

collections MOSAic – Course Outline

Data Retrieval, Reporting and Exporting – 1 Day

**Participant Level**

- You will need to be familiar with the basic functions in MOSAic before attending this day

**Prerequisites:**

- Appreciation of Collections Management
- Data entry & basic querying skills (as covered by the Data Entry & Querying course)

**Course Objectives:**

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

- Provide visitors access to data
- Administer contacts and sources
- Associate subjects with items and other subjects
- Perform advanced searching
- Select, define and produce reports
- Export MOSAic data to external files, other applications and the internet
- Perform data administration and back-ups

**Topics covered:**

- Providing visitor access to data
- People (Staff and Contacts)
- Managing donation sources & producing letters (e.g. acknowledgments)
- Associating items and subjects
- Advanced searching techniques (including SQL techniques)
- Free-field searching
- Producing reports and lists
- Defining your own reports
- Exporting data to external files and applications
- Exporting data to other systems (e.g. CAN & Picture Australia)
- Exposing data to the internet
- General data administration tasks
- Regular system maintenance tasks (backups, reports, data checks)