

Course overview:

Lotus Notes 5.0 Advanced User

(C448eng)



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Overview and objectives

This 1-day course is an advanced presentation of some of the more technical user features of Lotus Notes. Users who appreciate a challenging experience will enjoy venturing into Notes database design and automation features. Delegates will learn to use remote working, database replication, mail rules and agents. The course also covers application integration topics such as importing, exporting, linking and embedding data.

Who should attend?

Notes users who serve as technology leaders for other Notes users and who have been given editor or designer access to Notes databases. This course is especially valuable for help-desk personnel responsible for user support and maintaining databases created by Notes Application Developers.

Course prerequisites

A good knowledge of Notes gained from attendance on the "Lotus Notes 5.0 User Introduction" course is required.

Lotus Notes Review

- What is Lotus Notes? • Roles within Lotus Notes • What Does Notes Offer? • Development • Interaction with Data from Other Products • Improved Communications • Interaction with the Internet • Lotus Notes Architecture

Preparing to Work from a Remote Location

- Online Versus Remote Working • What is a Remote Connection? • Setting up the Modem • Setting Up the Location • Setting up the Connection

Connecting to the Server

- Making a Connection • Disconnecting the Call • Working Interactively • Working Locally

Working with Replica Databases

- What is Replication? • Creating a Replica Copy • The Replicator Page • Replicating a Database • Replication Settings • Selective Replication • Understanding Replication History

Advanced Editing Functions

- Creating and Modifying Tables • Creating a Tabbed Table • Text Sections • Hotspot Links • Pop-up Text • Action Buttons

Sharing Data with Other Applications

- Importing Data into a Document • Importing Data into a View • File Types to Import • Exporting Data from Notes • Introduction to Linking and Embedding • Link Technology • Linking and Embedding Objects • Maintaining Links
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Filtering and Archiving Mail

- What are Mail Rules? • Creating and Maintaining Rules • What is Archiving? • Creating an Archive Database

Agents

- Using Agents • Creating Agents • Testing Agents • Editing Agents • Deleting Agents

Private Folders and Views

- Planning Folders and Views • Creating Folders and Views • Designing Folders and Views • Folder/View Properties • Column Properties
• Renaming Folders and Views • Moving Folders and Views • Deleting Folders and Views

Folder and View Formulas

- Formulas • Operators • Sample Column Formulas • Sample Selection Formulas

Appendix - Trainer's Course Setup Notes

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