

**HUG 2017 - HALFILE USERS GROUP**  
**Conference Schedule**  
**October 11-13, 2017**

**Wednesday, 10/11**

6:00-8:00pm	Meet and Greet Reception / Drinks and Hors d'oeuvres on Terrace
-------------	--

**Thursday, 10/12 - Day 1**

	Verona I/II Room	Valencia Room
8:15-9:00am	Continental Breakfast	
9:00-9:30	Welcome	
9:30-10:30	halFILE 4.1	
10:30-10:45	Break	
10:45-11:45	halFILE 4.x Tips and Tricks	
11:45-12:00	Announcements	
12:00-1:30	Lunch – provided by hal Systems in Rotunda	
1:30-2:00	halFILE 4.1 – What you need to know	Computer Lab
2:00-2:15	Break	
2:15-3:15	halFILE 4.X Starter System	hal Systems in County Government
3:15-3:30	Break	Computer Lab
3:30-4:30	Client Roundtable Discussion	
6:00	Meet at Hotel Lobby	
6:30-9:30	Group Dinner provided by hal Systems at <a href="#">Acenar</a>	

**Friday, 10/13 – Day 2**

	Verona I/II Room	Valencia Room
8:15-9:00am	Continental Breakfast	
9:00-10:00	halFILE Paperless Office and Cloud	
10:00-10:15	Break	
10:15-11:45	halFILE 4.x Power User Training	halFILE 4.x Basic Training
11:45-12:00	Announcements	
12:00-1:30	Lunch – On your own	
1:30-2:30	Crystal Training	Plant/Land Records Maintenance
2:30-2:45	Break	Computer Lab
2:45-3:45	Disaster Recovery Planning	
3:45-4:00	Break	
4:00-5:00	Wind Down	
<b>Thank you for attending HUG 2017!</b>		

Some sessions may run concurrently with other sessions.

## HUG 2017 Session Synopsis – Day One

### **halFILE 4.1**

Coming Soon – halFILE 4.1. Learn about all the enhancements including the new .NET based viewer that eliminates the need for additional Imaging/Kofax licensing for most customers, and makes installing new workstations even simpler. We will be demonstrating current features and our plans for the future in this session, including powerful new PDF additions.

### **halFILE 4.x Tips and Tricks**

In this session you will learn about features available to you in 4.0 that will improve your productivity and make your life simpler. These features are already available to all halFILE 4.x customers and some of them you may not even realize are at your fingertips.

### **halFILE 4.1 – What you need to know**

Important information including new server and operating system requirements. It is easier than ever to install halFILE since the .NET based viewer is included automatically. Learn about the Imaging Annotation conversion process and how our Quality Assurance team is making halFILE 4.1 our best release yet.

### **halFILE 4.x Starter System**

The Starter System is more power than ever with no limitations on searches, including Texas legal. Even if you don't adopt it for updates / date down, you might consider portions of it for order handling. Hit Lists are more powerful than ever, even outside of the Starter System.

### **hal Systems in County Government**

Beginning with a review of new features and options, followed by an overview of how halFILE databases are being used in various county offices. We wrap up with a discussion on features, products and services you would like to see next.

### **Client Roundtable Discussion**

Have any questions about your particular halFILE experience? Now is the chance to ask the experts. Your fellow customers and hal Systems staff will be on hand to help you figure out the best way to handle your particular situation from their hands-on knowledge and experience

### **Computer Lab**

A Computer Lab will be available in the Valencia room on Thursday and Friday. Please schedule an appointment to have your specific halFILE, e.halFILE or other application questions answered. See Karen for scheduling.

## HUG 2017 Session Synopsis – Day Two

### **halFILE Paperless Office and Cloud**

As the cloud and paperless technologies continue to evolve, so do the ways you can utilize halFILE. From adding new databases, to utilizing the cloud and internet technologies, we will help you understand how to fit halFILE into all aspects of the "Paperless Office". This will include our experiences on what works well and what might not quite be ready for mainstream adoption.

### **halFILE 4.x Power User Training**

This session will expand on the Tips & Tricks from Day 1, and will help you get the most out of halFILE and 4.x and its index and search features. Designed for everyday users, this session will help increase your productivity and give you some new tools to take home to teach others.

### **halFILE 4.x Basic Training**

Don't worry, we promise it's nothing like Boot Camp! We will lead you through the basics of capture, index and search, step by step. Designed for those that aren't quite as familiar or are new to our platform, while boosting your productivity with shortcut keys and other features.

### **Crystal Training**

Complete walkthrough of report creation from start to finish.

### **Plant / Land Records Maintenance**

Index it and forget it – think again. We are all human and make mistakes. Learn what you can do to identify mistakes in your data and how to correct them. We will cover how to use features to find "gaps", missing images, and even type-o's utilizing features built into halFILE 4.x.

### **Disaster Recovery Planning**

Learn what you can do to help protect your data and images from the latest Ransomware attacks and other modern threats. We will discuss recommended backup procedures, as well as tips and techniques for training your staff to identify potential threats before they occur.

### **Wind down / Ask the Answer Man**

Whew! We made it to the close of HUG 2017! This is one last chance for any discussions, as well as an opportunity for you to have some input as to when and where to hold the next HUG. We hope you enjoyed your time with us as much as we enjoyed spending it with you. Don't be sad – we are just a phone call away, even if you just want to say hi!