Bottomline training courses are designed to enable you to implement your Transform projects quickly. Courses can be attended at locations worldwide or alternatively can be run at your own premises. Courses are available for all the different Transform solutions and options.

Subjects are covered in a thorough and pragmatic way, with students being given the opportunity to work on realistic examples in a professional classroom environment. Practical use of our Transform solutions is an essential part of our curriculum. All students attending Bottomline solutions training in one of our regional facilities will receive courseware comprised of a course manual, pen and notepad. Client-site training can accommodate one to eight students.

All UK courses are held at our office in Reading, conducted by experienced instructors.

Our training rooms can accommodate up to nine students.

Courses covered in this guide:

- Introduction to Transform Project Development
- Introduction to Transform Content Centre
- Administration of Transform Foundation Server
- Advanced Transform Project Development
Title  Practical Introduction to Project Development

Duration  3 Day Course

Course Objective
This course is a practical introduction to developing document output solutions with Transform Output Centre or Transform Productivity Centre. Students will learn how to design projects which receive, present and deliver documents in a variety of data and output formats.

Course Description
This hands-on course is designed for individuals who will use the Transform Designer environment to create document output solutions. Attendees will learn how to create new as well as navigate existing projects. Subjects will include acquiring data in a range of formats and sources, performing basic data transformation, applying conditional processing and presenting formatted output in a range of formats and destinations. Producing understandable, maintainable projects is emphasized throughout the course. Documents created during the session are real world exercises.

Who Should Attend?
Anyone responsible for creating of document output solutions, project developers, business analysts or interested stakeholders.

Required Skills and Prerequisite Courses
Attendees should be familiar with the Microsoft Windows user interface and have experience of performing basic system administration tasks such as creating and renaming files and directories as well as managing printers and print queues. Attendees should also be familiar with elementary programming concepts such as conditional logic and also have an understanding of how the Transform solution will be used within their organisation.

Whilst pre-requisites do not exist for this course, enrolment in the Administration of Transform Foundation Server course is highly recommended as a supplement to this course, particularly for those responsible for administrating their Transform environment or working in a multi-server environment.

Next Recommended Course(s)
Attendees responsible for administrating a Transform environment should consider attending the Administration of Transform Foundation Server Course.
Attendees should consider attending an Advanced Transform Project Development Workshop once they have gained practical experience of developing Transform projects.
Bespoke one-to-one training sessions are available.

What Will I learn?

System Overview
• Transform System Architecture
• How the system components interact
• Fundamentals and Concepts of project design
• Data input and output types
• Comprehensive tour of the designer application

Document Design
• Page design tools and techniques
• Creating paginated output
• Working with static and variable text
• Integrating images and barcodes
• Using cultural settings
• Working with Tags and Filters
• Creating conditional output and formatting using expressions
• Working with multi-language labels

Document Delivery
• Configuring print, fax, email and file delivery methods
• Storing to Transform Content Centre
• Testing report output

Programming Concepts
• Introduction to the projects files and the branch editor
• Using shared resources
• Using Branch shortcuts and parameters
• Conditional processing

Deploying projects
• Understanding the deployment process
• Understanding project structure, repositories, packages and branches
• Synchronizing and deploying projects
• Project life cycle
Title  Introduction to Transform Content Centre

Duration  1 Day Course

Course Objective
This course is a practical introduction to Transform Content Centre, a web-based document storage and retrieval system. Individuals responsible for this system's operation and maintenance will learn how to install, configure, administer and use this software.

Course Description
This hands-on course is designed for those individuals whose job responsibilities include the maintenance of a Transform Content Centre implementation. Tasks will include organisation of documents, user management, system security and overall system operation. The student will perform exercises that illustrate how to integrate document storage into existing projects as well as the other Transform Software modules. This course may also be used as a “train-the-trainer” session for those wishing to instruct other organisational users on how to search for, view and manage documents.

Who Should Attend?
Anyone responsible for administration of a Transform Content Centre implementation, project developers or interested stakeholders.

Required Skills and Prerequisite Courses
Attendees should possess a basic understanding of relational database system functionality and management concepts as well as understanding of the administration of web-based applications. If you plan to implement Transform Content Centre into your organisation's existing database infrastructure, you should have an understanding of the architecture of that system.

Attendees responsible for integration of Transform Content Centre with Transform Output Centre, Transform Productivity Centre other Transform modules, or other systems and solutions should have attended the Practical Introduction to Transform Output Centre course and possess some project development experience.

Next Recommended Course(s)
Attendees should consider attending an Advanced Transform Project Development Workshop once they have gained practical experience of developing Transform projects.

What Will I learn?
System Overview
- Transform Content Centre System Architecture
- How the system components interact
- Installation and configuration

User Interface
- Introduction to the Transform Content Centre User Interface
- Searching for and retrieving documents
- Working with favourites and subscriptions
- Emailing and printing documents
- Uploading documents

Administration
- Concepts and storage architecture
- Creating categories and indexes
- Managing users and security
- System administration and content management tasks

System Integration
- Storing output from Transform Output Centre
- Integrating with other Bottomline Products
  - Paybase
  - Transform Scan Center
  - Optio DCS, eCom.Integrate
  - Create!form
- Storing existing content
- Handling successful and unsuccessful jobs
Title  Administration of Transform Foundation Server

Duration  1 Day Course

Course Objective
This course is designed for the person responsible for the administration of Transform solutions running within the Transform Foundation Server environment. It will provide instruction for the installation, configuration, monitoring and administration of the core modules, management of project deployment in single and multiple environment deployments and the management of single and multi-developer environments. This course also covers administration of Transform Content Centre.

Course Description
This hands-on course provides an understanding of how the Transform product is architected, installed, configured, monitored, managed and maintained without requiring an in-depth knowledge of the Transform Designer design tool or project development techniques. A major focus of this course is the use of the Web interface for the management of the Transform Administrator and Transform Content Centre. The course describes the role and functionality of the server and client components and associated modules.

Who Should Attend?
Anyone responsible for administration of a Transform implementation, project developers or interested stakeholders.

Required Skills and Prerequisite Courses
Attendees should possess a basic understanding of server and network management concepts including TCP/IP networking, Microsoft Windows system management including Printer administration and managing services.

Next Recommended Course(s)
Attendees who are required to create new or edit existing Transform projects should consider attending the Introduction to Transform Output Centre course. Attendees should also consider attending the Introduction to Transform Content Centre course if they are required to administrate, support or design projects which integrate with Transform Content Center.

What Will I learn?

Software Installation
- Transform System Architecture
- System Components
- Installation Planning
- Installation Scenarios
- Post Installation configuration

Product Licensing
- Licensing Overview
- License Key Operation
- Installing and managing license keys

System Administration
- User management
- Server monitoring and management

Project Deployment
- Fundamentals and concepts of project design
- Project deployment concepts
- Package level security

Advanced Configuration and Management
- Multiple environment management
- Compliance Management
- Server group, Process group and system process configuration

Transform Content Centre
- Web server and database configuration
- Category, Document and User management
- Security
Title  Advanced Transform Project Development

Duration  3 Day Course

Course Objective
This course is intended to expand on the knowledge gained in the Practical Introduction to Transform Project Development course to give attendees a thorough understanding of how to approach solution design within Transform in order to create robust and maintainable solutions.

Course Description
This hands-on course provides an in depth understanding of how Transform solutions can be architected to promote understanding, maintainability, scalability and reuse. This course also provides an understanding of how to deal with multiple data sources, transforming and manipulating data, work with databases and data compression techniques. Students will perform hands-on exercises to reinforce the techniques covered.

Who Should Attend?
Anyone responsible for developing or maintaining complex, large scale or distributed Transform solutions.

Required Skills and Prerequisite Courses
Attendees should possess a basic understanding of server and network management concepts including TCP/IP networking, Microsoft Windows system management including Printer administration and managing services.

Attendees must have attended the Practical Introduction to Transform Project Development prior to attending this course.

What Will I learn?

Project Structure
- Designing for the future
- Branch structure
- Supporting multiple environments
- Managing common resources
  - Global and External Resources
  - Repository Structure
- Managing external resources

Data Acquisition
- Primary Data Acquisition
  - Data cleaning
  - Convert Stream
  - Data Parsers
  - Advanced Pagebank processing
- Secondary Data Acquisition
  - Handling Files and Folders
  - Database Access
  - Advanced Container Techniques

Data Transformation and Flow Control
- Data & Streams
- Working with Containers
- Working with Loops
- Working with Lists
- Database Access
- Data Compression

Understanding Branch Types
- Different Branch Types and their applications
- Implications of using each Branch Type
- Working with Dynamic Branches

Project Modeler
- Using Project Modeler as a Design Tool
- Using Project Modeler as a Navigation Tool
About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides collaborative payment, invoice and document automation solutions to corporations, financial institutions and banks around the world.

The company's solutions are used to streamline, automate and manage processes involving payments, invoicing, global cash management, supply chain finance and transactional documents. Organisations trust these solutions to meet their needs for cost reduction, competitive differentiation and optimisation of working capital.

Headquartered in the United States, Bottomline also maintains offices in Europe and Asia-Pacific.

For more information, visit www.bottomline.co.uk