

A Five-Minute Tutorial.

The concept behind the iCONNECT's V4 program is simple: From anywhere in the world, at any time, you can instantly search and retrieve case-critical documents. Then view, sort, table, edit, folder, report and collaborate. Even move valuable information over the web into your favorite litigation tools – CaseMap, Concordance®, Doculex, IPROView™, JFS Litigator's Notebook®, LiveNote™, Microsoft Office, Opticon™, Real Legal's iBinder™, Sanction II, Synthetix™, TrialDirector Suite and Visionary™. In addition to comprehensive litigation support tools, iCONNECT provides access to calendar events, contacts, documents, notes, transcripts, e-mail with attachments, TIFF images, and Acrobat PDF files.

These On-line Tutorial Instructions have been designed to familiarize you with the basic operations of iCONNECT. Review or print this short tutorial and use it to navigate through your first session with iCONNECT's V4.

LOGGING INTO V4

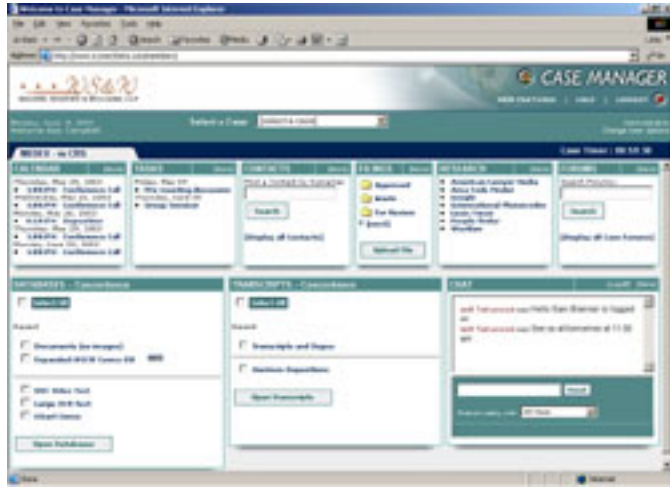
On the V4 Login Page, you will be prompted for your login and password. Enter the username and password that was supplied to you by your Administrator -- both of these are Case-Sensitive. Click "Login" when you are ready to proceed.



THE CASE MANAGER

After a very short series of tests to ensure your computer's compatibility with iCONNECT's V4, you will be presented with the Case Manger screen. The Case Manager is your "dashboard" -- with all the key pieces of your case presented in one place.

Select a case from the pop-up box in the center of the screen. This is a list of all the cases available to you, as a user. Once you've selected a case, the screen will refresh and you will see all of the pieces of your case -- Databases, Calendar, Tasks, World Clock, and more.



If your firm is using the iSOURCE calendar and collaboration module, then you'll see all of the calendar events, tasks, contacts and forums that pertain to you and your case.

Depending on the options available to you, from this screen you can open databases, access transcripts, or enter into live chats with other case members who are online.

For this tutorial, we're going to open a database and do some work on discovery. To choose a specific database, click on the database name in the lower left-corner, under "Databases". To choose multiple databases, check the boxes beside the names of the desired databases and click "Open Databases" on the left-hand side of the screen.

For this tutorial, choose your desired database by clicking on the database name. The database will open in a new window.

THE iCONNECT INTERFACE



Upon entering a database, V4 displays, by default, the first record in the database in "Document View". "Document View" displays a single record, allowing you to view all of the information contained within a single document.



At the top of your screen, the program will indicate the size of your database (for example that "You are viewing document 1 (1) of 19,116 and such). This could be any number from 1 to 32,000,000. V4 can manage and search as many as 32 million documents in a single database.

The 4 sidebar tabs (Toolbar, Reports, Export and Folders) appear in both Document View and Table View, makes



available all of the buttons that will allow you to access a variety of tools to help you to navigate, search, view, edit, organize and print your documents.

These tabs are collapsible. You can move them out of the way to save screen "real estate" using the small white arrows at the top of the tabs.

YOUR NAVIGATION TOOLS

The navigation tools found on the sidebar will help you to move through your documents and around your database. You can use the four green arrows to move from one record to another. You are clicking through your documents in the same manner as if you were flipping through the pages of a book -- one page (or document) at a time.



The center icon on the navigation bar (a green number sign) allows you to go to a specific document. Click on this icon, enter the document number in the box and click "Go To Document". This will take you directly to your desired document.



LISTING YOUR DOCUMENTS IN TABLE VIEW

By clicking on the Table View, you can view all of the documents in your database as a list. By default, V4 only displays non-paragraph fields in Table View, and lists documents twenty per page. You can use the navigation bar to move through the list.



To change your Table View options, click "Change Table View Display" in the top right-hand corner of your screen. In this screen, you can change the number of documents per page that you are able to view, or you can simply choose to view the entire list on one page. To further customize your options, choose the "Choose Fields to Display" option and use the drop-down menus to choose the fields you want to view. When you are done, click "Set Options" at the bottom of the screen.

Once you've set these options, V4's "Persistent Memory" feature will remember what you've set. If you log out and log back in, your options will still be set just as you left them.

SORTING YOUR DOCUMENTS

The easiest way to sort your documents in Table View is to click the column

header of the field name that you would like to sort. Clicking once displays the documents in ascending order. By clicking twice, the documents will be displayed in descending order.



To sort by more than one field name, choose the “Sort” button on the sidebar. The sort screen will allow you to sort your documents by up to three field names in ascending or descending order. When you have finished, click “Sort Now” and you will be returned to the Table View screen.

SEARCHING FOR KEY DOCUMENTS

V4 allows you to search through millions of case-critical documents in seconds using your computer's web browser. With V4, you have several searching options to help you hone in on the data you require.

The Search Box, located at the top of the sidebar interface, lets you perform simple searches with quick results. Simply enter your search terms into the box, click the “Search” button and V4 will return your results.

The Search Box allows you to search for any word or phrase that might appear in the database. If you've ever searched for something on the Internet using the "Yahoo" or "Google" search engines, then you should be familiar with this style of keyword searching. Searches in V4 are not case-sensitive.

All indexed fields in the database will be searched - you don't need to tell V4 which field to search unless you want to limit the search to a specific field or fields. Full text searching locates documents based on words specified in your search request.



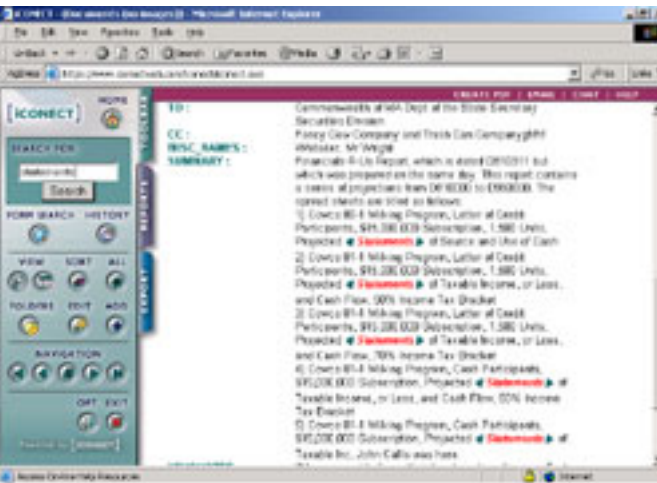


For more complex searches, you may want to use V4's Form Search capability. Clicking the “Form Search” button on the sidebar allows you to access this option. With the Form Search option, you can search up to four separate key words in four separate fields or search for a specific date or date range. When you have entered your search terms, click the “Start Search” button at the top of the page to begin your query.

REVIEWING YOUR SEARCH RESULTS

Once V4 has searched for your key word or phrase, your results will be displayed in Document View beginning with the first record containing your specified terms. You can now view the individual documents containing your search results.

Your search results will be displayed in red italics, allowing you to identify them instantly. If more than one result appears, the results will have a green arrow on either side of each separate result. These arrows are “next hit” and “previous hit” markers that allow you to cycle easily through your search results. Clicking the right-hand arrow will take you instantly to the next occurrence of your terms. When you reach the last occurrence on a given page, clicking the next hit marker will take you to the first search result in the next document.



FIND ON THIS DOCUMENT

If you would like to search for a specific term within a single document, you can use the “Find On This Document” option in Document View. Enter your keyword into the box in the top-right corner of your screen and click “Go”. This will take you to your first result. To go to the next result, simply click “Go” again.

CATEGORIZING YOUR DOCUMENTS

iCONNECT's V4 allows you to organize your documents effectively using multi-level foldering functionality. Groups of documents can be arranged into named folders, allowing you to categorize any way you choose. Multi-level foldering allows you to create sub-folders within any given folder in order to further organize your documents.



To enter the Folders screen, click the “Folders” button on the toolbar tab or simply click and expand the folder tab on the right-hand side of the screen. The folders window displays all of the folders available for the database you are using. To place your current document in an already existing folder, simply check the box beside the folder name. To view all of the documents within a given folder, click the folder name.

To create a new folder, click the “New Folder” button at the top of the Folders menu. Enter the name of your new folder and choose from the given options. Your new folder will now appear in the Folders menu.

If a given document appears in one or more folders, a number will appear in the folder icon in the top, right-hand corner in document view. If you click this number, the folder menu will pop up, allowing you to access the folder options.

THE REPORTS TAB



V4's Reports tab allows you to create reports for viewing or printing. To use this feature, click on the “Reports” tab on the sidebar. There are two types of reports that you can create: a Summary report and a Columned report. The Summary report displays your information grouped together by record.

To build your report, choose the type of report you would like to create by choosing the appropriate button from the sidebar. A list of options will appear that will help you to build your report. First, enter your desired document range by V4's record or document number. Next, title your report and choose your options. Finally, select the fields you would like to be displayed within the body of the report.



The Columned report displays your information in columns by field name, similar to table view. In the Columned report, you may give each column your own title or choose to use the default field name.

When you have finished choosing your options, click “Build Report” or “Build Summary” at the bottom of your screen. Your report will now appear on screen, allowing you to scroll through and view your information. To print your report, go to the “File” menu on your web browser and choose “Print”.

THE EXPORT TAB

To export information from your database, click the blue “Export” tab on the sidebar and choose the “Export to Another Program” button. A pop-up window will appear with instructions and options for exporting your data. First, choose the format or program where you will export your data. Next, select your desired documents for export. Finally, choose the fields you would like to

export and click “Next”. Once V4 has compiled your information, a hyperlink will appear. Right click the link, choose “Save Target As...” and save your information to your desired location.

EDITING A DOCUMENT



To edit a document, click the “Edit” button on the sidebar. Once in edit mode, choose the field you would like to edit, then type or paste your information into the field. V4 will highlight, in pale green, the field you in which you are currently working. When you have finished editing your information, click “Click Here to Save Document” at either the top or bottom of your record.

ADDING A NEW RECORD TO THE DATABASE



To add a new record to your database, click the “Add” button on the sidebar and a new, blank record will appear. Just as in Edit mode, you then choose your field and type, drag or paste your information into this new record. When you are finished, click “Save Document” and your new record will appear in the database.

VIEWING MULTIMEDIA IMAGES AND ATTACHED FILES

iCONNECT allows you to view any multimedia files related to a document, regardless of whether they are TIFF images, PDFs, JPEGs, movie files or audio clips. You can also view Microsoft Word or Excel files and other document formats. In V4, files that have been attached to a document record appear as blue hyperlinks, generally in the "Image" or "Attachment" field.

If the database you are working with has images or multimedia files associated with it, you will notice that the text in the image field shows up as an underlined blue hyperlink. This indicates that you can view the original image of this document by clicking on this text.

When you click on these hyperlinks, a copy of the attached file is retrieved (over the internet) from the webserver and copied to your local computer. When your computer receives this file, it will open it up in the appropriate program. If the file you requested was a PDF, it should automatically open in Adobe Acrobat. If it was a text document, it should automatically open in Microsoft Word. JPEG files, GIFs, and movie or audio files will generally open right in your web browser.

ADDITIONAL HELP RESOURCES

The help button in the upper right corner links you with fully searchable online help resources, including web-based tutorials, tips and movies. Thank you for spending some time to check out the power that iCONNECT's V4 can provide for your next case.

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