

Lexis Affinity The Basics (Course 1)

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline:

Affinity The Basics (Course 1) will show you how to use tasks, reminders and the Affinity Diary and will incorporate:

Overview of Affinity

- The structure of Lexis Affinity
- Personalising your Home Page
- Shortcuts and Snapshots
- Using Affinity Help

Document Management

- Creating a Document
- Saving Word Documents
- Searching for Documents
- Printing
- Versioning
- Comparing documents
- E-Mail management

Phonebook

- Looking up Information
- Printing in Affinity
- Phonebook Filter

Matters

- Looking up Matter Information
- Matter Filter

Clients

- Looking up Client Information
- Client Filter

Benefits of attending the course:

- This course will give you and your team an overview of the Affinity system from the perspective of a day-to-day user covering basic and essential functions.
- The course is designed as introductory level training for staff who have not received formal Affinity Training.

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:

- New employees of all types and levels

Pre-requisite knowledge/skills:

- Basic computer skills

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.