



## MyDepo

### User Guide

Log in to MyDepo at [www.networkdepo.com](http://www.networkdepo.com)

Sign in with your User ID & Password

**My Dashboard** - At-a-glance view and access to your calendar, jobs and cases.

- Click on a calendar setting or job number to view the job details.
- Click on the case number to see all the jobs for that case.

**Schedule Now** - The court reporting industry's easiest, most intuitive scheduling.

- All of your locations, attorneys and cases are stored and available to select when scheduling.
- Schedule conference rooms in any city nationwide.
- Receive emailed scheduling confirmations immediately after scheduling.

**My Calendar** - View your calendar. Search to filter by case, deponent or job number.

- Click on a calendar setting to view the job details.
- View your calendar in monthly view or weekly view.

**My Jobs** - View and access past, current and future jobs. Search to filter by case, deponent or job number.

- Sort jobs by date, case, deponent or job number.
- Click on any job number to view the job details.

**My Invoices** - View your invoices. Search to filter by case, client matter number or job number.

- View instant totals by case or client matter number.
- View notification of pending invoices for jobs that have not been completed before you close out the case.

**My Cases** - View and access your cases. Search to filter by case, client matter number or case number.

- Sort your cases by case, client matter number or case number.
- Click on any case to view the jobs for that case.
- Share access to your cases, jobs, calendars and invoices with colleagues in your firm 24/7 via the internet.
- Options to receive email notifications for all schedulings and changes to depositions in a case.
- Options to receive email notifications for all deposition transcript uploads to a case.