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

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
                        Catalogue WebPages
                        Upload Electronic files and images
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

Mindex

WebPublisher PRO Introduction (1 Day)

Focus: Clients with both DB/TextWorks and WebPublisher. This course assumes you have done the DB/Text Level 2 course and will give you the basics of WebPublisher PRO.
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. This course assumes you have done the DB/Text Level 2 course and WebPublisher Pro Introduction course.
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