

OneNote: Digital Case Management



Location: LA HIDTA - 5801 E. Slauson Ave., Commerce, CA 90040

Date: February 6-7, 2025 0800-1600 Hrs PST

Cost: **\$475.00** (\$450.00 if purchased by February 6)

Simply Managing, Storing and Sharing Criminal Case Materials

Course Overview

Criminal investigations are more complex today than 20 years ago. The amount and variety of data, materials and ultimately 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 today is often still connected to a manila folder of printed, analog pages of text and images.

Yesterday's cases 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. Designed to help investigators, detective, supervisors and their support staff, organize and more efficiently manage their work widely available off-the-shelf Microsoft software. Microsoft 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, making 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

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

Day Two

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

Register Here: [HTTPS://LAHIDTATRaining.org](https://LAHIDTATRaining.org)

Questions or Comments: KENNETH.CORDRAY@LACLEAR.CA.GOV