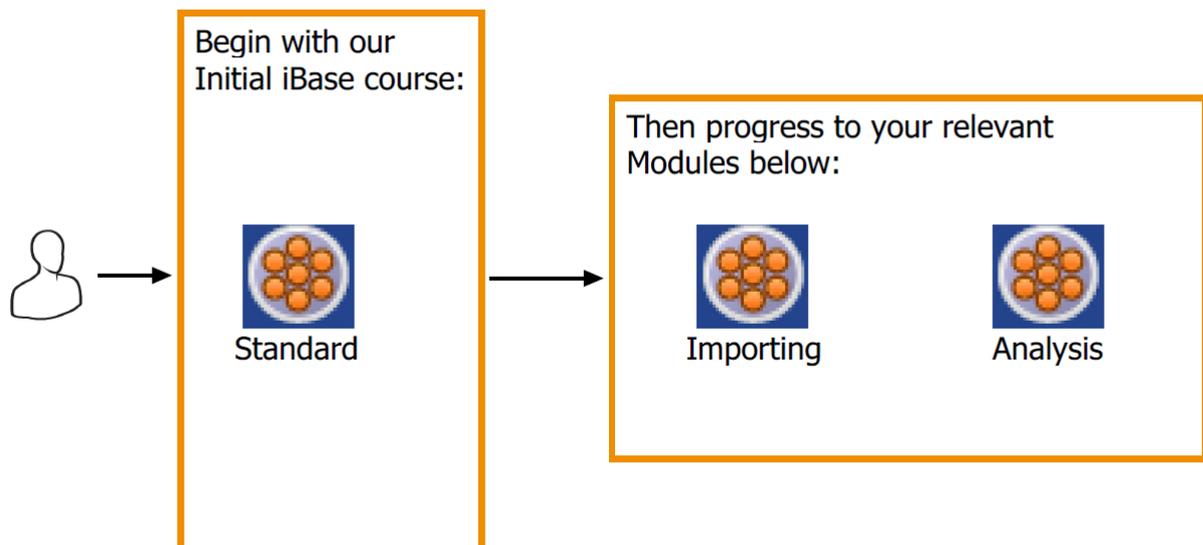# Training Path for:
iBase User

If possible we would recommend you attend the modules at least three months after attending the iBase Standard course. This gives you time to apply what you have learnt before returning for further training.

Begin with our Initial iBase course:

Standard

Then progress to your relevant Modules below:

Importing

Analysis

IBM i2 iBase Standard Course Overview
Duration: 2 days

"I want a good overview of the whole system and to make sure I am getting the most out of it."

Description
Setting down a firm base, this course takes students through the essential elements of i2 iBase for new users, or those who wish to refresh their knowledge. It equips them to add, search and analyse volume data to discover hidden information and connections and teaches them how to take information from iBase into other applications such as i2 Analyst's Notebook and Excel. The course uses a variety of information to ensure that students deal with familiar data: such as communication records, financial records, and a variety of standard intelligence reports. It also exposes students to new and useful ideas that can help them in their everyday analytical role.
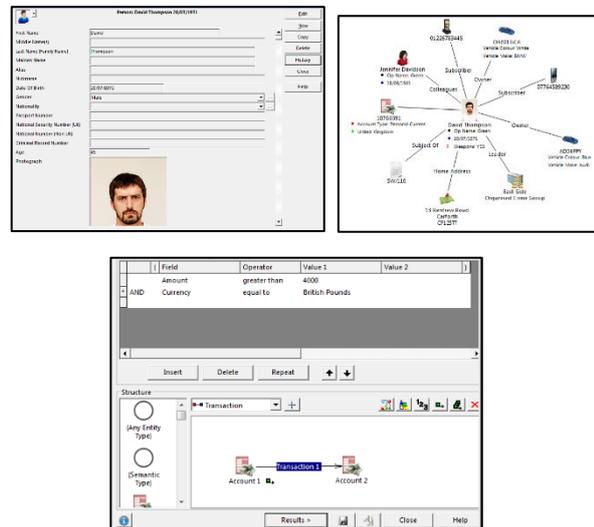
Objectives
By the end of the course students will be able to:
- add Entity and Link Records to an iBase database manually and through importing data from Excel.
- gain an insight into the different field types and formats to assist with the input and analysis of information.
- begin using several of the essential Search and Analytical functions.

Course Content
- Introduction to iBase
- Adding Entity and Link Records
    - Understanding types of field
    - Avoiding adding duplicate records
- History and Alerting
- Finding Records and Saving Records in Sets
    - Find
    - Search 360
    - Sets
- Queries
- Importing Entity and Link Records
    - Field Actions to standardise data
- Working with iBase and Analyst's Notebook
- Reports and Exporting Data
    - Creating Reports Definitions
    - Exporting data to Excel

Prerequisites
Students must be familiar with Microsoft Windows, and in particular opening, closing and saving files. All courses are conducted in English so students should have a good understanding of spoken and written English. Please note translators can be used on closed courses.

Is this the right course for you?
This course is specifically for new users of i2 iBase or users who are self-taught and want to make sure they are using the system in the best way.

Where Next?
We run a series of modules that follow on from this one. To extend your ability to query the database consider the iBase Analysis course and, if you import data regularly, then the Importing course will help you deal with more realistic data issues. Using iBase with Analyst's Notebook is ideal if you use charts to analyse the data held in iBase and need control over how those charts are created to get the best out of Analyst's Notebooks analysis features.

IBM i2 iBase Analysis Course Overview

Duration: 1 day

"I have noticed some options in the iBase analytical menu that I am not familiar with and would like to be able to use them with confidence."

Description

Increase your knowledge of the analytical functionality available in the software. Build on previous knowledge gained from taking the iBase Standard Course, or by use of the software, over a period of time. Analyse data using a combination of functionality in order to make the most of iBase as an analytical tool. On this course we move away from the basics and look at how the more advanced options can be put into action. The course uses a variety of information to ensure that students deal with familiar data: such as communication records, financial records, and a variety of standard intelligence reports. It also exposes students to new and useful ideas that can help them in their everyday analytical role.
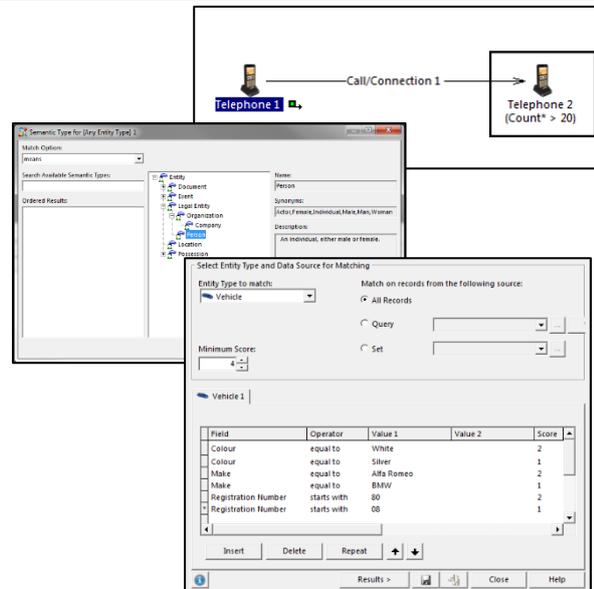
Objectives

By the end of the course students will be able to:
- use a combination of tools to discover hidden connections and patterns within the database.
- use a variety of advanced queries and set up automated processes.
- use the Scored Matching and Auto-run functions to enhance and speed up the analytical process.

Course Content

- Queries
    - Queries that prompt
    - Using Queries that count
    - Using Sets and Queries in a Query
    - Using AND/OR in Queries
    - Semantic Queries
- Browse and Auto-run
- Alerting
- Additional Tools
    - More advanced use of Search 360
    - Analysing and Comparing Sets
    - Scored Matching
    - Field Calculator

Prerequisites

We strongly recommend that students have undertaken either the iBase Standard Course or be familiar with basic use of the analytical functionality, especially Queries. All courses are conducted in English so students should have a good understanding of spoken and written English. Please note translators can be used on closed courses.

Is this the right course for you?

This course is for current users of i2 iBase who wish to focus on using the analytical tools in a more complex environment.

Where Next?

If you import data regularly then the Importing course will help you deal with more realistic data issues. Using iBase with Analyst's Notebook is ideal if you use charts to analyse the data held in iBase and need control over how they are created to get the best out of Analyst's Notebooks analysis features.

IBM i2 iBase Importing Course Overview
Duration: 1 day

"I am not completely confident that I understand the importing process well enough to start putting large amounts of data into the database."

Description
Increase your knowledge of the importing functionality available in the software. Build on previous knowledge gained from taking the iBase Standard Course or by use of the software over a period of time. Use Field Actions to make data conform to your organisation's standards without affecting the original data. Understand by example options for reducing duplication and the possible effects of updating existing records, and learn processes to help when things don't go as planned. The course uses a variety of information to ensure that students deal with familiar data: such as communication records, financial records, and a variety of standard intelligence reports.
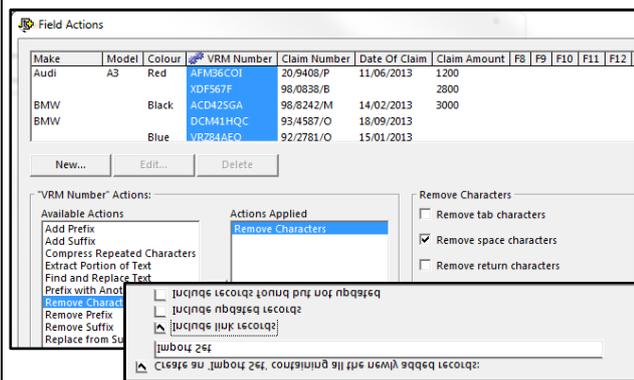
Objectives
By the end of the course students will be able to:
- import a variety of data, using multiple Field Actions to transform incompatible structures.
- import from different file types and schedule import specifications to run at specified times.
- check data quality and make corrections without compromising the database, and select the right option to populate their database depending on the data available.

Course Content
- Planning an Import Specification
- Create an import specification using Field Actions
- Importing data from other file and database types
- Scheduling regular imports
- Errors, Data quality and correction
- Valuable options for populating an iBase database

Prerequisites
We strongly recommend that students have undertaken either the iBase Standard Course or be familiar with basic use of the import functionality. All courses are conducted in English so students should have a good understanding of spoken and written English. Please note translators can be used on closed courses.

Is this the right course for you?
This course is for current users of i2 iBase who are required to import a variety of data sets into an iBase database.

Where Next?
If you analyse data regularly then the Analysis course will help you deal with a variety of questions. Using iBase with Analyst's Notebook is ideal if you use charts to analyse the data held in iBase and need control over how they are created to get the best out of Analyst's Notebooks analysis features.