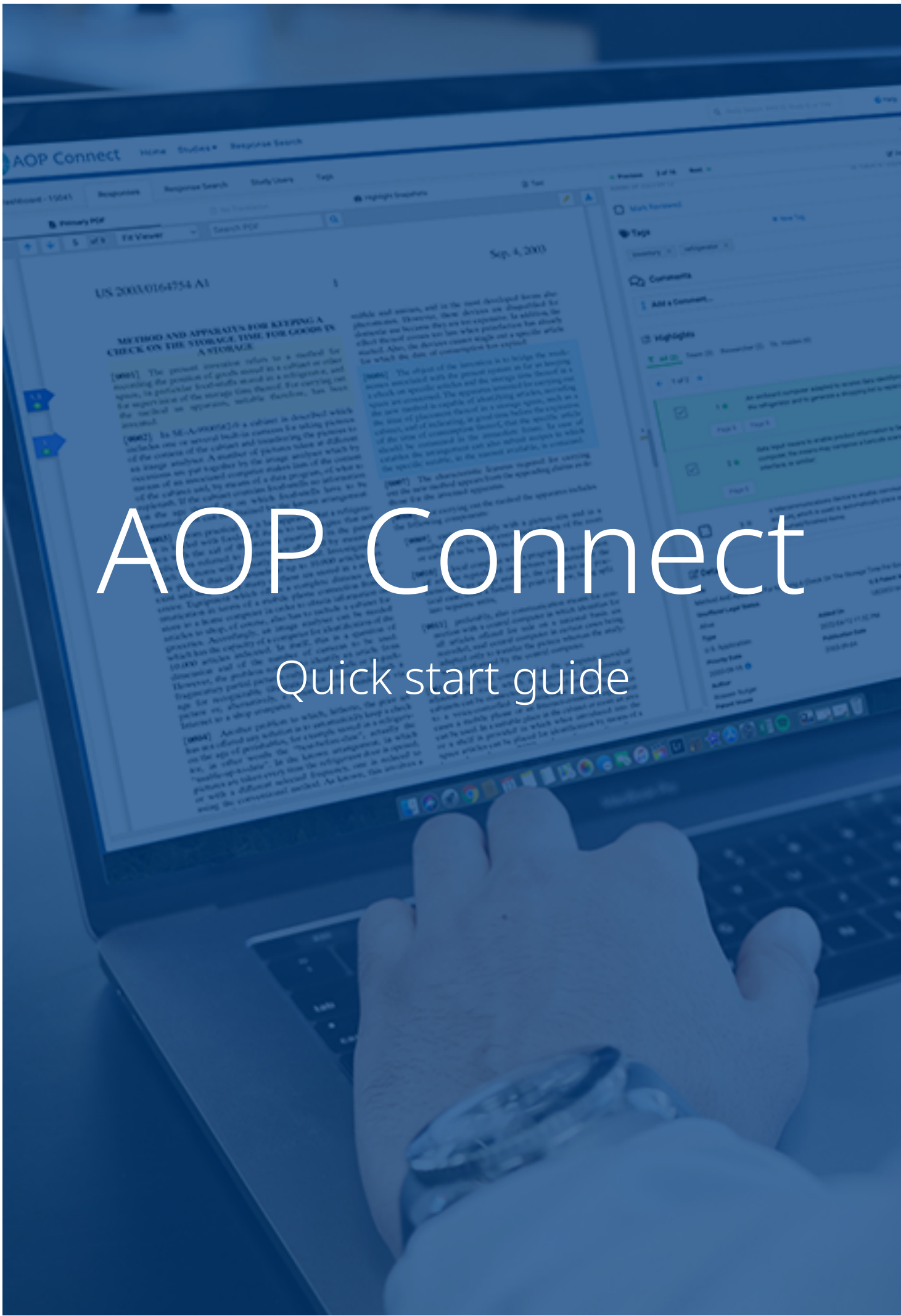


AOP Connect

Quick start guide



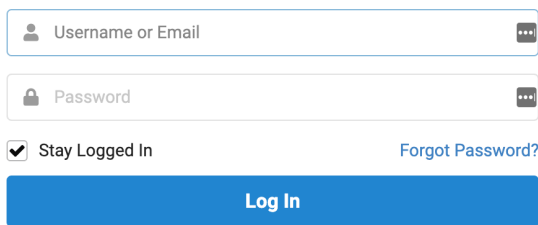
AOP Connect: Quick start guide

Access

To get started, visit

<https://app.articleonepartners.com/>

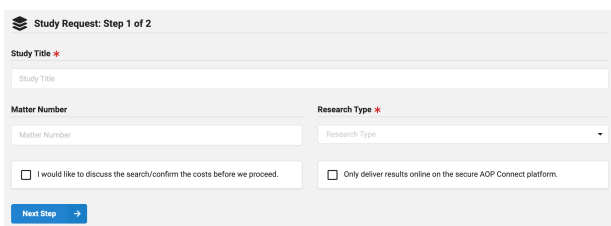
- Enter your email and password to log in
- If you haven't set a password or have lost it, use the 'forgot password' link
- The 'Stay Logged In' option should be used only if you are working from a private computer



Request a Search

<https://app.articleonepartners.com/study/request>

Step 1: Search name and type



- Add your matter number for future reference

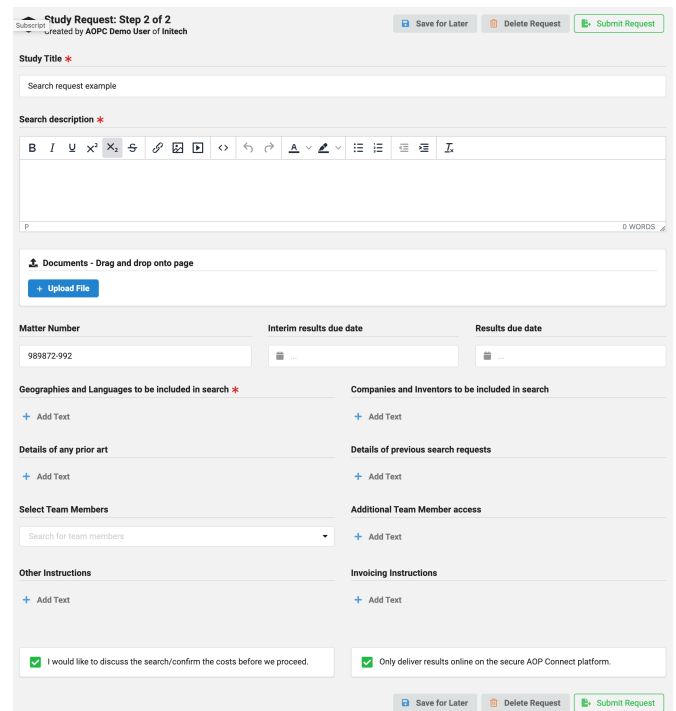
For information on any field, click the help icon in the top menu for page specific help.

[Help](#) [AOPC Demo](#)

Step 2: Search details

Allows you to take your time making the search request. Auto-saves as you make edits.

- Click the + next to each field to add details
- Upload as many supporting documents as needed
- The search request must be submitted once you're ready for work. The search team does not see the request prior to Submit Request.



Requests in draft status can be reopened from the main view.

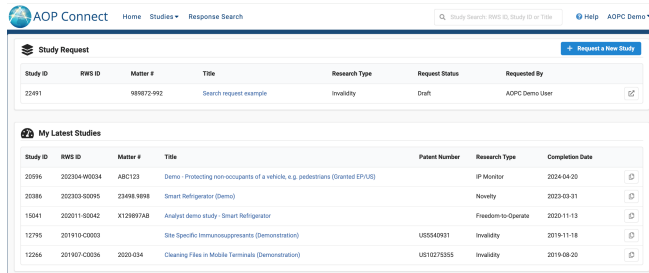
Study ID	RWS ID	Matter #	Title	Research Type	Request Status	Requested By
12491		989872-992	Search request example	IntelStry	Draft	AOPC Demo User

Once the draft has been submitted, the team will review and schedule the work. They will reach out with any questions. Reply to the confirmation email if you have any changes after submission.

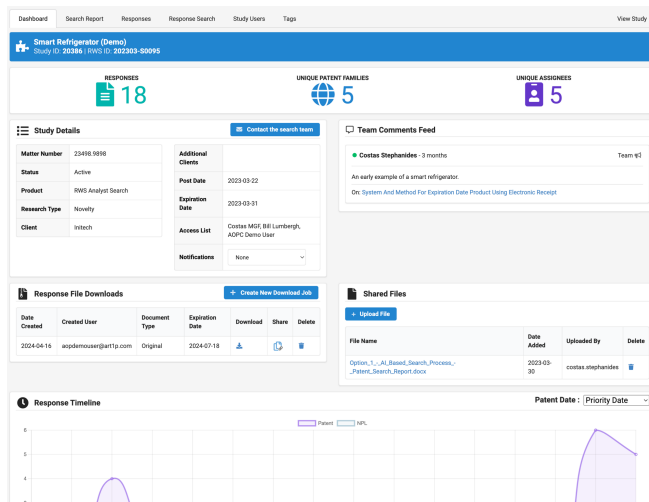
View search results

<https://app.articleonepartners.com/connect>

The Connect dashboard has your latest studies listed. Click the title of the study you would like to view.



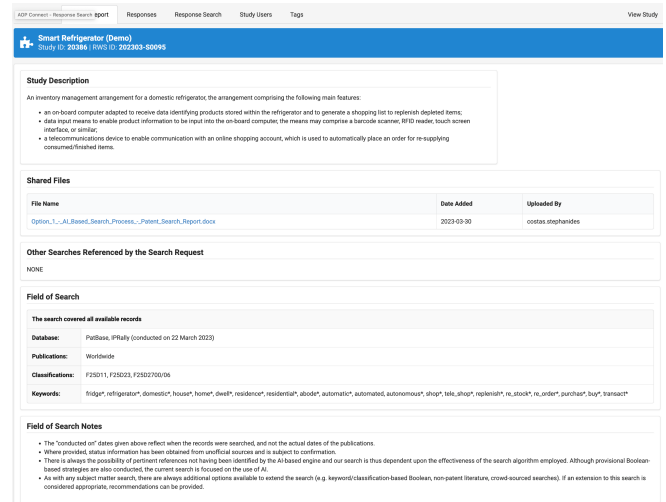
- The study dashboard displays information about the search, links to download a report and pdfs, stats about the results and any comments from your team.



- Response file downloads allows you to download a zip file of all the associated results in pdf format.
- In shared files you'll find the final search report. You can also upload a file to share with the Analyst team.

- Scroll down to see graphs about the search result set.

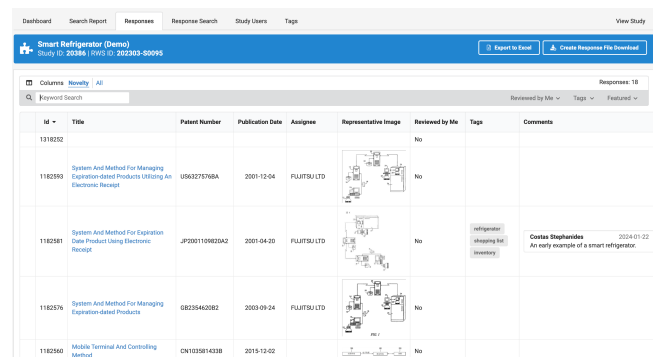
Search report tab



- The search report tab is available for Analyst search studies. This is a summary of the request, the final report and details about the specific classifications and keywords searched.

Responses tab

This is the primary location for interacting with results online. Each research type has a default set of columns displayed.



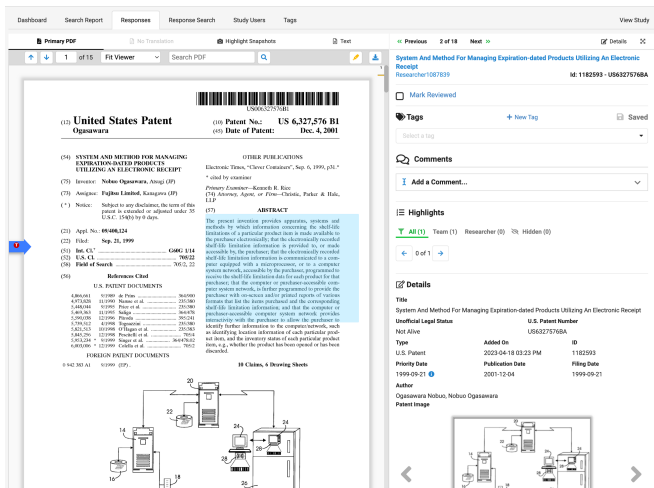
- Click the title link to view the pdf and additional details for each result

- Use the filters and keyword search to view a subset of results for the study
- Click the All view to display all available columns
- All columns are sortable by clicking the header name

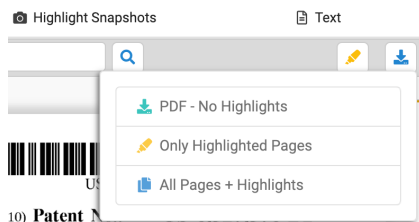
Get support

If you have any questions or need further support, you can contact the AOP Connect support team on aopconnect-support@rws.com.

Response details



- View the pdf. Switch views between translation and original if non-English
- Mark 'Reviewed' to keep track of which results you've seen
- Add comments or tags
- View details by scrolling down on the right
- Create a highlight by clicking and dragging on the pdf



- A highlighted pdf can be exported
- Use the right arrow or next link to move to the next result