

# MatterSphere – Better Data Faster Working

## Course Description

Use MatterSphere effectively to produce and maintain quality data records. For all MatterSphere users and anyone creating Contacts, Client & Matters. Increased understanding of MatterSphere Contacts and how these are utilised will result in better, more efficient searching, conflicts and good quality information.

Suitable for all MatterSphere users of any level.

## Learning Outcomes

By the end of the course, attendees will be able to:

- Identify good quality data & produce effective records.
- Create new clients of all types and update and use Associates correctly
- Successfully search for contacts.

## Course Duration

The course should last approximately 1 hour.

## Prior Knowledge

- **Essential knowledge of:** MatterSphere

## Course Content

- Data Quality
  - What is it?
  - How can it affect your business?
  - Can it be improved?
- Client & Matter Creation
  - How Contacts work
  - Differences between Contacts, Clients & Associates
  - How the information is used

## Course Delivery Format

The session will be delivered in person by a trainer(s).

Maximum dependant on room size.

The format of the training delivery will be demonstration led for the duration of the course.