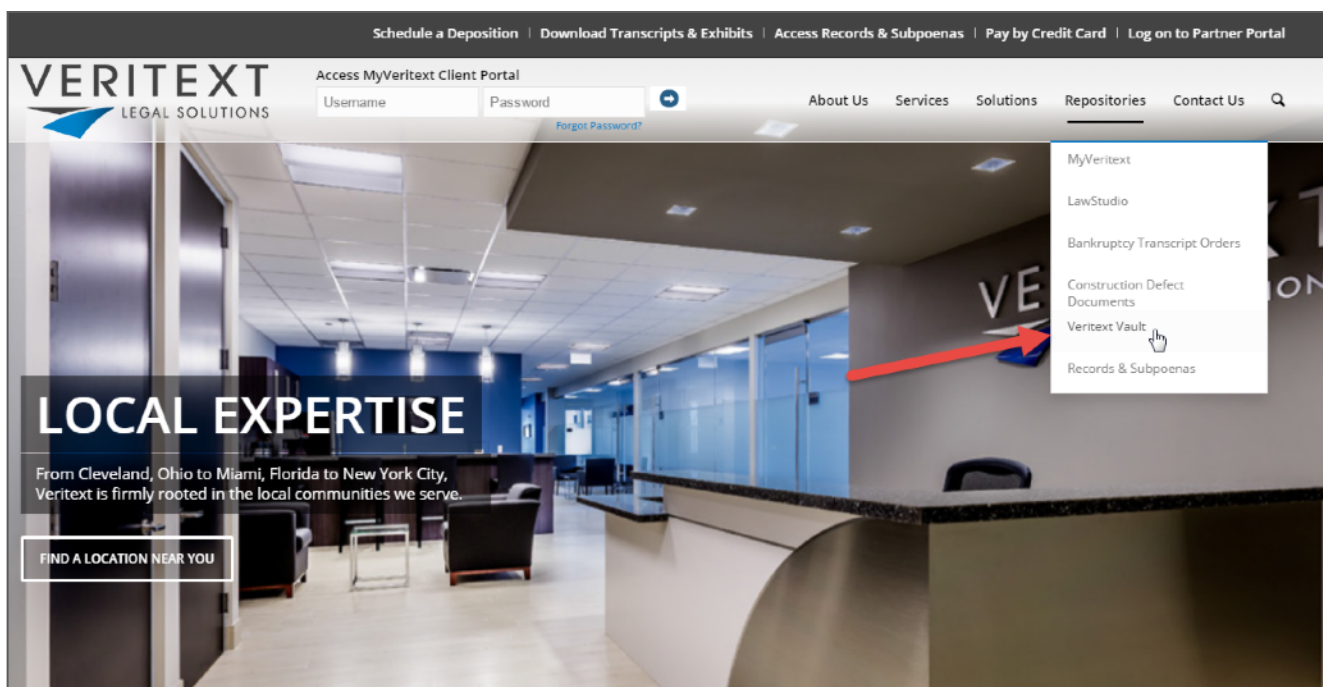

The Veritext Vault 3.0

Veritext's Secure Online Depository

User Guide





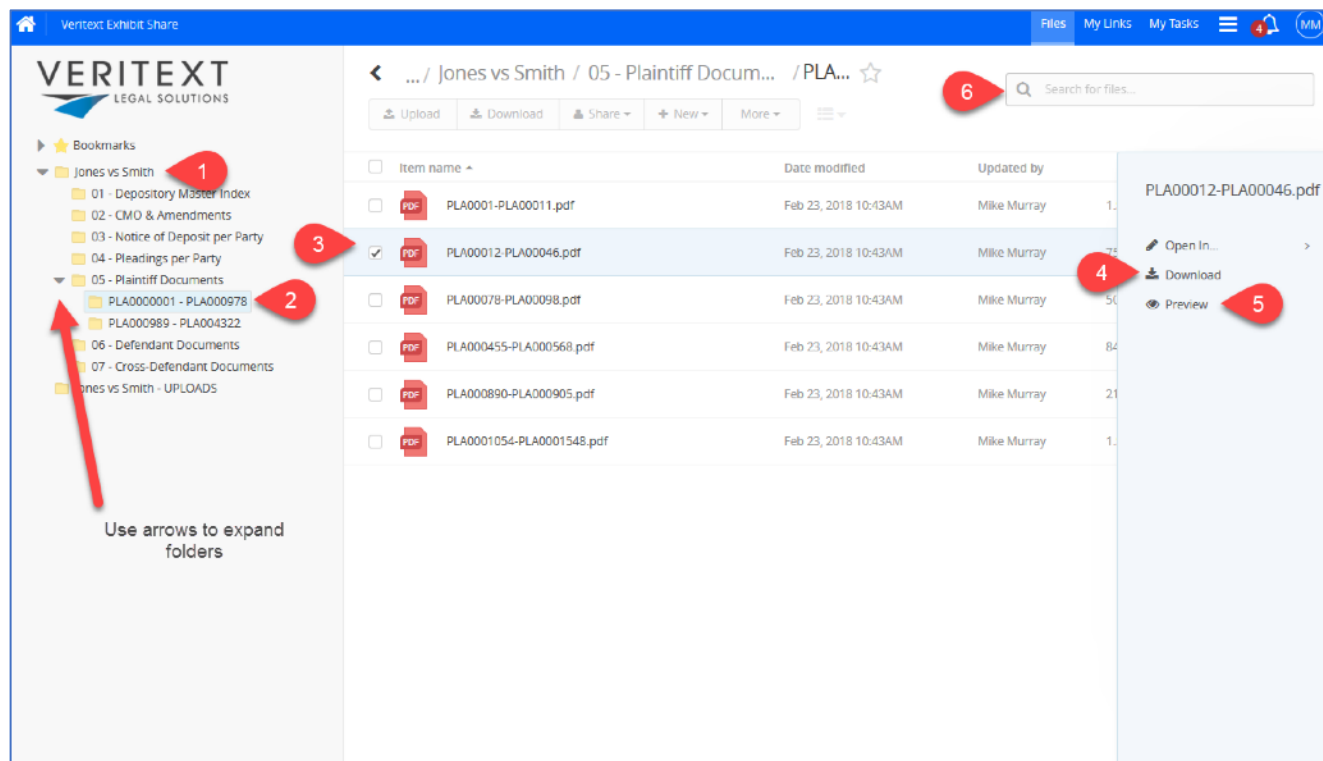
Using the Vault

You will receive an email from The Vault containing your username and a link to setup a password. Once you have that:

1. Visit www.veritext.com/vault
2. Click Vault Login
3. Enter your username and password

Accessing Files

Once logged in, you will see a File Tree on the left. To browse files, simply click the folders as you would in Windows. The contents of that folder will be displayed on the right side. Use the small triangle to dropdown any subfolders.



1. Each case will be located at the top level on the left.
2. Selecting a folder, will show its contents on the right.
3. Select a file to see the pop-up menu.
4. Click here to Download the file.
5. Click here to Preview the file.
6. Use this box for Searching.

Viewing Files

To preview files with the online viewer, simply click the file name. The Vault supports the following file types when previewing in the web interface:

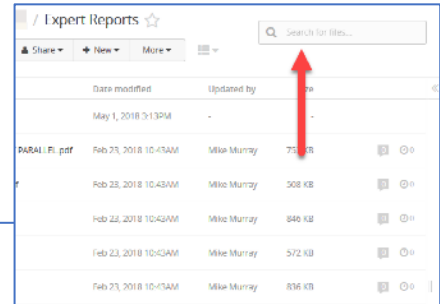
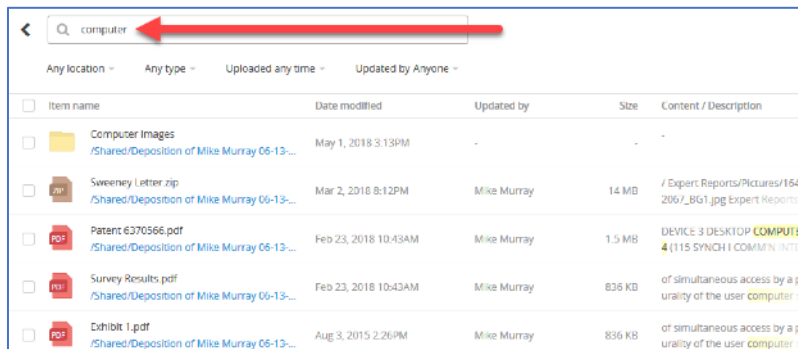
Category	Accepted File Types	Max Preview Size
Document and Word Processing	doc, docm, docx, dot, dotm, dotx, ez, fodt, hwp, odt, ott, pdf, pub, rtf, sdw, sgf, stw, sxw, uot, wpd, wps	100 MB
Spreadsheet	csv, xls, xlsb, xlst, xlsx, xlt, fods, ods, ots, stc, sxc, tsv, uos	5 MB
Presentation	fodp, odp, otp, pot, potm, ppm, pps, ppsm, ppsx, ppt, pptm, pptx, sti, sxi	50 MB
Images	bmp, cgm, dxf, eps, fodg, gif, jfif, jpeg, jpg, odg, otg, pas, pbm, pcd, pct, pcx, pgm, pic, png, psd, ras, sgv, std, svg, svgz, svm, sxd, tga, tif, tiff, vdw, vdx, vsd, wmf, CR2, CRW, ERF, RAF, PPM, 3FR, RAW, KDC, DCR, MEF, MRW, MDC, NEF, NRW, ORF, RW2, PEF, X3F, SRW, SRF, ARW, DNG, PPM, MOS	30 MB
Audio and Video	flv, mp3, mp4, ogv, webm	Max size for video previews: 500 MB Max size for audio previews: 100 MB
Text and Source Code	actionscript, applescript, as, as3, bash, c, cfm, cfml, cpp, cs, css, dcu, diff, erl, ez, groovy, gsh, gvy, gy, html, java, javafx, jfx, js, pas, patch, perl, php, pl, pm, ps1, py, rb, ruby, sass, scala, scss, sh, shell, sql, txt, vb, vbscript, xhtml, xml, xslt	1 MB

Searching

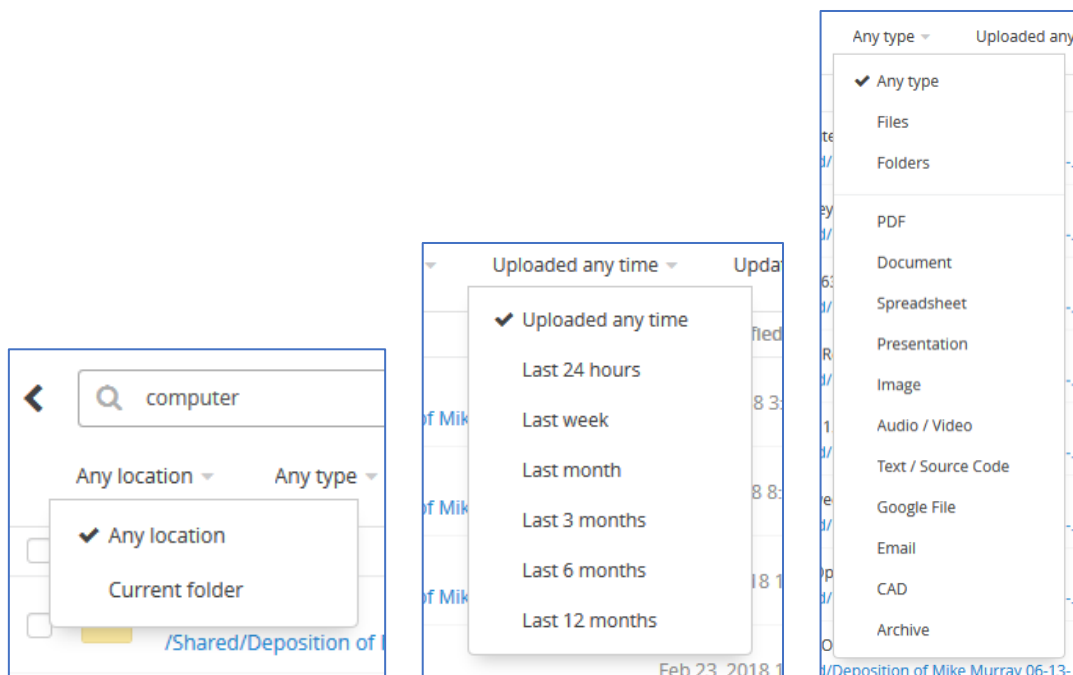
File names, folder names and the full text of documents are searchable within the Vault.

To search your files:

1. Click the Search box in the upper right
2. Type the search terms in the box

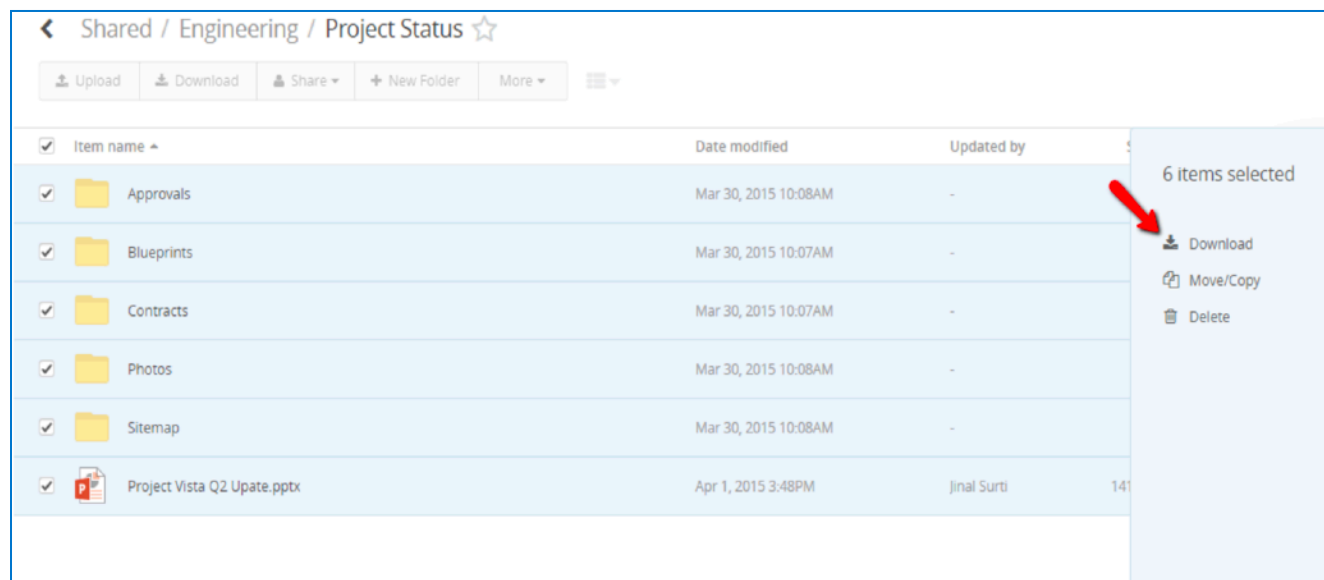


3. Hit Enter
4. Search Results will display below
5. Adjust Search parameters using the drop options under the search box.
6. Search options include:



Downloading Files/Folders

Download files and folders by selecting them and clicking “Download” in the right side menu.



Making Deposits

Deposits to the Vault can be made by uploading the files directly, or physically shipping the media to our office.

Via Upload

To upload directly to the Vault, please contact our team to create an “Upload” folder for you. Once that is setup:

1. Veritext will provide a URL for uploads. Each case will have a unique upload URL. Click that URL.
2. Enter your information

The form is titled 'Send files to Veritext' and includes the Veritext Legal Solutions logo. It contains three input fields: Name, Email Address, and Company (optional). Below the fields is a disclaimer and a 'Continue' button.

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Send files to Veritext

Veritext has invited you to send files

Name

Email Address

Company (optional)

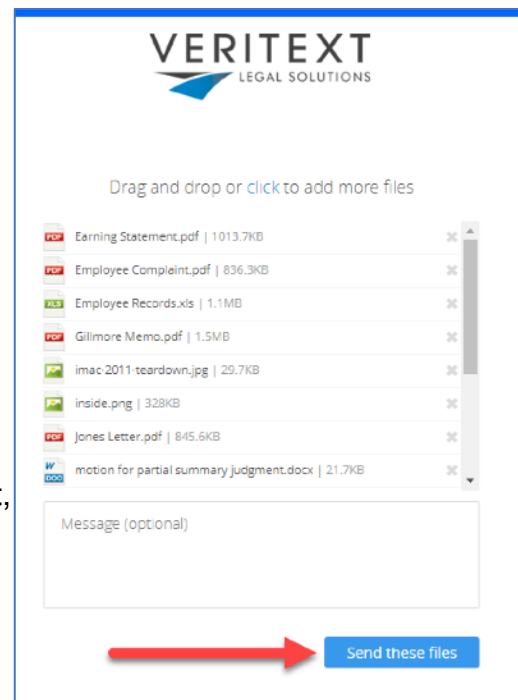
By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

Continue

3. Drag-and-drop the files to upload. (Note: Folder organization will not be maintained during upload. To maintain folders/sub-folders, zip the folders/files first, then upload to the Vault.
4. Add an optional message about the files
5. Once all files have been uploaded, click Send These Files
6. A confirmation message will appear. The files have been successfully uploaded.

Note: To ensure orderliness of the deposits and the Vault, all uploads will be reviewed before being added to the main case folder.

Via Shipment



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Drag and drop or [click](#) to add more files

PDF	Earning Statement.pdf 1013.7KB	3%
PDF	Employee Complaint.pdf 836.3KB	3%
XLS	Employee Records.xls 1.1MB	3%
PDF	Gillmore Memo.pdf 1.5MB	3%
JPG	imac 2011 teardown.jpg 29.7KB	3%
png	inside.png 328KB	3%
PDF	Jones Letter.pdf 845.6KB	3%
DOCX	motion for partial summary judgment.docx 21.7KB	3%

Message (optional)

[Send these files](#)

To physically send deposits, please contact your local Veritext office for shipping details. Veritext will accept the following media: CDs, DVDs, USB Flash Drives and External Hard Drives.

Deposit Formatting

All depositing parties shall use the first three letters of the party's name followed by the applicable Bates stamp numbers to identify the documents being deposited (e.g., lex-0001). In the event of duplicative letters amongst the parties, each party shall adopt a three-letter combination sufficient to distinguish it from other parties in the action.

All documents, shall be deposited in Veritext's document repository in digital form only, as follows:

- Documents produced will be organized as to name of party, then type of document.
- Documents will be legible, Bates stamped consecutively, and scanned at minimum 300 DPI
- Documents will be produced in a "Searchable PDF" format.
- Photographs can be either JPG or PDF format as long as each photograph is Bates stamped.
- Documents must be scanned squarely vertical on the page.
- The file name shall be the Bates Number of the first page of the document followed by the last page Bates Number. (i.e. PL00001-PL00015.PDF)

-
- A detailed index, including the beginning and ending Bates number of each document, will be provided with a copy of the index sent to the depository with the CD-ROM disc.

The deposit of documents shall be accompanied by a Notice of Compliance, and the detailed index signed by counsel for the party, which shall be served on all parties, stating a detailed description of the documents produced, their Bates-stamped numbers, and the date of deposit.

When a Case Ends

Upon completion of the case, please notify Veritext within 30 days. Vault cases can be handled in a couple of ways:

- Data can be destroyed (include data destruction certificate)
- Data can be returned (processing fee based on data size will be incurred)
- Data can remain active (Vault access will be billed at case rates)

Support

If you have any questions about the Vault, please reach out to your local Veritext office today.

[Contact Info](#)