

RealLegal

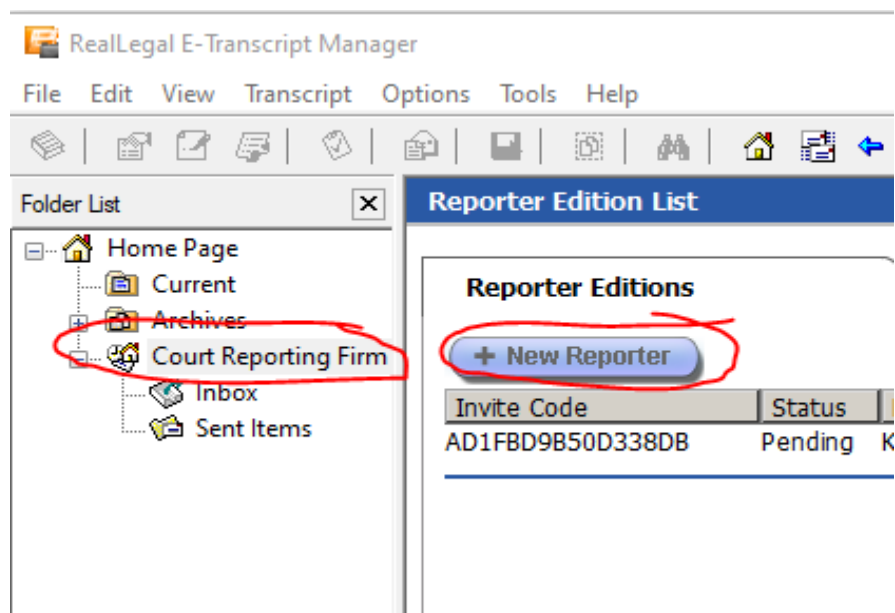
Working with Reporters using Reporter Edition

You can connect with reporters using Reporter Edition, remove reporters from your Mailbox, and make turn-in sheets available to reporters.

Connecting with Reporters using Reporter Edition

Send an email invitation that includes a link to install E-Transcript Reporter Edition

- Select the Mailbox name from the folder list in E-Transcript Manager.
- Select New Reporter



- Select Email and select Next. It is recommended that you select the Email option as the email will include all of the pertinent information.

Invitation Method

Reporter Editions [Edit Mailbox](#) [Turn-in Sheet](#)

How would you like to add the Reporter Edition?

Email

You will be able to edit an email and have it automatically sent to the people you are inviting. The email will contain a link to the E-Transcript Reporter Edition website and guide them through the process of attaching their account to your mailbox.

Phone

You will be given an Invitation Code that you can deliver to your reporter. This code will be used by the reporter to send transcripts to your Mailbox.

< Back Next > Cancel

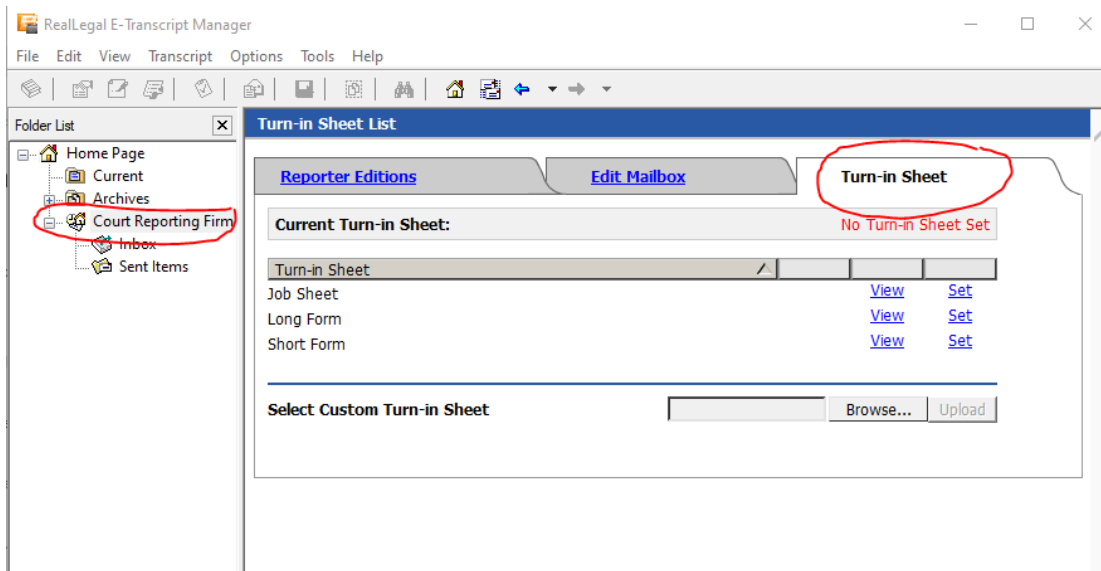
NOTE: Phone is a legacy option that can still be used but is not recommended.

- Type the reporter's name and email in the fields provided and select Finish. E-Transcript Manager sends an email invitation to the reporter that includes a link to install Reporter Edition.

Making Turn-In Sheets Available to Remote Reports

E-Transcript Manager provides the ability to utilize predefined job sheets or create custom sheets you define for reporters using Reporter Edition. You can make a turn-in sheet available at any time, but it is recommended that you do it before sending Reporter Edition invitations to reporters.

- Select the firm's name from the navigation pane in E-Transcript Manager and select Turn-in Sheet.



- Select an option (select View to review a turn-in sheet and Set to make the selected turn-in sheet the default for reporters using your Mailbox):
 - Job Sheet: The Job Sheet replaces the Dog Sheet in previous versions of E-Transcript Manager.
 - Long Form: The Long Sheet provides many common fields.
 - Short Form: The Short Sheet is a blank turn-in sheet that reporters in the field can edit to meet their requirements.
 - Select Custom Turn-in Sheet: Upload and send custom turn-in sheets in any format you prefer (e.g. RTF or PDF). You can view, send, or remove any of the custom turn-in sheets displayed.

Reporter Editions **Edit Mailbox**

Current Turn-in Sheet: No Turn-in Sheet Set

| Turn-in Sheet | | | |
|---------------|--|----------------------|---------------------|
| Job Sheet | | View | Set |
| Long Form | | View | Set |
| Short Form | | View | Set |

Select Custom Turn-in Sheet