

## PRE-CONFERENCE OPTIONAL TRAINING

### Optional education classes are offered on Monday, May 3rd

for those individuals who want to further their product knowledge with a hands-on training session. As part of Bridgeway's Free Training Program, the fees for these classes are waived. Pre-registration is required. As space is limited, we fill the class on a first-come, first-served basis for registered conference attendees. We will not be able to accommodate walk-ins.



#### HotDocs® 101 (9a – 12p and 1p – 4p) CLOSED

**Morning session is closed.** Learn how you can add power and intelligence to any document in your office with an introductory three hour session in HotDocs® development. This training is a springboard for you to start creating your own HotDocs® templates and will focus on using features that help gain immediate return on Investment with little effort. We will focus on creating basic questions you can ask your users and how to implement simple conditional logic to add and remove clauses. Come join one of our experts and learn how HotDocs® can streamline and ensure correct document generation.

#### Secretariat v8 Beginners Class (9a – 12p) CLOSED

This class will help new Secretariat users learn how to most effectively use the product. Explore the importance of developing consistent standards for data capture, and gain ideas on how to enforce these standards within your organization. Enhance understanding of basic data entry and report generation, and receive an overview of wizards, document management, calendar and search features. Establish relationships with a community of your peers for ongoing development of your Secretariat skills through informal peer-to-peer consultation and Bridgeway's regional user forums.

#### Secretariat v8 Advanced Class (1p – 4p) CLOSED

This class will help seasoned users of Secretariat discover how to get the most from their software investment. Discover many of Secretariat's most valuable but perhaps less-known features. Learn tips and tricks for using Secretariat, wizards for performing timesaving tasks, and features in the Secretariat 8 series. Also, we will focus on the HotDocs® integration specific to your organization and how to quickly produce accurate information with standard and ad hoc report options, including organizational structure charts.

#### Secretariat v7 Web or Windows Class (9a - 4p) CLOSED

This class will help seasoned users of Secretariat discover how to get the most from their software investment. Discover many of Secretariat's most valuable but perhaps less-known

features. In the morning session, learn tips and tricks for using Secretariat, wizards for performing timesaving tasks, and features in the Secretariat 7 series. In the afternoon session, focus on the HotDocs® integration specific to your organization and how to quickly produce accurate information with standard and ad hoc report options, including organizational structure charts. Secretariat Web and Windows interfaces are included.

#### eCounsel v8 Beginner Class (9a – 4p) CLOSED

This class, intended for novice eCounsel users, will include hands-on training and review of all eCounsel 8 series standard modules. The morning session will explore the standard modules within eCounsel and will include tips and tricks on how to streamline and develop consistent methods for data entry in your organization. The afternoon session will cover the advantages of utilizing New Matter Wizards, personalizing user home pages, basic search/query capabilities and reporting.

#### eCounsel v8 Advanced Class (9a – 4p) CLOSED

This class, intended for experienced eCounsel users, will start in the morning with a thorough hands-on review of eCounsel modules, including valuable but perhaps less-known features, and new enhancements to eCounsel. In the afternoon, learn about advanced search/query capabilities, ad hoc reporting, wizards and many features in the eCounsel 8 series including Smart Invoice™ basics.

#### eCounsel v7 Web Class (9a – 4p) CLOSED

Experienced users of eCounsel will enjoy a thorough hands-on review of new enhancements to eCounsel and its most valuable but perhaps less-known features. Learn about search and ad hoc reporting and many features including wizards to automate timesaving tasks, advanced Search/Query, and electronic invoicing basics using the web interface.

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**Note: Classes offered are subject to change depending on enrollment. Classes with low enrollment may be cancelled. For updated information, visit: [www.theclientconference.com](http://www.theclientconference.com).**