

Level 1 – Foundation

Duration: 3 days

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

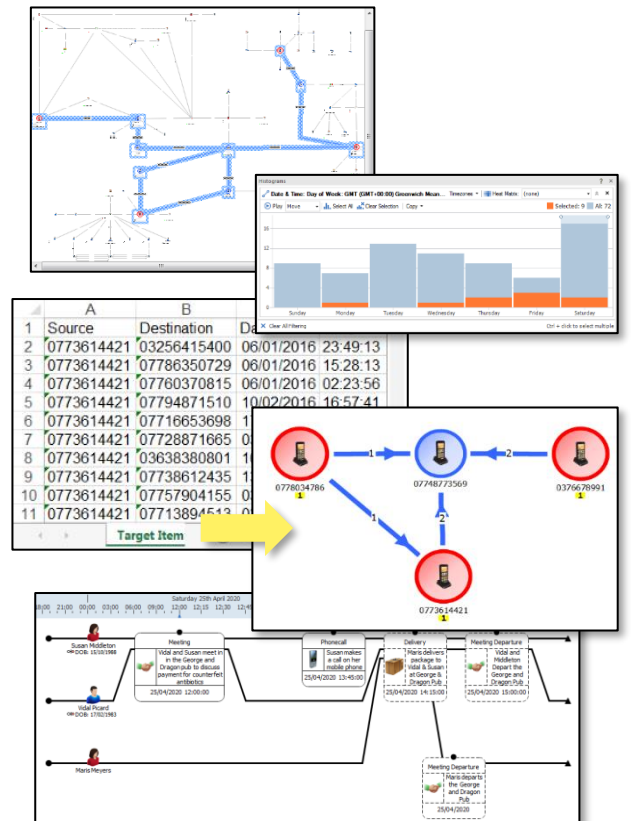
*"I can create simple charts by dragging on Entities and Links, but I know it can do so much more to help with my day-to-day work."*

### What skills will you gain?

- Build and structure Association and Timeline charts to make them work for you and your organisation
- Efficiently generate charts from rows of Excel data
- Sift and interrogate your data in order to answer relevant questions
- Produce Presentation charts from results to convey a clear message

### Course Content

- Introduction to Analyst's Notebook
- Manually structure Association and Timeline charts using properties such as:
  - Identities
  - Labels
  - Types
  - Attributes
  - Date & Time
- Search and Analyse including:
  - Searching
  - List Items
  - List Most Connected
  - Select by Item Type
  - Selecting Connections and Ends
  - Visual Search
  - Bar Charts, Histograms and Heat Matrix
  - Find Connecting Network
- Copying results in various formats
- Find Matching Entities to identify possible duplicates
- Importing data from Excel to create charts as required
- Briefing and Presentation to get your message across
  - Formatting and Annotation
  - Print, PDFs and Pictures



### Objectives

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

- Create Analytical and Briefing charts both through Importing data from MS Excel and manually
- Begin using several of the essential Search and Analysis functions
- Have a good insight into both the analytical and visual potential of the software

## 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:

- Intelligence including: People, Locations, Telephones, Accounts, Organisations, Vehicles
- Excel Spreadsheets: including Call Data, Meetings, Financial Transactions

## Is this the right course for you?

This course is aimed at:

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

## Prerequisites

You must be familiar with Microsoft Windows, opening, closing and saving files. 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 Analyst's Notebook Level 2 – Progression Course

If you use iBase as well, then following the iBase Standard Course (Level 1 – Foundation), we recommend:

- Using iBase With Analyst's Notebook Course (Level 2 – Progression)

If possible, we recommend that you use the software for a few months before taking the additional courses. This will give you time to apply what you have learnt from this course and maximise the benefit of the courses.

### 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.*