

collections MOSAiC - Course Outline

Data Entry and Querying – 1 Day

Participant level:

- Whilst this popular course aims to take you from square one to a level whereby you can perform basic data entry and then fetch the records entered; if you already have existing experience of using the fundamentals of MOSAiC you are still highly likely to benefit from the in-depth coverage of the course content.

Prerequisites:

- You are expected to have at least an appreciation of Collections Management
- You'll need a basic understanding of computers especially keyboard and mouse use

Course Objectives:

At the end of this course, the participants will be able to:

- Explain what MOSAiC does and how to use the application
- How to use the Training database for self-training and practise
- Enter and amend collection items
- Enter Subjects and maintain an item's provenance & history
- Enter and amend Source data
- Find various types of data using search criteria
- Prepare folders and images
- Attach associated image and multi-media files to Items & Subjects

Topics covered:

- MOSAiC infrastructure
- Using the training database
- Getting help and support
- Data entry styles
- Entering sources
- Entering & amending collection items
- Searching for collection items
- Entering & amending subjects
- Searching for subjects
- Organising and adding associated files (e.g. images or oral histories)
- Taking back-ups
- Plus - plenty of tips and tricks to make you more productive