

CONCORDANCE/OPTICON ADMINISTRATION TRAINING

DESCRIPTION: This one-day course provides a first look at administering Concordance and Opticon from a database administrator's perspective.

TOPICS COVERED:

- **Database Creation**
 - Building Concordance databases. Field types. Creating value added databases. Developing and using Templates.
- **Loading Data**
 - How to load data into a Concordance database
- **Opticon**
 - Image viewer configuration and imagebase loading
- **Advanced Editing**
 - Data validation tools such as ditto, synonym lists, global editing, and authority lists.
- **Administration**
 - Security implementation and trouble-shooting, database maintenance functions.
- **Replication**
 - Replicating and synchronizing databases. How to resolve collisions.
- **Import / Export Data**
 - What kind of data can you get in and out of Concordance and how it's done.
- **Preferences**
 - Customizing Concordance. Advanced preference options that can be configured for end users.

WHO SHOULD ATTEND: Resellers, consultants, IT staff, litigation support managers, or other administrative personnel.

PREREQUISITES: Basic end-user knowledge of Concordance is strongly recommended. A strong working knowledge of the Windows operating system is also helpful.

EQUIPMENT REQUIRED: None. Each trainee will have their own desktop with Concordance and Opticon preinstalled to complete computer-based exercises following lectures and demonstrations.

REGISTRATION: To arrange training, please call 312.251.4440 or email training@rosentech.net.