



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

Mindex Systems: Reg no. CK87/001477/23

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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/ Renewal

Capturing, Managing and retrieval of Electronic/Digital Documents (Part 1 and Part 2 over 2 days)

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

Pre-requisite: Basic knowledge of Microsoft Windows.

Content:

Day 1

- 1.** Create a database to manage Electronic and digital documents
- 2.** Setting forms to display and open links for digital files, images and all other electronic documents
- 3.** Capturing your documents
- 4.** Publishing the database on the web and designing forms for the Website. (Intro to be followed by Advanced WebpubPRO course)

Day 2 - Pre-requisite: Complete Part 1

- 1.** Testing of the links and looking for broken links
- 2.** Trouble shooting
- 3.** Managing the storage of your Digital documents
- 4.** Decision making and guidelines
- 5.** Policy documents
- 6.** Legal responsibility and Copy right.

Webpublisher Advanced (Full day)

Focus: Setting up forms and capture screens for WebPublisher specifically to manage electronic files.

Pre-requisite: Working knowledge of Microsoft Windows and DB/Text

Content:

- 1.** Create forms for WebPublisher
- 2.** Report form, Links to files like PDF/word/sound/video clips), Links to Web pages
- 3.** Display form with images/full text and links to files
- 4.** Edit screen for interactive editing with default values
- 5.** Create 2 search screens o Search screen with password – allows for editing
- 6.** Search screen for User interface
- 7.** URL links on Search screens Interactive screens on the Web and retrieval