

48 HOURS BEFORE

Preparing for your Smarter Drafter Builder Training

We're so excited that you're getting started with your Smarter Drafter Builder Training! To make sure you get the most out of your training, we recommend starting the process of getting signed up and signed in to Smarter Drafter at least 48 hours in advance of your training, so you have time to troubleshoot any issues you come across.

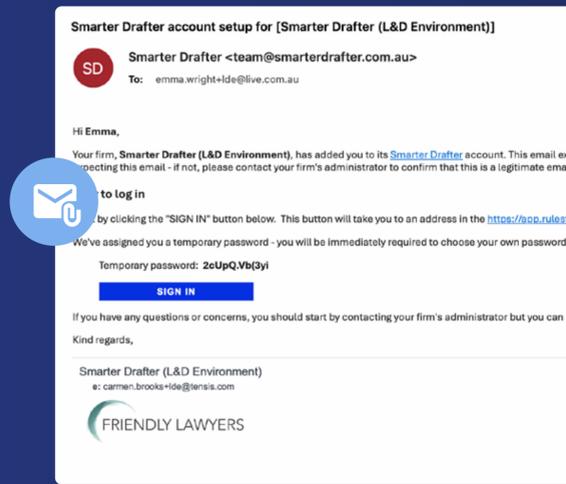
1 BEFORE YOU GET STARTED

Ensure you have received your Smarter Drafter invitation email.

This will be sent to you by your administrator.

If you can't find the email:

1. Check your junk mail
2. Search for an email from team@smarterdrafter.com.au
3. Ask your administrator to resend the email.

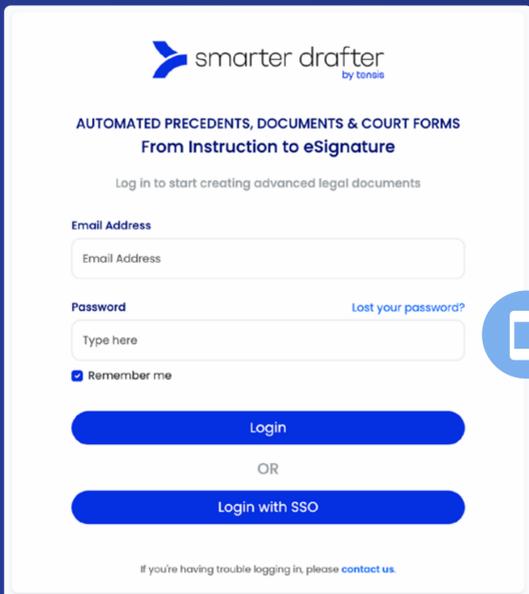


2 LOGIN BEFORE THE TRAINING

We all know getting signed up and logged into a new system for the first time takes a bit of doing - so get it sorted well before your training!

Your first login to Smarter Drafter requires 2FA - 2 Factor Authentication, where you've got a code on your phone or similar to qualify your credentials.

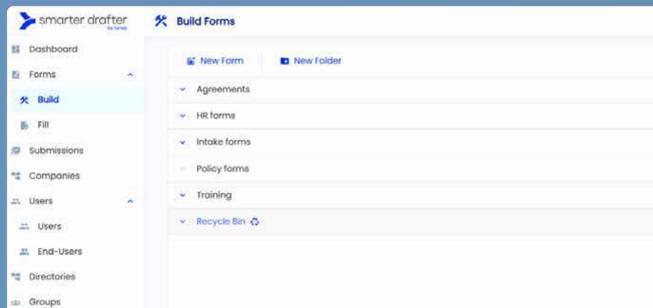
Upon your next log in, you can set up Single Sign On, which reduces the time it takes to get in and get drafting.



HOT TIP

To start creating Smarter Drafter Automations you must have at least one folder under Forms > Build.

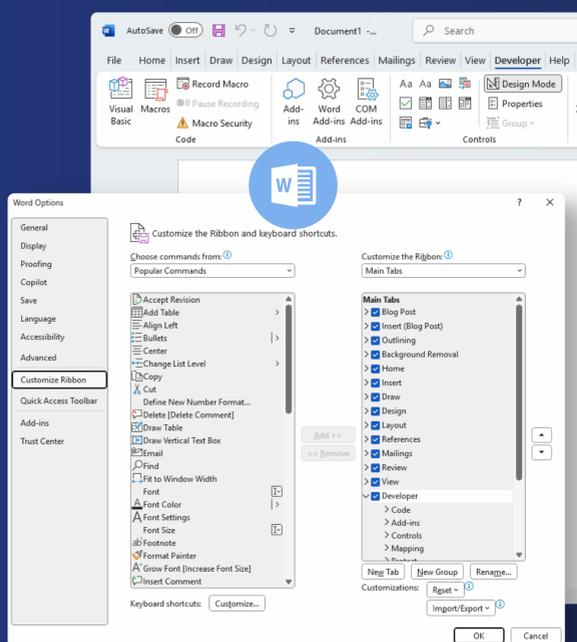
If you cannot see a folder, please speak to your Administrator.



3 INSTALL THE MICROSOFT WORD ADD-IN

The best way to use Smarter Drafter is within the environments Lawyers are familiar with.

- To get the plugin for Microsoft Word:
1. Open Microsoft Word, go to the App Store and install the Smarter Drafter Enterprise app
 2. Turn on Design Mode in Microsoft Word > Go to File > Options > Customise Ribbon and select Developer.



MEET SMARTER DRAFTER PRO

Unleash the power of automation with Smarter Drafter's no-code builder. Build logic into your existing precedents and embed them in your team's existing workflow.

LEARNING CENTRE

smarterdrafter.com

