

MITRATECH

Suite 8.11.0 SP12

Summary

Date Released

01/31/2020 SP 12.1

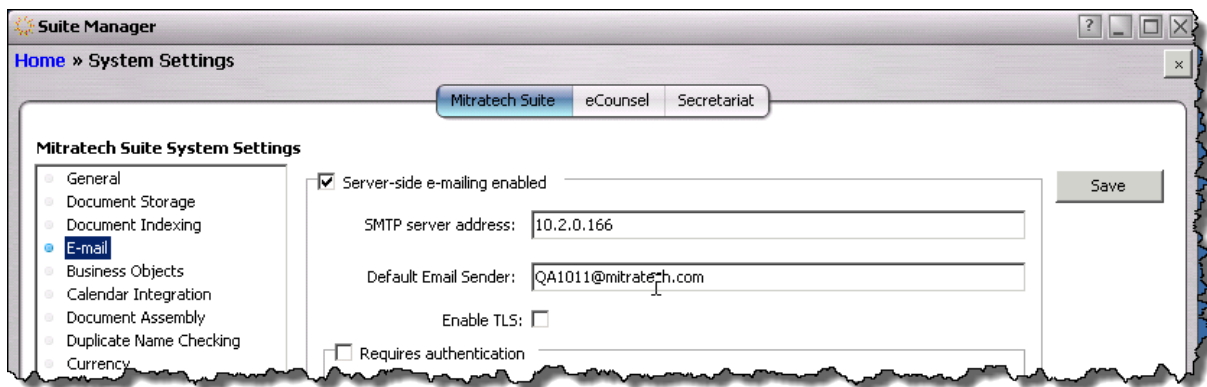
02/14/2020 SP 12.2

Enhancements

General

- eCounsel and Secretariat now support integrations with Business Objects 4.2 Service Pack 7.
- When adding fields to be included in results in advanced searches, you can now select up to three fields from the **Base Info** tab of the selected module to be used for sorting the results. The first sort field selected will be used as the primary field for sorting, and you can select ascending or descending sort. The second and third fields for sorting will be secondary and tertiary sorts, respectively. The results page will indicate the sorting applied to the results using the up or down triangle with a number to indicate the sort order. Additionally, if you save the search results template, the sort order will be saved with the list of fields to include in the report.
Tracking code: STE-17943, STE-19860
- A new system setting has been added for a default "From Address" for all summaries that are emailed from eCounsel or Secretariat. When emailing a summary, the From Address text box will default to the system setting if set. If not, it will default to the primary email address for the associated person for the user sending the summary. Once the value has been changed, the new value will be saved for the user and will be the default in the From Address text box. Update the preference simply by changing the value. This new feature aids clients who have anti-spoofing technology implemented on their mail server. Contact Customer Support for an appropriate value for the global system setting if your product is hosted by Mitratesch.
Tracking code: STE-19978





eCounsel

- For Corridor integrations, administrators can now import a new Corridor Vendor Timekeepers service provider if Corridor has the option enabled to allow Vendors to send Timekeeper information through Corridor. This service provider imports any timekeepers entered by a vendor in Corridor as a Lobby notification. From the Lobby notification, users can import the timekeepers via the **Timekeeper File Import Wizard** and accept/reject any changes submitted by the vendor and include a comment for any rejected timekeepers. The status of the submission will then be synchronized with Corridor so vendors can review if timekeeper information was accepted or rejected by the vendor.
Note: A new system setting, *Enable Debug Logging*, can be checked in the Invoice *Integrations* settings page in Suite Manager to log status information that is being returned to Corridor.
Tracking code: IDEC-I-171, STE-17944, STE-18998, STE-18537, STE-18538, STE-18539, STE-19067, STE-18552, STE-18999, STE-19744, STE-19982, STE-20104, STE-19745, STE-20093, STE-20198
- For Corridor integrations, administrators can now specify the number of days after a matter is closed in eCounsel that eCounsel will continue to accept invoices. The new Configure Invoice Submission period setting is located in Suite Manager in the Invoice Integration Settings in the eCounsel System Settings.
Tracking code: STE-18661
- When an invoice is created/saved to eCounsel, the total of the allocations must be exactly 100%. A new notification rule (Invoice Allocation Check) can be uploaded and configured to send a warning email if all allocation percentages on an invoice total over 100%.
Tracking code: STE-17940, STE-19750
- A new validation rule, Adjustment Vendor Comments, has been added to the Smart Invoice premium rule library for enabling in eCounsel. The rule sends an email to the email address on the **Billing Info** tab for the vendor with a comment to the vendor if an invoice is adjusted or discounted at the invoice level once the invoice is posted. This rule includes a workflow rule, a validation rule, customizable property files for each rule, a library file, and a customizable email template. Please review the installation instructions included with this package to install all the components of the rule to ensure that it works properly.
Tracking code: STE-18585, STE-19660
- For manually entered invoices in eCounsel, you can now add multiple jurisdiction taxes to the same line item (manual invoices were previously limited to a single jurisdiction tax only).
Tracking code: STE-19522
- On the **Matters** tab of the Invoices module, you can now add the Phases and Tasks fields to the Invoice Details grid.
Tracking code: STE-19665
- When using the **Timekeeper File Import Wizard**, now the existing timekeeper rate and percentage difference from the newly submitted rate will appear on the main screen of the wizard to aid in accepting timekeepers.
Tracking code: STE-19746



- The **Timekeeper File Import Wizard** has been enhanced to display the primary information for accepting a timekeeper on the first line of each record (Change Type, Admin Number, Last Name, First Name, Middle Name, Suffix, Job Classification, Existing Rate, Proposed Rate, % Rate Change, Billing Method, Currency, Begin Date, and End Date). Expand the record to view secondary information (Prefix, Title, Business Phone, Cellular Phone, Fax, E-mail, Race/Ethnicity, and Gender).
Tracking code: STE-20109
- The **Timekeeper File Import Wizard** has been enhanced so that if you have hidden the Ethnicity and Gender fields in eCounsel by view profile, data from these fields will not be saved to the database.
Tracking code: STE-19983
- For the new enhancement to synchronize matters to Corridor for vendors adding invoices manually to select, an error has been resolved when matters were marked private in eCounsel. In addition, the task has been refactored to add logic to only synchronize matters once. If you are using the additional time period for closed matters to be billed against, set this parameter in Suite Manager, prior to running the updated task.
Tracking code: STE-19756

Issue Resolutions

This service pack includes the following issue resolutions.

Suite

- The Editable Object Stack, which is configurable in **darwin.properties**, no longer returns a session token does not match request token error. The recommended value for EOMaxStackSize in **darwin.properties** has been increased to 80.
Tracking code: STE-18930
- For saved searches that were created prior to Service Pack 10, eCounsel/Secretariat only matched lookup values that were the exact case of the value stored. Now, eCounsel/Secretariat ignores case so "Litigation" as a value is equal to "litigation" and the saved search will resolve to the correct lookup value.
Tracking code: STE-19662
- The E-mail Base URL that is used in e-mail notifications is automatically re-encrypted in the Quartz rules engine.
Tracking code: STE-20072
- When searching on string user fields using the Is Not NULL operator, results now include all string user fields that have values.
Tracking code: STE-20423
- When accessing Users, Groups, View Profiles, and Type Profiles from the **Tools** menu, clicking the **Summary** button no longer returns errors.
Tracking code: STE-20195

eCounsel

- If an eCounsel user account does not have an associated person record in eCounsel, adding the *Invoices Awaiting My Approval* widget to the home page no longer displays a NULL pointer exception.
Tracking code: STE-19659
- When data is entered in a **New Matter Wizard** that includes the Matters **Insurance** tab with two **Insurance Claim** sub-tab sections, the **New Matter Wizard** now displays an error that a duplicate record exists if the Policy Number is the same for two records and a Claim Number is not entered for these records. The uniqueness of the record is dependent on the uniqueness of the Policy Number and Claim Number combination.
Tracking code: STE-19570



- The Calendar module no longer returns a SQL convert exception if certain date formats are selected in user preferences.
Tracking code: STE-19489
- For invoices in eCounsel that are submitted in a billed currency different than the base currency, and no conversion rate is specified, the Adjusted Base Amount now does not include the base currency label.
Tracking code: STE-19555
- For Oracle databases, opening the Invoices list page and adding the Matter Name column to the grid no longer returns an error if more than 1,000 invoices exist in the database.
Tracking code: STE-19553
- For Microsoft SQL Server databases, opening the **Invoices list** page and adding the Matter Name column to the grid no longer returns an error if more than 90,000 invoices exist in the database.
Tracking code: STE-19979
- When importing timekeepers using the **Timekeeper File Import Wizard**, the wizard now inserts the end date as the day prior to the start date of the new record for any existing employment record.
Tracking code: STE-19872
- When importing timekeepers using the **Timekeeper File Import Wizard**, the Admin Number is now populated correctly.
Tracking code: STE-18693
- When an invoice approver is assigned to an invoice for a private matter to which he/she does not have access, reassigning the invoice approval to another user no longer results in an error.
Tracking code: STE-19759
- When clicking the **Defaults** button on the **Invoice Allocations** subtab of an invoice, the Billed Amount now correctly displays the currency with which the invoice was submitted.
Tracking code: STE-19857
- When copying matters, the copied document names no longer appear with a %20 character string for spaces.
Tracking code: STE-19890
- For Collaborati integrations, the unique identifier for the integration now appears on the **Base Info** tab for the person record for a timekeeper. This identifier is read-only but may be modified if Customer Support needs to troubleshoot an issue with the timekeeper.
Tracking code: STE-19733
- eCounsel users granted limited access rights can now only view invoices for which they are a player on the matter.
Tracking code: STE-19556
- For Collaborati integrations, issues with timekeepers being synchronized incorrectly with Collaborati was returning an incorrect error that the invoice was missing the invoice description. eCounsel now reports the correct error with the timekeeper that returned the error. In addition, if a matter is not synchronized properly with Collaborati, an error will be returned with the matter information.
Tracking code: STE-20150
- When creating a matter using a **New Matter Wizard**, an error is no longer returned.
Tracking code: STE-20042
- For Corridor integrations, vendors now receive notifications with the correct error when an invoice is rejected because the matter is closed or the vendor is inactive as a player for the matter.
Tracking code: STE-20231

Secretariat

- When using the **Global Appoint/Promote/Retire** wizard and the selected person has multiple positions with a single entity, the results displayed on the last screen of the wizard now show properly.



Tracking code: STE-18859

- Opening the Advanced Search module in Secretariat no longer returns an error.

Tracking code: STE-19173

- A database error is no longer returned when viewing current records on the Transaction Ledger tab in Secretariat securities for an entity.

Tracking code: STE-20331

SuperViewer

- Entities that are former names now appear in SuperViewer if the option to display former names is checked.

Tracking code: STE-18904

Dependencies

This service pack requires the previous installation of the following:

- suite8.11.0.sp11.1

This service pack includes an update to the following:

- Suite (suite8.11.0.sp12.2)
- Suite Manager (SuiteManager.exe)

This service pack includes the following new rule packages that can be imported:

- Invoice Allocation Check
- Adjustment Vendor Comments

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

- suite8.11.0.sp12.1-Scripts-Oracle
- suite8.11.0.sp12.1-Scripts-SQL

The following task can be imported for Corridor Smart Invoice integrations:

- CorridorVendorTimekeeperAlert.xml

Downloads

Click on a link below to download a compressed file that can be used to access the necessary files used in the installation process.

- [Suite Manager](#) (SuiteManager.exe)
- [Database scripts](#) (Oracle and SQL Server)



If using Smart Invoice with a Corridor integration, the following task needs to be installed:

- [Corridor Vendor Timekeeper Task](#)

The following rule packages can be imported if needed:

- [Invoice Allocation Check](#)
- [Adjustment Vendor Comments](#)

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.sp12.2 update. Update Manager will back up the following files:
 - `css\global.css`
 - `htm\executesearch.htm`
 - `javascript\currency.js`
 - `javascript\darwin_globals.js`
 - `javascript\datagrid.js`
 - `javascript\data_subtab.js`
 - `javascript\listpagemanager.js`
 - `javascript\searchmanager.js`
 - `javascript\searchtemplatemanager.js`
 - `javascript\timekeeperfileimportwizard.js`
 - `toplink\BSICommon\com.bsi.dataclasses.bsicommon.AdvancedSearchTemplate.descriptor`
 - `toplink\BSICommon\com.bsi.dataclasses.bsicommon.AdvancedSearchTemplate.topclass`
 - `toplink\Invoice\com.bsi.dataclasses.invoice.InvoiceDetail.topclass`
 - `toplink\PeopleEntity\com.bsi.dataclasses.peopleentity.CompanyPerson.topclass`
 - `WEB-INF\classes\com\bridgeway\api\scripting\ScriptParameter.class`
 - `WEB-INF\classes\com\bsi>alerts\ecounsel\CorridorVendorTkLobbyItemAdded.class`
 - `WEB-INF\classes\com\bsi\attributes\darwinmaster.properties`
 - `WEB-INF\classes\com\bsi\attributes\log4j.properties`
 - `WEB-INF\classes\com\bsi\buslogic\invoice\AutoLoader$AllocationAutoLoad.class`
 - `WEB-INF\classes\com\bsi\buslogic\invoice\AutoLoader$ApproverAutoLoad.class`
 - `WEB-INF\classes\com\bsi\buslogic\invoice\AutoLoader.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\collaborati\CollaboratiInvoiceMapper.class
- WEB-INF\classes\com\bsi\control\BaseCommand\$Emailer.class
- WEB-INF\classes\com\bsi\control\BaseCommand.class
- WEB-INF\classes\com\bsi\control\EditableObjectStack.class
- WEB-INF\classes\com\bsi\control>ListCommand\$ListPositioner.class
- WEB-INF\classes\com\bsi\control>ListCommand.class
- WEB-INF\classes\com\bsi\control\NewItemFormBuilderCommand.class
- WEB-INF\classes\com\bsi\control\StackChecker.class
- WEB-INF\classes\com\bsi\control\UpdateCommand.class
- WEB-INF\classes\com\bsi\control\UserData.class
- WEB-INF\classes\com\bsi\control\admin\AdminRedirectInitContent.class
- WEB-INF\classes\com\bsi\control\admin\DownloadLobbyDocument.class
- WEB-INF\classes\com\bsi\control\admin\SummaryEmailInfoCommand.class
- WEB-INF\classes\com\bsi\control\calendar\CalendarListCommand.class
- WEB-INF\classes\com\bsi\control\ecounsel\DownloadRedirectInitContent.class
- WEB-INF\classes\com\bsi\control\invoice\InvoiceDetailListCommand.class
- WEB-INF\classes\com\bsi\control\invoice\InvoicePostCommand.class
- WEB-INF\classes\com\bsi\control\invoice\InvoiceViewCommand.class
- WEB-INF\classes\com\bsi\control\invoice\MatterInvoiceTaxSummaryListCommand.class
- WEB-INF\classes\com\bsi\control\invoice\SummaryCommand.class
- WEB-INF\classes\com\bsi\control\matter\BudgetSheetCommand.class
- WEB-INF\classes\com\bsi\control\peopleentity\CompanyPersonUpdateCommand.class
- WEB-INF\classes\com\bsi\control\peopleentity\PEUpdateCommand.class
- WEB-INF\classes\com\bsi\control\search\BaseSearchResultsWriter.class
- WEB-INF\classes\com\bsi\control\search\CsvSearchResultsWriter\$1.class
- WEB-INF\classes\com\bsi\control\search\CsvSearchResultsWriter\$2.class
- WEB-INF\classes\com\bsi\control\search\CsvSearchResultsWriter\$3.class
- WEB-INF\classes\com\bsi\control\search\CsvSearchResultsWriter.class
- WEB-INF\classes\com\bsi\control\search\ExecuteSearchCommand.class
- WEB-INF\classes\com\bsi\control\search\HtmlSearchResultsWriter.class
- WEB-INF\classes\com\bsi\control\search\UpdateSearchCommand.class
- WEB-INF\classes\com\bsi\control\search\UpdateSearchTemplateCommand.class
- WEB-INF\classes\com\bsi\control\secretariat\people\SummaryEmailInfoCommand.class
- WEB-INF\classes\com\bsi\control\timekeeper\TimekeeperImportCommand.class
- WEB-INF\classes\com\bsi\control\timekeeper\TimekeeperRejectCommand.class
- WEB-INF\classes\com\bsi\control\timekeeper\TimekeeperSelectCommand.class
- WEB-INF\classes\com\bsi\dataclasses\bsicommon\AdvancedSearchTemplate.class



- WEB-INF\classes\com\bsi\dataclasses\invoice\InvoiceDetail.class
- WEB-INF\classes\com\bsi\dataclasses\invoice\InvoiceDetailHelper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\CompanyPerson.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\Person.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\Timekeeper.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\TimekeepersDownload.class
- WEB-INF\classes\com\bsi\dataclasses\peopleentity\TimekeeperTemp.class
- WEB-INF\classes\com\bsi\datalogic\COPYLogic.class
- WEB-INF\classes\com\bsi\datalogic\ExecuteSearch.class
- WEB-INF\classes\com\bsi\datalogic>ListLogic.class
- WEB-INF\classes\com\bsi\datalogic\ModuleSearch.class
- WEB-INF\classes\com\bsi\datalogic\UpdateLogic.class
- WEB-INF\classes\com\bsi\datalogic\admin\AdvancedSearchTemplateList.class
- WEB-INF\classes\com\bsi\datalogic\admin\PreferenceObject.class
- WEB-INF\classes\com\bsi\datalogic\ecounsel\ecounselSystemSettings.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceDetailList.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceDiscountUpdate.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceDiscountView.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceQuickEntryUpdate.class
- WEB-INF\classes\com\bsi\datalogic\invoice\InvoiceSummary.class
- WEB-INF\classes\com\bsi\datalogic\invoice\MatterInvoiceTaxSummaryList.class
- WEB-INF\classes\com\bsi\datalogic\invoice\MatterInvoiceTaxSummaryUpdate.class
- WEB-INF\classes\com\bsi\datalogic\invoice\collaborati\CorridorCollaboratiSettings.class
- WEB-INF\classes\com\bsi\datalogic\invoice\corridor\CorridorSettings.class
- WEB-INF\classes\com\bsi\datalogic\invoice\corridor\IBSI_SI_ServiceHttpBindingStub.class
- WEB-INF\classes\com\bsi\datalogic\invoice\corridor\IBSI_SI_ServicePortType.class
- WEB-INF\classes\com\bsi\datalogic\invoice\ebilling\GenericInvoiceImport.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterPlayerUpdate.class
- WEB-INF\classes\com\bsi\datalogic\matter\MatterUpdate.class
- WEB-INF\classes\com\bsi\datalogic\peopleentity\CompanyList.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\entity\CompanyView.class
- WEB-INF\classes\com\bsi\datalogic\secretariat\entity\SecurityUtils.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\TimekeeperFileImport\$1.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\TimekeeperFileImport.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\TimekeeperRejectLogic.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\TimekeeperSaveLogic.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\corridor\CorrTimekeeperExporter.class
- WEB-INF\classes\com\bsi\datalogic\timekeeper\corridor\LobbyTimekeeperProcessor.class



- WEB-INF\classes\com\bsi\datalogic\userfield\UserFieldSearcher.class
- WEB-INF\classes\com\bsi\datalogic\wizards\WizardUpdate.class
- WEB-INF\classes\com\bsi\lobby\processproviders\CorridorVendorTkProcessProvider.class
- WEB-INF\classes\com\bsi\repository\cshomepage\EntityDataset.class
- WEB-INF\classes\com\bsi\repository\matter\MattersDataset.class
- WEB-INF\classes\com\bsi\scheduler\task\CollaboratiVendorCodesTask.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrMattersForVendorsTask.class
- WEB-INF\classes\com\bsi\scheduler\task\CorrVendorTimekeepers.class
- WEB-INF\classes\com\bsi\util\CollaboratiIntegrationUtils.class
- WEB-INF\classes\com\bsi\util\NewItemConfigurationParser.class
- WEB-INF\classes\com\bsi\util\SystemSettingConstants.class
- WEB-INF\classes\com\bsi\util\UploadHandler.class
- WEB-INF\classes\com\bsi\util\bsicommon\GenConstants.class
- WEB-INF\classes\com\bsi\util\corridor\CorrVendorTimekeepersUtil.class
- WEB-INF\classes\com\bsi\widgets\ecounsel\InvoicesAwaitingMyApproval.class
- WEB-INF\classes\mappings\imap_timekeeper.xml
- xls\bsicommon\advancedsearch.xls
- xls\bsicommon\appcommon.xls
- xls\bsicommon\appinfosummary.xls
- xls\bsicommon\editlobbycomments.xls
- xls\bsicommon\edittemplates.xls
- xls\bsicommon\groupsummary.xls
- xls\bsicommon\groupsummarydetail.xls
- xls\bsicommon\listtemplates.xls
- xls\bsicommon\ruleprofilessummaryassociations.xls
- xls\bsicommon\ruleprofilessummaryassociationsmultiple.xls
- xls\bsicommon\summaryemailinfoview.xls
- xls\bsicommon\summarytemplates.xls
- xls\bsicommon\timekeeperfileimportwizard_list.xls
- xls\bsicommon\timekeeperfileimportwizard_rejection.xls
- xls\bsicommon\tools.xls
- xls\bsicommon\tools_userslist.xls
- xls\bsicommon\tools_userssummary.xls
- xls\bsicommon\typeprofilelist.xls
- xls\bsicommon\userssummary.xls
- xls\bsicommon\viewprofileiterator.xls
- xls\bsicommon\viewprofilessummaryTools.xls
- xls\lobby\sop_newcorrtimekeeper.xls



- xsl\invoice\invoicebaseinfo.xsl
 - xsl\invoice\invoicediscount.xsl
 - xsl\invoice\invoicequickentry.xsl
 - xsl\invoice\invoicesummary.xsl
 - xsl\invoicesummary_templates.xsl
 - xsl\invoice\matterinvoicelist.xsl
 - xsl\invoice\matterinvoicetaxsummarylist.xsl
 - xsl\matter\mattersummary.xsl
 - xsl\peopleentity\personview_template.xsl
 - xsl\widgets>alerts_lobby.xsl
 - xsl\widgets>alerts_lobby_templates.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 Script 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.sp12.1-Scripts-Oracle.zip for Oracle databases
 - suite8.11.0.sp12.1-Scripts-SQL.zip for SQL databases
4. Open and run the SQL script.



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:
 - InvoiceAllocationCheck_STD.zip
 - InvoiceAllocationCheck_UNL.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 **InvoiceAllocationCheck** rule to select it, click the **Delete** button, and click Yes to confirm deletion.
6. Click **Import**, navigate to the **InvoiceAllocationCheck.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.

Corridor Task Installation Instructions

To Install the Corridor Vendor Timekeepers Service Provider:

1. In the Suite Manager Lobby component, click **Import**.
2. On the **Select the XML or Script file for import** dialog box, select the **CorrVendorTimekeeperAlert.xml** file containing the service provider definition, then click **Open**.
3. Click **Save and Close**.

