

Using Hosted Practice Technology

Hosted Practice Technology Quick Reference Guide
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For assistance using Hosted Practice Technology, call 1-800-290-9378 or email westlaw.softwaresupport@thomsonreuters.com.

For free reference materials, visit the Product support section at <https://legal.thomsonreuters.com/en/support>.

This guide describes how to use the **Hosted Practice Technology** website to access legal software and upload documents from your computer to the Thomson Reuters remote server.

Note: Thomson Reuters will send you an email with your username and password.

Getting Started

To access the **Hosted Practice Technology** site, go to <https://practicetechnology.thomsonreuters.com>. The **Hosted Practice Technology** login page is displayed (Figure 1).

Figure 1. Hosted Practice Technology login page

Type the username and password sent to you in the boxes and click **Logon**. The **Applications** page is displayed (Figure 2).

Figure 2: Applications page

Accessing Case Notebook

To access Case Notebook, on the **Applications** page, click the **Westlaw Case Notebook** icon (Figure 2).

Note: Citrix Workspace must be installed prior to launching Case Notebook.

Case Notebook opens and the **Logon to a repository** dialog box is displayed (Figure 3).

Enter the username and password for the repository and click **OK**.

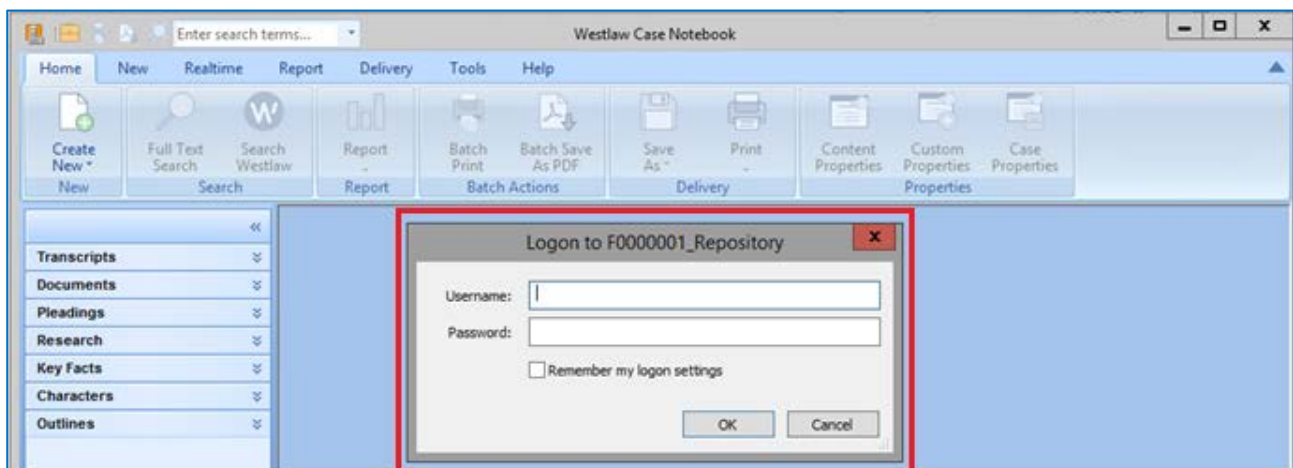


Figure 3: Case Notebook

Uploading Documents to Remote Server

To upload documents from your computer or network drive, connect to the remote server and complete the following steps:

1. Click the **File Management** tab. The **File Management** page is displayed (Figure 4).

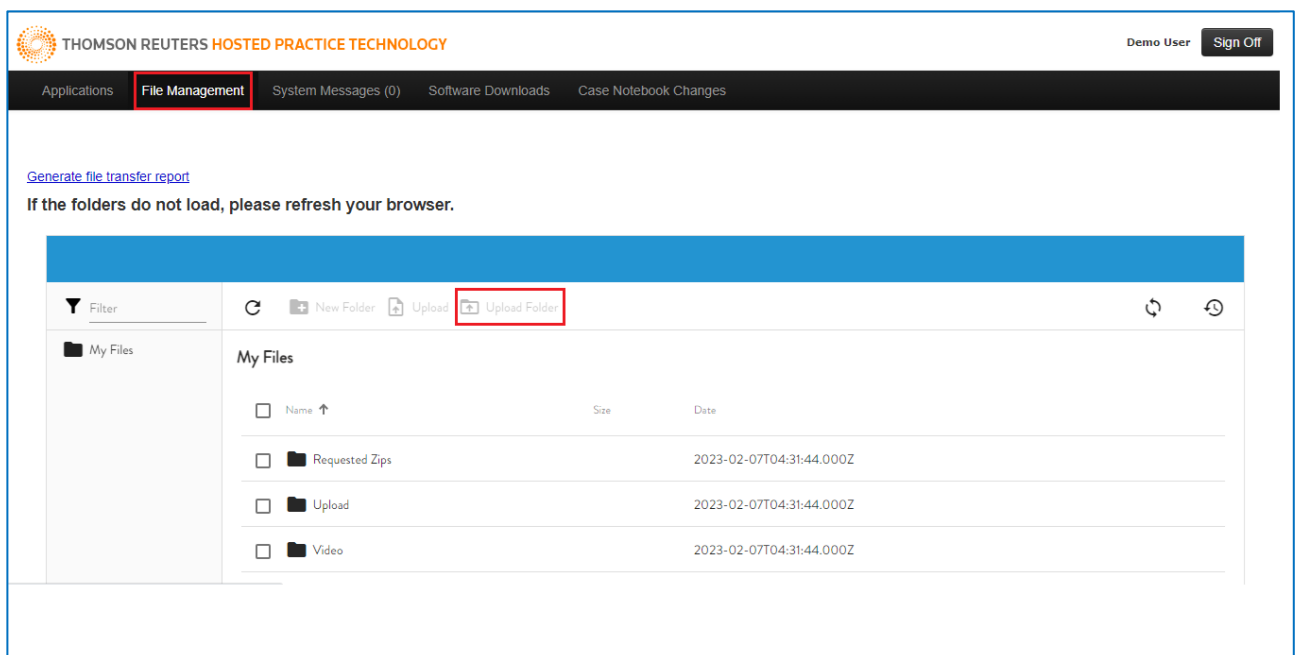


Figure 4: File Management page

2. Click **Upload Folder** on the toolbar. The **Select Folder to Upload** dialog box is displayed (Figure 5).
3. Select the folders you want to upload from your computer or network drive, and click the **Upload** button (Figure 5).

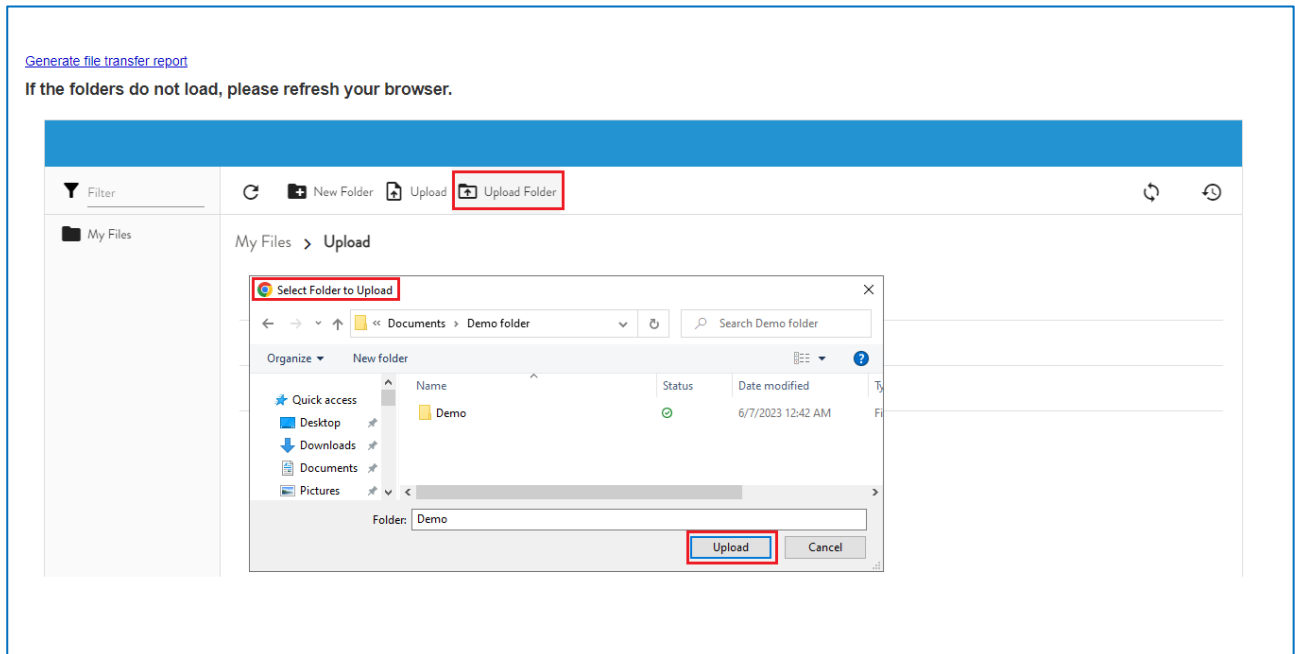


Figure 5: Select Folder to Upload dialog box

Your documents are uploaded to the **Upload** folder on the remote server.

Note: You can select multiple files by pressing the **Shift** key, or you can select the folder which contains your documents. Click **Upload** from the menu. When the files are successfully uploaded, the upload completed notification is displayed.

Customizing Folder Structure on Remote Server

To customize the folder structure on the remote server to best suit your storage needs, complete the following steps:

1. Click **New Folder** on the toolbar. The **Create new folder** dialog box is displayed (Figure 6).

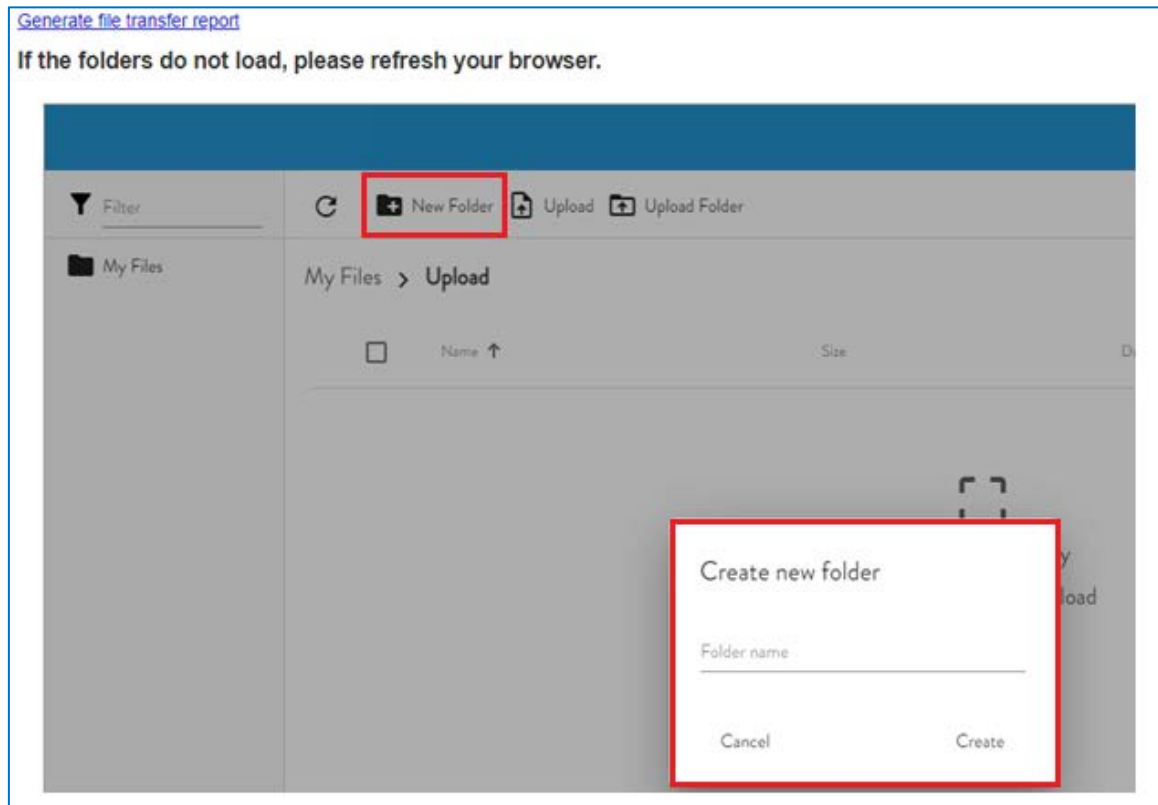


Figure 6: Create new folder dialog box

2. Enter the name of the folder in **Folder name**.
 3. Click **Create**. The folder is displayed in the list of remote folders.
- Note:** To create sub-folders, double-click the remote folder to open it, then repeat step 1 and 2 for each sub-folder you want to create.