# Content

Increase the efficiency of your SER solutions .......................................................... 3
Training locations of the SERacademy ........................................................................ 4
Building blocks for Doxis4 CSB .................................................................................. 5
Doxis4 Capture ............................................................................................................. 6
Doxis4 InvoiceMaster Read (SLX) .............................................................................. 7
Doxis4 InboundCenter Admin (SLX) .......................................................................... 8
Doxis4 InboundCenter Customizing (SLX) ................................................................. 9
Doxis4 CSB Overview ................................................................................................ 10
Doxis4 CSB Functional Administration ..................................................................... 12
Doxis4 CSB Technical Administration ..................................................................... 13
Certification as CSB Technical Administrator .......................................................... 14
Doxis4 winCube for power users ............................................................................. 15
Doxis4 BPM ................................................................................................................ 16
Doxis4 Records .......................................................................................................... 17
Doxis4 winCube Scripting ......................................................................................... 18
Doxis4 winCube Scripting add-on for BPM ............................................................. 19
Doxis4 webCube Scripting ........................................................................................ 20
Doxis4 File Import Service (FIPS) .......................................................................... 21
Doxis4 Agent Service ........................................................................................-------- 22
Doxis4 CSB Full Text Service ................................................................................... 23
General information and price list ......................................................................... 24
Increase the efficiency of your SER solutions

The SERacademy is the Enterprise Content Management Training Center of SER. Users, project developers and administrators learn how to use SER solutions efficiently in the shortest possible time - from basic configuration to productive use in everyday life. With four state-of-the-art training locations in Bonn, Berlin, Hamburg and Stuttgart, SERacademy is now close to its customers throughout Germany. SERacademy also offers training courses in Vienna for customers and interested parties in Austria.

The SERacademy shows participants how they can achieve optimum results in their daily work with SER systems. It is not about the basic use of the products - this is made intuitively accessible thanks to the consistent use of the Microsoft Look & Feel. SERacademy training courses quickly convey the extended possibilities and special functions of the Doxis4 iECM suite. More ECM knowledge in the company ensures a higher efficiency of the solutions used.

Training offered by the SERacademy

The SERacademy currently offers a total of 17 standard training courses, some of which are based on one another in terms of content. Training blocks last between one and four days, depending on the topic and the demand of the respective training. Specialized instructors offer the different subject areas at four training locations. This ensures the consistently high quality of the training courses. Training courses adapted to customer requirements supplement the SERacademy's range of services and can be offered on site for the customer as needed.

In order to achieve the desired increase in the efficiency of ECM solutions, the SERacademy offers training courses with a high practical component that are specially tailored to the different target groups.

You can reach the SERacademy by email: SERacademy@sergroup.com
We look forward to meeting you and wish you much success and fun when attending our training courses!
Training locations of the SERacademy

At the time of this publication, SERacademy has five locations: Bonn, Berlin, Stuttgart, Hamburg and Vienna. This brings SER close to its customers and minimizes the time participants require for travel, enabling customers to flexibly plan training participation. Our trainings in Vienna take place in the ETC - Enterprise Training Center in Vienna. Further information on the training location in Vienna can be found at www.etc.at.
Building blocks for Doxis4 CSB

Overview

Doxis4 CSB Overview
3 days

Update

Update-Course Functional Administration - 2 days

Technical Administrator

Doxis4 CSB Technical Administration
4 days

prerequisite

Certification as CSB Technical Administrator - (dates on request)

Power User

Doxis4 winCube for power users
3 days

recommended

Doxis4 CSB Functional Administration
4 days

Functional Administrator

Doxis4 CSB Functional Administration
4 days

prerequisite

Doxis4 BPM
4 days

Advanced

Doxis4 Records
2 days

Doxis4 CSB Fulltext Service
1 day

Doxis4 Agent Service
3 days

Doxis4 File Import Service (FIPS)
1 day

Doxis4 webCube Scripting
2 days

Doxis4 winCube Scripting
4 days

Doxis4 winCube Scripting add-on for BPM
1 day

Doxis4 winCube Scripting add-on for BPM
1 day
Doxis4 Capture

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
1 day, 10:00 AM to 5:00 PM

Description
The Doxis4 Capture training course is designed for people who want to set up and administer scanning jobs and want to get to know the customizing possibilities of Doxis4 Capture. After attending this course, you will understand the architecture of Doxis4 Capture and its various components and configuration options to achieve optimal scan results. Focal points of the course are the setup of Doxis4 Capture scanning processes, the extraction of index data, as well as the validation and transfer of data to subsequent archive systems. You are able to design and create a Doxis4 Capture scanning process. You will also learn how to set up form recognition and how to manage the user administration, including the Doxis4 Capture rights concept.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: -

Key topics
- Setup of various batch and document classes
- Document separation (manual, fixed number of pages, barcode)
- Configuration of automatic text recognition (OCR, ICR, OMR)
- Configuration of the validation and confirmation modules
- Configuration of services, user rights and security concepts
- Administration and error analysis

1 day
Price per person for 1 - 3 participants: 700 EUR
Price per person for each additional participant of a client: 500 EUR
Doxis4 InvoiceMaster Read (SLX)

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
This training is designed for customers and partners who use Doxis4 InvoiceMaster Read (SLX) for automatic recognition of incoming invoices. Get to know the process of Doxis4 InvoiceMaster Read (SLX) and the terms and modules on which Doxis4 InvoiceMaster Read (SLX) is based. After learning the fundamental concepts, you will learn how to postprocess invoices using validation in Doxis4 InvoiceMaster Read (SLX) and optimize the extraction rate with the learning set. In addition, customization and extension options with regard to design, functional functions and scripting are presented.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: -
- Recommended in-depth training: Doxis4 Capture, Doxis4 InboundCenter Admin (SLX)

Key topics
- Overview of Doxis4 InvoiceMaster Read (SLX)
- Components of Doxis4 InvoiceMaster (SLX)
- Extraction and learning concept
- Settings and operation of validation and management of the learning set
- Exception handling
- Administration and error analysis
- Adaptations / extensions regarding design, functions and scripting

2 days
Price per person for 1 - 3 participants: 1,400 EUR
Price per person for each additional participant of a client: 1,000 EUR
Doxis4 InboundCenter Admin (SLX)

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
The Doxis4 InboundCenter Admin (SLX) course is designed for administrators who maintain the system and for consultants who want to implement Doxis4 InboundCenter for a customer. Participants gain a comprehensive overview of the possibilities of automatic classification and extraction of relevant document contents. You will learn to define, test and transfer a Doxis4 InboundCenter (SLX) project into the production environment. You can create a validation client and postprocess the documents. The Doxis4 InboundCenter Admin (SLX) course is the ideal complement to the Doxis4 InvoiceMaster Read (SLX) course.

Prerequisites
- Knowledge: User Basics \textit{Windows} Operating Systems
- SERacademy training modules: -
- Recommended in-depth training: Doxis4 Capture, Doxis4 InvoiceMaster Read (SLX)

Key topics
- Integration of Doxis4 InboundCenter (SLX) in Doxis4 Capture
- Detailed overview of the ProjectDesigner and validation modules
- Classification methods and rules
- Setup and training of the classification based on sample invoices and incoming email
- Extraction methods
- Setup and training of data extraction with different extraction methods
- Setup of postprocessing with validation client
- Synchronization with Doxis4 Capture and setup of an automatic project flow
- Administration and error analysis

2 days
Price per person for 1 - 3 participants: 1,400 EUR
Price per person for each additional participant of a client: 1,000 EUR
Doxis4 InboundCenter Customizing (SLX)

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
In the previous course, Doxis4 InboundCenter Admin (SLX), you obtained insight into the possibilities of Doxis4 InboundCenter (SLX). Ideally, participants should have knowledge of the Visual Basic programming language.

Participants will receive a comprehensive overview of the possibilities of project-specific adaptations of Doxis4 InboundCenter (SLX) via script. You will learn how to use the script editor, obtain an overview of the most important script events of Doxis4 InboundCenter (SLX) and transfer this knowledge into practice.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 InboundCenter Admin (SLX)

Key topics
- Doxis4 InboundCenter (SLX) Basic Interpreter
- Basics - objects, properties and methods
- Integration in Doxis4 InboundCenter (SLX)
- Doxis4 InboundCenter (SLX) objects
- Order of the script events of Doxis4 InboundCenter (SLX)
- Script exercises for main batch processing

2 days
Price per person for 1 - 3 participants: 1,400 EUR
Price per person for each additional participant of a client: 1,000 EUR
Doxis4 CSB Overview

Target audience
Business Analysts, Solution Architects, Project Managers, Project Decision Makers, Kick-Off Team Members

Duration, Time
3 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

Description
You are at the beginning of a Doxis4 CSB project? Would you like to expand your existing Doxis4 system with new functions and identify and plan implementation possibilities? Then the Doxis4 CSB Overview course is just right for you.

In this course, the capabilities of the system are demonstrated based on a sample use case in which a department extends an existing Doxis4 solution to tailor it to meet their specific needs. After the Doxis4 concept is introduced, the use of the clients (winCube/webCube) is on the agenda. You will then learn more about the configuration of the system and clients of Doxis4 CSB. Get to know cubeDesigner and design some design elements for document storage, document search, result lists, filing and rights in simple exercises. You will also learn how the File Import Service (FIPS) and the Agent Service work. In addition, you will learn more about the topics of full text and the use of BPM workflows. At the end of the training, you will have a comprehensive overview of the entire system. You are able to define requirements for your Doxis4 system and accompany the implementation.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: -
- Recommended in-depth training: Power user training for the clients, Doxis4 CSB business administration, Doxis4 system administration, Doxis4 BPM, Doxis4 Records, Doxis4 winCube Scripting, Doxis4 File Import Service (FIPS), Doxis4 Agent Service

Key topics
- Doxis4 CSB concept
- Presentation of the clients (winCube/webCube)
- Structure of the CSB domain
- Design tool cubeDesigner with the themes:
  - Document storage, document search, result list, processes, file and rights, full text
- File Import Service (FIPS)
- Agent Service

3 days
Price per person for 1 - 3 participants: 2,100 EUR
Price per person for each additional participant of a client: 1,500 EUR
Functional Administration Update Course

Target audience
Former participants of the course Doxis4 CSB Technical Administration.

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
The Functional Administration Update Course is designed for participants who want to freshen up their knowledge of functional administration. Practical exercises are used to acquaint participants with the many improvements. Discover the advantages of new functions and learn the practical implementation with Doxis4 cubeDesigner.

The training focuses on the new features of Doxis4 cubeDesigner 7.0 - 8.0, such as the new result list, batch scanning, the use of categories, virtual value lists, the use of access rules and the use of additional items for comments. In addition, the postprocessing of documents via document organization windows and the new “file from file system” are discussed. Afterward, the new function for restricting relationships is clearly presented. The new tiles are explained in detail, including how to authorize them for the user. The filter function for value lists is discussed in practical terms and the extended functions of descriptor assignments are discussed. Of course, the fine improvements in Doxis4 cubeDesigner will also be presented.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Functional Administration

Key topics
- Innovations in Doxis4 cubeDesigner 7.0 and 7.01
  - New result list
  - Batch processing (scanning)
  - Categories
  - "Additional Items" for comments, etc.
  - Access Rules
  - Document organization window
  - Dialog wizard
  - File from file system
  - Restriction of allowed relationship
- Innovations in cubeDesigner 8.0
  - Tiles
  - Filter function for value lists
  - Descriptor mappings
- Fine improvements in cubeDesigner/ winCube

2 days
Price per person for 1 - 3 participants: 1,400 EUR
Price per person for each additional participant of a client: 1,000 EUR
Doxis4 CSB Functional Administration

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
4 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

Description
The Doxis4 CSB Functional Administration course focuses on the Doxis4 cubeDesigner client and its design tools in conjunction with the administrative functions for organization and rights management. You will experience the practical interaction of Doxis4 cubeDesigner with the Doxis4 winCube client and Doxis4 CSB.

In the beginning, you will learn the theoretical basics of the structure of Doxis4 CSB and analyze a demo project. A condensed presentation of the various functions of the Doxis4 winCube client is provided, and the design of the demo application in Doxis4 cubeDesigner is analyzed and extended. You will then design a realistic example project by yourself and apply your knowledge in exercises. The topics subscriptions, batch processing, filing from file system and the use of document templates are covered. Your finished design will then be capped off by a defined authorization concept in the organizational administration.

Prerequisites
- Knowledge: User Basics <Windows> Operating Systems
- SERacademy training modules: -
- Recommended in-depth training: Doxis4 CSB Technical Administration, Doxis4 BPM, Doxis4 Records, Doxis4 winCube for power users, Doxis4 winCube Scripting, Doxis4 webCube Scripting, Doxis4 File Import Service (FIPS), Doxis4 Agent Service

Key topics
- Doxis4 CSB structure
- Analysis of a demo project
- Analysis of the Doxis4 document model and its implementation in the client functionalities
- Doxis4 cubeDesigner basics
- Analysis of the design of the demo application
- Realization of a sample project with Doxis4 cubeDesigner for a new client
- Document and search classes
- Dialog design
- Result list functions
- Retention rules
- Batch processing (scanning)
- Notifications (subscriptions)
- Document templates
- File from file system
- Transport of systems
- Organizational administration
- Authorization concept
- Access rules
- Tiles
- Document organization window

4 days
Price per person for 1 - 3 participants: 2,800 EUR
Price per person for each additional participant of a client: 2,000 EUR

Training Catalog | Page 12
Doxis4 CSB Technical Administration

Target audience
IT system administrators, project developers, partners and SER employees

Duration, Time
4 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

Description
In this course, you will get to know Doxis4 CSB as the central element of the SER document management system. In the beginning, you will acquire the basic theoretical knowledge for the installation and administration of Doxis4 CSB and typical additional components, such as File Import Service (FIPS) and Agent Service. The focus is on the server-side configuration options for setting up and managing a system topology. The connection to the storage services and the integration of the storage adapters are explained in detail, up to the distributed content object scenario with failover functionalities. Replication is introduced in this context. At the conclusion of this course, you will put your knowledge into practice by setting up a new Doxis4 system including FIPS and Agent Service and the required configuration options of the 3rd party products. Finally, you will get an overview of the installation of the Doxis4 CSB clients and the interaction between Doxis4 CSB and the Doxis4 user clients. The client transport system for transferring administrative metadata from test to production is discussed in detail.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- Recommended in-depth training: Doxis4 CSB Business Administration, Doxis4 File Import Service (FIPS), Doxis4 Agent Service
- Additional offer: Certification as CSB System Administrator

Key topics

<table>
<thead>
<tr>
<th>Analysis of the structure of a Doxis4 CSB system</th>
<th>Installation and configuration of a Doxis4 CSB system</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Installation requirements</td>
<td>- Setup of typical 3rd party configurations</td>
</tr>
<tr>
<td>- Structural foundation of Doxis4 CSB</td>
<td>- Installation of a Doxis4 CSB domain incl. FIPS and Agent Server</td>
</tr>
<tr>
<td>- Presentation of the administration clients</td>
<td>- Integration of multiple storage service instances and storage adapters (example: file system) with replication scenarios</td>
</tr>
<tr>
<td>- Domain administration and structure of the system topology</td>
<td>- Installation of the clients Doxis4 win-/webCube and cubeDesigner</td>
</tr>
<tr>
<td>- Administrative rights</td>
<td>- Information about the client schema incl. user and rights logic</td>
</tr>
<tr>
<td>- Setting up storage services and connecting storage adapters</td>
<td>- Transport options</td>
</tr>
<tr>
<td>- Installing FIPS and Agent Server</td>
<td></td>
</tr>
<tr>
<td>- Client administration</td>
<td></td>
</tr>
<tr>
<td>- Content object distribution, failure strategies &amp; backup scenarios</td>
<td></td>
</tr>
</tbody>
</table>

4 days

Price per person for 1 - 3 participants: 2,800 EUR
Price per person for each additional participant of a client: 2,000 EUR
Certification as CSB Technical Administrator

Target audience
IT system administrators, project developers, partners and SER employees

Duration, Time
1 day, 10:00 AM to 5:00 PM

Description
In the previous course, Doxis4 CSB Technical Administration, you became acquainted with Doxis4 CSB as the central element of the SER document management system. You have learned all the necessary steps to set up a Doxis4 system.

Now obtain your CSB Technical Administrator certificate by installing and configuring a Doxis4 system from the ground up, including the required configuration options of the 3rd party products.

Note: Certification is based only on the contents of the Doxis4 CSB Technical Administration course.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Technical Administration

1 day
Price per person for 1 - 3 participants: 700 EUR
Price per person for each additional participant of a client: 500 EUR
Doxis4 winCube for power users

Target audience
Power users, IT administrators, project developers, partners and SER employees

Duration, Time
3 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

Description
Doxis4 winCube is available as a universal client of the Doxis4 iECM suite for daily work with documents and files as well as for transaction processing. As a Windows client, Doxis4 winCube combines flexibility with functional diversity. It is quick to learn and easy to use thanks to its adaptable user interface. Doxis4 winCube uses state-of-the-art GUI technologies such as ribbons and register navigation, putting it at the forefront of competing concepts in terms of usability.

In Doxis4 winCube for Power Users, participants obtain all necessary knowledge to use the full functional range of the client. In addition to imparting the necessary theoretical content, the course includes several practical exercises to help solidify the theoretical knowledge. With the training documentation, the participants can repeat the contents of the training course very easily and can create their own user training documents.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: -
- Recommended in-depth training: Doxis4 CSB Functional Administration

Key topics
- Doxis4 winCube client basics (architecture / rights concept / document model)
- Filing and searching documents (incl. full text)
- Document handling (display, edit, output, deletion)
- Use of public and personal directories
- Adaptation of the user interface to the needs of the user
- Filing
  - Basics for using an eFile
  - Using DMS classification schemes
- BPM (Business Process Management)
  - Basics for the use of BPM
  - Use of workbaskets
  - Use of ad hoc transactions
  - Searching for, editing, delegating or forwarding tasks

3 days

Price per person for 1 - 3 participants: 2,100 EUR
Price per person for each additional participant of a client: 1,500 EUR
**Doxis4 BPM**

**Target audience**
IT administrators, project developers, partners and SER employees

**Duration, Time**
4 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

**Description**
The Doxis4 BPM training course is designed for people who use the integrated transaction processing within the framework of Doxis4 winCube. On the first day, participants will become acquainted with the architecture of Doxis4 BPM and its various administrative components.

The extended user administration with Doxis4 cubeDesigner for setting up workbasket users, use of workbasket processes, and integrated process management are the focus of the event. The process concepts "ad-hoc" and "structured process model" are explained based on practical examples, and the technical and conceptual implementation is analyzed in cubeDesigner. From the second day on, Doxis4 process definitions will be used to implement process instances of varying degrees of complexity. Participants will not only learn how to conceive and illustrate processes, but also how to design the necessary dialogs and integrate automatic agents. The extended rights in the access control module of cubeDesigner as well as the workbasket rights management are explained in detail.

**Prerequisites**
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Functional Administration

**Key topics**
- Design and understanding terms
- Doxis4 architecture and components
- Setup and administration of workbasket users
- Process definition and mapping of a process with Doxis4 cubeDesigner
- Dialogs and designs of processes
- Integration of automatic tasks
- Logging, error handling
- Extended access rights and workbasket rights
- Realization of follow-ups/suspensions

**Price per person for 1 - 3 participants: 2,800 EUR**

**Price per person for each additional participant of a client: 2,000 EUR**
Doxis4 Records

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
The Doxis4 Relationship Service manages electronic file directories and classification schemes as part of your Doxis4 DMS/BPM management system. In this course, participants will become acquainted with the technical and business configuration for creating electronic files. In addition, participants will learn about classification schemes and the creation and authorization of personal and public directories based on real-life examples. The comprehensive rights management, including the inheritance logic of file rights for documents, rounds off the overview.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Functional Administration

Key topics
- Configuration of the Doxis4 Relationship Service
- Document references
- Creation of file classes and file definitions
- Static and dynamic registers
- Integration of BPM processes into the file concept
- "File in file" functionality
- Using and enhancing classification schemes
- Personal and public directories and their permissions
- Enhanced authorization concept for files / directories / classification schemes

2 days
Price per person for 1 - 3 participants: 1,400 EUR
Price per person for each additional participant of a client: 1,000 EUR
**Doxis4 winCube Scripting**

**Target audience**
IT administrators, project developers, partners and SER employees

**Duration, Time**
4 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

**Description**
Visual Basic scripts can be used to adapt the functions of Doxis4 winCube to meet your individual needs. Visual Basic, the scripting language used by Doxis4 winCube, provides several possibilities for users to define and maintain the application individually.

Become acquainted with the customization possibilities of Doxis4 winCube to meet your company’s specific requirements. This course provides an insight into the extensive Doxis4 winCube object model. In addition to learning the basic theoretical concepts, participants will develop examples for filing, searches, and result list displays.

**Prerequisites**
- SERacadey training modules: Doxis4 CSB Functional Administration
- Recommended in-depth training: Doxis4 winCube Scripting add-on for BPM

**Key topics**
- Doxis4 winCube Basic Development Environment
- Doxis4 winCube object model and events
- Properties and methods of Doxis4 winCube objects
- Programming of:
  - Examples of filing
  - Search examples
  - Examples of result lists
  - Examples of global scripts
- Extension of the ribbon
- Accessing external databases
- Opening and using Doxis4 winCube from another application
Doxis4 winCube Scripting add-on for BPM

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
1 day, 10:00 AM to 5:00 PM

Description
Visual Basic scripts can be used to adapt the functions of Doxis4 winCube to meet your individual needs. Visual Basic, the scripting language used by Doxis4 winCube, provides several possibilities for users to define and maintain the application individually.

In the Doxis4 winCube Scripting add-on for BPM course, you will learn how to adapt Doxis4 winCube to your company-specific requirements. We provide you with knowledge of the Doxis4 winCube object model in relation to business process functionality. During the training, examples in the area of case processing are developed.

Prerequisites
- SERacademy training modules: Doxis4 winCube Scripting and Doxis4 BPM

Key topics
- Doxis4 winCube BPM object model
- Properties and methods of Doxis4 winCube BPM objects
- Programming of:
  - Examples of operation dialogs
  - Examples of workbaskets
  - Examples of automatic processes

1 day
Price per person for 1 - 3 participants: 700 EUR
Price per person for each additional participant of a client: 500 EUR
Doxis4 webCube Scripting

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
2 days, 1st day: 10:00 AM to 5:00 PM, 2nd day: 9:00 AM to 5:00 PM

Description
Visual Basic scripts can be used to adapt the functions of Doxis4 winCube to meet your individual needs. Visual Basic, the scripting language used by Doxis4 winCube, provides several possibilities for users to define and maintain the application individually.

Get to know the customization possibilities of Doxis4 webCube to your company-specific requirements. We provide you with knowledge of the Doxis4 webCube object model. Examples for filing, search, and result lists are developed in the training. Optionally, scripts for transaction processing (BPM) can be discussed.

Prerequisites
- Knowledge: User Basics Windows Operating Systems, JAVA Basics
- SERacademy training modules: Doxis4 CSB Functional Administration
- Recommended in-depth training:

Key topics
- Setting up and using a development environment
- Doxis4 webCube object model
- Properties and methods of Doxis4 webCube objects
- Programming of:
  - Examples of filing
  - Examples of searches
  - Examples of result lists
  - Examples of global scripts
  - Examples for operation processing (BPM)
- Integration of ribbon objects

2 days

Price per person for 1 - 3 participants: 1,400 EUR

Price per person for each additional participant of a client: 1,000 EUR
Doxis4 File Import Service (FIPS)

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
1 day, 10:00 AM to 5:00 PM

Description
Today, computer systems generate vast amounts of data in companies and administrations. This data has to be stored for many years due to operational requirements and legal regulations. Doxis4 File Import Service (FIPS) is available for this purpose. It is the client of the Doxis4 iECM Suite for automatic conversion, separation, indexing and archiving of mass data.

The Doxis4 File Import Service (FIPS) course teaches you how to use and customize Doxis4 File Import Service (FIPS) to meet your needs. In addition, participants will also learn basic troubleshooting and monitoring.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Functional Administration

Key topics
- Fundamentals of FIPS
- Configuration and administration of FIPS and FIPS jobs
- Troubleshooting and monitoring
- Archiving example for FIPS
- Updating descriptors with FIPS

1 day
Price per person for 1 - 3 participants: 700 EUR
Price per person for each additional participant of a client: 500 EUR
Doxis4 Agent Service

Target audience
IT administrators, project developers, partners and SER employees

Duration, Time
3 days, 1st day: 10:00 AM to 5:00 PM, following days: 9:00 AM to 5:00 PM

Description
The Doxis4 Agent Service makes it possible to react flexibly to events in Doxis4 and to trigger customer-specific automatic events in the form of Java or groovy programs known as "agents". Typical events in Doxis4 CSB include archiving a document, changing descriptors, or adding a document to a record. However, the possible events are manifold.

In the Doxis4 Agent Service training course, participants will learn how to administer, use and customize defined standard agents. In addition, product-specific basics for the development of agents in the programming languages Java and Groovy are learned.

Prerequisites
- Knowledge: User basics Windows operating systems, basics JAVA or Java scripting (groovy)
- SERacademy training modules: Doxis4 CSB Functional Administration

Key topics
- Fundamentals of the architecture and operation of Doxis4 Agent Services
- Configuration of the Agent Service, including administration/integration into a CSB domain
- Definition of agents (properties/parameters)
- Definition of agent triggers
- Monitoring of agent jobs
- Integration of agents via transport packages
- Use and customization of standard agents based on select examples
- Programming of agents in Java or Groovy
- DOXiS4JavaAPIUtil helper class

3 days

Price per person for 1 - 3 participants: 2,100 EUR
Price per person for each additional participant of a client: 1,500 EUR
Doxis4 CSB Full Text Service

Target audience
IT Administrators and IT Specialists, Project Developers, Partners and SER Employees

Duration, Time
1 day, 10:00 AM to 5:00 PM

Description
This course focuses on the installation of the Doxis4 full-text server, including the installation and use of the current plug-in engine and extensions to the options for searching the full-text content of documents.

The complete standard installation is presented, including operating system-specific adaptations (e.g., Windows) and extensions. The optional connection of a rendition server is explained schematically. Participants will learn how to integrate the full-text function in the CSB domain. Participants will further learn full-text administration tasks, including adjusting and monitoring full-text functions and how to reconstruct the full text in the event of errors.

Technical adjustments are carried out in Doxis4 cubeDesigner. Participants will additionally learn about extended functions, such as the use of full text in conjunction with descriptors and how to determine which customizations are possible and which customizations are required for performance optimization.

Prerequisites
- Knowledge: User Basics Windows Operating Systems
- SERacademy training modules: Doxis4 CSB Functional Administration and / or Doxis4 CSB Technical Administration

Key topics
- Installation of Doxis4 Fulltext Service.
- Setting up the full-text engine
- Integration into the CSB domain
- Configuration options / Administration
- Implementation in the clients
- Reconstruction options
- Configurations in the administration application
  - Full-text content
  - Descriptor concepts
  - Technical optimizations
- General performance optimizations
- Reorganization and reconstruction
- Migration, backup & recovery of full-text engines

1 day
Price per person for 1 - 3 participants: 700 EUR
Price per person for each additional participant of a client: 500 EUR
General information and price list

Number of participants for conducting training courses
A minimum of three participants is required to conduct training courses. There is a maximum of 12 participants per course.

Place / Time
The courses are given in our state-of-the-art training rooms of the SERacademy in Bonn, Berlin, Hamburg or Stuttgart. The courses in Vienna are held in the ETC - Enterprise Training Center. The dates of the standard training courses can be found on our website. The following system requirements are necessary if you want to have a course conducted at your company’s location:

- To conduct a course at your company’s location, we require a training or meeting room, a projector and one computer per participant. The computers must have 16GB RAM (preferably 32GB RAM), at least 100GB free hard disk space and a fast processor with virtualization support. A 64-bit operating system (Windows 7, Windows 8 or Windows 10) is required.
- The training installation is brought along by the trainer in a VMware image or will be sent to you in advance via USB stick.
- A VMware Player (Version 15) in a version licensed for commercial use is required.

Training documents
Our training courses are supplemented by an accompanying training document in PDF form or as a hand-out. With the help of this document, participants can easily review and reinforce what they have learned.

Login and registration
A convenient online registration is available on our website. Registrations will be considered in the order in which they are received and will be confirmed in writing.

Conditions of participation
Our current conditions of participation apply.

Accommodation
We can recommend hotels near our training locations. Bookings carried out through SERacademy might be eligible for corporate fixed price agreements.
The following price model applies to all training courses offered by SERacademy:

<table>
<thead>
<tr>
<th>Number of participants</th>
<th>Training location</th>
<th>Price (EUR)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3 participants from a single client</td>
<td>SER</td>
<td>700.00 per person per day</td>
</tr>
<tr>
<td>3 participants</td>
<td>Client’s registered office</td>
<td>2,100.00 per day</td>
</tr>
<tr>
<td>4 or more participants from a single client</td>
<td>SER or client’s registered office</td>
<td>500.00 per person per day</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>1,125.00 per preparation day</td>
</tr>
<tr>
<td>up to 12</td>
<td>SER or client’s registered office</td>
<td>on request</td>
</tr>
</tbody>
</table>

* Prices may be subject to additional VAT.

All training courses include training documents. For training courses at the SER premises, refreshments and lunches for participants are included in the price. For courses held at your company’s location, one preparation day per training course as well as travel costs and expenses incurred will be added to the above costs.

**Contact us**

SER Solutions Germany GmbH  
Joseph-Schumpeter-Allee 19, 53227 Bonn, Germany  
Email:  [SERacademy@sergroup.com](mailto:SERacademy@sergroup.com)