



## Group Training

### Description

This course introduces new users to the basic application functions of the most recent version of TMS. The focus will be on cataloguing individual objects and sets of objects (as a group), inputting crucial information pertaining to the objects, navigating through modules, and searching records/data. This is a hands-on class and each participant will be provided with their own fully configured workstation to use during the class sessions.

### Audience

This course is appropriate for all TMS users: Registrars, Curators, Educators, Archivists, support staff, and all who use TMS on a regular basis, or who rely on TMS to access or input collection information. Note: This class is not recommended for TMS light users.

### Prerequisites

This course assumes that the student has little or no familiarity with TMS; however it will also benefit more experienced users who have never received formal TMS training and wish to expand their use of TMS or learn additional functionality.

### Course Objectives

Provide a comprehensive introduction to TMS functionality and techniques.

Location	Time	Duration	Price
Gallery Systems	9:00 - 4:00	3 days	\$1,500 per person

## Course Topics

<b>Objects Module</b> Searching in TMS Display modes List views Exporting list views	<b>Data Entry Screen</b> Field types Creating a new object record Searching free text fields	<b>Constituent Xref Fields</b> Types of constituents Constituent roles
<b>Dimension Fields</b> Dimension elements Dimension authority	<b>Medium Field</b> Field set-up options	<b>Credit Line</b> Free text Function Keys



## Course Topics 2

<p><b>Text Entry Fields</b> Text types</p>	<p><b>Object Record Check Boxes</b> Original purpose Re-purpose</p>	<p><b>Object Packages</b> Creating object packages Managing object packages</p>
<p><b>Media Module</b> Creating media records Linking media file Viewing and printing</p>	<p><b>Conservation Reports</b> Creating a conservation survey Tracking condition Conservation media</p>	<p><b>Provenance</b> Documentation card field Ex-collection related constituent</p>
<p><b>Location and Movement</b> Audit trail Maintenance authority Temporary move vs. scheduled move</p>	<p><b>Object Registration</b> Accessioning method Object status Status flags Valuation and insurance Deaccessioning and disposal Rights and reproductions Alternate numbers</p>	<p><b>Constituents Module</b> Constituent types Display bio field Alternate names Addresses Telephone number Text entries field Attributes field Biography field = free text Media card Geography</p>
<p><b>Thesaurus</b> Purpose and benefits of the thesaurus Term-linking functions Adding terms</p>	<p><b>Data Entry Aides</b> Shortcut keys Function keys</p>	<p><b>Cataloguing Set of Objects</b> Components Parent-Child See Also</p>



## Course Topics 3

<p><b>Batch Data Processing Tools</b></p> <ul style="list-style-type: none"> <li>Templates</li> <li>Copying records</li> <li>Object packages</li> </ul>	<p><b>Advanced Query</b></p> <ul style="list-style-type: none"> <li>Parameters/conditions</li> <li>SQL</li> </ul>	<p><b>Generating and Printing Reports</b></p> <ul style="list-style-type: none"> <li>Fact sheet</li> <li>List</li> <li>Crystal Reports</li> <li>Usage report</li> </ul>
<p><b>Shipping Module</b></p> <ul style="list-style-type: none"> <li>Types of shipments</li> <li>Shipping-related constituents</li> <li>Linking loans and objects to shipping records</li> <li>Insured Value</li> </ul>	<p><b>Loans Module</b></p> <ul style="list-style-type: none"> <li>Types of loans</li> <li>Linking object records</li> <li>Linking loan-related constituents</li> <li>Linking shipping records</li> <li>Loan fees</li> </ul>	<p><b>Exhibitions Module</b></p> <ul style="list-style-type: none"> <li>Types of exhibitions</li> <li>Creating exhibition records</li> <li>Batch adding objects to exhibition record</li> <li>Linking exhibition-related constituents</li> <li>Linking media records to exhibitions</li> <li>Adding loan records</li> <li>Adding venue records</li> </ul>