

The Latest in Q-LawE

Presented by:
Kurt Sund & Adam Peplau



 **The Mastermind Series**

Presented by  **VERTICAN**
TECHNOLOGIES

QS-3937 Q-LawE Licensing

- Vertican Technologies is migrating perpetual Q-LawE users to subscription users.
- This means each Q-LawE named user must have a user license.
- Firm administrators and authorized users can [purchase additional licenses and DTPs](#) on the vPortal in the vStore. A reduction of license counts must be sent to a Client Success Representative for processing.
 - If you do not have access to vPortal, please ask your firm's Administrator to grant you access using the [instructions](#) in the August issue of vConnect. Client Success is not able to grant users access to vPortal.
 - For firm Administrators, instructions are also on the Vertican [Help Center](#) > How to Use vPortal > Add Users.
- Please refer to the [Q-LawE Licensing documentation](#) to complete all steps prior to updating Q-LawE.

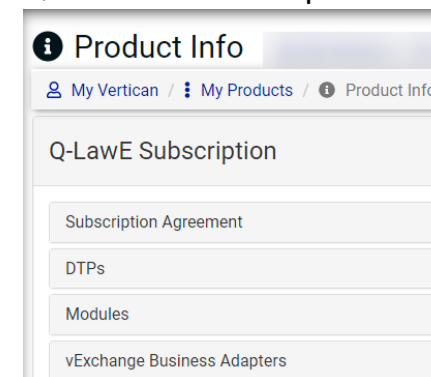
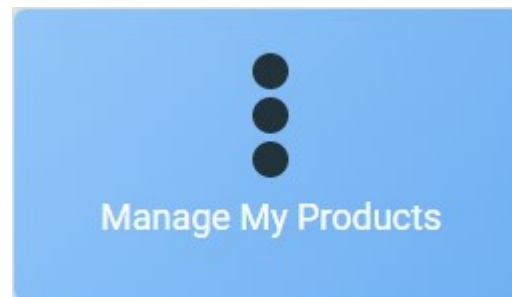
QS-3937 Q-LawE Licensing

The steps below must be completed, prior to performing the update. Please refer to Vertican provided documentation for further instructions regarding each step. If you encounter any issues logging in after this update, please refer to the documentation provided by Vertican. If the issue/error persists, submit a support request via the vPortal/VSA for assistance from our Client Success Team.

- Set all Inactive users to Access Level '11'.
- Determine number of Active users by running the report provided by Vertican.
- Login to the vPortal to verify the following:
 - **User Licenses:** confirm number of user licenses is equal to or higher than your Active users in Q-LawE.
 - **DTPs:** confirm all DTPs in use are selected. Otherwise, they will not be available to use in Q-LawE once the update is completed.

Once logged on to the vPortal, click on Manage my Products > View License Details.

Subscription Agreement will show the number of 'Licensed Users'.



QS-8050 - Change Tracking

- Change tracking management has been enhanced in QLawE. Firms will be able to better manage:
 - Which tables are tracked,
 - The type of changes tracked and
 - How long to store change records
- The change tracking tables are the tables in SSMS that begin with “UPD_”.
- The new change tracking screen can be accessed by clicking [**Maintenance**], then navigate to System maintenance – Admin tab, and clicking the [**Change Tracking**] button.
- Access to this screen is managed in the security levels section of QLawE with the menu.code = MAINTAIN.CHGTRACK

Review and set security access level to functions

Review access for user

Users current level

1 Admin, Owner 6 Data entry/ legal assisant
2 Bookkeeper 9 Collector
4 Supervisor 10 Client Access
5 Attorney/Cashposter

 Group view **MAINTAIN**

Change level Allow this user access even if higher level, use comma delimited list

menu	code	function	seclevel	people
MAINTAIN	CHGTRACK	Change Tracking functions	2	

QS-8050 - Change Tracking Screen

1. **Mark All** – Will check all boxes in the Mark column (item 9)
2. **UnMark All** – Will uncheck all boxes Mark column (item 9)
3. **Enable Change Tracking** – Will check the 3 change tracking columns (items 12, 13, and 14) for lines where the Mark checkbox is checked NOTE: This will not work if those columns contain the black box. Should be enabled manually initially.
4. **Disable Change Tracking** – Will uncheck the 3 change tracking columns (items 12, 13, and 14) for lines where the Mark checkbox is checked if tracking can be disabled NOTE: This will not work if those columns contain the black box. Should be enabled manually initially.
5. **Enable MaxMonths** – Will check the MMEnabled column (item 16) for lines where the Mark checkbox is checked NOTE: This will not work if the column contains the black box. Should be enabled manually initially.
6. **Disable MaxMonths** – Will uncheck the MMEnabled column (item 16) for lines where the Mark checkbox is checked NOTE: This will not work if the column contains the black box. Should be enabled manually initially.
7. **Truncate Chg Tracking** – When the MMEnabled is activated for a table, this will clear out any lines older than the specified number of months in MaxMonths
8. **Refresh Grid** – Will refresh the grid data with current information. Primarily Rows>MM, TotalRows, and TablesizeMB (items 17, 18, and 19)
9. **Mark** – Will indicate if line should be included for processing Enable/Disable buttons (items 3-6)
10. **TableName** – Will be the name of the table in QlawE that will have the change tracking. Corresponding change tracking table will be UPD_TableName
11. **Description** – Will be a brief description of the data housed in the table.
12. **Ins** – Will indicate if inserts to the table should be tracked or not.
13. **Upd** – Will indicate if changes to already existing records should be tracked or not.
14. **Del** – Will indicate if deletions from the table should be tracked or not
15. **MaxMonths** – Will be the number of months for change tracking to be saved in the upd_TableName table.
16. **MMEnabled** – Will indicate if the MaxMonths will be activated to allow for truncating the change tracking table.

17. **Rows>MM** – Will indicate the number of rows from SSMS that are over the MaxMonths date range to be truncated when the MMEnabled is checked.
18. **TotalRows** – Will be the total number of rows that currently exist in the change tracking table
19. **TablesizeMB** – Will indicate the total size of the change tracking table in MB

Mark	TableName	Description	Ins	Upd	Del	MaxMonths	MMEnabled	Rows>MM	Total Rows	TableSizeMB
<input type="checkbox"/>	ABKRFILE	BANKRUPTCY FILE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		98	0.195
<input type="checkbox"/>	ACTLIST	SYSTEM TASK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	8508	2.039	
<input type="checkbox"/>	AMR_CHECK	AMR Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2	0.047	
<input type="checkbox"/>	AMR_DOCS	AMR Required Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	582	0.133	
<input type="checkbox"/>	AMR_GROUP	AMR or QC Process Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	165	0.055	
<input type="checkbox"/>	AMR_LOG	AMR Logs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	44	0.094	
<input type="checkbox"/>	AODMAIN	ATTORNEY ON DEMAND CASE DATA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	9925	2.602	
<input type="checkbox"/>	ARBITRATE	CASE ARBITRATION DATA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	AREACODES	AREA CODE LOOKUP TABLE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	0	0.000	
<input type="checkbox"/>	ATT	FORWARD TO ATTORNEY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	28	0.063	
<input type="checkbox"/>	ATTEVENT	ATT RECEIVER EVENTS LOG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	AUTOREVLOK	LOG OF AUTO PAYMENT AND COST REVERSALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	BASEFILE	EDI VENDOR IMPORT MAPPINGS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	2936	0.906	
<input type="checkbox"/>	BASETEMP	EDI VENDOR IMPORT BRIDGE TABLES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	60262	9.211	
<input type="checkbox"/>	BITEM	CASE BILLING DETAIL ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	14574	2.828	
<input type="checkbox"/>	BTRUCASE	CASE ACCOUNTING TRUST CASE FILE DETAIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	137608	23.750	
<input type="checkbox"/>	BTRUDET	BTRUST DETAILS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	8372	1.789	
<input type="checkbox"/>	BTRUST	ACCOUNTING TRUST/GENERAL ACCOUNTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	195180	32.820	
<input type="checkbox"/>	CASEPTP	CASE PROMISE TO PAY FILE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	50531	9.008	
<input type="checkbox"/>	CERTMAIL	CERTIFIED MAIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	165	0.070	
<input type="checkbox"/>	CLIPTODO	BATCH TASK LOG FILE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	CLOSED	ARCHIVED CLAIMS MASTER TABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	CODES	CODES - ALL SYSTEM CODES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	316855	56.625	
<input type="checkbox"/>	COST	CASE COST CARD - DETAIL OF COST/EXPENSES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	68747	11.945	
<input type="checkbox"/>	COURT	COURTS/JURISDICTIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	166001	25.105	

The rows and table size shown is the size of the change tracking table and not the table itself.

QS-8050 – Basics of Change Tracking

Some things to know when using this screen:

- If the black box is present in the change tracking boxes or the MMEnabled fields, these cannot be updated using the Enable/Disable buttons. These will need to be activated manually the first time.
- After the black box has been removed the Enable/Disable boxes will be available for use. The field will also then only show as checked or unchecked.
- When enabling change tracking for the first time, the program will create the needed “UPD_” table if it does not already exist.
- Once the change tracking has been enabled, the firm can decide which items to track. Any combination of the 3 change tracking columns can be used.
- Please be aware that once tables have been truncated, data is deleted. The users/VT will be able to find those change details when troubleshooting. NOTE: This process cannot be undone.
- There will be a corresponding log for the change tracking screen .\logs\ChgTrackingLog.txt. This will keep a continuous log of the changes made in the grid and items truncated. Each time changes are made, or the truncation process runs, it will all append into the same log.
- There will be select tables that change tracking will always be activated for and will not be able to be deactivated. Attempting to disable change tracking on those tables will result a prompt stating, “***Changes not allowed on this table***”.

QS-8050 - Truncating Change Tracking

To better manage the size of the change tracking tables, QLawE can now truncate the tables or remove records after a specified number of months.

To use this feature, check the MMEabled box. This will place a 0 in the MaxMonths field and be updated to the number of months the firm would like to hold all change tracking details before being able to remove them.

There will be some tables, similar to the deactivating of change tracking, that will have to have a minimum of 6 months in the MaxMonths field to use this feature. When a table has this limitation, the below popup will be received if a number less than 6 is placed in the field.

<input type="checkbox"/>	DEBADDRESS	Debtor address info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		1150	0.313
<input type="checkbox"/>	DEBT	CASE MASTER FILE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>		668068	118.375
<input type="checkbox"/>	DECEASED	CASE DEBTOR DECEASED DATA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		316	0.102
<input type="checkbox"/>	DESK	DESK AND STAFF A					<input type="checkbox"/>			
<input type="checkbox"/>	DGARN	CASE LEGAL GARN					<input type="checkbox"/>		4932	1.352
<input type="checkbox"/>	DISPUTE	CONSUMER DISPUTE					<input type="checkbox"/>			
<input type="checkbox"/>	DLEGAL	CASE LEGAL FILE IN					<input type="checkbox"/>		106437	20.188
<input type="checkbox"/>	DLETTER	LETTER HISTORY BY					<input type="checkbox"/>			
<input type="checkbox"/>	DLIEN	LIEN FILED INFORMA					<input type="checkbox"/>		2635	0.969
<input type="checkbox"/>	DNAME	CASE CONTACTS					<input type="checkbox"/>		5001621	1100.500

Microsoft Visual FoxPro

Nothing less than 6 months is allowed for this table

OK

QS-8050 - Truncate Tables and Job Scheduler

Truncating the change log tables can also be called by Job Scheduler using the command “do TruncateChgTracking.prg”. The firm can determine frequency and the best time to run this process.

The screenshot shows the 'Job detail' window for task 2055. The job is currently inactive. The next run date is 10/10/2022 at 17:09. The job description is 'Truncate Change Tracking tables'. The program to be run is 'do TruncateChgTracking.prg'. The run date is set to 10/10/2022, with 'Excl Saturday' and 'Excl Sunday' checked. The run time is 17:09 and the frequency is DAILY. The 'Run one time' checkbox is unchecked. The 'Userlist' is empty. The 'Last run stats' table is empty.

	Last run stats	Hold	Active since
Date	//	//	//
Time			
Status/Rsn			
Minutes	0.0000		
Avg minutes	0		

QS-8870 New GetField User Procedure

We have created a new user accessible procedure called GetField that allows users to be able to pull any field from any table. This works for both local and remote tables. This feature has 4 criterion:

- Field name (character) - This is the field name that will return and must exist in the table being requested (next parameter).
- Table name (character) - This is the name of the table where the field is found.
- Condition (character) - This is the condition used to find the correct record. If more than one record meets this condition, then the first record (based on the default order of the table or the sort order passed in the next parameter) is returned. All fields that are referenced in the condition string must be in the table specified.
- Order (character) (optional) - This is the name of the field(s) that the table should be sorted by and must exist in the specified table. More than one field can be provided if they are comma delimited. After the field name(s) you can enter ASC or DESC to specify ascending or descending.

QS-8870 New GetField User Procedure

This information can be used in Word/WP Template List, Document Automation>Edit Custom Mail Merge Fields, Reports and Query and DDAS.

Examples of use:

- `GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1'")`
- `GetField("status", "cp_complain", "ourfile = dfile", "date desc")`
- `GetField("add1", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")`
- `GetField("name", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile='1008507' and dbr='1' and garntype='BANK')+""")`

Document detail			
Edit			
Document info	Custom document fields	Wp mergefields	Clist
Custom fields require a valid expression to be in the field, this data is then available in template documents as Custom01, etc. Q-Soft offers assistance with these custom fields, send us an email with description of data you need., we will email back data you enter here			
Custom01	<code>GetField("name", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile='1008507' and dbr='1' and garntype='BANK')+""")</code>	#11	<code>GetField("Complainer", "cp_complain", "ourfile='1008507' and id = '72'")</code>
Custom02	<code>GetField("attn", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile='1008507' and dbr='1' and garntype='BANK')+""")</code>	#12	<code>GetField("Descr", "cp_complain", "ourfile='1008507' and id = '72'")</code>
Custom03	<code>GetField("add1", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#13	<code>GetField("Detail", "cp_complain", "ourfile=dfile and id = '72'")</code>
Custom04	<code>GetField("add2", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#14	
Custom05	<code>GetField("city", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#15	
Custom06	<code>GetField("state", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#16	<code>GetField("notes", "dispute", "ourfile='1008507' and dbr='1'")</code>
Custom07	<code>GetField("zip", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#17	<code>GetField("notes", "dispute", "ourfile=dfile and dbr='1'")</code>
Custom08	<code>GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1'")</code>	#18	
Custom09	<code>GetField("payto", "sheriff", "code = ""+GetField("gsheriff", "dgarn", "ourfile=dfile and dbr='1' and garntype='BANK')+""")</code>	#19	
Custom10		#20	

QS-8983 Adding C-Type Paycard Line Items Using Task Codes

Clients can be set up to allow adding paycard line items using task codes. This has been enhanced to allow adding C-type line items to a paycard to increase the cost balance. This does not add a trans item, it only adds to the paycard and increases the debtor's balance.

- The client must be set up to allow for Task Add to paycard, found on the client Preferences tab. This can be entered in Workcase> Clients>Client List, select your client and go to the Preferences tab
- Task code should be set up to add a line item to the paycard for the C bucket found on the Bill Remit tab. This can be entered in Maintenance> Task Code Manager>Bill Remit tab

The screenshot displays two windows from a legal software application. The top window is titled "Client: DUMMTE - TEST DUMMY" and shows the "Preferences" tab. In the "Task complete options" section, the checkbox "Activate task Add to paycard" is checked and highlighted with a red box. The bottom window is titled "Select a task set to schedule for this case and click OK or Exit to cancel" and shows the "Bill Remit" tab. In the "Add to Paycard" section, the "Amount" is set to 25.00 and the "Bucket" is set to "C", with this section also highlighted by a red box.

QS-9140 Garnishment Amount Displaying on Main Tab of the Account Screen

Previously, when there was an active garnishment and no active PTP, the dgarn.amtpayper would not pull correctly into the main tab of the account. This has been resolved.

The screenshot displays a software interface for a legal case. The main window is titled "Case Work Screen - Ourfile: 1021092 Client: TESTC1 vs: File, Example *Task: _WSOURFILE". The interface is divided into several tabs: Main-1, Contacts-2, Paycard/Cost-3, Documents-4, Client-5, Legal-6, Medical-7, Action-8, Time Billing-9, and Special-0. The "Main-1" tab is active, showing account information for "TEST CLIENT COMPANY". A yellow highlight is placed on the "Creditor" field, which also displays "TEST CLIENT COMPANY". Below this, a table lists various account details, including "Status" (LGR), "Status2", "Todo", and "Pursue". A red box highlights a row in the "Pursue" section with the following data: "GARN", "100.00", "EVERY_T", "//", and "Last Pmt". To the right of the main data area, there is a summary table with the following entries: "Original date" (10/18/2022), "Interest date" (10/18/2022), "Interest rate" (0.000), "Original chrg" (0.00), "J Principal" (10,000.00), "Payments" (0.00), "Adjustment" (0.00), "Addl charge" (0.00), and "Balance Due" (10,000.00). At the bottom of the interface, there is a "Notes" section with a "Tasks" tab. A red box highlights the "Tasks" tab, which contains the text "Amount per garnishment (MF=dgarn.amtpayper)".

QS-9178 – Main Screen Display Issues

- When choosing the firm's preference to show the billing status screen on the main tab of the work screen is enabled: [**Maintenance**] -> *System maintenance* – *Admin* tab -> *Billing pref* tab – put a “Y” in the Show Billing Status Screen in the main tab of the work screen field.
- For an account filetype that was populated with something other than “COLL”, (Example: BANKDEBT) the main workscreen would have display issues.

The screenshot shows the 'Firm information and preferences' window with the 'Billing pref' tab selected. The 'Show billing status screen in main tab of workscreen' field is highlighted with a red box and contains the letter 'Y'. Other fields include 'Activate auto billing prompt in Hourly billing files', 'Use client search as default in case select screen', and 'Include debtor balance on letter/fax/email'.

Field	Value
Show billing status screen in main tab of workscreen	Y
Activate auto billing prompt in Hourly billing files	<input type="checkbox"/>
Use client search as default in case select screen	<input type="checkbox"/>
Include debtor balance on letter/fax/email	Y
Auto bill prompt	<input checked="" type="checkbox"/>
Search prompt	<input type="checkbox"/>

The screenshot shows the 'Edit case and matter information' window. The 'File type' field is highlighted with a red box and contains the value 'BANKDEBT'. Other fields include 'Our File#', 'Desk', 'Client code', 'Open date', 'Open Amt', 'Fee code', 'Suit fee%', 'Suit fee NC', 'Office', 'Att/Timek', 'Cit Acct#', 'FW Acct#', 'Nw Acct#', 'PS Acct#', 'OrgeCredAcct#', and 'Worknow'.

Field	Value
Our File#	1019744
Physical file	
File type	BANKDEBT
Department	
Dept feecode	
Forwarder list	
Sales Code	
Metro2 CCC	
Claim type	
Desk	
Client code	TSTACA
Fw code	
Open date	06/15/202
Open Amt	4,640.55
Fee code	
Suit fee%	0.00
Suit fee NC	0.00
Office	
Att/Timek	
Cit Acct#	59-25V8-32S
FW Acct#	
Nw Acct#	
PS Acct#	
OrgeCredAcct#	
Worknow	MELINDA -1024-0953_WSOURFILE

QS-9178 – Main Screen Display Issues

- This has been resolved. If the billing is enabled and debt.bill is populated, the system will now correctly display the billing status on the main tab of the work screen.

The screenshot displays a software interface for a legal case. The window title is "Case Work Screen - Ourfile: 1019744 Client: TSTACA vs: Doe, Jane *Task: _WSOURFILE". The interface is divided into several tabs: Main-1, Contacts-2, Paycard/Cost-3, Documents-4, Client-5, Legal-6, Medical-7, Action-8, Time Billing-9, and Special-0. The "Main-1" tab is active and shows the following information:

- Our file:** 1019744, Type: BANKDEE, SUBRO, Edit button.
- Matter:** PROPERTY DAMAGE
- Client:** TSTACA, EDI System: TRAKAME, Fee: 0.00, Cost: 0.00
- CltCode:** TSTACA, Clt Aoot #: 59-25V8-32S, Status: Closed
- Client:** JANE vs. DOE
- SS#:** 598-65-4565, Dob: 03/21/2001, Pty#: 2, Atty: 2
- Ref:** FLORIDA, ATTORNEY
- Update:** 06/15/2022, Tag, Action, # 0, Ltr, Mail
- Status:** L114, SUIT ISSUED DATE
- Status2:** (empty)
- Todo:** ADAMTEST, Suit
- Pursue:** (empty), Court
- Pay Arr:** 0.00, Last Pmt, 0.00 on
- Tasks:** New task

On the right side of the screen, there is a summary table:

Original date	
Interest date	06/15/2022
Interest rate	0.000
Original chrg	0.00
Principal	4,640.55
Payments	0.00
Adjustments	0.00
Addl charge	0.00
Balance Due	4,640.55

QS-9215 - Balance Due on Companion or Related Claims Enhancement

- On a Main account - for Related or Companionated claims, the [**Balance Due**] button has been enhanced. When clicked, a .txt file will be generated that will list ALL linked accounts with calculated interest to show the current balance due for all claims.
- When clicked [**Balance Due**], the entire balance for the selected account as well as any companion/related claims will be viewable in a .txt popup document.

Original date	06/12/2006
Interest date	06/21/2017
Interest rate	18.000
Original chrg	0.00
Principal	1,933.71
Payments	0.00
Adjustments	0.00
Addl charge	5,986.76
Balance Due	7,920.47

QS-9215 - Balance Due on Companion or Related Claims Enhancement - Example of Use

- A popup .txt file will appear – The TXT file shows totals for ALL linked accounts with calculated interest to show the current balance due for all claims. (If companion/related files exist for that case.)

c:\qlaw\temp\VERTICAN.TXT PDF

Payoff balance for account name: ALDRICH, WILLIAM Ourfile: 3334
 This balance is valid if paid on or before: 10/18/2022

Ourfile	Int%	Princip	Interest	Cost	Atty fee	Oth chg	Balance
3334	18.000	1933.71	5986.76	0.00	0.00	0.00	7920.47
List by related files							
310350	18.000	1933.71	5986.77	0.00	0.00	0.00	7920.48
310623	18.000	1933.71	5986.77	0.00	0.00	0.00	7920.48
3856	18.000	1933.71	5986.76	0.00	0.00	0.00	7920.47
Totals #4		7734.84	23947.07	0.00	0.00	0.00	31681.91
Totals by Creditor name							
OURFILE	MTYPE	STATUS	CREDITOR	CLIENT_ACCOUNT_NUMBER	BALANCE		
310350	Related	No suit	APNET	23900460	7,920.48		
3334	Mainfile	No suit	ARROW FINANCIAL SERVICES LLC	23900460	7,920.47		
3856	Related	No suit	ARROW FINANCIAL SERVICES LLC	23900460	7,920.47		
310623	Related	No suit	C16	23900460	7,920.48		

QS-9319- Subgroups Available for TRAKAME

- The TRAKAME EDI interface has been enhanced to allow for subgroups to be selected with generating exports.
- Subgroups are not required for TRAKAME processing. Just using the [Clt list] checkbox will continue to process TRAKAME as it always has.

QS-9319- Subgroups Available for TRAKAME

- The subgroup will be assigned in the Cust setup and users should make sure all accounts assigned to the custid are updated with the forwlist in debt.forwlist.

Client: TRKTST - TRAK TESTING

Addr-Phone | Notes | Misc info | Financial Totals | Reports | Preferences | Open case prefs | Remit/Pay/Cost prefs

Name, address to appear on Hourly billing, Lien letters

Name: _____
 Attn: _____
 Add1: _____
 Add2: _____
 City, State Zip: _____
 Phone: _____
 Fed Tax Id#: _____
 Proper client name to appear in letter text: _____
 Use this name as Plaintiff in legal screen (150 chs): _____

Client requires a separate bank trust account

Trust account code: _____
 Cost trust account code: _____

If your state requires a separate collection trust and cost trust account use both above accounts
 If your state permits one trust account for collection and cost, then use the left account above only

Client is using an EDI interface

Fair Isaac Partner.net - Client ID assigned: _____
 YouveGotClaims.Com - Client ID assigned: _____

Custom EDI System Code: TRAKAME
 Custom EDI client code: SLMC01
 Custom EDI Firm code: JAVI

If YouveGotclaim NCO, PORTFOLIO client select this from forwlist

Forwarder list: TRAKAME

YGC Load creditor as Current: NCO
 YGC load current creditor from: PARTNER Partner.net
 PRA PRA
 QHC QHC
 SYNCH_DM1 Synchrony
 SYNCHRONY Synchrony
 TARGET Target
 TEST Testing
 TFORWLST The Forwarders List
 TOYOTA Toyota RMS
 TRAKAME TrakAmerica
 TSI Transworld Systems
 UILEDI UILEDI
 WELLSFARGO Wells Fargo
 WRIGHT Wright-Holmes Law List
 YOU-UNIF Unifund
 YOUVEGOT YouveGotClaims.Com
 YOUVEOUT YOUVEOUT

Pay arrangement, settlement rule: _____
 Misc code box, use only if instructed: SUPFILE

Edit | Delete | Documents | Print item | Letter-Email | Change log | Master | Exit

Case Work Screen - Ourfile: 1005327 Client: TRKTST vs: *Task:

Main-1	Contacts-2	Paycard/Cost-3	Documents-4	Client-5	Legal-6	Medical-7	Action-8	Time Billing-9	Special-0
Our file	1005327	Tp COLLECTP	Desk rsp AP	EDI System TRAKAME	Fee	0.00	Cost	0.00	
OrgCred	BANK OF AMERICA, N.A.		CltCode TRKTST	Clt Acct #	Closed				
Client	TRAK TESTING		FwList TRAKAME	Fw Acct #	Last work				Original date 05/14/2018
Creditor	BANK OF AMERICA, N.A.		Depart	Net Acct #	By user				Interest date 04/28/2021
Vs.			Open dt 04/28/2021	Open Amt 5,098.43	Hrs worked		0:00:00		Interest rate 0.000
SS#	Dob	Pln#	1 Atty 0	Fee code 19	Receiv Att	View	Ps#		Original chrg 0.00

QS-9319- Subgroups Available for TRAKAME

Type	Longcode	Descr
FL	FORWARDER LIST
FL	AACA	AACA
FL	ALEGIS	ALEGIS - RESURGENT
FL	AMELAWYER	Amercian Lawyers Quarterly Law List
FL	ARSI_ARSI	ARSI
FL	ATTFORNET	Attorney Forwarding Network Law List
FL	CAPPs	CAPPs
FL	CITIBANK	Citibank
FL	CITIZEN	Citizens
FL	CLEARING	Clearing House of Quarterly Law List
FL	COLUMBIA	Columbia List of Attorneys
FL	COMBARLIST	Commercial Bar Law List
FL	CRC	C-R-C Attorney Directory Law List
FL	DN_CITZN	DebtNext - Citizens Bank
FL	GENBARLIST	General Bar Law List
FL	INTERNAT	International Lawyers List
FL	INVESTINET	InvestiNet
FL	MAAC	MAAC
FL	MAAV	MAAV
FL	MIDLAND	Midland
FL	NATIONALIST	The Nationalist List of Attorneys

- Any new Forwarder List codes AKA subgroups should be set up in the system codes where type = 'FL'.
- You can locate System Codes in the *Edit/Add/Delete/Functions* tab of the **[Maintenance]** menu.

QS-9319- Subgroups Available for TRAKAME

- When processing subgroups for TRAKAME, the [Subgrp] box should be checked first to select the subgroup.

Custom EDI Processing and Maintenance

Report dates from 10/24/2022 to 10/24/2022

EDI Group TRAKAME

Client code

Clt list Leave client blank=include all clients, input clt limit export to this clt

Subgrp

Import

- Import new case placements
- Import maintenance files
- Print Maintenance Status report
- Print Maintenance Finance report

Export

- Review maintenance to export
- EDI firm settings

Process after Import

- File linking
- Desk distribution
- Qlaw-Cubs Status export

Exit

Notice

Select the EDI forwlist subgroup to process - Client codes coded with this group will be selected from edisystem = TRAKAME clients to be used when processing, Status/Maint updates and remits - click Clt list check box next.

OK

QS-9319- Subgroups Available for TRAKAME

- When processing subgroups for TRAKAME, the [Subgrp] box should be checked first to select the subgroup. Then, check the [Clt list] box. If the [Clt list] check box is checked first, this will still select all clients assigned to the TRAKAME edisystem to be processed.

QS-9369 - View All Data Button

- We have added a new button to the Misc. Menu of an account that allows users to view all data for an account.
- **It is a read only.** No edits can be made from this screen and the New Trustrecid button will be hidden.
- This button will act similarly to the Edit All Data button that is currently in the Misc. Menu.
- This will be associated with a new security function (WSMISC – VIEWDATA) to allow or restrict access to users.

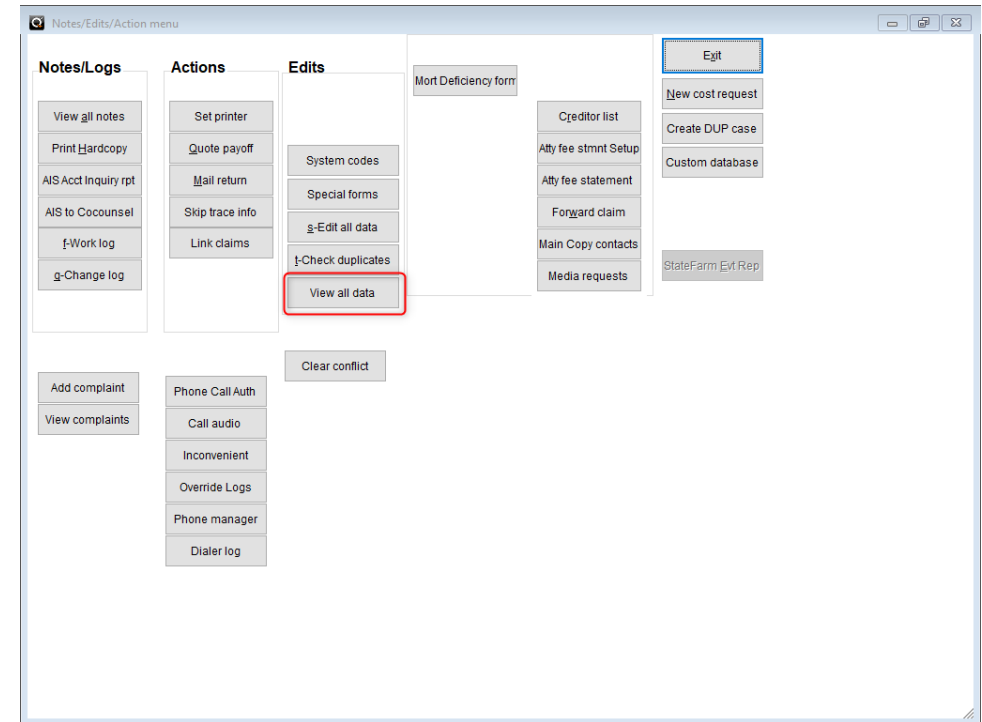
QS-9369 - How to Access View All Data Button

- Click the work case button → select any ourfile → Misc Menu is at the bottom of the work screen → Under edits column it is the 5th button down.

ty	Type	Veri	First	Name	St	Add1	City	Phone	Altphone	Cell	Ref	Add2	Zip
CLM	Tim		Horton	Collection	NJ	7 Maple Leaf Ln	Denville	973-265-8432		973-426-9965			0783
DEB	Ted		Ted	Lindsay	NJ	7 Red Wing Dr	Lake Hopat	973-426-8521					0784
POE								973-712-6365					
DEB	Syd		Syd	Abel	NJ	11 Detroit Ln	Lake Hopat	973-526-8541		973-469-7582			0784

igh	Taskdate	Group	Done	Critdate	Assign	Code	Auto	Descr
	07/20/2022	TAR-TAIT	<input type="checkbox"/>		BB	BKY_SCRUB	<input checked="" type="checkbox"/>	PERFORM BANKRUPTCY SCRUB - DEBTOR 1
	07/20/2022	TAR-TAIT	<input type="checkbox"/>		BB	BKY_SCRUB	<input checked="" type="checkbox"/>	PERFORM BANKRUPTCY SCRUB - DEBTOR 2
	07/20/2022	PTP	<input type="checkbox"/>		BB	PAY_AGREE	<input checked="" type="checkbox"/>	PAYMENT SCHEDULE LETTER
	07/25/2022	PTP	<input type="checkbox"/>		BB	PTP-APPROV	<input type="checkbox"/>	APPROVE THE PTP

Start 15:17 | .Pause now | IC | Call# | Update | **Misc Menu** | LanEmail | Calendar | Letter | Docs | Tasks | Auto Bill | Exit



QS-9424 - DCAL/Docketly Screen Changes - Overview

- The DCAL screen has been enhanced to allow the three telephonic hearing fields to only be editable when the telephonic hearing check box (dcal.telehear) is checked.
- The Docketly screen has been enhanced so that the telephonic hearing info box is no longer editable. The information for this field will be populated with the data from the aforementioned DCAL screen.

QS-9424 - DCAL/Docketly Screen Changes - Examples

- DCAL Screen – Navigate to the Legal Tab from the Main Case Work Screen, click [**Case Calendar**] button to bring up the Court Hearing Details screen.

The screenshot shows the DCAL Main Case Work Screen with the Legal tab selected. The Case Calendar button is highlighted with a red arrow. The screen displays various case details and a table of court dates.

Court date	Time	Suit date	Service date	Judgment date	Garn filed	J trans req
	Answer due	Suit amount	Service type	Judg amount	Garn return	J trans date
		0.00		0.00		

Buttons: Prepare Suit, Serve Detail, Enter Judgment, Prep Garnish, Garn Hist, Stipulation, ArbitrationAwr, Ljen Hist, Services.

- The Tele Hearing information is located on the top right of the Court Hearing Details screen, as seen below.

The screenshot shows the Court Hearing Details screen. The Tele Hearing Info section is highlighted in red, showing fields for Phone#, Meeting ID, and Meeting Password.

Who covers hearing date: In house attorney, Local counsel, Attorney coverage, Tele hearing, Qlaw department.

Notice to date: [Field]

Code assigned: [Field]

Tele Hearing Info: Phone#, Meeting ID, Meeting Password.

QS-9424 - DCAL/Docketly Screen Changes - Examples

- When editing, the Tele Hearing info fields can only be edited when/if the Tele-Hearing checkbox is checked.
- Click “edit” to enable checkboxes to be selected.

active

When telehearing box is checked:

Who covers hearing date	Notice to date	Code assigned	
In house attorney <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	SelectAtty
Local counsel <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Add Local
Attorney coverage <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Add AC
Tele hearing <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Qlaw department	<input type="text"/>	<input type="text"/>	

User cal ID

Tele Hearing Info:

Phone#:

Meeting ID:

Meeting Password:

active

When box is NOT checked:

Who covers hearing date	Notice to date	Code assigned	
In house attorney <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	SelectAtty
Local counsel <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Add Local
Attorney coverage <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Add AC
Tele hearing <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Qlaw department	<input type="text"/>	<input type="text"/>	

User cal ID

Tele Hearing Info:

Phone#:

Meeting ID:

Meeting Password:

QS-9424 - DCAL/Docketly Screen Changes - Examples

- Docketly Screen – To access the Docketly Screen, choose the [Add AC] button from the same area on the Court Hearing Details screen.

Who covers hearing date Notice to date Code assigned

In house attorney	<input type="checkbox"/>			Select Atty
Local counsel	<input type="checkbox"/>			Add Local
Attorney coverage	<input type="checkbox"/>			Add AC
Tele hearing	<input type="checkbox"/>			
Qlaw department				

User cal ID Add QCal

Tele Hearing Info:
Phone#:
Meeting ID:
Meeting Password:

- The changes made to the Docketly Screen have made the Tele Info box *read only*. This field will be populated with the data from the DCAL screen.
- If further info is needed for this field, the user can place additional data in the “comments” section.

Date / / Time Byname Client id 1052025 Staff

Hearing type

Goal of hearing

Hearing date Hearing time

Suit amount 2423.21 Suit Date

Date served Date answer

Tele Info
Read only - to be populated by data in DCAL

Discovery by Discovery remaining

Ready for Trial Trial length

Injuries Witness(es)? 0 Expert(s)? 0

Defendant(s) ADAM TEST_a

Atty of record Q-law Testing Firm

CtCode Caseno

Court

County Division/Room

Add1

Add2

City St zip

Comments
Use for additional information

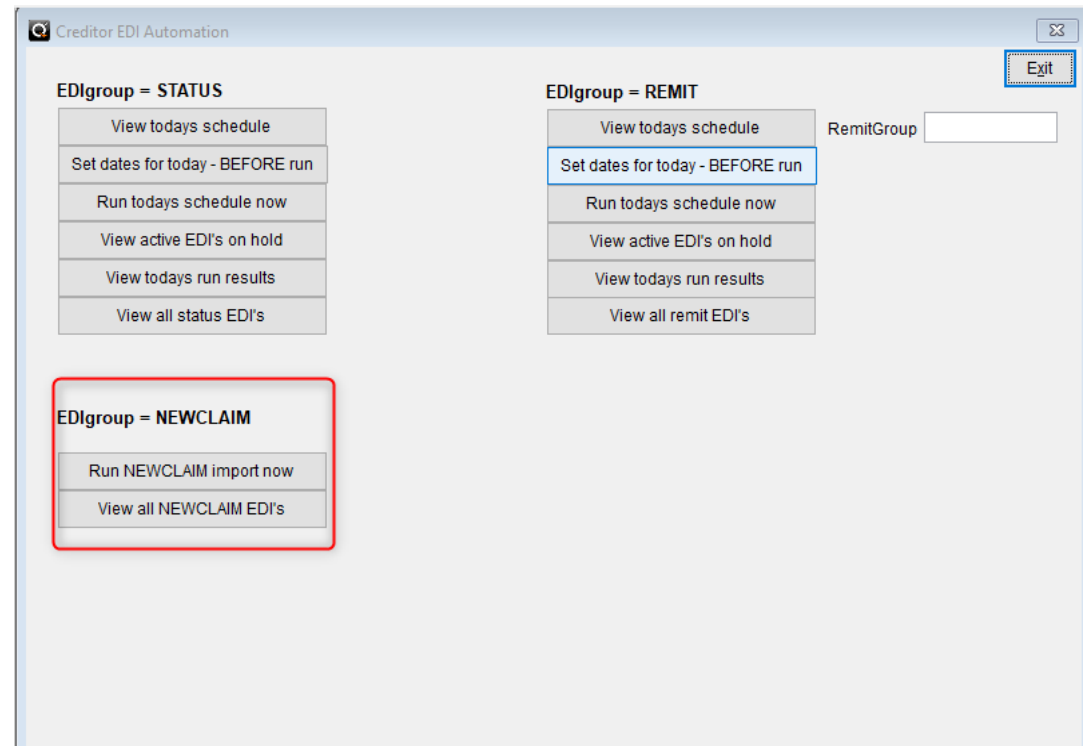
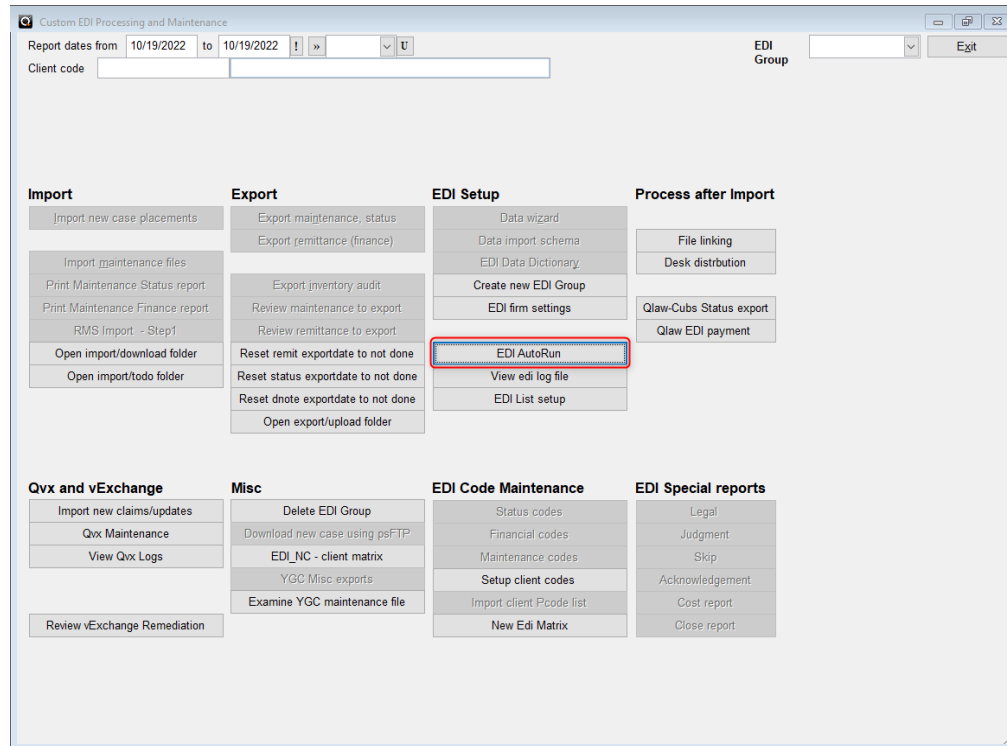
QS-9436 Docketly In-House Attorneys & Attorney Emails

- Historically, when adding a legal calendar record (DCAL), the system would always default the in-house attorney checkbox to true (dcal.inhouse); this has been changed.
- A new firm preference (AC_INHOUSE) has been added to the system. When this firm preference is active, the system will now mark the in-house attorney checkbox to true when a calendar event is added.
- If the firm preference is not active, then the in-house attorney checkbox will remain unchecked when new calendar events are added.
- When the in-house attorney check box is checked/set to true, the e-mail address stored in the user setup for that attorney will now be included in the upload file to Docketly.
- For the email address to be included in the upload, **an updated bridge table must be installed.**
 - Please locate the casenew.dbf located in the .\install\Misc\Docketly folder and copy that file to the .\import\lcc folder; please overwrite the existing table.

QS-9562 Importing Claims with EDI AutoRun

Claims can now be imported with the use of EDI AutoRun. These jobs can be set up in the NEWCLAIMS section of the EDI AutoRun screen. Once set up, these can be run either manually via EDI AutoRun or can be placed on the Job Scheduler.

- NOTE: this process is not currently supported for ALEGIS (Resurgent).



QS-9562 Importing Claims with EDI AutoRun

When setting up NEWCLAIMS imports in EDI AutoRun the primary fields that need to be set up:

- Edigroup = NEWCLAIM
- Edisystem = EDI import that should be processed
- Descr = New claims import
- EDI_Screen = New claims import
- Runprog = do edigen (this should be the program for most imports. If testing this feature and find it is not working with this command, please reach out to the client success team for program name to run.)

View/edit 7 Run jobs - ALL STATUS JOBS

Next_edate	Edigroup	Ufreq	Udaterun	Remgroup	Edisystem	Edi_sub	Descr	Edi_screen	Dbegdate	Denddate	Ncoflag	Citselect	Sendcost	Sendint	Last_date	Holdreason	Last_time	Last_user	Last_bdate	Last_edate	Last_file	Last_coun	Runprog
/ /	NEWCLAIM	DAILY			TRAKAME		New claims import	New claims import	LASTRUN	LASTRUN	0 Y		0	0			10:50:48		/ /	/ /	memo		do edigen

QS-9562 Importing Claims with EDI AutoRun

These jobs can be run on different job scheduler machines to process at the same time, the ourfiles may no longer be sequential using this method.

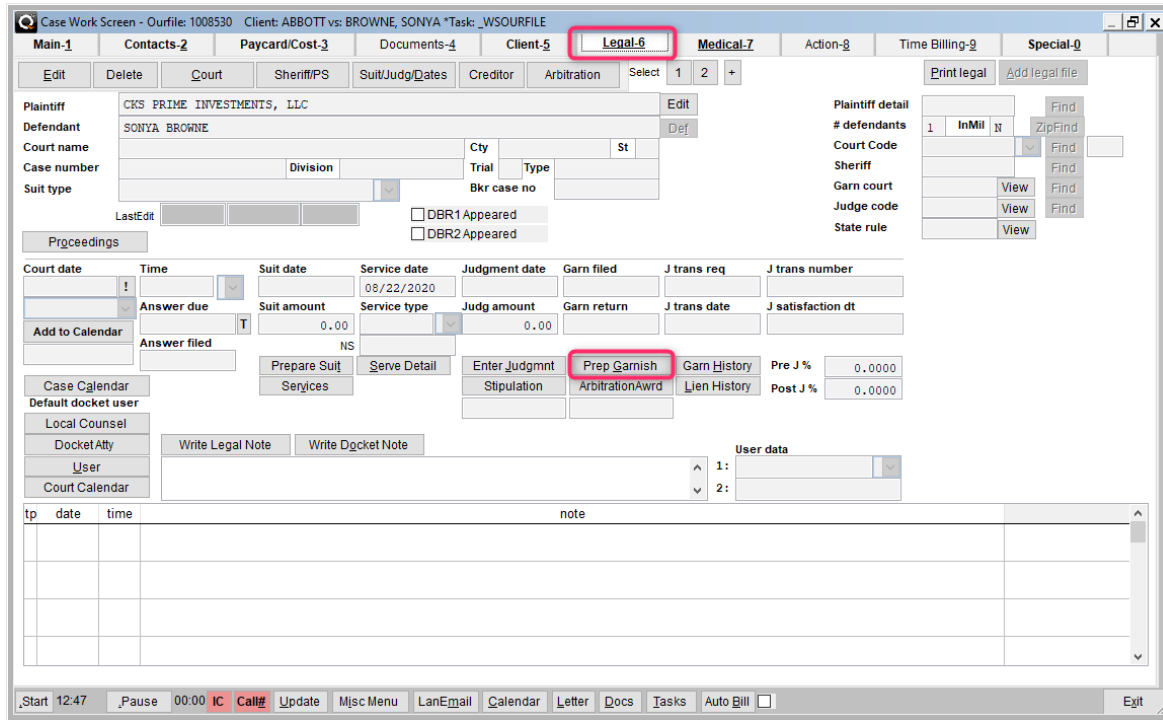
Sample Job scheduler command:

```
do ediauto with "RUN", "EDISYSTEM = 'TRAKAME' and edigroup ='NEWCLAIM'"
```

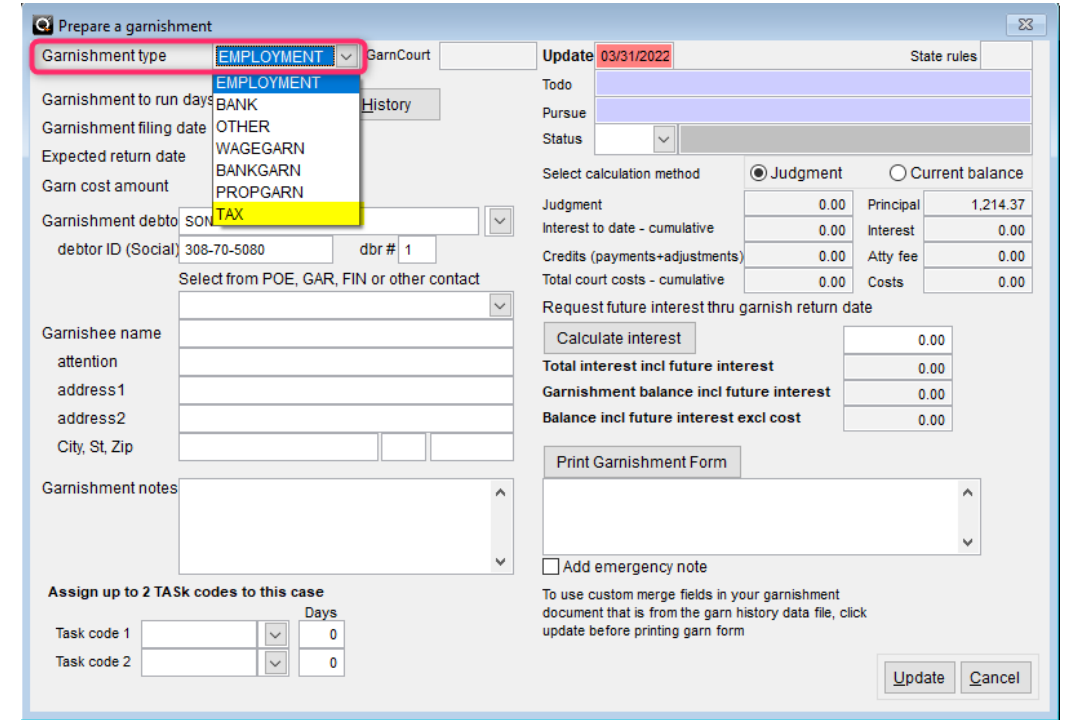
The screenshot shows a 'Job detail' window with the following fields and controls:

- Taskid:** 2056
- Active:**
- Hold:**
- Next Run Date:** [] 0500
- Previous:** []
- Next:** []
- Exit:** []
- Job Description:** Importing Claims with EDI AutoRun
- Run process local ok:**
- Lan notify User Name:** []
- Run on PC ID:** []
- Userlist - users who may run manual scheduler job:** []
- Details/notes:** Sample job for importing claims using EDI AutoRun.
- Enter program name with parameters to run for this job:** do ediauto with "RUN", "EDISYSTEM = 'TRAKAME' and edigroup ='NEWCLAIM'
- Run Date:** []
- Excl Saturday:**
- Excl Sunday:**
- Run Time:** 05 [] 00 []
- Last run stats:** []
- Hold:** []
- Active since:** []
- Date:** [] [] []
- Time:** [] [] []
- Status/Rsn:** [] [] []
- Minutes:** 0.0000

QS-9691 - Garnishment Type Drop Down “TAX” on the Dgarn Screen



1. In an account, select the Legal-6 tab.
2. Click Prep Garnish near the middle of the Legal screen.



3. Select the Garnishment type in the top left
4. Select TAX in the dropdown menu.

QS-9932 – Additional Logging in Collection Batch Payments

- When processing batches in collection batch payments, it was reported that the ptp_id was not always being assigned as expected. To be able to troubleshoot this further additional logging has been added to the batch posting process. The system will record anytime the Run Prep process is clicked on a batch, and what was done on each record in the batch.

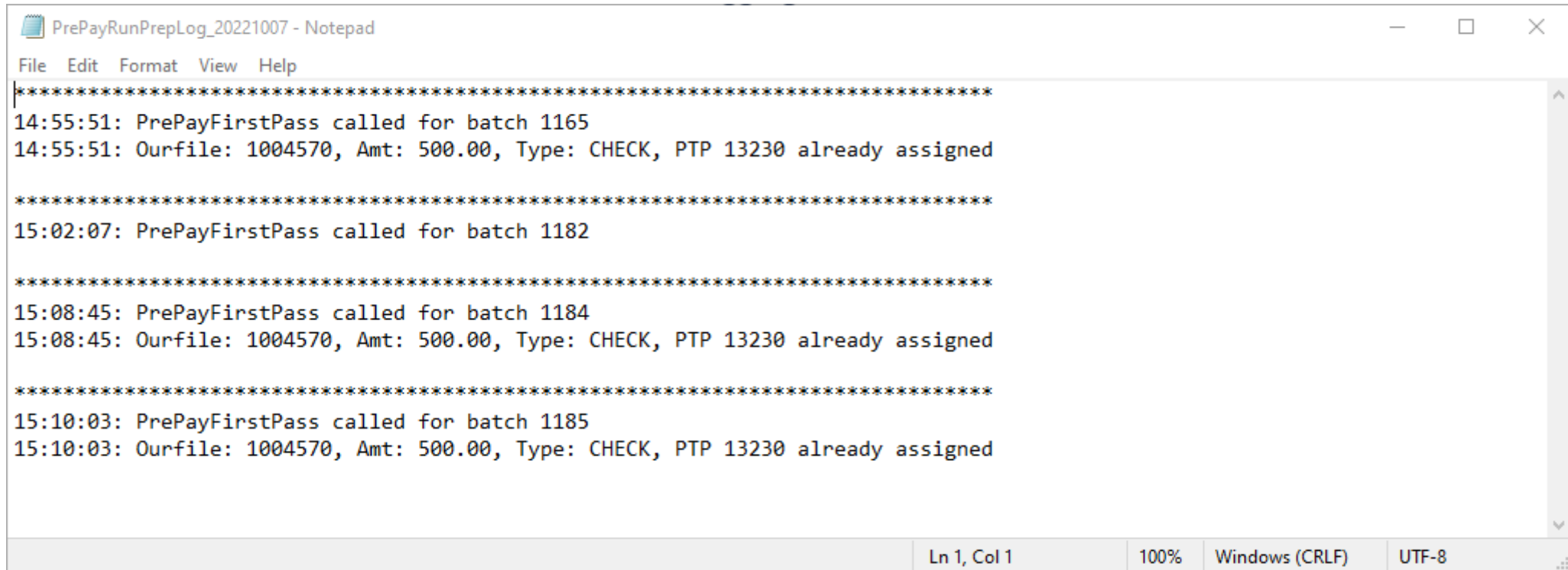
Collection Batch Payment process

- [Bookkeeping] -> [Collection batch payments], select batch from top left drop down menu
- Click [Run prep], select [OK] on the prompt box if there were no issues
- Click [BA Shuffle], select [Yes] on prompt box to lookup bank accounts, select [OK] at the prompt to confirm a new batch
- Click [Validate],
- Click [Auto Post], select [OK]
- [Exit]
- Go to ourfile, paycard, select payment record, click [View acct] and trans.ptp_id should be populated with the ptp_id.

Batch	Hold	Trx	Trxdate	Cash	Paydate	Payment	Adj1	Ourfile	Payor	Chknum	Paytype	Mastid	Mastamount	Descr
1194	P	01	06/17/2022	100.00	06/15/2022	100.00		1004633	SHASTA POP	963	CHECK			Payment to
1194	P	01	06/17/2022	29.50	06/17/2022	29.50		1003881	ROAD RUNNER	689	CHECK			Payment to
1194	P	01	06/17/2022	40.00	06/15/2022	40.00		1003881	ROAD RUNNER	63	CHECK			Payment to
1194	P	01	06/17/2022	75.00	06/17/2022	75.00		1003884	WILE E COYOTE	698	CHECK			Payment to

QS-9932 – Additional Logging in Collection Batch Payments

- If the ptp_id is continuously not being attached to the payments, then the log file should be reviewed or provided to the to VT Client Success team for review.
- The additional logging information will be stored in (the drive where Q-LawE is stored) and will be identified as `.\logs\PrePayRunPrepLog_{date}.txt`



```
PrePayRunPrepLog_20221007 - Notepad
File Edit Format View Help
*****
14:55:51: PrePayFirstPass called for batch 1165
14:55:51: Ourfile: 1004570, Amt: 500.00, Type: CHECK, PTP 13230 already assigned
*****
15:02:07: PrePayFirstPass called for batch 1182
*****
15:08:45: PrePayFirstPass called for batch 1184
15:08:45: Ourfile: 1004570, Amt: 500.00, Type: CHECK, PTP 13230 already assigned
*****
15:10:03: PrePayFirstPass called for batch 1185
15:10:03: Ourfile: 1004570, Amt: 500.00, Type: CHECK, PTP 13230 already assigned
Ln 1, Col 1 100% Windows (CRLF) UTF-8
```

QS-10011- Importing Pcodes into Status from CSV

- A custom program has been created that can support importing batches of pcodes to the status table of accounts to be exported in the next status export for the EDI.

Q-Law client custom programs

Q-Law custom programs designed for use by your firm can be started and run from here.

Items shown by Group, Order

Double click on a descr to run that program

Group	order	Desc	notes	Command	Bydate	Bycount	Qseclv
QVX	5	Add Pcodes via CSV		do .\programs\pcodefromcsv.prg			1

QS-10011- Importing Pcodes into Status from CSV

The csv should be comprised of 4 columns, all of which are required:

- **Ourfile** - The ourfile number of the account receiving the pcode.
- **Pcode** - The Pcode or Statid being added to the status table for export.
- **Date** - Maps to status.date field, date the code is being added. If backdating, make sure the corresponding EDI export is also backdated accordingly.
- **Pcodedate** -Maps to status.pcodedate. For QVX reporting for backdated pcodes, use this field to specify the date that the pcode was expected to report originally.

	A	B	C	D	E
1	1020554	S101	10/24/2022	10/1/2022	
2	1020554	S101	10/24/2022	10/1/2022	
3	1020554	W100	10/24/2022	10/1/2022	
4	1020943	P110	10/24/2022	6/18/2022	
5	1019832	J100	10/24/2022	9/7/2022	

QS-10011- Importing Pcodes into Status from CSV

To run this program:

- Save your CSV in a location that Q-LawE can access.
- Navigate to the custom program in the **Custom Programs** screen. Click to highlight and populate the program box. Click **[Run program]**.
- Click **[Yes]** at the prompt.

The screenshot shows the 'Q-Law client custom programs' window. The title bar reads 'Q-Law client custom programs'. Below the title bar, there is a text area: 'Q-Law custom programs designed for use by your firm can be started and run from here.' To the right of this text are buttons for 'Edit program list' and 'Exit'. Below this is a text area: 'Items shown by Group, Order'. Below that is a text area: 'Double click on a descr to run that program'. To the right of this text is a text box containing '.PROGRAMS\PCODEFROMCSV.PRG'. To the right of the text box are buttons for 'Edit program' and 'Locate...'. To the right of the 'Locate...' button is a button for 'Run program'. Below these elements is a table with the following columns: Group, order, Desc, notes, Command, Bydate, Bycount, Qseclev. The table has one row highlighted in blue: Group: QVX, order: 5, Desc: Add Pcodes via CSV, Command: do .programs\pcodefromcsv.prg, Qseclev: 1. Below the table is a dialog box titled 'Start import now'. The dialog box contains a question mark icon and the text: 'Accounts imported: 4 - Proceed with status code import'. At the bottom of the dialog box are buttons for 'Yes' and 'No'.

Group	order	Desc	notes	Command	Bydate	Bycount	Qseclev
QVX	5	Add Pcodes via CSV		do .programs\pcodefromcsv.prg			1

QS-10011- Importing Pcodes into Status from CSV

- The program will run and update each ourfile in the CSV. When finished, you will get a prompt letting you know.



- You can do a quick data validation and see that your pcode is now showing in the status table, ready to be exported.

The screenshot shows the "CLIENT Status history" application window. The title bar includes a warning: "CAUTION: EDITS can be made". The interface includes a menu bar with options like "Chg view", "Ljst Excel", "Edit record", "Top", "Bot", "#", "\$", and "MYINDEX". Below the menu is a search area with "Keyword" and "in Field" dropdowns, and "Go" and "Clr" buttons. A "Filter" button is also present. The main area is a table with the following data:

Ourfile	Custid	Custfile	Desk	Edisystem	Filetype	Date	Time	Fieldcode	Statid	Descr	Statusnote	Daysopen	Exportdate	Actcode	Rescode	Phonenum	Calldirect	Dbr	Pcodedate	Id
1020943	TSIED4			TSI		10/24/2022	1505		P110	Suit Filed	memo	26							06/18/2022	87559

QS-10011- Importing Pcodes into Status from CSV

If interested in using this custom program, please reach out to the Client Success team to get a copy of the program and/or coordinate consultation/training as needed.

This will be set up and processed in the ***Q-Law Custom Programs*** screen in the ***Maintenance*** menu on the ***Edi- Custom Modules- Help*** Tab.