



Accelio

North American Training Catalog

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Welcome note from Kevin Francis

Accelio is proud to present our revamped Global Training Program. We have listened to customer feedback and have incorporated your valuable suggestions into our training programs. This catalog of detailed course descriptions will help you find the Accelio training that best suits your needs, enabling you and your organization to maximize your investment in Accelio technology.

Whether you are designing your first electronic form, implementing business process management or deploying electronic document output solutions, product training will benefit your business and your employees.

Accelio is dedicated to providing you with the tools and the knowledge to revolutionize your business processes. Our new Global Training Program is just one example of the Accelio Customer First commitment to excellence. At Accelio, we want to change the way the world does business by helping people work better and more productively. We hope that our training programs put you on the path to better business processes.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Francis'.

A. Kevin Francis
President & CEO
Accelio Corporation

Benefits of Accelio Training

No matter how good a technology is, it doesn't implement itself. You need a good solid understanding of the technology and its capabilities to derive maximum benefit. A skilled trainer can help you realize greater return on your technology investment by enabling your staff to become more productive and able to develop successful implementations in less time. Our Training Partners can make your transition to e-commerce and e-government easier and more productive for everyone involved.

The Accelio Training Commitment

QUALITY:

Accelio product courses are provided by certified Training Partners to ensure consistent high-quality training.

AVAILABILITY:

Training is available in major North American cities or onsite where required by customers.

FLEXIBILITY:

Based on customer needs, course curriculums will be continuously enhanced to include all levels of training and audiences.

General Information

Training Partners play an important role in the delivery of product training to our customers.

Accelio certified instructors conduct all product training with course material provided by Accelio.

Standard course prices are:

- Public training is \$600/day
- On site training is \$2200/day plus travel and lodging for the instructor

Visit the Accelio Training Web site at: www.accelio.com/training

Contact Global Learning and Development at learning@accelio.com or by calling 1-866-327-2256.

Training Partners

CDI Corporate Education Services



For over 30 years, CDI has educated thousands of IT professionals and enjoys the reputation of being a premier North American Corporate training and education solution provider.

Today, CDI is a leading publicly-traded education company with sales in excess of 100M. They have the scale, scope and resources to respond with innovation, speed, and understanding. CDI also offers the capability to deliver sophisticated training solutions around the globe.

Recently CDI has become the leading Certified Training Partner for Accelio, and through partnership with New Horizons, can deliver a broad range of Accelio classes at their facilities in all major centers in the United States. Their Certified Accelio Instructors are highly skilled and each have unique backgrounds as Certified System Engineers or Certified Developers. Their technical skills and training experience, coupled with their Accelio knowledge, make them leaders in the industry.

Contact CDI Corporate Education Services at 1-888-521-3706 ext.227 or visit the Web site at www.cdilearn.com

Electronic Training Solutions



ETS focuses on U.S. government training. They offer public courses in Virginia and on-site training. Their training style provides an atmosphere of relaxed, hands-on learning. Each course helps students learn new skills reinforced with practical application. They encourage their students to ask questions along the way. ETS understands that many students can quickly lose the skills they learn, so their commitment is to teach each student how to use the software/application to help them succeed in their objectives.

Contact Electronic Training Solutions at (703) 495-8582 or e-mail info@trainingets.com or visit the Web site at www.trainingets.com

TCI Consultants International Inc.



TCI's team of experienced, professional instructors has provided Accelio training since 1995. Hands-on, instructor-led classes are customized to include customer forms and applications so those employees gain immediate experience and begin projects during class. Instructors are certified and have field experience implementing Accelio solutions in government agencies and corporate environments. Onsite classes are available worldwide and scheduled public classes in northern California will be offered in Summer 2001.

Contact TCI Consultants International at (916) 566-1234 or e-mail at afranklin@tci-usa.com or visit the Web site at www.tci-usa.com

Pro Technology Automation Inc.



Pro Technology provides both public and on-site training. Their exclusive focus on Accelio Present Central and Accelio Present Classic Design offer a very practical hands-on training experience to customers. Their training center is equipped to offer breakout sessions on specific platforms such as Windows, Unix and AS/400.

Pro Technology add-on modules provide advanced functionality to Central like archiving, reprinting, grouping splitting documents for print, fax, e-mail, Web delivery and more. Pro Technology offers a special focus on Oracle, loan documents, insurance policies and implementations for government.

Contact Pro Technology at (805)-527-1248 or e-mail at info@protechinc.com or visit the Web site at www.protechinc.com.

Course Outlines — Accelio Capture

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Accelio Capture FormFlow for Form Designers

Course Length: 2 days

This instructor-led, hands-on course is aimed at form designers responsible for the design and layout of FormFlow forms. Using Accelio Capture Designer, you will learn to create and work with forms, customize the design environment and manipulate and edit objects on the form. You will also learn how to add basic intelligence to the forms you create.

Intended Audience:

- Form designers responsible for design and layout of forms using Accelio Capture Designer

Prerequisites:

- Knowledge of MS Windows 95, or higher

Tools Used in the Class:

- Accelio Capture Designer

What You Will Learn:

- Upon completion of this course, you will be able to use FormFlow to design and create forms that include basic intelligence.

Course Outline:

1. Introducing FormFlow

What is FormFlow?
Working with Accelio Capture Designer
Getting help in Accelio Capture Designer

2. Getting Started with

Accelio Capture Designer

Working with forms
Working with pages

3. Customizing the Design Environment

Displaying and hiding elements of the form designer window
Customizing toolbars and the Object Toolbox
Using rulers and grids
Using guidelines and long crosshairs
Zooming
Changing options within Accelio Capture Designer

4. Working with Objects

Selecting and moving objects
Copying and deleting objects
Aligning and sizing objects
Using the library

5. Editing Objects

Setting object properties
Setting the tab order for form objects

6. Adding Intelligence to Forms

Introducing scripting in FormFlow
Creating basic scripts

Accelio Capture FormFlow for Application Developers

Course Length: 2 days

This instructor-led, hands-on course is geared to application developers responsible for developing applications using FormFlow. You will learn how to automate your forms using scripting and how to use FormFlow utility objects, such as the Script object and the Component Download object. You will learn how to access databases from your form, how to make your forms secure using the Signature object and how to deploy your forms to a variety of COM-compatible hosting environments.

Intended Audience:

- Application developers responsible for developing applications using FormFlow

Prerequisites:

- Knowledge of COM programming
- Scripting (eg. VBScript, JScript)
- ADO, RDS

Tools Used in the Class:

- Accelio Capture Designer

What You Will Learn:

- Upon completion of this course, you will be able to build FormFlow applications.

Course Outline:

1. Introducing FormFlow

What is FormFlow?

Working with forms

2. Working with Objects

Setting object properties

Using the form control object model

3. Automating Forms Using Scripting

Writing scripts in FormFlow

Using active scripting

4. Working with FormFlow

Utility Objects

Using FormFlow Utility Objects

Using the FormFlow Form Control Object

Adding third-party controls to your form

Using the FormFlow Library

5. Working with Databases

FormFlow database access essentials

Accessing data directly through ADO

Accessing data indirectly using RDS

6. Making Your Forms Secure

Security basics

Working with the Signature Object

7. Deploying FormFlow Forms

Deploying Forms using non-zero

administration approach

Deploying FormFlow forms to a server

Deploying forms in other environments

Developing Applications with Accelio Capture ReachForm

Course Length: 3 days (four days with the form developer course)

This instructor led hands-on course is designed for application developers who have not previously worked with ReachForm and who are responsible for developing reach forms and an associated Web application using ReachForm. Topics to be covered include:

- Introducing ReachForm
- Designing Reach Forms
- Developing Reach Forms
- Deploying Reach Forms
- Rendering Forms using the Server
- Processing Data Using the Server
- Making your Forms Secure
- Using Hidden Fields to Process Data

Intended Audience:

- Application developers involved in the development and deployment of ReachForm applications

Prerequisites:

- Learners must be proficient with the following technologies: scripting (VBScript, JScript, or other), and ASP. Learners should have experience with designing forms with Accelio Capture FormFlow and have knowledge of IIS.

Tools Used in the Class:

- Accelio Capture Designer
- Editor for ASP development

What You Will Learn:

- After completing this course, learners will be able to use ReachForm to design and deploy forms on the Web that anyone can access using only a browser

Course Outline:

1. Introducing ReachForm

Module objectives

Understanding ReachForm

Understanding the ReachForm architecture

Understanding the role of the Server

Understanding the ReachForm

SOAP Service

Installing Accelio Capture Designer and ReachForm

Planning for installation

Installing Designer

Installing ReachForm

Summary

2. Designing Reach Forms

Module Objectives

Planning the Reach Form Design

Configuring Designer for ReachForm

Considerations for visual presentation

Considerations for Form Objects

Considerations for printing

Considerations for cellular telephones and handheld devices

Saving and Previewing Forms

Saving in ReachForm

Using the Previewer

3. Developing Reach Forms

Module Objectives

Scripting Considerations in ReachForm

Deciding between server-side and client-side scripting

Supported events

Supported methods

Supported properties

Choosing the Default Calculation Engine

- Using the Default Calculation Engine
- Choosing an Active Scripting Engine
 - Client-side scripting
 - Custom validation and mandatory messages
 - Using the Script Object
 - Using The ScriptHost Object
- Summary
- 4. Deploying Reach Forms**
 - Module Objectives
 - Using the Publisher
 - Components of the publishing process
 - Understanding the Publishing Process
 - Publishing forms in a two-tier architecture
 - Publishing forms in a three-tier architecture
 - Directory structures and security for IIS
 - Deploying to Multiple Web Servers
 - Summary
- 5. Rendering Forms using the Server**
 - Module Objectives
 - Understanding the ReachForm Server API
 - Getting a Requested Form through COM
 - Putting Initial Values onto a Form
 - Rendering pre-populated forms using the XMLDOM object
 - What is the XMLDOM Object Model?
 - What is the XMLDOM Document Object?
 - Rendering pre-populated forms using a string
 - Rendering pre-populated forms using an XML file
 - Rendering pre-populated forms using a database
 - Getting a Requested Form through SOAP
 - Getting a Requested Form through SOAP for WML
 - Understanding WAP
 - Understanding WML
 - Summary
- 6. Processing Data Using the ReachForm Server**
 - Module Objectives
 - Processing Data using the Server
 - Using the ProcessHttpRequest() method
 - Using the ProcessHttpRequestEx() method for SOAP
- Overview of Button Events
 - Processing data when a Common button is clicked
 - Processing data when a Submit button is clicked
 - Processing data when Next or Previous button is clicked
 - Processing data when a Reset button is clicked
 - Processing data when a Print button is clicked
- Summary
- 7. Using Hidden Fields to Process Data**
 - Module Objectives
 - Controlling Validations
 - Controlling Page Navigation
 - Working with Multi-page Forms
 - Controlling paging when each page is a single form
 - Summary
- 8. Making your Forms Secure**
 - Module Objectives
 - Understanding Security Basics
 - What is cryptography?
 - What are digital signatures?
 - Working with the Signature Object
 - Using the Signature Object
 - Using Entrust TruePass
 - Using SmartTrust Personal
 - Summary

Developing Mobile Applications with Accelio Capture PocketForm

Course Length: 2 days

This course teaches individuals how to develop forms for handheld Windows CE OS environments.

Intended Audience:

Form Developers

- Accelio Capture Designer
- Microsoft ActiveSync
- Accelio Capture PocketForm

Prerequisites:

- Experience with form development using Accelio Capture FormFlow or the *Accelio Capture FormFlow for Form Designers* course
- Familiarity with databases and database connections
- Experience with Palm OS and/or Windows CE OS is an asset but not required

Tools Used in the Class

What You Will Learn:

You will first learn the end-user environment from a form-filling perspective. Then you will learn how to develop forms for handheld devices.

Course Outline:

1. Administering the PocketForm Environment

What is PocketForm?
Installing PocketForm
Deploying Pocket forms
Exploring the PocketForm environment

2. Designing Forms for PocketForm

Exploring Accelio Capture Designer
Configuring the screen size
Using Supported Objects
Saving forms

3. Adding Intelligence to Forms

Using the Default Calculation Engine
Using Supported Events
Using scriptable Methods and Properties

4. Using Signatures

What is CIC InkTools?
Configuring CIC InkTools

5. Integrating With Databases

Requirements for database integration
Using the ADO Data Control

6. Appendix A

Using the PocketForm samples
Integrating with Accelio Integrate InTempo
Integrating with Accelio Present Central

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Administering Accelio Integrate InTempo

Course Length: 2 days

This instructor led hands-on workshop is geared to the individual responsible for installing, configuring and administering InTempo 5.0. The course includes such topics as InTempo software architecture, planning for and installing InTempo, managing InTempo using InTempo Administrator, and managing InTempo users.

Intended Audience:

Individuals responsible for installing, configuring, administering InTempo

Prerequisites:

Because InTempo integrates with many existing network applications, we suggest knowledge and/or experience in the following areas;

- Microsoft Windows NT 4.0 or 2000 administration
- Database administration
- E-mail administration
- Microsoft Internet Information Server 4.0/5.0

Tools Used in the Class

- InTempo Administrator
- InTempo Web Access

What You Will Learn:

By the end of the class students will have learned how to:

- Describe InTempo architecture
- Prepare for InTempo installation
- Install InTempo
- Configure InTempo
- Manage Access to InTempo
- Manage InTempo processes

Course Outline:

1. Overview of InTempo

InTempo Features
InTempo architecture
Outline how individuals interact with InTempo
Outline the classroom configuration

2. Preparing for Installation

Determining InTempo installation configuration
Verifying hardware/software requirements
Configuring e-mail system
Windows NT Domain security implications
Configuring Windows NT accounts
Creating e-mail accounts
Configuring databases

3. Installing InTempo

Installing InTempo
Customizing InTempo installation
InTempo directory structure
Virtual directories created on Web server
Verifying an InTempo installation

4. Configuring InTempo

Configuring InTempo using
InTempo Administrator
Managing the InTempo log
Configuring the Web environment
Using InTempo Utility (ItUtil)
Monitoring InTempo Performance

5. Managing Access to InTempo

Purpose of the InTempo User Directory
Identifying InTempo user properties
Determining the user authentication type
Setting default options for new records
Creating and modifying user records
Managing e-mail aliases
Managing shared work lists

6. Managing InTempo Processes

Managing processes
Managing work items
Running reports

Developing Applications with Accelio Integrate InTempo

Course Length: 2 days

This instructor-led, hands-on course is designed for individuals involved in the design, development, testing and deploying of InTempo applications. Topics to be covered include:

- InTempo Software Architecture
- InTempo Application Development Cycle
- Planning InTempo Applications
- InTempo-Enabling Forms
- Working with Organizational Data
- Creating Role Sets
- Creating Process Maps
- Testing and Deploying InTempo Applications

As part of this course, individuals will build, test and deploy a basic InTempo application.

Intended Audience:

- Individuals involved in the design and development of InTempo applications

Prerequisites:

- Knowledge of scripting

Tools Used in the Class

- InTempo Process Designer
- InTempo Role Builder

What You Will Learn:

- After completing this course, which includes hands-on workshops, students can expect to have the ability to develop, test and deploy InTempo applications.

Course Outline:

1. InTempo Essentials

InTempo architecture
Different individuals involved with
InTempo deployment
InTempo terminology
InTempo application development cycle

2. Planning for InTempo Applications

Analyzing the business process to be automated
Planning the InTempo application

3. Developing the Forms

The form development process for
InTempo applications
InTempo form types by environment
The purpose of InTempo form fields
The considerations for forms to be used
with InTempo

4. Creating Role Sets

The purpose of roles
How the InTempo user directory and
the organizational data relate to roles
InTempo extensions to BasicScript as they relate
to roles
Creating role definitions and role set functions

5. Creating Process Maps

Using InTempo Process Designer to create a
process map
Creating tasks and defining task properties
Defining actions and setting their properties
Drawing routes and setting their properties
Task processing in InTempo

6. Testing and Deploying Applications

Testing InTempo applications
Deploying InTempo applications

Developing with Accelio Integrate InTempo Object Library

Course Length: 2 days

This instructor-led, hands-on course is geared to application developers responsible for developing custom applications or for modifying their company's portal to interact with InTempo. You will learn about the InTempo Object Library and tables used to interact with InTempo, as well as how to use objects to administer InTempo users and how to create and manage InTempo processes.

Intended Audience:

- Application developers responsible for developing custom front-end applications or for modifying their company's portal to interact with InTempo.

Prerequisites:

- *Developing Applications with Accelio Integrate InTempo* course
- Object-oriented programming skills, such as VB, VBScript, Java, or JavaScript
- Familiarity with and ability to use Microsoft Visual Basic application
- Familiarity with Microsoft Internet Information Server and Active Server Pages scripting

Tools Used in the Class:

- Microsoft Visual Basic
- A text editor such as Notepad, Microsoft Visual Interdev, etc.
- Microsoft Internet Explorer version 5.x

What You Will Learn:

- With the InTempo Object Library product manual, you will be able to proficiently code items and accomplish tasks such as:
 - Making connections to the InTempo Agent
 - Creating record sets
 - Initiating and participating in a process
 - Routing data
 - Administering users

With these abilities you can create a user-facing application that interacts with InTempo.

Course Outline:

Module 1: The InTempo Architecture

InTempo's layered architecture
The InTempo Object Library

Module 2: Building the Foundation for Communicating with the InTempo Agent

Working with the Virtual Tables
Creating a connection to the InTempo Agent
Extracting information from the connection
Retrieving a record set from the InTempo Agent
Handling errors

Module 3: Administering Users

Manipulating the InTempo User Directory
Identifying an InTempo user

Module 4: Manipulating Form Data and Attachments

Processing XFA data files
Processing binary data files

Module 5: Controlling the Stages of a Process

Creating a list of processes/work items
Creating a process instance
Processing a work item
Searching for work item information

Module 6: Building a Sample

Web Access Application

Building a simplified version of Web Access (Lab)

Course Outlines — Accelio Present

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Designing Templates with Accelio Present Classic Design

Course Length: 1 day

This hands-on course introduces you to Accelio Present Classic Design. You will learn everything you need to create a template for use with Accelio Present Central, as well as the methodology behind the product. You will also have the opportunity to create a real template using the knowledge you have gained.

Intended Audience:

- New document template designers creating templates for use with Central

Prerequisites:

- Knowledge of Windows 95

Tools Used in the Class:

- Accelio Present Classic Design 5.3
- Accelio Classic Filler 5.2.x (for testing purposes only)

What You Will Learn:

- Create a template from scratch for use by Central
- Add, modify and delete objects from a template
- Customize your designing environment to meet your preferences

Course Outline:

1. Introducing Accelio Present Classic Design

What is Classic Design?

Working with Classic Design

Starting Classic Design

Looking at the workspace

The workpage

The menu bar

The toolbar

The control bar and its tear-off menus

The ruler and grids

Guidelines

The toolbox

The status bar

Getting help with Classic Design

Using the online help

Contacting customer service

Accelio Customer Centre (ACC)

Accelio services

2. Getting Started with Classic Design

Working with templates

Opening and closing existing templates

Setting the template properties

Setting the printer drivers

Drawing objects on the template

Saving a template

Compiling the template

Choosing the compile options

Setting the default compile options

Testing templates

Working with pages

Paper size and orientation

Adding and deleting a page

Naming a page

3. Customizing the Environment

Customizing the toolbar and the toolbox

Managing the toolbar

Managing the toolbox

Managing elements of the Classic Design window

Displaying and hiding the rulers

Managing the grids

Zooming

Using guidelines

Setting different drawing options

4. Working with Objects

Differentiating the line tool and the diagonal line tool

Vertical/horizontal line tool

Diagonal line tool

Selecting, moving and grouping objects

Selecting one object

Selecting multiple objects

Moving objects

Grouping objects

Copying and deleting objects

Repeating objects

Aligning and sizing objects

Aligning objects

Sizing objects

Working with the Object Dictionary

Enabling the Object Dictionary

Retrieving dictionary objects

Submitting objects

5. Working with Text and Logo

Creating text labels

Rotating the text label

Text block

Editing and formatting text

Editing text

Formatting text

Adding logos

Supported logos

Adding a logo to the form

Embedding a logo

Formatting a logo

6. Working with Fields

Formatting a field

Using the format field dialog box

Using the field tear-off menu

Using boilerplate fields

Working with schema definition files

Describing a schema definition file

Enabling schema definition files feature

Using a schema definition in Classic Design

Modifying the tabbing order

Changing the tabbing order

Viewing the tabbing order

Requesting a report with fields

Creating a report with fields

7. Test your Skills

Create a registration sheet

Administering Accelio Present Central

Course Length: 2 days

Accelio solutions can integrate sophisticated, high-quality documents with your applications, while simultaneously reducing the cost and effort involved in creating and maintaining those documents. By involving Accelio Present Classic Design in template creation, Accelio Present Central to process transactions (data) and Agents to action requests, Accelio provides a complete solution for client/server processing of templates and data. Central, with its scalable, modular approach, offers a custom solution that grows and evolves with an organization's changing needs.

Part 1 — *Implementing Accelio Present Central*: Focus is on the installation and configuration of Central on a Windows NT Server platform, as well as producing transaction files with the use of Accelio Capture Classic Filler and the creation of static templates using Accelio Present Classic Design.

Part 2 — *Accelio Present Central Print Solutions*: Focus is on the integration of Central print capabilities with existing systems and custom applications. You will focus on the use of the Central Print Agent's processing capabilities to create output from data generated by a custom application.

Intended Audience:

- Those needing an understanding of Central
- Those needing to automate their organization's print processes
- Those supporting Central products
- Those integrating electronic forms print solutions with existing applications
- Those intending to take the *Extreme Printing* course

Prerequisites:

- Completion of *Designing Templates with Accelio Present Classic Design*
- Ability to navigate in Windows NT Server 4.0
- Conceptual understanding of ASCII files
- Conceptual understanding of networks

Tools Used in the Class:

- Accelio Present Classic Design
- Accelio Capture Classic Filler (for testing purpose only)
- Accelio Present Central
- Print Agent 5.3

What You Will Learn:

Part 1 — Implementing

Accelio Present Central

- Understanding of Central and its role as a general process-launching facility

- Installing and managing multiple Central sessions and agents
- Function of Classic Filler as a front-end, data-capture application
- Printing several templates with multiple views using a single data source
- Applying key template-design considerations for Central
- Creating and modifying the Job Management Database processes and tasks

Part 2 — Accelio Present Central

Print Solutions

- How a customer-based, front-end application works with Central's back-end capability
- How to control the process with ^job command line options to override the Job Management Database
- How to use the default setting of Central
- How to use JFNOJOB when the application doesn't produce a ^job command line
- How to launch Central and its Agents using the command prompt
- How your custom application can use the different methods to access Central

Course Outline:

Part 1 — Implementing Accelio Present Central

1. Discovering Central's Architecture

Understanding the general process-launching facility
Analyzing Central components
Defining the Agents
Comprehending the Central process

2. Installing Central

Analyzing the hardware and software requirements
Creating a Central service account
Installing Central on Windows NT Server
Updating the installation

3. Configuring Central

Using the Control
Configuring the Control process
Configuring the Central process
Configuring the Print Agent
Contents of the configuration directories

4. Managing Central

Monitoring Central

5. Producing a Transaction File with Classic Filler

Using Classic Filler with Central
Differentiating the transaction file and the data file

Analyzing the components of a transaction file
Reusing the information

6. Designing Templates for Central

Choosing the field formats
Selecting the printer drivers
Compiling the template

7. Working with the ^job Command and the Job Management Database

Comparing the ^job commands and the Job Management Database
Breaking Down the ^job command line
Viewing the Job Management Database

8. Installing and Working with Multiple Instances of Central

Installing multiple instances of Central
Managing multiple instances of Central

Part 2 — Accelio Present Central

Print Solutions

1. Introduction

Analyzing the ^job command
Analyzing the Job Management Database

2. Adding Dynamic Job Controls

Discarding unknown fields
Task ID
File name override
Direct output

3. Advanced Management of Central

Missing the ^job command name reference
Using JFNOJOB
Using JFERROR
Adding security to Central

4. Running Central Using Windows NT Command

Launching Central using Windows NT prompt or the start menu
Launching the Print Agent using Windows NT prompt or start menu
Job command vs. command prompt

5. Accessing Central

Via transaction file
Via printer queue
Via named pipes

Accelio Present Central: Extreme Printing

Course Length: 2 days

This advanced-users course provides additional training for developers who are already familiar with Accelio Present Central and are now ready to take on new challenges such as developing dynamic documents and working with the Visual Transformation Editor to restructure transaction files.

This is a hands-on course that will bring you up to speed on the development process and the techniques you will need to efficiently create dynamic templates and to convert your data file into a format Central understands.

The courseware is based on Accelio Present Classic Design, Accelio Present Central, Print Agent, Transformation Agent and Visual Transformation Editor.

Intended Audience:

- Those creating dynamic templates for use with Central
- Those integrating electronic forms print solutions with existing applications
- Those supporting Central

Prerequisites:

- Ability to print static forms with ease using Central
- Mandatory completion of *Administering Accelio Present Central*
- Conceptual understanding of ASCII files

Tools Used in the Class:

- Accelio Present Classic Design
- Accelio Present Central
- Print Agent
- Transformation Agent
- Visual Transformation Editor

What You Will Learn:

- Key template design considerations for Central
- How to create dynamic templates for Central using Classic Design
- Inline text commands to customize the data stream and create intelligent pagination
- Different data formats that Central understands
- Data conversion to Field Nominated using the new Visual Transformation Editor

Course Outline:

1. Reviewing the Print Agent

(quick review)

Transaction files
Job Management Database
^Job command line

2. Introducing Dynamic Templates

Understanding dynamic templates

Creating dynamic templates
Analyzing the different components of a dynamic template
Previewing the document

3. Using the Print Agent Commands

Understanding the intelligent pagination
Defining group and events using the six different dictionaries
Using group calls

4. Analyzing Different Data Formats

Looking at the overlay format
Looking at comma delimited format
Looking at fixed record format
Looking at field nominated format

5. Using the Transformation Agent

Reformatting data files

Installing the Transformation Agent

Creating a definition file

6. Working with the Visual

Transformation Editor

What is the Visual Transformation Editor?

Installing the Visual Transformation Editor

Analyzing the components of the Visual

Transformation Editor

Creating a definition file

Testing the transformation

Using Accelio Present Web Output Pak

Course Length: 2 days

Using Accelio Present Web Output Pak is a one-day, hands-on course designed to provide students with a solid understanding of how Web Output Pak works. In addition to providing an overview of Web Output Pak, the course also offers a series of labs that focus on writing XPR files and merging data with templates.

Intended Audience:

- Those looking to understand how Web Output Pak works, as well as those seeking hands-on experience writing XPR files and creating static, dynamic HTML and PDF output forms.

Prerequisites:

- Students should have a basic understanding of HTML tags and data submission via the Web. A basic understanding of XML data structure would also be an asset.

Tools Used in the Class:

- Field Editor and Accelio Present Classic Design
- Text Editor

What You Will Learn:

- The three steps required for a successful Web Output Pak transaction:
 - Input: Submitting data to Web Output Pak
 - Processing: Writing XPR files for decision making, data manipulation, custom agents and merging data with templates
 - Output: Displaying static, dynamic HTML and PDF templates

Course Outline:

1. Understanding the lifecycle of a Web Output Pak transaction
2. Calling an XPR file from an input form
3. Returning HTML files using Web Output Pak
4. Returning PDF files using Web Output Pak
5. Understanding Attributes, Elements and FormCalcs in an XPR file
6. Trouble-shooting tips and using the Transaction Processor COM object
7. Returning Dynamic HTML and PDF templates using Web Output Pak
8. Using a Custom Agent with Web Output Pak

About Accelio

Accelio Corporation (formerly JetForm Corporation) is a leading global provider of business process solutions. Accelio helps organizations gain sustainable advantage by extending and accelerating their core business processes. The Accelio family of integrated software solutions empower organizations to capture, integrate and present strategically relevant information for employees, partners and customers; enabling them to work smarter and more productively.

In business since 1982, the Accelio (NASDAQ: ACLO, TSE: LIO), global distribution network spans every continent, with more than 8.5 million users worldwide. Accelio customers are Global 2000 organizations in the financial services, banking, manufacturing, utilities and public sectors. For more information on Accelio, visit: www.accelio.com.



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