

# Installation Instructions

If you have previously installed **BankruptcyPRO®** and **DoingTIME™**, you must update both programs so the link between the two will work properly. **DO NOT UNINSTALL**, just install the new versions over the original.

## **BankruptcyPRO®**

### **New Installation:**

Insert the **BankruptcyPRO®** CD into your CD-ROM drive. The setup menu will come up automatically.

Click on **Install BankruptcyPRO®**. This begins the installation process. If you wish to continue, click Next and you're on your way. If this is a new installation, you should accept **ALL** the default values presented.

### **Upgrade/Update:**

**Note:** You **SHOULD NOT** uninstall previous versions of **BankruptcyPRO®** even if you see more than one instance listed in **Add/Remove Programs**. **BankruptcyPRO®** installs over itself and does not actually leave multiple installations on your hard drive. You **WILL NOT** recover any hard drive space.

We **STRONGLY RECOMMEND** that you backup your data. Go to File, Backup/Restore, Backup Data Directory. You can backup to floppy disks or to your hard drive.

**Everyone MUST EXIT BankruptcyPRO® before installing an update.**

Generally, the easiest method for updating your **BankruptcyPRO®** software is to go to the Main Case Listing in the program. Get everyone else out of the program. Then click on Help, Troubleshooting, Check for Updates on Web. **BankruptcyPRO®** will go out and check to see if an update is available. We don't go out from your computer without your knowledge and we don't come into your computer without your knowledge. If an update is available, **BankruptcyPRO®** will offer to install it for you. After your computer is updated, **BankruptcyPRO®** will restart. It will not restart your computer. If you have a network installation where others in your office look at the same data directory, when they open **BankruptcyPRO®**, they will be asked if they wish to update. They should say yes.

You can also download the demonstration version from the internet. Save the file (bpro.exe) to your hard drive somewhere you can find it. Then double click on the file to install **BankruptcyPRO®** over the top of your current version.

If you have a slow internet connection, you can also install from the **BankruptcyPRO®** CD.

Insert the **BankruptcyPRO®** CD into your CD-ROM drive. The setup menu will come up automatically.

Click on **Install BankruptcyPRO®**. This begins the installation process. If you wish to continue, click Next and you're on your way. To update/upgrade your **BankruptcyPRO®**, you can simply install over the top of your current program.

### **Network Install:**

**IMPORTANT:** If you wish to store your data for **BankruptcyPRO®** on a server, you should install the program on a local machine first using the defaults and get the program unlocked on that machine as explained below. Then just copy the **BankruptcyPRO®** folder and subfolders to your server so there are data structures available to the workstations. After the workstation is unlocked, you will be able to go to Settings, Change Data Directory, and browse to where you copied the data on the server. There is **NO NEED** to install **BankruptcyPRO®** on a server if that computer is not also used as a workstation.

Install the program on the other workstations in the same manner, i.e. use the defaults, unlock, and point to the place where the data is to be stored. If you need assistance with installing **BankruptcyPRO®**, please call LegalPRO Systems, Inc. at 800-887-0939 and we'll be glad to help.

### **First Steps:**

The first time you run **BankruptcyPRO®**, you see a window called First Steps. In order to receive an unlock code, you **MUST** enter your Firm name and address as you wish it to print on the Petition and on the Matrix. (That's the Enter Firm Name button. We strongly recommend that you Set your default Jurisdiction as well. It's a good idea to go through all the steps, but if you are unable to complete all the steps when you first install **BankruptcyPRO®**, you can get back to these buttons by clicking on Settings | First Steps from the main case listing; however, you must complete Step 1—Firm Name.

1. Enter Firm Name—The firm name must be set before you will be able to obtain an unlock code for **BankruptcyPRO®**, or open any cases.
2. Enter Attorney Names—As a convenience, **BankruptcyPRO®** allows you to maintain a list of the attorneys in your firm. Later, when you are entering information for a case, you will be able to designate an attorney by selecting one from the master list.
3. Set Jurisdiction—This button will cause the Jurisdictions and Exemptions Setup dialog to be displayed. You will set your default jurisdiction here. We strongly recommend that you print the state exemptions and verify that all of the exemptions are correct for your state.
4. Set Required Notifications for Default Jurisdiction— This button is where you enter the names and addresses of parties who should automatically be notified of case filings in your jurisdiction, e.g., the United States Trustee, the U.S. Attorney, etc.
5. Configuration—Review all of the options shown in the Configuration dialog. There are many options for the way **BankruptcyPRO®** behaves. These are options suggested by our users all over the country. Most times the default settings will work well for you, but you can change these options if you wish. Be sure that you set the backup options on the Backup tab. We recommend that you either set the Backup Critical Files option to "Prompt me when I exit the program" or "Always back them up," and that you keep at least 5 backups.
4. Click on the Print button and fax the Unlock Code Request Form to us at (210) 561-2929. Or, if you wish to use **BankruptcyPRO®** on a trial basis, click on the Generate Demo Mode Unlock Code button.
5. Type the unlock code you receive from **LegalPRO Systems, Inc.** into the red box.
6. Click on the Validate and Apply button. Verify that the confirmed access information shown below the red box is correct.
7. Click on the Continue button to return to the main window.

You are ready to begin entering your data. If you need assistance, please call our customer support line at (800) 887-0939 and we'll be glad to help you.

**Demo Users—There is no need to call** unless you would like assistance with the program. Simply click on the Button "**Generate Demo Mode Unlock Code**" for your five case demo code at the System Security Code Window. You can enter up to five cases in Demo Mode, but the documents will print with a watermark. Enjoy using the program and when you are ready to purchase, please call us to get started right away.

### **DoingTIME™**

Install **DoingTIME™** the same way you install **BankruptcyPRO®**, i.e., install it on the local computers and point your data directory to the computer where you wish to store the data. We recommend that use or create a different folder from the **BankruptcyPRO®** data, e.g., F:\Program Files\DoingTime\Data. Again, each computer will need an unlock code.

After you have installed **DoingTIME™**, run it one time on the machine where the data is to be stored in order to establish the data framework. When you run the program for the first time, you will need to set a password, go through the first steps, and enter an unlock code. The password you set is YOUR password and will protect YOUR data. Make it something you can remember because **LegalPRO** won't know what it is. Next you will need to enter your firm name information. After you click Next on that window, you will be reminded that **DoingTIME™** needs an unlock code.

If you want to generate a demo mode unlock code, you can click on that button. It will give you a one-time, 30-day use of the program in Demo Mode. Statements will print with a Demo watermark, but any data you enter will be intact. You will not be able to enter transactions dated later than the expiration date for the code.

When you have completed all of the First Steps, click on the OK button.

### **Unlock Codes:**

To gain access to all of the features contained in **BankruptcyPRO®**, you will need to obtain a unique unlock code for each computer running the program. You may use **BankruptcyPRO®** on a trial basis while you are evaluating the program, but to gain full access to all the features of **BankruptcyPRO®** you will need to obtain an unlock code from **LegalPRO Systems, Inc.** To enter the unlock code for your computer:

1. If you are using the program in Demo Mode and you have a case open, close the case.
2. In the main menu, choose Settings | Change Security Code. The System Security Code dialog will appear.
3. Make sure that the Firm Name is set correctly. If the Firm Name is not correct, click on the Change button. If your firm name is changed in **BankruptcyPRO®**, the program will need a new unlock code.

## **Connecting BankruptcyPRO® and DoingTIME™**

Then, in **BankruptcyPRO®** go to the File Menu, and select the item to set up the data connection with **DoingTIME™**. Point to the data folder on the machine where the **DoingTIME™** data is to be stored, (e.g., F:\Program Files\DoingTIME\Data).

**BankruptcyPRO®** will then be able to send client information to **DoingTIME™** and receive fee application information from **DoingTIME™**.

### **I-Got Notices**

**I-Got-Notices** is our beta version e-mail program. It is designed to receive your e-mail notices from the courts, capture your free looks, save the PDF files on your hard drive, and then correlate the messages (and documents) with your cases in **BankruptcyPRO®**.

Further instructions are contained in the I-Got-Notices Quick Start Guide found in the root directory of your CD. **BankruptcyPRO®** clients are invited to try **I-Got-Notices** at no charge. The program works, but we plan to add more options features, etc. to it. At that time there may be a charge for the license. The beta version expires December 1, 2005.

If you have any questions regarding **BankruptcyPRO®**, **DoingTIME™** or **I-Got-Notices**, please contact us at:

**LegalPRO Systems, Inc.**  
**6900 San Pedro, Suite 147-285**  
**San Antonio, TX 78216**  
**(210) 561-5300**  
**(800) 887-0939**  
**Fax (210) 561-2929**  
**[www.legal-pro.com](http://www.legal-pro.com)**  
**Technical Support hours:**  
**8:30 a.m.–5:30 p.m. CST**  
**Monday-Friday**