

# FTR Log Notes



**FTR Log Notes®** is an electronic note-taking program used by Court Clerks, Electronic Court Reporters (ECR), Judges and Lawyers while listening to live or previously recorded court proceedings. It includes TheRecord Player™, our popular audio/video playback application that facilitates the transcription process and features several time-saving enhancements.

FTR Log Notes presents a familiar interface that mimics existing paper-based log sheets. Users can thus effortlessly transition to an electronic note-taking tool and enjoy the many conveniences offered, such as quick search and retrieval of notes related to particular cases and immediate access to recorded content through hyper-linked timestamps. Other desirable features of FTR Log Notes include:

- Case templates
- Tabbed log sheets
- Section 508 compliance
- Spell-check and Undo/Redo
- Windows 7® compatibility
- Consolidated note-taking & playback interface
- Customization through Microsoft® VBA

Time	Speaker	Note
3:46:21 PM	HH	Yes Mr Brown
3:46:32 PM	Brown JK	Thank you
3:46:45 PM	HH	Mr Green
3:46:59 PM	Green RT	Yes. Thank you
3:47:28 PM	Brown JK	Would it
3:47:44 PM	HH	That would be acceptable
3:48:15 PM	Green RT	Begins Opening submission

## KEY FEATURES

- Tabbed log sheets
- Windows 7® compatible
- Customizable Word Lists & Quick Notes
- Rapid search, retrieval & duplication of content
- Instant access to specific points within a recording

With FTR Log Notes, each note is automatically time-stamped with a hyperlink to the *exact point* in the associated recording where the note was taken. Thus, reviewing notes and recordings becomes a *quick, one-click process* - no more rewinding and fast-forwarding of tapes! Simply open the relevant log sheets and click on the links to hear exactly what was happening when each note was created.

## Tangible Benefits of FTR Log Notes

### Improved efficiency & productivity

- Customized Word Lists & "hot keys" expedite repetitive text entry
- Case templates expedite set up of log sheets according to case types
- Tabbed log sheets allow quick & easy creation of new log sheets for each case
- Instant access to specific testimony without fast-forwarding and rewinding tapes

### Convenience, Flexibility & Ease of Use

- Minimum user training - familiar interface
- Share notes & linked recordings across a network
- Minimal changes to established processes & procedures
- Take notes independent of recordings & synchronize them later
- Customize FTR Log Notes to meet specific needs through Microsoft VBA

### Enhanced user experience

- Compact view of Log Notes and Player
- Spell-check & undo/redo enable quick correction of errors
- Consolidated interface allows more efficient use of screen real estate





## Recommended System Requirements

### Version 5.5

#### Operating System Compatibility:

- Windows® XP Home / Professional SP3
- Windows® 7 Home / Professional / Ultimate SP1 32-bit or 64-bit

#### Compatible with Novell® NetWare® 6.5 SP7 using

- Novell® Client™ 4.91 SP4 for Windows® XP/2003 or
- Novell® Client™ 2.0 SP1 for Windows Vista® and Windows® 7.

#### Recommended System Requirements:

- CPU: Intel® Core™ i5 Processor or equivalent
- Memory: 2GB
- Display: 1024x768
- Windows compatible stereo sound card

NOTE: As with any software there are hardware and software requirements which need to be in place prior to installing and using FTR software. While this list shows the recommended system requirements, it is important to be aware that using additional programs may require a higher specification. For advice on the suitability of a specific system configuration, please contact FTR sales.

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## How FTR Log Notes helps your court function more efficiently

### Court Administrators

- Share notes & linked recordings across a network
- Quickly search & retrieve all content related to a specific case
- Customize FTR Log Notes to meet specific process & procedural needs

### Court Clerks & Electronic Court Reporters (ECR)

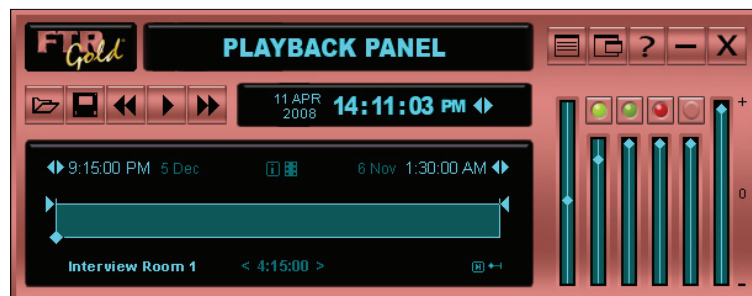
- Expedite setup of log sheets using case templates
- Improve accuracy of notes & easily correct errors
- Easily create linked electronic notes during proceedings
- Use "Hot Keys" and word Lists to automate repetitive text entry
- Access required testimony without fast-forwarding or rewinding cassettes

### Judges, Lawyers & Paralegals

- Take notes independent of recordings & synchronize them later
- Create private notes & store them in a location with restricted access
- Create personal, linked notes for trial & closing argument preparation

### Transcribers

- Control playback volume & speed, while maintaining the pitch
- Access required testimony without fast-forwarding or rewinding cassettes
- Use foot controls & global shortcuts for greater control of playback & transcript creation
- Use 4-channel isolation & individual channel volume control to hear individual speakers clearly



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