

## REPORTING SYSTEM V.1 AND V.2 - QUICK GLANCE COMPARISON

Function	v.1	v.2
How do I Sign-on?	Sign on using Westlaw eCARSWELL password. eg: 1234567ABCD	Sign on using Westlaw eCARSWELL password. eg: 1234567ABCD
Who has access?	All users have some level of access to the service	Only Dept/Corp Admin have access (multiple passwords can be arranged)
What is the Home page?	The last page you accessed	Create Report page
Where do I find reports?	ChargeBack page	Create Report page
How do I do a notional charge report?	Client report	Create Report without applying Customized Client Pricing
How do I do a customized report?	Subscription Pricing Report (choose Flat Rate or Discount and exclude client IDs)	Apply Customized Client Pricing option (choose Monthly Fixed Amount or Discount and exclude client IDs)
What is the time out period?	No time out	Time out after 20 minutes of inactivity
Where do I find Canadian Pricing?	Access Pricing from the drop-down list	Access from the Pricing Tab
Where do I find International Pricing?	Access Pricing from the drop-down list	From the Pricing Tab, access International pricing via link to RS v.1
Can I calculate tax?	Not available	Select Calculate Tax
Can I create a customer invoice?	Not available	Select Create Client Invoice from the drop-down list
What are my report options?	Choose Sort Order and Summary or Detail reports through the use of drop-down lists and radio buttons	Choose from 20 different reports, summary or detail, with various sort orders, through one drop-down list
What delivery methods are available?	Download or Display	Download, Display, Auto Report or Email
What download formats are available?	CSV, HTML or XLS	Delimited, Non-Delimited (fixed width) or Spreadsheet Format (.dif)
How do I set report defaults?	Save report parameters by selecting a checkbox	Set defaults via Set User Defaults in the drop-down list
How long will my data be available?	Data stored for 12 months	Data stored for 6 months
For whom can I create reports?	Accounts	Individuals, Accounts or Account Groups
Can I do an automatic report?	Not available	Create Auto Reports
Can I include additional information about my users?	Not available	Manage Timekeeper Information
How do I retrieve a password list?	Click Password List link or select from Customer/Department drop-down list on the Account Information Screen	Select Manage Timekeeper Information from the drop-down list