

PCLaw™ – Fee Earner Training

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline

This course will enable a fee earner to effectively use, and benefit from PCLaw's extensive matter, contact, daily time and record management tools. Topics covered include:

- Maintain and review Matter and Contact information
- Engage new clients/matters – client intake form
- Global Search facility
- How to use the Calendar
- Viewing and maintaining a Register of Transactions
- Save, search and retrieve documents and emails
- Choose and operate the best time recording to suit your personal preferences
- Review items in the Time Entry Advisor to ensure all time spent on activities can be billed
- Record expenses such as photocopies or faxes as they occur
- Request a cheque for a matter
- Navigate the PCLaw Dashboards
- Run reports for clients and view productivity
- Receive/send phone messages and record phone call
- Support Resources available and how to access them.

Benefits of Attending

PCLaw has many features that have earned it the reputation of being easy to use. The course will enable new and existing users to better understand the PCLaw capabilities, along with tricks that will help you take back your valuable time.

Course Delivery

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended Audience

- Staff new to PCLaw
- Existing staff wishing to learn more about PCLaw

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Pre-requisite Knowledge/Skills

Familiarity with Microsoft® Office

Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/PCLaw/Webinars/>
and complete the registration form.