

Navigate to login.edepoze.com from your preferred web browser and login.

Adding Users

- Select **USER MANAGEMENT** from the toolbar at the top.
- Select **ADD USER (*)** are required fields
- Select **SAVE**

Adding Cases

- Select **CASE MANAGEMENT** from the toolbar at the top.
- Select **ADD NEW CASE (*)** are required fields
- **Case Managers** can add sessions, edit sessions and upload documents.
- Select **SAVE**

Adding Sessions

- Select **Add Session**, choose which session type you would like to add.
- Fill in the session information, (*) are required fields
- Select **SAVE**

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 50MB file size limit per file/document.
- * The system accepts the following file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, TIF, PNG, JPEG, GIF, MP3, WAV, AAC, WMA, MPEG-1, MPEG-2, MPEG-4, WMV, AVI, MOV
- * The system automatically creates “Case Exhibits”, “Official Exhibits” 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 **Add Folder**
 - Name your folder, click **Save**.
 - Click on the folder that was created.
 - Select **Add Documents** to add documents.
 - Select **Add Files** and browse to the folder where your documents are located.
 - Select individual or a group of documents.
 - Click **Open**
 - Documents will upload to selected folder.
 - Click **Close**