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In this newsletter, we bid farewell to our consultant Glynis Steer and welcome Ilze Cloete to the Mindex team. We look back at our recent events and forward to the scheduled events coming up.

We hope you will find the Tips & Tricks section as interesting and helpful as usual. Please try this out and if you struggle just send us an email.

**Mindex Team**

**MINDEX STAFF****Farewell: Glynis Steer**

After many years of working as a consultant for Mindex, Glynis will be semi-retiring and will no longer be your main contact and support consultant for the Gauteng area.

Many of you got to know Glynis Steer very well during the past; you have been trained, supported and encouraged by her several times. We have all come to know Glynis as a knowledgeable, skilled, and thorough person.

Fortunately for us, Glynis will still be available to help us out on an ad-hoc basis.

So, although she will still be helping out, we want to wish her a blessed semi-retirement and we hope that she and her husband, Rob, will be able to spend much valuable time together with family and friends or travelling, reading and bird-watching to their hearts' content.

We want to take this opportunity to thank Glynis for her dedication and service to Mindex during the past years. Thank you for sharing your extensive accrued knowledge and skills with our clients, for all the installations and training sessions and all the beneficial contributions you have made to Mindex.

Your service has always been of the highest standard and quality.

Glynis, you have been a valued ambassador for Mindex/Inmagic over the past years.

Much appreciation and gratitude from the Mindex team





## MINDEX STAFF

# Profile: Ilze Cloete

We are excited to welcome Ilze Cloete as a new consultant at Mindex. Ilze is based in Johannesburg and will be supporting our clients in and around the City of Gold. Ilze has been working with Inmagic at the Ditsong National Museum of Military History in Johannesburg. She has worked in various libraries, public and private. Ilze worked mainly with photographic archives and holds a Certificate in Archiving. She hopes to read for her Honours in Archiving soon. We wish Ilze a rewarding and fulfilling career at Mindex.

## Get to know Ilze

### What was your very first job?

I worked at Florida Main Public Library.

### What makes you excited to serve our Mindex clients?

I believe in the programs and would like to help our clients to realise the potential that the programs can offer and how to customise it to their own needs.

### What makes you believe in the Inmagic product offering?

I think the flexibility of the programs that allows the user to customise the product to their own needs allows for self-empowerment.

### What is the place you would love to visit and why?

New Orleans. I think it a place that has an interesting history and a wonderful mixture of cultures that leads to interesting legends and beliefs.

### What would you take to read on a long flight?

Currently I am going through an Urban Fantasy phase for fun reading, so anything from Kevin Hearne or Jim Butcher.

### What is a life quote from your own experience that you can share?

I can't remember where I heard this or read it: "You learn from every experience in life, even if it is a bad experience and if you learn how not to do something or treat someone, you have learned a great lesson."

## NEW PRODUCT NEWS

### Presto Version 5.0

Presto Version 5.0. was released during June 2018.

- **Theme Builder** - Allows administrators to configure Presto's appearance (colors, fonts, menus, branding, etc.) via the web interface.
- **Two New Widget Types** - Photo Carousel and Thumbnail Listing
- **Check URLs Tool** - Check the validity of the URLs in specified fields and produce a report of invalid URLs.
- **Record Categorization Tool** - Populate fields with values, based on specified search criteria.
- **Duplicate Record Checker** - Check for duplicate records within a specified content type, based on custom criteria set by the Administrator.

- More integrated Mobile experience than previous versions.
- IP Authentication and Seat Limiting

### DB/TextWorks version 17 is almost here!

Here are a few highlights of the version 17 release:

- **Undo Delete** - This will allow authorized users to restore accidentally deleted records.
- **Find Duplicate Records** - Easily search for duplicate records with the same value in a specific field.
- **Email Reports** - Will allow users to send reports directly through email using a standard SMTP client.

If you want one of our Mindex consultants to update your software to the latest version, please contact our office on 021 976 0515 or send an email to [office@mindex.co.za](mailto:office@mindex.co.za)



Here are a few highlights since our last newsletter.

### The International SAOIM in Pretoria 20 – 22 June 2018

The Southern African Online User Group conference was held at the CSIR Conference centre in Pretoria. A very well-organized conference in a lovely venue. Both local and international delegates, speakers and exhibitors attended it. From an exhibitor's point of view, a very successful gathering of clients, interested delegates and talks with other companies. Ilze Cloete and Anne-Marie Foster represented Mindex and Inmagic. We had several interesting talks with the delegates regarding Inmagic products and Mindex services. A very rewarding three days.

### Inmagic GRAP 103 at SAHRA

What a lovely Inmagic smile from Nandi Raphalelo of the South African Heritage Resource Agency, better known as SAHRA. SAHRA is now using Inmagic to help with their GRAP 103 Report. After consolidating their Excel spreadsheets with their Items in the Catalog, they no longer need to duplicate their register.

Once the Inmagic Items database is up to date Nandi will only need to create the report from Inmagic with the updated files.

I always look forward to my visits at SAHRA. Nandi, Jane and Nancy always welcome me with smiles and coffee as I walk in!



### Red & Yellow Creative School of Business

**Andiswa Shumi** from Red & Yellow Creative School of Business also uses DB/Textworks. She requested our help to update her menu screen and logos to reflect their new corporate image.

### DEDEA training

From left to right: **Pumza Decree, Tembela Mdingi and Ayanda Pantsi** from the Department of Economic Development and Environmental Affairs (DEDEA) in the Eastern Cape attended two days of Inmagic training at our Cape Town office during May.



After years of working on an old version of Inmagic, they now upgraded to version 16 and the new SALIB that we will install during the first week of July.

## MINDEX USER GROUP MEETINGS & TRAINING 2018

We are excited to invite you to this year's User Group meetings in Gauteng and Cape Town.

We have decided to do things differently this year. Our Annual User day meeting will be in the form of a free workshop in the morning combined with our scheduled training taking place during the same week. We hope that this will make it easier for clients traveling great distances to attend our User Group meeting. The User Day event for Gauteng will combine both the Johannesburg and Pretoria groups together.

Please note: You will need to complete a separate application form to register for the User Group meeting and each of the training sessions that you wish to attend.

Kindly visit our website [www.mindex.co.za](http://www.mindex.co.za) for updates and the schedule that will soon be added to our website.

### Please Save the Dates

#### GAUTENG:

Training week – 3 to 7 September 2018  
 User Group Meeting – 5 September 2018  
 Venue: The Innovation Hub, Pretoria

#### CAPE TOWN:

Training week – 10 to 14 September 2018  
 User Group Meeting – 13 September 2018  
 Venue: Aurecon, Century City

## TRAINING SCHEDULE FOR SEPTEMBER

	Pretoria	Cape Town
INMAGIC DB/TEXT – Level 1 (Morning only)	3 September 2018	10 September 2018
INMAGIC DB/TEXT – Level 2 (Afternoon only)	3 September 2018	10 September 2018
INMAGIC DB/TEXT – Advanced (Full Day)	4 September 2018	11 September 2018
USER GROUP (Morning) & WORKSHOP (Afternoon)	5 September 2018	12 September 2018
INMAGIC ARCHIVING OR CATALOGUING (Full Day)	6 September 2018	13 September 2018
INMAGIC FORM DESIGN	7 September 2018	14 September 2018

## CONFERENCES



### South African Society of Archivists (SASA) Annual Conference: 3–5 July 2018

East London, Eastern Cape. The theme of this year's conference was: "Archives and records in the era of misinformation"

We attended this conference. Read more about it in our next newsletter.

Find out more at: <http://www.saarchivist.co.za/22-slideshow/26-2018-conference>



### 19th Annual LIASA Conference: 8–12 October 2018

CTICC, Cape Town. The theme will be: "LIS as agents of community development and social transformation"

Find out more at: <http://www.liasa.org.za/>

## CUSTOMISING YOUR TOOLBARS IN INMAGIC!

In the 1st Quarter 2018 edition, we explained the default icons that appear on the DB/Textworks windows.

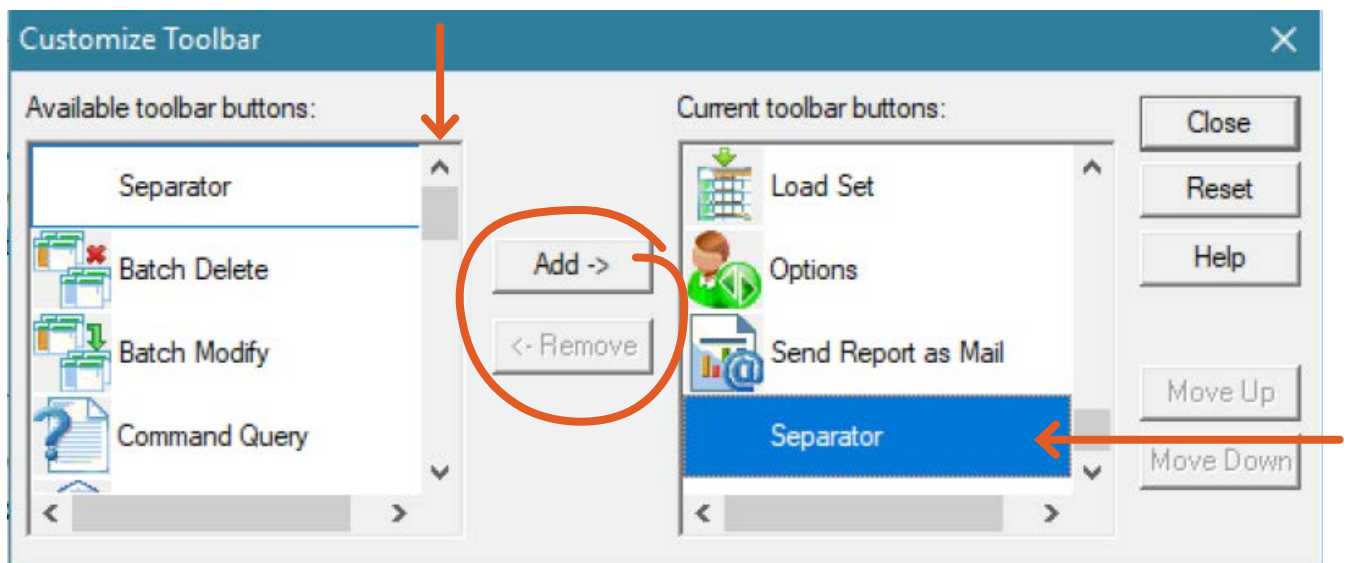
You can find additional icons or buttons to add to your toolbars, by navigating as follows from the top menu: **Tools > Customise toolbar >** Choose either **Current window...** or **Main...**

### How do I know which option to choose?

**1. Current window:** Presents you with icons that you can use to work with the window that is onscreen at the moment. For example, if you were on the search screen, the available icons to work with the search screen only will appear. If the window open onscreen is a record edit screen, then additional icons to work with editing records will appear and other icons solely to do with other functions will not be shown on the list of available icons for the current (in this case, edit) window. These icons all appear on the second row of your toolbar.

**2. Main window:** Presents you with the available icons that can be added to the first row of your toolbar and are applicable to the database as a whole. They remain on the top row of icons irrespective of which window is open onscreen, but will only appear as active icons if they can be used on the window onscreen. For example, when you are on the menu screen, most icons will be greyed out and inactive, whereas on the edit or search screens, the same icons will show in colour and be activated.

Whether you choose to change the icons on the **Current window** or **Main window**, the process from this point will be the same. You will then see a screen that looks like this:

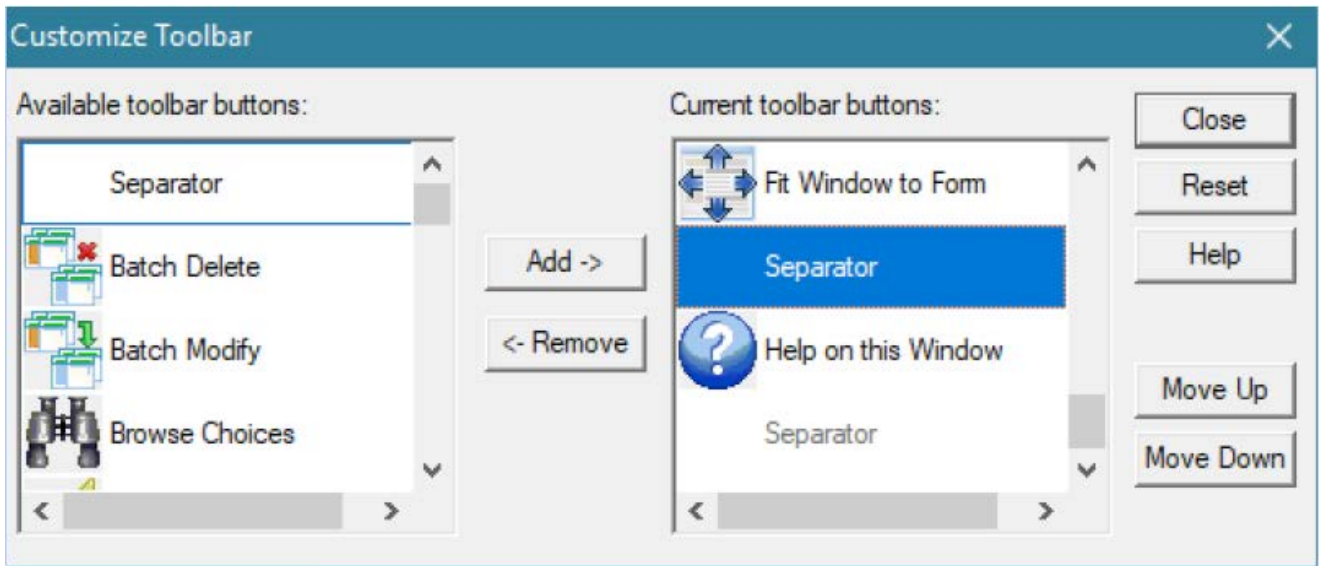


The icons on the left show which icons you can still add to your window. The icons on the right show which icons you already have on your window. Notice that the lists of icons are both alphabetical.

In the middle between the two lists of icons, there are **Add** and **Remove** buttons.

### Adding icons

- 1 Move downwards through the alphabetical list of icons on the left using the scroll bar until you get to a function you would like to see on your toolbar.
- 2 Click on that function so that it is highlighted.
- 3 Click on **Add**.
- 4 The function and its icon move over to the right and slots into the alphabetical sequence of functions on that side. Notice that they no longer appear in the list on the left.
- 5 Repeat Steps 1–3 until you have added all the icons you want. Click **Close**.



**Removing icons**

- 1 Move downwards through the alphabetical list of icons on the right using the scroll bar until you get to a function you would like to delete from your toolbar.
- 2 Click on that function so that it is highlighted.
- 3 Click on **Remove**.
- 4 The function and its icon moves over to the left and slots into the alphabetical sequence of functions on that side. Notice that they no longer appear in the list on the right.
- 5 Repeat Steps 1–3 until you have removed all the icons you want. Click **Close**.

**Changing the order of the icons**

While you have the toolbar icon dialog box open and before you click **Close**, you can change the order in which the icons on your toolbar will display.

- 1 First highlight the icon that needs to be move. Choose with **Move Up** or **Move Down** to move that icon to your desired position on the tool bar.
- 2 Repeat with the other icons on the right to position them as you'd prefer.

**Resetting icons**

You can reset the icons to the default settings by pressing the **Reset** icon on the right.

**Some useful icons to add to your toolbar**

Here are some more DB/Textworks icons that you can add to your **Current window** (second/ bottom) toolbar on top of your windows:

	Show record images
	Duplicate record
	Delete record
	Copy report to clipboard
	Design form
	Refresh window
	Send report as mail
	Load set
	Options

**CONTACT US**

Mindex Systems | office@mindex.co.za | 021 976 0515

www.mindex.co.za | www.inmagic.com