Your LexisNexis® Transition Team

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Log in: www.lexisadvancequicklaw.ca
To assist you in preparing for your September 2016 transition to Lexis Advance Quicklaw, we have created this comprehensive Transition Guide and a range of additional materials to facilitate a successful transition.

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Lexis Advance Quicklaw - Simple Search. Superior Insight.

Lexis Advance Quicklaw, the next generation of legal information and insight, allows you to search the broadest collection of Canadian primary and secondary sources using a refreshingly new design that features a streamlined, single intuitive search box. Search by name, by source or by topic, citation or keyword; navigate and refine search results; deliver documents; and utilize a new, graphical QuickCITE® Case Citator and QuickCITE® Legislation Citator providing quicker and easier access to citation references.

Intuitive Single-Search Interface
Run a full natural language or Boolean search across all content to ensure a comprehensive set of results.

Customizable & Collaborative Folders
Increase your effectiveness by saving and sharing what’s important to you in online folders – documents, text, annotations, search parameters and results.

Pre & Post Search Filters
Pre-search filters that refine your search from the beginning so that you retrieve precision answers faster.
Research Map
Step-by-step graphical depiction of prior research history that lets you quickly pick up where your search left off and uncover new results by identifying new paths.

Same Trusted Content
Search, analyze, organize and utilize the most reliable content from Quicklaw - Canada’s #1 legal research solution.

QuickCITE® Citator
Provides the best case citator through a visual tool that allows you to quickly review, filter and interpret vast amounts of complex information. QuickCITE® also lets you search within the citing results, so you only see the results you need.
5 Things To Know About Your Law School’s Transition

Your transition to Lexis Advance Quicklaw will begin soon! Here are a few of our top tips for Faculty.

↑ 1 | Concurrent Access Period
During the transition process, you will be granted complimentary access to Lexis Advance Quicklaw. Meanwhile, your existing Quicklaw® service will continue to operate as normal, at least until 2017 in order to facilitate the transition.

2 | New IDs
As Lexis Advance Quicklaw is a completely new interface, new IDs and passwords are necessary. Existing Quicklaw users should have also received an email with their Lexis Advance Quicklaw login credentials. A reminder email will be sent for September 2016. If you or your students cannot locate the email, please contact us at lawschools@lexisnexis.ca. The registration process for incoming students and faculty will be communicated later this summer. With My Lexis, all Users can manage their own IDs and account information, just like a bank account. Upon first log in, Users will be asked to set up a security profile, including the ability to choose their own ID and password. Users will also be able to reset their own password.

3 | Updating of Course Materials
We request that you begin updating course materials, library guides and any other documentation that will be required for the upcoming academic year.

The non-Canadian content will be made available later this summer, but in the meantime, we encourage you to start updating your resources and materials using the content currently available on Lexis Advance Quicklaw. Linking to Lexis Advance Quicklaw sources is seamless and can be done in a number of ways:

1. Search for the appropriate content. Once in the document, click “Actions” in order to “Link to Page”. Paste the link into the materials you are updating.
2. Search for the appropriate content. Once in the document, “Copy Citation”. Mark the “Copy citation as a hyperlink” checkbox, then “Copy and Close”. Paste the link into the materials you are updating.

4 | Awareness, Onboarding and Training
To access various self-serve training resources like our User Guide, Tip Sheets and videos, please visit www.lexisnexis.ca/getstarted or http://www.lexisnexis.ca/en-ca/training/training-resources.page. Should you require additional (or custom) materials, please review your needs with your Program Manager. She will add this to your Training Plan and we’ll do our best to accommodate your request. Please communicate with your Librarian or Training Specialist (training@lexisnexis.ca) to discuss your training needs.

5 | Customer Support
Your key contacts include:
- Program Manager – develops your transition plan and any required communications
- Training Specialist – develops and executes your law school’s Training Plan
- Customer Care – provides technical guidance
- Academic Account Manager - provides access to subscription based content and products
Transition Timeline

- **Commercial launch of Lexis Advance Quicklaw**: Nov-15
- **Availability of non-Canadian content (TBC)**: Sep-16
- **Access to Lexis Advance Quicklaw**: Jan-16
- **Access to Lexis Advance Quicklaw provided to Faculty**: Feb-16
- **Access to Lexis Advance Quicklaw provided to students with Quicklaw ID**: Mar-16
- **Advanced training for faculty**: Apr-16
- **Introductory training for faculty**: May-16
- **Availability of French interface (TBC)**: Jun-16
- **Beginning of course material updates**: Jul-16
- **Training for students**: Aug-16
- **Introductory training for faculty**: Sep-16
- **Access to Lexis Advance Quicklaw and training provided to Power Users**: Oct-16
- **Advanced training for faculty**: Nov-16
- **Availability of Canadian Law Reviews and Journals**: Dec-16
- **Begining of course material updates**: Dec-16

*Release dates to be confirmed over the course of the summer.*
Appendix A - My Lexis™ Administrator Tip Sheet

What is My Lexis?

My Lexis enables Lexis Advance® Quicklaw® users to manage their own profile information.

Accessing My Lexis

My Lexis may be accessed directly at https://mylexis.lexisnexis.com or from within Lexis Advance (click More on the top bar and select My Lexis).

On the My Lexis sign in screen, type your ID (same as your Lexis Advance Quicklaw ID), password, and click Sign In.

My Profile

The ability to edit personal profile information is available to all Lexis Advance Quicklaw users. Access this section in My Lexis by clicking the Home tab, and then My Profile. Expand each section and click the Edit button to change personal profile information such as:

- ID
- Password
- Personal information (e.g., first name, last name)
- Contact information (e.g., email)
Appendix B - Support Resources

1. The “Get Started” Page

We have created a simple easy-to-use portal where you will find all the training and learning resources you will need to get started with Lexis Advance Quicklaw. You can access the page by using the URL – www.lexisnexis.ca/GetStarted (Click to open the link in your browser, and use Ctrl + Shift + B to Bookmark the link on Firefox / Ctrl + D on Mac OS)

Welcome!

Lexis Advance® Quicklaw® delivers all the trusted content, insights and information you rely on, through a modern, intuitive interface that enhances collaboration and workflow capabilities.
2. The Training Page

You may have already discussed our vast array of training options available to you and your law school. Visit [http://www.lexisnexis.ca/en-ca/training/training-summary.page](http://www.lexisnexis.ca/en-ca/training/training-summary.page) to get up-to-date information on all the training sessions that our Training Team is hosting. This includes

- **Webinars:** Instructor-led web-based sessions that take place online
  
  *Please note: This offering is not optimized for Windows 10. Users on this version may experience some difficulty loading sessions. Please discuss with your Trainer if you require additional assistance.*

- **In-Person Training Sessions:** Our professional team of trainers conduct sessions on industry or product-related topics in our offices or yours

- **Self-Study Modules:** A series of independent learning modules enables users to learn at their own pace, at a convenient time and location
3. Frequently Asked Questions

Is there a cost to upgrade to Lexis Advance Quicklaw?
No, there is no additional cost to upgrade to Lexis Advance Quicklaw.

How much does Lexis Advance Quicklaw training cost?
Lexis Advance Quicklaw training is available at no charge for customers.

When will the current version of Quicklaw no longer be available?
No date has been set for the decommissioning of Quicklaw; it will not be prior to 2017.

Have law firms already transitioned to Lexis Advance Quicklaw?
We share your mission of ensuring students are prepared for the work place. With this transition to Lexis Advance Quicklaw, students will be gaining expertise on the system they will be using in the marketplace. Our commercial colleagues are working with their customers to ensure a successful transition to Lexis Advance Quicklaw. Over 300 law firms across Canada have already transitioned. Another 250 are currently in the process of being moved over, and the rest are scheduled to move over the coming months.

Is Lexis Advance Quicklaw bilingual?
French language documents are supported for access and viewing. Currently the interface is only available in English, with a French interface planned for a future release.

Can I use Lexis Advance Quicklaw on my phone or tablet?
Yes, the layout and feature-functionality of Lexis Advance Quicklaw is optimized for viewing and interaction across any device and/or browser; making all the functions available to you, without having to download additional apps.
Appendix C - Training Support

Attend a Lexis Advance Quicklaw training session to learn about how the powerful new features will help you deliver better results, faster!

Our sessions will cover:

- Effective searching using pre-search and post-search filters.
Appendix C - Training Support

- Creating automated alerts that keep you current on changes in case law, legislation, and doctrine.

- Using the dynamic Research Map to retrace every step of your research process.

...and more!

We offer product training in a variety of formats to suit your needs. Contact your Training Specialist to register for a session today!

Lexis Advance® Quicklaw®
Simple Search. Superior Insight.