



# PARTNER PORTAL & VIDEO TURN-IN GUIDE



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 videos efficiently and make the most of your portal experience.



---

 [DepoScripts.com](https://www.deposcripts.com)

 [DSvideo@DepoScripts.com](mailto:DSvideo@DepoScripts.com)

 (252) 681-DEPO (3376)

# TABLE OF CONTENTS



**VIDEO TURN-IN ..... PAGE 3**

Step 1: Complete Job Worksheet

Step 2: Upload Files

**ACCESSING YOUR PORTAL ..... PAGE 4**

**NAVIGATING YOUR PORTAL ..... PAGE 5**

Your Calendar

Viewing Job Details

Jobs Tab

Repository Tab

Worksheets Tab

Reports Tab

Help Desk

**CONTACT US ..... PAGE 9**

# VIDEO TURN-IN



## STEP 1: COMPLETE JOB WORKSHEET

Complete the Read-On & Job Worksheet included in your Videographer Job Packet. A copy can be found in your repository.

## STEP 2: UPLOAD FILES

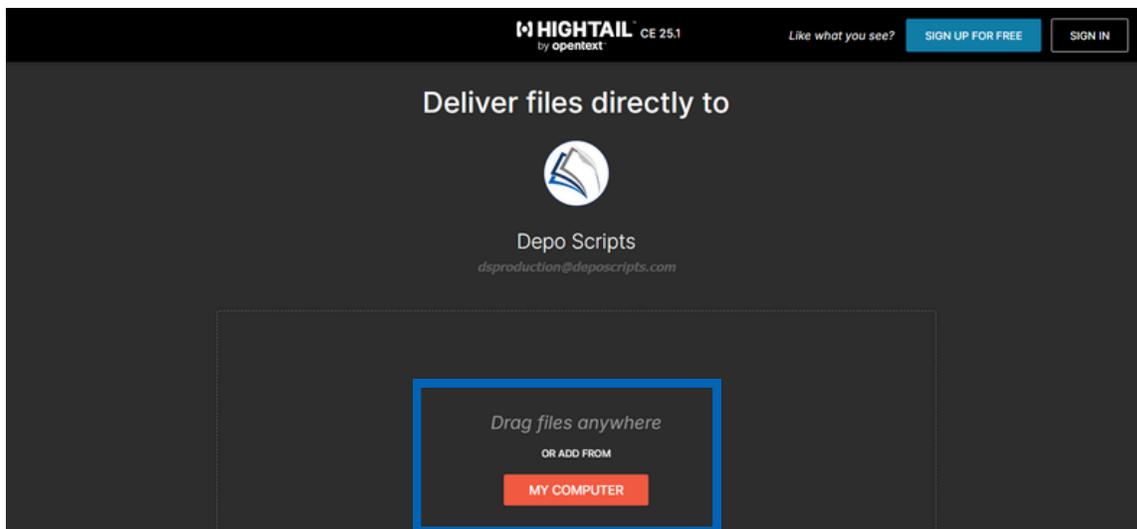
Please upload all encoded media files and paperwork to DepoScripts Upload Portal (powered by Hightail), including the Read-On & Job Worksheet and Attorney Order Forms, within three (3) business days of the deposition date.

**DepoScripts Upload Portal:** <https://spaces.hightail.com/uplink/DepoScripts>

You can also access the upload portal by going to [www.DepoScripts.com](http://www.DepoScripts.com) and scrolling to the very bottom of the page.



Once you click on the "Upload Portal" button you will be redirected to Hightail. You can drag and drop or use the "My Computer" button to upload your videos and documents.



Please upload your final invoice when submitting the job or email to [DSbilling@deposcripts.com](mailto:DSbilling@deposcripts.com). All additional expenses, such as parking or tolls, require receipts for reimbursement. Mileage must be approved prior to the job date.

# GETTING STARTED



## ACCESSING YOUR PORTAL

Your portal can be accessed by visiting [www.deposcripts.com/partnerportal](http://www.deposcripts.com/partnerportal) or by going to DepoScripsts.com and selecting the Partner Portal button in the top right corner.

The screenshot shows the top navigation bar with the DepoScripsts logo and links for Home, About Us, Services, Contact Us, and Schedule Us. On the right, there are buttons for Client Portal, Pay Invoice, and Partner Portal. The main heading reads "PARTNER PORTAL". Below this, a message states: "To login to your DepoScripsts Partner Portal, please enter your login credentials below. Should you need assistance, please contact our office at (252) 681-3376 or DSproduction@DepoScripsts.com". A login form contains fields for "Username/Email:" and "Password:", a "Submit" button, and a "Lost password?" link.

**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.

The screenshot shows the user interface for "DepoScripsts, LLC". The top right corner displays "Welcome Sample Videographer" with "Logout" and "Change Password" links. A navigation menu includes "Calendar", "Jobs", "Repository", "Worksheets", "Reports", and "Help". A calendar for "May 2025" is visible on the left. The main area shows a time slot for "Tuesday May 27th, 2025" with a dropdown menu set to "11" and time slots for "8:00" and "9:00".

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

# NAVIGATING YOUR PORTAL



## 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)

**DepoScripts, LLC**

Calendar Jobs Repository Worksheets Reports Help

May 2025 Friday May 23rd, 2025

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today is May 23rd, 2025

Day - Week - Month - Upcoming

Jobs

Jump To:

Time	Event
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	

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.

**DepoScripts, LLC**

Welcome Sample Videographer - Logout - Change Password

Calendar Jobs Repository Worksheets Reports Help

May 2025 11 Collapse - Availability - Print - Refresh

Upcoming Jobs From Tuesday May 27th, 2025

Date	Time	Event
Tue 05/27	10:00am	John Smith - Test Case vs. ABC Corp., et al. (513860) - Hybrid - In Production (N) (ET) Luke Skywalker, Esq. - Skywalker, Solo & Associates Location: Meeting Link Category: Deposition Reporter to bring extra laptop for witness Zoom connection Court Reporter, Videographer, Web Conference Reporter Due: 06/06/2025
Wed 05/28	10:00am	John Doe - Test Case vs. ABC Corp., et al. (513815) - In Person - Billed (ET) Luke Skywalker, Esq. - Skywalker, Solo & Associates Location: Test Firm - 8650 Buckhorn Plantation Rd - Sims, NC 27880 Category: Deposition Court Reporter, Videographer Reporter Due: 06/09/2025

Day - Week - Month - Upcoming

Jobs

Jump To:

## 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

Upcoming Jobs From Tuesday May 27th, 2025

Tue 10:00a John Smith - Test Case vs. ABC Corp., et al. 513860) - Hybrid - In Production (N)  
 05/27 (E) Luke Skywalker, Esq. - Skywalker, Solo & Associates  
 Location: Meeting Link  
 Category: Deposition  
 Reporter to bring extra laptop for witness Zoom connection  
 Court Reporter, Videographer, Web Conference  
 Reporter Due: 06/06/2025

Jobs - 513860

Update Print Browse Cancel

General Worksheets Assignments Notes Attendees Documents

Case Style: Test Case vs. ABC Corp., et al.  
 Case Number: 12-CVS-345  
 Deponent: John Smith

General Information

Date: 05/27/2025 - Time: 10:00am (ET)  
 Status: Unconfirmed  
 Entire Job: Reporter Due: 06/06/2025  
 Estimated Pages: 0, Orig+ 0, Exhibits: None Marked

Client: Luke Skywalker, Esq.  
 Skywalker, Solo & Associates  
 1234 Star Blvd  
 Raleigh, NC 27606  
 Phone: (252) 123-4567  
 Email: lukeskywalker@skywalkersolo.com

Location: Skywalker, Solo & Associates  
 1234 Star Blvd  
 Raleigh, NC 27606

Join Zoom Meeting  
<https://us06web.zoom.us/j/123456789?pwd=QL2aE8pHnyJ7hlaxcTY1n1waUrvBI.1>  
 Meeting ID: 123 4567 8910  
 Passcode: 778977

Link:

Services: Court Reporter  
 Videographer  
 Web Conference  
 Category: Deposition  
 Contract: None

Witnesses

Reporter	Witness	Pages Due Completed

Notes To Resource

Reporter to bring extra laptop for witness Zoom connection.

ZOOM HOST CODE: 654321  
 \*\*\*\*Please log on no later than 15 min prior to start time.  
 \*\*\*\*To claim host, please click on the zoom link provided below, select Participants at the bottom, select the three dots in the far bottom right corner of the Participants panel, select Claim Host, then enter the Zoom host code provided above.  
 \*\*\*\*For any technical difficulties, please call the office at (252) 681-3376 or text Ellie at (774) 551-8669.

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*.

Jobs - 513860

Update Print Browse Cancel

General Worksheets Assignments Notes Attendees Documents

General Notices Production Exhibits Photos Letters Shared Global

Documents Available For Download

513860\_Notice of Deposition (John Smith).pdf - Job: 513860 (Notice)  
 513860\_Notification.pdf - Booking Notification  
 513860\_Outlook Calendar.ics - ICS Booking Notification  
 513860\_DepoScripts Reporter Job Packet.pdf - Job: 513860

Download Selected Items As Single Zip File

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

Jobs - 513860

Update Print Browse Cancel

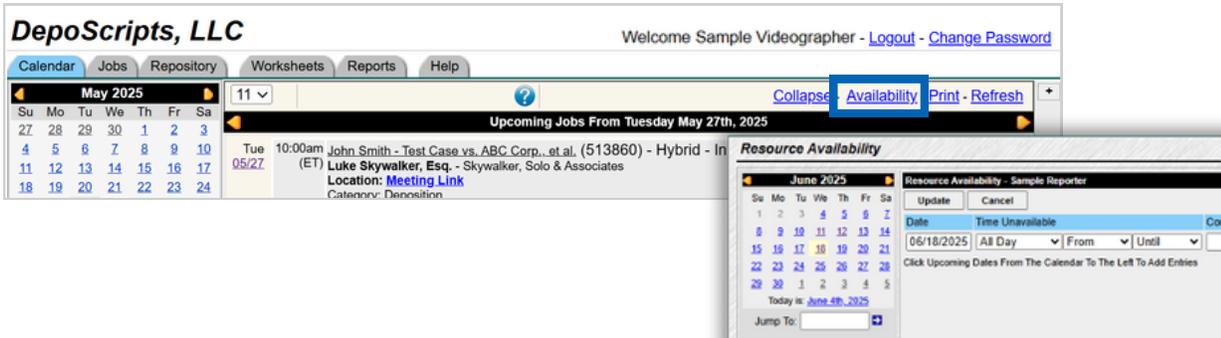
General Worksheets Assignments Notes Attendees Documents

Notes To Agency

Est. Pages: 0 Orig+ 0  
 Exhibits: None Marked Start: End: B/W: 0 Color: 0 Audio: 0 Video: 0  
 Rush:  Rush - Overall Due: - Reporter Due: 06/06/2025  
 Notes:  
 Date Sent To Proofer:

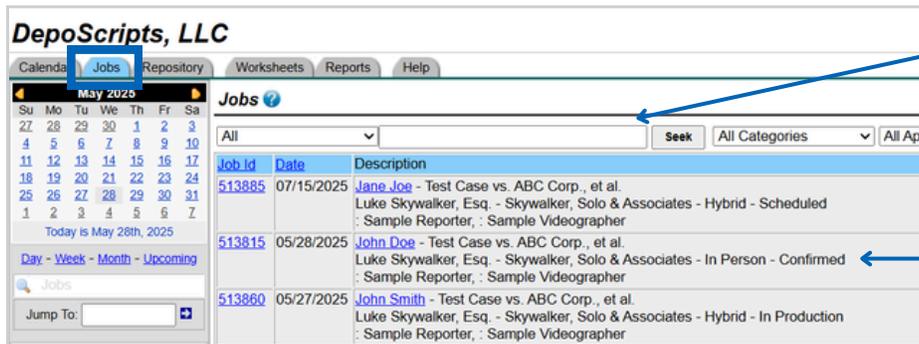
## AVAILABILITY

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.

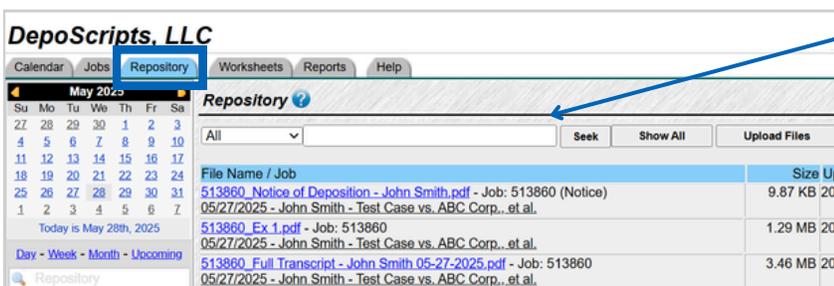


To search, type any key word in the search bar (1-2 words recommended) then select Seek.

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 DepoScripsts, as well as any documents that have been shared with you. This includes key resources like Transcript Order Forms, DepoScripsts Virtual Background, and the Portal Guide.

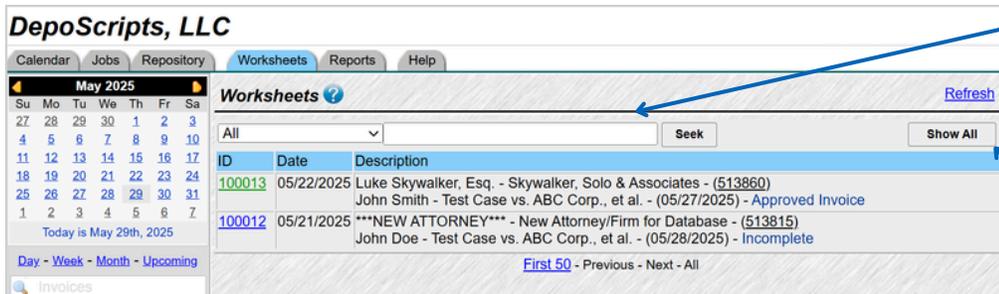


To search, type any key word in the search bar (1-2 words recommended) then select Seek.

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.

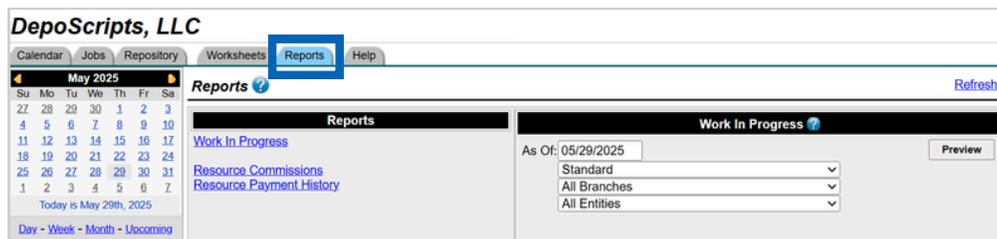


To search, type any key word in the search bar (1-2 words recommended) then select Seek.

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

## REPORTS

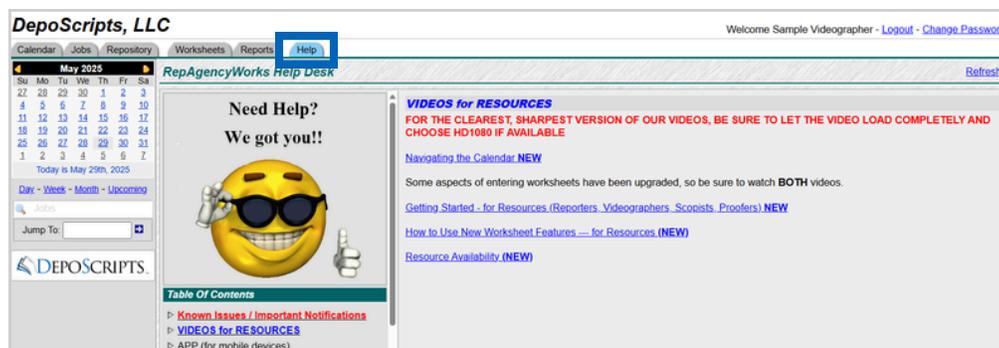
The *Reports* tab lets you generate reports on jobs in progress, payment history, and other account activity to help you stay organized.



## 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 video turn-in questions, please contact our Production Team at (252) 681-3376 or DSvideo@deposcripts.com.





# CONTACT US



**Website**

[www.DepoScripts.com](http://www.DepoScripts.com)

---



**Phone**

(252) 681-DEPO (3376)

---



**Scheduling**

[DSscheduling@DepoScripts.com](mailto:DSscheduling@DepoScripts.com)

---



**Video**

[DSvideo@DepoScripts.com](mailto:DSvideo@DepoScripts.com)

---



**Billing**

[DSbilling@DepoScripts.com](mailto:DSbilling@DepoScripts.com)

---



**IT Support**

[itsupport@DepoScripts.com](mailto:itsupport@DepoScripts.com)