

# GROOPER TRAINING



## COURSE: DIGITAL DOCUMENTS & DATA INTEGRATION

**EXPECTATIONS:** Learn how digital documents are handled within Grooper and how to improve data collection, organization, and retention within Grooper's suite of data integration functions. Explore Batch Activities designed for digital documents such as, Render, Content Action, and the PDF extract portion of the Recognize activity.

**INTENDED AUDIENCE:** You work in any industry with a requirement to integrate data from digital documents.

**PREREQUISITES:** Architect training or 1+ years' experience working in Grooper.

### COURSE DETAILS:

**DELIVERY FORMAT:** Remote Online Training

**COURSE DURATION:** 3 days

Contact your sales representative for registration information.

### WHAT YOU'LL LEARN:

- Sparse Importing versus Full Importing
  - How linked documents function in Grooper
- Digital Document specific Batch Activities
  - Render, Content Action, Execute, and more
- Data Integration to improve workflow
  - Grooper's CMIS+ architecture
  - Email monitoring
  - Database Lookups and Database Exports
- Property Mapping
- Processing native text files
- Non-native file format considerations



### KEY CONCEPTS:

- Database lookups
- Import / export
- CMIS+
- Data integration



### FINAL EXAM:

- Students will engage in a mock workflow, starting with an email import of digital documents, condition their data, and export it in an organized and usable manner to a shared storage location
- Students will use Grooper to connect to databases for lookup purposes and to export hierarchical data structures

