



# NY/NJ HIDTA TRAINING ALERT

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<b>Enrollment Status</b>	<b>NO COST LAW ENFORCEMENT TRAINING</b> <b>See Registration Instructions Below</b>
<b>Course</b>	<b>IBM i2 Analyst's Notebook</b>
<b>When</b>	<b>September 28-30, 2022</b>
<b>Where</b>	<b>U.S. Drug Enforcement Administration New Jersey Division Office, located at 80 Mulberry Street, Newark, NJ 07102</b>
<b>Time</b>	<b>Sign in 7:00 am class start at 800 am – 4:00 pm</b> Attire is Casual, Law Enforcement Personnel Only
<b>Instructed By: Joseph Tang DEA</b>	<b>Sponsored by: NY/NJ HIDTA</b> <b>Hosted By: U.S. Drug Enforcement Administration, New Jersey Division</b>

## Description:

### DAY 1

- Copy folder to student desktops (if needed)
- Pass out exercise books (if needed)
- i2 Overview
- i2 locations – Firebird (UNCLASSIFIED) and Merlin (CLASSIFIED)
- Launch Analyst's Notebook
- Overview of the screen layout
- Edit Chart Properties
- Using a sample chart, go through all menu options with the students
- Review tabbed menu system (ribbons) – should be familiar to users of Microsoft Office suite
- Side Panes - Data Sources Pane and Insert from Palette
- Basic chart terminology
- What is data validation and why is it crucial to a successful chart?
- Manual Chart Creation
- **Exercise #1**
  - Driver's License
  - Identify Entities
  - **CLASS EXERCISE:** Draw Chart
  - Review "Insert from Palette"
  - **CLASS EXERCISE:** Enter appropriate items
- **Exercise #2**
  - Basic Charting
  - **CLASS EXERCISE:** Fill in the matrix
  - Link Properties
  - **CLASS EXERCISE:** Chart matrix in i2
- **Exercise #3**

- Adding Information
- **CLASS EXERCISE:** Using the knowledge gained from Exercises 1 and 2, update the chart from Exercise 2 with the new information provided.
- **Exercise #4**
  - Bear Cartel
  - Discuss organization/grouping tools
  - **CLASS EXERCISE:** Using the knowledge gained from all previous exercises, chart all entities and links from the information provided.
- **Exercise #5**
  - Linking Event Frames to Theme Lines
  - Review Event Frame entities
  - **CLASS EXERCISE:** Add each event as a separate Event Frame
- **Exercise #6**
  - Linking Theme Lines
  - **CLASS EXERCISE:** Manually create three (3) Theme Lines: Anonymous, Female, and Male
- **Exercise #7**
  - Inherited Chart
  - **CLASS EXERCISE:** Students will update the pre-made chart so that the two charts from the exercise documentation match.
  - Legacy icons vs. new icons
  - Demonstrate Bar Chart Filtering and Histograms
  - Open Filters and Histograms Example Chart

## DAY 2

- **Exercise #8**
  - Favorite Show
  - **CLASS EXERCISE:** Add yourself into the chart as a character in the show
- **Exercise #9**
  - Searching
  - **CLASS EXERCISE:** Open Association and Timeline chart
    - Answer questions in the workbook
- **Exercise #10**
  - Coming to Class
  - **CLASS EXERCISE:** Create a timeline of the events leading up to you coming to class today
- **Exercise #11**
  - Family/Office Organization Chart
  - **CLASS EXERCISE:** Create an association chart of either your family or your office's organizational structure
- **Exercise #12**
  - Combined Student Chart
  - **CLASS EXERCISE:** Students combine Favorite Show chart with Coming to Class chart
    - Conditional Formatting
    - Legend
    - Printing
    - Briefing
- **Exercise #13**
  - Financial Transaction Associations

- **CLASS EXERCISE:** Independent activity

### DAY 3

- **Exercise #14**
  - Basic Importing
  - **CLASS EXERCISE:** Import the two files and review searching by answering the questions
    - Phone Calls (review searching)
    - Bank Transactions (review searching)
- **Exercise #15**
  - **CLASS EXERCISE:** PLX import (review searching)
  - CLEAR import
- **Exercise #16**
  - Social Network Analysis

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#### **NOTE TO Students:**

Students need to have laptops with i2 installed (or remote access into a computer with i2 installed). They can still attend without one, they just will not be able to take part in the practical exercises, or would have to work with a partner.

**Parking:** There is no parking available at the NJ Division Office, but there are multiple public pay lots nearby. **The Newark Penn Rail Station is also within three blocks.**

**\*\*Due to current COVID-19 levels in NJ, it is mandatory you wear a mask in all NJ Government Offices, regardless of vaccination status. Please bring a Mask.**

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### **See Registration Instructions Below**

**\*\*\* Please read and follow ALL of the instructions \*\*\***

#### **Registration Information**

1. Open your web browser and log into <https://registration.nhac.org>
2. Enter the word **Class** (case sensitive) for username
3. **Enter \$Training33172 (case sensitive) for password**
4. Select (*training HIDTA name New York /New Jersey HIDTA*)
5. Select **Click to view Training Events** link
6. Select (*course name*). Select the event using the date to indicate the proper event.
7. Fill in the **HOTT Online Application**
8. Select **Complete Registration**