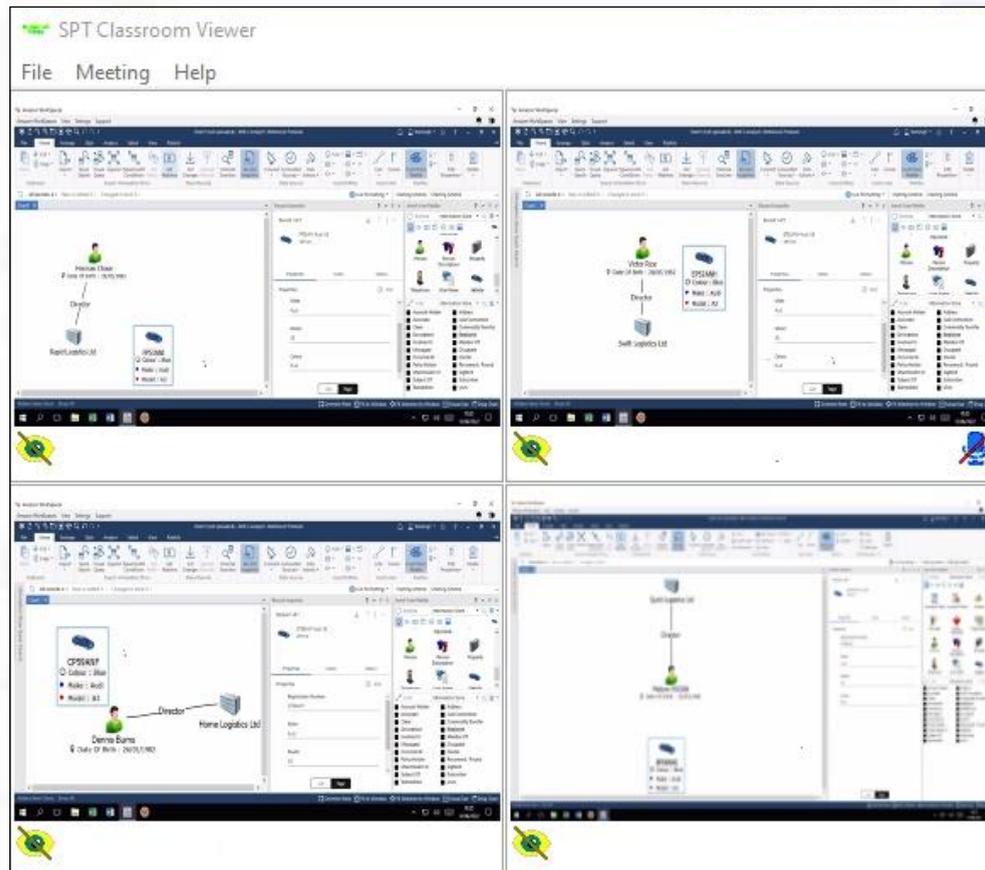


Accessing Online Training - Page 3



This Issue

	Page		Page
Team News and Articles	2-3	General Course Information	7
Tips and Tricks: Analyst's Notebook and iBase	4-5	Course Schedule	8
New Featured Course	6		

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

Team News

What's new in 2022?

Welcome to our 15th Newsletter - Spring has sprung and we are now transitioning into the summer season.



A lot has happened since our last update.

We have all been busy with our courses, which has been great to see you all whether this has been online or in our classroom. We have also been delivering more and more closed courses with organisations wishing to take the opportunity to have all the delegates trained at the same level at the same time. If this is something that you feel would assist you and your colleagues, please do get in contact with the team where we can discuss your options in more detail with you.

Holly's News

We are delighted to let you know Holly now has a lovely baby boy called James. He sounds delightful and we are looking forward to meeting him (and Holly) soon for a catchup.

Janet's News

One of our Director's, Janet Warner, has now officially retired from the training side of the business, but remains involved at a Director level, hopefully Janet will have her feet up!!

i2 Group News

As you may have heard, on the 4th of January 2022 Harris Computer Corporation bought i2 from IBM. We continue to work closely with the team to ensure that all i2 users can have access to the training that they require. We can also put you in touch with the right person within i2 should you not know the best person to talk to around your use/requirements of the software.



<https://i2group.com/>

LinkedIn

Don't forget you can follow us on LinkedIn where you will get access to exclusive Tips & Tricks and news throughout the year. If you would like us to include anything else which you feel would be of interest to our followers, please get in touch where we can discuss your ideas and see if this is possible. We want to make this a page for you, and for you to get the most out of. You can even post a question to us via this means if you wish. Or open a discussion and get feedback from the Analyst's that are following us, giving you another route to networking.



In other news

Our team will be at the Investigators National Analyst's Conference at Wyboston Lakes, in Bedfordshire, on the 28th & 29th June, giving you the opportunity to talk to the team in person or to see us in action with our Tips & Tricks session on the first day, where you will be able to learn how some of the software functionality can help you in your day-to-day work.



Shortest Path Training are proud to support this event and are really looking forward to seeing you all in person. To book your place on this conference please send the delegate name(s), email address(s) and purchase order (made out to The Investigator) to: booking@the-investigator.co.uk or telephone +44 844 660 8707 Payment can be made by PayPal/Debit/Credit Card (Corporate card fees apply +3%).

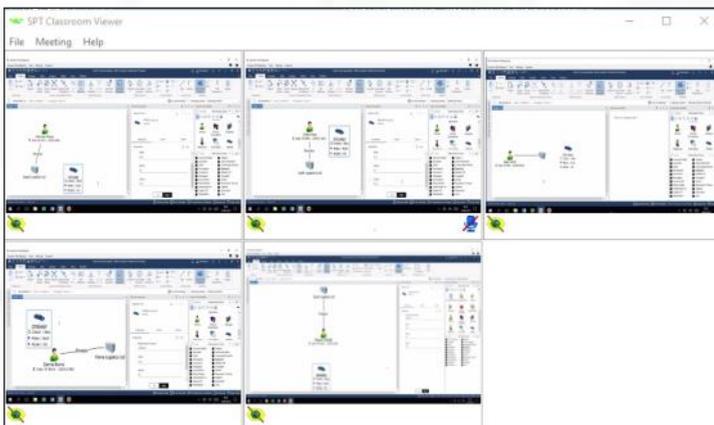
Enjoy edition number 15, and please do let us know if there is anything you would like included in future publications.

Very Best Wishes from the Team

Accessing Our Online Training

At SPT we've been running our live, trainer-led, online courses for over two years now – since the first UK lockdown in March 2020 – alongside our schedule of traditional, in-person, classroom courses.

To host our online training, we use a combination of password secured Zoom meetings for communication, and individual virtual computers hosted on secure Amazon WorkSpaces (AWS). This means all of our online delegates can get the same hands-on experience with i2 software as they would in our physical classroom courses when using our laptops. We use Zoom because, unlike Teams, it allows you all to share your AWS screens at the same time and we, as trainers, can see them and make sure everyone is on track - this is the trainers view:



Before a delegate joins any of our online courses, we offer them an online 'systems test' to make sure that they can connect to both elements required for our online classroom from wherever they will be attending their course.

However, one recurring issue that we have encountered is that many work computers (work laptops, desktops, etc.) have a series of (very sensible) in-built security features that can prevent delegates from joining our online courses.

For example, it's likely that a work laptop won't allow you to download and install the Zoom Client and AWS Client that you would need to have the best experience of our online courses. In this case you may need to use a suitable web Browser instead. And on top of that, if you want to attend from work you may find the Firewall also blocks the internet communication channels (ports) that Zoom and AWS will need in order to actually work.

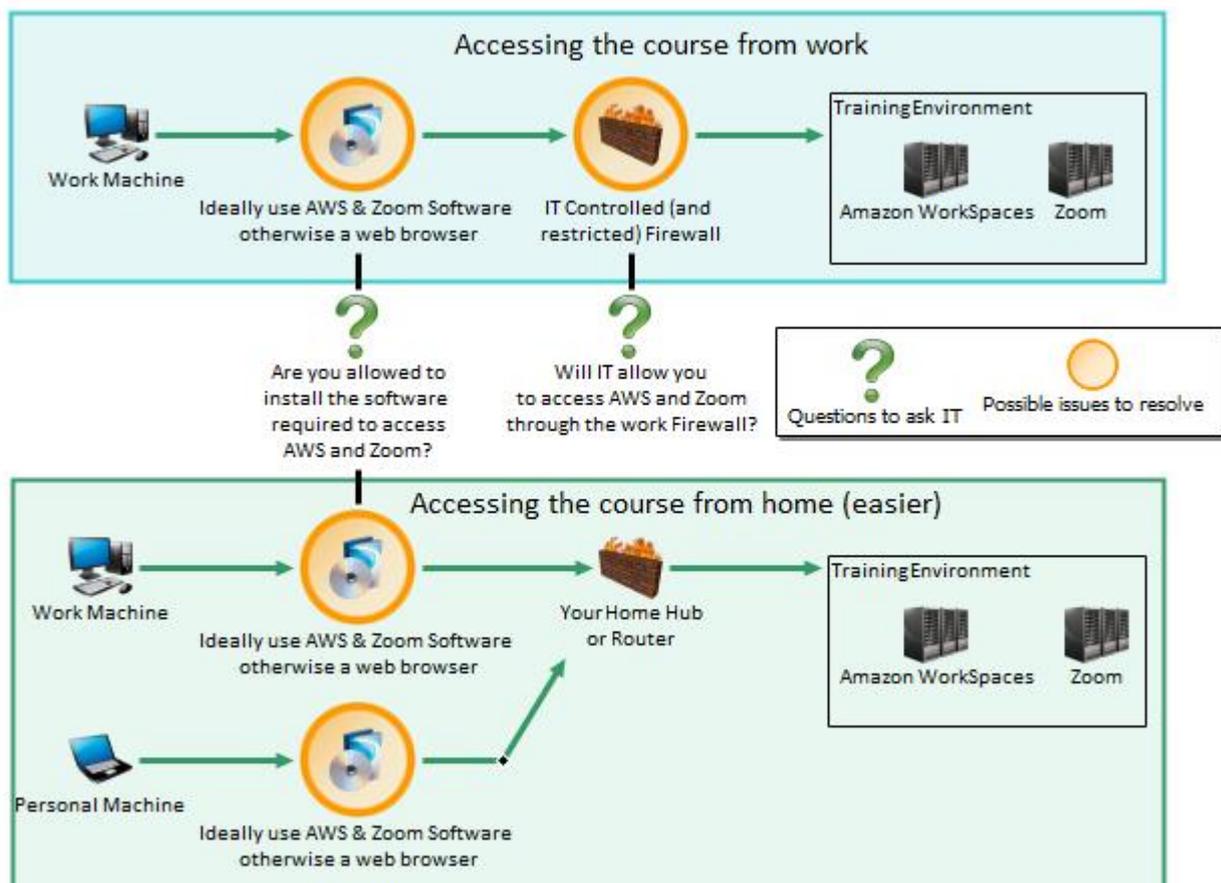
One solution to these issues is to ask your IT department to allow you to download the required programs, and to unblock the required internet ports for the duration of your course with us; and this has worked for several of our recent customers.

But asking the question, and receiving a response, from your IT department can cause a significant delay. And what do you do if IT are unwilling to allow changes to be made on your work laptop?

The most common option that many of our delegates take is to use personal computers to join our courses – thereby avoiding those obstructing work security measures.

These personal computers can take many forms - including personal laptops, desktops, or even iMacs - they don't need i2 software on them as the AWS provides it all. - Also you may be able to use an unsecured training machine provided by your organisation.

Below is a diagram outlining the options, possible issues and some questions you may need to ask.

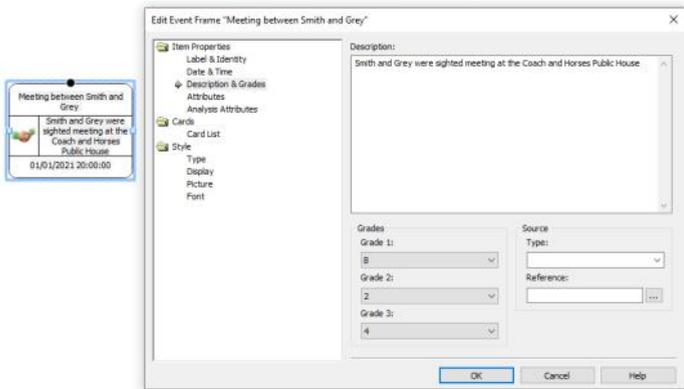


Tips & Tricks

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

Analyst's Notebook Changing the Grading System

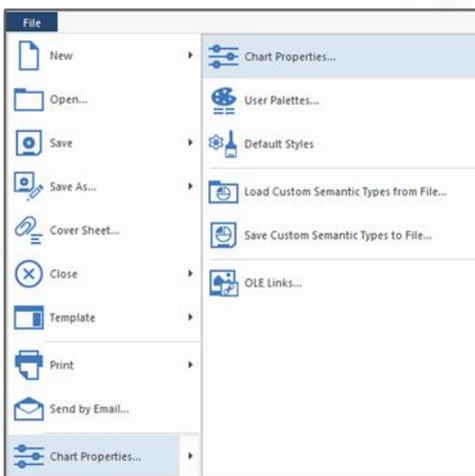
Any charts created using the Analyst's Notebook Standard Template use the 5x5x5 Grading System to classify the quality of information for a chart item:



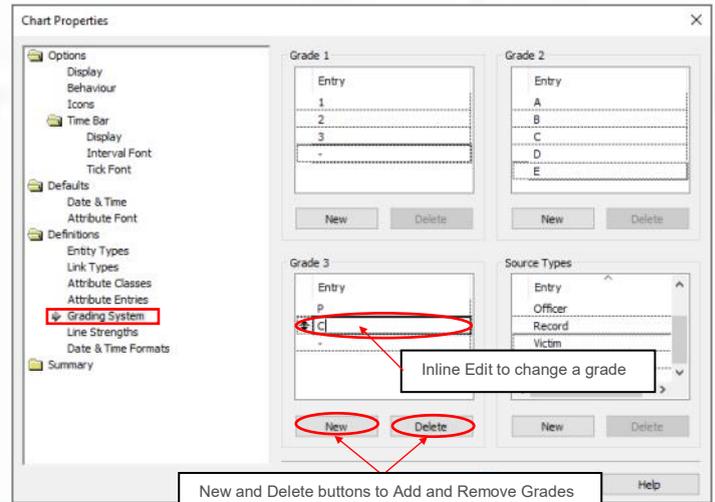
If your Organisation uses a different Grading System to that defined in the Standard Template, you can define your own Grading System within the Chart Properties.

In this example we are going to change the Grading System to the National Intelligence Model 3x5x2 Grading System.

To make changes to the Grading System that your chart is using go to Chart Properties:



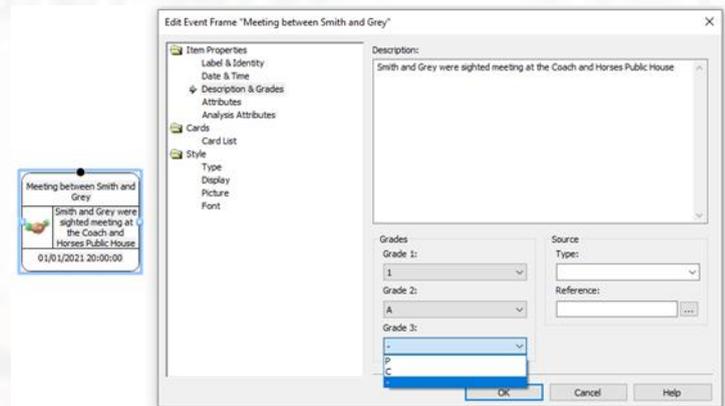
In Chart Properties go to Definitions | Grading System.



From here you can edit Grades 1 – 3 by using Inline Editing, Delete and New Buttons:

Note that the entries for Source Type can also be edited.

When you have finished editing the entries click on OK. These gradings will now be available in your Current Chart ONLY.



If you want this Grading to be available for future charts you can create a template from your current chart (see Edition 13).

You may share templates with colleagues— discuss the best way to work as a group before creating templates

Tips & Tricks

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

iBase—In List Queries

In List Queries can be used with single and linked entity queries. You can use the In List condition to search the database for values:

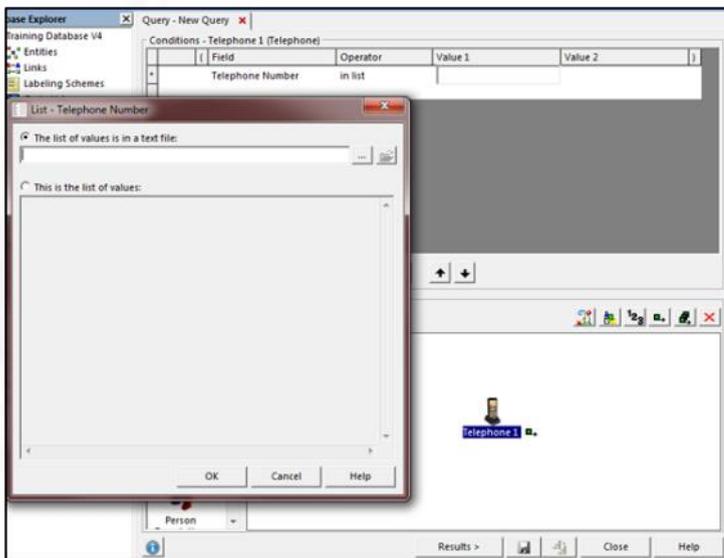
- Contained within a Text File
- Contained within a manually created List

The In List operator can be used to answer questions such as:

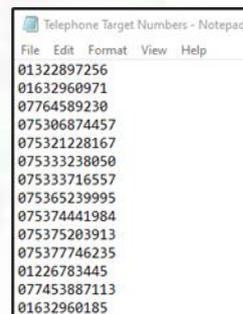


- Are any of the telephone numbers contained in my text file already in the database?
- How many British males own black or blue Audis or BMWs?
- Are there any individuals with weapons warning with addresses in the town or Carnforth or Carley?

Use an In List Query to see if any telephone contained within my text file are already in the Database:

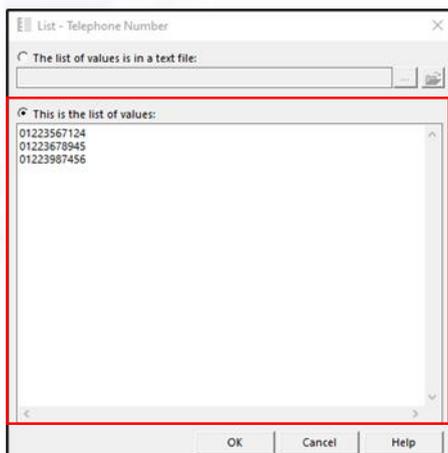


1. Add a condition to your Telephone Number Field
2. Choose the Operator 'In List'
3. Double Click in the Values 1 Field
4. Choose 'The list of values is in a text file'
5. Use the browse button to select the text file



Text files should be structured as shown with each value on a new line.

Use an In List Query to see if Telephones with the Telephone Number 01223567124, 01223678945 or 01223987456 are already in the Database:



1. Add a condition to your Telephone Number Field
2. Choose the Operator 'In List'
3. Double Click in the Values 1 Field
4. Choose 'This is the list of values'
5. Manually type in the required values with each value on a new line

Note: In List is an equal to search

Featured Course

<Course Name>

i2 Enterprise Insight Analysis (EIA) Standard

Level 1 - Foundation

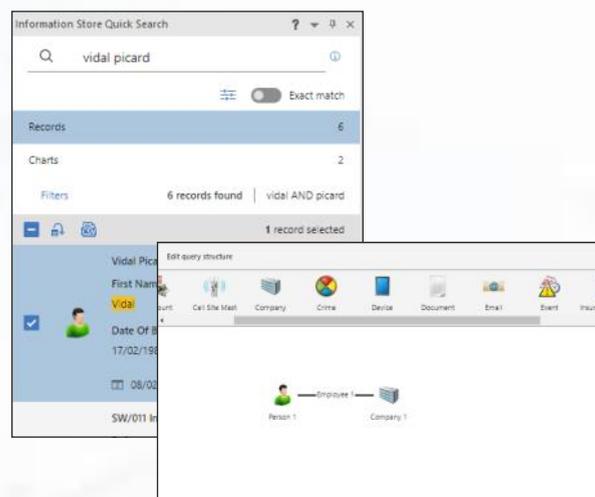
Duration: 2 Days

Class size: A maximum of 10 (classroom) and 8 (online)

“I want a good overview of how to use Analyst’s Notebook Premium to interact with data in the Information Store. To be confident, and to make sure I am getting the most out of it.”

What Skills will you gain?

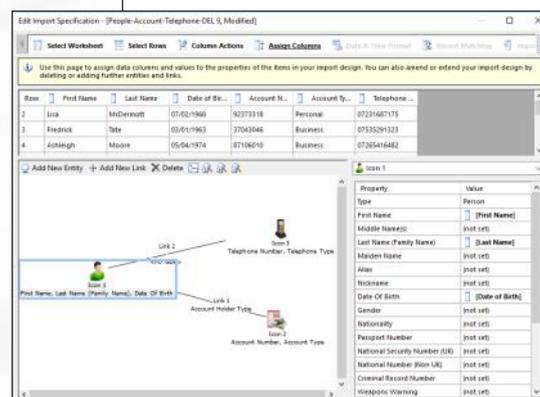
- Gain understanding of EIA so you are best placed to apply the learning to your implementation
- Manually add records to the Information Store manually following best practice.
- Import a variety of data sets from Excel without creating duplicate records
- Use various options to locate, understand and explore key records
- Produce suitable outputs from EIA including lists and charts



Objectives :

By the end of the course delegates will be able to:

- Gain an insight into different property types and formats to assist with input of information
- Add Entity and Link Records to the Information Store manually and through importing data from Excel without creating duplicate records
- Use Quick Search, Visual Query, Filters and Expand functions to locate and explore key records
- Produce Charts and Lists of key data
- You will also be able to use i2 Analyst’s Notebook Premium in combination with the Information Store to further enhance the analytical process



Is this the right course for you?

This course is for delegates who have EIA implemented at their organisation, and it focuses on using Analyst’s Notebook Premium’s interface with the Information Store. It is specifically for:

- New users
- Self-taught, or informally taught, users
- Those who want to refresh their knowledge

Where Next?

This course covers the interaction between Analyst’s Notebook Premium and the Information Store. If you are going to use Analyst’s Notebook Premium itself, you may also benefit from attending our Analyst’s Notebook Standard Course which focuses on how that works.

If you are an experienced Analyst’s Notebook user, you can enhance your knowledge by attending any Analyst’s Notebook Level 2 – Progression Course

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.

carols@shortestpathtraining.co.uk
+44(0)1223967100
info@shortestpathtraining.co.uk

Shortest Path Training Limited,
Future Business Centre,
Kings Hedges Road.
Cambridge CB4 2HY

SPT Course Schedule June-October 2022

Location	Description	Level	Date(s)	Length
Online	iBase Importing	Level 2 - Progression	Mon 13 Jun	1 day
Online	iBase Analysis	Level 2 - Progression	Tue 14 Jun	1 day
Online	Using iBase with Analyst's Notebook	Level 2 - Progression	Wed 15 Jun	1 day
Online	Analyst's Notebook Standard	Level 1 - Foundation	Mon 27 - 29 Jun	3 days
Online	Analyst's Notebook Social Network Analysis	Level 2 - Progression	Fri 01 Jul	1 day
Online	Analyst's Notebook Standard	Level 1 - Foundation	Mon 18 - 20 Jul	3 days
Online	iBase Standard	Level 1 - Foundation	Thu 21 - 22 Jul	2 days
Online	iBase Introduction to Searching, Queries, and Charting (Bite-size)	Level 1 - Foundation	Tue 02 Aug	1 day
Online	Analyst's Notebook Creating Charts (Bite-size)	Level 1 - Foundation	Wed 03 Aug	1 day
Online	Analyst's Notebook Introduction to Importing and Analysis (Bite-size)	Level 1 - Foundation	Thu 04 Aug	1 day
Online	iBase Importing	Level 2 - Progression	Wed 17 Aug	1 day
Online	iBase Analysis	Level 2 - Progression	Thu 18 Aug	1 day
Online	Using iBase with Analyst's Notebook	Level 2 - Progression	Fri 19 Aug	1 day
Online	Analyst's Notebook Standard	Level 1 - Foundation	Tue 23 - 25 Aug	3 days
Classroom	Analyst's Notebook Standard	Level 1 - Foundation	Mon 19 - 21 Sep	3 days
Classroom	iBase Standard	Level 1 - Foundation	Thu 22 - 23 Sep	2 days
Online	Analyst's Notebook Importing	Level 2 - Progression	Mon 26 Sep	1 day
Online	Analyst's Notebook Analysis	Level 2 - Progression	Tue 27 - 28 Sep	2 days
Online	Analyst's Notebook Dissemination	Level 2 - Progression	Thu 29 Sep	1 day
Online	Analyst's Notebook Social Network Analysis	Level 2 - Progression	Fri 30 Sep	1 day
Classroom	iBase Designer	Level 3 - Experienced	Mon 10 - 14 Oct	5 days

Colour Key:

Green rows are i2 Analyst's Notebook courses

Gold rows are i2 iBase courses

Orange rows are courses where we focus on iBase & Analyst's Notebook together

The 1 day Bite-size courses are taken from our Analyst's Notebook and iBase Standard Courses

Level 1 - Foundation Courses are aimed at users who are new to i2, self-taught, or who have had no formal training; as well as those who would like to refresh their i2 Knowledge.

Level 2 - Progression Courses are aimed at those users who have already attended the relevant Level 1 Course(s), and wish to progress their skills.

Level 3 - Experienced Courses, like our iBase Designer Course, are for users who have attended at least the relevant Level 1 Standard Course, and our Level 2 Courses too, if possible. They require delegates to have a good understanding of all areas of the software.