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**
The attendees learn ABBYY FlexiCapture and ABBYY FlexiLayout Studio functionality. Upon completion, participants should be able to:
- 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**
Participants should bring the following equipment in order to participate in the training:
- 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