

Level 2 - Progression

Duration: 1 day

Class size: A maximum of 8 (classroom) and 6 (online)

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

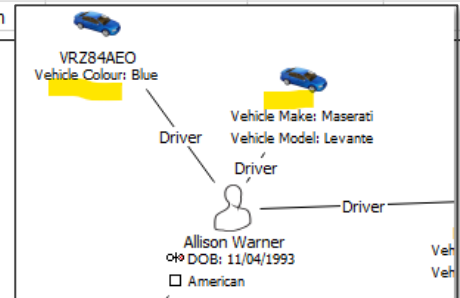
What skills will you gain?

- Learn how to make planning decisions based on the data and tasks
- Create a variety of styles of chart, including those with more complex structures
- Deal with incomplete and inconsistent data
- Customise the software for any suitable data, and to control how that data combines in the chart
- Control the direction of Links based on data in an Excel file – such as incoming and outgoing calls
- Share Import Specifications with colleagues

Course Content

- Plan and create Import Specifications for specific tasks
- Import to create Association and Timeline charts
- Import more complex structures
- Work with blank values in regard to Identities and Attributes
- Setting Date and Time formats
- Customising Entity Types, Link Types and Attributes for better analysis
- Creating Analyst's Notebook Templates
- Options for Importing Numeric information:
 - Controlling the behaviour
- Setting Link Direction from a column in a spreadsheet
- Standardise data using Column Actions such as:
 - Removing characters
 - Adding and removing a prefix
 - Changing capitalisation
 - Extracting a portion of text
 - Using a substitution file
- Manage and share Import Specifications

	Nationality	Registration Number	Make	Model
988	British	M4TTA	Aston Martin	DB9
988	British	FKM92CWD	BMW	
993	American	DCM41HQC	BMW	
993	American	VRZ84AEO		
993	American		Maserati	Levante
993	American			



	A	B	C	D
Mobile No. 1		Mobile No. 2	Direction	Date & Time
Subscriber: Ceceil Errol				
07702966906	+44773 614421		Incoming	07/07/2017 23:17:11
		0770 7789730	Outgoing	14/07/2017 14:04:56
		07708049244	Incoming	14/07/2017 15:22:05
	+44770 8125514		Incoming	15/07/2017 19:05:46
		07708236214	Incoming	26/07/2017 23:34:14

Objectives

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

- Plan and Import data from a spreadsheet where key data is missing to create an Analytical Association chart that will give correct answers to given questions
- Plan and Import data from a spreadsheet to create an analytical chart, by creating at least 2 new chart items (Link Type and Attribute Class)
- Import to create a chart where Link Label Values sum correctly
- Plan and Import data to create a chart using Column Actions to standardise data and set Link direction from a column in the file

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:

- Excel Spreadsheets including: People, Call Data, Organisations, Directors, Shareholdings, Financial Transactions, Vehicles, and Claims

Is this the right course for you?

This course is aimed at:

- Users who are required to Import data into Analyst's Notebook and additionally:
 - Have attended an Analyst's Notebook Level 1 – Foundation Course
 - Or are experienced self-taught, or informally taught, users

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?

Any Level 2 Analyst's Notebook Course. More specifically:

- Following the analysis process you will need to create a final product – the Analyst's Notebook Dissemination Course has lots of useful processes and tips that follow on from the this 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.