



Digital Mailroom Training

2-Day Training in Aachen, Germany

Language: English

Time: 09:00 – 17:00



Purpose: The **Digital Mailroom** training teaches the use of classification, indexing and sorting of documents. This training specifically explains the handling of the solution component Digital Mailroom, the classification component and the configuration tool, Solution Designer. After the Training you should be able to: understand and set up XMail workflows; apply the classification technology XClassify; setup a new classification project from scratch.

Target Audience: New and certified Partners of I.R.I.S. Everyone who wants to learn about the use of classification, indexing and sorting of documents.

Pre-requisites: For new or uncertified Partners, a training certificate from Level 1 is required. For certified Partners, one completed training from Level 1 or the written confirmation from a Manager, expressing that the knowledge of a Level 1 training has been given to the employee. (The confirmation has to be sent prior to the training).

Location: I.R.I.S. AG
Heussstrasse 23, 52078 Aachen, Germany

Dates: Please consult the [Training schedule](#)

Price: € 500.- per person per day

N° of attendees Minimum: 3 participants
Maximum: 6 participants

Registration: Training-DE@iriscorporate.com

All employees from Canon enrol via:
<https://canon-europe.csod.com/client/canon-europe/default2.aspx#>

AGENDA

Terms and Definitions
document classes and categories

Project step by step

XMail Workflow
different modes,
setting up of the XMail Workflow

Solution Designer
project settings,
universe, training reports

Solution Designer Benchmarking

Solution Designer XTokens
page geometry, fuzzy words, database, regular expressions
custom rules

Index fields
index fields and regular expressions

Setting up a project from scratch