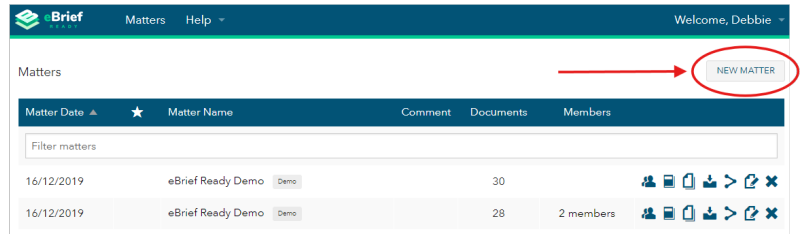


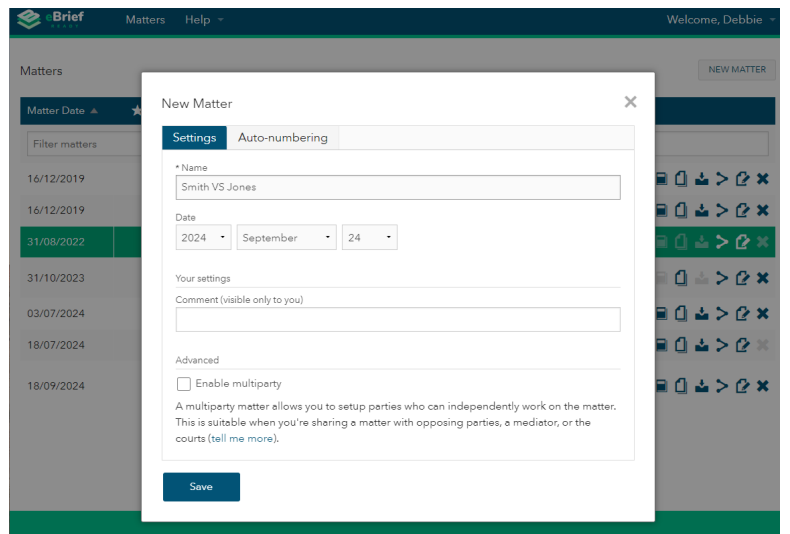
## Training Manual for eBrief Ready

### 1. Creating a Matter

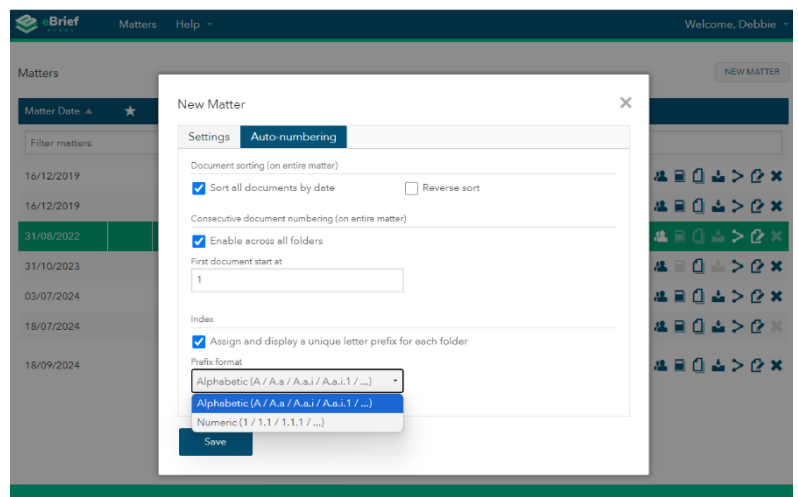
- Navigate to the top right corner and click on "New Matter."



- Enter the name of the matter and create it.

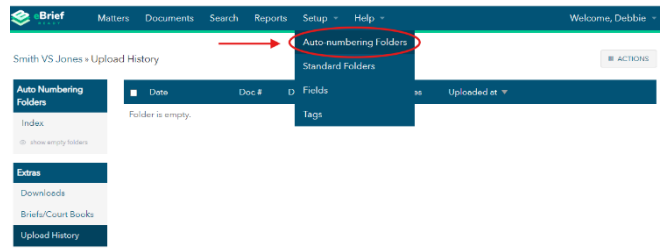


- You can set up features like auto-numbering, sorting by date, and assigning multiple parties (e.g., for multi-party matters or mediations).

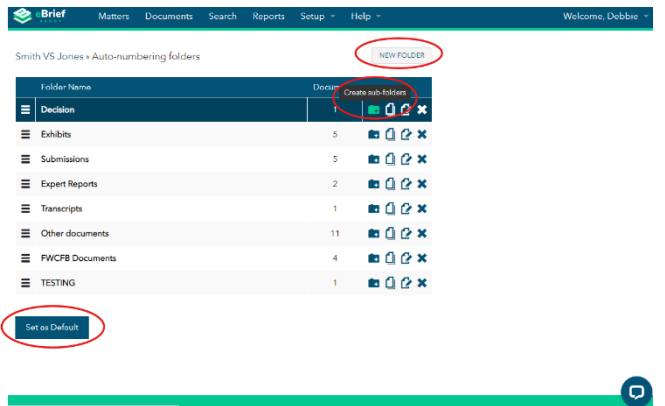


## 2. Setting Up Folders

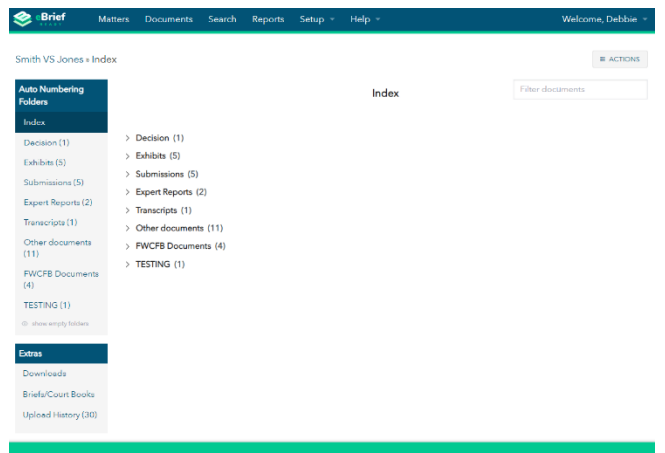
- Once the matter is created, click on the matter, then Setup and select the "Auto Numbering Folders" option.



- You can create new folders, subfolders, and rearrange them by dragging them into the desired order.
- You can save this folder structure as a default for future matters.

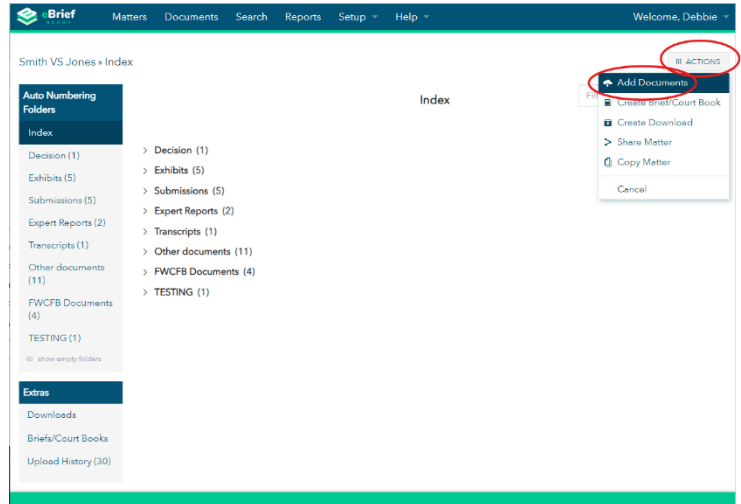


- Only folders used in a matter will be displayed in the folder index.

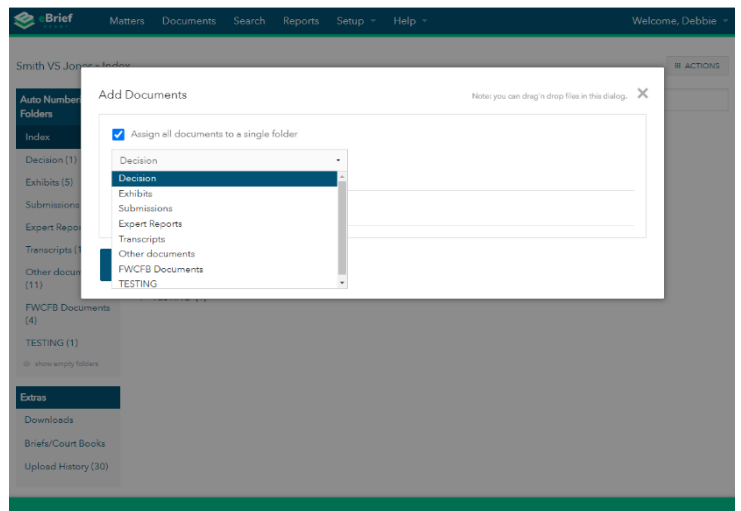


### 3. Uploading Documents

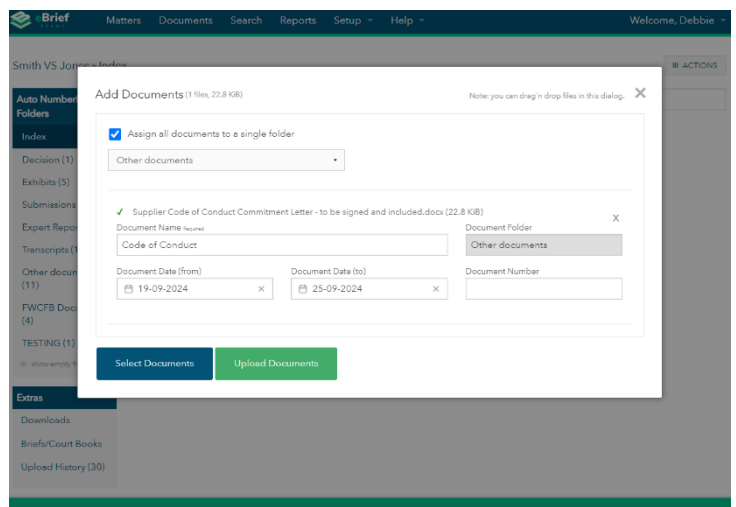
- To upload documents, click on "Actions" and then "Add Documents."
- You can upload various file types (Word, Excel, PDF, etc.), which will be automatically converted to PDF.



- Documents are assigned to a folder and undergo OCR (Optical Character Recognition) for easier searching.

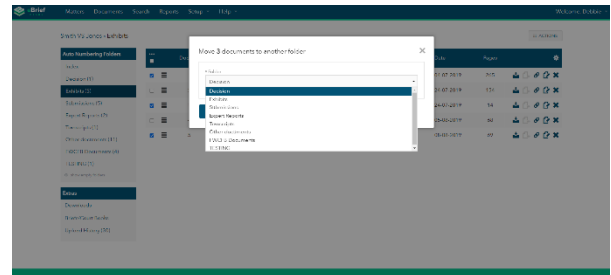
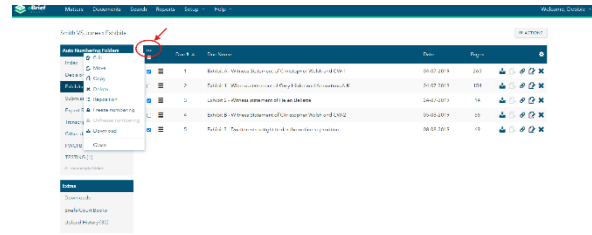


- You can edit document names and dates during or after the upload process.

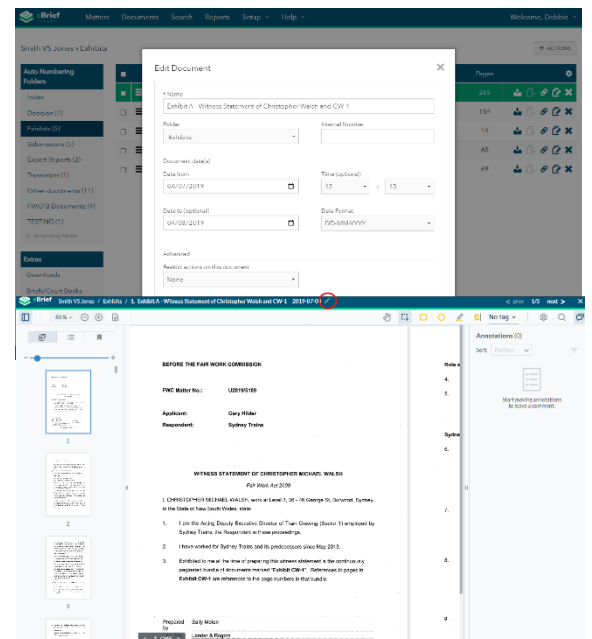
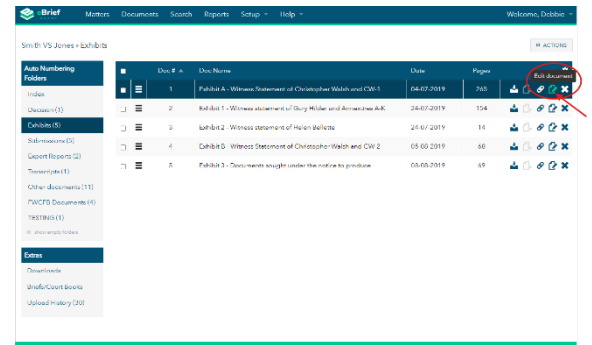


#### 4. Moving, Copying, and Editing Document Names and Dates

- Documents can be moved, copied, or deleted by dragging them into different folders.



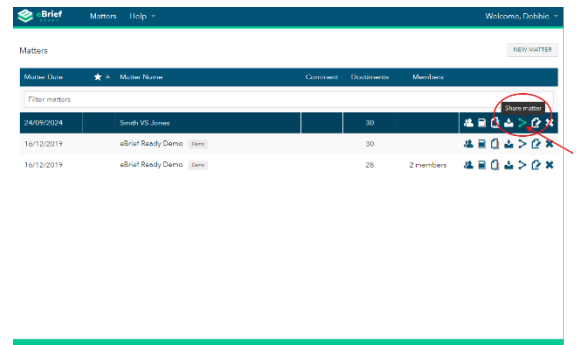
- To edit document names or dates, click on the document and make the changes directly.



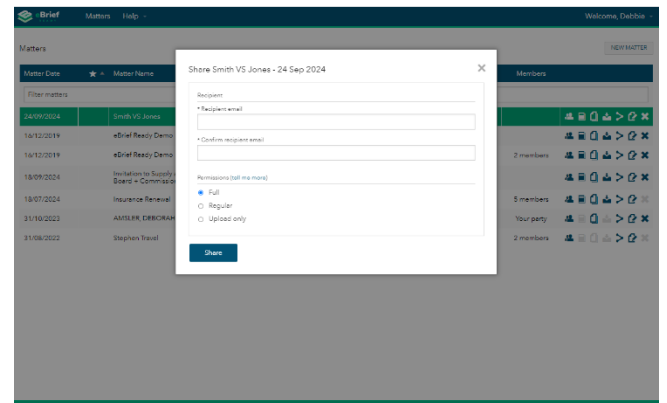
- You can also update these fields while viewing the document in the system's viewer.

## 5. Sharing Matters

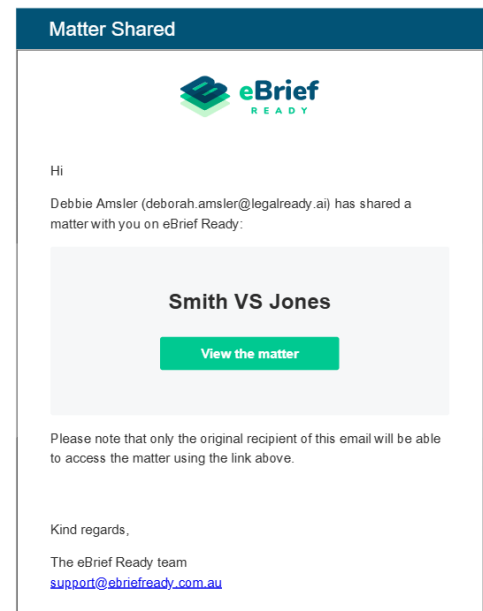
- To share a matter, click on "Share" and enter the recipient's email address.



- You can assign different user roles:
  - Full User:** Can do everything except delete the matter.
  - Regular User:** Can search, annotate, and download documents but cannot make structural changes.
  - Upload Only:** Typically for clients or third-party users like court reporters, who can only upload documents.

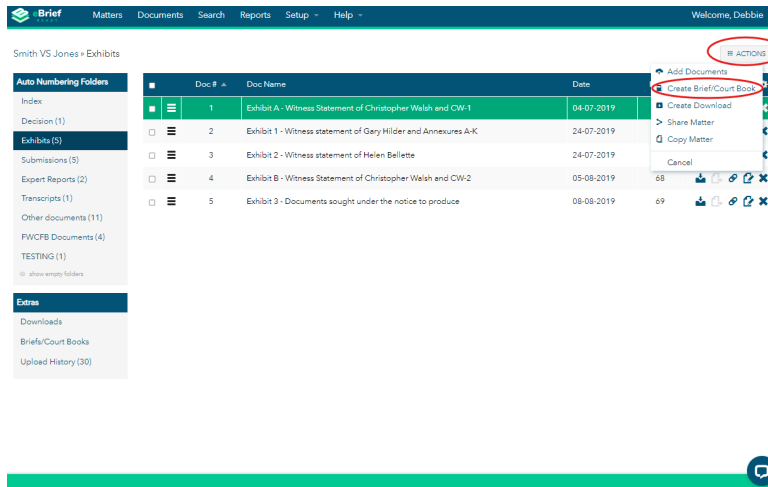


- Shared users receive an email notification and can access the matter without needing an eBrief Ready subscription.

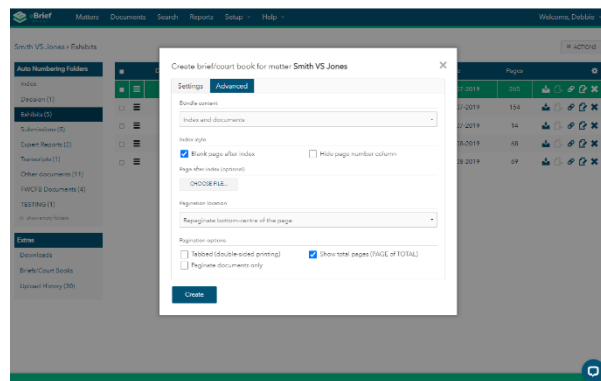
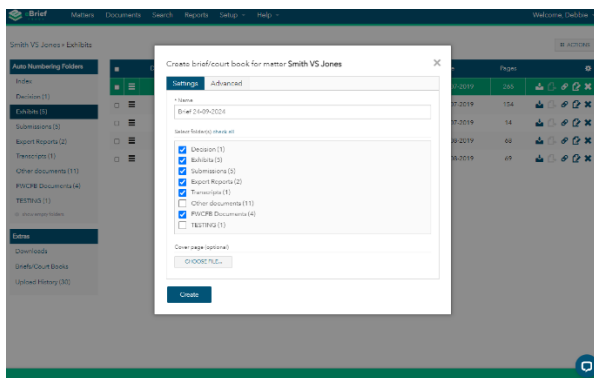


## 6. Creating Court Books and Briefs

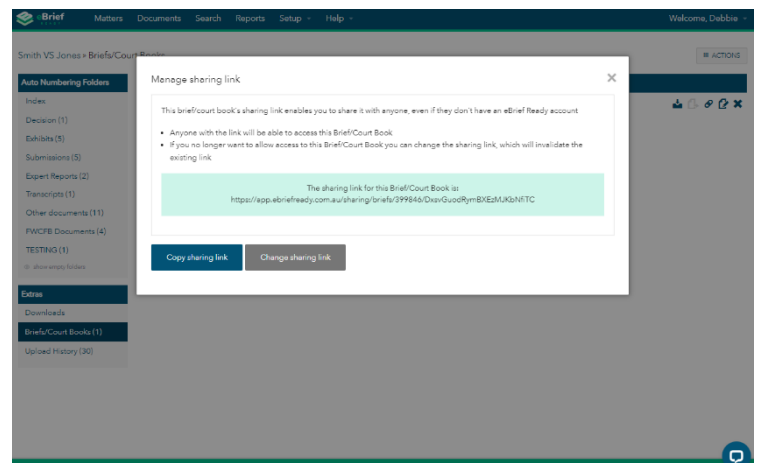
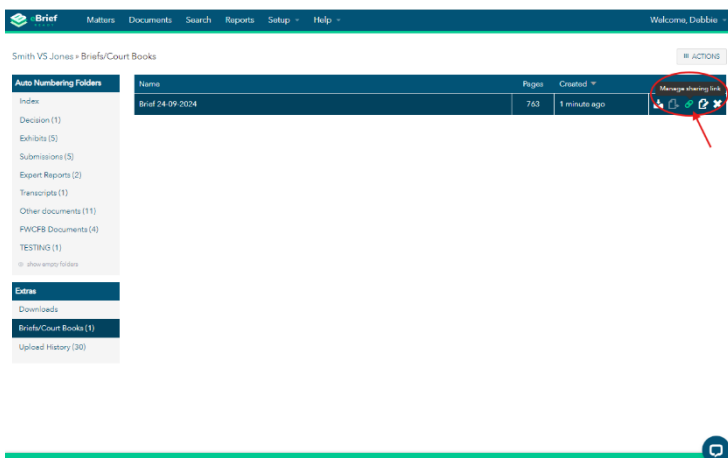
- Once documents are uploaded and organized, go to "Actions" and select "Create Court Brief."



- You can choose what documents you wish to include in the Court Brief and the system offers advanced options, such as adding an index or starting each document on a new page.

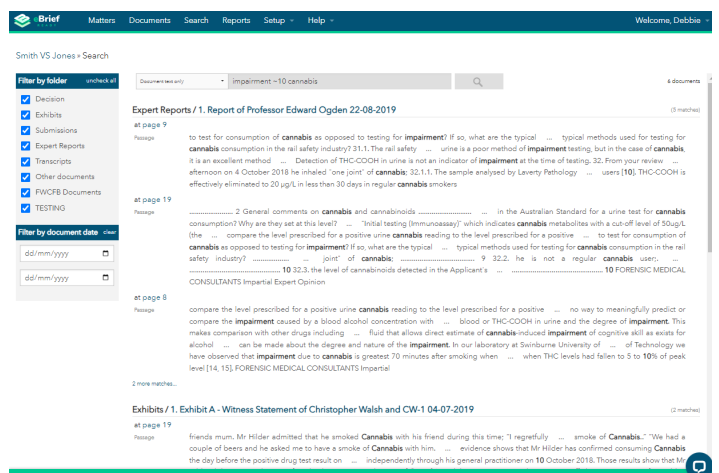
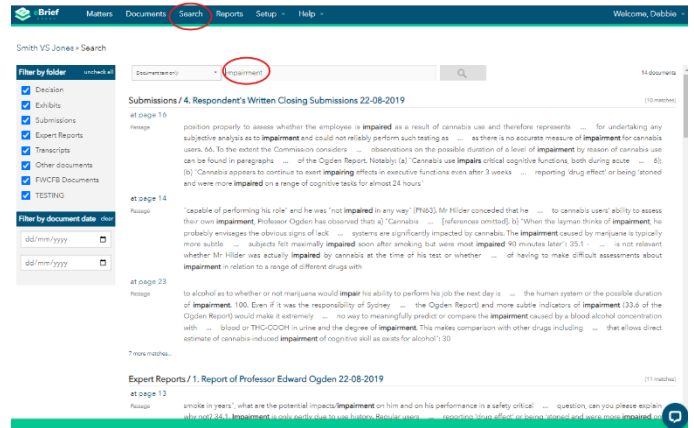


- Once created, the court brief can be downloaded or shared using a link similar to a Dropbox link, allowing recipients to view or download it without needing to log into the system.

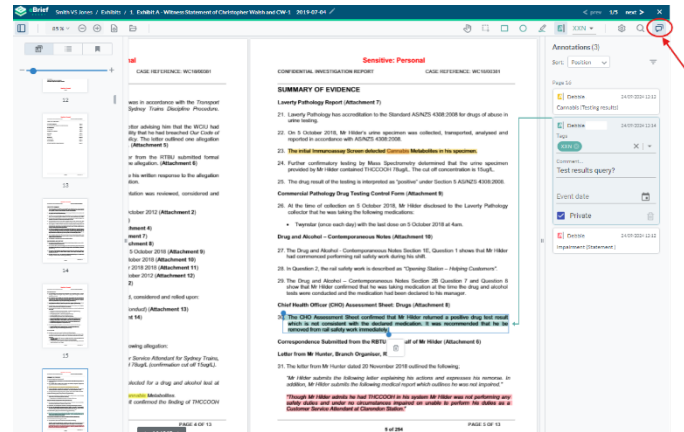
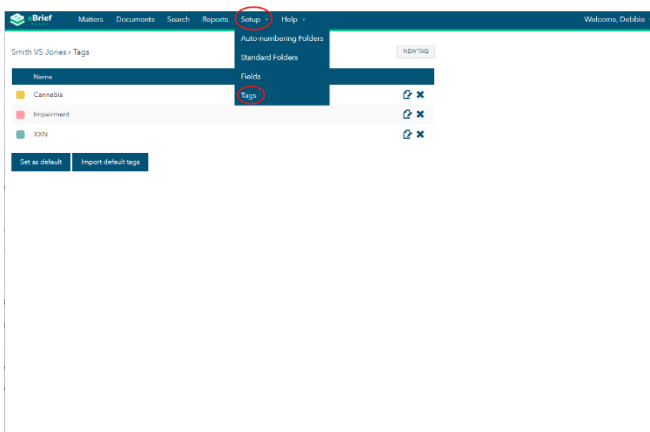


## 7. Searching and Annotating Documents

- The platform offers powerful search functionality, allowing users to search across all documents using keywords.
- Results show the folder, document name, and page number.
- You can refine searches by date range or specify proximity between keywords.

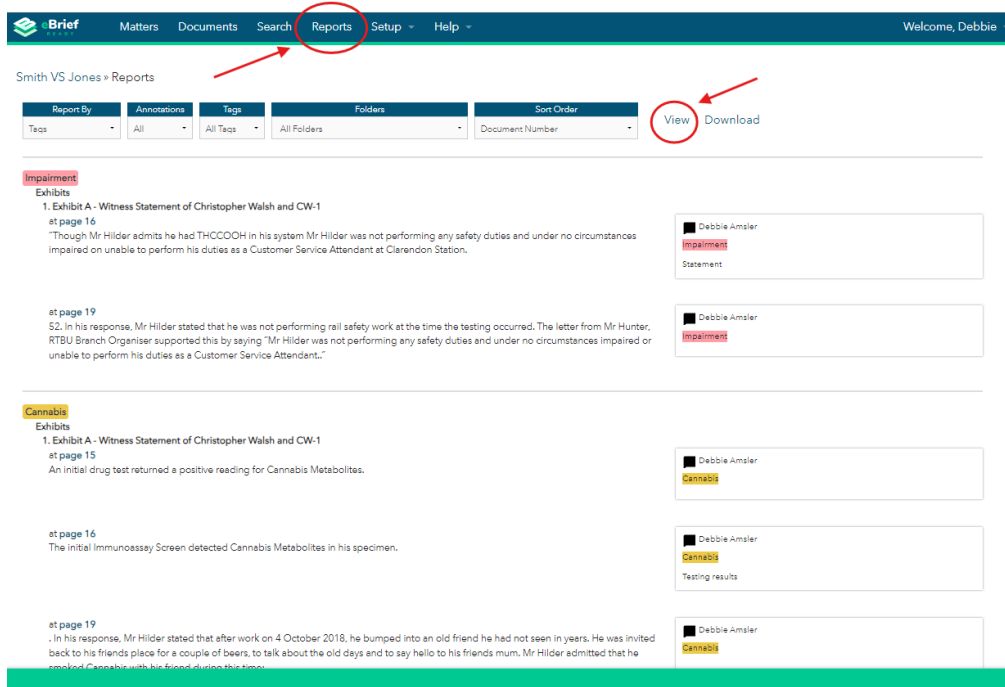


- The system allows annotation of documents, replicating traditional highlighting and sticky notes but in a digital format.
- Annotations can be private or shared with the team, and tags can be used to organise important sections for cross-examination or other key points.



## 8. Reporting and Exporting Reports

- All highlights and annotations can be compiled into reports.



Smith VS Jones » Reports

Report By	Annotations	Tags	Folders	Sort Order	
Tags	All	All Tags	All Folders	Document Number	View Download

**Impairment**

Exhibits

1. Exhibit A - Witness Statement of Christopher Walsh and CW-1  
at page 16  
Though Mr Hilder admits he had THCCOOH in his system Mr Hilder was not performing any safety duties and under no circumstances impaired on unable to perform his duties as a Customer Service Attendant at Clarendon Station.

at page 19  
52. In his response, Mr Hilder stated that he was not performing rail safety work at the time the testing occurred. The letter from Mr Hunter, RTBU Branch Organiser supported this by saying "Mr Hilder was not performing any safety duties and under no circumstances impaired or unable to perform his duties as a Customer Service Attendant."

**Cannabis**

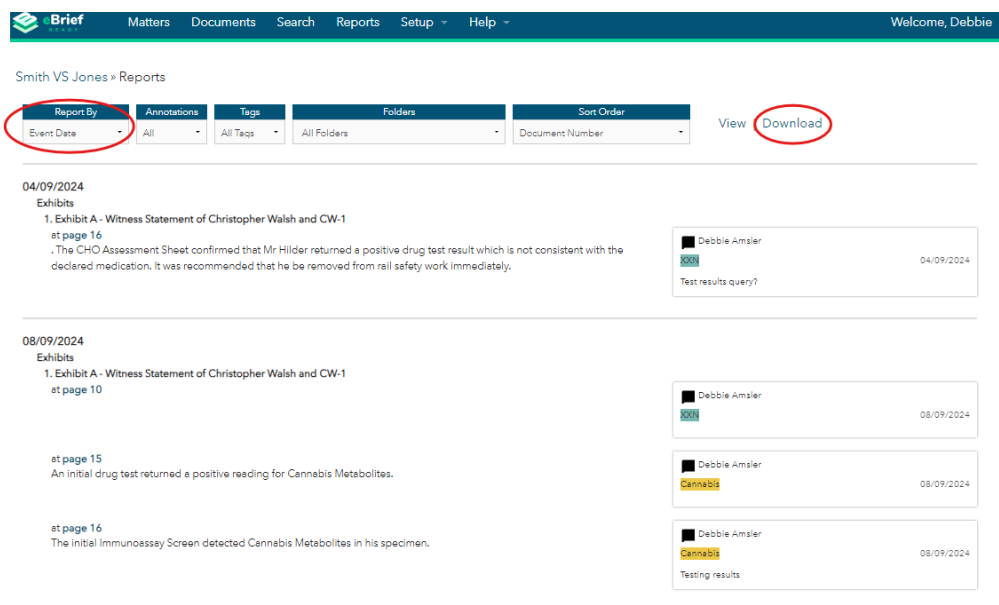
Exhibits

1. Exhibit A - Witness Statement of Christopher Walsh and CW-1  
at page 15  
An initial drug test returned a positive reading for Cannabis Metabolites.

at page 16  
The initial Immunoassay Screen detected Cannabis Metabolites in his specimen.

at page 19  
In his response, Mr Hilder stated that after work on 4 October 2018, he bumped into an old friend he had not seen in years. He was invited back to his friends place for a couple of beers, to talk about the old days and to say hello to his friends mum. Mr Hilder admitted that he smoked Cannabis with his friend during this time.

- Reports can be exported into spreadsheets, showing the highlighted text, annotations, and tags and shared or downloaded for further use.
- The system also allows for generating chronologies based on the annotations or document dates.



Smith VS Jones » Reports

Report By	Annotations	Tags	Folders	Sort Order	
Event Date	All	All Tags	All Folders	Document Number	View Download

04/09/2024

Exhibits

1. Exhibit A - Witness Statement of Christopher Walsh and CW-1  
at page 16  
The CHO Assessment Sheet confirmed that Mr Hilder returned a positive drug test result which is not consistent with the declared medication. It was recommended that he be removed from rail safety work immediately.

08/09/2024

Exhibits

1. Exhibit A - Witness Statement of Christopher Walsh and CW-1  
at page 10

at page 15  
An initial drug test returned a positive reading for Cannabis Metabolites.

at page 16  
The initial Immunoassay Screen detected Cannabis Metabolites in his specimen.