RealLegal

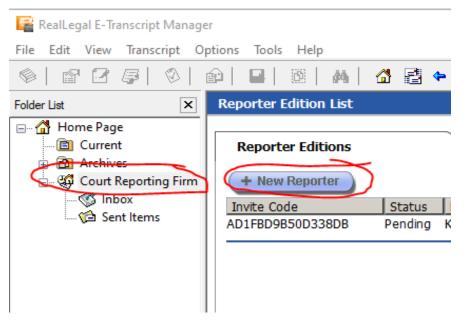
Working with Reporters using Reporter Edition

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.

vitation Method		
Reporter Editions	Edit Mailbox	Turn-in Sheet
How would you like	to add the Repo	rter Edition?
● Email ⋈ You will be able to automatically sent t email will contain a Edition website and attaching their acco	o the people you link to the E-Trar guide them throu	are inviting. The script Reporter ugh the process of
○ Phone ☎ You will be given ar deliver to your reporter. This c send transcripts to your N	ode will be used	'
< Back Next >	Cancel	

Email: Example@example.com x essage: This e-mail invitation from Thomson Reuters includes a link to a free copy of RealLegal Reporter Edition software. Reporter Edition allows you to sign transcripts electronically and send them to the production department. Likewise, the production department can send the transcript back to you. To install the software, click the link or		Name: Example
link to a free copy of RealLegal Reporter Edition software. Reporter Edition allows you to sign transcripts electronically and send them to the production department. Likewise, the production department can send the transcript	×	
copy the link to your browser's Address bar.	f RealLegal Reporter Edition dition allows you to sign transcripts nd them to the production department. ion department can send the transcript ll the software, click the link or	link to a free copy of Re software. Reporter Editi electronically and send t Likewise, the production back to you. To install t
For assistance, please call 1-800-290-9378 or email	e call 1-800-290-9378 or email	For assistance, please ca

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.

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Folder List	Turn-in Sheet List			
Home Page Gurrent Archives Gurt Reporting Firmy	Reporter Editions	Edit Mailbox	Turn-in Sheet	
Sent Items	Current Turn-in Sheet:		No Turn-in Sheet Set	
	Job Sheet		<u>View</u> <u>Set</u>	
	Long Form		<u>View</u> <u>Set</u>	
	Short Form		<u>View</u> <u>Set</u>	
	Select Custom Turn-in Sheet		Browse Upload	

- 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):
 - o 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	<u>View</u> <u>Set</u>
Long Form	<u>View</u> <u>Set</u>
Short Form	<u>View</u> <u>Set</u>
in Sheet	

