

Sending Data between Host and Satellite Stations

(For LexisNexis® PCLaw™ versions 6.20 and 7)

PCLaw Satellite for version 6.20 and higher provides multiple methods for transferring data between the host computer, and satellite workstations that may not necessarily be connected to the network. Data can be e-mailed or saved to an external media, or an internal location on the network.

This document describes the procedures for transferring data to and from the Satellite module. The following topics are discussed.

- Exporting Data from the Host Computer
- Importing Data to the Satellite Station
- Exporting Data from the Satellite Station
- Importing Data to the Host Computer
- Using the Satellite Station Manager
- Additional Resources.

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Exporting Data from the Host Computer

Exporting data from the host computer can be achieved by one of three methods:

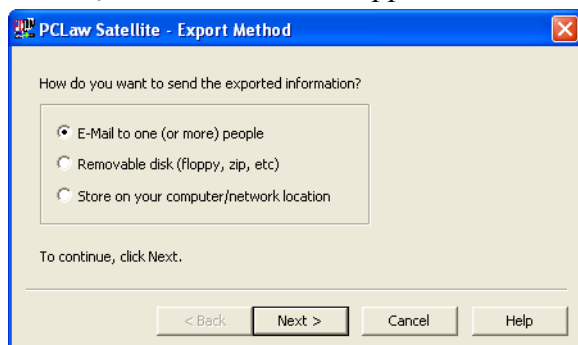
- sending by e-mail
- saving to a removable disk (such as a floppy disk or zip disk)
- saving to a location on the hard disk or network.

Sending by E-mail

To export data from the host computer by e-mail:

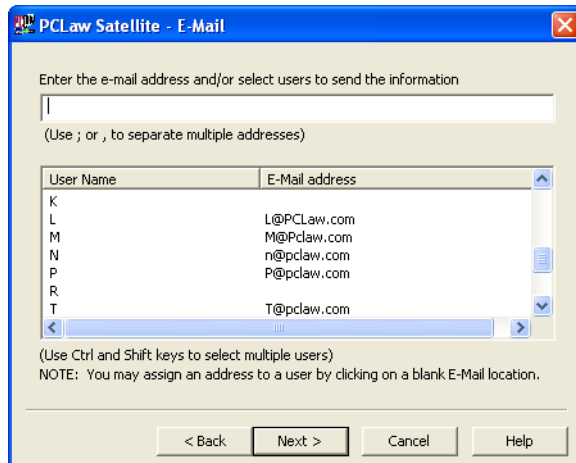
1. On the **File** pull-down menu, select **Satellite > Export to Satellite**.

The Export Method window appears:

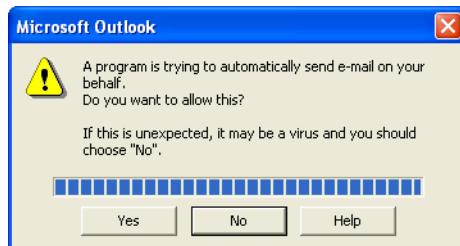


2. Select **E-mail to one (or more) people**.
3. Click **Next**.

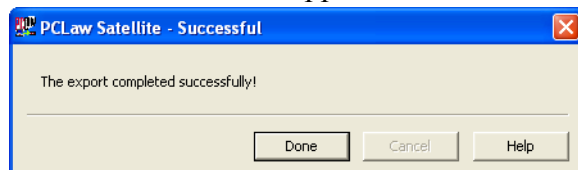
The E-mail window appears:



- Select the user or type the e-mail address of the user to receive the exported data. To select multiple users, hold down the **[Ctrl][Shift]** keys or press **[Enter]** after selecting each address.
- Click **Next**.
A Progress window appears.
- If you are using Microsoft Outlook, you may get the following warning:



- Click **Yes**.
A Successful window appears:



- Click **Done**.
The data is ready to be e-mailed to the satellite station.

Saving To a Removable Disk

To export data from the host system by a removable disk such as a floppy or Zip disk:

- On the **File** pull-down menu, select **Satellite > Export to Satellite**.
The Export Method window appears.
- Select **Removable disk**.
- Click **Next**.

The Removable Media window appears:



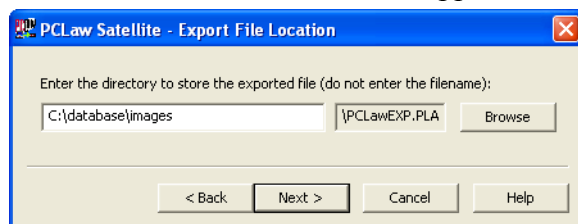
4. Select the floppy or removable drive from the drop down list.
The file name defaults to PCLawEXP.PLA.
5. Click **Next**.
A Progress window appears.
A Successful window appears.
6. Click **Done**.
The data is saved to the removable media and is ready for the satellite station.

Saving To a Location on the Hard Disk or Network

To export data from the host system to a location on your hard disk or network:

1. On the **File** pull-down menu, select **Satellite > Export to Satellite**.
The Export Method window appears.
2. Select **Store on your computer/network location**.
3. Click **Next**.

The Export File Location window appears:



4. To save the file, type the directory path or click the Browse button to select a location.
The file name defaults to PCLawEXP.PLA.
5. Click **Next**.
A Progress window appears.
A Successful window appears.
6. Click **Done**.
The data is saved to the network location and is ready for the satellite station.

Importing Data to the Satellite Station

Importing data to the satellite station can be achieved by one of two methods:

- receiving from e-mail
- saving from a removable disk, hard disk, or network drive location.

Receiving from E-mail

Data can be imported to the satellite station by clicking the export file attachment of the e-mail sent from the host computer. PCLaw Satellite must be closed to import data by e-mail.

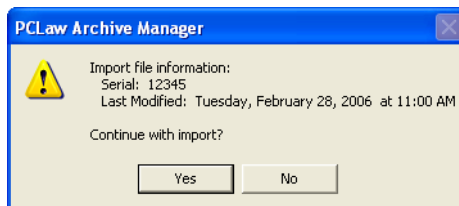
1. Using your browser, open the e-mail containing the export file attachment.
2. Double click on the attachment.

An Opening Mail Attachment window appears:



3. Select **Open it**.
4. Click **OK**.

A Satellite Manager prompt appears:



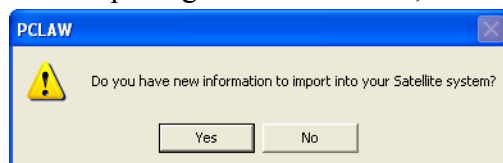
5. If the modified date corresponds to the latest file date, click **Yes**. The file is imported into the satellite station.

To cancel the import procedure to the satellite station, click **No**.

Saving from a Removable Disk, Hard Disk or Network Drive Location

When importing data from an internal or external file location, you are prompted to search for the data file as soon as you open PCLaw.

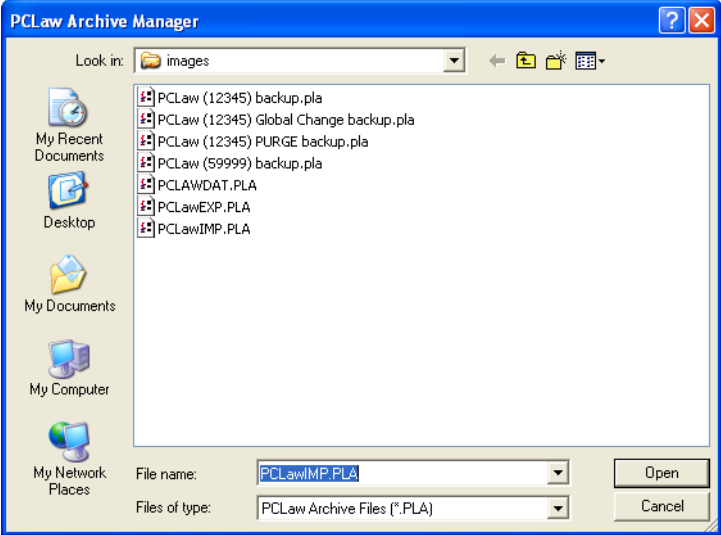
1. When opening PCLaw Satellite, the following PCLaw prompt appears automatically:



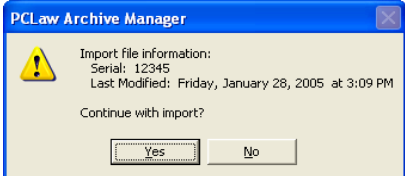
2. To import new data to the satellite station, click **Yes**.

To cancel the import procedure to the satellite station, click **No**.

If you click Yes, the PCLaw Archive Manager - Import File window appears:



- 3. Highlight the PCLawEXP.PLA file.
- 4. Click **Open**.
A PCLaw Satellite Manager prompt appears displaying the last import date.



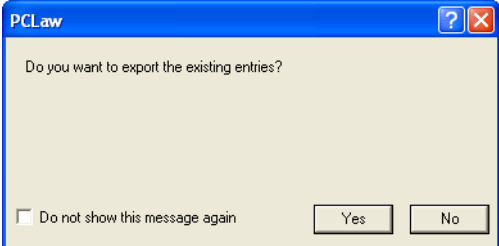
- 5. If the modified date corresponds to the latest file date, click **Yes**.
The file is imported into the satellite module.
- To cancel the import procedure to the satellite station, click **No**.

Exporting Data from the Satellite Station

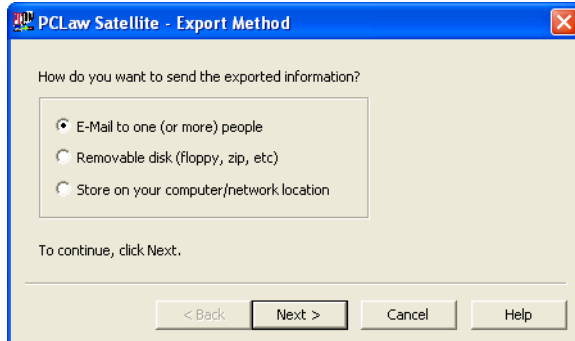
- Data can be exported from the Satellite Station:
- during the satellite session, from the File pull-down menu
 - when ending the satellite session.

Sending data from the satellite station using the File pull-down menu is identical to sending data from the host computer. See “Exporting Data from the Host Computer” on page 1.

- 1. If entries have been made in the current satellite session, then closing the satellite station produces the following PCLaw prompt:



- To export satellite information, click **Yes**.
The Export Method window appears:



- See “Exporting Data from the Host Computer” on page 1 for explanations on the different methods of exporting data from the satellite station.

Importing Data to the Host Computer

Importing data to the host computer can be achieved by one of three methods:

- receiving from e-mail
- saving from a removable disk, hard disk or network drive location.

Receiving from E-mail

Data can be imported to the host computer simply by double clicking on the export file attachment of the e-mail sent from the satellite station.

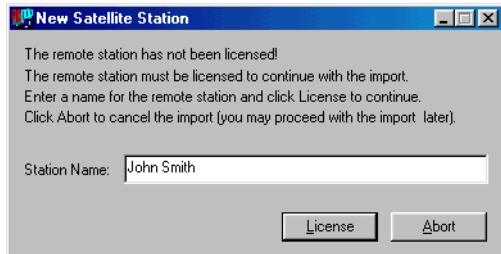
- Using your browser, open the e-mail containing the export file attachment.
- Double click on the attachment.

An Opening Mail Attachment window appears:



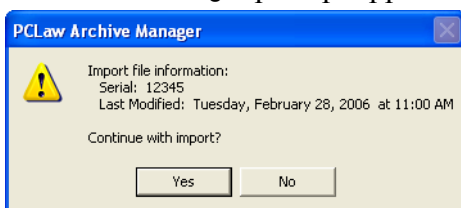
- Select **Open it**.
- Click **OK**.

If this is the first time data is being imported from this satellite station, a PCLaw Satellite Station prompt appears:



5. Type a name for this station or accept the default.
6. Click **License**.

A Satellite Manager prompt appears:



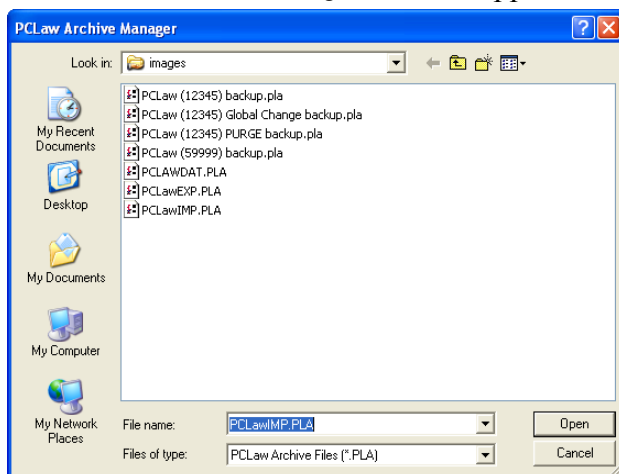
7. If the modified date corresponds to the latest file date, click **Yes**. The file is imported into the satellite module.

To cancel the import procedure to the satellite station, click **No**.

Saving from a Removable Disk, Hard Disk or Network Drive Location

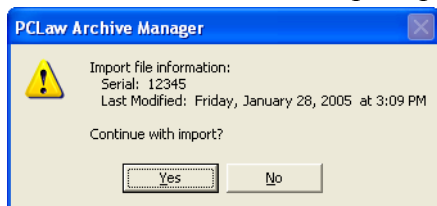
To import data to a host computer:

1. On the **File** pull-down menu, select **Satellite > Import from Satellite**. The PCLaw Archive Manager window appears:



2. In the **Look In** box, search for the directory where the export file is saved by using the drop down arrow.
3. Highlight the PCLawIMP.PLA file.
4. Click **Open**.

A PCLaw Satellite Manager prompt appears displaying the last import date.



5. If the modified date corresponds to the latest file date, click **Yes**.
The file is imported into the satellite module.

To cancel the import procedure to the Satellite Station, click **No**.

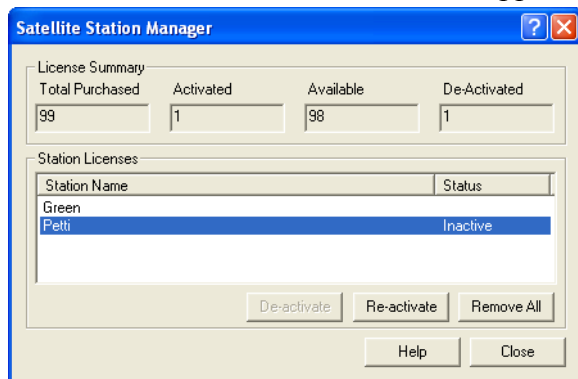
Satellite Station Manager

Use the Station Manager on the host system for managing satellite stations. The Station Manager keeps track of total licenses purchased, activated, still available, and de-activated. Station Manager allows you to activate, de-activate and remove satellite stations. A satellite station is activated the first time a file is imported into the host computer from that station.

 Each satellite station must have a license.

A satellite station may be deactivated if a user or workstation is no longer required. Deactivating a license allows you to add a new user or workstation under the existing license. A new user is added the first time data is imported from the new satellite station. Re-activating a satellite station requires a re-activation code from LexisNexis Practice Management Technical Support.

1. On the **File** pull-down menu, select **Satellite > Satellite Station Manager**.
The Satellite Station Manager window appears:

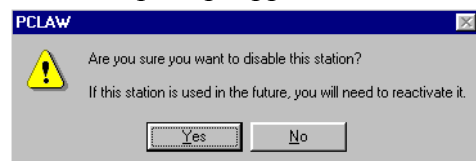


2. To de-activate a satellite station:

Highlight the satellite station to be de-activated.

Click the **De-activate** button.

A PCLaw prompt appears:



Click **Yes**.

The status changes to Inactive in the Status column. Data cannot be imported from this user until the Satellite Station is re-activated.



If the Available value is zero, you will need to contact LexisNexis Practice Management Sales for additional licenses.

- To re-activate a satellite station:

Highlight the satellite station to be re-activated.

Click the **Re-activate** button.

If you have limited licenses, you are immediately presented with an Authorization window. Re-activating a satellite station requires a re-activation code from LexisNexis Practice Management Technical Support.

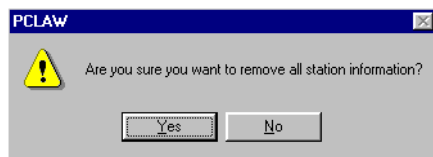
If you have unlimited licenses, the status changes to a blank in the Status column.

- To Remove all Satellite Stations:

Select the **Remove All** button.

If you have limited licenses, you are immediately presented with an Authorization window. Removing a satellite station requires an authorization code from LexisNexis Practice Management Technical Support.

If you have unlimited licenses, a PCLaw prompt appears:



Click **Yes**.

All satellite stations are removed from the Station Licenses list.



Before removing satellite stations, ensure that all imports have been completed from the affected station. Data cannot be imported once the station is removed, without adding that station back.

You may want to use the Remove All feature if the computers in the office are being upgraded. When a satellite station is removed, it no longer appears on the Station Licenses list. Station names are added back as data is imported from those satellite stations.

- To end your Satellite Station Manager session, click **Close**.

Additional Resources

For information on related topics, refer to the documents listed below. Consult the Product Knowledge Base on your personalized Web Site. In PCLaw, select Visit PCLaw Web Site from the Help pull-down menu.

 Using the Express Optional Module (keywords *the module page*)

 Sending and Receiving Data on Satellite Stations (keywords *the module page*)