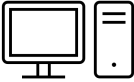Transact Operator training will provide Operators with the skills to use Transact on a daily basis to process your documents. This includes uploading documents, reviewing and validating batches. The course will take a deep dive into the Review and Validate user interfaces through demonstration videos, practice simulations, animations and interactivity.

Training Prerequisites	● None

Course Overview

Title	Description
Introduction to Transact	In this section of the course, you'll learn about document capture and your role as a Transact Operator. You'll also learn concepts that will help you succeed in your role such as what a batch instance is, what document types are, and about the Transact data capture workflow.
Document Ingestion	You will learn about the various file types and methods you can use to onboard documents into Transact. This section also includes a simulation to practice uploading documents into the system. **Simulations** ● Document Ingestion Methods ● Batch Upload Simulation ● File Types and Image Quality
Batch List User Interface	This course section covers the Batch List user interface. You'll learn about key UI functionality and buttons associated with the interface. **Simulation** ● Batch List UI Simulation

Review User Interface	Operators use the Review UI to perform various operations on batch pages like classifying, splitting, copying, and deleting. You will learn how to use the Review UI functions and then complete a simulation where you will practice classifying a document. **Simulation** ● Document Review Simulations
Validate User Interface	As an Operator, you will use the Validate UI to verify that extracted content from batch documents is accurate. You will learn about the Validate UI functionality and then complete a simulation validating a batch. **Simulation** ● Document Validation Simulations ● Table Extraction Simulation ● Fuzzy Search Simulation
Batch Review and Validate Simulation	You will gain hands-on experience uploading, reviewing, and validating a batch in this section of the course. **Simulation** ● Document Upload, Review, and Validate Simulation