

LiveNote Central—A2B

A2B in LiveNote Central allows you to securely send and receive West Case Notebook and West LiveNote transcripts, LiveNote Evidence Format™ (LEF™) files, and other documents. You can send files to one or more recipients at the same time. All files are uploaded to the LiveNote Central secure server and can be downloaded by the recipients to bypass e-mail attachment filtering.

To access A2B in LiveNote Central, complete these steps:

1. Go to www.livenotecentral.com. The LiveNote Central sign-on page is displayed.
2. Type your user ID and password in the text boxes and click **Login**. The LiveNote Central Welcome page is displayed.

Note If you do not have a LiveNote Central account, call West LiveNote Technical Support at 1-800-290-9378.

For assistance using West Case Notebook or West LiveNote, call 1-800-290-9378 or e-mail west.livenote@thomson.com.

For free reference materials, visit west.thomson.com/support/user-guide/livenote-case-notebook.aspx.

Sending a File

To send a file with A2B, complete these steps:

1. Click **A2B** in the left frame.
2. Click **New File** under *A2B* in the left frame. The New File page is displayed in the right frame.
3. Type your business name in the *Business* text box.
4. Click **Search**. A list of businesses is displayed.
5. Select your business in the list box and click **Next**. The New File page is redisplayed (Figure 1).

Figure 1. New File page

6. Create the list of recipients.
 - To add an individual recipient, type the recipient's e-mail address or LiveNote Central username in the *Send To* text box.
 - To add a group of recipients, click **Group** to display a list of groups, then select the group you want to add. For information on creating a group, see below.
 - To remove a recipient, select the recipient's name in the *Send To* text box and press **Delete** on your keyboard.
7. Click **Browse** to locate and attach the file you want to send.
8. Change the expiration time for the file, if desired. The default setting is 14 days.
9. Select the check box, if desired, to receive an e-mail notification each time a recipient downloads your file.
10. To associate the attached file to a case, click **Yes**. Then enter the information requested in the text boxes and drop-down lists that are displayed.
11. Type a message in the *Message* text box to be included in the notification e-mail sent to recipients. Select the check box if you want to save the message.
12. Click **Send**.
13. When the file has been uploaded, the New File page is redisplayed with the details of the sent file. You can print this page, if desired. All recipients will receive an e-mail notification that a file is available for downloading.
14. To send another file, click **Again**. Otherwise, click **Done**. The Sent Files page is displayed.

Note When sending multiple files, it is recommended you first compress them using WinZip.

Creating a Recipient Group

To create a group of recipients, complete these steps:

1. Click **A2B** in the left frame, if it is not already selected, then click **Groups**. The Groups page is displayed in the right frame (Figure 2).

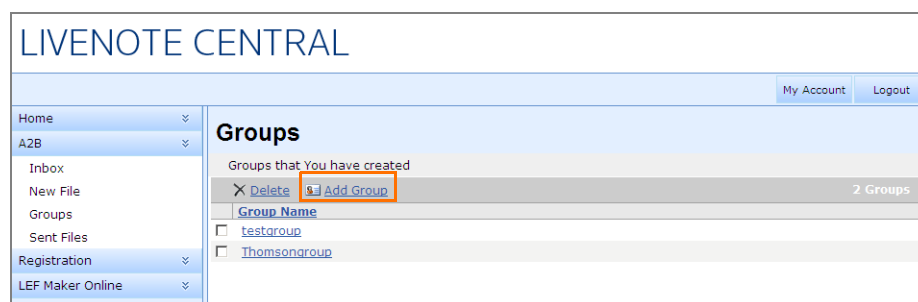


Figure 2. Groups page

2. Click **Add Group** in the right frame. The Add A2B Group page is displayed (Figure 3).

Figure 3. Add A2B Group page

3. Type the group name in the *Group Name* text box.
4. Type an individual's e-mail address or LiveNote Central username in the next text box and click **Add**. Repeat this step for each individual you want to add to the group.

Note To remove an individual from the group, select the name in the list and click **Remove**.

5. Click **Save Group**.

Downloading a File

To download a file with A2B, complete these steps:

1. Click **A2B** in the left frame, if it is not already selected, then click **Inbox**. The Inbox page is displayed in the right frame (Figure 4).

Figure 4. Inbox page

2. Click **Download** next to the file you want to download. The File Download dialog box is displayed.
3. Click **Open** or **Save** to open or save the file.

A2B Frequently Asked Questions

What kind of files may be sent?

The A2B system is primarily for the delivery of LEF files, which include transcripts and exhibits in electronic form along with links to the exhibits in transcript text. However, you may use A2B to send and receive any type of file, including a .txt file, an .exe file, or a .ptf file.

How secure is the A2B delivery system?

The entire transaction is secured via SSL (Secure Sockets Layer) with 128-bit encryption. It is also password-protected to authenticate both the sender and the recipient. A2B uses port 443/TCP, so the transcript file never needs to pass through an e-mail server.

Why not send and receive the files as e-mail attachments?

- E-mail delivery is not a secure option. Even if an attached transcript file is encrypted, this provides little security if the e-mail is intercepted or misdelivered. A2B provides a secure, password-protected, 128-bit encrypted transaction from start to finish.
- E-mail servers are commonly configured with firewall filters that may reject files such as an .exe file. A2B delivers the file via a secured connection, so firewall filters will not block receipt of your critical transcript file.
- Larger e-mail attachments can clog e-mail servers, delaying or preventing delivery and making remote access slow and tedious. Large attachments are frequently rejected based on size. A2B spares e-mail servers this burden and enables faster, easier downloading of your file.
- E-mail delivery cannot easily be tracked. A2B provides confirmation of successful delivery and retains a complete audit trail of the posted file in the sender's A2B Sent Files.

What is the cost?

The A2B system is a complimentary service.

