

ITP Document Platform

Education

2009



INTELLIGENT TEXT PROCESSING



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Introduction

This document describes all workshops and training courses provided by Aia so you can independently define, develop, administrate and integrate ITP documents in you applications.

For users, document developers and IT professionals there are different possibilities to get specific knowledge and skills in an interactive way.

This document describes among others the training's target audience, objectives, topics, shape and duration. That way you can decide what's best for your organization.

Besides these basic workshops and training courses we also provide custom made training. In consultation we will put together a training course program specified to wishes and demands for your situation.

All training will be put together very carefully. Therefore they link closely and accurate to wishes and demands of the current developments in our ITP Document Platform. The workshop and training courses will be educated by practice experienced Aia consultants.



Training for business users

The ITP Document Platform enables you to maintain the documents outside of your IT organization. The training for business users is targeted to provide your employees with the required skills. In addition these trainings discuss the processes surrounding document maintenance and how to embed them effectively within your organization.

Users that need to be capable to fully develop ITP Documents independently can do the training course "Elementary ITP Document Modeling". This course is a follow up to the workshop Text block Management and Authoring with ITP and builds on the experience the user has with Text Block authoring.



Course Text block Management and Authoring with ITP

Target Audience

This course is aimed at users who need to create and maintain text blocks for the ITP Document Platform.

Objectives

By the end of the course:

- The participant is able to edit existing text blocks
- The participant is able to create new text blocks
- The participant can test and proof text blocks with the ITP Document Platform

Prior knowledge

This course can be done without any prior knowledge of the ITP Document Platform. We do expect participants to be familiar with text processing in their organization.

Topics

- Introduction to the ITP Document Platform
- Text block concepts and terminology
- Working with the ITP Document Platform Text Block tools
- Adjusting text blocks
- Creating text blocks
- Using database variables in text blocks
- Maintaining sets of text blocks
- Testing and proofing text blocks

Shape and duration

This course is provided as a one-day interactive workshop. During the workshop the participants will practice with and work with all the required tools and applications.



Workshop Developing Forms with ITP

Target audience

This workshop is targeted at everybody who needs to develop forms with the ITP Document Platform.

Objectives

By the end of the workshop

- The participant can create forms with the ITP Document Platform
- The participant gained insight on the development of effective forms

Prior knowledge

This course can be done without any prior knowledge of the ITP Document Platform. We do expect participants to be familiar with text processing in their organization.

Topics

- Introduction to the ITP Document Platform
- Form concepts and terminology
- Working with the ITP Document Platform development tools
- Designing forms
- Characteristics of effective forms
- Creating forms
- Testing and proofing forms

Shape and duration

This training is provided as a one-day interactive workshop. During the workshop the participants will practice based on one of their own business cases.



Workshop ITP Document Design & Specification

Target audience

This workshop is targeted at users responsible for document design and specification or users that are responsible for or participate in testing and/or reporting findings.

Objectives

By the end of the workshop

- The participant can translate wishes and requirements to a realizable design
- The participant can make effective use of the ITP Document Design methodology

Prior knowledge

This course can be done without any prior knowledge of the ITP Document Platform. We do expect participants to be familiar with text processing in their organization.

Topics

- Introduction to the ITP Document Platform
- The life cycle of a document (Define, Design, Develop, Deploy)
- Collecting wishes and requirements
- Translating wishes and requirements into a design
- Describing the design
- Quality Assurance during the lifecycle

Shape and duration

This training is provided as a one-day interactive workshop. During the workshop the participants will practice based on one of their own business cases.



Workshop Model Management for ITP

Target audience

This workshop is targeted at application-, document- and text administrators or project managers who are responsible for management and output of documents.

Objectives

By the end of the workshop

- The participant has view of all aspects of Model Management
- The participant knows all possibilities to implement high quality Model Management with the ITP Document Platform
- The participant...
- There is a concept of procedures to administrate output of documents.

Prior knowledge

This workshop can be done without any prior knowledge of the ITP Document Platform. We do expect participants to be familiar with text processing in their organization.

Topics

- Introduction to the ITP Document Platform
- Define, design, develop & deploy for documents
- Creating and managing projects for the ITP Document Platform
- Implement test procedures for the ITP Document Platform
- Development tracks
- Management and authoring within the ITP Document Platform

Shape and duration

This training is provided as a one-day interactive workshop. During the workshop the participants will practice based on one of their own business cases.



Workshop Elementary ITP Document Modeling

Target audience

This workshop is targeted at everybody who will develop or adjust ITP templates (models) with ITP Document Platform but has no experience with programming or scripting languages.

Objectives

By the end of the workshop

- The participant can change existing documents for the ITP Document Platform
- The participant is able to completely develop simple models for the ITP platform.

Prior knowledge

This workshop can be done without any prior knowledge of the ITP Platform

Topics

- ITP Concepts
- ITP/MDK Repository concepts (basic)
- Retrieving data
- Applying simple layout (character and paragraph properties, the use of tables)
- Using Variables
- Using conditional expressions
- Using (standard) functions and procedures

Shape and duration

This training is provided as a three-days workshop in which theory and practice both will have a part. The participants have the opportunity to practice with realistic examples.



Training for Document Developers

Besides correspondence and simple forms most organizations require a number of complex forms or documents. Most of these documents are fully programmed within traditional or legacy applications. ITP enables you to effectively and efficiently implement these documents. The training for Document Developers is targeted at employees with IT knowledge or a background in IT. These trainings will enable your employees to effectively cooperate with Text block maintainers and Model managers and implement the most complex documents. These trainings cover the full power and scope of the Document Modeling.

Course ITP Document Modeling

Target audience

This course is targeted at everybody who will define models and (standard) functions and procedures with the ITP Document Platform and who is experienced in using programming or scripting language.

Objectives

By the end of the course:

- The participant is able to independently do all duties for existing ITP models and (Standard) functions and procedures
- The participant is able to independently define ITP models and (standard) functions and procedures

Prior knowledge

The participant is familiar with and experienced in programming or scripting language (3 GL language such as Visual Basic, Pascal, Java or C/C++C# is preferred). This workshop does not require any prior knowledge of the ITP Document Platform.

Topics

- ITP Concepts
- ITP/MDK Repository concepts (basic)
- Retrieving data
- Applying simple layout (character and paragraph properties, the use of tables)
- Using simple and complex Variables
- Interaction
- Using conditional expressions
- Using control structures
- Defining and using functions and procedures

Shape and duration

This training is provided as a three-day workshop in which theory and practice both will have a part. The participants will practice with realistic examples.



Workshop ITP Data Modeling

Target Audience

This workshop is targeted at everybody who needs to deliver data on behalf of ITP modeling; mostly these people are application developers.

Objectives

By the end of the workshop

- The participant is able to retrieve data on behalf of use in ITP models

Prior knowledge

It is not necessary for the participant to have prior knowledge of the ITP Document Platform. The participant has experience as a database- or application developer. Also he has developer's knowledge of the database and / or application to be used.

Topics

- ITP Concepts (basic)
- ITP/MDK Repository concepts (basic)
- Use of data in ITP models
- ITP DID Concepts
- ITP DID Definition language
- The lifecycle of the database connection

Depending of the kind of database one or more of the next topics will be educated:

- Use of SDK/MultiPlatform
- Use of SDK/400
- Use of wizards to generate entries and queries
- Use wizards to generate programs
- Structuring XML data
- Adjust and extend generated programs
- Manually define and adjust entries

Shape and duration

This workshop is presented as a one-day interactive workshop. During this workshop participants will get the opportunity to practice with the applications to be used.



Training for IT

ITP is about documents. To use document effectively they must be embedded in your applications and your business processes. In addition an infrastructure needs to be set up to maintain these documents. The training for IT staff covers all technical aspects that are relevant for this.



Workshop ITP/MDK Repository administration

Target audience

Everybody who will be an administrator within the Repository and has to administrate users, start projects, authorizes users and has other administrative jobs within the Repository.

Objectives

By the end of the workshop:

- The participant knows the Repository concepts
- The participant is familiar with the Repository Client
- The participant knows what jobs can and / or must be done by a Repository Administrator
- The participant is able to administrate the Repository
- The participant is able to support text administrators or project managers by implementing Model Management.

Prior knowledge

The participant is an experienced administrator regarding the operating system, the database and the application.

Topics

- Projects
- Users and authorisation
- Delete and cleaning
- Development Tracks

Shape and duration

This workshop is presented as a one-day interactive workshop. By the en of the workshop the basic design of the Repository is complete an is it available for users.



Workshop ITP/Server Administration

Target audience

Administrators who are responsible for ITP/Server

Objectives

By the end of the workshop:

- The participant knows the ITP/Server concepts
- The participant is able to independently install ITP/Server
- The participant is able to work with the ITP/server program
- The participant is familiar with the security aspects of ITP/Server
- The participant is able to work with the facilities for logging and error handling
- The participant is able to implement a backup and disaster recovery procedure for ITP/Server

Prior knowledge

The participant is an experienced administrator regarding the operating system, database and the application.

Topics

- ITP/Server concepts
- Software installation
- Software and interfaces configuration
- Authorization, user profiles and security
- Logging and error handling
- Backup and disaster recovery

Continuation course

This workshop can be combined with the workshop ITP/Server Scripting and the workshop Application Integration. In that way the participant will get to learn all aspects of ITP/Server.

Shape and duration

This workshop is presented as a one-day interactive workshop. During the workshop a real-time installation is being processed and afterwards it is available to use in the participant's organization.



Workshop ITP Administration

Objectives

Combination of the ITP/Server Administration and ITP Repository administration workshop

Duration

2 days



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Workshop ITP/Server Scripting: Document Assembly & Distribution

Target audience

Developers responsible for implementation of ITP/Server services for Document Assembly and Distribution.

Objectives

By the end of the workshop

- The participant knows the ITP/Server concepts
- The participant is able to work with the ITP/Server Administration Program
- The participant is able to work with ITP/Server Scrip Editor
- The participant is able to add services to the ITP/Server using the administrator Program and the Script Editor
- The participant is familiar with concepts of ITP/Server Script Language
- The participant is familiar with control structures of ITP/Server Script Language
- The participant is familiar with the most important commands and functions of ITP/Server Scripting language
- The participant has realized a small number of services with the help of ITP/Server scripts

Prior knowledge

It is not necessary for the participant to have prior knowledge of the ITP Document Platform.

Topics

- ITP/Server concepts
- Software and Interfaces configuration
- Adding services
- Document creation of assembly in services
- Document distribution through e-mail, fax and print
- Communication between service and business application
- Logging and error handling through-out services

Continuation course

It is possible to combine this workshop with the Application Integration workshop.

Then the participant is able to independently integrate ITP into a business application and write the accompanying ITP/Server scripts.

By taking part in the workshop ITP/Server Installation and Configuration, the participant learns everything there is to know about ITP/Server.

Shape and duration

This workshop is presented as a one-day interactive workshop. Participants can directly use the results of this workshop in their job. The results are basic for the real-time implementation.



Workshop ITP Application Integration

Target audience

Developers who have to use services from ITP/Server by using a business application.

Objectives

By the end of the workshop:

- The participant is familiar with the ITP/Server API
- The participant knows the alternatives available for this API
- The participant is able to use one or two available alternatives for this API
- The participant has realized a first call for the API in the application

Prior knowledge

It is not necessary for the participant to have prior knowledge of the ITP Document Platform.

Topics

- ITP/Server concepts
- View of the ITP/Server Scripting language
- The ITP/Server Job API
- The ITP/OnLine Server Model API
- Call services by using the Test Tool
- Call services by using the Command Line API
- Communication between services and calling application

Continuation course

It is possible to combine this workshop with the ITP/Server Scripting workshop.

Then the participant is able to independently integrate ITP into a business application and write the accompanying ITP/Server scripts.

By taking part in the workshop ITP/Server Installation and Configuration, the participant learns everything there is to know about ITP/Server.

Shape and duration

This workshop is presented as a one-day interactive workshop. Participants can directly use the results of this workshop in their job. The results are basic for the real-time implementation.

Data and prices for other workshop on request: sales@aia-itp.com or +31 (0)24 37 10 230.

