

LOGGING IN

www.kusar.com/account-login (Client Login)

FEATURES

Calendar	View, edit, and schedule depositions
Account Activity	View and download invoices / payment history
Transcript Packages	View, annotate, and download all files related to a single transcript
Repository	Download any files related to your query (Case, witness, attorney, date, file type)

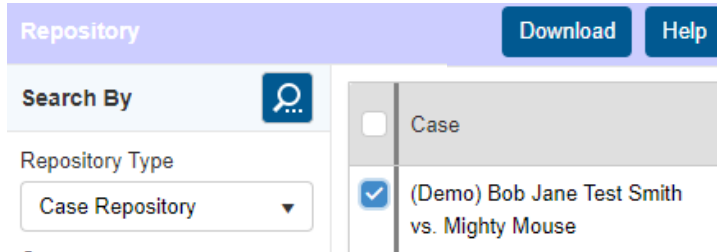
SEARCHING

- Each section has filters in the left panel that allow you to refine your search.
- It is best practice to enter only one keyword when searching.
Example: Enter "Mouse" in the 'Case Name' field if the case name is "Smith vs. Mighty Mouse."

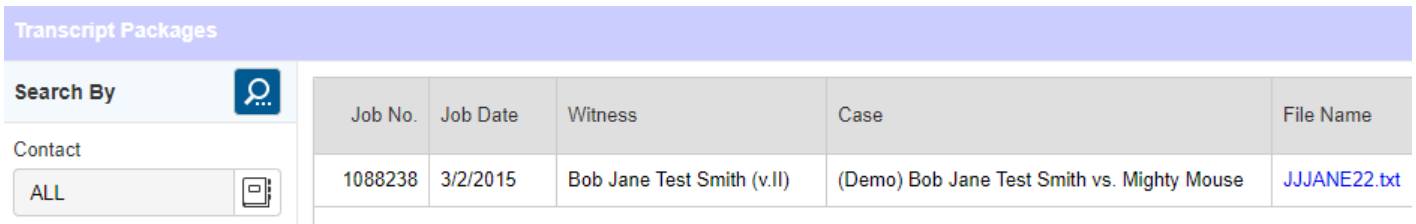
The screenshot shows the 'Repository' search interface. On the left, there are filters: 'Search By' with a magnifying glass icon, 'Repository Type' set to 'Case Repository', 'Contact' set to 'ALL', and 'Case Name' with the input 'mouse'. On the right, a list of search results is shown, each with a checkbox and the text '(Demo) Bob Jane Test Smith vs. Mighty Mouse'. The first result has its checkbox checked.

DOWNLOADING

- In the 'Repository' check the box next to each item you want and then click the 'Download' button in the top-right corner.



- You can hold down 'Shift' to select multiple check boxes.
- Downloads are saved to your browser's default save location if you are not prompted to select a download path. The default location is usually your 'Downloads' folder.
- In the 'Transcript Packages' click on the 'File Name' of the package that you want to open.



- You can download all related files to the transcript by checking the top-level 'File' checkbox then clicking the download-arrow button in the top-right corner.

