



Integra Training

The following Integra for Notes training courses are available. Training courses are carried out on-line using Webex meetings or on-site. Please note the prerequisite level of knowledge for each course.

Introduction to Microsoft Excel Reporting using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NXL1
Prerequisites	Basic knowledge of Notes & Microsoft Excel
<ul style="list-style-type: none">»» Overview of running Integra Profiles – the end-user experience»» Selecting your source database»» Field Selection»» Creating simple computed fields using Notes formula language»» Determining Excel Column Order»» Excel template definition and linkage»» Looking up field data in other Notes database»» Modifying Integra fields & Excel Columns	

Introduction to Microsoft Word Reporting using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NWD1
Prerequisites	Basic knowledge of Notes & Microsoft Word
<ul style="list-style-type: none">»» Overview of running Integra Profiles – the end-user experience»» Selecting your source database»» Field Selection»» Creating simple computed fields using Notes formula language»» Microsoft Word template definition and linkage»» Label Generation»» Single Document or Multi-Document Exports into Word»» Handling Rich-text»» Introduction to some of the simpler Advanced Profile Options»» Modifying Integra fields & Word Merge Fields	

Intermediate Reporting using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NInter
Prerequisites	Knowledge equivalent to that obtained through courses I4nXL1 & I4NWD1
<ul style="list-style-type: none">»» Selection of data from sub-forms»» Introduction to some of the simpler Advanced Profile Options»» E-mail enabling export profiles»» Storing Exported Documents in Notes»» Updating field data in Notes after export using Field Exchange»» Handling Multi-value fields»» Handling the exporting of a single value cell (rather than a column)»» Filtering & Sorting»» Document Protection in Excel and Word»» Overview of Export methods – Standard, COM and XML»» Triggering Excel and Word macros from Integra»» Implementing Action Button/hotspot execution of Integra profiles from views and forms	

Using Charts & Pivot Tables in Integra for Notes reports	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NChart1
Prerequisites	Knowledge equivalent to that obtained through courses I4nXL1, I4NWD1 and preferably I4NInter
<ul style="list-style-type: none"> >> Introduction to creating a simple chart in an Integra generated Excel report >> Creating Pivot Tables for summarising data >> Automating the refreshing of pivot tables using Excel Macros >> Charting from Pivot Table summaries >> Efficiently supporting multiple pivot tables in our spreadsheet 	

Using Events & LotusScript in Integra for Notes	
Duration:	4 hours
Delivery:	on-line
Course Code	I4NEV1
Prerequisites	Knowledge equivalent to that obtained through courses I4NXL1, I4NWD1 & I4NInter, knowledge of LotusScript and event programming concepts
<ul style="list-style-type: none"> >> Introduction to Integra Events >> Building Dialog Boxes for data capture prior to running reports >> Filtering reports based on dialog box entries >> Understanding the Integra Stats Object >> Handling Parent-Response Documents >> Lookups to external databases using LotusScript >> Using Script to calculate values and pushing the values back to a computed Integra field. 	

Building Web Based reports using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NWEB1
Prerequisites	Knowledge equivalent to that obtained through courses I4NXL1, I4NWD1, I4NInter & I4NEV1, knowledge of LotusScript and event programming concepts
<ul style="list-style-type: none"> >> Conceptual differences between Notes Client & Web Browser with regards to Integra >> Use of Standard Master Templates >> Differences in Integra end-user experiences between the web and Notes client >> Calling Integra profiles through a web hotspot >> Enabling logging for Web >> Web activity document 	

Advanced Word Reporting using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NWD2
Prerequisites	Knowledge equivalent to that obtained through courses I4NWD1, I4NEV1
<ul style="list-style-type: none"> »» Exporting Response Documents to Word tables »» Formatting data in Word post-export »» Using labels for multi-line exporting of data to Word »» Handling exporting of attachments to Microsoft Word »» Handling exporting of attachments to the file system »» Embedding links to detached documents 	

Introduction to Importing Excel Data to Notes using Integra for Notes	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NIMP1
Prerequisites	Knowledge equivalent to that obtained through courses I4nXL1 & I4NEV1 (only required if undertaking advanced importing)
<ul style="list-style-type: none"> »» Overview of spreadsheet to Integra import profile linkage »» Preparing the Excel spreadsheet »» Linking Excel columns to profile fields »» Processing data on import »» Data lookups to other databases »» Document and Response Document creation during import 	

Installation & Configuration of Integra for Notes & Integra Quick Reports	
Duration:	2 hours
Delivery:	on-line
Course Code	I4NConfig1
Prerequisites	Basic knowledge of Lotus Notes navigation and administration
<ul style="list-style-type: none"> »» Understanding Integra Installation »» Access control and security configuration »» Enabling scheduling configuration »» Implementing Integra logging »» Configuring for the Web »» Configuring PDF output »» Obtaining and implementing upgrades »» Administrative functions 	

Ad-Hoc Report Creation for End-Users using Integra Quick Reports	
Duration:	1 hour
Delivery:	on-line
Course Code	IQRLV1
Prerequisites	Basic knowledge of Lotus Notes navigation
<ul style="list-style-type: none"> »» Selecting Columns to export from Notes views »» Sorting & Grouping of data »» Setting filtering conditions »» Report output options »» Saving and sharing reports »» Selecting additional fields from documents 	