

HUG 2017 Agenda *(tentative)*

DAY ONE: Wednesday evening reception

DAY TWO: Full Sessions

Continental Breakfast

Welcome (General Session) 9:00-9:30 am

Welcome to HUG 2017 – we are happy you are here. Learn all about the *company* and staff – old faces and new.

halFILE 4.1 (General Session) 9:30-10:30 am

Coming Soon – halFILE 4.1. Learn about all the enhancements including our 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 & Tricks 10:45-11:45 am

This session will let you know 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.

Group Lunch 12:00 pm

halFILE 4.1 – What you need to know (General Session) 1:30-2:00 pm

Important information including new server and operating system requirements. 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 (General Session) 2:15-3:15 pm

The starter system is more powerful than ever with no limitations on searches including Texas legals. 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.

Client Roundtable Discussion Session 3:30-4:30 pm

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.

Group Dinner

DAY THREE: Full Sessions

Continental Breakfast

halFILE Paperless Office and Cloud (General Session – All Users) 9:00-10:00 am

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.

Breakout Session #1 10:15-11:45 am

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 hopefully give you some new tools to take home to teach others.

halFILE 4.x Basic Training

Don't worry, we promise its 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 still hopefully boosting your productivity with shortcut keys and other features.

Lunch On Your Own 12:00 pm

Breakout Session #2 – 1:30-2:30 pm

Crystal Training

Complete walkthrough of report creation from start to finish.

Plant Maintenance

Index it and forget it – think again. We are all human and all make mistakes – learn what you can do to identify mistakes in your data and how to correct them. We will cover using features to find “gaps” in your plant, missing images, and even typos utilizing features built into halFILE 4.x.

Disaster Recovery Planning 2:45-3:45 pm

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.

Windup 4:00-4:30 pm

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 the when/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.