



USER DOCUMENTATION

SFX 3 – Web refresher course

October / November 2009

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SFX Web Refresher Training Course

The SFX Web Refresher Course is composed of six one-hour sessions designed to give new or existing SFX administrators the ability to support and maintain an active SFX system. The course covers an introduction to SFX, targets, sources, thresholds, interface customisation, monthly updates, systems administration, and SFX statistics. The agenda has been drawn from the most requested refresher trainings.

Face to face on-site or additional web training can also be arranged – please contact your sales representative for more information.

Training System Requirements

Web training is conducted using AT&T i-Class, formerly known as “Interwise”. Please see http://www.interwise.com/gettingstarted/att_eng.html#

This allows users to either use headsets attached to their pc, or dial a free telephone number. Attendees can site together in one room or sit at their desks. Information on how to connect to the training will be sent after receipt of your booking.

The training will be conducted in English.

Schedule and Pricing

The pricing for this course is **per institution**. Up to six members of your institution may attend for the institutional price below.

Pricing for a single session is also per institution and up to six members of your institution may attend for the institutional price below.

Session	Training Date	Pricing (course)	Pricing (session)
Session 1: SFX Basics: Part 1	Monday 26 st October 2pm GMT / 3pm CET	Sign up until Oct 19 th : £1050 / €1200 Early sign up until Sep 30 th : £850 / €990	£190 / €220
Session 2: SFX Basics: Part 2	Thursday 29 st October 2pm GMT / 3pm CET		£190 / €220
Session 3: SFX KB Tools	Monday 2 nd November 2pm GMT / 3pm CET		£190 / €220
Session 4: Front-end	Thursday 5 th November 2pm GMT / 3pm CET		£190 / €220
Session 5: SFX Reports	Monday 9 th November 2pm GMT / 3pm CET		£190 / €220
Session 6: System Administration	Thursday 12 th November 2pm GMT / 3pm CET		£190 / €220

Session 1: SFX Basics (Part 1)

Item	Description	Time
1	INTRODUCTION and OVERVIEW <ul style="list-style-type: none">• What SFX is and end-user experience Audience: SFX Administrators & maintainers	10 minutes
2	KB MANAGER – INTRODUCTION <ul style="list-style-type: none">• What is an SFX target• Navigating in KB Manager - targets/target services/object portfolios• Activating Targets – Activating aggregator databases in the SFX KB Audience: SFX Administrators & maintainers	40 minutes
3	Questions	10 minutes

Session 2: SFX Basics (Part 2)

Item	Description	Time
1	INTRODUCTION and OVERVIEW Audience: SFX Administrators & maintainers	5 minutes
2	SFX DATABASE MAINTENANCE <ul style="list-style-type: none">• Activating Targets– Learn how to activate one title at a time• Thresholds and their role in determining the SFX flow• Creating SFX thresholds• Dataloader tool Audience: SFX Administrators & maintainers	45 minutes
3	Questions	10 minutes

Session 3: SFX KB Tools

Item	Description	Time
1	INTRODUCTION and OVERVIEW Audience: SFX Administrators & maintainers	5 minutes
2	SFX KB TOOLS <ul style="list-style-type: none">• Look-up tool• Export tool• TargetMatcher• Advanced Collection Tool• Threshold tool Audience: SFX maintainers	45 minutes
3	Questions	10 minutes

Session 4: SFX Front-end

Item	Description	Time
1	INTRODUCTION and OVERVIEW Audience: SFX Administrators	5 minutes
2	SFX BRANDING <ul style="list-style-type: none">• SFX logo• SFX Menu• A-Z List Audience: SFX Administrators	45 minutes
3	Questions	10 minutes

Session 5: SFX Ongoing Maintenance

Item	Description	Time
1	INTRODUCTION and OVERVIEW Audience: SFX Administrators & maintainers	5 minutes
2	SFX STATISTICS <ul style="list-style-type: none">• How data is stored• Running queries Audience: SFX maintainers	20 minutes
3	KB UPDATE <ul style="list-style-type: none">• The Update procedure• Reports Audience: SFX Administrators & maintainers	25 minutes
4	Questions	10 minutes

Session 6: System Administration

Item	Description	Time
1	INTRODUCTION and OVERVIEW Audience: SFX Administrators	5 minutes
2	System admin <ul style="list-style-type: none">• Apache• MySQL• Server_admin_util• Maintenance! Audience: SFX Administrators	45 minutes
3	Questions	10 minutes