

i2 Analyst's Notebook Dissemination Course Overview

Level 2 – Progression

Duration: 1 day

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

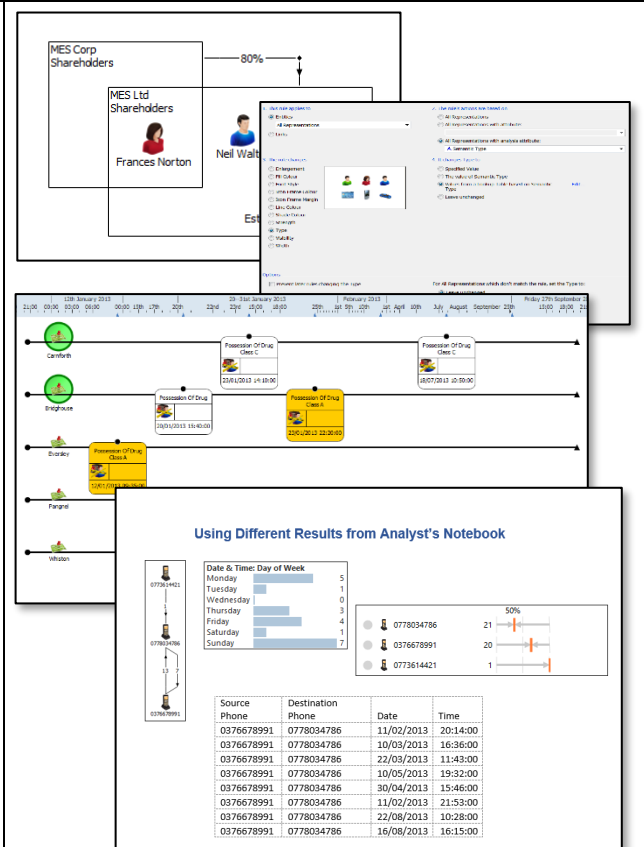
"I spend too much time struggling to create a chart that gets my message across clearly. They are often too big and are confusing for other people."

What skills will you gain?

- Understand how to quickly go from an analytical chart to a briefing and presentation chart
- Plan how to simplify a chart and use formatting and layout to emphasise a key message
- Produce a variety of formats of results and combine into a final intelligence product

Course Content

- Planning the Process
- Creating a Briefing Chart from an Analytical Chart
 - Changing the style of chart
 - Simplifying the use of Boxes
 - Quickly simplify by hiding or removing data from the chart surface
 - Using Layouts
 - Clarifying the message
- Creating your own Conditional Formatting Specification
- Creating an Analysis Product by combining the results of several Analyst's Notebook Tools
- Saving results in different formats
- Making a redacted copy of a chart
- Snapshots
- Best practice and examples of some issues for court – a discussion



Objectives

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

- Create a Briefing chart from an Analytical chart to clearly support the conclusion of a given task for a specific audience
- Create an Analytical Product in MS Word using results from Analyst's Notebook to support the conclusion of a given task
- Understand some of the considerations for charts, especially those that may end up in court

Course Delivery – what can you expect?

All of our courses are delivered by our own, in-house, highly experienced trainers, who specialise in training i2 software. We believe that to learn software effectively you need access to a friendly and professional training environment where you have the maximum time spent hands-on using the software; where questions and discussion are encouraged, and that makes you think about how anything you learn will be applied back at work.

What data will you use?

Our training uses sets of training data that we have created to look and feel familiar. We will never ask you to use or provide examples of your real data or be in a position to access it. You will use an array of example training data, such as:

- General Intelligence data such as: People, Places, Vehicles, Events, Companies, Shareholders and Call data

Is this the right course for you?

This course is for current users of i2 Analyst's Notebook who wish to focus on better and quicker ways of creating charts and intelligence products for briefing and dissemination.

Prerequisites

You must have attended an Analyst's Notebook Level 1 – Foundation Course or be an experienced user who understands how to structure a chart.

All courses are conducted in English so you should have a good understanding of spoken and written English. Please note translators can be used on closed courses.

Where Next?

Level 2 Progression Courses:

- If you regularly import from MS Excel then consider the Analyst's Notebook Importing Course
- To understand more of the Analysis capabilities then the Analyst's Notebook Analysis Course
- Analyst's Notebook SNA Course for a more thorough understanding of Social Network Analysis

Technical Requirements (Online Courses Only)

Our online courses are run using virtual machines, with everything you need provided in a secure and straightforward environment. 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 i2 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.

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.