

## IBM i2 iBase

### Introduction to Searching and Queries Overview

Duration: 2 hours

Cost: £100 pp + VAT

Online - Live virtual classroom training, guided by one of our experienced i2 trainers, and with each delegate accessing a personal virtual machine

Class size: A maximum of 10 delegates

*"I want to learn how to effectively interrogate my database and ask targeted questions to locate key data."*

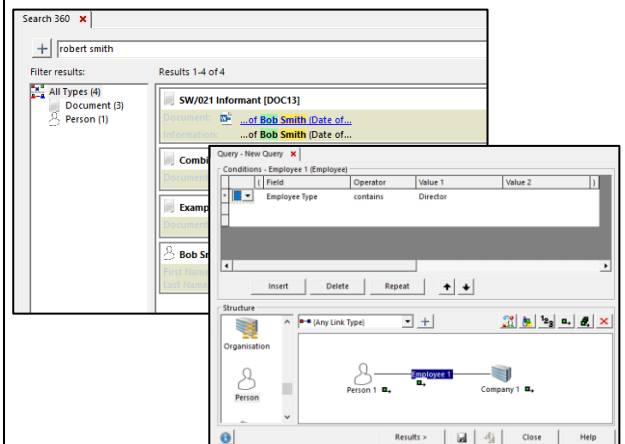
#### Course Content

- Using Find to locate key records
- How Search 360 can help locate information where:
  - There is a variety of spellings
  - Information is held in different places including embedded documents
- Creating Queries:
  - Structuring queries with both Entities and Links
  - Using different types of field such a Text, Date and Code Lists
  - Using different Operators including contains, equal to, between
  - In List queries, for example to find Phone Numbers in a list
  - Using Link Direction
  - Saving Queries
- Saving records of interest in a Set
- Producing a list of results for dissemination

#### What data will I use?

You will use a variety of datasets including:

- People
- Company information
- Places
- Events, such as Crimes
- Transactions
- Vehicles



#### What skills will I gain?

You will learn how to:

Use the following search tools to interrogate and ask analytical questions of your database; Find, Search 360 and Queries. Understand how each tool works to the level required for confident day to day use. Produce a list of results in Excel and save key records in a Set for use later and to share.

## What can I expect?

Our experienced trainers will provide a tutor led supportive training environment using a video conferencing platform – we will make the session friendly and interactive where you can ask questions and talk to the trainer, as well as other delegates. To make sure you have plenty of hands-on experience using the software we will provide each delegate with a virtual machine which will have all the i2 software and course files you will need.

Please note: we will be using our own Training Database for this course. Not all customer databases have the Search 360 option enabled.

## Skills Prerequisites

You must be familiar with Microsoft Windows and opening, closing, and saving files. All courses are conducted in English so you should have a good understanding of spoken and written English.

## Technical Requirements

For the best experience you will need to install the following:

1. Amazon WorkSpaces Client
2. Zoom Client

It is a simple process and we will send all the relevant links and details on how to do this. These need to be installed before the course.

You could use your own personal computers to attend this training as we provide the training environment which includes the i2 IBM software and course materials. This is an option being used by customers where IT policy prevents them installing the Amazon WorkSpace and Zoom client software on work computers.

## 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.

## Where Next?

Other online modules will be available, please contact us for more details.

### *Training Data used in our Online Modules*

*Our online modules are run using sets of training data that we have created to look and feel familiar to you. We will never ask you to use or provide examples of your data, or be in a position to access it. Our online modules are run using virtual machines, with everything you need provided in a secure and straightforward environment.*

*Please note that we reserve the right to amend certain aspects of the course as published in this overview including, but not limited to, maximum class size, course content, technical requirements. If you have any questions about the specific course you book please contact us.*