

COLLABORATI WEBINAR

SET-UP AND TRAINING WEBINAR

This recorded webinar is intended for vendors and firms that are setting up Collaborati to bill their clients that are using Mitratesch's Lawtrac software program.

Please click [here](#) to view the webinar.

- **0:25:** Introduction
- **1:35:** New Vendor Setup
- **5:42:** Existing Vendor Setup (For vendors/firms already billing clients via Collaborati)
 - **11:39:** Expense Timekeeper
 - **12:50:** Setup Notifications
 - **13:32:** Review Codes or Timekeeper Authorizations
- **14:46:** Submit Rate Requests
 - **19:37:** Matter Level Rates
- **20:40:** Invoice submission (create manual invoice)