



Software to manage your *MOSAic* of Heritage

collections MOSAic - Course Outline Personalise and Customise MOSAic – 1 Day

Participant level:

- Aimed at competent MOSAic users / curators, this course focuses on how to maintain your system, then change the way it looks and works to suit your organization.

Prerequisites:

- Knowledge of Collections Management
- Understanding of the fundamentals of MOSAic, including entry and retrieval of all the types of data in the system
- An appreciation of the working practices of your organization

Course Objectives:

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

- Configure their MOSAic system to suit their organization
- Alter the form layouts to aid efficient data entry
- Define and configure the data standards (E.g. Numbering system)
- Configure “Authority Lists” to be organizational-specific
- Configure the “Item Quality System” to ensure data completeness
- Utilize the item “Classification” scheme
- Fix data errors and inconsistencies, using global search and replace
- Administer the staff data and system security
- Personalize system-generated letters
- Take backups and prepare for restore
- Manage the files and computers, especially in a network



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Personalise and Customise MOSAic – 1 Day cont'd

Topics covered:

- Configuration via the Defaults forms
- Managing the item numbering system
- Managing form layouts
- The “Item Quality System”
- User-defined fields
- “Authority Lists”
- Configuring Subject associations
- Managing folders for data export, web pages, etc.
- The item “Classification” scheme
- Managing sources, contacts & staff
- Scanning for data issues
- Restricting access to sensitive data (e.g. for indigenous cultures)
- Global search and replace
- Security and access levels
- Administration and audit reports
- Personalizing system letters
- Backups & restores
- Changing / upgrading computers
- Copying, moving or renaming files and folders
- Licensing & support
- Upgrades and upscaling