



# CIVICA

## Private Practice Training → Case Form Definition

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### ➤ Who will the course benefit?

At least one Fee Earner from each applicable department. The course is normally run in conjunction with the Word Precedents course.

### ➤ Pre-requisites

The Laserform software must be installed on the system.

### ➤ Course reference

8LEG008

### ➤ Duration

One day.

### ➤ Further information

For additional information on this course or any other training issue please e-mail [training@civica.co.uk](mailto:training@civica.co.uk)

### ➤ Course objectives

This course is designed to cover the setting up of Laserforms for use within the Case Processing system.

#### 1. Introduction

- a. Course overview
- b. Principals of form definition
- c. Linking to Laserforms

#### 2. Form definition

- a. Adding a form

#### 3. Field definition

- a. Printing a field list
- b. Adding and editing a field
- c. Formatting a field
- d. Adding multiple fields
- e. Answer substitution

#### 4. Case type information

- a. Adding new case type questions
- b. User defined answer lists

#### 5. Reporting

- a. Maintenance reports

#### 6. Printer handling

- a. Paper types
- b. Printer paper tray setup
- c. Form types

#### 7. Adding new forms

- a. Adding a form to an event

#### 8. Testing

- a. Setting up a test matter
- b. Carrying out a test print run