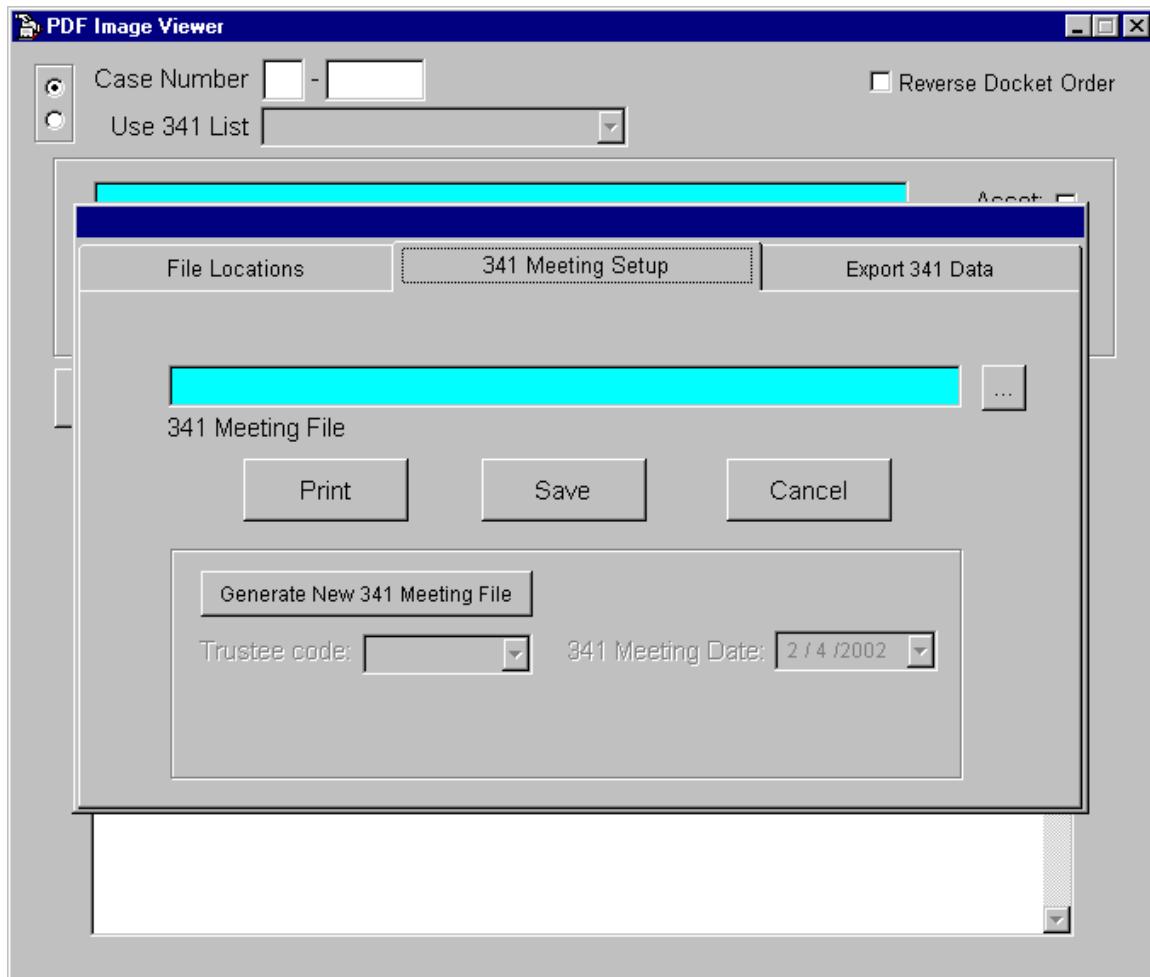
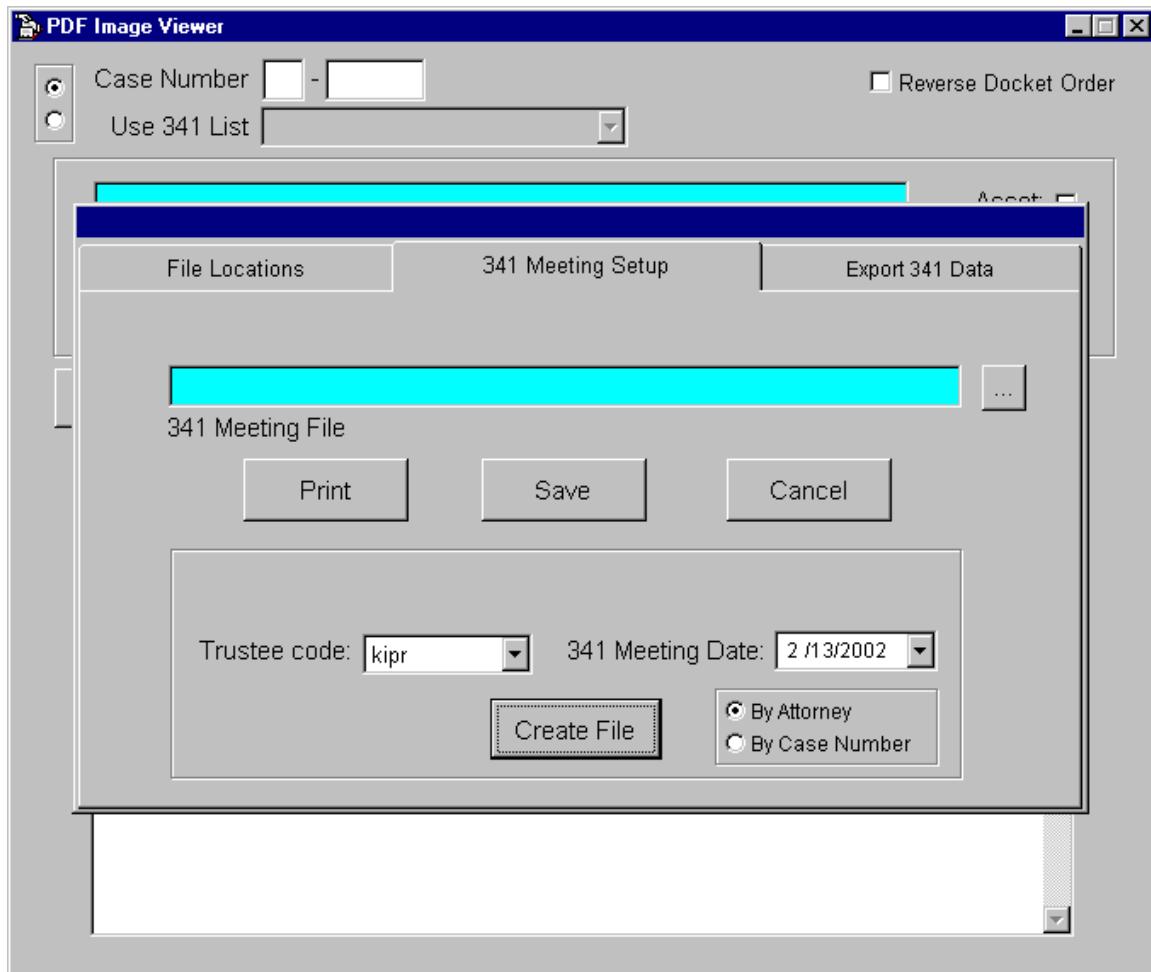


## GetPDF – Setting up a 341 Meeting File

Case information can be easily retrieved by entering the case number, but when you have dozens of cases for a 341 meeting this can become tedious. To simplify using GetPDF in a 341 meeting you can set up a file that contains all the cases for that meeting. This file is then used to drive the GetPDF program, so you don't have to enter the individual case numbers.



1. In the GetPDF program, click on the **Setup** button.
2. Select the **341 Meeting Setup** tab.
3. Click on the **Generate New 341 Meeting File** button.
4. Select the appropriate trustee code and meeting date.
5. The cases within a meeting slot can be sorted by attorney or case number. Select your choice.
6. Click on the **Create File** button. It will take a few seconds to complete.
7. The suggested file name will be **mtgmmdd.dbf**, where mm is the month and dd is the day.
8. After you save the file, you need to set it up as the one that is being used by GetPDF. Click on the square button with the three dots and select the file you just created. It should appear in the blue-green text box.
9. Click on the **Print** button to view the meeting calendar for that date. If you want a printed copy, click on the printer icon on the report toolbar. Otherwise click the door icon to exit (or press Escape).
10. Click on the **Save** button.
11. At the main GetPDF screen click on the **Use 341 List** button in the upper-left part of the screen. The first case for that meeting date should be brought up.



12. With the dark-blue highlight in the **Use 341 List** dropdown box, press the down arrow key. The case information should switch to the next case. By repeatedly pressing the down arrow you can move through all the cases for the meeting. Or you can click on the dropdown and select a case that way.

When you want to set up another 341 meeting file, go through the same steps, selecting a different date. This will give the file a different name. You can have any number of **mtgmmdd** files available that can be selected as needed. At some point after the meeting, you will want to delete the corresponding meeting file.