



Active Invoices

Tracking > Active Invoices

Clients To Show [v] Vendors To Show [v] Status To Show [v] - OR - Invoice # [input] **Show All**

147 Invoices Select All Invoices (Currently 0 Selected) Columns To Show [v] Action: View Invoice [v] **Go**

Sel	Ref #	Invoice	Matter	Client	Date	Total Due	Status	Status Time	Tracking #	Action	Attachments
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Recently, the eBillingHub was updated to improve your ability to quickly locate invoices on the Active Invoices page. This document provides instructions on how to reap the benefits of these new features.

Client, Vendor, and Status Filtering 2

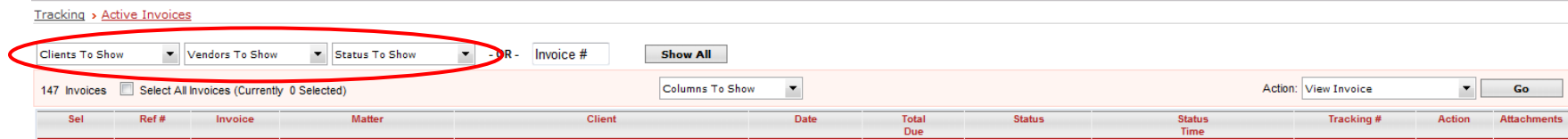
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Client, Vendor, and Status Filtering



In addition to the ability to filter by Clients and Statuses, we have added the ability to filter by ebilling vendor. (The following functionality is common to all three filters.)



- 1) The plus and minus boxes at the top allow you to quickly select all (+) or none (-) of the values in the drop down list to filter viewable invoices in the active invoices grid.
- 2) You can select individual items to show (highlighted in blue) or hide (gray background) by clicking on them.
- 3) You can select the number of items to show in the list and which page (if more items exist than can be displayed at one time) to view.

Client Searching in Client Filter

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Clients To Show ▼ Vendors To Show ▼ Status To Show ▼ - OR - Invoice # Show All

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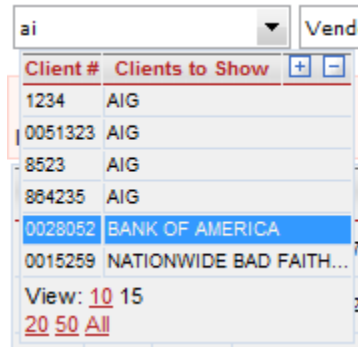
Sel	Ref #	Invoice	Matter	Client	Date	Total Due	Status	Status Time	Tracking #	Action	Attachments
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We have also enhanced the Client filter to allow you to search for specific clients. As you type in the text box, replacing the words “Clients To Show,” the list will be restricted to Clients containing the text you’ve entered as well as any previously selected entries. Because the clients already selected remain visible, it is recommended to hide all clients first. Here, no text has been entered and only one client has been selected to be displayed.

Client #	Clients to Show	+ -
0051323	AIG	
1234	AIG	
884235	AIG	
8523	AIG	
0028052	BANK OF AMERICA	
0020212	BP PRODUCTS NORTH AM...	
0029023	BP PRODUCTS NORTH AM...	
0008143	FREEDOM INSURANCE	
0001594	LIBERTY MUTUAL GROUP...	
0015259	NATIONWIDE BAD FAITH...	
0020403	SCOTTSDALE INSURANCE	

View: 10 15
20 50 All

If we enter “ai” into the text box, the currently selected client and those containing the value entered (“AIG” and “NATIONWIDE BAD FAITH”) are visible.



Using this feature will allow you to not lose sight of those clients that you have selected while searching for others to display. Please note that as before, you must click on each client to display their invoices.

To stop filtering the list of clients, simply delete the value in the text box. Keep in mind that clicking on the “Show All Clients” (+) button at the top of the list will not only remove the text you have entered, but will also select all clients in the list; clicking on the “Hide All Clients” (-) button will also remove your search text and deselect all clients.

Invoice Number Searching

Tracking > Active Invoices

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR Invoice # Show All

147 Invoices Select All Invoices (Currently 0 Selected) Columns To Show ▾ Action: View Invoice ▾ Go

Sel	Ref #	Invoice	Matter	Client	Date	Total Due	Status	Status Time	Tracking #	Action	Attachments
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You can now also search for specific invoice numbers.

Invoice #

As you type the Invoice Number into the text box, the list of Active Invoices will automatically be filtered to display only those that begin with the value entered. Please note that the Client, Vendor, and Status filters are disabled and will have no effect on which invoices are displayed. When you delete the value, the filters are re-enabled with your previous values intact.

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR - Invoice #

147 Invoices Select All Invoices (Currently 0 Selected)

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR -

131 Invoices Select All Invoices (Currently 0 Selected)

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR -

56 Invoices Select All Invoices (Currently 0 Selected)

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR -

147 Invoices Select All Invoices (Currently 0 Selected)

Resetting Filters and Invoice Search

Tracking > Active Invoices

Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR - Invoice # **Show All**

147 Invoices Select All Invoices (Currently 0 Selected) Columns To Show ▾ Action: View Invoice ▾ **Go**

Sel	Ref #	Invoice	Matter	Client	Date	Total Due	Status	Status Time	Tracking #	Action	Attachments
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You can reset all of these controls with the “Show All” button. All three filters (Client, Vendor, and Status) will have all values selected and the Invoice Number search text box will be cleared.

Additional Notes

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Clients To Show ▾ Vendors To Show ▾ Status To Show ▾ - OR - Invoice # **Show All**

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The “Columns To Show” selection drop down list has been moved to the table header.