

# GRAPHICAL DATA

## ILLUMINATOR Training Syllabus.

### Introduction

- Overview of Illuminator and its purpose (this will be both generic and contextual to the client's build)
- High level view of the capability of the system (general functionality)
- Glossary of Terms to set context for what we will discuss - data entity, metadata etc possibly with examples to illustrate each (a ppt with visual/diagram aids would be on benefit)
- Browsers.

### User Interface

- Introduction to a Workspace environment (homepage and left hand nav)
- Review Main navigation (left hand nav) options, indicating that they can be dependent upon the current workspace and the user's specific role / permissions
- Indicate which nav items are common to all Illuminator workspaces and then indicate the client specific items
- Switching between Illuminator workspaces (permission based, who to contact if further access is required)
- Using the column interface, including explanation / demonstration of horizontal / vertical scrolling, re-sizing of columns etc.
- Using the column specific options menus
- Permission based and may only be visible to certain users in certain areas
- Options relate to the data which is represented on the current column, show how this works, e.g. if I am looking at a VLAN table then my options are related to VLAN data entities

- Gallery functionality controls (opening the image preview, zoom, rotate, download etc.)

## User Admin

- User accounts
- How they are issued
- Logging in/out & password resets
- Super User training – managing user accounts, workspace user profiles and then functional permissions

## Standard Functionality

- Reporting - how to run standard and custom reports, what the results look like, exporting results of reports etc
- History - explain how history module works with relation to data entities (how to access, when it is updated etc.)
- Comments - show commenting features, how to add comments and how to see other user comments
- Working with Favourites

## Data Management

- Demonstrate difference between view and edit modes for a data entity, how to access these areas
- Different types of fields and form validation
- Batch editing of data
- Automated updates of data, including import functions (client specific)
- Demonstrate any data feeds into the Illuminator build, when these happen and their impact

## Workflow / Governance Rules (if applicable)

- Demonstrate any workflow rules applied to the system:
- Which data entities they relate to
- Show the workflow diagram
- Run through a typical scenario
- Email notifications associated with workflow triggers

## Data Querying

- Using the global search to display results in the main Illuminator dashboard
- Contextual searching on data entities / columns
- Working with filters

## Custom Modules

- Module and Function specific training related to the actual Illuminator build:
- For example, if the map module is present then that will require specific section to be added to the training
- Generic functionality as already demonstrated, but with relation to custom modules

## Advanced Functions

- Exporting and Importing Data

## Support

- How to report an Issue
- Online help availability
- Client specific support - key contacts, client help desks etc

## **Super User (if applicable)**

- Super user account administrative controls (if applicable)