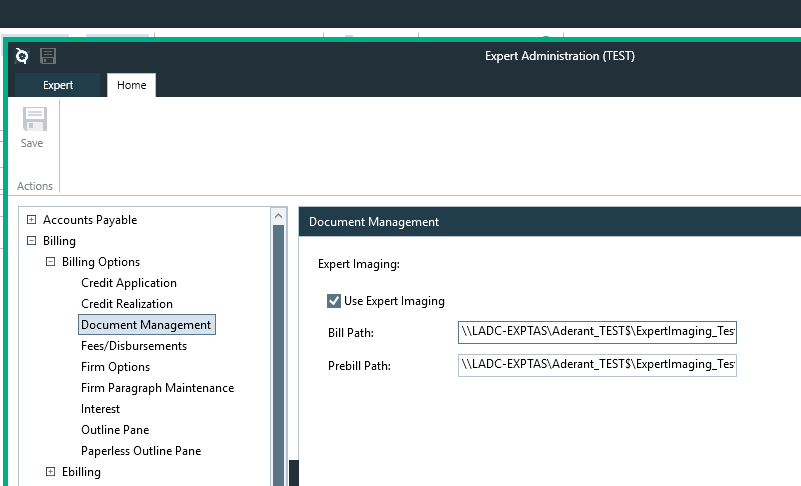
Lewis Brisbois Split Bill Configuration

1. Design Studio
   1. Open BL101 rule under Expert Biling and make the rule active.
   2. If needed, update email notification step in the rule to be notified of bill image copy failure.

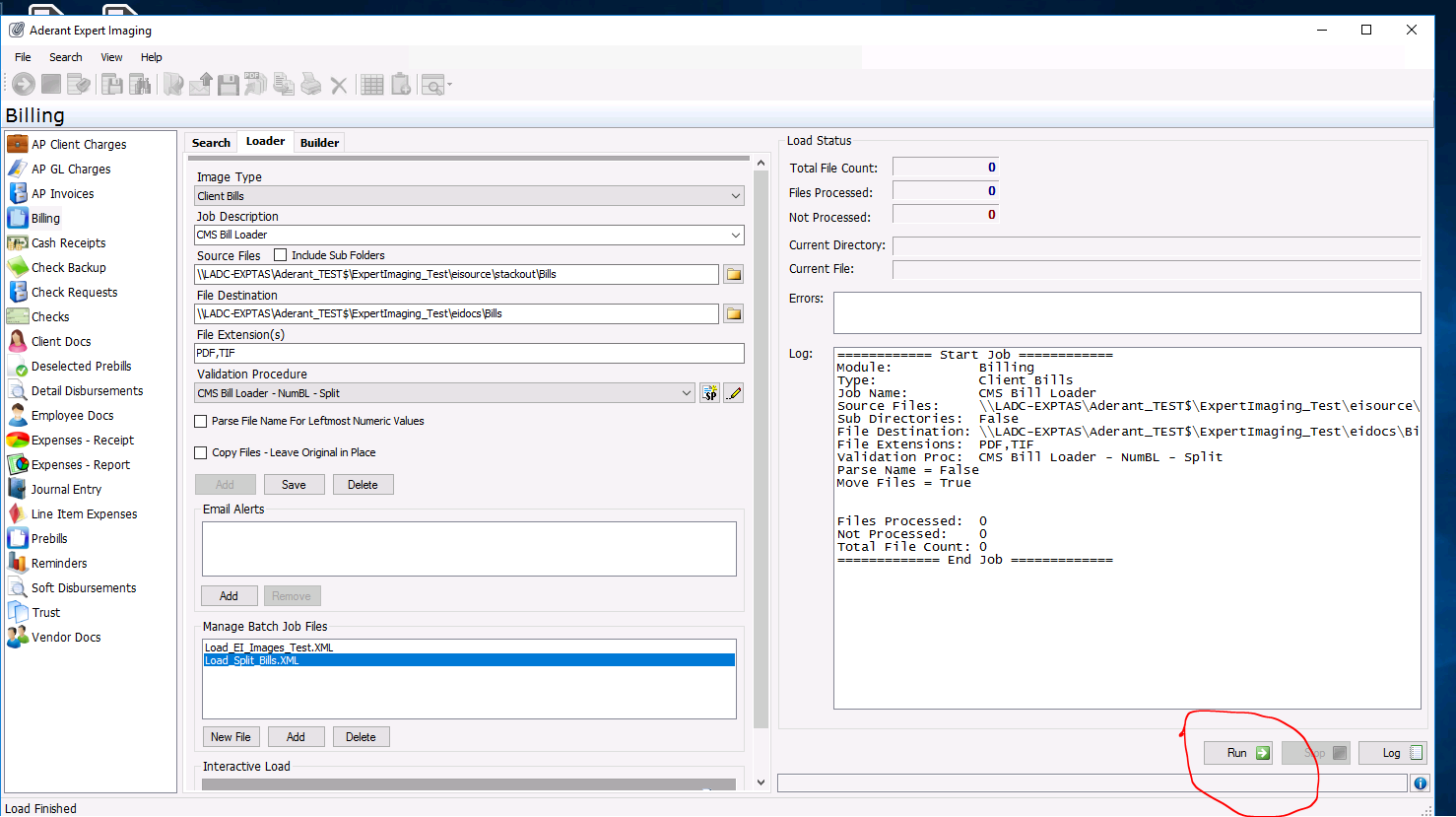
A screenshot of a computer

AI-generated content may be incorrect.

1. Expert Administration
   1. Open Document Management under the Billing\Billing Options node.
      1. Select use Expert Imaging checkbox
      2. Update Bill Path and Prebill path as needed
         1. These are the paths where the copy of the file will be sent to and will be loaded into ExpertImage via the ExpertImage Loader process.



1. Expert Image Billing Loader Tab
   1. Split Bill files sent to the following path \\LADC-EXPTAS\Aderant\_TEST$\ExpertImaging\_Test\eisource\stackout\Bills from the Expert Billing rule, can be manually processed if the user is an ExpertImage Admin with Loader Tab access.
   2. Select the Run button on the lower right of the Loader Tab window to start the process manually
   3. This Bill loader process is scheduled to run this job automatically through the ExpertImage\_SplitBill task in the Windows Task Scheduler job that is configured on your LADC-EXPSQLDEV Server.
      1. This process will run every 15 minutes starting at the top pf the hour.



1. Windows Task Scheduler Job – LADC-EXPSQLDEV
   1. ExpertImage\_SplitBill task is scheduled to run every 15 minutes starting at the top of the hour.

A screenshot of a computer

AI-generated content may be incorrect.