

## Course Profile

### Introduction to UNI-*form* with Spatial

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<b>Duration</b>	2 days
<b>Prerequisites</b>	Delegates wishing to attend this course should have experience in using Microsoft Windows and be familiar with using a PC keyboard.
<b>Target Audience</b>	End Users and System Supervisors
<b>Objectives</b>	<p>By the end of this course you will be able to:</p> <ul style="list-style-type: none"><li>▪ Correctly use the main features and tools within the UNI-<i>form</i> system, including the Spatial functionality.</li><li>▪ Use the UNI-<i>form</i> system effectively.</li></ul> <p>This is a foundation course which provides the pre-requisite knowledge needed for more detailed UNI-<i>form</i> training.</p>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Logging in / out</li><li>- System and Screen navigation</li><li>- Help</li><li>- Access rights</li><li>- Generating case references</li><li>- Entering addresses</li><li>- Entering data</li><li>- Storing</li><li>- Retrieving</li><li>- Printing</li><li>- Central functions</li><li>- Map screen</li><li>- Mapping toolbar</li><li>- Legend themes</li><li>- Selecting features</li><li>- Creating point features</li><li>- Creating polygons</li><li>- Using snapping tools to create polygons</li><li>- Using floodfill tool to create polygons</li><li>- Using copy and paste to create polygons</li><li>- Editing, using and deleting polygons</li><li>- Measuring distances</li></ul>

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