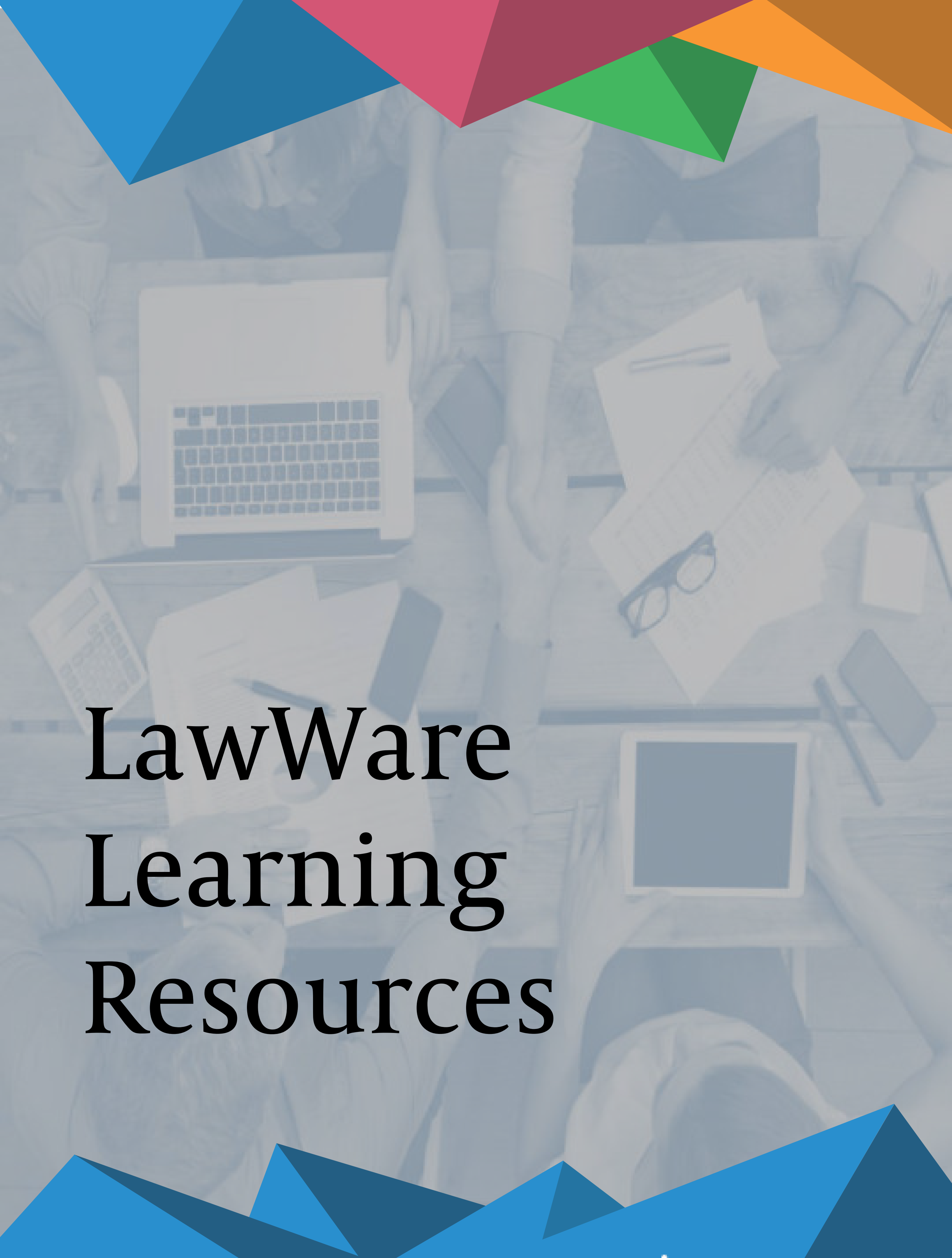

LawWare Learning Resources

CPD Learning resources from LawWare

Now, more than ever, is an ideal time to take a look at your training needs and focus upon new areas of your LawWare system.

If you are looking to get more out of your software, our training team offer many online learning styles ranging from bespoke sessions to regularly hosted webinars. These resources are designed to provide you with the necessary tools to better understand and explore the capabilities of LawWare. **And they all count towards your CPD.**

The List below introduces our learning resources, specifically our online and webinar sessions. These are group sessions carried out by our experienced training team who are on hand to answer any of your software queries. For those users who are not able to join our scheduled courses we can send you the links to our pre-recorded webinars for you to watch at your own pace.

Modules	Hosted Webinar	Recording	User Manual	FAQ
Matter Management				
Case Management	✓	✓	✓	
Activities & Time Recording		✓	✓	✓
Creating a Document		✓	✓	
Strongroom	✓	✓	✓	
Administration				
Creating New Users		✓	✓	
Adding Clients and Casefiles		✓	✓	
Risk Assessment		✓	✓	
Casefile Lookup		✓	✓	
Advanced				
Admin & Templates	✓	✓	✓	
Workflow	✓	✓	✓	
Cashroom				
Cashroom Scotland	✓	✓	✓	✓
Cashroom England & Wales	✓	✓	✓	✓
Opening Balances		✓	✓	
Bank Reconciliations		✓	✓	
Credit Control		✓	✓	

About the modules

Case Management Module – Covers the day to day management of Clients and Casefiles.

Starting from the beginning with the creation of Clients and Casefiles then taking users through the Activity and Time recording processes. As one of the main areas of focus in building your database users are provided with the tools they need to manage these tasks effectively.

Subsections have been designed to focus more specifically on key areas of the system for those Users who are keen to explore certain areas of the system in more detail: –

- Casefile Lookup
- Adding Clients and Casefiles
- Risk Assessment
- Creating a Document
- Activities & Time Recording

Cashroom – Our Cashroom modules cover the day to day recordings of all financial transactions within a business right through to the completion of the financial period end processes.

Subsections have been created to allow for specific focus on key areas depending on your business needs: -

- Opening Balances – This section focuses on businesses starting out with a blank database looking to introduce opening balance figures.
- Bank Reconciliation – Covers the standard Bank Reconciliation processes.
- Credit Control – Highlights the debt management capabilities when following up on outstanding invoices.

Admin & Templates Module – This module content provides Users with the tools to administer their own database.

It covers Worktype Administration demonstrating how Users can configure their own system with the specific types of work they undertake enabling a more refined reporting facility by Worktype.

Also covered in this section are Database Extensions demonstrating how Users can create additional database fields to capture further Client and Casefile information. Enhancing the capacity for a more refined searching, reporting and document population.

Finally, we cover how users undertake the maintenance and upkeep of their own templates.

A subsection for the administration of the database has been designed for users to independently manage the upkeep of Users as a business evolves.

Workflow Module – Once Users have mastered a good understanding of Case Management and System Administration they will be better equipped to follow and understand the steps involved in creating and administering Workflows.

A workflow is a list of tasks to be actioned in completion with a particular type of work. These tasks can take the form of a straightforward check list, or they can be more advanced allowing Users to action specific tasks as they appear in a workflow.

Strongroom – In this module we cover the upkeep and administration of your strongroom items.

This area is generally used for storing the recording of Wills or items held by the business.

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April / May 2020 hosted webinar schedule

Date	Time	Module
21/04/2020	10.00 - 10.45	Admin & Templates
21/04/2020	14.00 - 15.00	Workflow
22/04/2020	10.00 - 11.15	Case Management
22/04/2020	14.00 - 15.45	Cashroom - Scottish
23/04/2020	10.00 - 11.00	Cashroom - English
23/04/2020	14.00 - 15.15	Case Management
27/04/2020	10.00 - 11.15	Case Management
27/04/2020	14.00 - 15.00	Workflow
28/04/2020	10.00 - 10.30	Strongroom
28/04/2020	14.00 - 14.45	Admin & Templates
29/04/2020	10.00 - 11.15	Case Management
04/05/2020	10.00 - 11.15	Case Management
04/05/2020	14.00 - 14.30	Strongroom
05/05/2020	10.00 - 11.00	Workflow
06/05/2020	10.00 - 10.45	Admin & Templates
06/05/2020	14.00 - 15.15	Case Management
12/05/2020	10.00 - 11.00	Cashroom - English
12/05/2020	14.00 - 15.15	Case Management
13/05/2020	10.00 - 11.15	Case Management
13/05/2020	14.00 - 14.45	Admin & Templates
14/05/2020	10.00 - 11.45	Cashroom - Scottish
14/05/2020	14.00 - 15.00	Workflow

Booking

If you would like to book on to any of our scheduled webinar sessions please send an email to support@lawware.co.uk requesting the sessions of your choice. The training team will process your request and send you a meeting invitation with the access code. We use Webex to deliver all our remote training which is accessible via a link in the meeting invitation you will receive from the team. When you click on the link within the invitation you will be prompted to enter the password and taken to the meeting.

Should any users prefer to access the pre recorded webinars or user manuals an email request can be sent to support@lawware.co.uk specifying which areas you would like to access. A link will be emailed to you for you to access any of the recordings and manuals at your leisure.

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Meet our SOLAS qualified team

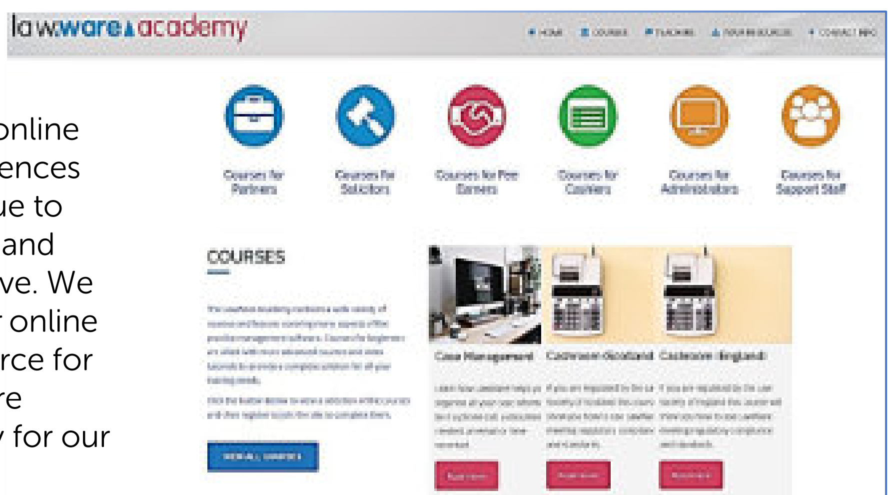
Melissa Blackwood
Implementations Manager at LawWare Ltd with 15 + years' experience in the legal and software industry.

Paul McRobb
Product Specialist at LawWare Ltd with 12 years' experience in the legal software industry.

Emma Carse
Product Specialist at LawWare Ltd with 6 years Legal Cashiering experience.

Jade McMillan
Product Specialist at LawWare Ltd with 7 + years of Product and Cashiering experience

And to be released in May...



As we look at enhancing the online learning resources and experiences for our clients, we will continue to build on our module content and listen to all feedback we receive. We are working hard to make our online learning facility a useful resource for all users by building a LawWare Learning Academy exclusively for our family of users.

This will give you the ability to customise your own training plan to better suit you and your business needs.