





## Administrator System Utilities

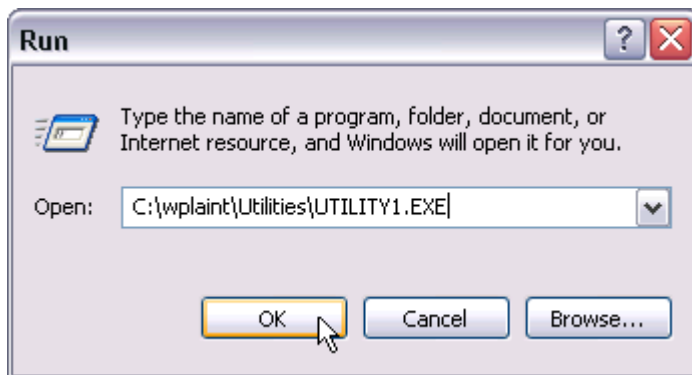
Update Plaintiff Mail List Flags  Mail List ?

**NOTE: A backup copy of the plaintiff.mdb file should be made prior to performing this function.**

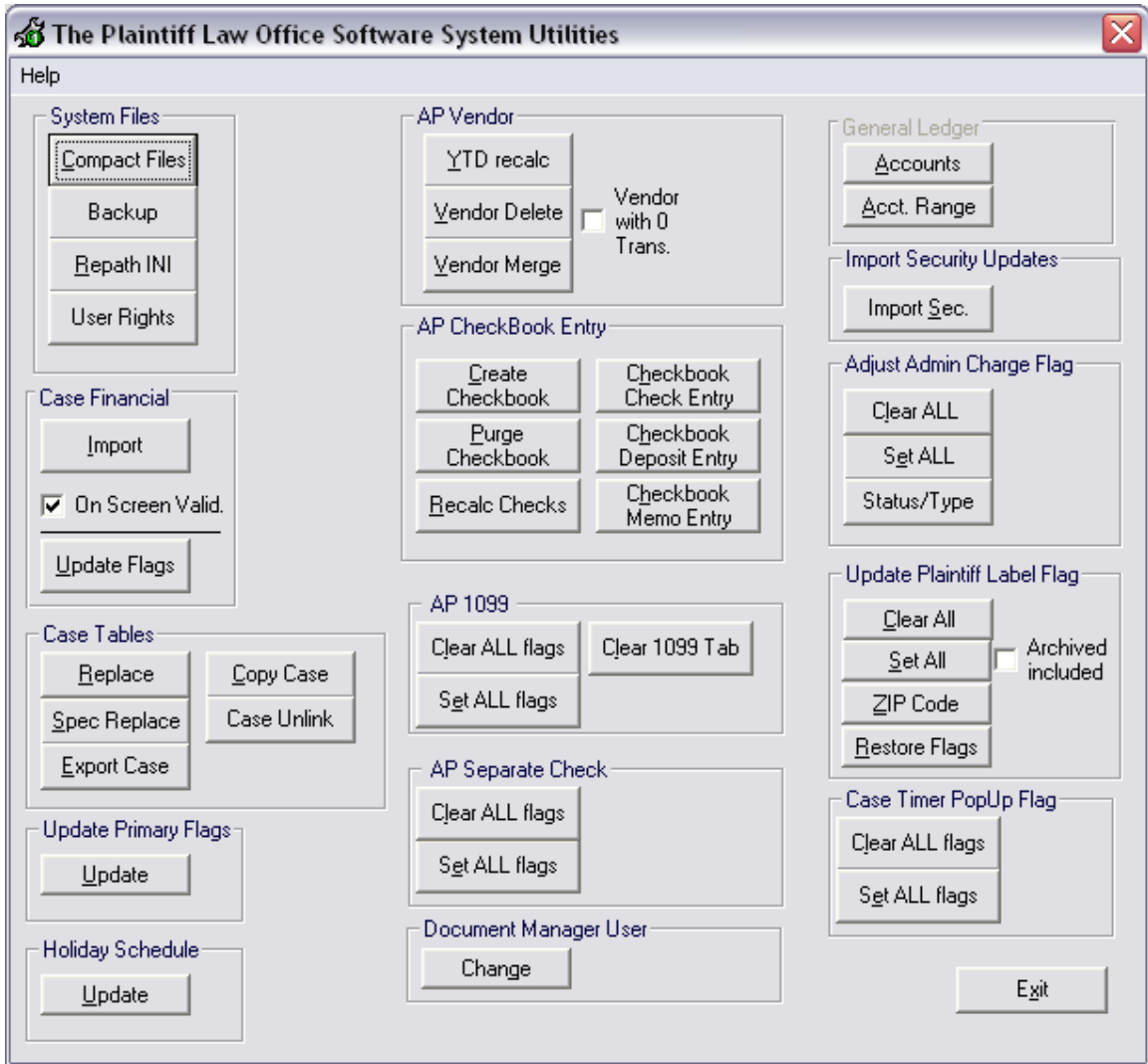
**NOTE: All users MUST be out of The Plaintiff Law Office Software prior to performing this function.**

The Administrator System Utilities are located outside The Plaintiff Law Office Software and accessed as follows:

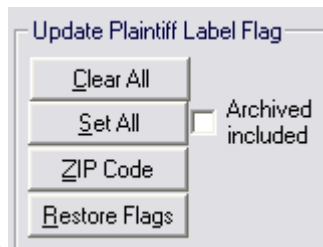
- 1 Select  ► Run.
- 2 Enter c:\wplaint\utilities\utility1.exe then point and click on .

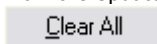
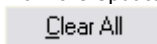


The Administrator System Utilities program will load.





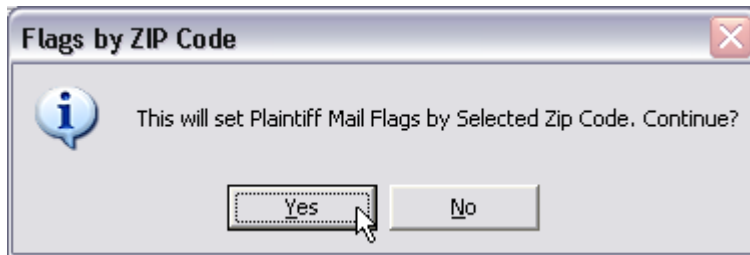
## Setting for Specified Zip Code




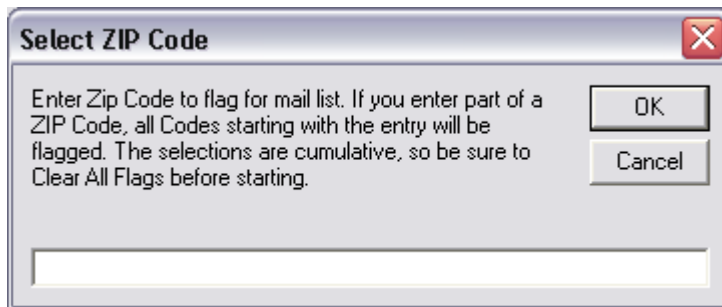
- 3 From the Update Plaintiff Label Flag section  point and click on . This will clear ALL the current Mail List flags.




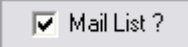
- 4 From the Update Plaintiff Label Flag section  point and click on . The following confirmation screen will appear.



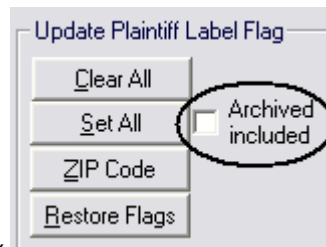
- 5 Point and click on . The following screen will appear.



- 6 Enter desired Zip Code. Point and click on .

All Plaintiff records matching the Zip Code entry will have the Mail List flag checked. .

## Including the Archived Cases



Check the Archive Included box  for the functions above to include cases that have been archived.

## Restoring the Mail List Status

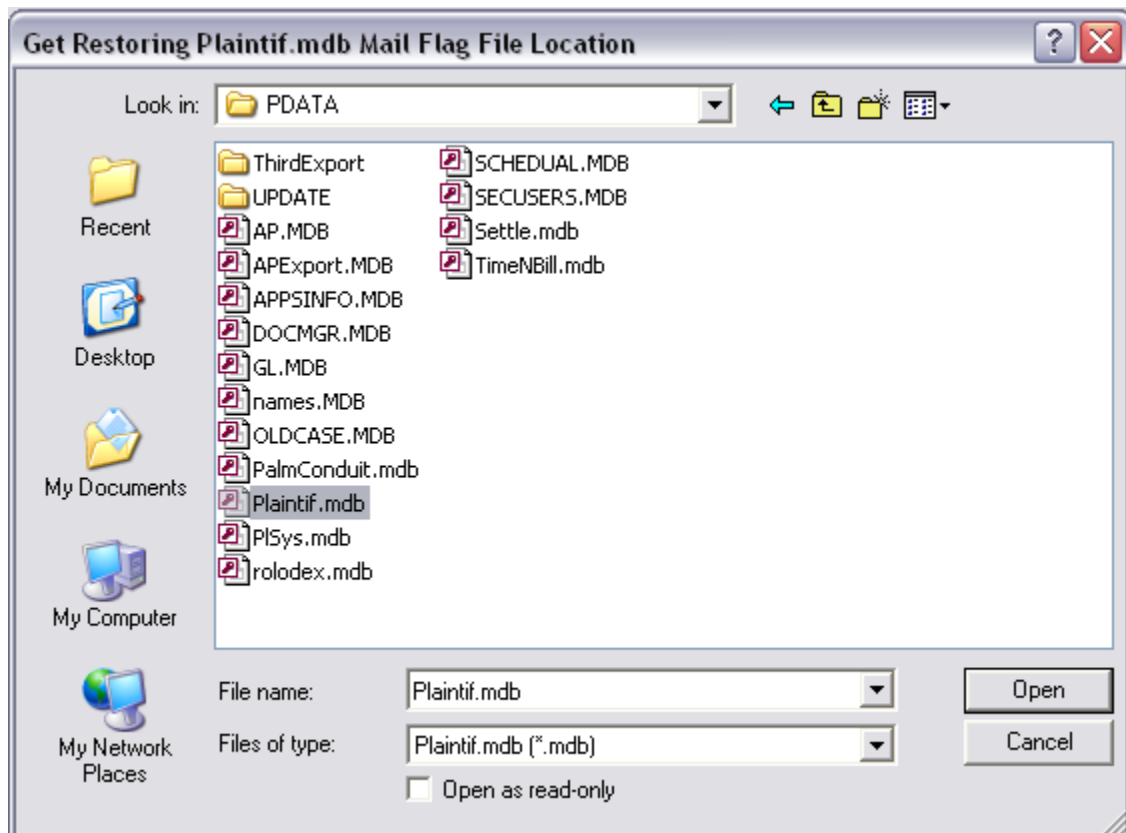
It is possible to restore the Mail List flags to their original status once you have completed generating the new Mail Client Listing. This is accomplished as follows.



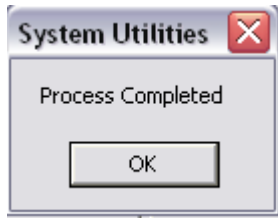
- 1 From the Update Plaintiff Label Flag section point and click on **Restore Flags**. The following screen will appear.

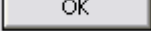


- 2 Point and click on **Yes** to continue. The following screen will appear.



- 3 Specify the location of the backup copy of the plaintiff.mdb file. Point and click on **Open**.



- 4 The flags are restored to their backup copy status. Point and click on .