

MITRATECH

Suite 8.11.0 SP9

Summary

Date Released

04/30/2019

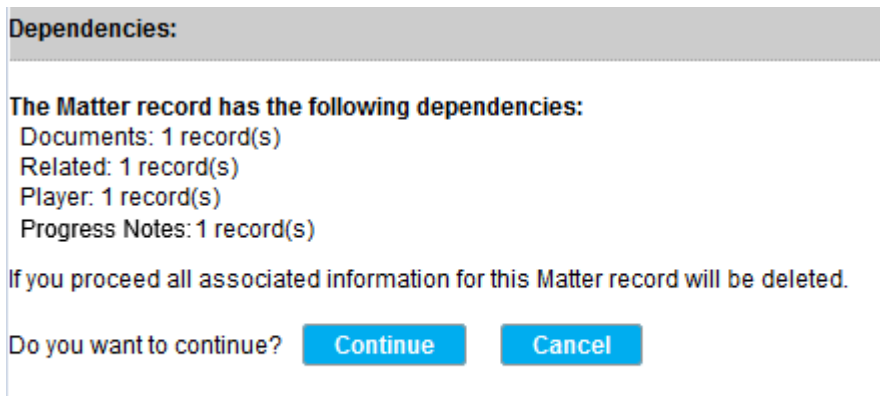
Enhancements

General

- The header bar on all grid lists are now solid instead of transparent.
Tracking code: STE-17953

Matters

- When a matter is being deleted, Progress Notes are now considered a dependency and the user is prompted with the option of deleting them.
Tracking code: IDEC-I-149, STE-17938



Dependencies:

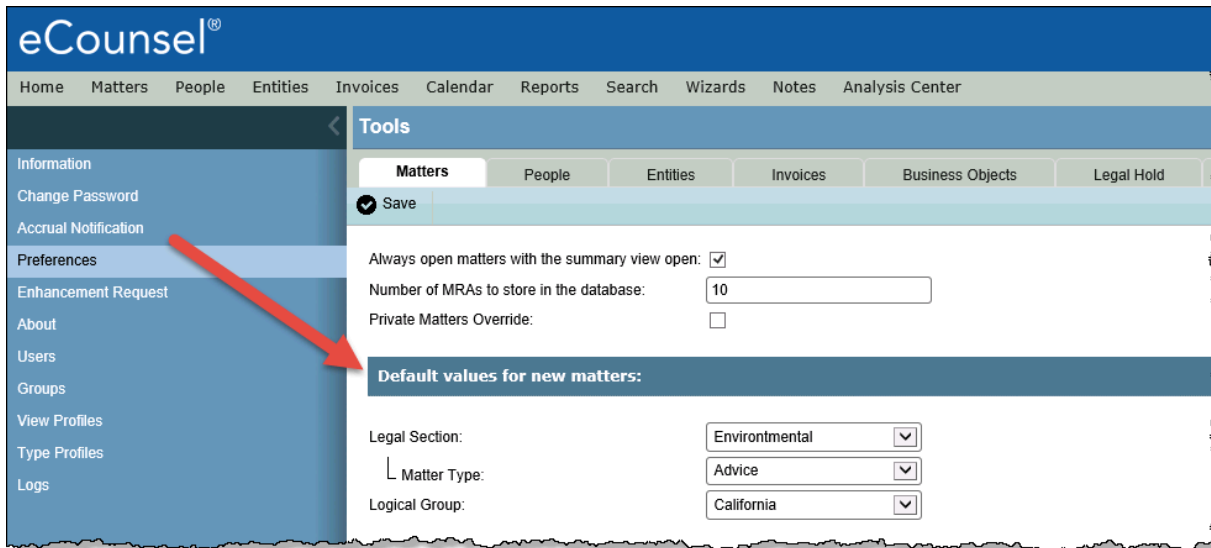
The Matter record has the following dependencies:
Documents: 1 record(s)
Related: 1 record(s)
Player: 1 record(s)
Progress Notes: 1 record(s)

If you proceed all associated information for this Matter record will be deleted.

Do you want to continue?

- In the **Matters** tab of the **Tools | Preferences** page, users can now configure the default values for Legal Section, Matter Type, and Logical Group when a new matter is created.
Tracking code: STE-17937, IDEC-I-140

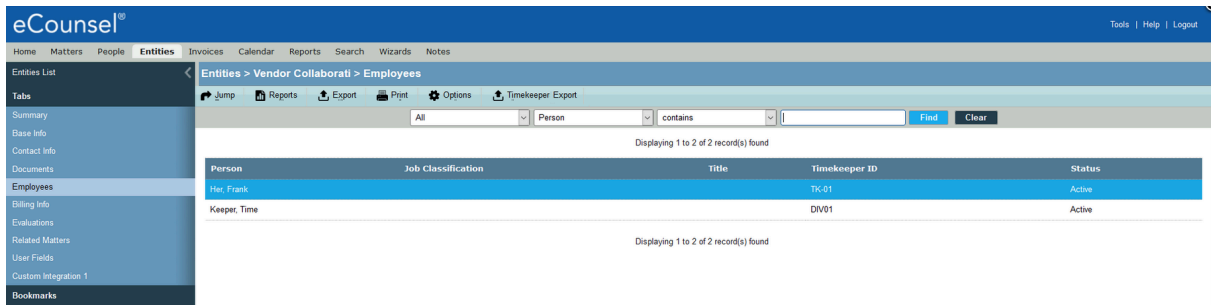




Entities

- Users can now send vendors a list of current Active Timekeepers and corresponding information so that the vendors can update timekeepers that are no longer valid and should be end dated. From the vendor's **Employee** tab, click the new **Timekeeper Export** button, select the date range and integration format (Collaborati or Corridor), and click **Export**. The results will be exported into a CSV file.

Tracking code: STE-17950, STE-18147, IDEC-I-105

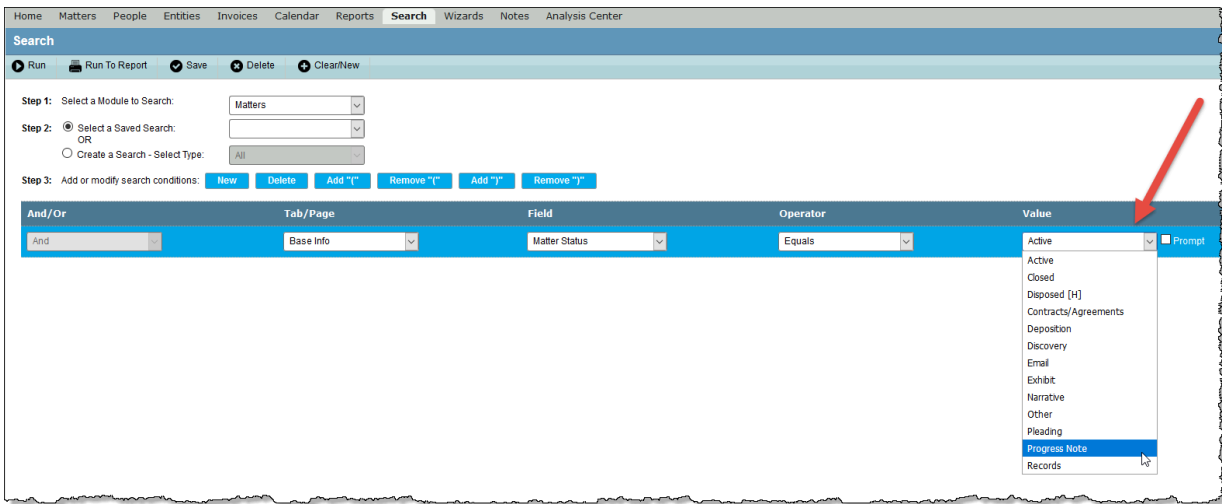


Search

- In Advanced Search, Lookup fields now have drop-down values that the user can select.

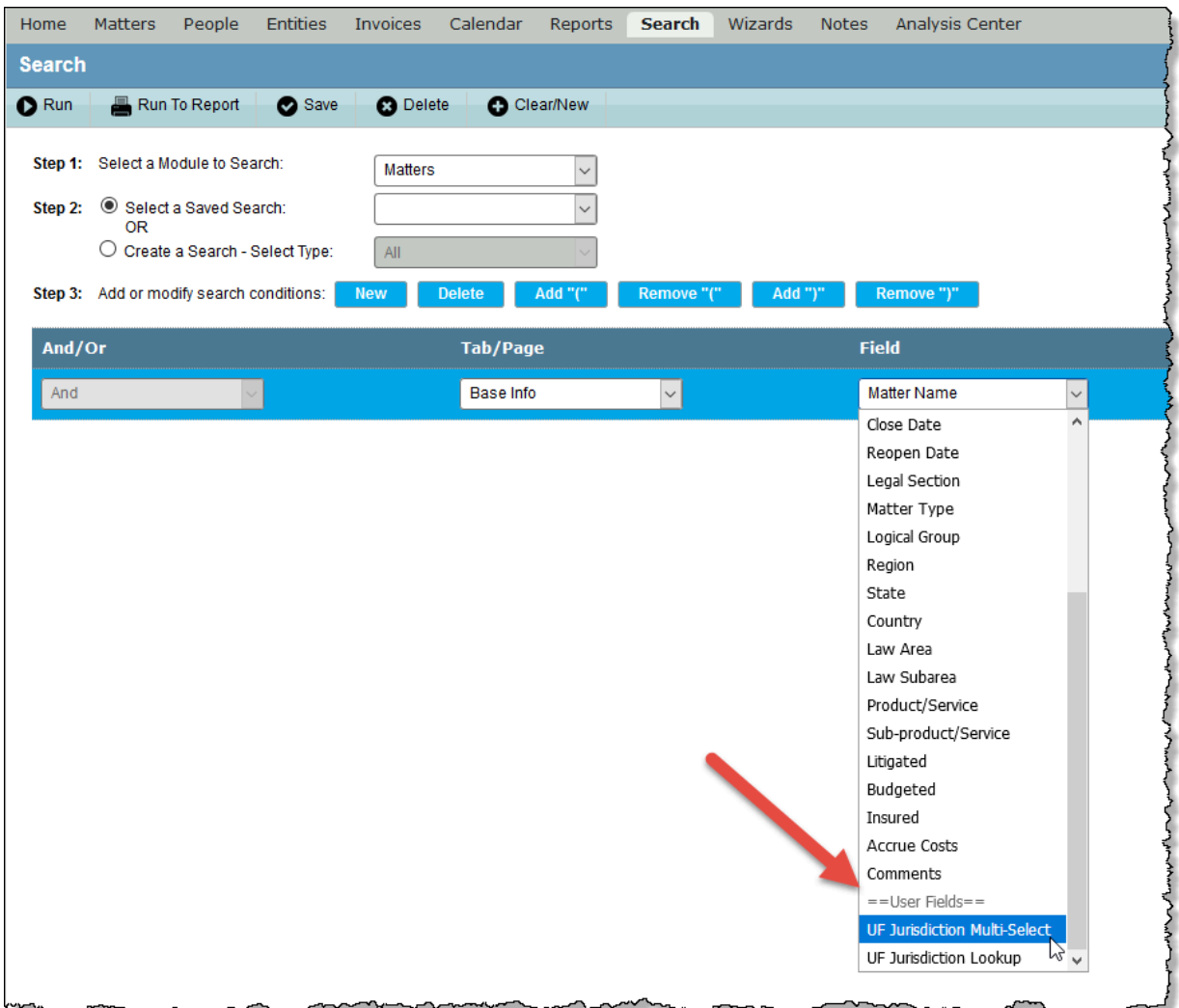
Tracking code: STE-17941, IDEC-I-164





- In Advanced Search, user fields are now displayed in the order they appear on a screen and user fields are separated from standard fields.

Tracking code: STE-17942



Invoices

- With a Smart Invoice integration with Collaborati, two enhancements have been added for invoicing timeframes:
 - Invoices can now be billed against a matter after the matter has closed.
Known Issue: For matters that were closed prior to installation of Suite 8.11.0 Service Pack 9, these matters will not automatically be updated in Collaborati as billable. **Workaround:** Re-activate the matter player record for the vendor, synchronize the change with Collaborati using the Smart Invoice task. These steps will make the matter available to the vendor for billing for the duration of the time period entered in Suite Manager. After the matter is available in Collaborati, add the end date for the vendor player record in eCounsel.
 - Vendors can now submit a prior year's invoice in the new year if the timekeeper was not currently an active timekeeper.

The screenshot shows the 'eCounsel System Settings' window in Suite Manager. The 'Invoice Integration Setting' section is active, showing 'Collaborati® Settings' selected in the dropdown. Below this, there is a checkbox for 'Activate Collaborati Integration' which is checked. A note states: '(The collaborati invoice integration tasks should be enabled for this activation to work.)'. The 'Collaborati Settings' section includes fields for 'Website URL' (http://samplecompanyname.com:8080/collaborati/rest/client/v1), 'Client User' (jdoe), and 'Password' (*****), with a 'Test Connection' button. Below this is a 'Collaborati HTTP Proxy...' field. A red box highlights the 'Configure invoice submission period' section, which contains three rows: 'Add 0 days to vendor/player end date for invoice submission.', 'Add 0 days to matter close date for invoice submission.', and 'Add 0 days to Timekeeper employment record end date for invoice submissions.'. The 'Notification' section has fields for 'SMTP Server' (server.samplecompanyname.com), 'Notification Sender Address' (jdoe@server.samplecompanyname.com), and 'Admin Address' (jdoe@server.samplecompanyname.com). The 'Attachments' section has a checkbox for 'Allow Attachments' and a field for 'Attachments Location'. The 'Task' section has a checkbox for 'Enable Debug Logging'. The footer of the window shows 'SYSTEM', 'Version 8.11.0.2826', and 'MITRATECH'.



To enable these features:

1. On the **Suite Manager** control panel, click the



System Settings component in the System Configuration area.

2. On the **System Settings** window, click the **eCounsel** tab, and then click **Invoice Integration Settings**.
3. In the *Configure invoice submission period* area:
4. Type the number of days after a matter's end date that the vendor is allowed to submit invoices.
5. Type the number of days after a timekeeper's employment end date that the vendor is allowed to submit invoices.
6. Click **Save**.

Tracking code: UPD-9422, STE-18141

- When viewing the Invoices list, users now have the option to display, sort, and search on the date that the invoice was exported to AP. To add the column to the Invoices list grid, click **Options**, scroll to **Exported Date** in the Available section, click the right arrow to move it to Selected, and then click **OK**. Because the exported date includes milliseconds, you must include the milliseconds for search involving the "Equal To" qualifier. However, you can use "greater than" and "less than" with a date only.

Tracking code: STE-18283



List Options

Display size: 25

Columns:

Available:		Selected:	
Bank hide the item wa		Vendor	
Check Number	>>	Invoice #	Up
Conversion Rate	<<	Transaction #	Down
Currency		Date	
Exported Date		Total Billed	
Hide Audit Warnings			

Sort Order:

First Sort By: [] [v] [] [v]

Then Sort By: [] [v] [] [v]

Then Sort By: [] [v] [] [v]

List Options Reset:

Clear Sort Reset to Default Reset All Lists to Default

Ok Close



- Invoice Approval Comments are now displayed on the **Invoice Summary** page.
Tracking code: STE-17951

Home Matters People Entities **Invoices** Calendar Reports Search Wizards Notes Analysis Center

Invoices - Real Adriana

Edit Print E-mail Reject Adjustment Reports

Number of line item warnings:

Real Adriana

Invoice Date	Invoice Number	P.O. Number
	445566	98978

Billed Currency

Original	Discounts	Adjustments
4,780.00 (US Dollars - USD)	0.00	20.00


Selected Matter

Adventure matter (AM001)

[Click here for matter-specific analysis](#) [Jump to matter](#)

Matter Tax in Billed Currency

Tax Type	Tax Rate	Taxable Fees	Tax on Fees
Approvals (add) As of 3/25/2019, 2:54:34 PM			
Approver/Reviewer			Status
Adriana, Benjamin			Pending
Comment:			
Mr. Optum thought we negotiated but we did not.			
Applegate, Jean			Approved (02/06/2019)
Comment:			
Invoice is appropriate.			




- Users can now access manually-imported LEDES files or LEDES files imported from Corridor directly from the **Invoices** module. On the Documents tab, the top section shows the imported LEDES file, and the Details section shows the LEDES file that was imported and its information, including the name and format of the imported LEDES file. Click **Download** to open or save the file to your local machine.

Tracking code: IDEC-I-135, STE-18148, STE-17954

The screenshot shows the eCounsel web application interface. The main content area is titled 'Invoices > 0101 new entity rmmr > Documents'. It features a search bar with 'Document Type' and 'contains' filters. A table lists one record: 'Imported LEDES file' with 'Attachment' type and '02/19/2019' date. Below this is a 'Details for "Imported LEDES file"' section with another search bar and a table showing file details for 'Ledes98B_test.txt'.

Description	Document Type	Document Date	Has Documents
Imported LEDES file	Attachment	02/19/2019	Yes

Documents	Description	File Size	File Status	Uploaded By	Uploaded Date	Index Status	Indexed Date	Locked By
Ledes98B_test.txt	Ledes98B\Ledes98bi	1591	Available	rmiranda	02/19/2019 09:43 PM			

Issue Resolutions

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

Suite

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

- The child lookup dropdown was not populating for user fields.
Tracking code: UPD-8983
- Message of the Day was displaying an error when the user accessed the home page.
Tracking code: UPE-9318
- Clicking the Enhancement Request link would take the user to the Mitratech website. Now, two new properties in the darwin.properties file allow customization for the link. To change the destination link, set the property value to the desired URL:
 - EcounselEnhancementLink
 - SecretariatEnhancementLink
- **Tracking code:** UPD-4984



eCounsel

- Users could not launch an invoice filtered from custom dynamic filter.
Tracking code: UPD-8778
- The Invoice Summary page was taking a long time to open for some invoices.
Tracking code: UPD-8943
- Users could not open the entity **Employees** tab when the **Timekeeper ID** and **Person** columns were both in the grid and it was sorted by **Person**.
Tracking code: UPD-9156
- When a user clicked **Notes** from the main menu, the Matter field text in the **Matters - Progress Notes** dialog box included HTML encoding.
Tracking code: UPD-9306
- If a user set an end date on an employment record for a timekeeper in eCounsel, the timekeeper would still retain the "Authorized" status in Collaborati.
Tracking code: UPD-9122
- The accrual notification email contains the internal matter ID (MatterNumber_ID) instead of the matter number.
Tracking code: UPD-9151
- Users are unable to enter a disbursement-only invoice using the one-page form.
Tracking code: UPD-9111
- The LineItemCalculationWithTax invoice audit rule incorrectly failed invoices with zero rate values.
Tracking code: UPD-9252
- When using an integration with Collaborati, a vendor could not submit a prior year's invoice in the new year if the timekeeper was not currently an active timekeeper. Now the timekeeper's end date has an optional grace period.
Tracking code: UPD-9422
- With a Collaborati integration, when a Vendor was rejected from eCounsel, the vendor status was not changing in Collaborati.
Tracking code: UPD-9360

Secretariat

- The Value field on the Transaction Ledger was required in Secretariat even when it was configured as not required in Suite Manager.
Tracking code: UPD-8905
- In hosted configurations, Supervisor users could not see all of the documents for an entity.
Tracking code: UPD-8884
- When a user searched userfields with Date/Time in Secretariat, an unparsable date error was returned.
Tracking code: UPD-9296

Reports

- The Directors Officers report missing the select all/uncheck all option in parameters.
Tracking code: UPD-8904



Mitratech Office Link

- Clicking on a Progress Note folder did not show all attachments from all records when the View Profile security has the **Document** tab hidden.
Tracking code: UPD-8342
- Dragging and dropping a file to the desktop did not download the file the first time; the user had to drag-and-drop the file twice.
Tracking code: UPD-8320
- When the Outlook add-in is installed and a user clicks **Open in New Window** on the View tab of the ribbon, an error message states "'MitrateshOutlookAddin' has fired an exception."
Tracking code: UPD-8623
- The **Progress Notes** folder was hidden when both **Matter Documents** and **Matter Progress Notes** were hidden by View/Type Profile.
Tracking code: UPD-7917

Dependencies

This service pack requires the previous installation of the following:

- suite8.11.0.sp8.1

This service pack includes an update to the following:

- Suite (suite8.11.0.sp9.1)
- Suite Manager (SuiteManager.exe)
- Mitratech Office Link

This service pack requires the re-import of the following rules, if used:

- LineItemCalculationWithTax

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

- suite8.11.0.sp9.1-Scripts-Oracle
- suite8.11.0.sp9.1-Scripts-SQL

The following reports need to be re-imported:

- Directors Officers Report

Installation Instructions



Suite Installation Instructions

1. Stop the Bridgeway Suite application on the Java application server.
2. Use Update Manager to install the suite8.11.0.sp9.1 update. Update Manager will back up the following files:
 - css\global.css
 - javascript\darwin_globals.js
 - javascript\datagrid.js
 - javascript\data_subtab.js
 - javascript\editpagemanager.js
 - javascript\listpagemanager.js
 - javascript\lookups.js
 - javascript\searchmanager.js
 - WEB-INF\classes\com\bsi\attributes\darwinmaster.properties
 - WEB-INF\classes\com\bsi\attributes\log4j.properties
 - WEB-INF\classes\com\bsi\attributes\log4j_1.properties
 - WEB-INF\classes\com\bsi\buslogic\invoice\AutoInvoiceApprovalUpdate.class
 - WEB-INF\classes\com\bsi\buslogic\invoice\DetailPopulator\$1.class
 - WEB-INF\classes\com\bsi\buslogic\invoice\DetailPopulator\$InvoiceDetailListComparator.class
 - WEB-INF\classes\com\bsi\buslogic\invoice\DetailPopulator.class
 - WEB-INF\classes\com\bsi\buslogic\invoice\ledes\Importer.class
 - WEB-INF\classes\com\bsi\control\BaseCommand.class
 - WEB-INF\classes\com\bsi\control>ListCommand\$ListPositioner.class
 - WEB-INF\classes\com\bsi\control>ListCommand.class
 - WEB-INF\classes\com\bsi\control\UserData.class
 - WEB-INF\classes\com\bsi\control\ViewCommand.class
 - WEB-INF\classes\com\bsi\control\admin\AdminRedirectInitContent.class
 - WEB-INF\classes\com\bsi\control\admin\ToolsCommand.class
 - WEB-INF\classes\com\bsi\control\document\DocumentListCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\ApproveAllCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceDetailViewCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceImportCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceListCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceMyApprovalListCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceUpdateCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\InvoiceViewCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\MatterInvoiceListCommand.class
 - WEB-INF\classes\com\bsi\control\invoice\SummaryCommand.class
 - WEB-INF\classes\com\bsi\control\matter\MatterPrefsDisplayCommand.class



- WEB-INF\classes\com\bsi\control\peopleentity\EntityEmployeeListCommand.class
- WEB-INF\classes\com\bsi\control\peopleentity\MapVendorCommand.class
- WEB-INF\classes\com\bsi\control\peopleentity\PeopleEntityRedirectInitContent.class
- WEB-INF\classes\com\bsi\control\peopleentity\TimeKeeperFileExportCommand.class
- WEB-INF\classes\com\bsi\control\search\GetLooukUpFields.class
- WEB-INF\classes\com\bsi\control\search\GetSearchTabs\$FieldSearchInfoComparator.class
- WEB-INF\classes\com\bsi\control\search\GetSearchTabs\$FieldSearchInfoComparatorUF.class
- WEB-INF\classes\com\bsi\control\search\GetSearchTabs.class
- WEB-INF\classes\com\bsi\control\search\ecounselleCSearchRedirectInitContent.class
- WEB-INF\classes\com\bsi\control\search\secretariat\SecrSearchRedirectInitContent.class
- WEB-INF\classes\com\bsi\dataclasses\cshomepage\DocumentFileDocument.class
- WEB-INF\classes\com\bsi\dataclasses\invoice\InvoiceHelper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\BillingInfo.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\CompanyPersonHelper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\CourtPerson.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\CourtPersonHelper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\Timekeeper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\TimekeeperHelper.class
- WEB-INF\classes\com\bsi\dataclasses\secretariat\entity\SecurityTransactionHelper.class
- WEB-INF\classes\com\bsi\datalogic\BaseTabSearcher.class
- WEB-INF\classes\com\bsi\datalogic>DeleteLogic.class
- WEB-INF\classes\com\bsi\datalogic\FieldNameParser.class
- WEB-INF\classes\com\bsi\datalogic\LookupService.class
- WEB-INF\classes\com\bsi\datalogic\ModuleLogic\$FieldSearchInfoComparatorUF.class
- WEB-INF\classes\com\bsi\datalogic\ModuleLogic.class
- WEB-INF\classes\com\bsi\datalogic\ViewLogic.class
- WEB-INF\classes\com\bsi\datalogic\admin\LookupCodeList.class
- WEB-INF\classes\com\bsi\datalogic\admin\PreferenceObject.class
- WEB-INF\classes\com\bsi\datalogic\bsicommon\search\AddressSearcher.class
- WEB-INF\classes\com\bsi\datalogic\bsicommon\search\PeopleBaseInfoSearcher.class
- WEB-INF\classes\com\bsi\datalogic\contactinfo\CommunicationView.class
- WEB-INF\classes\com\bsi\datalogic\contactinfo\EntityAddressView.class
- WEB-INF\classes\com\bsi\datalogic\cshomepage\DocumentFileDocumentList.class
- WEB-INF\classes\com\bsi\datalogic\document\DocumentFileUpdate.class
- WEB-INF\classes\com\bsi\datalogic\document\DocumentView.class
- WEB-INF\classes\com\bsi\datalogic\ecounselleCounselSystemSettings.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceSummary.class
- WEB-INF\classes\com\bsi\datalogic\invoice\collaborati\CollaboratiSettings.class



- WEB-INF\classes\com\bsi\datalogic\invoice\ebilling\GenericInvoiceImport.class
- WEB-INF\classes\com\bsi\datalogic\invoice\search\BaseInfoSearcher.class
- WEB-INF\classes\com\bsi\datalogic\invoice\search\MatterInvoiceTaxSummarySearcher.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterDelete.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterPlayerUpdate.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterPrefsSaveLogic.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterUpdate.class
- WEB-INF\classes\com\bsi\datalogic\matter\NewMatter.class
- WEB-INF\classes\com\bsi\datalogic\matter\search\CalendarSearcher.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\CourtEmployeeList.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\TimekeeperDataBuilder.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\TimekeeperList.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\search\CourtEmployeeSearcher.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\search\RelatedMatterSearcher.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\SecrLookupCatStore.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\entity\CompanyView.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\entity\SecurityTransactionUpdate.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\entity\SecurityUtils.class
- WEB-INF\classes\com\bsi\datalogic\userfield\ExtUserFieldSearcher.class
- WEB-INF\classes\com\bsi\datalogic\userfield\ModuleUserFieldList.class
- WEB-INF\classes\com\bsi\ebilling\collaborati\MapTimekeeperProcess.class
- WEB-INF\classes\com\bsi\importexport\suite\SuiteXmlImporter.class
- WEB-INF\classes\com\bsi\officelink\rest\v1\dao\FileData.class
- WEB-INF\classes\com\bsi\officelink\rest\v1\service\FolderServiceImpl.class
- WEB-INF\classes\com\bsi\repository\invoice\InvoicesDataset.class
- WEB-INF\classes\com\bsi\repository\peopleentity\CourtPersonDataset.class
- WEB-INF\classes\com\bsi\scheduler\task\AccrualNotificationTask.class
- WEB-INF\classes\com\bsi\scheduler\task\CollaboratiVendorCodesTask.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrCostManagementTask\$1.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrCostManagementTask\$InvoiceAttachment.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrCostManagementTask\$ThisVendor.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrCostManagementTask.class
- WEB-INF\classes\com\bsi\util\CollaboratiIntegrationUtils.class
- WEB-INF\classes\com\bsi\util\DarUtil.class
- WEB-INF\classes\com\bsi\util\GenConstants.class
- WEB-INF\classes\com\bsi\util\UploadHandler.class
- WEB-INF\classes\com\bsi\util\bsicommon\GenConstants.class
- WEB-INF\classes\com\bsi\util\ecounsel\ecConstants.class



- WEB-INF\classes\com\bsi\util\search\FieldSearchInfo.class
- WEB-INF\classes\com\bsi\widgets\ecounsel\InvoicesAwaitingMyApproval.class
- WEB-INF\lib\collaborati-rest-client.jar
- xsl\bsicommon\advancedsearch.xsl
- xsl\bsicommon\daterangetimekeeper.xsl
- xsl\bsicommon\daterangetimekeeper_1.xsl
- xsl\bsicommon\edittemplates.xsl
- xsl\bsicommon\listtemplates.xsl
- xsl\bsicommon\tools.xsl
- xsl\bsicommon\toolstemplates.xsl
- xsl\cshomepage\entitydocumentfiledocumentlist.xsl
- xsl\invoice\invoiceapprovedlist.xsl
- xsl\invoice\invoicelist.xsl
- xsl\invoice\invoicequickentry.xsl
- xsl\invoice\invoicereject.xsl
- xsl\invoice\invoicesummary.xsl
- xsl\invoice\invoicesummary_templates.xsl
- xsl\invoice\matterinvoicelist.xsl
- xsl\invoice\matterinvoiceview.xsl
- xsl\invoice\myinvoiceapprovallist.xsl
- xsl\matter\matterdocumentview_progressnote.xsl
- xsl\matter\matter_prefs.xsl
- xsl\matter\newmatter.xsl
- xsl\peopleentity\entityemployeeelist.xsl
- xsl\SecrEntity\securitytransactionview.xsl
- xsl\widgets\ecounsel\invoicesawaitingmyapproval.xsl

3. 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.
2. Login to your query tool as an administrative user.
3. Open the appropriate scripts .ZIP file for your database:
 - suite8.11.0.sp9.1-Scripts-Oracle.zip for Oracle databases
 - suite8.11.0.sp9.1-Scripts-SQL.zip for SQL databases
4. 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. You will need to reimport each report individually.
 - 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)
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. Extract the contents of **MitratechOutlookAddInSetup.zip**.
3. Click the **setup.exe** file to run the installer and follow the instructions on the installation wizard.
4. When prompted, enter the appropriate information:
 - In the Login URL field, type the login URL for your instance of Suite. Include **http://** at the beginning or 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://suite.companydomain.com:7002...1/~database-2/>

- 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**.
- 5. 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.
- 6. Repeat these steps for the **MitratechOfficeAddInSetup.zip**.
- 7. 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](#).

Rule Installation Instructions

1. Depending on the encryption that you use (standard or unlimited), extract the contents from the following .ZIP files to a location accessible by the Bridgeway Suite server:
 - **LinItemCalculationWithTax_Standard.zip**
 - **LinItemCalculationWithTax_Unlimited.zip**
2. Open Suite Manager.
3. On the **Suite Manager** control panel, click the **Rules Engine** component in the **Tools & Utilities** area.
4. On the **Rules Engine** window, click the **Invoice Audit Rules** tab at the top of the window.
5. Click the **LinItemCalculation** rule to select it, click the **Delete** button, and click Yes to confirm deletion.
6. Click **Import**, navigate to the **LinItemCalculation.bsi** file from Step 1, and then click **Open**.
7. In the dialog box, configure the parameters for the rule, and click **Save and Close**.
8. After importing the rule, click the **Refresh All Application Server Settings** button on the **General** tab of **System Settings** to trigger a cache refresh so that the rule is implemented immediately.

