

JOTA2®

Client How to Guide

Need help?

Contact your Local Bureau: 1300 548 787

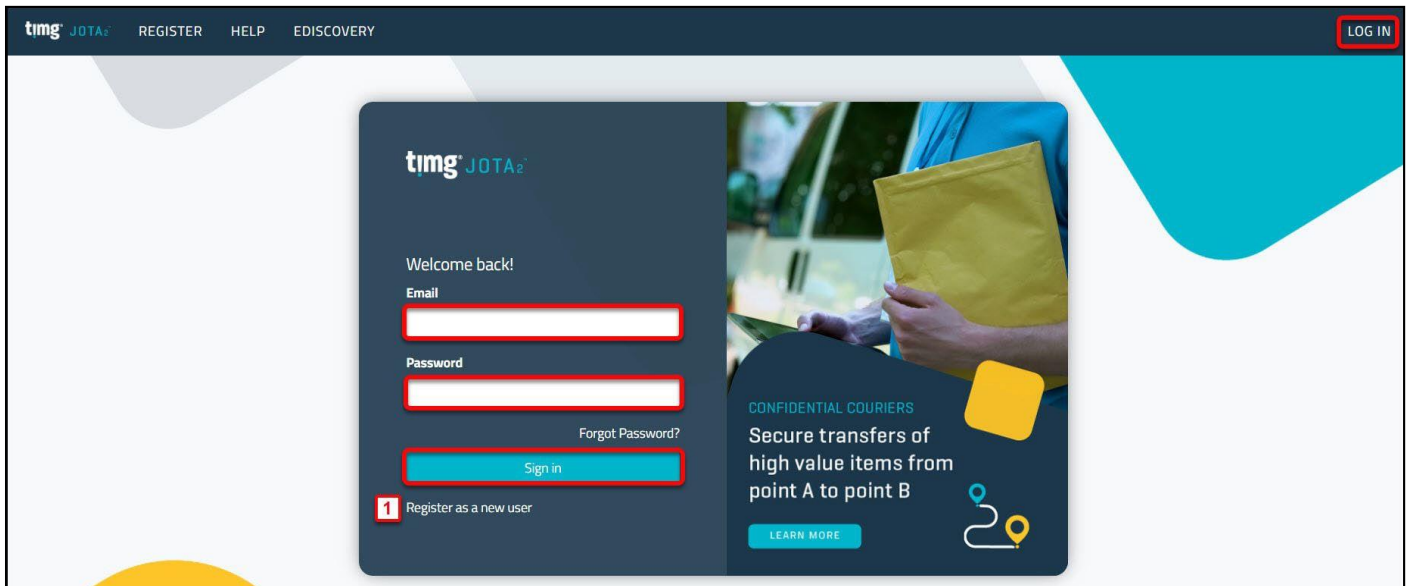
timg®

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Accessing JOTA2®

- Go to: <https://jota2.timg.com/>
NB: JOTA2® works best with Chrome but is compatible with all web browsers, including Internet Explorer 11 or greater.
- **Log In** → Enter your Email Address and Password → **Sign In**

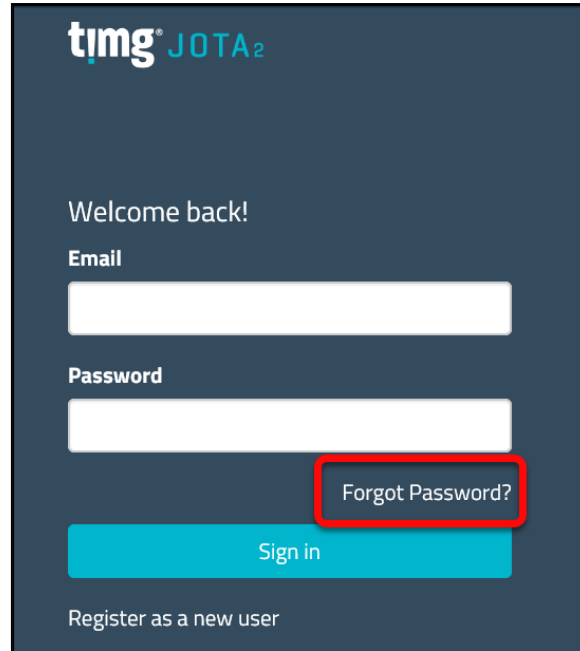
A screenshot of the JOTA2 login page. The page has a dark blue header with the 'timg JOTA2' logo on the left and 'REGISTER', 'HELP', 'EDISCOVERY', and a 'LOG IN' button on the right. The main content area is white with a large blue and yellow graphic on the right. On the left, there is a login form with the text 'Welcome back!' and fields for 'Email' and 'Password'. Below these fields are links for 'Forgot Password?' and a 'Sign in' button. At the bottom left of the form is a red square with the number '1' and the text 'Register as a new user'. The right side of the page features a blue and yellow graphic with the text 'CONFIDENTIAL COURIERS' and 'Secure transfers of high value items from point A to point B', along with a 'LEARN MORE' button and a location pin icon.

1. If you are new to JOTA2® please Register as a new user. Your registration will be sent to a Bureau Manager for approval. Once approved you will receive an email to create your JOTA2® password and then your JOTA2® account will be active for you to login and use.

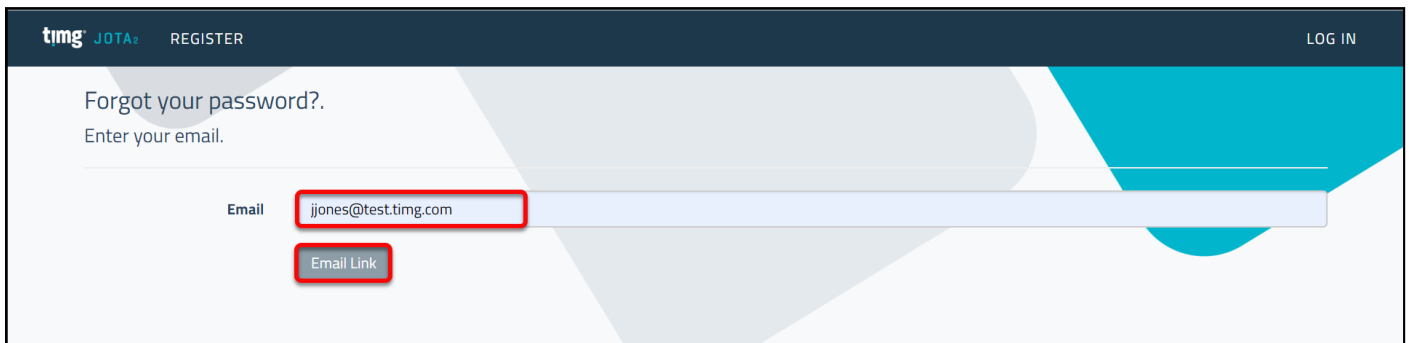
Forgot Password?

The **Forgot Password?** link can be used to reset your password if it's ever forgotten.

- Select **Forgot Password?**



- Enter your email address → **Email Link**

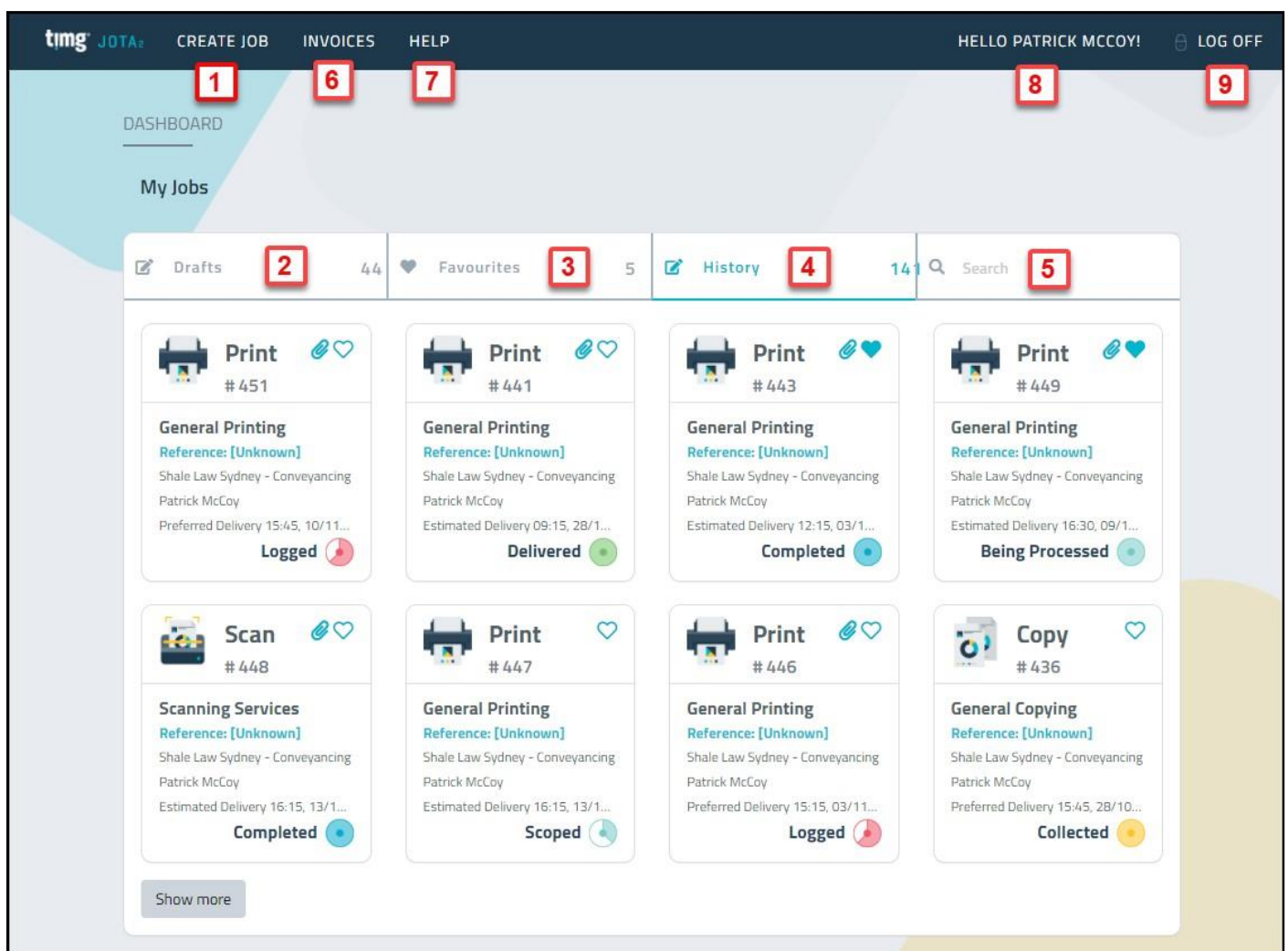


- If the email address is active, a password email link will be sent to you to reset your JOTA2® password.

Dashboard

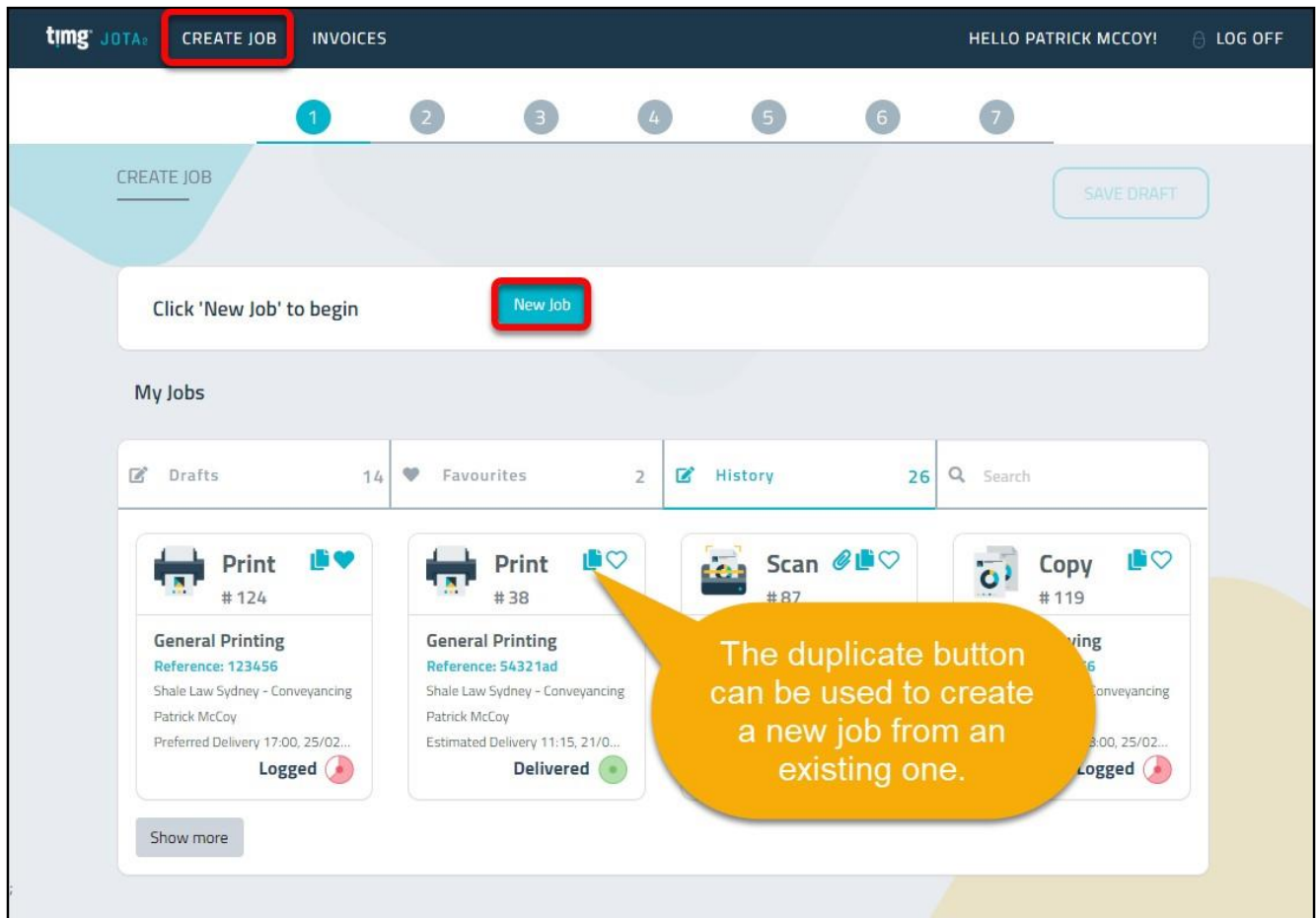
Once logged into JOTA2® you will see the **DASHBOARD** screen showing:

1. **CREATE JOB:** menu item to create new jobs and duplicate jobs.
2. **Drafts:** to access saved drafts, jobs you started to create but haven't submitted.
3. **Favourites:** to access jobs marked as favourites using the heart icon.
4. **History:** to access submitted jobs.
5. **Search:** use job details to find a job.
6. **INVOICES:** menu item to access invoices and credit notes.
7. **HELP:** menu item to access the JOTA2® webpage with training resources to help you use JOTA2®.
8. **Account Settings:** to access your JOTA2® account settings and change your password or manage your buddies.
9. **LOG OFF:** to exit JOTA2®

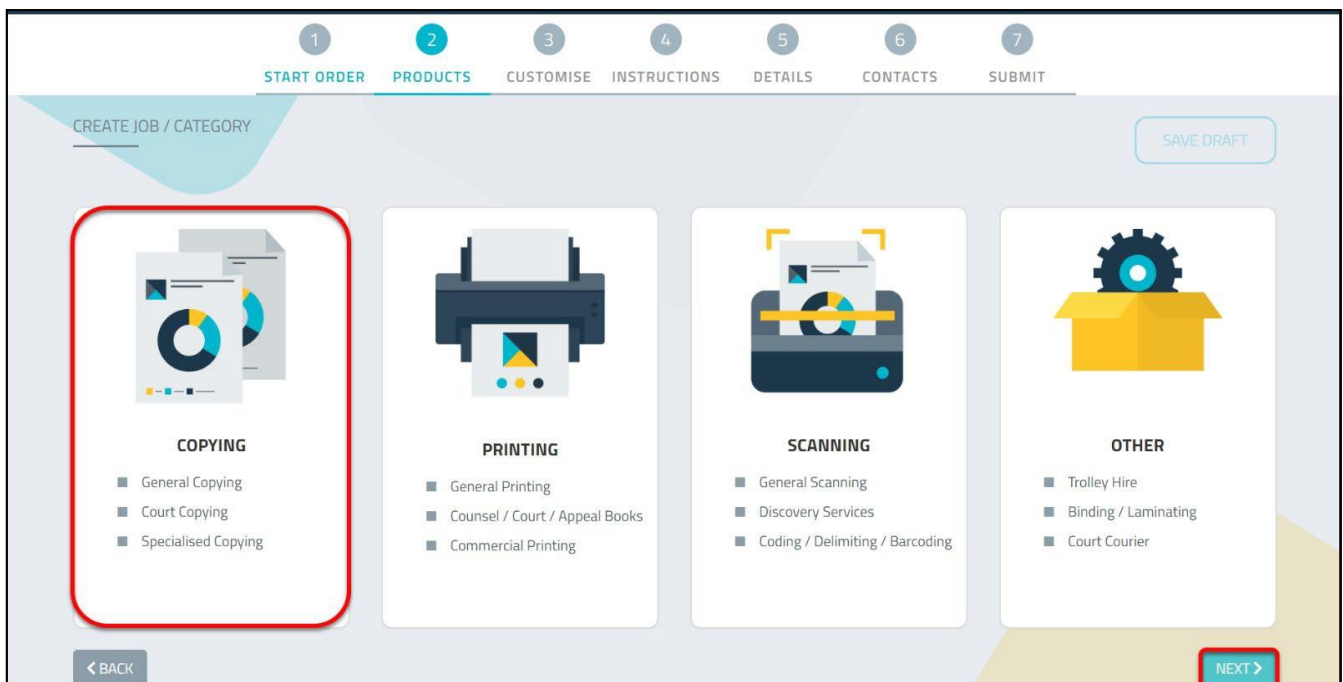


Create Job

- **Step1: CREATE JOB → New Job**



- **Step 2: Select Product → NEXT**



- **Step 3:** Based on the Product selected, there will be different options available:
 - + To select the option
 - To remove the option
- Select all required options or leave blank if none are required → **NEXT**

- **Step 4:** There are 2 ordering instruction options:
 - **GUIDE QUESTIONS** is the recommended option with questions prompting the required information to be entered.
 - **MANUAL ENTRY** enables instructions to be copied and pasted. This is particularly useful if you have been emailed the job instructions.
- Choose an ordering option → **NEXT**

- **Step 5:** The guide questions will vary depending on the product and options selected.
 - **CUSTOMISE** will display the list of options available for this order enabling each option to be added or removed.
- Enter all required details

1 START ORDER 2 PRODUCTS 3 CUSTOMISE 4 INSTRUCTIONS 5 DETAILS 6 CONTACTS 7 SUBMIT

CREATE COPYING JOB / DETAILS

Before we gather the specific details of your Copying job, please customise as required

Number of Items (enter one or more) See an example [here](#)

Folders: 2 Bundles: Other:

Manila Files: Plans:

Boxes: 1 Discs:

Number of Copies

Copies Required: 10

SAVE DRAFT

CUSTOMISE

Tagged Copying

Paginated Copying

Court Copying

Save Draft can be used to ensure the job details aren't lost before submitting or if you want to submit at a later time.

Paginated Copying Remove

Paginate:

☒ Copies Only

☐ Originals

Position of label on page:

☐ Top Left ☐ Top Centre ☐ Top Right

☒ Bottom Left ☐ Bottom Centre ☐ Bottom Right

Number sequence:

☒ Continuously across folders

☐ Start each folder from 1

Format of number:

☒ 1, 2, 3, ...

☐ 001, 002, 003, ...

☐ PREFIX-001, PREFIX-002, PREFIX-003, ...

☐ Specify other:

Matter/Reference Number:

Ref#123456

Billing Description:

BillCode123456

Special Instructions:

Please replace the tags after copying

< BACK

NEXT >

Matter/Reference Number is mandatory for some Clients.

Billing Description appears on the invoice and is mandatory for some Clients.

Special Instructions is optional and can be used for special instructions or additional details.

- Select **NEXT**

- **Step 6:** By default, you will appear as the person responsible for all processing and communications.
Other contacts can be added, and you can remove yourself from all except Logged By.
NB: There must be at least 1 contact for each responsibility.
- **ADD NEW CONTACT**

LOG COPYING JOB > CONTACTS

SAVE DRAFT

ADD EXISTING CONTACT

ADD NEW CONTACT

Job Contacts

Operator + [edit icon]

Operator MW

Responsibilities for Processing and Communications

Drag and drop contact from above to relevant responsibility

| Logged By | Pickup | Technical Questions | Status Updates | Delivery | Invoice |
|-------------|---------------|---------------------|----------------|---------------|---------------|
| Operator MW | Operator MW x | Operator MW x | Operator MW x | Operator MW x | Operator MW x |

< BACK

NEXT >

- Enter the new contact's details → **Add Contact**
NB: Address isn't mandatory but please include it for Pickup and Delivery Contacts.

Add Job Contact

First Name: Donald

Last Name: Scrooge

Position Title: Finance Manager

Business Hours Telephone: 0212345678

After Hours Telephone: 0212345678

Address 1:

Address 2:

City/Suburb:

State:

Post Code:

Country:

Email: finance@shalelaw.com

Add Contact Cancel

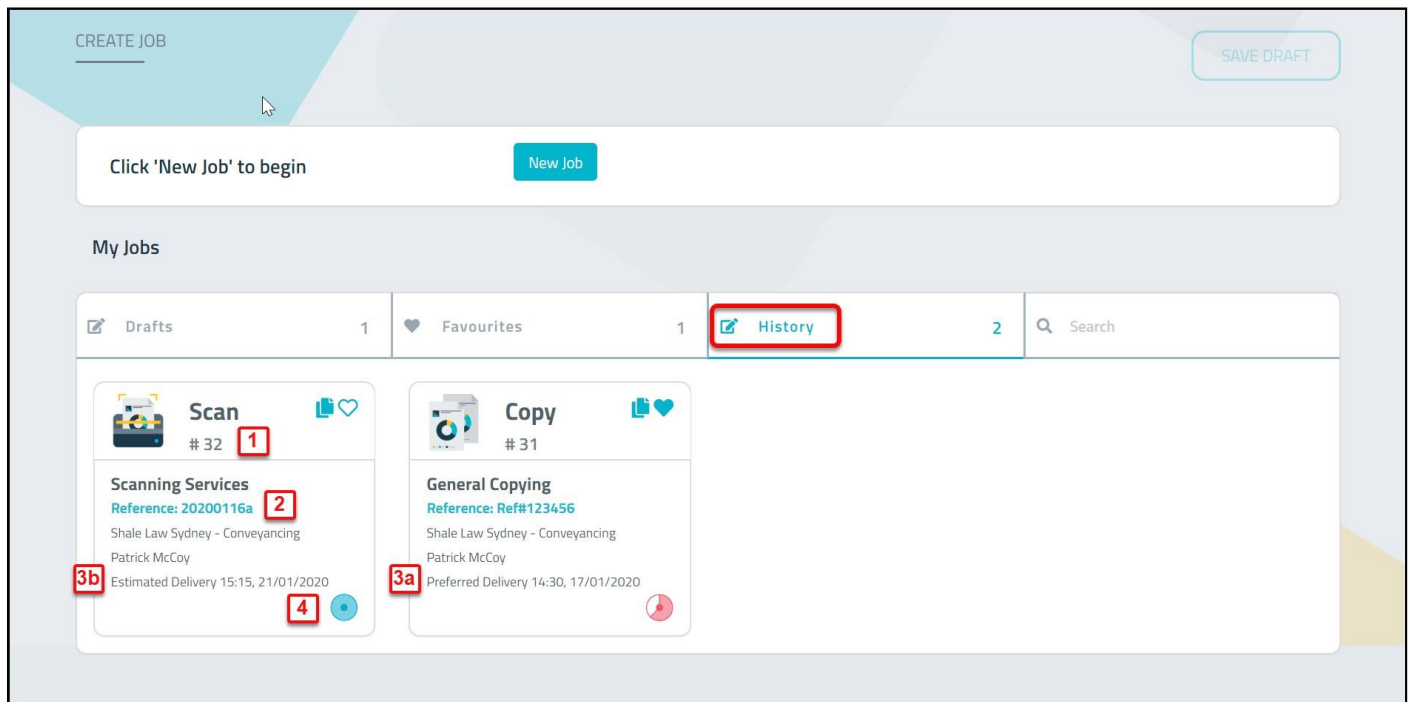
- Select the responsibilities for the new contact using the + or by dragging and dropping → **NEXT**

- **Step 7:** Enter if a Quote is required, Delivery Timing and Preferred Delivery Time → **CREATE JOB**
 - **Flexible** means your Preferred Delivery Time can be altered by a day or more.
 - **Limited Flexibility** means your Preferred Delivery Time can be altered by hours.
 - **Urgent** means you do not want your Preferred Delivery Time to be changed.

Your job has been submitted, use **Job History** to access the job and view its progress.

Job History

Job History can be accessed from the **Dashboard** and **Create Job** screens.



Each job summary will display the following details:

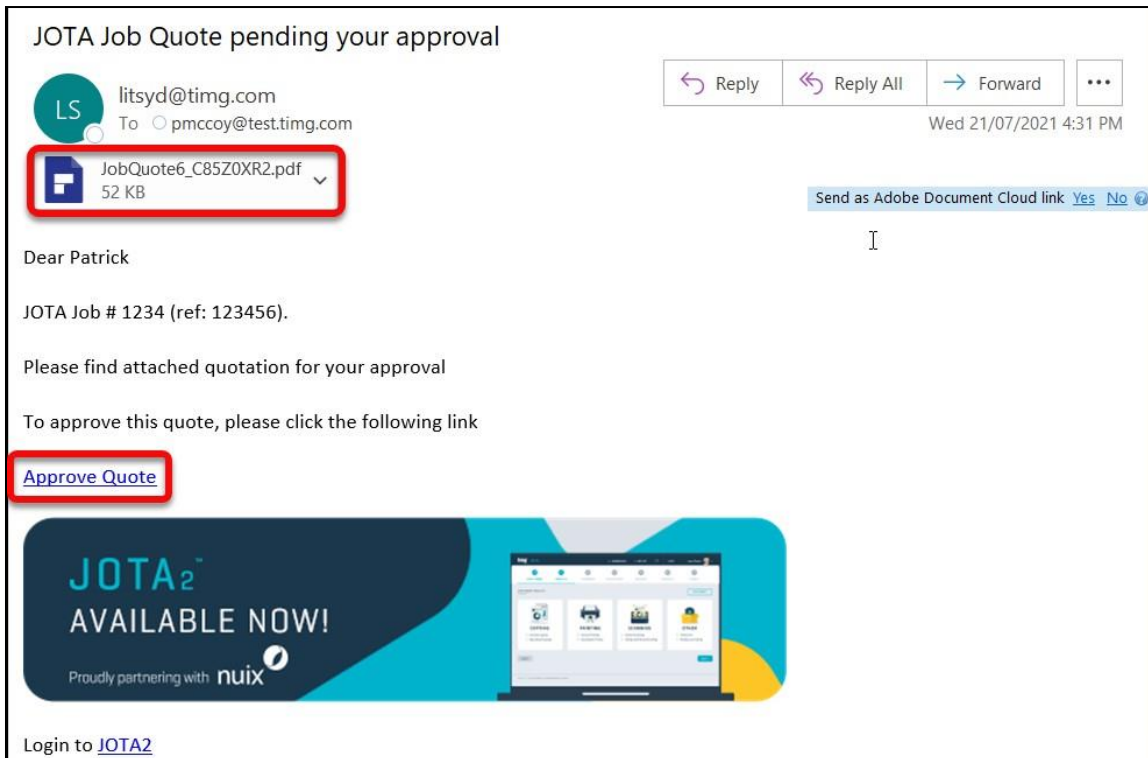
1. **Job ID number:** Each job is assigned a unique job ID number. Please quote this number when speaking to TIMG staff.
2. **Reference Number:** Is the matter/reference number you entered when you created the job.
3. A) **Preferred Delivery** is your nominated preferred delivery time and will show after you first submitted the job.
B) **Estimated Delivery** will display after TIMG staff have accepted and scoped the job.
4. **Status:** Hover your mouse over the circle icon to see the current status of your job.

Click on a job to see its full details.

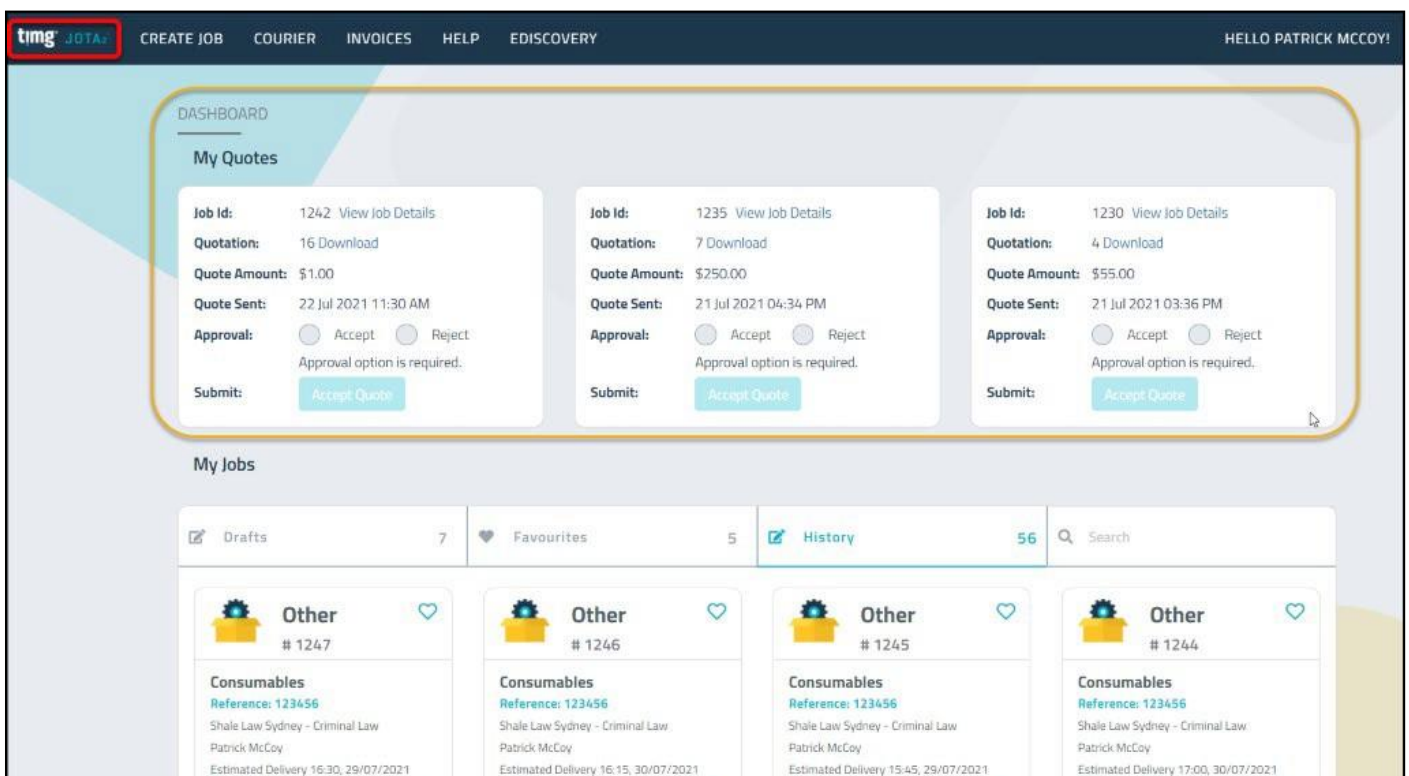
Quote

If you requested a quote when creating a job, you will receive an email with the quote attached and a link to approve or reject the quote.

- After viewing the quote click the Approve Quote link to accept or reject the quote.



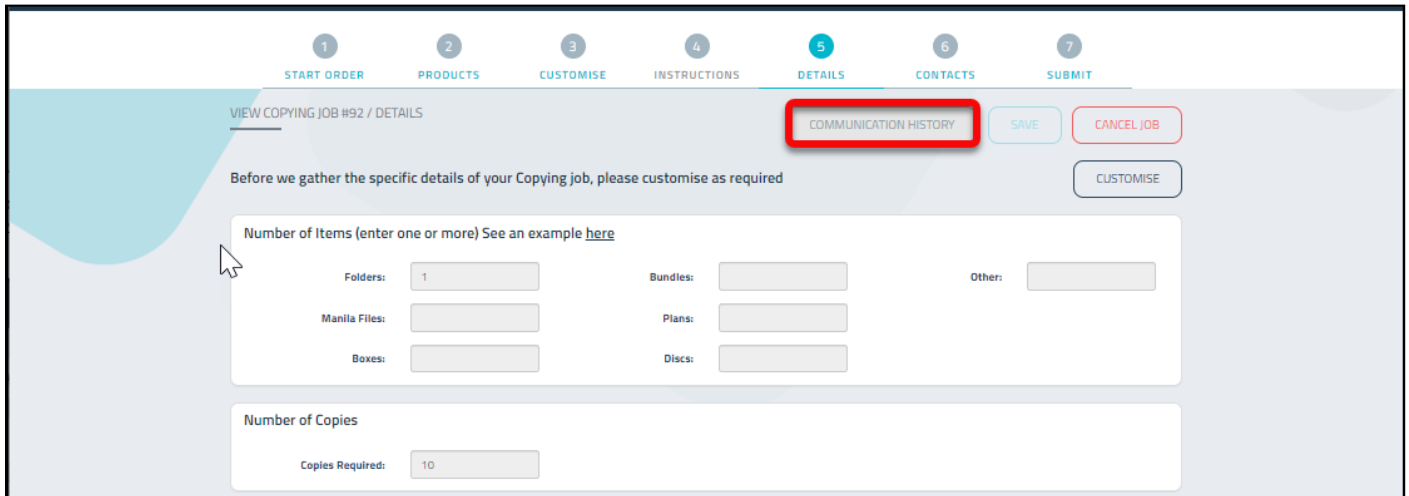
Alternatively go to your JOTA2® dashboard to accept or reject the quote.



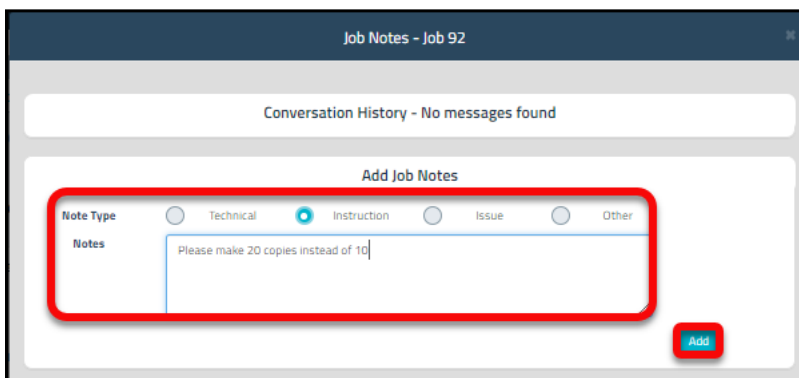
Job Notes & Communication

Job Notes can be used to communicate with TIMG staff about a job.

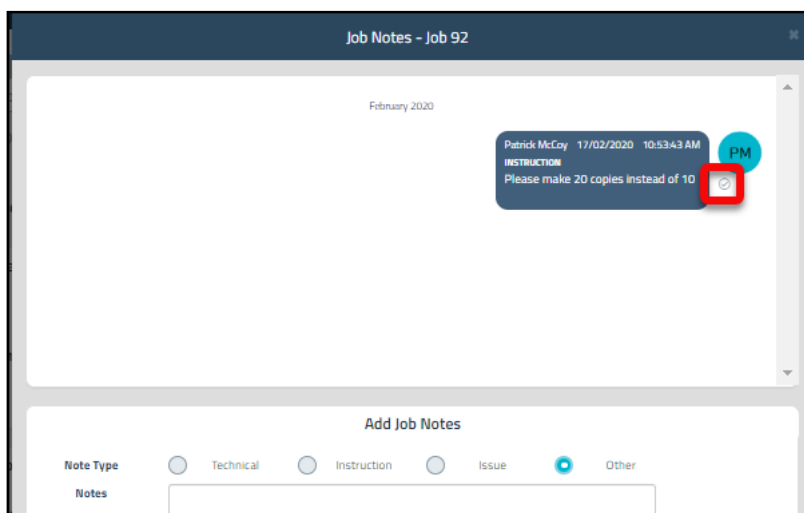
- Open an existing job through **History** or **Favourites** → **COMMUNICATION HISTORY**



- Select **Note Type** → Enter Notes → **Add**



- Your Job Note has been added.



NB: After TIMG staff have read the note, they will mark it as acknowledged. 

When TIMG staff respond to your Job Note you will see the COMMUNICATION HISTORY flag with an unread job note.

Emails will be sent to alert the nominated job stakeholders to the new Job Note as follows:

- For Technical Notes your nominated Technical Questions contacts will receive an email.
- For Instruction, Issue and Other Notes your nominated Status Updates will receive an email.

- Select **COMMUNICATION HISTORY**

1 2 3 4 5 6 7
START ORDER PRODUCTS CUSTOMISE INSTRUCTIONS DETAILS CONTACTS SUBMIT

VIEW COPYING JOB #92 / DETAILS

COMMUNICATION HISTORY 1 SAVE CANCEL JOB

Before we gather the specific details of your Copying job, please customise as required

CUSTOMISE

Number of Items (enter one or more) See an example [here](#)

Folders: 1 Bundles: Other:

Manila Files: Plans:

Boxes: Discs:

- Click the Job Note to acknowledge you have read it.

Job Notes - Job 92

February 2020

Patrick McCoy 17/02/2020 10:53:43 AM INSTRUCTION PM
Please make 20 copies instead of 10

Jim Jones 17/02/2020 11:01:15 AM INSTRUCTION
Thank you for the note, we will make 20 copies as requested.

Add Job Notes

Note Type Technical Instruction Issue Other

Notes

Add

Email Notification Settings

Email Notifications are an easy for TIMG to keep you updated on the progress of your jobs.

What are Email Notification Preferences?

This is where Clients and Users can decide when they want to be notified when jobs move from one status to another. As a default all users will have the same settings that the client they belong to have setup. However Users have the ability to edit the settings change when they will receive notifications.

How to edit your email notification settings:

Step 1: Login to Jota2

timg JOTA2® REGISTER HELP EDISCOVERY LOG IN

timg JOTA2®

Welcome back!

Email

ssamson@test.timg.com

Password

Forgot Password?

Sign in

Register as a new user

timg®

eDiscovery Solutions

We manage the entire eDiscovery process.

- Forensic Collection
- Data Analysis
- Early Case Assessment
- ESI Processing
- Consulting Services
- Royal Commission Services
- Hosting and more...

LEARN MORE

https://jota2uat.timg.com

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Step 2: Click on your Profile

The screenshot shows the TIMG JOTA2 client dashboard. The top navigation bar includes links for CREATE JOB, COURIER, INVOICES, HELP, and EDISCOVERY. The user's name, SHELLEY SAMSON, is displayed in the top right corner, with a 'Manage' button next to it. A yellow arrow points to the 'Manage' button. The dashboard features a 'My Jobs' section with a grid of job cards. Each card displays a job icon, title, reference number, description, and status. The status bar at the bottom shows the URL 'https://jota2uat.timg.com/Manage' and the copyright notice '© 2022 - TIMG'.

| Drafts | Favourites | History | Search |
|--------|------------|---------|--------|
| 0 | 0 | 12 | |

| Job # | Job Title | Reference | Description | Status |
|--------|-----------------|----------------------|--|-----------------|
| # 1495 | General Courier | Reference: 111 | Custom Coding Test Shelley Samson Estimated Delivery 17:56, 06/07/2022 | Delivered |
| # 1494 | General Courier | Reference: 222 | Custom Coding Test Shelley Samson Estimated Delivery 16:52, 06/07/2022 | Delivered |
| # 1493 | General Courier | Reference: 222 | Custom Coding Test Shelley Samson Estimated Delivery 16:49, 06/07/2022 | Being Collected |
| # 1492 | Other | Reference: 222 | Custom Coding Test Shelley Samson Preferred Delivery 16:45, 06/07/2022 | Cancelled |
| # 1315 | General Courier | Reference: 111 | | |
| # 1291 | Other | Reference: [Unknown] | | |
| # 1267 | General Courier | Reference: 111 | | |
| # 1243 | Consumables | Reference: 111 | | |

Step 3: Select Edit Profile

The screenshot shows the 'Manage' page, which allows users to change their account settings. The page includes a 'Password' field with a link to '[Change your password]' and an 'External Logins' field showing '0'. At the bottom, there are two buttons: 'MANAGE BUDDIES' and 'EDIT PROFILE'. The 'EDIT PROFILE' button is highlighted with a yellow border.

Manage.
Change your account settings

Password: [Change your password]
External Logins: 0

MANAGE BUDDIES EDIT PROFILE

Step 4: Scroll down and Select Set Job Status Notifications

EDIT PROFILE

First Name

Shelley

Last Name

Samson

Company Name

Custom Coding

Position Title

Paralegal

Email

ssamson@test.timg.com

Correspondence Email

Bureau Location

Sydney

Direct Phone

0293059500

Street Address 1

Custom Coding

Street Address 2

Suburb

Sydney

State

NSW

Country

Australia

Post Code

2000

Phone

02 93059500

Fax

Profile Picture

Click or drop file here to upload

Notifications

Set Job Status Notifications

Cancel

Update

Step 5: By clicking on the circular ticks and crosses you can turn a notification on or off.
 Your selection will be brighter and the default settings your company has selected will be lighter.
 Then select OK

Job Status Notifications

| Job Category | Job Type | Accepted | Being Collected | Collected | Being Delivered | Delivered |
|--------------|---------------------|----------|-----------------|-----------|-----------------|-----------|
| Printing | General Printing | ✓ | ✗ | | ✓ | ✓ |
| Other | General Courier | ✓ | | ✓ | | ✓ |
| Other | Consumables | ✓ | ✗ | | ✓ | ✓ |
| EDiscovery | Softcopy Processing | ✓ | ✗ | | ✓ | ✓ |
| EDiscovery | Hardcopy Processing | ✓ | ✓ | | ✓ | ✓ |
| Copying | General Copying | ✓ | ✗ | | ✓ | ✓ |
| Copying | Court Copying | ✓ | ✓ | | ✓ | ✓ |
| Printing | General Printing | ✓ | ✗ | | ✓ | ✓ |
| Printing | Counsel Brief | ✓ | ✓ | | ✓ | ✓ |
| Printing | Court Book | ✓ | ✓ | | ✓ | ✓ |
| Printing | Appeal Book | ✓ | ✓ | | ✓ | ✓ |
| Printing | Commercial Printing | ✓ | ✗ | | ✓ | ✓ |
| Scanning | Scanning Services | ✓ | ✓ | | ✓ | ✓ |

OK

Cancel

Step 6: Select Update

EDIT PROFILE

First Name

Shelley

Last Name

Samson

Company Name

Custom Coding

Position Title

Paralegal

Email

ssamson@test.timg.com

Correspondence Email

Bureau Location

Sydney

Direct Phone

0293059500

Street Address 1

Custom Coding

Street Address 2

Suburb

Sydney

State

NSW

Country

Australia

Post Code

2000

Phone

02 93059500

Fax

Profile Picture

Click or drop file here to upload

Notifications

Set Job Status Notifications

Cancel

Update

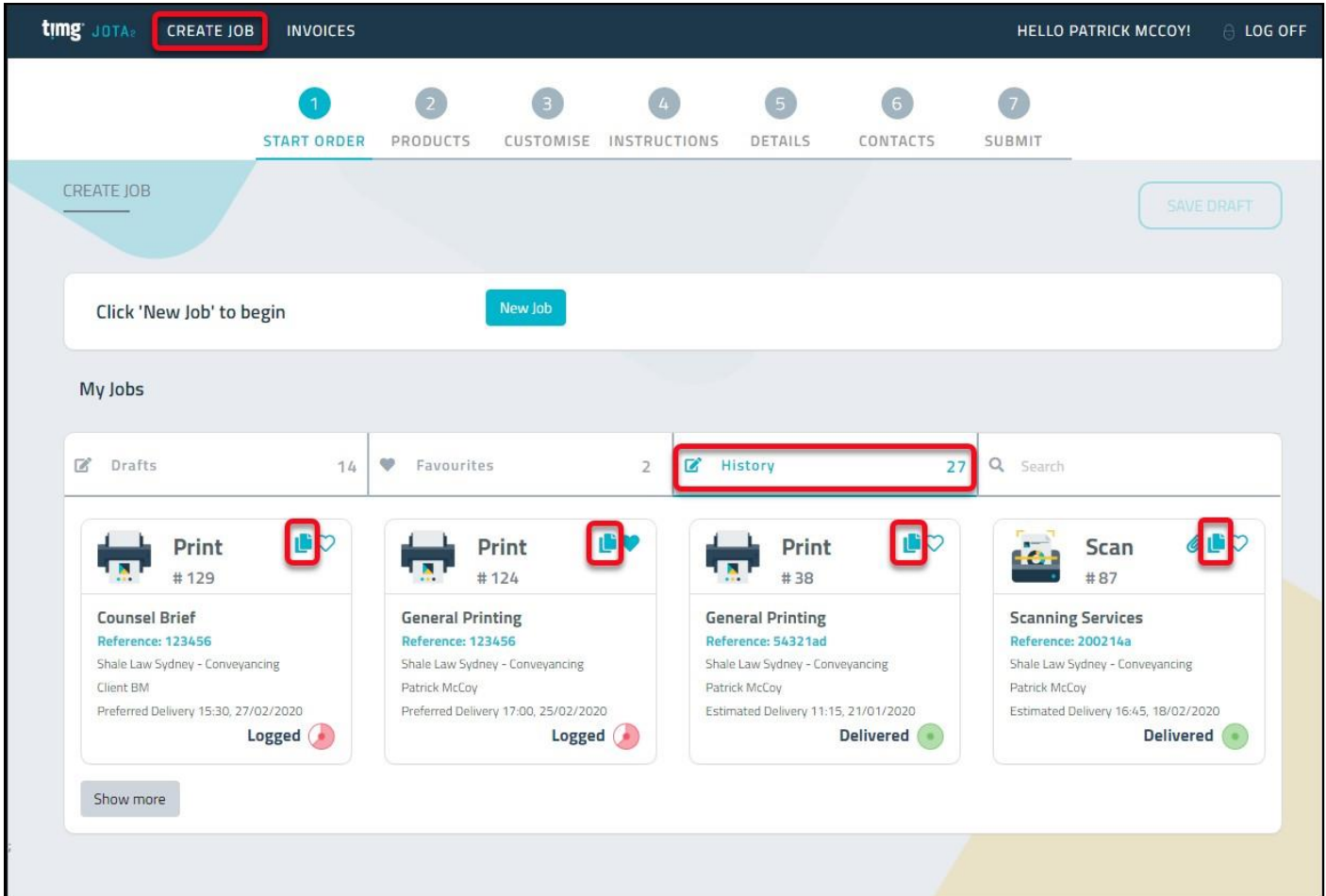
All Done! You have successfully Changed your Notification settings.

Duplicate Job

The duplicate icon  is a quick way to create a new job from an existing one.

- **Create Job → History or Favourites →** choose job to duplicate

NB: duplicate job icon isn't available on the Dashboard, you must be on the Create Job screen.



Check and edit the required details for the new job before submitting.

eDOC Files

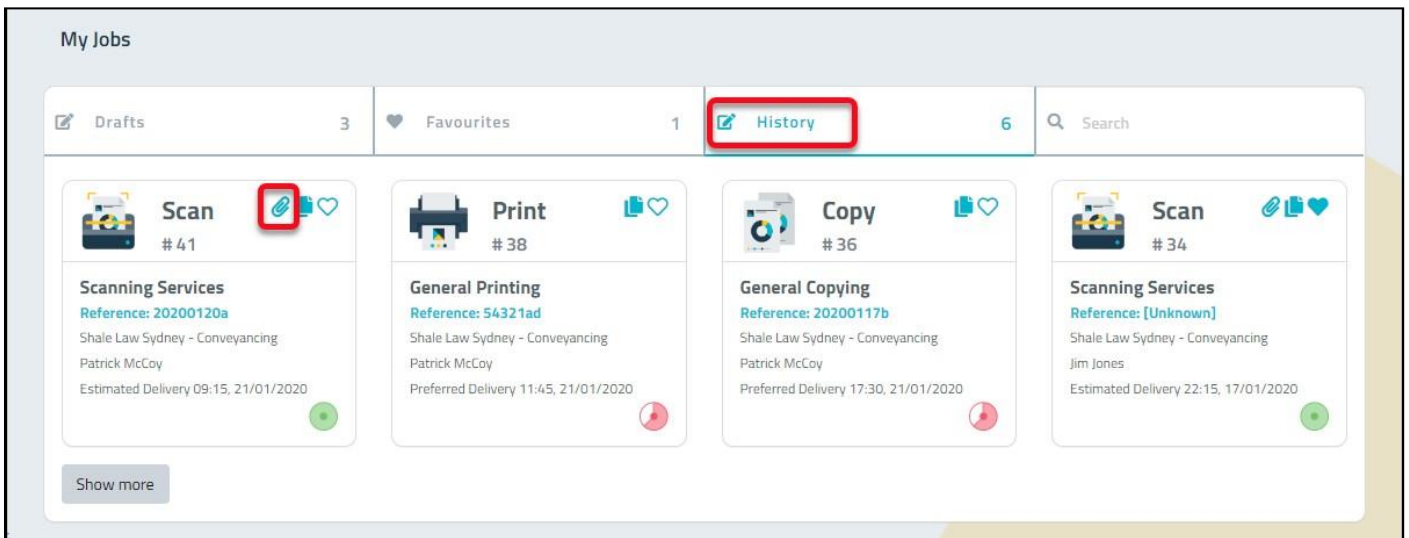
eDOC files is the JOTA2® repository for electronic files and can be accessed by a job's Paperclip icon. 

2000MB is the maximum size for each file. If the total job is more than 5GB we recommend providing the files by USB, as it will be faster to upload and download.

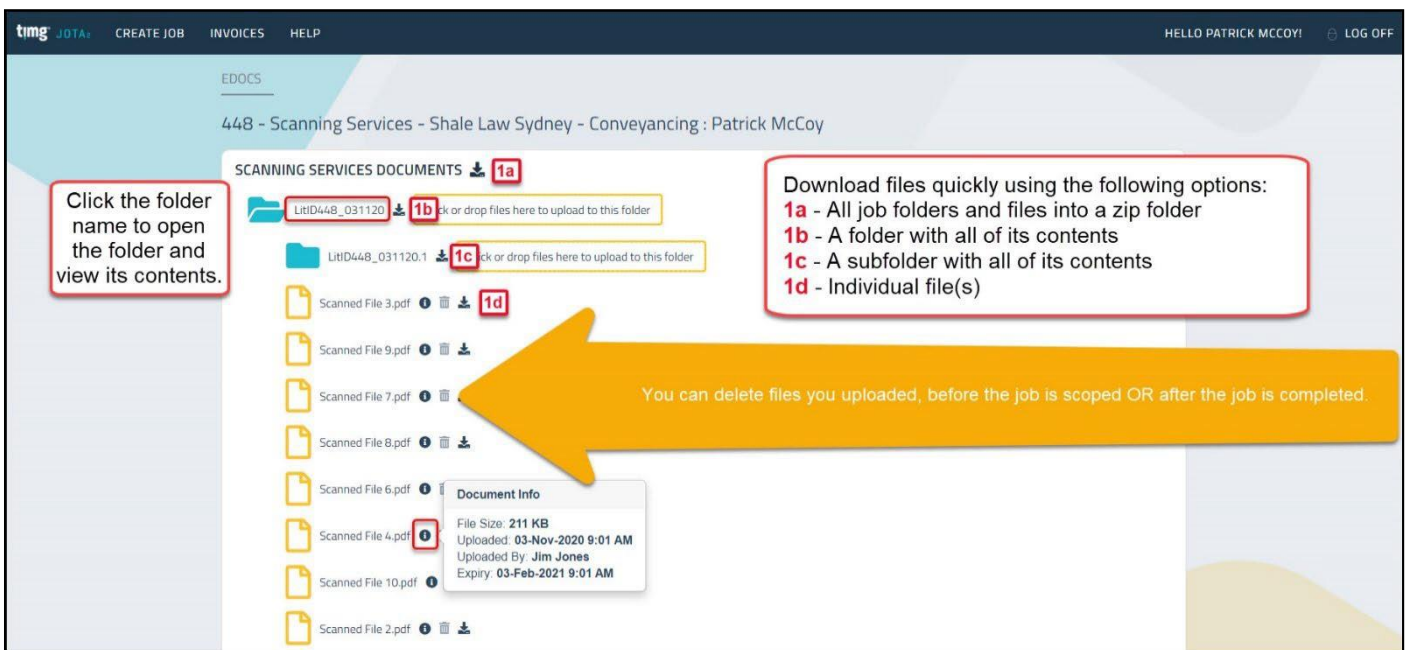
eDOC is particularly useful for:

- **Print jobs** - If you nominate to upload the files you want printed.
When creating the job, the Guide Questions will prompt you to upload the file[s] to be printed.
- **Scan jobs** - If you instruct TIMG to upload the scanned files into JOTA2®.
The Paperclip icon will appear when the scanned files are ready.

Tip: For large jobs, zip the files to make upload and download faster.



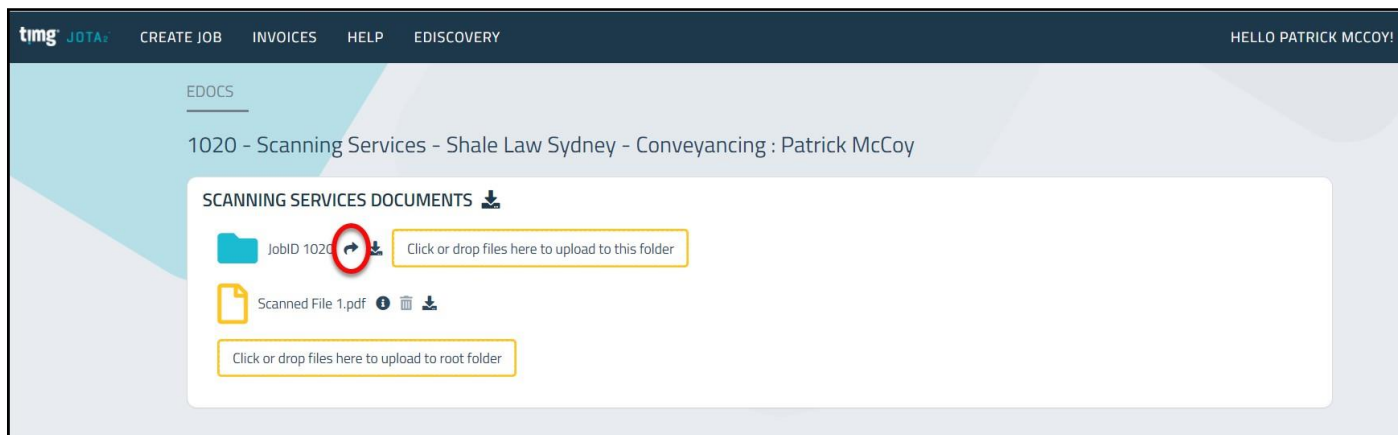
You may have multiple folders and files to access.



eDOC Share Folder

eDoc share folder enables eDoc files to be shared with other people including non-JOTA2® users.

- Go to the job eDocs → Share folder



- Enter share folder details:
 1. Email - email address of the eDoc share folder recipient to be emailed the eDoc share link.
 2. Password - create a password which the recipient must use to access the eDoc share folder. The password must be minimum 8 characters, at least one uppercase letter, one lowercase letter, one number and one special character.
Click the eye icon to show or hide the password.
NB: The password isn't emailed to the person receiving the eDoc share folder email, for security reasons you must provide it separately.
 3. Expiry date - the date the eDoc share folder link will expire.
The expiry date must be before the earliest expiring eDoc file within the folder.
- Select Send Email



A screenshot of the 'SHARE FOLDER: JobID 1020' form. It has three main input fields: 'Email:' with the value 'pfan@test.timg.com' (labeled with a red box and '1'), 'Password:' with masked characters '.....' and an eye icon (labeled with a red box and '2'), and 'Expiry Date:' with the value '30/06/2021' and a calendar icon (labeled with a red box and '3'). Below the expiry date field, there is a note: 'NOTE: Documents will be deleted on 22/07/2021'. At the bottom right, there are two buttons: 'Cancel' and 'Send Email' (labeled with a red box).



- An email is sent to the recipient with a link to the eDoc share folder.
- You must provide the recipient with the eDoc share folder password you created, so they can access the eDoc folder.

eDoc share folder details can be:

1. View, Update [password or expiry date] or Resend Email to recipient.
2. Delete to stop eDoc share folder access.
3. Cancel to close Share Folder window.
4. Add New to add another recipient to access the eDoc share folder.

SHARE FOLDER: JobID 1020

| Email | Expiry | Action |
|--------------------|------------|---|
| pfan@test.timg.com | 30/06/2021 |   |

Red numbered boxes highlight: 1 (Edit icon), 2 (Delete icon), 3 (Cancel button), and 4 (Add New button).

When viewing the eDoc Share Folder details you can:


1. Resend Email with the eDoc share folder link to the recipient.
2. Update to save changes to the password or expiry date.

NB: Link can be used to test access to the shared eDoc folder.

SHARE FOLDER: JobID 1020



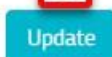
Email: pfan@test.timg.com

Password:

Expiry Date: 30/06/2021 
NOTE: Documents will be deleted on 22/07/2021

Created: Wednesday, 23 June 2021 11:12 AM

Link: <https://jota2uat.timg.com/app/eDocs/folderShareDownload/b52e4287-b935-4d98-9cd0-9a6878e65af5>

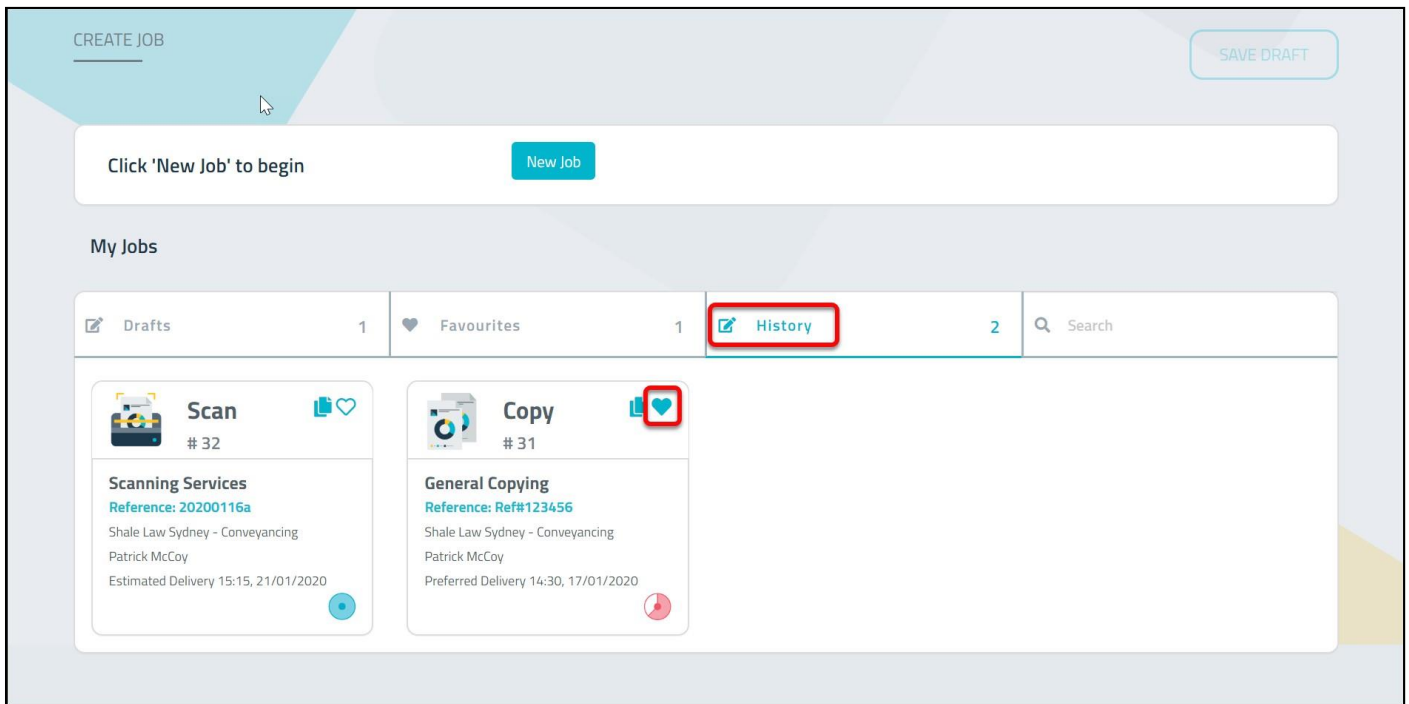
  

Red numbered boxes highlight: 1 (Resend Email button) and 2 (Update button). Red circles highlight the Password and Expiry Date fields. A yellow box highlights the Link field.

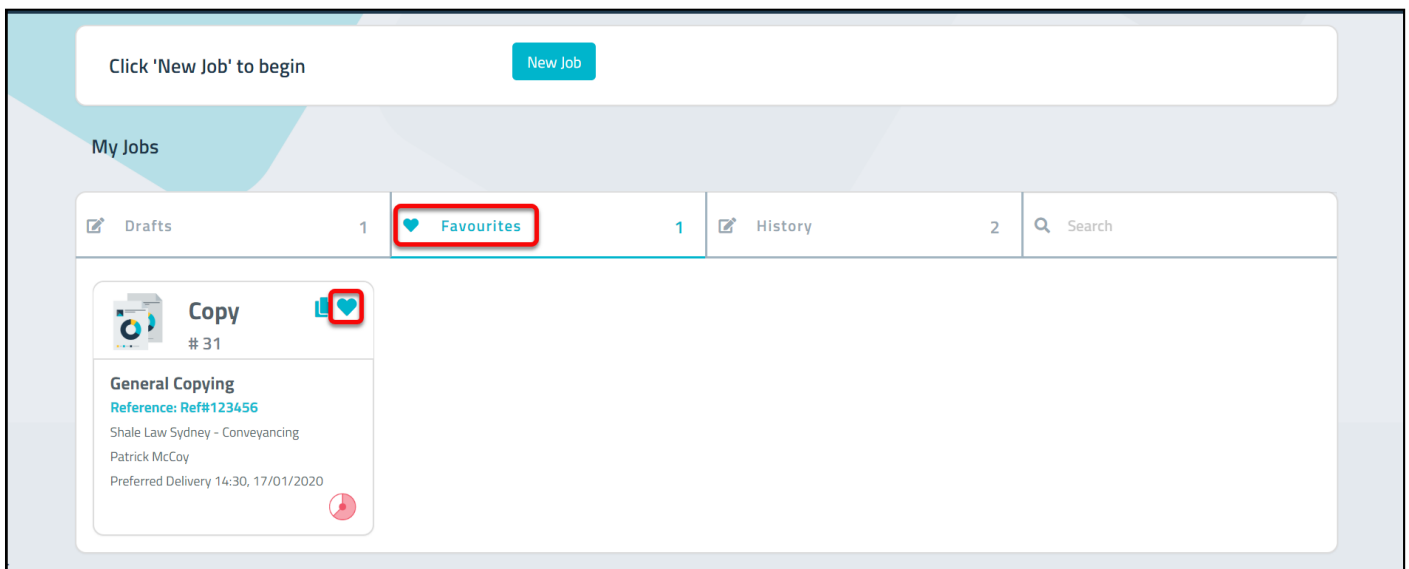
Job Favourites

Favourites is useful for jobs you want to keep updated with or are likely to duplicate in future.

Click the heart icon  to add jobs to your **Favourites**.



Click **Favourites** to see your favourite jobs.

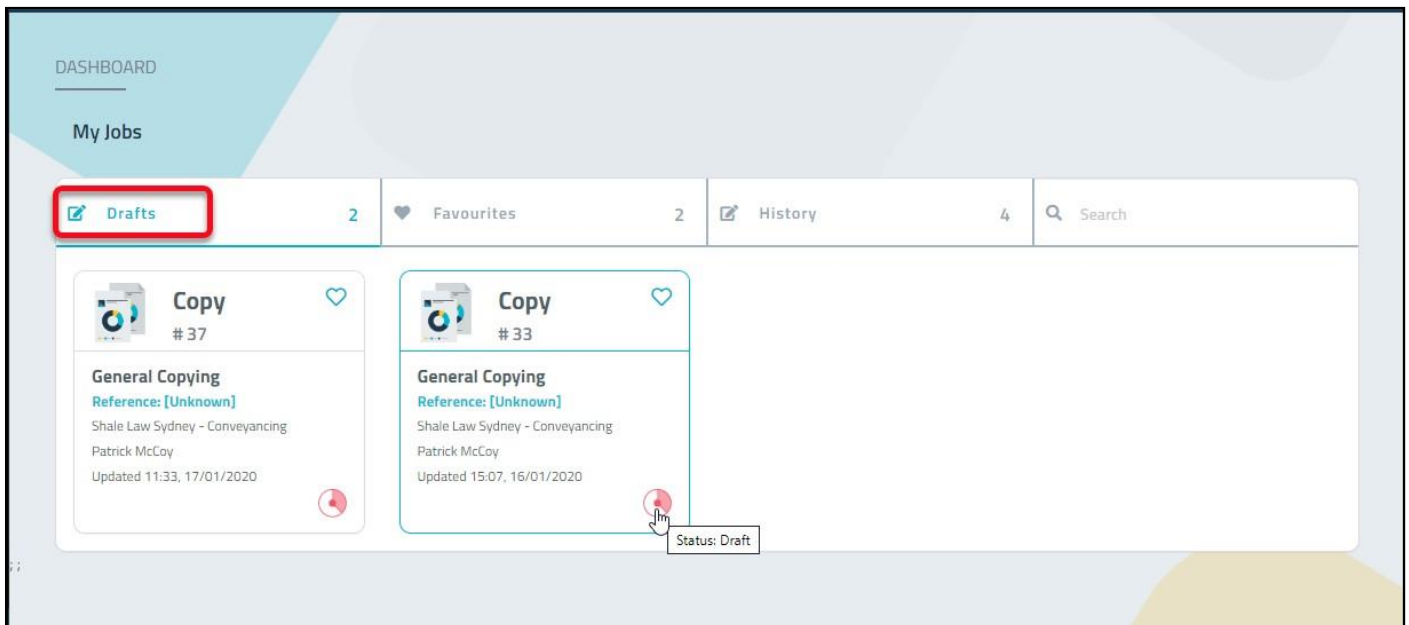


To remove jobs from your favourites, unselect the heart icon. 

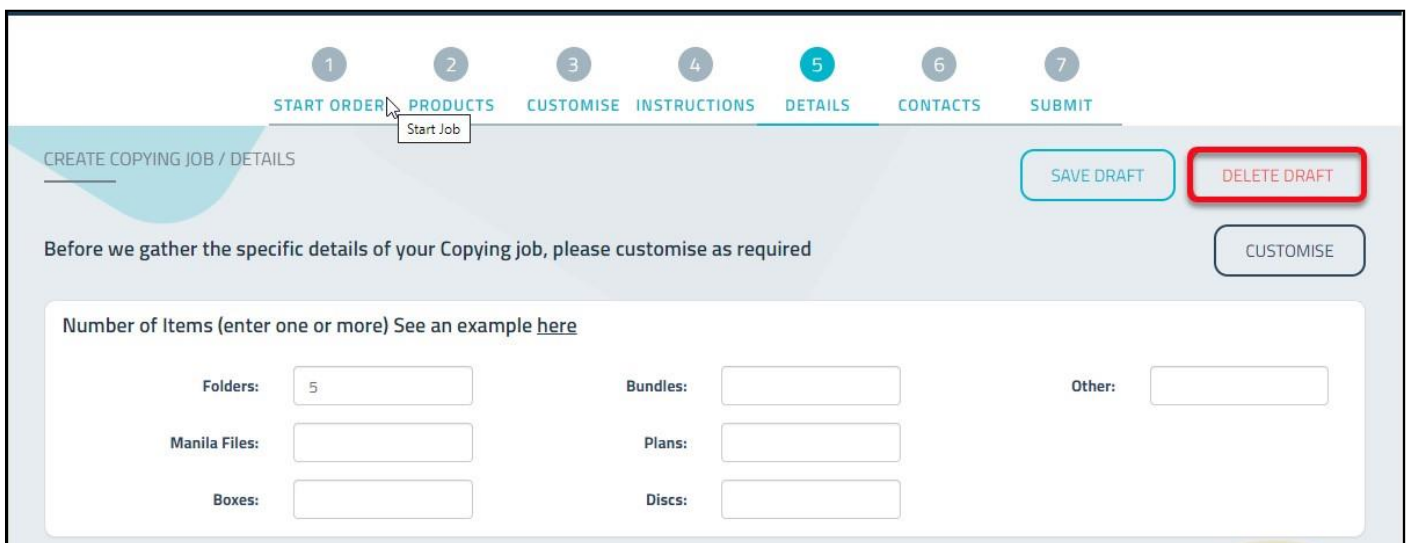
Job Drafts

Drafts contains jobs you have saved but not submitted yet.

Click on a draft job to continue to complete the job details and submit when you're ready.



The **Delete Draft** button is available in each job, if the draft job is no longer needed.



Courier

Courier jobs can be booked for items to be picked up from one location and delivered to another.

- Select COURIER → enter courier job details → CREATE.



auto-fills your JOTA2® user address.



auto-fills your local TIMG Bureau address.

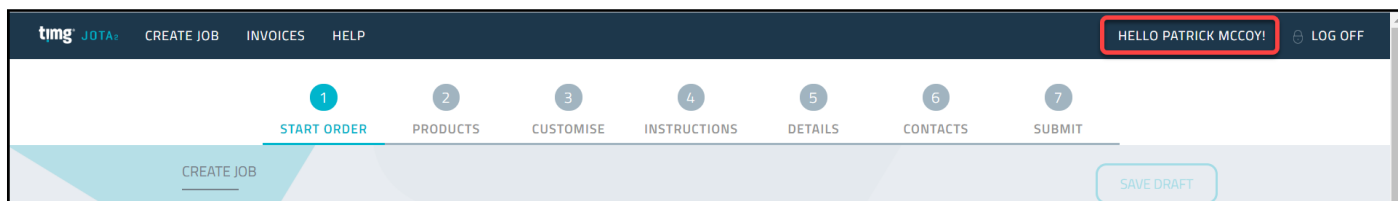
After TIMG staff accept your Courier job, the barcode[s] will be emailed to the job requestor and collection email address to attach to the item ready for

Buddy Users

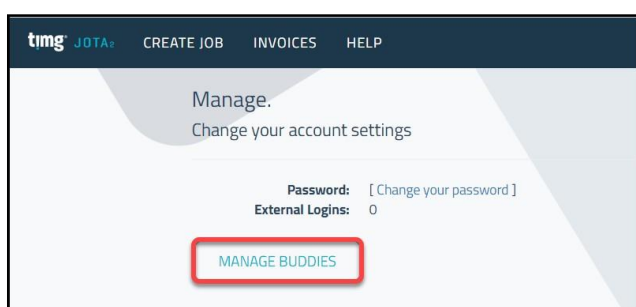
A buddy is a JOTA2® user who can access your draft and submitted jobs.

You can add one or many buddies, to give them access to your jobs.

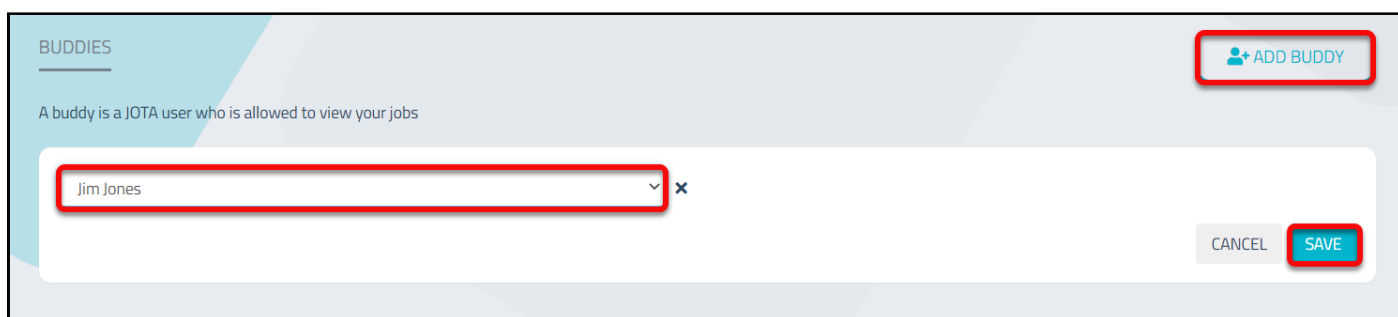
- Click on your name.



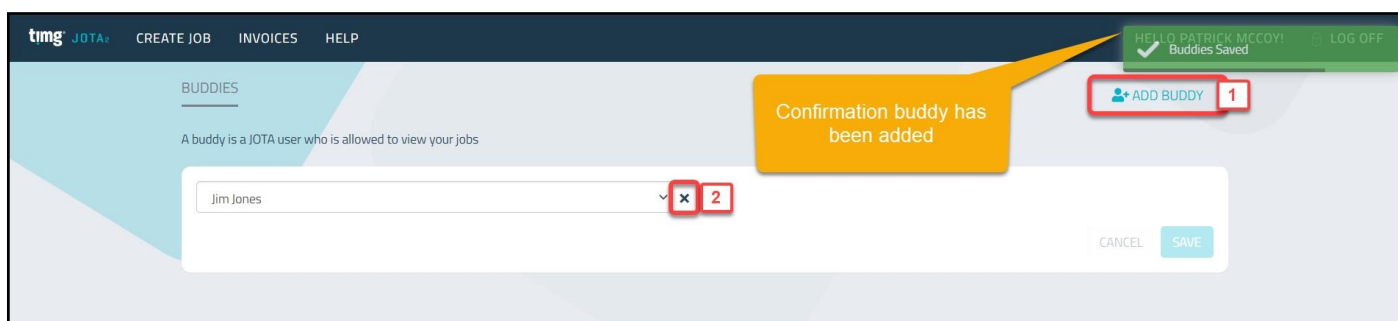
- Click Manage Buddies.



- Click ADD BUDDY → select your buddy → SAVE



Your buddy can now access your jobs, including completing draft job details and submitting them.



After adding a buddy, you can then:

1. Add another buddy by selecting Add Buddy.

Remove the buddy by selecting the 'X' and this will remove their access to your jobs.

Manage Account and Password

Click your name on the top right to manage your account details:

1. Change your password
2. Edit Profile

In Edit Profile you can update the below details then select Update:

- Correspondence Email – if you would like JOTA2 email notifications to be sent to a different email address, please enter it here.
- Direct Phone number
- Address
- Phone
- Fax

NB: You cannot update the fields which are greyed out. If these details need to be updated, please advise your local Bureau.

Invoices

- Select **INVOICES**
- Enter search criteria → **Search**
Invoices can be searched by:
 1. Date From & To invoice date range
 2. Matter / Reference Number
 3. Invoice Number
 4. Job ID
 5. Invoice Type – Standard Invoice or Credit Note
 6. Payment Status

Tip: Click the column header to sort the invoices in ascending or descending order.

The screenshot shows the 'INVOICES' section of the TIMG JOTA2 application. The top navigation bar includes 'JOTA2', 'CREATE JOB', 'INVOICES' (highlighted with a red box and number 1), 'HELP', and 'EDISCOVERY'. The user is logged in as 'HELLO POLLY JENKINS!' with a 'LOG OFF' link.

The search form contains the following fields and controls:

- Date From** and **Date To** (calendar icons): Grouped with a red box and number 1.
- Matter / Reference** (text input): Marked with a red box and number 2.
- Invoice Number** (text input): Marked with a red box and number 3.
- Job Id** (text input): Marked with a red box and number 4.
- Invoice Type** (dropdown menu, currently 'All'): Marked with a red box and number 5.
- Payment Status** (dropdown menu, currently 'All'): Marked with a red box and number 6.
- Bulk Download** button (with download icon): Marked with a red box and number 7a.
- Clear** button.
- Search** button (with magnifying glass icon): Marked with a red box and number 9.

The search results are displayed in a table with the following columns: Job Id, Invoice No, Invoice Date, Total, Type, Payment, Deleted, and Action. The first three rows are selected, indicated by checkboxes in the 'Job Id' column, which are grouped with a red box and number 7.

| Job Id | Invoice No | Invoice Date | Total | Type | Payment | Deleted | Action |
|--------|------------|--------------|--------------|-------------|---------|---------|--|
| 38 | INV400124 | 01/01/2020 | \$187.00 | Standard | Unpaid | No | [Download Icon] [Dollar Sign Icon] 8 9 |
| 38 | 000001 | 01/01/2020 | \$187.00 | Credit Note | Unpaid | No | [Download Icon] [Dollar Sign Icon] |
| 62 | INV400125 | 31/01/2020 | \$125.40 | Standard | Unpaid | No | [Download Icon] [Dollar Sign Icon] |
| 87 | INV400123 | 31/01/2020 | \$119,614.00 | Standard | Unpaid | No | [Download Icon] [Dollar Sign Icon] |
| 232 | INV435408 | 29/06/2020 | \$99.79 | Standard | Unpaid | No | [Download Icon] [Dollar Sign Icon] |

At the bottom of the table, there are pagination controls: 'First', 'Previous', '1' (current page), 'Next', and 'Last'. The 'Page Size' is set to 10.

- Invoices can be downloaded in:
 - Bulk – select the required invoices [7] then Bulk Download [7a] into a zip folder.
 - Individually – select the download Action icon [8] for the required invoice.
- To pay an invoice by credit card, select the \$ Action icon [9].

How to Consolidate Invoices

What invoices can be consolidated?

Standard Unpaid Invoices

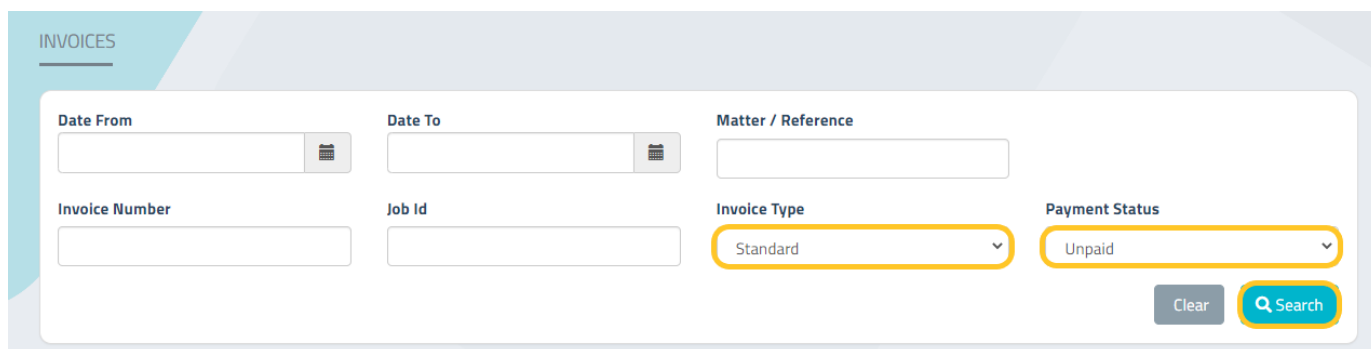
Step 1: Click on Invoices



Step 2: Run the following search:

- Invoice Type = Standard
- Payment Status = Unpaid

Step 3: Click on Search

A screenshot of the 'INVOICES' search interface. The form has a light blue header with the word 'INVOICES' in white. Below the header, there are several input fields and dropdown menus. The 'Date From' and 'Date To' fields have calendar icons. The 'Matter / Reference' field is empty. The 'Invoice Number' and 'Job Id' fields are empty. The 'Invoice Type' dropdown menu is set to 'Standard'. The 'Payment Status' dropdown menu is set to 'Unpaid'. At the bottom right of the form, there are two buttons: a grey 'Clear' button and a blue 'Search' button with a magnifying glass icon.

Step 4: Click on the tick box and select multiple invoices and then click the consolidate button.

Note: Different users from the same account can consolidate invoices.

A bcc email will get sent to our finance team when a consolidated invoice is created so they can reconcile all the individual invoice notes.

INVOICES

Date From

Date To

Matter / Reference

Invoice Number

Job Id

Invoice Type

Standard

Payment Status

Unpaid

Bulk Download

Consolidate

Clear

Search

| <input type="checkbox"/> | Job Id | Invoice No | Owner Name | Invoice Date | Total | Type | Payment | Deleted | Action |
|-------------------------------------|--------|------------------|---------------|--------------|------------|----------|---------|---------|--------|
| <input type="checkbox"/> | 1161 | SHALE_CS100168 | Patrick McCoy | 02/02/2022 | \$4,301.00 | Standard | Unpaid | No | |
| <input checked="" type="checkbox"/> | 1259 | SHALE_TEST001259 | Patrick McCoy | 19/05/2022 | \$110.00 | Standard | Unpaid | No | |
| <input checked="" type="checkbox"/> | 1189 | SHALE_TEST001189 | Patrick McCoy | 23/05/2022 | \$146.00 | Standard | Unpaid | No | |
| <input type="checkbox"/> | 1157 | SHALE_TEST001157 | Patrick McCoy | 23/05/2022 | \$154.00 | Standard | Unpaid | No | |
| <input type="checkbox"/> | 1288 | SHALE_TEST001288 | Fran Family | 24/05/2022 | \$220.00 | Standard | Unpaid | No | |
| <input type="checkbox"/> | 1286 | SHALE_TEST001286 | Fran Family | 24/05/2022 | \$275.00 | Standard | Unpaid | No | |
| <input type="checkbox"/> | 1334 | 1334 | Patrick McCoy | 08/06/2022 | \$110.00 | Standard | Unpaid | No | |

First

Previous

1

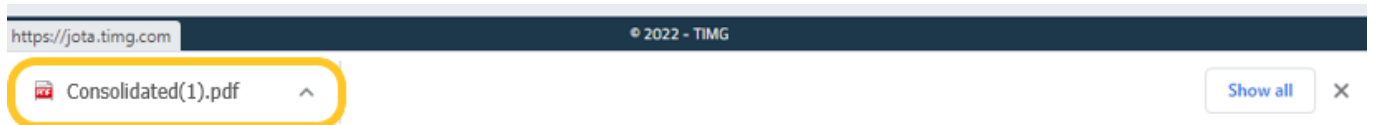
Next

Last

Page Size:

10

Step 5: The Consolidated Invoice will download in your web browser.

































Step 6: Search for All Unpaid invoices and select the dollar sign to make the payment.

Note: Consolidated invoices are be given a new invoice number.

INVOICES

Date From Date To Matter / Reference

Invoice Number Job Id Invoice Type Payment Status

| <input type="checkbox"/> | Job Id | Invoice No | Owner Name | Invoice Date | Total | Type | Payment | Deleted | Action |
|--------------------------|--------|------------------|---------------|--------------|------------|--------------|---------|---------|---|
| <input type="checkbox"/> | | SHALE_CS100169 | Patrick McCoy | 02/08/2022 | \$256.00 | Consolidated | Unpaid | No |   |
| <input type="checkbox"/> | 1161 | SHALE_CS100168 | Patrick McCoy | 02/02/2022 | \$4,301.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1259 | SHALE_TEST001259 | Patrick McCoy | 19/05/2022 | \$110.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1189 | SHALE_TEST001189 | Patrick McCoy | 23/05/2022 | \$146.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1157 | SHALE_TEST001157 | Patrick McCoy | 23/05/2022 | \$154.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1288 | SHALE_TEST001288 | Fran Family | 24/05/2022 | \$220.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1286 | SHALE_TEST001286 | Fran Family | 24/05/2022 | \$275.00 | Standard | Unpaid | No |     |
| <input type="checkbox"/> | 1334 | 1334 | Patrick McCoy | 08/06/2022 | \$110.00 | Standard | Unpaid | No |     |

First Previous 1 Next Last Page Size: 10

Step 7: Add the email address you want to have the proof of payment to go to.

Note: The payment portal will be updated with the invoice total from the consolidated invoice if you click on the correct link.

Payment Portal

Invoice Details

Invoice Number Invoice Total

Email Address

Additional Recipients Email

NOTE: To issue a receipt to multiple email addresses separate with ','

Card Details

Credit card surcharges apply: Visa/Master Card 1.3%, American Express 2.25%

Please note that due to security restrictions only 5 payments can be made using a credit card within the duration of 24 hours.

Glossary

Job Page

Job ID - Your Job ID is a unique number generated by JOTA2® each time you create a job. If you need support, we recommend quoting this number during your communication with TIMG staff to ensure we can help you in a timely manner.

Job Status - As your job moves through production the Status will be updated from "Logged" to "Scoped" to "Being Prepared / Processed / Finished / QAed", and finally to "Completed". You can always monitor the status of your job in your JOTA2® account.

Copy

General Photocopying - Select this option when you require the entire hard copy contents of a box or file to be photocopied.

Tagged Document Copying - Select this option when you require tagged pages or documents to be photocopied.

Paginated Copying - Select this option when you require pages or documents to be numbered and then photocopied.

Scan

General Scanning - Select this option when you require hard copy document[s] to be scanned and converted to a PDF or JPEG.

Discovery Scanning - Select this option when you need documents to be scanned in accordance with a Discover Protocol for exchange.

Print

General Office Printing - Select this option when you require a document or email to be printed.

Marketing and Commercial Document Printing - Select this option if you have general marketing material to be printed. This may include brochures, presentations, invitations, seminar handouts, books or business cards. This also includes any Graphic Design work that involves your documents being altered to complete your project.

Briefs, Appeal Books & Court Books

Counsel Brief/Brief to Advise - Select this option when you have an indexed or tabbed brief to be prepared/printed.

Court Book/Tender Bundle - Select this option when you have a Court Book or Tender Bundle to be prepared/printed.

Appeal Book - Select this option if your job requires preparation, formatting and printing of Appeal books for all appropriate courts.

Legal Technology Solutions

Process Electronic Documents - Select this option if your job requires electronic processing. This would include Ingestion, DeNISTing, Deduping and Metadata Extraction for upload to a review platform.

Process Hardcopy Documents - Select this option if your job requires hardcopy documents to be processed such as scanning, delimiting and coding for upload to a review platform.

Other Copying & Support Services

Binding - Select this option if your job requires binding only.

Trolley Hire - Select this option if your job requires a trolley to transport documents in the CBD.

Tab Dividers - Select this option if your job requires numbering, alphabetising [A-Z], or custom printed 5 or 10 tab dividers.

CD / DVD Duplication - Select this option if your job requires a CD or DVD to be duplicated.

Laminating - Select this option if your job requires laminating only.

Court Courier Service - Select this option if your job requires people and trolleys to transport documents to and from Court.