

# Lexis Affinity Tasks, Reminders and Diary Operations

## KEY FACTS

### Delivery:

Online Seminar

### Course Duration:

1.5 hours

### Cost:

\$200 (excluding GST)

### Course Outline:

The Tasks, Reminders and Diary Operations course will cover how to use tasks, reminders and the Affinity Diary and will incorporate:

#### Diary

- Where you can find Diaries
- Create/Amend/Delete Diaries
- Reminders for Diary
- Filter on Diaries (Standard Filter, Advance Filter, Options)
- Different View options and Timeline
- Meeting Invitations
- Diary Ribbon (File, Edit, View and each of the icons)

#### Diary Configuration

- Maintaining Events/Location/Jurisdiction
- Diary Group

#### Tasks

- Where you can find Tasks (Matter, Task List, Diary)
- Create/Amend/Delete Tasks
- Activity Types / Ad-Hoc Procedures
- Filter on Tasks
- Reminder for Tasks
- Phone Messages

### Benefits of attending the course:

- Learn how to assign tasks
- Learn how to automate tasks for others
- Learn how to report on diary entries (appointments), tasks and linked matters

### 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:

- Partners and Professional staff
- Administration and Secretarial staff

### Pre-requisite knowledge:

- Basic knowledge of Affinity

### Registration Information

To book your attendance on this course, please go to

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