Empower 2027 – Recommended Classes

New to Empower? Feeling overwhelmed by the selection of classes this year? This guide will provide recommendations for classes to take based on your role and interests as well as explaining differences between class types and skill levels to help you choose the learning opportunities that will fit your style best.

Keep in mind the classes listed below are just recommendations. If you find another class that interests you or feel like a particular session won't be helpful for your role, feel free to explore and join any of the offerings at Empower!

Learn before and after the conference with Instructor-led Trainings and Webinars!

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Recommended for Everyone!

- Any User Group (Check for one related to your industry or interest!)
- Coming Attractions: A Look at the Laserfiche Roadmap
- What's New in Laserfiche Cloud: The Year in Review
- Product Innovations: Laserfiche AI
- Product Innovations: Laserfiche Cloud Migration (for Self-hosted users)

Recommended for Laserfiche AI

Excited about new Laserfiche AI features? We are too! Check out these classes with a focus on new Laserfiche AI features and customer experiences:

- Laserfiche AI in Action: Practical Skills for Your Everyday Work
- AI (artificial intelligence) in Action & What's Next: Learn How Laserfiche AI Agents Assist Your Work
- Master the Prompt: Drive Smarter Results with Laserfiche AI
- Product Innovations: Laserfiche AI
- Level Up! Improving Your Processes with AI
- Overview of AI-Powered Data Capture in Laserfiche **OR** Lab: Intelligent Document Capture and Extraction
- Lab: Reimagining Automation with AI
- Lab: I Inherited a Process... Now What?

Recommended for New Users

Brand new to Laserfiche? If you're just getting started or want to refresh on the basics of Laserfiche, we recommend the following classes:

- Introduction to Laserfiche
- Laserfiche AI in Action: Practical Skills for Your Everyday Work
- Lab: Introduction to the Repository
- Tips and Tricks: Repository and Search
- Getting Started with Task Automation Using Laserfiche Forms **OR** Lab: Introduction to Laserfiche Forms and Business Processes

- Getting Started with Repository Automation Using Laserfiche Workflow **OR** Lab: Introduction to Workflow
- Workshop: You Design It, We Build It!
- Workshop: Designing Your Laserfiche Training Program

If your organization will be **scanning documents**:

- Overview of AI-Powered Data Capture in Laserfiche **OR** Lab: Intelligent Document Capture and Extraction

If your organization will be **managing records** within Laserfiche:

- Overview of Laserfiche Records Management **OR** Lab: Introduction to Laserfiche Records Management

Recommended for New Laserfiche Administrators

Whether you're setting up your Laserfiche system for the first time or you've recently stepped into the administrator role for your organization, the following classes are a great way to get started:

- Introduction to Laserfiche **OR** Lab: Introduction to the Repository
- Designing Your Laserfiche System for Success
- Lab: Metadata Administration
- Unlock the Potential of Your Metadata
- Overview of Laserfiche Security **OR** Lab: Managing and Securing Your Laserfiche System (for Laserfiche Cloud users)
- Best Practices in Laserfiche Repository Security
- I Inherited a Repository... Now What?

If your organization needs to **share documents publicly**:

- Lab: Personalizing Public Portal and WebLink

If your organization needs to **manage records throughout their lifecycle**:

- Overview of Laserfiche Records Management
- Lab: Introduction to Laserfiche Records Management
- Laserfiche Records Management Implementation Strategies

Recommended for New Process Designers

Looking to automate processes, but not sure where to start? Learn the basics of Laserfiche automation and then level up with more intermediate skills with these automation focused classes:

- Getting Started with Task Automation Using Laserfiche Forms
- Lab: Introduction to Laserfiche Forms and Business Processes
- Getting Started with Repository Automation Using Laserfiche Workflow
- Lab: Introduction to Workflow
- Workshop: You Design It, We Build It!
- Lab: Intermediate Forms Design
- Lab: Intermediate Workflow Design
- Lab: Intermediate Business Process and Workflow Solutions (Laserfiche Cloud) **OR** Lab: Intermediate Forms and Workflow Solutions (Self-hosted)
- Lab: I Inherited a Process... Now What?

Recommended for Cloud Migration

Planning a move from self-hosted Laserfiche to Laserfiche Cloud? Whether you're exploring your options or actively preparing to migrate, these sessions will help you plan your migration and hit the ground running in Laserfiche Cloud:

- Product Innovations: Laserfiche Cloud Migration
- Self-Hosted to Cloud Migration User Group: NEW Tools for Your Migration
- Cloud Migration Tools: From Assessment to Execution
- Lab: Migrating to Laserfiche Cloud
- The Self-Hosted Pro's Guide to Laserfiche Cloud **AND** Lab: Working in Laserfiche Cloud for Self-Hosted Pros
- What's New in Laserfiche Cloud: The Year in Review
- Building Efficient and Scalable Business Processes and Workflows in Cloud

Recommended for Advanced Designers and Administrators

Are you a Laserfiche and Empower pro? Check out these new and improved classes to make the most of your conference experience!

- Lab: Using JavaScript in the Form Designer **AND** Lab: Using CSS in the Form Designer
- Building Efficient and Scalable Business Processes and Workflows in Cloud
- Lab: Advanced Laserfiche Forms and Business Processes
- Lab: Advanced Workflow Design
- Expert Workshop: Laserfiche Problem-Solving
- Lab: Reimagining Automation with AI
- Level Up! Improving Your Processes with AI
- Product Innovations: Laserfiche AI **AND** Product Innovations: Automation **AND** Product Innovations: Data and Integrations

Recommended for Integrations

Are you looking to create an integration using Laserfiche? Whether you're just getting started or want to get hands-on with integration tools, there are sessions for you at Empower! Check out these sessions focused on integration options with Laserfiche:

- Overview of Integration Tools in Laserfiche
- Product Innovations: Data and Integrations
- Lab: Building Automated Integrations (Laserfiche Cloud) **OR** Lab: Building Automated Integrations (Self-hosted)
- Lab: Introduction to the Laserfiche API
- Lab: Intermediate Laserfiche API Solutions

Frequently Asked Questions

What's the difference between a breakout session, a lab and a workshop?

Breakout sessions are presentation-style classes where an instructor guides the audience through a topic usually supported by a PowerPoint presentation or demonstrations. These sessions are focused on context, use cases, strategy and vision, and which Laserfiche tools can be used to build a solution. Attendees are encouraged to ask questions and may interact via polls. Attendees do not need to bring a laptop to participate in a breakout session.

Labs are hands-on classes where attendees can click along within the software while expert instructors guide you through the interface. These sessions are focused on working in the interface and how to configure the software. The audience is expected to participate throughout the course. Attendees **must** bring their own laptop to participate and click along in a lab.

Workshops are highly interactive sessions where you'll solve problems and design solutions. These are great opportunities to network, ask questions, and hone your skills. For the Expert Workshop: Laserfiche Problem-Solving, attendees **must** bring their own laptop to participate. For the Workshop: You Design It; We Build It!, attendees may want to bring a laptop for designing the process.

What skill level is appropriate for me?

Sessions labeled with a **Beginner** skill level are targeted for anyone who is unfamiliar with the topic being presented. The course will be slower paced to allow attendees time to familiarize themselves with the interfaces, concepts, and strategies presented. In labs, attendees will configure most elements from scratch and repeat tasks to further cement their knowledge.

Sessions labeled with an **Intermediate** skill level are targeted for those who have a foundational knowledge of the topic, are familiar with the interface, or just willing to learn quickly. To maximize class time for nuanced or challenging concepts, these sessions may move quickly through basic concepts and interfaces or have some elements pre-configured. If you're new to Laserfiche, but familiar with other software and willing to learn quickly, these sessions may be suitable for you.

Sessions labeled with an **Advanced** skill level are targeted for those with an existing knowledge of the topic who use the product or features frequently. To maximize class time for challenging concepts, this course will have components pre-configured and move quickly through basic concepts and interfaces.

Sessions that are labeled with **multiple skill levels** are targeted for a wide audience; anyone can attend and learn something new without feeling too overwhelmed!

BOTTOM LINE: Attend sessions that interest you! If a particular skill level feels too easy or too challenging, don't be afraid to change your schedule at Empower and attend other classes.

The session I want to attend is full! What should I do?

If you want to attend a session, but the maximum capacity has been reached, you still have options!

1. **Check if the class is running at another time.** Most classes are running multiples times at the conference.

2. **Waitlist the class.** If the class isn't running at another time or if that session is full too, you may be able to add yourself to the waitlist. If someone removes the session from their schedule, you'll be added automatically.

3. At the conference, **check if there are empty seats** when the session starts. Sometimes people don't attend the sessions they've signed up for, so you can try walking into a session while you're at the conference to see if there are extra seats. As a courtesy, please wait until other attendees who have registered for the session have sat down. If there's still empty seats a minute or two before the session starts, feel free to sit down and join the class!

4. **Attend the class virtually later in the year.** Many of our Lab courses at Empower are taught throughout the year as virtual events. Check out these instructor-led trainings here. Some of our most popular classes are even running *before* Empower as a sneak preview!

What's the Info Center?

You may have noticed a session every day at the conference called the **Info Center**. This is a dedicated area of the conference staffed by Laserfiche experts where you can drop-in and ask your Laserfiche questions. It's a great place for networking or learning more about a feature or topic that you heard about during a session. Plus, check out new cutting-edge features and try them out! We recommend dropping by the **Info Center** during breaks in your schedule.

I've read this guide, but I still have questions. Who can I reach out to?

For general questions, check out our FAQ on the Empower site or join our Know Before You Go Empower Webinar (details to be released). For session-specific questions, drop into one of our Build your Empower Experience sessions where you can ask questions live to the experts! If you're still not sure, email us at events@laserfiche.com.