DIGITAL EVIDENCE CENTER

How to register, log on and find a case

To use the system, and gain access to cases, you first need to register an account on Thomson Reuters® Digital Evidence Center. The system is used globally, including the UK, South Africa, Canada, US, and Dubai. To register an account just open your applicable Digital Evidence Center website.

Some organizations might also have a specific URL that they use to access Digital Evidence Center, please liaise with your Organization Admin to confirm what this is.

NOTE: *Digital Evidence Center works on all up to date HTML5 compliant Internet browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari.*

Register

From the landing page of the Digital Evidence Center instance you need to use, click on the **Register** button and fill in the fields:

1. Title
2. First Name
3. Last Name
4. **Username** – use between 5 and 30 characters.
5. **Mobile phone** – optional field.
6. **Email** – enter a valid primary email, if you've been invited into a case already, make sure you register with the same email address you were invited with.
7. **Confirm email** – type in the email address you entered in the primary email address field.

8. **Hide Email** – choose whether you want to show or hide your email address on the list of people for a case you are invited to.
9. **Usual Role** – select your usual role from the drop-down list.
10. **Usual Location** – choose your usual location from the drop-down list.

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11. Password – create a password which is at least 8 characters and contains an uppercase letter, a lowercase letter, a number and a special character, for example: Washington82*.

12. Confirm Password – enter the password you created.

13. Read the Data Protection details and the Terms and Conditions of Use and then tick the box if you agree to be bound by the Terms and Conditions of Use.

14. Once you have filled in all the details correctly, the Register button becomes active. Click on this button to complete the registration on Digital Evidence Center.

Verification Email

1. The system will then send you a **verification email** to confirm your email address. Please wait up to 15 minutes for the email to arrive and ensure that you have checked both your inbox and junk folder.
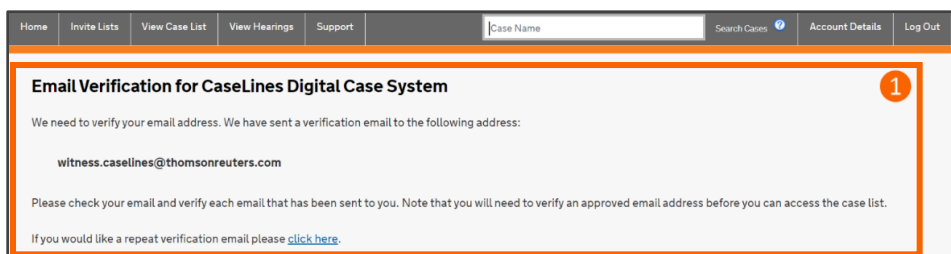

2. To verify your email address, **click on the link** included in the email. Once your email address is verified, you can then access any cases you have been invited to.
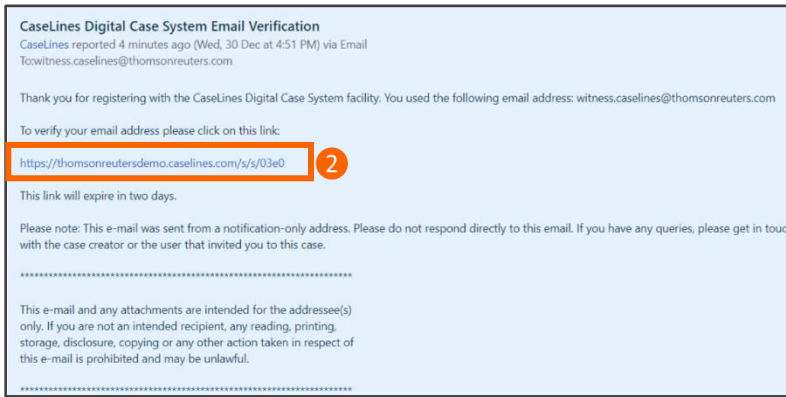
Choosing your Organization

When registering an account on the system:

1. If you register with <u>an email domain not associated with any organization</u> set up in the system, then you will automatically be assigned to an Unknown organization.

2. If you register with <u>an email domain which is associated with 1 organization</u> set up in the system, then you will automatically be assigned to that organization.

3. If you register with <u>an email domain which is associated with 2 or more organizations</u> set up in the system, then once you verify your email address you will be taken to an organization picker page.
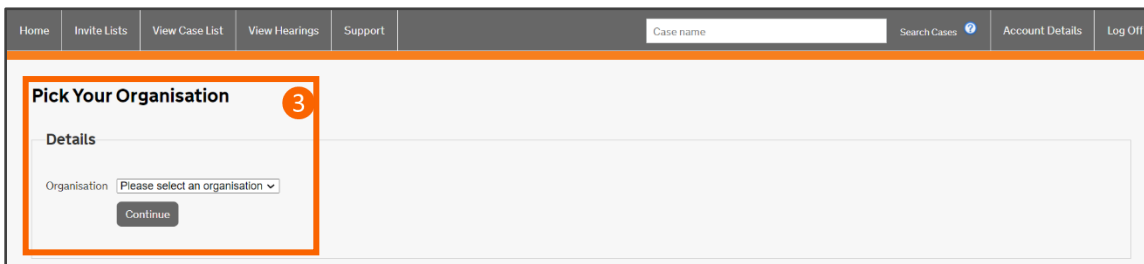
4. Select your Organization, and then finalize your registration by clicking on the **Continue** button.
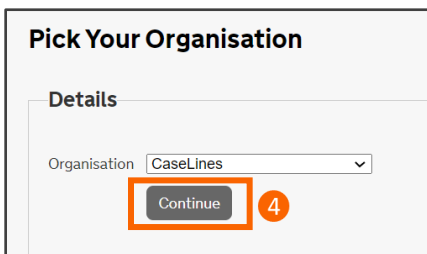
5. If you need to select a different organization associated with your email domain, you can change this from your **Account Details** page.
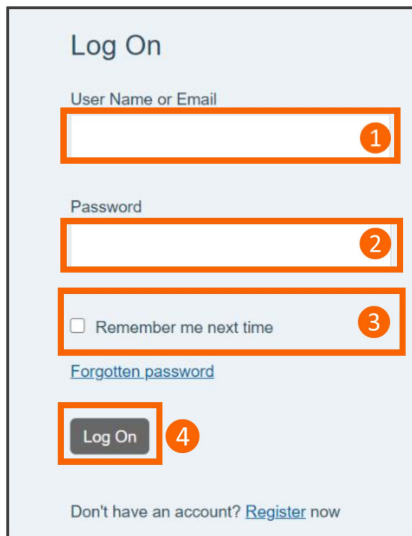
SEE RELATED QUICK REFERENCE GUIDE

- **How to manage your account** *READ NOW*

Log On

From the Digital Evidence Center landing page, once you click **Log On** located in the top right corner of the webpage, you will then be taken to the log on page.

1. **User Name or Email** – type in your user name or email address.

2. **Password** – type in your password.

3. **Remember me next time** – tick this box if you want your browser to remember your log on details.

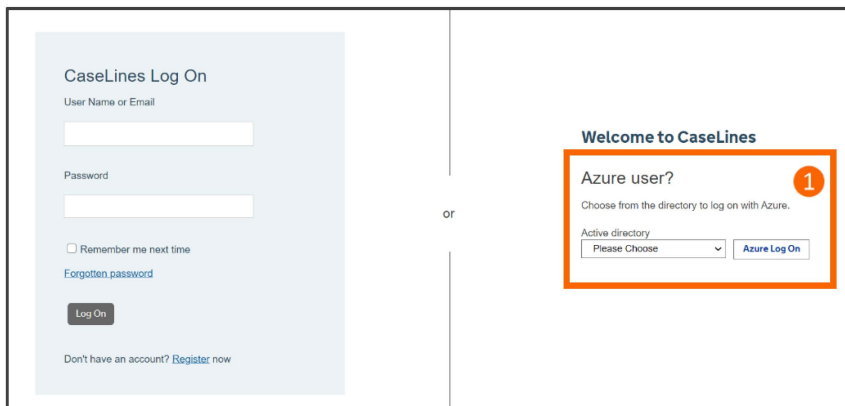4. **Log On** – click on this button to log on to your account.

Log On Using Azure Single-Sign On

If your organization has enabled Azure Active Directory Single Sign-On for Digital Evidence Center, the following will be available for you:

1. You can log on via **Azure Active Directory** and select your organization from the dropdown list.

2. You will then be redirected to the **Azure Active Directory** log on screen, where you can enter your log on details.

3. If you are trying to log on using the standard log on option, you will then get an error message, asking you to log on with your **Azure Active Directory** account.

Log On Using OnePass

A OnePass® profile is the online record of the username and password you select to access Thomson Reuters websites and applications. This gives you more security and control over your log on details.

4. If you are a **OnePass user**, you can select the **OnePass** button to log on.

5. You will then be taken to the OnePass log on screen, where you can enter your log on details.
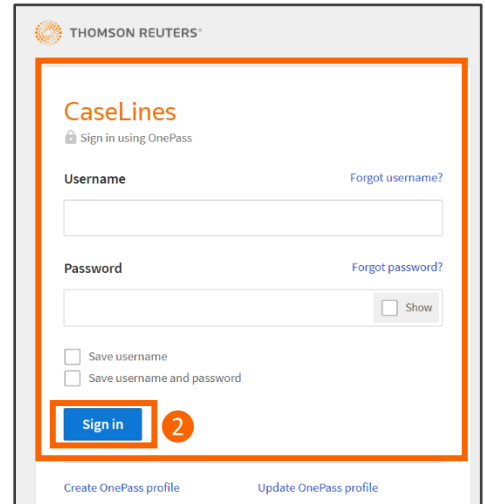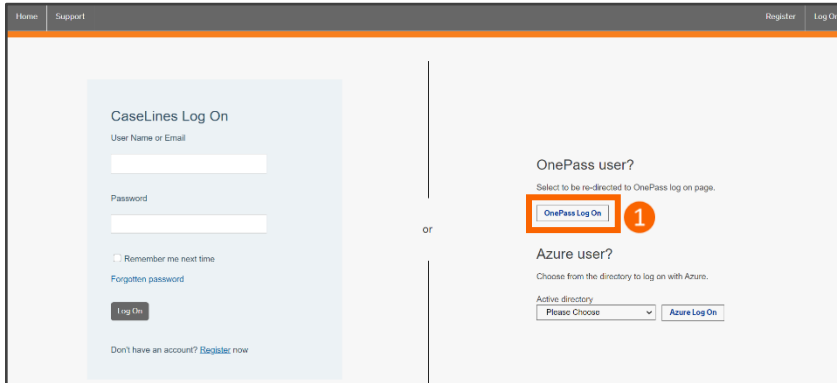
NOTE: *The OnePass log on option might only be available on some Digital Evidence Center instances.*

Forgotten Password

1. If you have forgotten your password, click the **Forgotten password** link.

2. Enter your user name or email address and then click **Submit**.

3. An email will be sent to you containing a link to reset your password.
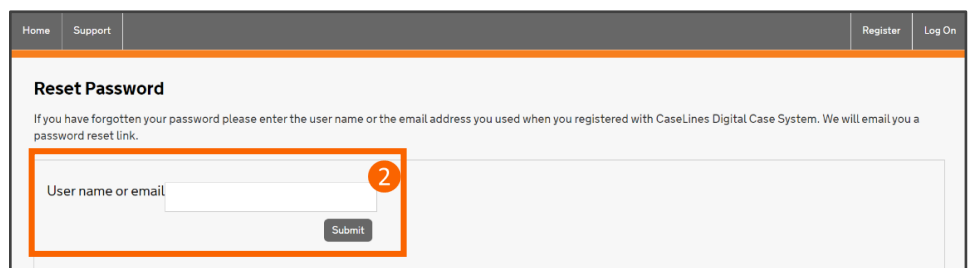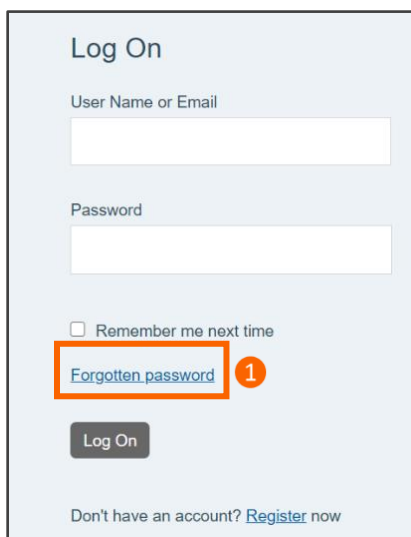
Find a Case

1. Ensure you are on the **View Case List** page. You will then automatically be presented with the case list containing all of the cases that you have either created or been invited to access.

2. The case list can then be filtered using the case filter. You can filter on:

- Hearing Date
- Case Name or Reference *(in the text field)* – you can refine your search by clicking on **All Words,** so the filter will only return results that contain all of the words in your search term.
- Training and Completed cases – any cases that have been created and flagged as training or marked as complete will only show up if you filter using these tick boxes.
- Listing Number – this option allows you to sort your results by listing number if there is a value in this field.

3. Once you have input your search terms, click **Apply Filter** to show your filtered cases. If you want to clear any search parameters, click on **Clear Filter**.

Your cases will show up on this screen with two options:

- Review Evidence – where you can examine the evidence.
- Update Case – primarily for making changes to the case if you have the appropriate case permissions.

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