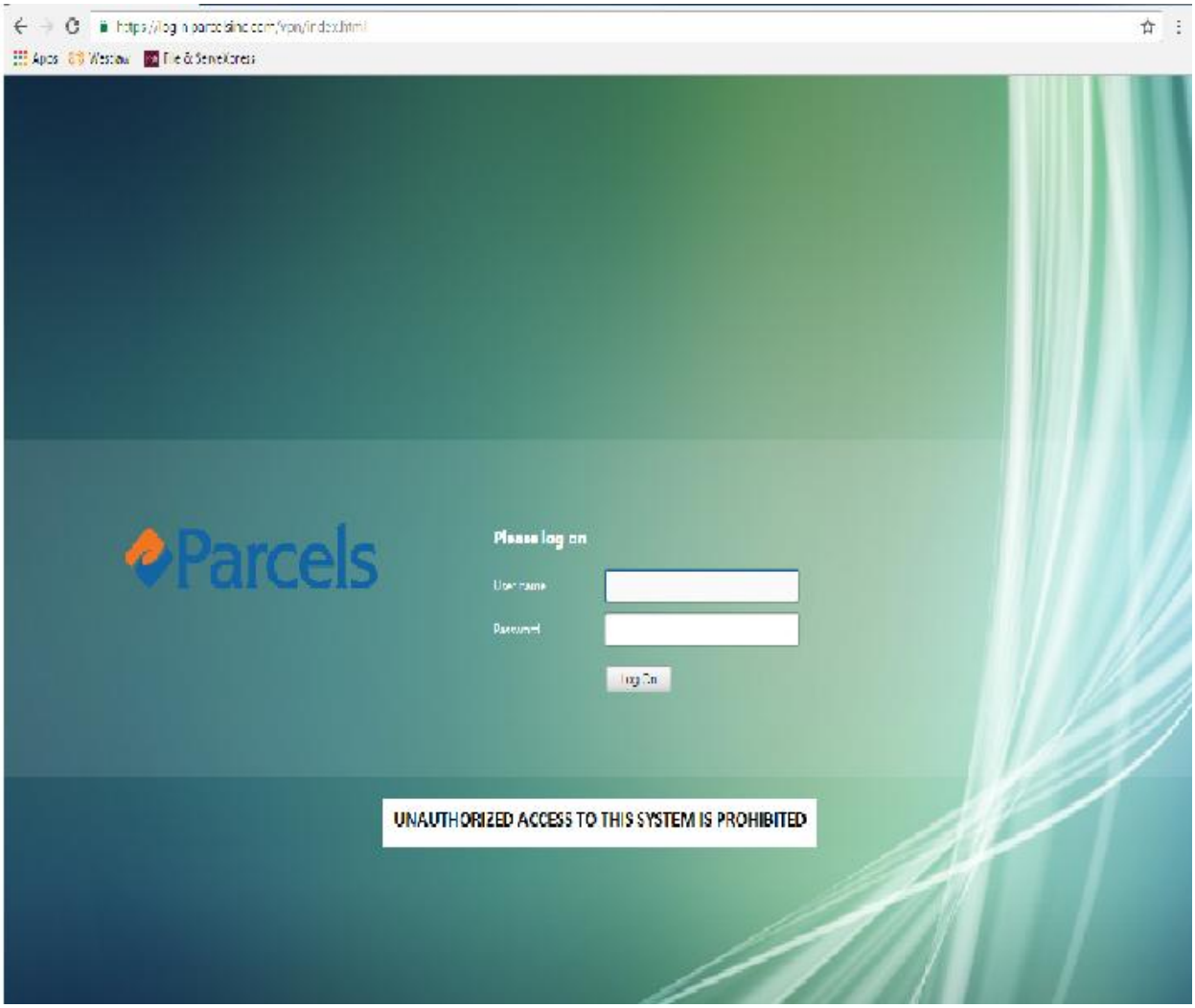
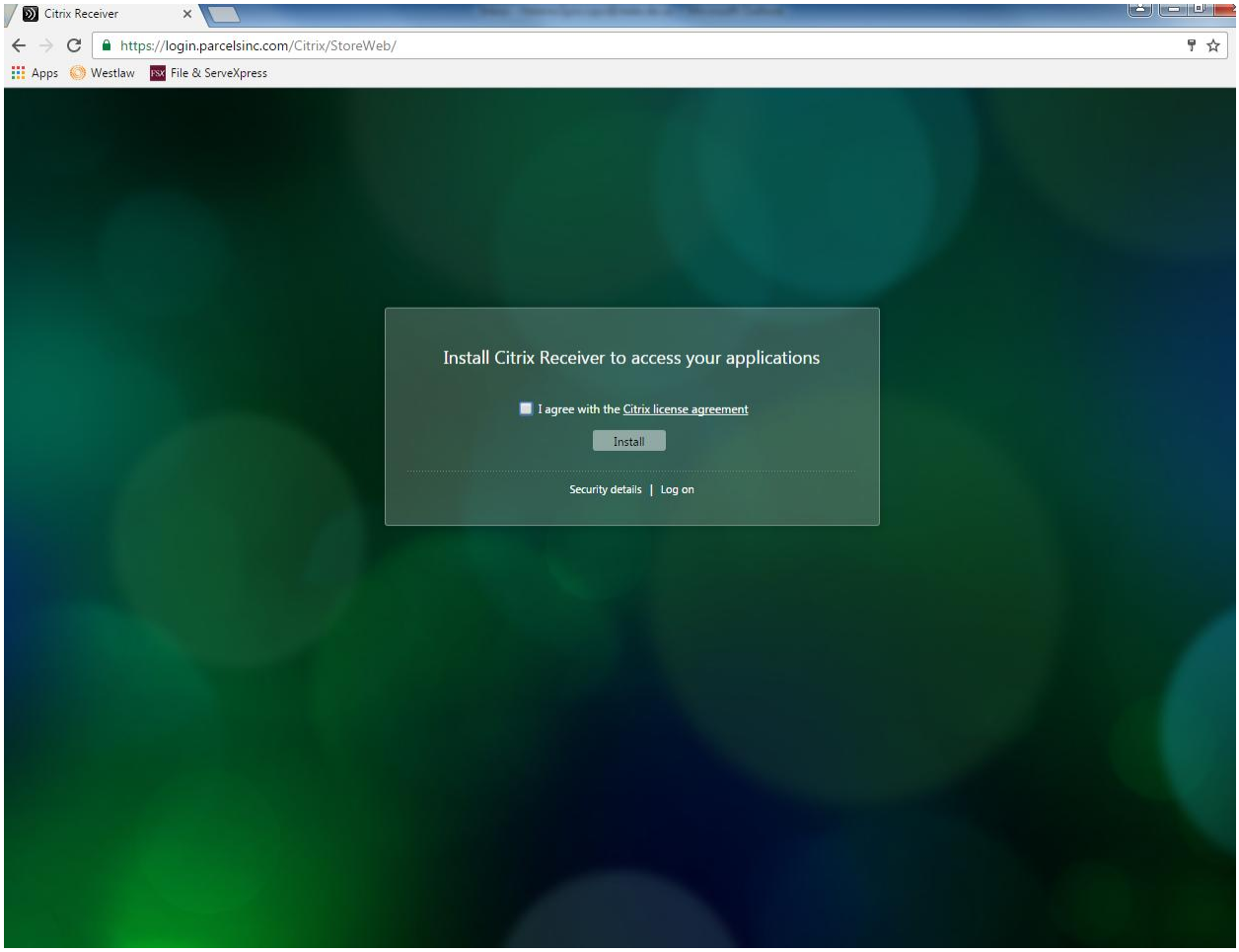
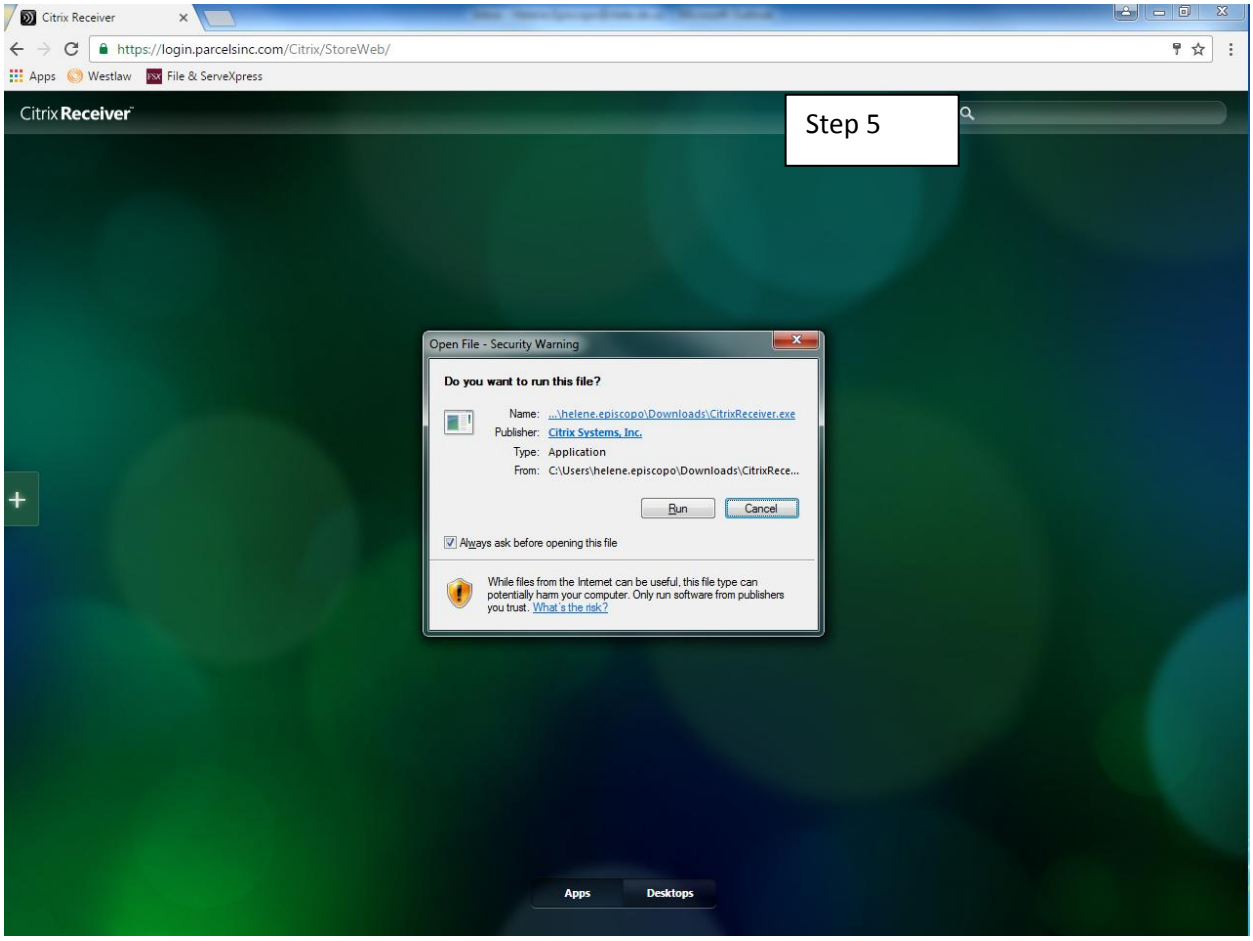
Worker's Compensation Database Tutorial

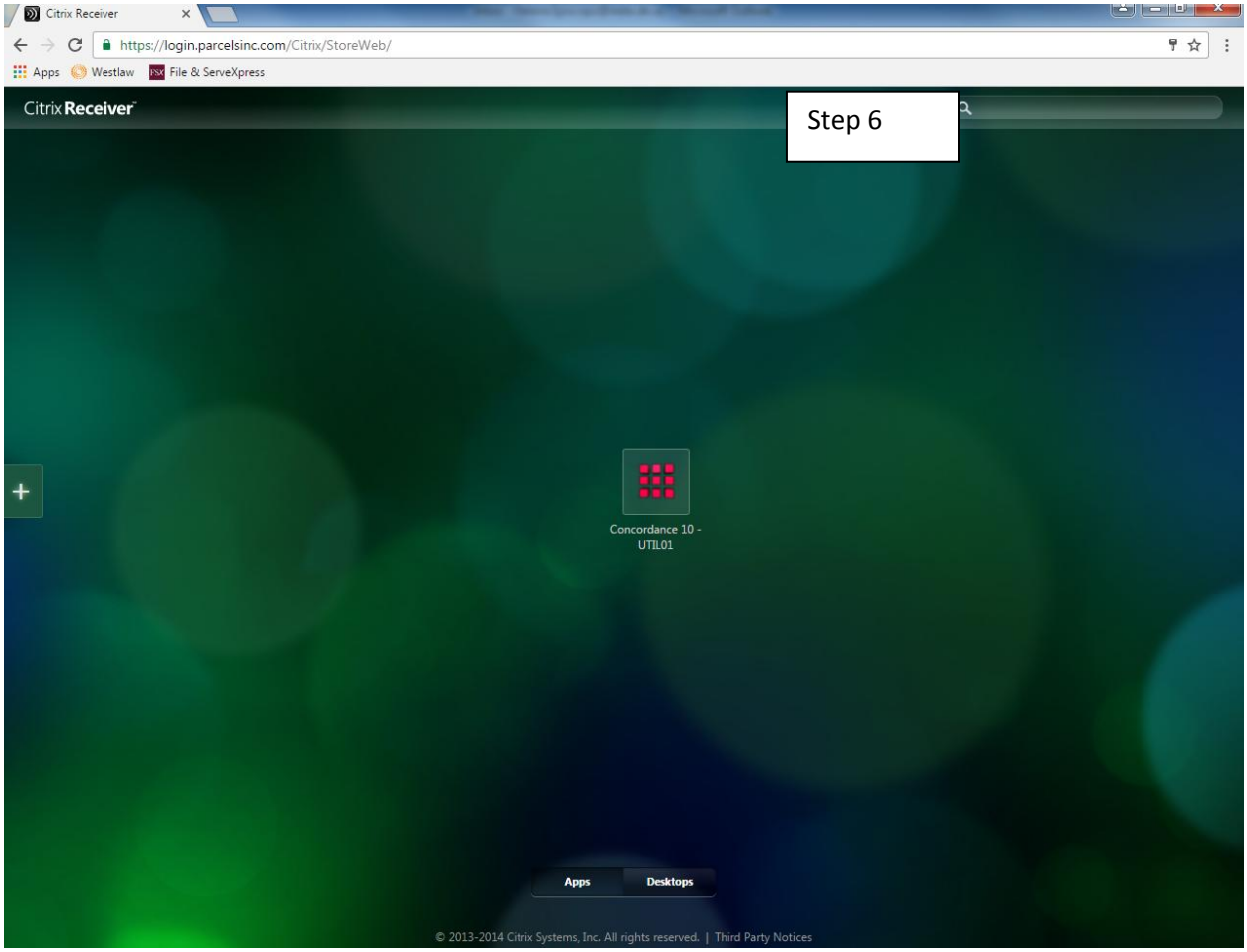
Step by Step Guide

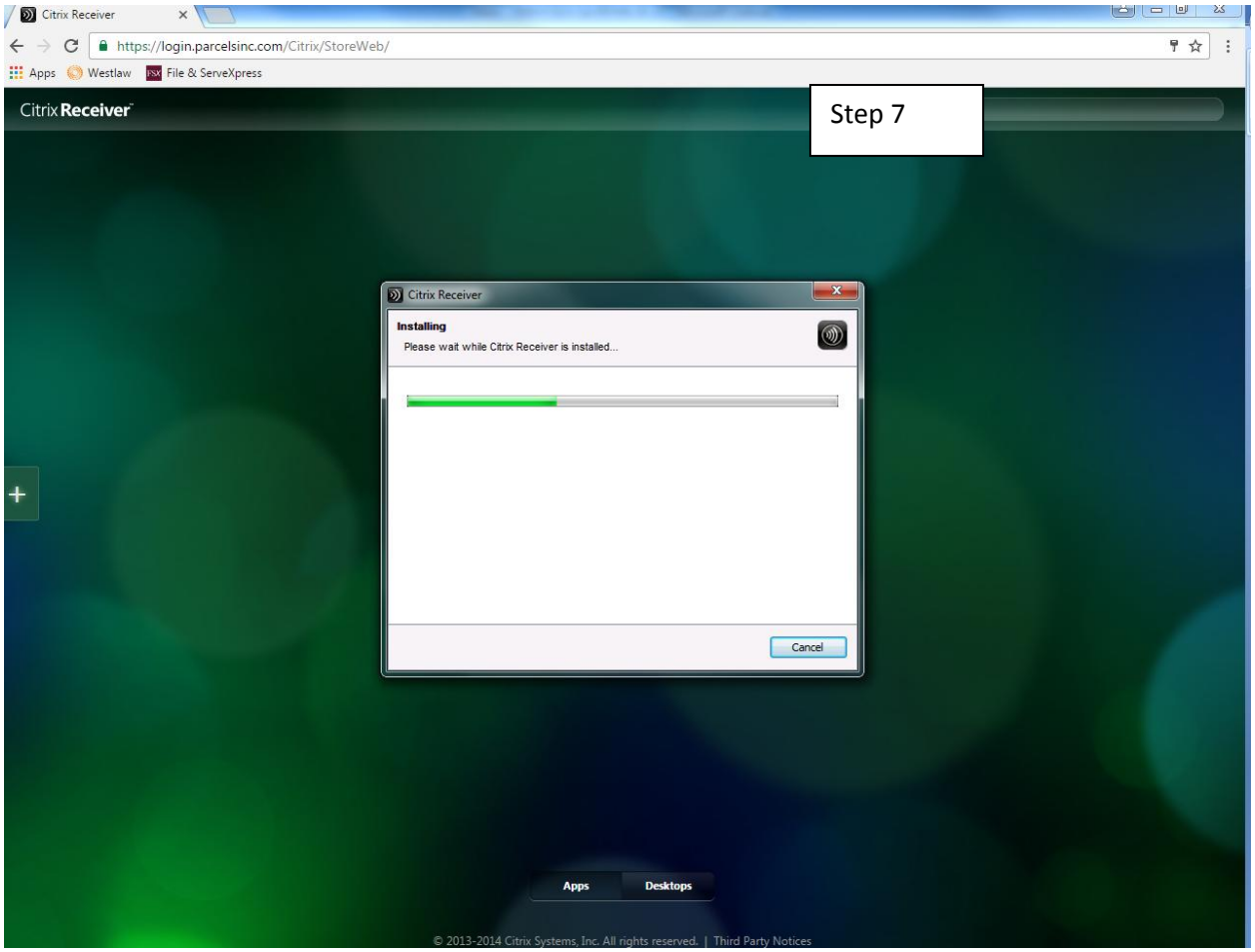
1. Go to: https://login.parcelsinc.com/
2. Enter login information provided by Parcels
3. You will be prompted to install Citrix Receiver to access your applications. Click the "I agree with" box and then click "Install."
4. Click "continue." The program should begin to install and you will see it on the bottom left of your browser screen.
5. An alert will pop up that the program is installed. Click "Run."
6. A red Rubik's cube like box labeled "Concordance" will show on the screen. Click the red Rubik's cube.
7. A setup window will pop up. Click "Install."
8. Click the red Rubik's cube again. A new tab will open up on the bottom left of the browser. Once the tab shows up, click the tab to open it.
9. After you click the tab, a new window should pop up called Concordance. If it does not, click the red Rubik's cube again.
10. Once this new window opens, this is the database. Click "open data base" on the top left. Click permits all access.
11. A window will pop up with the DSBA shortcut to the data base. Click open.
12. Another page will open. It will look very confusing at first- but after this tutorial hopefully it will not be! Click "Search" on the bottom left with the binoculars.
13. After you click "Search" a menu will drop down on the left side. This is where your search terms go.
14. Enter your search terms and click "Search."
15. After you click search, it looks like nothing happened. You need to click the camera button on the bottom left of the screen to bring up the results.
16. A new window will open with the scanned PDFs of your search results.
17. The black large arrows page through each page of a decision. The small black arrows on the white page scroll through to the next decision.
18. If you need to search new terms, X out of this window and re-enter your search terms in the Concordance window box.
19. If you have any issues with the system, or cannot find a document, contact Parcels. They are very responsive and helpful.

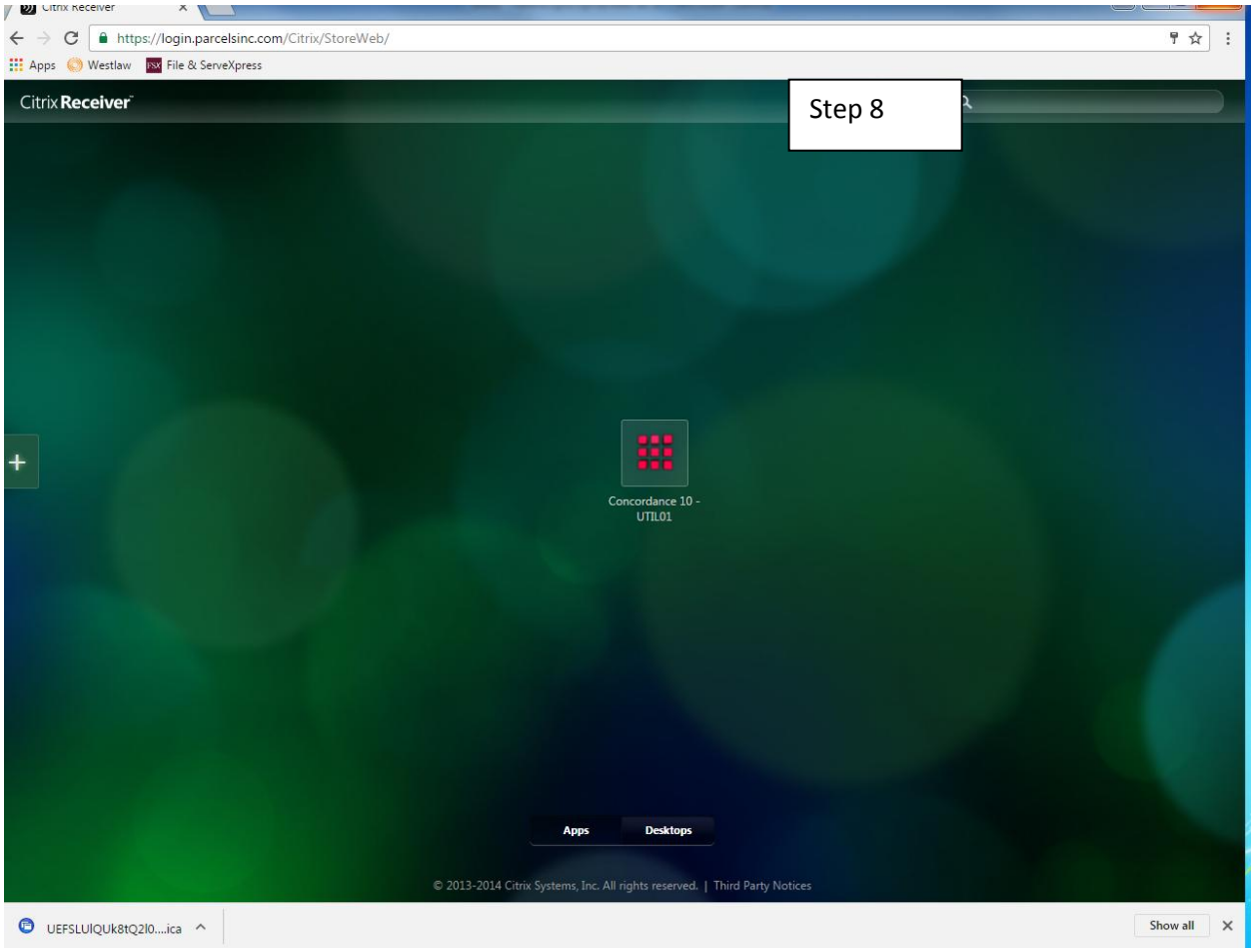

Parcels
Please log on
UNAUTHORIZED ACCESS TO THIS SYSTEM IS PROHIBITED


Citrix Receiver
https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Install Citrix Receiver to access your applications
I agree with the Citrix license agreement
Install
Security details | Log on

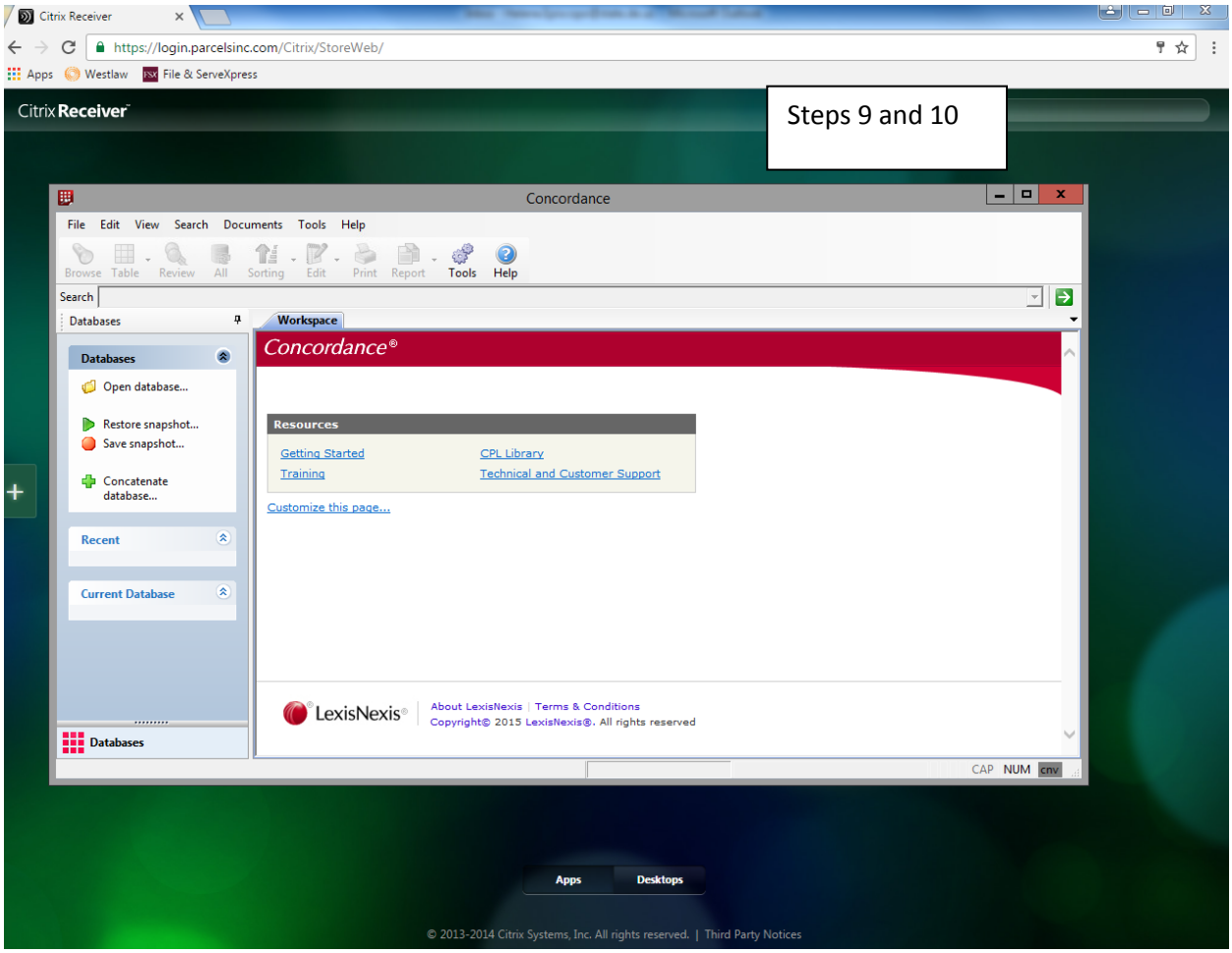

Citrix Receiver
https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Citrix Receiver
Step 5
Open File - Security Warning
Do you want to run this file?
Name: ...\helene.episcopo\Downloads\CitrixReceiver.exe
Publisher: Citrix Systems, Inc.
Type: Application
From: C:\Users\helene.episcopo\Downloads\CitrixRece...
Run
Cancel
Always ask before opening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?
Apps
Desktops

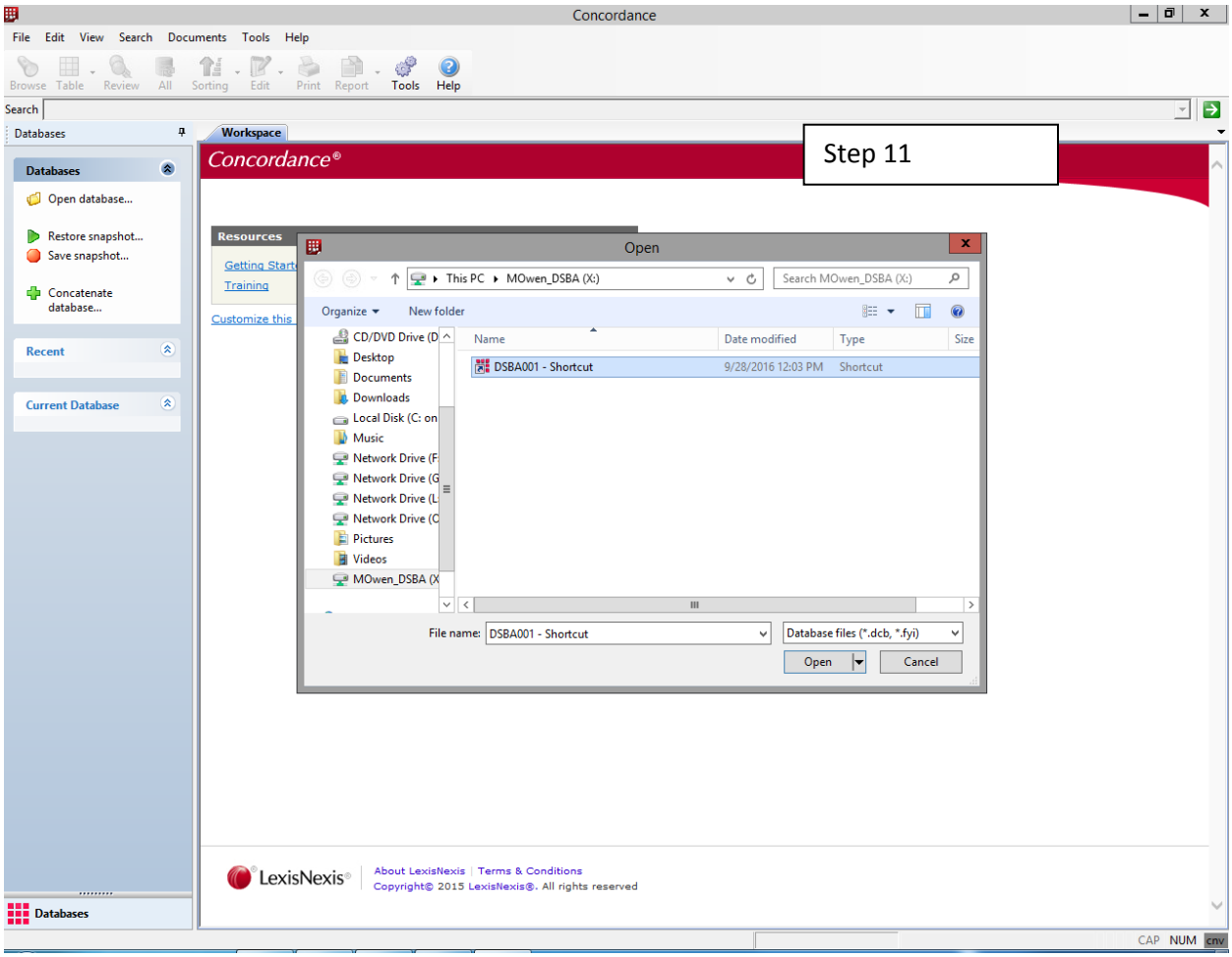

Citrix Receiver
https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Citrix Receiver
Step 6
Concordance 10 - UTIL01
Apps
Desktops
© 2013-2014 Citrix Systems, Inc. All rights reserved. | Third Party Notices

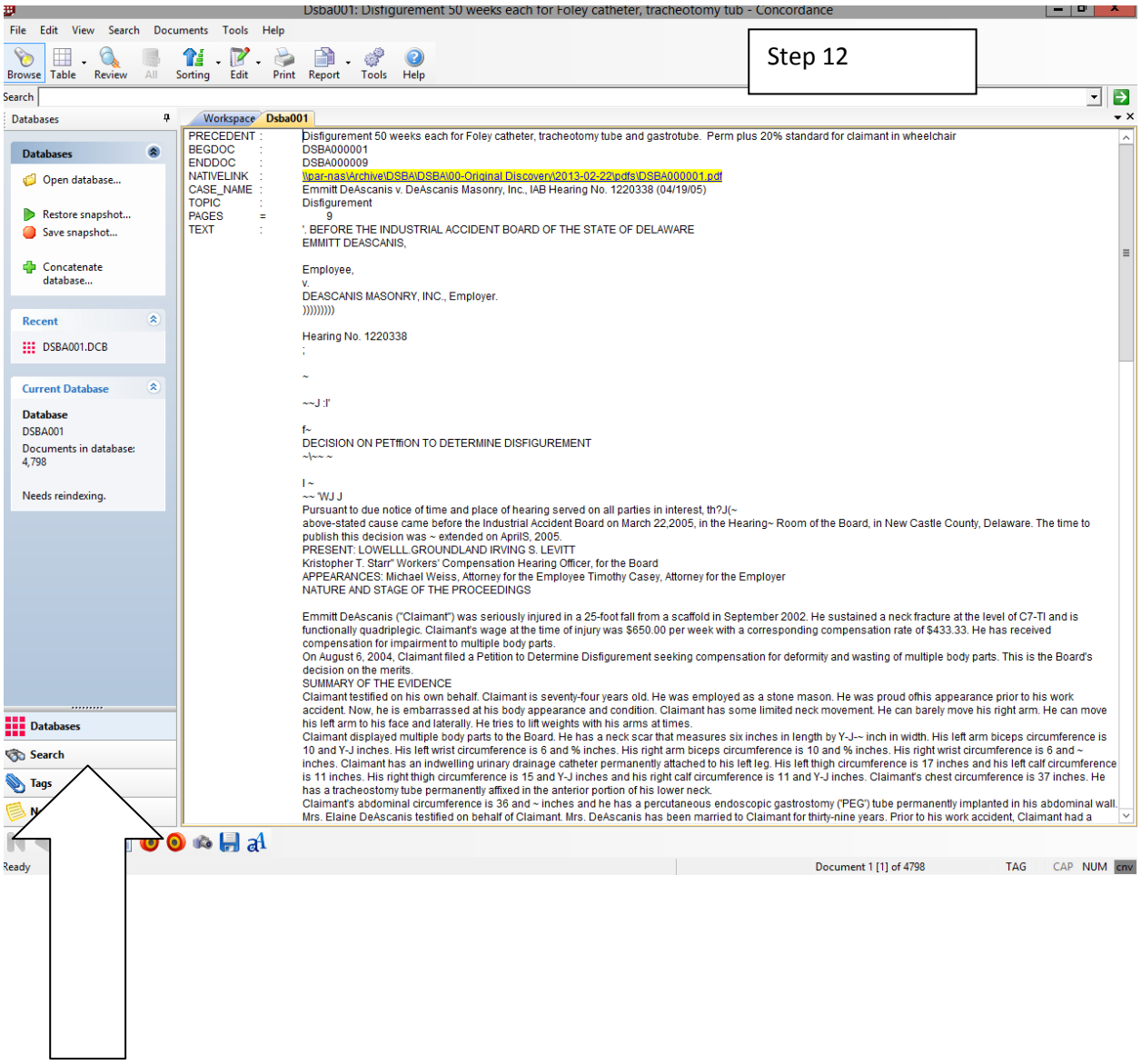

Citrix Receiver
https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Citrix Receiver
Step 7
Citrix Receiver
Installing
Please wait while Citrix Receiver is installed...
Cancel
Apps
Desktops
© 2013-2014 Citrix Systems, Inc. All rights reserved. | Third Party Notices


https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Citrix Receiver
Step 8
Concordance 10 - UTIL01
Apps
Desktops
© 2013-2014 Citrix Systems, Inc. All rights reserved. | Third Party Notices
UEFSLUlQUk8tQ2l0....ica
Show all

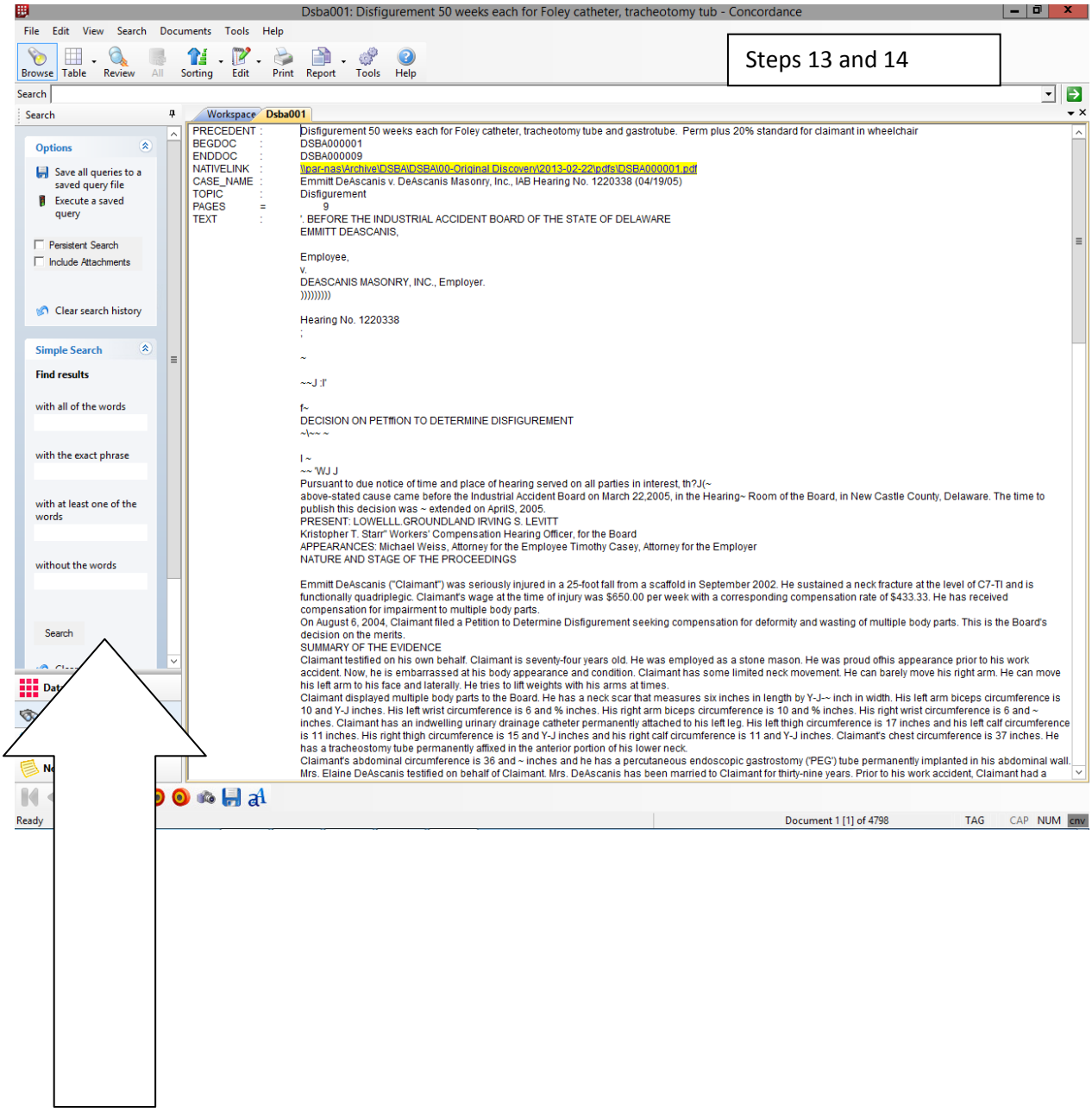
Click this


Citrix Receiver
https://login.parcelsinc.com/Citrix/StoreWeb/
Apps
Westlaw
File & ServeXpress
Citrix Receiver
Steps 9 and 10
Concordance
File Edit View Search Documents Tools Help
Browse Table Review All Sorting Edit Print Report Tools Help
Search
Databases
Workspace
Databases
Open database...
Restore snapshot...
Save snapshot...
Concatenate database...
Recent
Current Database
Databases
Concordance®
Resources
Getting Started
CPL Library
Training
Technical and Customer Support
Customize this page...
LexisNexis®
About LexisNexis | Terms & Conditions
Copyright© 2015 LexisNexis®. All rights reserved
CAP NUM cnv
Apps
Desktops
© 2013-2014 Citrix Systems, Inc. All rights reserved. | Third Party Notices

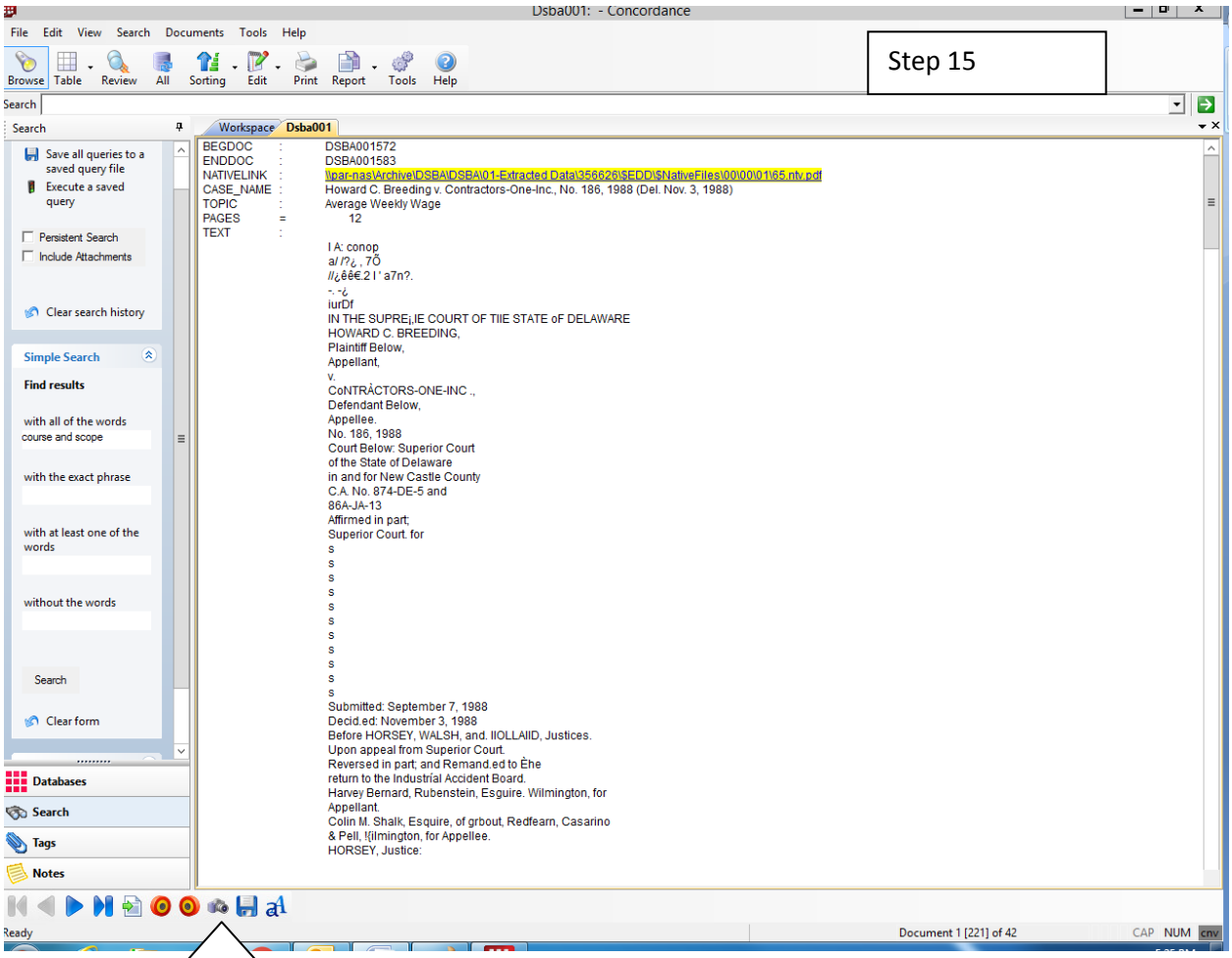

Concordance
File Edit View Search Documents Tools Help
Browse Table Review All Sorting Edit Print Report Tools Help
Search
Databases
Workspace
Concordance®
Step 11
Databases
Open database...
Restore snapshot...
Save snapshot...
Concatenate database...
Recent
Current Database
Resources
Getting Start
Training
Customize this
Open
This PC ▸ MOwen_DSBA (X:)
Search MOwen_DSBA (X:)
Organize
New folder
CD/DVD Drive (D
Desktop
Documents
Downloads
Local Disk (C: on
Music
Network Drive (F
Network Drive (G
Network Drive (L
Network Drive (C
Pictures
Videos
MOwen_DSBA (X
Name
Date modified
Type
Size
DSBA001 - Shortcut
9/28/2016 12:03 PM
Shortcut
File name: DSBA001 - Shortcut
Database files (*.dcb, *.fyi)
Open
Cancel
LexisNexis®
About LexisNexis | Terms & Conditions
Copyright© 2015 LexisNexis®. All rights reserved
Databases
CAP NUM cnv



Click this “search” icon

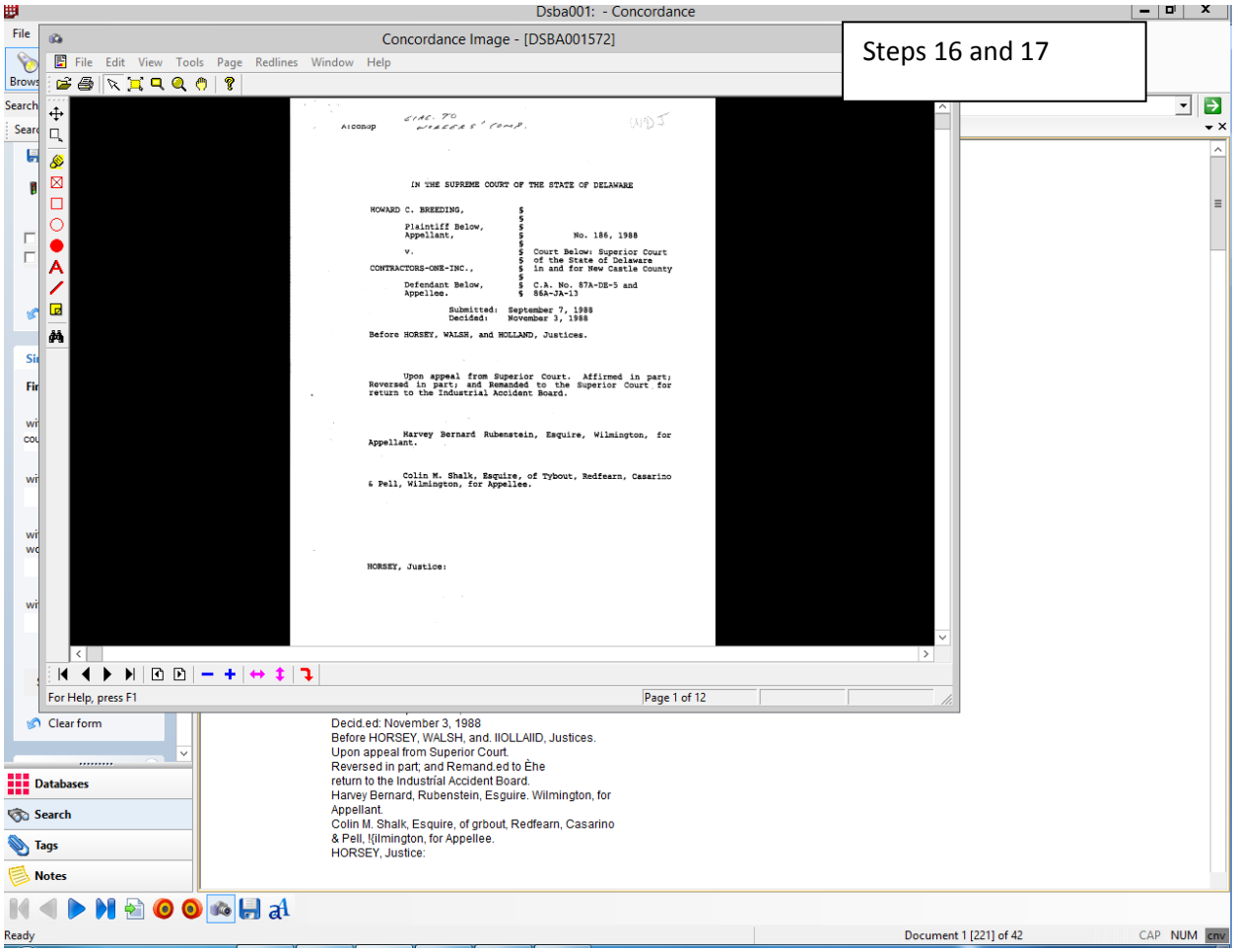


New drop down box where you enter your search terms.



Step 15

CLICK THIS


Dsba001: - Concordance
Concordance Image - [DSBA001572]
File Edit View Tools Page Redlines Window Help
Steps 16 and 17
IN THE SUPREME COURT OF THE STATE OF DELAWARE
HOWARD C. BREEDING,
Plaintiff Below, Appellant,
v.
CONTRACTORS-ONE-INC.,
Defendant Below, Appellee.
No. 186, 1988
Court Below: Superior Court of the State of Delaware in and for New Castle County
C.A. No. 87A-DE-5 and 86A-JA-13
Submitted: September 7, 1988
Decided: November 3, 1988
Before HORSEY, WALSH, and HOLLAND, Justices.
Upon appeal from Superior Court. Affirmed in part; Reversed in part; and Remanded to the Superior Court for return to the Industrial Accident Board.
Harvey Bernard Rubenstein, Esquire, Wilmington, for Appellant.
Colin M. Shalk, Esquire, of Tybout, Redfearn, Casarino & Pell, Wilmington, for Appellee.
HORSEY, Justice:
For Help, press F1
Page 1 of 12
Clear form
Databases
Search
Tags
Notes
Decided: November 3, 1988
Before HORSEY, WALSH, and HOLLAND, Justices.
Upon appeal from Superior Court.
Reversed in part; and Remanded to the
return to the Industrial Accident Board.
Harvey Bernard, Rubenstein, Esquire. Wilmington, for Appellant.
Colin M. Shalk, Esquire, of grbout, Redfearn, Casarino & Pell, Wilmington, for Appellee.
HORSEY, Justice:
Ready
Document 1 [221] of 42
CAP NUM