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## Best Practices and How-Tos

- **English**

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Access a library of valuable how-tos, workflow best practices, and learn how to get the most out of Summon

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- Discovery Optimization and Library Recommendations
  - Teaching Summon to Your Patrons
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- **中文**

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了解如何充分利用 **Summon**, 访问包含有价值的操作方法, workflow最佳实践的信息库。

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- Central Discovery Index at a glance 一文看清
  - Content Ingestion Report 内容摄取报告
  - How to create and update client centre user account 如何添加和更新客户中心用户帐户
  - What is Data Details Report 数据库详细信息报告
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