

CATalyst® Version 21.5 “Wow!” Features

This release of CATalyst is all about extending the capabilities of CATalyst to enhance the productivity of reporters through integration with APEX, Stenograph’s new workflow solution for agencies. These new features allow you to increase efficiency and handle all aspects of the job—from scheduling to billing, and everything in between, all from your CATalyst desktop.

Gain back a month of time, up to \$5,000 in revenue opportunity a year. Also, reporters can earn on average \$400 in Loyalty points for being part of the APEX ecosystem.

Features	Reporter Benefit
Connect with Agencies within APEX Ecosystem	Connect to agencies you already work with and find new ones , without having to browse multiple sites.
Create a Profile	Create a profile that easily communicate your credentials and capabilities to agencies without having to discuss by phone or email. Let agencies know that you have familiarity with terms related to a complex topic, that you are open to virtual proceedings, or willing to accept jobs that require out-of-town travel.
Set up Rate Cards	Your profile can include your default rates , but you can also create custom rate cards for different regions, specific agencies, types of jobs, etc. that will help you when you prepare invoices in the new CATalyst Business Center.
Job Calendar	Jobs accepted through APEX will appear within the CATalyst job calendar once accepted. Block time when you are unavailable, and you won’t receive job requests for those blocked dates/times.
Notifications	Within CATalyst, you will receive notifications—a new agency wants to connect, there is a job proposal for you to accept or reject, or there has been a change to a time or location. You can acknowledge these in just a few seconds when you’re off the record, without having to check your email, voice messages, or texts.
Job Assignments Pane	Keep track of all of the jobs that you’ve accepted and see their status at a glance within CATalyst. From here you can take immediate action—such as start translation for a job, submit a transcript that your editor has just finished reviewing, or begin to create an invoice for a finished job.

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Features	Reporter Benefit
Job Details are Automatically Integrated	<p>Details about the job such as time, location, witness name, attorneys expected to appear, and more are automatically provided from APEX, directly to your CATalyst job file. If things change, you won't have to manage emails and texts from the agency, as these details will update in CATalyst.</p> <p>From there, you can incorporate CATalyst merge fields so that the job worksheet, title page, and appearance page contain this information without having to re-key it.</p>
Submit Transcripts from CATalyst	<p>No need to keep track of which agency uses Dropbox vs. an FTP site, or manage multiple login credentials. When your transcript is complete, you can submit transcript, exhibits, and other job materials directly from CATalyst through APEX.</p>
New CATalyst Business Center	<p>Create an invoice within CATalyst with an integrated process that intuitively starts with job details and aligns with services ordered on job worksheet. Includes submitting the invoice to the agency, accepting electronic payment, and tracking payment status.</p>
Loyalty Program	<p>Earn points for interacting with APEX, and for doing actions you already do. Points can be earned for renewing Edge, purchasing CATalyst, and joining Ascend training.</p>

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