

# CARDIFF TELEFORM®

## Overview and Design Training March 26<sup>th</sup> and 27<sup>th</sup>

This course is aimed at Teleform users who wish to design and publish form templates using the Teleform environment.

Maximising the benefits of ICR, OMR and OCR recognition will be a central theme throughout the two days. At the end of this course participants will have a good understanding of the Teleform platform and the underlying technology. The student will be proficient in the use of the Teleform Designer module allowing them to design and publish forms.

This course will be run on Thursday and Friday March 6<sup>th</sup> and 7<sup>th</sup>. We are restricting the number of places available, so early booking is advisable. Full course material and lunch is provided

### Course Agenda - Day 1

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#### **WELCOME & INTRODUCTIONS**

#### **AGENDA REVIEW**

#### **SESSION 1:**

- Introduction to Teleform
- Flow of Data in Teleform
- Teleform Form Types
- Quick Tour of the Teleform Process

#### **SESSION 2: Form Design 1**

- Step 1: Create and Save new form
- Step 2: Add Objects to Your Form
- Step 3: Create Data Entry Fields

#### **SESSION 3: Form Design 2**

- Step 3: Create Data Entry Fields (continued)
- Step 4: Set up the Export Routines
- Finalise the form
- Print & Fill out form

#### **SESSION 4: Teleform Platform**

- Teleform Reader
- Teleform Verifier
- Correct your Fun Feats Form

## Course Agenda - Day 2

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### **SESSION 5:**

- Question & Answer Review
- Additional Form Design Concepts
- Form Folders
- Multiple Recognition Sets
- Advanced Form Fields
- Bar codes
- SKFI

### **SESSION 6:**

- The Shape Library
- Complete Steps 4 & 5 (Set up Export Routines & Finalise Form)
- Optimisation
- RecoFlex
- Confidence Threshold
- OMR Threshold
- Form Attributes

### **SESSION 7:**

- Advanced Data Entry Fields
- Expected Characters
- Context Checking
- Prefill/Default Values
- Drawing Options
- Field Validations
- Create State Dictionary and State Database

### **SESSION 8:**

- Optimise the Fun Feats form
- Course Summary and Q&A

For more detailed information or to book your place on this training course, please contact the Inpute Support Desk on + 353 1 2156204 or email [training@inpute.com](mailto:training@inpute.com)