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STAFF TABLE MANIPULATION TOOL
A USER GUIDE FOR THE DMCA

by

J.Clothier & M. Carthigaser

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SUMMARY

The Staff Table Manipulation Tool user guide was produced as supporting documentation to the element of the Operational Movements Planning System prototype addressing staff table storage, retrieval and collation. The User Guide was designed as an easy to use supplement to the Staff Table Manipulation Tool. For each user-computer interface in the Tool, a graphical display is shown. This is accompanied by a description of how the interface operates, what function is performed by the underlying software and how the interface can be reached from elsewhere within the Tool.

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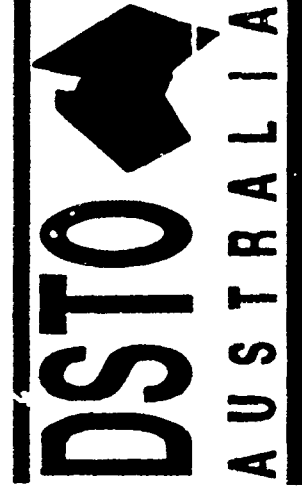
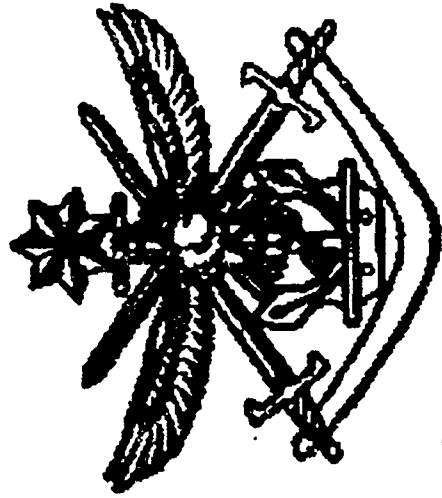
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Staff Table Manipulation Tool

A User Guide for the DMCA



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Do You Need More Help?

Contact the

DSTO C3 Research Centre Command Support Systems Group

Address:
1st Floor
Building B
Hewlett Packard Building
Fern Hill Technology Park
Bruce
ACT 2617

Postal Address:
PO Box 783
Jamison Centre
ACT 2614

Telephone: (06) 253 1977
Fax: (06) 253 1919

Authors

Dr Jennifer Clothier (06) 253 1925
Ms Malathi Carthigaser (06) 253 2302

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1. Preamble

- **Overview**

The Staff Table Manipulation Tool (STMT) has been developed as a prototype system to assess the user requirements for automated staff table support. STMT may be viewed as an adjunct to the much larger Operational Movements Planning System. It is a self contained module which enables staff table information to be stored in a computer, retrieved and summarised without the user having to know anything about how the system is implemented.

1.1. Purpose of the Staff Table Manipulation Tool (STMT)

STMT has been developed by the Command Support Systems Group of the DSTO's Information Technology Division. Its purpose is to assess the user requirement for software to support the task of collating staff table information. STMT is being trialled with the DMCA in order to assess whether the prototype possesses suitable functionality and to assess the quantity of data which may eventually be stored in such a system. The quantity of data to be stored has important consequences for further development.

1.2. STMT and its relationship to Other Systems

STMT is essentially the 'front-end' to the much larger Operational Movements Planning System (OMPS). Currently the Command Support Systems Group is designing and prototyping features required of OMPS so that the user requirement for strategic movement planning support tools may be specified.

1.3. Design Features of STMT

STMT has been designed for ease of use. Where appropriate formats of standard documents have been maintained. This facilitates the transition from paper-based to computer-based support. A good example of this is the staff table itself. STMT implements a staff table in format specified by JSP (AS) 21, Annex B to Chapter 5. Entering and updating staff table information is as simple as using any advanced spreadsheet program.

1.4. Future Developments and the way ahead

Further development of the STMT will depend upon the feedback to the Command Support Systems Group from the DMCA. Once the 'look and feel' of the software is acceptable to the user, CSSG will support the DMCA in specifying how the prototype system may be further developed by industry.

Future work will also address how the STMT is to integrate with the full OMPS.

1.5. Using this Document

This user guide is itself a prototype document. The authors warmly welcome comments on how the document can be improved.

The document follows STM's menu structure. Each entry in the menu is explained by the use of screen printouts and accompanying text. For each screen the text states:

- What is presented to the user on the screen
- What the task does and how it is used, and
- How the user reaches the window

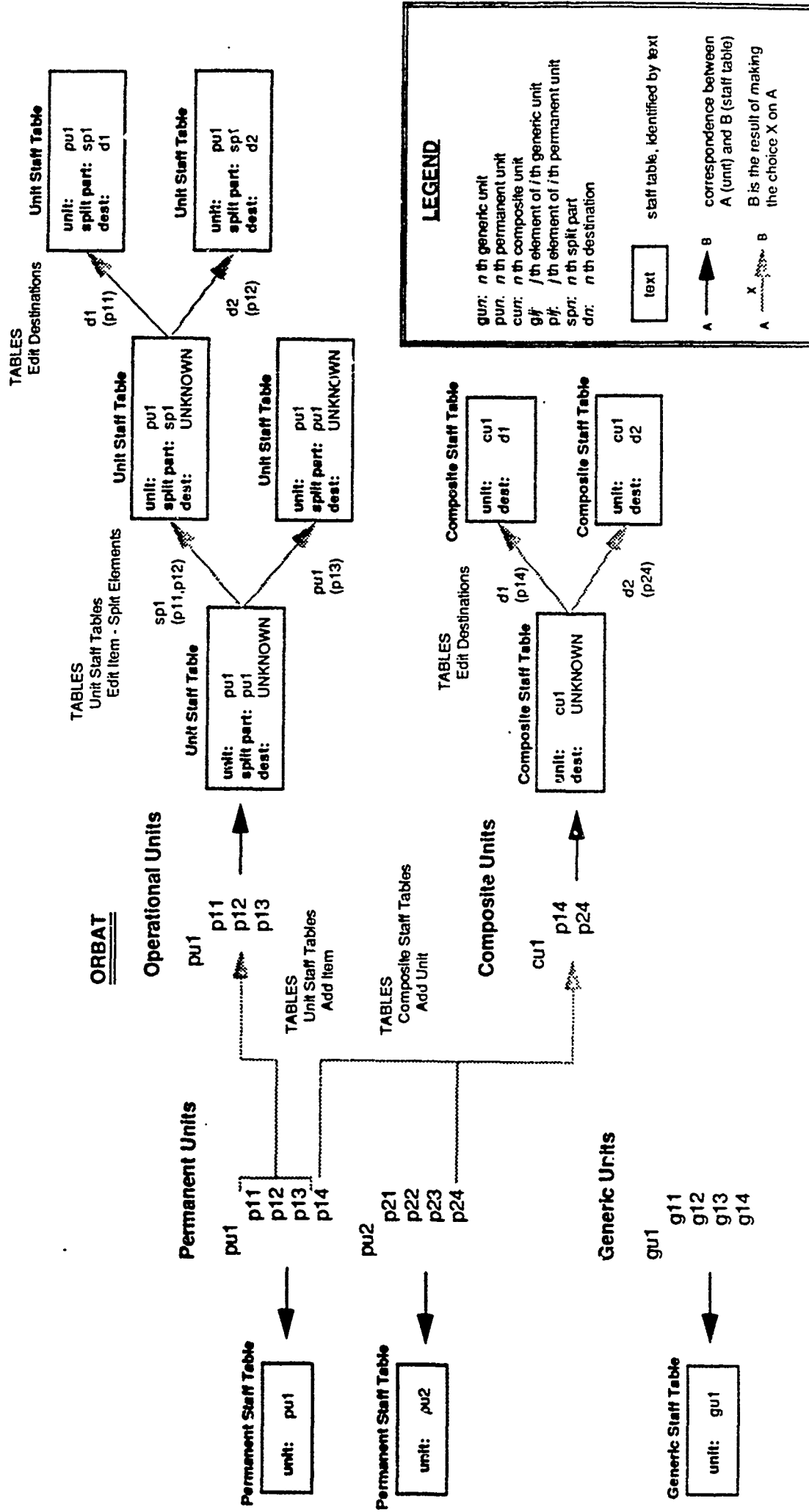
Please note that this document uses a non-standard page numbering system. All text pages have their page numbers displayed on the bottom left hand side; while facing pages, usually showing screen displays, are not numbered at all.

2. Definitions

The following table describes terms most commonly used in this user guide. Where more than one interpretation may apply to a term, the description below should be used in the context of this document.

Term	Description
Asset	a person, vehicle or unit store to be moved
Composite Staff Table	a staff table which records data related to a composite unit or part of a composite unit identified by unit and destination
Composite Unit	a unit on the ORBAT which consists of elements belonging to different permanent units (compare with Operational Unit)
Element	a component of a unit
Generic Staff Table	a staff table which contains the entries expected of a unit if it were formed (the data to be placed in these tables can be found in The Australian Army Manual of Land Warfare, Part One, The Conduct of Operations, Volume 6, Operational Staff Work, Pamphlet No 2, Aide Memoire, Chapters 1-5, and similar documents for the Navy and Air Force)
Generic Unit	one generic staff table corresponds to one generic unit
Item	a theoretical unit
Operational Unit	a unit or an element
Permanent Staff Table	a unit on the ORBAT which consists of elements belonging to the same permanent unit (compare with Composite Unit)
Permanent Unit	a staff table which records the data related to a permanent unit
Split Part	one permanent staff table corresponds to one permanent unit
Table Type	an existing, deployable unit
Unit	related to operational units and unit staff tables
Unit Staff table	elements which have been separated from the rest of a unit and have been given a unique identifier
Unit Type	Generic, Permanent, Unit or Composite
	a part of a military organisation
	a staff table which records data related to an operational unit or part of an operational unit identified by unit, split part and destination
	general category such as Armoured Squadron or Signal Troop

Relationship of Units and Staff Tables



3. Relationship of Units and Staff Tables

There are several different types of units and staff tables that may exist at any particular time. The diagram labelled "Relationship of Units and Staff Tables" illustrates how the various staff tables are related to each other, and how each is identified.

Units are primarily distinguished by life span. Generic units are theoretical, and hence do not change very often. These units are used when deciding on the composition of new units. Permanent units remain in existence for possibly several operations. Operational units and composite units are both derived from permanent units but exist only for the length of an operation. Operational units consist of units from the same permanent unit, while composite units may be composed of elements from various permanent units.

Each generic staff table records the data for one generic unit, and therefore only needs to be identified by the unit's name. Permanent staff tables are similar.

The diagram shows one possible sequence of events which demonstrates the way unit staff tables are formed. Unit staff tables are identified by unit name, split part and destination. For elements of operational units recently added to the ORBAT, the unit name, split part (=unit name) and the destination (initially UNKNOWN) will all be the same. The operational unit at this point in time will have only one unit staff table associated with it, in this case identified by unit name = pu1, split part = pu1 and destination = UNKNOWN. If some elements (p11, p12) of this unit (pu1) are later separated from the main unit to form a split part (sp1, using the Edit Item - Split Elements option under the Tables menu) then two unit staff tables will result. The first one is identified by unit name = pu1, split part = sp1 and destination = UNKNOWN, while the remaining element (p13) of the main unit (pu1) still occupies one staff table, identified as before. Assigning known destinations to elements (using the Edit Destinations option under the Tables menu) also causes changes in the number of staff tables maintained. For instance, if one element (p11) is assigned a destination (d1) and the other element (p12) is assigned another destination (d2), two unit staff tables result. The first is identified by unit name = pu1, split part = sp1 and destination d1, while the other is recognised by unit name = pu1, split part = sp1 and destination = d2.

Please note that the preceding paragraph described only one sequence of events over time. In reality, the actions of forming split parts and setting destinations may take place in any order.

Composite staff tables are identified by the unit's name, as well as by destination. When a new composite unit is formed, it has only one staff table associated with it, identified in this case by unit name = cu1 and destination = UNKNOWN. As destinations become known and are entered, the number of staff tables start to multiply. For example, if one element, p14 has destination d1 and the element p24 has destination d2, then there will be two composite staff tables. The first will be identified by unit name = cu1, destination = d1 and the other by unit name = cu1 and destination d2, as is shown in the diagram.

4. Starting STMT

- **Overview**

STMT is started from Microsoft's Windows using a customised version of their spreadsheet package Excel. Selection of the STMT icon takes the user from the Windows operating system to the opening screen of STMT.

STMT consists of four menus: File, Tables, Retrieve and Summarise, all of which can be accessed from the main menu bar in the start up screen. These menus are described in detail in sections 5, 6, 7 and 8.

5. File

- **Overview**

The file menu performs the basic housekeeping tasks, such as printing and closing the system down. It also performs the tasks of adding, deleting and editing staff tables for units which are generic or permanent.

Tables Retrieve Summarise

Add Unit
Delete Unit
Edit Unit

Permanent Staff Tables

Add Unit
Delete Item
Edit Unit

Print
Print Preview
Printer Setup

Exit

5.1. Generic Staff Tables

- **Description**

Generic staff tables contain the entries expected of a unit if it is formed. The data to be placed in these tables can be found in The Australian Army Manual of Land Warfare Part One the Conduct of Operations Volume 6 Operational Staff Work Pamphlet No 2 Aide Memoire Chapters 1-5, and similar documents for the Navy and Air Force.

- **What does this function do?**

There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- **How to get here**

From the opening menu move the mouse to the File option, press the left mouse button, hold it down. The File Menu should appear with the Generic Staff Tables entry highlighted. Alternatively, press ALT-F (hold down the ALT key while pressing the F key).

5.1.1. Add Unit

- **Menu Heading:** Generic Staff Tables

- **Description**

This menu option brings up a blank staff table, ready for details to be inserted into it. The method for entering and removing data from staff tables is similar to using any spreadsheet. For further assistance, please consult the relevant Excel documentation. The Enter button enters the staff table details into the database and brings up a dialog box for type and service details. After supplying these details (from drop down list boxes) and pressing the OK button, a new blank staff table will appear, to accept details of another unit. The Cancel button removes the staff table from the screen and returns control to the main menu.

(Note: A Unit Name, Location, Correct At Date, Serial Numbers and Element Names must be provided for all staff tables)

- **What does this function do?**

Allows the details of a generic unit to be entered into a staff table. These details are stored in a database.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu

- while holding down the mouse button, move the highlighter to the Add Unit option under Generic Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Add Unit option under Generic Staff Tables
- press ENTER to make the selection

Select unit to Delete

Service

- Air Force
- Army
- Navy

Select Unit

Delete

Cancel

5.1.2. Delete Unit

- **Menu Heading:** Generic Staff Tables

- **Description**

Select a service (Air Force, Army or Navy) from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.

- **What does this function do?**

Delete the staff table details of a selected generic unit, from the database.

- **How to get here**

- mouse:**
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
 - while holding down the mouse button, move the highlighter to the Delete Unit option under Generic Staff Tables
 - release the mouse button to make the selection
- keyboard:**
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
 - using the DOWN arrow key, move the highlighter to the Delete Unit option under Generic Staff Tables
 - press ENTER to make the selection

Select unit to Edit

Select Unit

Service

- Air Force
- Army
- Navy

Edit

Cancel

5.1.3. Edit Unit

- **Menu Heading:** Generic Staff Tables

- **Description**

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Edit button. The staff table of the selected unit will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the dialog box, without updating the database. The Cancel button from the dialog box will return you to the main menu.

- **What does this function do?**

Allows the staff table details of a generic unit to be edited.

(Note: this applies to the Location, Correct At Date and asset values only)

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
- while holding down the mouse button, move the highlighter to the Edit Unit option under Generic Staff Tables

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Edit Unit option under Generic Staff Tables
- press ENTER to make the selection

Generic Staff Tables
Add Unit
Delete Unit
Edit Unit
Add Unit
Delete Item
Edit Unit
Print
Print Preview
Printer Setup
Exit

5.2. Permanent Staff Tables

- **Description**

Permanent staff tables are created for all units that exist and are deployable.

- **What does this function do?**

There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- **How to get here**

From the opening menu move the mouse to the File option, press the left mouse button, hold it down. The File menu should appear. With the mouse move the highlighter down to the Permanent Staff Tables option. Alternatively, press ALT-F (hold down the ALT key while pressing the F key) to bring up the File menu; then move the highlighter with the arrow keys to select the Permanent Staff Tables option.

5.2.1. Add Unit

- **Menu Heading:** Permanent Staff Tables
- **Description**

This menu option brings up a blank staff table, ready for details to be inserted into it. The method for entering and removing data from staff tables is similar to using any spreadsheet. For further assistance, please consult the relevant Excel documentation. The Enter button enters the staff table details into the database and brings up a dialog box for type and service details. After supplying these details (from drop down list boxes) and pressing the OK button, a new blank staff table will appear, to accept details of another unit. The Cancel button removes the staff table from the screen and returns control to the main menu.

(Note: A Unit Name, Location, Correct At Date, Serial Numbers and Element Names must be provided for all staff tables)

- **What does this function do?**

Allows the details of a permanent unit to be entered into a staff table. These details are stored in a database.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
- while holding down the mouse button, move the highlighter to the Add Unit option under Permanent Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Add Unit option under Permanent Staff Tables
- press ENTER to make the selection

Delete Item

Service

- Air Force
- Army
- Navy

Select unit

Delete

Cancel

Show Elements

5.2.2. Delete Item

- **Menu Heading:** Permanent Staff Tables

- **Description**

To delete a whole unit, firstly select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.

To delete one particular element from the unit, press the Show Elements button (see 5.2.2.1).

- **What does this function do?**

Deletes the staff table details of a whole permanent unit or deletes the staff table details of a single element only (see 5.2.2.1).

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
- while holding down the mouse button, move the highlighter to the Delete Item option under Permanent Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Delete Item option under Permanent Staff Tables
- press ENTER to make the selection

Select an element to delete

12	13	14
p12	p13	p14

Delete Cancel

5.2.2.1. Delete Element

- **Menu Heading:** Permanent Staff Tables

- **Description**

Select an element by highlighting an element name from the standard list box and then pressing the Delete button. The Cancel button will return you to the Delete Item dialog box (see 5.2.2).

- **What does this function do?**

Deletes the staff table details of a particular element of a permanent unit. If the unit consists of only one element, this has the same result as deleting the whole unit (5.2.2).

- **How to get here**

Choose Delete item under Permanent Staff Tables from the File menu (see 5.2.2). Highlight a unit from the standard list box and press the Show Elements button.

Select unit to Edit

Service

- Air Force
- Army
- Navy

Select Unit

OK

Cancel

5.2.3. Edit Unit

- **Menu Heading:** Permanent Staff Tables

- **Description**

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Edit button. The staff table of the selected unit will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the dialog box, without updating the database. The Cancel button from the dialog box will return you to the main menu.

- **What does this function do?**

Allows the staff table details of a permanent unit to be edited.

(Note: this applies to the Location, Correct At Date and asset values only)

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
- while holding down the mouse button, move the highlighter to the Edit Unit option under Permanent Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Edit Unit option under Permanent Staff Tables
- press ENTER to make the selection

Tables Retrieve Summarise

Generic Staff Tables
Add Unit
Delete Unit
Edit Unit
Permanent Staff Tables
Add Unit
Delete Item
Edit Unit
Print Preview
Printer Setup
Exit

5.3. Print

- **Description**

Standard Microsoft Excel 3.0 Print function. For more information, please consult Excel documentation.

- **What does this function do?**

Prints the active document (ie the staff table or summary sheet currently on the screen).

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
- while holding down the mouse button, move the highlighter to the Print option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Print option
- press ENTER to make the selection

Tables Retrieve Summarise

Generic Staff Tables
Add Unit
Delete Unit
Edit Unit
Permanent Staff Tables
Add Unit
Delete Item
Edit Unit
Print
Printer Setup
Exit

5.4. Print Preview

- **Description**

Standard Microsoft Excel 3.0 Print Preview function. For more information, please consult Excel documentation.

- **What does this function do?**

Previews pages and page breaks of the active document (ie the staff table or summary sheet currently being used), on the screen, before printing.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu

- while holding down the mouse button, move the highlighter to the Print Preview option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Print Preview option
- press ENTER to make the selection

Tables Retrieve Summ^rise

Generic Staff Tables
Add Unit
Delete Unit
Edit Unit
Permanent Staff Tables
Add Unit
Delete Item
Edit Unit
Print
Print Preview
Exit

5.5. Printer Setup

- **Description**

Standard Microsoft Excel 3.0 Printer Setup function. For more information, please consult Excel documentation.

- **What does this function do?**

Identifies the printer you want to use.

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu
 - while holding down the mouse button, move the highlighter to the Printer Setup option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key) this brings up the File menu
 - using the DOWN arrow key, move the highlighter to the Printer Setup option
 - press ENTER to make the selection

Tables Retrieve Summarise

Generic Staff Tables
Add Unit
Delete Unit
Edit Unit
Permanent Staff Tables
Add Unit
Delete Item
Edit Unit
Print
Print Preview
Printer Setup

5.6. Exit

- **Description**

Select Exit option from the File menu (see detailed description below).

- **What does this function do?**

Exits STMT and returns to Windows Program Manager.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the File menu option and click the left mouse button this brings up the File menu

- while holding down the mouse button, move the highlighter to the Exit option

- release the mouse button to make the selection

- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)

this brings up the File menu

- using the DOWN arrow key, move the highlighter to the Exit option

- press ENTER to make the selection

6. Tables

- **Overview**

This menu is dedicated to providing functions for manipulating elements belonging to the ORBAT. Unit staff tables and composite staff tables both consist of elements which have been entered previously as elements of permanent units. Timings and destinations are only associated with elements on the ORBAT. These values are initially 'UNKNOWN', but may be edited at any time.

There is one exception to this menu. The unit type details may be changed for all kinds of units, not just those on the ORBAT, by choosing Edit Type Details under this menu.

(Note: Unit and composite staff tables display the destination of elements on the staff table, unlike generic and permanent staff tables. Timing details, however, are not shown on staff tables but may be viewed separately by using Time Frame (Detailed Window) or Time Frame (Maximum Window) under the Retrieve menu.)

File **Unit** Retrieve Summarize

Unit Staff Tables

Add Item
Delete Item
Edit Item - Update Assets
Edit Item - Split Elements
Edit Item - Combine Elements

Composite Staff Tables

Add Unit
Delete Unit
Edit Unit - Update Assets
Edit Unit - Get Elements
Edit Unit - Remove Elements

Edit Unit Types
Edit Timings
Edit Destinations

6.1. Unit Staff Tables

- **Description**

Unit staff tables are derived from elements belonging to the same permanent unit, which have been chosen as part of the ORBAT. Unit staff tables are identified by Unit, Split Parts (elements which have been separated from the rest of the unit and have been given a unique identifier) and Destination.
(Note: a unit on the ORBAT may have several staff tables associated with it)

- **What does this function do?**

There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- **How to get here**

From the opening menu move the mouse to the Tables option, press the left mouse button, hold it down. The Tables Menu should appear with the Unit Staff Tables entry highlighted. Alternatively, press ALT-T (hold down the ALT key while pressing the T key).

Add Element to ORBAT

<p>Service</p> <p><input type="radio"/> Air Force</p> <p><input checked="" type="radio"/> Army</p> <p><input type="radio"/> Navy</p>	<p>Unit</p> <p>pu2</p>	<p>Element</p> <p>p11</p>	<p>ADD</p>
<p>CANCEL</p>	<p>Element</p>		

6.1.1. Add Item

- **Menu Heading:** Unit Staff Tables

- **Description**

Select a service from the Service option group. This will cause the unit list box to display all available units of the chosen service. Select a unit and press the Elements button. The Element list box will display all elements of the chosen unit. Highlight the element you want to add to the ORBAT and press the Add button. Press the Cancel button to return to the main menu.

- **What does this function do?**

Adds a selected element to the ORBAT as part of an operational unit. This element would have been previously entered into the database as an element of a permanent unit.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Add Item option under Unit Staff Tables
- release the mouse button to make the selection
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)

keyboard:

- this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Add Item option under Unit Staff Tables
- press ENTER to make the selection

Delete Element from ORBAT

- Service
- Air Force
 - Army
 - Navy

Cancel

Unit

Element

P11
P12
P13
P14

Delete

6.1.2. Delete Item

- **Menu Heading:** Unit Staff Tables

- **Description**

Select a service from the Service option group. This will cause the unit list box to display all operational units of the chosen service. Select a unit and press the Elements button. The Element list box will display all elements of the chosen unit. Highlight the element you want to delete from the ORBAT and press the Delete button.

- **What does this function do?**

Removes an element belonging to an operational unit from the ORBAT.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Delete Item option under Unit Staff Tables
- release the mouse button to make the selection
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Delete Item option under Unit Staff Tables
- press ENTER to make the selection

keyboard:

Update Assets

<p>Service</p> <p><input checked="" type="radio"/> Air Force</p> <p><input type="radio"/> Army</p> <p><input type="radio"/> Navy</p> <p>Cancel</p>	<p>Unit</p> <p>[Empty List Box]</p> <p>Split Parts</p>	<p>Split Parts</p> <p>pu1 last last</p> <p>Destination</p>	<p>Destination</p> <p>UNKNOWN</p> <p>Edit</p>
--	--	--	---

6.1.3. Edit Item - Update Assets

- **Menu Heading:** Unit Staff Tables

- **Description**

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Split Parts button. The Split Parts list box will display the names of all split parts of the chosen unit. Select a split part and press the Destination button. The Destination list box will display the names of all destinations of the chosen split part. Highlight the destination you want to edit and press the Edit button. The selected staff table will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the main menu without updating the database.

- **What does this function do?**

Allows the details of a unit staff table to be edited.

(Note: this applies to the Location, Correct At Date and asset values only)

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Item - Update Assets option under Unit Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Item - Update Assets option under Unit Staff Tables
- press ENTER to make the selection

Spill Elements

Service	Unit	Element
<input checked="" type="radio"/> Air Force <input type="radio"/> Army <input type="radio"/> Navy		p11 p12

Selected Elements

p01, p12

6.1.4. Edit Item - Split Elements

- **Menu Heading:** Unit Staff Tables
- **Description**

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight an element and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated (for one unit) until the desired mix of elements has been achieved. Hitting the Split button splits the selected elements to form a new staff table. When prompted, supply the name of this new split part.

- **What does this function do?**

Separates elements which belong to the same permanent unit (and possibly have the same destination) to form a new staff table. These separated elements must be provided with a name as a form of identification. (Complement to Combine Elements (6.1.5))

- **How to get here**

- mouse:**
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
 - while holding down the mouse button, move the highlighter to the Edit Item - Split Elements option under Unit Staff Tables
- keyboard:**
- release the mouse button to make the selection
 - from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
 - using the DOWN arrow key, move the highlighter to the Edit Item - Split Elements option under Unit Staff Tables
 - press ENTER to make the selection

Combine Elements

Service

- Air Force
- Army
- Navy

Unit

SPR Parts

Cancel

SPR Parts

Combine

Unit

SPR Parts

Combine

6.1.5. Edit Item - Combine Elements

- **Menu Heading:** Unit Staff Tables

- **Description**

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Split Parts button. The Split Parts list box will display the names of all split parts of the chosen unit. Highlight the split part you want to combine with its original unit and press the Combine button.

- **What does this function do?**

Combines elements which have been previously split, with their original unit.
(Complement to Split Elements (6.1.4))

- **How to get here**

- mouse:**
 - from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
 - while holding down the mouse button, move the highlighter to the Edit Item - Combine Elements option under Unit Staff Tables
 - release the mouse button to make the selection
- keyboard:**
 - from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
 - using the DOWN arrow key, move the highlighter to the Edit Item - Combine Elements option under Unit Staff Tables
 - press ENTER to make the selection

Unit Staff Tables
Add Item
Delete Item
Edit Item - Update Assets
Edit Item - Split Elements
Edit Item - Combine Elements
Composite Staff Tables
Add Unit
Delete Unit
Edit Unit - Update Assets
Edit Unit - Get Elements
Edit Unit - Remove Elements
Edit Unit Types
Edit Timings
Edit Destinations

6.2. Composite Staff Tables

- **Description**

A composite unit consists of elements belonging to different permanent units, which have been chosen as part of the ORBAT. These units must be supplied with a unique name and a location. Composite staff tables are identified by Unit and Destination.

(Note: there is not necessarily a one-to-one correspondence between composite units and composite staff tables)

- **What does this function do?**

There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- **How to get here**

From the opening menu move the mouse to the Tables option, press the left mouse button, hold it down. The Tables menu should appear. With the mouse move the highlighter down to the Composite Staff Tables option. Alternatively, press ALT-T (hold down the ALT key while pressing the T key) to bring up the Tables menu; then move the highlighter with the arrow keys to select the Composite Staff Tables option.

MAIN.XLS

Service

Air Force
 Army
 Navy

Unit

Element

Selected Elements

6.2.1. Add Unit

- **Menu Heading:** Composite Staff Tables

- **Description**

Select a service from the Service option group. This will cause the Unit list box to display all available units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight the element you want to add and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated until the desired mix of elements has been achieved. Hitting the Add button adds the selected elements to the ORBAT as a new composite unit. When prompted, supply the name of this new unit and its current location.

- **What does this function do?**

Adds a composite unit to the ORBAT by selecting available elements from various permanent units and providing them with a unique name and their location.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Add Unit option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Add Unit option under Composite Staff Tables
- press ENTER to make the selection

Select Unit to Delete

Service

- Air Force
- Army
- Navy

Select Unit

Delete

Cancel

6.2.2. Delete Unit

- **Menu Heading:** Composite Staff Tables

- **Description**

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.

- **What does this function do?**

Deletes the staff table details of a selected composite unit, from the database.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Delete Unit option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Delete Unit option under Composite Staff Tables
- press ENTER to make the selection

<p>Service</p> <p><input checked="" type="radio"/> Air Force</p> <p><input type="radio"/> Army</p> <p><input type="radio"/> Navy</p>	<p>Unit</p>	<p>Destination</p>	<p>Destination</p>
<p>Cancel</p>	<p>Destinations</p>	<p>UNKNOWN</p>	<p>ERM</p>

6.2.3. Edit Unit - Update Assets

• **Menu Heading:** Composite Staff Tables

• **Description**

Select a service from the Service option group. This will cause the Unit list box to display all composite units of the chosen service. Select a unit and press the Destinations button. The Destination list box will display the names of all destinations of the chosen unit. Highlight the destination you want to edit and press the Edit button. The selected staff table will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns to the main menu without updating the database.

• **What does this function do?**

Allows the details of a composite staff table to be edited.

(Note: this applies to the Location, Correct At Date and asset values only)

• **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Unit - Update Assets option under Composite Staff Tables

keyboard:

- release the mouse button to make the selection
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Unit - Update Assets option under Composite Staff Tables
- press ENTER to make the selection

MAIN.XLS

Service	<input type="radio"/> Air Force <input checked="" type="radio"/> Army <input type="radio"/> Navy	Cancel
Unit	<input type="text"/>	Elements
Element	<input type="text" value="p21"/>	Select
Selected Elements		Add

6.2.4. Edit Unit - Get Elements

Menu Heading: Composite Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all available permanent units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight the element you want to edit and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated until the desired mix of elements has been achieved. Hitting the Add button brings up a drop down list of all composite units. Select a composite unit to add the elements to.

What does this function do?

Adds new elements (from permanent service units) to an existing composite unit.
(Complement to Move Elements (6.2.5))

How to get here

- mouse:**
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
 - while holding down the mouse button, move the highlighter to the Edit Unit - Get Elements option under Composite Staff Tables
 - release the mouse button to make the selection
- keyboard:**
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
 - using the DOWN arrow key, move the highlighter to the Edit Unit - Get Elements option under Composite Staff Tables
 - press ENTER to make the selection

Select Unit

US

UK

Cancel

6.2.5. Edit Unit - Remove Elements

- **Menu Heading:** Composite Staff Tables

- **Description**

Select a composite unit from a drop down list of all composite units. A standard list box containing all the elements of the selected composite unit will be presented. Select an element and press the Remove button to remove the element from the composite unit (and hence from the ORBAT).

- **What does this function do?**

Removes elements from a composite unit. If the composite unit consists of only one element, this has the same result as deleting the whole unit (6.2.2).
(Complement to Get Elements (6.2.4))

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Unit - Remove Elements option under Composite Staff Tables

keyboard:

- release the mouse button to make the selection
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Unit - Remove Elements option under Composite Staff Tables
- press ENTER to make the selection

Edit Unit Type Details

Table

- Generic
- Unit
- Composite

Service

- Air Force
- Army
- Navy

Select Unit

6.3. Edit Unit Types

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the OK button to display the current type and service details of the chosen unit. These details may be changed by using the drop down lists and hitting the OK button.

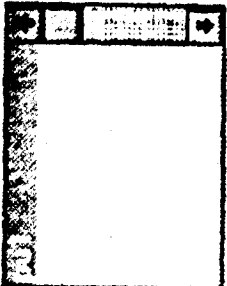
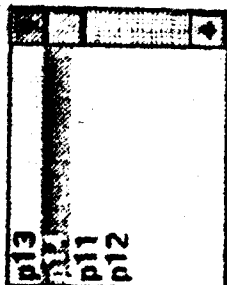
- **What does this function do?**

Allows the type and service of a unit to be changed. This menu option brings up the current unit Type and Service details of a selected unit, and can therefore be used purely for viewing purposes.

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
 - while holding down the mouse button, move the highlighter to the Edit Unit Types option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
 - using the DOWN arrow key, move the highlighter to the Edit Unit Types option
 - press ENTER to make the selection

Edit Timing Details

<p>Table</p> <p><input checked="" type="radio"/> Unit</p> <p><input type="radio"/> Composite</p>	<p>Service</p> <p><input checked="" type="radio"/> Air Force</p> <p><input type="radio"/> Army</p> <p><input type="radio"/> Navy</p>	<p>Select Unit</p>  <p>Select Element</p>  <p>OK</p> <p>Cancel</p> <p>Apply</p>
---	---	---

6.4. Edit Timings

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the Edit button to bring up the Timing Details dialog box (see 6.4.1).

- **What does this function do?**

Allows the timing details of an element to be changed. There are three time formats to choose from: Date, Date+Number of Days and Number of Days only. If this option has not been used for an element (on the ORBAT) before, its timing will be set as 'UNKNOWN'.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Timings option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-T (hold down the ALT key while pressing the T key) this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Timings option
- press ENTER to make the selection

Enter Timing Details

Date Date + #Days #Days

Earliest Departure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latest Departure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Earliest Arrival	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latest Arrival	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.4.1. Edit Timings Details Options

- **Descriptio**

Select format of dates to be entered by clicking on the appropriate option button. Enter the Earliest Departure, Latest Departure, Earliest Arrival and Latest arrival in the chosen timing format.
(Note: the Earliest Departure and Latest Arrival times must be completed as the minimum requirement)

- **What does this function do?**

Allows the timing details of an element to be changed. There are three time formats to choose from: Date, Date+Number of Days and Number of Days only. If this option has not been used for an element (on the ORBAT) before, its timing will be set as 'UNKNOWN'.

- **How to get here**

Choose Edit Timings from the Tables menu (see 6.4). Select a unit using the method described in 6.4 above, then highlight an element from the standard list box and press the Edit button.

Edit Destination Details

<p>Table</p> <p><input checked="" type="radio"/> Unit</p> <p><input type="radio"/> Composite</p> <p>Service</p> <p><input checked="" type="radio"/> Air Force</p> <p><input type="radio"/> Army</p> <p><input type="radio"/> Navy</p>	<p>Select Unit</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">[Empty list box]</div> <p><input type="button" value="Elementary"/> <input type="button" value="Compound"/></p>	<p>Select Element</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">p13 p14 p12</div> <p><input type="button" value="New Edit"/></p>
--	--	--

6.5. Edit Destinations

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the Edit button. When prompted, supply the destination of the chosen element.

- **What does this function do?**

Allows the destination of an element to be changed. If this option has not been used for an element (on the ORBAT) before, its destination will be set as 'UNKNOWN'.

- **How to get here**

mouse: • from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
this brings up the Tables menu

• while holding down the mouse button, move the highlighter to the Edit Destinations option

• release the mouse button to make the selection

• from the main menu, press ALT-T (hold down the ALT key while pressing the T key)

this brings up the Tables menu

• using the DOWN arrow key, move the highlighter to the Edit Destinations option

• press ENTER to make the selection

7. Retrieve

- **Overview**

This menu enables all types of staff tables to be retrieved by a variety of methods such as by name, by unit type or by element. Other information related to a staff table may also be retrieved, including a unit's location, an element's destination and element's timing details.

Select Table Type

Table

- Generic
- Permanent
- Unit
- Composite

OK

7.1. Staff Table - Unit (Name)

- **Description**

Select a table type from the Table option group. The dialog box that is brought up depends on which table was selected.
For:

Generic Staff Tables : see 5.1.3
Permanent Staff Tables : see 5.2.3
Unit Staff Tables : see 6.1.3
Composite Staff Tables : see 6.2.3

In all cases a staff table matching the chosen criteria will be displayed. Press the Cancel button to return to the main menu.

- **What does this function do?**

Retrieves a staff table, selected via its table type and then by the unit's name.

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu
 - while holding down the mouse button, move the highlighter to the Staff Table - Unit (Name) option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu
 - using the DOWN arrow key, move the highlighter to the Staff Table - Unit (Name) option
 - press ENTER to make the selection

Select Table and Unit Type

Table

- Generic
- Permanent
- Unit
- Composite

Select Unit Type

- type2
- type3
- type4

OK Cancel

7.2. Staff Table - Unit (Type)

- **Description**

Select a table type from the Table option group and a unit type from the Type option group. The dialog box that is brought up depends on which table was selected.
For:

Generic Staff Tables : see 5.1.3
Permanent Staff Tables : see 5.2.3
Unit Staff Tables : see 6.1.3
Composite Staff Tables : see 6.2.3

In all cases a staff table matching the chosen criteria will be displayed. Press the Cancel button to return to the main menu.

- **What does this function do?**

Retrieves a staff table, selected by the type of a unit.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Staff Table - Unit (Type) option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Staff Table - Unit (Type) option
- press ENTER to make the selection

Retrieve Staff Table (Element)

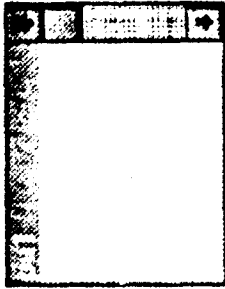
Table

- Generic
- Permanent
- Unit
- Composite

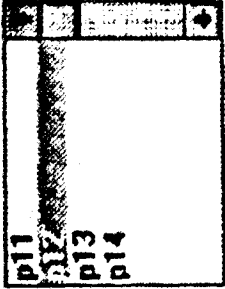
Service

- Air Force
- Army
- Navy

Select Unit



Select Element



Buttons: Element, Cancel, OK

7.3 Staff Table - Element

- **Description**

Select the Service type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The staff table of the chosen element will be displayed. The Cancel button returns you to the main menu.

- **What does this function do?**

Retrieves a staff table, for a particular element.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Staff Table - Element option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Staff Table - Element option
- press ENTER to make the selection

Retrieve Location

Table

- Generic
- Unit
- Composite

Service

- Air Force
- Army
- Navy

Select Unit

7.4. Location

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the OK button to display the current location of the chosen unit.

- **What does this function do?**

Retrieves the location of a particular unit.

(Note: The location of Operational Units currently cannot be retrieved. This is to be fixed in the next version.)

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu
 - while holding down the mouse button, move the highlighter to the Location option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu
 - using the DOWN arrow key, move the highlighter to the Location option
 - press ENTER to make the selection

7.5. Destination

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current destination of the chosen element will be displayed.

- **What does this function do?**

Retrieves the destination of a particular element on the ORBAT.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu

- while holding down the mouse button, move the highlighter to the Destination option

- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu

- using the DOWN arrow key, move the highlighter to the Destination option

- press ENTER to make the selection

Retrieve Detailed Time Frame

Table

Unit
 Composite

Service

Air Force
 Army
 Navy

Select Unit

[Empty list box]

Select Element

p13
p14
p11
p12

[OK]
[Element]
[Cancel]

7.6. Time Frame (Detailed Window)

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current detailed time frame will be displayed.

- **What does this function do?**

Retrieves the detailed window (Earliest Departure, Latest Departure, Earliest Arrival, Latest Arrival) of a particular element on the ORBAT.

- **How to get here**

mouse:

- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu

- while holding down the mouse button, move the highlighter to the Time Frame (Detailed Window) option
- release the mouse button to make the selection

keyboard:

- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu

- using the DOWN arrow key, move the highlighter to the Time Frame (Detailed Window) option
- press ENTER to make the selection

Retrieve Maximum Time Frame

<p>Table</p> <p><input checked="" type="radio"/> Unit</p> <p><input type="radio"/> Composite</p>	<p>Service</p> <p><input checked="" type="radio"/> Air Force</p> <p><input type="radio"/> Army</p> <p><input type="radio"/> Navy</p>	<p>Select Unit</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><input type="button" value="Element"/> <input type="button" value="Cancel"/></p>	<p>Select Element</p> <div style="border: 1px solid black; padding: 5px;"><p>p13</p><p>p11</p><p>p12</p></div> <p><input type="button" value="OK"/></p>
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7.7. Time Frame (Maximum Window)

- **Description**

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current maximum time frame will be displayed.

- **What does this function do?**

Retrieves the maximum window (Earliest Departure, Latest Arrival) of a particular element on the ORBAT.

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button this brings up the Retrieve menu
 - while holding down the mouse button, move the highlighter to the Time Frame (Maximum Window) option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key) this brings up the Retrieve menu
 - using the DOWN arrow key, move the highlighter to the Time Frame (Maximum Window) option
 - press ENTER to make the selection

8. Summarise

- **Overview**

This menu option produces summary tables for units which match certain selection criteria. These tables summarise the data shown on staff tables by calculating totals for each unit and displaying only the main categories of assets.

There are two methods of choosing the units to summarise : SORT and SELECT both of which are accessed from the main dialog box. The first orders the complete ORBAT by either location, location and destination, location, destination and time frame, or by service. The resulting elements are displayed , complete with headings for each unique combination of the sorting criteria. Only one set of elements may be summarised at one time by choosing its heading from the list. SELECT on the other hand picks out only those units matching the chosen fields of unit name, location, destination and time frame where one or more of these may be chosen at any one time.

Summarise Staff Tables

-SORT by:

- Location
- Location, Destination
- Location, Destination, Time Frame
- Service

SELECT by:

- Name
- Location
- Destination
- Time Frame

Cancel

ORBAT

pu3, p31
pu3, p31
Brisbane
pul, p11
pul, p11
pul, p12
pul, p12
pul, p13
pul, p13
pul, p14
pul, p14
Canberra

Selection

pu3, p31
pu3, p31

Select

Show

8.1. Summarise - Sort

- **Description**

Select a sorting method from the SORT by option group. This causes the ORBAT list box to display all the elements which belong to the ORBAT, ordered by the chosen criteria, and separated by headings for each different value of this criteria. Identify the set of elements to summarise by highlighting its heading and press the Select Button. This set of elements will appear in the Selection list box. If the selected elements are satisfactory, press the Show button to display the summary table for them. The Cancel button on the summary table is used to return to the Summarise Staff Tables dialog box.

- **What does this function do?**

SORT allows you to order the elements which constitute the ORBAT by either location, location and destination, location, destination and time frame or by service. The resulting elements are displayed, complete with headings for each unique combination of the sorting criteria. (Note: elements with time frames entered in the format of Days only, will be ignored.) Only one set of elements may be summarised by choosing its heading from the list.

- **How to get here**

- mouse:**
- from the main menu, move the mouse pointer to the Summarise menu option and click the left mouse button this brings up the Summarise menu
 - while holding down the mouse button, move the highlighter to the Summarise option
 - release the mouse button to make the selection
- keyboard:**
- from the main menu, press ALT-S (hold down the ALT key while pressing the S key) this brings up the Summarise menu
 - using the DOWN arrow key, move the highlighter to the Summarise option
 - press ENTER to make the selection

SORT by:

- Location
- Location, Destination
- Location, Destination, Time Frame
- Service

SELECT by:

- Name
- Location
- Destination
- Time Frame

Cancel

ORBAT

Selection

Select

Show

8.2. Summarise - Select

- **Description**

Identify the criteria you want to use for selecting elements by clicking the appropriate check box button from the SELECT by check box group and then press the Select button. Depending on the items checked, you will be prompted for specific values to use when selecting. To select by unit name, select a service and then select a unit when the dialog box is displayed. Locations and destinations are also selected from list boxes displaying all possible choices of these fields. For selecting time frames, enter the earliest departure and latest arrival in the labelled edit boxes and also supply the comparison operator to be used for these dates. (Note: elements with time frames entered in the format of Days only, will be ignored.) This causes the elements matching the selection criteria to be shown in the Selection list box. When the selection is satisfactory, hit the Show button to display the summary table. The Cancel button on the summary table is used to return to the Summary dialog box.

(Note: to select the whole ORBAT, press the Select button on entry to the Summarise Staff Tables dialog box)

- **What does this function do?**

SELECT allows you to pick out only those elements which match the chosen fields of unit name, location, destination and time frame, where one or more of these may be chosen at any one time. A summary table is produced for the elements which match the chosen criteria.

- **How to get here**

- mouse:
- from the main menu, move the mouse pointer to the Summarise menu option and click the left mouse button this brings up the Summarise menu
 - while holding down the mouse button, move the highlighter to the Summarise option
 - release the mouse button to make the selection
- keyboard:
- from the main menu, press ALT-S (hold down the ALT key while pressing the S key) this brings up the Summarise menu
 - using the DOWN arrow key, move the highlighter to the Summarise option
 - press ENTER to make the selection

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16. Abstract The Staff Table Manipulation Tool user guide was produced as supporting documentation to the element of the Operational Movements Planning System prototype addressing staff table storage, retrieval and collation. The User Guide was designed as an easy to use supplement to the Staff Table Manipulation Tool. For each user-computer interface in the Tool, a graphical display is shown. This is accompanied by a description of how the interface operates, what function is performed by the underlying software and how the interface can be reached from elsewhere within the Tool.			

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