



Omega University® Course Catalog

Bringing the Classroom to your Desktop

Omega University offers live, instructor-led training that can be taken at any computer worldwide with an Internet connection. This catalog outlines the classes that are available. The Omega University Training Calendar provides a breakdown of when each of the classes is offered. For

Ways to Connect

All classes are conducted in the AT&T Connect online classroom environment. Users connect to an online classroom where they can view slide presentations and interact within the Omega application. For the audio connection, we recommend using a headset/microphone combo that plugs into the computer's sound card. Each user attending class will need a headset.

If you prefer to use your telephone for the audio connection instead of headsets, there is an additional charge of \$.05/minute of connection time assessed to the total of the class.

Online Classroom

Students can log into the portal page for the online classroom once they are registered for the class. From the classroom portal page, they can download the class documentation. These documents are in PDF format ranging from 30-100 pages. We recommend having this documentation printed before the class begins.

On the day of class, students can log into the online classroom fifteen minutes before the class start time. If attending class for the first time, you will be required to download software in order to access the AT&T Connect online classroom. It is recommended that students have this completed before the start time of the class. There are instructions for getting this software in the invitation that students receive before the start of class. All classes begin promptly at their start time so it is highly recommended that students log in fifteen minutes early in case any audio or visual troubleshooting is necessary.

The majority of the OU classes occur once a month and are prescheduled on the Omega University Training Calendar. If you would like to schedule a class on a different date, or if the class does not appear on the OU Training Calendar, please contact Omega for available dates and times.

Omega also offers several pre-recorded classes that are free to Omega clients and available for download from the Omega Customer Support website.

Onsite Training/Consulting

Online training is very convenient and cost effective; however, sometimes having an Omega employee onsite at your firm is the best option. These onsite visits can take any form that is the most beneficial for your firm. The Omega employee can train your staff, meet with partners to answer their questions, discuss more efficient ways to use the software, preview upcoming enhancements or do anything else to meet your needs. Please contact Omega directly to schedule onsite training.



Basic Training Track

The Basic Training Track is designed to put you on the fast track to acquire the knowledge you need to fully utilize the basic features of Omega to enter time and costs, enter and pay invoices, and produce your bills. To learn to use advanced features, see the optional course list. The majority of the classes in the Basic Training Track are offered once a month. For exact dates, see the Omega University Training Calendar. Module descriptions are listed individually in this catalog. Courses can be taken individually.

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|-----|-------------------------------|-----|--------------------------------------|
| 1. | Welcome to Omega | 14. | Billing Cycle |
| 2. | Technical Meeting | 15. | WIP Editing |
| 3. | Getting Started | 16. | Other Billing Functions |
| 4. | Menu Designer & User Profiles | 17. | Special Billing Processing |
| 5. | Contacts & Relationships | 18. | Report Designer |
| 6. | Client Matter Entry | 19. | Report Editor & Ad Hoc Report Writer |
| 7. | Special Billing Setup | 20. | Bill Format Editor |
| 8. | Conflict Search | 21. | E-Bill Format Editor |
| 9. | Back Office Administration | 22. | Financial Report Writer |
| 10. | AP Invoice Entry | 23. | Statistical Reporting |
| 11. | Cash Disbursements | 24. | Visual Xpress |
| 12. | Cash Receipts & AR Write-Offs | 25. | Collections |
| 13. | Corrections | | |

Basic Track Class Descriptions**Welcome to Omega**

This course is designed to define terminology and system setup structures. You will learn what decisions need to be made to build your Omega system to your specifications. We will review the statistical information that is tracked on the system and how that information is collected. The main focus of the session is on the choices you will be asked to make prior to your system setup.

Major Topics:

- Discuss choices needed for system setup
- Overview of Statistics

Length: 4-6 hours

Training Available for Version(s): 6.x

Participant: Primary administrator of Omega

Technical Meeting

This session is a call between Omega's technical staff and the IT personnel at the firm to discuss general server setup.

Major Topics:

- Backup procedures
- Cache configuration
- Server Access options

Length: 1.0 hours

Training Available for Version(s): 6.x

Participant: IT personnel

Getting Started

This course helps new Omega administrators start entering data in preparation for conversion and system use. Scheduled after the installation of Omega at your site, administrators learn how to build the general ledger chart of accounts, start entering table items, create and grant permissions to users and set various system utilities.

Major Topics:

- Build the general ledger chart of accounts
- Enter table items
- Review System Utilities

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Primary Omega administrator

Menu Designer/User Profiles

Learn how to design menus that allow end-users to see only what they need to see. Then, learn how to set up User Profiles to assign menus and permissions to specific users.

Major Topics:

- Create Menus
- User Setup in Omega

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for determining & providing user access to Omega data

Prerequisite: Omega Basic Recordings

Contacts & Relationships

Contacts are the core of Omega Legal since every client, vendor and related party is represented by a contact. This course provides an overview of the efficiency of contacts and how to use relationships to categorize and view contacts. Learn the many ways to input contact information and determine which methods provide your firm the information it needs to report or communicate.

Major Topics:

- Enter new contacts
- Edit existing contacts
- Define relationships for each contact
- Setup announcements on contacts

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of maintaining contacts and/or marketing director

Prerequisite: Omega Basic Recordings

Client Matter Entry

Learn how to create new client matters in Omega Legal. This course covers the types of matters you can open and discusses the fields available for matter entry. You will learn to complete all the necessary information for a new client and matter including rate structures, billing rules and entering related parties for conflict checking purposes.

Major Topics:

- Create new clients and matters
- Add matters to existing clients
- Add Related Parties

Length: 3 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of opening new client matters and maintaining client matter demographic information

Prerequisite: Omega Basic Recordings and the Back Office Recordings of “Setup and Use Task and Activity Code Tables” and “Understanding Rates”

Special Billing Setup

Learn how to setup special billing matters such as summary groups, percentage groups, e-billing and retainer billing.

Major Topics:

- Setup summary groups
- Setup percentage groups
- Setup E-billing matters
- Setup retainer billing matters

Length: 1.5 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of opening new matters and setting up billing information

Prerequisite: Omega Basic Recordings

Conflict Search

Learn to use the interface to select search areas and create searches using a multitude of search options. Learn how to perform instant searches, store searches for later use, hide or display results and print results. Also, learn what areas are searched and how they are searched, how the searchable data is stored, when and how to use wildcards, and when to use the different search options such as Exact Phrase, All the Words, Any of the Words, etc.

Major Topics:

- Create new searches
- Save searches and run later
- Print reports from searches
- Use appropriate search type to maximize useful results

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) doing conflict searches

Back Office Administration

This is a follow up class to the recordings participants must view before the class (refer to class prerequisite). Learn the administrative tasks and reporting options for timekeeping, non-cash costs and vendors. An overview of the time entry process, non-cash cost process and vendor entry process will also be discussed. .

Major Topics:

- Time entry overview, reporting and administration
- Vendor entry overview, reporting and administration
- Non-cash cost overview, reporting and administration

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of entering non-cash costs, managing vendors, administering time entry

Prerequisite: Omega Basic Recordings and the Back Office Recordings of “Vendor Entry I and II”, “Non-Cash Costs Entry I and II”

AP Invoice Entry

Learn how to enter and process vendor invoices. We will review the impact on the general ledger and client data, and review vendor open invoices. You will learn how to manage accounts payable both online and through reports.

Major Topics:

- Enter invoices
- Manage invoices (edit, apply, delete)
- Invoice reporting features

Length: 2.0 hours

Training Available for Version(s): 6.x

Participant: Person(s) who will be processing accounts payable invoices

Prerequisite: Omega Basic Recordings and the Back Office Recordings of “Vendor Entry I and II”**Cash Disbursements**

Learn how to create and print demand checks and process checks for open invoices. Reprinting and voiding checks, processing manual checks, unused checks and correcting paid invoices are also taught in this class.

Major Topics:

- Process Quick Checks
- Pay Open Invoices
- Reprint and voiding checks
- Processing manual checks
- Cash Disbursement reports
- Handling electronic fund transfers (i.e. wire transfers, bank transfers, etc.)

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of writing checks

Prerequisite: Omega Basic Recordings and the Back Office Recordings of “Bank Reconciliation”

Cash Receipts/Accounts Receivable Write-Offs

Learn how to enter receipts to client matter accounts receivable, record advance deposit and trust account receipts, and firm-related receipts. Processing accounts receivable write-offs is also covered in this class.

Major Topics:

- Entering cash receipts
- Partially allocating amounts
- Writing off accounts receivable
- Cash Receipt and AR Write Off reports

Length: 1-1/2 hours

Training Available for Version(s): 6.x

Participant: Person(s) who will be processing cash receipts and accounts receivable write offs

Prerequisite: Omega Basic Recordings

Corrections

Learn how to reverse a cash receipt, accounts receivable write off, and bills. Also, features for managing both Trust and Advance deposits funds are covered in this class.

Major Topics:

- Reverse cash receipts
- Reverse accounts receivable write offs
- Reverse bills
- Transfer Unpaid Bills
- Transfer Advance Deposit and Trust funds
- Apply Advanced Deposits

Length: 1 hour

Training Available for Version(s): 6.x

Participant: Person(s) in charge of corrections such as cash receipts, bill reversals, and write offs.

Prerequisite: Omega Basic Recordings

Billing Cycle

Learn how to automatically process your bills from start to finish. This class is an overview of the automated billing process as well as instruction on how to create and print drafts, generate bills, print bills and relieve bills.

Major Topics:

- Overview of automated billing cycle
- Generating and printing drafts
- Generate, print and relieve bills

Length: 3 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for processing bills

Prerequisite: Omega Basic Recordings**WIP Editing**

Learn how to modify work in process fees and costs transactions and how those edits impact your firm's statistical data.

Major Topics:

- Impact of WIP edits on attorney statistics
- Customize WIP Editing toolbars
- Edit WIP fees and costs
- Processing "zero" bills

Length: 3 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for processing bills

Prerequisite: Omega Basic Recordings**Other Billing Functions**

Learn the process for charging interest on past due AR, how to process "reminder" statements for past due AR, and ways to access and print stored bills.

Major Topics:

- Print stored bills
- Reporting & review of billed transactions
- Calculate and process interest
- Process "reminder" statements

Length: 1 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for processing bills

Prerequisite: Omega Basic Recordings

Special Billing Processing

Learn how to process and produce bills for special billing matters such as ones for summary groups, percentage groups, e-billing and retainer billing.

Major Topics:

- Processing E-Bills
- Processing Summary (Group) Bills
- Processing Percentage Group Bills
- Processing Retainer Bills

Length: 1.5 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for processing bills

Prerequisite: Omega Basic Recordings

Report Designer

Learn how to use the design elements and tools in Omega's banded report writers (Ad Hoc Report Writer, Bill Format Editor, and Report Editor).

Major Topics:

- Report Modules and Views
- Report Bands and Elements
- Modifying report layout

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of report creation and bill format creation.

Prerequisite: None

Report Editor & Ad Hoc Report Writer

(Part 1) Learn how to modify existing Omega standard reports in the Report Editor by making simple modifications to the layout and design.

Major Topics:

- Report Editor features
- Make simple modifications of layout and design of hardwired reports
- Running newly created reports

(Part 2) Learn how to use the Ad Hoc Report Writer to query for data, create a report from your query and the options for exporting query results.

Major Topics:

- Create custom queries for data in Omega
- Create reports using queries
- Export and Merge options

Length: 1-1/2hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for data reporting.

Prerequisite: Report Designer class

Bill Format Editor

Learn to identify the components of a bill format and how to build a format with multiple modules.

Major Topics:

- Review bill format components
- Managing bill formats and modules

Length: 1 hour

Training Available for Version(s): 6.x

Participant: Person(s) in charge of creating and maintaining bill, draft, statement and collection letter formats.

Prerequisite: Report Designer class

EBill Format Editor

Learn how to make modifications to EBill formats (LEDES, Litigation Advisors) to accommodate layout change requests from third-party billing entities

Major Topics:

- Accessing the editor
- Modify formats to add, rearrange or remove fields

Length: 1-1/2 hours

Training Available for Version(s): 6.x

Participant: Person(s) in charge of Ebilling or billing formats.

Prerequisite: None

Financial Report Writer

Learn how to create financial reports using your firm's general ledger information. This course identifies tips for layout, setup procedures and data verification. You will create a financial report in the live software during this course.

Major Topics:

- Create Income Statement
- Create Balance Sheet

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for creating firm financial statements

Statistical Reporting

Learn how Omega records and reports on statistics. This class provides an overview of the standard statistical reports and the attorney productivity reports as well as an introduction to the capabilities of the Statistics Report Writer. Advanced training on the Statistics Report Writer is available.

Major Topics:

- Overview of Statistics
- Standard Statistical Reports
- Attorney Productivity Report
- Introduction to Statistics Report Writer

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for creating statistics reports

Prerequisite: None

Collections

Learn how to efficiently manage and report on collection activity for past due accounts receivable. You will learn to use Omega's Collections features to track collections information, alert staff when a matter is in collection, and how to process collection letters based on aging.

Major Topics:

- Track collection information
- Create alerts when matter goes to collection

Length: 2 hours

Training Available for Version(s): 6.x

Scheduled: on request

Participant: Person(s) responsible for handling collection of accounts receivable

Prerequisite: Omega Basic Recordings

Visual XPress

Learn the basics about the visual reporting tool and an overview of the standard Omega workbooks.

Major Topics:

- Discuss the types of VX users
- Agent VX
- Features of the VX Workbook Manager and Data Manager
- Review existing workbooks
- Discuss ways to output information from VX
- Create a VX worksheet using Omega standard reports

Length: 2 hours

Training Available for Version(s): 6.x

Participant: Person(s) responsible for creating workbooks and assigning workbooks to VX users.

Omega Ancillary Training

Case Management

Learn how to centralize all relevant information for each of your cases. Discover how to review your docket, access all files associated with the case, as well as assign tasks, keep notes, and monitor related matters and contacts.

Major Topics:

- Review cases and all related files
- Assign tasks and monitor related matters and contacts

Length: 1-1/2 hours

Scheduled: on request

Training Available for Version(s): 6.x

Participant: Person(s) managing cases

Docket

Learn to define, edit, review and delete Docket Matter information. Learn how to define a Court Rule with Triggered Events, copy Court Rules, edit Court Rules, Delete Court Rules, and delete Triggered Events from Court Rules. Learn how to schedule new events, edit existing events and link events to primary events in both Matter and Calendar views. Also, learn how to add attorney and reminder dates, link documents to and clear documents from events. This version of Docket provides the ability to export scheduled events to an Outlook calendar, which allows you to review and then print events. Learn the many delete and reinstate options as well as how to set and change Working Days.

Major Topics:

- Schedule new docket events
- Add attorney reminder dates
- Export events to Outlook calendar
- Define Court Rules
- Maintain Court Rules

Length: 2 hours

Training Available for Version(s): 6.x

Scheduled: on request

Participant: Person(s) who will be using Docket

eCop (2 classes)**Implementation**

Learn the concepts of eCop and how to create RuleSets, Rules and assign RuleSets to client and/or matters in Omega.

Major Topics:

- eCop Access, Administration and Setup
- Creating and Understanding RuleSets and Rules

Length: 1-1/2 hours

Training Available for Version(s): 6.11 and higher

Scheduled: Monthly

Participant: Person(s) who handle Ebilling and/or WIP Editing

Using eCop

Learn how eCop interfaces with Omega from an end user viewpoint. Discuss Real-Time vs. On-Demand eCop exceptions. This course also covers correcting entries that have been marked as exceptions to eCop rules.

Major Topics:

- Areas in Omega impacted by eCop
- Using the Exception Center to make corrections
- eCop and WIP Editing

Length: 1 hours

Training Available for Version(s): 6.11 and higher

Scheduled: Monthly

Participant: Person(s) who are involved in Ebilling and/or WIP Editing

Prerequisite: eCop Implementation**Event Notification**

Learn to define events and establish reoccurrence patterns. Create email notification lists for delivery of event notifications.

Major Topics:

- Create events and notification lists

Length: 1-1/2 hours

Training Available for Version(s): 6.x

Scheduled: on request

Participant: Primary administrator of Omega

File Management

Learn how to use the software to manage your file folders. Setting up the file management tables in the system, and then using a scanner to track the location of each of the file folders is also covered.

Major Topics:

- Setting up tables
- Using scanner to track location of files

Length: 2 hours

Training Available for Version(s): 6.x

Scheduled: on request

Participant: Person(s) who will be using File Management

Imaging

Learn how to bar code and scan AP invoices into the system and create a reference to any AP distribution. This course also covers how to review, redact and print stored invoices.

Major Topics:

- Scanning invoices in the system
- Linking scanned invoices to AP Distribution items
- Retrieving and printing scanned invoices

Length: 1-1/2 hours

Training Available for Version(s): 6.x

Scheduled: Monthly

Participant: Person(s) who use AP Invoice entry and billing personnel

Inline Expense

Learn how to enter and manage employee expense reports with automated workflow processing.

Major Topics:

- Enter expense reports with Inline
- Manage expense report approval process for check reimbursement
- Administrative features

Length: 1-1/2 hours

Training Available for Version(s): 6.x

Scheduled: Monthly

Participant: Person(s) responsible for entering and processing employee expense reports

Matter Intake

Learn how to create new client matters with intake forms and manage the intake workflow process.

Major Topics:

- Create New Clients and Matters with Intake Forms
- Assigning Intake forms to other users
- Conflict reporting and approval process workflow
- Management of intake forms
- Security and Administrative features

Length: 2 hours

Training Available for Version(s): 6.x

Scheduled: Monthly

Participant: Person(s) involved with the opening of new clients and matters from providing client demographic information, conflicts checking and approval.

Report Scheduler

Learn to define events and establish reoccurrence patterns for delivery of report writer reports and standard Omega reports.

Major Topics:

- Learn to setup reports for distribution via email on a reoccurring basis

Length: 1 hours

Training Available for Version(s): 6.x

Scheduled: on request

Participant: Primary administrator of Omega

Recorded Omega Training

Recorded training classes have been created to provide information about a specific topic in the system. These recordings are free for all Omega clients and available for download on the Omega website.

Omega Basic Recordings:

This folder of training topics should be viewed by all Omega users including those users outside of the accounting department.

Most Recently Used Lookups

Learn how to use the Most Recently Used (MRU) lookup to find the items most recently used in matters, clients, vendors and G/L accounts.

Length: 5 minutes

Scheduled: on request

Participant: Person(s) who will be using lookups

Simple Lookup

Learn how to do quick searches by looking through a list of results and selecting the appropriate item. Searches can also be done by typing in a search term and searching the simple lookup grid. Also, learn how to create quick list reports of the results of your search.

Length: 5 minutes

Scheduled: on request

Participant: Person(s) who will be using lookups

Expanded Lookups

Learn how to use the different search types and multiple search criteria to find particular records or sets of records on the system. Also learn how to create quick list reports of the results of your search.

Length: 10 minutes

Scheduled: on request

Participant: Person(s) who will be using lookups

Grid Management

Learn how to manipulate grids in the system so you can customize their look, the information they display, and ways to output reports from the results.

Length: 15 minutes

Scheduled: on request

Participant: Person(s) who will be using lookups

Date Lookup

Learn the calendar interface for entering dates as well as the shortcuts you can use to be more efficient in entering dates in the system.

Length: 5 minutes

Scheduled: on request

Participant: Person(s) who will be entering in dates.

Matter Toolbar

Learn how to access matter information (AR summary, AR Ledger, WIP, Matter Setup information) and understand the information contained in each of the areas on the toolbar.

Length: 10 minutes

Scheduled: on request

Participant: Person(s) who have access to the Matter Toolbar on their desktop.

Spell Check & Auto Text

Learn how to best use Omega's spell check and auto text. These can now be customized on the user level so that individual users can have their own spelling dictionary and auto text table.

Length: 10 minutes

Scheduled: on request

Participant: Person(s) who will be using spell check or auto text.

Printing in Omega

Learn about the new Omega print options screen and how it can be used to do various printing tasks such as collating, background printing and writing the document to PDF format.

Length: 10 minutes

Scheduled: on request

Participant: Person(s) who will be printing

Time Entry

Learn how to make time entries in Omega then manage the time in the grids. This also covers balancing and applying time. This recording should be viewed prior to the Timekeeping for Users and/or Back Office Administration classes.

Length: 25 minutes

Scheduled: on request

Participant: Person(s) entering time

Time Entry Timers

Learn how to make time entry timers in Omega then create time entries from them. This also covers the My Matters portion of the timer screen. This recording should be viewed prior to the Timekeeping for Users and/or Back Office Administration classes.

Length: 15 minutes
Scheduled: on request
Participant: Person(s) entering time

Omega Back Office Recordings:

The recordings in this section are for the accounting and administrative staff and cover a variety of topics from understanding how to use rates in Omega to entering G/L accounts.

Bank Reconciliation

Learn how to reconcile the bank statements in Omega. This class covers how to clear your cash receipts, checks and journal entries, how to create interest/service charge journal entries while in the reconciliation program and print related reports.

Length: 15 minutes
Scheduled: on request
Participant: Person(s) performing bank reconciliations

G/L Maintenance

Learn how to maintain, add and delete accounts. Also learn how to add checking accounts to the system and to print a chart of accounts.

Length: 6 minutes
Scheduled: on request
Participant: Person(s) in charge of general ledger entries.

Creating G/L Subaccounts

Learn how to add and delete subaccounts. Also learn how to generate subaccounts using the subaccount generator.

Length: 5 minutes
Scheduled: on request
Participant: Person(s) in charge of general ledger entries.

Setting Up G/L Departments

Defines G/L departments and demonstrates how to set them up.

Length: 3 minutes
Scheduled: on request
Participant: Person(s) in charge of general ledger entries.

Entering G/L Budget

Learn how to add, edit, review and print budget information.

Length: 6 minutes

Scheduled: on request

Participant: Person(s) in charge of general ledger entries.

General Journals

Learn how to make general journal entries. Also, learn how to record specific transactions, edit entries and print general journal reports.

Length: 5 minutes

Scheduled: on request

Participant: Person(s) in charge of general ledger entries.

Recurring Journals

Learn how to create templates of journal entries you use frequently.

Length: 5 minutes

Scheduled: on request

Participant: Person(s) in charge of general ledger entries.

Introduction to Marketing

Learn the basics of the Marketing module. This class is designed to give an overview of marketing topics including: setting up marketing matters, creating mailing lists and sending announcements to your marketing contacts.

Length: 20 minutes

Scheduled: on request

Participant: Person(s) in charge of marketing.

Introduction to Collections

Learn the basics of the Collections module. This class is designed to give an overview of the following Collections topics: managing and reporting on collection activity, tracking contact information for past due accounts and printing reports and automating collection reminder letters based on aging.

Length: 20 minutes

Scheduled: on request

Participant: Person(s) responsible for handling collections of AR

Vendor Entry (Part I and II)

Learn how to enter, edit, review and delete vendors and create and use miscellaneous vendors. This recording should be viewed prior to the Back Office Administration class.

Length: 30 minutes

Scheduled: on request

Participant: Person(s) in charge of managing vendors.

Non-Cash Cost Entry (Part I and II)

Learn how to enter, review and report on non-cash (or “soft”) costs. This recording should be viewed prior to the Back Office Administration class.

Length: 25 minutes

Scheduled: on request

Participant: Person(s) in charge of entering non-cash costs.

Setup and Use Task and Activity Code Tables

Learn how to setup the task and activity code tables and assign the codes to specific matters.

Length: 10 minutes

Scheduled: on request

Participant: Person(s) in charge of creating and maintaining client matter information

Understanding Rates

Learn how Omega calculates rates and discuss assigning new rate schedules based upon clients, matters, attorneys or attorney statuses.

Length: 15 minutes

Scheduled: on request

Participant: Person(s) in charge of creating and maintaining client matter information

Create and Print 1099 Forms (recording available on the Support Website)

Learn how to create and print your 1099s using Omega.

Length: 30 minutes

Scheduled: on request

Training Available for Version(s): 6.x

Participant: Person(s) doing 1099s



Omega University[®] Course Catalog

Bringing the Classroom to your Desktop

Pre-Recorded Training

The pre-recorded training classes are available on the CD provided to you when your firm purchases or upgrades to 6.x. These pre-recorded classes are also available for download from the Omega customer support website. Many of the pre-recorded classes are prerequisites to Omega University classes (refer to class descriptions in this catalog for prerequisite requirements).

Pre-Recorded Training	Length	Cost
Basic Recordings		
Most Recently Used Lookups	3 mins	Free
Simple Lookups	7 mins	Free
Expanded Lookups	12 mins	Free
Grid Management	15 mins	Free
Date Lookup	3 mins	Free
Matter Toolbar	10 mins	Free
Spell Check & Auto Text	10 mins	Free
Printing in Omega	10 mins	Free
Time Entry	20 mins	Free
Time Entry Timers	15 mins	Free
Back Office Recordings		
Bank Reconciliation	15 mins	Free
G/L Maintenance	6 mins	Free
Creating G/L Subaccounts	5 mins	Free
Setting Up G/L Departments	3 mins	Free
Entering G/L Budget	6 mins	Free
General Journals	5 mins	Free
Recurring Journals	5 mins	Free
Introduction to Marketing	15 mins	Free
Introduction to Collections	10 mins	Free
Vendor Entry (Part I and II)	30 mins	Free
Non-Cash Cost Entry (Part I and II)	25 mins	Free
Setup and Use Task and Activity Code Tables	10 mins	Free
Understanding Rates	15 mins	Free
Other Recordings		
Create and Print 1099 Forms (not on CD, available on web)	30 mins	Free
How to Easily Compare Working Attorney Performance Using VX	25 mins	Free
Financial Analysis Using VX	40 mins	Free

