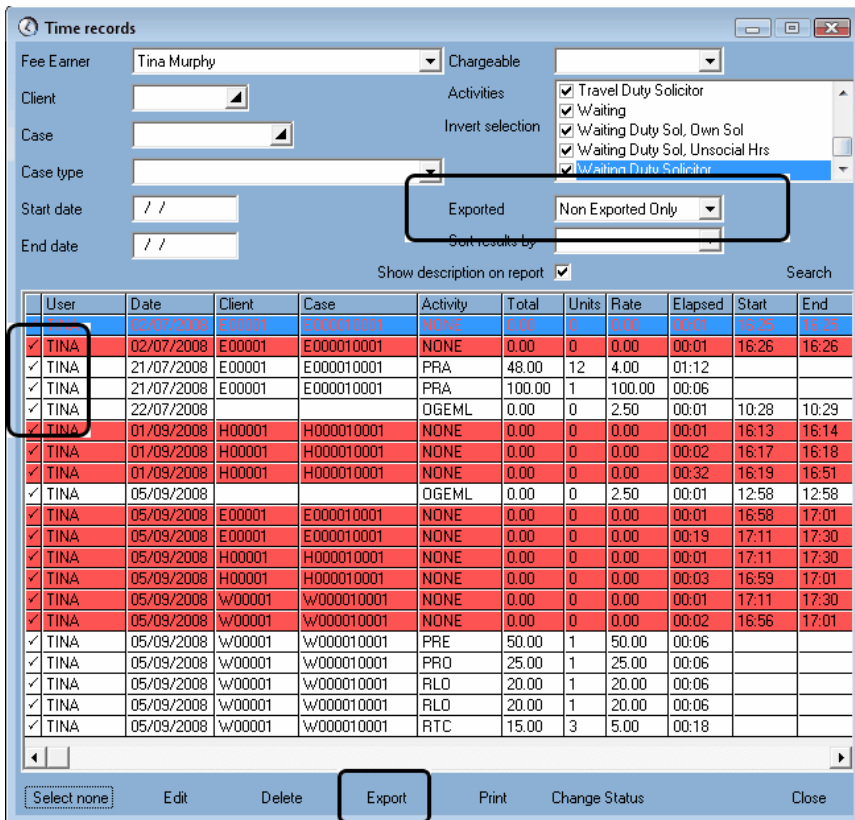


1 Export Time Records

The Export option is for use with Millennium Accounts only. You must have the Millennium Account Link turned on and all Time Recording that has been posted must be Exported to Millennium if monies are to be assigned to the appropriate Fee Earners.

You can contact the OPSIS Support Desk (01780 764947) between 8.30am - 6.00pm Monday to Friday if you require any assistance on these areas.

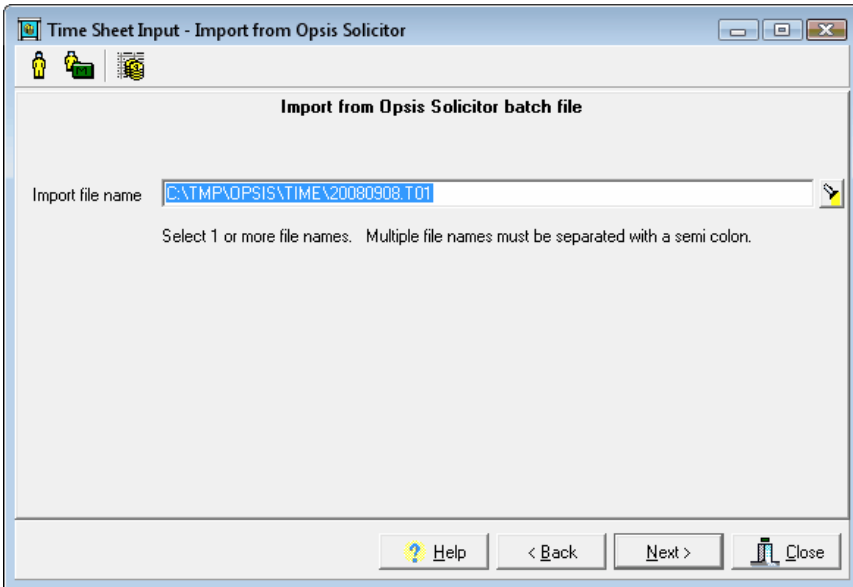
1. From the **Time & Costs** menu, click **Time Records**, the following dialog will appear.
2. Enter you search criteria using the **Non Exported Only** option under **Exported**
3. Place a **tick** to select an entry or click the **select all button** (which will change to **select none**)
4. Once you have the entries your require, click the **Export** button



5. If you don't have Millennium permissions to Post, you will see a dialog box similar to the following, click **OK** and **Close** the **Time Records** window

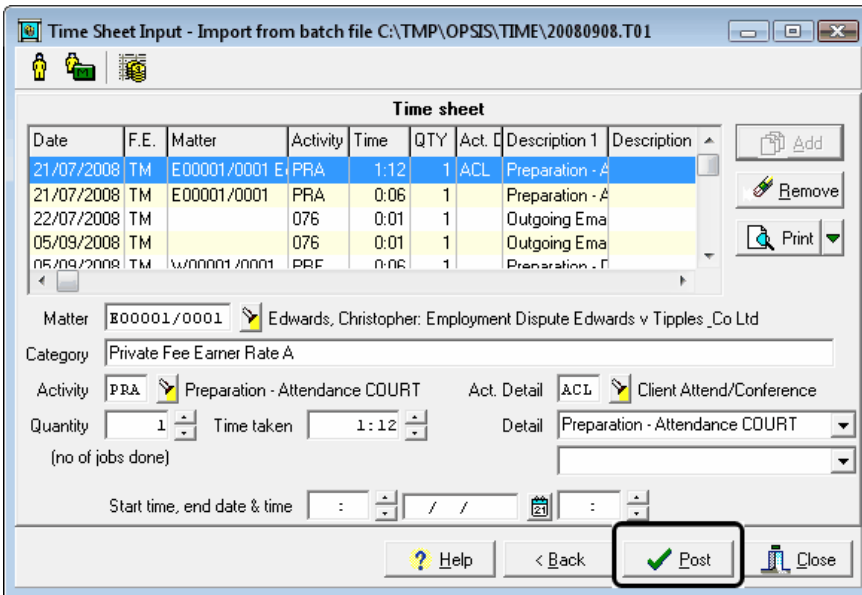


6. If you have a **MA user account** and have the **permission to Post** entries, the following will appear after you click the **Export** button in the **Time Records** window, otherwise your Accounts Cashier will Post when they next log into Millennium Accounts.
7. Click **Next**



8. The **Time Sheet Input** window will appear

9. Listed are the Matters to be Posted, click **Post** for each entry



10. A dialog similar to the one below will appear with the number of entries posted, click **OK** and **Close** the **Time Records** window.

