SPT Newsletter

Shortest Path Training

The Training Advantage

Back in the Classroom from August 2020!
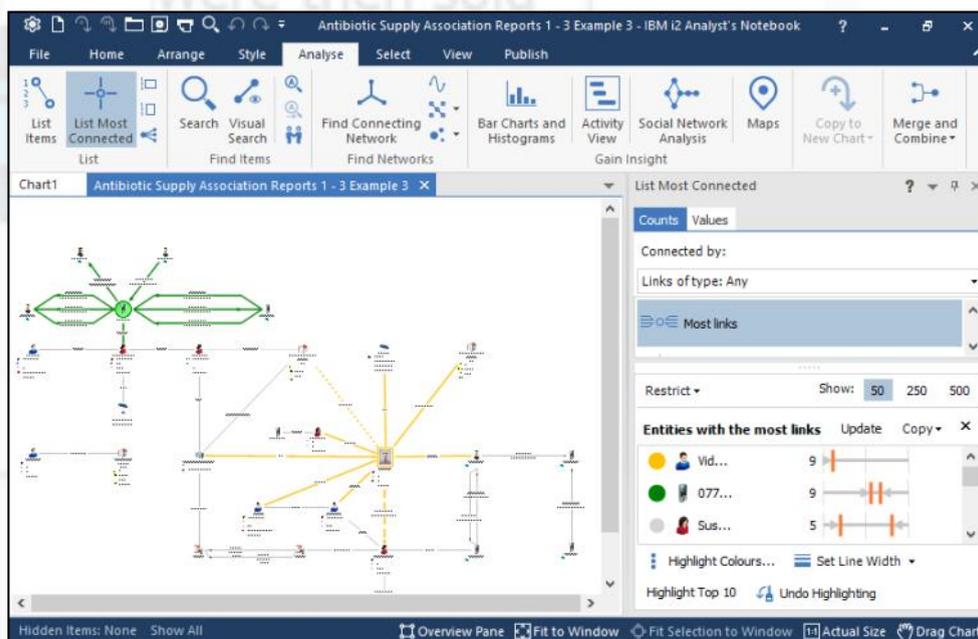
We are looking forward to getting back into the classroom. There will obviously be a few changes, but nothing that will impact on our high standard of training, and our online training will continue to be available, to give you the choice.

This Issue

Newsletters and a YouTube Link: **http://shortestpathtraining.co.uk/newsletter/**
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Team News

Welcome

It's been a very interesting few months since our last Newsletter and we are now very pleased to announce the start of our classroom training courses from August. Our online courses will still be available but it will be great to get back in the classroom.

What people have been saying

Our online courses have been running since April and have been very well received. Here are a few things that people have been saying:

"I thought it was great! And very impressed by how smooth everything went"

"I would definitely be interested in doing further courses using this approach"

"It was a really thought out and organised course which worked really well remotely"

"The trainers were both welcoming, knowledgeable and helpful. For me, this was an excellent introduction to the use of Analyst's Notebook and showed how powerful a tool it can be in the right hands"

"I thought the pace and level of detail was perfect. There were only a small number of students, which I thought was good. The course helped me to feel a lot more confident using iBase"

"All information sent out in advance was perfectly enough to prepare for the course. All in all I am extremely satisfied with the training and will happily recommend to other colleagues in the future. Thanks a lot for the excellent modules"

A few changes in the Classroom

There will be a few changes for those of you that are joining us on classroom courses, but nothing that will come as a surprise as we move out of lockdown. We have reduced the number of students on each course, and have put in place procedures for keeping everyone safe.

Course Prices

Please note that we will be increasing our prices from the 1st October 2020, the first change in more than 3 years. If you book before this date, you can book the course(s) at today's prices, even if they take place afterwards.

Classroom or Online Training?

We often get asked about the value of Classroom versus Online Training.

Classroom training offers you an ideal opportunity to spend time with a dedicated i2 software expert in an environment where you can mix with other like minded people, ask questions, work through exercises all at a location aimed at giving you the maximum opportunity to learn.

We do our utmost to give those students joining us online the same experience as they would in the classroom. Online training has the advantages of no travel or overnight stays making it a better offer for those who's budget and or time is limited. Or for those who may have to travel from outside the UK. Online is a useful option for those people who want to get up and running on the software quickly, and need a good solid base to start from.

New Online Modules

Due to the popularity of our online courses we have added two new 2 hour modules to our public schedule:

Analyst's Notebook Introduction to Analysis

Introduction to using iBase with Analyst's Notebook

We have also scheduled some 4 hour modules that combine suitable pairs of modules to make attendance and booking simpler.

Online Training unexpected additions

For those of you working from home and joining video meetings via Zoom or Teams, I'm sure you have had your share of unexpected additions. Children, partners and pets have all made appearances during our online courses. That goes for our trainers too, with grumpy cat Patch insisting on checking that everything is ready before an online course starts and Ronnie the dog making sure the trainer knows it's break time and a biscuit is required!

iBase
Introduction to Searching and Queries

Duration: 2 hours

Current 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."

Topics Covered Include

- 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
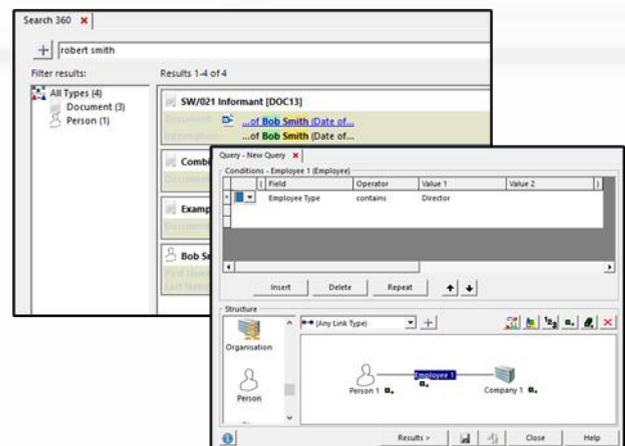
What skills will I gain?

You will learn how to:

Use 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.

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.

Tips & Tricks

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

Analyst's Notebook:
Using Boxes

Boxes are often used in presentation or briefing charts to show groups of Entities. They are more visual than using Attributes, and often less confusing than using lots of Links. Traditionally they are also used to show significant members of a company:
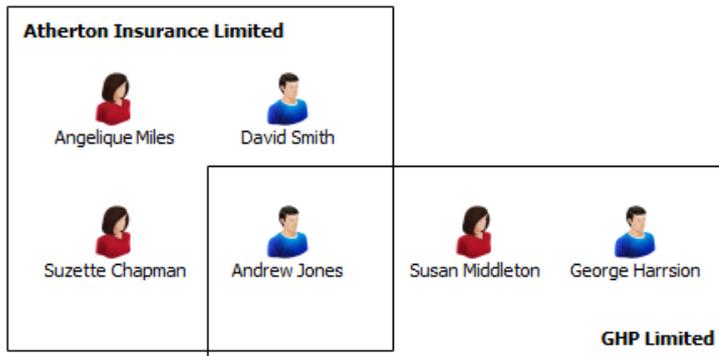
You could imagine the boxes above being Organised Crime Groups; or teams of people, such as Suppliers and Dealers.

The Box is another Entity Representation, along with Icon, Theme Line and Event Frame.

To add a Box:
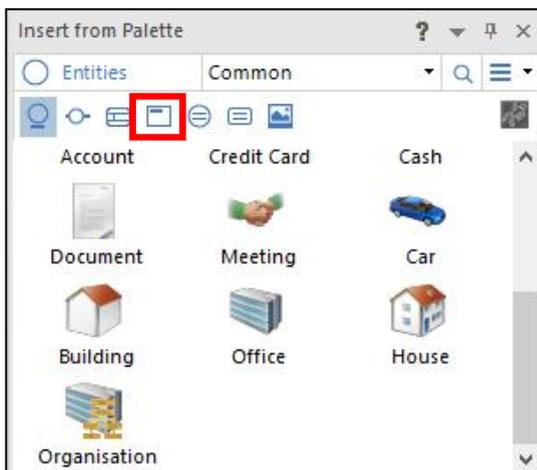
1. Click on the Box Representation
2. Drag the Entity Type you would like onto the chart
3. Edit the Entity, like you would any other Entity

You can resize the Box by clicking and dragging a corner.

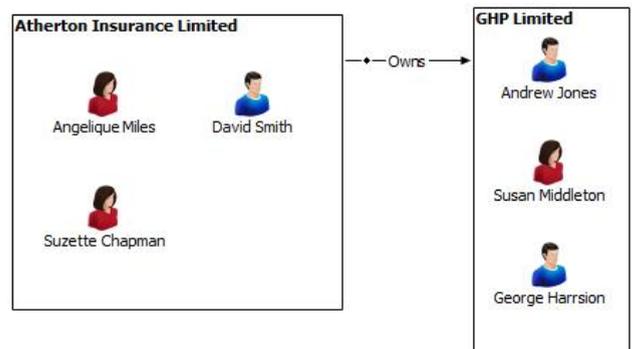To move a Box it's easiest to click and drag the Label of the Box.

☞ You can move the Box label by holding down the Alt key and dragging the label. As an example you can see the label for GHP Limited is bottom right instead of top left.

☞ To group items on a chart—simply select them and choose Group from the Arrange menu. This is particularly useful with Boxes—Group the Box and the Entities inside—then you can easily move them to a different place on the chart.

Finally—you can Link Boxes—as below:
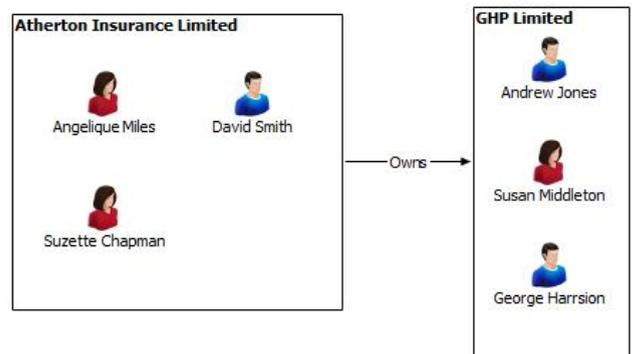
You may wish to move that Link so it sits in a different place between the two Boxes. Add a Corner to the Link by clicking on Corner on the Home Tab, click on the link. The Corner shows as a small dot (which doesn't print). You can click and drag the Corner and the Link will move:

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

iBase:
Viewing Links

When an Entity has a lot of Links—the Links dialogue can help you to understand the information in a managed way. On any Entity record either; Right Mouse Click and choose Links … or click on the records toolbar:

3. Link End Summary: Gives an overview of the Linked Entities.

4. Choose an Entity

1. Link Summary: Gives an overview by Link Type.

5. You can see the detail of the Entity

2. Choose a Link Type to see the detail.

6. You can see the Link (or Links) between the main Entity and the Entity selected at point 4.

A second example with a Telephone and some call data:

You can filters links based on the direction of arrows on a link

SPT Course Schedule
July — December 2020

Location	Description	Date(s)	Time	Length
Online	Analyst's Notebook Introduction to Importing	Thu 23 Jul	14:00	2 hours
Online	iBase Introduction to Searching and Queries	Fri 24 Jul	14:00	2 hours
Online	Analyst's Notebook Creating an Association Chart	Tue 04 Aug	14:00	2 hours
Online	Analyst's Notebook Creating a Timeline Chart	Wed 05 Aug	14:00	2 hours
Online	Analyst's Notebook Introduction to Importing	Thu 06 Aug	14:00	2 hours
Online	iBase Introduction to Searching and Queries	Fri 07 Aug	14:00	2 hours
Cambridge	Analyst's Notebook Standard	Mon 17 - 19 Aug		3 days
Cambridge	Analyst's Notebook Analysis	Thu 20 - 21 Aug		2 days
Cambridge	Analyst's Notebook Standard	Mon 07 - 09 Sep		3 days
Cambridge	iBase Standard	Thu 10 - 11 Sep		2 days
Cambridge	iBase Designer	Mon 14 - 18 Sep		5 days
Online	iBase Introduction to Searching and Queries	Thu 24 Sep	14:00	2 hours
Online	iBase Introduction to Searching and Queries	Tue 29 Sep	14:00	2 hours
Cambridge	Analyst's Notebook with Cyber and other Digital Data	Tue 06 - 07 Oct		2 days
Online	iBase Introduction to Searching and Queries	Fri 16 Oct	14:00	2 hours
Cambridge	Analyst's Notebook Standard	Mon 26 - 28 Oct		3 days
Cambridge	Analyst's Notebook Analysis	Thu 29 - 30 Oct		2 days
Cambridge	Analyst's Notebook Dissemination	Mon 02 Nov		1 day
Cambridge	Analyst's Notebook Importing	Tue 03 Nov		1 day
Cambridge	Analyst's Notebook Social Network Analysis	Wed 04 Nov		1 day
Cambridge	iBase Standard	Mon 09 - 10 Nov		2 days
Cambridge	iBase Analysis	Wed 11 Nov		1 day
Cambridge	iBase Importing	Thu 12 Nov		1 day
Cambridge	Using iBase with Analyst's Notebook	Fri 13 Nov		1 day
Online	Analyst's Notebook Introduction to Analysis	Tue 17 Nov	14:00	2 hours
Online	Introduction to using iBase with Analyst's Notebook	Wed 18 Nov	14:00	2 hours
Cambridge	iBase Designer	Mon 16 - 20 Nov		5 days
Cambridge	Analyst's Notebook Standard	Mon 30 Nov - 02 Dec		3 days
Online	Analyst's Notebook Creating Charts	Thu 03 Dec	11:00	4 hours
Online	Analyst's Notebook Introduction to Importing and Analysis	Fri 04 Dec	11:00	4 hours
Online	iBase Introduction to Searching, Queries and Charting	Mon 07 Dec	11:00	4 hours
Online	Analyst's Notebook Creating Charts	Tue 08 Dec	11:00	4 hours
Online	Analyst's Notebook Introduction to Importing and Analysis	Wed 09 Dec	11:00	4 hours
Online	iBase Introduction to Searching, Queries and Charting	Thu 10 Dec	11:00	4 hours
Cambridge	Analyst's Notebook with Cyber and other Digital Data	Tue 15 - 16 Dec		2 days

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Finally— as we all move out of these past few months, we would like to say a big thank you to everyone in the team here at SPT for all the hard work getting the online courses up and running so quickly, organising and running the courses and the amazing teamwork that we have seen. We would also like to thank our customers, students and suppliers both old and new, who have supported us and gone out of their way to help whilst everyone has been working so hard and in such difficult circumstances.

THANKS EVERYONE!