

# Summation LG Gold/iBlaze Training Classes

## Advanced Classes

*This set of classes would be considered advanced for end-users, or administrative for IT/IS. They include features that help configure or administer working with case data from a technical standpoint.*

- **CopyCase – 1 hour**

*This class is useful when needing to transfer cases from a laptop to a network version of Summation, or vice versa. Here you will also learn how to successfully merge data, as well as the various ways to accomplish it.*

- Copying cases
  - Network to laptop
  - Laptop to network
- Merging cases
- Merging databases

- **Creating or Modifying Forms and Tables – 2 hours**

*This class allows you to understand Summation's basic database structure. Along the way we will create a new data entry form specific to your case needs, a new table, and all the technical aspects to making sure your work is exactly as you need it.*

- Modifying a form
- Modifying a table
- Table creation

- **Advanced Image and Data loading – 2 hours**

*This class teaches you all you will need to know regarding how Summation deals with images, at every level: working with service bureaus, fixing or customizing their work specific to your system; as well as scanning your own documents in-house, and getting them into the program.*

- Image info table
- DII files
- OCR
- Data import
- Working with vendors

- **Administrative training – 2 hours**

*This class is a catch-all for those that need to/want to know as much as possible regarding the 'back-end' of Summation. These are the sorts of topics that are the most technical in nature, and are particularly useful for IT/IS supporting Summation, or the person in-house that would have such a role.*

- Security
- File structure
- DB maintenance