Mastering HoleBASE SI – Day 1

09:00 Registration

09:30 Course Objectives
An introduction to the course content and a chance to refine the objectives based on your requirements.

09.45 Overview of HoleBASE SI
This session looks at the broad range of features that HoleBASE SI has and the opportunities for using them to speed up your data processing or interpreting your site investigation. It will cover the following topics:-

- The Data Journey Concept
- The Two Golden Rules you must follow
- The HoleBASE SI product range
- The options for entering and importing data in the most efficient way.

10.30 Creating and Importing Projects
This session looks at how to create and import projects into HoleBASE SI and to maximise the use of the mapping interface to create a powerful project archive. Topics also covered include:-

- Importing historical project data.
- Importing Project Lists
- Importing HoleBASE 3.1 data
- Options for importing project lists from gINT / GEODASY
- Importing CSV data into HoleBASE SI

10:45 Coffee Break and Discussion

11.00 Organising the Project Interface
The HoleBASE SI project interface is designed to be quick and easy to use. During this session you will learn how to maximise the options and features within the grids, project explorer and ribbon menus to enable you to organise your workspace in a way that makes it easiest to use.

11.45 Interrogating Your Data
One of the most powerful features in HoleBASE SI is the way it lets you interrogate your data, finding out the most important aspects of your site investigation within a matter of seconds. In this session you will learn how to quickly apply the following skills:-

- Apply advanced filters to your data grids
- Create location groups to easily zone your data or site
- Combine ordering and filtering to highlight answers to your site investigation questions
- Group and separate your data based on specific criterion

12.45 Lunch

13:45 Data Entry and Editing
During this session you will learn the most efficient way to enter borehole data into HoleBASE SI by working through the steps to enter a simple log. You will also learn powerful filtering tricks to help you enter the data without breaking the two golden rules and without using the mouse at all.

14: 30 Log Production
Producing borehole and trial pit logs is one of HoleBASESI's most used features and in this session you will learn how to create Quick Logs and Log Reports and what the differences are between these two options. You will also learn

how to apply simply customisation to the logs to change the scale, template used, Company Logo or Company address details.

15:00 Coffee Break and Discussion

15:15 Mapping

The new mapping interface is one of the most talked about features of HoleBASE SI and during this session you will learn how to use the new Road and Aerial Photography layers together with the BGS geology data and borehole logs.

You will also learn how you can represent your own data on the mapping interface using one of the many features included in the application. These will include:-

- Using the map to create Log Reports
- How to change the way locations are represented on the map
- How to graphically illustrate Zones and project extents on the map
- How to set the initial project view

16:00 Quick Sections

In this session you will learn how to create sections. This has to be one of the quickest and easiest operations in HoleBASE SI. Before the end of the 15 minute session you will have learnt everything there is to know about creating sections as well having created several sections of your own.

16:30 Questions and Discussion

This course covers a lot of new material and we conclude the first day with an opportunity for you to practice what you have learnt under the supervision of the expert trainers. You may also use this session to discuss with the class and trainer how what you have learnt today can be implemented when you return to the office.

17:00 Course Close

Mastering HoleBASE SI – Day 2

09:00 Registration and Objectives

09:30 Managing Configuration Packs

Mastering Configuration Packs is vital if you want to get the maximum efficiency out of HoleBASE SI. This session walks through the process of creating a new configuration pack and changing the way the pack controls the following aspects of any project created using it:-

- Log templates available to the project users
- Layouts of individual data grids
- Company default settings such as logos and company address details
- User defined headings and data grids
- New or modified Pick List items
- Calculated field settings
- Section profiles
- Importing components into HoleBASE SI

11.15 Coffee and Discussion

11:30 Defining Trigger Sets

Triggers are a powerful feature in HoleBASE SI that allows you to set up in line highlighting to facilitate the rapid identification of key values.

Particularly applicable to the assessment of contamination data the feature has applications in other areas of site investigation too.

In this session you will learn how to:-

- Add System level trigger sets to help analyse sites against assessment criteria
- Add project level triggers to identify problematic ground conditions

11:45 Managing Mapping

HoleBASE SI Professional contains many powerful GIS/Mapping features that enable you to offer your users multiple mapping layers for use within their projects and at system level. This is one of the most popular features of the new HoleBASE SI builds

During this session you will learn how to:-

- Import national mapping sets via external shape files, many of which can be obtained free of charge.
- Import project AutoCAD (DXF) files
- Style the presentation of mapping sets
- Enable new coordinate systems
- Distribute the mapping layers to users of the HoleBASE SI system
- Create a WMS connection

12:15 User Administration and Security

HoleBASE allows System Administrators to set up new users and assign them default rights for projects. It also allows the System Administrators and Project Managers to change the settings for a user for specific projects. In this session you will learn about how to set up users correctly and what you need to look out for when assigning default and project rights to a user

12:30 Lunch

13:30 Generating Excel Reports

In this session you will learn how to generate Excel reports using the HoleBASE SI Extension for Microsoft Excel. The session will teach everything you need to know to enable you to use the standard templates and any predefined templates that have been setup on your HoleBASE system.

The session will also teach you the basics about pulling data out of HoleBASE SI into a blank template. This section does not cover the design of new templates as this is covered in full in the Administrating HoleBASE SI course

13:45 Working with your laboratory

If your project includes chemical or geotechnical testing it is important that you understand the features of HoleBASE SI that are design to ensure your electronic communication goes smoothly and that your are not left with orphan records.

In this session we will cover:
- Electronic Chain of Custody
- AGS data production and receipt
- Electronic Scheduling

14:15 Exporting Data

This session will coverer everything you need to know if your project requires you to pass your project data onto other organisations or applications.

This session will include the following formats:
- AGS
- CSV
- XYZ

14:30 Coffee Break and Introduction to Sandbox

14:45 Project Sandbox

Apply the principles learnt to accomplish some project based tasks.

16:30 Installation Requirements and Advice

HoleBASE SI can be installed on a single machine or across a worldwide corporate network and every combination between these two extremes. In this session you will learn a little more about each application that makes up the HoleBASE SI product, where it needs to be installed and tricks to add the roll out of the software to a large number of users. Accompanying material will be provided with this session to help delegates explain their requirements to their IT Administrators when they return to the office.

16:45 Questions and Discussion

This course covers a lot of new material and we conclude the course with an opportunity for you to practice what you have learnt under the supervision of the expert trainers. You may also use this session to discuss with the class and trainer how what you have learnt today can be implemented when you return to the office.

17:00 Issue of training Certificates and Course Close