

Virtual Summer Bootcamp Schedule

	Tuesday, August 9th	Wednesday, August 10th	Thursday, August 11th
Time (in EDT)	Day 1	Day 2	Day 3
10:00-11:15	Attorney Workplace for Timekeepers	Best Practices: Managing Rate Schedules (Including New Enhancements)	Bill Attorney Audit Modules (New Modules)
11:15-11:30	<i>Break</i>	<i>Break</i>	<i>Break</i>
11:30-12:45	Bank Reconciliations 101	Tracking Continuing Education (New Module)	Best Practices: Conflict Avoidance
12:45-2:00	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
2:00-3:15	Best Practices: Accounts Payable	Tips, Tricks, & Customizing Coyote	Reporting to Manage your Firm
3:15-3:30	<i>Break</i>	<i>Break</i>	<i>Break</i>
3:30-4:45	Best Practices: Ebilling	Paperless Bill Editing for Bill Attorneys	Bill Formats 101
4:45-5:00	<i>Break</i>	<i>Break</i>	<i>Break</i>
5:00-6:15	Financial Statement Formatting 101	Best Practices: Bill Collections	Using Excel for Advanced Reporting

