

Lexis Affinity – New Starters for Professional Staff WebEx Course

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1 hour

Course Outline:

The New Starters course is designed for staff members new to your firm who have had no previous Affinity experience. This course assumes the participants can access Affinity and covers:

- Look and Feel of Affinity
- Customisation of your desktop
- Review of a Phonebook record
- Review of a Matter record
- E-mail Management
- Time recording

This training will enable participants to:

- Gain an overview of Affinity and use the basic functions in their day to day work.

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.

Intended audience:

- New staff members to your firm who have no previous experience using Affinity.
- Support staff would who have never used Affinity before would benefit but would need more in-depth training on their core functions.

Pre-requisite knowledge:

- How to log into Affinity at your firm.

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.

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.

