EILA Manual

By: CERENADE

www.cerenade.com

Table of Contents

Introduction

Introduction

EILA, Esq. contains most of the commonly used immigration forms, enabling both law offices and corporate users to prepare immigration forms quickly and easily. You can access these forms, fill them out, and then save, print, or email them. EILA, Esq. organizes and maintains the forms for easy access, eliminating the need to maintain a sea of paperwork that can easily be misplaced or organized incorrectly. Included in the application are several key features that provide a new standard of performance in electronic immigration preparation and filing for both immigration and non-immigration attorneys.

EILA provides a number of features that facilitate case management for immigration attorneys:

- familiar Windows environment that offers WYSIWYG forms
- simplified and centralized Database Administration
- save, email, print, and fax immigration forms.
- create client case files that store all information and forms relevant to that client.
- auto-fill of common information that is shared between forms for each client.
- automatic reduction of font size to fit information into form fields.
- full text search
- generate, customize, and print over 15 different reports
- import/export to and from other cases
- pre-defined form sets
- Word Processor component for the creation of Letter Merge Templates

System Requirements

Minimum system requirements:

166 MHz or higher

Windows 95, 98, Me, XP, 2000, NT, 2003 or Vista

128 MB of RAM

100 MB Available disk space

Technical Support

Cerenade's highly skilled, technologically proficient support technicians are equipped with years of experience in the software field. Most issues can be resolved quickly and easily.

Standard technical support for all Cerenade products is available Monday through Friday, 8:00 am to 5:00 pm, Pacific Standard Time.

Telephone Support: (310) 645-0598

Fax Support: (310) 645-0599

Email Support: support@cerenade.com

Website: www.cerenade.com

Knowledge Base Cerenade's Web site provides a searchable Knowledge Base containing our database of articles regarding commonly encountered questions and issues.

Bugtracking System The Bugtracking system is available to report an issue that you cannot resolve or to track the progress of an existing issue.

Settings

The settings and details options on the **View** menu are used for support issues. Cerenade does not recommend modifying the Settings file unless authorized support technicians are consulted.

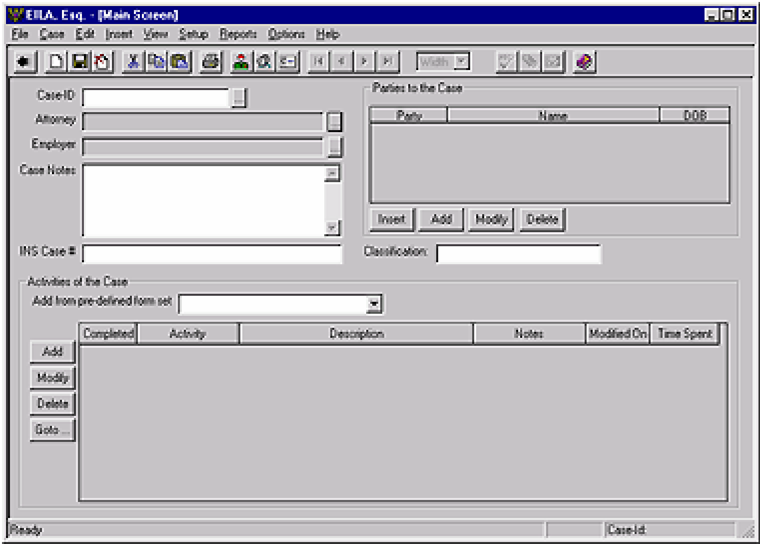
See Technical Support for more information.

Copyright

EILA Environment

Desktop Interface

The desktop interface is the working environment in which you create and manage cases and edit forms associated with those cases.

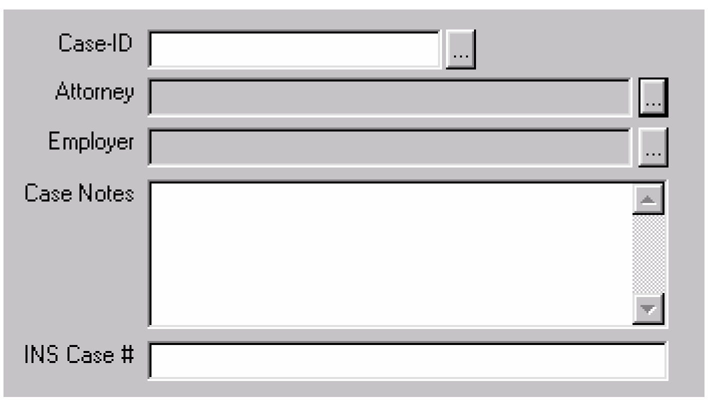


The interface provides a toolbar, menu bar, and status bar. See Toolbar for details.

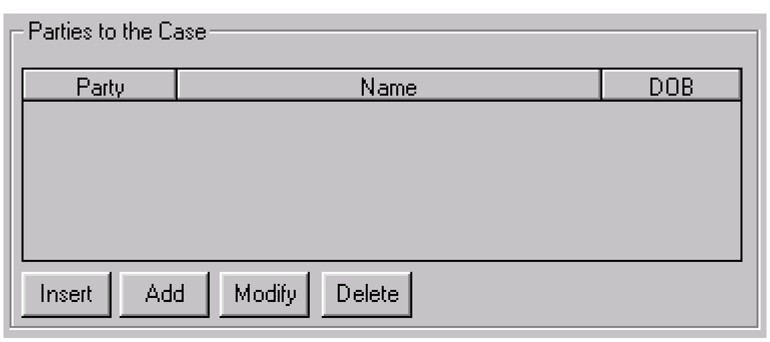
The status bar is displayed at the bottom of the screen, listing form names, page numbers (in form mode), and the Case ID.

The desktop interface is split into three sections, case info, case activities, and case parties.

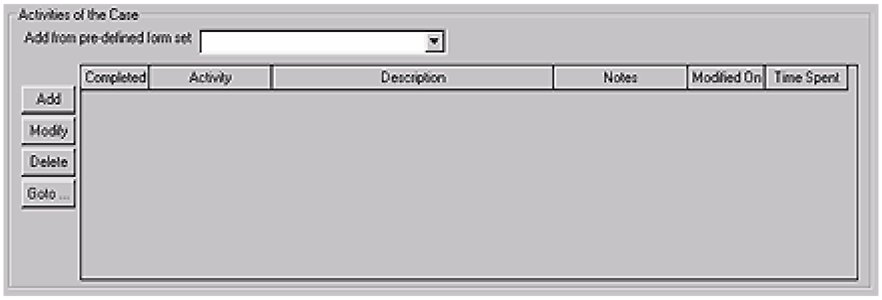
Case Area



Case Parties

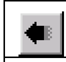
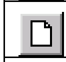
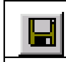
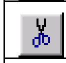
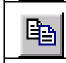
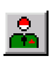
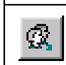
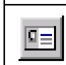
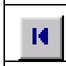
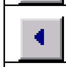
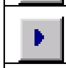
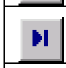


Case Activities



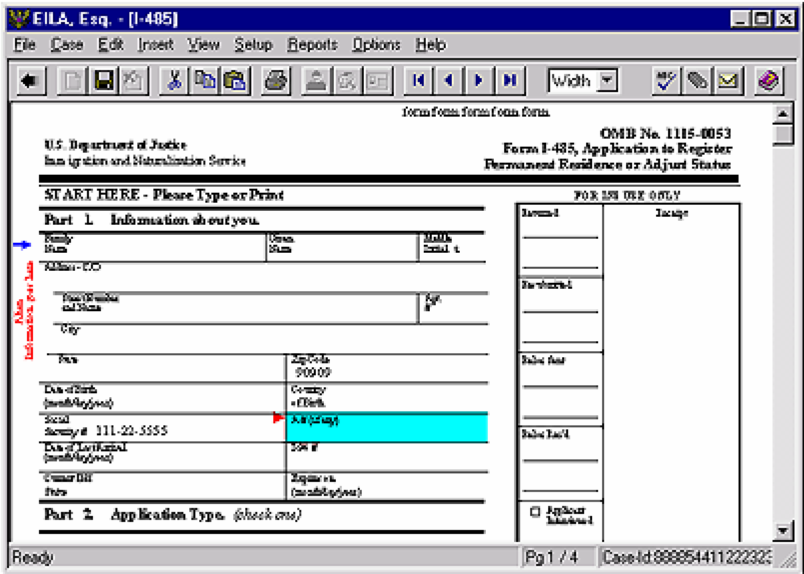
Toolbar

The toolbar provides the following functions:

Toolbar button	Name	Click to…
	Exit	exit the forms screen or exit EILA entirely.
	New	create a new case.
	Save	save forms and cases within case folders.
	Delete	delete a case.
	Cut	cut a selection to the clipboard.
	Copy	copy a selection to the clipboard.
	Paste	paste a selection into a form.
	Print	print forms individually or batched.
	Attorney Information	add attorney details to EILA. See Attorney Setup for more information.
	Employer Information	add employer details to EILA. See Employer Setup for more information.
	Contact Information	add contact details to EILA. See Contact Setup for more information.
	First page	go to the first page of a form.
	Previous page	go to the page before the current page.
	Next page	go to the page after the current page.
	Last page	go to the last page of a form.
	Check spelling	check the spelling of data entered in a form.
	Attachment	attach an EILA word processor document to the form.
	Create Email Attachment	save a form in a format that can be attached to an email message and sent to another EILA user.
	Help	open the help file.

Forms Screen

When you open a form within a case, the form appears in the desktop interface and additional buttons on the toolbar become active. These buttons allow you to move within pages of the form, check the spelling of the form, add an attachment to the form, and save the form as an email attachment.



See Forms for more information.

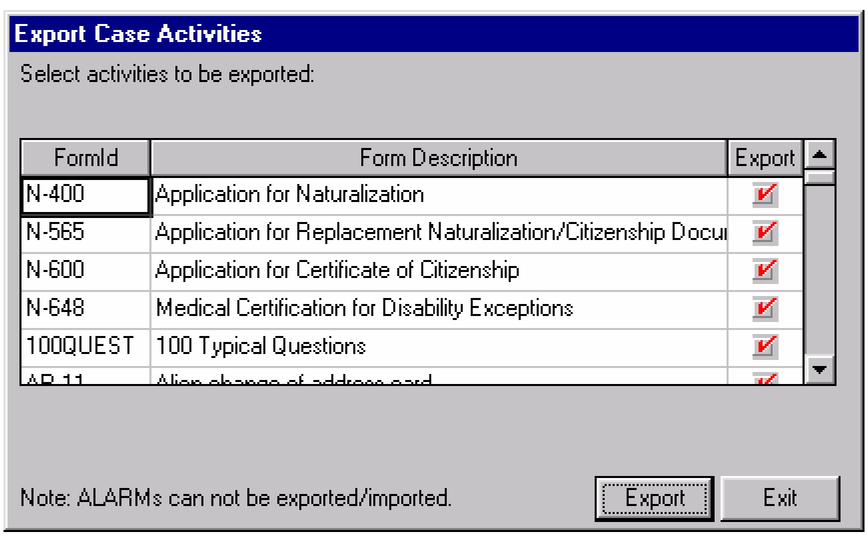
Import/Export

Cases or activities can be exported as .xfr files. These .xfr files can then be imported by another EILA program. The data saved in the cases and activities remains intact when exporting and importing.

> Exporting a case or activity

1. Open the case to export, or the case containing the activity to export.
2. On the **File** menu, select **Export** > **Case/Activity**.

   If **Activity** is selected, all activities (excluding alarms) appear in the **Export Case Activities** dialog box. Activities to export are checked in the **Export** column. Uncheck activities you do not want to export, and then click the **Export** button.



3. In the **Select export file** window, name and save the .xfr file.

> Importing a case or activity

1. On the **File** menu, select **Import**.
2. In the **Select import file** window, locate the file and click the **Open** button.

Case Management

Creating New Cases

To begin filling forms and managing all aspects of immigration form preparation and filing, you must create a new case. This lets you manage all the necessary forms, activities, and contact information within the case.

>Creating a new case

1. Click the **New** button on the toolbar.
2. Type an entry in the **Case-ID** field.

This entry is used to identify and distinguish the case from other cases within EILA.

3. Click the **Save** button on the toolbar.

The case is now ready to be managed.

Related Topics:

Attorney Setup	Activities
Law Firm Setup	Forms
Employer Setup	Alarms
Contact Setup	Word Processor

Opening Existing Cases

You can save an unlimited number of cases in EILA and access them at any time. Only one case at a time can be opened, so make sure you save any currently opened case before opening another one.

> Opening an existing case

1. Click the **Case-ID** field button to display the list of cases.

2. In the **Select Case** dialog box, double-click the case you want to open.

The case is opened within EILA and is ready for editing.

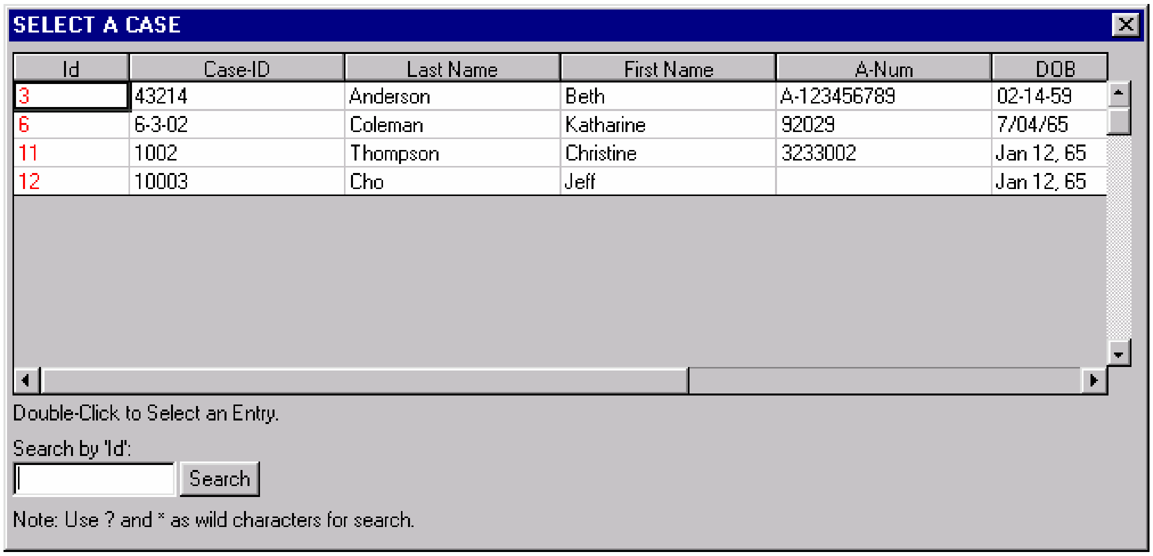
Deleting Cases

Cases can easily be deleted at any time. Before deletion, ensure the case is no longer needed as cases cannot be retrieved after deletion. However, all information within a case is not lost when the case is deleted. Attorneys, law firms, employers, and contacts remain, available for use in other cases. All EILA forms also remain available; however, any entered data within the form is lost.

> Deleting a case

1. Click the **Case-ID** button to display the list of cases.

The **Select Case** window appears.



2. In the **Select Case** window, double-click the case you want to delete.
3. The case is opened within EILA and is ready for deletion.
4. Click the **Delete** button on the toolbar.

Attorney Information

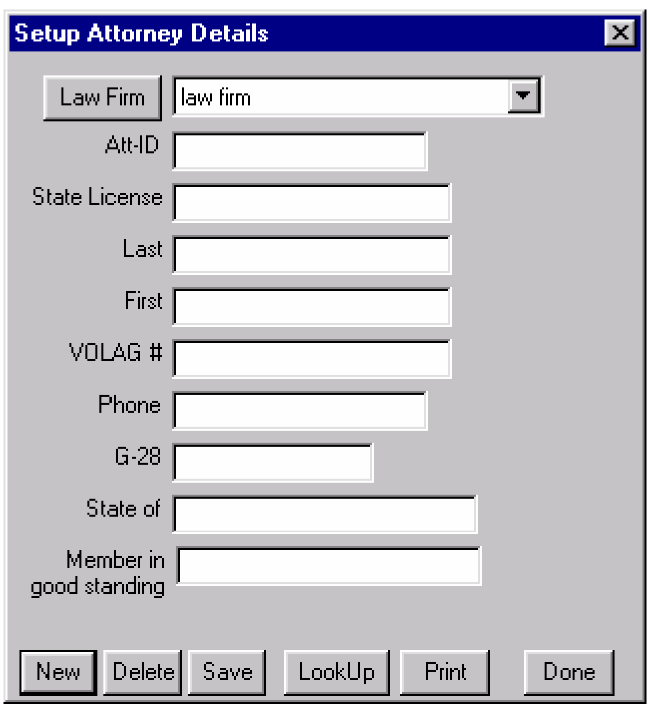
Attorney Setup

Attorney information is available for every case created in EILA, but you can only associate one attorney per case. When an attorney is added to a case, his information is used to auto-fill attorney fields for each form within the case.

> Setting attorney information

1. Click the **Attorney information** button on the toolbar.

   The **Setup Attorney Details** window appears.



2. In the **Setup Attorney Details** window, select a law firm from the drop-down menu.

Note: The attorney's law firm information must exist in EILA before adding the new attorney information. See Law Firm Setup for more information.

3. Enter data in attorney information fields, and then click the **Save** button when finished.

   The attorney information is now added to the system. Click the **Done** button to return to the desktop interface. You can add the newly created attorney information to a current case by clicking the **Attorney** field button.

   See Adding an Attorney to the Case for more information.

Law Firm Setup

Setting law firm information allows you to associate an attorney with a law firm. You can store an unlimited number of law firms in EILA for use in auto-fill and while adding new attorney information.

> Setting law firm information

1. In the **Setup Attorney Details** dialog box, click the **Law Firm** button.

   The **Setup Law Firm Details** dialog box appears.

2. Enter data in the necessary fields, and then click the **Save** button.

   This law firm information is now available for use with all attorneys.

3. You can also modify existing law firm information by selecting the appropriate law firm from the drop-down list in the **Setup Attorney Details** dialog and then clicking the **Law Firm** button. Or click the **Look-up** button in the **Setup Law Firm Details** dialog box to locate law firm information to modify.

4. When finished, click the **Done** button.

Adding an Attorney to a Case

You can only associate one attorney per case. Follow the instructions below to add an attorney or to change the existing attorney. The attorney information you choose is used in auto-fill when opening forms within the case.

> Adding attorney information to a case

1. Click the **Attorney** field button in the Case area.

2. In the **Select An Attorney** dialog box, double-click the attorney information to add to the case.

   The attorney is added to the case and the accompanying information is used in any forms opened within the case.

Deleting Attorney Information

You can delete any attorney NOT currently associated with a case. EILA does not allow the deletion of active attorneys. If you want to delete an attorney, you must first remove her from any existing cases, or delete existing cases with which she is associated.

Note: If you do not intend on deleting the attorney from EILA completely, and just wish to change a case attorney, see Adding an Attorney to a Case.

> Deleting an attorney

1. Click the **Attorney information** button on the toolbar.
2. In the **Setup Attorney Details** dialog box, click the **Lookup** button.
3. In the **Select an Attorney** window, double-click the attorney to delete.

   The attorney information appears in the **Setup Attorney Details** dialog box.
4. Click the **Delete** button, and then verify the deletion by clicking **Yes** in the warning dialog box.

   The attorney information is completely removed from EILA.

Employer Information

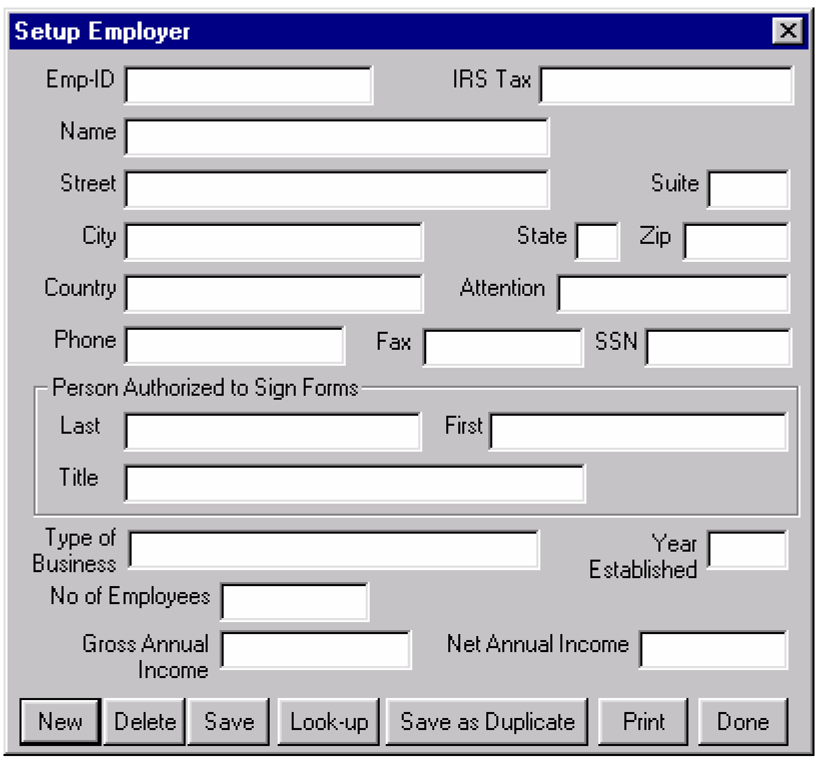
Employer Setup

Employer information is available for every case created in EILA, but you can only associate one employer per case. When an employer is added to a case, the employer's information is used to auto-fill employer fields for each form added to the case.

> Setting employer information

1. Click the **Employer information** button on the toolbar.

   The Setup Employer window appears.



2. In the **Setup Employer** window, enter the necessary data.
3. When finished, click the **Save** button.

   The employer information is now available for use within a case.

Duplicating Employer Information

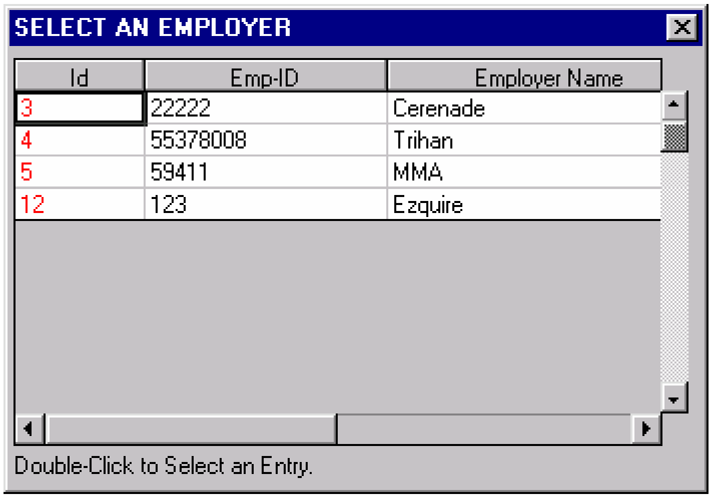
The **Setup Employer** dialog box provides a **Save as Duplicate** option. This lets you copy an employer information file so you don't have to create an entirely new file when creating a similar employer file.

> Creating a duplicate file

1. Click the **Employer information** button on the toolbar.

2. In the **Setup Employer** dialog box, click the **Look-up** button.

   The **Select an Employer** window appears.



3. In the **Select an Employer** window, double-click the employer information to duplicate.
4. Click the **Save as Duplicate** button.

   A dialog box appears notifying you that the action was successful, and a copy of the current employer information file is made. You are now modifying a file that has been duplicated. Changes made to this file do not affect the duplicate file.
5. Make the necessary modifications to the employer information file shown and click the **Save** button.

   The file originally duplicated has been saved and remains unchanged.

Adding an Employer to a Case

You can only associate one employer per case. Follow the instructions below to add an employer or to change the existing employer. The employer information you choose will be used in auto-fill when opening forms within the case.

> Adding employer information to a case

1. Click the **Employer** field button in the Case area.

2. In the **Select an Employer** window, double-click the employer to add to the case.

   The employer is added to the case and the accompanying information will be added to any forms opened within the case.

Deleting Employer Information

You can delete any employer NOT currently associated with a case. EILA does not allow the deletion of active employers. If you want to delete an employer, you must first remove it from any existing cases, or delete existing cases with which it is associated.

Note: If you do not intend on deleting the employer from EILA completely, and just wish to change a case employer, see Adding an Employer to a Case.

> Deleting an employer

1. Click the **Employer information** button on the toolbar.
2. In the **Setup Employer** dialog box, click the **Lookup** button.
3. In the **Select an Employer** window, double-click the employer to delete.

   The attorney information appears in the **Setup Employer** dialog box.
4. Click the **Delete** button, and then verify the deletion by clicking **Yes** in the warning dialog box.

   The employer information is completely removed from EILA.

Contact Information/Case Parties

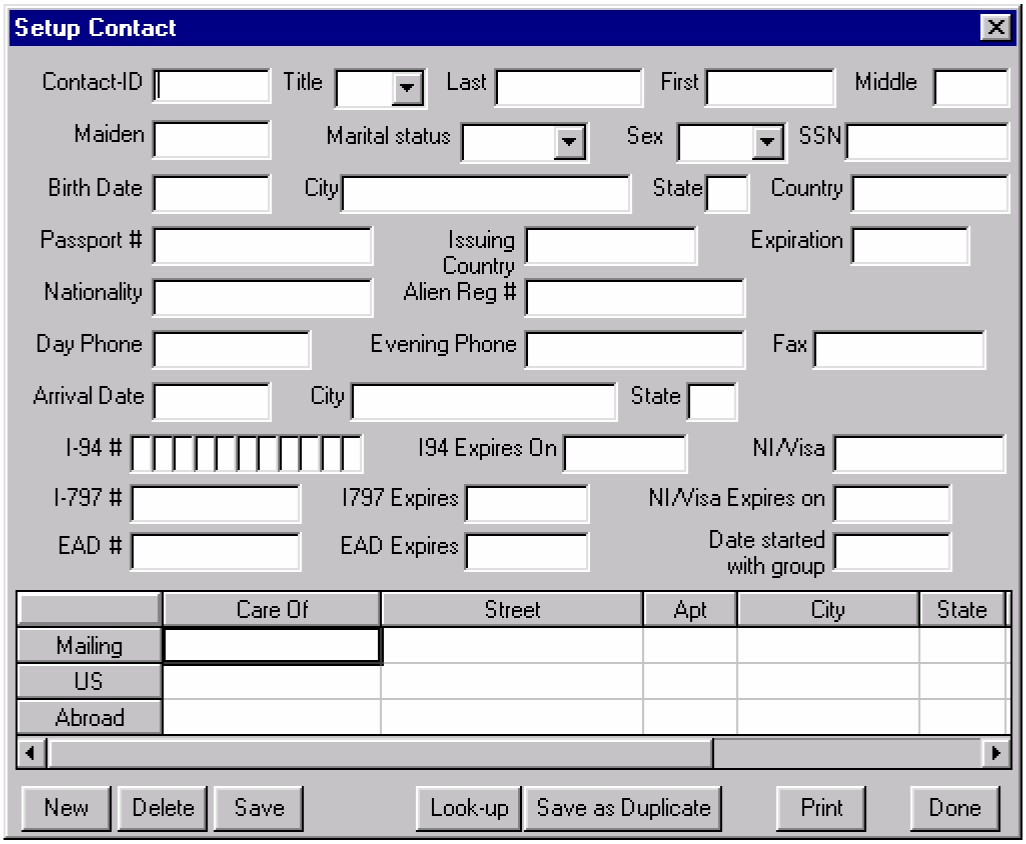
Contact Setup

Contact information is used in the case parties section of EILA. Before adding any contacts to the parties list, you should setup the contact information. When a contact is added to a case and it is designated as a case party, the contact's information is used to auto-fill corresponding contact fields for each form added to the case. An unlimited number of contacts can be added to EILA.

> Setting contact information

1. Click the **Contact Information** button on the toolbar.

   The **Setup Contact** dialog box appears.



2. In the **Setup Contact** dialog box, enter data in the given fields.
3. When finished, click the **Save** button.

   The new contact is saved and can be added to any case within EILA.

Duplicating Contact Information

The **Setup Contact** dialog box provides a **Save as Duplicate** option. This lets you copy a contact information file so you don't have to create an entirely new file when creating a similar contact file.

> Creating a duplicate file

1. Click the **Contact Information** button on the toolbar.
2. In the **Setup Contact** dialog box, click the **Look-up** button.
3. In the **Select a Contact** window, double-click the contact to duplicate.
4. Click the **Save as Duplicate** button.

   A dialog box appears notifying you that the action was successful, and a copy of the current contact information file is made. You are now modifying a file that has been duplicated. Changes made to this file do not affect the duplicate file.

5. Make the necessary modifications to the contact information file and click the **Save** button.

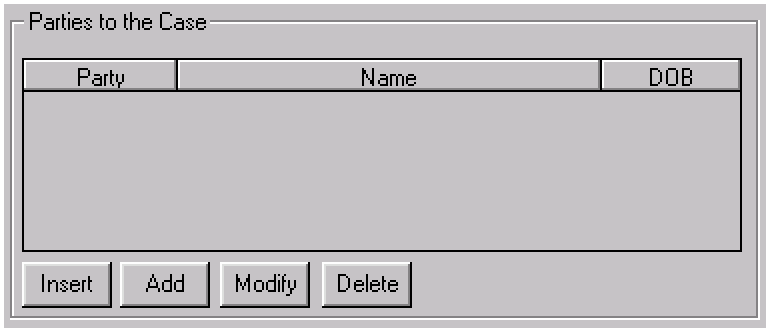
   The file originally duplicated has been saved and remains unchanged.

Adding a Contact to a Case

You can associate an unlimited number of contacts per case. The contact information you choose will be used in auto-fill when opening forms within the case. The party option you select for each contact tells EILA when to use the contact's information in form auto-fill fields.

> Adding contact information to a case

1. In the Case Parties area, click the **Add** or **Insert** button.

   The **Add** button adds the contact to the end of the Parties list.

   The **Insert** button adds the contact directly before a listed party that you select.

2. In the **Select a Contact** window, double-click the contact to add to the case.

   The contact is displayed in the case parties list.

3. Select an option from the **Party** drop-down menu, identifying the contact as the alien or petitioner or the contact's relationship to the alien.

   The contact information is used to auto-fill forms opened within the case, based on the selection you make from the parties list.

Deleting Contact Information

The delete button in the case parties area of the desktop interface removes the contact from the current case, but does not completely delete the information from EILA.

You can delete any contact NOT currently associated with a case. EILA does not allow the deletion of active contacts. If you want to delete a contact, you must first remove him from any existing cases, or delete existing cases with which he is associated.

> Deleting a contact

1. Click the **Contact information** button on the toolbar.
2. In the **Setup Contact** dialog box, click the **Look-up** button.
3. In the **Select a Contact** window, double-click the contact to delete.

   The contact information appears in the **Setup Contact** dialog box.

4. Click the **Delete** button, and then verify the deletion by clicking **Yes** in the warning dialog box.

   The contact information is completely removed from EILA.

Reports

Reports

By creating a report, you can locate a particular case or view all cases containing key information.

> Creating a report

1. On the menu bar, select **Reports**.
2. Click the appropriate option from the choices given to create the report.

   A window appears in which you can enter search parameters based on your selection from the **Reports** menu.

3. Enter search parameters and then click the **Continue** button.

   Cases meeting the given parameters are displayed.

   See Customizing Reports for additional information.

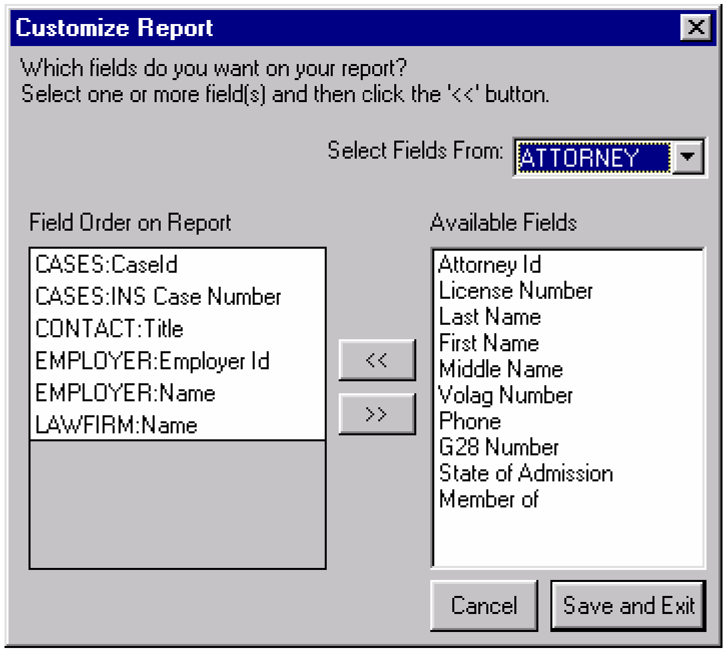
Customizing Reports

Before you create a report, you can specify which fields to display through customization. The fields are selected from entries for attorney, case, contact, employer, and law firm information.

> Customizing a report

1. On the menu bar, select **Reports**.
2. Click the appropriate option from the choices given to create the report.
3. In the **Lookup Cases** window, click the **Customize Your Report** button.

   The **Customize Report** window appears:



4. Add and remove fields from the report by highlighting field names and using the arrow buttons. Use the **Select Fields** drop-down menu to access desired fields.

1. When finished, click the **Save and Exit** button.
2. In the **Lookup Cases** window, click the **Continue** button.

   Your report now displays the fields you selected.

Case Activities

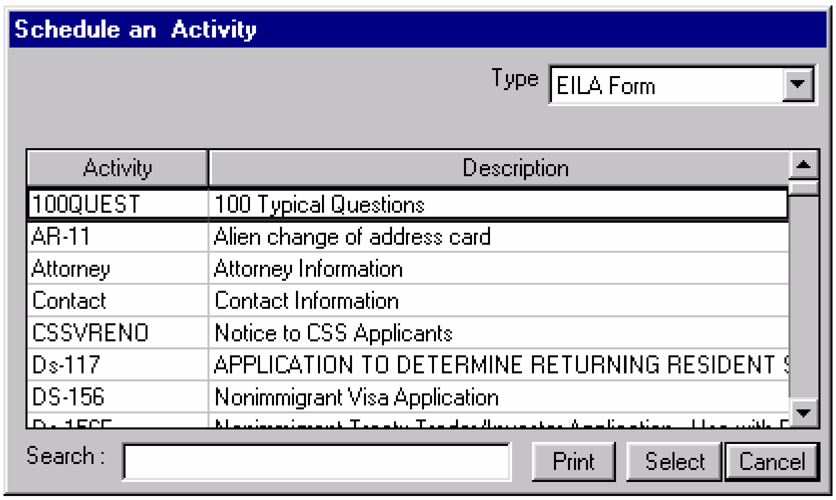
Activities

You add forms, form instructions, alarms, and word processor documents to cases in the **Activities** section of the desktop interface. When the case is saved, all activities added to the case are saved with it. You can use pre-defined form sets to add a group of activities to your case, or you can add activities individually.

See Pre-Defined Form Sets for more information.

> Adding activities

1. In the **Case Activities** section, click the **Add** button.
2. In the **Schedule an Activity** window, locate an activity to add to the case.



3. Click each activity you want to add to the case. You can select an unlimited number of activities.
4. When you have finished highlighting activities to add, click the **Select** button.

   The activities you selected appear in the **Case Activities** list.

List of Forms

You can display a list of forms to save or print a copy for reference purposes - or just to quickly locate a form by browsing the entire list at once. With each new version of EILA, any number of old forms are deleted and new forms are added. Due to this dynamic aspect of forms in EILA, you should print a new list of forms to replace any existing versions when you receive an updated EILA application. See the release notes that are included with the new version of EILA for more information.

> Viewing the list of forms

1. In the **Case Activities** section of the desktop interface, click the **Add** button.
2. In the **Schedule an Activity** window, click the **Print** button.

   A text file is generated, listing every form within EILA. This file can be saved or printed. This action does NOT automatically generate a hard copy of the file (e.g., by sending it to your printer). The date is displayed on the page heading, allowing you to track current versions of the form list print-out.

Pre-Defined Form Sets

Forms are organized by category (called a form set) and can be accessed through the pre-defined form set list in the Activities section. This feature allows you to import all forms within a set into your case. You are also give the option of creating your own form sets and importing them into each new case.

Note: Care must be taken when adding pre-defined form sets to avoid losing existing activities. Save the case before and after adding each individual form set to ensure information is not lost. Activating the **Append Activities** option also helps avoid accidental data loss. See below for details.

> Importing a pre-defined form set

1. On the menu bar, select **Options**.

   You are given the option of appending activities here. If a checkmark exists next to the **Append Activities** option, then you can add more than one form set to your case.

If this option is NOT selected, all activities within the activities list *that have not been saved* are overwritten when you add a new form set.

Save the case before adding form sets to avoid inadvertently losing activities.

2. In the Activities section, select a form set from the **pre-defined form set** drop-down list.

   All forms within the form set are added to your case. You can delete any activities within the form set from your case by selecting the activity and then clicking the Delete button in the Activities area. This does not affect the form set.

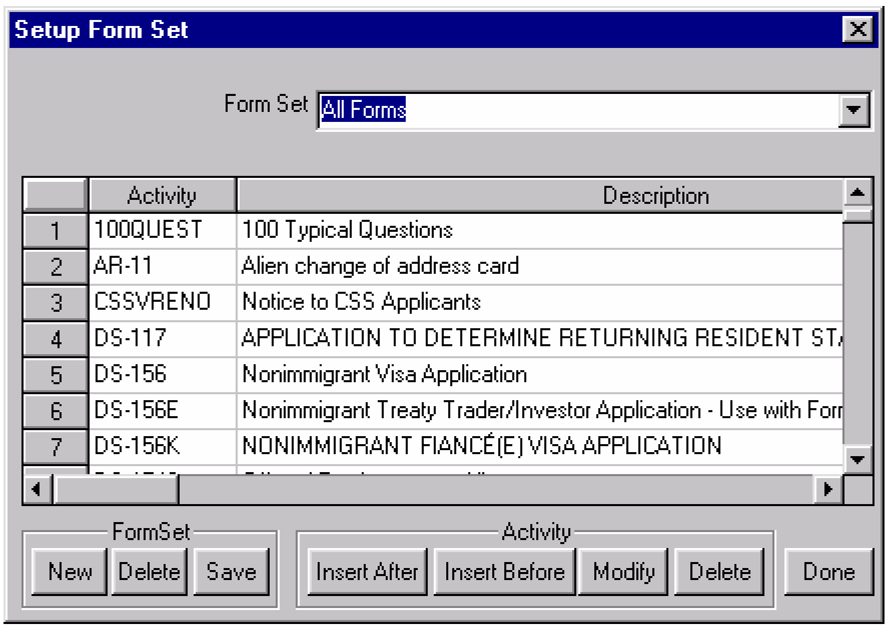
3. Click the **Save** button on the toolbar.
4. Continue adding activities and form sets as needed.

Creating New Form Sets

For commonly used forms from a number of different existing form sets, you can create your own form sets that are available for all cases within EILA. This enables you to add one form set to each new case, rather than adding dozens of individual activities.

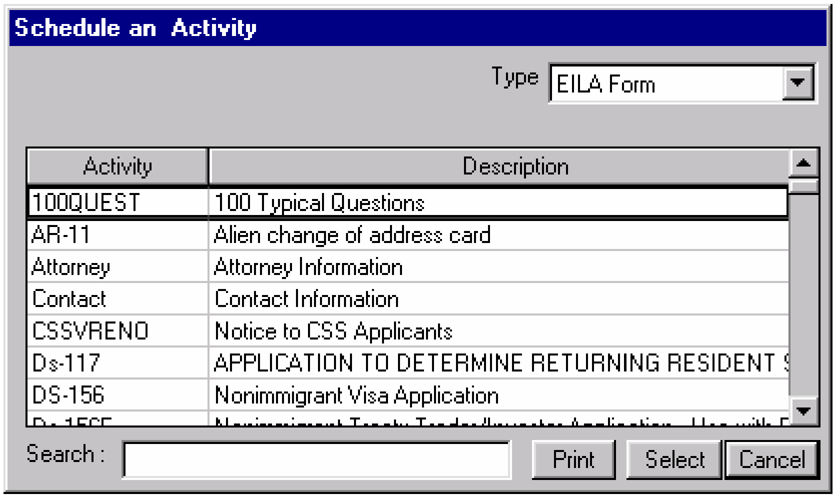
> **Creating a new form set**

1. On the menu bar, select **Setup** > **Pre-Defined Form Set**.
2. In the **Setup Form Set** window, click the **New** button.



3. In the **Form Set** field, enter a name for your form set.
4. Click the **Insert After** or **Insert Before** button to begin adding activities to your form set.
5. In the **Schedule an Activity** window, click each activity you want to add to the case. You can select an unlimited number of activities. Use the **Type** drop-down menu to select alarms, word processor documents, and forms.

   Note: You can only add activities from one **Type** list at a time.



6. When you have finished highlighting activities to add, click the **Select** button.

   The activities you selected appear in the **Setup Form Set** list.

7. Continue adding activities by clicking the **Insert** buttons.

8. When finished creating the form set, click the **Save** button, and then click the **Done** button.

   Your form set is now available for use. It appears in the Activities section of the desktop interface with the other pre-defined form sets.

Forms

Forms

A key feature of EILA is the ability to fill forms, save them within a case, and edit, email, or print them as needed. The contact, employer, and attorney information you've added to the case is used to auto-fill specified fields within each form you open. Remaining fields can be edited online, or the forms can be printed so information can be added later by hand.

Related topics:

Auto-Fill

Printing Forms

Emailing Forms

Form Notes

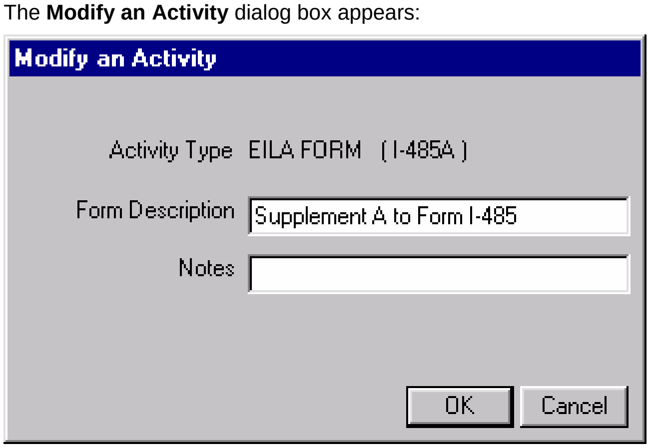
Forms added to your case can include short notes which are displayed along with the form in the activities list.

> Adding Form notes

1. Highlight the form to which you want to add a note.

2. Click the **Modify** button.

   The **Modify an Activity** dialog box appears:



3. Enter data in the **Notes** field, and then click the **OK** button.

Your notes appear with form in the activities list.

Opening Forms

Before you can open a form, you must add it to your case. See Activities for instructions on adding forms to your case. When a form has been added to the case, you can open it from the Activities section of the desktop interface.

To open a form, simply locate the form in the **Case Activities** list, and then either click the **Goto** button or double-click the form name. With the form open, you can begin editing it.

Auto-Fill

When you open a form within a case, designated fields are automatically filled with information gathered from contact, employer, attorney, law firm, and party entries saved to EILA and added to the case.

EILA's auto-fill feature simplifies the form filling process by automatically populating designated form fields with general information. The information used for auto-fill is gathered from details included within the case. When you add contacts, employers, attorneys, and law firms to a case, the information associated with those parties becomes available for auto-fill.

If you change any case information, forms are update with the new information. For example, if you change a lawyer, the new lawyer information will be reflected the next time you open a form.

Filling Forms

Once a form is open, it is ready for filling and editing. The first field in the form is highlighted, indicating where to begin entering data. Designated fields will be filled according to auto-fill settings when the necessary information is present in the case.

The current page number and the total number of pages in the form are displayed in the status bar. For example, if you are on page three of a seven-page form, the display shows "Pg 3 / 7."

Use the navigation buttons on the toolbar to view the first page, last page, previous page, or next page of the form.

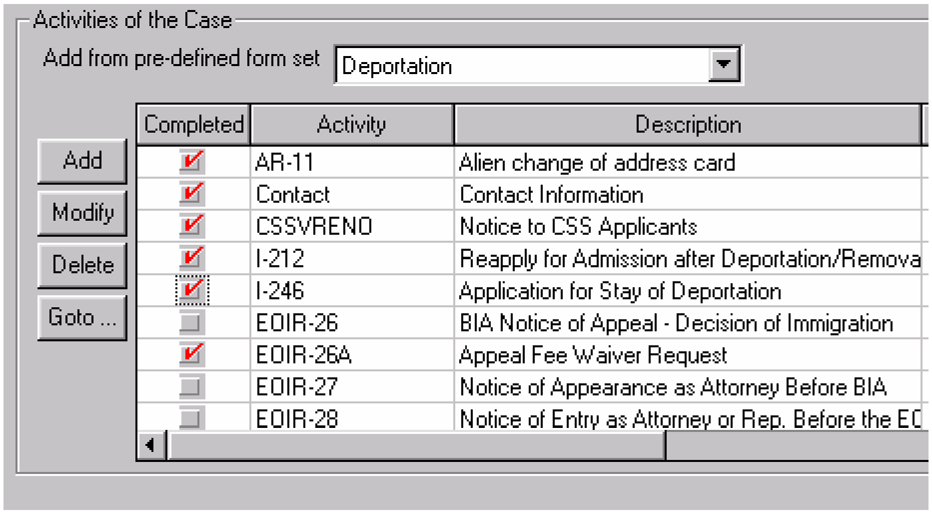
> Entering data

To begin entering data, click or tab to the field you want to fill and begin typing. Press the [TAB] key when finished to move through the remaining fields, continuing until you reach the end of the form. You can also use your mouse to click on any field in the form.

When you finish editing a form, click the **Save** button on the toolbar to avoid losing any information.

To return to the desktop interface, click the **Exit** button on the toolbar.

If the form you were working on is complete, click the corresponding **Completed** box in the **Case Activities** list to track form actions.



> Inserting data previously saved to the case

Any field within a form can be filled with alien, employer, law firm, or attorney data already added to the case.

1. Click the field to fill.
2. On the menu bar, click the **Insert** menu and select the data you want to insert.

   You can insert as much as data as needed. If the inserted data exceeds the space allotted within the field, an addendum is created.

Printing Forms

When you're ready to print a form, simply click the **Print** button on the toolbar. The form prints with all data, or you can delete any auto-fill entries and print a blank form.

If you're printing a filled form, you should first save the form. To do so, click the **Save** button on the toolbar. This saves the form with entered data, and ensures that no information will be lost due to an unexpected mishap (printer errors, power failure, etc.).

Emailing Forms

Forms accessed and filled in EILA can be emailed using a separate email application. To access a version of the form outside of the EILA desktop interface, it must be in .far format. Recipients can then view the form using Cerenade's Visual Reader, which is available free of charge in the download section of www.cerenade.com.

> Emailing a form

1. With the form you want to email displayed in the desktop interface, click the **Email Attachment** button on the toolbar.

   The **Select email attachment file** dialog box appears, prompting you to save the file as a .far file.
2. Locate the folder in which to save the form, name the file, and then click the **Save** button.

   The .far file can now be used as an email attachment, allowing an email recipient to view the form in Visual Reader.

Adding Form Attachments

You can attach a word processor document to any form while the form is open in the desktop interface. A document attached to a form is added to the activities list and labeled as an attachment.

Document attachments are linked with the form to which they are attached. When you open a form with an attachment, the attachment can be accessed and edited by clicking the **Attachment** button. All saved changes remain intact every time you open the associated form or the attachment document itself.

See Word Processor for more information.

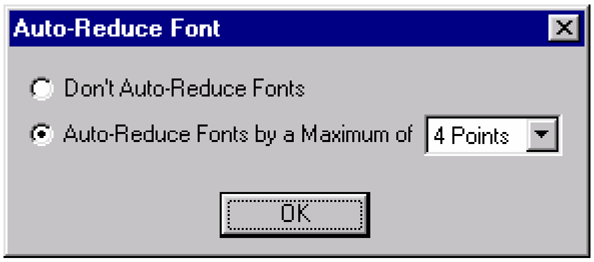
Auto-Reduce Fonts

When Auto-Reduce Fonts is selected, the font size of the data entered in a field is reduced to fit within the space allotted. If the space provided by the form field is still too small to contain the data entered, an addendum is automatically created for that excess data. When the form is printed, the addendum is also printed. See Addendum Tags for additional information.

> Setting auto-reduce fonts

1. On the menu bar, click **Options** > **Auto-Reduce Fonts**.

   The **Auto-Reduce Font** dialog box appears.

2. Click the **Auto-Reduce Fonts** option button, and then select an option from the drop-down menu.

   Based on your selection, font sizes will reduce up to 1, 2, 3, or 4 points as data is entered, allowing the data to fit within each form field.

Highlight Fields

Forms contain fillable fields, in which you can enter data, and non-fillable fields. By highlighting fields, you can distinguish between the field types to easily identify those fields in which you can enter data.

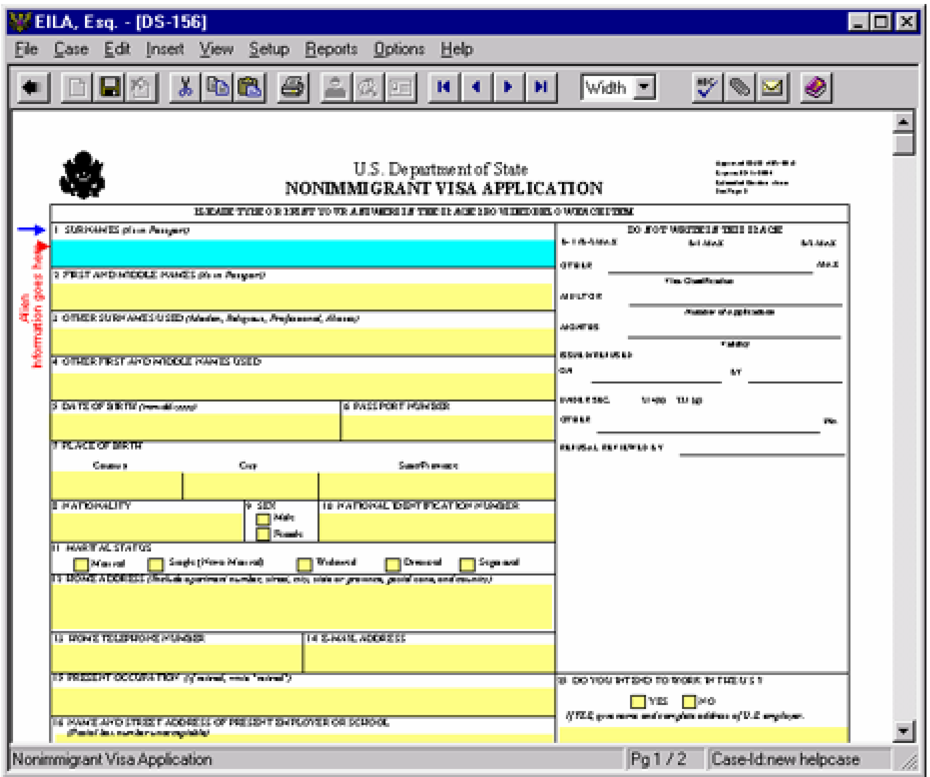
> Setting highlight fields

1. On the menu bar, click **Options** > **Highlight Fields**.

   When the highlight fields option is active, a checkmark appears next to **Highlight Fields** on the menu.

2. To disable the highlight fields setting, click **Options** > **Highlight Fields** again to remove the checkmark.

Form with highlight fields enabled:



Addendum Tags

If text exceeds the space allotted within a form field, the overflow text is printed on a separate addendum page. You can choose to have form fields labeled with a numbered addendum tag that is matched to the corresponding tag on the addendum page. If you disable addendum tags, overflow text will still print on the addendum page, but the original form will not indicate those fields that print to the addendum.

> Setting addendum tags

1. On the menu bar, click **Options** > **Addendum Tags**.

   When the addendum tags option is active, a checkmark appears next to **Addendum Tags** on the menu.
2. To disable the addendum tags setting, click **Options** > **Addendum Tags** again to remove the checkmark.

Pagelink Field in ETA9035F

EILA can automatically generate an entry for the Pagelink field in the ETA9035F form. To enable this feature, simply click **Options** > **Generate Pagelink field in ETA9035F**. When this option is active, a checkmark appears on the **Options** menu.

To disable this feature, click **Options** > **Generate Pagelink field in ETA9035F** again to remove the checkmark.

Alarms

Alarms

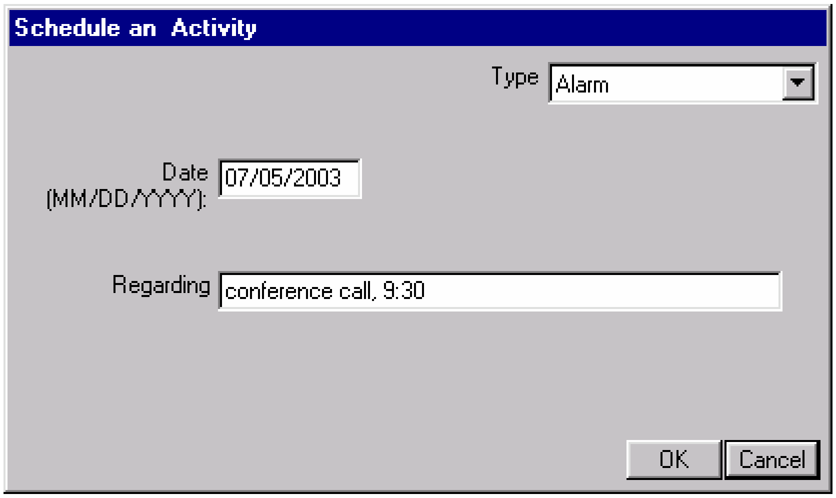
Alarms act as reminders, notifying you of any upcoming events (such as meetings, court appearances, phone calls, etc.) when you open EILA. Based on your settings, alarms are the first thing to appear in the desktop interface.

Select **Options** > **Show Alarms** to activate automatic alarm notification. When this option is active, a checkmark appears on the **Options** menu. To customize the fields displayed when an alarm appears, see Customizing Alarm Reports.

> Setting an alarm

1. With a case open, click the **Add** button in the **Case Activities** area.
2. In the **Schedule an Activity** window, click the **Type** drop-down menu and select **Alarm**.
3. Enter the alarm date in the **Date** field. The current date is displayed by default.

   The alarm activates on the date you enter.



4. Enter an alarm description in the **Regarding** field, and then click the **OK** button.

   The alarm is added to the activities list and can be edited at any time by highlighting the alarm and clicking the **Modify** button.

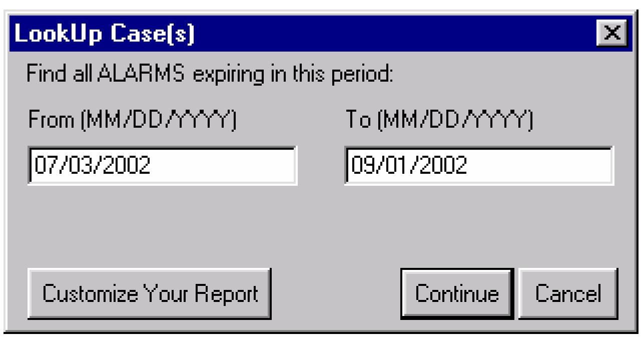
Alarm Reports

By creating alarm reports, you can display all alarms set during any given period of time. You can then print the report, or export it as a text file. This feature also allows you to set the fields that display for reports and alarm notifications by customizing alarm reports.

> Creating an alarm report

1. On the menu bar, select **Reports** > **Report on Alarm Dates**.

   The **LookUp Cases** dialog box appears:



2. Enter the timeframe in which you want to find alarms created, and then click the **Continue** button.

   All alarms within the given timeframe are displayed.

Customizing Alarm Reports and Notifications

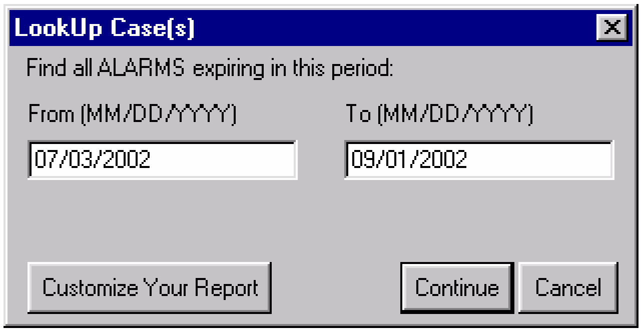
Before you create an alarm report, you can specify which fields to display through customization. This allows you to specify the fields to display within selected cases. The fields are selected from entries for attorney, case, contact, employer, and law firm information.

When you customize alarm reports, the fields you select appear in reports as well as alarm notifications.

> Customizing alarm reports and notifications.

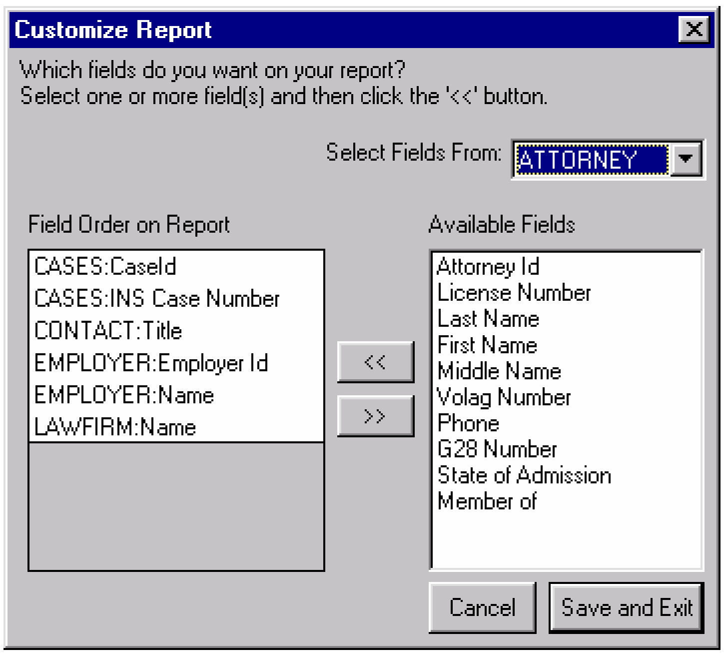
3. On the menu bar, select **Reports** > **Report on Alarm Dates**.

   The **LookUp Cases** dialog box appears:



4. Click the **Customize Your Report** button.

   The **Customize Report** dialog box appears:



5. Add and remove fields from the report by highlighting field names and using the arrow buttons. Use the **Select Fields** drop-down menu to access desired fields.
6. When finished, click the **Save and Exit** button.

   Alarm reports and notifications now display the fields you selected.

Word Processor Documents

Word Processor

EILA provides a basic word processor program that can be used to add text documents to your cases. The word processor allows you to create letter merge documents, templates, form attachments, or any other similar documents you'd like to include in a case.

In addition to specialized EILA features, the word processor provides many standard text editing features available on the menu bar, such as:

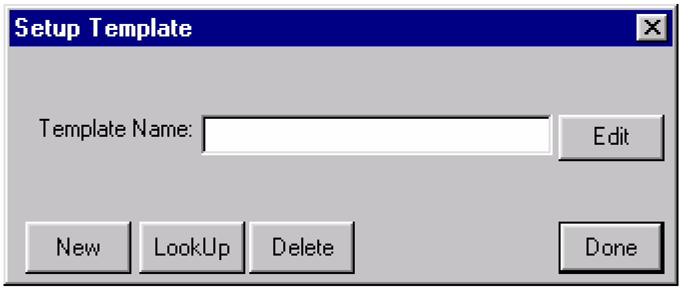
- cut, copy, paste
- find and replace
- standard fonts, font styles, and font sizes
- paragraph alignment

Templates

Before you can add word processor documents to your case, you must create templates. A template can be a complex merge document, such as a cover letter, or it can be a simple blank page. Creating a template allows you to add an unlimited number of word processor documents to your cases.

> Creating a template

1. On the menu bar, select **Setup** > **Word Processor Templates**.



2. In the **Setup Template** dialog box, enter a template name and then click the **Edit** button.

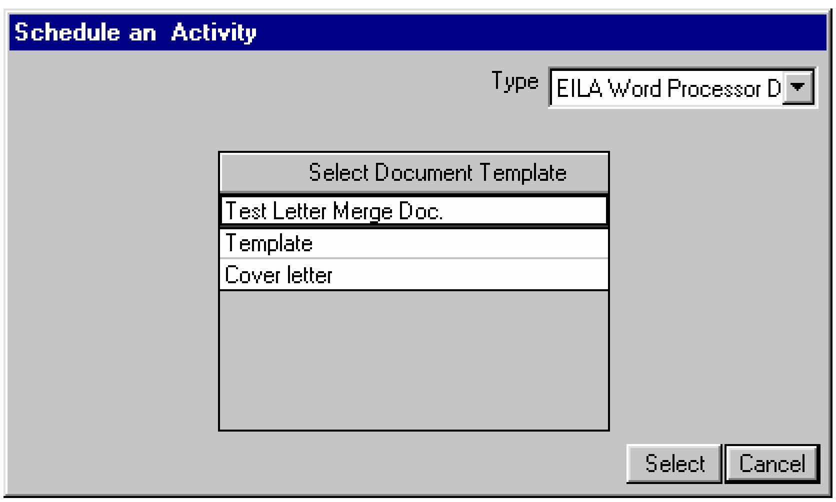
   A blank word processor document appears.
3. Create and format the document, and then click **File** > **Save** when finished.

New Documents

Word processor documents are added to a case in the Activities section of EILA. These documents can be edited at any time and are saved with the case.

> Adding a new word processor document

1. In the **Activities** section of the desktop interface, click the **Add** button.
2. In the **Schedule an Activity** window, select **EILA Word Processor Doc** from the **Type** drop-down menu.



3. Select a document template and click the **Select** button.

   The document is added to the activity list.

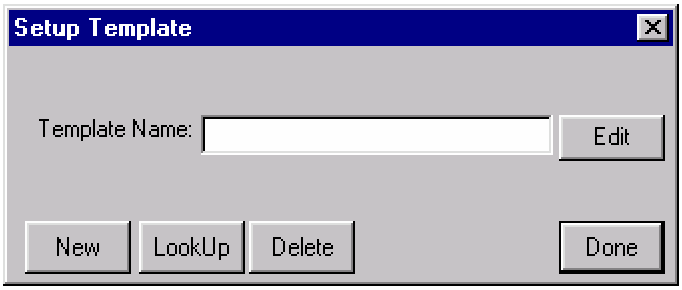
   Note: If there are no templates available, you must create one. Exit the **Schedule an Activity** window and create a new template. See Templates for more information.
4. In the Activity list, double-click the word processor activity to begin editing the document.
5. When finished editing, click **File** > **Save**.

Creating Merge Documents

By creating merge documents, you can reuse one template in all of your cases to produce form letters. Merge documents pull information (alien, law firm, attorney, employer) from cases and populate designated fields with that information.

> Creating a merge document

1. On the menu bar, select **Setup** > **Word Processor Templates**.



2. In the **Setup Template** dialog box, enter a template name and then click the **Edit** button.

   A blank word processor document appears.

3. Enter text in the document. To auto-populate the document with case information, click **Insert** on the menu bar.

   Select options on the menu bar. When the document is added to a case, the field placeholders will be replaced with case-specific information.

4. When finished editing, click **File** > **Save**.

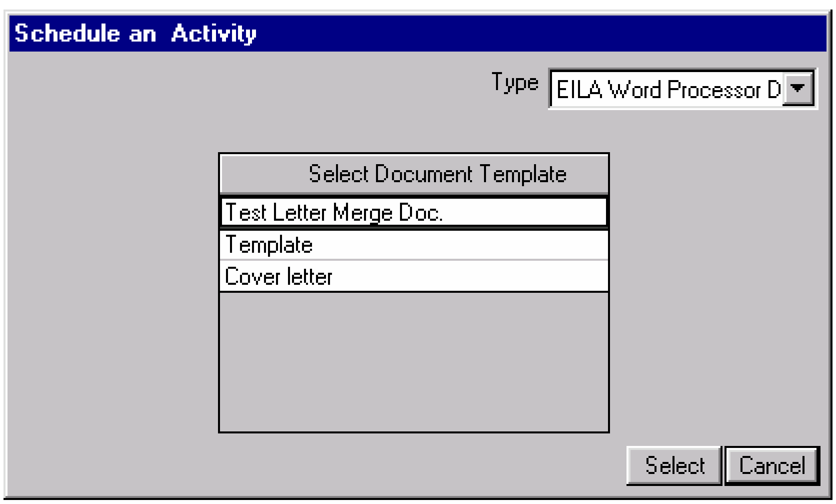
   The merge document is now available for use within all cases.

Adding Merge Docs to Cases

When adding a merge document to your case, ensure information exists in the case for attorney, employer, law firm, and alien. EILA uses fields from these data files to create the merge document.

> Adding a merge document to a case

1. In the Activities section of the desktop interface, click the **Add** button.
2. In the **Schedule an Activity** window, click **EILA Word Processor Doc** from the **Type** drop-down menu.



3. Select a document from the template list and click the **Select** button.

   You can select more than one document. The templates selected now appear in the Activities list.

4. Double-click the merge document.
5. In the Word Processor, click **File** > **Preview**.

   Field placeholders are replaced with data from the case.

   Before printing a merge document, ensure **File** > **Preview** is selected.

New from Cerenade...

eImmigration

For details on purchasing this new immigration forms preparation product, contact your sales representative at Cerenade. Dial 1-866-4-CERENADE for sales.

Cerenade's newest immigration forms preparation product is eImmigration – the first and only client-server immigration case and forms management system that runs across the enterprise. This solution enables both law offices and corporate users to prepare immigration cases quickly and easily. Users can access the latest forms for INS, DOJ, DOL, State Department, EOIR, and PWR, fill them out, and then save or print them.

As an eImmigration user, you can access the system from any PC connected to your network without the need to install and configure any software. eImmigration is Internet ready, which means that law firms can provide outside access to account and status information for their users via the Internet.

A user-friendly interface gives attorneys the ability to manage information and forms associated with an immigration case. This immigration form preparation system provides users with a number of beneficial tools and features:

- Form auto-fill of common information
- Automatic reduction of font size to fit information into form fields.
- Fill, save, and print forms
- Create reports based on entered criteria
- Alarms for notification of upcoming events
- Case history tracking
- Robust database
- Real-time client notification of case changes

User Features

A major advantage of this browser-based application is the ability to access any case from any computer that is connected to your network or to the Internet. When a case is saved within eImmigration, the data is saved to a server rather than to a local hard drive, making the data accessible from any computer at any time.

Accounts can be created for employers, allowing them access to limited case details relevant to their needs. The user responsible for managing specified cases can provide employers with a case history in addition to the case details. Employers with a vested interest in a certain individual's case status can login to the law firm's web server that is hosting eImmigration and use their eImmigration account to closely monitor the progress of the case at any time, from any computer.

Individuals associated with a case can access eImmigration via the Internet or local intranet to enter personal information for themselves, relatives, or other parties related to their case. This information can then be used when filling forms. Contacts can be granted limited viewing access to details of any case to which they are a party.

Admin Console Features

System administrators have control over user accounts and access rights. Administrators can add or remove users by creating new accounts or disabling existing accounts. Personal information and passwords for users of all access levels (attorneys, employers, contacts) can be edited to maintain data integrity.

To ensure information is not lost within forms, administrators cannot delete contacts that are named in cases. In addition, no administrative action can cause records to be lost.

System Requirements

No installation of special components or system configuration is required for users to access eImmigration. Users only need computers that meet the minimum requirements outlined below. Users who wish to access eImmigration via the Internet should have the necessary Internet accesses.

Client Requirements:

- Windows 95, 98, ME, NT, 2000, XP
- Pentium 75 MHz, with 64MB RAM; no hard disk requirements for HTML forms
- Microsoft Internet Explorer 5.0 or higher

Server Requirements:

- Pentium II 300 MHz, with 256 MB RAM, 40 MB available hard disk
- One of the following operating systems:
- Microsoft Windows 2003 Server

Web Server:

- One of the following Web servers:
    - Microsoft IIS 5.0 or better

Database Requirements:

- Microsoft SQL Server 2000 or 2005

Contact your sales representative at Cerenade for more information. 1-866-4-CERENADE

Sales Information

For details on purchasing this new immigration forms preparation product, or any of Cerenade's line of products, contact your sales representative at Cerenade.

www.cerenade.com

1-866-4-CERENADE

sales@cerenade.com

Index