NEW LEXITAS REPORTER CENTER

We are excited to announce that we are making improvements to our online reporter center portal.
This Fast Guide quickly explains how to use the portal. More ways to learn are at the bottom of the page.

ACCESSING YOUR ACCOUNT, LOGGING IN

1. Please click here to go to the Reporter Center on the Lexitas website.
2. Type in your **e-mail address**, enter your **password**, and click the **Login button**.
3. If you **forgot** your password or are logging in **for the first time**, click the **Forgot Password button** to start the password reset process.

YOUR AVAILABILITY AND TIME OFF

Setting Your Availability:

1. Click on the **My Availability button** near the top.
2. If you haven't already, select your **Time Zone**.
3. For weekdays where you are universally not available, click the drop-down list next to the day of the week and select **Day Off**.
4. To set which hours of the day you are available for a day of the week, click and hold with your mouse the **slider endpoints** and drag them left or right to adjust the time window.
5. Go to the bottom of the page and click the **Save button**.

Adding Planned Time Off:

1. Click on the **My Availability button** near the top.
2. If you haven't already, select your **Time Zone**.
3. Click the **Add Planned Time Off** button.
    - Click the Start Date field to pick a date from the calendar.
    - Enter the start time for your Start Date.
    - Click the End Date field to pick a date from the calendar.
    - Enter the end time for your End Date.
4. If you need to **Edit or Delete** a Planned Time Off event that you have already scheduled, click the appropriate button next to the listed event.
5. Go to the bottom of the page and click the **Save button**.

TURNING IN JOBS

1. Once you are logged in, you will see a **list of jobs** near the top that are due.
2. Click on the left-hand **Turn In link** next to a job to begin the turn-in process for that assignment.
3. See **Page 2** of this Fast Guide for more step-by-step details on how to turn in a job, upload your files, and enter in important billing information.

DOWNLOADING FILES

1. Click on the **Repository button** near the top.
2. Use the **filters** at the top to narrow down your list of files.
    - Click the **Filter Files button** to apply the filters you entered.
    - Click the **Clear Filter button** to return to your original list.
3. To download one file or multiple files, **click the checkbox** next to each file and then click the **Download button** near the top of the list.

EDIT YOUR ACCOUNT

1. Click on the **Edit Account button** near the top right.
2. After making changes, click **Save Changes** button at the bottom.
3. To change your password, click the **Change Password link** at the bottom of the page.

VIEWING YOUR CALENDAR

1. Click on the **Calendar button** near the top.
2. You will see **a list of jobs** for the selected day on the top of the page, and you will see an **interactive calendar** at the bottom of the page.
3. To view your job(s) on a certain day, **click on that day** in the interactive calendar near the bottom.
    - The list of jobs near the top of the page will change automatically to show you the job(s) for that day.
4. You **can change months** by clicking the backward and forward buttons near the top of the interactive calendar.

PLEASE SEE PAGE 2 FOR TURN IN INSTRUCTIONS AND LINKS TO TRAINING MANUALS AND VIDEOS

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JOB TURN-IN, PAGE 1 (JOB DETAILS)

1. Complete the **Jobs Details Page** (Page 1).
2. Edit the **Witness Name** so that it matches your transcript.
3. If anyone ordered the transcript on a **rush** basis, choose the fastest Expedite Level from drop-down list.
4. Check off any **extra services** that were ordered by anyone, if any. You will choose later who receives which service.
5. Was a transcript **ordered**?
   - If the transcript was **ordered**, select "A transcript was ordered."
   - If the job is a **No-Write** or **Non-Transcribe**, select "No transcript."
6. Upload your **files** (ASCII, exhibits, order forms, etc.)
   - Click **Select Files** to browse your PC
   - Click **Upload Files**
   - Set the **File Type** for each file from the drop-down menus on the right.
7. Click **Next**.

JOB TURN-IN, PAGE 2 (TRANSCRIPT DETAILS)

1. Scroll back up to the top of the page. Enter in the total number of **transcript pages** in the Page Count field.
2. Choose what should happen with **errata/read and sign**:
   - Select **Read and sign** if signature was reserved
   - Select **No read and sign** if signature was waived or if it is not applicable
3. Type in any **Read and Sign (Errata) Instructions** (if any), such as...
   - **Who** is handling the errata
   - Their **address** or e-mail
   - How many **days** or any stipulations
4. Enter in the proceedings **Start Time** and **Stop Time** in the Additional Information section.
5. Type in all **Exhibit Information** (if any) and follow the suggested talking points above the text box.
6. Click **Next**.

JOB TURN-IN, PAGE 3 (ATTORNEY DETAILS)

1. On the list of **Attendees** (attorneys or parties that are purchasing the job), you can remove or add attorneys as needed.
   - You can **delete** an attorney by **clicking the X** to the left of their name.
   - To **add** another attorney, click the **"Add New Copy Party"** button at the bottom. Type in the attorney's e-mail address and then click the **"Search by email"** button on the left. They are now on the list.
2. Check the box **Original Transcript Recipient** for the original (or "O+1") attorney.
3. To the right of each attorney, check the appropriate boxes for **extra services** based on what each party is ordering.
4. If any attorney is ordering the transcript on a **rush** basis, choose their expedite level for each attorney from the drop-down list on the right.
5. Click **Next**.

JOB TURN-IN, PAGE 4 (BILLING DETAILS)

1. Type in any **Billing Instructions** in the textbox, or you can copy/paste the following template and fill in the details:

   ORIG (OR O/1) ATTORNEY?
   COPY ATTORNEY(S)?
   REALTIME?
   ROUGH DRAFT?
   BILLABLE RUSH?
   MEDICAL/TECHNICAL?
   INTERPRETED?
   VIDEO?
   PRODUCTION INSTRUCTIONS:
   BILLING INSTRUCTIONS:

2. Click the **Review** button.
3. Review all of the info you entered for accuracy. To finish...
   - Click **Back** to edit job info previous pages.
   - Click **Submit** to complete the turn-in.
   - Click **Turn In Next Witness (Same Day, Same Case)** if there was another witness on that day to turn in.

MORE WAYS TO LEARN

PDF

For a full step-by-step **document** with pictures, download the PDF User Manual by going here.

For a step-by-step tutorial **video**, watch it online by going here.