Huseby *Resource Portal:* *Appearance Only*

1) Under the *BILLING SHEET* tab, click *ADD PRODUCTS* tab, then select the *ORDERING PARTY:*

Work Order
00013946

Status	Case Name	Start Date
Scheduled	Smith vs Weston	9/13/2023, 1:00 PM

Details   **Billing Sheet**

Order Details   **Add Products**   Order Overview

Add new Products

Select Ordering Parties
  ✓ John Smith – ABC Corporation Ltd.

Select Witnesses
  ✚ John Doe

Select Products
  ✚ Additional Hours

2) Select one or more *WITNESSES.*

Add new Products

Select Ordering Parties
  ✓ John Smith – ABC Corporation Ltd.

Select Witnesses
  ✓ John Doe

Select Products
  ✚ Additional Hours

3) Within the Select Products options, choose *APPEARANCE ONLY.*

Select Products
  ✚ Appearance – Half Day Per Diem
  ✓ Appearance Only
  ✚ Arbitration

4) Scroll to the bottom of the products list and click *ADD PRODUCTS* button to save.

  ✚ Travel

Add Products

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Ver.9.10.23