



## Digital Mailroom Training

Two-day Training in Aachen, Germany

Language: English

Time: 09:00 – 17:00



The Digital Mailroom Training is a Training from Level 2 and combines theory and practice. The certified completion of this training is a pre-requisite for attending the Level 3 Training.

<b>Purpose</b>	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.
<b>Target Audience</b>	Partners of I.R.I.S. Everyone who wants to learn about the use of classification, indexing and sorting of documents. Technical professionals, IT Professionals, Technical Project Managers, Technical Consultants and Developers.
<b>Pre-requisites</b>	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).
<b>Location</b>	I.R.I.S. AG Heussstrasse 23, DE - 52078 Aachen
<b>Dates</b>	Please consult the <a href="#">Training schedule</a>
<b>Price</b>	€ 500.- per person per day
<b>Nr. of attendees</b>	Minimum: 3 Maximum: 6
<b>Registration</b>	<a href="mailto:Training-DE@iriscompany.com">Training-DE@iriscompany.com</a> All employees from Canon enroll via: <a href="https://canon-europe.csod.com/client/canon-europe/default2.aspx#">https://canon-europe.csod.com/client/canon-europe/default2.aspx#</a>

### AGENDA

#### DAY 1 09:00 – 17:00

- **Introduction**  
Why classification? terms and definitions, classify sample project, document classes and categories
- **Project – step by step**  
Misconceptions in classification projects, document separation, initial phase
- **XMail Workflow**  
Different verification modes, manual classification, half automated classification, automated classification, setting up the XMailworkflow
- **Generate Training material**
- **Background on XClassify**  
How XClassify works, Features
- **Solution Designer**  
Project settings, Universe, training report, rejects and substitutions
- **Solution Designer – Benchmarking**
- **Solution Designer – XTokens**  
XTokens, page geometry, fuzzy words, RE, data base, custom rules

#### DAY 2 09:00 – 17:00

- **Index fields**  
Index fields, regular expressions
- **Setting up a project from scratch**

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