

Level 2 – Progression

Duration: 1 day

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

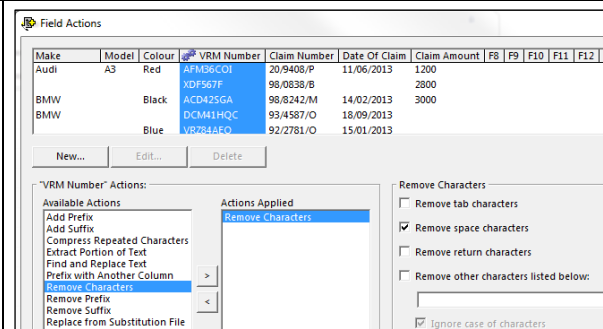
“I am not completely confident that I understand the importing process well enough to start putting large amounts of data into the database.”

What skills will you gain?

- Learn how to make planning decisions prior to Import based on iBase Import functionality and some data quality issues found in the real world such as incomplete and inconsistent data
- Make informed decisions about duplicate checking Entities and Links and whether to update matching records
- Control the direction of Links based on data in an Excel file – such as incoming and outgoing transactions
- Import documents and import from a variety of types of data source

Course Content

- Planning an Import Specification
 - Discuss real world data issues
 - Understand how to duplicate check Entities and Links
 - To Update Matching Records or not?
 - The impact of blank data
 - Checking the results of an Import
- Understand and manage errors
 - Validate Selected From Code Lists
- Field Actions to standardise data
- Set Link Direction from a column in an Excel file
- Importing data from other file and database types
 - Text files
 - MS Access
 - Documents in a folder
- Scheduling regular imports
 - Batch Imports
 - Scheduled Imports
- Correcting some data quality issues in an iBase database:
 - Export the data
 - Using Record Id on Import



Field Actions

Make	Model	Colour	VRM Number	Claim Number	Date Of Claim	Claim Amount	F8	F9	F10	F11	F12
Audi	A3	Red	AH150LOI	20/9408/P	11/06/2013	1200					
			KD19507	98/0038/O		2800					
BMW		Black	ACD425GA	98/0242/M	14/02/2013	3000					
BMW			DCM11HQC	93/4587/O	18/09/2013						
		Blue	Y82944FO	92/2781/O	15/01/2013						

Available Actions: Add Prefix, Add Suffix, Compress Repeated Characters, Extract Portion of Text, Find and Replace Text, Prefix with Another Column, Remove Characters, Remove Prefix, Remove Suffix, Replace from Substitution File

Actions Applied: Remove Characters

Remove Characters: Remove tab characters, Remove space characters, Remove return characters, Remove other characters listed below: Ignore case of characters

Create an 'Import Set' containing all the newly added records:

Import Set:

Include link records
 Include updated records
 Include records found but not updated

Checking Import Source...

Import Source Check complete.

Crime Records:

Not found:	15
Different:	0
Same:	0
Errors:	5

Start: 09/06/2021 13:34:03
Finish: 09/06/2021 13:34:03
Duration: 00:00:00

2: 'Theft of MV' is not in the defined list of values for this field. (Crime Type).
8: 'Theft of MV' is not in the defined list of values for this field. (Crime Type).
10: 'Theft of MV' is not in the defined list of values for this field. (Crime Type).
14: 'Theft of MV' is not in the defined list of values for this field. (Crime Type).
19: 'Theft of MV' is not in the defined list of values for this field. (Crime Type).

< Back Close

Objectives

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

- Import a variety of data, using multiple Field Actions to transform incompatible structures
- Import from different file types and schedule import specifications to run at specified times
- Check data quality and make corrections without compromising the database, and select the right option to populate their database depending on the data available

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 data or be in a position to access it. You will use an array of example training data, such as:

- Excel Spreadsheets including: People, Locations, Vehicles, Call Data and Financial Transactions

Is this the right course for you?

This course is aimed at:

- Users who are required to Import data into iBase regularly and deal with more complex real world data issues than are covered on the iBase Standard Course.

Prerequisites

You must have attended an iBase Level 1 – Foundation Course or be an experienced user who understands how to use iBase.

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 iBase Level 2 - Progression Courses. More specifically:

- To understand more of the Analysis capabilities, attend the iBase Analysis Course
- If you use iBase and Analyst's Notebook together then the Using iBase with Analyst's Notebook Course will help you control charting so you can use the Analyst's Notebook visualisation and analysis capability efficiently.

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.