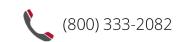


Client Community Portal

Your Orders: Job Files

3 easy ways to search!

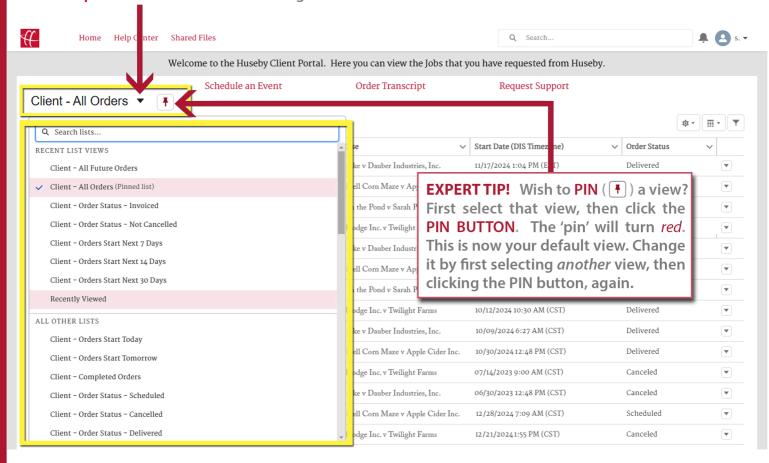
The Job Order FILES Tab • Global Search by CASE • SHARED FILES Link





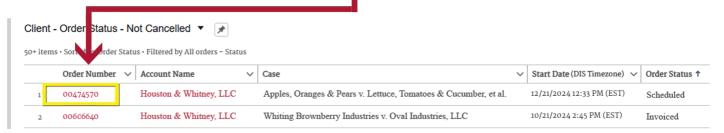
CHOOSING ORDER LIST 'VIEWS'

On the HOME page, you can choose among various *VIEWS* to see a list of your Order Details. Simply click this drop-down arrow to choose among them.



NAVIGATING TO JOB FILES LOCATION

From the Client portal HOME page, click an Order Number to navigate to its Order Details page.

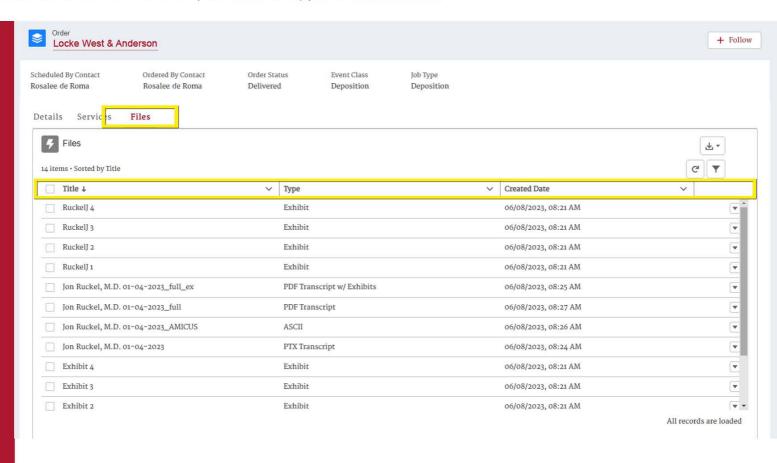


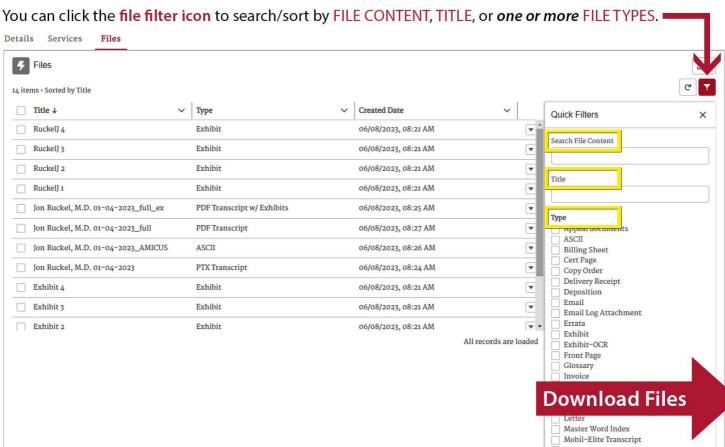
On that page, click the FILES tab.



FILES TAB

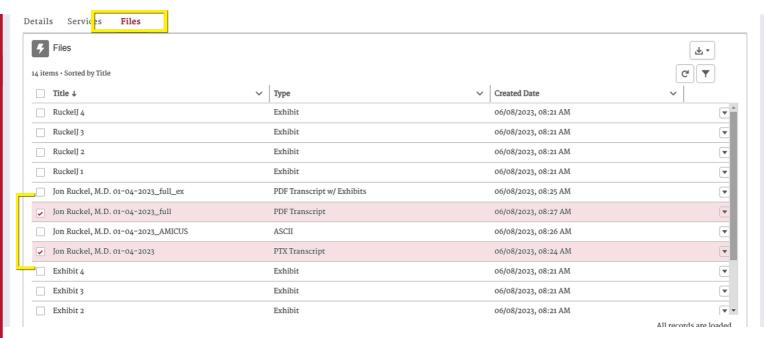
The **FILES** tab contains job exhibits, PDF transcript files, ASCII files, and more - all of the files for the delivered job. Click inside the headers to sort by file Title, file Type, or Created Date.

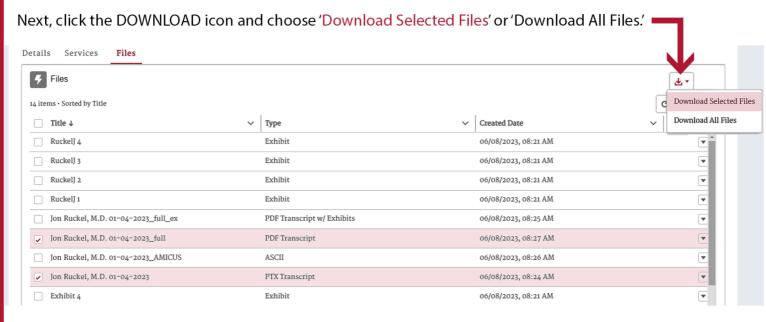




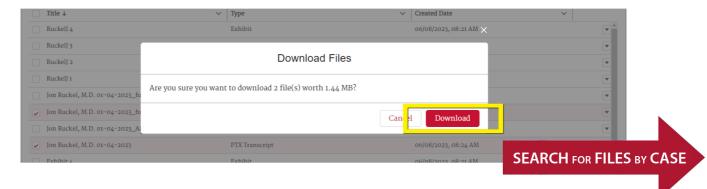
FILES TAB: Downloading Files

Simply click to checkmark the box next to TITLE to choose all files, or click box(es) next to individual files you wish to download.





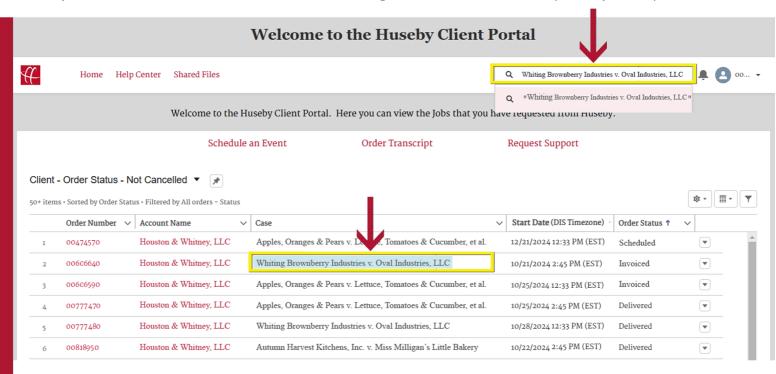
Next, click the **DOWNLOAD** button.



SEARCH FOR FILES BY CASE NAME

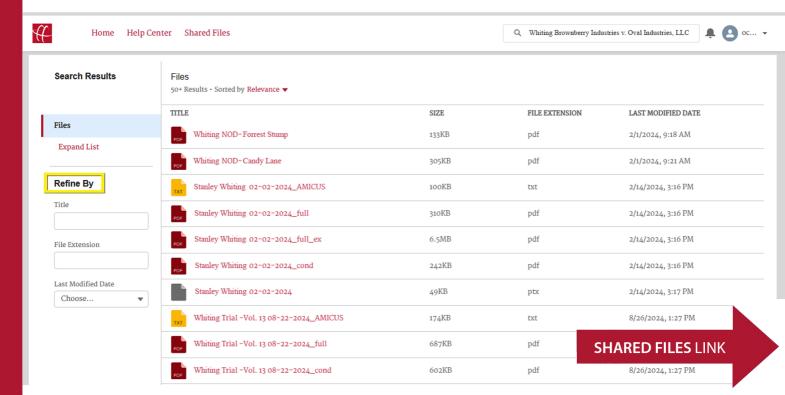
Use the search box to search for case-specific documents.

EXPERT TIP! You can copy a case name from the CASE column (*visible in certain Client-Order 'views'*), then paste it into the search box - for ease in matching the case name(s) in our system, precisely.



SEARCH RESULTS:

All documents for that case will populate. Click a file name to view it and/or download it. Use the REFINE BY fields to narrow the list by TITLE, FILE EXTENSION, or LAST MODIFIED DATE.



THE SHARED FILES LINK

Click the SHARED FILES link from any page within the Client Portal for another case files navigation option.

