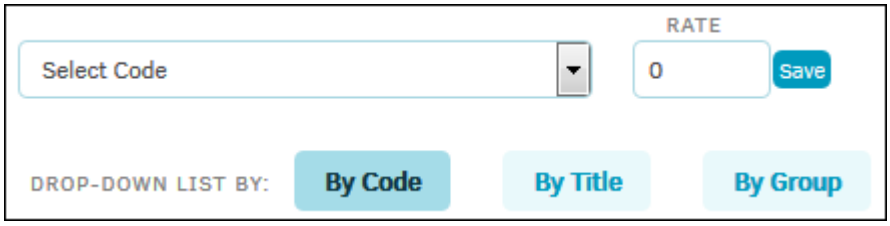
4. Enter the active rate for the firm/vendor timekeeper.

5. Select restrictions by choosing a radio button ("Restrict to Fee Items Only", "Restrict to Disbursement/Other Items Only", or "Authorize all LEDES Categories").

6. Click the **Set Rate** button.

To edit a rate card, click ✎ next to the rate.

Add an individual rate to the existing LEDES codes rates using the drop-down list under **Add a Specific Rate for [Fiscal Year]**. Use the buttons **By Code**, **By Title**, and **By Group** to change the options that are generated in the drop-down list. After making a selection and typing a rate in the Rate text box, click **Save**.



Add a Specific Rate

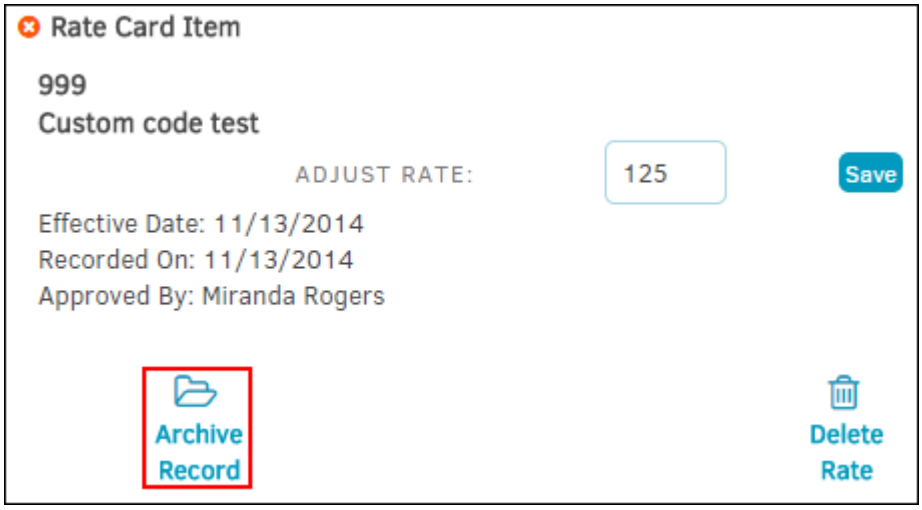
Once the rate cards are established, they'll have a three-fold relationship with every incoming LEDES invoice:

- Fiscal Year
- LEDES Code
- Timekeeper ID

All three of these items must match the invoice, and the rate on the invoice must be equal to or less than the approved rate for that task or expense code in order for the LEDES invoice to complete processing through the system.

Select the **Archive Record** icon to save the rate to your archive.

Note: Once a rate is archived, you will not be able to adjust the rate. Select **Reinstate Record** (which replaces **Archive Record** once selected) to make the rate adjustable again.



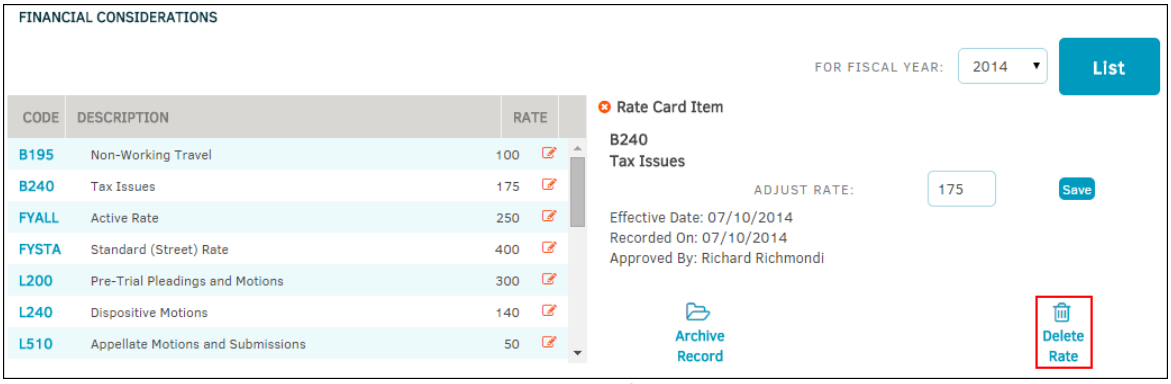
Archive the Record

Archived rates are displayed under the **Code** column with a red hyperlink.

Delete individual rates by clicking **Delete Rate**.

1. Select **Firms & Vendors** from the **People** tab, and click on the name of a vendor to open their information.
2. Click the **Financial** tab.
3. Click **Rate Card** on the right side of the screen.
4. From the rate card screen, click on a code to open up the rate card item.
5. Select **Delete Rate**.

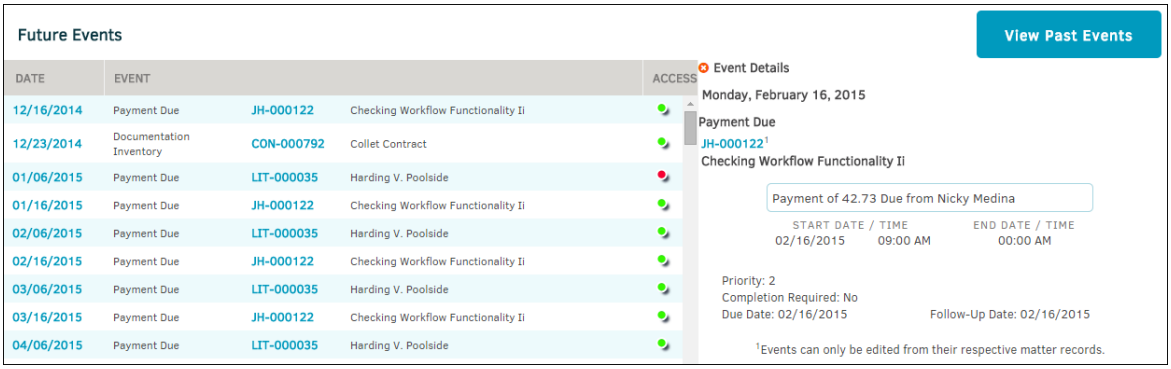
Note: This action permanently deletes the individual rate card item and cannot be undone. Deleting a rate card in its entirety may only be done by a system administrator via **Application Administration | Firms & Vendors | Delete Rate Card(s)**.



Delete Rate Card

1.6.4.4.5 Calendar

The **Calendar** tab displays upcoming matter events. Events that you add display only if the firm or vendor has the Add/Edit/Delete Calendar Items permission as part of the matter. If the firm assigns the event to one of their employees, that individual's name displays. Clients cannot assign an outside counsel employee to an event.



Calendar Events

Click the **View Past Events** button at the top right to see past events.

Under the **Access** column in the Future Events table, click the toggle buttons to turn access to an event on or off.

- —Can access event
- —Cannot access event

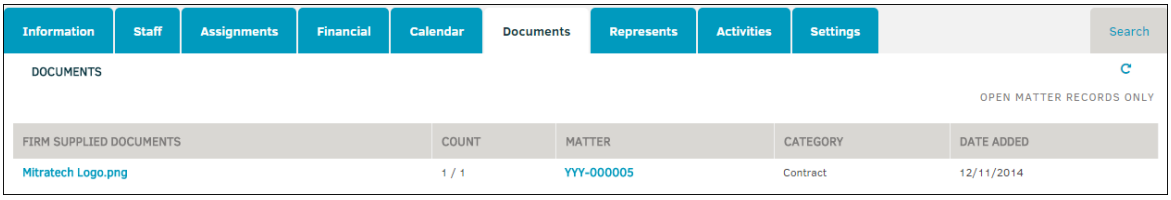
Click the event date under the **Date** column to open event details to the right.

1.6.4.4.6 Documents

The **Documents** tab displays all documents that firms or vendors upload to matter records.

Click the name of the documents to download it to your computer.

Click the matter number to view the matter with which the document is associated.



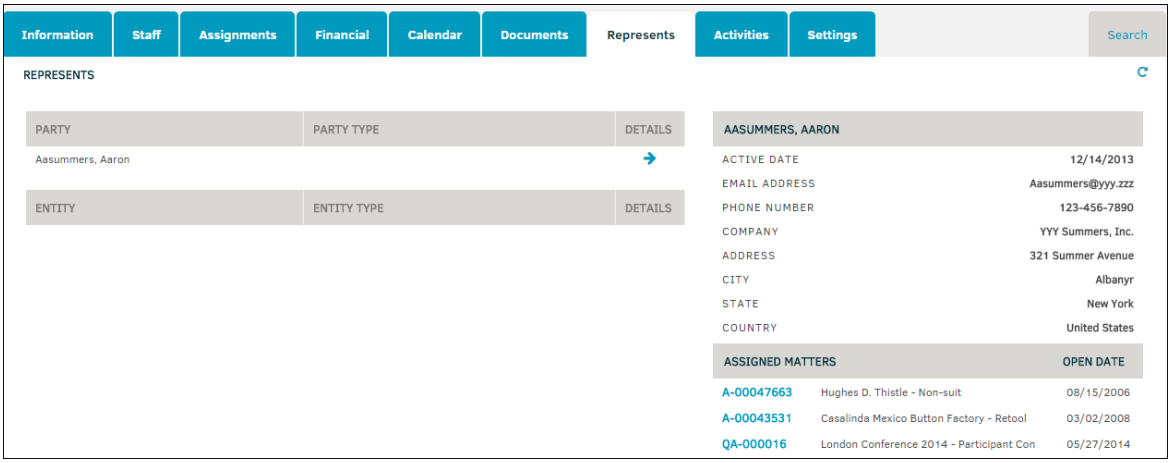
Firm/Vendor Documents

1.6.4.4.7 Represents

The **Represents** tab displays a list of parties and entities that the firm or vendor represents.

Click ➔ for more details about the party or entity and a list of assigned matters, which display on the right (as shown in the following screenshot). From the detailed view, click a matter number to navigate to that matter detail.

You can add or delete a party or entity to this list from the party or entity record.

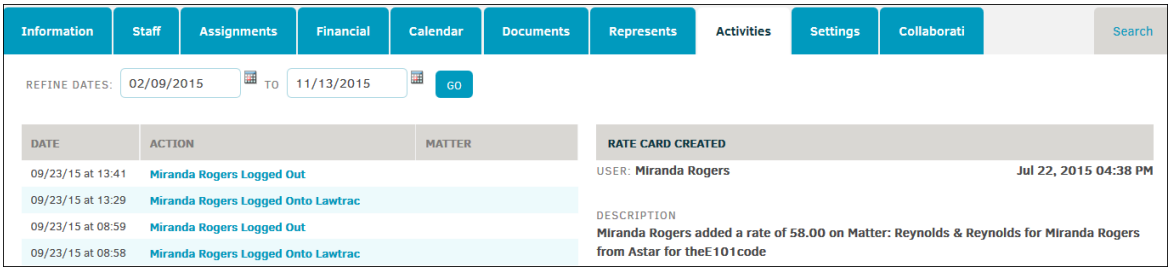


Represents Page

1.6.4.4.8 Activities

The **Activities** tab within a vendor's profile displays all actions relating to users and the selected firm/ vendor or timekeeper. Users can view the timestamp of the action, the username, and the name of the vendor that is performing the action. This activity list can be sorted by a range of dates.

To narrow your view of activities to a specific date, use the icons at the top with the "Refine Dates" and "To" data fields and click **Go.**



Activities Page

Activities displayed here include:

- History of changes made to rate cards
- Staff logging in/out
- Invoice creation and/or augmentation
- Documents uploaded and/or edited

The activity list can be sorted by date range. Use the icons at the top to select "Refine Dates"/"To" dates, then click **Go**.

Click the matter number under the **Matter** column to view matter details.

Administrators can view additional rate card information within **Application Administration | Application & Database | Rate Card Logs**.

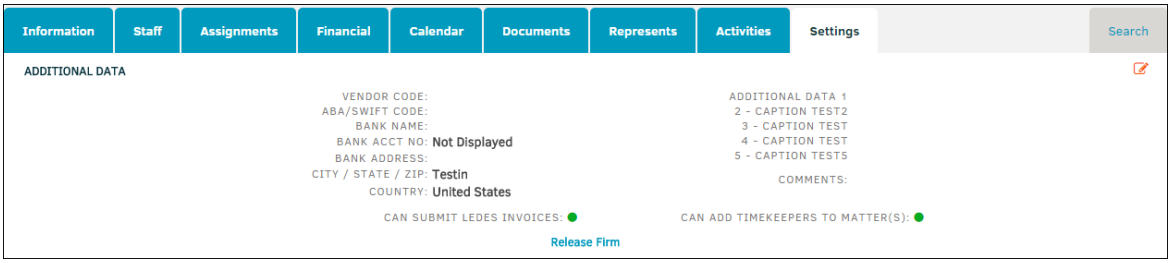
1.6.4.4.9 Settings

From the **Settings** tab, you can see additional data for the firm or vendor.

Click to update the settings and add comments. Click **Save Changes** to confirm, or **Cancel** to undo unsaved changes.

Click **Release Firm** to release the firm/vendor from the matter.

Important Note: Firms and vendors cannot be released if they have pending invoices.



Firm/Vendor Settings

1.6.4.4.10 Collaborati Vendor Tab

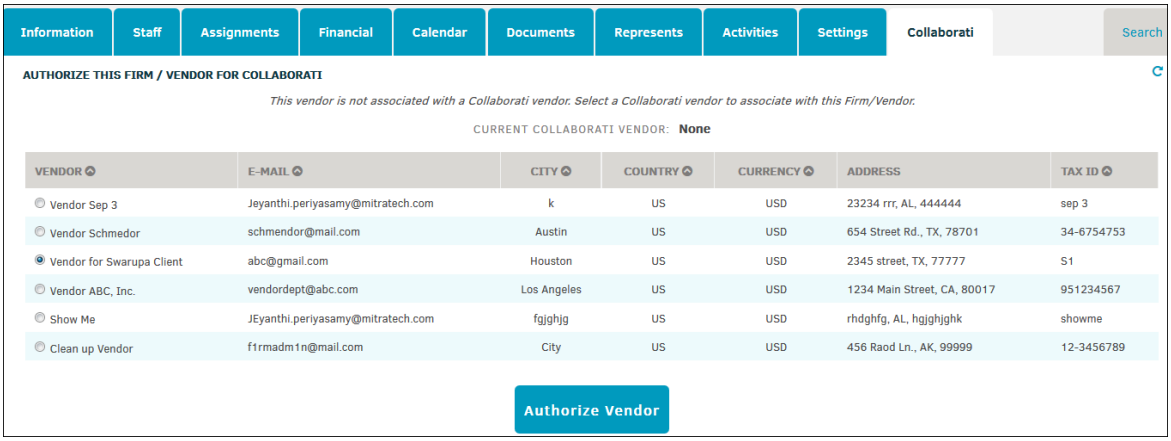
From the **Collaborati** tab, you can authorize the Collaborati law firm or vendor that matches the profile you created in Lawtrac. The Collaborati vendor profile comes in through the sync and is held in this tab until mapped.

Only Collaborati vendors and law firms that have not been associated with another Lawtrac vendor record appear in this tab.

1. Select your law firm or vendor from the Current Collaborati Vendor list, then click **Authorize Vendor**. If the law firm or vendor does not appear in the list, contact support@mitratech.com to ensure that the firm/vendor has been added to the system.

   If a Collaborati vendor has already been associated with the Lawtrac vendor profile, only the buttons **Manage Timekeepers** and **Remove Association** are displayed.

2. Click **Remove Association** to select a different Collaborati vendor to authorize, or click **Manage Timekeepers** to view or add currently mapped staff.



Collaborati Tab in Vendor Profile

1.6.4.4.10.1 Manage Collaborati Timekeepers

Once a vendor or law firm has been authorized and associated with a vendor record, users can associate the timekeepers or vendor staff to Lawtrac. As of Lawtrac 4.2.2 and any later version, users can associate multiple Collaborati Timekeeper records to Lawtrac Staff records at the same time. Lawtrac users are also able to create multiple new Lawtrac Staff records for association with Collaborati Timekeeper records at the same time.

Note the following conditions:

- Collaborati will override the *Staff Details* in Lawtrac when a Timekeeper is added in Collaborati and synced over to Lawtrac (steps are detailed below).
- Users will be able to see all of the details that will transfer over from Collaborati to Lawtrac when associating a timekeeper with an existing staff record in Lawtrac.
- If users choose to associate a timekeeper with an existing staff record in Lawtrac, they will see all of the fields that will be overwritten. This option cannot be turned off/on. If users don't want this to happen they will need to either create a new staff record or un-associate the current staff record.
- ***Important Note:*** Timekeepers using Collaborati cannot submit rate requests that contain multiple matter-specific and non-matter-specific line items if there are conflicting or overlapping dates. Rate requests submitted with such line items will be automatically rejected by Lawtrac.

Associate Collaborati Timekeepers

Begin by logging into Lawtrac and navigating to **People | Firms & Vendors**

1. Select the **Collaborati** tab, then click **Manage Timekeepers**.

2. The *Associate staff to Collaborati timekeeper* table at the bottom of the screen contains a list of all unassociated timekeepers **from** Collaborati.

Lawtrac users can associate the *unassociated* Collaborati users using the following options in the *Map To* column:

- **Select:** Selecting this will leave the corresponding Collaborati Timekeeper unassociated and will not create a Lawtrac staff record. These names will still appear in the *Associate staff to Collaborati timekeeper* table.
- **New Staff Member:** Selecting this will create a new Lawtrac staff member record for the corresponding Collaborati timekeeper. If a record is created through this method, it must still adhere to the "required" fields designated in **Application Administration | Rate Card Settings**. Lawtrac users are able to add any missing information to these fields after account creation.
- **Other Names:** The rest of the options in the dropdown menu are the unassociated Lawtrac staff records on the firm/vendor record. Selecting one of these items will associate the corresponding Collaborati timekeeper with the selected (unassociated) Lawtrac staff record.

  Note: Users cannot select the same Lawtrac staff record for two different Collaborati timekeepers.

3. Click **Associate Timekeepers** to execute the actions selected in the *Map To* dropdown list. The Lawtrac and Collaborati servers will link the two profiles.

   After clicking the Associate Timekeepers button, the page will refresh and the Collaborati timekeepers that were associated and/or had new staff records created will now appear in the *Currently Mapped Staff* table at the top of the screen.

   Note: Timekeeper names should match the Staff name, but because the timekeepers are entered into Collaborati by Mitratech Support, the names may appear different.

Additional Notes

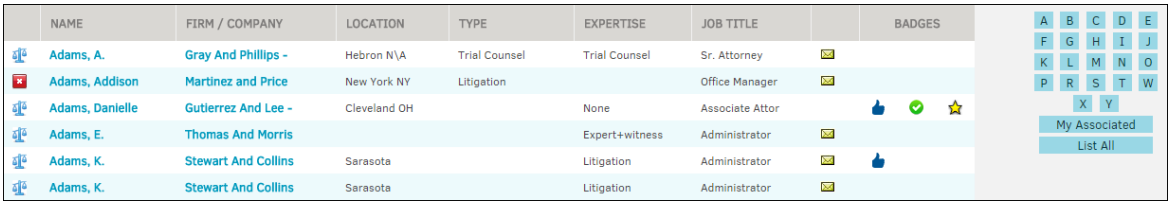
When the 'All disbursement items to company rate card' admin setting is set to 'ON', Lawtrac does not automatically reject invoices from Collaborati that are submitted with Expense line items that do not have a TK associated with that line item.

To remove a timekeeper, click the icon to the far right of the selected timekeeper's name in the *Currently Mapped Staff* table.

All columns in the *Currently Mapped Staff* table are sortable in ascending or descending orders. The trash column is not sortable. Please note, the **Name** column is sorted by *Last Name*.

1.6.4.5 Employee Directory

Selecting the **Employee Directory** hyperlink within **People | Firms & Vendors** displays a list of employees by name, firm/company, location, type of counsel, expertise, job title, and badges.



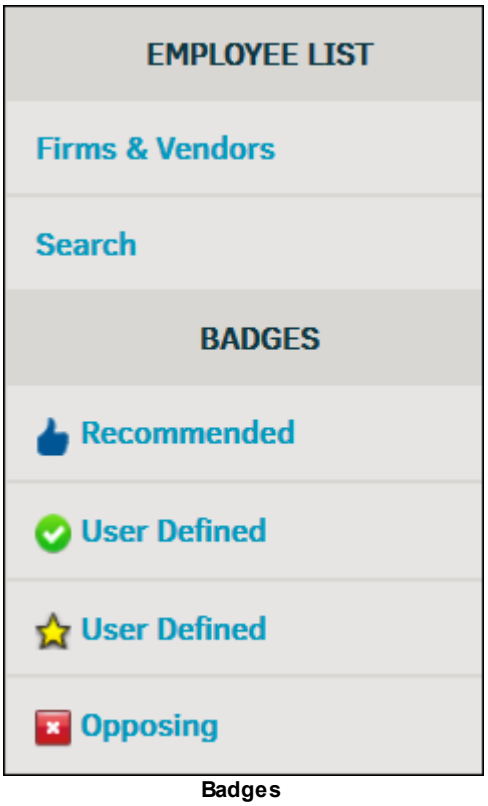
NAME	FIRM / COMPANY	LOCATION	TYPE	EXPERTISE	JOB TITLE	BADGES
Adams, A.	Gray And Phillips -	Hebron N\A	Trial Counsel	Trial Counsel	Sr. Attorney	
Adams, Addison	Martinez and Price	New York NY	Litigation		Office Manager	
Adams, Danielle	Gutierrez And Lee -	Cleveland OH		None	Associate Attor	
Adams, E.	Thomas And Morris			Expert+witness	Administrator	
Adams, K.	Stewart And Collins	Sarasota		Litigation	Administrator	
Adams, K.	Stewart And Collins	Sarasota		Litigation	Administrator	

A B C D E F G H I J K L M N O P R S T W X Y
My Associated
List All

Employee Directory List

- Click the employee name or firm/company name to view the firm and the employee's relationship with the company.
- Email an employee by clicking the icon.
- Click any hyperlink to refresh the page and display only employees filed in that category.

The **Employee Directory** sidebar contains a list of hyperlinks that allows users to search for an employee by firm/company, badge type, or a focused search.



Badges

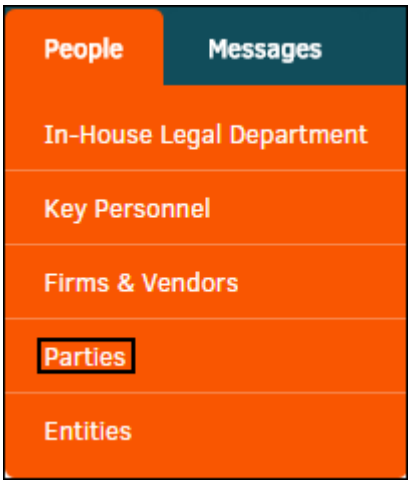
1.6.5 Parties

Lawtrac's **Parties/Entities** module was created in order to associate individuals as well as groups to a specific matter. The **Parties** function tracks individuals (internal or external) who have some

relationship to a matter record while **Entities** are companies or groups (internal or external) with some relationship to a matter record. See Parties vs. Entities for further information.

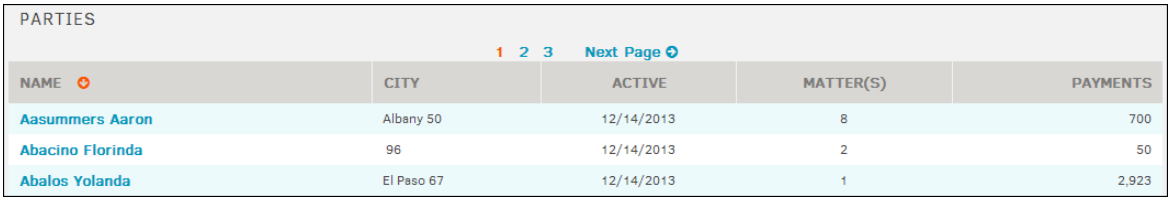
The relationship to the matter may be as agent, adjuster, or other category set by your site administrator. Multiple parties may be associated to the same entity but entities cannot be associated to parties. Parties are individuals associated with a vendor or firm.

Select **Parties** from the **People** tab to open a list of parties.



Parties Link

From the **Parties** page, click the name of a party to view the party's record.



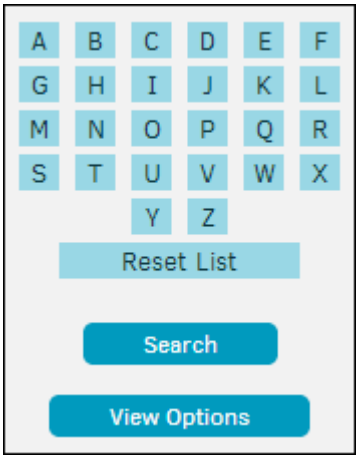
NAME	CITY	ACTIVE	MATTER(S)	PAYMENTS
Aasummers Aaron	Albany 50	12/14/2013	8	700
Abacino Florinda	96	12/14/2013	2	50
Abalos Yolanda	El Paso 67	12/14/2013	1	2,923

Parties Page

Search for Parties

You can filter from the top right corner using the following links:

- Use the alphabet filter to search by the first letter of the vendor or firm name.
- Click the **Search** button to open the Search Parties entry field at the top of the screen.
- Click the **View Options** button to display certain columns in the **Parties** list. Columns available to be displayed are **Company, City, Supervisor,** and **Email**.



Filtering on Parties

1.6.5.1 Searching for Parties

1. Click the **Search** button on the right side of the **Parties** page to open a search section at the top of the page.
2. Select a field to search on from the "Search Party Records For" drop-down list and enter search criteria in the "That Contains" field. Enter at least four characters.
3. After you enter your search criteria, click **Search**.

Parties can only be added via matter record. Adding a party is covered in depth in **Add a Party**.

Click the name of a party to view more information about the party. Click to close the search.

Search Party Records

1.6.5.2 Party Information Screen

The Party Information page contains all the essential information about a party from contact information to matter associations. Private matters are not listed.

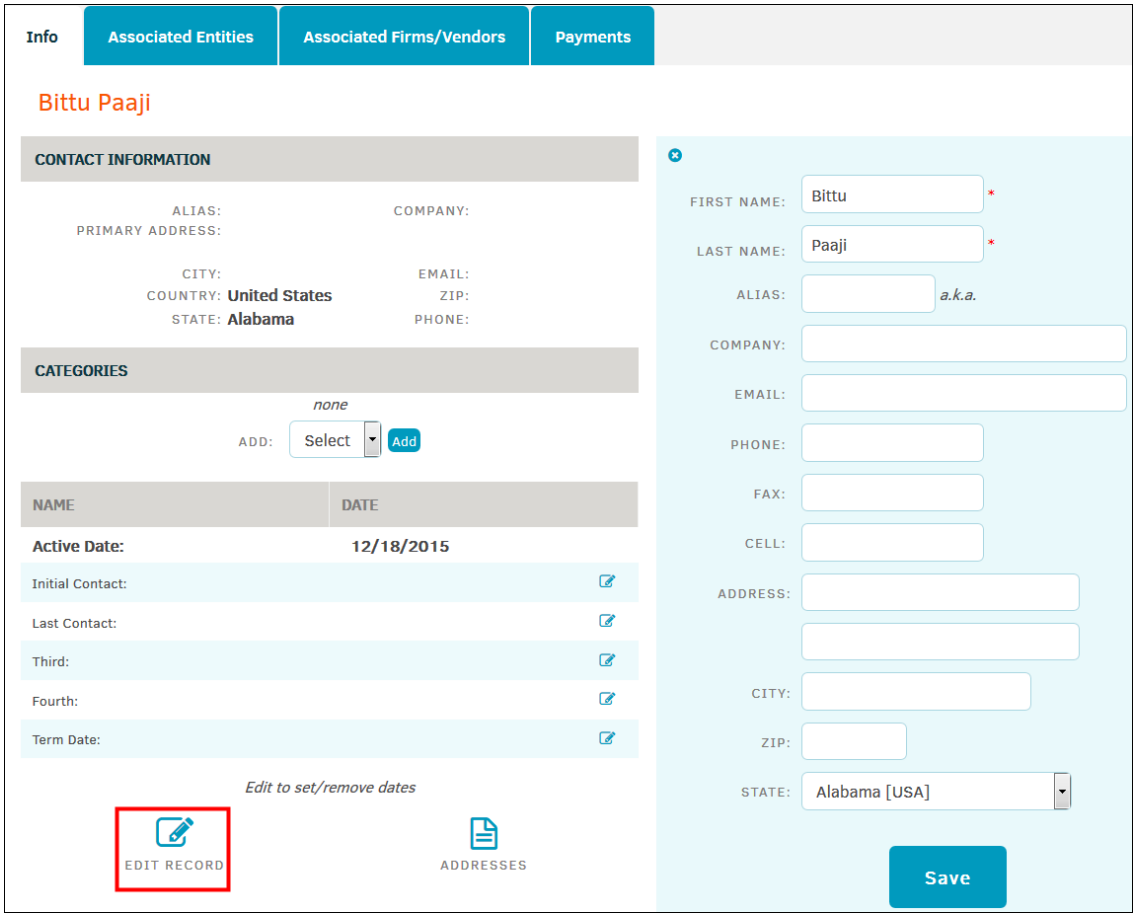
Info

Contact information for a party is located at the top left of the page.

To add information or make changes to existing data:

1. Click **Edit Record** at the bottom.
2. Type in applicable information into the appropriate text boxes.
3. Click **Save** at the bottom to confirm changes, or at the top to cancel.

Fields marked with a red asterisk are required.



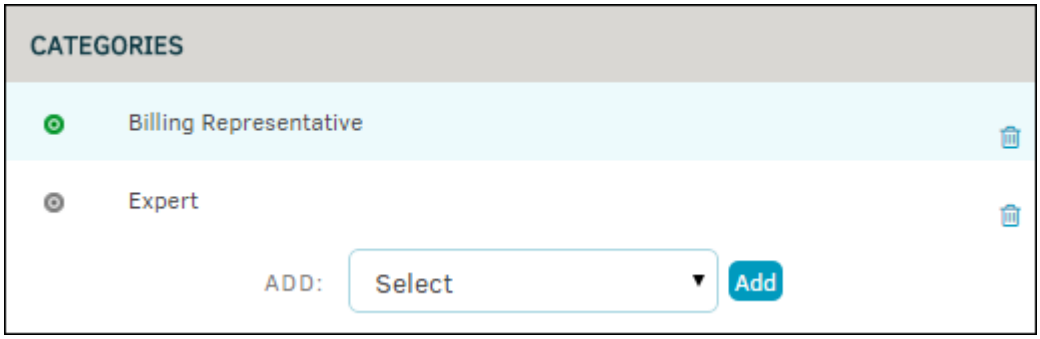
Edit Party Contact Information

Categories

In the Categories section within the **Info** tab, categories can be added to or deleted from a party. The category drop-down menu on this page defines the default type of relationship this party has with matter records. While a party may be associated to many matters, a party should only be listed once in your database.

To add a category:

1. Select an option from the drop-down list and click **Add**.
2. To mark a category as primary, click the icon next to category name.
3. Click the icon to delete a category.



Add Categories

Dates

Dates that are relevant to the party are listed at the bottom of the **Info** tab. Active date is automatically entered when the party is first added, but initial contact, last contact, third, and term date can be edited by clicking the icons.

NAME	DATE
Active Date:	12/14/2013
Initial Contact:	12/14/2013
Last Contact:	
Third:	
Term Date:	

Important Dates

Matter Associations

View **Open Matter Records** on the right side of a Party's **Info** tab. Associations are made and removed from within the specific matter records. Records marked "private" are not displayed.

Open Associated Matter Records Open Closed

MATTER NO	MATTER NAME	CATEGORY
A-00000186	Kroon Intellectual Property Filing	None
QA-000019	Govt Matter - June 17	None
QA-000045	International Currency Screens - Ma	None
ZZZ000017	Mars Documentation	None
ZZZ000018	Anu122214-2	None

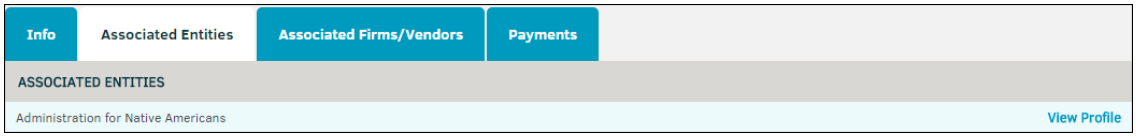
Open Matter Records

The **Open** button at the top displays open matters to which the party has been directly associated. The matter number link connects you to the matter record's primary information screen.

Click the **Closed** button to view closed matter records to which the party/entity is assigned.

Associated Entities

Clicking the **Associated Entities** tab at the top lists all the entities to which the party has been associated. Click **View Profile** to view the **Entity Information Screen**.

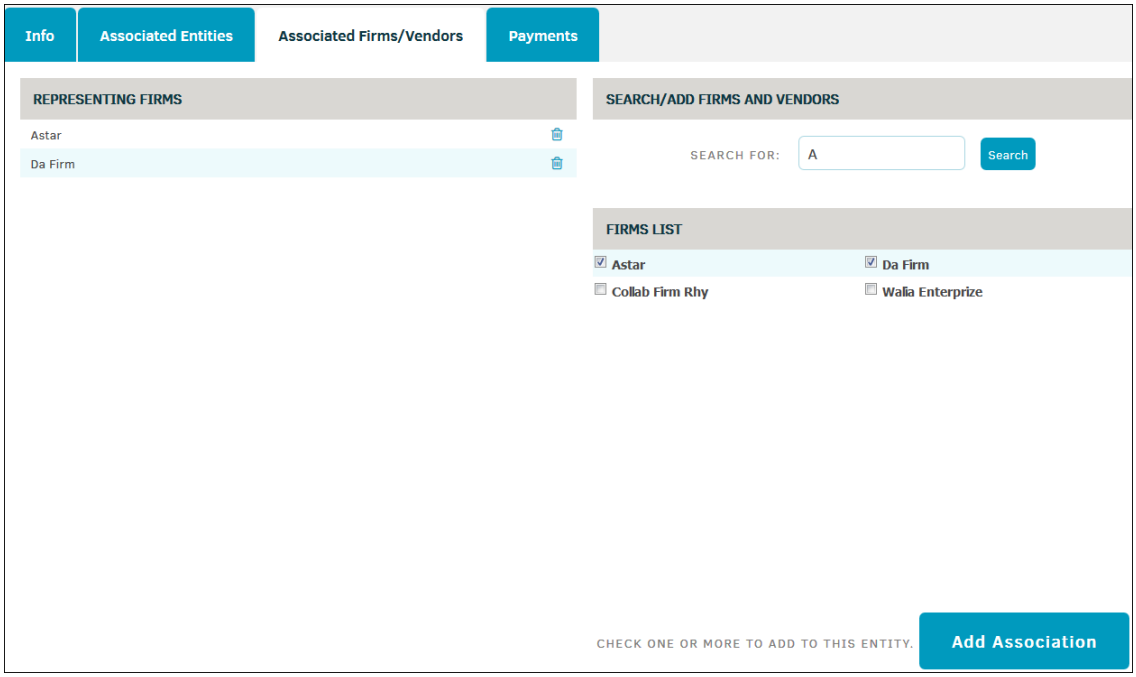


View Associated Entities

Associated Firms/Vendors

The **Associated Firms/Vendors** tab displays all representing firms and vendors.

To add a firm or vendor, enter search criteria into the text box on the right and click **Search**. In the list that generates below, select all checkboxes that apply and then click **Add Association**. Added firms/vendors appear under **Representing Firms**.



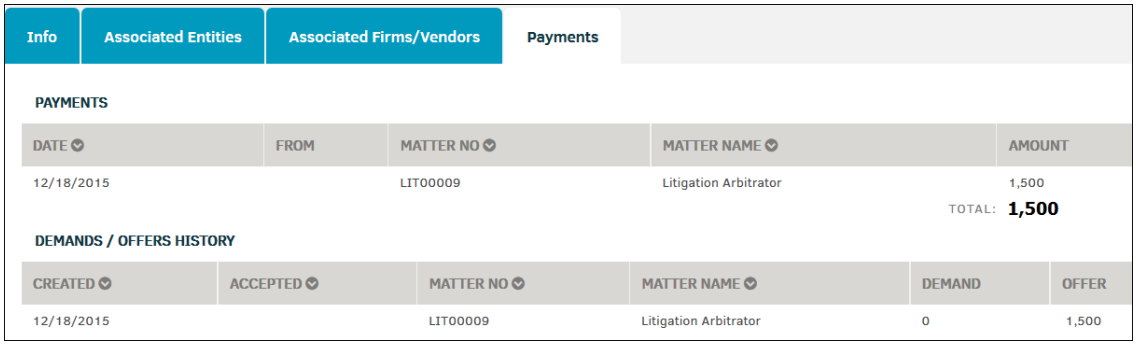
Representing Firms

Payments

The **Payments** tab lists all matters with payments to or payments from the party and the total amount.

Click the icon in the column headers to list the payments by date, matter number, or matter name in chronological or alphabetical order.

The **Payments** tab also shows a history of all offers and demands, and whether they were accepted.

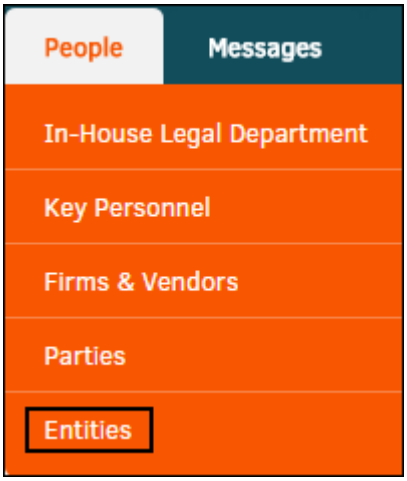


Payments, Demands, and Offers

1.6.6 Entities

Multiple parties may be associated to the same entity but entities cannot be associated to parties. Entities are a company or group of individuals, such as a labor union or class action grouping, associated with a matter. See *Parties vs. Entities* for further information.

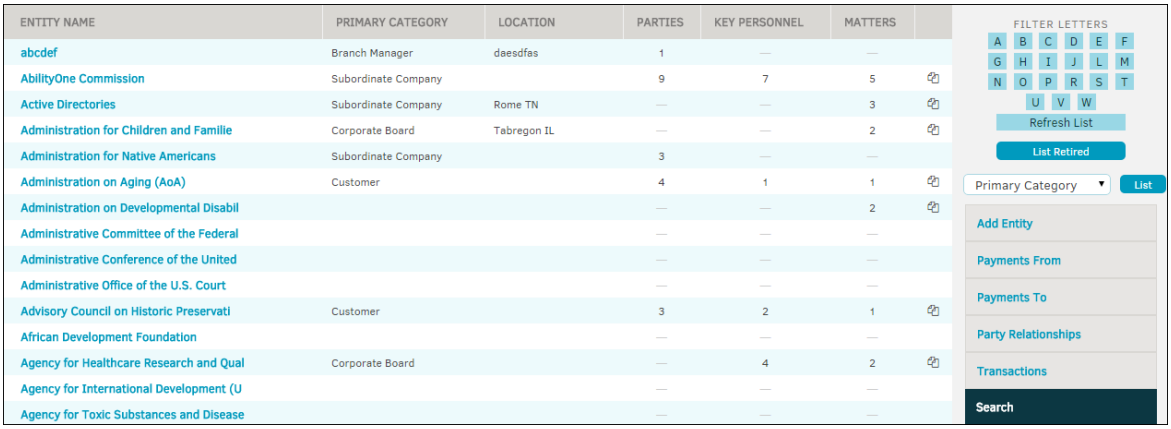
Select **Entities** from the **People** tab to open a list of entities.



Entities Link

From the **Entities** page, click the name of an entity to view the entity's record.

The icon indicates that the entity has documents on file.



Entities Page

You can filter from the top right corner using the following links:

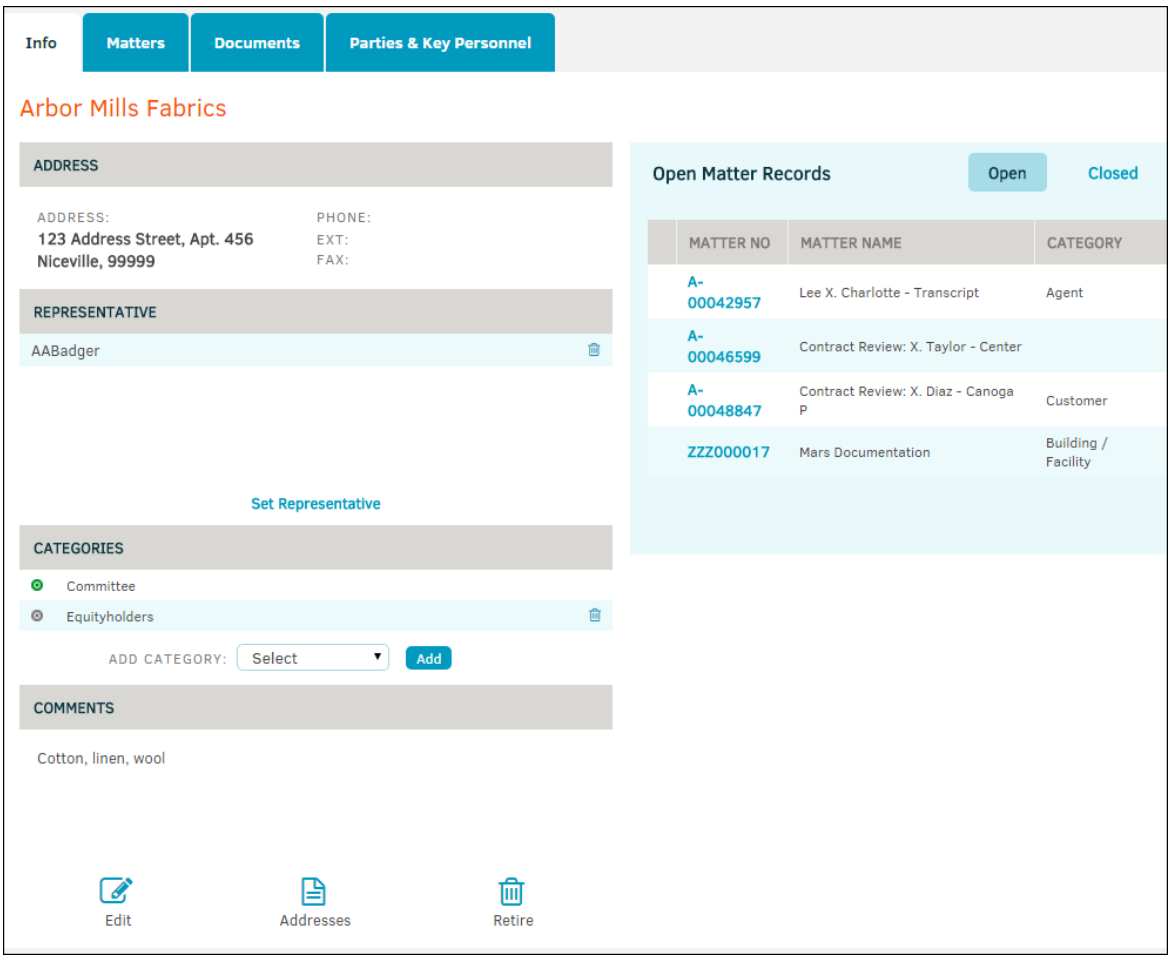
- Use the alphabet filter to search by the first letter of the entity.
- Click the **List Retired** button to display a list of entities that are no longer active.

Entities Sidebar Options:

Page	Function
Add Entity	Add an entity to the Lawtrac database.
Payments From	View all payments made from an entity.
Payments To	View all payments made to an entity.
Party Relationships	View entity to party relationships.
Transactions	View actions involving entities.
Search	Open a search bar.

1.6.6.1 Entity Information Screen

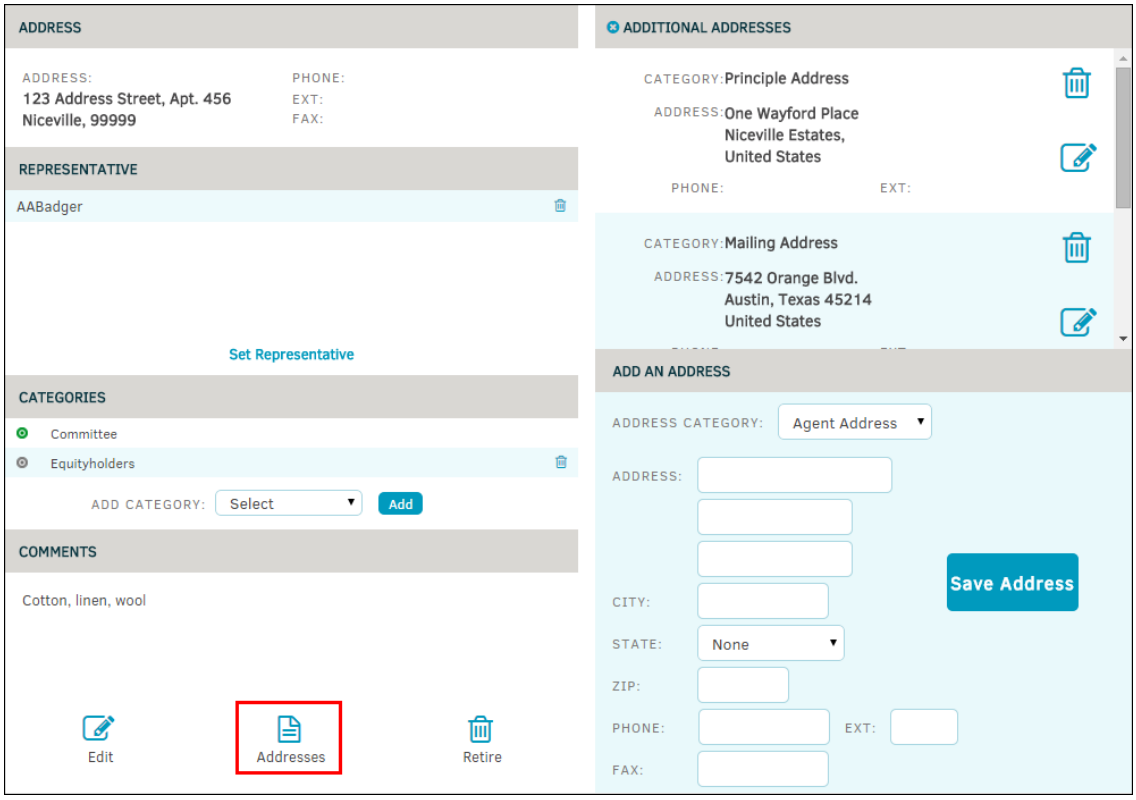
Click the name of an entity from the Entity List to open the record.



Entity Record Detail

Info

Click the **Addresses** icon to edit or add addresses to the entity record.



Use the drop-down menus to choose the address type and state, then enter the information and any comments you may have in the text boxes provided. Click **Save**.

This page may include the following address types:

1. Principal Address—The primary place of business for an entity. When you add a new party that is subordinate to an entity, the entity's principal address is used to auto-populate the party's address. If any portion of this address is different for the party, that section can be changed without impacting the entity's record. Parties only have one address field.
2. Mailing Address—This is a more "individual" address. Whereas the principal address may be a post office box, this address may be used for face-to-face deliveries (court documents, etc.).
3. Agent Address—Sometimes an entity may be represented by a third-party individual or firm (i.e. law firm, agent of service, etc.). This address should be used when it would not be appropriate to contact the entity directly.

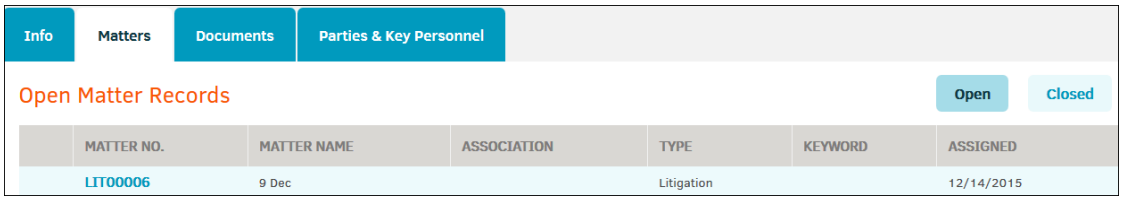
Note: "Address Types" are defined by your site administrator. The examples above are not used by all customers. Parties only have one address field; the other fields apply to entities only.

Use the text boxes to enter information and comments. Drop-down menus are included to select entity association (see below) and country.

When you are finished, click **Save**.

Matters

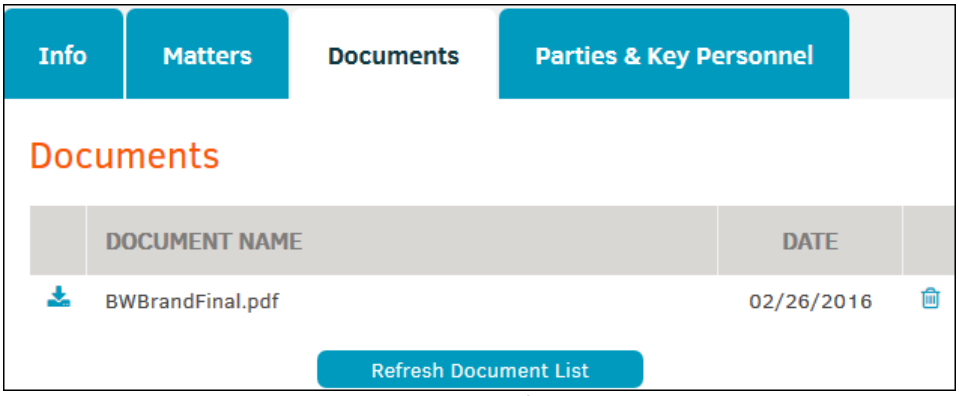
From an entity record, click the **Matters** tab to display a list of open matters associated with the entity. Click the **Closed** button to display a list of closed matters.



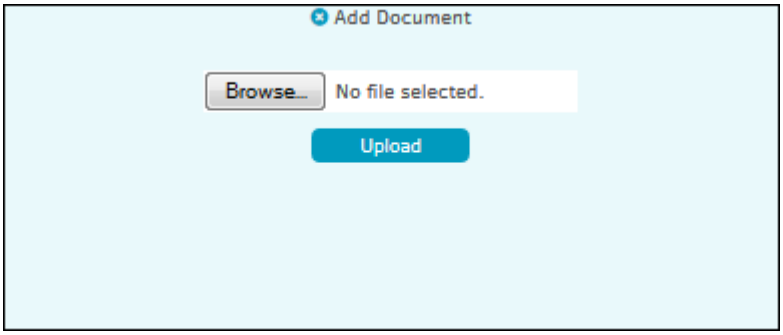
Matters Tab of an Entity

Documents

Click the **Documents** tab to display a list of documents for the entity.



Documents Tab of an Entity



Adding a New Document to an Entity

To add a document:

1. Click the **Add Document** button.
2. Click **Browse...** and select a document from your file explorer.
3. Click **Upload**.
4. Click the **Refresh Document List** button to display the added document in the list.

Parties and Key Personnel

Click the **Parties & Key Personal** tab to display a list of parties and personnel, such as employees and board members, associated with the entity.

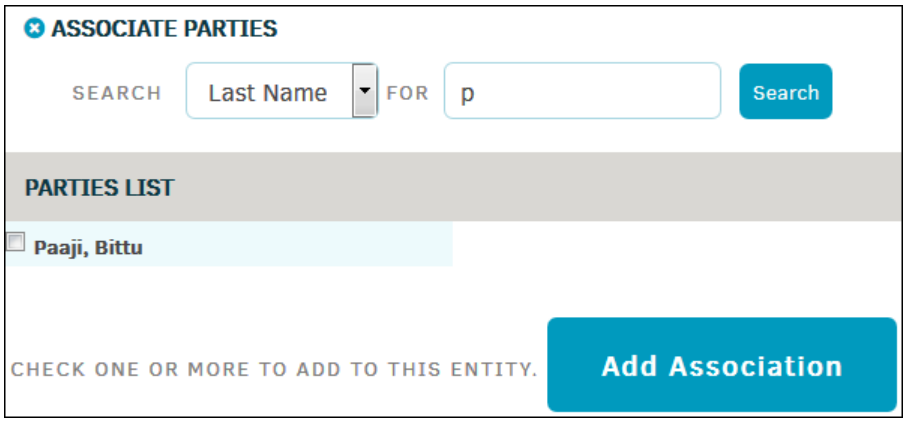
Parties & Key Personnel Tab of an Entity

To remove an association from the entity, click the icon next to the name.

You can also add parties or key personnel to the entity from this tab.

- ## Associate Existing Parties

  1. From the **Parties & Key Personnel** tab, click the **Add Existing Party** button.
  2. Using the "Search" drop-down menu, select a means to search for the party, then enter part or all of the party name into the text box.
  3. Click **Search**.
  4. Select one or more parties to associate with the entity.
  5. Click the **Add Association** button.



Associating a Party to an Entity

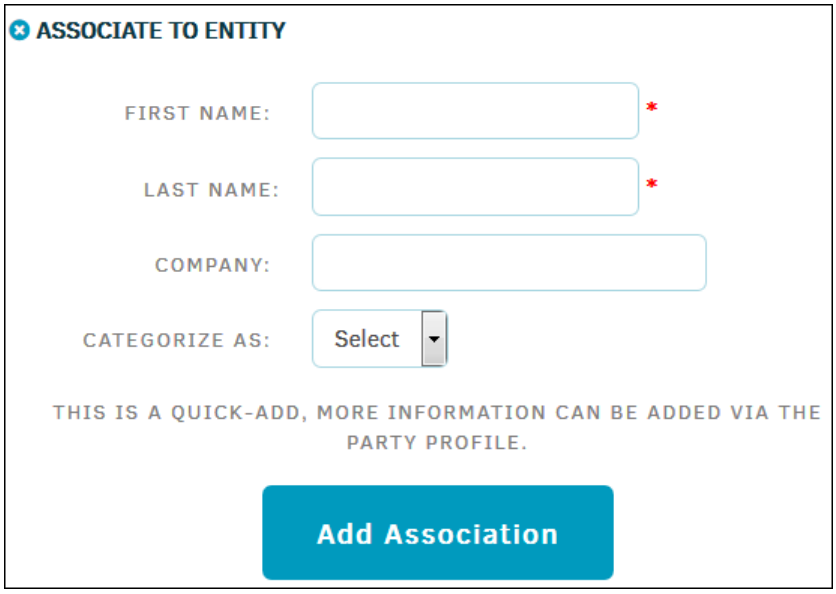
- ## Add a New Party and Associate the Party

  1. From the **Parties & Key Personnel** tab, click the **Add New Party** button.

2. Enter information about the party in the fields.
3. Click the **Add Association** button.

   The new party now appears in lists of **Parties**.

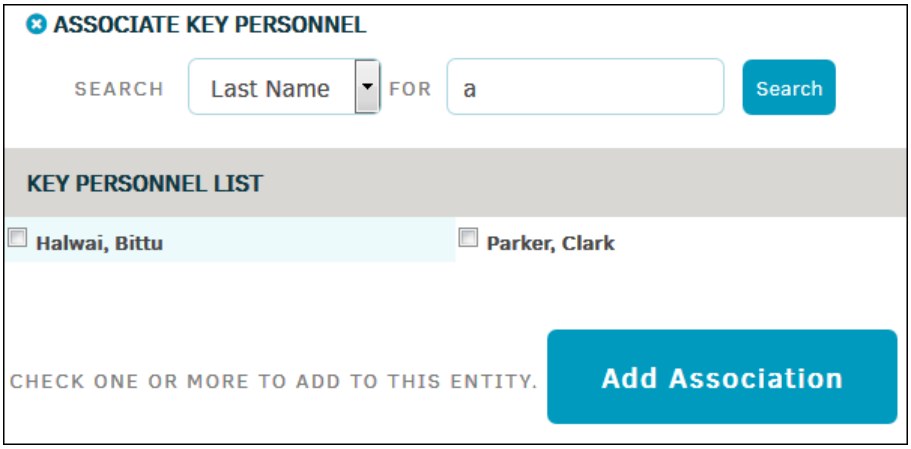
   Note: Before adding a new party to associate to this entity, search existing parties to ensure you are not duplicating an existing party.



Adding a New Party to Associate

- ## Associate Key Personnel

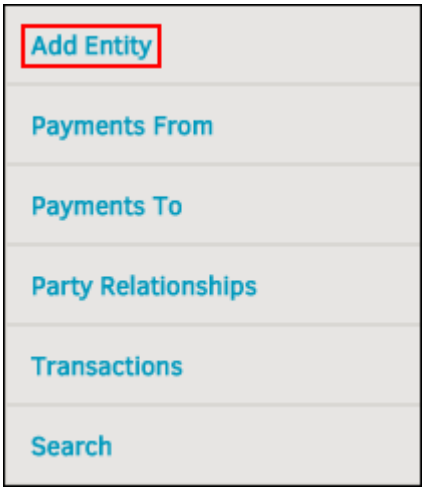
1. From the **Parties & Key Personnel** tab, click the **Key Personnel** button.
2. Using the "Search" drop-down menu, select a means to search for the key personnel, then enter part or all of the key personnel name into the text box.
3. Click **Search**.
4. Select one or more key personnel to associate with the entity.
5. Click the **Add Association** button.



Associating Key Personnel

1.6.6.2 Add a New Entity

The **Add Entity** hyperlink in the **Entities** sidebar allows users to add an entity to their Lawtrac database.

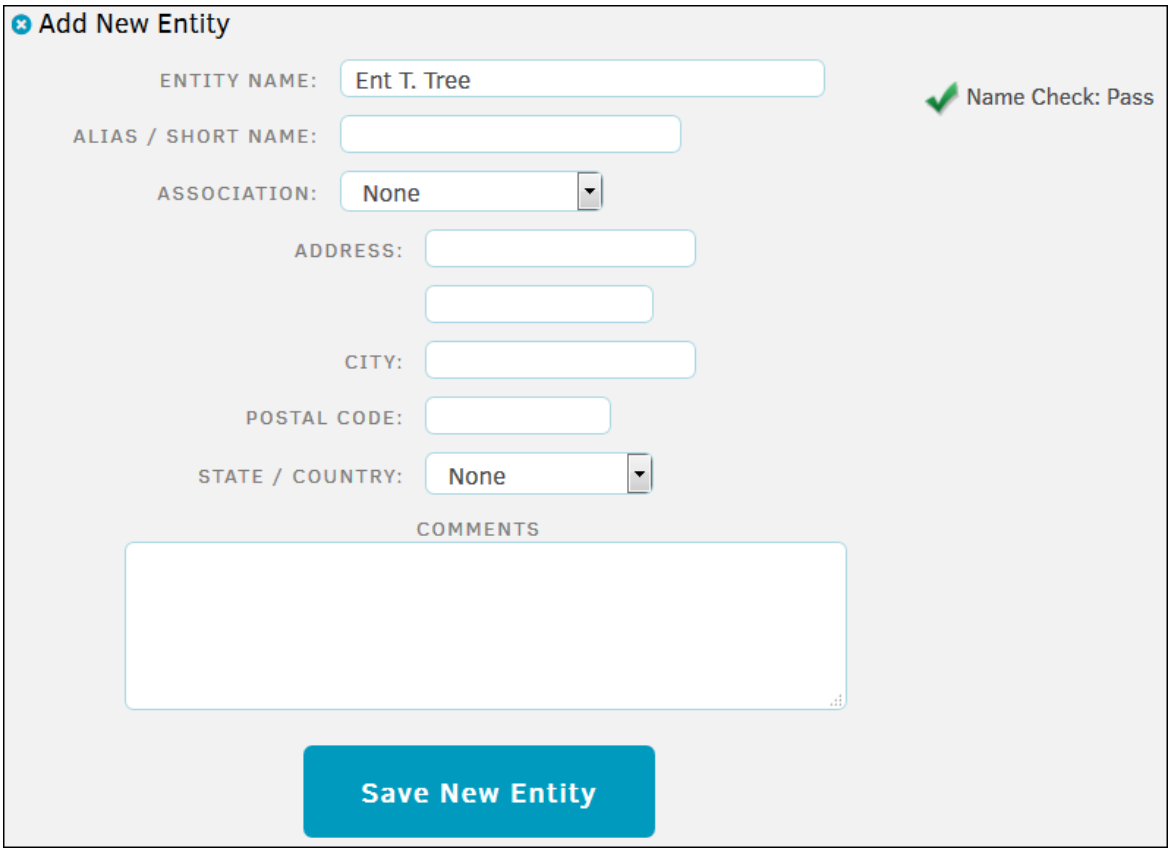


Add Entity Link

The first entity you should enter into your Lawtrac database is your own company.

To add a new entity to the list of entities, from the **Add Entity** page enter all applicable information about the entity into the corresponding text boxes, then click **Enter Entity Name**.

After saving the new entity, you are redirected to the entity's profile, where you can add additional information.

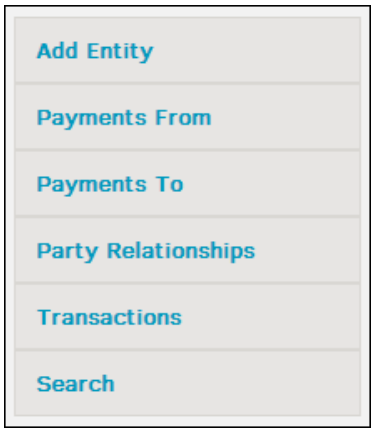


Save New Entity

1.6.6.3 View Payments to and from an Entity

From the **Entities** page, you can view a summary of the payments to and from specific entities. To add a new entity to the list of entities, complete the following steps:

1. From the **People** tab, select the **Entities** link.
2. From the **Entities** page, click the **Payments From** or **Payments To** link.



Payments From and Payments To Links

3. From the "Fiscal Year Focus" drop-down list, specify a year or the Lifetime option to filter the entities list.

Payments Made From Entity

FISCAL YEAR FOCUS: 2013 List

ENTITY	LIFETIME
Alpha Company	159,000
ASAP Corp.	25,161
FedEx APAC	5,000
Internal Finance Tracking	57,053,000
Jones Manufacturing	250
Jones Manufacturing Corporation	11,776

Payments Made From Entity Page

4. Click the **List** button.

5. Click the name of an entity from the list to view the payments to or from that entity.

   A list of details about the payments appears to the right of the **Entities** list.

ALPHA COMPANY - LIFETIME

Date	Received From	Amount
05/08/2003	Alpha Company	110,000.00
01/01/2004	Jones Manufacturing Corporation	888.00
01/01/2004	Jones Manufacturing Corporation	888.00
03/02/2007	Republic Leasing Companies	50,000.00
07/15/2008	ASAP Corp.	25,000.00
09/01/2008	Jones Manufacturing	250.00
	Lifetime Total:	187,026.00

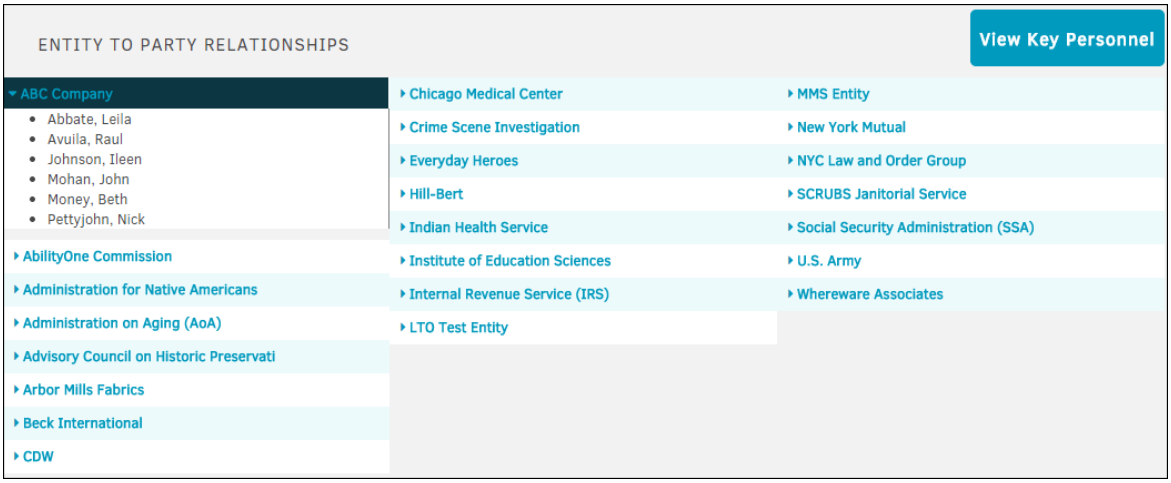
Details about Payments for an Entity

1.6.6.4 Party Relationships

From the **Party Relationships** hyperlink in the **Entities** sidebar, you can view which parties or key personnel relate to which entity.

Party relationships is the default view. To view all parties related to an entity, click the entity name.

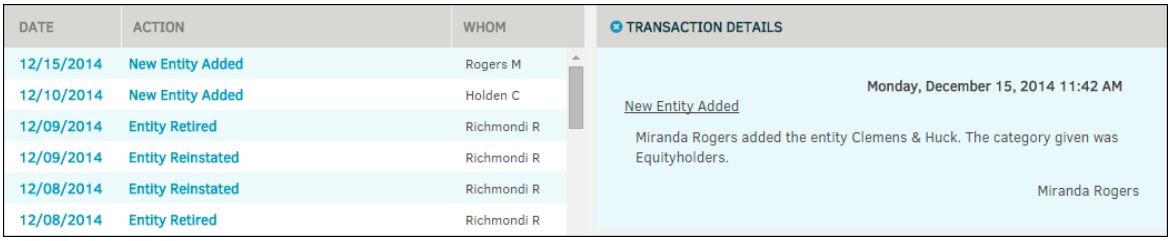
Select **View Key Personnel** in the top right corner to switch to key personnel relationships. Click the entity name to view the key personnel related to the entity.



Entity to Party Relationships

1.6.6.5 Transactions

The **Transactions** hyperlink in the **Entities** sidebar contains transactions where the word "entity" is in the title. Click the date or action to view the details.

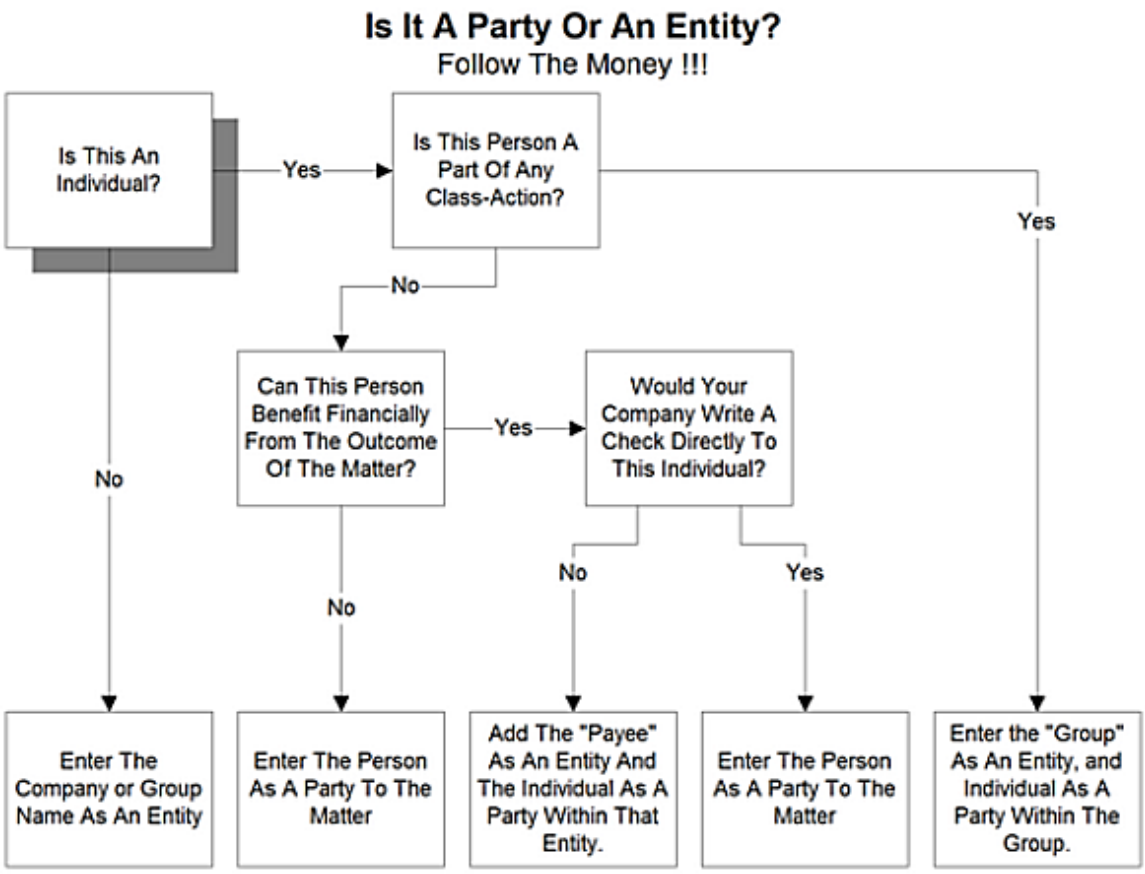


Entity Transactions

1.6.7 Parties vs. Entities

Lawtrac's **Parties/Entities** module was created in order to associate individuals as well as groups to a specific matter. The **Parties** function tracks individuals (internal or external) who have some relationship to a matter record while **Entities** are companies or groups (internal or external) with some relationship to a matter record. The relationship to the matter may be as agent, adjuster, or other category set by your site administrator.

The following flowchart illustrates the differences between a party and an entity.



Examples of Parties and Entities

The traditional use of parties within a matter management system pertains mainly to individuals associated to a matter who are neither part of the corporate structure nor the outside counsel or vendors who also have a direct relationship to that matter.

If Bob Smith, the individual, is involved with a claim or litigation against your company, he might be a "Party" to the matter.

If Bob Smith is a corporation (Bob Smith, Inc.) involved with a claim or litigation against your company, that corporation would be associated to the matter as an Entity.

If Bob Smith is the CEO of your company, he would not be identified as a Party but rather as a corporate "Key Personnel."

If he is involved with the matter in a position to gain financially for work or services performed, he would be an outside counsel or vendor.

The traditional requirements of assigning Parties to a matter will continue to be a function within Lawtrac, but we have introduced a two-tier "hierarchy" system to the Parties: the first tier is referred to as "Entity"; the second tier is referred to as "Party".

Individual parties can be associated to a matter, and they can also be a part of an entity that is associated to another matter.

An Entity can be:

- An external company
- A subordinate company within the corporation using the Lawtrac application
- An identified class of litigants

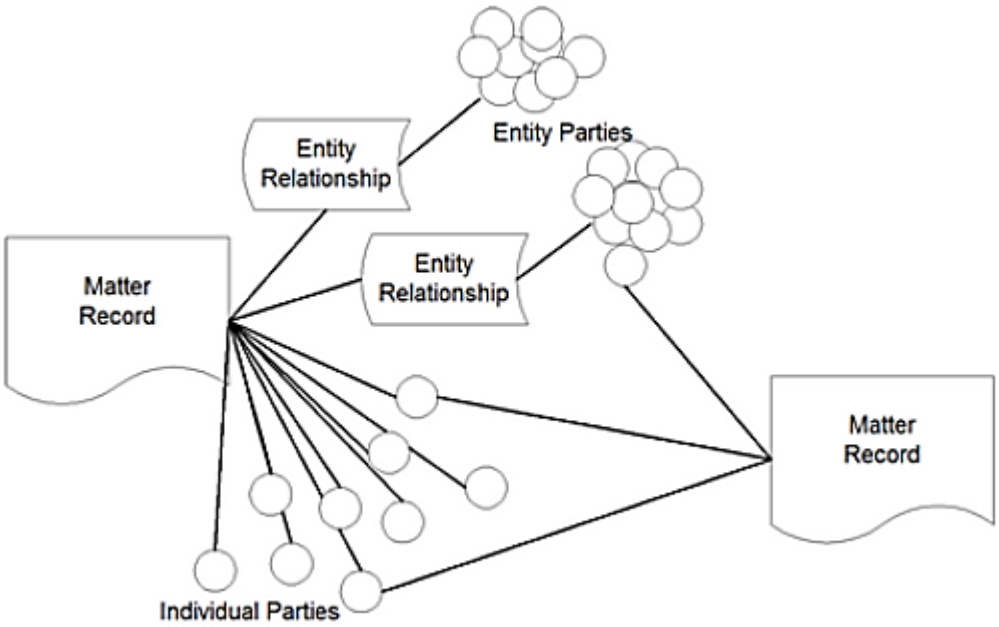
A Party can be:

- A subordinate individual to an Entity
- A subordinate individual to more than one Entity
- An individual who can be associated to a matter but who is not associated to an Entity

Matter Relationships to Parties and Entities

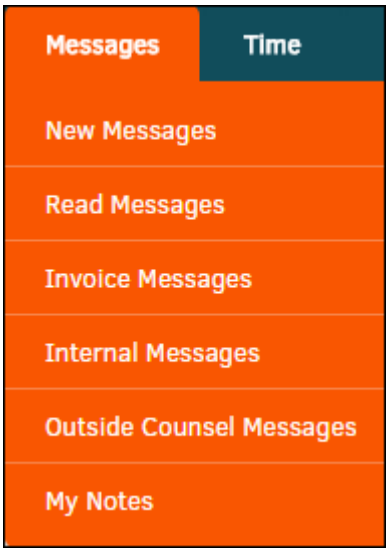
When an Entity is attached to a matter, subordinate Parties are also attached, making their contact information available to all those working on the matter.

Parties are attached to a matter as individuals. An individual who is subordinate to an Entity may be attached as an individual, at which point the association is one-to-one and will not involve the Entity or other subordinates of any associated Entity.



1.7 Messages

Lawtrac's **Messages** module allows you to manage and monitor various types of messages.



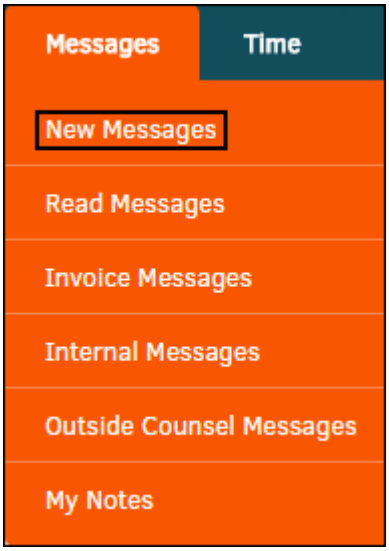
Messages Tab

Messages Options:

Page	Function
New Messages	View all unread messages.
Read Messages	View all messages you have read.
Invoice Messages	View all messages that pertain to invoices.
Internal Messages	View all messages received within the Lawtrac application.
Outside Counsel Messages	View any messages you have received from outside counsel.
My Notes	View personal notes you added to Lawtrac.

1.7.1 New Messages

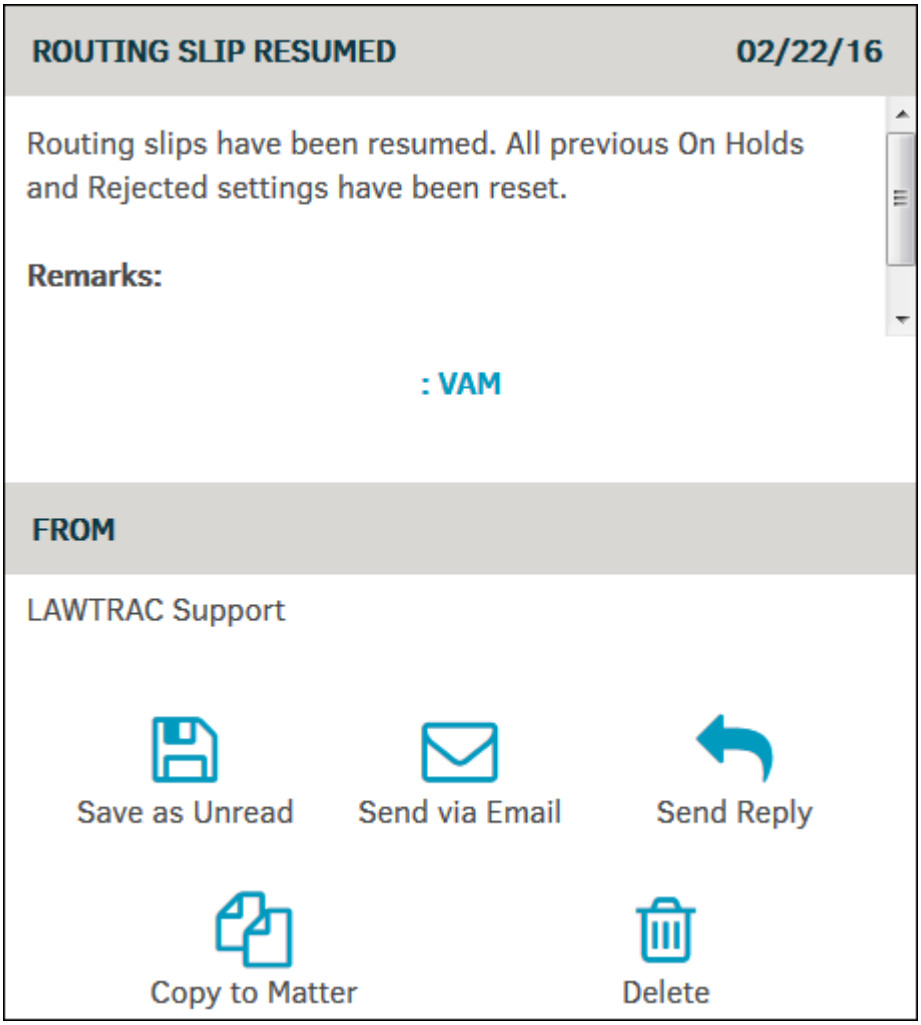
From the **Messages** tab, click **New Messages**.



New Messages

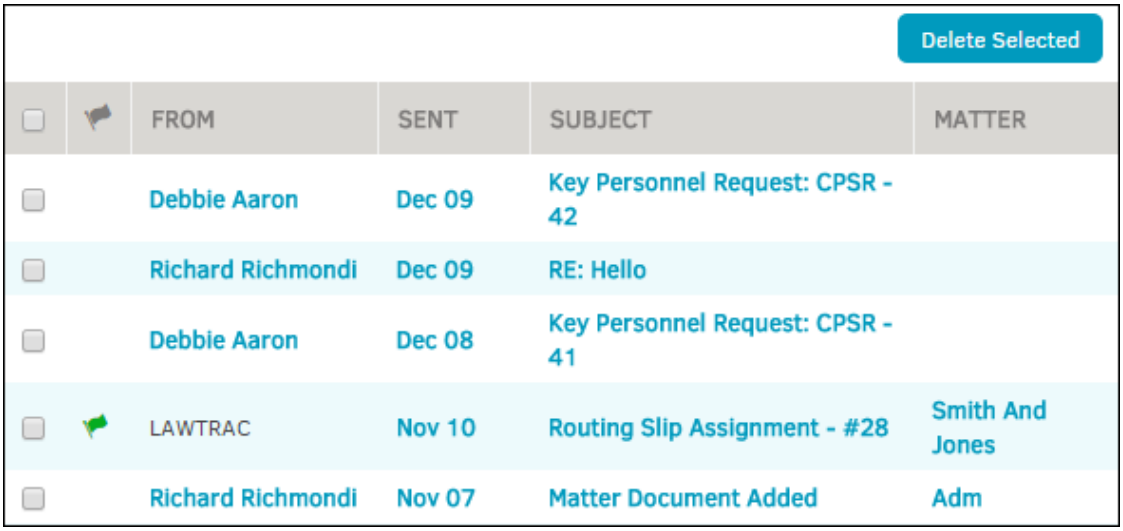
- Click the **Subject** or **matter** name to open the message.

  The message displays to the right of the messages list, as shown in the following image:



Message View

- Delete emails by clicking the checkboxes on the left of the emails, then click **Delete Selected** at the top. Click **OK** in the confirmation window.
- View the profile of the user who sent the email by clicking their name in the **From** column. Outside counsel members who have added documents or edited matter events appear in plain text.



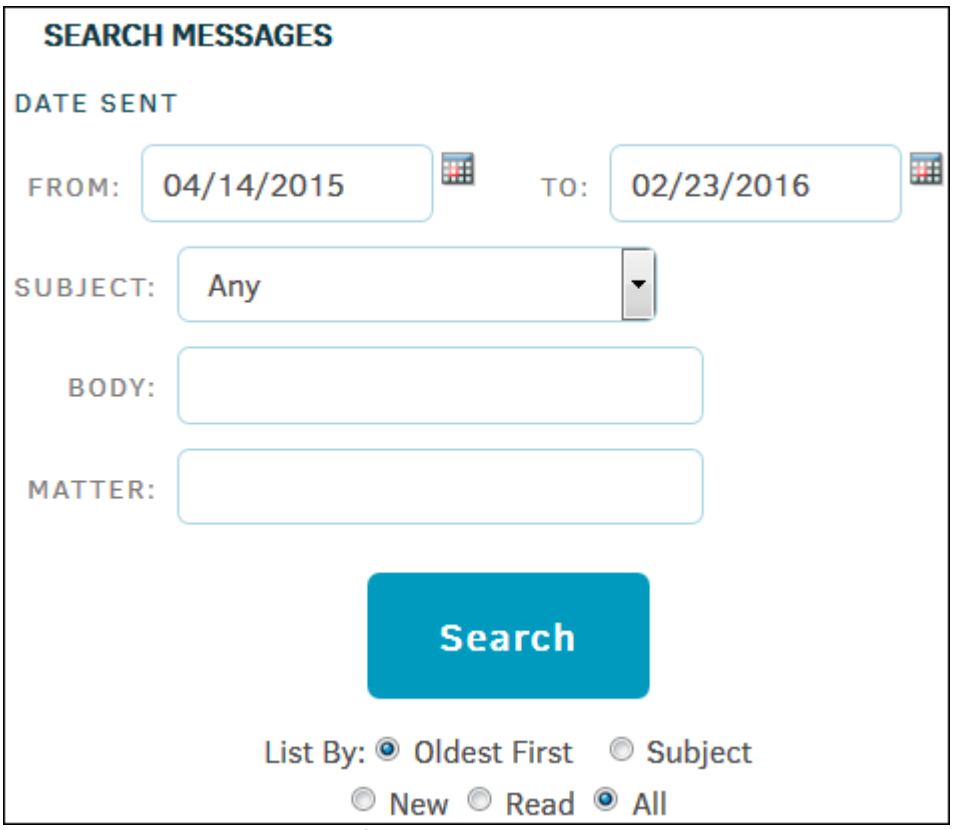
List of New Messages

From an opened message, you have the following options:

- Click the matter number to open the invoice, matter, or another record associated with the message. If a button with the record name does not appear, your message is not associated with a record.
- **Save as Unread**—Save the message to the New Messages list.
- **Send via Email**—Email the message to someone.
- **Send Reply**—Send a reply to the message sender.
- **Copy to Matter**—Copy the message to matter text records.
- **Delete**—Delete the message.

1.7.1.1 Search Messages

When you open your messages list, the **Search Messages** section appears to the right of the list.



Searching Messages

Select a date range in the fields provided. If necessary, enter the subject, body, or matter search criteria and click **Search**.

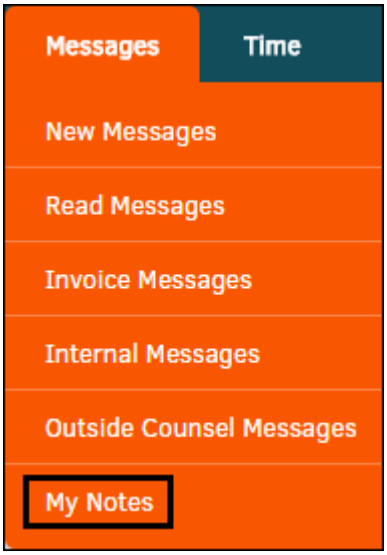
The search results appear in the list of messages in the order received as selected by the radio buttons under the **Search** button.

1.7.2 My Notes

My Notes allows Lawtrac users to create new notes with a subject, optional follow-up date, and text. Users can also see a summary list of all notes created, and open an existing note to either edit or delete it. This function is an easy way to leave yourself reminders, tips, etc.

To access personal notes within Lawtrac select **My Notes** from the **Messages** tab.

Note: Any notes entered here have no connection to any matter-specific notes entered into any other area of the application by you or any other user.



My Notes

Select **Add Personal Note** to create a new note.

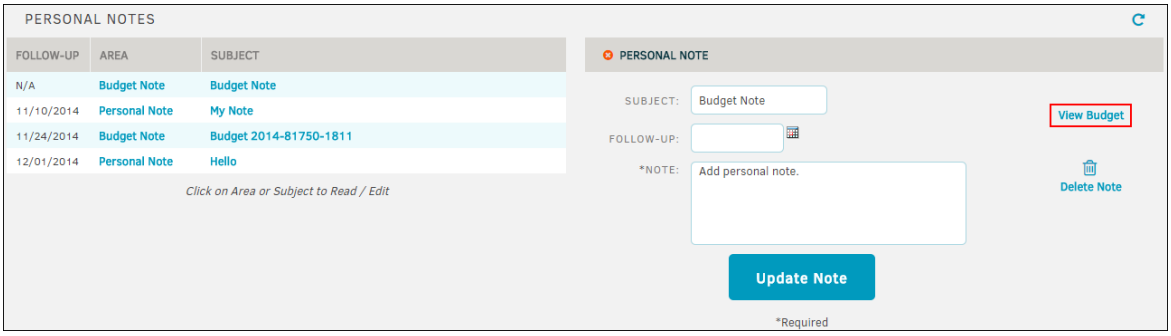
Edit a Note

1. Click on the **Area** or **Subject** title. In the text boxes that open on the right, type in your changes.
2. Select to change follow-up date.
3. Click **Update Note** to save changes.

To delete a note, click the icon.

Budget Notes

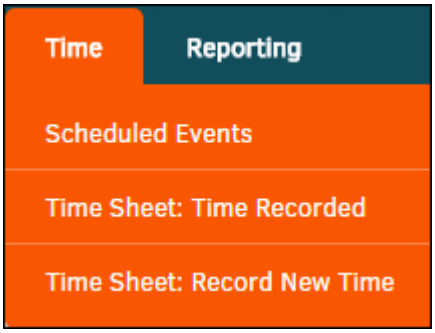
If you have added a personal note to a matter budget, the personal note for that matter budget appears on the **Personal Notes** page. Click **View Budget** to be taken to the budget information page.



Edit Personal Note

1.8 Time

Lawtrac's **Time** module allows you to manage and monitor your time spent handling matters. It includes a schedule of upcoming events and reminders as well as a Time Report where you can track your hours on a matter by matter basis.



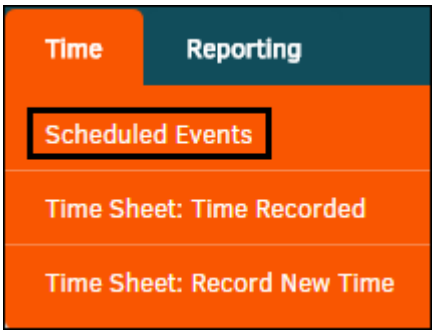
Time Tab

Time Options:

Page	Function
Scheduled Events	View matter events by date and time.
Time Sheet: Time Recorded	View a time sheet for recent time recorded.
Time Sheet: Record New Time	Record new time into Time Accounting.

1.8.1 Scheduled Events

The **Scheduled Events** tab allows you to view future events and reminders.



Scheduled Events

Select the desired range of future dates on the right side using the icons and click **Refine List** to sort events.

Use the hyperlinks on the **Scheduled Events** sidebar to switch between a list of **Upcoming Events** and **Upcoming Reminders**.

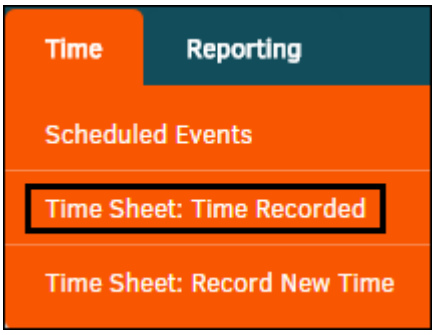
Click on the matter number to navigate to the matter record's primary information screen.

- —Event has a follow-up date

Events and Reminders

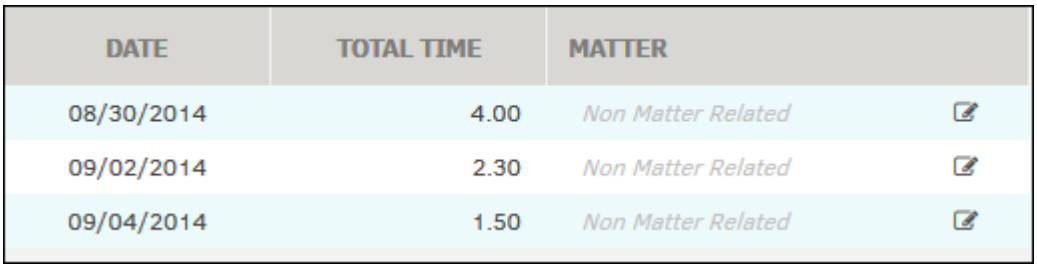
1.8.2 Time Recorded

The **Time Sheet: Time Recorded** link in the **Time** tab provides a listing of all time you have reported on various issues. You can also edit and delete entries as needed.



Recorded Time

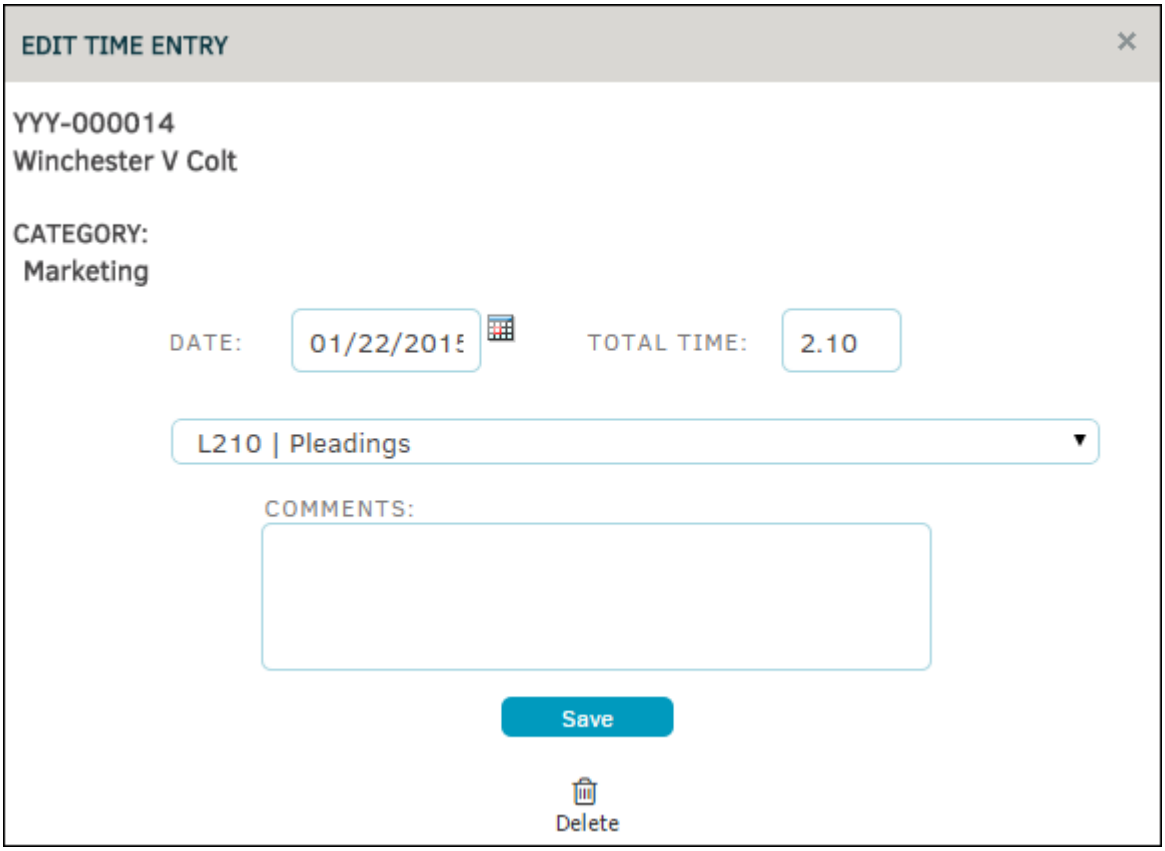
Past reports are visible here and may be edited by clicking the icon.



Recently Recorded

You can change the Date, Total Time, Matter, and Comments of previous entries with this feature.

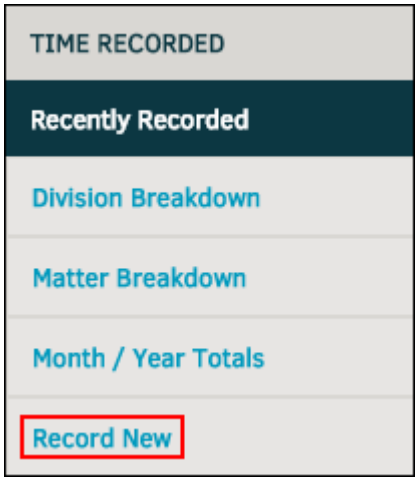
Click **Save** to confirm changes, to cancel or close, and to delete the time record.



Edit Time Entry

Record New Time

You can also record new time from the **Time Sheet: Time Recorded** page under the **Time** tab by clicking the **Record New** hyperlink in the **Time Recorded** sidebar on the right side of the page. After clicking the hyperlink, it will change to **Recorded**, allowing you to return to the Recently Recorded list.



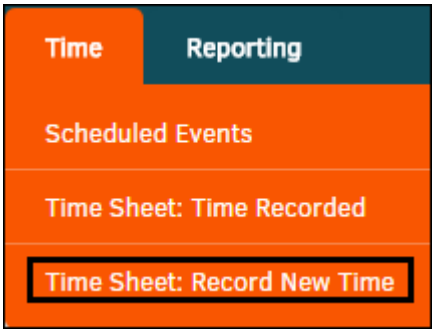
Record New Time

Additional Time Record Options:

Page	Function
Recently Recorded	View all time recently recorded.
Division/Department Breakdown	View overall time entered by division/department.
Matter Breakdown	View overall time entered by matter.
Month/Year Totals	View the overall time entered by month.

1.8.3 Record New Time

The **Time Sheet: Record New Time** link in the **Time** tab allows you to enter and detail time reports.



Record New Time

Time reports are recorded by matter.

1. Adjust the activity with the drop-down menu bar. Once activity has been selected, choose a LEDES code. Further detail can be added in the "Comments" text box.
2. Use the icon to select a date incurred if the current date that auto-populates the text box is incorrect. Total time cannot be less than zero or more than 24; time should be entered in hours instead of minutes (for example, an hour-and-a-half should be entered as "1.5").
3. If the time recorded is not delegated to a matter, you have the option to associate it with a department. To change the default department association, click **Select Other** to make a selection from a drop-down list. Click **Select None** to erase department association.
4. Click **Add** to finalize your entry.

RECORD TIME BY MATTER

DATE INCURRED: 03/02/2015

TOTAL TIME:[1] 0

DELEGATE FOR:

ACTIVITY:[2] Bankruptcy

LEDES: Administration - B100 | Bankruptcy Administrati

MATTER: Non Matter Related

BUSINESS UNIT2 ASSOCIATIONS:

1 Accounting 100.00%

Options:

Select None | Select Different

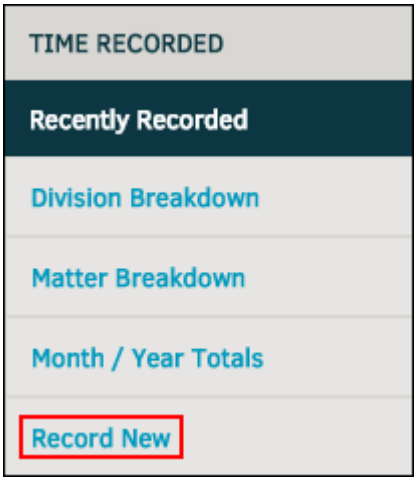
COMMENTS:

Add

Record Time

These entries can always be changed later in the **Time Sheet: Time Recorded** section of the module.

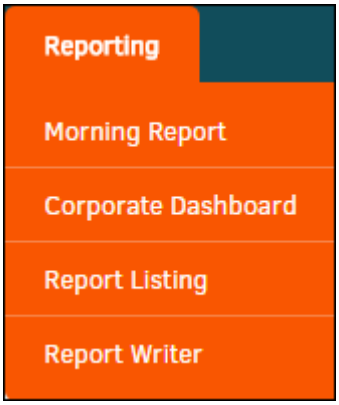
You can also record new time from the **Time Sheet: Time Recorded** page under the **Time** tab by clicking the **Record New** hyperlink in the **Time Recorded** sidebar on the right side of the page. After clicking the hyperlink, it changes to **Recorded**, allowing you to return to the Recently Recorded list.



Record New Time

1.9 Reporting

Lawtrac's **Reporting** module is home to a myriad of reports that can be produced by accessing the information contained in your database. These specialized reports can then be utilized to further enhance your matter management.



Reporting Module

Important Note: Site administrators may turn off a user's permissions to view reports. Granting access to reports should be carefully considered.

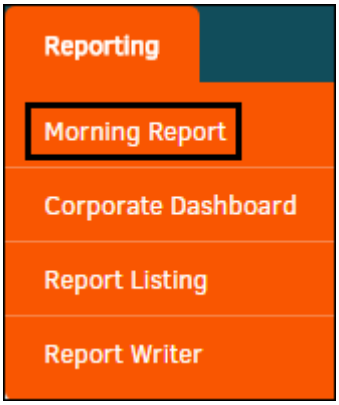
Reporting Options:

Page	Function
Morning Report	View information where data is either new or may be missing.
Corporate Dashboard	View various sub-reports which track Financial, Outside Counsel, Fiscal Year Compare, Business Hierarchy, Time Management, Risk Assessment, and Data Management statistics in your database.

Page	Function
Report Listing	View a list of all standard reports in your Lawtrac database.
Report Writer	Allows you to retrieve your data from Lawtrac in a quick and efficient manner.

1.9.1 Morning Report

Among the options that your site administrator can take advantage of is the customization of your **Morning Report**; accessed via the **Reporting** tab on your **Top Navigation Bar**.



Morning Report Link

The **Morning Report** is intended to provide information where data is either new or may be missing. You can select from the items on the sidebar navigation for a focused breakdown.

Page	Function
Recently Opened	View matter records opened on or after a specific date.
Missing Leadership	View which matter records are missing an individual in the Lead, Paralegal, or Administrative role.
Missing Category	View which matter records are missing information for Type, Keyword, Issues, Product, or Division/Department.
Division/Department not 100%	View matter records in which the divisions/departments currently assigned are less than or over 100%.
Retired Categories	View matter records that are using retired categories.
No Outside Counsel	View matter records that do not have assigned outside counsel.

Page	Function
Staff Positioning	View the most recent 100 added matter records with an overview of staff assigned to maintain the information.
No Approval Chain	View which invoices do not have an assigned approval chain.
Invoices Not Reviewed	View which invoices have not yet been reviewed by the first assigned reviewer.
Invoices Not Approved	View which invoices do not have a final approval date.
Invoices Not Sent to AP	View which approved invoices have no accounting date set.
Matters Recently Closed	View matters records that have been closed within the last month, last two months, or last three months.
List Matters by Status	View a list of matters organized by status.
Budget Activity	View which budgets have been adjusted in a specific time period.
No Update—30 days	View matter records that have not been updated within a specific time period.
Previous Day Activity	View all transaction records which took place on a specific past date.
Description Text Missing	View matter records that do not have a completed description text.

1.9.1.1 Recently Opened

The **Recently Opened** hyperlink in the **Morning Report** sidebar allows users to view matter records that have been opened on or after a specific date.

To set the date for recently opened matter records, click the icon in the top right corner to select a date and click **List Records**. The report lists all records opened on or after the date you selected up to the current day.

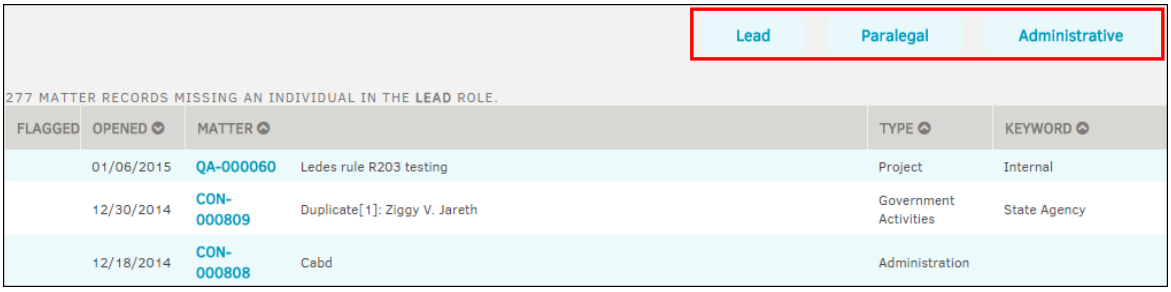
Click the highlighted matter number to navigate to the matter record's primary information page.

View Recently Opened Matter Records

1.9.1.2 Missing Leadership

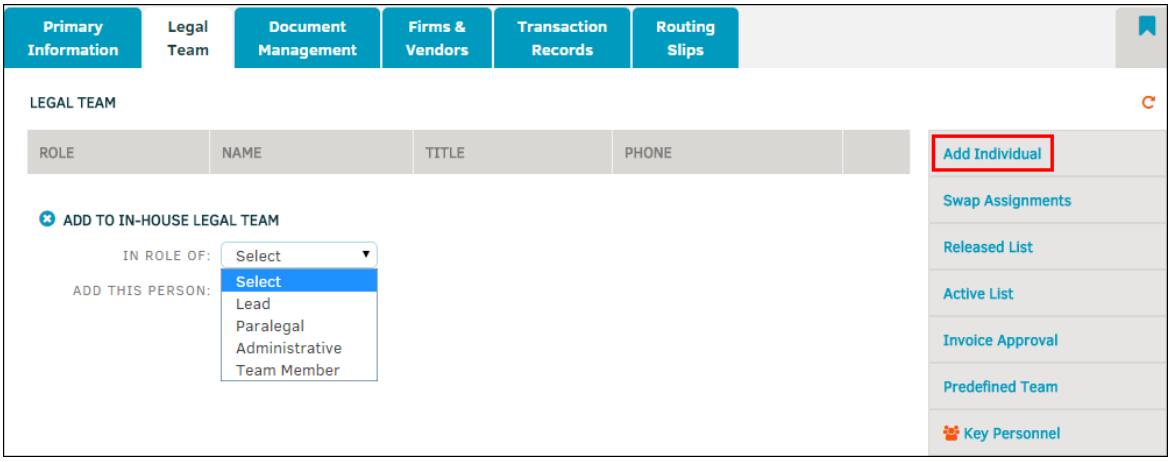
The **Missing Leadership** hyperlink in the **Morning Report** sidebar allows users to view matter records that do not have a Lead, Paralegal, or Administrative role assigned.

The page opens to the default Lead role missing list; use the buttons at the top of the list to view matter records with missing Paralegal roles, or missing Administrative roles.



Matter Records with Missing Positions

To add a role to a matter record and remove it from the **Missing Leadership** page, click on the matter number. You are redirected to the matter record's primary information page. Click the **Legal Team** tab and select **Add Individual** from the **Legal Team** sidebar.



Add a Role to Legal Team

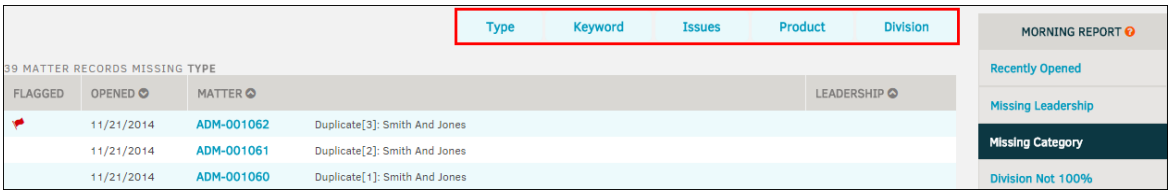
Select a role from the top drop-down list, then select an individual from the second. If applicable, click the checkbox to have reminder emails sent to the individual, then click **Save**. Repeat this process for all roles.

For a further explanation of the Legal Team Roles, see the **Legal Team** section in the **Matters Module**.

1.9.1.3 Missing Category

The **Missing Category** hyperlink in the **Morning Report** sidebar allows users to view which matter records are missing information for Type, Keyword, Issues, Product, or Division/Department.

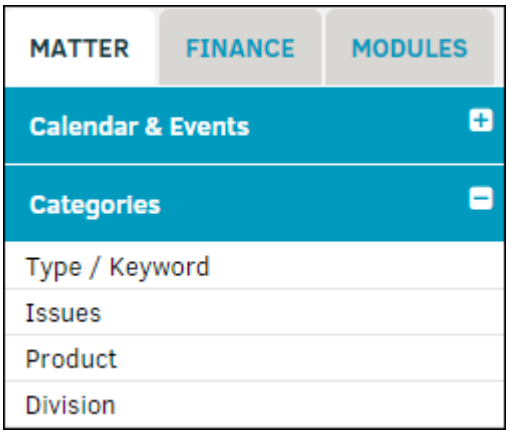
The page defaults to list all matter records missing Type. Use the buttons at the top of the list to switch between lists for Type, Keyword, Issues, Product, or Division/Department.



Missing Category Buttons

To assign a Type, Keyword, Issue, Product, or Division/Department to a matter record and remove it from the **Missing Category** list, click on the matter number. You are redirected to the matter record's primary information screen.

In the **Matter Navigation Bar**, select any of the hyperlink under **Categories** to add the corresponding category.



Matter Record Categories

Type/Keyword or Issues

Select a type from the drop-down menu. The area to the right refreshes to display the available keyword or issues available. Click on a icon to include it; the icon changes to green . Clicking the green icon removes the category from the record.

Click **Set Issues** or **Update Keyword** to confirm changes and save.

Product

Select a product category from the drop-down list. If subcategories are available, additional drop-boxes appear for selection. The first product to be added to a matter record defaults to primary. The percentage field defaults to 100%, but can be changed by typing directly into the text box. Click **Save** when finished.

Division/Department

Select a division/department from the drop-down list. If subcategories are available, additional drop-boxes appear for selection. The first department to be added to a matter record defaults to primary. The percentage field defaults to 100%, but can be changed by typing directly into the text box. Click **Save** when finished.

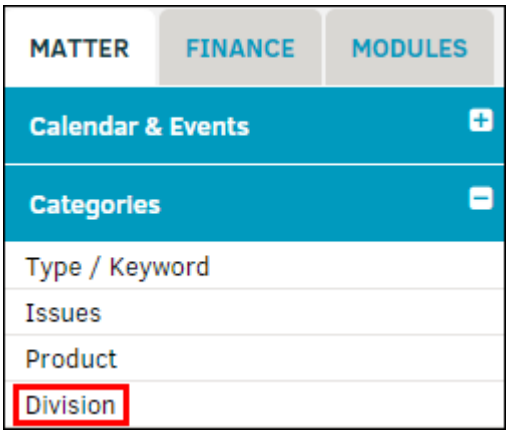
For additional information about these categories, please refer to **Categories** section in the **Matters** module.

1.9.1.4 Division/Business Unit Not 100%

The **Division/Business Unit Not 100%** hyperlink in the **Morning Report** sidebar allows users to view matter records in which the department(s) currently assigned is less than or over 100%.

To adjust division/department percentage in a matter record and remove it from the **Division/ Department Not 100%** list, click on the matter number. You are redirected to the matter record's primary information screen.

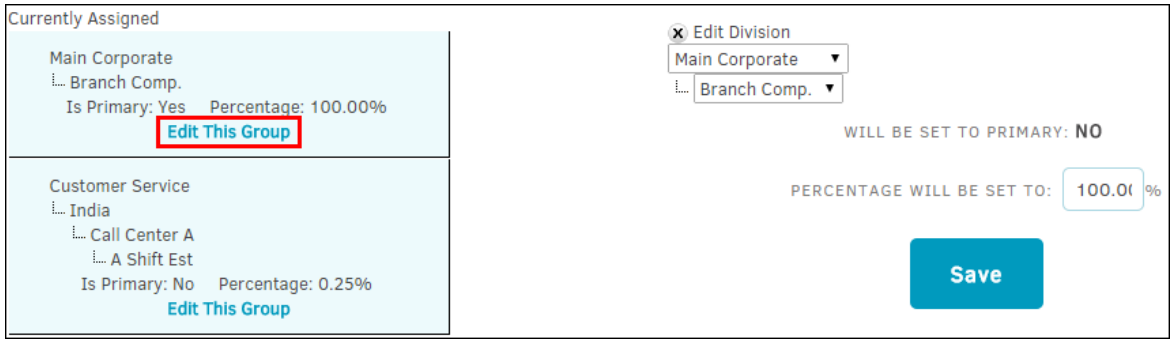
In the **Matter Navigation Bar**, select the **Division** or **Department** hyperlink under **Categories**.



Division Link

The currently assigned divisions are listed with their percentage numbers displayed. Click **Edit This Group** for any division(s) to be adjusted, and type a new number into the "Percentage Will Be Set To" text box. Click **Save** when finished.

For additional information about these categories, please refer to the **Department** section in the **Matters** module.

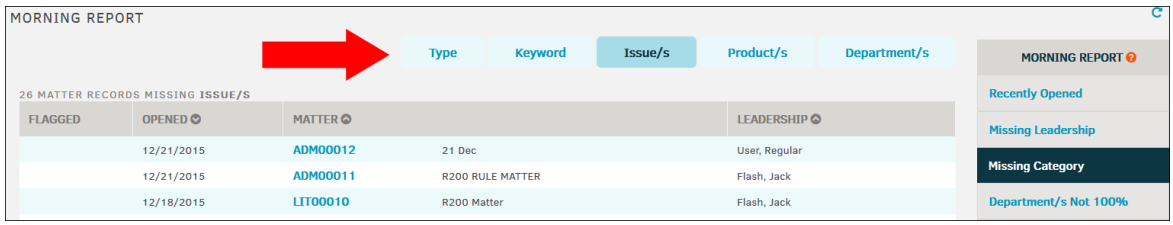


Edit Division Percentage

1.9.1.5 Retired Categories

The **Retired Categories** in the **Morning Report** sidebar allows users to view matter records that are using retired categories.

Select a category level from the buttons above the **Morning Report** table.

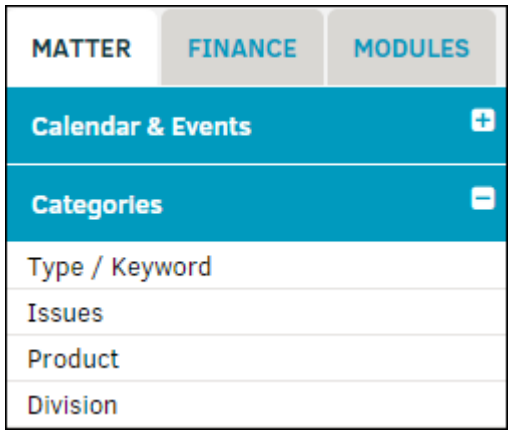


Matters Using Retired Categories

To remove retired categories in a matter record and remove it from the **Retired Category** list, click on the matter number. You are redirected to the matter record's primary information screen.

In the **Matter Navigation Bar**, select any of the hyperlinks under **Categories** to add the corresponding category.

Important Note: Retired categories do not appear, so new categories added or adjusted are active.



Matter Record Categories

Type/Keyword or Issues

Select a type from the drop-down menu. The area to the right refreshes to display the available keyword or issues available. Click on the icon to include it; the icon changes to green . Click the green icon to remove the category from the record.

Click **Set Issues** to select issues for the category, or **Finish** to skip that step. To make a category the "primary" click the icon. The new primary is indicated with the icon.

- —Category is not included
- —Category is included

Product

Select a product category from the drop-down list. If subcategories are available, additional drop-boxes appear for selection. The first product to be added to a matter record defaults to primary. The percentage field defaults to 100%, but can be changed by typing directly into the text box. Click **Save** when finished.

Department

Select a department from the drop-down list. If subcategories are available, additional drop-boxes appear for selection. The first department to be added to a matter record defaults to primary. The percentage area defaults to 100%, but can be changed by typing directly into the text box. Click **Save** when finished.

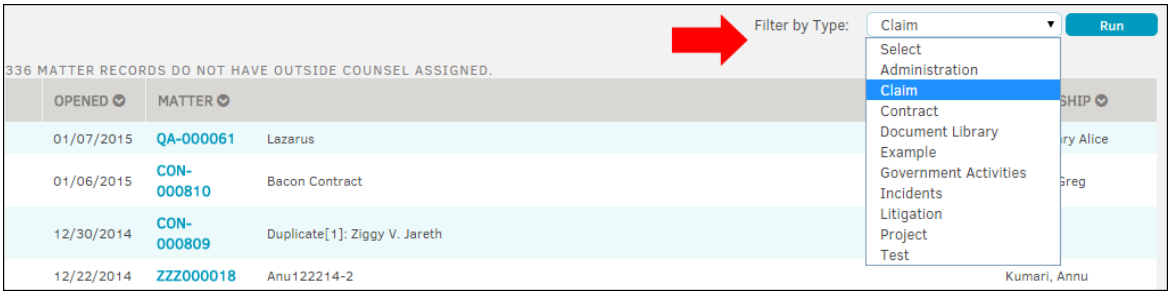
For additional information about these categories, please refer to ***Categories*** section in the **Matters** module.

Retired categories can only be reinstated by the site administrator. Please refer to the *Administrator User Guide* for more information.

1.9.1.6 No Outside Counsel

The **No Outside Counsel** hyperlink in the **Morning Report** sidebar allows users to view matter records that do not have outside counsel assigned.

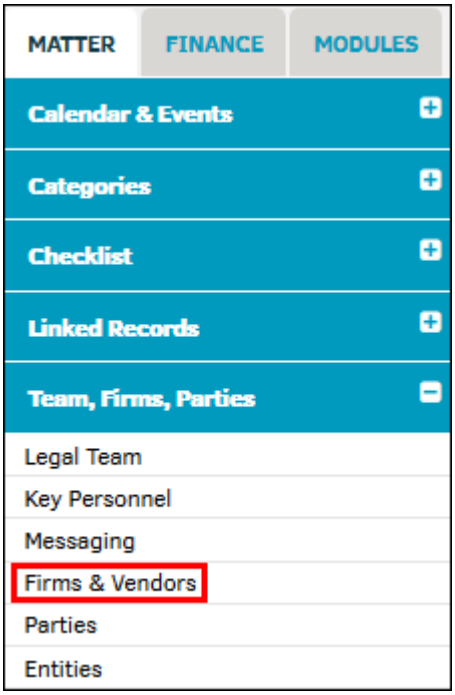
Narrow the outcome results of matter records by using the "Filter by Type" drop-down list at the top and click **Run**.



No Outside Counsel Filter

To remove the matter record from the No Outside Counsel list:

1. Click on the matter number. You are redirected to the matter record's primary information screen.
2. In the **Matter Navigation Bar**, select the **Firms & Vendors** hyperlink under **Teams, Firms, Parties**.



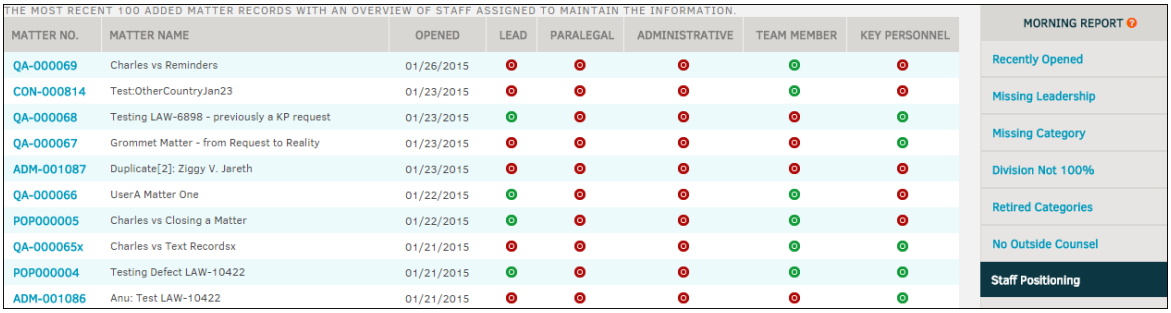
Firms & Vendors Link

3. Click **Add Firm/Vendor** from the gray panel on the right. Under the "Firm or Vendor Company Name" text box, make sure the radio button for firm is selected.
4. Narrow your search results by entering firm name in the text box.
   a. Press the **List Matching Firms and Vendors** button to display a list of all firms and vendors that have the search criteria included in their name. For a complete explanation of all firm/vendor options, please refer to ***Add Firm/Vendor*** section in the **Matters Module**.
5. Click on a firm's name in the list and adjust assignment permissions by selecting the appropriate checkboxes.
6. Click **Assign Firm/Vendor**.

1.9.1.7 Staff Positioning

The **Staff Positioning** hyperlink in the **Morning Report** sidebar allows users to view 100 most recently added matter records with an overview of staff assigned to maintain the information. This page is similar to the **Missing Leadership** page, but allows users to view staff positions in a different layout, and includes team members and key personnel.

The icon indicates that there is a person assigned to that position on the matter record, and the icon indicates that the position is empty.



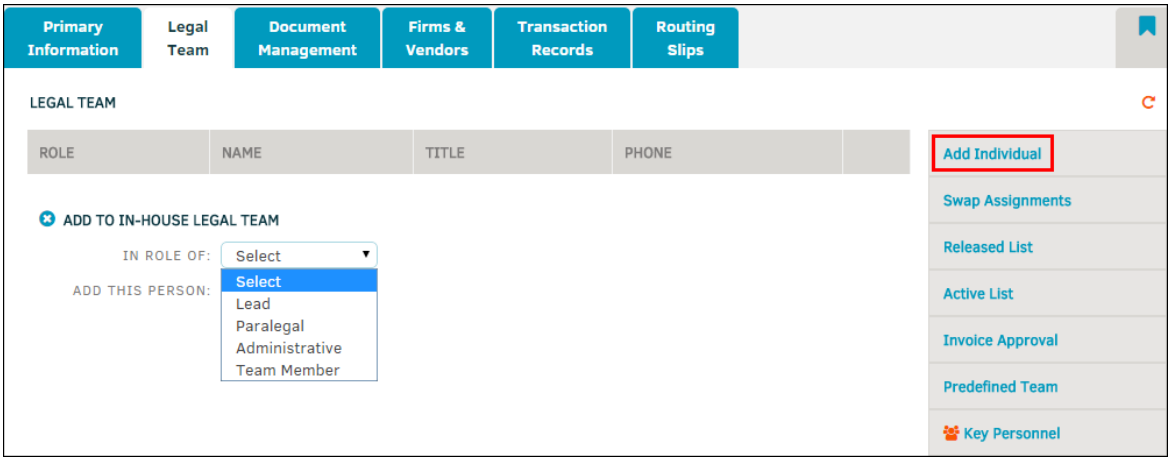
Staff Positioning

To add a role to a matter record and remove it from the Staff Positioning page:

1. Click on the matter number.

   You are redirected to the matter record's primary information page.

2. Click the **Legal Team** tab and select **Add Individual** from the **Legal Team** sidebar.



Add a Role to Legal Team

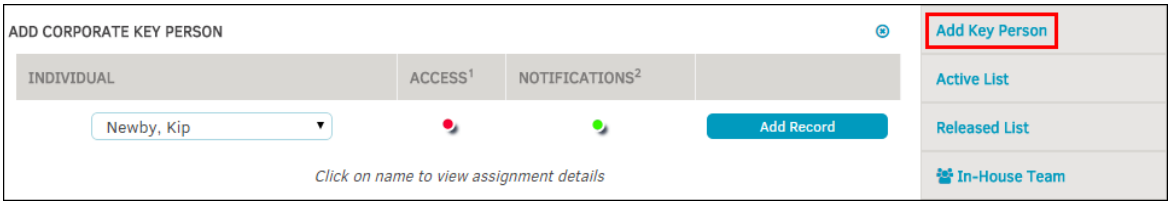
3. Select a role from the first drop-down list, then select an individual from the second.

   a. If applicable, click the checkbox to have reminder emails sent to the individual, then click **Save**.

4. Repeat this process for all missing roles.

To add key personnel, click **Key Personnel** from the **Legal Team** sidebar, then click **Add Key Personnel**.

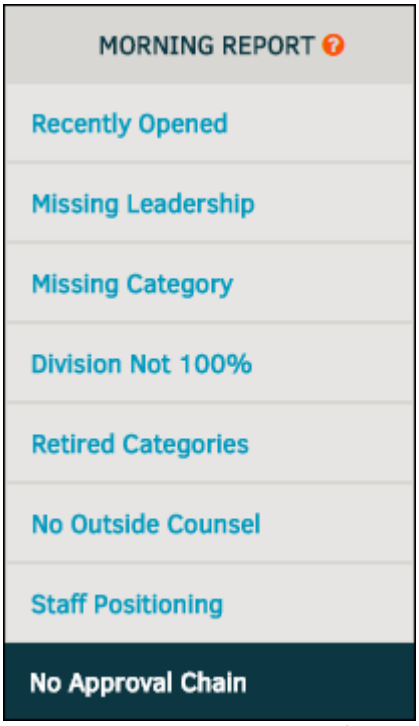
Select an individual from the drop-down list, then click the switch to turn access or notification on or off. Click **Add Record** to confirm.



Add Key Person

1.9.1.8 No Approval Chain

The **No Approval Chain** hyperlink in the **Morning Report** sidebar allows users to view matters records that have invoices submitted without approvers assigned to review.



Morning Report: No Approval Chain

Approval chains can be set for an invoice by a site administrator, and are required to either accept or reject an invoice.

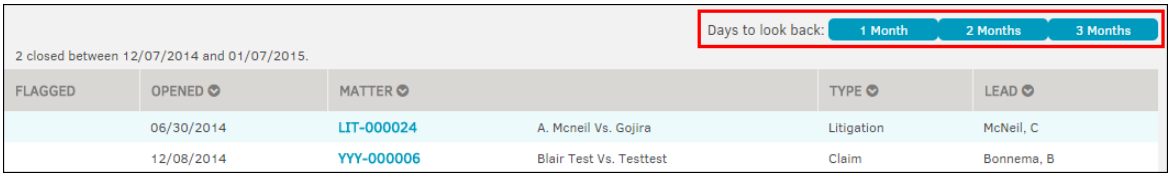
Access an invoice from a specific matter record within **My Matters**, or locate it from **Invoice Management** in the **Finance Module**.

The approval chain is located in the middle of an invoice. Adding approvers is covered in-depth in the **Invoice Management | *Approval Chain*** section of the manual.

1.9.1.9 Matters Recently Closed

The **Matters Recently Closed** hyperlink in the **Morning Report** sidebar allows users to view matter records that have been closed within the last month, last 2 months, or last 3 months.

Adjust the dates to look back by clicking the **1 Month**, **2 Months**, or **3 Months** buttons at the top of the list.



Days to Look Back

1.9.1.10 List Matter by Status

The **List Matter by Status** hyperlink in the **Morning Report** sidebar allows users to view a list of matters organized by status.

The list automatically defaults to Active (Open) Matter records.

- Use the drop-down menu at the top of the list and click **List Records** to view additional statuses.
- Use the switch below the drop-down list to filter between open, closed, or both. Click **List Records** when changing between filter options to refresh the matter list.

Select a Status

1.9.1.11 Budget Activity

The **Budget Activity** hyperlink in the **Morning Report** sidebar allows users to view which budgets have been adjusted within a specific time period.

You can filter the list results by budget type, frequency, and changes made since a certain day by using the drop-down menus and text fields at the top of the list.

Click a matter number to be redirected to the matter record's primary information page.

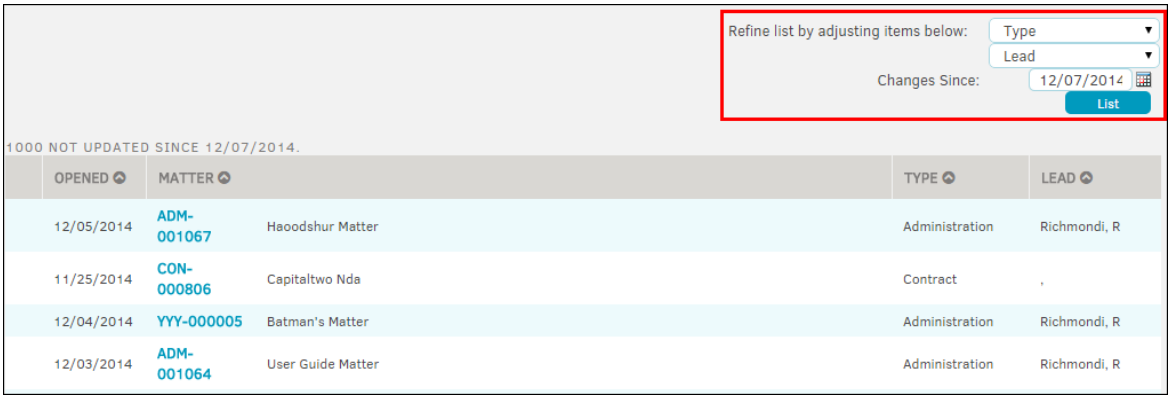
Budget Activity

1.9.1.12 No Update: 30 days

The **No Update—30 Days** hyperlink in the **Morning Report** sidebar allows users to view matter records that have not been updated within a specific time period.

You can filter the list results by matter type, lead, and changes made since a certain day by using the drop-down menus and text fields at the top of the list.

Click a matter number to be redirected to the matter record's primary information page.

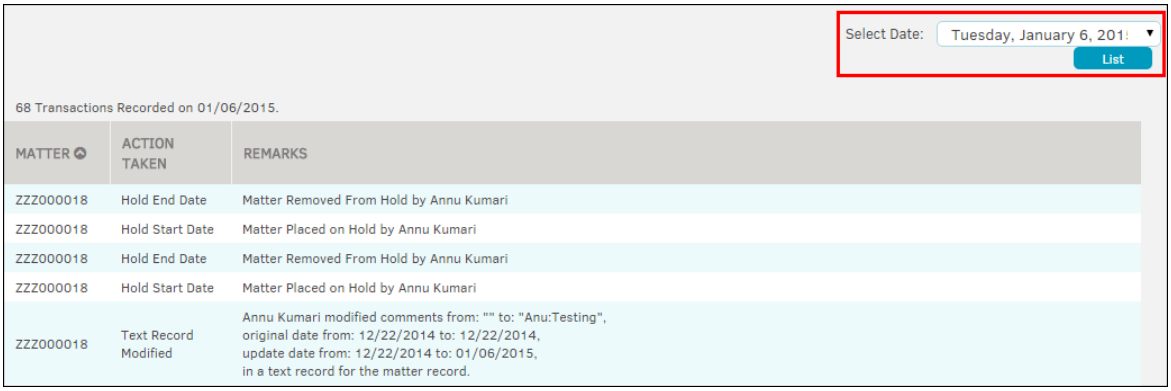


Refine List

1.9.1.13 Previous Day Activity

The **Previous Day Activity** in the **Morning Report** sidebar allows users to view all activity for the previous day, or up to 10 days prior.

Select a date using the drop-down menu at the top of the list, then click **List**.



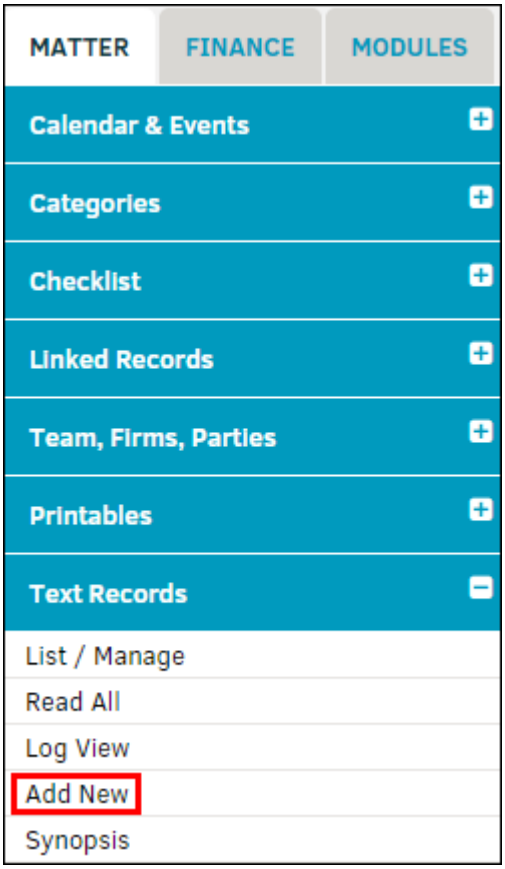
Previous Transactions

1.9.1.14 Description Text Missing

The **Description Text Missing** hyperlink found at the bottom of the **Morning Report** sidebar allows users to view matter records which do not have a description text. Description text is completely optional, and is usually added when first creating a matter (see the **Add New Matter Step Process**). It can be added to a matter or edited at any time.

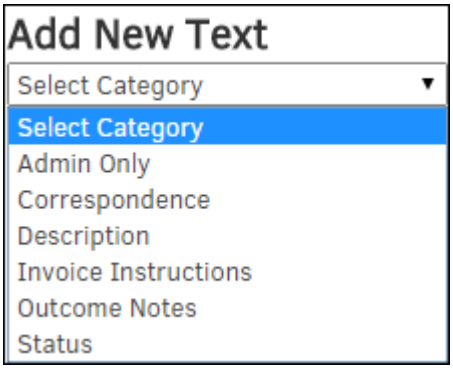
To add a description text to a matter record:

1. Click on a matter number from the **Description Text Missing** page.
2. From within the matter, go to the **Matters Navigation Bar** and select **Add New** under **Text Records**.



Add New Description Text

3. Select "Description" from the drop-down list. All text categories appear in the Text Records List (**List/Manage** hyperlink located in the sidebar above), but only adding a description text removes the matter record from the **Morning Report** notice.



Select a Category

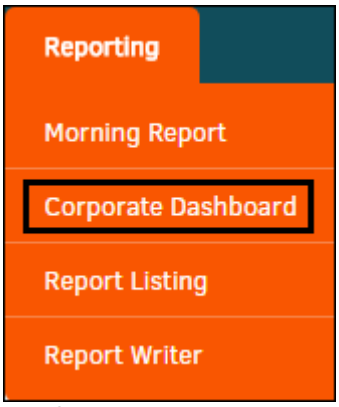
4. Use the icon to the right of the "Description" text field to change the save date for the text, which defaults to the current date.

5. Use the radio buttons below the "Description" text field to determine who is able to view and/or edit the text.

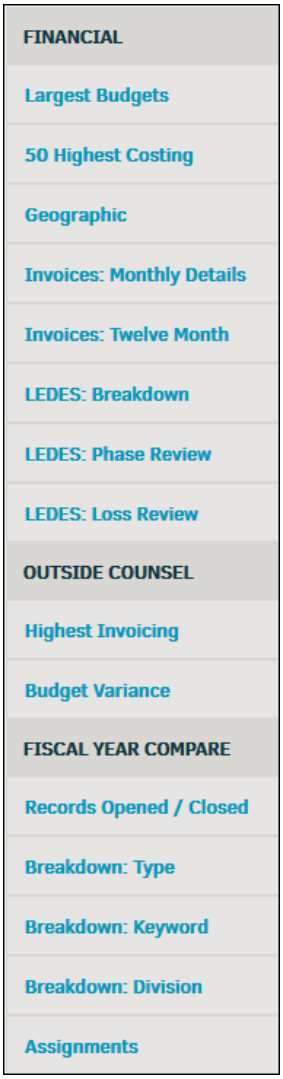
6. Click **Save** when finished to confirm any changes made.

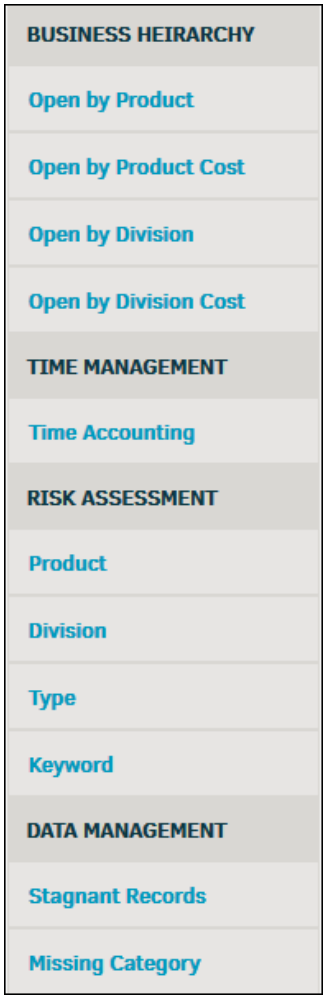
1.9.2 Corporate Dashboard

The **Corporate Dashboard** hyperlink opens a report composed of various sub-reports which track Financial, Outside Counsel, Fiscal Year Compare, Business Hierarchy, Time Management, Risk Assessment, and Data Management statistics in your database.



Corporate Dashboard

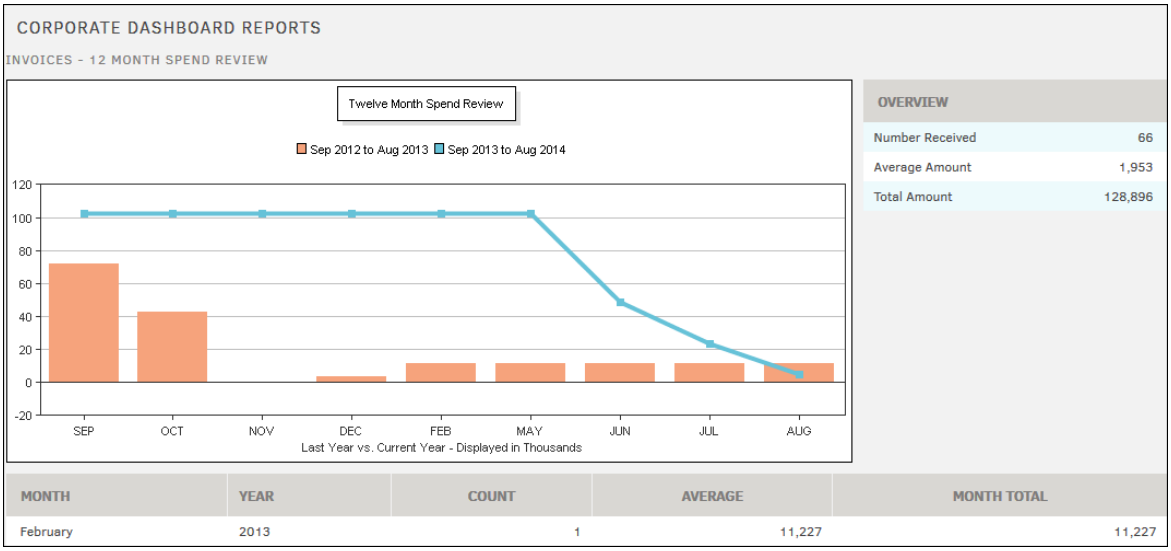




Corporate Dashboard Sidebar

Click any hyperlink in the right-hand sidebar to view the related report. (Example: The **Invoices: Twelve Month** report is opened in the following screenshot).

Most reports offer a print view, as indicated by the icon at the top of the report.

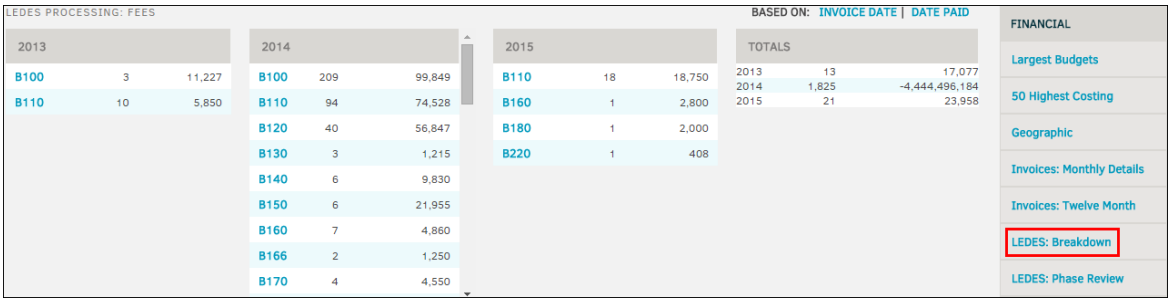


Invoices: Twelve Month

1.9.2.1 LEDES: Breakdown

The **LEDES: Breakdown** hyperlink in the **Corporate Dashboard** sidebar, under **Financial**, allows users to view LEDES processing fees based on invoice creation date or date paid.

Each report is titled by LEDES code, and there is a code guide available at the bottom of the page that clarifies the description of each code.



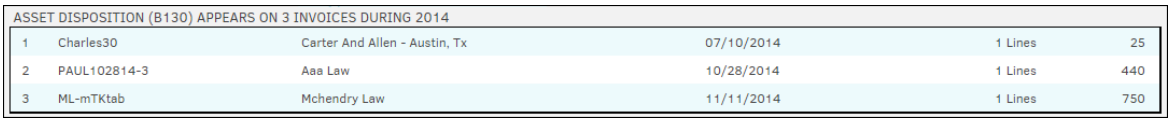
LEDES: Breakdown

View Reports

To view reports based on invoice date or date paid, use the corresponding hyperlinks located above the **Totals** table at the top right.

The number located directly to the right of the LEDES code, in the middle of the table, represents the number of invoices on which the LEDES code is used.

The number located to the far right of the LEDES code represents the sum amount of all invoices listed under that LEDES code. Click on a LEDES code to see the individual amounts of the invoices for that particular code (as shown below).

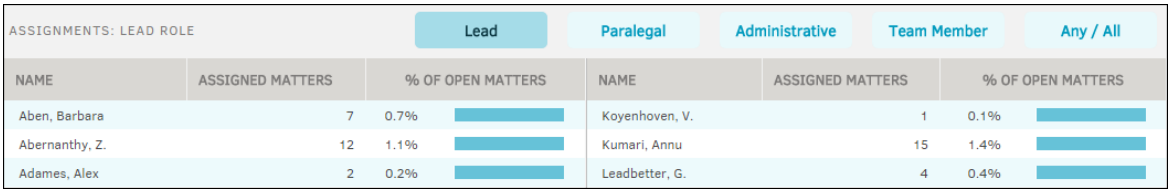


Invoices Associated to LEDES Code

1.9.2.2 Assignments

The **Assignments** hyperlink in the **Corporate Dashboard** sidebar, located under **Fiscal Year Compare**, allows you to view the amount of matter assigned to an individual, and compare the percentage of those which are open to all open matter in the Lawtrac database.

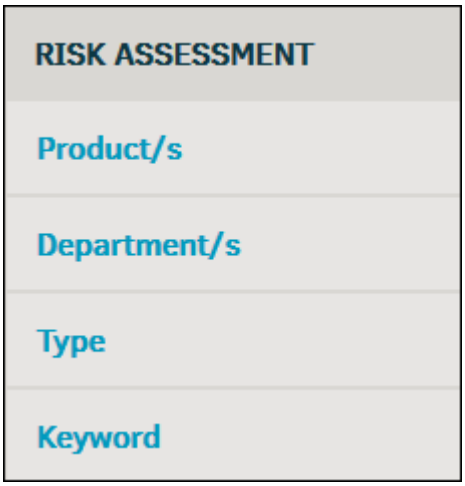
The list can be filtered by role, which includes Lead, Paralegal, Administrative, Team Member, or Any/All. To switch between views, use the buttons at the top of the list. Employees are listed by surname in alphabetical order.



Assignments Report

1.9.2.3 Risk Assessment

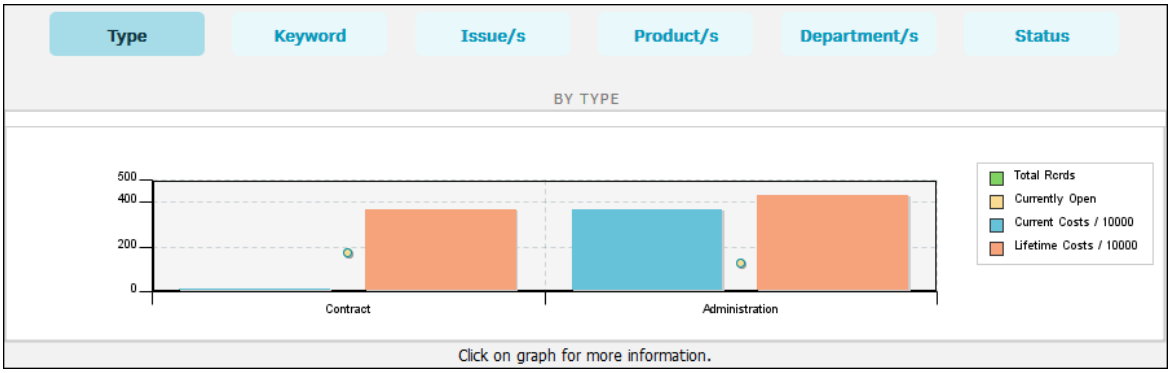
The hyperlinks located under **Risk Assessment** in the **Corporate Dashboard** sidebar allows you to view risk assessment graphs by Type, Keyword, Issues, Product, Division/Department, or Status.



Corporate Dashboard Sidebar

The hyperlinks under **Risk Assessment** offer a quick way to navigate between Product, Department, Type, and Keyword, but you can click on any hyperlink and still view additional reports by using the buttons at the top of the graph. Opening the link also displays the additional report options for Issues or Status.

Hover your mouse pointer over the data bar to see additional information.



Risk Assessment Buttons

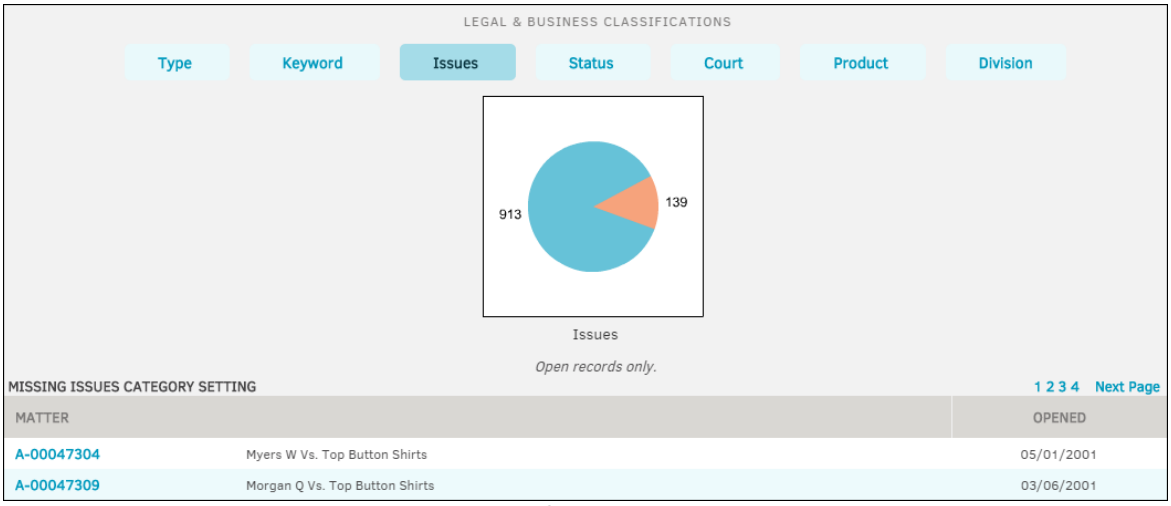
1.9.2.4 Missing Category

The **Missing Category** in the **Corporate Dashboard** sidebar, located at the bottom under **Data Management**, allows you to view matters with missing categories in a pie chart.

Filter between missing Type, Keyword, Issues, Status, Court, Product, and Department by using the buttons above the chart.

In the chart (shown below), the orange color represents the amount of matter records that include the categories, and the blue color represents the amount of matter records with the category setting missing.

Navigate to the matter record in review by clicking the matter number hyperlink.

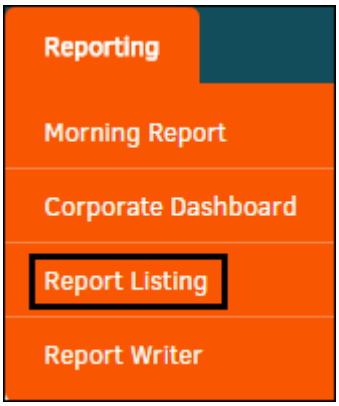


Missing Category Report

For information on including missing Type, Keyword, Issues, Product, or Division/Department, please see **Missing Category** page in the **Morning Report** section of the **Reporting** tab.

1.9.3 Report Listing

The **Report Listing** hyperlink in the **Reporting** tab displays flagged reports, recent reports, and a list of all reports listed in alphabetical order that can be filtered by category.



Report Listing

Your site administrator designates whether the report data you see is restricted to your assigned matters, or restricted to your security group(s).

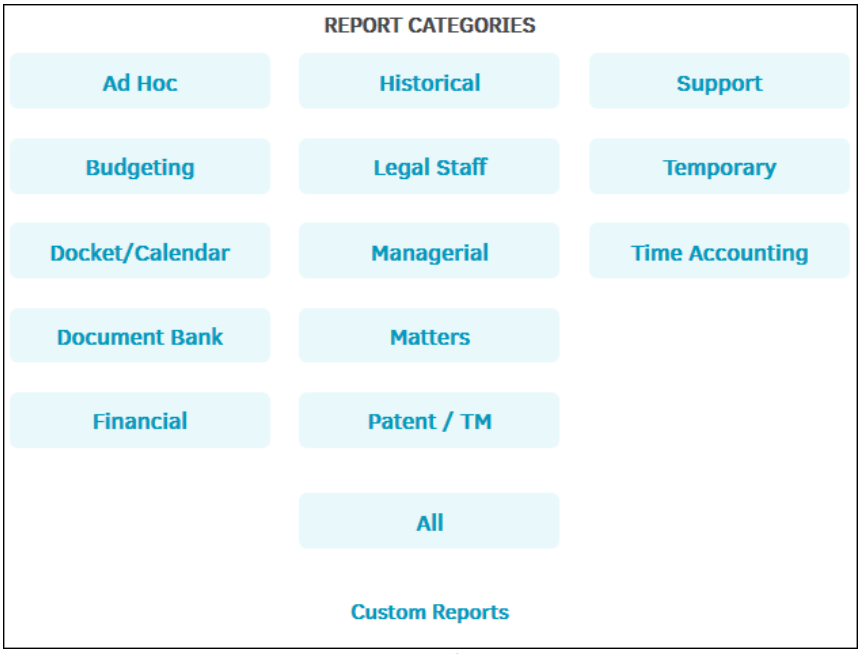
- Click on the title of a recent or flagged report to access additional information for that report.
- Click the report name to run a report based on category focus.
- Click the icon to run the report on a page to be printed.

REPORTS	ID	PRINT	LAST
Budgets By Fiscal Year Category Focus	BUD001		12/02/2014
Budgets By Fiscal Year	BUD002		10/15/2014
Budgets by Matter	BUD003		04/17/2014
Budget By Law Firm/Matter - Monthly Matrix	BUD009		10/15/2014
Budget Status - Active Budgets Only	BUD011		Not Used
CUS_15274a.cfm - REVIEW	CUS_15274a		Not Used

List of Reports

The **Report Listing** page also includes a list of reports categories. Use the buttons to filter the list of reports; results for that category show up to the left.

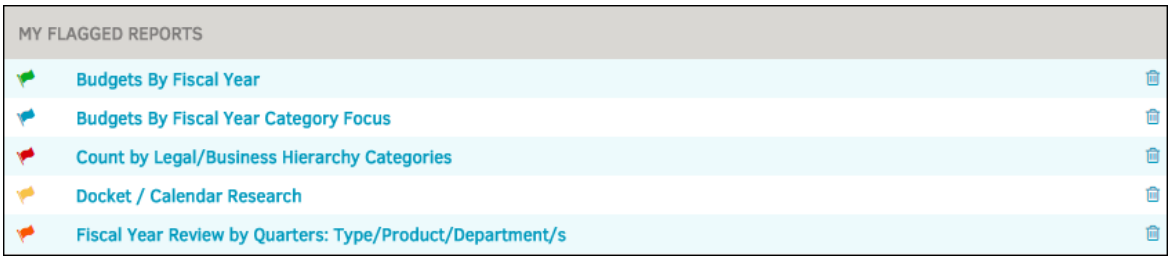
Click the category links to open each category list. To view the **Custom Reports**, use the hyperlink at the bottom of the list. Custom reports are created and maintained by the site administrator via **Application Administration**.



Report Listing Categories

1.9.3.1 Flagging a Report

Flagged reports are reports that you flag as favorites so that they appear in the **My Flagged Reports** section. The **My Flagged Reports** section is on the top left side of the **Report Listing** page.



My Flagged Reports

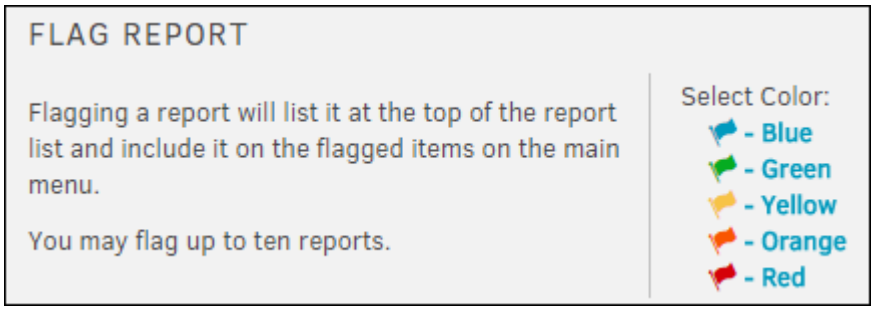
Flag a Report

1. Open a report from the list of reports on the **Report Listing** page.
2. Click the **Flag as Favorite** link on the right side below the report.

Flag as Favorite Link

Note: You can only flag up to 10 reports. The **Flag As Favorite** link does not appear if 10 reports are already flagged.

3. Click the link for a colored flag to assign that flag to the report. The colors of the flags do not mean anything in Lawtrac. Flag them according to how you want to distinguish different reports.



Select Flag Color

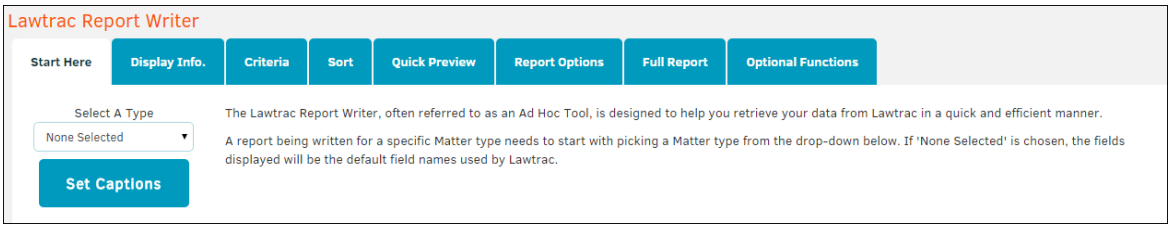
Remove a Flag

1. From the **My Flagged Report** section, click the icon next to the report.
2. Click **OK** to confirm the removal.

1.9.4 Lawtrac Report Writer

The Lawtrac Report Writer is covered in depth in its own *Lawtrac Report Writer Help*.

To return to the homepage from the **Report Writer** start screen, click the Lawtrac logo in the upper left corner.



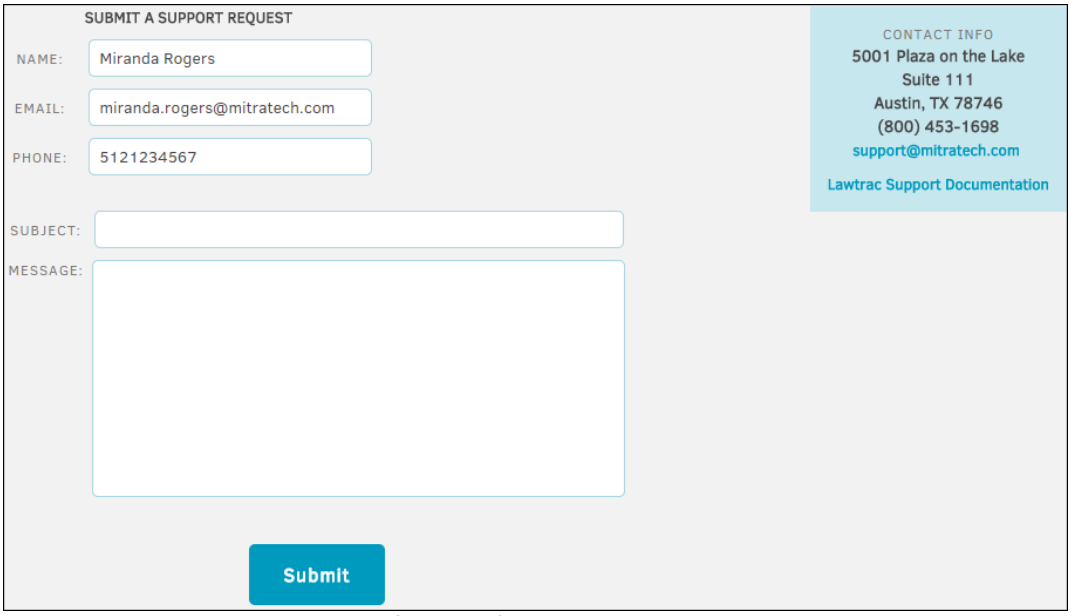
Report Writer

1.10 Support

The **Support** module located at the top right of the Lawtrac Website allows you to submit a query to Lawtrac support.

Lawtrac Help & Support

Enter your request in the text box and click **Submit** to send your support request. This page also displays Mitratech's headquarters contact information.



Submit a Support Request

1.11 Additional Help: Troubleshoot

Welcome to the *Lawtrac 4.1 Additional Help: Troubleshoot*.

The purpose of this section of the *Lawtrac User Guide* is to address specific troubleshooting needs and frequently asked questions made by application users, in order to help you use the Lawtrac application as efficiently as possible.

Expand the topics and click through the links to view the help topics.

If you still have questions that are not covered by the user guide, please contact Lawtrac support at Support@mitratech.com.

e-Billing FAQ	Help with Invoices	Help with Budgets
What are the phases of the eBilling process?	Help with e-Billing	How do I view budget requests?
How do I set up my vendor for invoice submission?	Help with submitting invoices	How do I add a budget for a law firm or vendor?
A note about Invoice Approvers	Help with creating invoices	How do I search for budgets?
	Troubleshooting Invoice Creation	How do I edit a budget?
	How do I add taxes to line items in an invoice?	How do I approve or reject a budget?

e-Billing FAQ	Help with Invoices	Help with Budgets
	How do I attach documents to my invoice?	How do I attach documents to a budget?
	How do I edit a line item in an invoice?	
	How do I apply a discount to my invoice?	
	How do I delete an invoice created in Lawtrac?	
Notification FAQ	**Frequently Asked Questions**	
What Notifications can I Receive as a Key Personnel?	What currencies does Lawtrac accept?	
What Notifications can I Receive as a Legal Team Member?	What notifications can I receive as key personnel?	
	What notifications can I receive as a Legal team member?	

1.11.1 Help with Invoices

- e-Billing FAQ
- Help with Submitting Invoices
- Help with Creating Invoices
- Troubleshooting Invoice Creation
- Help Checking the Status of an Invoice

1.11.1.1 Help with Submitting Invoices

Click a link for information:

- How do I include expense receipts or other attachments with my invoices?
- How do I upload LEDES files with non-U.S. Taxes (VAT, GST)?

- How do I upload LEDES files with non-U.S. taxes at the line item level?
- Can I edit my invoices?
- Can I delete invoices that have been approved, paid, or rejected by a client?
- How do I check on the status of my invoices?
- How do I attach documents to my uploaded invoice?

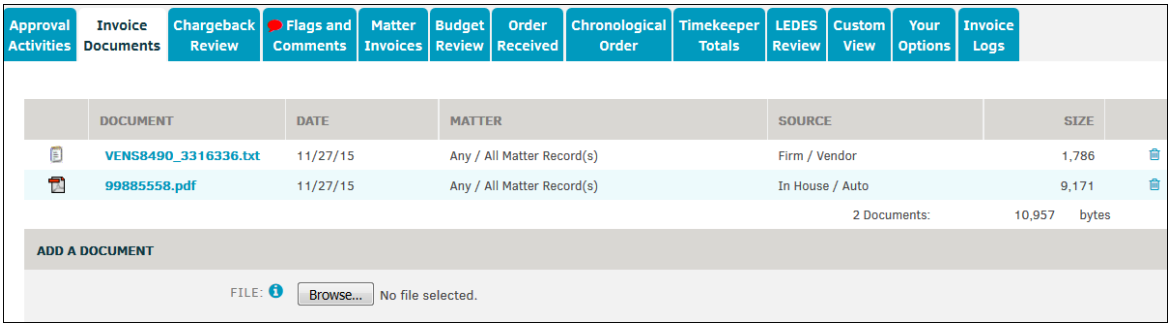
1.11.1.1.1 How do I include expense receipts or other attachments with my invoices?

You can include expense receipts or other attachments with your invoice by accessing the **Invoice Documents** tab within an invoice's detail page.

1. Navigate to the **Invoice Documents** tab by opening an invoice from **Finance | Invoice Management**, or from within the matter to which the invoice is associated.
2. Scroll to the bottom of the invoice detail page. The **Invoice Documents** tab is the second from the left.
   a. Click the icon to view upload instructions and restrictions.
3. Select **Browse** from the **Add Document** section to upload a file to the invoice.

   When a file type has been selected, an **Upload** button appears.
4. Click **Upload**.

   The entire invoice refreshes to list the new document in the **Invoice Documents** tab.



Invoice Documents Tab

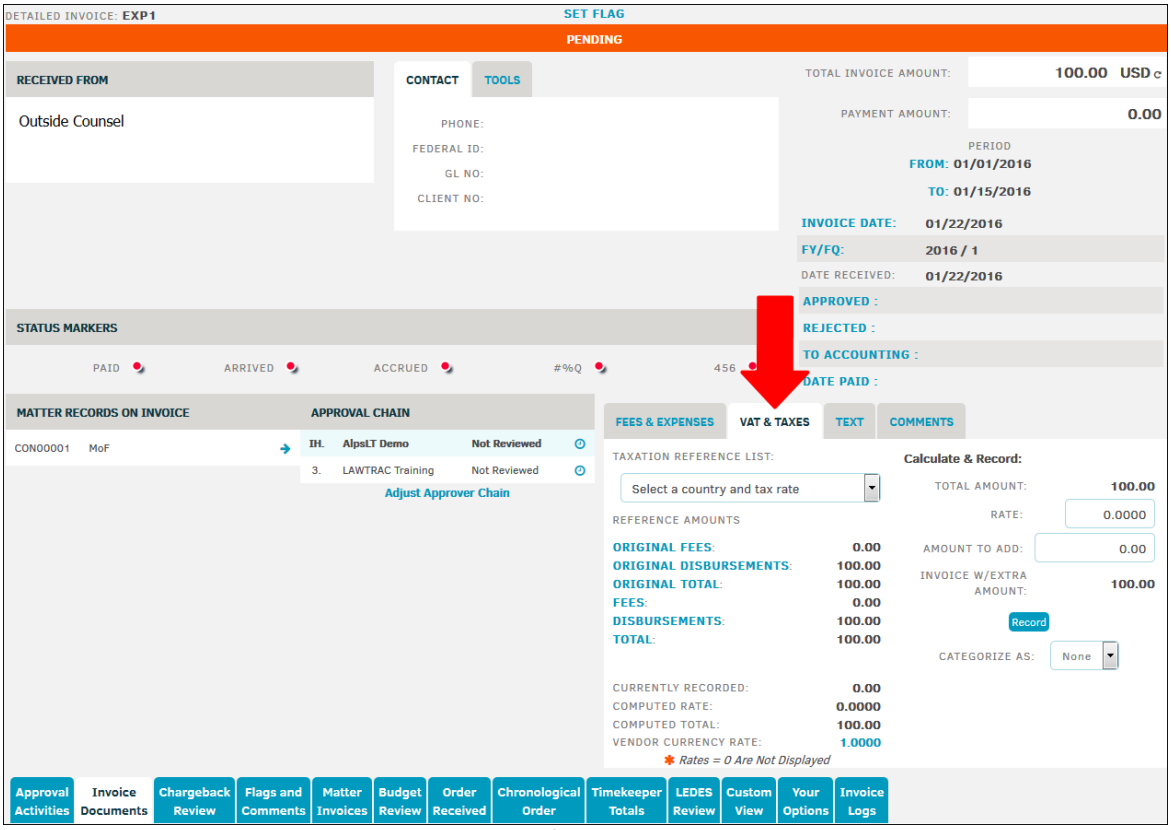
From this tab, you also can perform the following tasks:

- Download—Click the document title to download a document
- Delete—Click the icon to delete a document

1.11.1.1.2 How do I upload LEDES files with non-US Taxes (VAT, GST)?

To upload a LEDES file with Non-U.S. taxes, first create a Detailed invoice.

2. Within the invoice detail page, select the **VAT & Taxes** tab located in the middle of the page.



VAT & Taxes Tab

3. Select the desired country and tax rate from the "Taxation Reference List" drop-down menu.

   The rate amount populates the "Rate" text box on the right side under the total invoice amount.

   a. Add an amount, if necessary, to the "Amount to Add" text box.

4. Select a tax category from the "Categorize As" drop-down list.

5. click **Record**.

FEES & EXPENSES | VAT & TAXES | TEXT | COMMENTS

TAXATION REFERENCE LIST:

Guernsey - 1.0000

REFERENCE AMOUNTS

ORIGINAL FEES:	0.00
ORIGINAL DISBURSEMENTS:	100.00
ORIGINAL TOTAL:	100.00
FEES:	0.00
DISBURSEMENTS:	100.00
TOTAL:	100.00
CURRENTLY RECORDED:	0.00
COMPUTED RATE:	0.0000
COMPUTED TOTAL:	100.00
VENDOR CURRENCY RATE:	1.0000

* *Rates = 0 Are Not Displayed*

Calculate & Record:

TOTAL AMOUNT:	100.00
RATE:	1.0000
AMOUNT TO ADD:	100.00
INVOICE W/EXTRA AMOUNT:	200.00

Record

CATEGORIZE AS: None

Adjust Taxation

1.11.1.1.3 How do I upload LEDES files with non-US taxes at the line item level?

In order to upload a LEDES file with non-U.S. taxes at the line item level, you need to create a Detailed invoice.

1. Under the **Finance** tab on the top navigation bar, select **Invoice Management**, then click **Add New Detailed Invoice** in the sidebar.
2. Follow the basic instructions for adding an invoice found here.

Detailed Invoice - Approval Required

INVOICE NUMBER: 002 CONTROL AMOUNT: 65000

INVOICE DATE: 01/14/2016

PERIOD FROM: 12/01/2015

PERIOD TO: 12/31/2015

FISCAL PERIOD: 2016

1 2 3 4

United States (USD)

Use Rate Of: 1.0000 01/01/14

- Do **NOT** Convert (skip currency conversion)

COMMENTS:

OPTIONAL TEXT #1

ELECTRONIC FILE TYPE

LEDES FILE NAME

PAYMENT TERMS

USER DEFINABLE 1 NA

USER DEFINABLE 2 AN

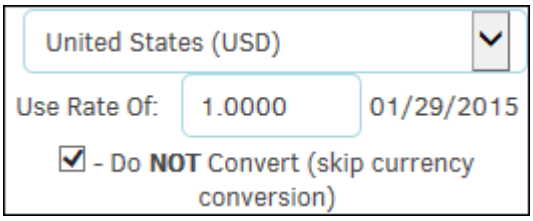
USER DEFINABLE 3 NA

Continue

Add Detailed Invoice

3. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate.

   a. If desired, select a different currency from the drop-down menu and enter the conversion rate in the "Use Rate of" field. Check the **Do NOT Convert** box if you want to skip currency conversion.



Invoice Currency

4. Enter Optional Text, Electronic File Type, and LEDES File Name in the designated fields.

5. Click **Continue**.

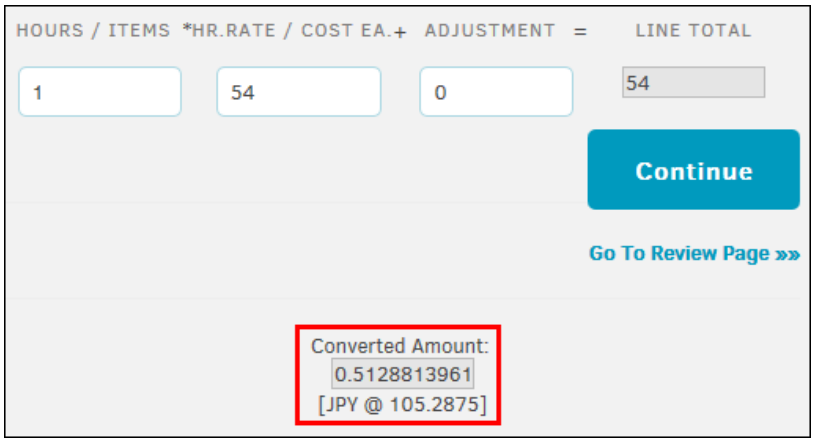
Optional Text and Paid By

Enter the Line Items

1. Select the employee who performed the work from the "Work By" drop-down menu.
2. Enter the date the task was performed.
3. Choose the LEDES Code and Activity Code from the drop-down menus.
4. Enter the number of Hours (i.e. 1, 1.25, 1.5, 1.75) or Items (for an expense/disbursement) and the Hr. Rate/Cost ea. and Adjustment.
   a. If you are unsure of the rate, click the **View Rate Card** hyperlink in the bottom right corner.

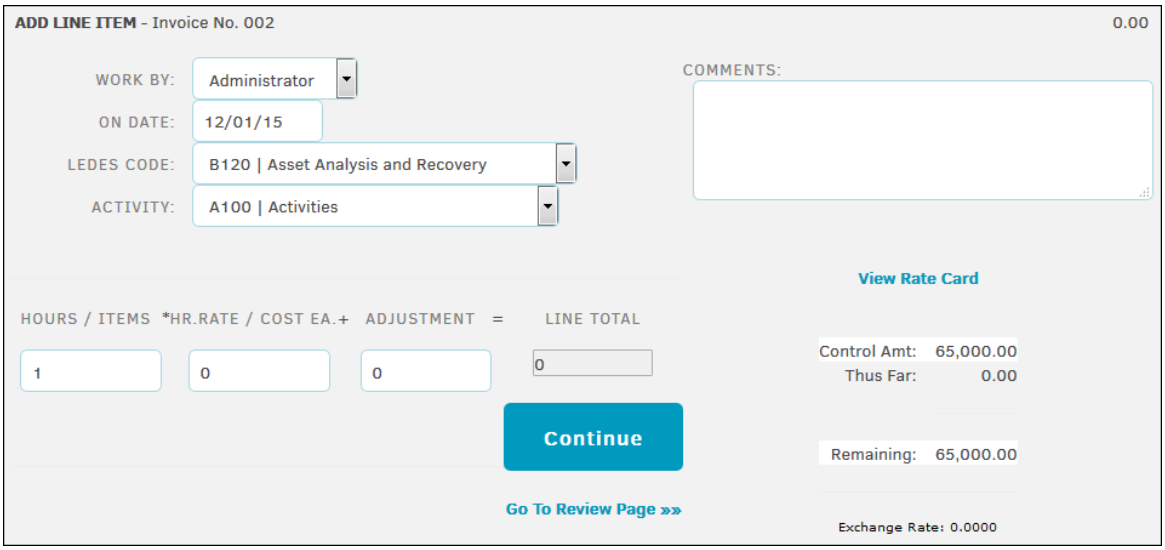
      The employee or firm rate information displays.

   The currency conversion of your selected country appears under the line item text fields.



Converted Amount

5. Click **Continue**. You can add another line item by selecting the **Add Another Line Item** hyperlink.
   a. If you are on the **Add Line Item** page again and you wish to review the invoice details before adding another line item, click the **Go To Review Page** hyperlink.
6. When you have finished adding your line items, click **Continue** to review the invoice details.



Add Line Item

Additional Options

- —Remove the line item
- —Edit the line item
- **Add Another Line Item**—Add another charge without deleting the existing line items
- **Add Another Matter**—Add the same invoice to another matter record

If the invoice totals don't fall within the approved budget for the firm or vendor, and the flag feature is turned on, there is an indicator notifying that the invoice has **Failed**. You may then click to delete line items, if desired.

When the addition of the invoice falls within the fiscal year budget, the indicator changes to **Pass**.

For information on charge backs, refer to the Adjusting Division/Department Chargebacks instructions.

REVIEW - Invoice No. 1256 - CON-001009 0.00

WHO	WHAT		UNITS	COST PER	ADJ	SUM	DEL	EDIT
1. Administrator	B110 [F]	Case Administration	1.00 hrs	0.00 /per hr.	0.00	0.00		
2. Administrator	999 [O]	MW Custom code test	1.00 ea.	0.00 /per ea.	0.00	0.00		

Line Formula: Units x Cost Per + Adjustment = SUM **Recorded Total: 0.00**

What do you want to do next?

Add Another Line Item Add Another Matter

Finish

REVIEW/ADJUST CHARGEBACKS

The Business Unit Charge Backs scheduled for this invoice are displayed below.

If you need to change or adjust these click the link below.

Adjust Business Unit Charge Backs

EXISTING CHARGEBACKS

Administration (Primary)	50%	0.00	Delete

CURRENT PERCENTAGE: **50** %

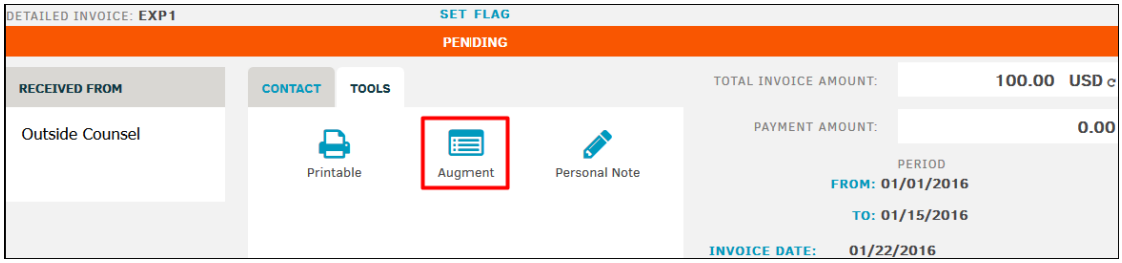
Review and Finish

1.11.1.1.4 Can I edit my invoices?

After creating an invoice in the Lawtrac application, users with the proper application permissions may make several changes to the invoice.

Add a Line Item

1. At the top of an invoice, select the **Tools** tab, then click **Augment**.



Tools: Augment

2. In the new **Augment Invoice** window, select a LEDES code from the "Classification" drop-down list, then enter the line item information by "Hours/Items", "HR Rate/Cost", and "Adjustment" into the corresponding text boxes.

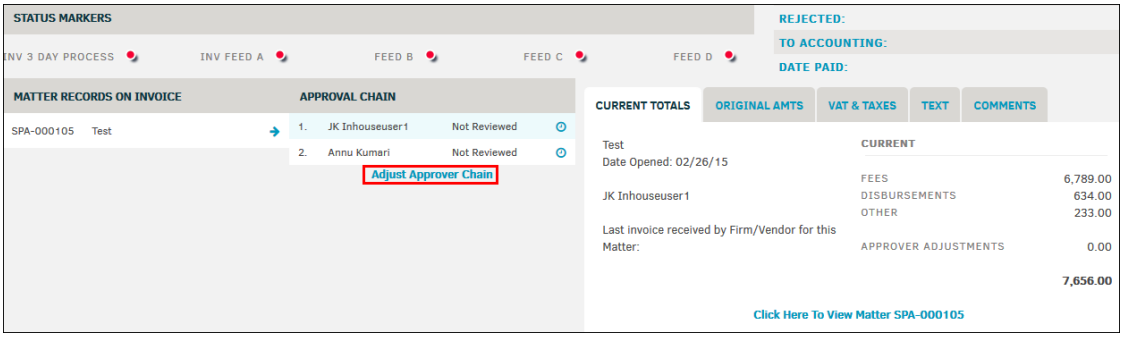
   a. If necessary, add details about the line item in the "Comments" section, and change the date of the charge by typing into the "On Date" field.

3. Click **Add New Line**.

View your new line item in the **Approval Activities** tab after clicking the icon in the top right corner of the page.

Adjust Approver Chain

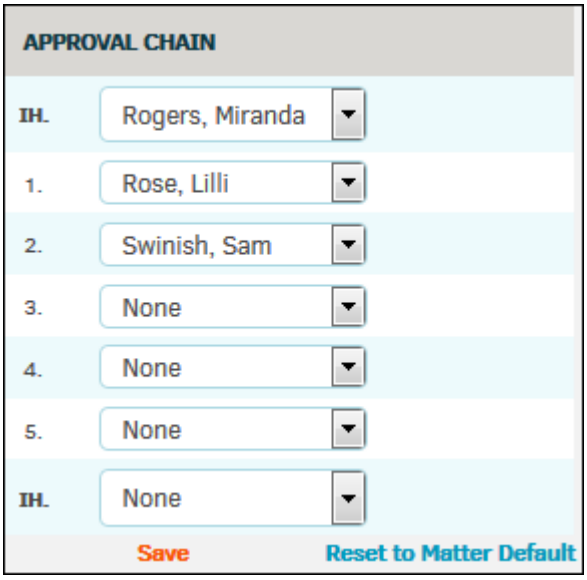
1. In the middle of an invoice, click **Adjust Approver Chain**.



2. Set up to five approvers by selecting an individual from the drop-down lists.

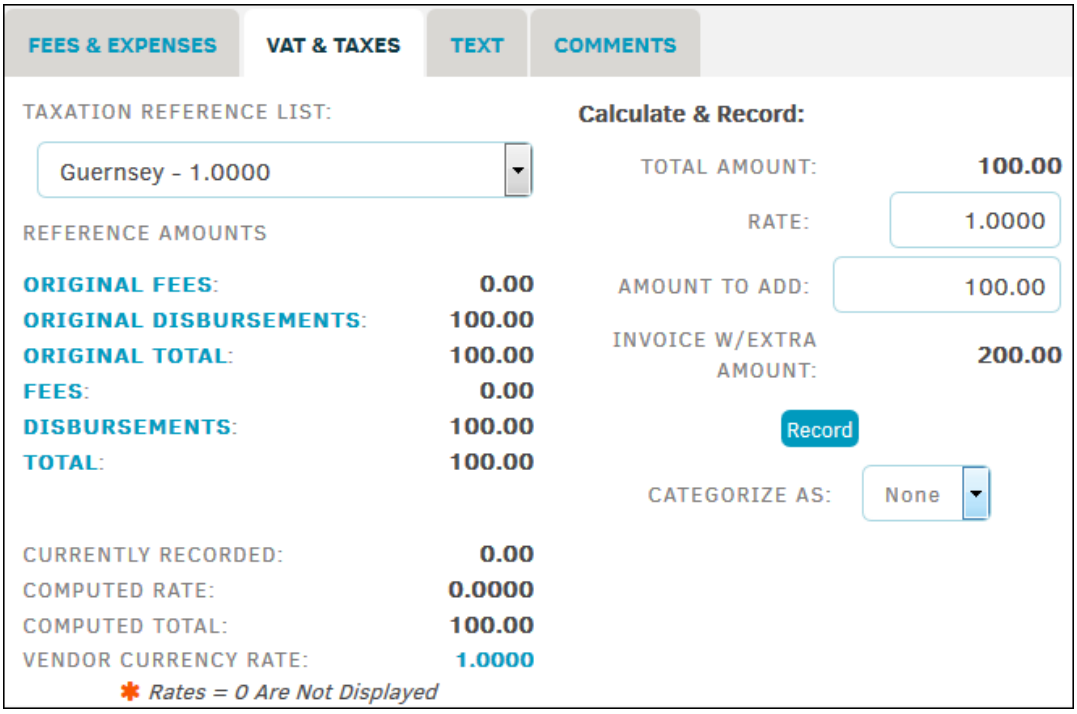
   a. Add an invoice handler by selecting an individual from the **IH.** drop-down lists. If an individual is assigned as a handler, he/she **cannot** also act as an approver on the same approval chain.

3. Click **Finish** to confirm and save your selection(s). If the approvers were chosen based on a predefined team, you can reset the team by clicking **Reset to Matter Default**.



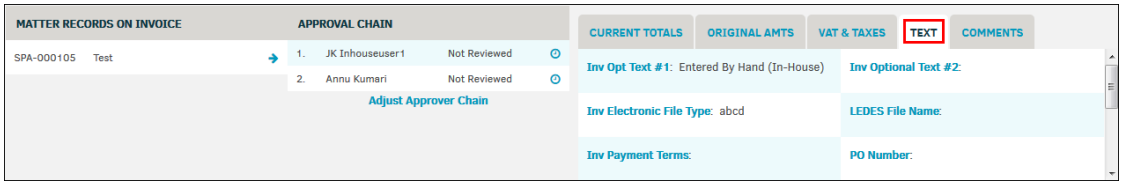
Edit VAT & Taxes

1. Select the **VAT & Taxes** tab located in the middle of the page.
2. Select the desired country and tax rate from the "Taxation Reference List" drop-down menu. The rate populates the "Rate" text box on the right side under the total invoice amount.
   a. Add an amount, if necessary, to the "Amount to Add" text box.
3. Select a tax category from the "Categorize As" drop-down list.
4. Click **Record**.



Adjust Taxation

Edit Text



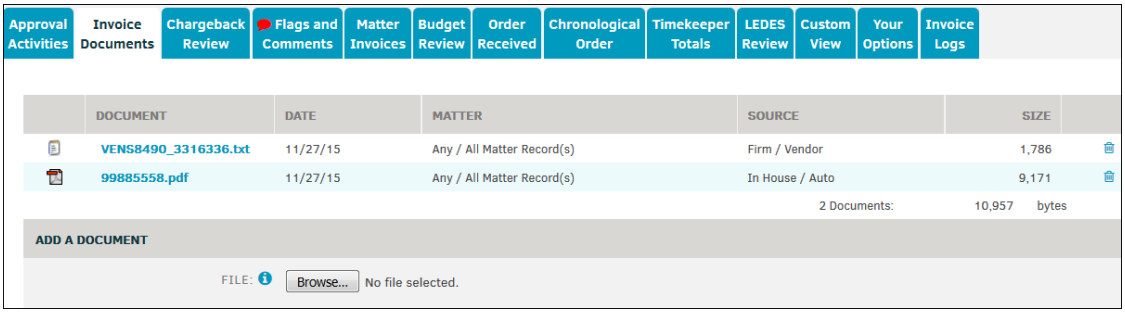
1. Select the **Text** tab located in the middle of the page.
2. Click any of the text hyperlinks to open an editable text field.
3. After entering your text, click **Save**.

Add a Document

1. Scroll to the bottom of the invoice detail page. The **Invoice Documents** tab is the second from the left.
   a. Click the icon to view upload instructions and restrictions.
2. Select **Browse** from the **Add Document** section to upload a file to the invoice.

   When a file type has been selected, an **Upload** button appears.
3. Click **Upload**.

   The entire invoice refreshes to list the new document in the **Invoice Documents** tab.



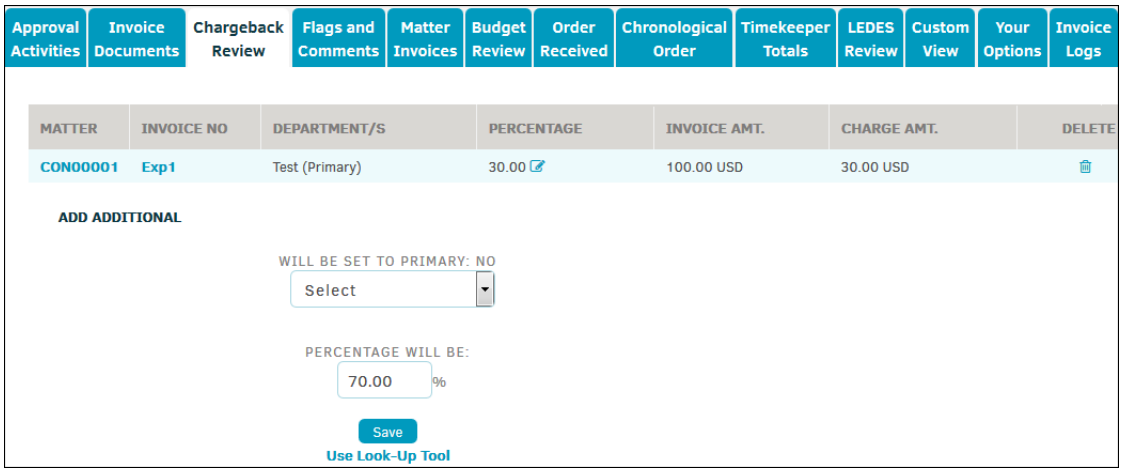
Invoice Documents Tab

From this tab, you also can perform the following tasks:

- Download—Click the document title to download a document
- Delete—Click the icon to delete a document

Add or Edit a Chargeback

Select the **Chargeback Review** tab at the bottom of an invoice page.



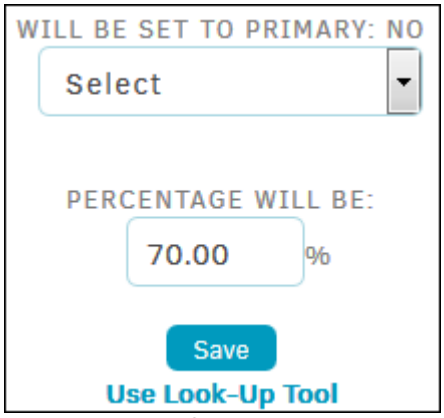
Chargeback Review Tab

Update existing chargebacks in the following ways:

- —Enter a new percentage and click **Save**
- —Delete a chargeback

To charge an additional department:

1. Select a department from the drop-down list. If additional drop-down lists appear, you can narrow down the business unit further.
2. In the "Percentage Will Be" field, enter the percent of the invoice that charges to the department. The sum of all chargebacks must not exceed 100%.
3. Click **Save** to add the chargeback to the invoice.



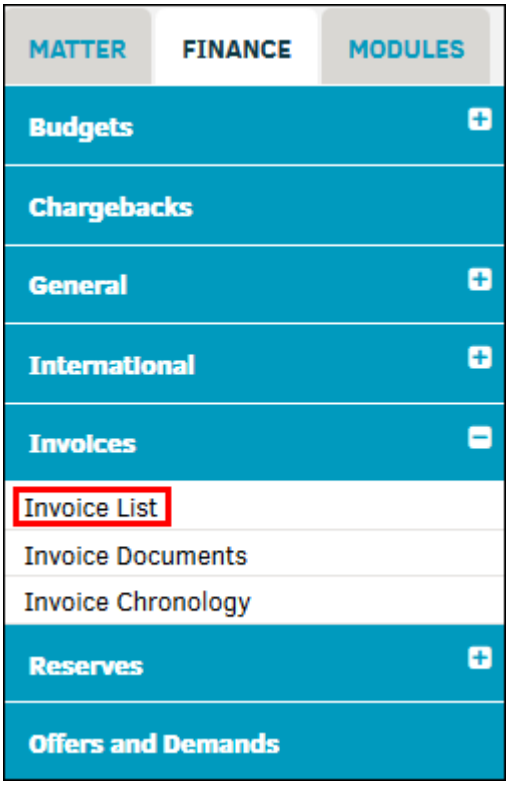
Add a Charge-back

1.11.1.1.5 Can I delete invoices that have been approved, paid, or rejected by a client?

Only site administrators and super users can delete an approved, paid, or rejected invoice through **Application Administration | Finance Options | Delete Invoice**.

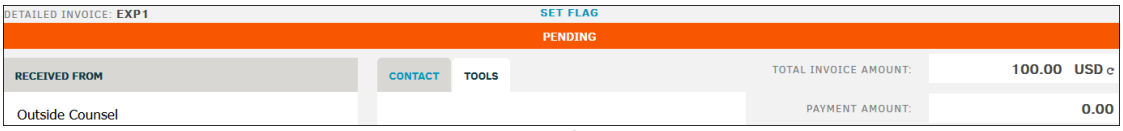
1.11.1.1.6 How do I check on the status of my invoices?

1. Open the matter record to which the invoice is associated.
2. Click **Invoice List** under the **Invoices** section of the **Finance Navigation Bar**.



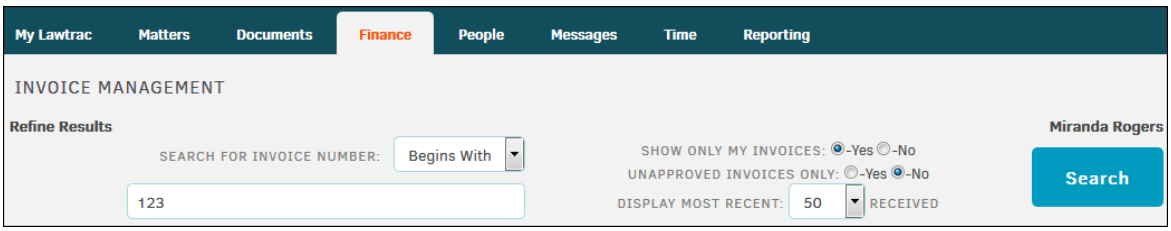
Invoice List Link

3. Select an invoice from the list by clicking the invoice number. The status of the invoice is located at the top of the page.



Invoice Status

Alternatively, open the invoice by clicking **Invoice Management** from the **Finance** tab and use the Refine Results tool at the top of the page.



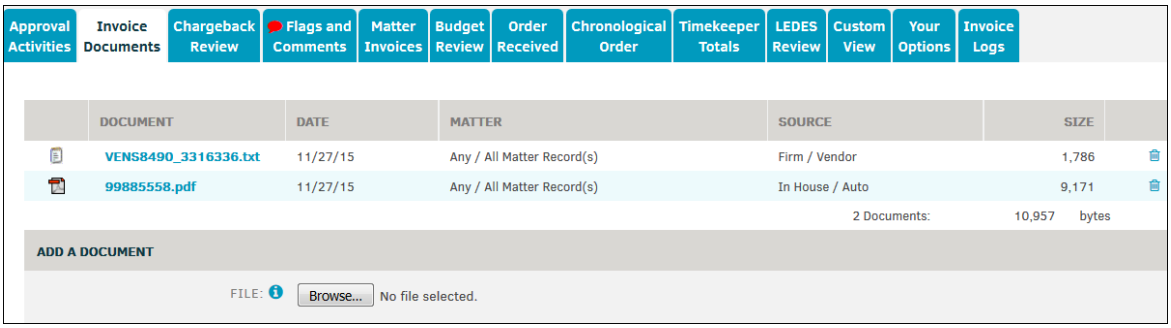
Find an Invoice

1.11.1.1.7 How do I attach documents to my invoice?

1. Navigate to the **Invoice Documents** tab by opening an invoice from **Finance | Invoice Management**, or from within the matter to which the invoice is associated.
2. Scroll to the bottom of the invoice detail page. The **Invoice Documents** tab is the second from the left.
   a. Click the icon to view upload instructions and restrictions.
3. Select **Browse** from the **Add Document** section to upload a file to the invoice.

   When a file type has been selected, an **Upload** button appears.
4. Click **Upload**.

   The entire invoice refreshes to list the new document in the **Invoice Documents** tab.



Invoice Documents Tab

From this tab, you also can perform the following tasks:

- Download—Click the document title to download a document
- Delete—Click the icon to delete a document

1.11.1.2 Help with Creating Invoices

Click a link for information:

- How do I create an invoice in Lawtrac?
- How do I apply a discount to my invoice?
- How do I add taxes to line items in an invoice?
- How do I attach documents to my invoice?
- How do I modify an invoice?
- How do I edit a line item in an invoice?
- How do I delete an invoice created in Lawtrac?
- What do I do if a client is missing from the Create Invoice drop-down field?
- Troubleshooting Invoice Creation.

1.11.1.2.1 How do I create an invoice in Lawtrac?

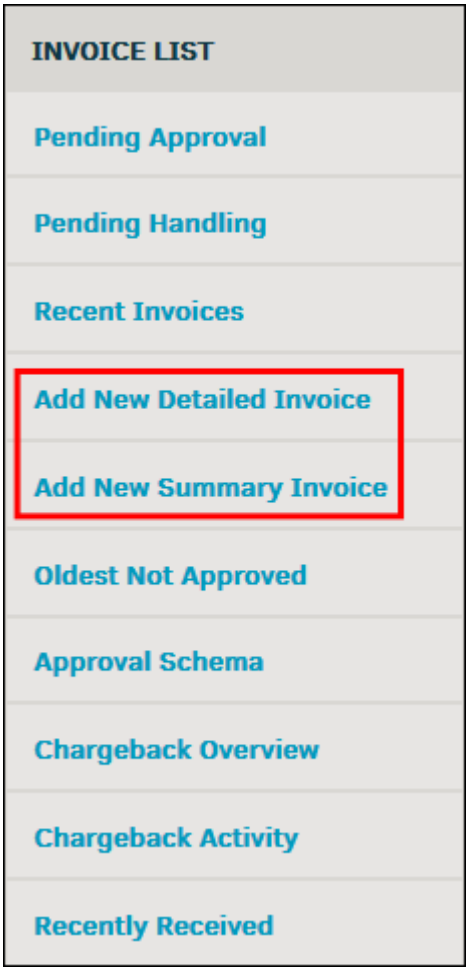
Invoices can be entered into Lawtrac two ways:

1. They can be imported by utilizing LEDES code e-Billing.
2. They can be typed in manually.

If you add invoices manually, add them from the **Invoice Management** page under the **Finance** tab.

You can add two kinds of invoices:

- *Detailed*—Invoices with budget line item information. Click **Add New Detailed Invoice** to add this type of invoice.
- *Summary*—Invoices that include the summary totals. Click **Add New Summary Invoice** to add this type of invoice.

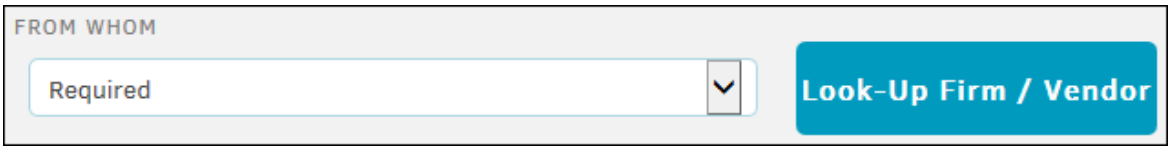


Add New Detailed or Summary Invoice

Note: Do not use your browser's "back" button when adding new invoices.

1. When creating either type of invoice, you must first select the firm or vendor that submitted the invoice from the drop-down list. Click **Look-Up Firm/Vendor** to continue to the next step.

Important Note: Use with discretion; released firms and vendors still appear on the drop-down list.



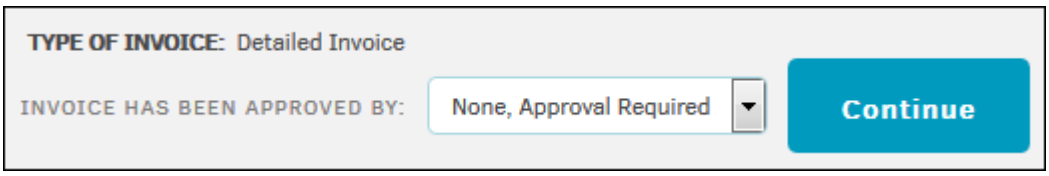
Invoice From Firm/Vendor

2. You can specify that the invoice is pre-approved during invoice creation: From the second screen for creating an invoice, select the invoice approver from the "Invoice Has Been Approved by" drop-down list. If you do not see the appropriate user's name in the drop-down list of invoice approvers, contact your Lawtrac administrator. Users must be granted permission to approve invoices before their name appears on this list.

   a. The "Comments" text box of the invoice automatically includes a statement with the name of the person who entered the pre-approved invoice and the approval date. The approval chain area displays only the selected approver.

b. If you do not want to pre-approve the invoice, keep the **None, Approval Required** as the default in the drop-down list.

3. After you specify the approval state, click **Continue**.



Invoice Has Not Been Pre-Approved

At the beginning of invoice creation, you are required to associate the invoice with one matter. Later, when creating a detailed invoice, you can add an additional matter to associate with other line items. When creating a summary invoice, you can add an additional matter with more invoice summary information.

Important Note: The "Matter" drop-down list only contains the matters assigned to your firm/vendor. If your matter is missing from the list, leave the drop-down list on "Required" and click **Look-Up Matter**. A search bar is generated, and the new drop-down list contains all matter records.

After you select a matter, click **Look-up Matter**.

1.11.1.2.1.1 Create a Summary Invoice

If you are adding a summary invoice, the page that opens after assigning a matter record to the invoice is the **Summary Invoice** page. Unlike the detailed Invoice, a summary invoice has the option to add fees, disbursements, and adjustments amounts.

Summary Invoice - Approval Required

INVOICE NUMBER:

A duplication test will be performed.

INVOICE DATE: 01/14/2016

PERIOD FROM: 12/01/2015

PERIOD TO: 12/31/2015

FISCAL PERIOD: 2016

1 2 3 4

United States (USD)

Use Rate Of: 1.0000 01/01/14

- Do **NOT** Convert (skip currency conversion)

FEES: 0.00

DISBURSEMENTS: 0.00

ADJUSTMENTS/OTHER: 0.00

TOTAL: 0

COMMENTS:

OPTIONAL TEXT #1

ELECTRONIC FILE TYPE

LEDES FILE NAME

PAYMENT TERMS

USER DEFINABLE 1 NA

USER DEFINABLE 2 AN

USER DEFINABLE 3 NA

Continue

Summary Invoice

1. Enter the **Invoice Number** into the text box. This number can be any combination of letters, numbers, and dashes, up to 35 characters.

2. Type or select the icon to enter **Invoice Date** and billing period using the **Period From** and **Period To** fields. Review the default **Fiscal Period** and update if necessary.

3. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate. If desired, select a different currency from the drop-down menu and enter the conversion rate in the **Use Rate Of** field. Check the **Do NOT Convert** box if you want to skip currency conversion.

Invoice Currency

4. Enter the amount for "Fees", "Disbursements", and "Adjustments/Other". The total is calculated automatically.
5. Enter "Optional Text", "Electronic File Type", and "LEDES File Name" in the designated fields.
6. Fill out the optional user defined fields, add comments if desired. Indicate whether the invoice is paid by other parties using the drop-down lists.
7. Click **Continue**.

INVOICE RECORDED - SELECT NEXT ACTION

Another Matter | New Invoice Same Vendor | New Invoice New Vendor | View Invoice

To add supporting documents do so via Invoice View

REVIEW/ADJUST CHARGEBACKS

The Division Charge Backs scheduled for this invoice are displayed below.

If you need to change or adjust these click the link below.

Adjust Division Charge Backs

EXISTING CHARGEBACKS

Marketing (Primary)	100%	6.00	Delete

Current Percentage: 100 %

Additional Options

You now have several options:

- Add **Another Matter** to the same invoice
- Add **New Invoice** to the **Same Vendor**
- Add **New Invoice** to a **New Vendor**
- **View the Invoice**
- **Adjust Division Charge Backs**
- **Delete** existing Charge Backs

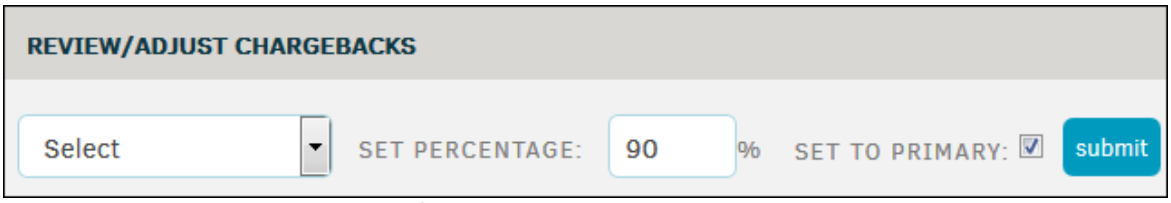
Adjust Division Chargebacks

By default, invoices are charged back to the matter's current division/business unit, which displays in the **Review/Adjust Charge Backs** area. If you need to assign a different chargeback, you can do that before selecting one of the other options.

It is best to use this feature with pre-approved invoices, so that the reset chargeback functions available in several areas of the application do not overwrite your adjustment by resetting it to the matter's division/business unit hierarchy.

If you see that the matter does not currently have a division/business unit assigned, update the matter, and then use one of the reset chargeback functions.

When you click the **Adjust Division Chargebacks** link, a selection area appears. Set the percentage amount and select the division and click **Submit**.



Select Division and Percentage

1.11.1.2.1.2 Create a Detailed Invoice

If you are adding a summary invoice, the page after you assign an invoice to a matter record is the **Detailed Invoice** page. Unlike the Summary Invoice, a Detailed Invoice allows you to enter a control amount, and you are able to add line items for hours worked vs rate and cost adjustments.

Detailed Invoice - Approval Required

INVOICE NUMBER: 002 CONTROL AMOUNT: 65000

INVOICE DATE: 01/14/2016

PERIOD FROM: 12/01/2015

PERIOD TO: 12/31/2015

FISCAL PERIOD: 2016

1 2 3 4

United States (USD)

Use Rate Of: 1.0000 01/01/14

- Do **NOT** Convert (skip currency conversion)

COMMENTS:

OPTIONAL TEXT #1

ELECTRONIC FILE TYPE

LEDES FILE NAME

PAYMENT TERMS

USER DEFINABLE 1 NA

USER DEFINABLE 2 AN

USER DEFINABLE 3 NA

Continue

Add Detailed Invoice

1. Enter the **Invoice Number**. The number can be any combination of letters, numbers, and dashes, up to 35 characters. Use the **Tab** button on your keyboard to move to the next text field. Doing so prompts the page to save and perform a duplication test to make sure the invoice number is unique.

2. Enter the **Control Amount** in the space provided, if applicable. If the site administrator has set the feature to “must match”, the application requires the sum of all line items on the invoice to match the **Control Amount**, and does not display the **Finish** link on the last page until the amounts match.

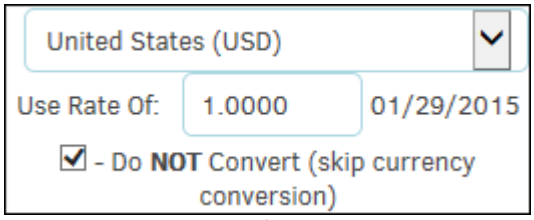
   Important: When entering dollar amounts, do not use the currency symbol or commas. Enter all amounts as a series of numbers with only a period to separate the monetary units: 10000.00

3. Type or select the icon to enter the **Invoice Date**, the billing period using the **Period From** and **Period To** fields, and the **Fiscal Period** year and quarter if necessary.

   These fields default to current date for the invoice date, the previous month for the billing period, and the current FY and fiscal quarter.

4. Review the currency information. The currency field defaults to the law firm's currency, at the current exchange rate.

   a. If desired, select a different currency from the drop-down menu and enter the conversion rate in the "Use Rate Of" field. Check the **Do NOT Convert** box if you want to skip currency conversion.



Invoice Currency

5. Enter **Optional Text**, **Electronic File Type**, and **LEDES File Name** in the designated fields.
6. Click **Continue**.

Optional Text and Paid By

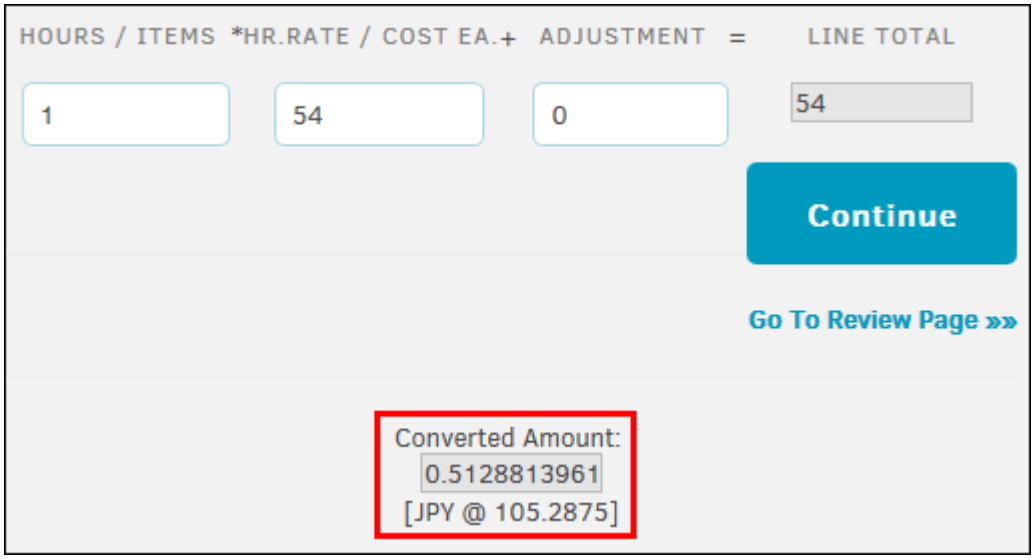
Enter the Line Items

1. Select the employee who performed the work from the "Work By" drop-down menu.
2. Enter the date the task was performed.
3. Choose the LEDES Code and Activity Code from the drop-down menus.
4. Enter the number of Hours (i.e. 1, 1.25, 1.5, 1.75) or Items (for an expense/disbursement) and the Hr. Rate/Cost ea. and Adjustment.

   a. If you are unsure of the rate, click the **View Rate Card** hyperlink in the bottom right corner.

      The employee or firm rate information displays.

   The currency conversion of your selected country appears under the line item text fields.

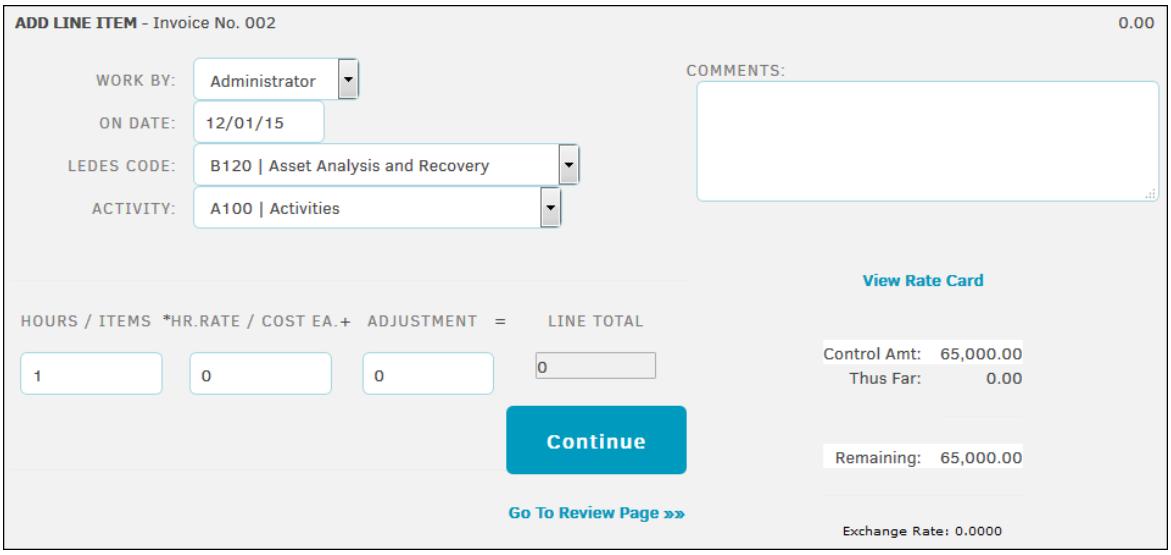


Converted Amount

5. Click **Continue**. You can add another line item by selecting the **Add Another Line Item** hyperlink.

   a. If you are on the **Add Line Item** page again and you wish to review the invoice details before adding another line item, click the **Go To Review Page** hyperlink.

6. When you have finished adding your line items, click **Continue** to review the invoice details.



Add Line Item

Additional Options:

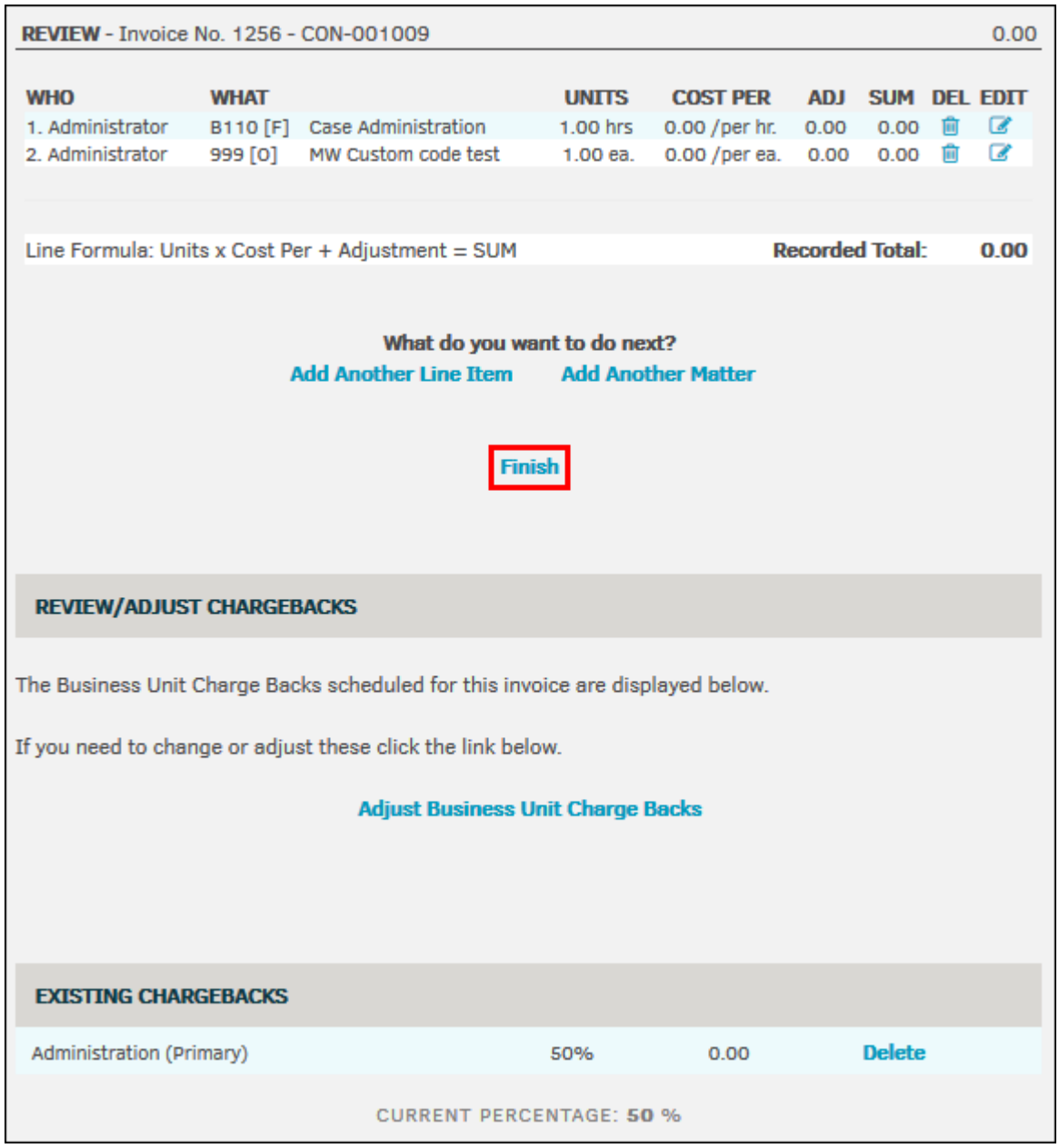
- —Remove the line item
- —Edit the line item
- **Add Another Line Item**—Add another charge without deleting the existing line items

- **Add Another Matter**—Add the same invoice to another matter record

If the invoice totals don't fall within the approved budget for the firm or vendor, and the flag feature is turned on, there is an indicator notifying that the invoice has **Failed**. You may then click to delete line items, if desired.

When the addition of the invoice falls within the fiscal year budget, the indicator changes to **Pass**.

For information on charge backs, refer to the Adjusting Division/Department Chargebacks instructions.



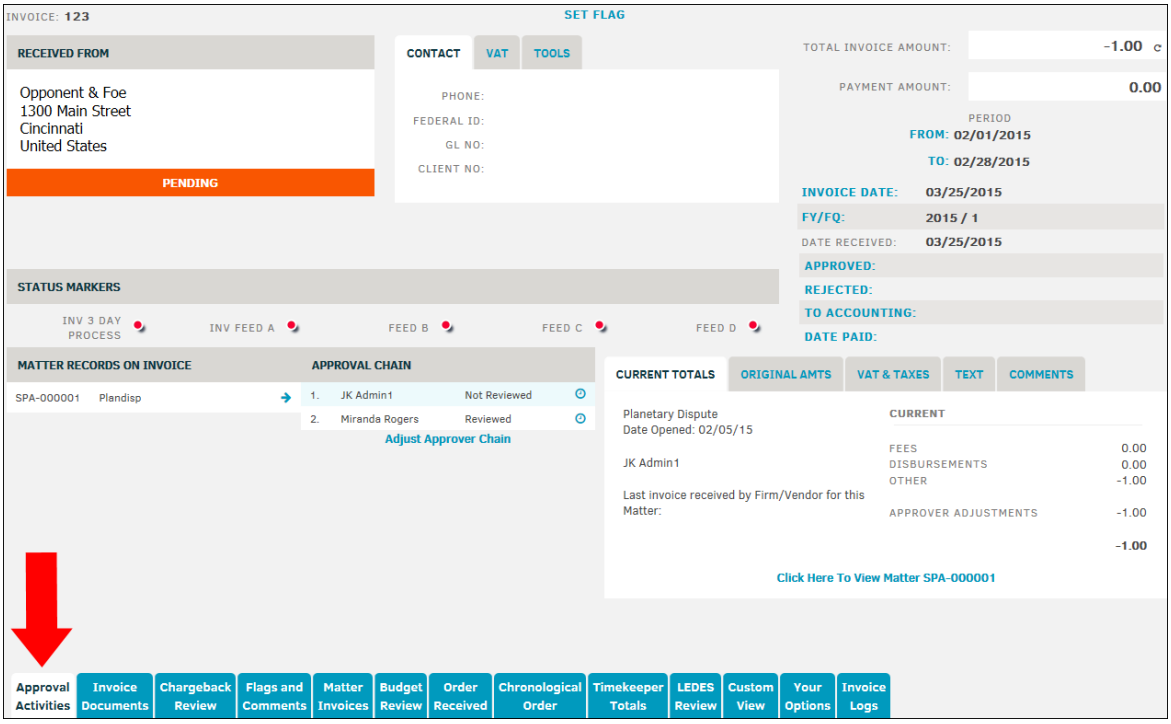
Review and Finish

1.11.1.2.2 How do I apply a discount to my invoice?

Lawtrac does not currently have a designated process for applying a discount to an invoice; however, an in-house adjustment can be made at the line item level to reflect discounted amounts within a detailed invoice.

To apply a discount to a pre-existing invoice, you must have permissions set by your site administrator to edit invoices.

1. Select the invoice from **Finance | Invoice Management**.
2. Open the invoice detail page and navigate to the **Approval Activities** tab.

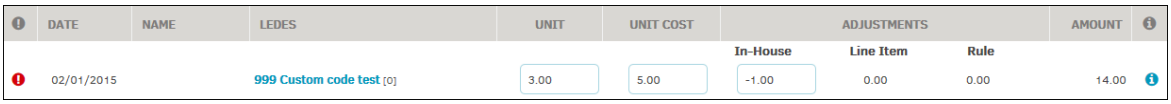


Invoice Approval Activities Tab

Invoice line items are listed by LEDES code.

3. Assign the discount to a code by typing a negative amount in the "In-House" text box under the **Adjustments** column. (For assistance with adding a line item, click here.)

Be aware that the adjustment amount is applied as a controlled amount, and does not adjust automatically based on unit or cost by unit. Therefore, if you have "3.00" in the "Unit" text box and "3.00" in the "Unit Cost" text box, the sum would be 9.00. If you apply the amount "-2.00" to the "In-House" text box, the sum is then 7.00, rather than 3.00.



DATE	NAME	LEDES	UNIT	UNIT COST	ADJUSTMENTS			AMOUNT
					In-House	Line Item	Rule	
02/01/2015		999 Custom code test [0]	3.00	5.00	-1.00	0.00	0.00	14.00

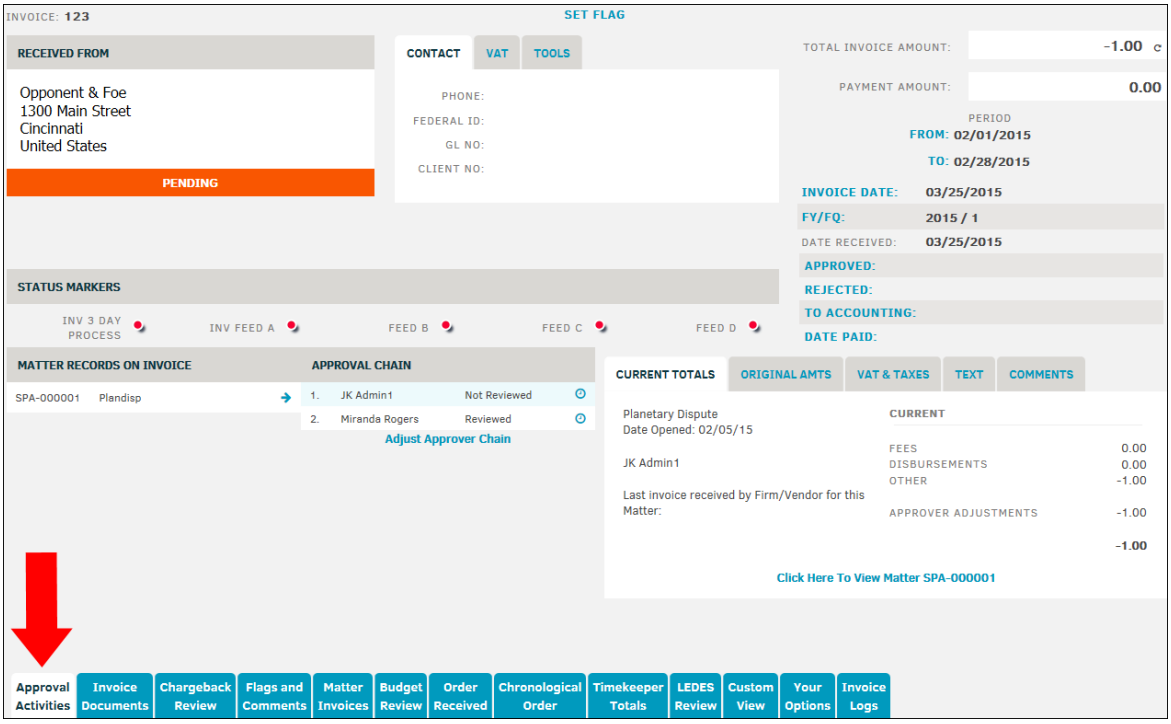
Line Item Discount

1.11.1.2.3 How do I add taxes to line items in an invoice?

Lawtrac does not currently have a designated process for applying taxes to an invoice at the line item level; however, an in-house adjustment can be made at the line item level to reflect adjusted amounts within a detailed invoice.

To apply a discount to a pre-existing invoice, you must have permissions set by your site administrator to edit invoices.

1. Select the invoice from **Finance | Invoice Management**.
2. Open the invoice detail page and navigate to the **Approval Activities** tab.

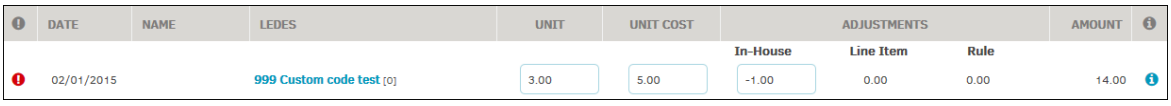


Invoice Approval Activities Tab

Invoice line items are listed by LEDES code.

3. Assign the adjustment to a code by typing an amount in the "In-House" text box under the **Adjustments** column. (For assistance with adding a line item, click here.)

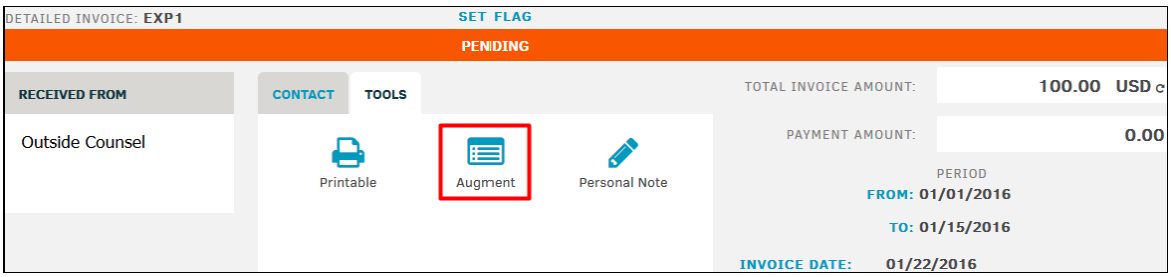
Be aware that the added amount is applied as a controlled amount, so you must calculate the total tax amount for all units by unit cost before entering it into the line item. For example, if you have "3.00" in the "Unit" text box and "3.00" in the "Unit Cost" text box, the sum would be 9.00. If you apply the tax amount "1.15" to the "In-House" text box, the sum is then 10.15, rather than 12.45.



Line Item Adjustment

1.11.1.2.4 How do I edit a line item in an invoice?

1. At the top of an invoice, select the **Tools** tab, then click **Augment**.



Tools: Augment

2. Select a LEDES code from the "Classification" drop-down list, then enter the line item information by "Hours/Items", "HR Rate/Cost", and "Adjustment" into the appropriate text boxes.

   a. If necessary, add details about the line item in the "Comments" section, and change the date of the charge by typing into the "On Date" field.

3. Click **Add New Line**.

After clicking the icon in the top right corner of the page, your new line item appears in the **Approval Activities** tab.

1.11.1.2.5 How do I delete an invoice created in Lawtrac?

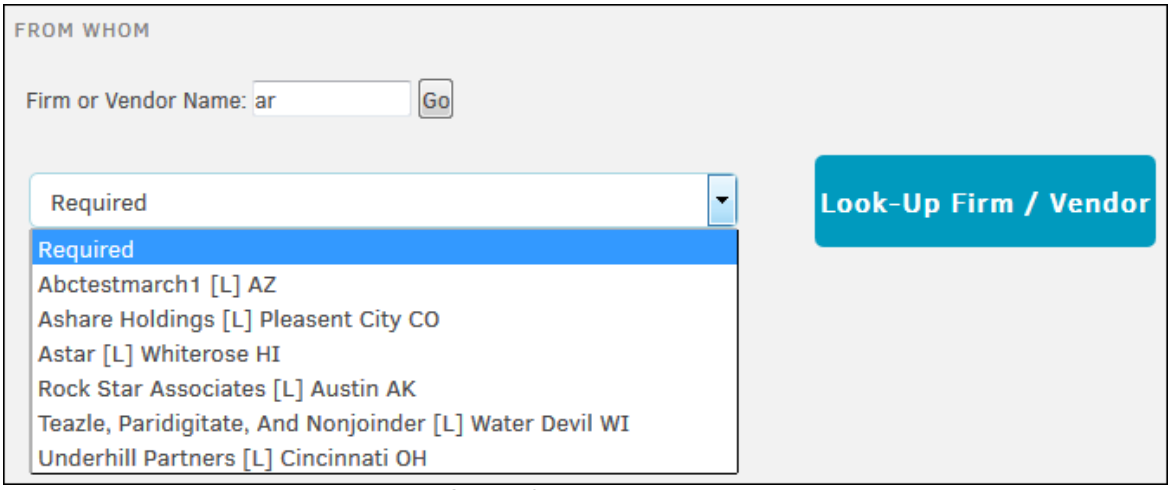
Invoices can only be deleted by a site administrator or super user through **Application Administration | Finance Options | Delete Invoice**.

1.11.1.2.6 What do I do if a client is missing from the Create Invoice drop-down field?

If you do not see the firm or vendor from whom the invoice is to be created, leave the drop-down list selection at "Required", then click **Look-up Firm/Vendor**.

The page refreshes to display a search bar; enter the firm or vendor name, then click **Go**.

If you only know a portion of the firm/vendor name, enter the information into the text box and click **Go**—the drop-down menu lists the firms/vendors who meet the criteria.

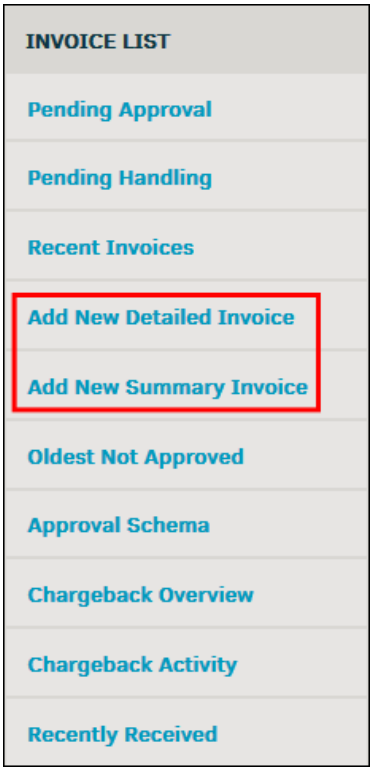


Search for a Firm/Vendor

If the client's name is still missing, check with your site administrator to make sure there is a profile created in the Lawtrac application with permission to submit invoices.

1.11.1.3 Troubleshooting Invoice Creation

Invoices can be manually entered in Lawtrac from **Finance | Invoice Management.**



Add New Detailed or Summary Invoice

1. Look-up Firm/Vendor

The first step of adding a new detailed or summary invoice is selecting the firm/vendor from whom the invoice is being posted.

If you cannot locate the precise firm/vendor, leave the selection in the drop-down list at "Required" and click **Look-up Firm/Vendor**. The page refreshes with a search box displayed above the firm/vendor drop-down menu.

Type the firm/vendor's name in the text box and click **Go**.

If your desired firm/vendor is still not showing, make sure the firm/vendor's **Settings** reflect permissions to submit LEDES invoices, and that there is an assignment to the matter that the invoice is to be submitted against.

2. Pre-Approved Invoice: Look-up Approver

The second step of adding a new detailed or summary invoice is selecting the individual who has pre-approved the invoice, if applicable.

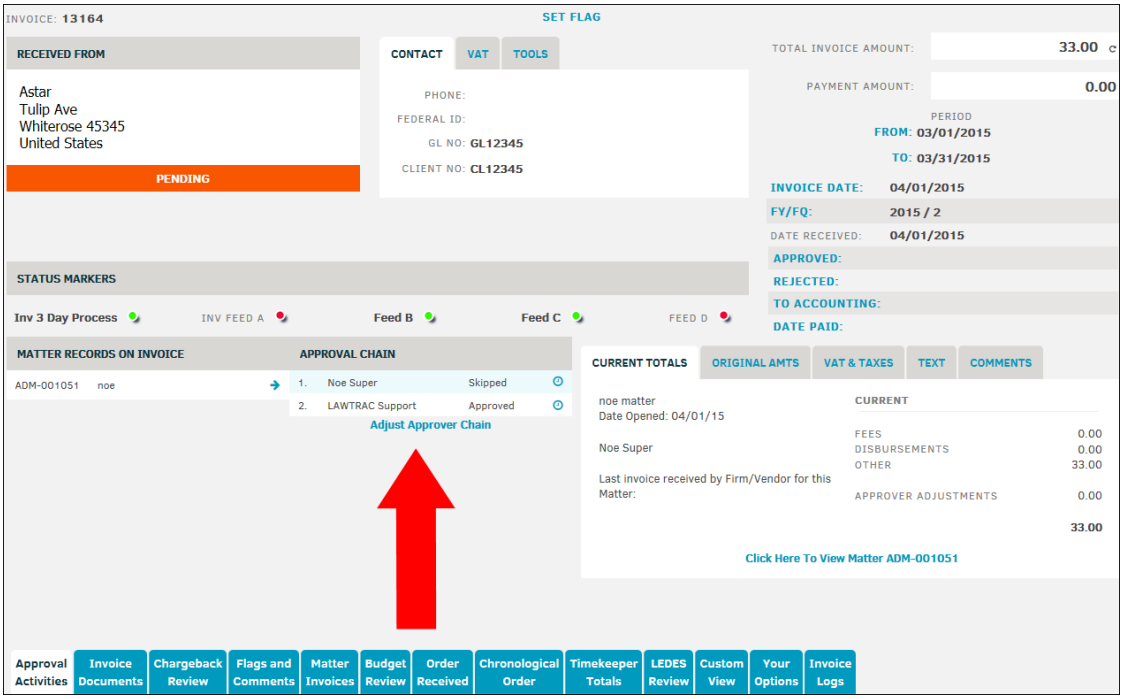
The pre-approved drop-down list does not have a search option. If you cannot locate the individual who has pre-approved the invoice in the drop-down list, leave the option as "None, Approval Required" and click **Continue**.

Proceed with the rest of the steps to add the invoice and finish the creation process.

Go to **People | In-House Legal Department** and find the individual who pre-approved your recently added invoice.

1. Open the individual's profile by clicking their name.
2. Click **Site Access** in the profile sidebar.
3. Under **Invoice Authorization**, ensure that the individual can perform as a lead on matter records (the switch will be green) and can approve invoices up to an amount of at least 1.

Navigate to **Finance | Invoice Management**, open the invoice detail page, and locate the invoice approval chain.



1. Click **Adjust Approver Chain**.
2. In the first drop-down list, select the individual.
3. Click **Finish**.
4. Click the icon to the right of the firm/vendor's name to send the individual an email alert to review and approve the invoice.

3. Look-up Matter Record

An invoice must be associated with a matter. At the beginning of invoice creation, you associate the invoice with one matter.

The "Matter" drop-down list only contains the matters assigned to your firm/vendor. If your matter is missing from the list, leave the drop-down list on "Required" and click **Look-Up Matter**. A search bar is generated, and the new drop-down list will contain all matter records.

Common Error Messages from Web Page

Error Message	What it means/what you do
Error retrieving markup for element InvAddDet: XX/XX/XXXX is an invalid date or time string. [Enable debugging by adding 'cfdebug' to your URL parameters to see more information]	You have entered invalid data into a date field. Reexamine and revise all date fields to ensure they reflect an accurate date. Use the icons if applicable to select a date from the calendar field.

Error retrieving markup for element CurrentTotal: The value XXXX cannot be converted to a number. [Enable debugging by adding 'cfdebug' to your URL parameters to see more information]	You have entered invalid data into a number field. Reexamine and revise all number fields to ensure they do not contain any alphabetical or special characters.

1.11.1.4 Help Checking the Status of an Invoice

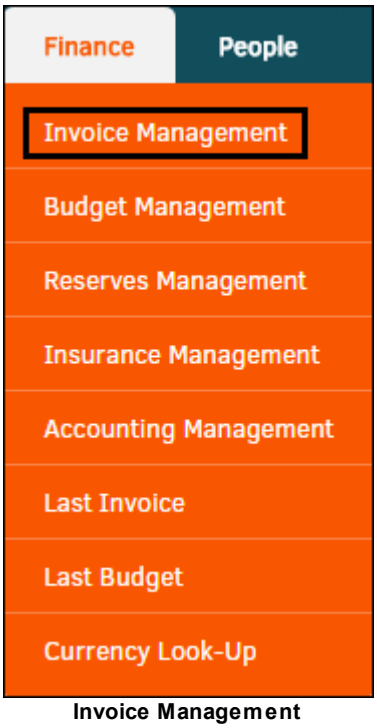
Click a link for information:

- How do I track an invoice?
- How can I view invoice history?
- How do I know if I need to take action on an invoice?

1.11.1.4.1 How do I track an invoice?

Lawtrac's Finance module makes it easy to track the status of your invoice(s).

1. Under the **Finance** tab, click **Invoice Management**.

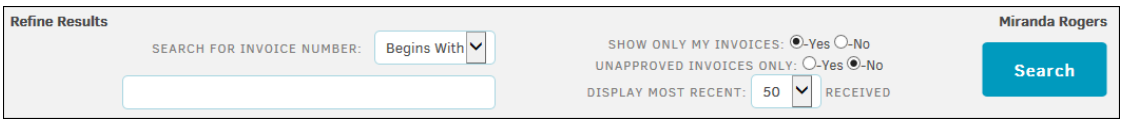


Invoice Management

2. Use the search tool above the invoice list to narrow the list of invoices to only those to which you are associated.
3. Highlight the "Yes" radio button where it says "Show Only My Invoices". Keep the radio button for "Unapproved Invoices Only" on "No".

a. Enter the invoice number into the text box if you are looking for the status of a particular invoice.

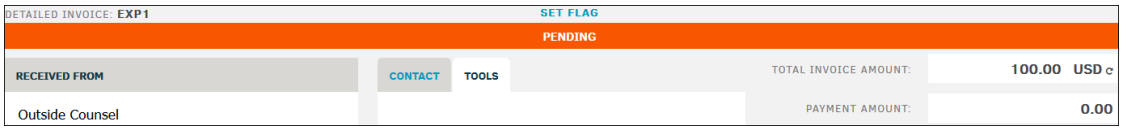
4. Click **Search** to generate results.



Search Invoices

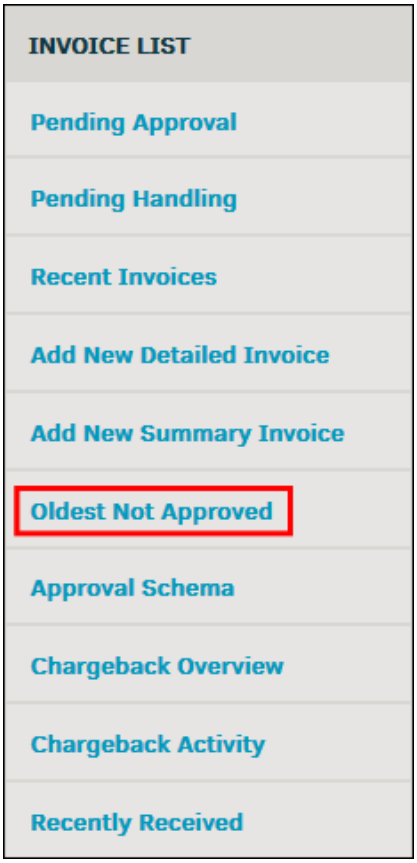
5. Click on the invoice number hyperlink to navigate to the invoice detail page.

   The status is located under the firm/vendor contact information.



Check the Status of All Invoices

1. Under the **Finance** tab, click **Invoice Management**.
2. Click the **Oldest Not Approved** link to display outstanding unapproved invoices.
   a. Click an invoice number in the list to open that invoice.



Oldest Not Approved Link

3. Change the dates in the **Refine List By Date Range** fields to filter the invoices in this list by a specific date range and click **Go**.

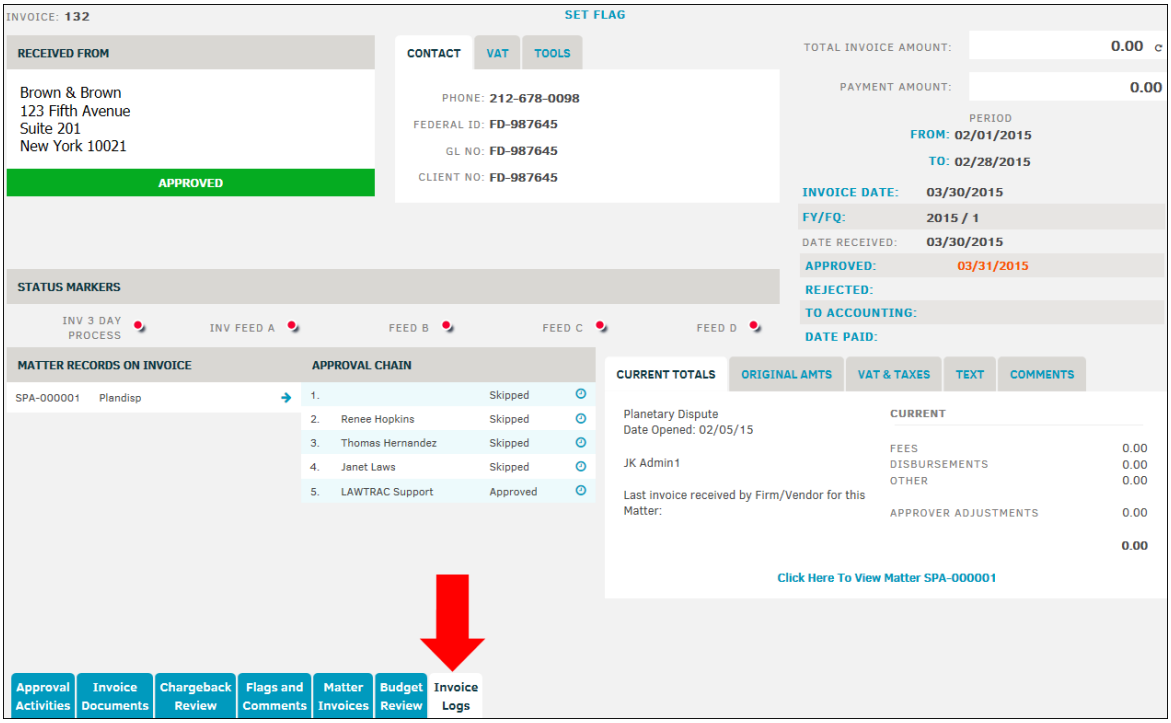
This page also includes a color legend at the top of the list. These colors specify the approval status of each invoices approver. Invoices with a **Not Set** status are pending but have no assigned approvers.

1.11.1.4.2 How can I view invoice history?

All actions taken on an invoice are saved in the Lawtrac system and logged within an invoice.

Navigate to an invoice detail page from **Finance | Invoice Management**.

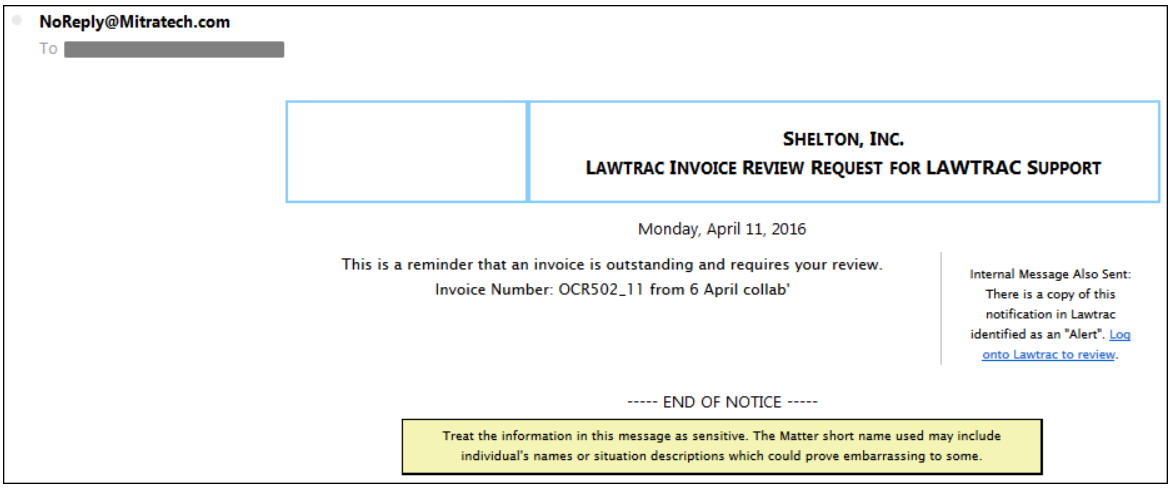
Invoice history is stored at the bottom of the invoice detail page under the **Invoice Logs** tab.



Invoice Logs Tab

1.11.1.4.3 How do I know if I need to take action on an invoice?

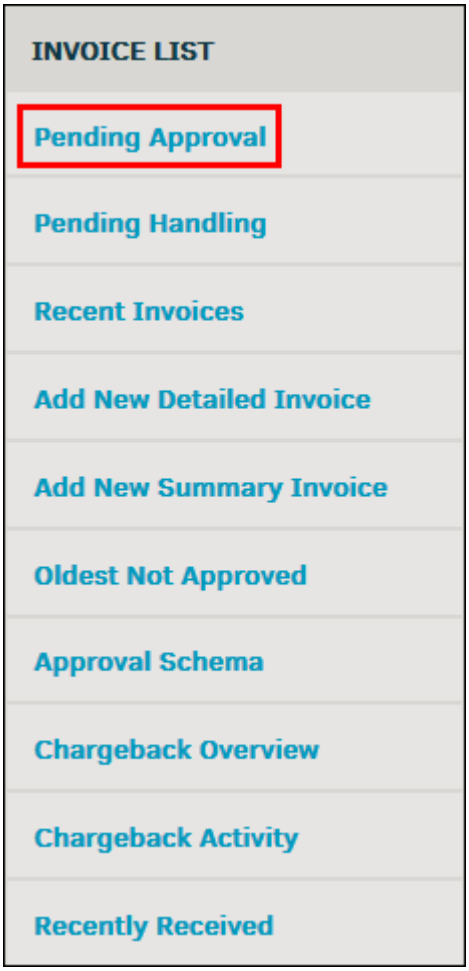
Lawtrac sends notifications for necessary actions and tasks via email:



Notification Email for Invoice Review

However, if you have turned email notifications off through your email application or want to manage your tasks only from the Lawtrac application, you can see all invoices associated to you via **Finance | Invoice Management**.

To see invoices pending your approval, click the **Pending Approval** link in the **Invoice List** sidebar.



Pending Approval Link

The **Pending Approval** page opens the invoices to which you are a member of the approval chain.

From the this page, you can:

- **Approve multiple invoices at a time**—Click the invoice checkboxes ☑ to select the invoices you wish to approve, and then click **Approve Checked**.
- **View comments from the approval chain—**Click the invoice number to navigate to the invoice detail page, then select the **Comments** tab in the middle of the page.
- **View invoice details**—Click the invoice number to navigate to the invoice detail page.

My Pending | 1st | 2nd | 3rd | 4th | Rejected | All Pending | List Options

10 Records — Hide Rejected Invoices

INVOICE	FIRM / VENDOR	MATTER	DATE	HAND-OFF	AMOUNT
100000	Autobiographer & Designment	CON-001009 Reynolds & Reynolds	07/08/15	Miranda Rogers	100,000.00 USD
100000	Autobiographer & Designment	CON-001009 Reynolds & Reynolds	07/08/15	Final Approver	100,000.00 USD
123	Astar	ADM-001003 Looming Matter	04/07/15	LAWTRAC Reporting	1,000.00 USD
17th Aug_Summary 1	14th April	CON-001014 14th April	08/17/15	Final Approver	0.00 AUD
2122	Astar	CON-001009 Reynolds & Reynolds	08/10/15	Miranda Rogers	5,551.00 USD
2122	Astar	CON-001009 Reynolds & Reynolds	08/10/15	Final Approver	5,551.00 USD
INV003	22 May	CON-001037 22 May	08/06/15	Final Approver	0.00 GBP
multimattertest_1	Walia's Enterprise	HR-001020 Test Matter 1	07/28/15	Final Approver	-55.00 GBP
! New_Test_Inv_001	Snake Griffith	CON-001009 Reynolds & Reynolds	05/08/15	Final Approver	5,000.00 USD
Workflow criterai_7	3 Sep	ADM-001140 KP Request_7	09/04/15	Final Approver	2,533.00 GBP

Check/Uncheck All — Approve Checked

Invoices Pending Approval

The **Pending Approval** page includes the following tabs at the top.

- **My Pending**—Displays all invoices that require your approval. The **Hand-Off** column specifies when you are the final approver for the invoice or the person who must approve the invoice after your approval.
- **1st**—Displays all invoices for which you are the first approver.
- **2nd**, **3rd**, **4th**, etc—Displays all invoices for the specified order in the approval chain. For example, the invoices in the **2nd** tab are the invoices for which you are the second approver. Instead of a **Hand-Off** column, these pages have a **From-To** column, which specifies that you are the final approver or there is a person on the approval chain after you.

  Note: If you are an approver in one of these lists and you approve or reject the invoice before approvers earlier in the chain perform an action, the earlier approvers are skipped and no longer able to approve or reject.

- **Rejected**—Displays invoices you have rejected. Rejected invoices appear with an exclamation point (**!**) in place of an approval checkbox, as shown below:

My Pending | 1st | 2nd | 3rd | Rejected | All Pending | List Options

Maximum 50 Displayed

INVOICE	FIRM / VENDOR	MATTER	DATE	REJECTED BY	AMOUNT
123	Jk International Firm1	CON-001000 Ken Gosinger Employment Contr...	03/25/15	Miranda Rogers	0.51
AAA13	Rock Star Associates	ADM-001028 Duplicate:feb27: Matter Warni...	04/13/15	Miranda Rogers	14,478.07

Rejected Invoice in My Pending List

- **List Options**—Contains a filter for your **Pending Approval** lists.

  Important Note: This search criteria is only active until you log out or get timed out. You may have to refresh the list tab(s) to engage these settings.

  Use the following fields on this page:

  - **Display Invoices Only From**—Select only the firms and vendors that you want to appear on the pending approval lists.
  - **Sort List By**—Select an invoice field to sort by in the lists.

- **List Per Page**—Specify the maximum number of invoices to display per page.
- **Clear Filters**—Click this button to clear all the options you changed.
- **Set Filters**—Click this button to set and save the list options.

Click the **Hide Rejected Invoices** link to remove rejected invoices from your lists and click **Include Rejected Invoices** to add rejected invoices to your lists. The ! icon appears next to rejected invoices.

Hiding Rejected Invoices

1.11.2 Help with Budgets

Budgets are added to a matter by the Legal department on behalf of the law firm or vendor. A budget request is assigned to a single matter, and there may be one or more budget lines in the request.

Under certain conditions, you may also create a new budget without waiting for the client to send one to you.

Here are some common tasks related to budget requests:

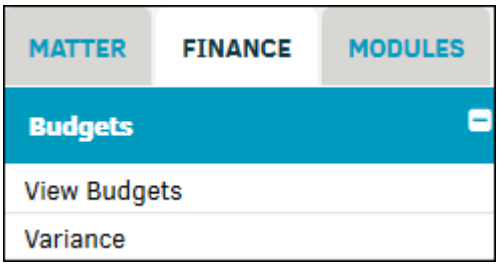
- How do I view budget requests?
- How do I add a budget for a law firm/vendor?
- How do I search for budgets?
- How do I edit a budget?
- How do I attach documents to a budget?
- How do I view the latest budgets for a matter?
- How do I approve or reject a budget?

1.11.2.1 How do I view budget requests?

Budget request notifications are sent via email to all Legal team members associated with the matter that the budget was requested against. However, you can view these budgets in the Lawtrac application by accessing the associated matter.

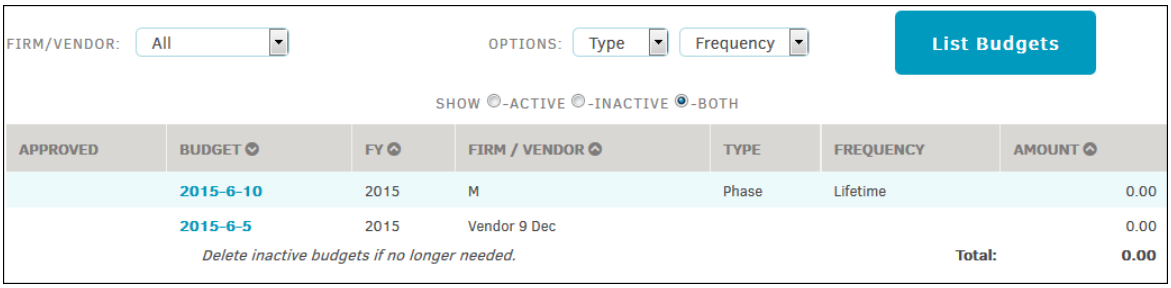
View a List of Your Matter Budgets

1. From the matter detail page, click the **Budgets** section of the **Finance Navigation Bar**.



Finance: Budgets

2. Select **View Budgets**.
3. Click a radio button ( ) to show a list of active budgets, inactive budgets, or both.
4. Click **List Budgets** to confirm and refresh the page.
5. Under Options, select the drop-down list to show budgets by type or frequency.
   a. Use the arrows in the column titles to filter the arrangement of the list by budget number, fiscal year, firm/vendor, or amount.



Budget List

Edit a Budget

Click on the budget code from a Matter Budget list to navigate to the budget detail page.

Click the at the top right of the screen to be taken back to the matter record.

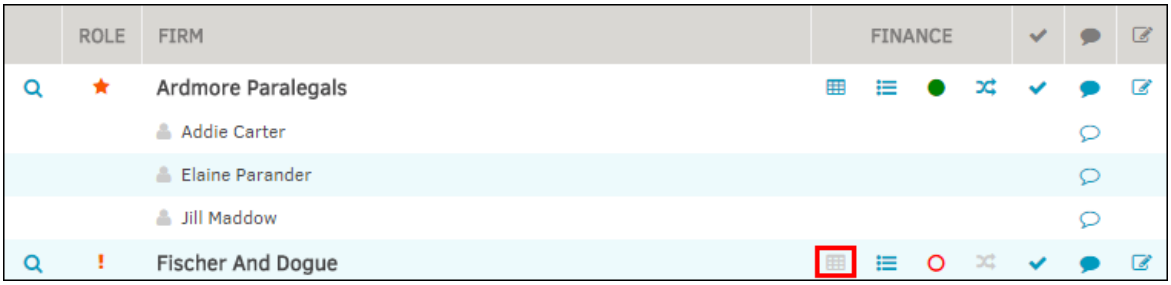
For information about initiating a budget, refer to the ***Firms & Vendors*** section.

1.11.2.2 How do I add a budget for a law firm/vendor?

You must have the appropriate permissions to initiate a budget.

1. From within a matter record, go to the **Firms & Vendors** tab.
2. Click the icon under the **Finance** column (far left).

   If the firm or vendor already has a budget on file, this icon is highlighted in blue. A site administrator or super user must delete the vendor's existing budget in **Application Administration** in order for you to be able to set up a new budget.



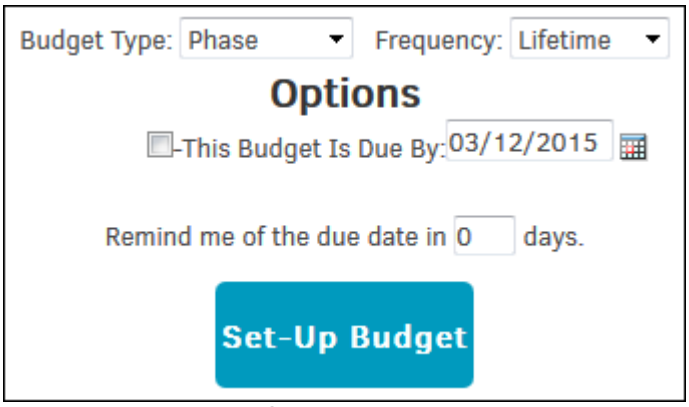
Select the Budgets Icon

3. Select budget type and frequency from the drop-down lists and use the icon to designate a due date.

   a. Set up a reminder in your calendar by entering a numerical amount in the bottom text box. Do not use punctuation or special characters.

4. Click **Set-Up Budgets**.

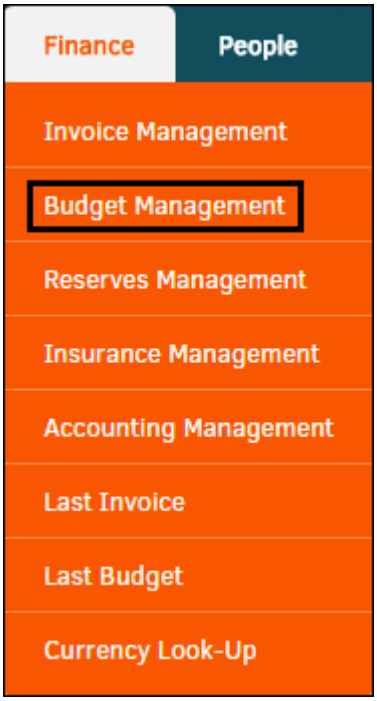
Important Note: Initiating the budget does not create an amount. You need to add line items from the budget detail page by clicking the budget number from the **Matter Budgets** page that opens once you complete the budget set-up.



Set-Up Budget

1.11.2.3 How do I search for budgets?

Click **Budget Management** from the **Finance** tab to see a list of budgets for your assigned matter record invoices.



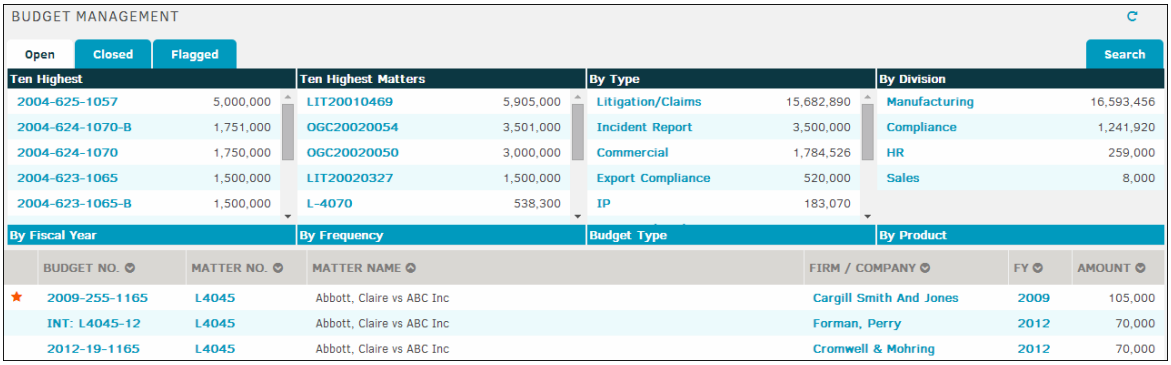
Budget Management

The top of the screen provides you with numerous mini-reports. Click a link to display data specific to a category or your selection. All budget totals on this screen are rounded to the nearest whole dollar.

In the list of budgets, the **Matter No.** and **Budget No.** columns include links that open those matters or budgets. Click on firm/company name to see all budgets for that firm or vendor.

Click on a fiscal year to see all budgets for that particular year.

Note: You can also access budgets from a matter. From within the matter, click the **Finance Navigation Bar** and select **Budgets**.



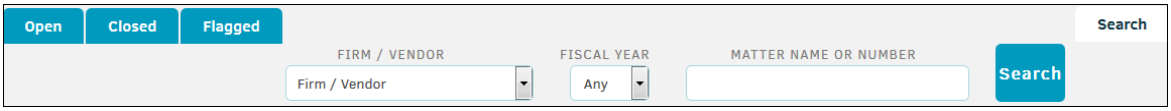
List of Budgets

The ★ icon indicates that the budget has been approved.

Filter the Budget List

Click the **Search** tab (top right). Enter information in the following fields:

- **Firm/Vendor**—Select the name of a firm or vendor from the drop-down list
- **Fiscal Year**—Select a fiscal year
- **Matter Name or Number**—Enter part or all of a matter name or number



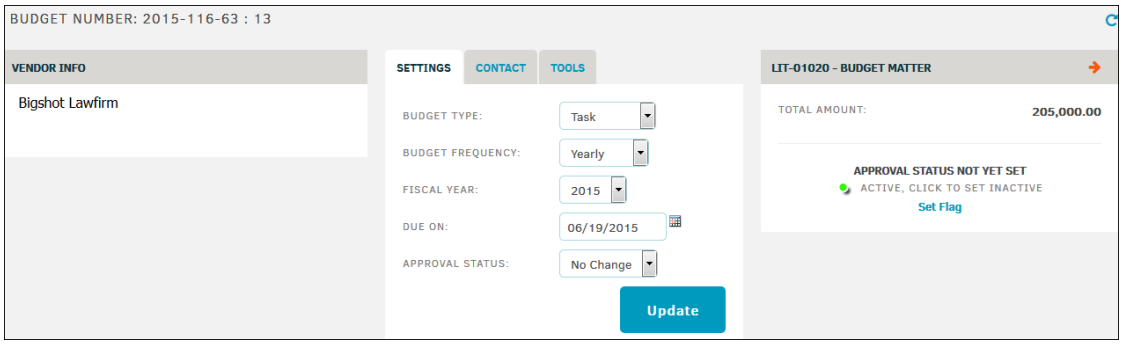
Budget Management Search Tab

***Important**:* The intended functionality of budgets within Lawtrac is that there should be one budget per firm/vendor, per matter. It is recommended that you delete inactive or rejected budgets. Retaining them can cause some screens and/or reports to display misleading amounts.

1.11.2.4 How do I edit a budget?

Click on any budget number link to view the details for that specific budget. The page includes the following sections:

The Top of a Budget



Top of a Budget Page

The area at the top of the budget details screen displays the budget number, firm or vendor name, information or matter associated with the budget, and the budget status. The budget status shows whether the budget is pending, approved, or denied and whether it is active or inactive. This section also includes a **Settings** tab for the budget. Click **Update** when you change the settings.

To flag the budget for easy return access:

1. Click **Set Flag**.

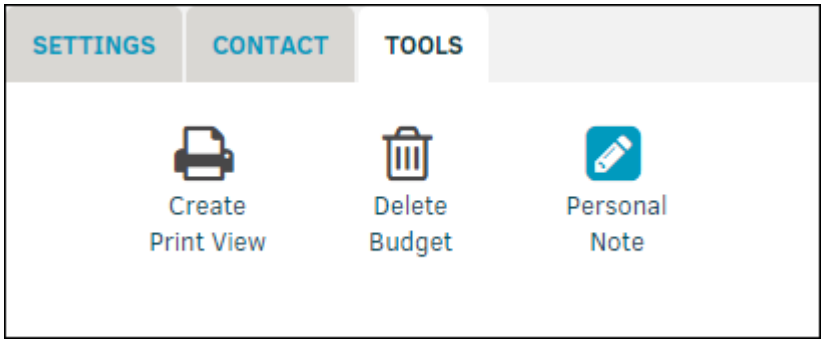
   The budget appears in your **My Flags** page.

2. Select a color of your preference for organization.

   a. Select **Close/Cancel** to end the process without flagging the budget.

When a matter is Flagged, the icon appears beside a **Remove Flag** link. Click the link to remove the flagged status.

Tools Tab



Tools

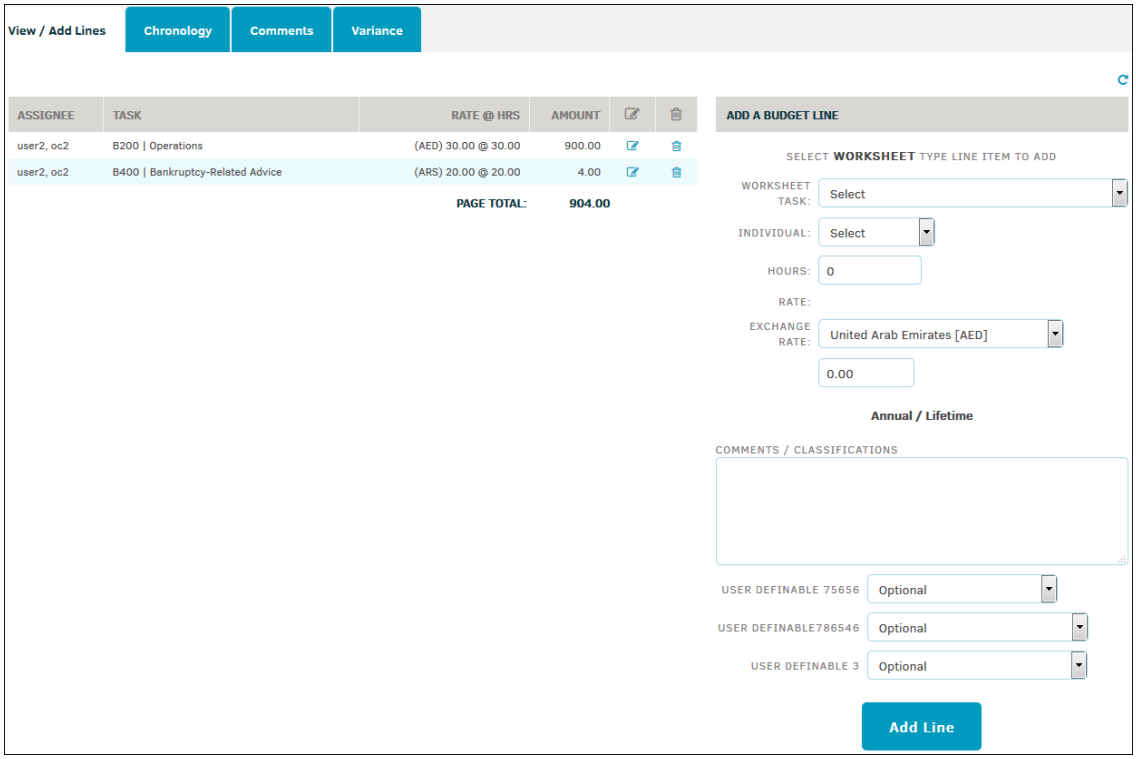
Use the following links on the **Tools** tab:

- **Create Print View**—Click to create a printable view of the budget that you can use to create a PDF
- **Personal Note**—Click to add a personal note to the budget. Outside counsel and other users cannot see this note
- **Delete Budget**—Click to remove the budget from your database. You must have permissions set to complete this action

Bottom Tabs

From the **View/Add Lines** tab, review and edit existing line items and add new line items to the budget.

Line items are intended to identify tasks depending on Phase, and for assigning a monetary rate for hours worked on a particular task.



Add a Budget Line

C

- —Edit a budget line item, or approve/reject the budget line item if you have the rights to do so (the "Approval Status" drop-down menu appears at the bottom)
- —Delete the line item

To add a line item:

Select and enter line item information on the right side.

1. Decide what is going to be done by selecting a phase from the corresponding drop-down menu. The "Task" drop-down list may generate based on "Phase" selection.
2. Enter budget amount by rate per hours and amount of hours worked.
3. Change the currency exchange rate if necessary using the drop-down list, and select a check-box for billing occurrence.
4. Type comments or classifications into the text field.
5. Specify how the budget item will be paid using the bottom drop-down lists.
6. Click **Add Line**.

1.11.2.5 How do I attach documents to a budget?

Documents cannot currently be attached to budgets; however, documents can be added to invoices that are associated with the budget.

1. Select the **Invoice Documents** tab at the bottom of an invoice page. This tab includes all of the documents uploaded to the invoice.

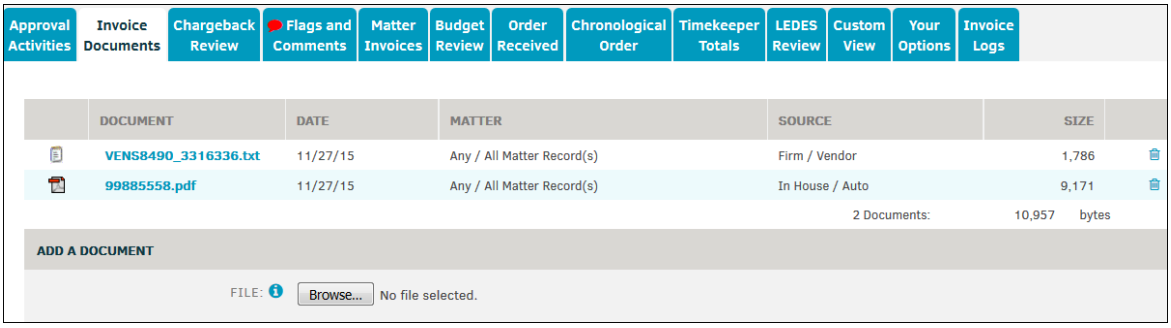
   a. Click the icon to view upload instructions and restrictions.

3. Select **Browse** from the **Add Document** section to upload a file to the invoice.

   When a file type has been selected, an **Upload** button appears.

4. Click **Upload**.

   The entire invoice refreshes to list the new document in the **Invoice Documents** tab.



Invoice Documents Tab

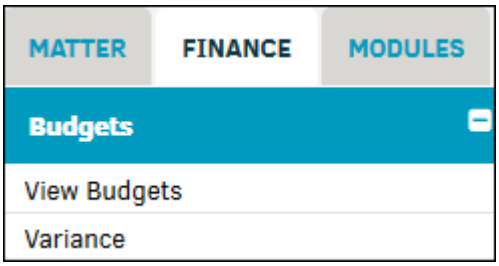
From this tab, you also can perform the following tasks:

- Download—Click the document title to download a document
- Delete—Click the icon to delete a document

1.11.2.6 How do I approve or reject a budget?

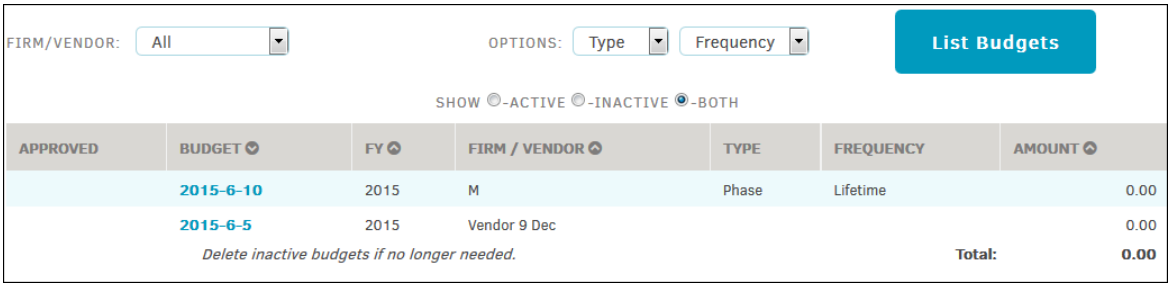
You can approve or reject an existing budget from your firm/vendor active list. Select **Firms & Companies** in the **Team, Firms, Parties** section of the **Matter Navigation Bar**, or go to the **Firms & Vendors** tab at the top of the matter record. Click **Active List** in the sidebar.

You can also view a list of budgets submitted to a matter via **Finance Navigation Bar | Budgets**.



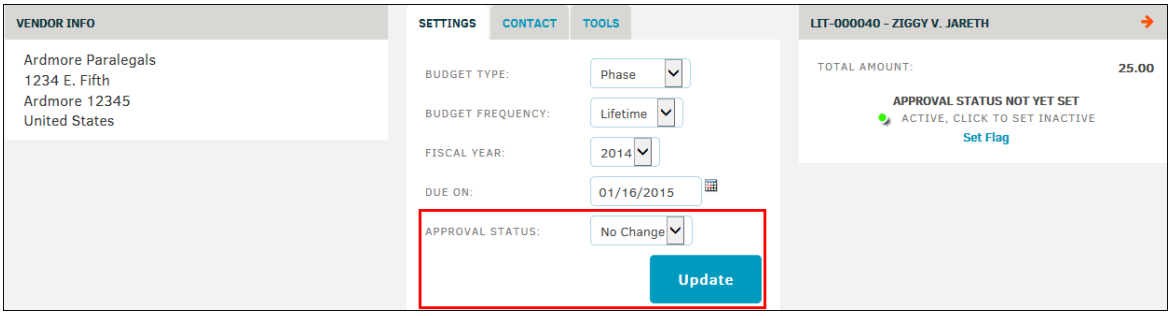
Finance: Budgets

Click the icon (the far left icon under the **Finance** column). If the firm or vendor has a budget on file, this icon will be blue. You will then be directed to the Budgets page.



Budget List

At the top of the page, in the **Settings** tab, select either Approve or Reject from the Approval Status drop-down list. Click **Update** to confirm.



Approve or Reject a Budget

1.11.3 Frequently Asked Questions

- What currencies does Lawtrac accept?

1.11.3.1 What currencies does Lawtrac accept?

Mitratech has recorded currency exchange rates using the XE Currency Converter.

Note: Currency exchange rates can be manually adjusted via **Application Administration** | **Finance Options** | **Exchange Rates**.

Currency Code	Country/Nation, Currency Name
AED	United Arab Emirates, Dirham
ALL	Albania, Lek
ANG	Netherlands Antilles, Guilder
AUD	Australia, Dollar
BBD	Barbados, Dollar

Currency Code	Country/Nation, Currency Name
BDT	Bangladesh, Taka
BHD	Bahrain, Dinar
BIF	Burundi, Franc
BMD	Bermuda, Dollar
BND	Brunei Darussalam, Dollar
BOB	Bolivia, Boliviano
BSD	Bahamas, Dollar
BWP	Botswana, Pula
BYR	Belarus, Ruble
BZD	Belize, Dollar
CAD	Canada, Dollar
CDF	Congo/Kinshasa, Franc
CHF	Switzerland, Franc
CLP	Chile, Peso
CNY	China, Yuan Renminbi
COP	Colombia, Peso
CRC	Costa Rica, Colon
CUP	Cuba, Peso
CVE	Cape Verde, Escudo
CZK	Czech Republic, Koruna

Currency Code	Country/Nation, Currency Name
DJF	Djibouti, Franc
DKK	Denmark, Krone
DOP	Dominican Republic, Peso
DZD	Algeria, Dinar
EGP	Egypt, Pound
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollar
FKP	Falkland Islands (Malvinas), Pound
GBP	United Kingdom, Pound (Sterling)
GEL	Georgia, Lari
GIP	Gibraltar, Pound
GMD	Gambia, Dalasi
GNF	Guinea, Franc
GTQ	Guatemala, Quetzal
GYD	Guyana, Dollar
HKD	Hong Kong, Dollar
HNL	Honduras, Lempira
HRK	Croatia, Kuna

Currency Code	Country/Nation, Currency Name
HTG	Haiti, Gourde
HUF	Hungary, Forint
IDR	Indonesia, Rupiah
ILS	Israel, Shekel
INR	India, Rupee
IQD	Iraq, Dinar
IRR	Iran, Rial
ISK	Iceland, Króna
JMD	Jamaica, Dollar
JOD	Jordan, Dinar
JPY	Japan, Yen
KES	Kenya, Shilling
KGS	Kyrgyzstan, Som
KHR	Cambodia, Riel
KMF	Comoros, Franc
KWD	Kuwaiti Dinar
KYD	Caymanian Dollar
KZT	Kazakhstani Tenge
LAK	Lao or Laotian Kip
LBP	Lebanese Pound

Currency Code	Country/Nation, Currency Name
LKR	Sri Lankan Rupee
LRD	Liberian Dollar
LSL	Basotho Loti
LTL	Lithuanian Litas
LVL	Latvian Lat
LYD	Libyan Dinar
MAD	Morocco, Dirham
MDL	Moldova, Leu
MKD	Macedonia, Denar
MMK	Myanmar (Burma), Kyat
MNT	Mongolia, Tughrik
MOP	Macau, Pataca
MRO	Mauritania, Ouguiya
MUR	Mauritius, Rupee
MVR	Maldives (Maldive Islands), Rufiyaa
MWK	Malawi, Kwacha
MXN	Mexico, Peso
MYR	Malaysia, Ringgit
NAD	Namibia, Dollar
NGN	Nigeria, Naira

Currency Code	Country/Nation, Currency Name
NIO	Nicaragua, Cordoba
NOK	Norway, Krone
NPR	Nepal, Rupee
NZD	New Zealand, Dollar
OMR	Oman, Rial
PAB	Panama, Balboa
PEN	Peru, Nuevo Sol
PGK	Papua New Guinea, Kina
PHP	Philippines, Peso
PKR	Pakistan, Rupee
PYG	Paraguay, Guarani
QAR	Qatar, Riyal
RWF	Rwanda, Franc
SAR	Saudi Arabia, Riyal
SBD	Solomon Islands, Dollar
SCR	Seychelles, Rupee
SEK	Sweden, Krona
SGD	Singapore, Dollar
SHP	Saint Helena, Pound
SLL	Sierra Leone, Leone

Currency Code	Country/Nation, Currency Name
SOS	Somalia, Shilling
STD	São Tomé and Príncipe, Dobra
SVC	El Salvador, Colon
SYP	Syria, Pound
SZL	Swaziland, Lilangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TMM	Turkmenistan, Manat
TMT	Turkmenistan, New Manat
TND	Tunisia, Dinar
TOP	Tonga, Pa'anga
TTD	Trinidad and Tobago, Dollar
TWD	Taiwan, New Dollar
TZS	Tanzania, Shilling
UAH	Ukraine, Hryvnia
UGX	Uganda, Shilling
USD	United States Dollars
UYU	Uruguay, Peso
UZS	Uzbekistan, Som
VND	Vietnam, Dong

Currency Code	Country/Nation, Currency Name
WST	Samoa, Tala
XAF	Communauté Financière Africaine (BEAC), CFA Franc BEAC
XCD	East Caribbean, Dollar
XDR	International Monetary Fund, Special Drawing Rights
XPF	Comptoirs Français du Pacifique (CFP), Franc
YER	Yemen, Rial
ZAR	South Africa, Rand
ZMW	Zambia, Kwacha
ZWD	Zimbabwe, Dollar

1.11.4 Notification FAQ

Click a topic below to learn more about the types of notifications you can receive through Lawtrac.

What Notifications can I Receive as a Key Personnel?

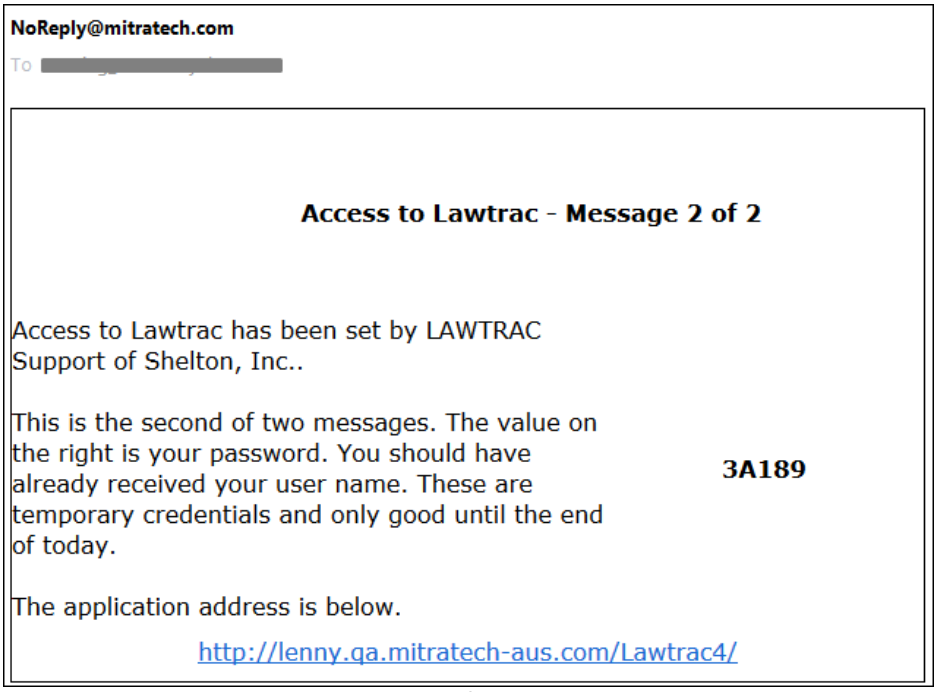
- Profile Creation
- Password Reset
- New Matter Association
- Matter Events
- Hold Notifications

What Notifications can I Receive as a Legal Team Member?

- Routing Slips
- Matter Events
- Outstanding Invoices to Approve
- Hold Notifications

1.11.4.1 Key Personnel Profile Creation

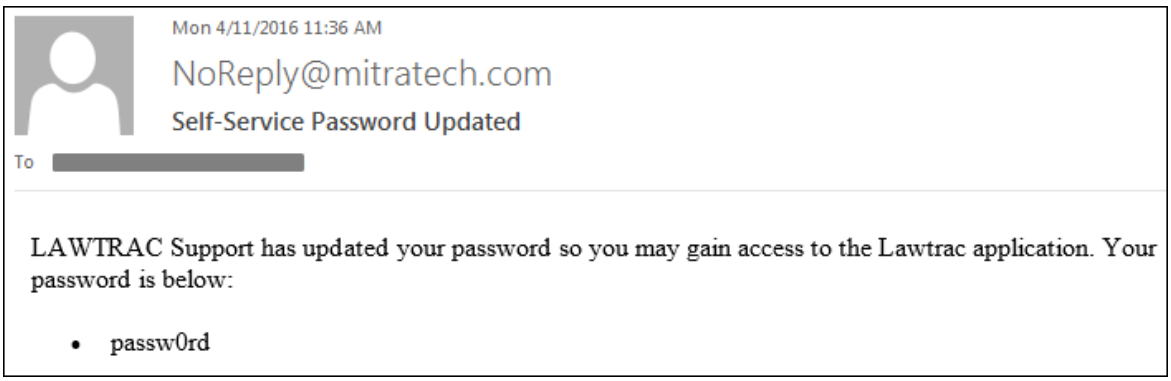
As a key person, you receive two emails after a profile has been created: one with your password, and one with your user name. The emails are sent separately by NoReply@mitratech.com as a security measure. The email content looks similar to the following screenshot:



New Profile Email

1.11.4.2 Key Personnel Password Reset

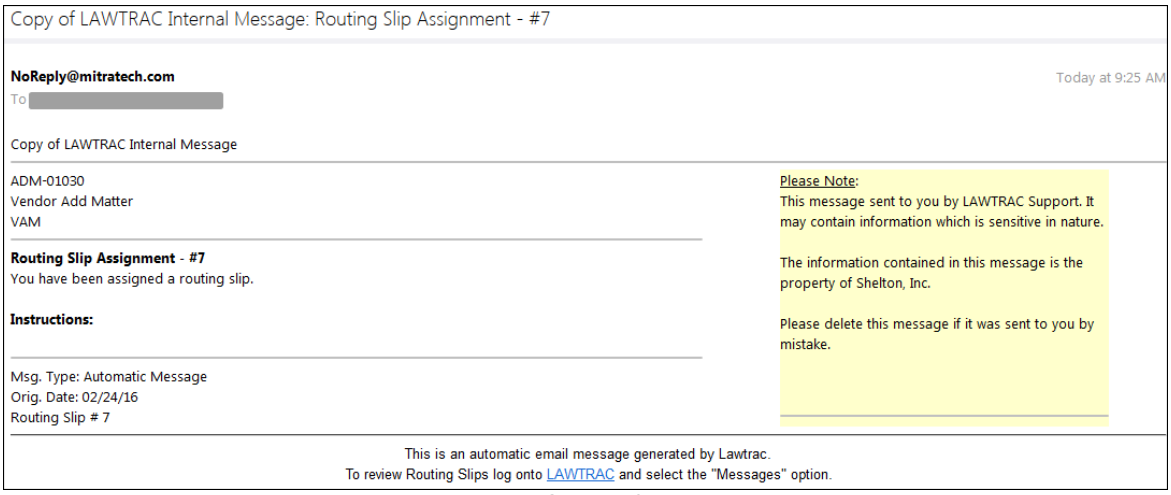
As a key person, you receive an email after your password has been reset by a site administrator or super user. The email is sent by NoReply@mitratech.com and the email content looks similar to the following screenshot:



Password Reset Email

1.11.4.3 Routing Slip Notification

Routing slips can be reviewed either by the Legal team assigned to the matter record for which the routing slip was created, or to a team defined by the user who initiated the routing slip. Those who are tasked with reviewing the matter record or document receive an email similar to the following screenshot. Instructions, which are optionally added, may be included in the routing slip email.


Copy of LAWTRAC Internal Message: Routing Slip Assignment - #7

NoReply@mitratech.com Today at 9:25 AM
To [redacted]

Copy of LAWTRAC Internal Message

ADM-01030
Vendor Add Matter
VAM

Routing Slip Assignment - #7
You have been assigned a routing slip.

Instructions:

Msg. Type: Automatic Message
Orig. Date: 02/24/16
Routing Slip # 7

Please Note:
This message sent to you by LAWTRAC Support. It may contain information which is sensitive in nature.

The information contained in this message is the property of Shelton, Inc.

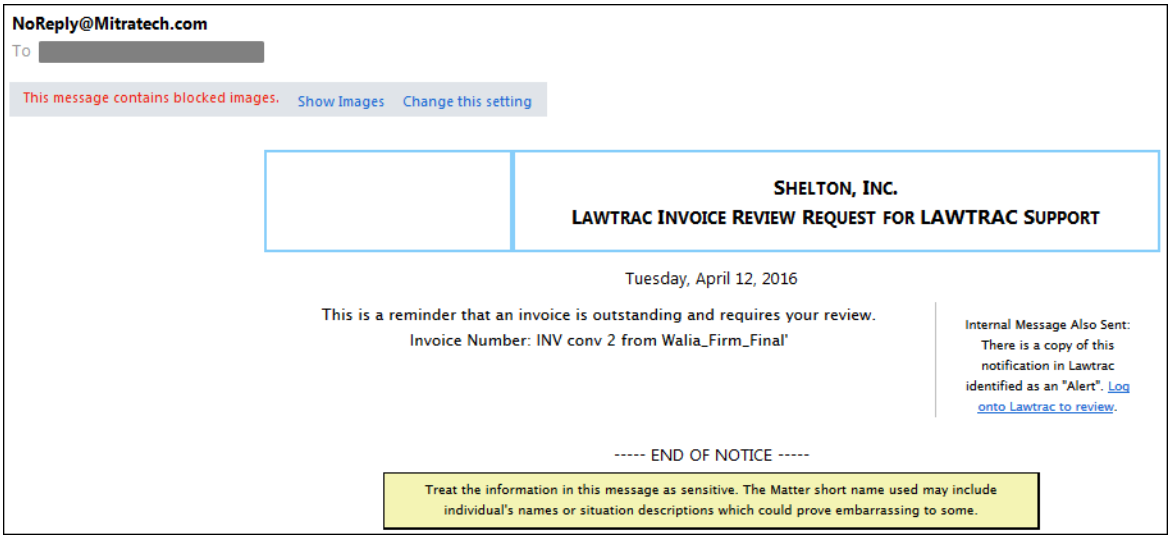
Please delete this message if it was sent to you by mistake.

This is an automatic email message generated by Lawtrac.
To review Routing Slips log onto LAWTRAC and select the "Messages" option.

Routing Slip Notification

1.11.4.4 Outstanding Invoices to Approve

If you have been assigned as an invoice approver, you may receive reminders via email. These notifications look similar to the following screenshot:


NoReply@Mitratech.com
To [redacted]

This message contains blocked images. Show Images Change this setting

SHELTON, INC.
LAWTRAC INVOICE REVIEW REQUEST FOR LAWTRAC SUPPORT

Tuesday, April 12, 2016

This is a reminder that an invoice is outstanding and requires your review.
Invoice Number: INV conv 2 from Walia_Firm_Final'

Internal Message Also Sent:
There is a copy of this notification in Lawtrac identified as an "Alert". Log onto Lawtrac to review.

----- END OF NOTICE -----

Treat the information in this message as sensitive. The Matter short name used may include individual's names or situation descriptions which could prove embarrassing to some.

Invoice Review Request

1.11.4.5 Hold Notifications

You receive notifications if you:

- Have been added as a hold administrator

  Note: Key personnel cannot be added as hold administrators

Added to Hold Status

NoReply@mitratech.com Today at 9:44 AM

To evening_muse4@yahoo.com

Added to Hold as Administrator:

Information you may have been retaining for the legal department has been put on hold status.

Any paper or electronic documents / records can now be retained in accordance to the corporate or department retention policies.

Matter information is to the right.

56486
4645
6484161e

Hold Administrator Notification

- Have been added as a hold notice recipient

Legal Hold Review Report For: Dawn Lazarus Sunday, April 10, 2016

Over the past few months you received some notices as to legal matters (projects / records) that have been identified by the General Counsel's office as "On Hold".

Listed below are the legal matters for which you have been asked to preserve information about. Detailed instructions were sent to you via email on the date indicated. Items highlighted in green need no additional action on your part. For any red highlighted items, please locate the message, review the instructions and verify receipt.

If you cannot find the message or if you have any questions please contact the legal department.

CON-01023
LSP-924 - Fiscal Limit Test
Initial Notice:

03/03/2016	Supplemental: Hold Message No. 2 (General) - Sent By Jack Flash	
03/03/2016	Supplemental: Hold Message No. 2 (General) - Sent By Jack Flash	-Yes-

Hold Notification Recipient

1.11.4.6 Matter Events

- Legal team members receive email notifications when a matter event due date is imminent. The user who created the matter event has the option to send out an email a specific number of days in advance, if they choose to have an email sent at all.
- Key personnel receive emails concerning upcoming matter events only if they have been added as an optional recipient within the matter record on the **Short-Term Reminders** page.

1.11.4.7 New Matter Association

Currently, key personnel are not notified via email when a new matter is created or when a key personnel is associated with a new matter.

New matter associations appear on the Key Personnel Homepage.

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- T -

- U -

- V -

- W -

- Y -