

## Online Training Menu

All our current courses are listed below. We use [Zoom video conferencing](#) to give everyone the opportunity to interact. Each training course:

- Lasts 2 hours.
- Comes with a half hour 1:1 follow-up call to ask questions specific to your own system.
- Will be for up to 4 people. Participants will usually be from a mix of organisations.
- Costs £40 + VAT per person.

If you have already paid an open training day as part of your setup package, this is equivalent to a 4 places – for example, 4 members of staff on the same course, or one person on 4 different ones.

If you'd like to sign up for a course, you can [do that here](#).



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## Groups/Lists and Dataviews

Groups and Lists are the same thing in Lamplight – organisations choose which term suits them best.

### Basic

#### Who is this for?

People who are new to using groups in Lamplight, or who have used existing ones but not created their own. A basic group which uses profile information as filters, can be used to create mailing lists based on consent received, or to identify service users with specific support needs, for example.

#### Covering:

- ⚙ When to use a group
- ⚙ Introducing auto, manual and merge groups
- ⚙ Creating an autogroup based on profile information
- ⚙ Working with your group:
  - ⚙ Viewing the information in the groups table
  - ⚙ Viewing group members in popup
  - ⚙ Using a data view
- ⚙ Introducing data views
- ⚙ Creating a data view using profile information
- ⚙ Using a data view to create a summary page

### Advanced

#### Who is this for?

People who have some experience of creating groups, but would like to understand how to use activities records, such as work, outcomes and referrals. Advanced groups take work and other activity records as filters. These can be used alongside fields from profiles to filter the group further – for example, finding female service users who were referred this year and have attended a self-support session.

#### Covering:

- ⚙ The different types of group in Lamplight – auto, manual and merge
- ⚙ Creating a group using information from work and referral records
- ⚙ Using outcome records to filter your group
- ⚙ Creating an advanced merge group\
- ⚙ Recap on viewing members of groups – in popup and using a data view
- ⚙ Creating a data view using activity record information
- ⚙ Using data views for profile headers
- ⚙ Using a data views for attendance tables



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## Reports

### Who is this for?

People who use Lamplight to do reporting, and would like to know more about the different options when creating custom reports.

### Covering:

- ⚙ Which type of report do I need?
- ⚙ Work report:
  - ⚙ Filters
  - ⚙ Presentation
  - ⚙ Printing and exporting
- ⚙ Outcomes (impact) report:
  - ⚙ Report presentation
  - ⚙ Change over time
  - ⚙ 'Snapshot' view
  - ⚙ 'Yes' responses
- ⚙ Case report:
  - ⚙ Open and shut cases
- ⚙ Evaluation report
  - ⚙ Responses as filters
  - ⚙ Downloading your responses
- ⚙ Setting up report templates in system admin

## Report Troubleshooting

### Who is this for?

People who run reports, but want to understand more about where they can find the information on the database, and how to check if they don't get the results they were expecting.

### Covering:

- ⚙ Looking at work records and different custom fields
- ⚙ Using the work record table as a place to find detail
  - ⚙ Using filters
  - ⚙ Adding columns to the table
  - ⚙ Checking data entry
- ⚙ Finding detail in the case records table
- ⚙ Checking your report filters
- ⚙ Unknown people, archived and linked profiles
- ⚙ Multi-select fields in results tables
- ⚙ Using the list of people and records in your report to check the results
- ⚙ Using the same filters in reports and groups/lists



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