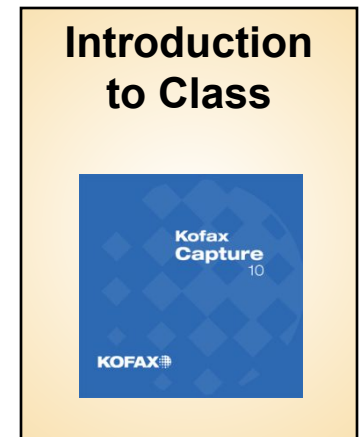


Module 1

Introduction to Class

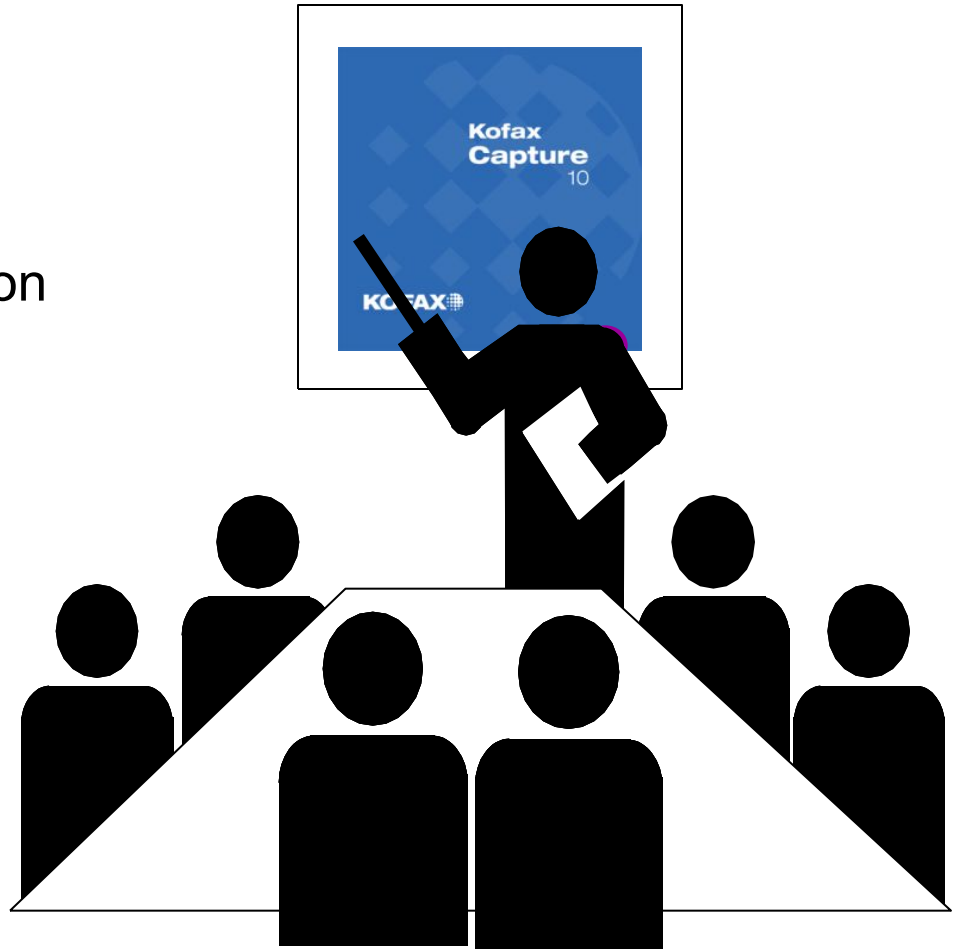
Training Module Overview

- Overview
- Duration and Schedule
- Prerequisites
- Goals
- Materials
- Structure and Methodology
- Module Overview



General Topics

- Kofax Capture 10
 - Applications and Solutions
 - Installation and Configuration
 - Administration
 - Operations
 - New Features
 - Best practices
 - Product Certification



Prerequisites

- To get the most out of this class, you should have...
 - Basic computer hardware/software knowledge
 - Operational knowledge of Microsoft Windows (2000, 2003, XP, 7)
 - Understanding of folders, files and attributes
 - Navigational skills within Windows
 - Working knowledge of client/server
 - High-level understanding of relational database concepts
 - No programming or specialized IT skills are required

Goals

By the end of this workshop, you will be able to:

- Accurately describe the capture process
- Install and setup Kofax Capture 10 in standalone and client/server configurations
- Upgrade earlier versions to Kofax Capture 10
- Introduce new features in Kofax Capture 10
- Set up batch classes, document classes, and form types to optimize efficiency and accuracy
- Create and process batches from Scan through Export
- Explain how Kofax Capture may be customized
- Pass the Kofax Capture 10 certification exam with a score of 80% or higher



Materials

- Course Materials

- *Student Guide* (includes copies of instructor slides)
- *Lab and Reference Guide* (includes lab instructions and reference material)

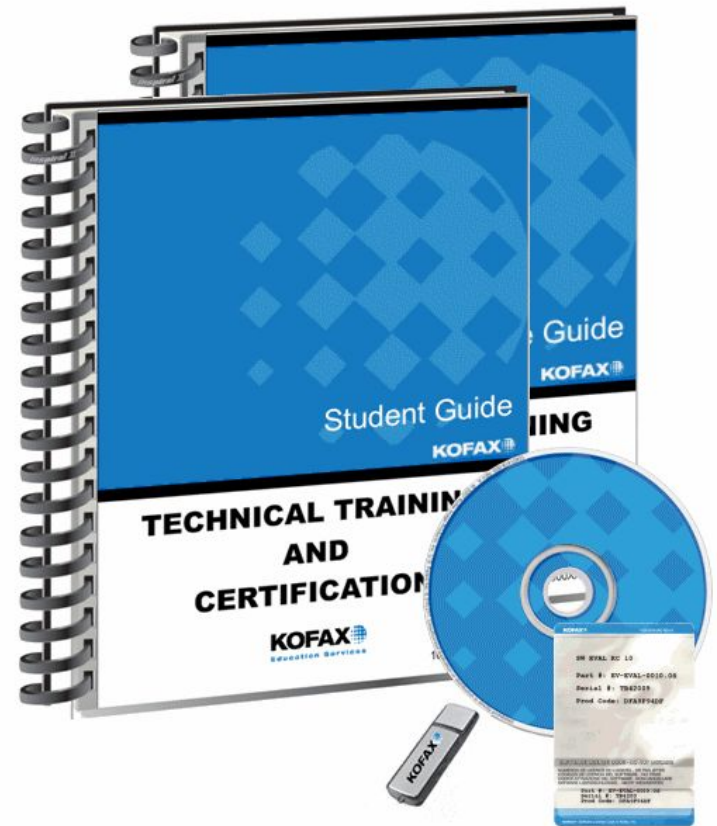
- Software and Documentation

- Kofax Capture Product
- Product Documentation (PDF files)

- Evaluation Key

- Resource Flash drive

- Course Materials (in electronic format)
- Files and Databases for Labs
- Reference Material

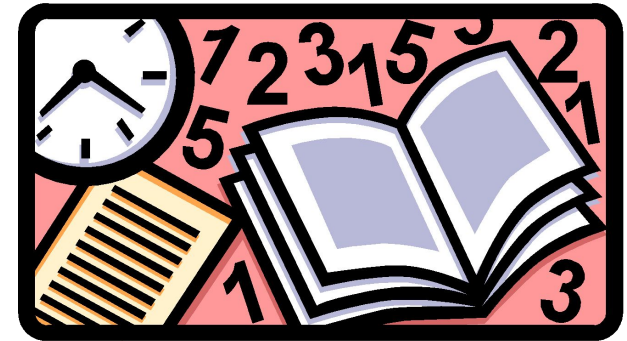


- Illustrated Lecture
 - Via Microsoft PowerPoint presentations
- Instructor Demonstrations
 - Instructor will demonstrate setup, processing and results
- Student Laboratory Exercises
 - Students will install, configure, and use the product using supplied lab instructions

Class Schedule

- Duration: Four and a half days
- Typical Mon – Thursday schedule:

- 8:30-10:00 Class
- 10:00-10:15 Break
- 10:15-11:30 Class
- 11:30-12:30 Lunch
- 12:30-2:00 Class
- 2:00-2:15 Break
- 2:15-4:30 Class



- Half day on Friday (concludes with exam)

Module Overview – Day 1

- Module 1 Introduction to Class
- Module 2 Kofax Capture Overview
- Module 3 Installing Kofax Capture
- Module 4 Scanner Configuration and Kofax VRS

Module Overview – Day 2

- **Module 5** Administration and Basic Document Capture
- **Module 6** Introduction to Data Capture
- **Module 7** Automatic Zonal Data Extraction
- **Module 8** Separation and Form Identification Profiles, Zone Types, Multiple Form Types, Recognition and Image Cleanup Profiles

Module Overview – Day 3

- Module 9 Batch Fields, Batch Totaling, OMR, Advanced Recognition and Image Cleanup
- Module 10 Advanced Batch Class Properties, Database Validation and Export, Batch Manager
- Module 11 Extending Kofax Capture
- Module 12 Advanced Forms Classification and Data Extraction

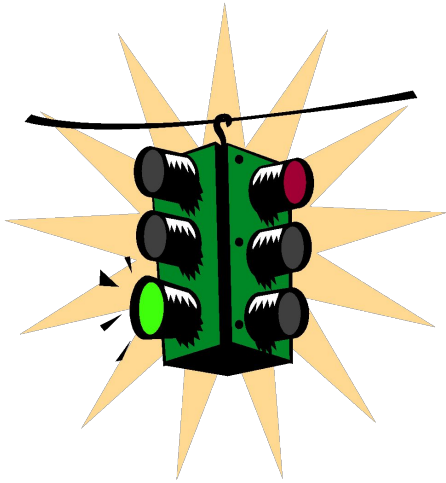
Module Overview – Day 4

- Module 13 OCR Full Text and PDF Conversion
- Module 14 Quality Control and VRS QC Later
- Module 15 User Profiles, Tracking, Report Viewer
- Module 16 Customization Options
- Module 17 Batch Class Export and Import, Form Design

Module Overview – Day 5

- Module 18 Browser-based Operation
- Module 19 Available Resources
- Module 20 Kofax Capture Review
- Module 21 Certification and Testing
- Certification Exam

Let's Go!



Let's get started!

