

# Training **Your way.**



ANYTIME TRAINING



LIVE WEB-BASED CLASSES



LIVE CLASSROOM CLASSES



JUST IN TIME TRAINING



## **LexisNexis® University Class Schedule**

**Live Virtual and Classroom Sessions:  
February 2012 - June 2012**



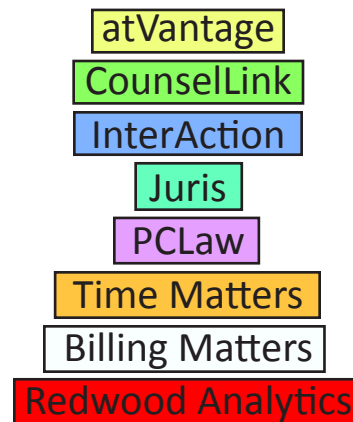
## **Your Education is Our Business**



We understand the needs and time constraints facing today's busy professionals: LexisNexis University courses are designed to provide all you need to know to harness the full potential of your software while helping you save both time and money. LexisNexis University offers a centralized scheduling and registration site for all training sessions.

In addition, recorded training for our products are also available that can be accessed 24/7. If you are interested in the recorded curriculum, search for "Just in Time" and "Anytime" training on: [www.lexisnexis.com/university](http://www.lexisnexis.com/university).

Recorded training is available for the following products:



**Note:** Each product color coded based on the keys provided

The following is the class schedule for all live **virtual** and **classroom** sessions for **February 2012 - June 2012**.

For any questions regarding the content on LexisNexis University please email: [LNTraining@LexisNexis.com](mailto:LNTraining@LexisNexis.com)

# February

atVantage

CounselLink

InterAction

Juris

PCLaw

Time Matters

Redwood

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Automating Workshop Essentials Workshop	2 Reporting Setup & Customization Calendar Fundamentals Matter Management	3 Reporting Workshop	4
5	6 atVantage Introduction to Accounting Adjusting Entries Bank Reconciliation Processing Year End Client Analysis	7 Case Management Workshop Troubleshooting Workshop	8 Essentials Track GL Reconciliation Processing AP Creating Bills Customizing Bill templates	9 Closing Month & Year	10	11
12	13 Closing Month & Year Managing Client Billing	14	15 InterAction for Data Stewards and Marketing Users Introduction to Collections	16 Quickstart + Collections	17	18
19	20	21 InterAction for Application Administrators Automating Workshop Essentials Workshop Processing Year End	22	23	24 Q & A Session	25
26	27 Billing Matters CIC Certification	28 Essentials Track	29	1	2	3

# March

atVantage

CounselLink

InterAction

Juris

PCLaw

Time Matters

Redwood

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	1	2	3
		Essentials Track				
				Billing Matters CIC Certification		
4	5	6	7	8	9	10
			Introduction to Accounting	Case Management Workshop	GL Reconciliation	
			Adjusting Entries	Troubleshooting Workshop	Processing AP	
			Bank Reconciliation		Creating Bills	
		Billing Matters CIC Certification			Customizing Bill templates	
11	12	13	14	15	16	17
	atVantage	InterAction for Data Stewards and Marketing Users			Reporting Workshop	
	Introduction to Collections			Train-the-Trainer		
		Quickstart + Collections		Calendar Fundamentals	Law Firm Users Meeting	
		Document Assembly	Automating Workshop	Matter Management	eSolutions	
		Document Management	Essentials Workshop	Reporting		
		Navigating Time Matters		Setup & Customization		
18	19	20	21	22	23	24
	Maximizing Time Matters	Firm Administration	Beyond the Basics	Billing and Accounting	Financials Workshop	
	Managing Client Billing					
25	26	27	28	29	30	31
		InterAction for Application Administrators				
					Q & A Session	

# April

atVantage

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InterAction

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Time Matters

Redwood

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
		Essentials Track					
		Document Assembly	Automating Workshop	Calendar Fundamentals	eSolutions		
		Document Management	Essentials Workshop	Matter Management			
		Navigating Time Matters		Reporting			
				Setup & Customization			
8	9	10	11	12	13	14	
	Managing Client Billing						
	v.11 CIC Training Mod.1	v.11 CIC Training Mod.2	Introduction to Accounting	Case Management Workshop	GL Reconciliation		
	atVantage		Adjusting Entries	Troubleshooting Workshop	Processing AP		
			Bank Reconciliation		Creating Bills		
					Customizing Bill templates		
15	16	17	18	19	20	21	
	Train-the-Trainer		InterAction for Data Stewards and Marketing Users				
		Reporting Workshop			v.11 CIC Training Mod.3		
				Train-the-Trainer			
22	23	24	25	26	27	28	
	v.11 CIC Training Mod.4	Navigating Time Matters	Automating Workshop	Calendar Fundamentals	eSolutions		
		Document Assembly	Essentials Workshop	Matter Management	Q & A Session		
		Document Management		Reporting			
			Introduction to Collections	Setup & Customization	Quickstart + Collections		
29	30	1	2	3	4	5	
	Maximizing Time Matters						

# May

atVantage

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Time Matters

Redwood

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
		Essentials Track				
		Firm Administration	v.11 CIC Training Implementation Workshop			
6	7	8	9	10	11	12
	atVantage	InterAction for Data Stewards and Marketing Users				
	Introduction to Collections	Quickstart + Collections		Managing Client Billing		
			Introduction to Accounting	Case Management Workshop	GL Reconciliation	
			Adjusting Entries	Troubleshooting Workshop	Processing AP	
			Bank Reconciliation		Creating Bills	
					Customizing Bill templates	
13	14	15	16	17	18	19
		InterAction for Application Administrators				
		Document Assembly	Automating Workshop	Calendar Fundamentals	eSolutions	
		Document Management	Essentials Workshop	Matter Management		
		Navigating Time Matters		Reporting		
				Setup & Customization		
20	21	22	23	24	25	26
					Q & A Session	
27	28	29	30	31	1	2
		Navigating Time Matters	Automating Workshop	Calendar Fundamentals		
		Document Assembly	Essentials Workshop	Matter Management		
		Document Management		Reporting		
				Setup & Customization		

# June

atVantage

CounselLink

InterAction

Juris

PCLaw

Time Matters

Redwood

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 eSolutions	2
3	4 Train-the-Trainer	5 Essentials Track	6 Introduction to Accounting Adjusting Entries Bank Reconciliation	7 Case Management Workshop Troubleshooting Workshop	8 GL Reconciliation Processing AP Creating Bills Customizing Bill templates	9
10	11 atVantage Managing Client Billing	12 Reporting Workshop	13 Introduction to Collections Beyond the Basics	14 Quickstart + Collections Billing and Accounting InterAction for Data Stewards and Marketing Users Train-the-Trainer	15 Financials Workshop	16
17	18	19 Document Assembly Document Management Navigating Time Matters	20 Automating Workshop Essentials Workshop	21 Calendar Fundamentals Matter Management Reporting Setup & Customization	22 eSolutions	23
24	25	26	27	28	29 Q & A Session	30