

# Collections MOSAiC 11 workshop outlines

## **Day 1: Data Entry and Basic Searching – designed for...**

complete novices who have very little or no experience with MOSAiC.

### **Course prerequisites:**

The Audience is expected to be familiar with the basics of using a computer:

- Familiarity with a keyboard and mouse
- An appreciation of hardware and software
- An appreciation of files and folders
- A basic understanding of Collections Management

### **We cover...**

- The main functions of MOSAiC 11
- The practise database
- Cataloguing your Items
- Recording an Item's provenance & history
- Finding data using search forms
- Maintaining donor information
- Recording related background information
- Organising your folders and files
- Linking images & other external files to your data

## **Day 2: Advance Searching, Reporting & Exporting - designed for...**

people already familiar with the basics of MOSAiC and who are ready to learn the richer facilities MOSAiC has to offer.

### **Course prerequisites:**

The Audience is expected to be capable of the following MOSAiC skills:

- Adding, Finding & Editing Items
- Adding, Finding & Editing Subjects
- Adding, Finding & Editing Sources
- Creating Item & Subject associations
- Linking external files (of any type)

### **We cover...**

- Providing visitors access to your data
- Administering Contacts and Sources
- Advanced searching techniques
- Printing reports
- Exporting data to external files, other applications and the internet e.g. MOSAiC Web and MOSAiC Online

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## **Day 3: Personalise & Manage MOSAiC – designed for...**

people responsible for the administration and configuration of MOSAiC

### **Course prerequisites:**

- Be a competent MOSAiC user
- Have Collections Management knowledge
- Have an appreciation of the working practices of your organisation
- Understand the fundamentals of MOSAiC to include...
  - Items - Add, Find, delete
  - Subjects - Add, Find, delete
  - Item & Subject associations
  - Linking external files
  - Advanced searching & Global searching
  - Standard reports & lists
  - Exporting desired fields from selected records to external files and applications

### **We cover...**

- Configuring the system to suit your organisation
- Defining the form layouts to aid efficient data entry
- Defining and configuring the data standards. e.g. Numbering system; Item Types
- Applying organisational standards via the “Authority Lists” e.g. Consistency; Conformance to standards; Minimizing errors
- Configuring the “Item Quality System” to ensure completeness
- Fixing data errors and inconsistencies
- Administering the staff data and system security
- Personalising system-generated letters
- Taking backups and preparing for restore

## Collections MOSAiC 11 workshop outlines

### **Day 4: Advanced Collections Management & Troubleshooting - designed for...**

Experienced MOSAiC users and people responsible for the administration and configuration of MOSAiC

#### **Course prerequisites:**

The audience is expected to be capable of:

Day to day activities in MOSAiC including data entry and advanced searching.

#### **We cover...**

- De-accessioning (and re-accessioning) of an item
- Incoming and Outgoing Loans
- Audits (Stock Takes)
- Record Access Restrictions
- Managing files and computers, especially in a network situation
- Troubleshooting -
  - such as reviewing YOUR database with YOU (and others if you are happy to share) to address common issues such as
    - i. Checking for and correcting duplicate Source entries,
    - ii. duplicate entries of Subjects
    - iii. Empty image links
    - iv. Open error messages
    - v. Plus, any other questions you may have