



TRAINING PROGRAMS

ApplicationXtender, WebXtender, Kofax Capture

Business Imaging Systems offers training programs designed to provide you with valuable information regarding the concepts, practices and value of an electronic document imaging system. As a seasoned vendor, we understand that the success of any technology solution is largely contingent upon your team's acceptability of the new solution and their ability to use all of the components to their fullest potential. As your partner, we're committed to helping you succeed, which is why we're now offering training courses to educate you and your entire team. The course is comprised of two classes that can be purchased as a bundle or individually.

ApplicationXtender and WebXtender – 5 day class

Kofax Capture – 5 day class

The goal of this program is to help you attain self-sufficiency regarding:

- Creating or modifying your repository.
- Establishing a web-based interface for document retrieval.
- Developing a process for converting paper documents into electronic images.
- Transferring and indexing electronic images into your repository.
- Identifying and correcting inefficiencies in your current document imaging process.
- Troubleshooting and resolving errors or issues that arise in your document imaging process.

Each class has multiple labs and a final exam. Upon completion of the class and passing the test, you will be certified as a document imaging expert. This certification will directly benefit your organization by allowing you to maximize the potential of your system. Benefits include:

- Reduced downtime by having experienced onsite staff.
- Increased ROI by identifying more effective ways to index your documents.
- Expanding your solution by developing your own AX applications and Kofax batch classes.
- Customizing your system by creating custom interfaces, database validation scripts, etc.

Once you understand the capabilities of your document management system, you'll be amazed at your potential. Don't miss out on this opportunity! For more information or to register for an upcoming class, please contact your BIS sales representative or call 405.507.7000. We look forward to increasing our partnership and sharing our knowledge with you!

Feedback from Former Students

“Having integrated these products into my agency’s architecture for several years, I found this training extremely valuable in better translating my customers’ needs into functionality and capability. BIS’s professionally organized and conducted training content have added significant value to my customers, IT staff and management alike.”

Daron K. Everhart, Oklahoma Department of Human Services

“Overall training was great! I learned a lot and now I will be able to set up departments in our agency and other agencies that come on in the future (if they would like to use our service for imaging). Already, I have been able to help OPM with some small issues in their scanning. Now they are scanning 10,000+ images a day.”

Jon Anderson, Office of State Finance

Course Overview

Office Hours: 8:00 a.m. - 5:00 p.m. (M-F)
Class Days: Refer to Calendar
Class Hours: 9:00 a.m. - 5:00 p.m.
Instructor: Zach Vobornik, BIS

A. Description

This course will cover various technical topics regarding design, systems integration and application support for ApplicationXtender, WebXtender and Kofax Capture – common components of a document imaging solution. Upon completion of this training, students will have the knowledge necessary to develop, troubleshoot and use the document management technologies currently in production at various state facilities.

B. Course Location and Organization

Classes will be held in Oklahoma City at Business Imaging Systems' headquarters (13900 N. Harvey Avenue, Edmond, Oklahoma). The course is separated into two classes:

Class	Length
ApplicationXtender and WebXtender	5 Days
Kofax Capture	5 Days

C. Course Objectives

1. To introduce students to the software most common in document imaging solutions.
2. To provide in-depth coverage of technical issues that can arise and troubleshooting tricks.
3. To provide students the knowledge necessary to plan the development of new content management projects.
4. To illustrate to students the symbiosis between these applications and how to coordinate them for maximum return.
5. To teach the use of the tools available in the content management software necessary for development and troubleshooting of imaging projects.

D. Attendance

Attendance will be recorded and monitored during the training. A class schedule will be provided to students in advance, and it will be expected that all students are in attendance and prepared by class start time. Attendance policies are defined in two categories:

- Tardiness: Classes will start each day promptly at 9:00 a.m. Should a student be tardy to a class, the student will be deducted 1% from their test for every 10 minutes of tardiness, up to one hour, at which point the student will be considered absent.
- Absence: Should a student be absent for a class, or more than one hour tardy, the student will not be given the opportunity to take the certification test and cannot be certified for the class unless the student retakes the class.

E. Classroom Rules of Conduct

1. Cell phones are not to be used in class during lectures or labs.
2. Lab time is expected to be spent doing lab work. Lab time is not free time. Attendance and concerted work on assignments are required. We ask that students who have completed their lab work do not distract other students who are still engaged in lab work.

F. Meals

Coffee, breakfast pastries and lunch will be provided by BIS for each class.

G. Certification and Testing

1. An exam will be administered upon completion of each section. A passing grade of 80% or better is required in order to establish certification for that section.
2. Should a student score above 70% on an exam, but below 80%, the exam may be retaken the following day 30 minutes prior to class time.
3. Should a student score below 70%, they cannot be considered certified on the material unless they retake the class and pass the subsequent test with a grade of 80% or better. Students may only retake an exam once.
4. Should a student fail the exam a second time, they cannot be considered certified unless they retake the class and pass the subsequent test with a grade of 80% or better.
5. The Kofax Capture class will result in a Kofax online-generated test. The passing grade for this test will be 80%. Any students who fall below 80% will be allowed to perform one retake. If a student records a grade less than 80% a second time, they will not be able to retake the Kofax test unless they purchase the exam directly from Kofax.

ApplicationXtender 5.4 Overview

ApplicationXtender (AX) is the standard repository installed by BIS for document management. It provides customers with the ability to store documents electronically and retrieve them based on keyword searches or “index values.” There are a number of features to leverage when using this system, including:

Verity Full Text

Verity allows users to store EVERY WORD of every document and search for the document based on this information. This feature requires additional licensing but can be invaluable during legal discovery or when searching through exceptionally large documents.

Windows Authentication

AX provides increased security by allowing users to choose between anonymous access (a specific login for AX) or Windows authentication (which utilizes the user information used to log into a machine). This information can be used to restrict document retrieval access to a specific application or even to specific documents.

E-mail and Export

With appropriate permissions, users can e-mail documents or pages directly from the repository, or export and save them to a folder on a user’s PC.

Annotations

Users can add “Post-Its” or annotations to a document. This allows any authorized user to add notes, highlights, arrows, etc. to a page without modifying the original stored image. The original image can be viewed with, or without, these annotations.

View Controls

The default controls available through AX include rotate, zoom and magnify.

With appropriate training, you can be confident using all of these features and more. The ApplicationXtender class covers the installation and modification of the repository. You’ll learn all the features of AX so you can take full advantage of your system.

WebXtender Overview

WebXtender (WX) is the web-based add-on to ApplicationXtender. It provides users the opportunity to access their documents from any location with Internet access. Some of the tools in WebXtender are:

Windows Authentication

WX can use the same authentication methods as ApplicationXtender. This provides security against anyone attempting to log into the system without appropriate credentials.

Less Expensive Licensing

If your organization requires a large number of users, WebXtender is the most cost-effective method of document retrieval.

Easier Distribution

Distribution of WX to users requires nothing more than an e-mail of the URL. Once the user is granted permissions, they can log-in without any ODBC or installation requirements.

With appropriate training, you can be confident using all of these features and more. The WebXtender class covers the installation and modification of the web-based functionality. You'll learn all the features of WX so you can take full advantage of your system.

ApplicationXtender and WebXtender Modules

Day 1

Module 1	Introduction to Document Management
Module 2	Using ApplicationXtender
Module 3	Planning Considerations
Module 4	Licensing, Installing Components, Setting Data Source through ODBC/XSCM
Module 5	Lab
Module 6	Creating an Application
Module 7	User Groups and Permissions, User Profile Administration
Module 8	Lab

Day 2

Module 9	Verity Intro
Module 10	Verity Setup in AppGen
Module 11	Verity Setup in K2, Verity Services
Module 12	Index Server Setup, Queue Manager
Module 13	Submitting to Full Text, Scheduling Full Text Tasks
Module 14	Document-Level Security
Module 15	Annotations and Annotation Groups
Module 16	Audit Trail, _FORMS and _RSTAMP
Module 17	Lab

Day 3

Module 18	Introduction to WebXtender, Module Overviews
Module 19	Using WebXtender
Module 20	Defining and Planning a WX Install
Module 21	Configuring AX Admin for WX, WebX.net Configuration Wizard
Module 22	Configuring Rendering Server
Module 23	Installing IIS, .net Framework, WX and Rendering Server
Module 24	Lab
Module 25	User Profiles in AX User Administrator, User Configuration
Module 26	Configuring E-mail Using SMTP
Module 27	Lab

Day 4

Module 28	AppGen Switches, Database Collisions
Module 29	Managing Read-Only Documents
Module 30	PID Table, Ports
Module 31	Index Image Import, Migration
Module 32	SQL Tables
Module 33	Deleting or Purging Applications
Module 34	Backup and Recovery
Module 35	Common WX Service Calls and Resolutions
Module 36	Repairing and Uninstalling WX and the Rendering Server
Module 37	Lab

Day 5

Module 38	Course Review
Module 39	Certification Test

Kofax Capture 8.0 Overview

Kofax Capture is the industry leader in document conversion. It provides the ability to scan paper documents and convert them into electronic images, while extracting data directly off the page. It then transfers this information into the repository where it becomes available for retrieval. Some of the capabilities of Kofax Capture include:

Data Extraction

Using OCR (Optical Character Recognition), ICR (Intelligent Character Recognition) and OMR (Optical Mark Recognition) technologies, Kofax Capture can extract information directly from a page. It can also determine checked or unchecked values from an image.

Document Separation Methods

Kofax Capture provides multiple methods for separating documents including fixed pages, page recognition, bar code recognition, patch code separation and more.

VRS Enhanced Scanning

Using Kofax Virtual ReScan or even standard scanner drivers, Kofax Capture can improve image quality, crop images to the appropriate size, rotate images, perform blank page deletion and more.

Database Validation

Kofax can perform database queries to automatically complete index values based on a key reference, severely reducing the amount of time required to index documents.

ApplicationXtender Release Functionality

Kofax Capture can be configured to release documents directly into ApplicationXtender, eliminating the need for any third-party components.

With appropriate training, you can be confident using all of these features and more. The Kofax Capture class covers the installation and modification of the program bundle. You'll learn all the features of Kofax Capture so you can take full advantage of your system.

Kofax Capture Modules

Day 1

Module 1	Introduction to Kofax Capture, Module Overviews
Module 2	Kofax Capture Overview
Module 3	Installing Kofax Capture
Module 4	Scanner Configuration, VRS and Hardware Install
Module 5	Basic Capture

Day 2

Module 6	Introduction to Data Capture
Module 7	Expanding Data Capture and PDF Output
Module 8	Separation and Form Identification and Multiple Form Types
Module 9	Processing Options

Day 3

Module 10	Database Lookup, Partial Batch Release and Multiple Release
Module 11	Tables and Multiple Field Values
Module 12	Folders and Folder Classes
Module 13	Kofax Capture Import Connector – XML
Module 14	OCR Full Text
Module 15	Unattended Scanning

Day 4

Module 16	Quality Control and VRS QC Later
Module 17	User Profiles, Tracking and Report Viewer
Module 18	Kofax Capture Import Connector – E-mail
Module 19	Batch Class Export and Import
Module 20	Customization Tools

Day 5

Module 21	Available Resources
Module 22	Course Review
Module 23	Certification Test