



Meridium - Overview

Course #0109

Course Details

Length: ½ day

Prerequisite: None

Benefits: This course is designed to provide an overview of the core Meridium functionality.

Audience: Managers, General Users

Overview

Search Tools

You will use Search tools to easily retrieve and view asset and event data.

Queries

You will build ad-hoc queries and use the available wizards to build reports and graphs based on query results.

Data Storage and Access

You will learn how to use directories and home pages to organize, store, and access objects such as queries.





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Training Agenda

Home Pages

- Using Home Pages to organize your work
- Customizing your Personal Home Page
- Adding, editing, or removing Home Page sections
- Adding Hyperlinks to a Home Page

Searching for Data and Viewing it

- Search Tool options
- Searching by family or relationship
- Manipulating and printing Search results
- Using Record Manager to manage records, Relationships, and Reference Documents

Catalog Directories

- Navigating the Catalog
- Public vs. Private Directories
- Creating and maintaining Personal Directories

Queries

- Running and viewing existing queries
- Creating and viewing ad-hoc queries
- Adding query criteria to limit results
- Saving queries
- Displaying query results graphically
- Building reports based on query results