

ON-LINE HELP

The **HELP** link located in the upper right corner provides step by step instructions to assist you with adding timekeepers, entering rates, matter search, invoicing and many other topics.

FREE COUNSELLINK TRAINING

We provide a free [OnDemand course](#) that is available 24X7. The self-navigational module covers a range of topics including:

- Configuration
- Rate submission
- Matter management
- Successful invoicing

We also provide a live, instructor-led course: [Working Efficiently in CounselLink](#). The 60-minute class will run twice a month and is free to all participants. Topics that will be covered are:

- Matter Search features and shortcuts
- Updating fees and rates
- User administration
- Outlook integration
- General troubleshooting