

Less is Better

Less hassle both for your clients and for you — by using ReporterBase PDF transcripts — is better.

With a single click, you can create a PDF transcript with a cover page, job and case information, custom formatting and page numbering, and a word index. You can add linked exhibits and digital signatures, attach files, such as the original ASCII, and set security options with passwords to control transcript use. You can create condensed transcripts with full-sized cover pages and indexes. And add secure digital signatures automatically.

And because your transcripts are PDFs, which is a universal format, you can email them to clients with less problems than sending transcripts in proprietary formats (such as .exe or .ptx). In fact, PDF is rapidly becoming the standard for legal documents — most federal courts use PDF for file documents and electronic filings; international and lower courts are setting up similar systems; and more lawyers are using PDF for their own documents. So with PDF transcripts, your clients have one less task to perform and no new software to learn.

PDF's universal format means less surprises because a PDF is an exact replica of the original document. So both you and your clients can be confident that your RB-PDF transcripts are accurate renditions of the original clean ASCII files your reporters submitted.

PDF's universal format also means fewer system restrictions for your clients — PDFs can be opened and read on any computer using the free Adobe Reader. So if your clients work on Macs — or have a PC at work and a Mac at home — they can read your transcripts wherever it's convenient for them. They can also read them on mobile devices using one of the many PDF readers available. You can even set your transcripts to be accessible for text readers, so clients with vision disabilities can "read" your files easily.

If you are wondering what all of this convenience, openness and ease of use is going to cost, it's probably less than you think. The RB-PDF Transcript Creator is included in ReporterBase's office management system, which you can rent for as little as \$150/month.**

That's all for a tool to create PDF transcripts, plus calendaring, billing, paperless archiving, and more tools for managing your business in an integrated system.

RB8 is a complete office management solution for court reporting and other legal support firms. It is customizable to accommodate your business's unique needs, and it's flexible — you can use as many or as few of its functions as you wish. It's efficient — information only has to be entered once into the system, and it automatically flows wherever it's needed. For example, when you create an RB-PDF transcript, it automatically contains all of its relevant job and case information entered earlier when scheduling and billing the job — you don't have to do anything extra.

Other efficiency-enhancing features in RB8 include:

- Automatic job notification text messages to reporters' cell phones, which don't interrupt their day like a phone call can and are more reliable than calls to their cell phones.
- One-click archiving of files to your central repository. RB8 also automatically stores back-ups of important information for you.
- Built-in word processor that includes mail merge and customizable templates for standard forms and letters.

And if you would like to offer your clients more services, such as case repositories and mobile calendar access, add RB Web online offices and mobile apps to complete your ReporterBase system.

[See reverse for more]

With RB-PDF transcripts,* you can:

- Brand transcripts with your logo
- Format transcripts to match clients' specifications & save their profiles
- Add linked exhibits to transcripts
- Create condensed transcripts
- Bundle transcripts with exhibits and other files
- Add Bates numbering & digital signatures
- Apply reporters' digital signatures to their transcripts with a single click
- Safely email transcripts without worry about viruses, hackers or firewalls

With RB-PDF transcripts,* your clients can:

- Bundle transcripts with exhibits and other files
- Perform redaction on transcripts
- Use Adobe's powerful search tools
- Add Bates numbering to transcripts
- Open transcripts on any computer without problems



ReporterBase is Best

Contact RB Sales for more information:

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* Some options require Adobe Acrobat Pro and permissions set in the original PDF transcript to allow their use.

** For a single user. Additional users are \$40/month.

More is Better

Offer your clients more services when you include online case repositories and mobile access in your RB system.

Add RB Web online offices and RB Web Mobile Apps to your RB8 office management base, so you can provide these services and more, attracting more and better clients. Plus, there's something for your resources and yourself too.

RB Web opens your office to your clients and resources online so they always have access to your most current information and their own files.

For instance, set up case repositories for your clients, scan in all of their case-related documents and add any electronic files for the case you already have, so they have a central location for searching, downloading and sharing files with anyone helping them on a case.

Your clients can check their schedules, get detailed information about a depo or other scheduled proceeding — even get *Google Maps* directions to its location — either online or on their smartphone.

Online, they can request a reporter or other resource using RB Web's smart form, which remembers their previous requests and eliminates the need to type redundant information. Plus, they can update or cancel a request easily.

Online or on their smartphones, they can see their current outstanding balances. If they want a copy of an invoice, they don't have to wait for you to send it. They can download it instantly themselves. Plus they can pay invoices online, including CODs.

They can also download their transcripts anytime, anywhere they wish. Copy attorneys can buy transcripts online. And if you provide RB PDF-Transcripts, clients can take advantage of PDF's many conveniences and legal-focused features such as Bates numbering and redaction. (See reverse for more info.)

RB Web's optional plug-ins provide additional services. Give clients the ability to search their online repositories quickly with Full-Text Search. Let them view video transcripts online

with Media Streaming. And let them track and redeem points online they earned with your RB8 Reward Points Program.

Your reporters and other resources can enjoy more convenience too with their own online offices and mobile access to their job calendars, files and pay information.

Reporters can acknowledge jobs, plus get job details, including driving directions, online or on their smartphones. They can download worksheets and job files, such as shared dictionaries and exhibits, from their online offices, plus upload files to the office and turn in jobs with complete billing information using the easy turn-in wizard.

They can see their schedule or request time off, check which jobs have been billed and paid, plus view and print their pay statements online. Combined with RB's direct deposit paychecks, these options mean your resources get paid faster, more conveniently and more securely with no confusion over the status of any job or paycheck.

You can even offer your sales reps and reporters who have their own clients the ability to monitor their clients. Reporters can see online when their clients have made a job request and with a single click, ask you for the assignment. Sales reps can get client information — such as their current billings and contacts — online or on their smartphones, so they are always prepared when they meet with clients.

Plus you can monitor daily assignments and calendar entries away from the office on your smartphone. You can also use your mobile office to look up and contact clients and resources.

Adding all of this service to your current offerings is more affordable than you might think. For a little more each month, you can add online offices, plus add mobile access, and start providing more services your clients and resources will use and value. It's easy too — RB Web is integrated into RB8, so all of your job and case information automatically flows where it's needed. What more could you ask for?

With online repositories, your clients can:

- Store all case-related documents and files online
- Use powerful search filters to find whatever they need quickly
- Download files anywhere they can access the Internet
- Share files with anyone else helping them on a case
- Pay online, then download transcripts instantly

With RB Web Mobile on their smartphones, clients can:

- Check their depo calendar
- Get directions to a depo
- View files
- See their current balances

With RB Web Mobile on their smartphones, reporters can:

- Check their schedule
- Get directions to a job
- View files
- See their current billed jobs



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