



Administrator User Guide

Version 3.6

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February 2013.

Printed and bound in the United States of America.

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INTRODUCTION

One of the strongest advantages Lawtrac brings to your organization is the ability to configure the software to your company's particular needs. Much of that configuration occurs through the Administration Module, found on the Left Navigation Bar. Only personnel at your company with Site Administrator and/or Super User access levels will have access to this module from their login.

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

The Lawtrac Administrator's Guide is intended for two types of users:

Super Users

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

Site Administrators

Site Administrators are the personnel assigned by a site to perform administrative functions in Lawtrac. Sometimes this can include database management, but most often those functions will be performed by the Super Users.

NOTE: As a Site Administrator or Super User it is essential that you NOT share your ID/password with other users for any reason.

Site Administrator/Super User Access

Typically a large company will have multiple Administrators but only one or two Super Users. We do recommend that two individuals be designated as Super Users, just as a back-up precaution.

Both Site Administrator and Super User rights will allow the individual to see and access the Administration module on the Left Navigation Bar. However, only those with Super User rights will see the link entitled Program Set-Ups once inside the Administration menu.

Most of this documentation refers to the Site Administrator position, but anything that a Site Administrator can do, a Super User can do. The specific functions that can only be accessed by the Super User will be indicated as such.

Site Administrator's Guide Summary

Each chapter of this guide will examine a different group of settings and how to use them to enhance and maximize your site's use of Lawtrac 3.4. Because each chapter covers related functions and controls, we recommend reading the whole User Guide in the order it is presented. However, it is also designed to be read a chapter at a time for quick reference when problems or needs arise.

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

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

Use of this Document

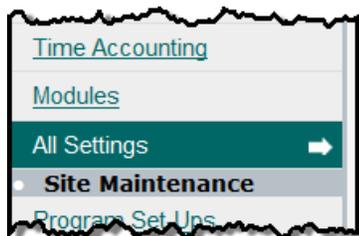
Set-up Tables

You may want to use this document in conjunction with the Set-Up Checklist provided by your Implementation Coordinator. Many items from the Set-Up Checklist will need to be handled prior to adding personnel and other things.

Menu Items

Captions used in this documentation are based on the default captions of our Test Site. The captions on your site may be different than what you see in this documentation. It is your responsibility to re-create documentation, using this as a starting point if you wish to correlate with your company's vocabulary.

All Settings



The [All Settings](#) hyperlink on the Administration Module menu will list all Administration hyperlinks/settings on one screen for easy access. Individual functions of these hyperlinks and settings are discussed in the following chapters.

Administration Module Overview

The Administration module is located on the Left Navigation Bar in the application.



The Administration Module button opens to display category links that contain all of the settings for that category in the application.

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

- [Legal Department](#)
- [Key Personnel](#)
- [Finance](#)
- [Firms & Vendors](#)
- [Parties/Entities](#)
- [Matter Maintenance](#)
- [Document Bank](#)
- [File Room](#)
- [Reports](#)
- [Table Maintenance](#)
- [Time Accounting](#)
- [Modules](#)
- [Site Maintenance](#)

NOTE: Use the [Main Site](#) link from any page in the Administration module to return to the Lawtrac home page. The [Main Site](#) link is usually found in the upper-right corner of your screen.



Chapter 1: Legal Department

The [Legal Department](#) link leads to a set of hyperlinks that allow you to modify or configure settings pertaining to your corporate information and internal staff.

ADMINISTRATION [Main Site](#)

CORP INFORMATION & INTERNAL STAFF

1. [Add New Department Member](#)
2. [Reset Member Password](#)
3. [Position Titles](#)
4. [Matter Role Titles](#)
5. [Permission Profile Templates](#)
6. [Invoice Authorization Amounts](#)
7. [Predefined Legal Teams](#)
8. [Substitutions](#)
9. [Routing Slips](#)
10. [Department Wide Message](#)
11. [Clean-Up Old Messages](#)
12. [First Page Text Dept Blog](#)
13. [Department Calendar Events](#)
14. [Corporate Locations](#)
15. [Released Staff List](#)
16. [Reply Email Address](#)

Internal Staff Scripts

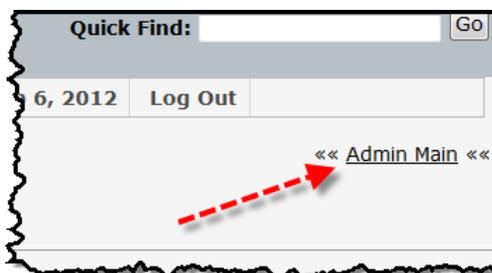
- [List Multiple Assignments To Matter Records That Need Cleaned](#)
- [Align Legal Staff and Hold Notification Roster](#)

TIP: While the links appear in one order, it is recommended to use the following order when first entering the Legal Department Administration links. Before adding New Department Members (link 1):

1. View internal [Position Titles](#) (link 3) and [Permission Profile Templates](#) (link 5) to make sure the new members' title and an appropriate profile are available in your database.
2. Check your Corporate Locations Information (link 14) to ensure the new members' location has been uploaded to the application.

See the [Position Titles](#) section for how to add position titles, [Permission Profile Templates](#) section for how to set up Permission Profiles, and the [Corporate Locations](#) section for how to add locations.

Once you navigate to any of the links, an [Admin Main](#) link will display in the upper-right of your screen. Use this link to return to the main Legal Department hyperlinks list at any time.



Add New Department Member

ADD NEW STAFF MEMBER

Salutation: Mr. First¹: John MI: C Last¹: Smith

Title: Paralegal - Accounting Permission Template: Paralegal

Location: Asheboro Accounting Center: Asheboro, NC

-Populate address with Location selected above.
If Checked, below Address, City, State, Zipcode, Country will be Discarded.

Address: _____
City: _____
State / Zip: NY / _____
Country: United States

Primary Security Group: All / Any

*Email: smith.john@newstaffmember.com
Phone / Ext: _____ / _____
Fax: _____

Comments: _____

User Name: mire50 **
Password: emir83 **
 -Send User Name and Password to Individual (separate emails)
Be sure the user name and passwords adhere to your company security policies.

Invoice Approval Amount: 0 Site Administrator: -Yes -No Super Administrator: -Yes -No

After Adding: -Add Another -Set this person's Permissions

¹Name will be checked for duplication but not required to be unique.
**User Name & Password are not Required - Leave them blank if the person is not going to be using LAWTRAC.
*Email Address is Required, Must be Unique

ALREADY IN SYSTEM *Released

Mouse Over Name To See Email Address

<p>Abe, Barbara Adama, Lee Adames, Alexza (Alex) Addnew, Bill Agnassi, Andre* alex_testing* Allen, DJ Allen, G.G. Allen, Marc* Allen, PJ Allen, Tim Ardmore, Marie Aurev, Sandra* Ave, Andrea Banner, Joe* Barriteau, Ashley Barriteau, Bernadette* Barriteau, Javden Barriteau, Susanne</p>	<p>Hecker, Jana* Intern, Sally Invoicer, Adam Invoicer, Brian Invoicer, Charlie Invoicer, Daniel Invoicer, Edward James, Casey Janeleven, Wednesday Janeleven2, Fred Janeleven3, Mike Janeleven4, Susan Johansen, Robert Johnson, Kenneth Johnston, Brian Jones, Somebody Kamlin, Patricia Karlou, Lou Kenvon, Tom*</p>	<p>Requs, Sally Reporting, LAWTRAC Richard, Lynn Richard, Terry Richardson, Gwen* Richardson, Rachell Rogers, Katharine Rosario, Michele Royal, Edward Sample, Abby Sample, Ben Sanford, Stephen Sapulpa, Sam Saturday, Stan Saturday, Susan Schmidt, Brvan* Schooler, Homer Schwab, Matt SecTen, Sonva Simon, Julie*</p>
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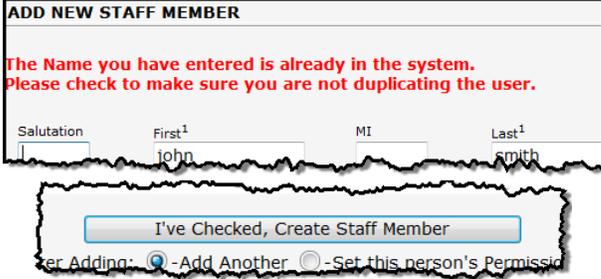
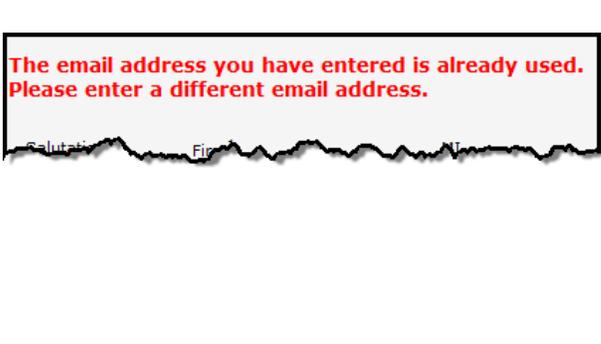
First Name, Last Name, Email address and the permission template are required fields.

1. Enter the Name information.
2. Select a Title for the individual.
3. Select the appropriate Location. **NOTE:** The drop down list for LOCATION must be completed through the Corporate Locations link (link #14).
4. Choose the level of permissions for the staff member using the Permission Template drop-down. Choices include: Administrator, Intern, Paralegal, Primary, Team Member, and None/NA. *This is required.*
5. Enter the staff member's e-mail address. *It is important to have each user's current e-mail address. This allows Lawtrac users and Lawtrac support personnel to easily communicate with this individual.*
6. Make note of the new users log on information. The new staff member will need this information to log onto Lawtrac for the first time. You can also click the 'Send User Name and Password to Individual' box to have the log on information sent to the user. **NOTE: Do not change these fields to the person's desired name and password at this time. The first time any**

department member logs in they will be required to change both their User Name and Password.

7. Next, input the new staff member's invoice approval amount in the textbox provided, if desired. This is the highest amount the individual is authorized to approve. If you enter any amount over 0, it automatically grants "Can Function as Lead" permission at the Site Access tab of the individual's personnel record. An individual must have at least \$1.00 in invoice approval for their name to appear on the list of invoice approvers when entering a new invoice.
8. If the new user will have any Administrative rights (Site Administrator or Super User), make the appropriate selection using the radio buttons.
9. Fill out any other contact information as needed.
10. Before creating the staff member, you can select what action to take after the staff member is created: Add another staff member, or go to the new staff member's Permissions.
11. After making your selection, click  .

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

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

Reset Member Password

For security reasons, neither regular users nor Site Administrators may access passwords through the database. When a user forgets his or her password, the [Reset Member Password](#) hyperlink is provided to allow Site Administrator's to auto-generate or manually create a temporary password for that user.

RESET MEMBER'S PASSWORD

Select Staff Member: Addison, Alex ▼

Rules/Guidelines:

- Resetting a user's Password requires a temporary single-use password which is time-sensitive and will expire within 48 hours.
- Password must be at least 6 characters, no spaces.

Set Password To: quirks

-Send person his/her password via email*

[Reset Password](#)

***Email is not considered secure.**
Released members are listed at the bottom and have a "***" indicator.

Your site's password rules and guidelines are listed to the left of the screen. Use the drop down menu in the center to select the user whose password you wish to reset. A suggested temporary password is automatically generated but you can manually enter one yourself in the text box.

If desired, click the checkbox to send the person their password via the email address in their Lawtrac personnel profile. Please note that email is not considered a secure source. If you decide not to send the password via email, ensure that you get the new password to the user using some other form of communication.

When you are finished, click [Reset Password](#). Once obtaining the new password, the user may then log in with the new temporary password. Upon login, they will be asked to reset their password again.

Position Titles

During your site's Implementation, position titles, as determined by the Site Administrator, will have been loaded into Lawtrac.

To modify existing or add new position titles, click the [Position Titles](#) hyperlink.

Either enter the new position in the New Title text box or modify any of the titles already in the system. When you are finished, click [Save](#).

To remove a title already on the list, click the  icon next to that title. Remember that deleting cannot be "undone", so if you accidentally delete an item you will have to reenter it as a new title to include it on the list again.

ADD A NEW POSITION TITLE

New Title: Save

EDIT POSITION TITLES

TITLE			
1	Administrative Assistant		Save
2	Attorney		Save
3	Billing Coordinator		Save
4	Compliance Observer		Save
5	Consultant		Save
6	Contract Attorney		Save
7	File Clerk		Save
8	General Counsel		Save
9	Help Desk Engineer		Save
10	HR Generalist		Save
11	Law Department Administrator		Save
12	Office Manager		Save
13	Paralegal		Save
14	Paralegal - Accounting		Save
15	Paralegal - Contracts		Save
16	Paralegal - Insurance		Save
17	President		Save
18	Quality Assurance		Save
19	Report Specialist		Save
20	Site Programmer		Save

Matter Role Titles

Standard matter role titles, also known as team member roles, will be included in your database during Implementation. To change these role titles click the [Matter Role Titles](#) hyperlink. The VALUE column is simply displaying the hierarchy of the roles (1 being at the top of the hierarchy).

Modify the roles if necessary in the appropriate text box, then click Save.

PERSONNEL ROLES Role Titles Within Matter Assignments

TITLE	VALUE	SAVE
Primary	1	Save
Paralegal	2	Save
Administrator	3	Save
Team Member	4	Save
Key Personnel	5	Save
Routing Slip	6	Save
Alt. Invoice Approve	7	Save

Permission Profile Templates

To **adjust an existing Permission Profile**, click the [Permission Profile Templates](#) hyperlink. Then select the Permission Profile from the drop down menu.

To **add a new Permission Profile**, enter a name for the profile in the New Profile Name text box and click .

For both adjusting an existing profile and adding a new profile, you will see a series of permissions organized by modules. Check (or uncheck) the checkbox or radio button next to each permission you wish to grant (or not grant) to users with that Permission Profile.

'Check All' buttons are provided for each section, if you wish to provide all access to a particular area for that Permission Profile.

Click when you are finished to save the Permission Profile.

To **delete an existing Permission Profile**, select the Permission Profile from the drop down menu on the main Permission Profile screen. Then enter YES in the box and click (see image below). **NOTE:** Deleting Permission Profiles cannot be undone.

Save Profile Permission Changes

DELETE PROFILE

Enter "Yes" To Delete: Delete Profile

Adjust Legal Department Permissions

On the main Permission Profile screen, click the [Adjust Legal Department](#) link to bring up the list of legal department staff. Find the staff member you need and then select a profile from the drop down. For staff that does not need adjusted, leave their adjacent profile drop down at "Do Not Change/Skip" so no accidental changes are made to their permissions.

ADMINISTRATION << Admin Main <<

SELECT PROFILE Adjust Legal Department Select Profile To Adjust: Administrator

ADD PROFILE LEGAL DEPARTMENT PERMISSION PROFILES List of Profiles

Abe, Barbara	Do Not Change / Skip
Adama, Lee	Do Not Change / Skip
Adames, Alexza (Alex)	Administrator
Addnew, Bill	Intern
Allen, DJ	Paralegal
Allen, G.G.	Primary
Allen, PJ	Team Member
Allen, Tim	Do Not Change / Skip
Ardmore, Marie	Do Not Change / Skip
Aye, Andrea	Do Not Change / Skip
Barriteau, Ashley	Do Not Change / Skip
Barriteau, Jayden	Do Not Change / Skip
Barriteau, Susanne	Do Not Change / Skip

The profiles adjacent to the person's name only means that it is the last 'default' profile applied to the individual's record.

Please note - that if you have adjusted the individual's profile since then, this function will overwrite those specific adjustments.

If you wish for this function to skip an individual's settings then select "Do Not Change / Skip" in the drop-down list adjacent to their name.

Save

Click [List of Profiles](#) (top right corner) to go back to the main Permission Profile screen without saving any adjustments.

After making all necessary selections, click Save to activate the changes.

Invoice Authorization Amounts

The [Invoice Authorization Amounts](#) link takes you to a hyperlinked list of individuals with assigned invoice authorization amounts.

INDIVIDUALS WITH INVOICE AUTHORIZATION			
NAME		AMOUNT	NEXT
John Davidson	Open Ct: 2	1	L. Training
Christina Yano	Open Ct: 10	1	J. Davidson
Elliott Mancuso	Open Ct: 0	1	J. Davidson
Kenneth Conger	Open Ct: 0	1	J. Davidson
Juliana Koester	Released: 01/15/2013	1	.
Leigh Rogers	Open Ct: 0	1	J. Davidson
Alex Addison	Open Ct: 0	1	P. Dennison
Emily Davis	Open Ct: 11	1	D. Hillis
Maddison Price	Open Ct: 1	5,000	D. Hillis
Ronna Ruppelt	Open Ct: 5	10,000	R. Ruppelt
Lynn Everley	Open Ct: 1	10,000	D. Hillis
Janet Richard	Open Ct: 0	50,000	D. Hillis
Peter Dennison	Released: 09/23/2011	100,000	.
David Hillis	Open Ct: 13	500,000	D. Hillis

Clicking the hyperlinked name of an individual takes you to the **Site Access Tab** of their personnel profile where you can change their invoice approval limit by clicking  next to their invoice approval amount.

In-House Personnel
Brian Johnston

Information Teams  Edit This Record 

Menu Permissions Matter Permissions Matter Edit Work Group/s Classifications **Site Access**

Brian Johnston - Site Access [Refresh](#)

Site Administration

- Can Access Site Administration Functions - Can Access Site Settings (Super User)
 - Is A Hold Administrator

Login Information

User Name: Password changes are a 'single-use' password and are only good for 24 hours.
New Password: The user will be required to change his/her password upon first use.
Suggested: Ensure you enter passwords which adhere to your company's policies.

Single Sign-On Code:

Invoice Authorization

Can Function As A Primary?   << Click To Remove Authority

Can Approve Invoices Up To: \$1.00 

Hands Invoices Off To: E. Invoicer 

The above authorization settings operate as a separate function than the other items on this screen.
If applicable, make changes to this area first.

[Refresh](#)

Click here to edit the user's Authorization Approval Amount

EDIT INVOICE AUTHORIZATION LEVEL

ADJUST INVOICE APPROVAL AMOUNT

Set Brian Johnston Invoice Approval Dollar Amount To:

- This person will always have final authority. No others will follow.

Enter whole numbers only, no dollar symbol - comma - or 'cents'.

Enter the new amount in the text box then click . If the person will be a final approver, check the checkbox before clicking .

If you did not select for the user to have final authority, you will be prompted to select the person that will approve the invoices after the user. Each person on the approval chain is listed with their invoice approval limit in parenthesis next to their name. The previous approver's approval limit is shown (see highlight below). Click on the next approver's name and click .

EDIT INVOICE AUTHORIZATION LEVEL
Brian Johnston

NEXT IN INVOICE APPROVAL CHAIN In Excess To: \$1.00

Choose the one individual who will approve invoices after Brian Johnston:

Yonder Yolanda (1)

Zipper Fred (1)

White Snow (2)

Aye Andrea (10)

Levin Sherie (10)

Butterworth Ann (25)

Parra Marcy (30)

Lapin Pierre (45)

Milk Bailey (50)

Royal Edward (50)

Choose who will approve invoices after the user and click Continue.

The list above is sorted by approval value (lowest to highest), then by last name. So the further down the list you go the higher the approval amount will be.

This process will repeat until you finish the approval chain by designating someone to have final authority.

Predefined Teams

The [Predefined Legal Teams](#) hyperlink takes you to a list of any predefined legal teams set up in your database. **NOTE:** When clicking a link on this screen, it is necessary to scroll down below the team list to view the information for that link.

TEAMS		Add New Team
TEAM	REVIEW	
1. Complaint Handlers	p	<input type="button" value="Update Name"/>
2. Insurance Review Team	p	<input type="button" value="Update Name"/>
3. John-Litigation	p	<input type="button" value="Update Name"/>
4. Key Personnel	p	<input type="button" value="Update Name"/>
5. Litigation Team	p	<input type="button" value="Update Name"/>
6. LTO Development Team	p	<input type="button" value="Update Name"/>
7. LTO Team	p	<input type="button" value="Update Name"/>
8. Mergers & Acquisitions	p	<input type="button" value="Update Name"/>
9. PreDefined Test	p	<input type="button" value="Update Name"/>
10. Real Estate	p	<input type="button" value="Update Name"/>
11. Retest Team	p	<input type="button" value="Update Name"/>
12. Special Projects Team	p	<input type="button" value="Update Name"/>
13. SR Litigation Team	p	<input type="button" value="Update Name"/>
14. Substitution Team	p	<input type="button" value="Update Name"/>
15. Training Team	p	<input type="button" value="Update Name"/>
16. User Team	p	<input type="button" value="Update Name"/>
17. User2 Test Team	p	<input type="button" value="Update Name"/>
18. Worker's Compensation	p	<input type="button" value="Update Name"/>

THE PURPOSE OF PRE-DEFINED LEGAL TEAMS

The objective to having pre-defined teams (or "workgroups") in the LAWTRAC application is to save time while creating or setting-up a matter record. It is intended for no other reason but to save users time and effort. Instead of seven different assignments (one for every person) to a particular matter you can do it in one step by assigning the pre-defined group.

Update Team Name

If a predefined team name needs to be updated or changed, you can simply type in the new updated name in the appropriate box and click . The page will refresh and the new team name will display.

The screenshot shows a table with the following columns: TEAM, REVIEW, and an 'Update Name' button for each row. A callout bubble points to the 'Documentation' team name with the text: 'Type in the box and then click 'Update Name''. The 'Update Name' button for the 'Documentation' team is highlighted in blue.

TEAM	REVIEW	Update Name
1. Complaint Handlers		<input type="button" value="Update Name"/>
2. Documentation		<input type="button" value="Update Name"/>
3. Insurance Review Team		<input type="button" value="Update Name"/>
4. John-Litigation		<input type="button" value="Update Name"/>
5. Key Personnel		<input type="button" value="Update Name"/>

View/Adjust Team

Click the icon to view and/or adjust the members of the predefined team. You can add additional members and remove member(s) from the team. Shown here is the Key Personnel predefined team.

The screenshot shows a table with the following columns: PERSON, ROLE, and a red 'X' icon. To the right is the 'ADD MEMBER TO TEAM' section with a dropdown menu and a 'Continue >>' button.

PERSON	ROLE	
Cooper, Yaisa	Primary	
Doe, John	Key Personnel	
Tanner, Danny	Key Personnel	
Ventresca, Tina	Key Personnel	
Adames, Alex (Rosa)	Key Personnel	

ADD MEMBER TO TEAM
Add an additional person in the role of

- Paralegal
- Administrator
- Team Member
- Key Personnel

NOTE: Clicking the red next to an individual automatically removes the member from the list with no prompt to confirm or cancel the removal. However, a removed member may be added back using the 'Add Member to Team' feature to the right.

Adding a Member to a Team

Once you have selected the team you wish to add a member to and clicked that team's icon, find the 'ADD MEMBER TO TEAM' area at the bottom of the page. Select the role of the new member and click .

The screenshot shows the 'ADD TEAM MEMBER TO KEY PERSONNEL TEAM' interface. It includes a dropdown menu for 'INDIVIDUAL' with 'Smith, John' selected, a radio button selection for 'Add this person to the 2 open records?' (Yes/No), and an 'Add Team Member' button.

ADD TEAM MEMBER TO KEY PERSONNEL TEAM

INDIVIDUAL:

Add this person to the 2 open records?
 -Yes -No

This function does not do a role swap if the targeted individual is already on the matter's team. Please review matter assignments, especially if replacing the Primary position.

Select the new member from the INDIVIDUAL drop down. You can choose to include or not include this person on the open matters that are associated with the predefined team. Make your selections and click 'Add Team Member'.

KEY PERSONNEL		
PERSON	ROLE	
Cooper, Yaisa	Primary	X
Smith, John	Team Member	X
Doe, John	Key Personnel	X
Tanner, Danny	Key Personnel	X
Ventresca, Tina	Key Personnel	X
Adames, Alex (Rosa)	Key Personnel	X

ADD MEMBER TO TEAM
Add an additional person in the role of

The member has been added to the predefined team (see highlight).

Delete a Team

Click the trashcan icon  next to a team on the Predefined Legal Teams list to permanently delete a predefined team. A message will display asking you to confirm the delete. Click OK to continue with the delete, or press Cancel to abort the delete.

Message from webpage

 This action will permanently delete this record.

NO Matter assignments will be changed.

Press OK to continue.

Add New Predefined Team

Click [Add New Team](#) at the top right of the Predefined Legal Teams list to display the 'Create New Team' template (you may have to scroll down). Enter the new team name and click 'Continue'. The new team name will automatically populate into the list in alphabetical order. You can then click the  icon to add members to the team.

CREATE NEW TEAM Close

New Team Name:

Substitutions

The [Substitutions](#) hyperlink takes you to a screen where you can substitute, or replace, internal personnel on matters in your database.

Use the drop down menu to select the name of the person you wish to replace. Use the radio buttons to select their team role and the criteria of matters for which the substitutions will be made. You can replace all matters or matters in certain categories. **NOTE:** For persons holding multiple roles on matters within the database, you must perform this substitution function one time for each of their roles.

When you have made your selections, click .

SUBSTITUTIONS [Reset](#)

Any open matter where is in the role of:

Primary Paralegal
 Administrator Team Member

Restrict To Records With:

-Any / All (no restriction) -A Matter Number Prefix -A Matter Type Category -A Business Unit Category

CAUTION

It is possible to leave positions open when using this tool. Review the **Missing Primary Morning Report** after using this tool.

If you chose to replace a person on **all** their matters, you will next be asked to choose the person whom you will substitute in their place. Checking the checkbox next to "Outstanding Invoice Approvals" will also replace the person on the approval chain of any outstanding unapproved invoices. Make your selections and click .

SUBSTITUTE ABE, BARBARA WITH

Select Replacement: Option/s:

Outstanding Invoice Approvals

If you chose to replace a person on matters with a certain Matter Number Prefix, Matter Type Category, or Business Unit Category, you will next be asked to choose the person whom you will substitute in their place and the prefix, matter type, or business unit for the matters on which they will be replaced using drop down menus:

SUBSTITUTE ABE, BARBARA WITH

Select Replacement: Option/s:

Outstanding Invoice Approvals

-----> Select Matter Prefix: *Retired Prefix

SUBSTITUTE ABE, BARBARA WITH

Select Replacement: Option/s:

Outstanding Invoice Approvals

-----> Select Matter Type:

SUBSTITUTE ABE, BARBARA WITH

Select Replacement: Adama, Lee Option/s:
 Outstanding Invoice Approvals

-----> Select Matter Business Unit:
 Corporate

Checking the checkbox next to "Outstanding Invoice Approvals" will also replace the person on the approval chain of any outstanding unapproved invoices. Make your selections and click .

NOTE: It is possible to leave positions open when using the Substitutions tool. Review the Missing Primary – Morning Report after using this tool.

Routing Slips

The [Routing Slips](#) hyperlink allows you to either select a Predefined Routing Group for whom you wish to make adjustments or enter a new Routing Group in the New Group Name textbox and set up that group.

ROUTING SLIPS Refresh Group Select List

Select Predefined Group: Create New Group

**Indicates Group Is Retired - No New Records Will Be Applied To This Group

DEFINE NEW ROUTING GROUP

- Create New Group
- Create New Group
- Bemidji Group
- Board Member Assignment Review
- Buck Slip Group
- Documentation Team
- Employee Termination
- General Messages
- Policy Review
- Real Estate Contract Review
- Tony Group

New Group Name:

Admin_Routes01.cfm

To **view and/or adjust a routing slip group**, select a Predefined Group from the drop down list. The page refreshes with the definitions page for that group. You can then adjust the sequence order for slips to be routed, remove members from the group, add new members to the group, or retire the group altogether. Changes made are saved automatically.

ROUTING SLIPS Refresh Group Select List

Select Predefined Group: General Messages

**Indicates Group Is Retired - No New Records Will Be Applied To This Group

General Messages

INDIVIDUAL	SEQUENCE	
Smith, John	1	<input type="button" value="Remove"/>
Bridge, Blakely	2	<input type="button" value="Remove"/>
Whitman, Walter	3	<input type="button" value="Remove"/>

Sequence will always be sorted first by the number, then alphabetically by the individual's last name. Notices will always be sent to the entire group, the sequence indicator is to allow the application to have the flexibility to assist with any internal business rules you may have in place.

Add Individual: Abe, Barbara

Save Time: Add the people in the sequence order you wish the slips to be routed.

The icon will allow you to remove or replace the individual.

RETIRE THIS GROUP

Retire this group so it will not be assigned to any more records:

You must enter the word "Yes" to retire this group.

- Use the drop down menus to change the numbers, if you wish to change the review sequence.

- Click the  next to a reviewer if you wish to remove that person from the Routing Group.
- Use the drop down in the middle, if you wish to select a new person to add to the Review Group. Click to make the addition.
- If you wish to retire the Routing Group, enter YES in the text box and click .
- The [Refresh Group Select List](#) hyperlink takes you back to the original selection page.

Adding a New Routing Group

To add a new Routing Group, enter the new name and click Save.

DEFINE NEW ROUTING GROUP

New Group Name:

The new routing group is created and you can now add individuals to create the predefined group. To add Individuals to the group, select them from the 'Add Individual' drop-down and click . **NOTE:** The order in which you add individuals determines their default sequence order on the routing slip group. To save time, add the people in the sequence order you wish the slips to be routed.

Documentation

INDIVIDUAL	SEQUENCE
Sequence will always be sorted first by the number, then alphabetically by the individual's last name. Notices will always be sent to the entire group, the sequence indicator is to allow the application to have the flexibility to assist with any internal business rules you may have in place.	Add Individual: <input type="text" value="Price, Maddison"/> <input type="button" value="Add Person"/>
Save Time: Add the people in the sequence order you wish the slips to be routed.	
The  icon will allow you to remove or replace the individual.	
RETIRE THIS GROUP	
Retire this group so it will not be assigned to any more records: <input type="text"/> <input type="button" value="Retire Group"/>	
You must enter the word "Yes" to retire this group.	

NOTE: If you have created a routing group by accident or no longer wish to create the routing group, type "Yes" into the RETIRE THIS GROUP box and click .

Documentation

INDIVIDUAL	SEQUENCE
Sequence will always be sorted first by the number, then alphabetically by the individual's last name. Notices will always be sent to the entire group, the	Add Individual: <input type="text" value="Abe, Barbara"/> <input type="button" value="Add Person"/>
Individuals display here once added to the Group.	1 <input type="button" value="v"/> 
The sequence defaults to the order that you added the individuals, but you can change the sequence order using the drop-downs.	2 <input type="button" value="v"/> 
	3 <input type="button" value="v"/> 

If you decide to remove a person from the group, you can do so by clicking the trash can icon . Changes are automatically saved, so once you are finished creating your predefined group, simply scroll up and continue navigating in the application.

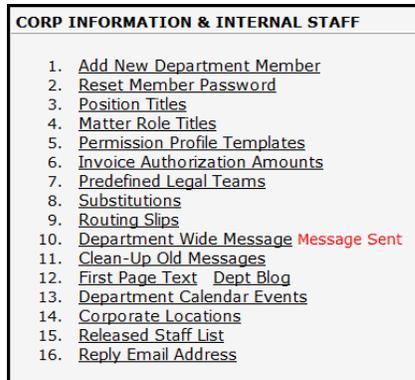
Department Wide Message

Send a message to all In-house personnel using the [Department Wide Message](#) link. Enter the Subject and the Message and click [Send Message](#). The internal message will appear in the staff member's Lawtrac Inbox (Messages on the Top Navigation Bar).



The screenshot shows a web form titled "ANNOUNCE TO ALL" with a date of "02/01/12". Below the title is the text "DEPARTMENT WIDE:". There are two input fields: "SUBJECT:" followed by a text box, and "MESSAGE:" followed by a larger text area with a vertical scrollbar. At the bottom right of the form is a "Send Message" button.

After sending your message, you will be returned to the Legal Department links list where you will see confirmation that your message was sent.

- 
- The screenshot shows a menu titled "CORP INFORMATION & INTERNAL STAFF" with a list of 16 items:
1. [Add New Department Member](#)
 2. [Reset Member Password](#)
 3. [Position Titles](#)
 4. [Matter Role Titles](#)
 5. [Permission Profile Templates](#)
 6. [Invoice Authorization Amounts](#)
 7. [Predefined Legal Teams](#)
 8. [Substitutions](#)
 9. [Routing Slips](#)
 10. [Department Wide Message](#) **Message Sent**
 11. [Clean-Up Old Messages](#)
 12. [First Page Text](#) [Dept Blog](#)
 13. [Department Calendar Events](#)
 14. [Corporate Locations](#)
 15. [Released Staff List](#)
 16. [Reply Email Address](#)

Clean-Up Old Messages

The [Clean-Up Old Messages](#) link allows you to click checkboxes for In-House personnel, Outside Counsel and/or Key Personnel for whom you wish to delete Unread Internal Lawtrac Messages 90 days or older. After making your selections, click [Delete Checked Messages](#). This function applies to unread incoming messages only.

MESSAGE CLEAN-UP		9 Records		
<p>There are 9 Messages in your database which are over 90 days old and have not been read yet.</p> <p>It is recommended that you delete these messages.</p> <p style="color: red; text-align: center;">Yes - Delete Messages</p>				
SPECIFIC MESSAGES TO		Not Yet Read		
<p>To delete messages to a specific individual(s) select the check boxes and click submit. You may also wish to contact the individual/s and ask them to clean-up their unread messages.</p> <p style="color: red; text-align: center;">This deletes unread messages only</p>				
In-House Staff				
To Whom	Count	Earliest	Latest	
<input type="checkbox"/> Not In Database	3	10/09/2012	10/11/2012	
<input type="checkbox"/> Not In Database	1	10/11/2012	10/11/2012	
<input type="checkbox"/> Harris, Jim	1	10/11/2012	10/11/2012	
<input type="checkbox"/> Ruppelt, Ronna	1	10/11/2012	10/11/2012	
<input type="checkbox"/> Support, LAWTRAC	3	10/09/2012	10/11/2012	
Outside Counsel / Vendors				
To Whom	Firm/Company	Count	Earliest	Latest
Key Personnel				
To Whom	Count	Earliest	Latest	
<input type="button" value="Delete Checked Messages"/>				

If you wish to delete all unread Internal Lawtrac Messages 90 days and older, click **[Yes - Delete Messages](#)**. **NOTE: This function should be used with caution, as deleted messages cannot be recovered.**

First Page Text

Lawtrac comes installed with basic text on the Lawtrac Home Page, but Administrators can modify this text using the [First Page Text](#) link. Use this area for company announcements, updates, or general information important to your company.

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

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

EDIT DEPARTMENT NEWS

Headline (Title)

Text to appear on page:

```

New Feature: <b> Enhanced Management Reporting </b> via the new
decision dashboard click Reports / Dashboard to Review.

We hope you have a pleasant experience using
this
state-of-the-art web based application.
<BR><BR>
Because of the nature of the application it will
continue to grow and adapt to your needs.
<BR><BR>
Please bookmark the web page: <BR><BR>
<div><align="center"><b>
https://demo.LAWTRACOnline.com/DEMO7/</b>
</div>
<BR><BR>

```

Dept Blog

The [Department Blog](#) link allows you to create department-wide blog entries, and date and categorize announcements and information that appear on the front screens after individuals log in.

DEPARTMENT BLOG

- [Review Categories](#)

Add New For:

- [Internal Department](#)
- [Firms / Vendors](#)
- [Key Personnel](#)
- [Corporate Intranet](#)

[List / Delete](#)

The **Department Blog** allows you to date and categorize announcements and information that appear on the front screens after individuals log-in.

This upgrade takes the concept one-step further, you can even make entries which your corporate intranet operators can use to publish information for the rest of the employees in your corporation can read.

Review Categories

Click [Review Categories](#) to adjust existing category names, add new categories, or retire categories that are no longer needed.

DEPARTMENT BLOG

- [Review Categories](#)

Add New For:

- [Internal Department](#)
- [Firms / Vendors](#)
- [Key Personnel](#)
- [Corporate Intranet](#)

DEPARTMENT BLOG

CATEGORY NAME	OPTIONS	RETIRE	RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).
General Announcement	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Instructions	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Add New: <input type="text"/>	<input type="button" value="Save"/>		

After adjusting a category name, click the adjacent Save button for that category. Simply enter the new category name in the 'Add New:' text box and click Save to add a new category. Click the to retire a category. Once a category is retired it is no longer available for use on any matter records.

Add New Blog Entry

Decide who the audience will be for the new blog entry: Internal Department, Firms/Vendors, Key Personnel, or Corporate Intranet. Choose the appropriate audience by clicking the link and activating the blog entry template. Enter the blog title, select the appropriate category from the drop down, and then enter the message in the box.

Blog Entry: Legal Department

Entry Title:

Categorize This Entry As: General Announcement

[Style] [Font] [Size]

B *I* U ~~S~~ [List] [Align] [Indent] [Outdent] [Link] [Unlink] [Image] [Table] [Undo] [Redo] [Cancel]

Enter Your Text Here
Cut-n-Paste From Word Process For Best Results

Click **VIEW SOURCE** Before Saving

View Source

CLICK VIEW SOURCE BEFORE SAVING TO SET HTML VALUES

Save Blog Entry

Once you have typed in the entry, click the View Source checkbox to set any html values used and click .

List/Delete Entries

Click [List/Delete](#) to view a listing of recent blog entries. Click the icon to delete an entry.

LIST / DELETE ENTRIES				
07/27/11	Business Group Prefix	Legal Department	Instructions	
07/22/11	Alternate Fee for Strings & Wh	Legal Department	Instructions	
07/22/11	Blood Drive	Legal Department	General Announcement	
07/22/11	Shipping Reminder	Legal Department	General Announcement	
05/26/11	Contacts	Key Personnel	General Announcement	
05/26/11	Incident Report Submissions	Key Personnel	Instructions	
05/25/11	A Service To You	Key Personnel	General Announcement	

Department Calendar Events

The [Department Calendar Events](#) link allows you to create a department-wide calendar for key company events.

UPCOMING DEPARTMENT EVENTS			Between 01/31/12 and 05/01/12	Add Event
02/27/12	10:00	User Guide Meeting Meeting to discuss contents of User Guide.		

To create new Department Calendar Events, click the [Add Event](#) hyperlink.

ADD EVENT

Event Date:

Event Time:

Event Title:

-- Details --

EDIT EVENT

Event Date:

Event Time:

Event Title:

-- Details --

Meeting to discuss contents of User Guide.

You can then choose the event date and time, enter the title and details in the text boxes and click to add the new event to the Department calendar.

To edit existing events, click the and edit the event details.

When finished with the event edit, click .

Corporate Locations

The [Corporate Locations](#) link allows you to add, edit, or delete Corporate Locations.

CORPORATE LOCATIONS			Add New Location	
LOCATION	CITY	COUNTRY		
Asheboro Accounting Center	Asheboro	United States		
Canadian Distribution Center	Mississauga	United States		
Corporate Headquarters	Hamburger Hills Valley	United States		
Eastern Regional Office	New York	United States		
Houston Regional Office	Houston	United States		
Intersoft Testing Labs	Carle Place	United States		
Mexico Distribution Facility	Ciudad Juarez	United States		
Midwest Sales & Legal	Saint Louis	United States		
Midwestern Distribution Center	Industry	United States		
Oceana	Sydney	United States		
Pacific Rim	Souttki	United States		
South America Distribution Center	Bogota	United States		
Western Europe	Paris	United States		
Western Regional Offices	Sacramento	United States		

Click the pencil icon to edit a location.

Make necessary changes to the location and click Save Changes.

Click the trashcan icon to permanently delete a location. This cannot be undone.

Click OK to delete the record or Cancel to abort the delete.

EDIT LOCATION - ASHEBORO ACCOUNTING CENTER

Location Title: Asheboro Accounting Center

Address:

City: Asheboro

State / Province: NC

Postal Code:

Country: United States

Phone:

Fax:

Message from webpage

 This action will permanently delete this record.

Locations are tied into Key Personnel and Department Personnel.

These relationships will be removed.

Press OK to continue.

Add New Location

Click the [Add New Location](#) hyperlink to add a new corporate location.

ADD NEW LOCATION

Location Title:

Address:

City:

State / Province: NY

Postal Code:

Country: United States

Phone:

Fax:

Enter the location title, address, and other details, and then click to add the location to your database.

Released Staff List

The [Released Staff List](#) link displays a list of released Legal Department staff.

RELEASED FROM EMPLOYMENT		Internal Staff Members
Ackerman, Carmen	07/12/2011	
Caruso, Frank	01/30/2013	
Dennison, Peter	09/23/2011	
Koester, Juliana	01/15/2013	
Zooker, Anthony	01/28/2013	

In-House Personnel
Juliana Koester

Information | Team Member | Released | Teams | Routing Slips | Edit This Record

Menu Permissions | Matter Permissions | Matter Edit | Work Group/s | Classifications | Site Access

JULIANA KOESTER Left Employment on 01/15/2013

Juliana Koester

Corporate Headquarters
167 State Street
City NY 11111
United States

Email: jkoester@xxx.com
Do Not Publish Email Address
Outside The Legal Dept.

Phone:
Ext:
Fax:

Individual is assigned to one matter (LIT-00015). Releasing her WITHOUT selecting the Mark All Matter Assignments As Released option; then reinstate her, assign to new matter and retest Release From Employment WITH the option to Mark All Matter..As Released

Click the hyperlinked employee name to go to that person's profile (see left).

Use the Reinstated to Employment tab at the **bottom** of the personnel profile to reinstate the staff member.



Reply Email Address

The [Reply Email Address](#) link allows you to click radio buttons on or off to set the reply address of messages sent out from Lawtrac as either the user's email address or a default address. Make your selection and click .

EMAIL REPLY OPTION

When sending a message from LAWTRAC, set the reply email to 'NoReply@LAWTRAC.com' and not the individual's email address (anti-spoofing setting). If set to 'No', the message will have a reply address of the individual sending the message.

-Yes -No

Internal Staff Scripts

The Internal Staff Scripts listed to the right of the Legal Department links should only be run at the request of Lawtrac Support.

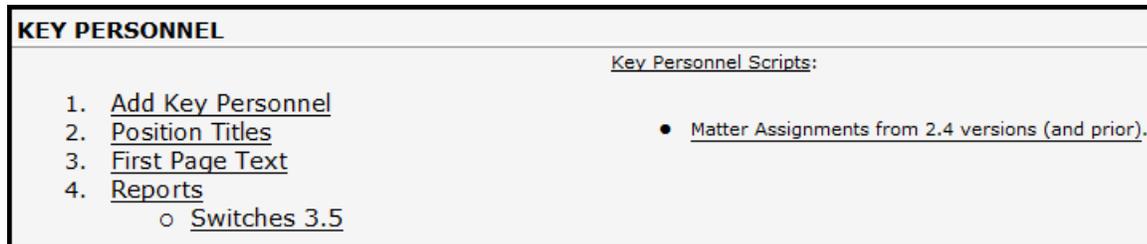
[Internal Staff Scripts](#)

- [List Multiple Assignments To Matter Records That Need Cleaned](#)
- [Align Legal Staff and Hold Notification Roster](#)
- Turn Toast: [Off](#) | [ON](#)

Chapter 2: Key Personnel

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

The [Key Personnel](#) link allows you to set up access to your Lawtrac database for key personnel at your company.



Add Key Personnel

The [Add Key Personnel](#) hyperlink allows you to add company employees as key personnel to your Lawtrac database, giving them limited access to the data.

To **add a new key personnel member**, click the [Add Key Personnel](#) hyperlink, fill out the individual's personal information (first and last name, telephone and email are required). Use the drop down menus to select their corporate location, title, associated business unit, division and department.

Lawtrac will create a temporary user name and password for them. Those fields are editable and can be changed if necessary. Note, however, that once the new key personnel member logs in for the first time, they will be required to change their username and password.

When you are finished, click to add them to your database.

NOTE: The new key personnel member will be able to review records matching the Business Unit Association selected. If you do not wish the individual to have automatic access then leave the business unit association boxes blank.

ADD NEW KEY PERSONNEL

*First Name: Location:

*Last Name: Title:

Personnel No:

Business Unit Association:
 Business Unit:
 Division:
 Office:

Telephone: Ext:

*Email:

*User Name:
 *Password:

*Required

This person will be able to review records matching Business Unit Association selected.
 If you do not wish the individual to have automatic access then leave the above categories blank.

Position Titles

The [Position Titles](#) hyperlink allows you to set up titles for key personnel with access to your database.

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE	RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).
Accounts Payable		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Administrator		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Assistant General Counsel		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Associate		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Auditor		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Billing Analyst		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Broker		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Chief Executive Officer		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Chief Financial Officer		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Chief Operating Officer		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Chief Technology Officer		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Corporate Secretary		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Director		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Division Manager		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Document Production		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Executive Assistant		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Executive Vice President		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Human Resources		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Key Personnel		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Librarian		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Manager		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Partner		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Plant Manager		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
President		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Principal		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Product Manager		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Risk Mgmt Specialist		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Secretary		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Specialists		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Staff Assistant		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Supervisor		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Vice President		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Add New:	<input type="text"/>	<input type="button" value="Save"/>		

CATEGORY NAME

Category Name:

The term by which this category will be known throughout the application.
 Adjusting the category name will only appear above after the entire screen is refreshed.

To **edit an existing title**, change the text in the category name box and click .

To **retire an existing title**, click the next to it on the table.

To **add a new title**, enter text in the Add New textbox at the bottom of the table and then click .

First Page Text

The [First Page Text](#) hyperlink allows you to set up the text shown on the login screen of the key personnel's Lawtrac home page.

The screenshot shows a web interface for managing front page text. At the top, there is a header: "Key Personnel Front Page Text - Scroll down to add new." Below this, there are three rows of text records, each with a date, a title, and a body of text. Each row has an edit pencil icon and a delete trash icon on the right. The records are:

Date	Title	Text
10/16/2012	General Announcement	Lawtrac will be upgrading our site this weekend. Please log out by 5:00 EST.
10/16/2012	Monthly Announcement	Please contact Paula Traner with any issues with regard to Lawtrac. Thank you.
10/16/2012	Weekly Announcement	All users should review their matters to make sure all information is current.

Below the list is an "Add New" section. It contains a form with a "Title:" label and an empty text input field. To the right of the title field is a "Category:" label with a dropdown menu currently set to "Announcement". Below the title and category fields is a large, empty text area for entering the main text. At the bottom center of the form is a "Save" button.

Edit an existing text record by clicking the Edit pencil. Make desired changes and click Save.

You can add a new front page text record on the main screen: Enter a Title, Select a Category for the record, and input the text. Click **Save** when finished.

Standard html coding is accepted here to add pictures or otherwise format text. **Lawtrac is not responsible for teaching html code. Please use this ability with care, remembering that large items like pictures can take a while to load and slow down the database.**

Reports

The [Reports](#) hyperlink allows you to make available up to five reports for key personnel using your Lawtrac database. These can be custom or standard reports.

Reports to which access has already been granted will be listed at the top of the screen and numbered. There is a maximum number of 5 reports. If 5 reports have been selected then you will not see the GRANT ACCESS TO A REPORT area at the bottom of the screen.

KEY PERSONNEL ACCESS TO REPORTS			Maximum: 5
1.	* Basic Matter Information Report	MAT209.cfm	
2.	* Budget Status - Active Budgets Only	BUD011.cfm	
3.	Open Matters by Type	ah_open_matters_type_cs.cfm	
WHO HAS ACCESS			
Donahue, James			
Dorgan, Julia			
Glisson-KP, Patricia			
Jones, Bill			
Jordan, Thomas			
Keylock, Sam			
GRANT ACCESS TO A REPORT			
<input type="text" value="ah_1234.cfm - REVIEW (ah_1234.cfm)"/>			<input type="button" value="Save"/>
<p>Key Personnel may not be able to run all reports. <small>Many have matter level security and will cause an error to occur for Key Personnel when they run the report. This includes AdHoc and other custom reports. Check with LAWTRAC support to pre-test a report or reconfigure a report for you.</small></p>			

To **remove access to one of these reports**, click the  next to it on this list. Key personnel will no longer be allowed to access the report, but it will remain in your database for regular users.

A list of key personnel with access to these reports is displayed below the list of reports.

To **allow access to a particular report**, select it using the drop down menu at the bottom of the page, then click . If you have selected 5 reports for access, this area will be hidden until a report is removed from the list and a spot is available.

Chapter 3: Finance

The [Finance](#) hyperlink allows you to set up your site's Financial modules, including Budgets/Reserves, Insurance and Finance.

FINANCIAL SETTINGS	
<p>Program & Matter Finance Module</p> <p>Finance is On ●</p> <ol style="list-style-type: none"> Fiscal Years / Quarters Invoice Switches <ol style="list-style-type: none"> Print View Options LEDES Codes LEDES Processing Rules Matter Finance Screen Options Final Financial Outcome Types Application Financial Calculation Rules <i>Custom / Pending</i> Invoice & Matter Invoice & Approver <ol style="list-style-type: none"> Reset Approval Invoice & Submitting Firm/Vendor Change an Invoice Number Approve All Invoices Update Charge-Backs Rejected Invoices 	<p>Insurance</p> <ol style="list-style-type: none"> Options Policy Types
<p>Reserves</p> <p>Reserves are On ● Display On Matter Screen ●</p> <ol style="list-style-type: none"> Categories Set Goals by LEDES Set Goals by Business Unit 	<p>Budgeting</p> <p>Budgeting is On ●</p> <ol style="list-style-type: none"> Budget-to-Invoice UDC Connectors <p>■ Matter Variance By Fees Variance is On ●</p>
<p>International</p> <ol style="list-style-type: none"> Set Base Currency Type Currency Types Daily Rates Foreign Invoices Received Review International Finance Screens Are On ● Country VAT (Taxation) Amounts 	<p>AP FEED/S</p> <ul style="list-style-type: none"> Module Management
<ul style="list-style-type: none"> Delete: Budget/Invoice Delete: Invoice(s) by Firm/Vendor 	<p>SCRIPTS</p> <ol style="list-style-type: none"> MatterTotals Table Align F/D/O Indicators Re-Sync Invoice Totals Review Invoice Approval Chains Archive Invoice Details 3.5 Adjustment Amounts

Click the [Finance](#) hyperlink to enter financial settings module.

Finance is On ●
Budgeting is Off ●

Several indicators are included for turning modules on and off.
● means a module is turned on, and ● means it is turned off.

Program & Matter Finance Module

Program & Matter Finance Module Finance is On 

1. [Fiscal Years / Quarters](#)

2. [Invoice Switches](#)
 - a. [Print View Options](#)

3. [LEDES Codes](#)
4. [LEDES Processing Rules](#)

5. [Matter Finance Screen Options](#)
6. [Final Financial Outcome Types](#)
7. [Application Financial Calculation Rules](#) *Custom / Pending*

8. [Invoice & Matter](#)
9. [Invoice & Approver](#)
 - a. [Reset Approval](#)
10. [Invoice & Submitting Firm/Vendor](#)
11. [Change an Invoice Number](#)
12. [Approve All Invoices](#)
13. [Update Charge-Backs](#)
14. [Rejected Invoices](#)

Fiscal Years/Quarters

You can **adjust your site's Fiscal Year Settings** by entering the year in the Fiscal Year textbox, entering start and end dates in the appropriate textboxes, and clicking . Lawtrac automatically sets the Quarter start and end dates based on the numbers you enter.

FISCAL YEAR / QUARTER SETTINGS To edit a Quarter Start Date(s) click on the "Q1" date for that year and scroll down.

YEAR	START / END		Q1	Q2	Q3	Q4	NOW	
2016	01/01/16	12/31/16	<u>01/01</u>	04/01	07/01	10/01		
2015	01/01/15	12/31/15	<u>01/01</u>	04/01	07/01	10/01		
2014	01/01/14	12/31/14	<u>01/01</u>	04/01	07/01	10/01		
2013	01/01/13	12/31/13	<u>01/01</u>	04/01	07/01	10/01		
2012	01/01/12	12/31/12	<u>01/01</u>	04/01	07/01	10/01		
2011	01/01/11	12/31/11	<u>01/01</u>	04/01	07/01	10/01		
2010	01/01/10	12/31/10	<u>01/01</u>	04/01	07/01	10/01		
2009	01/01/09	12/31/09	<u>01/01</u>	04/01	07/01	10/01		
2008	01/01/08	12/31/08	<u>01/01</u>	04/01	07/01	10/01		
2007	01/01/07	12/31/07	<u>01/01</u>	04/01	07/01	10/01		
2006	01/01/06	12/31/06	<u>01/01</u>	04/01	07/01	10/01		
2005	01/01/05	12/31/05	<u>01/01</u>	04/01	07/01	10/01		
2004	01/01/04	12/31/04	<u>01/01</u>	04/01	07/01	10/01		
2003	01/01/03	12/31/03	<u>01/01</u>	04/01	07/01	10/01		

The current FY is indicated with the  icon. To set another year to current, click its associated  icon.

ADD NEW FISCAL YEAR

Fiscal Year:
 Date Start:
 End Date:

Invoice Switches

Invoice Switches allows you to **set up rules for use of the Invoice Module** in your application as well as caption and control some optional fields.

INVOICE SWITCHES

Access to Invoice Data from Matter Record/s: -On -Off

Detailed Invoices Must Match Control Amount: -On -Off

Mass Approval of Invoices Pending: -On -Off

Flag Over Budget Detailed Invoices: -On -Off

Mark Invoices Paid in Invoice Edit Module: -On -Off

Invoices may only be submitted days after a matter is closed.

Terminate Invoice Approval At First Rejection: -On -Off

Outside Counsel Can Submit Summary Invoices: -Yes -No

Invoice Free Text Field Captions
Used At The Invoice Summary Level

Optional Text #1

Electronic File Type

Optional Text #2

LEDES File Name

Use The Additional Text Items Below: -Yes -No

Payment Terms

Field 7

Field 9

Field 11

PO Number

Field 8

Field 10

Field 12

Invoice Status Markers: -On -Off

Marker One:

Marker Two:

Marker Three:

Marker Four:

Marker Five:

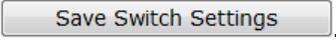
Daily Invoice Report: List Invoices Received That Are Equal To Or Over to

Last Sent On:

Options:

Access To Invoice Data From Matter Records	You have the option to turn off access to invoice data from matter records in your site using the radio buttons. <input checked="" type="radio"/>
Detailed Invoices Must Match Control Amount	If your site is using Control Amounts for detailed invoices, turning this control on using the radio button <input checked="" type="radio"/> will ensure that all detailed invoices match those Control Amounts before being submitted.
Flag Over Budget Detailed Invoices	When turned on, this control warns when any invoice exceeds the firm/vendor's budget for that matter.
Mark Invoices Paid in Invoice Edit Module	When turned on, this control allows you to mark invoices as paid in the editing module.
Invoices May Only Be Submitted # Days After A Matter Is Closed	By entering a number of days in the textbox, you set the length of time after a matter is closed that your site allows invoices to be entered against that matter.

Outside Counsel Can Submit Summary Invoices	Select Yes or No to give Outside Counsel the ability to submit summary invoices.
--	--

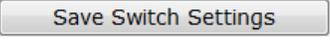
After making any changes to the above control, be sure and click .

Captions:

 -Yes -No'."/>

There are four standard captionable fields and eight optional captionable fields which can be labeled here. The optional fields can be turned on and off using the radio Yes/No button (shown center).

To **modify the caption for any field**, enter text in the textbox for that field. (These fields will appear on the Summary hyperlink in the Finance module on the Matter Navigation Bar.)

Again, click  to save any changes made.

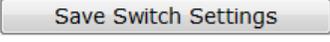
Invoice Status Markers:

 -On -Off'. Below are five rows, each with a colored dot, a text box, and a letter: 'Marker One: C', 'Marker Two: A', 'Marker Three: P', 'Marker Four: T', 'Marker Five: I'. The letters C, A, P, T, I, O, N, S are listed vertically on the right side of the form."/>

To create invoice status markers, use the radio button to turn them on.

You then have the option to caption each marker uniquely. These status markers will then display next to invoices on the invoice screens.

The indicated color reflects the caption. A "clear" status marker indicates that a certain status has not been met.

Again, be sure to click  to save any changes made.

Daily Invoice Report:

Set the criteria for which invoices are included in your Daily Invoice Report. Click  to save any changes made.

Print View Options

Go to Print View Options to select what Invoice areas you want displayed on a printed invoice. You can choose how to display the line items using the radio buttons. Click Save to activate these settings.

INVOICE PRINT VIEW OPTIONS

<input checked="" type="checkbox"/> -Invoice UDC Fields <input checked="" type="checkbox"/> -Currency Conversion Information <input checked="" type="checkbox"/> -Matter Product <input checked="" type="checkbox"/> -Approval Chain	<input checked="" type="checkbox"/> -Original Amounts Recorded <input checked="" type="checkbox"/> -Detail Items (select type of list below) <input checked="" type="checkbox"/> -Matter Business Unit <input checked="" type="checkbox"/> -Charge Back Information
---	--

Line Item Options, Select One:

Each Line Item Individually: Traditional

Combine LEDES items with Count and Total: Faster

Fee items by Timekeeper:

Total by Timekeeper w/Total Time Indicator: Fee Items Only

Time and Amount by Timekeeper: No LEDES Codes

LEDES Codes

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

In Lawtrac, Industry Standard Codes are listed first with their code number, description and type (Activity, Disbursement, Fee, etc.).

LEDES CODES		Click On Code To Make Adjustments						
CODE	DESCRIPTION	TYPE	Future Use				Retire	
			Per Fiscal Year		Per Invoice			
			Count	Max Cost	Count	Max Cost		
B100	Administration	Fee	0/hr.	0	0/hr.	500		
B110	Case Administration	Fee	0/hr.	1,000	0/hr.	0		
B120	Asset Analysis and Recovery	Fee	0/hr.	0	0/hr.	0		
B130	Asset Disposition	Fee	0/hr.	0	0/hr.	0		
B140	Relief from Stay/Adequate Protection Proceedings	Fee	0/hr.	0	0/hr.	0		
B150	Meetings of and Communications with Creditors	Fee	0/hr.	0	5/hr.	0		
B160	Fee/Employment Applications	Fee	0/hr.	0	0/hr.	0		
B170	Fee/Employment Objections	Fee	0/hr.	0	0/hr.	0		
B180	Avoidance Action Analysis	Fee	0/hr.	0	0/hr.	0		
B190	Assumption/Purchase of Leased Contracts	Other	0/hr.	0	0/hr.	0		

To **delete/retire a non-standard code**, click the next to that code (will display in the Retire column on the far right). **NOTE:** Standard Codes cannot be deleted and will have no delete icon. There is no undo delete.

To **make adjustments to any code**, click the code link. After making your adjustments, click

Save Code Settings

EDIT LEDES CODE USE: B100 - Administration [Return To List](#)

<p>B100 Administration</p> <p>Use Guidelines For Outside Counsel:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Fee: <input checked="" type="radio"/> Disbursement: <input type="radio"/> Other: <input type="radio"/></p> <p><input type="checkbox"/> -RESTRICT this code on ALL invoices. Rule R204 must be turned on.</p> <p><input type="checkbox"/> -REQUIRE this code on ALL invoices. Rule R205 must be turned on.</p> <p><i>You can choose to either RESTRICT or REQUIRE a LEDES code, but not both.</i></p> <p style="text-align: center;"><input type="button" value="Save Code Settings"/></p>	<p style="text-align: center;">Maximum Allowed Per Invoice</p> <p>0 total hours 0 total amount</p> <p style="color: red;">Rule R202 must be turned on. Rule R201 must be turned on.</p> <hr/> <p style="text-align: center;">Maximum Allowed Per Fiscal Year Per Outside Counsel</p> <p>0 total hours 0 total amount</p> <p style="font-size: small;">Amounts of "0" will result in the rule being ignored. Whole number only (no cents or percents)</p>
--	---

You also have the option to create your own LEDES codes for billable charges unique to your site.

P800* Maintenance and Renewal	Fee	0/hr.	0	0	0	🗑
S200* Actual Spend	Other	0/ea.	0	0/ea.	0	🗑
S300* Estimated Spend	Other	0/ea.	0	0/ea.	0	🗑
X126* Testing	Other	120/ea.	0	10/ea.	0	🗑

*Indicates Non LEDES Standard Code

Codes must be in a format of B000 to Z999.
One single letter followed by three digits or two letters followed by two numbers.
Do not add codes which begin with the letter "A" (reserved for "Activity" processing)
Do not add codes which begin with the letter "R" (reserved for "Rules" processing)

COMPANY CODES

CODE	DESCRIPTION	TYPE	
<input type="text"/>	<input type="text"/>	Fee	<input type="button" value="Save"/>

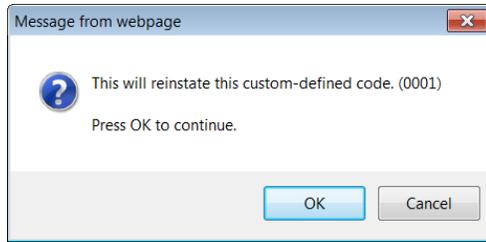
To **create LEDES Codes**, enter the code number (always consisting of a capital letter followed by a three-digit number) in the Code textbox then enter the description in the textbox. Use the drop down menu to select the type and click .

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

The bottom of the LEDES Code page is a list of Retired LEDES Codes that are still in the database.

RETIRED CODES ALREADY IN SYSTEM			Click On Code To Reinstate	* Retired Codes Below
CODE	DESCRIPTION		TYPE	
0000	Fees		Fee	
0001	Disbursement		Disbursement	
0999	Other TEST		Other	
DMR	DMR		Other	
DRR	Test 19348		Other	
X126	Client Code		Fee	

To **reinstate an existing retired code**, just click on a code link to prompt the following message:



Click OK to reinstate the code, or click cancel if you wish to not reinstate the code. If you click OK, the Code will be added to the above list of active LEDES Codes.

LEDES Processing Rules

To set up your company's rules for processing LEDES invoices and applying rate cards to them, use the radio buttons, textboxes and drop down menu to make your selections. You should also include guidelines for submitting LEDES invoices in the large text box. These guidelines will appear on the outside counsel LEDES Upload screen.

When finished, click .

LEDES PROCESSING RULES
Advanced Processing & Audit Rules

Outside Counsel Can Transmit LEDES Invoices: -On -Off

Block Final Submit If Released On Matter: -On -Off

Invoice Fiscal Year / Quarter Based On: Recorded Date

Check Individual Assignments On Line Items: -On -Off

Automatically Assign Individual To Matter: -On -Off

Automatically Delete Pending Invoices After: Days

--RATE CARD RULES--

Compare Transmitted Invoices to Rate Cards: -On -Off

Use One Rate Card Per Company: -On -Off

Check Fee Items Only Against Rate Card/s: -On -Off

All Disbursement Items To Company Rate Card: -On -Off

Guidance for submitting LEDES invoices:

Any billing details you want to display on the law firm screens such as:

Discounts should be identified by using F102 task code.

Appears on outside counsel LEDES Upload screen.

Options:

Outside Counsel Can Transmit LEDES Invoices	Use the radio buttons <input checked="" type="radio"/> to grant or deny permission for Outside Counsel with access to your database to submit LEDES invoices.
Block Final Submit If Released On Matter	Use the radio buttons <input checked="" type="radio"/> to block or allow Outside Counsel to submit invoices on matters from which they have been released.
Invoice Fiscal Year/Quarter Based On	This drop down menu allows you to select the date which determines how the Fiscal Year/Quarter the invoices are billed against is determined.
Check Individual Assignments On Line Items	Use the radio buttons <input checked="" type="radio"/> to determine whether your database will compare line items on invoices to the rate cards of the individual for whose work you are being billed.
Automatically Assign Individual To Matter	Use the radio buttons <input checked="" type="radio"/> to determine if individuals included on invoices billed against a matter who are not already assigned to that matter in your database should be added to the matters affected when invoices are input into the system.

Automatically Delete Pending Invoices After	Enter the number of days in the text box to determine when your database will automatically delete invoices which are left pending and unapproved.
Rate Card Rules	Most of the Rate Card Rules are self-explanatory. Use the radio buttons to turn the rules on and off.

Matter Finance Screen Options

By clicking the [Matter Finance Screen Options](#) hyperlink, you can choose captions for the matter finance screens appearing on your matter's main screens and through the matter finance modules.

MATTER SCREEN SWITCHES

Obligatory Amount: Outcome Amount + 0.00

Invoices Received: Invoices Received + 0.00

Paid Out For Insurance: Not Used + 0.00 -Use On Screen

Total of Items Above: Total of Items = 0.00

Paid by Insurance Coverage (-): Paid by Insurance - 0.00 -Use On Screen

Payment/Recovery Of: 0.00

Total Loss/Gain of Matter: 0.00

Additional Financial Caption: Relief Sought

Outcome Amount Business Rule: Total of Payments to Parties

On Off

Display UDC Averages:

Display UDC Sums:

Save Matter Screen Settings

Matter Finance Security:

HIDE Finance Information in Matter Screens From Those Not Directly Assigned To The Matter

-On -Off

To **modify captions**, edit the text in the appropriate textbox. These will be the captions for the fields users will see on matter and finance screens.

- You can **add one additional finance** caption in the textbox above the drop down menu (as shown above).
- Use the drop down menu to **select the business rule** for how your finance outcomes will be calculated.
- Use the radio buttons to **turn on/off displays for User Defined Field Totals** – averages and sums.
- When you have finished making changes, click .

The yellow security area on the right is the section where you can hide all finance information in matter screens from the users that are not directly assigned to the matter by turning the security feature ON.

Final Financial Outcome Types

The [Final Financial Outcome Types](#) hyperlink allows you to add or edit Financial Outcome types.

FINAL FINANCE OUTCOME TYPES			
CODE	DESCRIPTION	SAVE	DEL
A/C	Aetna & CIGNA	<input type="button" value="Save"/>	<input type="button" value="Del"/>
AETNA	Aetna L&C (7/1/79-6/30/85)	<input type="button" value="Save"/>	<input type="button" value="Del"/>
CIGNA	CIGNA (7/1/85-Pres)	<input type="button" value="Save"/>	<input type="button" value="Del"/>
L/A	Liberty & Aetna	<input type="button" value="Save"/>	<input type="button" value="Del"/>
L/A/C	Liberty/Aetna/CIGNA	<input type="button" value="Save"/>	<input type="button" value="Del"/>
LMIC	LibertyMutual (7/1/45-6/30/79)	<input type="button" value="Save"/>	<input type="button" value="Del"/>
NONE	NON-INSURED	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Add New			
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	
The "code" column is required. It is recorded against the matter record and used to interface with other applications. The maximum length of the code is 5 spaces.			

To **edit an existing Financial Outcome type**, modify the text in the related textbox then click .

To **delete an existing Financial Outcome type**, click the next to it on the list. **NOTE:** Deletion is permanent. There is no undo.

To **add a new Financial Outcome type**, enter the type code in the **Add New** code textbox (maximum 5 characters), enter your description in the description textbox, then click .

Application Financial Calculation Rules

This hyperlink is currently not active and is pending development.

Invoice & Matter

Click the Invoice & Matter hyperlink to **move an invoice from one matter to another**. After moving an invoice, ensure the approval chain is intact by viewing the invoice.

Note: Both matters must be active in order for this function to operate correctly. Invoices that have already been sent to accounting cannot be moved. *When an approved invoice is transferred to a different matter, the approval chain is reset, the approval date is removed, and the invoice must be reprocessed under the new matter's approval chain.*

This function will change the Matter particular Invoices are assigned to.

In order for this function to operate correctly
both Matters must be active in your application.
Do Not delete the old Matter until after you have run this function.
Invoices that have already been sent to accounting can not be moved.

CHANGE INVOICE TO MATTER ASSIGNMENT

The Invoice Number Is: -All / Any Invoice

The OLD Matter Number Is:

The NEW Matter Number Is:

The Firm / Vendor:

Once the move has been made view the invoice to ensure the approval chain is intact. If not, use the Approval "Set" function.

Invoice & Approver

Click the [Invoice & Approver](#) hyperlink to **modify an invoice approval chain** by swapping one person on the chain for someone else. Like the Swap Responsibilities function, this is a global replace for that person.

This function will change an individual within an invoice approval chain.
It does not affect any of the invoices already approved.

ADJUSTMENT TO INVOICE APPROVAL CHAIN

From: ▼
To: ▼

Using the *From* drop down menu, select the person who will be replaced on the approval chain.

Using the *To* drop down menu, select the person who will take their place on the approval chain.

When you are finished, click . ***NOTE:*** *There is no undo for this feature, and it cannot be applied against specific invoices.*

Reset Approval

The [Reset Approval](#) link allows you to **reset any rejections or approvals on an invoice**.

REMOVE INVOICE APPROVAL

Enter Invoice Number:

You must enter the exact invoice number.

Enter the invoice number on the right. If more than one invoice with the same number is found you will be asked to select the firm / vendor who submitted the invoice.

This function will remove rejections and approvals as you deem necessary.

- Add Or Remove Checkboxes As Necessary
- If You Remove Any "Approve" Checks The [Invoice Approval Date](#) Will Be Removed
- You can only REMOVE the approval using this function. To mark an invoice approved go to the invoice or use the [Approve All Invoices](#) function.

Type in the exact invoice number you wish to reset the approval chain for and click . If more than one invoice with the same number is found you will be asked to select the firm/vendor who submitted the invoice.

If it is a multi-matter invoice, you will be asked to select which matter to view.

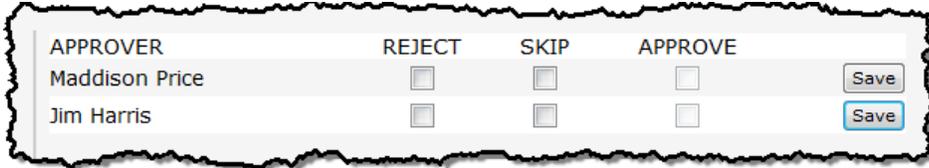
Enter Invoice Number:

You must enter the exact invoice number.

Select Matter Number:

- [CAP-000001](#)
- [CON-000032](#)
- [CON-000059](#)

After selecting a matter, the approval chain will display. Add or remove checkboxes as necessary and click Save. **NOTE:** You can only REMOVE the approval using this function. To mark an invoice as 'Approved' go to the invoice. If you remove any 'Approve' checks, the Invoice Approval Date will be removed from the invoice.



APPROVER	REJECT	SKIP	APPROVE	
Maddison Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save
Jim Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save

Invoice & Submitting Firm/Vendor

Click the [Invoice & Submitting Firm/Vendor](#) hyperlink to **change the Outside Counsel or Vendor who is currently recorded as the sender of a particular invoice.**



Change the Outside Counsel / Vendor who is currently recorded as the sender of an invoice.

SELECT INVOICE

Invoice No:

Currently:
21st Century Law Firm [L] | New York City, NY | United States

Change To:
21st Century Law Firm [L] | New York City, NY | United States

Make Change

First, enter the invoice number in the textbox.

Then use the *Currently* drop down menu to select the currently assigned Firm or Vendor.

Next, use the *Change To* drop down menu to select the Firm or Vendor you wish to record as the sender of the invoice.

Then click . **NOTE:** There is no undo, but the change only applies to the invoice number you entered in the textbox.

Change an Invoice Number

When you click the [Change An Invoice Number](#) hyperlink, you can enter the Old Invoice number in the textbox, then enter the New Invoice Number in the second textbox and click .

CHANGE AN INVOICE NUMBER

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

Enter Information on the Left

Old Invoice Number:

New Invoice Number:

IMPORTANT NOTE: This function only works when the invoice numbers are unique. If more than one vendor or firm uses the same invoice numbers, you cannot use this feature to change invoice numbers.

Approve All Invoices

The **Approve All Invoices** function should be used with great caution. There is no undo or recovery from this function.

This Approve All Invoices function will approve all outstanding invoices in your Lawtrac database and delete any approval chain messages sent to department members. Additionally, business unit chargebacks will be set to match their matter assignment. Invoices marked paid via this method will not be a part of any external document produced for Accounts Payable Departments; however, the data will be retained for historical information and reporting.

APPROVE ALL INVOICES

Read This First

This function will approve all invoices outstanding in the LAWTRAC system and delete any messages sent to the individuals in the approval chain.

Business Unit "Charge-Backs" will be set to match their Matter assignment.

All invoices marked paid via this method will not be a part of any external document produced for Accounts Payable departments, however the data will be retained for historical information and reporting.

Date Range below is based on Invoice Date.

Invoices will be marked approved with today's date.

There is no 'undelete' or recovery from this function.

Enter the date range for global approval:

and

1358 Records Remaining in the Approval Chain table as Not Approved.

Enter the date range for the invoices you wish to globally approve. Then click .

Update Charge-Backs

The [Update Charge-Backs](#) hyperlink is for use in updating charge-backs on invoices. Once you have confirmed or adjusted the target approval dates at the top, there are three options available:

1. Process List

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

2. Specific Fiscal Year

To update Charge-Backs for a specific Fiscal Year only, use the drop down menu to select that year and click . Check the checkbox to exclude invoices already approved.

3. Specific Matter

To update Charge-Backs for a specific matter only, enter the matter number in the textbox and click . Check the checkbox to exclude invoices already approved.

TARGET INVOICES		Only Approved Invoices Will Be Adjusted	
Adjust the target approval dates before executing one of the three options below: <input type="text" value="02/22/12"/> and <input type="text" value="02/22/12"/> <input type="button" value="Go"/>			
INVOICE LIST		1	
INVOICE g-0009	OUTSIDE COUNSEL / VENDOR ALA CAPITAL CHAPTER		
PROCESS LIST		The above list is acceptable <input type="button" value="Continue >>"/>	
SPECIFIC FISCAL YEAR		For Fiscal Year: <input type="text" value="2012"/> <input type="button" value="Continue >>"/> <input type="checkbox"/> -Exclude Invoices Already Approved	
SPECIFIC MATTER		For Matter Number: <input type="text"/> <input checked="" type="checkbox"/> -Exclude Invoices Already Approved	

Rejected Invoices

Click [Rejected Invoices](#) to view a list of all rejected invoices. To delete rejected invoices, click the checkbox next to any invoice(s) on the list and then click .

REJECTED INVOICES			86 Found - Max 20 Displayed
<input checked="" type="checkbox"/>	TestInvoice_4597	RICHARD ELEFANTE	Glisson, Patricia
<input checked="" type="checkbox"/>	313_1	Anchor Law Firm	Reed, Julie
<input checked="" type="checkbox"/>	8025a	A and A Law Firm	Reed, Julie
<input checked="" type="checkbox"/>	Inv 12-17	Regis Law Firm	Harris, Robin
<input checked="" type="checkbox"/>	WF_2p	Winterfest Associates	Harris, Robin
<input checked="" type="checkbox"/>	TestRR100111	Rosario and Rosario	Harris, Jim
<input checked="" type="checkbox"/>	APD_3	Reed Law	Reed, Julie
<input checked="" type="checkbox"/>	37-Example	Strings and White, TKO	Harris, Jim
<input checked="" type="checkbox"/>	38-Example	Strings and White, TKO	Harris, Jim
<input checked="" type="checkbox"/>	AFTOU_A2	Beckett and Beckett	Beckett, Tina

Rejected invoices remain in your system as they are still considered "pending".

You should use this function to purge them from time-to-time.

Reserves

Reserves

Reserves are On ●
Display On Matter Screen ●

1. [Categories](#)
2. [Set Goals by LEDES](#)
3. [Set Goals by Business Unit](#)

Categories

The [Categories](#) hyperlink allows you to edit, add or delete Matter Reserve Types to your Lawtrac database.

MATTER RESERVE TYPES				
CODE	DESCRIPTION	SAVE	DEL	
	Balance of L/C	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
	Balance of Most Recent Note	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
	Balance of Rev Credit Line	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
DED	Deductible	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
EXP	Expense	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
IND	Indemnity	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
INT	Internal	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
L	Loss	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
MED	Medical	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
O	Other	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
PREM	Premises Liability	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
R	Recovery	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
RET	Retainer Reserve	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
	Test Reserve	<input type="button" value="Save"/>	<input type="button" value="Del"/>	
Add New Type				
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>		

To **edit existing Matter Reserve Types**, modify the text in the textbox and click .

To **delete existing Matter Reserve Types**, click the  next to the category you wish to delete. **NOTE:** *If you delete a Reserve Type with money already associated, deleting it here will not remove it from the matters where the category is populated.* In this case, the category will still appear in the Reserves module on the Left Navigation Bar, but it will not be available for use in matters to which it was not previously applied.

To **add a new Matter Reserve Type**, enter a code and description in the appropriate textboxes at the bottom of the list and click **Save**.

Set Goals by LEDES

The [Set Goals by LEDES](#) hyperlink allows you to set Reserve or Spending Goals for a specific LEDES phase or activity.

Click the  next to the relevant LEDES code to set goals for that activity.

RESERVES / GOALS BY LEDES CODES	
To set a Reserve or "Spending Goal" for a specific LEDES phase or activity click on the  icon.	SELECT
	E100 - E199 (Expenses) 
	F100 - F199 (Lifetime Fees) 
	L100 - L199 (Assessment) 
	L200 - L299 (Preliminary) 
	L300 - L399 (Discovery) 
	L400 - L499 (Trial) 
	L500 - L599 (Post-Trial) 
	Indemnity 
	Remediation 
Insurance Premiums 	
Insurance Deductibles 	

Enter the desired amount of the goal in the textbox then click **Set Reserve**.

NOTE: The Reserve Goal for each LEDES activity or phase must be set separately.

SET / ADJUST	«< 2011 2012 2013 >>
The amount reserved for VendorExp for 2012 is:	
<input type="text" value="5,000"/>	
Set Reserve	

Suggestion: The standard report "Reserves – Four Year Review" (FIN035.cfm) displays the reserve goal amounts.

Set Goals by Business Unit

The [Set Goals by Business Unit](#) hyperlink allows you to set Reserve or Spending Goals for a specific Business Unit.

RESERVES BY BUSINESS UNIT	
To set a Reserve or "Spending Goal" for a specific Business Unit click on the  icon.	SELECT
	Corporate 
	Directors 
To set goals for subordinate levels, click on the category name.	Ten-Level Type5 
	Top

Click the  next to the relevant Business Unit to set a goal for it.

<p>SET / ADJUST << 2011 2012 2013 >></p> <p>The amount reserved for Corporate for 2012 is:</p> <p><input type="text" value="100,000"/></p> <p><input type="button" value="Set Reserve"/></p>	<p>Enter the desired amount of the goal in the textbox then click <input type="button" value="Set Reserve"/>.</p> <p>NOTE: The Reserve Goal for each Business Unit must be set separately.</p>
---	---

Suggestion: The standard report "Business Unit Reserves by Fiscal Year" (FIN036.cfm) allows review of reserve amounts you have set up.

International

International

1. [Set Base Currency Type](#)
2. [Currency Types](#)
3. [Daily Rates](#)
4. [Foreign Invoices Received Review](#)
5. International Finance Screens Are On 
6. [Country VAT \(Taxation\) Amounts](#)

Set Base Currency Type

You must be a Super User to modify this setting. To modify the base currency of your site, select a currency using the drop down menu then click to save.

This function will allow you to change the base currency for the Lawtrac application. The default setting is US dollars.

CHOOSE CURRENCY

I understand this will not affect any previously recorded data:

This setting should not be changed once the application is set-up.

It WILL NOT change any records previously recorded in your system.

NOTE: Changing this setting after the application has been set up and data inputted will NOT affect previous data records, **so any change should be made with caution.** You must acknowledge that you understand this by checking the appropriate checkbox before clicking .

ADJUST DATE Earliest: 03/05/05

Get Rates For Date:

February 22, 2012

AED	United Arab Emirates Dirhams	<input type="text" value="3.6728"/>	<input type="button" value="Save"/>
AFN	Afghanistan Afghani	<input type="text" value="49.1800"/>	<input type="button" value="Save"/>
ALL	Albania Leke	<input type="text" value="105.3900"/>	<input type="button" value="Save"/>
AMD	Armenia Drams	<input type="text" value="389.1200"/>	<input type="button" value="Save"/>
ANG	Netherlands Antilles Guilders	<input type="text" value="1.7890"/>	<input type="button" value="Save"/>
AOA	Angola Kwanza	<input type="text" value="95.0630"/>	<input type="button" value="Save"/>
ARS	Argentina Pesos	<input type="text" value="1.3510"/>	<input type="button" value="Save"/>

Foreign Invoices Received Review

To see a list of invoices involving foreign currencies currently in your database, click the [Foreign Invoices Received Review](#) hyperlink. Invoices are listed with its hyperlinked [invoice number](#) alongside the invoices current and original totals, country of origin, exchange rate and date. Sort the list using the hyperlinked [Invoice](#), [Country](#) or [Date](#) column labels.

To view a listed invoice, click its hyperlinked [invoice number](#).

To view invoices for a new date range, enter the dates in the "Adjust Date Range" textboxes and click .

This screen is provided for auditing purposes.

Adjust Date Range: and

FOREIGN CURRENCY INVOICES Links To Edit Invoice

Invoice	Total Now	Orig. Total	Country	Rate	Date ▼
Convert_OCd	417.76	6,038.58	Mexico	14.092	11/28/11
Test-MM-1	98.14	100.00	Canada	1.019	12/06/11
4333	4.70	365.00	Japan	77.733	12/07/11
32333	4.34	337.50	Japan	77.733	12/07/11
125478	0.00	0.00	Japan	77.733	12/07/11
212121	0.00	0.00	Japan	77.733	12/07/11
SumInvMM	96.26	100.00	Canada	1.039	12/15/11
888765	0.00	0.00	Japan	77.570	12/17/11
Test123011_1	362.42	2,287.50	China	6.312	12/30/11
8655355-1	276.80	3,522.30	Mexico	12.725	12/31/11
RuleRate_mmOCfx1	708.20	9,000.00	Mexico	12.709	01/01/12

International Finance Screens – On/Off

To turn the International Finance Screens on or off, click the green or red icon. Green  means that the screens are 'On' and red  means that the screens are 'Off'.

Country VAT (Taxation) Amounts

To modify the Value Added Taxation rate for a particular country, modify the amount in the textbox, and then click .

COUNTRY TAXATION MULTIPLIERS				Adjusting These Rates Will Not Affect Previously Entered Invoices				
None	1.0000	<input type="button" value="Update"/>	Ghana	0.0000	<input type="button" value="Update"/>	Nova Scotia	0.0000	<input type="button" value="Update"/>
Afghanistan	0.0000	<input type="button" value="Update"/>	Gibraltar	0.0000	<input type="button" value="Update"/>	Oman	0.0000	<input type="button" value="Update"/>
Albania	0.0000	<input type="button" value="Update"/>	Great Britain	0.0150	<input type="button" value="Update"/>	Pakistan	0.0000	<input type="button" value="Update"/>
Algeria	0.0000	<input type="button" value="Update"/>	Greece	0.0100	<input type="button" value="Update"/>	Palau	0.0000	<input type="button" value="Update"/>
American Samoa	0.0000	<input type="button" value="Update"/>	Greenland	0.0000	<input type="button" value="Update"/>	Panama	0.0000	<input type="button" value="Update"/>
American Virgin Islands	0.0000	<input type="button" value="Update"/>	Grenada	0.0000	<input type="button" value="Update"/>	Panama, Balboa	0.0000	<input type="button" value="Update"/>
Andorra	0.0000	<input type="button" value="Update"/>	Grenadines and St. Vincent	0.0000	<input type="button" value="Update"/>	Paraguay	0.0000	<input type="button" value="Update"/>

NOTE: Adjusting these rates will not affect previously entered invoices.

Delete Invoice

- Delete: [Budget/Invoice](#)
- Delete: [Invoice\(s\) by Firm/Vendor](#)

Delete Budget/Invoice

The [Delete Budget/Invoice](#) hyperlink allows you to choose either a budget or invoice to delete.

DELETE INVOICE OR BUDGET	
Record Number: <input type="text"/>	
Look In: <input type="radio"/> -Budgets <input checked="" type="radio"/> -Invoices	
<input type="button" value="List"/>	

DATA SCRUBBER	
This function will 'scrub' the Invoice tables and remove incomplete invoice records.	
Click box to continue: <input type="checkbox"/>	
<input type="button" value="Go"/>	

Select Budget Number or Invoice Number using the radio buttons , then enter the number in the textbox and click List to display the budget or invoice to the right. Make your selection and click **Delete Selected**. **NOTE:** There is no undelete.

DELETE INVOICE OR BUDGET	
Record Number: <input type="text" value="115a"/>	A maximum of 50 matching records will be listed. Only an exact search match will display records.
Look In: <input type="radio"/> -Budgets <input checked="" type="radio"/> -Invoices	
<input type="button" value="List"/>	

1 <input type="radio"/>	115a	Law Firm of Nancy Jacobi	CON-00018
<input type="button" value="Delete Selected"/>			

The Data Scrubber function allows you to remove incomplete invoice records from your Lawtrac database. To apply this function, check the checkbox , and then click .

Delete Invoice(s) by Firm/Vendor

The [Delete Invoice\(s\) by Firm/Vendor](#) hyperlink allows you to delete a whole 'block' of invoices from a single firm/vendor. The list displays firms and vendors that have outstanding invoices that have not yet been sent to accounting.

DELETE A BLOCK OF INVOICES FROM SINGLE FIRM / VENDOR

The list below represents firms and vendors who have outstanding invoices which have not yet been sent to accounting. Select one from the list and click the Next button.

<input type="radio"/> Baker & McKenzie - Hong Kong	<input type="radio"/> Law Firm of Nancy Jacobi	<input type="radio"/> Smith, Smith and Day - CA
<input type="radio"/> C&C Black	<input type="radio"/> Master Budget Firm	<input type="radio"/> Smith, Smith and Day - NY
<input type="radio"/> Cox, Edwards and McKinney	<input type="radio"/> Mexico QA Law	<input type="radio"/> Walker Test Firm
<input type="radio"/> Lane Law	<input type="radio"/> Rotenberg, Almeida E Boscoli - Advocacia	<input type="radio"/> Wright, Dodd, Benton & Carlisle

Select the firm/vendor using the radio button and click Next.

Outstanding invoices for the selected firm/vendor display along with the dates and amount of the invoices. You can delete all of the invoices by putting a check in all checkboxes, or just select the invoices you wish to delete. Once you have made your selections, click .

INVOICES FOR LAW FIRM OF NANCY JACOBI

<input type="checkbox"/>	01/31/2011	20110131_1	01/31/2011	150.00
<input checked="" type="checkbox"/>	01/04/2013	inv-010413-postFix		930.00
<input checked="" type="checkbox"/>	01/15/2013	115a		51.00
<input checked="" type="checkbox"/>	01/15/2013	115b		55.00
<input checked="" type="checkbox"/>	01/15/2013	115c		56.00
<input checked="" type="checkbox"/>	01/15/2013	115d		60.00
<input checked="" type="checkbox"/>	01/15/2013	DetToAug		581.75
<input type="checkbox"/>	01/17/2013	PAD_nj	01/17/2013	0.00
<input type="checkbox"/>	01/18/2013	PAS_jeff	01/18/2013	0.00

Invoices which have not yet been approved are checked by default. Check or remove checks as appropriate and click the continue button below. **There is no recovery from this action.**

NOTE: To navigate away from this page without deleting any invoices, you can click the [<<Admin Main<<](#) link at the top right of your screen or you can use your browser's back button to go back to the list of firms/vendors.

Insurance

Insurance

- [Options](#)
- [Policy Types](#)

Options

The [Options](#) hyperlink allows you to set the Insurance Switches in your Lawtrac database.

INSURANCE SWITCHES

Insurance Module On/Off: -On -Off

Module Term: -Underwriter -Carrier

Person to notify about insurance activities: Harris, Jim

-Include Notes when amounts applied to Matter records.

Front Screen Calculations By:

A.

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

B.

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

Use the radio buttons to turn the **Insurance Module On or Off** and to select from the terms **'Underwriter' or 'Carrier.'** Choose a **person to notify about insurance activities** and select whether to include notes when amounts are applied to Matter records. Select between option A and option B to **determine how calculations on the front screen of the Insurance Module will be made.**

After making any changes to these settings, be sure and click to save your changes.

Policy Types

The [Policy Types](#) hyperlink allows you to add, edit or retire Insurance Policy types.

INSURANCE TYPES

CATEGORY NAME	EXPORT CODE*		RETIRE	
Employment Liability	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	This adjusts the types of policies drop-down list. *The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other. RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).
Errors and Omissions	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
General Liability	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Motor Vehicle	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Property	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Self Coverage	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Worker's Compensation	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Add New:	<input type="text"/>	<input type="button" value="Save"/>		

To **edit an existing Insurance Policy Type**, edit the Category Name for that type, then click .

To **retire an existing Insurance Policy Type**, click the next to that type. The category will no longer be available for use on any new or updated matter records.

To **add a new Insurance Policy Type**, enter the Category Name in the Add New textbox and click **Save**.

NOTE: View the information in the yellow box for further instruction and descriptions.

Budgeting

Budgeting Budgeting is On

1. Budget-to-Invoice UDC Connectors

■ Matter Variance By Totals Variance is On

Budget-to-Invoice UDC Connectors

The Budget-To-Invoice User Defined Connections hyperlink allows you to set up User Defined Menus for your Budgets Module.

BUDGET-TO-INVOICE USER DEFINED CONNECTIONS

Invoice Drop-Down Field Captions

1. Paid by T.B.S. Use On Budget? -Yes -No

2. Paid by Insurance Use On Budget? -Yes -No

3. Paid by Other Use On Budget? -Yes -No

Used at the Invoice Matter Level

DROP-DOWN LISTS **Finish**

Paid by T.B.S.			Paid by Insurance			Paid by Other		
CODE	DESCRIPTION	SORT ORDER	CODE	DESCRIPTION	SORT ORDER	CODE	DESCRIPTION	SORT ORDER
12345	N/A	0	N	No	1	12345	N/A	0
N	No	1	Y	Yes	2	N	No	1
Y	Yes	2	T	Test	3	Y	Yes	2
T	123456789 123	3	Add New	<input type="text"/>	<input type="text"/>	T	Test	3
Add New	<input type="text"/>	Add New	<input type="text"/>	<input type="text"/>				
<input type="button" value="Save New"/>								

First, you can turn on or off and edit the captions for the Invoice Drop Down fields. Edit the text in each textbox as necessary. Use the radio buttons to turn the fields on or off. Then click to save any changes.

Second, you can edit the contents of each Invoice Drop Down Field by editing the code and description textboxes listed below that Drop Down Field. As you edit each entry, be sure and click .

To delete an Invoice Drop Down Field item, click the next to it on the list. **There is no undelete.**

To **add a new item** to that Invoice Drop Down Field, enter the code and description of the item in the appropriate textboxes and click [Save New](#).

Be sure and click the **Finish** hyperlink when you are done making changes to these controls.

Matter Variance

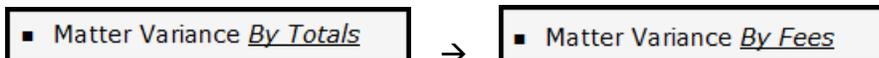


Turn Matter Variance on or off by clicking the green/red icon. Green  means it is switched on; Red  means it is switched off. *Switching the module Off removes the Variance Tab from firm/vendor records, but it does not remove the link on the Matter Navigation Bar or the Matter's firms/vendors page.*

When you turn the Matter Variance 'On', you will be asked to choose how to track the variance: Either by Total Invoices-Total Budgets (Option A) or by Invoice Fee Items-Total Budgets (Option B). The screen tells you what is currently being tracked in the top right corner. Click [[Set](#)] to make your selection.

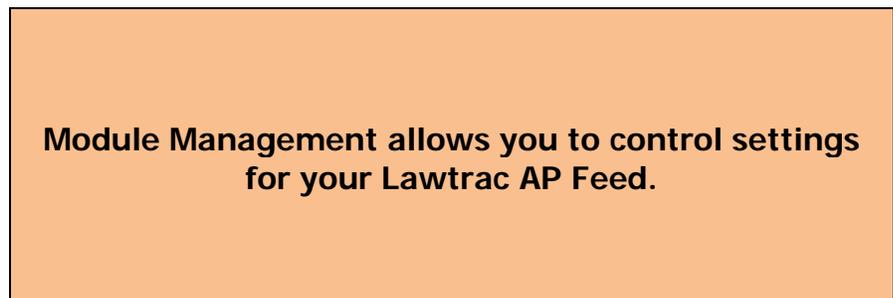
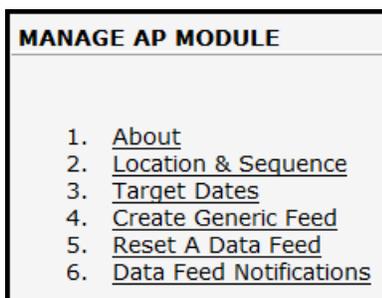


You can choose whether your site determines Matter Variance by Totals or by Fees. To do this, click the hyperlinked [By Totals](#) or [By Fees](#) to toggle between them.



AP Feed/s

Module Management



1. About

Lawtrac's AP FEEDS function allows you to feed data from Lawtrac directly into your Accounts Payable system, expediting generation of checks and maintenance of ledgers. This allows your company's AP personnel to stay abreast of matter related expenses, including invoices, without requiring submitting them separately to AP.

Generic AP Feed

The Lawtrac application includes the ability to create a standard ASCII file that customers can manipulate to conform to their internal requirements. The criteria available for this AP Feed file includes basic fields such as Invoice Number, Invoice Date, Vendor Company Name, Vendor Accounting Code, Fiscal Year, Fiscal Quarter, Invoice Total, Total Fees, Total Disbursements, and Total Other. Click on *Create Generic Feed* to get started.

Custom Feed

If the criteria for your feed matches the options provided in the Generic Feed, you can use that option to create the file. If, however, your feed file needs vary, the feed then becomes a custom feed, for which you will need to contact Lawtrac Support. 

2. Location & Sequence

The [Location & Sequence](#) hyperlink allows you to control the location on your company's hard drives or servers where data is written and incoming files can be picked up. This folder must be on the server used to host your Lawtrac application.

The Read / Write Location Settings Tells The AP Module where to write data files to and where incoming data files can be picked-up. This location must be mapped to the server that is providing you with the LAWTRAC application.

Location:

Next sequence number:

Every time a feed is created it is numbered in sequence starting with 1. You have the ability to adjust the next sequence number by modifying the text in the box. When you are finished with any changes here, click .

3. Target Dates

The [Target Dates](#) hyperlink allows you to set target dates for when new AP feeds are created by filling in the textbox for each month with a date in numerical format separated by forward slashes '/'.

You may also adjust the dates for the Transmit Windows as well. **When you are finished with any changes here, click .**

MONTH CODES		Letter or Text String that will represent the corresponding month the file is created.	
January:	<input type="text" value="1/1/03"/>		
February:	<input type="text"/>		
March:	<input type="text"/>		
April:	<input type="text"/>		
May:	<input type="text"/>		
June:	<input type="text"/>		
July:	<input type="text"/>		
August:	<input type="text"/>		
September:	<input type="text"/>		
October:	<input type="text"/>		
November:	<input type="text" value="11/1/03"/>		
December:	<input type="text"/>		

TRANSMIT WINDOWS					
January:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
February:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
March:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
April:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
May:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
June:	<input type="text" value="04/01/03"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
July:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
August:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
September:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
October:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
November:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>
December:	<input type="text" value="01/01/00"/>	to	<input type="text" value="01/01/00"/>	Target:	<input type="text" value="01/01/00"/>

4. Create Generic Feed

The [Create Generic Feed](#) hyperlink allows you to set up a file to generate checks or assist in ledger accounting which can be fed right into your AP system. Modify the text settings as desired, then click Continue to create the feed.

This function will create a "pipe delimited flat file" which can be read into your accounts payable system for check generation or general ledger accounting.
 Within the file, each line will end with a close brackets indicator "[]"
 The file will be written to the location indicated below.

Data Feed File To Include

FIELD TO INCLUDE	ALIAS	ORDER
Record Number (to update later)	Record	0
Invoice Number	Invoice	0
Invoice Date	Date	0
Vendor Company Name	Firm	0
Vendor Accounting Code	Acct No	0
Fiscal Year	FY	0
Fiscal Quarter	FQ	0
At least one 'total' field is required		
Invoice Total	Total	0
Total Fees	Fees	0
Total Disbursements	Disbursement	0
Total Other	Other	0
Notice	1	0
Payment ID	2	0
Electronic	3	0
Check No.	4	0

Name File:
 Save File To:
 -Include Columns Queried On Top Row
 -Save Output Query For Future Use
 Name Query:
 -Mark Invoices Paid

[Continue >>](#)

5. Reset a Data Feed

The [Reset A Data Feed](#) hyperlink allows you to reset data feeds. **IMPORTANT NOTE: This function must be used with caution as it cannot be undone.** To reset a data feed, click

[RESET](#).

This function will allow you to reset invoices which have been recorded as "To Accounting" and need to be resent.
 The list below contains the last 25 feeds, most recent on top. Select the ONE to be reset and click the Continue Button.
CAUTION - THERE IS NO RECOVERY FROM THIS FUNCTION

DATA FEEDS

NUMBER	FILE	DATE
RESET		

RESET SINGLE INVOICE

This action will reset a single invoice so it may be included in the next data feed.

Invoice Number: [Go](#)

To **reset a single invoice** for inclusion in the next upcoming data feed, enter the invoice number then click .

6. Data Feed Notifications

Use the [Data Feed Notifications](#) hyperlink to add recipients to the feed notification list.

Simply type in the new recipients email address and click .

Feed notification recipients will be notified of data feed activity.

ADD NOTIFICATION RECIPIENT

Email Address:

FEED NOTIFICATION RECIPIENTS

MMontefusco@lawtrac.com

To remove a recipient from the list, click the trash can icon  for that recipient. This will remove them from the list. The delete cannot be undone, but you can manually add the recipient back.

Scripts

SCRIPTS

1. [MatterTotals Table](#)
2. [Align F/D/O Indicators](#)
3. [Re-Sync Invoice Totals](#)
4. [Review Invoice Approval Chains](#)
5. [Archive Invoice Details](#)
6. [3.5 Adjustment Amounts](#)

Running these scripts can permanently manipulate data so it is highly advised to contact Lawtrac support for instructions on running these scripts.

Chapter 4: Firms & Vendors

Click the [Firms & Vendors](#) hyperlink to set up your Law Firms and Vendors modules. Throughout this module, 'L' signifies that a company is a law firm and 'V' signifies that a company is a vendor.

[Main Site](#)

FIRMS & VENDOR SETTINGS

<ol style="list-style-type: none">1. First Page Text2. Captions & Switches3. Add New Firm / Vendor4. Change Password5. Assignment Permissions6. Accounting Codes7. Email Blast8. Substitutions<ul style="list-style-type: none">■ One Individual For Another: Same Firm■ Move Firm Employee To Another Firm■ Move Matter Records From One Firm To Another9. Delete Firm / Vendor10. Firm / Vendor Types11. Checklists Questions12. Rate Card Activities<ol style="list-style-type: none">a. Delete A Rate Cardb. Duplicate A Rate Card13. Identify Internal Firm / Vendor	<p>Scripts:</p> <ol style="list-style-type: none">A. Align Firm Senior ID's On InvoicesB. Clean Firm / Vendor AssignmentsC. Set Firm / Vendor Administrator PermissionsD. Hide People Menu Items on Outside Counsel Screens <hr/> <p>Switches</p> <ul style="list-style-type: none">• Global Assign Timekeepers To Matter Records
--	--

Definition of Vendor: For purposes of Lawtrac, the term 'Vendor' merely refers to anyone other than a Law Firm who will submit invoices for payment.

First Page Text

Just as in-house employees have a Lawtrac home page, so do law firms and vendors. The [First Page Text](#) hyperlink allows you to configure the message text for your home page in the center of the screen. As with the Lawtrac Home Page, you can use html coding to format your text or include pictures, links, etc. Please remember that modifying html code incorrectly can affect the way the page displays. *Your site is responsible for learning html language.*

EDIT EXTERNAL FIRM / VENDOR ANNOUNCEMENT

Headline (Title)

Text to appear on page:

1. Updating text
2. Adding documents
3. Adding calendar items

- FIRMS & VENDOR SETTINGS**
1. [First Page Text](#) *Update Complete*
 2. [Captions & Switches](#)
 3. [Add New Firm / Vendor](#)
 4. [Change Password](#)

When you have finished making changes, click . You will then return to the main Firms & Vendors Admin links list and see confirmation of your update.

Captions & Switches

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

The [Captions](#) hyperlink allows you to change the captions for these fields.

To modify a caption, simply change the text in the appropriate text box and then click .

CAPTIONS & SWITCHES

Approved:	<input type="text" value="Approved"/>	(Y/N)
Preferred:	<input type="text" value="Preferred"/>	(Y/N)
eBilling:	<input type="text" value="eBilling"/>	(Y/N)
Optional:	<input type="text" value="Optional"/>	(Y/N)
Additional Data 1:	<input type="text" value="Discount:"/>	(Text)
Additional Data 2:	<input type="text" value="VAT Tax ID:"/>	(Text)
Additional Data 3:	<input type="text" value="Tax ID:"/>	(Text)
Additional Data 4:	<input type="text" value="Preferred Payment:"/>	(Text)
Additional Data 5:	<input type="text"/>	(Text)

Only Individuals Assigned To A Matter Can Assign a New Firm or Vendor:

Outside counsel in LEAD role can edit main matter data elements

Hide LEDES Categories from Non-Administrators

Outside counsel cannot edit their address

With every firm / vendor record there are four "Yes" / "No" fields that you can use for business guidance to your staff members, reporting, etc. They are indicated with 'Y/N'.

There are also five fields in the "Additional Data" area of a firm / vendor record. Use the 'Text' items to change those captions.

By checking the *Only Individuals Assigned To A Matter Can Assign a New Firm or Vendor* checkbox , you restrict adding new firms and vendors to matter legal team members only.

Make your selections in the other checkboxes to allow outside counsel in LEAD roles to edit main matter data elements, hide LEDES categories from Non-Administrators, or deny outside counsel the ability to edit their address.

Click again to make sure all changes have been saved.

Add New Firm/Vendor

Only individuals assigned to a matter's Legal Team will be allowed to add new firms and vendors for the matter.

To **add a new firm or vendor**, click the Add New Firm/Vendor hyperlink. Then use the drop down to select whether you wish to enter a Law Firm or Vendor and whether they are Opposing or Non-Opposing. If you want them to have access to Firm/Vendor screens in Lawtrac, click the checkbox and click .

You will then be asked to enter the Firm Name, address, city, zip, phone, and other information in the text boxes. Use the drop down menus to specify the firm's area of expertise and to choose the U.S. state and/or country, as well as the billing currency. When you have finished, click .

NOTE: If at any time you wish to start over, click the Reset hyperlink to go back to the first "Add New Firm/Vendor" screen (see top of this page).

An 'Additional Information' page will display, where you can enter any comments in the box. Click the checkboxes to select options such as minority, preferred counsel, approved, recommended, etc. Enter the active date in the text box. You can also set up a firm's site access by setting up a temporary user name and password for them.

ADDITIONAL INFORMATION - Red-Green Law Firm

<p>Comments:</p> <input style="width: 90%;" type="text" value="255"/>	<p>Options:</p> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> -Minority</td><td><input type="checkbox"/> -Recommended</td></tr><tr><td><input type="checkbox"/> -Preferred</td><td><input type="checkbox"/> -Optional</td></tr><tr><td><input type="checkbox"/> -Approved</td><td><input type="checkbox"/> -eBilling</td></tr></table>	<input type="checkbox"/> -Minority	<input type="checkbox"/> -Recommended	<input type="checkbox"/> -Preferred	<input type="checkbox"/> -Optional	<input type="checkbox"/> -Approved	<input type="checkbox"/> -eBilling
<input type="checkbox"/> -Minority	<input type="checkbox"/> -Recommended						
<input type="checkbox"/> -Preferred	<input type="checkbox"/> -Optional						
<input type="checkbox"/> -Approved	<input type="checkbox"/> -eBilling						
<p style="text-align: center;">Site Access</p> <table border="0" style="width: 100%;"><tr><td>User Name: <input style="width: 150px;" type="text" value="loom28"/></td><td>Password: <input style="width: 150px;" type="text" value="per83"/></td></tr></table> <p style="font-size: small;">Write These Down. You must deliver user names and password to the outside counsel administrator in person. They will not be automatically sent via email.</p>	User Name: <input style="width: 150px;" type="text" value="loom28"/>	Password: <input style="width: 150px;" type="text" value="per83"/>	<p>Active Date: <input style="width: 100px;" type="text" value="02/22/12"/></p> <p>Release Date: <input style="width: 100px;" type="text"/></p>				
User Name: <input style="width: 150px;" type="text" value="loom28"/>	Password: <input style="width: 150px;" type="text" value="per83"/>						
<input type="button" value="Continue >>"/>							

If you need to release a firm, so that they can no longer be assigned to Matters, you can enter a release date in the text box.

When you are finished, click .

You then have two options: [Add Employees](#) or [Review the New Record](#).

NEXT OPTIONS

Add Employees	Review New Record
-------------------------------	-----------------------------------

Add Employees

Click [Add Employees](#) to bring up the ADD A NEW STAFF MEMBER template. Enter the employee's information in the text boxes, such as First and Last Name, title, and contact information. Other fields such as GL Number and Timekeeper ID will be filled out by the Law Firm or Vendor when they access Lawtrac for eBilling. You can use the drop down menu to select the employee's specialty and country.

ADD A NEW STAFF MEMBER TO RED-GREEN LAW FIRM

Timekeeper ID ¹ FIRST NAME LAST NAME

Individual's Title

Individual's Specialty / Practice
None

Telephone / Ext / Fax

Address

City State / Zip
Choose /

GL Number

Country
United States

Email Address ² Comments

Internal Client/Vendor Number:

-This person will not have access to LAWTRAC.

User Name: 0222760 ³ Password: thin64

Team ID is: VEN6262

¹Timekeeper ID must be unique or left blank.
²A valid email address is required
³All user names must be unique.

If you do not wish to give the employee access to Lawtrac, click the checkbox .

Lawtrac automatically generates their self-access information. When you are finished, click

Review New Record

Clicking the [Review New Record](#) hyperlink takes you to the firm or vendor's information page.

Red-Green Law Firm General Report [Edit This Record](#)

Information | People | Classifications | Activity

Budgets | Invoices | Variance | Rate Card | Hours Recorded | Calendar | Documents | Represents | Search

FIRM INFORMATION [Refresh](#)

Red-Green Law Firm Primary / Billing Contact

N/A
United States Voice:

Email: [✉ red-green@lawfirm.com](mailto:red-green@lawfirm.com)

No Additional Addresses on File [[Edit](#)]

Timekeeper ID: _____ Federal ID: _____
 Client No: _____ GL No: _____
 Currency: United States (USD) LAWTRAC Certification: _____
 TeamID: VEN6261

Recommended: ● eBilling: ● Minority: ▾ Approved: ● Opposing: ● Preferred: ● Optional: ●

LEDES CLASSIFICATIONS

Expertise	Level	Ethnicity	Gender	Ownership	Period
Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

Additional Data

Vendor Code: _____ Discount: _____
 ABA/Swift Code: _____ VAT Tax ID: _____
 Bank Name: _____ Tax ID: _____
 Bank Acct No: *Not Displayed* Preferred Payment: _____
 Bank Address: _____
 City / State / Zip: _____
 Country: _____

Can Submit LEDES Invoices: ● | Can Request Invoice Waiver: ●
 Can Add Timekeepers to Matter(s): ● | Can Add Sub-Matter(s): ●

Auto Approve Incoming LEDES Invoices Less Than: ●

No Billing Has Ever Been Received From This Company

Change Password

To change the password for a Law Firm or Vendor's administrator account, click the [Change Password](#) hyperlink.

This function will allow you to change the password of the **Administrator's** account only. It is up to the individual external company administrators to manage the passwords for their employees.

CHOOSE COMPANY Find In List:

21st Century Law Firm [L] New York City, NY ▼

Select the Law Firm or Vendor from the drop down menu and click . Or, to search for a vendor, enter part of the firm name or city in the **Find In List** textbox and click ENTER.

Red-Green Law Firm

CHANGE PASSWORD

User Name:

New Password:

Enter the new password and/or user name for the Law Firm or Vendor administrator and click .

NOTE: This function will only allow you to reset passwords for the designated administrator account of a Law Firm or Vendor. It is up to the administrators themselves to manage all employee passwords for their own Law Firm or Vendor account.

Assignment Permissions

To adjust the Law Firm or Vendor’s permissions for their matter assignments, click the [Assignment Permissions](#) hyperlink. Use the drop down menu to select the Law Firm or Vendor whose permissions you wish to adjust, then click the checkboxes to select or deselect permissions. When you are finished, click .

If you wish **to adjust assignment permissions for more than one** Law Firm or Vendor, check the 'Adjust Another Record' checkbox below before clicking .

To **set an Outside Counsel firm’s permissions to 'none'**, check the 'Remove ALL Their Permissions...' checkbox above then click .

Use the function below to globally change the permissions outside counsel have within their **open** matter assignments.

Please Note: A law firm must be assigned to at least one open matter record before making any global permission adjustments.

UPDATE GLOBAL PERMISSIONS Law Firms Only

Law Firm:

<input type="checkbox"/> -Assign Product Items	<input type="checkbox"/> -Add/Edit/Delete Calendar Items
<input type="checkbox"/> -Add Parties	<input type="checkbox"/> -Add/View Documents
<input type="checkbox"/> -Can Update Status	<input type="checkbox"/> -Checklists (Outside Counsel)
<input type="checkbox"/> -'Plus' Data	<input type="checkbox"/> -Checklists (In-House)
<input type="checkbox"/> -Finance Considerations	
<input type="checkbox"/> -Remove ALL Their Permissions Regardless Of What Is Checked Above	

-Adjust Another Record After This

To Change All Companies At Once Scroll The List Above All The Way Down



To change all law firms at once, scroll to the bottom of the drop down and select 'Change All Assignments.'

An Overview section below the settings shows the permissions settings for all firms.

OVERVIEW

Based On Most Recent Assignment
The next time an assignment is made their permissions will default to what is indicated below.

	Business Unit	Parties	Status	Plus' Data	Finance	Calendar	Documents	Checklists (OC)	Checklists (IH)
Baker & McKenzie - Hong Kong	L N/A Hong Kong								
Barrera, Siqueiros y Torres Landa	L Garza Garcia NL Mexico								
Byers, Martin & Jordan	L Bowmanville ON Canada								
C&C Black	L Here FL United States								
Cox, Edwards and McKinney	L Washington DC United States								
Debouzy and August	L Paris France								
Decker, Decker & Talbot	L London England								
Dewitt, Porter, Shaw & Lang	L Jacksonville FL United States								
Dill, Conyers & Pearman	L Kowloon HK China								
Firm Not Accessing Lawtrac	L Topeka KS United States								
Johnson, Peters and Alt	L St. Louis MO United States								
Jordan, Johnson and German	L N/A United States								
Lane Law	L East Meadow NY United States								
Law Firm of Nancy Jacobi	L Houston TX United States								
Madison, Zachary & Yano	L Atlanta GA United States								
McQuire, McKee & Morgan	L Boston MA United States								
Mexico QA Law	L Mexico City N/A Mexico								
Price & Associates	L Syracuse NY United States								
Rotenberg, Almeida E Boscoli - Advocacia	L Sao Paulo Brazil								
Smith, Smith and Day - CA	L Sacramento CA United States								
Smith, Smith and Day - NY	L Columbus OH United States								
Smith, Smith and Day - TX	L Dallas TX United States								
Walker Test Firm	L Riverside CA United States								
Wright, Dodd, Benton & Carlisle	L Detroit MI United States								

Accounting Codes

Click the [Accounting Codes](#) hyperlink to adjust codes for either Law Firms or Vendors.

The ClientNo field in the Vendors table is designed to be used as an interface code between LAWTRAC and other accounting software.

Use the form below to update the ClientNo interface code.

ACCOUNTING INTERFACE CODES Each Code Must Be Unique

LAW FIRMS

FIRM NAME	CLIENT NO	
21st Century Law Firm	21CLF	<input type="button" value="Save"/>
23rd District Defenders	ABC123	<input type="button" value="Save"/>
A & D Law Firm		<input type="button" value="Save"/>
A and A Law Firm		<input type="button" value="Save"/>

Use the text boxes in the **CLIENT NO** column next to the Law Firm or Vendor name to change or set up codes for each Law Firm or Vendor. Click after each code change you enter.

NOTE: Each accounting code must be unique.

Email Blast

Click the [Email Blast](#) hyperlink to send an Email message to all Law Firms, Vendors or both.

This will send a message to selected outside counsel and vendors. This is not an internal message, it uses regular email channels.

CREATE MESSAGE

Return Email Address:

Subject:

Message:

Include:

- Law Firms Only
- Vendors Only
- Firms and Vendors

Target:

- Administrators
- Everyone

Target Only:

- Approved
- Preferred
- eBilling
- Optional
- All

Enter the return email address, subject and message text in the text boxes, then use the radio buttons to select the recipients. You can select either Law Firms or Vendors or both. You can also target just administrators or firm/vendor employees listed in Lawtrac. Even further, you can target only approved, preferred, eBilling, optional, or all employees. When you have made your selections, click .

Substitutions

- 8. [Substitutions](#)
 - [One Individual For Another: Same Firm](#)
 - [Move Firm Employee To Another Firm](#)
 - [Move Matter Records From One Firm To Another](#)
- 9. [Delete Firm / Vendor](#)

Click the Substitution hyperlinks to substitute employees and matters from one firm to another.

One Individual For Another: Same Firm

To substitute one employee for another within a Law Firm or Vendor, select the Firm/Vendor from the drop down and click 'Go'.

This function will allow you to substitute an individual assignment within an outside counsel or vendor to another person within that same company (open Matter records only).

SELECT TARGET FIRM / VENDOR

Select One

Use the employee drop down menus to select the names of the person you want to substitute and who will be replacing them, and then click .

This function will allow you to substitute an individual assignment within an outside counsel or vendor to another person within that same company (open Matter records only).

CHOOSE EMPLOYEES [Reset](#)

FROM PERSON TO PERSON

Link, Leila

Link, Leila
Weston, Ben

To change law firms/vendors, click the [Reset](#) link to go back to the SELECT TARGET FIRM/VENDOR screen.

Move Firm Employee to Another Firm

To move an employee from one firm to another firm, select the firm that the employee currently works at from the drop down. To avoid scrolling through the drop down, you can use the 'Find In List:' text box to conveniently locate the firm/vendor. As you type in the box, the drop down will automatically mirror what you are typing. Click once you've selected the desired firm/vendor.

RELOCATE AN OUTSIDE COUNSEL EMPLOYEE FROM ONE FIRM TO ANOTHER

For which firm does the person work now?
Select Firm / Vendor

Find In List:

This function will relocate a specific employee from one outside counsel (or vendor) employment to another.

Be sure the 'target' firm is already set-up in your application. If not, click [here](#) to add the new outside counsel and then return to this function.

This will not change any previously recorded invoices, budgets, etc.

This function will "retire" the current employment setting and create a new record under the new employer. This is to keep previously entered (invoices paid, etc) items intact.

The screen will adjust to display the employees associated with that firm/vendor. Select the employee you wish to move to another firm and click . Clicking the [Reset](#) link will return you to the previous screen where you can choose another law firm.

RELOCATE AN OUTSIDE COUNSEL EMPLOYEE FROM ONE FIRM TO ANOTHER

This function will relocate a specific employee from one outside counsel (or vendor) employment to another.

Be sure the 'target' firm is already set-up in your application. If not, click [here](#) to add the new outside counsel and then return to this function.

This will not change any previously recorded invoices, budgets, etc.

This function will "retire" the current employment setting and create a new record under the new employer. This is to keep previously entered (invoices paid, etc) items intact.

Select The Employee

Adams, Alex Forta, Ben Parisian, Susanne
 Adams, Davidson Gonzalez, Angela Rand, Steven
 Beasley, William Jones, Tim Smith, Mary
 Brust, Barbara McNally, Nancy

[Reset](#)

The screen adjusts again to display the records associated to the employee. Choose the records to be transferred; at least one record must be selected. To go back to the employee list, click the [Reset](#) link. Click when you are finished making your record selections.

Mary Smith

Select the records to be transferred

-All 1 Records

Or Select Individual Ones Below

-CON-000082 Murdoch News Corp

A confirmation prompt will display. Click OK to confirm the transfer or Cancel to abort the transfer.

Move Matter Records From One Firm to Another

To move matter records from one firm to another, select the firm that the matter records are currently associated from the drop down. You may also use the 'Find In List:' search box to search for the desired firm/vendor. Click once you have made your selection.

MOVE MATTER ASSIGNMENTS FROM ONE FIRM TO ANOTHER

Select Firm / Vendor To Move Records FROM:

Find In List:

The screen lists the Matter Records from that firm/vendor for you to check the checkbox of the desired records to be moved. Click once you've selected all desired records.

RELOCATE MATTER FROM Soson Law Firm

<input type="checkbox"/> 00-000096	Wright Brothers vs. Top B	<input type="checkbox"/> CS-000018	CS - testing again for wo	<input type="checkbox"/> JR-00040	Muffet Claim - Personal I
<input type="checkbox"/> 00-191	Duplicate Matter of CS-00	<input type="checkbox"/> DUP-122106	Duplicate of AA-000018	<input type="checkbox"/> QC-000028	Spring Forward v. Fall Ba
<input type="checkbox"/> AA-000021	CS - Now testing all the	<input type="checkbox"/> JH-01025	Test Matter 2 - Security	<input type="checkbox"/> QC-000041	Advance Inc. v. RetreatCo
<input type="checkbox"/> AA-000033	Duplicate a Matter - Chec	<input type="checkbox"/> JR-00004	Day v. Knight	<input type="checkbox"/> QF-5024	Quick Find Testing - Priv
<input type="checkbox"/> BA-000088	Duplicate1: Test of 17452	<input type="checkbox"/> JR-00013	Testing change allocation	<input type="checkbox"/> Zap-000008	Luxury Linens
<input type="checkbox"/> BA-000100	El Paso Environmental Act	<input type="checkbox"/> JR-00018	Project Eighteen Hundred		
<input type="checkbox"/> BL-000038	Testing the Swap Responsi	<input type="checkbox"/> JR-00024	Moon v. Sun		

Matter Names Shortened For Screen Space. Mouse Over To See Full Matter Name

The next screen asks you to select the firm that you want the records moved TO. Click once the firm/vendor is selected in the drop down.

MOVE 1 MATTER ASSIGNMENTS FROM ONE FIRM TO ANOTHER

Select Firm / Vendor To Move Records TO:

Find In List:

Click to complete the transfer.

Delete Firm/Vendor

The [Delete Firm/Vendor](#) hyperlink allows you to delete Outside Counsel and other Vendor records from your Lawtrac database as long as they have not invoiced against a matter.

This function will allow you to delete Outside Counsel and other Vendor records from your LAWTRAC application who have not invoiced against a Matter.

Search

Enter all or part of a firm / vendor name:

FIRMS / VENDORS WHO HAVE NEVER INVOICED There is no undelete, this action is final.

<input type="checkbox"/> Byers, Martin & Jordan	L	<input type="checkbox"/> Dill, Conyers & Pearman	L	<input type="checkbox"/> Madison, Zachary & Yano	L
<input type="checkbox"/> Debouzy and August	L	<input type="checkbox"/> Firm Not Accessing Lawtrac	L	<input type="checkbox"/> McQuire, McKee & Morgan	L
<input type="checkbox"/> Decker, Decker & Talbot	L	<input type="checkbox"/> Johnson, Peters and Alt	L	<input type="checkbox"/> Smith, Smith and Day - TX	L
<input type="checkbox"/> Dewitt, Porter, Shaw & Lang	L	<input type="checkbox"/> Jordan, Johson and German	L		

Check/Uncheck All

Maximum 30 Displayed

Use the Search function to quickly find the firm/vendor to delete; you can enter all or part of the firm/vendor name and click 'Go' to display results. Also listed are Firm/Vendors that have never invoiced. You can select from those firm/vendors by clicking the checkboxes . To select or unselect all firms/vendors check 'Check/Uncheck All'.

CAUTION: Clicking deletes the firm/vendor with no confirmation prompt. Please use this function with great care. This cannot be undone. Lawtrac recommends that you only consider deleting a Law Firm or Vendor that was entered due to human

error. *Only Law Firms and Vendors with no matter assignments and invoices outstanding can be deleted.* Inactive Law Firms and Vendors are better handled by being released rather than deleted.

Firm/Vendor Types

The [Firm/Vendor Types](#) hyperlink allows you to edit or add Firm/Vendor types (areas of expertise) to your database.

- To **edit an existing type**, modify the text in the textbox and click **Save**.
- To **delete an existing type**, click the  next to the Firm / Vendor name. *There is no undo, so delete with care.*
- To **add a new type**, enter the type name in the Add New Title textbox and click **Save**.

Checklists Questions

The [Checklists Questions](#) hyperlink allows you to modify or establish checklist questions for various matter types (Type1). These checklist questions are for in-house personnel, but separate checklists can be set up for outside counsel and vendors.



First, use the drop down menu to select the matter type for which you wish to edit or create checklist questions.

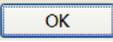
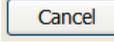
A list of existing questions will appear along with a blank for entering new questions. *If no questions exist for that matter type, you will only see the Add New textbox.*

To **modify an existing question**, change the text in the textbox and then click **Save**.

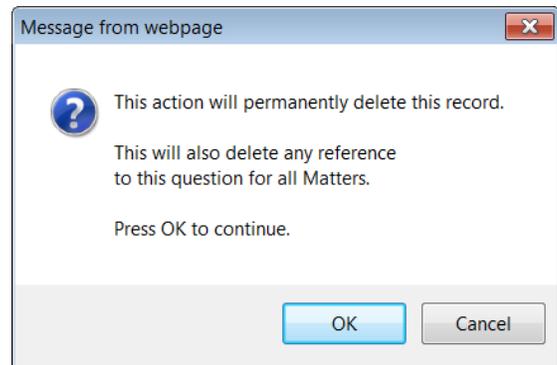
To **add a new question**, enter the question in the Add New textbox, then enter the order number you want that question to appear and click **Save**.

To **change the order of checklist questions**, modify the order numbers next to the questions as needed and click **Save**.

To **delete an existing question**, find the question and click .

You will be asked to confirm before the question is deleted by clicking . You can click  if you don't want to continue with the deletion.

There is no undelete.



Rate Card Activities

Approve Rates



When you first click the [Rate Card Activities](#) hyperlink, you will need to select rate card approvers before choosing a Law Firm or Vendor. **Note:** *A Site Administrator not designated as a rate card approver cannot access the Rate Card Activities page.* Click the [Set Approvers](#) hyperlink in the top right corner.

RATE CARD ACTIVITIES Set Approvers

Primary Authority: Secondary Authority:

Use the drop down menu to select a Primary and Secondary rate card approver and click **Save**. To not save any rate card approvers or to just go back to the previous screen, you can click the **Close** link. After you have designated rate card approvers, if there are rate cards awaiting approval, the approvers will then be able to select a Law Firm or Vendor from the drop down menu.

You will see a list of expense types with LEDES codes awaiting approval. Each will be listed next to the relevant Firm or Vendor employee with the hourly amount and date the rate went into effect.

NOTE: Only the primary or secondary rate card approvers or a Super User can see the checkboxes and the Approve Checked link.

RATE CARD ACTIVITIES Set Approvers

Baker & McKenzie - Hong Kong (2012)

Compare Invoices to Rate Card
 One Rate Card Per Company
 Compare Fee Items Only
 Disbursement Items to Company Rate Card

OPEN REQUESTS FOR APPROVAL Rules Check:

Timekeeper	Black, CC	E100 [D] Expenses	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E101 [D] Copying	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E102 [D] Outside Printing	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E103 [D] Word Processing	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E104 [D] Facsimile	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E105 [D] Telephone	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E106 [D] Online Research	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E107 [D] Delivery Services/Messengers	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E108 [D] Postage	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E109 [D] Local Travel	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E110 [D] Out-of-Town Travel	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E111 [D] Meals	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E112 [D] Court Fees	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E113 [D] Subpoena Fees	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E114 [D] Witness Fees	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E115 [D] Deposition Transcripts	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E116 [D] Trial Transcripts	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E117 [D] Trial Exhibits	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E118 [D] Litigation Support Vendors	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E119 [D] Experts	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E120 [D] Private Investigators	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E121 [D] Arbitrators/Mediators	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E122 [D] Local Counsel	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E123 [D] Other Professionals	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E124 [D] Other (E124)	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>
Timekeeper	Black, CC	E125 [D] Mileage, over 50 miles	200.00/ea.	<input checked="" type="button" value="OK"/>	01/17/2013	<input type="checkbox"/>

Each code will be marked either or . You can choose each item individually by clicking its checkbox . Then click .

Ignore Rules

NOTE: The Ignore Rules hyperlink should only be used in exceptional cases to avoid abuse. It is very important that you set up Rate Card rules for your Law Firms and Vendors. To examine a Law Firm or Vendor's Rate Card Rules, go to the Rate Card Tab on their Information Screen and click the Edit Rate Card hyperlink.



You will not be able to approve items with potential problems  until you first examine them or click the Ignore Rules hyperlink at the top of the list: 

After clicking Ignore Rules, the page refreshes to display *Rules Ignored on This Rate Card*. A **Delete Checked** button also displays in the bottom pane so the reviewer can select whether to Approve or Delete the checked codes. *There is no 'undo.'*



Delete a Rate Card

To delete a rate card completely, click the Delete a Rate Card hyperlink and follow the on-screen steps: Select a Firm, Fiscal Year, and Individual.

COMPLETELY DELETE A RATE CARD

Select Firm:

Choose:

1. Firm
2. Year
3. Individual

Once you have those items selected you will be able to delete individual line items or the entire rate card.

Once those items are selected, you will be able to delete individual line items (clicking the delete icon  for the individual line item) or the entire rate card (clicking the [HERE](#) link). Confirm the deletion(s) by clicking OK on the on-screen prompt.

COMPLETELY DELETE A RATE CARD

Select Firm:

Select Year:

Select Rate Card:

Choose:

1. Firm
2. Year
3. Individual

Once you have those items selected you will be able to delete individual line items or the entire rate card.

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

Code	Rate	Date	Approved	DEL
B100	200.00	01/17/2013		
B110	200.00	01/17/2013		
B120	200.00	01/17/2013		
B130	200.00	01/17/2013		
B140	200.00	01/17/2013		

Duplicate a Rate Card

To make a complete copy of an existing rate card, click on the [Duplicate a Rate Card](#) hyperlink and follow the on-screen instructions: Select a Firm, Fiscal Year, and the Individual's or Company's rate card.

DUPLICATE A RATE CARD
Select Firm:
Only Firms/Vendors that have an approved Company and/or Individual Rate Card will appear in the drop-down list.

The rate card will display and you will be able to duplicate the rate card by clicking .

DUPLICATE A RATE CARD
Select Firm:
Select Year:
Select a Company or Individual:
DUPLICATING: Set For Fiscal Year:

Paula Nieto	
Code	Rate
E100 Expenses	1,200.00
E101 Copying	1,200.00
E102 Outside Printing	1,200.00
E103 Word Processing	1,200.00
E104 Facsimile	1,200.00
E105 Telephone	1,200.00
E106 Online Research	1,200.00

Choose:
1. Firm
2. Year
3. Rate Card

Once you have made your selections, you will be able to duplicate that Rate Card in its entirety.

Only approved rates can be duplicated.

Rate Cards can only be duplicated for those years where no Rate Card currently exists.

A duplicate Rate Card will automatically be "Approved", effective at the time of duplication.

NOTE: Only approved rates can be duplicated and the duplicate rate card will appear as 'Approved' with an effective date of the day you created the duplicated rate card.

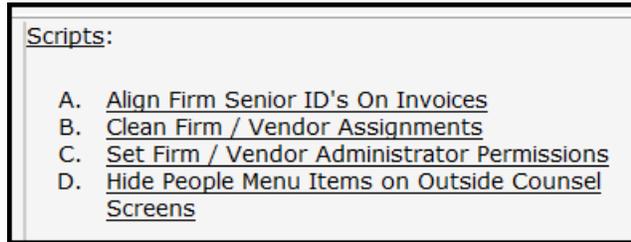
Identify Internal Firm/Vendor

Click the [Identify Internal Firm/Vendor](#) hyperlink to identify a Firm or Vendor used to generate internal budgets and invoices. Choose the Law Firm or Vendor name from the drop down menu and click . **NOTE:** Once you have set the internal firm/vendor, it should not be changed.

IDENTIFY INTERNAL FIRM / VENDOR
Firm / Vendor Used To Generate Internal Budgets / Invoices:

ONCE SET IT SHOULD NOT BE CHANGED
All budget numbers for the firm / vendor identified above will be changed to "INT.."

Scripts



A. Align Firm Senior ID's On Invoices



Clicking the [Align Firm Senior ID's on Invoices](#) hyperlink runs a SQL Script to update the Senior ID's fields for all firms and invoices.

B. Clean Firm/Vendor Assignments



Clicking the [Clean Firm/Vendor Assignments](#) hyperlink runs the script to clean the Firm/Vendor table.

C. Set Firm/Vendor Administrator Permissions



Clicking the [Set Firm/Vendor Administrator Permissions](#) hyperlink runs the script to set the permissions for the firm/vendor administrators.

D. Hide People Menu Items on Outside Counsel Screens



Clicking the [Hide People Menu Items on Outside Counsel Screens](#) toggles between showing and hiding those menu items.

Switches

Global Assign Timekeepers to Matter Records

The Global Assign Timekeepers to Matter Records switch globally sets the database to allow outside counsel to add timekeepers to matters. When 'ON', outside counsel can make the assignments; when 'OFF', they cannot make the assignments.

Scripts:

- A. [Align Firm Senior ID's On Invoices](#)
- B. [Clean Firm / Vendor Assignments](#)
- C. [Set Firm / Vendor Administrator Permissions](#)
- D. [Hide People Menu Items on Outside Counsel Screens](#)

Switches

- [Global Assign Timekeepers To Matter Records](#)

Outside counsel can add timekeepers to matter(s). When added the timekeeper can view, participate in and be included in billing of that record.

ON: Yes they can make the assignments.
OFF: No they can not.

Set ALL to:

-On -Off

Chapter 5: Parties/Entities

Parties/Entities opens a set of hyperlinks controlling the Parties & Entities module. A Party is typically an individual with either a direct relationship to a Matter record, or an indirect relationship through an Entity. An Entity is typically a company, or a group of like-individuals, with a direct relationship to a Matter record.

PARTIES & ENTITIES

Parties Module	Parties Module is On ●	Entities Module	Entity Module is On ●
--------------------------------	---	---------------------------------	--

<ol style="list-style-type: none">Party TypesParty Captions	<ol style="list-style-type: none">Entity TypesParty / Entity SwapDelete Party / EntityYour Company has been set: Top Button Shirts
--	--

When Possible, Display The Party / Entity Currency Code When Making Payments: ●
Application Rule: You can turn off Parties or Entities, but not both (one must be on).

NOTE: Indicators identify whether the Parties and Entities modules are on ● or off ●. One module must always be turned on. Click the green/red indicators to turn the modules on/off.

Parties

Party Types

The Party Types hyperlink allows you to adjust the type of parties drop down list. You can **edit the party types** by typing in the text boxes and clicking **Save**.

PARTY TYPE

CATEGORY NAME	EXPORT CODE*	MATTER TYPE	Save	RETIRE	RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).
Adjuster		Compliance	Save	<input checked="" type="checkbox"/>	
Agent		Any / All	Save	<input checked="" type="checkbox"/>	
Billing Representative	Billing Representative 1	Any / All	Save	<input checked="" type="checkbox"/>	
Branch Manager	Branch Manager 0	Any / All	Save	<input checked="" type="checkbox"/>	
Broker		Any / All	Save	<input checked="" type="checkbox"/>	
Claimant		Policy	Save	<input checked="" type="checkbox"/>	

To **retire a party type**, click . Retired party types will no longer be available for use on any new or updating matter records.

The "EXPORT CODE*" column is not required. It may have data which was used for conversion or used to interface this information with other applications or databases. It is not used in the main application.

To **add new party types**, enter the party type in the Add New text box (below the list of Categories) and click **Save**.

At the bottom below the Add New section, there is a 'CATEGORY NAME' area where you can update/adjust the heading above the Category Name list.

Party Captions

The [Party Captions](#) hyperlink allows you to caption the 'extra' fields on the party table as shown below. Just enter the desired caption in the text box next to each field and click . To leave a field uncaptioned, make sure the textbox is blank.

Entities

Entity Types

The [Entity Types](#) hyperlink allows you to adjust the type of entities drop down list. To **edit an entity type** simply type in the text box and click **Save**.

CATEGORY NAME	EXPORT CODE*		RETIRE	
Agent	<input type="text"/>	Save	<input checked="" type="checkbox"/>	<p>This adjusts the type of parties drop-down list.</p> <p>*The "EXPORT CODE" column is not required. It may have data which was used for conversion or used to interface this information with other applications or databases. It is not used in the main application.</p> <p>RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).</p>
Building / Facility	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Client	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Customer	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Defendant	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Defendant Company	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Distributor	<input type="text"/>	Save	<input checked="" type="checkbox"/>	
Distributor1	<input type="text"/>	Save	<input checked="" type="checkbox"/>	

To **retire an entity type**, click . Retired entity types will no longer be available for use on any new or updating matter records.

The "EXPORT CODE*" column is not required. It may have data which was used for conversion or used to interface this information with other applications or databases. It is not used in the main application.

To **add new entity types**, enter the entity type in the Add New text box and click **Save**.

Unit II	<input type="text"/>	Save	<input checked="" type="checkbox"/>
Add New:	<input type="text"/>	Save	

Party/Entity Swap

The [Party / Entity Swap](#) hyperlink allows you to choose parties by last name and entities by company name and swap them. You can either change a party to an entity, or change an entity to a party.

Search for parties and entities by entering a letter or letters in the textbox and click **Go**.

OPTIONS

Options: Change an Entity to Party Search: A Go

Change a Party to Entity
Change an Entity to Party

Demote These Entities To Individuals.
 Place a check in the appropriate box and click the save button below.

LAST NAME MATCH

LAST, FIRST	ALIAS
<input type="checkbox"/> Laterie, Alison	

COMPANY NAME MATCH

COMPANY NAME	ALIAS
<input type="checkbox"/> Arbor Mills Fabrics	AMF
<input type="checkbox"/> Chicago Medical Center	Cook County Hospital
<input type="checkbox"/> Crime Scene Investigation	CSI
<input type="checkbox"/> Everyday Heroes	Heroes
<input type="checkbox"/> HERCULES HEADQUARTERS-65478001	03A8841

Choose the party and entity to swap by checking the checkbox next to them on the list. You can choose more than one.

Then click Save to make the swap.

Delete Party/Entity

To delete a Party or Entity, choose which one you want to delete and use the [alpha](#) hyperlinks to select the first letter of the party or entity name.

ADJUST LIST

A B C D E F **G** H I J K L M N O P Q R S T U V W X Y Z 0-9

-Party -Entity

SELECT RECORD

NAME	ASGN	DEL
Garcia, Hilda	1	X
Gates, Tony	0	
Glisson, Pat	1	X
Gonzalez, Angela	4	X
Green, Ed	3	X
Grissom, Gil	1	X
Grunberg, Greg	1	X

X Review Record Before Deletion - Check Matter Assignments

Cannot Delete

Next, click the next to the party or entity you wish to delete from the database.

NOTE: If a party or entity still has matter assignments, you will see the **X** instead of a trash can . Because deleting parties and entities is permanent and cannot be undone, please release them from any matters before deleting them. This function serves as a check against accidental deletion of active parties or entities.

Your Company

IDENTIFY YOUR COMPANY AS AN ENTITY

Select which entity is your company*

Only One Can Be Set

The [Your Company](#) hyperlink allows you to choose your company from the entity database and designate it as your company by clicking . This will save time in adding your company as an entity to matters, etc. Please note that only one can be set.

Display Party/Entity Currency Code

If you would like for the party/entity currency code to be displayed when making payments, use this function. You can choose to turn this function on or off by clicking the red/green dot icon. Green=on and red=off.

When Possible, Display The Party / Entity Currency Code When Making Payments:

Application Rule: You can turn off Parties or Entities, but not both (one must be on).

Chapter 6: Matter Maintenance

Matter Maintenance allows you to adjust settings for the Matter Module.

MATTER MAINTENANCE

- [Sequence Numbers](#)
- 1. [Captions, Instructions & Requirements](#)
- 2. [Text Categories](#)
- 3. [Categories](#)
 - Legal Hierarchy:
 - » [Matter Type](#)
 - » [Issue\(s\) Maintenance](#)
 - » [Status](#)
 - » [Court](#)
 - Business Hierarchy:
 - » [Product](#)
 - » [Product Matter Maintenance](#)
 - » [Business Unit](#)
 - » [Business Unit Matter Maintenance](#)
- 4. [Retired Categories](#)
- 5. [Priorities](#)
- 6. [Outcome Types](#)
- 7. [Matter Calendars: Event Types](#)
- 8. [Checklists Questions](#) | [Answers](#)
- 9. [Delete Matter Record](#)
- 10. [Archive Matter Records](#)
- 11. [Lock Matter Records](#)
- 12. [Review Temporary Matter Data \(Add New Matter\)](#)

Auto Sequencing is On ●

- Matter Scripts:
 1. [Ensure Records Have a Matters2 \(Finance Outcome\) Record](#)
 2. [Ensure Matter Text Records have a Date Changed](#)
 3. [Matter Messages Default Settings](#)

Auto Sequencing Switch

Auto Sequencing is On ●

Click the ● to turn matter number Auto Sequencing on or off. ● is on, ● is off. For optimum use of the application, Lawtrac recommends Auto Sequencing be turned ON.

Sequence Numbers

Sequence Numbers allows you to modify or add new matter sequences to your Lawtrac database. You can also see the next available number in the sequence and its assigned security group.

To adjust the length of a matter sequence, change the number in the 'Set Sequence Length To' box and click .

MATTER SEQUENCE NUMBERS [Add New Sequence](#)

PREFIX	NEXT NO	SECURITY GP	EDIT	RETIRE
CON-	00032	Contracts		
IP-	00013	IP		
LIT-	00032	General		
PRO-	00009	General		
SQL-	00006	General		

[View Retired Sequences](#)

Set Sequence Length To:

Add New Sequence

Click [Add New Sequence](#) at the top to open the template. Enter the desired prefix and the number to start with (if needed). Assign the Security Group and choose whether to lock or retire the sequence. Click Save Changes when finished. The new sequence appears in the listing.

The screenshot shows a web form titled "MATTER SEQUENCE NUMBERS" with a link "Add New Sequence" in the top right corner. The form contains the following fields and controls:

- Prefix: (Characters not allowed: [&,#])
- Start At: 1
- Next No:
- Restrict To Security Group: (dropdown menu)
- Locked? -Yes -No
- Retired? -Yes -No
- Save Changes button

Edit Existing Sequence

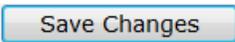
To **modify an existing sequence**, click the  next to it on the list.

The screenshot shows the same "MATTER SEQUENCE NUMBERS" form, but with the following changes:

- Prefix: (Characters not allowed: [&,#])
- Start At: (empty)
- Next No:
- Restrict To Security Group: (dropdown menu)
- Retired? -Yes -No
- Save Changes button

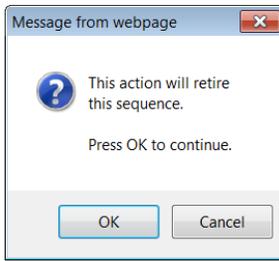
Use the Prefix textbox to make changes to the sequence. The length of the sequence should not be changed to avoid problems with sequence length rules already in place.

- Use the *Next No.* textbox to modify the next available number in a sequence.
- Use the drop down menu to adjust the security group for that sequence.
- Radio buttons can be used to retire (Yes)/unretire (No) a sequence.

When you have finished making adjustments, click .

Retire Sequence

To **retire a sequence**, click the  next to it on the list. An on-screen prompt will appear—click OK to confirm or click Cancel to abort.



To view all retired sequences, click the [View Retired Sequences](#) link. From this listing you can modify a retired sequence (using the  icon) and/or change it back to an Active sequence. To activate, click the  icon and select OK on the on-screen prompt. The sequence will then display on the Active Sequence list.

MATTER SEQUENCE NUMBERS			Add New Sequence	
PREFIX	NEXT NO	SECURITY GP	EDIT	ACTIVATE
2010	00002	General		
2011	00002	General		
COMP-	00001	General		
CORP-	00001	General		
INS-	00001	General		
INT-	00001	General		
LIT-2011-	00001	General		
LIT-2012-	00001	General		
REG-	00001	General		

[View Active Sequences](#)

Set Sequence Length To: 5

Captions, Instructions & Requirements

Click the [Captions, Instructions & Requirements](#) hyperlink to adjust these features for various matter types. Use the drop down menu to select the matter type for which you wish to make adjustments.

SELECT MATTER TYPE

Select:



Captions are the labels which tell users which types of data to enter into each text entry field on the screen when users are entering data for a matter.

A screen appears with textboxes, checkboxes and radio buttons where you can make various adjustments to the Captions, Instructions & Requirements for the matter type you selected.

To change a caption, simply edit the text in the textboxes.

The screenshot shows a form titled "Litigation" with the following fields:

- Legal Team: Legal Staff
- Caption 1: Plaintiff(s)
- Caption 2: Chances at Trial
- Caption 3: Defendant(s)
- City: City
- County/Region: County
- Fed/State Flag: Jury or Non-jury (J or N)
- Index Number: Case No.
- Reference No:
- Financial Amount: Claim Amount
- Date Opened: Date Opened
- Date Filed: Date Filed
- Trial Date: Trial Date
- Loss Date: Loss Date
- Claim Number: Claim No.
- Date 01: Date 01
- Date 02: Date 02
- Date 03: Date 03
- Date 04: Date 04
- Date 05: Date 05
- Date 06: Date 06
- Date 07:
- Date 08:
- Date 09:
- Date 10:

Vertical text on the right side of the form reads: "↑ MATH 3 ↑" and "↑ ↑ Do Not 'Skip' Date Fields ↑ ↑". At the bottom, it says "Caption lengths are 35 each".

Matter Instructions

You can also **modify the instructions** that appear as plain text during the Add Matter process for any new matter, based on the matter type selected. The instructions should be concise and short.

If more detailed instructions are needed for a particular matter type, Lawtrac recommends that your site publish its own internal documentation.

You can also **modify captions** here for the optional User Defined Captions (UDC) for use in matters for the matter type selected. Enter/edit text in the textboxes next to each field.

The screenshot shows a form titled "CAPTIONS, INSTRUCTIONS & REQUIREMENTS". It contains the following sections:

- Matter Instructions:** These instructions will be recorded (and displayed) as plain text. Keep these instructions short, if you have additional guidance for your staff you may need to publish a more complete set of internal documentation.

At Step 9 Add the team based on the KEYWORD of litigation being added to the database. At Step 8 If there is a demand amount greater than \$25,000 send a notifiaton to the GC and insure you add John Smith as a Key Personnel to the matter so he can monitor the progress and inform the oversite committee.
- Optional User Fields For Matter Records**
If You Do Not Wish To Use These Leave Them Blank
Check next to the captions to link them to their Legal Hierarchy

Caption	Link	Free Text
Caption (4): Part No. / VIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (5):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (6):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (7):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (8):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (9):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caption (10):	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Blank User Defined Fields will not appear on completed matter records. Check the 'Link' checkbox to link a UDC to a Matter Type (Type1) or uncheck the checkbox to unlink it. Check the 'Free Text' checkbox to keep the field editable.

Captions

To adjust captions for the **Patent/ Trademark/Filing module**, edit captions here. (shown below; left side of page)

To adjust captions for the **Matter Finance screen**, edit captions here. (shown below; right side of page)

Patent/Trademark/Filings Tracking	Matter Finance Screen Only
Module Title: Filings	Finance 1: Low Fees Next Quarter
Filing Date: Field A	Finance 2: High Fees Next Quarter
Serial Number: Field B	Finance 3: Low Total Cost (Group Reporting)
Issue Date: Field C	Finance 4: High Total Cost (Group Reporting)
Registration No: Field D	Finance 5: Finance 5
Renewal Date: Field E	Finance 6: Finance 6
Renewal Amt: Field F	Type Outcome: Type Outcome
Base Point: Field G (look-up)	
Base Date: Field H	
Term: Field I	Contract / Agreement
Expiration Date: Field J	Track Contract or Agreement: <input checked="" type="radio"/> -Yes <input type="radio"/> -No
S Letter: Field K	Agreement Caption: Defendant Contact
S Number: Field L	Hide Extra Categories For This Matter Type: <input type="checkbox"/>

You have the option to turn tracking On or Off for Contracts/Agreements using the radio button . You can also choose the term your site will use for Contracts or Agreements by entering it in the *Agreement Caption* textbox. Select whether you want to hide Extra Categories by checking the box.

General Requirements

General Litigation Requirements	
1. Primary Issue/s Assigned.	<input type="checkbox"/>
2. Primary Product Assigned	<input type="checkbox"/>
3. Primary Business Unit Assigned	<input type="checkbox"/>
4. ...Business Unit Equal 100%	<input type="checkbox"/>
5. Predefined Legal Team Assigned	<input type="checkbox"/>
6. Firm / Vendor Assigned	<input checked="" type="checkbox"/>
7. Parties Assigned	<input type="checkbox"/>
8. Entities Identified	<input checked="" type="checkbox"/>
9. Corporate Key Personnel Assigned	<input type="checkbox"/>
10. All Checklist Questions Answered	<input type="checkbox"/>
11. Text Category 'Description' Entered	<input type="checkbox"/>
12. Synopsis Text Entered	<input checked="" type="checkbox"/>
13. Plaintiff(s) Entered	<input checked="" type="checkbox"/>
14. Chances at Trial Entered	<input type="checkbox"/>
15. Defendant(s) Entered	<input checked="" type="checkbox"/>
16. Exposure Entered	<input type="checkbox"/>
17. Case No. Entered	<input type="checkbox"/>
18. Claim No. Entered	<input type="checkbox"/>

You can **set requirements** for all matters of the type selected by clicking the checkbox next to the fields you require be completed.

Modules on Main Matter Screen

Use the drop down menus to **select the position where you want certain modules to appear on the main matter screen.**

Choose **Unused** for any modules you wish to leave off the main matter screen.

Each matter type's settings must be set individually for that matter type. All adjustments are Matter-type specific and will only affect the single Matter Type you initially selected.

Modules on Main Matter Screen
You may not need to display all the available data on the Main Matter screen. Not all Matter Type classifications require outside counsel assigned or have contract information. If Litigation does not need the data displayed then choose "Unused".

Click this link to set the screen line-up to their default settings.
[Restore/Set To Default](#)

1st	Defined Fields	▼
2nd	Contract Info	▼
3rd	Location	▼
4th	Staff Assigned	▼
5th	Calendar	▼
6th	Biz. Hierarchies	▼
7th	Text Records	▼
8th	Linked Records	▼
9th	Firms/Vendors	▼
10th	The Numbers	▼
11th	Checklist	▼
12th	Documents	▼
13th	Unused	▼

Clicking [Restore/Set To Default](#) resets the modules to appear without the document bank, just as the set up was arranged when Lawtrac 3.0 was installed.

Matter Add Process Options

Click the checkboxes for items you wish to require as steps during the Add Matter process for matters of the type selected.

Matter Add Process Options:
When adding a new Record mark these steps as not required during the add process. They may be updated once the Matter record is added.

<input type="checkbox"/>	Text Description	<input type="checkbox"/>	Legal Hierarchy	<input type="checkbox"/>	Dates	<input type="checkbox"/>	Text Fields	<input type="checkbox"/>	Assignment/s	<input type="checkbox"/>	Private	<input type="checkbox"/>	Amounts	<input type="checkbox"/>	Geographic	<input type="checkbox"/>	Business Hierarchies
2		3		4		5		6		7		8		9		10	

Save

Make sure to click 'Save' to ensure any changes are saved.

When you have finished any or all changes for this matter type, be sure and click **Save** at the bottom of the screen to save your settings.

Text Categories

Click the [Text Categories](#) hyperlink to adjust the settings for matter text categories.

MATTER TEXT CATEGORIES

CATEGORY	30	ACCESS				KEY PERSONNEL ACCESS	REAL ESTATE	SAVE	Delete
		1	2	3	4				
Admin Only	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Case Summary	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Save	X
Correspondence Record	*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	<input type="radio"/>
Current Activity	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Description	*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Save	<input type="radio"/>
Discovery	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
EEO Analysis	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Filed Response Notes	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
General Notes	30	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Invoice Instructions	*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	<input type="radio"/>
Litigation	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Real Property	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Save	X
Research	30	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Situs	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save	X
Status	*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	<input type="radio"/>
Status Value 1	30	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Status Value 2	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Status Value 3	30	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Status Value 4	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X
Summary Judgment Notes	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save	X

ADD NEW CATEGORY

CATEGORY	30	ACCESS				KEY PERSONNEL ACCESS	REAL ESTATE	SAVE
		1	2	3	4			
<input type="text"/>	30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save

Access Groups
Security Settings are for Outside Counsel use only.

1. May View And Edit This Category.
2. May View AND Edit If They Are The Author.
3. May View This Category - But Not Add / Edit Information.
4. Will Not Be Able To View This Category.

NOTE:
The categories of:

- "Description"
- "Status"
- "Correspondence Record"
- "Invoice Instructions"

are required and cannot be edited in the list to the left.

Cannot Delete:

- Mandatory Category
- Category In Use
- Can Safely Remove<

Master Outside Counsel Security Switch
Under no circumstances, regardless of how the security settings are set to the left, can outside counsel edit or delete text even if they are the author of the text entry.

-On -Off

Save Previous Text Entries
Saves the previous text entry when a Matter text record is updated:
Click To Turn Off:

To **edit existing matter text categories**, modify the text in each textbox and click **Save**.

To designate categories as accessible to Key Personnel or specific to the Real Estate module, check the checkbox next to the category.

To **delete existing categories**, click the next to that category. **NOTE:** There is no undelete. Deleted categories must be added again as explained in the Add New Category process below.

IMPORTANT: Categories designated in use by the **X** cannot be deleted. Categories designated "mandatory" by the **O** also cannot be deleted.

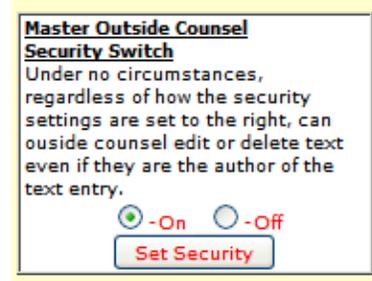
Choose one of the four access groups; these access groups only apply to Outside Counsel, not in-house users:

1. May View And Edit This Category.
 2. May View AND Edit If They Are The Author.
 3. May View This Category - But Not Add / Edit Information.
 4. Will Not Be Able To View This Category.

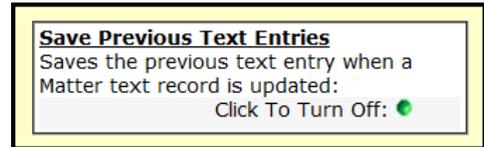
To **Add New Text Categories**, enter the category name in the textbox at the bottom of the screen, set the access group, then click **Save**.

To **control Outside Counsel Access** to text categories (make them read only), use the radio buttons then click **Set Security**.

NOTE: Regardless of the setting you choose here, **Outside Counsel will not be able to edit or delete saved text entries, even if they are the author.**

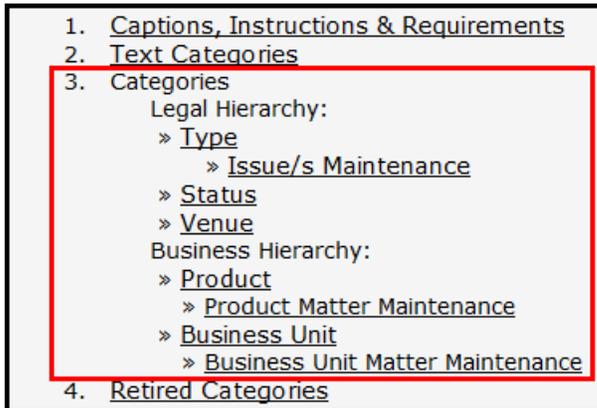


To **save previous text entries** when a matter text record is updated, turn the function on using the green (On)/red (Off) icon /.



Categories

To adjust matter categories, select the appropriate hyperlink.



WORKING WITH UNLINKED LEVELS IN LAWTRAC

Lawtrac allows categories to have multiple levels, which can operate either as a linked or unlinked hierarchy. Lawtrac offers unlinked levels for Types 3, 4 and 5. User wishing to select from these categories regardless of Type 1 or 2 for a matter will find this useful. Users desiring a specific list of Type 3, 4 or 5s, for a particular matter type, should not use unlinked levels. The decision to go unlinked should be considered carefully, as reverting to unlinked after setup will result in multiple listings of the same items on lists. This can result in confusion and lengthier lists to sort through when making selections.

The levels are linked or unlinked using the Application switches in the Categories area of Matter Maintenance in the Lawtrac Administration module. For more information, see the Chapter on Unlinked levels at the end of this guide.

Legal Hierarchy

Matter Type

The Matter Type hyperlink allows you to modify your Type1 (Matter Type), Type2 (Keyword) and Type3 (Issue) relationships and categories. Matter Type is the highest setting in the legal hierarchy and determines the captions and business rules associated with the matter records under their category.

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
Acquisitions & Divestitures	ACQ	☰ ✓ 📄 📅	✕
Administration	ADM	☰ ✓ 📄 📅	✕
Bankruptcy	BNK	☰ ✓ 📄 📅	✕
Claim		☰ ✓ 📄 📅	✕
Compliance		☰ ✓ 📄 📅	✕
Contract		☰ ✓ 📄 📅	✕
Corporate Secretary	CS	☰ ✓ 📄 📅	✕
Customer Information		☰ ✓ 📄 📅	✕
General	GEN	☰ ✓ 📄 📅	✕
General - Misc		☰ ✓ 📄 📅	✕
Government Activities		☰ ✓ 📄 📅	✕
Human Resource		☰ ✓ 📄 📅	✕
Incident Report	INCID	☰ ✓ 📄 📅	✕
Insurance		☰ ✓ 📄 📅	✕
Intellectual Property	IP	☰ ✓ 📄 📅	✕
Lease		☰ ✓ 📄 📅	✕
Legal Appearances		☰ ✓ 📄 📅	✕
Litigation	LITG	☰ ✓ 📄 📅	✕
Policy	CLM	☰ ✓ 📄 📅	✕
Project	PJT	☰ ✓ 📄 📅	✕
Service Request		☰ ✓ 📄 📅	✕
Subpoena		☰ ✓ 📄 📅	✕
Tort		☰ ✓ 📄 📅	✕
Add New:			

Help Avoid Reporting Errors: Refrain from including single quotes in your category names so they can be passed in SQL statements as "strings". So instead of entering "Workman's Compensation" enter it as simply Workman Comp.

Matter Type is the highest setting of the legal hierarchy.

It can determine the captions and business rules associated with the matter records under their category.

*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.

The ☰ icon will display the lower levels (Keyword) subordinate to the one chosen.

Click the ✓ icon to set-up associated checklist questions.

Use the 📄 icon to jump to the captions, options and requirements for the category selected.

The 📅 icon will take you to the Workflow settings whereby you can set target dates for the type of Matter selected.

RETIRE ✕ means the category will no longer be available for use on any matter records (new or being updated).

- You can **edit matter category names** at each level of the hierarchy in the textboxes. After each adjustment just be sure and click **Save** next to that category.
- To view the next level of the matter hierarchy, click the drill down ☰ next to the category for which you want to see the next hierarchy level.

MATTER TYPE >>> KEYWORD		OPTIONS	RETIRE
Acquisitions		☰ ✓ 📄	✕
Corp Insurance Claim		☰ ✓ 📄	✕
Joint Venture		☰ ✓ 📄	✕
Add New:			

- To **set up checklist questions** for that matter category, click the ✓.

QUESTIONS FOR ACQUISITIONS & DIVESTITURES MATTERS				Matter Type List
QUESTION		ORDER	SAVE	DEL
Is Clearance required to close?	↔	12	Save	🗑️
Are international laws involved?	↔	13	Save	🗑️

To select specific answers for the questions click the ↔ icon. Otherwise all answers will be available.

Add New Question

-Add This Question To All Open Records

Save

- To **adjust Captions, Instructions & Requirements for a category**, click the .

See the [Captions, Instructions, and Requirements section](#) in this user guide for more information.

- To **set Workflow for that category**, click the .

WORKFLOW PROFILE			Acquisitions & Divestitures
TARGET Workflow Module Testing	BASED ON 5 Days After: Date Opened	Auto Add Yes	ADD NEW Work Flow Title: <input type="text"/>
<small>Note: Items based on Date Opened or Date Closed will not be automatically adjusted if those two dates are edited.</small>			Based On <input type="text"/> Days After <input type="text"/> Date Opened
			Automatically Add To New Records* <input type="checkbox"/>
			<input type="button" value="Set Workflow"/>
			<small>*Can Not Apply To Date Closed</small>

- To retire a category, click the . **There is no 'un-retire' function.**
- The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.
- To **add a new matter text category**, enter the category name (and export code if necessary) in the textbox at the bottom of the screen and click **Save**.

TIP:



Help Avoid Reporting Errors: Refrain from including single quotes in your category names so they can be passed in SQL statements as "strings". So instead of entering "Workman's Compensation" enter it as simply Workman Comp.

Application Switches

At the bottom of the page for the Type hyperlink, you can adjust the application switches for your Type1, 2 and 3 categories, including their name and relationship to one another.

APPLICATION SWITCHES		
Highest Level Matter Type	Second Level Keyword	Lowest Level Issue(s)
Manage the Legal Hierarchy by: Highest Level		<input checked="" type="checkbox"/> Link Level 2 and 3
<input type="button" value="Save Changes"/>		

The three classifications to the left comprise the main "Legal Hierarchy" for the Matter records in the application. Normally these are set during application set-up, changing them afterwards may confuse some users.

To **change a category name**, edit or enter it in the textbox for the appropriate level. Use the drop down menu to determine which hierarchy level is used to manage your database.

Check/uncheck the checkbox to **link/unlink** levels 2 and 3. When you are finished, click .

Alignment Scripts

Below the Type settings are three SQL Scripts which can be run for Type 3's. **Scripts should be used with caution as THEY CANNOT BE UNDONE.**

ALIGNMENT SCRIPTS

Scripts Available:

- 1. Set the Matter Issue(s) to Primary where only one Issue(s) is assigned. [\[Run\]](#)
- 2. List Matter Records with more than one Primary Issue(s). [\[Run\]](#)
- 3. List matter records with more than one issue(s) assigned, but none have been set to 'primary' (*List Only*). [\[Run\]](#)

- Select A Script To Run

Because matters can have more than one Type3, the first script has been set up to reset matters where only one Type3 exists so that the Type3 assigned becomes the primary Type3.

The second script lists matters where more than one Primary Type3 has been assigned so that a single Primary may be chosen.

The third script lists matters where more than one Type3 is assigned, but none have been set to Primary so a Primary may be chosen.

Click the [\[Run\]](#) link next to each script to run the script.

Issue(s) Maintenance

Click the [Issue\(s\) Maintenance](#) link to get detailed information on all of the available Type3's. Search for Issues using the Alpha search bar at the top of the page, and then view the issue's status, number of matter records it is being used on, and senior keyword.

ISSUE/S MAINTENANCE			
<input type="button" value="A"/> <input type="button" value="B"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="E"/> <input type="button" value="F"/> <input type="button" value="G"/> <input type="button" value="H"/> <input type="button" value="I"/> <input type="button" value="J"/> <input type="button" value="K"/> <input type="button" value="L"/> <input type="button" value="M"/> <input type="button" value="N"/> <input type="button" value="O"/> <input type="button" value="P"/> <input type="button" value="Q"/> <input type="button" value="R"/> <input style="background-color: #f00;" type="button" value="S"/> <input type="button" value="T"/> <input type="button" value="U"/> <input type="button" value="V"/> <input type="button" value="W"/> <input type="button" value="X"/> <input type="button" value="Y"/> <input type="button" value="Z"/> <input type="button" value="0-9"/> <input type="button" value="All"/>			
Issue/s: S			
CATEGORY NAME	STATUS	IN USE COUNT	SENIOR KEYWORD
Services	Active	Used On: 1 Matter Records	Purchase
Shocks	Active	Used On: 2 Matter Records	Product Liability
Slip and Fall	Active	Used On: 1 Matter Records	Personal Injury

Status

The [Status](#) hyperlink allows you to edit or add Matter status categories. The status, or Type6, is the current condition of a matter record. It can determine the captions and business rules associated with the matter records.

CATEGORY NAME	EXPORT CODE*	ORDER	DEFAULT		RETIRE
Arbitration	ARB	1	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Closed (Settled)	CS	2	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Closed (Won)	CW	3	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Implementation	IMP	4	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
No Action Required		5	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Open (Active)	OA	6	<input checked="" type="radio"/>	Save	<input checked="" type="checkbox"/>
Open (Dormant)	OD	7	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Open (Inactive)	OI	8	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Terminated	CD	9	<input type="radio"/>	Save	<input checked="" type="checkbox"/>
Add New:		10		Save	

STATUS

CATEGORY NAME

Category Name:

STATUS

STATUS is the current condition of a matter record.

It can determine the captions and business rules associated with the matter records.

*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.

"DEFAULT" is not required. It will identify which status to default to when adding a new matter record. **Only one may be selected.**

RETIRE means the category will no longer be available for use on any matter records (new or being updated).

Script: Set the sort level to reflect the alphabetized names. [\[Go\]](#)

The term by which this category will be known throughout the application.

Adjusting the category name will only appear above after the entire screen is refreshed.

- To **edit an existing category**, modify the text in the textbox as desired, and then click **Save**.
- The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.
- The **ORDER column** is the order in which the categories will appear in the Status drop down. You can edit the order by adjusting the numbers in the text box.
- Use the radio button to **set the default status** for adding new matters. Choosing a default is optional.
- To **retire an existing category**, click the next to that category. **This cannot be undone.**
- To **add a new Status category**, enter the category in the Add New textbox, and then click **Save**.
- Click the [\[Go\]](#) link to run the script to **sort the list of categories alphabetically**. *Please use caution when running this script as IT CANNOT BE UNDONE.*
- To **change the Type6 category name** for your database to something other than *Status*, change the Category Name in the textbox and click **Update**.

CATEGORY NAME	
Category Name: <input type="text" value="Status"/> <input type="button" value="Update"/>	<p>The term by which this category will be known throughout the application.</p> <p>Adjusting the category name will only appear above after the entire screen is refreshed.</p>

Court

The Court hyperlink allows you to add and edit courts to your database. Court is an indicator of third-party oversight. It can determine internal business rules associated with the matter records.

COURT			
CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
<input type="text" value="Circuit Court - 12th"/>	<input type="text" value="12TH"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="Circuit Court - 3d"/>	<input type="text" value="3D"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="Court of Appeals - CA"/>	<input type="text" value="CACA"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="FTC"/>	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="NYS Appellate Division, 1st"/>	<input type="text" value="NYA1"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="NYS Court of Appeals"/>	<input type="text" value="NYCA"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="NYS Supreme Court, 1JD"/>	<input type="text" value="NYS1"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="NYS Supreme Court, 2JD"/>	<input type="text" value="NYS2"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="NYS Supreme Court, 4JD"/>	<input type="text" value="NYS4"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="Ohio Court of Appeals"/>	<input type="text" value="OHCA"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="Ohio Supreme Court"/>	<input type="text" value="OHSC"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="Superior Court - Sacramento"/>	<input type="text" value="CAS"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="USDC-NDNJ"/>	<input type="text" value="NDNJ"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
<input type="text" value="USDC-RI"/>	<input type="text" value="302"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Add New:		<input type="button" value="Save"/>	
<input type="text"/>		<input type="text"/>	

COURT is an indicator of third-party oversight. It can determine internal business rules associated with the matter records. **RETIRE** means the category will no longer be available for use on any matter records (new or being updated).

CATEGORY NAME	
Category Name: <input type="text" value="Court"/> <input type="button" value="Update"/>	<p>The term by which this category will be known throughout the application.</p> <p>Adjusting the category name will only appear above after the entire screen is refreshed.</p>

To **edit an existing court**, modify the court name in the Category Name textbox for that court and click .

The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

To **retire an existing court**, click the next to that court. **This cannot be undone.**

To **add a new court**, enter the court name in the Add New textbox and click .

Business Hierarchy

Product

The [Product](#) hyperlink allows you to adjust the Type 4 hierarchy in your database. This hierarchy can have up to ten levels though not all levels may appear on all screens at the same time.

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
Buttons		↳ Save	✕
Commercial		↳ Save	✕
CST Fabrics		↳ Save	✕
Fasteners		↳ Save	✕
Finance & Governance	FAG001	↳ Save	✕
Intellectual Property Mgt (IP)	IPM001	↳ Save	✕
Labor and Employment	LAE001	↳ Save	✕
Litigation-OPFE		↳ Save	✕
LTO Software		↳ Save	✕
Publications		↳ Save	✕
Quality Assurance		↳ Save	✕
Snack Food		↳ Save	✕
TYPE4L1 - Mapping		↳ Save	✕
Add New:		Save	

Product is one of the two "business" hierarchy settings.

*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.

RETIRE ✕ means the category will no longer be available for use on any matter records (new or being updated).

To **edit an existing Product**, modify the text in the textbox and click **Save**.

The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

To **view the next level of the hierarchy for a particular Product**, click the **↳** next to the Product listing. *For unlinked levels, there will be no drill down **↳** for the unlinked categories.*

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
Blue Button		↳ ↳ Save	✕
New Connected		↳ ↳ Save	✕
Red Button		↳ ↳ Save	✕
Add New:		Save	

To **retire an existing Product**, click the **✕** next to the Product. The category will no longer be available for use on any matter records.

To **add a new Product**, enter the Product in the Add New textbox, then click **Save**.

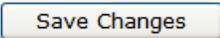
NOTE: When levels are unlinked, *all* added Products will be included in drop down menus for each matter regardless of type. Therefore, the lists can get quite long, so careful consideration should be given when adding new Products.

Application Switches

The Application Switches can be used to adjust the order of the levels of the hierarchy or re-caption them.

The screenshot shows a window titled "APPLICATION SWITCHES". It contains ten numbered text boxes for levels: 1. Product, 2. Service, 3. Three, 4. Four, 5. Five, 6. Six, 7. Seven, 8. Eight, 9. Nine, and 10. Ten. Below these is a checkbox labeled "- Link The Levels" which is checked. To the right of the checkboxes is a text box containing the number "10" followed by the label "-Maximum Levels to Use (1-10)". A "Save Changes" button is located at the bottom center. On the right side of the window, there is a light blue text box with the following text: "Designed to track products and services this classification of 'Business Hierarchy' can be linked together so products, parts and suppliers can be tracked. This category is not designed to directly interact with the invoicing system."

Click the checkbox to **link** or **unlink** the levels. To **set the maximum number of levels in the hierarchy**, enter a number in the Maximum Levels textbox.

After you have finished making changes, click .

Set Default Primaries Script

Below the Application Switches is an SQL Script that you can run to set the records found for Product on Matter records where only one record is found. Click [Start](#) to run the script.

The screenshot shows a window titled "SET DEFAULT PRIMARIES". It contains a yellow text box with the following text: "The script to the right will set the records found for Product(s) on Matter records where only one record is found. Click 'Start' to run script." To the right of the text box is a red "Start" button.

NOTE: Scripts should be used with caution as THEY CANNOT BE UNDONE.

Product Matter Maintenance

The screenshot shows a window titled "PRODUCT MATTER MAINTENANCE". It contains a yellow text box with the following text: "Step 1. Select the current category assignments that need to be changed." Below this is a list of numbers from 1 to 10. Next to number 1 is a dropdown menu with the word "Select" inside. Below the list is a "Reset" button. At the bottom of the window is a green text box with the following text: "Step 2. Once you have selected the old levels to match click the continue button below." Below this text box is a green button with the text "Continue >>> (please only click once)".

The [Product Matter Maintenance](#) hyperlink allows you to change/adjust current category assignments.

Use the drop downs to select the categories that need to be changed and then click 'Continue' in the green box in Step 2 (only click once).

To reset your drop down selections in Step 1, click [Reset](#).

Step 3. Select the new categories for the list of records below.

1. Select
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Step 4. Click Finish When Both Lists Match The Criteria You Want.

Step 3 and 4 will display to the right. In Step 3, select the new categories to be used from the drop downs.

When you have selected the categories you want, click Finish in the green box in Step 4 (only click once).

Business Unit

The Business Unit hyperlink allows you to adjust the Type5 hierarchy in your database. This hierarchy can have up to ten levels.

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
Corporate	<input type="text"/>	↔	<input checked="" type="checkbox"/>
Directors	<input type="text"/>	↔	<input checked="" type="checkbox"/>
Ten-Level Type5	<input type="text"/>	↔	<input checked="" type="checkbox"/>
Add New:		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

Business Unit is second of the two "business" hierarchy settings.

*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.

RETIRE means the category will no longer be available for use on any matter records (new or being updated).

To **edit an existing Business Unit**, modify the text in the textbox and click .

The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

To **view the next level of the hierarchy for a particular Business Unit**, click the ↔ next to the Business Unit listing. *For unlinked levels, there will be no drill down ↔ for the unlinked categories.*

CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE
Human Resources	<input type="text"/>	↔ ↔	<input checked="" type="checkbox"/>
Manufacturing	<input type="text"/>	↔ ↔	<input checked="" type="checkbox"/>
Marketing	<input type="text"/>	↔ ↔	<input checked="" type="checkbox"/>
Operations	<input type="text"/>	↔ ↔	<input checked="" type="checkbox"/>
Add New:		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

To **retire an existing Business Unit**, click the next to the business unit. The category will no longer be available for use on any matter records.

To **add a new Business Unit**, enter the Business Unit in the Add New textbox, then click .

NOTE: When levels are unlinked, *all* added Business Units will be included in drop down menus for each matter regardless of type. Therefore, the lists can get quite long, so careful consideration should be given when adding new Business Units.

Application Switches

The Application Switches can be used to adjust the order of the levels of the hierarchy or re-caption them.

The screenshot shows a window titled "APPLICATION SWITCHES". It contains ten numbered input fields: 1. Business Unit, 2. Division, 3. Office, 4. Activity, 5. Location, 6. Function, 7. Level7, 8. Level8, 9. Not Used, and 10. Not Used. Below these fields is a checkbox labeled "-Link The Levels" which is checked. To the right of the fields is a text box with the instruction: "10 -Maximum Levels to Use (1-10)". At the bottom center is a "Save Changes" button. On the right side of the window, there is a light blue text box with the following text: "Designed to track business units within your corporation, this classification of 'Business Hierarchy' can be linked together so the work being done for other corporate offices can be tracked. This category is designed to directly interact with the invoicing system."

Click the checkbox to **link** or **unlink** the levels. To **set the maximum number of levels in the hierarchy**, enter a number in the Maximum Levels textbox.

After you have finished making changes, click .

Set Default Primaries Script

Below the Application Switches is an SQL Script that you can run to set the records found for Business Unit(s) on Matter records where only one record is found. Click [Start](#) to run the script.

The screenshot shows a window titled "SET DEFAULT PRIMARIES". It contains a yellow text box with the following text: "The script to the right will set the records found for Business Unit(s) on Matter records where only one record is found. Click 'Start' to run script." To the right of the text box is a red "Start" button.

NOTE: Scripts should be used with caution as **THEY CANNOT BE UNDONE.**

Business Unit Matter Maintenance

The screenshot shows a window titled "PRODUCT MATTER MAINTENANCE". It contains a yellow text box with the following text: "Step 1. Select the current category assignments that need to be changed." Below this text is a list of numbered items (1 through 10) with a "Select" dropdown menu next to item 1. At the bottom of the list is a "Reset" button. Below the list is another yellow text box with the following text: "Step 2. Once you have selected the old levels to match click the continue button below." At the bottom of the window is a green-bordered button with the text: "Continue >>> (please only click once)".

The [Business Unit Matter Maintenance](#) hyperlink allows you to change/adjust current category assignments.

Use the drop downs to select the categories that need to be changed and then click 'Continue' in the green box in Step 2 (only click once).

To reset your drop down selections in Step 1, click [Reset](#).

Step 3. Select the new categories for the list of records below.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Step 4. Click Finish When Both Lists Match The Criteria You Want.

Step 3 and 4 will display to the right. In Step 3, select the new categories to be used from the drop downs.

When you have selected the categories you want, click Finish in the green box in Step 4 (only click once).

Retired Categories

To **view retired categories**, click the [Retired Categories](#) hyperlink. Retired categories are listed with their level and category name, along with any categories to which they are subordinate.

RETIRED CATEGORIES				You may only delete what is not in use.	
CLASSIFICATION		CATEGORY NAME	SUBORDINATE TO	REINSTATE	
TYPE3 Level 0	Issue(s)	*Age	Employment Related	Activate	In Use
TYPE3 Level 0	Issue(s)	Accident	Vehicle	Activate	<input type="checkbox"/>
TYPE3 Level 3	Issue(s)	Back	Claim	Activate	In Use
TYPE3 Level 0	Issue(s)	Elbow	Claim	Activate	In Use
TYPE3 Level 0	Issue(s)	Fixed-Fee	<i>none</i>	Activate	In Use
TYPE3 Level 3	Issue(s)	Knee	Claim	Activate	In Use
TYPE3 Level 0	Issue(s)	Labortest	Labor	Activate	In Use
TYPE3 Level 0	Issue(s)	Non-Payment	<i>none</i>	Activate	In Use
TYPE3 Level 0	Issue(s)	Performance-Based	<i>none</i>	Activate	In Use
TYPE3 Level 0	Issue(s)	Retired Project	Investigation	Activate	In Use
TYPE4 Level 1	Product	Ferme	<i>none</i>	Activate	In Use
TYPE4 Level 2	Product	Neuf trou	<i>none</i>	Activate	In Use
TYPE4 Level 1	Product	Test	<i>none</i>	Activate	<input type="checkbox"/>

To **reinstate a retired category**, you must reinstate all retired categories which the category is subordinate to by clicking the [Activate](#) hyperlink next to the relevant categories.

To **delete a retired category**, click the next to it on the list. **You cannot delete retired categories which are in use**, as indicated on this listing.

Priorities

[Priorities](#) allows you to add or adjust Matter priority indicators and their order on the drop down list.

MATTER PRIORITY INDICATORS					
SORT	DESCRIPTION	DEFAULT	dB VALUE	SAVE	
0	High	<input type="radio"/>	10	<input type="button" value="Save"/>	In Use
1	Routine	<input checked="" type="radio"/>	3	<input type="button" value="Save"/>	In Use
2	Medium	<input type="radio"/>	2	<input type="button" value="Save"/>	In Use
3	Urgent	<input type="radio"/>	1	<input type="button" value="Save"/>	In Use
4	Undecided	<input type="radio"/>	5	<input type="button" value="Save"/>	In Use
5	Recently Completed	<input type="radio"/>	4	<input type="button" value="Save"/>	In Use
6	Normal	<input type="radio"/>	6	<input type="button" value="Save"/>	In Use
7	Renamed Priority	<input type="radio"/>	14	<input type="button" value="Save"/>	In Use
Add New Priority				<input type="button" value="Save"/>	

Matter Priorities is a numeric value recorded in each individual record allowing you to identify the importance of individual matter activities when compared to other/s your staff is working on.

The "Sort" column will dictate how the indicators are presented in the drop-down lists.

The "Default" column will be used when adding a new matter. The option will be set to the default item. This is not required.

The "dB Value" column is for your information - it is the numeric value recorded in the matter records.

To **delete an existing Outcome Type**, click the  next to the Outcome Type you wish to delete. **There is no undelete.**

To **add a new Outcome Type**, enter the Type code and description in the Add New Type textboxes and click **Save**.

Matter Calendars: Event Types

The [Matter Calendars: Event Types](#) hyperlink allows you to add and edit Calendar Event categories.

CATEGORY NAME	EXPORT CODE*	ORDER	OPTIONS	RETIRE	RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).
Answer Due		0	Save	<input checked="" type="checkbox"/>	
Begin Date		0	Save	<input checked="" type="checkbox"/>	
Daily Event		0	Save	<input checked="" type="checkbox"/>	
Date of Complaint		0	Save	<input checked="" type="checkbox"/>	
Inspection Date		0	Save	<input checked="" type="checkbox"/>	
Insurance Renewal Date		0	Save	<input checked="" type="checkbox"/>	
Meeting		0	Save	<input checked="" type="checkbox"/>	
Response Letter		0	Save	<input checked="" type="checkbox"/>	
Review		0	Save	<input checked="" type="checkbox"/>	
Signing Date		0	Save	<input checked="" type="checkbox"/>	
Discovery Meeting		1	Save	<input checked="" type="checkbox"/>	
Deposition		9	Save	<input checked="" type="checkbox"/>	
Discovery		9	Save	<input checked="" type="checkbox"/>	
Test Event		15	Save	<input checked="" type="checkbox"/>	
Discovery Cutoff		99	Save	<input checked="" type="checkbox"/>	
Add New:		16	Save		

To **edit existing Calendar Event categories**, edit the category name in the textbox and click **Save**.

The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

The ORDER column determines the order the events are displayed in the drop down. If there is no order number (or if the Order number is '0'), the events will display in the order they were entered.

To **retire existing Calendar Event categories**, click the next to the categories you wish to retire. **Retired categories can be reinstated.**

To **add new Calendar Event categories**, enter the new Calendar Event category name in the Add New Category textbox and click **Save**.

Below the Category List is a listing of other calendar items from other calendars that you can create by selecting the item and clicking 'Add Checked'.

CREATE FROM OTHER CALENDARS Add Checked

<input type="checkbox"/> - [5]	<input type="checkbox"/> - Date of Notice to LM	<input type="checkbox"/> - On The Home Page
<input type="checkbox"/> - [7]	<input type="checkbox"/> - Date of Service	<input type="checkbox"/> - Opened + 7
<input type="checkbox"/> - [Date]	<input type="checkbox"/> - Date of Service on Co. 1	<input type="checkbox"/> - Oppose Discharge Deadline
<input type="checkbox"/> - [Board Vote]	<input type="checkbox"/> - Date Outcome Reported	<input type="checkbox"/> - Orig. Date
<input type="checkbox"/> - [Loss Date]	<input type="checkbox"/> - Date POC Filed	<input type="checkbox"/> - Orig. Date [2]
<input type="checkbox"/> - [Review Date] [3]	<input type="checkbox"/> - Date Received	<input type="checkbox"/> - Origination Date
<input type="checkbox"/> - [Target Date]	<input type="checkbox"/> - Date Report TO Bus or Sub.	<input type="checkbox"/> - Other Event

At the bottom of the page, there is an area where you can change the term used for the category throughout the application. Make the necessary adjustments and click **Update**.

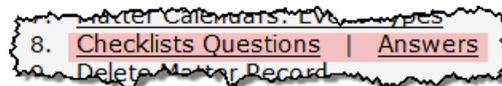
CATEGORY NAME

Category Name: **Update**

The term by which this category will be known throughout the application.

Adjusting the category name will only appear above after the entire screen is refreshed.

Checklist Questions & Answers



Matter Type List

- General Questions
- General Questions**
- Acquisitions & Divestitures
- Administration
- Bankruptcy
- Claim
- Compliance
- Contract
- Corporate Secretary
- Customer Information
- General
- General - Misc
- Government Activities
- Human Resource
- Incident Report
- Insurance
- Intellectual Property
- Lease
- Legal Appearances
- Litigation
- Policy
- Project
- Service Request
- Subpoena
- Tort

Click the Checklists Questions and Answers hyperlinks to edit or add Checklist questions and answers for the Matter Types in your database.

First, use the drop down menu to select the Matter Type for which you wish to make adjustments.

You can also select General Questions to be applied against all Matter Types.

At the bottom of the default page you can turn "Moot" on or off. This determines whether "Moot" is a possible answer on all checklist questions. Click **Set** to make changes. *Default is "Moot" on.*

MOOT SWITCH Applies to all available answers to checklist questions.

Set Moot -On -Off **Set**

Also included is the option to allow or disallow users to delete checklist questions. Select the On or Off radio button then click to make changes. *Default is "Delete" off.*

DELETE SWITCH Applies checklist questions which qualify for deletion by users.

Set Delete -On -Off

Once you have selected a Matter Type, a list of Questions will display.

SELECT LEGAL CLASSIFICATION OF MATTER Matter Type List

General Questions ▼

GENERAL QUESTIONS FOR ALL MATTERS Matter Type List

QUESTION		ORDER	SAVE	DEL
Case Plan Documents on File?	↩	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Place on Products Report?	↩	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Place on Processes Report?	↩	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Has paper file been created?	↩	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Here is my new checklist question	↩	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Public Affairs Notification Required?	↩	1	<input type="button" value="Save"/>	<input type="button" value="Del"/>
General Counsel Review Required?	↩	2	<input type="button" value="Save"/>	<input type="button" value="Del"/>
International Trade Review required?	↩	3	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Paralegal review completed?	↩	4	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Mediator Required?	↩	5	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Is an agency involved?	↩	6	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Review completed?	↩	8	<input type="button" value="Save"/>	<input type="button" value="Del"/>
SOX (Y/N)	↩	13	<input type="button" value="Save"/>	<input type="button" value="Del"/>

To select specific answers for the questions click the ↩ icon.
Otherwise all answers will be available.

Add New Question

To **edit an existing Checklist Question** for that matter type, edit the text in the textbox of the question you wish to edit.

If you wish to edit the **order of the questions**, you may change the numbers in the textboxes of the Order column. When you are finished modifying each question, be sure and click .

To **delete an existing Checklist Question**, click the after the question. **All deletions are final. To reinstate a deleted Checklist Question, you will have to add it again as new.**

To **add a new Checklist Question** for that Matter Type, enter the new question in the Add New Question textbox, add the Order number in the Order textbox and click .

To **view or modify answers assigned to an existing Checklist Question**, click the ↩ after the Question for which you wish to make changes or additions.

SELECT ANSWERS FOR
CASE PLAN DOCUMENTS ON FILE? [Return](#)

ALREADY ASSIGNED Uncheck Selection/s To Remove

No
 Yes
 Pending

RESET CHECKLIST QUESTION - ANSWER RELATIONSHIPS

Delete ALL Question - to - Answer relationships for this specific question.
Caution: There is NO undo. Use With Caution.

ADD ADDITIONAL

ADD NEW ANSWER/S Check Selection/s

Cannot decide
 Unsigned
 Signed

Check the checkboxes of the existing Checklist Answers you wish to apply to the Checklist Question, then click .

If you wish to reset all question-answer relationships, click . **Please use this function with caution, there is no undo.**

To **add new answers** to be used with the checklist question, check the checkboxes and click . The new answers will appear in the ALREADY ASSIGNED area on the screen.

Adding/Editing Checklist Answers

Click the [Answers](#) hyperlink from the Matter Maintenance hyperlinks list to **add or edit available Checklist Answers**.

CHECKLIST ANSWERS				
ANSWER	ASSOCIATE	ORDER	SAVE	DEL
No	Any / All	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Pending	Any / All	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Yes	Any / All	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Unsigned	Any / All	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Signed	Any / All	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
Cannot decide	Project	0	<input type="button" value="Save"/>	<input type="button" value="Del"/>
<input type="text"/>	Any / All	<input type="text"/>	<input type="button" value="Save"/>	

Associate:
 To assist in proper data input by users you can associate an answer to be only available on matter records with a specific Matter Type legal hierarchy setting.
*Note: Retired items are listed last and have a "***" identifier.*

Add / Maintain possible answers to checklist questions.

The sort order users will see will be by the 'sort' column, then in alphabetical order.

Suggestion: Keep the number of possible answers low. It will make reporting easier and cut-down on the time needed by users to complete the task of entering answers.

To **edit an existing Checklist Answer**, modify its text in the Answer Textbox, then click **Save**.

To **associate a Checklist Answer with a Matter Type**, make a selection from the drop down in the 'Associate' column.

If you wish to **change the order of the Checklist Answers**, modify the number in the Order Textbox for that Checklist Answer, then click **Save**.

To **delete an existing Checklist Answer**, click the  next to the Answer. **There is no undo.**

To **add a new Checklist Answer**, enter the Answer in the text box at the bottom of the Answers list, make a Matter Type association if desired, and click **Save**.

Delete Matter Record

The [Delete Matter Record](#) hyperlink allows Super Users and Administrators only to delete matters.

To **delete a matter**, enter the matter number in the textbox and click **Go**.

NOTE: This cannot be undone. Matters will be permanently deleted.

DELETING A MATTER

Deleting a Matter is a complete and unforgiving function from which there is no recovery. It will remove any related records such as text, documents, vendor assignments, budgets.... everything.

Be absolutely certain that you wish to delete the record.

Matter Number To Delete: **Go**

Archive Matter Records

The [Archive Matter Records](#) hyperlink allows you to view lists of Matters in your database which are ready to be, or already have been, archived. Archived matters cannot be retrieved. You can simply verify whether or not they have been archived by using this function.

The default view, when you click the [Archive Matter Records](#) hyperlink, is Matters To Be Archived. To **regenerate the Matters To Be Archived List**, enter your target date in the 'All Records Closed On or Before' textbox, then click **Generate List**.

ARCHIVE ACTIVITIES [To Be Archived List](#) [Already Archived List](#)

Generate "To Be Archived" List: All Records Closed On or Before

RECORDS MATCHING TARGET DATE 02/27/09 18 Records

RECORD NUMBER / NAME	OPENED	CLOSED
<input checked="" type="checkbox"/> 03-18103 Test Matter - Captions	10/02/03	11/17/08
<input checked="" type="checkbox"/> 200000-43 Conrail Environmental	07/17/01	12/31/08
<input checked="" type="checkbox"/> BL-000072 Another Matter Testing Workflow Dates	09/14/08	10/13/08
<input checked="" type="checkbox"/> BL-000089 Checking apostrophe in Type2 entry	11/03/08	02/18/09
<input checked="" type="checkbox"/> BL-000140 checklist back button check	01/14/09	01/15/09
<input checked="" type="checkbox"/> EMP-000005 Test = Jurisdiction	04/27/11	02/21/09
<input checked="" type="checkbox"/> JH-001326-I Matter Sequence Numbers	02/02/08	01/12/09
<input checked="" type="checkbox"/> JH-001360-A Open Demand Test Matter Scenario 4	01/22/07	02/01/09
<input checked="" type="checkbox"/> JH-001430 Finance screen to be able to show us the total amo	10/11/08	02/20/09
<input checked="" type="checkbox"/> JH-01032 Test matter - Private - Security9 - Doe not on tea	11/05/04	02/13/09
<input checked="" type="checkbox"/> JR-000050 Sidoti Consulting Services - 928arc	03/14/06	01/09/09
<input checked="" type="checkbox"/> JR-00023 2.5 Test Contract Matter	08/09/05	02/18/09
<input checked="" type="checkbox"/> JR-63 Open Demand Test - October 2007	10/12/07	01/30/09
<input checked="" type="checkbox"/> JW-000031 Test re Final Screen One	02/02/09	02/18/09
<input checked="" type="checkbox"/> SB-000557 Zan Jones vs. Top Button Shirts, Inc.	01/03/09	02/04/09
<input checked="" type="checkbox"/> SB-00557 Jackson vs. Top Button Shirt	07/20/05	02/15/09
<input checked="" type="checkbox"/> TAX-000118 Leaf Buttons	11/04/08	11/04/08
<input checked="" type="checkbox"/> TAX-000134 Tax issue 134	02/24/09	02/24/09

All Checked Records Will Be Tagged To Be Archived. Remove Checks To Exclude Record.

Check the checkbox for the matter records you want to archive. You will be asked to verify you want to archive the matter before archiving completes.

To **view matters which have already been archived**, click the [Already Archived List](#) hyperlink.

SEARCH

Look in Matter Name or Number for:

ARCHIVED RECORDS

Matter	Opened	Closed	Archived
FIN-000111 Loan Agreement - PQR Company	10/16/08	02/05/09	02/21/12
LIT-000096 Test of DocSave	06/01/09	06/01/09	02/21/12
LIT-000104 Test-Tina	07/02/09	08/27/09	02/21/12
LIT-000115 Keyword Test Matter	07/21/09	05/18/10	02/21/12
LIT-000092 Energizer Test Matter	05/19/09	05/25/09	02/09/12
JR-00014 Testing-Testing	05/13/05	12/31/07	02/09/12

To **search Matters already archived**, enter your criteria in the Search textbox, then click .

Lock Matter Records

Site Administrators have the ability to **Lock Matter records**. This function prevents personnel from modifying matter records based on various criteria.

You can lock matter records based on whether the date closed is populated or not populated, by Matter Type, by Matter Status, by Business Unit, or by Matter Number.

LOCK ALL CLOSED MATTER RECORDS	Lock all records with the closed date is populated: <input type="checkbox"/> Lock
LOCK SPECIFIC MATTER TYPE MATTER RECORDS	Lock records classified as: Acquisitions & Divestitures <input type="button" value="Lock"/>
LOCK SPECIFIC STATUS MATTER RECORDS	Lock records classified as: Arbitration <input type="button" value="Lock"/>
LOCK SPECIFIC BUSINESS UNIT MATTER RECORDS	Lock records classified as: Corporate <input type="button" value="Lock"/>
LOCK ALL OPEN MATTER RECORDS	Lock all records with the closed date is NOT populated: <input type="checkbox"/> Lock
LOCK SPECIFIC MATTER RECORD	Lock Matter No.: <input type="text"/> <input type="button" value="Lock"/>
UNLOCK FUNCTIONS Does Not Affect Records On "Hold"	
REMOVE ALL LOCKS FROM OPEN MATTER RECORDS	Remove all locks where the closed date is NOT populated: <input type="checkbox"/> Unlock
REMOVE LOCK FROM SPECIFIC MATTER RECORD	Remove Lock From: <input type="text"/> <input type="button" value="Unlock"/>

To **lock matter records where the closed date is populated**, check the checkbox and click .

To **lock a specific matter record**, enter its matter number in the textbox, and then click .

To **lock Matter Records** by any other criteria, select one of these criteria, and click .

To **unlock matter records where the date closed is NOT populated**, check the checkbox and click .

To **unlock specific matter records**, enter the matter number in the Remove Lock From textbox, then click .

NOTE: The unlock functions do not affect records on "Hold".

Review Temporary Matter Data

The [Review Temporary Matter Data](#) hyperlink displays the temporary data, with the associated matter name and number, the author, the date the date and time the data was added, and a delete button to delete the temporary data. This data usually occurs when a user does not complete the process of adding a matter.

TEMPORARY MATTER DATA				
Matter Number & Name		Added By	Date & Time	DEL
TAX-000241	bobs taxes are past due	Robert McHenry	10/17/11	12:00:00 AM EDT
CON-000094		LAWTRAC Developer	12/21/11	3:26:00 PM EST

CT Matter Switches

Lawtrac 3.0 can exchange data with your CT Corporation database if you set up the CT Matter Switches. You will need to contact CT Corporation for your Contract Start and End date, Username and Password, Channel ID and the Data Locations.

Once you have this information, click the [CT Matter Switches](#) hyperlink to enter the set up screen. Enter the information in the appropriate textboxes, then click [Save Settings](#).

CT MATTER SWITCHES

CT CONTRACT INFORMATION

Contract Start Date: 01/01/20 Contract End Date:

SECURITY CREDENTIALS

USERNAME: sidotim

PASSWORD:

CHANNEL ID: 9663D2EC08A34F0DBED3C1E086E6BFFC

DATA LOCATIONS

CT USOP URL: http://training.usop.ctadvantage.com/CTUSOPService.asmx

CT DOCUMENT URL: http://usop.ctadvantage.com/NetworkAccess/USOP_DownloadDoc.aspx

[Save Settings](#)

Next, you can set up Master Notification Recipients. Master Notification Recipients can be in-house staff or key personnel who need to be notified of any activity from CT Corporation.

MASTER NOTIFICATION RECIPIENTS

Carson, Lites		LITEL@USOP.SURE.OH.US
DeMarco, Dennis	Librarian	DDar@LTODev.com
Developer, LAWTRAC	LAWTRAC Developer	Development@LAWTRAC.com
Diddy, Paul		PDiddy@LTODev.com
Ferguson, Bill	Librarian	bill@LTODev.com
Harris, Jim	Site Programmer	JHarris@LAWTRAC.com
Jones, Somebody		somebody@jones.com
Reed, Julie	Quality Assurance	JReed@lawtrac.com

● Must Send Via Postal System ● Can Send Via Email

ADD INDIVIDUAL TO RECEIEVE MASTER NOTIFICATION

Individual: Abe, Barbara [Save](#)

To **add Matter Notification Recipients**, select the personnel you wish to add from the drop down menu and click .

- Indicates recipients who will be notified via email.
- Indicates recipients who do not have an email address in your database. These recipients must be notified by regular mail.

To **delete Matter Notification Recipients**, click the  next to their names on the Matter Notification Recipients list. **This will delete them from this list only, not from the database.**

To set up notifications and information exchange between CT Corporation's database and Lawtrac, see the Scheduled Tasks section in [Chapter 14: Program Set-Ups](#).

Matter Scripts

Matter Scripts:

1. [Ensure Records Have a Matters2 \(Finance Outcome\) Record](#)
2. [Ensure Matter Text Records have a Date Changed](#)
3. [Matter Messages Default Settings](#)

IMPORTANT: Matter Scripts 1 and 2 should only be run at the request of Lawtrac Support.

[Matter Messages Default Settings](#) allows you to set default values for matter messaging which can be applied to all current and future matters.

Set the default "Messages To" values for all Matter records	Primary	Paralegal	Administrator	All Assigned	None
Party or Entity Added	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
New Text Added	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reserves Adjusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Invoice Received	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Firm / Vendor Added	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product/Business Unit Change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
New Document Added	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Insurance Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
New/Edited Calendar Entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Added To Risk Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Added To Patent/Trademark	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Security Change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Record Edited or Closed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/> -Update All Records To Settings				<input type="button" value="Save"/>	

Select the settings you desire using the radio buttons for the various categories, then click .

You can still set unique defaults within a matter for that individual matter.

Chapter 7: Document Bank

The [Document Bank](#) hyperlink allows you to set up your Document Bank Module, including turning on and off functionality.

DOCUMENT BANK OPERATIONS

1. Module	On	A. Upload Instructions
2. Drag-n-Drop	On	B. Document Categories (Folders)
3. Docsave Plug-In	On	C. LAWTRAC Docsave
4. FTP Functions [set-up]	On	D. Outside Counsel Document Library Matter: 00-000131
5. Email Function	On	E. Script: Remove Symbols from Doc Names
6. Attaché	On	F. Script: Align Non-Matter Documents
7. Zip Function	On	G. Script: Align Matter Documents
8. OCR Contractor Settings		H. Script: Align Files In Briefs With Matter Documents
9. Index Method Currently: Solr		I. Set Document Folders to UUID

Authorized File Types
doc,xls,xlsx,txt,ppt,pptx,pdf
,gif,msg,jpg,docx,png

Enter the extensions of the files authorized to be uploaded separated by a comma. Do not include the 'dot'.

[Archive Functions](#)

Indexing the document bank is a scheduled task.
Click [HERE](#) to set-up or run the task.

Turning On/Off Functionality

Clicking the or next to any of the first seven settings turns that functionality on or off .

1. Module	On
2. Drag-n-Drop	On
3. Docsave Plug-In	On
4. FTP Functions [set-up]	On
5. Email Function	On
6. Attaché	On
7. Zip Function	On

1. The first setting is for the Document Bank Module itself.
2. The second setting is the Drag-n-Drop document upload function.
3. The third setting turns on or off the Docsave plug-in — an application that a user installs to go with Microsoft Word. Saving the file FTP's it into position where it is imported into the appropriate matter document bank.
4. The fourth setting turns on or off the FTP document sending functions.
5. The fifth setting turns on and off the ability to email documents from the database to others.
6. The sixth setting turns on and off the attaché function.
7. The seventh setting turns on the ability to zip documents into the application.

OCR Contractor Settings

The [OCR Contractor Settings](#) hyperlink takes you to the template to set the settings for OCR activities on legacy documents that are not fully text searchable.

DOCUMENT OCR CONTRACTOR SETTINGS	
Folder For Documents: <input type="text" value="\\Lawtutweb002\LTOTFP\LocalUser\SBIOCRCOMP"/>	<p>These settings are for OCR activities on legacy documents which are not fully text searchable.</p> <p>Contact LAWTRAC if you do not have an OCR contractor. If you do have a company who will perform these services for you make sure they have the Legacy Document OCR Application Programming Interface (API) published by LT Online so the exchange of data can take place.</p> <p>You currently have 0 records marked "OCR Required".</p> <p>When engaged, the OCR function will take place every 14 days. It will only include the documents marked "OCR Required".</p>
Contractor Email: <input type="text" value="csabo@sbisol.com"/> (Notifications)	
Next Run Date: <input type="text" value="11/01/10"/>	
<input type="button" value="Save"/>	

Note the guidelines on the screen, and contact Lawtrac if you do not have an OCR contractor.

Index Method

Choose whether you would like 'Verity' or 'Solr' to be used as your index method by using the radio buttons and clicking .

SELECT INDEX METHOD
<input type="radio"/> -Verity <input checked="" type="radio"/> -Solr <input type="button" value="Set"/>

Authorized File Types

Click the [Authorized File Types](#) hyperlink to enter the file extensions authorized to be uploaded. Separate the extensions by a comma and do not include a dot before the extensions.

Authorized File Types
<input type="text" value="doc,xls,xlsx,txt,ppt,pptx,pdf,gif,msg,jpg,docx,png"/>
<input type="button" value="Save"/>
<small>Enter the extensions of the files authorized to be uploaded separated by a comma. Do not include the 'dot'.</small>

Click to update the authorized extension list.

Upload Instructions

The [Upload Instructions](#) hyperlink allows you to configure the instructions users see when uploading documents. Your document bank comes with standard instructions.

DOCUMENT UPLOAD INSTRUCTIONS
Simple HTML Is Allowed

Document Upload Instructions

Do not include file names that have <!--a number symbol (#), Dollar Sign (\$), Ampersand (&) or include --->the words 'SUBMIT', 'UPDATE', or 'SCRIPT'.

Upload Limit: 35 MB

To edit them, find the text you wish to edit in the text box and edit. Be careful not to erase html coding so as not to affect the way instructions appear on the screen. When you are finished making changes, click .

Document Categories (Folders)

The [Document Categories](#) hyperlink allows you to set up categories/folders to organize electronic files (documents, images, etc.) in your database. This can simplify locating documents when you need them, as some matters may have large numbers of various types of documents attached.

DOCUMENT CATEGORIES (FOLDERS)

CATEGORY NAME	EXPORT CODE*	OPTIONS		RETIRE	
Contract	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	<p>Document Categories is a way of categorizing your electronic files (documents, images, etc).</p> <p>It can help your staff keep items organized and assist in finding electronic files.</p> <p>*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.</p> <p>RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any documents or electronic records (new or being updated).</p>
Conversion	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Correspondence	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Discovery	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Email	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Executed Documents	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Forms	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Investigative Report	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Invoice Receipts	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Lease	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
MSDS	<input type="text"/>	↳	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	

To **edit existing categories/folders**, edit the text in the text box and click .

The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

To **view the subordinate levels** of the document category, click the drill down next to the category for which you want to see the subordinate levels. The main document category will display in red text in the top right of the page. Click [Document Types](#) to return to the Document Category page.

Document Types
Contract

CATEGORY NAME	EXPORT CODE*	OPTIONS		RETIRE	
Employment	<input type="text"/>	↕	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	<p>*The "EXPORT CODE" column is not required. It is used when interfaces between LAWTRAC and other applications or when services need to pass data between each other.</p> <p>RETIRE <input checked="" type="checkbox"/> means the category will no longer be available for use on any matter records (new or being updated).</p>
Materials	<input type="text"/>	↕	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Real Estate	<input type="text"/>	↕	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Services	<input type="text"/>	↕	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>	
Add New:	<input type="text"/>		<input type="button" value="Save"/>		

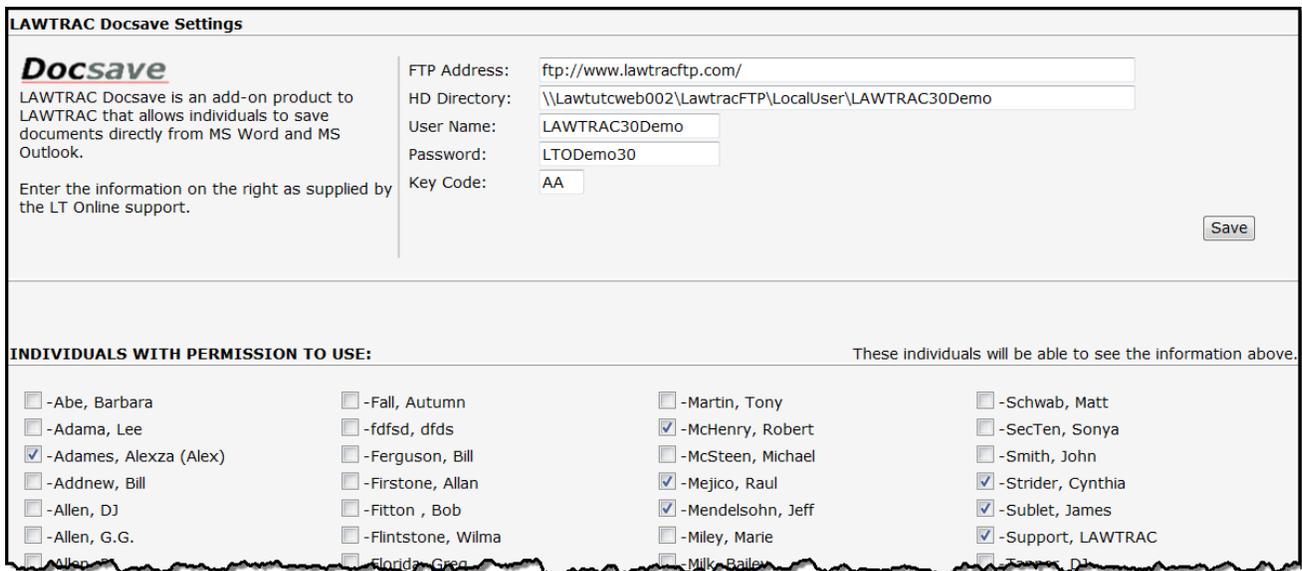
Click the  next to a category/folder to delete it. **This cannot be undone.**

To **add new categories/folders** enter the category/folder name in the **Add New** textbox and click .



Lawtrac Docsave

The [Lawtrac Docsave](#) hyperlink allows you to enter the necessary FTP address, hard drive (HD) directory, user name, password, and key code for using Lawtrac Docsave with your Lawtrac database.



LAWTRAC Docsave Settings

Docsave
LAWTRAC Docsave is an add-on product to LAWTRAC that allows individuals to save documents directly from MS Word and MS Outlook.
Enter the information on the right as supplied by the LT Online support.

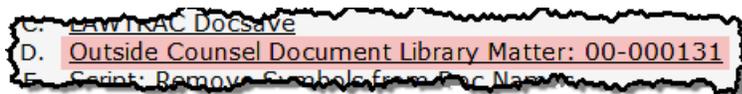
FTP Address:
HD Directory:
User Name:
Password:
Key Code:

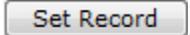
INDIVIDUALS WITH PERMISSION TO USE: These individuals will be able to see the information above.

<input type="checkbox"/> -Abe, Barbara	<input type="checkbox"/> -Fall, Autumn	<input type="checkbox"/> -Martin, Tony	<input type="checkbox"/> -Schwab, Matt
<input type="checkbox"/> -Adama, Lee	<input type="checkbox"/> -fdfsd, ddfs	<input checked="" type="checkbox"/> -McHenry, Robert	<input type="checkbox"/> -SecTen, Sonya
<input checked="" type="checkbox"/> -Adames, Alexza (Alex)	<input type="checkbox"/> -Ferguson, Bill	<input type="checkbox"/> -McSteen, Michael	<input type="checkbox"/> -Smith, John
<input type="checkbox"/> -Addnew, Bill	<input type="checkbox"/> -Firstone, Allan	<input checked="" type="checkbox"/> -Mejico, Raul	<input checked="" type="checkbox"/> -Strider, Cynthia
<input type="checkbox"/> -Allen, DJ	<input type="checkbox"/> -Fitton, Bob	<input checked="" type="checkbox"/> -Mendelsohn, Jeff	<input checked="" type="checkbox"/> -Sublet, James
<input type="checkbox"/> -Allen, G.G.	<input type="checkbox"/> -Flintstone, Wilma	<input type="checkbox"/> -Miley, Marie	<input checked="" type="checkbox"/> -Support, LAWTRAC
<input type="checkbox"/> -Allen, G.G.	<input type="checkbox"/> -Florida, Greg	<input type="checkbox"/> -Milk, Bailey	<input type="checkbox"/> -Tanner, D.J.

You may also identify individuals at your site with permission to use the Docsave add on. The number of people you can grant permission to use Docsave depends on the number of licenses purchased for that product. To grant permission to use Docsave, check the checkbox next to an individual's name. Be sure and click  when you are finished.

Outside Counsel Document Control Library



You can assign one matter as an Outside Counsel Library matter by choosing it from the drop down menu and the clicking .

Outside Counsel Document Library Matter

Find In List:

00-000131 | Ferguson v. AAA

Use the Find In List search box to search as needed.

All Outside Counsel will have access to this record, so it should only be used as a library of general documents for all Outside Counsel, not for confidential documents related to specific matters. Outside Counsel will also be able to upload documents to this record, which will be available to all Outside Counsel as well. Lawtrac recommends that your site create a policy for using this Library matter and include it among the documents here.

Note the guidelines provided on the screen (included here to the right).

Select the Matter record that will be used to provide a 'library' of forms and documents for outside counsel to access. No outside counsel should be directly assigned to the Matter. All outside counsel will have view-only access to the documents associated to this Matter via a Documents & Forms link.

This Matter should only be used as a document library record. No billing should be allowed against the record.

Note: "Network Location" documents will not be displayed to outside counsel.

Script: Remove Symbols from Document Names

Clicking [Script: Remove Symbols from Doc Names](#) takes you to a page where you can enter the symbol you wish to remove from document file names. Type the symbol in the textbox and click

REMOVE WILD CARD SYMBOLS FROM DOCUMENT NAMES

Enter symbol or word to remove from file names:

The semi-colon ";" is not allowed as a part of this function

The purpose of this script is to aid the search capabilities of the database. Although some symbols (such as percent signs [%] and pound signs [#]) can be used in file names, they are used as 'wild card' symbols in databases.

This script is designed to remove those symbols from the file names on the server and database records making it easier for your team to find what they are looking for.

Script: Align Non-Matter Documents

Running this scrip aligns non-matter documents found in the Document Bank module on the Left Navigation Bar under [Listing](#).

ROOT DIRECTORY DOCUMENTS		Directory: D:\inetpub\wwwroot\LAWSTRAC30\Briefs	
1-30-12 A squires tk.txt	171 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	01/30/12
20110120-CHECKLIST QUESTIONS.docx	76573 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	05/26/11
2011519132926-1147106.csv	18279 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	05/19/11
A Dog.doc	577536 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	05/19/11
Add Doc 1.doc	22016 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	11/09/11
Add Doc 14.doc	22016 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	11/11/11
Add Doc 2.doc	22016 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	11/09/11
Add Doc 4.doc	22016 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	11/11/11
Adjust Dates2.jpg	11325 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	11/04/11
BPTtkrs10.pdf	17988 bytes	D:\inetpub\wwwroot\LAWSTRAC30\Briefs	01/31/12

Script: Align Matter Documents

Clicking the [Script: Align Matter Documents](#) hyperlink runs a script to align all documents currently in the document bank for individual matters.

Script: Align Files in Briefs with Matter Documents

The [Align Files in Briefs with Matter Documents](#) script reads the Briefs directory and checks to see if the file exists in the Document bank table. If it does not then it will add it to the appropriate Matter and put it in to the document bank table. It will also remove orphan records from document bank table.

Set Document Folders to UUID

Clicking the Set Document Folders to UUID hyperlink will update all the records in the Document Bank table with the correct folder identifier which is the UUID of the matter record and not the MatterNo. This script will also rename any matter number folders that need to be updated.

NOTE: It is recommended to run all scripts together in the following order:

1. Script: Align Non-Matter Documents
2. Script: Align Files In Briefs With Matter Documents
3. Script: Align Matter Documents

Archive Functions (Super Users Only)

The [Archiving Functions](#) link, available to Super Users, will move matter documents from their matter folders to the Archive directory and delete reference of them from the Document Bank table. Support can download them from the Archive directory and send them to customers. You can enter criteria for documents you wish to archive, and check the checkbox if you wish to search items associated with only closed matters. When you are ready, click [Preview List](#).

NOTE: View the instructions in the yellow box to the right for on-screen information.

DOCUMENT ARCHIVE FUNCTIONS	
Criteria for documents to archive: <input type="text"/> <input type="checkbox"/> -Closed Matter Records Only <input type="button" value="Preview List"/>	Instructions: Enter the criteria on the left. This can include all or part of a document name. Use any part of a file name. Do not use DOS or UNIX wildcards. The list of documents to archive will appear below.

You will see a list of documents matching your criteria with every document selected (default). *Review the list very carefully and remove any checks for documents you are unsure about. **THERE IS NO UNDO.***

When you are finished with your selections, click . Archived documents will be removed from the Documents list of their respective matters and stored in an archive. They are not deleted but can no longer be accessed through the matter.

DOCUMENT ARCHIVE FUNCTIONS																																					
Criteria for documents to archive: <input type="text" value="test"/> <input type="checkbox"/> -Closed Matter Records Only <input type="button" value="Preview List"/>	Instructions: Enter the criteria on the left. This can include all or part of a document name. Use any part of a file name. Do not use DOS or UNIX wildcards. The list of documents to archive will appear below.																																				
<table border="1"> <thead> <tr> <th colspan="2">FILES TO ARCHIVE</th> <th>D:\inetpub\wwwroot\LAWTRAC30\Archives</th> </tr> <tr> <th>Matter</th> <th>File</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>0E296107-5056-8E3F-955F24B5B3687E6D</td> <td>Test</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>19230FAA-5056-8E3F-95DD401D087EE4CA</td> <td>Test doc Powerpoint.pptx</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>19230FAA-5056-8E3F-95DD401D087EE4CA</td> <td>JAARtest_d_QC-000195_LINES.txt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2F1AE523-5056-8E3F-95F6D8909B7F7479</td> <td>Invoice types for testing.docx</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D03942D-5056-8E03-3B48DC3EBEDA7D5Atest13.9468_20000051_LINES.txt</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D03942D-5056-8E03-3B48DC3EBEDA7D5Atest13.95a_20000051_LINES.txt</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D039E75-5056-8E03-3BCA4F9F3618732B</td> <td>MM_Test2_000002_LINES.txt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D039E75-5056-8E03-3BCA4F9F3618732B</td> <td>Test_MM5_000002_LINES.txt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D039E75-5056-8E03-3BCA4F9F3618732B</td> <td>MM_Test1_000002_LINES.txt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4D039E75-5056-8E03-3BCA4F9F3618732B</td> <td>TestRei_1_000002_LINES.txt</td> </tr> </tbody> </table>	FILES TO ARCHIVE		D:\inetpub\wwwroot\LAWTRAC30\Archives	Matter	File		<input checked="" type="checkbox"/>	0E296107-5056-8E3F-955F24B5B3687E6D	Test	<input checked="" type="checkbox"/>	19230FAA-5056-8E3F-95DD401D087EE4CA	Test doc Powerpoint.pptx	<input checked="" type="checkbox"/>	19230FAA-5056-8E3F-95DD401D087EE4CA	JAARtest_d_QC-000195_LINES.txt	<input checked="" type="checkbox"/>	2F1AE523-5056-8E3F-95F6D8909B7F7479	Invoice types for testing.docx	<input checked="" type="checkbox"/>	4D03942D-5056-8E03-3B48DC3EBEDA7D5Atest13.9468_20000051_LINES.txt		<input checked="" type="checkbox"/>	4D03942D-5056-8E03-3B48DC3EBEDA7D5Atest13.95a_20000051_LINES.txt		<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	MM_Test2_000002_LINES.txt	<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	Test_MM5_000002_LINES.txt	<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	MM_Test1_000002_LINES.txt	<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	TestRei_1_000002_LINES.txt	Review the list on the left carefully. Remove checks for file you are unsure about. <p style="text-align: center;">THERE IS NO UN-ARCHIVING</p> There will be no transaction record. This is a final action. <input type="button" value="Archive Documents"/>
FILES TO ARCHIVE		D:\inetpub\wwwroot\LAWTRAC30\Archives																																			
Matter	File																																				
<input checked="" type="checkbox"/>	0E296107-5056-8E3F-955F24B5B3687E6D	Test																																			
<input checked="" type="checkbox"/>	19230FAA-5056-8E3F-95DD401D087EE4CA	Test doc Powerpoint.pptx																																			
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<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	MM_Test2_000002_LINES.txt																																			
<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	Test_MM5_000002_LINES.txt																																			
<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	MM_Test1_000002_LINES.txt																																			
<input checked="" type="checkbox"/>	4D039E75-5056-8E03-3BCA4F9F3618732B	TestRei_1_000002_LINES.txt																																			

Indexing the Document Bank

*Indexing the document bank is a scheduled task.
Click [HERE](#) to set-up or run the task.*

To index your Document Bank so that files uploaded to the Briefs directory are text-searchable, click the [HERE](#) hyperlink.

SCHEDULED TASKS						Add New Task
TASK	START	TIME	END	OFTEN		RUN
LAWTRAC30Nightly	02/13/08	06:30 AM	11/09/20	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Nightly/default.cfm						
CalibrateInvoiceTotals	02/13/08	20:05 PM	02/13/15	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Queries/Calibrate_01.cfm Calibrates the invoice totals processed the past 24 hours.						
CalibrateMatterTotals	02/13/08	20:55 PM	02/13/15	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Queries/Calibrate_02.cfm Calibrates the total charged against matters - Based on the past 24 hours of invoices received, or approved. Password reset function - User must updated changed password before this task runs.						
LAWTRAC30 Document Indexing	06/07/11	12:00 PM	11/05/20	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Modules/BriefBank/Index/IndexDocBank.cfm						
Lawtrac30-InvoicesMyPending	11/07/11	14:28 PM	11/08/13	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Nightly/InvoicesMyPending.cfm						
Hold Notification	01/10/12	18:00 PM	01/10/14	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/nightly/holdnotifier.cfm Sends hold emails						

You will see a list of Scheduled Tasks for your database. Click the next to LAWTRAC30 Document Indexing to run the Document Indexing.

After running the task, you can use the "Search Document Collection" search in the Document Bank module, from the [Listings](#) hyperlink on the Left Navigation Bar to word search the text of documents added since the daily scheduled task.

Search Document Collection:

[Statistics](#)

Document Bank Non-Matter Document Deletion

Administrators can select Non-Matter related documents from the Document Bank Listing to delete by marking the checkboxes of the desired documents, then clicking .

<input type="checkbox"/>	Doc C-2.doc	1 / 1	02/24/12	26112 bytes	
<input type="checkbox"/>	Dept Blog.docx	1 / 1	02/24/12	237030 bytes	
<input type="checkbox"/>	Carpenter - one.doc	1 / 1	02/24/12	22016 bytes	
<input type="checkbox"/>	BBTtkprs10.txt	1 / 1	02/24/12	17988 bytes	
<input type="checkbox"/>	Adjust Dates2.jpg	1 / 1	02/24/12	11325 bytes	
<input type="checkbox"/>	Add Doc 4.doc	1 / 1	02/24/12	22016 bytes	
<input type="checkbox"/>	Add Doc 2.doc	1 / 1	02/24/12	22016 bytes	
<input type="checkbox"/>	Add Doc 14.doc	1 / 1	02/24/12	22016 bytes	
<input type="checkbox"/>	Add Doc 1.doc	1 / 1	02/24/12	22016 bytes	
<input type="checkbox"/>	A Dog.doc	1 / 1	02/24/12	577536 bytes	

Administrators Only:

Chapter 8: File Room

FILE ROOM FUNCTIONS

1. [File Room Switches](#)
2. [File Room Permissions](#)
3. [Standard Folders](#)
4. [Delete Folders](#)

The [File Room](#) hyperlink allows you to set up your File Room module.

File Room Switches

The [File Room Switches](#) hyperlink allows you to set your preferences for the File Room Module.

FILE & FOLDER MODULE SWITCHES

	ON	OFF
File & Folder Module:	<input checked="" type="radio"/>	<input type="radio"/>
Sub Folders:	<input checked="" type="radio"/>	<input type="radio"/>
Primary File Administrator:	Harris, Jim ▼	
Create New File Automatically When New Matter Is Added:	<input checked="" type="radio"/>	<input type="radio"/>
Close All Files When Matter Date Closed Is Populated:	<input checked="" type="radio"/>	<input type="radio"/>
Add New File & Folders To Print List Automatically:	<input checked="" type="radio"/>	<input type="radio"/>
Avery Label Type:	5160 ▼	
Default Print Font Size:	8 pt. ▼	

User Defined Fields (searchable)

UDC1: <input type="text" value="UDC1"/>	UDC2: <input type="text" value="UDC2"/>
UDC3: <input type="text"/>	UDC4: <input type="text"/>

If you are not going to use the UDC fields enter "-na-" (with the dashes).
25 Characters Max

Folder User Defined Fields (non searchable)

Date Field 1: <input type="text"/>	Date Field 2: <input type="text"/>
Date Field 3: <input type="text"/>	Sequence Number: <input type="text"/>

25 Characters Max

<input checked="" type="radio"/> Label Lay-Out # 1 Folder Name <i>If Folder</i> File Name (Ct 1 of Ct 2) Matter No Matter Name System File Number	<input type="radio"/> Label Lay-Out # 2 File Number Matter Name File Name Folder Name <i>If Folder</i> Sub Folder Name <i>If Sub Folder</i>
---	--

Set Bar Code To Match Selection Below:

Use the radio buttons to turn the module on, include Sub-Folders, create new folders automatically when a new matter is added, close all files when the date closed field is populated for the matter, and add new files & folders to the print list automatically.

Drop down menus can be used to select your Primary File Administrator, the type of file labels used and the default print font size.

Use the textboxes to caption user defined fields (searchable) and folder user defined fields (non-searchable).

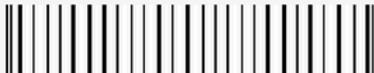
Use radio buttons to select the label lay-out and type of bar code used (bar code area of screen shown below). Be sure and click the 'Set Bar Code To Match Selection Below' checkbox to tell the database to match your barcode type selection.

Click to save changes.

Interleaved 2 of 5 Barcode

Interleaved 2 of 5 is a simple 2 of 5 system with a few quirks. The barcode has to contain an even number of digits. This is because with a pair of digits, the first digit is encoded in bars and the second in spaces. There are 2 bar widths, with the wide bars/spaces being between 2 and 3 times the width of the narrow bars/spaces. This code does not validate the number of characters given to the routine, it expects an even number. If you do not supply an even number, expect errors!

Use Interleaved 2 of 5 Barcode



Code 2 of 5 Barcode

Code 2 of 5 is a simple 2 of 5 system. There are 2 bar widths, with the wide bars being between 2 and 3 times the width of the narrow bars. The spacing is fixed at the same dimension of the narrow bar

Use Code 2 of 5 Barcode



Code 39 Barcode << RECOMMENDED FOR USE WITH LAWTRAC

A more robust barcode that always starts with a * and ends with a *. Standard characters for this barcode are 0-9 and A-Z although other characters can be made using special control codes (+ / %) allowing for a combination to create lower case characters and regular symbols (! @ \$ ^ []) for example

Use Code 39 Barcode



!! RECOMMENDED FOR USE WITH LAWTRAC !!

USPS PostNet Barcode

A simple barcode scheme that is binary has binary properties (2 tall bars maximum) with a check bar to make an even number of bars. The noted exception to this is that 7 is Missing, because that would require 4 tall bars. For this reason, 7 is represented by the number 8, 8 by 9 and 9 by 10

Use PostNet Barcode



Codabar Barcode

A simple barcode scheme employing 2 widths of bars/spaces. No check digit is required BUT there is a start/stop character that should be in the range of A-D, it is your responsibility to supply this within the BarCode variable.

Use Codabar Barcode



File Room Permissions

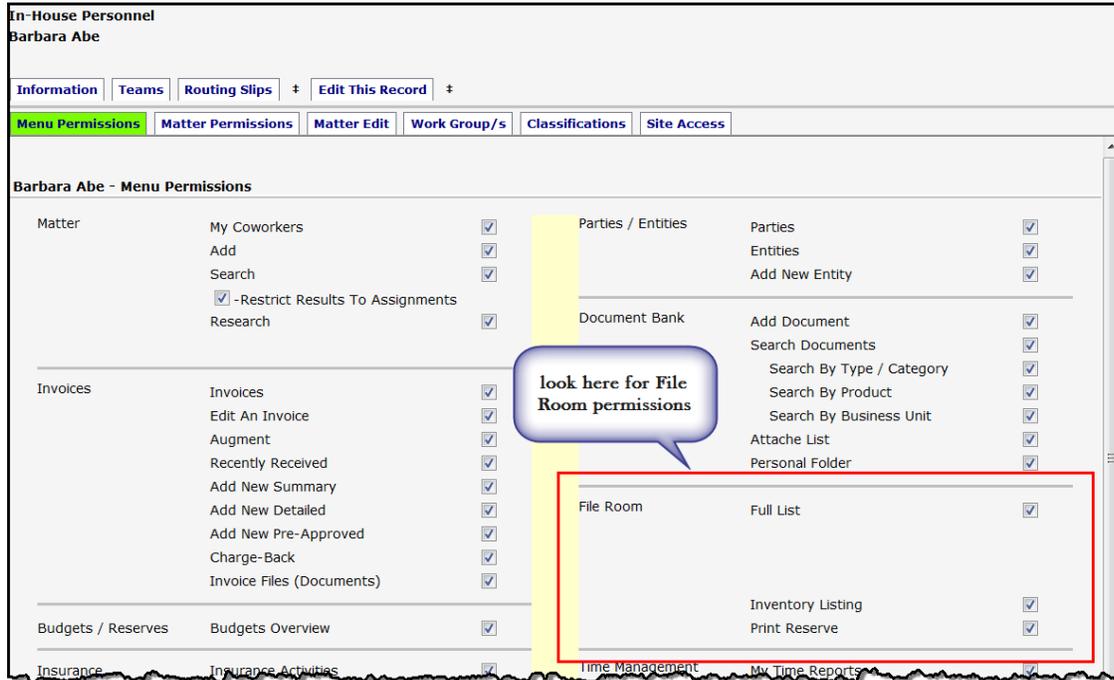
The [File Room Permissions](#) hyperlink allows you to set individual File Room module permissions for users in your database.

To select an individual for whom you wish to set permissions, use the alpha search bar to find their name on the personnel list.

SET INDIVIDUAL PERMISSIONS A

Individual	Main Menu	Matter Menu	
Abe, Barbara	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adama, Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adames, Alexza (Alex)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Addnew, Bill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allen, DJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allen, G.G.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allen, PJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allen, Tim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ardmore, Marie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aye, Andrea	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the  next to their name to be taken to the user's permissions profile.



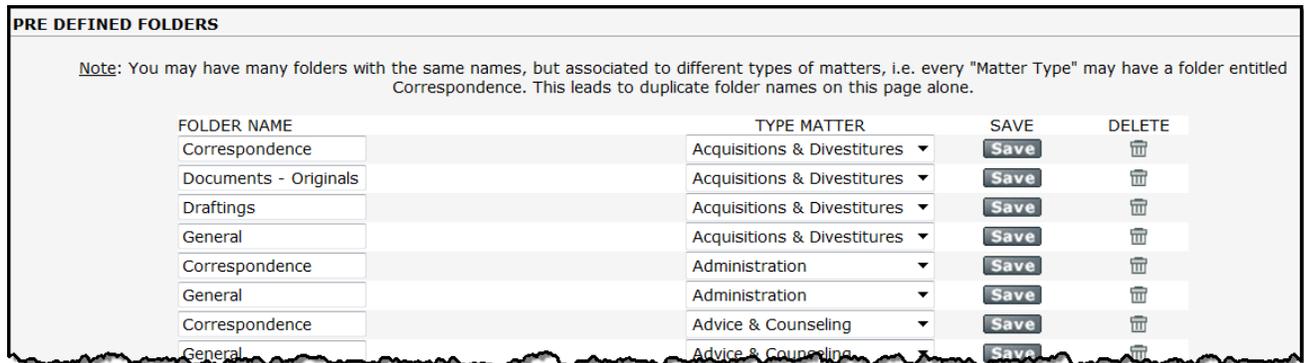
Barbara Abe - Menu Permissions

Category	Item	Checked	Category	Item	Checked
Matter	My Coworkers	<input checked="" type="checkbox"/>	Parties / Entities	Parties	<input checked="" type="checkbox"/>
	Add	<input checked="" type="checkbox"/>		Entities	<input checked="" type="checkbox"/>
	Search	<input checked="" type="checkbox"/>		Add New Entity	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> -Restrict Results To Assignments				
	Research	<input checked="" type="checkbox"/>	Document Bank	Add Document	<input checked="" type="checkbox"/>
Invoices	Invoices	<input checked="" type="checkbox"/>		Search Documents	<input checked="" type="checkbox"/>
	Edit An Invoice	<input checked="" type="checkbox"/>		Search By Type / Category	<input checked="" type="checkbox"/>
	Augment	<input checked="" type="checkbox"/>		Search By Product	<input checked="" type="checkbox"/>
	Recently Received	<input checked="" type="checkbox"/>		Search By Business Unit	<input checked="" type="checkbox"/>
	Add New Summary	<input checked="" type="checkbox"/>		Attache List	<input checked="" type="checkbox"/>
	Add New Detailed	<input checked="" type="checkbox"/>	Personal Folder	<input checked="" type="checkbox"/>	
	Add New Pre-Approved	<input checked="" type="checkbox"/>	File Room	Full List	<input checked="" type="checkbox"/>
Charge-Back	<input checked="" type="checkbox"/>	Inventory Listing		<input checked="" type="checkbox"/>	
Invoice Files (Documents)	<input checked="" type="checkbox"/>		Print Reserve	<input checked="" type="checkbox"/>	
Budgets / Reserves	Budgets Overview	<input checked="" type="checkbox"/>			
Insurance	Insurance Activities	<input checked="" type="checkbox"/>	Time Management	My Time Reports	<input checked="" type="checkbox"/>

Check the checkboxes next to the permission you wish to grant to the individual both generally and from within Matter records (look under the user's Matter Permissions tab), then click

Standard Folders

The Standard Folders hyperlink allows you to set up standard, predefined folders per matter type (TYPE1). These folders will be automatically added to each new matter of the type assigned, if you select to do so in your File Room switches.



PRE DEFINED FOLDERS

Note: You may have many folders with the same names, but associated to different types of matters, i.e. every "Matter Type" may have a folder entitled Correspondence. This leads to duplicate folder names on this page alone.

FOLDER NAME	TYPE MATTER	SAVE	DELETE
Correspondence	Acquisitions & Divestitures	<input type="button" value="Save"/>	
Documents - Originals	Acquisitions & Divestitures	<input type="button" value="Save"/>	
Draftings	Acquisitions & Divestitures	<input type="button" value="Save"/>	
General	Acquisitions & Divestitures	<input type="button" value="Save"/>	
Correspondence	Administration	<input type="button" value="Save"/>	
General	Administration	<input type="button" value="Save"/>	
Correspondence	Advice & Counseling	<input type="button" value="Save"/>	
General	Advice & Counseling	<input type="button" value="Save"/>	

To **edit a folder name**, simply type the new text in the folder name textbox and click .

To **delete a predefined folder** already existing, find the folder name on the list and click  next to it. *This cannot be undone.*

Predefined folders with the same name can be created for each separate matter type.

To **create a predefined folder**, type the folder name in the Folder Name textbox, select the matter type (TYPE1) for which the folder will be standard, and click **Save**. The new predefined folder will be added to the list.



ADD NEW PRE DEFINED FOLDER

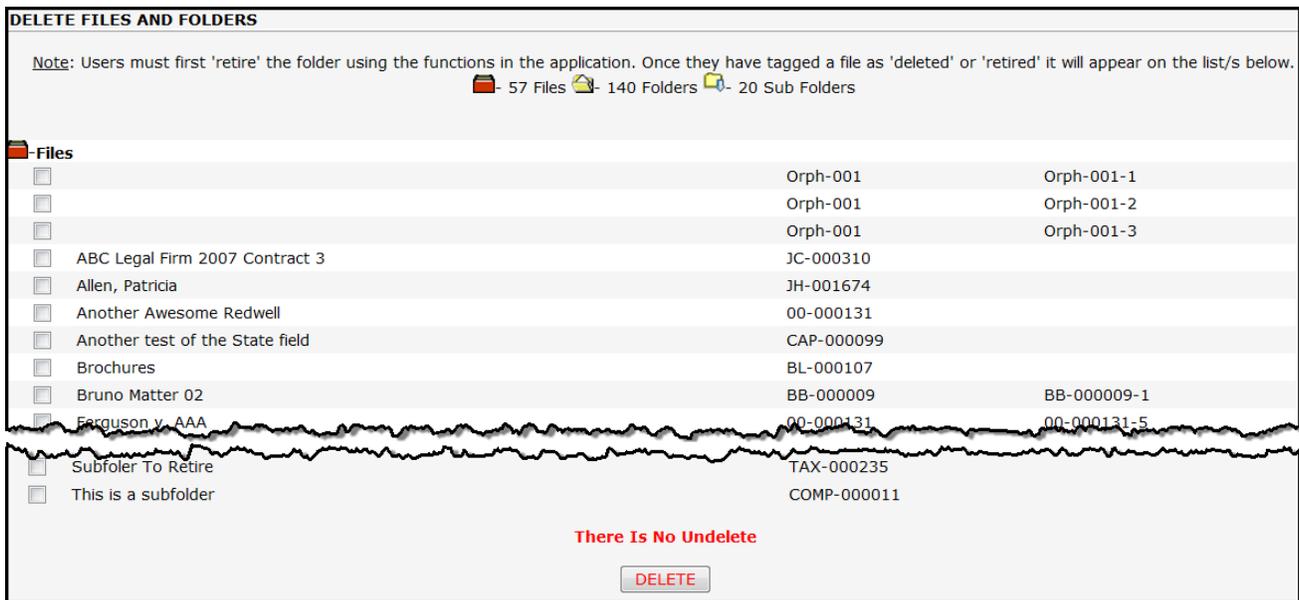
FOLDER NAME:

TYPE MATTER: Acquisitions & Divestitures

SAVE: **Save**

Delete Folders

The Delete Folders hyperlink allows you to select a File, Folder, or Sub-Folder from the list by checking the checkbox next to it, and then delete it by clicking **DELETE**.



DELETE FILES AND FOLDERS

Note: Users must first 'retire' the folder using the functions in the application. Once they have tagged a file as 'deleted' or 'retired' it will appear on the list/s below.

 57 Files  140 Folders  20 Sub Folders

Files	Folder Name	Sub-Folder Name
<input type="checkbox"/>	Orph-001	Orph-001-1
<input type="checkbox"/>	Orph-001	Orph-001-2
<input type="checkbox"/>	Orph-001	Orph-001-3
<input type="checkbox"/> ABC Legal Firm 2007 Contract 3	JC-000310	
<input type="checkbox"/> Allen, Patricia	JH-001674	
<input type="checkbox"/> Another Awesome Redwell	00-000131	
<input type="checkbox"/> Another test of the State field	CAP-000099	
<input type="checkbox"/> Brochures	BL-000107	
<input type="checkbox"/> Bruno Matter 02	BB-000009	BB-000009-1
<input type="checkbox"/> Ferguson v. AAA	00-000131	00-000131-5
<input type="checkbox"/> Subfolder To Retire	TAX-000235	
<input type="checkbox"/> This is a subfolder	COMP-000011	

There Is No Undelete

DELETE

NOTE: There is no Undelete, so use caution when choosing Files, Folders, or Sub-Folders to delete.

Chapter 9: Reports

REPORTS	
1.	Report Maintenance
2.	Report Alignment
3.	Morning Report Setup
4.	Print View Screen

The [Reports](#) hyperlink allows you to set up your Reports module.

Report Maintenance

The [Report Maintenance](#) hyperlink controls set up of the report category menus from the drop down list on the main screen of the Report Module.

REPORT CATEGORIES					Add A New Category
CATEGORY	COUNT	EDIT	LIST	DEL	
Ad Hoc	8	Edit	View		• Select a category function on the left.
Budgeting	10	Edit	View		
Compliance	0	Edit	View		
Custom Reports	7	Edit	View		
Docket/Calendar	9	Edit	View		
Document Bank	0	Edit	View		
Financial	98	Edit	View		
Historical	0	Edit	View		
Legal Staff	10	Edit	View		
Managerial	4	Edit	View		
Matters	118	Edit	View		
Patent / TM	0	Edit	View		
Support	31	Edit	View		
Temporary	12	Edit	View		
Time Accounting	33	Edit	View		

To **add a new report category**, click the [Add A New Category](#) hyperlink.

New Category: <input type="text" value="35"/>
Category Description: <input type="text"/>
Report BLOG Reference Page: <input type="text" value="250"/>
<input type="button" value="Save"/>
Close

The Add New Category template opens in the column to the right.

Enter the category name and description in the appropriate text boxes and click .

The [Close](#) hyperlink closes the Add New Category Template.

To **edit an existing report category**, click the [Edit](#) link for that category. The edit template displays to the right. Edit the category name and description in the appropriate text boxes and click . You can also enter the report blog reference page link if there is one for that category. The [Close](#) hyperlink closes the Edit Template.

REPORT CATEGORIES					Add A New Category	
CATEGORY	COUNT	EDIT	LIST	DEL	Category Name:	
Ad Hoc	8	Edit	View		Ad Hoc	35
Budgeting	10	Edit	View		Category Description:	
Compliance	0	Edit	View			
Custom Reports	7	Edit	View		Report BLOG Reference Page:	250
Docket/Calendar	9	Edit	View			
Document Bank	0	Edit	View			
Financial	98	Edit	View			
Historical	0	Edit	View			
Legal Staff	10	Edit	View			
Managerial	4	Edit	View			
Matters	118	Edit	View			
Patent / TM	0	Edit	View			
Support	31	Edit	View			
Temporary	12	Edit	View			
Time Accounting	33	Edit	View			

[Close](#)

To **view a report category**, click the [View](#) hyperlink next to that category. You will see a list of all reports assigned to that category. To **Add New Reports to the category**, use the Add New Report Template on the right of the screen. The [Return To Category List](#) takes you back to the default Report Categories screen.

CATEGORY: AD HOC			8 Reports		Return To Category List	
19232 - LRW Test - Matter Count	Run		New Report Title:		75	
CLOSED Matters - Sept '10 thru Dec '11	Run		Description:			
Law Firm Invoice Report - 11/03	Run		File To Execute:		40	
Law Firm Invoice Report - Weekly	Run		Report Blog Reference Page:		250	
Law Firm Invoice Report 9-22	Run		Hide This Report In Lists?	<input type="radio"/> -Yes <input checked="" type="radio"/> -No		
Open Matter Summary - sjl	Run		Only Run In Print View?	<input type="radio"/> -Yes <input checked="" type="radio"/> -No Full Screen Mode		
Open Matters - Opened Jan 2000 thru Dec 2004	Run		Classify As:	Ad Hoc		
TEST - Matter Type/Keyword Count	Run		SECURITY / WORK GROUPS			
			<input checked="" type="checkbox"/> All / Any	<input type="checkbox"/> Group Eleven	<input type="checkbox"/> Group Twenty-One	
			<input type="checkbox"/> Group Two	<input type="checkbox"/> Group Twelve	<input type="checkbox"/> Group Twenty-Two	
			<input type="checkbox"/> Group Three	<input type="checkbox"/> Group Thirteen	<input type="checkbox"/> Group Twenty-Three	
			<input type="checkbox"/> Group Four	<input type="checkbox"/> Group Fourteen	<input type="checkbox"/> Group Twenty-Four	
			<input type="checkbox"/> Group Five	<input type="checkbox"/> Group Fifteen	<input type="checkbox"/> Group Twenty-Five	
			<input type="checkbox"/> Group Six	<input type="checkbox"/> Group Sixteen	<input type="checkbox"/> Security Group	
			<input type="checkbox"/> Group Seven	<input type="checkbox"/> Group Seventeen	<input type="checkbox"/> Security Group	
			<input type="checkbox"/> Group Eight	<input type="checkbox"/> Group Eighteen	<input type="checkbox"/> Security Group	
			<input type="checkbox"/> Group Nine	<input type="checkbox"/> Group Nineteen	<input type="checkbox"/> Security Group	
			<input type="checkbox"/> Group Ten	<input type="checkbox"/> Group Twenty		
			Note: At Least One Group Is Required			
			Save New Report			

You will need to know the report file name. Enter the report title in the text box, enter a description of the report and then add the file name to the file text box. Finally, you can enter the reference page to the report blog and use the radio buttons to set a report to only open in a new window or to hide the report from lists. Use the checkboxes to set the report's security group and then click [Save New Report](#).

You can add as many reports as you wish to the report categories, but it is recommended to only add the reports necessary and remove unused reports, to keep the drop down menu lists practical and easy to use.

To **view a particular report in the category**, click its hyperlinked file name in the list on the left.

CATEGORY: AD HOC 8 Reports [Return To Category List](#)

Report Name	Run	Delete
19232 - LRW Test - Matter Count	Run	
CLOSED Matters - Sept '10 thru Dec '11	Run	
Law Firm Invoice Report - 11/03	Run	
Law Firm Invoice Report - Weekly	Run	
Law Firm Invoice Report 9-22	Run	
Open Matter Summary - sjl	Run	
Open Matters - Opened Jan 2000 thru Dec 2004	Run	
TEST - Matter Type/Keyword Count	Run	

Report Title: 75

Description:

File To Execute: 40

Report BLOG Reference Page:

Hide This Report In Lists? -Yes -No

Only Run In Print View? -Yes -No *Full Screen Mode*

Last Accessed On: *Never* Key Personnel Have Access? No

Classify As:

SECURITY / WORK GROUPS

<input checked="" type="checkbox"/> All / Any	<input type="checkbox"/> Group Eleven	<input type="checkbox"/> Group Twenty-One
<input type="checkbox"/> Group Two	<input type="checkbox"/> Group Twelve	<input type="checkbox"/> Group Twenty-Two
<input type="checkbox"/> Group Three	<input type="checkbox"/> Group Thirteen	<input type="checkbox"/> Group Twenty-Three
<input type="checkbox"/> Group Four	<input type="checkbox"/> Group Fourteen	<input type="checkbox"/> Group Twenty-Four
<input type="checkbox"/> Group Five	<input type="checkbox"/> Group Fifteen	<input type="checkbox"/> Group Twenty-Five
<input type="checkbox"/> Group Six	<input type="checkbox"/> Group Sixteen	<input type="checkbox"/> Security Group
<input type="checkbox"/> Group Seven	<input type="checkbox"/> Group Seventeen	<input type="checkbox"/> Security Group
<input type="checkbox"/> Group Eight	<input type="checkbox"/> Group Eighteen	<input type="checkbox"/> Security Group
<input type="checkbox"/> Group Nine	<input type="checkbox"/> Group Nineteen	<input type="checkbox"/> Security Group
<input type="checkbox"/> Group Ten	<input type="checkbox"/> Group Twenty	

Note: At Least One Group Is Required

[Close](#)

You can edit the report title or file name using the text boxes to the right. You use the checkboxes to adjust the report's security group. You can also enter or edit the report description.

Use the radio buttons to set a report to only open in a new window or to hide the report from lists.

Once changes have been made, to save changes, click .

To **delete a report from the category** without moving it to another category, click the .

Click the [Run](#) hyperlink to run the report. It is possible to list reports in more than one category.

NOTE: Changing report file names should be done with caution. If you have not renamed the file itself on your server, please do not attempt to change the file name, as the database will not be able to access that report in the future.

Report Alignment

The [Report Alignment](#) hyperlink allows you to reset your report library to the standard Lawtrac report set that was shipped with the product. **This function should only be used at the recommendation of Lawtrac Support.** You cannot undo this function once you activate it.

This function will reset your report library to the standard LAWTRAC report set.

RESET STANDARD REPORT LIBRARY

CATEGORIES:

- Custom Reports
- Docket/Calendar
- Document Bank
- Financial
- Legal Staff
- Matters
- Support
- Temporary
- Time Accounting

If Lawtrac Support asks you to run this function, click the [Report Alignment](#) hyperlink and then click .

Morning Report Setup

The [Morning Report Setup](#) hyperlink allows you to adjust your morning report. Reports are listed with a description. You can choose any five of the listed standard reports to include on your morning report by clicking the checkbox next to the five reports you want to see. When you have finished choosing, click .

SET MORNING REPORT OPTIONS Maximum 5 Selections Allowed¹

-Most Recently Opened Matter Records
Display of the most recently opened records. Newest records on top.

-Missing Primary
Records missing the primary person responsible for the record. No invoices can be processed through the approval chain unless there is an individual in this position.

-Missing Matter Type
Records missing the top level of the three-tier Legal Hierarchy. This classification is where a lot of the reporting based on legality or classification is based.

-Missing Keyword
Records missing the second of the three level Legal Hierarchy. This setting typically defines the expertise required to manage the information.

-Missing Primary Issue(s)
Records missing a **Primary** setting of the third and final tier of the Legal Hierarchy. This setting defines the primary cause or complaint and generates data generally used for Risk Management and other management data points. There can be more than one of these classifications set against a record, this will check

Print View Screen

The [Print View Screen](#) hyperlink allows you to modify the headings used on reports printed via the print view screen by modifying the fields in the four textboxes then clicking [Apply Changes](#).

Print View Screen

Main Heading	<input type="text" value="Top Button Shirts Office of the General Counsel"/>
Left Top and Bottom	<input type="text" value="Attorney Client Communication"/>
Center Under Main Heading	<input type="text" value="Privileged and Confidential"/>
Right Top and Bottom	<input type="text" value="Attorney Work Product"/>

[Apply Changes](#)

Chapter 10: Table Maintenance (Super Users Only)

The [Table Maintenance](#) hyperlink allows you to adjust miscellaneous data category tables. Click the [Table Maintenance](#) hyperlink then select the hyperlink for the category table you wish to edit.

NOTE: Additional categories may exist on your site. For a breakdown of these categories, contact your LT Online Project Manager.

MISCELLANEOUS / TABLE MAINTENANCE		
CATEGORY REFERENCE		
<ul style="list-style-type: none"> 9. Entity Classification 13. Key Personnel Titles 18. Type Of Party 19. Addresses 20. Checklist Questions 21. Checklist Answers 22. Calendar 35. Insurance: Type of Insurance Policy 38. Document Calendar Items 39. Document Categories 40. Asset Category 50. VAT Category 66. Password Questions 67. Hold Groups 68. Hold Types 	<ul style="list-style-type: none"> 101. LEDES: Expertise 102. LEDES: Time Keeper Level 103. LEDES: Ethnicity 104. LEDES: Gender 105. LEDES: Ownership 106. LEDES: Period 107. LEDES: Change Type 110. Objective Objections 111. Subjective Objections 180. Employee EEO Code 181. Employee Separation Code 182. Occupation Code 183. Occupation Grade 300. MATTER EXTRA_CATEGORYLEVEL 300 301. MATTER EXTRA_CATEGORYLEVEL 301 	<ul style="list-style-type: none"> 302. Available 303. Available 304. Injury Keywords 305. SOC Coverage 320. CT Interface A 321. CT Interface B 322. CT Interface C 400. Matter Extra 1 401. Matter Extra 2 402. Matter Extra 3 403. Matter Extra 4 404. Matter Extra 5 501. Department Blog <p style="text-align: right; font-size: small; margin-top: 5px;"> Category Headings Retired Categories </p>
Dictionary Tables: <ul style="list-style-type: none"> 1. Main Table 2. Custom Table 3. Mini (Supplement) Table 	Geographic: <ul style="list-style-type: none"> 1. Regions 2. Country (Currency Types) 3. Region - To - Country Relationship/s 4. States 5. World Intellectual Property Organization Country Codes 6. Languages 	
MISC ITEMS		
<ul style="list-style-type: none"> • Security / Work Group Names • TeamID Reference List • Email Address Review • Duplicate Matter No Check 	<ul style="list-style-type: none"> • Site Links • Transaction Clean-Up • Site FAQ's • Orphan Legal Categories 	

Some the tables you can adjust in this module are accessible through other parts of the Administration Module.

The functionality of the tables listed in this module is similar, so we will explain this functionality in general terms. An explanatory list of the tables and their categories is at the end of this chapter.

Table Functionality

To make changes to any table, click the table name hyperlink.

ENTITY CLASSIFICATION				
CATEGORY NAME	EXPORT CODE*	OPTIONS	RETIRE	
Agent	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Building / Facility	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Client	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Customer	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Defendant	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Defendant Company	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Distributor	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Distributor1	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Entity Type	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Equityholder	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Hospital	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Insurance	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
None	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Parent Company	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Partner	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Shareholder	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Subordinate Company	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Subsidiary	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Supplier - Hardware	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Unit	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Unit II	<input type="text"/>		<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
Add New:	<input type="text"/>		<input type="button" value="Save"/>	

RETIRE means the category will no longer be available for use on any matter records (new or being updated).

You can **edit any category name** using the appropriate textbox in the Category Name column, then clicking .

The **EXPORT CODE*** category is optional and is used for when Lawtrac interfaces with other applications or passes data to and from other services.

To **delete any category name**, click the in the retire column after its name.

To **add a new category name**, enter the category name in the Add New textbox at the bottom, then click .

Some tables may include symbols like ↪ which means there is a second level of the hierarchy beyond this first category. Click the ↪ link to view those and edit them in the same way described above.

Any other unique links or icons will be explained with the table definitions for the tables they apply to, which start below.

Customer Information		
Cynthia test		↪
Employment - Contract		↪
Errors - Omissions		↪
General	GEN	↪
Human Resource		↪
Intellectual Property	IP	↪
Litigation	LITG	↪

Links at the top of each page of the hierarchy will lead back to the first screen, the top of the hierarchy.

Table Definitions

9. Entity Classification

This table controls the table for entity types.

13. Key Personnel Titles

This table control Key Personnel Titles or roles.

18. Party Types

This table controls the party types drop down menu.

19. Address Types

This table allows you to control the various address types used for Firms, Vendors and Entities.

20. Checklists

This table controls Matter Checklists. Checklists are available for all Matter Types and generally for all matters. *This table is explained in detail in [Chapter 6: Matter Maintenance](#).*

21. Checklist Answers

This table allows you to add and edit Checklist Answers assigned to Checklists for various matter types. *This table is explained in detail in [Chapter 6: Matter Maintenance](#).*

22. Matter Calendar Items

This table allows you to categorize calendar events which commonly occur for your matters. *This table is explained in detail in [Chapter 6: Matter Maintenance](#).*

35. Insurance: Type of Insurance Policy

The Insurance Policy Types Table can be edited here.

39. Document Categories

You can edit Document categories used to categorize documents you add to matters and the Document Bank here.

40. Asset Category

You can identify asset categories of digital or other documents, i.e. back-up tapes, user's hard drive, etc. for use with the Asset Inventory functions of your database.

50. VAT Category

You can place a category on Invoice VAT Entries. This will allow the amounts to be separated from the overall invoice total for reporting to Accounts Payable, General Ledger or even an independent taxation report or data feed if necessary. Information on this table populates the Category selection list on the 'Taxation VAT/Other' data element of Invoice View.

66. Password Questions

You can edit the available Password Questions used when users forget or reset their passwords here.

67. Hold Group

Hold Administrators and Site Administrators can add and edit names of Hold Groups here.

68. Hold Types

This table controls categories of Hold Types.

100-399. Reserved Fields

These tables have been set aside for the special needs of Lawtrac's clients. If some of these fields are available for your site, they will be listed as hyperlinks "[Reserved For \(Your Site\).](#)"

400-404.

These tables control set up of the fields found in the Matter Navigation Bar – Modules under PLUS DATA or EXTRA DATA POINTS.

501. Department Blog

You can edit and add categories for the Department Blog here.

Dictionary Tables

The [Dictionary Tables](#) hyperlink allows you to set up 'best match' lists for words common to your site which may not be included in standard dictionary or spell check word lists, especially any which are difficult to spell. When users click on the spell check icon next to strategic text boxes, the words in the text box will be compared against the ones in the three dictionary tables. If the word is not found, the application will provide a 'best match'. The user can then review the best match list and replace the word in question.

Dictionary Tables:

1. [Main Table](#)
2. [Custom Table](#)
3. [Mini \(Supplement\) Table](#)

Click on one of the three links to add, edit or for search words in the tables.

LOOK-UP WORD IN MAIN TABLE		67984 Records In Table	
		<input type="text" value="federal"/>	<input type="button" value="Go"/>
MAIN Table		7 Records Found	
WORD	METAPHONE	SAVE	DEL
<input type="text" value="federal"/>	FATARAL	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federalism"/>	FATARALA	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federalisms"/>	FATARALA	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federalist"/>	FATARALA	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federalists"/>	FATARALA	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federally"/>	FATARALA	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
<input type="text" value="federals"/>	FATARALS	<input type="button" value="Save"/>	<input type="button" value="DEL"/>

To **look-up a word in the table**, enter the word in the search textbox and click .

To **edit an existing word in the table**, first look up the word or part of the word, and then find the word on the results list, modify its textbox and click .

To **add a new word to the table**, enter it in the textbox and click .

Geographic Tables

The [Geographic Tables](#) hyperlinks enable configuration of geographic tables in your Lawtrac database.

Geographic:

1. [Regions](#)
2. [Country \(Currency Types\)](#)
3. [Region - To - Country Relationship/s](#)
4. [States](#)
5. [World Intellectual Property Organization Country Codes](#)
6. [Languages](#)

Regions

Editing / Changing The Regions Initially Set With The Application May Upset The World Map And Other Geographic Data / Reporting Sections In The Application.
Use This Function With Caution.

EDIT Regions

CONTINENT	CONTINENT ID	SAVE	DEL
01 Africa	001	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
REGIONS		SAVE	DEL
Africa - Eastern		<input type="button" value="Save"/>	<input type="button" value="DEL"/>
Africa - Middle		<input type="button" value="Save"/>	<input type="button" value="DEL"/>
Africa - Northern		<input type="button" value="Save"/>	<input type="button" value="DEL"/>
Africa - Southern		<input type="button" value="Save"/>	<input type="button" value="DEL"/>
Africa - Western		<input type="button" value="Save"/>	<input type="button" value="DEL"/>
ADD NEW REGION		<input type="button" value="Save"/>	

CONTINENT	CONTINENT ID	SAVE	DEL
02 Asia	002	<input type="button" value="Save"/>	<input type="button" value="DEL"/>
REGIONS		SAVE	DEL
Asia - Eastern		<input type="button" value="Save"/>	<input type="button" value="DEL"/>

To **edit any item on the region table**, edit text in any text box, then click the **Save** next to it.

To **delete any item from the region table**, click the **DEL** next to it. **Deletion cannot be undone.**

To **add a new region**, enter the region in the **Add New Region textbox**, then click **Save**.

To **add a new continent**, enter the continent name in the **Add New Continent textbox** at the bottom of the table, then click **Save**.

ADD NEW CONTINENT

WARNING: Editing or Changing the Regions table may impact the world map and other functions related to geographic information in the database. Any changes should be made with caution.

Country (Currency Types)

You can edit the following fields for a country and its related currency: Country Code, Country Name, Currency Code, and Currency Name. **The Currency Code box must be populated for that currency to appear on Add New Matter templates.**

Terms:
 CODE: Use to interface with other applications / databases.
 COUNTRY: Text description of country.
 CURRENCY: Interface code to currency conversion databases.
 CURRENCY NAME: Name used to describe the type of Currency ie. (US = Dollars).
 CURRENCY IS USED: By checking the box you are allowing the application to use this in calculations.

EDIT COUNTRIES / CURRENCIES

CODE	COUNTRY	CURRENCY	CURRENCY NAME		SAVE	DEL
001	N/A	None		<input type="checkbox"/>	Save	
002	AFG	Afghanistan	AFN	Afghanistan Afghanis	<input checked="" type="checkbox"/>	Save
003	ALN	Albania	ALL	Albania Leke	<input checked="" type="checkbox"/>	Save
004	ALG	Algeria	DZD	Algeria Dinars	<input checked="" type="checkbox"/>	Save
005	AMS	American Samoa	USD	United States Dollars	<input type="checkbox"/>	Save
006	AVI	American Virgin Islands	USD	United States Dollars	<input type="checkbox"/>	Save
007	ANDS	Andorra	ESP		<input type="checkbox"/>	Save
008	AND	Andorra, French	FRF		<input type="checkbox"/>	Save
009	AN	Angola - New Kwanzas	AOB		<input type="checkbox"/>	Save

To **change existing country/currency settings**, edit any of these fields, then click **Save**.

To **delete existing country/currency settings**, select the related row, then click . **Deletion cannot be undone.** If a currency setting has the icon, it is in use and cannot be deleted.

ZIM Zimbabwe ZWD Zimbabwe Dollars

ADD NEW COUNTRY / CURRENCY

Save

To **add a new country / currency to your database**, enter the Country Code, Country Name, Currency Code, and Currency Name in the related fields at the bottom of the table, and then click **Save**.

Once a country/currency has been applied against a matter, the In Use checkbox will be checked.

Region – To – Country Relationship(s)

To **set a Country's relationship with a region**, find the country on the list, then select the related region using the drop down list and click **Save**.

LINK COUNTRIES Do Not Select a Red Item

COUNTRY	REGION	SAVE
None	None	Save
Afghanistan	Africa - Middle	Save
Albania	Europe - Eastern	Save
Algeria	Africa - Northern	Save
American Samoa	Oceania - Australia & New Zealand	Save
American Virgin Islands	Latin America - Caribbean	Save
Andorra	Europe - Western	Save
Andorra, French	Europe - Western	Save
Angola - New Kwanzas	Africa - Southern	Save

States

Adjust items which appear in the "State" drop-down menus.
The code is limited to 5 characters.
Only Matter Records which have the US Postal Code as their state code will appear on the dynamic US States mapping.

STATES TABLE Add New

CODE	STATE NAME	COUNTRY NAME	SAVE	DEL
N/A	None	None	Save	
AC	Acre	Brazil	Save	
AL	Alabama	United States	Save	
AL	Alagoas	Brazil	Save	
AK	Alaska	United States	Save	
AB	Alberta	Canada	Save	
AZ	Arizona	United States	Save	

To **add states to the state drop down menus** in your application, edit the State Postal Code and Description textboxes, then click **Save**.

To **remove states from the state drop down menus**, find the item you wish to remove on the list and click the next to it. **Deletion cannot be undone.**

To **add a new state to the drop down menus**, enter the State Postal Code and Description in the **Add New State textbox** at the bottom of the table, then click **Save**.

ADD NEW ITEM TO THE STATE TABLE

CODE	STATE NAME	COUNTRY NAME	SAVE	DEL
<input type="text"/>	<input type="text"/>	United States	Save	

World Intellectual Property Organization Country Codes

WIPO Codes are two character codes used by the
World Intellectual Property Organization to identify a country.

EDIT WIPO CODE

	CODE	COUNTRY	SAVE
	<input type="text"/>	None	Save
002	AF	Afghanistan	Save
003	AL	Albania	Save
004	DZ	Algeria	Save
005	<input type="text"/>	American Samoa	Save
006	<input type="text"/>	American Virgin Islands	Save
007	AD	Andorra	Save
008	<input type="text"/>	Andorra, French	Save

To **add countries to the state drop down menus** in your application, edit the Country Postal Code and Description textboxes, then click **Save**.

To **remove countries from the state drop down menus**, find the item you wish to remove on the list, and then click the  next to it. **Deletion cannot be undone.**

Languages

The Language table is for future-use and will be incorporated into the application over time. Eventually users will be able to select a language in their My LAWTRAC screen.

LANGUAGES	
English <input type="text"/>	<input type="button" value="Save"/> DEL
French <input type="text"/>	<input type="button" value="Save"/> DEL
Spanish <input type="text"/>	<input type="button" value="Save"/> DEL
<hr/>	
Add New <input type="text"/>	<input type="button" value="Save"/>

This is a future-use functionality to be incorporated into the application over time.

Eventually the user will be able to identify a language in their My LAWTRAC screen.

Administrators will be allowed to set the captions on the matter screens and other areas for these users.

This is still in the basic design mode - if you have any suggestions please use the suggestion box link under support and send them to us.

KEEP THIS LIST SHORT - It will be easier to maintain your application.

Miscellaneous Items

The Miscellaneous Items hyperlinks offer hyperlinks to a number of tables not categorized in other groups.

MISC ITEMS	
<ul style="list-style-type: none"> • Security / Work Group Names • TeamID Reference List • Email Address Review • Duplicate Matter No Check 	<ul style="list-style-type: none"> • Site Links • Transaction Clean-Up • Site FAQ's • Orphan Legal Categories

Security/Work Group Names

The Security/Work Group Names hyperlink allows you to name up to 25 Security levels or Work Groups.

SECURITY / WORK GROUP DEFINITIONS	
GROUP NAME	SAVE
1. All / Any <input type="text"/>	<input type="button" value="Save"/>
2. Group Two <input type="text"/>	<input type="button" value="Save"/>
3. Group Three <input type="text"/>	<input type="button" value="Save"/>
4. Group Four <input type="text"/>	<input type="button" value="Save"/>
5. Group Five <input type="text"/>	<input type="button" value="Save"/>
6. Group Six <input type="text"/>	<input type="button" value="Save"/>

Lawtrac comes with these Groups numbered 1 through 25, but you may choose to label them differently, such as "Personnel Matters" or "Mergers" to pertain to matters to which you wish to limit full access.

To **edit an existing Group Name**, modify text in one of the numbered textboxes and click **Save**.

NOTE: You are not required to use all 25 groups, but none can be deleted. You can only edit their names and the users assigned to them.

TeamID Reference List



LOOK-UP TEAM ID

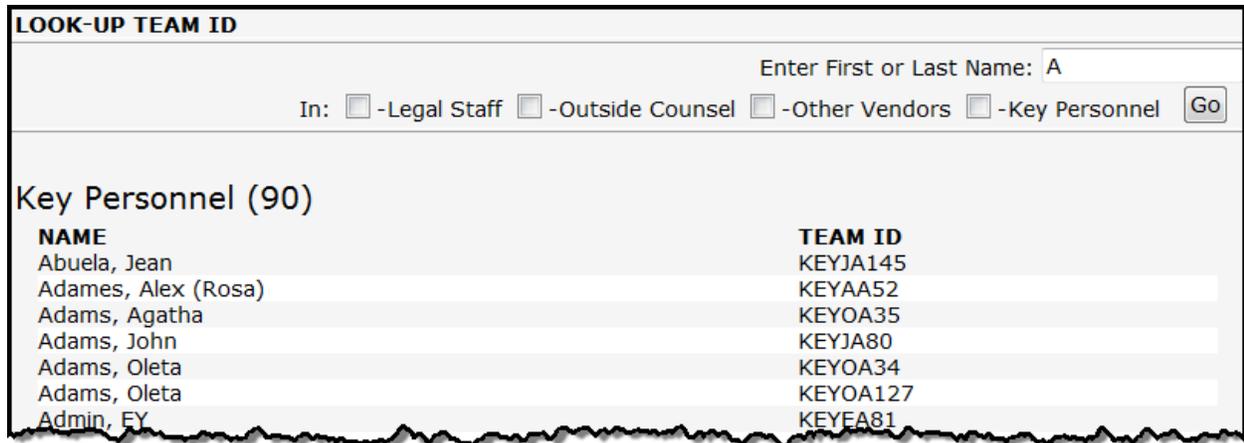
Enter First or Last Name:

In: -Legal Staff -Outside Counsel -Other Vendors -Key Personnel

Please enter a name to search for.

The TeamID is an alpha-numeric identifier used in some Accounts Payable interfaces. To look up a user's TeamID, enter their first or last name in the textbox, click the checkbox next to their user category, then click .

You will then see a results list as shown with the user's name in one column and the TeamID in another.



LOOK-UP TEAM ID

Enter First or Last Name: A

In: -Legal Staff -Outside Counsel -Other Vendors -Key Personnel

Key Personnel (90)

NAME	TEAM ID
Abuela, Jean	KEYJA145
Adames, Alex (Rosa)	KEYAA52
Adams, Agatha	KEYOA35
Adams, John	KEYJA80
Adams, Oleta	KEYOA34
Adams, Oleta	KEYOA127
Admin, FY	KEYFA81

Email Address Review

The [Email Address Review](#) hyperlink enables System Administrators to identify duplicate email addresses at use in your database. Because the email address is an integral part to changing passwords, each user must have a unique email address.

The purpose of this page is to help administrators identify duplicate email addresses. The email address is key to changing passwords so each must be unique to every user. The data below is sorted by the email address by default so records that match may be identified quickly.

CHANGE LISTING

Change To: Personnel

EMAIL REVIEW

**Potential Problem

To **review email addresses** for a user category, select the category from the 'Change To' drop-down menu. You will then see a list of users in that category and their email addresses.

The purpose of this page is to help administrators identify duplicate email addresses. The email address is key to changing passwords so each must be unique to every user. The data below is sorted by the email address by default so records that match may be identified quickly.

CHANGE LISTING

Change To: Personnel

EMAIL REVIEW

Bee, Burton	123456789123456789123456789123456789
Allen, PJ	44jmendelsohn@lawtrac.com
Allen, G.G.	44jmendelsohn@lawtrac.com
Little, DJ	4jmendelsohn@lawtrac.com
Barriteau, Ashley	abarriteau@lawtrac.com
Abe, Barbara	abe@xxxx.yyy

If you find duplicate email addresses, it is recommended that you contact the relevant users and request that they change their email address. You can also change them by looking up the user's personnel profile and editing the appropriate field.

Duplicate Matter No Check

The [Duplicate Matter No Check](#) hyperlink examines your database for any duplicate matter numbers and updates them so no duplicates will exist. If there are no duplicate matter numbers in your database, you will see the screen below with the text, "**No Records Need Adjusting.**"

DUPLICATE MATTER ADJUSTMENT

No Records Need Adjusting

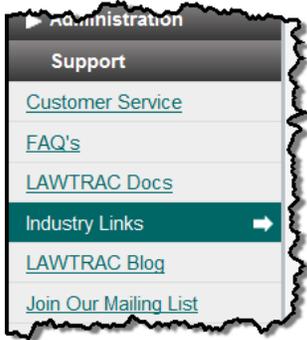
This function examines your database for any duplicate record numbers and updates them so no duplicates will exist.

Duplicate numbers will be edited with a dash and a letter.

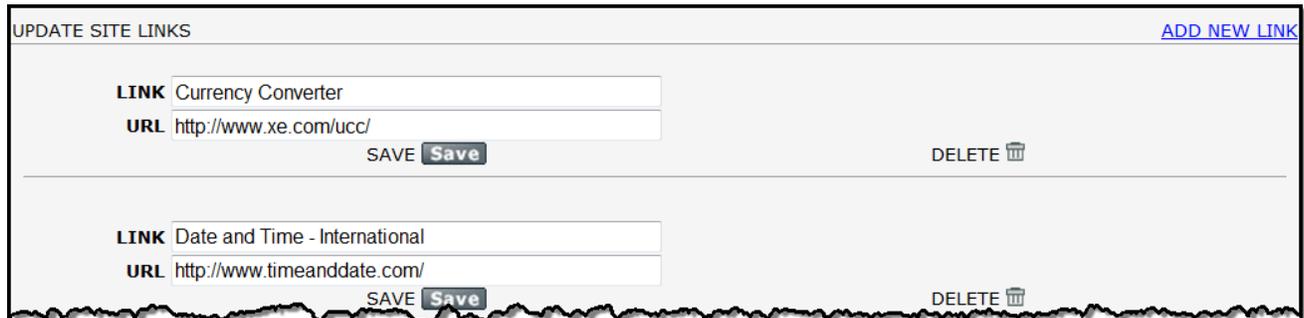
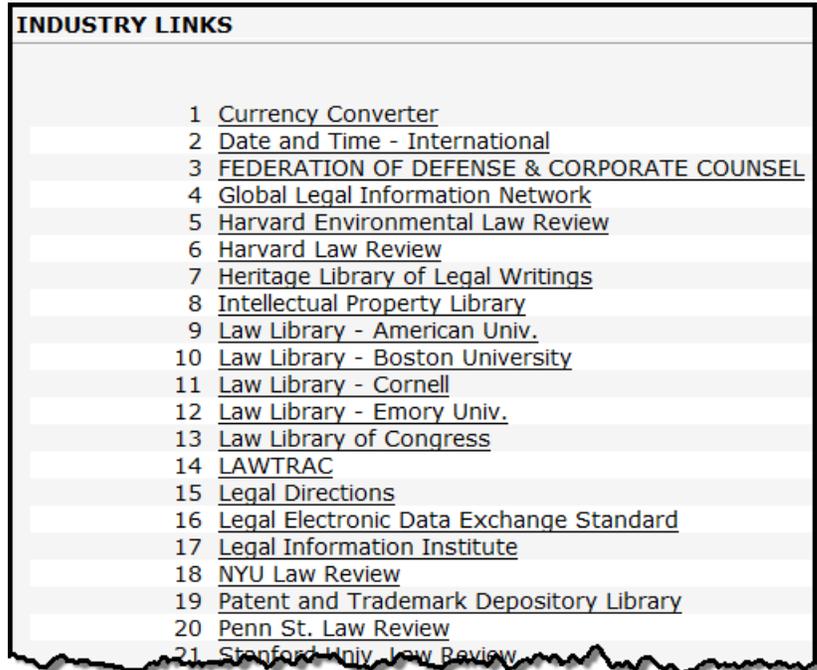
When all records have the **Finished** indicator refresh this screen.

Site Links

The Support module on the Left Navigation Bar includes an [Industry Links](#) hyperlink (shown below and to the right).



This [Site Links](#) hyperlink allows you to add or edit to the links offered there.



To **edit existing entries**, you can modify the link name and URL in the appropriate textboxes, then click **Save**.

To **delete an existing entry**, click the  next to it on the links list.

To **add a new link to the list**, enter the link name and URL in the textboxes at the bottom of the page and click **Save**.

A screenshot of a form titled 'ADD NEW LINK'. It has two text boxes: 'LINK' and 'URL'. Below the 'URL' text box, there is a note: 'Please include the entire address (http://www.xxx.com)'. At the bottom of the form, there is a 'SAVE' button with a 'Save' label.

Transaction Clean-Up

The [Transaction Clean-Up](#) hyperlink allows you to check the checkbox next to the type of transactions you wish to purge and then click . **All deletions are permanent and cannot be undone.**

TRANSACTIONS CLEAN-UP 85204 Records from 06/28/01 to 02/27/12

Clean unnecessary items from the transactions table:

- Bad Login Attempts
- Site Document Bank Indexed
- Logged Onto LAWTRAC Online
- Received Daily Report via Email
- Law Firm Logged Out
- Employee Logged Out
- Administrative Measures
- Error Messages
- Checklist Item Assignments
- Automatic Log-Outs
- Primary Calibrations
- Ceberus dB Checks

All Before:

Site FAQ's

The [Site FAQ's](#) hyperlink allows you to edit, add, or delete questions and answers from the FAQ records displayed at user login for the database.

FREQUENTLY ASKED QUESTIONS

FAQ's are displayed when a user is about to log-in.¹ The design is to provide users with some short instruction/s which will make their experience a little better. You can add items which address any specific business rules your company may have.

¹If there is no security message which supersedes the FAQ from being displayed.

FAQ's On File [Add New](#)

Subject: Internal Messages

Question: I received a message saying there was a new budget to approve. But when I went to view the budget, there was nothing there which needed my attention. What happened?

Answer: The message you received was sent when the vendor company submitted a budget. They have the opportunity to delete that budget if you have not yet approved it. Many may select to do so as this is a quick and efficient way to make major changes to budgets.

[Delete This FAQ](#) << **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 >>

Use the number 1 and arrow hyperlinks to scroll through the FAQ's in your Lawtrac database.

To **add a new FAQ**, click the [Add New](#) hyperlink on any screen, then enter the subject, question, and answer in the relevant textboxes, then click .

ADD NEW FAQ

Subject:

Question:

Answer:

To **delete a FAQ** click the [Delete This FAQ](#) hyperlink at the bottom of the page on which it is listed. A confirmation prompt will display: click OK to continue with the deletion or click Cancel to abort the deletion. **There is no undo.**

Orphan Legal Categories

Settings for Legal Categories not covered in other places can be found under the [Orphan Legal Categories](#) hyperlink.

ORPHANED LEGAL CATEGORIES

Orphaned Levels may have been those added to your system by mistake or those added with good intentions, but were never used. This function is to assist you in keeping your database clean of unnecessary items.

Select A Level To Review

Select One To Review ▼

- Select One To Review
- Matter Type
- Keyword
- Issue(s)
- Status
- Court

Choose the category from the drop down menu to see the categories and review their place in the hierarchies.

ORPHANED LEGAL CATEGORIES

Orphaned Levels may have been those added to your system by mistake or those added with good intentions, but were never used. This function is to assist you in keeping your database clean of unnecessary items.

Matter Type ▼

Acquisitions & Divestitures	Subordinate To: None	Active
Administration	Subordinate To: None	Active
Administrative / Maint	Subordinate To: None	Retired
Advice & Counseling	Subordinate To: None	Retired
Bankruptcy	Subordinate To: None	Active
Captions-Type1	Subordinate To: None	Retired
Claim	Subordinate To: None	Active
Complaint	Subordinate To: None	Retired
Compliance	Subordinate To: None	Active
Contract	Subordinate To: None	Active
Corporate Secretary	Subordinate To: None	Active
Corporate/Commercial	Subordinate To: None	Retired
Customer Information	Subordinate To: None	Active
Data Mapping	Subordinate To: None	Retired
Errors - Omissions	Subordinate To: None	Retired
...	Subordinate To: None	Active

Adjustments can then be made using the controls found in the Categories button on the Matter Navigation Bar as needed.

Chapter 11: Time Accounting

The [Time Accounting](#) hyperlink allows you adjust two settings for the Time Management Module.

TIME MANAGEMENT	
1. Lock Time Entries	Click To Turn Main Menu Time Management Off: <input checked="" type="radio"/>
2. Alignment with Business Unit	

Clicking the turns the module off. Clicking the turns the module on. The default setting is on. Turning the module off removes the Time Management drop down bar from the Left Navigation Bar of your database for all users until it is turned on again.

Lock Time Entries

The [Lock Time Entries](#) hyperlink allows you to lock all time entries prior to and/or unlock all time entries after certain dates. Locking Time Entries prevents anyone from adjusting times and dates for the date period locked. Dates after that period can be adjusted.

SET LOCKS	Latest: 01/30/12
Lock All Time Entries On or Prior To: <input type="text" value="01/30/11"/>	<input type="button" value="Go"/>
OPEN LOCKS	
Unlock All Time Entries On or After: <input type="text" value="12/31/11"/>	<input type="button" value="Go"/>
	Latest: 01/30/12

To **set a time lock**, enter a numerical date (1/27/12) in the 'Lock All Time Entries On or Prior To' textbox and click .

To **open (or release) locks**, enter a numerical date (1/27/12) in the 'Unlock All Time Entries On or After' textbox and click .

Alignment with Business Unit

The [Alignment With Business Unit](#) hyperlink shows you the number of matter records where a business unit has not been assigned for a certain date period.

SET BUSINESS UNIT AGAINST TIME ACCOUNTING RECORDS

There are currently **0** Records that have no Business Unit recorded against them where the date of the activity is between 11/28/11 and 02/27/12.

Adjust Dates: and

-Adjust Dates Only
 -Execute Based On Dates

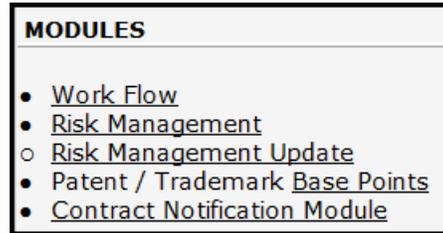
Records will only be updated where there is a Primary Business Unit set against a specific Matter record. If no primary is found against the Matter record then the time accounting record will not be updated.

You can set the dates in the two text boxes and then use the radio buttons to select whether to *Adjust Dates Only* or *Execute Based On Dates*. When you have chosen the settings, click to apply. **Records will only be updated where there is a Primary Business Unit set against a specific Matter record. If no Primary Business Unit is found against a matter record, then the time accounting record will not be updated.**

The purpose of making these adjustments is to properly align time records with Business Units so that employee time can be charged against the proper Business Units.

Chapter 12: Modules

The [Modules](#) hyperlink allows you to set up your Workflow, Risk Management, Patent/Trademarks, and Contract Notification modules.



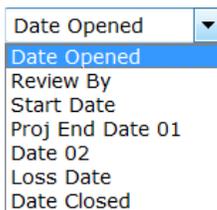
Workflow

Click the [Workflow](#) hyperlink to enter the Workflow Administration module.

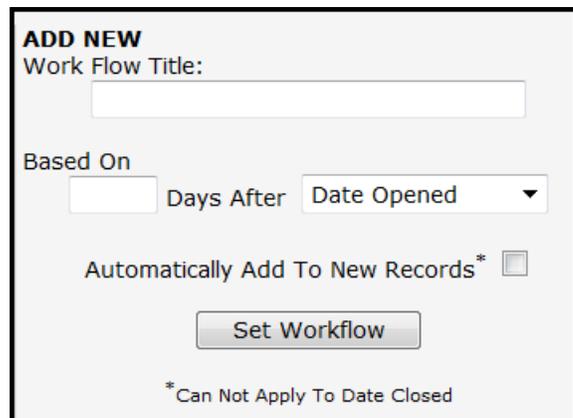
The first thing you must do is select the Matter Type (TYPE1) for which you wish to make adjustments from the drop down menu.



Next enter the Workflow Title and set the criteria by entering the number of days after and selecting an option from the drop down menu.



If you want this Workflow Target to be added to all future new matters for this matter type, click the checkbox .



ADD NEW

Work Flow Title:

Based On

Days After

Date Opened

Automatically Add To New Records*

Set Workflow

* Can Not Apply To Date Closed

Click [Set Workflow](#) when you are finished to save that Workflow Target.

Each Workflow list is specific by Matter Type (TYPE1). To add the same Workflow target to more than one Matter Type, you must reenter the Workflow target.

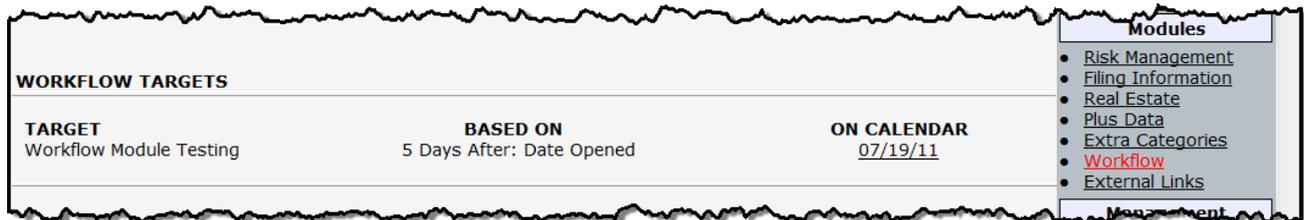
Once Workflow targets have been established, you will see a list of targets for that Matter Type. Click the  to delete unwanted targets. They will not be included on any future matters of the assigned type but will remain on matters of that type to which they were already added.

WORKFLOW PROFILE		
TARGET	BASED ON	Auto Add
After Action Review	10 Days After: Date Closed	No 
Project Manager Assigned	2 Days After: Date Opened	Yes 
Team Assignment	1 Days After: Date Opened	Yes 
Document Inventory	14 Days After: Date 02	Yes 
Review Board Memo	1 Days After: Loss Date	Yes 
SOX Committee Review	14 Days After: Date Opened	Yes 
Completion Report	5 Days After: Proj End Date 01	Yes 
Project Budget Completed 2	15 Days After: Date Opened	Yes 
Project Review Report	7 Days After: Review By	Yes 

Note: Items based on Date Opened or Date Closed will not be automatically adjusted if those two dates are edited.

The 'Auto Add' column indicates (Yes/No) which dates will be automatically added to new matters of this matter type if the "Automatically Add To New Matters" checkbox is checked when the target is created.

To **add new Workflow targets to existing matters**, you must go to each matter's Main Matter Screen, click the [Workflow](#) hyperlink under **Modules** on the **Matter Navigation Bar**, then click the [Add](#) hyperlink next to each date you wish to add to the matter.



The screenshot shows a 'WORKFLOW TARGETS' table with the following data:

TARGET	BASED ON	ON CALENDAR
Workflow Module Testing	5 Days After: Date Opened	07/19/11

On the right, a 'Modules' sidebar is visible with the following items:

- Risk Management
- Filing Information
- Real Estate
- Plus Data
- Extra Categories
- **Workflow**
- External Links

Risk Management

There are two controls available related to the Risk Management module: User Defined Fields and Risk Management Update.

User-Defined Fields

Click the [Risk Management](#) hyperlink to **edit the captions for User Defined Fields** for the Risk Management module.

RISK MANAGEMENT USER DEFINED FIELDS

- **Consider all fields required.**
- Ensure your company has been set-up as a party or entity so that payments to other parties or entities can be tracked.

Claim Code:

Claim Year:

Loss Date:

Claim Number:

Sub Claim:

Adjuster:

Record Date:

Claim Type:

Close Date:

Payments Made By:

To **edit an existing caption**, first choose the entity for which you wish to change the caption from the 'Payments Made By:' drop down menu at the bottom of the list. Change the text in the appropriate textbox, and click .

Risk Management Update

Click the [Risk Management Update](#) hyperlink to update all unlocked Risk Management records in your Lawtrac database. This process may take a while. You can see the number of records for update at the bottom of the screen.

RISK MANAGEMENT UPDATE UNLOCKED RECORDS

This function will update all unlocked records in the Risk Management module.
This may take some time to accomplish.
Do not stop the process once it starts.

RECORDS TO UPDATE

There are 120 Records To Update

To begin the update process, click . **NOTE: Please do not interrupt the process once it has begun by backspacing or closing the window.**

When the process is finished, you will see a list of updated files.

Patent/Trademark Base Points

To set up Type Base Points for the Patent/Trademark Module of your Lawtrac database, click the Patent/Trademark [Base Points](#) hyperlink.

TYPE BASE POINTS			
CODE	DESCRIPTION	SAVE	DEL
EMP	Employee Suggestion	Save	
SUB	Initial Submission	Save	
SVC	Submission Service	Save	
ADD NEW:			
<input type="text"/>	<input type="text"/>	Save	

To **edit existing base points**, modify the text in the Description textbox and click **Save**.

To **delete existing base points**, click the  next to them under DEL. **There is no undo delete.**

To **add a new base point**, enter a code and description in the textboxes at the bottom of the list, then click **Save**.

Contract Notification Module

The Contract Notification Module allows you to create a schedule for which key dates from matter records can be sent via email to key personnel, reminding them of actions they may need to take.

Matters can be included in this module from the Modules button on the Matter Navigation Bar of that matter.

The Contract Notification Module can be turned on or off using the radio buttons . The default setting is on.

Use the textboxes to enter the number of days to look back and forward as well as the next notification schedule date. The drop down menu allows you to set the cycle to repeat monthly, twice monthly, weekly, or quarterly.

The larger textboxes can be used to enter the opening and closing paragraphs for the notification email sent to Contract Notification Recipients chosen from the key personnel in your database.

Use the checkboxes to determine what contact information is included (Primary, Paralegal, Administrator), include or not include closed records, and records with specific status settings to be included.

The Point of Contact for the Contract Notifications, or who the email is from, can be entered in the textbox along with that person's email address.

Contract Notification Module

Notification System Off / On: -On -Off

Days To Look Back (overdue):

Notification Days Forward:

Repeat Cycle:

Next Notification Scheduled For:

Notification Email Opening Paragraph:

Items detailed below are being tracked for you by the legal department.

The first set are items which are either due today or their due date has passed. Please notify one of the individuals listed in the "Contacts" column with the action you did or did not take so the past due flags can be removed.

The second set are items which will be upcoming in the next 120

Notification Email Closing Paragraph:

The primary contact who is responsible for sending this message is listed below.

Contact this person only if there is a problem with delivery or the individual matter information / details above. Your primary contact for each of the contract / matter records is listed in the "Contacts" column.

We in the legal department appreciate your cooperation with this

Include Contact Information Of: Primary Paralegal Administrator

At Least One Is Required

-Include Closed Records

Only Include Records With These Status Settings

<input type="checkbox"/> Arbitration	<input type="checkbox"/> Implementation	<input type="checkbox"/> Open (Dormant)
<input type="checkbox"/> Closed (Settled)	<input checked="" type="checkbox"/> No Action Required	<input type="checkbox"/> Open (Inactive)
<input type="checkbox"/> Closed (Won)	<input type="checkbox"/> Open (Active)	<input type="checkbox"/> Terminated

Point of Contact:

Email From:

Module Guidelines

This will create a schedule for which key dates from matter records will be sent via email to individuals reminding them of actions they may need to take.

To include a matter record in this module you must do so from the "Modules" link within the matter menu (contract notification).

Only key dates from the main matter data record can be used.

Individuals to be notified will be obtained from the Key Personnel area of the application.

Days To Look Back:
If this is set above zero the email will look back and include dates for items which may have passed.

Notification Days Forward:
The email will include upcoming dates.

Repeat Cycle:
The module will repeat and send out the messages on the schedule you select.

Next Notification Scheduled For:
The date of the next notification. Please ensure this is a future date.

Opening / Closing Paragraphs:
Instructions for the recipients.

Point of Contact:
The email will include the names of (up to) three individuals from the matter record (Primary, Paralegal, Administrator). However you should include a general point of contact; this will be who the email is from.

Chapter 13: All Settings

The [All Settings](#) hyperlink allows you to view all of the settings/links included in the Administration module.

Chapter 14: Site Maintenance

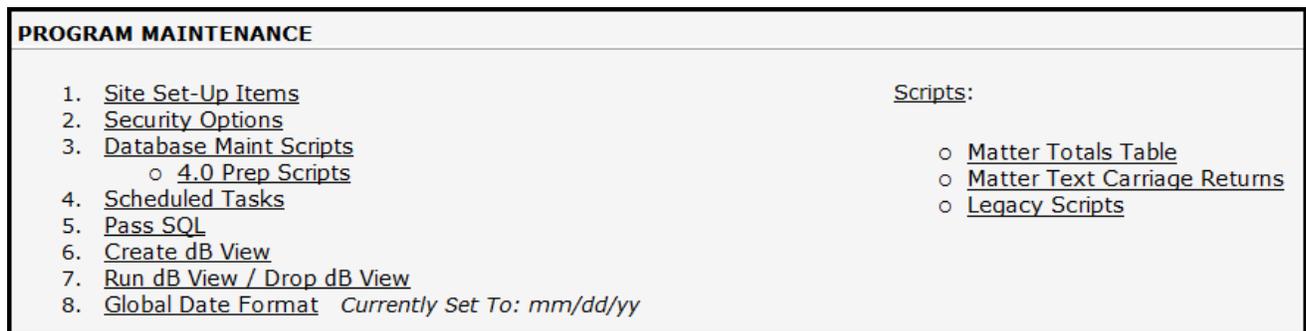


Program Set-Ups (Super Users Only)

The [Program Setups](#) hyperlink allows Super Users to set up and run scripts to update their Lawtrac database.

NOTE: This module should be used with great care and knowledge. As noted in this chapter, certain links should only be clicked at the instructions of Lawtrac support.

Click the [Program Set-Ups](#) hyperlink to enter the module.



Site Set-Up Items

The [Site Set-Up Items](#) hyperlink takes you to a screen where you can edit or add information necessary for your site to function correctly.

The **left column** includes your company's main address, phone and fax numbers, and main email contact. After you have filled this information in to the appropriate textboxes, you may use the radio buttons to turn on or off the International Business functions as desired. Lastly, please enter into the textbox the term your site will use for Matters. When you have finished making changes, click .

The **right column** includes various key data locations your Lawtrac database needs identified in order to function. These include the application files themselves, your corporate logo, the site you want users to be taken to upon logout, the location where temporary images are stored, the location of your reports, the location from which invoices will transfer into the system, and the location of personnel photos (if desired). Once you have entered the URL addresses in the appropriate textboxes, please click .

BASIC APPLICATION SETTINGS	
CORPORATE LEGAL DEPARTMENT	DATA LOCATIONS
CORPORATE NAME: Top Button Shirts	LAWTRAC APPLICATION: <input type="text" value="https://demo.lawtraonline.com/LAWTRAC30/"/> <input type="text" value="https://demo.LAWTRACOnline.com/LAWTRAC30/"/>
LEGAL DEPT ADDRESS: 1122 Stable Blvd. Suite 200 CITY: New York	CORPORATE LOGO: <input type="text" value="https://demo.lawtraonline.com/Logos/z_LogoA.jpg"/> <input type="radio"/> -On <input checked="" type="radio"/> -Off
STATE / ZIP: NY / 10012	LOG-OUT URL: <input type="text" value="http://www.legaldirections.info"/> Corporate Intranet URL
COUNTRY: US	TEMPORARY IMAGES: <input type="text" value="D:\inetpub\wwwroot\LAWTRAC30\images\TempMaps\"/> <input type="text" value="D:\inetpub\wwwroot\Lawtrac30\images\TempMaps\"/>
PHONE: 111-555-1212 FAX: 222-777-2121	REPORTS LOCATION: <input type="text" value="D:\inetpub\wwwroot\LAWTRAC30\Reports\"/> <input type="text" value="D:\inetpub\wwwroot\Lawtrac30\reports\"/>
SITE ADMINISTRATOR'S EMAIL: lawtrac@lawtrac.com	INVOICE TRANSFER: <input type="text" value="D:\inetpub\wwwroot\LAWTRAC30\Local\Transfers"/> <input type="text" value="D:\inetpub\wwwroot\Lawtrac30\Local\Transfers\"/>
CONDUCT INTERNATIONAL BUSINESS?: <input checked="" type="radio"/> -Yes <input type="radio"/> -No	PERSONNEL PHOTOS: <input type="text" value="D:\inetpub\wwwroot\LAWTRAC30\FileUp\"/> <input type="text" value="D:\inetpub\wwwroot\Lawtrac30\FileUp\"/>
THE "MATTERS" ARE CALLED: Matter	<input type="button" value="Save Data Settings"/>
*SUB "MATTERS" ARE CALLED: Ticket <i>future use</i>	
<input type="button" value="Save Corp Info Settings"/>	
LAWTRAC Contact: Support	
Contact's Email: SUPPORT@LAWTRAC.com	
Application Serial Number:	59MJe56377r9H4b0Ct962C3902654w <input type="button" value="Update"/>
	3775 Days Remain Until Application Expires: Jul 01, 2022 Cut Off: Aug 15, 2022

Across the bottom of the page, you will see the Lawtrac support information, including key contact, email address and the product serial number. **CAUTION: Modifying this information without specific instructions from Lawtrac personnel can cause your database not to function and should not be allowed.**

Security Options

The [Security Options](#) hyperlink allows you to set the Security Switches for your Lawtrac database. These include setting password requirements as well as Browser interactions.

When the setting for forced change of passwords is within several days of expiration, users will see a pop-up reminder on the Lawtrac Home Page reminding them to change their passwords.

SECURITY SWITCHES [View Security Log](#)

Number of days between forced password changes:

Maximum Number of 'No Repeated' Passwords:

Passwords must be at least character in length.

Automatically Reset Password After Bad Log-In Attempts.

Automatically Log-Out Individuals After Minutes of Inactivity.

Look at passwords for triple (repeated) characters:

Look at **User Name** - disallow individual's name:

Look at **Password** - disallow individual's name:

Must enter current password to change/make new password:

Passwords must contain at least one number (0-9):

Passwords must contain at least one upper case letter (A-Z):

Passwords must contain at least one lower case letter (a-z):

Browser Interactions

Force Use Of Secure Socket Layers:

Engage No Cache META tag in Default.cfm:

Skip IP Address Security Check:

Words or phrases cannot be passed in a form field:

```
SELECT,UNION,EXECUTE,+,OR,CQ,(Query),QUERY,(Post),%E*,
(*),PostData,UPDATE,DROP,TRUNCATE,@,;,sp,_dt,_db,_AAAAAA,sysojects,CQ=,onerror,%3d,alert
(,img+,alert,QUERY_STRING,AppScan,%3C,%3E,nvarchar,Table_Cursor,Table_Name>window.location,%3a,%22
```

Delete or Add To These At Your Own Risk. Let the text wrap naturally. Do not use single quotes or double quotes. Place a single comma between words or phrases. Avoid using leading or trailing spaces, as they change the word or phrase. Example: A trailing space in UPDATE , makes it different than UPDATE, because the listed words and phrases are taken as literal terms.

Suggest Terms:
 SELECT,UNION,EXECUTE,+OR,CQ=,
 (*),PostData,UPDATE,DROP,TRUNCATE,@,;,sp,_dt,_db,_AAAAAA,sysojects,CQ=,nvarchar,Table_Cursor,Table_Name

Forgotten Password Default Challenge Question:

Forgotten Password Default Challenge Answer:

Ensure word user inserts is not found in the question:

OPTIONAL

Instead of having the FAQ question on the first log-in screen you can substitute it for a company security message. If you wish to do this enter the message below (if not leave blank):

SIMPLE HTML IS ALLOWED

Set Test Mode: -On -Off *Displays Error Messages and other information which may be perceived as a security risk.*

Set Development Mode: -On -Off *Displays submitted form values and SQL Statement information.*

Password/Username Options

Number of days between forced password changes:

Maximum Number of 'No Repeated' Passwords:

Passwords must be at least character in length.

Automatically Reset Password After Bad Log-In Attempts.

Automatically Log-Out Individuals After Minutes of Inactivity.

Look at passwords for triple (repeated) characters:

Look at **User Name** - disallow individual's name:

Look at **Password** - disallow individual's name:

Must enter current password to change/make new password:

Passwords must contain at least one number (0-9):

Passwords must contain at least one upper case letter (A-Z):

Passwords must contain at least one lower case letter (a-z):

1. Begin by entering into the textbox the number of days you want to allow between the time users are forced to change their passwords. Passwords must be changed at least once a year.
2. Enter the maximum number of times a user may repeat their password.
3. Enter the minimum allowed length of passwords into the textbox.
4. Enter the number of failed log-ins allowed before Lawtrac automatically resets a user's password.
5. Enter the number of minutes of inactivity Lawtrac allows before a user is automatically logged out.

You may now use the checkboxes to set requirements for the user names and passwords your system will accept:

- Whether or not to accept letters repeated 3 times in the same password.
- Whether to forbid use of the user's name in the User name or password
- Whether or not to require the current password for password changes
- Whether to require each password to contain at least one number, or one upper case letter or lower case letter.

When you have finished making any changes, click .

Browser Interaction Options

Browser Interactions

Force Use Of Secure Socket Layers:

Engage No Cache META tag in Default.cfm:

Skip IP Address Security Check:

Words or phrases cannot be passed in a form field:

```
SELECT ,UNION ,EXECUTE ,+OR,CQ=,(Query),QUERY,(Post),%5c,
(*),PostData,UPDATE ,DROP ,TRUNCATE ,@,;,sp_,dt_,db_,AAAAAA,sysobjects ,CQ=,onerror,%3d,alert
(img+,alert,QUERY_STRING,AppScan,%3C,%3E,nvarchar ,Table_Cursor,Table_Name>window.location,%3a,%22
```

Delete or Add To These At Your Own Risk. Let the text wrap naturally. Do not use single quotes or double quotes. Place a single comma between words or phrases. Avoid using leading or trailing spaces, as they change the word or phrase. Example: A trailing space in UPDATE , makes it different than UPDATE, because the listed words and phrases are taken as literal terms.

Suggest Terms:

SELECT,UNION,EXECUTE,+OR,CQ=,
(*),PostData,UPDATE,DROP,TRUNCATE,@,;,sp_,dt_,db_,AAAAAA,sysobjects,CQ=,nvarchar,Table_Cursor,Table_Name

Clicking the checkbox to turn on 'Force Use Of Secure Socket Layers' requires that any user attempting to pull up your site's login screen use an 'https' address for access.

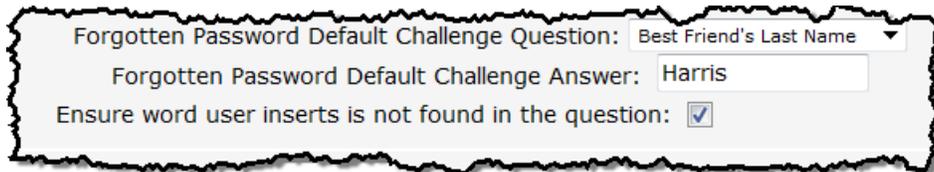
Clicking the checkbox to turn on 'Engage No Cache META tag in Default.cfm' programming tag will assist user's computers in using the database without saving secure Lawtrac database pages to their cache for use offline.

Clicking the checkbox to turn on 'Skip IP Address Security Check' will skip checking the IP Address of users logging in to the application.

Entering keywords in the 'Words or phrases cannot be passed in a form field:' limits form fields from accepting the entry computer commands which could be embedded as malicious code into your database.

When you have finished making any changes, click .

Password Questions



Forgotten Password Default Challenge Question: Best Friend's Last Name
Forgotten Password Default Challenge Answer: Harris
Ensure word user inserts is not found in the question:

You can also set up your password questions and answers here – the questions asked of users who forget their passwords, and the answers required for them to change it.

To set an answer for a question, select the question from the drop down menu, then enter the answer in the textbox.

If you want to restrict answers to words NOT included in the question itself, check the checkbox .

When you have finished making any changes, click .

Security Message Option



Lawtrac The Software Solution for In-House Law Departments

User Name:
Password:

[Forgotten Password](#)

LAWTRAC TIP:

Email Links
Email links aren't working. Is there anything I can do?
Open IE and go to Tools,Internet Options then click the 'Prog Home Page' before hitting Yes. While you're there, also make also cause this problem.
If that doesn't work, go to Start,Run and type in and then typ
REGSVR32 URLMON.DLL
You should get a box telling you that the procedure was comp
ill not working. Then make e... that you... set to

If your site has a default security message that they wish to require all users to read before logging into a secure company site, you have the option to replace the FAQ question or Lawtrac Tip on the front log in screen (shown above) with a site security message by entering it in the textbox.

OPTIONAL

Instead of having the FAQ question on the first log-in screen you can substitute it for a company security message. If you wish to do this enter the message below (if not leave blank):

SIMPLE HTML IS ALLOWED

When you have finished, click .

View Security Log

The [View Security Log](#) hyperlink in the upper right of the screen allows you to view security modifications made to your application in the past 45 days. Items are listed in date order with the action taken and the user name included.



SECURITY LOG REVIEW		Since 01/14/12 (Past 45 Days)
DATE	ACTION/REMARKS	
02/27/12 05:32 PM	Illegal String Passed Eli Colon attempted to pass an illegal value in the URL query string: QUERY_STRING - query. Passed from 71.166.109.149 - the person was automatically logged out.	
02/27/12 11:44 AM	Illegal String Passed In URL Sherie Levin attempted to pass an illegal value in a url: ThisRcrdEmail - SRC. Passed from 71.166.109.149 - the person was automatically logged out.	
02/27/12 11:44 AM	Illegal String Passed In URL Sherie Levin attempted to pass an illegal value in a url: ThisRcrdEmail - SRC. Passed from 71.166.109.149 - the person was automatically logged out.	

Database Maintenance Scripts

The [Database Maint Scripts](#) hyperlink provides hyperlinks to a number of scripts which can be used to update data in your database. **These scripts should only be run under the recommendation of Lawtrac Support as running them unnecessarily could result in problems with your database.**

TABLE MAINTENANCE [Complete List](#)

227 Tables will be examined. Tables with only a single record will be directed to take one second, all others will require a three-second delay between commands.

Begin Process

Based on this, please allow a full 11(+/-) minutes for this process to run.

[Reset Calculated Fields](#)

Select Begin Process Does Not Check

RUN ANY THAT APPEAR IN RED BY HAND FIRST

TABLES ALREADY IN THE DATABASE - MAINTENANCE SCRIPTS

ad_hoc_tables	F_INVOICEMATTER	Matter_CTDocuments	PersonnelNotes
ad_hoc1	F_INVOICEPROFILE	Matter_CTSummary	PersonnelRates
Ad_hocRelationships	F_InvoiceStatistics	Matter_CTSwitches	PersonnelRoles
ad_hoc2	F_INVOICESUMMARY	MATTER_NUMBERS	PersonnelSwitches

To run a check of 227 Lawtrac tables, click the **Begin Process** hyperlink. You will need to allow a full ten minutes for this to run. **Only scripts listed in blue will be run as part of this process. All scripts listed in red must be run individually by hand.**

Clicking the [Complete List](#) hyperlink takes you to a complete list of scripts available.

Scheduled Tasks

Scheduled Tasks are server commands to run code at specific times. These commands can be used to execute account payable feeds, email notifications, etc. The [Scheduled Tasks](#) hyperlink lists scheduled tasks set up in your database along with start and end dates and the time they are scheduled to run.

SCHEDULED TASKS [Add New Task](#)

TASK	START	TIME	END	OFTEN		RUN
LAWTRAC30Nightly	02/13/08	06:30 AM	11/09/20	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Nightly/default.cfm						
CalibrateInvoiceTotals	02/13/08	20:05 PM	02/13/15	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Queries/Calibrate_01.cfm Calibrates the invoice totals processed the past 24 hours.						
CalibrateMatterTotals	02/13/08	20:55 PM	02/13/15	daily		
https://demo.LAWTRACOnline.com/LAWTRAC30/Queries/Calibrate_02.cfm Calibrates the total charged against matters. Based on the past 24 hours of invoices received, or approved.						
CategoryMaint	02/14/08	08:45 AM	02/14/10	monthly		
https://demo.LAWTRACOnline.com/LAWTRAC30/Queries/maint_TooManyCats.cfm Sends LAWTRAC Category Maintenance Report (Too many categories)						
DocumentCategories	02/26/08	05:15 AM	02/26/10	daily		

To **edit an existing Scheduled Task**, click the next to that task. **NOTE:** You will have to scroll down below the list of scheduled task to see the edit template.

EDIT SCHEDULED TASK
Close

Task Name: Do not change the task name.

Start Date:

End Date:

Time: : «24 Hour Clock

Interval:

Command:

Description / Comments:

An **Edit Scheduled Task** box will open up below the main list. You can modify the start and end dates, time and interval of the task. You can also modify the command and any description or comments. When you are finished, click . **NOTE: Do not change the task name. Once a task has been set-up on the server you cannot rename it.**

To **delete an existing Scheduled Task**, click the  next to that task on the list.

To **run a Scheduled Task**, click the  next to that task on the list.

To **add a new Schedule Task**, click the [Add New Task](#) hyperlink.

ADD NEW SCHEDULED TASK
Close

Task Name:

Start Date:

End Date:

Time: : «24 Hour Clock

Interval:

Command:

Description / Comments:

Note: The standard nightly email must be named "LAWTRAC30Nightly". Deviating from that name may result in two messages being sent.

Scheduled Tasks are server commands to run code at specific times. These commands can be used to execute account payable feeds, email notifications, etc.

The **Add New Scheduled Task** box will open below the main task list. Enter the task name, start and end dates (which default to the day you add the task) and scheduled time. You can also enter the command and any description or comments, then click .

Pass SQL

The [Pass SQL](#) hyperlink allows you to run Sequel statements on your Lawtrac database. **This should only be done at the instruction of Lawtrac Support personnel.**

PASS SQL STATEMENT TO THE LAWTRAC30 DATA SOURCE

This will allow you to pass a standard Transact SQL statement to the database. Output of SELECT and EXECUTE statements will be displayed in a JAVA table.

Create dB View

The [Create db View](#) hyperlink is intended to provide a short-cut to SQL statements that are run often to produce reports. A 'View' becomes a part of the database and should only be created once the SQL statement is verified as accurate and sound. To do this, first run the SQL statement using the [Pass SQL](#) hyperlink (described [above](#)).

CREATE DATA BASE VIEW  Administration

This function is intended to provide a short-cut to SQL statements run often to produce reports. A 'View' becomes a part of the database and should only be created once the SQL statement is verified accurate and sound. To do this, first run the SQL statement using the [Pass SQL Statement](#) feature.

CREATE VIEW:

AS

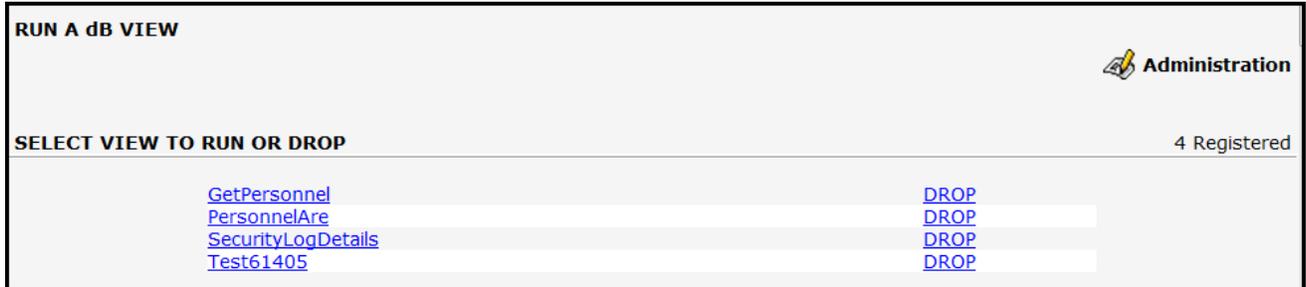
SQL Statement:

Cut-n-Paste SQL Known Good SQL Statement

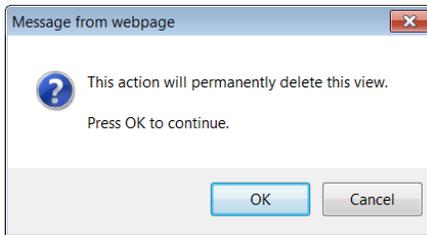
If you want **to create a dB view**, enter the view name in the 'Create View' textbox, then enter the Sequel Statement in the larger textbox and click .

Run dB View/Drop dB View

The [Run dB View](#) hyperlink allows you to run dB Views created by using the [Create Db View](#) hyperlink. Click the [dB View](#) hyperlink to run the dB. To drop a dB View, click the [DROP](#) hyperlink next to that view on the list.



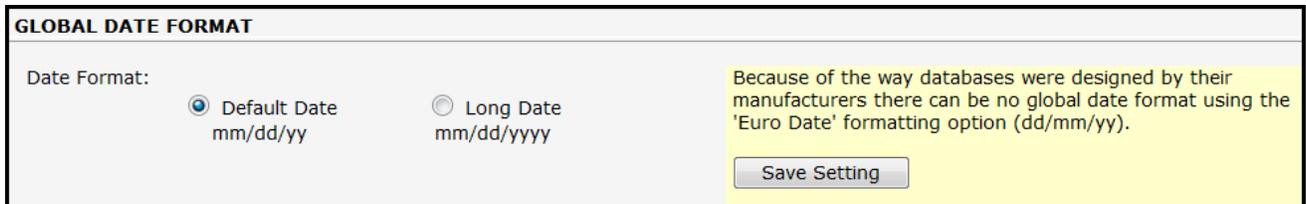
SELECT VIEW TO RUN OR DROP		4 Registered
GetPersonnel	DROP	
PersonnelAre	DROP	
SecurityLogDetails	DROP	
Test61405	DROP	



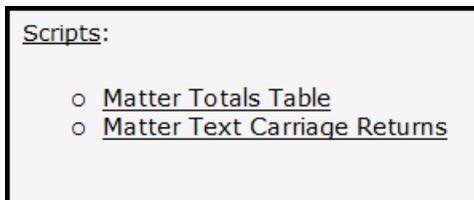
You will be asked to verify the deletion. Click OK to permanently delete this Db View. **There is no undo delete.**

Global Date Format

The [Global Date Format](#) setting allows you to choose between two date format settings using the radio buttons . When you have made your selection, click [Save Setting](#).



Scripts:



- [Matter Totals Table](#)
- [Matter Text Carriage Returns](#)

The two maintenance scripts available on the Program Set-ups menu should only be run when requested by Lawtrac Support.

Matter Totals Table

The Matter Totals Table calibrates the MatterTotals table in your database.

MATTER TOTALS CALIBRATION

This script will calibrate the MatterTotals table in your database.

It will examine all 48340 records. [Click To Begin](#)

Please give this script ample time to execute.

In order to save time, the Fiscal Year calibration will be skipped. Those numbers will self-calibrate while using the application.

Matter Text Carriage Returns

The Matter Text Carriage Returns script ensures that the correct amount of carriage returns are used throughout your database. The more records in your database, the longer the script will take to run.

Purpose: Different databases uses diff rent ANSI codes to represent a carriage return. This script will attempt to interject an extra carriage return where only one is found in an attempt to duplicate the lay-out (expectations) you had previously. The second stage will be to delete one where three is found just in case the record had two to begin with.

This script will effect all records. There is no verification available for this function.

The more invoice records you have in your database the longer this script will take to run.

To begin, click the CONTINUE button below:

[Continue](#)

Archive Tool

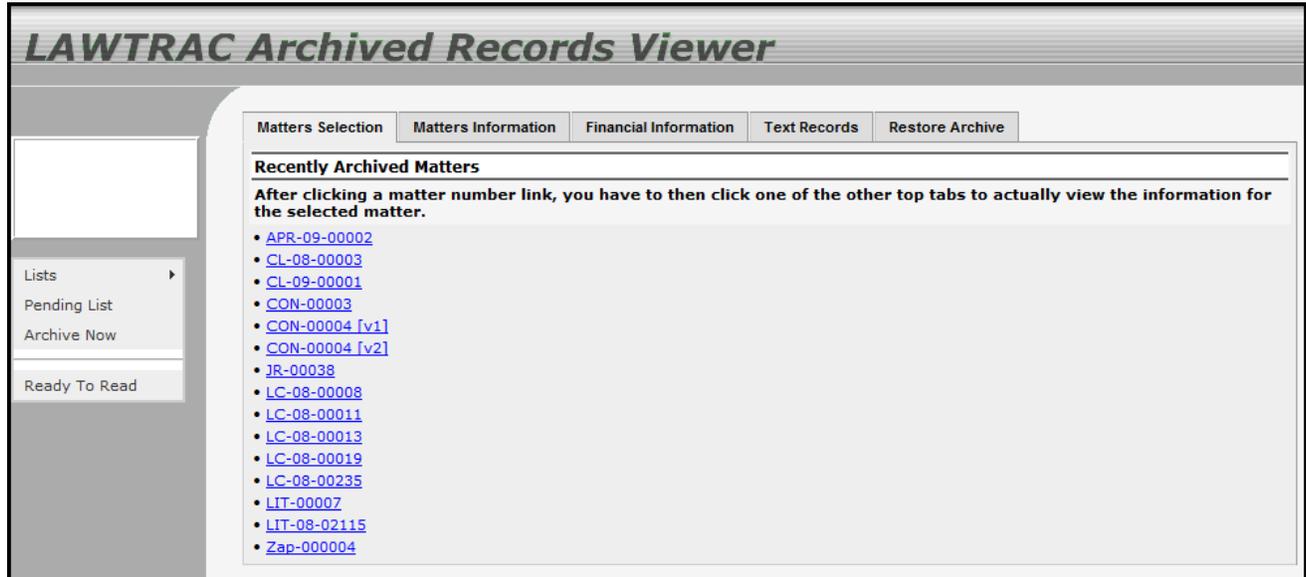
The Archive Tool is a new feature for managing your archived matter records. The hyperlink opens up a new window to display the Lawtrac Archived Records Viewer. Click Ready To Read to begin.

LAWTRAC Archived Records Viewer

[Ready To Read](#)

- Lists
- Pending List
- Archive Now
- Ready To Read

A listing of Recently Archived Matters is displayed. Click a matter number link and then use the top row of tabs to actually view the information for the selected matter.



The **Lists** module just simply lists the most recently archived matters. You can select to list by *Most Recent* or by *File Type* (*Matter Data Files*, *Financial Records*, etc.).



Pending Lists displays the records pending archive. Go to **Archive Now** to start the Archive process.

For more information please contact Lawtrac Support at Support@lawtrac.com.