

## CT SUMMATION ADMINISTRATION

**DESCRIPTION:** This one-day course provides a first look at administering CT Summation from a database administrator's perspective.

### **TOPICS COVERED:**

- **Database Creation**
  - Building CT Summation database. Adding fields to a database.
- **Loading Data**
  - How to load summaries
  - Load OCRbase documents with a Control List
- **Adding Images**
  - How to load with a DII file
  - Drag-and-drop images
- **Advanced Editing**
  - Adding fields to a form. Creating Lookup tables. Setting field order and validation templates
- **Cloning/Briefcase**
  - Cloning databases and creating Briefcase summaries
- **Export Data**
  - Writing summaries to file
- **Administration**
  - Backing up and archiving cases. Customizing the default database template.
  - Linking to remote databases
- **Preferences**
  - Customizing CT Summation. 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 CT Summation is strongly recommended. A strong working knowledge of the Windows operating system is helpful.

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

**REGISTRATION:** To arrange training, please call 312.251.4440 or email [training@rosentech.net](mailto:training@rosentech.net).