



# ISIS Training Guide 2011

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Service companies and individuals around the world have approached us to provide services to customers using the Papyrus Document System.

To ensure these professionals provide a high level of expertise, we have established the Papyrus Certification Program.

The mission of this program is to develop and maintain the standards for recognition of professionalism using the Papyrus Document System.



## Get ISIS Papyrus Certified!

*ISIS invites you to become a certified service partner!*

ISIS provides the necessary education and training program to completely prepare you for the certification test.

Details on the required skills for Papyrus Certification are included in this brochure.

Third parties with a valid ISIS Papyrus Certification Agreement who have successfully passed certification are entitled to use the "ISIS Papyrus Certified" tag line.

Partners are provided with a specific ISIS Papyrus partner logo. This logo is related to the partner's area of cooperation and is the only officially authorized logo that may be used to communicate the partner relationship with ISIS Papyrus.



## Europe/Austria

### ISIS Solutions and Competence Center

Alter Wienerweg 12  
2344 Ma. Enzersdorf, Austria

**T:** +43-2236-27551

**F:** +43-2236-21081

**E-mail:** workshops@isis-papyrus.com

**Contact:** Karin Trojer, Training Coordinator



## America/Southlake (Dallas), Texas

### ISIS Solutions and Competence Center

301 Bank St.  
Southlake, TX 76092

**T:** 817-416-2345

**F:** 817-416-1223

**E-mail:** workshops@isis-papyrus.com

**Contact:** Virginia Mitchen, Course Coordinator



## Asia/Singapore

### ISIS Papyrus Asia Pacific

9 Temasek Blvd. #15-03  
Suntec City Tower 2  
Singapore 038989

**T:** +65-6339-8719

**F:** +65-6336-6933

**E-mail:** workshops@isis-papyrus.com

**Contact:** T. J. Koh, Area Sales Manager



## Excellence in hands-on workshops and courses

We invite you to attend the Papyrus Document System workshop classes in one of the ISIS high-tech training centers of your convenience. In a relaxed and comfortable atmosphere, we created places where you will learn best practices for the business document solutions of tomorrow - to use in your environment today.

Experienced ISIS professionals have been chosen to conduct our workshop classes and deliver a high-quality experience.

## Registration

**Online registration:** [www.isis-papyrus.com/training](http://www.isis-papyrus.com/training)

Please use the enclosed **Fax Registration Form 2011** to book the course of your preference.

Most workshops and courses are offered in English and German.





**Papyrus OverView  
AFP Designer  
Workshop**

Development of forms with data integration

**Participants:**

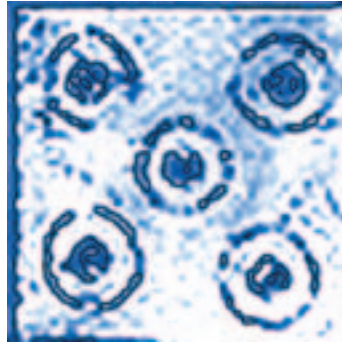
- Application developers
- Application analysts

**Prerequisites:**

- PC experience

**Goals:**

- Confidence in the graphical design of forms (OGL) and in the data layout (PPFA), in order to develop complex form applications



**Papyrus Designer/  
DocEXEC Workshop**

Development of formatted document and statement applications

**Participants:**

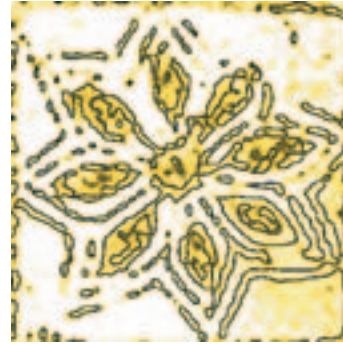
- Application developers
- Application analysts

**Prerequisites:**

- PC experience
- Script programming

**Goals:**

- Complete understanding of the Papyrus formatting capabilities
- Using practical examples of real documents to quickly learn to use the functions and the design tool to build complex statement applications



**Papyrus Output  
Management  
Workshop**

Papyrus PrintPool bundling, distribution, postal optimization, network printing and archiving

**Participants:**

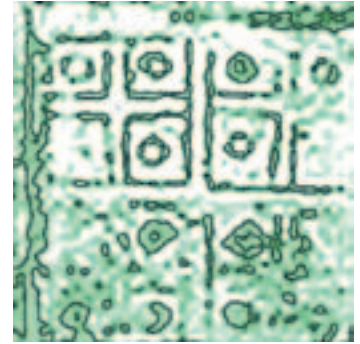
- Application developers
- Application analysts

**Prerequisites:**

- Papyrus Designer Workshop
- Papyrus Objects Administrator Workshop (recommended)

**Goals:**

- Complete understanding of the Papyrus output management capabilities
- Understanding of postal optimizing and bundling options based on actual customer samples



**Papyrus Objects  
Administrator  
Workshop**

Administration of business processes and document templates for correspondence and Portal applications

**Participants:**

- Job preparation
- Document administrators

**Prerequisites:**

- General understanding of IT principles
- Object-oriented (OO) modeling principles

**Goals:**

- Create applications from existing frameworks and run production

**AUSTRIA (German)**

€ 1500

April	18-20
November	2-4

**AUSTRIA (English)**

€ 1500

May/June	30-1
November	7-9

**USA (English)**

USD 1700

February	2-4
May	18-20
October	5-7

**SINGAPORE (English)**

USD 1700

Jan./Feb.	31-2
October	3-5

see page 6

**AUSTRIA (German)**

€ 1900

February	14-18
May	23-27
September	26-30
November	21-25

**AUSTRIA (English)**

€ 1900

January	24-28
April	4-8
Aug./Sept.	29-2

**USA (English)**

USD 2100

February	7-11
May	9-13
September	19-23
November	14-18

**SINGAPORE (English)**

USD 2100

March	7-11
September	19-23

see page 7

**AUSTRIA (German)**

€ 1900

March	14-18
October	17-21

**AUSTRIA (English)**

€ 1900

March	7-11
October	24-28

**USA (English)**

USD 2100

March	21-25
October	10-14

**SINGAPORE (English)**

USD 2100

March	14-18
September	26-30

see page 8

**AUSTRIA (German)**

€ 1900

February	21-25
June	6-10
October	3-7
Nov./Dec.	28-2

**AUSTRIA (English)**

€ 1900

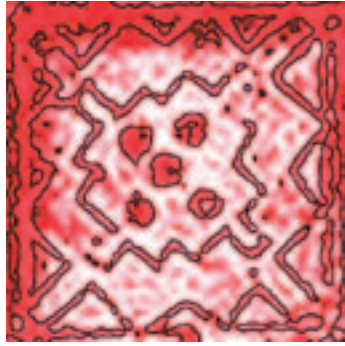
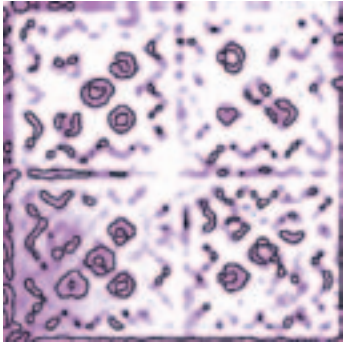
Jan./Feb.	31-4
April	11-15
September	12-16

**USA (English)**

USD 2100

March	14-18
October	17-21

see page 9



### Papyrus Objects Developer Workshop

Develop object-oriented (OO) business document applications

**Participants:**

- Document developers
- Application developers
- Application analysts

**Prerequisites:**

- Programming knowledge in object orientation (OO)
- Understanding of XML
- Papyrus Designer Workshop and Papyrus Objects Administrator Workshop (recommended)

**Goals:**

- Understanding of object-oriented modeling, class definition and the principles of rule languages

#### AUSTRIA (German)

<b>€ 1900</b>	
Feb./March	28-4
June/July	27-1
October	10-14
December	12-16

#### AUSTRIA (English)

<b>€ 1900</b>	
February	7-11
May	16-20
September	19-23

#### USA (English)

<b>USD 2100</b>	
March	21-25
October	24-28

see page 10

### Papyrus Experts Workshop

Development of enhanced document and workflow applications using Papyrus WebRepository

**Participants:**

- Application developers
- Application analysts

**Prerequisites:**

- Papyrus Designer Workshop
- Papyrus Objects Developer Workshop

**Goals:**

- Using extended Papyrus Designer/DocEXEC features
- Accessing objects in the Papyrus WebRepository directly from DocEXEC
- Usage of the Papyrus Query Language (PQL)
- WebRepository-based Web applications using Papyrus Portal

#### AUSTRIA (German)

<b>€ 1900</b>	
March/April	28-1
November	14-18

#### AUSTRIA (English)

<b>€ 1900</b>	
March	21-25
November	7-11

#### USA (English)

<b>USD 2100</b>	
Date on request	

#### SINGAPORE (English)

<b>USD 2100</b>	
Date on request	

**Module Pricing:**

Module 1: € 900/ USD 1000  
Module 2: € 1350/ USD 1500

see page 11

### Papyrus Capture Workshop

Design and administration of Papyrus Capture Applications in Papyrus Objects.

**Participants:**

- System administrators
- Capture designer
- Project managers

**Prerequisites:**

- Basic knowledge of requirements of document Capture
- Papyrus Objects Administrator Workshop

**Goals:**

- Introduction to the user interface of Papyrus Capture and Capture Designer
- Design classification and extraction definitions
- Install, operate, and maintain a project within Papyrus Objects

#### AUSTRIA (German)

<b>Module 1: € 1900</b>	
March	21-25
July	4-8
November	21-25

#### AUSTRIA (English)

<b>Module 1: € 1900</b>	
February	21-25
June	6-10
October	10-14

#### USA (English)

<b>Module 1: USD 2100</b>	
Date on request	

#### SINGAPORE (English)

<b>Module 1: USD 2100</b>	
Date on request	

**Module Pricing:**

Mod. 2 - FixForm Extraction  
€ 900/USD 1000  
Mod. 3 - FreeForm® Extraction  
€ 900/USD 1000  
Date on request

see page 12

### Papyrus Certified Professional Program

Four Papyrus certifications are available

- Level I: Certified Papyrus Application Developer
- Level II: Certified Papyrus Systems Engineer
- Level III: Certified Papyrus Capture Developer
- Level IV: Certified Papyrus Systems Consultant

#### AUSTRIA

<b>USD 600/€ 500</b>	
January	24
May	13
September	12

see page 13



# Papyrus OverView AFP Designer Workshop

*Development of forms with data integration*

All ISIS courses are also offered as In-house Workshops (see page 14).

ISIS offers optional single-room hotel accommodation for classroom courses for approximately USD100/€90 per night. More information on available hotels can be found online: [www.isis-papyrus.com/hotel](http://www.isis-papyrus.com/hotel)

Other services such as meals can be taken in the nearby restaurants and are not included in the course fee.

To book a classroom course, a seminar or an inhouse workshop, please use the attached fax form or register online: [www.isis-papyrus.com/training](http://www.isis-papyrus.com/training)

For further questions, please contact us:

Phone: +43-2236-27551-0  
 Fax: +43-2236-21081  
 E-mail: [workshops@isis-papyrus.com](mailto:workshops@isis-papyrus.com)

**AUSTRIA (German)**  
**€ 1500**  
 April 18-20  
 November 2-4

**AUSTRIA (English)**  
**€ 1500**  
 May/June 30-1  
 November 7-9

**USA (English)**  
**USD 1700**  
 February 2-4  
 May 18-20  
 October 5-7

**SINGAPORE (English)**  
**USD 1700**  
 Jan./Feb. 31-2  
 October 3-5

Duration: 3 days  
 Time: 9-17 daily

## Participants:

- Application developers
- Application analysts

## Prerequisites:

- PC experience

## Content:

### AFP Introduction:

- Basics of AFP architecture
- What is an Overlay?
- What are PAGEDEF and FORMDEF?
- Which resources are needed to print?
- Printer management with AFP

### Designing a print application:

- Choosing measurements and defaults
- Graphical functionality
- Generating a font library
- Loading existing applications (OGLs, PPFA, AFPDS)
- Loading, placing of logos and images
- Clipboard functionality for text import
- Creating Overlay building blocks
- Text functions, undo/redo, hotkeys
- Working with templates
- Output of line-data of the application and use in the AFP Designer
- Graphically defining line data as printlines and fields
- Placement of printlines and fields on the Overlay
- Conditional processing
- Definition of a print job with logic
- Compiling OGL and PPFA source into AFPDS object format
- Printline Overlays
- Printline Pagesegments
- N\_Up Definition
- PAGEDEF barcode field
- 2D Barcodes (Datamatrix, PDF417, Maxicode)
- True color support

## Goals:

- Confidence in the graphical design of the forms (OGL) and in the data layout (PPFA-mode), in order to develop a complete forms application

### Printing functions:

- Test printing on PCL4/5 printers
- Transfer of sources and resources between PC and host (Send/Receive)
- Central and decentralized printing
- Use Papyrus Server/PageEXEC for AFP generation from FDF/PDF

### Font techniques:

- Font types, bitmap and outline
- Font resources (coded font, codepage, character set)
- Font editing
- Tools: resize, rescale, convert
- Shading, inverting, font kerning
- Font resolutions
- Font conversions
- Clipboard functions

### Images:

- Create and edit Pagesegments
- Importing TIFF formats
- Tools: rescale, resize, positioning text, flip, mirror, filter options
- True color TIFF support

### Viewing an AFP application:

- Papyrus Client for test
- Print to local PC printers
- Verify application print resources

### Forms Fill:

- Defining a FormsFill application

### Introduction to the Papyrus WebRepository:

- Launching AFP Designer from Papyrus Desktop
- Managing Resources
- Version Control

# Papyrus Designer/DocEXEC Workshop

*Development of formatted document and statement applications*

Duration: 5 days

Time: Mon 11-17, Tue – Thu 9-17, Fri 9-15

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## Participants:

- Application developers
- Application analysts

## Prerequisites:

- PC experience
- Simple programming

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## Content:

### AFP Basics:

- AFP resource types
- AFP/IPDS data stream structures
- Conversion of PC graphics
- Use of TrueType and Adobe fonts

### Papyrus Designer first steps:

- Setup of the font library
- Setup of a forms & graphics library
- Using the data window
- Editing with the logic window
- Assigning logical pages to sheets
- Defining subroutines and macros
- PC test printing and AFPDS files

### Migration of OGL/PPFA applications:

- Importing the PPFA source code
- Expanding the conditional capabilities of PPFA

### Text document with variables:

- Various data formats like ASCII, XML, etc.
- Conditional control based on data
- Multi-language applications
- Embedding graphics and signatures

### Developing business documents and reports:

- Process different input records
- Variable arrays and REPEAT
- Tables with controlled pagination
- Defining a cross reference index
- Defining BAR, PIE and LINE charts
- N\_UP and duplex capabilities
- OCR, OMR and barcode

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## Goals:

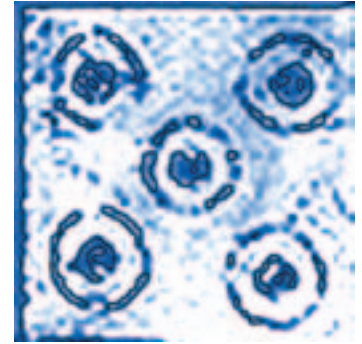
- Complete understanding of the Papyrus formatting capabilities
- Using examples of real documents, quickly learn the use, the functions and the design tool to build complete statement applications

### Introduction to the Papyrus WebRepository:

- Managing resources
- Version control
- Launching Papyrus Designer from Papyrus Desktop
- Setting up Tasks
- Working with various views in Papyrus Desktop

### Introduction to Papyrus Correspondence solutions:

- Defining a framework
- Data interfaces
- Client prompting
- How to define a document index



All ISIS courses are also offered as In-house Workshops (see page 14).

ISIS offers optional single-room hotel accommodation for classroom courses for approximately USD100/€90 per night. More information on available hotels can be found online: [www.isis-papyrus.com/hotel](http://www.isis-papyrus.com/hotel)

Other services such as meals can be taken in the nearby restaurants and are not included in the course fee.

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Phone: +43-2236-27551-0

Fax: +43-2236-21081

E-mail: [workshops@isis-papyrus.com](mailto:workshops@isis-papyrus.com)

### **AUSTRIA (German)**

**€ 1900**

February	14-18
May	23-27
September	26-30
November	21-25

### **AUSTRIA (English)**

**€ 1900**

January	24-28
April	4-8
Aug./Sept.	29-2

### **USA (English)**

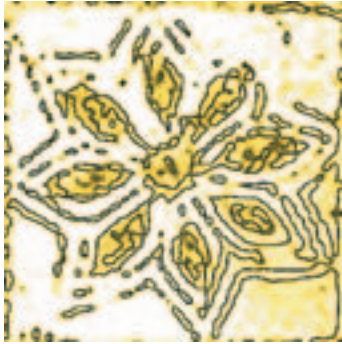
**USD 2100**

February	7-11
May	9-13
September	19-23
November	14-18

### **SINGAPORE (English)**

**USD 2100**

March	7-11
September	19-23



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**AUSTRIA (German)**  
**€ 1900**  
 March 14-18  
 October 17-21

**AUSTRIA (English)**  
**€ 1900**  
 March 7-11  
 October 24-28

**USA (English)**  
**USD 2100**  
 March 21-25  
 October 10-14

**SINGAPORE (English)**  
**USD 2100**  
 March 14-18  
 September 26-30

# Papyrus Output Management Workshop

*Using PrintPool for bundling, distribution, sorting and postal optimization  
 Using WebControl for printing seamlessly to different printer hardware  
 Using WebArchive for archiving and Internet delivery*

Duration: 5 days  
 Time: Mon 11-17, Tue – Thu 9-17, Fri 9-15

## Participants:

- Application developers
- System analysts

## Prerequisites:

- Papyrus Designer Workshop
- Papyrus Objects Administrator Workshop (recommended)

## Goals:

- Complete understanding of the Papyrus output management capabilities
- Understanding of postal optimizing, bundling and archiving based on real customer samples

## Content:

### System introduction:

- Papyrus architecture
- System layout
- Bundling options
- Distribution options
- Intranet options

### Platform possibilities:

- PrintPool database
- Access to external databases
- Defining customized tables
- Writing stored procedures
- Running on Windows, UNIX and z/OS
- Receiving output from Batch, CICS, PC/LAN using Papyrus Adapters

### Bundling techniques:

- PRE- versus POST-bundling
- Definition of document indexes
- Bundling organization with DocEXEC
- Bundling definitions with Designer
- Standard bundling tables
- Envelope bundling
- Conditional bundling
- Print or distribution controls
- Re-printing

### Distribution techniques:

- PROCEDURE- versus USER-driven
- Standard distribution tables
- Defining your own tables
- Writing your own procedures

### PostCalc postal optimization:

- PostCalc principles
- Functions used for optimization
- Normalizing control data

### Papyrus WebRepository options:

- Postprocessing using the Papyrus Depot
- Type Manager DB interface

### Planning for the installation:

- Choosing the right platform
- Estimate database sizes
- Estimate disk space requirements
- Estimate process times
- Future migration options
- Using Papyrus Objects for process management (WebControl)

### Viewing of an AFP document:

- Use the Papyrus Client AFP Viewer for tests
- Print to local PC printers
- Verify application print resources
- PDF viewing

### Potential for SAP R/2 and R/3:

- Data interfaces (OTF and RDI)
- Bundling SAP documents
- SAP postal optimization

### Network printing options:

- Printing documents to IPDS
- Printing documents to PCL and PS
- Printing documents to Xerox Metacode
- Printing documents to PC printers

### Papyrus WebControl:

- Managing printers in the network
- Managing jobs, queues and spools
- Resource management
- User authorization
- Using and configuring Adapters and Agents

### Papyrus document archiving and Web delivery:

- Why archive AFPDS?
- Archive PDF (PDF/A)
- Relationship to HTML or PDF
- Defining a document index
- Storage media options
- Integration with other archives
- Short- and long-term archiving
- Receiving output to the archive
- Coexistence with line mode
- Document viewing options
- Converting AFP to PDF, GIF, TIFF

# Papyrus Objects Administrator Workshop

Administration of business processes and document templates  
for correspondence and Portal applications

Duration: 5 days

Time: Mon 11-17, Tue – Thu 9-17, Fri 9-15

## Participants:

- Operations
- Document administrators

## Prerequisites:

- General understanding of IT principles
- Object-oriented (OO) modeling principles

## Content:

### Basics:

- Administration concepts
- User authorization through Role and Policy
- Data interfaces and document process
- Design and administration

### System configuration and administration:

- System architecture and typical setups
- Installing the Repository and client nodes
- Installing and configuring the IPAS
- User authorization concepts
- Role, Privilege and Policy definition
- Performance and bandwidth considerations
- Scalability, reliability and recovery
- Load balancing
- Definition of backup procedures
- Analysis with Application Analyzer (APA)
- Using PCS monitor and kernel traces
- Introduction into PQL (Papyrus Query Language)
- Tuning of applications
- Preparing for production

### ISIS Frameworks:

- Understanding the use of Templates
- Understanding Task, Tool, Material
- Modular Framework components
- Usage of Activity Recorder/Player
- Import and export of frameworks
- Configuration of auditing

## Goals:

- Create applications from existing frameworks and run production

### Change Management:

- Versioning and variants
- The administration process
- Use of Private/Public Development Framework

### Print management:

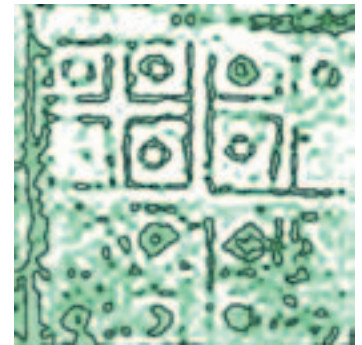
- Job administration
- Setting up queues and printers
- Configuration of Adapters/Receivers
- Using Agent rules
- Load balancing
- Setup of a high-availability system
- Configuration of proxy management

### Papyrus Desktop:

- Using the standard views
- Use standard plug-ins

### Papyrus Correspondence:

- Papyrus Client plug-in functionality using frames
- Prompting functionality
- Assembling letter templates from building blocks
- Setup of supervisor workflow
- Configuration of Administration Views with Papyrus EYE Widgets



All ISIS courses are also offered as In-house Workshops (see page 14).

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### **AUSTRIA (German)**

#### **€ 1900**

February	21-25
June	6-10
October	3-7
Nov./Dec.	28-2

### **AUSTRIA (English)**

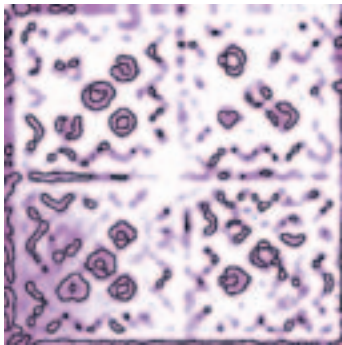
#### **€ 1900**

Jan./Feb.	31-4
April	11-15
September	12-16

### **USA (English)**

#### **USD 2100**

March	14-18
October	17-21



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**AUSTRIA (German)**  
**€ 1900**

Feb./March	28-4
June/July	27-1
October	10-14
December	12-16

**AUSTRIA (English)**  
**€ 1900**

February	7-11
May	16-20
September	19-23

**USA (English)**  
**USD 2100**

March	21-25
October	24-28

# Papyrus Objects Developer Workshop

*Developing object-oriented document applications in conjunction with the Papyrus WebRepository*

Duration: 5 days  
 Time: Mon 11-17, Tue – Thu 9-17, Fri 9-15

## Participants:

- Document developers
- Application developers
- Application analysts

## Goals:

- Understanding of object-oriented modeling, class definition and the principles of rule languages

## Prerequisites:

- Programming knowledge in object orientation (OO)
- Understanding of XML
- Papyrus Designer Workshop and Papyrus Objects Administrator Workshop (recommended)

## Content:

### Basics:

- Objects concept
- OMS architecture
- System management
- Class definition

### Papyrus WebRepository:

- Versioning of resources
- Validation of resources
- Checking resources into the WebRepository
- Change management

### Application design:

- UML design basics
- Defining practical class models
- Desktop functions versus Client Prompting
- Process assembly using state engines

### Application development:

- Class editor
- Template editor
- Tool/Material concept and definition
- Using and configuring Agents
- Adapter messaging and syntax
- Definition of Correspondence Framework

### Papyrus Desktop:

- Desktop functions
- Client prompting
- Defining a session
- Creating views

### Papyrus Client:

- Plug-in functionality
- Prompting functionality

### Papyrus Adapter techniques:

- MQSeries Receiver
- File Receiver
- XML Receiver
- SOAP Receiver

### Papyrus Rule Language:

- Using the Factory
- PQL (Papyrus Query Language)
- Agent Rules
- Setting up accounting and auditing

### Papyrus WebPortal:

- Configuration of WebPortal
- Definition of WebPortal applications
- Introduction to GUI creation with Papyrus EYE (Widgets) and PPL
- Building a Widget workplace
- Using Papyrus EYE Designer

# Papyrus Experts Workshop

Development of enhanced document and workflow applications  
using Papyrus WebRepository

Duration: 2 modules (2+3 days) which can also be attended separately  
Time: Mon - Thu 9-17, Fri 9-15

## Participants:

- Application developers
- Application analysts

## Prerequisites:

### For both modules:

- Papyrus Designer Workshop
- Papyrus Output Management

## Content:

### Module 1 (M1E)

#### Papyrus Designer Advanced Lessons (2 days, Mon-Tue)

##### Designing a complex DOCDEF application:

- Application requirement
- FOR/NEXT loops
- External DOCFORMATS
- Conditional processing
- Table of contents

##### Data handling:

- Tagged data formats like XML, HTML, SGML
- COBOL copy book data formats
- EDIFACT
- Reading of multiple input files

##### Migration of DCF, IPDT or ASF:

- Converting text elements
- Reading DCF tagged input data

##### SAP R/2 and R/3 applications:

- Data interfaces (OTF and RDI)
- Enhancement of the SAP layout

##### Accessing the WebRepository from DOCDEF:

- Querying the Object Space
- Instantiating objects
- Setting up tasks to run DocEXEC in Objects

##### Tuning and debugging:

- Using the debugger
- Performance tuning
- Considering print speed
- Image and color options

## Goals:

- Working on complex document requirements using extended Papyrus Designer and DocEXEC features and functions
- Familiarity with accessing object definitions in the Papyrus WebRepository directly from DocEXEC
- Use of the Papyrus Query Language (PQL) of the Repository
- Defining Repository-based Web applications using the ISIS Portal based on Papyrus Portal Language (PPL) or Papyrus EYE (Widgets)

### Module 2 (M2E)

#### Papyrus Objects Advanced Lessons (3 days, Wed-Fri)

##### PQL - Papyrus Query Language:

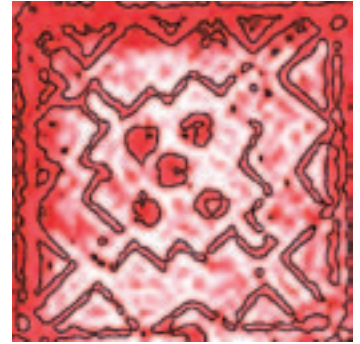
- Using the Papyrus Kernel menu for PQL scripting
- Using the Papyrus Desktop for PQL scripting
- Basic elements of the PQL syntax
- PQL concepts (system attributes, PQL set, variables, operators, selectors and navigation)
- Search, condition - IF statement, iteration - FOREACH loop
- Calling methods
- XML Interface

##### Papyrus Portal applications:

- Web applications using PPL or Papyrus EYE (Widgets)
- Basics of EYE and Widget technology
- Creation of views with Papyrus EYE (Widgets) or PPL
- Using views via Portal and Desktop
- How to call an Papyrus EYE layout

##### “Natural language” and “Wizards”:

- Introduction to usage of Natural Language in applications
- Use of Wizards



All ISIS courses are also offered as In-house Workshops (see page 14).

ISIS offers optional single-room hotel accommodation for classroom courses for approximately USD100/€90 per night. More information on available hotels can be found online: [www.isis-papyrus.com/hotel](http://www.isis-papyrus.com/hotel)

Other services such as meals can be taken in the nearby restaurants and are not included in the course fee.

To book a classroom course, a seminar or an inhouse workshop, please use the attached fax form or register online: [www.isis-papyrus.com/training](http://www.isis-papyrus.com/training)

For further questions, please contact us:

Phone: +43-2236-27551-0

Fax: +43-2236-21081

E-mail: [workshops@isis-papyrus.com](mailto:workshops@isis-papyrus.com)

#### **AUSTRIA (German)**

**€ 1900**

March/April 28-1  
November 14-18

#### **AUSTRIA (English)**

**€ 1900**

March 21-25  
November 7-11

#### **USA (English)**

**USD 2100**

Date on request

#### **SINGAPORE (English)**

**USD 2100**

Date on request

#### **Module Pricing:**

Module 1: € 900/ USD 1000

Module 2: € 1350/ USD 1500



# Papyrus Capture Workshop

*Design and administration of Papyrus Capture Applications in Papyrus Objects.*

All ISIS courses are also offered as In-house Workshops (see page 14).

ISIS offers optional single-room hotel accommodation for classroom courses for approximately USD100/€90 per night. More information on available hotels can be found online: [www.isis-papyrus.com/hotel](http://www.isis-papyrus.com/hotel)

Other services such as meals can be taken in the nearby restaurants and are not included in the course fee.

To book a classroom course, a seminar or an inhouse workshop, please use the attached fax form or register online: [www.isis-papyrus.com/training](http://www.isis-papyrus.com/training)

For further questions, please contact us:

Phone: +43-2236-27551-0  
 Fax: +43-2236-21081  
 E-mail: [workshops@isis-papyrus.com](mailto:workshops@isis-papyrus.com)

## **AUSTRIA (German)**

### **Module 1: € 1900**

March	21-25
July	4-8
November	21-25

## **AUSTRIA (English)**

### **Module 1: € 1900**

February	21-25
June	6-10
October	10-14

## **USA (English)**

### **Module 1: USD 2100**

Date on request

## **SINGAPORE (English)**

### **Module 1: USD 2100**

Date on request

## **Module Pricing:**

Mod. 2 - FixForm Extraction  
 € 900/USD 1000

Mod. 3 - FreeForm® Extraction  
 € 900/USD 1000

Date on request

Duration:

Module 1 (M1C) - Papyrus Capture Workshop

5 Days Mon - Fri Mon 11-17, Tue – Thu 9-17, Fri 9-15

Module 2 (M2C) - Papyrus Capture FixForm Extraction

2 Days Mon – Tue Mon 11-17, Tue 9-17

Module 3 (M3C) - Papyrus Capture FreeForm® Extraction

2 Days Wed - Thu Wed 9-17, Thu 9-17

## Participants:

- System administrators
- Capture designer
- Project managers

## Prerequisites:

- Basic knowledge of requirements of document Capture
- Papyrus Objects Administrator Workshop

## Goals:

- Introduction to the user interface of Papyrus Capture and Capture Designer
- Design classification and extraction definitions
- Install, operate, and maintain a project within Papyrus Objects

## Content:

The Papyrus Capture Workshop (Module 1) and the two other modules (M2C, M3C) can be booked individually. Content and focus of the modules can be adapted to meet individual customer requirements.

### **Module 1 (M1C):**

#### **Papyrus Capture Workshop:**

The Papyrus Capture Workshop includes a classroom presentation as well as the design of sample applications.

- Introduction of Papyrus Capture basics
- Papyrus Capture family of products
- Papyrus Capture document administration
- Setup of Capture Base Process with Papyrus Capture Framework:
  - Import of images with Scan, XML and File Adapter
  - Categorization of capture documents
  - Extraction of data items including extraction of tables
  - Rule-based validation of data items
  - Manual verification of data items
  - Export of documents and data items
- Setup of verification clients (thin clients) based on Web technology and Papyrus EYE
- Use of Papyrus Depot for validation data and Capture documents
- Batch processing of Capture documents

### **Module 2 (M2C) (2 days, Mon-Tue):**

#### **Papyrus Capture FixForm Extraction**

- OCR/ICR basics and settings
- OCR/ICR post-processing
- Aspects of optimal forms and document layout
- Definition of document categories
- Handling of color and gray-level images, proper anchor usage
- Optimal structure of extraction definitions
- Relative and absolute extraction

### **Module 3 (M3C) (2 days, Wed-Thu):**

#### **Papyrus Capture FreeForm® Extraction**

- OCR/ICR basics and settings
- OCR/ICR post-processing
- Generic and layout based definitions
- Patterns - anchors - conditions
- FreeForm® Definition Set for multilingual invoices
- Validation against databases
- Statistical evaluation of document processing

# Papyrus Certified Professional Program

Service companies and individuals around the world have approached us to provide services to customers using the Papyrus Document System. To ensure that these professionals provide a high level of expertise, we have established the Papyrus Certification Program.

The mission of this program is to develop and maintain the standards of professionalism using the Papyrus Document System.

## Eligibility:

To be accepted into one of the Papyrus Certification Programs, you must meet the following eligibility requirements:

## Level I: Certified Papyrus Application Developer

### Required skills:

- Understanding of AFP and printer technologies (IPDS, PCL, Metacode, Postscript,...), PPFA, Overlay/OGL, PAGEDEF/FORMDEF, Pagesegments/images, AFP-Fonts, resolutions, code pages
- Complex dynamic document application design, charts, tables, text formatting, logic definitions, consolidated document development
- Papyrus Client AFP viewing, Prompting applications, text editor
- Reading of different input data formats (linemode, ASCII/EBCDIC, DJDE, SAP, XML, etc.)
- Basics of Postprocessing/Papyrus PrintPool, indexing, AFP import, database access, barcodes/OMR

### Recommended ISIS Standard Courses:

- OverView AFP Designer Workshop
- Papyrus Designer/DocEXEC Formatter Workshop
- Papyrus Experts Workshop/ Module 1 (M1E)

## Level III: Certified Papyrus Capture Developer

### Required skills:

- Certified Papyrus Systems Engineer
- Understanding scanning and imaging technologies (formats like TIFF, JPG, BMP; quality criteria, OCR/ICR)
- Complex variable inbound document analysis and capture strategy definition using Papyrus WebRepository
- Design of classification and extraction processes
- Design of ergonomic completion masks within Papyrus Portal
- Skills in implementation of typical Capture Rules and validations

### Recommended ISIS Standard Courses:

- Papyrus Capture Workshop including optional modules
- Papyrus Objects Administrator Workshop

## Level II: Certified Papyrus Systems Engineer

### Required skills:

- Certified Papyrus Application Developer with a minimum of 1 year Papyrus experience in the field
- Presenting two productive DOCDEF applications to the Certification Commission
- Papyrus Objects planning, design and configuration experience
- Central/Remote printing and distribution, TCP/IP, Internet/Intranet technology, basics of IBM Mainframe, JES, CICS
- Database installation and basics of administration knowledge and SQL
- Experience with Papyrus Output Management projects (bundling, distribution, postal optimizations)
- Archiving and output distribution using Internet technology

### Recommended ISIS Standard Courses:

- Papyrus Output Management Workshop
- Papyrus Objects Developer Workshop

## Level IV: Certified Papyrus Systems Consultant

### Required skills:

- Certified Papyrus Application Developer
- Certified Papyrus Systems Engineer
- Certified Papyrus Capture Developer
- Minimum of 2 years Papyrus experience confirmed by 3 references of successful implementations of the complete Papyrus Document System
- Presenting the reference installations as slide shows to the Certification Commission
- Competence in understanding and defining the corporate document system requirements
- Knowledge of commonly used legacy document systems
- Presenting the Papyrus Platform
- Document process support using Papyrus WebRepository

### Recommended ISIS Standard Courses:

- Papyrus Experts Workshop/ Module 2 (M2E)



[www.isis-papyrus.com/certification](http://www.isis-papyrus.com/certification)

### Application and Fees:

Choose one of the dates below and contact ISIS for your personal training plan to gain the required knowledge. The application fee for each certification is USD 600/€ 500.

Certifications can also be held on demand at any ISIS location offering trainings or at customer site, provided appropriate facilities are available. Please contact ISIS Marketing for arranging additional appointments.

### Certification Maintenance

#### Requirements:

Due to the dynamic environment in which individuals are certified as Papyrus Professionals, it is imperative for them to remain current with the enhancements and extensions of the Papyrus Document System. Therefore each certified Papyrus Professional is required to attend one update class every year and to be re-certified every 3 years.

The 2011 update class for Certified Papyrus Application Developers requires participation in the 'Papyrus Experts Workshop/Module 1 (M1E)'. Thereafter, recertification can be achieved at any certification date.

For further questions, please contact us:

Phone: +43-2236-27551-0

Fax: +43-2236-21081

E-mail: [workshops@isis-papyrus.com](mailto:workshops@isis-papyrus.com)

Duration: 1 day

Time: 9-17

### AUSTRIA

**USD 600/€ 500**

January 24

May 13

September 12

# General Information & Services

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## Our Services

- Course planning and support by defining the course content

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## Your Benefits

- Course content can be specific to your requirements

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## On-site Training

- You have a larger group of people in your company who need to be trained on the same subject.
- You need a very special application to be developed with the Papyrus Document System.
- You require the workshop to focus on your special questions and requirements.
- You should book an on-site workshop!

### Our Services:

- Course planning and support by defining the course content
- Qualified trainers
- Training material with samples
- Course Guides (electronic on CD-ROM)

### Your Benefits:

- Course content tailored to your requirements
- Discussing special project requirements
- Developing your own document applications
- More time for specific questions
- No travel cost for attendees

If you do not have access to a training room with the necessary hardware and software, we can offer the workshop in one of our training centers in Vienna, Dallas or Singapore.

Please find your ISIS Papyrus contact for course organization at the various ISIS Papyrus locations on page 3.

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## Registration

To register for a course, simply return the fax form attached with your details and signature or complete the online registration at [www.isis-papyrus.com/training](http://www.isis-papyrus.com/training).

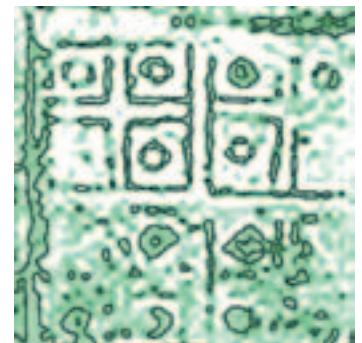
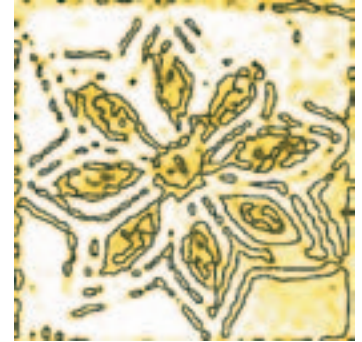
You will receive a written confirmation with the accurate course information, a map to find the course location and a choice of hotels nearby. We are happy to book the hotel reservation for you if required.

More information on available hotels can be found online: [www.isis-papyrus.com/hotel](http://www.isis-papyrus.com/hotel).

**Cancellation** of the course is free of charge up to two weeks before the course date. After that, the full fee for the course applies.

We would like to point out that workshops might be postponed due to low registration and recommend taking this into account when arranging your flight schedule. Please note that all our prices are quoted net and do not include local taxes.

**Course guides** (electronic on CD-ROM) are included in the price. All prices are excluding tax. Terms and conditions for ISIS Services apply.



*You are invited...*

From the very beginning in 1988, ISIS Papyrus has worked diligently and with great success to provide you with up-to-date information and hands-on experience of our products and services in a series of high-class events in both our main country locations and on the road in major cities near you.

Our Open House and User Conference events, as well as our traveling Strategy Conferences around the globe, have become fixtures on the calendars of decision makers and opinion leaders of major corporations across many vertical market segments.

## ISIS Open House and User Conference

The best way to get the latest insights into the world of Papyrus is to attend one of the ISIS Open House events. The direct access to top technical and business personnel, ISIS Papyrus corporate

leadership and fellow Papyrus users will yield a growing return on your investment as you make more informed decisions for your company's IT future.

<b>Austria/Vienna</b>	<b>May 1-3</b>
<b>United States/Southlake, TX</b>	<b>May 15-17</b>
<b>Italy/Ivrea</b>	<b>May 27</b>
<b>UK/Kingsclere</b>	<b>June 14</b>



## ISIS Strategy and User Conference

Every year, we take an elite group of ISIS Papyrus experts on tour to bring the opportunity of a hands-on experience with the latest Papyrus innovations and solutions to a location near you.

Take advantage of a wealth of information for addressing your most puzzling challenges, and learn first-hand about current and future developments of the Papyrus Platform.

<b>Paris</b>	<b>May 31</b>	<b>Amsterdam</b>	<b>June 15</b>	<b>Singapore</b>	<b>June 30</b>
<b>Bonn</b>	<b>June 7</b>	<b>Brussels</b>	<b>June 16</b>	<b>Taipei</b>	<b>July 5</b>
<b>Frankfurt</b>	<b>June 8</b>	<b>Copenhagen</b>	<b>June 21</b>	<b>Shanghai</b>	<b>July 7</b>
<b>Zurich</b>	<b>June 9</b>	<b>Stockholm</b>	<b>June 22</b>	<b>Beijing</b>	<b>July 11</b>
				<b>Hong Kong</b>	<b>July 13</b>
				<b>Bangkok</b>	<b>July 15</b>



## Industry Conferences and Exhibitions

Top-level ISIS Papyrus executives and management, as well as key software development personnel and application experts, are on hand at major international trade shows, conferences and exhibitions to provide first-hand product knowledge and strategic insights into the status-quo and future developments of the Papyrus Platform.

**Gartner Portals, Content and Collaboration Summit 2011**  
March 28 - 30, Los Angeles, CA (USA)

**Xplor 2011 Global Conference/Vendor Forum**  
April 5 - 7, Tampa Bay, FL (USA)

**Gartner Symposium ITxpo 2011**  
October 16 - 20, Orlando, FL (USA)

**DMS Expo 2011**  
September 20 - 22, Stuttgart (Germany)

**INFO to DOC**  
November 2011, Paris (France)



# ISIS Training Guide 2011

