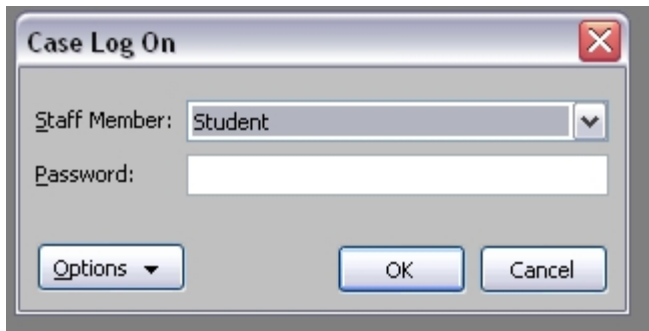


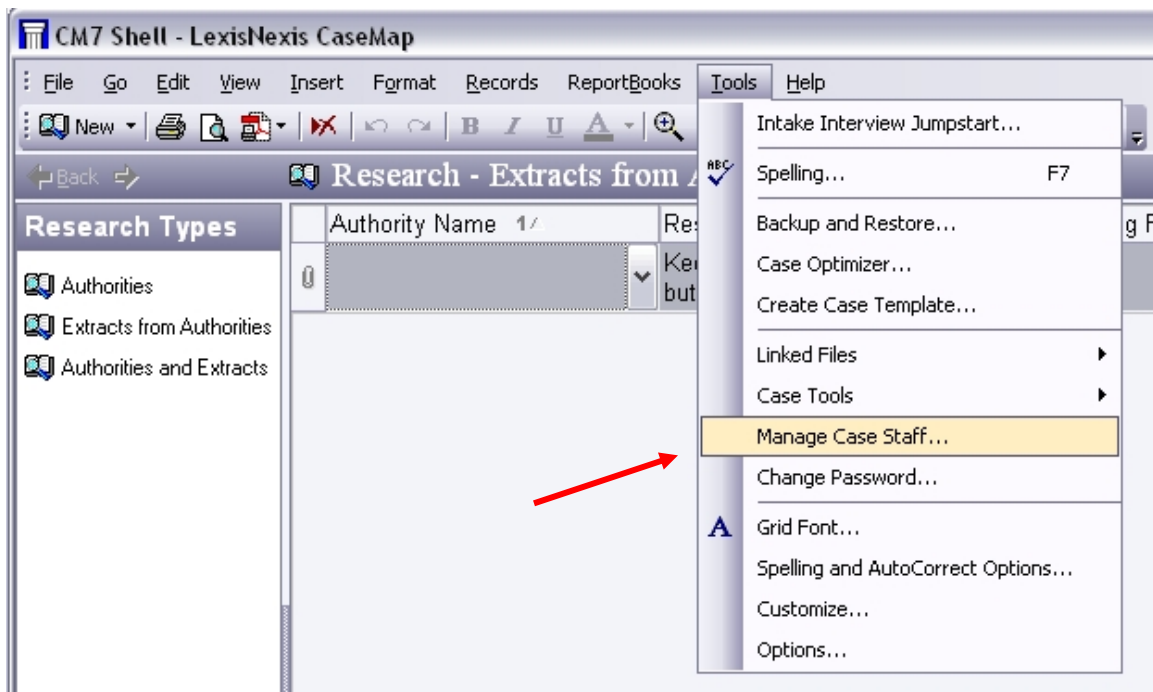
Changing User Names

One of the most useful features of CaseMap for attorneys is the ability to share one file with all the attorneys working on a particular case. As a result, CaseMap asked each person working on the file to have a unique user name / staff member. The default user name for the Shell File is “Student.”

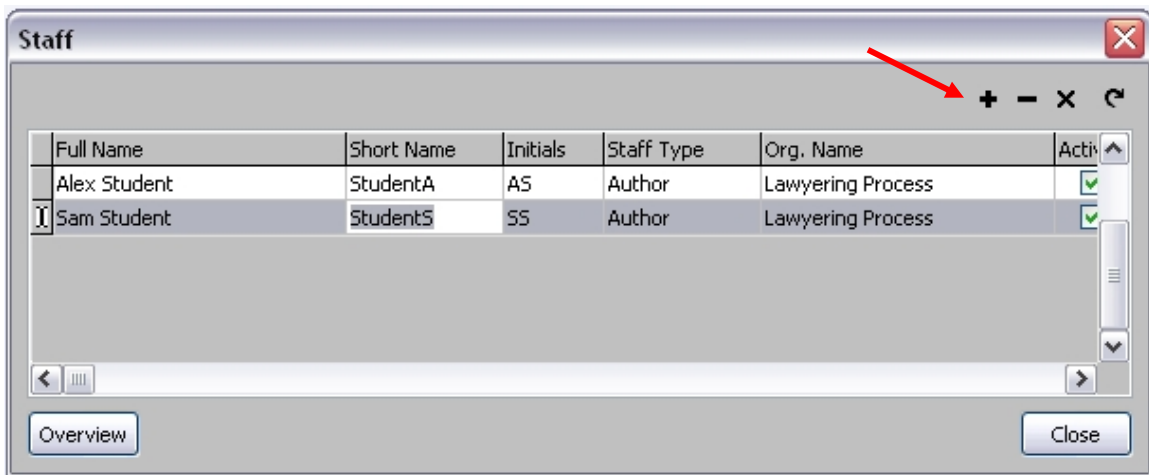
When you first open CaseMap, you see the “Case Log On” window. You cannot change a specific Staff Member’s username from this screen, so click “OK”.



Once you are in CaseMap, go to the Tools menu and choose “Manage Case Staff.”



You will see a new window called Staff. Left click on the name “Student.” Then delete it and enter your locker number or other ID number to be used in LP. If it prompts you for a short name, enter one. To add your partner’s username, click the plus sign in the upper right-hand corner of the box. Be sure to add your partner as an “Author” rather than a “Scribe” when prompted.



Select "Close" when you have finished. The next time you log in to CaseMap you will see your ID instead of "Student" in the "Case Log On" window.