

ProDoc BTS Update News

December 2009

BTS Update on this CD

This CD contains our first update to the Business Transactions Solution (BTS) volume. We added additional statutory links into WestLaw® for 29 forms.

We send updates via CD a few times each year. You will receive more regular updates from us via our WebUpdate process. The first time you open ProDoc each day it calls to our server for any new updates. If it finds any, it downloads them and installs them the next time someone in your firm opens ProDoc.

More about the BTS Volume – Every form in the volume contains links to the commentary in the BTS WestLaw database. This commentary provides a wealth of information concerning each provision of the forms. ProDoc BTS also contains links into the IRS code, as well as links to many Federal Statutes such as the Securities Act, Fair Labor Standards Act, and the Employee Retirement Income Security Act.

To access the form commentary:

1. Begin an assembly session in your usual manner.
2. When you arrive at Step 2, **Select a Volume and the Forms ...**, highlight the form in question.
3. Click the Form Info button.
4. The Form Information window will open with some basic information about the form as well as any links.
5. Be sure to read to the end of the **Form Information** as there are often statutory citations at the end of the information.

Your ProDoc Installation KeyCode Is on the Shipping Envelope

You will need a 20-character **KeyCode** to install this update. You'll find it on the envelope in which the CD shipped. We strongly encourage you to keep the shipping envelope in a safe place so you have your KeyCode available when you install the update.

Want to view the specific changes to a particular form?

Here's how to do so in ProDoc:

Open ProDoc and click on **Help ► About the Volumes**. Then click the volume of your choice. You will now see a page with three links at the top: **Authors**, **Change History**, and **Forms List**.

Click on the **Change History** link and you will see information about the changes made to each form in this update.

Click on the **Forms List** link instead of the **Change History** link and you can view a complete list of all of the forms in the selected volume.

Who to Call for Billing and/or Customer Support Issues

We have a special team dedicated to Customer Support issues for ProDoc customers. Call 800-759-5418. This is the "ProDoc only" phone number for obtaining Sales information (option 1), Customer Support (option 2), free Technical Support (option 3), and Free Training (option 4) and it is dedicated exclusively to ProDoc customers. Call this number and you work with the teams that are the most knowledgeable about ProDoc.

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