

# TURNKEY COMPUTER TECHNOLOGY LIMITED

## Course: IPS SQL Guru – Day 1 - Technical



**9:30**      **Registration**

**9:45**      IPS SQL server set-up

- Database/Tables/Views/Functions/Stored Procs
- Security
  - DB level granting permissions to users
- Creating a backup/DR database
  - Restoring a case
- Using configuration files to control DB access

**10:30**      SQL Compare

- Conducting an upgrade

**11:00**      **Coffee**

**11:15**      Using SQL to conduct data manipulation

- Data analysis
  - Queries
- Global data edits
  - Inserting/deleting/modifying

**12:00**      Using Excel to produce IPS linked reports

- Linking to data
- Running queries – single table
- Running queries – joined tables
- Using Excel database command

**13:00**      **Lunch**

**14:00**      Advanced Topics 1 Report Sets

- Case Report Sets
  - Basics
  - User prompts
  - Linking to questions in documents
- Practice Report Sets
  - Printing documents across cases

**14:45**      Advanced Topics 2 Grids

- Grids instead of reports
- Case Grids
- Practice Grids

**15:30**      **Coffee**

**15:45**      Advanced Topics 3 SQL Functions – Word Merges

- Creating
- Using

**16:45**      Finish

# TURNKEY COMPUTER TECHNOLOGY LIMITED

## Course: IPS SQL Guru – Day 2 – IPS



**9:30**      **Registration**

**9:45**      IPS Set-up data

- Importance of
- Detail

**10:15**      IPS Security

- Users
- Groups
- Group temporary access
- Policy managing
  - Creation, Editing, Hide v Enable
- Reporting

**11:00**      **Coffee**

**11:15**      Lookup data

- Creating
- Bordereau rates linked to dates
- Report and grid queries
- Web/file links for diary templates

**12:00**      Diary Templates

- Basic script explained
- Template creation - basic
- Using application links
- Using section/rule/guidance links

**13:00**      **Lunch**

**14:00**      Diary Templates – Advanced Features

- User prompts – controlling input and responses
- Using logic to add diary lines
- Adding other templates automatically
- Using loops to save work
- Using sql queries to check if lines exist

**15:00**      Master Contacts

- Creation
  - Manually, Excel import, SQL SP
- Using
- Reporting

**15:30**      **Coffee**

**15:45**      Web Links

- Creating
- Configuration settings for document saving

**16:15**

**16:30**      • IPS SQL Modules Explained

- IVA
- Banking
- Time Recording
- Box Archiving

**17:00**      Finish