

PracticeMaster Quick Start Checklist

1.	Set Up PracticeMaster	
		Open any Tabs3 Software application and complete the Guided Setup. Tip: In the Quick Launch, search for and select "Customization" to specify additional options.
2.	View Matter Information	
		In the Quick Launch, search for and select "Matter Manager" or click on a Recent or Pinned Matter.
3.	Synchronize Your Outlook Calendar	
		In the Quick Launch, search for and select select "Outlook Synchronization."
4.	Synchronize Your Outlook Contacts	
		In the Quick Launch, search for and select select "Outlook Synchronization."
5.	View Calendar	
		In the Quick Launch, search for and select "Weekly Calendar." Tip: In the Quick Launch, search for and select "Calendar Properties" to customize your calendar.
6.	Save Email Messages	
		In the Quick Launch, search for and select "Toolbar Plug-Ins" and on the Outlook tab click Install Outlook Plugin .
7.	Check Conflict of Interest	
		In the Quick Launch, search for and select "Conflict of Interest Search."
8.	Add Fees	
		In the Quick Launch, search for and select "Fee File."
9.	Convert to Fee	
		In the Quick Launch, search for and select "Matter Manager" or click on a Recent or Pinned Matter. Tip: In the Quick Launch, search for and select "Convert to Fee Settings" to configure your settings.
10.	Resources & Advanced Features	
		www.Tabs3.com/quickstart Learn about other Resources and Advanced Features such as WorkFlows, Document Assembly, and more in the PracticeMaster Quick Start Guide. Tip: In the Quick Launch, search for and select "Training Videos" to view a list of all available videos.