

Level 1 – Foundation

Duration: 2 days

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

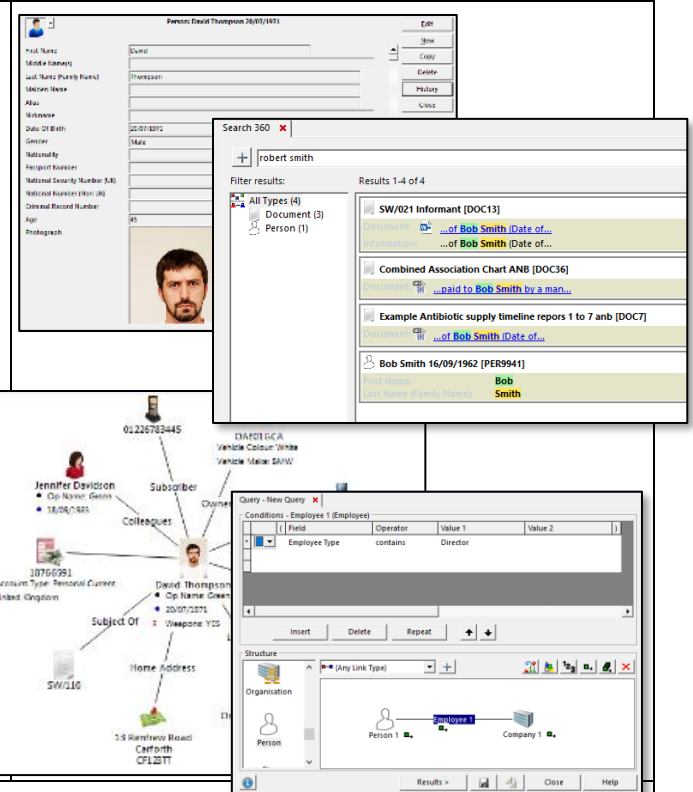
“I want a good overview of the whole system, to be confident, and to make sure I am getting the most out of it.”

What skills will you gain?

- To add Entity and Link Records to an iBase database manually, and to know what questions to ask your organisation to help increase consistency and therefore accuracy and efficiency
- Importing data from Excel and understanding key decisions that have to be made
- Use the essential Search and Analytical functions based on how your database has been structured
- Use iBase to produce various outputs including lists, Reports, and where appropriate, charts

Course Content

- Introduction to iBase
- Adding Entity and Link Records
 - Understanding the behaviour of different types of field
 - Avoiding adding duplicate records
 - Using Datasheets
 - Using Analyst's Notebook for iBase Data Entry
- Finding Records and Saving Records in Sets
 - Find
 - Search 360
 - Sets
- Queries
 - Linked Queries
 - Controlling the output
 - In List Queries
- Importing Entity and Link Records
 - Matching records in the database
 - Using Field Actions to standardise data
- Charting from iBase to Analyst's Notebook
- Running Report Definitions
- Exporting data to Excel



The image displays three screenshots from the iBase software interface. The top-left screenshot shows a 'Person' record for Edward Thompson, with fields for First Name, Last Name, Date of Birth, Gender, Nationality, Passport Number, National Security Number, Criminal Record Number, Age, and Photograph. The top-right screenshot shows a 'Search 360' window with a filter for 'robert smith' and results for documents and persons. The bottom screenshot shows a network diagram with nodes for Jennifer Davidson, David Thompson, and T.S. Warrifrenzy Bawa, connected by relationships like 'Subscriber', 'Colleagues', 'Subject Of', and 'Home Address'. A 'Query - New Query' window is also visible, showing a query condition for 'Employee Type contains Director'.

Objectives

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

- Add Entity and Link Records to an iBase database manually and through importing data from Excel
- Gain an insight into the different field types and formats to assist with the input and analysis of information
- Begin to use several of the essential Search and Analytical functions.

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 reports including: People, Places, Vehicles, Telephones and Companies; Excel Spreadsheets including: Person data and Communication records

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 iBase Level 2 – Progression Course

If you use Analyst's Notebook as well, then following the Analyst's Notebook 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.