

**Summary:** This course provides a broad overview of system administrator related functions.

**Topics:** Overview of Ephesoft and the Transact system, understanding the steps of Transact processing including document ingestion, classification, extraction, validation and export, and using Regular Expressions.

**Audience:** This course is intended for new Ephesoft customers and partners to learn the basics of Transact.

**Prerequisites:** None specified, though having an understanding of Regular Expressions and being technically proficient is recommended.

Day 1	
Time	Topics
8:30 AM	Welcome, Introductions, Preview
8:40 AM	Ephesoft Overview
8:50 AM	Transact Overview
<b>9:50 AM</b>	<b>Break</b>
10:10 AM	Tour - Transact Demo
11:00 AM	LAB - Tour with Patient Records
<b>12:00 PM</b>	<b>Lunch</b>
1:20 PM	Transact Basics
1:30 PM	Transact Workflow
1:50 PM	Lab - Workflow Customization
2:30 PM	Document Ingestion
2:40 PM	Classification Overview
2:50 PM	Search Classification
<b>3:20 PM</b>	<b>Break</b>
3:40 PM	Lab - Classification w/ Tax Forms
4:10 PM	Transact Review Module
4:20 PM	End of Day Recap

Day 2	
Time	Topics
8:30 AM	Welcome, Recap, Days Agenda
8:45 AM	Regular Expressions
9:00 AM	LAB - RegEx
<b>10:00 AM</b>	<b>Break</b>
10:20 AM	Keyword Classification
10:40 AM	LAB - Keyword Classification
11:40 AM	Extraction Methods Overview
<b>12:00 PM</b>	<b>Lunch</b>
1:20 PM	Key Value Extraction
1:30 PM	LAB - KV w / Lease Agreement
2:20 PM	Format Conversion
2:30 PM	LAB - Format Conversion
<b>3:00 PM</b>	<b>Break</b>
3:20 PM	Fuzzy Database Lookups
3:30 PM	LAB - Fuzzy Database
4:00 PM	Table Extraction
4:10 PM	LAB - Table Extraction w / Mileage
4:40 PM	End of Day Recap

Day 3	
Time	Topics
8:30 AM	Welcome, Recap, Days Agenda
8:45 AM	Validation Module
9:00 AM	Export Module
9:20 AM	LAB - Export Module
<b>10:20 AM</b>	<b>Break</b>
10:40 AM	Transact Config Export / Import
10:40 AM	LAB - Transact Config Exp / Imp
11:00 AM	Transact Reporting
11:10 AM	Transact Best Practices
1:40 PM	Additional Features
<b>12:00 PM</b>	<b>Lunch</b>
1:20 PM	End of Day Recap
1:40 PM	Class Recap
2:00 PM	Final Assessment