

SUITE 8.11 SP6 RELEASE NOTES

August 2018

Suite

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ENHANCEMENTS

Suite

- In the **Calendar** module, the **Calendar** tab in the **Matters** module (eCounsel), and the **Entities** module (Secretariat), the **Calendar List** page now has two new optional columns for tasks:
 - **Completed %** indicates the percentage of a task that has been completed.
 - **Completed Date** indicates the date that a task was completed.

These two columns apply only to tasks. If the **Calendar List** page is not filtered by tasks, appointments will have no value for these fields.

Start Date	End Date	Event Type	Event Description	Status	Completed %	Completed Date
04/03/2017	12/29/2999	Task	TAASK 5		100	09/08/2017 05:00 AM
12/29/2016	05/14/2017	Task	Filing task		100	05/07/2017 05:00 AM
04/23/2017	04/24/2017	Task	Filing task		44	
04/03/2017	04/04/2017	Task	INACTIVA			

- Help links now direct the user to the appropriate area in the new Mitratesch Client Success Center.
- Due to CSC deprecating the XML Import integration method and creating an API integration, Suite has been updated to support the new API integration.
- Users can now retrieve Lobby notifications that have been dismissed by clicking the down arrow in the upper right corner of the Lobby widget, selecting **Retrieve Notifications**, and specifying the date range for the notifications to be retrieved.
- In the Suite Manager **Scheduler** component, users can now enter an API Key for the CSC Service of Process (SOP) provider task when scheduling the SOP. This new parameter is required to support the updated API from CSC.
- To prevent issues with memory, pagination has been added to the Lobby widget.

Note:

- The initial number of notifications in the lobby widget is 5 items per page. When a user changes the number of items per page, the number will revert to 5 when the user leaves and returns to the homepage.
- When the homepage has multiple Lobby widgets and a user retrieves notifications, all the retrieved alerts appear on the multiple widgets. When deleting alerts from one widget, refresh the other widgets.

Secretariat

CorpCharts

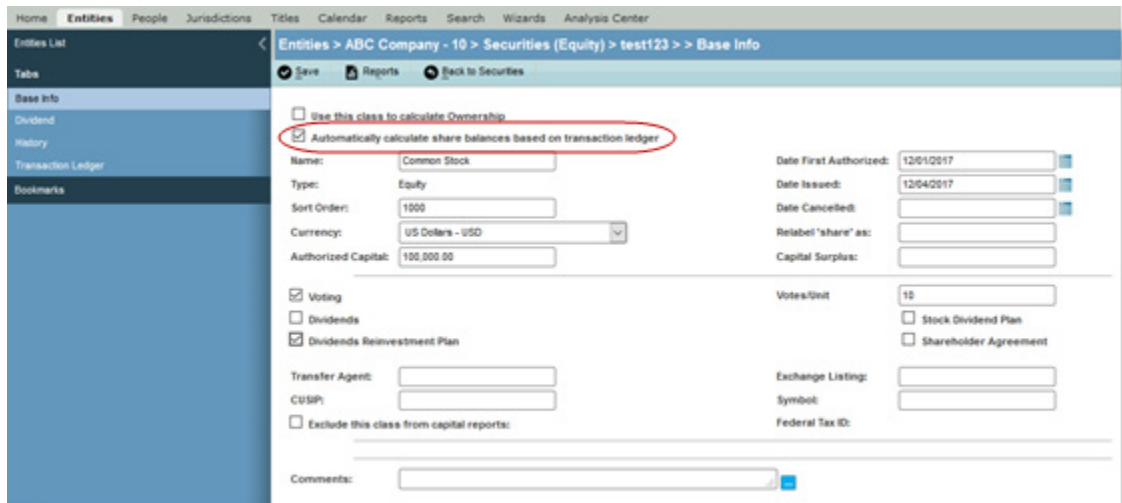
CorpCharts can now display complex ownership structures, including entities owned by multiple parents and recursive ownership. Users can configure CorpCharts to display multiple owners in a number of ways:

- Display the subsidiary under the owner who owns the highest percentage and include a footnote showing the names of other owners
- Display the subsidiary multiple times, once under each owner
- Display the subsidiary under the owner who owns the highest percentage and then draw lines to other owners if they are displayed on the chart

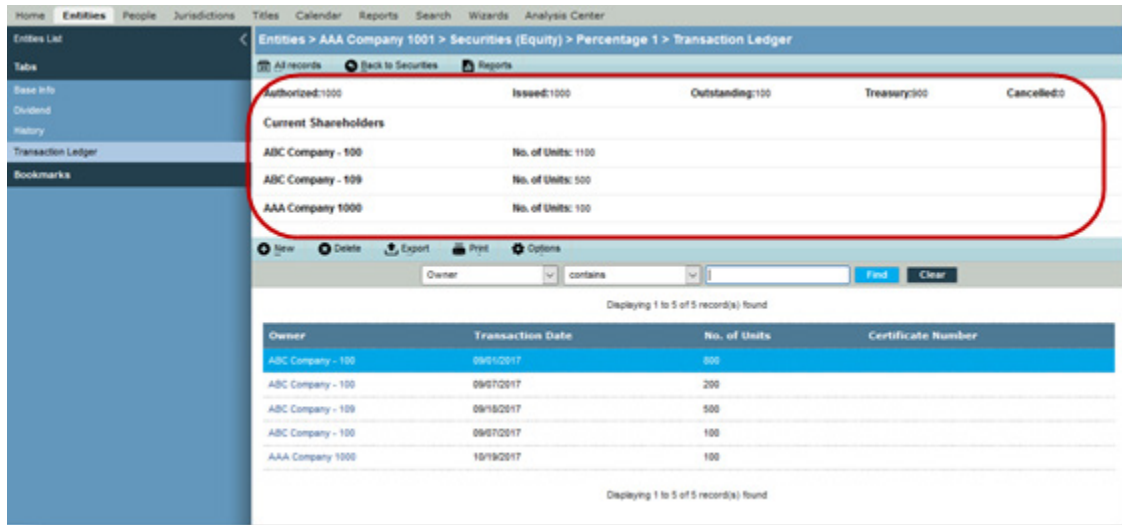
Securities

Autocalculation

- Users can now determine if share values for an individual security record can be automatically calculated based on the transaction ledger. Previously, only administrators could change this value and it was applied globally, to all records. This option is found on the Securities **Base Info** tab.



- The system now validates shares so that you cannot redeem more shares than have been issued to a particular owner.
- The **Transaction Ledger** tab now features a summary section that automatically calculates the following fields:



- **Authorized** – Total number of authorized shares. If no shares have been authorized, this field remains blank.
- **Issued** – Total number of issued shares (outstanding + treasury).
- **Outstanding** – Total number of shares owned by investors (issued – redeemed).
- **Treasury** – Total number of shares owned by the entity and available to be issued to an owner (authorized – outstanding). If no shares have been authorized, this field remains blank.
- **Cancelled** – The total number of certificated shares that have been cancelled by the entity
- **Current Shareholders** – The total ownership of shares by each current owner.
- The **History** tab now calculates the following fields from the Transaction Ledger when automatic calculation is enabled on the Securities **Base Info** tab:
 - Treasury
 - Outstanding
 - Authorized
- Previously, when a user wanted to add more shares to the authorized number of shares, they had to create a new transaction that included the new total number of shares. Now, when automatic calculation is enabled on the Securities **Base Info** tab, the value entered in the field is added to the total of the last record, and the result is displayed in the Authorized field.

If *Unlimited* is selected on the Securities (Debt) **Base Info** tab, the results will display **Unlimited** instead of the number of shares.

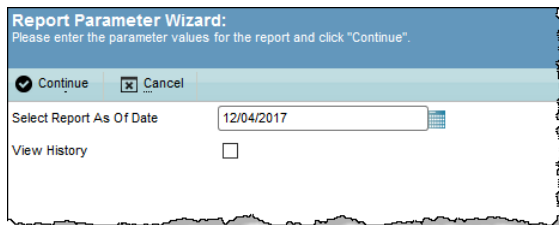
Sorting and Filtering

- On the **Dividend** tab, users can now sort security equity dividends by Declaration Date.
- On the **Distribution** tab, users can now sort security (Partnership Interests) distributions by Payment Date.
- On the **Payments** tab, users can now sort securities debt payments by Payment Debt.
- On the **Note Transaction** tab, users can now sort debt record transactions by ownership.

- On the **Transaction Ledger** tab, the records filter function has changed. When you click the *All records/Current records as of Today/Date range* icon, the **Date Range Prompt** dialog box offers three options:
 - **Current Records as of Today**
 - Summary calculations at the top of the page show the sum of all shares issued minus sum of all shares redeemed where transaction date is less than or equal to today.
 - The transaction grid shows all records where transaction date is less than or equal to today.
 - **All Records**
 - Summary calculations show the sum of all shares issued minus sum of all shares redeemed.
 - The transaction grid shows all records.
 - **Date range**
 - Summary calculations show the sum of all shares issued up until the “To” date of the filter minus all shares redeemed up until the “To” date of the filter. Note: the summary ignores the “From” date of the filter.
 - The transaction grid shows only records where transaction date falls on or between the “From” and “To” dates of the filter.
- The **Entities Summary** page now only displays current data. Historical data is no longer displayed.
- The **Securities** tab is now streamlined only to display the sections for Equity, Debt, or Partnership Interest if that entity has those types of securities.

Reports

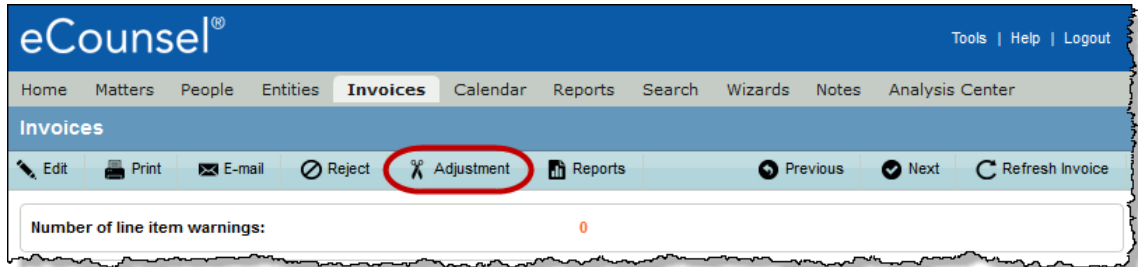
- The Securities Ownership Report now offers a *View History* option to include or omit historical information such as former owners and issue history records.



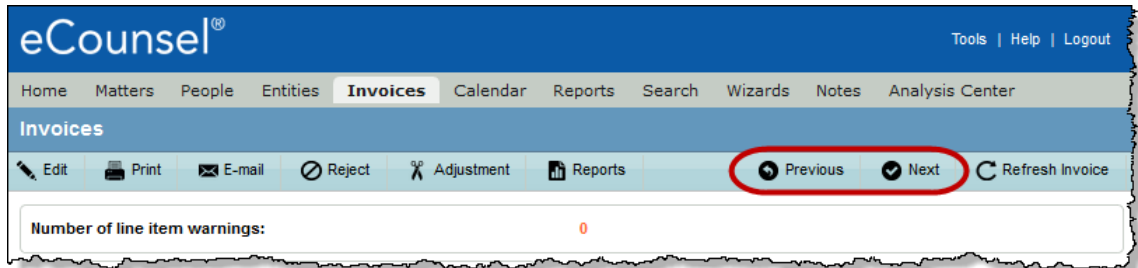
- Secretariat report footers have been rebranded with the Mitrastech company name.
- The Corporate Data sheet has been redesigned for better usability, including streamlined headers and new information for current and former owners of securities.

eCounsel

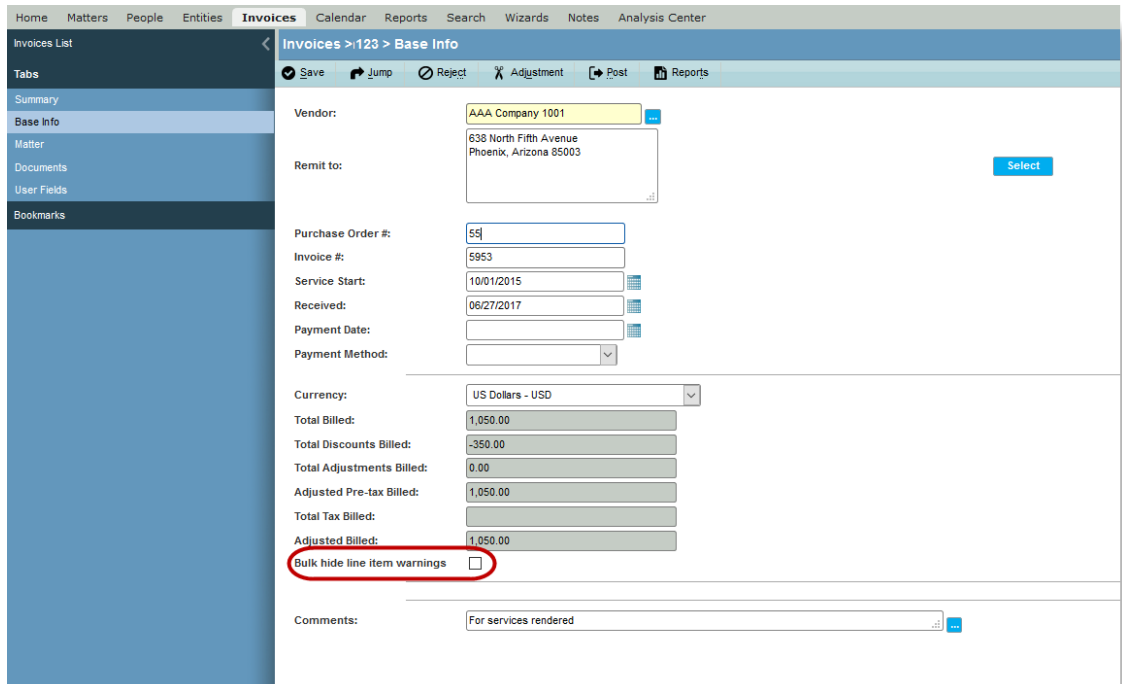
- When a user needs to make an invoice-level change to an existing invoice, the change is now called “Adjustment” instead of “Discount.”



- On the **Invoices Summary** page, users now are able to move directly to the next or previous invoice by clicking the **Next** or **Previous** button without having to go back to the **Invoice List** page. When you select a filter on the **Invoice List** page, the invoices are ordered according to that list.



- Users can now suppress all invoice line item warnings for an invoice on the **Invoices Summary** page by clicking the *Bulk hide line item warnings* checkbox on the **Base Info** tab.



- A new optional field, Posted Date, has been added to the **Invoices List** page. When users select the *Posted Invoices* filter, the field automatically appears in the grid and the user can sort on the posted dates.
- On the **Employment** tab, new columns show the Timekeeper Rate and Timekeeper Rate % Change.
- Timekeeper ID now appears as a searchable field on the **Player** tab for a matter. This ID is the Admin Number of the person if the person is a timekeeper and is also used to identify the timekeeper outside of eCounsel.

Matters > ABC Corporation - 10 (CORP-10) > Player

Displaying 1 to 3 of 3 record(s) found

Player	Player Type	Role	Timekeeper ID	Start Date	End Date	Primary Phone	Primary E-mail
Attorney West	Assigned Staff	Assisting Attorney		06/27/2017			
Castillo, Saul	Billing People and Entities	Outside Counsel Attorney	kc01	09/02/2017			salez@tech.com
Hernandez, Karen	Assigned Staff	Assisting Attorney		06/27/2017			

Displaying 1 to 3 of 3 record(s) found

- The Invoices Awaiting My Approval widget now displays invoice numbers.

Invoices Awaiting My Approval

5 Invoices Awaiting My Approval (*comments on invoice)

09/04/2017	ABC Corporation - 156	INV - COLLAB001	(*)
09/05/2017	ABC Corporation - 213	INV-COL-001	(*)
09/05/2017	ABC Corporation - 156	Invoice 001	(*)
09/06/2017	ABC Corporation - 156	Invoice Number 02	(*)
09/06/2017	ABC Corporation - 213	Invoice No 01	(*)

- Matter Name is now an option in the following invoice filters:
 - Most recently accessed invoices
 - All Invoices
 - Approved Invoices
 - Imported Invoices
 - In process invoices
 - On hold invoices
 - Paid invoices
 - Posted invoices
 - Rejected invoices

By default, the Matter Name field does not appear in the grid. If Matter Name is added to the grid, users are not able to sort on the field and performance will be slower. If an invoice involves multiple matters, only the first matter name appears.

SuperViewer

Sub-type and Region fields have been added to the Entities **Selection List** page, **Entity Information** page, and Data Sheet. Administrators can show or hide these fields by selecting the options on the **Entity Data Sheet Options** page.

Supported Software Versions

- Suite now supports Apache Tomcat 8.5 and no longer supports Apache Tomcat 8.0.
- Suite now supports Oracle WebLogic 12.2.1.
- Suite now supports Microsoft SQL Server 2016 (Microsoft Windows only, not Linux) and 2012 SP 4 (no longer SP 3).
- In addition to SAP BusinessObjects Business Intelligence Platform 4.1 SP 4, Suite now supports SP 9 which supports Microsoft SQL Server 2016. If you are using Microsoft SQL Server 2016 with Suite 8.11.0 and have an integration with Business Objects 4.1, you must upgrade to SP9 for Microsoft SQL Server 2016 support with Business Objects.

ISSUE RESOLUTIONS

In addition to a number of security updates, this service pack includes the following issue resolutions:

Update Manager

- If Update Manager attempted to delete file that was did not exist in that location, the system generated an installation error.
Tracking code: UPD-7012

Suite

- When a user deleted a calendar task that did not have a completion date, a “Delete Failed” error message would appear, but the task seemed to be deleted from the list. However, the task would reappear when the calendar list was refreshed.
Tracking code: UPD-6487
- Suite was writing log files to the JVM root folder.
Tracking code: UPD-6537
- Users can now retrieve Lobby notifications that have been dismissed by clicking the down arrow in the upper right corner of the Lobby widget, selecting **Retrieve Notifications**, and specifying the date range for the notifications to be retrieved.
Tracking code: STE-16977
- The filter for “Current Records as of Today” now displays the correct records.
Tracking code: DE8666, STE-6352
- Update manager could not uninstall update releases or service packs that included dynamic files.
Tracking code: STE-17139
- An issue was address which prevented custom rules from executing.
Tracking code: UPD-6410
- A .JAR file was removed that was causing runtime exceptions in some application server environments.
Tracking code: UPD-6733
- When using CSC, once the integration picked up the SOP XML, the XML was no longer available from CSC. If an error occurred and the XML was picked up but never imported into eCounsel, those SOP items could be lost. Now, if an error occurs, SOP items are saved on the database without attachments and when users opens the alert in the Lobby widget, they see the message, “There was an error downloading the attachment for this document.”
Tracking code: STE-3010
- When using CSC, when a user with one date format enters a time stamped comment, a user with a different date format sees the time stamp displayed exactly as the original user added it.
Tracking code: STE-3085
- When using CSC, the **Appearance and Answer Due** date in the Lobby did not obey the users’ date and time preferences.
Tracking code: STE-3055
- CSC task errors were not being logged.
Tracking code: STE-17207

- When a user executed a search in the **Search** module and clicked **Run to Report**, the system prompted the user for parameter values instead of generating a report.
Tracking code: UPD-6128
- In Microsoft Internet Explorer 11, when a user typed text in the Comments field, the text did not wrap correctly. Subsequently, when the user edited that same record, they are not able to use the up/down scroll bar but must use the ellipsis button to view or edit all of the text.
Tracking code: UPD-6370
- If user fields were created after an entity had been established but were never populated, the search results exported to Excel would have misaligned data.
Tracking code: UPD-6694
- If a user received an error stating “Please enter a valid search conditions for date field” while adding fields to include in search result in the Search module, the error message would reappear if the user clicked the **Back** link.
Tracking code: UPD-6823
- If a search contained more than 8 fields and the type was set to “Comment,” the system would return an error.
Tracking code: UPD-6524
- Browser validation was returning incorrect values.
Tracking code: UPD-7294
- Suite was writing Axis log files to the JVM root folder.
Tracking code: UPD-6675
- When using Tomcat 8.5.3, the spellcheck would return a 400 error.
Tracking code: UPD-6999

eCounsel

- If the Long Matter Name field was hidden in Matter/Base Info of the **Modules/Tabs** component of Suite Manager and a matter was added in Suite, the matter could not be edited.
Tracking code: UPD-6044
- With a Collaborati integration, when a client rejects a timekeeper from the Lobby, the timekeeper notification disappears from the Lobby but reappears the next time the synchronization task runs. When the timekeeper reappears in the Lobby, the client can now click the X button to remove the timekeeper and the notification will not reappear in the Lobby.
Tracking code: UPD-2098
- The Collaborati Vendors/Timekeepers/Codes/Matters task returned a timeout exception when syncing a large number of timekeepers. Pagination has been added to prevent this timeout exception.
Tracking code: UPD-6643
- When a user removes Lookup codes that have been synced to Collaborati, Suite Manager now displays an error message explaining that the code should not be deleted but instead made historical.
Tracking code: STE-11515
- Hiding the **Employment** tab caused errors when adding players to a matter.
Tracking code: UPD-6432
- User fields that were configured as hidden in Suite Manager would appear in the **Notes** module.
Tracking code: UPD-4407

- Sorting the log files in eCounsel caused the eCounsel console to disappear.
Tracking code: UPD-5845
- When a user created or edited an invoice detail line item and clicked **Save/New**, each Phase Code selection was duplicated in the drop-down list.
Tracking code: UPD-5577
- If a matter, people, or entity has a # in its name and a user tried to send an email on the **Summary** page, the user would be logged out and required to log in again.
Tracking code: UPD-6463
- Matter Number was not included in Matter Summary emails.
Tracking code: UPD-7341

Secretariat

- Ownership percentage was not rounding properly.
Tracking code: UPD-5425
- In the **People** module, when a user selected a person and clicked **Yes** in the **Has Documents** column in the Notes/History section, the system returned an invalid token error.
Tracking code: UPD-6464
- Various issues regarding “Unknown” dates have been addressed:
 - Date fields with “Unknown” dates were not being processed consistently. Records which contain an "Unknown" start date and no end date are now considered "active" records and records which contain an "Unknown" end date are now counted as historical.
Tracking code: STE-13601, STE-13611, STE-13663, STE-13653, STE-13801, STE-13673, STE-13683, STE-15150
 - When running a Directors/Officers Report and deselecting *Include Unknown Dates*, the officers with “Unknown” in the End Date field are no longer listed on the resulting reports.
Tracking code: STE-1480
 - In SuperViewer, the Entity Data Sheet does not display Position Holders, Positions, Registrations, or Committees, with “Unknown” dates.
Tracking code: STE-2803, STE-14952, STE-14975
 - When entering current ownership percentage information in the **Ownership** tab, the system now allows you to enter 100% of the current ownership if there is a historical entry with an “Unknown” end date.
Tracking code: STE-13442
 - Date fields with “Unknown” start and end dates were exported to a CSV file as "2999-12-30" instead of "Unknown."
Tracking code: UPD-6998
 - **Regulation** and **Partnership Agreements** tabs displayed 12/30/2999 for “Unknown” dates after the record was saved.
Tracking code: UPD-7381
- The Class of Shares description did not display in the breadcrumbs on the securities **Dividend**, **History**, and **Transaction Ledger** tabs in Edit mode.
Tracking code: STE-14402, STE-2869, DE8402
- The Registration by Entities report now lists registrations with “Unknown” registration dates.
Tracking code: STE-14385
- Read-only users can no longer edit Certificate Issued, Date Issued, and Certificate fields on the Securities **Transaction Ledger** tab.
Tracking code: STE-5863, DE7211

- When selecting records in the Global Appoint/Promote/Retire Positions wizard, selecting a record on a page persists when navigating back and forth through multiple pages of results and the report will run for all selected records.
Tracking code: STE-5323, DE5591
- When a user generates a CorpChart, the Chart Outline now displays a larger portion of the chart and the scroll bar is properly sized.
Tracking code: STE-2100, STE-14401
- When a CorpChart is downloaded from Secretariat and opened on a machine with Microsoft Visio 2013 and Microsoft Windows 10, the user no longer receives an error stating that the selected VDX file is invalid.
Tracking code: STE-14399
- CorpChart Ownership Charts now display the selected entity at the bottom of the chart.
Tracking code: STE-12340,
- CorpCharts now displays complex ownership correctly.
Tracking code: STE-14760
- In Microsoft Edge, when a user right-clicks an entity on a CorpChart and selects *Jump to Entity*, the browser now opens the entity summary page correctly without opening a tab that states "Invalid Session Token."
Tracking code: STE-15407
- The Value field on the Securities **Transaction Ledger** tab now allows for 19 characters plus 2 decimal places.
Tracking code: STE-6567
- Registration address records added in Secretariat now appear in the SuperViewer default Registrations report.
Tracking code: STE-6440
- The Internal Number field was not available in the options of the **Entity** page as a column that could be displayed on the Entity List grid.
Tracking code: UPD-5284
- When using Microsoft Internet Explorer 11, users would receive an invalid or missing token error when trying to edit the **Entity Base** Info tab.
Tracking code: UPD-2410
- When using Google Chrome, users are unable to save changes to Logical user fields that have hints.
Tracking code: UPD-6371
- For an entity that contained Former Name records, when a user changed the WorldView Site from the existing value to a new WorldView Site, the system returned an error.
Tracking code: UPD-6613
- In Secretariat, when an entity had two jurisdiction types and a user applied today as the termination date to one, it did not change the jurisdiction type to the other.
Tracking code: UPD-6873

Reports

- The Corporate Data Sheet report now sorts correctly by the Effective Date.
Tracking code: STE-13052
- The Corporate Data Sheet report now only includes historical entries from the Securities **History** tab when *History: Include* is selected on the Report Parameter Wizard; if the parameter is not selected, only the current or most relevant entry (based on the report date)

appears on the report.

Tracking code: STE-13790

- The Corporate Data Sheet report no longer repeats the same equity record for each history record from the **History** tab; the report now only shows the values from the most recent history record.
Tracking code: STE-15187
- If a user runs the Change Report by Type or Directors Officers Report and then a jurisdiction is added to the DBA name, subsequently run reports now display the updated information.
Tracking code: STE-14326
- Users are now able to hot add an entity when using Microsoft Edge as the browser.
Tracking code: STE-14389
- When using an Oracle database, the Registration by Entities report now includes historical records.
Tracking code: STE-14678
- Although the numeric values in the Corporate Data Sheet report appeared correctly in Secretariat, the numeric values were truncated in the PDF version.
Tracking code: UPD-6221

SuperViewer

- The SuperViewer default Registrations report is now easier to read and information appears more organized.
Tracking code: STE-13108
- Data sheets could not be viewed in SuperViewer.
Tracking code: UPD-7193

Mitratesh Office Link

- When using the Mitratesh Office Link Outlook add-in, if more than one user designated the same email address in the **Calendar** preferences on the **Tools** page in Suite, they would not receive invitations to events to which they were invited.
Tracking code: UPD-7151

Note: When different users have the same email assigned to them in the **Calendar** preferences, when a user with that email address is invited to an appointment, all users with that email address are invited to the appointment. When user have the same email account, the users will be added as an invitee on each auto-refresh.

- When an appointment was created with a custom **Event** category and synced with Mitratesh Office Link, the custom **Event** category was removed from eCounsel.
Tracking code: UPD-7240

Note: If you are using both eCounsel and Secretariat, set a single Custom Event category for all modules (eCounsel and Secretariat calendar modules and tabs) in all levels (for appointments, for tasks, and for general calendar).

- When a user creates a calendar event in eCounsel, the matter name does not appear in the event on the user's Outlook calendar.
Tracking code: UPD-7356
- When an event is deleted from eCounsel, it is not removed from the user's Outlook calendar.
Tracking code: UPD-7356

- Updating or deleting event categories from Lookups in Suite Manager would remove the event category from Outlook appointments.
Tracking code: UPD-7316
- When a user opened a calendar item when logged into Mitrtech Office Link, occasionally a Microsoft .NET Framework exception occurred. If a random exception continues to occur, uninstall the Mitrtech Office Link Outlook add-in and delete the Mitrtech folder from the personal user folder in AppData before re-installing the add-in.
Tracking code: UPD-7278

Suite Manager

- Users would receive an overflow error when they used the mouse scroll wheel to scroll down the list of fields in the **User Fields** component in Suite Manager. **Workaround:** If you are using Microsoft Windows 10, change the Windows mouse setting for *Scroll inactive windows when I hover over them* to **Off**.
Tracking code: UPD-6396

UPGRADE CONSIDERATIONS

The purpose of this section is to provide Suite clients with information to help them analyze the potential impact of upgrading to Version 8.11.

SAP BusinessObjects Business Intelligence Platform 4.1

- If you are using Microsoft SQL Server 2016 with Suite 8.11.0 and have an integration with Business Objects 4.1, you must upgrade to SP9 for Microsoft SQL Server 2016 support with Business Objects.

Changes to the Database for Suite 8.11 SP6

For non-system tables, the changes to the database are noted when updating Suite 8.11 to SP6.

EntityChangeReport

- Modified view.

Invoice

- Added the HideLineImportWarning field
- Added the AdJustmentPercent field

Security

- Added the HistoryAutoCalc field.
- Removed “Bridgeway” from “Bridgeway Document Vault Access.”

SecurityIssued

- Added the CheckAuthorized field.

SecurityTransaction

- Added new field CertificateCancelDate
- Removed settings for boxir3.
- Removed settings for email invoices.

TotalHolderTran

- Added function.

V_SecurityOwner

- Modified view.

viewProfile

- Added the R_DFVALUES_ON_VPC trigger.

ViewProfileColumn

- Added initial data to set up hidden fields.

KNOWN ISSUES

eCounsel

- If the list options sorting has been cleared on the Invoices List page, the user will not see the same order of invoices when using the invoice **Next/Previous** buttons as the user sees on the Invoices List page. To solve this issue, sort the Invoices List page before using the **Next** and **Previous** buttons on the invoices.
- On the Invoices Awaiting My Approval widget, Next and Previous buttons appear even if it is the first or last invoice.
Tracking code: STE-16202
- When Posted Date is added to the Posted Invoice filter, the Posted Date is available in all filters except the Invoices Awaiting My Approval filter. When a user searches by Posted Date on the Invoices Awaiting My Approval Filter, the system returns an error.
Tracking code: STE-17219

Secretariat

- On a CorpChart that has many entities using the circle shape, some sections may not display correctly and connection lines may not connect completely. As a workaround, use a different shape.
Tracking code: STE-16969
- In CorpCharts, when using the “Resize shape to fit text” option with the square shape, the squares do not resize and text overlaps the shape.
Tracking code: STE-16975
- In CorpCharts, when a user removes an entity that has sub-entities through Visio, the chart can no longer be generated through Secretariat. Secretariat is the system of record; make updates to entities in Secretariat and regenerate the chart.
Tracking code: STE-16951

INSTALLATION

Dependencies

This service pack requires the previous installation of the following:

- **bsiupdater109.ear, bsiupdater109.war, bsiupdater109_embedded.zip**
- **suite8.11.0.sp5.1**
- **boxir4-suite8.11.0.sp5.1** if using Business Objects

Note: Update Manager 109, included with SP6, must be installed prior to installing Suite 8.11 SP6.

This service pack includes an update to the following:

- Update Manager (**bsiupdater109.ear, bsiupdater109.war, bsiupdater109_embedded.zip**)
- Suite (**suite8.11.0.sp6.2**)
- Suite Manager (**SuiteManager.exe**)
- boxir4 if using Business Objects (**boxir4-suite8.11.0.sp6.2**)
- Mitratech Office Link

One of the following scripts needs to be run against the database:

- suite8.11.0.sp6.2-Scripts-Oracle
- suite8.11.0.sp6.2-Scripts-SQL

The following reports need to be re-imported:

- Active Matters By Assigned Staff
- Active Matters By Billing People and Entities
- Active Matters By Legal Section
- Active Matters By Matter Type
- Actual vs. Budget by Matter
- Agent List Report
- All Appointments and Tasks Report by Entity
- All Appointments and Tasks Report by User
- All Open Tasks Report
- Business Unit Allocation
- Business Unit Cost Allocation
- Calendar Appointments by Matter
- Calendar Appointments by User
- Calendar Tasks by Matter
- Calendar Tasks by User

- Change Report by Entity Name
- Change Report by Type
- Corporate Data Sheet
- Cost by Billing People and Entities by Name
- Cost by Legal Section
- Cost by Matter Type
- Cost by Product
- Cost by Vendor Total
- Cost by Vendor
- Cost over Time
- Directors Officers Report
- Entity History Report
- Entity List Report
- Entity Name Report
- Entity Narratives Report
- Entity Overview
- Equity Transaction Ledger Report
- Filing Tasks by Due Date
- Filing Tasks by Jurisdiction
- Invoice Detail Report
- Invoice Recap Report
- Invoice Status Report
- Invoice Summary Report
- Law FirmVendor Selection Report
- Matter Accrual Report
- Matter By Resources
- Matter Damages
- Matter Evaluation and Status Report
- Matter Obligations
- Matter Review
- Open Tasks Report by Entity
- Other Invoices for this Matter
- Other Invoices for this Vendor
- Overdue Tasks Report by User
- People List Report
- People Narratives Report
- People Profile Report

- Person Overview
- Phase Cost by Vendor
- Positions by Entity
- Positions Held Report
- Progress Notes by Date
- Registrations by Entity Report
- Registrations Report by Jurisdiction
- Secretariat System Audit Report
- Securities Ownership Report
- Staff Workload
- Subsidiaries and Affiliates Report
- Subsidiary Hierarchy Report
- Title List Report
- Titles Report
- Today's Appointments Report by User
- Total Cost by Matter

Update Manager Installation Instructions

See the *Update Manager Installation Guide* for instructions on installing Update Manager. Update Manager must be installed before installing Suite 8.11 SP6.

Suite Installation Instructions

1. Stop the Bridgeway Suite application on the Java application server.
2. Use Update Manager to install the **suite8.11.0.sp6.2** update. Update Manager will back up the following files:
 - index.htm
 - corpcharts\Aspose.Diagram.lic
 - corpcharts\Bridgeway Charts.vsx
 - corpcharts\Bridgeway Charts.vtx
 - corpcharts\visioblankdrawing-vdx.xml
 - cshomepage\cshp_top.htm
 - css\corpcharts.css
 - css\global.css
 - css\secr_securities.css
 - esapi4js\esapi.js
 - htm\urlsub.htm
 - htm\secretariat\wizards\copydatawizard_hidden.htm
 - htm\secretariat\wizards\globalaprwizard_hidden.htm
 - images\mitratech\mt-logo.png
 - javascript\bsi_hotkey_manager.js

- javascript\lib\yui\251\assets\treeview\img\folders\tp.gif
- javascript\lib\yui\251\assets\treeview\img\folders\tph.gif
- javascript\lib\yui\251\assets\treeview\img\folders\vlne.gif
- javascript\lib\yui\251\assets\treeview\skins\sam\treeview-loading.gif
- javascript\lib\yui\251\assets\treeview\skins\sam\treeview-skin.css
- javascript\lib\yui\251\assets\treeview\skins\sam\treeview-sprite.gif
- javascript\lib\yui\251\assets\treeview\skins\sam\treeview.css
- javascript\lib\yui\251\build\animation\animation.js
- javascript\lib\yui\251\build\assets\skins\sam\asc.gif
- javascript\lib\yui\251\build\assets\skins\sam\autocomplete.css
- javascript\lib\yui\251\build\assets\skins\sam\blankimage.png
- javascript\lib\yui\251\build\assets\skins\sam\button.css
- javascript\lib\yui\251\build\assets\skins\sam\calendar.css
- javascript\lib\yui\251\build\assets\skins\sam\colorpicker.css
- javascript\lib\yui\251\build\assets\skins\sam\container.css
- javascript\lib\yui\251\build\assets\skins\sam\datatable.css
- javascript\lib\yui\251\build\assets\skins\sam\desc.gif
- javascript\lib\yui\251\build\assets\skins\sam\dt-arrow-dn.png
- javascript\lib\yui\251\build\assets\skins\sam\dt-arrow-up.png
- javascript\lib\yui\251\build\assets\skins\sam\editor-knob.gif
- javascript\lib\yui\251\build\assets\skins\sam\editor-sprite-active.gif
- javascript\lib\yui\251\build\assets\skins\sam\editor-sprite.gif
- javascript\lib\yui\251\build\assets\skins\sam\editor.css
- javascript\lib\yui\251\build\assets\skins\sam\header_background.png
- javascript\lib\yui\251\build\assets\skins\sam\hue_bg.png
- javascript\lib\yui\251\build\assets\skins\sam\imagecropper.css
- javascript\lib\yui\251\build\assets\skins\sam\layout.css
- javascript\lib\yui\251\build\assets\skins\sam\layout_sprite.png
- javascript\lib\yui\251\build\assets\skins\sam\logger.css
- javascript\lib\yui\251\build\assets\skins\sam\menu-button-arrow-disabled.png
- javascript\lib\yui\251\build\assets\skins\sam\menu-button-arrow.png
- javascript\lib\yui\251\build\assets\skins\sam\menu.css
- javascript\lib\yui\251\build\assets\skins\sam\menubaritem_submenuindicator.png
- javascript\lib\yui\251\build\assets\skins\sam\menubaritem_submenuindicator_disabled.png
- javascript\lib\yui\251\build\assets\skins\sam\menuitem_checkbox.png
- javascript\lib\yui\251\build\assets\skins\sam\menuitem_checkbox_disabled.png
- javascript\lib\yui\251\build\assets\skins\sam\menuitem_submenuindicator.png
- javascript\lib\yui\251\build\assets\skins\sam\menuitem_submenuindicator_disabled.png
- javascript\lib\yui\251\build\assets\skins\sam\picker_mask.png
- javascript\lib\yui\251\build\assets\skins\sam\profilerviewer.css

- javascript\lib\yui\251\build\assets\skins\sam\resize.css
- javascript\lib\yui\251\build\assets\skins\sam\simpleeditor.css
- javascript\lib\yui\251\build\assets\skins\sam\skin.css
- javascript\lib\yui\251\build\assets\skins\sam\split-button-arrow-active.png
- javascript\lib\yui\251\build\assets\skins\sam\split-button-arrow-disabled.png
- javascript\lib\yui\251\build\assets\skins\sam\split-button-arrow-focus.png
- javascript\lib\yui\251\build\assets\skins\sam\split-button-arrow-hover.png
- javascript\lib\yui\251\build\assets\skins\sam\split-button-arrow.png
- javascript\lib\yui\251\build\assets\skins\sam\sprite.png
- javascript\lib\yui\251\build\assets\skins\sam\tabview.css
- javascript\lib\yui\251\build\assets\skins\sam\treeview-loading.gif
- javascript\lib\yui\251\build\assets\skins\sam\treeview-sprite.gif
- javascript\lib\yui\251\build\assets\skins\sam\treeview.css
- javascript\lib\yui\251\build\assets\skins\sam\wait.gif
- javascript\lib\yui\251\build\assets\skins\sam\yuitest.css
- javascript\lib\yui\251\build\autocomplete\autocomplete.js
- javascript\lib\yui\251\build\autocomplete\assets\autocomplete-core.css
- javascript\lib\yui\251\build\autocomplete\assets\skins\sam\autocomplete-skin.css
- javascript\lib\yui\251\build\autocomplete\assets\skins\sam\autocomplete.css
- javascript\lib\yui\251\build\base\base-min.css
- javascript\lib\yui\251\build\base\base.css
- javascript\lib\yui\251\build\button\button.js
- javascript\lib\yui\251\build\button\assets\button-core.css
- javascript\lib\yui\251\build\button\assets\skins\sam\button-skin.css
- javascript\lib\yui\251\build\button\assets\skins\sam\button.css
- javascript\lib\yui\251\build\button\assets\skins\sam\menu-button-arrow-disabled.png
- javascript\lib\yui\251\build\button\assets\skins\sam\menu-button-arrow.png
- javascript\lib\yui\251\build\button\assets\skins\sam\split-button-arrow-active.png
- javascript\lib\yui\251\build\button\assets\skins\sam\split-button-arrow-disabled.png
- javascript\lib\yui\251\build\button\assets\skins\sam\split-button-arrow-focus.png
- javascript\lib\yui\251\build\button\assets\skins\sam\split-button-arrow-hover.png
- javascript\lib\yui\251\build\button\assets\skins\sam\split-button-arrow.png
- javascript\lib\yui\251\build\calendar\calendar.js
- javascript\lib\yui\251\build\calendar\assets\calendar-core.css
- javascript\lib\yui\251\build\calendar\assets\calendar.css
- javascript\lib\yui\251\build\calendar\assets\calgrad.png
- javascript\lib\yui\251\build\calendar\assets\callt.gif
- javascript\lib\yui\251\build\calendar\assets\calrt.gif
- javascript\lib\yui\251\build\calendar\assets\calx.gif
- javascript\lib\yui\251\build\calendar\assets\skins\sam\calendar-skin.css

- javascript\lib\yui\251\build\calendar\assets\skins\sam\calendar.css
- javascript\lib\yui\251\build\charts\charts-experimental.js
- javascript\lib\yui\251\build\charts\assets\charts.swf
- javascript\lib\yui\251\build\colorpicker\colorpicker.js
- javascript\lib\yui\251\build\colorpicker\assets\colorpicker_core.css
- javascript\lib\yui\251\build\colorpicker\assets\hue_thumb.png
- javascript\lib\yui\251\build\colorpicker\assets\picker_mask.png
- javascript\lib\yui\251\build\colorpicker\assets\picker_thumb.png
- javascript\lib\yui\251\build\colorpicker\assets\skins\sam\colorpicker-skin.css
- javascript\lib\yui\251\build\colorpicker\assets\skins\sam\colorpicker.css
- javascript\lib\yui\251\build\colorpicker\assets\skins\sam\hue_bg.png
- javascript\lib\yui\251\build\colorpicker\assets\skins\sam\picker_mask.png
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- javascript\lib\yui\251\build\container\container.js
- javascript\lib\yui\251\build\container\container_core.js
- javascript\lib\yui\251\build\container\assets\alrt16_1.gif
- javascript\lib\yui\251\build\container\assets\blck16_1.gif
- javascript\lib\yui\251\build\container\assets\close12_1.gif
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- javascript\lib\yui\251\build\container\assets\container.css
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- javascript\lib\yui\251\build\datatable\datatable-beta.js
- javascript\lib\yui\251\build\datatable\assets\datatable-core.css
- javascript\lib\yui\251\build\datatable\assets\datatable.css
- javascript\lib\yui\251\build\datatable\assets\skins\sam\datatable-skin.css
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- javascript\lib\yui\251\build\editor\simpleeditor-beta.js
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- javascript\lib\yui\251\build\menu\assets\menubaritem_submenuindicator_selected.png
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- javascript\lib\yui\251\build\menu\assets\menu_down_arrow_disabled.png
- javascript\lib\yui\251\build\menu\assets\menu_up_arrow.png
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- javascript\lib\yui\251\build\menu\assets\skins\sam\menu.css
- javascript\lib\yui\251\build\menu\assets\skins\sam\menubaritem_submenuindicator.png
- javascript\lib\yui\251\build\menu\assets\skins\sam\menubaritem_submenuindicator_disabled.png
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- javascript\lib\yui\251\build\profilerviewer\profilerviewer-beta.js
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- javascript\lib\yui\251\build\resize\assets\skins\sam\resize-skin.css
- javascript\lib\yui\251\build\resize\assets\skins\sam\resize.css
- javascript\lib\yui\251\build\selector\selector-beta.js
- javascript\lib\yui\251\build\slider\slider.js
- javascript\lib\yui\251\build\tabview\tabview.js
- javascript\lib\yui\251\build\tabview\assets\border_tabs.css
- javascript\lib\yui\251\build\tabview\assets\loading.gif
- javascript\lib\yui\251\build\tabview\assets\skin-sam.css
- javascript\lib\yui\251\build\tabview\assets\tabview-core.css

- javascript\lib\yui\251\build\tabview\assets\tabview.css
- javascript\lib\yui\251\build\tabview\assets\skins\sam\tabview-skin.css
- javascript\lib\yui\251\build\tabview\assets\skins\sam\tabview.css
- javascript\lib\yui\251\build\treeview\treeview.js
- javascript\lib\yui\251\build\treeview\assets\sprite-menu.gif
- javascript\lib\yui\251\build\treeview\assets\sprite-orig.gif
- javascript\lib\yui\251\build\treeview\assets\treeview-core.css
- javascript\lib\yui\251\build\treeview\assets\treeview-loading.gif
- javascript\lib\yui\251\build\treeview\assets\treeview-menu.css
- javascript\lib\yui\251\build\treeview\assets\treeview.css
- javascript\lib\yui\251\build\treeview\assets\skins\sam\treeview-loading.gif
- javascript\lib\yui\251\build\treeview\assets\skins\sam\treeview-skin.css
- javascript\lib\yui\251\build\treeview\assets\skins\sam\treeview-sprite.gif
- javascript\lib\yui\251\build\treeview\assets\skins\sam\treeview.css
- javascript\lib\yui\251\build\uploader\uploader-experimental.js
- javascript\lib\yui\251\build\uploader\assets\uploader.swf
- javascript\lib\yui\251\build\yuiloader\yuiloader-beta.js
- javascript\lib\yui\251\build\yuitest\yuitest.js
- javascript\lib\yui\251\build\yuitest\yuitest_core.js
- javascript\lib\yui\251\build\yuitest\assets\testlogger.css
- javascript\lib\yui\251\build\yuitest\assets\yuitest-core.css
- javascript\lib\yui\251\build\yuitest\assets\skins\sam\yuitest-skin.css
- javascript\lib\yui\251\build\yuitest\assets\skins\sam\yuitest.css
- javascript\secretariat\corpcharts.js
- reports\cdo.map
- reports\cdoview.xsl
- reports\cds.map
- reports\cds.xsl
- reports\ciq.map
- reports\ciqview.xsl
- reports\custcds.map
- reports\custppr.map
- reports\format_number.xsl
- reports\ppr.map
- reports\subs.map
- toplink\BSICommon\BSICommon.project
- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupCompany.descriptor
- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupCompany.topclass
- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupEntity.descriptor
- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupEntity.topclass

- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupPlayerPerson.descriptor
- toplink\BSICommon\com.bsi.dataclasses.bsicommon.LkupPlayerPerson.topclass
- toplink\Calendar\Calendar.project
- toplink\CorpSecrHomePage\com.bsi.dataclasses.cshomepage.Company.descriptor
- toplink\CorpSecrHomePage\com.bsi.dataclasses.cshomepage.Company.topclass
- toplink\CorpSecrHomePage\com.bsi.dataclasses.cshomepage.Entity.topclass
- toplink\CorpSecrHomePage\CorpSecrHomePage.project
- toplink\Invoice\com.bsi.dataclasses.invoice.Invoice.descriptor
- toplink\Invoice\com.bsi.dataclasses.invoice.Invoice.topclass
- toplink\Invoice\Invoice.project
- toplink\Invoice\Invoice.table
- toplink\Jurisdiction\Jurisdiction.project
- toplink\Matter\Matter.project
- toplink\PeopleEntity\PeopleEntity.project
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.Entity.descriptor
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.Entity.topclass
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.Security.descriptor
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.Security.topclass
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.SecurityIssued.descriptor
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.SecurityIssued.topclass
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.SecurityTransaction.descriptor
- toplink\SecrEntity\com.bsi.dataclasses.secretariat.entity.SecurityTransaction.topclass
- toplink\SecrEntity\Entity.project
- toplink\SecrEntity\Security.table
- toplink\SecrEntity\SecurityIssued.table
- toplink\SecrEntity\SecurityTransaction.table
- toplink\SecrPeople\People.project
- toplink\Wizards\Wizards.project
- WEB-INF\server-config.wsdd
- WEB-INF\classes\com\bridgeway\api\utilities\XmlUtilities.class
- WEB-INF\classes\com\bridgeway\jdbc\OraDriver.class
- WEB-INF\classes\com\bridgeway\jdbc\SqlConnection.class
- WEB-INF\classes\com\bridgeway\lobby\ILobbyItem.class
- WEB-INF\classes\com\bridgeway\lobby\LobbyEngine.class
- WEB-INF\classes\com\bridgeway\lobby\serviceclients\consumer\sop\CSCConsumer.class
- WEB-INF\classes\com\bridgeway\lobby\serviceclients\providers\sop\csc\CSCSOPCustomData.class
- WEB-INF\classes\com\bridgeway\lobby\serviceclients\providers\sop\csc\CSCSOPDocument.class
- WEB-INF\classes\com\bridgeway\lobby\serviceclients\providers\sop\csc\CSCSOPDocumentService.class

- WEB-INF\classes\com\bridgeway\lobby\serviceclients\providers\sop\csc\SOPDetail.class
- WEB-INF\classes\com\bridgeway\search\fulltext\api\handlers\TextMiningWordDocHandler.class
- WEB-INF\classes\com\bridgeway\search\fulltext\api\handlers\XLSXHandler.class
- WEB-INF\classes\com\bridgeway\search\fulltext\api\lucene\LuceneReader.class
- WEB-INF\classes\com\bridgeway\suite\report\boreport\util\BSICrypt.class
- WEB-INF\classes\com\bridgeway\utilities\AppLoggerUtil.class
- WEB-INF\classes\com\bridgeway\utilities\BSICrypt.class
- WEB-INF\classes\com\bsi>alerts\AlertEngine.class
- WEB-INF\classes\com\bsi>alerts\AlertProfileList.class
- WEB-INF\classes\com\bsi>alerts\AlertService.class
- WEB-INF\classes\com\bsi>alerts\LimitedEditRightsItemAdded.class
- WEB-INF\classes\com\bsi>alerts\UnimplementedMethodException.class
- WEB-INF\classes\com\bsi>alerts\ecounsel\AbstractCSCLobbyItemAdded.class
- WEB-INF\classes\com\bsi>alerts\ecounsel\AbstractDemoLobbyItemAdded.class
- WEB-INF\classes\com\bsi>alerts\ecounsel\AbstractNRAILobbyItemAdded.class
- WEB-INF\classes\com\bsi>alerts\ecounsel\CollaboratiTimekeeperLobbyItemAdded.class
- WEB-INF\classes\com\bsi>alerts\ecounsel\CollaboratiVendorLobbyItemAdded.class
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- xls\bsicommon\editlicense.xml
- xls\bsicommon\editlobbycomments.xml
- xls\bsicommon\edittemplates.xml
- xls\bsicommon\entitycalendarlist.xml
- xls\bsicommon\errorpage.xml
- xls\bsicommon\listtemplates.xml
- xls\bsicommon\logbrowser.xml
- xls\bsicommon\loginprompt.xml
- xls\bsicommon\outputlist.xml
- xls\bsicommon\summarytemplates.xml
- xls\bsicommon\tools.xml
- xls\bsicommon\toolstemplates.xml
- xls\bsicommon\userfieldcommon.xml
- xls\bsicommon\userfieldslist.xml
- xls\cshomepage\customizecds.xml
- xls\cshomepage\entitydocumentfiledocumentlist.xml
- xls\cshomepage\homepage.xml
- xls\cshomepage\hp_daterangeprompt.xml
- xls\cshomepage\hp_entitylist.xml
- xls\cshomepage\hp_entityview.xml
- xls\cshomepage\updatecustomizecds.xml
- xls\elobby\sop_newmatter.xml
- xls\homepage\homepagetemplates.xml
- xls\invoice\invoiceapprovedlist.xml
- xls\invoice\invoicebaseinfo.xml
- xls\invoice\invoicedetailview.xml
- xls\invoice\invoicediscount.xml
- xls\invoice\invoicelist.xml
- xls\invoice\invoicereject.xml
- xls\invoice\invoicesummary.xml
- xls\invoice\invoicesummary_templates.xml
- xls\invoice\matterinvoicelist.xml
- xls\invoice\matterinvoiceview.xml
- xls\invoice\myinvoiceapprovallist.xml

- xsl\jurisdiction\agentlist.xsl
- xsl\jurisdiction\agentview.xsl
- xsl\jurisdiction\selectagentlist.xsl
- xsl\matter\matterbaseinfo.xsl
- xsl\matter\matterdamageview.xsl
- xsl\matter\matterdocumentviewcommon.xsl
- xsl\matter\matterdocumentview_deposition.xsl
- xsl\matter\matterdocumentview_discovery.xsl
- xsl\matter\matterdocumentview_email.xsl
- xsl\matter\matterdocumentview_exhibit.xsl
- xsl\matter\matterdocumentview_narrative.xsl
- xsl\matter\matterdocumentview_pleading.xsl
- xsl\matter\matterdocumentview_progressnote.xsl
- xsl\matter\matterdocumentview_records.xsl
- xsl\matter\matterlisttemplates.xsl
- xsl\matter\matterplayerlist.xsl
- xsl\matter\mattersummary.xsl
- xsl\peopleentity\companysummary.xsl
- xsl\peopleentity\courtsummary.xsl
- xsl\peopleentity\documentview.xsl
- xsl\peopleentity\peopleemploymentlist.xsl
- xsl\peopleentity\peoplelist.xsl
- xsl\peopleentity\peoplesummary.xsl
- xsl\SecrEntity\companysummary.xsl
- xsl\SecrEntity\companysummary_securities.xsl
- xsl\SecrEntity\companyview.xsl
- xsl\SecrEntity\corpchartswiz.xsl
- xsl\SecrEntity\corpchartswizard_changes.xsl
- xsl\SecrEntity\corpchartswizard_changesoutline.xsl
- xsl\SecrEntity\corpchartswizard_changesoutlineprint.xsl
- xsl\SecrEntity\corpchartswizard_outline.xsl
- xsl\SecrEntity\corpchartswizard_outlineprint.xsl
- xsl\SecrEntity\corpcharts_prefs.xsl
- xsl\SecrEntity\corpmeetingwizard_dates.xsl
- xsl\SecrEntity\entitylist.xsl
- xsl\SecrEntity\equityview.xsl
- xsl\SecrEntity\globalaprwizard_page2.xsl
- xsl\SecrEntity\noteshistoryview.xsl
- xsl\SecrEntity\ownershiplist.xsl
- xsl\SecrEntity\ownershipview.xsl

- xsl\SecrEntity\partnershipagreementview.xsl
- xsl\SecrEntity\positionslist.xsl
- xsl\SecrEntity\regulationsview.xsl
- xsl\SecrEntity\securitydebtdividendlist.xsl
- xsl\SecrEntity\securitydebttransactionlist.xsl
- xsl\SecrEntity\securitydividendlist.xsl
- xsl\SecrEntity\securitydividendview.xsl
- xsl\SecrEntity\securityissuedlist.xsl
- xsl\SecrEntity\securityissuedview.xsl
- xsl\SecrEntity\securitylist.xsl
- xsl\SecrEntity\securitypidividendlist.xsl
- xsl\SecrEntity\securitypidividendview.xsl
- xsl\SecrEntity\securitypittransactionlist.xsl
- xsl\SecrEntity\securitypittransactionview.xsl
- xsl\SecrEntity\securitytransactionlist.xsl
- xsl\SecrEntity\securitytransactionview.xsl
- xsl\SecrEntity\updatecorpchartswiz.xsl
- xsl\SecrPeople\globaprwitztitleheldlist.xsl
- xsl\SecrPeople\noteshistoryfilelist.xsl
- xsl\SecrPeople\peoplelist.xsl
- xsl\SecrPeople\peoplesummary.xsl
- xsl\SecrPeople\peoplesummary_noteshistory.xsl
- xsl\SecrPeople\titleheldview.xsl
- xsl\widgets\alerts_lobby.xsl
- xsl\widgets\ecounsel\invoicesawaitingmyapproval.xsl
- xsl\widgets\secretariat\mrentities.xsl
- xsl\wizards\wizardslist.xsl
- xsl\wizards\wizardsview.xsl

3. Use Update Manager to install the **boxir4-suite8.11.0.sp6.2** update. Update Manager will back up the following files:

- crystalreportviewers\js\FlexParameterBridge.js
- crystalreportviewers\js\prompts_param.js
- crystalreportviewers\js\API\Event.js
- crystalreportviewers\js\crviewer\crv.js
- crystalreportviewers\js\crviewer\html.js
- crystalreportviewers\js\crviewer\PromptPage.js
- crystalreportviewers\js\crviewer\Toolbar.js
- crystalreportviewers\js\dhtml\lib\dom.js
- crystalreportviewers\js\log4javascript\log4javascript_production_uncompressed.js
- crystalreportviewers\js\log4javascript\log4javascript_uncompressed.js
- crystalreportviewers\js\MochiKit\DOM.js

- crystalreportviewers\js\MochiKit\lter.js
 - crystalreportviewers\js\MochiKit\Visual.js
 - crystalreportviewers\prompting\js\promptengine_calendar2.js
 - WEB-INF\server-config.wsdd
4. Restart the Bridgeway Suite application on the Java application server.

Suite Manager Installation Instructions

1. Uninstall the current instance of Suite Manager.
2. Extract the files from the **Suite Manager.zip** file.
3. Start the installation program for Suite Manager located in the directory in which the **Suite Manager.EXE** file was extracted.
4. Click **Next** on the **Welcome** screen.
5. On the **License Key** screen, type the license key in the text box and click **Next**.
6. On the **Choose Destination Location** screen, confirm that the Destination Folder is the desired directory location for the program files.
7. On the **Start Installation** screen, click **Next** to begin the installation process.
8. A progress screen will display. You can abort the installation at any time by clicking **Cancel**.
9. On the **Installation Complete** screen, click **Finish**.

Database Function Install Instructions

1. Using your preferred database tool (SQL Server Management Studio, Oracle's RMAN utility, Oracle's export data pump utility, etc.), make a backup of your Suite database.
5. Login to your query tool as an administrative user.
6. Open the appropriate scripts .ZIP file for your database:
 - **suite8.11.0.sp6.2-Scripts-Oracle.zip** for Oracle databases
 - **suite8.11.0.sp6.2-Scripts-SQL.zip** for SQL databases
7. Open and run the SQL script.

Report Template Installation Instructions

1. Unzip the appropriate report packages for your configuration, depending on which reports, database, and report server are being used:
 - SQL Server or Oracle for your database (the zip files are labeled accordingly)
 - i-net Crystal Reports or SAP BusinessObjects for your report server (the zip files for BusinessObjects are labeled BOE)

You will need to reimport each report individually.
2. Open eCounsel and click the **Reports** module.
3. On the **Reports List** page, click the report to be updated and then click the **Reimport** button.
4. On the **Reports dialog** box, browse to the location for the corresponding .RPT file included with this update release and click the **Upload** button.
5. Click **OK** on the message box.
6. Repeat steps 3 through 5 for each report.

Mitratech Office Link Installation Instructions

1. Uninstall the existing add-ins using the “Add and Remove” feature in the Microsoft Windows Control Panel or by double-clicking the original installation files and selecting the *Remove Mitratech Office Link Add-in* option.
2. Delete the **Mitratech** folder from C:\Users\Default\AppData\Roaming\ and C:\Users\User’s personal folder\AppData\Roaming\
3. Extract the contents of **MitratechOutlookAddInSetup.zip**.
4. Click the **setup.exe** file to run the installer and follow the instructions on the installation wizard.
5. When prompted, enter the appropriate information:
 - In the Login URL field, type the login URL in the following format:

https://<ServerName>:<Port>/<Context>/outlook-office/v1/~<DatabaseName>/

where:

<ServerName> is the name of the application server

<Port> is the port used for connection

<Context> is the context name for Suite

<DatabaseName> is the database display name of the database being accessed (found on the Database Properties Administrator page)

For example: https://companydomain.com:8443/suite8/outlook-office/v1/~database4/

Include **http://** at the beginning of the URL and a trailing slash (/) at the end of the URL.

If left empty, the Login URL field will be populated from the default information in **OfficeSetting.ini** when the add-in is installed. The user will be prompted for the correct URL when Microsoft Outlook or Office application is opened.

For situations in which eCounsel and Secretariat are installed but the user only has access to Secretariat and not to eCounsel, the URL must include **-2** at the end of the URL before the trailing slash (/). For example:

https://companydomain.com:8443/suite8/outlook-office/v1/~database4-2/

7. In the Login URL Editable field, type **TRUE** or **FALSE**:
 - **TRUE** enables the user to change the login URL after the add-in is installed.
 - **FALSE** ensures that the user cannot edit the login URL and is only applicable if a login URL is designated.
 - If left empty, this field defaults to **TRUE**.
8. Click **Next** and **Next** to confirm and start the installation.
9. To make an add-in available for other accounts on the same machine, run the installer for each user account and select the *Repair* option. The Repair installation must be run for each add-in. If the **OfficeSettings.ini** from the default directory path contains a valid login URL, the add-ins will be available without any error. If it does not have the login URL information, ignore the exceptions until the system requests the credentials and saves the valid login URL in **OfficeSettings.ini** from User directory path.
10. Repeat these steps for the **MitratechOfficeAddInSetup.zip**.
11. Repeat these steps on each machine that uses Mitratech Office Link.

For more information, see the installation instructions in the [Mitratech Office Link Administrator’s Guide](#) or [Mitratech Office Link User’s Guide](#).