



DevInfo v6.0 User and Database Administration

Training workshop

Geneva, Switzerland
7-11 December 2009

Agenda (draft)

DAY1
Session 1.0 - Opening session (09h00) Objectives, administrative issues, expected outcomes, review of agenda Introduction of participants
Session 1.1 – Orientation Introduction to DevInfo database technology Overview of DevInfo features and examples of usage
<i>Tea Break (10h15 – 10h30)</i>
Session 1.2 – Searching for data Using data wizard Using conventional method to select data parameters and view data Using advanced data view options
Lab session Hands-on workbook exercises on searching for data
<i>Lunch (12h30 – 13h30)</i>
Session 1.3 – Creating tables and graphs Using wizard Advanced formatting and pivoting features
Lab session Hands-on workbook exercises on tables and graphs
<i>Tea Break (15h15 – 15h30)</i>
Session 1.4 – Creating maps Using wizard Using various themes, formatting and mapping features
Lab session Hands-on workbook exercises on maps
Review and close (17h00)

**DAY2****Q&A** Revisit day 1 sessions – (08h30)**Session 1.5 – Data presentation tips**

Overview of data presentation options and their appropriate use

Session 1.6 – Advance mappings featuresCreating maps with features, trends, levels, overview, insets and raster images
Using other advanced features**Lab session**

Hands-on workbook exercise on advanced maps

*Tea Break (10h15 – 10h30)***Session 1.7 – Using diReports**Creating reports – layout, formatting and editing
Advanced reports**Session 1.6 – Using diGallery**Creating presentations – multiple object handling, sidebar and publishing
Advanced gallery features – replication, managing gallery folders**Lab session**

Hands-on workbook exercise on reports and gallery

*Lunch (12h30 – 13h30)***Session 1.8 – Using diGoodies**

diAbout, diSettings, diBook, diVideo, diSidebar, diAnalyzer

Lab session

Hands-on workbook exercise on the User Interface

*Tea Break (15h15 – 15h30)***Lab session (cont.)****Review and close (17h00)****DAY3****Q&A** Revisit day 2 sessions – (08h30)**Session 2.0 – Understanding DevInfo data structure**

Introduction to database administration – structure and modules

Session 2.1 – Creating template

Working on template module to create a DevInfo database framework

*Tea Break (10h15 – 10h30)***Lab session**

Hands-on workbook exercises on template

*Lunch (12h30 – 13h30)***Session 2.2 – Creating database – Data entry**Working on data entry module to create a DevInfo database
Using online data entry method*Tea Break (15h15 – 15h30)***Lab session**

Hands-on workbook exercises on data entry

Review and close (17h00)



DAY4	
Q&A	Revisit day 3 sessions – (08h30)
Session 2.3 – Database Management - Tools	Using utilities to split, extract, import, export, validate and spell-check
<i>Tea Break (10h15 – 10h30)</i>	
Lab session	Hands-on workbook exercises on tools
Session 2.4 – Database management - Reports	Generating database summary, comparison and range-check reports
<i>Lunch (12h30 – 13h30)</i>	
Session 2.5 – Metadata	Manage metadata for indicator, area, source and database
Session 2.6 – Mapping	Using mapping modules to manage map files including administrative boundaries, features and creating groups
<i>Tea Break (15h15 – 15h30)</i>	
Lab session	Hands-on workbook exercises on metadata and mapping
Session 2.7 – Language and Customize	Understanding the process of creating DevInfo adaptation including translations and customizing home page
Session 2.8 – Publishing galleries	Using database administration gallery module to publish galleries online
Review and close (17h00)	

DAY5	
Q&A	Revisit day 4 sessions – (08h30)
Session 3.1 – www.devinfo.org	diSupport, diOnline, diForum, diWiki, diShowcase, diGameworks, diGallery, diWorldwide
Session 3.2 – Overview of Data Exchange, EmergencyInfo, Standards	Understanding the use of the Data Exchange, EmergencyInfo and Standards modules
Session 3.3 – Preparing a DevInfo database	Group hands-on session to create a DevInfo database using thematic topics at sub-national level
<i>Tea Break (10h15 – 10h30)</i>	
Session 3.3 – Preparing a DevInfo database (cont.)	
<i>Lunch (12h30 – 13h30)</i>	
Session 3.4 – Presentations	Group presentations using prepared DevInfo thematic database
Evaluations and closing remarks (14h30)	
<i>Tea Break (15h00)</i>	