

# Technical Certification Program for DOCUMENTS 7

## **SUMMARY:**

The purpose of this document is to detail the topics that will be given during a technical training certification course. This will include curriculum, topics for discussion, and hands-on operation and configuration of the product. A written test will be given at the end of the training to ensure validity of skill set has been reached and the individual can effectively implement operate and support ReadSoft's DOCUMENTS product.

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# I About this training course

## I.1 Training overview

This course is designed to provide comprehensive technical and functional knowledge of ReadSoft DOCUMENTS. The curriculum and materials provided covers the topics necessary to understand the technical foundation, implementation best practices and operation of the DOCUMENTS product

## I.2 Course duration, location and class times

- Three days of instructor lead hands on training in a classroom environment.
- Classes begin each day at 8:15AM CST through 4:45 PM.
- Each attendee is responsible for their meals and booking transportation and lodging:

Classroom Location: ReadSoft North America  
3838 N Causeway Blvd, Suite 2400  
Metairie, LA 70002  
Phone 504-841-0100

Hotel Accommodations: New Orleans Marriot Metairie at Lakeway  
3838 N. Causeway Boulevard  
Metairie, LA 70002  
Phone: 1-504-836-5253

<http://www.marriott.com/hotels/travel/msymm-new-orleans-marriott-metairie-at-lakeway/>

The ReadSoft office is located approximately 10 miles from Armstrong International Airport (MSY).  
Taxi cab rates are \$25 to \$30 one way.

## 1.3 Pre-requisites

### 1.3.1 Laptop requirements for each training attendee

**All training participants are required to bring their own laptop to class that meet or exceed these requirements**

- Windows XP, Windows Vista (32 or 64), Windows 7 (32 or 64)
- Dual Core 2.2 GHz processor
- 2 GB RAM (1.28GB Free)
- 12 GB free disk space on local HDD
- 1 available USB ports for distribution of training materials
- Complete local administrative rights to the laptop

### 1.3.2 Software requirements

**All training participants are required to install and configure MS SQL Server 2008 Express Edition 32 bit (x86)**

- Microsoft .NET Framework 3.5 Service Pack 1
- Windows Installer version 4.5
- Microsoft SQL Server 2008 Express Edition  
SQLEXPRESS\_x86\_ENU.exe  
<http://www.microsoft.com/download/en/details.aspx?id=1695>
- Microsoft® SQL Server® 2008 Management Studio Express (x86) 32 bit edition.  
SQLManagementStudio\_x86\_ENU.exe  
<http://www.microsoft.com/download/en/details.aspx?id=7593>

### 1.3.3 Attendee experience

Training attendees must have experience working within and configuring a Windows computer environment:

- Windows XP, Vista, 7 desktop operating and file systems
- Windows Server 2003, or 2008
- SQL Server 2005, 2008
- Windows Active Directory security
- Database rights and security
- File naming conventions
- Windows networking knowledge

### 1.3.4 Software and Licensing

ReadSoft will provide the DOCUMENTS software installable files when students arrive to class. Temporary licensing will be provided however, demo licensing is required to keep the installation operation beyond the period of the class.

## 1.4 Expectations

Upon completion and successful passing of the certification exam(s), the technical individual will be as extended arm of the ReadSoft family. They will be given access to product technical documentation and tools. Trained technical personnel are expected to be able to plan, configure and support a DOCUMENTS capture solution based on the both the customers' requirements and the capabilities of the DOCUMENTS

## 2 Basic Concepts

### 2.1 About ReadSoft DOCUMENTS

- 2.1.1 Product introduction and overview
- 2.1.2 Brief demo with the Production module
- 2.1.3 System platform architecture
- 2.1.4 Installation
- 2.1.5 Licensing

### 2.2 Creating a simple solution for classification and indexing

- 2.2.1 Defining basic global system settings
- 2.2.2 Creating a solution
- 2.2.3 Defining document specifications
- 2.2.4 Defining classifiers
- 2.2.5 Field Extraction
- 2.2.6 Output Methods
- 2.2.7 Testing your demo

## 3 Advanced Concepts

### 3.1 Creating a complex solution for classification and indexing

- 3.1.1 Multi-page classifiers
- 3.1.2 Default Classification for unknown documents
- 3.1.3 Configuring compound documents
- 3.1.4 Advanced Field Extraction
- 3.1.5 Format Specifications