

SPT NEWSLETTER

Get the Training Advantage

 **i2 Analyst's Notebook and iBase “Tips & Tricks” Pages: 4-5**

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Count Down to the Launch of our New Course

i2 Analyst's Notebook with Cyber and other Digital Data

Cambridge 29th—30th October 2018

London 4th—5th December 2018

For electronic copies of our Newsletters and a YouTube Link: <http://shortestpathtraining.co.uk/newsletter/>

Sign up to our mailing list to receive new releases via email: info@shortestpathtraining.co.uk

i2 Software Training Experts

Team News

It's been a pretty busy year so far and we are really looking forward to rolling out our new Cyber course at the end of the month. Lots of research has been undertaken to ensure that the course hits the spot and is what you are looking for.

We all enjoyed the fantastic weather that the summer brought, which only sought to enhance some of the amazing events and activities available here in Cambridge.

Carol has been kept busy with bookings, enquiries and ensuring you get an electronic copy of the Newsletter. If you would like to subscribe, and haven't yet, please just drop us an email.

Holly and Fraser have been focusing on the new course. Once they were over the jet lag from their travels it was straight back to business, intermingled with training, holidays and a few special events!

GDPR took over quite a bit of time this year, but as of the 25th May we are compliant and happy! We were very much working to Data Protection rules, so it was more a case of ensuring that everything was compliant with the new rules and putting some processes into place to make it easier going forward.

Your end of year training budget

If you are considering training before the end of the financial year it might be worth getting in touch now. Jan—Mar gets very busy for us and we can easily put something provisional in the Calendar for you so that you don't miss out.

Enjoy publication number 4, and please do let us know if there is anything you would like included in future publications.

Very Best Wishes

Janet, Mark, Carol, Holly & Fraser

www.shortestpathtraining.co.uk

Cambridge Town Bumps (game of tag, over 4 days!) 2018

The Historical Cambridge Town bumps have been going for 150 years and includes over 100 crews.



Punting on the River Cam (great fun when the sun's shining!)

Punt with a picnic and a glass of something bubbly and learn about the historical and beautiful architecture of the Cambridge colleges.



Team News continued

Tennant Social here at our offices Cambridge July 2018

Games, Hog Roast and free bar! (Thanks to formthefuture.org.uk for the photo—nice one!)



Cifas Conference June 2018, Fraud and Financial Crime, London

The Credit Industry Fraud Avoidance System (CIFAS), held their annual conference in London which we attended and found extremely informative and educational. The Conference included expert speakers, panel discussions and group activity. There was an international input – Australia, Netherlands, South Africa and US. A wide variety of organisations attended including Police, Financial institutions and Media. It was great for us to get amongst those people who are experts in these areas and find out what they need from a training and software perspective. We also gained valuable insight and information that will help to enhance our current and future courses and make sure we are always moving with the times.

IBM i2 Visit

We often get involved in providing usability testing and feedback to the developers at i2, so it was great to catch up with Ian Kitchen (Senior User Experience Designer) who took us through some of the ideas they are working on for the next software releases. This also gives us an opportunity to feedback comments and requests you make on our courses too—so please keep making them!

Training our Trainers

Holly and Fraser have been attending TAP (Training Accreditation Programme) courses with the Training Foundation to enhance the way in which we train, and to ensure we have sight of techniques and knowledge that will help us to provide you with the best possible service and training. Holly has almost finished her courses and will soon be the proud recipient of a TAP Diploma in Learning Facilitation. Well done Holly!

Fraser attended the Training Delivery Course and is now classified as a “Certified Learning and Development Practitioner” Well done Fraser and all of your colleagues on the course!



The Training Foundation run courses aimed at all aspects of “Training”. We want to ensure that our trainers are fully equipped to deliver courses at the highest standard both in their knowledge of the software and their delivery skills

If you would like to know more about the Training Foundation please follow the link below to their website

www.tap-training.com

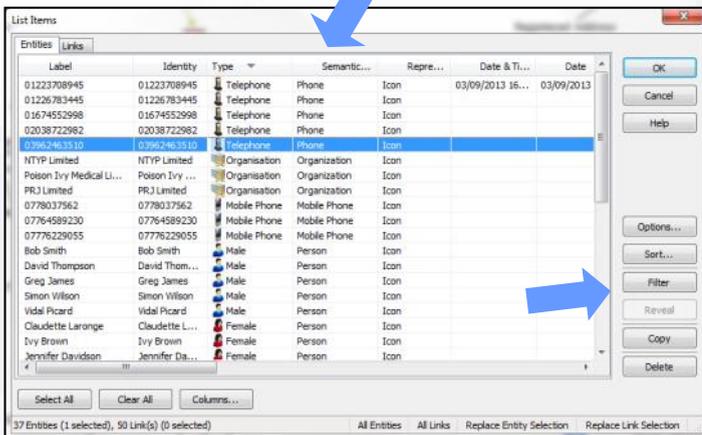
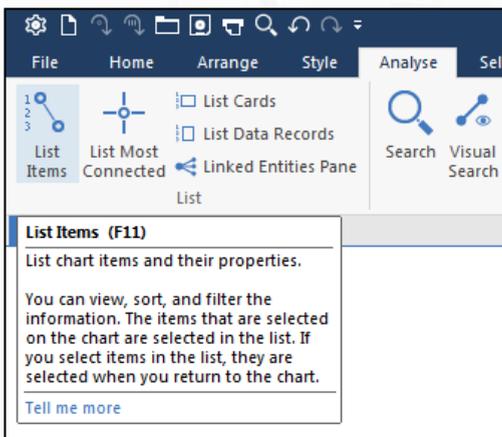
👉 Tips & Tricks

View Tips & Tricks as a YouTube Video: <https://tinyurl.com/ybvfkv56>

List Items—Controlling Columns

Using List Items

Find List Items in the Analyse Tab or by using the shortcut F11.



List Items produces a sorted list of records in Entities and Links tabs that can be highlighted and copied into other applications, such as MS Excel.

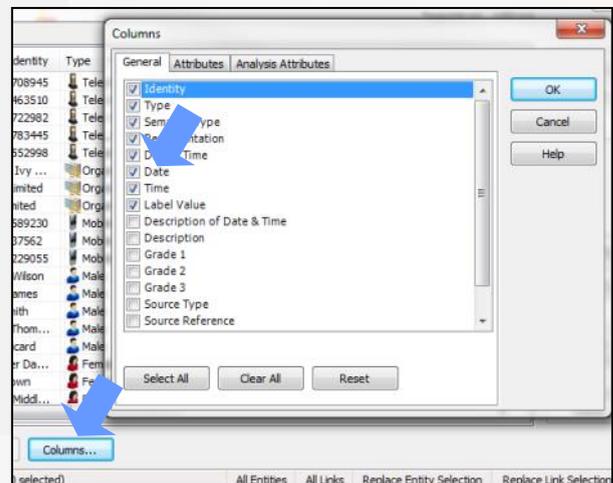
The tool enables you gain a quick overview of your chart. It is useful for checking that your data is accurate; particularly across large charts and where you have lots of data stored in properties 'behind the scenes'.

You can sort column headers (click on header), select rows of interest (the items will also be selected on the chart) and filter.

👉 Click the Delete button to remove selected items from the list. When you click OK you will be asked if you want to delete them from the chart too.

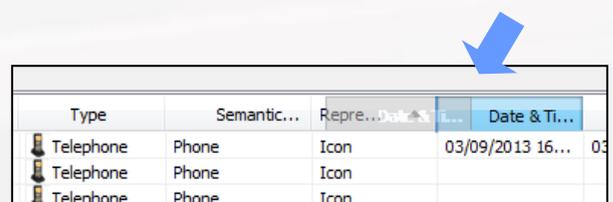
Adding Properties as Columns

Control which General, Attribute and Analysis Attribute properties you want to display as columns in List Items:



Moving the Order of Columns

Select the column header. Once highlighted, keep your mouse button held down and then drag left or right into the order required:



👉 Tips & Tricks

View Tips & Tricks as a YouTube Video: <https://tinyurl.com/ybvfkv56>

Creating a new Icon to use in iBase

Creating the Icon

You can create new Icons that can be used by both iBase and Analyst's Notebook. The Icons are typically stored in a folder called:

C:\Users\

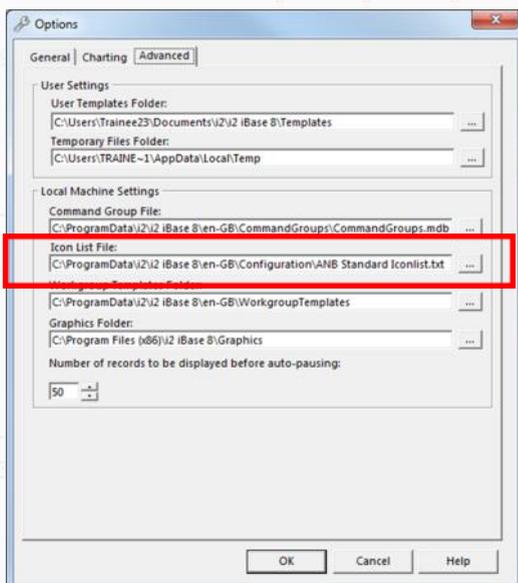
Save your new image to this location (make a note of its name!)

Note: Analyst's Notebook Help has more information on saving Icons

Telling iBase the Icon Exists

iBase uses a Text file to decide what Icons it can use and what they are called. There are several Icon lists that iBase has when installed – to choose which one to use and to see where they are stored:

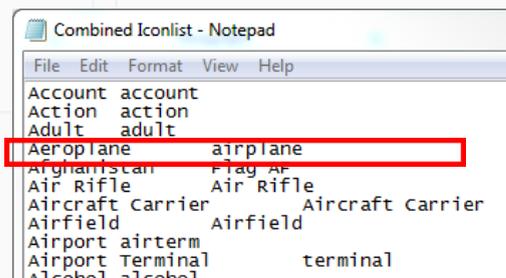
- Open iBase
- From the Tools Menu choose Options
- Go to the Advanced Tab:



To tell iBase about the new Icon:

Launch the application Notepad – and open the relevant file

You should make a backup copy of this file before making any changes!



- The structure for each line is: The name you want to see in iBase<TAB>The name of the File. Eg In iBase we will see the word Aeroplane, but the file is called airplane
- Add a new line for the new Icon then Save
- Make sure you have exited iBase at this point - iBase will not see the changes to the list until you re-open it

Using an Icon Code List

Having created the Icon you can if need be use a special code list called an Icon List so people can choose the right Icon when adding data to the database.

- In iBase Designer, create a new field of type Icon
- Create a New Code List, give it a sensible name
- Add the Icons you would like to the right hand side Assuming you followed the instructions above then your new Icon should be available

Featured Course

New Course

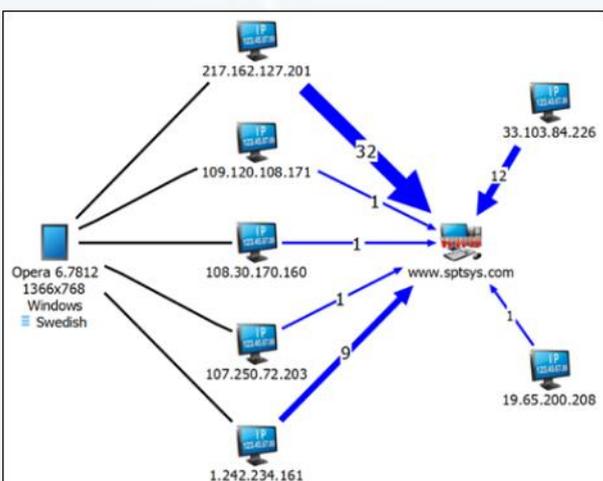
i2 Analyst's Notebook with Cyber and other Digital Data

"I want to learn how the software can help me visualise and interrogate my data. I've got so much information, and comparing rows on spreadsheets just won't cut it anymore!"

Course Description—what can I expect?

Setting down a firm base, this course will take you through the core fundamentals of i2 Analyst's Notebook, whilst using terminology relevant to digital threats and clear example tasks in a cyber related context. Whilst we are focusing on cyber data on this course, these same methods can be applied to other tasks and data as well.

Our experienced trainers will provide a supportive and open training environment where you will have hands-on experience using the software. Together we will explore approaches that can be used to manage larger data volumes. We will begin by creating and using charts to gain an understanding of the key concepts of Analyst's Notebook. You will learn how to structure charts to allow effective searching and analysis, which can then be extracted and presented in a clear, concise, and easily disseminated final product.



What data will I use?

You will use example data such as:

IP address data, cyber-attack incidents, webs server data, email traffic, chatroom data, event logs and device profile data.

What skills will I gain?

You will learn how to:

- Build and structure association and timeline charts to make them work for you and your organisation
- Efficiently generate charts from rows of Excel data
- Produce meaningful visualisations from selected data
- Sift and interrogate your data in order to answer relevant questions
- Communicate your results to convey a clear message

Is this the right course for you?

This course is aimed at new and self-taught users, or those who want to refresh their knowledge. Our focus is on applying the software, therefore you do not need to be from a technical background or an industry expert to reap the benefits from these more efficient techniques.

Dates and Locations

Dates and Locations for this course can be found on our schedule, either by going to our website or to **page 8 of this newsletter.**

Custom and Bespoke Courses

Shortest Path's customised and on-site courses may be the best solution to your training requirement.

Advantages can include

- Less time out of the office
- Savings on travel and accommodation costs
- Saving time by covering just the topics you need
- Helping to apply learning by using customer specific data and tasks

If you have a group of people who need training, or would like a customised training course, then call us to talk through the options and we can help advise on the best solution and costs. Please note we charge for a minimum of six delegates.

As with all of our training, we try our best to make things as easy as possible for you. We can help you to work out what would be suitable topics to cover. If you provide some example data, as well as any typical tasks, we can train your students how to use the software to provide the most efficient solution.

To enable us to train at your office, all you would need to supply is a suitable room. We ship everything that is needed to arrive before the course; including laptops*, peripherals, cables, extension leads and course materials. Our trainer will arrive early on the morning of the course and set everything up in the assigned room. It's all very straight forward!

Contact Information and How to Book

Booking Scheduled Courses

1. Select your course, dates and location (from our current schedule).
2. Email or phone SPT to check availability.
3. Book provisional places.
4. Complete booking form to confirm places.

Booking Custom Courses

1. Email or phone SPT to discuss requirements.
2. Book provisional course and dates.
3. Complete booking form to confirm course.

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SPT Course Schedule 2018—2019

Description	Days	Date(s)	Location
Analyst's Notebook Standard	3	Mon-Wed 15-17 Oct	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Mon-Tue 29-30 Oct	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 19-21 Nov	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 22-23 Nov	Cambridge
Analyst's Notebook Dissemination	1	Mon 26 Nov	Cambridge
Analyst's Notebook Importing	1	Tue 27 Nov	Cambridge
Analyst's Notebook Social Network Analysis	1	Wed 28 Nov	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 4-5 Dec	London
iBase Standard	2	Mon-Tue 3-4 Dec	Cambridge
iBase Analysis	1	Wed 5 Dec	Cambridge
iBase Importing	1	Thu 6 Dec	Cambridge
Using iBase with Analyst's Notebook	1	Fri 7 Dec	Cambridge
iBase Designer	5	Mon-Fri 10-14 Dec	Cambridge
2019			
Analyst's Notebook Standard	3	Mon-Wed 21-23 Jan	Cambridge
iBase Standard	2	Thu-Fri 24-25 Jan	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 12-13 Feb	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 25-27 Feb	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 28 Feb-1 Mar	Cambridge
Analyst's Notebook Dissemination	1	Mon 4 Mar	Cambridge
Analyst's Notebook Importing	1	Tue 5 Mar	Cambridge
Analyst's Notebook Social Network Analysis	1	Wed 6 Mar	Cambridge
iBase Standard	2	Mon-Tue 11-12 Mar	Cambridge
iBase Analysis	1	Wed 13 Mar	Cambridge
iBase Importing	1	Thu 14 Mar	Cambridge
Using iBase with Analyst's Notebook	1	Fri 15 Mar	Cambridge
iBase Designer	5	Mon-Fri 18-22 Mar	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 30 Apr-1 May	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 13-15 May	London
iBase Standard	2	Thu-Fri 16-17 May	London
Analyst's Notebook Standard	3	Mon-Wed 24-26 Jun	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 27-28 Jun	Cambridge