

BRAINWARE ACADEMY

On-site training courses

Brainware Academy has been established to assist our customers with training and integration of Brainware products. Training on the use and operation of your Brainware investment is essential to obtain its greatest benefits. On-site training is provided by Brainware's expert Professional Services group. All on-site training is done at your facility using your projects and data. On-site courses typically last three to five days depending on the complexity of the course.

Please contact your account executive for detailed pricing on each course. Currently, Brainware offers these on-site training courses:

Certified IDC-distiller Administrator (3 days)

Minimum Requirement: IT knowledge and background essential. Database knowledge useful but not essential. Operating system knowledge essential (Services, Event logs, etc.)

Role: System Administrator Certification: Yes

In order to contact the Brainware Help Desk, it is mandatory that you be a Certified Brainware System Administrator. To that end, this course will have an exam that must be completed with a passing grade.

The typical student is an Administrator who will be maintaining the servers, installing verifiers and Runtime Servers, configuring new Runtime Servers. This position will be the primary link between the Business, System Development, and the Brainware Help Desk. At the completion of this course, you will be able to perform the standard tasks associated with IDC-distiller Verifier project administration.

Upon completion of this course, you will be able to:

- List the components of the IDC-distiller product suite
- Use IDC-distiller terminology
- Name the elements of the document flow
- Install, set up, and configure IDC-distiller applications
- Explain the file structures and licensing model
- Configure the Runtime Server (RTS)
- Set up project security
- Explain the System Monitoring Configuration

Administrator Course detail:

- Distiller Overview
 - What is IDC distiller
 - Modules within IDC distiller
 - Project Security
 - File structure and shares
- Installing IDC-distiller
 - Standard install
 - Custom Install (Installing verifier only, installing RTS only)
 - Silent Install

Course detail cont'd

- Configuring a Runtime Server (RTS) Machine
 - Licensing
 - Configuring MMC for the first time
 - Configuring a Runtime Server – Walk through
 - General
 - Workflow
 - Importing
- OCR
- Project Security
 - Groups
 - Users
 - Etc
- Configuring Verifier Machine
 - Licensing
 - Configuring Verifier Settings
 - Checking authorization on Shares
 - DVS Files and Shortcut reusability (launching options)
 - Preventing Users from Modifying the Settings/DVS
- Troubleshooting
 - Log files
 - Component Logs
 - Error States
 - Typical Error Messages/issues with resolutions
- BW Help Desk
 - Process
 - Ticket Logging Procedures
 - Materials to Provide

IDC-distiller Developer (2-3 days) add on IDC-distiller Scripter (2 days)

Minimum Requirement: IT knowledge and background essential

Role: Project Developer, Learnset Builder Certification: No

The typical student is a developer who will be creating a project or maintaining a delivered project. At the completion of this course, you will be able to perform the standard tasks associated with IDC-distiller project development and testing. You will be able to:

- List the components of the IDC-distiller product suite
- Use IDC-distiller terminology
- Name the elements of the document flow
- Build the directory structure required for an IDC-distiller project
- Select sample documents and data for use in developing IDC-distiller projects
- Configure IDC-distiller project security
- Develop and IDC-distiller project using available OCR engines, classification engines, data extraction methods, and validation settings
- Test and optimize classification and extraction results
- Save and export IDC-distiller project settings for reuse within other projects
- Construct the verification form to be used by the Verifier application
- Understand the processing steps performed by the Runtime Server

Developer Course detail:

- IDC-distiller overview (what is IDC-distiller, concept of product, product capability).
- Workflow overview
- Designing the project – Business Process, identifying best approach, project design.
- Identifying Sample documents (Learnset and Testing) – best practices
- Configuring the Project
 - Directory Structure
 - Security
 - Project Configuration
- Learnsets – High level overview
 - Overview
 - Classification
 - Extraction
 - Maintenance
- Designer Overview
 - Navigation
 - Document Selection Modes
- Building the Project
 - OCR
 - Choosing the right engine
 - Pre-processing
 - Testing sample documents for OCRing
 - Advanced options
 - Classification
 - Choosing the right classification Engine (Parent to child relationship, reviewing learnset samples and deciding on right approach).
 - Default Classification versus unclassified documents
 - Classification Engines – detailed description for each classification engine with examples
 - Training the classes
 - Testing the classes (incl. classification matrix)
 - Troubleshooting and configuring engine tweaks to improve classification.
 - Void class – benefits/reasons.
 - Extraction
 - Extraction overview (Analysis-Evaluation-Extraction, candidates, identifying data)
 - Analysis Engines (full details on analysis engines with examples Excluding ASSA)
 - Identifying data and choosing appropriate analysis engine
 - Evaluation Engines
 - Validation Engines
 - Training the Fields
 - Testing the extraction
 - Improving Extraction (methods, techniques, etc)
 - Validation Classes
 - Validation
 - Script
- Designing the Verification Form
 - Overview
 - Smart indexing
 - Validation
 - Tab sequence, layouts, buttons, etc.
 - Testing the verification form (Designer)
- Maintaining the project
- Verifier – Overview
 - Screens (Classification correction screen, extraction correction screen)

Course detail cont'd

- MMC Console and Runtime Servers – An Introduction
 - o MMC Console Overview
 - o Runtime Server workflow
 - o Processing Documents
 - o Configuring Runtime Servers
 - o Do's and Don'ts

IDC-distiller Verifier (1 day)

Minimum Requirement: None

Role: Data Entry Clerk **Certification:** No

This course is designed for entry-level users of IDC-distiller, A/P-distiller or OTC-distiller and will provide sufficient training to carry out their day-to-day tasks. The typical student is a data entry clerk in an accounts payable, customer service, or other environment where they would have been manually keying in data either from paper or from image.

This course is a pre-requisite for the Advanced Verifier course.

Upon completion of this course, the student will be able to:

- List the components of the IDC-distiller product suite.
- Use IDC-distiller terminology.
- Name the elements of the document flow.
- Correct documents that were unclassified or classified incorrectly.
- Correct extraction and validation errors in field and table data.
- Verify corrections.
- Perform advanced batch and document operations.

Verifier Course detail:

- IDC-distiller overview (what is IDC-distiller, concept of batches, status overview - 250, 550, 600s).
- Overview of verifier application – front screen, menu options (batch filter, document filter, navigating between documents, etc.)
- Verifying a document – Classification (Categorization)
- Verifying a document – Extraction
 - o Overview - Red fields versus green fields, validation, icon bar buttons/menu options, zoom in, rotate, navigate pages, and focus on field.
 - o Field verification
 - o Table verification
 - o Smart indexing – how to identify a smart index field and what will happen when it's verified
 - o Associative Search Field – low level detail on how to populate it and selecting correct vendor/supplier
- Verifying a document – Exception Handling
- Advanced options (page splitting, appending pages to previous pages)

For more information, please visit: www.brainware.com/academy.



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