

# Lexis Affinity – New Starters for Support 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
- Review of a Phonebook record
- Creating a Phonebook Record
- Review of a Client Record
- Creating a Client Record
- Review of a Matter record
- Creating a Matter record
- Using Lexis Affinity Precedents
- Document Management (if time allows)

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 support staff members to your firm who have no previous experience using Affinity.
- Professional staff who are more hands on and would do like to create new records and documents themselves.

### Pre-requisite knowledge:

- How to log into Affinity at your firm.
- Attendance at the previous weeks New Starters – Professionals Webex would be an advantage

### 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.

