

# *Time Matters*®

# POWER USER TRAINING

FROM THE CREATORS  
OF TIME MATTERS  
BOOT CAMP!

Time Matters is the award-winning and widely used practice management application from LexisNexis®. It allows users to manage calendars, clients, cases and more in one comprehensive application. Yet, most firms are not using many of its most powerful features.

Time Matters Power User Training is a full-day training seminar designed for firms that would like to get the most out of the program. You will learn about using advanced features that can significantly boost productivity, efficiency and profitability in your firm. Taught by two of the most senior consultants for Time Matters, you will learn the tips and tricks they have been using for years to get the most from the product.

Power User Training is for users who have attended IP Associates' Time Matters Boot Camp (or didn't need to) and want to become a true power user, taking Time Matters to new levels.

## FACULTY

**JEFFREY S. KRAUSE**

Krause Practice Management, LLC  
Waterford, WI

**NEIL A. JOHNSON**

Practice Development Partners, Ltd  
Chicago, IL

## DATES AND TIMES

**THURSDAY, OCTOBER 30, 2008**

LexisNexis  
70 W. Madison St  
22nd Floor  
Chicago, IL 60602

Additional dates & locations are available—  
Visit [www.ipassoc.com](http://www.ipassoc.com) for a complete listing.

Time Matters Power User Training is presented by IP Associates, LLC which is solely responsible for its content. This seminar is not presented by Time Matters or LexisNexis, a division of Reed Elsevier, Inc.

## TIME MATTERS POWER USER TRAINING AGENDA

8:00 a.m.	Registration
8:30 a.m.	Introduction
8:45 a.m.	<p>Document Automation and Assembly</p> <ul style="list-style-type: none"> <li>• Merge Templates with Microsoft Word/Corel WordPerfect</li> <li>• Formattable Clipboard Templates – automate like never before!</li> <li>• Live examples of commonly needed templates that you can take with you!</li> <li>• Scanning and Linking to Time Matters – become a “paper-lessened” firm</li> </ul>
10:15 a.m.	Break
10:30 a.m.	<p>Advanced Customization of Time Matters – Making TM fit your needs!</p> <ul style="list-style-type: none"> <li>• Customizing Forms, Fields, and more</li> <li>• User-defined Records – virtually limitless uses</li> <li>• Tips &amp; Tricks we’ve learned in over 10 years of customizing TM</li> <li>• Security setup do’s and don’ts</li> </ul>
12:00 p.m.	Lunch (on your own) or attend a LexisNexis HotDocs® demonstration and receive lunch compliments of LexisNexis
1:00 p.m.	<p>Advanced Reporting – manage your firm better with the information you need!</p> <ul style="list-style-type: none"> <li>• Send to Excel Tips &amp; Tricks</li> <li>• Time Matters Report Designer – build your own reports in TM</li> <li>• Microsoft Access Reports – your data comes alive thru advanced queries/reports not available in Time Matters</li> <li>• Crystal Reports Examples – reporting at it’s finest; see how the “pros” do it</li> </ul>
2:30 p.m.	Break
2:45 p.m.	<p>Advanced Features that Increase Productivity and Profitability!</p> <ul style="list-style-type: none"> <li>• Advanced Workflow/Automation using Form Styles, AutoEntry Forms &amp; Triggers</li> <li>• Chain Templates and Outlines- powerful, automated task lists and checklists</li> <li>• Marketing your firm using TM &amp; 3rd party tools</li> </ul>
4:00 p.m.	<p>30 Tips &amp; Tricks in 30 Minutes</p> <p>Learn many of the most useful tips &amp; tricks that can help you use Time Matters to its fullest potential. Boost your firm’s productivity and profitability instantly by using some real “power user” features of TM!</p>
4:30 p.m.	Program Concludes, but we are available until 5:00 p.m. to answer questions not covered in the day’s agenda.

**JEFFREY S. KRAUSE**

Krause Practice Management, LLC  
 Waterford, WI  
[www.krausepm.com](http://www.krausepm.com)

Jeffrey S. Krause is a Wisconsin attorney and is the Owner and Managing Partner of Krause Practice Management, LLC. Krause Practice Management provides technology consulting services to law firms and other professional offices of all sizes.

After beginning his career in private practice, Mr. Krause began assisting other attorneys to better use technology in their law practice. Since 1998, he has helped law firms all over the United States with custom configurations, training and general support.

Mr. Krause is a Certified Independent Consultant (CIC) for the popular Time Matters® Business and Practice Management software as well as its companion Billing Matters.® He has worked with Time Matters through its last six versions and has assisted hundreds of law firms during his nine years as a CIC. He also assists clients with a number of other LexisNexis products including HotDocs®, PCLaw™, and CaseMap.

Mr. Krause is a frequent author and speaker on a variety of legal technology topics and is the primary contributor to a legal technology focused blog at <http://blog.krausepm.com>. His extensive background includes knowledge of document management, email systems, litigation support, time and billing, web marketing and office applications. Prior to embarking on his career as a Technology Professional, Mr. Krause was engaged in the private practice of law. His legal background includes Plaintiff's Personal Injury, Insurance Defense, Real Estate, Land Use Planning and Corporate Law. He is a 1996 graduate of the Marquette University Law School. He also earned an M.A. and B.A. in History from the University of Wisconsin-Milwaukee.

**NEIL A. JOHNSON**

Practice Development Partners, Ltd  
 Chicago, IL  
[www.pd-partners.com](http://www.pd-partners.com)

Neil A. Johnson is the Managing Partner of Practice Development Partners, Ltd, a firm that offers project planning, implementation, customization, conversion, training and support to professional services firms implementing solutions based around the LexisNexis Practice Management (LNPM) suite of products.

Emphasizing practical and proven solutions for small to mid-sized law, CPA, management consulting and other professional service firms, Mr. Johnson works with all levels of the organization to improve profitability, increase customer satisfaction, and manage information more efficiently. His unmatched blend of management experience, technical knowledge and customer service allow him to look at both the big picture when working with partners and the detail required by support staff. He has trained thousands of users in various formats and settings over the last twenty years.

Beginning his career as a consultant with a Big Four accounting and consulting firm, Mr. Johnson has over twenty-five years experience in the technology arena. He is experienced in implementing solutions for many types of law firms, including Personal Injury, Insurance Defense, Worker's Compensation, Property Tax Appeals, Litigation, Estate Planning, Family Law, General Practice, Social Security Disability and more.

Mr. Johnson is a Certified Independent Consultant (CIC) for the suite of LexisNexis Practice Management products including Time Matters, Billing Matters, Billing Matters Plus, Time Matters—Browser Edition (formerly World Server), HotDocs, CaseMap and PCLaw. He has been a CIC for the past eight years, working with hundreds of firms throughout the country over that period.

**IP ASSOCIATES, LLC**

[www.ipassoc.com](http://www.ipassoc.com)

IP Associates, LLC is a joint venture of Jeffrey S. Krause and Neil A. Johnson & Associates, LLC. IP Associates develops and conducts practice management training seminars, training materials, and practice area templates. Visit [www.ipassoc.com](http://www.ipassoc.com) for information about our comprehensive Social Security feature package as well as GenFP, the general practice feature package. GenFP is the first feature package designed for law firms that need Time Matters customization across a wide range of practice areas.

**IP Associates, LLC**  
c/o LexisNexis  
2000 Regency Parkway, Ste 600  
Cary, NC 27518

# *Time Matters*® **POWER USER TRAINING**

October 30, 2008

<http://www.ipassoc.com/bootcamps>

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# *Time Matters*® **POWER USER TRAINING**

## **REGISTRATION**

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Waterford, WI 53185

By Fax  
IP Associates, LLC  
866-258-9062

By Phone  
IP Associates, LLC  
888-732-9071

Online  
[http://www.ipassoc.com/  
bootcamps](http://www.ipassoc.com/bootcamps)

**This program qualifies for 6.25 Illinois CLE credits.**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Firm Website \_\_\_\_\_  
State Bar No. \_\_\_\_\_

### **If Multiple Attendees from the Same Firm:**

Name \_\_\_\_\_  
Bar No. \_\_\_\_\_  
Email \_\_\_\_\_  
Name \_\_\_\_\_  
Bar No. \_\_\_\_\_  
Email \_\_\_\_\_

Total # of attendees \_\_\_\_\_

### **Payment Method**

Check or Credit Card

Cost **\$385.00\***—Early Bird **\$355.00\*** (by October 16th).

\*Additional \$35 discount if past or future “Boot Camp” attended

Each additional attendee from same firm **\$265.00**

By check: Payable to IP Associates, LLC

Total Amount Paid \_\_\_\_\_

By Credit Card: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Discover \_\_\_\_\_ American Express \_\_\_\_\_

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Zip Code \_\_\_\_\_

Signature \_\_\_\_\_