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Battalion TOC Workstation
Quick Reference
Release 1.5

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**Battalion TOC Workstation
Quick Reference
Release 1.5**

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Contents

Map Display Operations..... 1

 Changing the Map Scale.....2

 Changing Scrolling Methods.....3

Overlays..... 5

 Editing Overlays.....6

 Creating Overlays7

 Creating a Point of Interest or Unit Symbol.....8

 Creating a Control Measure.....9

 Saving an Overlay..... 10

 Sending an Overlay 11

 Copying an Overlay..... 12

 Adding an Overlay to the Stack..... 13

 Removing an Overlay from the Stack..... 14

 Changing Overlay Stacking Order..... 15

 Viewing IVIS Messages on the Map..... 16

 Posting an Overlay 17

 Unposting an Overlay..... 18

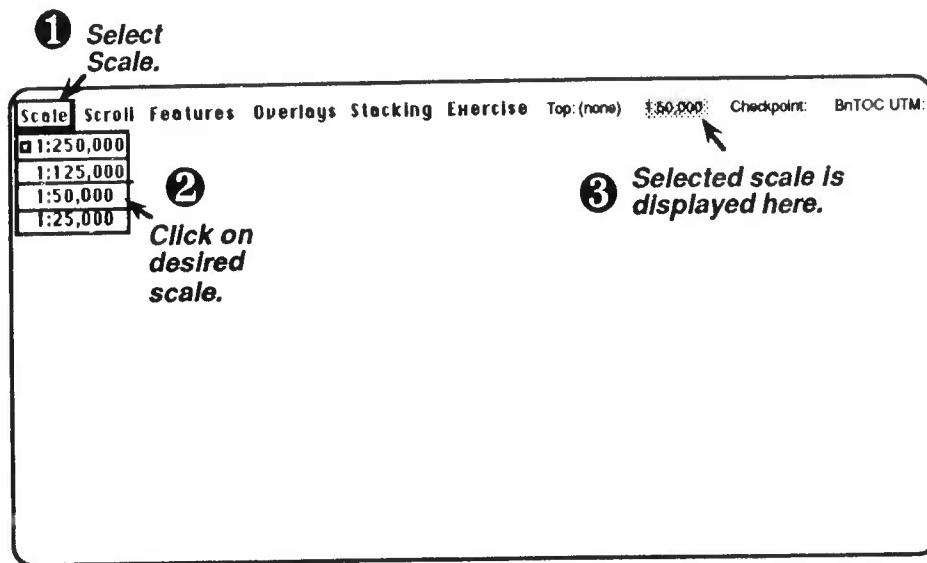
[Message module operations]

Message Module Operations19

- Viewing a Message..... 20
- Composing a Message..... 22
- Sending a Message..... 24
- Deleting a Message..... 26
- Opening a Folder for Viewing 27
- Opening a Workbook Section..... 28
- Creating a New Workbook Section 29
- Deleting a Workbook Section..... 30
- Opening a Remote Folder for Viewing 31
- Closing a Folder..... 32

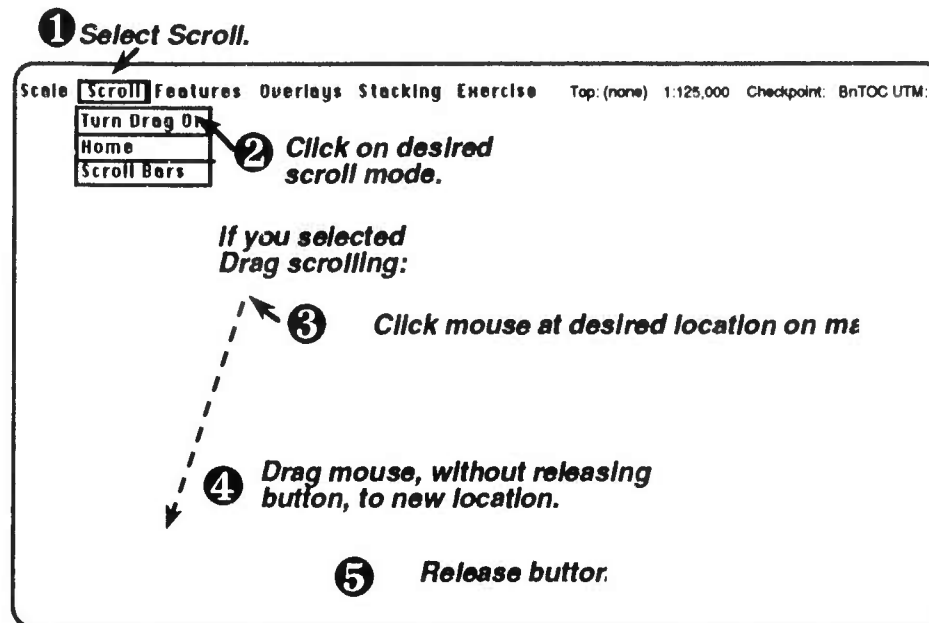
Map Display Operations

To Change the Map Scale...



1. Click on the Scale menu.
2. Click on the desired scale. The box to the left of the selected scale is highlighted, and the selected scale is displayed at the top of the screen.

To Change Scrolling Methods...



1. Select the **Scroll** Menu.

2. Select the desired method:

- | | |
|-------------------------|--|
| Home | Centers the display on the Bn TOC UTM. |
| Scroll Bars | Toggles the scroll bars at the bottom and right of the screen on and off. |
| Turn Drag On/Off | Toggles a mode where the map display responds to mouse clicks by scrolling from the point where you click the mouse to the point where you release it. If you drag the cursor down, the screen scrolls up; if you drag the cursor up, the screen scrolls down. |

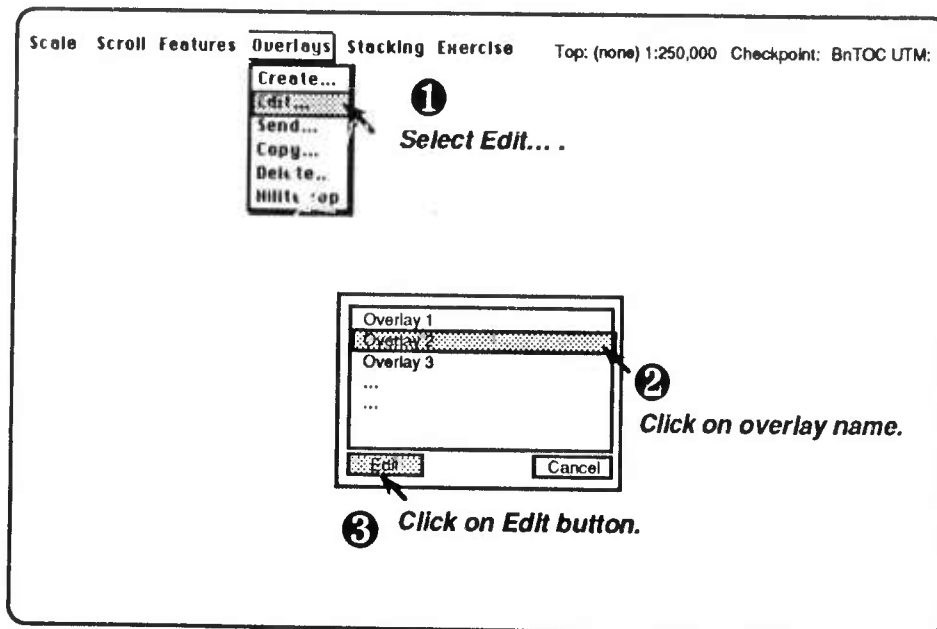
To use Drag mode,

3. Click the left mouse button at the point on the map you want to move.
4. Drag the cursor to the new location.
5. Release the mouse button.

NOTE: When Drag mode is ON, you cannot perform any other map functions, such as viewing messages.

Overlays

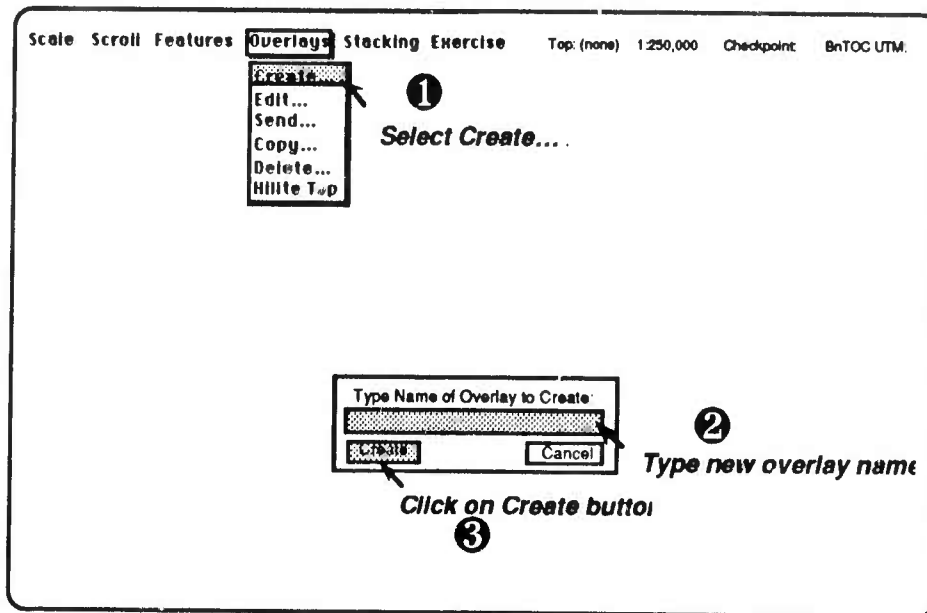
To Edit an Overlay...



1. In Normal Mode, Select **Edit...** from the Overlay Menu. A dialog box will open, listing all available overlays.
2. Select the overlay you wish to edit by clicking on its name.
3. Click on the **Edit** button or press <return>. The screen changes to Edit Mode, and you can make changes to the map as desired.

To Create an Overlay...

You must be in Normal Mode (operating mode at startup).



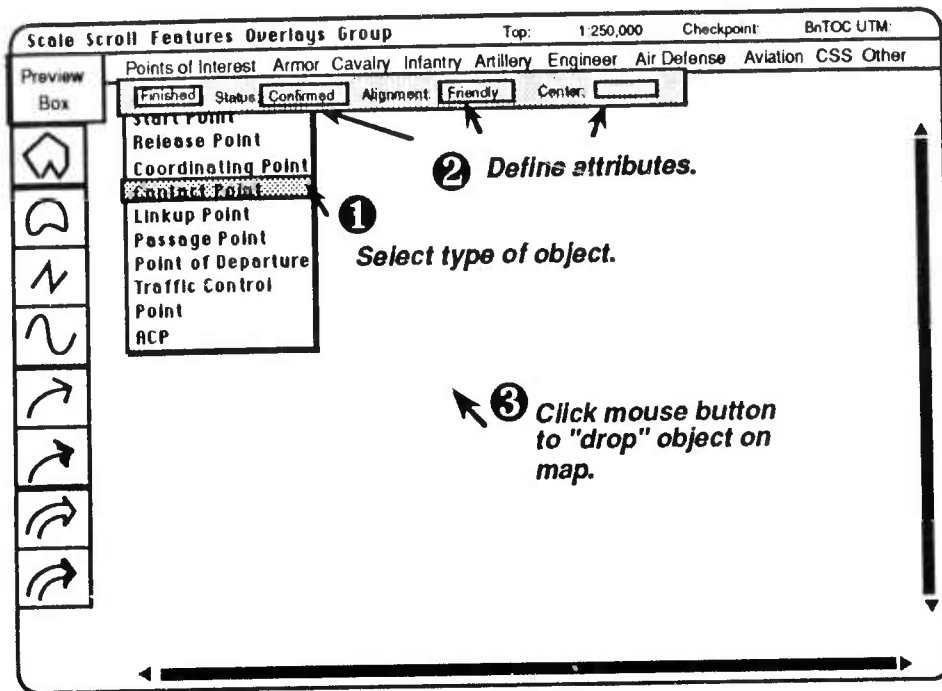
1. **Select Create... from the Overlays Menu.** The system will prompt you to name the overlay.

Note: Overlay names are limited to 8 characters.

2. **Type the new overlay name.**
3. **Click on the Create button or press <return>.**

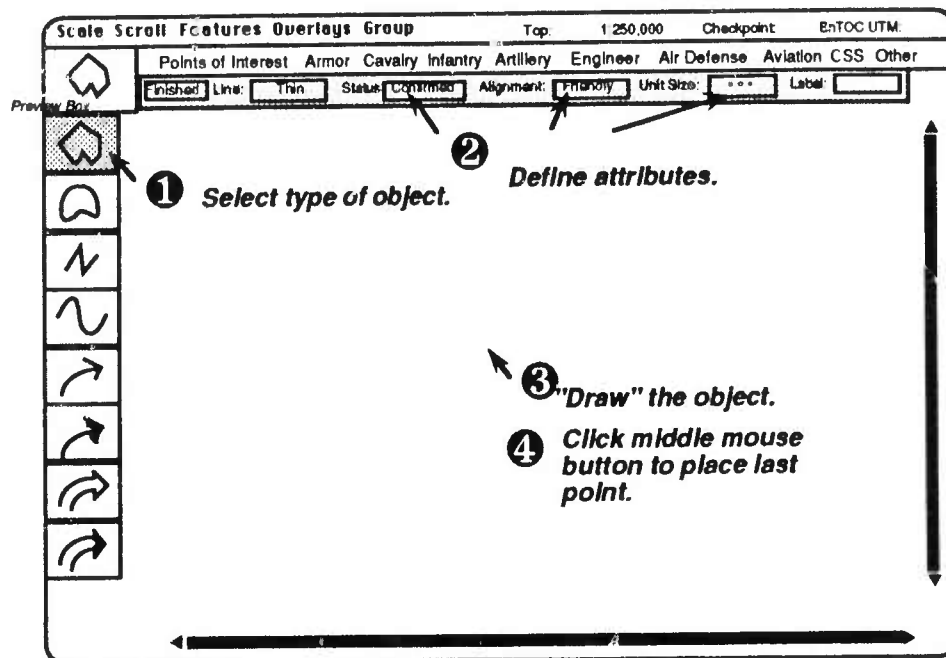
The screen changes to Edit Mode: some new menus appear, a set of options representing Points of Interest and Unit Symbols appears across the top, and tools for drawing Control Measures at the left. You can now place objects on the map as desired.

To Create a Point of Interest or Unit Symbol...



1. **Select Point of Interest or the desired unit symbol.** A sub-menu of available options will appear on the screen.
2. **Click the desired object.** The icon representing that object appears in the Preview Box at the upper left corner of the screen and an Attribute Menu bar appears below the Object Menu.
3. **Select the appropriate attributes** from each set of options; as you select them, they are applied to the icon in the Preview Box.
4. **After you've entered the object's attributes, position the cursor at the desired location on the map and click the left mouse button.** The icon will "drop" on the screen in that position.

To Create a Control Measure...

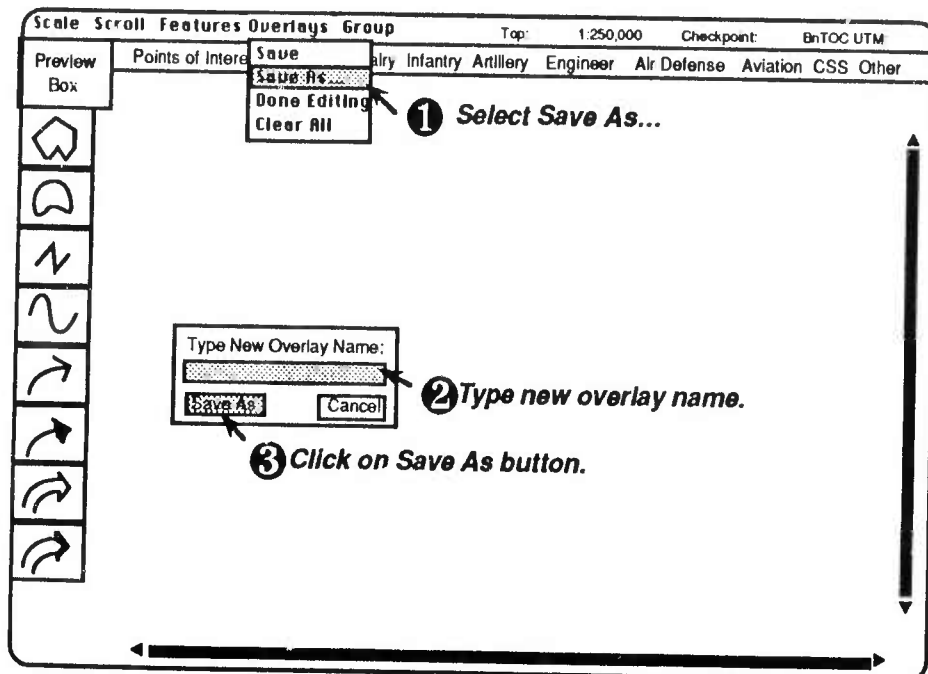


1. **Select the desired type of object** from the tools at the left of the screen. The icon representing that object appears in the Preview Box at the upper left corner of the screen, and an Attribute Menu bar appears directly above the map.
2. **Select the appropriate attributes** from each set of options; as you select them, they are applied to the icon in the Preview Box.
3. **Draw the area or line:** Click the left button once to place the first point of a line or area or the tail of an arrow. Move to the next location and click left again; continue placing individual points in this manner.
4. **Click once on the middle button** to place the last point and terminate the drawing process.

To Save an Overlay...

You must be in Edit Mode.

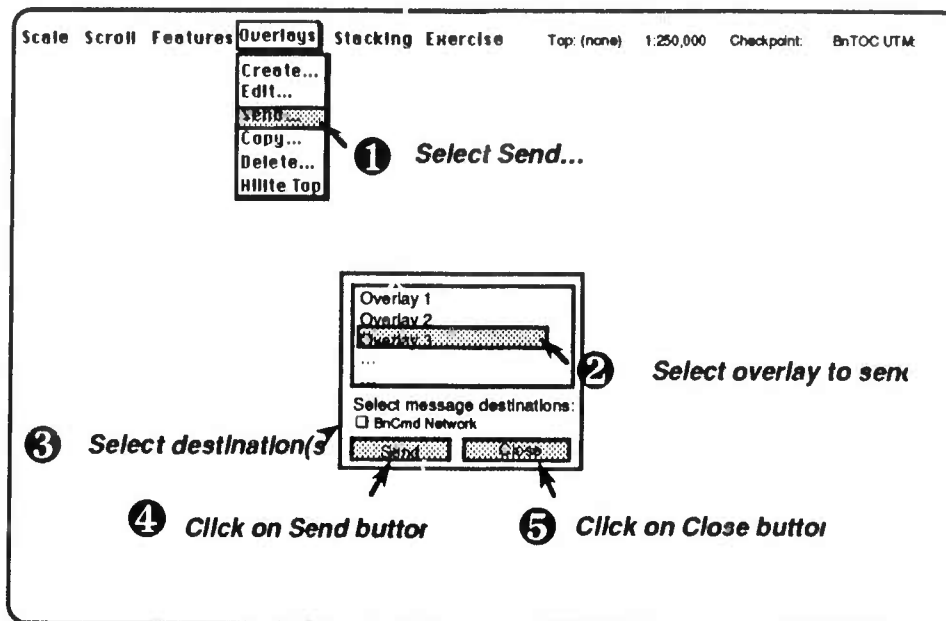
1. Select Save from the Overlays Menu.



To save an overlay under a different name, make a backup copy of an overlay, or when you want to keep the original overlay and a version with changes,

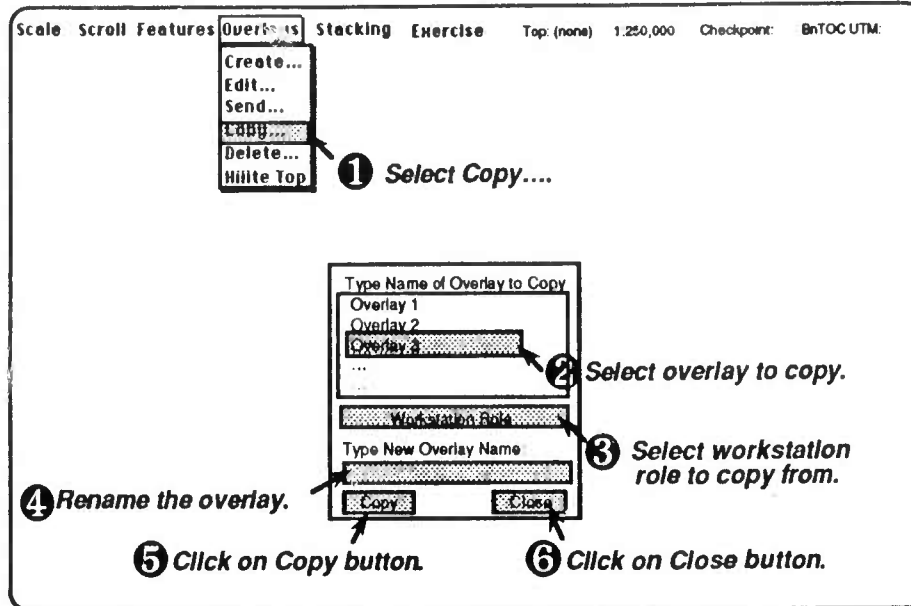
1. **Select Save As... from the Overlays Menu.** The system will prompt you for a new name.
2. **Enter a new overlay name.**
3. **Press <return> or click the Save As button.** The overlay will be saved under its new name.

To Send an Overlay...



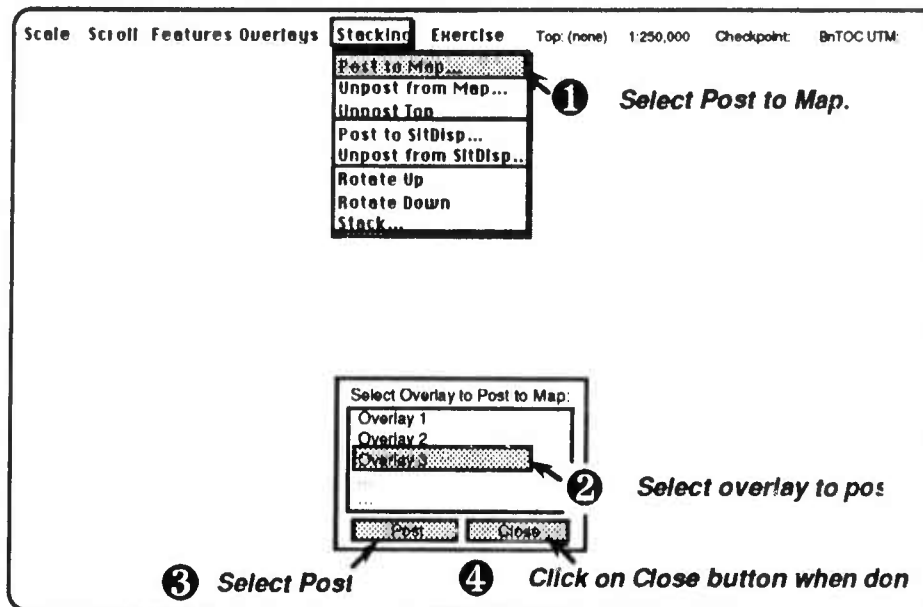
1. **Select Send...** from the Overlays Menu. A dialog box will open, listing all available overlays for your workstation.
2. **Highlight the overlay** you wish to send by clicking on its name.
3. **Select the destination** by clicking on it. (Currently there is only one possible destination.)
4. **Click the Send button.**
5. **Click the Close button** to return to the current window.

To Copy an Overlay...



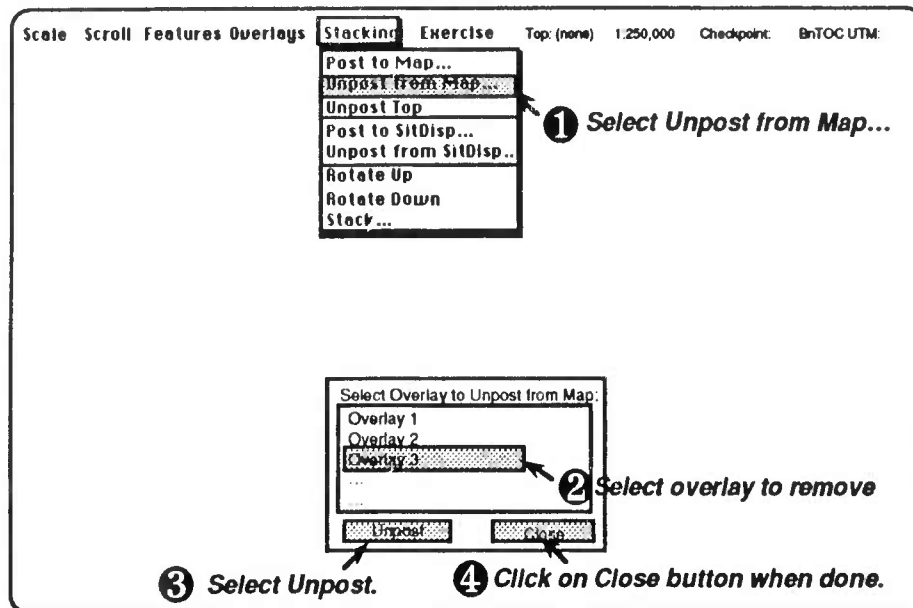
1. Select **Copy...** from the **Overlays** Menu. A dialog box will open, listing all available overlays for a given workstation role.
2. **Click on the role box** to see the overlays available on other workstation roles. The name of another role is displayed along with its associated overlays.
3. **Highlight the overlay you wish to copy** by clicking on its name.
4. If you're copying an overlay from your own workstation, you'll need to rename it. **Type a new name** to which to copy the overlay on your own workstation.
5. Press **<return>** or click the **Copy** button.
6. **Click the Close button** to return to the current window.

To Add an Overlay to the Stack...



1. **Select Post to Map...** from the Stacking Menu. A list showing all the overlays on your disk appears on the screen. If an overlay is already posted, its name does not appear on this list.
2. **Select the overlay you wish to add** by highlighting its name.
3. **Click the Post button.** The overlay is added to the top of the stack and its name is removed from the list of overlays available on disk.
4. **Click Close** to return to the current window.

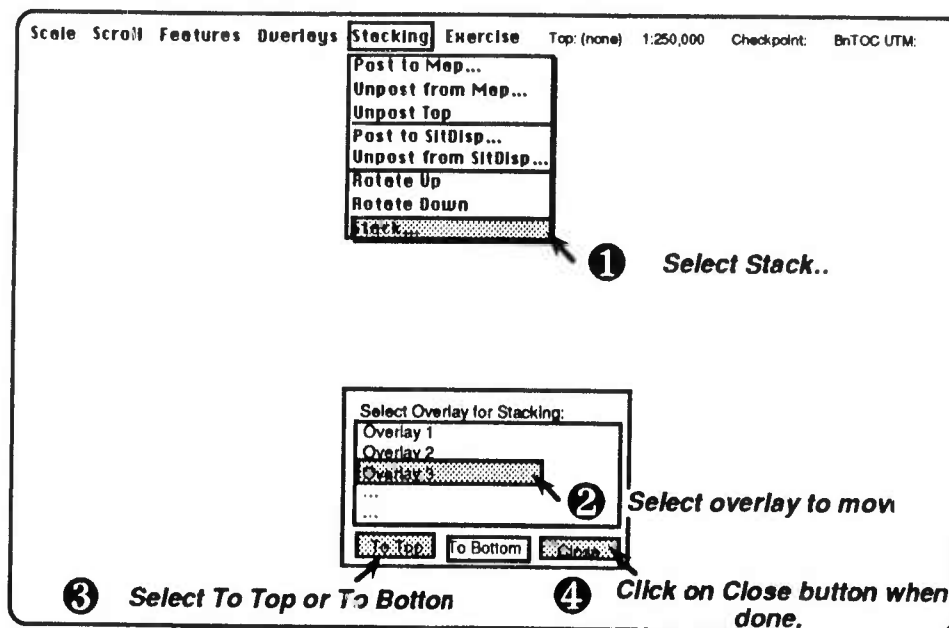
To Remove an Overlay from the Stack...



1. Select **Unpost From Map...** to bring up a dialog box with a list of all overlays in the current stack.
2. Select the overlay you wish to remove by clicking on its name.
3. Press **<return>** or click the **Unpost** button. The overlay will be removed from the stack. The system will not request confirmation before removing the overlay; you can restore it to the stack by selecting **Post to Map...**
4. Click the **Close** button to return to the current stack.

OR, Select **Unpost Top** to delete the topmost overlay from the stack.

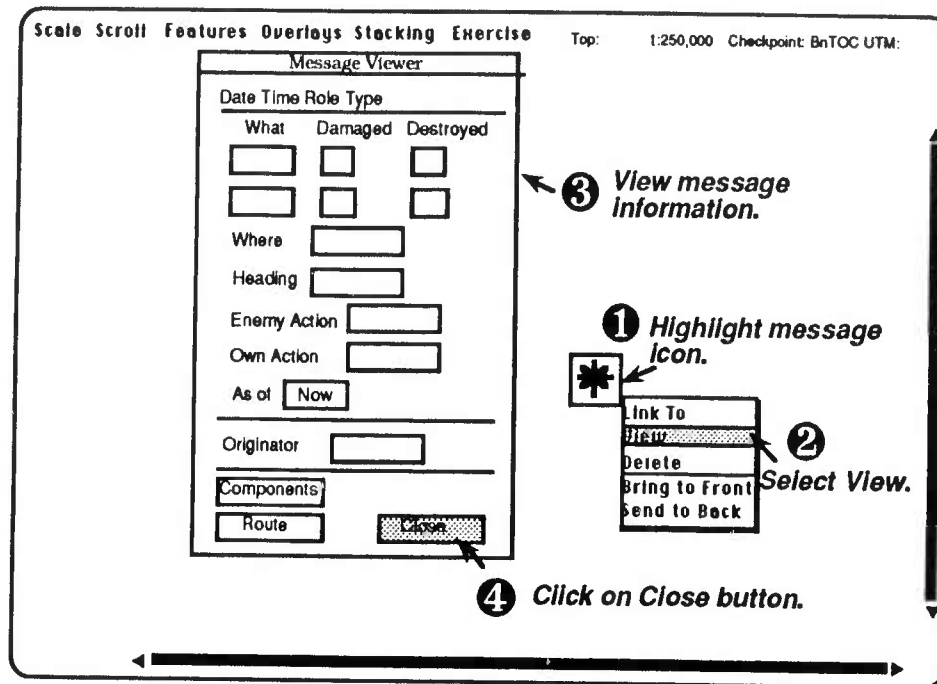
To Change Overlay Stacking Order...



1. **Select Stack...** from the Stacking Menu. A list of the overlays in the stack will appear on the screen.
2. **Select the overlay you wish to move** by highlighting its name.
3. **Click the To Top or To Bottom button** to move it to the top or bottom of the stack.
4. **Click Close** when you've finished restacking the overlays.

OR, select **Rotate Up** to move the top overlay to the bottom of the stack and all the other overlays in the stack one layer up; or **Rotate Down** to move the bottom overlay to the top and all other overlays in the stack one layer down.

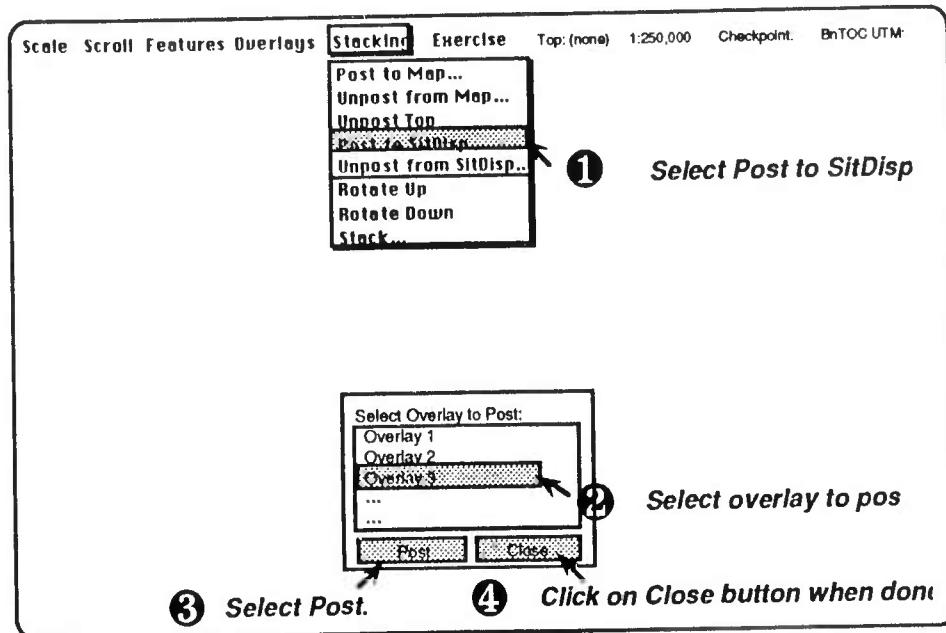
To View IVIS Messages on the Map...



To view the messages associated with an *unlinked* message icon,

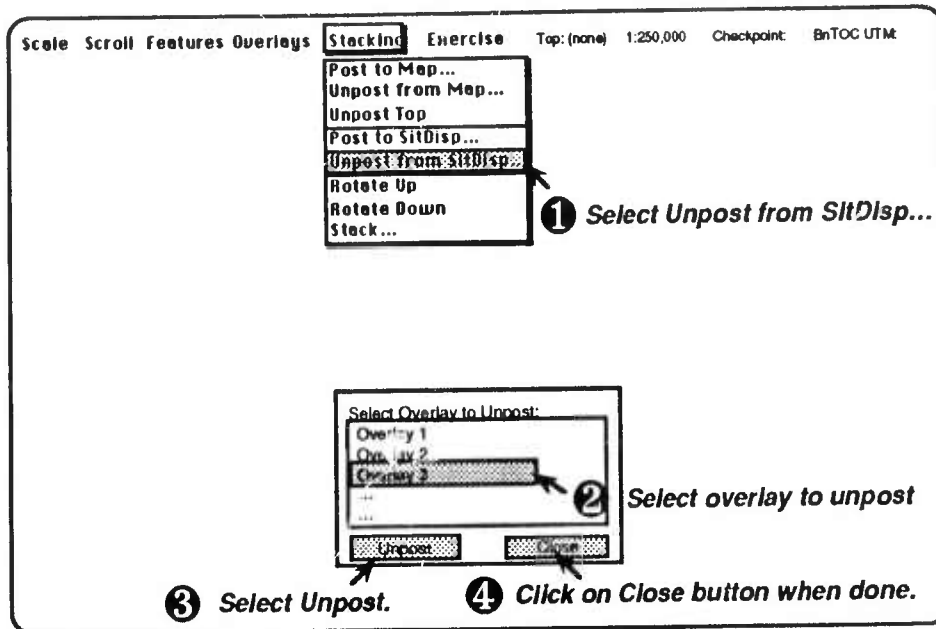
- 1. Highlight the message icon** by positioning your cursor over it.
- 2. Depress the left mouse button** to show the icon's object menu. **Select View** from the menu. A Message Viewer will pop up on the Map Display detailing the contents of the message.
- 3. View the contents of the message.**
- 4. Click on the Close button.**

To Post an Overlay to the Situation Display...



1. **Select Post to SitDisp...** from the Stacking Menu. A list showing all the overlays on your disk appears on the screen. If an overlay is already posted, its name does not appear on this list.
2. **Select the overlay you wish to post** by highlighting its name.
3. **Click the Post button or press <return>.** The overlay is added to the top of the Situation Display stack and its name is removed from the list of overlays available to post.
4. **Click Close** to return to the current window.

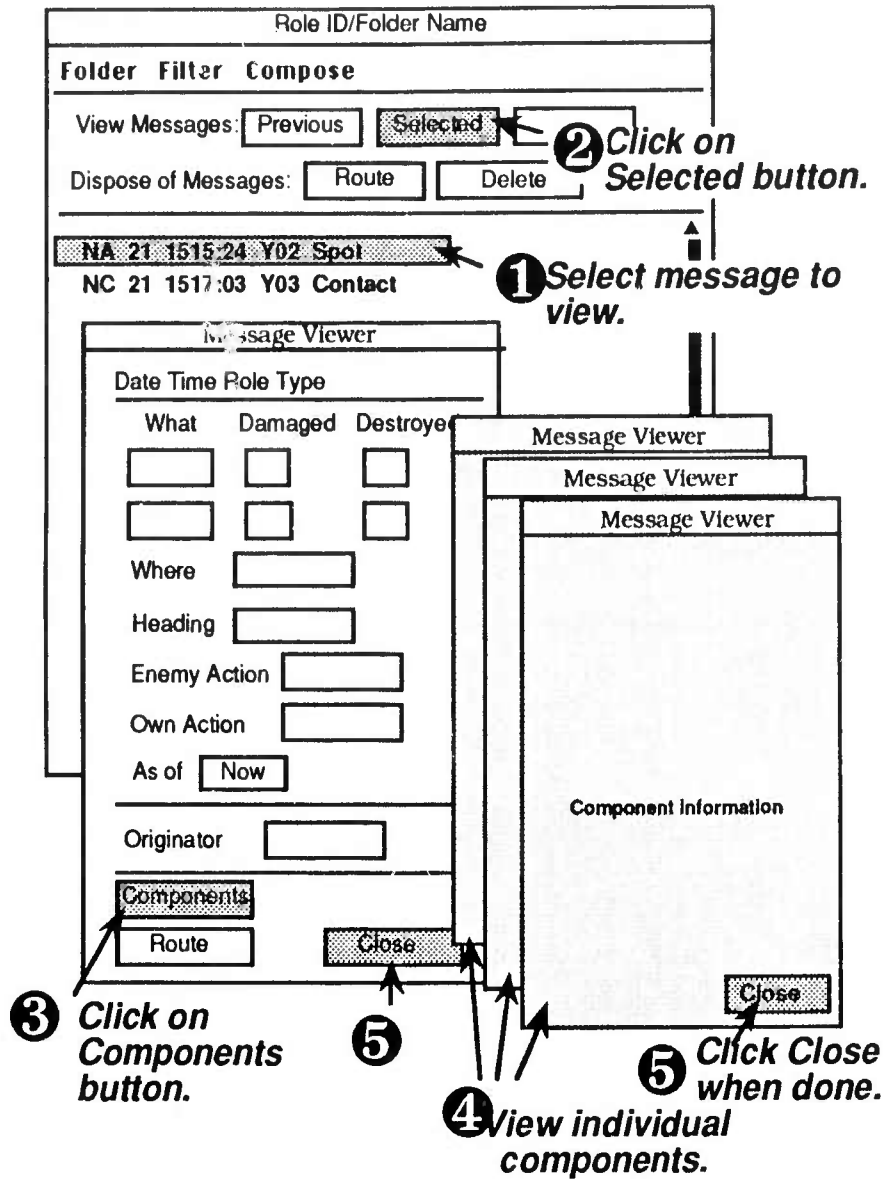
To Unpost an Overlay from the Situation Display...



1. Select **Unpost From SitDisp...** to bring up a dialog box with a list of overlays on the Situation Display.
2. Select the overlay you wish to unpost by clicking on its name.
3. Press <return> or click the **Unpost** button. The overlay will be unposted from the Situation Display. The system will not request confirmation before removing the overlay, but you can restore it to the stack by selecting **Post to SitDisp....**
4. Click the **Close** button when you're finished.

Message Module Operations

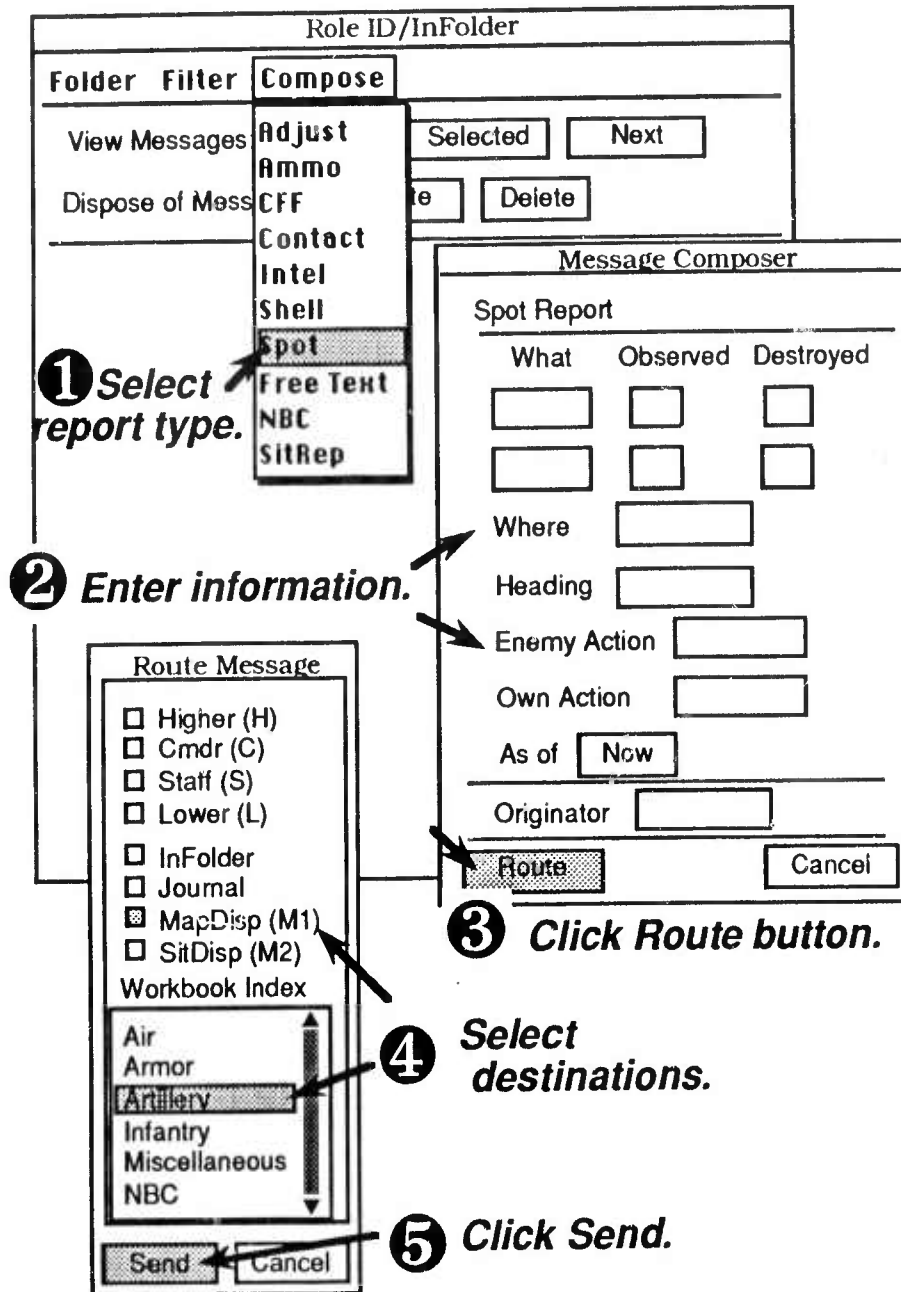
To View a Message...



1. Select the message you wish to view by clicking on the message information line in the folder's list box.

2. **Click on the Selected button.** A message viewer will appear on the screen showing all the associated information for that message.
3. If the message is an aggregate, the Components button at the lower left corner of the message viewer will be active. **Click on the Components button** to bring up individual viewers for all components of the message.
4. **View the message (components).**
5. **Click the Close button(s)** to return to the current folder.

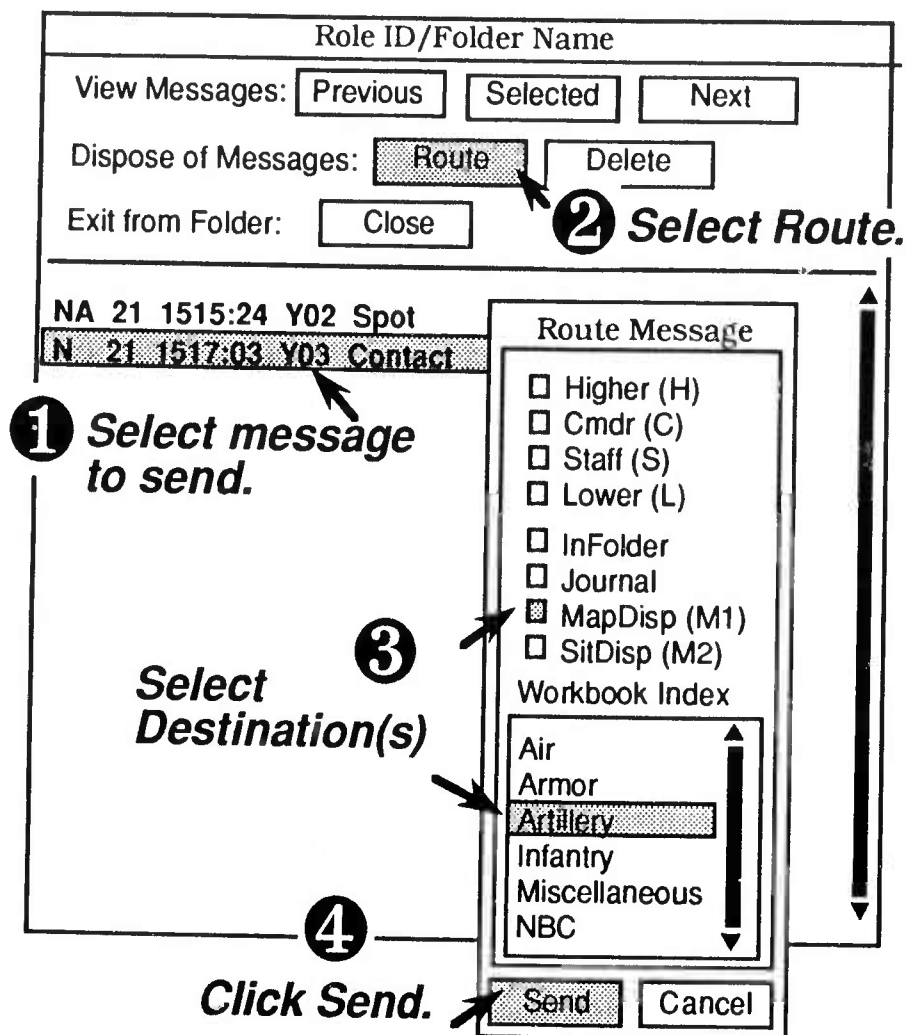
To Compose a Message...



NOTE: You must be in the InFolder to compose messages.

1. **Select the report type that you want to create.** A dialog box called the Message Composer appears on the screen.
2. **Enter the information requested in the dialog box.**
 - To enter locations or headings, either type in the UTM coordinates in the corresponding box and press <return>, or click on the Map Display at the proper location.
 - Fill in other fields, such as the "Enemy Action" and "Own Action" boxes in the Spot Report Composer, by clicking on the corresponding box. A menu of valid responses will appear. Select the appropriate response by highlighting it and releasing the mouse button.
3. **Click on the Route button.** A Route Message dialog box appears.
4. **Select message destination(s)** by clicking in the box(es) corresponding to the desired destination or folder, or on a workbook section name. Selected destinations will be highlighted.
5. **Click on the Send button** to send the message to the selected destinations and return to the InFolder.
6. **Click Cancel** to return to the composer without sending a message.
7. **Click Cancel** to return to the InFolder without sending a message.

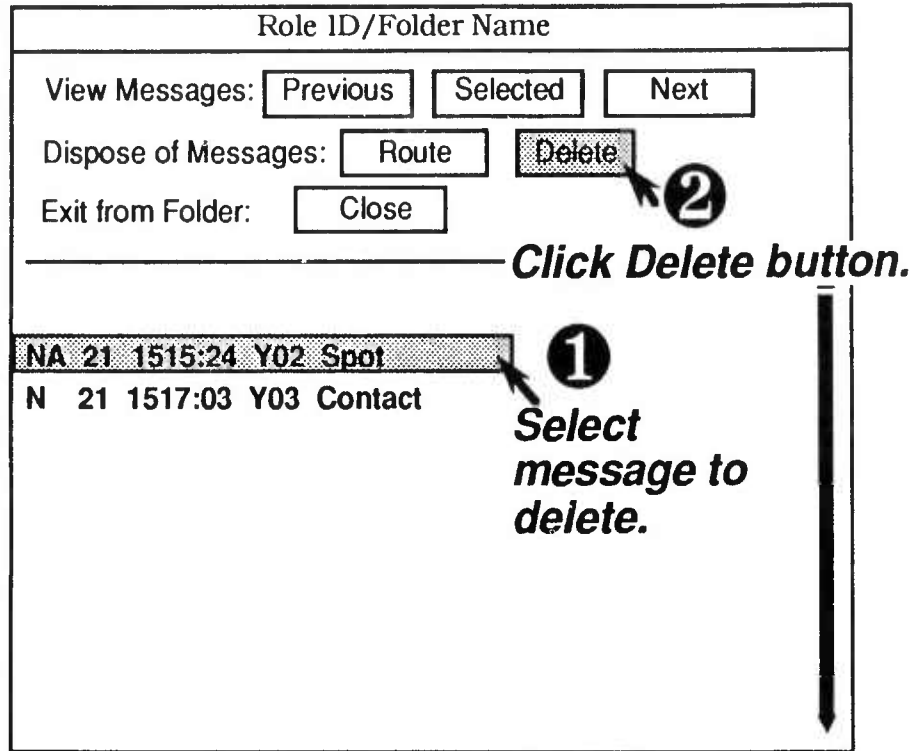
To Send a Message...



1. Select the message you want to send by clicking on its information line in the list box.
2. Select Route to bring up the Route Message dialog box.
3. Select desired destination(s) by clicking on the box(es) next to them. Selected destinations will be highlighted.

- 4 . **Click the Send button** to send the message and return to the current folder.
- 5 . **Click Cancel** to return to the current folder without sending the message.

To Delete a Message...

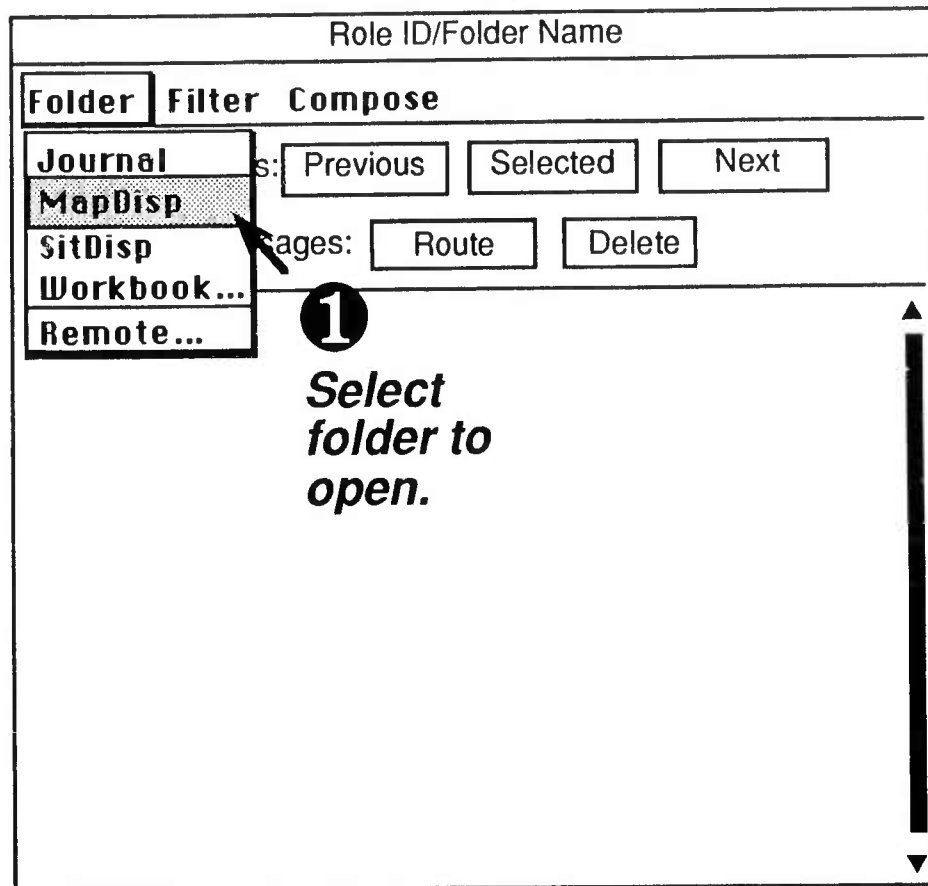


1. Select the message you want to delete by clicking on its information line in the list box.

Note: The system **DOES NOT** request confirmation before deleting the message. Deleting a message from the Map Display folder or the Sit Display folder also deletes its icon from the Map Display or Situation Display.

2. Click the Delete button. The message is deleted from the folder.

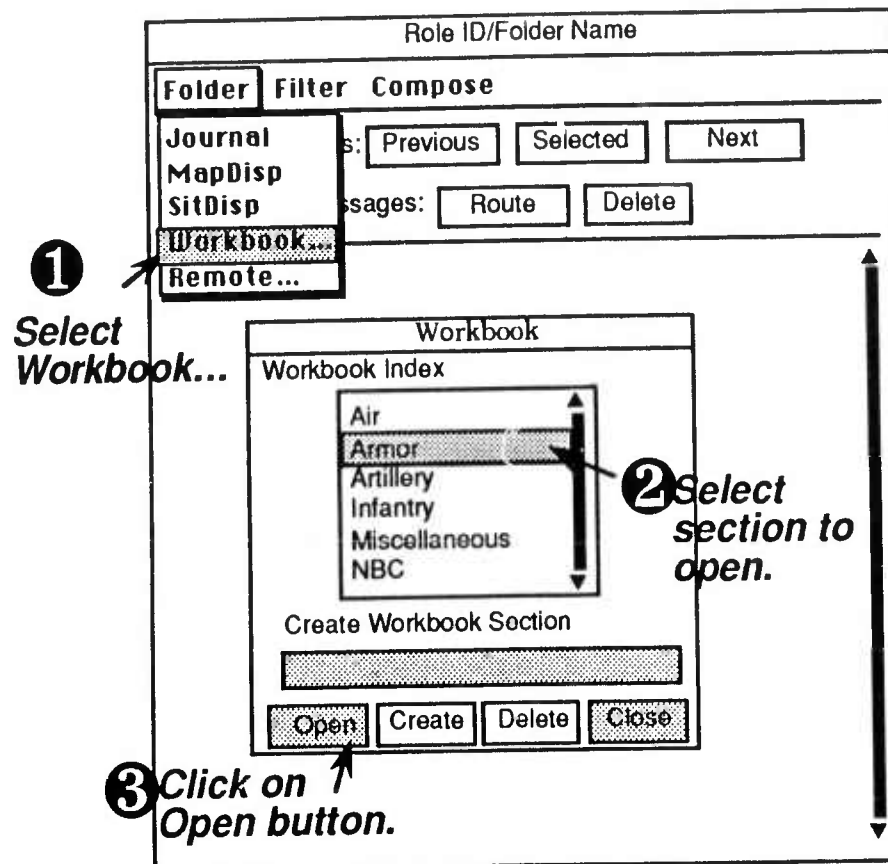
To Open a Folder for Viewing...



1. Select the folder you wish to view (Journal, Map Display, or Situation Display) from the Folder Menu.

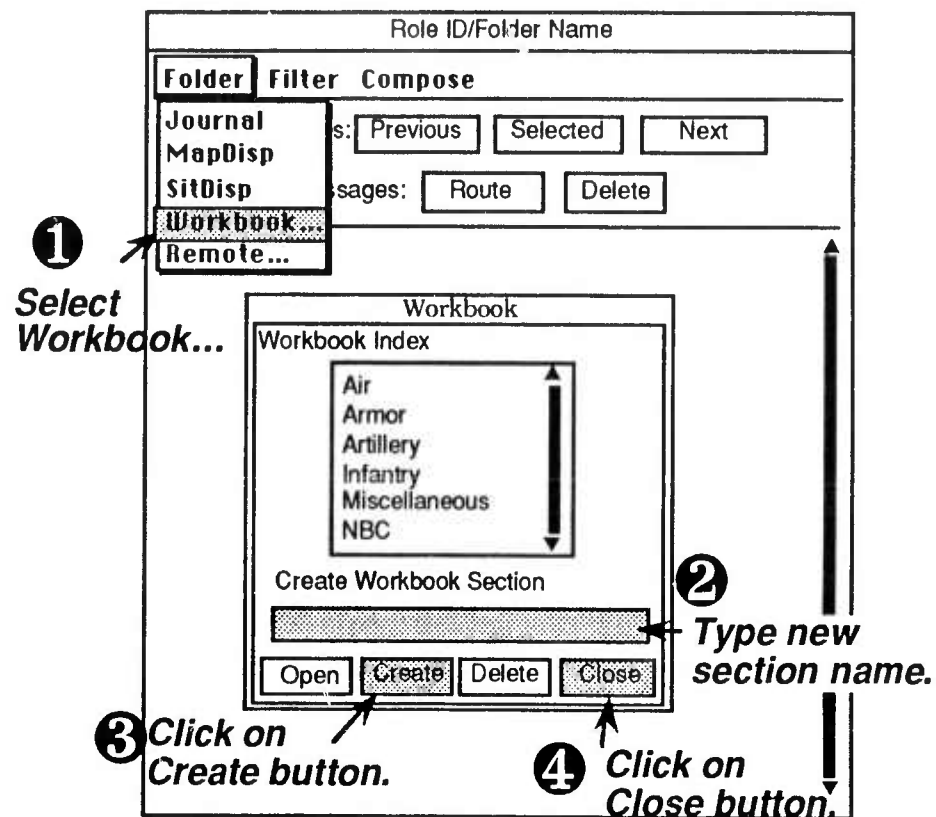
You can now view the messages in the folder, route them to other workstations or place them in other folders, and delete them (except from the Journal folder)

To Open a Workbook Section...



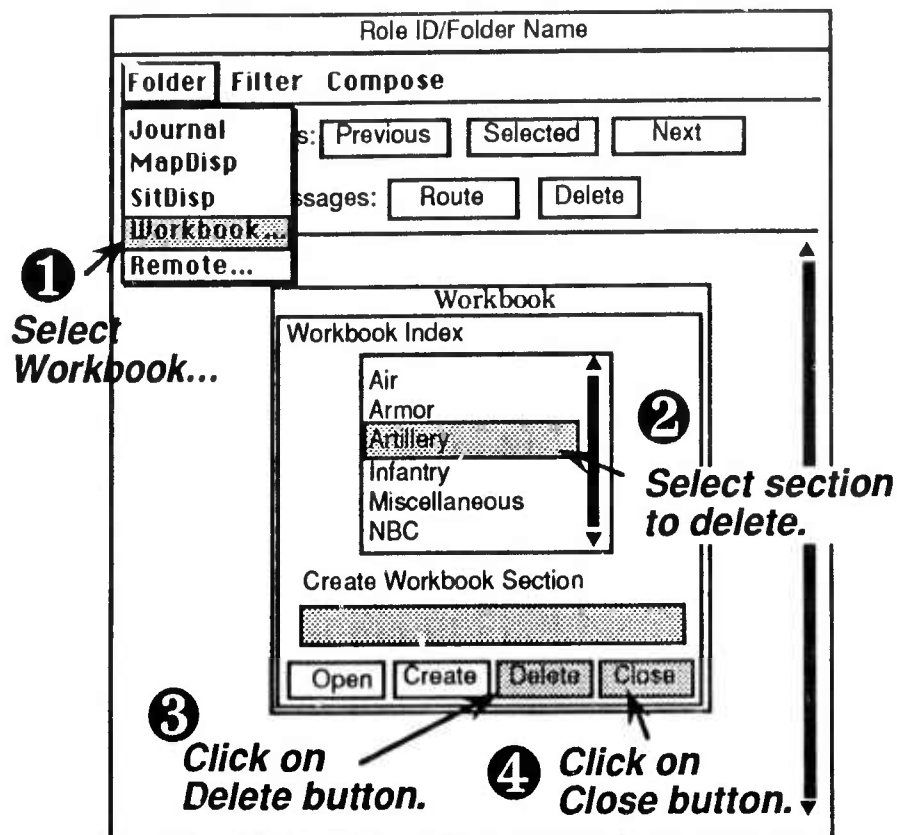
1. Select **Workbook...** from the Folder Menu.
2. Select the section you wish to open by clicking on its name.
3. Press <return> or click on the **Open** button.

To Create a New Workbook Section...



1. Select **Workbook...** from the Folder Menu.
2. Type the name of the section you wish to create.
3. Press **<return>** or click on the **Create** button. The name of the new section will be added to the list of available workbook sections.
4. Click on the **Close** button to return to the InFolder.

To Delete a Workbook Section...

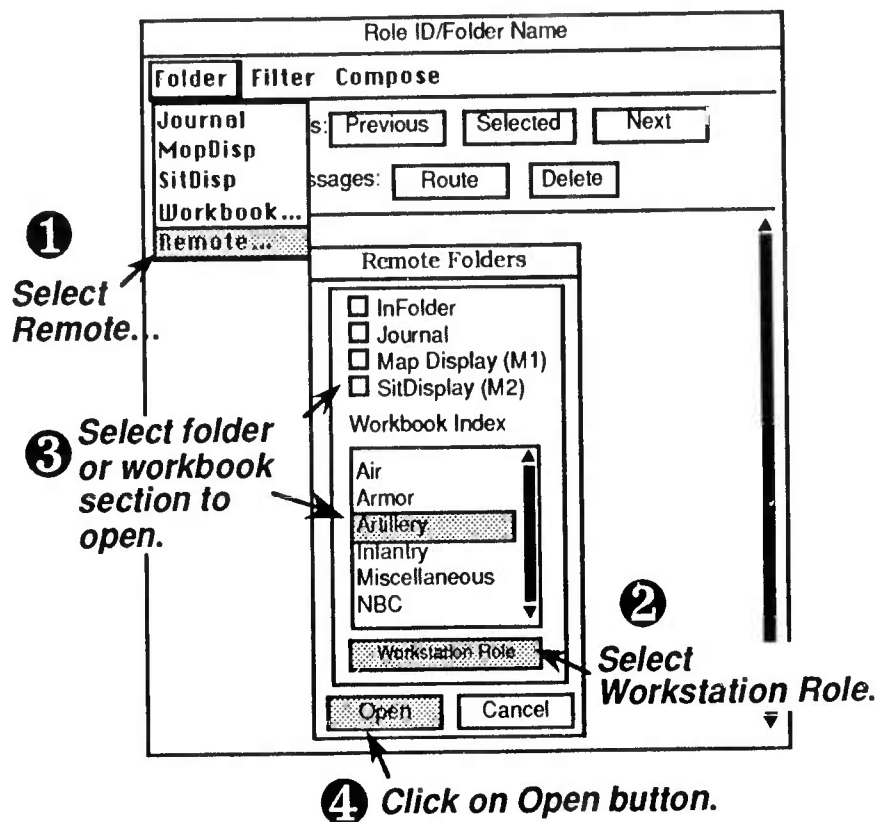


1. Select **Workbook...** from the Folder Menu.
2. Select the section you wish to delete by clicking on its name. Only user-created sections can be deleted; you will get an error message if you select a standard workbook section.

NOTE: The system will not ask for confirmation before deleting the section.

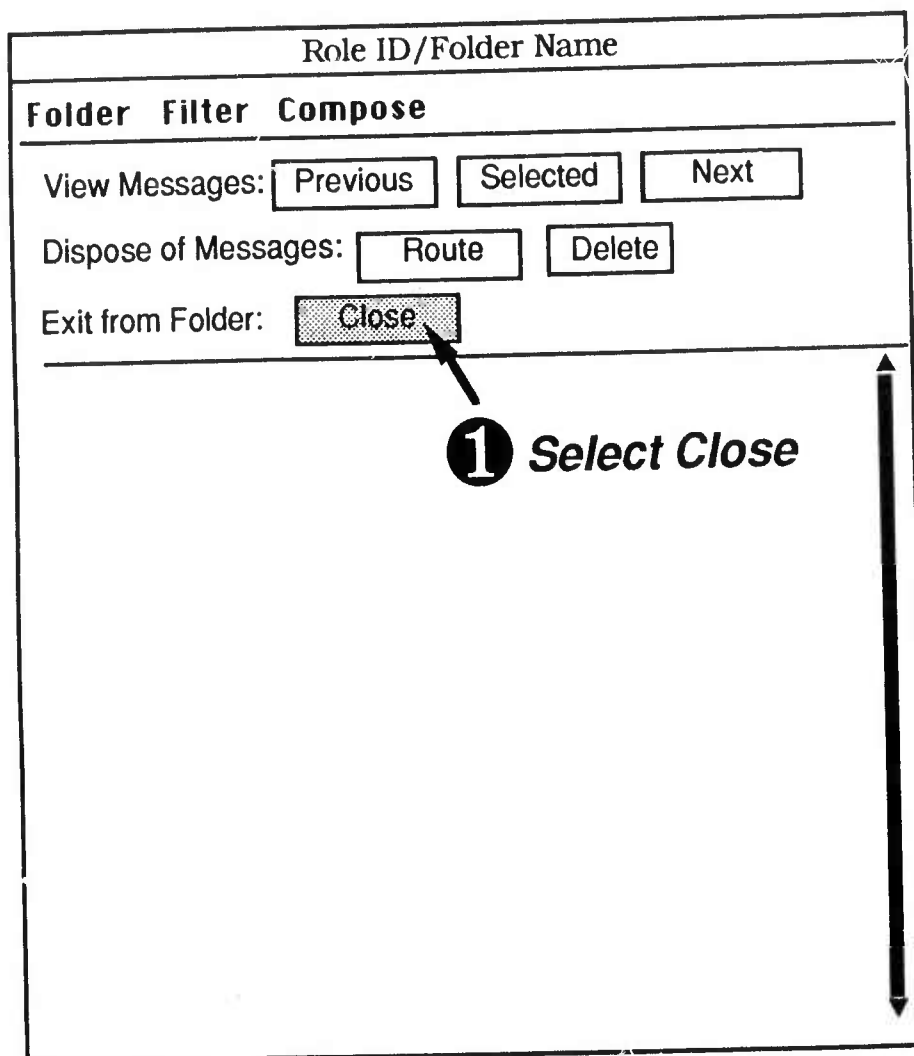
3. Click on the **Delete** button or press <return>.
4. Click on the **Close** button to return to the InFolder.

To Open a Remote Folder for Viewing...



1. Select Remote ... from the Folder Menu.
2. Click on the "Workstation Role" box until the correct workstation role appears.
3. Select a folder or workbook section(s) by clicking on its name.
4. Press <return> or click on the Open button.

To Close a Folder...



Select **Close** from the Exit from Folder Menu.

Note: You cannot close the InFolder; it remains open at all times.