

Web Address: <https://login.edepoze.com>

Google Chrome is the preferred internet browser

**THIS WEB ADDRESS IS NOT TO BE USED TO INTRODUCE DOCUMENTS**

## CREATING USERS

*This function is performed by the designated Client Administrator. If this is not you, please refer to your firm eDepoze administrator.*

- Select  (from the task bar located under the firm logo)
- Select
- **Enter New User Information** (Fields with an asterisk (\*) are required)
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## CREATING NEW CASES

*This function is generally performed by the designated Client Administrator. If this is not you, please refer to your firm eDepoze administrator.*





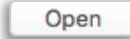

- Select  (from the task bar under the firm logo)
- Select
- **Enter Case Information** (Fields with an asterisk (\*) are required)
- Assign **Case Manager(s)** by typing the first letters of the user name and selecting that individual. Case managers are generally the ones who will oversee loading documents and general admin functions.
- Enter appropriate information for accurate internal billing of the case.
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## CREATING EVENT SESSIONS

- **Select the Case** by hovering over the desired case until highlighted in orange and clicking
- Select
- Select the  session
- **Enter Deposition/Deponent Information** (Fields with an asterisk (\*) are required)
- **Accept the system generated Passcode or enter a Passcode of your choosing.**
- **Assign Owner** by typing the first letters of the user name and selecting that individual. Owners are typically the taking attorney.
- **Assign Assistants** by typing the first letters of the user name and selecting that individual. This is not required.
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## LOADING DOCUMENTS

- \* A suggested practice is to create a folder on your desktop then copy your desired documents to that folder before loading into the eDepoze database
- \* There is a 20MB file size limit per file/document.
- \* The system accepts the following file types: PDF, TXT, TIF, PNG, JPEG, GIF, MP3, WAV, AAC, WMA, MPEG-1, MPEG-2, MPEG-4, WMV, AVI, MOV
- \* The system automatically creates “Case Exhibits”, “Case Transcripts”, “Official Exhibits” and “Transcripts” folders. For more information on these folders contact your eDepoze reseller.

- Select your Session by hovering over the desired deposition until highlighted in orange and clicking once
- Select  to create folders
- Name your folder, 
- Click on the folder that was created
- Select  to add documents
- Select  in the lower left corner
- Browse for/to the folder where your documents are located
- Select individual, selective and/or groups of documents
- Click 
- Documents will upload
- Select  then uploading is complete