

Lexis Affinity – New Starters Course

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.25 hours

Cost:

\$175 (excluding GST)

Course Outline:

The New Starters course is designed for staff members (non-administration) new to your firm who have had no previous Affinity experience. This course assumes the participants are able to access Affinity and covers:

- Look and Feel of Affinity
- Customisation of your desktop
- Review of Phonebook items
- Review of Clients
- Review of Matters
- Using Lexis Affinity Precedents
- Document Management
- E-mail Management
- Time recording

This training will enable participants to:

- Gain an overview of Affinity and use Affinity more effectively.

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 dialing 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:

- New staff members to your firm who have no previous experience using Affinity. Support staff would need a more in depth training on their core functions.

Pre-requisite knowledge:

- How to log into Affinity.

Registration Information

To book your attendance on this course, please go to www.lexisnexis.com.au/AffinityRemoteTraining and complete the registration form.

Once we receive your registration, we will issue you with instructions on how to access the online training. You can expect to receive this within 1 working day of your submission.

At least one day prior to the scheduled training, we will send you an electronic copy of a Workbook that we will refer to during the training. We advise that you print a hard copy of this report prior to the session so you can make your own notes throughout.

