

## 2008 Breakout Session Topic List

Our 2008 User Group Conference includes breakout sessions for all levels of imaging users. Four tracks include: Imaging Administration, Invoice Router 3.3, Construction Document Manager, and Chameleon Imaging. Be sure to check out the Demo Lab and vendor area. All breakout sessions are opportunities for you to network with other imaging users and talk one-on-one with Construction Imaging Staff.

Each track is designed to immerse imaging users in all aspects of the products. Content experts will share their imaging experience along with tips and tricks. You have valuable information to share: Please notify us if you'd like to be a part of the presentation team - we would love to include you in our discussions!

Each session lasts approximately 45 minutes.

### Imaging Administration

The Imaging Administration Track focuses on how you can ensure the smooth integration and function of your imaging system and server. These sessions will help IT staff to understand how to make a system consistently perform well, how to integrate system change plans successfully (server moves and upgrades) and the elements required for disaster recovery.

#### **IMGADM 01      Administering an Imaging System**

If you administer your imaging system, this session will help you understand the underlying components of Invoice Router and manage the daily administration of the system more effectively. Topics include Application Generator, DX administration, media handling, backup strategies, and upgrade planning.

#### **IMGADM 02      Creating a Test Environment for your Imaging System**

Are you changing or upgrading your accounting system, or need to train large groups of employees? This session will help you to plan and implement a test environment and identify potential problems.

#### **IMGADM 03      Recovering from Disasters**

Effective disaster recovery plans begin with good data backups, strategies for off-site storage, recovery from media failures, and database corruption. Case studies are included to provide you with an additional perspective of this critical process.

### Invoice Router 3.3

The Invoice Router sessions are a must if your organization uses IR 3.3 or plan to upgrade soon. Construction Imaging Staff will present an overview of Invoice Router 3.3, highlighting new and existing functionalities. This session will also focus on Invoice Router administration and creating routes for invoice approval.

#### **IR 01      Invoice Router 3.3 Overview**

Part One of the series describes the differences between IR 3.3 and previous versions including screen overview, toolbar options, and routing and approval.



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## Invoice Router 3.3 Continued

### **IR 02 Invoice Router Administrator**

Part Two showcases the new “look and feel” of Invoice Router Administrator! New features and smoother functions simplify usage. This session will focus on User Configuration, Creating Custom Searches, Database Configuration – User Defaults and Audit Report Fields.

### **IR 03 Creating and Managing Routes in Invoice Router**

Part Three provides information about invoice routing that has been redeveloped and integrated into the Invoice Router 3.3. The Managing Routes functionality is more robust and simpler to manage. Learn how to create routes that include rules for various scenarios, such as approval levels, dollar amounts and AP staff assignments.

## Construction Document Manager

### **PLAN – BUILD – INTEGRATE**

#### **An Interactive Imaging Seminar Series**

Want to take CDM to the next level in your organization? This 4-part seminar series is perfect for you! Construction Imaging staff and CDM power users will provide valuable information for CDM novices and anyone who plans to expand CDM across departments. Learn how to create routes that include rules for various scenarios, such as approval levels, dollar amounts and AP staff assignments.

### **CDM 01 Taking Construction Document Manager to the Next Level**

Learn from other imaging users about what worked, what didn't, shortcuts, and roadblocks, user buy-in tips as you plan, build, and rollout CDM for Jobfiles, Human Resources, Equipment, and more. You'll leave this session with terrific tips and tricks that you can use immediately.

### **CDM 02 Creating a “CDM READY” Application Using AppXtender's Application Generator®**

Step-by-step instructions will guide you through the simple process of creating an AppXtender Application and include the fields needed for any CDM environment.

### **CDM 03 Configuring your Construction Document Manager**

Learn how to adapt an “CDM Ready” AppXtender Application that integrates all of the “bells and whistles” of Construction Document Manager such as Lookup, Drop-Down, Keyword, and Dynamic.

### **CDM 04 Small Group System Design Session**

Here's your chance to work with a Construction Imaging Trainer on your plans for implementation of Construction Document Manager. You'll return to your office with an application that you can build.



## Chameleon

Chameleon sessions are fresh and filled with new content every year to benefit both first-timers and conference veterans. Many new features and add-ons are now available in Chameleon 2.6. It's also always important that you stay current on future plans for your software. The user conference is the perfect place to learn about these plans. We chose these session topics based on your questions.

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## Chameleon Continued

### **CHAM 01 Chameleon Release 2.6 Manager and Client**

Familiarize yourself with the new features and add-ons in 2.6.

### **CHAM 02 Chameleon Client Speaks**

Kevin Hackett with United Brothers Development will speak about their experience with Chameleon and how it has benefitted their company.

### **CHAM 03 The Future of Chameleon**

What's coming in Chameleon? Join us to hear about the features that will be available in future releases.

### **CHAM 04 Common Support Calls**

Learn the answers to the most commonly asked support questions about Chameleon.

### **CHAM 05 Roundtable Discussion**

Open discussion to share ideas on how to make Chameleon work better for your office.

### **CHAM 06 Disaster Recovery & Off-Site Backup**

Clint Ecord from Winning Technologies will be presenting how you can backup off-site and how to prepare for disaster recovery.

### **CHAM 07 Who wants to be a Chameleonaire**

Guests can "show off" their knowledge of Chameleon and win great prizes.



## Demo Lab

Stop by the Demo Lab to check out demonstrations of current and future products from Construction Imaging and its partners. The entire Construction Imaging product suite will be represented. Whether you plan to purchase a new application or just want to see the latest features, the Demo Lab is the place to be! The Lab will be staffed by experts from our product development and training departments.

### **Available Products:**

**Kofax Capture:** A powerful product for automatically capturing and classifying documents with OCR/ICR/Barcoding.

**Email Importer:** A simple application to bring documents into the imaging system via E-mail

**Document Collector + Media Distribution:** Create billing packages with ease and distribute them via CD/USB/Email

**Full Text Searching:** Search your entire repository for a specific word

**Type Once Export:** Quickly export invoices from Invoice Router to your accounting system without re-training end users

**ImageLink:** Find documents related to records in other Line of Business applications, such as Accounting, Project Management, and Human Resources

**Viewpoint Integration:** Redirect Viewpoint attachments to AppXtender with our latest integration

**TimLink:** Image Enable Timberline by adding document imaging links to Timberline's paperclip

**Invoice Router 3.3:** See all aspects of Invoice Router in action

**IR Commitment Pull:** Why re-key distributions for PO/SC/Commitments when we can pull them directly from your accounting software?

**CDM 3.3:** See the latest features for Construction Document Manager