# 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
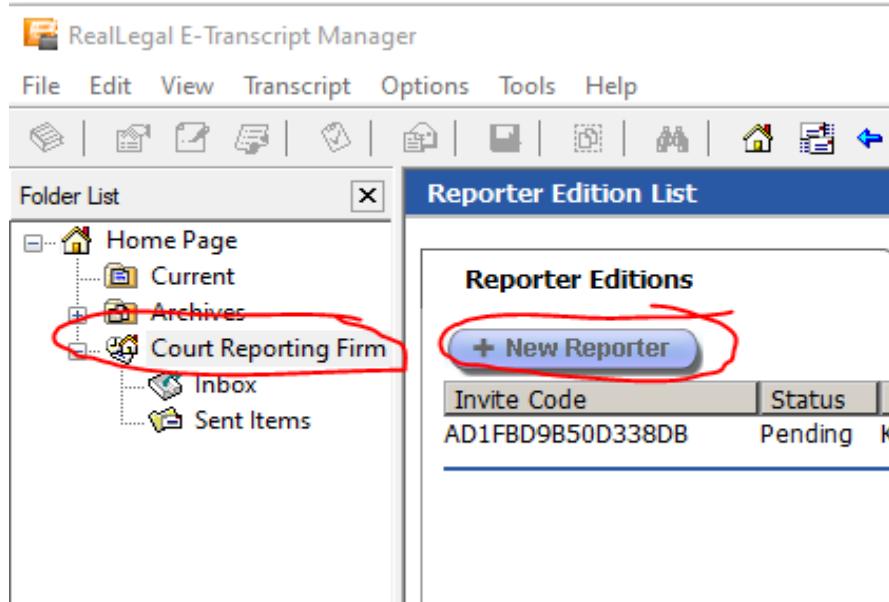


- Select Email and select Next. It is recommended that you select the Email option as the email will include all of the pertinent information.
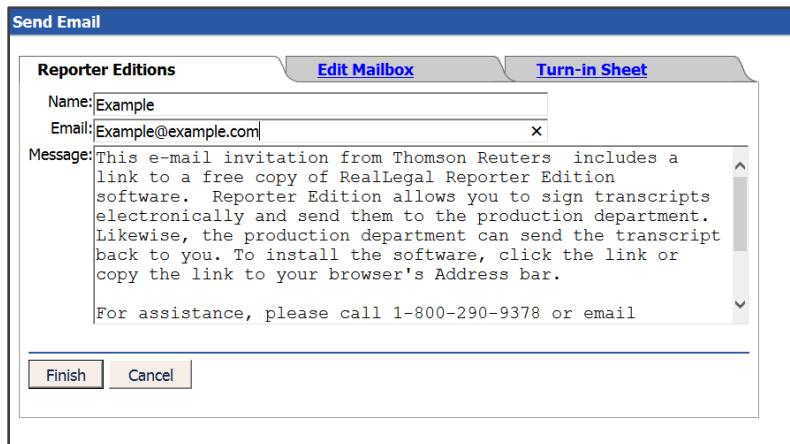
**NOTE:** *Phone is a legacy option that can still be used but is not recommended.*

- 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.
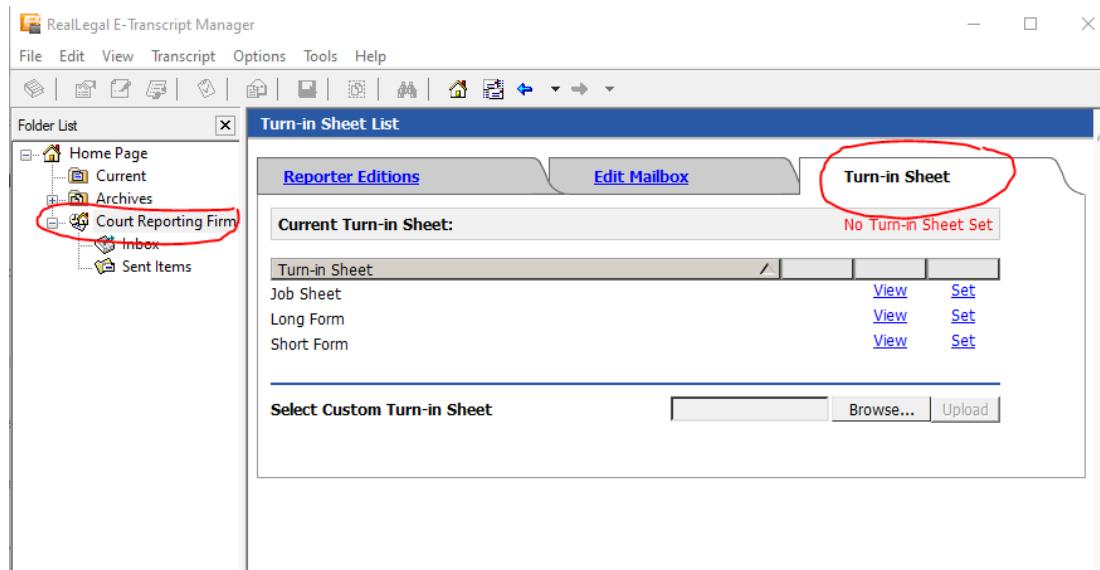


- Select an option (select View to review a turn-in sheet and Set to make the selected turn-in sheet the default for reporters using your Mailbox):
  - Job Sheet: The Job Sheet replaces the Dog Sheet in previous versions of E-Transcript Manager.
  - Long Form: The Long Sheet provides many common fields.
  - 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**     Browse...   Upload

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