Lawtrac

# Administrator User Guide

*Version 3.6*

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# Table of Contents

# 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

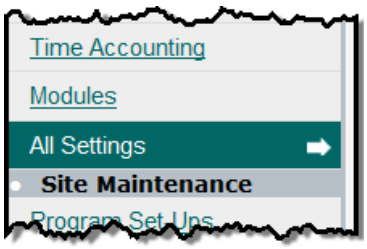
## Set-up Tables

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.

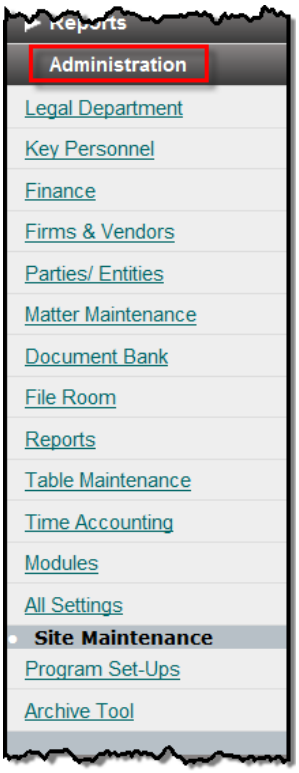
## All Settings




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

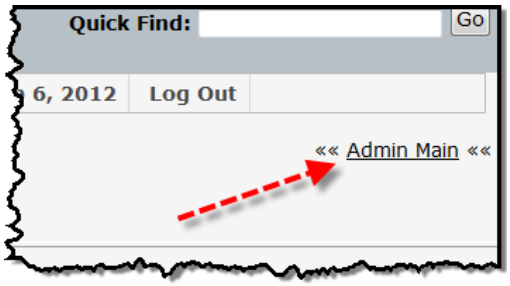
The Legal Department link leads to a set of hyperlinks that allow you to modify or configure settings pertaining to your corporate information and internal staff.


***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):**

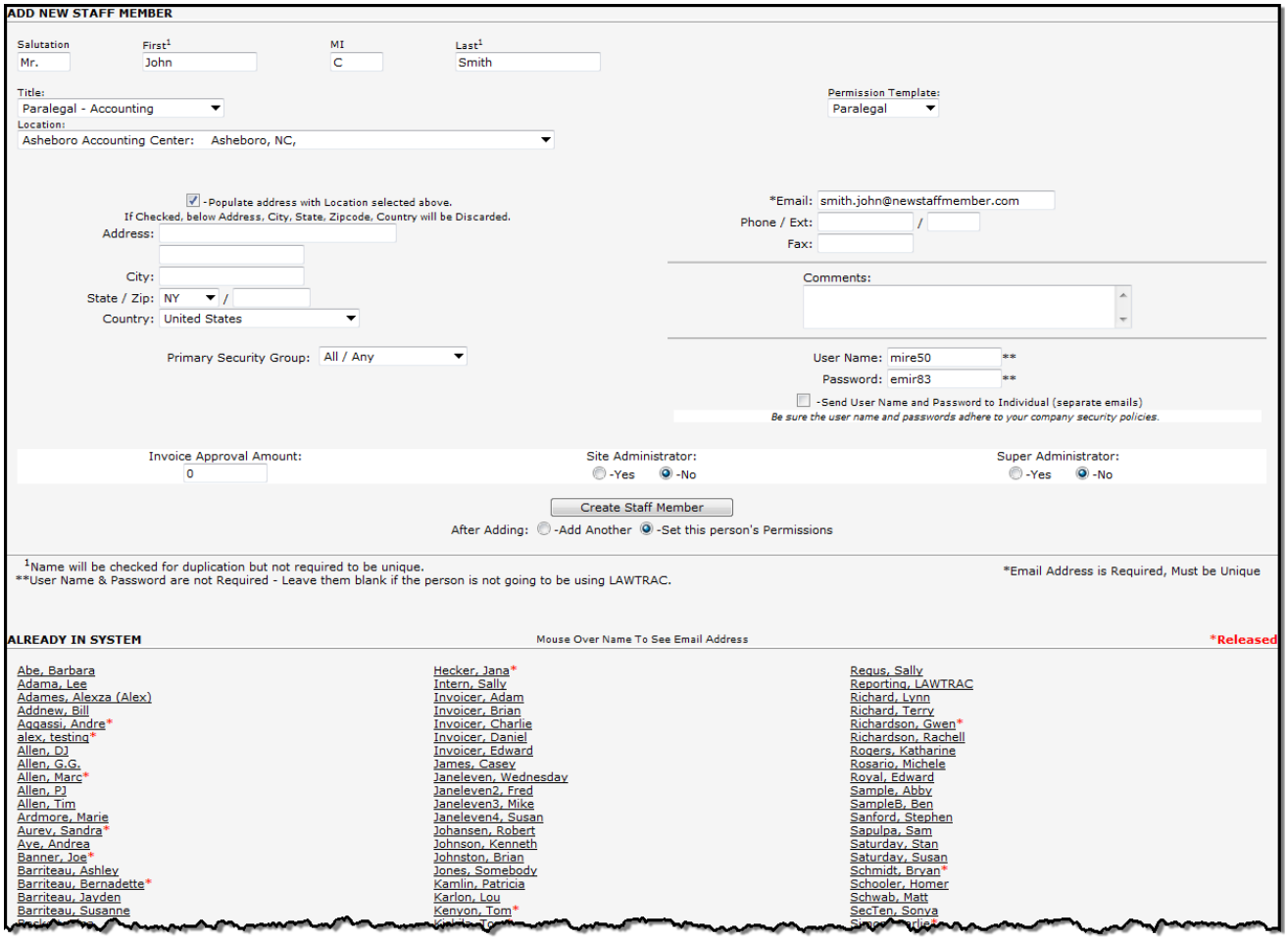
1. **View internal Position Titles (link 3) and Permission Profile Templates (link 5) to make sure the new members' title and an appropriate profile are available in your database.**
2. **Check your Corporate Locations Information (link 14) to ensure the new members' location has been uploaded to the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



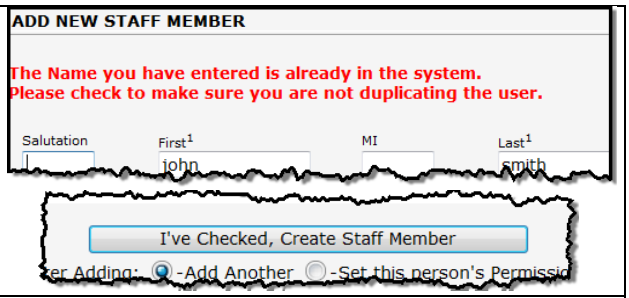

***First Name, Last Name, Email address and the permission template are required fields.***

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.**

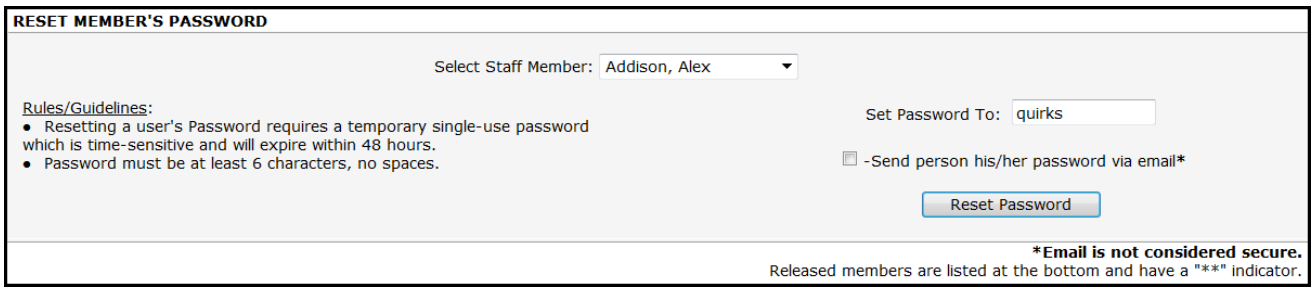
7. Next, input the new staff member's invoice approval amount in the textbox provided, if desired. This is the highest amount the individual is authorized to approve. If you enter any amount over 0, it automatically grants "Can Function as Lead" permission at the Site Access tab of the individual's personnel 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 Create Staff Member.

**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 *.**

| | |
|---|---|
| **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." |  |
| **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 *. |  |

## 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.




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.

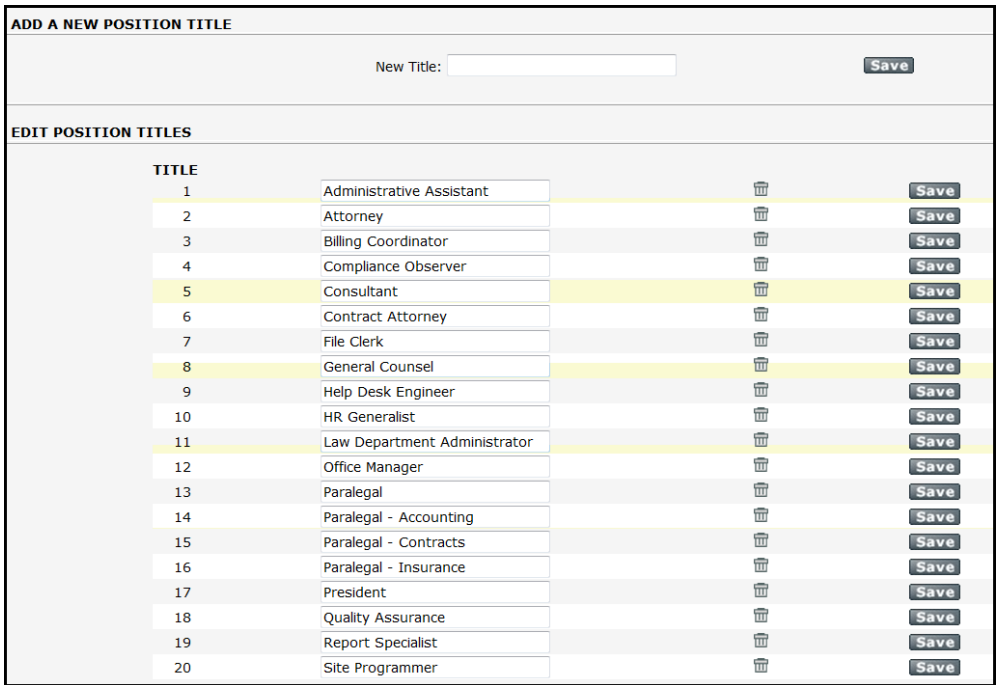
## Position Titles

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

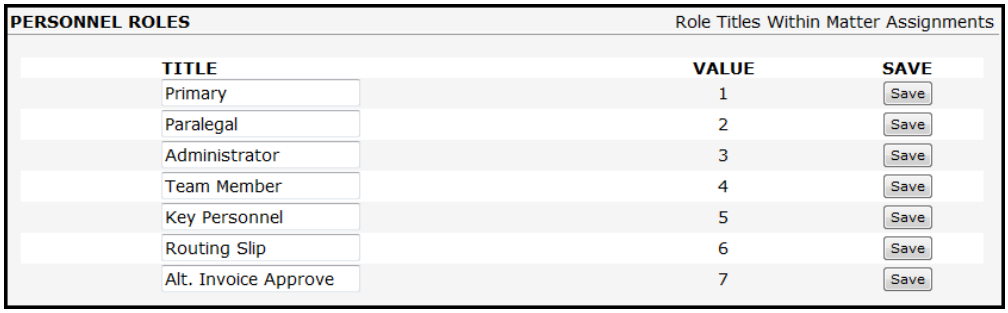
EDIT POSITION TITLES

| 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.

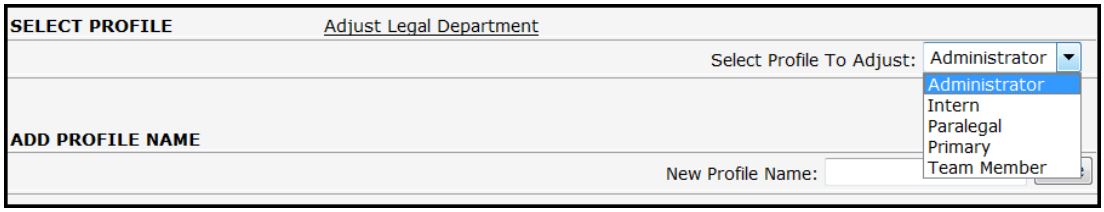


PERSONNEL ROLES — Role Titles Within Matter Assignments

| 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 |

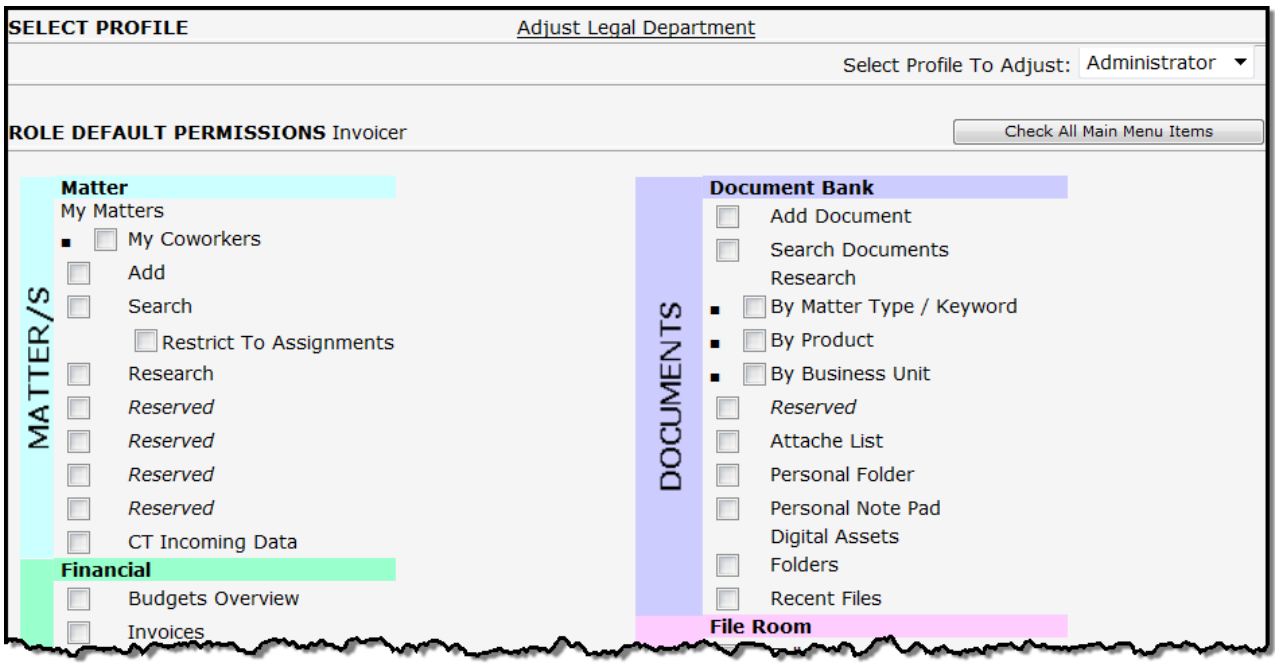
## Permission Profile Templates

To **adjust an existing Permission Profile**, click the Permission Profile Templates hyperlink. Then select the Permission Profile from the drop down menu.

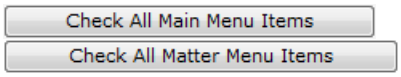



To **add a new Permission Profile**, enter a name for the profile in the New Profile Name text box and click Save.

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.

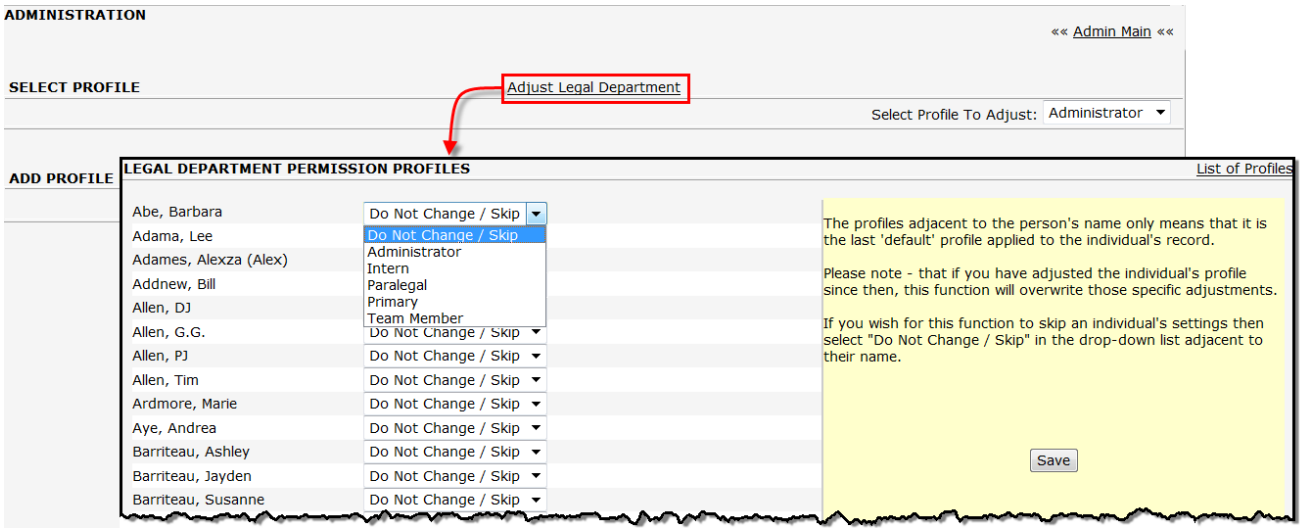



Click Save Profile Permission Changes when you are finished to save the Permission Profile.

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 Delete Profile (see image below). **NOTE:** Deleting Permission Profiles cannot be undone.


## 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.




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.

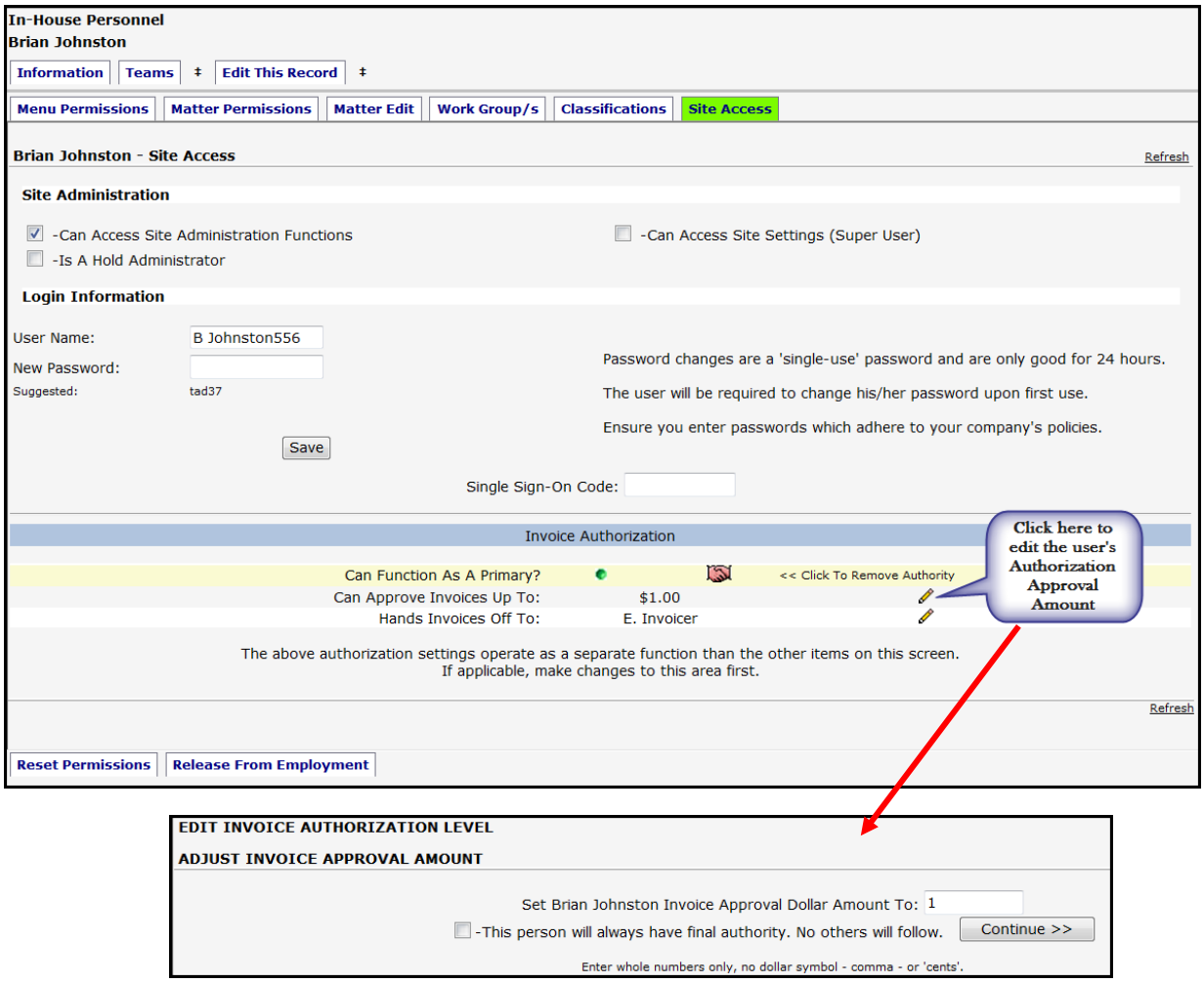
# Invoice Authorization Amounts

The Invoice Authorization Amounts link takes you to a hyperlinked list of individuals with assigned invoice authorization amounts.

**INDIVIDUALS WITH INVOICE AUTHORIZATION**

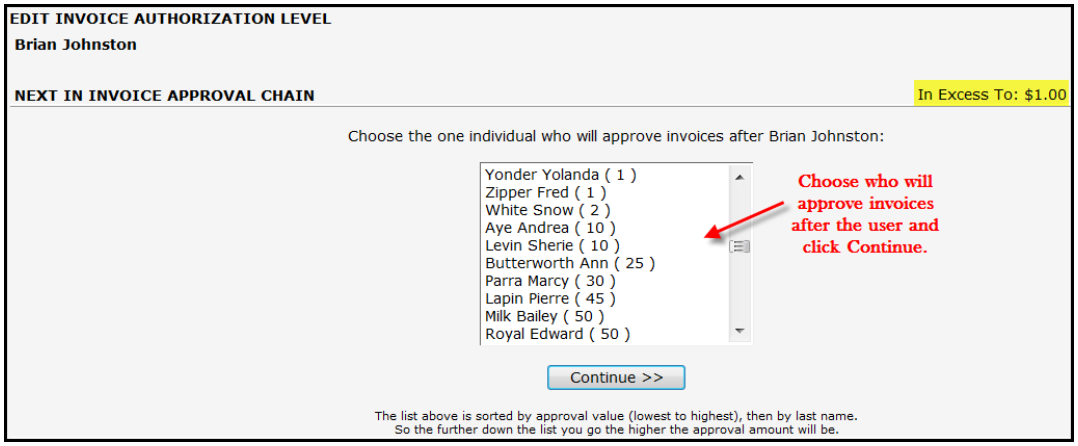
| NAME | | | AMOUNT | NEXT |
|---|---|---|---|---|
| John Davidson | | Open Ct: 2 | 1 | L. Training |
| Christina Yano | | Open Ct: 10 | 1 | J. Davidson |
| Elliott Mancuso | | Open Ct: 0 | 1 | J. Davidson |
| Kenneth Conger | | Open Ct: 0 | 1 | J. Davidson |
| Juliana Koester | Released: 01/15/2013 | Open Ct: 0 | 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 | Open Ct: 0 | 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.



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

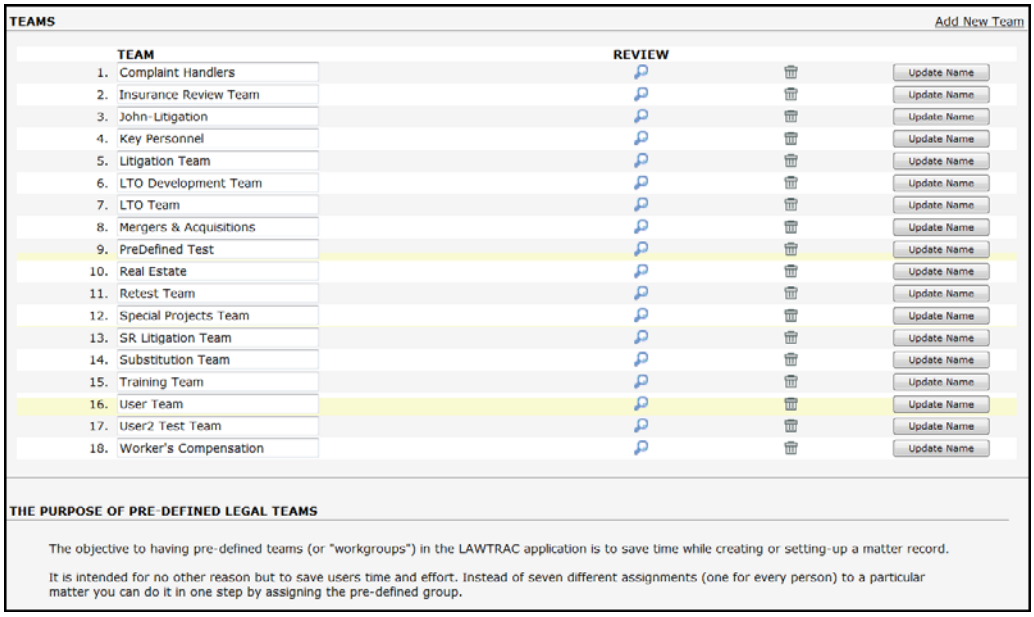
If you did not select for the user to have final authority, you will be prompted to select the person that will approve the invoices after the user. Each person on the approval chain is listed with their invoice approval limit in parenthesis next to their name. The previous approver's approval limit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




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

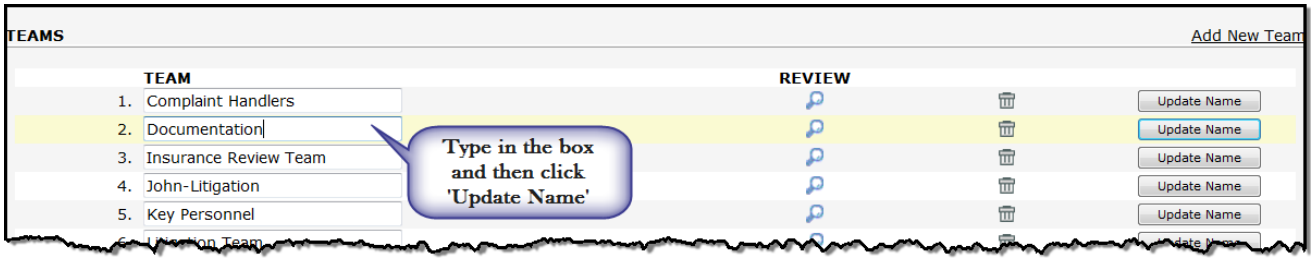
## Predefined Teams

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.



## 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 Update Name. The page will refresh and the new team name will display.



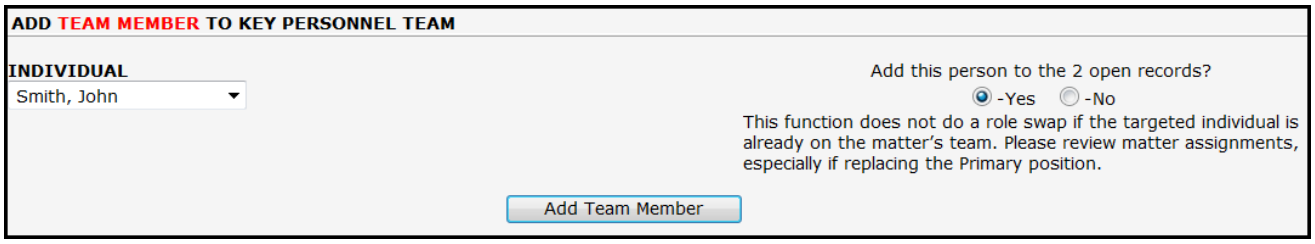

## View / Adjust Team

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.

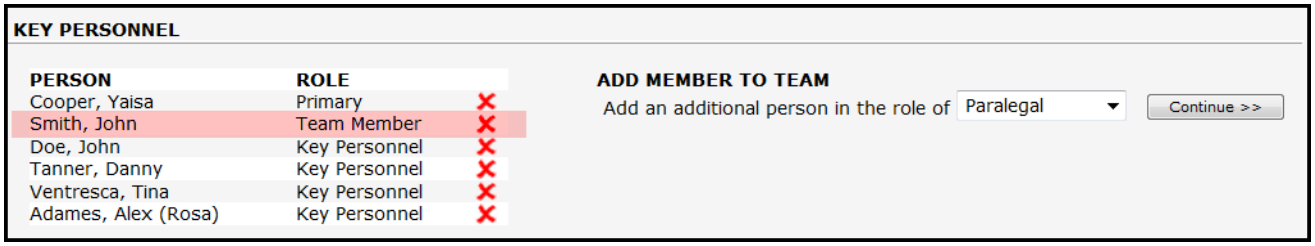

**NOTE:** Clicking the red ✕ next to an individual automatically removes the member from the list with no prompt to confirm or cancel the removal. However, a removed member may be added back using the 'Add Member to Team' feature to the right.

### 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 Continue >>.



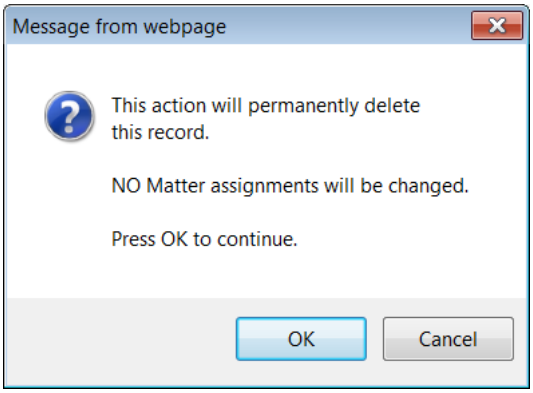
Select the new member from the INDIVIDUAL drop down. You can choose to include or not include this person on the open matters that are associated with the predefined team. Make your selections and click 'Add Team Member'.




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.




## Add New Predefined Team

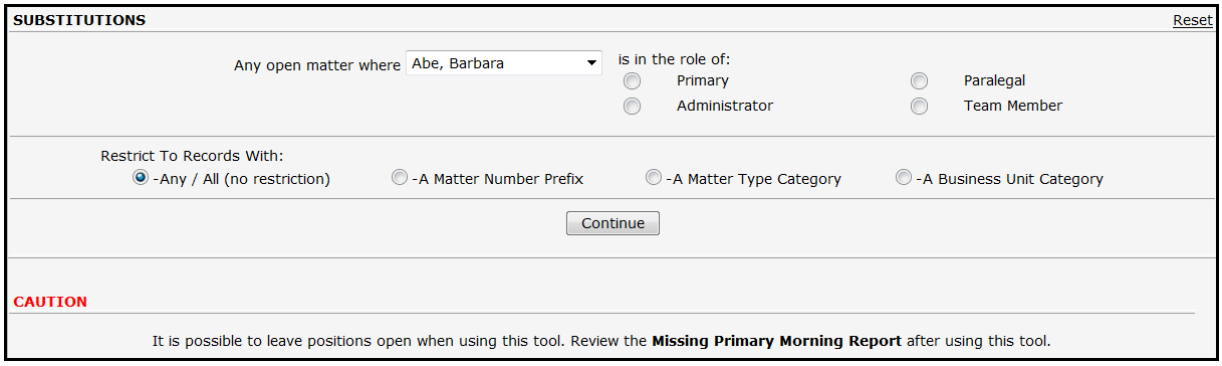
Click Add New Team at the top right of the Predefined Legal Teams list to display the 'Create New Team' template (you may have to scroll down). Enter the new team name and click 'Continue'. The new team name will automatically populate into the list in alphabetical order. You can then click the icon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


# Substitutions

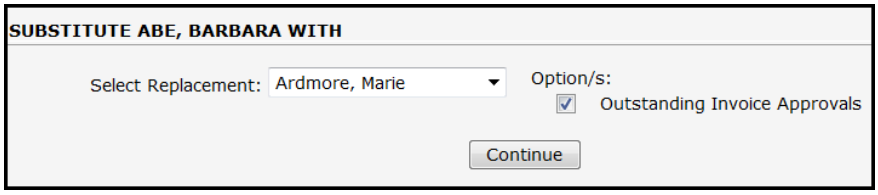
The Substitutions hyperlink takes you to a screen where you can substitute, or replace, internal personnel on matters in your database.

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.

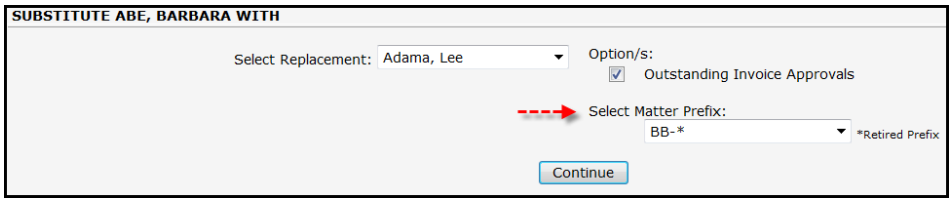
When you have made your selections, click Continue.

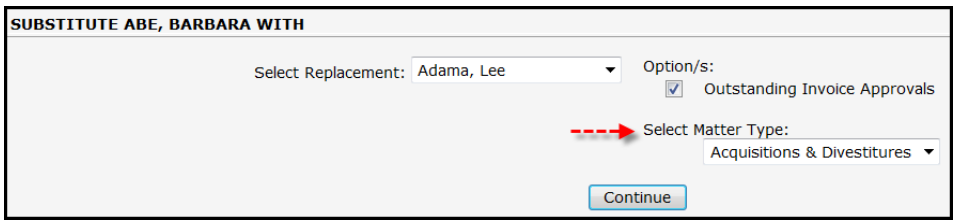


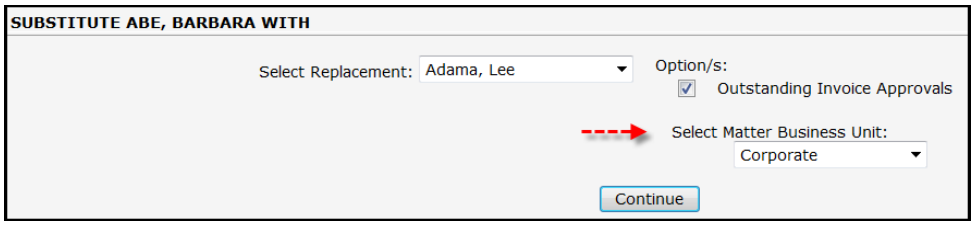

If you chose to replace a person on **all** their matters, you will next be asked to choose the person whom you will substitute in their place. Checking the checkbox ☐ next to "Outstanding Invoice Approvals" will also replace the person on the approval chain of any outstanding unapproved invoices. Make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




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:



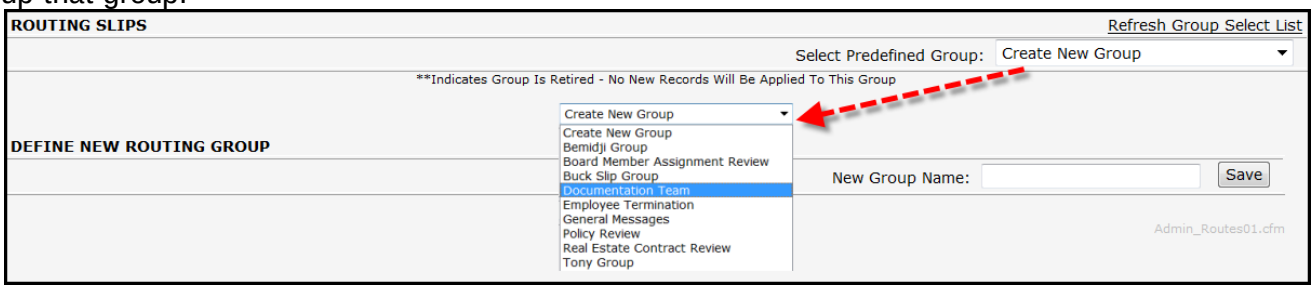



Checking the checkbox ☐ next to "Outstanding Invoice Approvals" will also replace the person on the approval chain of any outstanding unapproved invoices. Make your selections and click Continue.

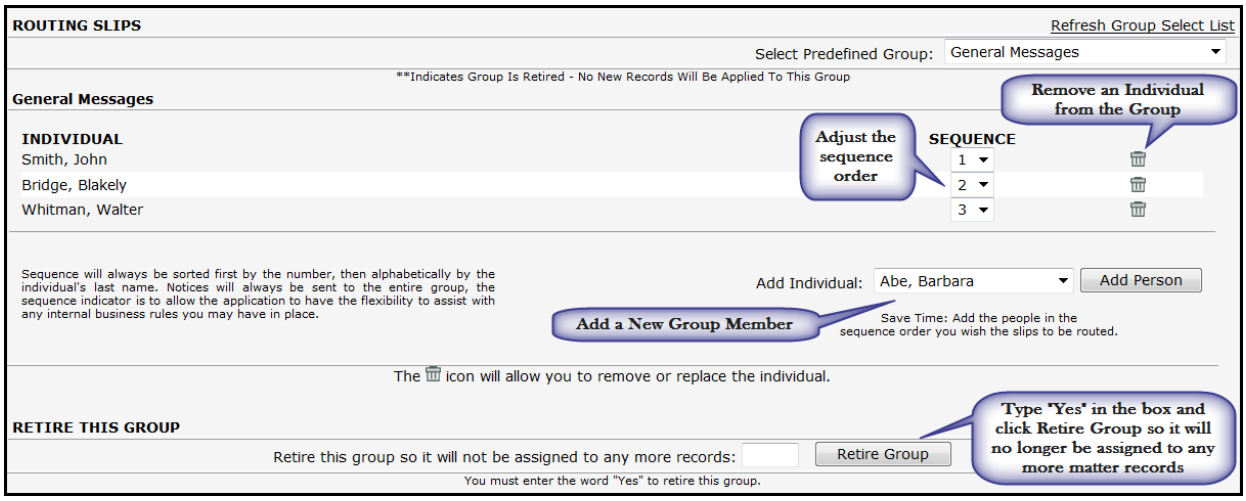
**NOTE: It is possible to leave positions open when using the Substitutions tool. Review the Missing Primary – Morning Report after using this tool.**

## 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.




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.

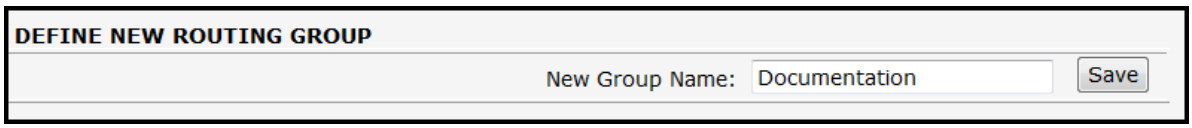



- Use the drop down menus to change the numbers, if you wish to change the review sequence.

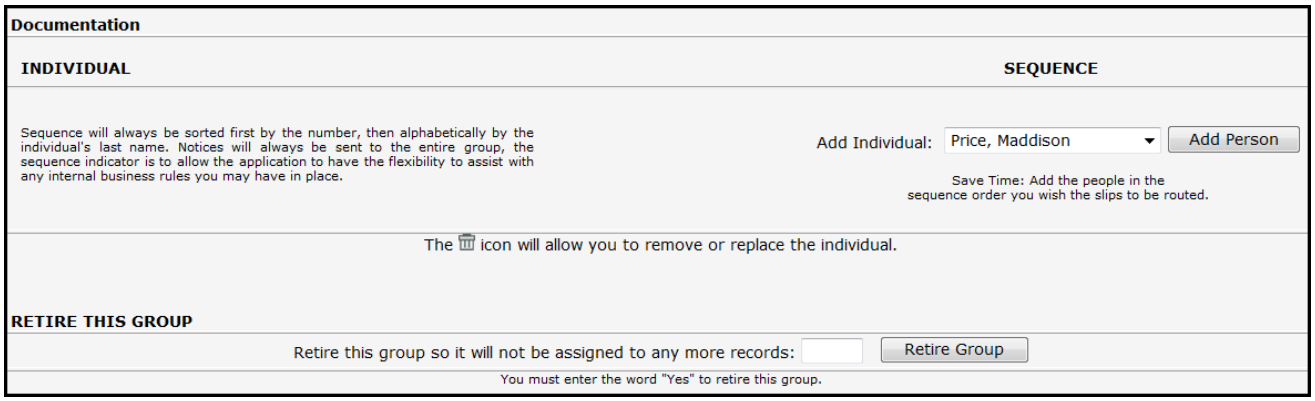
- Click the 🗑 next to a reviewer if you wish to remove that person from the Routing Group.
- Use the drop down in the middle, if you wish to select a new person to add to the Review Group. Click [Add Person] to make the addition.
- If you wish to retire the Routing Group, enter YES in the text box and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

## Adding a New Routing Group

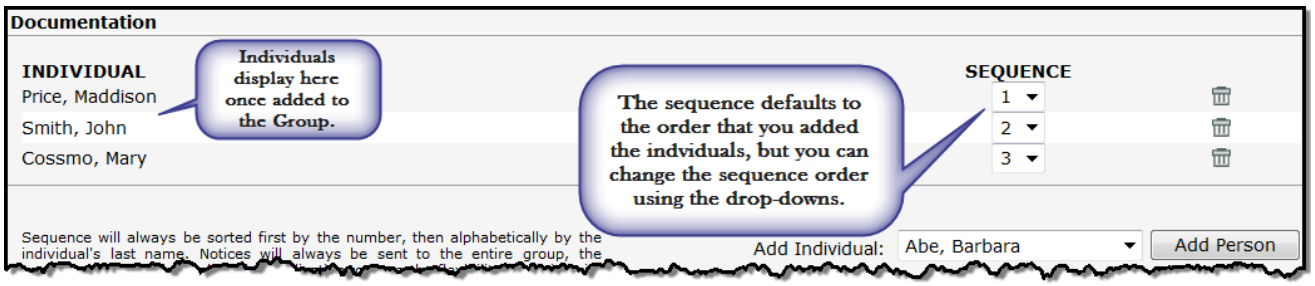
To add a new Routing Group, enter the new name and click Save.




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 [Add Person]. **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.



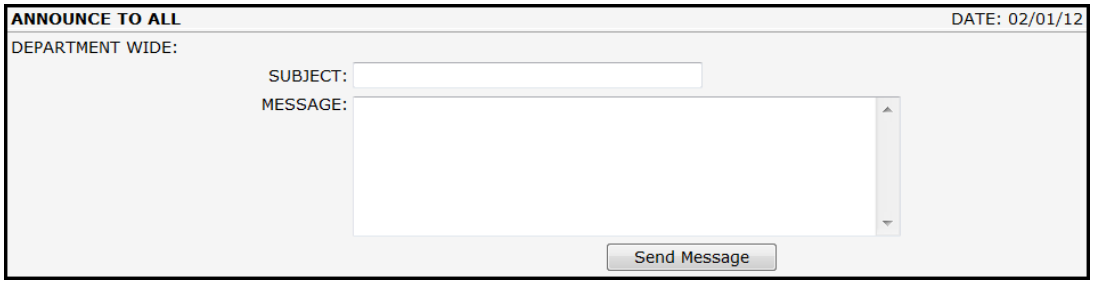

**NOTE:** If you have created a routing group by accident or no longer wish to create the routing group, type "Yes" into the RETIRE THIS GROUP box and click [Retire Group].



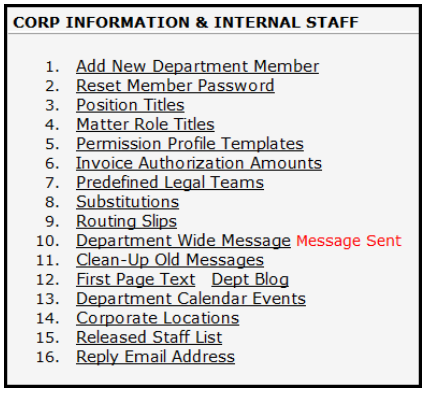
If you decide to remove a person from the group, you can do so by clicking the trash can icon. Changes are automatically saved, so once you are finished creating your predefined group, simply scroll up and continue navigating in the application.

## 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).

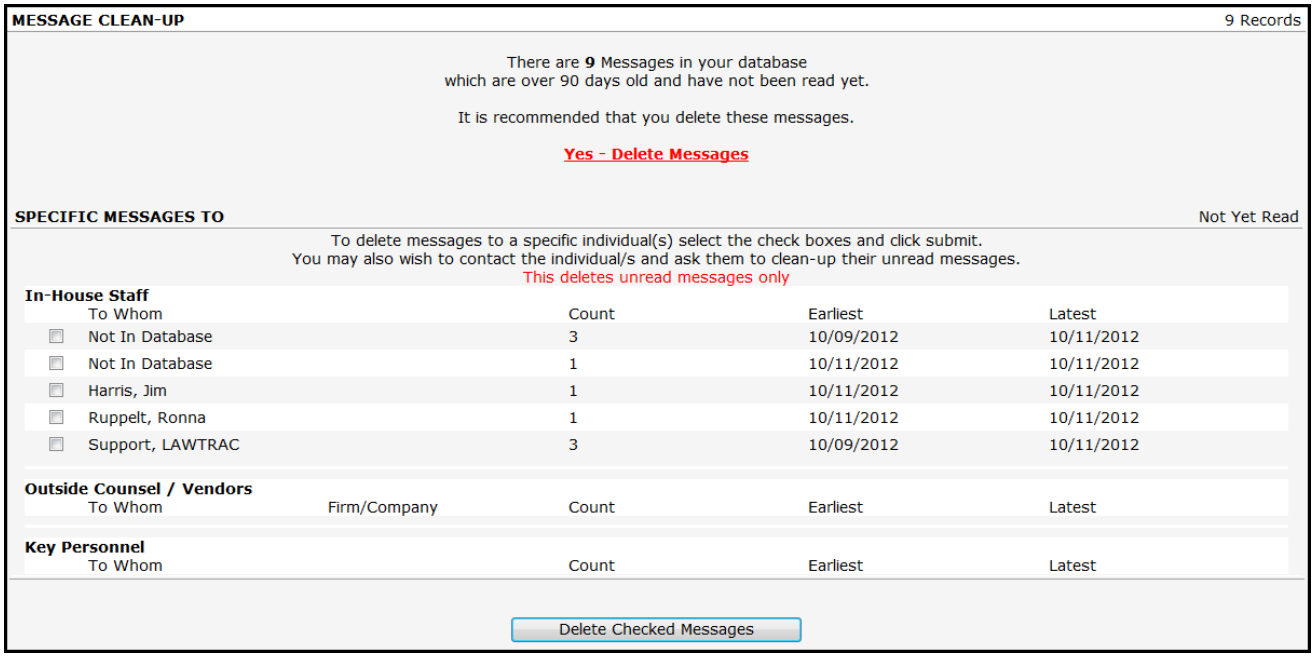



After sending your message, you will be returned to the Legal Department links list where you will see confirmation that your message was sent.




## 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.



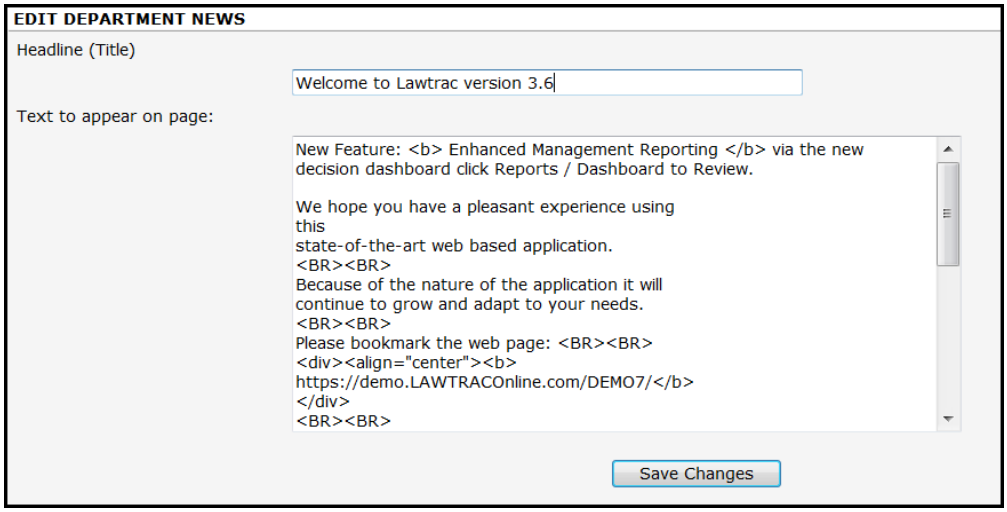

If you wish to delete all unread Internal Lawtrac Messages 90 days and older, click **Yes – Delete Messages**. **NOTE: This function should be used with caution, as deleted messages cannot be recovered.**

## 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.

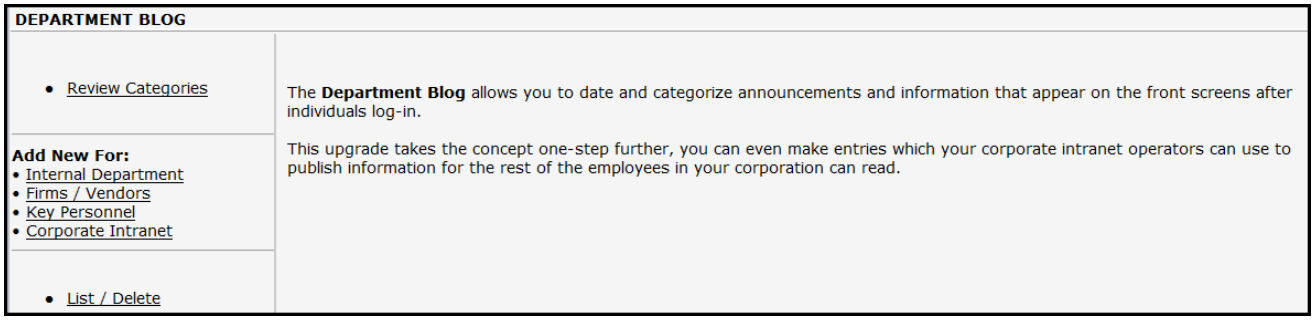
Because this text is formatted in html language, standard html commands including colors, text formatting, and hyperlinks will function. You can set links to email, other internal sites, and even include pictures or calendars to be displayed on the Lawtrac Home Page. *However, please exercise caution 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** Save Changes **. If you wish to use html coding for a more designed home page, Lawtrac is not responsible for providing training in html language.**



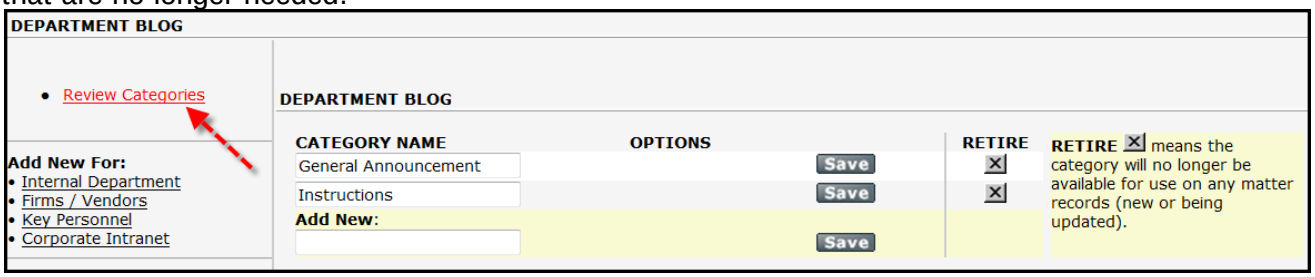

# Dept Blog

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.




## Review Categories

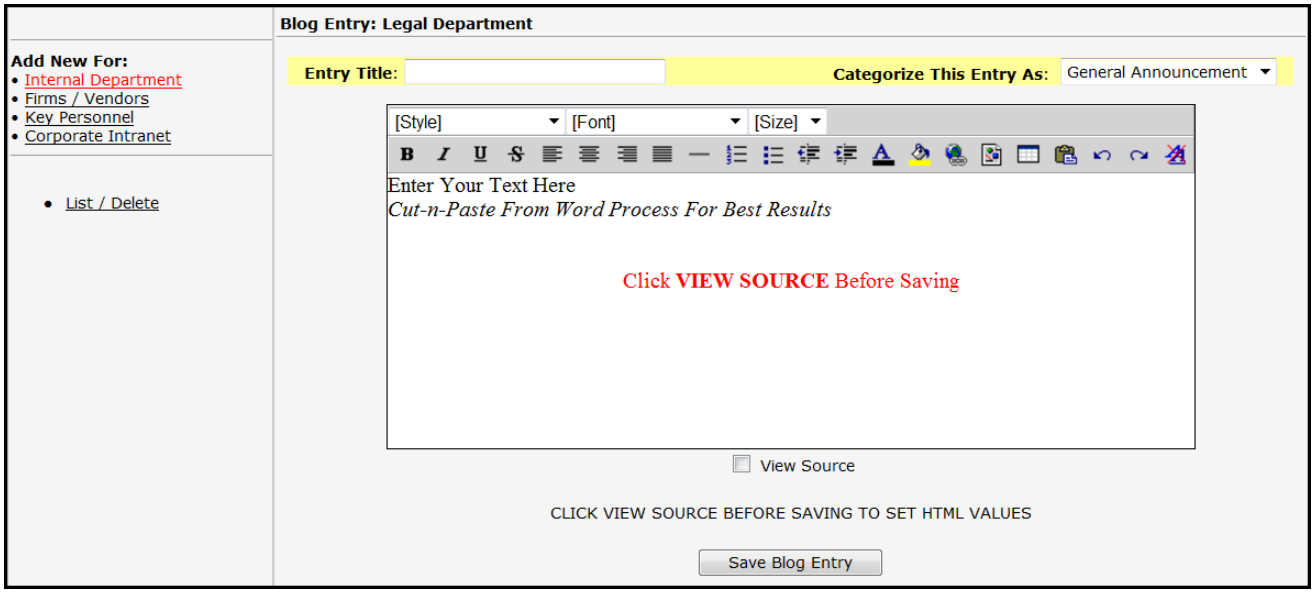
Click Review Categories to adjust existing category names, add new categories, or retire categories that are no longer needed.




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

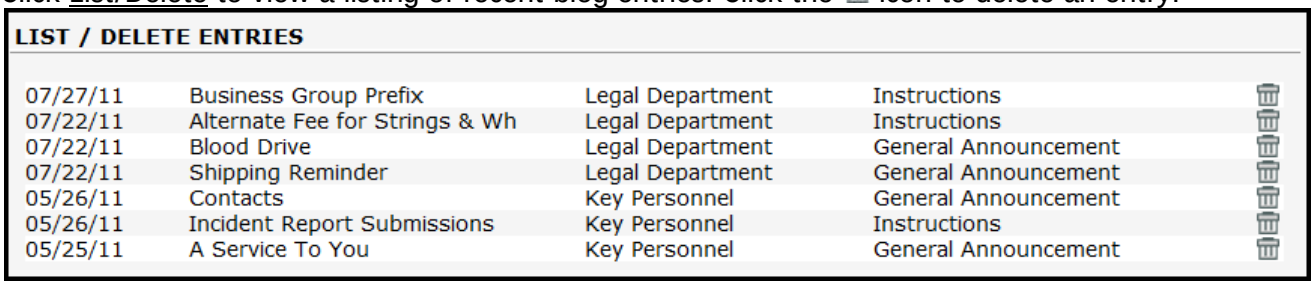
Decide who the audience will be for the new blog entry: Internal Department, Firms/Vendors, Key Personnel, or Corporate Intranet. Choose the appropriate audience by clicking the link and activating the blog entry template. Enter the blog title, select the appropriate category from the drop down, and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




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

## List / Delete Entries

Click List/Delete to view a listing of recent blog entries. Click the icon to delete an entry.

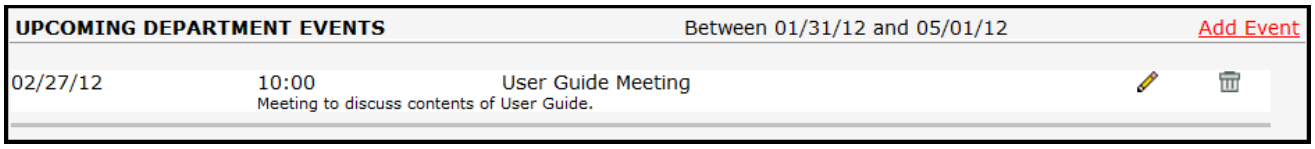


LIST / DELETE ENTRIES

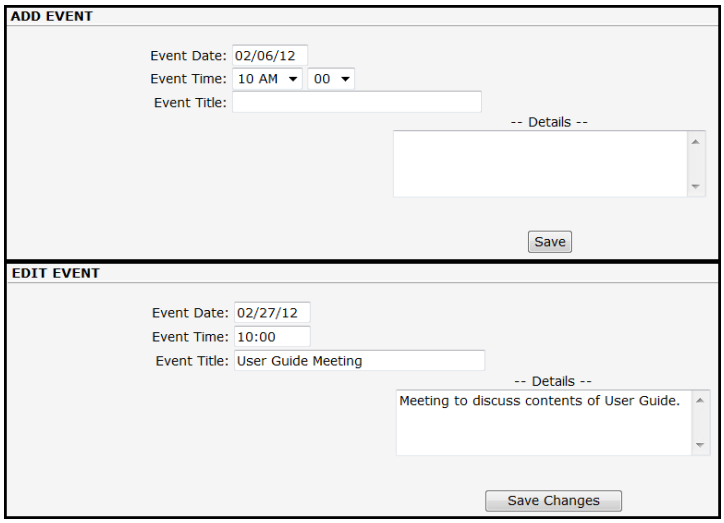
| | | | |
|---|---|---|---|
| 07/27/11 | Business Group Prefix | Legal Department | Instructions |
| 07/22/11 | Alternate Fee for Strings & Wh | Legal Department | Instructions |
| 07/22/11 | Blood Drive | Legal Department | General Announcement |
| 07/22/11 | Shipping Reminder | Legal Department | General 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.




To create new Department Calendar Events, click the Add Event hyperlink.



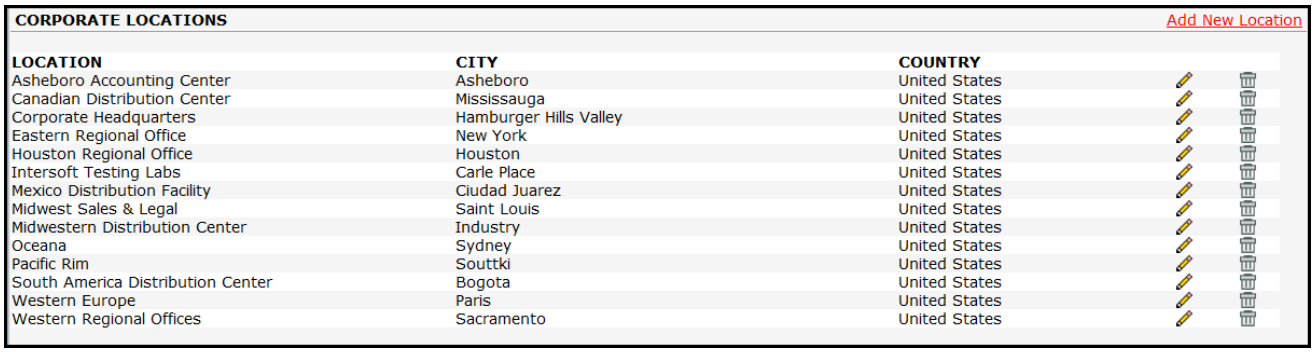

You can then choose the event date and time, enter the title and details in the text boxes and click Save to add the new event to the Department calendar.

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

When finished with the event edit, click Save Changes.

## Corporate Locations

The Corporate Locations link allows you to add, edit, or delete Corporate Locations.



CORPORATE LOCATIONS — Add New Location

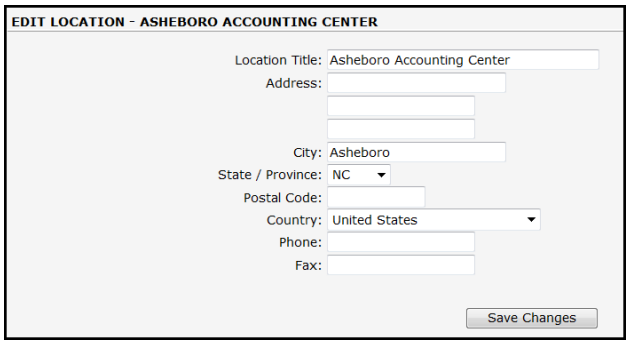
| LOCATION | CITY | COUNTRY |
|---|---|---|
| Asheboro Accounting Center | Asheboro | United States |
| Canadian Distribution Center | Mississauga | United States |
| Corporate Headquarters | Hamburger Hills Valley | United States |
| Eastern Regional Office | New York | United States |
| Houston Regional 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 |

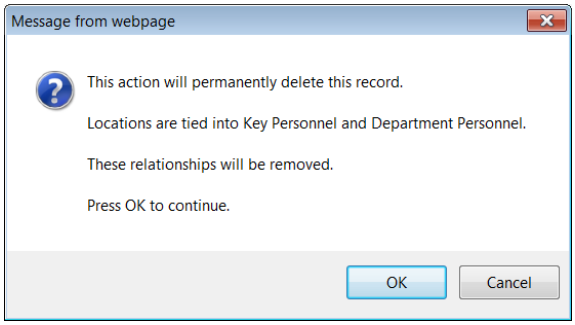
Click the pencil icon to edit a location.

Make necessary changes to the location and click Save Changes.

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

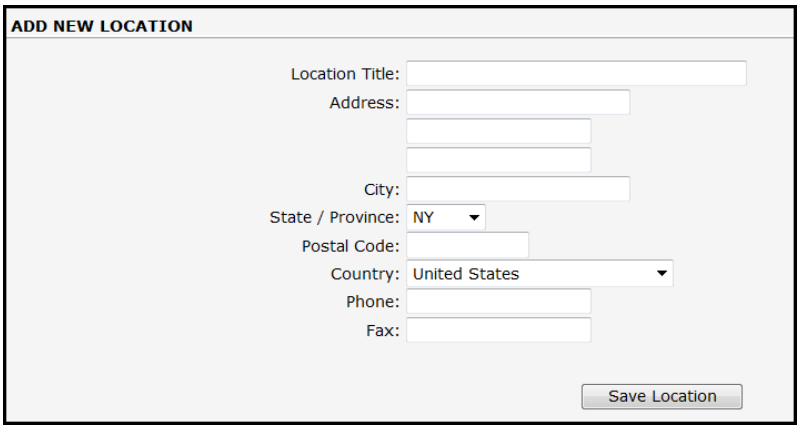
Click OK to delete the record or Cancel to abort the delete.




## Add New Location

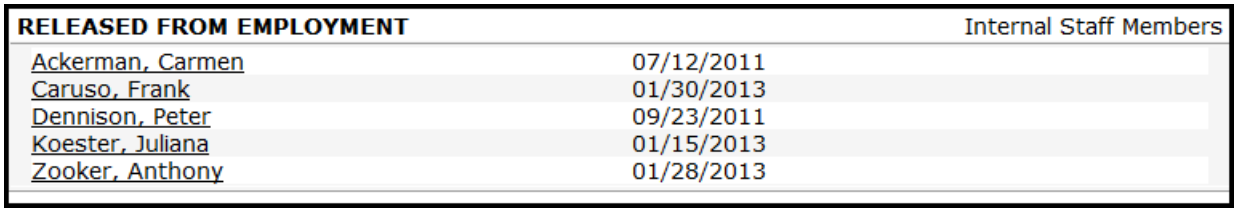
Click the Add New Location hyperlink to add a new corporate location.



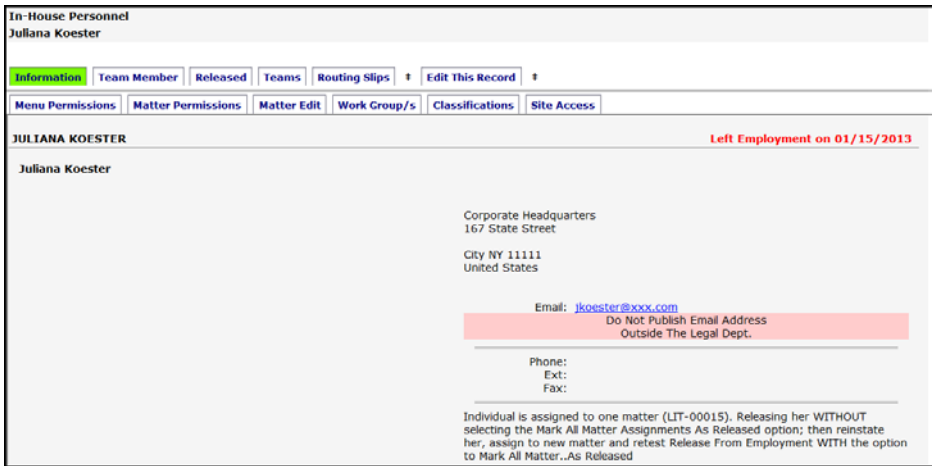

Enter the location title, address, and other details, and then click Save Location to add the location to your database.

## 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 | |

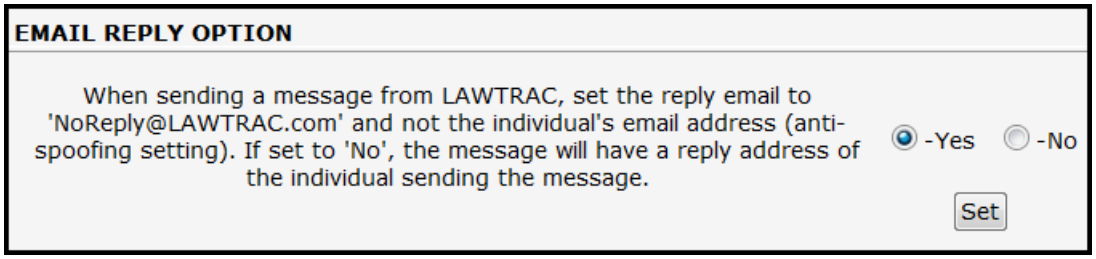



Click the hyperlinked employee name to go to that person's profile (see left).

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

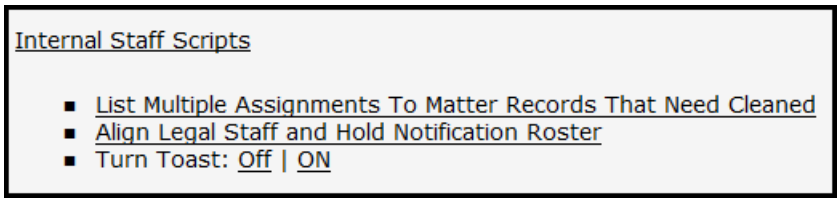

## Reply Email Address

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 Set.




## Internal Staff Scripts

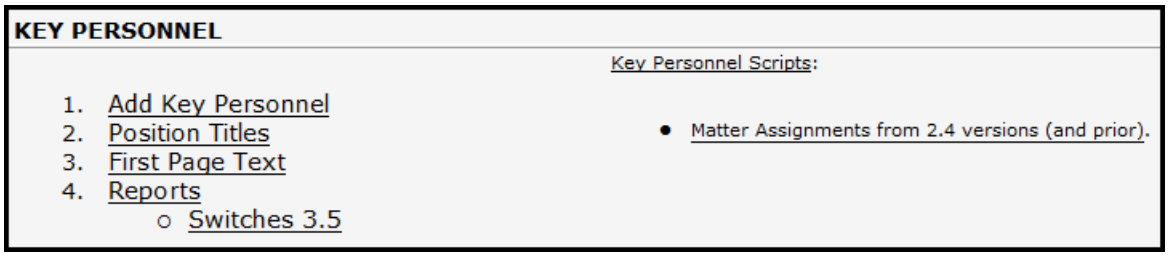
**The Internal Staff Scripts listed to the right of the Legal Department links should only be run at the request of Lawtrac Support.**



# 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

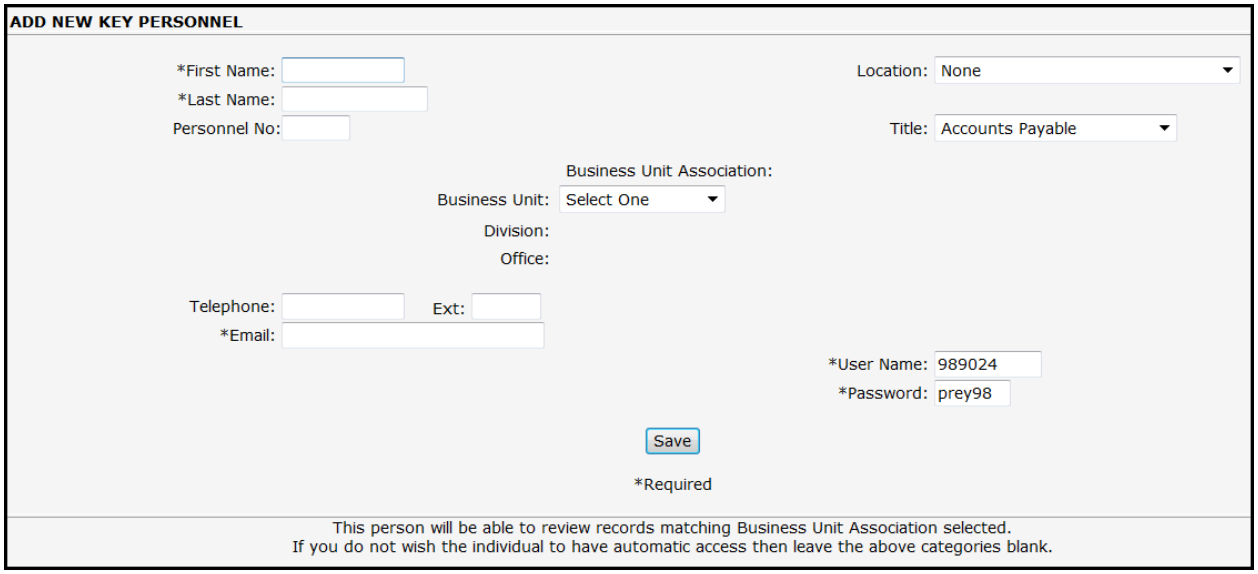
The Add Key Personnel hyperlink allows you to add company employees as key personnel to your Lawtrac database, giving them limited access to the data.

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 we will be required to change their username and password.

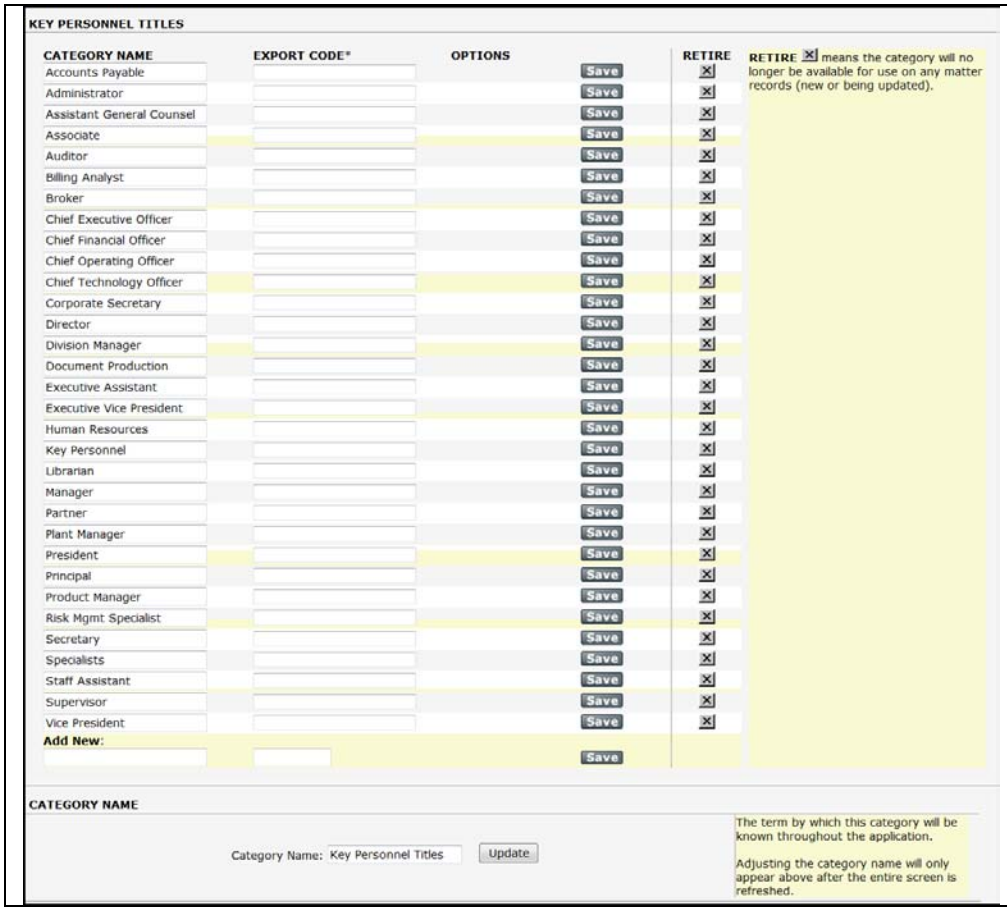
When you are finished, click Save to add them to your database.

**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.




# Position Titles

The Position Titles hyperlink allows you to set up titles for key personnel with access to your database.



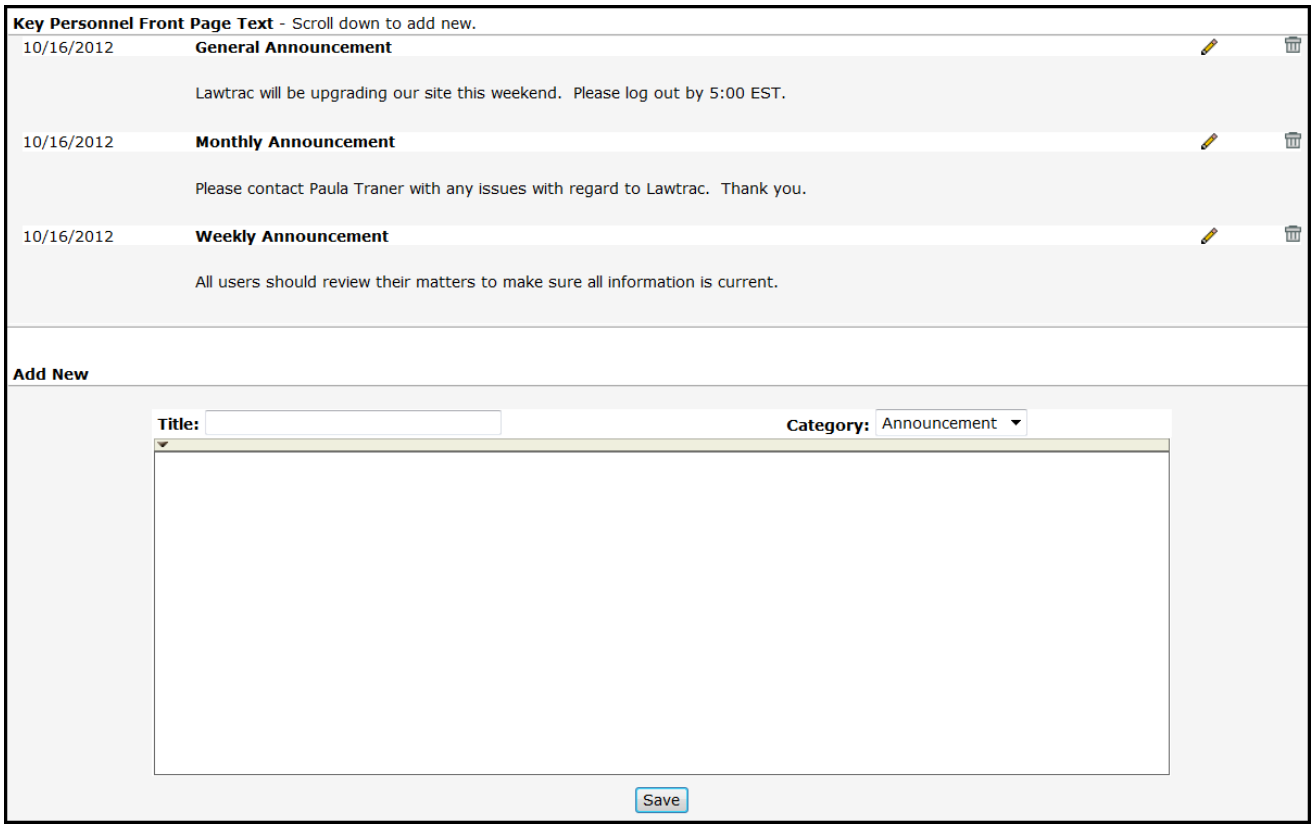

To **edit an existing title**, change the text in the category name box and click Save.

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 Save.

## 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.




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

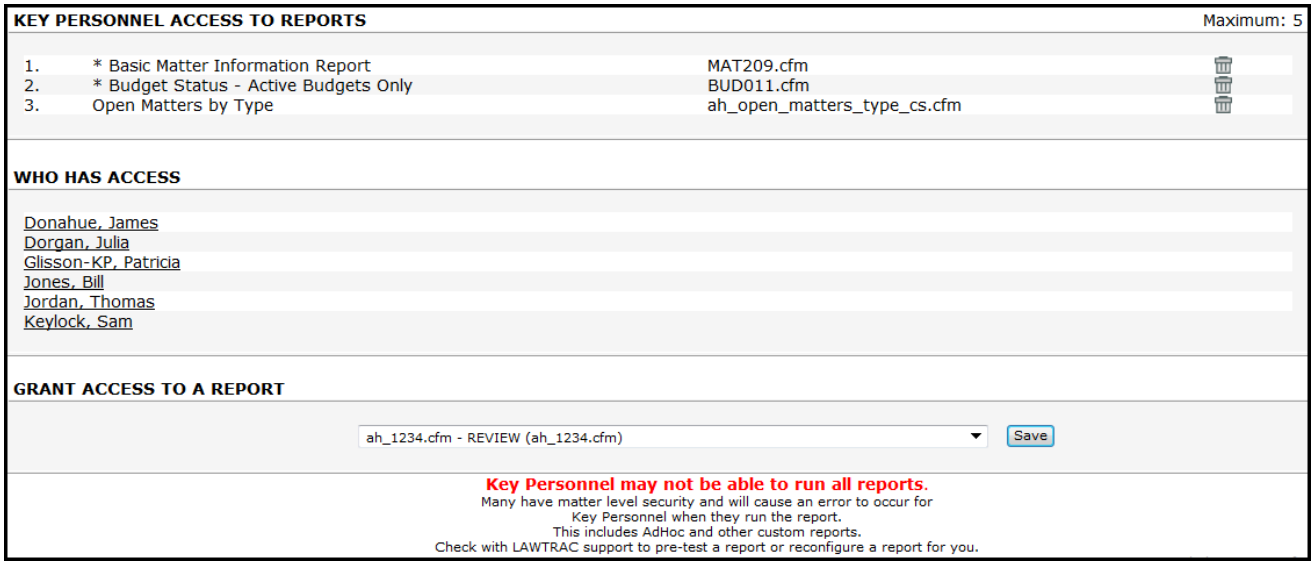
You can add a new front page text record on the main screen: Enter a Title, Select a Category for the record, and input the text. Click **Save** when finished.

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.



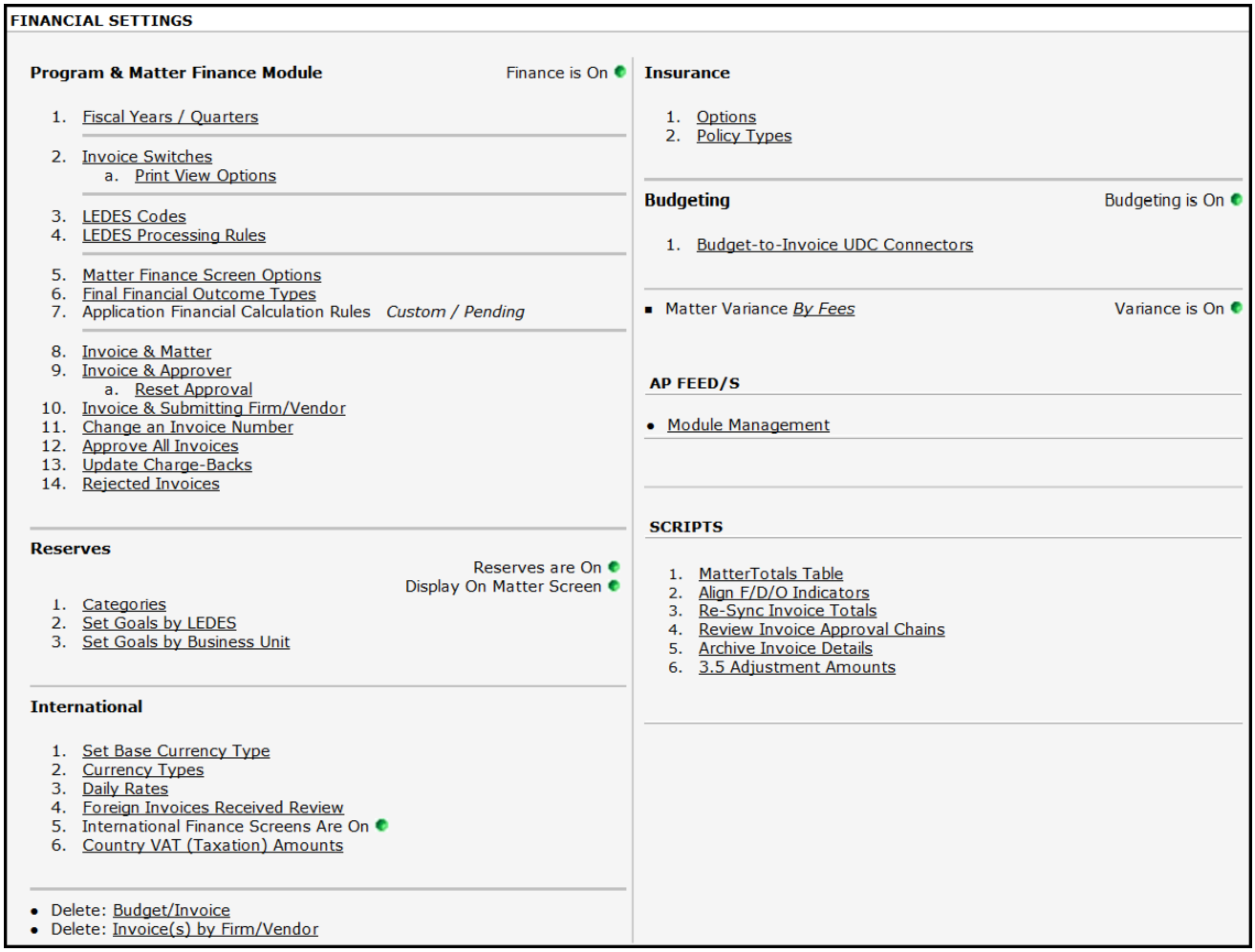

To **remove access to one of these reports**, click the 🗑 next to it on this list. Key personnel will no longer be allowed to access the report, but it will remain in your database for regular users.

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

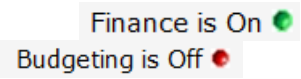
To **allow access to a particular report**, select it using the drop down menu at the bottom of the page, then click Save. If you have selected 5 reports for access, this area will be hidden until a report is removed from the list and a spot is available.

# Chapter 3: Finance

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

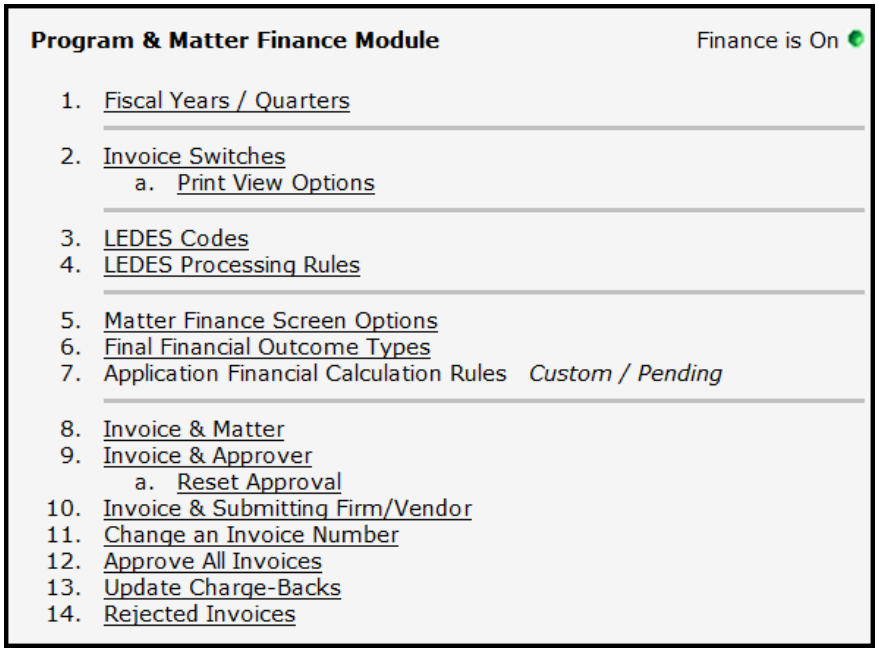



Click the Finance hyperlink to enter financial settings module.



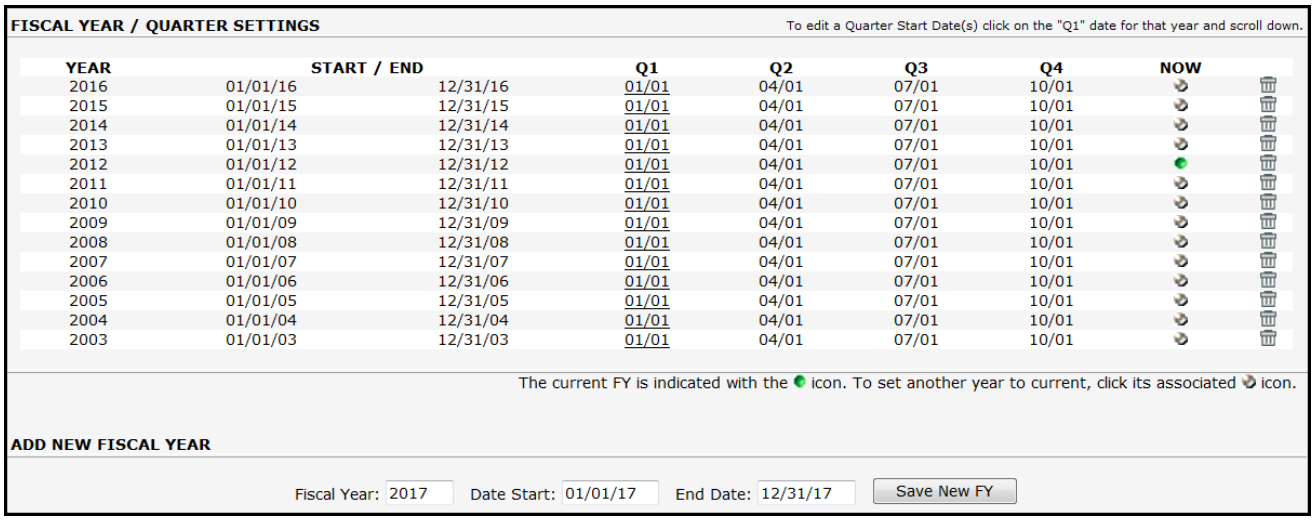

Several indicators are included for turning modules on and off. means a module is turned on, and means it is turned off.

# Program & Matter Finance Module




## 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 Save New FY. Lawtrac automatically sets the Quarter start and end dates based on the numbers you enter.




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

## 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.


*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. |
| **Detailed Invoices Must Match Control Amount** | If your site is using Control Amounts for detailed invoices, turning this control on using the radio button 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 Save Switch Settings.

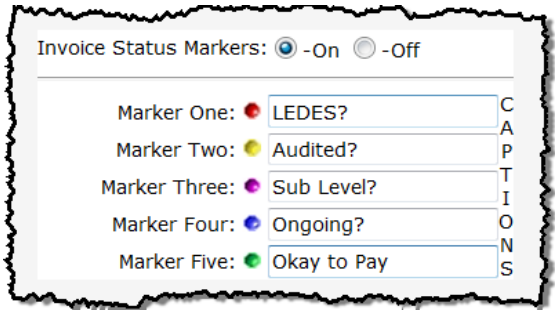
### *Captions:*


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 Save Switch Settings to save any changes made.

### *Invoice Status Markers:*




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

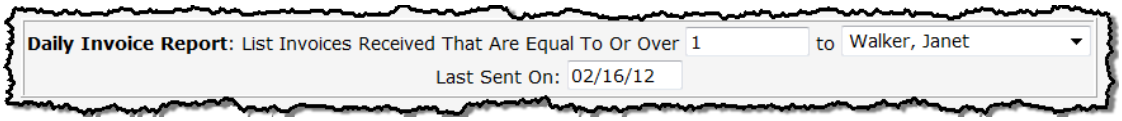
You then have the option to caption each marker uniquely. These status markers will then display next to invoices on the invoice screens.

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

Again, be sure to click Save Switch Settings to save any changes made.

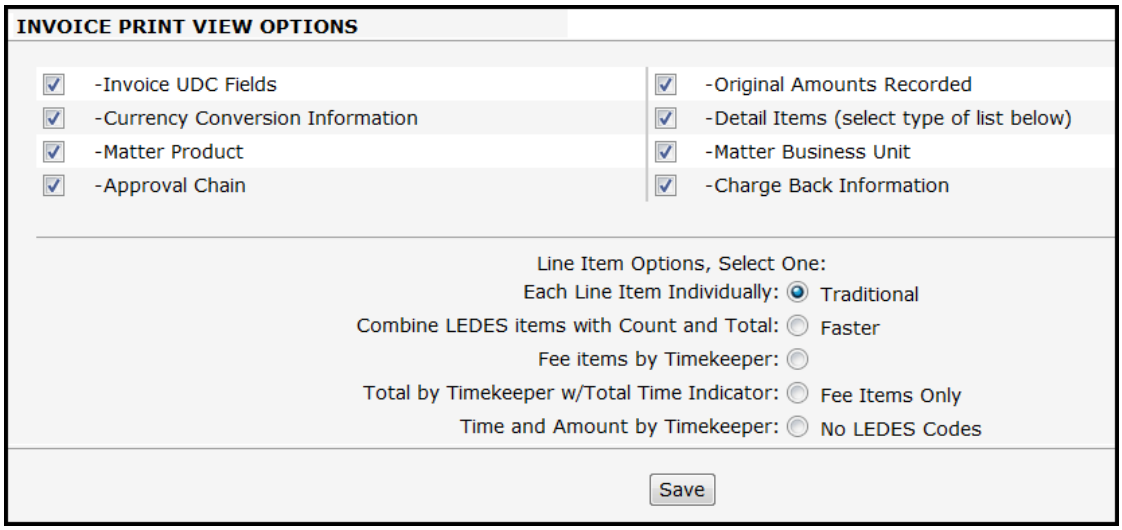
### *Daily Invoice Report:*

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



### Print View Options

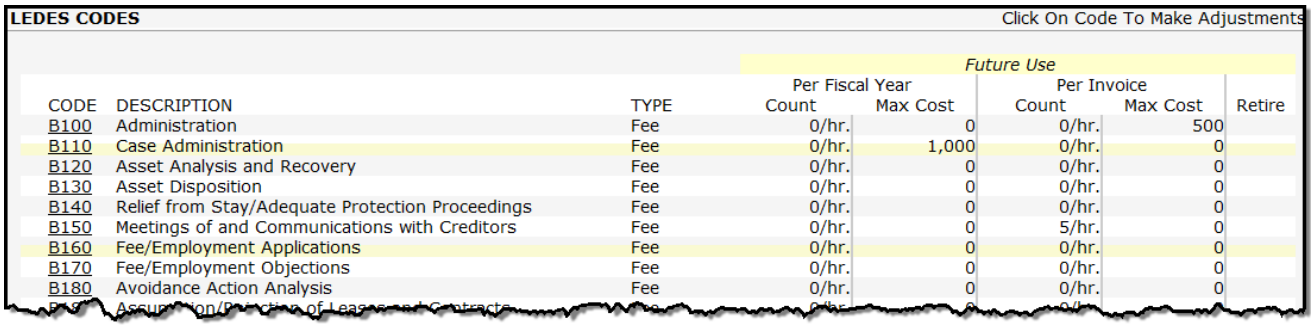
Go to Print View Options to select what Invoice areas you want displayed on a printed invoice. You can choose how to display the line items using the radio buttons. Click Save to activate these settings.




## 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.).

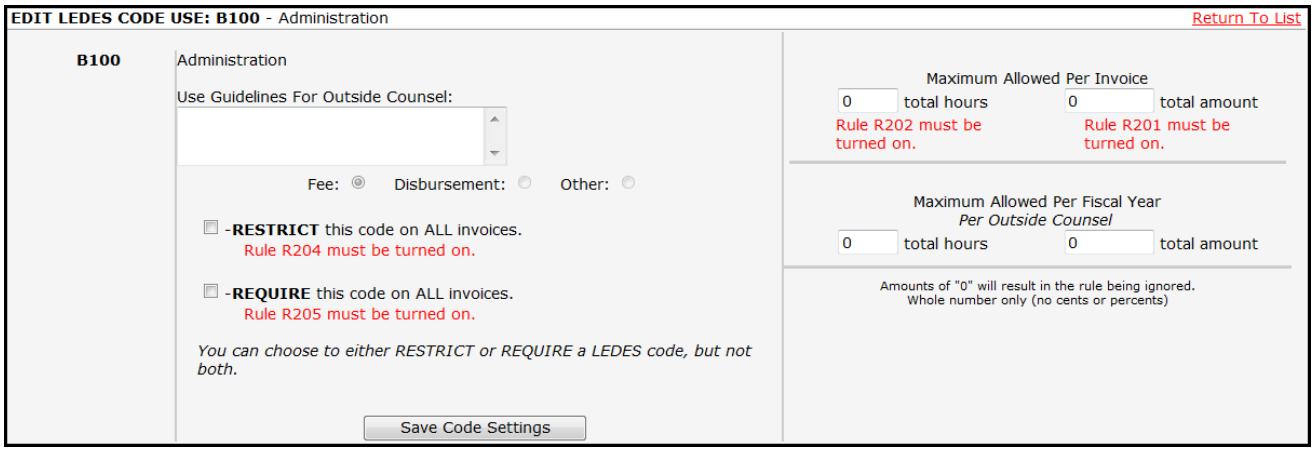


LEDES CODES — Click On Code To Make Adjustments

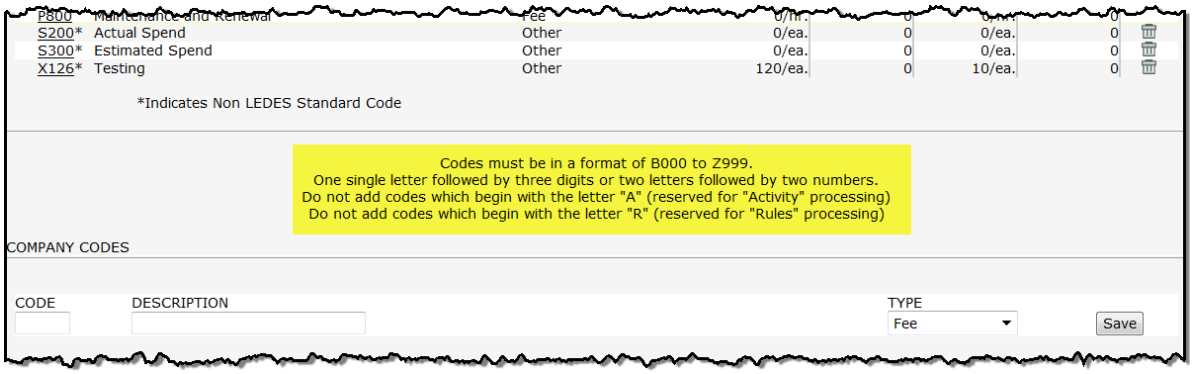
| | | | Future Use | | | | |
|---|---|---|---|---|---|---|---|
| | | | Per Fiscal Year | | Per Invoice | | |
| CODE | DESCRIPTION | TYPE | Count | Max Cost | Count | Max Cost | Retire |
| B100 | Administration | Fee | 0/hr. | 0 | 0/hr. | 500 | |
| B110 | Case Administration | Fee | 0/hr. | 1,000 | 0/hr. | 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 | |

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.




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

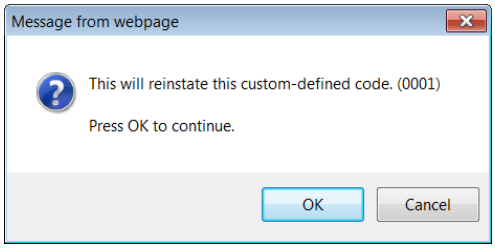



To **create LEDES Codes**, enter the code number (always consisting of a capital letter followed by a three-digit number) in the Code textbox then enter the description in the textbox. Use the drop down menu to select the type and click Save.

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.


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

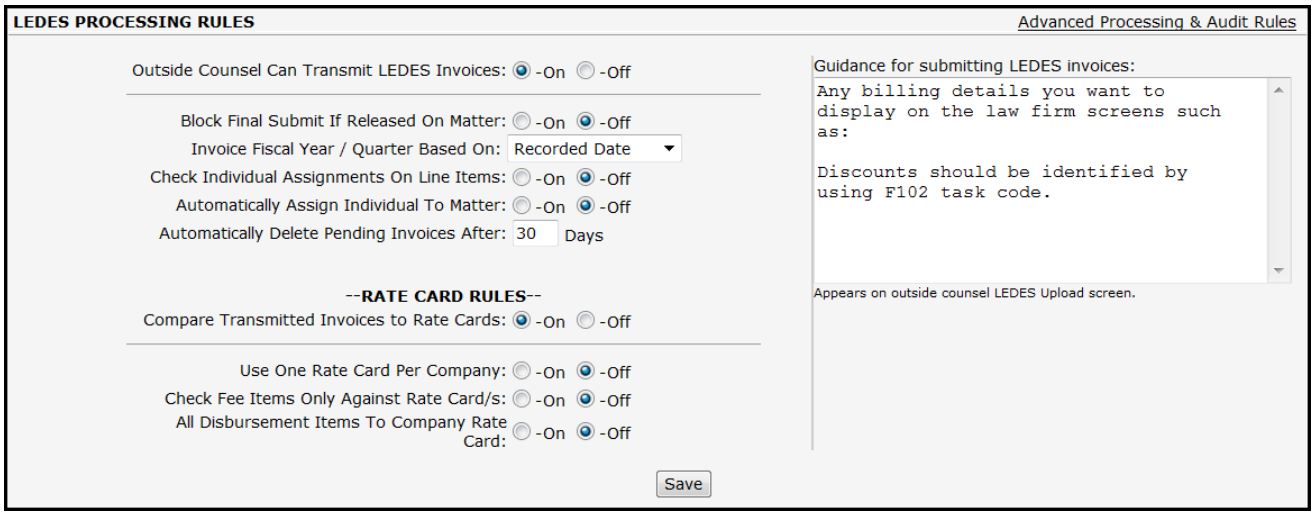



Click OK to reinstate the code, or click cancel if you wish to not reinstate the code. If you click OK, the Code will be added to the above list of active LEDES Codes.

## 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 Save.



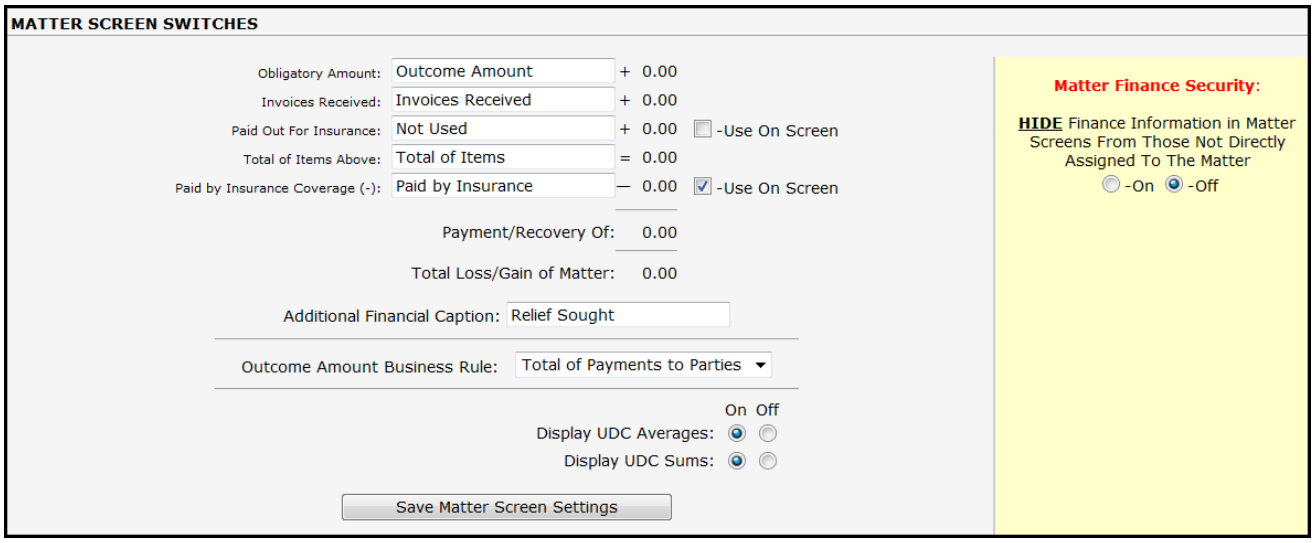

*Options:*

| | |
|---|---|
| **Outside Counsel Can Transmit LEDES Invoices** | Use the radio buttons 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 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 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 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.



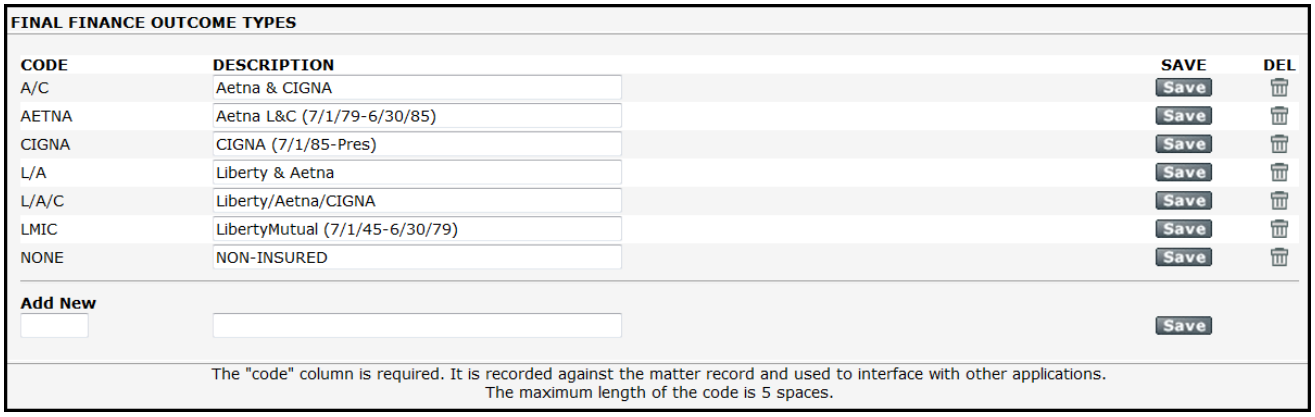

To **modify captions**, edit the text in the appropriate textbox. These will be the captions for the fields users will see on matter and finance screens.

- 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 Save Matter Screen Settings.

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.




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

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 Save.

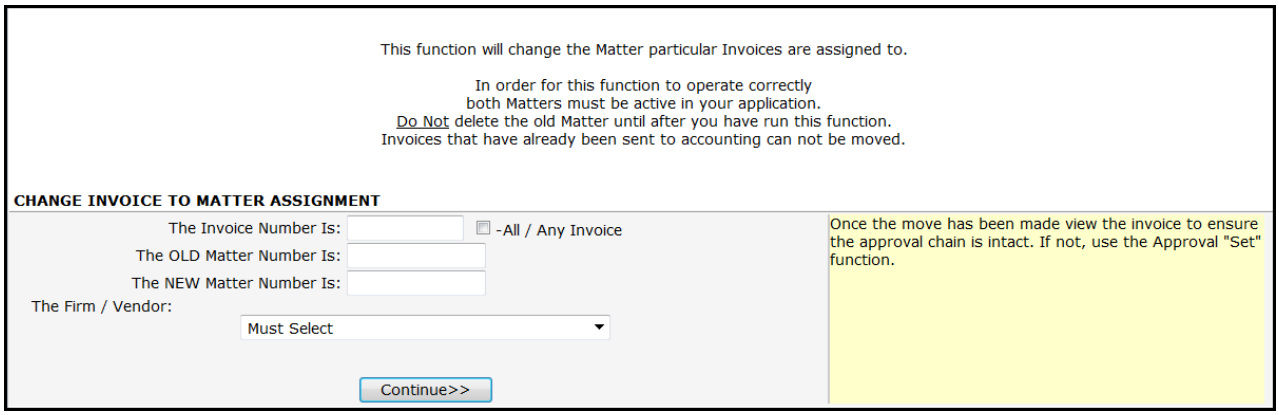
## Application Financial Calculation Rules

This hyperlink is currently not active and is pending development.

## Invoice & Matter

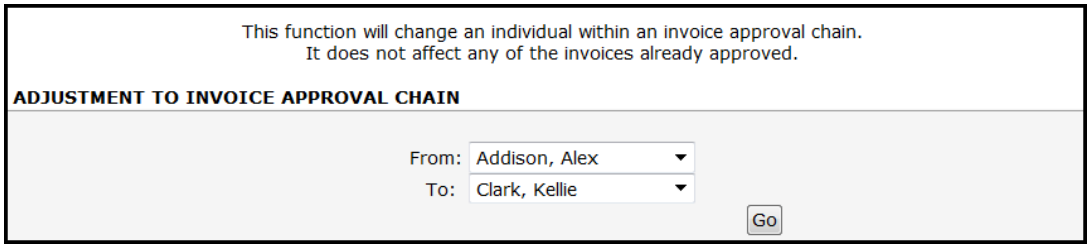
Click the Invoice & Matter hyperlink to **move an invoice from one matter to another.** After moving an invoice, ensure the approval chain is intact by viewing the invoice.

**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.*



## 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.



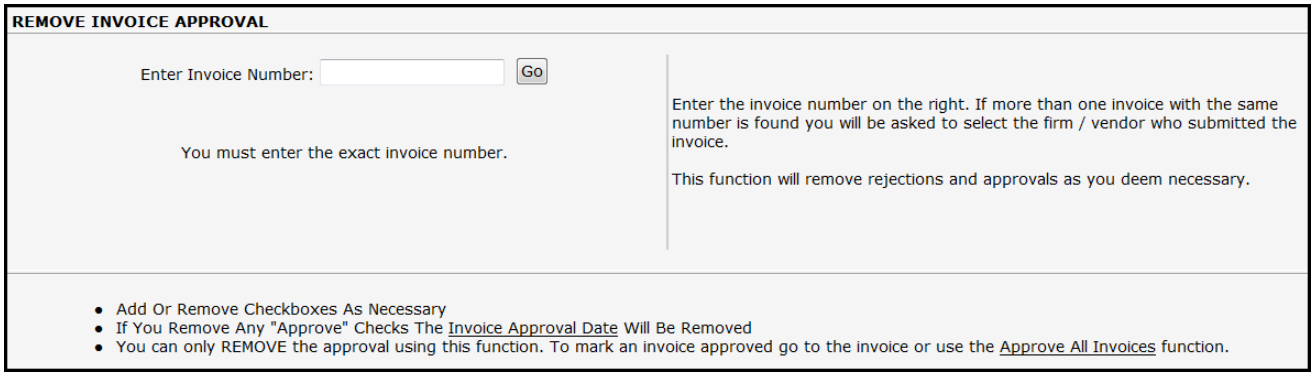

Using the *From* drop down menu, select the person who will be replaced on the approval chain.

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

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

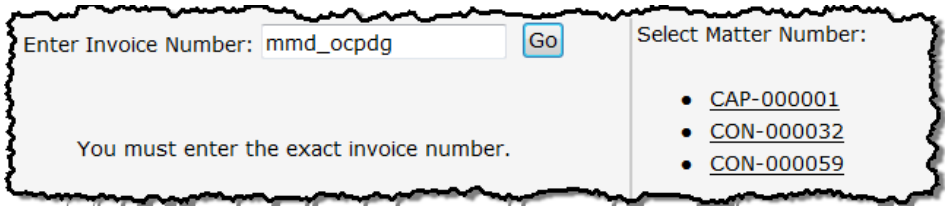
### Reset Approval

The Reset Approval link allows you to **reset any rejections or approvals on an invoice**.

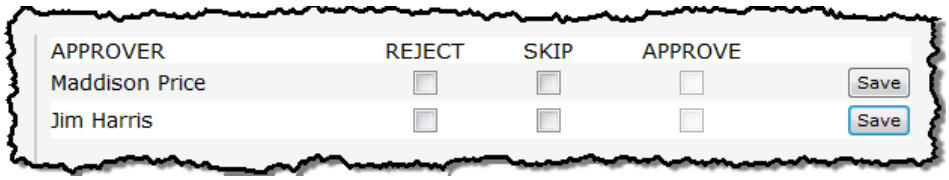



Type in the exact invoice number you wish to reset the approval chain for and click Go. If more than one invoice with the same number is found you will be asked to select the firm/vendor who submitted the invoice.

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



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.




## 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**.


First, enter the invoice number in the textbox.

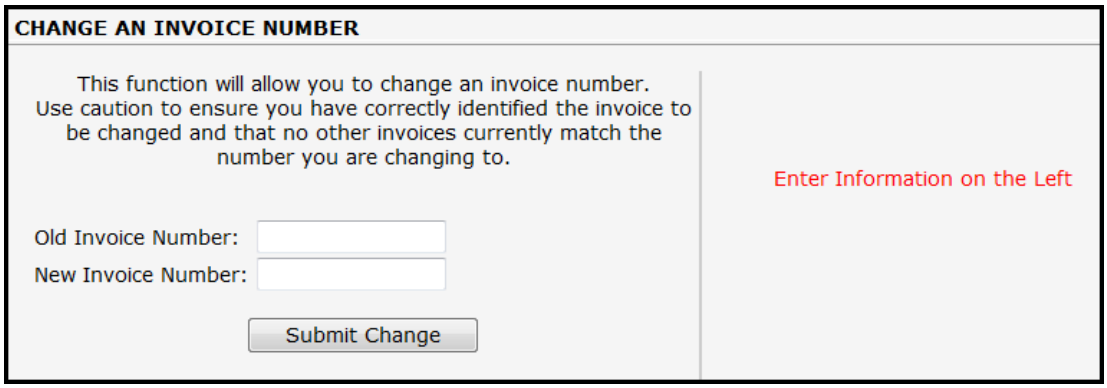
Then use the *Currently* drop down menu to select the currently assigned Firm or Vendor.

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 Make Change. **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 Submit Change.

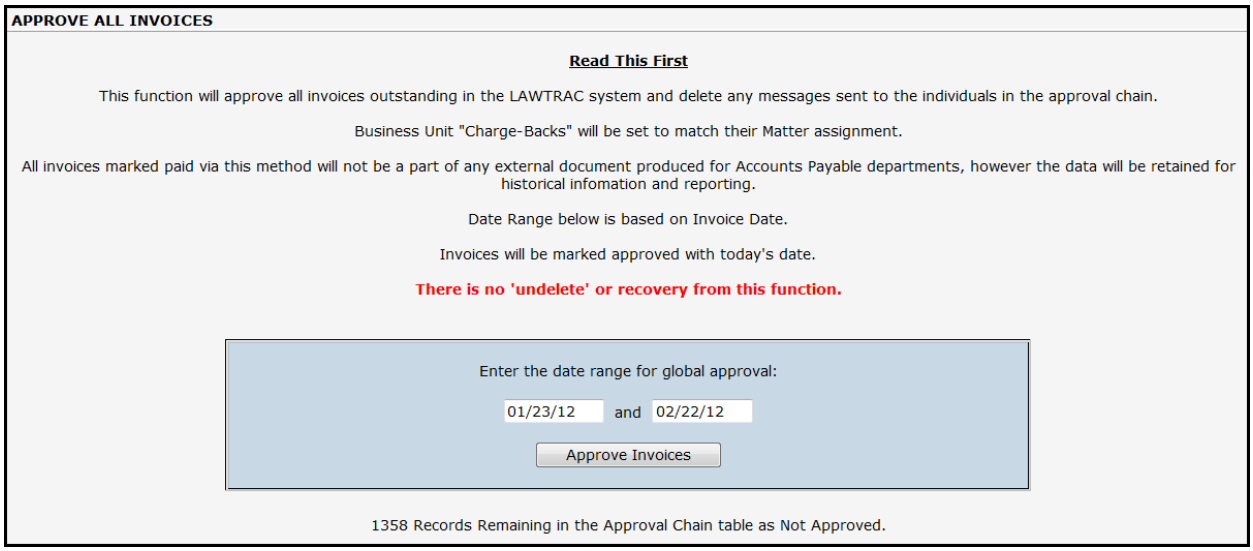



**IMPORTANT NOTE:** This function only works when the invoice numbers are unique. If more than one vendor or firm uses the same invoice numbers, you cannot use this feature to change invoice numbers.

## 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.




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

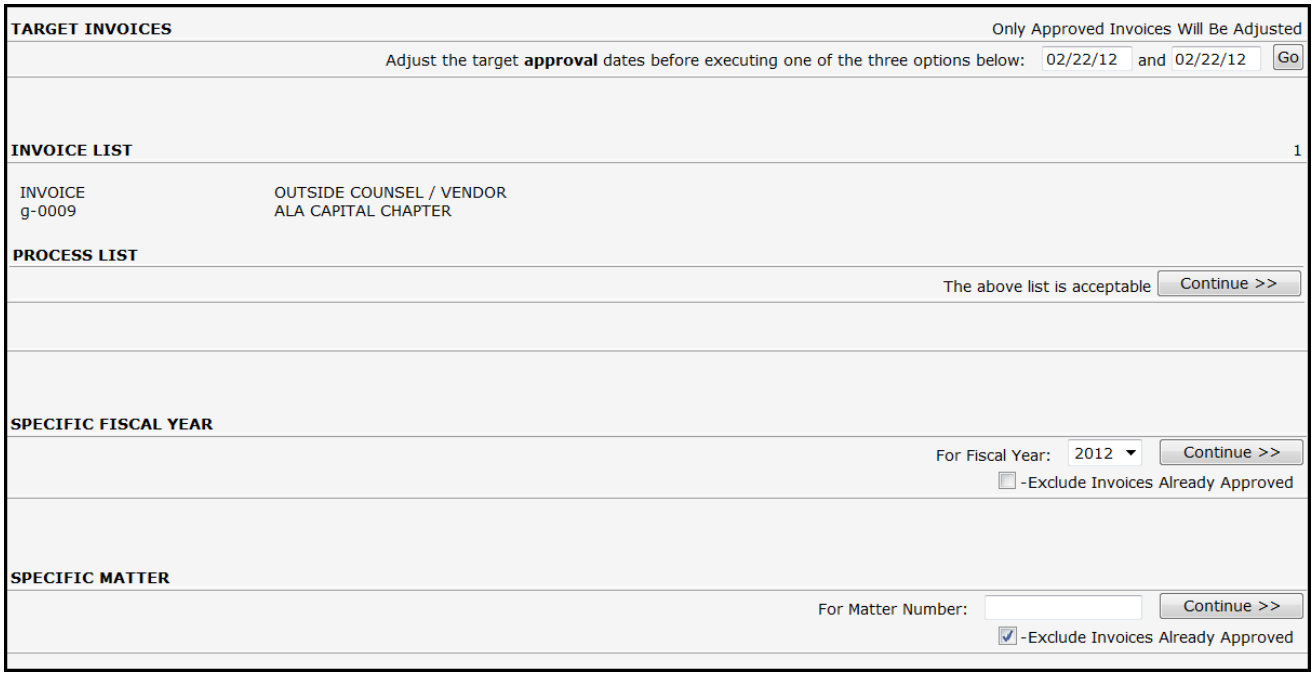
## Update Charge-Backs

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 Continue >>.

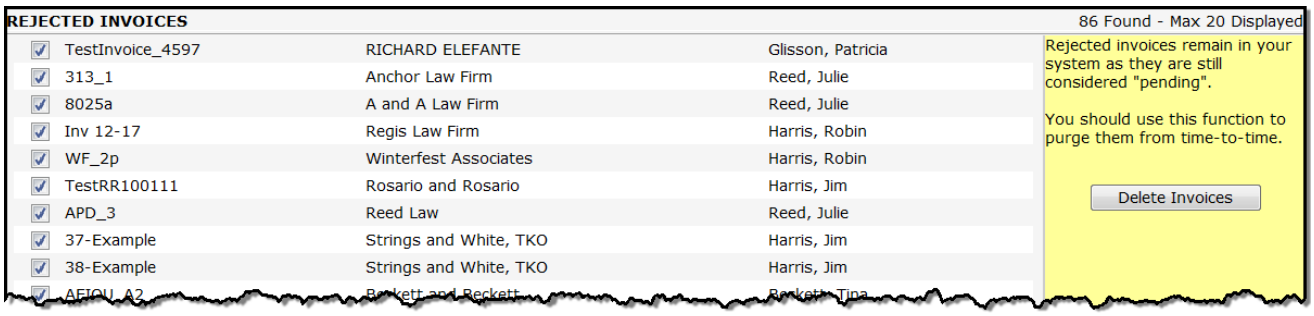
2. **Specific Fiscal Year**
   To update Charge-Backs for a specific Fiscal Year only, use the drop down menu to select that year and click Continue >>. Check the checkbox ☐ to exclude invoices already approved.

3. **Specific Matter**
   To update Charge-Backs for a specific matter only, enter the matter number in the textbox and click Continue >>. Check the checkbox ☐ to exclude invoices already approved.

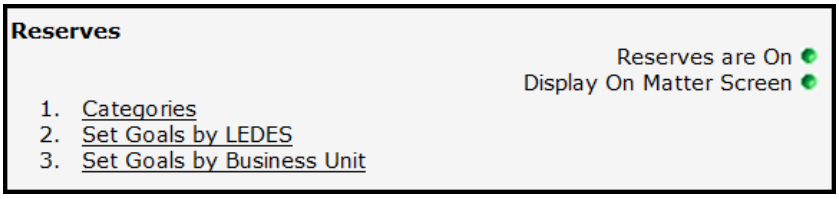



## Rejected Invoices

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 Delete Invoices.

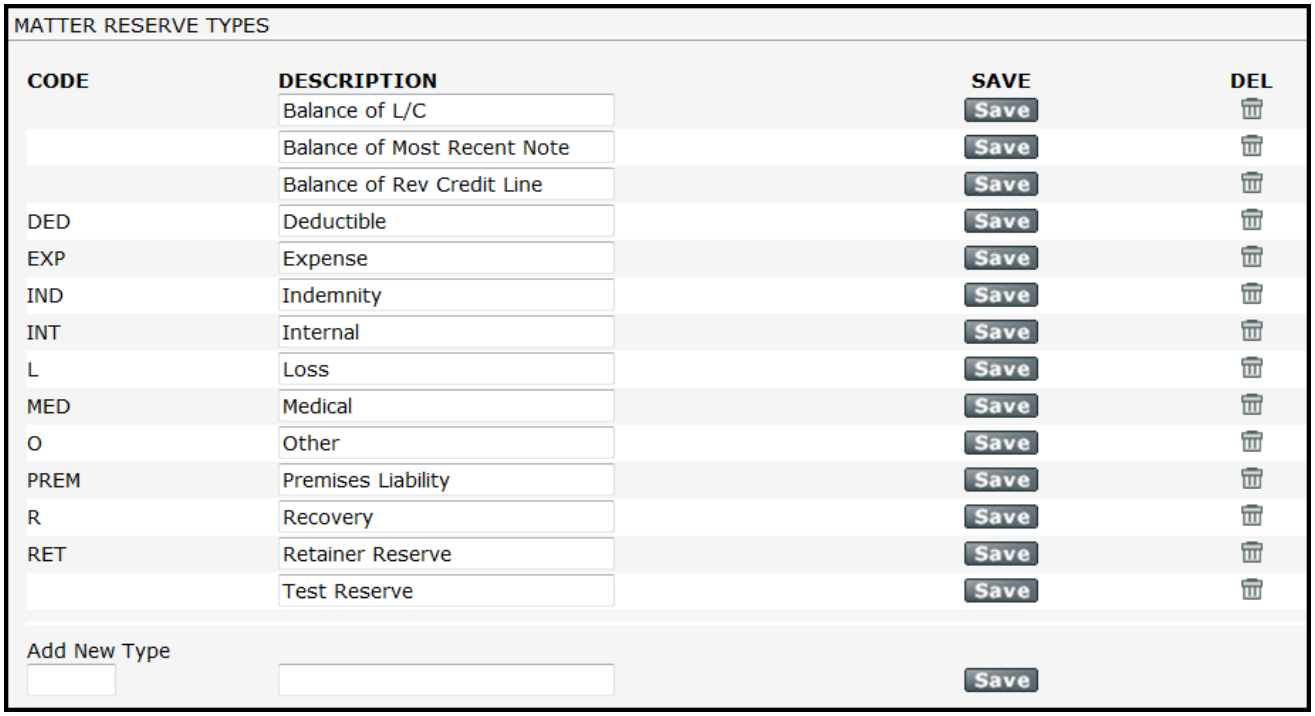



# Reserves




## Categories

The Categories hyperlink allows you to edit, add or delete Matter Reserve Types to your Lawtrac database.




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

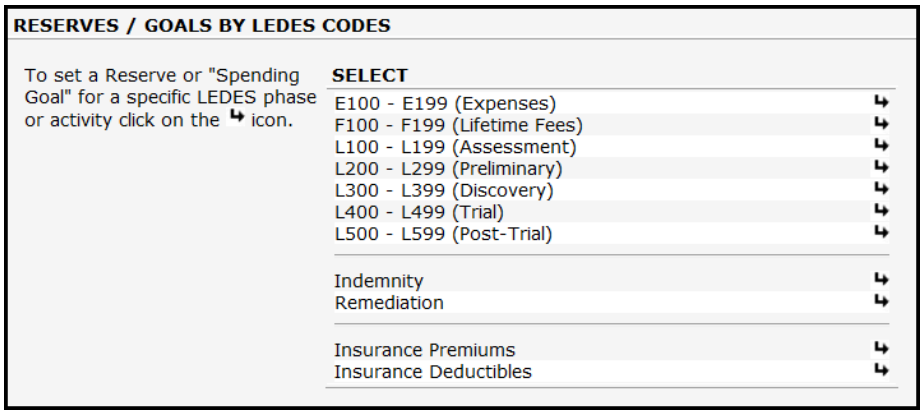
To **delete existing Matter Reserve Types**, click the 🗑 next to the category you wish to delete. **NOTE:** *If you delete a Reserve Type with money already associated, deleting it here will not remove it from the matters where the category is populated.* In this case, the category will still appear 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

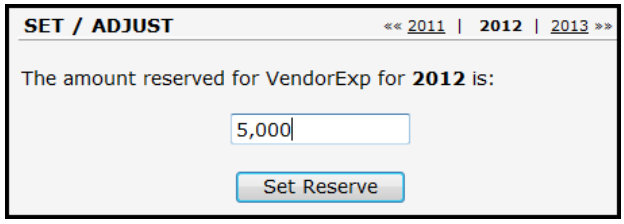
The Set Goals by LEDES hyperlink allows you to set Reserve or Spending Goals for a specific LEDES phase or activity.

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




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

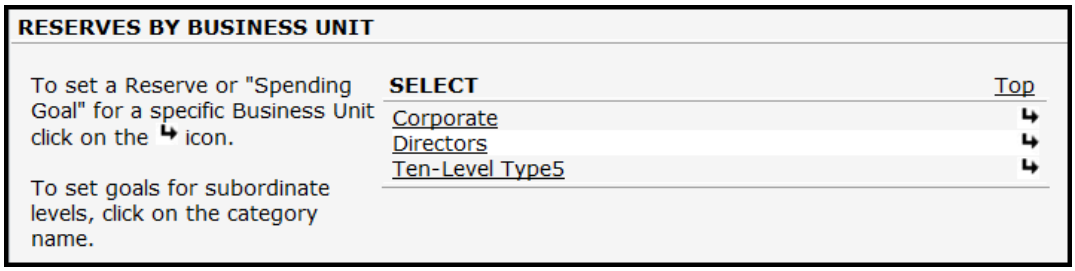
**NOTE: The Reserve Goal for each LEDES activity or phase must be set separately.**



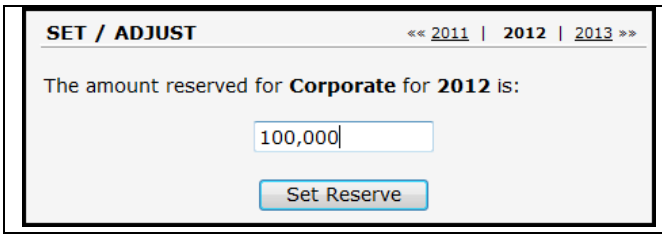

*Suggestion: The standard report "Reserves – Four Year Review" (FIN035.cfm) displays the reserve goal amounts.*

## 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.



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

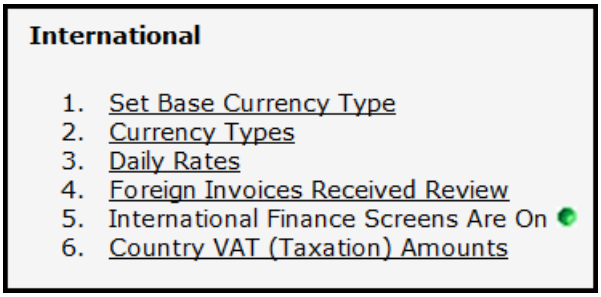



Enter the desired amount of the goal in the textbox then click Set Reserve.

**NOTE: The Reserve Goal for each Business Unit must be set separately.**

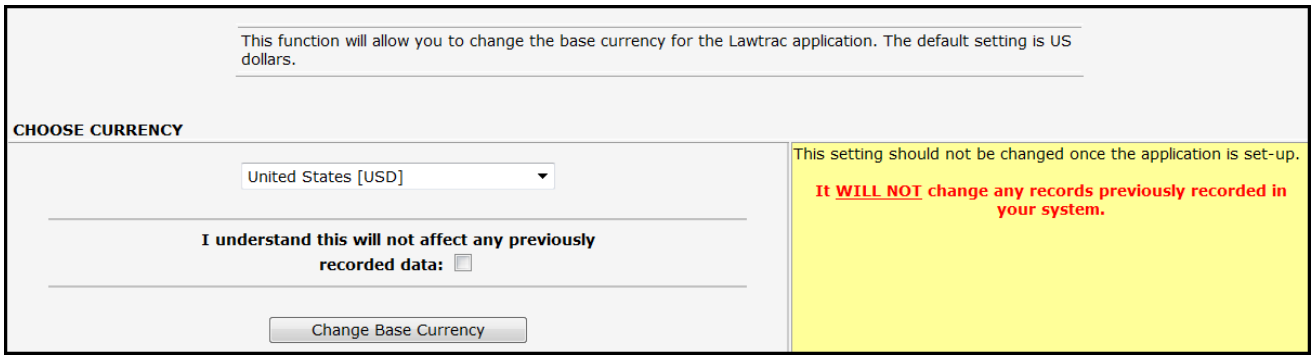
*Suggestion: The standard report "Business Unit Reserves by Fiscal Year" (FIN036.cfm) allows review of reserve amounts you have set up.*

# International




## 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 Change Base Currency to save.

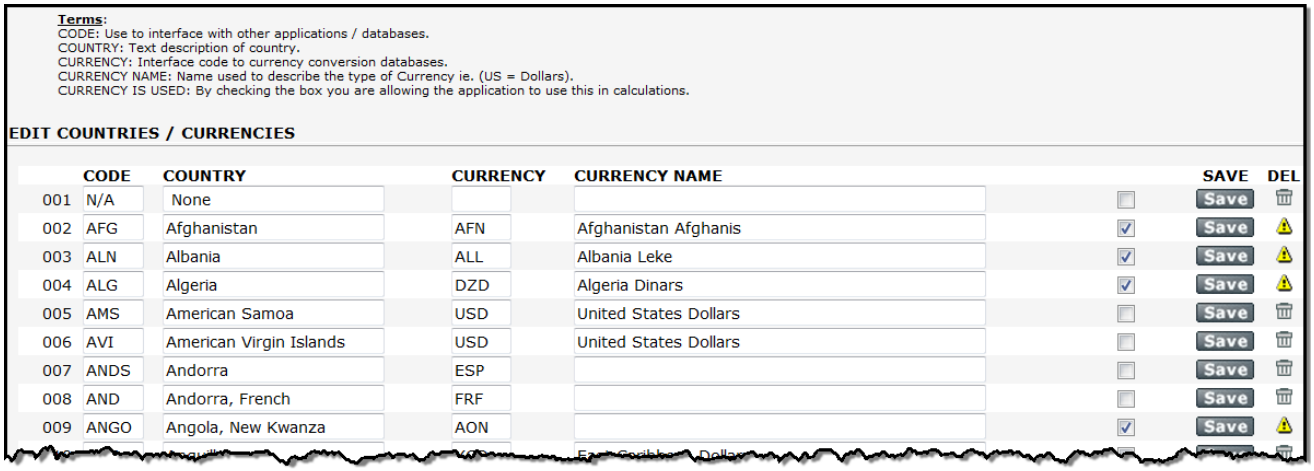



**NOTE:** Changing this setting after the application has been set up and data inputted will NOT affect previous data records, **so any change should be made with caution.** You must acknowledge that you understand this by checking the appropriate checkbox ☐ before clicking Change Base Currency.

## Currency Types

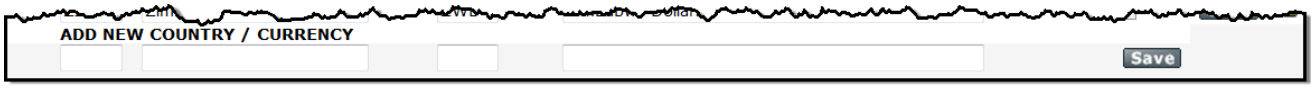
Each currency type is listed with its interface code, country, currency abbreviation, and currency name. To activate a particular currency in the data base, check the checkbox ☐ next to it on the list and click Save.

The interface code is NOT required. The currency code is the accepted International abbreviation used for that currency.




To **delete a currency from your database**, click the 🗑 next to it on the list. **Deletion cannot be undone.** You cannot delete a currency type which is being used in your database. Active currencies are listed with the checkbox ☑ checked and the ⚠ next to them on the list.

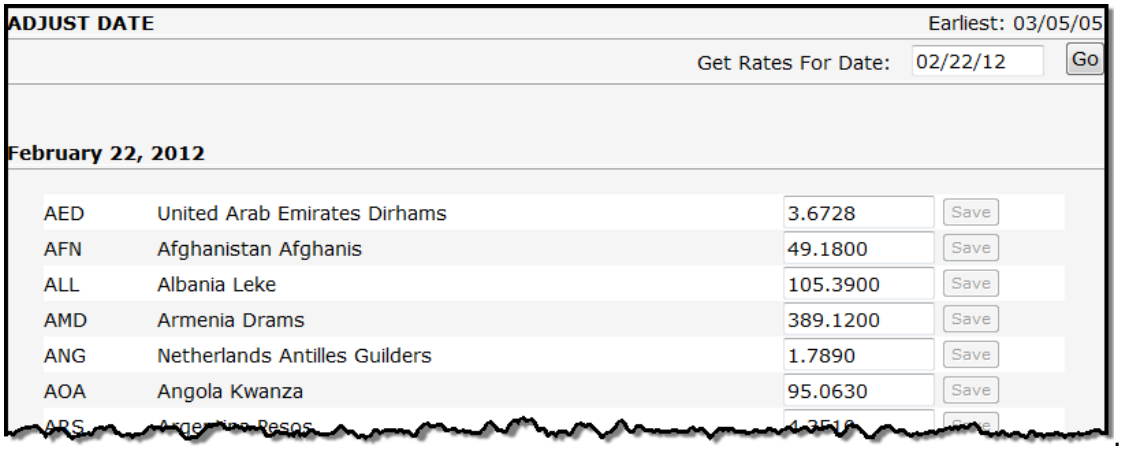
To **add a new currency to your database**, use the **Add New Country/Currency Template** at the bottom of the Currency list. Enter an interface code (you can determine this yourself), the country name, currency abbreviation, and currency name, then click Save.




## Daily Rates

To see the conversion rates for a particular date, enter the date in the 'Get Rates For Date' textbox, then click Go.

The Save function only works for sites hosting Lawtrac internally, and not those hosted on Navisite servers. This is because it is available to in-house sites in cases where a company has its own exchange rate methodology. Otherwise, rates are automatically updated nightly to the previous day's closing exchange rate.



ADJUST DATE Earliest: 03/05/05

Get Rates For Date: 02/22/12 Go

February 22, 2012

| | | | |
|---|---|---|---|
| AED | United Arab Emirates Dirhams | 3.6728 | Save |
| AFN | Afghanistan Afghanis | 49.1800 | Save |
| ALL | Albania Leke | 105.3900 | Save |
| AMD | Armenia Drams | 389.1200 | Save |
| ANG | Netherlands Antilles Guilders | 1.7890 | Save |
| AOA | Angola Kwanza | 95.0630 | Save |
| ARS | Argentina Pesos | [illegible] | [illegible] |

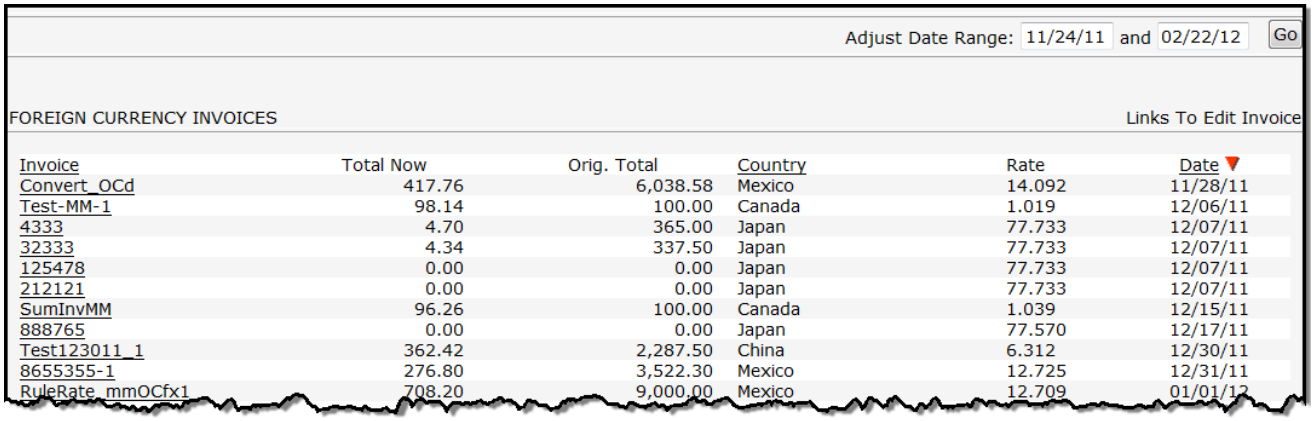
## Foreign Invoices Received Review

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 Go.

This screen is provided for auditing purposes.



Adjust Date Range: 11/24/11 and 02/22/12 Go

FOREIGN CURRENCY INVOICES Links To Edit Invoice

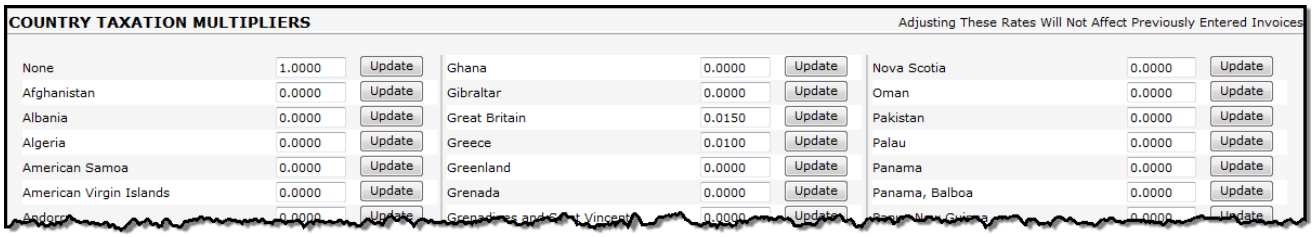
| Invoice | Total Now | Orig. Total | Country | Rate | Date |
|---|---|---|---|---|---|
| Convert_OCd | 417.76 | 6,038.58 | Mexico | 14.092 | 11/28/11 |
| Test-MM-1 | 98.14 | 100.00 | Canada | 1.019 | 12/06/11 |
| 4333 | 4.70 | 365.00 | Japan | 77.733 | 12/07/11 |
| 32333 | 4.34 | 337.50 | Japan | 77.733 | 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 Update.



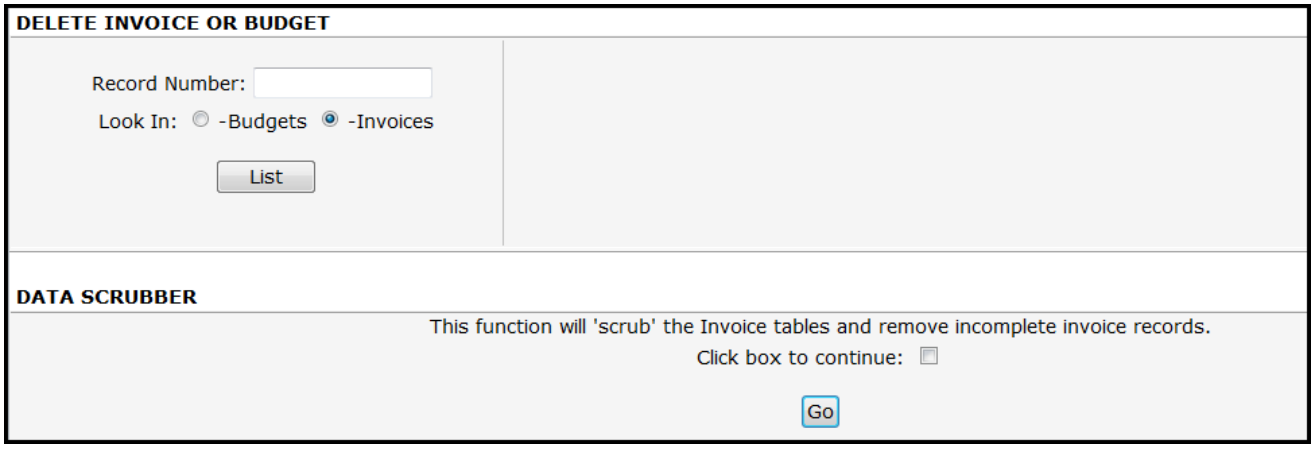

**NOTE:** Adjusting these rates will not affect previously entered invoices.

# Delete Invoice

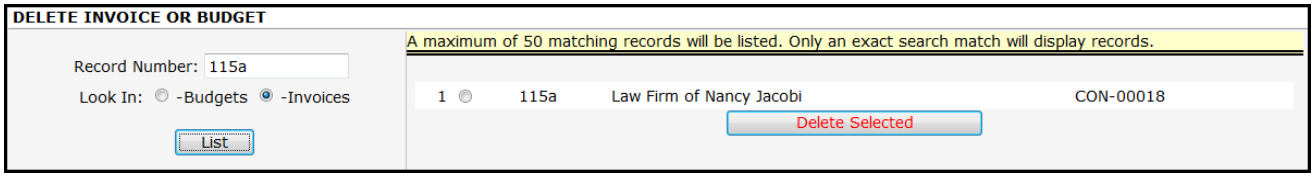
- Delete: Budget/Invoice
- Delete: Invoice(s) by Firm/Vendor

## Delete Budget / Invoice

The Delete Budget/Invoice hyperlink allows you to choose either a budget or invoice to delete.



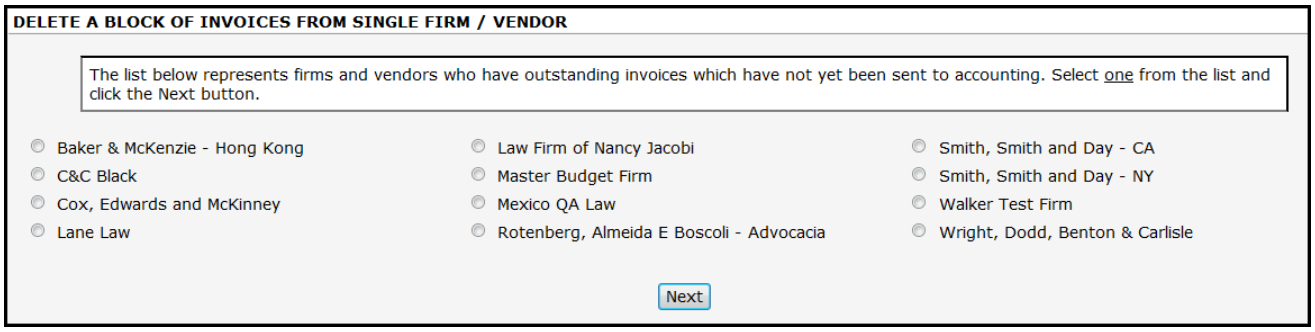

Select Budget Number or Invoice Number using the radio buttons, then enter the number in the textbox and click List to display the budget or invoice to the right. Make your selection and click Delete Selected. **NOTE:** There is no undelete.



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 Go.

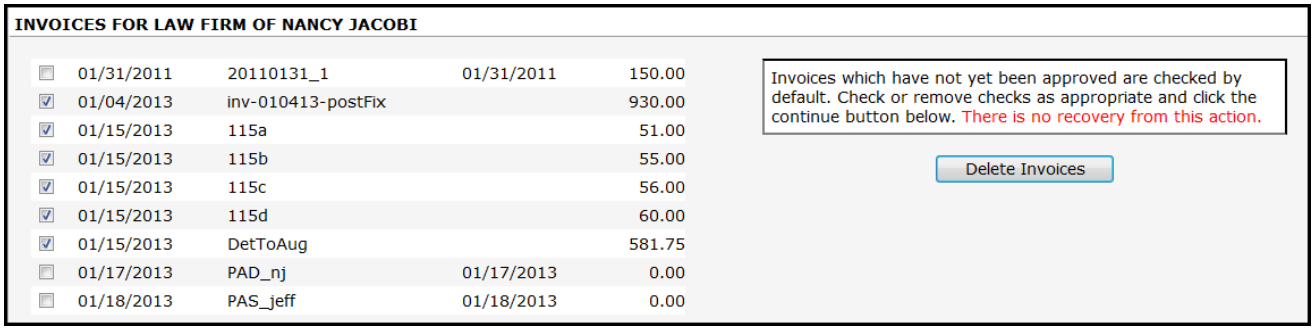
## Delete Invoice(s) by Firm/Vendor

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.



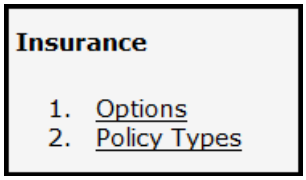

Select the firm/vendor using the radio button and click Next.

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 Delete Invoices.



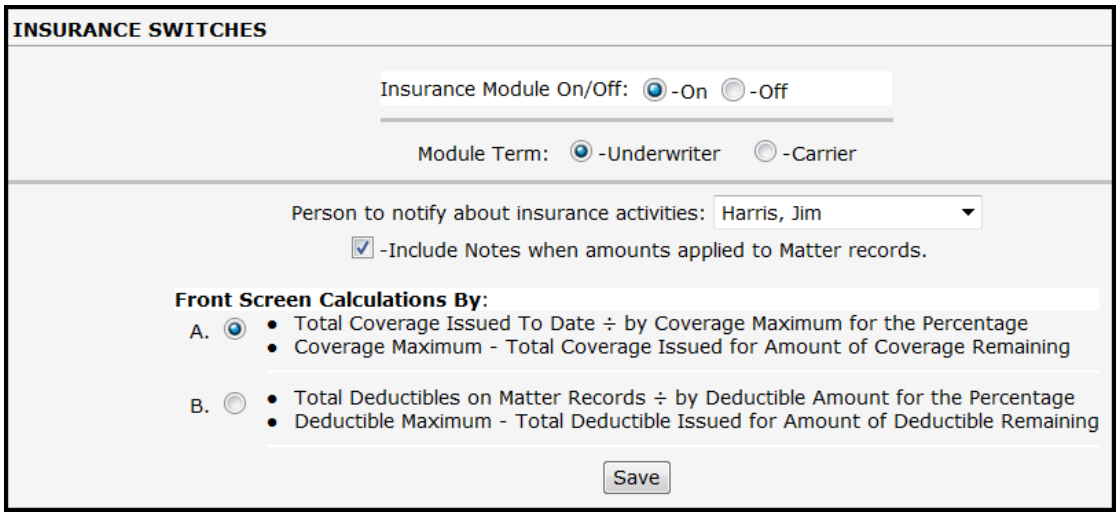

**NOTE:** To navigate away from this page without deleting any invoices, you can click the <<Admin Main<< link at the top right of your screen or you can use your browser's back button to go back to the list of firms/vendors.

# Insurance



## Options

The Options hyperlink allows you to set the Insurance Switches in your Lawtrac database.

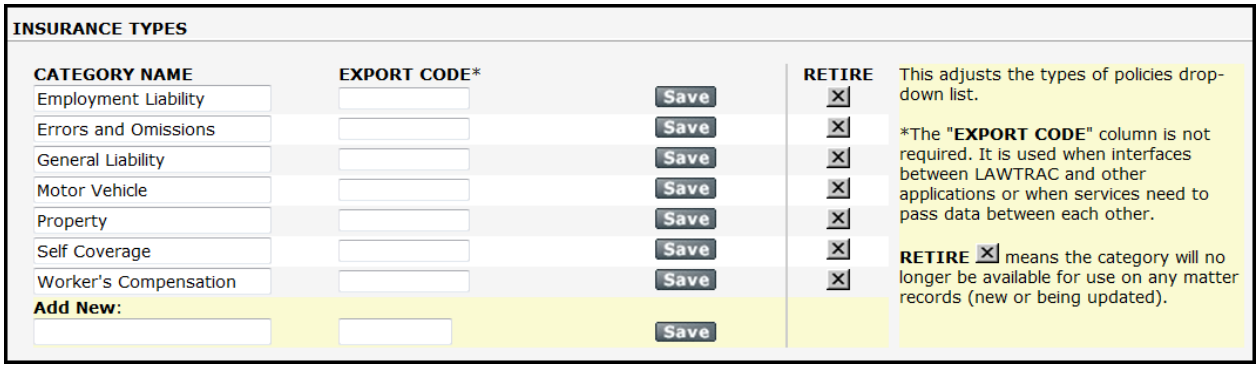



Use the radio buttons to turn the **Insurance Module On or Off** and to select from the terms **'Underwriter' or 'Carrier.'** Choose a **person to notify about insurance activities** and select whether to include notes when amounts are applied to Matter records. Select between option A and option B to **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 Save to save your changes.

## Policy Types

The Policy Types hyperlink allows you to add, edit or retire Insurance Policy types.



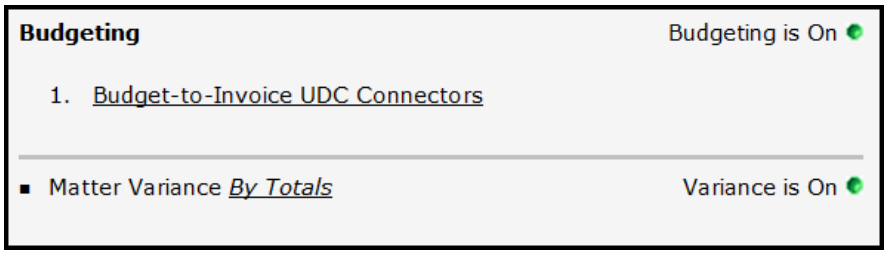

To **edit an existing Insurance Policy Type**, edit the Category Name for that type, then click Save.

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.

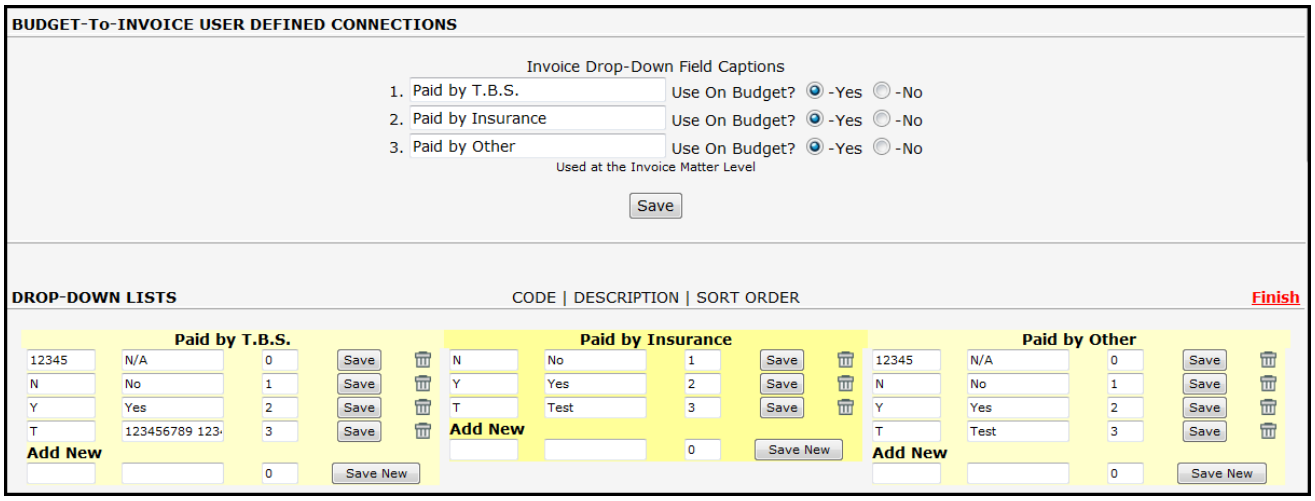
**NOTE:** View the information in the yellow box for further instruction and descriptions.

# Budgeting




## 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.




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 Save 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 Save.

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

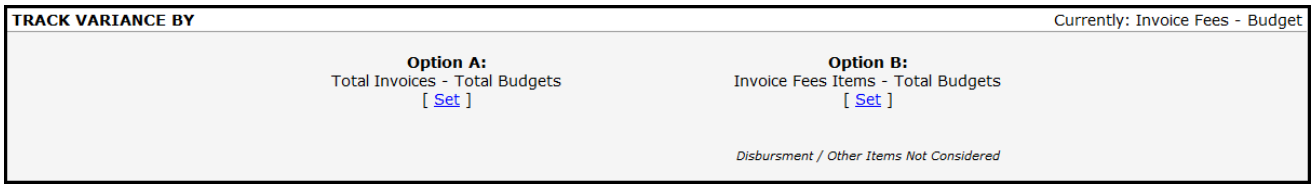
To **add a new item** to that Invoice Drop Down Field, enter the code and description of the item in the appropriate textboxes and click [Save New].

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

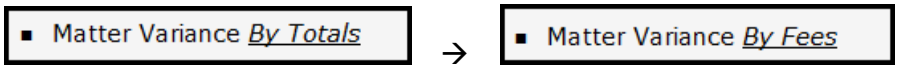
## Matter Variance


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.

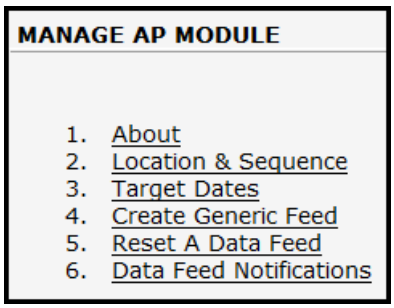



You can choose whether your site determines Matter Variance by Totals or by Fees. To do this, click the hyperlinked By Totals or By Fees to toggle between them.




# AP Feed/s

## Module Management




**Module Management allows you to control settings for your Lawtrac AP Feed.**

## 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: D:\inetpub\wwwroot\LAWTRAC30\Briefs\

Next sequence number: 56

Save

**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 Save.**

## 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 Save.**

MONTH CODES

Letter or Text String that will represent the corresponding month the file is created.

| | |
|---|---|
| January: | 1/1/03 |
| February: | |
| March: | |
| April: | |
| May: | |
| June: | |
| July: | |
| August: | |
| September: | |
| October: | |
| November: | 11/1/03 |
| December: | |

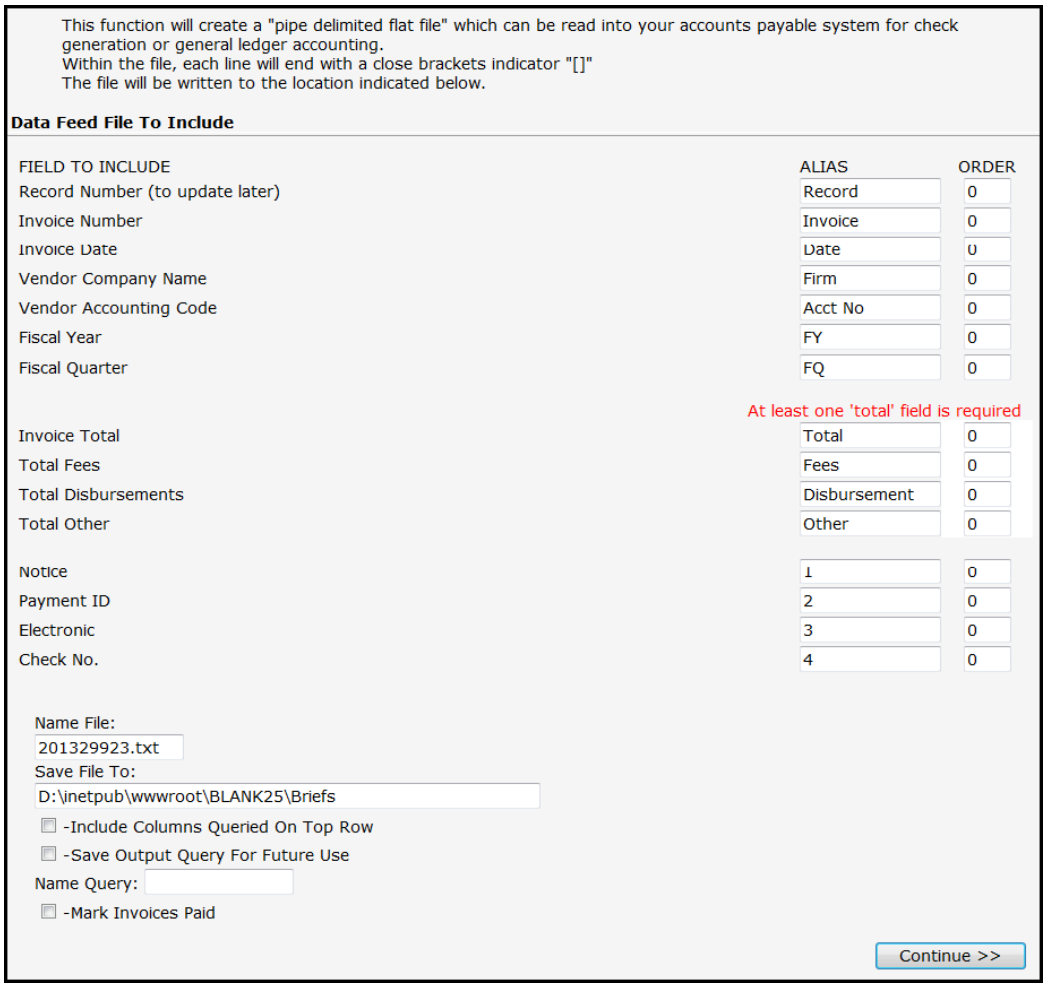
TRANSMIT WINDOWS

| | | | | | |
|---|---|---|---|---|---|
| January: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| February: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| March: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| April: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| May: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| June: | 04/01/03 | to | 01/01/00 | Target: | 01/01/00 |
| July: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| August: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| September: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| October: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| November: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |
| December: | 01/01/00 | to | 01/01/00 | Target: | 01/01/00 |

Save

## 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.




## 5. Reset a Data Feed

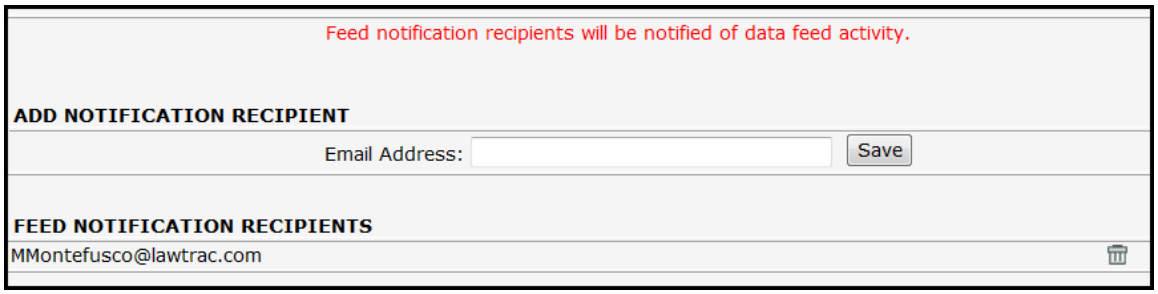
The Reset A Data Feed hyperlink allows you to reset data feeds. **IMPORTANT NOTE: This function must be used with caution as it cannot be undone.** To reset a data feed, click RESET.

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

### 6. Data Feed Notifications

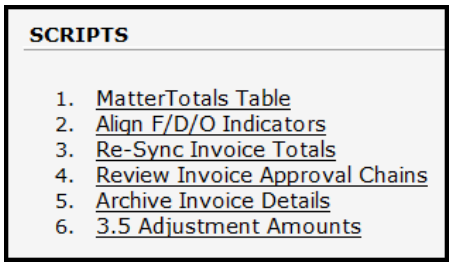
Use the Data Feed Notifications hyperlink to add recipients to the feed notification list.

Simply type in the new recipients email address and click Save.




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.

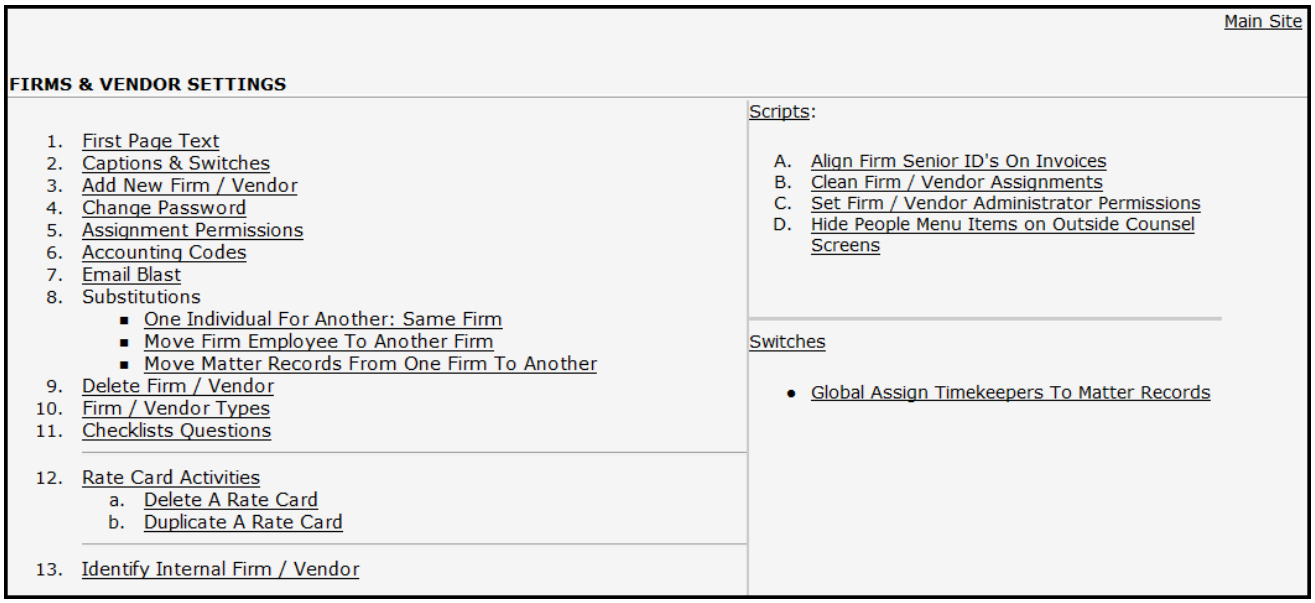
## Scripts




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

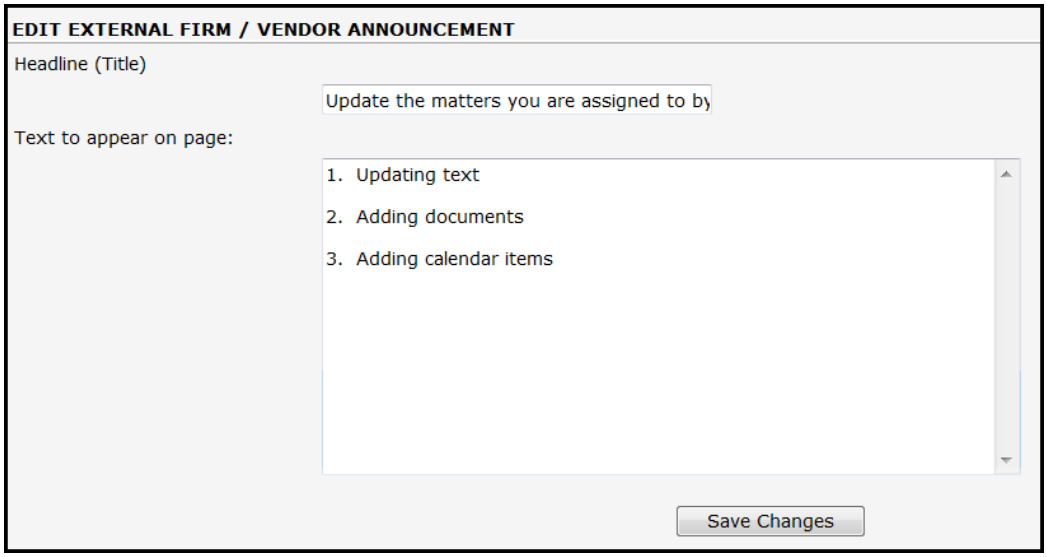
Click the Firms & Vendors hyperlink to set up your Law Firms and Vendors modules. Throughout this module, 'L' signifies that a company is a law firm and 'V' signifies that a company is a vendor.

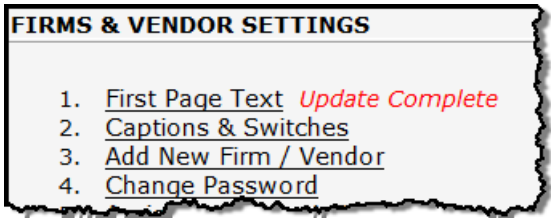



***Definition of Vendor:*** **For purposes of Lawtrac, the term 'Vendor' merely refers to anyone other than a Law Firm who will submit invoices for payment.**

## 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.*



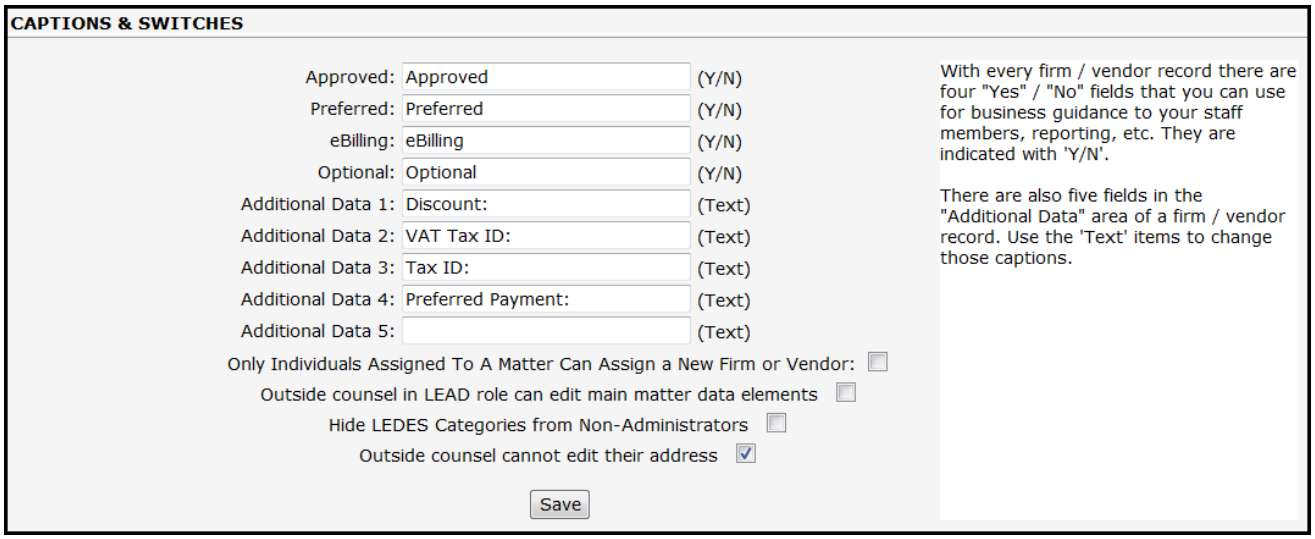

When you have finished making changes, click Save Changes. You will then return to the main Firms & Vendors Admin links list and see confirmation of your update.

## 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 Save.



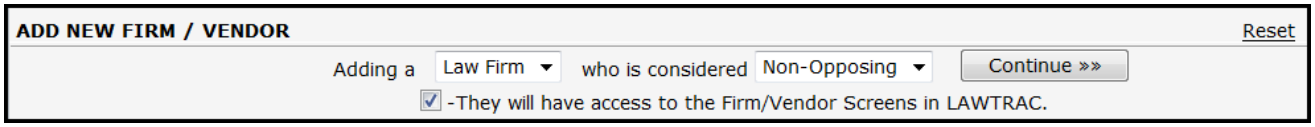
By checking the *Only Individuals Assigned To A Matter Can Assign a New Firm or Vendor"* checkbox ☐, you restrict adding new firms and vendors to matter legal team members only.

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.

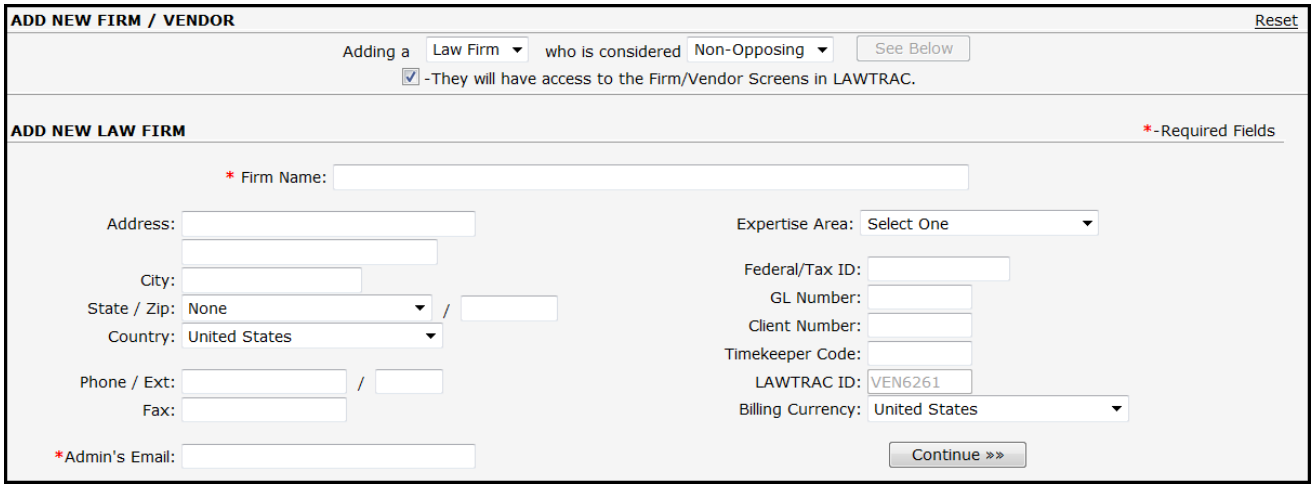
Click [Save] again to make sure all changes have been saved.

## 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.



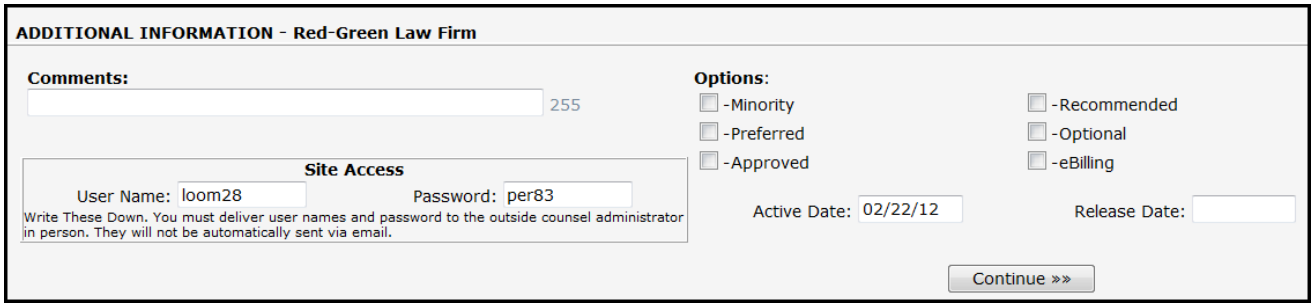

To **add a new firm or vendor**, click the Add New Firm/Vendor hyperlink. Then use the drop down to select whether you wish to enter a Law Firm or Vendor and whether they are Opposing or Non-Opposing. If you want them to have access to Firm/Vendor screens in Lawtrac, click the checkbox ☐ and click [Continue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




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 [Continue »»].

**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.



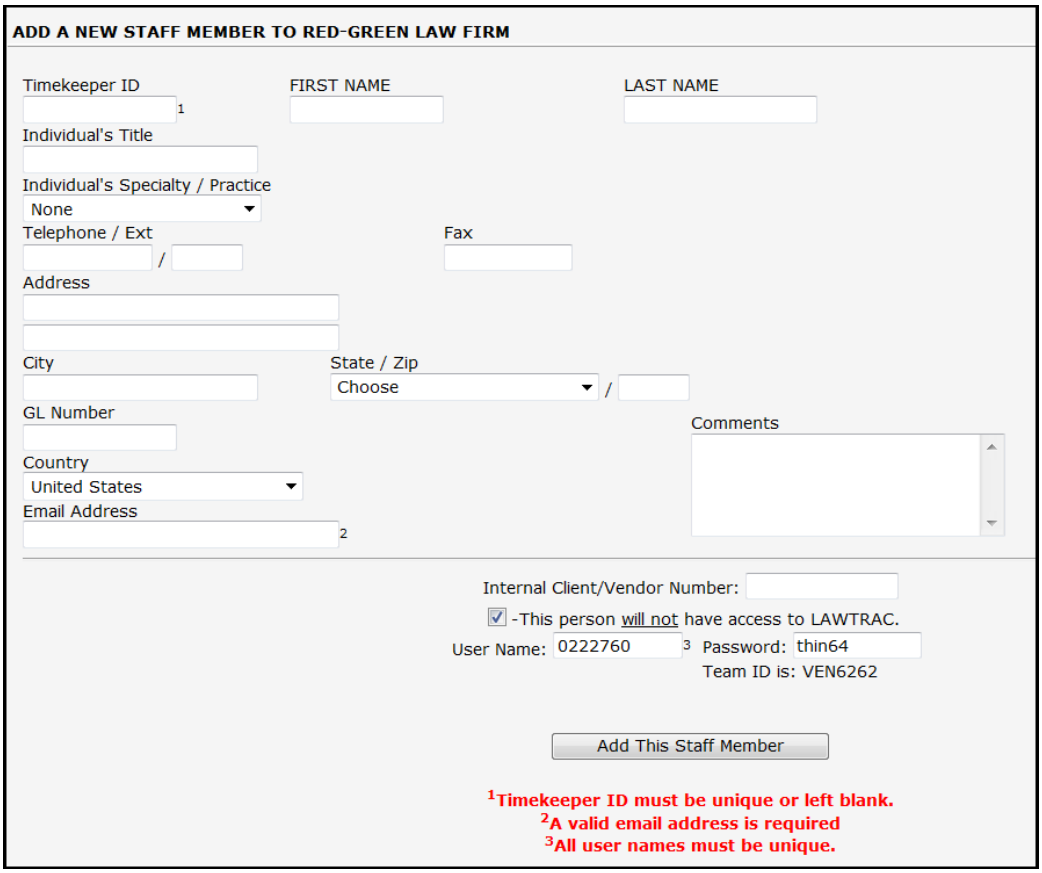

If you need to release a firm, so that they can no longer be assigned to Matters, you can enter a release date in the text box.

When you are finished, click Continue »».

You then have two options: Add Employees or Review the 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.

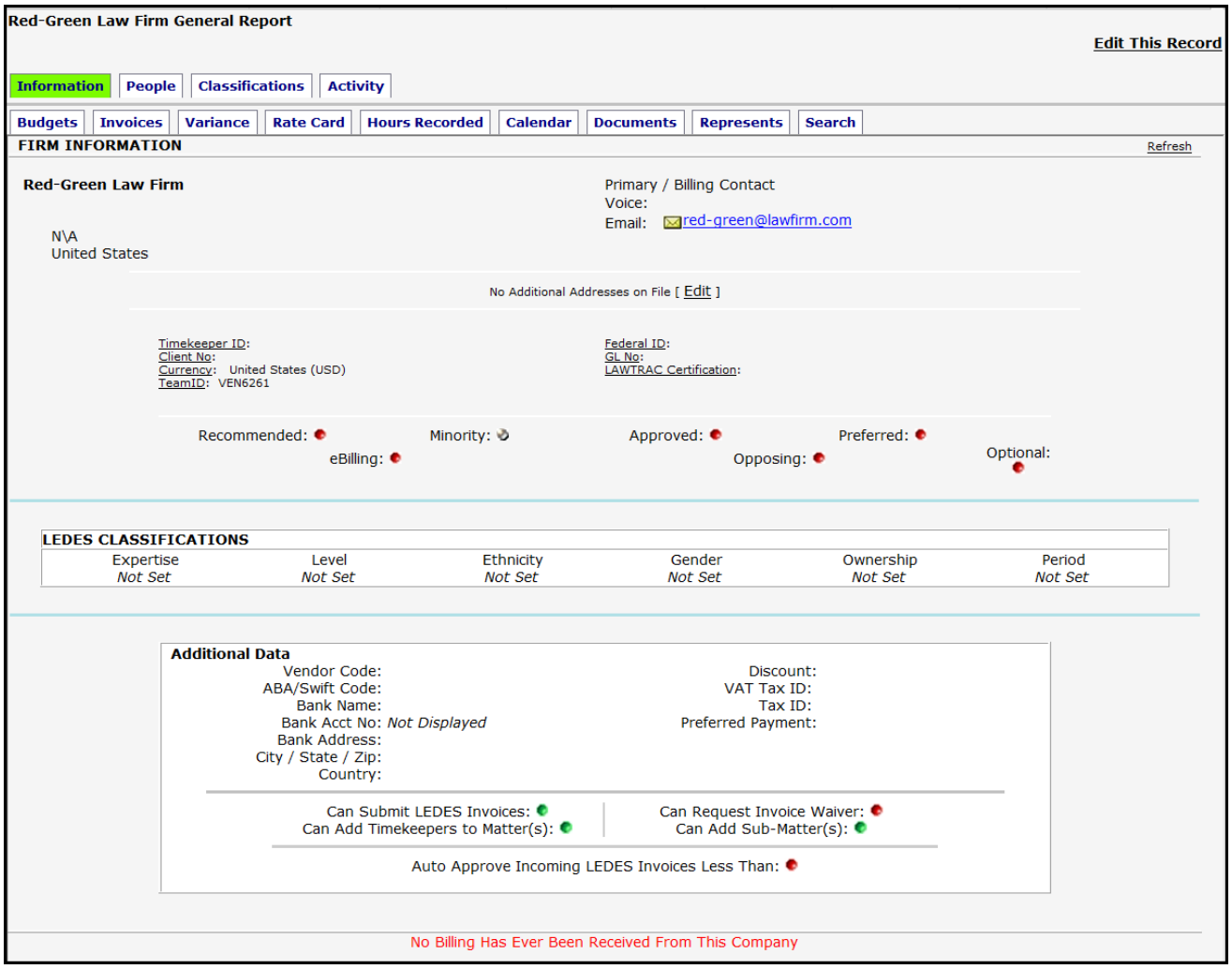



**If you do not wish to give the employee access to Lawtrac, click the checkbox ☑.**

Lawtrac automatically generates their self-access information. When you are finished, click Add This Staff Member.

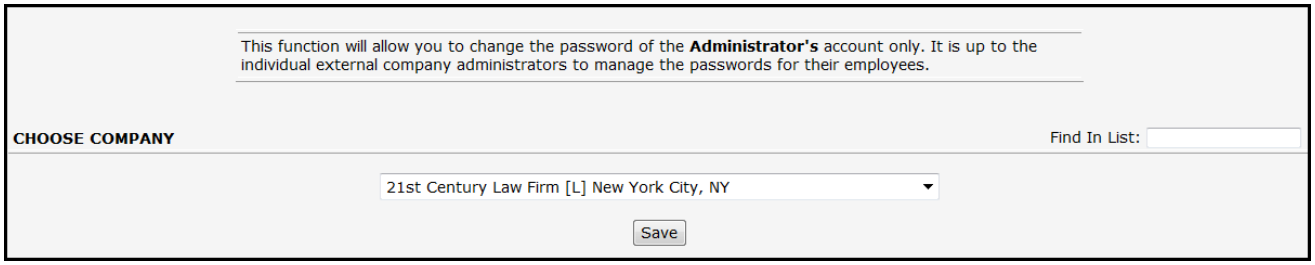
## Review New Record

Clicking the Review New Record hyperlink takes you to the firm or vendor's information page.

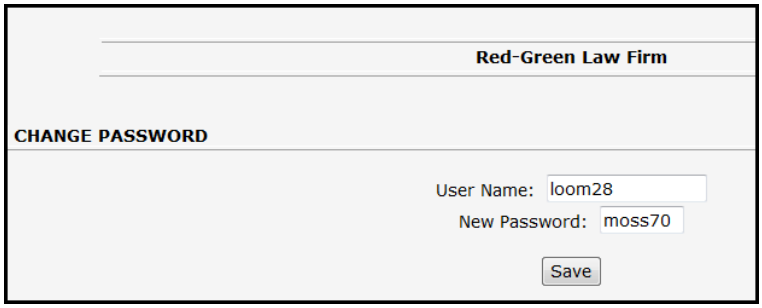



# Change Password

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




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




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

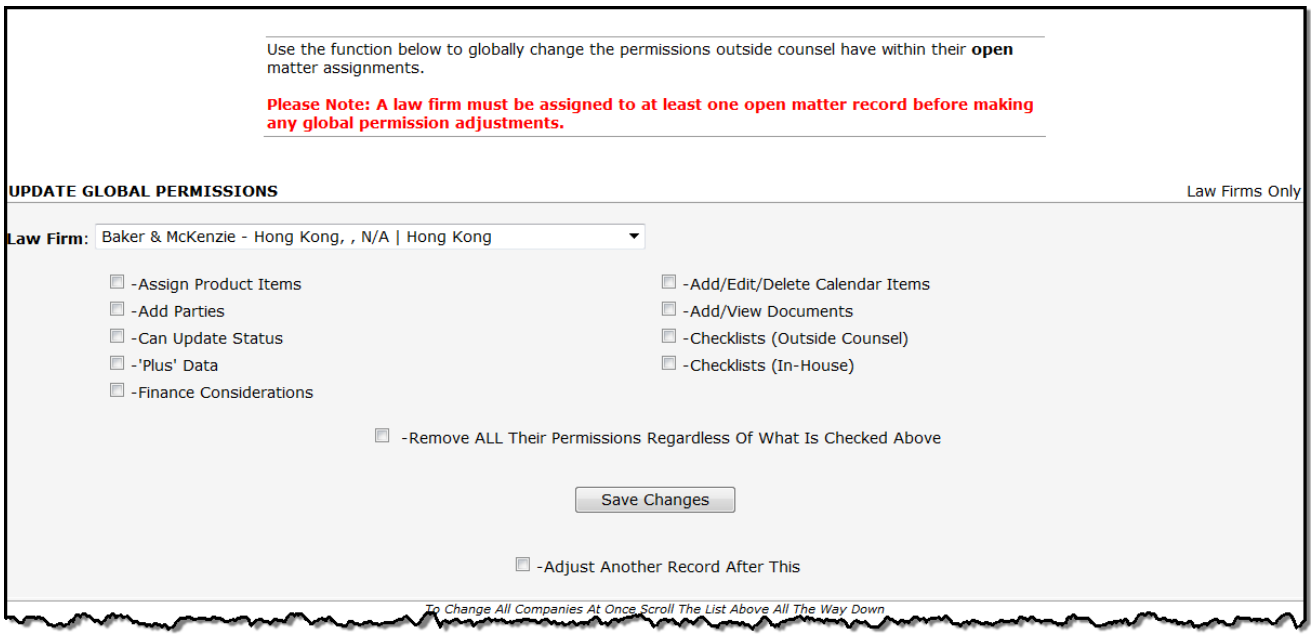
**NOTE: This function will only allow you to reset passwords for the designated administrator account of a Law Firm or Vendor. It is up to the administrators themselves to manage all employee passwords for their own Law Firm or Vendor account.**

## 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 Save Changes.

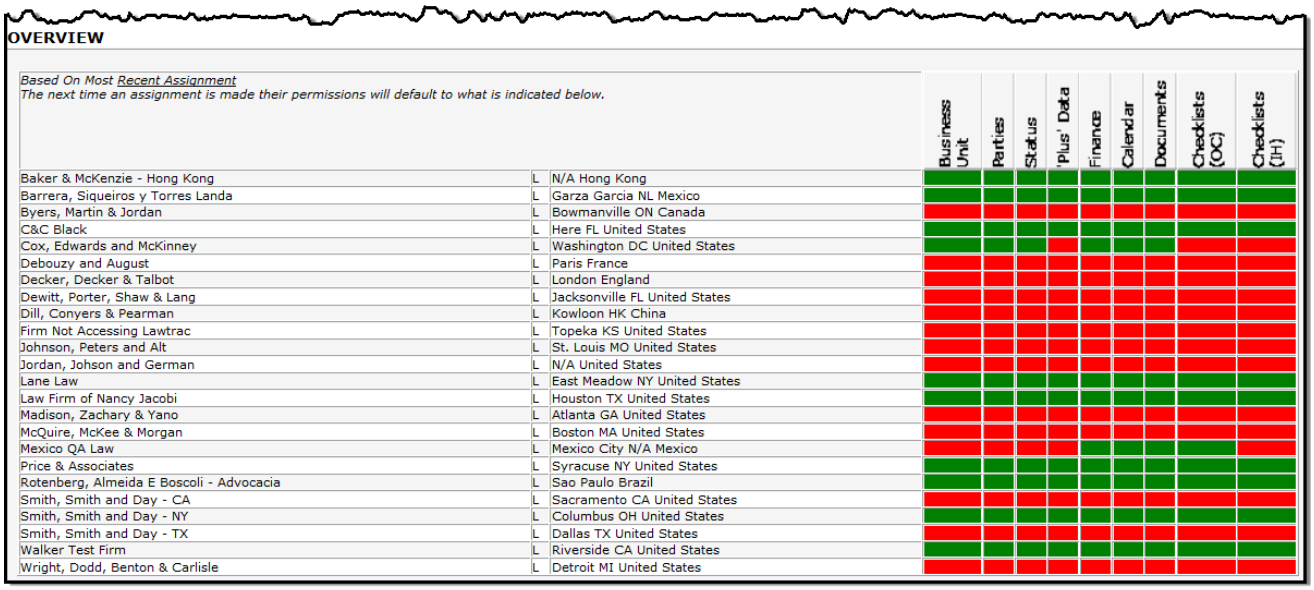
If you wish **to adjust assignment permissions for more than one** Law Firm or Vendor, check the 'Adjust Another Record' checkbox ☐ below Save Changes before clicking Save Changes.

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




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.



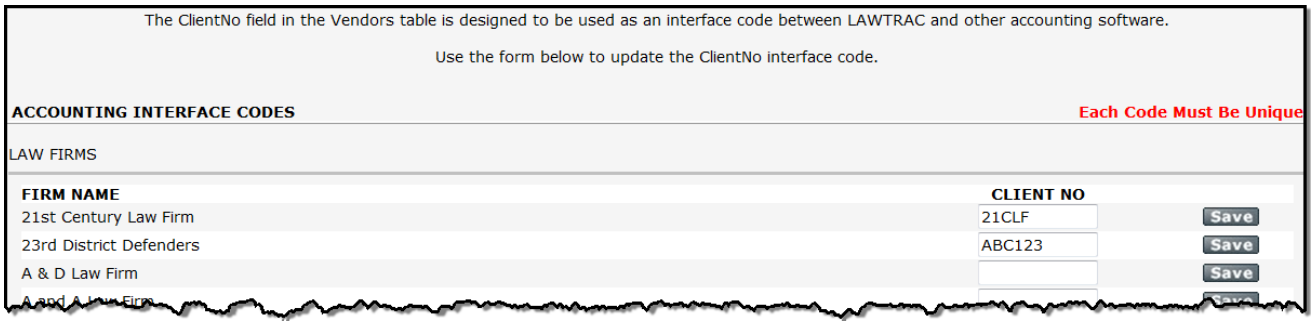
OVERVIEW

*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, Johson 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.

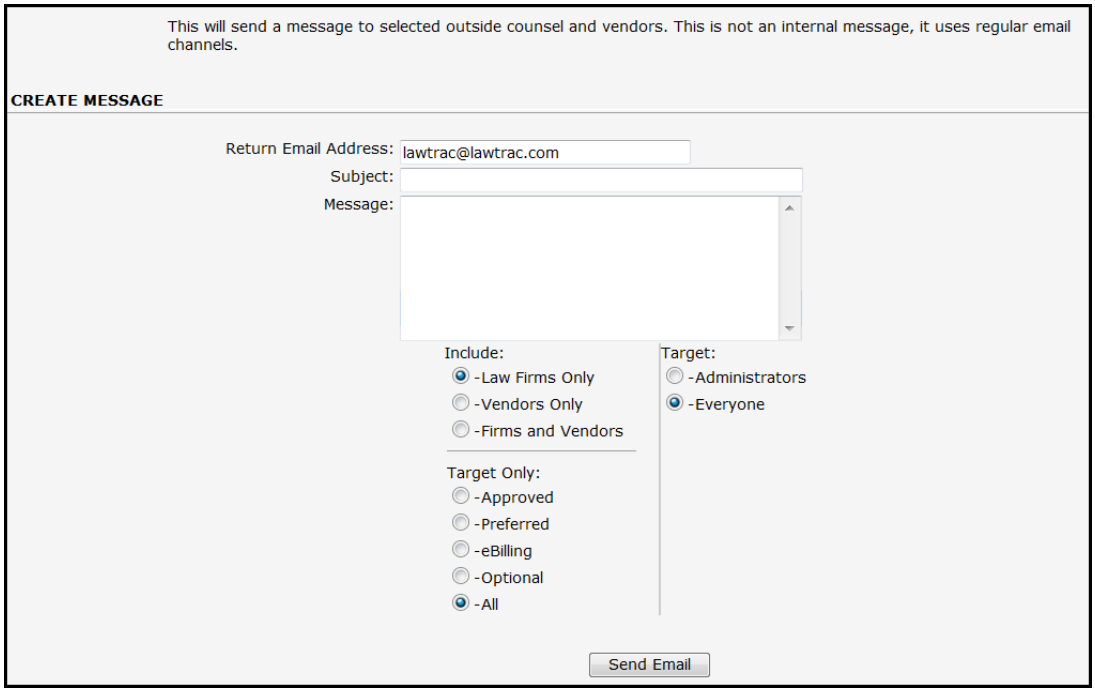



Use the text boxes in the **CLIENT NO** column next to the Law Firm or Vendor name to change or set up codes for each Law Firm or Vendor. Click Save after each code change you enter.

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

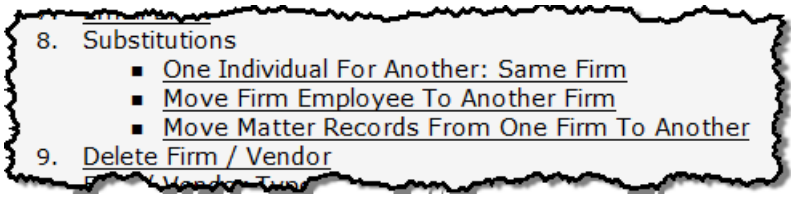
# Email Blast

Click the Email Blast hyperlink to send an Email message to all Law Firms, Vendors or both.




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 Send Email.

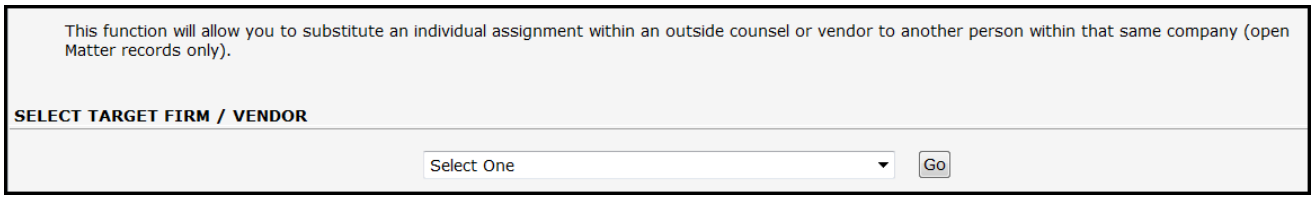
# Substitutions



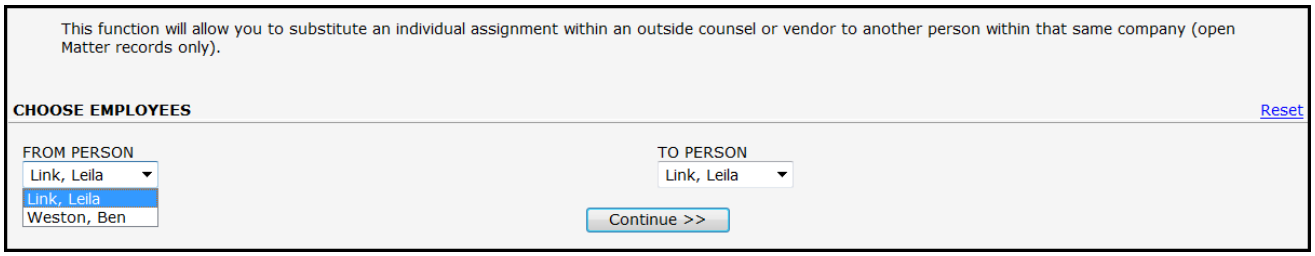

Click the Substitution hyperlinks to substitute employees and matters from one firm to another.

## 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'.



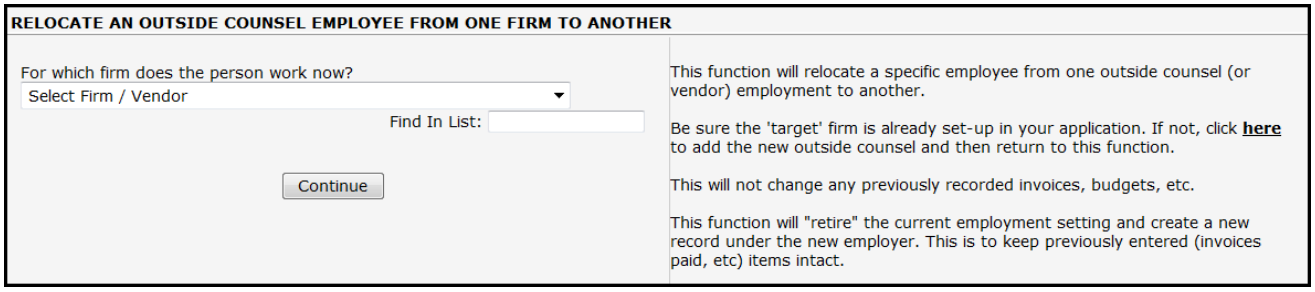

Use the employee drop down menus to select the names of the person you want to substitute and who will be replacing them, and then click Continue >>.



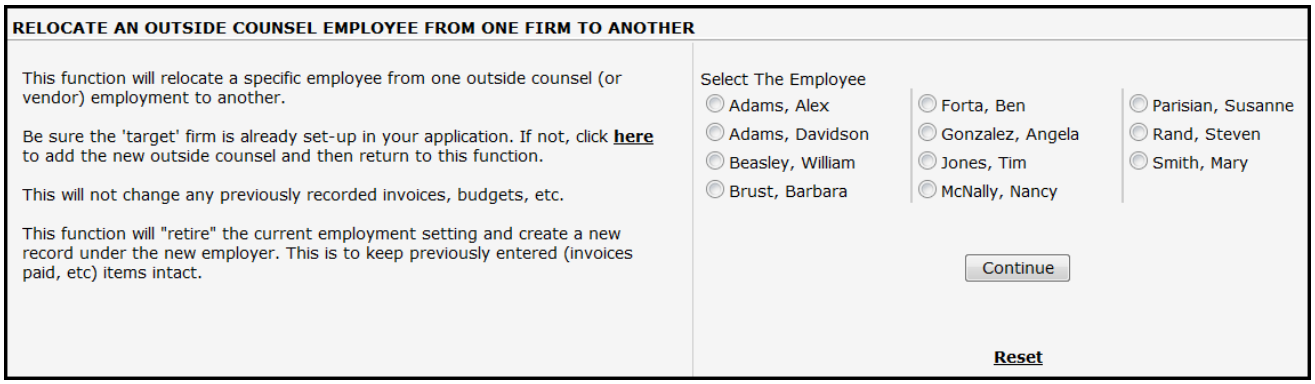

To change law firms/vendors, click the Reset link to go back to the SELECT TARGET FIRM/VENDOR screen.

## Move Firm Employee to Another Firm

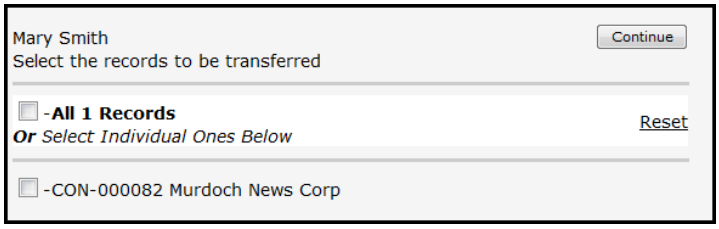
To move an employee from one firm to another firm, select the firm that the employee currently works at from the drop down. To avoid scrolling through the drop down, you can use the 'Find In List:' text box to conveniently locate the firm/vendor. As you type in the box, the drop down will automatically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




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 Continue. Clicking the **Reset** link will return you to the previous screen where you can choose another law firm.



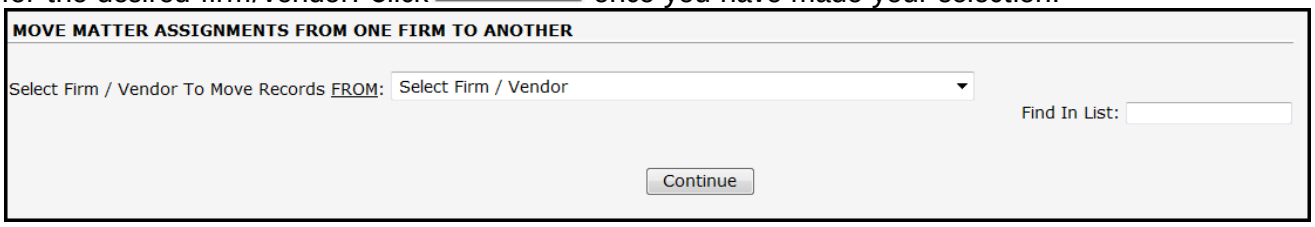

The screen adjusts again to display the records associated to the employee. Choose the records to be transferred; at least one record must be selected. To go back to the employee list, click the Reset link. Click Continue when you are finished making your record selections.



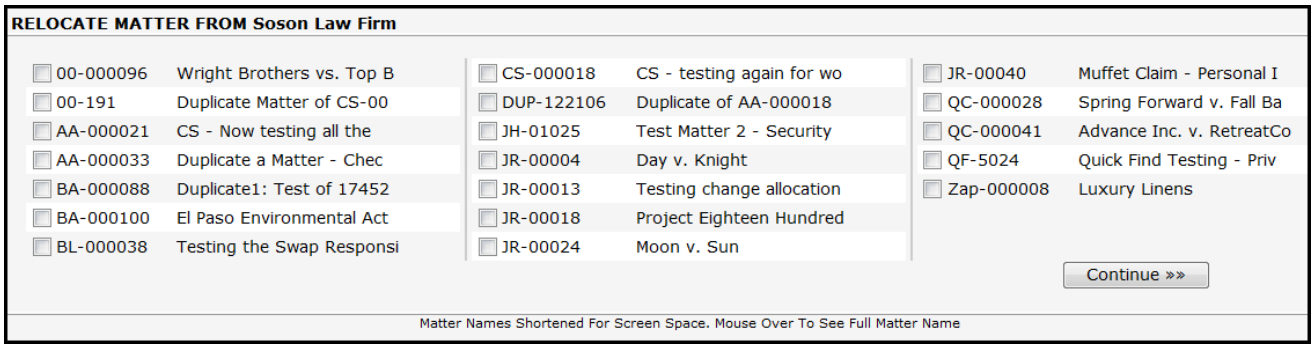

A confirmation prompt will display. Click OK to confirm the transfer or Cancel to abort the transfer.

## 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 Continue once you have made your selection.




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

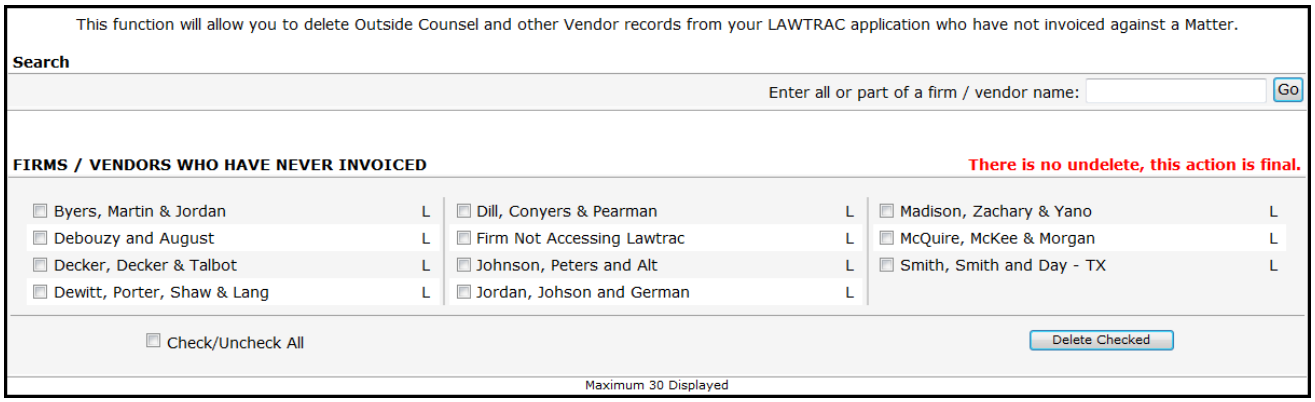



The next screen asks you to select the firm that you want the records moved TO. Click Continue once the firm/vendor is selected in the drop down.


Click Continue 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.



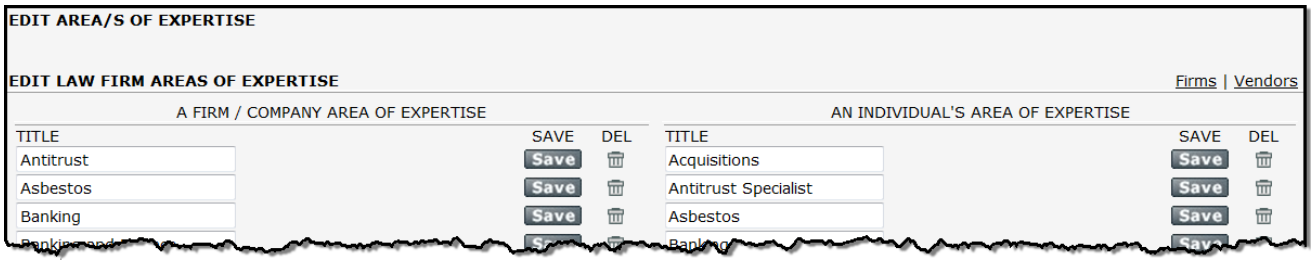

Use the Search function to quickly find the firm/vendor to delete; you can enter all or part of the firm/vendor name and click 'Go' to display results. Also listed are Firm/Vendors that have never invoiced. You can select from those firm/vendors by clicking the checkboxes ☐. To select or unselect all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

**CAUTION: Clicking Delete Checked 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

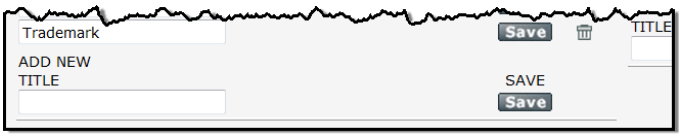
error. *Only Law Firms and Vendors with no matter assignments and invoices outstanding can be deleted.* Inactive Law Firms and Vendors are better handled by being released rather than deleted.

## Firm / Vendor Types

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

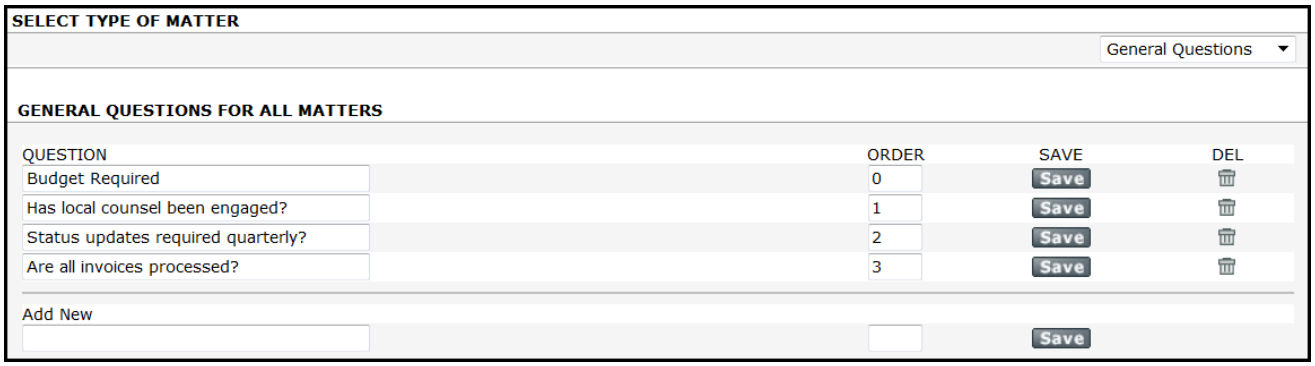



- To **edit an existing type**, modify the text in the textbox and click Save.
- To **delete an existing type**, click the 🗑 next to the Firm / Vendor name. *There is no undo, so delete with care.*
- To **add a new type**, enter the type name in the Add New Title textbox and click Save.




## 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.

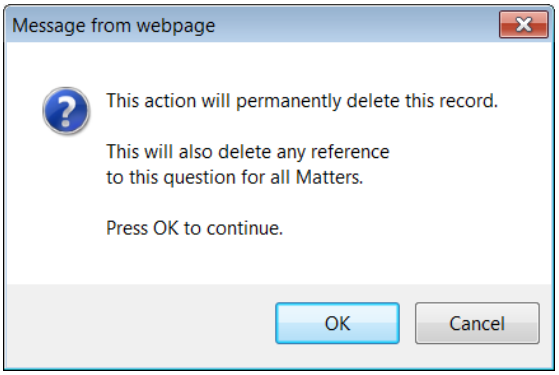
To **add a new question**, enter the question in the Add New textbox, then enter the order number you want that question to appear and click Save.

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 🗑.

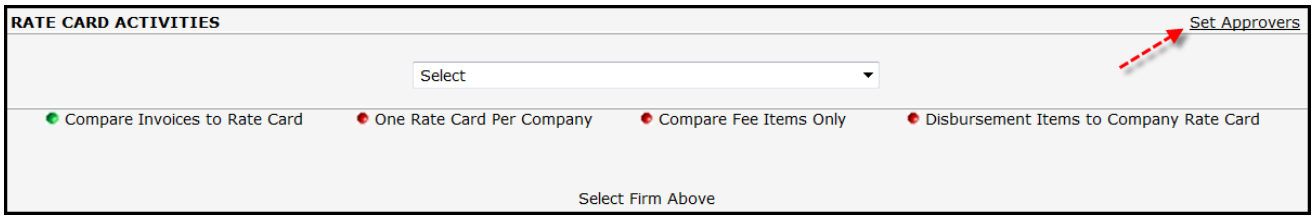
You will be asked to confirm before the question is deleted by clicking OK. You can click Cancel if you don't want to continue with the deletion.

**There is no undelete.**

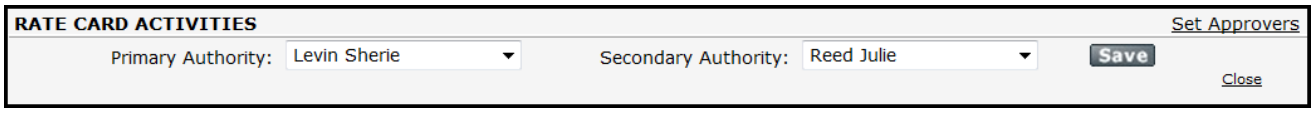



# Rate Card Activities

## Approve Rates



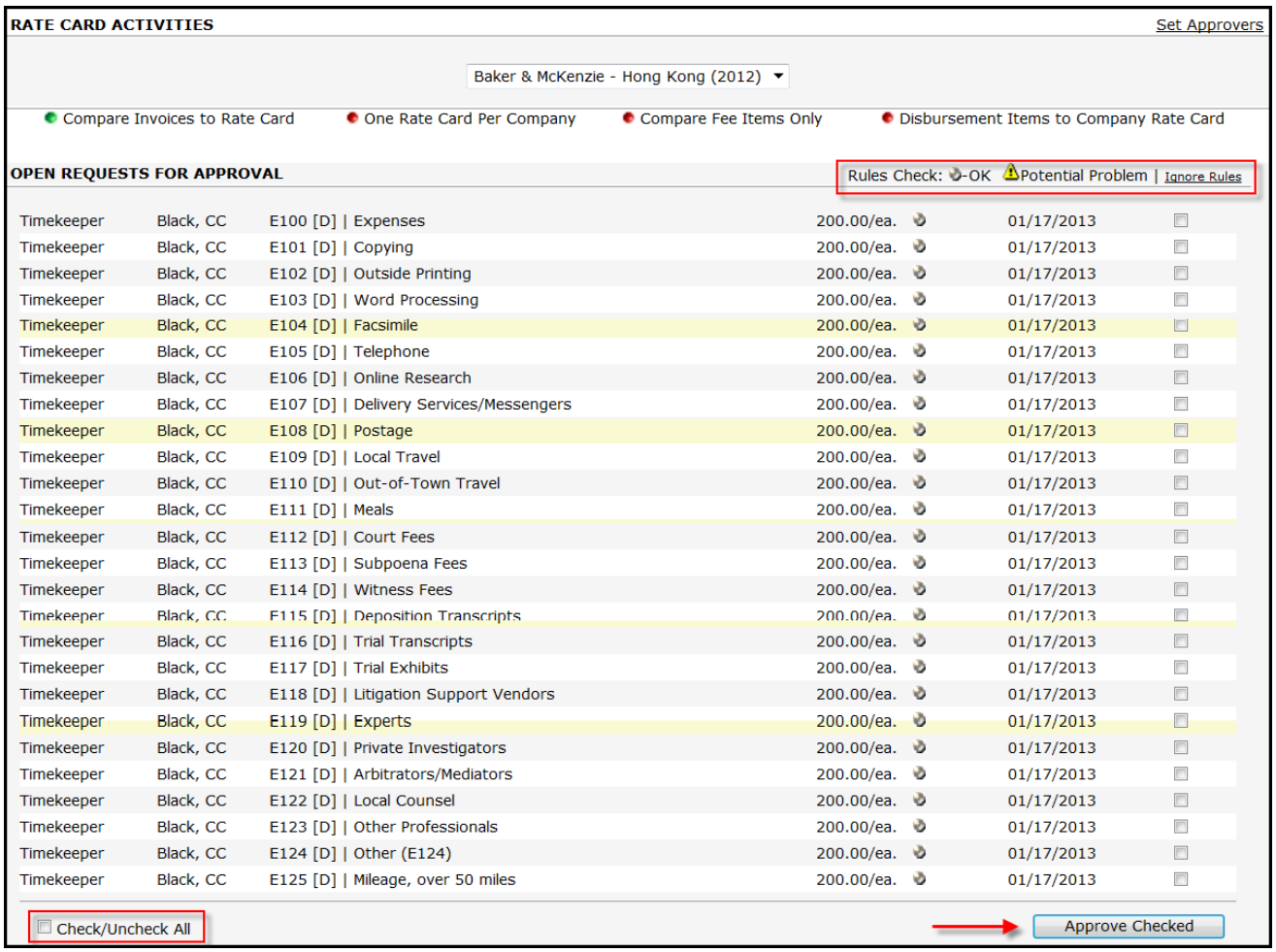

When you first click the Rate Card Activities hyperlink, you will need to select rate card approvers before choosing a Law Firm or Vendor. ***Note:*** *A Site Administrator not designated as a rate card approver cannot access the Rate Card Activities page.* Click the Set Approvers hyperlink in the top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




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.

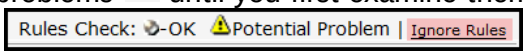



Each code will be marked either -OK or Potential Problem. You can choose each item individually by clicking its checkbox ☐. Then click Approve Checked.

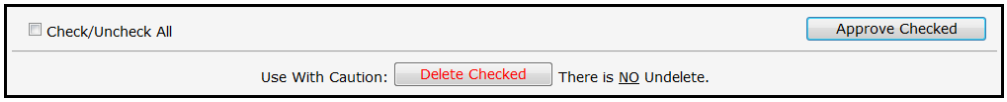
## Ignore Rules

**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:



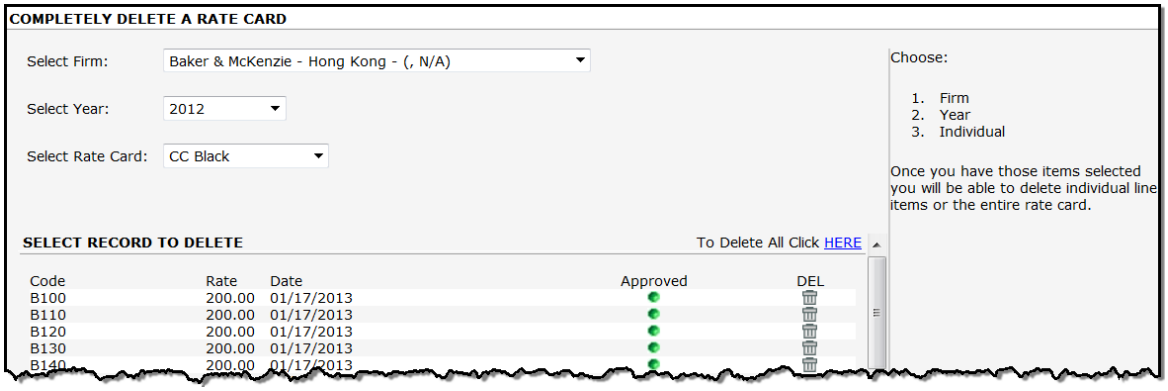

After clicking Ignore Rules, the page refreshes to display *Rules Ignored on This Rate Card.* A Delete Checked button also displays in the bottom pane so the reviewer can select whether to Approve or Delete the checked codes. *There is no 'undo.'*




## Delete a Rate Card

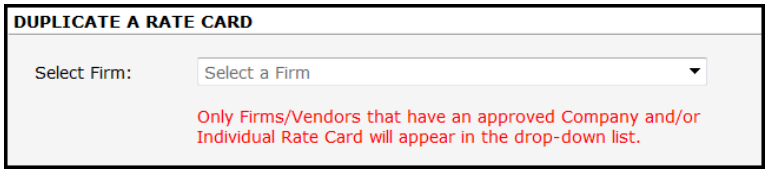
To delete a rate card completely, click the Delete a Rate Card hyperlink and follow the on-screen steps: Select a Firm, Fiscal Year, and Individual.


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.

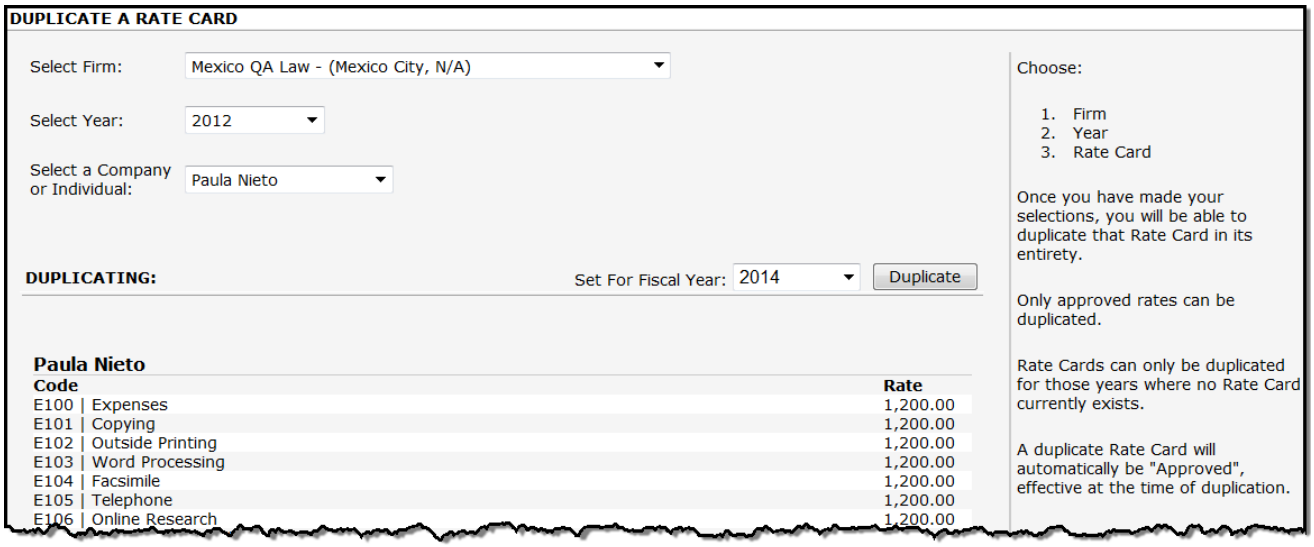


## Duplicate a Rate Card

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.



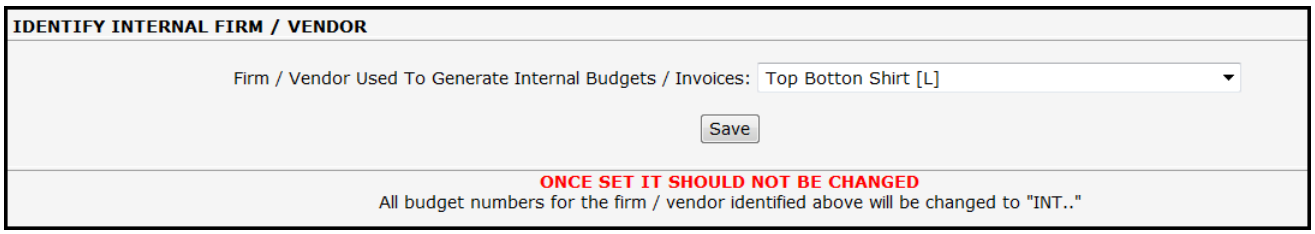

The rate card will display and you will be able to duplicate the rate card by clicking Duplicate.




**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 Save. **NOTE: Once you have set the internal firm / vendor, it should not be changed.**



# Scripts

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

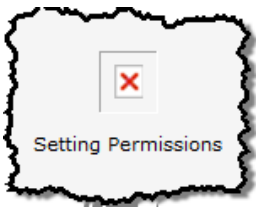
## A. Align Firm Senior ID's On Invoices


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.

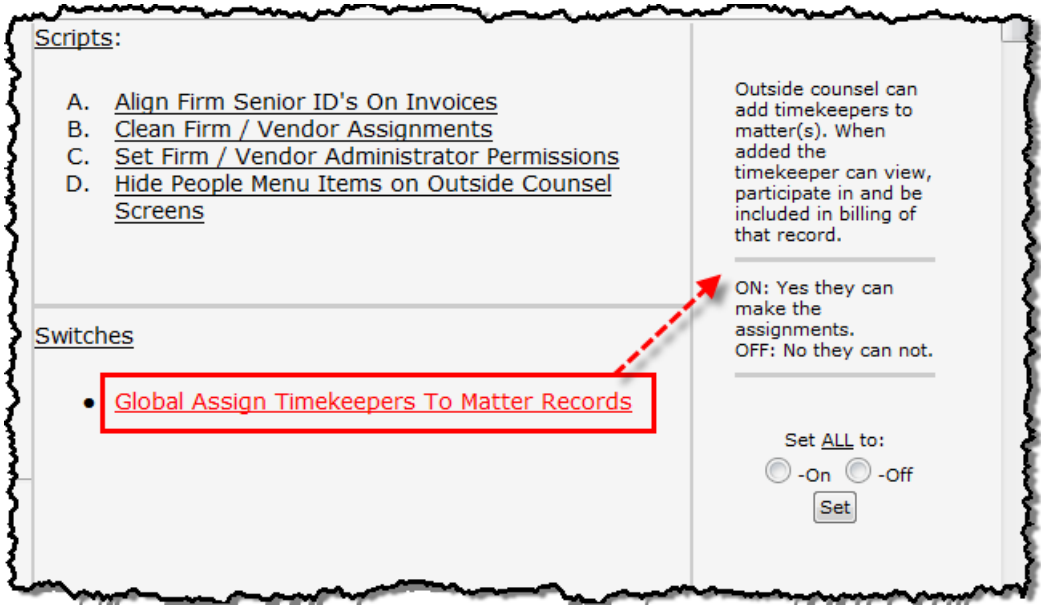
## D. Hide People Menu Items on Outside Counsel Screens


Clicking the Hide People Menu Items on Outside Counsel Screens toggles between showing and hiding those menu items.

# Switches

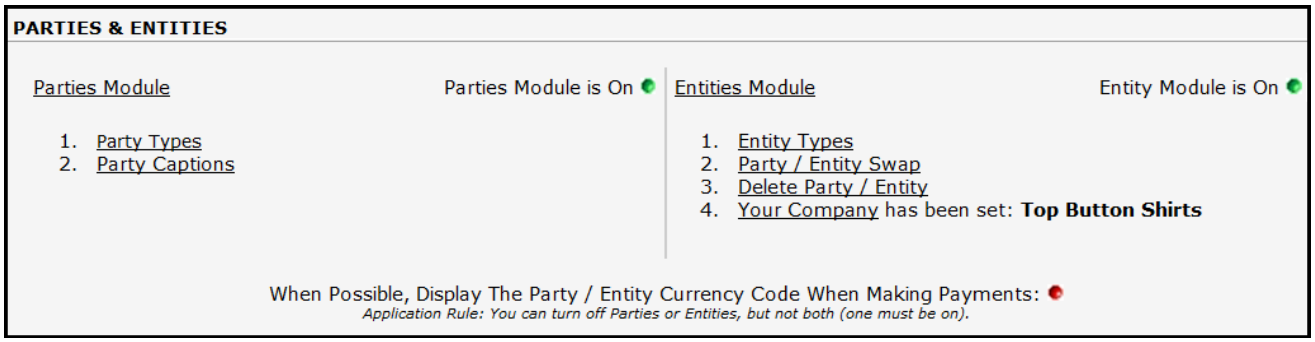
## Global Assign Timekeepers to Matter Records

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.



# 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.

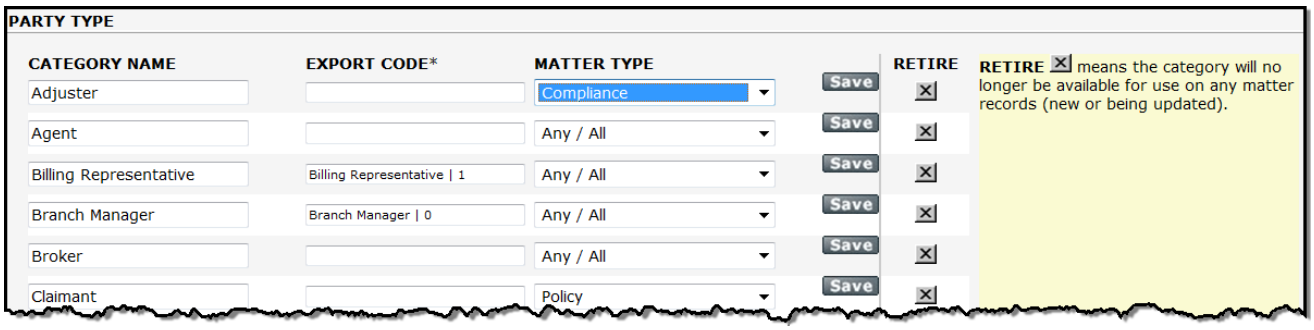



**NOTE:** Indicators identify whether the Parties and Entities modules are on or off. One module must always be turned on. Click the green/red indicators to turn the modules on/off.

## Parties

### Party Types

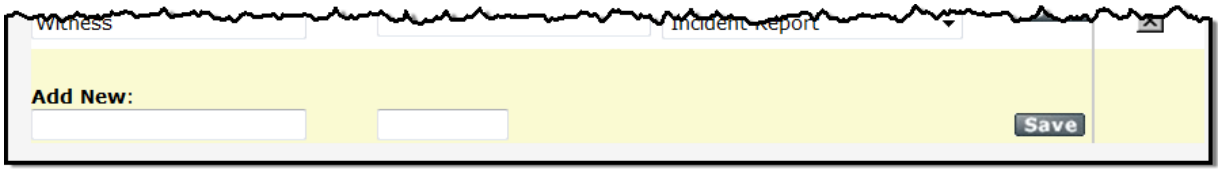
The Party Types hyperlink allows you to adjust the type of parties drop down list. You can **edit the party types** by typing in the text boxes and clicking Save.



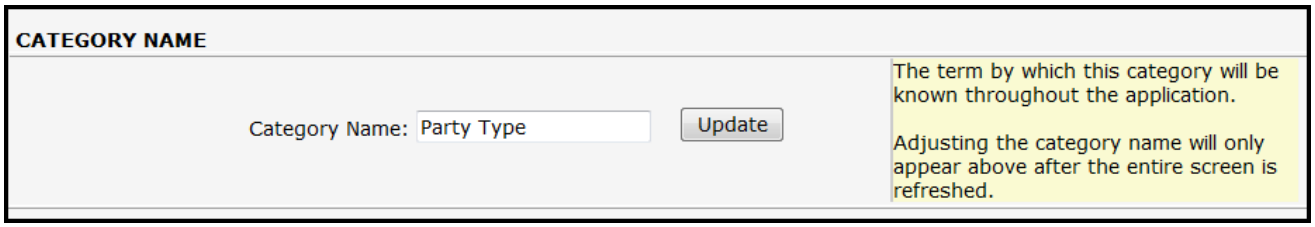

To **retire a party type**, click. Retired party types will no longer be available for use on any new or updating matter records.

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.

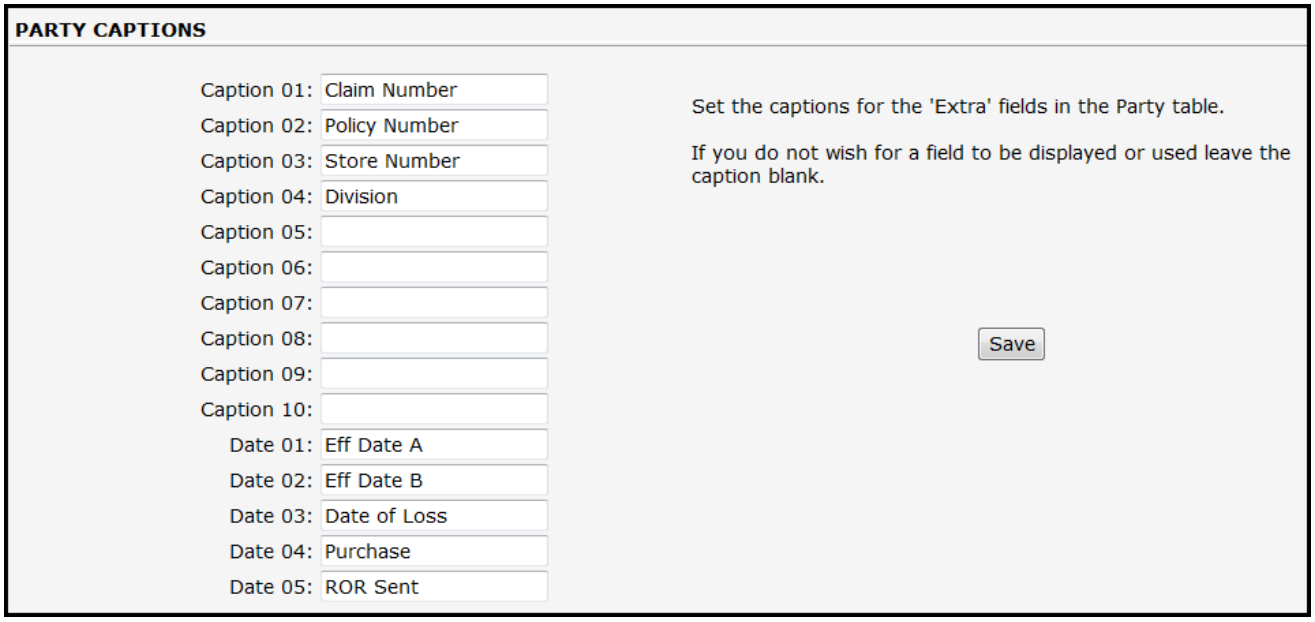



At the bottom below the Add New section, there is a 'CATEGORY NAME' area where you can update/adjust the heading above the Category Name list.




## Party Captions

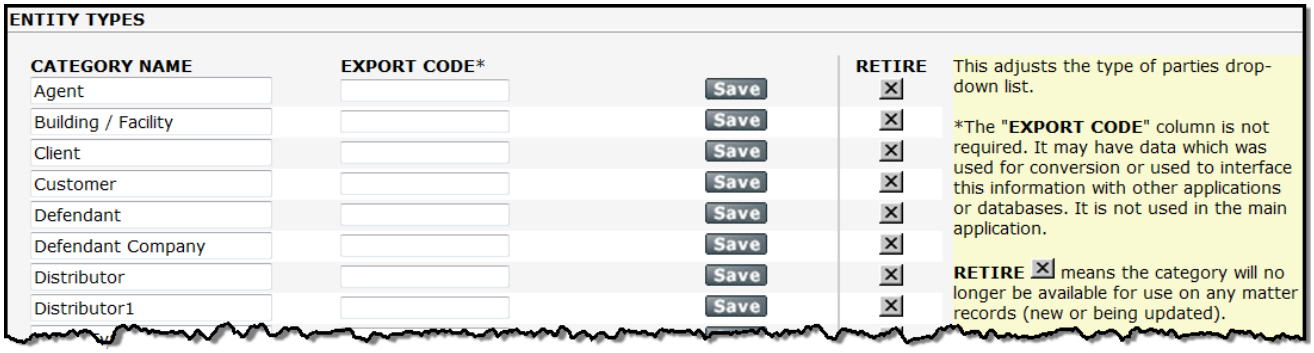
The Party Captions hyperlink allows you to caption the 'extra' fields on the party table as shown below. Just enter the desired caption in the text box next to each field and click Save. To leave a field uncaptioned, make sure the textbox is blank.



# 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.




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

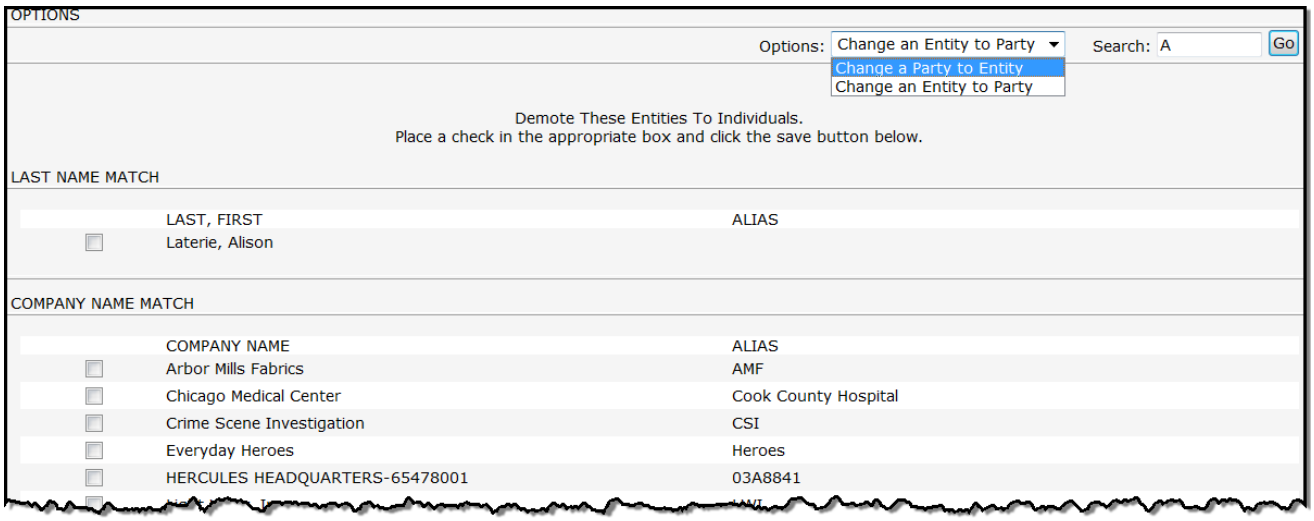
The "**EXPORT CODE***" column is not required. It may have data which was used for conversion or used to interface this information with other applications or databases. It is not used in the main application.

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


## 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.

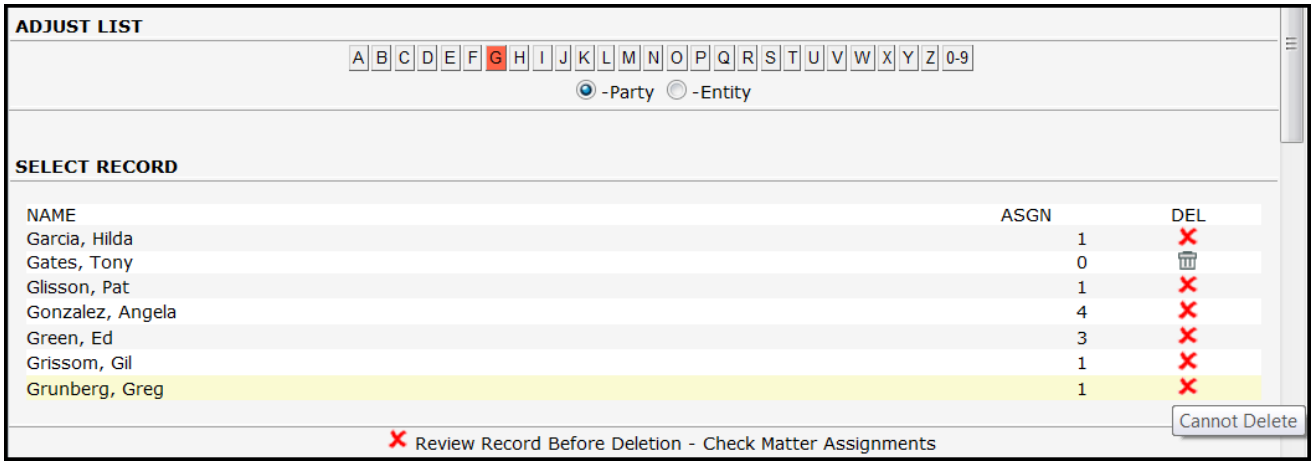



Choose the party and entity to swap by checking the checkbox ☐ next to them on the list. You can choose more than one.

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.




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 ✕ 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

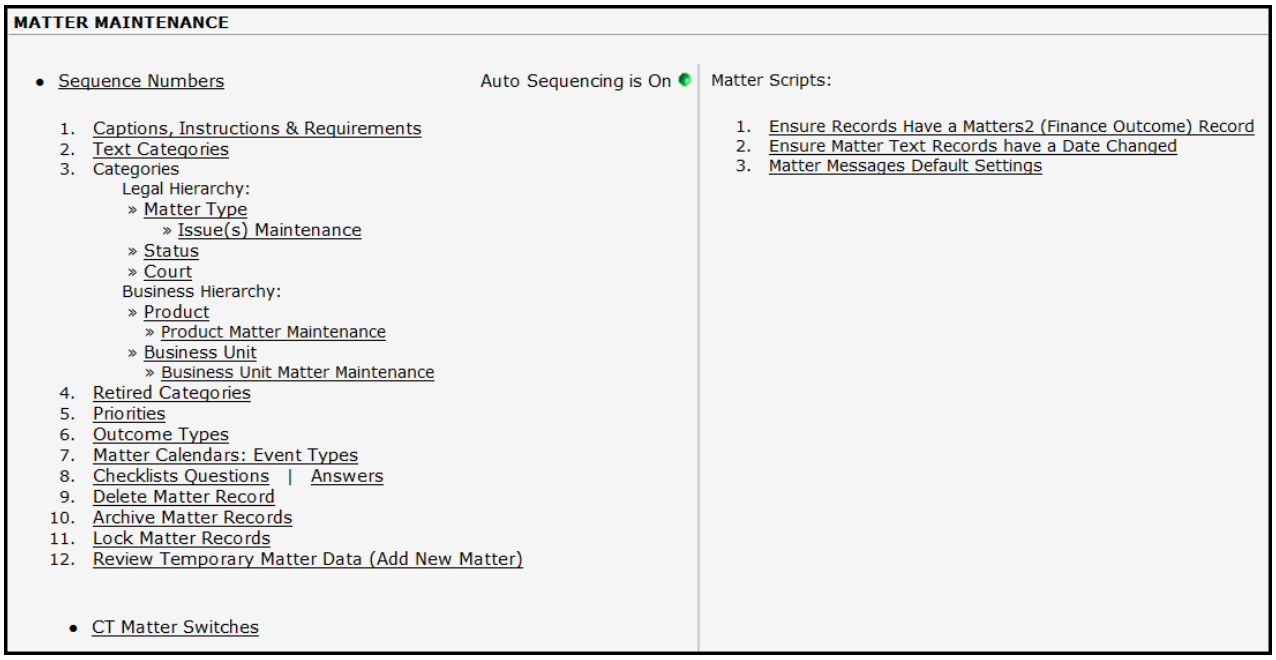

The Your Company hyperlink allows you to choose your company from the entity database and designate it as your company by clicking Set. This will save time in adding your company as an entity to matters, etc. Please note that only one can be set.

# 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.

# Chapter 6: Matter Maintenance

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



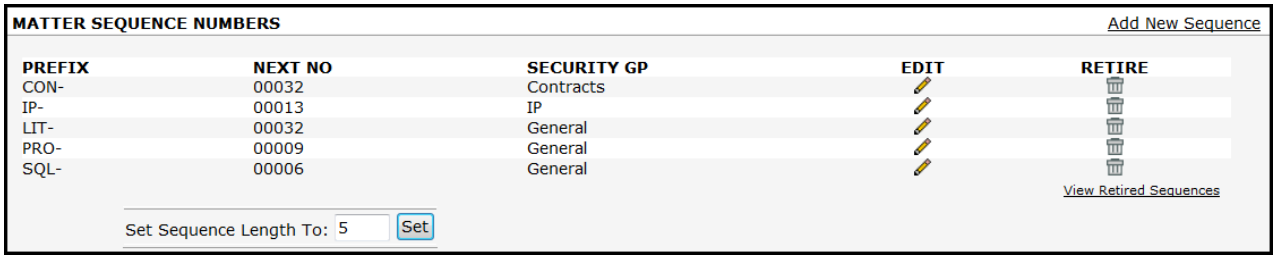

## Auto Sequencing Switch


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

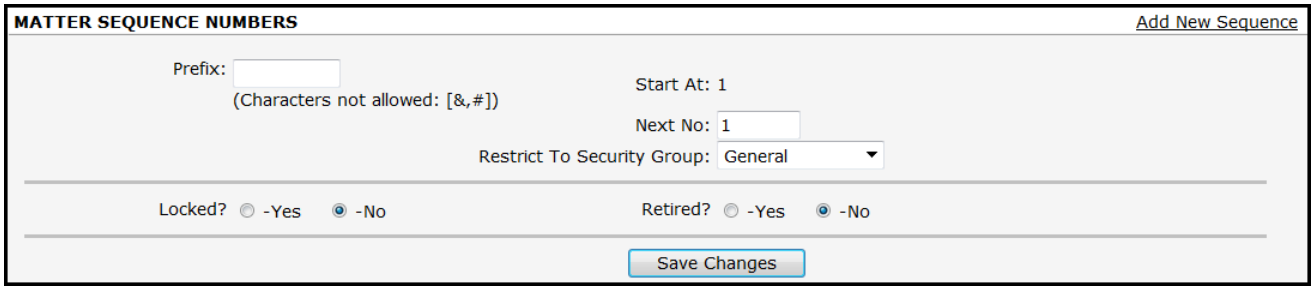
Sequence Numbers allows you to modify or add new matter sequences to your Lawtrac database. You can also see the next available number in the sequence and its assigned security group.

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



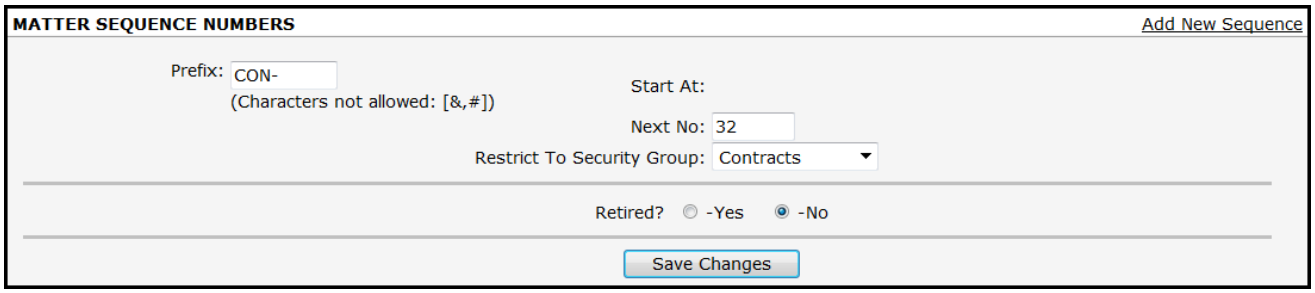
## Add New Sequence

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.




## Edit Existing Sequence

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



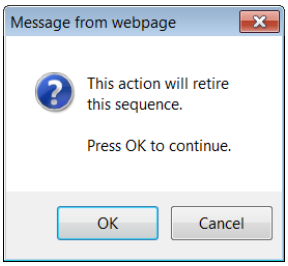

Use the Prefix textbox to make changes to the sequence. The length of the sequence should not be changed to avoid problems with sequence length rules already in place.

- 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.

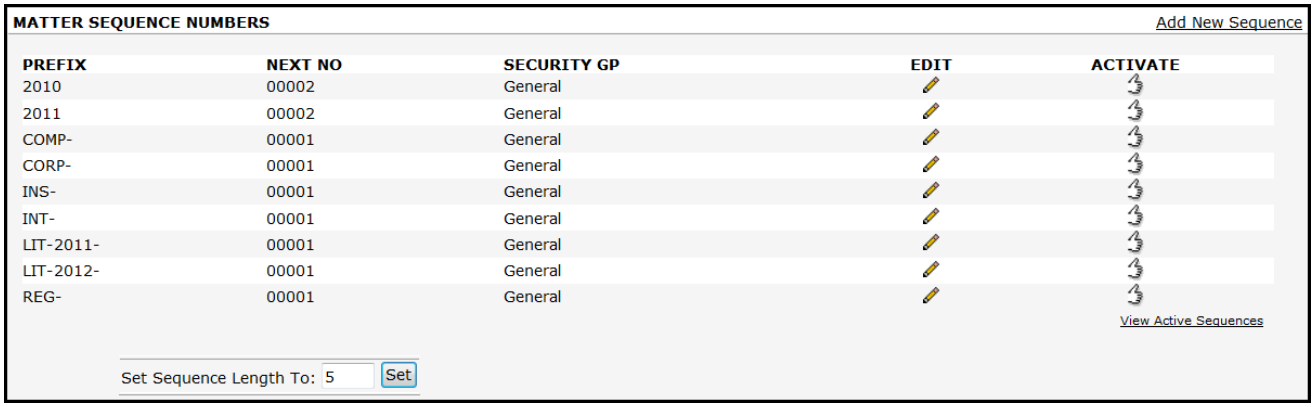
When you have finished making adjustments, click Save Changes.

## 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.

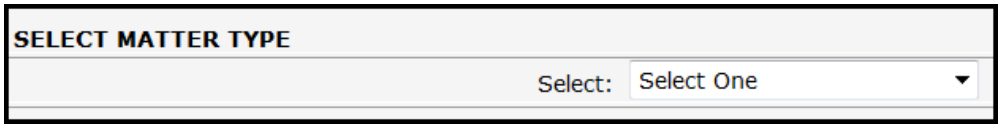



To view all retired sequences, click the View Retired Sequences link. From this listing you can modify a retired sequence (using the icon) and/or change it back to an Active sequence. To activate, click the icon and select OK on the on-screen prompt. The sequence will then display on the Active Sequence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




## 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.

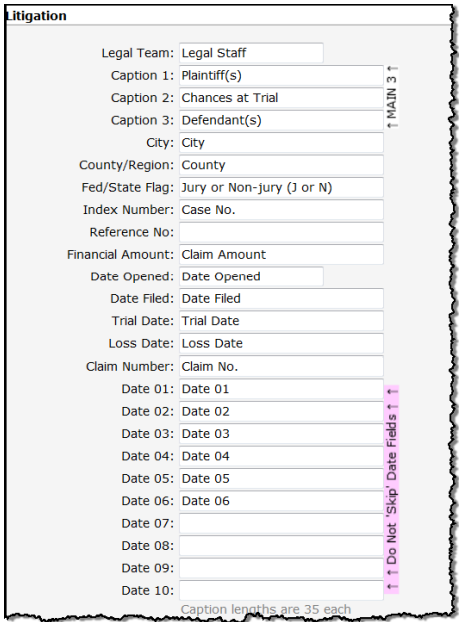




*Captions are the labels which tell users which types of data to enter into each text entry field on the screen when users are entering data for a matter.*

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.

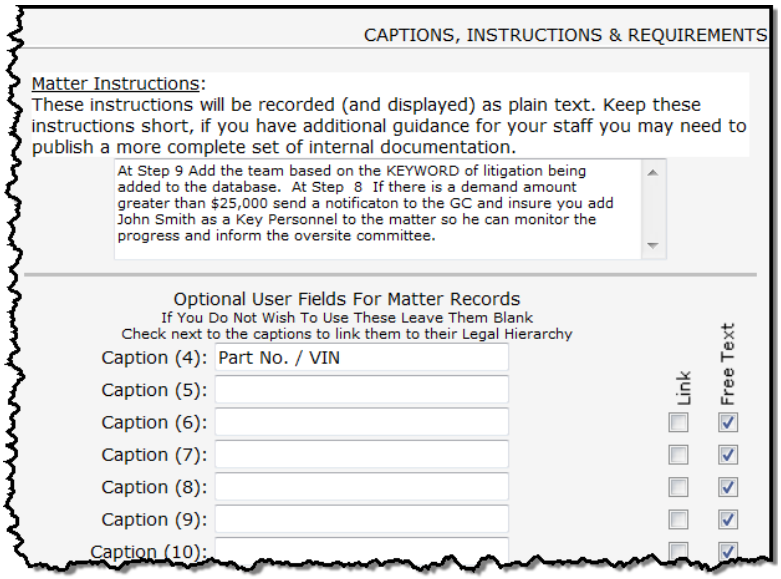



## Matter Instructions

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.

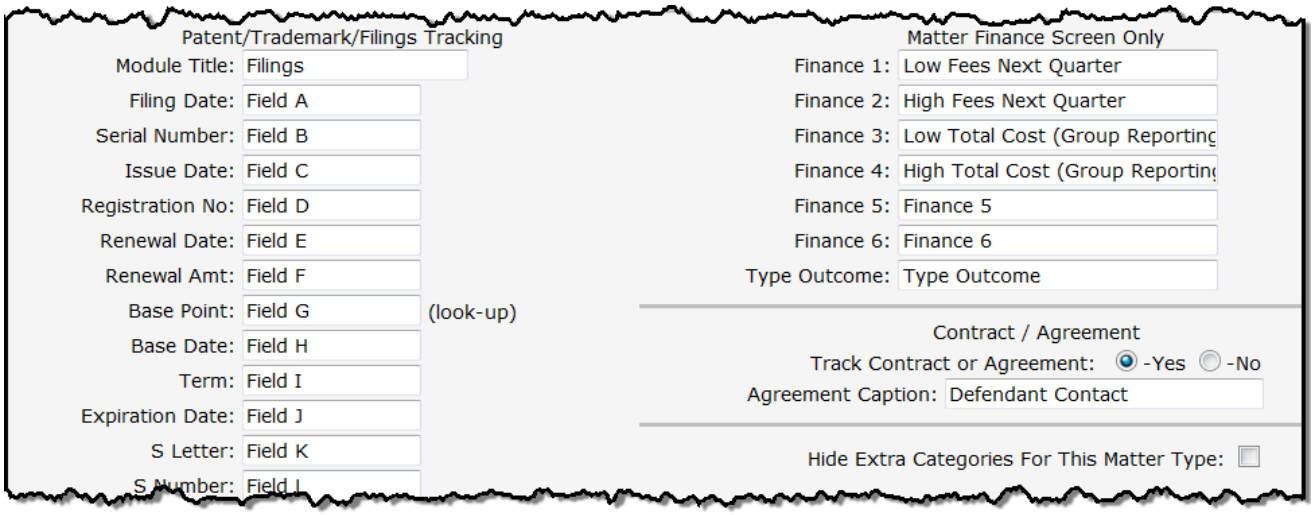



Blank User Defined Fields will not appear on completed matter records. Check the 'Link' checkbox to link a UDC to a Matter Type (Type1) or uncheck the checkbox to unlink it. Check the 'Free Text' checkbox to keep the field editable.

## Captions

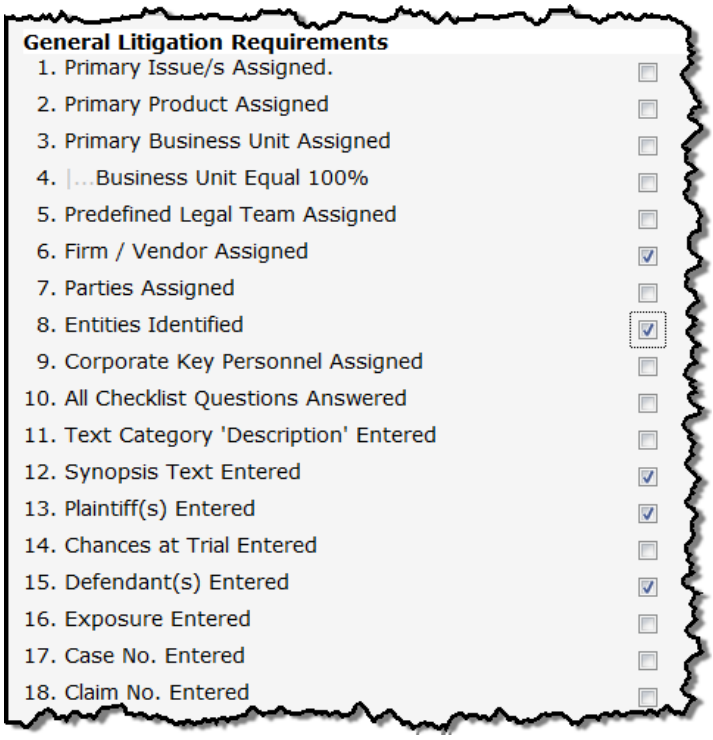
To adjust captions for the **Patent/ Trademark/Filing module**, edit captions here. (shown below; left side of page)

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




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



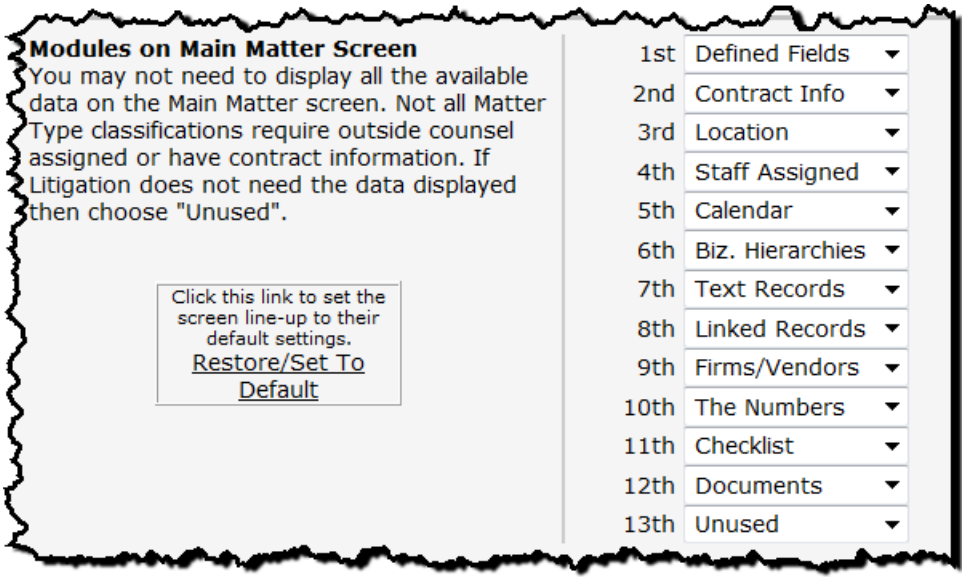

You can **set requirements** for all matters of the type selected by clicking the checkbox next to the fields you require be completed.

### 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.

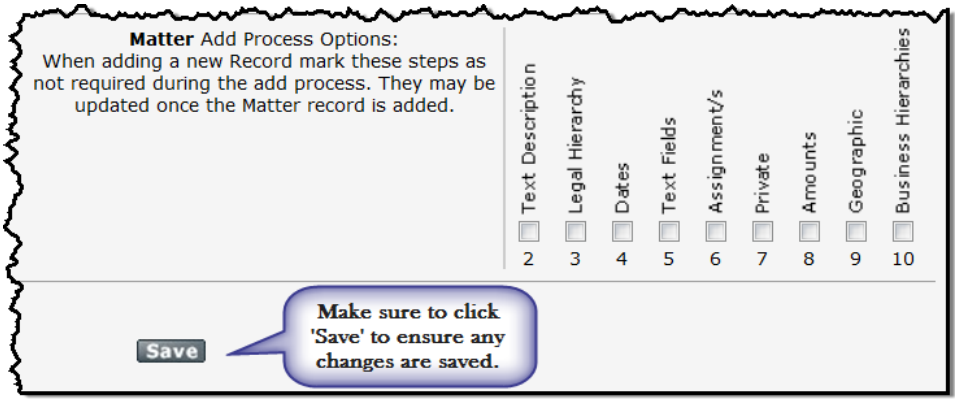
*Each matter type's settings must be set individually for that matter type. All adjustments are Matter-type specific and will only affect the single Matter Type you initially selected.*




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

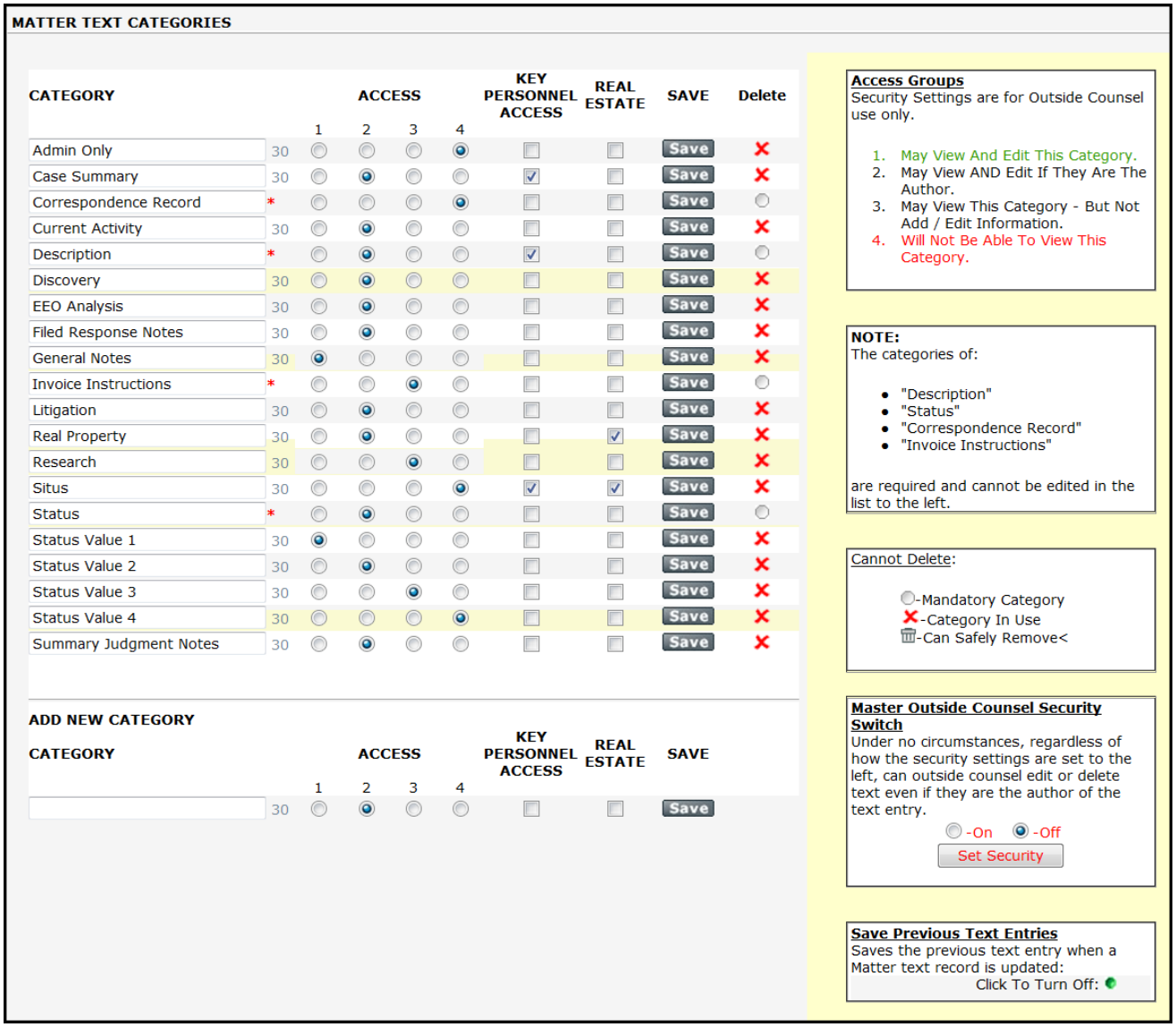
Click the checkboxes for items you wish to require as steps during the Add Matter process for matters of the type selected.




**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.




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.

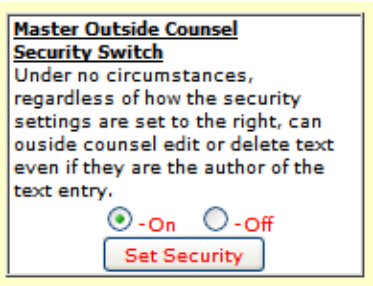
**IMPORTANT: Categories designated in use by the ✕ cannot be deleted. Categories designated "mandatory" by the also cannot be deleted.**

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.

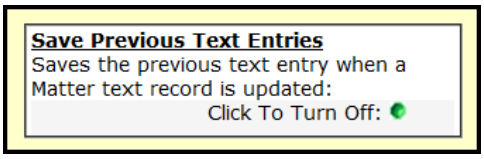
To **Add New Text Categories**, enter the category name in the textbox at the bottom of the screen, set the access group, then click Save.

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



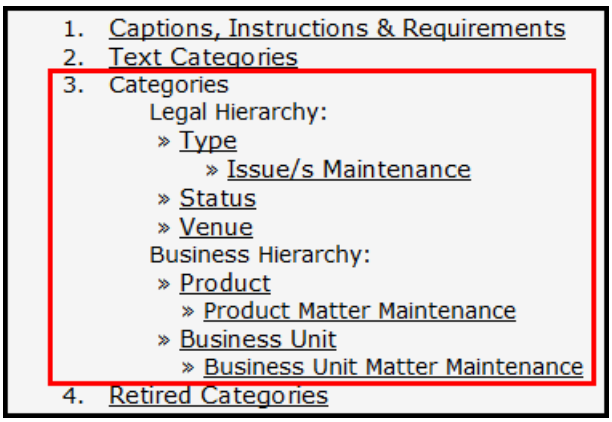

**NOTE: Regardless of the setting you choose here, Outside Counsel will not be able to edit or delete saved text entries, even if they are the author.**

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**

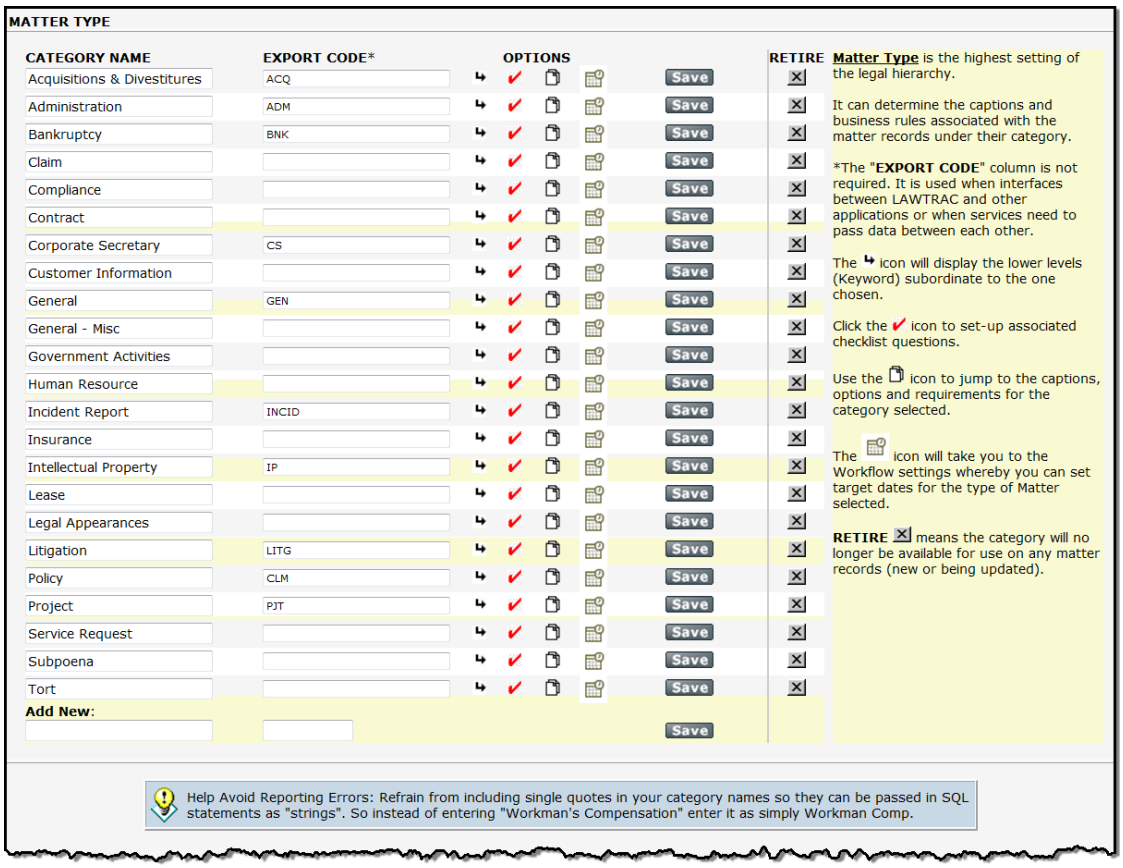
**Lawtrac** allows categories to have multiple levels, which can operate either as a linked or unlinked hierarchy. Lawtrac offers unlinked levels for Types 3, 4 and 5. User wishing to select from these categories regardless of Type 1 or 2 for a matter will find this useful. Users desiring a specific 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

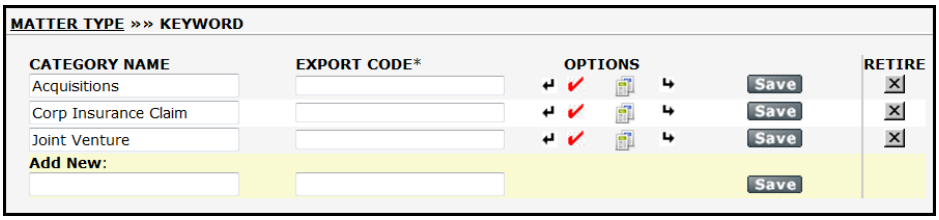
## Matter Type

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.

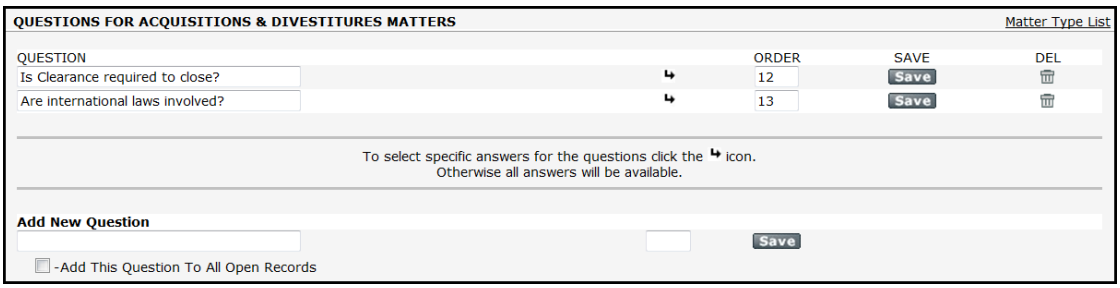



- You can **edit matter category names** at each level of the hierarchy in the textboxes. After each adjustment just be sure and click Save next to that category.

- 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.



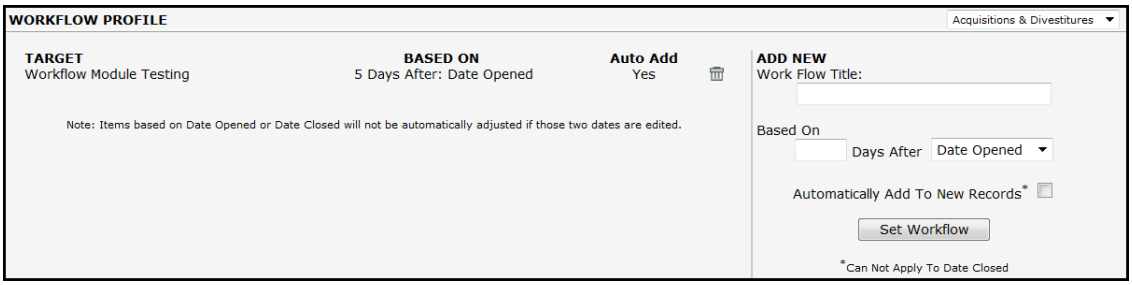

- To **set up checklist questions** for that matter category, click the ✔.




- 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 .




- 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.

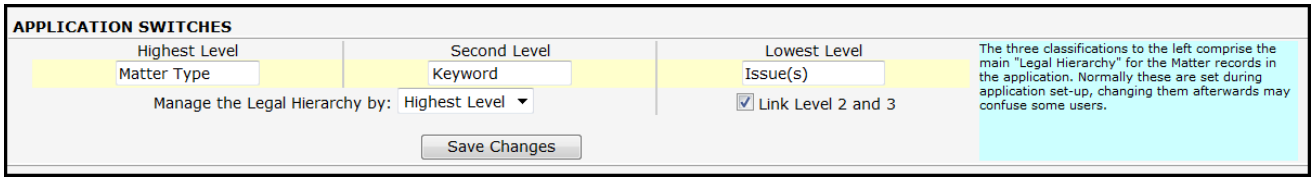
- To **add a new matter text category**, enter the category name (and export code if necessary) in the textbox at the bottom of the screen and click **Save.**

**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.



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 [Save Changes].

### 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**

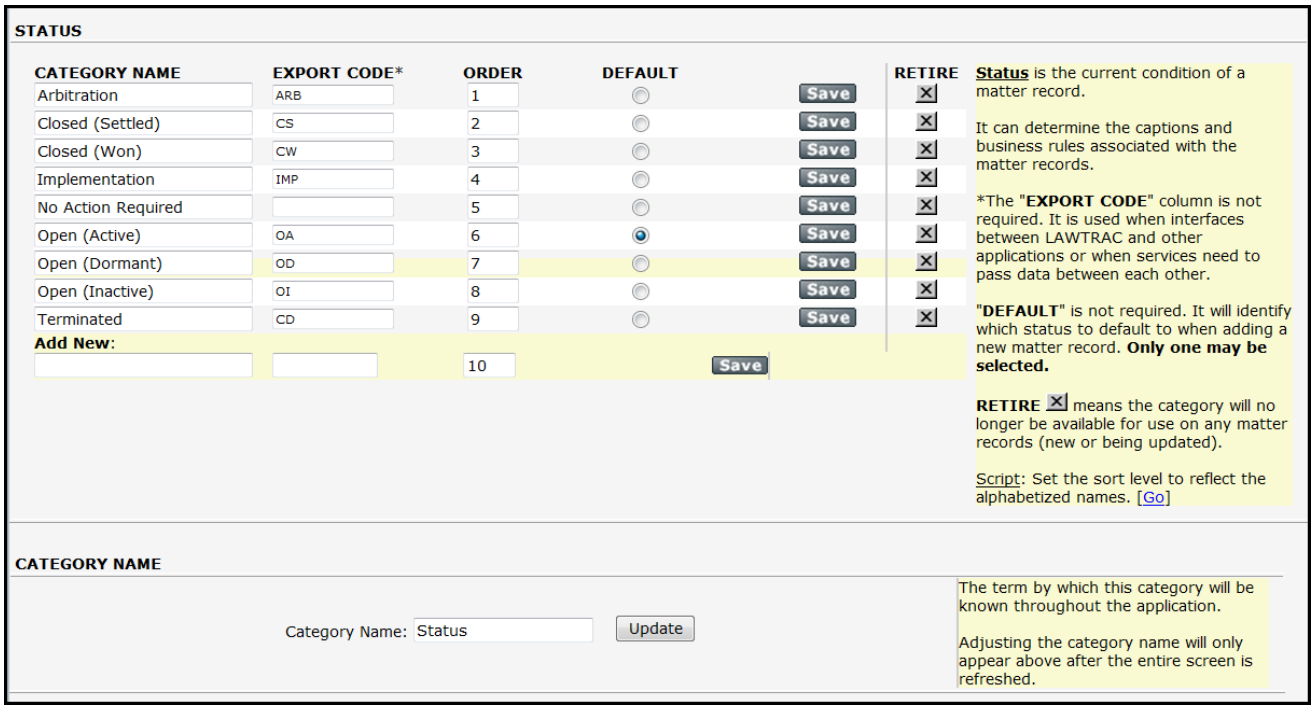
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 All

**Issue/s: S**

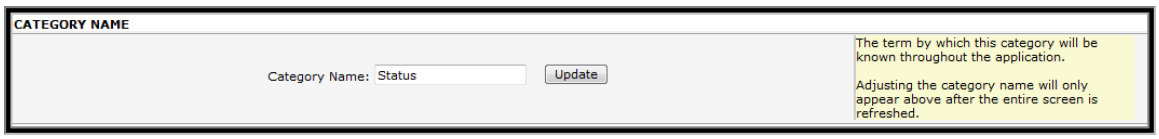
| CATEGORY NAME | STATUS | IN USE COUNT | | SENIOR KEYWORD |
|---|---|---|---|---|
| Services | Active | Used On: | 1 Matter Records | Purchase |
| Shocks | Active | Used On: | 2 Matter Records | Product Liability |
| Slip and Fall | Active | Used On: | 1 Matter Records | Personal Injury |

## 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.

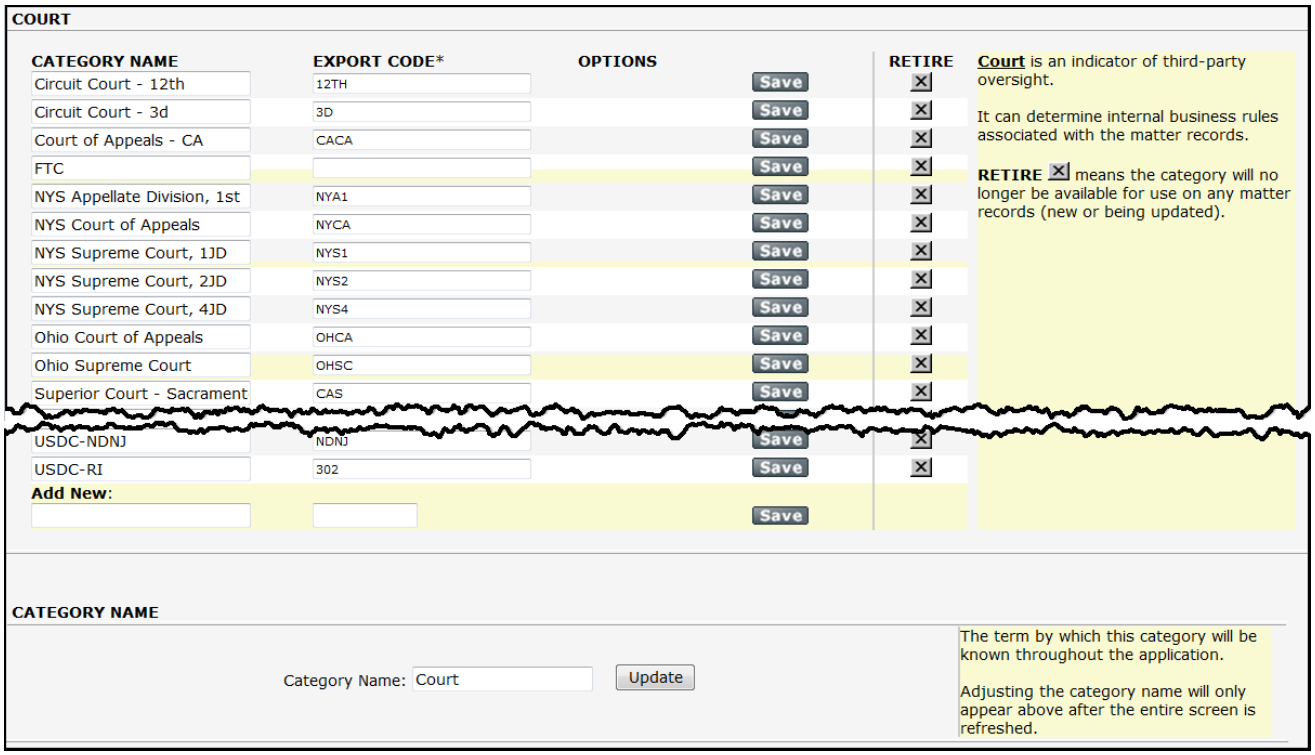



- To **edit an existing category**, modify the text in the textbox as desired, and then click Save.
- The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.
- The **ORDER column** is the order in which the categories 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.




## 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.




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

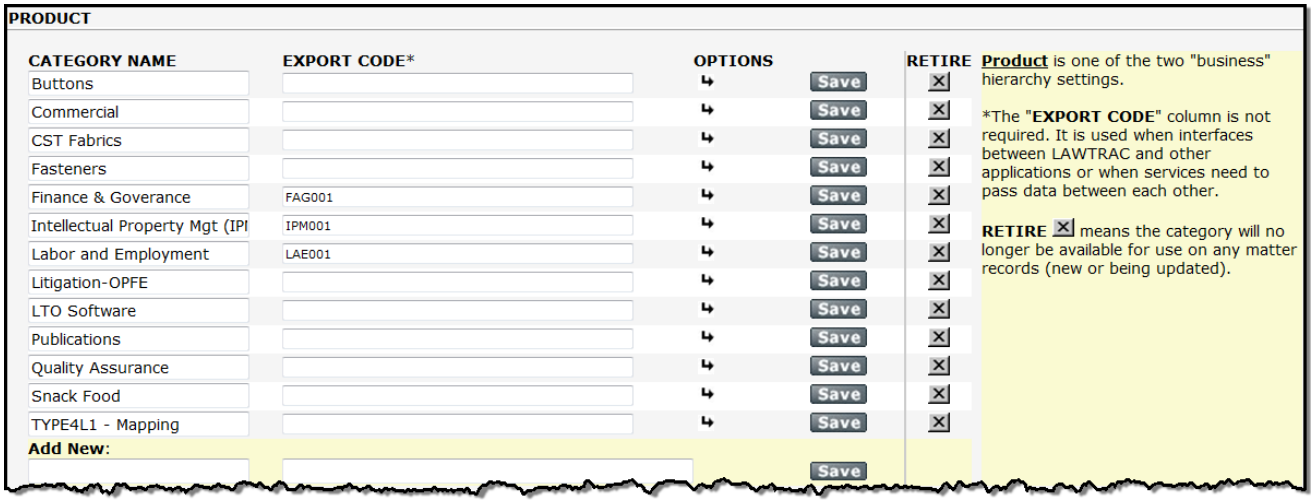
To **retire an existing court**, click the ☒ next to that court. **This cannot be undone.**

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

# Business Hierarchy

## Product

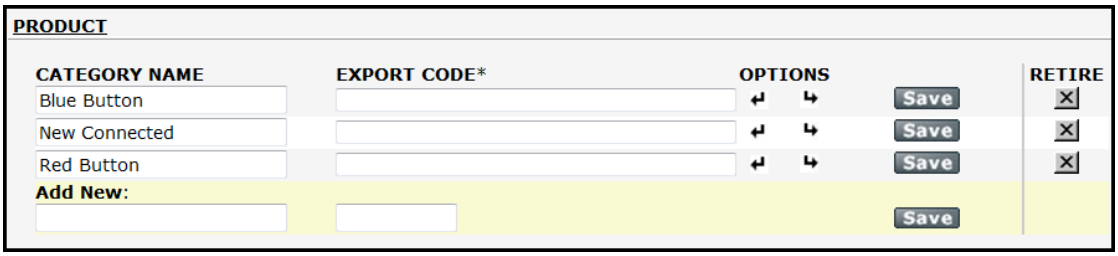
The Product hyperlink allows you to adjust the Type 4 hierarchy in your database. This hierarchy can have up to ten levels though not all levels may appear on all screens at the same time.




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.*



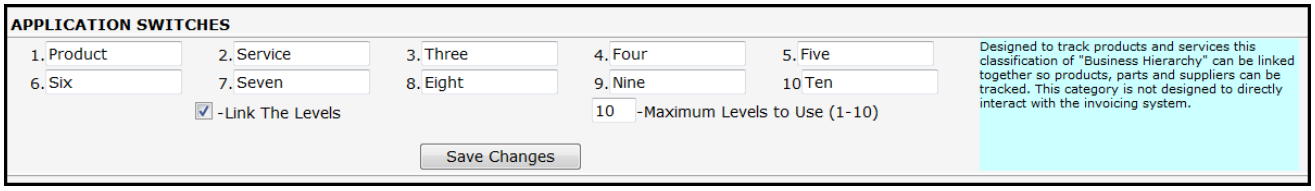

To **retire an existing Product**, click the ☒ next to the Product. The category will no longer be available for use on any matter records.

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.

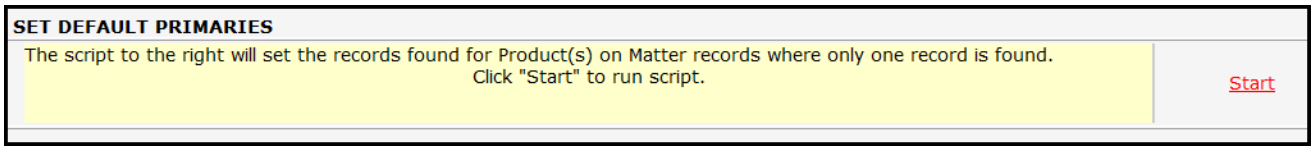



Click the checkbox ☐ to **link** or **unlink** the levels. To **set the maximum number of levels in the hierarchy**, enter a number in the Maximum Levels textbox.

After you have finished making changes, click Save Changes.

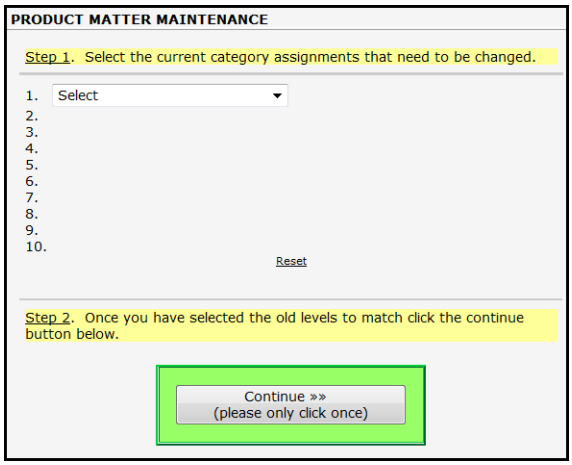
## Set Default Primaries Script

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.




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

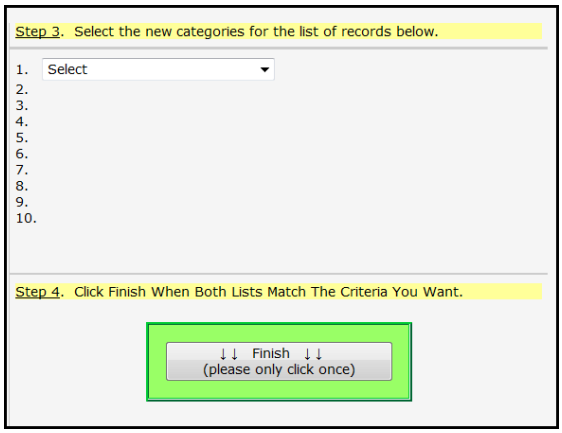
## Product Matter Maintenance




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.

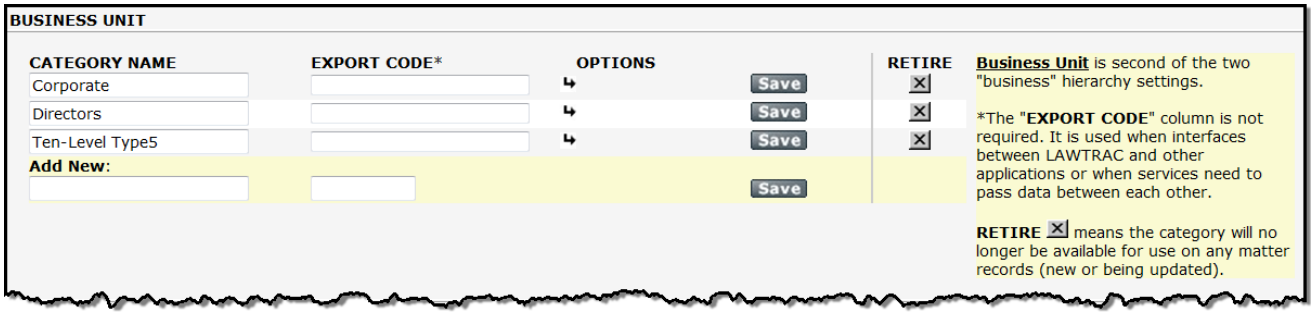



Step 3 and 4 will display to the right. In Step 3, select the new categories to be used from the drop downs.

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

## Business Unit

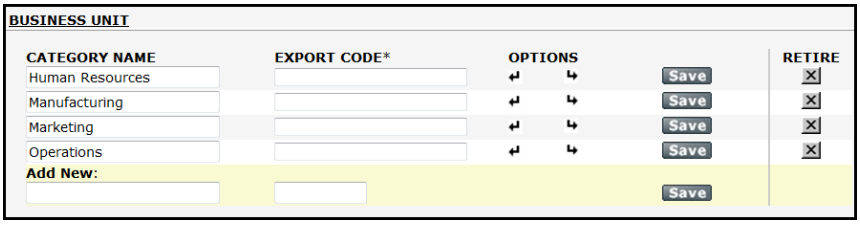
The Business Unit hyperlink allows you to adjust the Type5 hierarchy in your database. This hierarchy can have up to ten levels.




To **edit an existing Business Unit**, 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 Business Unit**, click the ↳ next to the Business Unit listing. *For unlinked levels, there will be no drill down ↳ for the unlinked categories.*



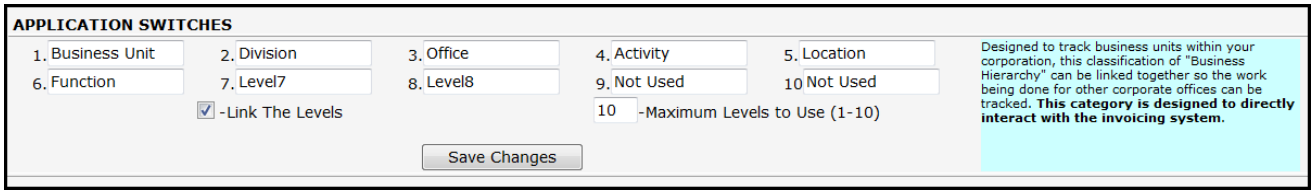

To **retire an existing Business Unit**, click the ☒ next to the business unit. The category will no longer be available for use on any matter records.

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

**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.

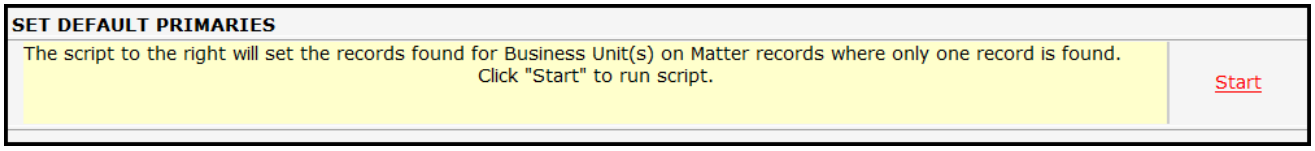



Click the checkbox ☐ to **link** or **unlink** the levels. To **set the maximum number of levels in the hierarchy**, enter a number in the Maximum Levels textbox.

After you have finished making changes, click Save Changes.

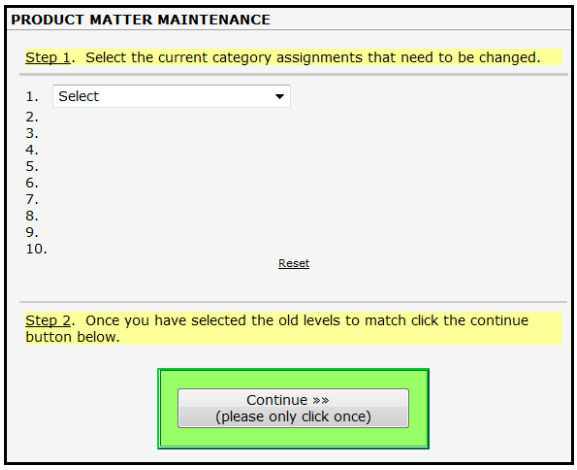
### Set Default Primaries Script

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.




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

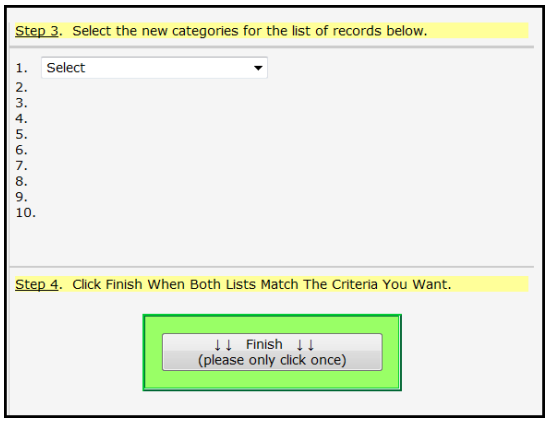
### Business Unit Matter Maintenance




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.

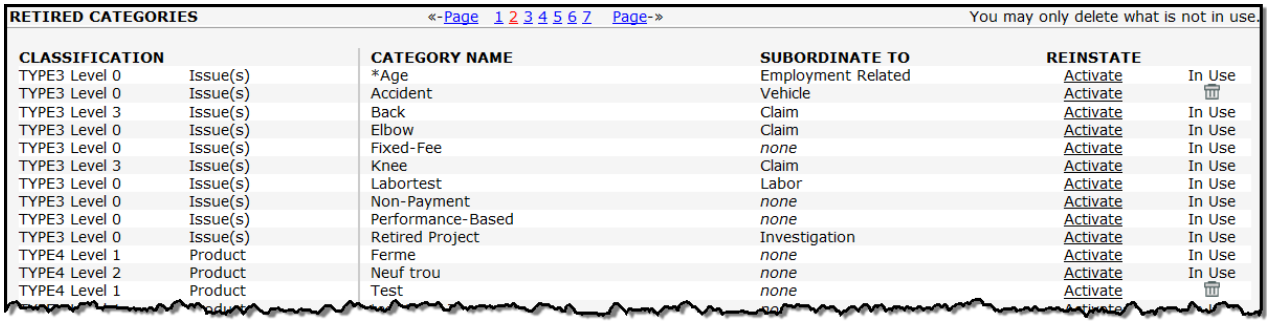



Step 3 and 4 will display to the right. In Step 3, select the new categories to be used from the drop downs.

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 «-Page 1 2 3 4 5 6 7 Page-» You may only delete what is not in use.

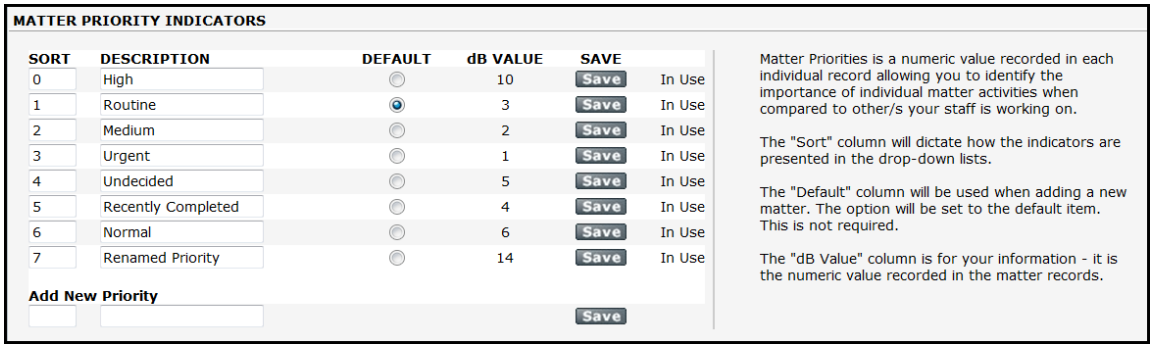
| CLASSIFICATION | | CATEGORY NAME | SUBORDINATE TO | REINSTATE | |
|---|---|---|---|---|---|
| TYPE3 Level 0 | Issue(s) | *Age | Employment Related | Activate | In Use |
| TYPE3 Level 0 | Issue(s) | Accident | Vehicle | Activate | 🗑 |
| TYPE3 Level 3 | Issue(s) | Back | Claim | Activate | In Use |
| TYPE3 Level 0 | Issue(s) | Elbow | Claim | Activate | In Use |
| TYPE3 Level 0 | Issue(s) | Fixed-Fee | *none* | 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 | *none* | Activate | In Use |
| TYPE3 Level 0 | Issue(s) | Performance-Based | *none* | Activate | In Use |
| TYPE3 Level 0 | Issue(s) | Retired Project | Investigation | Activate | In Use |
| TYPE4 Level 1 | Product | Ferme | *none* | Activate | In Use |
| TYPE4 Level 2 | Product | Neuf trou | *none* | Activate | In Use |
| TYPE4 Level 1 | Product | Test | *none* | Activate | 🗑 |

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 | ○ | 10 | Save | In Use |
| 1 | Routine | ◉ | 3 | Save | In Use |
| 2 | Medium | ○ | 2 | Save | In Use |
| 3 | Urgent | ○ | 1 | Save | In Use |
| 4 | Undecided | ○ | 5 | Save | In Use |
| 5 | Recently Completed | ○ | 4 | Save | In Use |
| 6 | Normal | ○ | 6 | Save | In Use |
| 7 | Renamed Priority | ○ | 14 | Save | In Use |

Add New Priority

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 **modify the order priority indicators that are listed on the drop down menu**, change the numbers in the sort column next to their name and click Save.

To **modify the priority indicators names**, change the text in the description textbox for the one you want to change and click Save.

Use the radio button to **set a default priority indicator** when adding a new matter. Setting a default priority is optional.

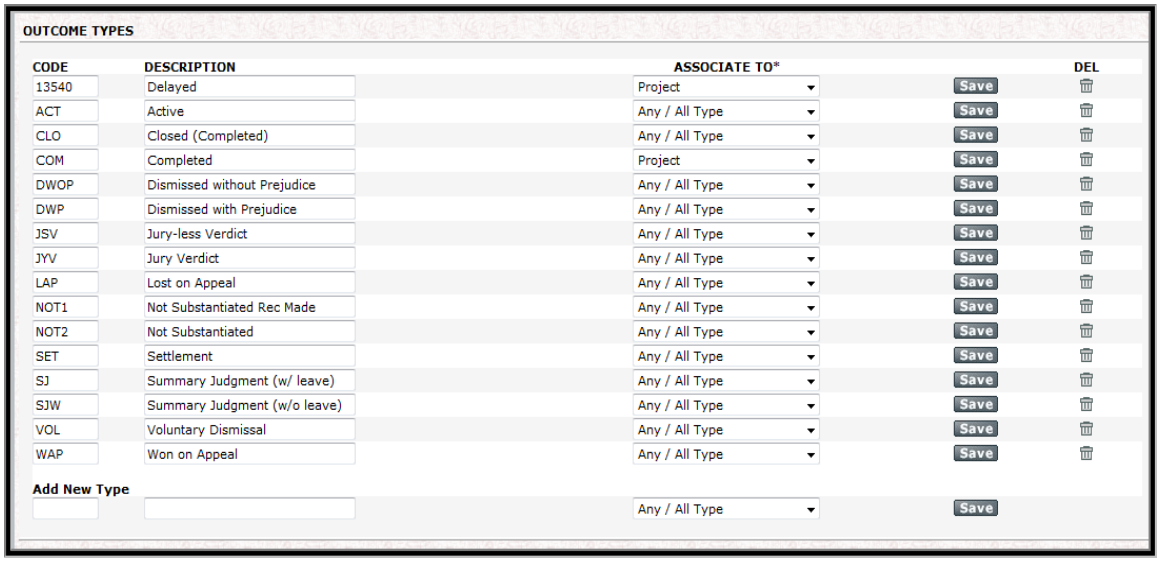
The '**dB VALUE**' is the numeric value recorded in the matter records and is just for your information.

To **add new priority indicators**, enter the new name in the Add New Priority textbox, assign it the next available number in the sort column, and click Save. If you wish to move it higher in the drop down menu, you will have to make adjustments after it has been added.

**NOTE:** Priority indicators not in use will be followed by the . Click the to **delete unused Priority indicators**.

## Outcome Types

Click the Outcome Types hyperlink to add and edit Matter Outcome types.



OUTCOME TYPES

| CODE | DESCRIPTION | ASSOCIATE TO* | | DEL |
|---|---|---|---|---|
| 13540 | Delayed | Project | Save | |
| ACT | Active | Any / All Type | Save | |
| CLO | Closed (Completed) | Any / All Type | Save | |
| COM | Completed | Project | Save | |
| DWOP | Dismissed without Prejudice | Any / All Type | Save | |
| DWP | Dismissed with Prejudice | Any / All Type | Save | |
| JSV | Jury-less Verdict | Any / All Type | Save | |
| JYV | Jury Verdict | Any / All Type | Save | |
| LAP | Lost on Appeal | Any / All Type | Save | |
| NOT1 | Not Substantiated Rec Made | Any / All Type | Save | |
| NOT2 | Not Substantiated | Any / All Type | Save | |
| SET | Settlement | Any / All Type | Save | |
| SJ | Summary Judgment (w/ leave) | Any / All Type | Save | |
| SJW | Summary Judgment (w/o leave) | Any / All Type | Save | |
| VOL | Voluntary Dismissal | Any / All Type | Save | |
| WAP | Won on Appeal | Any / All Type | Save | |
| Add New Type | | | | |
| | | Any / All Type | Save | |

To **edit an existing Outcome Type**, edit the Type code and description in the textboxes then click Save.

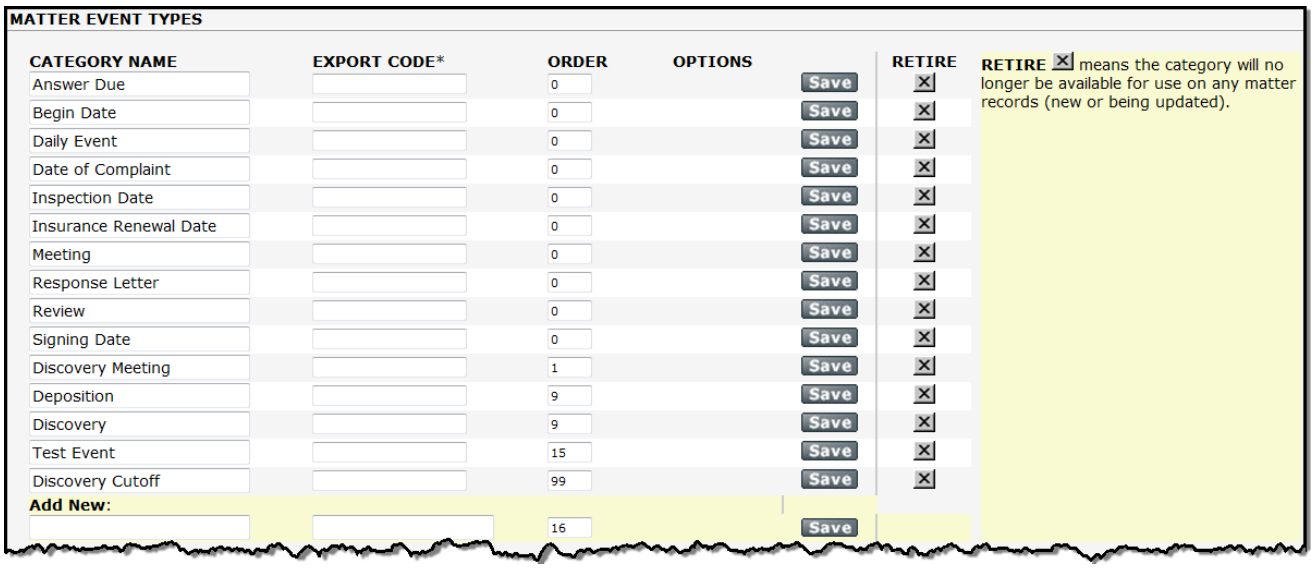
Outcome types can be associated to specific Matter types (Type1) by using the drop down menus to select that Matter Type and clicking Save.

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.




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

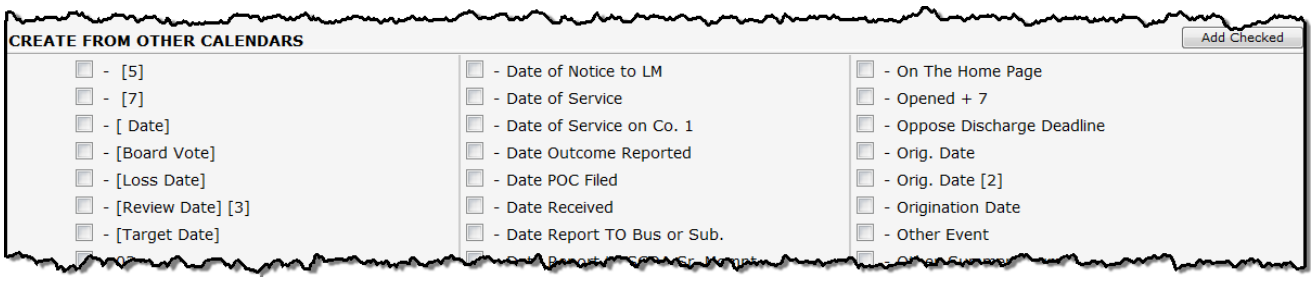
The **EXPORT CODE*** category is optional and is used when Lawtrac interfaces with other applications or passes data to and from other services.

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.

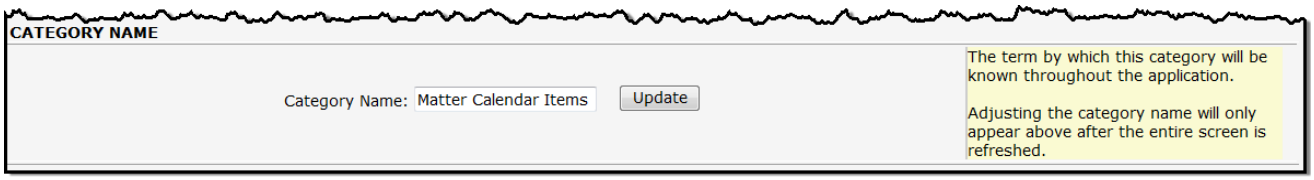
To **retire existing Calendar Event categories**, click the ☒ next to the categories you wish to retire. **Retired categories can be reinstated.**

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

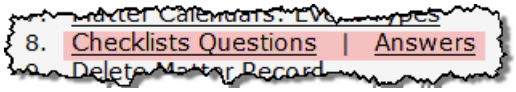
Below the Category List is a listing of other calendar items from other calendars that you can create by selecting the item and clicking 'Add Checked'.

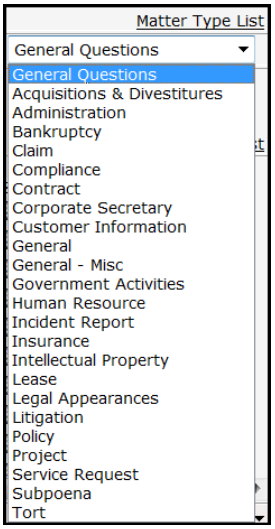



At the bottom of the page, there is an area where you can change the term used for the category throughout the application. Make the necessary adjustments and click Update.




## Checklist Questions & Answers



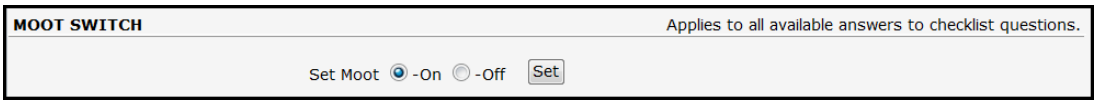




Click the Checklists Questions and Answers hyperlinks to edit or add Checklist questions and answers for the Matter Types in your database.

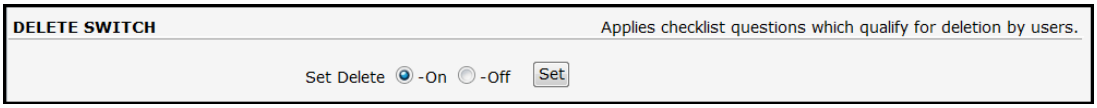
First, use the drop down menu to select the Matter Type for which you wish to make adjustments.

You can also select General Questions to be applied against all Matter Types.

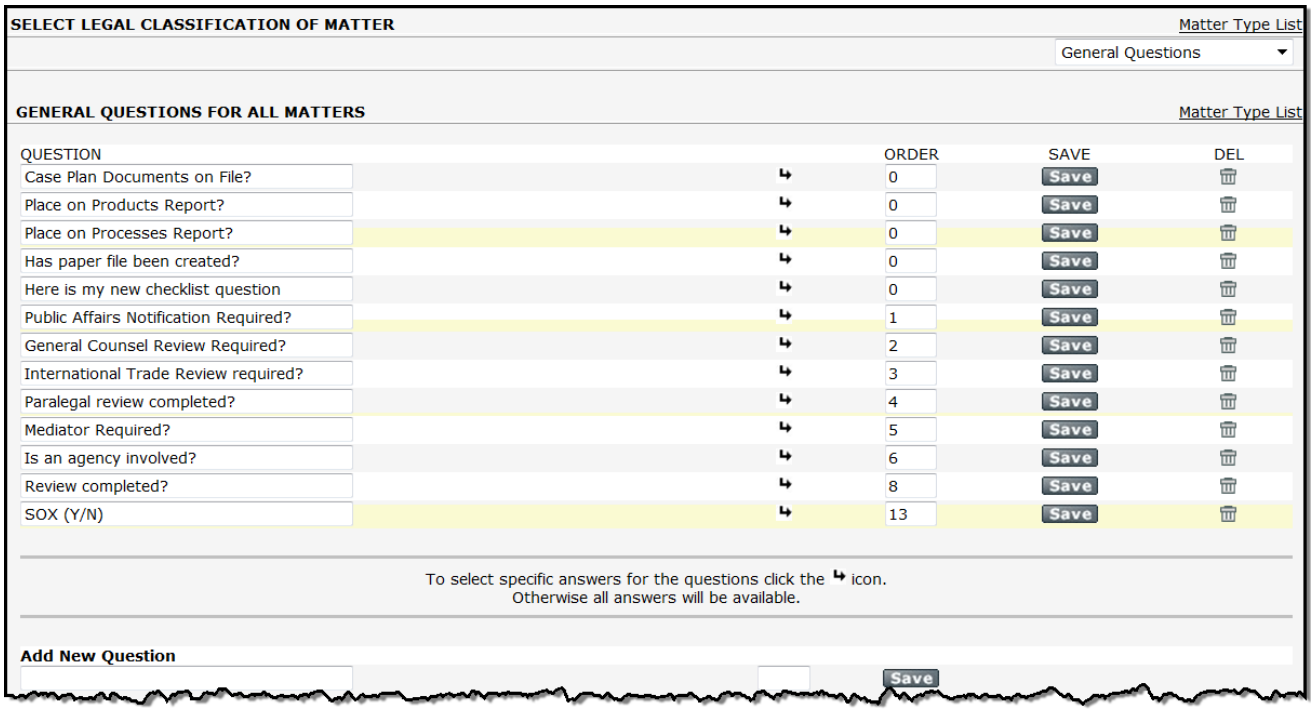
At the bottom of the default page you can turn "Moot" on or off. This determines whether "Moot" is a possible answer on all checklist questions. Click Set to make changes. *Default is "Moot" on.*



Also included is the option to allow or disallow users to delete checklist questions. Select the On or Off radio button then click Set to make changes. *Default is "Delete" off.*




Once you have selected a Matter Type, a list of Questions will display.



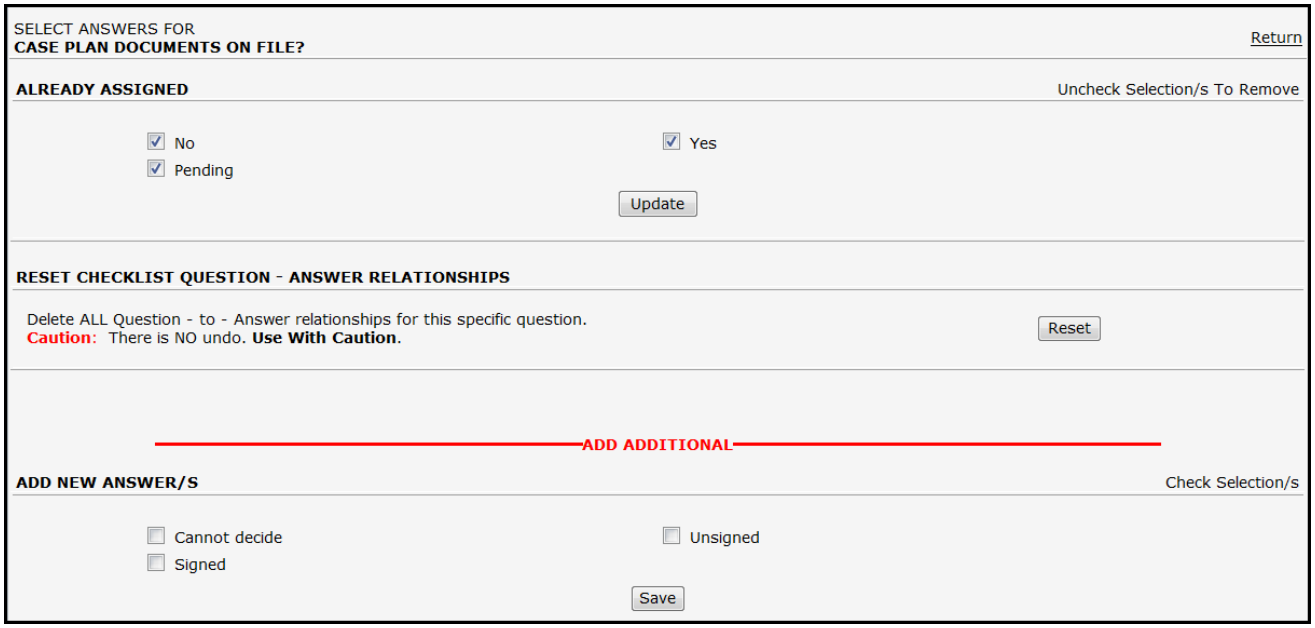

To **edit an existing Checklist Question** for that matter type, edit the text in the textbox of the question you wish to edit.

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 Save.

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 Save.

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.



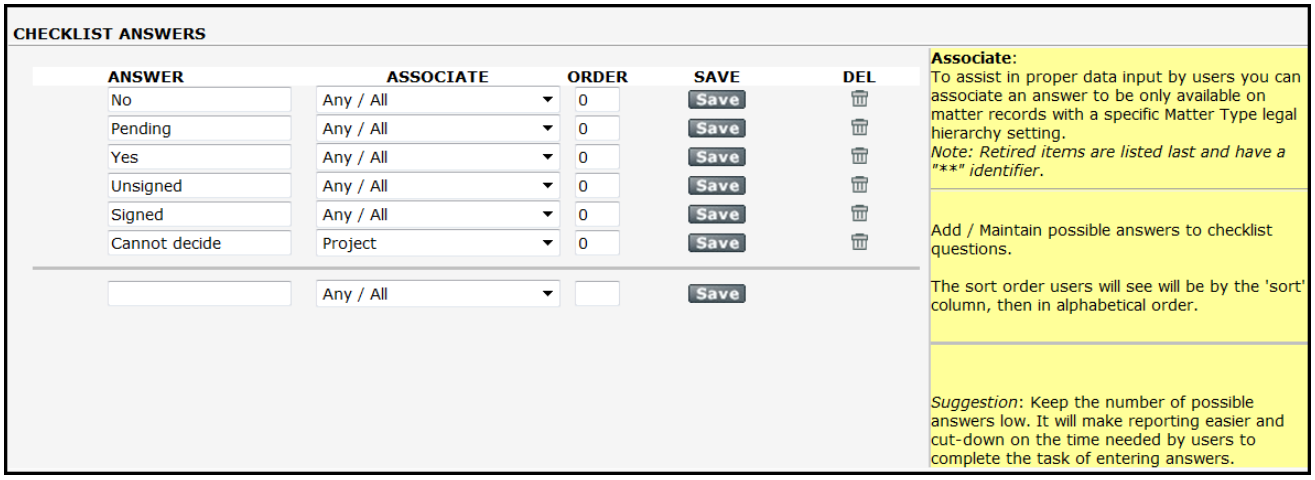

Check the checkboxes ☐ of the existing Checklist Answers you wish to apply to the Checklist Question, then click Save.

If you wish to reset all question-answer relationships, click Reset. **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 Save. 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**.



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.**

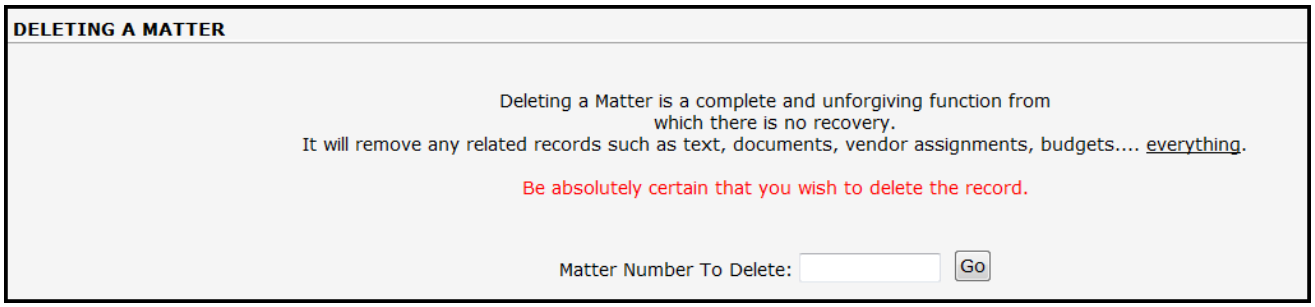
To **add a new Checklist Answer**, enter the Answer in the text box at the bottom of the Answers list, make a Matter Type association if desired, and click Save.

## 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.

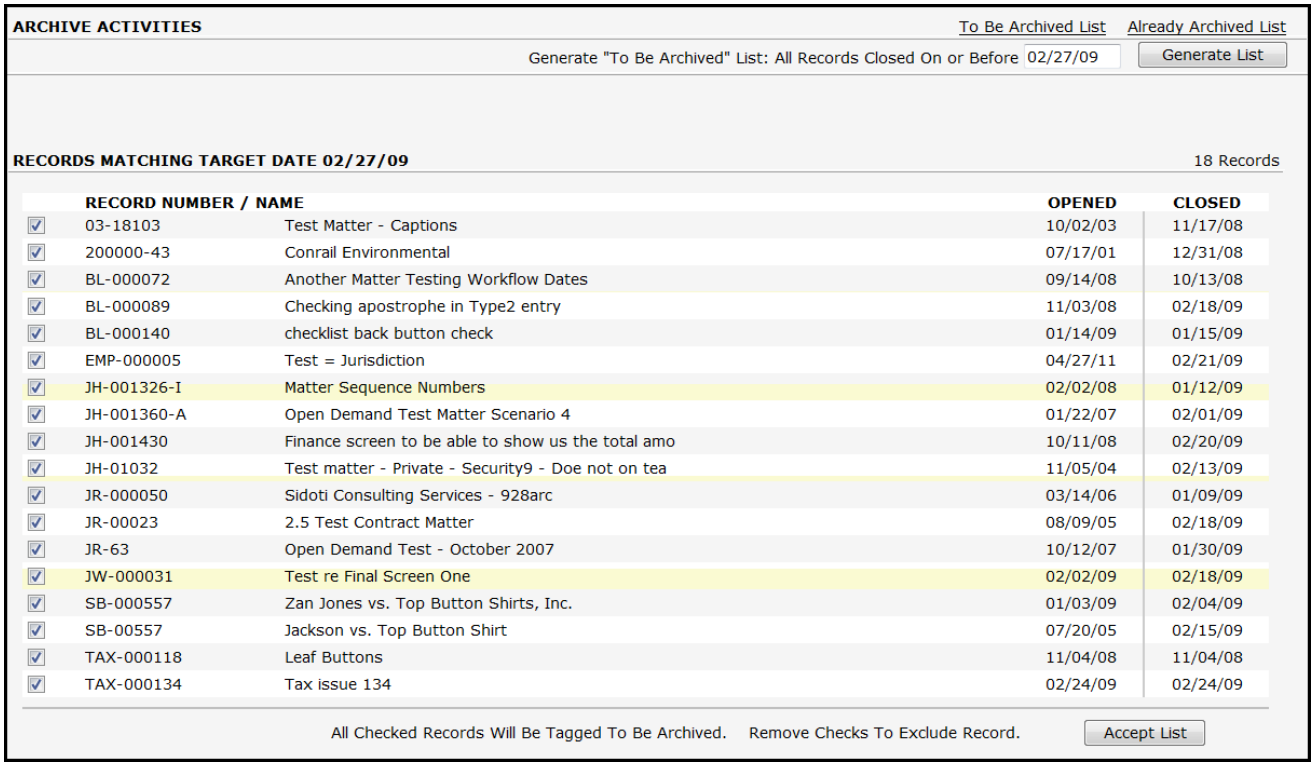
**NOTE: This cannot be undone. Matters will be permanently deleted.**




## 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.

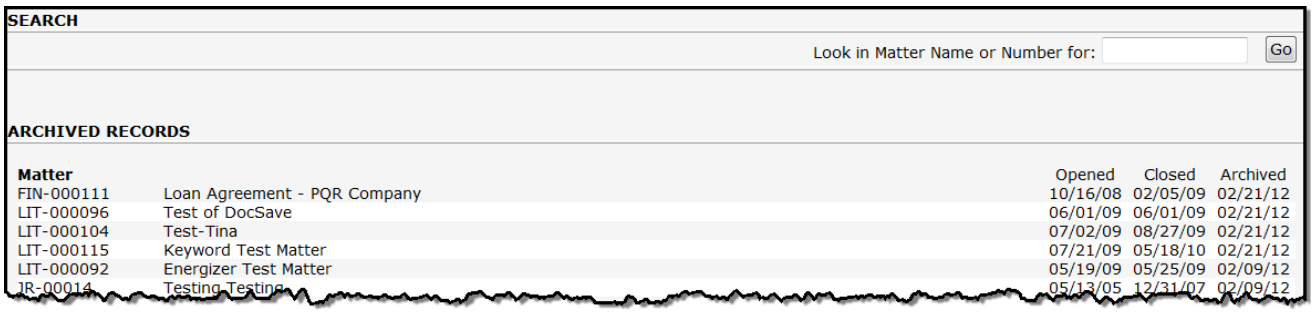
The default view, when you click the Archive Matter Records hyperlink, is Matters To Be Archived. To **regenerate the Matters To Be Archived List**, enter your target date in the 'All Records Closed On or Before' textbox, then click Generate List.




| RECORD NUMBER / NAME | | OPENED | CLOSED |
|---|---|---|---|
| 03-18103 | Test Matter - Captions | 10/02/03 | 11/17/08 |
| 200000-43 | Conrail Environmental | 07/17/01 | 12/31/08 |
| BL-000072 | Another Matter Testing Workflow Dates | 09/14/08 | 10/13/08 |
| BL-000089 | Checking apostrophe in Type2 entry | 11/03/08 | 02/18/09 |
| BL-000140 | checklist back button check | 01/14/09 | 01/15/09 |
| EMP-000005 | Test = Jurisdiction | 04/27/11 | 02/21/09 |
| JH-001326-I | Matter Sequence Numbers | 02/02/08 | 01/12/09 |
| JH-001360-A | Open Demand Test Matter Scenario 4 | 01/22/07 | 02/01/09 |
| JH-001430 | Finance screen to be able to show us the total amo | 10/11/08 | 02/20/09 |
| JH-01032 | Test matter - Private - Security9 - Doe not on tea | 11/05/04 | 02/13/09 |
| JR-000050 | Sidoti Consulting Services - 928arc | 03/14/06 | 01/09/09 |
| JR-00023 | 2.5 Test Contract Matter | 08/09/05 | 02/18/09 |
| JR-63 | Open Demand Test - October 2007 | 10/12/07 | 01/30/09 |
| JW-000031 | Test re Final Screen One | 02/02/09 | 02/18/09 |
| SB-000557 | Zan Jones vs. Top Button Shirts, Inc. | 01/03/09 | 02/04/09 |
| SB-00557 | Jackson vs. Top Button Shirt | 07/20/05 | 02/15/09 |
| TAX-000118 | Leaf Buttons | 11/04/08 | 11/04/08 |
| TAX-000134 | Tax issue 134 | 02/24/09 | 02/24/09 |

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.



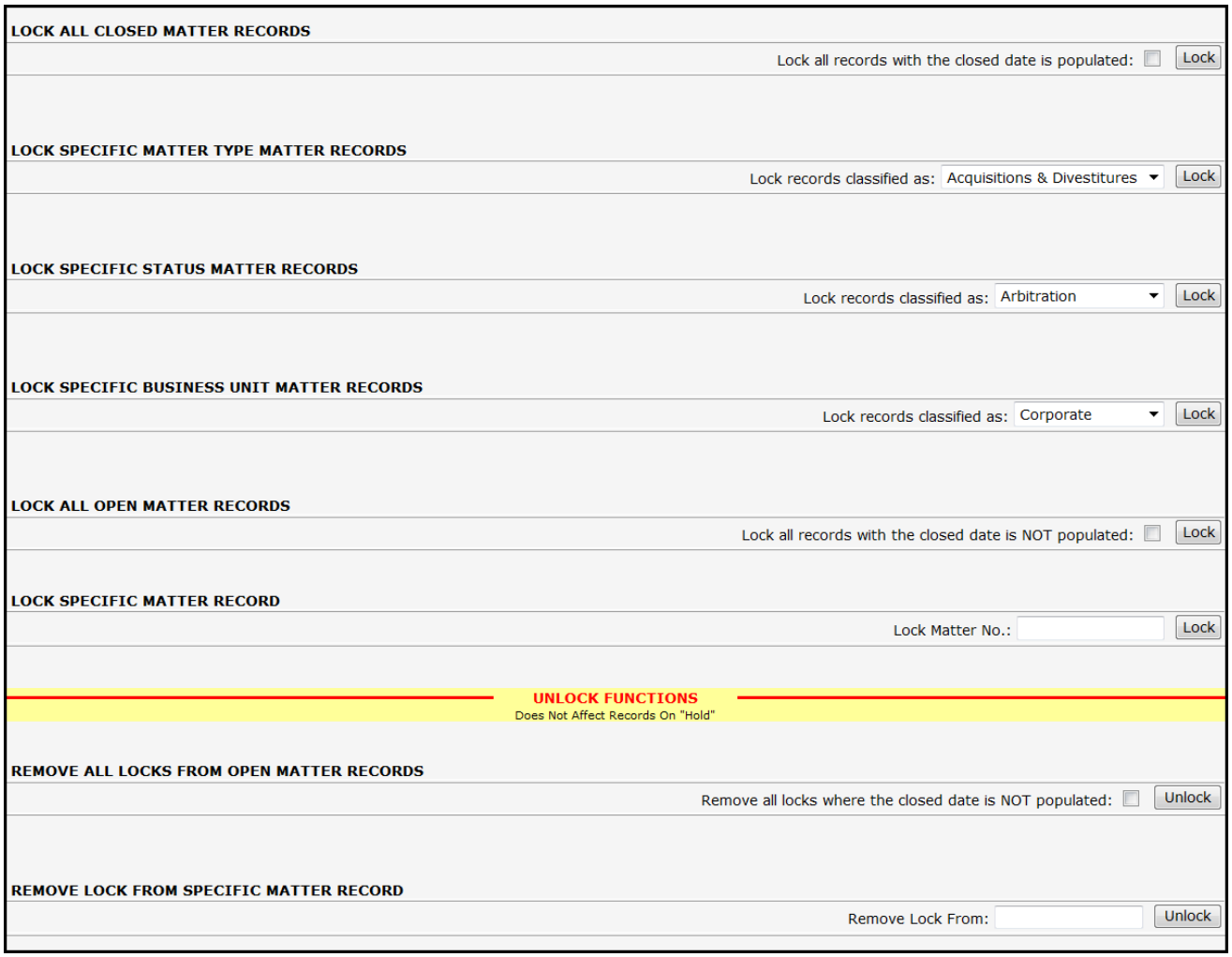

| Matter | | Opened | Closed | Archived |
|---|---|---|---|---|
| FIN-000111 | Loan Agreement - PQR Company | 10/16/08 | 02/05/09 | 02/21/12 |
| LIT-000096 | Test of DocSave | 06/01/09 | 06/01/09 | 02/21/12 |
| LIT-000104 | Test-Tina | 07/02/09 | 08/27/09 | 02/21/12 |
| LIT-000115 | Keyword Test Matter | 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 Go.

## 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.




To **lock matter records where the closed date is populated**, check the checkbox ☐ and click Lock.

To **lock a specific matter record**, enter its matter number in the textbox, and then click Lock.

To **lock Matter Records** by any other criteria, select one of these criteria, and click Lock.

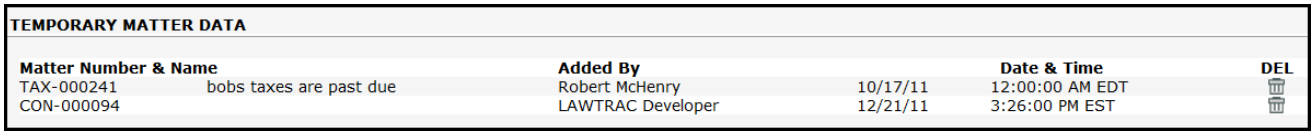
To **unlock matter records where the date closed is NOT populated**, check the checkbox ☐ and click Unlock.

To **unlock specific matter records**, enter the matter number in the Remove Lock From textbox, then click Unlock.

**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.



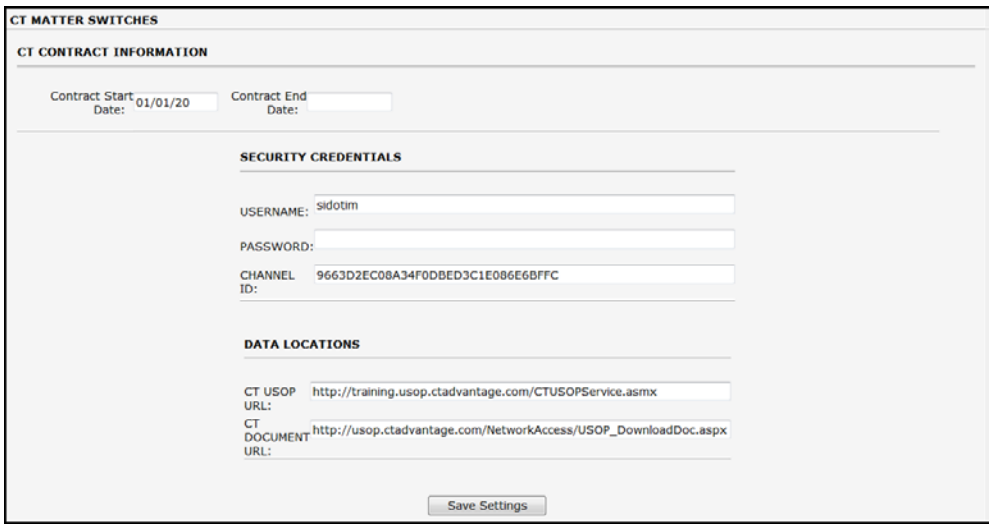
TEMPORARY MATTER DATA

| 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 | |

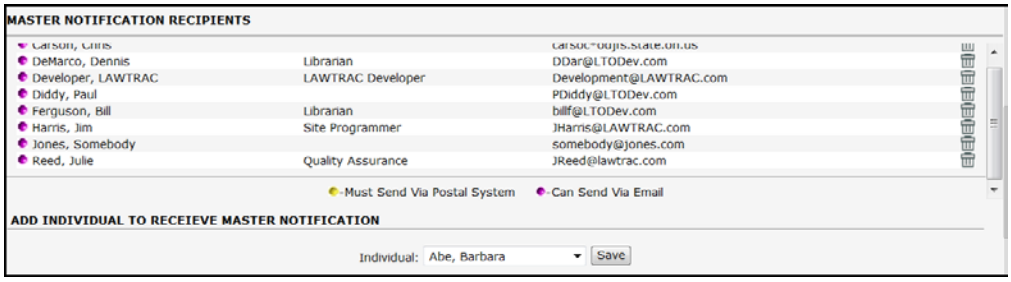
# CT Matter Switches

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.




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.



To **add Matter Notification Recipients**, select the personnel you wish to add from the drop down menu and click Save.

- 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.

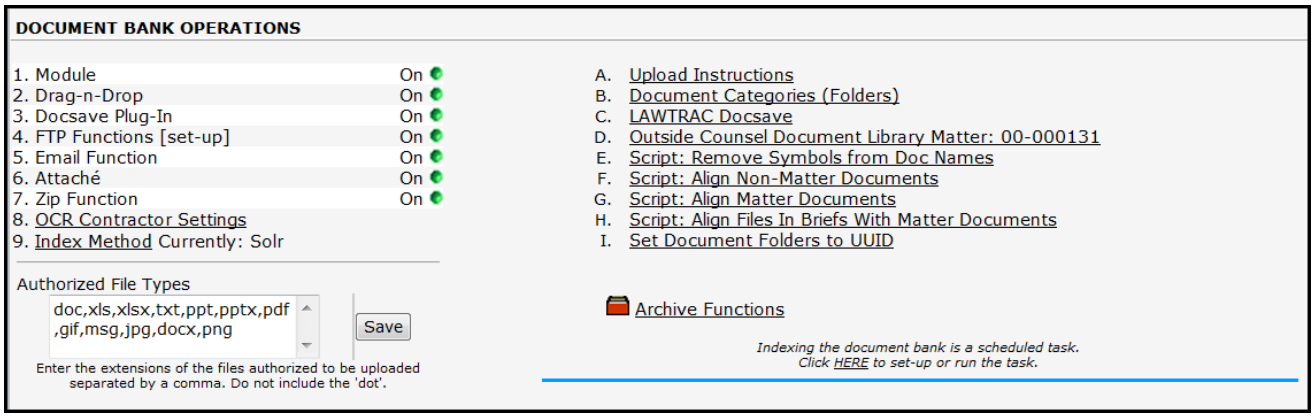
| Set the default "Messages To" values for all Matter records | Primary | Paralegal | Administrator | All Assigned | None |
|---|---|---|---|---|---|
| Party or Entity Added | ○ | ○ | ○ | ○ | ● |
| New Text Added | ○ | ○ | ○ | ● | ○ |
| Reserves Adjusted | ○ | ○ | ○ | ○ | ● |
| Invoice Received | ● | ○ | ○ | ○ | ○ |
| Firm / Vendor Added | ○ | ○ | ● | ○ | ○ |
| Product/Business Unit Change | ○ | ○ | ○ | ○ | ● |
| New Document Added | ○ | ○ | ○ | ● | ○ |
| Insurance Activity | ○ | ○ | ○ | ○ | ● |
| New/Edited Calendar Entry | ○ | ○ | ○ | ● | ○ |
| Added To Risk Management | ○ | ○ | ○ | ○ | ● |
| Added To Patent/Trademark | ○ | ○ | ○ | ○ | ● |
| Security Change | ○ | ○ | ○ | ○ | ● |
| Record Edited or Closed | ○ | ○ | ○ | ○ | ● |
| ☑ -Update All Records To Settings | | | | Save | |

Select the settings you desire using the radio buttons for the various categories, then click Save.

You can still set unique defaults within a matter for that individual matter.

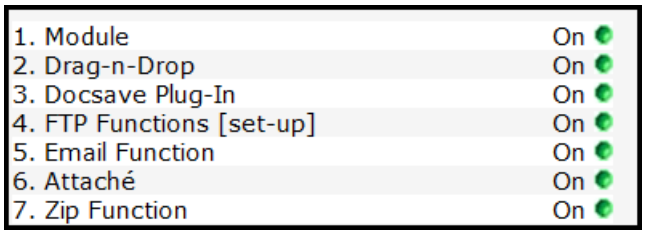
# Chapter 7: Document Bank

The Document Bank hyperlink allows you to set up your Document Bank Module, including turning on and off functionality.




## Turning On / Off Functionality

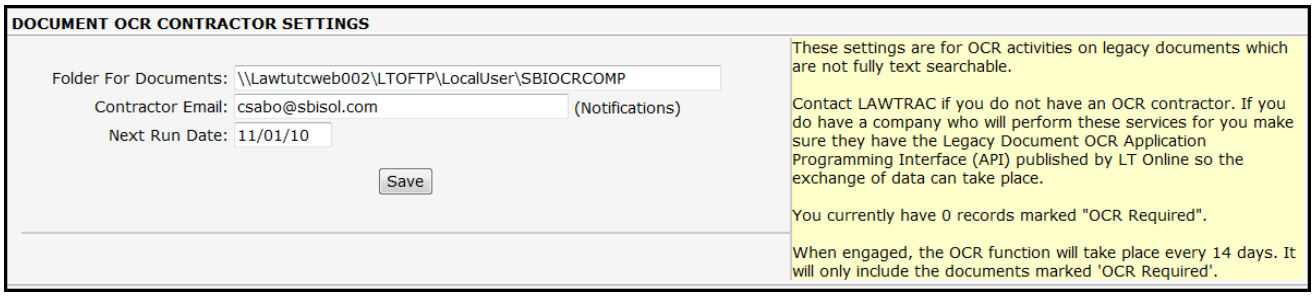
Clicking the or next to any of the first seven settings turns that functionality on or off.




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

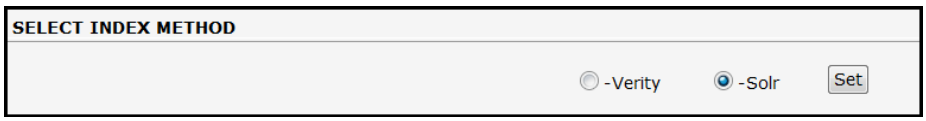
The OCR Contractor Settings hyperlink takes you to the template to set the settings for OCR activities on legacy documents that are not fully text searchable.




Note the guidelines on the screen, and contact Lawtrac if you do not have an OCR contractor.

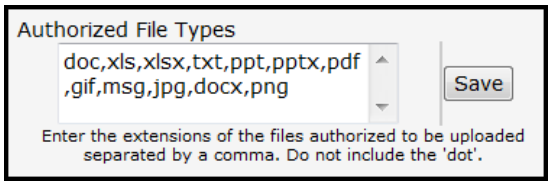
## Index Method

Choose whether you would like 'Verity' or 'Solr' to be used as your index method by using the radio buttons and clicking Set.




## Authorized File Types

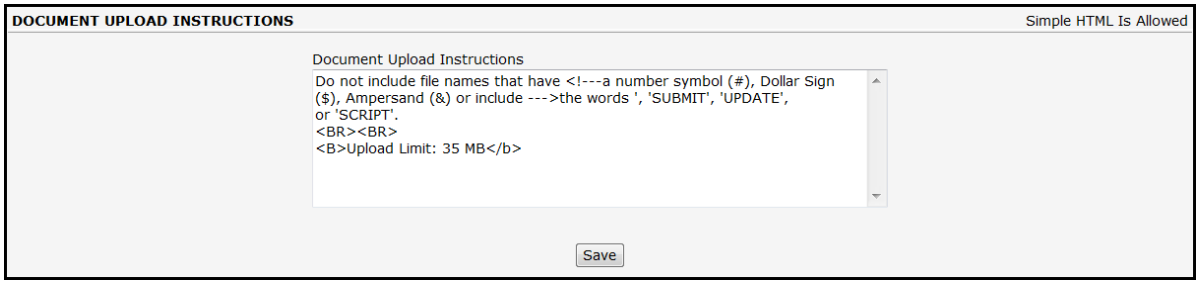
Click the Authorized File Types hyperlink to enter the file extensions authorized to be uploaded. Separate the extensions by a comma and do not include a dot before the extensions.




Click Save to update the authorized extension list.

## Upload Instructions

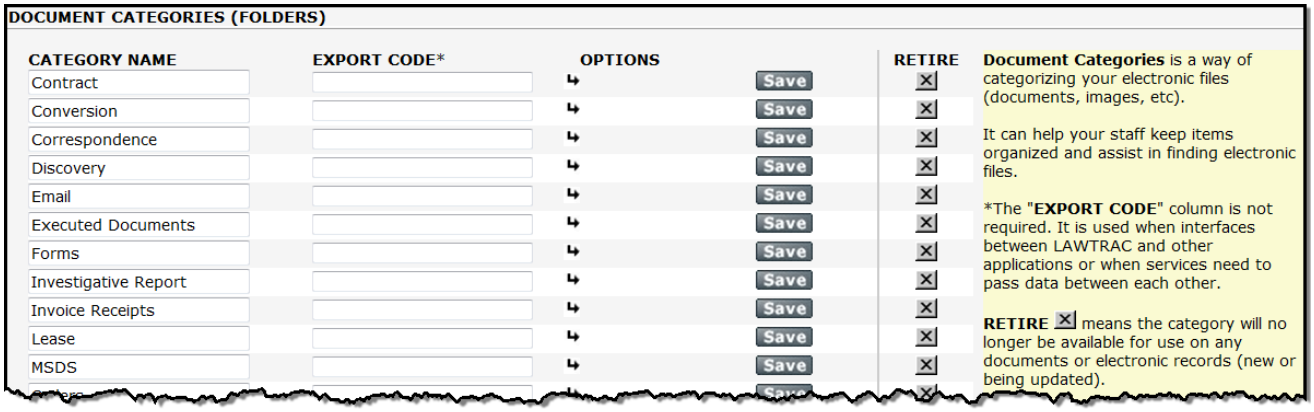
The Upload Instructions hyperlink allows you to configure the instructions users see when uploading documents. Your document bank comes with standard instructions.




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 Save.

## Document Categories (Folders)

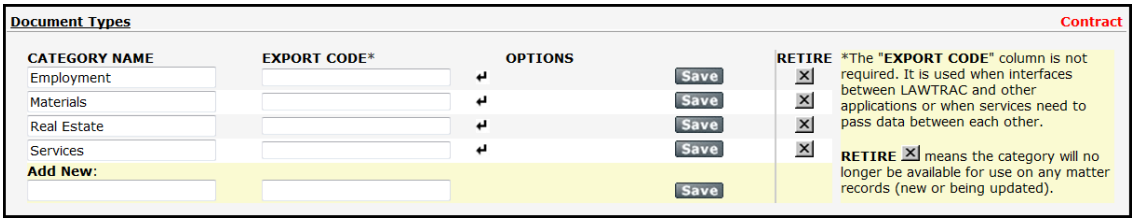
The Document Categories hyperlink allows you to set up categories/folders to organize electronic files (documents, images, etc.) in your database. This can simplify locating documents when you need them, as some matters may have large numbers of various types of documents attached.




To **edit existing categories/folders**, edit the text in the text box 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 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.

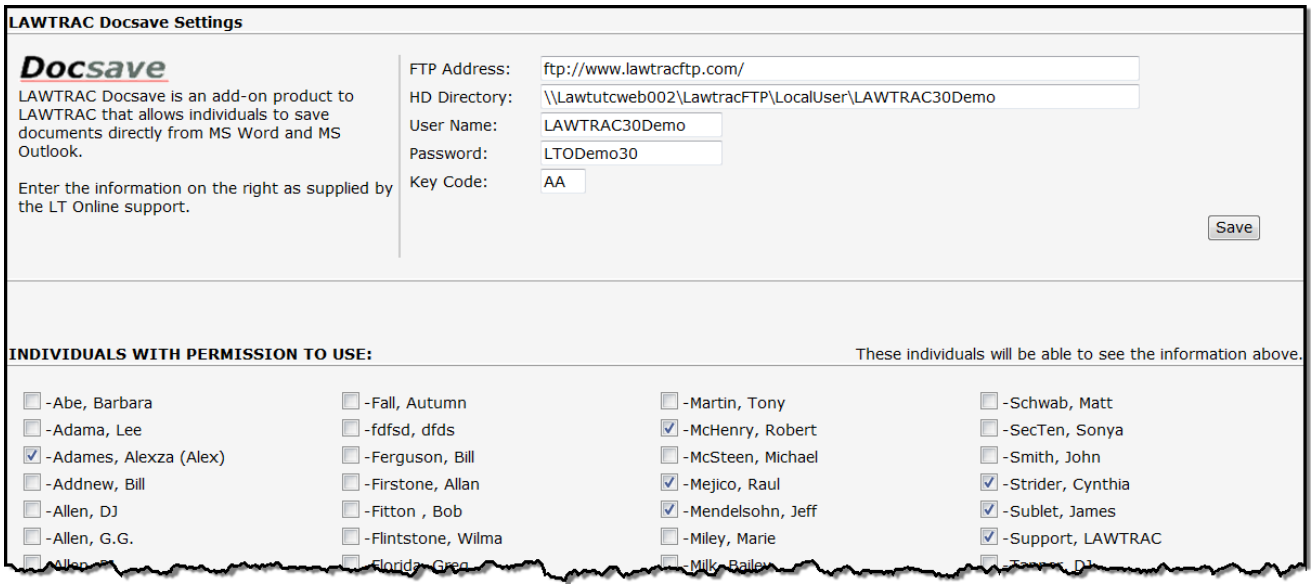


Click the ☒ next to a category/folder to delete it. **This cannot be undone.**

To **add new categories/folders** enter the category/folder name in the **Add New** textbox and click Save.

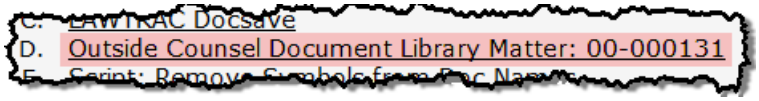

## Lawtrac Docsave

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.

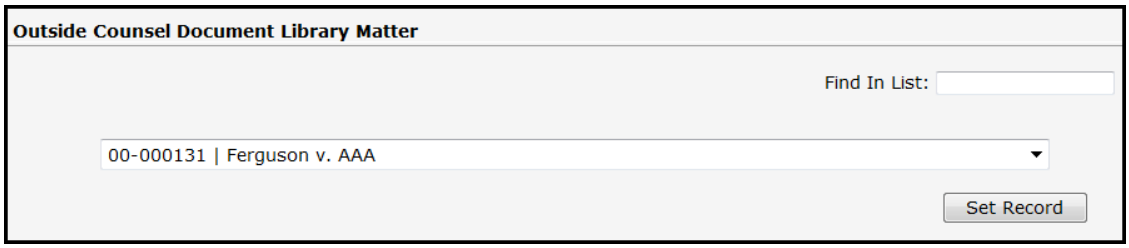



You may also identify individuals at your site with permission to use the Docsave add on. The number of people you can grant permission to use Docsave depends on the number of licenses purchased for that product. To grant permission to use Docsave, check the checkbox ☐ next to an individual's name. Be sure and click Save 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 Set Record.




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).

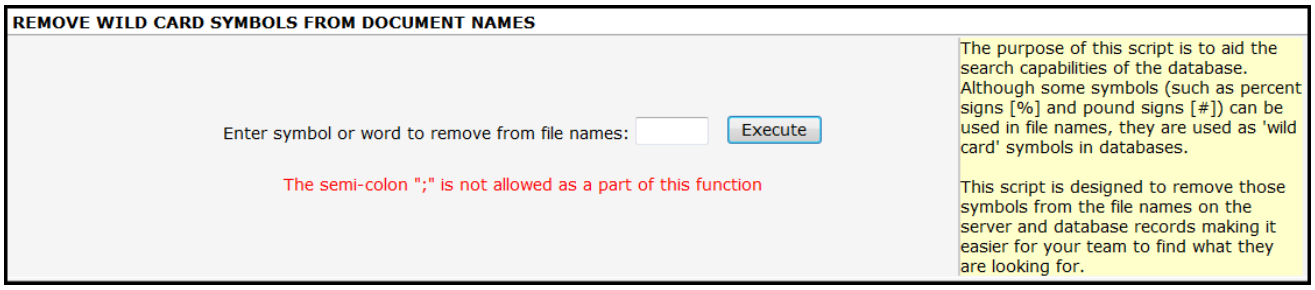
Select the Matter record that will be used to provide a 'library' of forms and documents for outside counsel to access. No outside counsel should be directly assigned to the Matter. All outside counsel will have view-only access to the documents associated to this Matter via a Documents & Forms link.

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 Execute.




## 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\LAWTRAC30\Briefs | |
|---|---|---|---|
| 1-30-12 A squires tk.txt | 171 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 01/30/12 |
| 20110120-CHECKLIST QUESTIONS.docx | 76573 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 05/26/11 |
| 2011519132926-1147106.csv | 18279 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 05/19/11 |
| A Dog.doc | 577536 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 05/19/11 |
| Add Doc 1.doc | 22016 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 11/09/11 |
| Add Doc 14.doc | 22016 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 11/11/11 |
| Add Doc 2.doc | 22016 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 11/09/11 |
| Add Doc 4.doc | 22016 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 11/11/11 |
| Adjust Dates2.jpg | 11325 bytes | D:\inetpub\wwwroot\LAWTRAC30\Briefs | 11/04/11 |
| BBTtkprs10.txt | 7988 bytes | D:\inetpub\wwwroot\LAWTRAC30\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

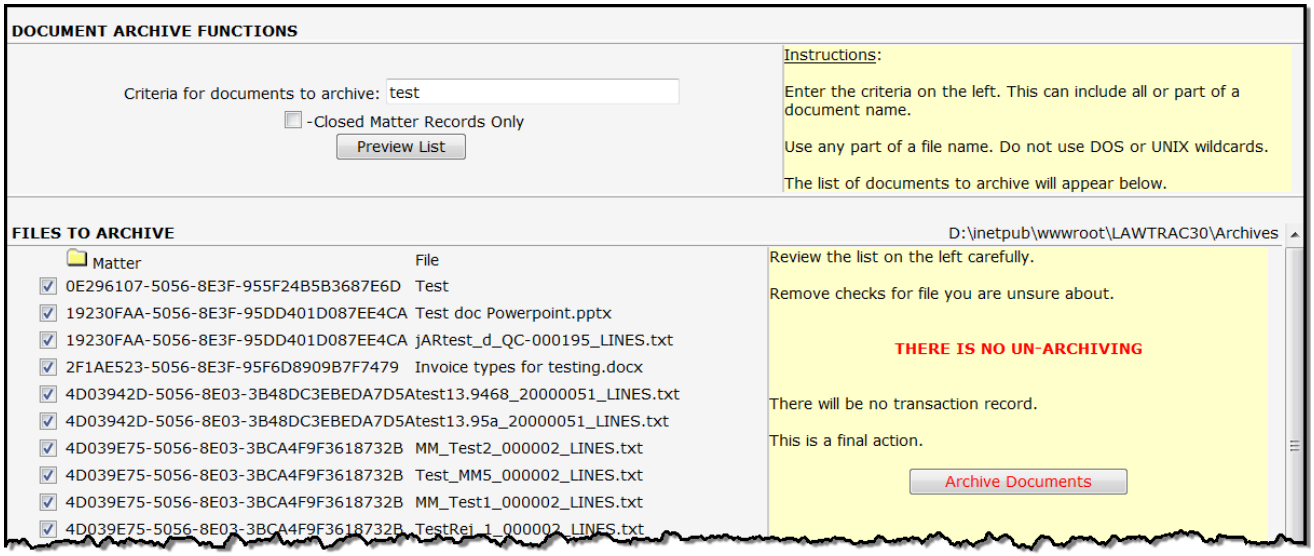
## Archive Functions (Super Users Only)

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.


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.**

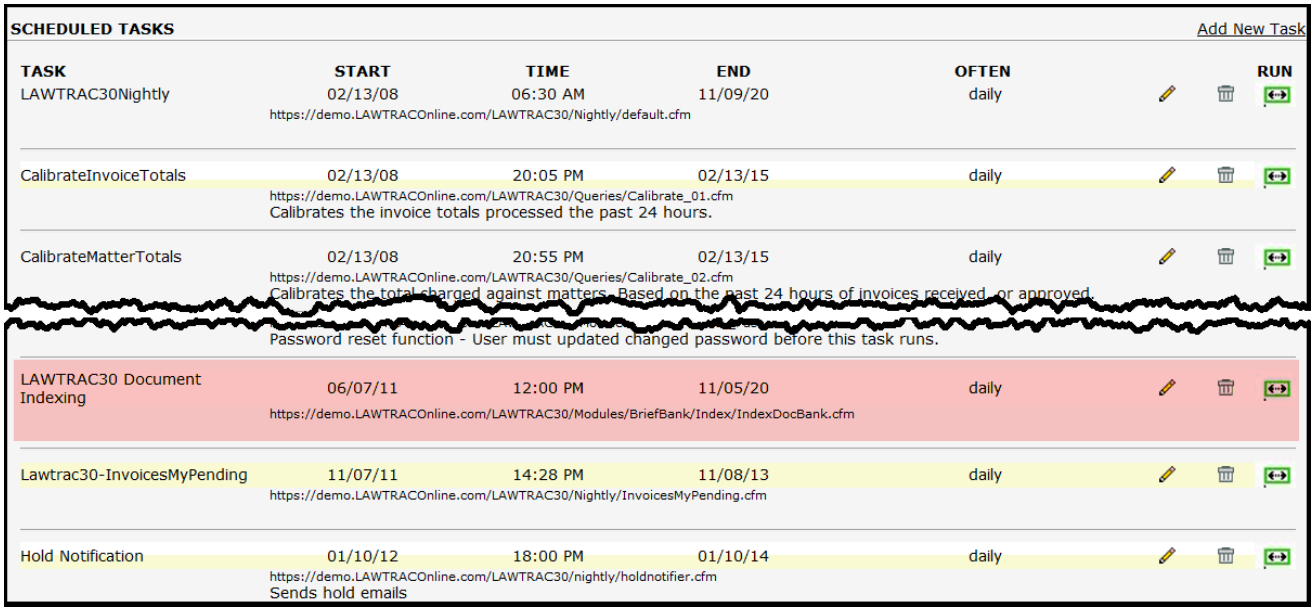
When you are finished with your selections, click Archive Documents. Archived documents will be removed from the Documents list of their respective matters and stored in an archive. They are not deleted but can no longer be accessed through the matter.




## Indexing the Document Bank

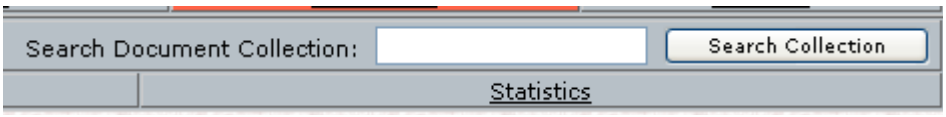
*Indexing the document bank is a scheduled task.*
*Click HERE to set-up or run the task.*

To index your Document Bank so that files uploaded to the Briefs directory are text-searchable, click the *HERE* hyperlink.



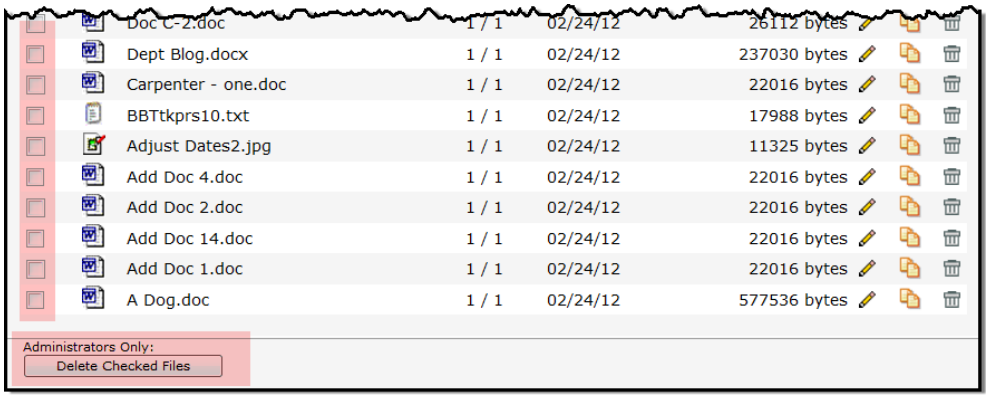

You will see a list of Scheduled Tasks for your database. Click the next to LAWTRAC30 Document Indexing to run the Document Indexing.

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.

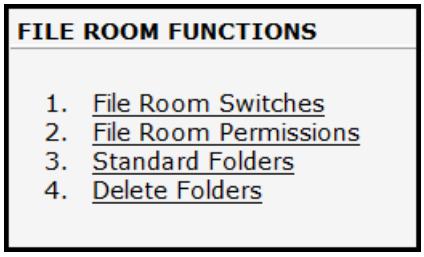



## Document Bank Non-Matter Document Deletion

Administrators can select Non-Matter related documents from the Document Bank Listing to delete by marking the checkboxes of the desired documents, then clicking Delete Checked Files.



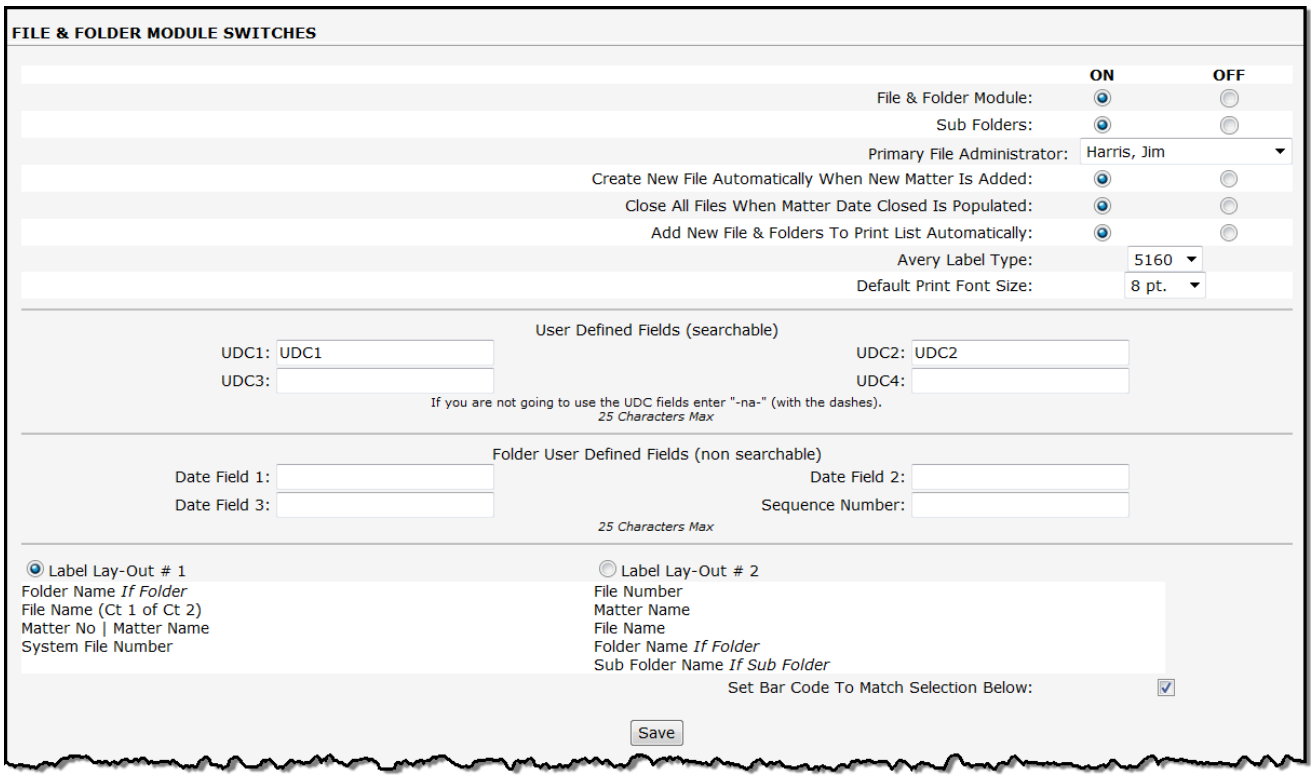
# Chapter 8: File Room




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.



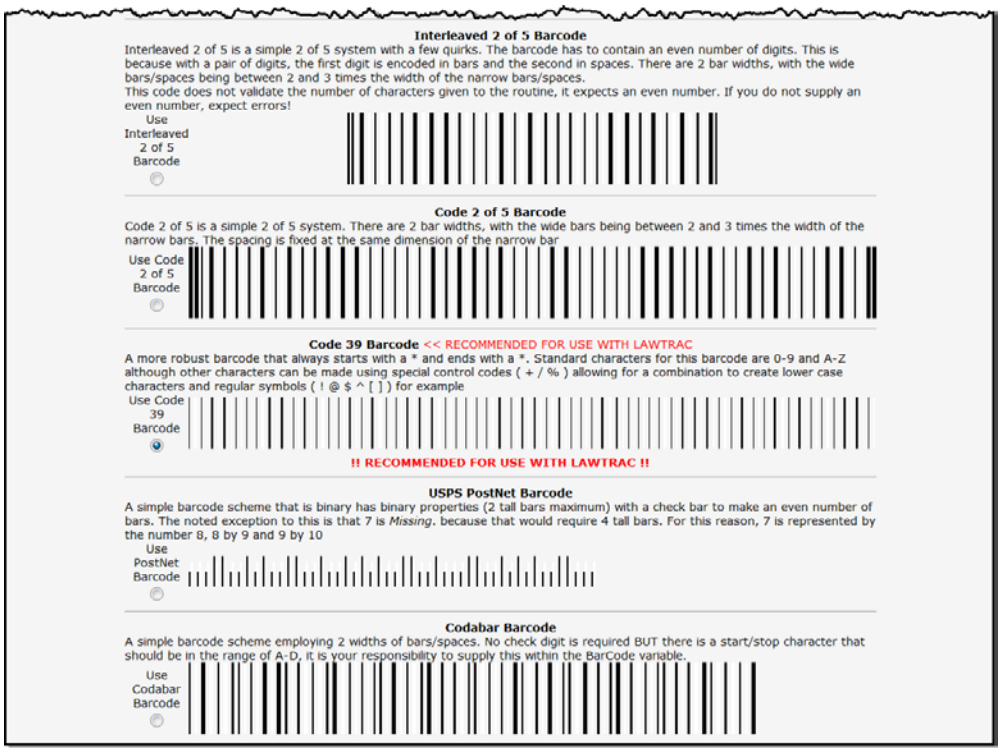

Use the radio buttons  to turn the module on, include Sub-Folders, create new folders automatically when a new matter is added, close all files when the date closed field is populated for the matter, and add new files & folders to the print list automatically.

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.

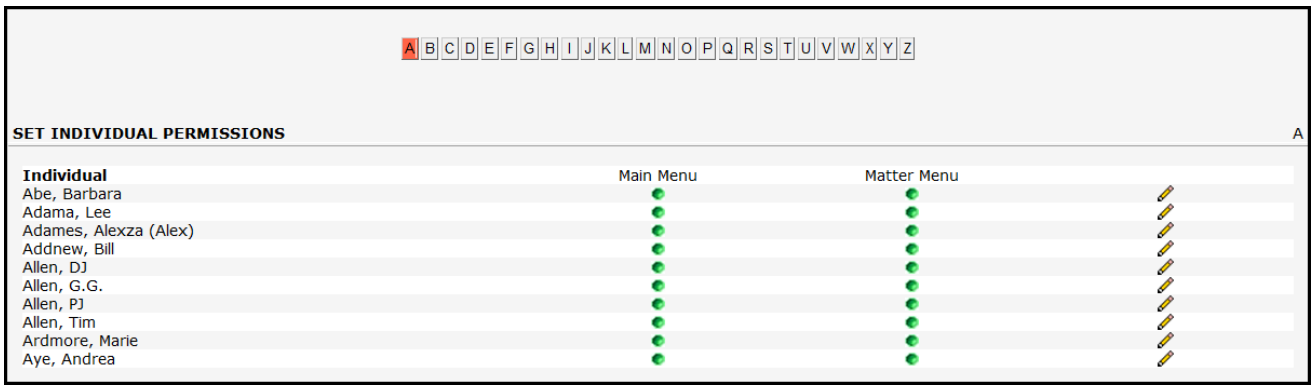
Click Save to save changes.



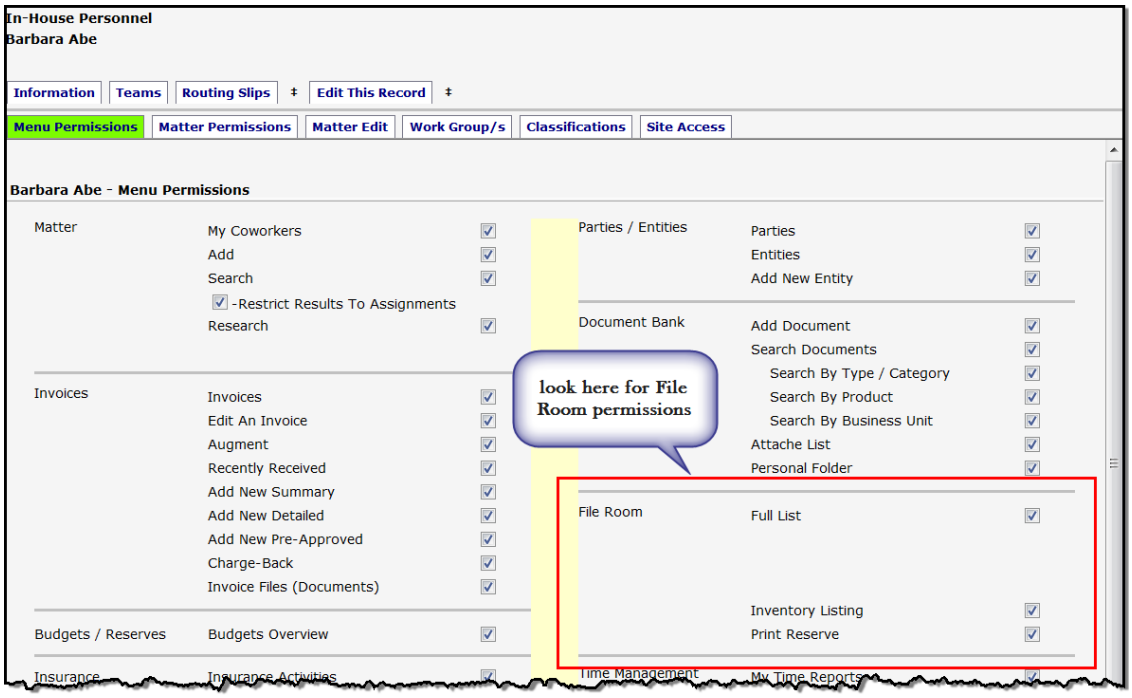

## File Room Permissions

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.



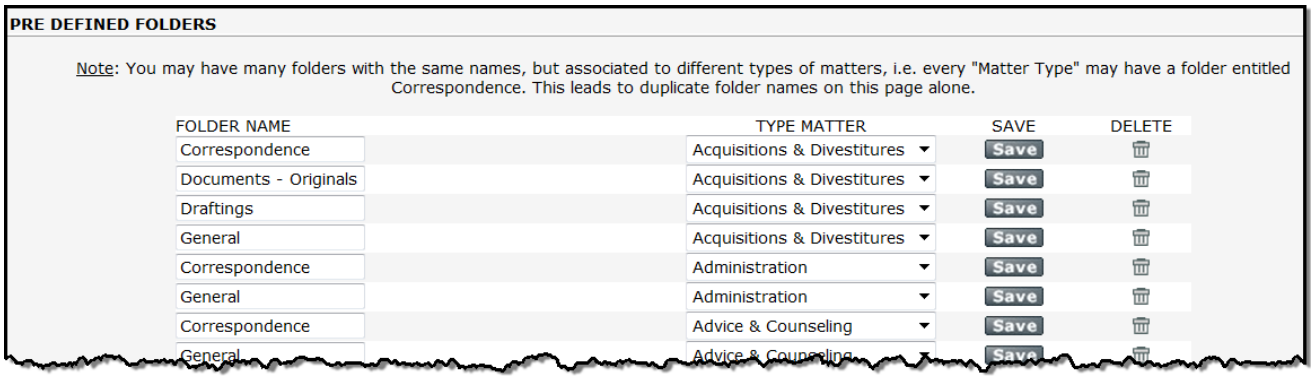
Click the ✎ next to their name to be taken to the user's permissions profile.




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 Save Changes.

## 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.




To **edit a folder name**, simply type the new text in the folder name textbox and click Save.

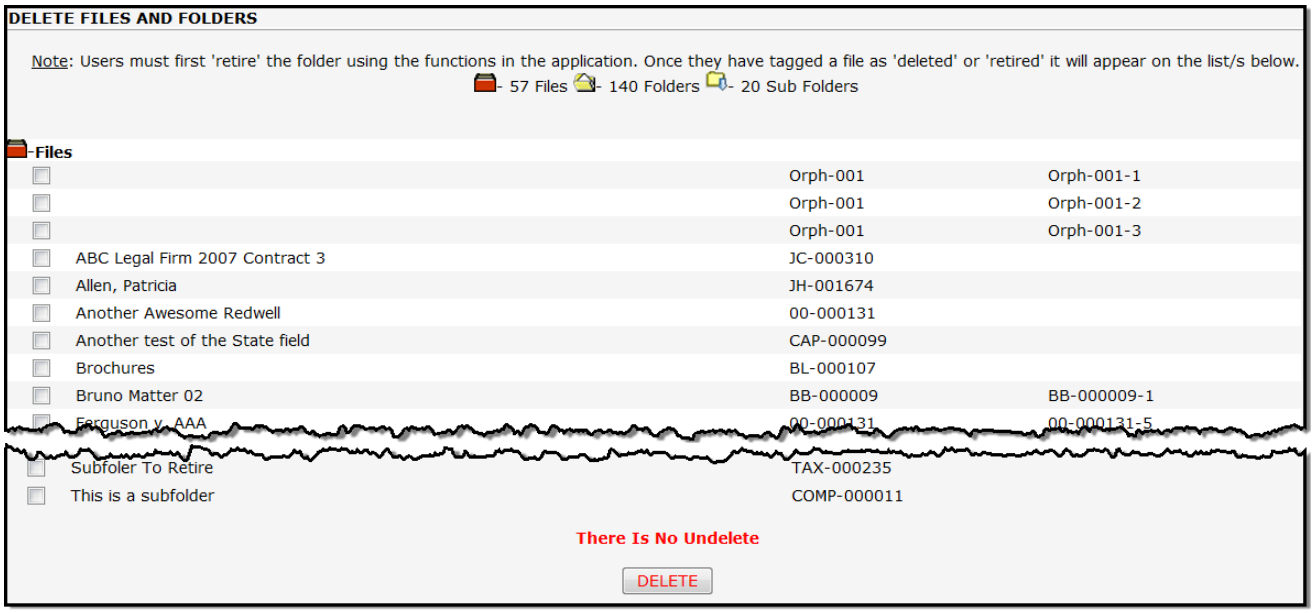
To **delete a predefined folder** already existing, find the folder name on the list and click 🗑 next to it. *This cannot be undone.*

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.

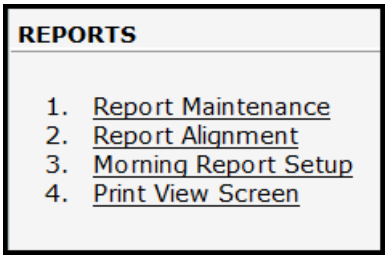

## Delete Folders

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.




**NOTE: There is no Undelete, so use caution when choosing Files, Folders, or Sub-Folders to delete.**

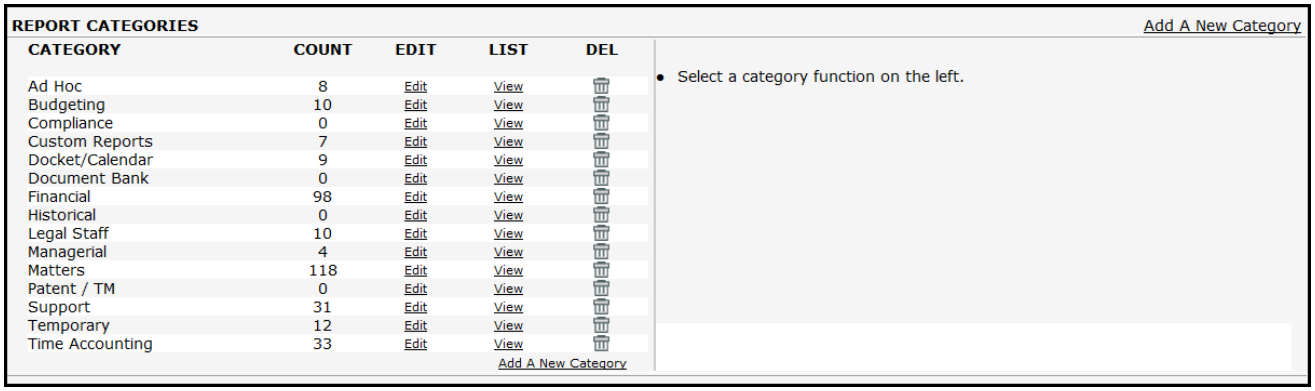
# Chapter 9: Reports



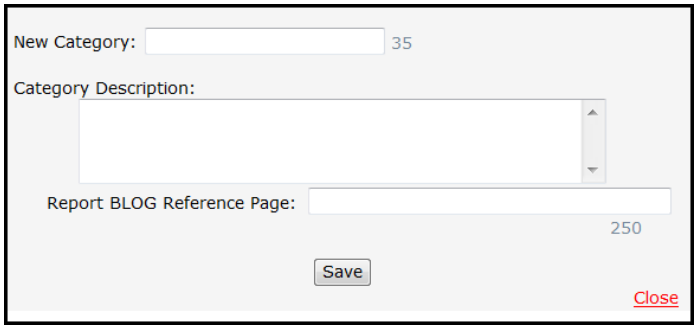

The Reports hyperlink allows you to set up your Reports module.

## 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.




To **add a new report category**, click the Add A New Category hyperlink.

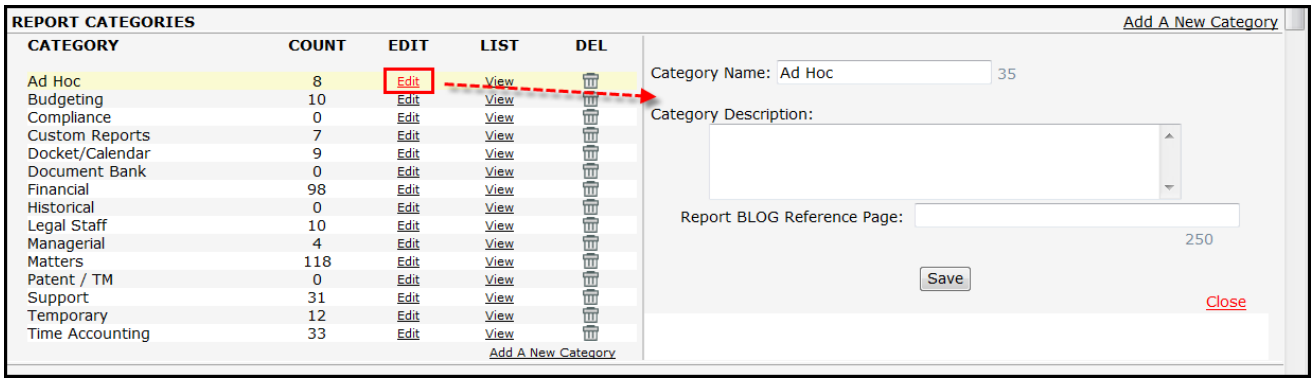



The Add New Category template opens in the column to the right.

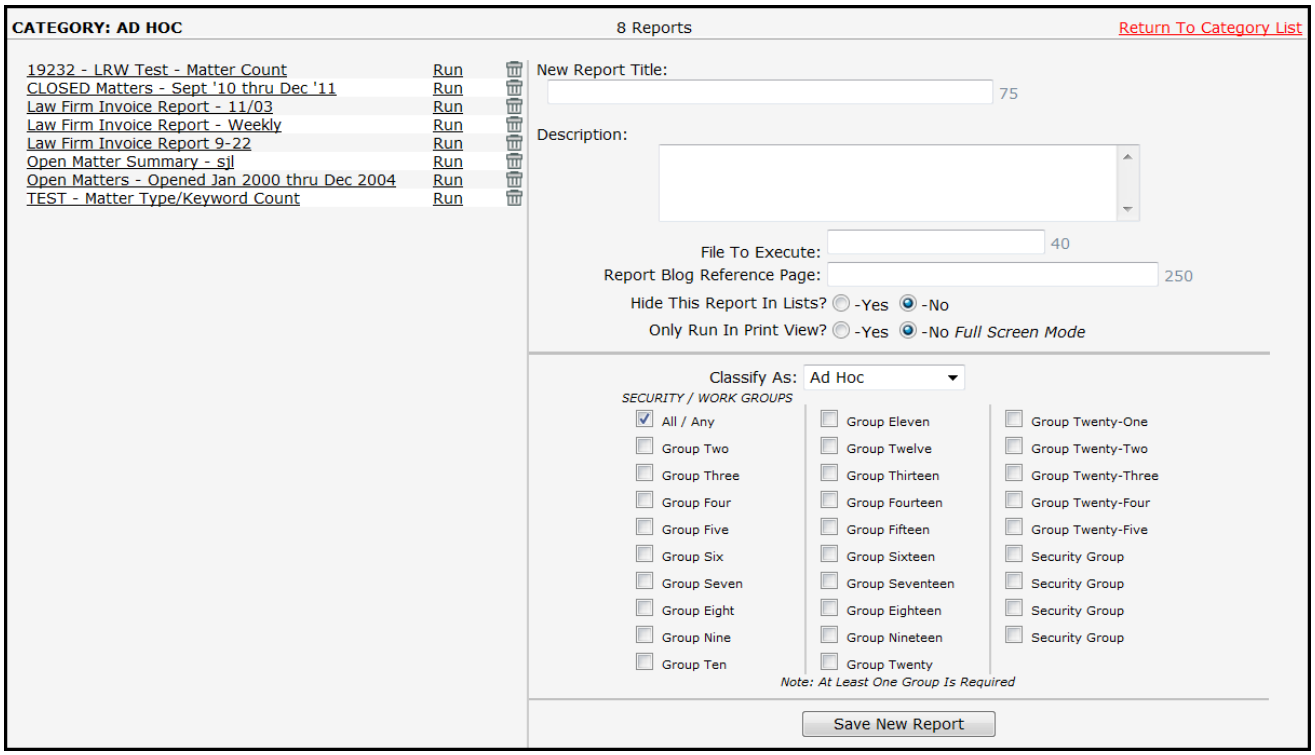
Enter the category name and description in the appropriate text boxes and click Save.

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 Save. You can also enter the report blog reference page link if there is one for that category. The Close hyperlink closes the Edit Template.



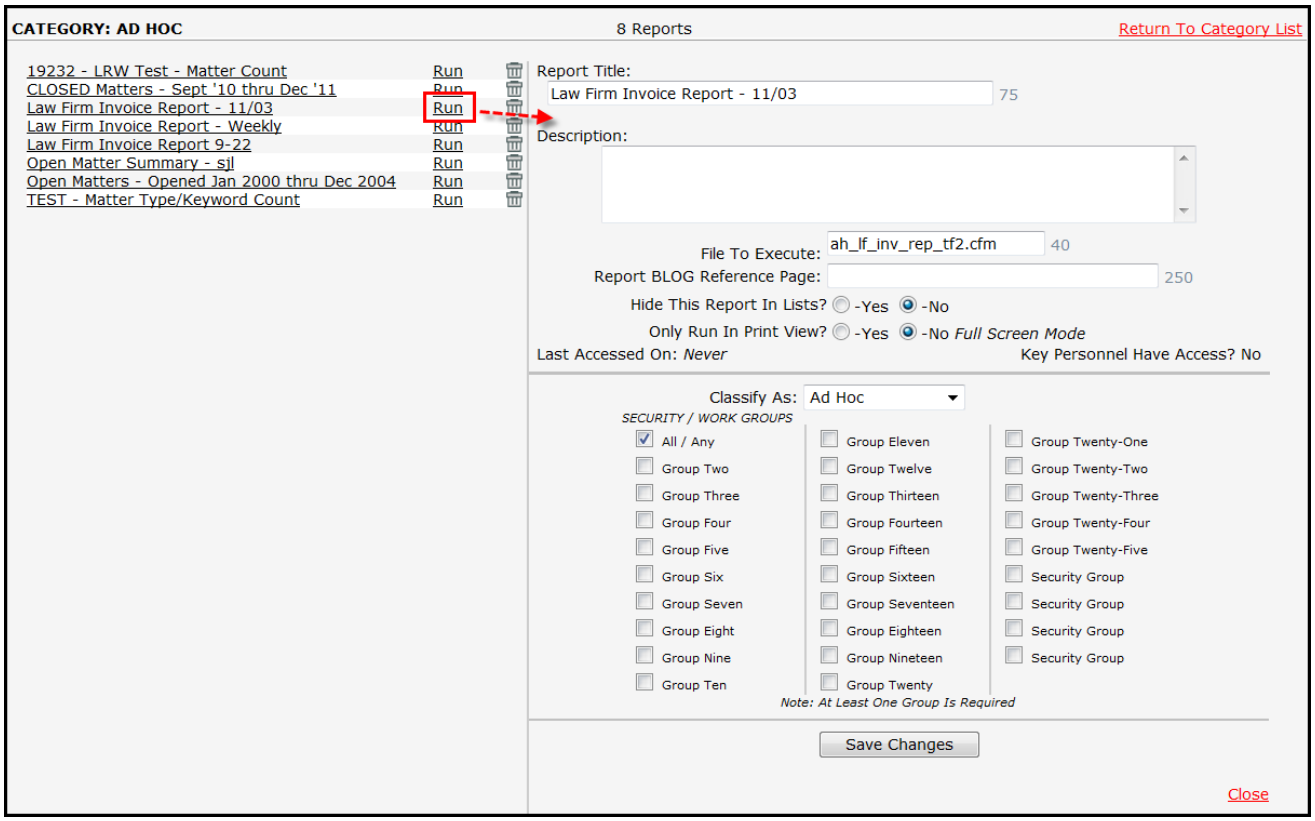

To **view a report category**, click the View hyperlink next to that category. You will see a list of all reports assigned to that category. To **Add New Reports to the category**, use the Add New Report Template on the right of the screen. The Return To Category List takes you back to the default Report Categories screen.




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.




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 Save Changes.

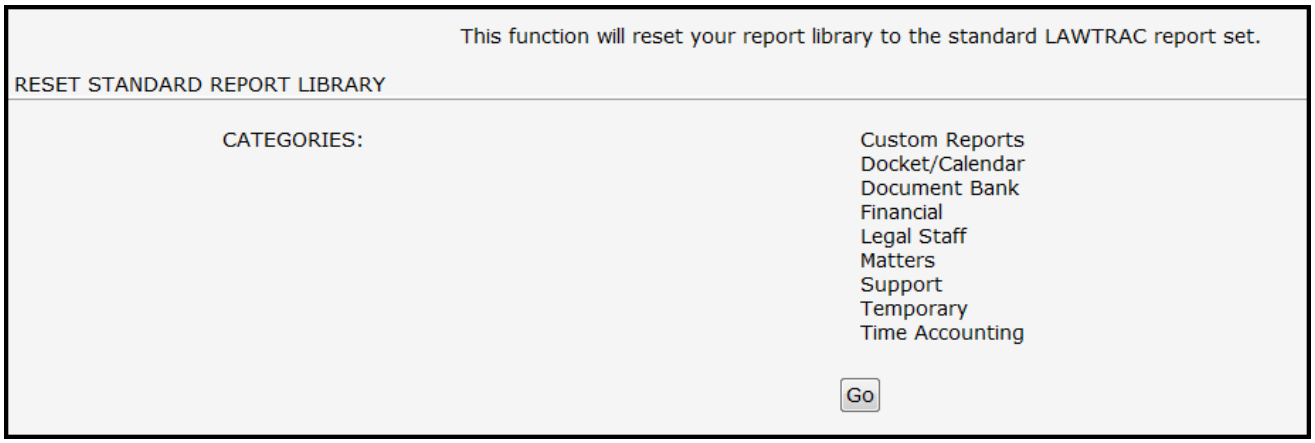
To **delete a report from the category** without moving it to another category, click the 🗑.

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

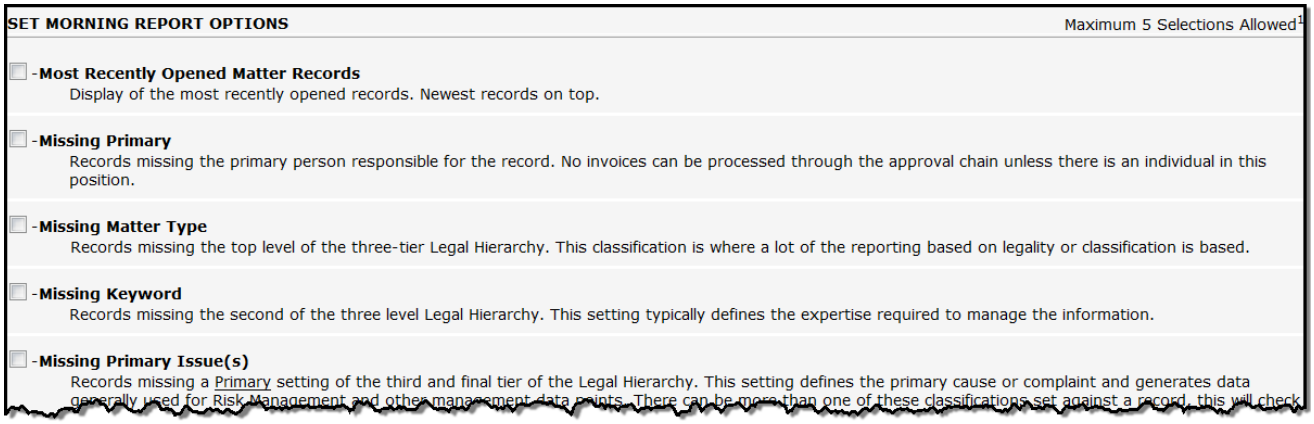
The Report Alignment hyperlink allows you to reset your report library to the standard Lawtrac report set that was shipped with the product. **This function should only be used at the recommendation of Lawtrac Support**. You cannot undo this function once you activate it.




If Lawtrac Support asks you to run this function, click the Report Alignment hyperlink and then click Go.

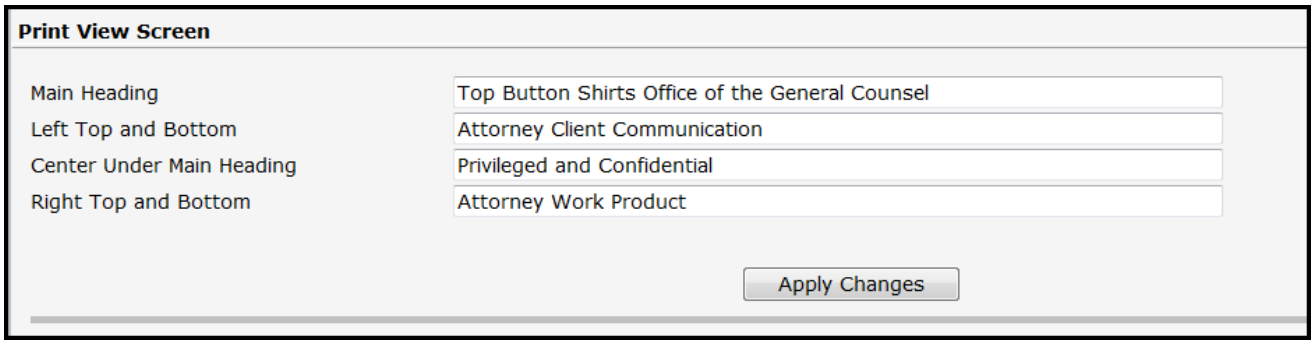
## Morning Report Setup

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 Save Options.



## Print View Screen

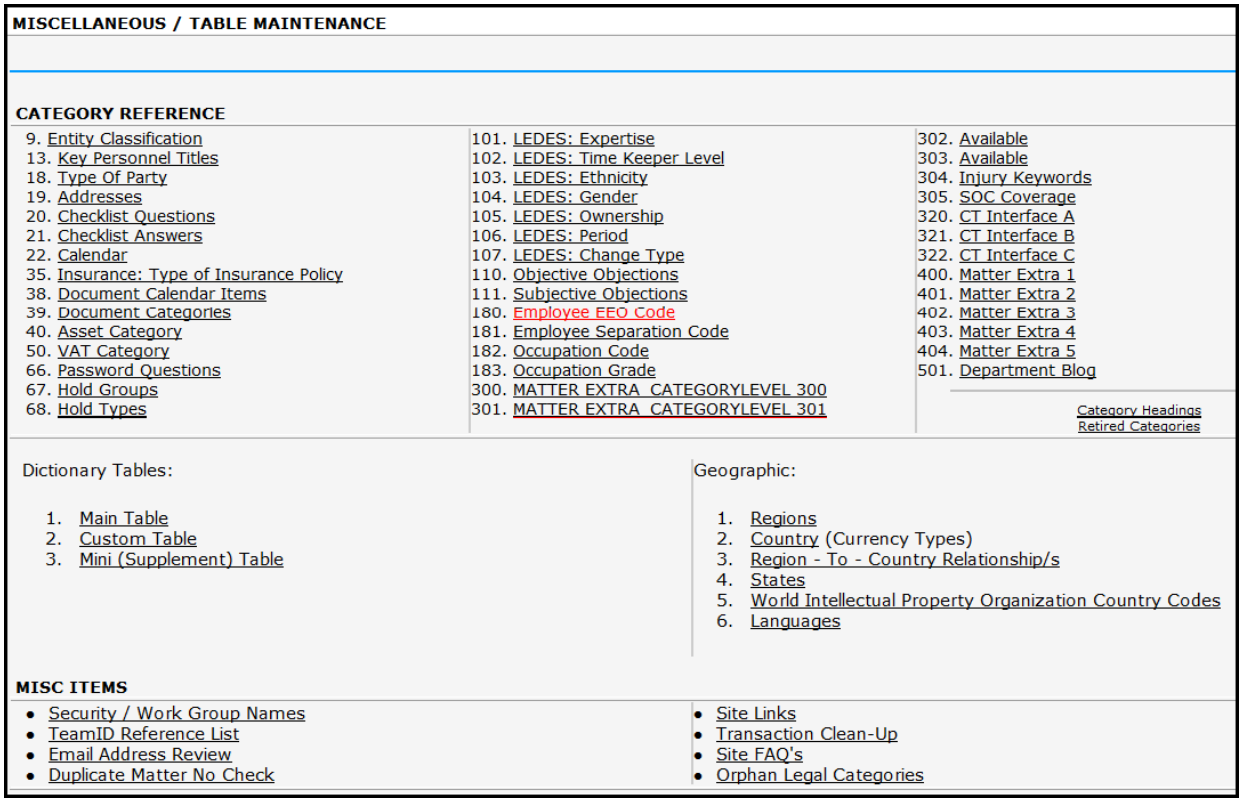
The Print View Screen hyperlink allows you to modify the headings used on reports printed via the print view screen by modifying the fields in the four textboxes then clicking Apply Changes.




# 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.**

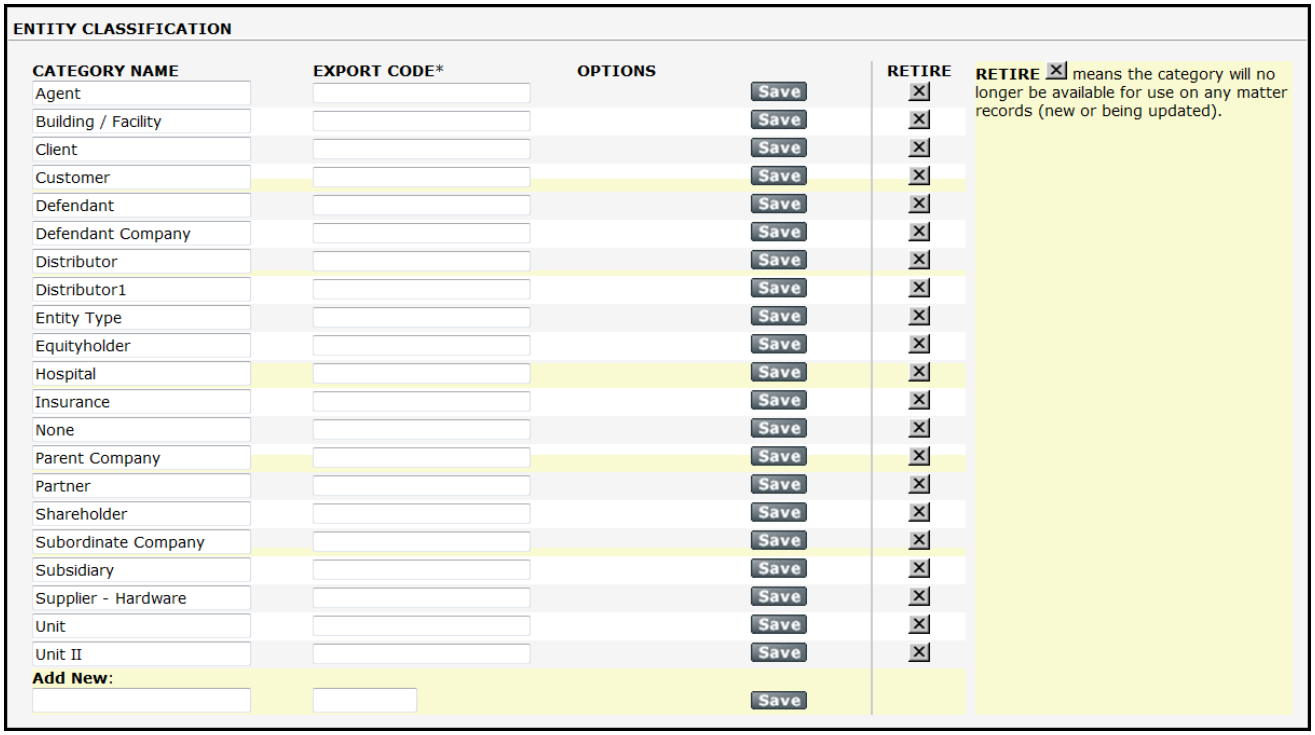


Some the tables you can adjust in this module are accessible through other parts of the Administration Module.

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.




You can **edit any category name** using the appropriate textbox in the Category Name column, then clicking Save.

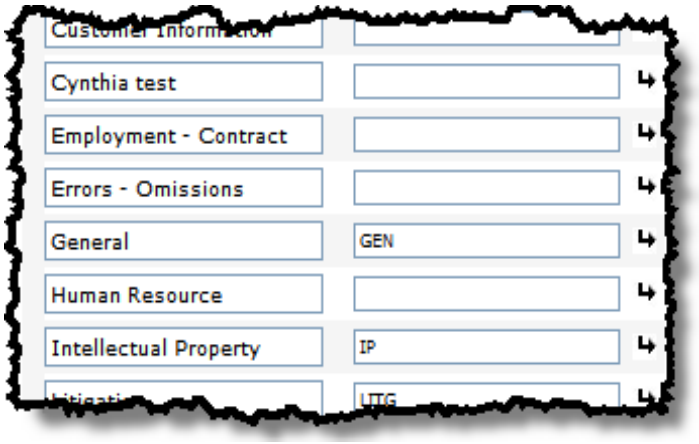
The **EXPORT CODE*** category is optional and is used for when Lawtrac interfaces with other applications or passes data to and from other services.

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 Save.

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.




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

federal Go

**MAIN Table** 7 Records Found

| WORD | METAPHONE | SAVE | DEL |
|---|---|---|---|
| federal | FATARAL | Save | |
| federalism | FATARALA | Save | |
| federalisms | FATARALA | Save | |
| federalist | FATARALA | Save | |
| federalists | FATARALA | Save | |
| federally | FATARALA | Save | |
| federals | FATARALS | Save | |

To **look-up a word in the table**, enter the word in the search textbox and click Go.

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 Save.

To **add a new word to the table**, enter it in the textbox and click Add New.

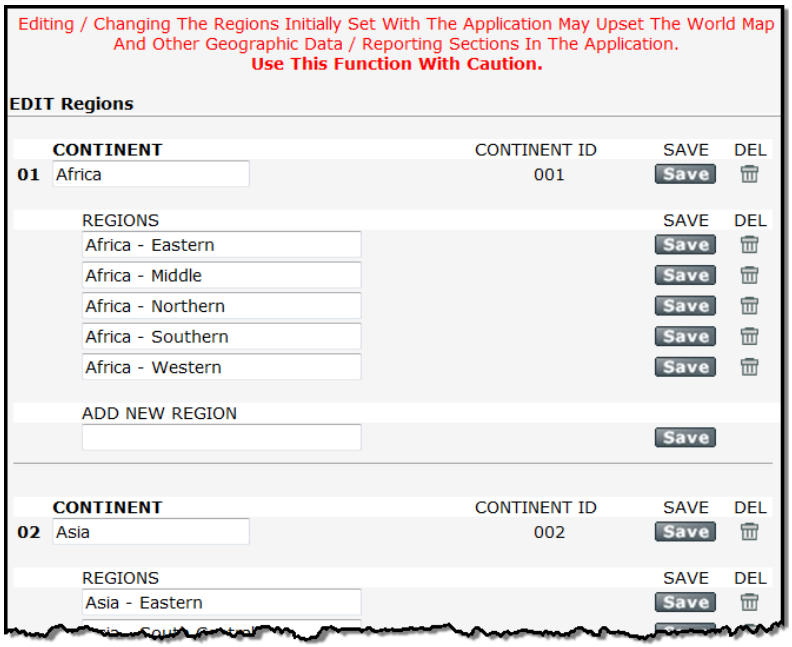
# Geographic Tables

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

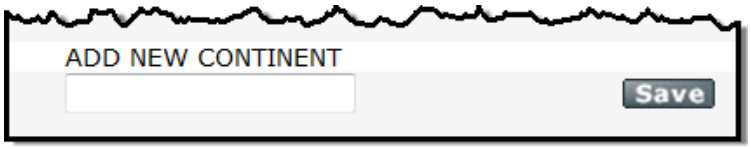



To **edit any item on the region table**, edit text in any text box, then click the Save next to it.

To **delete any item from the region table**, click the 🗑 next to it. **Deletion cannot be undone.**

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

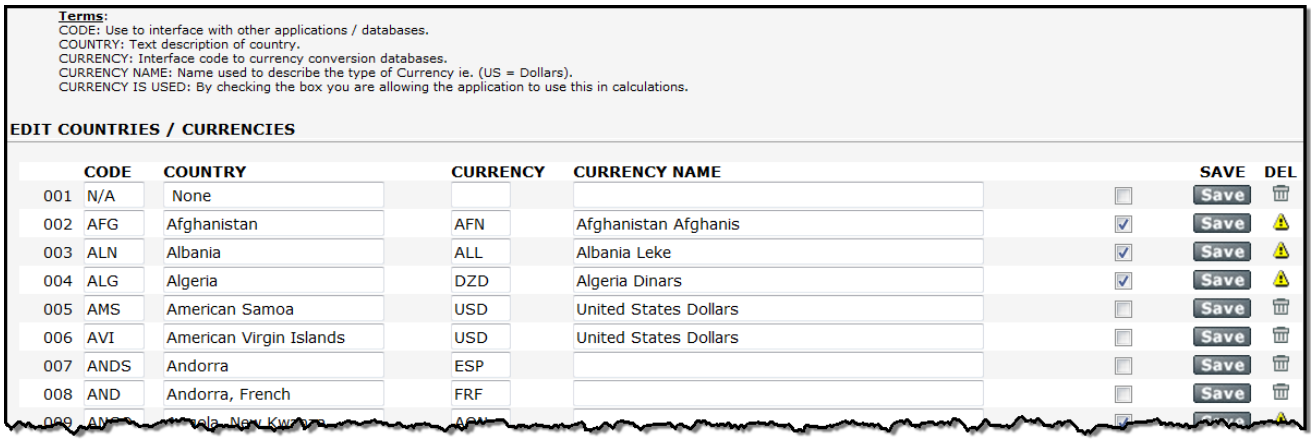
To **add a new continent**, enter the continent name in the **Add New Continent textbox** at the bottom of the table, then click Save.




**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.**




To **change existing country/currency settings**, edit any of these fields, then click Save.

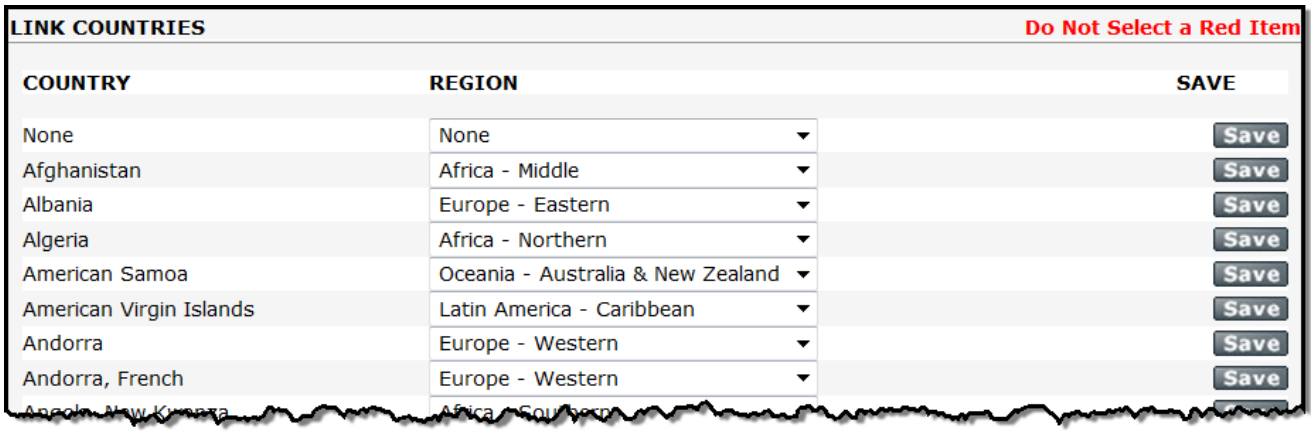
To **delete existing country/currency settings**, select the related row, then click 🗑. **Deletion cannot be undone.** If a currency setting has the ⚠ icon, it is in use and cannot be deleted.


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.



## 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 |
|---|---|---|---|---|
| | | 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**

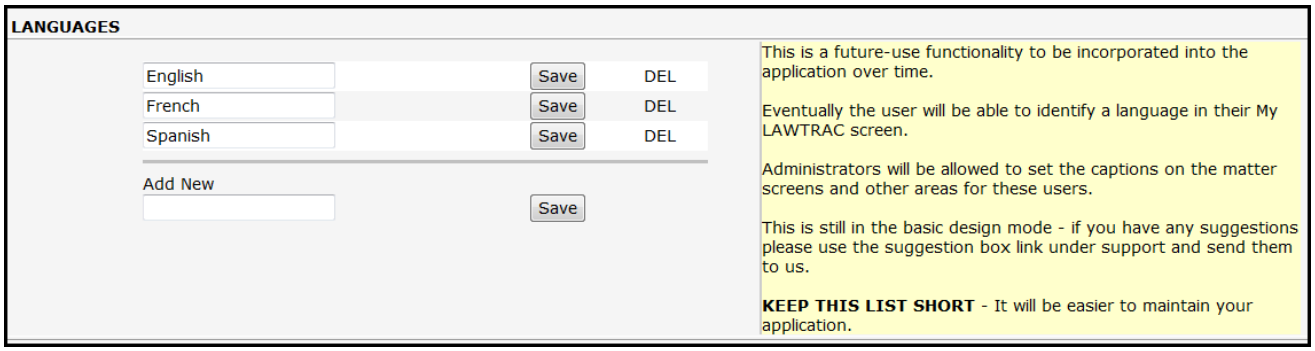
| | CODE | COUNTRY | SAVE |
|---|---|---|---|
| 001 | | None | Save |
| 002 | AF | Afghanistan | Save |
| 003 | AL | Albania | Save |
| 004 | DZ | Algeria | Save |
| 005 | | American Samoa | Save |
| 006 | | American Virgin Islands | Save |
| 007 | AD | Andorra | Save |
| 008 | | Andorra, French | Save |

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.

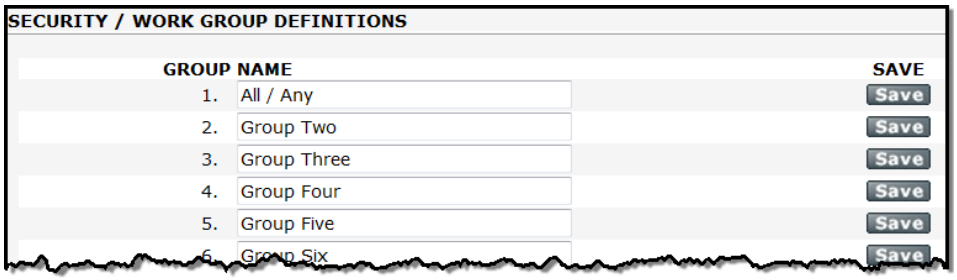



# Miscellaneous Items

The Miscellaneous Items hyperlinks offer hyperlinks to a number of tables not categorized in other groups.


## Security/Work Group Names

The Security/Work Group Names hyperlink allows you to name up to 25 Security levels or Work Groups.

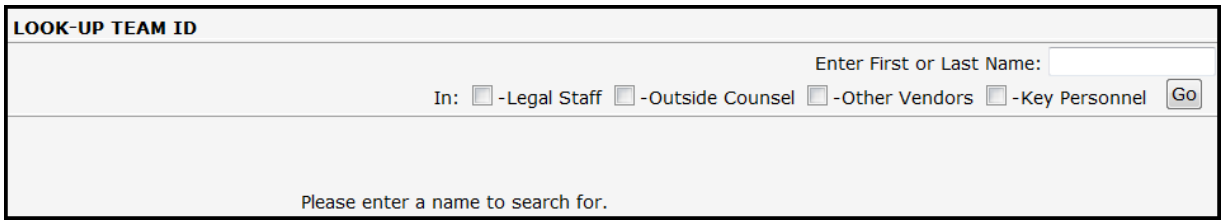


Lawtrac comes with these Groups numbered 1 through 25, but you may choose to label them differently, such as “Personnel Matters” or “Mergers” to pertain to matters to which you wish to limit full access.

To **edit an existing Group Name**, modify text in one of the numbered textboxes and click Save.

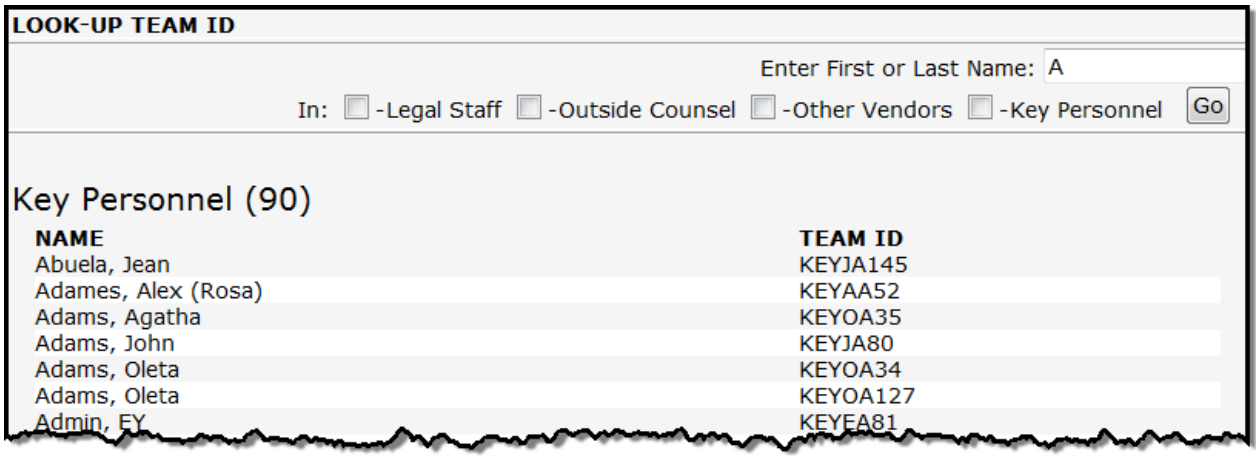
**NOTE:** You are not required to use all 25 groups, but none can be deleted. You can only edit their names and the users assigned to them.

## TeamID Reference List



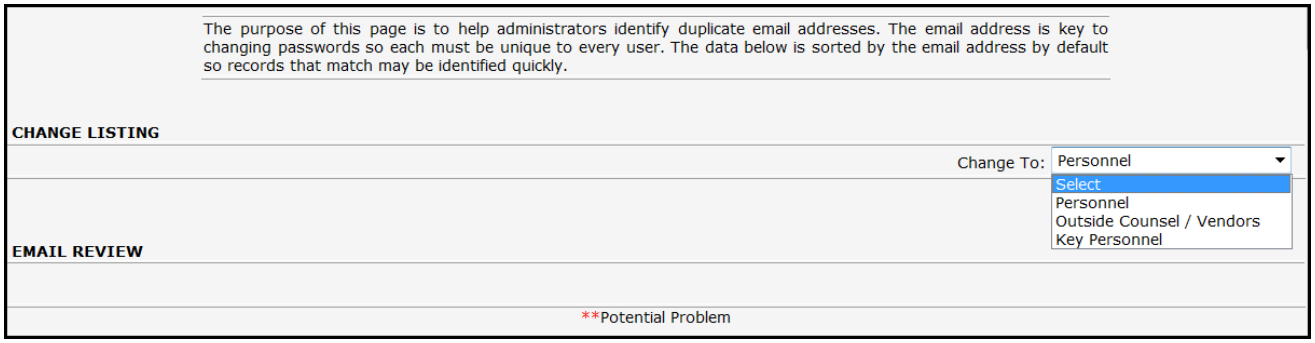

The TeamID is an alpha-numeric identifier used in some Accounts Payable interfaces. To look up a user’s TeamID, enter their first or last name in the textbox, click the checkbox next to their user category, then click Go.

You will then see a results list as shown with the user’s name in one column and the TeamID in another.

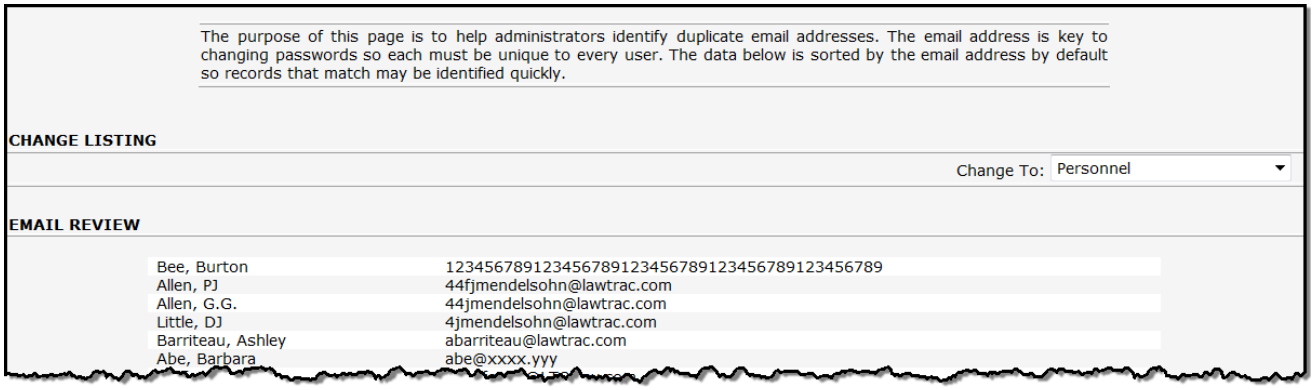



## Email Address Review

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.




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.



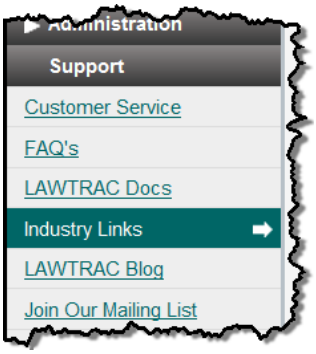

*If you find duplicate email addresses, it is recommended that you contact the relevant users and request that they change their email address.* You can also change them by looking up the user's personnel profile and editing the appropriate field.

## Duplicate Matter No Check

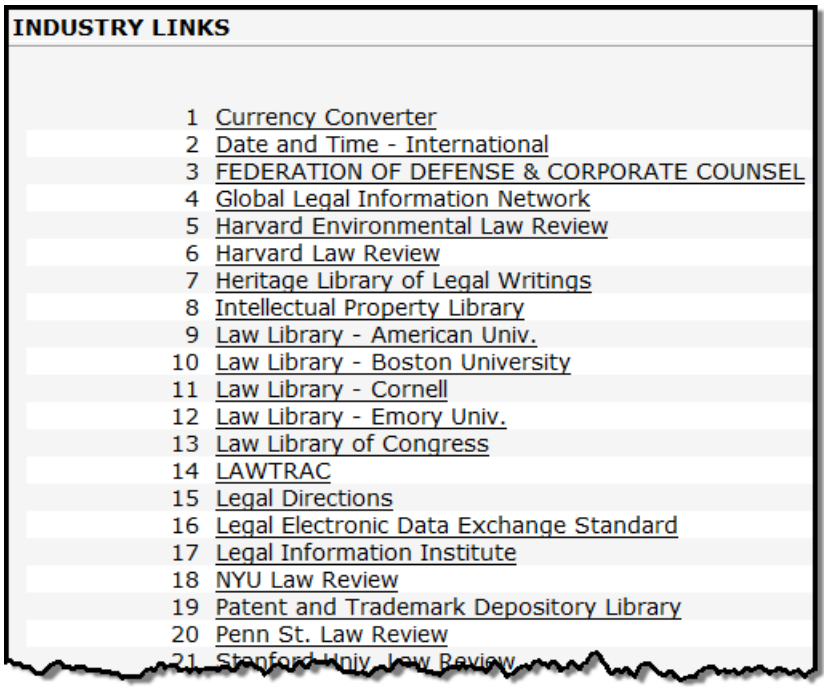
The Duplicate Matter No Check hyperlink examines your database for any duplicate matter numbers and updates them so no duplicates will exist. If there are no duplicate matter numbers in your database, you will see the screen below with the text, "No Records Need Adjusting."

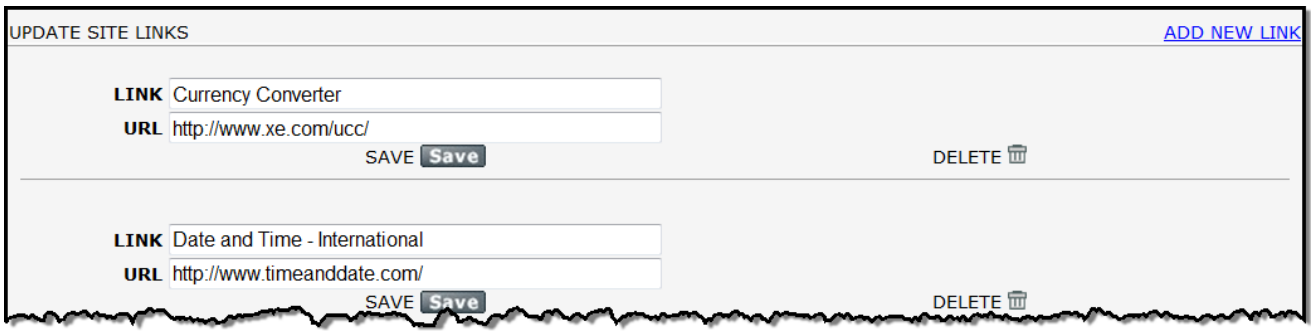
## Site Links

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.

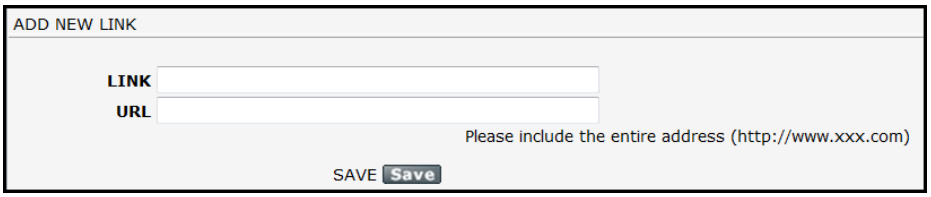



To **edit existing entries**, you can modify the link name and URL in the appropriate textboxes, then click Save.

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.

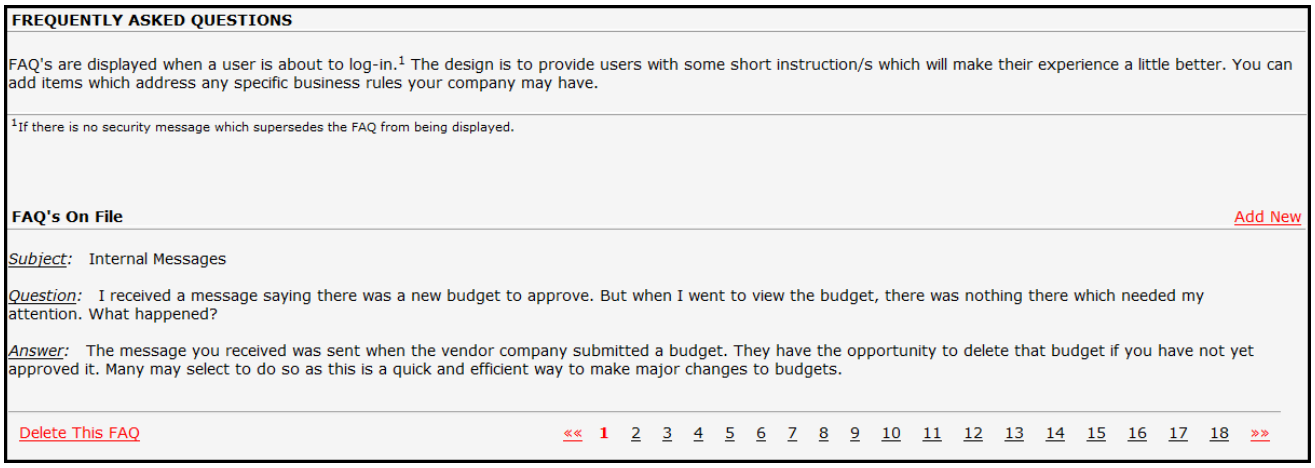


## Transaction Clean-Up

The Transaction Clean-Up hyperlink allows you to check the checkbox ☐ next to the type of transactions you wish to purge and then click [Delete Records]. **All deletions are permanent and cannot be undone.**


## 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.



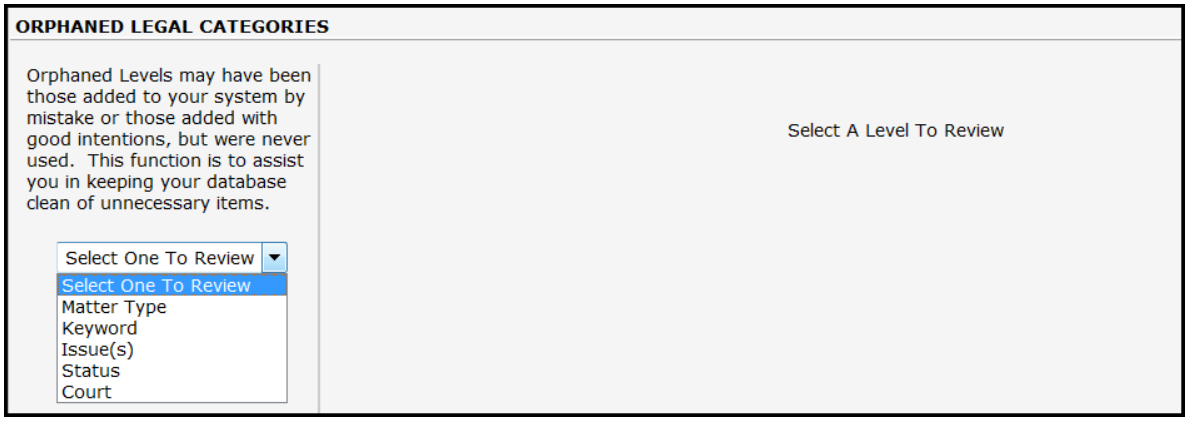

Use the number 1 and arrow «« »» hyperlinks to scroll through the FAQ's in your Lawtrac database.

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 [Save New].

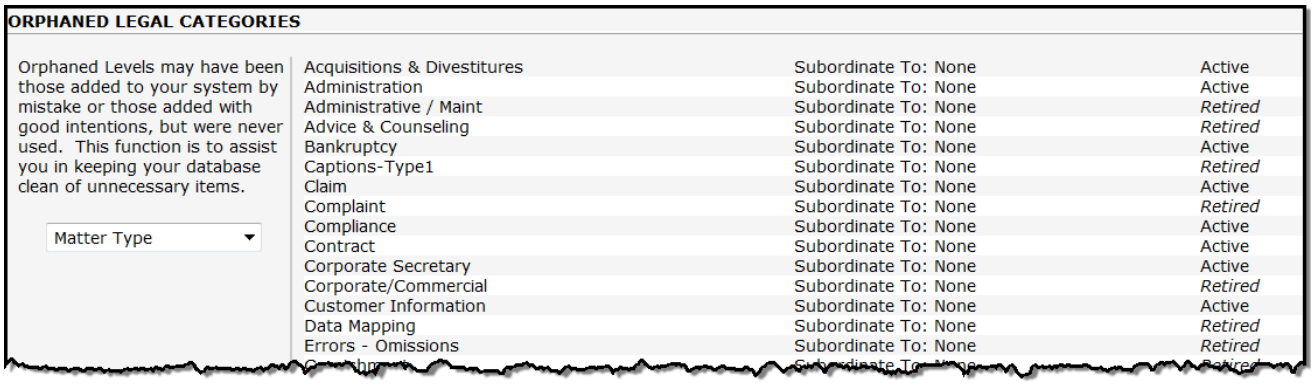

To **delete a FAQ** click the Delete This FAQ hyperlink at the bottom of the page on which it is listed. A confirmation prompt will display: click OK to continue with the deletion or click Cancel to abort the deletion. **There is no undo.**

## Orphan Legal Categories

Settings for Legal Categories not covered in other places can be found under the Orphan Legal Categories hyperlink.




Choose the category from the drop down menu to see the categories and review their place in the hierarchies.




Adjustments can then be made using the controls found in the Categories button on the Matter Navigation Bar as needed.

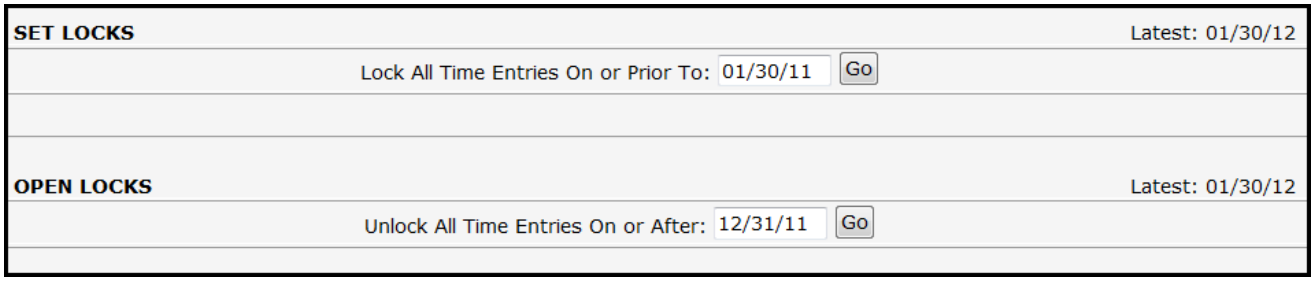
# Chapter 11: Time Accounting

The Time Accounting hyperlink allows you adjust two settings for the Time Management Module.


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.

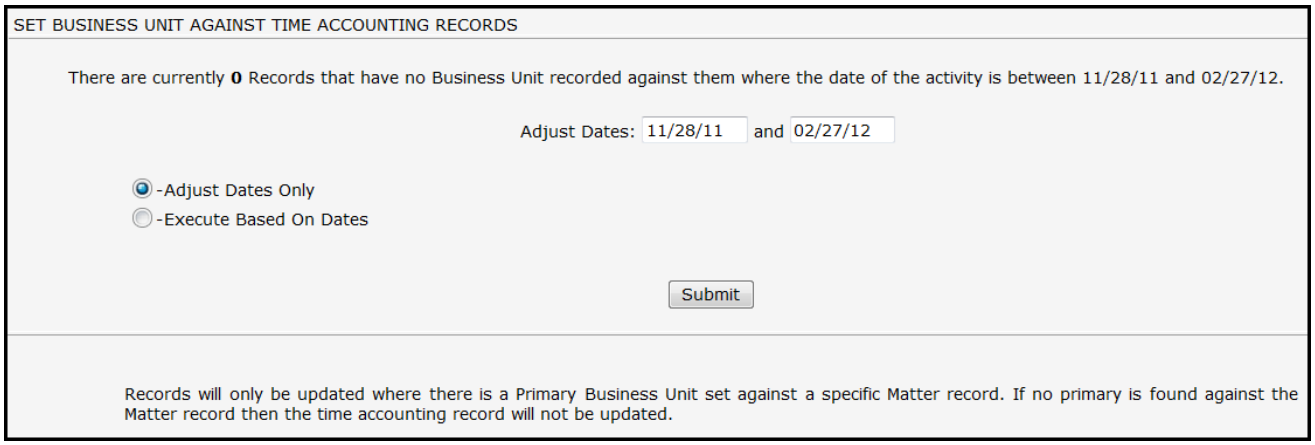



To **set a time lock**, enter a numerical date (1/27/12) in the 'Lock All Time Entries On or Prior To' textbox and click Go.

To **open (or release) locks**, enter a numerical date (1/27/12) in the 'Unlock All Time Entries On or After' textbox and click Go.

# 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.

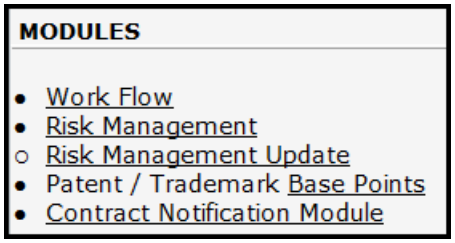



You can set the dates in the two text boxes and then use the radio buttons to select whether to *Adjust Dates Only* or *Execute Based On Dates*. When you have chosen the settings, click Submit to apply. **Records will only be updated where there is a Primary Business Unit set against a specific Matter 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

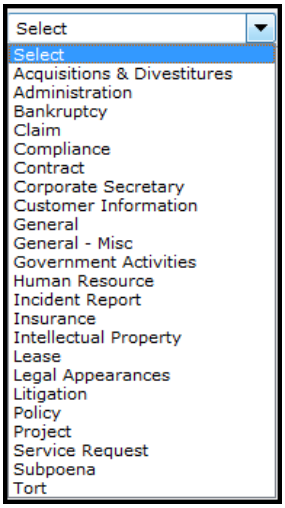
The Modules hyperlink allows you to set up your Workflow, Risk Management, Patent/Trademarks, and Contract Notification modules.



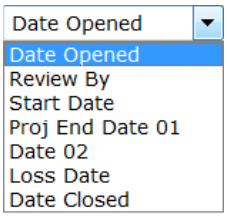

## Workflow

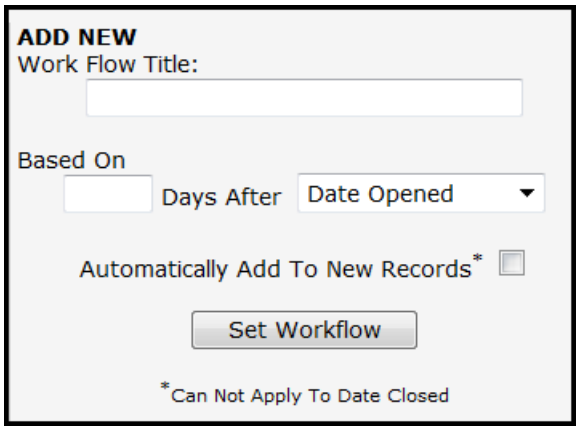
Click the Workflow hyperlink to enter the Workflow Administration module.

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 ☐.

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.

**WORKFLOW TARGETS**

| TARGET | BASED ON | ON CALENDAR |
|---|---|---|
| Workflow Module Testing | 5 Days After: Date Opened | 07/19/11 |

**Modules**

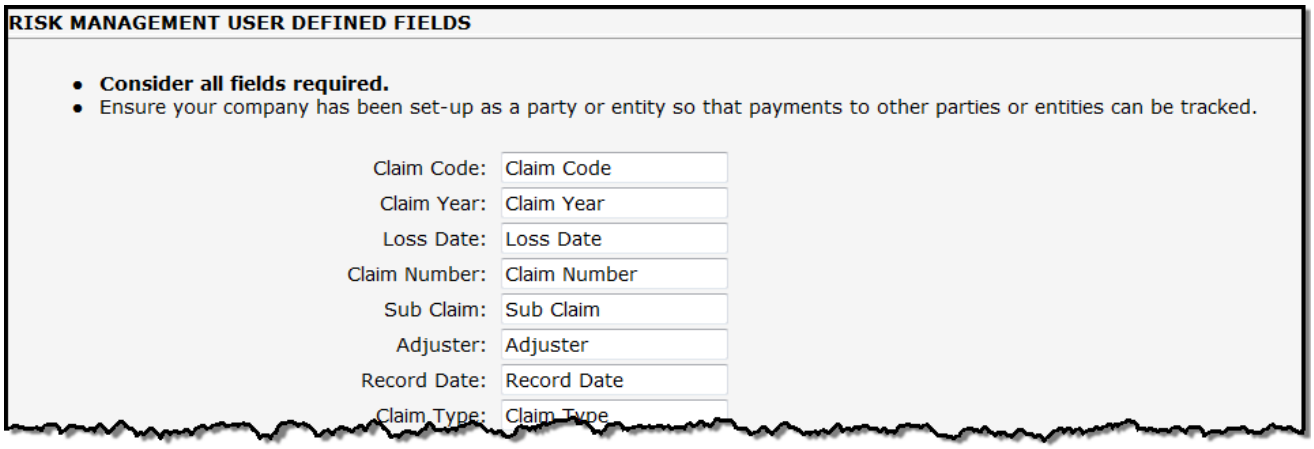
- Risk Management
- Filing Information
- Real Estate
- Plus Data
- Extra Categories
- Workflow
- External Links

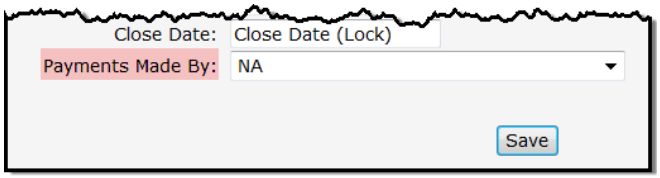
# Risk Management

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.

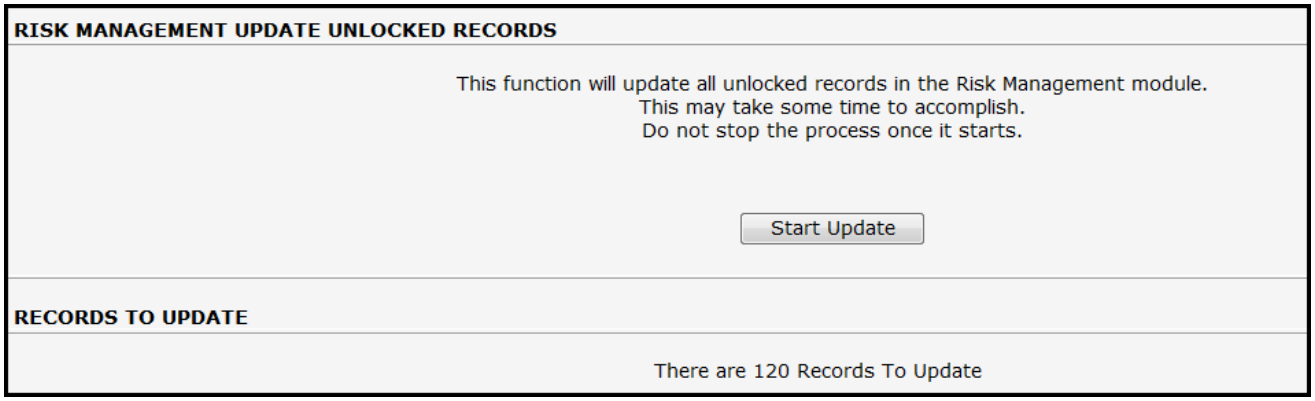



To **edit an existing caption**, first choose the entity for which you wish to change the caption from the 'Payments Made By:' drop down menu at the bottom of the list. Change the text in the appropriate textbox, and click Save.

## 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.

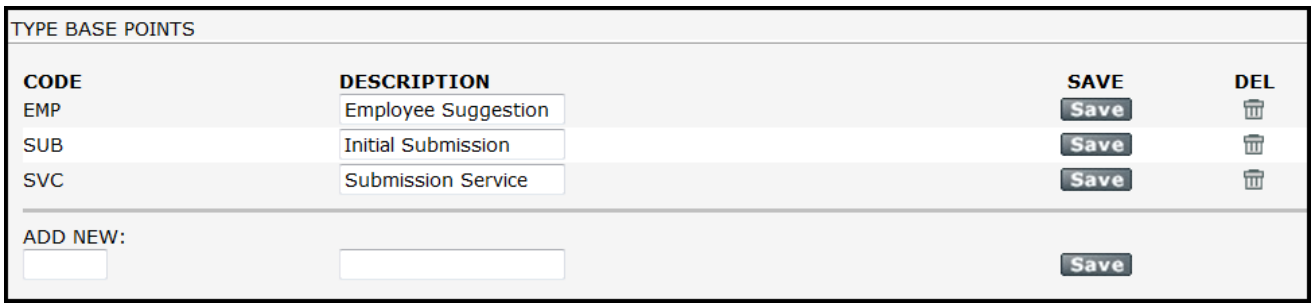



**To begin the update process**, click Start Update. **NOTE: Please do not interrupt the process once it has begun by backspacing or closing the window.**

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.




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.

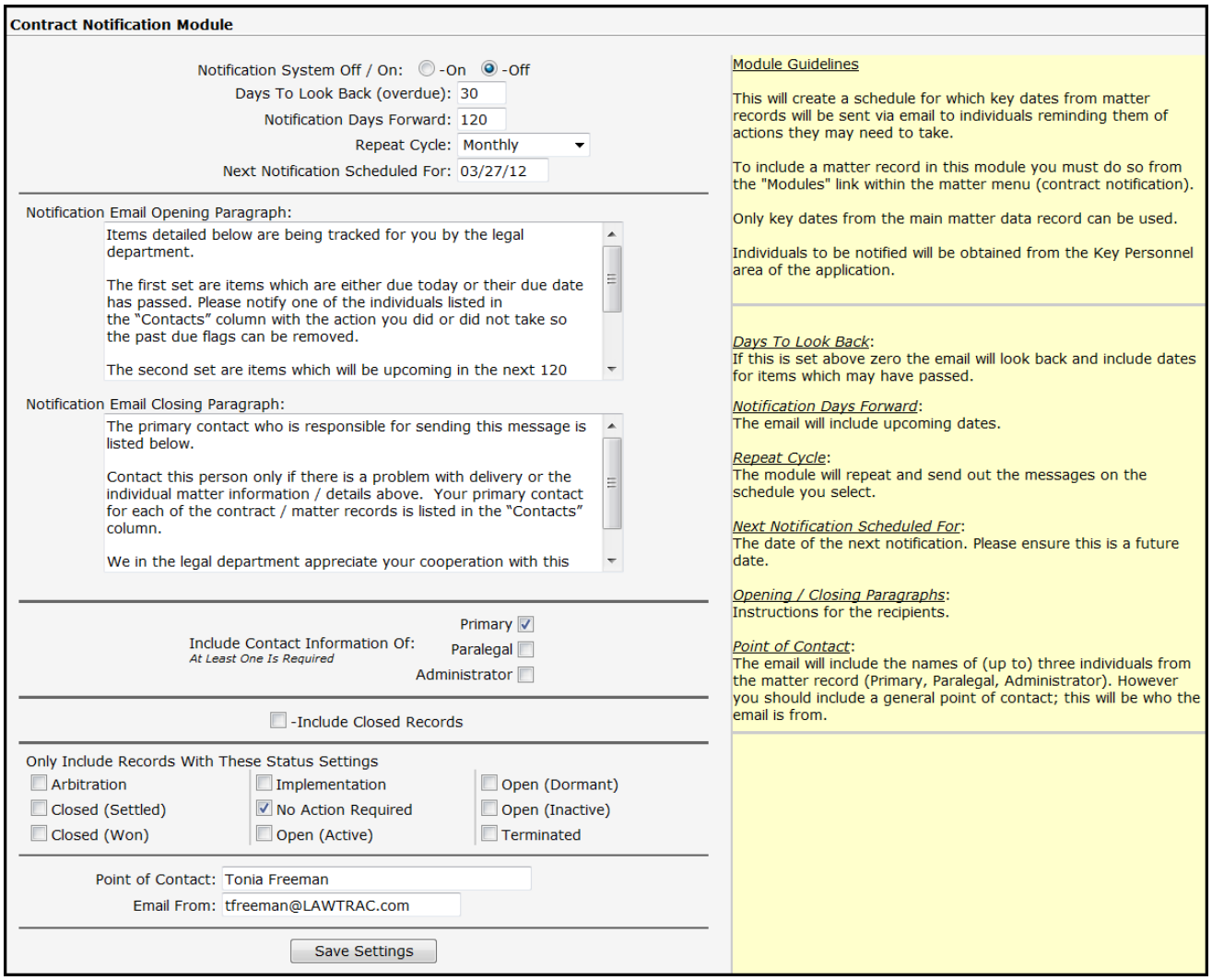
The Contract Notification Module can be turned on or off using the radio buttons. The default setting is on.

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.

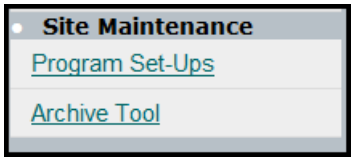
The Point of Contact for the Contract Notifications, or who the email is from, can be entered in the textbox along with that person's email address.




# 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

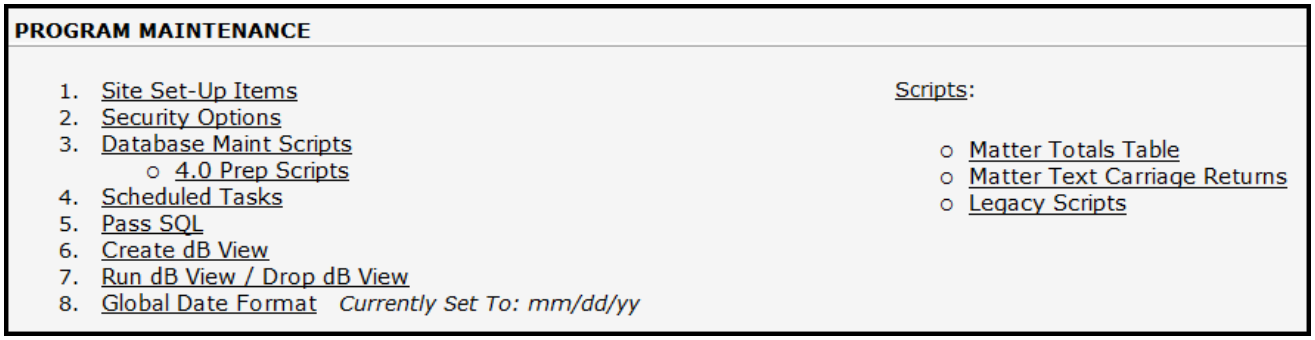



## Program Set-Ups (Super Users Only)

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.

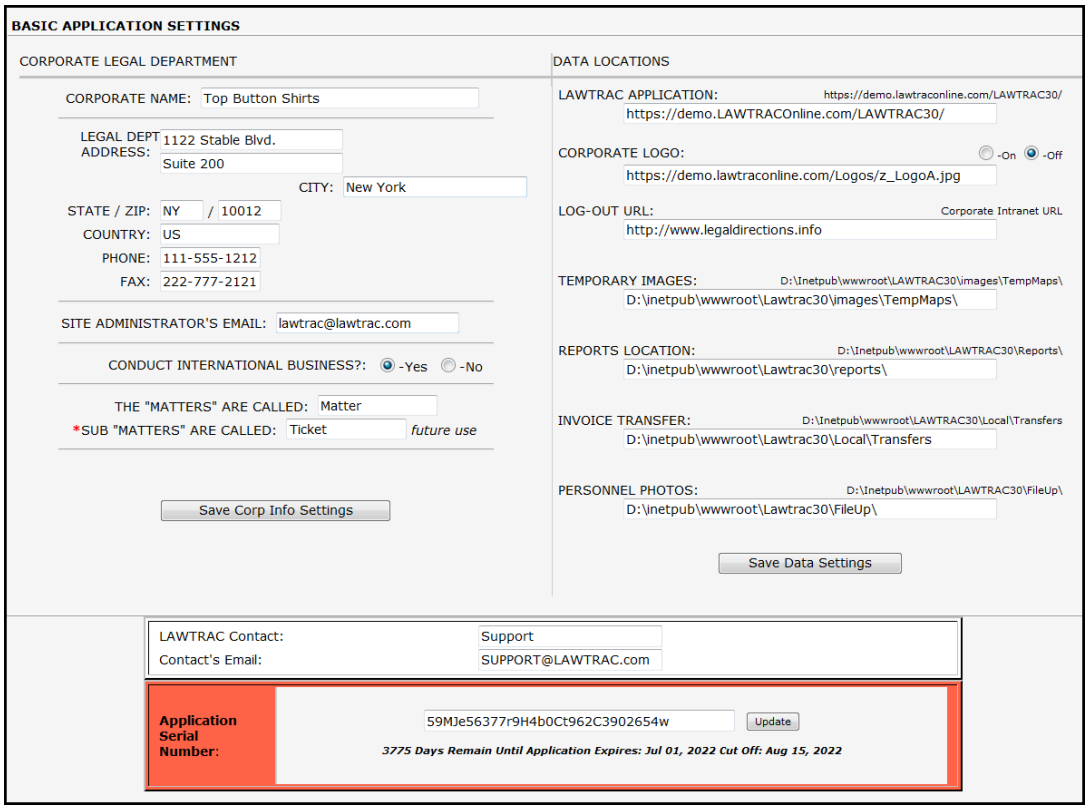



### Site Set-Up Items

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 Save Corp Info Settings.

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 Save Data Settings.

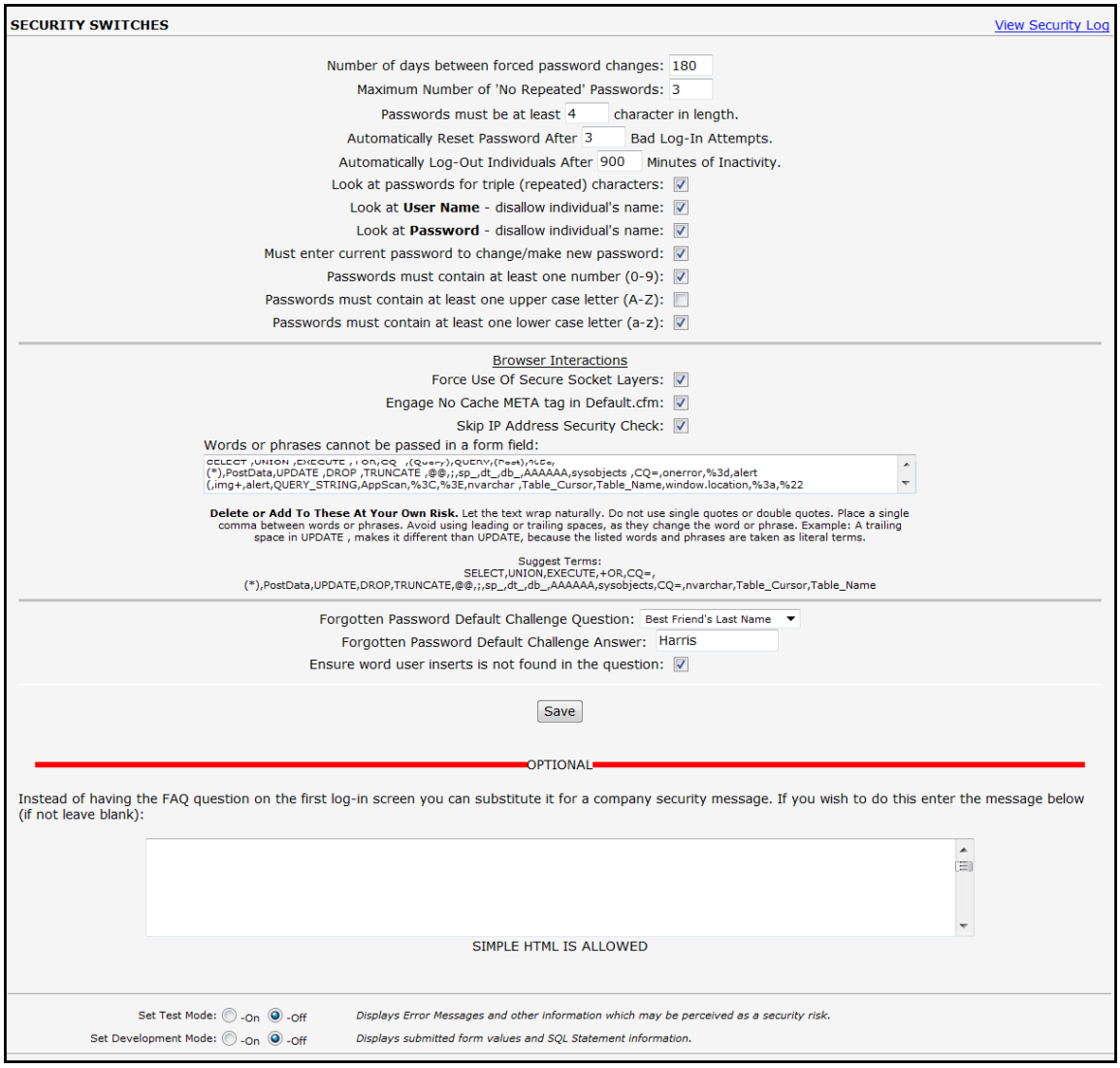



Across the bottom of the page, you will see the Lawtrac support information, including key contact, email address and the product serial number. **CAUTION: Modifying this information without specific instructions from Lawtrac personnel can cause your database not to function and should not be allowed.**

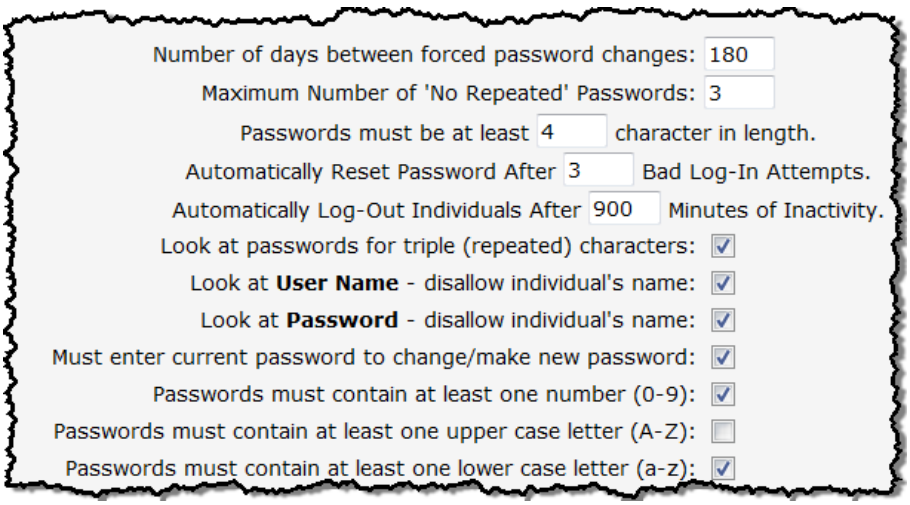
## Security Options

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.




## Password / Username Options



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.

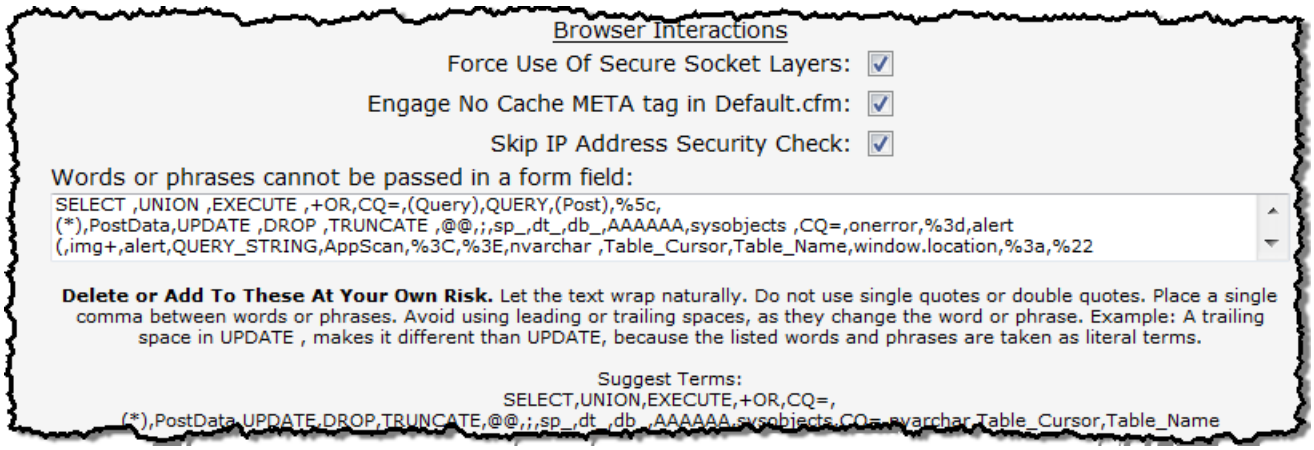
5. Enter the number of minutes of inactivity Lawtrac allows before a user is automatically logged out.

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 Save.

### Browser Interaction Options




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.

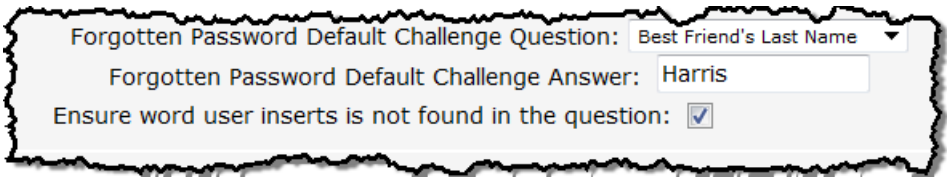
Clicking the checkbox to turn on 'Engage No Cache META tag in Default.cfm' programming tag will assist user's computers in using the database without saving secure Lawtrac database pages to their cache for use offline.

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 Save.

### Password Questions



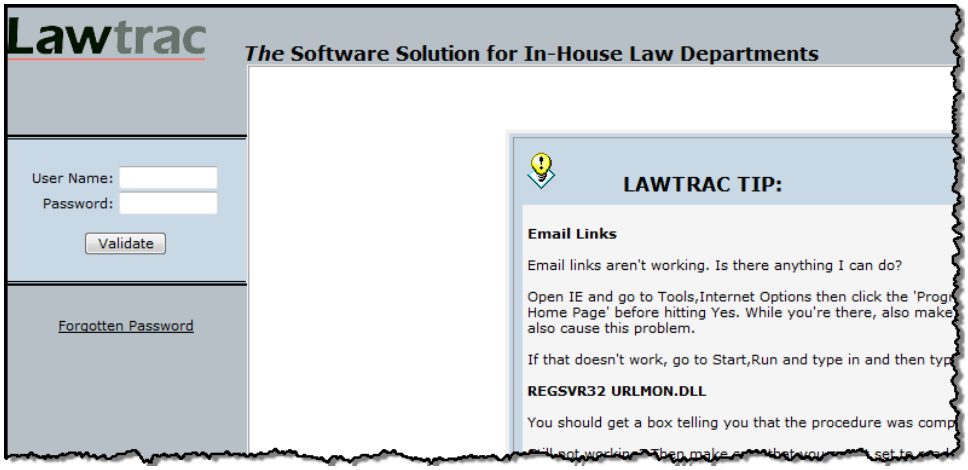

You can also set up your password questions and answers here – the questions asked of users who forget their passwords, and the answers required for them to change it.

To set an answer for a question, select the question from the drop down menu, then enter the answer in the textbox.

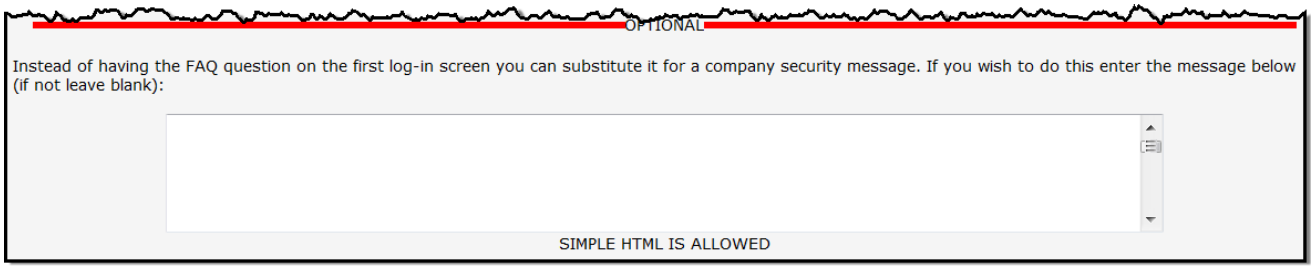
If you want to restrict answers to words NOT included in the question itself, check the checkbox ☐.

When you have finished making any changes, click Save.

### Security Message Option



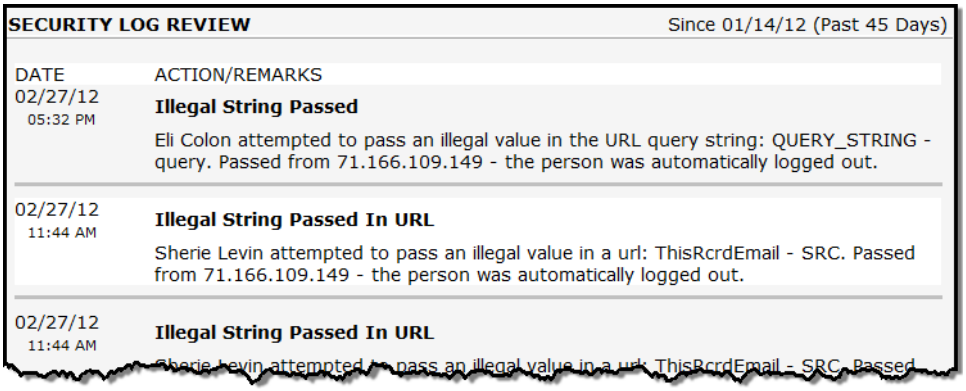

If your site has a default security message that they wish to require all users to read before logging into a secure company site, you have the option to replace the FAQ question or Lawtrac Tip on the front log in screen (shown above) with a site security message by entering it in the textbox.




When you have finished, click Save.

### 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.


## Database Maintenance Scripts

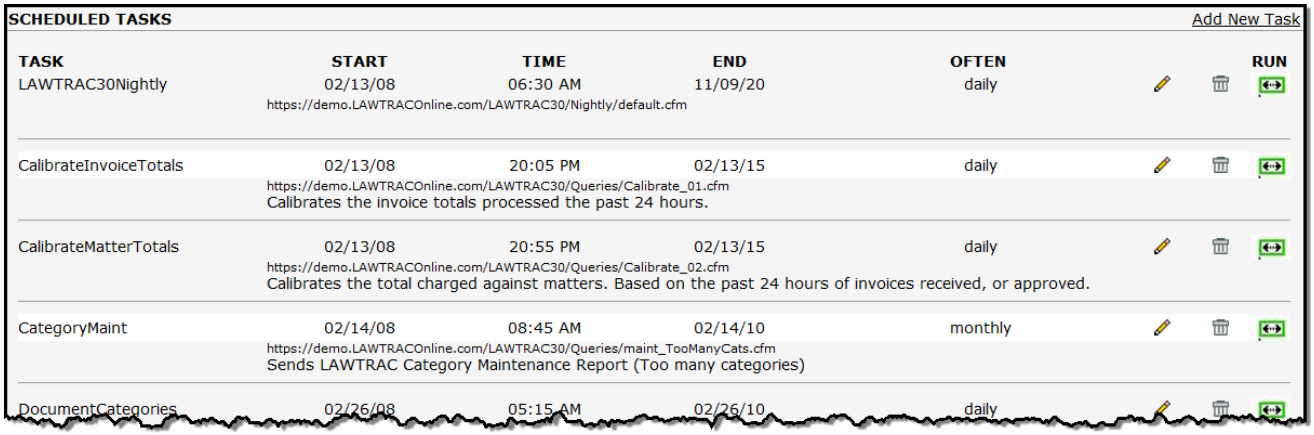
The Database Maint Scripts hyperlink provides hyperlinks to a number of scripts which can be used to update data in your database. **These scripts should only be run under the recommendation of Lawtrac Support as running them unnecessarily could result in problems with your database.**


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.**

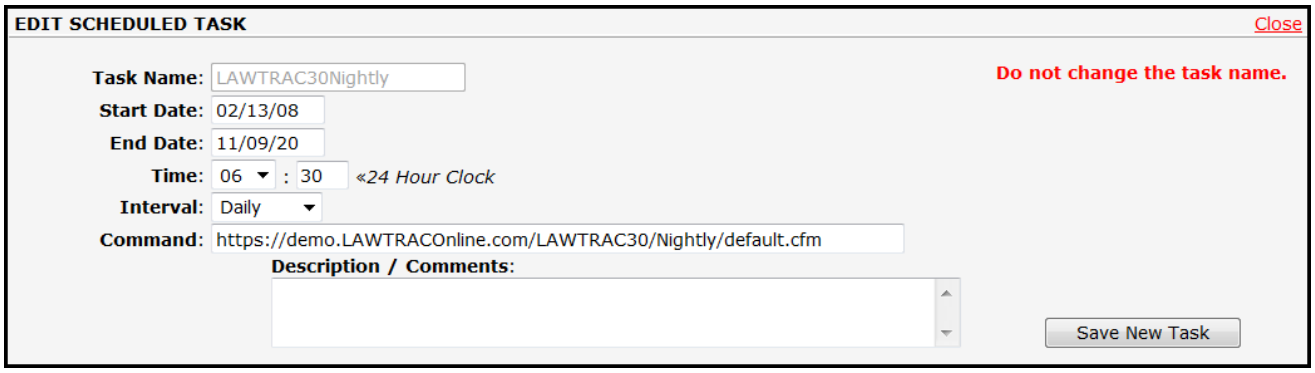
Clicking the Complete List hyperlink takes you to a complete list of scripts available.

## 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.




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.*

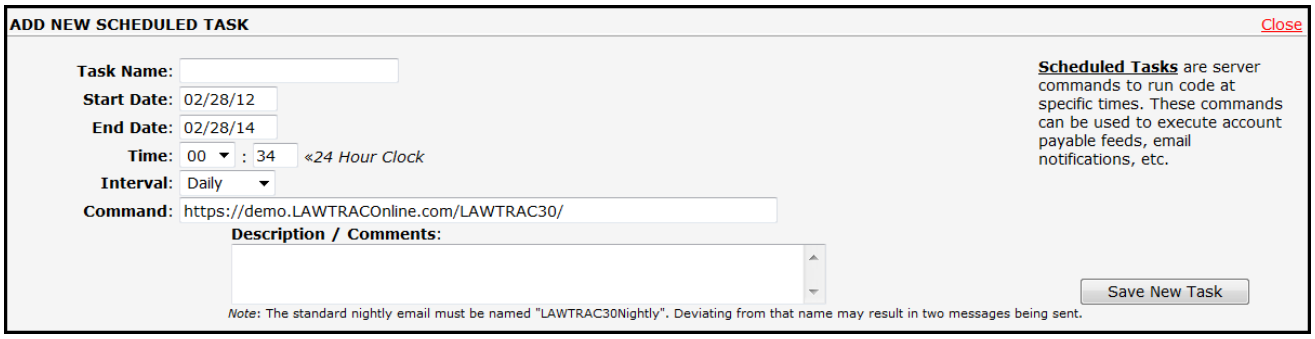



An **Edit Scheduled Task** box will open up below the main list. You can modify the start and end dates, time and interval of the task. You can also modify the command and any description or comments. When you are finished, click Save New Task. **NOTE: Do not change the task name. Once a task has been 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.

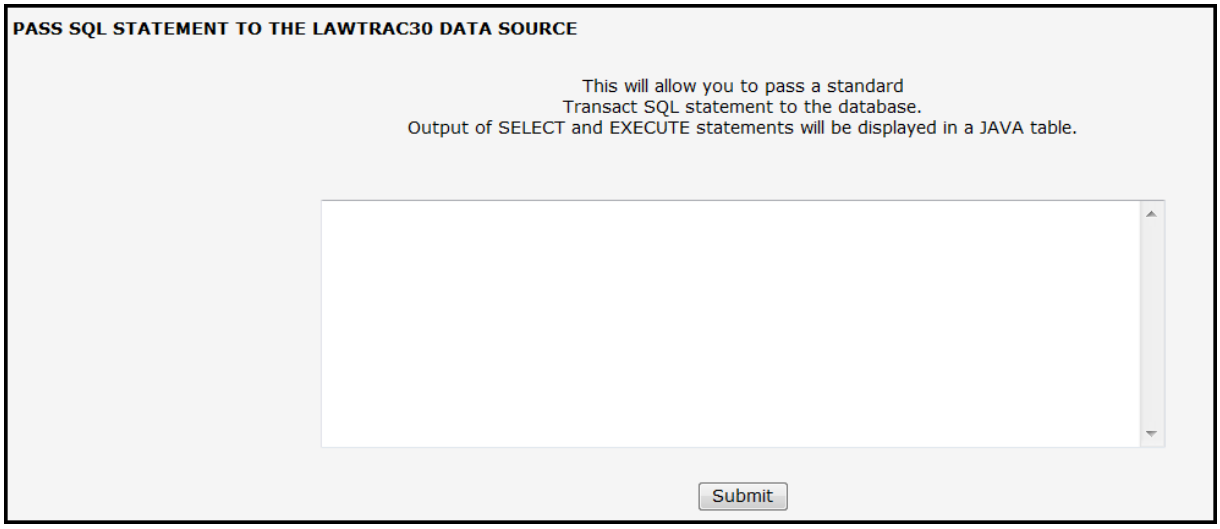
To **add a new Schedule Task**, click the Add New Task hyperlink.




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 Save New Task.

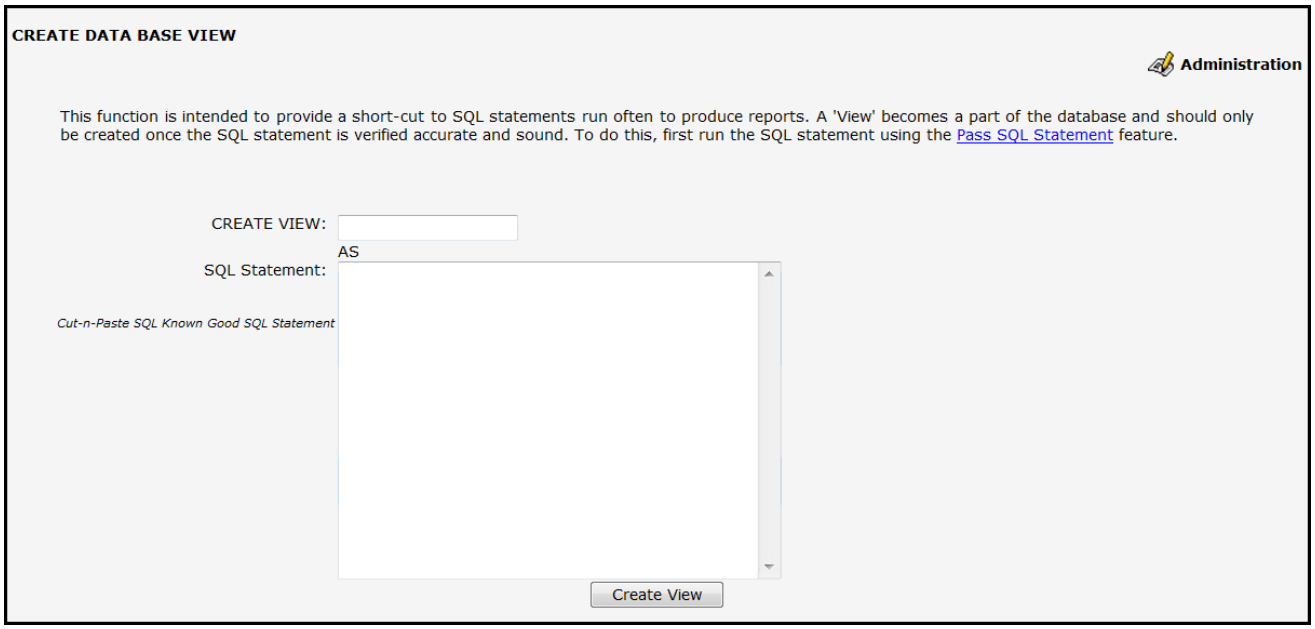
## Pass SQL

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.**




## Create dB View

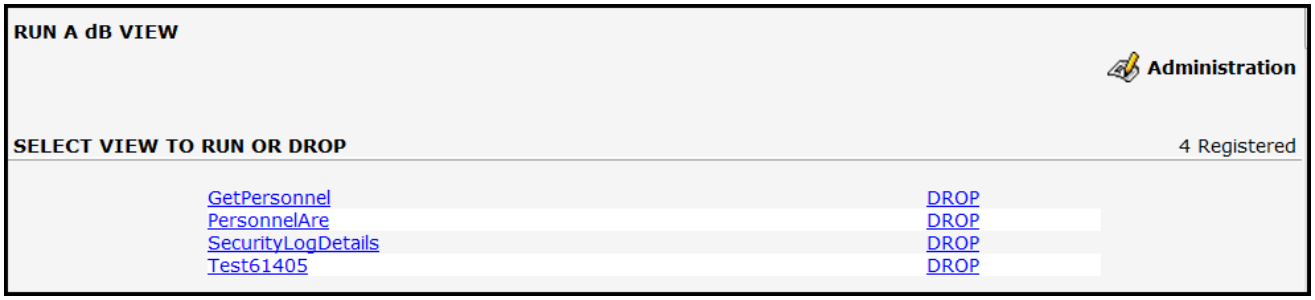
The Create db View hyperlink is intended to provide a short-cut to SQL statements that are run often to produce reports. A 'View' becomes a part of the database and should only be created once the SQL statement is verified as accurate and sound. To do this, first run the SQL statement using the Pass SQL hyperlink (described above).

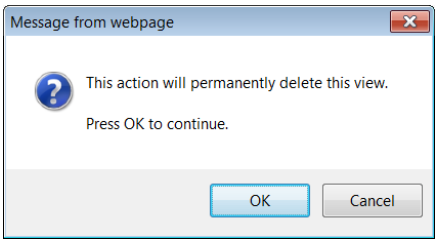



If you want **to create a dB view**, enter the view name in the 'Create View' textbox, then enter the Sequel Statement in the larger textbox and click Create View.

## 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.

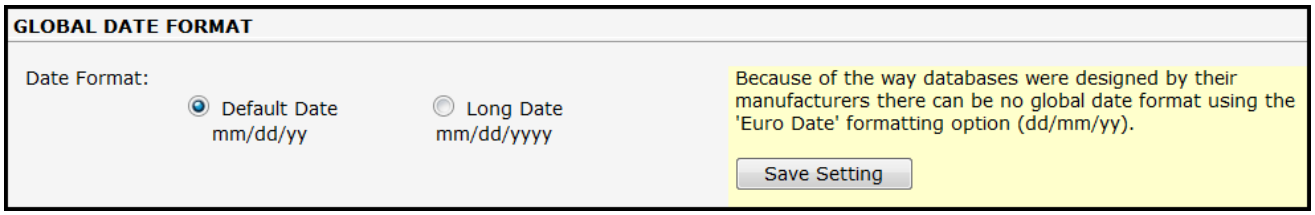


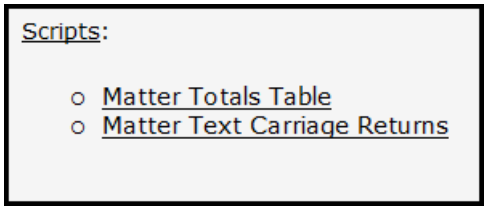

You will be asked to verify the deletion. Click OK to permanently delete this Db View. **There is no undo delete.**

## 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.



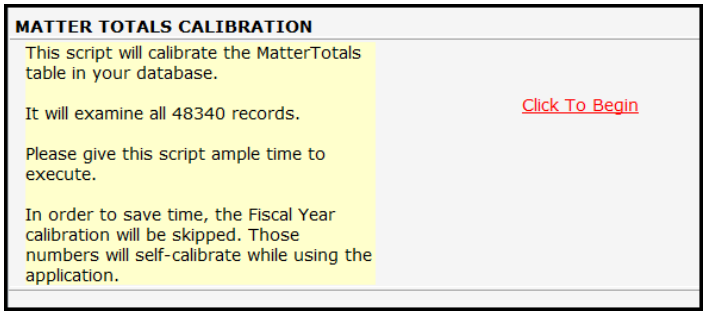

## Scripts:




The two maintenance scripts available on the Program Set-ups menu should only be run when requested by Lawtrac Support.

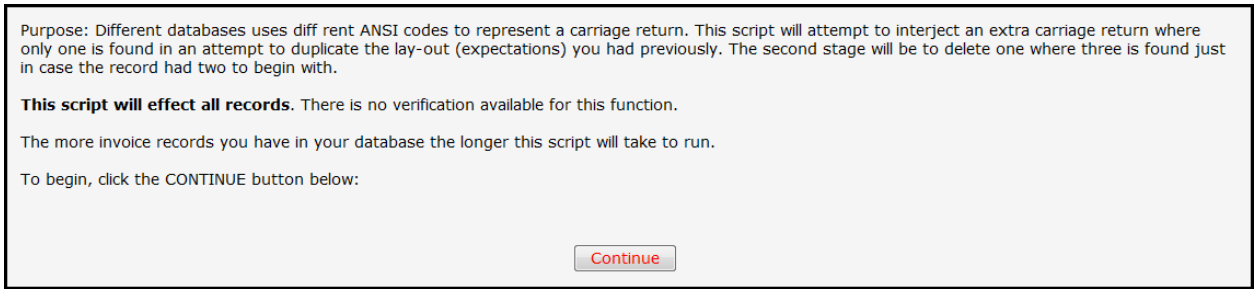
### Matter Totals Table

The Matter Totals Table calibrates the MatterTotals table in your database.



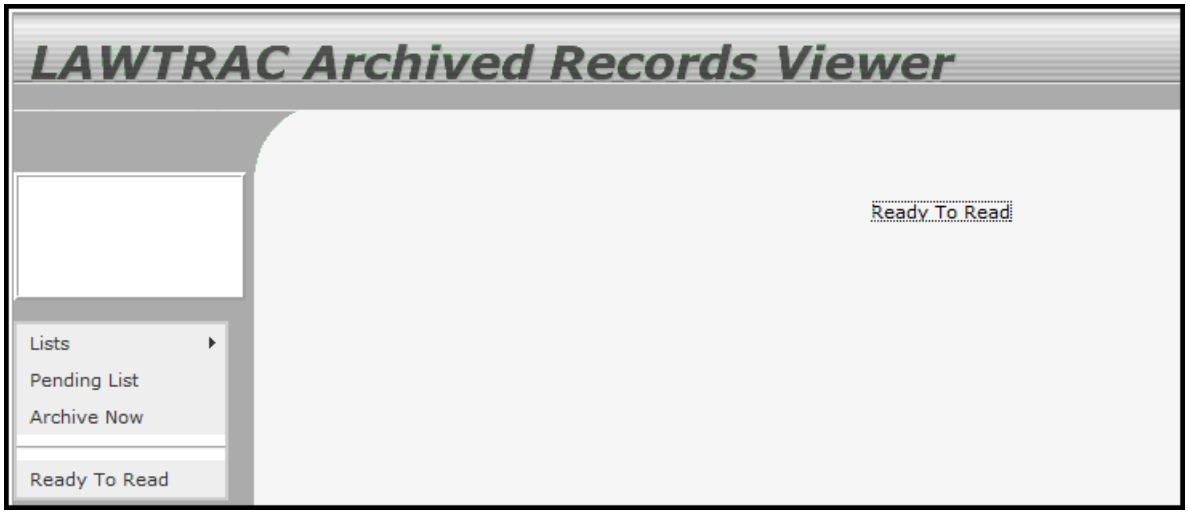

### Matter Text Carriage Returns

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.




## 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.



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.