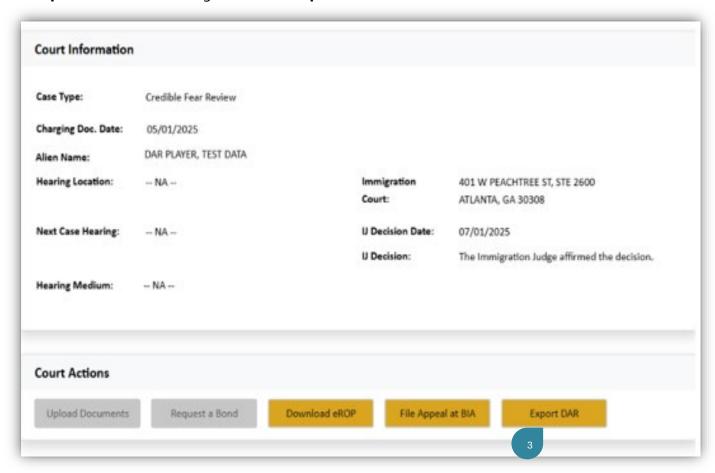




CASE Portal **Digital Audio Recording**

Authorized Users Only

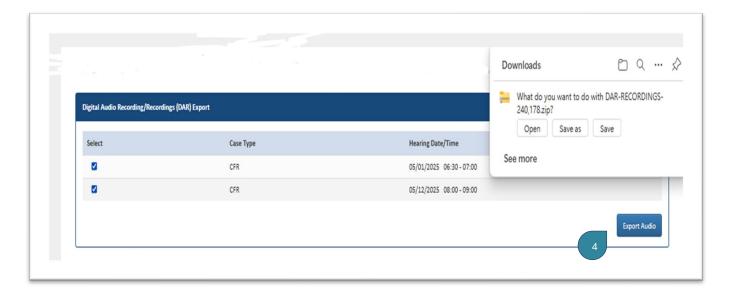
- 1. From the CASE Portal homepage, enter the A-Number into the field. Click the **Search** button. If the case is found, the user will be given the option to click the **View Case** button.
- 2. If a Digital Audio Recording (DAR) is available, you will see the **Export DAR** button. If you do not see the **Export DAR** button (or if button is disabled), a DAR is not available, or you do not have access to the export feature.
- 3. To **Export** the audio recording click on the **Export DAR** button.







- 4. Select the checkbox for the desired DAR Audio. Click on **Export Audio** button.
- 5. The export feature allows the user to set a target location/drive to download the hearing(s) as a zip file to a file folder on the user's machine.



6. Upon completion of the audio file export, the user will have the ability to access and play the DAR recordings from the File Folder.

