

LiveNote Cost Recovery Tool

The LiveNote Cost Recovery Tool allows you to track and administer LiveNote costs. You can generate a report for new transcript activity in the previous month or a report for all transcripts in the LiveNote Repository. You can also save your report as a spreadsheet.

Creating the Cost Recovery Tool Report

Your LiveNote administrator will send you a link to the tool and a username and password for accessing the program.

Report for a Previous Month

To generate a report for transcript activity in a previous month, complete the following steps:

1. Click the link sent to you by your LiveNote administrator to display the Cost Recovery Tool dialog box.
2. Type the username and password sent to you by your LiveNote administrator.
3. Select the month, day, and year from the *Start Date* and *End Date* drop-down lists or click the calendar icon to select the dates.
4. Click **Go**. The LiveNote Subscription Use Report is displayed.

The screenshot shows the 'LiveNote Portal - Cost Recovery Tool' interface. It features a header with the LiveNote logo and title. Below the header are input fields for 'USERNAME' and 'PASSWORD'. There are two date selection rows: 'START DATE' and 'END DATE'. Each row has dropdown menus for month (Apr), day (01 and 30), and year (2007), along with a calendar icon. A 'Go' button is located at the bottom of the form.

The screenshot shows the 'LIVENOTE SUBSCRIPTION USE REPORT' output. It includes a header with the LiveNote logo and title. Below the header, it displays report details: 'Report Requested by: Eric Jackson' and 'Report Requested on: 5/1/2007'. It also shows 'Start Date for Transcripts: 4/1/2007' and 'End Date for Transcripts: 4/30/2007'. A table follows with columns for 'CASE NAME', 'TRANSCRIPTS IN DATE RANGE', and '% OF TOTAL'. The table lists 'Demonstration Case' with 5 transcripts (100.00%), 'Jones v Smith' with 0 transcripts, and 'USA v Sample' with 0 transcripts. A 'TOTAL' row shows 5 transcripts. At the bottom, there are 'Back' and 'Output CSV' buttons.

CASE NAME	TRANSCRIPTS IN DATE RANGE	% OF TOTAL
Demonstration Case	5	100.00
Jones v Smith	0	
USA v Sample	0	
TOTAL	5	

This report shows


- cases with new transcript activity from a previous month
- percent of total LiveNote use apportioned to each case

For technical assistance, call LiveNote Customer Technical Support at 1-800-290-9378 or e-mail west.livenote@thomson.com

Report for All Transcripts

To generate a report for all transcripts in your Livenote Repository, complete these steps:

1. Click the link sent to you by your LiveNote administrator to display the Cost Recovery Tool dialog box.
2. Type the username and password sent to you by your LiveNote administrator.
3. Select the month, day, and year from the *Start Date* and *End Date* drop-down lists or click the calendar icon to select the dates. Set the start date year to a time before your purchase of LiveNote, e.g., **Apr. 1, 1990**. Set the end date to the current date.
4. Click **Go**. The LiveNote Subscription Use Report is displayed.



LiveNote Portal - Cost Recovery Tool

LIVENOTE SUBSCRIPTION USE REPORT

Report Requested by: Eric Jackson
Report Requested on: 5/1/2007

Start Date for Transcripts: 4/1/1990
End Date for Transcripts: 5/1/2007

CASE NAME	TRANSCRIPTS IN DATE RANGE	% OF TOTAL
Demonstration Case	10	55.56
Jones v Smith	4	22.22
USA v Sample	4	22.22
TOTAL	18	

This report shows

- all transcripts in your Livenote Repository
- cases with historical transcripts, but not necessarily new transcript activity
- percent of total LiveNote use apportioned to each case

Saving a Report

To save your report as a spreadsheet, click **Output CSV**. Your report is displayed in Microsoft® Excel®.

	A	B	C	D	E	F	G	
1	LIVENOTE SUBSCRIPTION USE REPORT							
2								
3								
4	Report Requested by:	Eric Jackson						
5	Report Requested on:	5/1/2007						
6								
7								
8	Start Date for Transcripts:	4/1/1990						
9	End Date for Transcripts:	4/30/2007						
10								
11	CASE NAME	TRANSCRIPTS IN DATE RANGE	% OF TOTAL					
12	Demonstration Case	10	55.56					
13	Jones v Smith	4	22.22					
14	USA v Sample	4	22.22					
15								
16	TOTAL	18						
17								
18								
19								
20								
21								