

# TRAINING PROGRAM

Version 6



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**Canon**  
CANON GROUP

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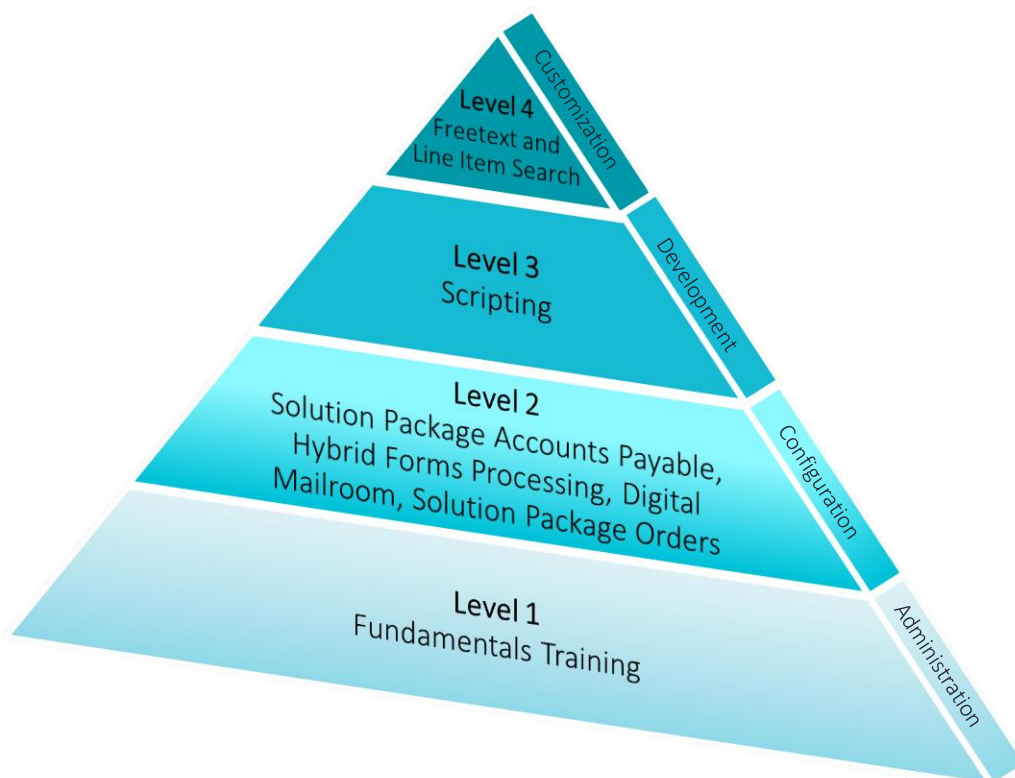
## 1. General Information

This training guide contains information about the different training activities offered by I.R.I.S. AG. It will give you insight into our diverse selection of courses and their content, as well as the prerequisites and training levels.

Whether you are a Developer, Consultant or Project Manager, we offer numerous training courses where you can gain new abilities within IRISXtract™ for Documents, explore how to avoid errors in your projects, or just simply refresh your knowledge.

## 2. Training Levels

I.R.I.S. offers 4 training levels where each level is built upon the previous one. Completing one training level qualifies you to take the next one. In general, the Level 1 training must be completed in order to move on to Level 2. After completing Levels 1 and 2, you are able to participate in the Level 3 Scripting Training. The 4<sup>th</sup> level is an advanced training where scripting knowledge is needed, and Level 3 has to be completed.



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### 3. Training Levels and Requirements

The four Levels of the learning path starts with the Administration layer, goes on with the Configuration and Development and sums up in the Customization. All trainings are based on the IRISXtract™ for Documents Version 5.

The first Level (Administration) contains the structure and installation of the software platform IRISXtract™ for Documents. Completing this first Level, qualifies you to take the next one.

The second Level (Configuration) offers Trainings of diverse Solutions, such as Accounts Payable, Orders, Digital Mailroom or Hybrid Forms Processing.

Level three is related to the Scripting environment, based on VB.NET. It demonstrates which options are available to individually customize the IRISXtract™ for Documents platform by scripting using VB.NET.

Level 4 is an advanced subject-specific training and requires good scripting knowledge in order to attend the Freetext and Line Item Search Training.

LEVEL	NEW or UNCERTIFIED PARTNERS	CERTIFIED PARTNERS
1	All new or uncertified Partners have to start the I.R.I.S. training at Level 1.	A Partner is considered certified when at least one of their employees has completed a training from Level 1 and one from Level 2.
2	A training course from Level 2 can only be accomplished when Level 1 has been completed.	Level 1 has to be completed or the knowledge of Level 1 must have been given to the employee internally, with a written confirmation submitted to I.R.I.S. by a Manager, prior to the training.
3	In order to attend the Level 3 Training, Level 1 and one training from Level 2 must be completed.	In order to attend the Level 3 Scripting Training, at least one training from Level 2 must have been already completed.
4	In order to attend the Freetext and Line Item Search Training, the Level 1, one from Level 2 and Level 3 has must have been completed.	In order to attend the Freetext and Line Item Search Training, the Level 1, one from Level 2 and Level 3 has must have been completed.

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## 4. Training Descriptions

### 4.1 Level 1 – Administration

#### FUNDAMENTALS TRAINING – LEVEL 1

<b>Purpose</b>	The IRISXtract™ Fundamentals Training introduces the participants to the structure and processing of the software platform IRISXtract™ for Documents. The training includes the installation and configuration of the X4D system and provides the attendees with comprehensive knowledge of the system's administration. After the training the participants should be able to: understand the different domains and system requirements, setup users and groups (Domain and WOM), install the X4D Server, X4D Client, X4D applications and the WEB Verify, know what IRISXtract™ for Documents stands for and be able to administrate and configurate the software platform.
<b>Target Audience</b>	Partners of I.R.I.S. Everyone new to IRISXtract™ for Documents. Technical professionals, IT Professionals, Technical Project Managers, Technical Consultants and Developers.
<b>Pre-requisites</b>	Basic knowledge of Microsoft OS and technical IT experience. Generally familiar with the compatible operating systems, SQL databases.
<b>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Terms &amp; Definitions (WOM, WOM concepts, Features)</li> <li>• X4D Server installation</li> <li>• Components in Detail (Image capture, Import, DB Manager, WFC, Analyze, Export)</li> <li>• Cockpit in Detail (Document Explorer, Licensing, Applications, etc.)</li> <li>• X4D Client installation</li> <li>• Verify, Installation of Web Verify (Web Verify Architecture, requirements)</li> <li>• Miscellaneous WOM controller, WOM application, PowerShell etc.</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a>
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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## 4.2 Level 2 – Configuration

### SOLUTION PACKAGE ACCOUNTS PAYABLE (SP AP) – LEVEL 2

<b>Purpose</b>	The Solution Package Accounts Payable training demonstrates, how the solution can be configured. It provides the attendees with in-depth knowledge and expertise in the Solution Package by using the configuration tool Solution Designer. The training gives answers to the questions: How is a project set up and what solution configurations can be made.
<b>Target Audience</b>	Partners of I.R.I.S. Everyone who wants to know, what solution configurations can be made in the Solution Package Accounts Payable. 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 via email).
<b>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Solution package Accounts Payable</li> <li>• SP AP Project setup (default import setup, Masterdata setup)</li> <li>• Solution configuration (RE, Language and Parameters, Document separation, Creditor identification, Debitor identification, master-data-less mode, invoice number, payment terms etc.)</li> <li>• Verify (component, training function, dactylograms, training of fields)</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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## DIGITAL MAILROOM – LEVEL 2

<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>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Terms and Definitions (document classes and categories)</li> <li>• Project step by step (misconceptions, document separation, initial phase) XMail Workflow (different modes, setting up of the XMail Workflow)</li> <li>• Solution Designer (project settings, universe, training reports)</li> <li>• XTokens (page geometry, fuzzy words, database, regular expressions)</li> <li>• Index fields (index fields and regular expressions)</li> <li>• Setting up a project from scratch</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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## HYBRID FORMS PROCESSING – LEVEL 2

<b>Purpose</b>	The Hybrid Forms Processing training illustrates how to configure structured and unstructured forms documents. After the training, you should be able to do: a classification, designing fields, recognize errors in the document structure, optimize recognition results, set up a project from scratch.
<b>Target Audience</b>	Partners of I.R.I.S. Everyone who would like to know, how to configure structured and unstructured forms 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>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Project planning (document types, structural design, separation)</li> <li>• First steps in the forms environment (classification types, GUI, universe)</li> <li>• Designing fields (types of fields, block pattern search, line field etc.)</li> <li>• Error detection in the document structure</li> <li>• Benchmark environment (processing, reference values)</li> <li>• Optimization of recognition results (anchor points)</li> <li>• Hybrid forms (what is hybrid forms, why freetext searches, configurations)</li> <li>• Verify mask (how to create a verify mask)</li> <li>• Project from scratch</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English



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## SOLUTION PACKAGE ORDERS – LEVEL 2

<b>Purpose</b>	The IRISXtract™ Solution Package Orders Training demonstrates a project setup, different features and how you can configure a solution in its own environment. The solution can process international orders in any language.
<b>Target Audience</b>	Partners of I.R.I.S. Everyone who wants to know, what solution configurations can be made in the Solution Package Orders. 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>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Solution Package Orders (terms and definitions, features)</li> <li>• SP Orders project set up (general information, default import structure)</li> <li>• Master Data (in general, external, internal, Master_DateFormat)</li> <li>• SP Orders Configurations (regular expressions, rule set, etc.)</li> <li>• Verify (training function, training of dactylograms and fields, etc.)</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	1 day from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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### 4.3 Level 3 – Development

#### SCRIPTING – LEVEL 3

<b>Purpose</b>	The Scripting training is based on VB.NET and demonstrates which options are available to individually customize the IRISXtract™ for Documents platform by scripting using VB.NET. Thereby the integrated development environment Visual Studio is briefly explained. The training gives answers to the following questions: When and in which case is scripting applied? What does the document model and scripting in the IRISXtract™ for Documents system look like? When is it activated and how are scripts designed and tested?
<b>Target Audience</b>	Partners of I.R.I.S. Everyone who is interested in learning about the customization of the IRISXtract™ for Documents platform. Technical professionals, IT Professionals, Technical Project Managers, Technical Consultants and Developers.
<b>Pre-requisites</b>	For new or uncertified partners: training certificates from Level 1 and Level 2. For certified Partners: at least a certificate from Level 2
<b>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Scripting in X4D (data/component scripts, data script events etc.)</li> <li>• Handling of Add-Ins (installation of Visual Studio, components roles)</li> <li>• Developing (event and project explorer, object browser, project settings)</li> <li>• Debugging (adding breakpoint, attach to process)</li> <li>• Examples (regions, check fields, master data access, DB dialog etc.)</li> <li>• Exercises</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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#### 4.4 Level 4 – Customization

##### FREETEXT AND LINE ITEM SEARCH – LEVEL 4

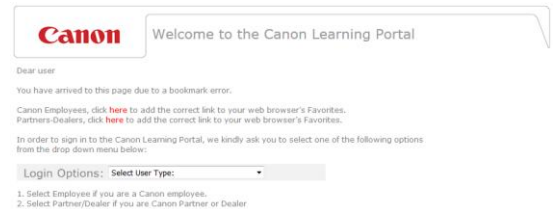
<b>Purpose</b>	The Freetext and line item search training is an advanced subject-specific training. It provides the attendees with in-depth knowledge and expertise in Freetext Searches and Table Finder by using the configuration tool “Solution Designer”. After the training you should be able: customize existing solutions and to set up new projects with search fields and table searches.
<b>Target Audience</b>	New and certified Partners of I.R.I.S. Project Developers, who want to increase the knowledge on how to customize/adapt their projects. Technical professionals, IT Professionals, Technical Project Managers, Technical Consultants and Developers.
<b>Pre-requisites</b>	For new or uncertified partners: training certificates from Level 1 and Level 2 and Level 3. For certified Partners: training certificates from Level 1 and Level 2 and 3.
<b>Content (extract)</b>	<ul style="list-style-type: none"> <li>• Freetext searches (Why freetext searches, Number Search, Date Search, Barcode Search, Regular Expression Search, Column Search, Key-&gt;Value Search, Table Search, Configuration Tabs)</li> <li>• Extended Freetext search configuration (DCore.SearchResult, Unassigned Search Fields, API Basics)</li> <li>• Table Finder (Structure of a table, search strategies for each Column)</li> <li>• Project from scratch (sample application, specification of regions, Scripting interface / definition / methods)</li> </ul>
<b>Venue</b>	I.R.I.S. AG Heussstrasse 23 52078 Aachen Germany
<b>Duration</b>	2 days from 09:00 – 17:00
<b>Dates</b>	Training schedule <a href="https://irisdatacapture.com/partner-program/iris-training/">https://irisdatacapture.com/partner-program/iris-training/</a> (TRAINING SCHEDULE)
<b>Price</b>	€ 500.- per person per day
<b>N° of attendees</b>	Minimum: 3 Maximum: 6
<b>Language</b>	English

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## 5. Enrollment – Who to Contact?

- For enrollment, please contact [Training-DE@iriscorporate.com](mailto:Training-DE@iriscorporate.com)
- We request that all **employees from Canon** enroll themselves via the Canon Learning Hub:  
<https://canon-europe.csod.com/client/canon-europe/default2.aspx#>



## 6. Travel and Accommodation

### AIRPORTS

The airports that are nearby to our office in Aachen are Cologne-Bonn (CGN) and Duesseldorf (DUS); both airports are around a 1 to 1.5 hour drive by car.

### TAXI from/to Airport:

- Minicar Taxi: <http://www.taxi-minicar-aachen.de/flughafenfahrten.html>  
Cologne-Bonn/Düsseldorf to Aachen: ~ €100
- AVV-Aachener Autodroschken Vereinigung: <http://www.taxiruf-aav.de>  
Düsseldorf: ~ €125/ Cologne-Bonn Airport: ~ €120

### Transport within Aachen City

- Public transportation by bus  
<http://www.aseag.de/fahrplan/fahrplanauskunft>
- Taxi: Minicar Taxi <http://www.taxi-minicar-aachen.de>
- AVV Aachener Autodroschken Vereinigung <http://www.taxiruf-aav.de>

### HOTELS

If you plan to stay overnight, we normally recommend the following hotels, which can be booked at a special price by mentioning a keyword. For more information please contact us.

- Art Hotel Superior <http://www.art-hotel-superior.de/index.php/en/>
- Inside Aachen  
<https://www.melia.com/en/hotels/germany/aachen/index.html>

Of course you can always choose to book another hotel in Aachen (without a special price)

If you need any further information, don't hesitate to contact us:  
[Training-DE@iriscorporate.com](mailto:Training-DE@iriscorporate.com)

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## 7. On-site Trainings – Terms and Conditions

All of our IRISXtract™ trainings are conducted by highly qualified instructors with many years of experience with our technical products. After prior consultation with I.R.I.S AG and a written confirmation, the training dates are binding. The training sessions are held in groups with a minimum of three and maximum of six participants. The Training sessions are held in English and the daily training time is maximum eight hours.

### 7.1 Costs

On-site trainings are given at a fixed rate of €1200 per day, regardless of the length of the training or the number of participants. The training sessions are held with a maximum of 6 participants. In addition to the fixed rate, we will charge the travel costs and allowance of the Instructor as well as a handling fee of €1200 for the preparation of the training course.

### 7.2 Training Preparation

- Check all hardware prerequisites
- Download and install the Virtual Machines for each participant from our server
- Contact our Support to license the IRISXtract™ for Documents within each Virtual Machine
- Check the software and training materials

### 7.3 On-site Requirements

Be sure that your facility meets the following requirements in order to host an on-site training event:

- A comfortable training room to accommodate up to 6 students and one Trainer
- A projector and a whiteboard or a flipchart
- 1 PC or laptop per participant
- Install VMware Player or VMware Workstation on each PC or laptop

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## 8. FAQ's

### 1. Where can I download the training schedule?

<https://irisdatacapture.com/partner-program/iris-training/>  
(TRAINING SCHEDULE)

### 2. When will the new training dates be released?

New training dates are released every 3 months and uploaded to the  
<https://irisdatacapture.com/partner-program/iris-training/>

### 3. Where can I get updates about new trainings?

You can find all of the information about trainings at <https://irisdatacapture.com/partner-program/iris-training/>

### 4. Where can I enroll for the training?

You can download the [registration form](#) on the website and send it to  
[Training-DE@iriscorporate.com](mailto:Training-DE@iriscorporate.com)

### 5. Where can I enroll for an IRIS Powerscan Training?

The IPS Trainings are on request, please contact us via [Training-DE@iriscorporate.com](mailto:Training-DE@iriscorporate.com)

### 6. Who can I contact for more information?

Please don't hesitate to contact: [Training-DE@iriscorporate.com](mailto:Training-DE@iriscorporate.com)

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**Notes**

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