

Date November 3, 2005

Subject Upcoming improvements to the Westlaw®CARSWELL ReportingSystem

We are pleased to advise you of the upcoming launch of the Westlaw®CARSWELL ReportingSystem v. 2 on December 1, 2005.

The ReportingSystem v. 2 will provide you with the most flexible, easy-to-use and accurate way to bill and report usage. The many enhancements will include the following features:

Create report	<ul style="list-style-type: none"> • More dynamic reporting process • Radio buttons and drop-down menus to select account and account groups • View only the information you need based on the reporting options selected
Auto-Report	<ul style="list-style-type: none"> • Eliminates the need to remember to run usage reports • Reports automatically arrive via email • You can select frequency, start day and delivery method
Multiple Report Formats	<ul style="list-style-type: none"> • 20 standard reports formats: 10 detailed and 10 summary reports • None of the 20 standard report formats fit your exact needs? Create your own!
Tax	<ul style="list-style-type: none"> • Clicking a checkbox allows you to calculate appropriate taxes for each billing/location account
Client Invoice	<ul style="list-style-type: none"> • Create an invoice from the Reporting System for clients for whom you have performed Westlaw®CARSWELL research
Grouping Accounts	<ul style="list-style-type: none"> • Create customized account groups • Combine all or some location accounts into groups to simplify and summarize usage information
Enhanced User Management	<ul style="list-style-type: none"> • Enter or upload additional designations for Westlaw®CARSWELL users (e.g. practice area, cost center, employee number) • Check user access status/levels
Email Report to Recipients	<ul style="list-style-type: none"> • Select the Email option available in the Select Delivery Method drop-down list when creating or saving Auto Reports • Download or email reports in one of four standard formats • Print HTML or Excel versions
Personalized Defaults	<ul style="list-style-type: none"> • Select default settings for greater efficiency

Carswell Learning Consultants will be contacting you to schedule consultations as of November 3, 2005.

We will continue to bring you timely updates on the ReportingSystem v. 2 in the upcoming weeks. You will be provided with the following supporting materials by December 1, 2005: a list of detailed Q&As, User Guide, Quick Reference Guide and online help pages.