

# Legal Software Systems, Inc.

## *LSS Date Calculator User Guide*

**Date Calculator by Legal Software Systems, Inc.**

Start Date: 06-14-2008 ... Number of Days: 60

Counting Direction:  Reverse  Forward  
Counting Method:  All Days  Working Days

Adjust for Weekends:  Yes  No  
Adjust for Holidays:  Yes  No  
Adjustment Direction:  Reverse  Forward

Holiday Jurisdiction:  Federal  State  
 County  Municipal  
 Firm

**Tuesday, 04/15/2008**

OK Cancel Setup Help

New Outlook Appointment New Outlook Task

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# Introduction

## About LSS Date Calculator

This software has been designed specifically for law firms and legal departments that want a simple, easy to use solution for calculating court dates and deadlines based on standards that are specific to the legal industry. The LSS Date Calculator allows you to enter a start date and the number of days to count from that date. It can count all calendar days or just working days (also known as court days). It can count forwards or backwards. And if the resulting date falls on a weekend or holiday, it can automatically adjust that date to the preceding day or the following day.

Holidays can be maintained for multiple jurisdictions, including Federal, State, County and Firm. When calculating a date, you specify which holiday schedule applies.

The LSS Date Calculator also integrates with Outlook 2003, allowing you to launch the date calculator right from the Outlook toolbar. After calculating a date, one click of a button will automatically create a new Outlook appointment or task for that date.

This software can be purchased and installed as a single-user stand-alone system, or as a network-based system that shares a common holiday and licensing database.

## System Requirements

This software has been tested for use with Microsoft Windows XP and Vista. Outlook integration requires Outlook 2003. Contact LSS for information about other versions of Windows and Outlook. Monitors require a minimum screen resolution of 800 x 600 pixels. Workstation RAM requirements are minimal – the computer simply needs to have adequate memory so that Windows will function with satisfactory performance. The program requires approximately 20Mb of disk space.

## Registration Code

After purchasing the software, it is activated with a registration code provided by LSS. The registration code is valid only while the software is installed in its current location. If the software is moved to another computer, you must obtain a new registration code from LSS. As long as your firm has purchased a license to use the LSS Date Calculator software, there is no additional charge to obtain a new registration code if one is needed.

More information about software registration is provided later in this manual.

## Trial System

Unregistered software will operate in “trial mode”. In trial mode, everything about the software is fully-operational for a period of 30 days. After 30 days, the software will no longer calculate dates.

To purchase a stand-alone (single computer) license to use the software on a continued basis:

- Launch the LSS Date Calculator
- Press [Setup]
- Press [Print Order Firm]
- Follow the instructions provided

To purchase a network license to use the software on a continued basis:

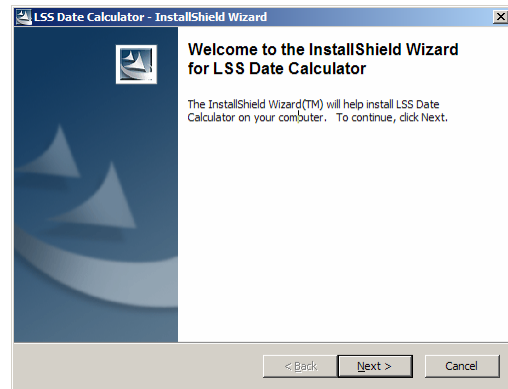
- Install and configure the LSS Date Calculator Admin Pack (Network Options)
- Launch the LSS Date Calculator
- Press [Setup]
- Press [Print Order Firm]
- Follow the instructions provided

# Installation

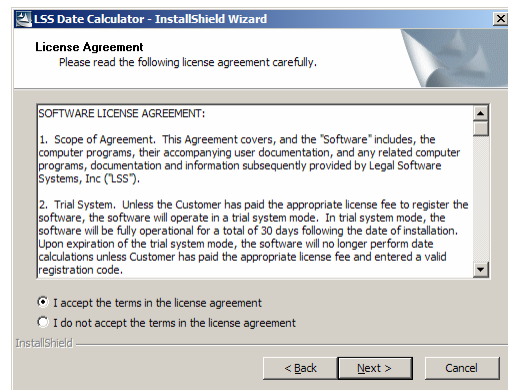
## Download and Installation Instructions

You can run the LSSDATECALCULATOR.EXE program directly from the website, or you can download it to your computer first, and then run it from there.

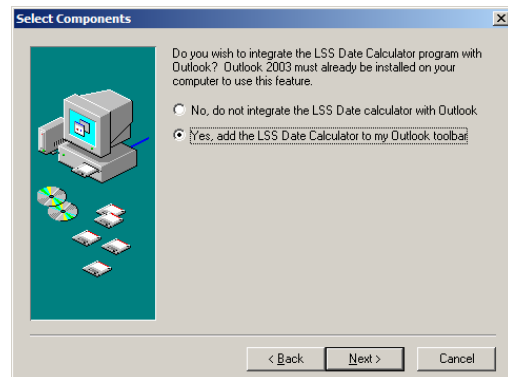
Launch the LSSDATECALCULATOR.EXE setup program, and the following Welcome screen appears. Click Next.



If you agree with the terms of the agreement, select "I accept the terms in the license agreement". Click Next.

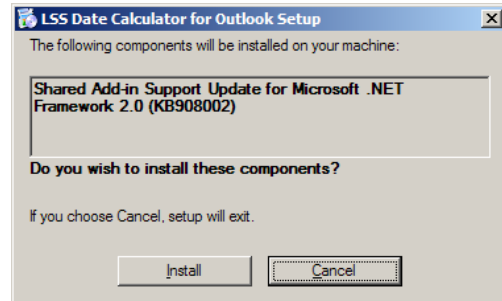


Choose whether or not to add the LSS Date Calculator to your Outlook toolbar. This feature requires Outlook 2003.

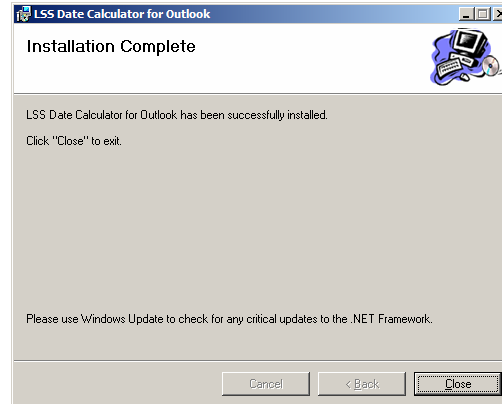


The installation package will analyze your computer for required Windows components and may prompt you to download supporting software from Microsoft. If prompted to download components from Microsoft, choose Yes or Allow.

If you selected the option to integrate the LSS Date Calculator with Microsoft Outlook, you will be prompted to install a Microsoft Update. Click Install.



The software installation is complete. Click Close.



## Desktop Shortcut

The setup program should have placed a new shortcut to the LSS Date Calculator on your Windows desktop. If it did not, you will need to create the shortcut manually. To create a shortcut:

Point your mouse to an empty area on your Windows desktop

Right-click, select New, then Shortcut

Type C:\LSSDATES\DATECALC.EXE then click Next

Type a name for your shortcut, such as "LSS Date Calculator" then click Finish

## Launching the Software

To use the LSS Date Calculator, double-click the LSS Date Calculator shortcut on your Windows desktop. Optionally, if you selected the installation option to integrate with Microsoft Outlook 2003, you can click the Date Calculator button found on your Outlook toolbar.

The screenshot shows a dialog box titled "Date Calculator by Legal Software Systems, Inc." with a standard Windows window border. The dialog is organized into several sections:

- Start Date:** A text input field followed by a calendar icon (three dots in a square).
- Number of Days:** A text input field.
- Counting Direction:** Two radio buttons: "Reverse" (selected) and "Forward".
- Counting Method:** Two radio buttons: "All Days" (selected) and "Working Days".
- Adjust for Weekends:** Two radio buttons: "Yes" (selected) and "No".
- Adjust for Holidays:** Two radio buttons: "Yes" (selected) and "No".
- Adjustment Direction:** Two radio buttons: "Reverse" (selected) and "Forward".
- Holiday Jurisdiction:** Five radio buttons: "Federal" (selected), "State", "County", "Municipal", and "Firm".
- Buttons:** A row of four buttons: "OK", "Cancel", "Setup", and "Help".
- Outlook Integration:** Two buttons at the bottom: "New Outlook Appointment" and "New Outlook Task".

## Calculating Dates

To calculate any date, simply enter a start date, the number of days to count, and select the counting options and methods you wish to use. If you don't like the default set of options that automatically appears, you can use the [Setup] button to change the default options to suit your specific needs. More information about setup options are provided later in this User Guide.

The [Help] button provides useful information about all the options available on the LSS Date Calculator screen.

**Start Date:** Enter the "trigger" date from which to begin counting. Or, press the [...] button to select a date from a monthly calendar display. Dates can be entered in a variety of formats. For example, December 1, 2007 can be entered as:

120107, 12012007, 12-01-07, 12-1-07, 12-01-2007, 12-1-2007, 12/01/07, 12/1/07,  
12/01/2007 or 12/1/2007

**Number of Days:** Enter the number of days to count from the start date. Options below allow you to specify the direction to count, which days to count, and whether or not to adjust for weekends and holidays. The start date is NOT counted.

**Counting Direction:** Select "reverse" to count backwards from the start date. Select "forward" to count forwards from the start date.

**Counting Method:** Select "all days" to count all calendar days. See below for information about counting all days, but automatically adjusting for weekends and holidays. Select "working days" to count only those days not marked for adjustment below. For example, to count only weekdays and non-holidays (also known as court days), select "working days" while ALSO selecting "yes" to the adjust for weekends and holidays options below.

**Adjust for Weekends:** This option serves one of two purposes depending on the counting method selected above.

When counting all days: Selecting “yes” will automatically adjust any calculated date that falls on a weekend to the nearest available weekday. The nearest weekday can either be the preceding Friday or the following Monday depending on the adjustment direction selected below. Selecting “no” allows the calculated date to fall on a weekend.

When counting working days only: Selecting “yes” marks weekends as non-working days. Selecting “no” marks weekends as working days.

**Adjust for Holidays:** This option serves one of two purposes depending on the counting method selected above. Use the [Setup] button to enter and revise your holiday list.

When counting all days: Selecting “yes” will automatically adjust any calculated date that falls on a holiday (for the jurisdiction selected below) to the nearest available non-holiday. The nearest non-holiday can either be the day before or the day after depending on the adjustment direction selected below. Selecting “no” allows the calculated date to fall on a holiday.

When counting working days only: Selecting “yes” marks holidays (for the jurisdiction selected below) as non-working days. Selecting “no” marks holidays as working days.

**Adjustment Direction:** Select "reverse" to adjust the calculated date backwards. Select "forward" to adjust the calculated date forwards.

**Holiday Jurisdiction:** Select the jurisdiction of the holiday schedule that applies to your date calculation.

**[OK]:** Calculate the new date.

**[Setup]:** Enter default settings, holidays, registration information and other system information.

**[New Outlook Appointment]:** If the LSS Date Calculator was launched from the Outlook toolbar, this button will automatically create a new Outlook appointment for the calculated date. This button remains disabled until you press [OK] to display your calculated date.

**[New Outlook Task]:** If the LSS Date Calculator was launched from the Outlook toolbar, this button will automatically create a new Outlook task for the calculated date. This button remains disabled until you press [OK] to display your calculated date.

## Setup Options

From the main LSS Date Calculator screen, press the [Setup] button to access the functions described below.

**Network Connect:** Use this function to connect to a holiday and license database located on a file server. This feature is only available to firms that have purchased a multi-user network version of the software. More information about network setup is provided later in this User Guide.

**System Defaults:** Use this function to change the default settings that automatically appear on the main LSS Date Calculator screen. Each setting is described in the “Calculating Dates” section of this User Guide. The system defaults apply to your computer only.

**Enter/Update Holidays:** Use this function to add, update or delete holidays from the holiday list. Refer to the on-line help text for more information about maintaining holidays. If the software is configured for “stand-alone” mode (under Network Connect), changes made here apply only to your computer. If the software is configured for “network” mode (under Network Connect), changes made here apply to all users sharing a common holiday and license database.

**Print Order Form:** Use this function to purchase a software license and obtain a registration code. Complete the requested information, and then press [Print]. An order form, additional instructions, and a license agreement will be printed. Mail the order form, payment and signed license agreement to the address provided on the printed instructions.

\* If you are ordering a network version of the software, you should perform the network installation as described in the “Network Options” section of this User Guide before completing this Order Form.

**Enter/Update Registration Code:** After purchasing a software license, LSS will provide a registration code. To activate the software with the registration code, press the [Enter/Update Registration Code] button. You will see a “Request Key” number. Below the request key is a field where you can enter the nine-digit registration code provided by LSS. Enter the code and press [Save] to activate the software.

**License Agreement:** Press the [License Agreement] button to view the Software License Agreement. While viewing this document, you can print a copy by pressing the [Print] button.

**Maintenance Agreement:** Press the [Maintenance Agreement] button to view the Software Maintenance Agreement that applies to firms who subscribe to the Premium Maintenance Plan. While viewing this document, you can print a copy by pressing the [Print] button.

**Registration Information:** To display current product status, request key and other registration information, press the [Registration Information] button.

## Network Options

This section of the User Guide applies to those firms who have purchased a multi-user network license for the LSS Date Calculator.

### Installation

Install the LSS Date Calculator program on a workstation as described earlier in this User Guide.

Run LSSDateCalculatorAdminPack.EXE from the C:\LSSDATES folder of any workstation that has the LSS Date Calculator program already installed. When prompted, select a SHARED NETWORK FOLDER that other users on the network can access.

Set Windows permissions on the folder specified above so that everyone has FULL ACCESS to both the network share and the files within that folder.

To access share permissions: Right-click the shared folder (may be a higher level folder than the one specified during the installation), select Sharing and Security, select the Sharing tab, and press the Permissions button within the “Share this folder” group box.

To access file / folder permissions: Right-click the actual folder specified during the installation, select Sharing and Security, select the Security tab.

At each workstation, launch the LSS Date Calculator program, press [Setup] then press [Network Connect]. Select the “network” licensing option and enter the full path to the network location where the Admin Pack was installed above.

At just one computer, launch the LSS Date Calculator and enter the special network-enabled registration code provided to you by LSS. Press [Setup] then [Enter/Update Registration Code]. If you received a registration code from LSS prior to performing the steps described in this section, that code will only work in stand-alone mode. Contact LSS to obtain a new network-enabled code.

### **Administrative Functions**

The setup program should have placed a new shortcut to the LSS Date Calculator License Administrator on the Windows desktop of the computer where the installation occurred. If it did not, you will need to create the shortcut manually. To create a shortcut:

Point your mouse to an empty area on your Windows desktop

Right-click, select New, then Shortcut

Type the full path to the network folder plus “\LSSADMIN.EXE” then click Next

Type a name for your shortcut, such as “LSS Administrator” then click Finish

Double-click the LSS Date Calculator License Administrator to access the administrative functions.

### **Manage Workstations**

Each workstation that uses the LSS Date Calculator will automatically register itself as a licensed computer, up to the maximum number of computers allowed by your license agreement. Once

this limit has been reached, no additional computers may register. This limit is based on physical computers, not concurrent users.

These licenses are semi-permanent. If you remove a computer from your network, you can free up a license by removing it from the license database. To remove a computer from the license database, launch the LSS Date Calculator License Administrator, select the computer from the list, then press [Delete].

If you remove a computer from the license database, and that computer later accesses the LSS Date Calculator, it will automatically be added back to the license database – as long as the maximum number of computers has not been reached.

### Shared Holiday Database

In network mode, all workstations share a common holiday database. By default, when a computer registers itself as a licensed computer, it will automatically be denied access to the holiday maintenance screens. To allow access to the holiday maintenance screens, launch the LSS Date Calculator License Administrator, select the computer from the list, select the “Update holidays” option and press [Save].

## Maintenance and Troubleshooting

**Network Security:** If you experience problems or begin receiving error messages after switching to network mode, there may be a problem with the share permissions or file/folder level security settings within the network operating system. Refer to the installation instructions under “Network Options” of this user guide, or contact LSS for assistance.

**Database Integrity:** In the event of a power failure or other hardware problem while using the LSS Date Calculator, the holiday and/or license database may become damaged, resulting in error messages while using the date calculator. LSS provides a utility named LSSDBFIX.EXE that can repair a damaged database. To repair a workstation database, run this utility from the C:\LSSDATES folder. To repair a network database, run this utility from the shared network folder where the LSS Date Calculator Admin Pack was installed.

## Additional Information

### Support

If you should need assistance, please call LSS toll-free at 1-800-331-4122 or send an email to [support@LegalSoftwareSystems.com](mailto:support@LegalSoftwareSystems.com).

### Uninstallation Instructions

To remove the Outlook integration, go to Control Panel, Add / Remove Programs, select LSS Date Calculator for Outlook and click Remove.

To remove the LSS Date Calculator software, simply delete the shortcut from your desktop and then delete the C:\LSSDATES folder from your computer.

To remove the LSS Date Calculator Admin Pack software, simply delete the shortcut from your desktop and then delete the folder containing the Admin Pack software from your server.