LibraryLink v2 Editor Training Course

Venue: exeGesIS SDM training suite in Talgarth office.
Date: 31 January 2013
Cost: £215 per person (including lunches; excl. VAT @ 20%)

Introduction

LibraryLink is designed to be user-friendly and intuitive for professional staff, however it is a sophisticated digital file and image cataloguing system with extensive functionality and many configuration options. To use LibraryLink successfully we therefore recommend that all Editor users should attend the "LibraryLink Editor" training course.

Course overview

This new one day course is designed for *all users* of LibraryLink Editor v2 and covers the following main topics:

- General overview about image and document management
- LibraryLink overview: What are the components and how does it integrate with your database/GIS application
- ThumbsPlus overview: Creating and managing your image and document catalogue
- LibraryLink in detail: How to create and maintain links with your database/GIS records
- Extended ThumbsPlus functionality: Image editing, batch processes, searching, printing, emailing and web pages
- Extended LibraryLink functionality: Sharing your LibraryLink catalogue with other users

Course starts at 9:30am and finishes at 5:00pm.

Certificates and Feedback

For Continuing Professional Development purposes, certificates are issued for the LibraryLink Editor course.
All attendees will be asked to complete a feedback form, as these are very helpful to us in maintaining and improving the quality of our training services. We would be grateful for your honest and constructive feedback at the end of the course.

Training Facilities in Talgarth

Our training suite is equipped with high-specification networked PCs. Tea and coffee refreshments are provided throughout the day, and lunch is provided either on-site or at excellent local facilities.

How to book

A signed booking form is required for each delegate. Please print out the booking form on the last page, fill in the form, and return it to exeGesIS SDM by post or fax. We will acknowledge receipt of your booking.
Bookings are processed on a first-come, first-served basis. We recommend that you submit your application form at least one month before your course. Before you submit the form, please contact exeGesIS SDM Ltd. to check availability. Course schedules and availability are normally confirmed approximately ten business days before the scheduled course date.
We require at least three delegates to have booked before we can confirm that the course will proceed. In the event that a delegate has booked onto and paid for a course that does not proceed, we will either defer the booking until the course is next run, transfer the booking to another course, or refund the course fee in full, as requested.

Payment

A purchase order number is required for us to issue an invoice. Alternatively we can accept payment by cheque made payable to exeGesIS SDM Ltd.

Travel

Travel arrangements are the responsibility of the delegate. exeGesIS SDM assumes no responsibility for non-refundable travel arrangement losses resulting from course scheduling changes or cancellations.

Refunds

Course fees will be refunded if we receive notice of cancellation at least fifteen business days prior to the course date. Full course fees will be charged to delegates who cancel fifteen days or less before the course start date or who fail to appear for the course.

Accommodation

Please visit our website for a list of recommended places to stay:
http://www.esdm.co.uk/LocalAccommodation.asp.
Delegates are responsible for making their own arrangements.

LibraryLink Training Booking Form

Please complete the form and send or fax to exeGesIS SDM:

exeGesIS SDM Ltd, Great House Barn, New Street, Talgarth, Brecon, Powys, LD3 0AH
Fax: 01874 - 711156

Delegate Name:
Organisation / Address:

Tel:
Fax:
email:

Training Course Dates:

Invoice information (where different from above):

Contact Name:
Organisation / Address:

Tel:
Fax:
email:

Purchase order number: **Order attached:**   ☐   (tick)

I understand and agree to the terms and conditions of this application (required):

Date _____ Signature _____

- A completed and signed booking form is required from each delegate. Before you mail or fax this form, contact exeGesIS SDM Ltd. to check availability. Registrations are processed on a first-come, first-served basis. We recommend you submit this booking form at least one month prior to the course date. We will acknowledge receipt of your booking. Course schedules and bookings are normally confirmed approximately two weeks before the course date.
- A purchase order number is required for us to issue an invoice. Alternatively we can accept payment by cheque made payable to exeGesIS SDM Ltd.
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- exeGesIS SDM can give information on local accommodation if required. Delegates are responsible for making their own arrangements.