



# ONENOTE TRAINING



**Date/Time:** 2/12/18 & 2/13/18, 0800 - 1700 hrs  
**Cost:** \$52

**Location:** Lakewood PD (445 S Allison Pkwy, Lakewood)  
**Instructor:** Detective Sgt. Chris Fusetti (Thornton PD)

The Colorado Crime Analysis Association will be hosting a 2 day OneNote training at the Lakewood Police Department in February 2018. This training is open to anyone, whether they are a crime analyst or not, but it is limited to 30 attendees. So don't wait to register!

## Course Overview

Criminal investigations are more complex today than 20 years ago. The amount and variety of data, materials, and evidence, in criminal case management has grown along with the rise of laptops, tablets, and cell technology. Today, a basic criminal case can easily contain audio and video files, cell phone and tower data, financial spreadsheets, and hundreds of documents, complex cases contain even more. But criminal case management for many agencies is often still connected to a manila folder of printed, analog pages of text and images.



Yesterday's case solutions are inadequate in the face of today's media requirements. OneNote™: Digital Case Management®, provides a better solution to managing, storing and sharing criminal case related materials. Microsoft OneNote is designed to help investigators, detectives, supervisors, and their support staff organize and efficiently manage their. OneNote offers free-form information gathering and multi-user collaboration. It is a highly efficient way to store, access, and share information in an organized manner. In a two day class, students will learn to create effective, sharable ways to manage large amounts of materials, which will make case management easier and more effective.

Required: A laptop with Microsoft Office (Including OneNote) 2007, or 2010/2013 (preferred). No prior experience is necessary.

Suggested, not required: Personnel may bring case materials to be utilized during hands-on activities for the creation of OneNote packages. Sample material will be provide so all students may participate in creating case packages.

### Day One

### Day Two

- Case Management Basics: What It Is, Problems with "Best Practices"
- OneNote Introduction: Collect, Organize, and Share
- Cloud Storage vs. Server Storage: Policies
- Inserting Documents and Notes: Web Clippings, Word documents, PDF's, Photos, Email, Reports, Audio
- Hyperlinking: Inserting Links with OneNote
- Case Management: Organizing and Sharing Case Files

- OneNote Review
- Syncing: Access to Information using Web and Smart Devices
- Case Presentation: Collaborating with PowerPoint
- OneNote Workshop: Case Packages Utilizing OneNote
- OneNote Presentations: View Case Presentations, Future Development

**To register for the course or for more information please contact Levi Giraud at 303-987-7238 or at [levgir@lakewoodco.org](mailto:levgir@lakewoodco.org)**