

# Online Training Courses

FilePro Training Courses are available online using Zoom Meetings.

Dates and times suggested below are subject to availability and may change. Please click the links to send an email request and advise **full name, role and email address** for the desired attendees. A calendar invite will then be sent with further details, including instructions on how to join the Zoom Meeting.

Please note that training sessions are for FilePro users only.

## Basics (3.5hrs)

Perfect for individuals that have not been exposed to FilePro. This course covers basic processes such as opening and navigating through a file, entering time, creating and maintaining documents, saving emails etc.

CPD Points: **3** Competency Area: **CA1: Practice Management**

Date	Time (AWST)	Time (AEDST)	To Enquire or Book
20 January 2022	9:30am – 12:30pm	12:30pm – 3:30pm	SESSION FULL
9 February 2022	10:00am – 1:00pm	1:00pm – 4:00pm	<a href="#">Click here</a>
14 February 2022	9:00am – 12:00pm	12:00pm – 3:00pm	<a href="#">Click here</a>

## Essentials (3hrs)

For more experienced FilePro users, this course focuses on best practice, more advanced features and even risk management associated topics such as conflict checking, management of emails etc.

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TBA			<a href="#">Click here</a>

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## Precedent Management (2.5hrs)

Document automation is a powerful tool in FilePro. Data from your contacts and files can be automatically populated into your templates, and there are many more advanced features available.

CPD Points: **2** Competency Area: **CA1: Practice Management**

Date	Time (AWST)	Time (AEDST)	To Enquire or Book
31 January 2022	10:00am – 12:30pm	1:00pm – 3.30pm	<a href="#">Click here</a>

## Advanced Precedent Management (1.5 hours)

Delve further into the FilePro Word Addin and Region functionality. Learn how to add letterheads, signatures and seasonal messages using the Region option, giving you added flexibility with your templates.

CPD Points: **1** Competency Area: **CA1: Practice Management**

Date	Time (AWST)	Time (AEDST)	To Enquire or Book
8 February 2022	9:30am – 11:00am	12:30pm – 2:00pm	<a href="#">Click here</a>

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## Workflow Training (2.5 hours)

Assists users with an understanding of FilePro's workflow capabilities, which allows you to keep track of work that needs to be completed on a file, automating a predetermined set of tasks that need to be completed for a specific area of law. Learn about Basic tasks, Workflow Manager and Task Notifications.

CPD Points: **2** Competency Area: **CA1: Practice Management**

Date	Time (AWST)	Time (AEDST)	To Enquire or Book
16 February 2022	10:00am – 12:30pm	1:00pm – 3:30pm	<a href="#">Click here</a>

## Bookkeeping

Everything bookkeeping related. Office costs & disbursements, cheques, receipts, debtor & creditor invoices & management, all the way through to bank reconciliation and best practice along the way.

Please note that you will need to attend Part 1 and Part 2.

CPD Points: **5** Competency Area: **CA1: Practice Management**

	Date	Time (AWST)	Time (AEDST)	To Enquire or Book
Part 1	25 January 2022	9:00am – 11:30am	12:00pm – 2:30pm	<a href="#">Click here</a>
Part 2	28 January 2022	9:00am – 11:30am	12:00pm – 2:30pm	<a href="#">Click here</a>
Part 1	17 February 2022	9:00am – 11:30am	12:00pm – 2:30pm	<a href="#">Click here</a>
Part 2	18 February 2022	9:00am – 11:30am	12:00pm – 2:30pm	<a href="#">Click here</a>