MAY 23RD – 26TH
2023 LIMS USERS' GROUP MEETING

Porter Lee Corporation cordially invites you to attend this year's LIMS Users' Group Meeting. Our goal for these days is to introduce new users to the increasing benefits of the BEAST products and help our existing users improve upon those processes and features they are already utilizing. Porter Lee will be offering a two-day workshop prior the Users' Group session. Unlike the Users' Group, which is free to attendees, this two-day workshop is offered at $750 for the first person ($450 for additional).

PORTER LEE
Corporation

HANDS ON WORKSHOPS!

LEARN ABOUT NEW FEATURES!

CUSTOMER AND GUEST INTRODUCTIONS!

EVIDENCE MANAGEMENT!

KIT TRACKING!

USERS' GROUP BROADCASTED ON MS TEAMS!

HYATT PLACE CHICAGO/SCHAUMBURG

1851 McConnor Parkway
Schaumburg, IL 60173
Phone: 708-689-7332

https://www.hyatt.com/en-us/hotel/illinois/hyatt-place-chicago-schaumbuurd/chizs

May 23rd – May 26th
8:30AM – 5:00PM

Workshop Tentative Agenda – In person only

(Cost is $750 for first person, $450 for additional)

Tuesday May 23rd

Time	Event	Comments
08:15 – 08:30 am	Welcome	
08:30	General Administration (Configuration)	Managing users and permissions
10:15 – 10:30	Morning Break	
10:30 – 12-30	General Administration (Configuration)	Codes tab > Locations, transfers, containers
12:30 – 1:30pm	Lunch	
1:30 – 3:15	General Administration (Configuration)	Ad hoc reporting with Configuration
3:15 – 3:30	Afternoon Break	
3:30 – 5:00	Maintenance + Troubleshooting	Logfiles, submitting issues to support, common issues and solutions
* 6:00 pm – 8:pm	Integrated Analytics	Crystal report and built in functions

Wednesday May 24th

Time	Event	Comments
08:15 – 08:30 am	Welcome	
08:30	Build a Section – Configuration review	Codes tab, create Exam Code, set permissions for users in section, task types, report formats
10:15 – 10:30	Morning Break	
10:30 – 12-30	Build a Section – Matrix Panels	Use Config to build a matrix panel (ARTYPE, ARTEST, ARLINK)
12:30 – 1:30pm	Lunch	
3:15 – 3:30	Build a section - Reports	Overview of how we use .dotx/.ini, Upload/Download files with template.exe, Add table to existing report, Add a function to existing report
3:30 – 5:00	Things to do	
* 6:00 – 8:00pm	Integrated Analytics	Power BI, Tableau, Data Model

* Optional Evening Session

Users Group – In person and on Teams
(Free)
Thursday May 25th

Time	Event	Comments
08:15 – 08:30 am	Welcome	Get your coffee and have a seat
08:30 – 9:15	Who we are and where we have been	A bit of history for newcomers, Introductions of staff and attendees
09:15 – 10:15	New Features Overview	Top level overview of new features in the application
10:15 – 10:30	Morning Break	
10:30 – 12-30	EMS and Retention Review	New features for managing your evidence for EMS and LIMS
12:30 – 1:30pm	Lunch	
3:15 – 3:30	Service Requests	Customizable workflow allowing customers to communicate the work they need.
3:30 – 5:00	Discovery Portal	Demonstration of the Discover Portal, a self-service application for your customers to get all the info they need.
6:00 –	TBD Special Event	More information to come

Friday May 26th

Time	Event	Comments
08:30 – 9:30	Kit Tracking	Demonstration of Sexual Assault Kit tracking
10:15 – 10:30	Morning Break	
10:30 – 12-30	Complete Life Cycle	Complete walk thru of a case from Crime Scene to Discovery
12:30 – 1:30pm	Lunch	
3:15 – 3:30	Fun and Games	Yep, Word Scramble, Wheel of LIMS, Prizes, Who knows ☺

Commonly asked questions

Who can attend?
It can be the admin, or anyone approved by the Admin or Lab Director. (Basically, anyone who receives approval) It can also be an IT person who wants to learn the system better to support the lab.

How much does it cost?
There are 2 separate seminars happening back-to-back. The Workshop is occurring on Tuesday and Wednesday for $750 for the first user and $450 for additional. The Users Group is occurring on Thursday and Friday and is completely free.

Can I watch online
Yes, the user group meeting on Thursday and Friday will be online using MS Teams.

Will Porter Lee pay for the hotel, flight, rental car, etc.?
No, Porter Lee does not cover the costs of your transportation, or lodging. We will provide a variety of drinks, snacks, and lunch each day of both the Workshop and Users Group.

Where will it be hosted?
The HYATT PLACE Schaumburg will be hosting both the Workshop and Users Group.

I don't know if I'm available yet. Can I just show up; drop in the day of, if I can make it?
We need a head count prior to the event. Every attendee should be pre-registered. We need our final head count by Friday April 14th, 2023. We must make sure we have enough room for all the attendees, and enough food. This can only be properly accomplished with an accurate head count.

Is there a limit to the number of people we can send?
No, there is no limit to how many people each agency can send, though everyone must be preregistered. Please keep in mind that the Workshop is $750 for the first per person and $450 for additional from the same agency.

If you have further questions, please do not hesitate to contact one of our user group coordinators. Please contact – Ditte Rasmussen, Austin Krause by phone at:

847-985-2060 or email at:

ditte.rasmussen@porterlee.com

austin.krause@porterlee.com

Accommodation

We have reserved a block of rooms under the name "Porter Lee Corporation" at the

HYATT PLACE Chicago/Schaumburg
1851 McConnor Parkway, Schaumburg, IL 60173
708-689-7332

Modern Hotel near Woodfield Mall | Hyatt Place Chicago/Schaumburg

We have a contracted rate of $109.00 per night for standard king bed or 2 double beds rooms. You may check in on Monday, May 22nd. Check out is Friday, May 26th. All reservations will be the responsibility of the guest to obtain. Porter Lee Corporation will assume no responsibility for scheduling or canceling of reservations with the hotel.

The Reservation Cutoff date will be Friday, April 14th, 2023. Reservations after this date will be subject to the current reservation rate set by the HYATT PLACE.

Dining and shopping venues within a 5-mile radius of the hotel. Hotel shuttle service is not available from the Airport. Local taxi and limousine service is available for those not utilizing a rental car.

METHOD OF RESERVATION:

Individual Reservations
Individual attendees will make reservations for the Event directly with Hotel prior to April 14th, 2023. Guests can call to book reservations at 1-888-492-8847 or book online here:

https://www.hyatt.com/en-US/group-booking/CHIZS/G-PORT

When calling, all guests must identify themselves as a member of the "Porter Lee Corporation" Group to obtain the Group's rate. Hotel will accept reservations from attendees after the Cut-Off Date only on a space- and rate-available basis.

CHECK-IN/ CHECK-OUT TIMES:

Check with the hotel for this information

<u>Users Group Registration</u>

To register please complete the form below and submit it on of the following method;

Email: UsersGroup@porterlee.com

Mail: Porter Lee Corporation

      Attn: LIMS Users' Group
      1901 Wright Blvd
      Schaumburg, IL 60193

Deadline for registration: Friday, April 14th, 2023

PORTER LEE
Corporation

2023 LIMS USERS' GROUP MEETING REGISTRATION FORM

Agency Name: _____

Registration Contact Name: _____

Registration Contact Phone Number: _____

Registration Contact Email: _____

(Please indicate which you will be attending, you can choose one or both)

___ May 23rd & 24th Workshop ($750.00 / $450.00)

___ May 25th & 26th Users' Group (Free)

Please <u>print</u> the names of those attending the Workshop	Please <u>print</u> the names of those attending the Users' Group