

Day 1

PaperVision Capture Overview

Installation

- Installation Scenarios
- Installation Choices
- Installation Tips
- Single vs. Distributed
- PaperVision Capture Setup Tool

Installation **Project 1**

Administration Console

- Terms
- Global Administration
- Entity Administration

Administration

- Automation Services
- Licensing
- Maintenance
- Process Locks
- System Settings
- Entity Properties
- General Security
- Current Activity
- Capture Jobs

Administration **Project 2**

Job Definition Studio

- Overview
- Job Definition
- Job Menu
- Job Properties
- Detail Sets
- Job Step Toolbox
- Job Step Properties
- Job Step Menu

Day 2

Capture Step

- Start Steps
- Appearance Properties
- Auto Document Break Options
- Capture Step Options and Custom Code Events
- General Options
- Indexes Options

Capture Step **Project 3**

Operator Console

- Windows Authentication
- User Options
- Auto Batch Assignment
- Batch Creation
- Scanning Demonstration
- Submitting Batches

Image Processing Step

- Properties
- Page Range Options and Filters
- Filter Types
- Operator Console View

Image Processing Step **Project 4**

Indexing Step

- Setup Fields/Detail Fields
- Custom Code Fields
- Indexing Options
- Blind Index Verification
- Pre-defined Values

Indexing Step **Project 5**

Barcode Step

- Auto Document Break Options
- Capture vs. Indexing Step
- Barcode Configuration
- Operator Console View
- Barcode on the fly
- Parsing Barcode values

Barcode Step **Project 6**

Day 3

Match and Merge

- Manual and Automated Steps
- Index and Detail Fields
- Setup
- Operator Console View

Match and Merge **Project 7**

Operator Console

- Index Manager
- Match and Merge Validation

Optical Character Recognition (OCR) Step

- Auto Document Break Options
- OCR Configuration: Page and Zone
- Operator Console View
- Parsing OCR values

OCR Step **Project 8**

Nuance & Open Text Full-Text OCR Step

- Available Outputs
- Selected Outputs
- Testing Full Text OCR/Specify Output Files

Nuance & Open Text Full-Text OCR **Project 9**

Manual and Automated Quality Control (QC) Step

- Manual QC Tags
- Automated QC Tags
- Custom QC Tags
- QC Auto Play

Manual and Automated QC **Project 10**

Day 4

Custom Code

- Custom Code Samples
- APIs
- Professional Services

Custom Code: Exports & FTP

- PaperFlow™
- PaperVision® Enterprise XML
- ASCII

Custom Code Export **Project 11**

Batch Splitting Step

Batch Splitting **Project 12**

Operator Console

- Menus, Toolbars, and Hot Keys
- Thumbnails
- Batch and Image Imports

Scanning **Project 13**

Indexing

- Index Manager
- Detail Sets
- Barcode on the fly
- Custom Code
- Match and Merge
- Menus, Toolbars, and Hot Keys

Indexing **Project 14**

Manual QC

- Adding index tags
- Adding page tags
- Adding document tags
- Adding batch tags

Manual QC **Project 15**

Indexing with QC

- Clearing Tags
- QC Auto Play

Indexing with QC **Project 16**

Day 5

Batch Management

- Properties
- Batch History
- Filtering Batches
- Changing Status
- Exporting Batches

Batch Statistics

- Names and Types
- Filtering Statistics
- Exporting Statistics

Batch Statistics – Custom Report **Project 17**

Business Rules and AP Processing

- Business Rules
- AP Processing
- Index Constraints

Business Rules and AP Processing **Project 18**

Start to Finish **Project 19**

PaperVision Forms Magic Technology

Manage Forms & Define Index Extraction Zones

- Form Type Properties
- Pick Form Properties

Form Designer Properties

- Index Properties
- Detail Field Properties

Classify New Documents

- One Document per File
- Multiple Documents per File
 - Clustering

Forms Magic Capture Steps

- Forms Classification and Extraction
- Forms Index Mapping

PaperVision Forms Magic Technology **Project 20**

Bonus project inserts to complete on own time:

- Project Insert 1 – ASCII Text with Image Import
- Project Insert 2 – Auto Create Batch
- Project Insert 3 – MICR
- Project Insert 4 – Red on Red
- Project Insert 5 – Native Docs
- Project Insert 6 – Hold State
- Project Insert 7 – Image Stamping
- Project Insert 8 – Custom UI
- Project Insert 9 – Index Constraints
- Project Insert 10 – OMR and ICR