

# SPT Newsletter

February 2020 Edition 8



*The Training Advantage*

## Tips & Tricks Pages 4-5



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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](mailto:info@shortestpathtraining.co.uk)

## Team News

### A New Training Room

We now have our own dedicated training room in Cambridge, at the Allia Future Business Centre where we also have our office (picture below):



We will now be able to accommodate 10 delegates for most courses and will continue to provide tea, coffee and biscuits as usual. Lunch will still be served in the breakout space on the ground floor.

It will be lovely to have a space we can make our own. However, when we are extremely busy, we may still run some courses in the excellent conference room at the Future Business Centre that we have used up until now.

### National Analyst's Conference

In November we took part in and sponsored a superb conference aimed at analysts. It was run by The Investigator magazine and featured a number of speakers from a variety of Law Enforcement organisations. We also delivered a demo showing how to use Analyst's Notebook and iBase to analyse Date, Time and Location information using a variety of different analysis tools.



We ran a competition to win some sweets, and a raffle for some free training. At the end of day 1 we ran a hands-on workshop where delegates had an opportunity to use some of the newer features in Analyst's Notebook 9.2, and to ask our trainers questions.

It was a fantastic opportunity for analysts to meet and network with each other.

We hope to see some of you at the next NAC in May, or at some of the upcoming roadshows put on by The Investigator.

### Continuing Professional Development (CPD)

We are in the process of getting our training courses accredited, so if you are recording your progress you can log attendance. So far we have successfully gained accreditation for the following courses:

- Analyst's Notebook Standard
- Analyst's Notebook Analysis
- Analyst's Notebook Importing
- Analyst's Notebook with Cyber and other Digital Data
- iBase Standard

We will keep you updated as we apply for more courses.

<https://cpduk.co.uk/>

### Our Development

Holly has been recertified as a Learning & Development Practitioner (Training Delivery) by TAP Learning.

The recertification process entailed creating a 20 min training session and delivering it to other trainers who were also renewing their TAP certification. She also successfully undertook the TAP skills assessment competencies.

We encourage our Trainers to have their TAP status recertified every 3 years to ensure they keep their skills polished and are up to date with the latest Learning & Development expertise.

Fraser has now followed in Holly's footsteps and obtained his full TAP Diploma too!

### Not Receiving Emails from us?

When you attend a course with us we usually send Joining Instructions a week or two in advance. We have become aware that sometimes IT blocks some of these messages. To ensure you don't miss out on any information, you could contact whoever manages your emails to make sure they allow email from us to reach you.

**Enjoy edition number 8, and please do let us know if there is anything you would like included in future publications. Very Best Wishes from the Team**

# Team News

## End of year Money?

Instead of buying spaces on a specific course we now offer the opportunity to buy training days in advance. The advantages include:

- Write one business case for the year rather than a business case for each course
- Once you have purchased you can book courses quickly without needing a sign-off every time
- Easier to plan your overall training budget
- Spend end of year budget now and decide on the specific courses later
- Flexible: courses when you need them
- Discounts available for bulk purchases

The option has proved popular already so do please contact us to find out more.

Of course we are still happy to book you onto specific courses the same way as we have always done if that is better for you.

## Release news from IBM i2

Recent releases of IBM i2 Analyst's Notebook and IBM i2 iBase saw the introduction of several new features.

For example, Analyst's Notebook now has numerous improved chart interactions. The Undo capability no longer includes unwanted pan/zoom movements, the mouse cursors ability to select entities and links has a much higher fidelity and a new Copy & Paste "Paste Here" option has been introduced which all taken together allow analysts much greater control over their charts.

In iBase there are significant performance improvements to the Browse feature as well as a brand new chart update capability when connected to Analyst's Notebook that allows analysts to check for changes to iBase records directly from the chart surface and, where appropriate, update them.

Looking forward across the portfolio, the IBM i2 team are working hard on upcoming releases for Analyst's Notebook and iBase where they are planning to introduce significant improvements to the performance and the resilience of the tools, as well as adding new functionality.

We look forward to sharing more information with you shortly!

To keep up-to-date with all the latest i2 news, get the latest information on new releases and technical updates, and interact with your peers, join us on the IBM Security community here <https://ibm.biz/Bd2AWn> and look out for more updates from us soon.

## Feature: Who are Cifas?

Cifas is the UK's fraud prevention community, and the home of accredited education and trusted training. Professionals from public and private sectors come to us to develop and enhance the knowledge, skills and expertise they need to tackle fraud and financial crime and advance their careers. From conducting internet investigations to developing counter fraud strategies, and understanding malware and ransomware to catching procurement fraud, they provide a diverse range of courses and qualifications to help people protect their organisations, staff and customers.

Cifas has been awarded Approved Centre status by the [SFJ Awards](#). Visit [their website](#) to view their upcoming courses in March and April - including how to identify fraudulent digital documents, and understanding how social engineering works.

## A New Course

### Explaining Cyber-enabled Fraud and the Role of Visual Analysis

SPT have teamed up with Cifas and Cyber expert Mark Johnson to create a new 2 day course.

It has been designed for fraud, financial and economic crime professionals who wish to develop the skills and knowledge required to analyse and investigate fraud within their organisation.

The course tackles the challenging subject of cybercrime and digital fraud by demystifying the jargon and explaining the key concepts in plain English. Delegates will apply what they have learnt and use techniques to visualise and analyse examples of fraud data.

SPT will be delivering day 2 of the course and will cover key concepts used in visualisation software. We will be using Analyst's Notebook but it is not a specific Analyst's Notebook Course. If you are unsure which courses to attend, then please do get in touch.

Details of the course can be found on Cifas' website, here: [www.cifas.org.uk/services/training](http://www.cifas.org.uk/services/training)

## Help and Tips

There are now several places that are great sources of help, tips and tricks to help you develop your i2 knowledge:

LinkedIn: we **regularly post tips!**

YouTube: <https://tinyurl.com/ybvfvk56>

IBM Security Community: <https://ibm.biz/Bd2AWn>

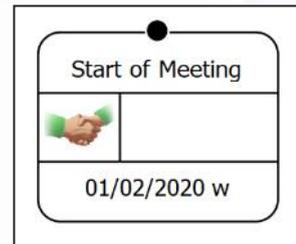
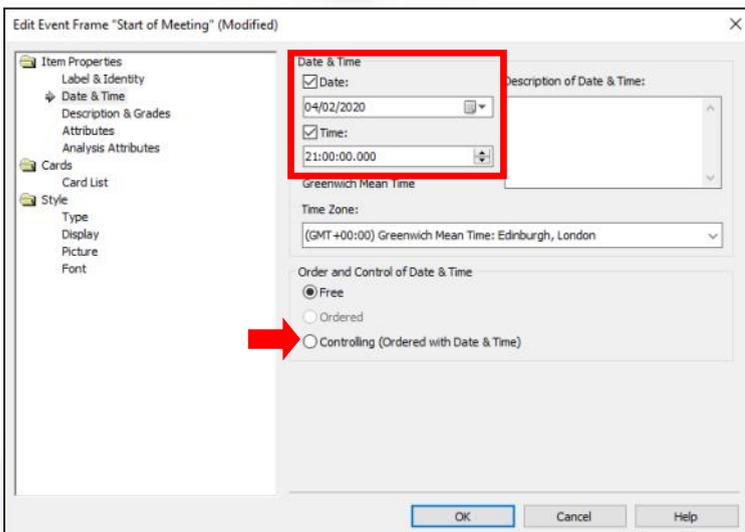
# Tips & Tricks

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

## Analyst's Notebook: Date & Time display options

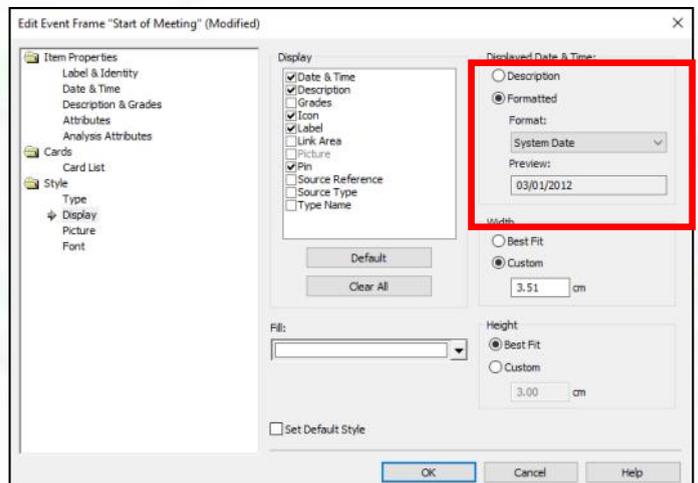
Dates & Times can be stored on Entities and Links in several different ways including Attributes. However, for Analyst's Notebook to sequence them, the Date & Time needs to be entered into Item Properties, Date & Time:

You can also choose how the Date & Time display. The most common example is where you have a Date, but no Time. You may find the item looks like this:



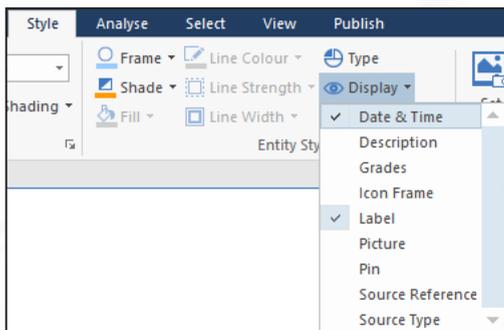
with a 'w' where Time usually goes.

To display just the Date—go to the Item's Properties, Styles, Display and choose a different format:

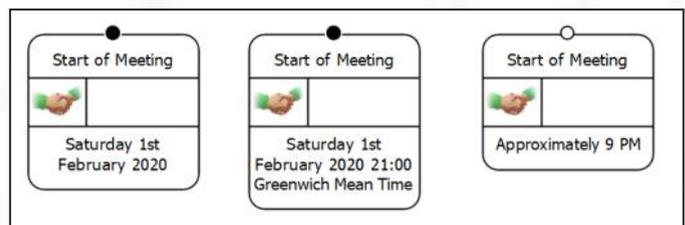


Set *Order and Control of Date & Time* to *Controlling* if you want items with Date & Time to be positioned in sequential order on your chart.

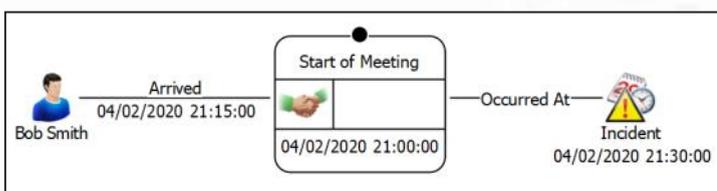
You can control whether or not they are displayed on the chart by going to *Style and Display*—this is easiest using the *Style Tab* in Version 9:



There are plenty of options for different displays, for example:



Here is a chart showing Date & Time for both Icon and Event Frame Representation Entities, and for a Link:



Finally—should you need to—you can make up your own formatting. Right Mouse Click on the chart background and choose *Edit Chart Properties*—go to *Definitions and Date & Time Formats*. Make up your own using the pre-defined ones as a guide.

# Tips & Tricks

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

## iBase: Search 360 and Related Items

Search 360 is an optional function that can be setup for your database (if your iBase database is an SQL Server database). You will know if you have it enabled in your database — it is next to the iBase Toolbar:

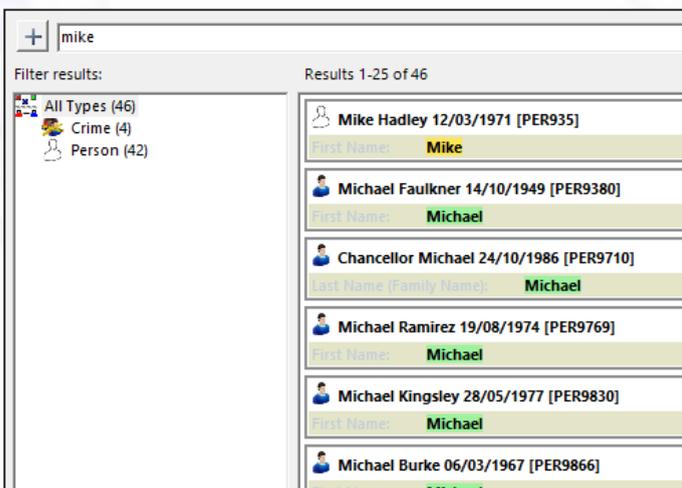
It has a number of key features including:



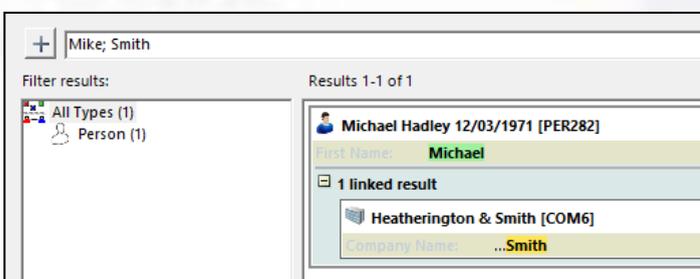
- Search different fields across different Entity and Link Types at the same time
- Search for Spelling Variations, Similar Sounding Words, and Synonyms
- Search embedded documents
- It can also search for Related Items (today's tip).

As an example, if we use Search 360 to find 'Mike', then we are likely to get lots of results— probably too many:

If we have some additional information, then we can



use that to narrow the search. Let's say we have information that suggests Mike has a connection to Smith—we can use Related Items: to narrow the search:

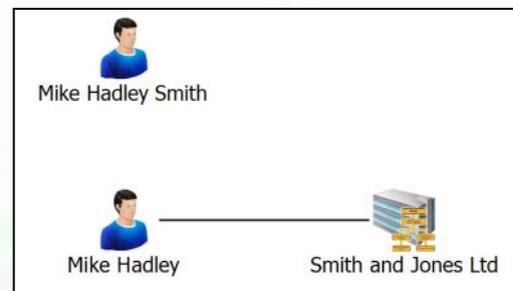


Instead of clicking on  you can key in the search using a semi-colon—e.g. mike; smith

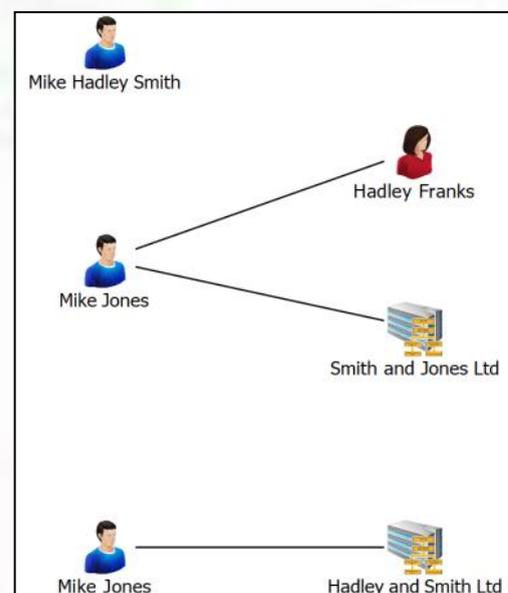
The semi column means the words that follow can be on a linked item, rather than having to be on the same item.

Here are some example searches and results:

- mike hadley; smith



- mike; hadley; smith



The words entered before the first semi-colon will be the main result listed. Words that follow will be found if they are directly linked to the first. Furthermore, the order you enter words can affect the results you find.

# Featured Course

## <Course Name> Analyst's Notebook Importing

Duration: 1 day

*"Importing real data can be tricky and time consuming – I need to standardise my information, deal with unusual date formats, errors and missing information."*

### Course Description

Increase your knowledge of the importing functionality available in the software. Build on previous knowledge gained on the Analyst's Notebook Standard Course, or gained by the use of the software over a period of time. Import complex data from a variety of data sources and types. Cleanse data whilst importing without affecting the original file. Share and manage import specifications to allow effective and efficient working practices.

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:

- plan, create, share and manage import specifications to create analytical charts.
- use Column Actions to standardise data to match the user's requirements.
- use the link settings in the import function to facilitate analysis.

### Topics Covered Include

- Plan and create import specifications
- Work with blank values
- Identities
- Attributes
- Cleansing data using column actions
- Date and Time formats
- Understanding errors
- Working with links and cards
- Set the link direction from the spreadsheet
- Manage and share import specifications

### Is this the right course for you?

This course is for current users of i2 Analyst's Notebook who wish to focus on using the Importing functionality in a more complex environment.

### Where Next?

A course that would be helpful for working with the larger charts created when importing is the Analyst's Notebook Analysis Course. Following importing you will need to create a final product – the Analyst's Notebook Dissemination has lots of useful processes and tips that follow on from the Importing and Analysis courses.

The diagram illustrates the data import process in three stages:

- Spreadsheet:** A table with columns: Account, Account, Direction, Amount, Time, Date. A row is highlighted with a red box: 374696969, 1282033, Credit, £101.17, 16:34 Hrs, 02/05/2013.
- Card:** A card representing the imported data. It shows the amount (£101.17), date (02/05/2013 16:34:00), and account numbers (374696969 and 1282033).
- Chart:** A chart showing imported data points. A red box highlights a row in the source spreadsheet: Make (Audi), VRM Number (AFM 36COI), Claim Number (30/WUEI/H), Date Of Claim (11/12/2013), Claim Amount (£2,600). Below this, a card shows the claim details, and a chart displays three data points: UKL7985X (Unknown), M4TTA (Aston Martin), and AFM36COI (Audi).

# Customised, Bespoke & Onsite Courses

Shortest Path's customised and on-site courses may be the best solution for 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 in applying 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!



\*Please note that it may not be practical for us to supply laptops if you are overseas, but we can always work out a solution.

## 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 February—December 2020

Description	Days	Date(s)	Location
Analyst's Notebook Standard	3	Mon-Wed 17-19 Feb	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 20-21 Feb	Cambridge
Analyst's Notebook Dissemination	1	Mon 2 Mar	Cambridge
Analyst's Notebook Importing	1	Tue 3 Mar	Cambridge
Analyst's Notebook Social Network Analysis	1	Wed 4 Mar	Cambridge
iBase Standard	2	Mon-Tue 9-10 Mar	Cambridge
iBase Analysis	1	Wed 11 Mar	Cambridge
iBase Importing	1	Thu 12 Mar	Cambridge
Using iBase with Analyst's Notebook	1	Fri 13 Mar	Cambridge
iBase Designer	5	Mon-Fri 16-20 Mar	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 28-29 Apr	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 11-13 May	London
iBase Standard	2	Thu-Fri 14-15 May	London
Analyst's Notebook Standard	3	Mon-Wed 15-17 Jun	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 18-19 Jun	Cambridge
iBase Standard	2	Thu-Fri 23-24 Jul	Cambridge
iBase Designer	5	Mon-Fri 27-31 Jul	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 7-9 Sep	London
iBase Standard	2	Thu-Fri 10-11 Sep	London
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 6-7 Oct	London
Analyst's Notebook Standard	3	Mon-Wed 26-28 Oct	Cambridge
Analyst's Notebook Analysis	2	Thu-Fri 29-30 Oct	Cambridge
Analyst's Notebook Dissemination	1	Mon 2 Nov	Cambridge
Analyst's Notebook Importing	1	Tue 3 Nov	Cambridge
Analyst's Notebook Social Network Analysis	1	Wed 4 Nov	Cambridge
iBase Standard	2	Mon-Tue 9-10 Nov	Cambridge
iBase Analysis	1	Wed 11 Nov	Cambridge
iBase Importing	1	Thu 12 Nov	Cambridge
Using iBase with Analyst's Notebook	1	Fri 13 Nov	Cambridge
iBase Designer	5	Mon-Fri 16-20 Nov	Cambridge
Analyst's Notebook Standard	3	Mon-Wed 30 Nov-2 Dec	Cambridge
Analyst's Notebook with Cyber and other Digital Data	2	Tue-Wed 15-16 Dec	Cambridge