

North Plains Systems Corp.

Training Workshops



Training Workshops

North Plains offers a comprehensive curriculum of training courses that covers end-user training, effective administration and system support. Our personalized hands-on training approach, extensive reference material, step-by-step practice modules and small classroom environments helps clients get the most out of their TeleScope™ system. Many users can learn how to use the system efficiently with one day of training, which can be delivered at our corporate headquarters or at a client's facility. Our course material is tailored around a customer's specific workflows and content types to accelerate user adoption and rapid system optimization.

TeleScope Viewer Essentials Workshop

Workshop Overview

The TeleScope Viewer Essentials Workshop was designed with the power user in mind - those who will be frequently, if not daily, working with TeleScope. This one day course is an interactive workshop that will enable attendees to work confidently within the TeleScope system incorporating its use into their workflow.

The TeleScope Viewer Essentials Workshop can be customized to more closely reflect your local TeleScope environment. It can be adjusted to include your local workflow, metadata, assets, security and permissions model. Customized course content ensures users are trained on your system as you have defined it.

Learning Objectives

Attendees of the TeleScope Viewer Essentials Workshop will learn:

- The basic structure of the TeleScope system
- How to ingest and import digital assets
- How to execute the various searches in TeleScope to minimize search time
- Versioning of assets
- How to establish relationships between assets and organize them for quick retrieval
- How to collaborate with other users through TeleScope
- How to use TeleScope messaging
- How to set their own preferences

Who Should Attend?

Users who will regularly use the TeleScope native clients (Mac or PC) should attend this workshop. These users are typically classified as Content Creators or Content Editors and can span a variety of job roles. The TeleScope Viewer Essentials Workshop is also useful to those who will be supporting and/or administering the TeleScope environment.

Skills and Prerequisites

The following skills or courses have been designated as pre-requisites for taking this workshop:

- Knowledge of basic computing skills & terms
- Knowledge of Mac or Windows environments

TeleScope.web Essentials Workshop

Workshop Overview

The TeleScope.web Essentials Workshop was designed with the remote user in mind - those who will be frequently using TeleScope.web to access the system. This one day course is an interactive workshop that will enable attendees to work confidently within the TeleScope system.

The TeleScope.web Essentials Workshop can be customized to more closely reflect your local TeleScope environment. It can be adjusted to include your local workflow, metadata, assets, security and permissions model. Customized course content ensures users are trained on your system as you have defined it.

Learning Objectives

Attendees of the TeleScope.web Essentials Workshop will learn:

- The basic structure of the TeleScope system
- How to ingest and import digital assets
- How to execute the various searches in TeleScope to minimize search time
- Versioning of assets
- How to establish relationships between assets and organize them for quick retrieval
- How to collaborate with other users through TeleScope
- How to use TeleScope messaging
- How to set their own preferences

Who Should Attend?

Users whose workflow dictates the use of the TeleScope.web should attend this workshop. These users are typically located remotely, travel frequently or are users with limited access to the TeleScope system. The TeleScope.web Essentials Workshop is also useful to those who will be supporting and/or administering the TeleScope environment.

Skills and Prerequisites

The following skills or courses have been designated as pre-requisites for taking this workshop:

- Knowledge of basic computing skills & terms
- Knowledge of basic internet concepts
- Working knowledge of Internet Explorer or Netscape

TeleScope Administrator Essentials Workshop

Workshop Overview

The TeleScope Administrator Essentials Workshop is designed for users who will be responsible for administering the TeleScope environment. This two day course is an interactive workshop that will enable attendees to develop the technical expertise and knowledge needed to effectively administer your TeleScope implementation and configuration.

Learning Objectives

Attendees of the TeleScope Administrator Essentials Workshop will learn:

- The basic structure of the TeleScope system
- How to create and modify users and groups
- How to set privileges and permissions to control user and group access
- How to establish relationships between metadata and users
- How to create, modify and maintain administrator-established searches
- How to create, modify and remove metadata fields and determine their visibility
- How to install I-Pieces
- How to create renditions and assign their visibility
- How to manage Functional Rules and Watermarks
- How to create and manage migration policies
- How to manage Named Conversions
- How to create and manage Cross-Platform Networking mappings
- How to manage TeleScope Logs

Who Should Attend?

Users who will be designated as “Administrators” within the client environment and will be responsible for continued maintenance of TeleScope should attend. These users will be responsible for creating new users and groups, expansion of the metadata model and overall application administration.

The TeleScope Administrator Essentials Workshop is also useful to those who will be supporting the TeleScope environment.

Skills and Prerequisites

The following skills or courses have been designated as pre-requisites for taking this workshop:

- Knowledge of basic computing skills & terms
- Knowledge of Mac or Windows environments
- Knowledge of relational databases
- Participation in the TeleScope Viewer and TeleScope.web Essentials Workshop

TeleScope Internals Workshop

Workshop Overview

TeleScope Internals Workshop is a one day course that covers TeleScope Enterprise's internal database structure. Each database table is reviewed and the data relationships defined. Attendees will learn how TeleScope enters and manipulates data in the database for each action performed in the TeleScope application. This course targets database administrators, database developers and system integrators and is especially useful for those who will be involved in writing TeleScope Functional Rules, performing data migrations and creating general customizations for the environment.

Learning Objectives

Attendees will learn:

- The basic structure of the TeleScope database
- The relationship between the various database tables
- How TeleScope clients insert and manipulates data in the database
- What database tables can be used to assist with data a migration
- What database objects to utilize when customizing the system
- How to reference data in external databases

Who Should Attend?

- TeleScope Database Administrators
- TeleScope System Administrators
- TeleScope Database Developers
- Anyone involved in: data migration, data integration, application customization and configuration

Skills and Prerequisites

- An excellent understanding of relational databases and SQL
- Moderate SQL coding abilities (stored procedures, functions, triggers, etc)
- Familiar with the TeleScope application and environment

TeleScope Enterprise Functional Rules Workshop

Workshop Overview

By the end of this one day course, participants will be able to confidently create and administer TeleScope Functional Rules. TeleScope is designed to provide the user with a more efficient and effective method of managing their digital assets and performing day-to-day operations. Through hands on tutorials, participants will leverage Functional Rules to automate both workflow and security requirements to enhance their TeleScope environment.

Learning Objectives

Attendees of the TeleScope Enterprise Functional Rules Workshop will learn:

- TeleScope Functional Rules terminology
- How to effectively create, test and validate Functional Rules
- Functional Rules Administration tasks such as Rule Assignment
- Ways to leverage events to facilitate workflow automation
- Methods of enforcing asset level security and permissions

Who Should Attend?

This administrator course is valuable to individuals who will be creating or supporting Functional Rules within the TeleScope environment. SQL database programming and familiarity with XML is mandatory. Attendees should include database administrators, database developers and TeleScope Administrators.

Skills and Prerequisites

The following skills or courses have been designated as pre-requisites for taking this workshop:

- Familiar with relational databases
- SQL programming skills (stored procedures, functions, triggers, etc)
- Knowledge of XML
- Participation in the TeleScope Viewer, TeleScope.web and TeleScope Administrator Essentials Workshops
- Participation in the TeleScope Enterprise Integration Workshop is highly recommended