



Autonomy Education

TeleForm Complete

Autonomy Education is an essential training program that enables you to get the most out of Autonomy's infrastructure software. Whether you are a developer/engineer rolling out the TeleForm/ Liquid Office architecture or a project manager wanting to stay abreast of the latest powerful features Cardiff has to offer, Autonomy's training course ensures that you can maximize Cardiff's full potential and apply best practice methods that lead to successful deployments.

Combining both theory with practical lessons, the Autonomy Cardiff training program makes sure the user fully understands the capabilities and features of the software before installing, configuring and running the technology in the workshop.

Autonomy Training courses are heavily oriented toward hands-on practical experience to reinforce formal classroom instruction. Using fast-track training methods, the majority of the training will take place in a workshop environment following preset training courses that will challenge the trainee and aid them during the learning process.

Course Name: TeleForm Complete

Duration: 4 days

Audience: This course is intended for those professionals who will be involved in the planning, installation, administration, or ongoing use of solutions utilizing the Cardiff TeleForm system. This course is appropriate for Cardiff TeleForm end users as well as Cardiff solution providers, integrators and consultants.

Format: Practical Hand-on course 70%, Theory 30% in a dedicated training classroom.

Course Outline: This course is designed as a comprehensive hands-on experience covering all aspects and modules of the TeleForm system. During this instructor-led training experience, students will discuss and work through the entire form and document capture lifecycle - from planning and installation, to form design and deployment, through data acquisition and processing to data exporting and archival.

This course will provide everything the attendee will need to become fully proficient in all of the core aspects of a TeleForm

implementation. This course also includes a cumulative final assessment of course objectives. This exercise will be assigned the afternoon of the last day of class. Those passing the exam will earn designation as a Cardiff TeleForm Professional.

- What you will learn:** Upon completion of this course, students will be able to:
- Describe and understand the TeleForm processing flow
 - Install and configure a TeleForm system
 - Describe and understand the overall TeleForm work process
 - Validate and verify captured data ensuring high quality information is passed into the rest of the business
 - Successfully design meaningful and usable forms for data collection and any required business needs.
 - Confidently demonstrate and implement the form and document capture capabilities of Cardiff TeleForm
 - Analyze processing and operator performance and make system optimizations in order to improve overall throughput
- Prerequisites:** To ensure students get the most value from this course, those attending should meet the following prerequisites:
- understanding of the windows environment (2000, XP or server 2003)
 - working knowledge of client/server applications
 - experience using windows-based applications (ex. Microsoft office suite)
- Agenda:** TeleForm System End User Provides:
- 4 days of hands-on training
 - Fully Documented Training Materials which set out the tasks and lessons planned for each day. The TeleForm Training Manual includes step by step solutions to each of the assigned exercises
 - Licensed TeleForm Software (for in-class use ONLY)
 - Each trainee participating in the practical workshop will be provided with a dedicated computer and scanner.
 - Lunch & Refreshments Included (Scheduled Classroom Training Only).
- Training Centers:**
- San Francisco, CA.
 - Dallas, TX
 - Washington, VA.
 - Cambridge, UK
- Capacity:** Autonomy Cardiff maintains small class sizes (10–12) in order to provide adequate individual attention.
- Fees:** USA: \$2,950.00 USD

UK: £1,750.00 GBP + VAT

Note:

- A discount of 20% is included for 4 registered attendees or more from the same organization.
- Please also note that a minimum of 5 trainees must reserve a place on the training course before all bookings are confirmed and arrangements are made to hold the training program.
- A discount is applicable for all organizations belonging to the Autonomy Partner Program.

**Schedule &
Reservations:**

For up-to-date information on training schedules please refer to the training web page on the Autonomy website:
<http://www.autonomy.com/content/Services/Training/>

All bookings/reservations for attending an Autonomy Cardiff training course must be communicated via **training@autonomy.com**

4-Day Course Outline:

The TeleForm Complete course is focused on all types of end users: System Operators, Designers & Administrators.

TeleForm System Operator

The first 5 lessons focus on tools and skills necessary to facilitate the process of capturing and verifying forms within the TeleForm system.

- Course Overview
- System Overview
- Scan Station
- Reader
- Verifier
- Verifier Advanced

TeleForm Designer

The remaining lessons focus on tools and skills necessary to design and implement forms within the TeleForm system.

- Teleform Templates & Designer
- Form Design
- Advanced Attribute
- Recognition & Data Validation
- Capture Zone Design
- AutoExportSetup
- VersiForms
- ExistingForms
- MultiPageForms
- Automating Document Capture Using Separator Sheets
- AutoMerge Publisher

TeleForm Administrator

- Planning a TeleForm Solution
- Setup & Installation
- Configuring Automated Services
- Image Capture Options
- Additional TeleForm Configurations
- Installing Other Capture Solutions
- Managing Security
- Control Center
- Reporting and Analysis

Cardiff TeleForm Professional Assessment

Final Exercise requires each student to demonstrate cumulative learning of course objectives
Award of Certificates