



Litéra Innova 5.8

Administrator Training Class: 4 day

Day 1

- ✓ Infrastructure Feature Set (Instructor Demo)
- ✓ How Innova Works
- ✓ Installation
- ✓ Contact Configuration
- ✓ Personnel List Administrator
- ✓ Office Location Administrator
- ✓ Sub Office
- ✓ Client/Matter Configuration

Day 2

- ✓ Document Management Administrator
- ✓ Fax Server Integration
- ✓ Synch Administrator
- ✓ Utilities
- ✓ Replication Utility
- ✓ Migration/Upgrade Utility
- ✓ Bates Labels Customization (Optional)

Day 3

- ✓ New Document
- ✓ Document Creation Process
- ✓ Dialog Designer
- ✓ Dialog Controls & Properties
- ✓ Contact List Control
- ✓ Layouts
- ✓ Additional Variables
- ✓ Client/Matter Control
- ✓ Template Administrator

- ✓ Publishing a Dialog
- ✓ List Editor
- ✓ QuickFills
- ✓ Numbering (Optional)

Day 4

- ✓ Check Out vs. Open
- ✓ swInnova.dot
- ✓ Custom Hooks
- ✓ Designing Pleadings
- ✓ Working with Pleadings
- ✓ Certificate of Service
- ✓ Signature Blocks
- ✓ Menu Designer