Collections MOSAiC 12 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 12
- 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 Online

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

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