

**CASEMAP BASIC END-USER TRAINING**

**DESCRIPTION:** This three-hour class mixes lectures, demonstrations, and hands-on exercises to assist trainees in learning how to become efficient with CaseMap.

**TOPICS COVERED:**

- **Purpose of CaseMap**
- **Navigating CaseMap**
  - **Spreadsheets** – Descriptions of each available CaseMap spreadsheet
- **Editing**
  - Entering information, including a cast of characters
  - Manipulating the spreadsheet views
- **Building an Issue Outline**
- **Creating a Fact Chronology**
- **Reports** – Quick overview of how reports can bring together all of the case knowledge stored in the spreadsheets
- **TimeMap Introduction**

**WHO SHOULD ATTEND:** Attorneys, paralegals, litigation support or anyone interested in learning how to be efficient with the basic CaseMap operations.

**PREREQUISITES:** A working knowledge of the Windows operating system.

**EQUIPMENT REQUIRED:** None. Each trainee will have their own desktop with CaseMap preinstalled to complete computer-based exercises following lectures and demonstrations.

**REGISTRATION:** To arrange training, please call 312.251.4440 or email [training@rosentech.net](mailto:training@rosentech.net).