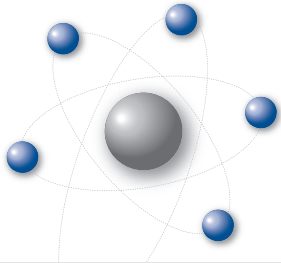


# Westlaw® CARSWELL® Reporting System v.2



The WestlawCARSWELL Reporting System v.2 provides you with a comprehensive method of creating meaningful usage reports. The cost recovery and reporting service allows you to track WestlawCARSWELL usage and charges with unmatched flexibility and ease-of-use of Internet access. This advanced reporting functionality uses a Secure Socket Layer (SSL) protocol to ensure absolute confidentiality of the information and is provided to WestlawCARSWELL customers free of charge.

## Reporting System v.2 makes creating even the most complex reports fast and easy:

- Radio buttons and drop-down menus allow you to select pertinent user information
- Dynamic screens show only the information you need
- Auto-Reports eliminate the need to remember to run usage reports
- E-mail the auto reports to yourself or others on a daily, weekly, bi-weekly or monthly basis
- 20 standard report formats and an option for custom formats are sure to satisfy your preferences
- Automatic tax calculation
- Client invoices can be created right from the system
- Customized account groups allow you to simplify and summarize usage information

- Enhanced user management features let you enter or upload additional designations (i.e. practice area, cost centre, employee number) and check user access status or levels
- HTML or Excel versions of your reports can be printed, e-mailed or saved
- Default settings give you the ability to personalize account display, date ranges, delivery methods, report and download formats, tax calculations and frequency

## All you, as the administrator, need to get started is:

- Your authorized WestlawCARSWELL password
- Microsoft® Internet Explorer® 5.0 or later or Netscape® 5.1 or later
- A screen resolution of 1024x768
- Access to [www.reportingssystem.westlawecarswell.com](http://www.reportingssystem.westlawecarswell.com)

## The dynamic Reporting System v.2 page layout puts all the relevant information right in front of you.

- 1 You can run a report for an account or account group. Select the account or account group you want to use in the report.
- 2 Select the delivery method, such as display, download, or e-mail.
- 3 Select the type of report you want to run.
- 4 Select to apply customized client pricing to you client/user charges.
- 5 Select the report begin and end dates or select a month.
- 6 Select to calculate tax for your charges.
- 7 Select to narrow your report results to specific clients, matters, or users.

Reporting System v.2 resources are available on [www.reportingssystem.westlawecarswell.com](http://www.reportingssystem.westlawecarswell.com)

For assistance concerning the reporting system, call Carswell Technical Support at (416) 609-3800 or 1-800-387-5164 or send an e-mail [carswell.techsupport@thomson.com](mailto:carswell.techsupport@thomson.com).