

Schedule: Tuesday, May 18 - Boise, ID

8:30 a.m. - Opening Session

9:30 a.m. - Morning Break

	Basic	Product Overview	Administrative
9:45 a.m.	<p>Using Laserfiche Room: Idaho West</p>	<p>Introduction to Laserfiche Web Products Room: Idaho East</p>	<p>Administrator Training: Part I Room: Cimmaron Boardroom</p>
Break			
11:15 a.m.	<p>Manage Your Metadata Room: Idaho West</p>	<p>Introduction to Quick Fields & Workflow Room: Idaho East</p>	<p>Administrator Training: Part II Room: Cimmaron Boardroom</p>
Lunch			
1:30 p.m.	<p>Capture This! Room: Idaho West</p>	<p>D.L. Evans Bank: The Way We Do Business Now Room: Idaho East</p>	<p>Administrator Training: Part III Room: Cimmaron Boardroom</p>
Break			
3:00 p.m.	<p>Searching in Laserfiche Room: Idaho West</p>	<p>Introduction to Affinity Room: Idaho East</p>	<p>Administrator Training: Part IV Room: Cimmaron Boardroom</p>
Break			
4:15 p.m.	<p>Closing Session Room: Idaho West & East Conference Rooms</p>		

Schedule: Thursday, May 20 - Idaho Falls, ID

8:30 a.m. - Opening Session

9:30 a.m. - Morning Break

	Basic	Product Overview	Administrative
9:45 a.m.	<p>Using Laserfiche Room: Ballroom 1</p>	<p>Introduction to Laserfiche Web Products Room: Ballroom 2</p>	<p>Administrator Training: Part I Room: Ballroom 3</p>
Break			
11:15 a.m.	<p>Manage Your Metadata Room: Ballroom 1</p>	<p>Introduction to Quick Fields & Workflow Room: Ballroom 2</p>	<p>Administrator Training: Part II Room: Ballroom 3</p>
Lunch			
1:30 p.m.	<p>Capture This! Room: Ballroom 1</p>	<p>D.L. Evans Bank: The Way We Do Business Now Room: Ballroom 2</p>	<p>Administrator Training: Part III Room: Ballroom 3</p>
Break			
3:00 p.m.	<p>Searching in Laserfiche Room: Ballroom 1</p>	<p>Introduction to Affinity Room: Ballroom 2</p>	<p>Administrator Training: Part IV Room: Ballroom 3</p>
Break			
4:15 p.m.	<p>Closing Session Room: Ballroom 1, 2, and 3</p>		

Session Details: Basic

Using Laserfiche

Are you new to Laserfiche? Do you want to be more efficient in your daily usage of the software? Using Laserfiche will cover all the basics of the latest version and some nifty tricks to make your daily experience with Laserfiche more efficient and enjoyable.

Blake Smith, Technical Support Engineer

Tuesday, May 18 / 9:45 a.m.

Room: Idaho West

Thursday, May 20 / 9:45 a.m.

Room: Ballroom 1

Searching in Laserfiche

Find just what you're looking for in either Web Access or the full Laserfiche Client. Learn how to search by name, date, time, annotations, templates, fields, OCR'd text, and many other means.

Blake Smith, Technical Support Engineer

Tuesday, May 18 / 3:00 p.m.

Room: Idaho West

Thursday, May 20 / 3:00 p.m.

Room: Ballroom 1

Manage Your Metadata

Laserfiche offers many types of metadata that you can use to organize and work with your documents. This session will provide an overview of the types of metadata available in your repository, give you examples of how you can adapt and use metadata in a variety of ways to fit your needs, and teach you best practices for both administering and using metadata

Blake Smith, Technical Support Engineer

Tuesday, May 18 / 11:45 a.m.

Room: Idaho West

Tuesday, May 20 / 11:45 a.m.

Room: Ballroom 1

Capture This!

Laserfiche offers a variety of capture tools that can be utilized in conjunction with each other to create customized capture solutions. Capture This! provides overviews of the Laserfiche capture tools, including the new Laserfiche PhotoDocs, and shows examples of interesting capture solutions that have been applied in a variety of environments and industries.

Blake Smith, Technical Support Engineer

Tuesday, May 18 / 1:30 p.m.

Room: Idaho West

Tuesday, May 20 / 1:30 p.m.

Room: Ballroom 1

Session Details: Product Overview

Introduction to Laserfiche Web Products

Web Access is a full-fledged, online Laserfiche client application that offers distinct advantages in terms of portability, platform, and user interface. This course will include a walk-through of the software, highlights of the new features in version 8.1, and tips and tricks for effective product use.

WebLink / Public Portal is a Web browser-based thin client that provides read-only access to documents and functions as a secure portal for access to public information. This course will include a walk-through of the software and highlights of the new features in version 8.

Mark Biery, Laserfiche
Tuesday, May 18 / 9:45 a.m.
Room: Idaho East

Thursday, May 20 / 9:45 a.m.
Room: Ballroom 2

Introduction to Quick Fields & Workflow

Laserfiche Quick Fields is an automated data capture solution that simplifies the organization and management of documents and improves the efficiency of data entry. This course will cover what Quick Fields is and what it can do for your organization.

Mark Biery, Laserfiche
Tuesday, May 18 / 11:15 a.m.
Room: Idaho East

Thursday, May 20 / 11:15 a.m.
Room: Ballroom 2

D.L. Evans Bank: The Way We Do Business Now

D.L. Evans - a one hundred-year-old bank with 22 branches - was the first community bank to deploy Laserfiche. Ten years later it has institutionalized the best practices of ECM and BPM and transformed the way it does business. Join us to learn about this pioneering journey.

Tato Munoz, D.L. Evans Bank
Tuesday, May 18 / 1:30 p.m.
Room: Idaho East

Thursday, May 20 / 1:30 p.m.
Room: Ballroom 2

Introduction to Affinity

DataNOW Affinity brings the power of Laserfiche document management to the applications you use most. Document searches can be reduced to a single click of a button. New documents can be added to your Laserfiche repository without manually entering template field values, file names, or folder locations. Affinity truly makes Laserfiche feel like part of your business software.

Floid Gilbert, DataNOW

Tuesday, May 18 / 3:00 p.m.
Room: Idaho East

Thursday, May 20 / 3:00 p.m.
Room: Ballroom 2

Session Details: Administrative

Administrator Training: Part I, II, III, IV

To advance in your profession, it's vital to demonstrate your technology expertise. The new Certified Professional Program provides an internationally recognized verification of your professional Laserfiche knowledge and skill set.

The Laserfiche Administrator Training Part I, II, III, and IV will cover the information necessary to take the Laserfiche Administrator I certification. The Laserfiche Administrator I certification is vital for any IT professional who administers a Laserfiche system. IT professionals will learn how to do the following in this course:

- Describe the topology of the Laserfiche system.
- Create and configure templates and fields.
- Create and support Laserfiche volumes.
- Implement and administer a security policy.
- Assist in backing up and restoring Laserfiche repositories.
- Troubleshoot the system.

Bryant Biorn, Technical Manager

Tuesday, May 18 / 9:45 a.m., 11:15 a.m., 1:30 p.m., 3:00 p.m.
Room: Cimmaron Boardroom

Thursday, May 20 / 9:45 a.m., 11:15 a.m., 1:30 p.m., 3:00 p.m.
Room: Ballroom 3

Laserfiche Administrator I Certification Exam

To become a certified Laserfiche Administrator I, you must first pass a rigorous exam that proves that you have not only the requisite technical knowledge - but that you also know how to use it.

The certification exam covers new material on the Laserfiche 8 server, so to get up to speed on the latest information, attend the courses in the Administrative track. While attending these classes won't guarantee you'll pass the exam, all the material you need to know will be covered.

This exam will not be available to take at the conference, but you can sign up to take it at the conference and United Micro Data will pay the \$100.00 fee for the exam.