

LEGEND:

 = Financials (FIS)

 = General Sessions

 = Payroll / HR (KEMS)

Time/ Room	7 th Floor, Redbud Room	
2pm – 5pm	<p>Fee-based Workshops</p>  <p>(\$250 per session, per organization)</p>	
	<p style="text-align: center;">KeyDocs Designer & Content Management / Attachments</p> <p><i>**intended for “hands-on” application administrators to learn more about setup/implementation these items</i></p> <p><i>** review mass upload utilities and other tools to help you manage attached documents in Keystone</i></p> <p>KeyDocs (already in use at Center, Clayton, Independence, Liberty and Raymore-Peculiar) transforms the way your organization produces and manages formatted documents from Keystone. It is an integrated – and cost-effective – alternative to third-party print customization / content management solutions.</p> <p>This workshop is useful for all districts – even those who are still considering adding KeyDocs to their system – as all sites can take advantage of attaching files to Keystone.</p>	<p style="text-align: center;">Suggest Your Own Topic!</p> <p>Build your own workshop! Is there something you want to dig deeper into with Keystone? Take advantage of this opportunity to explore a topic with an experienced and knowledgeable Keystone employee.</p>

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****All sessions are on the 7th Floor – exact locations subject to change****

Time / Room	Room 70	Room 71	Room 72	Room 73
8:30 am	Registration / Continental Breakfast (Redbud Room)			
9:00 am – 10:20 am	<p>KeyDocs Overview (see previous page for a description of KeyDocs)</p> <ul style="list-style-type: none"> *Purchase Orders, including automated delivery methods *Identifying which items have attachments *Attachment upload utility *A/P & P/R Checks *Employee contracts, benefits statements, employee letters, electronic signatures <p>Glen Schuehler & Mike Liggera, featuring Aaron Hooper / Independence & Brent Bell / Clayton</p>	<p>Keystone Client Tips & Tricks, and Meta Queries Introduction <i>(Useful for first-time attendees)</i></p> <p>Keystone Client is our desktop application, which provides an intuitive user interface and integrates with Microsoft Office products.</p> <p>Meta Queries, included with Keystone Client, is a powerful tool for creating on-demand or scheduled queries of Keystone's data.</p> <p style="text-align: center;">Casey Radaszkiewicz</p>	<p>Employee Costs / Budgeting Review <i>Integration of Position Control, Employee Cost Projections, Job Assignments and Payroll</i></p> <p style="text-align: center;">Steve Juliana & Scott Joyce</p>	
10:30 am – 11:15 am	<p>FIS New Features <i>In version 17.1 (Spring 2017) and 17.2 (Fall 2017)</i></p> <p style="text-align: center;">Glen Schuehler & Casey Radaszkiewicz</p>	<p>Client Care</p> <p>Client Care refers to Keystone's customer service team. Many resources (including user manuals, release notes, user conference materials, knowledge base, known issues, and access to Live Chat) are available for our customers online at our Client Care Portal https://keyinfosys.com/ClientCare</p> <p style="text-align: center;">Mike Liggera</p>	<p>KEMS <i>"Did you know?" / Tips and Tricks</i></p> <p style="text-align: center;">Scott Joyce & Steve Juliana</p>	

Time / Room	Room 70	Room 71	Room 72	Room 73
11:25 am – 12:10 pm	<p>Financials <i>“Did you know?” / Tips and Tricks</i></p> <p><i>Casey Radaszkiewicz & Glen Schuehler</i></p>	<p>Security / User Access / Menu Administration <i>Overview of existing tools.</i> <i>**May lead to a workshop in central Missouri at a later date</i></p> <p><i>Mike Liggera</i></p>	<p>KEMS New Features In version 17.1 (Spring 2017) and 17.2 (Fall 2017)</p> <p><i>Steve Juliana & Scott Joyce</i></p>	
Lunch 12:15 pm	<p>Lunch (Redbud Room) General Session (Judd Van Dervort, Jr.) Dashboards (visual tools to help managers see enterprise-wide data) demonstration, with an example in live use (Steve Juliana)</p>			
1:30 pm – 2:30 pm	<p>FIS Round Table <i>Keystone to present topics for discussion.</i></p> <p><i>Glen Schuehler & Casey Radaszkiewicz</i></p>	<p>Payroll Training <i>Intermediate Level</i></p>	<p>KEMS KeyNet (HR focus) <i>KeyNet refers to our web-based products, designed for all users, including your teachers and building personnel.</i></p> <p><i>Review existing and new modules / in progress, including Employee Manager</i></p> <p><i>Steve Juliana</i></p>	
2:40 pm – 3:40 pm	<p>Financial Reporting / Report Writer <i>Review of existing / new features</i></p> <p><i>Casey Radaszkiewicz</i></p>	<p><i>Scott Joyce</i></p>	<p>KEMS KeyNet (Payroll focus) <i>Review existing and new modules / in progress, including Remote Pay, Payroll Calculator</i></p> <p><i>Steve Juliana</i></p>	<p>Accounts Payable Training <i>Intermediate Level</i></p> <p><i>Glen Schuehler</i></p>

Time / Room	Room 70	Room 71	Room 72	Room 73
3:50 pm – 4:50 pm	<p>FIS KeyNet KeyNet refers to our web-based products, designed for all users, including your teachers and building personnel.</p> <p><i>New modules / in progress, including FIS Report Runner</i></p> <p>Casey Radaszkiewicz</p>	<p>Meta Queries (FIS/KEMS) Meta Queries, included with Keystone Client, is a powerful tool for creating on-demand or scheduled queries of Keystone’s data.</p> <p>Standard Tables, finding fields (Using the “help” key), documentation/resources available</p> <p>Mike Liggera</p>	<p>KEMS Round Table Keystone to present topics for discussion.</p> <p>Steve Juliana & Scott Joyce</p>	<p>Accounts Payable Training (continued)</p> <p><i>Intermediate Level</i></p> <p>Glen Schuehler</p>

6:00 pm	<p style="text-align: center;"><i>Lakeside BBQ</i></p> <p style="text-align: center;"><i>Come to our lakeside hospitality suite (Room 361) to mingle with Keystone and your fellow customers. We will have assorted hors d’oeuvres, grilled food, refreshments, and more!</i></p>	
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