2009 Product Review
50 minutes
Join Ed Marshall, Vice President of Product Strategy and Dan Grace, Director of Product Strategy for a 50 minute session to recap 2009's OpenAir product updates and enhancements.

OpenAir 2010 Roadmap
50 minutes
Curious about what is in store for the product in 2010? Attend this session to learn what the OpenAir Product Management team has scheduled for release in the coming year.

Power User Panel: Advice and Tips from OpenAir Experts
50 minutes
Learn from OpenAir experts in an interactive, informative panel format. Panel members will include:

- Ronn Breaux, Vice President, Client Services, TOP Step Consulting
- Melissa Brenner, Program Director, Eliassen
- Jeff Chandler, Corporate Analyst, Outcome Sciences
- Jodi Cicci, President & CEO, TOP Step Consulting
- Tim Groves, Professional Services, OpenAir
- Marie Wolfe, Support Team, OpenAir

Reporting 101: Building Reports and Teaching End Users the Basics of Reporting
50 minutes
Designed for new users and for administrators alike, this session will help you discover the merits and uses of Summary, Detail, and Advanced reports, how to set date ranges, apply filters and select detail fields. This session will serve as both an introduction to reporting for new users and as a tutorial for administrators on how to teach report building to end users.

Advanced Reporting: Going Beyond the Basics to Leverage Advanced Functionality
50 minutes
Join the OpenAir team as we focus on the more advanced reporting options available in OpenAir. Topics will include: calculated, custom, and constant detail fields, renaming built-in fields, advanced reports, custom time ranges, and best practices for utilization reporting. In addition, the new dashboard graphs functionality will be demonstrated.

OpenAir Business Process and Best Practices: A Diagnostic Checkup for Your Organization
50 minutes
Read Norton, Director of Professional Services at OpenAir leads a session geared toward clients that completed their implementation of OpenAir at least one year ago, but includes material that is beneficial for all clients who have completed their deployments. Read will discuss how to evaluate and re-evaluate your account configuration to ensure that it continues to best support your current business process.

Project Health: How to Ensure Your Projects Are Completed On Time, On Budget and Profitably
50 minutes
Join us for a discussion of key project metrics focusing on how to keep your projects on budget and on time. The session will also demonstrate how to set up and report on EVM metrics in OpenAir.

General Account Maintenance and Upkeep
50 minutes
In this session, the OpenAir Professional Services team will focus on the common settings that are discussed during implementation. This session will also cover general account upkeep including roles, filter sets, email and security settings, and best practices for managing end user accounts.

Advanced Administration: OpenAir Functionality You Should Be Using
50 minutes
Jeff Chandler, Corporate Analyst at Outcome Sciences and an experienced OpenAir administrator, joins OpenAir to discuss untapped, advanced administration functionality. In response to interest in advanced functionality, the OpenAir team has developed a list of features you should be taking advantage of, but might not be. These features include company-wide settings, internal switches, personal settings, and new and existing functionality. Jeff will also discuss best practices for implementing new functionality and staying up-to-date with releases.

Resource Management: Best Practices for the Resources Module
50 minutes
Led by a member of the OpenAir team, this session assumes a basic familiarity with the Resources Module, but will cover the difference between assignments and bookings, as well as how and when these options should each be used. In addition, this presentation will demonstrate best practices for resource management workflow including: booking requests, approvals, generic resources, skill profiles, and developing accurate projections based on bookings.

Forecasting in OpenAir
50 minutes
Join Ronn Breaux, Vice President of Client Services at TOP Step Consulting and explore the types of billing and revenue recognition rules available in OpenAir. This session will cover generating accurate projections based on booked, assigned, worked, and approved hours, as well as basic reporting options available for forecasting. Ronn will also discuss the difference between charge projections and straight line projections, and how to most effectively use each option.

Project Billing and Invoicing
50 minutes
Led by a member of the OpenAir team, this session will focus on the basics of project billing and invoicing. Highlights will include: creating and configuring the available types of billing rules, creating manual charges, charge stages and ghost charges as well as best practices for correcting invoiced data and backing out charges.

Project Management
50 minutes
Join Ronn Breaux, Vice President of Client Services at TOP Step Consulting to discuss project workflow with a focus on business process and issues. Ronn will also discuss OpenAir's Projects Module functionality including assignments, task and project duration, project stages, and user access.

Client Panel: Integrating with OpenAir
50 minutes
Ed Marshall, Senior Vice President of Product Strategy at OpenAir, leads this session on the integration of OpenAir with legacy systems, including a discussion of the benefits of integrating, and current customer success stories.

Subcontractor Control and Handling
50 minutes
In this session, Jodi Cicci, President & CEO of TOP Step Consulting will discuss all aspects of subcontractor control and handling. Some topics covered include: use of generics, user access, time tracking, expense and cost tracking, approvals for purchases and authorizations, and vendor invoice reconciliation.

Growing a Profitable Services Business During a Down Economy
50 minutes
Join Joe Longo, Vice President of PSO at MetricStream to discuss how MetricStream has used OpenAir to support its transition from sub-profitability to growing profitability in this down economy. This session will focus on how MetricStream used OpenAir reports, bifurcated rates, and tight synchronization with Finance, to make the necessary corporate, culture and operational changes to complete this transition in just 3 months!

Using OpenAir to Manage Project Key Performance Indicators
50 minutes
Melissa Brenner, Program Director at Eliassen will discuss how Eliassen uses OpenAir for project management. The session will focus on managing key performance indicators (KPIs) and illustrating how OpenAir enables tracking and reporting on key project metrics to ensure that projects are completed on time and on budget.

OpenAir < > NetSuite Integration
50 minutes
The OpenAir Professional Services team leads this session which will cover the basic workflow of the OpenAir/NetSuite integration, including importing NetSuite Jobs to OpenAir Projects and exporting OpenAir invoices and expense reports to the NetSuite GL. In addition, advanced settings and recent enhancements to the integration will be discussed.

OpenAir < > Salesforce Integration
50 minutes
The OpenAir Professional Services team leads this session which will focus on demonstrating the Salesforce.com integration with OpenAir and will include a demonstration of creating custom links, mapping custom fields, and automating the integration. This session will also include a discussion of the enhancements to Salesforce.com custom object mapping, which have been implemented this year.

Crystal Integration and Reporting
50 minutes
This session will include a demonstration of the OpenAir < > Business Objects integration for clients who are new to the Crystal Reports option, and a best practices discussion for clients familiar with the Crystal interface.

Microsoft Project
25 minutes
Curious about the capabilities of the OpenAir Projects Connector? Join this 25 minute session to gain some valuable insight. Directed towards Project Managers and Administrators familiar with project management in both MS Project and OpenAir, the session will focus on best practices and new features for using
the Projects Connector.

QuickBooks
50 minutes
Geared toward OpenAir administrators who are currently facilitating an OpenAir < > QuickBooks integration, this session will discuss topics including error message troubleshooting and general keys to success when integrating OpenAir with QuickBooks. This session will also include a demonstration of the new two-way integration between OpenAir and QuickBooks, which includes sending payments and reimbursements back to OpenAir.

Leave Accrual
25 minutes
Led by a member of the OpenAir team, this session will cover the basics of setting up leave accrual rules and applying the rules to users. Also included is a discussion of best practices for editing existing transactions, making manual accruals or draw-downs and reporting.

Accounting Periods
50 minutes
Looking for more information on the basic functionality and implementation of the accounting periods feature? The session will provide an overview and also cover best practices for working with accounting periods including: reporting, custom time ranges, accounting dates, and current periods.

Invoice Layouts
25 minutes
You asked for it and we delivered! Based on recent client requests, this session will focus on the settings available when creating new invoice layouts and how to best configure these settings to create the layout you are looking for.

Thin Clients
25 minutes
Want to take OpenAir offline? Join an OpenAir expert for a tour of the OpenAir Offline tool as well as OpenAir for Blackberry and iPhone. The session will focus on how users can utilize OpenAir thin clients for entering time and expenses.

Dashboards
25 minutes
Led by an OpenAir expert, this session will assume an advanced knowledge of reporting in OpenAir and will cover the recent enhancements made to the Dashboard. This session will focus on creating and customizing graphs, building reports for graphing purposes, and creating multiple dashboards.