



ABBYY FlexiCapture Basic – 4-Day Training

ABBYY FlexiCapture 12 including ABBYY FlexiLayout Studio 12

ABBYY trainings include a combination of theoretical components and practical tasks. The FlexiCapture Basic Certification training class is 20 hours long. It prepares student for obtaining ABBYY FlexiCapture 12 Certified Consultant certification.

Audience	System administrators, consultants and developers specializing in data capture and document processing.
Course Goals	<p>The attendees learn ABBYY FlexiCapture and ABBYY FlexiLayout Studio functionality. Upon completion, participants should be able to:</p> <ul style="list-style-type: none"> • build document definitions to recognize fixed forms • build document definitions based on layouts that can recognize the boundaries of multipage semi structured and unstructured documents • use advanced techniques to detect and capture table data • understand how to use positional relations between elements to detect and capture field data • use training to automatically detect and capture data
Certification	ABBYY FlexiCapture 12 Certified Consultant. A certification test is mandatory for all training attendees and must be passed in order to receive certification.
Course Format	Time period: 4-day workshop (5 hours per day)
Equipment Required for Course Participation	<p>Participants should bring the following equipment in order to participate in the training:</p> <ul style="list-style-type: none"> • Laptop computer with a dual-core CPU • Internet connection and internet browser • Head-set • USB port • Computer mouse • Printer (optional)
Schedule Information	The times listed are general approximations and are subject to change depending on the instructor and the type and/or number of questions asked in each module. Each training day will include two morning breaks.

Agenda

DAY 1

- Welcome Participants
- Automated Document Processing Overview
- FlexiCapture Overall System Overview
 - Processing Stages
 - Architecture
 - Licensing
 - Available System Operators and Roles
- Working in FlexiCapture
 - Setting up a FlexiCapture Workflow
 - Batch Types
 - Scanning Station Overview
 - Verification Overview/Settings

DAY 2

- Project Setup Station Overview
 - Fixed Form Creation Steps
 - Definition Creation Steps
 - Creating a Fixed Form Definition
- Improving Capture Data Quality
 - Validation and Rules
 - Improving Recognition Quality

DAY 3

- Fixed Form Document Definition Development
 - Assembly Settings
 - Field Extraction Training
- Semi Structured Layout Development in FlexiLayout Studio
 - User Interface
 - Creating a Semi Structured Layout
 - Layout Creation Steps
 - Search Areas

DAY 4

- Semi Structured Layout Development in FlexiLayout Studio Continued
 - Element Types
 - Table Capture
- Working with Multipage Documents in Semi Structured Layouts
- Discuss FlexiCapture Certification Process
- Summary and Q&A