



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Lotus Notes Level 2

Duration: 1 Day

Objectives: Students will learn advanced skills for Lotus Notes Databases. This course is valuable to those operating help desks and maintaining databases created by Notes Application Developers.

Prerequisites: A good working knowledge of Lotus Notes gained through either attendance on the Level 1 course or equivalent practical experience.

Lotus Notes Architecture

- Using Lotus Notes Full Text Search
- Creating an Index
- Using the Search Bar
- Searching more than one database
- Query Syntax
- Basic Query

Documents, Files and Folders

- Planning and Creating Folders and Views
- Folders and Column Properties
- Renaming, Moving and Deleting Folders and Views
- Formulae Operators
- Sample Column and Selection Formulae
- Creating and Deleting Smart icons
- Using, Creating and Testing Agents
- Using Links and Embedding
- Creating and Maintaining Links
- Importing and Exporting Documents

Replication

- Workstation to Server Replication
- Advanced Replication Settings
- Replica History
- Notes Security
- Your USER ID File
- Changing Password
- Changing Access Control levels
- Public and Personal Web Navigator
- Using Notes Mail to Access the Internet