

HBSMR Training Course Information 2014

Table of Contents

Table of Contents	2
1 Overview	3
1.1 Talgarth Course Schedule	3
1.2 Fees	3
1.3 Additional charges for on-site training	3
1.4 Discounts	3
2 HBSMR Training	4
2.1 Why is training required?	4
2.2 Certificates and Feedback	4
2.3 Training Facilities in Talgarth	4
3 HBSMR courses	4
3.1 Overview	4
3.2 Introduction to HBSMR - 2 days	4
3.3 HBSMR System Administration – 3 days (2 day option for non-GIS users)	5
3.4 Further GIS Training and Customised HBSMR Courses	6
3.5 How to book	6
3.6 Contact.....	7
3.7 Terms and Conditions	7
3.8 Trademarks	7
HBSMR Training Booking Form	8

1 Overview

1.1 Talgarth Course Schedule

Course		Spring Dates	Autumn Dates
Introduction to HBSMR	2 days	25-26 March 2014	9-10 September 2014
HBSMR System Administration	2-3* days	22-24 April 2014	23-25 September 2014

* 3 day course includes GIS component

! Courses in your offices can be arranged to fit your timetable.

1.2 Fees

Course	2 days	3 days
Introduction to HBSMR	£440 per person**	n/a
HBSMR System Administration	£440 per person**	£620 per person**

** Lunch is included in the course fee.

1.3 Additional charges for on-site training

Please note that on-site training is charged at the per person rates given above but there is a minimum charge of £495 per day.

Item	Amount
Client PC set-up and preparation for the course (when not run as part of an installation)	from £56
Accommodation, subsistence, travel and travel time expenses as appropriate	£variable
Hire of exeGesIS SDM laptop for training day	£28

1.4 Discounts

- Supplementary training offer: For every two courses purchased at the standard price, you are entitled to purchase one additional course, of the same type, for half-price in the same financial year.
- Introductory training offer: For every new HBSMR licence ordered, you are entitled to a 25% discount off the cost of one training course, providing that they are ordered at the same time.
- Multiple course discounts: Discounts may be negotiated with organisations wishing to make block bookings of multiple training courses, either in Talgarth or on-site.

All prices are exclusive of VAT at 20%. Errors and omissions excluded.

2 HBSMR Training

2.1 Why is training required?

HBSMR is designed to be user-friendly and intuitive for professional staff, however it is a sophisticated database system with extensive functionality and many configuration options. To use HBSMR successfully we therefore recommend that all users should attend at least the "Introduction to HBSMR" training course. In addition, it is essential to have at least one member of staff taking responsibility for System Administration, and they too must be appropriately trained.

All Introductory Courses include GIS training, using either MapInfo or ArcGIS as appropriate. Non-GIS users can reduce their attendance on the Administrators' Course to 2-days (reduced course fee).

All courses are given in the current release of HBSMR. Training in previous versions can be arranged on request.

2.2 Certificates and Feedback

For Continuing Professional Development purposes, certificates are issued for all HBSMR courses.

All attendees will be asked to complete a feedback forms, 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.

2.3 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.

3 HBSMR courses

3.1 Overview

Training can be provided in our training suite in Talgarth, or at your offices. For on-site courses it is your responsibility to ensure that sufficient PCs and facilities are available, though laptop computers can be hired from exeGesIS SDM if necessary.

All courses include a course book with worked examples and exercises.

3.2 Introduction to HBSMR - 2 days

Designed for all users of the HBSMR software.

Prerequisites: Familiarity with Microsoft Windows and PC-based computing would be advantageous.

The instructor may vary course content to suit individual requirements, but the content will include most of the following:

- Principles of relational databases and GIS in archaeology
- Archaeological data standards and recording practice
- HBSMR and MapLink software functionality, including
 - Data entry, entering and linking records

- Finding information
- Constructing filters and exports
- Reporting
- Entering and editing spatial data using the MapLink GIS module
- Searching and using spatial data
- Printing and exporting maps
- Using the simple search and browser forms
- Introduction to System Administration tasks

3.3 HBSMR System Administration – 3 days (2 day option for non-GIS users)

Designed for SMR/HER staff and IT support staff responsible for System Administration.

Prerequisites: Experience of using HBSMR, preferably with Introduction to HBSMR training. Knowledge of relational databases, Microsoft Access and writing queries in SQL would be advantageous but is not essential. Knowledge of GIS would be advantageous, but is not essential.

The instructor may vary course content to suit individual requirements, but the content will include most of the following:

- How HBSMR works
- System Administrator roles, including
 - Configuration (INI) file settings
 - Backup strategies
 - Networking
 - Thesaurus maintenance
 - Security and passwords
 - Trouble-shooting and using exeGesIS technical support
 - Customising the user interface
 - Data standards
- Managing look-up tables
- Building queries to identify problem data, missing records, etc.
- Building queries to extract and analyse data
- Introduction to creating custom forms and tabs
- Introduction to creating and modifying reports
- HBSMR Browser interface
- User Account configuration
- Simple Search Tool
- Auditing and Audit Trail

- Active Users and Messaging
- Import/Export functions
- SQL Server
- GoogleEarth Mapping
- MapLink GIS module administration:
 - Configuring the MapLink module
 - Customising the map view – legends, scale limiters, labelling
 - Customising the map view – legends, scale limiters, labelling
 - Importing and exporting GIS data
 - Spatial metadata

3.4 Further GIS Training and Customised HBSMR Courses

We also provide a range of more thorough GIS training courses for users wishing to progress beyond basic functionality and administration. Courses can be booked for individuals or for a group (usually from the same organisation).

See the main exeGesIS price list for details of GIS courses and prices.

Training courses can also be customised to target specific requirements, and include an element of consultancy, eg to concentrate on data entry and validation, or developing a particular custom tab form. This training can be based on real data-sets.

These courses can be provided in our training suite in Talgarth, or at your offices.

Please contact us to discuss your requirements and for details of pricing.

3.5 How to book

A signed booking form is required for each delegate. Please print out the booking form attached to the end of this document, 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 two months before your course. Before you submit the form, please contact us to check availability. Course schedules and availability are normally confirmed approximately three weeks 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 14 days or less before the course start date or who fail to appear for the course.

Accommodation

exeGesIS SDM can provide information on local accommodation if required. Delegates are responsible for making their own arrangements.

3.6 Contact

Address	Phone	E-mail
exeGesIS SDM Ltd. Great House Barn New Street Talgarth Powys LD3 0AH	01874 + Direct Line Crispin: 713072 Keith: 713071 Steve: 713079 Richard: 713087 Sylvina: 713065	xginfo@esdm.co.uk CrispinF@esdm.co.uk KeithW@esdm.co.uk SteveE@esdm.co.uk RichardB@esdm.co.uk SylvinaT@esdm.co.uk

3.7 Terms and Conditions

ALL PRICES ARE EXCLUSIVE OF VAT AT 20%. THE ABOVE PRICING IS VALID FROM 1ST JANUARY 2014. ALL PRODUCTS, SERVICES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CONSULTANCY, TRAINING AND APPLICATION DEVELOPMENT COSTS ARE NEGOTIABLE, DEPENDING ON THE NUMBER OF DAYS AND TYPE OF WORK SPECIFIED. EXPENSES WILL BE CHARGED TO COVER ACCOMMODATION, SUBSISTENCE, TRAVEL AND TRAVEL TIME AS APPROPRIATE. PLEASE ASK FOR A DETAILED QUOTE.

3.8 Trademarks

MAPINFO® AND MAPINFO PROFESSIONAL® ARE REGISTERED TRADEMARKS OF MAPINFO CORPORATION

MAPBASIC® IS A REGISTERED TRADEMARK OF MAPINFO CORPORATION.

MICROSOFT, MS-DOS ARE REGISTERED TRADEMARKS AND WINDOWS IS A TRADEMARK OF MICROSOFT CORPORATION.

ARCVIEW IS A REGISTERED TRADEMARK OF ESRI INC.

OS MASTERMAP, LAND-LINE, STRATEGI ARE REGISTERED TRADEMARKS OF THE ORDNANCE SURVEY.

HBSMR Training Booking Form

Please complete the form and send or fax to exeGesIS SDM at the address below.

Delegate Name:

Organisation / Address:

Tel / Fax:

email:

Course name	Dates	Location	Price

Invoice information (where different from above):

Contact Name:

Organisation / Address:

Tel/Fax:

e-mail:

Order attached: Yes/No

Purchase order number:

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 your HBSMR consultants on 01874 711145 to check availability. Registrations are processed on a first-come, first-served basis. We recommend you submit this booking form at least two months prior to the course date. We will acknowledge receipt of your booking. Course schedules and bookings are normally confirmed approximately three 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.
- We require at least three delegates book 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.
- Travel arrangements are the responsibility of the delegate. exeGesIS SDM Ltd. assumes no responsibility for non-refundable losses resulting from course scheduling changes or cancellations.
- Course fees will be refunded if we receive notice of cancellation at least fourteen business days before the course date. Full course fees will be charged to delegates who cancel less than fifteen days before the course date or who fail to appear for the course.
- exeGesIS SDM can give information on local accommodation if required. Delegates are responsible for making their own arrangements.