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# Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT) User Guide

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## ABSTRACT

This user guide describes the functionality of the Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT). The WDCT is an online assessment collection tool, which can be used to capture analysis information from users who are testing technical demonstrations. Essentially, the WDCT provides the analysis team with a tool for presenting and managing online questionnaire and analysis gathering. The WDCT provides a mechanism for collecting large amounts of analysis information about demonstrations over a geographically dispersed area with only a small amount of effort on the part of the analyst. This user guide describes the functionality of the WDCT and how to use the system.

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# Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT) User Guide

## Executive Summary

The Web Data Collection Tool (WDCT) is a system that allows for the collection of analysis information about demonstrations held over dispersed geographical locations. Using a web interface, the WDCT can gather analysis information via questions and logs. The data collected is stored in a central repository for the analyst to then analyse and draw out conclusions and recommendations. The WDCT was first used in the Joint Warrior Interoperability Demonstration (JWID) in 2000 for the analysis of all the demonstration systems being displayed. This document is a guide to the WDCT and describes functionality and manner of use. The intended audience is those who are to use the WDCT or are interested in using the WDCT in a future demonstration.

There are five sections to the WDCT. Warfighter Area, Demonstrator Area, Network Administrator Area, Lessons Learnt, and Administration Area.

**Warfighter Area**

The Warfighter uses the Warfighter Area to answer questions and enter analysis information for each demonstration. There are two methods of entry, either by answering a series of questions or completing the warfighter log. The questions are defined using the functionality found within the Administration Area.

**Demonstrator Area**

The Demonstrator Area is where users who run each demonstration are able to enter progress information about their demonstration. During a demonstration problems or software errors often occur impacting on performance or capability. Using the functionality of the Demonstrator Area, demonstrators can enter information on how well their demonstration is operating and if there are any problems that could affect the responses gained from the warfighters.

**Network Administrator Area**

The Network Administrator Area allows network administrators to enter information on the quality of the computer network the demonstrations are using. Information in this area will allow the analyst to understand the status of the network, so when analysis information for a demonstration is unfavourable it can be associated with the network performance.

**Lessons Learnt**

The Lessons Learnt functionality allows any user to enter information into the system as feedback for future demonstrations.

**Administration Area**

The Administration Area contains two sections, the reports section and the site configuration section. The reports section contains a number of reports that display different views of the analysis information gathered via the Warfighter, Demonstrator, Network Administrator and Lessons Learnt Areas. The reports can also output information warfighter analysis information in a format that can be understood by a program called QSR NVivo (URL – http://www.qsr.com.au/). NVivo is used for analysis of large amounts of textual data. The second section to the Administrator Area is the site configuration area. This area allows administrators of the WDCT system to change and customise the WDCT. From this area administrators can manipulate the demonstrations in the WDCT, questions for each demonstration and settings for the WDCT itself.

The Warfighter Area collects the main part of the analysis information about each demonstration being analysed. The Demonstrator Area and Network Administrator Area are used as awareness information on how well a demonstration is running. Without the Demonstrator Area or Network Administrator Area, an analyst may not know if a demonstration is running poorly because of a problem with the network, implementation or the functionality of the demonstration itself.

Unlike other questionnaire-based systems, the WDCT is tailored to use within the JWID demonstration environment. The WDCT is completely web based and therefore can potentially be accessed by anyone around the world, facilitating analysis of demonstrations between countries. All administration of the system is web based allowing for remote administration. The WDCT can be used for any activity where a number of systems are to be demonstrated and analysed over geographically dispersed locations.

# Contents

# Abbreviations

| | |
|---|---|
| ADF | Australian Defence Force |
| API | Application Programming Interface |
| C4 | Command, Control, Communications and Computers |
| C4ISR | C4 Intelligence, Surveillance and Reconnaissance |
| C4ISREW | C4ISR and Electronic Warfare |
| CCEB | Combined Communications Electronics Board (Australia, Canada, New Zealand, United Kingdom and NATO) |
| DSTO | Defence Science and Technology Organisation |
| HQAST | Headquarters Australian Theatre |
| HTML | HyperText Mark-up Language |
| HTTP | HyperText Transfer Protocol |
| JDBC | Java DataBase Connectivity |
| JWID | Joint Warrior Interoperability Demonstration |
| WDCT | Web Data Collection Tool |

# Chapter 1 Introduction

This document is aimed at users of the Web Data Collection Tool (WDCT) otherwise known simply as "The Assessment Tool". Different chapters of this document are tailored to different types of users' needs. Below are descriptions of the sections and the intended audience.

*Chapter 1 – Introduction*

This is the current chapter. It describes the contents of this document and the background behind JWID (Joint Warrior Interoperability Demonstration) and the WDCT.

*Chapter 2 - General Information*

This chapter covers the general functionality of the WDCT. It gives a basic overview of each part of the tool and its capability. All users of the WDCT should read this section as it gives a good overview of what functionality should be expected of the tool. It also gives prospective users a good overview of the capabilities of the system.

*Chapter 3 - Warfighter User Guide*

This chapter covers the warfighter section of the WDCT. All warfighters should read this section. A warfighter is an individual who has been tasked to trial a piece of demonstration software and answer a series of questions about its use and operation. The warfighter user guide section describes how the warfighter can answer questions for each demonstration that they are testing.

*Chapter 4 - Demonstrator User Guide*

This chapter describes the demonstrator section of the WDCT. The demonstrator section allows demonstrators to enter information about the progress of their demonstrations as the analysis period continues. This section is relevant to all demonstrators.

*Chapter 5 - Network Administrator Guide*

The network administrator guide describes the use of the network administration log, which is used to log any information about the status of the network during the assessment period. This section is relevant to anyone involved with the computer network upon which demonstrations are deployed.

*Chapter 6 - Administrator Guide*

Included in this chapter is information on how to access the analysis reports and how to configure the WDCT system. Information on installing the WDCT and setting up the database is not described here but as a separate document called the "Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT) Installation Manual" [1]. The Administrator Guide section is relevant to all users responsible for inserting demonstrations and questions into the system, viewing reports output by the system and configuring the system for use.

## 1.1. JWID Description

JWID is a multi national activity, which seeks to develop joint and combined C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) warfighting capability and to improve system interoperability between participating nations. JWID runs in a two-year cycle. The first year has a "demonstration" theme, where the purpose is for relevant defence and industry participants to demonstrate the latest developments in technology. The second year is referred to as the "exploitation" year, where the focus is on exploiting from a military perspective the best performing demonstrations as identified through the assessment process from the first year of the cycle. The "exploitation" process is based around "fast tracking" the inclusion of those selected technologies into active service.

During a JWID activity, warfighters and technologists interact to develop and assess new capabilities that will inform Australia's C4ISR capability development process. At the same time theatre warfighting personnel assess each capability and provide valuable feedback to Demonstration sponsors on the warfighting effectiveness, operational utility and relevance of the capability being demonstrated. The assessment process thus plays a pivotal role in the JWID process.

## 1.2. JWID Assessment Process Description

2000 was the first year in which an Australian assessment process was formally conducted with the aim of encompassing the majority of demonstration activities. Prior to JWID 2000, individual demonstrations may have been assessed but there had been no overarching assessment process as part of Australia's involvement in the JWID program. The role of the Australian Assessment Program for JWID 2000 was to provide feedback on the performance of all the demonstration activities for warfighting staff using the demonstration facilities and demonstration sponsors (the organisation that supplied the demonstration). Web-based technology was used to collect warfighter's feedback that was structured around a set of pre-determined assessment criteria. Assessment criteria were developed from a series of requirements established by the demonstration sponsor and the warfighting sponsor, Headquarters Australian Theatre (HQAST).

It must be stressed that the assessment program proposed for JWID 2000 was designed around an evaluation based on both warfighter and engineering assessments, and not by an independent assessment team or by the assessment manager. One of the formal aims for the assessment process was to establish a process and methodology. The intent was to establish a series of endorsed assessment criteria, and a mechanism by which the warfighter and engineering assessments could easily be recorded for subsequent collation. The assessment team did not conduct the assessments, but facilitated the development of the assessment criteria and the conduct of these assessments[1].

## 1.3. WDCT Technical Description

The Web Data Collection Tool (WDCT) consists primarily of a Jakarta Tomcat[2] servlet container and a database. The servlet container 'serves' the web pages to the client[3] for a user to view or input the information, which is stored and retrieved from the database. Figure 1-1 below diagrammatically represents the operation of the WDCT.

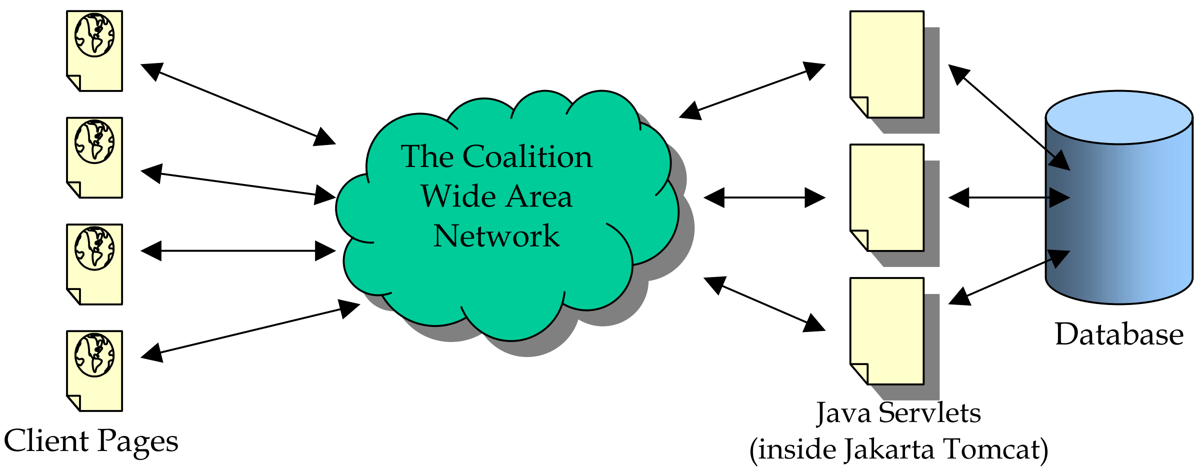


*Figure 1-1 Diagram of how the WDCT works*

WDCT keeps its data in a database. Web access to the database is facilitated by Java servlets that execute in the Jakarta Tomcat server. The Jakarta Tomcat Server is connected to the coalition wide area network. A standard web browser is used to access the WDCT components to display the reports or enter data.

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[1] For more information on the JWID assessment process please contact Paul Rogers of DSTO (Defence, Science & Technology Organisation, paul.rogers@dsto.defence.gov.au).

[2] Jakarta Tomcat is freely available off the Internet from the Apache Software Foundation.

[3] Currently supports Microsoft Internet Explorer 5.5 web browser as the client.

# Chapter 2 General Information

This chapter contains a description of the user interface and the Lessons Learnt section. The Lessons Learnt section describes how to use the Lessons Learnt area and what it is used for. These sections are aimed at all users.

## 2.1. User Interface

There are five main parts to the general user interface (see Figure 2-1): the home button, the contact information, the online help button, the session timeout indicator and the main interface area.

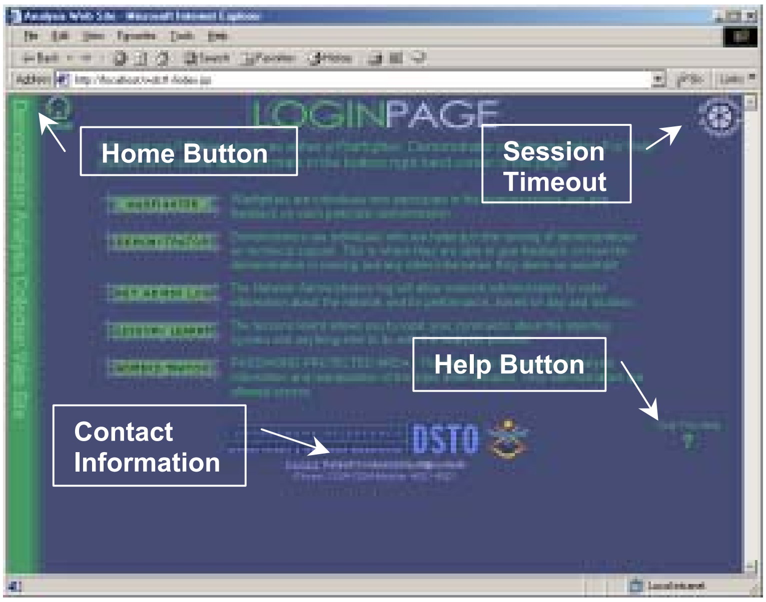



*Figure 2-1 Basic user interface*

### 2.1.1. Home Button

As shown in Figure 2-1 the button in the top-left corner of the screen is the home button (Figure 2-2 shows the button in more detail). This home button is displayed on all pages throughout the site and when clicked will take you back to the home page. Click this home button if you get lost at any time and wish to get back to the start or you wish to exit the area that you are in.


*Figure 2-2 Home button*

### 2.1.2. Contact Information

These are the contact details of a person or people who are responsible for managing the site. If the site seems to be malfunctioning or you cannot find a solution to a problem within the documentation you can contact one of the listed people to obtain help.

### 2.1.3. Session Timeout

Although not present on the main page, this functionality is found on most other pages. The amount of time you can spend using the system is unlimited. However, if you do not use the system for 30 minutes your session will expire. This is done for security reasons in case you forget to log out from the system. The clock (Figure 2-3) shows 6 divisions. Each division represents a 5 minute interval. As time passes the divisions will be removed. To check the number of minutes left in your current session, hold the mouse pointer above the image for a few seconds. A text box will appear showing the number of minutes you have left.


*Figure 2-3 Session Timeout indicator*

The Session Timeout indicator is accurate to within a minute. You should use it as an indication only as the actual session time may be slightly different from the session time shown.

Once your session expires you will be taken to the "Session Expired" page (see Figure 2-4). To return to the WDCT main page click the words "CONTINUE" or the home button in the top-left corner of the screen. Data entered into the WDCT that is not saved before the session expires, will be **LOST**. To ensure that input is not lost, always save data before leaving your terminal. The session time is reset when a new page is loaded so if you move forward and backwards through question pages the session will be reset as each new page is loaded.

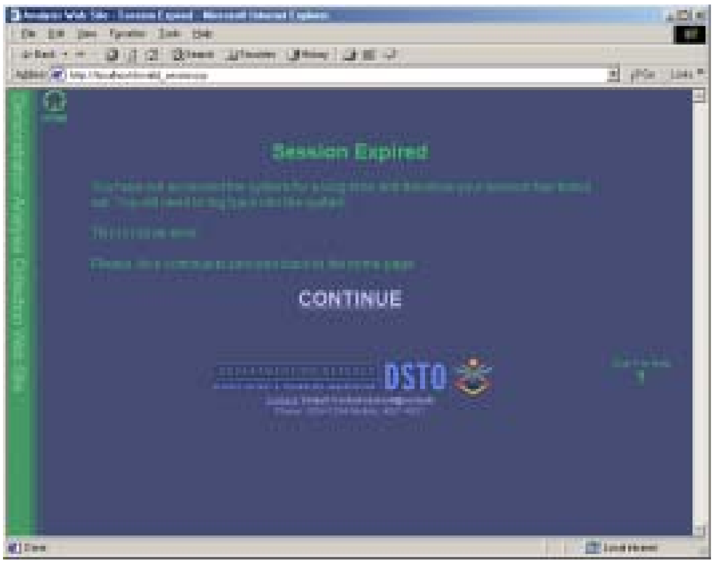



*Figure 2-4 Session Expired page*

### 2.1.4. Online Help Button

In the bottom-right corner of the screen is the help button (Figure 2-5). This help button will open a new window with a context sensitive help when clicked. The online help displayed will give you information about the page that is currently displayed. When using the WDCT, if you do not understand what to do on the current page or are not sure what a particular button will do when clicked, click on the question mark to make the online help appear. This online help is the first place to search if you are having problems. If you still have problems after reading the online help please refer to this user guide. If you still have problems please contact one of the administrators listed at the bottom of every page.

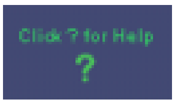



*Figure 2-5 Help button*

### 2.1.5. Main Interface Area

The highlighted section as shown in Figure 2-6 is the main interface area of the screen where all the information and forms are displayed.

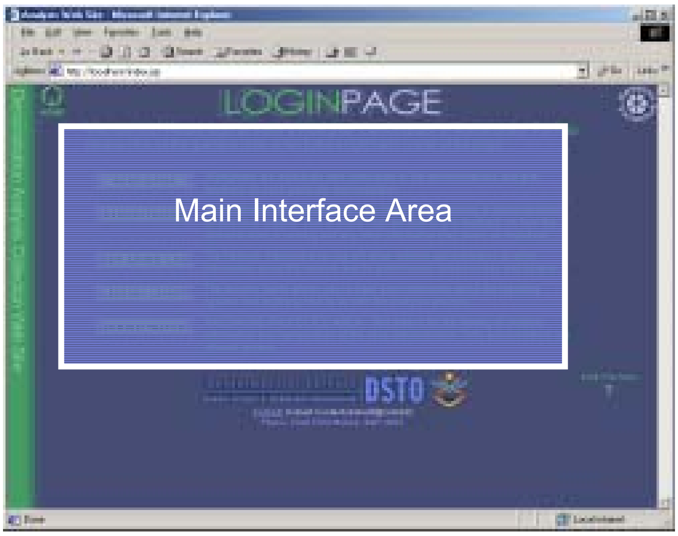



*Figure 2-6 Main interface section*

## 2.2. Lessons Learnt

The lessons learnt area was created to allow users of the WDCT to enter any comments pertaining to the conduct of the assessment process and the WDCT. A lessons learnt entry can be either a positive or negative comment. Other types of lessons learnt are new features that you believe would be useful or recommendations for changes to existing entities. Figure 2-7 displays the three pages within the lessons learnt area. The "Lessons Learnt Entry Form" and the "Lessons Learnt List" pages are described below.


*Figure 2-7 Sequence of pages for the Lessons Learnt Area*


*Figure 2-8 Home page with lessons learnt button highlighted*

To enter the Lessons Learnt area click the lessons learnt button on the home page (see Figure 2-8). The next page displayed is the "Lesson Learnt Entry" page that allows you to enter a new lesson or to display the "Lesson List" page.

### 2.2.1. Lessons Learnt Entry Form Page

The "Lessons Learnt Entry Form" Page is where you enter your information as shown in Figure 2-9.


*Figure 2-9 Lessons learnt entry page*

**How To Insert a New Lesson Learnt**

1. Insert your name (optional).
2. Insert the importance of your new lesson (as it impacted on you).
3. Insert the lesson details.
4. Click the "Insert" button at the bottom of the page.
5. The system will enter the new lesson into the database and then display a list of all the Lessons in the system including the new lesson.

**Description of Fields**

Name (Optional)

The name field is optional. Entering your name is useful for a member of the management team if they wish to get in contact with you for more information about your lesson learnt. The reason for the name being optional is that you can enter an anonymous Lesson Learnt entry if you do not wish to be associated with a comment. Anonymous entries encourage lower ranked users to still provide feedback without concern.

Importance Scale

The "importance" radio buttons are mandatory. This importance scale helps to determine if your lesson is of critical importance or just a simple request. An example of a critical lesson would be, "The Demonstrator log will not accept my data when I click the OK button".

Text Box

The large text box in the centre of the page is where the details of your lesson are entered. Please enter as much information as possible as it helps in understanding of the problem or feedback.

### 2.2.2. Lessons Learnt List Page

The lessons learnt list page (shown in Figure 2-10) displays all the lessons currently in the database and any new lessons if you have just entered a new entry. To view this list page you can complete the form fields for a new lesson in the "Lesson Learnt Entry" page and clicking the "Insert" button or by just clicking the "List" button. Clicking on the "List" button on the entry page does not insert any new lessons. The list of entries is ordered by the date entered. If you wish to create a report of all the lessons in the system go to the "Lessons Learnt Report" in the "Administrator Area" (see Section 6.2.5).

**Lesson Learnt Details Description**

Date

This is date that the lesson learnt was entered into the system.

Entered By

This is the name of the individual who entered the lesson learnt. If no name was entered for a lesson learnt then "anonymous" is displayed.

Importance

This is the importance of the lesson learnt. The larger the bar the more important it is.

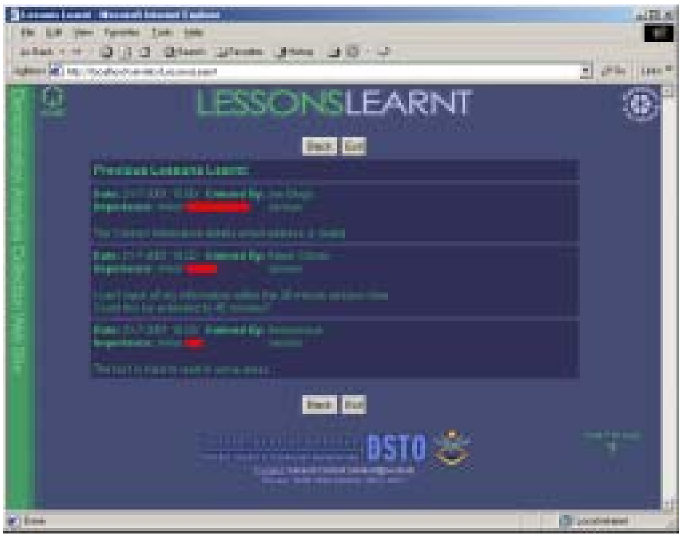



*Figure 2-10 Lessons learnt list page*

**How To Exit Lessons Learnt List Page**

To exit the "Lesson Learnt List" page click the "Exit" button and you will be taken back to the home page.

**How To Go Back to the Lessons Learnt Entry Page**

When viewing the "Lesson Learnt List" page click the "Back" button to take you back to the "Lessons Learnt Entry Form" page.

# Chapter 3 Warfighter User Guide

As a warfighter your main purpose to use this tool is to contribute to the evaluation of a particular demonstration. In any given day you are likely to use a number of different demonstrations and therefore will need to answer questions for multiple demonstrations. Analysis information should be entered for each day that you use a demonstration, and for all demonstrations that you use. It is recommended to try and enter analysis information for each demonstration straight after using it, if time permits, so your comments are fresh in your mind.

Figure 3-1 shows the sequence of pages within the "Warfighter Area". The warfighter enters this area by clicking the "Warfighter" button on the "Home Page", which displays the "Warfighter Login Page". If it is the first time the warfighter has logged into the "Warfighter Area" then the "Consent Form" and "Profile Page" pages are displayed. Information entered into the profile section is kept confidential and is not known to anyone outside of the analysis team. Next the warfighter chooses the demonstration, location and day to enter analysis via the "Choose Demonstration and Location Page" and the "Choose Day Page". From the "Warfighter Split" page the warfighter can display either the "Questions" or "Warfighter Log" windows and switch between the two to enter analysis information. All these pages are described in following sections.

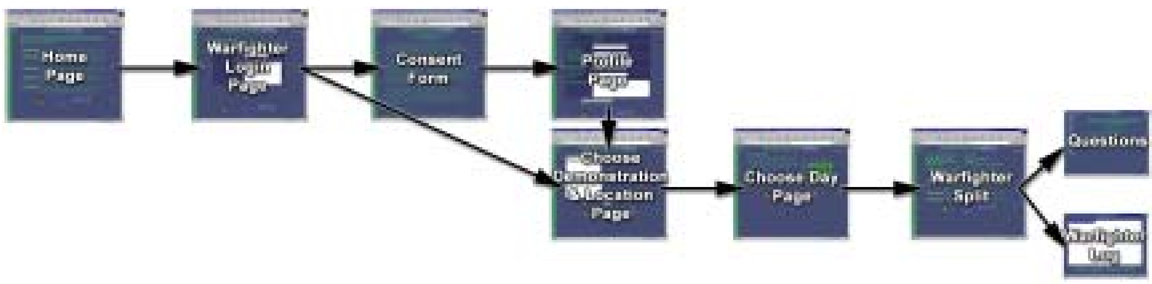



*Figure 3-1 Sequence of pages for the Warfighter Area*

## 3.1. Warfighter Login

The warfighter login logs you into the Warfighter Area. If it is the first time that you have logged in, you will be presented with a consent form and asked to fill out some background profile information. The name, service and rank that you enter must be exactly the same each time you log into the "Warfighter Area". In the login procedure you are also asked which demonstration, location and day to give analysis information about. You are only presented with the consent form once when you first log in. If you get the consent form presented to you when you log in at another time then you have entered a different name, service or rank to the previous occasion.

### How To Login Into the Warfighter Area

1. Click on the warfighter button on the home page as show in Figure 3-2 below.

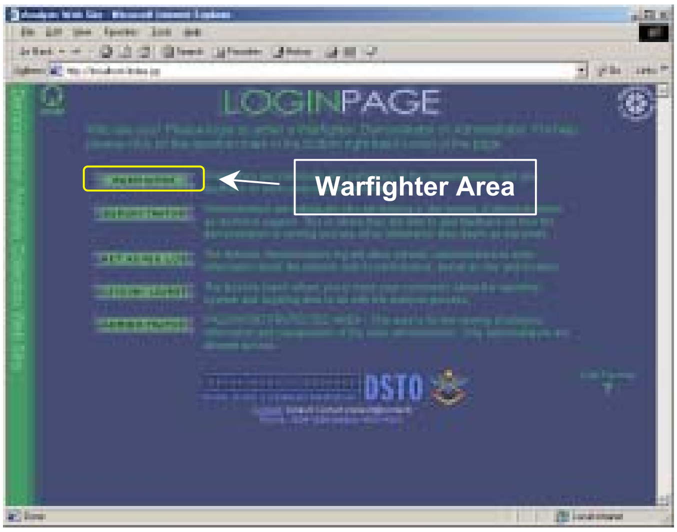



*Figure 3-2 WDCT home page with warfighter area button highlighted*

2. After clicking on the warfighter button you are displayed with the login screen as shown in Figure 3-3.


*Figure 3-3 Warfighter login page*

3. Fill out the Login form with your details.

**Login Form Details**

<u>Name</u>

You must enter your full name, both first and last names (eg. Joe Bloggs). If you have an apostrophe in your name do not include it as it can disrupt the database. The case of the text is ignored so an 'A' is equivalent to an 'a'.

Service

Choose the service that you are currently serving in from the drop down list. If you are not in the Army, Navy or Air force then select "Other".

Rank

After choosing your service a list of ranks is displayed. Please choose your current rank. If you have chosen "Other" as the service the rank options available are "civilian", "visitors" and "overseas military personnel".

4. Click the "Submit" button to login. If you have not completed the whole form an error message is displayed asking for you to correct the error by completing the empty fields.

### 3.1.1. Consent Form

If this is the first time that you have logged into the system you will be presented with a consent form. The consent form describes how your analysis information that you enter will be used and about the privacy of your information. Please read through the consent form and click the "Yes" button to accept at the bottom of the page. If you click "No" then you will be taken back to the "Home Page" and the login process will be cancelled. The "Consent Form" is only presented to you the first time that you log in. (See 3.1 if the Consent Form is presented when you log in another time).

### 3.1.2. Profile Page

After clicking the "Yes" button on the consent form a profile page is displayed (see Figure 3-4). The profile page contains a form for you to provide more detailed information about yourself and you're past experiences. All the fields must be completed before continuing. This information is extremely useful for the analyst.


*Figure 3-4 Profile page*

**Profile Page Field Descriptions**

Current Unit or Headquarters

Information on the organisation that the Warfighter is currently posted into.

Current Branch

Which part of the organisation the Warfighter is located.

Current Position

The Warfighter's role within the branch specified above.

Period in Current Position

The period of time the Warfighter has been in their current position.

Period in ADF

The period of time they have been in the ADF (Australian Defence Force). If you are not part of the ADF then input the time that you have been in your current organisation.

Brief Career History

This field should contain a brief history of the Warfighter's career.

**How To Insert Profile**

After completing all the fields on the profile page click the "Login" button to insert your profile information into the system and create your new user account. If you cancel at any time before completing the profile you will be presented with the consent form and profile pages again the next time you login. The next step is to select the demonstration, location and day to enter the analysis information about as described in the "Demonstrations And Locations" and "Choose Day" sections below.

**How To Reset Form**

Click the "Reset" button at the bottom of the page to clear all the text boxes on the profile form.

**How To Cancel Login**

Click the "Cancel" button to cancel the login process and go back to the initial login page. This is useful if you have logged in before and accidentally entered a different name, service or rank to previous occasions.

The consent form and profile pages are only displayed the first time that you login. If the consent form is displayed a second time you might have entered different information for your name, service and rank or did not complete the full login process previously.

### 3.2. Demonstrations And Locations

After completing your profile or logging in for the second time the "Demonstration and Locations" page is displayed as shown in Figure 3-5.

After selecting a demonstration from the list in the top-left side of the page a description is shown on the right and a list of locations is populated in the lower select field. Once the demonstration is selected, choose the location where you are currently located. To continue click the "Next" button at the bottom of the page. After choosing the demonstration and location you will be asked to choose which day you would like to enter analysis information for.

You must choose the demonstration first as the list of locations is only populated after a demonstration has been selected. If there are no locations shown for a particular demonstration, this means that the administrator of the site has not completed entering the information for your demonstration. Please contact the site administrator to rectify this problem. Contact information for the site administrator is displayed at the bottom of all pages within the site.

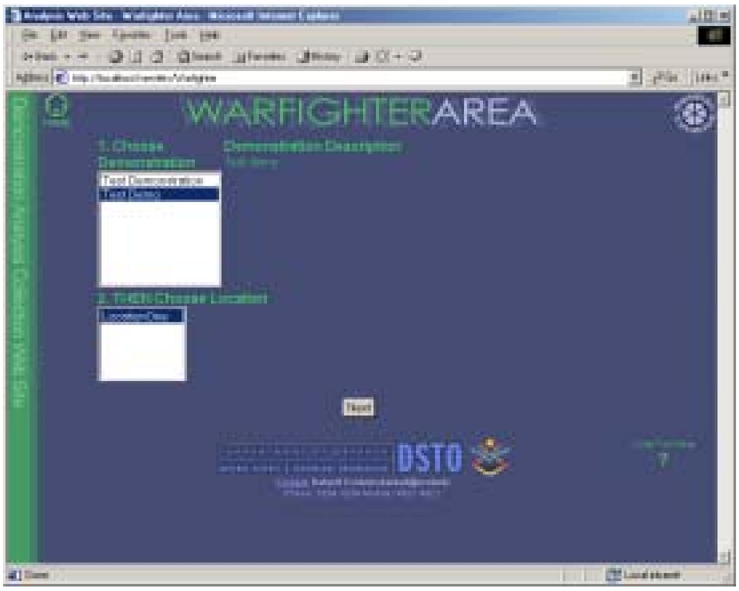



*Figure 3-5 Demonstrations and locations page*

### 3.3. Choose Day

Analysis information for each demonstration must be entered for all days that the demonstration is used. The reason for answering the same questions for multiple days is that on different days you will be performing different tasks and therefore a different part of the demonstration. Entering analysis information for multiple days allows for the gathering of analysis information about all facets of a demonstration. The page to select the day is displayed in Figure 3-6.

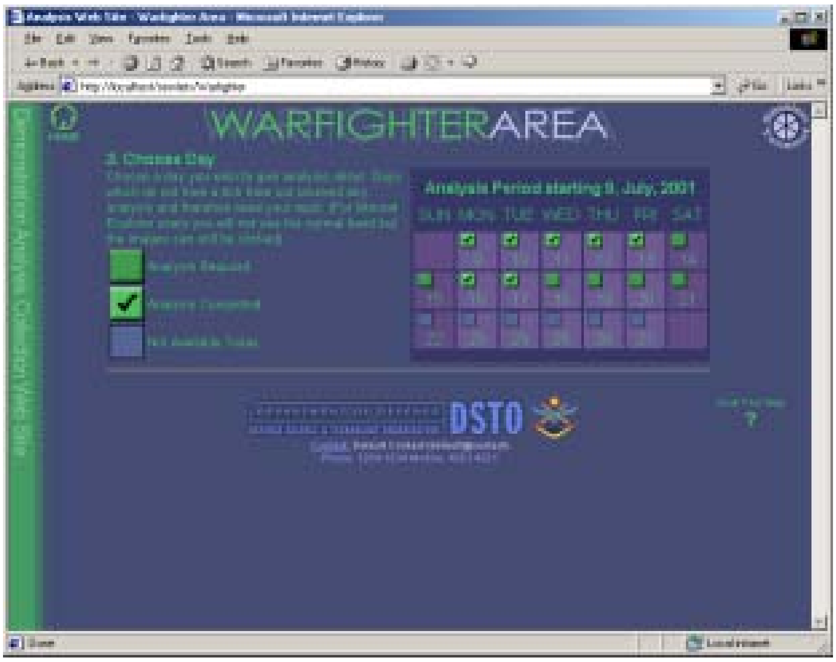



*Figure 3-6 Choose day page*

This page displays a calendar of all the days within the analysis period. Only days up to and including the current day can be clicked on. Days containing a tick have already had analysis information entered. Days containing a green button with no tick can accept analysis information and currently have none. Days containing a blue square are in the future and cannot receive analysis information yet and therefore cannot be clicked. Days that already contain analysis information can still be clicked so that analysis information can be added or changed at any time. The different icons are shown in Figure 3-7. If the analysis period spans multiple months, there will be a month name marked within the calendar to indicate where the new month starts. When you click on a day you are taken to the "Warfighter Split" page.


*Figure 3-7 Button types*

## 3.4. Warfighter Split

This section describes the two most important sections of the Warfighter Area, the question area and the warfighter log. After choosing the demonstration, location and day to enter analysis information about, the “Warfighter Split” page is displayed (see Figure 3-8). From this page you can choose to enter answers to the current demonstration or enter information into the warfighter log. The questions and warfighter log are described further below. If there are no questions for the selected demonstration then only the warfighter log is available.

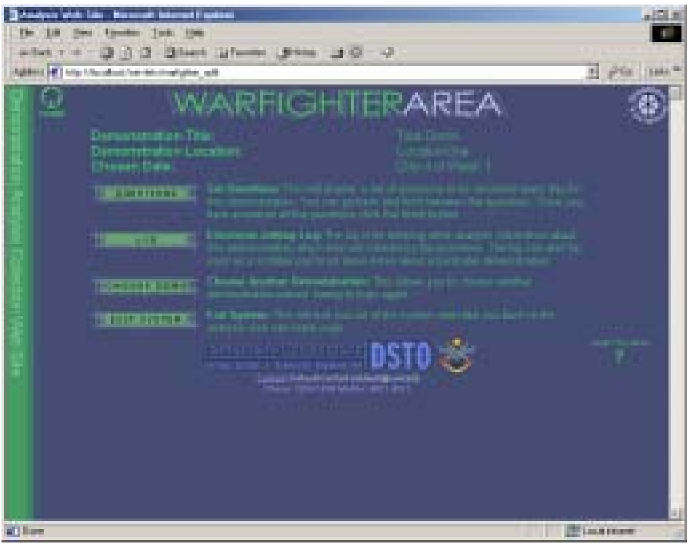



*Figure 3-8 Warfighter split page*

**How To Change The Current Demonstration**

To change demonstrations click on the “Change Demo” button. Clicking this button will take you back to the “Choose Demonstration Page” so that you can choose a different demonstration. When you click on this button both the “Warfighter Log” and “Questions” windows will close automatically.

**How To Exit The Warfighter Area**

To exit the Warfighter Area click the "Exit" button. When this button is clicked both the “Questions” and “Warfighter Log” windows will close (if open) and you are then taken back to the home page.

## 3.5. Questions Area

Clicking the “Questions” button on the warfighter split page displays the “Questions” window, as shown in Figure 3-9. Down the left side of the “Questions” window is the question list. As you move your mouse over the top of the question numbers the question text is displayed as a “Tool Tip”. If you click on a question number you will jump to that question. It is strongly recommended to use the “Next” and “Previous” buttons as you are then assured that all questions are displayed.

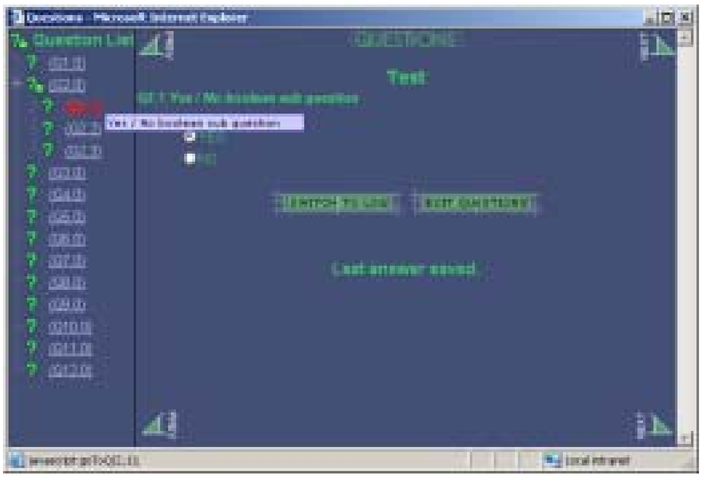



*Figure 3-9 Answers window*

**How To Navigate Through the Questions**

There are two ways to navigate through the questions, either by clicking on the "Next" and "Previous" buttons, or by clicking on a question number in the question list. The preferred method of navigation is via the "Next" and "Previous" buttons. The reason for using the "Next" and "Previous" buttons is that some questions can contain sub questions, these sub questions are only displayed in the question list if certain conditions are met when you answer a question. If you use the next and previous buttons you will automatically be taken to the sub questions when the conditions are met. If you use the question list to navigate you might miss out answering some of the sub questions. The question list is there to give you an indication of where you are up to in answering all the questions and the ability to jump straight to a question if you need to. Using the Question List should be considered as a secondary form of navigation to using the "Next" and "Previous" buttons.

**How To Switch To The Warfighter Log**

When answering questions you are able to switch to the "Warfighter Log" window by clicking on the "Switch To Log" button in the "Questions" window. When clicked the "Warfighter Log" window will be displayed. If the "Warfighter Log" window is already open then it will become the foreground window otherwise a new window will be created containing the warfighter log.

**How to Exit The Questions Window**

To exit the questions window and save your current answer either click on the "Exit Questions" button or the 'X' in the top-right corner of the "Questions" window. Clicking on this button will save your current questions answer (if any) and close the "Questions" window. The preferred method is to click the "Exit Questions" button.

## 3.6. Warfighter Log

When the "Log" button on the "Warfighter Split" page (Figure 3-8) is clicked a new window is opened containing the warfighter log. If you have entered log information before for the current demonstration, location and day, then the previous log comments are displayed. The warfighter log is used for giving extra analysis information about a demonstration. This log can also be used as an electronic jotting log while answering questions. If there are no questions associated with a demonstration, only this log will be available to enter analysis information.

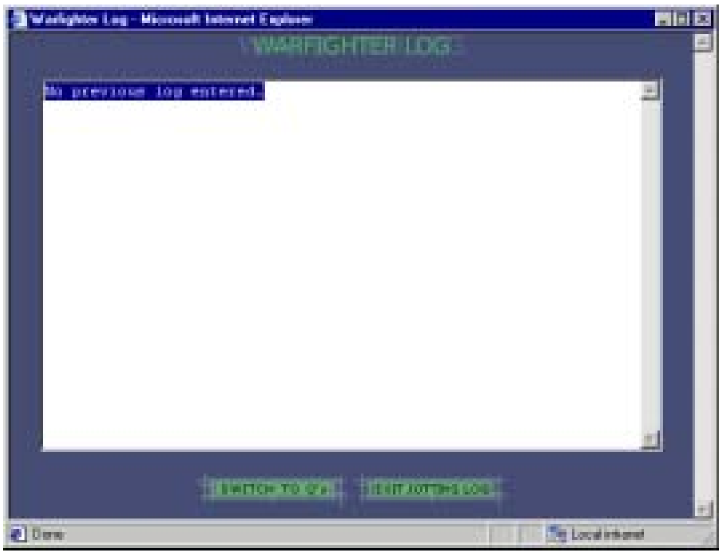



*Figure 3-10 Warfighter Log*

**How To Exit The Warfighter Log**

To exit and save the current changes to the warfighter log click the "Exit Jotting Log" button.

**How To Switch To The Questions Window**

To open the "Questions" window from the "Warfighter Log" click on the "Switch To Q's" button. When clicked the "Questions" window will open, if not already open, and brought to the foreground. The "Switch To Q's" and "Switch To Log" buttons allow you to alternate between the "Questions" and "Warfighter Log" windows.

# Chapter 4  Demonstrator User Guide

This chapter is aimed at users running demonstrations or are involved with a demonstration being run. In the demonstration area a demonstrator can enter information into the "Demonstrator Log". The analysis team uses the output from "Demonstrator Log" to associate negative feedback with problems in the demonstrations operation. If a demonstration does not operate correctly then the demonstrator must enter information about the problem into the "Demonstrator Log". When demonstrations do not run correctly, negative comments are usually received from the warfighter. If there is a demonstration log present describing the problem, the analyst can associate negative feedback with the operational problem of the demonstration, rather than a software or hardware defect. The more information entered into the demonstration log the more informed the analyst is about the demonstration. It is beneficial for all demonstrators to use the demonstrator log so that they can get the best results and responses for their demonstration.

As shown in Figure 4-1 the user must select the demonstration, location and day before viewing or updating the demonstrator log.

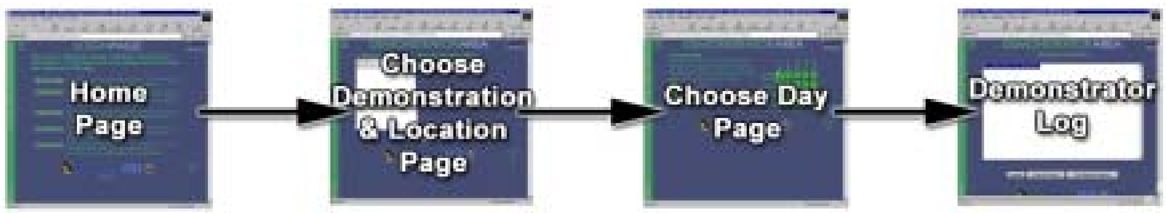



*Figure 4-1 Sequence of pages for the Demonstrator Area*

## 4.1. Demonstrator Login

To access the demonstrator log the demonstrator must log into the WDCT system. Unlike the warfighter login the demonstrator login is much simpler and only involves selecting the demonstration, location and day of the demonstration that you wish to enter information about.

### 4.1.1. Choose Demonstration & Location Page

After clicking the "Demonstrator" button on the home page the first page displayed is the "Choose Demonstration and Location" page (see Figure 4-2).

**How To Choose a Demonstration And Location**

1. Select the demonstration from the demonstration list. After selecting a demonstration the description is displayed on the right and the location list below is populated.
2. Select the location that you are currently located.
3. Click the "Next" button to go to the next page.

You must choose the demonstration first as the list of locations is only populated after a demonstration has been selected. If no locations are shown for a demonstration, the administrator of the site has not completed entering the information for your demonstration. Please contact the site administrator to rectify this problem. The site administrator's contact information is displayed at the bottom of all pages in the site.

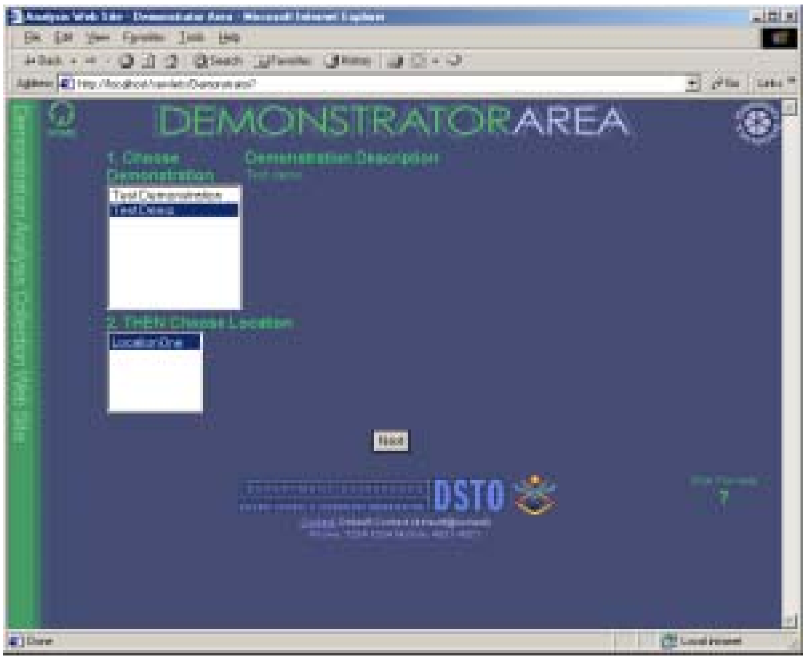



*Figure 4-2 Demonstration and location page*

### 4.1.2. Choose Day Page

After choosing the demonstration the next page displayed is the choose day page (see Figure 4-3).

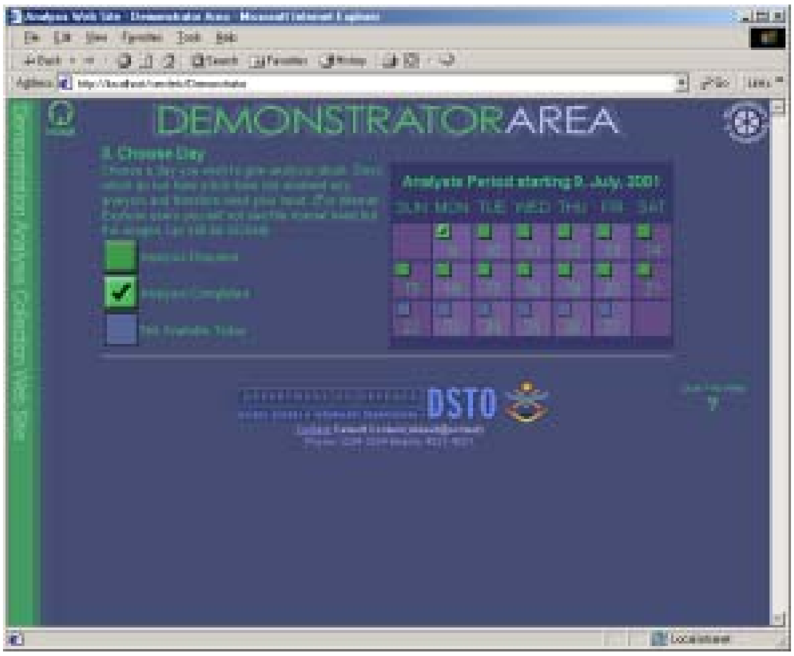



*Figure 4-3 Choose day page*

This page displays a calendar of all days in the analysis period. Only days up to the current day can be clicked. Days containing a tick already contain a demonstrator log. Days containing a green button with no tick do not have a demonstrator log entry. Days containing a blue square are in the future and cannot be selected. Even if a day already contains a demonstrator log the existing information can be edited by clicking on the button. The different icons are shown in Figure 4-4. To choose a day click on a green square, for example if you wish to give analysis information for 18th July, click on the green square labelled 18. If the analysis period spans multiple months, there will be a month name marked within the calendar to indicate where the new month's days start. When you click on one of the days the demonstrator log is displayed.

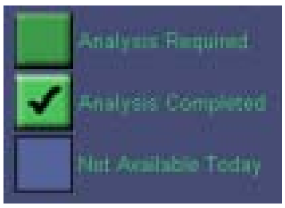



*Figure 4-4 Different icons*

## 4.2. Demonstrator Log

This section describes the demonstrator log page; as displayed in Figure 4-5. If the selected day already contained a demonstrator log, it will be retrieved and redisplayed so that it can be changed and updated.


*Figure 4-5 Demonstrator Log*

**How To Enter A Demonstrator Log**

Fill out the information for your log in the large text box. When you have finished, click the “Exit” button at the bottom of the page to save the log and exit back to the “Home Page”. Try and input as much information as you can. The more information you can add the better understanding the analyst will have.

**How To Exit Without Saving**

If you have started to enter some information into the demonstrator log and do not wish to save the changes, then click the “Exit Without Update” button at the bottom of the page. This will discard any changes and take you back to the “Home Page”.

**How To Save and Exit**

If you have entered new information or changed old information within the warfighter log, and wish to save the information click the “Exit” button. Clicking the “Exit” button saves the current entry and then takes you back to the “Home Page”.

**How To Choose A Different Demonstration**

If you have finished entering the demonstrator log for the current demonstration, location, and day, and wish to enter a log for a different day or demonstration, click the “Choose Demo” button at the bottom of the page. When clicked, the current log is saved before displaying the “Choose Demonstration and Location” page.

# Chapter 5 Network Administrator User Guide

This chapter describes the "Network Administrator Area" which contains the "Network Administrator Log". This log works similar to the "Demonstrator Log" but allows network administrators to give analysis information on performance of the network each day. Before displaying the "Network Administrator Log" the network administrator has to login as described below. Figure 5-1 displays the sequence of pages within the "Network Administrator Area".

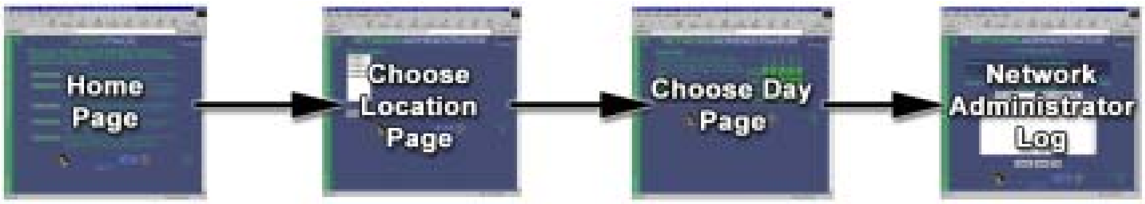



*Figure 5-1 Sequence of pages for the Network Administrator Area*

## 5.1. Network Administrator Area Login

The login process for the "Network Administrator Area" is the simplest login, as you only have to choose the location and day of which you wish to enter network information for. This is because there is no need to identify the demonstration, as the network operation is independent of all demonstrations.

### 5.1.1. Choose Location Page

This page allows the network administrator to choose which location to enter network information about (see Figure 5-2). The locations displayed are all locations stored within the system. If no locations are displayed then none of the demonstrations have locations entered. Contact the site administrator to correct this problem. Contact information for the site administrator can be found at the bottom of all pages.

**How To Choose A Location**

1. Select a location from the location list.
2. Click the "Next" button at the bottom of the page.

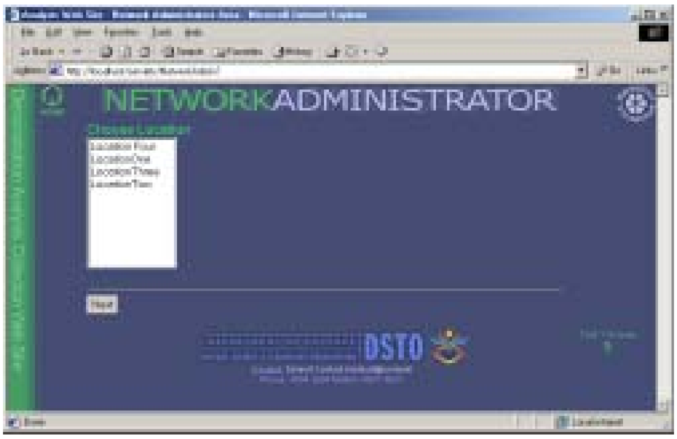



*Figure 5-2 Network Administrator Area login choose location page*

5.1.2. Choose Day Page

After clicking the "Next" button on the "Choose Location" page, the "Choose Day" page is displayed as shown in Figure 5-3. This page allows the network administrator to choose which day to enter network performance data.

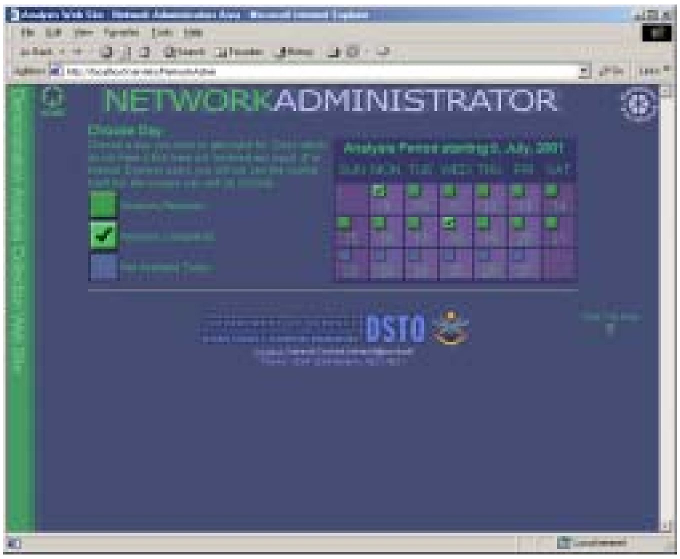



*Figure 5-3 Network administrator area login choose day page*

This page displays a calendar of all days in the analysis period. Only days up to the current day can be clicked. Days containing a tick already contain network performance data. Days containing a green button with no tick do not contain a network administrator log. Days containing a blue square are in the future and cannot receive network information and therefore can't be clicked. Even if a day already contains a network administrator log more can be inserted by clicking on the ticked button, although you can't change logs inserted previously. The different icons are shown in Figure 5-4. If the analysis period spans multiple months, there will be a month name marked within the calendar to indicate where the new month starts. To select a day click the green button within the required day.

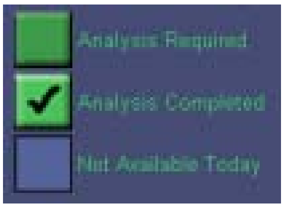



*Figure 5-4 Different icons*

When you click on a day then next page, the "Network Administrator Log", is displayed.

## 5.2. Network Administrator Log

After choosing a day the "Network Administrator Log" is displayed as shown in Figure 5-5. At the top of the page are all the previous logs for this location and day. At the bottom of the page is a form for entering new administrator logs. All fields are compulsory and must be completed before inserting the new log.

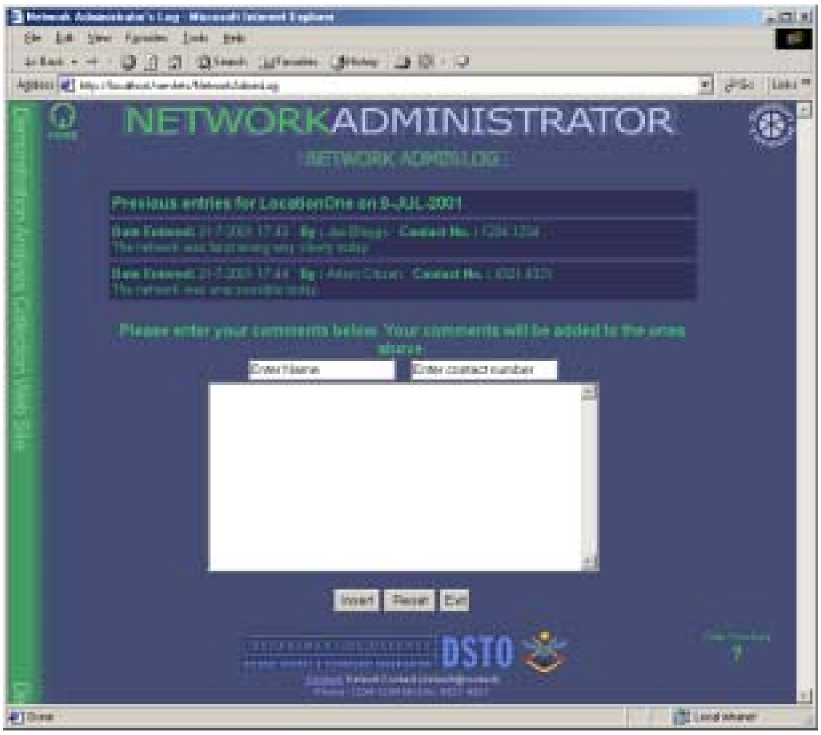



*Figure 5-5 Network administrator log*

**How To Insert A New Network Administrator Log**

1. Enter your name in the top left text box containing the text "Enter Name".
2. Enter your contact number in the top right text box containing the text "Enter contact Number".
3. Enter your text for the network administrator log in the large text box displayed in the centre of the page.
4. Click the "Insert" button at the bottom of the page to insert the new administrator log.

After clicking the "Insert" button the system will first check that all three fields have been completed. If complete, the new log is inserted and displayed at the top of the page. Once a network log has been inserted it can't be changed or deleted.

**How To Reset The Form**

To reset all the fields, click the "Reset" button at the bottom of the page.

**How To Exit The Administrator Log Without Saving**

To exit the administrator log without saving, click the "Exit" button at the bottom of page. When you click on this button you are redirected back to the "Home Page" without saving the current log.

# Chapter 6 Administrator User Guide

This chapter describes the "Administrator Area" of the site. This part of the site is password protected and not accessible without a username and password given to you by the site administrator. The default username and password is "default/default" although the site administrator would have changed this during the site installation. Within the administrator area reports can be generated with information entered by warfighters, demonstrators and network administrators. Also all site administration pages are contained in this area. You must have administrator privileges to access the site configuration components. To enter the "Administrator Area" click the "Administrator" button on the "Home Page". Figure 6-1 displays the pages for accessing the "Administrator Area".


*Figure 6-1 Sequence of pages to login into the Administrator Area*

## 6.1. Administrator Login

After clicking the "Administrator" button on the home page of the site the "Administrator Login" page is displayed as shown opposite in Figure 6-2. This page is where you enter the username and password given to you by the site administrator. For the contact details of the site administrator refer to the contact details displayed at the bottom of all the pages. The default username and password is "default/default" although this would have been changed during the site installation procedure. The default user has full administrator rights providing access to potentially damaging settings within the system; hence the password should be changed immediately. If you forget your password or username contact the site administrator to get a new username and password.

**How To Login**

1. Enter your username into the top text field (case sensitive).
2. Enter your password into the bottom text field (case sensitive).
3. Click the "Submit" button to submit your login details and login into the administrator area of the site.

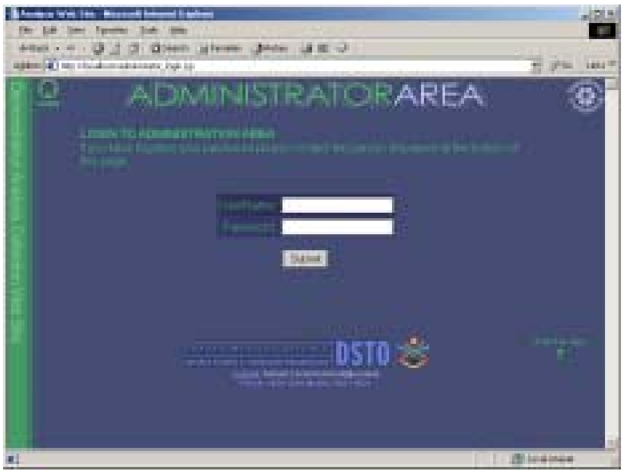



*Figure 6-2 Administrator Login Page*

## 6.2. Reports

After logging into the administrator area you will be shown a page similar to the one shown in Figure 6-4. Depending on your privileges, you may see the "Site Admin" section of the page as displayed in Figure 6-4 or only the reports section. Only full administrators will see the "Site Admin" section although all administrators can see the reports section. Information on creating usernames and passwords for administrators is discussed later in the "Users Administrator Area" section. There are several reports to choose from. Each report displays a different view of the data stored. Some reports display the answers from warfighters, while others display the logs entered by demonstrators or network administrators. Each report is described below.

### 6.2.1. Assessment Status Report

The assessment status report displays the status of how many days feedback has been provided for each demonstration. This report is used to discover which demonstrations are falling behind in receiving analysis information. This report does not give any indication of how much information; it only provides the presence or absence of information. The three pages displayed within the "Assessment Status Report" are the "Assessment Status Report Generator" page, "Assessment Status Report" page and the "Assessment Status Report Print Preview" page, as shown in Figure 6-3. The display criterion for the report is set on the "Assessment Status Report Generator" page. The "Assessment Status Report" page displays the report information as selected by the generator page. The "Assessment Status Report Print Preview" page displays the report in a format conducive for printing.


*Figure 6-3 Assessment Status Report pages*

### How To Display The Assessment Status Report

1. Click the "Assessment Status" report button on the "Administrator Area" page (see Figure 6-4).

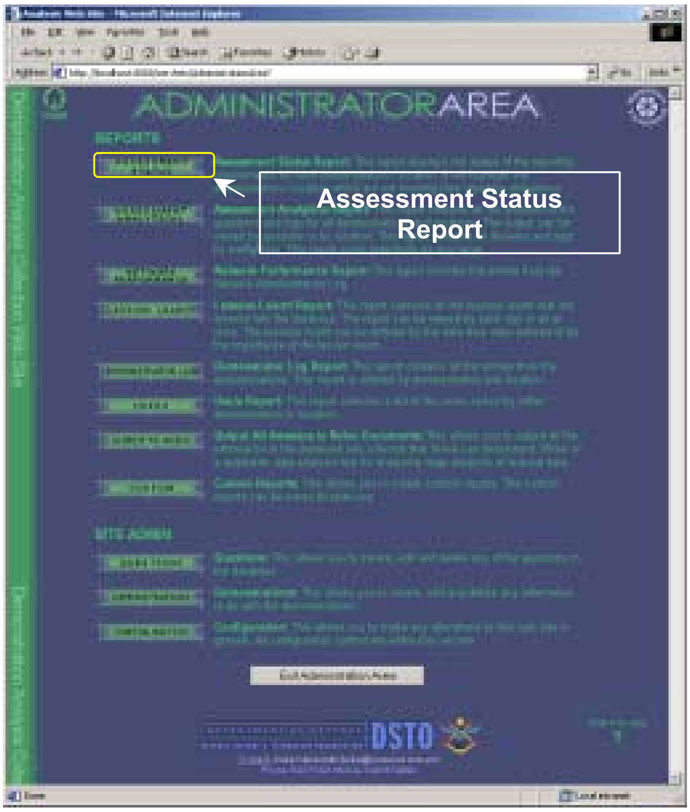



*Figure 6-4 Administration area with the assessment status report button highlighted*


*Figure 6-5 Assessment status report generator*

2. The Assessment Status Report Generator page will be displayed as shown in Figure 6-5. This generator page allows for the customisation of the report output.

3. Select the day(s) to display. Days that have a white check box are selectable. Days in the future cannot be selected and are marked with a blue square. A range is defined by selecting the first and last day of the required range. To select a day click on the white check box, which will display a mark in the box indicating it as selected. At least one day must be selected to generate the report. Only two days can be selected, if a third is selected then first selection will disappear and be replaced by the new selection.

4. Select the responses to measure, either the warfighter's responses from the warfighter area (includes the preset question answers and logs), or the demonstrator's responses from the demonstrator log. The default choice is to display the warfighter's responses.

5. Select the value to order the results, either by demonstration or by location. The default value is to order the results by demonstration.

6. Click the "Display" button at the bottom of the page to display the report as in Figure 6-6.


*Figure 6-6 Assessment status report details*

Nothing can be inferred about the quality or amount of information entered each day. These counters are cumulative and will gradually increase over time as information is entered each day by the warfighters or demonstrators.

As shown in Figure 6-6 at the top of the page and again in Figure 6-7 there is a list of links called "Quicklinks". These links allow you to quickly navigate to a section within the report by clicking on the name of the demonstration that you wish to jump to.


*Figure 6-7 Quicklinks*

At the top and bottom of the report are three buttons as shown in Figure 6-8.


*Figure 6-8 Navigation buttons*

<u>Back Button</u>

The "Back" button allows you to go back to the "Assessment Status Report Generator" page and choose different criteria for displaying the report.

<u>Print Preview Button</u>

This button when clicked opens up a new window with a "Print" button and a "Close" button. In the main window a printable version of the report is displayed.

To print the report, click the "Print" button in the new print window. To close the print preview and go back to displaying the report click the "Close" button.

Exit Button

This button, which is also displayed on the "Assessment Status Report Generator " page will close the report and display the "Administrator Area" page.

### 6.2.2. Assessment Analytical Report

The assessment analytical report displays all the answers for each demonstration. This report does not display all the information on one page like other reports but displays each demonstration on a separate page. This report can potentially take quite some time to display so please be patient when generating the report. This report is one way to display the answers entered by warfighters. Another method is via the "Output to NVivo" report described later. The "Assessment Analytical Report" contains three pages; the "Assessment Analytical Report Generator" page, the "Assessment Analytical Report" page and the "Assessment Analytical Report Print Preview" page as shown in Figure 6-9. The "Assessment Analytical Report Generator" page allows for the selection of criteria on how the report is displayed. The "Assessment Analytical Report" page displays the report according to the criteria selected. The "Assessment Analytical Report Print Preview" page displays the same report but in a format conducive for printing.


*Figure 6-9 Assessment Analytical Report pages*

**How To Display The Assessment Analytical Report**

1. Click the "Assessment Analytical" report button on the "Administrator Area" page (see Figure 6-10).

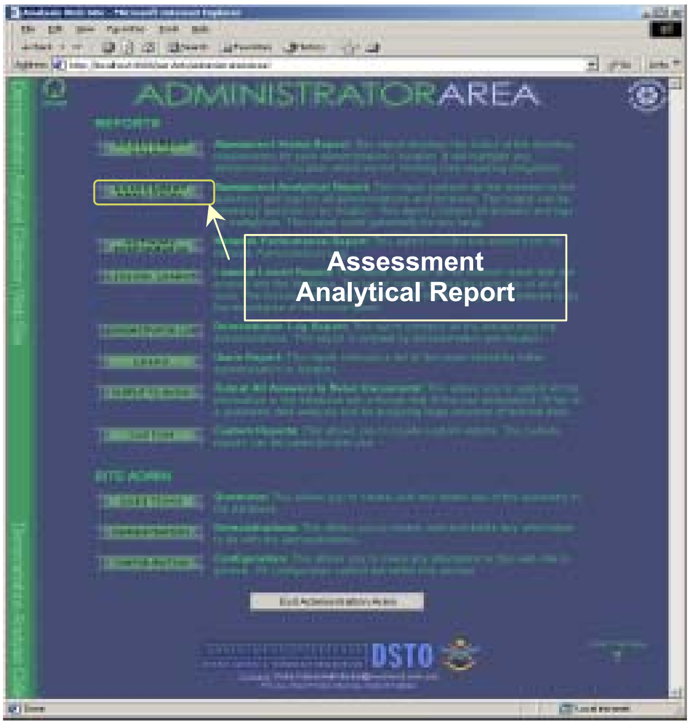



*Figure 6-10 Administrator area with assessment analytical report button highlighted*

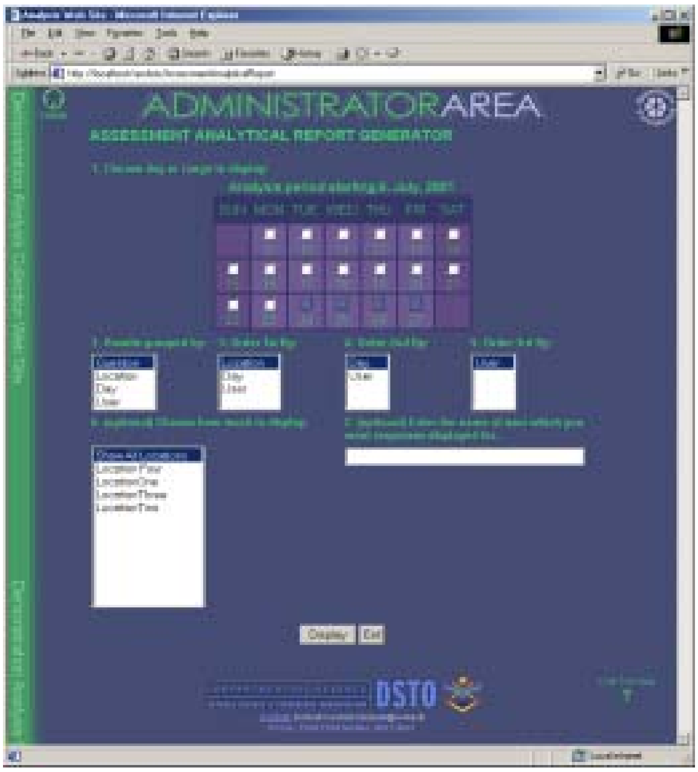



*Figure 6-11 Assessment analytical report generator*

2. The "Assessment Analytical Report Generator" page will be displayed as shown in Figure 6-11. This generator page allows you to customise the assessment analytical report output.

3. Select the day(s) to display. Days that have a white check box are selectable. To select a day click on a white check box. A range is defined by selecting the first and last day of the required range. You need to select at least one day to generate the report. You are not allowed to select more than two days to define a range. If you attempt to do this, the first selected day will become unselected. Days in the future cannot be selected and are marked with blue squares.

4. Select how to group the results. The default is to group by question.

5. Select the 1st, 2nd and 3rd order values. As you select each order the remaining order choices will change according to what has already been chosen. You must select the order from left to right.

6. Select the locations you wish to limit the results by. This is optional. The default is to show the results for all locations. To select more than one location hold down the CTRL key on the keyboard as you select each item from the list.

7. Optionally, you can enter a name in the text box at the bottom of the page. When a name is entered, only the results of this person are displayed. The name must be entered in full (both first and last names) exactly as entered by the warfighter. The name is not case-sensitive; therefore “Joe Bloggs” is the same as “joe bloggs”.
8. Click the “Display” button at the bottom of the page to display the report. This displays the report for the first demonstration in the database as shown in Figure 6-12 below. Please be patient after clicking the “Display” button as it can take quite some time to display. Only click the “Display” button once otherwise it will take even longer to display.

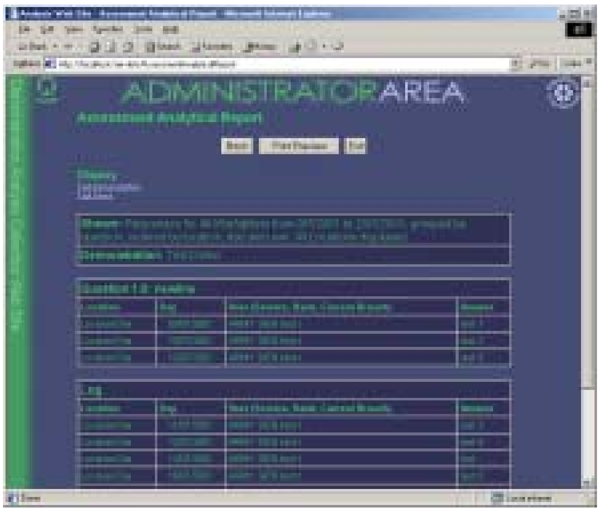



*Figure 6-12 Assessment analytical report details*

As shown in Figure 6-12 there is a list of links to each demonstration at the top of the page (see Figure 6-13). These link to the separate pages for each demonstration. To display a demonstration click the name of the demonstration that you wish to display.


*Figure 6-13 Links between different demonstrations*

At the top and bottom of the report are three buttons as shown in Figure 6-14.


*Figure 6-14 Navigation buttons*

Back Button

This “Back” button allows you to go back to the “Assessment Analytical Report Generator” page and choose different criteria for displaying the “Assessment Analytical Report”.

Print Preview Button

When clicked a new window containing “Print” and “Close” buttons is opened. In the main window a printable version of the report is displayed. To print the report, click the “Print” button. To close the print preview and go back to display the normal report, click the “Close” button.

Exit Button

This exit button is also displayed on the “Assessment Analytical Report Generator” page and will close the report and display the Administrator Area page containing the report list when clicked.

### 6.2.3. Analysis of Assessment Analytical Report output.

The output generated by the Assessment Analytical Report can be further analysed using Microsoft Excel 2000 or QSR NVivo (NVivo is discussed later in chapter 6.2.9 Output To NVivo). Using Excel some types of questions can be analysed statistically. For instance, the percentile distribution of answers to a rating scale question can be generated. Counting and other types of analysis can also be performed with graphs generated from the data in WDCT system all by using Excel 2000.

In order to use Excel 2000 for data analysis the data has to be first imported. Because this version of Excel “understands” HTML the information output by the Assessment Analytical Report can be easily imported.

**How To Import Assessment Analytical Report Data Into Excel**

1. Generate a report using the standard procedure as described above.
2. Once the report is generated click the “Print Preview” button.
3. When the print preview page is fully loaded, click File->Save As in the browser window menu.
4. If a caution window displays that the page may not save correctly click “Yes”. This caution window is displayed because the content of the page has been dynamically created by the WDCT system.
5. Now select a suitable location to save your web page. Note the file name and location, as you will need to know the location when loading the file into Excel.
6. Once the web page is saved start the Excel application. This can be done by clicking Start->Programs->Microsoft Excel if the software is installed with

default settings on your system.
7. In the newly opened Excel window click File->Open .
8. Now locate the file you have saved in step 5, select it and click the "Open" button.
9. The file will be opened. It should look very similar to the usual "Print Preview" output, except the images are not be visible. The HTML table cells that contained the data in the "Print Preview" window are now Excel cells. Consult the MS Excel 2000 documentation for instructions on performing data analysis.

6.2.4. Network Performance Report

The network performance report displays all the "Network Administrator Logs". Figure 6-15 displays the three pages within the "Network Performance Report", the "Network Performance Report Generator" page, the "Network Performance Report" page and the "Network Performance Report Print Preview" page. The "Network Performance Report Generator" page allows the user to select the report display criteria. The "Network Performance Report" page displays the report itself according to the criteria selected. The "Network Performance Report Print Preview" page displays the report in a format conducive for printing.


*Figure 6-15 Network Performance Report pages*

### How To Display The Network Performance Report

1. Click the "Network Performance" report button on the "Administrator Area" page (see Figure 6-16).


*Figure 6-16 Administrator Area page with the Network Performance Report button highlighted*

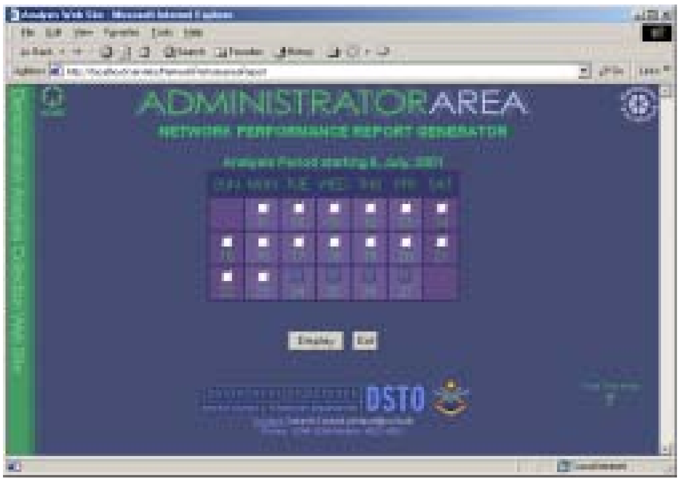



*Figure 6-17 Network Performance Report generator page*

2. The "Network Performance Report Generator" page will be displayed as shown in Figure 6-17. This generator page customises report output.
3. Select the day(s) to display. A day range is defined by selecting the first and last days required. All days in the analysis period are displayed in a calendar format. Days in the future cannot be selected and are marked with blue squares. Days that have a white check box are selectable. To select a day click on a white check box. You need to select at least one day to generate a report. No more than two days can be selected to define a range. If you attempt to do this, the first selected day will become unselected.
4. Once the day or day range, click the "Display" button at the bottom of the page. The report will be displayed as shown in Figure 6-18. To return to the "Administrator Area" page click the "Exit" button.

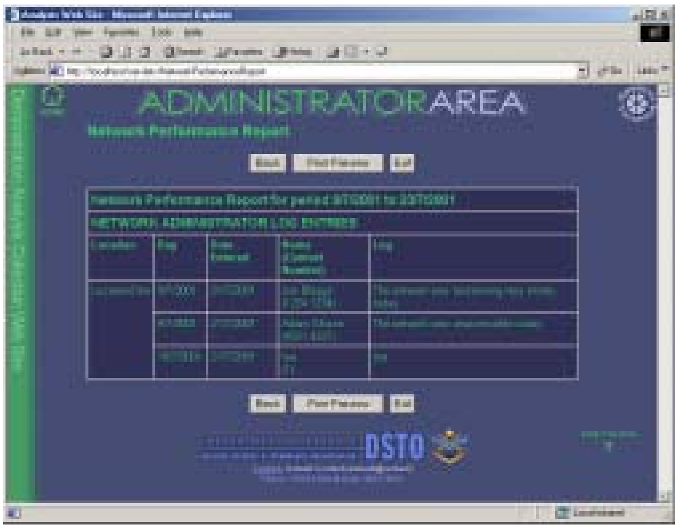



*Figure 6-18 Network Performance Report details page*

Each network administrator log is displayed ordered by location, day and the date the log was entered (see Figure 6-18). The fourth column in the report displays the name and phone number of the individual who entered the log. The last column displays the text of the log itself.

At the top and bottom of the report are three buttons as shown in Figure 6-19.


*Figure 6-19 Navigational buttons*

Back Button

The "Back" button takes you back to the "Network Performance Report Generator" page and select different criteria for displaying the "Network Performance Report".

Print Preview Button

This button when clicked opens a window containing a "Print" button and a "Close" button. In the main window a printable version of the report is displayed. To print this report, click the "Print" button. To close the print preview and display the normal report, click the "Close" button.

Exit Button

This button is also displayed on the "Network Performance Report Generator" page. When clicked it will close the report and display the "Administrator Area" page.

### 6.2.5. Lessons Learnt Report

The lessons learnt report displays all the "Lessons Learnt" entered. Figure 6-20 displays the three pages for creating the "Lessons Learnt Report", the "Lessons Learnt Report Generator" page, the "Lessons Learnt Report" page and the "Lessons Learnt Report Print Preview" page. The "Lessons Learnt Report Generator" page allows the user to select the report's display criteria. The "Lessons Learnt Report" page displays the report itself and the "Lessons Learnt Report Print Preview" page displays the report but in a format that is conducive for printing.


*Figure 6-20 Lessons Learnt Report pages*

### How To Display The Lessons Learnt Report

1. Click the "Lessons Learnt" report button in the Administrator Area (see Figure 6-21).


*Figure 6-21 Administrator Area page with the Lessons Learnt Report button highlighted*


*Figure 6-22 Lessons Learnt Report generator page*

2. The "Lessons Learnt Report Generator" page will be displayed. This page allows you to choose what is to be displayed in the report and how the information is to be ordered.
3. Select the day(s) to choose which lessons learnt to displayed. A day range is defined by selecting the first and last days. All days in the analysis period are displayed in a calendar format. However days in the future cannot be selected and are marked with blank blue squares. Days that have a white check box are selectable. To select a day simply click on the white check box. At least one day must be selected to generate a report. You are not allowed to select more than two days to define a range. If you attempt to do this, the least recently selected day will become unselected.
4. Select how you would like the results ordered, either by the date the lessons were entered or by the importance of the lesson.
5. Click the "Display" button at the bottom of the page to display the report as shown in Figure 6-23.

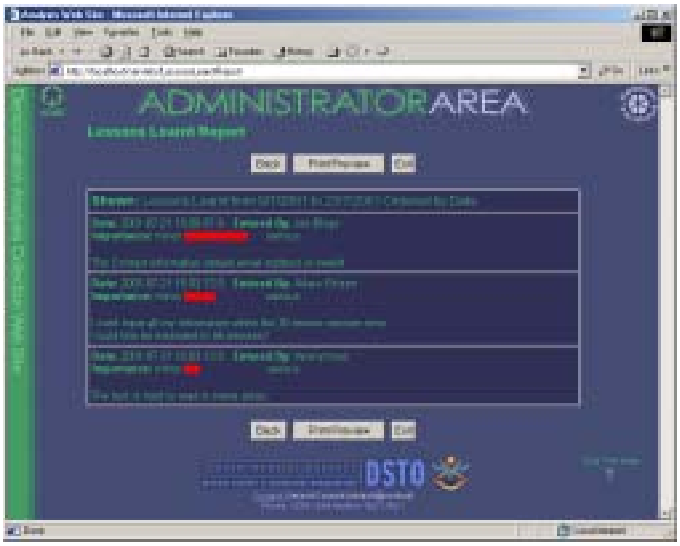



*Figure 6-23 Lessons Learnt Report details page*

Each lesson displays the date entered, the name of the person who entered the lesson, the importance of the lesson, and the text of the lesson itself (see Figure 6-23). If there is no name entered then "Anonymous" is displayed.

At the top and bottom of the report are three buttons as shown in Figure 6-24.


*Figure 6-24 Navigation buttons*

Back Button

When clicked the “Back” button goes back to display the “Lessons Learnt Report Generator” page so that different criteria can be chosen for displaying a new “Lessons Learnt Report”.

Print Preview Button

This button opens a new window containing “Print” and “Close” buttons. In the main window a printable version of the report is displayed. To print this report, click the “Print” button. To close the print preview and go back to displaying the normal report, click the “Close” button.

Exit Button

This exit button, which is also displayed on the “Lessons Learnt Report Generator” page, will close the report and display the “Administrator Area” page.

### 6.2.6. Demonstrator Log Report

The demonstrator log report displays all the demonstrator logs that have been entered into the system. As shown in Figure 6-25 the three pages within the “Demonstrator Log Report” are the “Demonstrator Log Report Generator” page, the “Demonstrator Log Report” page and the “Demonstrator Log Print Preview” page. The “Demonstrator Log Report Generator” page allows the user to select the criteria of how the report is to be displayed. The “Demonstrator Log Report” displays the report itself as by the criteria selected on the generator page. The “Demonstrator Log Print Preview” page also displays the report but in a format conducive for printing.


*Figure 6-25 Demonstrator Log Report pages*

### How To Display The Demonstrator Log Report

1. Click the "Demonstrator Log" report button on the "Administrator Area" page (see Figure 6-26).


*Figure 6-26 Administrator Area page with the Demonstrator Log Report button highlighted*


*Figure 6-27 Demonstrator Log Report generator page*

2. The "Demonstrator Log Report Generator" page will be displayed. This page allows you to choose what is displayed in the report and how the results are ordered.
3. Choose which demonstrator logs to display by selecting the required day(s). A day range is defined by selecting the first and last days of the required range. All days in the analysis period are displayed in a calendar format. Days in the future can't be selected and are marked with blank blue squares. Days that have a white check box are selectable. To select a day click on the white check box. You need to select at least one day to generate a report. You are not allowed to select more than two days to define a range. If you attempt to do this, the least recently selected day will become unselected.
4. Select how you would like the results ordered, either by location or by day.
5. Click the "Display" button at the bottom of the page to display the report as shown below in Figure 6-28.

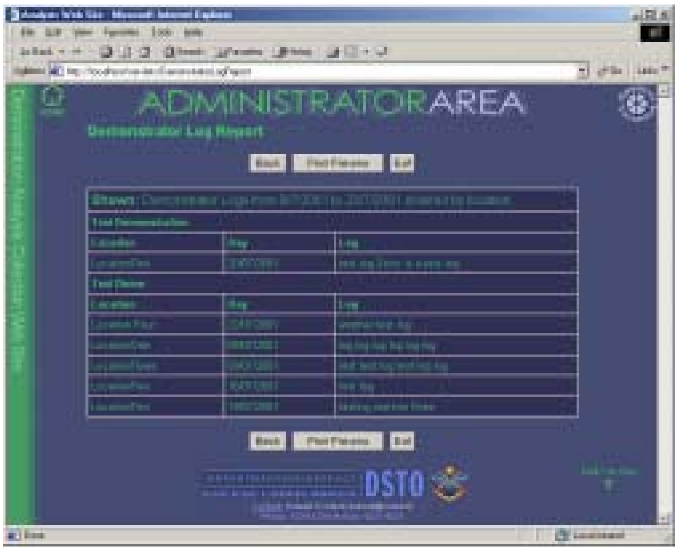



*Figure 6-28 Demonstrator Log Report details page*

All the demonstration logs are displayed for each demonstration in the report's details. In Figure 6-28 a Test Demonstration and Test Demo logs are displayed and are ordered by location. The day is the day that the log is associated with and not the day that the log was entered. For more information about entering demonstration logs see Chapter 4 Demonstrator User Guide on page 20.

At the top and bottom of the report are three buttons as shown in Figure 6-29.


*Figure 6-29 Navigational buttons*

Back Button

This "Back" button allows you to go back to the "Demonstrator Log Report Generator" page and choose different criteria for displaying the "Demonstrator Log Report".

Print Preview Button

This button when clicked opens a window with a "Print" and "Close" button. In the main window a printable version of the report is displayed. To print this report, click the "Print" button. To close the print preview and go back to displaying the normal report, click the "Close" button.

Exit Button

This button that is also displayed on the "Demonstrator Log Report Generator" page will close the report and display the "Administrator Area" page.

### 6.2.7. Users Report

The users report displays a list of users in the system that have either answered questions or inserted information into the warfighter log within the "Warfighter Area". This report is used to give an indication of the warfighters' background for each demonstration. It is also possible to view users responses by selecting the detail report for a particular user. Figure 6-30 displays the three pages within the "Users Report", the "Users Report Generator" page, the "Users Report" page and the "Users Report Print Preview" page. The "User Report Generator" page allows the user to select the criteria for displaying the report. The "Users Report" page displays the report itself as determined by the criteria selected on the generator page. Each user ID on the report page can be clicked to display the users detail report page. Contained on this page are all the responses for the selected user. More information on the "User Detail Report" can be found on page 50. The "Users Report Print Preview" page displays the report again but in a format that is conducive for printing.


*Figure 6-30 Users Report pages*

### How To Display The Warfighter Log Report

1. Click the “Users” report button on the “Administrator Area” page (see Figure 6-31).


*Figure 6-31 Administrator Area page with the Users Report button highlighted*


*Figure 6-32 Users Report generator page*

2. The “Users Report Generator” page will be displayed.
3. Choose the method of sorting the users; either by location or demonstration. The default is by demonstration.
4. Click the “Display” button at the bottom of the page to display the report as shown in Figure 6-33.


*Figure 6-33 Users Report details page*

For each user their user id, service, rank, current branch, current unit and current position are displayed (see Figure 6-33). The users' names are not displayed because of privacy reasons. For a description of each of these fields see the "Profile Page Field Descriptions" section on page 13.

Each user id is a link to a more detailed report on that user. This User Detail Report provides means of viewing all the answers and log entries provided by a particular user. The User Detail Report is much like all the other reports in structure and functionality except it does not have a report generator section. A detailed description of the User Detail Report is provided in section 6.2.8 on page 50.

At the top and bottom of the report are three buttons as shown in Figure 6-34.


*Figure 6-34 Navigational buttons*

Back Button

This "Back" button allows you to go back to the "Users Report Generator" page and choose different criteria for displaying the "User Report".

Print Preview Button

This button opens a new window with a "Print" and "Close" buttons. In the original window a printable version of the report is displayed. To print the report; click the "Print" button. To close the print preview and redisplay the normal report click the "Close" button.

Exit Button

This exit button, which is also displayed on the "Users Report Generator" page, will close the report and display the "Administrator Area" page when clicked.

### 6.2.8. User Detail Report

This report can only be accessed after generating a "User Report" as explained in the previous chapter. It's provided as a supplement to the information provided by the standard "Users Report", specifically to analyse the input of a single user in detail. A sample output of the User Detail Report is shown in Figure 6-35.

The User Detail report consists of a brief description of the user being displayed followed by all the data entered by the user for each demonstration.

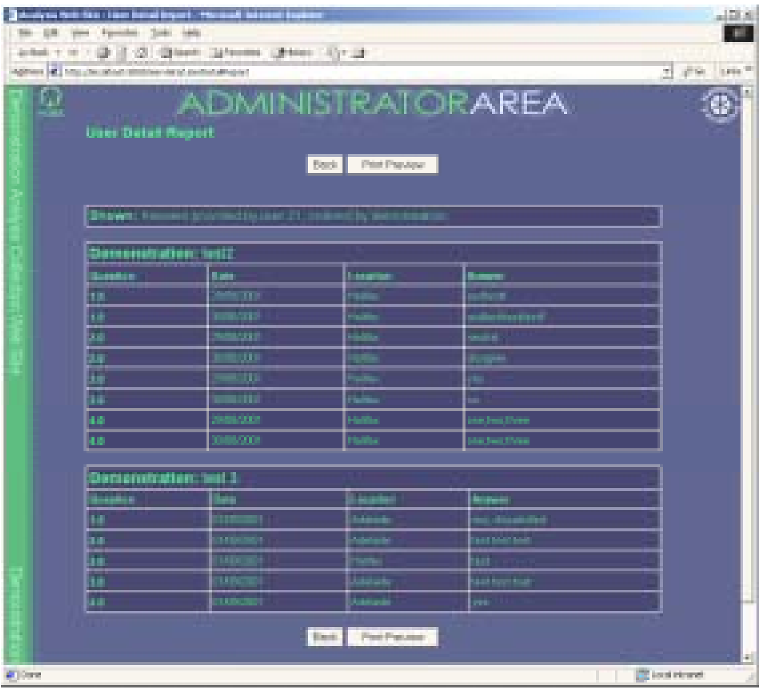



*Figure 6-35 User Detail Report*

Each demonstration table contains the question number, date the answer was entered, location and the answer provided by the user. Results are ordered by question number, date and location.


*Figure 6-36 Navigational Buttons*

Back Button

The “Back” button redisplays the “Users Report” page so that a different user can be selected or to view the general user report.

Print Preview Button

This button opens a new window containing “Print” and “Close” buttons. In the main window a printable version of the “User Details Report” is displayed. To print the report, click the “Print” button. To close the print preview and go back to the normal report, click the “Close” button.

### 6.2.9. Output To NVivo

This report is a little different to other reports, as it does not produce an online report viewable via a web browser. Instead this report produces a compressed zip file that can be downloaded onto your computer and then its contents imported into NVivo. NVivo is a software program produced by QSR, more information about NVivo can be found at http://www.qsr.com.au/. NVivo allows for the analysis of large quantities of textural data via the use of nodes and themes. For more information on how to use NVivo please refer to the program manuals and user documentation that comes with the NVivo software. The zip file contains multiple text files, one for each user within the system. Each text file contains all the answers and logs for that user in a format that can be imported into NVivo.

An alternative to using NVivo for analysis of the data entered in the WDCT system is to use Excel. Directions on how to do this are located on page 37.

To output the compressed NVivo documents click the “Output to NVivo” button in the Administrator Area (see Figure 6-37). Figure 6-38 displays the “Output to NVivo” page.

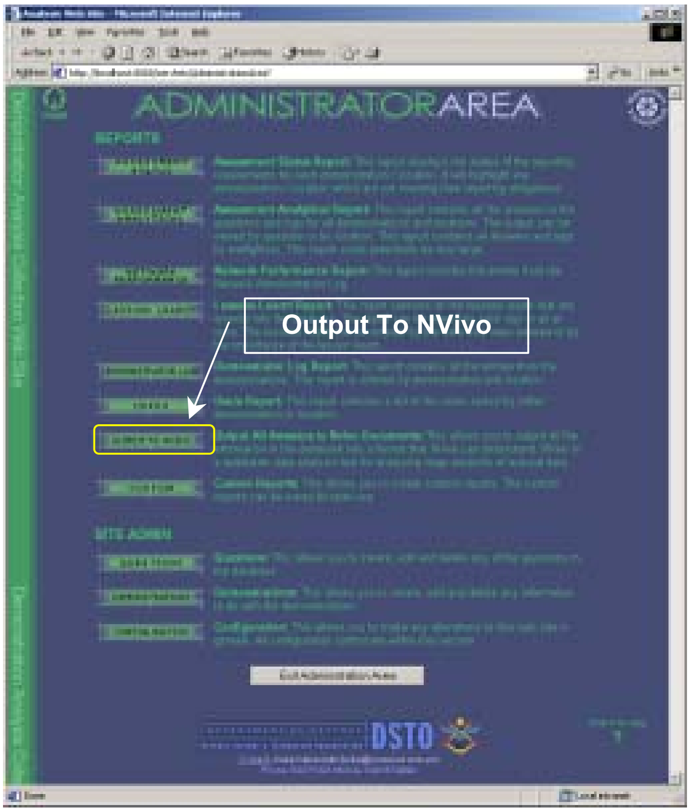



*Figure 6-37 Administrator Area page with the Output To NVivo button highlighted*


*Figure 6-38 Output to NVivo page*

**How To Save The Compressed NVivo Documents**

1. Once the "Output to NVivo" page is displayed as in Figure 6-38 click the download icon (see Figure 6-39) or the link "Download Zip Documents". It might take some time for anything to happen, as the program must create the documents dynamically. If a large amount of information is in the

system the creation time can take a considerable time to complete (potentially greater than 2 minutes). Please be patient and only click the download button or link once.

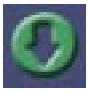


*Figure 6-39 Download NVivo compressed documents icon*

2. A "File Download" dialogue will displayed (see Figure 6-40) asking if you wish to save the zip file or to open it. Choose to save the file.

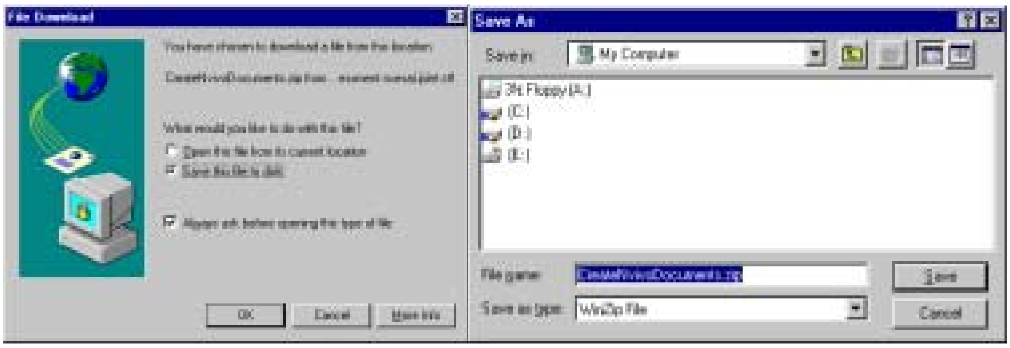



*Figure 6-40 "File Download" and "Save As" dialogue boxes*

3. The "Save As" dialogue will be displayed (see Figure 6-40). Choose a name for the file and a location for the file to be saved in. Do not forget where you save the file, as you will need to know this later. The name of the file must end in '.zip'.

4. Click the "Save" button to save the zip file.

**How To Unzip the documents**

1. If you do not have a copy of WinZip or another program capable of decompressing zip files, you can download a copy of it by either clicking the WinZip icon found on the "Output to NVivo" page (see Figure 6-41) or by visiting "http://www.winzip.com/" in a web browser on the Internet. Follow the instructions to install the program.


*Figure 6-41 WinZip icon*

2. Once WinZip (or equivalent) is installed, find the location of the compressed NVivo documents zip file and double click on it to open. The default action if you are using WinZip is to open the file and display its contents.

3. Click the "Extract" button and select a location to save the uncompressed documents. Remember the location that you save the uncompressed files. For more information on using WinZip see the WinZip online help.

**How to use NVivo – Importing Documents**

Now that you have the unzipped the text files onto your hard drive they will need to be imported into NVivo.

1. Start the NVivo program to display the "Welcome to NVivo" window (see Figure 6-42).

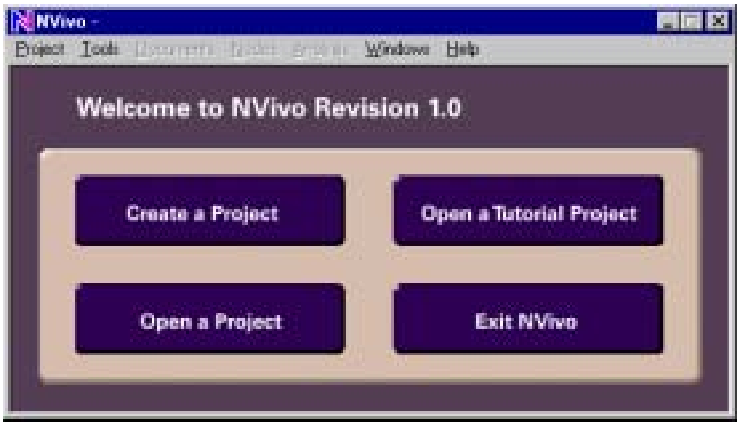



*Figure 6-42 Welcome to NVivo window*

2. Click the "Create a Project" button on the "Welcome to NVivo" dialogue window to create a new project that you will start working with.
3. The "New Project Wizard" is then displayed, select the 'Typical' radio button and click the "Next" buton.
4. Enter a name and description for the new NVivo project and click "Next" to continue.
5. The information entered in the wizard is then displayed, if everything is correct click the "Finish" button to create the new project and display the "My Project" window (see Figure 6-43). For a description of the "My Project" window see the NVivo documentation.

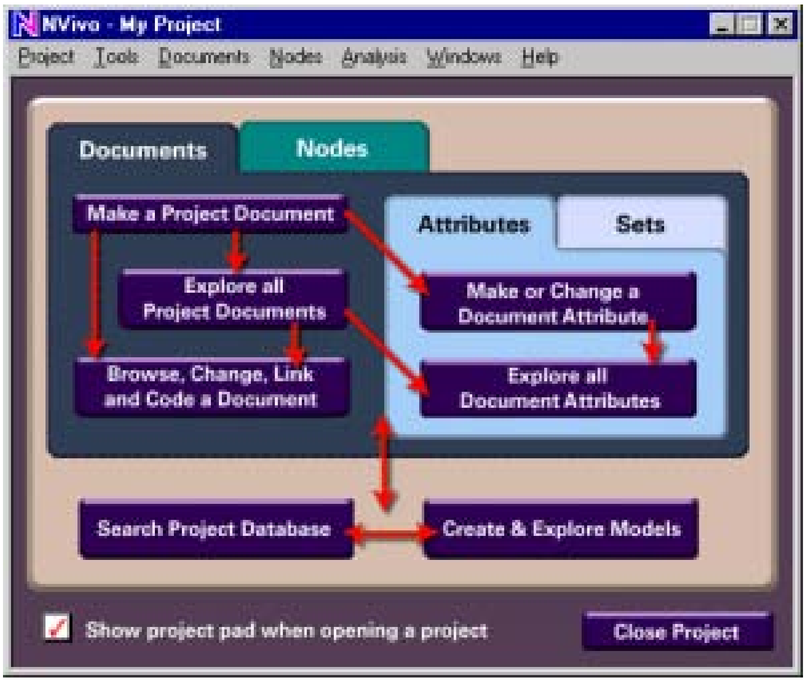



*Figure 6-43 My Project window*

6. Display the "Document Explorer" window by clicking the "Explore all Project Documents" button from the "My Project" window (highlighted red in Figure 6-44).

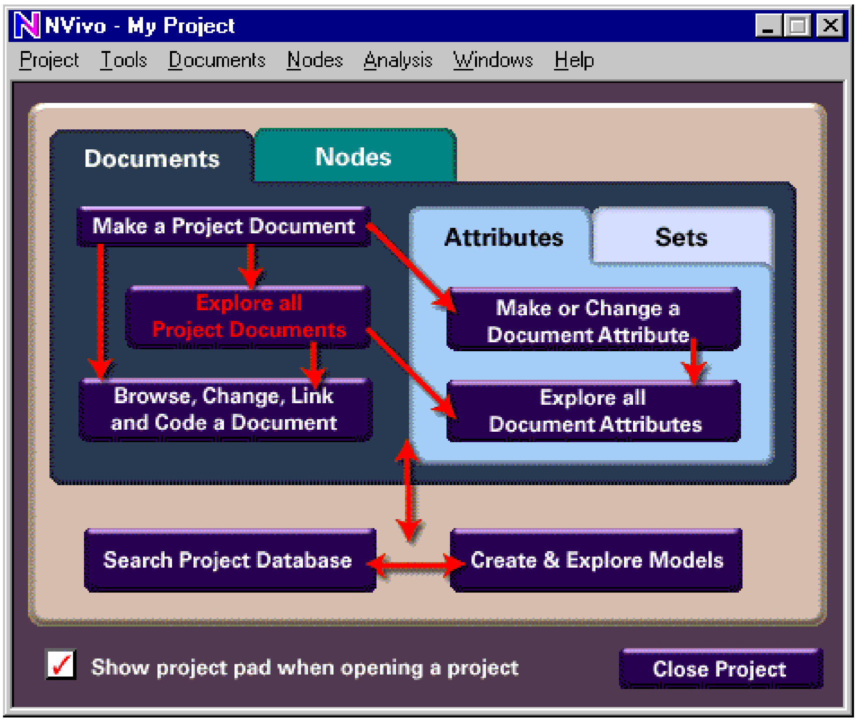



*Figure 6-44 My Project window with the Explore all Project Document button highlighted in red*

7. The "Document Explorer" window displays all the documents within the project. From this window all the uncompressed files produced from the WDCT are loaded.

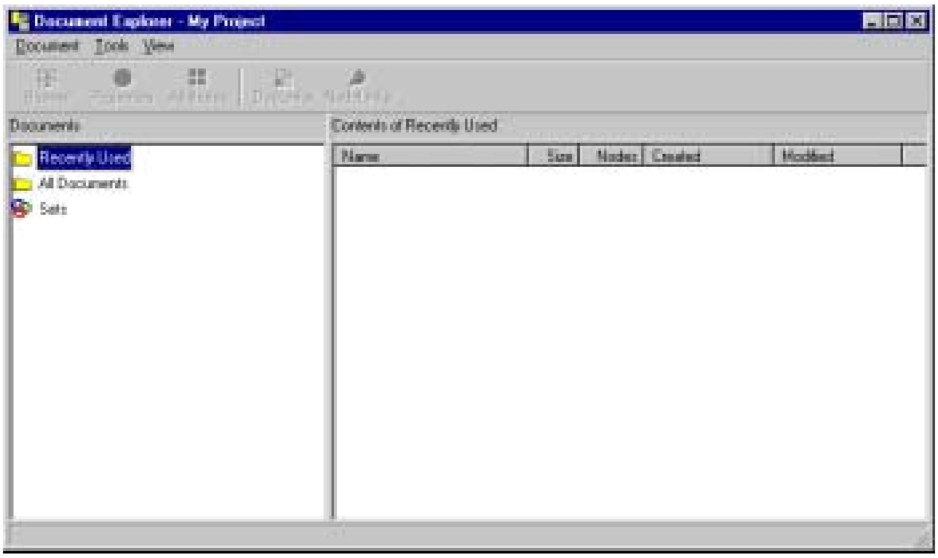



*Figure 6-45 Document Explorer window*

8. To import new documents select "Create Document" from the "Tools" menu on the menu bar at the top of the "Document Explorer" window. This will display the "New Document Wizard" as shown in Figure 6-46.

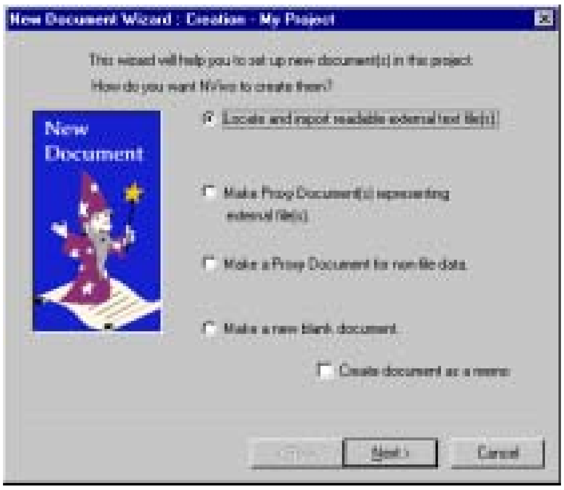



*Figure 6-46 New Document Wizard*

9. Select the first option "Locate and import readable external text file(s)" and click the "Next" button. This will open the "Select file to read" dialogue box as shown in Figure 6-47.

10. From the "Select file to read" dialogue box select the file type of "Text Files (*.txt)" and select the text files that were uncompressed earlier from the zip file (see Figure 6-47).

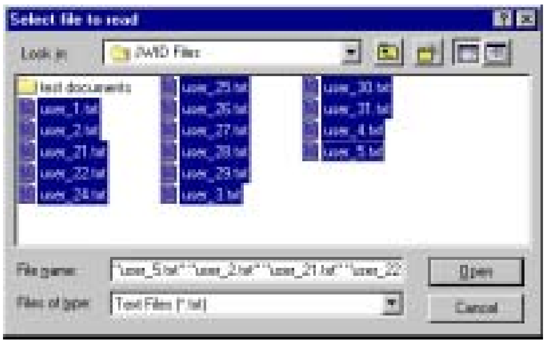



*Figure 6-47 Select file to read dialogue box with WDCT text files selected*

11. Click the "Open" button to open the files and display the last step of the document wizard as shown in Figure 6-48.


*Figure 6-48 Last step of the New Document Wizard*

12. Select the "Read marked-up title and description paragraphs" option and click "Finish".

13. To display the imported documents click the "All Documents" node within the "Document Explorer" as shown in Figure 6-49.

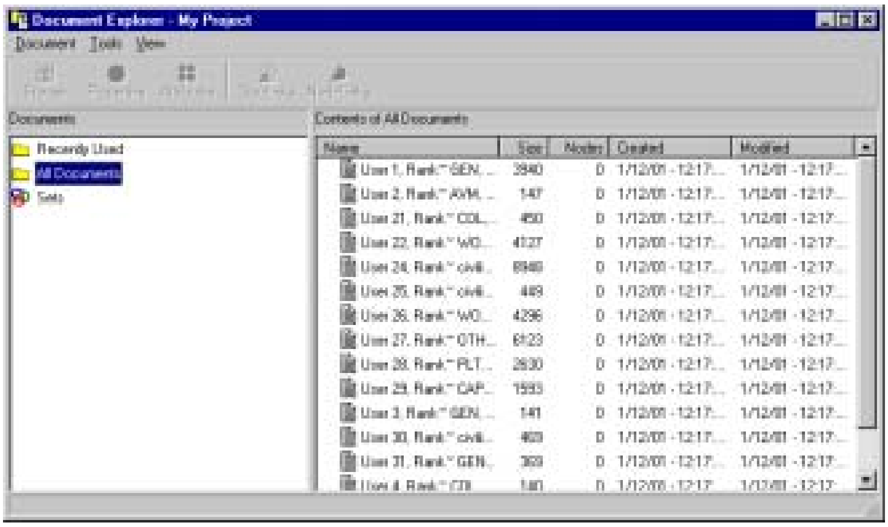



*Figure 6-49 Document Explorer with all the documents imported into NVivo*

For more information on using QSR NVivo see the NVivo online help or the manual that comes with the software.

### 6.2.10. Custom Report

The custom report allows administrators to create, store and view custom reports on the data entered by the Warfighters. A custom report is useful when the standard reports do not provide sufficient data or the flexibility required. A custom report displaying only the answers of one question for all users is one possibility available.

The custom report functionality can be divided into four key sections; viewing, creation, deletion and modification. Figure 6-50 identifies the pages encompassing the custom report functionality.

The "Custom Report List" is the main page and displays a list of custom reports already saved in the system. The "Delete Custom Report" page is used for performing a deletion of a custom report. The "Custom Report Details" page displays a saved custom report. The "Custom Report Print Preview" page displays the report again but in a format conducive for printing. Pages "Select Demonstration" through to "Save Custom Report" are for creating and editing custom reports. Once this section is entered it can be traversed bi-directionally through the use of "Back" and "Next" buttons.

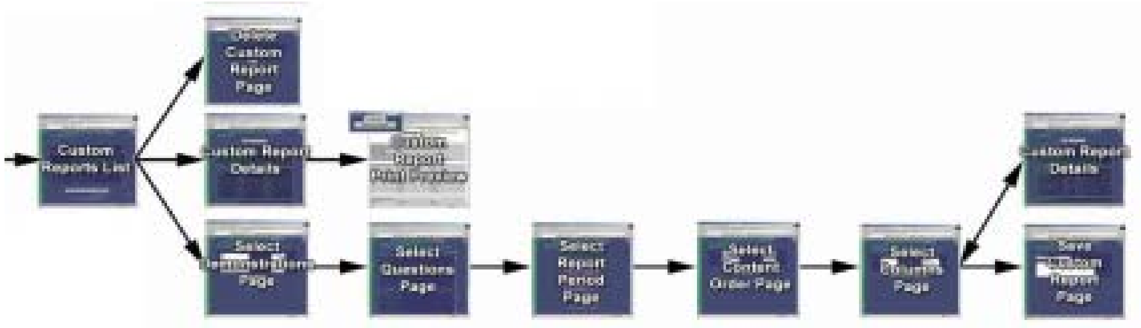



*Figure 6-50 Custom Report pages*

### How To Enter The Custom Report Section

1. Click the "Custom" report button on the "Administrator Area" page (see Figure 6-51).


*Figure 6-51 Administrator Area page with the Custom Report button highlighted*

2. Once in the Custom Report section you will be shown a list of custom reports, if any, that are saved in the system (example page shown in Figure 6-52).

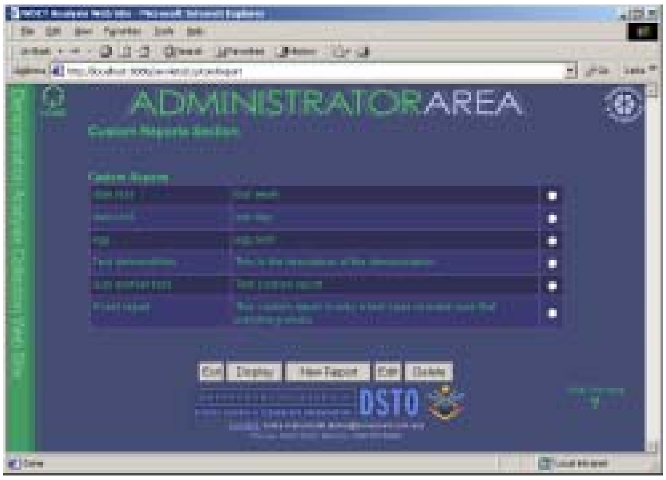



*Figure 6-52 Custom Report selection and main page*

3. Once on the Custom Report main page further functionality can be accessed through the buttons located at the bottom of the page. Figure 6-53 shows these controls in detail.

4. The area between the page main title and the table showing saved custom reports is used to displayed messages generated after completing operations that create, edit or delete custom reports. These messages indicate whether the operation was successful. If an operation fails please inform the site administrator. As many users can access the custom reports section simultaneously, other users performing similar actions may cause errors. If an error occurs please try again, if it fails on the second time please contact the site administrator. For instance another user could delete a custom report that you are currently viewing/editing producing an error message. The radio buttons in the right most column of the table are used to select a custom report. These radio buttons are used in conjunction with one of the buttons displayed at the bottom of the page.


*Figure 6-53 Custom Report main controls*

<u>Exit Button</u>

This button will close the report and display the "Administration Area" page.

<u>Display</u>

This button will display the selected custom report. A saved custom report must be selected. See page 61 for details of displaying a saved custom report.

<u>New Report</u>

This button will begin the creation of a new custom report. See page 63 for details on creating new custom reports.

<u>Edit</u>

This button will begin the editing process of the selected saved custom report. A saved custom report must be selected. See page 69 for details on editing saved custom reports.

<u>Delete</u>

This button will begin the deletion of a selected custom report. A saved custom report must be selected. See page 70 for details on deleting saved custom reports.

**How to display a custom report**

1. To display a custom report at least one saved custom report must be in the system.
2. To select a custom report click a radio button next to the report you wish to select. Figure 6-52 shows sample reports and their associated radio buttons.
3. Once a report has been selected, click the "Display" button to generate and display the report.
4. The report output will be generated as shown in Figure 6-54. This page contains two sets of buttons at the top and bottom of the page. The control options are shown in Figure 6-55.

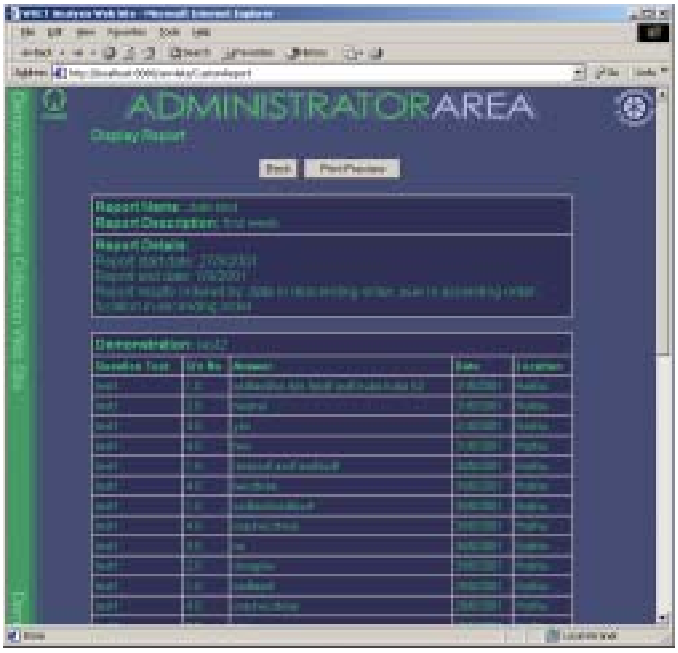



*Figure 6-54 Custom Report display*

Every custom report consists of several tables. The first table displayed is always the custom report details. The details table contains the custom report name and description. Also shown is the start and end dates of the period the report displays information about. The final item in the first table is the order the results are in.

Following the first table are one or many tables, one for each demonstration in the report. Each demonstration table contains a title row, which displays the demonstration name. Following this row, there is a column title row, which names the columns displayed in the report and the rest of the rows display the entries for the demonstration.

For each demonstration the output can have from one to five columns displayed. The possible columns that could be displayed are; Answer, Date, Location, Q'n No (Question number) and Question Text. These columns can be displayed in any order.

NOTE: If demonstrations or questions that are used within a report are removed or deleted from the system then a report that relies upon this data may not display or produce unexpected results.


*Figure 6-55 Custom Report display controls*

Back Button

Returns the user to the custom report selection and main page (see Figure 6-55).

Print Preview Button

This button when clicked opens a window with "Print" and "Close" buttons. In the main window a printable version of the custom report is displayed (see Figure 6-56). To print this custom report, click the "Print" button. To close the print preview and go back to the normal custom report view click the "Close Print Preview" button.

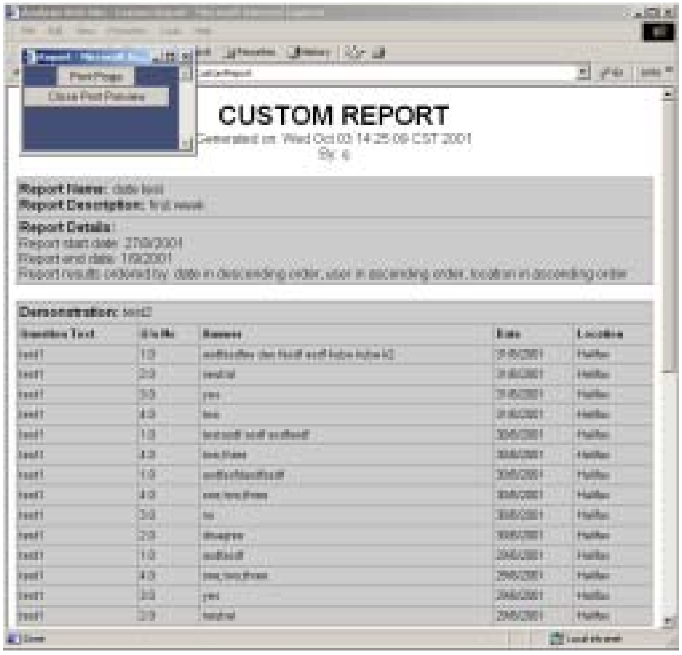


*Figure 6-56 Custom Report print version*

**How to create a new custom report**

1. To create a new custom report, click the "New Report" button on the main Custom Report page (see Figure 6-52).
2. Once clicked a screen enabling the selection of demonstrations for the custom report is displayed as shown in Figure 6-57. At least one demonstration must be selected otherwise there will be no data to display in the report. The order of selection determines the order demonstrations are displayed in the report. Demonstrations at the top of the list will be displayed first.

3. To select a demonstration first locate the "All Demonstrations" select list on the left side of the page. This list box displays all available demonstrations within the system identifying them by name. Select a demonstration from this list by clicking on its name. This will highlight the demonstration. Next click the "Add Demonstration" icon, the right arrow in the centre of the screen. This will remove the highlighted demonstration from the "All Demonstrations" box and place it within the "Selected Demonstrations" list box on the right. This action can be performed as many times as necessary until all demonstrations needed for the report are within the "Selected Demonstrations" list box. To remove a selected demonstration from the custom report, click on a demonstration name within the "Selected Demonstrations" list box and click the "Remove Demonstration" button (the left arrow in the centre of the screen). This will remove the selected demonstration from the "Selected Demonstrations" list box and place it back into the "All Demonstrations" list box.


*Figure 6-57 Custom Report demonstration selection*

4. Once all required demonstrations have been moved into the "Selected Demonstrations" list box, click the "Next" button at the bottom of the page. This will take you to the next stage of defining a custom report. If you would like to exit and discard all the selections then click the "Exit" button at the bottom of the page.

5. Having clicked the "Next" button a question selection page similar to Figure 6-58 is displayed. This page allows for the selection of which question data to be displayed in the report. Each demonstration selected on the previous page has its questions listed. Each question is displayed with its number, question text and a check box. Selecting the checkbox next to a question

adds it to the custom report. Alternatively, the "select all" check box located at the top and bottom of the page can be clicked to select all the questions. Clicking this check box again will unselect all the questions.

6. If no questions are entered for a demonstration then that demonstration is removed from the report. After all the questions for the report are selected then you are ready to proceed to the next section by clicking the "Next" button. If you wish to add or remove a demonstration at this stage click the "Back" button to display the demonstration selection page again. Clicking back will save the current question selections. The "Reset" resets the state of the selected questions to that when the page was first opened. The "Exit" button discards all changes and displays the main custom report page.


*Figure 6-58 Custom Report question selection*

7. The next step is to select the time period to constrain the results by. The calendar displayed has days, which have either white or dark boxes. The days with white boxes can be selected while days with dark boxes cannot, as they are in the future. To select a day click on the white checkbox displaying a check in the box to indicating that this day is selected. To select a range of days select another day. The days between the two selected days, including the selected days themselves, form the date range for which the custom report will be generated. You cannot select more than two days in the

calendar. If you attempt to do so, the least recently selected day will become unselected.

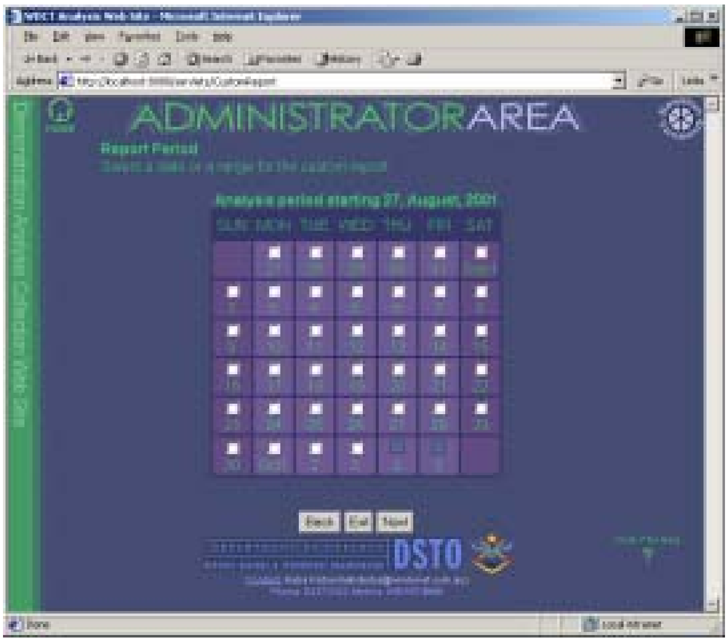



*Figure 6-59 Custom Report period selection*

8. Once a date period has been selected click the "Next" button to continue. The "Back" button will save the current selections and go back to display the question selection page. The "Exit" button discards all changes and displays the custom report main page.
9. The next page displayed is the "Custom Report Order Selection" page as shown in Figure 6-60. This is where the data order is selected. The first order item (top of the page) identifies how the answers are grouped. There are four types of ordering available.

**Date**

Order by the date that data was entered into the system.

**Location**

Ordered by the location that the data was entered at. Selecting location as the first order item allows for all questions from a particular location to be grouped together.

**Question Number**

Order the results by the number each question has assigned. This allows for all answers to the same question to be grouped together if it is selected as the first order item.

**User**

Orders the results based on user. This has the effect of grouping user responses together if it is the first order item.


*Figure 6-60 Custom Report order selection*

The order selection page shows two columns of four selection boxes. The left selection boxes contain the order types. Since order types are not mutually exclusive, it is possible to use all four order types. The position of the order box in the column indicates its priority, hence if in the top order box "Question Number" is selected then this will be the highest priority order type. It is not necessary to specify order information for all four order priorities. Each order type can be ordered in either ascending or descending order. For each selection in the left column, make an appropriate selection in the right column; the default is ascending order. For example, to create a report that displays data in reverse chronological order, choose "Date" in the left column and "Descending" in the right column.

10. Once the data order has been selected click on the “Next” button to continue. The “Back” button saves the current order selections and displays the date period selection page. The “Reset” button resets the order selections. The “Exit” button discards all changes and displays the custom report main page.

11. After clicking the “Next” button on the order selection page, the “Custom Report Column Selection” page is shown as in Figure 6-61. This page allows for the definition of which data columns are displayed in the report. This page contains two selection boxes, the "Available Columns" box and the "Selected Columns" box. To move a column name to the "Selected Columns"

box highlight a column by clicking on its name and click the add column icon (small right arrow in the centre of the page). To remove a column from the "Selected Columns" box, highlight it by clicking on its name and click the remove column icon (the small left arrow in the centre of the page). There is also an “add all” and “remove all” functionality. To make use of this, click the larger arrows located in the centre of the screen above and below the two smaller arrows. Their direction indicates which box the columns will move to.

The order in which columns are displayed in the report is dictated by the position within the "Selected Columns" select box. The arrows immediately to the right of this box adjust this order. Columns that are at the top of the list are displayed towards the left of the completed report, while items towards the bottom of the list are displayed to the right of the report. It is generally a good idea to have items that have been selected as the first order item to be placed at the top of the list (therefore the left report side). The best way of understanding how these settings affect the report is by generating multiple custom reports and view the changes as different values are entered.

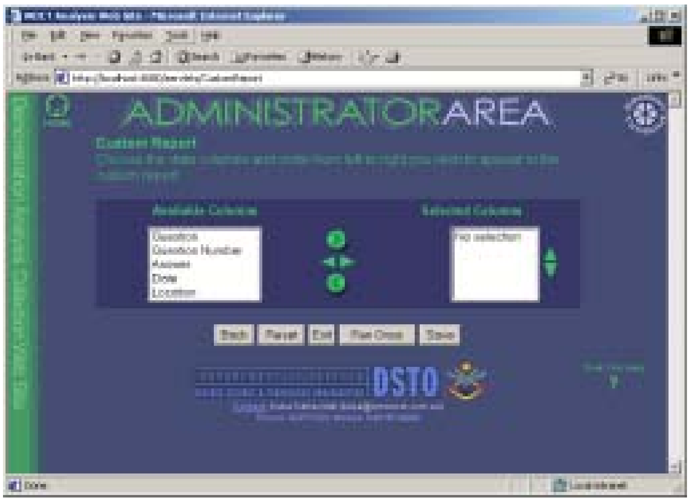



*Figure 6-61 Custom Report column selection*

12. Once the columns to be displayed in the report are selected then click the “Save” button to continue on to the next page in the process. The “Back” button saves the column selections and displays the previous order selection page. The “Reset” button resets the column selections. The “Exit” button discards all changes and displays the “Custom Report Main Page”. The “Run Once” button creates a preview of the report, see “How to Run Once” section below for a detailed description. If you are editing an existing

custom report, the "Save" button is replaced with a "Next" button, although both provide the same functionality.

13. Having clicked the "Save" button, the "Custom Report Name and Description Page" (see Figure 6-62) is displayed. This page provides fields for a name and description to be associated with the new custom report so that the report can be identified at a later stage. Enter the name and description into the two text boxes. Please note that the name can't be longer than 100 characters and the description can't be greater than 500 characters.


*Figure 6-62 Custom Report name and description*

14. Once a name and description for the report have been provided, click on the "Finish" button to complete the process and save the new report. The "Back" button saves the current name and description entered then displays the "Custom Report Column Selection Page". The "Exit" button discards the report and displays the custom report main page.

**How To Edit a Custom Report**

1. To edit a custom report first select a custom report on the "Custom Report Main Page" (see Figure 6-52). To select a saved custom report click on the radio button next to the chosen custom name.

2. Once a custom report is selected, click the "Edit" button at the bottom of the page. This will display the "Custom Report Demonstration Selection Page", much the same as when creating a new custom report. However, when editing a custom report, the currently saved values are already completed on the page. From this point on, editing a custom report follows the same logical path as when creating a new custom report creation, with the exception that the saved values on each page are already completed as saved previously.

Please refer to How to create a new custom report section for detailed instructions on modifying and inserting values into a custom report.

### How To Run Once Only

The Run Once feature of the Custom Report section can be accessed when creating a new custom report or when editing a saved custom report. This feature is accessed from the "Custom Report Column Selection" (see page 67) page by clicking the "Run Once" button. The page displayed is identical in content to when a saved report is displayed (see Figure 6-54). The two key differences is that the custom report being viewed exists only temporarily and the "Back" button will display the "Custom Report Column Selection" page rather then the main page. The purpose of the run once feature is to allow the creator or editor of the custom report to preview the created report and if not correct to go back and make any necessary changes.

### How To Delete a Custom Report

1. To delete a custom report, first select a custom report on the "Custom Report Main Page" (see Figure 6-52) by clicking on a radio button next to the custom report to be deleted.
2. Click the "Delete" button at the bottom of the page. This will display a deletion confirmation similar to that shown in Figure 6-63.

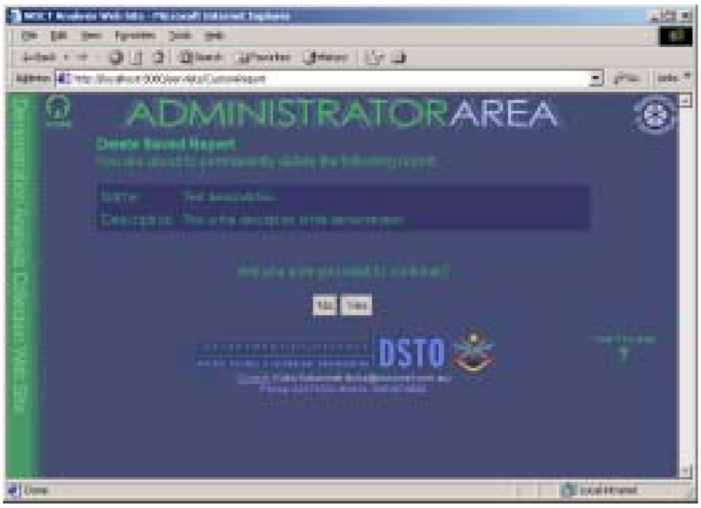



*Figure 6-63 Custom Report deletion*

3. The name and description of the custom report are shown to verify that the correct selection has been made. Once you are sure that this is the correct custom report to delete, click the "Yes" button. Otherwise click "No" to return to the "Custom Report Main Page".

## 6.3. Site Administration

Only users who have full administration privileges can view and use this section of the site. The “Site Admin” area is displayed on the “Administrator Area” page below the reports. If you can’t see this, then you do not have the correct privileges, see the site administrator to gain access. Only a small number of people should have access to this area as changes in this area can have potentially damaging effects to the site’s operation. There are three sections to the site administration area; “Question Administration”, “Demonstration Administration” and “Site Configuration”. Each section is described in full below.

### 6.3.1. Question Administration

The “Question Administration Area” allows the administrator to add, delete, edit, and manipulate the questions within demonstrations stored in the system. In Figure 6-64 all the pages for the “Question Administration Area” are shown. The links between the images do not directly represent the flow of usage when using the “Question Administration Area”.

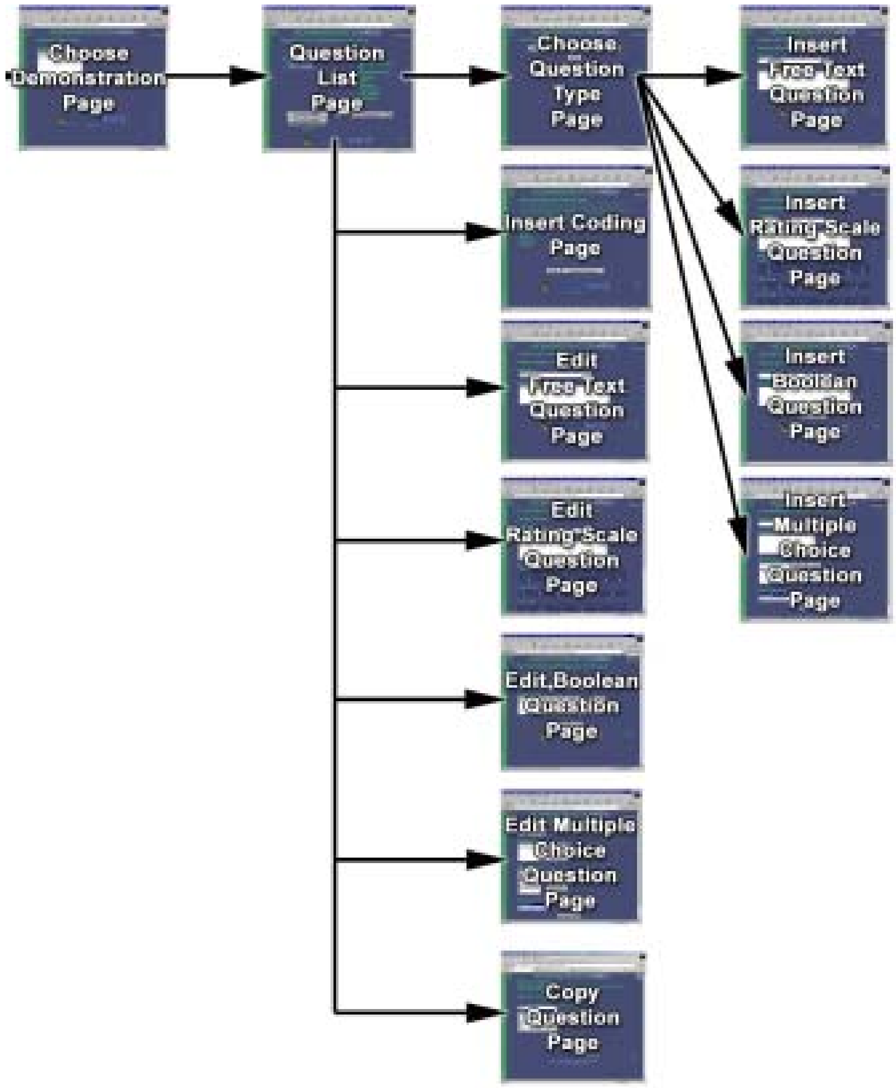



*Figure 6-64 Question Administration Area pages*

### How To Enter The Question Administration Area

1. Click the "Questions" button on the Administrator Area page as shown in Figure 6-65.


*Figure 6-65 Administrator Area page with the Questions Admin button highlighted*

2. This displays the next page containing a list of demonstrations (see Figure 6-66).


*Figure 6-66 Questions Admin Area - choose demonstration page*

3. Select the demonstration you wish to administer. When a demonstration is selected the description of the demonstration is displayed on the right side of the page.
4. Click the "Next" button at the bottom of the page after selecting a demonstration.
5. The "Questions List" page is now displayed (see Figure 6-67). If there are no questions associated with the demonstration then the "Questions List" page will not be displayed as shown but will contain one button allowing you to enter the first main question as per Figure 6-68.

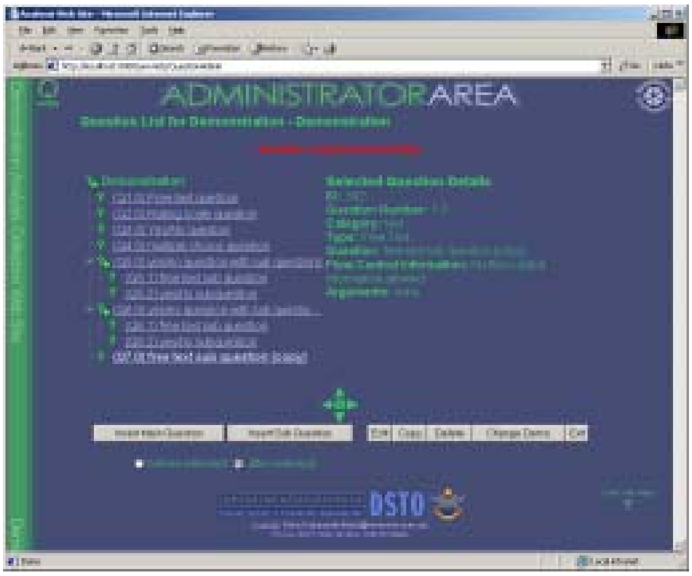



*Figure 6-67 Question Admin Area - Question list page*

**Questions**

There are two categories of questions, main questions and sub questions. Main questions can contain sub questions. If a main question contains sub questions then when answering the main question and the flow control conditions are matched in the main question then the sub questions are displayed. Only Boolean (Yes / No) and multiple choice questions that can have multiple selections can contain flow control (coding). Flow control is explained in more detail below.

There are four types of questions; free text, boolean, rating scale and multiple choice. Free text questions display a large text box for the warfighter to enter their answer. Boolean questions present the warfighter with two radio buttons, with either "YES" or "NO" to answer the question. Rating scale questions allow the warfighter to choose a value along a rating scale. There are 5 different rating scales to choose from. Multiple Choice questions give the warfighter a number of different choices that they can either select one or multiple of depending on the multiple choice question's settings.

**Flow Control (Coding)**

Only main questions can contain flow control, which is also referred to as coding. Coding allows for sub questions that are only displayed when the answer to the associated main question matches the conditions outlined in the main questions flow control information. Only two types of questions can contain flow control information, either boolean or multiple choice questions.

There are two settings for a boolean question's coding, either "display sub questions on YES" or "display sub questions on NO". For example, if a boolean main question was set with the flow control condition of "display sub questions on YES" and the answer to the main question was "NO" then the sub questions would not be displayed. If the same question was answered as "YES" then the sub questions would be displayed. Boolean questions with sub questions can be used to create virtual sections to the demonstration's questions. For example the question "Did you use the XXXX part of the system?" and with the coding set to have the sub questions displayed on a "YES" answer can allow to have specific sub questions for that part of the system. Only warfighters who answer "YES" to using that part of the system will be displayed the detailed sub questions.

Multiple choice questions that can have multiple selections can also contain flow control information. Multiple choice questions that can only have one choice selected can't contain coding. The two settings for coding of a multiple choice question is either to "display sub questions on multiple selection" or to "display sub questions on one selection". Therefore if you have a multiple choice main question with the coding set to "display sub questions on multiple selection" and the warfighter selects two choices then the sub questions will be displayed. Taking the same example, if the warfighter only selects one answer then sub questions would not be displayed.

Rating scale, free text and multiple choice questions that can only have one selection can't contain flow control and therefore can't contain sub questions. The system will not allow you to create sub questions for a main question that can't contain flow control. Furthermore sub questions can't contain more sub questions, as this is not allowed by the system.

**Demonstrations That Contain No Questions**

When a demonstration is first created it will not contain questions therefore when you choose the demonstration when entering the "Question Area" you will be displayed with an empty question list page as shown in Figure 6-68.


*Figure 6-68 Question Admin Area - No Questions Page*

To insert the first question click the “Insert Question” button at the bottom of the page. This will ask you to choose the of the new question’s type just like inserting other main questions, for more information about inserting a main question see “How To Insert A Question” section below.

If you delete all questions in a demonstration you will once again be displayed the “No Questions Page”.

**Question Administration Area Instructions**

As described earlier there are two categories of questions, main questions and sub questions. Sub questions can be attached to main questions that can contain coding information and are only shown to the Warfighter when the answer to the main question matches the coding criteria.

As highlighted in Figure 6-69 you can either add a main or sub question by clicking one of the buttons in the bottom left part of the page. When adding a new question first select an existing question by clicking on the number or question text in the question list, on the left side of the page. Just below the two insert question buttons are two radio buttons. These radio buttons determine whether the new question is added before or after the selected question. A question must be selected to insert a question otherwise nothing will happen when an insert button is clicked.

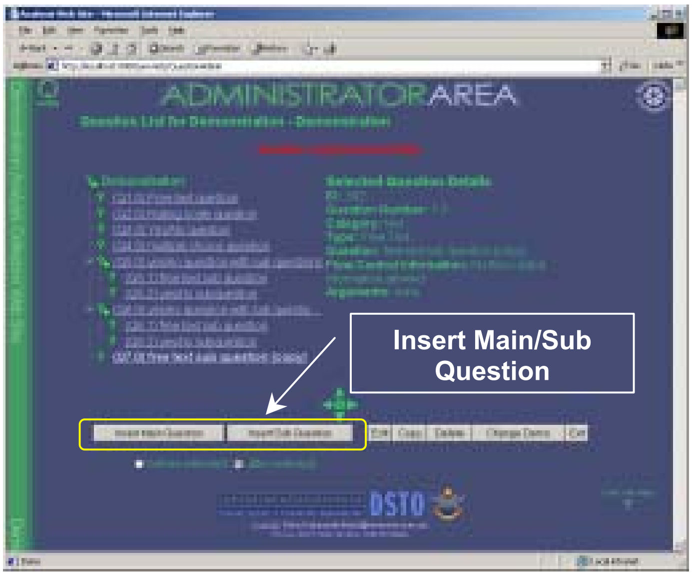



*Figure 6-69 Question Admin Area - Question list page*

**How To Delete Answers**

If the selected demonstration has any answers recorded for it, you will be shown a prompt when you first enter the question administration area. An additional button is also made available in the interface if this happens. The button, Delete Answers, is positioned between the Change Demo and Exit buttons. By pressing this button and agreeing to the prompts, you will permanently delete ALL the answers provided for ALL the questions in this demonstration. This deletion cannot be undone so take care.

**How To Insert A Question**

1. Select a question from the question list by clicking on the name within the list on the left side of the page.
2. Select a radio button to insert the new question before or after the selected question, the default is to insert the new question after the currently selected question.
3. Click the “Insert Main Question” button.
4. The “Choose Type” page is then displayed (see Figure 6-70). Select the new question’s type; free text, ratings scale, yes/no (boolean) or multiple choice.
5. The question type selected determines which page is displayed; see the relevant question type page below for a description of inserting that type of question.


*Figure 6-70 Question Admin Area - Choose question type page*

<u>Free Text Question</u>

Free text questions are displayed to the warfighter with a large text box allowing for the input of large textual answers. After selecting the "Free Text" type button the "Create Free Text Question" page is displayed (see Figure 6-71). This page contains only two fields, the category and question text fields. The text entered into the category field is displayed at the top of the question page, which is viewed by the warfighter when answering questions. The question text field is where text of the question is entered. When creating the question text please take note that the answer will be entered by the warfighter into a large text box displayed below the question text. After filling out all the fields click the "Insert" button at the bottom of the page to insert the new question. If you do not wish to insert the new question click the "Cancel" button and no changes will be saved.

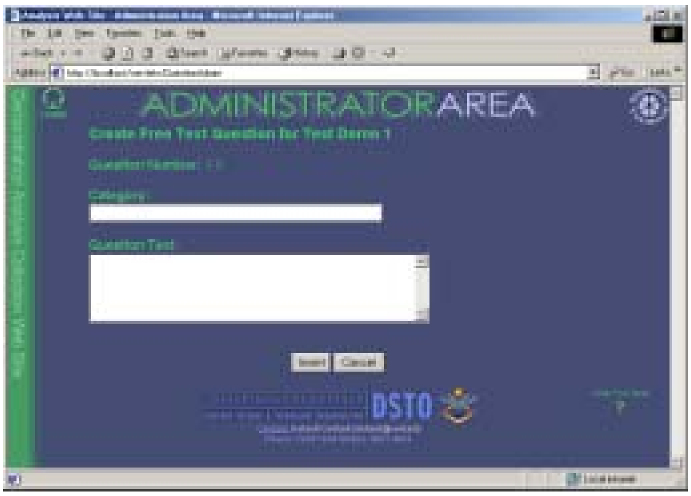



*Figure 6-71 Question Admin Area - Insert Free question page*

Rating Scale Question

Rating scale questions display to the warfighter a row of radio buttons with different values along a rating scale. There are 5 rating scales types to choose from. After clicking the "Rating Scale" scale button the "Create Rating Scale Question" page (see Figure 6-72) is displayed. The category text box sets the category for the question to be displayed at the top of the question page within the warfighter section. If no text is entered into the category text box then nothing is shown on the warfighter question page for this question. The question text box is for entering the rating scale question. To select the rating scale to be shown select the radio button next to the rating scale type number (in Figure 6-72 the type 1 rating scale is chosen). Examples of each rating scale are shown within the dark blue areas. After you have completed filling out all the text boxes and selecting the type of rating scale click the "Insert" button at the bottom of the page to save the question. If you do not wish to save any of the changes and not insert a new question click the "Cancel".

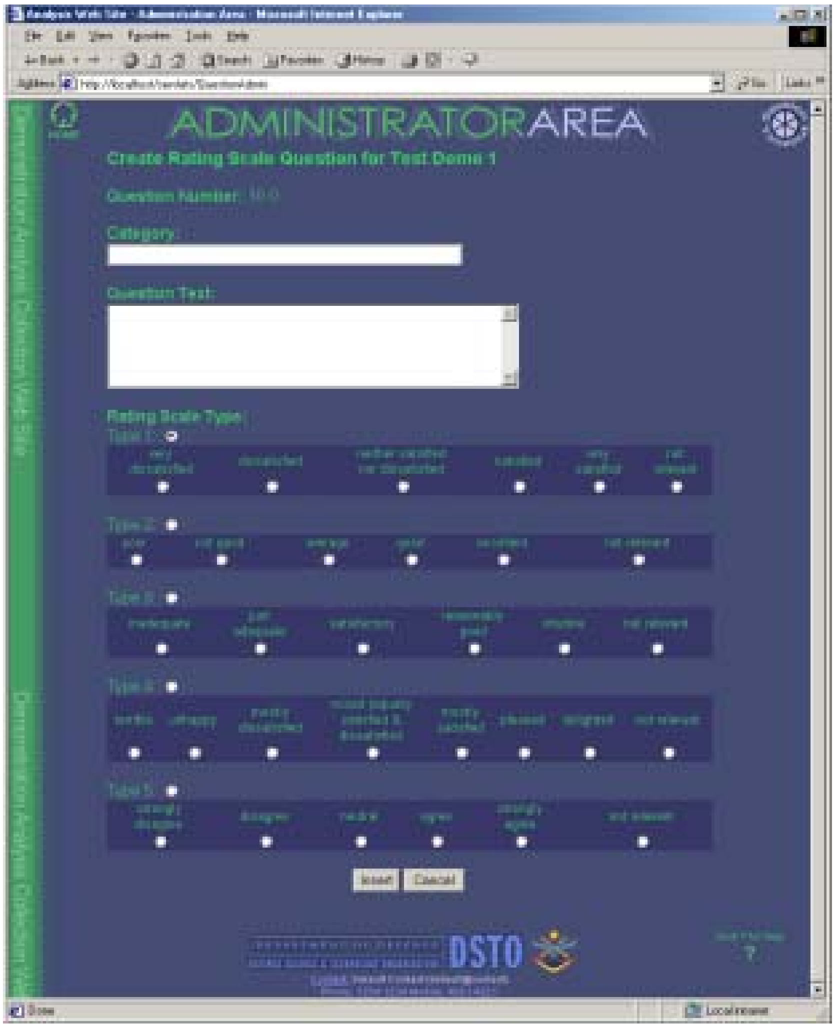



*Figure 6-72 Question Admin Area - Insert Rating Scale question page*

Yes / No (Boolean) Question

Yes / No questions, otherwise known as boolean questions, present the warfighter with two radio button choices, either "YES" or "NO" (see Figure 6-73). The category text field contains the category of the question. The category is displayed above the question when the warfighter is answering the question in the "Warfighter Area". This field is not compulsory, if left empty no category will be displayed on the warfighter question page. When answering your question the warfighter will only be able to answer with either "YES" or "NO", keep this in mind when developing the question. Do not use questions that have to be answered with multiple words, an example of an incorrect question is "How useful was feature X?", a better question is "Would you use this functionality in the future?". Boolean questions can contain coding and therefore can have sub questions. An example use of coding on a boolean question is to ask the question "Did you use the X feature?" and use the coding of "show sub questions when YES selected". This will show the sub questions when a "YES" answer is selected. This type of question allows for creating a series of sub questions specific about a particular feature being analysed. If the warfighter answers "NO" and therefore has not used the feature the sub questions will not be shown. Coding information is added to questions when inserting a sub question or converting a main question to a sub question (for more information see page 75). To create the new boolean question click the "Insert" button at the bottom of the page after completing the required text fields. If you do not wish to save the new question click the "Cancel" button and nothing will be saved.

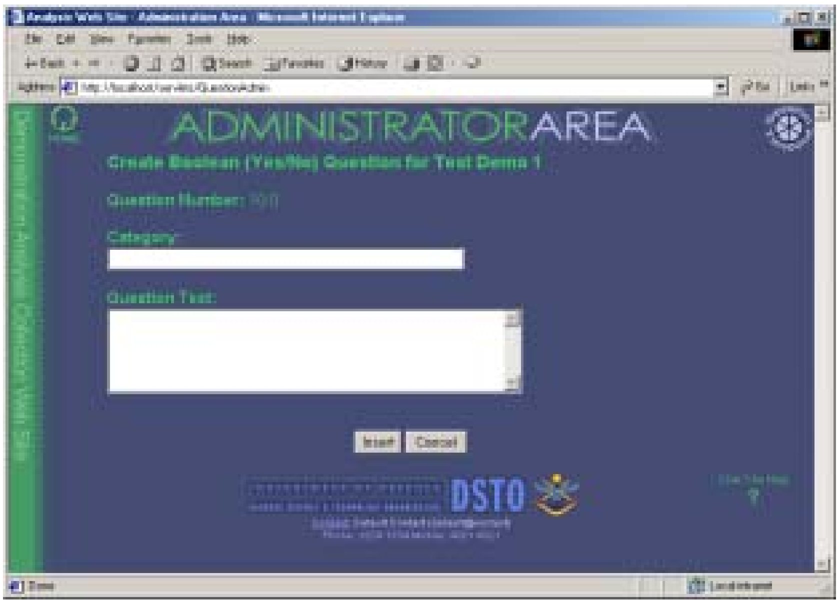



*Figure 6-73 Question Admin Area - Insert Boolean question page*

Multiple Choice Question

Multiple choice questions present the warfighter with a number of different choices and allows for one or multiple answers to be selected. As shown in Figure 6-74 the category text box is the first text box from the top of the page, this contains the category to be displayed above the question text when the warfighter views the question. Below the category text box is the question text area where the text for the question is entered. To enter the multiple choices for this question enter the text for the new choice in the text box under the text label “Multiple Choices:” and click the “Add” button. This will add the new choice to the list. To edit a choice already in the list click the choice in the list then click the “Edit” button. Selecting a choice from the list and clicking the “Delete” button will delete the selected choice. The order of choices in the list is the same order displayed on the warfighter question page. To change the list’s order select a choice and click either the “Move Up” or “Move Down” buttons. When the choices are displayed to the warfighter they are either displayed with radio buttons or checkboxes to answer the question. The type of choice button is determined by the value of the “Able to choose?” select list. There are two possible selections, “one choice” or “one or many choices”. The “one choice” selection creates radio buttons so that the warfighter can only select one choice from the list. The “one or many choices” selection displays checkboxes so that the warfighter can select one or multiple choices. Multiple-choice questions that allow for more than one choice can contain coding information and therefore have sub questions. Coding or sub questions can’t be added to multiple-choice questions that only allow for one selection by the warfighter. To insert the new multiple choice question and all associated choices, click the “Insert” button at the bottom of the page. To discard any changes and not store the new question click the “Cancel” button to quit back to the “Question List” page.

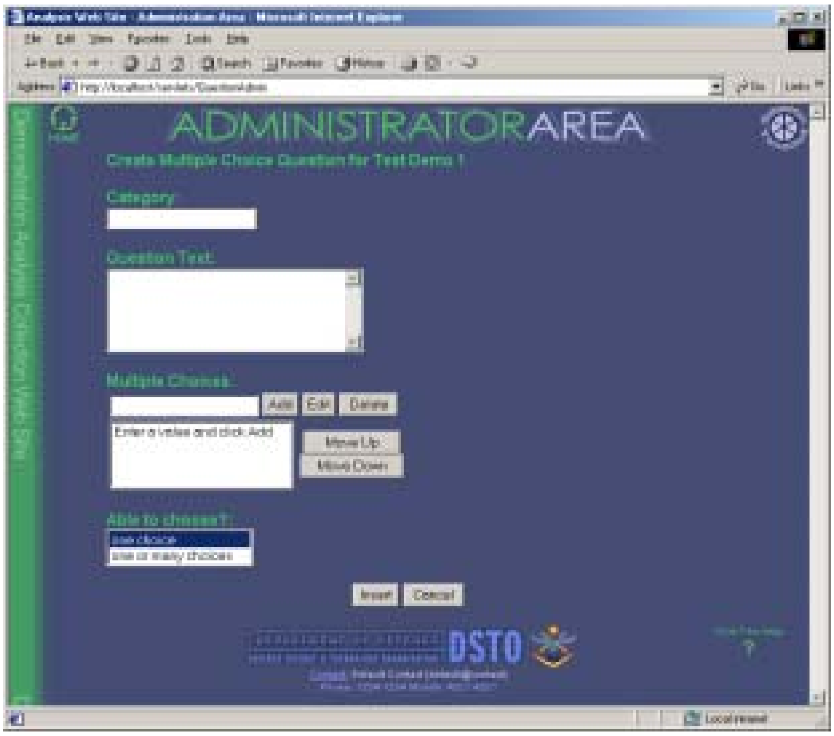



Figure 6-74 Question Admin Area - Insert Multiple Choice question page

### How To Delete A Question

When deleting questions, if the selected question to be deleted contains sub questions then these sub questions will also be deleted. If you want the sub questions to remain but delete the main question, first convert all the sub questions to main questions (for more information about converting main questions to sub questions see page 87), then delete the main question. When deleting questions the answers already entered by the warfighters for those questions are also deleted (There is no undo function, deletions are final).

To delete a question from a demonstration:

1. Select a question from the "Question List" page (Figure 6-67).
2. Click the "Delete" button at the bottom of the page.
3. The dialogue as shown in Figure 6-75 will be shown to confirm the deletion.


Figure 6-75 Question Admin Area - Delete confirmation dialogue box

4. Click the "OK" button to confirm that you wish to delete the selected question and all associated answers. The selected question and any associated sub questions will be deleted if you click "OK". This cannot be undone if incorrect. If you no longer wish to delete the question then click the "Cancel" button.
5. The question is now deleted and the question list will be refreshed.

**How To Edit A Question**

When editing questions all attributes can be changed except its question type.

Once a question has answers associated, it can no longer be edited so that inconsistencies between the question and answers can't occur. If you attempt to edit a question that already contains answers the system will display an error message.

To edit a question first select one by clicking on the name or number of the question from the question list and click the "Edit" button at the bottom of the page. Depending on the selected question's type, one of the following pages will be displayed.

<u>Free Text</u>

If the selected question is a free text question then the "Update Free Text Question" page as shown in Figure 6-76 is displayed. This page will allow you to edit the category and question text. After the changes are complete click the "Update" button at the bottom of the page. If you do not wish to save any changes click the "Cancel" button, which will revert the question back to its original status.

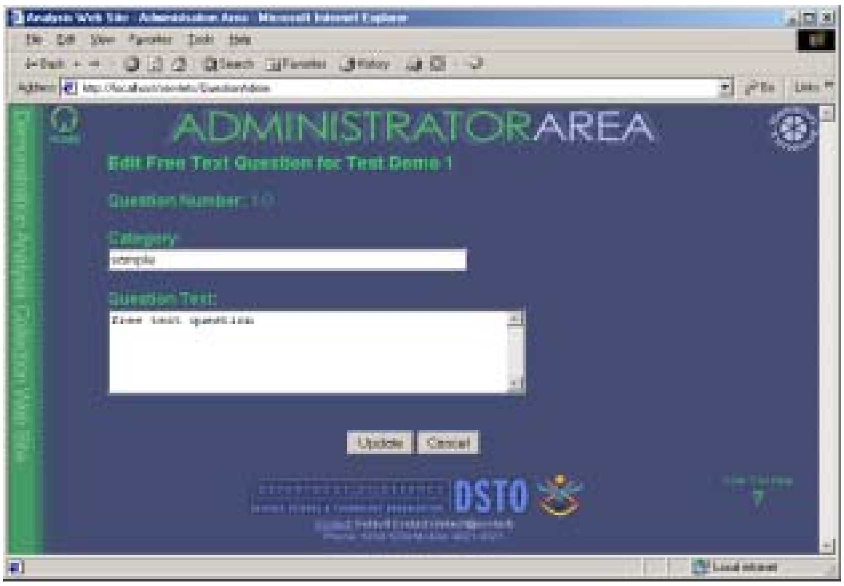



*Figure 6-76 Question Admin Area - Edit Free Text question page*

Rating Scale

If the selected question's type is rating scale then the "Update Rating Scale Question" page is shown (see Figure 6-77). This page allows for the category, question text and the type of rating scale to be changed. When all changes are complete then click the "Update" button at the bottom of the page. To quit without saving any changes click the "Cancel" button to take you back to the "Question List" page.

*Figure 6-77 Question Admin Area - Edit Rating Scale question page*

<u>Yes / No (Boolean)</u>

If the selected question is a boolean (yes/no) question then the “Update Boolean Question” page is displayed (see Figure 6-78). The category, question text and coding (flow control information) can be changed. The coding is only displayed if the selected question contains sub questions. After completing any changes click the “Update” button to save the changes and go back to the “Question List” page. To exit and go back to the “Question List” page without saving click the “Cancel” button.

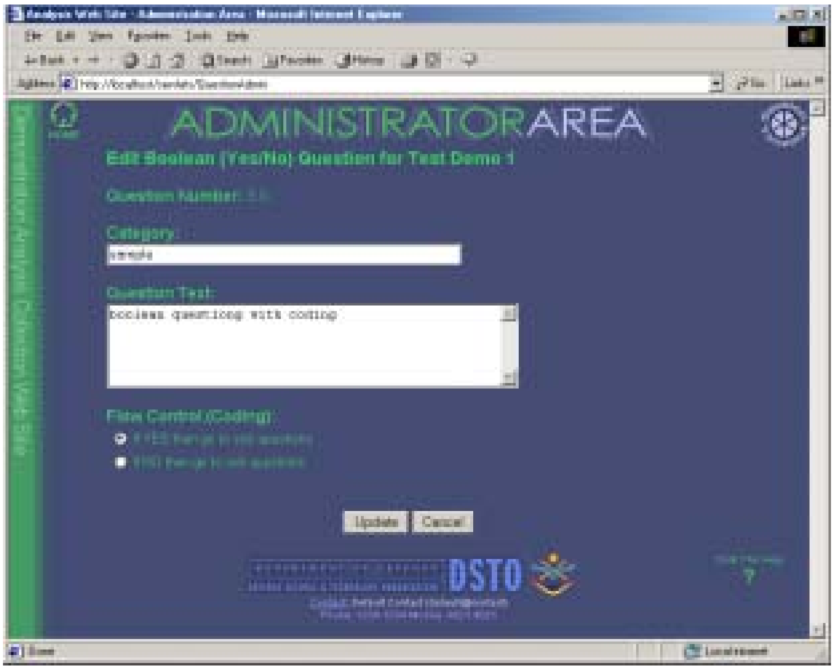



*Figure 6-78 Question Admin Area - Edit Boolean question page*

Multiple Choice

If the selected question is a multiple choice question then the "Update Multiple Choice Question" page is shown (see Figure 6-79). This page allows for the editing of the category, question text, choices, coding and the number of selectable choices. The coding section is only displayed if the selected question contains sub questions. The controls for inserting, editing and deleting the choices for the question are the same as when creating a new question (for more information see page 81). If the question contains sub questions then multiple selection of choices must be possible, therefore only one choice is offered in the "Able to choose?" select list. This value can't be changed without first removing all sub questions. After all changes are complete click the "Update" button at the bottom of the page to save the changes. If you do not wish to save any changes click the "Cancel" button.

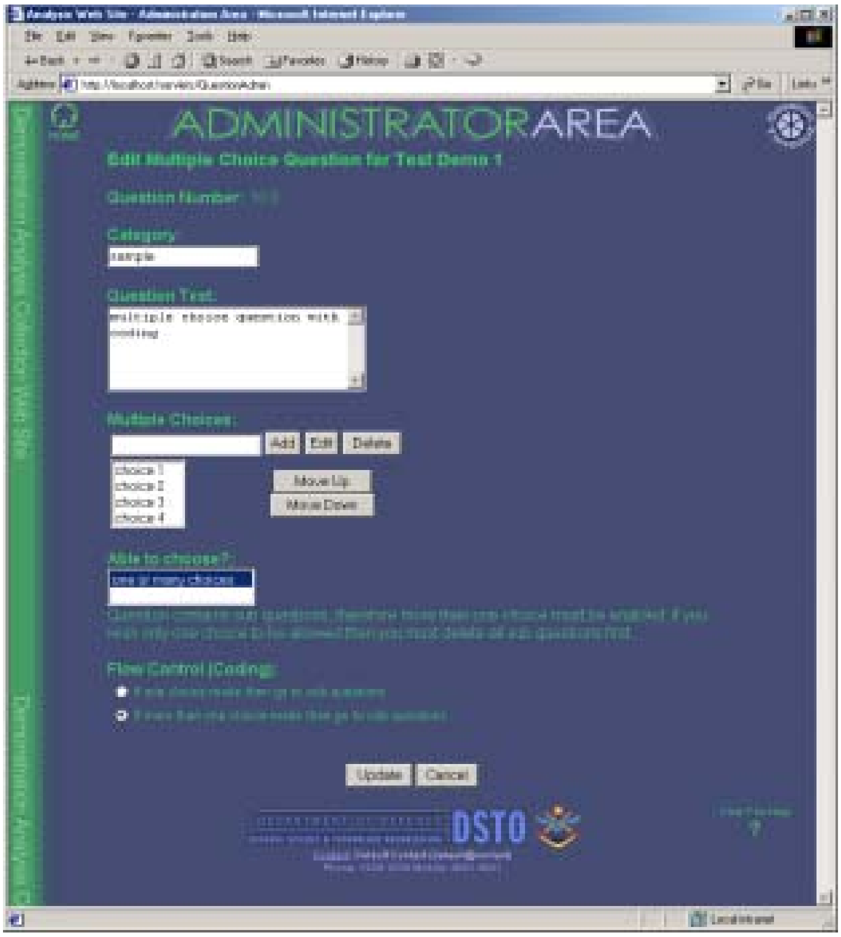



*Figure 6-79 Question Admin Area - Edit Multiple Choice question page*

## Manipulating Questions

Using the manipulate question buttons as shown in Figure 6-80 and in more detail in Figure 6-81, questions can be moved up and down the list, or converting between being a main question or sub question.

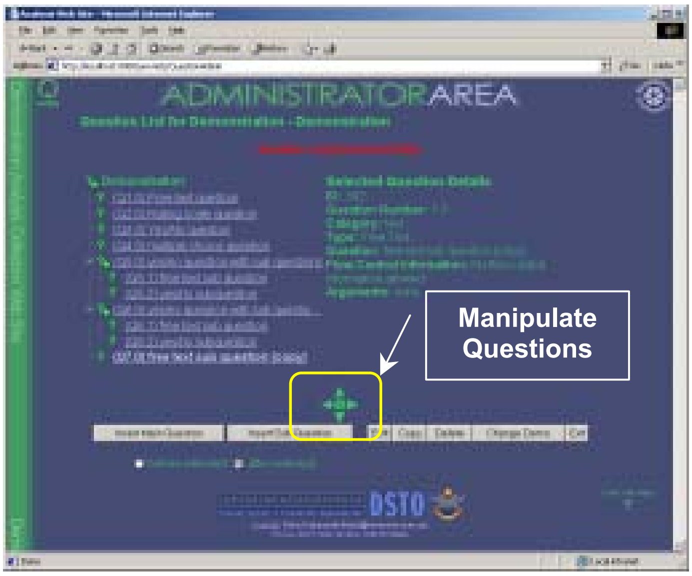



*Figure 6-80 Question Admin Area - Manipulate question buttons highlighted*

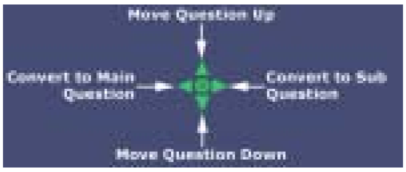



*Figure 6-81 Question Admin Area - Manipulate question button details*

## How To Convert A Main Question To A Sub Question

To convert a main question into a sub question, first select the main question from the question list and then select the right arrow as indicated in Figure 6-81. The selected main question is converted into a sub question of the previous main question. For example, if question 6.0 was selected and the "convert to sub question" button clicked, then question 6.0 would be converted into a sub question of question 5.0, making the selected question into question 5.1. When converting a question to a sub question the previous question must have the ability to contain sub questions. Only boolean questions and multiple choice questions that can have multiple selections can contain sub questions. If the question to contain the new sub question cannot have sub questions an error message is displayed.

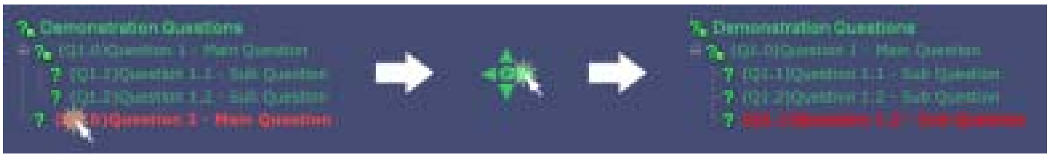



*Figure 6-82 Question Admin Area - Converting main question to a sub question*

If the question previous to the selected question already contains sub questions then the selected question will become the last sub question of the previous main question (see Figure 6-82 for a graphic depiction of this). If the previous question does not contain any sub questions then coding will have to be added first. If the previous question is a boolean question then the page shown in Figure 6-83a will be displayed, otherwise if the question is a multiple choice question that can have multiple selections then the page shown in Figure 6-83b is displayed. Select the coding that is relevant and click the "Complete Conversion" button at the bottom of the page. If you do not wish to complete the conversion click the "Cancel" button.

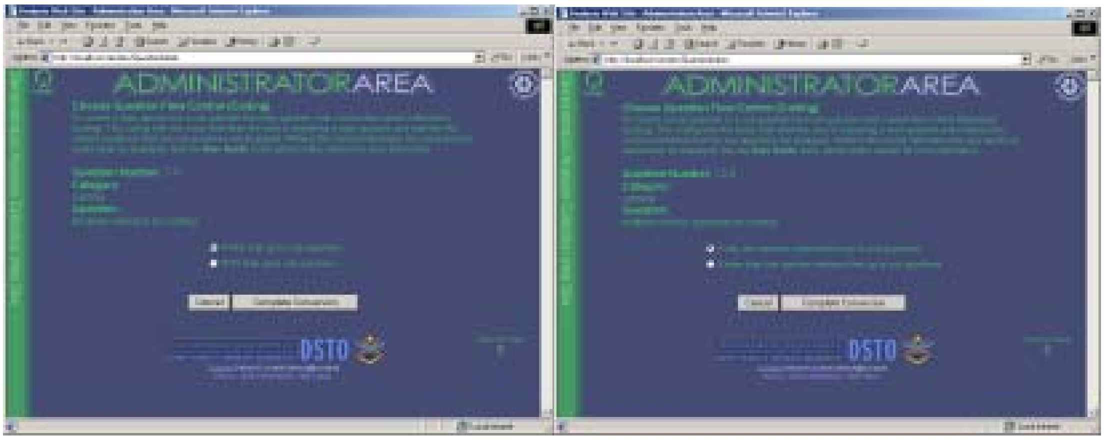



*Figure 6-83 Question Admin Area – a(left): Choose coding for Boolean questions b(right): Choose coding for Multiple Choice questions*

After clicking the "Complete Conversion" button the coding information will be added to the previous question and the selected question will be converted into a sub question of the previous question.

**How To Convert A Sub Question To A Main Question**

The conversion from sub question to main question is much simpler.

1. Select the sub question to be converted to a main question.
2. Click the "convert to sub question" arrow (see Figure 6-81).
3. The selected question is then converted into a main question numbered after the main question it previously was a sub question of.

When converting a sub question to a main question all the other fellow sub questions will have their question numbers automatically updated to fill in any gap that would be created by the manipulation. If the sub question to be converted is the last sub question for the associated main question then the coding information of the main question is deleted when the conversion is complete.

**How To Move A Question Up or Down**

Questions can be moved up and down the question list by selecting a question and clicking either the "move question up" arrow or "move question down" arrow (see Figure 6-81). You must select a question before clicking one of the buttons otherwise nothing will happen. If a main question containing sub questions is selected, then all the sub questions will move with the main question. If the question selected is the first question and you try and move it up further an error message will be produced outlining that you cannot move the question any further up. If the question selected is the last question and the move down arrow is clicked an error message will be displayed instructing that the selected question cannot be moved down further. Sub questions can be moved up and down within the associated main question. If a sub question is the first or last sub question for that set of sub questions, then it can not be moved any further upwards or downwards respectively.

**How to copy a question**

Any question can be copied, including sub questions. A question containing sub questions can be copied together with its sub questions, or by itself.

To perform the copy operation, select a question from the question list and click the "Copy" button. This will display a page like the one shown in Figure 6-84.

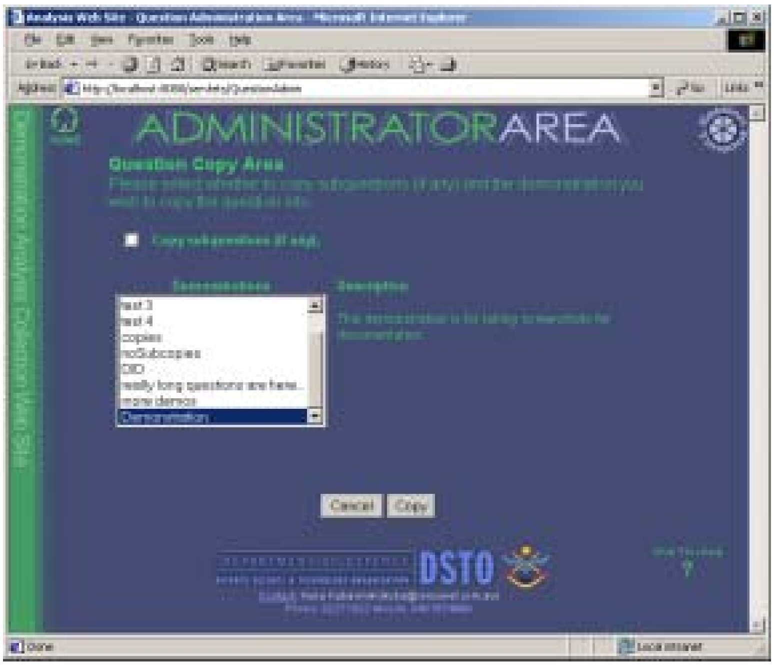



*Figure 6-84 Question copy page*

If the checkbox is selected then the main question will be copied along with its sub questions (if it contains any). The demonstrations select list is used to identify which demonstration to copy the question to. To select the destination demonstration, simply click the demonstration's name from the select list box. The demonstration that the question originates from is automatically selected when the page is first displayed.

When a question is copied, it is added as the last question. If the same source and destination demonstration is chosen then the question text will be appended with the words "(copy)" to identify the copied question. To remove the "(copy)" text edit the question and change the text to whatever is appropriate.

**How to view a summary of all questions**

Once questions have been defined it is often useful to preview the questions. This can be achieved through the demonstration select page of the Questions administration area shown in Figure 6-66 on page 73. To view this summary page select the demonstration when entering the question admin area but click on the "Summary" button instead of the normal "Next" button. This shows the "Question Summary Page" for questions in the selected demonstration as shown in Figure 6-85.


*Figure 6-85 Question Summary*

To produce the question summary report in a printer friendly format click the "Print Preview" button on the Question Summary page. This will produce the familiar print window as used in all other standard system reports.

### 6.3.2. Demonstration Administration

The demonstration administration area allows for administrators to insert, edit or delete demonstrations. Figure 6-86 displays the pages within the demonstration administration area. From the "Demonstration Admin Page" the administrator can choose to insert, view, edit or delete a demonstration.

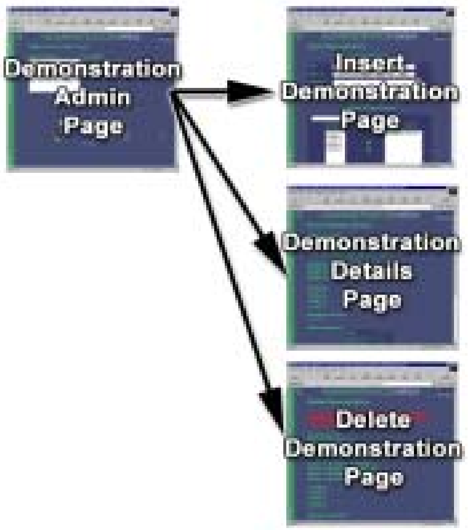



*Figure 6-86 Demonstration Administration Area pages*

To enter the demonstration administration area, click the "Demonstrations" button on the "Administrator Area" page as highlighted in Figure 6-87.


*Figure 6-87 Administrator Area page with the Demonstration Admin button highlighted*

After clicking on the "Demonstrations" button the "Demonstration Admin Area" page is displayed (see Figure 6-88). From this page you can insert new demonstration, edit existing demonstration, display information on demonstrations and delete demonstrations. To exit the demonstration administration area and go back to the "Administrator Area" page click the "Exit" button at the bottom of the "Demonstration Admin Area" page.

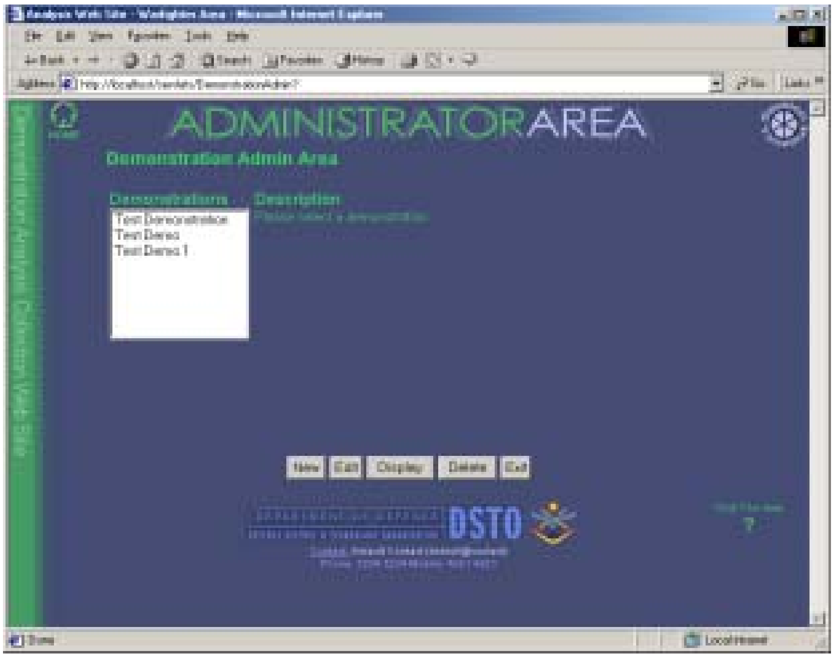



*Figure 6-88 Demonstration Admin area page*

**How To Add Demonstrations**

To add a new demonstrations click the "New" button at the bottom of the "Demonstration Admin Area" page (see Figure 6-88). The next page displayed is the "Insert Demonstration" page as shown in Figure 6-89. There are five sections to this page, "General Information", "Locations of Demonstration", "Warfighter Sponsors", "Defence Sponsors", and "Demonstration Sponsors". Each section is described in detail below. After all sections are complete click the "Insert" button at the bottom of the page to insert the new demonstration and go back to the "Demonstration Admin Area" page. If you do not wish to insert a new demonstration and not save any changes click the "Cancel" button.


*Figure 6-89 Demonstration Admin Area - Insert demonstration page*

<u>General Information</u>

The general information section of the "Insert Demonstration" page contains two fields, "Title" and "Description" that allow for general information to be entered about the demonstration. The "Title" text box contains the name of the demonstration. The "Description" field allows for a description to be added to the demonstration. This description helps warfighters and demonstrators to distinguish between demonstrations. Background information about a demonstration should be entered within this description text field. This description is also useful during analysis so that the analyst can understand what the demonstration's purpose and use is.

Locations of Demonstration

The "Locations of Demonstration" section allows for locations to be inserted and deleted from the system or to add and remove locations to and from a demonstration (see Figure 6-90). Locations are assigned to demonstrations to allow warfighters and demonstrators to select the location that they are using the demonstration.

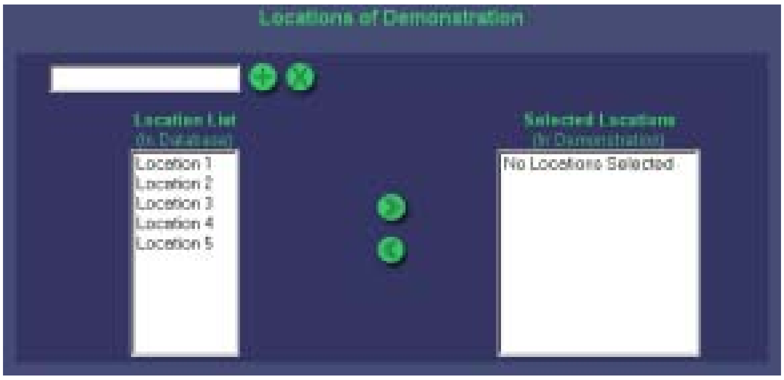



*Figure 6-90 Demonstration Admin Area - Locations of Demonstration*

On the left side is a select list called "Location List"; this list displays all the locations that are currently within the system. If the location needed is not in this list, a new location can be added by typing the location name in the text box above the select list and click the "Add Location" button (the button with the addition sign on it). The new location will be added to the list for immediate selection. Although the new location is displayed in the location list, it is not added to the system until the demonstration is saved/inserted.

If a location in the "Location List" is no longer required it can be deleted from the system by selecting it and clicking the delete button (the button with an 'X'). This will delete the location from the select list and will delete the location from the system when the demonstration is saved/inserted into the system. If the location selected for deletion is used by another demonstration it will not be deleted and will appear again within the location list. To delete a location completely it must first be removed from all demonstrations "Selected Locations" list box.

To select a location for the new demonstration, select the location from the "Location List" on the left side of the page. Next click the "Add Location" button in the middle of the page, identified by an arrow pointing to the right. The selected location will now appear in the "Selected Locations" list on the right side of the page.

To remove a location from the demonstration, select the location from the “Selected Locations” list on the right side of the page and click the “Remove Location” button (arrow pointing left). The location will no longer appear in the right select list indicating that it has been removed from the current demonstration.

<u>Warfighter Sponsors, Defence Sponsors, Demonstration Sponsors</u>

These three areas allow for the entering of sponsors associated with the new demonstration. The concept of storing sponsors was developed for use within JWID, although this section is still present in the current version of the software it is completely voluntary and does not need to be completed. The functionality for the three sponsor areas is the same. As shown in Figure 6-91 on the left is a list of sponsors. There is no limit to the number of sponsors that can be added. On the right is a series of text fields to store information for each sponsor. To insert a new sponsor click the “Add Sponsor” button located just below the sponsor list on the left (identified by a ‘*’). After clicking the “Add Sponsor” button a new sponsor is created with the default name of “New Sponsor”. Replace the default name and fill in all other relevant fields. To edit a sponsor, click on the sponsors name in the sponsor list to display the sponsor’s details in the fields for alteration. DO NOT use the apostrophe ( ‘ ) character within these fields as doing so will potentially corrupt your demonstration.


*Figure 6-91 Demonstration Admin Area - Sponsors Section Detail*

Warfighter sponsors are individuals who sponsor a demonstration by giving them warfighters who are to operate and analyse the demonstration. Defence Sponsors are individuals who have an involvement with the demonstration; this could be financially, development, or by any other involvement. Demonstration sponsors are individuals who are the points of contact for the setting up and running of the demonstration. Demonstration sponsors are the most important contact as they are the first people to be contacted if a demonstration is not working correctly, or if there are any other matters relevant to the demonstrations operation.

### How To Delete Demonstrations

To delete a demonstration select it from the demonstration list on the "Demonstration Admin Area" page and click the "Delete" button. This will display the "Delete Demonstration" page as displayed in Figure 6-92. The "Delete Demonstration" page displays a warning message, which informs that if you confirm the deletion that all warfighter logs, questions, answers, demonstrator logs, demonstration sponsors and any other information related to this demonstration will be deleted along with the demonstration. The rest of the page displays details of the demonstration. If you are sure that you want this demonstration to be deleted, click the "YES" button at the bottom of the page. If you do not wish to delete this demonstration, click the "NO" button. When the "YES" button is clicked the demonstration is deleted along with all related data.


*Figure 6-92 Demonstration Admin Area - Delete confirmation page*

### How To Edit A Demonstration

Demonstration details in the system can be changed. To edit a demonstration select a it from the select list on the "Demonstration Admin Area" page (see Figure 6-88) and click the "Edit" button. The "Edit Demonstration" page will be displayed (see Figure 6-93 for an example page). There are five sections to this page; general information, locations of demonstration, warfighter sponsors, defence sponsors, and demonstration sponsors. These sections are the same as for inserting a new demonstration. For information on each section see the "How To Add Demonstrations" section on page 93. After completing all changes, click the "Update" button at the bottom of the page to update the demonstration and go back to the "Demonstration Admin Area" page. If you do not want any changes saved, click the "Cancel" button.


*Figure 6-93 Demonstration Admin Area - Edit demonstration page*

### 6.3.3. Site Configuration

The site configuration area contains the site administration tools. From this area contact information can be edited, administrator users can be added/deleted, the start and end dates of the analysis period can be set, the consent form can be configured and user data can be purged. Figure 6-94 displays the pages within the site configuration area.

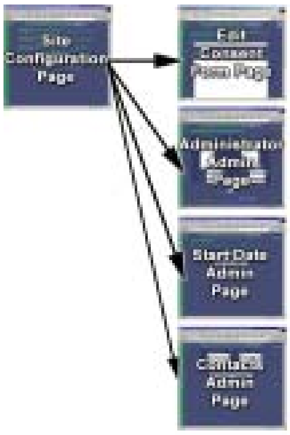



*Figure 6-94 Site Configuration Area pages*

Click the "Configuration" button from the "Administrator Area" (see Figure 6-95) to enter the "Site Configuration Area". The "Site Configuration Area" page contains five buttons as shown in Figure 6-96.


*Figure 6-95 Administrator Area page with the Site Configuration button highlighted*

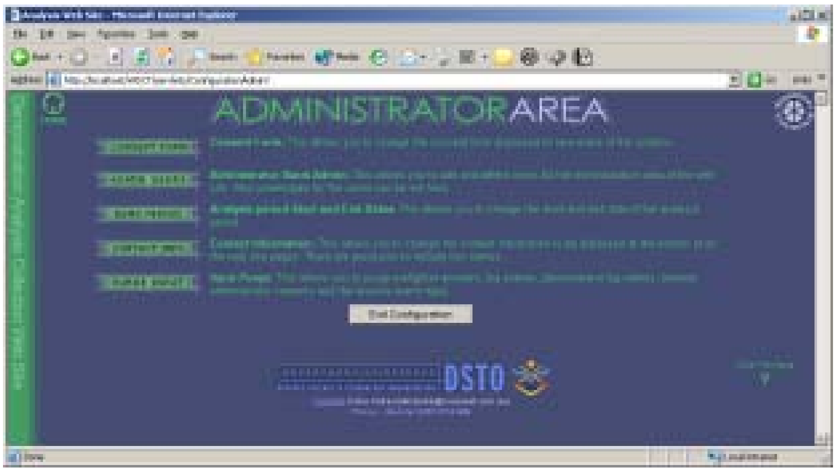



*Figure 6-96 Site Configuration Area page*

### How To Configure The Consent Form

After clicking the "Consent Form" button the "Edit Consent Form" page is displayed. This page is used to edit the consent form that is displayed to warfighters when they first log into the system in the "Warfighter Area". Initially this page will not contain custom consent form data as shown in Figure 6-97. When no custom consent form data is present in the system, the default consent form will be displayed to the warfighters. To preview the default consent form press the "Preview" button while both text boxes are empty.


*Figure 6-97 A blank Edit Consent Form page*

The Edit Consent Form page consists of two text fields, the title and the body. It also has four function buttons located at the bottom of the page (shown in Figure 6-98).


*Figure 6-98 Edit Consent Form buttons*

The title of the consent form is displayed in bold typeface at the top of the consent form. For example a title could contain the name of the analysis period that will be conducted and the name of the demonstration series.

The body of the consent form is HTML formatted text, which constitutes the consent form's main body. In this text box detailed information about the purpose of the analysis and the final use of data is entered. Further more, privacy and data security of the information contained on the assessment server may be inserted here. Any other disclaimers or information relating to the systems operation, user privileges and perhaps a code of conduct should also be entered here. When a warfighter agrees to the consent form they are agreeing to any statements or conditions that are contained within this consent form. The total length of the body cannot exceed 4000 characters; this should be sufficient to convey all the necessary information.

HTML formatted text is plain text that contains HTML tags to create the appropriate layout. For a HTML text formatting reference see "Appendix 2 – HTML Text Formatting Reference" of this document.

An alternative to manual formatting of the text is to use an external HTML editor to create the text, and cut and paste the contents into the body text field of the "Edit Consent Form" page. An editor capable of producing HTML formatted text output, is Macromedia Dreamweaver or Microsoft FrontPage.

Once text is entered, pressing the "Preview" button can preview it. To save the consent form click the "Insert" button.

To revert back to the default consent form after a custom consent form has been entered, simply remove ALL text, including white space (space characters) from the title and body fields of the "Edit Consent Form" page.

<u>Back Button</u>

This "Back" button will display the "Site Configuration Area" page. Changes made will not be saved.

<u>Reset Button</u>

The "Reset" button will remove all changes made and restore the text to its original state when the page was first displayed.

<u>Preview Button</u>

This button saves all changes made and displays a preview of the consent form, as the warfighter will see it. To go back to editing the consent form from the preview page, press the "Edit" button.

<u>Insert Button</u>

The "Insert" button saves any changes and exits back to the "Site Administration Page".

### How To Add And Remove Administrators

After clicking on the "Admin Users" the "Administrator Users Administration" page is displayed (see Figure 6-99). This page allows administrators to add and remove administrator users. There are two types of administrators; basic and advanced users. Basic administrators only have access to the reports section of the "Administrator Area" page, and will not be shown any of the site configuration tools. Advanced administrators have full access to both the reports and site configuration tools. If you are in the user administration section then you already have advanced user privileges and will see your username in the list on the right side of the page. Only a few advanced administrators should be created, as these individuals can insert and delete whole demonstrations and their associated questions. The functionality in the site configuration tools can be potentially damaging when used incorrectly.


*Figure 6-99 Site Configuration Area - Administrator users administration page*

Figure 6-99 displays the user administration page, which contains two select boxes displaying the basic and advanced users. Below these are two sets of three text boxes and a single button with a '+' sign on it. These sets of text boxes and buttons are used to add new administrators. To insert a new basic user, use the text fields and button on the left side of the page below the basic administrator list. To insert a new advanced user, use the text fields and button on the right side of the page below the advanced administrator list.

1. Enter the username for the new administrator in the "Username" text box. This text cannot contain the apostrophe ( ' ) character.
2. Enter the password for new the administrator in the "Password" text box.

This text cannot contain the apostrophe ( ‘ ) character.

3. Re-enter the password in the “Confirm Password” text box.
4. Click the “Add administrator” button (identified by an addition sign ‘+’).
5. The new administrator is added to the system and displayed in the appropriate administrator list.

Usernames and passwords are case-sensitive so ensure that the “caps lock” key is not on when entering the password.

At the bottom right-hand side of each administrator list is a button with an ‘X’ on it. This button will delete administrators from the list. To delete an administrator, select the administrator from the list and click the delete button next to the list containing the selected administrator. When deleting users, do not delete your own username otherwise you will no longer have access to the site configuration area. If this does happen will need another advanced administrator to recreate a username and password for you to use.

When you first install the system there is a default user. This should be deleted as soon as possible. There must be at least one advanced administrator at all times. If all the advanced administrator users are deleted from the system then either the database will need to be altered directly or the WDCT needs to be reinstalled.

**How To Convert Administrators Between Basic And Advanced**

On the "Administrator Users Administration" page (see Figure 6-99) administrator users can be converted between basic and advanced users or vice versus; by using the two arrows in the centre of the page (see Figure 6-100). To convert a user, first select the user to be converted then click one of the two convert buttons. The selected user will then be converted and displayed in the opposing list. Do not convert your own username to a basic user otherwise your will no longer have access to the site configuration area and will not have the privileges to convert yourself back into an advanced administrator. Always leave at least one advanced administrator user.


*Figure 6-100 Site Configuration Area - Convert users buttons*

**How To Set Analysis Period Start and End Dates**

Click the "Demo Period" button from the "Site Configuration Area" page to display a page to edit the start and end date of the analysis period as shown in Figure 6-101.

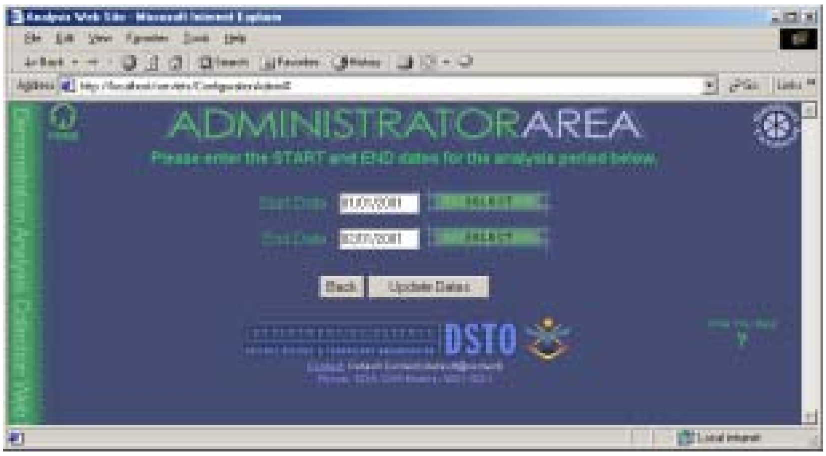



*Figure 6-101 Site Configuration Area – Analysis Period start and end dates page*

When configuring the dates for the first time, default dates will appear in the 'Start Date' and 'End Date' text boxes. These should be changed to the actual start and end dates of the demonstration period. This can be accomplished in one of two ways; either by typing in the dates manually or by selecting dates from the inbuilt calendar.

To enter the data manually, select the content of a date box and type in your date in a DD/MM/YYYY format. An example date is 15/01/2001 for the 15th of January 2001.

To select the date from a calendar, click one of the "Select" buttons to the right of the text boxes. The calendar shown in Figure 6-102 will pop up, although it will display the date as shown in the text box to the left of the clicked "Select" button.

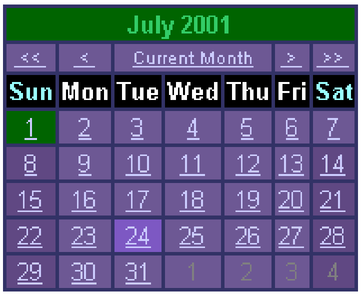



*Figure 6-102 Select Day Calendar*

The calendar will highlight in green the day of month that is currently selected. The light purple highlight indicates the current date (providing it is set correctly on the computer terminal you are using). The arrows in the first purple horizontal space from the top will change the years and months up and down. The double arrows change the year up or down by one. The single arrows change the month up or down by one. The "Current Month" link located between the arrows will set the calendar to the current month. To select a day click on the day you wish to select. When a day is clicked the calendar will disappear and the text of the selected day will be entered into the text box to the left.

The dates you select cannot be more than one year apart. Further more, the end date must be after the start date. The system does not check for these restrictions, so it is up to the administrator to ensure that these requirements are met.

Once the correct dates are selected, press the "Update Dates" button to save the changes. If you do not wish to save the changes, click the "Back" button to return to the Site Configuration Page.

**How To Enter Contact Information**

Contacts are used to display the contact information of the site administrators so that if any users have any problems they can contact one of the two possible contacts displayed at the bottom of every page. To enter contact information, click the "Contact Info" button on the "Site Configuration" page to display the page shown in Figure 6-103. This page displays the two contacts already stored. It is mandatory to have at least the primary contact completed. The secondary contact is optional. To insert a contact fill out each relevant field and click the "Insert

Contacts" button at the bottom of the page. If you do not wish to save any changes click the "Back" button.

Contact information cannot contain an apostrophe symbol ( ' ). Failure to comply with this restriction may cause adverse operation of the entire WDCT system.


*Figure 6-103 Site Configuration Area - Edit contacts page*

**How To Purge All User Input**

There may be situations where it is desirable to remove all user input from the system. One such situation is after a test period where non-relevant answers and log entries have been inserted. In order to purge the data, click the "Purge Input" button on the site configuration page shown in Figure 6-96. After clicking this button a warning page is displayed as shown in Figure 6-104. The warning page specifies that ALL answers entered by warfighters, ALL Log entries by warfighters, demonstrators and network administrators as well as ALL the lessons learnt will be deleted. This operation cannot be undone. Please make sure that you have no further need for the data that is being erased.

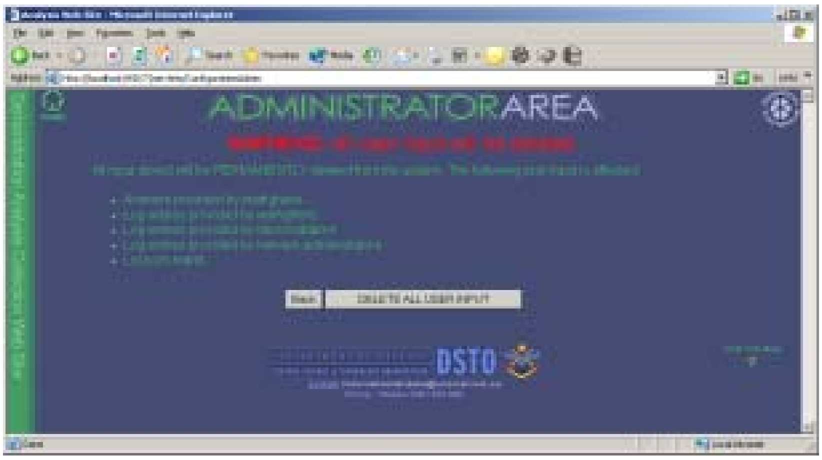



*Figure 6-104 Purge user input warning.*

To complete the purge process click the "DELETE ALL USER INPUT" button on the warning page. The interface will prompt you again whether you are certain about your deletion request. If all prompts are answered confirming the deletion request the purging will begin.

Once complete, you will be returned to the site configuration area. A message at the top of this page will confirm the status of the user input purge.

This purge process does not affect any other part of the system other then that specified. All questions, demonstrations and other configuration options will remain unchanged.

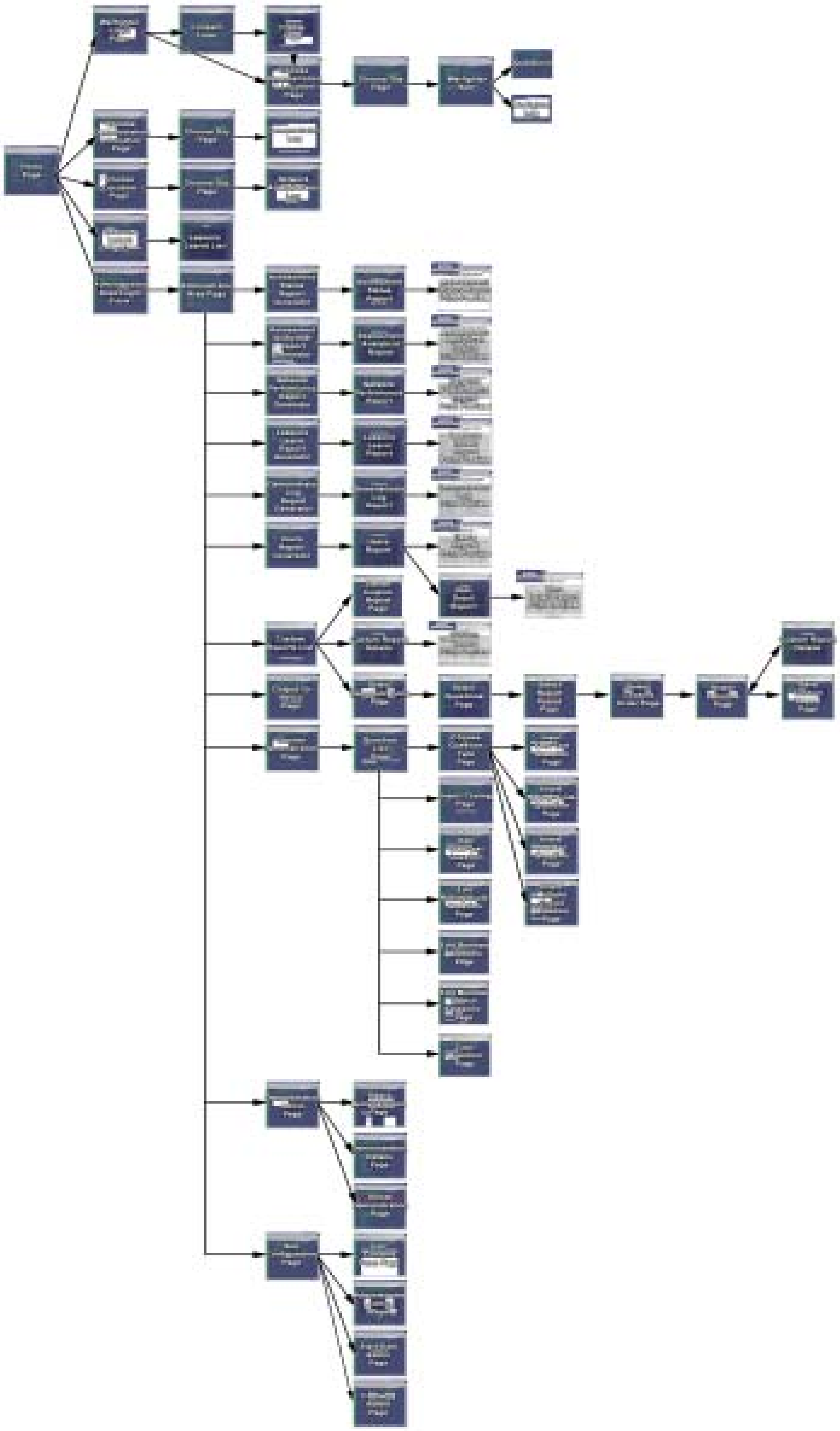
For instructions on how answers can be purged for an individual demonstration please consult the "How To Delete Answers" section of the Question Administration Area on page 77.

# References


1. Kuster, E.J (2002) *Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT) Installation Manual,* DSTO General Document (DSTO-GD-0378).

2. Kuster, E.J (2002) *Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT) Developer Guide,* DSTO General Document (DSTO-GD-0377).

# Appendix 1 - WDCT Site Map



# Appendix 2 – HTML Text Formatting Reference

The following is a listing on HTML tags used for formatting text within the sites consent form. This is not a complete list of HTML tags. For a complete online HTML reference consult:

"http://www.w3schools.com/html/html_reference.asp".

**Link to another file or resource**

`<a href="URL">...</a>`

**Layout Tags**

| | |
|---|---|
| `<p>...</p>` | New Paragraph |
| `<br>...</br>` | New Line |
| `<center>...</center>` | Align to centre of screen |
| `<h1>...</h1>` | Most prominent header |
| `<h2>...</h2>` | |
| `<h3>...</h3>` | |
| `<h4>...</h4>` | |
| `<h5>...</h5>` | |
| `<h6>...</h6>` | Least prominent header |

**Text Styles**

| | |
|---|---|
| `<b>...</b>` | Boldface |
| `<i>...</i>` | Italics |
| `<u>...</u>` | Underline |
| `<tt>...</tt>` | Typewriter font |
| `<S>...</S>` | Strikeout |
| `<SUB>...</SUB>` | Subscript |
| `<SUP>...</SUP>` | Superscript |
| `<PRE>...</PRE>` | Preformatted (display text spacing as-is) |
| `<BLINK>...</BLINK>` | Blinking |

**Font Formatting**

```
<FONT SIZE="+1" COLOR="#FF0000" FACE="Arial, Helvetica, sans-serif" >
text text text</FONT>
```

- `SIZE` attribute can be a value of + or – in the range of 0-7
- `COLOR` attribute is an RGB hexadecimal value for the colour, "`#ff0000`" defines a RED colour. Base colours can also be referenced by name, so the colour attribute value can be "`YELLOW`"
- `FACE` attribute defines the typeface used for the text. A few type faces that can be specified:
  - arial
  - `courier new`
  - Times

**Unordered list:**

```
<ul>
      <li> First item in the list
      <li> Next item in the list
</ul>
```

**Ordered list:**

```
<ol>
      <li> First item in the list
      <li> Next item in the list
</ol>
```

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*Egon Kuster*

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| Director General Preparedness | Doc Data Sheet |
| Assistant Secretary Strategic Policy | Doc Data Sheet |
| Assistant Secretary Governance and Counter-Proliferation | Doc Data Sheet |
| **Navy** | |
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| Director General Navy Capability, Performance and Plans, Navy Headquarters | Doc Data Sheet |
| Director General Navy Strategic Policy and Futures, Navy Headquarters | Doc Data Sheet |
| **Air Force** | |
| SO (Science) - Headquarters Air Combat Group, RAAF Base, Williamtown NSW 2314 | Doc Data Sht & Exec Summary |

| | |
|---|---|
| **Army** | |
| SO (Science) - Land Headquarters (LHQ), Victoria Barracks NSW | Doc Data & Exec Summ |
| SO (Science), Deployable Joint Force Headquarters (DJFHQ) (L), Enoggera QLD | Doc Data Sheet |
| | |
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| | |
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| Manager, Information Centre, Defence Intelligence Organisation | 1 (PDF) |
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| Assistant Secretary Corporate, Defence Imagery and Geospatial Organisation | Doc Data Sheet |
| | |
| **Defence Materiel Organisation** | |
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19. ABSTRACT

This user guide describes the functionality of the Joint Warrior Interoperability Demonstration (JWID) Web Data Collection Tool (WDCT). The WDCT is an online assessment collection tool, which can be used to capture analysis information from users who are testing technical demonstrations. Essentially, the WDCT provides the analysis team with a tool for presenting and managing online questionnaire and analysis gathering. The WDCT provides a mechanism for collecting large amounts of analysis information about demonstrations over a geographically dispersed area with only a small amount of effort on the part of the analyst. This user guide describes the functionality of the WDCT and how to use the system.