

# E-LEARNING COURSES: VERIFIER

## 101 VERIFIER

Minimum Requirement: None

Role: Data Entry Clerk

Approximate Time to Complete: 2 hours

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.

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## 102 ADVANCED VERIFIER

Minimum Requirement: 101 Verifier

Role: Process Manager

Approximate Time to Complete: 2 hours

Upon completion of the Advanced Verifier course, students will be able to perform advanced tasks associated with the Verifier application. Specifically, this course will teach students to:

- Use the advanced Verifier functions.
- Configure the Advanced Verifier functions
- Configure Exception Handling
- Use the AP-Distiller to improve the learnset.
- Troubleshoot IDC-distiller Verifier issues
- Work with Verifier Setting files

The target audience for this course includes those individuals who ensure business processes are followed, identify learn set issues and improvements, and troubleshoot problem documents and Verifier configuration issues.

### About Brainware

Brainware, Inc. is an innovative provider of intelligent data capture and enterprise search solutions that help Global 2000 companies eliminate costly manual data entry, rapidly process large volumes of documents and retrieve data from across the enterprise. Its solutions were built from the ground up to manage unstructured data without templates, exact definitions, taxonomies or indexing. Headquartered in Ashburn, Virginia, Brainware maintains global sales and support operations through its North American, U.K. and European offices. Brainware customers include Airbus, Alcon, Alltel, Amgen, Anadarko, BB&T, British American Tobacco, ConocoPhillips, Halliburton, Her Majesty's Prison Service, JohnsonDiversey, Kimberly-Clark, KPMG, Mellon Bank/SourceNet, NHS/Xansa, Nestle, Reynolds & Reynolds, Shell, Southern Company, and many others.



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