

Course 101: TeleForm Overview & User Training

Pre-Requisite

Before attending this course, the delegate must have:

- A good understanding of windows systems.
- A good understanding of windows based software.

Objective

The objective of this course is to give the delegate a general overview of the whole TeleForm system.

Once the delegate has grasped the principles behind the system and how each module integrates with each other, the next stage is to learn the TeleForm Scan Station and Reader modules in detail so the delegate is confident in scanning and configuring TeleForm Reader.

The last stage in the training is to learn TeleForm Verifier in detail so the delegate can correct and export data in a competent manner.

Course Outline

- Introduction
- Overview
 - TeleForm System
 - TeleForm Designer
 - TeleForm AutoMerge Publisher
 - TeleForm Reader
 - TeleForm Verifier
- Form Evaluation
 - TeleForm Scan Stations and Reader
 - Configuration
 - Creating a job
 - Batch Processing
 - Single Sheet Processing
 - Recognition (Theory)
 - Features
- Exercise 1: Creating a job for batch processing.
- Form Verification
 - TeleForm Verifier
 - Correction Modes
 - Image Management Utilities
 - Process Individual Forms
 - Process Batches
 - Perform Image QC
 - Image Identification
 - Perform Job QC
 - Field Evaluation
 - Perform Correction
 - Commit the Batch
 - Forwarding Images
 - Verifier Options
 - Security
 - Stored Images
- Exercise 2: Form Correction

