



Autonomy Education

TeleForm End User

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/ LiquidOffice 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 End User

Duration: 3 days

Audience: This course is designed to give end users of the TeleForm system all the information they need to utilize the out of the box TeleForm system in their environment.

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

Course Outline: This course covers the use of each of the end user TeleForm modules in depth. Scan Station, Reader and Verifier as well as Traditional, Versi and Existing form design. In addition this course covers advanced field and form attributes, designing and using Capture zones, Drop out and Multi page forms, basic image preprocessing and advanced Verifier topics.

This course covers all of the basic materials discussed in the online self paced Introduction to TeleForm course but additionally covers all of the topics in much more depth. Furthermore numerous additional topics not covered in the online introduction

course will be presented.

What you will learn:

Upon completion of this course, students will be able to:

- Describe and understand the overall TeleForm work process
- Confidently act as a Scan Station operator to capture documents and forms for the TeleForm system
- Confidently work as a Verifier operator to 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.

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)
- basic understanding of paper form processing, data entry and digital archiving/storage
- experience using windows-based applications (ex. Microsoft Access)

Agenda:

TeleForm End User Provides:

- 3 days of hands-on training
- Fully Documented Training Materials that include detailed explanations of concepts covered in class and step-by-step instructions for completing hands-on exercises.
- Licensed TeleForm Software (for in-class use ONLY)
- Each trainee participating in the practical workshop will be provided with a dedicated server, workstation 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: \$2,250.00 USD

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**

3-Day Course Outline:

The End User Course is focused on two types of end users: System Operators and Designers.

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