



Training Courses Explained

DB/TextWorks
<p><u>DB/Text - Level 1</u></p> <p>Focus: Clients that have DB/Text and are new users. Covers the basics of getting started. Pre-requisite: Basic knowledge of Microsoft Windows. Duration: 7 Hours</p> <p>Introduction to the software Searching Data capturing Editing functions Maintain Textbases: Backups & Recovery</p>
<p><u>DB/Text - Level 2</u></p> <p>Focus: Clients that have already completed the Level 1 course and need more skills to manage their databases. Pre-requisite: DB/Text - Level 1 course and basic knowledge of Microsoft Windows. Duration: 7 Hours</p> <p>Create new Textbases Validations More searching Passwords Basic Query screen design Basic Form design Import & Export Manage Textbase elements Maintain Textbases</p>

DB/Text – Advanced

Focus: Clients with DB/TextWorks. Advanced functions of DB/TextWorks.

Pre-requisite: DB/Text - Level 1 & Level 2 courses (NOT the SA Library Module course). Must have worked on the system for at least 4-6 months.

Duration: 7 Hours

Linking of Textbases and design of linked forms
Report sorting - primary sort, exploded and interfiling
Advanced Structure design
Manage Text bases: Copy, Delete, Rename and Recovery of Textbase
Tools: Options
Send Report as Mail
Copy Special
Linking images and launching files with Inmagic
Sets: Saving, editing, loading, and displaying
Write to File and Write Report to HTML

DB/Text - Form Designing

Focus: Advanced functions of the DB/Text forms designer.

Pre-requisite: DB/Text - Level 1 & Level 2 or SA Library Module course.

Duration: 7 Hours

Design of Forms – report, display and print
Calculations in forms
Displaying Linked fields
Adding images
Working in Margin and Record Areas
Anchoring Boxes
Logo's and backgrounds
Sort levels and sorting

DB/Text for SQL – Administrator*

Focus: Clients with Content Server. This course is only for the Systems Administrator or Library Manager.

Pre-requisite: Basic knowledge of Microsoft Windows and the internet.

Duration: 7 Hours

***NB! Compulsory with installation of DB/Text for SQL**

Working with the CS Administrator Programme
Backups
Renaming of Textbases, Unlocking records etc.
Recovery of Textbases
Introduction to the Content server: Importing & Exporting
Testing and trouble shooting

SA Library Module

Focus: Clients that have the DB/Text SA Library Module.

Covers library management functions: ordering, cataloguing, loans, and journal management and inter-library loans.

Pre-requisite: DB/Text - Level 1, a basic knowledge of library procedures. Basic cataloguing knowledge (Introduction to Cataloguing course).

Duration: 7 Hours

Ordering Items like Monographs, Electronic files, Journals etc.
Cataloguing of Monographs, Electronic files, Journals etc.
Printing labels and sending notifications of new arrivals
Loans: Lending and returning catalogued items
Renewals and reminders
Borrowers: Adding Borrowers
Journal Management
Statistics

SALIB Journals Management

Focus: In depth course on the SA Library Module's journal management procedures.

Pre-requisite: SA Library Module course.

Duration: 7 Hours

Ordering Journals / Receiving Journals
Checking in Journals / Routing
Linking Table of Contents Scanned images
Claiming Missing Issues
Lending/ Renewals

Genie

Genie – Library

Focus: Clients with Genie. Covers library management functions: ordering, cataloguing, loans, and journal management.

Pre-Requisite: Basic knowledge of Microsoft Windows and the internet.

Duration: 7 Hours

- Orders – Placing Orders.
- Create Item records
- Catalogue – Books /Journals/Articles
 - Print Spine labels
 - Using the info cart/trolley
 - Create Excel files from search results
 - Attach scanned Images / Upload Electronic files and images
 - Catalogue Webpages
- Loans – Issue loans / Return Loans
 - Waitlists / Renewals
- Serials – Check-in / Routing /Route scanned TOC
 - Claim missing issues
- Statistics and Reports

Genie - Serials Management

Focus: Clients with Genie that will be doing the serials management on Genie.

Pre-Requisite: Genie - Library course.

Duration: 7 Hours

- Order Serials
- Create Catalog record
- Create Serials record
- Check-in
- Link scanned content pages
- Routing
- Route scanned TOC
- Claim missing issues
- Renew Subscriptions

Genie – Administrator

Focus: Clients with Genie. This course is only for the library manager or database administrator.

Pre-requisite DB/Text - Level 1 and Genie - Library courses.

Duration: 7 Hours

Backups / Recovery of textbases
Working with DB/Text to access textbases from the desktop application
Batch modifications / Database Integrity checks / Validation files
Marc Transformer

Genie - Orders

Focus: Clients with Genie that will be doing their Orders on Genie.

Pre-Requisite: Genie - Library course.

Duration: 4 Hours

Setup Suppliers
Place Orders for Monographs and Serials
Receive orders
Claims
Create Catalog records

Special Courses

Introduction to Indexing

Focus: A short course covering the basics of indexing: analyzing the information item, normalizing concepts, assigning index terms, maintenance of the index language and depth of indexing specificity.

Pre-requisite: Working knowledge of Microsoft Windows.

Duration: 4 Hours

Practical assignment
Theoretical concepts about Indexing
Indexing Journal Articles
Capturing the completed reference in Inmagic DB/TextWorks' Library Module

Introduction to Cataloguing

Focus: An introductory course to elementary cataloguing and data capturing. DB/Text's SA Library Module will be used as application software.

Pre-requisite: Working knowledge of Microsoft Windows.

Duration: 4 Hours

Overview of a basic record / Sources of information
Elements of the title page / Authors
Publishing data / Physical description Important numbers
Non-printed materials / Journals/Serials

Introduction to Records Management and Archiving

Focus: Clients with archives or starting an archive.

Pre-requisite: No pre-requisites.

Duration: 7 Hours

Archival Policies: Retention, Collection and Care
Setting up a database for an Archive
Practical hands-on database design and searching
Lending

Inmagic Power-User

Focus: Tips and tricks.

Pre-requisite: DB/Text - Level 1 & Level 2 courses.

Duration: 4 Hours

Using Inmagic for tasks other than your normal Library functions, like keeping statistics.
Looking at using the form designer to print on different formats and barcode printers.

Managing Electronic Documents

Focus: Clients that have the DB/Text and want to manage electronic and digital information.

Pre-requisite: Basic knowledge of Microsoft Windows.

Duration: 7 Hours

Create a database to manage Electronic and digital documents
Setting forms to display and open links for digital files, images and all other electronic documents
Capturing documents
Testing links
Decision making and guidelines

Stocktake and Barcoding

Focus: Customers that need to do Barcoding.

Pre-Requisite: DB/Text - Level 2 course.

Duration: 4 Hours

Setup of scanner

Discussion of Barcodes

Use of the Stock take module.

Data cleanup DB/Text

Focus: Library Administrators that need to check the database integrity.

Pre-Requisite: DB/Text level 2 course.

Duration: 4 Hours

Using the following tools to do data cleanup:

1. Batch Modify
2. Edit Lists
3. Browse function on the Search screen.

Create Validations

Webpublisher PRO

WebPublisher PRO – Introduction

Focus: Clients with both DB/TextWorks and WebPublisher.

Pre-requisite: DB/Text - Level 1 & Level 2 courses.

Duration: 7 Hours

Create forms for WebPublisher:

- Tabular Report form
- Display form with all fields
- Edit screen for interactive editing
- Create 2 search screens
 - Advanced Search screen – allows for editing
 - Search screen for User interface

WebPublisher PRO – Advanced Designer

Focus: Clients needing to design their own WebPublisher forms and Links to files.

Pre-requisite: WebPublisher PRO – Introduction course.

Duration: 7 Hours

Create forms for WebPublisher:

- Report form
 - Links to files like PDF/word/sound/video clips)
 - Links to Web pages
- Display form with images/full text and links to files
- Edit screen for interactive editing with default values
- Create 2 search screens
 - Search screen with password – allows for editing
 - Search screen for User interface
 - URL links on Search screens

Interactive screens on the Web and retrieval of changed records for quality control.

Saved Sets and creating Menu screens

Presto

Presto – User

Focus: Clients that have Presto and are new users. Covers the basics of getting started.

Pre-requisite: Basic knowledge of Microsoft Windows.

Duration: 7 Hours

Introduction to Presto
Homepage Components
Searching
Working Search Results
Browse and Organise Collection

Presto – Administrator

Focus: PRESTO for DB/Text Administrators.

Pre-requisite: Presto – User course.

Duration: 7 Hours

Populate Content Collection using Saved Search and Batch Modification
Using Pre-defined presto reports
Edit and create Homepage.
Configure menu bar.

Presto – Advanced

Focus: Presto Administrators.

Pre-Requisite: Presto – Administrator course.

Duration: 7 Hours

Permissions/Security and users
Collections and Content Types
Themes
Screen layouts

GeniePLUS

GeniePlus – Overview

Focus: Clients with GeniePlus or clients moving to GeniePlus.

Pre-Requisite: Basic knowledge of Microsoft Windows.

Duration: 4 Hours

Navigation in GeniePlus

Searching

Main catalog: Books, documents, journals, inventory

Acquisitions: Orders, items, invoices, cost centres, suppliers

Loans: Circulation, check in, borrowers

Serials: Records, check in, holdings, routing, schedules, subscriptions, claims

Reports and printing

Security in GeniePlus

GeniePlus – Navigation and Cataloging

Focus: New GeniePlus users.

Pre-Requisite: Basic knowledge of Microsoft Windows.

Duration: 7 Hours

Navigating in GeniePlus

Doing basic searches

Adding new records

GeniePlus – Loans

Focus: Library staff that will issue loans.

Pre-Requisite: GeniePlus – Navigation and Cataloging course.

Duration: 4 Hours

Register Borrowers

Issuing new loans

Returning Loans

Send reminders

GeniePlus – Serials Management Level 1

Focus: Library staff that will manage serials.

Pre-Requisite: GeniePlus – Navigation and Cataloging course.

Duration: 7 Hours

Create new serial records
Setup schedules
Create Inventory records
Check-in Serials

GeniePlus – Serials Management Level 2

Focus: Library staff that will manage serials.

Pre-Requisite: GeniePlus - Serials Management Level 1 course.

Duration: 7 Hours

Handling special issues
Handling irregular issues
Routing serials

GeniePlus – Acquisitions

Focus: Library staff that will manage orders.

Pre-Requisite: GeniePlus - Navigation and Cataloging course.

Duration: 7 Hours

Create Supplier records
Place orders
Receive orders
Claims

GeniePlus – Portal Designer Level 1

Focus: GeniePlus Administrators that will be making changes to the Portals.

Pre-Requisite: GeniePlus – Overview course.

Duration: 7 Hours

Copy an existing portal
Edit a portal
Working with Fields and labels
Setup a Theme

GeniePlus – Portal Designer Level 2

Focus: GeniePlus Administrators that will be making changes to the Portals.

Pre-Requisite: GeniePlus – Portal Designer Level 1 course.

Duration: 7 Hours

Working with searches in the Portal
Working with Search results in the Portal
Adding Tabs to the Portal
Adding links to external sites

GeniePlus – E-Resources

Focus: Library staff that will manage E-Resources.

Pre-Requisite: GeniePlus – Overview course.

Duration: 4 Hours

Cataloging E-Resources
Adding links

GeniePlus – Request Management

Focus: Library staff that will handle requests.

Pre-Requisite: GeniePlus – Overview course.

Duration: 7 Hours

Logging a request
Managing requests
Pulling statistics

GeniePlus – Administrator

Focus: GeniePlus Administrators.

Pre-Requisite: GeniePlus – Overview course.

Duration: 7 Hours

Rolls and permissions
Batch modify
Code Tables and Authority files
Aggregates
Views Designer