IBM

IBM Datacap 9.0.1: Introduction

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Course Abstract

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Course description

This course introduces the Datacap system components, processes, and architecture. You learn how to use Datacap clients to process document batches.

You work with a fully functioning IBM Datacap system to practice the skills.

Duration

1.0 day

Delivery Method

Instructor-led (Classroom or Online) and SPVC (Self-paced virtual course)

Audience

- Anyone who needs to know the Datacap architecture and Datacap clients
- Administrators who are responsible for configuring and administering Datacap system
- Application Builders who implement data capture solutions using the IBM Datacap software suite

Prerequisites

- Recommended: Familiarity with data capturing concepts
- Working knowledge of Microsoft Windows operating systems

Course Objectives

Upon completion of this course, participants will be able to:

- Describe the Datacap Capture process
    - Document Source, Document Transformation, Document Delivery
- Describe the Datacap utilities and clients and which roles would use them.
    - Datacap Navigator, Datacap Desktop, Datacap tmweb client, Datacap FastDoc, and Datacap Studio
- Identify the IBM Datacap configurations and components
    - Single system, Client/Server, Hybrid
    - Centralized and Decentralized
- Work with the Datacap Desktop client
    - Create, process, and monitor document batches
- Work with the Datacap Navigator client
    - Operation, Monitor, and Administrator views
    - Create, process, and monitor document batches

- Work with Datacap Web Client interface (tmweb)
    - Operation, Monitor, and Administrator views

Topics

Datacap overview

What is IBM Datacap?

The three process phases for capturing documents

Role-based Datacap clients

An overview of Datacap clients for different business roles.

Architecture

Datacap components

Deployment Configuration Options

Datacap Folders for Services and Client code

Datacap.xml file

Datacap Desktop Client

Capabilities overview

Datacap Desktop - Monitor view

Select applications and tasks, and apply filter in the Monitor view

Application design

Implementation Guiding Principals

Steps to design an application

Analyze and define the requirements

Application development strategy

Scan, upload, classify and verify batches

Datacap administrator view

User settings

Accessibility features of Datacap Navigator interface

Introduction to Datacap Navigator

What is IBM Datacap Navigator?

Views in Datacap Navigator

Job Monitor

Batch processing, Scan, Upload, and Verify

User settings and Accessibility features

Datacap Web Client (tmweb)

Datacap Web Client – Operations – Monitor – Administrator - Workflows

Add Users, Groups and Stations

Set Privileges and Permissions

Configugre Shortcuts