

2009 UMD Laserfiche User Conference

| | Basic Track | Product Overview | Administrative Track |
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| 8:30 a.m.—9:30 a.m. | Opening Session & Continental Breakfast | | |
| | We will take care of some house keeping rules, introduce the UMD team and other partners that attend the conference, and answer any immediate questions that you might have. We'll give you a demonstration of how using different Laserfiche products together can help you streamline your business processes so you and your business can be more productive and cost efficient in these rough economic times. We will also present this years winner of the UMD Visionary Award. | | |
| 9:30 a.m.—9:45 a.m. | Morning Break | | |
| 9:45 a.m.—11:00 a.m. | Browser Basics In this session of the course, you'll learn how to find your way around in Laserfiche, organize your documents, view and work with documents, and customize the Browser so that it shows the information that's most relevant to you. | Case Study: Presented by UMD Visionary Award Winner To Be Announced | Installing & Troubleshooting Here you'll learn each of the tasks associated with installing Laserfiche software, including the process for creating and registering repositories and best practices for troubleshooting Laserfiche. |
| 11:00 a.m.—11:15 a.m. | Break | | |
| 11:15 a.m.—12:30 p.m. | Document Metadata This session covers best practices in template design, tags, relationships, and versioning to help you use document metadata more effectively. | Quick Fields 8.0 This session is designed to familiarize attendees with the Quick Fields interface and show them how they can use Quick Fields to utilize the basic image processing modules to simplify and automate their document capture process. | Laserfiche Administration Console This session teaches you how to create users and groups, configure templates, create volumes and define document relationships. |
| 12:30 p.m.—1:30 p.m. | Lunch — Provided by Canon | | |
| 1:30 p.m.—2:45 p.m. | Scanning Basics In this session, you'll learn how to fully utilize the two scanning interfaces in Laserfiche, "Basic & Standard" and their image clean-up tools. | DataNOW Affinity v2 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. | Laserfiche Security In this session, you'll learn how to design and implement a comprehensive security policy that makes the best use of the tools Laserfiche offers. |
| 2:45 p.m.—3:00 p.m. | Afternoon Break | | |
| 3:00 p.m.—4:15 p.m. | Search & Retrieval In this session, you'll learn how to use each of the searching tools, how to customize searches to best meet your needs, and how to save your search results for reporting purposes. | Workflow 8.0 In this session, you will learn about Laserfiche® Workflow™ and how it can simplify your day to day business processes. Laserfiche® Workflow™ is a flexible framework for optimizing and automating business processes enterprise-wide. | Backup & Recovery This session teaches you different methods for backing up your files and helps you design a disaster recovery plan that will best meet your organization's needs. |
| 4:15 p.m.—4:45 p.m. | Closing Session | | |
| | Here we will give our closing remarks and collect the information forms we handed out at the registration table. We will also be giving away prizes for those that participate with the handing in of the information forms. | | |

Vendor Exhibits Open