ACORN
Archive Court Report Notes
Version 3.1

User Manual

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ACORN 3.1
User Manual

Overview

ACORN (**A**rchived **Co**urt **R**eport **N**otes) is an online storage facility for court reporter notes. Reporters can upload copies of their notes for safe keeping, and easily retrieve them when needed.

Login

ACORN 3.1 is now completely web based. To login to **ACORN 3.1**, open up a web browser such as Internet Explorer or Firefox and go to:

http://*courtname*.acornnotes.com

where *courtname* is the abbreviated name used to identify your court in **ACORN**.

You will automatically be re-directed to the secure (https using SSL certificates) login page.

In the **Username** field, enter the user name that has been assigned you. This is typically your CSR#.
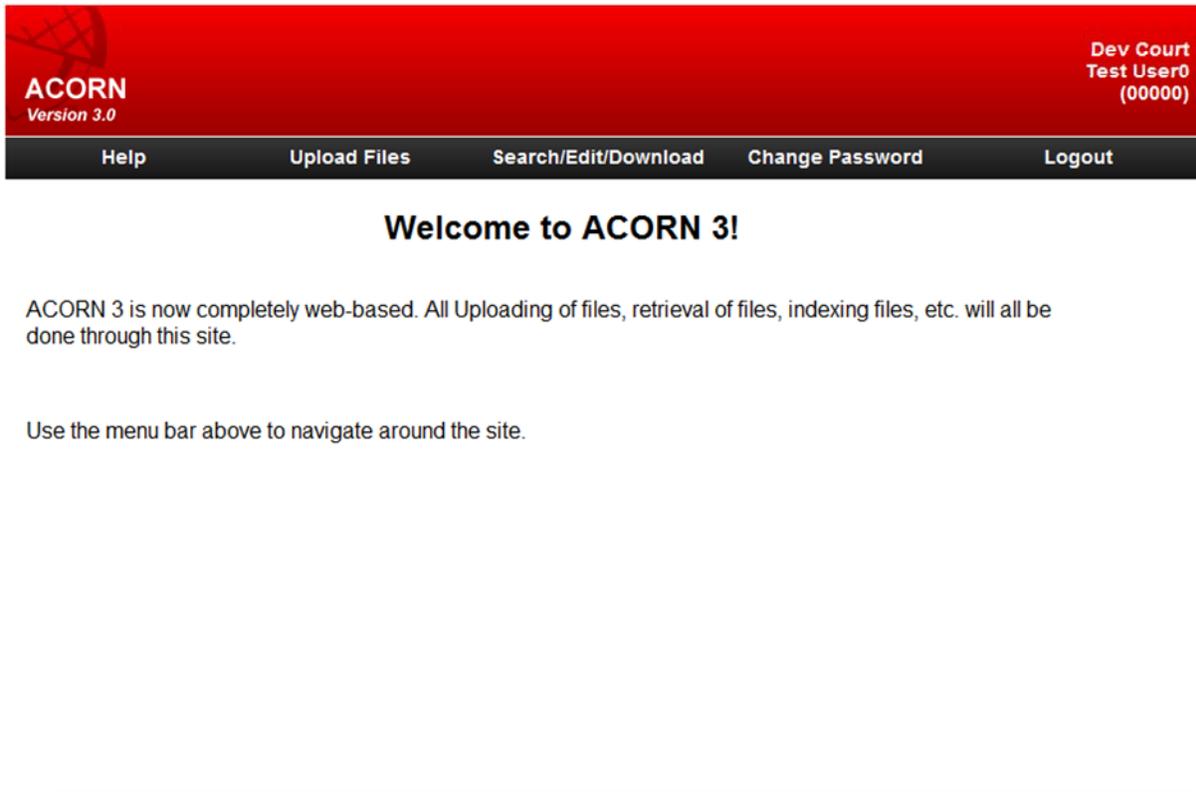
In the **Password** field, enter your password.

If you do not know what your username or password has been set to, contact your court reporter manager or the **ACORN** system administrator for your court.
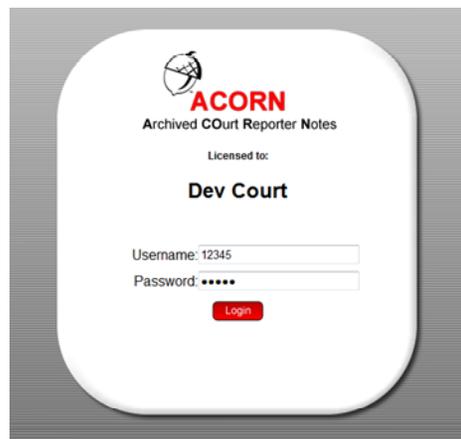
Main Menu

Once you login to **ACORN**, you will be presented with the initial welcome screen. You can get back to this screen by clicking on the **ACORN** login in the upper left corner.

Sub-Menu Options

Help: Available on every screen in **ACORN**. Clicking on this link will open up a new window with information on how to use the page you are on.

Upload Files: This is the function used to archive (upload) files to the **ACORN** server. There are two ways to upload files, Upload Multiple Files or Upload Single Files.

Upload Multiple Files: This method allows you to select multiple files at a time, index the files and upload them. This option assumes your browser can run Java programs.

Upload Single Files: If you have problems using the Java version, a standard HTML version can be used. On this page, each file needs to be uploaded individually.

Search/Edit/Download: To retrieve (download) a file from the **ACORN** server or to update indexing information on a file, you will need to search for the file(s) first. This page will allow you to search for files using a number of different search options.

Change Password: Periodically, for security reasons, it is recommended you change your password in **ACORN**. This link will ask you for your current password (to verify it is you making the change request), then have you enter in a new password.

Logout: To close the **ACORN** session, click on Logout to exit the **ACORN** system.

Upload Files Options

ACORN 3.1 offers two different methods to upload your files to the **ACORN** server. By clicking on the **Upload Files** link, you will be given a brief description of the two methods, as well as links to use each version.

Upload Multiple Files

NEW FEATURE! Using a Java applet, you can now drag-and-drop, copy-and-paste, or browse to select as many files as you would like to upload.

After adding the files, click on each file to add the necessary index information.

The **Case Date** is automatically determined, using the date the file was last saved. If the date on your stenograph machine is incorrect or if you modified the file since the court date, you can fix the **Case Date** for the files.

To use this Java applet, you need to have the Java software on your computer. You can confirm Java is on your computer, or download it if you need it, from http://www.sun.com/getjava

This page will start a Java applet program. You should see the Java logo appear while the program loads.

When the program is ready you will see this screen:

There are three different ways to add files to **ACORN** on this page. You can add files using any of these methods:

- **Click the "Add File(s)" button**
An Open window will appear. Use the Look In drop-down box to navigate to where your files are stored. Highlight the file you want. Or hold down the Ctrl key while clicking on several files to select the files you want.   When done highlighting all the files you want to upload, click on the Open button.
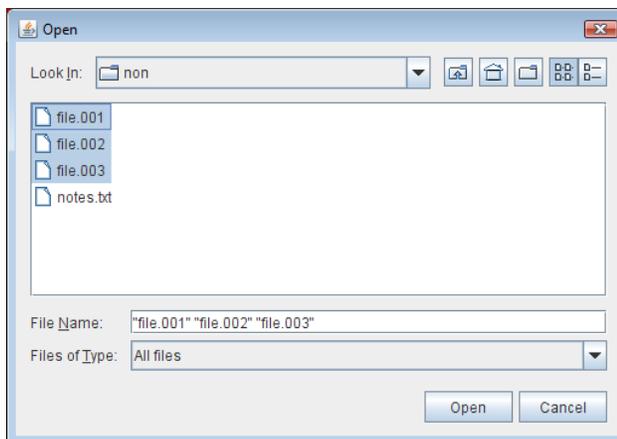
If you have more files to upload, you can click Add files(s) again, and repeat the process.

- **Drag-and-Drop**
With one or more files highlighted in a My Computer or Windows Explorer window, you can drag-and-drop the files into the Java program window. They will automatically be added to the list.

- **Copy-and-Paste**
Using My Computer or Windows Explorer, you can select one or more files, copy them (either right-click and choose Copy, or go to Edit → Copy, or hit Ctrl-C.)

Then, in the File listing window of the Java program, right-click and select Paste.
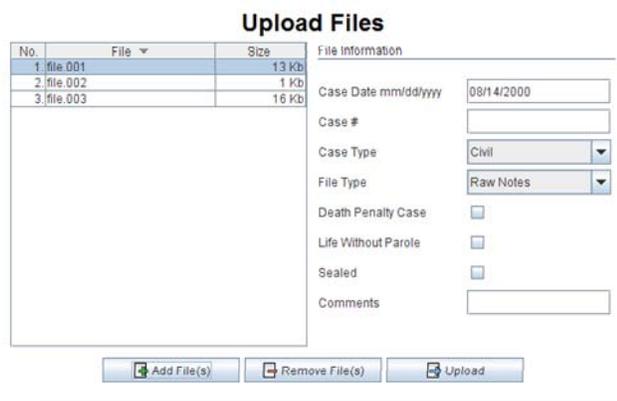
Now you can index the files. Highlight each file one at a time to see the indexing information for the file. This information will be used to search for the file in the future.

The case date was automatically determined by the time stamp on the file. You can adjust the date if the date is not correct.

You can then enter the **Case Number**, the **Case Type**, the **File Type**, whether or not the case is part of a **Death Penalty** proceeding, a life without parole hearing (**LWOP**), or if the case is **Sealed**.

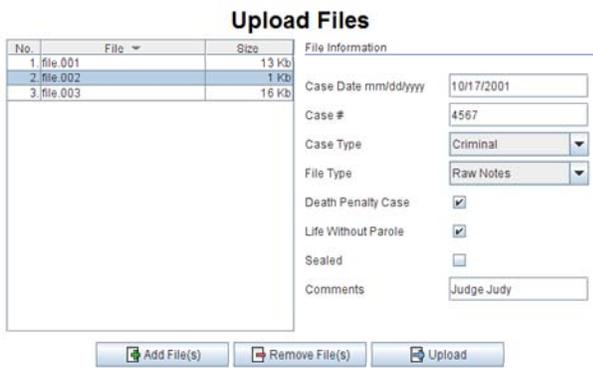Use the **Comments** field to enter any other information about the file that will help you find this file when you need to search for it later.

Click on each file in the file list window to make sure the indexing information is correct.

When you are ready to upload the files, click the Upload button.

Depending on the size of the files you are uploading, and the speed of your Internet connection, this may take a few minutes.

Upload Confirmation
The following files were archived and indexed successfully:

#	File Name	Case Date	Case Number	Case Type	File Type	Death	Sealed	LWOP	Comments	File Size
1.	file.001	08/14/2000	1234	Civil	Raw Notes	-	-	-	Kramer v. Kramer	13,329
2.	file.002	10/17/2001	4567	Criminal	Raw Notes	Y	-	Y	Judge Judy	177
3.	file.003	10/17/2001	7890	Juvenile	Draft Transcript	-	Y	-		16,005

Once the transfer has completed, the **Upload Confirmation** window will show which files have been uploaded successfully, along with the indexing information.

If you can click a file name, you will be able to edit the indexing information for that file. See the **Edit** section for more details.

Upload Single Files

If you have trouble using the Upload Multiple Files options using the Java program, there is another way to archive your files in **ACORN**. Instead of selecting multiple files at a time, each file will need to be selected individually.

The Upload Single Files screen looks like this:

For each file you want to upload, click the Browse button. Each file will be on its own line. You MUST enter the **Case Date**. Unlike the Java version, the system cannot read the time stamp on the file. You can click on the Calendar icon next to the **Case Date** field to select a date, or enter in a date yourself. Please enter the date in MM/DD/YYYY format.

Enter other information such as the **Case Date**, **Case Type**, and **File Type**. The **D** column indicates if it was a **Death Penalty** case, **L** is a **Life Without Parole** case, and **S** is a **Sealed** case. Each of these case types needs to be stored differently. Finally, the **Comments** box, you can put in anything else that would help you find this file in the future. The **File Name** and **Case Date** fields are required, the rest of the fields are all optional.

Repeat this process for each file you want to archive.

When you have added all the files you want to upload, and added all the indexing information, click on the Next button. The system will then upload your files to the server and put them in a temporary holding space. This upload process may take a few minutes, depending on the size of the files you are uploading and the speed of your Internet connection.

If everything is correct, click the OK to Archive icon. **NO FILES WILL BE STORED IN THE DATABASE UNTIL YOU CLICK THIS BUTTON.**

Upload Confirmation

The following files were archived and indexed successfully:

#	File Name	Case Date	Case Number	Case Type	File Type	Death	Sealed	LWOP	Comments	File Size
1.	file.001	08/28/2007	54321			-	-	-		13,329
2.	file.002	08/29/2007	23456			Y	-	Y	Judge Brown	177

Once the transfer has completed, the Upload Confirmation window will show which files have been uploaded successfully, along with the indexing information.

If you can click a file name, you will be able to edit the indexing information for that file. See the **Edit** section for more details.

Search

Before you can download a file, or edit the indexing information for a file, you need to search for the file(s) first.

Search
The first thing to do before downloading or editing a file is to search for it. The search page gives you a number of ways to find your file(s). All fields are optional. If you don't put in any search criteria, the system will find all files you have ever uploaded.

Here is a description of the various searching options:

Search for Files

Filename:	
Case Date Range:	From: / To:
Uploaded Date Range:	From: / To:
Case Number:	
Case Type:	Any
File Type:	Any
Death Penalty Case?	⦿ Either ○ Yes ○ No
Life w/o Parole Case?	⦿ Either ○ Yes ○ No
Sealed Case?	⦿ Either ○ Yes ○ No
Comments:	
# of Results to Display:	10

[Clear] [Search]

Filename: Enter all or part of the name of the file

Case Date Range: This will search for the files using the date of the case, as entered when you initially uploaded the file(s). You can enter a date range to narrow the search for your file(s). If you enter only a **From Date**, the system will find all files from that date forward. If you enter only a **To Date**, the system will find all files up to and including that date. Or you can enter two dates, and the system will search for files with case dates between the two dates you pick. If both dates are the same, the system will find only files with the specified case date.

Uploaded Date Range: This will search for files that were uploaded to the **ACORN** server between the dates listed. The date this search uses is the day you uploaded the files to **ACORN**, and not the case date of the file.

Case Number: Enter all or part of the **Case Number** associated with the file.

Case Type: Select the type of case for the file. The Any option will search for all types of cases. Or you can specify to have the system only find a certain type of case file, such as only Criminal case files.

File Type: Select the format of the file. The Any option will search for all type of file types. Or you can specify to have the system only find certain type of files, such as "Draft Transcripts"

Death Penalty Case: Specify whether the file you are looking for was associated with a death penalty case. If you select the Either option (the default option), the system will look for all files regardless if the file was marked Death Penalty or not.

Life w/o Parole Case: Specify whether the file you are looking for was associated with a Life without Parole case. If you select the Either option (the default option), the system will look for all files regardless if the file was marked Life without Parole or not.

Sealed Case: Specify whether the file you are looking for was associated with a Sealed case. If you select the Either option (the default option), the system will look for all files regardless if the file was marked Sealed or not.

Comments: If you entered any comments when you initially uploaded the files to **ACORN**, you can put part of all of the comments in this field to search for that file(s).

# of Results to Display: Depending on your search criteria, **ACORN** may find many files that match your request. You can choose to have **ACORN** only display a limited amount of files per page. You can also select All to see all the files that matched your search criteria, but it may take awhile to display, depending on the speed of your Internet connection.

Clear: By clicking this button, all the search criteria will be removed or set back to the default values.

Search: Click this button when you are ready to search for your files using the criteria you entered.

Download

Once the appropriate file have been found, you can either download (retrieve) it, or edit the indexing information about the file. (Note that some Courts do not allow reporters to download files directly. If you are unable to download a file, please contact your court reporter manager or the **ACORN** administrator for your Court.)

Search Results

To **edit** the indexing information for a file, click on the file name.

To **retrieve** a file, RIGHT-click on the ⬇ next to the file and choose "Save As".

Displaying files **1 - 10** of **27** total files found   Next

Retrieve	File Name	Uploaded	Case Date	Case Number	Case Type	File Type	D	L	S	Comments
⬇	file.001	08/28/2007	08/14/2000	12345	Criminal	Raw Notes	-	Y	-	
⬇	file.002	08/28/2007	10/17/2001	123	Civil	Raw Notes	-	-	-	
⬇	file.003	08/28/2007	10/17/2001	123456	Civil	Raw Notes	-	-	-	no comment
⬇	file.001	08/28/2007	08/14/2000		Civil	Raw Notes	-	-	-	
⬇	file.002	08/28/2007	10/17/2001		Civil	Raw Notes	-	-	-	
⬇	file.003	08/28/2007	10/17/2001		Civil	Raw Notes	-	-	-	
⬇	file.001	08/30/2007	08/01/2007	11111	Civil	Draft Transcript	Y	-	-	abcdef
⬇	file.002	08/30/2007	08/02/2007	2222	Criminal	Final Transcript	-	Y	-	1234567
⬇	file.003	08/30/2007	08/03/2007	333333	Juvenile	Draft Transcript	-	-	Y	longer comment test here
⬇	file.001	08/30/2007	08/01/2007	111	Civil	Raw Notes	-	-	-	

To retrieve a file from **ACORN**, *right* click on the icon of a blue circle with a white down arrow. This will display a context window. Choose the option that says Save Target As or Save Link As, depending on your Internet browser. You should then get a window allowing you to navigate your computer for the location where you would like to save the file. Then click the Save button.

Once the file is downloaded, you should be able to use the file with whatever software you used to create the file initially.

Edit

After searching for a file, you can click on the filename and you will see a screen to edit the indexing information on that file. You can also perform this function on the Upload Confirmation window when uploading files.

The fields that are highlighted in gray are not changeable.

All other fields can be changed.

When done making changes, be sure to click the Update File Details button to save your changes to the **ACORN** database.

You should then see the message "File information updated successfully"

View/Edit File Details

Reporter:	Test User0 (00000)
Filename:	file.001
Case Date:	08/14/2000
Case Num:	12345
Case Type:	Criminal
File Type:	Raw Notes
Death Penalty Case?	○ Yes ● No
Life w/o Case?	● Yes ○ No
Sealed Case?	○ Yes ● No
Comments:	
File Size	13,329 bytes
Uploaded Date	Tue 08/28/2007
Uploaded Time	4:25:14pm
Last Retrieved Date	...
Last Retrieved IP	...

[Update File Details]

Change Password

For security reasons, it is a good practice to change your password periodically. Your court reporter manager may initially set up your account with a generic password, in which case you should change your password the first time you login to **ACORN**.

You will be asked to enter in your current password to verify the password change is coming from you.

Then enter your new password, and then re-enter your new password a second time to verify you typed it correctly.

Finally, click the Change Password button.

If your password is blank, or if the new password you entered does not match the confirm password you entered, you will be asked to try again.

If you forget your password, contact your court reporter manager or the **ACORN** administrator for your court to have your password reset.