



## FileTime Administrative Reports Guide

FileTime provides you with a powerful suite of report options to help you manage your firm's eFiling and eService activities.

You'll find that the eFiling reports provide you the information you need to assist you in efficiently billing for your firm's eFiling and eService submissions.

The eServices and Alerts Reports enable you to stay on top of the issues that could adversely impact the outcome of your cases.

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# FileTime Reports Guide

The FileTime Reports feature provides your firm powerful tools for generating reports on virtually any aspect of your firm's eFiling and/or eService activities and Alerts. This can be for billing purposes, for case reviews, etc. Only firm eFiling administrators have access to the Reports feature.

We provide your firm three major categories of report types:

- **eFilings** - These reports provide different ways to view filings, submission, and billing details for your firm's activities.
- **eServices** - These reports provide you the ability to view eServices inbound to your firm by other case counsel and outbound services by your firm to other firm counsel.
- **Alerts** - These reports enable you to view firm-wide failed filings, returned for correction filings, failed eServices by your firm to other case counsel, and failed fax services.

## 1. Accessing the Reports Feature

Login at [www.filetime.com](http://www.filetime.com) and click the **Admin** button. If you do not see the Admin button you need to have your firm eFiling administrator assign the Admin role to you so you have access to this feature.

Click the **Reports** button on the sub-navigation bar.

The reports drop-down menu opens. Select the report type you want to generate.

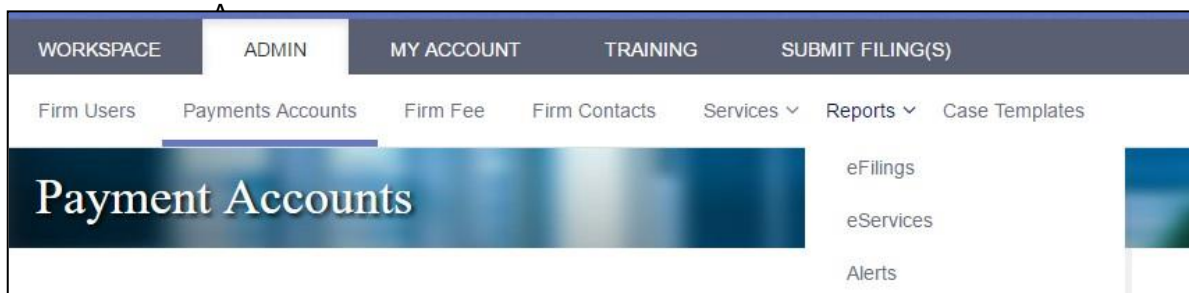


Figure 1, Accessing the Reports Section

## 2. eFiling Reports

When you click eFilings on the Reports drop-down menu (Figure 1, B) you are taken to the **eFiling Reports** page (Figure 2).

We suggest that you take the time to review and generate all the report types after your firm has some eFiling submissions through FileTime. We found that firms have different requirements and one of our report types generally best meets their needs.

You won't really know which of the following reports best meets your needs until you run them and become familiar with them.



Figure 2, FileTime Report Options

## A. Quick Overview Report

The overview report provides you a quick overview of eFiling and/or eService activities matching your selection criteria.

The screenshot shows the 'Quick Overview Report Generator' interface. It features a title bar with the text 'Quick Overview Report Generator'. Below the title bar, there is a section for 'Date Range:' and 'Select the parameters for this report:'. The parameters are organized into two columns. The left column includes 'Date From' (01/01/2015), 'Filer' (Tom Schoolcraft), 'Client ID' (All), and 'Submission Type' (All). The right column includes 'Date To' (06/26/2015), 'Attorney Of Record' (All), 'Case Number' (All), and 'Status' (All). At the bottom, there are two buttons: 'Back' and 'Generate Report'.

Quick Overview Report Generator	
Date Range: Select the parameters for this report:	
Date From	01/01/2015
Date To	06/26/2015
Filer	Tom Schoolcraft
Attorney Of Record	All
Client ID	All
Case Number	All
Submission Type	All
Status	All
<a href="#">Back</a> <a href="#">Generate Report</a>	

Figure 3, The Quick Overview Report Generator

If you require only the total fees for a submission, for instance, you may find that this concise report provides all the information you need for billing purposes.

You can export the report in PDF or Microsoft Excel format.

The screenshot shows a sample 'Quick Overview Report'. It includes a header section with 'Quick Overview Report' and 'Report Parameters:'. The parameters are listed as follows: Date Range: 12/01/2014 - 06/26/2015, Filer: Tom Schoolcraft, Attorney: All, Client ID: All, Cause Number: All, Submission Type: All, Status: All. There are two buttons for 'Export to PDF' and 'Export to Excel'. The report is divided into two sections, each for a different client ID (FT-001). Each section shows a submission ID, the filer's name, and a table of filing activities. The first section shows a submission ID 3579564 with a total of \$0.00. The second section shows a submission ID 3579277 with a total of \$0.00.

Quick Overview Report						
Report Parameters:						
Date Range:	12/01/2014 - 06/26/2015					
Filer:	Tom Schoolcraft					
Attorney:	All					
Client ID:	All					
Cause Number:	All					
Submission Type:	All					
Status:	All					
<a href="#">Export to PDF</a> <a href="#">Export to Excel</a>						
Client ID: FT-001 Case Style: Crystal Power Company, LTD vs. Coastal Salvadoran Power, et al						
Submission ID 3579564 submitted by Tom Schoolcraft behalf of						
Date	Status	Filing	Type	Description	Total	\$0.00
12-23-14	served	Service Only	EService	Service Only Service Only		
Client ID: FT-001 Case Style: Crystal Power Company, LTD vs. Coastal Salvadoran Power, et al						
Submission ID 3579277 submitted by Tom Schoolcraft behalf of						
Date	Status	Filing	Type	Description	Total	\$0.00
12-23-14	served	Service Only	EService	Service Only Motion		

Figure 4, Sample Quick Overview Report

## B. Design Your Report

The **Design-Your-Report Generator** enables you to create a report that exactly matches your needs.

The data types that you check in the **Select Table Columns** section below (Figure 5, A) establishes the column headers in your report. The more data types you select, the more columns you will see on your report.

**Design Your Report Generator**

Design Your Report Generator

Customize the Report: Choose the columns to display on your report (more than 6 or 7 becomes extremely crowded)

Select Table Columns <b>A</b>	Select Parameters For This Report
<input checked="" type="checkbox"/> Submission ID	<b>Submitted Date Range:</b>
<input checked="" type="checkbox"/> Submission Date	Date From: <input type="text"/>
<input checked="" type="checkbox"/> Acceptance Date	Date To: <input type="text"/>
<input type="checkbox"/> Payment Account	<b>Accepted Date Range:</b>
<input checked="" type="checkbox"/> Filer	Date From: <input type="text"/>
<input checked="" type="checkbox"/> Attorney <b>B</b>	Date To: <input type="text"/>
<input checked="" type="checkbox"/> Filing Type	Payment Account: <input type="text"/>
<input type="checkbox"/> Client	Case Number: <input type="text"/>
<input checked="" type="checkbox"/> Client ID	Jurisdiction: <input type="text"/>
<input type="checkbox"/> Cause Number	Case Type: <input type="text"/>
<input checked="" type="checkbox"/> Jurisdiction	Case Category: <input type="text"/>
<input checked="" type="checkbox"/> Case Type	Attorney Of Record <b>C</b> : <input type="text"/>
<input checked="" type="checkbox"/> Case Category	Case Parties (Defendant): <input type="text"/>
<input type="checkbox"/> Plaintiff	Submission Status: <input type="text"/>
<input type="checkbox"/> Defendant	
<input checked="" type="checkbox"/> Submission Status	
<input checked="" type="checkbox"/> Total Fees	
<input checked="" type="checkbox"/> Court Fees	
<input checked="" type="checkbox"/> Jurisdiction Service Fee	
<input checked="" type="checkbox"/> Filing Fee	
<input checked="" type="checkbox"/> Sales Tax	
<input checked="" type="checkbox"/> eFile Texas Service Fee	

Back Generate Report

Figure 5, The Design-Your-Report Generator

Any data types you selected in section A above can now be filtered by the corresponding filter in section B. For example, since Attorney was selected in column A (Figure 5, B), the user can now choose to filter the report for a specific attorney (Figure 5, C), if desired. In this example the user wants to filter for all submissions by all firm attorneys for the selected date range.

If you select more than six or seven columns the initial report as you see it in Figure 6 will be quite crowded. However, after you export the report to Microsoft Excel® (csv) format you can then adjust the column widths to best suit your needs.

You can save this export this report to PDF file format.

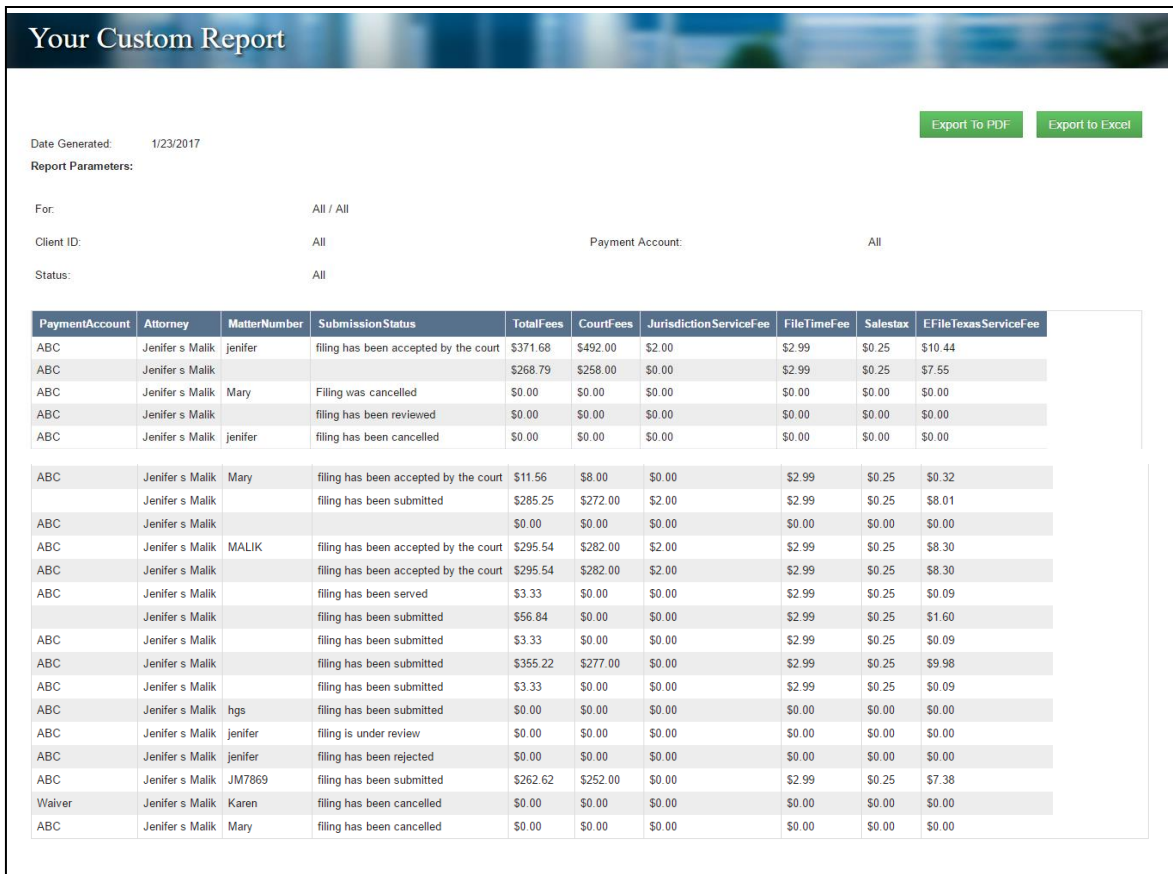


Figure 6, The Design-Your-Report Report

### C. Credit Card Reconciliation Report

This option provides you a quick fairly detailed report of all accepted submissions and eService-only submissions for your firm during the date range you choose.

You can also choose to filter the report by Payment Account.



The screenshot shows a web interface titled "Credit Card Report Generator" with a blue header. Below the header, there is a sub-header "Credit Card Report Generator" next to a credit card icon. The main section is titled "Select the parameters for this report:". Under this, there is a section "Accepted Date Range:" with two date pickers labeled "Date From" and "Date To". Below these, there is a dropdown menu for "Payment Account" currently set to "All". At the bottom, there are two buttons: "Back" and "Generate Report".

Figure 7, The Credit Card Reconciliation Report Generator

You can save this report in PDF or Microsoft Excel (csv) file formats.  
The resulting report will resemble Figure 8, below.



# Credit Card Reconciliation Report

## Credit Card Reconciliation Report

Date Range: 01/01/2013 -  
06/26/2015

Payment Account: All

Export to PDF

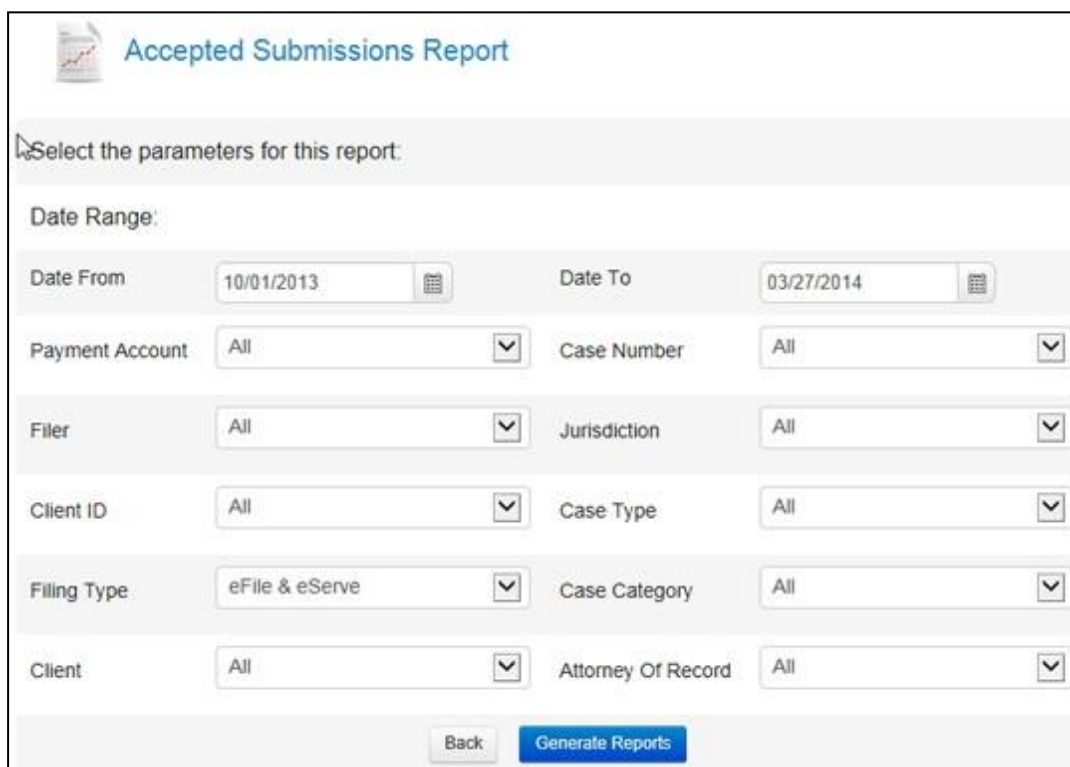
Export to Excel

ID	Submission Date	Acceptance Date	Cause Number	MatterNumber	Attorney	FilerName	Payment Account	Transaction #	Fees	
3579564	12/23/14 12:57 PM CST	12/23/14 12:58 PM CST	46341-B	FT-001		Tom Schoolcraft	Pro Bono		Total	\$0.00
Filings:	Filing		Type		Description			Jurisdiction	\$0.00	
	Service Only		EService		Service Only Service Only			eFiling Manager	\$0.00	
3579277	12/23/14 12:40 PM CST	12/23/14 12:40 PM CST	46341-B	FT-001		Tom Schoolcraft	Pro Bono		Total	\$0.00
Filings:	Filing		Type		Description			Jurisdiction	\$0.00	
	Service Only		EService		Service Only Motion			eFiling Manager	\$0.00	

Figure 8, Credit Card Reconciliation Report

## D. Accepted Submissions Report

This report provides you greater control over what data is contained on your report of accepted filings for your firm than does the Credit Card Reconciliation Report. It takes more time to generate as you need to select which data fields you wish to have displayed. This report also enables you to be more selective of the data on which you wish to filter.



The screenshot shows the 'Accepted Submissions Report' generator interface. At the top, there is a title 'Accepted Submissions Report' with a small icon of a document and a line graph. Below the title, a light gray box contains the instruction 'Select the parameters for this report:'. The main area of the form consists of several rows of input fields and dropdown menus. The first row is labeled 'Date Range:' and contains 'Date From' (10/01/2013) and 'Date To' (03/27/2014), each with a calendar icon. The subsequent rows contain pairs of dropdown menus: 'Payment Account' (All) and 'Case Number' (All); 'Filer' (All) and 'Jurisdiction' (All); 'Client ID' (All) and 'Case Type' (All); 'Filing Type' (eFile & eServe) and 'Case Category' (All); and 'Client' (All) and 'Attorney Of Record' (All). At the bottom of the form, there are two buttons: a 'Back' button and a 'Generate Reports' button.

Date Range:	
Date From	10/01/2013
Date To	03/27/2014
Payment Account	All
Case Number	All
Filer	All
Jurisdiction	All
Client ID	All
Case Type	All
Filing Type	eFile & eServe
Case Category	All
Client	All
Attorney Of Record	All

Back Generate Reports

Figure 9, Accepted Submissions Report Generator

You can save this report in PDF format.

Figure 10 provides a sample report.

## Accepted Submissions Report

Date Range: 10/01/2016 - 11/10/2016

Payment Account: All

Attorney: All

Export to PDF

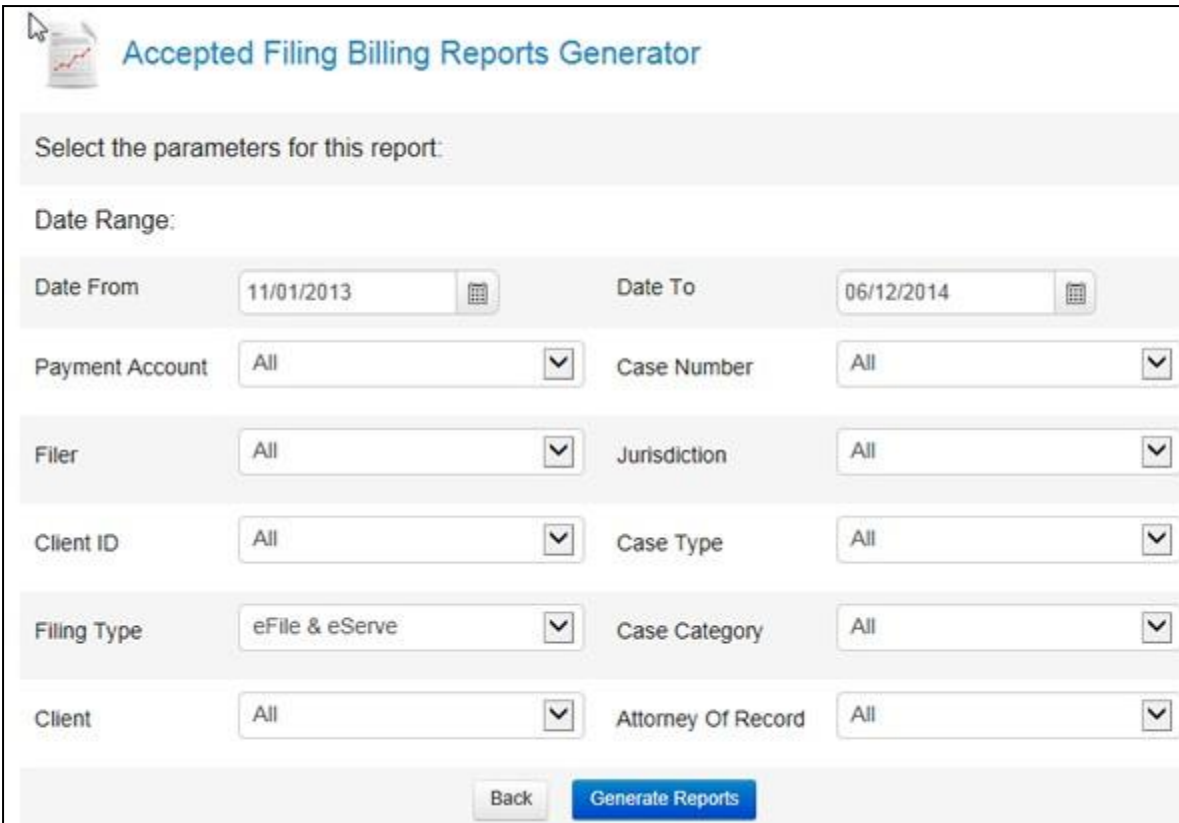
Export to Excel

ID	Submit Date	Accept Date	Cause Number	MatterNumber	Client	Fees	
156973	10-18-16	10-19-16	564326		bfg ghj	<b>Total</b>	<b>\$295.54</b>
	Filing	Type	Description			Court Costs	\$284.00
		Both				Other Fees	\$11.54
156911	10-17-16	10-17-16	2016CI31245	MALIK	malik malik	<b>Total</b>	<b>\$295.54</b>
	Filing	Type	Description			Court Costs	\$284.00
		Both				Other Fees	\$11.54
156904	10-17-16	10-17-16	123456	Mary	Roger Ranch	<b>Total</b>	<b>\$11.56</b>
	Filing	Type	Description			Court Costs	\$8.00
		Both				Other Fees	\$3.56
156715	10-11-16	10-11-16	42387-2016			<b>Total</b>	<b>\$466.34</b>
	Filing	Type	Description			Court Costs	\$450.00
	Pettition	Both	Petition for employment issue			Other Fees	\$16.34
156713	10-11-16	10-11-16	D-16-2016-55-2		Rosy Van	<b>Total</b>	<b>\$358.30</b>
	Filing	Type	Description			Court Costs	\$345.00
	Pettition	Both	Petition			Other Fees	\$13.30
	Pettition	Both	Petition				
156696	10-11-16	10-11-16	2016CI10256	jenifer	mary j	<b>Total</b>	<b>\$371.68</b>
	Filing	Type	Description			Court Costs	\$358.00
	Pettition	Both	Petition for adoption			Other Fees	\$13.68
	Pettition	Both	Petition				
<b>Total Submission Fees</b>							<b>\$1,798.96</b>

Figure 10, Sample Accepted Submissions Report

## E. Accepted Filing Billing Report

Use this report to bill each case individual filings rather than by submission if that is your desire. Most firms bill by submission.



The screenshot shows a web interface titled "Accepted Filing Billing Reports Generator". It features a section for selecting parameters for a report. The parameters are organized into two columns:

- Date Range:**
  - Date From: 11/01/2013
  - Date To: 06/12/2014
- Payment Account:** All
- Case Number:** All
- Filer:** All
- Jurisdiction:** All
- Client ID:** All
- Case Type:** All
- Filing Type:** eFile & eServe
- Case Category:** All
- Client:** All
- Attorney Of Record:** All

At the bottom, there are two buttons: "Back" and "Generate Reports".

Figure 11, Accepted Filings Billing Report

By using the appropriate filtering parameters, you can create a wide range of reports such as all filings by all firm members during a specified time period.

You can save this report in PDF or Microsoft Excel® (csv) format. [View a sample PDF report here.](#)

## Accepted Filings Billing Report

Submission Acceptance Date Range: 09/10/2016 - 11/16/2016

Payment Account: All

Attorney: All

Export to PDF

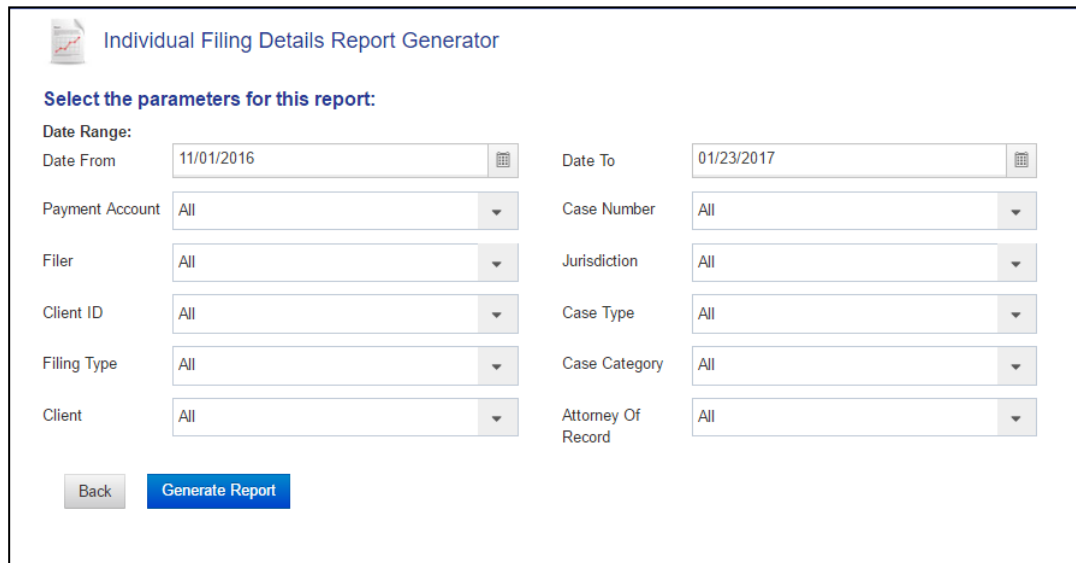
Export to Excel

ID	Submission Date	Acceptance Date	Attorney	Cause Number	MatterNumber	Fees	
156973	10-18-16	10-19-16	Jenifer s Malik	564326		Total	\$295.54
	Filing	Type	Description	Status		Court	\$284.00
	Both			accepted		Other	\$11.54
156954	10-18-16	10-18-16	Jenifer s Malik	20161025		Total	\$3.33
	Filing	Type	Description	Status		Court	\$0.00
	EService			served		Other	\$3.33
156911	10-17-16	10-17-16	Jenifer s Malik	2016Ci31245	MALIK	Total	\$295.54
	Filing	Type	Description	Status		Court	\$284.00
	Both			accepted		Other	\$11.54
	Filing	Type	Description	Status		Court	\$8.00
	Both			accepted		Other	\$3.56
156715	10-11-16	10-11-16	Jenifer s Malik	42387-2016		Total	\$466.34
	Filing	Type	Description	Status		Court	\$450.00
	Petition	Both	Petition for employment issue	accepted		Other	\$16.34
156713	10-11-16	10-11-16	Jenifer s Malik	D-16-2016-55-2		Total	\$358.30
	Filing	Type	Description	Status		Court	\$345.00
	Petition	Both	Petition	accepted		Other	\$13.30
	Petition	Both	Petition	accepted			
156696	10-11-16	10-11-16	Jenifer s Malik	2016Ci10256	jenifer	Total	\$371.68
	Filing	Type	Description	Status		Court	\$358.00
	Petition	Both	Petition for adoption	accepted		Other	\$13.68
	Petition	Both	Petition	accepted			
Total Submission Fees							\$1,802.29

Figure 12, Sample Accepted Filings Billing Report

## F. Individual Filing Report

Use this to generate a separate, detailed, one-page report on each filing matching your filtering criteria.



The form is titled "Individual Filing Details Report Generator". It contains a section "Select the parameters for this report:" with various input fields and dropdown menus. The fields are arranged in two columns. The first column includes "Date Range:" with "Date From" (11/01/2016) and "Date To" (01/23/2017), "Payment Account" (All), "Filer" (All), "Client ID" (All), "Filing Type" (All), and "Client" (All). The second column includes "Case Number" (All), "Jurisdiction" (All), "Case Type" (All), "Case Category" (All), and "Attorney Of Record" (All). At the bottom, there are "Back" and "Generate Report" buttons.

Select the parameters for this report:	
Date Range:	
Date From	11/01/2016
Date To	01/23/2017
Payment Account	All
Filer	All
Client ID	All
Filing Type	All
Client	All
Case Number	All
Jurisdiction	All
Case Type	All
Case Category	All
Attorney Of Record	All

Back Generate Report

Figure 13, Individual Filings Report Generator

You can save this report in PDF format.

Each filing prints on a separate page and each page would resemble the following:



The report is titled "Filing Details" and contains the following information:

**Filing Details**

Date : 01/05/17  
Type : Both  
Client ID: Mary  
Client: Roger Ranch  
Cause Number: 123456  
Jurisdiction: Castro County - District Clerk  
Filing Code: 151327  
Attorney: Jennifer s Malik  
Filer: Jennifer s Malik

**Billing Overview**

Court Fees : \$60.00  
Other Fees : \$5.07  
Total Fees : \$65.07

**Billing Details**

Pending : \$60.00  
Jury Demand : \$0.00  
Case Initiation Fee : \$0.00  
Court Service Fee : \$0.00  
eFiling Manager : \$1.83  
Convenience Fee : \$2.99  
File Time Fee : \$0.25  
Sales Tax : \$0.25  
Total : \$65.07


**Payment Account**

ABC

Figure 14, Sample Individual Filings Report

## G. Export Report Generator

Use this feature to generate a report that you can save as a CSV file for importing the data into your firm’s case management system.

 **Export Report Generator**

Select the parameters for this export:

Accepted Filings - Date Range:

Date From

Required

Date To

Required

Payment Account

All

SEQ	Include	Description	Input	Rules
1	<input checked="" type="checkbox"/>	Date	<div><div><input type="radio"/> mm/dd/yy</div><div><input type="radio"/> mm/dd/yyyy</div><div><input type="radio"/> yyyymmdd</div></div>	
2	<input checked="" type="checkbox"/>	Client		<div>Max Characters::</div> <div></div>
3	<input checked="" type="checkbox"/>	Client ID		<div>Max Characters::</div> <div></div>
3	<input checked="" type="checkbox"/>	Client ID		<div>Max Characters::</div> <div></div>
4	<input checked="" type="checkbox"/>	Exp Code	<div></div>	<div>Max Characters::</div> <div></div>
5	<input checked="" type="checkbox"/>	Fee		<div>Allow \$ Sign:</div> <div><input type="checkbox"/></div>
6	<input checked="" type="checkbox"/>	Narrative	<div></div>	<div>Max Characters::</div> <div></div>

Back

Generate Report

Figure 15, Export Report Generator

The data provided by default in this report is:

- **SEQ** - The Sequence column shows the order in which the data will display left-to-right in column format in your report.
- **Include** - Uncheck the check box in this column to exclude the data in that row in your report.

- **Input** - This column provides a way for you to control the output format for:
  - **Date** – Select the date formation you prefer
  - **Exp Code** – Enter the Expense code used in your case management system for billing eFilings.
  - **Narrative** – Enter whatever narrative you want to display for each filing billing
- **Rules** – This column enables you to define any data issues for the data for the row.
  - Set the maximum number of characters for specific data row if your case management system limits the number of characters for that data.
  - Select whether we should parse out \$ for the Fees data as it is exported to the report.

Depending on the options you chose for the report it might resemble the following (Figure

Export Report

Report Export - Results

Created:1/23/2017

Firm:ABC Associates

Report Criteria:

Time Period:10/14/2016 12:00:00 AM - 1/23/2017 11:59:59 PM

Payment Account:All

Export To Excel

ID	Date	Client	Client ID	Exp Code	Fee (\$)	Narrative
156973	10-19-16	bfg ghj			295.54	
156954	10-18-16	John Cena			3.33	
156911	10-17-16	malik malik	MALIK		295.54	
156904	10-17-16	Roger Ranch	Mary		11.56	
Total:					605.97	

Figure 16, Sample General Report



### 3. eServices Reports

The eServices reports (Figure 17-01, B) enable you to view a list of eServices to your firm filers from case counsel (Inbox) and eServices from your firm to other case counsel (Outbox).

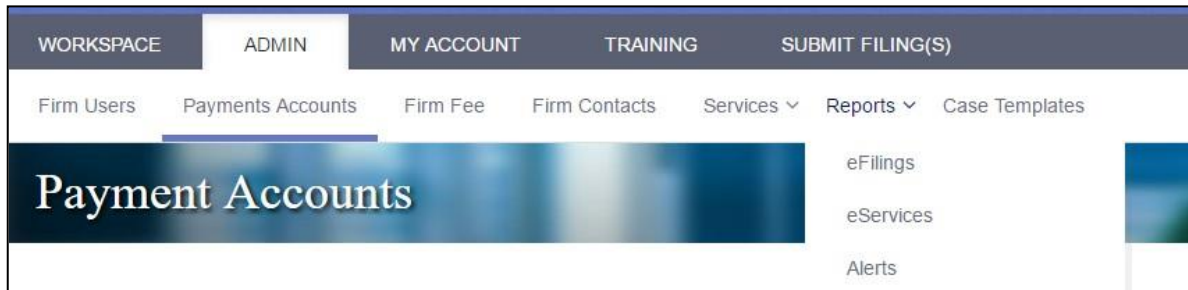


Figure 17-01 eServices Reports



Figure 17-02 eService Reports


## A. Inbox Reports

The Inbox report provides you a report of all eServices to your firm service contacts that match the filter criteria.

For example, if you are told that your firm was eServed by counsel in a case on a certain day and you are pretty certain that no one in your firm received the service, you could use this report and filter for all eServices received on that date, or for a date range, for the specific case.

In other instances, a firm administrator might run this report every morning, filtering for all inbound eServices firm-wide received the previous day. The purpose being to not overlook any inbound eServices.

You can filter the **Inbox Report** as shown in Figure 18.



**eService Inbox Report Generator**

**Select the parameters for this report:**

**Select the parameters for this report:**

**Date Range:**



Date From	<input type="text"/>		Date To	<input type="text"/>	
Client ID	<input type="text" value="All"/>		Case Number	<input type="text" value="All"/>	
Filer	<input type="text" value="All"/>		Attorney Of Record	<input type="text" value="All"/>	
Client	<input type="text" value="All"/>				

Figure 18, eService Inbox Report Generator

Enter your filtering criteria and click the **Generate Report** button.

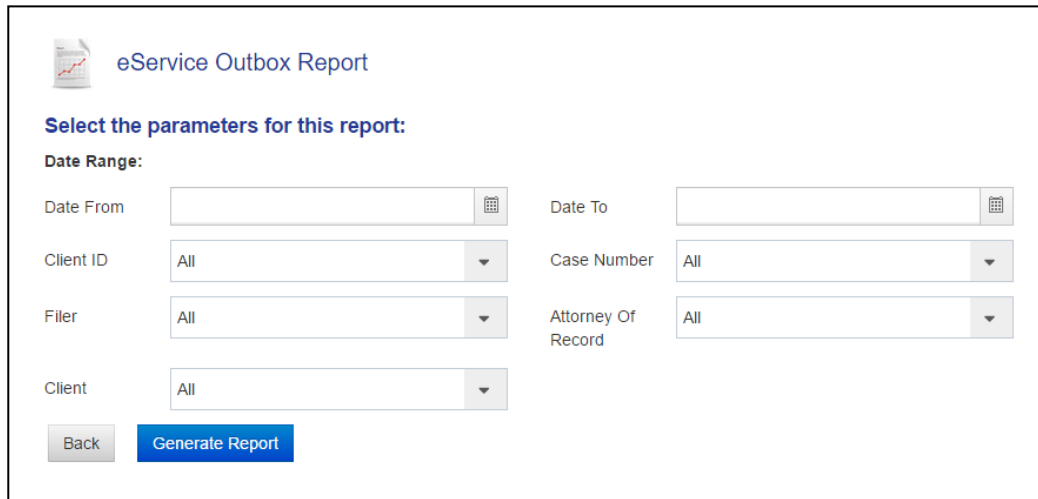
Your report will resemble Figure 19.

eService Inbox Report					
<div> <div>Export to PDF</div> <div>Export to Excel</div> </div>					
Date Range:	10/08/2016 - 11/10/2016	Client ID:	All	Case Number:	All
Attorney:	All	Client:	All	Filer:	All
Served Date	Case Number	Jurisdiction	Attorney	Firm	Document
10/10/16		Bee County - County Clerk	sun snu	Sirisha's Firm	<a href="#">eTimeTrack Lite Help manual.pdf</a>
10/11/16	DC-09-124234	Bexar County - District Clerk	sun snu	Sirisha's Firm	<a href="#">20161002115647 Exhibit A.pdf</a>
10/11/16		Cass County - District Clerk	Jenifer M	ABC	<a href="#">1 MB Filing.pdf</a> <a href="#">5 Pages Searchable.pdf</a>
10/11/16		Bee County - District Clerk	Jenifer M	ABC	<a href="#">rosy criminal.pdf</a>
10/11/16		Bee County - District Clerk	Jenifer M	ABC	<a href="#">5 Pages Searchable.pdf</a>
10/11/16		Bexar County - District Clerk	1 1	Sirisha's Firm	<a href="#">eTimeTrack Lite Help manual.pdf</a>

Figure 19, eService Inbox Report

## B. Outbox Reports

The eService Outbox Report Generator enables you to generate firm-wide reports of eService from your firm to other case counsel.



The screenshot shows the 'eService Outbox Report' generator interface. At the top left is a document icon with a red arrow. The title 'eService Outbox Report' is in blue. Below it, the instruction 'Select the parameters for this report:' is in blue. Under 'Date Range:', there are two date pickers labeled 'Date From' and 'Date To'. Below these are four dropdown menus: 'Client ID', 'Case Number', 'Filer', and 'Attorney Of Record', all currently set to 'All'. At the bottom left is a 'Client' dropdown menu also set to 'All'. At the bottom are two buttons: a grey 'Back' button and a blue 'Generate Report' button.

Figure 21, eService Outbox Report Generator

The report displays the following information for each eService that meets your search criteria:

- Date
- Client ID
- Case Number
- Recipient
- Document Served, and
- The status of each eService.

Generate this report in the same manner that you generate the eService Inbox Report. View a sample report in Figure 22.

## eService Outbox Report

Export to PDF

Date Range: 10/08/2016 - 01/23/2017 Client ID: All Case Number: All  
 Filer: All Attorney: All Client: All

Date	Client ID	Case Number	Recipient	Document	Status
10/11/16	jenifer	2016CI10256	James Kornell	<a href="#">petition.pdf</a>   <a href="#">1 MB Filing.pdf</a>   <a href="#">Stamped__1 MB Filing.pdf</a>   <a href="#">Stamped__petition.pdf</a>   <a href="#">Stamped__petition.pdf</a>   <a href="#">Stamped__1 MB Filing.pdf</a>	Sent
10/11/16			Jenifer Malik	<a href="#">criminal 1.pdf</a>   <a href="#">criminal 2.pdf</a>	Error
10/11/16	Mary		Karem Jones	<a href="#">5 Pages Searchable.pdf</a>	Sent
10/11/16		20161025	Jenifer Malik	<a href="#">1 MB Filing.pdf</a>   <a href="#">5 Pages Searchable.pdf</a>   <a href="#">Stamped__5 Pages Searchable.pdf</a>   <a href="#">Stamped__1 MB Filing.pdf</a>	Sent
10/11/16	jenifer	2016CI10256	James Kornell	<a href="#">2.5 MB Filing.pdf</a>	Sent
10/11/16		D-16-2016-55-2	Jenifer Malik	<a href="#">rosy criminal.pdf</a>   <a href="#">Stamped__rosy criminal.pdf</a>	Sent
10/11/16		42387-2016	Karen Vogh	<a href="#">Fillable Request Process Form.pdf</a>   <a href="#">2.5 MB Filing.pdf</a>   <a href="#">Stamped__Fillable Request Process Form.pdf</a>   <a href="#">Stamped__2.5 MB Filing.pdf</a>	Error
10/13/16			Jenifer malik	<a href="#">(1)One.pdf</a>	Error
10/17/16	Mary	123456	Karem Jones	<a href="#">5 Pages Searchable.pdf</a>   <a href="#">Stamped__5 Pages Searchable.pdf</a>	Sent
10/13/16			Cosby Code	<a href="#">(3)Three.pdf</a>	Sent

Figure 22, eService Outbox Report

#### 4. Alerts Reports

The FileTime Alerts Manager provides a fast and easy way to view eFiling and eService issues firm-wide or for a specific filer or attorney.

We designed these reports for firms that want to assign someone to run the reports on a regular schedule to make sure that no failed filings, eServices, or fax services drop through the cracks.

To generate these reports click the **Alerts** option on the **Reports** drop-down menu.



Figure 23, Alerts Reports Options

View details about each of the above reports on the following pages.

## A. Returned for Correction Filings

This report enables you to view a listing of firm submissions Returned for Correction by the Clerk of Court. You can filter the report criteria based on multiple criteria. You can also choose to view all Returned for Correction submissions or only the ones that have not been resubmitted.

**Returned For Correction Report Generator**

Returned For Correction Report Generator

Select the parameters for this report:

Date Range:

Date From: 10/07/2016 Date To: 12/30/2016

Filer: All Attorney Of Record: All

Client ID: All Case Number: All

Status: All

Back Generate Report

Figure 24, Returned for Correction Report Generator

All Returned for Correction filings meeting your search criteria are displayed on the report (Figure 25).

Fillings already resubmitted display a status of **Resubmitted**.

Filings that have not yet been resubmitted display a status of **Pending**.

**Returned For Correction Report**

Export to PDF Export to Excel

Report Parameters:

Date Range: 10/07/2016 - 12/30/2016 Date Range: 10/07/2016 - 12/30/2016 Filer: All

Client ID: All Client ID: All Attorney: All

Case Number: All Case Number: All Status: All

Date	Client ID	Case Number	Filer	Document	Status
12/07/2016 14:42PM	jenifer	2016CI10256	Jenifer s Malik	<a href="#">Open Obvious 12-07-16.pdf  </a>	Resubmitted
12/07/2016 14:42PM	jenifer	2016CI10256	Jenifer s Malik	<a href="#">First Amended Petition.pdf  </a>	Resubmitted
10/12/2016 16:34PM			Jenifer s Malik	<a href="#">5 MB Filing.pdf  </a> <a href="#">2.5 MB Filing.pdf  </a>	Resubmitted

Figure 25, Returned for Correction Report

## B. Failed Filings

This report provides you a list of all submissions failed by the eFileManager system based on the parameters you provide. You can even filter to see which ones have not been resubmitted.

The screenshot shows the 'Failed Filings Report Generator' interface. It has a title bar with the text 'Failed Filings Report Generator'. Below the title bar, there is a section titled 'Select the parameters for this report:'. This section contains several input fields: 'Date Range' with 'Date From' (10/01/2016) and 'Date To' (11/14/2016); 'Filer' (All); 'Client ID' (All); 'Attorney Of Record' (All); and 'Case Number' (a dropdown menu showing 'All', 'george Bush', and 'Jenifer s Malik'). At the bottom of the form, there are two buttons: 'Back' and 'Generate Report'.

Figure 26, Failed Filings Report Generator

The resulting report (Figure 27) displays the basic information to identify the failed filing(s).

The screenshot shows the 'Failed Filings Report' interface. It has a title bar with the text 'Failed Filings Report'. Below the title bar, there is a section titled 'Failed Filings Report'. This section contains 'Report Parameters:' which include 'Date Range: 05/01/2015 - 06/15/2015', 'Client ID: All', 'Case Number:', 'Filer: All', and 'Attorney: All'. Below the parameters, there are two buttons: 'Export to PDF' and 'Export to Excel'. At the bottom, there is a table with the following data:

Date	Client ID	Case Number	Filer	Document
05/08/2015 16:39PM		78690973	Thomas Schoolcraft	<a href="#">Secured2.pdf</a>
05/14/2015 10:08AM			Thomas Schoolcraft	<a href="#">Zapfdingbats2.pdf</a>
05/11/2015 12:41PM		13-DCV-209661	Thomas Schoolcraft	<a href="#">Zapfdingbats2.pdf</a>
05/12/2015 09:55AM		13-DCV-209661	Thomas Schoolcraft	<a href="#">Zapfdingbats.pdf</a>
06/05/2015 11:18AM		09-09-09340	Thomas Schoolcraft	<a href="#">Secured.PDF</a>




C. eService Failed

This report provides you a list of eServices that eFileManager was not able to deliver to the intended recipient.

Please note that the Report Generator page (Figure 28) displays the usual filtering criteria. It also includes the ability to filter by the intended recipient to whom the eService failed.

Report Generator


Failed eService Report Generator

Select the parameters for this report:

Date Range:


Date From

08/02/2016




Date To

01/23/2017




Client ID

All



Case Number

All




Filer

All



Contact

All



Back

Generate Report

Figure 28, Failed eService Report Generator

Failed eService Report

Failed eService Report

Report Parameters:

Date Range:

-

Client ID:

All

Case Number:

All

Filer:

All

Contact:

All

Export to PDF

Export to Excel

Date	Client ID	Case Number	Filer	Document
11/12/2013 16:10PM	13-876		Kindra J. Reese	<a href="#">Civil Case Information Sheet.pdf</a>   <a href="#">Stamped__Petition - Motor Vehicle Accident.doc.pdf</a>   <a href="#">Stamped__Petition - Motor Vehicle Accident.doc.pdf</a>
11/15/2013 22:46PM	13-01245		Kindra J. Reese	<a href="#">Civil Case Information Sheet.pdf</a>   <a href="#">Stamped__Answer and Waiver.doc.pdf</a>   <a href="#">Stamped__Answer and Waiver.doc.pdf</a>
11/16/2013	EM3-000	2013-44401	Kindra J.	<a href="#">Petition - Motor Vehicle Accident.doc.pdf</a>   <a href="#">Stamped__Petition - Motor Vehicle</a>

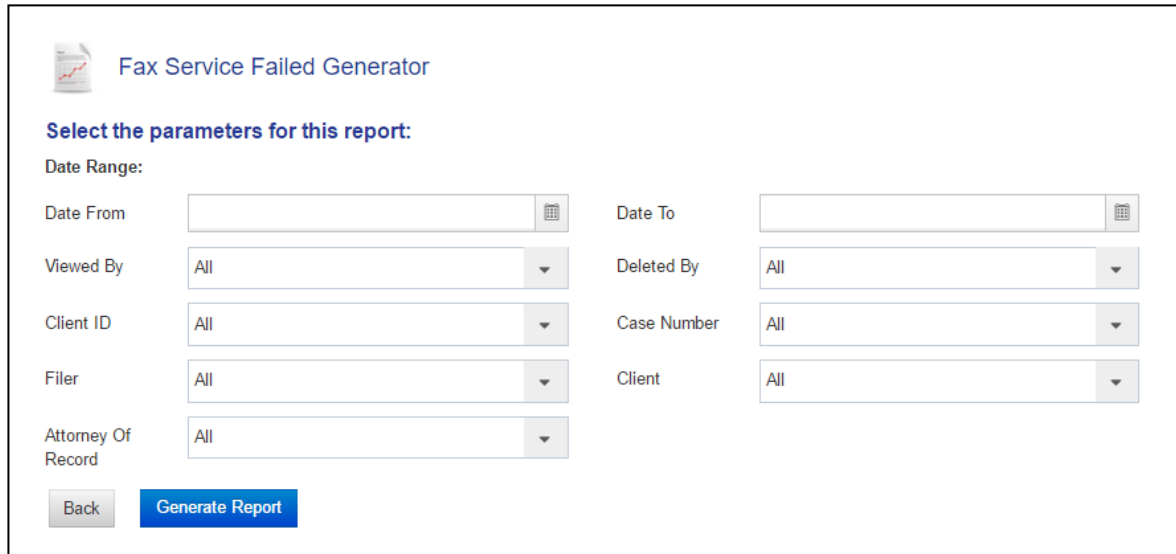
Figure 29, Failed eService Report

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## D. Fax Service Failed

This report provides you a list of FileTime fax services that failed.

Complete the filtering criteria on the generator page and click the **Generate Report** button.



The form is titled "Fax Service Failed Generator" and includes a "Select the parameters for this report:" section. It contains several input fields for filtering the report, including "Date Range" (with "Date From" and "Date To" sub-fields), "Viewed By", "Deleted By", "Client ID", "Case Number", "Filer", "Client", and "Attorney Of Record". Each field has a dropdown menu with "All" selected. At the bottom, there are "Back" and "Generate Report" buttons.

Figure 30, Failed Fax Service Report Generator

And FileTime generates a report firm-wide of any failed fax services.

Fax Service Failed Report

Fax Service Failed Report

Report Parameters:

Export to PDF

Export to Excel

Date Range:

07/02/2016 - 01/23/2017

Viewed By:

All

Client ID:

All

Case Number:

All

Deleted by:

All

Filer:

All

Client:

All

Date	Client ID	Case Number	Filer	Document	Status Code
10/11/2016 19:59PM	Cool Creek	DC-14-13590	Debra R Bates	Cool Creek's Motion to Compel.101116.pdf   Stamped__Cool Creek's Motion to Compel.101116.pdf	Fax transmission failed
09/09/2016 16:52PM	Cool Creek	DC-14-13590	Debra R Bates	Rule 11 Agreement w Exhibit.090916.pdf   Stamped__Rule 11 Agreement w Exhibit.090916.pdf	Fax transmission failed
09/09/2016 16:52PM	Cool Creek	DC-14-13590	Debra R Bates	Court Letter.090916.pdf   Order Granting Continuance.90916.pdf   Stamped__Court Letter.090916.pdf   Stamped__Order Granting Continuance.90916.pdf	Fax transmission failed
08/26/2016 12:02PM	Cool Creek	DC-14-13590	Debra R Bates	Clerk.Jury Demand.082616.pdf   Stamped__Clerk.Jury Demand.082616.pdf	Fax transmission failed
07/22/2016 16:15PM	Cool Creek	DC-14-13590	Debra R Bates	Vacation.ltr.JMT.071916.pdf   Stamped__Vacation.ltr.JMT.071916.pdf	Fax transmission failed

Figure 31, Failed Fax Service Report