

SPT Newsletter

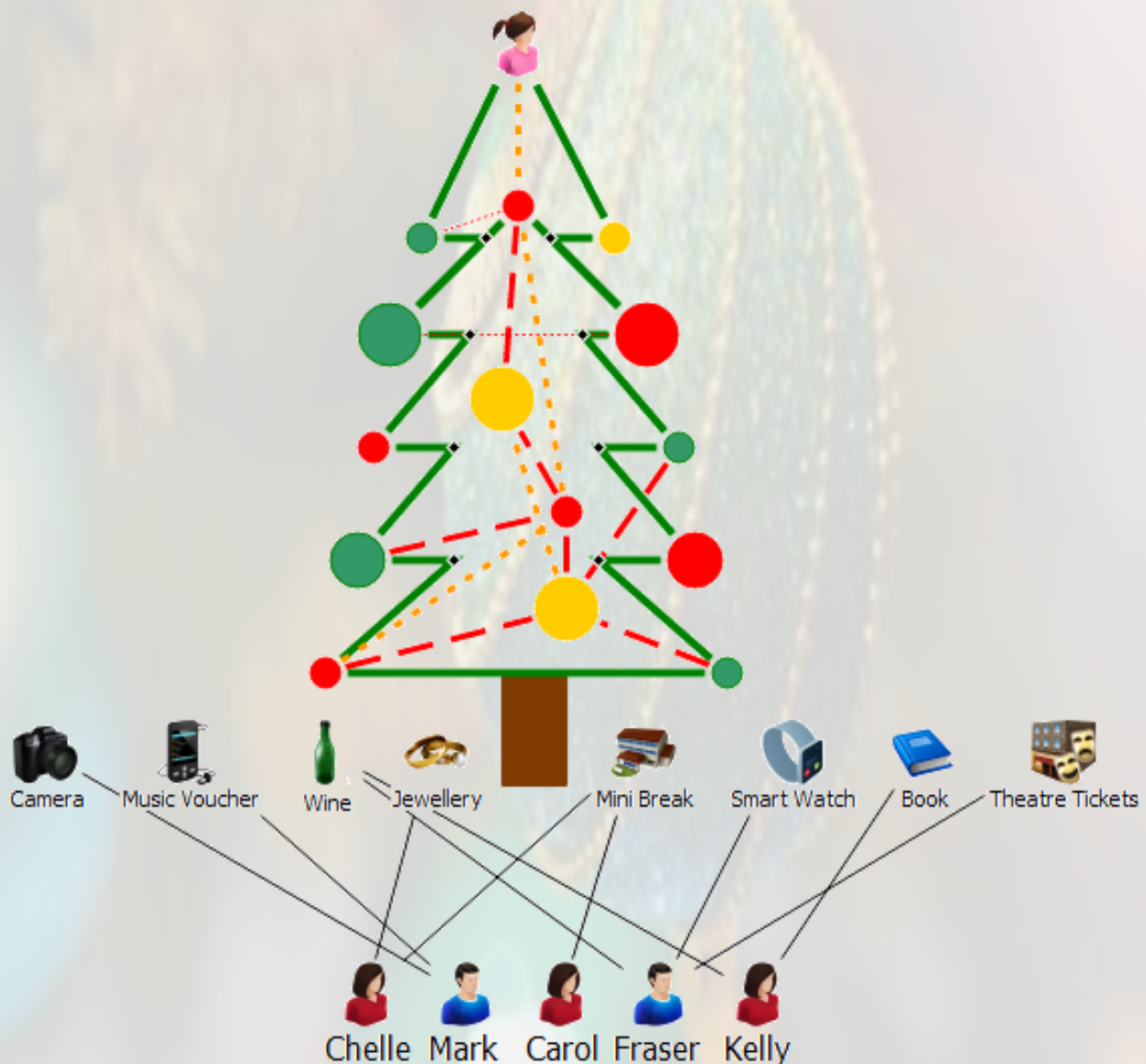
December 2023 Edition Number 19



**SHORTEST
PATH**
— TRAINING —

The Training Advantage

Season's Greetings



From all at SPT

Newsletters and a YouTube Link: <http://shortestpathtraining.co.uk/newsletter/>
Sign up to our mailing list to receive new releases via email: info@shortestpathtraining.co.uk

News



Welcome to your December issue of the Shortest Path Training newsletter. We hope you are looking forward to the festive season and spending time with family and friends which is a most enjoyable and important part of this time of year.

Christmas Opening Hours

We will be to open assist you in the lead up to the Christmas Holidays and after New Years, but we will be closed from 1700hrs Friday, 22nd December 2023 until 0830hrs Tuesday, 2nd January 2024

If your enquiry is really urgent then please email markf@shortestpathtraining.co.uk. This email will be monitored occasionally during this time period. Make sure you include the word URGENT at the start of the emails subject line.

Procurement Through Framework Agreements

Many of our customers are required to purchase their training through certain Framework Agreements. We are now partnering with Bytes Software Solutions to be able to assist our customers with procuring through these Frameworks.

If you are one of these customers, then please do contact us for further details.



**Enjoy newsletter edition number 19, and please do let us know if there is anything you would like to see included in future publications.
Very Best Wishes from the SPT Team**

End of Year Budget and Planning Next Year

We are working with many of our customers to provide training in the first quarter of the new year to ensure there is no loss of unspent training budget. We can also change or blend our current courses, usually at no extra cost, to ensure that you get the best and most relevant training for your budget. Please do contact the team to discuss your requirements in more detail.

Working with us closely to identify your training requirements can result in a reduction in time spent out of the office and monetary savings as well, not to mention a training course which is best for you.

So how can you do this? Think about what you and your colleagues know about using i2

software. With Analyst's Notebook, for example, are you comfortable creating charts: manually, using

import specifications, creating charts via iBase or EIA if required? Do you understand how the structure of a chart affects the use of the analysis tools? Take a look at the Analyse menu, do you know what most of these tools do? Does it take you ages to produce a good looking chart to get your message across to colleagues? Sometimes its hard to know what you don't know! So let us help you work that out.

Contact the Shortest Path Training team to discuss how you would like your course to look and where you feel your colleagues would benefit from training. To facilitate this it is usually more cost effective if you have a minimum of 6 delegates, but still talk to us if you have fewer. Don't forget you can also approach other users in your region and attend our courses together.

Courses can be held online, in our Cambridge classroom, or onsite at your location. Please note onsite courses are subject to our trainer's travel, accommodation, and living expenses which are charged at cost.

Once your Course content is agreed we will send through the costings and preliminary dates for completion, once approved by yourselves we can then lock in the dates required. For clarity and reassurance there is no cost attached to any training needs analysis, or training discussions.



Tips & Tricks - Analyst's Notebook Premium

View Tips & Tricks as a YouTube Video: <https://tinyurl.com/ybvfkv56>

Filtering Results

When searching the Information Store using Quick Search or Visual Query you can filter your results. This means instead of writing a very precise search (and worrying you might miss something), you can make a broader search and use the filters to focus in on the result(s) that you need. In this example we have shown filtering the Results of a Quick Search for Picard.

1. Filter by Type:
Here we can select Person as our Filter.

Information Store Quick Search

Filter results by Exact match

Records	8	8 records found	picard
Charts	6	Copy to Chart	Export to CSV
Document	5		
Person	3		

Francine Picard 25/03/1951			
First Name	Last Name (Family ...	Date Of Birth	Gender
Francine	Picard	25/03/1951	Female
Nationality	Weapons Warning	URN	Updated By
French	No	PER215	SYSADMIN
08/02/2022 14:16:06 by SYSTEM			
Vidal Picard 17/02/1983			
First Name	Last Name (Family ...	Date Of Birth	Gender
Vidal	Picard	17/02/1983	Male

2. The number of resulting Records shown has decreased as we are only showing Person. You can then additionally Filter by Properties. All the Properties for a Person are available, and in this example, we can Filter by Gender: Female.

Records	8	3 records found	picard
Charts	6	Copy to Chart	Export to CSV
Person	3		
1979 - 1985	1		
Gender	More		
female	2		
male	1		

Francine Picard 25/03/1951			
First Name	Last Name (Family ...	Date Of Birth	Gender
Francine	Picard	25/03/1951	Female
Nationality	Weapons Warning	URN	Updated By
French	No	PER215	SYSADMIN
08/02/2022 14:16:06 by SYSTEM			
Vidal Picard 17/02/1983			
First Name	Last Name (Family ...	Date Of Birth	Gender
Vidal	Picard	17/02/1983	Male

3. The Filtered results are listed on the right-hand side, and are only Females. The active Filters are shown on the left-hand side.

Records	8	2 records found	picard
Charts	6	Copy to Chart	Export to CSV
Person	3		
female	2		
1979 - 1985	1		
Gender	More		
female	2		
male	1		

Francine Picard 25/03/1951			
First Name	Last Name (Family N...	Date Of Birth	Gender
Francine	Picard	25/03/1951	Female
Nationality	Weapons Warning	URN	Updated By
French	No	PER215	SYSADMIN
08/02/2022 14:16:06 by SYSTEM			

Filters are remembered between Quick Searches so make sure you remember to remove them when they are no longer required. If the Filters don't show as above, drag the edges of the Quick Search box to make the Pane wider, as they can be hidden when the Quick Search pane is too slim.

Tips & Tricks - Analyst's Notebook

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Adding Chart Items to Esri Mapping

Analyst's Notebook can map using public maps available in Esri ArcGIS Online, or you can configure it to connect to your own internal ArcGIS. Chart Items that contain location information stored as co-ordinates can be mapped. In this example we have meetings and an arrest which hold location information. The co-ordinates can be stored in an Item's Properties, such as Label, Descriptions, Cards and Data Records, but in this example we are using Attributes:



1. Select the Chart Items that you want to map
2. RMC on a highlighted Entity and Add to Map

3. To **Navigate** the Map you use the roller ball on the mouse to zoom in and out. There are also buttons for **Fit to Window** and **Fit Selection to Window**.

To **Remove** items from the Map you can Select an item on the map and use the delete key on the keyboard. There is also a **Remove All** button to remove all items from the map.

Use **Copy as Picture** to copy the current view of the map to your Windows clipboard to paste into another application.

In The diagram above, we have undocked the Mapping Pane so it is free floating and can be made any size and, if you have a second screen, can be dragged on to that screen. You can undock, and re-dock, any Pane in Analyst's Notebook by double clicking on the Grey Bar at the top.

Customised, Bespoke & Onsite Courses

Shortest Path's customised, bespoke, and on-site courses may be the best solution for your training requirement.

Advantages can include

- Less time out of the office
- Savings on travel and accommodation costs
- Saving time by covering just the topics you need
- Help in applying learning by using customer specific data and tasks

If you have a group of people who need training, or would like a customised training course, then call us to talk through the options and we can help advise on the best solution and costs. Please note that we charge for a minimum of six delegates on these course options.

As with all of our training, we try our best to make things as easy as possible for you. We can help you to work out what would be suitable topics to cover during your course.

If you provide some example data, as well as any typical tasks, we can train your students on how to use their software to provide the most efficient solution for your organisation.

To enable us to train at your office, all you would need to supply is a suitable room. We ship everything that is needed to arrive before the course; including laptops, peripherals, cables, extension leads, and course materials. Our trainer will arrive early on the morning of the course and set everything up in the assigned room. It's all very straight forward!



Contact Information and How to Book

Booking Scheduled Courses

1. Select your course, dates, and location (from our current schedule)
2. Email or phone SPT to check availability
3. Book provisional places
4. Complete booking form to confirm places

Booking Custom Courses

1. Email or phone SPT to discuss requirements
2. Book provisional course and dates
3. Complete booking form to confirm course

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SPT Course Schedule Dec 2023 - Mar 2024

Location	Description	Level	Date(s)	Length
Classroom	Analyst's Notebook Standard	Level 1 - Foundation	Tue 12 - 14 Dec	3 days
Online	Analyst's Notebook Standard	Level 1 - Foundation	Tue 09 - 11 Jan	3 days
Online	iBase Standard	Level 1 - Foundation	Mon 15 - 16 Jan	2 days
Online	iBase Designer	Level 3 - Experienced	Mon 22 - 26 Jan	5 days
Online	Analyst's Notebook Creating Charts	Level 1 - Foundation	Tue 13 Feb	1 day
Online	Analyst's Notebook Introduction to Importing and Analysis	Level 1 - Foundation	Wed 14 Feb	1 day
Online	iBase Introduction to Searching, Queries, and Charting	Level 1 - Foundation	Thu 15 Feb	1 day
Online	Analyst's Notebook Importing	Level 2 - Progression	Mon 12 Feb	1 day
Online	Analyst's Notebook Analysis	Level 2 - Progression	Tue 13 - 14 Feb	2 days
Online	Analyst's Notebook Dissemination	Level 2 - Progression	Thu 15 Feb	1 day
Online	Analyst's Notebook Social Network Analysis	Level 2 - Progression	Mon 19 Feb	1 day
Online	Analyst's Notebook Upgrade and Refresher	Level 2 - Progression	Tue 20 Feb	1 day
Online	Analyst's Notebook Standard	Level 1 - Foundation	Mon 26 - 28 Feb	3 days
Online	iBase Standard	Level 1 - Foundation	Wed 06 - 07 Mar	2 days
Classroom	Analyst's Notebook Standard	Level 1 - Foundation	Mon 11 - 13 Mar	3 days
Classroom	iBase Standard	Level 1 - Foundation	Thu 14 - 15 Mar	2 days
Online	iBase Importing	Level 2 - Progression	Mon 18 Mar	1 day
Online	iBase Analysis	Level 2 - Progression	Tue 19 Mar	1 day
Online	Using iBase with Analyst's Notebook	Level 2 - Progression	Wed 20 Mar	1 day
Online	Using Analyst's Notebook with Cyber and other Digital Data	Level 2 - Progression	Thu 21 Mar	1 day

Level 1 - is aimed at new users, self-taught, or those with no formal training; as well as those who would like to refresh their i2 Knowledge.

Level 2 - is aimed at users who have already attended the relevant Level 1 Course(s), and wish to progress their skills.

Level 3 - Experienced courses, like our iBase Designer Course, are for users who have attended at least the relevant Level 1 Standard Course, and our Level 2 Courses too, if possible. They require delegates to have a good understanding of all areas of the software.

If the option you require is not listed above please do get in touch. If you have a group who need training we can schedule for when it is convenient to you. This includes Online, Classroom Cambridge, Classroom at your site, and customised courses. Minimum delegate numbers may apply.