



## How well do you know your Library System?

Just because you open your DB/Text every day or have attended a single training session, it does not guarantee the optimal use of your System. Sometimes you forget things, or you just ignore functions because you are slightly unsure, or you might not be aware of an entire feature! Regardless, we feel it is important for you to gauge your own mastery of the library system you use and to optimize the training and services we at Mindex Systems provide you with.

As such, we have set up a ranked score-yourself questionnaire.

Feel free to answer and tally your own scores at the end to see where you are on a scale of 37

1. How often do you find dates that you are searching for?

Never (0) | Seldom (1) | Often (2) | Always (3)

2. Do you know how to search for records that has no author or no Title?

Yes (1) | No (0)

3. Do you know how to correct entries in your Validation lists?

Yes (3) | Yes, I know but I am not using it (2) | No (0)

4. How often do you make use of Record Skeletons?

I don't know what this is (0) | Never (1) | Seldom (2) | Often (3)

5. Do you know where to find your Inmagic Serial number?

No (0) | I think so (1) | Yes (2)

6. Do you use the spell checker while capturing data?

I did not know it existed (0) | Never (1) | Seldom (2) | Often (3)

7. Does Genie have a spell checker?

Yes (1) | I am not sure (0)

8. Do you know for how many days can you undelete deleted records?

I did not know it was possible (0) / I am not sure how many days (1) / Yes (2)

9. Do you know how to search for records catalogued by you for a specific period?

I did not know it existed (0) | Never (1) | Seldom (2) | Often (3)

10. Can you import Marc records into Genie or the Library Module?

I did not know I could do this (0) | Never (1) | Seldom (2) | Often (3)





11. Do you know how to create forms with calculations in Inmagic?

Yes (2) | I am not sure how (1) | No (0)

12. Do you know you can customise your screens in Genie and Inmagic?

I did not know it existed (0) | Never (1) | Seldom (2) | Often (3)

13. Did you know you can search on any field in Genie or Inmagic?

I did not know it existed (0) | Never (1) | Seldom (2) | Often (3)

14. Do you create an excel spreadsheets from your database?

I did not know it existed (0) | Never (1) | Seldom (2) | Often (3)

15. Can you create PDF files from your Webpbulisher?

Yes (1) / No (0)

16. Are you using Inmagic to launch PDF files?

I did not know it existED (0) | Never (1) | Seldom (2) | Often (3)

Add up the points (x) for each question and see your rank below

**0-10 We think you can do with some training!**

**10-20 Training will empower you to get more out of your system**

**20-30 You know all your basics - Advanced training for you!**

**30+ Hi, you are a power user! Good for you!**

