



## Amicus Attorney 2010 Small Firm Edition Certified Administrator Program Objectives

**Course Name:** Amicus Certified Administrator Program

**Location:** Amicus Training Centre  
365 Bay Street, Suite 700  
Toronto, Ontario  
M5H 2V1

### Course Materials Provided Onsite

- Amicus Certified Administrator Training Manual
- Daily Outline; Labs

### Course Description

This one day class enables users to increase their knowledge level and build on the foundations learned in the Amicus Attorney 2010 Small Firm Edition Certified User program.

Users will learn installation of new workstations, archive of old files and information, backup procedures, Outlook linking, document assembly techniques, custom pages and custom file intake and database utilities to keep Amicus running smoothly on your network and more.

To become a Certified Administrator, attendees must take part in both the Certified User and Certified Administrator classroom sessions, or pass a pre-requisite exam prior to attending the Certified Administrator class. Students who successfully complete this course and all corresponding labs will be awarded the designation of "Amicus Attorney Certified Administrator" and will receive a signed certificate.

### Objectives

The goal of this course is to expand on the knowledge acquired by Certified Users to give students the tools to not only successfully use Amicus Attorney but also to learn the in's and out's of administering the software. Attendees will learn how to manage Amicus in the firm by setting firm wide preferences as well as maintaining accounting links, document management and storage, system backups, installations and user access.

### Who Should Attend

This program is suitable for office managers and technical users who are responsible for the administration of Amicus Attorney in the office.

**Note:** Attendance at the Certified User course is required as a pre-requisite to the Certified Administrator class.

### Teaching and Learning Methods

Instruction will be delivered lecture style, using a projector, screen and the appropriate software to enhance each lesson unit. Additional tools such as PowerPoint presentations, in class labs and quizzes may be used to reinforce each subject. Participants will be provided with their own computer station with the software already installed for hands-on learning opportunities.

### What I Will Learn

- Setting up new workstations
- Installing Amicus on a workstation
- Adding and removing users

- Editing user preferences
- Creating custom pages
- Customizing file intake forms
- Customizing lists
- Database management and maintenance
- Creating and restoring backups
- Understanding third party links
- And more

**Breakfast and lunch will be served**