DEPOSCRIPTS™

PARTNER PORTAL & TRANSCRIPT TURN-IN GUIDE

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Your step-by-step resource for navigating the DepoScripts Partner Portal with ease. This guide includes tips, shortcuts, and detailed instructions to help you turn in transcripts efficiently and make the most of your portal experience.

🌐 **DepoScripts.com**   ✉ **DSproduction@DepoScripts.com**   📞 **(252) 681-DEPO (3376)**

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GETTING STARTED

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ACCESSING YOUR PORTAL

Your portal can be accessed by visiting **www.deposcripts.com/partnerportal** or by going to DepoScripts.com and selecting the Partner Portal button in the top right corner.

FIRST-TIME USERS: When you accept your first assignment, you will receive your login credentials directly from our Scheduling Team (DSscheduling@deposcripts.com).

NOTE: Please change your password upon logging in by clicking the "Change Password" button in the top right corner.

For further assistance with your login credentials, please contact our office at (252) 681-3376 or DSproduction@DepoScripts.com.

NAVIGATING YOUR PORTAL

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CALENDAR

When you log into your portal, you'll land on the Calendar tab, displaying today's schedule in an hourly format. From there, you can easily navigate to other dates or view upcoming depositions using several available options:

To **navigate to a different month**, use the left or right arrows at the top of the monthly calendar.

To **view a specific date**, click directly on that day in the monthly calendar.

Use this menu to **switch between day, week, or month views**—or to see a breakdown of all upcoming depositions starting from the selected date.

To **search**, type any key word in the *Jobs* search bar (1-2 words recommended)

Enter a numerical date in the *Jump To:* box and click the blue arrow to view the details for that day.

PRO TIP: Want a quick overview? Click *Upcoming* just below the monthly calendar on the left to instantly see all your upcoming jobs in a single list.

VIEWING JOB DETAILS

To view job details, click on the underlined deponent and case name. You will then see all of the job details on the *General* tab.

Case and deponent information

Date, status and due date

Taking attorney information

Location and/or web conference information

Services ordered

Important notes for you

To view/download the notice and reporter job packet, click on the *Documents* tab. Simply click on the documents you wish to download or click the check boxes then select *Download Selected Items As Single Zip File*.

To add any notes after the job, click on the *Notes* tab.

AVAILABILITY

Planning a vacation? Just head to the Calendar tab and click on Availability in the top right corner. From there, you can easily select the days you'll be unavailable.
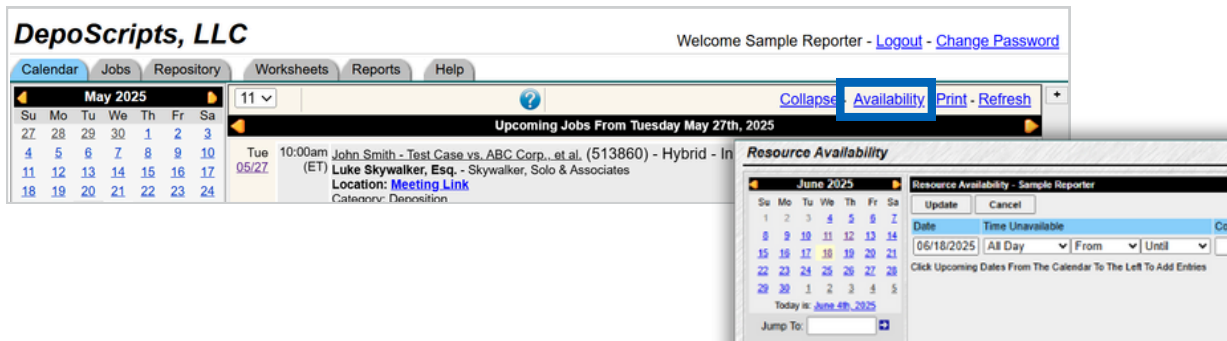
JOBS

To view a full list of your assigned jobs, click the *Jobs* tab in the menu bar. To see details or access related files, just click on the specific job you'd like to view.
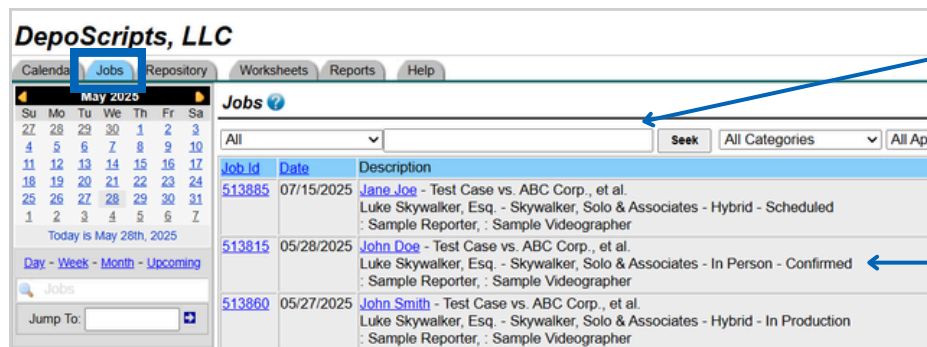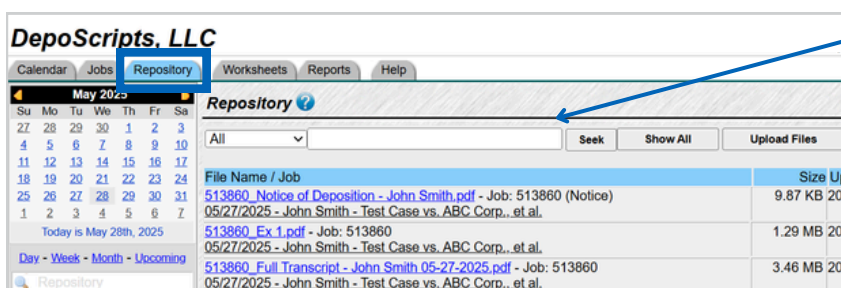

To search, type any key word in the search bar (1-2 words recommended) then select Seek.

The status of each job is listed behind the taking attorney name and law firm.

REPOSITORY

The *Repository* tab contains all files you've submitted to DepoScripts, as well as any documents that have been shared with you. This includes key resources like Transcript Order Forms, DepoScripts Virtual Background, and the Portal Guide.
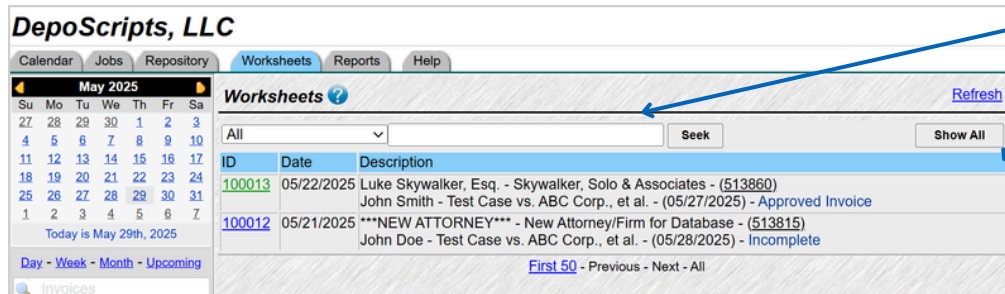

To search, type any key word in the search bar (1-2 words recommended) then select Seek.

Note: Using the *Upload Files* button in this tab **will not** attach it to a certain job.

WORKSHEETS

Under the Worksheets tab, you can view a complete list of all submitted worksheets. A worksheet is how you can submit orders to our Billing Team. If you have pre-set rates with DepoScripts, this will serve as your invoice.
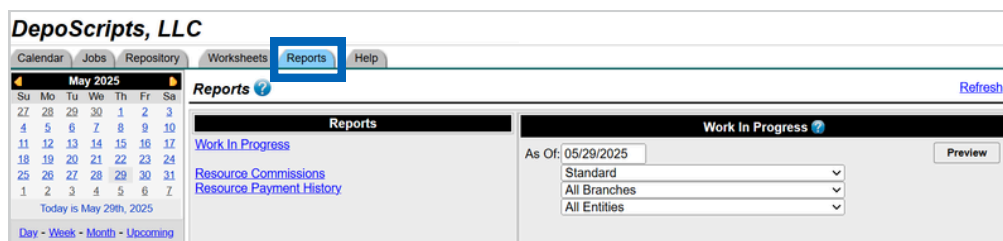

To search, type any key word in the search bar (1-2 words recommended) then select Seek.

Note: Click *Show All* when first visiting the tab to show the list.
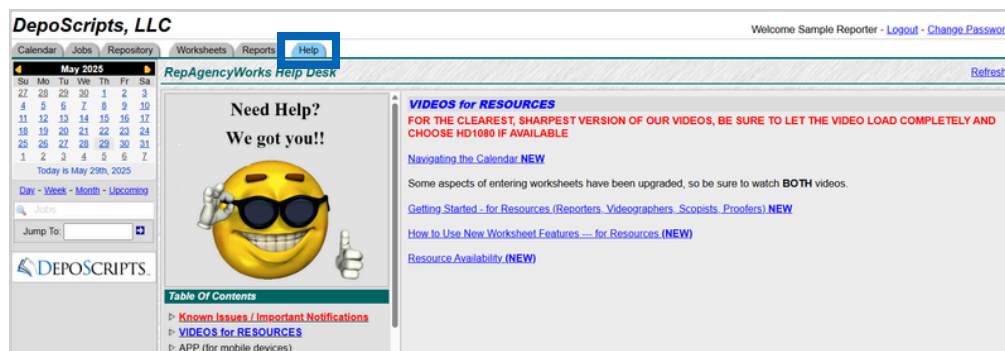
REPORTS

The *Reports* tab lets you generate reports on jobs in progress, payment history, and other account activity to help you stay organized.

HELP DESK

For help navigating your portal, be sure to check out the built-in Help tab. It offers quick how-to videos, tips for using features more efficiently, and guidance on everything from submitting orders to accessing files—all in one convenient place.

For specific transcript turn-in questions, please contact our Production Team at (252) 681-3376 or DSproduction@deposcripts.com.

TRANSCRIPT TURN-IN

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STEP 1: COMPLETE JOB WORKSHEET

Complete the Job Worksheet included in your Reporter Job Packet. A copy of the Job Worksheet can be found in your repository.

STEP 2: LOCATE JOB

Enter the job number into the search bar located beneath the monthly calendar on the left, then press Enter. The job will then automatically appear on your screen. Click anywhere within the job box to open it.

STEP 3: UPLOAD FILES

Once you've clicked on the job you're ready to turn in, you'll be directed to the *General* tab. Double check the job details to ensure this is the job you want to upload files to.

When you're ready to upload the files, select the *Documents* tab. When the *Documents* tab opens, you will see an *Upload Files* button on the right.

1- Select *Browse For New Files* and select the file(s) you wish to upload.

2- Once uploaded, select the file type under the *Tab* option: *Production* (all files except exhibits) or *Exhibits* (exhibit files only).

3- Select *DS Production* under the Agency Notifications tab.

4- Select *Start Uploading Files*.

Once your files are done uploading, you will see a *Successfully Uploaded* message appear.

To upload more files, select the *Upload More Files* button in the top left.

To return to the job, select the blue hyperlinked job number.
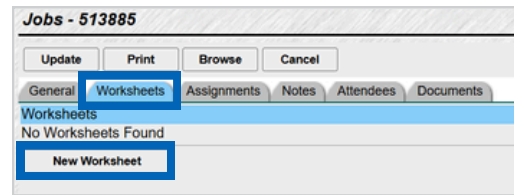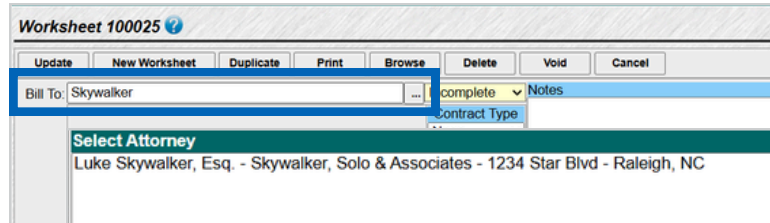
STEP 4 (OPTIONAL): CREATE WORKSHEET

In lieu of submitting an invoice, you can submit worksheets. We will submit payment based on the line items you select and the rates we have on file for you. To get started, select the Worksheets tab within the job, then select New Worksheet.

Type the last name of the ordering attorney in the *Bill To* box then hit Tab or press the three dots to the right. You will then select the name of the ordering attorney from the pop out menu.
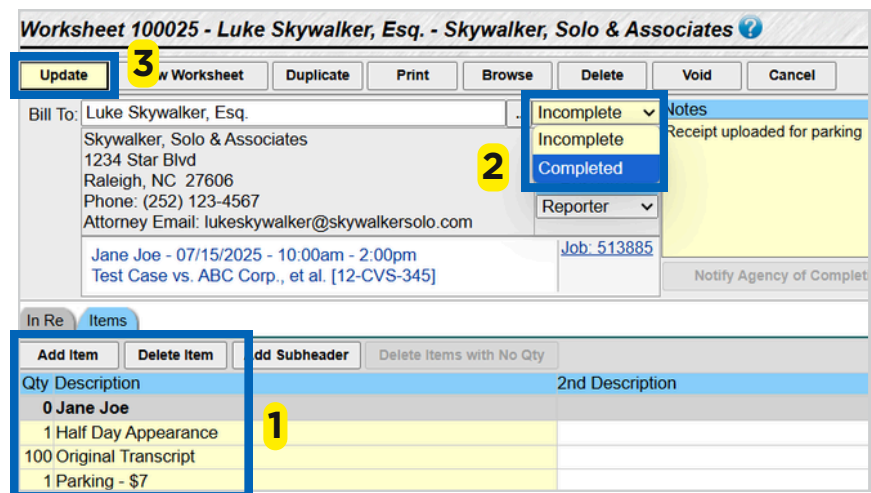
Note: If the name of the ordering attorney does not appear in the list, they are likely not in our system. Please type *NEW*, select ****NEW ATTORNEY**** from the drop down menu.
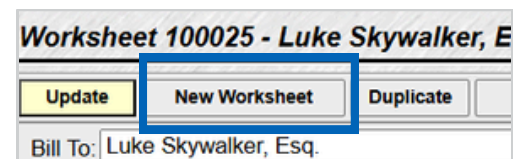
Once the ordering attorney is set, select *Add Item*, enter the quantity, and type the description of the line item you'd like to add.

Next, add any notes that you may have in the *Notes* box in the far right corner.

If you're ready to submit, change the status to Completed and then select *Update.*
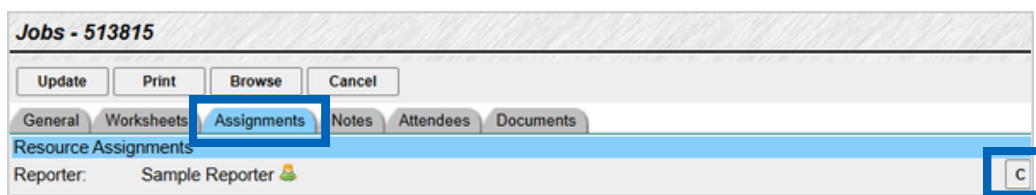
Each order must have it's own worksheet. To create another worksheet, go back to the *Worksheets* tab or select *New Worksheet* in your current window.

STEP 5: MARK COMPLETE

In order for our Production Team to receive notification that a job is complete, you must mark it as complete on the *Assignments* tab.

CONTACT US

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