



# FAQs

## Atkinson-Baker Court Reporters Client Center, Version 3

How do I log in?

Point your web browser to:

<https://abias.com/acs3>

You can log in with the “Firm Number” or “Enterprise Number” that we have used in the past. Or, if you have a new, personal log-in (your e-mail address as the username), you can use that instead. More info on that below.

What does "Keep me logged in" do?

Checking the keep-me-logged-in box will keep you signed in (logged in) for up to 2 weeks or until you sign out. This is not the same as the older system of automatically typing in a person’s name and password for him (“remember me”). By checking this box, you will stay signed in:

- for up to 2 weeks
- or until you sign out.

If you click **Log Out**, then you will in fact be logged out and will need to re-authenticate the next time that you go to the site. If, on the other hand, you just leave the site without logging out (navigate to someplace else or close the web browser) the next time that you go to the site there is no log-in screen at all; one just goes straight to the *Upcoming Jobs* home page.

How do I create a personal log-in for myself?

Log in first using the “Firm Number” and password that you have used in the past. Once at the *Upcoming Jobs* home page, you will see a **Create Personal Log-in** link near the upper right corner. Click *Create Personal Log-in*.

Fill out a user name and e-mail address. In general, it is best to use your e-mail address as your username. Then enter a password for yourself twice. Then click **Create**. Thereafter, use your personal log-in name and password to access your office’s account.

How can I access multiple offices from one log-in?

When you create a personal log-in for yourself, that username will be automatically associated with the office whose firm number you used to log in with originally. Once that personal log-in exists, e-mail us at [custsrv@depo.com](mailto:custsrv@depo.com) or contact your representative and tell us what other offices you need access to. We will set that up for you.

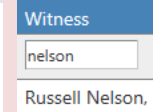
Once that is done, you can log in with your personal credentials. Then use the **Select Account** bar near the upper right portion of the page to select which office’s work you are viewing.

How do I use the search tools?

Usually the best way to start is by defining the date range, near the top left of most pages. That can be broad or narrow as appropriate.



Then you can use the filters above each column to narrow down your selection. Example: The witness's name is Nelson. Type in "nelson" in the filter box above the Witness column. Then press the Enter key to limit the results only to witnesses whose name contains "nelson."



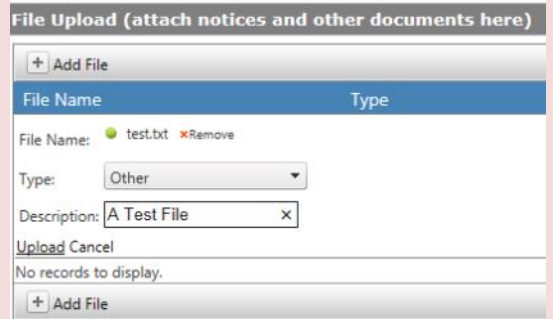
Sorting?

Yes. On most pages, just click the column header to sort the page by that column. Each time the column header is clicked, the sort order will reverse. A small arrow to the right of the column header will indicate that the column has been sorted and in which order.

How do I submit files such as notices with new settings?

On the Scheduling page, there is a section titled *File Upload*. Use this to submit notices or other pertinent documents along with the setting.

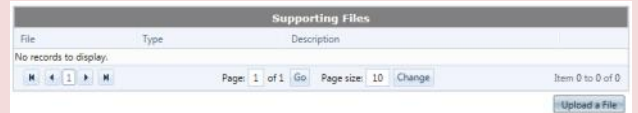
To use: Click **Add File**. Select the file to be added (**Browse**). Select what **Type** of document this is, then fill out the **Description** line. Then click **Upload** to upload the file, or **Cancel** if you need to back out. To add another file, click **Add File** again and so on.



How do I add supporting files to a job?

On the Job Detail page, there is a section titled **Supporting Files**. To the lower right of that section is a button labeled **Upload a File**. Click that button to start the process.

Once files have been added to the job, they can be retrieved at any time. These files are for use by yourself and others in your firm that have access to the job.



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