



## Participant Functionality

### Participant Guides for Document Sharing, Document Collaboration and Participant Chat in the CourtCall Video Collaboration Platform

#### Table of Contents

Document Sharing.....	2
Document Collaboration.....	7
Participant Chat.....	11



## How to Utilize Chat and Document Sharing/Document Collaboration Functionality in the CourtCall Platform

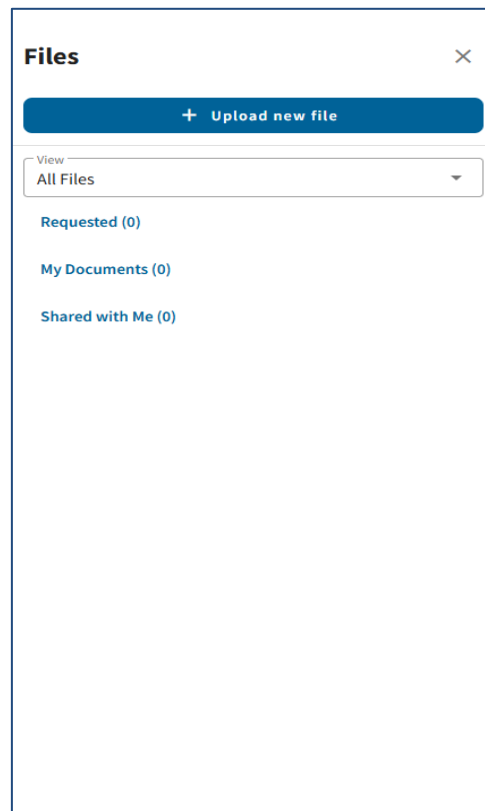
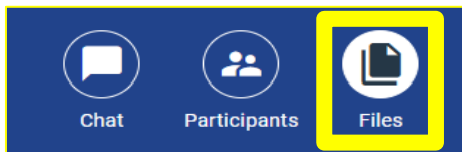
Days before your hearing, [test your configuration](#) from the device you will use on the day of your hearing.

CourtCall's platform is equipped with a robust suite of features that allow parties to exchange documents and collaborate on documents with each other. The platform also contains a powerful chat tool, which allows for added in-meeting effectiveness.

### Document Sharing

Participants may share a document with meeting hosts or others on their case during the meeting. Participants are able to share files with others (or view documents that have been shared with them) on their assigned case before, during or after the case has been called by the Judge.

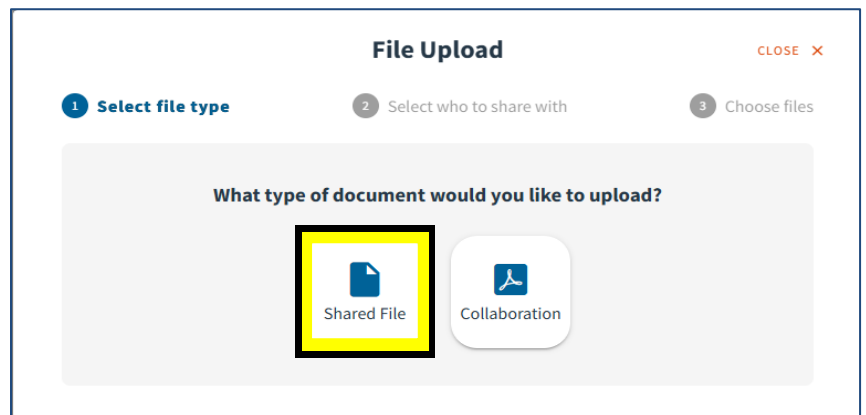
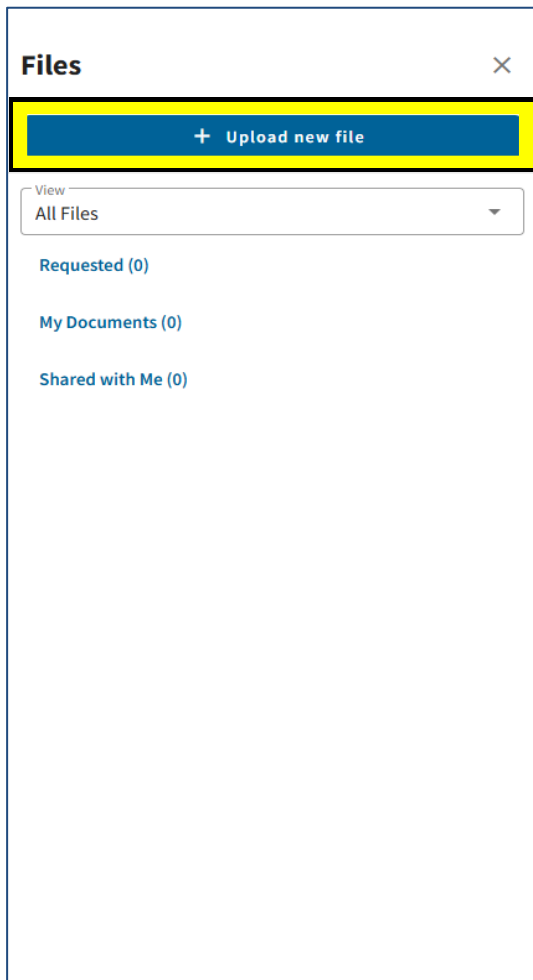
Likewise, participants can share files with any others who are in the same private sub-conference room. To upload a new file, or view documents that have been shared with you, open the “**Files**” sidebar by selecting the files button in the user control panel.





To upload a new file, select “Upload new file” at the top of the Files sidebar. The file upload menu will appear. Participants will be asked to upload either a Shared File or a document for Collaboration.

To upload a shared file, select “Shared File” from the menu. Shared files may be uploaded in virtually any format (ie: .pdf, .doc, .jpg, .mov, .mp3, etc.) and there is no size limitation.



Once “upload new file” is selected, participants will be asked to select desired recipients for the document share. Non-hosts have the option to share a document with meeting hosts, other participants on their case or have the option to upload documents without sharing



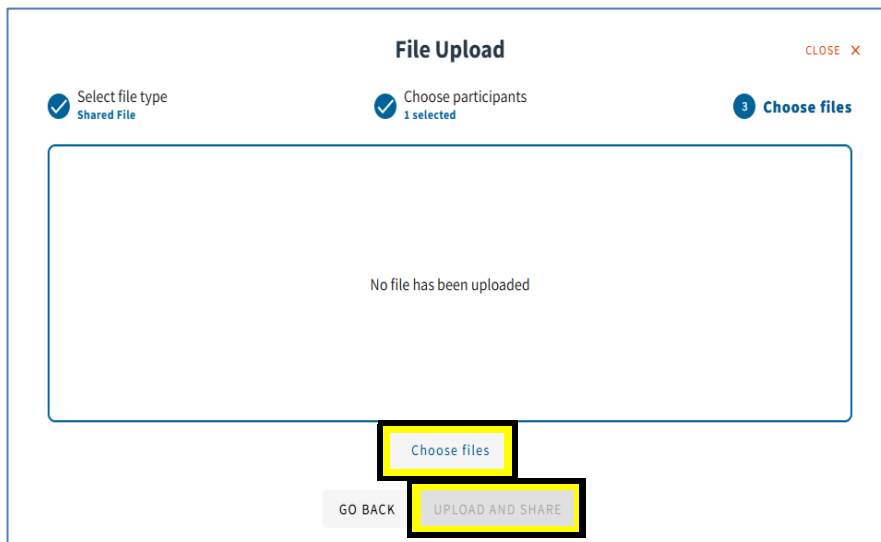
with other participants. Documents that are uploaded and not shared can be shared at any point after uploading.

A screenshot of the "File Upload" interface. At the top, it says "File Upload" with a "CLOSE X" button. Below this are three steps: 1. "Select file type" (with a checkmark and "Shared File" selected), 2. "Select who to share with" (highlighted in blue), and 3. "Choose files". The main area is titled "How would you like to select participants to share with?" and contains six options: "All" (with a group of people icon), "Choose" (with a plus and people icon), "By Case" (with a briefcase icon), "Upload without sharing" (with a document icon), "Current Subconference" (with a square containing the letter 'S'), and "Hosts and Moderators Only" (with a star icon). At the bottom are "GO BACK" and "CONTINUE" buttons.

Once the recipients have been selected, participants must select the document(s) that they wish to upload. Multiple documents can be uploaded at a time.

To add files, select "Choose Files" (if multiple documents are being uploaded, the system will display "Add More Files"). Documents must be saved on the participants device (computer, smartphone, tablet) to upload into the CourtCall platform.

Once the proper documents are selected, choose "Upload and share" to upload the document to the selected participants.



Successfully uploaded documents will be displayed under the “My Documents” tab. Documents that have been shared with you will be identified under the “Shared with Me” tab. The “Files” button in the user control panel will indicate the number of unseen files that have been shared with you.

Documents are scanned for malware, viruses and other harmful items prior to being uploaded into the system. Documents are purged from the CourtCall system once the meeting room is closed or in the event a meeting room is not properly ended, at midnight each day.

CourtCall does not have access to files that are shared within the platform. To download/view a shared file, simply click on the title of the document.

### Files

+ Upload new file

View  
All Files

Requested (0)

**My Documents (1)**

File

BlankMOH.pdf Edit

Shared with: Michael Benton (Invited)

Shared with Me (0)

### Files

+ Upload new file

View  
All Files

Requested (0)

My Documents (0)

**Shared with Me (1)**

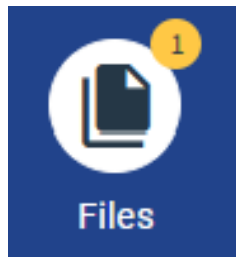
Collaboration

BlankMOH.pdf

Shared by: Steven Smith

Shared with: Michael Benton (Invited) and DWC Judge

Collaborate Delete file

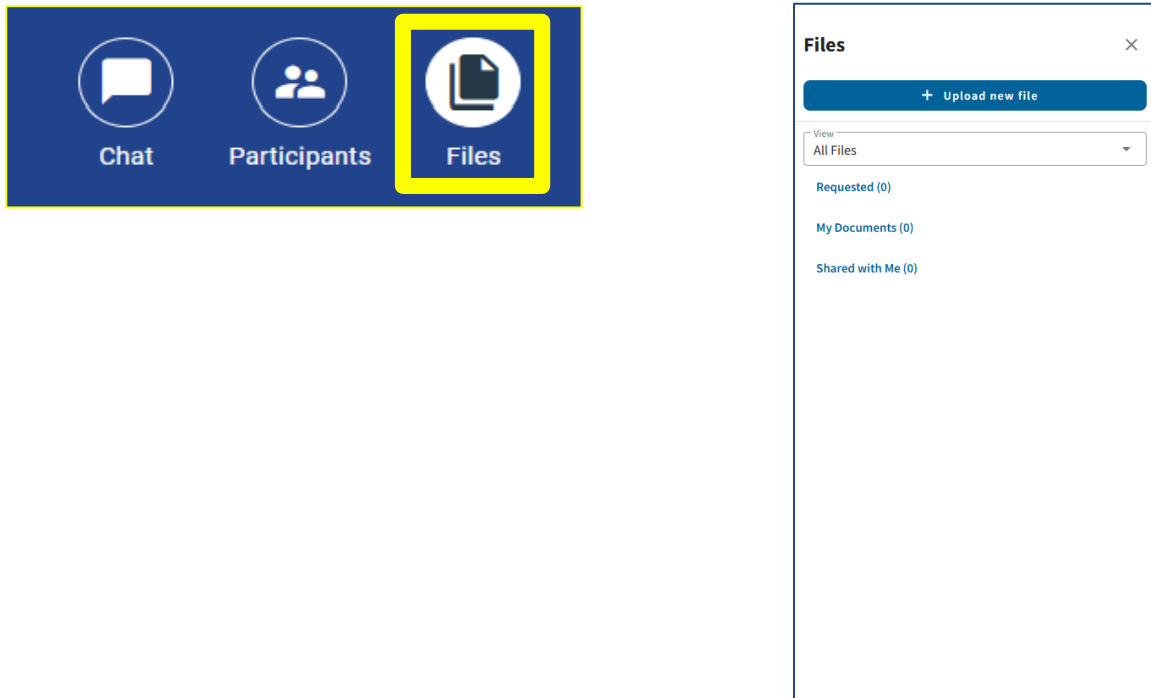




## Document Collaboration

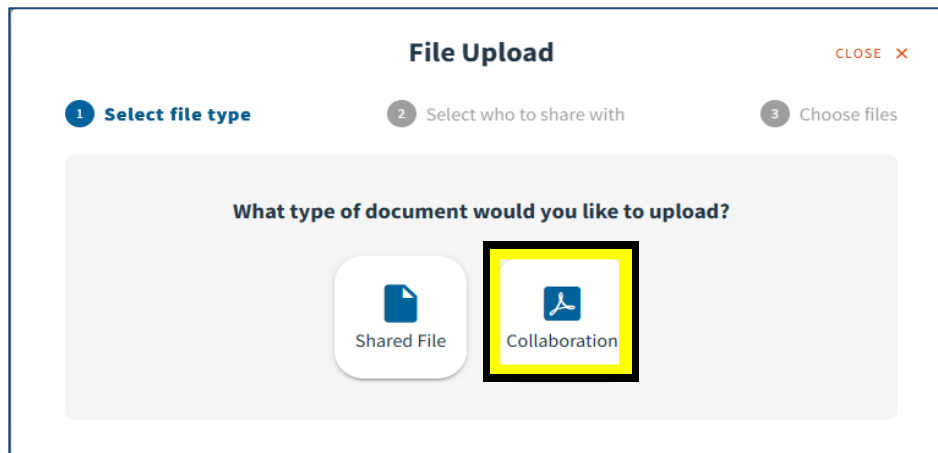
In addition to file sharing, the CourtCall system also contains a document collaboration tool, which allows participants to collaborate/annotate/markup documents in real time. Completed documents are available for export, and can be downloaded including all session annotations and additions.

To upload a new file for collaboration, or collaborate on files that have been shared with you, open the “Files” sidebar by selecting the files button in the user control panel.

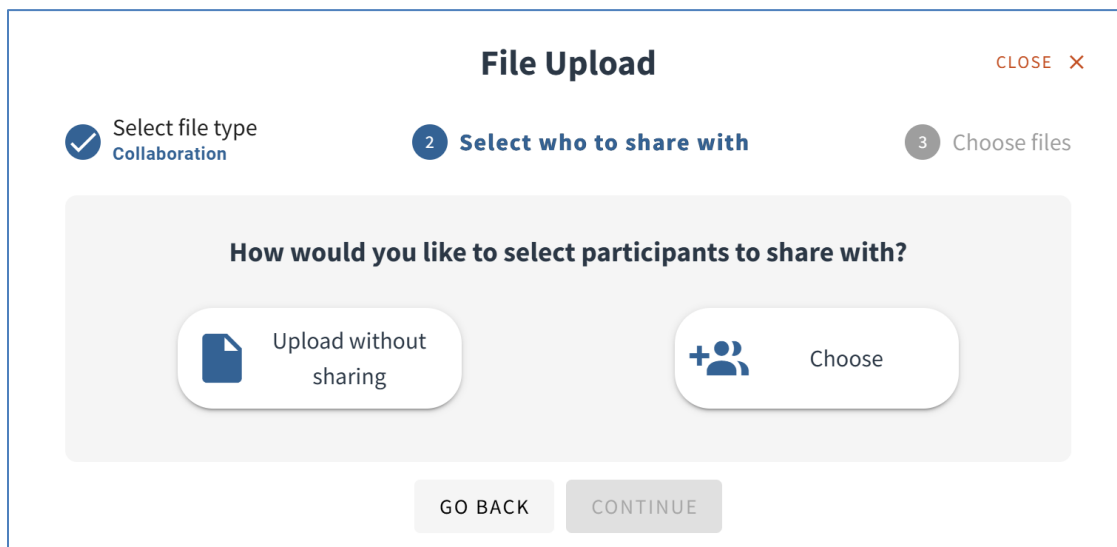


To upload a new file, select “Upload new file” at the top of the Files sidebar. The file upload menu will appear. Participants will be asked to upload either a Shared File or a document for Collaboration. To upload a file for collaboration, select “Collaboration” from the menu. Collaboration documents must be uploaded in PDF format.

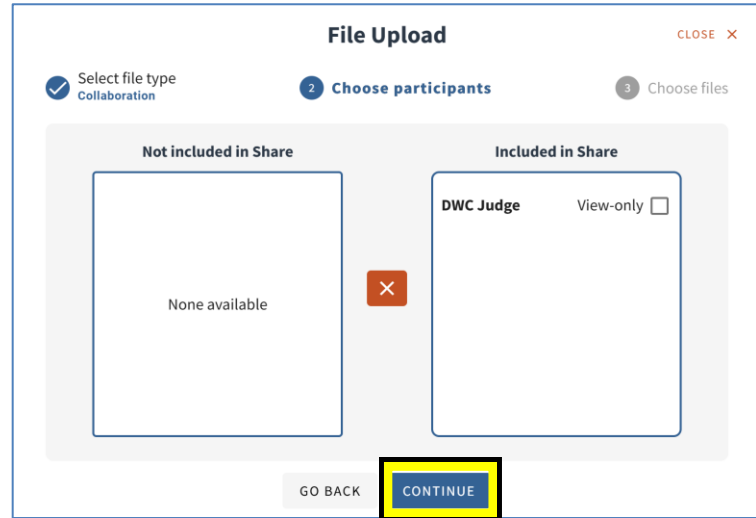
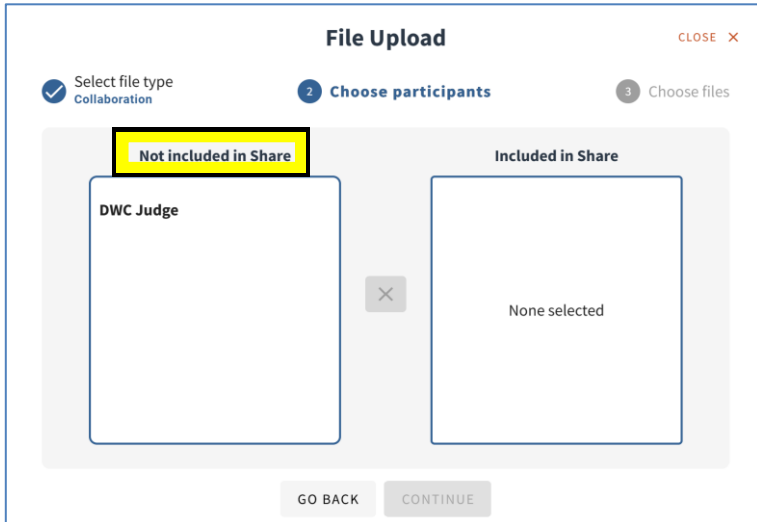
In order to upload documents, they must be saved onto your device. Documents cannot be uploaded from cloud-based systems.



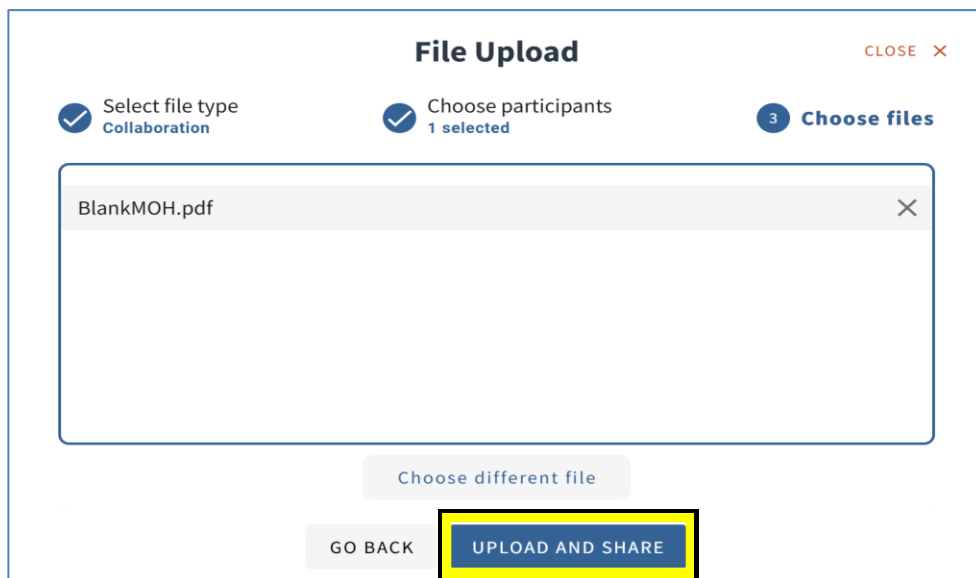
You will then be prompted to select those you wish to collaborate with. You may choose individuals from the meeting, or upload the document without sharing it with others. If you elect to upload without sharing, you may edit access at any time. Unshared documents may still be marked up/annotated in the collaboration module.



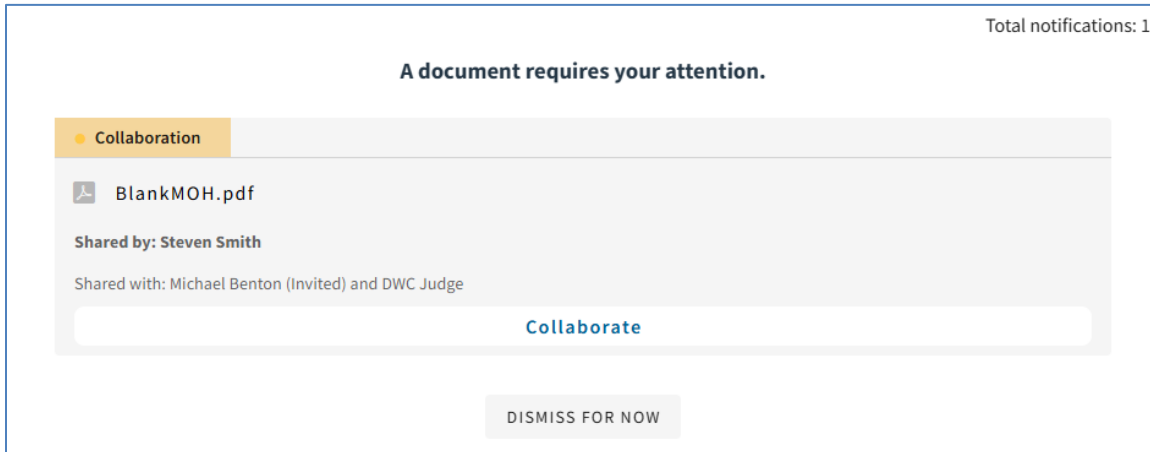
You may select as many participants as desired to collaborate on the file. You may also opt to provide parties access to view the file but not make changes to it, by selecting the “View Only” option. To select included participants, simply click on the name of the desired participant. Once the proper participants have been selected, press “Continue” to select your file.



Select the proper files from the “Choose Files” menu. As a reminder, any collaboration documents must be uploaded in PDF format. Only one file may be uploaded at a time. The file must exist on the participant’s computer.



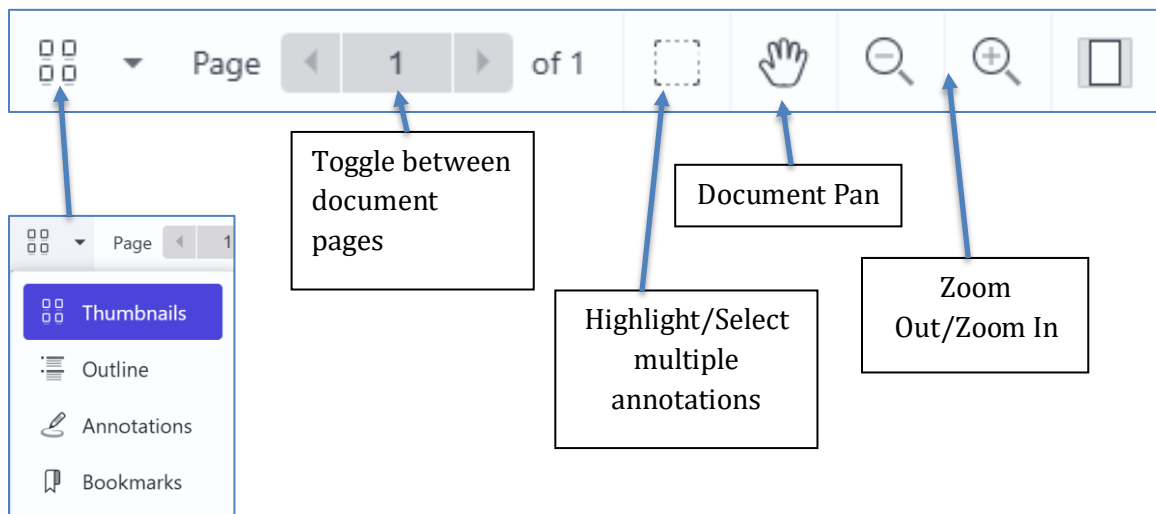
Participants will receive a pop-up notification asking them to collaborate or dismiss the document from their view.

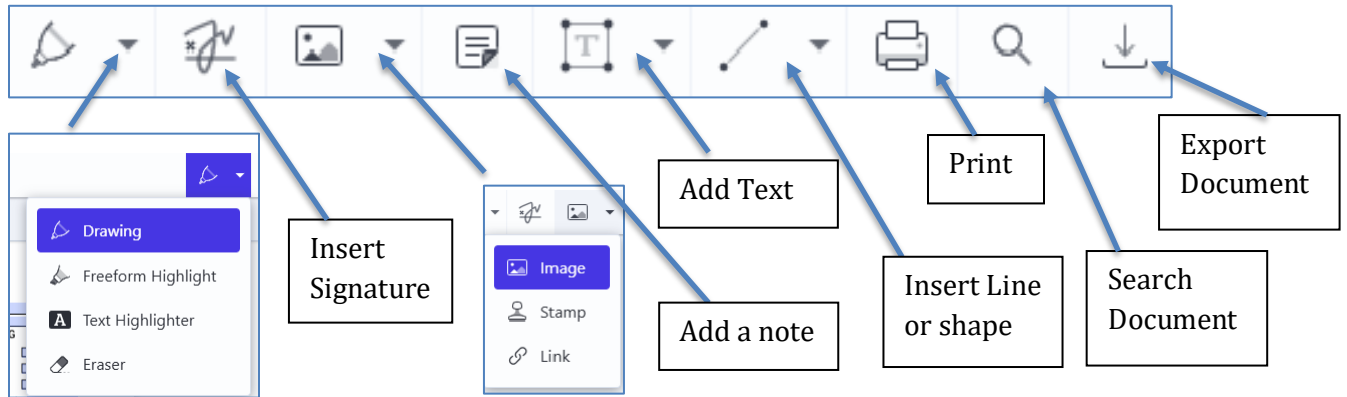


If participants accept the invitation to collaborate, the CourtCall Collaboration Module will load.

**Note that the Module will load in a new browser tab (not window), to return to the video platform, please toggle between browser tabs, and do not close your browser. Use caution as closing the browser will exit you from the CourtCall Video meeting, and you will need to reconnect.**

The collaboration module features many options/tools to help participants best collaborate on documents. Exported documents contain all additions made during collaboration.

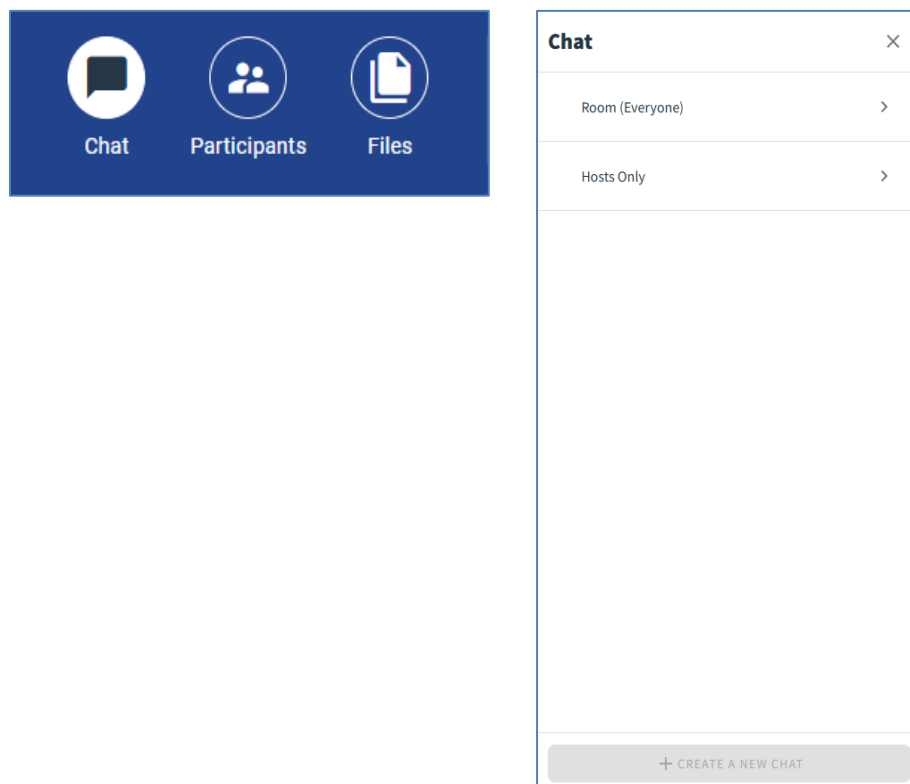




Collaborated files can be saved numerous times, with each exported file containing the status of the document at the time of the export.

## Participant Chat

The CourtCall platform features a chat tool that allows participants to communicate via written messages. To activate the chat tool, select the “Chat” icon from the user control panel. Selecting the “Chat” icon will open the chat sidebar.



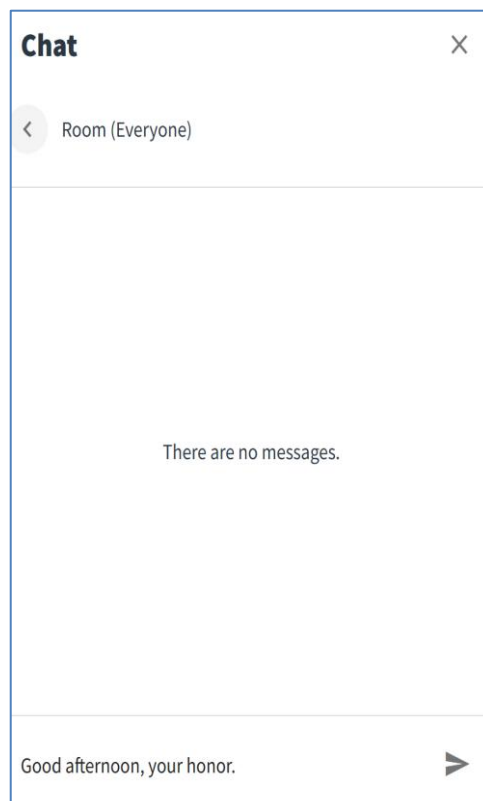


By default, participants have access to a “Room (Everyone)” chat a “Hosts Only” chat, and a chat with others on their case.

The “Room (Everyone)” chat allows participants to send messages to all participants in the virtual hearing room. The “Hosts Only” room allows participants to send messages directly to the Judge and other hosts. Case chat allows for chat communication between all parties who attached themselves to the case upon logging into the platform.

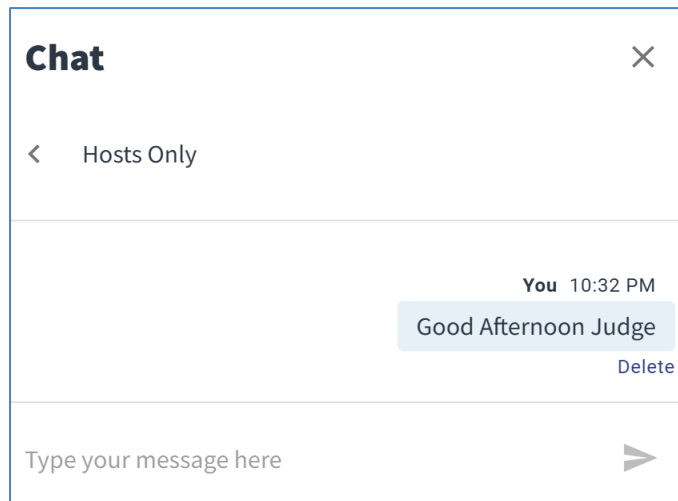
Any additional chat threads must be created by the meeting host. All threads will populate as individual lines in the chat sidebar.

To initiate a chat, simply select the desired thread and enter your message in the bottom text field. To send the message, press the send arrow. **Use caution and proper etiquette when using the chat function. Remember that even confidential chats can be captured via photos and screenshots.**

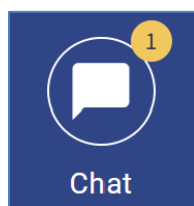




Any chat can be deleted at any time. To pin delete your message, hover over the message and select “Delete.”



The “Chat” icon in the participant user control panel will update with a count of any unread messages. Once new messages are viewed, the indicator will disappear.



Days before your hearing, [test your configuration](#) from the device you will use on the day of your hearing.