











# PracticeMaster Quick Start Checklist

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