PROSECUTORbyKARPEL National User Group Agenda
April 11 - 13, 2017

Day	Time	General Session- Regency Ballroom C	Regency A	Regency B	Sterling 9	Sterling 6
Tuesday	7:30 am - 9:00 am	Registration- Foyer (coffee/tea/juice, assorted breakfast breads and fruit will be available)				
	9:00 am - 10:30 am	Welcome- 6.2 Overview				
	10:30 am - 11:00 am	Karpel Foundation Update				
	11:00 am -Noon	Key Note-Solicitor Kevin Bracket / Justice Delayed is Justice Denied				
	Noon - 1:30 pm	Lunch on your own				
	1:30 pm - 3:00 pm	It's an eWorld	Templates (Beginners)	Case Expenses	SSRS Reports (Beginners)	
	3:00 pm - 3:15 pm	Break				
	3:15 pm -5:00 pm	Event Code Management	Templates (Intermediate)	Securing cases in PBK	SSRS Reports (Intermediate)	Lab option
	5:30 pm - 7:30 pm	Welcome Reception -Rooftop patio, 18th floor (Gateway West in case of rain)				
Wednesday	7:30 AM - 9:00 AM	Breakfast buffet- Park View (4th floor)				
	9:00 am - 10:30 am	What's Up with You				
	10:30 am -10:45 am	Break				
	10:45 am - Noon	The file-less prosecutor	Templates (Beginners)	CJIS- joint presentation with FBI	SSRS Reports (beginners)	Lab option
	Noon - 1:30 pm	Lunch on your own				
	1:30 pm- 3:00 pm	File-less Paradigm Shift	Templates (Intermediate)	Disposition, Diversion, Special Programs	SSRS Reports (intermediate)	Lab option
	3:00 pm - 3:15 pm	Break				
	3:15 pm-5:00 pm	Civil Case Design	Investigation Tracking	VOCA and other grant reporting		lab option
	5:30 PM?	Leave for St. Louis Science Center				
Thursday	7:30 am - 9:00 am	Breakfast buffet- Park View (4th floor)				
	9:00 am -10:30 am	Network Security Best Practice		Best practices		Lab option
	10:30 am - 10:45 am	Break				
	10:45 am - Noon	PBK Tips and Tricks				

Tuesday, April 11th

Welcome and 6.2 Overview- Jeff Karpel *Learn all about the latest release of PBK and decide how your office will embrace this new technology.*	**Document Templates (Beginners) – Tina Meyer** *Learn approaches to creating basic document templates, file labels, and envelopes from scratch while also learning tips and tricks to be efficient. This session will also include Data Source discussion; how to modify merge fields to pull in signatures into documents; Creation of sample documents to include a defendant letter, victim/witness letter, motion, and order as well as demonstrating how to test documents for accuracy.*
Karpel Foundation Update- Jeff Karpel *Our Judicial System can be better. Let's learn together about what some counties are doing to make a difference with the help of our foundation.*	**Case Expenses- How to track litigation cost – Laurie Duke** *Learn how to track the amount of costs you incurred while prosecuting a case. We will go over maintenance setup, how to use on a case along with running reports.*
Keynote- Justice Delayed is Justice Denied Solicitor Kevin Bracket from York, South Carolina and Karpel Foundation Board member will discuss prosecution best practices used by the most efficient offices in America.	**SSRS Reports (Beginner)- Dave Sanders** *Join Dave Sanders to learn the basics of SSRS Report Builder.*
It's an eWorld- Jeff Karpel *Learn how eDiscovery can generate revenue for your office and cut costs at the same time. Then, see how your police officers will appreciate receiving subpoenas without all the paperwork using eSubpoena. Finally, learn how to do yourself (and Judge) a favor with electronic law enforcement referrals and by electronically filing your cases with the court.*	**Document Templates (Intermediate/advanced) – Tina Meyer** *In this session, we'll review the "infamous" IF/ASK statements, bookmarks, and the user friendly Developer Tools and highlight how to duplicate an answer throughout a given document by the use of the Word Content Control Kit. Discussions on headers, footers, section breaks, page breaks, and the use of tables to maintain formatting will round out this session.*
Event Code Management – Laurie Duke *Replace multiple event codes with single, more powerful events along with Prompt-less Dispositions and Events (no more build/add?) Emails, Reminders, Deadlines and much more.*	**Securing cases in PBK – Mike Baker** *Setting additional security within PBK is simple and easy to do. Secure your person, case, and document screens from unauthorized users.*
	SSRS Reports (Intermediate)- Dave Sanders *Take what you learned in the Beginners class and delve a bit deeper into SSRS Report Builder.*

Wednesday, April 12th

What's up with You? *Interactive session for you to share your initiatives and challenges and learn what other offices are doing throughout the Karpel World.*	**SSRS Reports (Beginner)- Dave Sanders** *Join Dave Sanders to learn the basics of SSRS Report Builder.*
The File-less Prosecutor – Using PBK in the courtroom- Steve Kretzer *Learn the areas and features of PBK and how to bring them all together to handle everything from routine hearings to evidentiary hearings in Court without a paper file.*	**Document Templates (intermediate/advanced) – Tina Meyer** *In this session, we'll review the "infamous" IF/ASK statements, bookmarks, and the user friendly Developer Tools and highlight how to duplicate an answer throughout a given document by the use of the Word Content Control Kit. Discussions on headers, footers, section breaks, page breaks, and the use of tables to maintain formatting will round out this session.*
File-less Paradigm Shift – Jeff Karpel and Hal Nutt *Want to hear from a customer that went File-less? Hal Nutt, Chief Deputy District Attorney from Merced California will join us on What to do, what NOT to do? Ask questions and get answers to this daunting task.*	**Disposition, Diversion and Special Programs – Laurie Duke** *Best practices to properly dispose your case along with entering sentencing & terms of probation. Learn the easiest way to handle your Diversion programs.*
Civil Case Design – Jeff Karpel *Does your office manage or advise the County on Civil matters? Use PBK for those cases! This session will show you how.*	**SSRS Reports (Intermediate)- Dave Sanders** *Take what you learned in the Beginners class and delve a bit deeper into SSRS Report Builder.*
Document Templates (Beginners) – Tina Meyer *Learn approaches to creating basic document templates, file labels, and envelopes from scratch while also learning tips and tricks to be efficient. This session will also include Data Source discussion; how to modify merge fields to pull in signatures into documents; Creation of sample documents to include a defendant letter, victim/witness letter, motion, and order as well as demonstrating how to test documents for accuracy.*	**VOCA and other grant reporting – Laurie Duke** *Victim Services configuration and techniques to leverage PBK grant reporting features*
CIIS joint presentation with FBI – Matt Ziemianski *Learn the latest recommendations about CIIS and how it pertains to your data. How can you be proactive in making sure your data is protected from inside your office.*	**Investigation Tracking – Mike Baker** *You can use PBK to request and track investigations. Grant investigators access to PBK event codes to produce results that can be accessed in the documents tab and Court Face Sheet.*

Thursday- April 13th

Network Security Best Practices – Tony Morris	**PBK Tips and Tricks. Little known but useful PBK features – Jeff Karpel**
Organizations are finding themselves dealing with an increased number of security threats including viruses, ransomware and phishing emails. In this session you will learn the methodology that iNSIGHTbyKarpel utilizes to protect the interest of our clients from these ever changing threats	*Join us for this session packed full of little known features that is sure to improve your overall PBK experience and make your daily activities more efficient.*
Best Practices – Mike Baker	
We'll discuss data entry practices to ensure you have clean, reportable data. We'll also look at document organization in the PBK 6.X and the new folder structure.	

Lab Option- *Take advantage of our lab option throughout the entire conference. Meet with Scott Crause and members from our help desk for some one-on-one assistance with an issue, or "how to" instructions on any subject.*