

Omega University® - Upgrade Class Schedule

January 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 Inline Expense (*) - 12:30 - 02:00	6 Ad Hoc Report Writer (12) - 10:00 - 01:00
9	10 File Management (*) - 12:00 - 01:30	11 EBill Format Editor (*) - 01:00 - 02:30	12 Matter Intake (**) - 10:00 - 11:30	13 Event/Report Scheduler (*) - 10:00 - 12:00
16	17	18 Bill Format Editor (12) - 10:00 - 01:00	19 Visual XPress Overview (11) - 10:00 - 12:00 Report Editor (11) - 01:00 - 02:00	20
23	24	25	26	27 eCop Implementation (*) - 10:00 - 11:30 Using eCop (*) - 12:30 - 02:00
30 System Changes (UP) - 10:00 - 12:00	31 Imaging (*) - 10:00 - 11:30 Collections (*) - 12:30 - 02:00			

ALL CLASSES ARE SCHEDULED IN ARIZONA TIME. eCop classes, Imaging, VX, Matter Intake and InLine Expense are ancillary products that must be purchased prior to scheduling training.

Revised: 09/08/2011

Omega University® Training Schedule UPGRADE

February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Matter Entry/Review/Contacts (UP) - 10:00 - 11:30 Inline Expense (A) - 12:30 - 02:00	2 Accounting Modules (UP) - 10:00 - 11:30 Time Entry (UP) - 12:30 - 01:30 Ad Hoc Report Writer (1) - 10:00 - 01:00	
6	7 Retainer Billing (UP) - 12:30 - 01:30	8 Billing (UP) - 10:00 - 12:00	9 Matter Intake (A) - 10:00 - 11:30 WIP Editing (UP) - 10:00 - 12:00	10 File Management (A) - 10:00 - 11:30 Event/Report Scheduler (A) - 12:30 - 02:00
13 EBill Format Editor (*) - 10:00 - 11:30 Menu Designer (UP) - 12:30 - 02:00	14 Matter Entry/Review/Contacts (UP) - 10:00 - 11:30 Time Entry (UP) - 12:30 - 01:30	15 Visual XPress Overview (12) - 10:00 - 12:00 Accounting Modules (UP) - 10:00 - 11:30 Report Editor (12) - 01:00 - 02:00	16 System Changes (UP) - 10:00 - 12:00 Percentage Billing (UP) - 01:00 - 02:00	17 Bill Format Editor (1) - 10:00 - 01:00
20 Holiday (HOL) - 08:00 - 05:00	21 Billing (UP) - 10:00 - 12:00	22 WIP Editing (UP) - 10:00 - 12:00 Summary (Group) Billing (UP) - 01:00 - 02:30	23 EBilling (UP) - 10:00 - 11:30	24 eCop Implementation (A) - 10:00 - 11:30 Using eCop (A) - 12:30 - 02:00
27 System Changes (UP) - 10:00 - 12:00	28 Matter Entry/Review/Contacts (UP) - 10:00 - 11:30 Time Entry (UP) - 12:30 - 01:30	29 Imaging (A) - 10:00 - 11:30 Collections (*) - 12:30 - 02:00		

Omega University® Training Schedule UPGRADE

March 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Accounting Modules (UP) - 10:00 - 11:30 Retainer Billing (UP) - 12:30 - 01:30	2 Ad Hoc Report Writer (2) - 10:00 - 01:00
5 Inline Expense (A) - 12:30 - 02:00	6 Billing (UP) - 10:00 - 12:00	7 WIP Editing (UP) - 10:00 - 12:00	8	9 System Changes (UP) - 10:00 - 12:00
12 Menu Designer (UP) - 12:00 - 01:30 Event/Report Scheduler (A) - 09:00 - 11:00	13 Matter Intake (A) - 09:00 - 10:30 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	14 Visual XPress Overview (1) - 09:00 - 11:00 Report Editor (1) - 12:00 - 01:00 File Management (A) - 09:00 - 10:30 EBill Format Editor (*) - 12:30 - 02:00	15 Accounting Modules (UP) - 09:00 - 10:30 Retainer Billing (UP) - 12:30 - 01:30	16 Bill Format Editor (2) - 09:00 - 12:00
19 System Changes (UP) - 09:00 - 11:00	20 Billing (UP) - 09:00 - 11:00	21 WIP Editing (UP) - 09:00 - 11:00 Summary (Group) Billing (UP) - 01:00 - 02:30	22 EBilling (UP) - 09:00 - 10:30 Percentage Billing (UP) - 12:00 - 01:00	23 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 12:00 - 01:00
26 Collections (*) - 09:00 - 10:30	27 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	28 Accounting Modules (UP) - 09:00 - 10:30	29 Imaging (A) - 09:00 - 10:30 Inline Expense (A) - 12:00 - 01:30	30

Omega University® Training Schedule UPGRADE

April 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p>	<p>3</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>4</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>5</p>	<p>6</p> <p>Holiday (HOL) - 08:00 - 05:00</p>
<p>9</p> <p>Menu Designer (UP) - 09:00 - 10:30</p> <p>System Changes (UP) - 11:30 - 01:30</p>	<p>10</p> <p>Ad Hoc Report Writer (3) - 09:00 - 12:00</p>	<p>11</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>12</p> <p>Matter Intake (A) - 09:00 - 10:30</p> <p>Accounting Modules (UP) - 09:00 - 10:30</p> <p>EBill Format Editor (*) - 12:30 - 02:00</p>	<p>13</p> <p>Bill Format Editor (3) - 09:00 - 12:00</p>
<p>16</p> <p>File Management (A) - 09:00 - 11:00</p> <p>Event/Report Scheduler (A) - 12:30 - 02:00</p>	<p>17</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>18</p> <p>Visual XPress Overview (2) - 09:00 - 11:00</p> <p>Report Editor (2) - 12:00 - 01:00</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>19</p> <p>EBilling (UP) - 09:00 - 10:30</p> <p>Percentage Billing (UP) - 12:00 - 01:00</p>	<p>20</p> <p>eCop Implementation (A) - 09:00 - 10:30</p> <p>Using eCop (A) - 12:00 - 01:00</p>
<p>23</p> <p>Collections (*) - 12:00 - 01:30</p> <p>System Changes (UP) - 09:00 - 11:00</p>	<p>24</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>25</p> <p>Accounting Modules (UP) - 09:00 - 10:30</p> <p>Retainer Billing (UP) - 12:30 - 01:30</p>	<p>26</p> <p>Summary (Group) Billing (UP) - 09:00 - 10:30</p> <p>Imaging (A) - 12:00 - 01:30</p>	<p>27</p>
<p>30</p> <p>Inline Expense (A) - 09:00 - 10:30</p>				

Omega University® Training Schedule UPGRADE

May 2012

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Billing (UP) - 09:00 - 11:00	2 WIP Editing (UP) - 09:00 - 11:00	3	4
7 System Changes (UP) - 09:00 - 11:00	8 Accounting Modules (UP) - 09:00 - 10:30 Retainer Billing (UP) - 12:30 - 01:30	9 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	10 Matter Intake (A) - 09:00 - 10:30 Ad Hoc Report Writer (*) - 09:00 - 12:00	11
14 Billing (UP) - 09:00 - 11:00	15 WIP Editing (UP) - 09:00 - 11:00 Menu Designer (UP) - 12:00 - 01:30	16 Visual XPress Overview (*) - 09:00 - 11:00 Report Editor (*) - 12:00 - 01:00	17 Bill Format Editor (*) - 09:00 - 12:00 File Management (A) - 09:00 - 11:00 Event/Report Scheduler (A) - 12:30 - 02:00	18 Summary (Group) Billing (UP) - 09:00 - 10:30 Percentage Billing (UP) - 11:30 - 12:30
21 EBill Format Editor (*) - 09:00 - 10:30 System Changes (UP) - 11:30 - 01:30	22 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	23 Accounting Modules (UP) - 09:00 - 10:30 EBilling (UP) - 11:30 - 01:00	24 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 12:00 - 01:00	25
28 Holiday (HOL) - 08:00 - 05:00	29 Billing (UP) - 09:00 - 11:00	30 WIP Editing (UP) - 09:00 - 11:00	31 Imaging (A) - 09:00 - 10:30 Collections (*) - 12:00 - 01:30	

Omega University® Training Schedule UPGRADE

June 2012

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Inline Expense (A) - 09:00 - 10:30
4 System Changes (UP) - 11:30 - 01:30	5 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	6 Accounting Modules (UP) - 09:00 - 10:30 Percentage Billing (UP) - 11:30 - 12:30	7 Report Designer (*) - 09:00 - 11:00	8
11 EBill Format Editor (*) - 12:30 - 02:00	12 Billing (UP) - 09:00 - 11:00	13 Matter Intake (A) - 09:00 - 10:30 WIP Editing (UP) - 09:00 - 11:00 Retainer Billing (UP) - 12:30 - 01:30	14 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 11:00 Event/Report Scheduler (A) - 09:00 - 11:00 File Management (A) - 12:30 - 02:00	15
18 Menu Designer (UP) - 09:00 - 10:30 Summary (Group) Billing (UP) - 12:00 - 01:30	19 Visual XPress Overview (*) - 09:00 - 11:00 System Changes (UP) - 09:00 - 11:00	20 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	21 Accounting Modules (UP) - 09:00 - 10:30 EBilling (UP) - 11:30 - 01:00	22
25 Bill Format Editor (*) - 09:00 - 11:00 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 12:00 - 01:00	26 Billing (UP) - 09:00 - 11:00	27 WIP Editing (UP) - 09:00 - 11:00	28 Imaging (A) - 09:00 - 10:30 Collections (*) - 12:00 - 01:30	29 Inline Expense (A) - 09:00 - 10:30

Omega University® Training Schedule UPGRADE

July 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p>	<p>3</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>4</p> <p>Holiday (HOL) - 08:00 - 05:00</p>	<p>5</p> <p>Accounting Modules (UP) - 09:00 - 10:30</p>	<p>6</p>
<p>9</p> <p>System Changes (UP) - 09:00 - 11:00</p>	<p>10</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>11</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>12</p> <p>Summary (Group) Billing (UP) - 11:30 - 01:00</p> <p>EBilling (UP) - 09:00 - 10:30</p>	<p>13</p>
<p>16</p> <p>Report Designer (*) - 09:00 - 11:00</p> <p>Menu Designer (UP) - 12:00 - 01:30</p>	<p>17</p> <p>Ad Hoc Report Writer and Report Editor (*) - 09:00 - 11:00</p> <p>Matter Intake (A) - 09:00 - 10:30</p>	<p>18</p> <p>Bill Format Editor (*) - 09:00 - 11:00</p> <p>File Management (A) - 09:00 - 10:30</p> <p>Accounting Modules (UP) - 12:00 - 01:30</p>	<p>19</p> <p>Event/Report Scheduler (A) - 09:00 - 11:00</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>20</p>
<p>23</p> <p>Retainer Billing (UP) - 12:00 - 01:00</p> <p>System Changes (UP) - 09:00 - 11:00</p>	<p>24</p> <p>eCop Implementation (A) - 09:00 - 10:30</p> <p>Using eCop (A) - 11:30 - 12:30</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>25</p> <p>Percentage Billing (UP) - 12:00 - 01:30</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>26</p> <p>Imaging (A) - 09:00 - 10:30</p> <p>EBilling (UP) - 11:30 - 01:00</p>	<p>27</p>
<p>30</p> <p>Collections (*) - 09:00 - 10:30</p> <p>EBill Format Editor (*) - 11:30 - 01:00</p>	<p>31</p> <p>Visual XPress Overview (*) - 09:00 - 11:00</p> <p>Inline Expense (A) - 09:00 - 10:30</p>			

Omega University® Training Schedule UPGRADE

August 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	2 Accounting Modules (UP) - 09:00 - 10:30	3
6 System Changes (UP) - 09:00 - 11:00	7 Billing (UP) - 09:00 - 11:00	8 WIP Editing (UP) - 09:00 - 11:00	9 Retainer Billing (UP) - 09:00 - 10:00 EBilling (UP) - 11:00 - 12:30	10
13 Time Entry (UP) - 12:30 - 01:30 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30	14 Report Designer (*) - 09:00 - 11:00 File Management (A) - 09:00 - 10:30 Menu Designer (UP) - 12:00 - 01:30	15 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 11:00 Matter Intake (A) - 09:00 - 10:30	16 Accounting Modules (UP) - 09:00 - 10:30	17 Bill Format Editor (*) - 09:00 - 11:00
20 System Changes (UP) - 09:00 - 11:00	21 Event/Report Scheduler (A) - 09:00 - 11:00 Billing (UP) - 09:00 - 11:00	22 WIP Editing (UP) - 09:00 - 11:00	23 EBill Format Editor (*) - 11:30 - 01:00 EBilling (UP) - 09:00 - 10:30	24 Percentage Billing (UP) - 11:30 - 12:30 Summary (Group) Billing (UP) - 09:00 - 10:30
27	28 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30	29 Visual XPress Overview (*) - 09:00 - 11:00 Time Entry (UP) - 12:30 - 01:30 Accounting Modules (UP) - 09:00 - 10:30 Imaging (A) - 09:00 - 10:30	30 Collections (*) - 09:00 - 10:30 Inline Expense (A) - 09:00 - 10:30	31

Omega University® Training Schedule UPGRADE

September 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Holiday (HOL) - 08:00 - 05:00</p>	<p>4</p> <p>System Changes (UP) - 09:00 - 11:00</p>	<p>5</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>6</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>7</p> <p>EBilling (UP) - 11:30 - 01:00</p>
<p>10</p>	<p>11</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>12</p> <p>Accounting Modules (UP) - 09:00 - 10:30</p> <p>Retainer Billing (UP) - 12:30 - 01:30</p>	<p>13</p>	<p>14</p> <p>EBill Format Editor (*) - 11:30 - 01:00</p>
<p>17</p> <p>Percentage Billing (UP) - 11:30 - 12:30</p> <p>Menu Designer (UP) - 09:00 - 10:30</p>	<p>18</p> <p>Matter Intake (A) - 09:00 - 10:30</p> <p>Billing (UP) - 09:00 - 11:00</p>	<p>19</p> <p>File Management (A) - 09:00 - 10:30</p> <p>EBilling (UP) - 11:30 - 01:00</p> <p>WIP Editing (UP) - 09:00 - 11:00</p>	<p>20</p> <p>Report Designer (*) - 09:00 - 11:00</p> <p>Event/Report Scheduler (A) - 09:00 - 11:00</p> <p>Summary (Group) Billing (UP) - 12:00 - 01:30</p>	<p>21</p> <p>System Changes (UP) - 09:00 - 11:00</p>
<p>24</p> <p>Ad Hoc Report Writer and Report Editor (*) - 09:00 - 11:00</p>	<p>25</p> <p>Imaging (A) - 11:30 - 01:00</p> <p>Matter Entry/Review/Contacts (UP) - 09:00 - 10:30</p> <p>Time Entry (UP) - 12:30 - 01:30</p>	<p>26</p> <p>Accounting Modules (UP) - 09:00 - 10:30</p> <p>eCop Implementation (A) - 09:00 - 10:30</p> <p>Using eCop (A) - 11:30 - 12:30</p>	<p>27</p> <p>Bill Format Editor (*) - 09:00 - 11:00</p> <p>Inline Expense (A) - 11:30 - 01:30</p>	<p>28</p> <p>Visual XPress Overview (*) - 09:00 - 11:00</p>

Omega University® Training Schedule UPGRADE

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1 Collections (*) - 09:00 - 10:30	2 Billing (UP) - 09:00 - 11:00	3 WIP Editing (UP) - 09:00 - 11:00	4 EBilling (UP) - 11:30 - 01:00	5
8 System Changes (UP) - 11:30 - 01:30	9 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	10 File Management (A) - 09:00 - 10:30 Accounting Modules (UP) - 09:00 - 10:30	11 Menu Designer (UP) - 09:00 - 10:30	12 EBill Format Editor (*) - 11:30 - 01:00 Report Designer (*) - 09:00 - 11:00
15 Billing (UP) - 09:00 - 11:00	16 Matter Intake (A) - 09:00 - 10:30 Ad Hoc Report Writer and Report Editor (*) - 09:00 - 11:00	17 Event/Report Scheduler (A) - 09:00 - 11:00 WIP Editing (UP) - 09:00 - 11:00	18 Bill Format Editor (*) - 09:00 - 11:00	19 Percentage Billing (UP) - 11:30 - 12:30 Retainer Billing (UP) - 12:30 - 01:30
22 System Changes (UP) - 09:00 - 11:00	23 Matter Entry/Review/Contacts (UP) - 09:00 - 10:30 Time Entry (UP) - 12:30 - 01:30	24 Summary (Group) Billing (UP) - 12:00 - 01:30 EBilling (UP) - 09:00 - 10:30	25 eCop Implementation (A) - 09:00 - 10:30 Using eCop (A) - 11:30 - 12:30 Accounting Modules (UP) - 09:00 - 10:30	26
29 Billing (UP) - 09:00 - 11:00	30 Visual XPress Overview (*) - 09:00 - 11:00 Imaging (A) - 09:00 - 10:30 WIP Editing (UP) - 09:00 - 11:00	31 Collections (*) - 09:00 - 10:30 Inline Expense (A) - 09:00 - 10:30		

Omega University® Training Schedule UPGRADE

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Menu Designer (UP) - 09:00 - 10:30
5 System Changes (UP) - 10:00 - 12:00	6 Matter Entry/Review/Contacts (UP) - 10:00 - 11:30 Time Entry (UP) - 12:30 - 01:30	7 Accounting Modules (UP) - 10:00 - 11:30 Retainer Billing (UP) - 12:30 - 01:30	8 Percentage Billing (UP) - 12:30 - 01:30 Summary (Group) Billing (UP) - 10:00 - 11:30	9
12 Billing (UP) - 10:00 - 12:00	13 WIP Editing (UP) - 10:00 - 12:00	14 Report Designer (*) - 10:00 - 12:00 File Management (A) - 10:00 - 11:30	15 Ad Hoc Report Writer and Report Editor (*) - 10:00 - 12:00 Matter Intake (A) - 10:00 - 11:30	16 Bill Format Editor (*) - 10:00 - 12:00
19 EBilling (UP) - 10:00 - 11:30	20 Event/Report Scheduler (A) - 10:00 - 12:00	21	22 Holiday (HOL) - 08:00 - 05:00	23 Holiday (HOL) - 08:00 - 05:00
26 EBill Format Editor (*) - 01:00 - 02:30	27 Imaging (A) - 01:00 - 02:30	28 Visual XPress Overview (*) - 10:00 - 12:00 eCop Implementation (A) - 10:00 - 11:30 Using eCop (A) - 01:00 - 02:00	29 Collections (*) - 10:00 - 11:30 Inline Expense (A) - 10:00 - 11:30	30