

# DataShed5 Administration Course

## About the Course

This course is for people who will be responsible for a company's DataShed database. The topics covered included user and administration tasks and customisation of the DataShed database. It is designed to present all the skills needed. It is assumed that participants are familiar with DataShed and basic database principles.

## Course structure

The course will take 6.5 hours to complete. The components of the training are;

1. Online introduction with trainer (15 minutes)
2. Complete online training videos and assessment (2 hours)
3. Online session with trainer (up to 4 hours)

Participation in this training is mandatory for all licensed administrators to ensure consistent competency. By the end of the course, participants will gain the confidence and knowledge needed to optimize their use of DataShed5. Successful completion of this assessment is required to receive certification and maxgeo support. Ongoing support and training resources are available to ensure continued success.

## At the completion of this course participants should be able to:

### USER TASKS

- Login, Logoff and change your password to the DataShed5Admin application.
- View data in Grid and Map format.
- Create and apply data filters
- Configure and produce reports.
- Export data in various formats.

### ADMINISTRATIVE TASKS

- Configure DataShed5Admin for first time use.
- Configure and validate the SMTP email.
- Setup a DataShed5 Administrator, SuperUser and WSA\_EmailNotifications user.
- Setup a database connection.
- Add database licences, assign users and renew a licence.
- Configure a database.
- Use the Database\_Template to configure a database.
- Configure a Map View category with a symbol and colour.
- Create users and approve access to a user.
- Create a membership to a database.
- Configure a membership for a database.
- Schedule an email or file subscription for a report, layout or scheme.
- Monitor subscriptions that have been previously sent.
- Schedule an outage for one database or for all databases.

## About our trainers

Our course leaders are selected from our team of highly skilled data consultants.

## Course Content

### USER TRAINING

The DataShed5 application.

- Using DataShed5
  - Login/logout & password reset.
  - Hello menu
- DataSet Manager
- View data in Grid view
- View data in Map view
- Filters
- Reports
- Dashboards
- Export

### ADMINISTRATOR TRAINING

#### Part 1: DataShed5Admin and first-time use.

Overview of the DataShed5Admin application.

- Discuss User Roles
- Browsers Supported
- Actions: edit, copy, details, delete
- Tables: sorting, searching, paging.

Configure DataShedAdmin database for first-time use.

- Login with SuperUser credentials.
- Configure Applications URL and email for DataShed5 and DataShed5Admin applications.
- Configure a Company and upload logos.

#### Part 2: Configure a Database

- Create a database and Test connection.
- Licence a database and renew a licence.
- Create a Project and Dataset.
- Create a new module and assign to a User Group.
- Register a table and assign to a module.
- Display the Database Template and configure the following:
  - Assign a map and map view
  - Report Groups
  - Dashboard Groups
  - Update a Dashboard DataSource
- Configure a Map View category with a symbol and colour.

### **Part 3: Configure a User and membership for DataShed5 access**

- Create a user and approve access
- Create a membership
- Assign projects to multiple users or one user.
- Assign User groups, modules, reports and dashboards.
- Assign a security Level.

### **Part 4: Configure download subscriptions and outages**

- Create an email subscription for a report
- Create a file subscription for a scheme
- Display the Subscription monitor details
- Create an outage for one database
- Create an outage for All databases