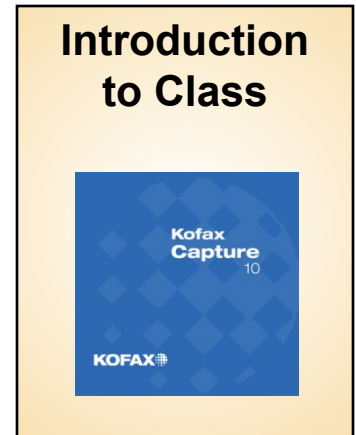# Module 1
Introduction to Class

KOFAX

Training Module Overview

- Overview

- Duration and Schedule

- Prerequisites

- Goals

- Materials

- Structure and Methodology

- Module Overview

Introduction to Class

Kofax
Capture
10

KOFAX

KOFAX

- Kofax Capture 10

  - Applications and Solutions

  - Installation and Configuration

  - Administration

  - Operations

  - New Features

  - Best practices

  - Product Certification

KOFAX
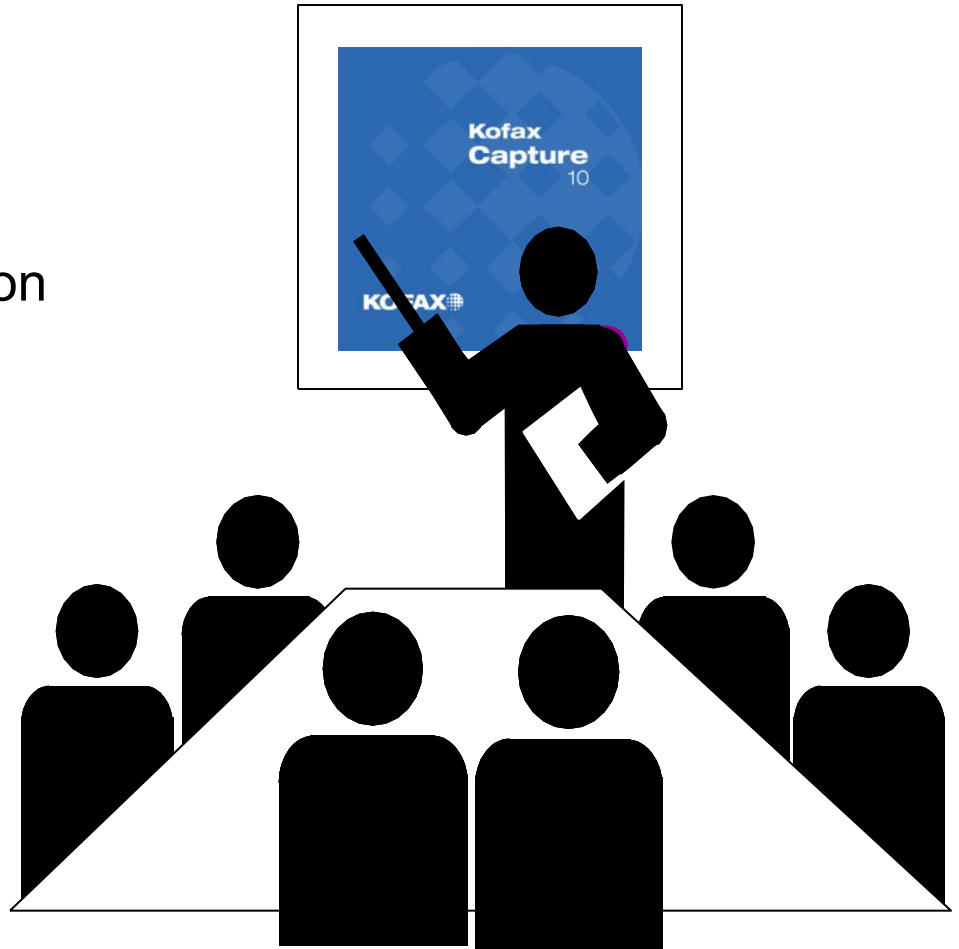
- To get the most out of this class, you should have…

  - 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

KOFAX

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

KOFAX

Materials

- ## Course Materials

  - *Student Guide* (includes copies of instructor slides)

  - *Lab and Reference Guide* (includes lab instructions and reference material)
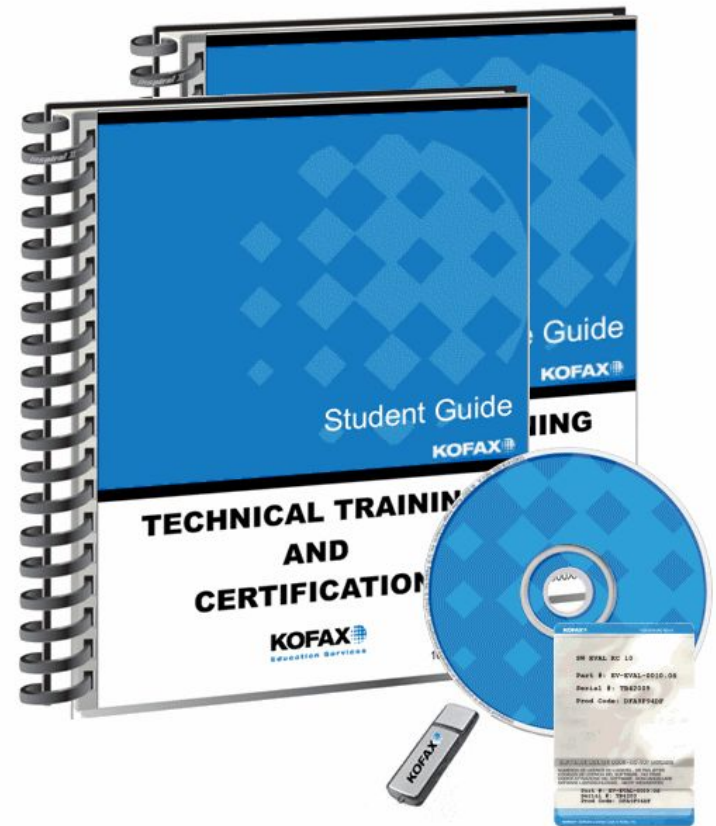
- ## Software and Documentation

  - Kofax Capture Product

  - Product Documentation (PDF files)

- ## Evaluation Key

- ## Resource Flash drive

  - Course Materials (in electronic format)

  - Files and Databases for Labs

  - Reference Material

KOFAX

Structure and Methodology

- 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

KOFAX

- 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)
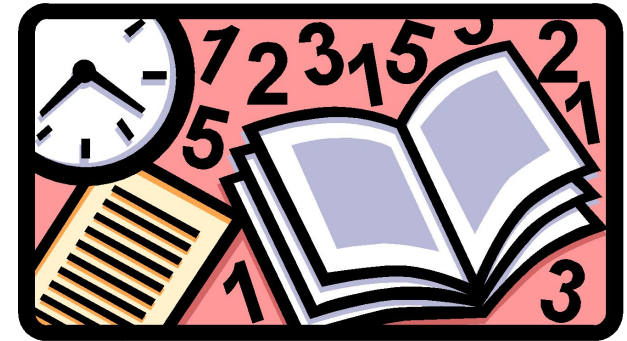
KOFAX

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

KOFAX

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

KOFAX

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
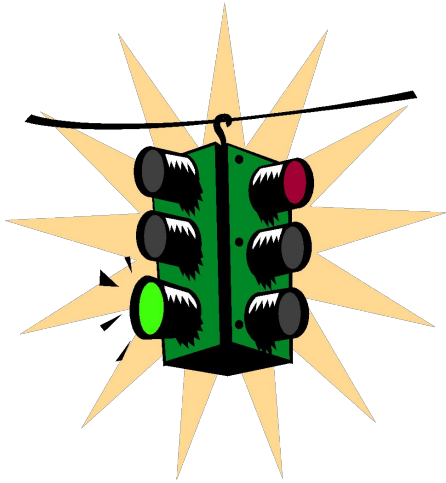
KOFAX

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

KOFAX

- Module 18   Browser-based Operation

- Module 19   Available Resources

- Module 20   Kofax Capture Review

- Module 21   Certification and Testing

- Certification Exam

KOFAX