



Meridium - User

Course #1001

Course Details

Length: 2 days

Prerequisite: None

Benefits: This course is designed to teach the skills necessary to utilize basic Meridium functionality.

Audience: General Users, Implementers, Administrators

Overview

Data Entry

You will learn how to enter data on Meridium datasheets and then link individual records in your database.

Search Tools

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

Queries

You will learn to build ad-hoc queries that will help you manage assets and events. You will also learn how to 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 share data.





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Day One Training Agenda

Home Pages

- Using your personal home page
- Adding or editing home page sections
- Adding hyperlinks and tasks

The Catalog

- Navigating the internal directory structure
- Changing directory view options
- Using directory search tools
- Creating new Catalog directories

Data Hierarchy

- Navigating the data hierarchy
- Understanding data relationships

Search Tools

- Using Search tools to retrieve data
- Keyword Searches
- Searching by entity family and relationships
- Advanced Searches
- Saving Searches
- Manipulating and printing Search results

Record Manager

- Launching Record Manager from Search results
- Viewing records and relationships
- Adding records and linking them to existing records
- Managing data and relationships
- Using the Bulk Data form to manage data
- Opening a Configured Explorer

Reference Documents

- Accessing an existing Reference Document
- Linking a new or existing Reference Document to a record

Day Two Training Agenda

Queries

- Viewing and navigating an existing query
- Using the Query Builder to create a Simple or Relationship query
- Using Query criteria
- Saving and storing queries
- Adding hyperlinks to query fields
- Adding query parameters

Revising Queries

- Adding or removing families or relationships
- Adding multiple families and relationships
- Using wildcards in query criteria

Reports and Graphs

- Generating reports and graphs based on query results
- Graph Editor options
- Exporting graphs

Datasets

- Importing a dataset from an external source
- Creating a dataset based on query results
- Manually building a dataset

Lab

You will utilize the skills you have learned in this course to complete a series of exercises.