

PAPILLON-9 AFIS Database Administrator Training

Course duration: 6 training days (or 10 calendar days, incl. days of arrival and departure and two days off)

Admission requirements to learners:

- Certified PAPILLON-9 AFIS operator
- At least 1 year of experience in using PAPILLON AFIS

Form of Classes	Qty	Hours
Lectures, lectures-presentations, lectures and demonstrations	23	17 h. 20 min.
Demonstrations and demonstration with practice	5	2 h. 10 min.
Practice	14	11 h. 50 min.
Examination	1	3 h. 10 min.
Testing	1	6 h. 20 min.
Meetings	2	3 h.
TOTAL		58 h.

COURSE SYLLABUS

The plan of this course is scheduled with provision for coffee breaks and lunch hours.

Topic / Subject	Description	Hours
OPENING SESSION	<ul style="list-style-type: none"> • Filling in questionnaires. • Safety Instructions. • Fire Safety Instructions. • Code of behavior on the company premises 	2 h
INTRODUCTORY LECTURE Main System Administrating Tasks in PAPILLON AFIS DB	<ul style="list-style-type: none"> • Goals and Tasks of the Course • Introduction to the Course Syllabus • AFIS database administrator's tasks • Risks inherent in infringement of the AFIS exploitation conditions 	1 h
LECTURE-PRESENTATION PAPILLON AFIS Hardware and Software: System Architecture	<ul style="list-style-type: none"> • Conceptual and logical structure of PAPILLON AFIS • System configuration • Machine functions <p><u>Network Complex:</u></p> <ul style="list-style-type: none"> - stations' mission - host names - users (<i>st</i> and <i>admin</i>) - pilot (program for managing and transmitting tenprints and latent prints through communication channels) 	1 h 40 min

	<p><u>Server:</u></p> <ul style="list-style-type: none"> - mission - host name - authorized users <p><i>Processes:</i></p> <ul style="list-style-type: none"> - assignment of licenses - authorization - index data synchronization - input station - Database Viewer - search manager - distribution of index data for matching - management of automatic stations - automatic object transfer program - Express ID Checks Server <p><u>Workstation:</u></p> <ul style="list-style-type: none"> - mission - host name - users <i>st</i> and <i>admin</i> <p><i>Processes:</i></p> <ul style="list-style-type: none"> - image processors - Database Viewer client - PAPILLON AFIS Main Menu - synchronization - management of automatic stations <p><u>Matcher:</u></p> <ul style="list-style-type: none"> - mission - host name - users <p><i>Processes:</i></p> <ul style="list-style-type: none"> - distribution of index data for searches - matching - synchronization - automatic stations management <p><u>Booking Station (Station for electronic fingerprinting):</u></p> <ul style="list-style-type: none"> - mission - host name - users 	
LECTURE -PRESENTATION Technology of Tenprint Entry in PAPILLON database	Technological workflow of tenprint entry procedure: - interactive processes - background processes	40 min
LECTURE -PRESENTATION Technology of Latent Print Entry in PAPILLON database	Technological workflow of latent print entry procedure: - interactive processes - background processes	10 min
LECTURE -PRESENTATION Technology of Unknown Face Image Entry in PAPILLON database	Technological workflow of UFI entry procedure: - interactive processes - background processes	10 min
LECTURE – PRESENTATION Database Structure	<ul style="list-style-type: none"> • Concept of divisions • Concept of segments • Numeration and attributes (flags) • Segment structure • Concept of a macrosegment 	1 h 40 min

DEMONSTRATION Database Viewer	<ul style="list-style-type: none"> • Operations over database lists (choosing and sorting) • Making selections from the database • Viewing text and images • Deletion of objects from the database • Work with LT-TP candidate lists 	20 min
PRACTICE Database Viewer	Tasks on performing different operations in the database. Tutor's guidance available.	50 min
DEMONSTRATION Working with the Database. Wild Card Characters for Selections	<ul style="list-style-type: none"> • Purpose of wild card characters for the conduct of the selection of objects • Application modalities 	20 min
PRACTICE Working with the Database. Wild Card Characters for Selections	Tasks on performing various selections using wild card characters. Tutor's guidance available.	20 min
DEMONSTRATION Recommendations on Database Maintenance	<ul style="list-style-type: none"> • Verification of TP-TP search results • Verification of TP-LT search results • Verification of LT-TP search results • Verification of LT-LT search results • Operation with identified objects • Operation with duplicated objects 	20 min
LECTURE-DEMONSTRATION User Management in PAPILLON AFIS	Creation of new user accounts, editing and deletion Database access rights: <ul style="list-style-type: none"> • common • by DB divisions • group Aliases of database partitions Settings of an access to AFIS services	30 min
PRACTICE User Management in PAPILLON AFIS	Tasks on creating new user accounts and controlling access to the AFIS. Checking and consulting by the tutor.	20 min
LECTURE-DEMONSTRATION Control over Background Processes (Automatic Stations)	<ul style="list-style-type: none"> • Program description • Current status of automatic stations • Automatic stations monitoring and management • Overall monitoring of the system • Work with err-files 	40 min
LECTURE – PRESENTATION Distributing Index Data between Matchers	<ul style="list-style-type: none"> • Concept of index data • Full distribution of index data • Partial distribution of index data 	30 min
LECTURE-DEMONSTRATION Segment Management	<ul style="list-style-type: none"> • Check for availability of empty segments in DB • Creation of segments • Creation of segments for deleted tenprints/latent prints • Creation of macrosegments • Diagnostics and generation of tenprint groups (groups of mates) • Diagnostics and correction of candidate lists • Correction of queues of search results • Purging deleted files from segments • Unlocking segments after emergency shutdown of the server 	2 h
PRACTICE Segment Management	Tasks on various operations with segments. Checking and consulting by the tutor.	2 h 40 min

LECTURE-DEMONSTRATION Work with Index Data	<ul style="list-style-type: none"> • Diagnostics and recovery of index data on the server, viewing logs • Diagnostics and recovery of index data on all matchers, viewing logs • Synchronization of index data between the server and matchers • Distribution of index data on matchers 	50 min
PRACTICE Work with Index Data	Tasks on various operations with index data. Checking and consulting by the tutor.	30 min
LECTURE - PRESENTATION Ensuring Data Integrity in the AFIS (Archive Manager and Backup Manager)	<ul style="list-style-type: none"> • Archiving in PAPILLON AFIS • Saving a backup copy of a segment • Concept of current and periodic archives • System backup 	20 min
LECTURE-DEMONSTRATION Work with Archives	<ul style="list-style-type: none"> • Program description • Work with current archives: <ul style="list-style-type: none"> - status control - deletion of archives • Work with periodic archives 	50 min
LECTURE-DEMONSTRATION Work with Backups	<ul style="list-style-type: none"> • Backup constituents • Program description • Monitoring of system backups • Backup of system working files 	30 min
PRACTICE Data Integrity in the AFIS. Work with Archives. Work with System Backups.	Tasks on measures ensuring data integrity in the AFIS: operation with archives, system backups. Checking and consulting by the tutor.	20 min
LECTURE-DEMONSTRATION Recovery of Database Objects. Recovery of Files from Backups.	<ul style="list-style-type: none"> • Recovery of deleted objects in the database • Use of archives for object recovery • Recovery of system files from backups 	30 min
PRACTICE Recovery of Database Objects. Recovery of Files from Backups.	Tasks on recovering database objects and system files. Checking and consulting by the tutor.	40 min
LECTURE - PRESENTATION Data Exchange with Other AFISs	<ul style="list-style-type: none"> • Objects export • Objects import • Objects relocation within the local DB 	20 min
LECTURE-DEMONSTRATION Export and Import of Objects from and to the AFIS Database. Settings to Mount Devices and Remote Systems.	<ul style="list-style-type: none"> • Export of objects: objectives and procedure • Import of objects: objectives and procedure • Relocation of objects within the local database • Work with external mediums • Conversion of files to ANSI/NIST format • Customization of print forms for lists • Import of objects in AFIS and ANSI/NIST formats • Adding of new devices to the exchange module 	1 h 50 min
PRACTICE Export and Import of Objects from and to the AFIS Database. Settings to Mount Devices and Remote Systems.	Tasks on exporting and importing objects from and to the AFIS database, and on setting up the mounting parameters for devices and remote systems. Checking and consulting by the tutor.	1 h 30 min
LECTURE-DEMONSTRATION Customization of text data entry forms. Adjustment of picklists.	<ul style="list-style-type: none"> • Program description • Creating new forms for text data entry, editing text data, selection of objects • Editing and deleting current forms • Field properties • Creating a group of fields 	30 min

PRACTICE Customization of text data entry forms. Adjustment of picklists.	Tasks on customizing text data entry forms and picklists/ Checking and consulting by the tutor.	30 min
LECTURE-DEMONSTRATION Search Tracking	<ul style="list-style-type: none"> • Program description • Searches monitoring • Distribution of search types on matchers (search range control) • Changing request priority (urgency) 	50 min
EXAMINATION	Tasks on the covered subjects. Checking and consulting by the tutor.	3 h 10 min
LECTURE-DEMONSTRATION Additional Features of Working with the Database	Additional Features of Working with the AFIS-9 Database	40 min
PRACTICE Additional Features of Working with the Database	Tasks on setup of additional features of working with the DB. Checking and consulting by the tutor.	1 h 10 min
LECTURE-DEMONSTRATION Statistics Gathering. Viewing Statistics by Operators.	<ul style="list-style-type: none"> • Statistics Viewer: program description and capabilities • Procedure • Recording of statistic reports to file • Printing of statistic reports 	30 min
PRACTICE Statistics Gathering. Viewing Statistics by Operators.	Tasks on gathering various statistics, including that on operators. Checking and consulting by the tutor.	30 min
DEMONSTRATION Work with Express ID circuit	Express Identification Journal <ul style="list-style-type: none"> • description • types of reports • searches/selections • customizing the report details Monitoring the operation of the Express ID Check Server	30 min
PRACTICE Work with Express ID circuit	Tasks on collecting various statistical data about activities and overall operation of Express ID Check circuit. Checking and consulting by the tutor.	30 min
LECTURE (Survey) Procedure to Switch On/Off the AFIS Hardware	Proper sequence of switching the AFIS system on and off.	30 min
LECTURE-PRESENTATION Interaction between AFIS and Polyphem	Interaction between the AFIS system and Polyphem.	30 min
PRACTICE Questions from PAPILLON Hotline Service	A session of questioning of the trainees for their knowledge of PAPILLON AFIS operation.	1 h 30 min
PRACTICE Preparation for Final Examination	<ul style="list-style-type: none"> • Consultations of the tutor on trainees' questions • Preparing for the final exam 	20 min
LECTURE Information Security in PAPILLON AFIS	Talk about the importance and necessity to provide confidentiality of information resources of the AFIS site	20 min
FINAL EXAMINATION	Instructions on the examination procedure Performing tasks specified on question cards comprising two parts: <ul style="list-style-type: none"> - writing test - practical task on diagnostics and 	6 h 20 min

	troubleshooting Checking the tasks by the tutor. Filling in the examination worksheet.	
CLOSING SESSION	<ul style="list-style-type: none">• Summarizing the outcome of the training, exchanging opinions and views• Giving out documentation	1 h