



# Mindex Systems

## Training Courses Explained

### Course Contents

#### **Inmagic DB/Text– Level 1 (1Day)**

**Focus:** Clients that have DB/Text and are new users. Covers the basics of getting started.

**Pre-requisite:** A basic knowledge of Microsoft Windows.

Introduction to the software

Searching

Data capturing

Editing functions

Maintain Textbases: Backups & Recovery

#### **Inmagic DB/Text– Level 2 (1Day)**

**Focus:** Clients that have already completed the Level 1 course and need more skills to manage their databases.

**Pre-requisite:** Completed DB/Text Level 1 and a basic knowledge of Microsoft Windows.

Create new Textbases

Validations

More searching

Passwords

Basic Query screen design

Basic Form design

Import & Export

Manage Textbase elements

Maintain Textbases

#### **Inmagic DB/Text Advanced (1 Day)**

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

**Pre-requisite:** DB/Text Level 1 and Level 2 Courses (NOT the Library Module Course) Must have worked on the system for at least 4-6 months.

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

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**Inmagic DB/Text Report and Form Designing (1 Day)**

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

**Pre-requisite:** DB/Text Level 1 and Level 2 or Library Module Course.

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 “exploded” sorting

**DB/Text for SQL Administrator (1 Day)**

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

**Pre-requisite:** Basic knowledge of Windows and internet.

**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

**Library Module (1 Day)**

**Focus:** Clients that have the DB/Text 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 (See separate Cataloguing course)

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

**Journals Management (1 Day)**

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

**Pre-requisite:** Library module course.

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

**GENIE (1 Day)**

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

**Pre-Requisite:** Basic knowledge of windows and internet.

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 LIBRARY Administrator (1 Day)**

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

**Pre-requisite** DB/Text Level 1 and GENIE library course.

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

**Indexing (1 Day)**

**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

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

**Cataloguing (1 Day)**

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

**Pre-requisite:** Working knowledge of Windows

**Content:**

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

**Inmagic Power-User (1 Day)**

**Focus:** Tips and tricks.

**Pre-requisite:** DB/Text Level 1 and Level 2

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.

**Launching files with Inmagic (1 Day)**

**Focus:** Launching electronic files with Inmagic

**Pre-requisite:** DB/Text Level 1 and Level 2

Looking at images and paths  
Launching text files and importing full text

**WebPublisher PRO Introduction (1 Day)**

**Focus:** Clients with both DB/TextWorks and WebPublisher.

**Pre-requisite:** DB/Text Administrator & WebPublisher Courses.

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 Course (1 Day)**

**Focus:** Clients with both DB/TextWorks and WebPublisher.

**Pre-requisite:** DB/Text Administrator & WebPublisher Courses.

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.

**GENIE Cataloging – (1 Day)**

**Focus:** Clients who are responsible for Cataloging using the GENIE.

**Pre-requisite:** GENIE Introduction course.

**Content:**

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

Cataloging with GENIE

**GENIE: Journal Management (2 Days)**

**Focus:** Managing Journals on GENIE.

**Pre-requisite:** GENIE introduction.

**Content:**

Ordering Journals / Receiving Journals

Checking in Journals / Routing

Linking Table of Contents Scanned images

Claiming Missing Issues

Lending/ Renewals