INDURE User Guide

Software Version 1.1

01 February 2010

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DRAFT

Contents

List of Figures

List of Tables

Revision History

Date	Description
01 February 2010	Initial draft

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This software was developed under sponsorship from the Air Force Research Laboratory under FA8750-06-D-005 and FA8750-09-R-0022.

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1 Introduction

Topics Covered in this Chapter

- ❑ System Overview
- ❑ Server
- ❑ For More Information

1.1 System Overview

The International Distributed Uniform Reporting Environment (INDURE) software application provides both a data repository and the reporting tools to interact with that repository in a user-friendly manner. Users are able to insert information into the data repository using a wide variety of reports and make that data available to an international audience. Furthermore, users can query all the data within INDURE and export that data to a variety of external formats and programs. The purpose of INDURE is to provide a data repository into which non DoD communities like NGO's, USAID and others involved in civil capacity, socio cultural information, events of significance and engagement data can all can input, share, extract and analyze data in concert with DoD entities. INDURE provides these communities with standardized reporting tools that span significant activities (SIGACTS), Civil Capacity information, Socio Cultural and Engagement disciplines.

The objectives of INDURE are to provide tools that allow the analyst to:

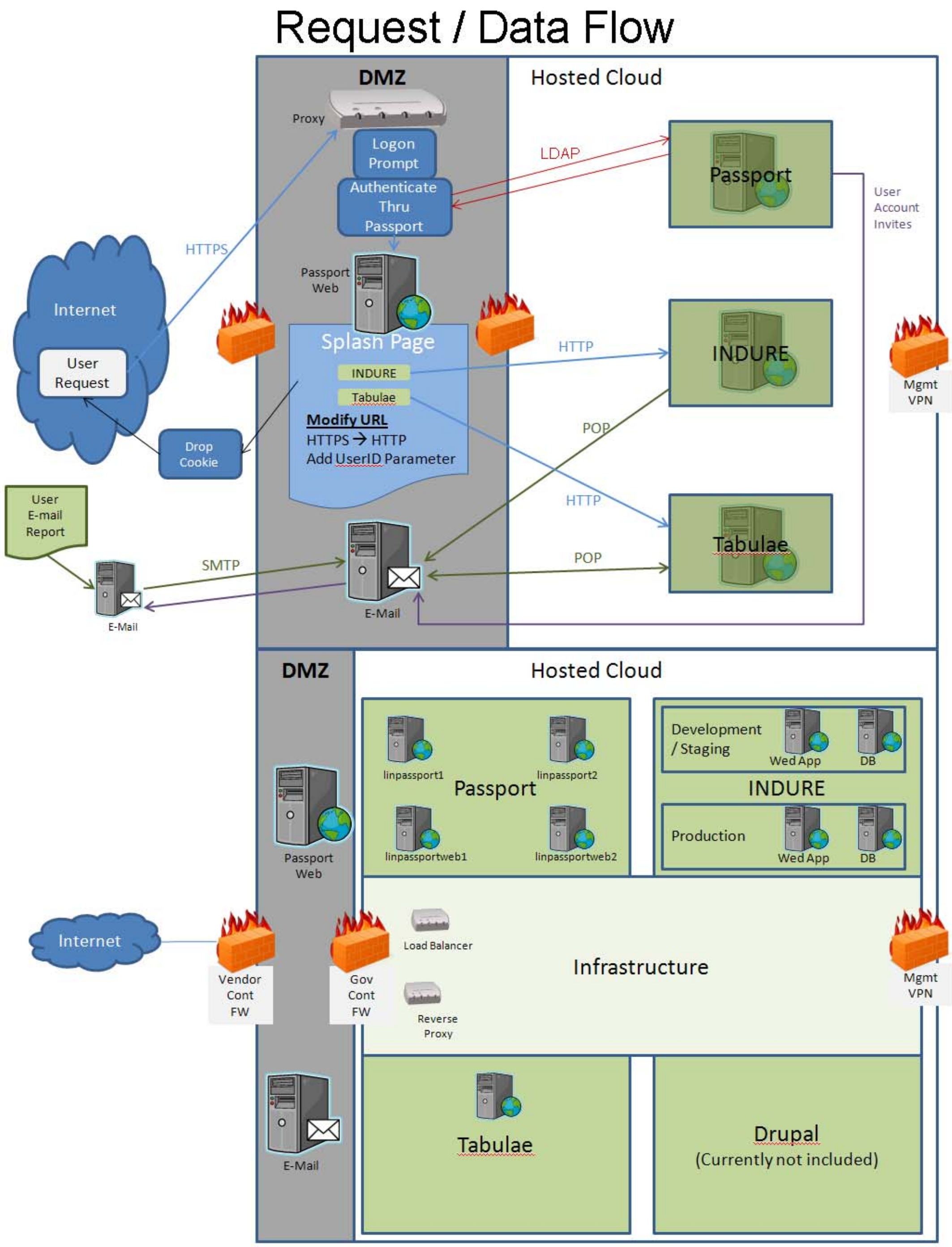
- Input data for access by the military, USAID and the NGO community
- Analyze and visualize multi-source data
- Store and query data about events, places, organizations, people, and resources
- Publish data in the INDURE database for use by external organizations
- Input standardized reports that are custom-designed for each community, yet available to all communities

INDURE version 1.1 contains structured information on the following:

- **SIGACTS**: UNCLASSIFIED "Significant Activity" reporting repository to collect events of significance in the operational environment.
- **Civil Capacity and Civil Information of Concern Management**: Reports used for reconstruction and transition and project tracking. Initially the CERP report will be utilized in this role for version 1.1.
- **Engagements**: Information on engagements with host nation individuals, including key leaders, regular tribal members and civilians and their interactions with NGO's and PRT's. The PRT report will serve as the catalyst for this type of reporting in version 1.1.

All INDURE data can be queried and the results can be sent to the map or other output, including a roll-up of 24 hours of reports.

Figure 1.1 INDURE Architecture



INDURE 1.1 takes advantage of recent improvements in the database and application server architectures. Enhancements include running the INDURE application server in a J2EE clustered server environment, which provides application level failover. The architecture initially will include multiple nodes on the INTELINK common hosting environment. Later decisions for training servers and integration server for Web Services and potentially several operational servers dependent on communication constraints. The previous figure highlights the 1.1 framework that includes the use of a CENTCOM-approved guard solution for one-way

replication from SIPR to JWICS. Of course the SIPR connection and communication to INDURE will remain air gapped.

In addition to viewing Significant Activity (SIGACT) reporting, INDURE in the future will have the ability to tie all information together back to a single entity or report. This future association capability gives INDURE the unique advantage of painting a more complete picture of activities for the consumer. Starting with a single event if one exists or is created in INDURE the user can add various other elements of information to the single event. Furthermore if no event occurred the user can still collect and organize data into reporting bins that can be used immediately for analysis or referenced by a team later for amplifying information on a new event or social dynamic that exists. Each community works with the INDURE team to establish information standards, which provide consistency required for data analysis. Once a report is published in INDURE, it is available via a powerful search engine which enables complex searches on any report field. Another feature is the ability to plot reports via GeoQuest, the web-based map tool included in INDURE.

INDURE will reside on NON DoD networks in the unclassified information domain, simply put, the World Wide Web. For this reason, INDURE will rely on third party hosting and physical server support. Quality of service will remain high; however, the limitations of availability of INDURE will sometimes be contingent on commercial internet traffic, weather events, unplanned commercial services to communication lines, and other events outside of DoD and INDURE as a systems control. Although it will reside on the commercial network it will still remain under the physical control of DoD assets.

INDURE is a web application designed to run on Internet Explorer (version 7.0) on any Microsoft Windows platform (desktop or laptop). To run the Report Explorer and GeoQuest mapping capability, Flash 10.0 or better must be installed on the client workstation. The INDURE backend is a SQL 2005 SP3 database, which is kept in replication with other INDURE databases across theater as they become available. When INDURE is fielded to Afghanistan, initially they will be deployed as separate replication “clouds”, since the decision was made to keep the data separate.

The INDURE software is government-owned software, developed and managed by CENTCOM in partnership with Air Force Research Laboratories (AFRL). The INDURE infrastructure requires three COTS licenses: ColdFusion 8.0.1 Enterprise Application Server, Microsoft SQL 2005 Standard Database, and Microsoft 2003 Enterprise Server. Organizations with an INDURE server will need to purchase licenses for these products. INDURE also uses a Postgres/PostGis database for geospatial functionality.

INDURE will be hosted by INTELINK program office so the need for physical servers and web hosting will be eliminated by this infrastructure framework provided through CENTCOM.

1.2 Server

The INDURE server will house the INDURE Database, INDURE application, and required third party software. The INDURE infrastructure requires several COTS licenses, including ColdFusion 8.0.1 Enterprise Application Server, Microsoft SQL Server 2005 SP3 Database, and Microsoft 2003 Advanced Server. Organizations with an INDURE server will need to purchase licenses for these products. Postgresql 8.3 and PostGis 1.4.1 database is used to provide geospatial functionality. Additional third party software required for the install are Apache 2.2.14, OpenSSL 0.9.8i (included with Apache on the INDURE install disk), .NET 3.5 SP1, and JRE 1.6.0_14.

Figure 1.2 INDURE Server COTS Software

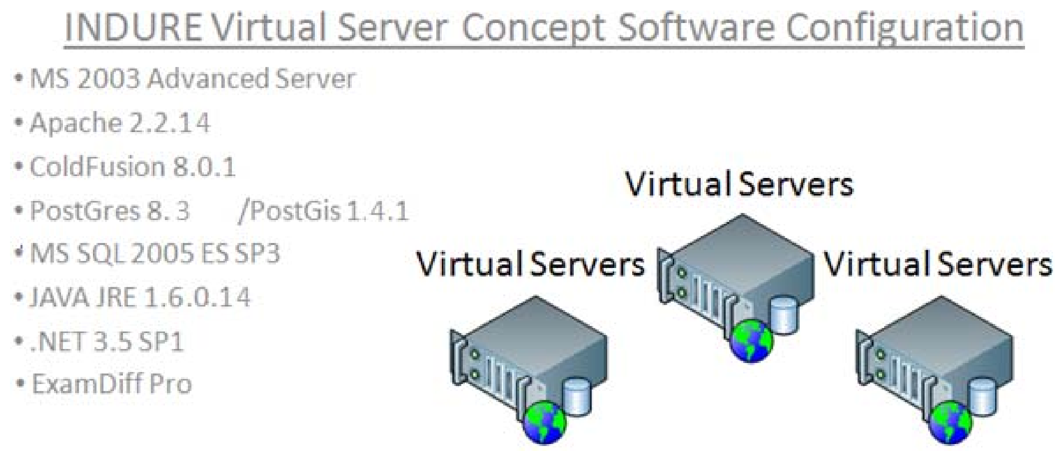


Table 1.1 Third Party Software for INDURE 1.1 Server

Software / Version	License Required	Comments
ColdFusion 8.0.1 Enterprise Application Server	X	
Microsoft SQL Server 2005 SP3 Database	X	
Microsoft 2003 Enterprise Server	X	
Postgresql 8.3		
PostGis 1.4.1		
Apache 2.2.14		
OpenSSL 0.9.8i		included with Apache installer
.NET 3.5 SP1		
JRE 1.6.0_14		

1.3 For More Information

See the following sources of additional information about INDURE.

1.3.1 Additional Documents

The following documents serve as additional resources for INDURE:

- *INDURE 1.1 Installation and System Administration Manual* (*ISAM*)
- *INDURE 1.1 Concept of Operations* (*CONOPS*)
- *INDURE 1.1 User Guide*

1.3.2 Websites

The following websites provide additional INDURE information:

http://www.issinc.com

1.3.3 Points of Contact

The following individuals are the points of contact for further information regarding the INDURE program.

MAJ Tracy Alan “Al” Nesbitt (Manages INDURE)
Chief Information Management
USCENTCOM J2 Information Management (CCJ2-OMI)
DSN 312-651-0314
Comm: 813-827-0314
TSVOIP: 987-1064
NIPR: nesbitta@centcom.mil
SIPR: tracy.nesbitt@centcom.smil.mill
JWICS: cenesta@centcom.ic.gov

Mr. Herbert J. Mucks (AFRL Program Manager for WebTAS and INDURE)
AFRL/IFEB
Comm: 315-330-7950
Herbert.Mucks@rl.af.mil

Mr. Kevin Moffatt (INDURE Project Manager)
Intelligent Software Solutions, Inc.
Comm: 757-766-4633
Kevin.Moffatt@issinc.com

Mr. Kyle Ford (Operational Manager for INDURE and coordinates CONUS training requirements)
Intelligent Software Solutions, Inc.
Comm: 719-234-0789
Kyle.Ford@issinc.com

The INDURE Technical Assistance Teams can be reached at the following locations:

Camp Victory Iraq
DSN 318-822-5502

Bagram AB Afghanistan
DSN 318-481-6008

2 Getting Started

Topics Covered in this Chapter

- ❑ Logging on to INDURE
- ❑ INDURE Layout
- ❑ Using the Navigation Menu

2.1 Logging on to INDURE

You will have a URL to log on to INDURE over the internet. If you do not have the correct URL, contact your system administrator.

To begin using INDURE, do the following:

1. Open Internet Explorer 7.0 or higher.
2. In the address bar, type the correct URL for INDURE.

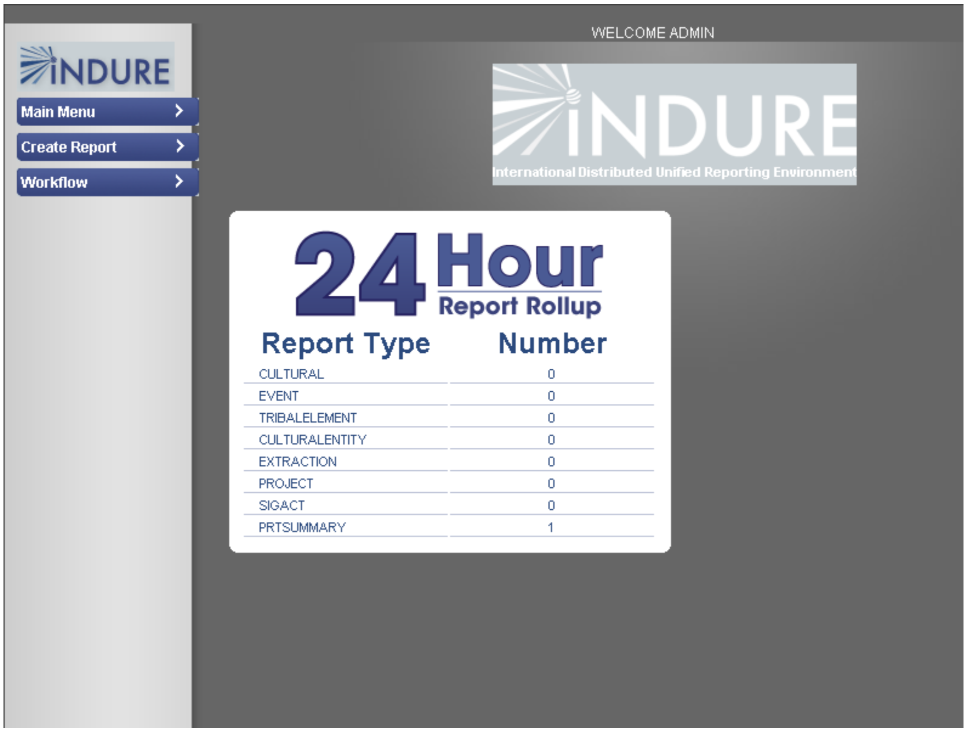
   The Logon page appears.

Figure 2.1 Logon Page

3. In the **Username** field, enter your user name.
4. In the **Password** field, enter your password.
5. Click the **Login** button.

The INDURE Home page appears.

Figure 2.2 Home Page



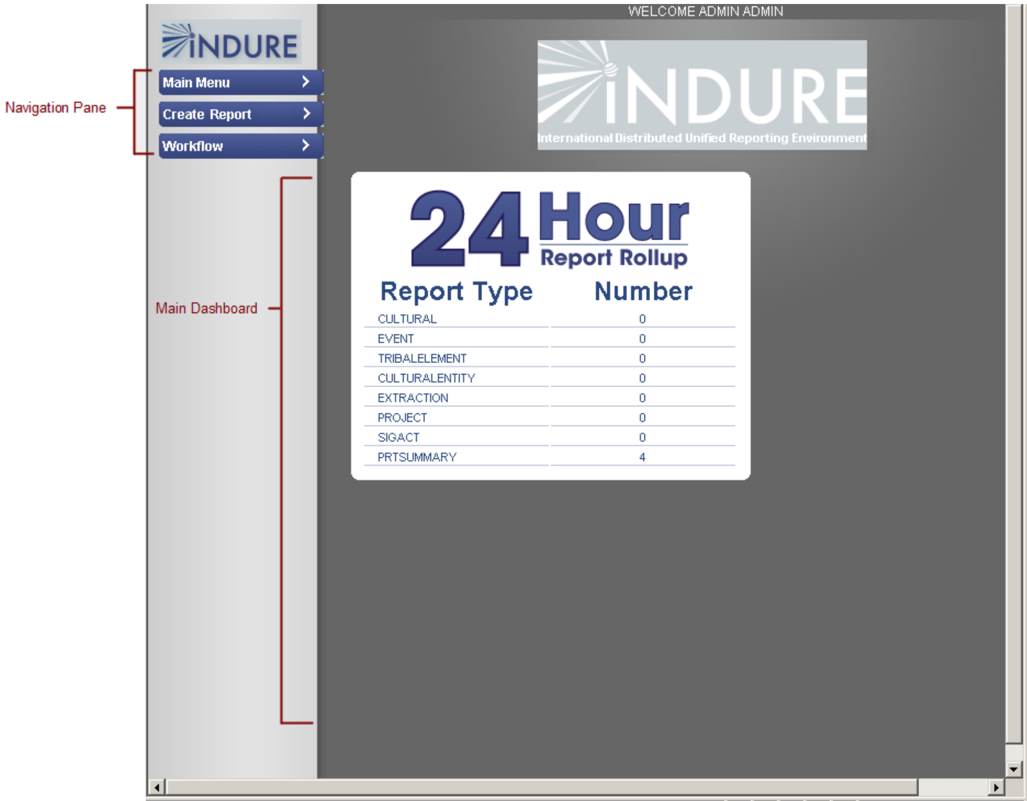
2.2 INDURE Layout

The INDURE page consists of three sections.

When the INDURE home page appears, the following sections are shown:

- **Navigation Pane**—Allows you to navigate between and view reports that have been entered or imported into INDURE. When you are logged on, lists the Workflow queues for report management.
- **Main Dashboard**—Displays the 24 Hour Report Rollup listing all published reports in the last 24 hours. The content of the selected menu options displays in this Dashboard area of INDURE, to include search, reports, and workflow.

Figure 2.3 INDURE Layout



The 24 Hour Report Rollup allows you to hover over the table and select a report type or number to view. To view specific reports, click the number in the number column of the report type you want to view. The reports selected opens the Search page with the results displayed for that report.

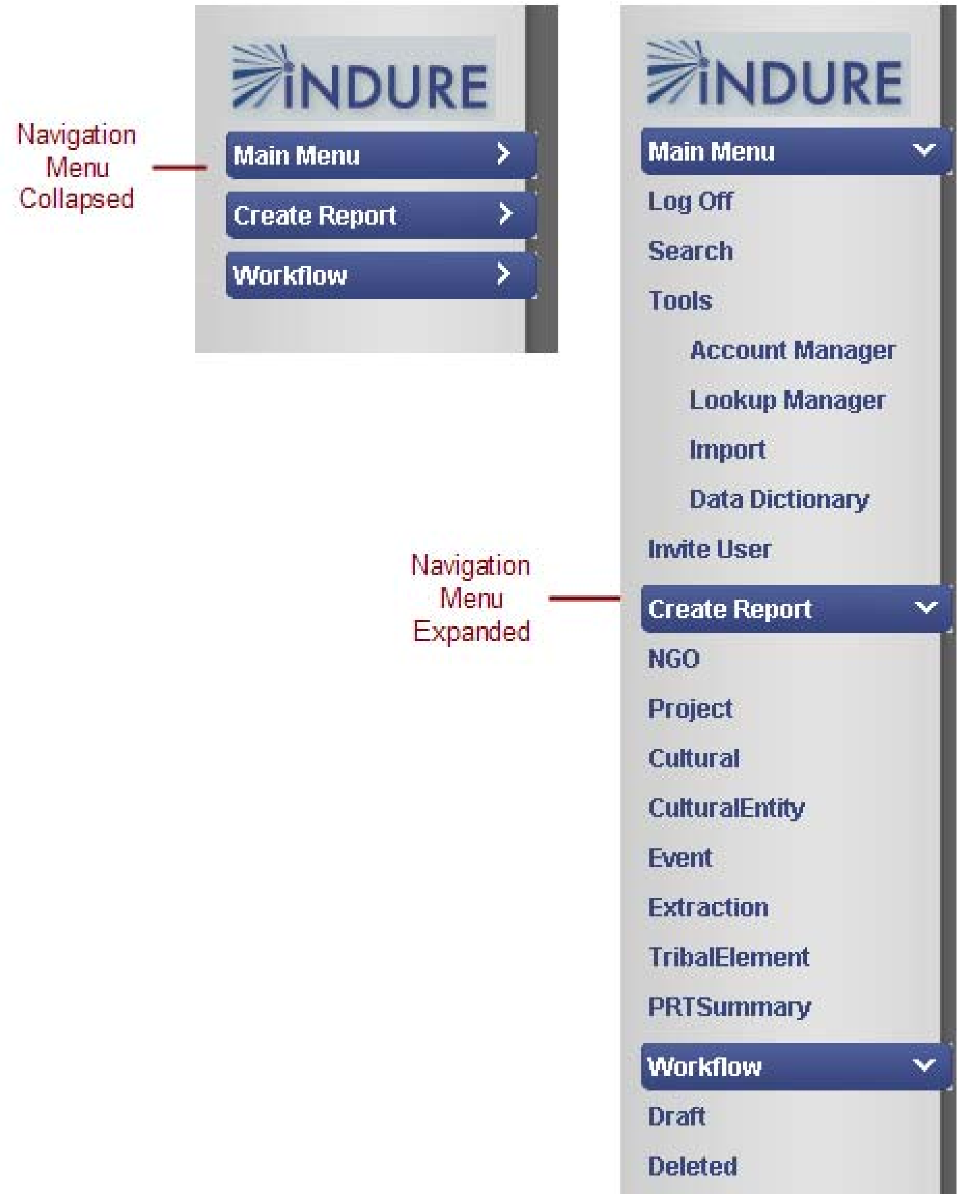
Note

You may not have all report types listed in the 24 Hour Report Rollup. Only the reports that you have permissions to view will be listed.

2.3 Using the Navigation Menu

The Navigation Menu appears on the left side of the page and allows you to navigate search, reports and workflow queues.

Figure 2.4 Navigation Pane

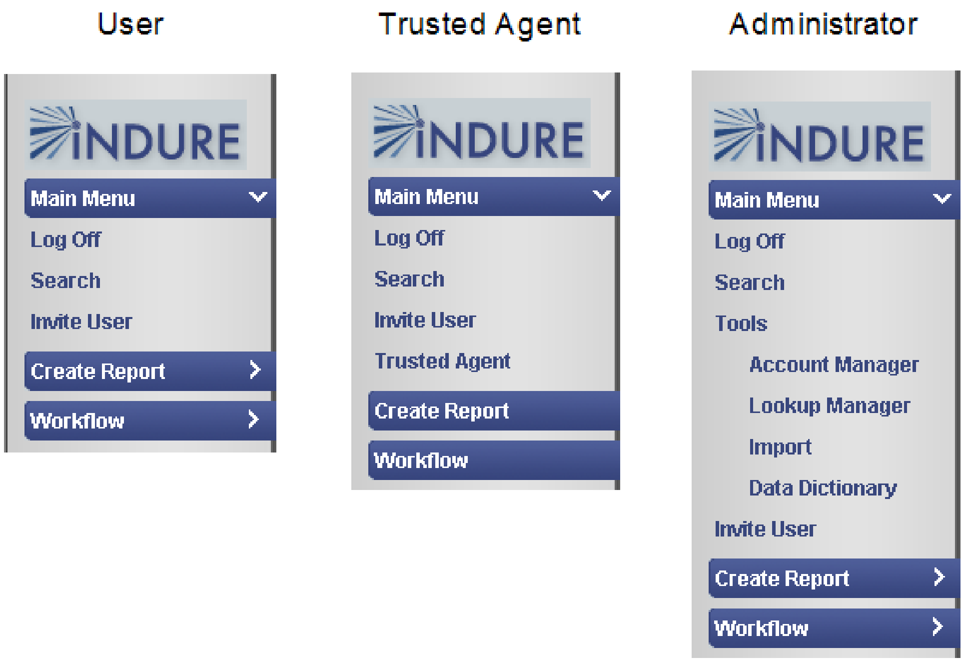


The items listed in the Navigation Menu are links to different pages (reports and workflow queues). An arrow appears besides the link if it has children items. Click the name of the item to navigate to it; click the arrow beside the item to expand or collapse its children.

Depending on your permissions when you logon, your Main Menu options in the Navigation pane will vary. There are three levels of user accounts.

- **Administrator** — has complete INDURE application access.
- **Trusted Agent** — can approve user invitation accounts that reside within their user groups.
- **User** — has permissions-based access to viewing and creating reports and inviting new users within their user group.

Figure 2.5 Main Menu Options



2.3.1 Returning to the Home Page

As you navigate through INDURE, the home link allows you to return directly to the Main Dashboard.

Figure 2.6 INDURE Home Link

Simply click the home link to navigate back to the Main Dashboard.

3 Using the Main Menu

Topics Covered in this Chapter

- ❑ Logging Off INDURE
- ❑ Searching INDURE
- ❑ Tools

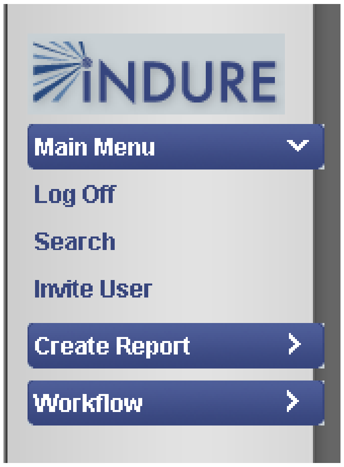
The Main Menu is the first option in the Navigation Pane. The Main Menu allows you to log off, search and import reports, and manage accounts and permissions. Only Administrators will be able to view and select the Tools option and it's children.

3.1 Logging Off INDURE

To log off INDURE, do the following:

1. In the Navigation Pane, click the **Main Menu** link.
   The Main Menu link expands.

Figure 3.1 Main Menu



2. In the Main Menu, click **Log Off**.
   You are logged off INDURE.

3.2 Searching INDURE

The search feature in INDURE allows you to search published reports to view or edit, send search results to a map, or export search results to a specified location.

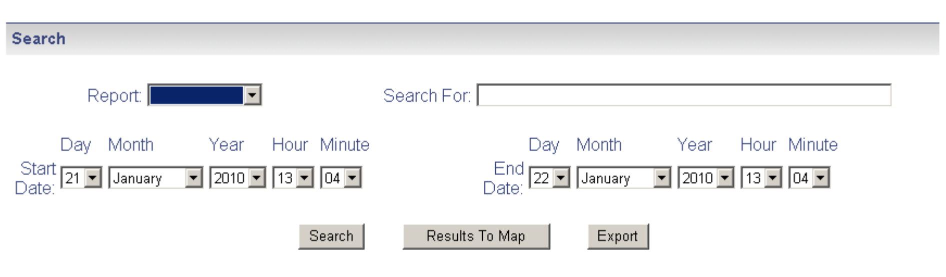
3.2.1 Performing a Search

To run a search, do the following:

1. In the Navigation pane, click the **Main Menu** tab.
   The Main Menu tab expands.
2. From the Main Menu tab, click the **Search** link.

The Search page appears.

Figure 3.2 Search Page



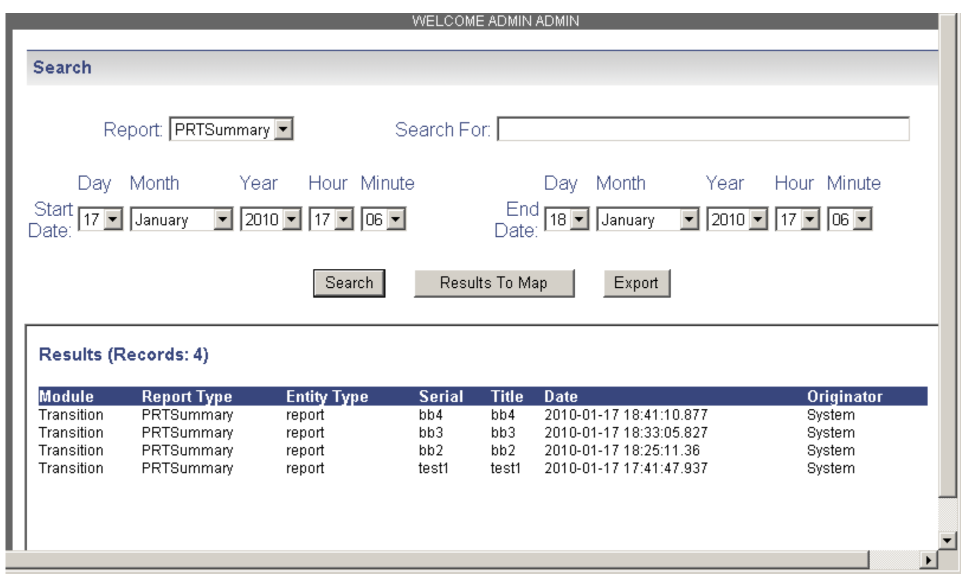
3. Complete the fields in the following table as needed.

Table 3.1 Search Criteria

Search Criteria	Description
Report	Report type to search.
Search For	The search terms by which the database is searched.
Start Date	Allows you to search a time frame for reports. The Start Date is for entering the beginning date of the time frame you wish to search.
End Date	Allows you to search a time frame for reports. The End Date is for entering the ending date of the time frame you wish to search.

4. Click **Search**.
   The lower portion of the search page is populated with the search results.

Figure 3.3 Search Results



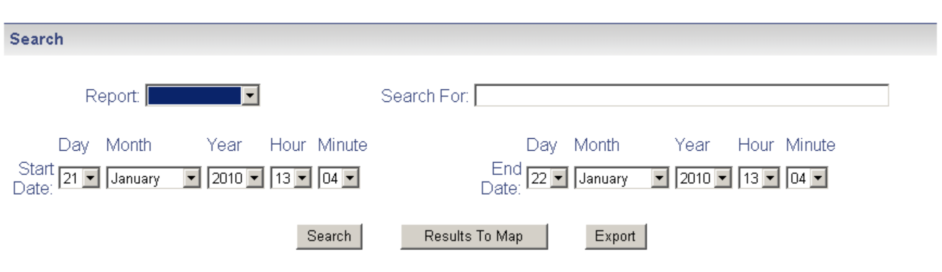
Once the search results appear, you can click on a report to view the details.

3.2.2 Sending Search Results to a Map

To send the search results to a map, do the following:

1. In the Navigation pane, click the **Main Menu** tab.
   The Main Menu tab expands.
2. From the Main Menu tab, click the **Search** link.
   The Search page appears.

Figure 3.4 Search Page



3. Complete the fields in the following table as needed.

Table 3.2 Search Criteria

Search Criteria	Description
Report	Report type to search.
Search For	The search terms by which the database is searched.
Start Date	Allows you to search a time frame for reports. The Start Date is for entering the beginning date of the time frame you wish to search.
End Date	Allows you to search a time frame for reports. The End Date is for entering the ending date of the time frame you wish to search.

4. Click the **Results To Map** button.
   The search results are displayed on a map according to the MGRS coordinates indicated on the report.

Clicking the icon that represents the report on the map will allow you to view the details of that report.

3.2.3 Exporting Search Results

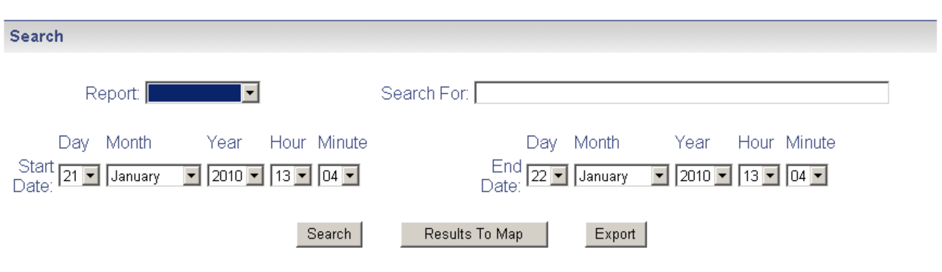
To export search results, do the following:

Note

You must be logged on as an Administrator to import or export reports.

1. In the Navigation pane, click the **Main Menu** tab.
   The Main Menu tab expands.
2. From the Main Menu tab, click the **Search** link.
   The Search page appears.

Figure 3.5 Search Page



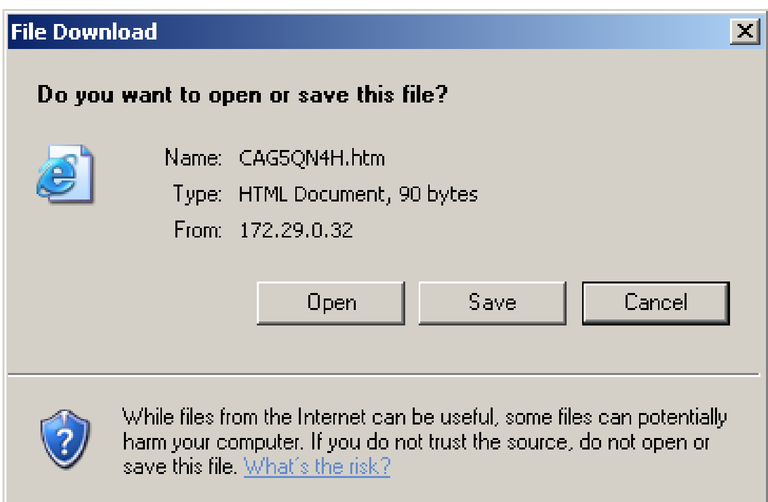
3. Complete the fields in the following table as needed.

Table 3.3 Search Criteria

Search Criteria	Description
Report	Report type to search.
Search For	The search terms by which the database is searched.
Start Date	Allows you to search a time frame for reports. The Start Date is for entering the beginning date of the time frame you wish to search.
End Date	Allows you to search a time frame for reports. The End Date is for entering the ending date of the time frame you wish to search.

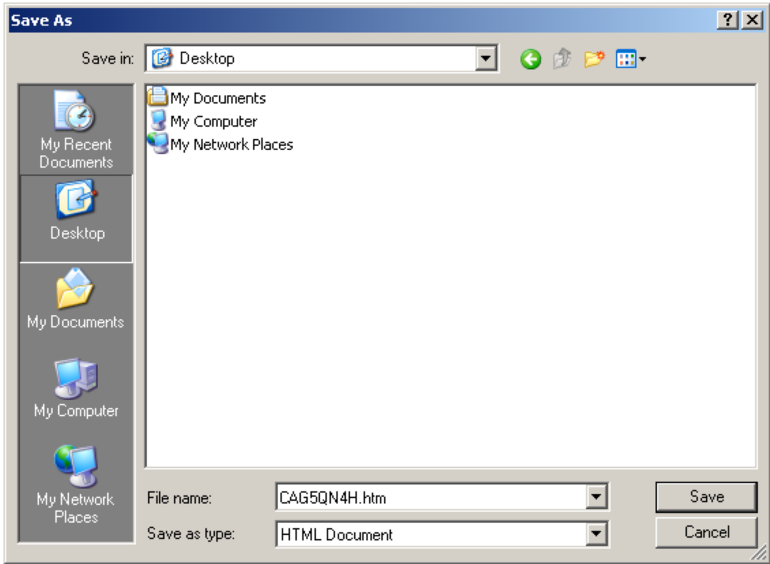
4. Click **Export**.
   A File Download dialog box appears.

Figure 3.6 File Download



5. Click **Save**.
   A Save As dialog box appears.

Figure 3.7 Save As



6. Navigate to the location that you want to export the file to.
7. Click **Save**.
   The file is exported in XML format to the specified location.

3.3 Tools

Note

Only users with administrative privileges will have access to the Tools menu and it's functionality.

3.3.1 Managing Accounts

Depending upon your permissions, the Account Manager allows you to create, edit, and delete accounts in the directory. The final step in administration is creating and/or activating user accounts. After a user requests an invitation, a trusted agent or administrator must approve the account.

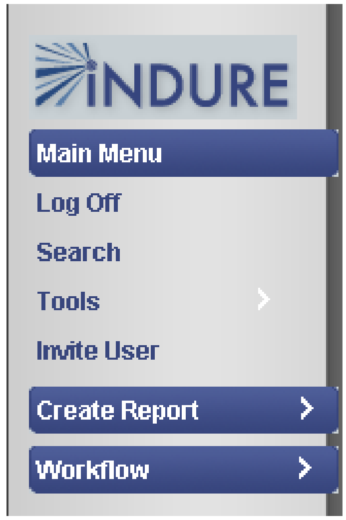
3.3.1.1 Inviting a User

A User Invitation is essentially the same action as a user requesting an account. Once the user completes the required fields, the account must be approved by a Trusted Agent or Administrator.

To invite a user, or for a user to request an account, do the following:

1. In the Naviagation pane, select the **Main Menu** tab.
   The Main Menu tab expands.

Figure 3.8 Main Menu Expanded



2. Do one of the following:

   a. From the Main Menu, click the **Invite User** link. A Security message appears asking if you want to display the nonsecure items. Click **Yes**.

      Account Manager opens.

      ### Note

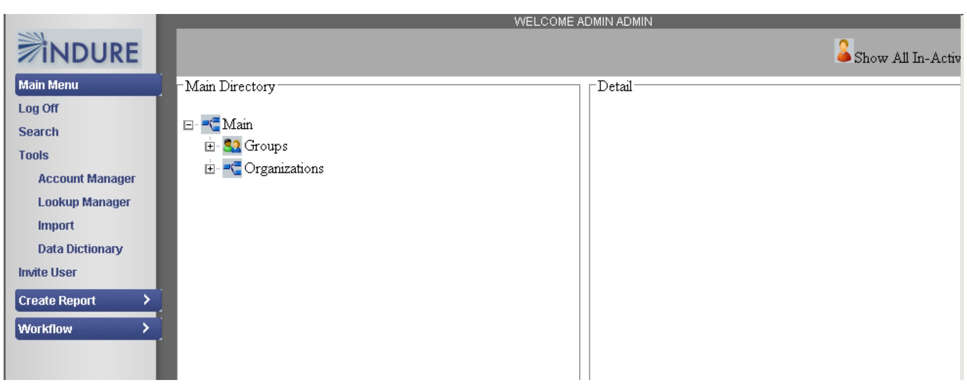
      The Invite User link is primarily for users who do not have administrative permissions. When a user selects the Invite User link, they will only be able to view the page in Account Manager where they can select User Invitation to request an account.

      ---

   b. From the Main Menu, expand the Tools tab and click the **Account Manager** link. A Security message appears asking if you want to display the nonsecure items. Click **Yes**.

      Account Manager opens.

Figure 3.9 Account Manager



Note

Only a user with Administrative permissions will be able to view all data in the Main Directory.

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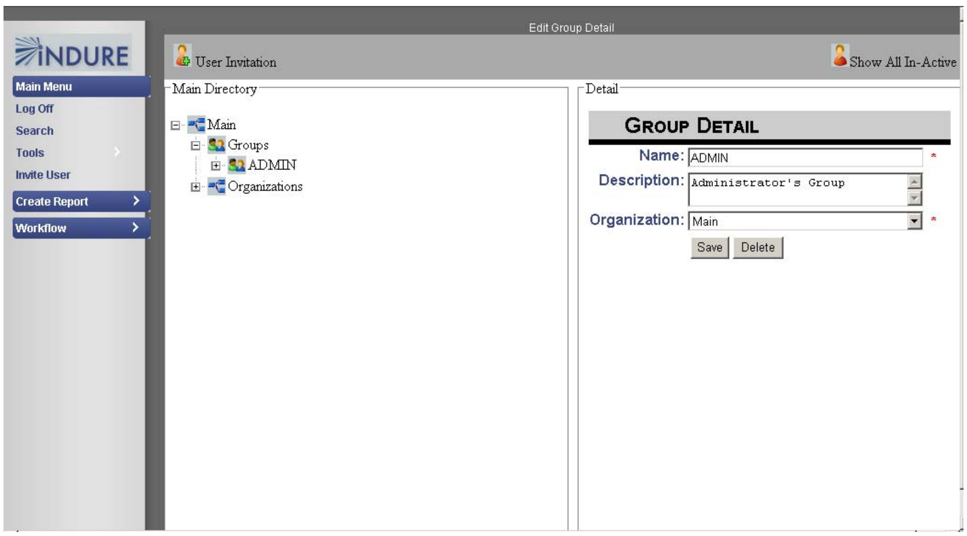
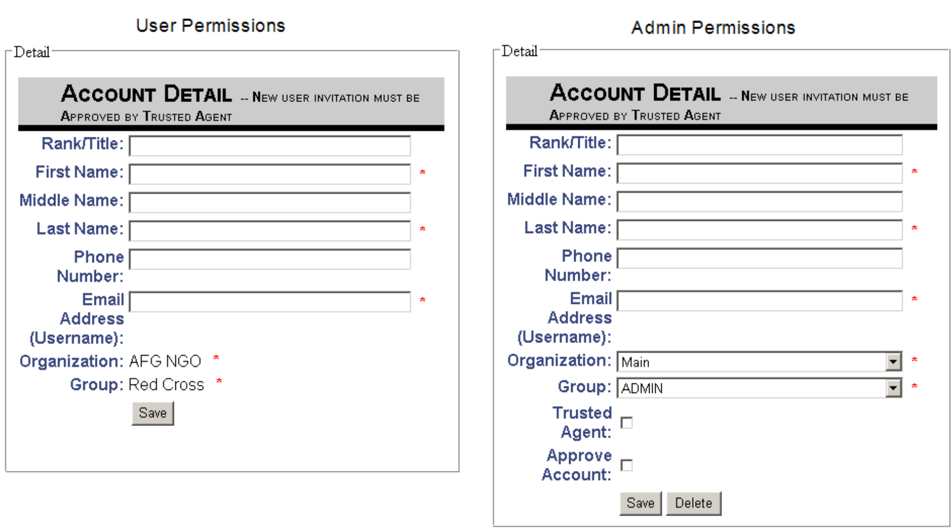
3. Expand the **Groups** category.
4. Select the group you want to request or add a User Invitation. By clicking on the name of the selected group, the User Invitation link appears at the upper left of the page.

Figure 3.10 Account Manager—User Invitation



5. Click the **User Invitation** link.
   The Details pane populates with Account Detail fields.

Figure 3.11 Account Manager—Account Details



Note

Depending upon your permissions, you may not be able to edit certain fields.

6. Fill in the fields as necessary. As an Administrator or Trusted Agent, you can immediately approve the account if needed.

Note

Fields marked with an asterisk (*) are required. In the Details pane for the user permissions, the Organization and Group are already selected for you and cannot be changed.

7. Click the **Save** button.

   The account is saved under the selected group.

Once the account has been created, it can be viewed by expanding the selected group and then expanding Accounts. If the account has not yet been approved, the account will appear grayed out with a red icon.

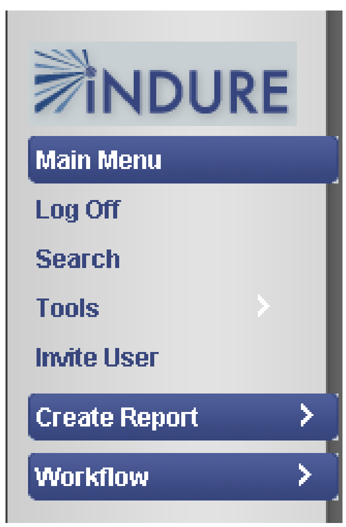
3.3.1.2 Adding Groups and Organizations

To add a group or organization, do the following:

1. In the Naviagation pane, select the **Main Menu** tab.

   The Main Menu tab expands.

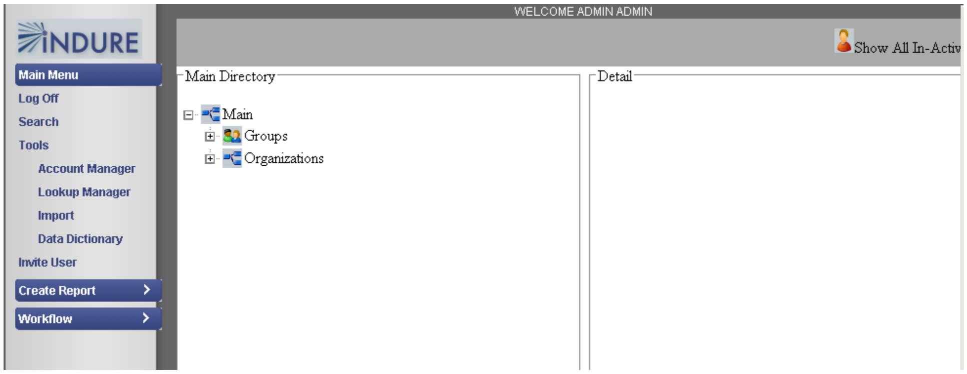
Figure 3.12 Main Menu Expanded



2. Expand the **Tools** tab.
3. Click the **Account Manager** link.

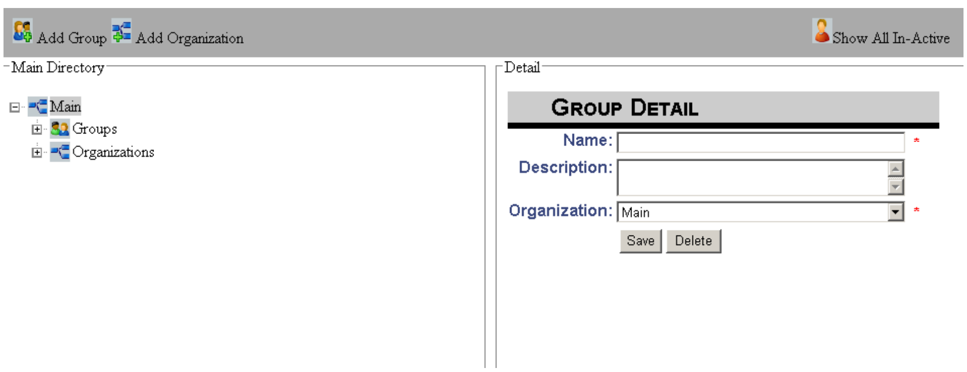
   Account Manager opens.

Figure 3.13 Account Manager



4. Click on the Main link in the Directory.
   The Add Group and Add Organization links appear in the upper left of the page.

Figure 3.14 Add Group or Organization



5. Do one of the following:
   a. Click the **Add Group** link.
      The Detail pane populates with the Group details.
   b. Click the **Add Organization** link.
      The Detail pane populates with the Organization details.
6. Fill in the fields as necessary.

> **Note**
>
> Fields marked with an asterisk (*) are required.

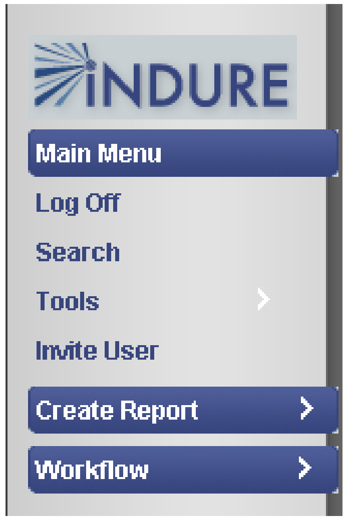
7. Click **Save**.
   The group or organization is saved and can be viewed in the Main Directory.

3.3.1.3 Adding Permissions

To add permissions to a certain group or organization, do the following:

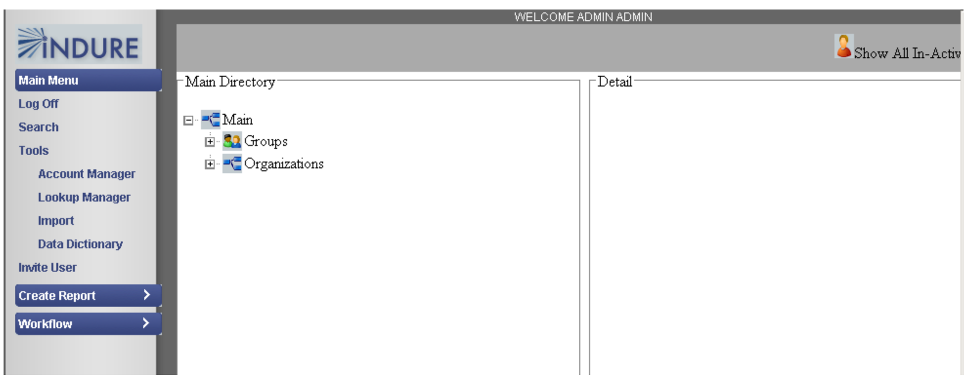
1. In the Naviagation pane, select the **Main Menu** tab.
   The Main Menu tab expands.

Figure 3.15 Main Menu Expanded



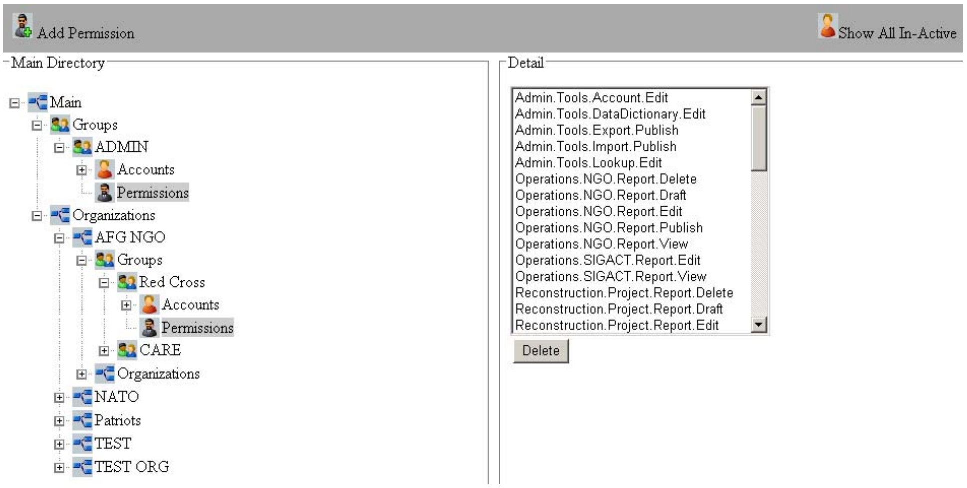
2. Expand the **Tools** tab.
3. Click the **Account Manager** link.
   Account Manager opens.

Figure 3.16 Account Manager



4. Depending on where you want to add the permissions, expand the **Groups** or **Organizations** category.

Figure 3.17 Groups/Organizations Expanded—Add Permissions



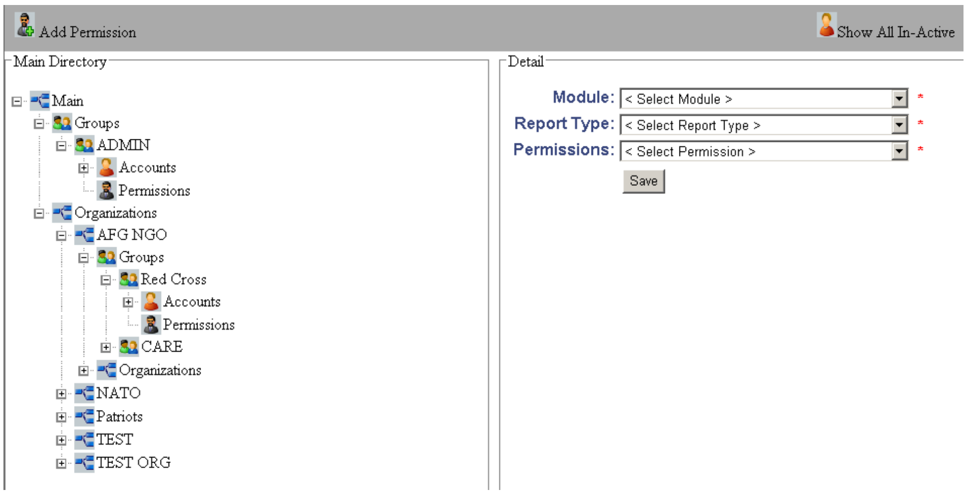
5. Click on **Permissions** in the Main Directory.

   The Add Permission link appears on the upper left of the page and the Detail pane populates with a list of permissions already assigned to that group or organization.

6. Click the **Add Permission** link.

   The Detail pane populates with the Permissions fields.

Figure 3.18 Detail Pane—Add Permission



Note

All Permission fields are required.

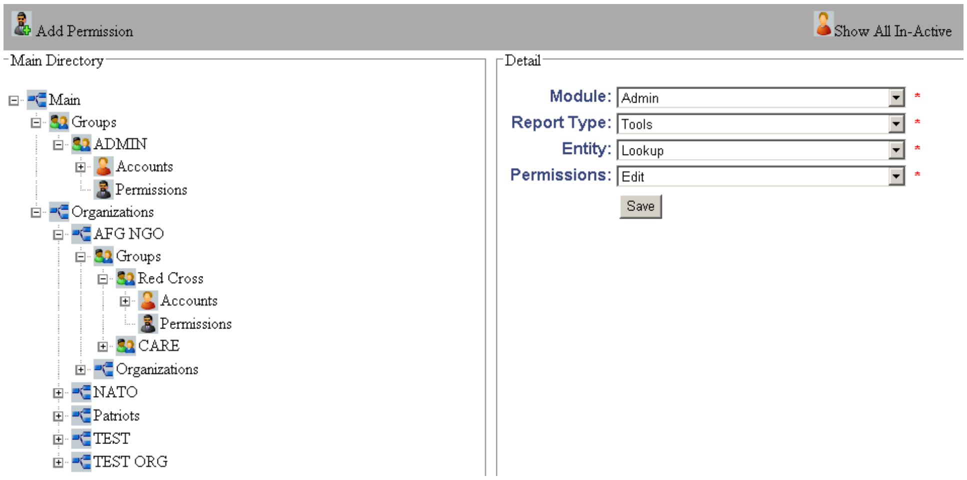
7. From the **Module** droplist, select a module type.

Note

The fields that appear depend upon the module type selected. Some fields may not be required for the specified module and therefore may not appear.

8. From the **Report Type** droplist, select the type of report to apply the permission. The Report Type droplist will populates according to the module selected.
9. From the **Entity** droplist, select an entity to apply the permission.
10. From the **Permissions** droplist, select the type of permission to assign for the group or organization.

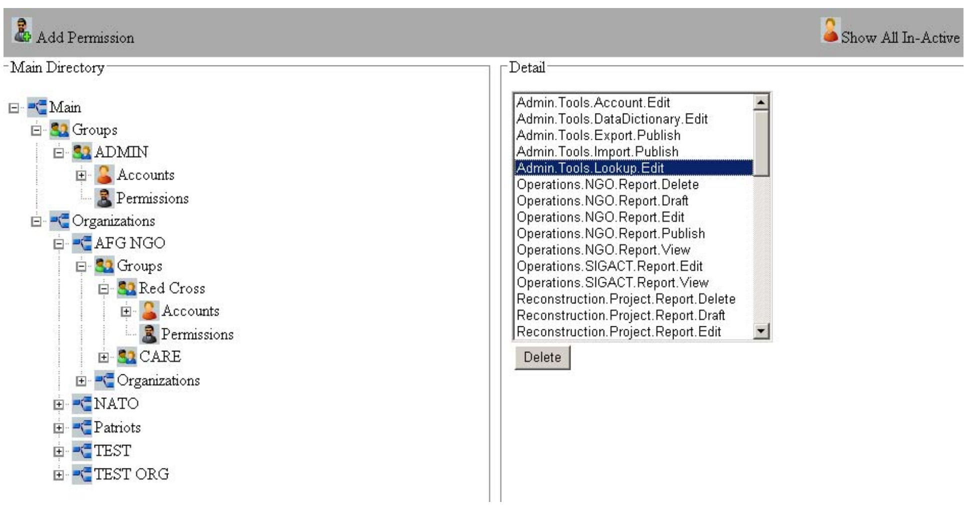
Figure 3.19 Permission Fields Populated



11. Click **Save**.

The permission is added to the group or organization.

Figure 3.20 Added Permission



3.3.1.4 Activating Accounts

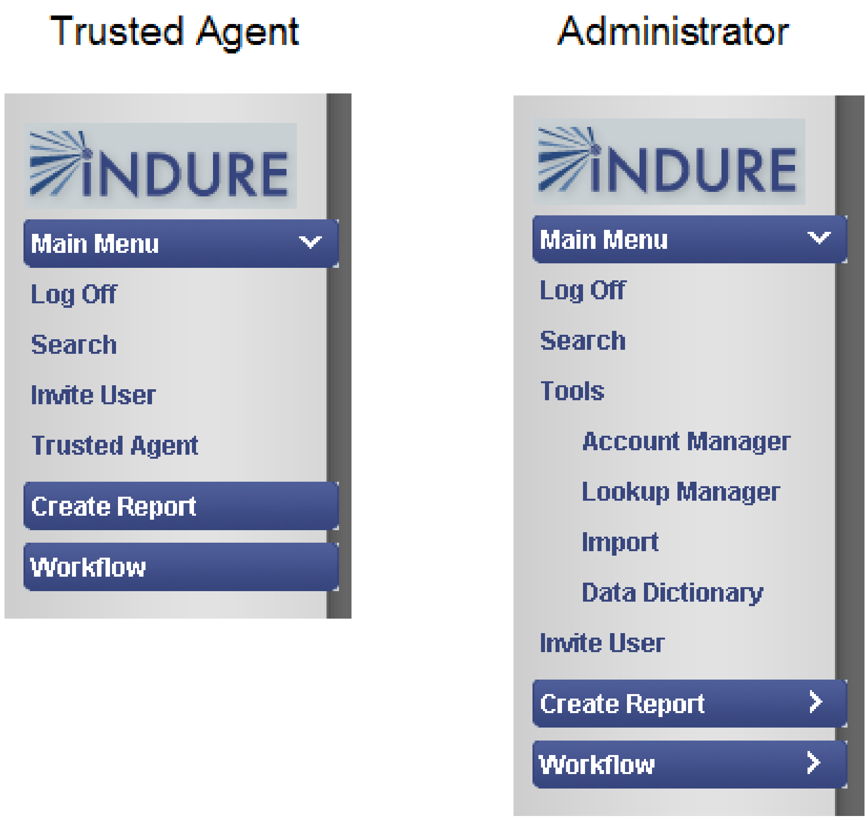
All user invitations must be approved before becoming active in INDURE. Trusted Agents can only approve accounts that are part of their group, while administrators can approve any accounts that are currently inactive.

To approve an account, do the following:

1. In the Navigation pane, expand the **Main Menu** tab.

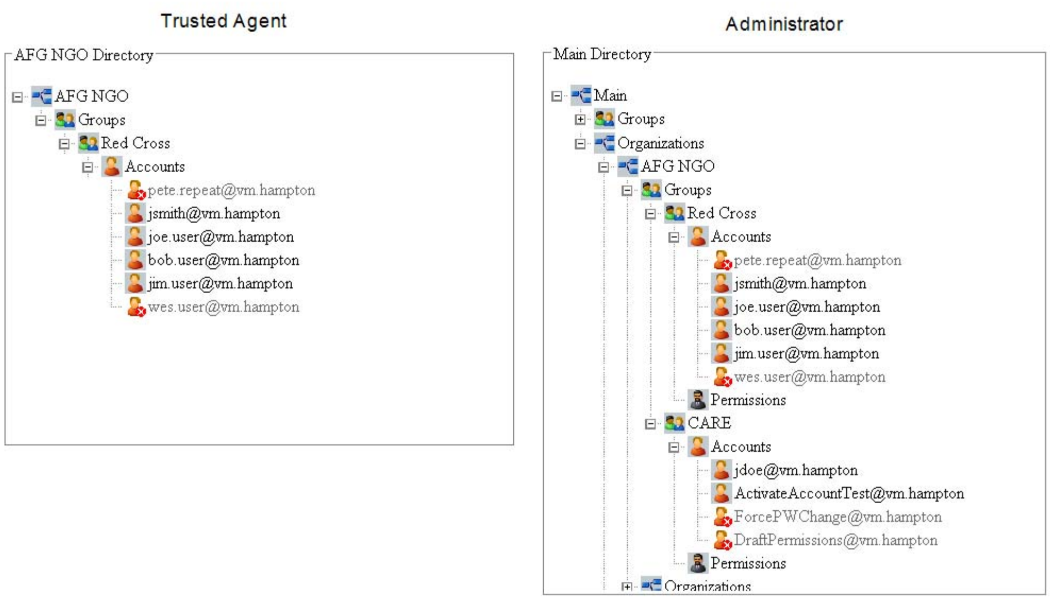
   Depending upon your permissions, one of the following Main Menu options will appear.

Figure 3.21 Main Menu Expanded



2. Select one of the following:
   - Click on the **Trusted Agent** link. A Security message appears asking if you want to display the nonsecure items. Click **Yes**.
   - Expand the Tools tab and click the **Account Manager** link. A Security message appears asking if you want to display the nonsecure items. Click **Yes**.
3. In Account Manager, expand the Group or Organization categories until the **Accounts** category is displayed.

Figure 3.22 Accounts Expanded



Important

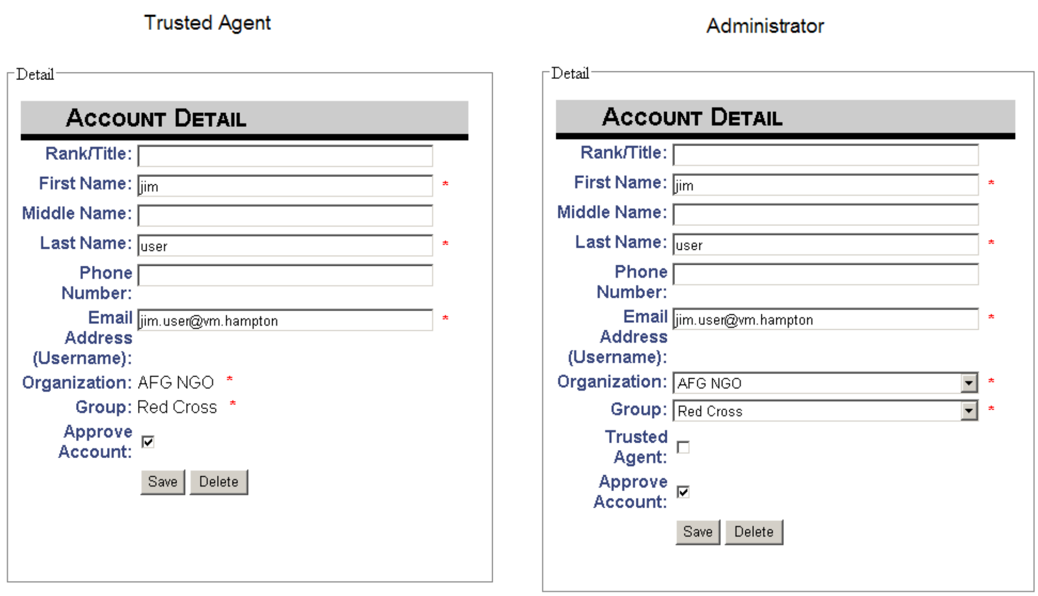
Inactive accounts are indicated by the red and white X located on a user's icon. The account name also appears grayed out.

---

4. Click on an individual user or click on the **Show All In-Active** link in the upper right of the page to activate all inactive accounts.

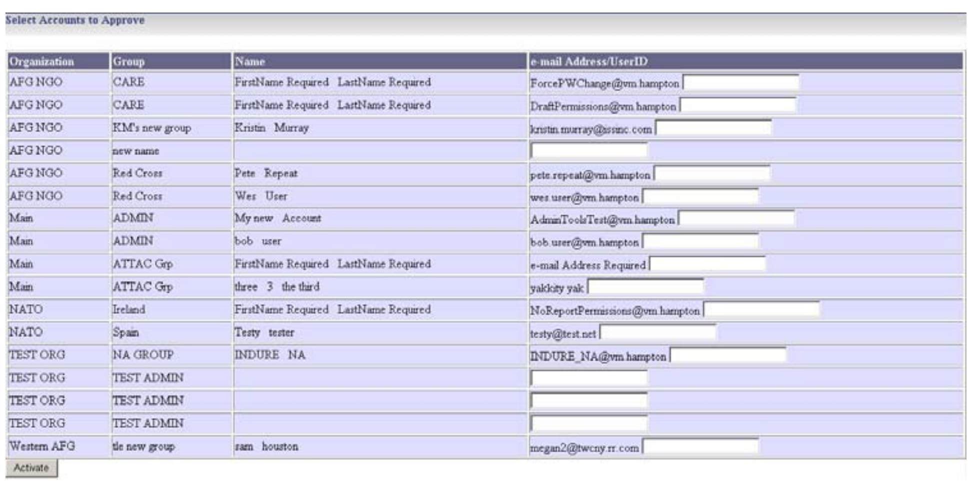
   a. Clicking on an individual user's account populates the Details pane. From the Details pane, select the **Approve Account** check box.

Figure 3.23 Details Pane—Approve Accounts



b. Clicking the **Show All In-Active** link opens a new page displaying all accounts that need to be approved. This allows you to choose which accounts you want to activate or allows you to activate all of them. Highlighting an account in the table selects that account for activation and assigns it a primary key, or unique identifier. Clicking the account again will deselect it. After selecting which accounts to approve, click the **Activate** button at the bottom of the page.

Figure 3.24 Show All Inactive Accounts



Select Accounts to Approve

Organization	Group	Name	e-mail Address/UserID
AFG NGO	CARE	FirstName Required LastName Required	ForcePWChange@vm.hampton
AFG NGO	CARE	FirstName Required LastName Required	DraftPermissions@vm.hampton
AFG NGO	KM's new group	Kristin Murray	kristin.murray@issinc.com
AFG NGO	new name		
AFG NGO	Red Cross	Pete Repeat	pete.repeat@vm.hampton
AFG NGO	Red Cross	Wes User	wes.user@vm.hampton
Main	ADMIN	My new Account	AdminToolsTest@vm.hampton
Main	ADMIN	bob user	bob.user@vm.hampton
Main	ATTAC Grp	FirstName Required LastName Required	e-mail Address Required
Main	ATTAC Grp	three 3 the third	yakkity yak
NATO	Ireland	FirstName Required LastName Required	NoReportPermissions@vm.hampton
NATO	Spain	Testy tester	testy@test.net
TEST ORG	NA GROUP	INDURE NA	INDURE_NA@vm.hampton
TEST ORG	TEST ADMIN		
TEST ORG	TEST ADMIN		
TEST ORG	TEST ADMIN		
Western AFG	tle new group	sam houston	megan2@twcny.rr.com

Activate

After the accounts are approved, they become active in the Main Directory.

3.3.2 Managing Lookups

Lookup Manager allows you to control what values appear in droplists within the application and also to define the details of those values.

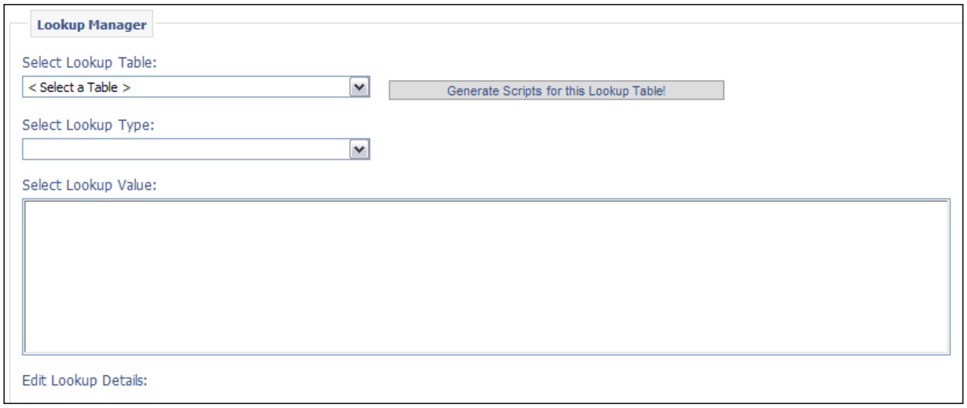
3.3.2.1 Opening Lookup Manager

Lookup Manager is only available when you are logged on, and the option only appears if you have the appropriate admin permission.

To open Lookup Manager, do the following:

- From the Navigation Menu, select Main Menu > Tools > Lookup Manager.
  Lookup Manager appears.

Figure 3.25 Lookup Manager

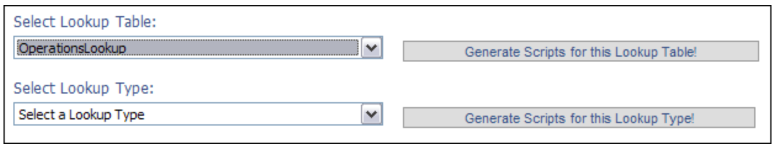


3.3.2.2 Creating a Lookup Type

To add a new lookup type to a table, do the following:

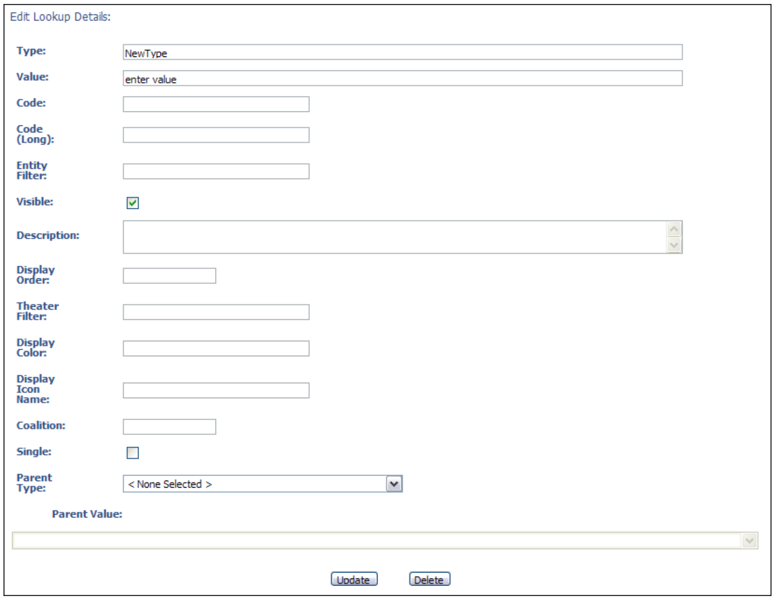
1. From Lookup Manager, from the **Select Lookup Table** droplist, select the specific lookup table.
   The Select Lookup Type droplist activates and populates.

Figure 3.26 Selected Table



2. From the **Selected Lookup Type** droplist, select **<Enter New Type>**.
   The Edit Lookup Details section populates with blank fields.

Figure 3.27 Edit Lookup Details



3. In the **Type** field, type the name of the new kind of lookup.
4. Complete the fields as described in the following table.

Table 3.4 Lookup Details

Field	Description
Value	Name of the lookup value
Code	
Code (Long)	
Entity Filter	Type of entity the value is
Visible	Whether the value appears as an option in the application
Description	Summary of what the value is
Theater Filter	Physical theater to which the value applies
Display Color	Color in which the value appears
Display Icon Name	Name of the icon used for the value
Coalition	Coalition force to which the value is associated
Single	Whether the value is isolated or not
Parent Type	Type of parent entity of the value
Parent Value	Specific parent value, active only if Parent Type is defined

5. Click the **Update** button.

   The new type is included as defined in the selected lookup table.

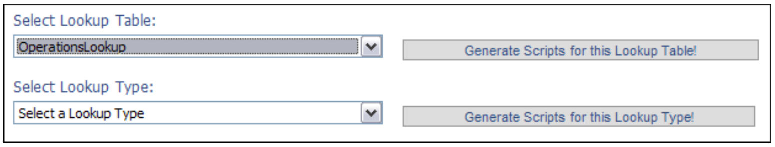
3.3.2.3 Creating a Lookup Value

To add a new lookup value to a table, do the following:

1. From Lookup Manager, from the **Select Lookup Table** droplist, select the specific lookup table.

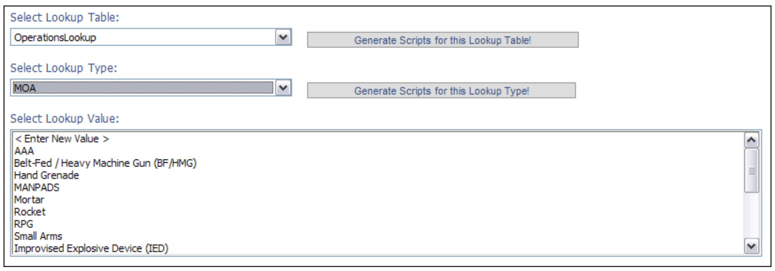
The Select Lookup Type droplist activates and populates.

Figure 3.28 Selected Table



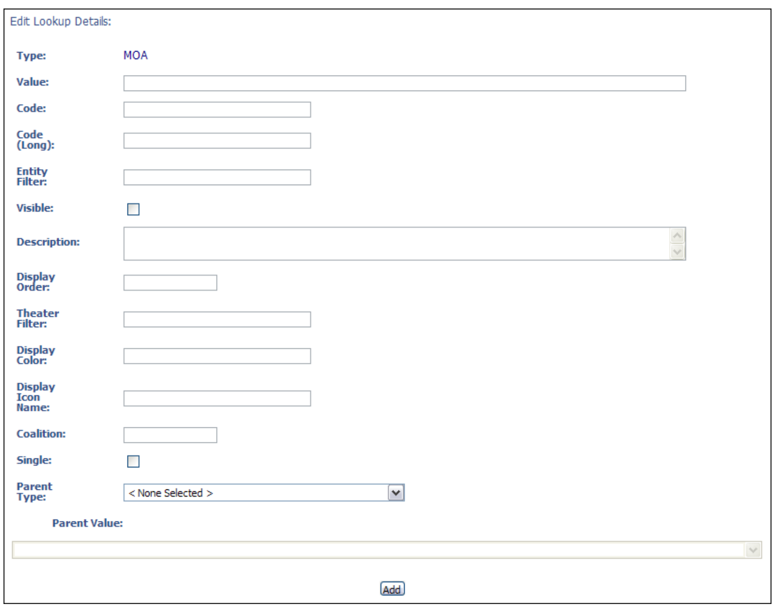
2. From the **Selected Lookup Type** droplist, select the kind of lookup value.
   The Select Lookup Value list activates and populates.

Figure 3.29 Selected Type



3. From the **Select Lookup Value** droplist, select **<Enter New Value>**.
   The Edit Lookup Details section populates with blank fields.

Figure 3.30 Edit Lookup Details



4. Complete the fields as described in the following table.

Table 3.5 Lookup Details

Field	Description
Value	Name of the lookup value
Code	

Field	Description
Code (Long)	
Entity Filter	Type of entity the value is
Visible	Whether the value appears as an option in the application
Description	Summary of what the value is
Theater Filter	Physical theater to which the value applies
Display Color	Color in which the value appears
Display Icon Name	Name of the icon used for the value
Coalition	Coalition force to which the value is associated
Single	Whether the value is isolated or not
Parent Type	Type of parent entity of the value
Parent Value	Specific parent value, active only if Parent Type is defined

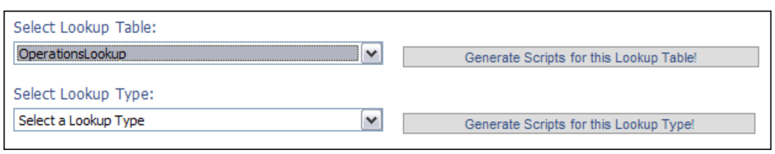
5. Click the **Add** button.
   The new value is included as defined in the selected lookup type.

3.3.2.4 Editing a Lookup Value

To change an existing lookup value to a table, do the following:

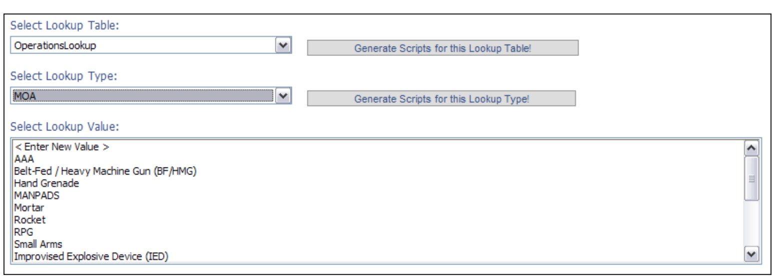
1. From Lookup Manager, from the **Select Lookup Table** droplist, select the specific lookup table.
   The Select Lookup Type droplist activates and populates.

Figure 3.31 Selected Table



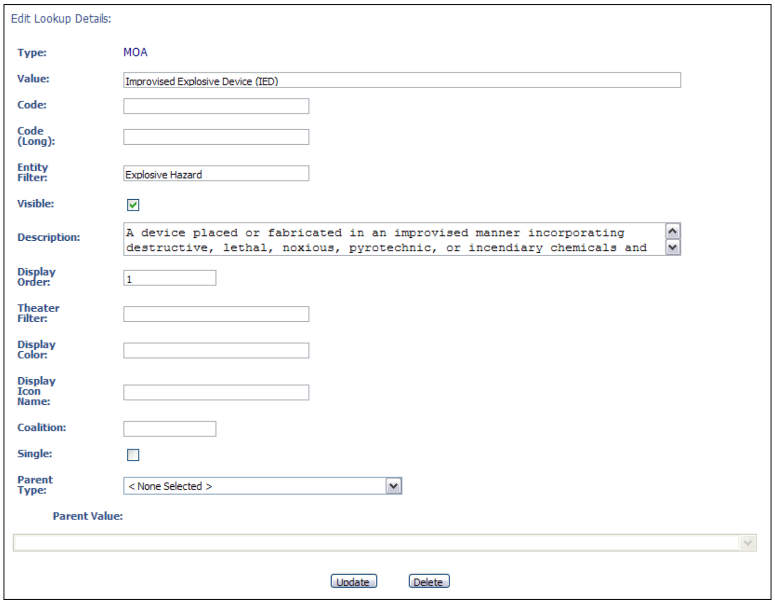
2. From the **Selected Lookup Type** droplist, select the kind of lookup value.
   The Select Lookup Value list activates and populates.

Figure 3.32 Selected Type



3. From the **Select Lookup Value** droplist, select the value to alter.
   The Edit Lookup Details section populates with the fields for the value.

Figure 3.33 Edit Lookup Details



4. Complete the fields as described in the following table.

Table 3.6 Lookup Details

Field	Description
Value	Name of the lookup value
Code	
Code (Long)	
Entity Filter	Type of entity the value is
Visible	Whether the value appears as an option in the application
Description	Summary of what the value is
Theater Filter	Physical theater to which the value applies
Display Color	Color in which the value appears
Display Icon Name	Name of the icon used for the value
Coalition	Coalition force to which the value is associated
Single	Whether the value is isolated or not
Parent Type	Type of parent entity of the value
Parent Value	Specific parent value, active only if Parent Type is defined

5. Click the **Update** button.
   The changes are saved.

3.3.2.5 Deleting a Lookup Value

To delete a Lookup Value, do the following:

1. Select the Lookup Value to be deleted.
2. Click the **Delete** button.
   The Lookup Value is deleted.

Refresh to see that the value has been removed from the list.

3.3.2.6 Generating Scripts

To generate scripts from a lookup table or type to be used in a database, do the following:

1. From the **Select Lookup Table** droplist, select the lookup table, or from the **Select Lookup Type** droplist, select the kind of lookup.
2. Beside your selection, click the **Generate Scripts for this Lookup Table** or **Generate Scripts for this Lookup Table** button.
   The scripts for the table or type appear in a new browser window.

3.3.3 Importing Reports

To import selected reports into INDURE, do the following:

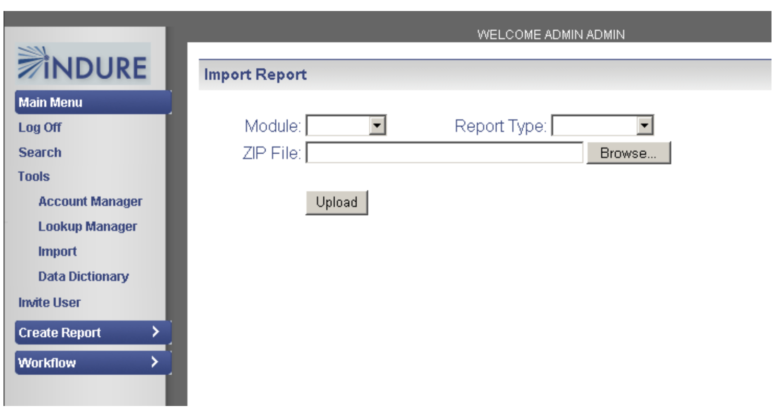
Note

INDURE reports can only be imported by a user with administrative privileges.

---

1. In the Navigation pane, click the **Main Menu** tab.
   The Main Menu expands.
2. Click **Tools**.
   The Tools tab expands.
3. Click the **Import** link.
   The Import Reports page appears.

Figure 3.34 Import Reports



4. In the **Module** droplist, select a module type.

Note

The Report Type options vary depending upon the module selected.

---

5. In the **Report Type** droplist, select the type of report.

6. Beside the **ZIP File** field, click the **Browse...** button to navigate to the file you want to import.
7. Click **Upload**.

   An Import Results message appears displaying a successful import.

4 Managing Reports

Topics Covered in this Chapter

- ❑ Creating an NGO Report
- ❑ Creating an ADR (CERP) Project Report
- ❑ Creating a Cultural Report
- ❑ Creating a Cultural Entity Report
- ❑ Creating An Event Report
- ❑ Creating an Extraction Report
- ❑ Creating a Tribal Element Report
- ❑ Creating a PRT Summary Report
- ❑ Viewing a SIGACT Report

4.1 Creating an NGO Report

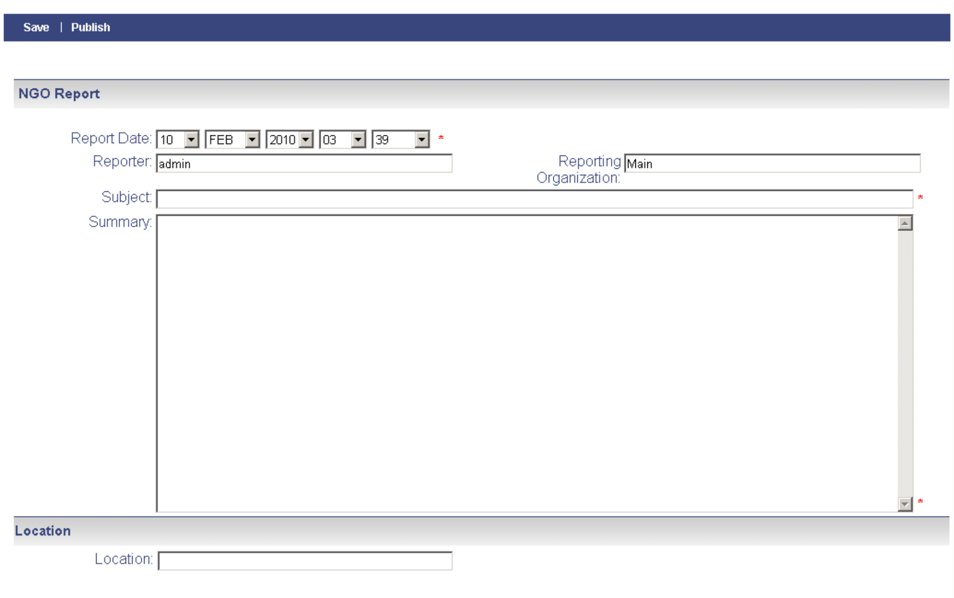
To create a Non-Government Organization (NGO) report, do the following:

1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.1 Create Report Expanded

2. Click the **NGO** link.
   The NGO report appears.

Figure 4.2 NGO Report



3. Fill in the fields as necessary.

> **Note**
>
> Fields marked with an asterisk (*) are required.

4. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

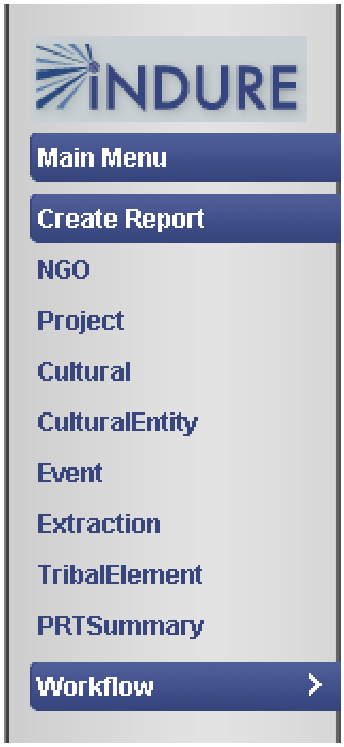
4.2 Creating an ADR (CERP) Project Report

The Project report captures data on construction projects that are proposed or in progress. Details such as project type, goals, and lines of operation supported, funding sources, status, and more are recorded. The Project report will be drafted as a standalone report from the Create Report tab in the Navigation Menu.

To create a Project report, do the following:

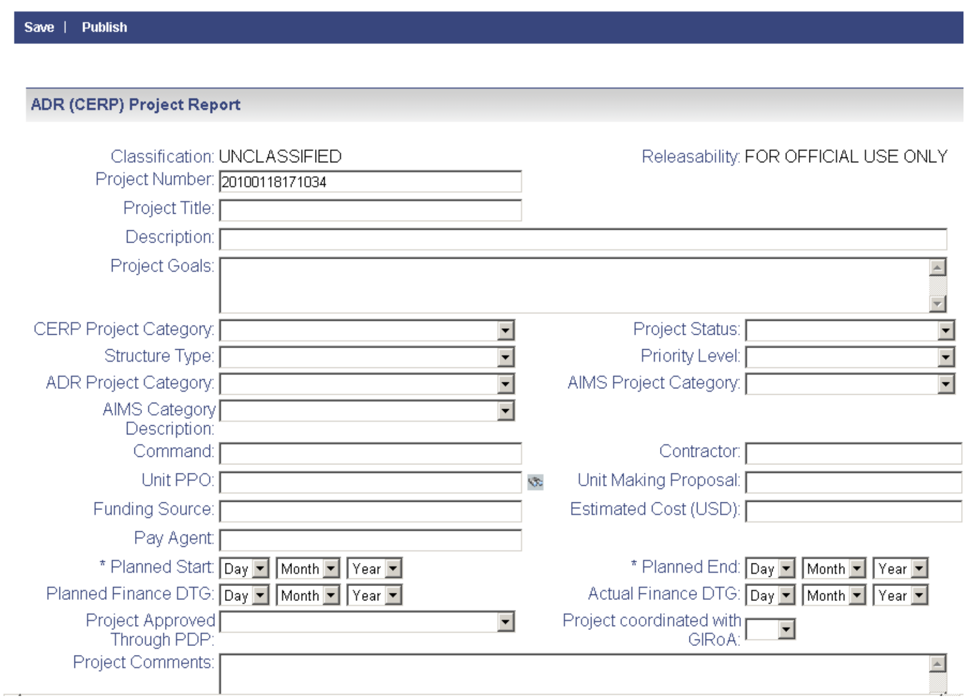
1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.3 Create Report Expanded



2. Click the **Project** link.
   The Project Report appears.

Figure 4.4 Project Report



Note

Fields marked with an asterisk (*) are required.

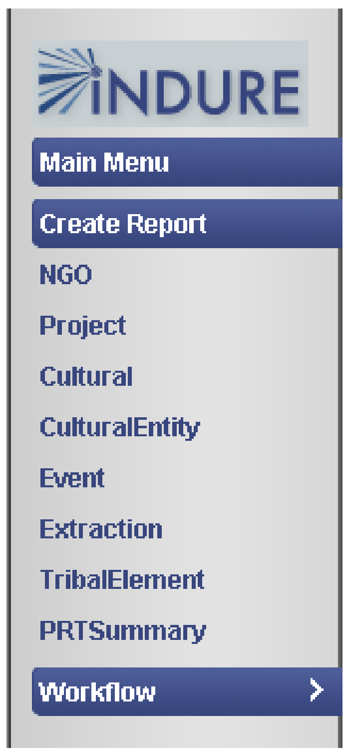
3. Fill in the fields as necessary.
4. (Optional) Click the **Add Location** button to add another location.
5. (Optional) Click the **Add Item** button to add an item to the report.
6. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.3 Creating a Cultural Report

To create a Cultural report, do the following:

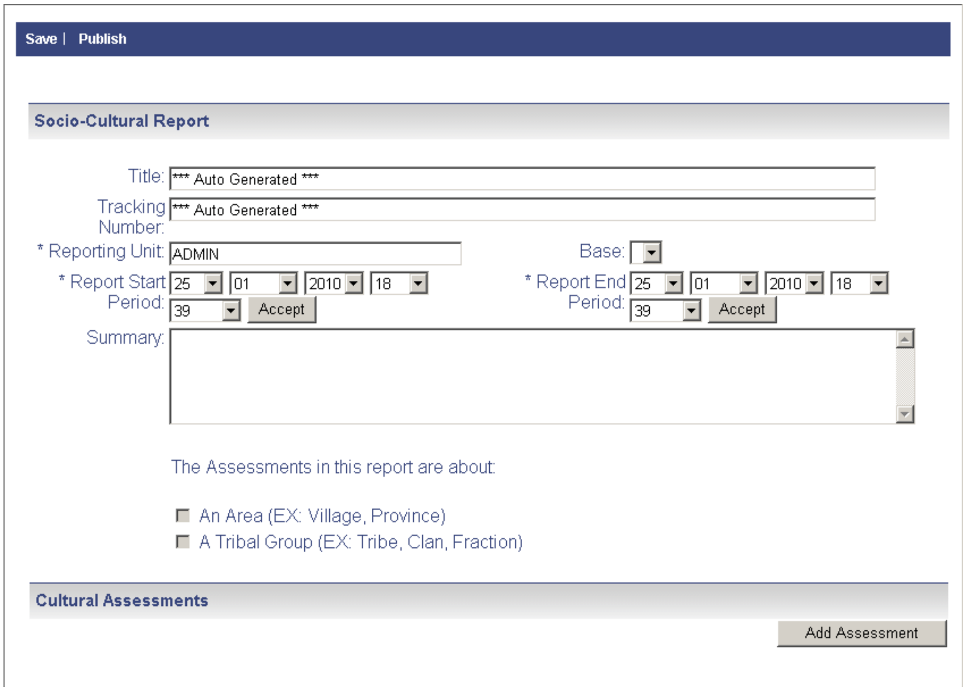
1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.5 Create Report Expanded



2. Click the **Cultural** link.
   The Cultural report appears.

Figure 4.6 Cultural Report

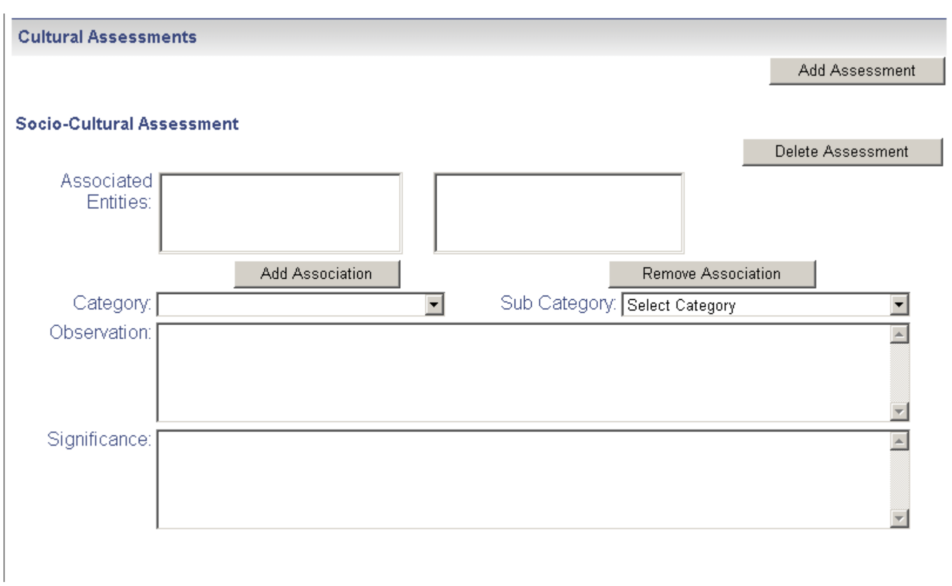


Note

Fields marked with an asterisk (*) are required.

3. Fill in the fields as necessary.
4. (Optional) Click the **Add Assessment** button.
   The Cultural Assessments pane populates.

Figure 4.7 Cultural Report—Add Assessments



5. (Optional) Fill in the fields as necessary to add an Assessment.
6. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.4 Creating a Cultural Entity Report

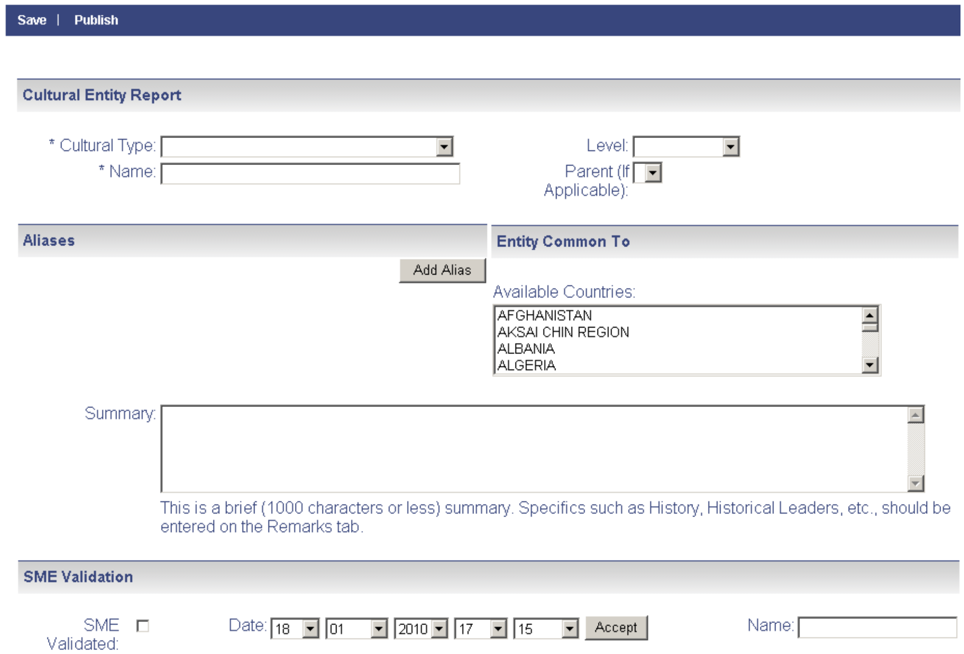
To create a Cultural Entity report, do the following:

1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.8 Create Report Expanded

2. Click the **Cultural Entity** link.
   The Cultural Entity report appears.

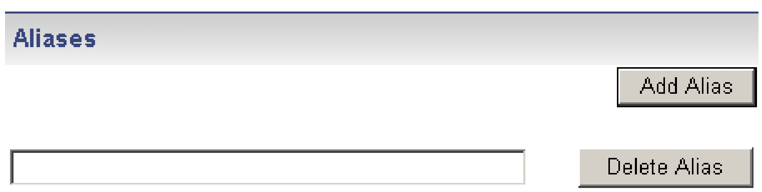
Figure 4.9 Cultural Entity Report



> **Note**
>
> Fields marked with an asterisk (*) are required.

3. Fill in the fields as necessary.
4. (Optional) Click the **Add Alias** button to add an alias to the report.

Figure 4.10 Add Alias



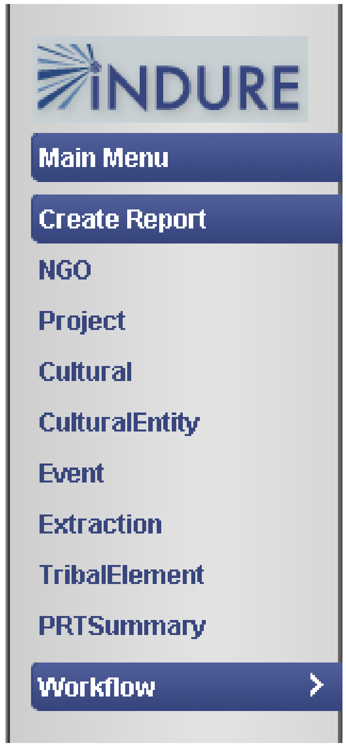
5. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.5 Creating An Event Report

To create an Event report, do the following:

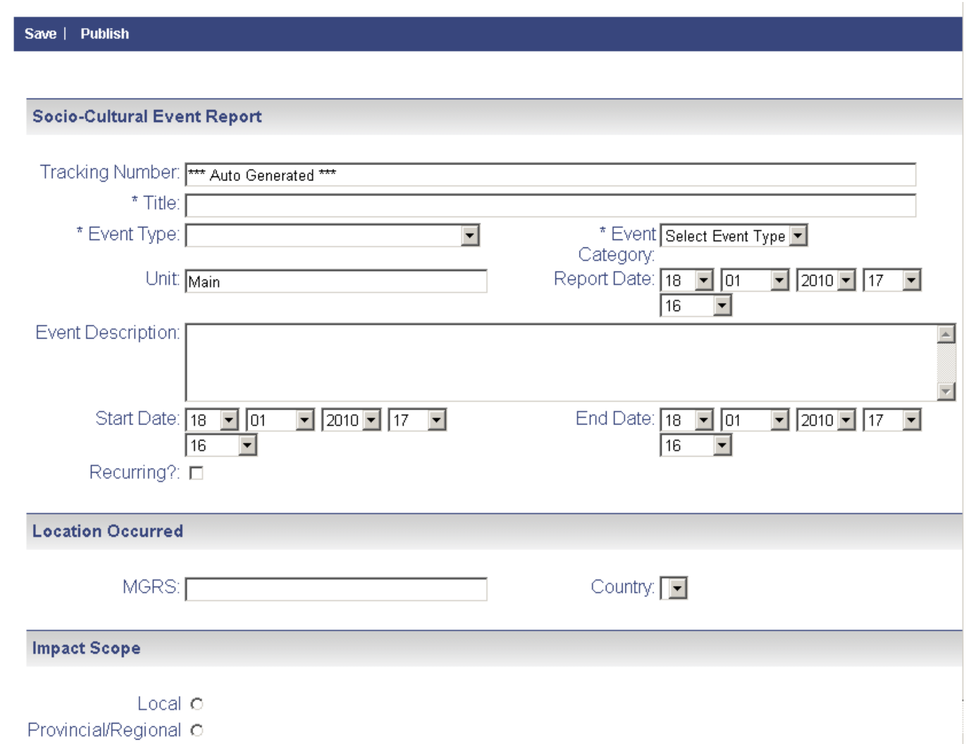
1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.11 Create Report Expanded



2. Click the **Event** link.
   The Event report appears.

Figure 4.12 Event Report



Note

Fields marked with an asterisk (*) are required.

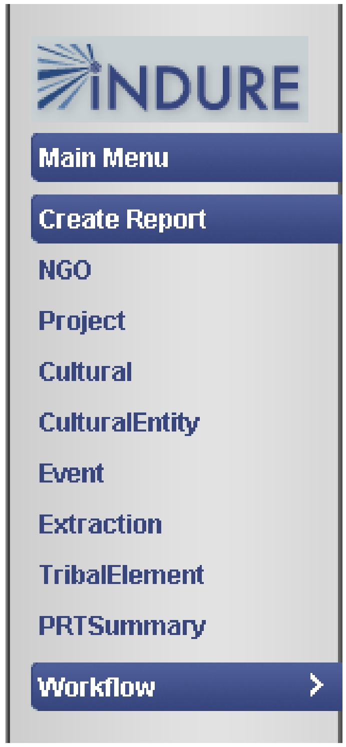
3. Fill in the fields as necessary.
4. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.6 Creating an Extraction Report

To create an Extraction report, do the following:

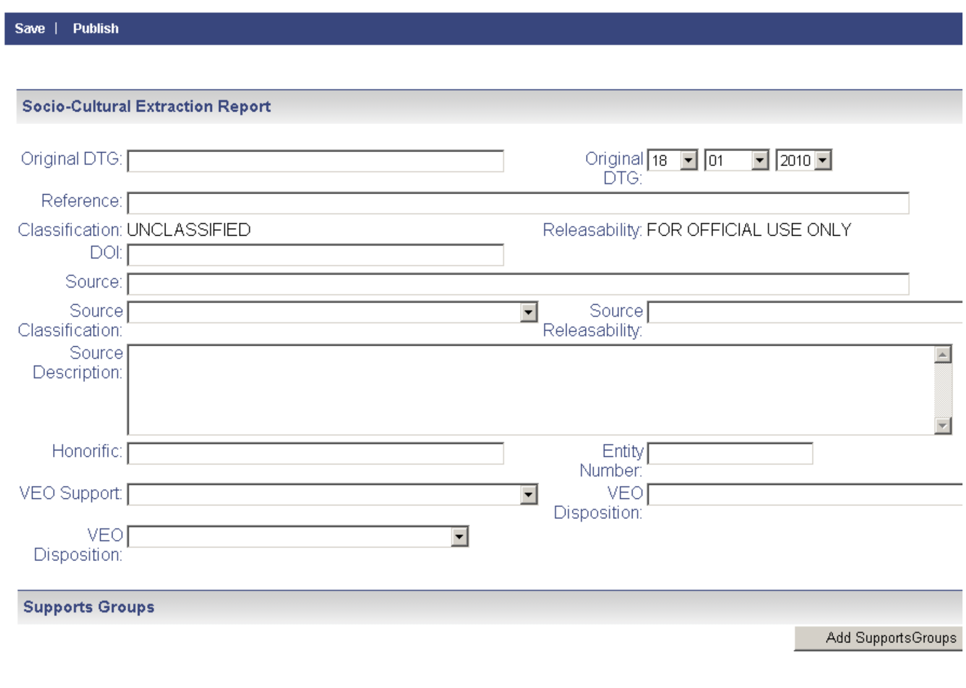
1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.13 Create Report Expanded



2. Click the **Extraction** link.
   The Extraction report appears.

Figure 4.14 Extraction Report



Note

Fields marked with an asterisk (*) are required.

3. Fill in the fields as necessary.
4. (Optional) Click the **Add Support Group** button to add a support group to the report.

Figure 4.15 Add Support Group

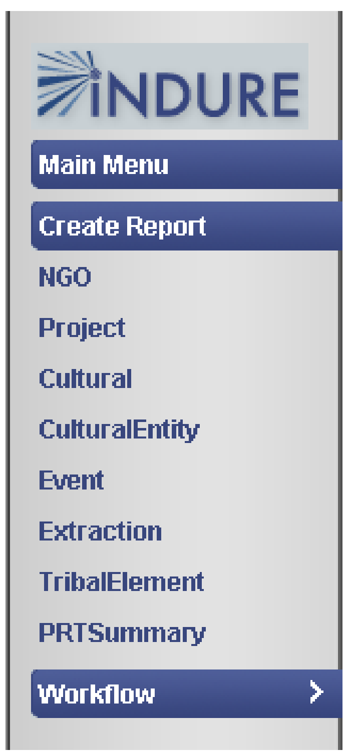
5. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.7 Creating a Tribal Element Report

To create a Tribal Element report, do the following:

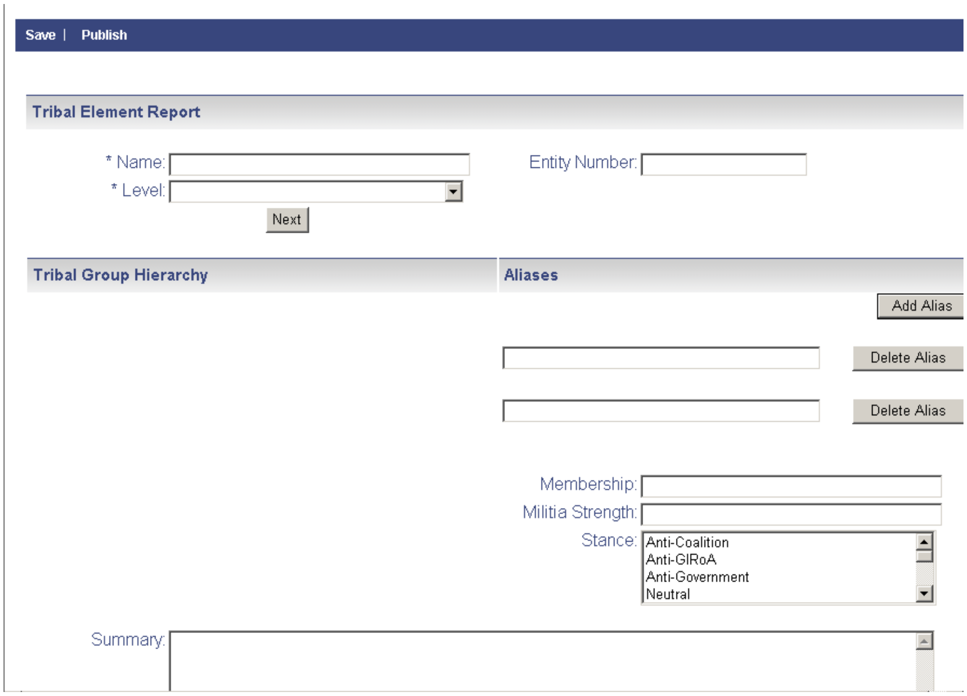
1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.16 Create Report Expanded



2. Click the **Tribal Element** link.
   The Tribal Element report appears.

Figure 4.17 Tribal Element Report



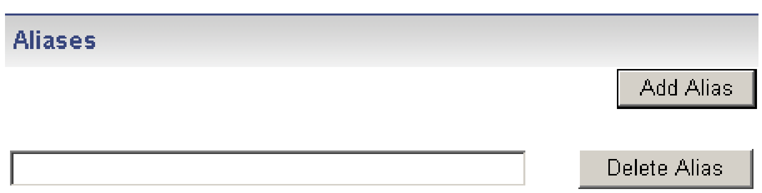
Note

Fields marked with an asterisk (*) are required.

---

3. Fill in the fields as necessary.
4. (Optional) Click the **Add Alias** button to add an alias to the report.

Figure 4.18 Add Alias



5. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

4.8 Creating a PRT Summary Report

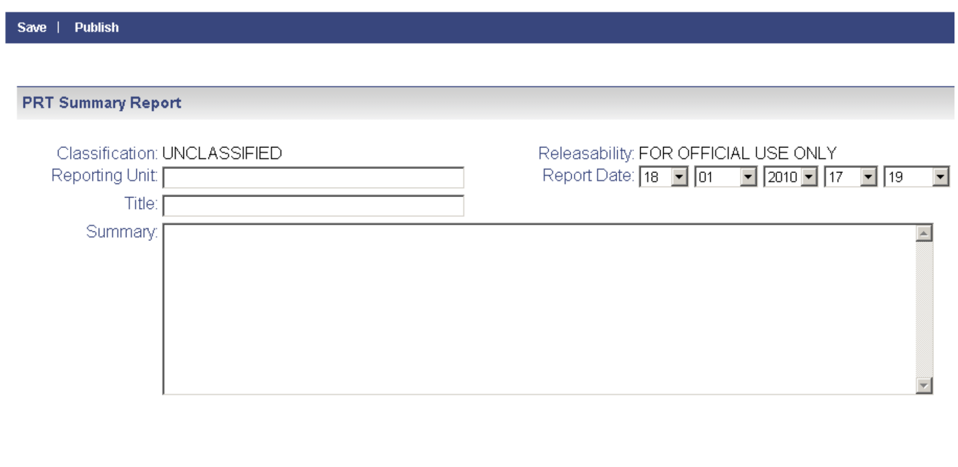
To create a PRT Summary report, do the following:

1. In the Navigation pane, click the **Create Report** tab.
   The Create Report tab expands.

Figure 4.19 Create Report Expanded

2. Click the **PRT Summary** link.
   The PRT Summary report appears.

Figure 4.20 PRT Summary Report



Note

Fields marked with an asterisk (*) are required.

---

3. Fill in the fields as necessary.
4. Click **Save** to save the report in the Draft queue or **Publish** to publish the report to public.

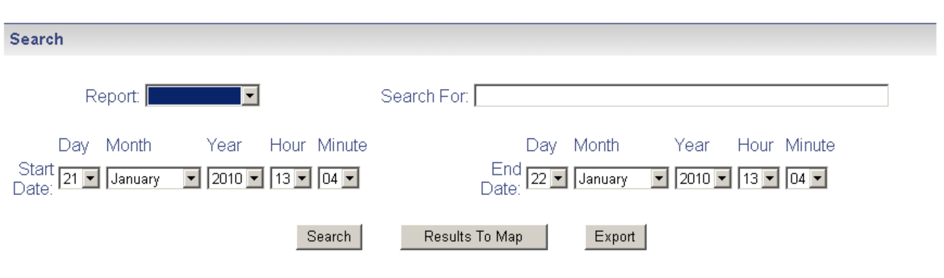
4.9 Viewing a SIGACT Report

You cannot create a SIGACT report in INDURE; however, you can view SIGACTs that have been created in CIDNE and imported into INDURE by an administrator.

To view a SIGACT report, do the following:

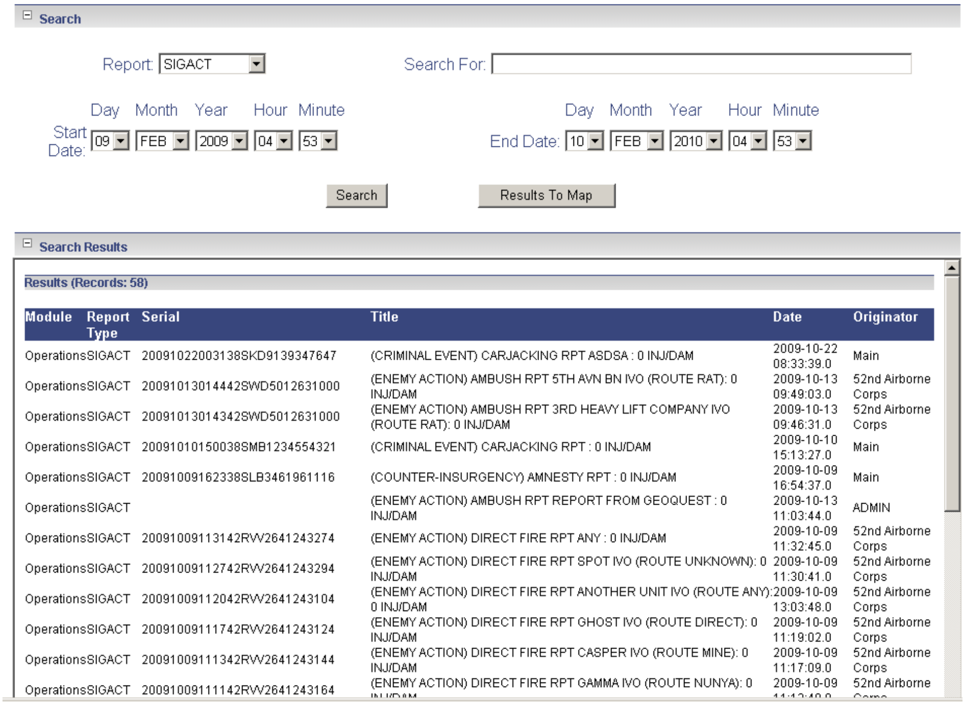
1. In the Navigation pane, click the **Main Menu** tab.
   The Main Menu tab expands.
2. From the Main Menu tab, click the **Search** link.
   The Search page appears.

Figure 4.21 Search Page



3. From the **Report** droplist, select **SIGACT**.
4. (Optional) In the **Search For** field, enter a term to search for.
5. Enter a **Start** and **End Date** to specify a time frame for the reports you want to view.
6. Click **Search**.
   The lower portion of the page is populated with search results for the specified SIGACT reports.

Figure 4.22 SIGACT Search Results



Module	Report Type	Serial	Title	Date	Originator
Operations	SIGACT	20091022003138SKD9139347647	(CRIMINAL EVENT) CARJACKING RPT ASDSA : 0 INJ/DAM	2009-10-22 08:33:39.0	Main
Operations	SIGACT	20091013014442SWD5012631000	(ENEMY ACTION) AMBUSH RPT 5TH AVN BN IVO (ROUTE RAT): 0 INJ/DAM	2009-10-13 09:49:03.0	52nd Airborne Corps
Operations	SIGACT	20091013014342SWD5012631000	(ENEMY ACTION) AMBUSH RPT 3RD HEAVY LIFT COMPANY IVO (ROUTE RAT): 0 INJ/DAM	2009-10-13 09:46:31.0	52nd Airborne Corps
Operations	SIGACT	20091010150038SMB1234554321	(CRIMINAL EVENT) CARJACKING RPT : 0 INJ/DAM	2009-10-10 15:13:27.0	Main
Operations	SIGACT	20091009162338SLB3461961116	(COUNTER-INSURGENCY) AMNESTY RPT : 0 INJ/DAM	2009-10-09 16:54:37.0	Main
Operations	SIGACT		(ENEMY ACTION) AMBUSH RPT REPORT FROM GEOQUEST : 0 INJ/DAM	2009-10-13 11:03:44.0	ADMIN
Operations	SIGACT	20091009113142RVV2641243274	(ENEMY ACTION) DIRECT FIRE RPT ANY : 0 INJ/DAM	2009-10-09 11:32:45.0	52nd Airborne Corps
Operations	SIGACT	20091009112742RVV2641243294	(ENEMY ACTION) DIRECT FIRE RPT SPOT IVO (ROUTE UNKNOWN): 0 INJ/DAM	2009-10-09 11:30:41.0	52nd Airborne Corps
Operations	SIGACT	20091009112042RVV2641243104	(ENEMY ACTION) DIRECT FIRE RPT ANOTHER UNIT IVO (ROUTE ANY): 0 INJ/DAM	2009-10-09 13:03:48.0	52nd Airborne Corps
Operations	SIGACT	20091009111742RVV2641243124	(ENEMY ACTION) DIRECT FIRE RPT GHOST IVO (ROUTE DIRECT): 0 INJ/DAM	2009-10-09 11:19:02.0	52nd Airborne Corps
Operations	SIGACT	20091009111342RVV2641243144	(ENEMY ACTION) DIRECT FIRE RPT CASPER IVO (ROUTE MINE): 0 INJ/DAM	2009-10-09 11:17:09.0	52nd Airborne Corps
Operations	SIGACT	20091009111142RVV2641243164	(ENEMY ACTION) DIRECT FIRE RPT GAMMA IVO (ROUTE NUNYA): 0	2009-10-09	52nd Airborne

7. Click on the **SIGACT** you want to view.
   The SIGACT opens in View mode. Reporting options are not available.

5 Managing Workflows

Topics Covered in this Chapter

- ❑ Working with Drafts
- ❑ Working with Deleted Reports

A workflow is the path a given document takes when submitted by the creator. INDURE allows you to create, edit, and delete reports in the workflows.

5.1 Working with Drafts

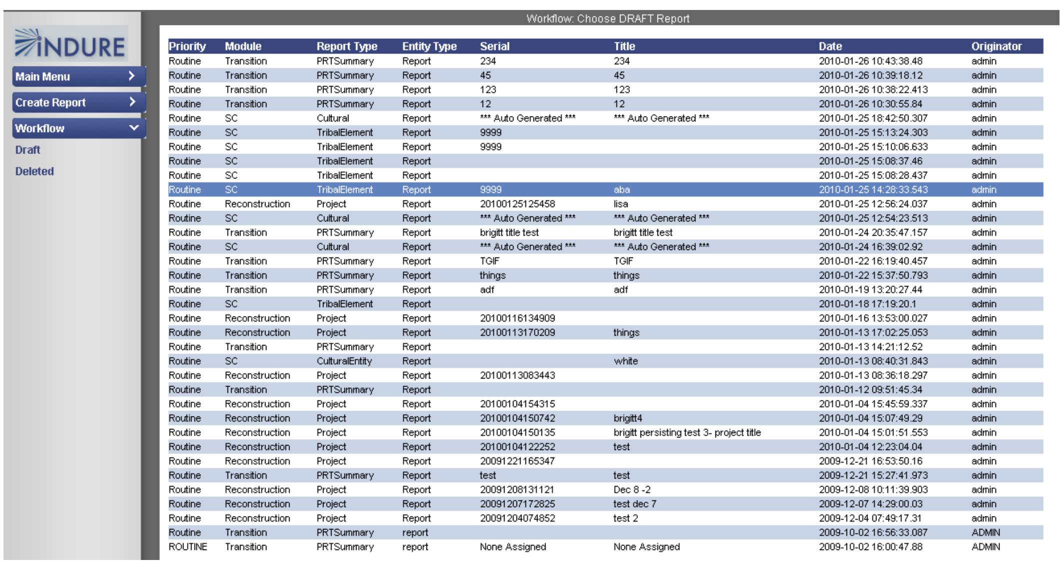
After creating the initial report, you can save the document as a draft. This saved document resides in the Draft queue. From the Draft queue, you can view, edit, publish, or delete a selected report.

5.1.1 Modifying a Draft

To modify a saved report in the Draft queue, do the following:

1. In the Navigation pane, click the **Workflow** tab.
   The Workflow tab expands.
2. Click the **Draft** link.
   All reports that have been saved to the Draft queue appear.

Figure 5.1 Drafted Reports



Priority	Module	Report Type	Entity Type	Serial	Title	Date	Originator
Routine	Transition	PRTSummary	Report	234	234	2010-01-26 10:43:38.48	admin
Routine	Transition	PRTSummary	Report	45	45	2010-01-26 10:39:18.12	admin
Routine	Transition	PRTSummary	Report	123	123	2010-01-26 10:38:22.413	admin
Routine	Transition	PRTSummary	Report	12	12	2010-01-26 10:30:55.84	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-25 18:42:50.307	admin
Routine	SC	TribalElement	Report	9999		2010-01-25 15:13:24.303	admin
Routine	SC	TribalElement	Report	9999		2010-01-25 15:10:06.633	admin
Routine	SC	TribalElement	Report			2010-01-25 15:08:37.46	admin
Routine	SC	TribalElement	Report			2010-01-25 15:08:28.437	admin
Routine	SC	TribalElement	Report	9999	aba	2010-01-25 14:28:33.543	admin
Routine	Reconstruction	Project	Report	20100125125458	lisa	2010-01-25 12:56:24.037	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-25 12:54:23.513	admin
Routine	Transition	PRTSummary	Report	brigitt title test	brigitt title test	2010-01-24 20:35:47.157	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-24 16:39:02.92	admin
Routine	Transition	PRTSummary	Report	TGIF	TGIF	2010-01-22 16:19:40.457	admin
Routine	Transition	PRTSummary	Report	things	things	2010-01-22 15:37:50.793	admin
Routine	Transition	PRTSummary	Report	adf	adf	2010-01-19 13:20:27.44	admin
Routine	SC	TribalElement	Report			2010-01-18 17:19:20.1	admin
Routine	Reconstruction	Project	Report	20100116134909		2010-01-16 13:53:00.027	admin
Routine	Reconstruction	Project	Report	20100113170209	things	2010-01-13 17:02:25.053	admin
Routine	Transition	PRTSummary	Report			2010-01-13 14:21:12.52	admin
Routine	SC	CulturalEntity	Report		white	2010-01-13 08:40:31.843	admin
Routine	Reconstruction	Project	Report	20100113083443		2010-01-13 08:36:18.297	admin
Routine	Transition	PRTSummary	Report			2010-01-12 09:51:45.34	admin
Routine	Reconstruction	Project	Report	20100104154315		2010-01-04 15:45:59.337	admin
Routine	Reconstruction	Project	Report	20100104150742	brigitt4	2010-01-04 15:07:49.29	admin
Routine	Reconstruction	Project	Report	20100104150135	brigitt persisting test 3- project title	2010-01-04 15:01:51.553	admin
Routine	Reconstruction	Project	Report	20100104122252	test	2010-01-04 12:23:04.04	admin
Routine	Reconstruction	Project	Report	20091221165347		2009-12-21 16:53:50.16	admin
Routine	Transition	PRTSummary	Report	test	test	2009-12-21 15:27:41.973	admin
Routine	Reconstruction	Project	Report	20091208131121	Dec 8 -2	2009-12-08 10:11:39.903	admin
Routine	Reconstruction	Project	Report	20091207172825	test dec 7	2009-12-07 14:29:00.03	admin
Routine	Reconstruction	Project	Report	20091204074852	test 2	2009-12-04 07:49:17.31	admin
Routine	Transition	PRTSummary	report			2009-10-02 16:56:33.087	ADMIN
ROUTINE	Transition	PRTSummary	report	None Assigned	None Assigned	2009-10-02 16:00:47.88	ADMIN

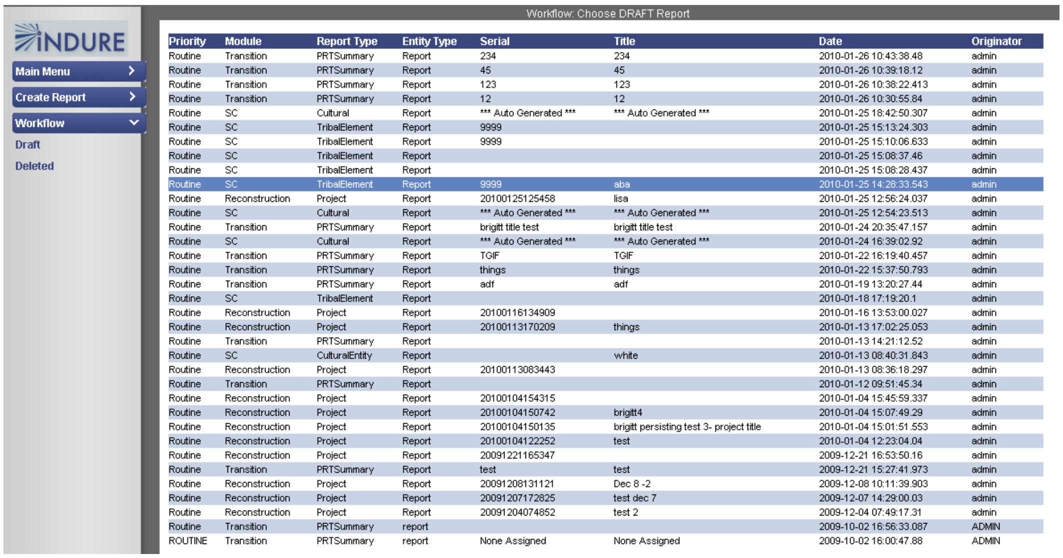
3. Click on the report that you want to modify.
   The report appears in edit mode.
4. Edit the fields as necessary.
5. Click **Save** to save the changes to the report in the Draft queue or **Publish** to publish the modified report to public.

5.1.2 Deleting a Draft

To delete a draft, do the following:

1. In the Navigation pane, click the **Workflow** tab.
   The Workflow tab expands.
2. Click the **Draft** link.
   All reports that have been saved to the Draft queue appear.

Figure 5.2 Drafted Reports



Priority	Module	Report Type	Entity Type	Serial	Title	Date	Originator
Routine	Transition	PRTSummary	Report	234	234	2010-01-26 10:43:38.48	admin
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Routine	Transition	PRTSummary	Report	12	12	2010-01-26 10:30:55.84	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-25 18:42:50.307	admin
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Routine	SC	TribalElement	Report	9999		2010-01-25 15:10:06.633	admin
Routine	SC	TribalElement	Report			2010-01-25 15:08:37.46	admin
Routine	SC	TribalElement	Report			2010-01-25 15:08:28.437	admin
Routine	SC	TribalElement	Report	9999	aba	2010-01-25 14:28:33.543	admin
Routine	Reconstruction	Project	Report	20100125125458	lisa	2010-01-25 12:56:24.037	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-25 12:54:23.513	admin
Routine	Transition	PRTSummary	Report	brigitt title test	brigitt title test	2010-01-24 20:35:47.157	admin
Routine	SC	Cultural	Report	*** Auto Generated ***	*** Auto Generated ***	2010-01-24 16:39:02.92	admin
Routine	Transition	PRTSummary	Report	TGIF	TGIF	2010-01-22 16:19:40.457	admin
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Routine	Transition	PRTSummary	Report			2010-01-12 09:51:45.34	admin
Routine	Reconstruction	Project	Report	20100104154315		2010-01-04 15:45:59.337	admin
Routine	Reconstruction	Project	Report	20100104150742	brigitt4	2010-01-04 15:07:49.29	admin
Routine	Reconstruction	Project	Report	20100104150135	brigitt persisting test 3- project title	2010-01-04 15:01:51.553	admin
Routine	Reconstruction	Project	Report	20100104122252	test	2010-01-04 12:23:04.04	admin
Routine	Reconstruction	Project	Report	20091221165347		2009-12-21 16:53:50.16	admin
Routine	Transition	PRTSummary	Report	test	test	2009-12-21 15:27:41.973	admin
Routine	Reconstruction	Project	Report	20091208131121	Dec 8 -2	2009-12-08 10:11:39.903	admin
Routine	Reconstruction	Project	Report	20091207172825	test dec 7	2009-12-07 14:29:00.03	admin
Routine	Reconstruction	Project	Report	20091204074852	test 2	2009-12-04 07:49:17.31	admin
Routine	Transition	PRTSummary	report			2009-10-02 16:56:33.087	ADMIN
ROUTINE	Transition	PRTSummary	report	None Assigned	None Assigned	2009-10-02 16:00:47.88	ADMIN

3. Click the report you want to delete.
   The report appears in edit mode.
4. Click **Delete**.
   The selected report is deleted from the Draft queue and placed in the Deleted queue.

5.2 Working with Deleted Reports

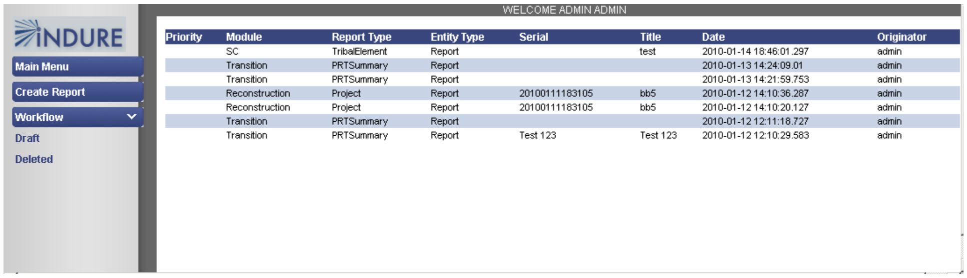
Reports that have been deleted from the Draft queue appear in the Deleted queue. From the Deleted queue, you have the option to restore the report to Drafts.

5.2.1 Restoring a Deleted Report

To restore a deleted report, do the following:

1. In the Navigation pane, click the **Workflow** tab.
   The Workflow tab expands.
2. Click the **Deleted** link.
   All reports that have been deleted from the Draft queue appear.

Figure 5.3 Deleted Reports



Index

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