



Litéra Innova Administrator Course

DAY 1

On Day 1 you will learn the ins and outs of an Innova Installation; how Innova integrates with the Personnel and Client/Matter databases, as well as how you can configure Innova to suit your firm's existing data structures. You will also learn how to integrate Innova with your document management system.

DAY 2

On Day Two of Installation & Setup, you will learn how to configure the Innova Database to distribute the latest information and tools using the Synch utility. We will look at important utilities to automate most of your setup work and troubleshooting problems. Finally, we will look at the Replication Utility and, for MacroSuite users, the Migration Utility.

DAY 3

The first day of Administration & Maintenance focuses on the tools used to create and deploy templates for document creation. At the end of the day we take a look at some important tools that end-users can use to simplify their work. An optional section about Paragraph Numbering and TOCs is also offered after the regular class hours.

DAY 4

This last day of the course is designed to look at the behind-the-scenes features to customize Innova so that it works well with your firm, including the Innova menus. This module will look at the customization that can be made to the core global templates. We also look at the important litigation elements of Innova.

Traveling Coaches is pleased to offer the comprehensive four-day Litéra Innova Certified Administrator course which focuses on the installation and customization of Innova; covers the day-to-day maintenance and support of the product; and educates attendees on how to get the maximum benefits out of Innova's extensive feature set.

The focal point for the first two days of the course is on infrastructure and is ideal for anyone who will participate or is involved with the installation and deployment of Innova.

The final two days of the comprehensive training program involves the design of firm templates and in the maintenance of the system on an ongoing basis, including system-wide upgrades and updates. The focus here is on the desktop.

**Call today to reserve your seat in the next class!
Space is Limited.**

2010 Course Schedule

**April
26 - 29**

**July
26 - 29**

**October
25 - 28**



Only \$2,200 for the four-day course!

To register, call 214.665.0217 or send an email indicating which class you would like to attend along with your name, company name, telephone and fax numbers to

jbuser@travelingcoaches.com

Cancellation Policy: In the event an attendee must cancel or reschedule his/her course attendance, Traveling Coaches must be notified in writing or via email to:

jbuser@travelingcoaches.com

at least ten (10) business days prior to the start of the scheduled session. No refunds or credits will be provided for cancellations made with less than ten (10) business days notice. Registrants who cancel without proper notice will not be able to transfer his/her registration to a later date. Traveling Coaches reserves the right to cancel the course based upon insufficient attendance and will attempt to provide sufficient notice of any such change.

traveling
coaches

1700 Pacific Avenue, Suite 2750
Dallas, Texas 75201
214.742.6224
800.493.4083 Toll Free
214.979.9786 Fax

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