

Dear Valued Client ~

We would like to formally invite you to attend the 2010 MCCi Laserfiche User Group during the week of April 27-29, 2010. Based on your feedback, this year we would like to give you more choices, have smaller classes available, and give you the flexibility to choose which classes you want to attend. We will have three days of scheduled web-based classes for you to choose from on varying topics and levels. You can attend as few or as many as you like since pricing is based upon the user and not the class.

**REGISTRATION DEADLINE IS APRIL 20, 2010.**

For additional information please contact Will Pichard at 800.342.2633 ext 724 or Alexis Blue at ext 656 or [accountmanager@mccinnovations.com](mailto:accountmanager@mccinnovations.com)

### ***Schedule of Courses***

<b>TUESDAY, APRIL 27TH</b>	<b>ALL CLASS TIME ARE EST</b>
The basics of using Laserfiche	8:30 AM -10:00 AM
The web modules of Laserfiche	10:15 AM - 11:45 AM
Administering Laserfiche	1:00 PM - 3:00 PM
Document scanning & importing with Laserfiche	3:00 PM - 5:00 PM
<b>WEDNESDAY, APRIL 28TH</b>	<b>ALL CLASS TIME ARE EST</b>
Document scanning & importing with Laserfiche	8:15 AM - 9:45 AM
The basics of using Laserfiche	10:00 AM - 12:00 PM
Working with Workflow	1:00 PM - 4:00 PM
<b>THURSDAY, APRIL 29TH</b>	<b>ALL CLASS TIME ARE EST</b>
Administering Laserfiche	8:00 AM - 10:00 AM
Using Quick Fields	10:15 AM - 12:15 PM
Working with Records Management	1:15 PM - 4:15 PM

### ***Course Rates***

The User Group fees are as follows: \$150 for a single user, \$395 for up to 5 users and \$1,350 for Enterprise groups of 6 or more. Payments can be made payable via check or Visa/Master Card. Please see our registration form for additional details.

## 2010 MCCi Laserfiche User Course Details

This year's courses will be conducted through the web via GoToMeeting web services, so you can attend from the comfort of your own office or conference room. All training will be conducted using Version 8 of Laserfiche as well.

### BASIC LEVEL COURSES

#### The Basics of Using Laserfiche

Designed for the basic or beginner, this 2 hour long course is offered on two different days and covers:

- Basic searching within Laserfiche
- Tips and tricks for narrowing down searches
- How to retrieve and view documents from Laserfiche

#### Document Scanning & Importing with Laserfiche

Designed for the basic or beginner, this 1 ½ hour long course is offered on two days and covers:

- Document scanning / importing options
- Best practices for inputting documents into your system
- Review of standard scanning/import settings

### INTERMEDIATE LEVEL COURSES

#### The Web Modules of Laserfiche

Designed for the intermediate user, this 1 ½ hour long course covers:

- Review of web modules available with Laserfiche
- Custom settings for both WebLink and WebAccess

#### Using Quick Fields

Designed for the intermediate user who has experience with Quick Fields or is an Admin User, this 2 hour long course covers:

- How to set up Quick Field sessions
- Tips and best practices for set up
- Review of the available features of Quick Fields

### ADVANCED LEVEL COURSES

#### Working with Records Management

Designed for the intermediate user who has Records Management functionality or is an Admin User, this 3 hour long course covers:

- How to set up a record series
- How to run records searches
- Review of the available reporting functionality

#### Working with Workflow

Designed for the advanced user who has Workflow functionality or is an Admin User, this 3 hour long course covers:

- How to set up a workflow rule
- Review of available features
- Review of administrative functionality offered

#### Administering Laserfiche

Designed for Administrators of Laserfiche this advanced level, 2 hour long course is offered on two days and covers:

- Review of administrative functions
- How to set up users, security, templates plus more
- Review of auditing functions available

## Registration Form

Please complete the below registration information and return this form **no later than April 20, 2010**. After registration, each attendee will be emailed a link to sign up for the classes they choose to attend.

**CONTACT INFORMATION:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

ATTENDANCE LEVEL	COST	RETURN PAYMENT AND FORM TO:
Single (1 user)	\$150	MCCi - Attn: User Group
Multiple ( 3-5 users)	\$395	PO Box 2235
Enterprise (6 users or more)	\$1,350	Tallahassee, FL 32316
Number of Users Purchased _____		Fax: 850.701.0725
Total Cost \$ _____		<a href="mailto:cbd@mccinnovations.com">cbd@mccinnovations.com</a>

**PAYMENT METHOD:**

CREDIT CARD:

CHECK:

*\*Payable to  
Municipal Code  
Corporation*

**CREDIT CARD NUMBER:**

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**EXPIRATION DATE:**

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**AUTHORIZED CHARGE AMOUNT:**

**NAME ON CARD: (Please print)**

**BILLING ADDRESS: (Street, City, State Zip)**

**AUTHORIZED SIGNATURE:**

**DATE:**

### Attendee Form

Please complete the below attendee list for your organization. For more than four attendees, please provide contact information on a separate sheet.

ORGANIZATION NAME: \_\_\_\_\_

**ATTENDEE**

NAME:

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