DEFENSE COLLABORATION SERVICES (DCS)

USER GUIDE

DRAFT V0.8

Defense Information Systems Agency

Enterprise Services Directorate

Enterprise Applications

Document Approval

Table 1 - Document Approval

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Revision History

Table 2 - Revision History

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1 DCS Information

The Defense Collaboration Services (DCS) is being developed as the follow on DoD collaboration capability. DCS will enable secure communications and collaboration by providing two distinct services with PKI authentication -- the ability for a stand-alone chat service based on the XMPP protocol with associated chat server and an in-browser web conferencing service. The web conferencing service includes a number of associated functions such as audio, webcam, white boarding, presentation sharing, desktop sharing, polling, recording, and a multi-user chat room.

To begin using DCS:

1. Go to https://www.dcs.apps.mil
https://disa.deps.mil/disa/org/ES7/DCS/SitePages/Home.aspx
2. This User Guide can be found at (DCS User Guide).
3. Review training material as necessary located in the navigation column on the left for more detailed instructions.
4. Enter the DCS service using the button labeled "Continue to DCS" on the upper left of part of the navigation bar.

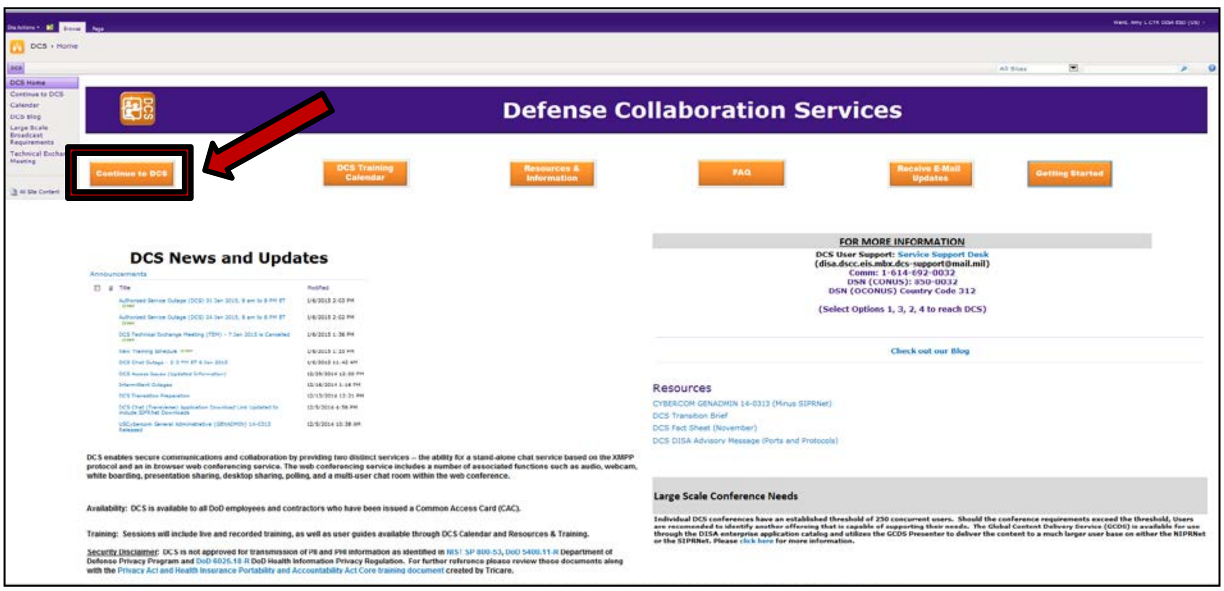


Figure 1 DCS Information Portal: DCS Entrance

Please Contact the Service Desk if an error, malfunction, failure to function, or operation issue occurs. If you have any questions regarding DCS, please contact the DCS Service Desk (disa.dscc.eis.mbx.dcs-support@mail.mil) or call 614-692-0032 (Country code 001) or DSN 850-0032 (DSN Country code 312).

2 Registration and Accounts

2.1 Register and Use

DCS will be available to all users contained within the Defense Manpower Data Center (DMDC) database that maintain a Common Access Card (CAC) in the Unclassified environment and PKI hard-token in the Classified environment. This allows users to communicate and share information in a secure forum. DCS is able to provide the ability to connect coalition forces for collaboration purposes through guest access to meetings.

DCS web conferencing and XMPP chat does not require registration or sponsored accounts. If you have a valid CAC or other PIV signature hard token you will automatically have access to DCS. Note: There is no Username and Password associated with DCS. Users that currently maintain dual personas or have in the past will require the activation and selection of their PIV certificate on the CAC.

No information, data, scheduling, meetings, files, or recordings will transfer from DCO upon sunset of the service. All chatrooms, groups, and settings contained within users DCO momentum Jabber client will **not** transfer to DCS.

DCS is designed for individual Meetings of 250 personnel or less. For conferencing that require more than 250 participants please review other enterprise of local offerings that are targeted to meeting requirements.

2.2 DCS Security Configuration

The DCS team reminds Users that all meeting hosts are responsible for verifying the identities of their meeting attendees. Auto-promoting all attendees to Moderator is highly discouraged. Attendees who have entered the meeting without authenticating will have "(guest)" appended to their name.

Meeting Hosts are responsible for the moderating of sensitive material provided or displayed within the meeting. Any breach or spillage should be reported properly.

At this time the Defense Collaboration Services (DCS) system is not approved for transmission of PII and PHI information as identified in NIST SP 800-53, DoD 5400.11-R Department of Defense Privacy Program and DoD 6025.18-R DoD Health Information Privacy Regulation. For further reference please review these documents along with the Privacy Act and Health Insurance Portability and Accountability Act Core training document created by TRICARE.

2.3 DCS Public Key Integration

DCS uses the email signature certificate from a User's CAC for authentication purposes on the Information Portal, Home Page, and Meeting window. This will work for all Users who have never maintained "Dual Persona" status with DMDC. Those Users who have at any point ever maintained "Dual Persona" status will need to use the PIV certificate for authentication into DCS and the DEPS Information Portal.

2.3.1 PIV Certificate Activation Steps

In order to access DCS, DOD Enterprise Portal Service (DEPS) and/or Enterprise Email (EE), you will need to activate your PIV certificate if you are (or were) ever a dual persona user. The web site to do so is https://www.dmdc.osd.mil/self_service.

To use functions within RAPIDS Self Service to update your CAC you must have the following installed on your computer:

ActivClient (32-bit), JRE (32-bit) and a 32-bit browser (such as Internet Explorer 32-bit)
Or
ActivClient (64-bit), JRE (64-bit) and a 64-bit browser (such as Internet Explorer 64-bit)

Step 1 - After entering the link in your browser you should see the RAPIDS Self Service Portal (Figure 2).

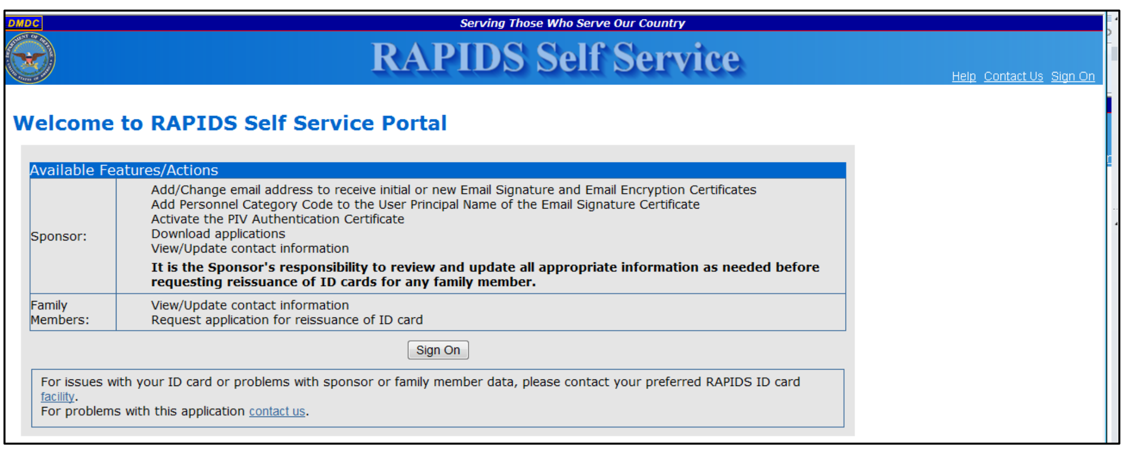


Figure 2 RAPIDS page

Step 2 - Click 'Sign On'. And you will be taken to the "Self Service Consent to Monitor" page (Figure 3). Select "OK".

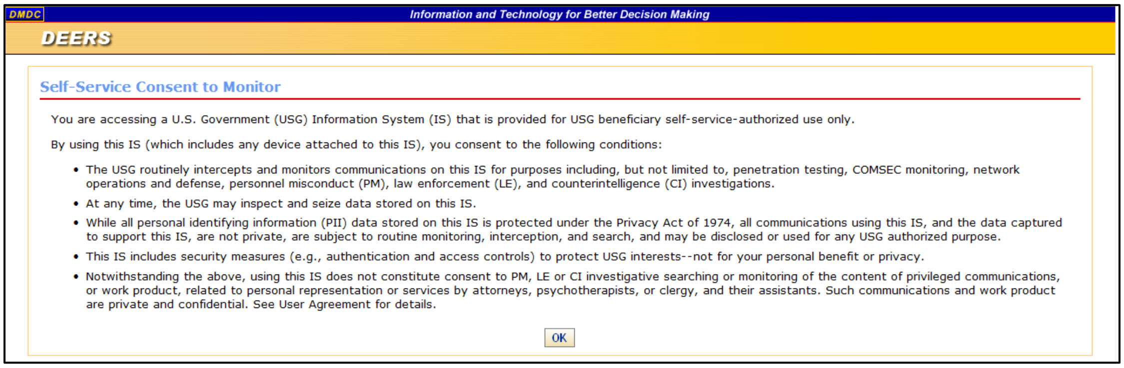


Figure 3 DEERS page

Step 3 – From the CAC Login page (Figure 4) select "Login".

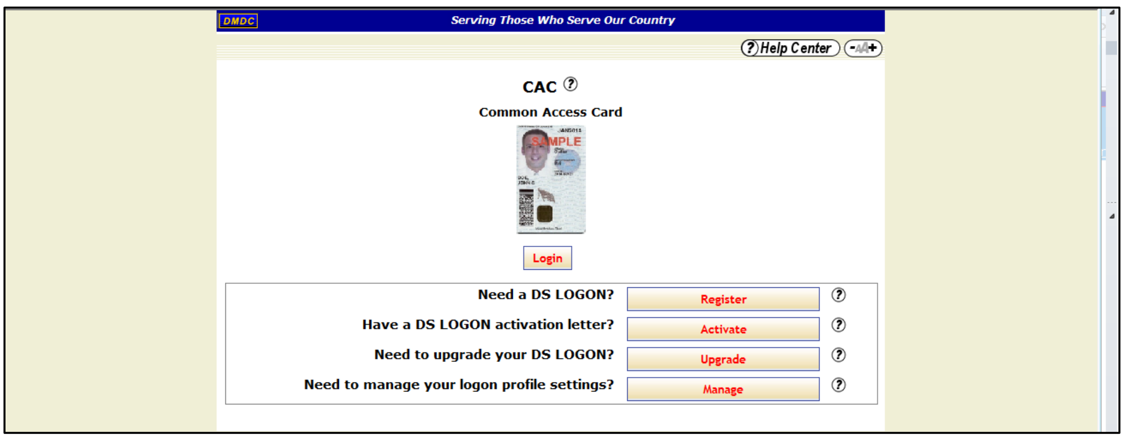


Figure 4 CAC login

Step 4 - Select your email certificate and you will be taken to the RAPIDS Self Service Screen Figure 5). Click on 'Activate PIV' and follow the instructions. Once complete, you should be done with the RAPIDS web site.

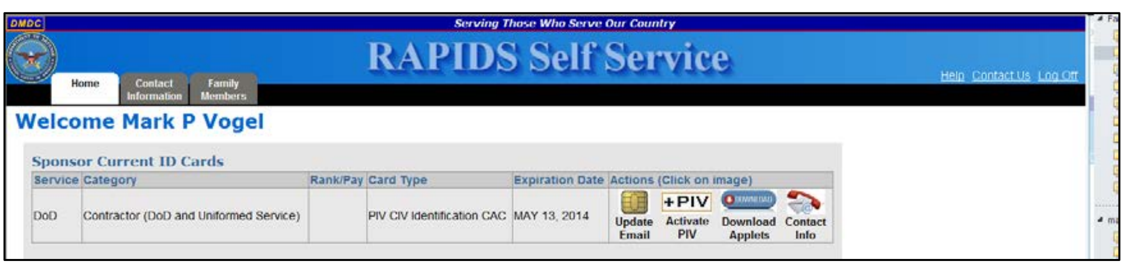


Figure 5 RAPIDS Self Service

Step 5 - Next click on the Microsoft start button, go to the ActivIdentity folder, then the ActivClient Folder and click on 'User Console' (Figure 6).

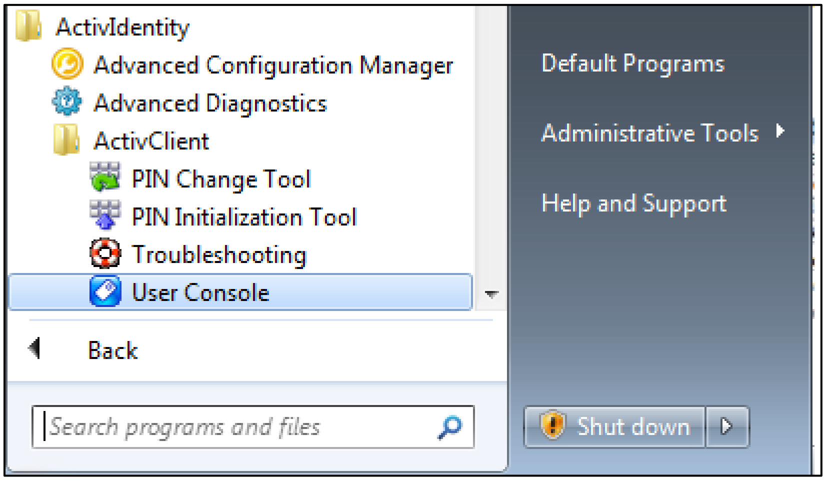


Figure 6 Local ActivClient

Step 6 – Double click on my certificates. Click on views and select list (Figure 7). You should now see a PIV Authentication Key certificate in your certificate list. If not, step 5 did not complete successfully.

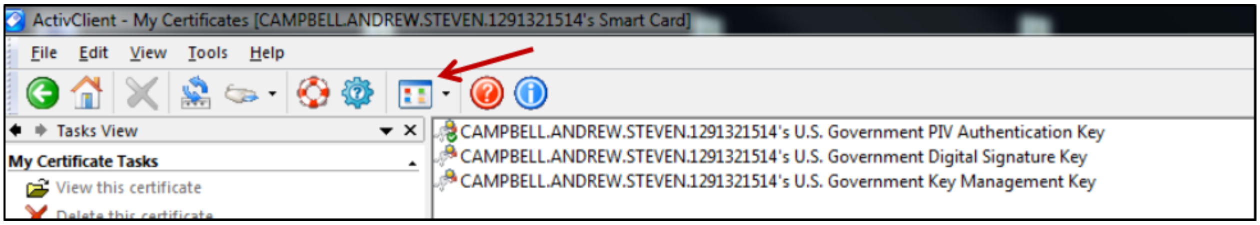


Figure 7 Locate Local Certificates

Step 7 – Go to Tools -> Advanced and select 'Forget state on all cards' (Figure 8). Remove and reinsert the smart card in the smart card reader.

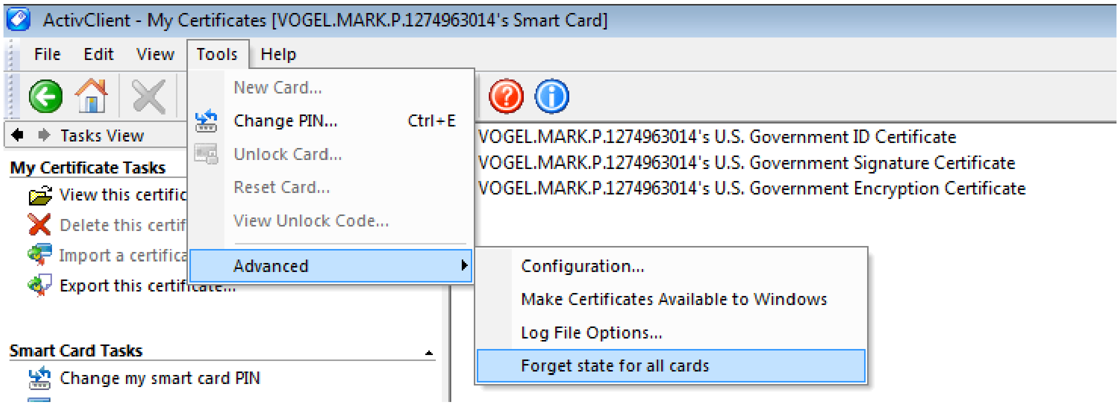


Figure 8 Reset Certificates

Step 8 – Go to Tools -> Advanced and select 'Make Certificates Available to Windows' (Figure 9).

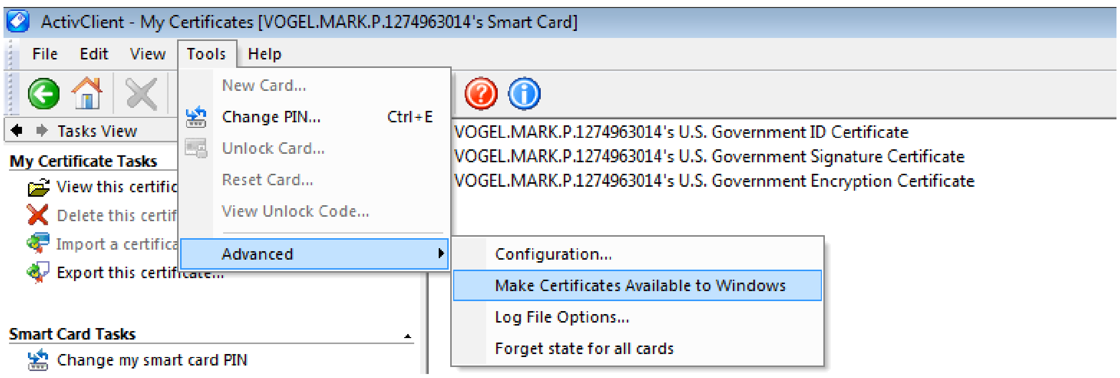


Figure 9 Identify New Certificates

Step 9 – You should get a confirmation message similar to Figure 10.

Figure 10 Confirm Certificates

Step 10 - Your PIV certificate should now be available to you when you attempt to log into DEPS; you *MUST* select the PIV certificate in order to gain access.

However, which certificate is the PIV certificate is not obvious. For each certificate in your list, click on the 'Click here to view certificate properties' link.

Go to the 'Certification Path' tab (Figure 11) and scroll all the way to the right. Continue with each certificate in the list until you find the PIV certificate.

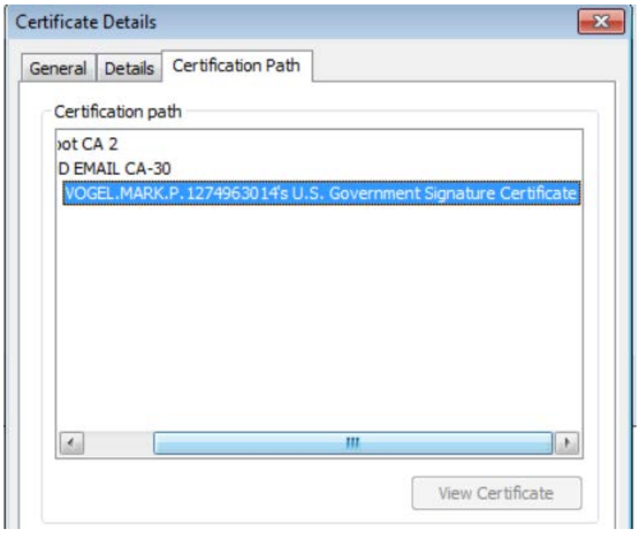
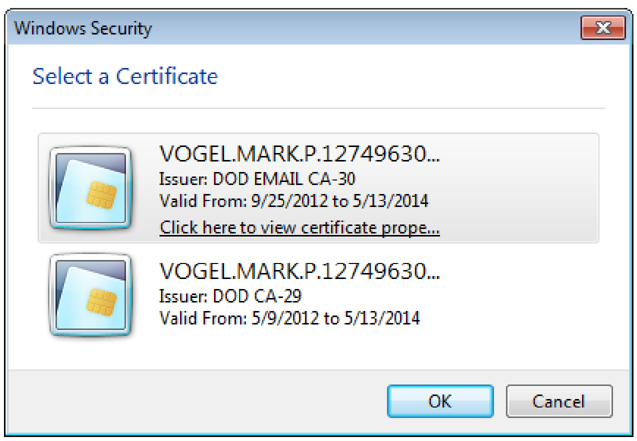


Figure 11 Identifying Correct Certificate



Step 11 – If your PIV is still not available after step 10, someone with administrator rights to the computer in question needs to open Active Client 'Advanced Configuration Manager' (Figure 12).

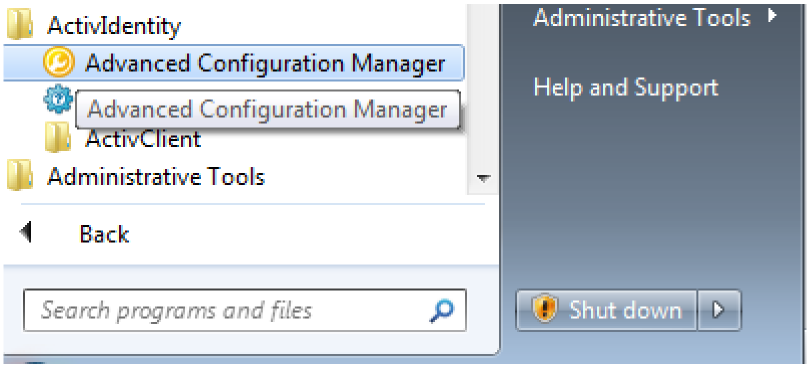


Figure 12 Troubleshooting

Step 12 – Select ‘Smartcard’ from the list.

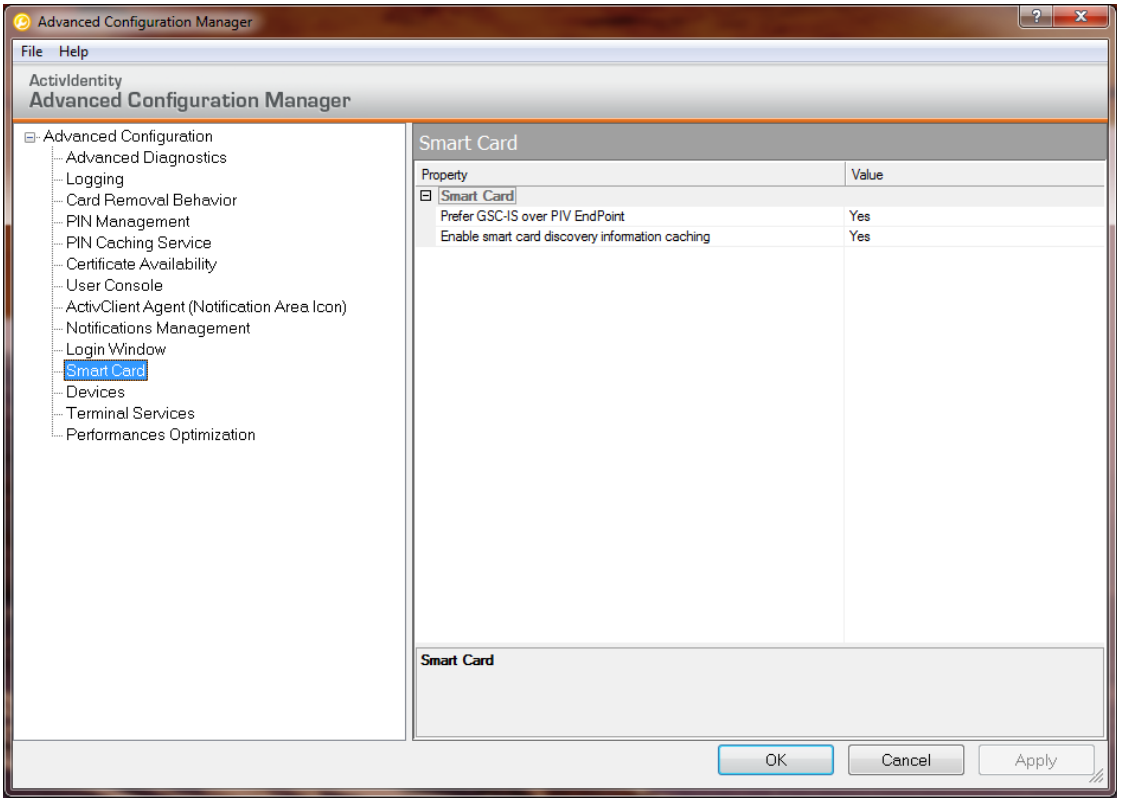


Figure 13 Identify Smartcard

Step 13 – From the Smart Card Window below select ‘Prefer GSC-IS over PIV EndPoint’ and change the value to no. Click ‘Apply’ and then ‘OK’.

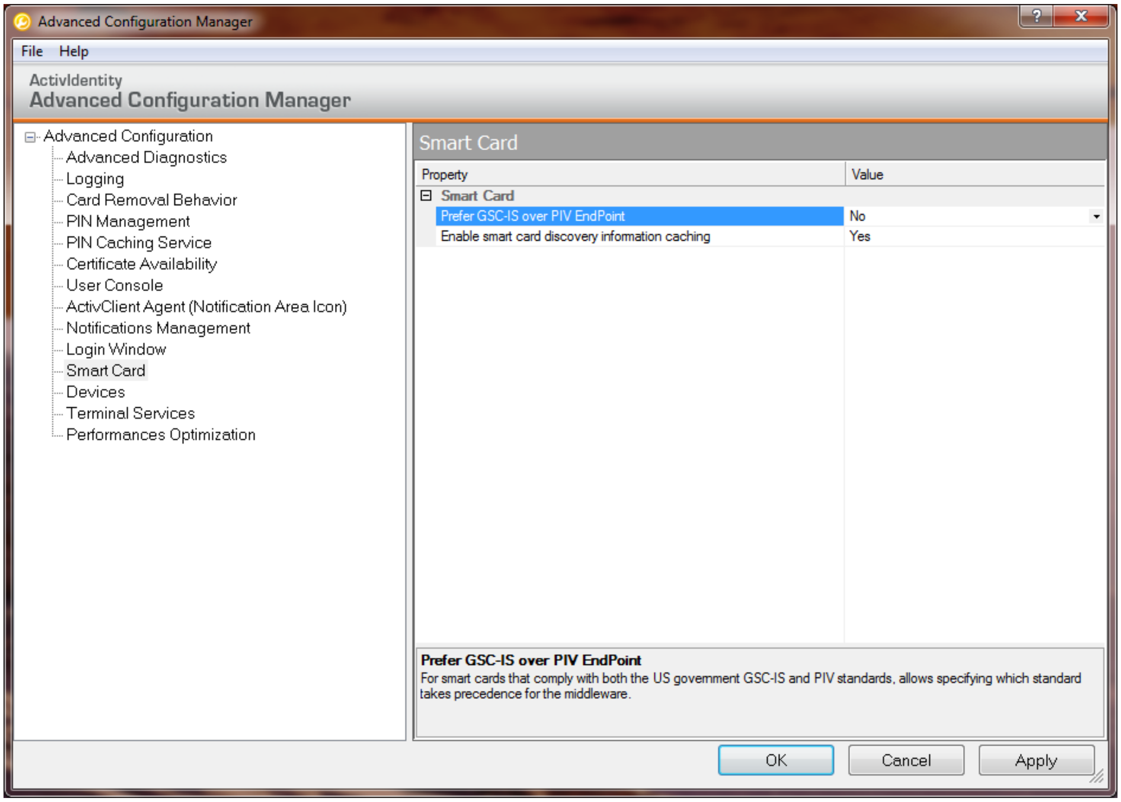


Figure 14 Set Correct Certificate Endpoint

Step 14 – Reboot the computer. The computer should then begin to recognize the PIV Certificate.

If you are an end user and you are still experiencing problems you will need to contact your level 1 service desk representative. If you call DISA Mechanicsburg level 2 service desk directly we will direct you to your level 1 service desk.

3 DCS Sections

Navigation through DCS will be within four areas and referred to as the DCS Information Portal, DCS Home Page, DCS Meeting, and DCS Chat Client. Below are descriptions of each of the DCS interactive environments.

DCS Information Portal: The DCS Information Portal page contains the information needed to understand and operate the DCS service on NIPR/SIPR with the ability to selectively submit feedback to the program through interaction with the product service desk. Announcements posted by the DCS PMO regarding system availability will be posted along with training events and pertinent information regarding any future events for the DCS service. Please refer to 3.1 for further detailed information.

DCS Home Page: The DCS Home Page provides the user a platform for reservation creation after being authenticated through the use of their CAC or other PIV signature hard token if user is maintains dual persona accounts. Users will be able to create and administer reservations and invitations to scheduled Meetings. Users will be able to access their recorded Meetings however will not be able to load or store files for use in Meetings. Please refer to 3.2 for further detailed information.

DCS Meeting: The DCS Meeting window comprises up to 6 different panels: Display, Chat, Web Cam, Poll, Screen Share and User. Within the DCS Meeting window the user will be able to interact with the presentation and other users at various permission levels. The Meeting is where a user with proper permissions may be able to upload documents for use in presenting and whiteboard use. Audio and web cam integration is supported and can allow the user to interact with others at Moderator, Presenter, User, and Guest permission levels.

DCS Chat Client: DCS allows for connection to a chat server through the Extensible Messaging and Presence Protocol (XMPP) by a PKI enabled chat client that accepts credentials associated with the CAC. DISA provides an approved version with associated documentation for distribution; however, users may use any platform in which they are able to install.

3.1 DCS Information Portal

3.1.1 Portal Access and Design

To access DCS, close all previously opened browser Windows. Using a browser that supports access to the DISA Defense Enterprise Portal Service, access the URL: https://dcs.apps.mil.

Please refer to the User System Requirements document to identify web browser and other support application version requirements.

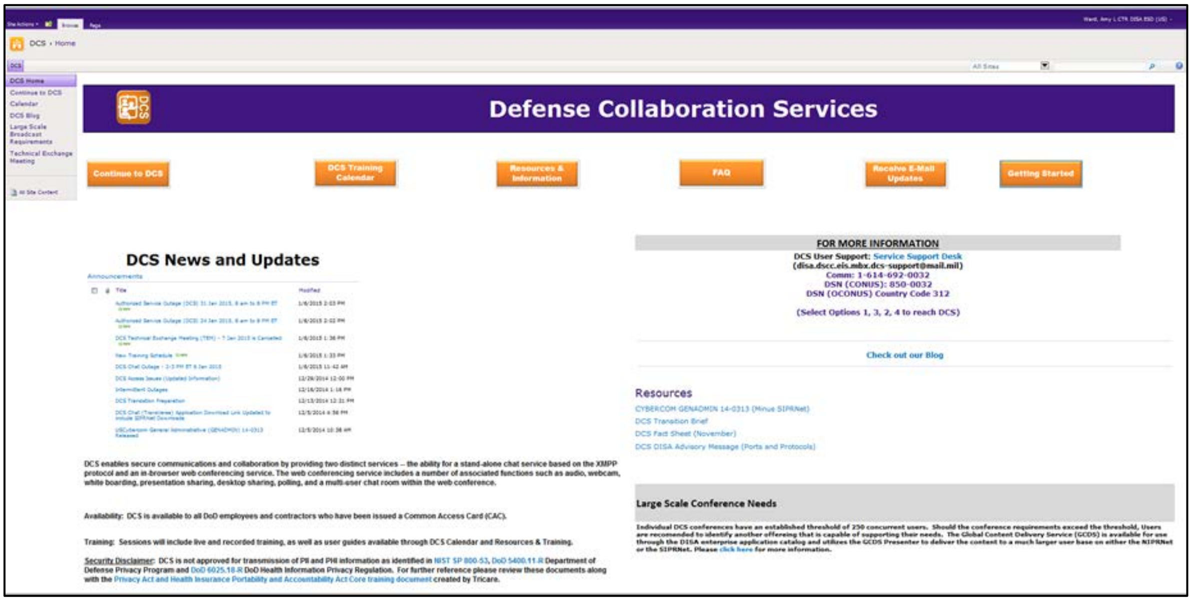


Figure 15 DCS Information Portal Page

3.1.2 DCS Portal Buttons / Sections

The main sections of the DCS Home Page (Figure 15) are as follows: Disclaimer, Announcements, DCS Information, Access to DCS, Calendar, Training Information, XMPP Chat Information, Request Addition to Email List, Survey and FAQ information.

Disclaimer: Provides users the information needed to make decisions based on the provided service and their current needs through the sunset period of DCO. This disclaimer may change and be updated with no prior notification. Any changes made to the system will be provided to the user community in accordance with DISA information release policies. Located at the bottom center of the Portal site, the red color font indicates the need to be reviewed prior to initial use of the DCS service

Announcements: Within this section located in the top center of the DCS Portal page is information concerning day to day operations and information that is pertinent to users for conferencing abilities. Information regarding current operating status, updates to services, or other general information for distribution may be found here.

DCS Information: This consists of information that may be pertinent to the user located on the Information Portal home page. The information posted in the sections below the Disclaimer and Announcements locations provides targeted user information to assist with the operation of DCS.

Continue to DCS: This button, located on the left hand side of the tool bar, directs users towards the DCS Home Page. Once selected, the user will be prompted with the DoD IT warning and acceptance, along with the authentication prompt to verify users and their ability to use service.

DCS Training Calendar: At this location a user is able to view upcoming training events and informational provisions that will be provided by the PMO to assist with transitions to DCS.

Information and Training: The Information and Training section provides the user with a variety of documents and training manuals that are to assist user questions on operations or abilities of the service. Please review documents prior to initial use. Training videos are provided in different formats for users viewing ability. If a format is not present and would be helpful please contact the DCS service desk for the request.

Frequently Asked Questions (FAQ): Commonly asked questions and process are located at this site. This is to be referenced when questions arising from operations or difficulties in completing tasks are present.

Receive Email Updates: This button and link directs users to a site where the ability to input email information for future correspondence is available.

Getting Started: This button and link directs the users to a site where high level step are provided to help the user get started with DCS.

3.2 DCS Home Page

The DCS Home Page provides general information and access to the configuration and setup portions of the DCS web conferencing abilities. There are no locations to store or distribute files or documents to personnel.

3.2.1 Entrance and Access

To access the DCS Home page and the ability to schedule and create meetings the user must authenticate and agree to the DoD IT warning statement. Select the “Continue to DCS” button on the DCS Information Portal toolbar.

When prompted for authentication, **select your valid DoD E-mail certificate**. You will now be taken to the DoD IT Warning Statement page (see Figure 16). Read the terms of use and select accept to continue.

> Users that maintain Dual Persona credentials, which can be indicated by maintaining multiple CACs, being in two different categories of government service including a contractor and member of the National Guard along with users who have previously maintained Dual Persona

credentials will have to enable the PIV certificate on their CAC. Please review the Dual Persona Login document for further information. Once enabled the directions for use are the same as below but using selection of the PIV certificate INSTEAD of the CAC email certificate.

Guest users attempting to enter the DCS system without the ability to authenticate via CAC or PIV signature will be taken to an error page due to the lack of ability for authentication. Guest users when supplied with a meeting URL by an authenticated user will have the ability to join the meeting but no ability to schedule their own meetings.

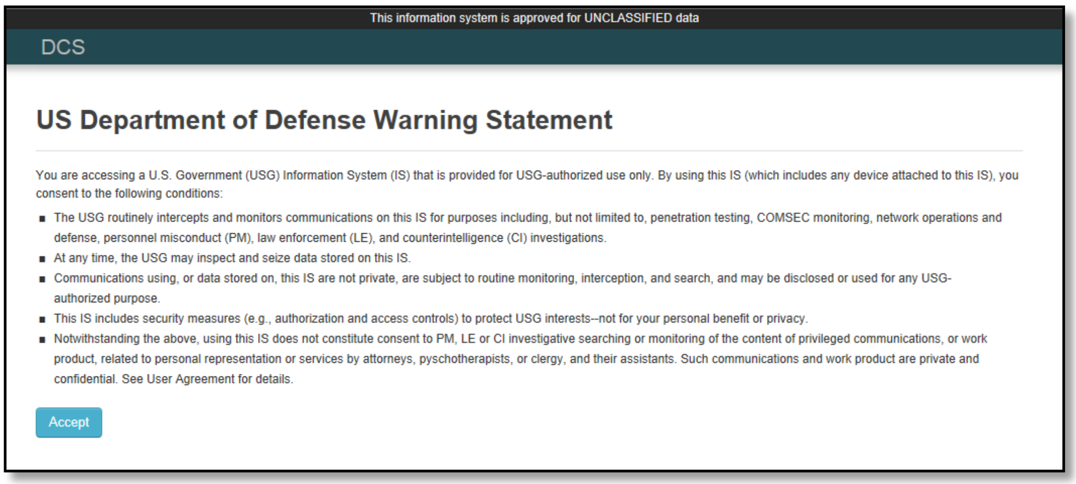


Figure 16 DoD IT Warning Page

Your account is created automatically upon initial login. Information will automatically update in the profile on a delay from DMDC with no need to manually perform changes in DCS when status changes. Your information is taken from your CAC (Name, E-mail, and Organization) and from that stored by the Defense Manpower Data Center (DMDC), and will show up in your DCS Home Page. ***Account information and previous activities on Defense Connect Online (DCO) will not transfer to DCS.***

Information for DCS profile and authentication is propagated from DMDC through use of IdSS. Information trickles down from the DMDC authoritative source and renews every 8 hours. Any changes made to the DMDC database will show up in DCS within 1 day.

The DCS Home page provides an overview of your DCS Meeting reservations and activities. In it you are able to access your profile page and your account page. From the DCS Home page, you are able to create new reservations and view reservations you have previously created or may be invited to. The actions and abilities of the Reservation function are discussed in Section 3.2.4.

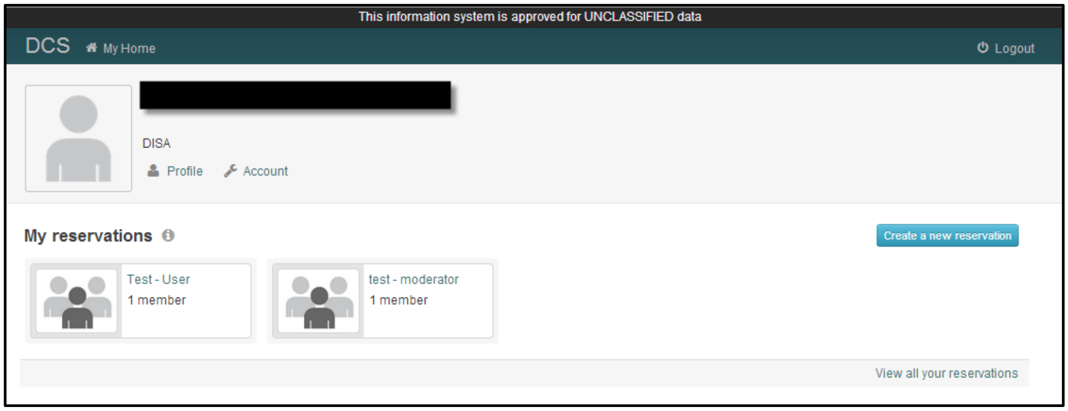


Figure 17 DCS "My Home" Page

The Home page has three different sections: Navigation, Profile, and Reservations. These sections consist of horizontal banners with the color transitions on the Home Page as displayed in Figure 17. The Navigation section persists on all pages and provides the ability to return to the home pages and logout of the DCS service. The Profile banner provides the account information to verify that the user is in the correct account and navigation to the "Profile" and "Accounts" pages. The Reservation section displays all the reservations that the user maintains permissions in along with the button to create new reservations.

3.2.2 Profile Page

The Profile page (See Figure 18) provides general information about the user (Name as it appears on their CAC, E-mail, and organization). It also provides a summary of your recent activity in DCS. ***Users are unable to change or edit information or images contained within the profile page.*** All edits to user information contained on this page must be made through the Defense Manpower Data Center (DMDC) milConnect portal. The portal can be found at: https://www.dmdc.osd.mil/milconnect.

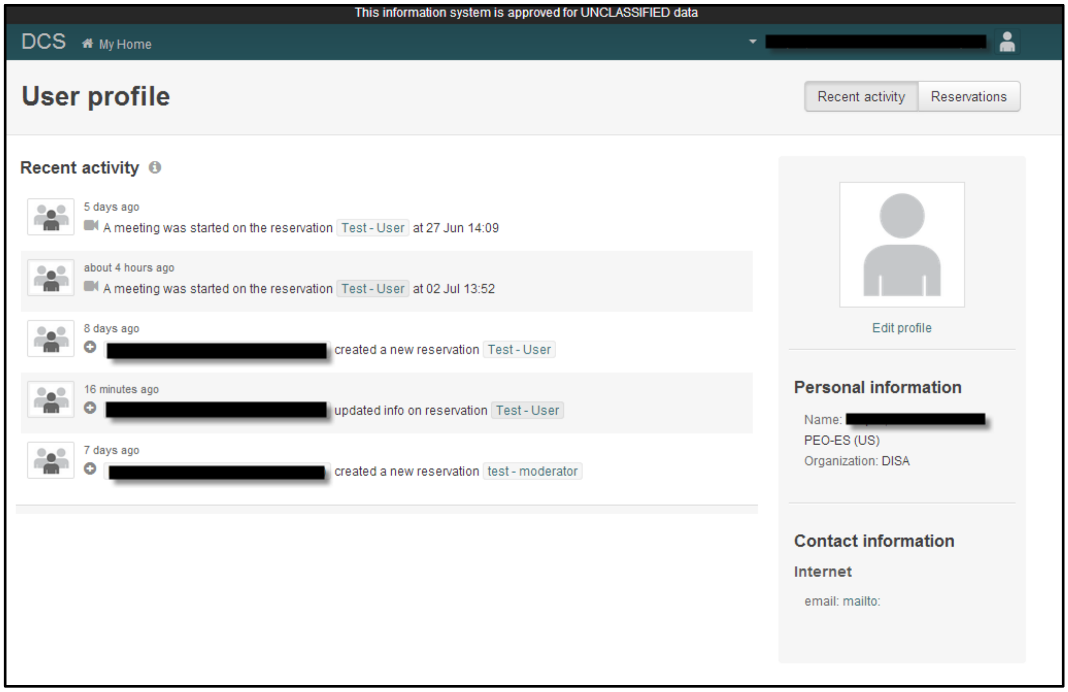


Figure 18 User Profile Page

Access to the milConnect portal can also be gained through the “Edit Profile” link below the shadow image on the right hand side. The “Recent activity” and “Reservation” tabs located in the upper right corner provide a list of meetings that the user has participated in recently in two different formats.

Links found in the DCS banner are common across both the “Profile” and “Account” pages. The “My Home” link allows the user to return to the DCS Home Page. The drop down menu with the user name located over it provides a secondary method of access the “Profile” and “Account” page along with the ability to logout.

3.2.3 Account Page

The Account page, access found through the link in the DCS banner on the “My Home Page” or through the dropdown menu provided on the “Profile” page, provides users with information about their account (E-mail, User ID, Time zone).

Users are unable to change or edit information or images contained within the Account page other than time-zone. The information on this page can only be seen by the User. Adjusting the “Preferences” time zone drop down menu does not alter any other aspect of the DCS tool.

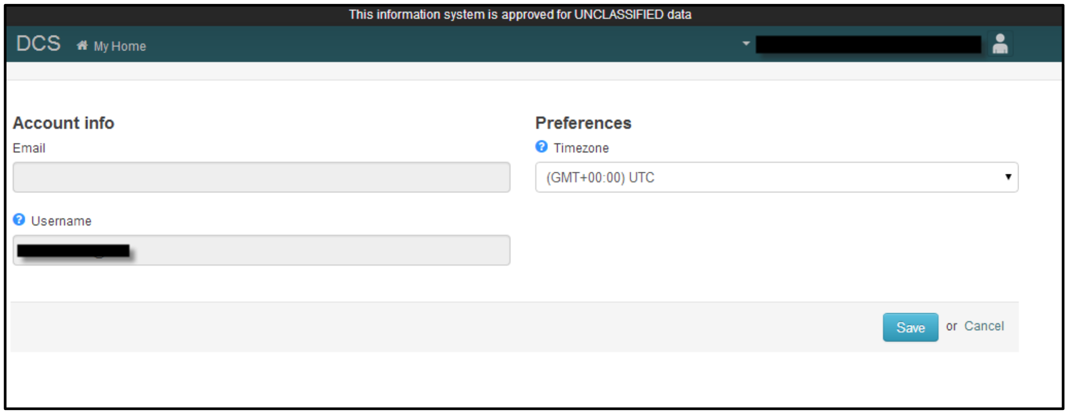


Figure 19 DCS Accounts Page

Links found in the DCS banner are common across both the “Profile” and “Account” pages. The “My Home” link allows the user to return to the DCS Home Page. The drop down menu with the user name located over it provides a secondary method of access the “Profile” and “Account” page along with the ability to logout.

3.2.4 Reservations

Reservations are the visual placeholders that provide information regarding Meetings. All meetings will require that the user creates a Reservation. Within the reservation pages Users are able to find tabs and links allowing the User to grant permission levels to participants, copy and provide the URL that will direct users/guests to the Meeting, start/stop Meetings, identify if the Meeting is to be recorded, and include how many participating users are anticipated for the Meeting (max 250).

No files can be stored in a reservation. Reservations will persist after a meeting has ended until a user deletes the reservation. If a User does not access a reservation for more than 180 days the reservation will be removed by the system and anything associated with the reservation will not function correctly. Permissions for other users may be granted for the reservation, but must be completed on a 1-by-1 process documented in Section 3.2.6.4.

Administrator: The Administrator has the highest level of permission over the web reservation. All Administrators have equivalent permissions with no one maintaining higher preference. An Administrator is able to change permissions of all users including themselves (Note: if no user has Administrator permissions there is no way to delete the reservation and this cannot be performed by the Service Desk or Tiered support administrators). The administrator maintains and controls the overall operation of the web reservation through the extra “Admin” tab within the reservation space.

Moderator: The Moderator permission level differs from the Admin in the Reservation only. The inclusion of the user to the reservation will place a reservation placeholder with the Moderator's home page allowing for the ability to reference the meeting at a later time.

3.2.5 Create a Reservation

To create a reservation, go to the Home page by clicking "My Home"; click the "Create a new reservation" button on the right hand side of the screen. This step will take you to a new page where you will need to provide a Reservation name and description, both fields are required. When this is complete click "create", you will be taken to your reservation's home page, Figure 22.

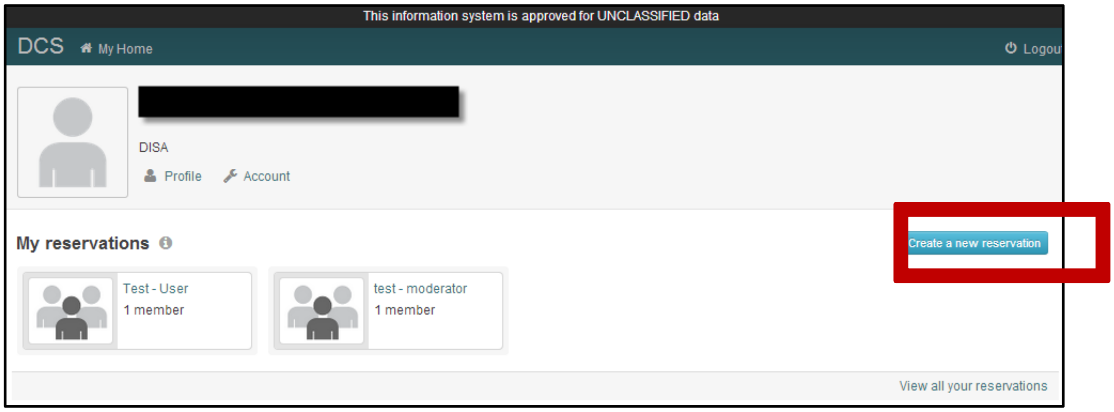


Figure 20 Create New Reservation Button

A name must be provided to the requested field to give the reservation an identifying attribute for yourself and other users to identify. The information provided by users in this field will not be used in the meeting URL or as identifying features to guest users. ***Users are unable to customize meeting URLs in DCS.***

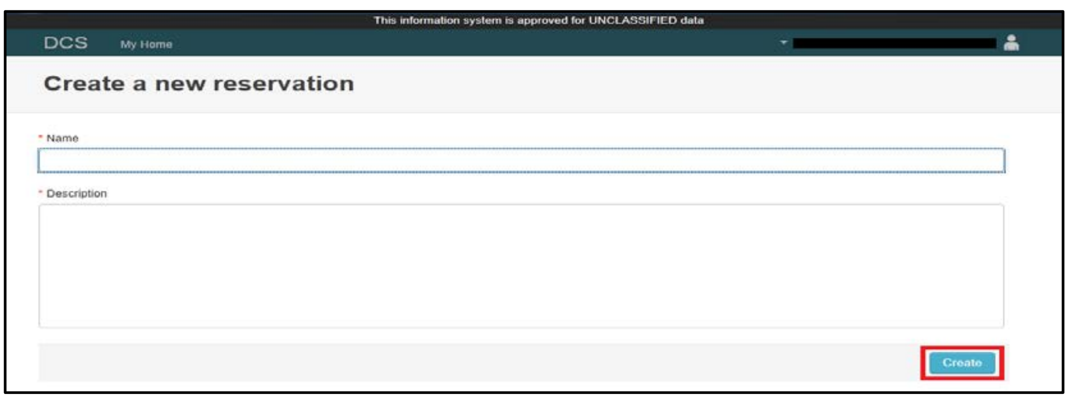


Figure 21 Define New Reservation

The Description field requires the User to provide information that would like to be shared with other users granted access to this reservation. Once both fields are populated click on the "Create" button.

3.2.6 Reservation Home

The Reservations home page provides an overview of the created reservation (name of reservation, reservation description, users that recently joined) along with the abilities for reservation administrators, those granted admin permissions, to make edits to the reservation.

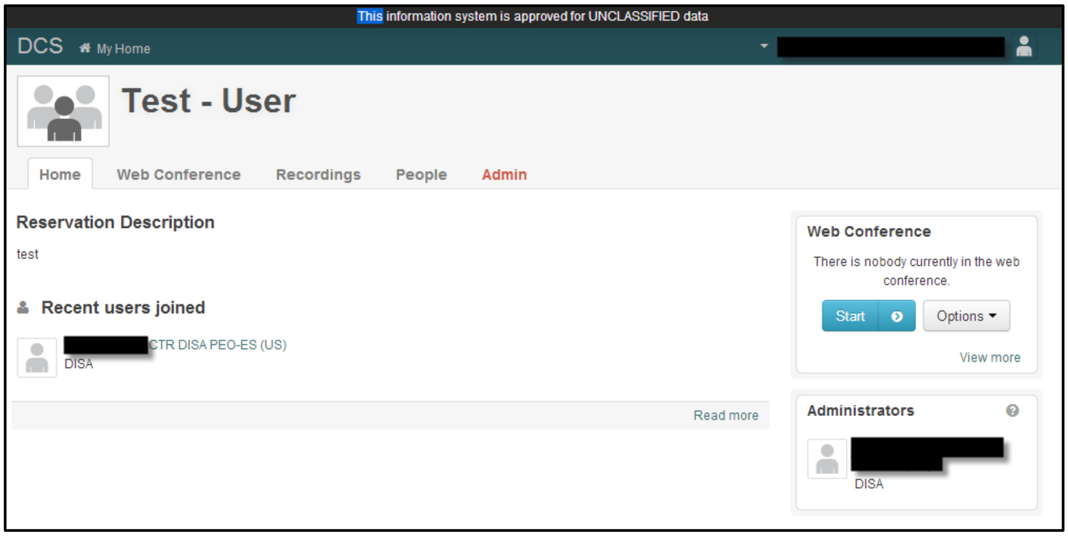


Figure 22 Reservation Home Page

Users that do not poses Admin permissions will view a page with different information and abilities than those as displayed in Figure 22 as seen in Figure 23.

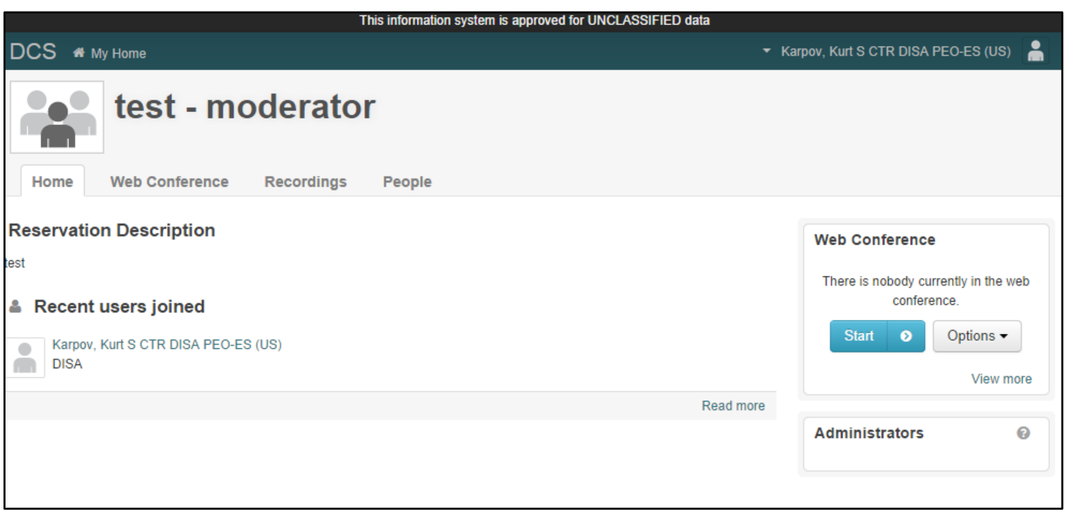


Figure 23 Non-Admin Reservation Page

3.2.6.1Tab-Web Conference

The “Web Conference” tab (Figure 24) provides information on current run status of the web reservation. The Meeting URL, used to invite other DCS Users to your meetings, is displayed in the center of the page.

To invite another registered User or Guest User, copy and paste the URL into the method of communication being used to provide the meeting invitation message. DCS is not configurable to interact with other applications for scheduling interactions or applications.

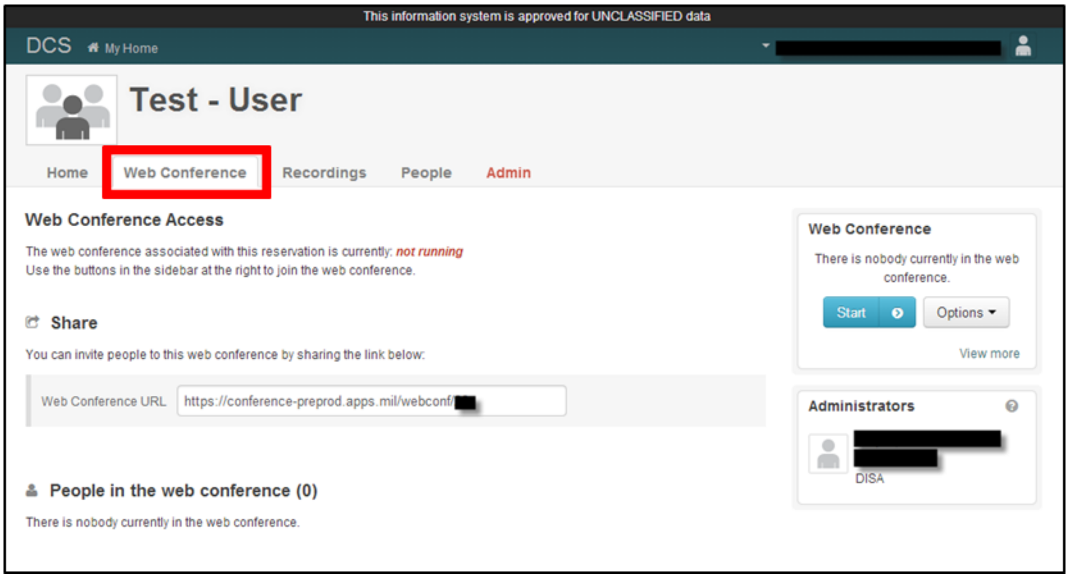


Figure 24 Web Conference Access Tab

3.2.6.2Tab-Recordings

- DCS provides recording and playback capabilities for web conferences. If meetings associated with the reservation have been recorded they will appear on the Recordings Tab (Figure 25). The recordings are saved in an MP4 format, and are available for 180 days from creation. Ensure you download your recordings to your computer once they are created.

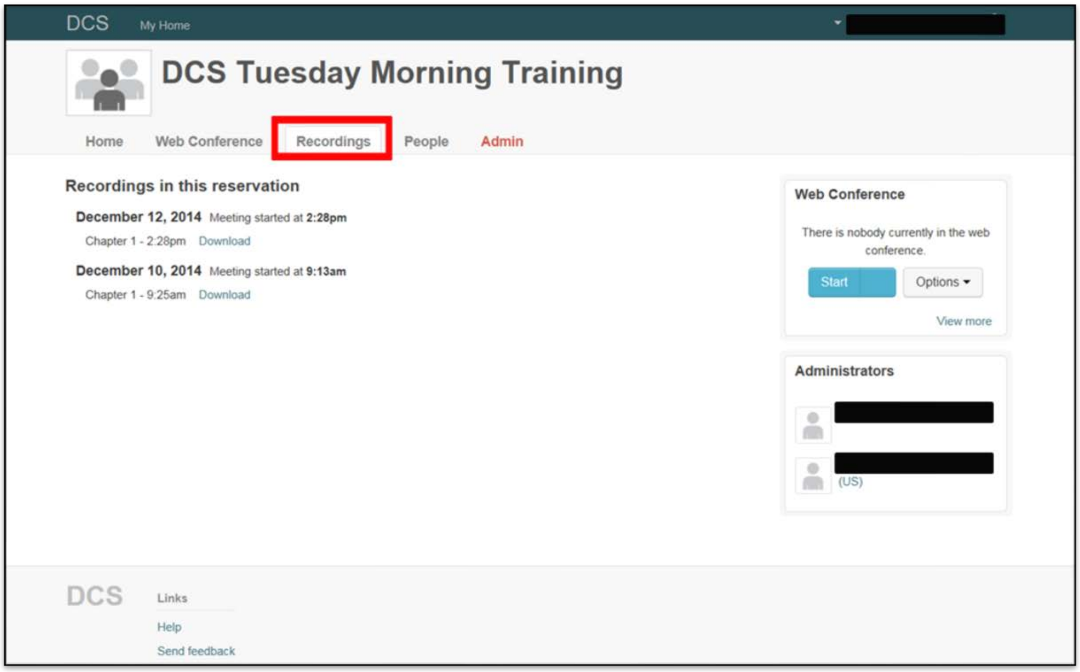


Figure 25 Recordings Tab

To download a recording, select the “Download” link as shown in Figure 26.

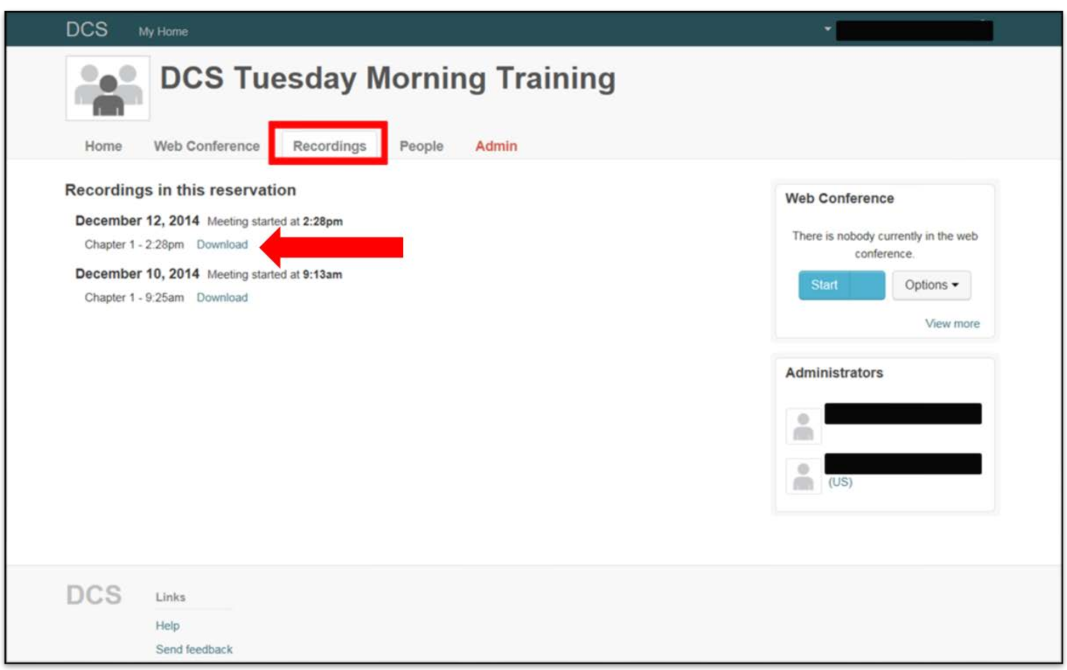


Figure 26 Recording Download

Once you have selected download, a pop up will appear asking if you want to save or open the recording (Figure 27). If you select “save” DCS will save it to your Downloads Folder. If you select Open, DCS will open the recording in QuikTime Player.

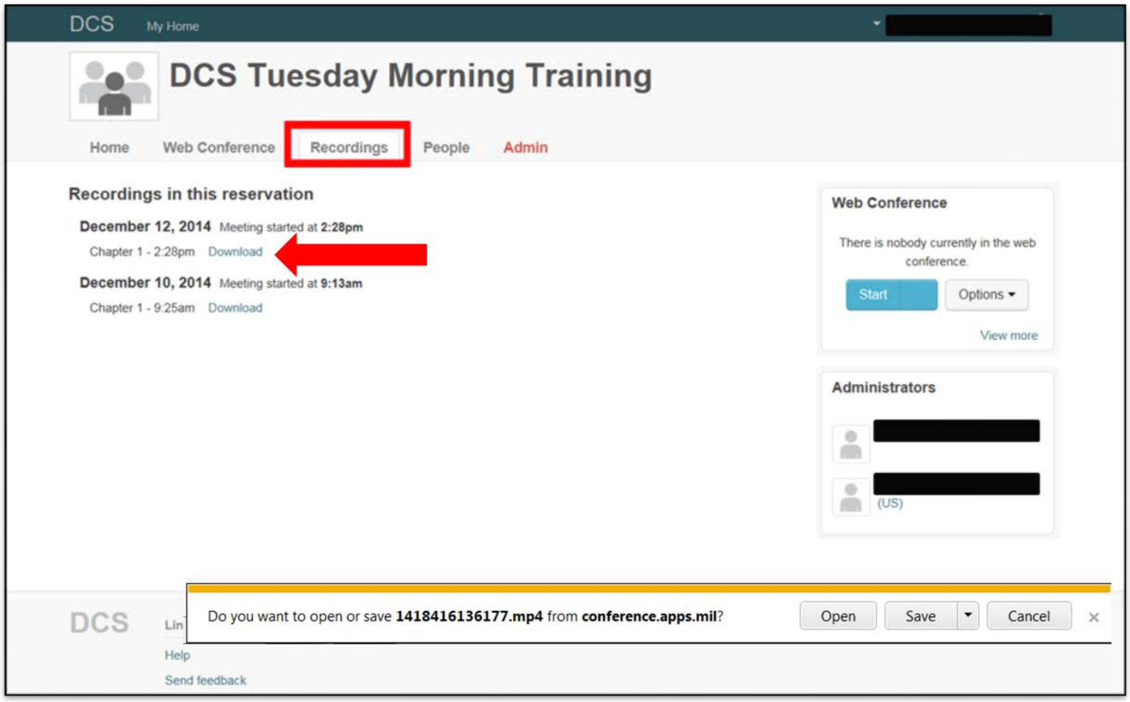


Figure 27 Open or Save Recording

3.2.6.3Tab-People

The “People” tab (Figure 28) provides the User with information of all Users (Administrators or Moderators) associated with the Reservation. The integrated information provides insight on who is currently in the reservation along with Users identified as administrators. This is not the correct tab to add users to reservation.

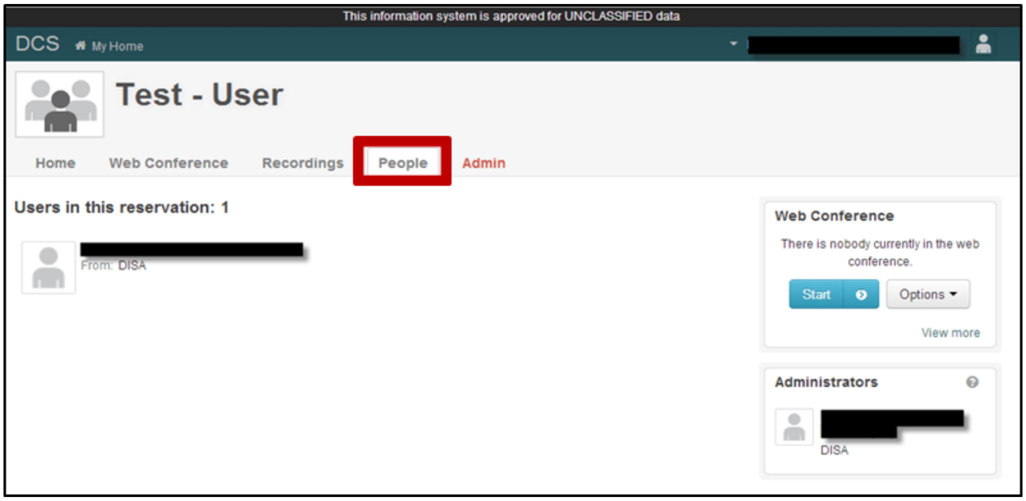


Figure 28 Meeting People Tab

3.2.6.4Tab-Admin

The “Admin” tab provides the ability to configure the reservation, the ability to change the name or description (Figure 29), and the ability to add users to the Reservation. The inner tabs in the Admin section provide the ability to include Administrators or Moderators in the reservation space (Figure 30), and promote users privileges (Figure 32). The ability to delete or remove Reservations is available under the General Options sub tab in the Admin section. The button located on the bottom and highlighted in red allows an Administrator of the Reservation the ability to remove the Reservation. Once the Reservation is removed all permissions and recordings associated with the Reservation are lost and unrecoverable.

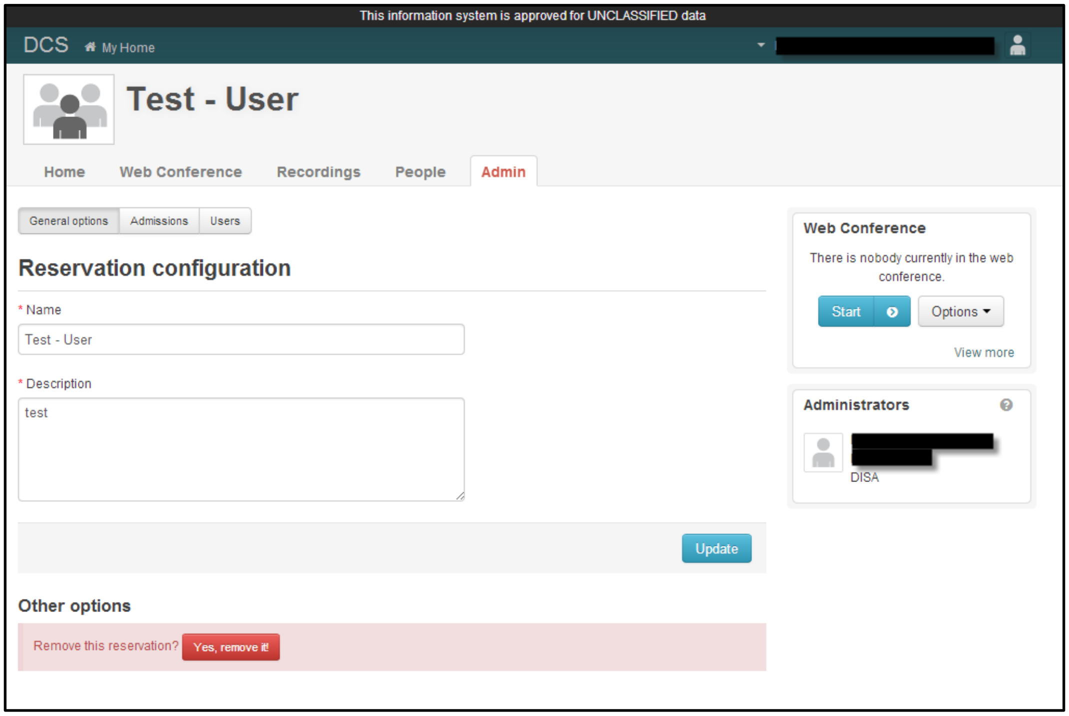


Figure 29 Meeting Admin Tab

Permissions can be assigned to Users by the reservation creator. It is recommended that at least two Users maintain Admin permissions for a reservation. Users may be searched under the admissions sub-tab in the Admin tab. When adding users to the reservation the Admin must type out the full email address of the user to perform the search. If the full address is not used this may produce an error and the inability for the Admin to find the user.

> Tip: When searching for Users, copy and paste the intended users email address from an email client. If unable to find the correct User or if presented with an error using the correct email address please contact the service desk for assistance.

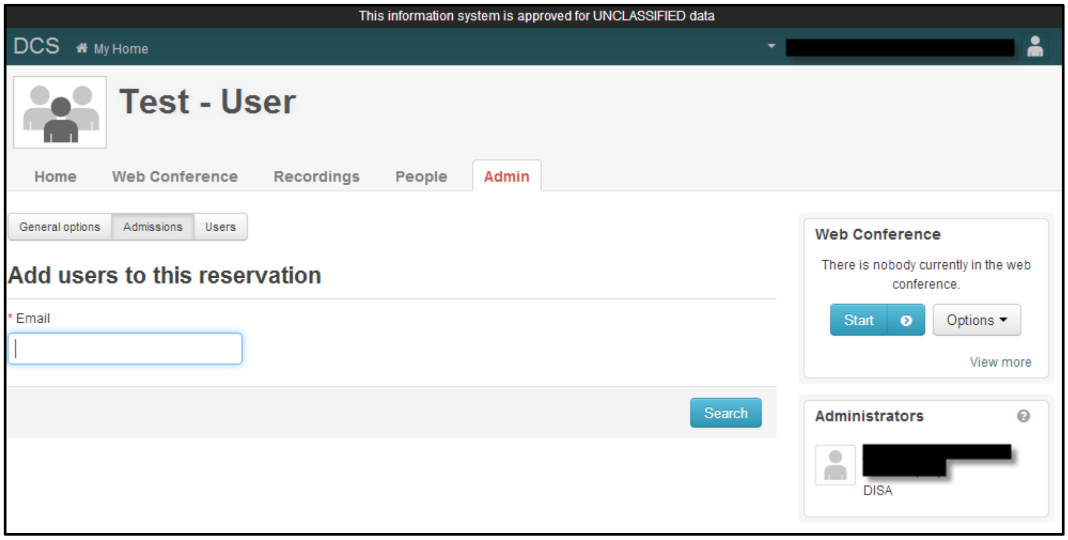


Figure 30 Add User to Reservation

Once the Admin has searched and located the intended User, the Admin is able to assign permissions to the User as identified in (see Figure 31). The Admin is able to provide the User with Admin or Moderator permissions allowing the User to have increased abilities and actions on the Reservation and in the Meeting.

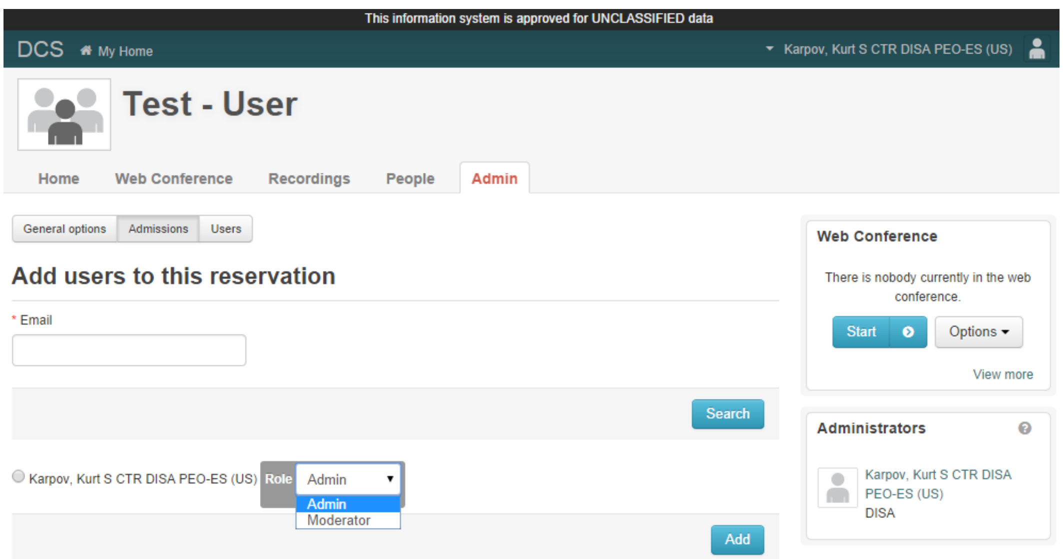


Figure 31 User Permission Options

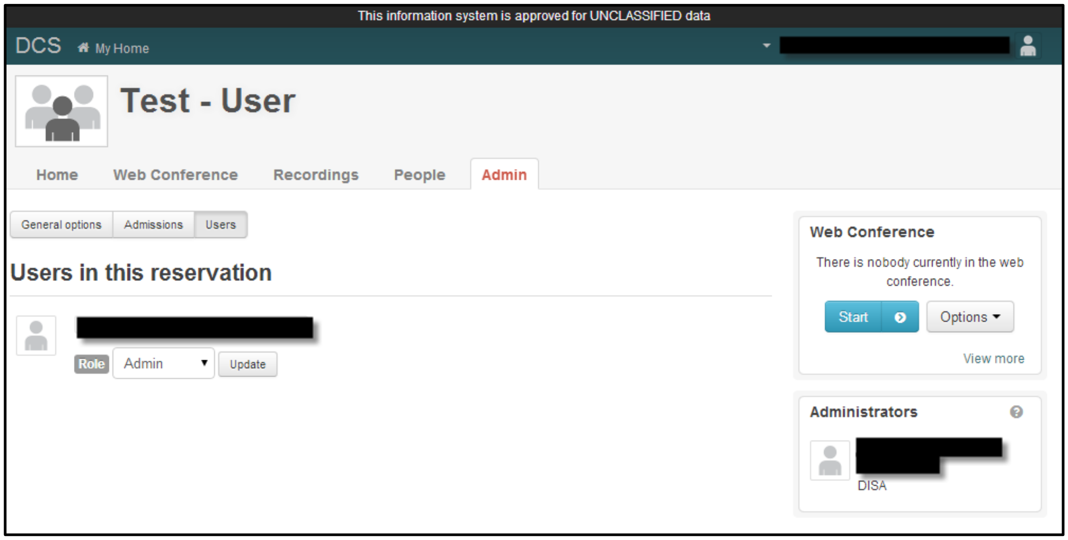


Figure 32 Meeting User Privileges

3.3 Meetings

A Meeting can only be started by an administrator of the reservation. The Meeting is where users are able to collaborate and communicate.

Users need a web browser capable of running Flash 11.2. To check the version of flash, visit Adobe's Flash Version Check page. As of Mac OS X 10.6, Apple stopped updating Flash. If a Mac user is running an out-of-date version of Flash they can upgrade by visiting the get Flash player page at Adobe.

To run the desktop sharing, the presenter (and only the presenter) needs to have a Java runtime. You can test that Java is installed by visiting Java Test Page (there are download links on this page if you need to install Java). Users may be required to coordinate with their system administrators to ensure that the correct versions and settings are available for their use. DCS is distributed with publically signed certificates that allow all users with at least Adobe v7u46 the ability to Desktop Share.

For bandwidth, we recommend 1Mbits download and 0.5 Mbits upload speed. Users can test their actual bandwidth using speedtest.net.

For hardware, it is recommend a Dual-core CPU with at least 2G of memory. For Mac, it is recommend any Mac running Mac OS X operating system.

3.3.1 Meeting Permissions

Moderator: The Moderator has the highest level of permission over the Meeting. The moderator may control a User's presence, audio status, chat ability, and presenting permissions within the Meeting and can only be overridden by another Moderator. **Moderators in a meeting are responsible for information displayed and Users admitted. Dependent on meeting clearance level and requirements it is the Moderator to proctor attendees and displayed documents.**

Presenter: The Presenter permission is only available within the meeting. The Presenter permission cannot be granted within the Reservation space. The permission persists only for the current meeting. If the meeting is restarted, a Moderator must re-assign the permission to the User. The selected Presenter will maintain the permissions as long as they stay Presenter. The Presenter may control and navigate the Presentation panel along with basic abilities in the User panel. The Presenter may upload and display files. There is only one presenter at any given time. The view of the Presentation panel and buttons available in the top left tool bar will differ from all other users. Guest Users may be granted permission by any Moderator.

User: Users enter the meeting with no capabilities or control functions as those identified be part of the Moderator or Presenter permission capabilities. The benefit of entering as an authenticated user is it allows the Moderator the ability to verify the Users identity. The User permission level is able to participate in the Chat panel, in both public and private chat. The User may download screen shots of the Presentation panel for reference. The User permission level is allowed to "Raise a hand" in the User panel, however most other features are limited and not available for use.

Guest User: Guest Users are those that are unable to authenticate as verified Users. Access to meetings is based upon the validation of a Moderator upon request for entrance. Guest Users are able to enter and participate at the same level as a User in a meeting. Guest Users are not able to create or use Reservations. Guest Users are able to be granted the permission of Presenter in a meeting.

3.3.2 How to Begin a Meeting

Meetings can be entered in two separate ways. Based on permission level a User may only be able to enter a Meeting or have full permissions to begin one. ***It is advised that reservation Admin's provide at least two Users' with Moderator or Admin permission levels for each reservation***. This assists with the ease of starting meetings and coordinating efforts during the meetings.

3.3.2.1Administrator/Moderator

Administrators and Moderators are able to start Meetings. All other entering users must wait until an Admin or Moderator begins the meeting and begins to accept users into the meeting. To begin a Meeting the Admin/Moderator should select the "Start" button (Figure 33) in the Reservation panel provided after selecting the correct reservation from the DCS Home Page.

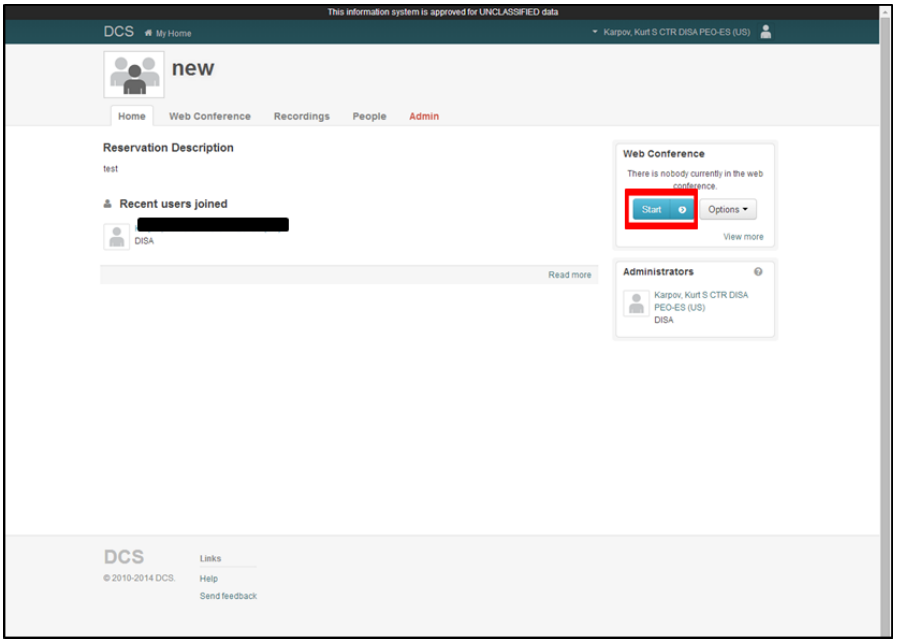


Figure 33 Meeting Start Button

Both the selection of the "Start" button and the "Preference" button will display a pop-up screen that allows the Admin/Moderator to select options for the Meeting. There is an option to fast start a Meeting. The separate button on the right hand side of the "Start" button will immediately start a Meeting with any predetermined preferences stored in the system. All options that are selected are persistent within the Reservation until change or removal of the Reservation (Figure 34).

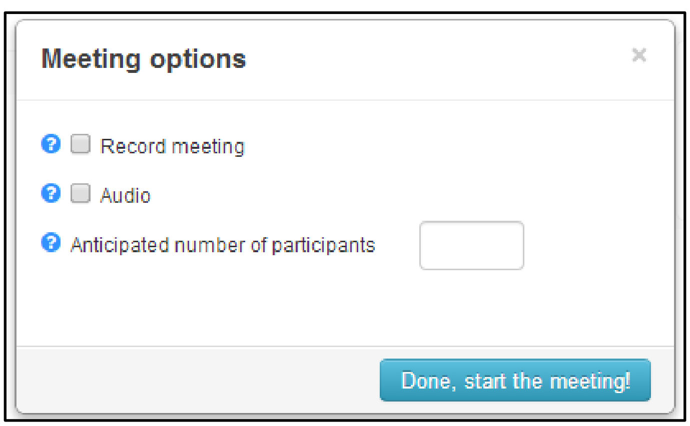


Figure 34 Meeting Preference Options Selection

Record Meeting: Meetings can be recorded in 60 minute increments. To allow for the ability to record a meeting this check box must be selected. Recording will be controlled by a Moderator in the Meeting window and be available to all Users associated with the Reservation in the "Recording" tab. Recordings are available in .MP4 format.

Audio: The audio function feature will allow the Admin/Moderator who starts the Meeting to determine if there will be in meeting audio allowed. If this check box is not selected the Meeting will load without the ability to participate in audio interactions. Currently the system does not begin to observe functionality degradation until more than 80 open audio channels are present on an individual conference server. If observing in Meeting audio issues please contact the Service Desk for assistance.

Number of Participants: DCS is designed to be used for up to 250 users per individual Meeting and 10,000 overall concurrent Users in Meetings. Identifying the number of intended users allows DCS to situate the Meeting for optimal operation. The number of participants listed in this box is not a limit on the actual Meeting, however the closer the number to actual participants the higher likelihood of optimal performance within the meeting.

3.3.2.2User/Guest User

Presenters, Users, and Guest Users are unable to start a meeting. Users at these permission levels may only join meetings.

3.3.3 Joining a Meeting

3.3.3.1User

In order to enter a meeting, as a User you must have been provided a URL from the Meeting Moderator or Administrator. After accepting the US DoD IT warning statement you will be presented with a screen that identifies the status of the Meeting (Figure 35). The status indicator will automatically update on the screen to reflect the meeting.

If the meeting is identified as currently running the User is able to join the meeting. The User will be identified by their Public Display Name (PDN) that is also used in other enterprise applications. The PDN is static and cannot be changed through DCS.

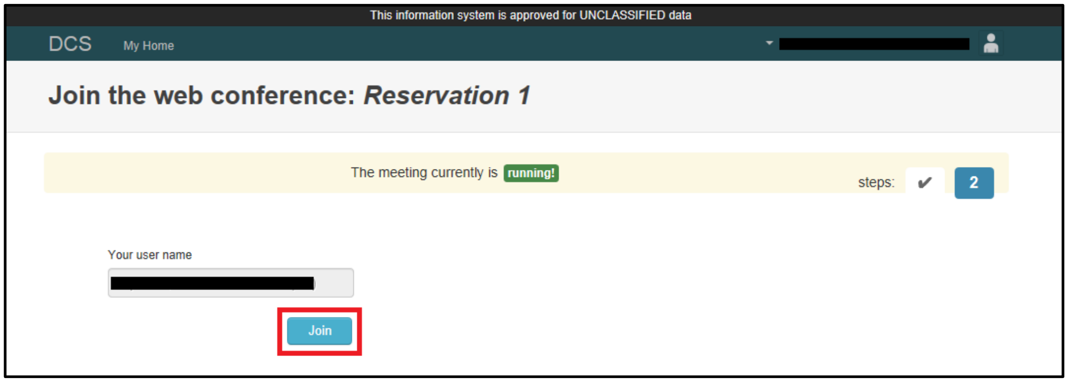


Figure 35 Meeting User Start Button

3.3.3.2Guest User

A Guest User is an invited participant to a meeting that does not have a DCS account and is unable to authenticate identity through the use of a CAC or Hard Token depending on the network. As an invited participant the guest user is unable to start a meeting and will be presented with a URL for access. If arriving before an Admin/Moderator has started the Meeting, the Guest User will have to wait until the Meeting begins.

Users experiencing authentication problems may be asked to enter as a Guest User. If this occurs contact the service desk for assistance. When entering if issues arise due to web browser or incorrect configuration settings please reference the “Web Browser Configuration” document located in the Information Portal.

To access DCS as an invited Guest User review your e-mail for a supplied URL, and click on the link provided, you will be directed you to the Meeting entrance page. The Guest User will be presented with the requirement for entering a name and organization for reference and identification. This information will provide the Moderator for a choice on admittance for the Guest User to the Meeting. Upon completion of the identification information the Guest User is presented with a “join now” (See Figure 36 and Figure 37 below).

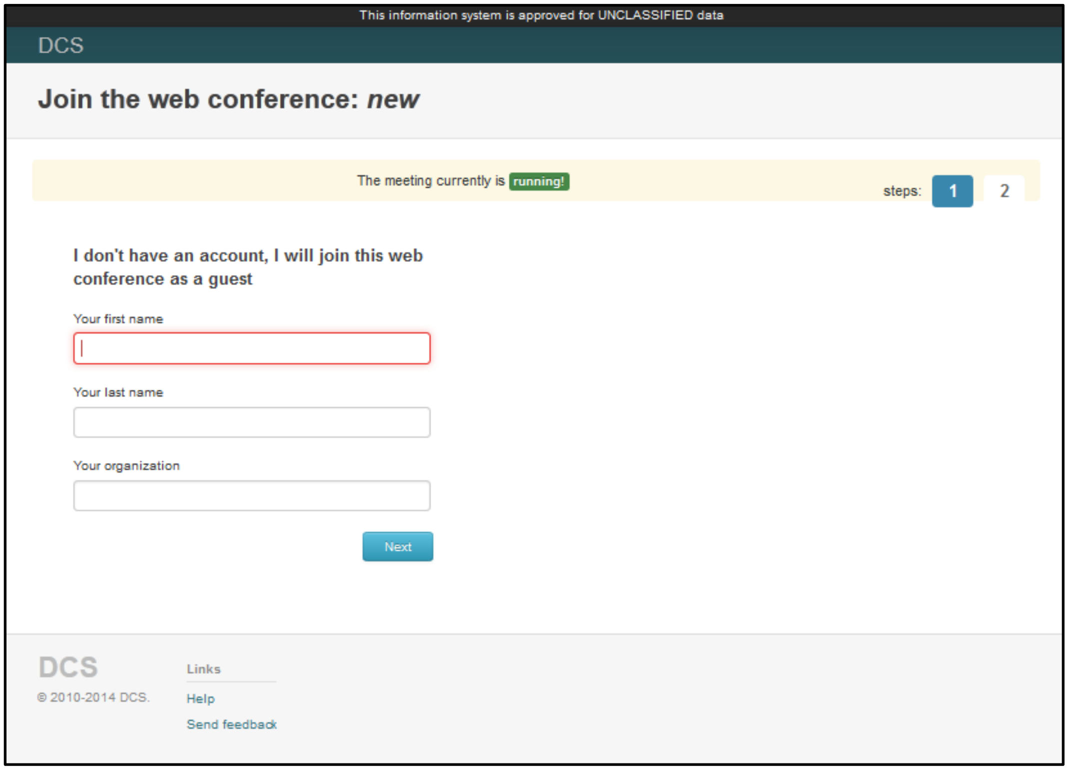


Figure 36 Guest User Identification

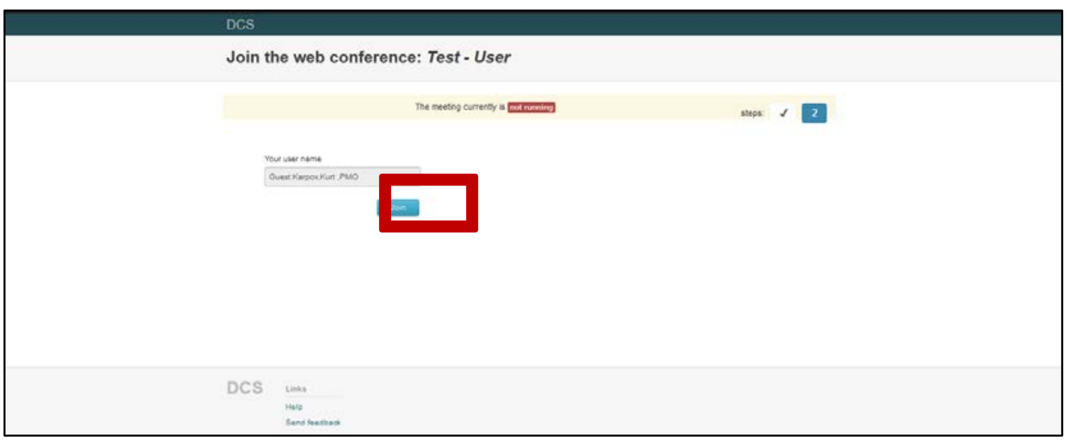


Figure 37 Join Meeting Button

3.3.4 Meeting Panels

The meeting screen is broken into four different configurable and movable panels. Upon entering the meeting window a User will view the default configuration of meeting panels. The meeting panels are the Display, Chat, User, and Web cam panels. Only one instance of each panel is allowed at time, however there are no requirements for having all viewable at all times. Each panel operates similar to a window, sizing can be performed by clicking and holding a corner and dragging, to minimize, maximize or close each panel see the buttons in the upper right corner.

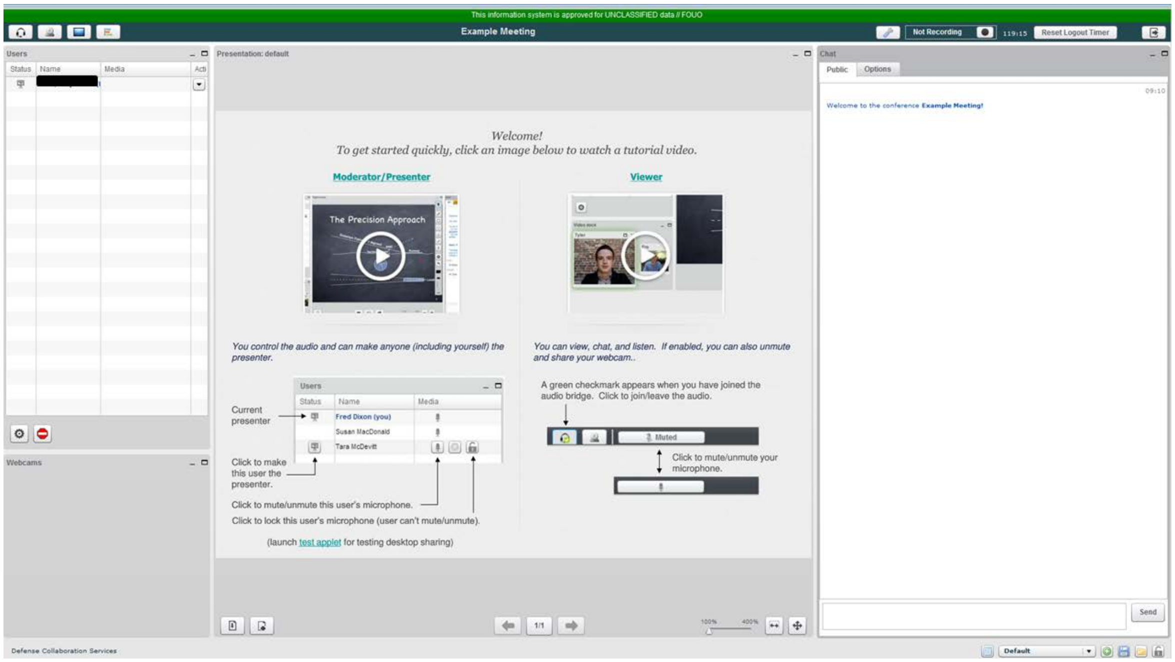


Figure 38: DCS Meeting Panels

3.3.4.1Presentation Panel

The Presentation panel is initially situated in the center of the meeting window. The Presentation panel will natively display an interactive slide that allows users to access documentation and information from the Meeting window without first accessing the Information Portal.

The Presentation panel provides two different setting based on the user permission level.

Moderator: This is the permission level provided upon entrance by any Admin/Moderator from the associated reservation. This permission can be granted by any moderator to a User in the meeting. All moderators have full permissions (other than those of a Presenter) in the meeting and can “step” over each other’s actions. Care should be given to coordination of granting permissions in meetings.

Presenter: This permission level, which exists only in the meeting, allows for one user to be able to present material or manipulate the view of all other users in the Presentation panel. Moderators are able to grant and remove the presenter permission in the meeting. The may only be one presenter at a time. The Presenter will have more buttons available within the presentation panel and top-left toolbar. Only the presenter may upload files or share the view of their screen.

User: This permission level can only view the Presentation panel during meetings. The authenticated User is able to be granted the Presenter or Moderator permission levels by other meeting Moderators. Once a Presenter, the User is able to interact with the Presentation panel for other Users to view.

Guest User: This permission level is for any un-authenticated users. Guest Users only able to interact with the Presentation panel when made Presenter by a meeting Moderator.

3.3.4.2Document Manager

The Presentation panel allows the Presenter to upload documents for presentation in the panel. Documents that are accepted are Microsoft Word, Excel, PowerPoint, Adobe PDF, and JPEG images. DCS will automatically convert Microsoft Word, Excel, and PowerPoint to PDF files.

Users without permissions may download a screen shot of the current displayed image as a jpeg file**. DCS does not support the ability to download the file being presented.**

To download a screen shot of the current Presentation panel select the button on the left in Figure 39, found in the bottom center of the Meeting screen. If you want to upload a document as a presenter, select the button on the right in Figure 39.

Figure 39 Meeting Document Control Button Panel

When, as a Presenter, the file upload button is selected a window as seen in Figure 40 will appear. Select the file you want to share and click upload.

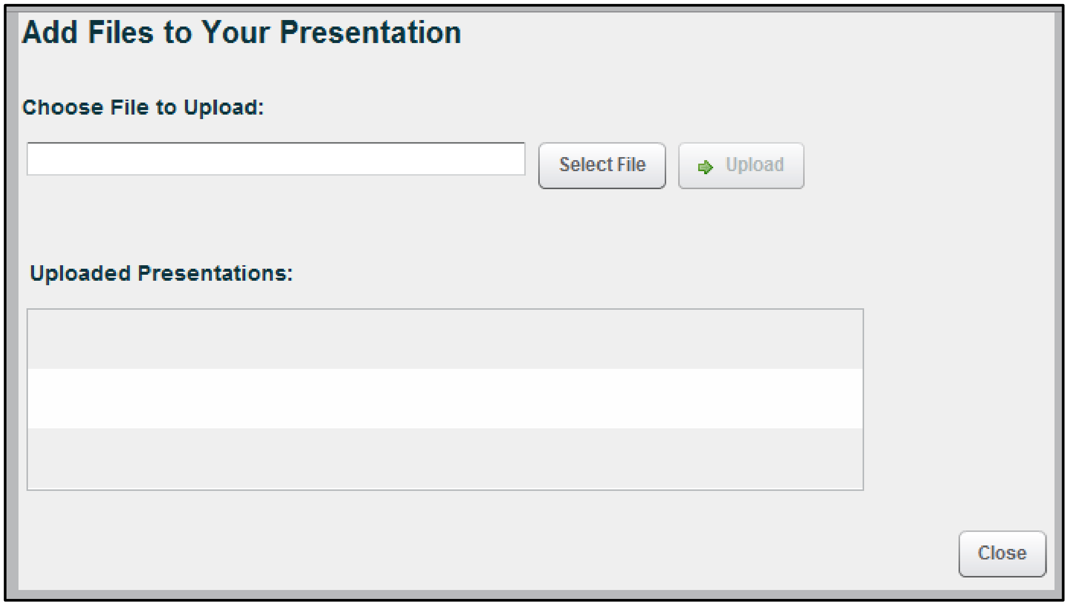


Figure 40 Document Upload Control Window

3.3.4.2.1 Display White Board Editing Toolbar

The Presenter maintains the ability to edit and interact with a document in the Presentation panel. The Presenter is provided with a side bar (as seen in Figure 41) that allows for the ability to write on the document, create shapes (square, circle, triangle, line), add text, undo, undo all, and change editing color.

Figure 41 White Board Control Panel

3.3.4.3User Panel

All participants are able to view a User Panel (Figure 42) within the meeting. The user panel presents a list of all users currently in the meeting along with their permission status (presenter or viewer), full Persona Display Name, and current media in use (microphone, web camera, etc). **The User panel does not record meeting attendance nor is there a way to automatically record meeting attendance within DCS.**

Moderators are provided with extra capabilities within the Use panel. The additional permissions include being able to remove the participant from the meeting through the "kick" user option, promoting one time to moderator, lowering "raised hands", enable/disable Presenter permissions, muting users, and locking features.

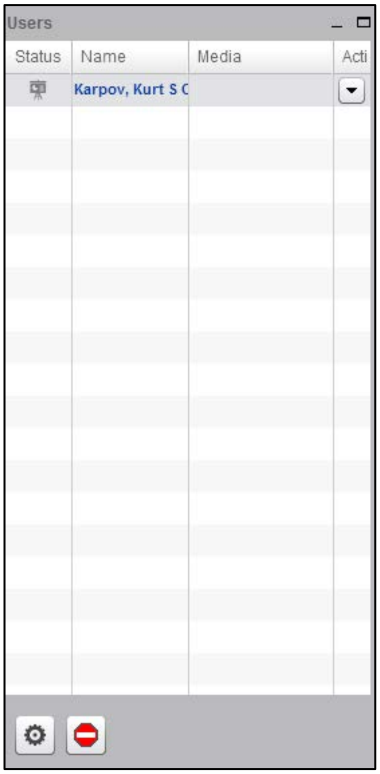


Figure 42 User Panel

3.3.4.3.1 User Panel – Toolbars

The gear button, found in the low left of the User panel in Figure 42, allows the Moderator to lower all participant's hands, mute all users, mute all users except the presenter, lock all users, lock users except presenter, and lock settings (see Figure 43).

There is no ability in this list to lower individual users hands, or unmute individual users after “Mute All Users” has been selected.

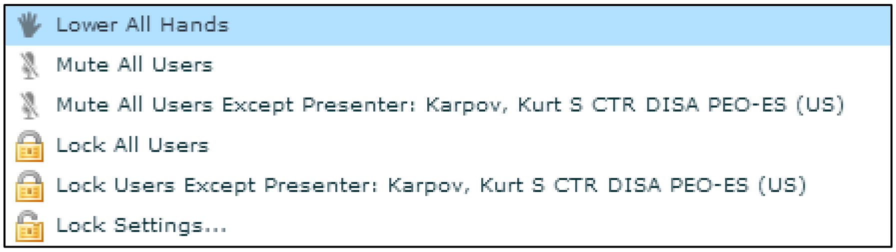


Figure 43 Moderator options

For a participant, it will enable a User to “Raise their hand”. Users, unless locked by the Moderator are able to unmute their microphones after a “mute all” command has been made. Users are able to identify what command has been made by the Moderator by observing the columns next to their name in the User panel.

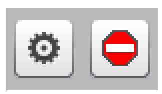


Figure 44 Setting Buttons

The Red Stop sign, when selected by a User, will cause a logout action to occur. When selected by a Moderator of the meeting this will end the meeting and logout all users. Prior to ending the meeting and not allowing any users to continue to work in the meeting space the Moderator will be prompted with a confirmation screen (Figure 45).

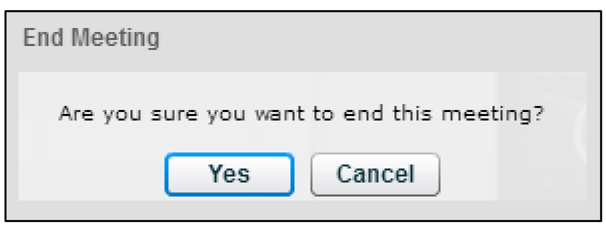


Figure 45 End Meeting Option

3.3.4.4Chat Panel

The chat panel (see Figure 46) allows participants to conduct in meeting chat conversations with both the public group and with private user-to-user capabilities. The “Public” Tab shown in Figure 46 displays the Public facing chat abilities of DCS.

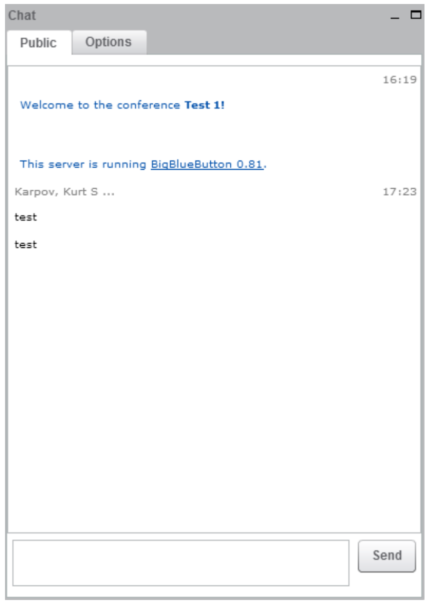


Figure 46 Chat Panel

The “Options” tab (Figure 47) allows for Users to engage in private chats with other users present in the meeting. Follow the instructions and select an available user to begin a chat with.

When a response is received from the User the tab will flash yellow indicating that a new message is available for viewing. The Options tab also allows for the User to change the size of the font in the chat panels to allow for easier viewing of messages.

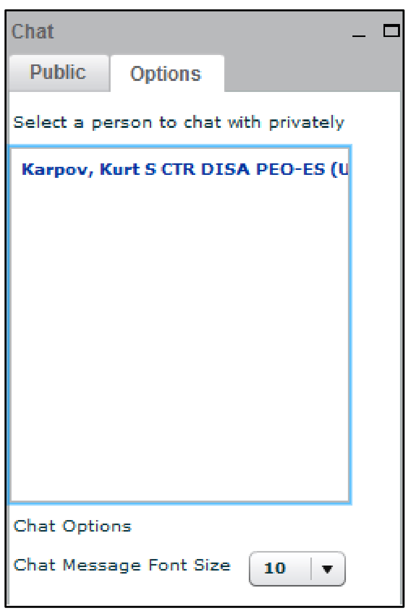


Figure 47 Chat Panel Options

Chat conversations can be migrated from the chat panel in the meeting window to a different source. This is provided through a copy and paste process (Figure 48). The participant must:

- Highlight a word in the chat panel.
- Left click the mouse button.
- Select the “Copy all text” option.
- The user can then past the text to a word document or notepad file.

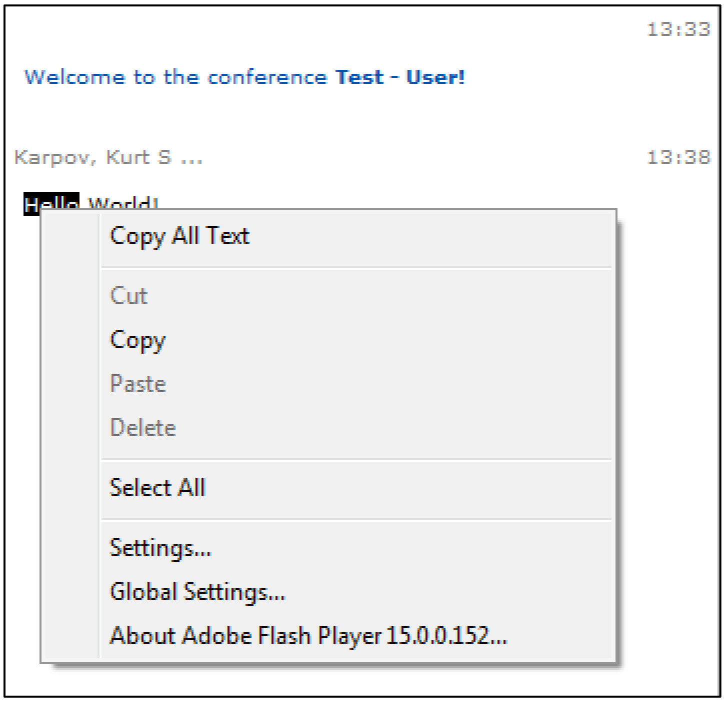


Figure 48 Chat Panel Copy Messages

3.3.5 Meeting Operations and Functions

Upon being accepted and entering the meeting the user, regardless of permission level, will be requested to finalize needed configuration options. The meeting tool is based on Adobe Flash Player and requires that the user allow access to local storage for the settings. Select allow on the Adobe Flash Player local storage request window (Figure 49). You should now be able to see the Meetings page as in Figure 50.

Figure 49 Flash Player Option Window

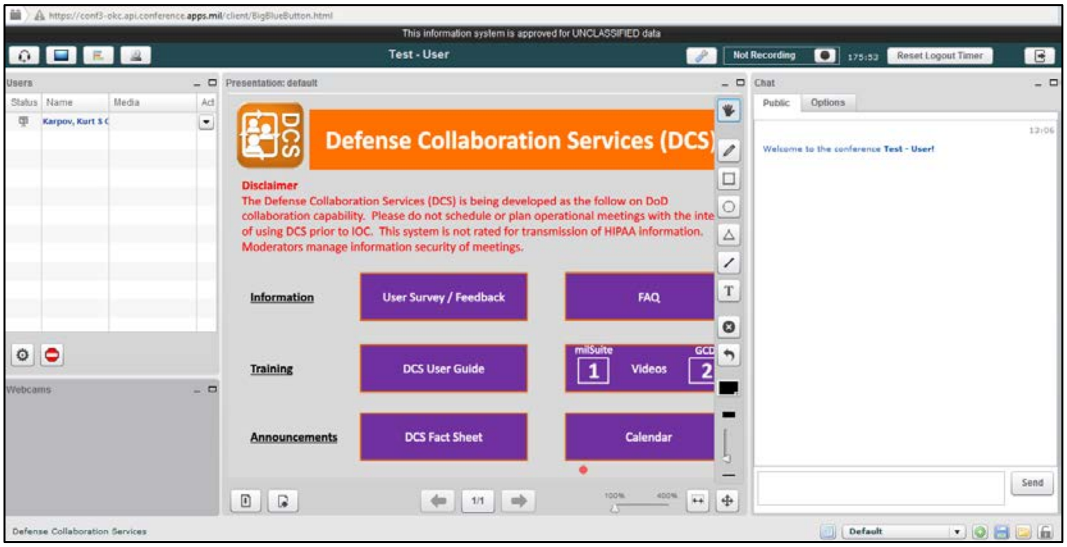


Figure 50 Meeting Page

3.3.5.1Meeting Operations Toolbar

DCS allows you to enable or disable Meetings features, as shown in Figure 51. Click on the headphones to enable audio, click on the webcam to share webcam, click on the screen to share desktop, click the chart to enable polling.

Figure 51 Operations Tool Panel

3.3.5.1.1 Microphone / Headset

Clicking on the headphones icon in the upper left ("Join Audio") will cause a prompt to be presented (Figure 52).

Figure 52 Adobe Flash Player Settings Acceptance

Select "Allow" on the Adobe Flash Player Settings window. When presented with the window to configure audio and webcam select "Test or Change Microphone" to test and verify your microphone and select "Test Speakers" to verify your speakers (Figure 53).

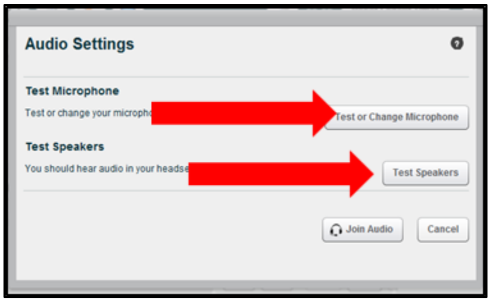


Figure 53 Audio Setting Panel

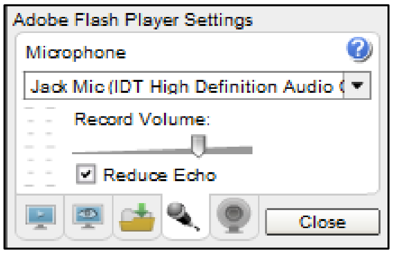


Figure 54 Microphone Setup

The Microphone configuration panel (Figure 54) will appear allowing for the options of changing the microphone option to connect to a local microphone or input device. If you are unable to connect or identify your microphone please consult your system manual or contact your local system analyst to resolve.

After selecting your microphone or audio input device a user is able to test the speakers associated with the system by selecting the button labeled "Test Speakers". Once the button is depressed sound will be played from any connected speakers. To end the test, select the button once more. To complete the workflow, select the "Join Audio" button and return to the meeting panel.

Control of the local microphone of headset during the meeting can be performed in two different manners. If there is a local push-to-talk feature on the hardware this may be used to assist in speaker control. The use of the "Mute" (Figure 55) button in the tool bar may also be used. The Mute button will appear after the microphone has been connected and can be selected or un-selected to control your audio during a meeting.

Figure 55 Input Toolbar (Mute Button)

3.3.5.1.2 Web Camera

Within the tool panel exists the option to connect and control a webcam for meeting participation (Figure 56). This can be performed by selecting the second button in the tool panel, one that is in the image of a circular webcam.

Figure 56 Input Toolbar (Web Camera)

The Webcam Settings box will open up and will identify if the ability for a web camera is present or not, (Figure 57), along with ability to configure settings and to start sharing with other participants.

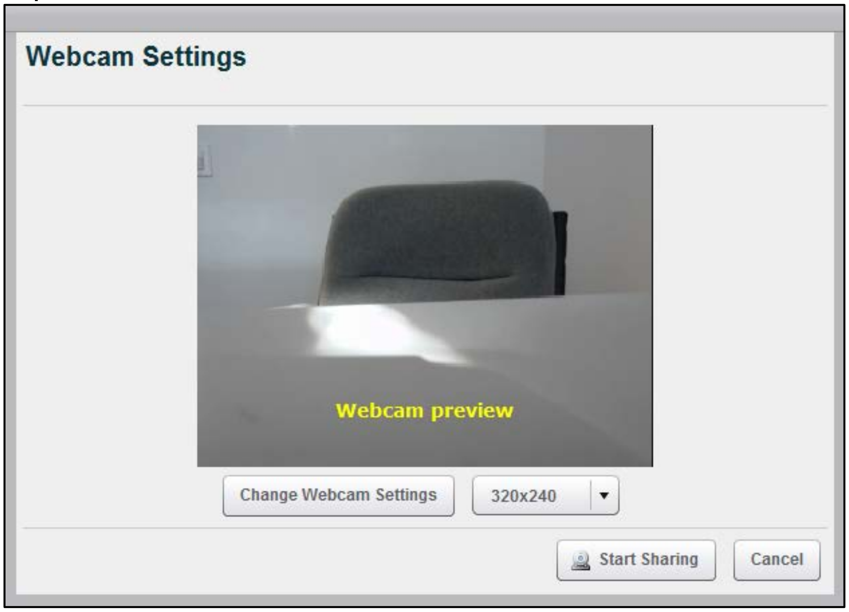


Figure 57 Web Camera Settings

To configure the setting of the Webcam the "Change Webcam Settings" (Figure 57and resolution settings buttons may be used. To identify a new input source select the "Change Webcam Settings" button and proceed in using the new pop-up panel (Figure 58) to identify a Webcam input source.

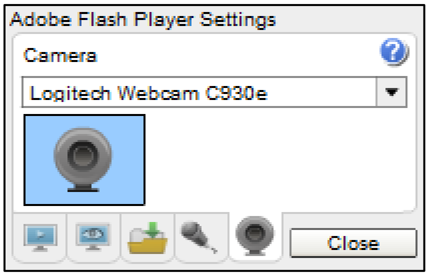


Figure 58 Webcam Input Selection

The resolution selection feature allows the ability to select how fine a resolution to provide and display. This will assist when attempting to resize the webcam panel within the meeting window. A lower resolution selected will allow for greater performance but only provide clarity in a smaller space, while the opposite is true for greater resolution selection. To close the webcam within in the meeting space the webcam button within the toolbar must be selected again.

3.3.5.1.3 Desktop Screen Share

Screen sharing is available within DCS. The Screen sharing feature allows the Presenter to share the entirety or a specified region of their screen. The screen share ability is affected by two limiting factors:

1) The Presenters local configuration allows for the use of Java v7u45 or greater within their web browser.
2) The speed of all connected networks will determine the screen refresh rate.

The screen share feature is available to one Presenter at a time. Specific applications or application screens are not available for selection or control. The feature shares all information that is present on the screen to include current resolution and color scheme.

TIP: It is recommended for best use that the lowest possible resolution is uses along with the smallest area of sharing.

To begin screen sharing as the Presenter identify the operation button in the upper left toolbar as see in Figure 59.

Figure 59 Screen Sharing Button

After selecting the screen share button a new panel will appear in the lower left corner. This panel will cover any panel that was previously in view. This does not close the underlying panel and may be moved

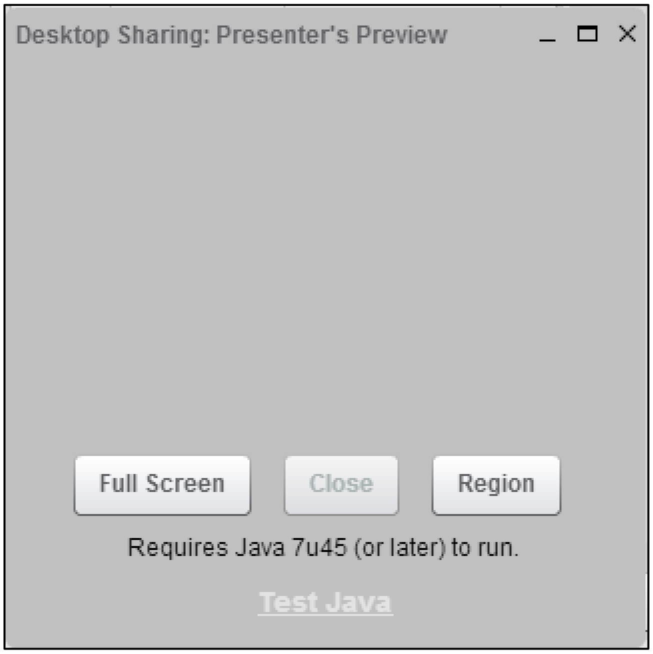


Figure 60 Screen Share Panel

To load the DCS Screen Share feature the system of the Presenter must be loaded with Java v7u45 or greater and integrated with the web browser being used. **Local system administration policies regarding web browsers may cause usage issues. When experiencing issues with Screen Sharing, please check with local system administrator prior to contacting DCS Service Desk.**

Selecting the “Full Screen” option will allow the Presenter to share the main screen in their current configuration.

Selecting the “Region” option will allow the Presenter to share a defined region of any screen in their current configuration. The region conforms to the main display and may not resize to a User defined screen.

Once selecting the region of screen share, the local system will prompt the User for allowances (see Figure 61 and Figure 62) to continue with the use of the feature. Accept all prompts. This will result in two different options depending on the initial selection.

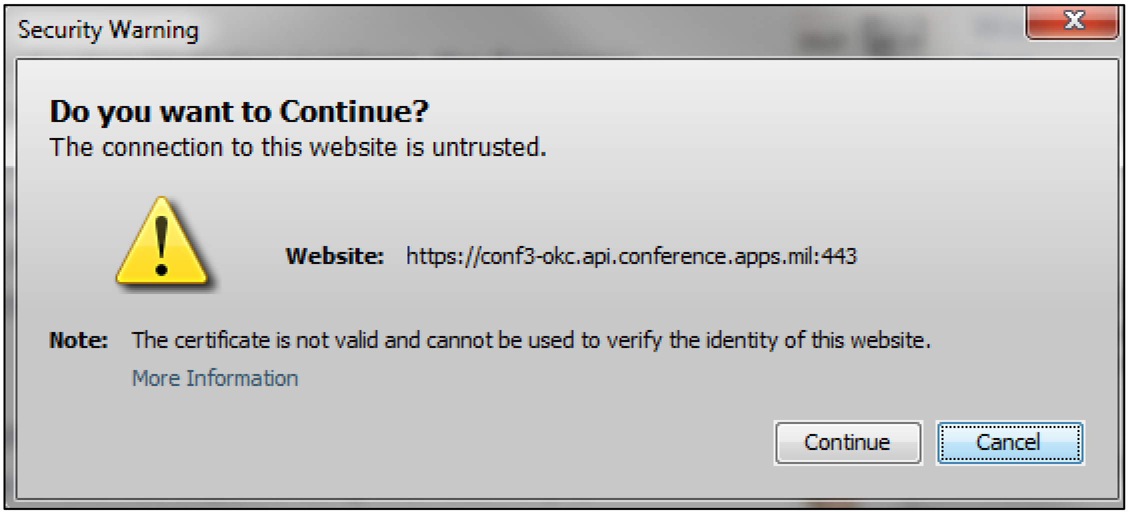


Figure 61 Trusted Connection Prompt

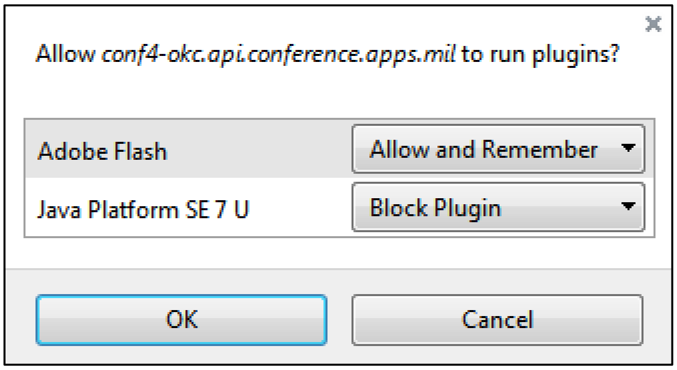


Figure 62 Browser Configuration

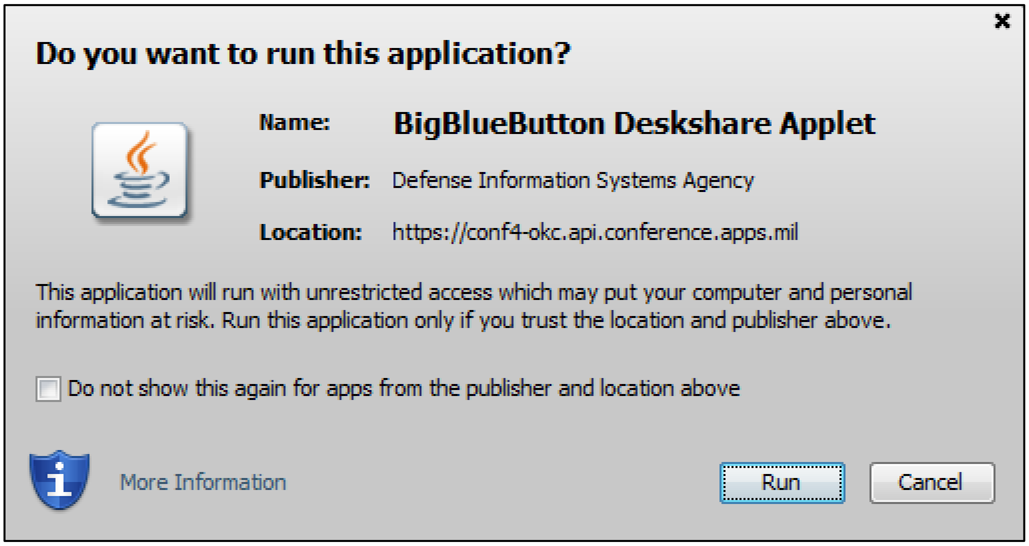


Figure 63 Java Run Confirmation

When using the regional a red square will appear on the screen. This square can be selected and moved to the region preferred. In the middle is a button that states “Start Sharing”. Once the correct region is identified, select the button (see Figure 64). The red square will persist but will not be present to the Users.

Figure 64 Regional Share Button

In the bottom right of the local Windows system a notification will be present see (Figure 65).

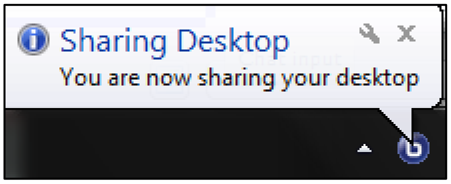


Figure 65 Sharing Notification

To close and end the screen sharing feature the Presenter will need to select the close button (see Figure 66) from the screen share panel.

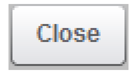


Figure 66 Screen Share Close Button

After the “Close” button is selected a “Security Warning” screen is presented. Select “Allow” and continue with the presentation.

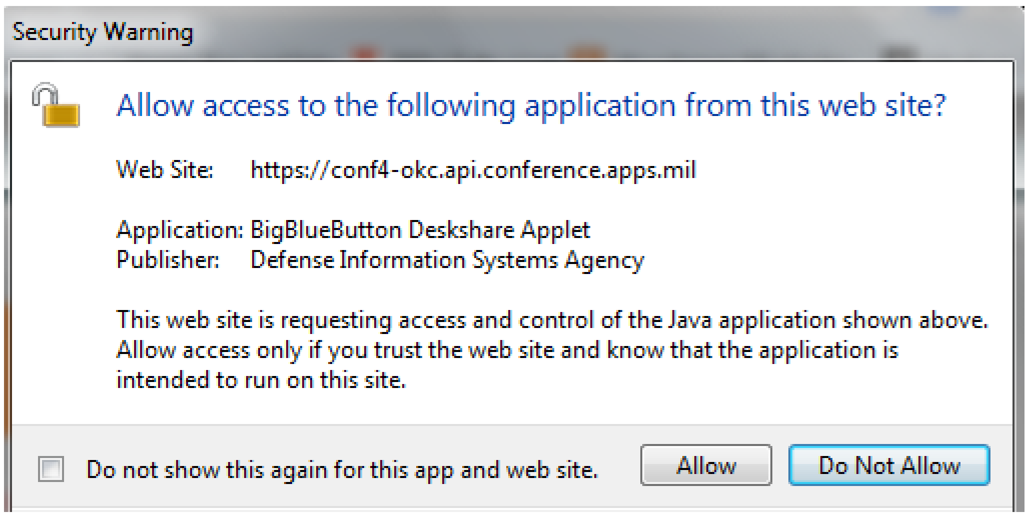


Figure 67 Completed Screen Share

3.3.5.1.4 Meeting Poll

DCS provides the ability for meeting users with the Presenter permission to create and display a poll to users currently in the meeting. To create and display a poll, select the “Create New Poll” button (Figure 68) from the tool bar located in the upper left corner of the meeting window.

Figure 68 Input Toolbar (Poll)

A new poll setup panel will appear. Size is set and may appear differently in different browsers. To create a poll, the user must populate the Title, Question, and Answers fields to submit to the users (Figure 69).

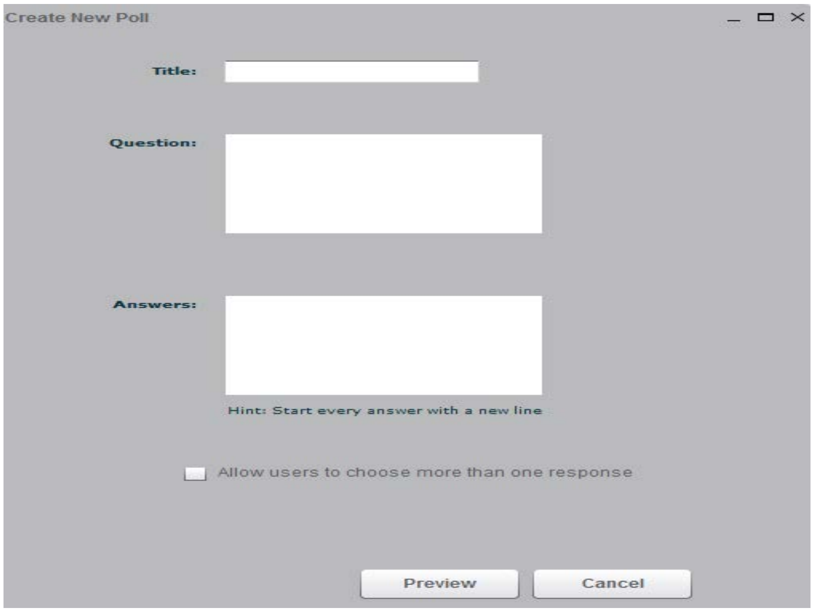


Figure 69 Poll Setup

Tip: If unable to see the bottom buttons, maximize the panel.

Once the fields are populated, the option to allow users to choose more than one response is available. After completion of the form select the “Preview” button to move to the next step.

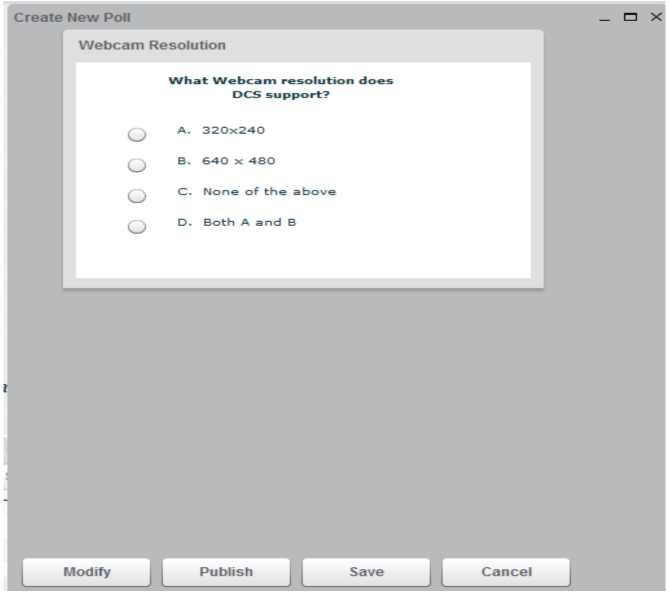


Figure 70 Poll Setup (Review and Publish)

Upon review of what the poll will look like to the users, the options to Modify, Publish, Save, or Cancel the poll are available to the Presenter. The option to save the poll will save the current fields and place as an option for quick selection in the Input Toolbar for later use (Figure 71).

Figure 71 Save Poll

Tip: Create all polls for the meeting prior to the start of the meeting to assist with flow and timing of meetings.

Select the Publish button and broadcast the poll to all users that are currently present within the meeting. Any user entering the meeting after the poll has been published will not be able to view or vote in the poll event. The published poll will appear in the presenters screen and be a movable panel (see Figure 72).

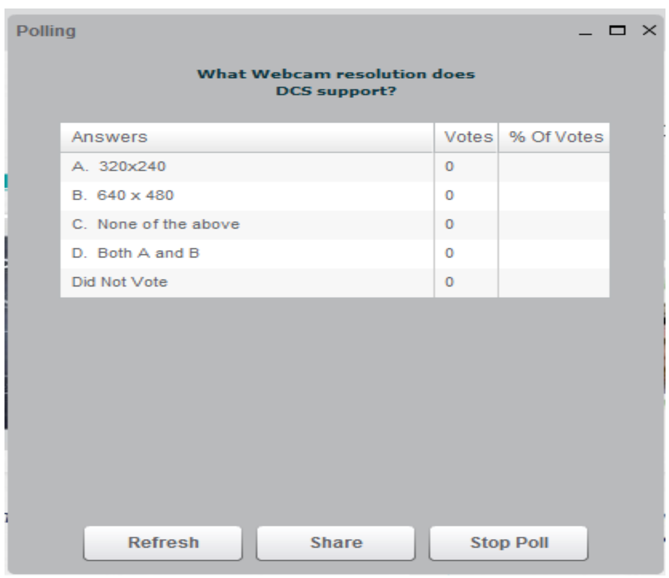


Figure 72 Published Poll

To end the poll, select the “Stop Poll” button. Provided in Figure 73 are the options available once the “Stop Poll” option is selected. This provides the ability for the Presenter to “Repost” the Poll, “Share” the poll with the users within the meeting, or completely “Close” the poll.

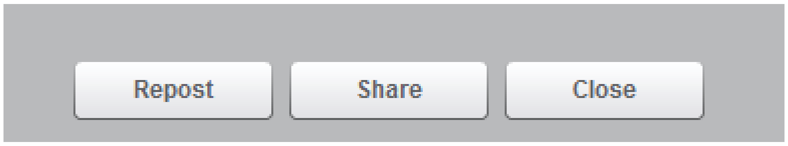


Figure 73 Stop Poll

3.3.5.2Meeting Administrative Toolbar

Located in the upper right corner of the meeting window, this tool panel provides higher level settings and information regarding the status of the meeting. From this tool panel the user is able to set meeting entrance preferences, identify time left in meeting, and the ability to logout of the meeting.

3.3.5.2.1 Administrative Toolbar – User/Guest Admittance

This button is only available to Moderators or the meeting and will not be displayed in the user or guest user meeting windows. The wrench in Figure 74 enables the administrator to configure how participants are allowed into the meeting. This tool applies the selected operation to all users that join the meeting after selection. To change the option the user must select another option.

Figure 74 Configurations Panel: Access Permission Button

The menu presents the options for the Moderator to set access permissions to users entering the meeting. The options are: “Ask moderator”, “Accept all users”, “Accept authenticated users”, and “Deny everyone” (Figure 75).

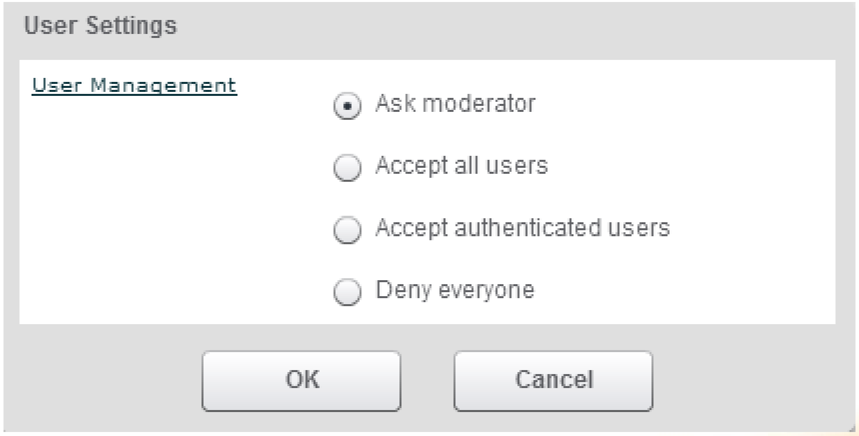


Figure 75 Configurations Panel

3.3.5.2.2 Administrative Toolbar – Meeting Timer

The reset logout timer controls the ongoing timer for the meeting. The time is initially set at 120 minutes (see Figure 76). The timer will continue to count down unless the "Reset Logout Timer" button is activated or the user uses an associated microphone for communication in the meeting. Upon conclusion of the timer the meeting will end for the user. To continue the user will need to re-enter the meeting.

Figure 76 Logout Timer

3.3.5.2.3 Administrative Toolbar – Logout

The "Logout Button" (Figure 77) will log you out of the Meeting.

Figure 77 Logout Button

3.3.5.2.4 Administrative Toolbar – Recording

The Recording button on the administrative toolbar will enable and disable the recording of the meeting.

Figure 78 Record Meeting Button

The button will be present on the toolbar, if the option to record the meeting was selected (Figure 79) when you created or modified the reservation.

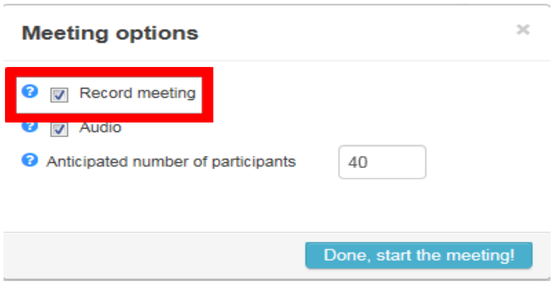


Figure 79 Reservation Meeting Options

When you are ready to start recording the meeting, click the start icon (Figure 80).

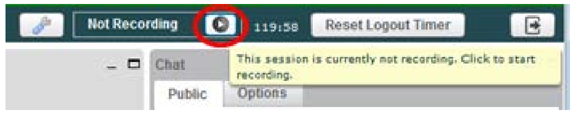


Figure 80 Start Recording

3.3.5.3Layout Manager Toolbar

The Layout Manager Toolbar (Figure 81) allows the user to select and display different combinations of the 5 panels to assist in interaction with meetings.

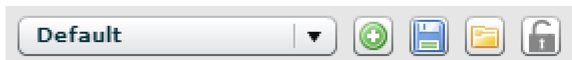


Figure 81 Meeting Layout Panel

The toolbar is located in the bottom right of the meeting window. The drop down menu (Figure 82) allows you to choose a visual layout of different assortments of panels for your Meeting.

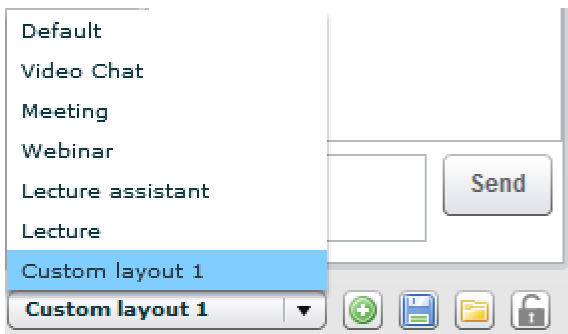


Figure 82 Custom Layout

The first button from left to right allows the user to add the current layout contained within the meeting window. Selecting this button will create an entry in the drop down menu for future use. The toolbar allows a user to save these custom layouts. To save a layout the user MUST add the layout to the drop down list prior to selecting the save button (Figure 83). The save feature will save the drop down list and not the current layout.

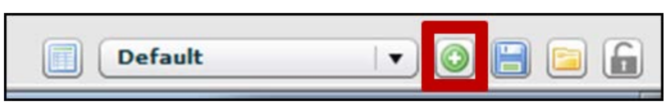


Figure 83 Save Layout Button

To load a saved layout list the user selects the load button (Figure 84) and is presented with a screen to identify which file is to be uploaded to the meeting Layout Manager.

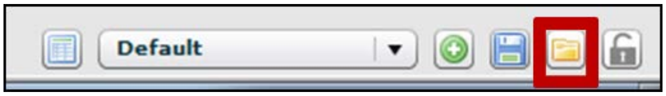


Figure 84 Load Layout Button

When users initially enter a meeting all participants, regardless of permission levels, by default have the ability to manipulate their meeting widow panels how they would like. Users with the Moderator permission level all have the ability to lock a specific layout for users to be forced to view.

The button on the far right of the tool bar represented by the “lock” image (Figure 85) grants any user with Moderator permissions of the meeting the ability to lock their current layout of meeting panels and push the layout to all Users participating in the meeting.

Figure 85 Lock Layout Button

All users have the ability to capture information about the meeting occurrences whether in a meeting or during the “connecting” phase of a meeting. When contacting the Service Desk you may be requested to provide a “Log” of events that caused the issue. To do this after the log is opened, copy and paste the information to a Word document and save locally.

The Log Button on the Layout Manager Toolbar (Figure 86) captures a log of all activity that has occurred up to the time the log button is pushed. This information also contains information of user activity during the meeting.

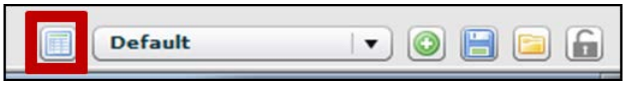


Figure 86 Log Button

The information provided in the Log Window (Figure 87) can be copied and pasted into another document and provided to the Help Desk to assist in troubleshooting. After the information is copy and pasted, the moderator is able to perform a “Find” event in Word to search for the word “Joined”. This will allow the moderator to identify an attendance list if wanted.

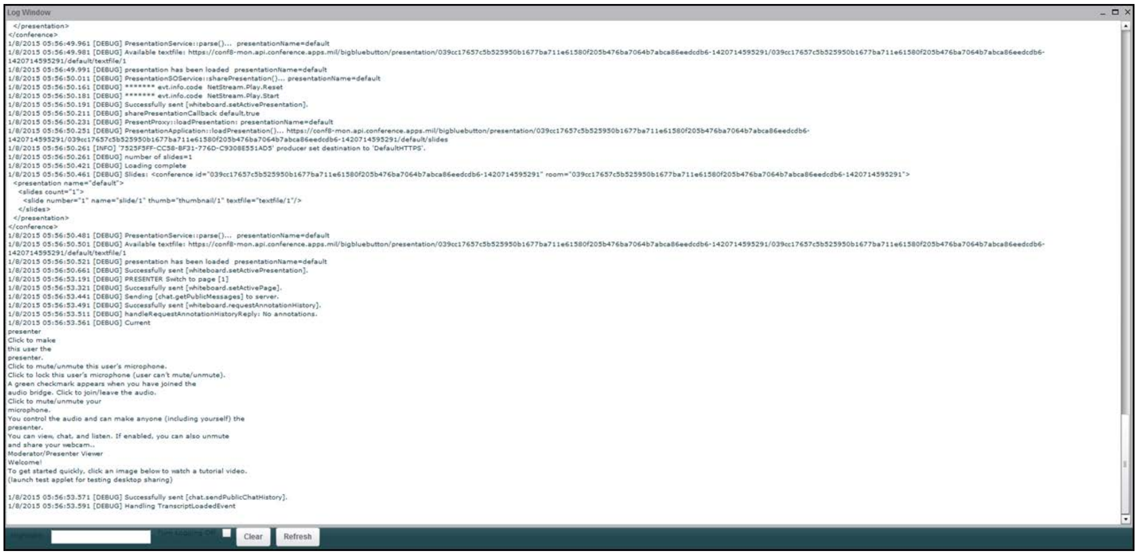


Figure 87 Log Window

Page Break to identify material that still requires a review.

4 DCS Chat Client

DCS provides an Extensible Messaging and Presence Protocol (XMPP) based instant messaging client. The XMPP instant messaging client allows Users to create user groups and instant messaging ability to users through XMPP protocol with PKI authentication. DISA has verified and provides the Air Force Research Labs (AFRL) TransVerse cross domain XMPP chat client as the DCS branded client. Any client that complies with PKE and can be directed at the DCS chat server may be used, if allowed on your system.

4.1 What is TransVerse?

TransVerse serves as an XMPP client within the Chat system architecture. XMPP is an eXtensible Markup Language (XML)-based instant messaging, presence and multi-user text chat protocol. TransVerse is an open-standards-based product.

TransVerse facilitates a virtual work community because its capabilities are similar to those found in physical office environments. For example, daily tools such as meeting places in HQs and individual meeting rooms are available within the TransVerse client environment. Some of the functions you can perform in TransVerse are listed below:

- One-to-one Chat (same-domain only)
- Group Chat
- Hyper-Rooms
- Tiling Options
- Add and Manage Contacts (same-domain only)

The DCS DISA branded version of TransVerse is maintained and hosted within the DCS Information Portal for download. TransVerse is available for downloading at:

NIPRNET: https://extranet.if.afrl.af.mil/cg/software_tv.php
SIPRNet: https://rie.afmc.af.smil.mil/cg/software_tv.php

Additional XMPP chat clients with PKI integration can be utilized for use on DCS.

The existing DCO chat capability is available until June 24, 2015.

The associated accreditation and IA documentation can be requested by government personnel by sending an email to the DCS mailbox (DISA.Meade.eis.mbx.dcs@mail.mil).

4.2 Initial Login

- Select and double click the installed icon for the chat client
- Wait until the DoD warning screen appears
- After selecting “ok” you are presented with a login screen (Figure 88)
- If this is your first login, the screen will have no information

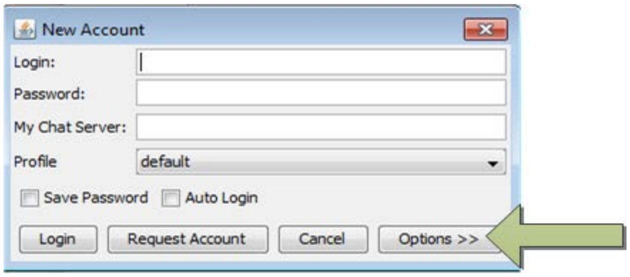


Figure 88 New Account Window

- Once this box appears, click on Options.

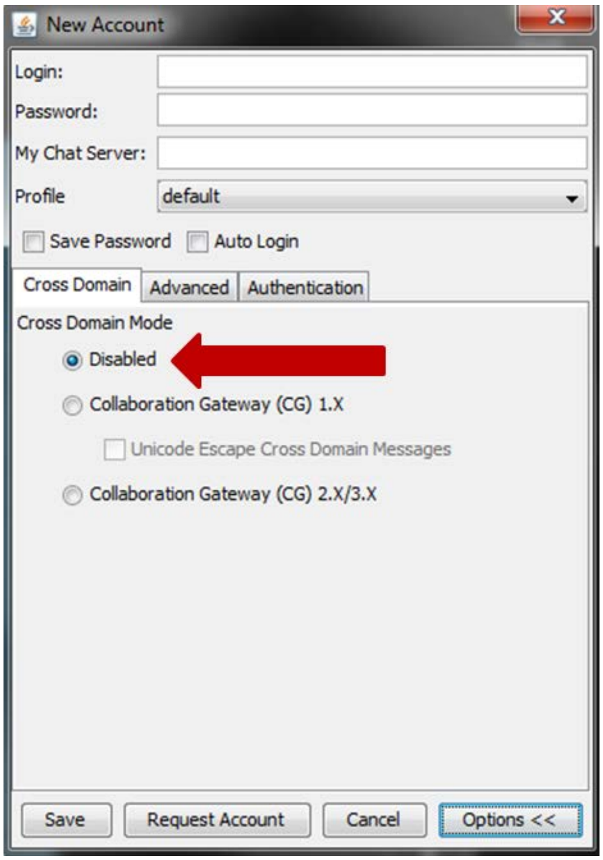


Figure 89 Cross Domain Tab

- In the New Account Dialog Box, three tabs are displayed (Cross Domain, Advanced, and Authentication).

- Select the "Cross Domain" tab. Ensure "Disabled" is selected as the default (Figure 89).
- Select the Advanced Tab (Figure 90)

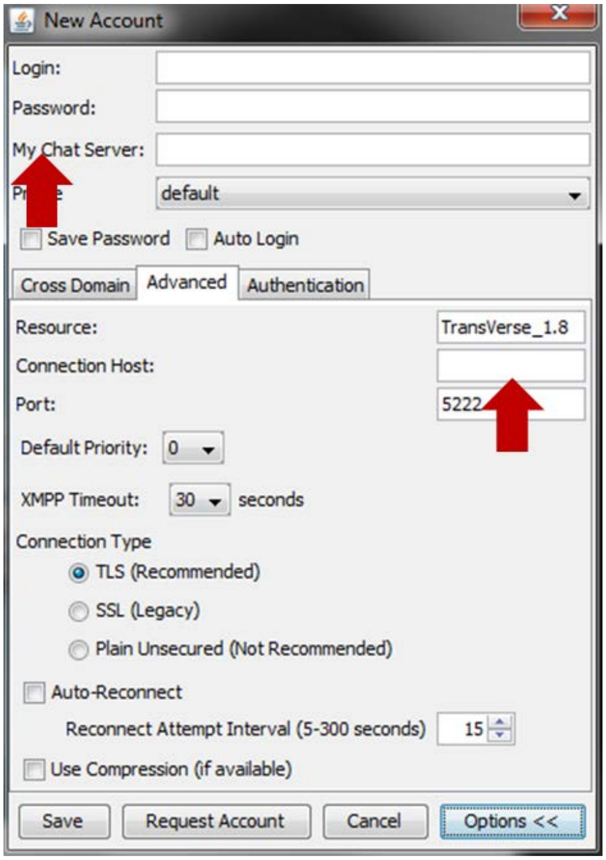


Figure 90 Advanced Tab

- Under the Advanced tab:
  - Type ***chat.apps.mil*** in My Chat Server:
  - Ensure "Resource" states ***Transverse_1.8***
  - Type chat.apps.mil for the Connection Host
  - Ensure that the "Port" is set to ***5222***

- Select the Authentication Tab (Figure 91)
  - Select "Authentication Via Smartcard"
  - Select "Remember Certificate Selection"

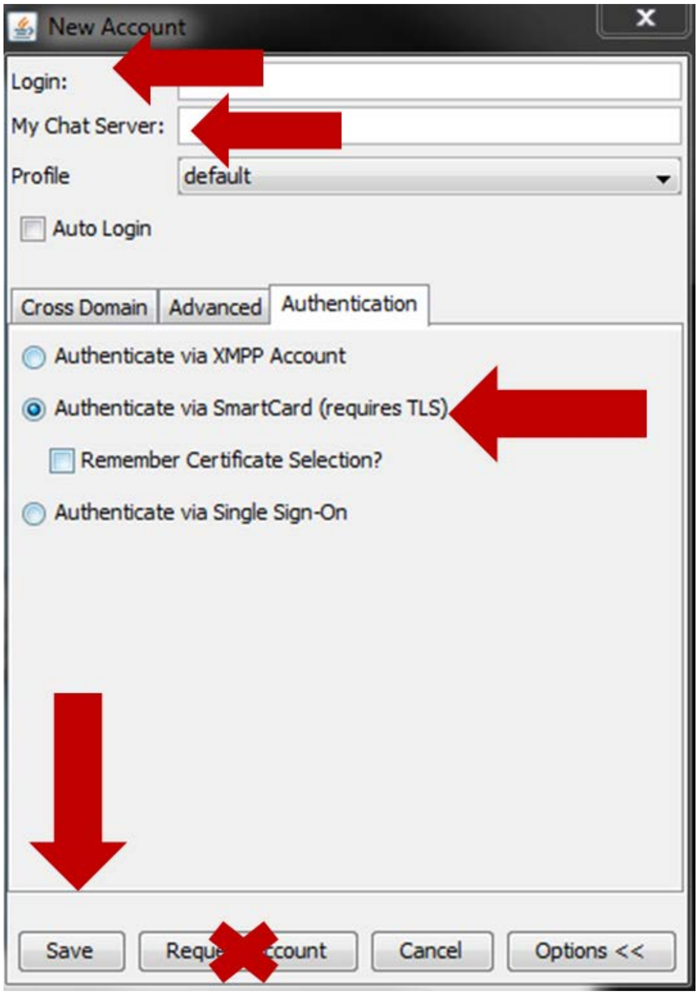


Figure 91 Authentication Tab

- Enter Persona User Name (PUN) in the Login box
  - For Defense Enterprise Email (DEE) Users
    - Email minus "@mail.mil"
    - Example: Kurt.S.Karpov.CTR
- Not a DEE User: Please see Table 3 for PUN instructions.

Select the **"SAVE" or "LOGIN"** button. ***Do Not Select "Request Account"***

DCS TransVerse Username for Non-DEE Users

If a user, such as Navy personnel, does not have a Defense Enterprise E-mail (DEE) account they will need to verify their “**Persona Username**”. This can be found two ways, using Outlook or milConnect.

- Outlook
  - Look the user up in the Outlook Global Address List (GAL).
  - View the properties for the user.
  - On the “**Genera**l” tab the “**Alias**” block will have the “**Persona Username**”.
    - i.e. john.a.doe.civ
- milConnect
  - The user can log into milConnect at: https://pki.dmdc.osd.mil/identitymanagement/logoff/milconnect.dmdc.osd.mil/proceed.do
  - Select appropriate certificate when prompted
  - Select “Ok”
  - Select milConnect from list “Websites that accept DS Logon”
  - Select “Ok”
  - From the “**My Profile**” tab select “**Update and View My Profile**”.
  - There are 3 possible tabs:
    - Personal Information
      - Everyone will have this one.
    - CTR, CIV and MIL
      - Some users will have only one of these and some may have both, i.e. dual persona.
    - On the **“CTR”,** “**CIV**” or “**MIL**” tab the “**Persona Username**” is located at the bottom of the “**Personnel Status**” section.

Table 3 Non-DEE PUN Instructions

- Entering with an existing account
  - Select the icon on the desktop
  - There is a wait, please do not keep clicking the icon
  - “Consent To Monitoring” (Figure 92) will appear

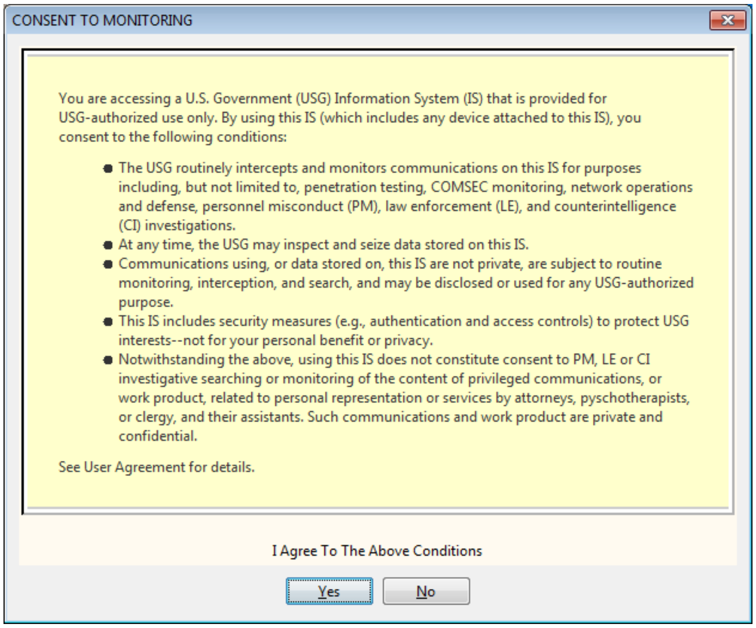


Figure 92 DoD IT Consent Screen

- Accept the consent.
- The Transverse Login will appear (Figure 93).

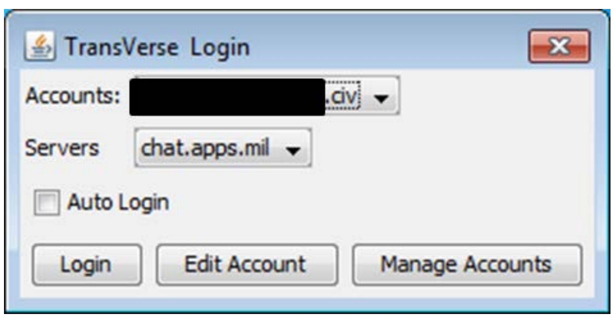


Figure 93 Client Login Screen

- Ensure that the correct account information is present
- Select “login”
- Wait for the TransVerse client to connect and load (Figure 94)

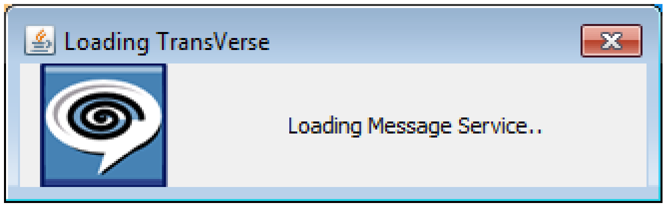


Figure 94 TransVerse Loading

Please call the Service Desk with any issues you may have installing TransVerse.

4.3 TransVerse Screen Layout

The TransVerse screen layout consists of four main parts: a *Top-Level Menu Bar*, *Action Panels*, *Tool Bars*, and a *Display Area/Virtual Desktop*. **Error! Reference source not found.** shows these parts in a typical configuration.

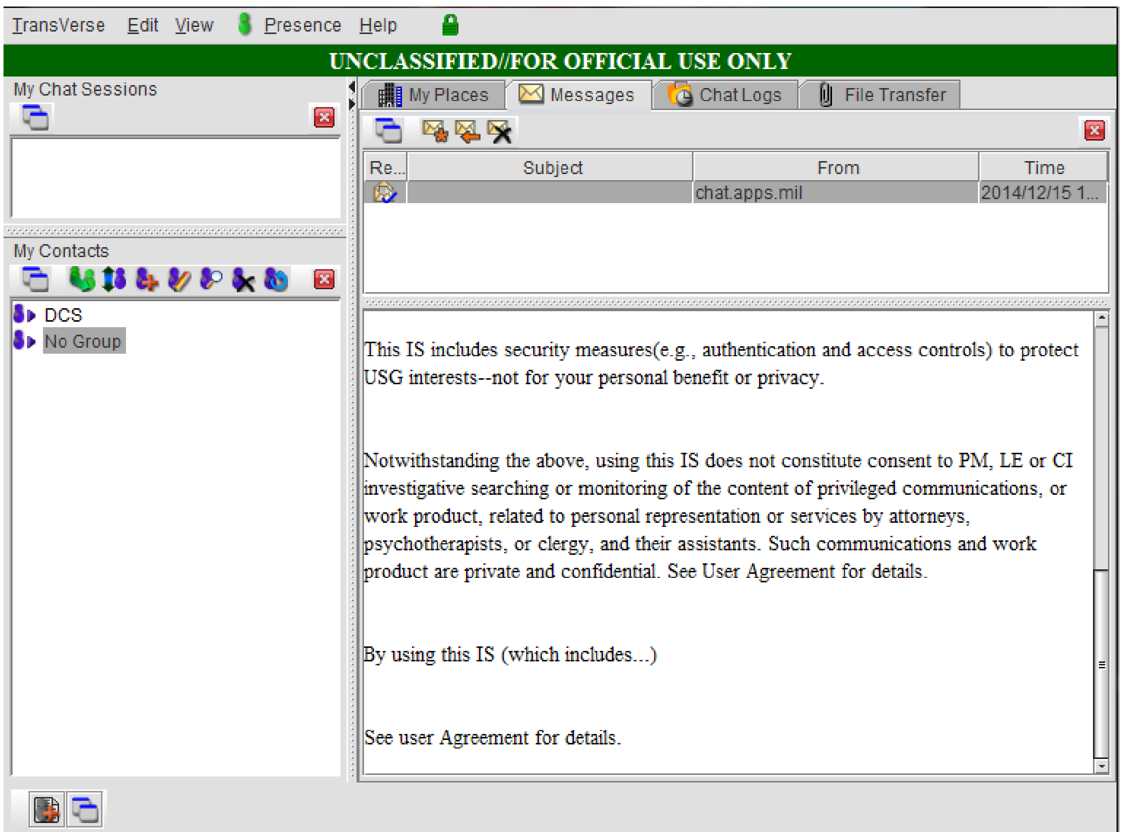


Figure 95 Client Screen Layout

The TransVerse screen layout may be configured based on user preferences. See Section 7.2: Display Options for instructions to customize the screen layout.

4.3.1 Top-Level Menu Bar

The *Top-Level Menu Bar* provides access to most options available within TransVerse, via the main menu items listed below.

Note: Items in each top-level menu category may vary depending on what services are enabled in Preferences. For instance, if Whiteboard is not enabled as a plug-in in Preferences, you will not see the Whiteboard item in the TransVerse menu.

TransVerse Menu (Figure 96) provides the following options:

- **Disconnect** – Connect or disconnect to/from the chat server.
- **User Search** – Conduct a user search.
- **Chat** – Select a user for opening chat.
- **Group Chat** – Create or join a group chat.
- **Send Message** – Send email-type message to other users or groups of users
- **Exit** – Exit TransVerse.

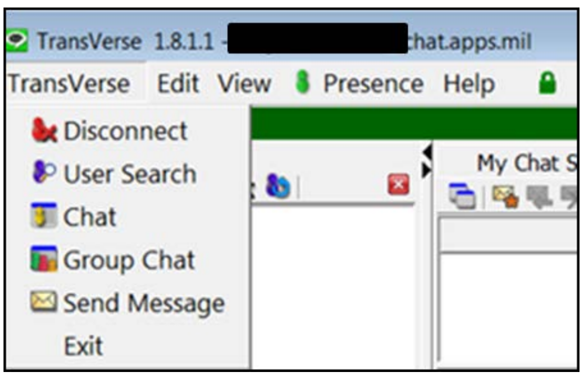


Figure 96 Menu Options

TransVerse Edit Options Menu (Figure 97) provides the following options:

- **Edit my Profile**
- **Preferences** – Access to preference settings.
- **Saved Settings** – Manage saved configuration settings or save current configuration. Saved settings can be selected from a dropdown during login.
- **Change Password** – Change your current password. **NOTE:** Changing of passwords is not supported on most XMPP servers.
- **Accounts** – Add, edit, or delete accounts; manage account passwords.
- **Colors** – Manage color assignments for chat users.

- **Look and Feel** – Change the application's look and feel (choices are operating-system dependent).
- **Program Font Size** – Change the program's font size.

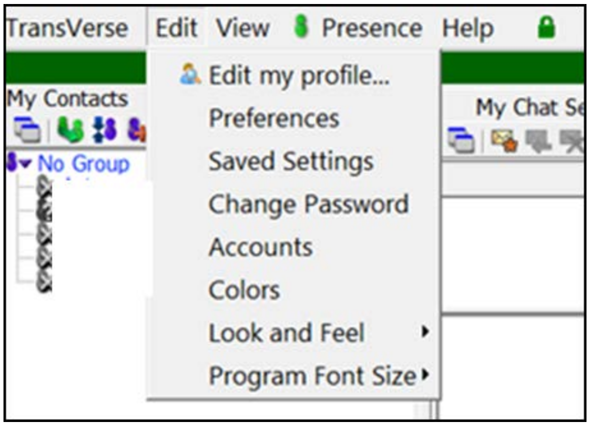


Figure 97 Edit Options

TransVerse View Options (Figure 98) provides the following options:

- **One-Click Action Panel View** – By clicking any of the following options the associated Action Panel will unhide (if hidden) and will be brought into view (**Note:** Additional options may appear based on enabled plug-ins):
  - My Chat Sessions
  - My Contacts
  - My Places
  - Messages
  - Chat
  - Chat Logs
  - XML Console
- **Dock all Windows** – Dock all floating (undocked) windows.
- **Compact Menu Mode** – Set Compact Menu Mode to On, Off, or Auto to control whether to hide Top-Level menu bar options (if hidden, options can be expand upon clicking the Menus option).
- **Chat Style Alerts** – Toggle on or off your chat alerts (set in Preferences).
- **My Chat Sessions** – View a list of your current chat sessions.
- **Lookup Profile**

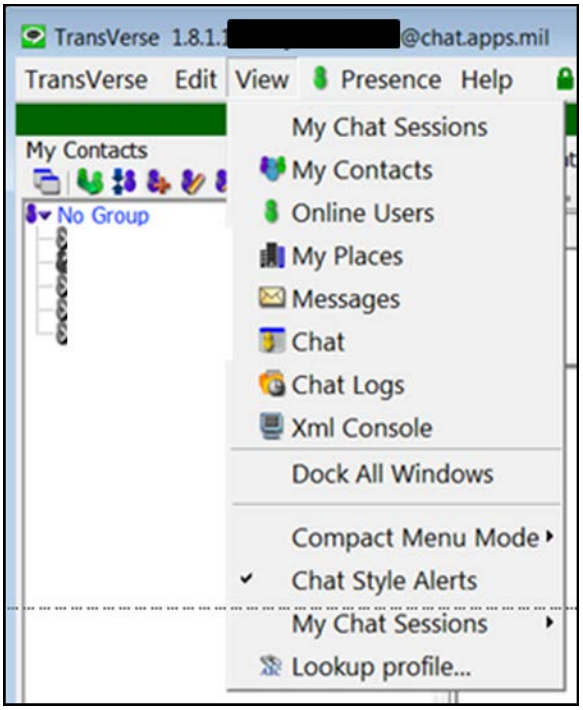


Figure 98 View Options

TransVerse Presence Options (Figure 99) provides the following options:

- **Select Standard Presence (status)** – Set your current Presence (status) to any of the following standard statuses:
  - Online
  - Free for Chat
  - Away
  - Extended Away
  - Do not disturb.

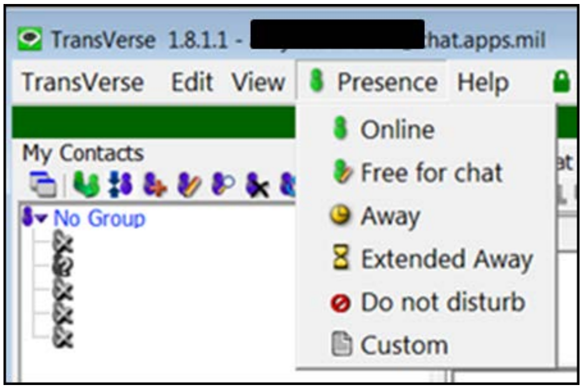


Figure 99 Presence Option

- **Select Custom Presence (status)** – Select a custom setting from a list (Figure 100) to indicate a more specific Presence
  - Lunch
  - Be right back
  - Meeting
  - Gone home
  - Gone to work
  - Sleeping
  - Working

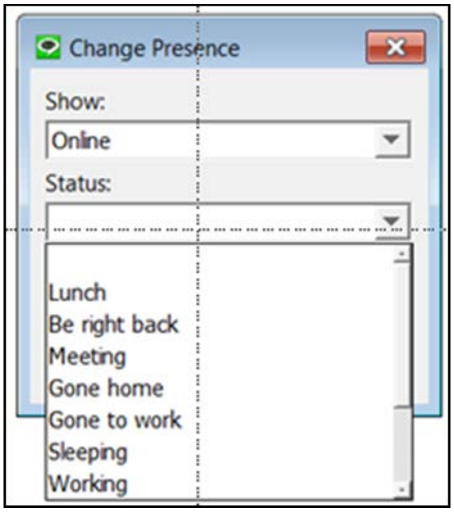


Figure 100 Custom Presence Options

Window Menu – This Top-Level Menu option only appears when you are within a Chat or Group Chat Action Panel. The following option (Figure 101) is provided if the Chat/Group Chat session grouping preference is set to Tabs: Dock/Undock

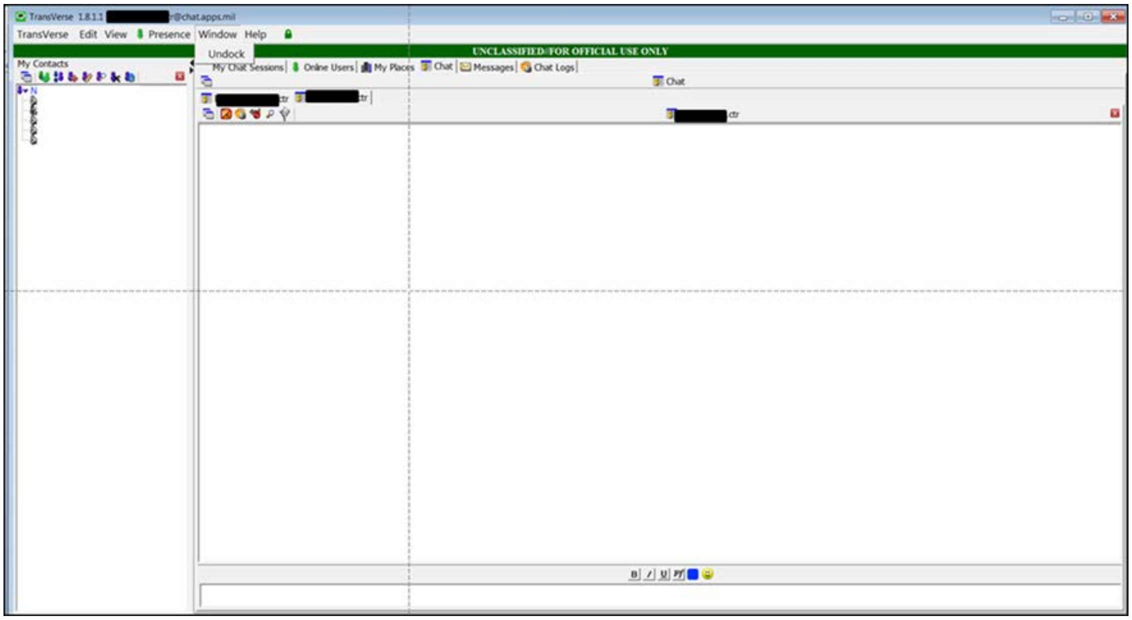


Figure 101 Dock/Undock Option

- The following options (Figure 102) are provided if the Chat/Group Chat session grouping preference is set to Virtual Desktop:
  - Auto Tile
  - Tile Horizontal
  - Tile Vertical
  - Tile Grid
  - Cascade Windows
  - Undock

  (Note: For more information regarding the above Virtual Desktop window options, please refer to the Window Menu section):

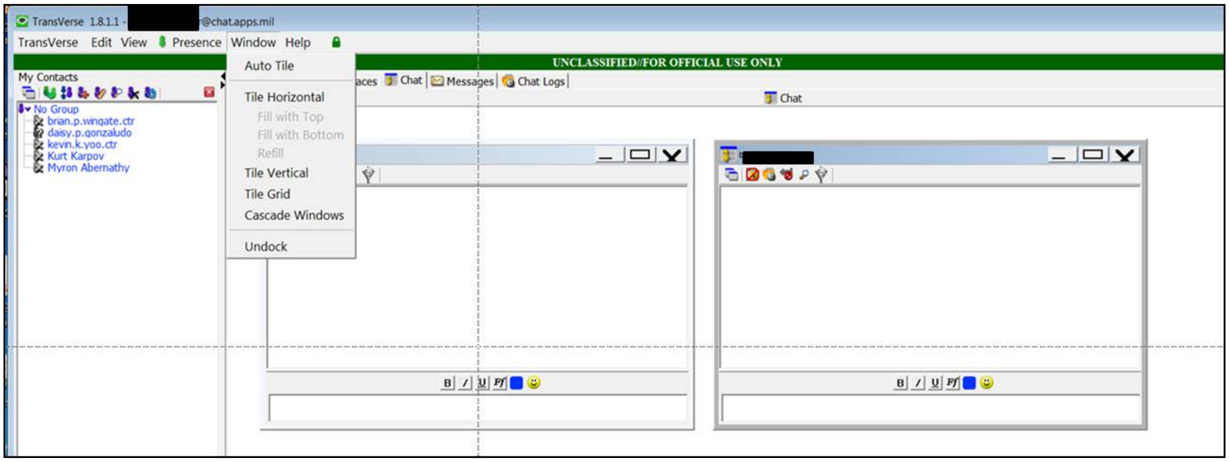


Figure 102 Chat/Group Chat Grouping

Help - Provides the following options:

- **TransVerse Help** – Access searchable Help tool.
- **About** – License, copyright, and staff information.
- **System Information** – Version, memory, and directory information.

The green lock icon to the right of the menu indicates a secure connection.

4.3.1.1 TransVerse Action Panels Concept

Users have the ability to access the many core functions of TransVerse through the use of Action Panels. Each function has its own Action Panel (Figure 103). Access Panels can be added to the TransVerse Display Area by selecting a function from the View Top-Level Menu option.

Functional Action Panels can be “docked,” (snapped to the main TransVerse window) or “undocked” (moved into a floating window). Action Panels for My Chat Sessions, My Contacts, and My Places can be docked left or right. All other Action Panels can be docked right only.

Hint: Docking and undocking panels is simple. Just select the "Dock" or "Undock" icon from the Action Panel Tool Bar, or right-click in the Action Panel to access dock/undock options.

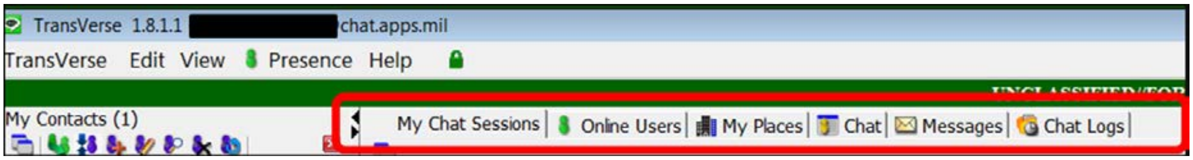


Figure 103 Action Panels

Below are brief descriptions of the core functions accessible through use of Action Panels:

- **My Chat Sessions** lists all your open chat sessions (individual and group). TransVerse can also remember chat sessions between logons/logoffs and list them in the *Chat Sessions* area.
- **My Contacts** displays a listing of contacts and their availability to chat. When you subscribe to the presence of other users, those users are added to your My Contacts list.
- **My Places** lists servers and available chat rooms.
- **Messages** display the messages a user receives.
- **Group Chat** allows you to view all current multi-user Group Chat rooms.
- **Chat Logs** displays the history of a user's previous chat sessions.

Note: Additional Action Panels may be available based on which plug-ins are enabled.

4.3.1.2 Tool Bar Layout

Tool Bars provide icons for quick access to frequently used *Top Level Menu Bar* capabilities. There are two types of *Tool Bars* in TransVerse:

- *Main Tool Bar* – Located below the *Top-Level Menu.* Provides an alternate navigation tool when the Single Pane layout is selected rather than the Tabbed Panes layout. Contains icons for Disconnect/Connect; Dock all Windows; and buttons for any Action Panels in use (such as *Messages* or *My Places*).

  Enable the *Main Tool Bar* by selecting *Edit—Preferences—General*. In the "Window Layout" field (Figure 104), select the "Single Pane" option. The *Main Tool Bar* can be displayed/hidden by checking the "Show Main Tool Bar" box. Alternatively, the *Main Tool Bar* can be displayed/hidden through the *View* menu.

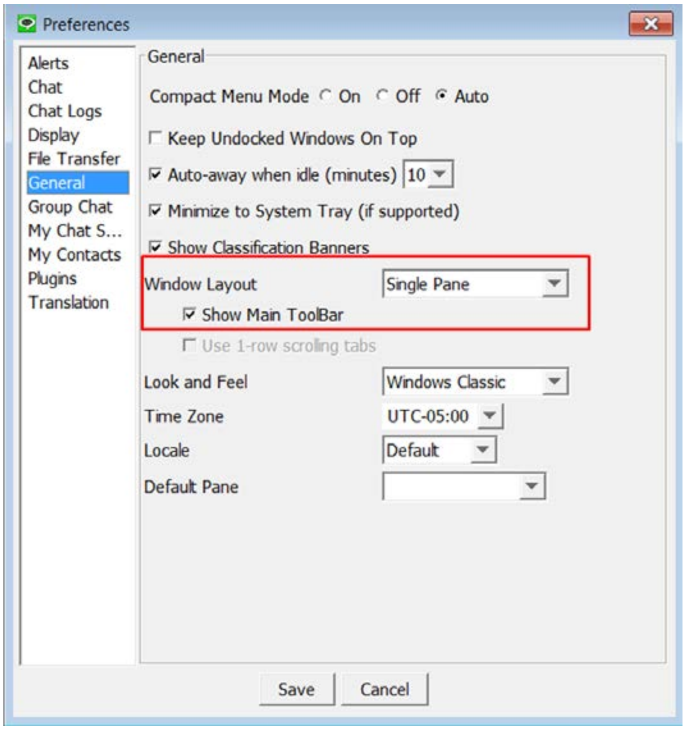


Figure 104 Window Layout

- *Action Panel Tool Bar* – Located at the top of each Action Panel. Contains the icons specific to an Action Panel. See page 102 for descriptions of each icon.

Figure 105 Tool Bars

4.4 Account Management

When using TransVerse, you may need to edit an existing account, create a new account, or delete existing accounts. These actions can be completed through the *Manage Accounts* window.

Access the *Manage Accounts* window by clicking the *Manage Accounts* button(Figure 106) within the TransVerse Login window or selecting *Edit > Accounts* in the *Top-Level Menu*. Users with multiple accounts (also called profiles) will see all their accounts listed here.

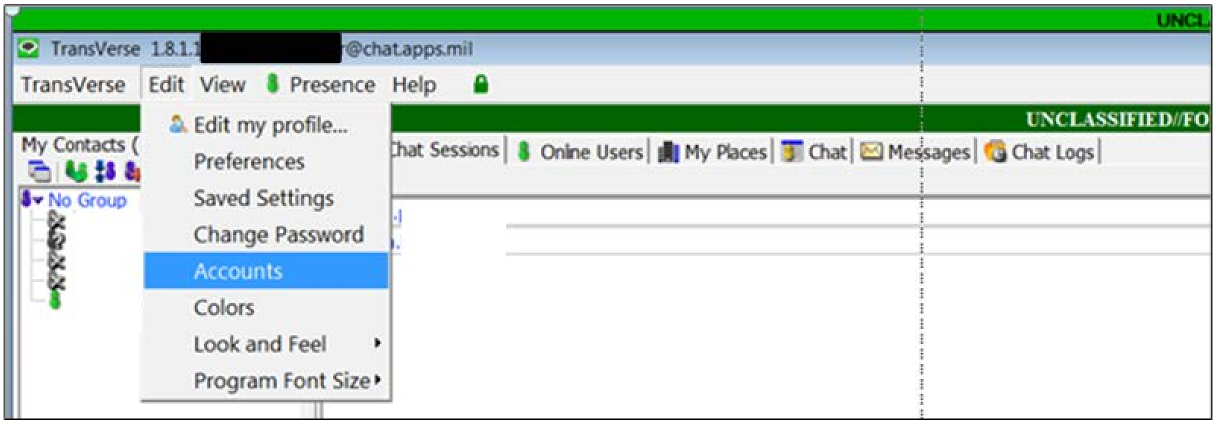


Figure 106 Edit Accounts

4.4.1 How to edit an account

1. Access the *Manage Accounts* window using the instructions above.
2. Select an account from the Accounts list and press **Edit**.
3. The *Edit Account* window will appear. Here the login, password, server and other preferences can be modified.
4. From the bottom of the *Edit Account* window, select **Options** to edit other account information (See Account Options for descriptions of each additional option).
5. After making changes to an account’s settings, press **Save** to retain all changes and return to the *Manage Accounts* window. Press **Cancel** to discard changes.

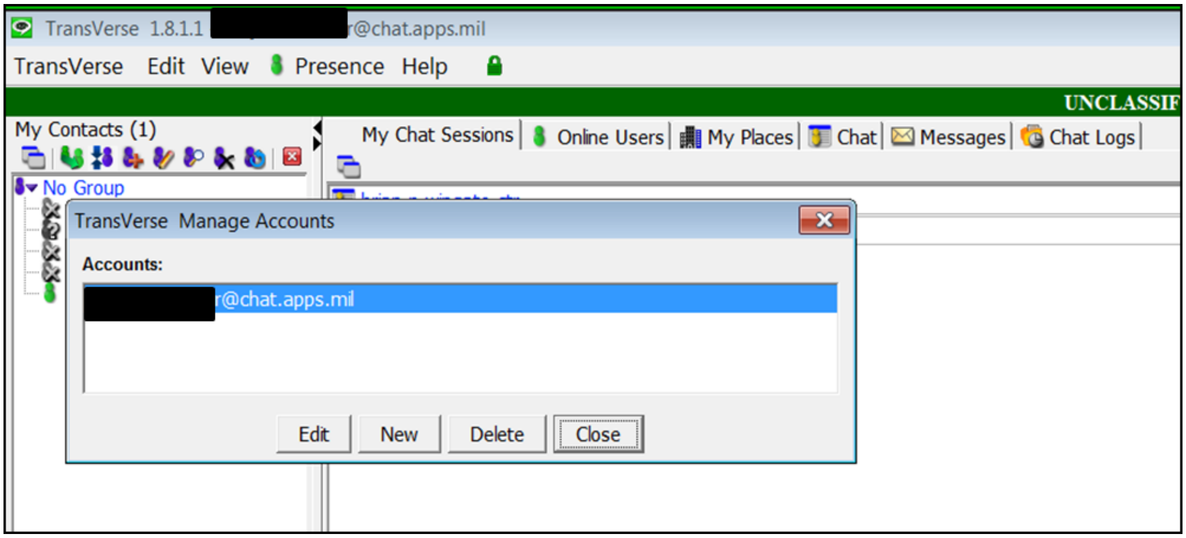


Figure 107 Manage Accounts Window

4.4.2 How to delete an account

Access the *Manage Accounts* window (Figure 107) using the instructions above.

1. Select an account from the Accounts list, and press **Delete**.
2. A “Confirm Deletion” window appears. Verify that the account you have selected is the one you wish to delete.
3. Press **Yes** to delete or **No** to cancel.

4.4.3 How to create a new account

1. Access the *Manage Accounts* window using the instructions above.
2. Select **New**. The *New Account* window appears.
3. Follow the steps from the Login section to create a new account.

4.4.4 Advanced Account Options

The following advanced account options (Table 4) are available by clicking **Options** from the *Edit Account* Window and then selecting the **Advanced** tab.(**Error! Reference source not found.**)

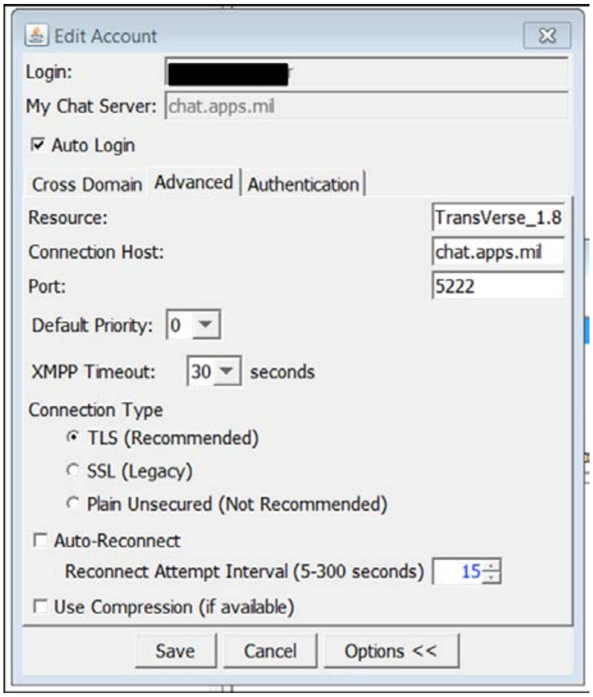


Figure 108 Edit Account Window

Resource	Represents a specific session or connection (e.g., an XMPP client or location). A user may maintain multiple connected resources simultaneously, with each designated by a distinct resource identifier, which is commonly used to indicate location of user or machine being used (e.g., TransVerseLaptop, TransVerseWork). This can be useful to other users since it may indicate the stability and reliability of the user's connection.
Connection Host	Used when the XMPP domain for a server does not match the server name. Typically, Domain Name Service (DNS) would be configured to handle such a situation.
Port	The port number to connect to the server. This will automatically be set to 5223 if the secure socket layer (SSL) connection type is selected, and to 5222 if transport layer security (TLS) is selected. Servers can use ports other than 5222 and 5223, but typically do not. One example of a differing port usage is jabber80.com, which uses port 80 in order to circumvent firewall issues if sites block port 5222 and 5223. *Note*: Port and Connection Type default to 5223/SSL for a CG 1.x Connection or to 5222/TLS for a CG 2.x connection (selected on the **Cross Domain** tab).
Default Priority	Used to assign priority to one user session over another when a user is connected multiple times with the same account and differing resources. A lower number value indicates a higher priority. If a plain message or chat message were sent to the user without a resource identifier, the server would use the priority value to determine which client session to send the message to.
XMPP Timeout	Set the wait time for a response from the XMPP server. Default is 30 seconds.

Connection Type	Select TLS, SSL, or Plain Unsecured: • TLS: By default, the client will negotiate a TLS connection if the server supports it. The preferred setting is to let the client auto-negotiate the security level with the server. The TLS protocol allows client/server applications to communicate in a way designed to prevent eavesdropping, tampering, and message forgery. TLS provides endpoint authentication and communications privacy. • SSL: This option should be selected if the server only supports the legacy SSL mode for handling secure connections (ask your system administrator). • Plain Unsecured: This setting is recommended for high-latency, low-bandwidth setups. Note: Port and Connection Type default to 5223/SSL for a CG 1.x Connection or to 5222/TLS for a CG 2.x connection (selected on the Cross Domain tab).
Auto reconnect	Configures the application to automatically attempt to reconnect if disconnected from the server.
Use Compression (if available)	TransVerse supports using stream compression to the server. This is similar to zipping a file. For TransVerse to use compression, the server must also support it. Using compression results in lower bandwidth use but higher central processing unit (CPU) usage (on the client and the server) due to the compressing and uncompressing of the packets. Using compression is recommended and is on by default.

Table 4 Manage Accounts Advanced Options

4.4.5 Authentication Options

The following authentication options are available by clicking **Options** from the *Edit Account* Window and then selecting the **Authentication** tab.

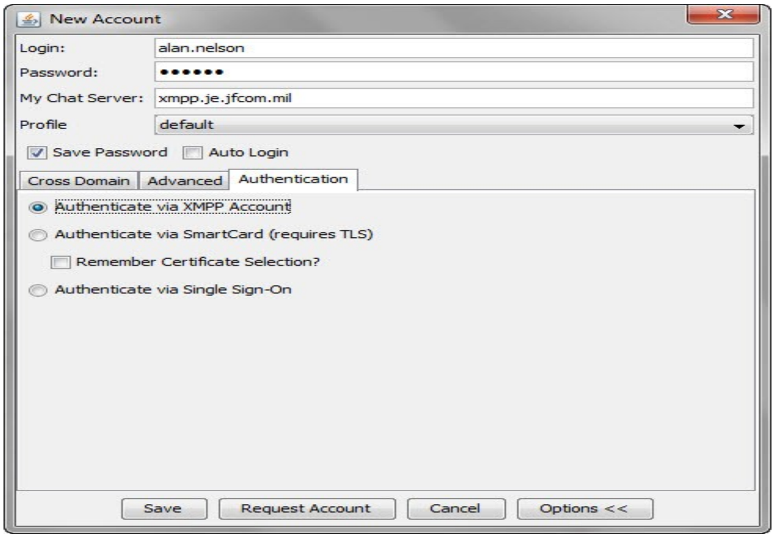


Figure 109 Manage Accounts Authentication Options

Three authentication options are supported.

- Authenticate via XMPP account. This is the default.
- Authenticate via SmartCard. This requires a TLS connection.
- Authenticate via Single Sign-On.

SmartCard login provides the option to authenticate using a SmartCard (instead of user name and password) - like a CAC would be used to login to a computer.

The XMPP server must support SmartCard authentication for this option to be used. Assuming your XMPP server supports SmartCard login, select the ‘Authenticate via SmartCard’ check box. A valid SmartCard Library value must be supplied. The SmartCard Library setting must point to the operating system library that interfaces with the SmartCard reader. If you do not know what this value should be, contact your system administrator.

A SmartCard will most likely have multiple certificates. In order to remember the certificate used and avoid being prompted to choose a certificate at the next authentication, check the "Remember Certificate Selection" checkbox.

NOTE: In order for the XMPP Chat Server to support SmartCard authentication, the locally authenticated username must match the common name in the SmartCard certificate. For example, in OpenFire code would have to be written to map the common name of the user’s Smartcard certificate to the user’s LDAP or the locally stored username.

4.5 Setting your Preferences

Through the *Preferences* menu item (Figure 110), you can customize the appearance of your TransVerse client to meet your user needs and your personal preferences.

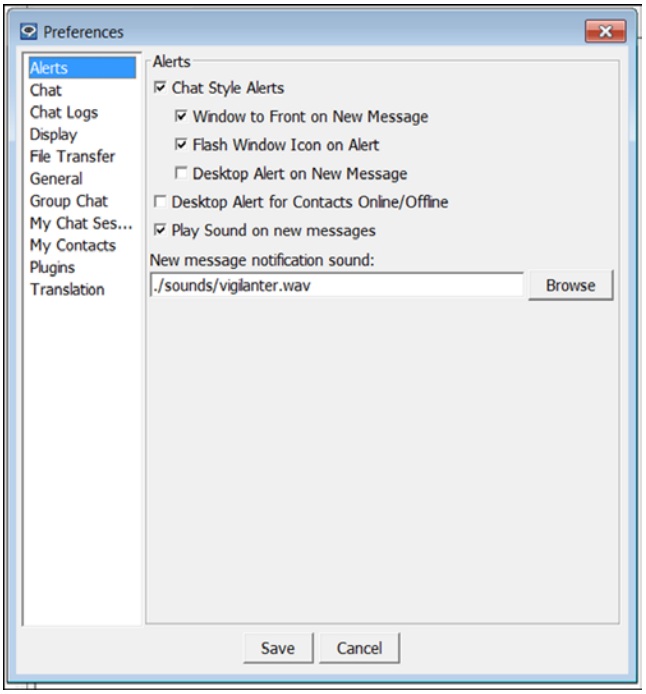


Figure 110 Preferences Menu

Select *Edit* > *Preferences* from the *Top-Level Menu* to edit preference settings in these categories:

- Alerts
- Chat
- Chat Logs
- Display
- General
- Group Chat
- My Chat Sessions
- My Contacts
- Plug-ins
- Translation

Note: An additional Audio category may exist if the associated plug-in has been distributed. Please refer to the Audio section for more details.

Navigating the Preferences Window:

The *Preferences* window lists the preference categories on the left and displays the options for each category on the right. Click on a category name to display that category's preference options on the right.

If a checkmark appears next to a setting option, which means the option is enabled. If no checkmark appears, that option is disabled. You can enable or disable any option by clicking the checkbox next to it.

You can change settings in multiple categories before closing the *Preferences* window. Simply navigate to the other categories using the list on the left. Once all selections are complete, click **Save** to close the *Preferences* window and retain all changes. Click **Cancel** to restore settings to the last saved action and close the *Preferences* window.

Some changes require a restart of TransVerse in order to take effect. If you have selected any of these settings, TransVerse will prompt you to restart after clicking **Save**.

After clicking **Save**, if you are not prompted to restart and your selected settings are not implemented, you should manually restart TransVerse.

4.5.1 Alerts Preference

The Alerts Preferences (Figure 111) provides options for how you are alerted to new messages or to a contact changing Online/Offline status.

- Chat Style Alerts – Enable to choose one or more of the three alert settings to indicate when new chat messages have arrived. Any combination of these settings can be enabled.
    - Window to Front on New Message – New messages automatically open on top of other panels or tabs.
    - Flash Window Icon on Alert – TransVerse icon flashes red and chat session tab turns red upon receipt of new message.
    - Desktop Alert on New Message – New messages appear briefly in lower right corner of screen.
- Desktop Alert for Contacts Online/Offline – Enable for alerts in lower right corner of screen for Contacts changing Online/Offline status.
- Play Sound on new messages – Enable for a sound to play with each incoming message. You can click **Browse** to select a new sound file from your local machine or network.

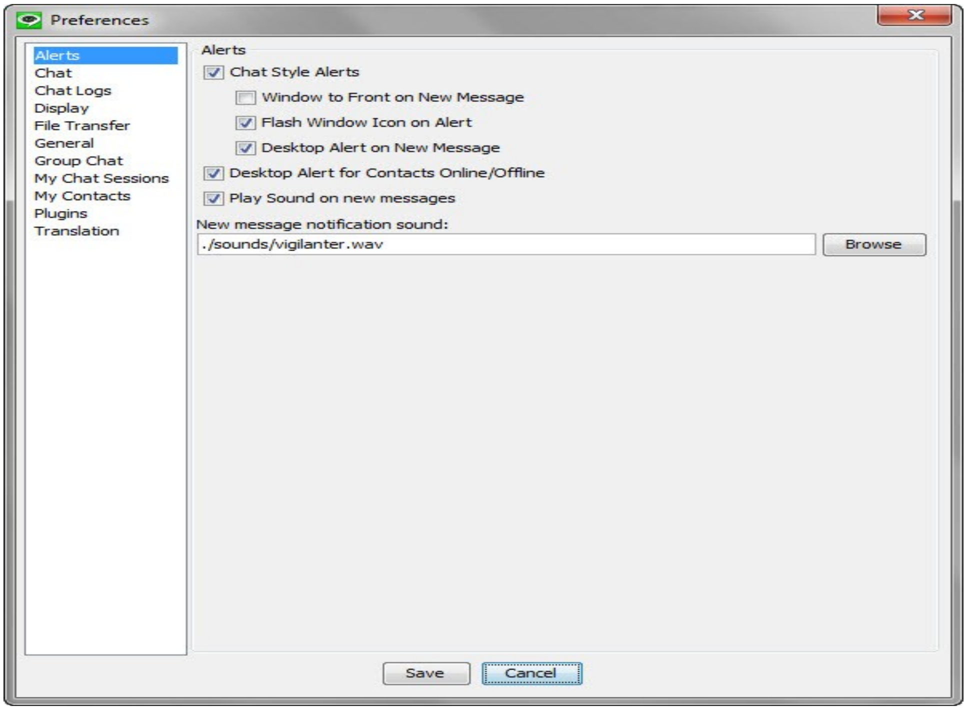


Figure 111 Alerts Preferences Options

4.5.2 Chat Preference

The Chat Preferences (Figure 112) provides options for individual chat settings. See Group Chat preferences for information regarding Group Chat session preferences.

- Session Grouping – Select how multiple chat windows will be grouped when docked to the main TransVerse window within the Chat Action Panel.
  - Virtual Desktop – This option allows multiple chat windows to display at the same time within the Display area. Chat windows can be tiled vertically, horizontally, in a grid formation or cascaded. See the Window Menu section for more details.
  - Tabs – This option stacks chat windows in a tabbed format in the Display Area, allowing only one chat window to display at a time.
    - Place Tabs on Bottom – If enabled, tabs for multiple chat session windows appear at the bottom of the Chat Action Panel.
  - Dock New Chat Sessions – When enabled, new chat sessions are automatically docked and as result appear within the Chat Action Panel. If disabled, new chat sessions are automatically undocked.
  - New Chat Sessions to Front – When enabled, new incoming chat sessions are brought to the front of the TransVerse display.
  - Force Instant Messages to Chat – In TransVerse, you can exchange chat messages in a Chat or Group Chat or can send email-like Messages to other users via the Messages Action Panel. When this option is enabled, all Messages appear within the Chat Action Panel instead of the

Messages Action Panel. When disabled, all Messages appear within the Messages Action Panel.

- Announce Presence Changes – Enable to receive notification within chat window when users you are chatting with change presence status.
- Enter = Send – Enable to use Enter key to send a typed chat message. Disable to use Enter key to make a line return of text. *(Note: Your selection in this preferences window sets the default for the Enter key function. You may temporarily change the Enter key function in a chat session by clicking the "Enter = Send" icon in the chat window.)*
- Show Timestamps – Enable to see the timestamp for each chat message. (This setting carries over to Group Chat sessions also.)
  - Timestamp Format – Select the format for timestamp display in chat and group chat sessions.
- Enable message time to live (TTL) – Enter the number of minutes to elapse before an undelivered message expires.

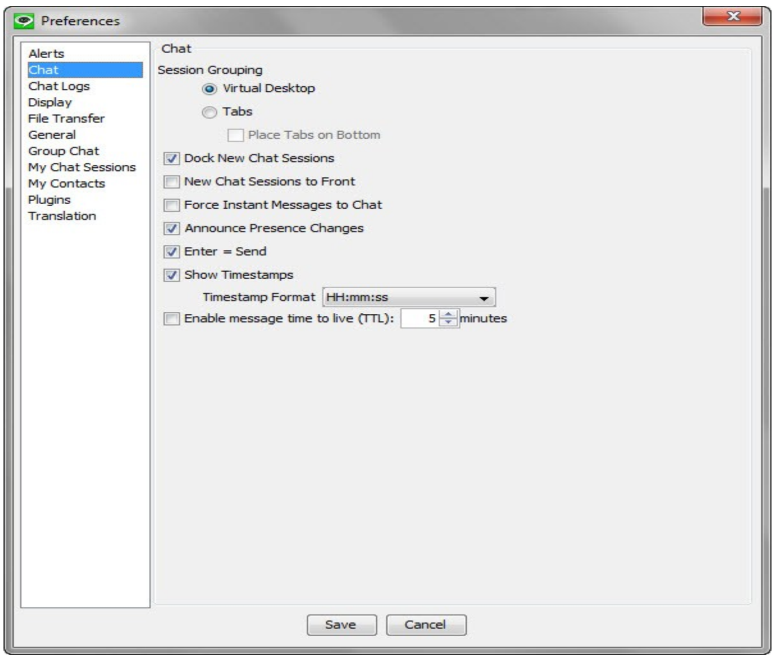


Figure 112 Chat Preferences Options

4.5.3 Chat Logs Preference

The Chat Logs Preferences category provides options storing chat logs.

- Chat Logs Directory (Figure 113) – Configure the location of the chat log files. Click Browse to select a directory on your local computer or a shared network drive. Click Default to store the chat logs files in the log directory that exists in USER_HOME_DIRECTORY\.transVerse directory. This default directory is named logs-“username”@”servername” per the account used.

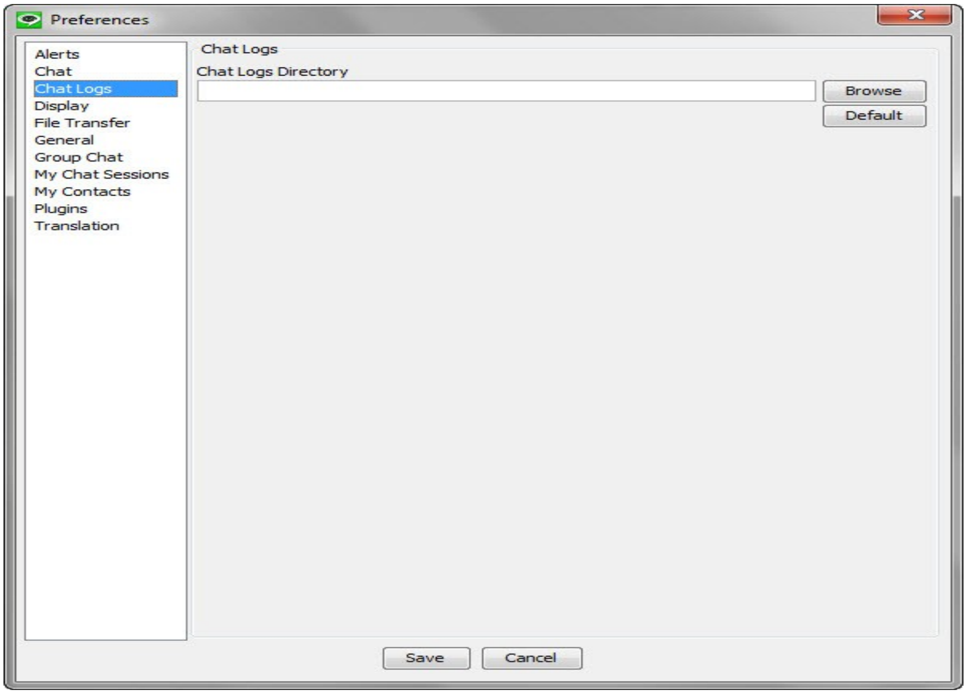


Figure 113 Chat Logs Preferences Option

4.5.4 Display Preferences

The Display Preferences (Figure 114) provides options for configuring the screen layout and appearance.

Note: In order for any display preference change to properly take effect, you must manually restart TransVerse.

- Display URL Referenced in Images in Chat
- Show HMTL Version of Messages When Received – When enabled, font selections such as bold, underline, italics, etc. appear within chat room. When disabled, font selections are ignored and messages appear as plain text.
- Abbrieviate Long URLS
- Display Emoticon Images – Toggle whether to display the corresponding image for an emotiocon.
- Chat Display Style – Toggles the chat windows between a boxed view or the classic view. In the boxed view, each message within the chat room is displayed within its own box, with the username and timestamp displayed at the top of each

box. In the classic view, chat messages are not boxed and simply display in a vertical fashion.

- Chat Font – Set the font for Chat/Group Chat sessions. Select from several fonts.
- Chat Font Size – Set the text size for Chat/Group Chat sessions. Select as small as 6 or large as 20.
- Chat Font Bold – Set whether the font for Chat/Group Chat sessions always displays in bold font.

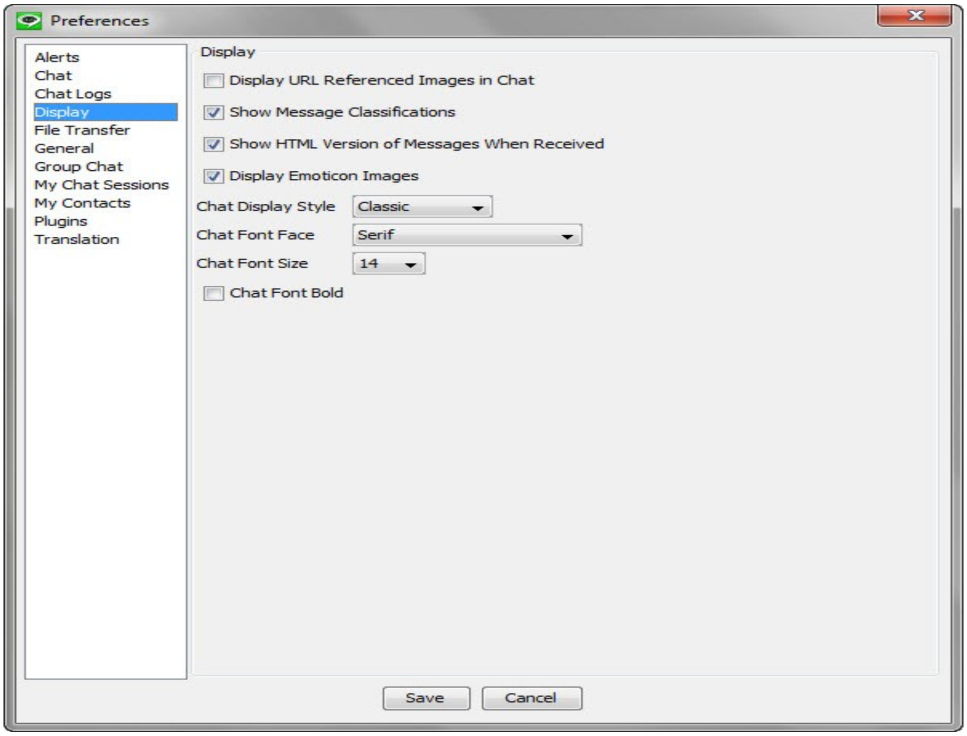


Figure 114 Display Preferences Options

4.5.5 General Preferences

The General Preferences (Figure 115) provides options for configuring the screen layout and appearance.
Note: In order for any general preference change to properly take effect, you must manually restart TransVerse.

- Compact Menu Mode – Select On, Off, or Auto. This option can also be changed from the View menu item.
- Keep Undocked Windows On Top – Enable to keep undocked windows in front of all other applications (including main TransVerse window).
- Auto-away when idle (minutes) – Enable to set presence to “Away” after a specified number of minutes of inactivity.

- Minimize to System Tray (if supported) – Toggle whether to only show TransVerse icon in the system tray when it is minimized (i.e. not show it on the task bar).
- Show Classification Banners – Toggle whether to show classification banners on the main window and any undocked window. By default, banners are shown when in cross-domain mode.
- Window Layout – Select the Window Layout. Choices are Single Pane (only one Action Panel can be displayed at a time within the display area) and Tabbed Pane (all viewable Action Panel tabs appear within the display area).
  - Show Main Toolbar – This option only applies to the Single Pane view. When enabled, the main tool bar displays below the Top-Level Menu bar and contains buttons for each of the action panels.
  - Use 1-row Scrolling Tabs - This option only applies to the Tabbed Pane view. Enable to allow the user to scroll through the Action Panel tabs within the Display Area if the size of the TransVerse window is too small for all tabs to display at once. Disable to display the Action Panel tabs in multiple rows if the size of the TransVerse window is too small for all tabs to display within a single row.
- Look and Feel – Selects a different theme application. The list of available themes is operating system-dependent. The look and feel you choose will only change your view, not what other users see.
- Time Zone – Select desired time zone. Message times are displayed according to this setting.
- Locale – Sets the language for TransVerse interface. Choices are English, Spanish, French, Korean, and Japanese.
- Default Pane – Select which Action Panel appears in the Display Area when you connect to TransVerse.

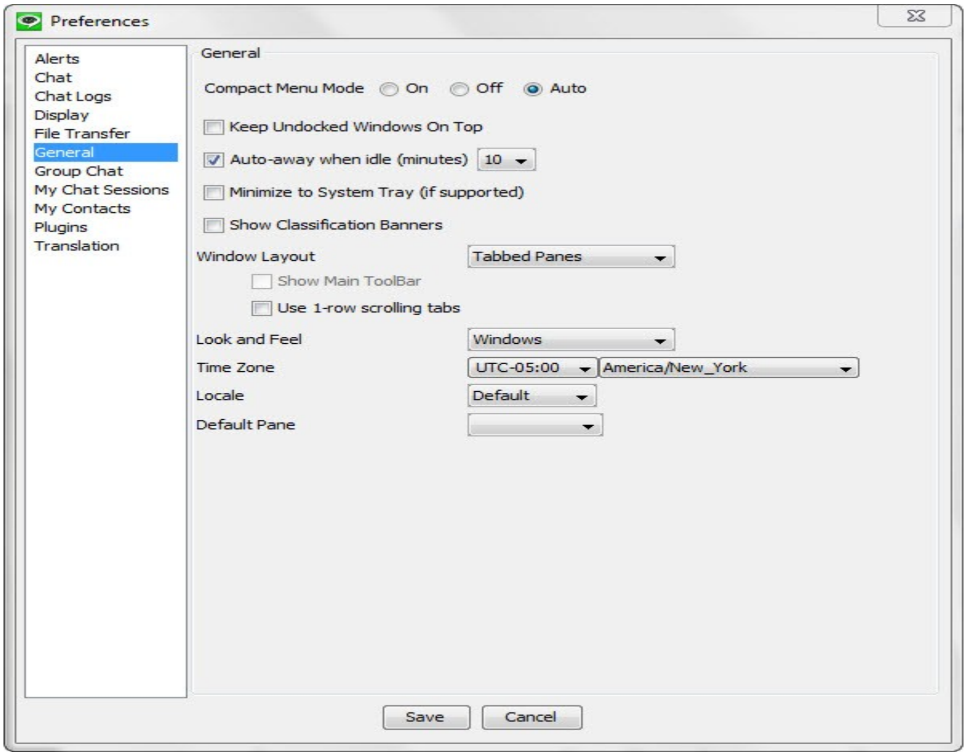


Figure 115 General Preferences Options

4.5.6 Group Chat Preference

The Group Chat Preferences (Figure 116) category provides options for Group Chat session settings. See Chat preferences for configuring individual chat session preferences.

- Session Grouping – Select how multiple Group Chat windows will be arranged when docked to the main TransVerse window within the Group Chat Action Panel.
  - Virtual Desktop – This option allows multiple chat windows to display at the same time within the Display Area. Chat windows can be tiled vertically, horizontally, in a grid formation or cascaded. See the Window Menu section for more details.
  - Tabs – This option stacks chat windows in a tabbed format in the Display Area, allowing only one chat window to display at a time..
    - Place Tabs on Bottom – If enabled, tabs for multiple chat session windows appear at the bottom of the Group Chat Action Panel.
- Reenter Rooms from Last Session – Enable to automatically reenter group chat rooms from user's last session upon the next login to TransVerse.

- Announce Presence Changes – Enable to receive notification within chat window of presence changes for Group Chat members.
- Announce Role Changes – Enable to receive notification within chat window of role changes for Group Chat members.
- Automatically Accept Room Invitations – Enable to have room invitations automatically open into Group Chat sessions, skipping the manual acceptance step.
- Show Full Username Addresses in Participants List – Enable to list entire Jabber ID (JID) of each user in Group Chat Participants List. If disabled, only the *username* section of JID appears.
- Show Participants on Right – If enabled, the room participants list is displayed on the right side of the Group Chat window (by default, it is shown on the left).
- Last Name First in Participants List – If enabled, the entries in the participants list will be shown in the form “Lastname, Firstname”. **Note:** This preference setting is dependent on Show Full Username Addresses in Participant List being disabled.
- Hide Text Input Area When Inactive – If enabled, when multiple group chat rooms are open within the Virtual Desktop, the text input area will only appear within the group chat room actively being used.
- Display Sent Messages Immediately – Typically, sent Group Chat messages are not displayed until they are returned from the server. In poor network conditions, it may be preferable to display sent messages immediately. If enabled, sent messages are displayed immediately preceded with a clock icon. The clock icon is removed upon receipt of the message back from the server.
- Enable Fast Reconnect – Enable to allow client to reconnect automatically after a network outage.
- Limit Room History – If enabled, the selected values determine how many lines of chat will appear from a room’s history when you enter a Group Chat room. Select from an hours range of 0 to a max of 9999 and a minutes range of 0 to a max of 999.
- Limit Room History Lines To – If enabled, the selected number determines how many lines of chat will appear from a room’s history when you enter a Group Chat room. Select from a range of 0 to a max of 999.
- Use Room Nicknames – If enabled, the default nickname, or assigned room specific nickname, will be used in Group Chat. The nickname will be displayed in chat and the participants list instead of the user name.
  Note: Nicknames may be assigned on a per room basis by right clicking on a room in My Places and selecting the Assign Nickname menu item or right clicking on the main Group Chat toolbar and selecting the Assign Nickname menu item. If a room specific nickname has not been supplied, the Default Nickname will be used instead.
  - Default Nickname – The value entered for *Default* Nickname represents the nickname used in Group Chat when an assigned room specific nickname has not been supplied.
  - Clear All Nicknames – By clicking the Clear button, all assigned room specific nicknames are removed so the default nickname is used across

all group chat rooms. A dialog will be displayed asking to confirm this action.

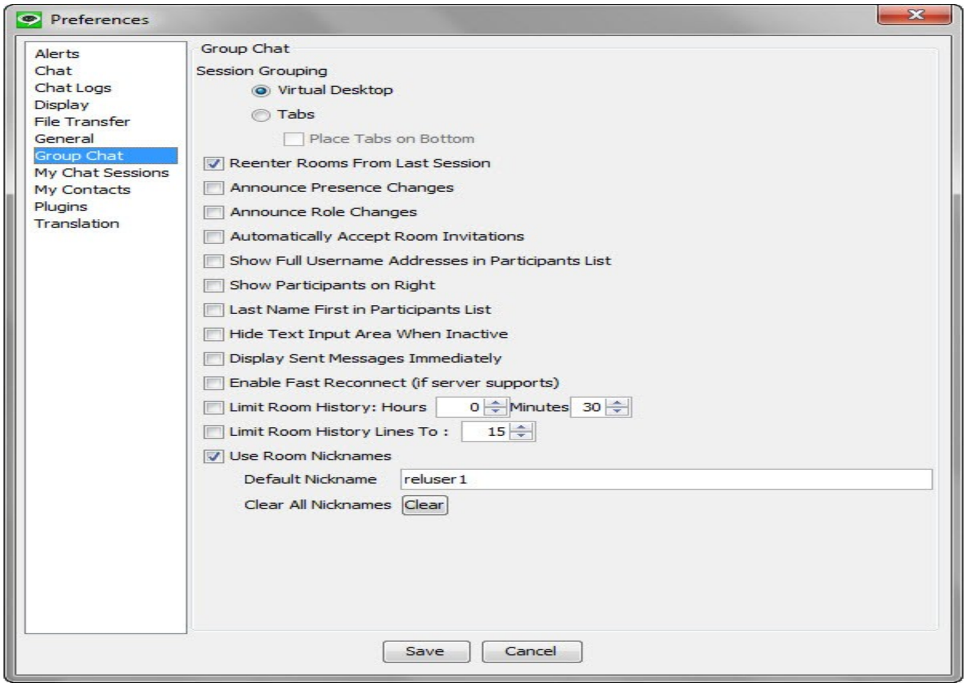


Figure 116 Group Chat Preferences Options

4.5.7 My Chat Sessions Preference

The My Chat Sessions Preferences (Figure 117) provides options for managing and displaying contacts.

- Display Mode
  - Window Mode - Display chat room windows in display area.
  - Toolbar Mode - Display buttons for chat rooms in tool bar.

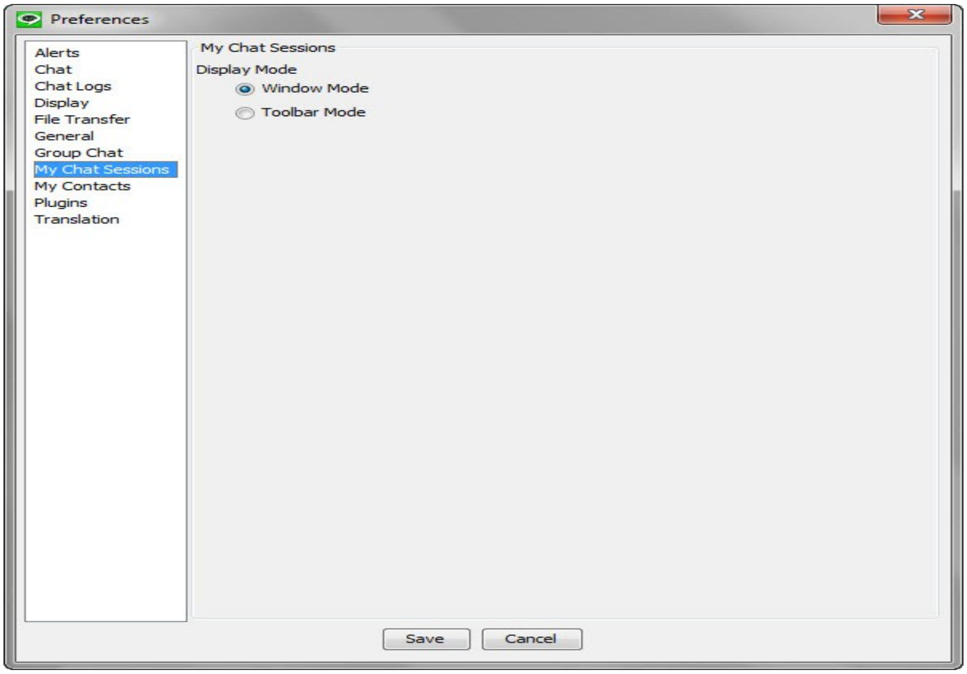


Figure 117 My Chat Sessions Preferences Options

4.5.8 My Contacts Preference

The My Contacts Preferences (Figure 118) provides options for managing and displaying contacts.

- Show Only Online Contacts – Enable to show only contacts that are online. (**Note:** This option controls the default setting for showing online contacts. To temporarily adjust which users appear in *My Contacts*, use the icons in the *My Contacts Action Panel Tool Bar*.) Alternatively, disable this option to display all contacts regardless of presence status.
- Automatically Approve Contact Subscription Requests – Enable for automatic approval of any contact subscription requests from users who wish to add you to their *My Contacts* list and thus subscribe to your presence.
- Show Full Username Addresses instead of Nickname – Enable to list entire Jabber ID (JID) of each user listed within *My Contacts*. If disabled, only the username section of JID appears.
- Enable Profile (vCard) Support - Enable to display vCard data for contacts.
- Query Server for Contacts Automatically - Enable to retrieve contact information on login.

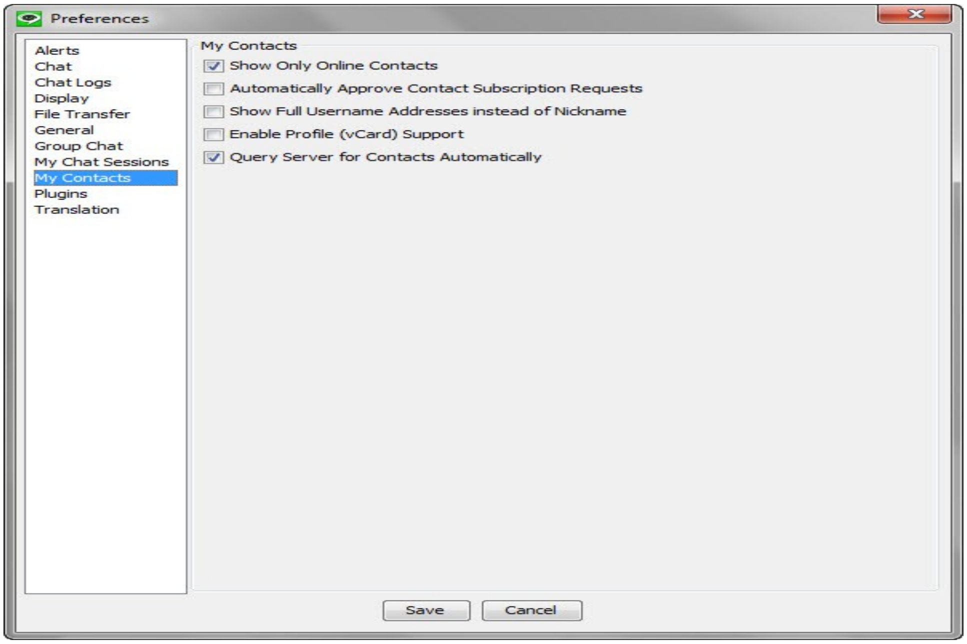


Figure 118 My Contacts Preferences Options

4.5.9 Plug-ins Preference

The Plug-ins Preferences (Figure 119) category provides options for enabling and disabling plug-ins. In TransVerse, plug-ins are simply functions that you can turn on or off.

> **Note:** Several of these plug-ins require a restart of TransVerse in order to take effect.

- Enable Buddy Bar – Enable for a visual display of selected contacts and their presence indicator. The Buddy Bar displays at the bottom of the TransVerse window. Contacts can be added to the Buddy Bar through use of the Add Status Light icon.
- Enable IQVersioning – Enable to reduce traffic when a query to the server would return the same response as a previous query
- Enable Translation – Enable to connect the client to a translation server that allows for translation of text. (**Note:** After enabling the Translation option, configuration with the Translation server must be completed. See Translation Preferences section for more details.)
  - o This function is not supported. Do not enable it.
- Enable Contacts – Enable to display My Contacts panel.
- *Enable "My Chat Sessions" – Enable to display the My Chat Sessions tab/window which lists all your open chat sessions (individual and group).

- *Enable Places Tab – Enable to display the My Places tab/window which lists the rooms available for Group Chat.
- *Enable Online Tab – Enable to display the Online Users tab/window which lists the presence (status) of online users on a particular server within the same domain.
  - This function is not supported. Do not enable it.
- *Enable File Transfer- Enable to display the File Transfer tab/window which allows exchange of files to other same-domain TransVerse users.
  - This function is not supported. Do not enable it.
- Enable Chat Log – Enable to display chat logs.
- *Enable XML Console – Enable to display the XML Console tab/window which shows the raw XML messages that are being sent and received by the Transverse client. Software developers and system administrators normally use this option for testing.
- Enable Form Server – Enable to publish and subscribe to Dynamic Data Forms.

*If option is enabled but tab/window does not display, select item from the View menu within the Top-Level Menu Bar to display.

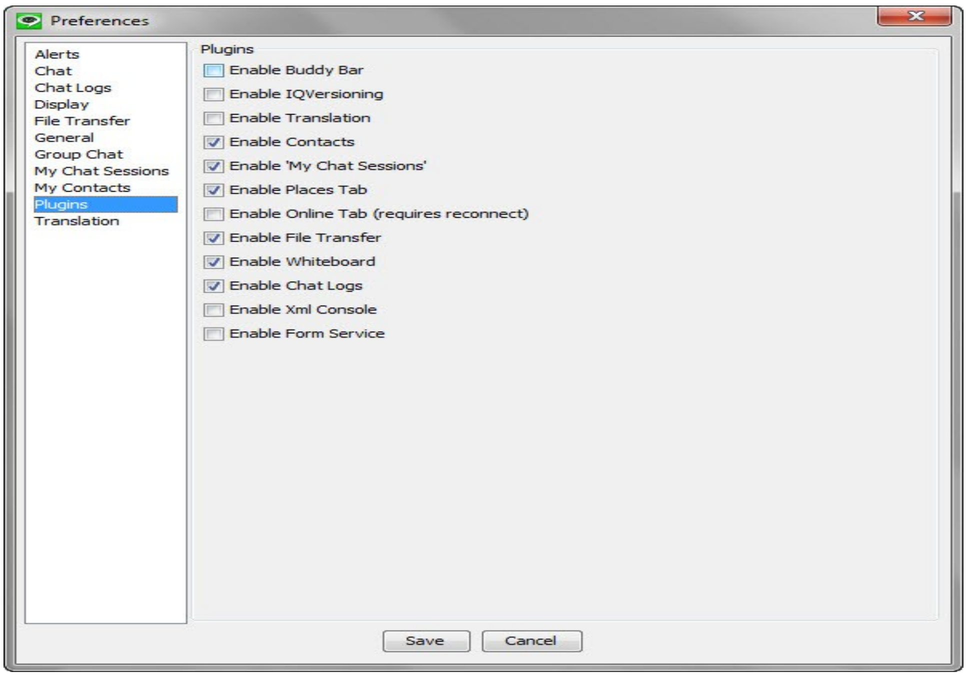


Figure 119 Plugin Preferences

4.6 Display Options

TransVerse is versatile and flexible, offering several one-click options for intuitively adjusting its display. This means TransVerse simplifies communications. Multiple chat windows, messages, and chat logs, are easily displayed with just a few clicks. Panels can be tucked out of sight when not needed, and can be easily retrieved later.

The sections below will guide you through how to use TransVerse display options. The configuration possibilities are many and allow you the freedom to arrange windows as best meets your needs.

- Virtual Desktop vs. Tabs
- Window Menu
- Buddy Bar
- Display Tips
- Right-click Display Options

4.6.1 Virtual Desktop

In the Virtual Desktop view (Figure 120), if multiple chat windows are actively in use, the windows can be tiled or cascaded, allowing multiple chat windows to be viewed at the same time. For more tiling options, please refer to the Window Menu section.

Benefits of using Virtual Desktop:
- Consolidates Chat / Group Chat windows in one place
- One-click access to minimize/maximize Virtual Desktop, easing window management
- Instant ability to configure tiling options

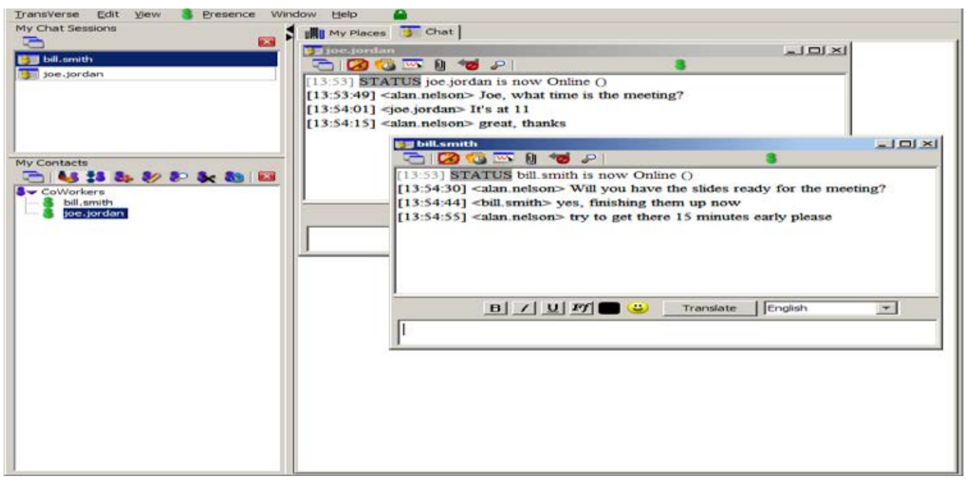


Figure 120 Virtual Desktop - Cascade Windows

To enable Virtual Desktop, go to Edit > Preferences and select "Virtual Desktop" in the Session Grouping area for Chat and/or Group Chat (depending on what you prefer). You will need to exit and reenter any current Chat or Group Chat sessions in order for the changes to take effect.

4.6.2 Window Menu

The Window Top-Level Menu item will appear when you click into a docked chat or group chat session. Choices in this menu item depend on whether the session grouping preference is set to either Virtual Desktop or Tabs.

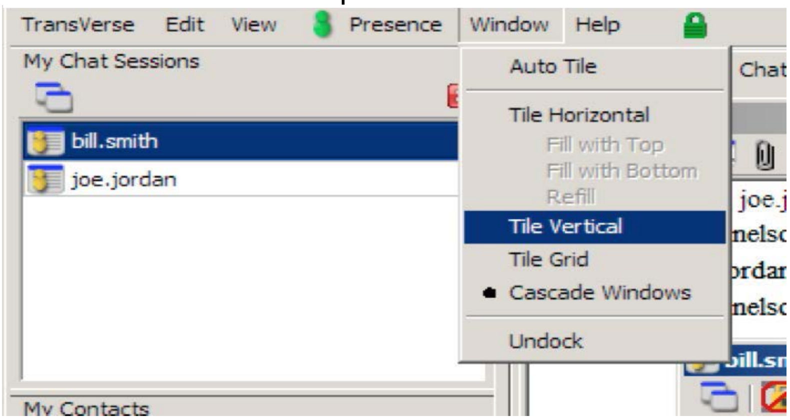


Figure 121 Virtual Desktop Display Window

All *Window* options are available in the Virtual Desktop display (Figure 121). The Tabbed view offers the Undock / Dock option only.

4.6.2.1 Tabbed View

You can use the Tabbed Panes view (Figure 122) for grouping multiple Chat or Group Chat session windows. This setting stacks your Chat or Group Chat windows in a frame with tabs for switching between windows. The *Window* menu item will be available with the Dock/Undock option (see Section 3.4.2: Window Menu).

Tabbed Panes can be enabled through *Preferences* (Chat or Group Chat options). By default, tabs are set to appear at the top of the Chat or Group Chat windows. You can set the tabs to appear on the bottom in Chat or Group Chat *Preferences*.

In the Tabbed view, the only option available within the Window menu is the following:

- **Undock/Dock** - You can undock or dock the entire Chat or Group Chat pane, containing all open Chat or Group Chat windows.

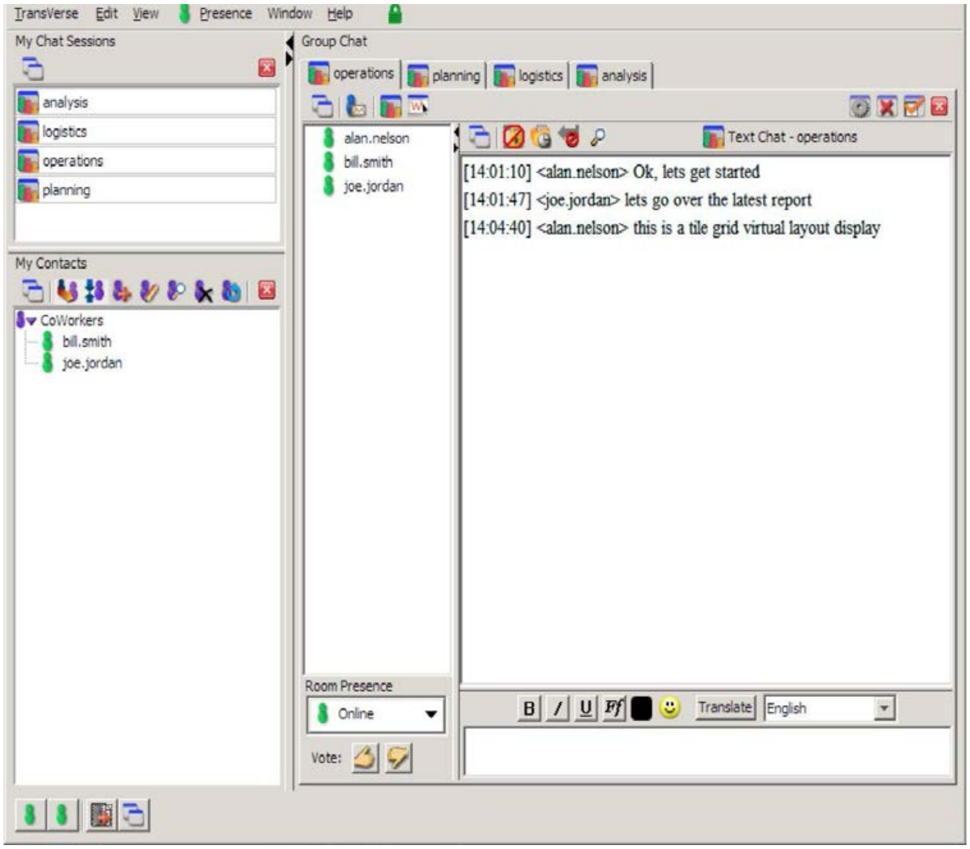


Figure 122 Tabbed Panes in Group Chat

4.6.2.2 Virtual Desktop View

In the Virtual Desktop view (Figure 123), the following options are available within the Window menu:

- **Auto Tile** – With Auto Tile enabled, all windows in the Virtual Desktop area display in an evenly spaced arrangement based on which tiling style you have selected (horizontal, vertical, or grid). Also, with Auto Tile enabled, when the TransVerse window is resized, all tiles within the Virtual Desktop pane will automatically resize to fill up the Virtual Desktop.
- **Tile Horizontal** - This tiling option places Chat or Group Chat windows one above the other, so that they are stacked within the Virtual Desktop from top to bottom.
- **Tile Vertical** - This tiling option places Chat or Group Chat windows one beside the other, so that they are organized within the Virtual Desktop from left to right.
- **Tile Grid** - This tiling option places Chat or Group Chat windows in a grid pattern, so that they tile the Virtual Desktop in columns and rows. (**Note:** By default, the

grid pattern emerges with three or more windows. With two chat windows, a horizontal tile pattern will be used until a third window is added.)

- **Cascade Windows** - This tiling option stacks Chat or Group Chat windows on top of each other so that the title bars of each are still visible. Auto Tile disables when Cascade Windows is selected.
- **Fill with Top** - This option is available when two windows are open in the Virtual Desktop. It is a quick method to adjust the two window sizes vertically so that they will fill the virtual desktop. Select "Fill with Top" when you want the top window to expand vertically to fill empty Virtual Desktop space, leaving the bottom window the same size. Auto Tile disables when Fill with Top is selected.
- **Fill with Bottom** - This option is available when two windows are open in the Virtual Desktop. It is a quick method to adjust the two window sizes vertically so that they will fill the virtual desktop. Select "Fill with Bottom" when you want the bottom window to expand vertically to fill empty Virtual Desktop space, leaving the top window the same size. Auto Tile disables when Fill with Bottom is selected.
- **Undock/Dock** - You can undock or dock the entire Chat or Group Chat pane, containing all open Chat or Group Chat windows.

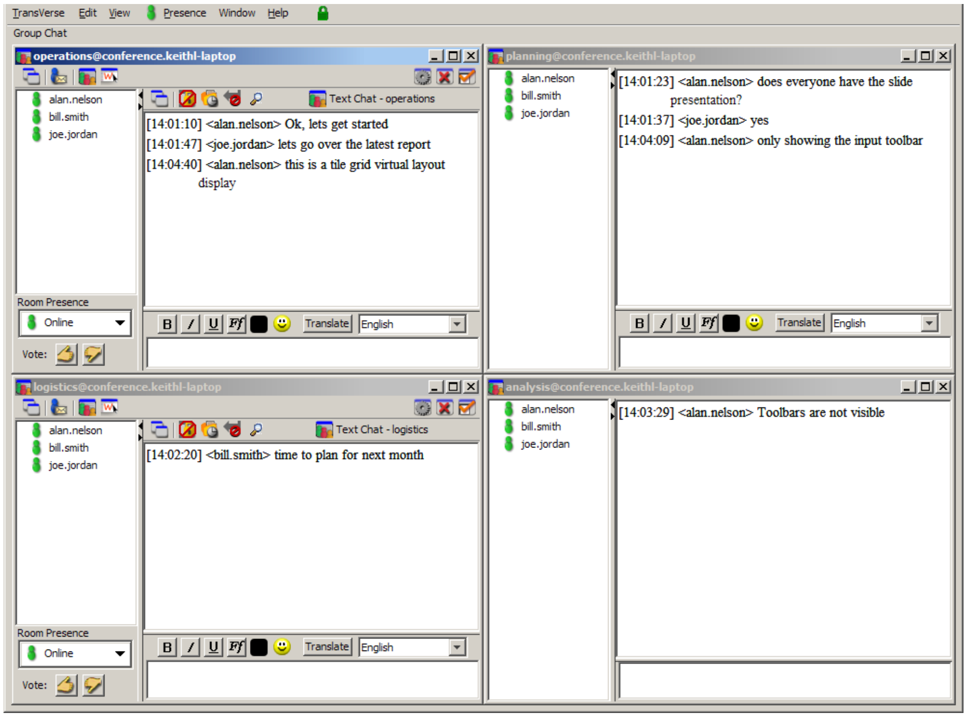


Figure 123 Virtual Desktop - Tile Grid

4.6.3 Buddy Bar

The *Buddy Bar* (Figure 124) provides a set of status lights indicating the presence of buddies/contacts of your own choosing. This function makes it easy for you to identify at a glance whether your selected contacts are online, away, or ready to chat.

Figure 124 Buddy Bar

You can undock the *Buddy Bar* by clicking the Undock icon on the right, or bring it back by clicking the Dock icon, which appears once it is undocked. At any time, you can click the **Add Status Light** button (red plus sign by buddy image), and enter the Jabber ID (JID) of any user on your roster, or scroll through the popup list that appears in order to find them. They will then be added in sequence left-to-right, so you can track their presence easily. Right-click on any status light to delete it from the *Buddy Bar*.

4.7 Display Tips

4.7.1 Right-Click

In each Action Panel, you can right-click to access panel-specific display options. These options vary from panel to panel, but in general they include the following:

- Option to display or hide the panel's tool bar
- List of icons from the panel's tool bar
- One-click option to close the panel
- Docking options for panel
- "Always on Top" option for panel

More details are available in each Action Panel's section in this User's Guide.

4.7.2 Panel

Hide/Show Arrows
If any action panels are docked to the left, the visible space is split between the left and right. Multiple action panels may display on the left while only one tabbed action panel will display on the right. In order to have either the left-hand or right-hand side of the visible area to take up all of the space the black Hide/Show arrows can be clicked.

Click and Drag Undock

You can click and drag a docked Action Panel to undock it. Simply place the cursor to the right of the tool bar area of the Action Panel (where the room name is), then click, drag, and release.

If multiple tiles are visible within the Virtual Desktop, when a tile is undocked a placeholder will be kept to remember the original position of the tile. In order to place the tile back into its original position, click the red x in the upper right-hand corner of the tile.

Resize Action Panel
You can resize most windows and Action Panels in TransVerse using the resize cursor. Hover over a corner of the TransVerse window or over any other edge of an area you would like to make bigger or smaller. If that edge can be moved, the resize cursor will be visible, and you can click and drag the edge to the desired position.

Dock all Undocked Windows
Select "Dock All Windows" from the View menu item to instantly dock all floating windows.

4.7.3 Additional Tips

- Click the black right and left arrows to hide or expand current Action Panels. You will find these arrows on the vertical pane divider between Action Panels.
- You can click and drag a docked Action Panel to undock it. Simply place the cursor to the right of the tool bar area of the Action Panel, then click, drag, and release.
- Rearrange tiles in the Virtual Desktop area—simply click and drag by the title bar (area at the top of the pane where you see the chat recipient's name). You can also click and drag by the area to the right of the tool bar to pull the tile out of the Virtual Desktop.
- You can resize most windows and Action Panels in TransVerse using the resize cursor. Hover over a corner of the TransVerse window or over any other edge of an area you would like to make bigger or smaller. If that edge can be moved, the resize cursor will be visible, and you can click and drag the edge to the desired position.
- Select *View—Dock All Windows* from the *Top-Level Menu Bar* to instantly dock all floating windows.

4.8 Saved Settings

All client settings (less account information) and state may be saved and selected for use at login. Follow the steps below to use the Saved Settings feature.

4.8.1 Save New Settings

1. With TransVerse running and configured with desired settings and chat sessions open, select Edit—Saved Settings. The Manage Settings dialog opens (Figure 125), displaying any existing saved settings.
2. Click the Save Current Settings button. You are prompted for a name.
3. Enter the desired name and press OK.
4. Click the Close button to close the Manage Settings dialog.

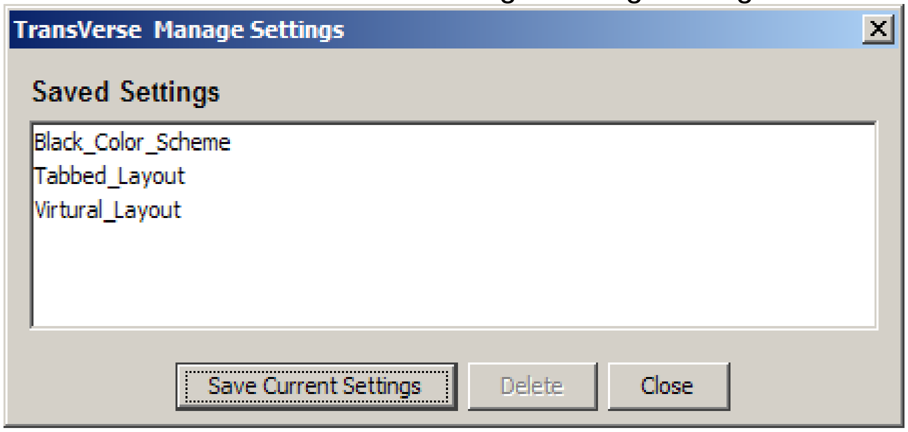


Figure 125 Manage Settings

4.8.2 Delete Saved Settings

1. Within TransVerse, select Edit—Saved Settings. The Manage Settings dialog opens, displaying the existing saved settings.
2. Select the existing saved settings that you want to delete from the Saved Settings list (Figure 126).
3. Click the Delete button to delete the saved settings.
4. Click the Close button to close the Manage Settings dialog.

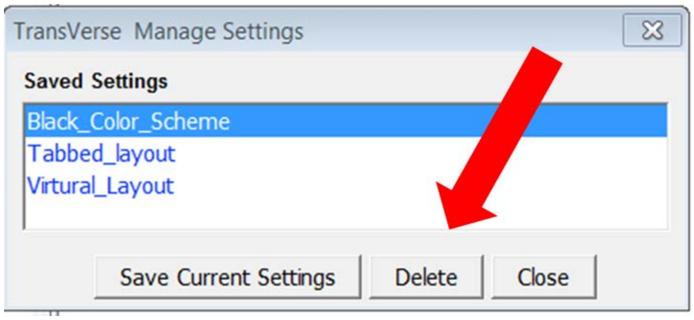


Figure 126 Delete Saved Settings

4.8.3 Select Saved Settings at Login

At login, if any saved settings exist, a "Saved Settings" drop down will be displayed below the "Password" field of the login dialog. Select the desired saved setting and proceed with login. The saved settings will be applied and the client will be in the state that existed when the settings were saved.

4.9 Action Panels

4.9.1 Chat

TransVerse allows you to conduct multiple one-to-one and group chat sessions concurrently. From chat, you can also share files with other users. TransVerse uses the open-standards-based eXtensible Messaging and Presence Protocol (XMPP), an XML-based instant messaging, presence and multi-user text chat protocol. With same-domain users, you can engage in both one-to-one and group chat.

This section provides instructions for the following:

- Start an Individual (One-to-One) Chat Session
- Group Chat
  - Start/Enter a Group Chat Session
  - Invite Users to a Room
  - Group Chat Features
- File Transfer (same-domain only)
- Search for Text in Chat Window
- Text Monitoring and Keyword Highlighting

4.9.1.1 Chat Action Panel Tool Bar Icons

Table 5 Chat Action Panel Tool Bar Icons, shown below, gives you a description of the Icons you will encounter.

	*Undock Window*	Undocks the Action Panel. This icon is only available on docked windows.
	*Dock Window*	Docks the Action Panel. This icon is only available on undocked windows.
	*Scroll Lock*	When enabled, this icon displays, and the chat session will not scroll with incoming messages, allowing user to read without the display jumping to incoming text.
	*No Scroll Lock*	When Scroll Lock is disabled, this icon displays.
	*History*	Displays log file with date and time stamp for current chat session.
	*Whiteboard*	Opens the Whiteboard screen for a one-to-one session. See Section 3.13 for instructions.
	*File Transfer*	Opens an explorer view to select a file to send to user in a chat session.
	*Disable 'Enter = Send'*	When selected, allows user to type in text and use the Enter key to add line returns without sending.
	*Enable 'Enter = Send'*	When selected, allows user to press the Enter key to send a chat message.
	*Find*	Opens a toolbar to search for keywords in chat window.
	*Audio Chat Unavailable*	Audio chat is not available.
	*Start Audio Chat*	Start one-to-one audio chat.
	*End Audio Chat*	Hang up audio call.
	*Mute*	Mute microphone.
	*Undo Mute*	Undo mute of microphone.
	*Connect*	Connect to audio service (Asterisk).

Table 5 Chat Action Panel Tool Bar Icons

4.9.1.2 Start an Individual Chat Session

Individual or One-to-One chat sessions can only be used when both users reside on the same domain. Multiple methods can be used to start a chat session with another individual user.

From *Top-Level Menu*:

1. From the TransVerse menu item (Figure 127), select "Chat".
2. A window appears. Manually type in a Jabber ID (JID) or select one from the drop-down menu (Figure 127).

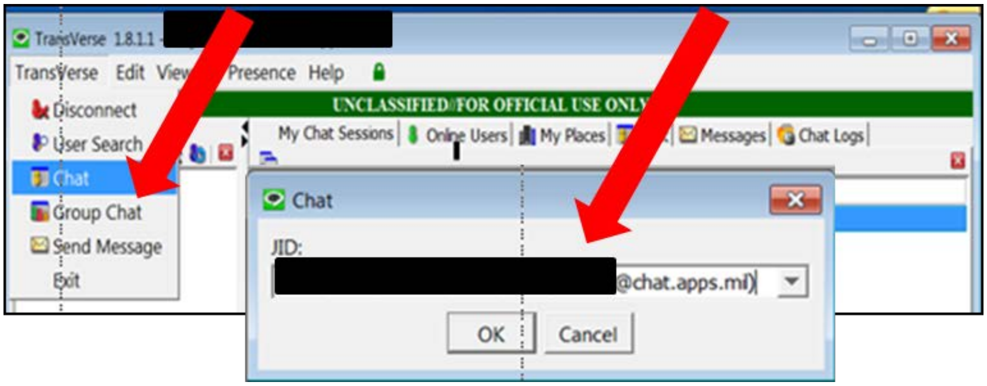


Figure 127 Chat Selection

From *My Contacts*:

1. From *My Contacts*, right-click on a contact and select “Chat”, or double-click on a user’s name.

4.9.2 Group Chat Session

The Group Chat Action Panel groups windows of multi-user chat sessions. TransVerse users can participate in multi-user chat using Group Chat rooms.

4.9.2.1 Group Chat Action Panel Tool Bar Icons

Table 6 Group Chat Action Panel Tool Bar Icons, describes the icons displayed in the *Group Chat* display area tool bar. Icons that change appearance (toggle) once their original function is enabled are shown here in pairs.

Table 6 Group Chat Action Panel Tool Bar Icons

	Undock Window	Undocks the Action Panel. This icon is only available on docked windows.
	Dock Window	Docks the Action Panel. This icon is only available on undocked windows.
		Note: There are two sets of Undock/Dock toggle icons available in Group Chat. One set docks/undocks the entire Action Panel and the other docks/undocks only the chat area.
	Invite	Opens the *Invite* window to invite other users to the chat room.
	Chat	Displays the Group Chat window (used for switching between the Whiteboard and Group Chat display).
	Whiteboard	Opens the room's shared Whiteboard.
	Scroll Lock	When enabled, this icon displays, and the chat session will not scroll with incoming messages, allowing user to read without the display jumping to incoming text.
	No Scroll Lock	When Scroll Lock is disabled, this icon displays.
	History	Displays log file with date and time stamp for current chat session.
	Disable 'Enter = Send'	When selected, allows user to type in text and use the Enter key to add line returns without sending.
	Enable 'Enter = Send'	When selected, allows user to click the **Send** button or to press the Enter key to send a chat message.
	Find	Opens a toolbar to search for keywords in chat window.
	Configure Room	Opens configuration options window. Only available for users in Moderator Role, or with Owner or Admin permissions.
	Destroy Room	Removes room from Server. Any users in room at the time it is destroyed will receive notification of being removed from the room. Only available for users in Moderator Role, or with Owner or Admin permissions.
	Room Permissions	Assign permissions (Admin, Member, None, Outcast, or Owner) to users via this function. Only available for users in Moderator Role, or with Owner or Admin permissions.
	Audio Chat Unavailable	Audio chat is not available.
	Start Audio Chat	Start one-to-one audio chat.
	End Audio Chat	Hang up audio call.
	Mute	Mute microphone.
	Undo Mute	Undo mute of microphone.
	Connect	Connect to audio service (Asterisk).

4.9.2.2 Enter Group Chat Session

Multiple methods can be used to start a Group Chat.

From *My Places (*Figure 128):
1. Double-click on a room to enter, or
2. Right-click on the room and select “Enter Room”, or
3. Select the room and click the “Enter Room” icon.
4. If desired, click on the “Invite” icon and invite other participants to the chat session.

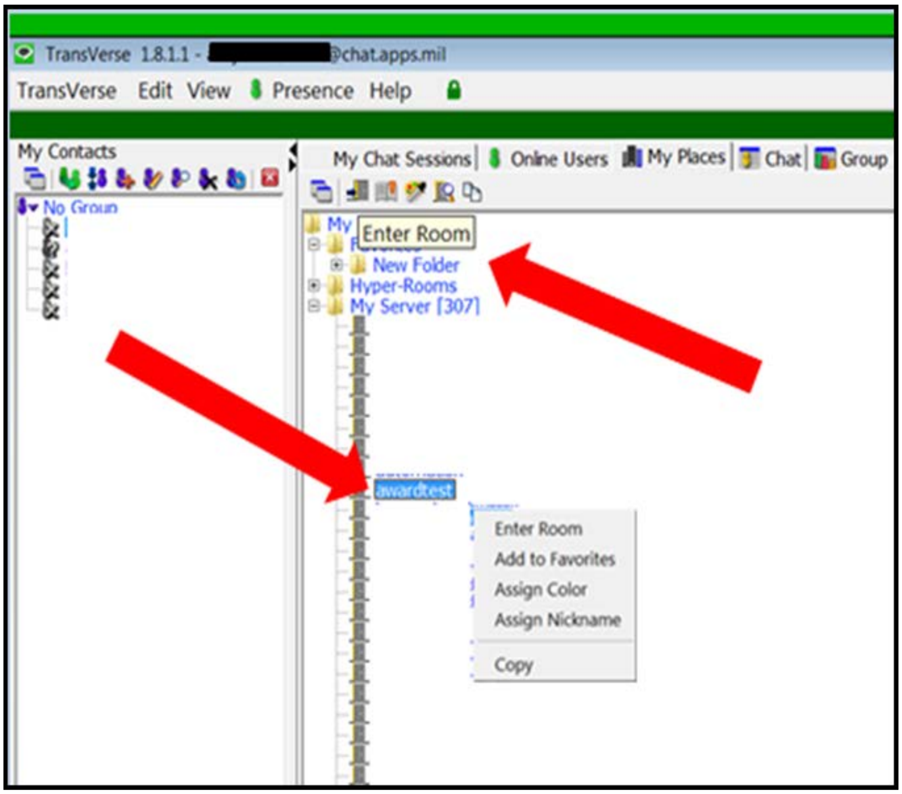


Figure 128 My places Group Chat

From the *Top-Level Menu Bar*:
1. Select TransVerse—Group Chat.
2. A Join Group Chat window appears (Figure 129). You can search for existing rooms or create a new room from this window.
   a. To search for rooms:
      i. Click Find Rooms.
      ii. A list of available rooms will display. Double-click a room to enter.
   b. To create a room:
      i. Enter room name, a password if desired, and your nickname as you want it to appear in the room.
      ii. Click **OK**.
      iii. If an error message appears, click **Yes**.

iv. The room will open, with a room message reading "This room is locked from entry until configuration is confirmed." See Section 3.8 for room configuration instructions.

3. After entering a room or creating a new one, a chat window appears.
4. If desired, click on the "Invite" icon to invite other participants to your chat session.

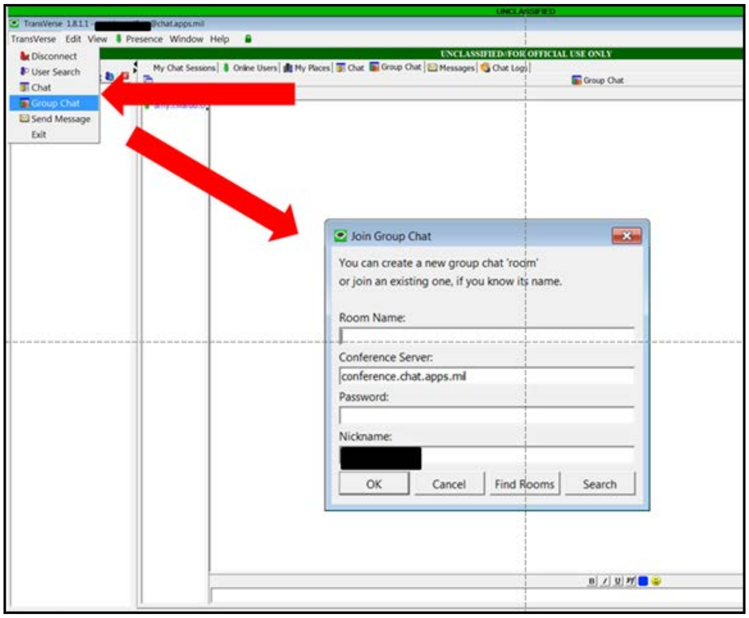


Figure 129 Group Chat Create a Room

The group chat room interface includes the following features:

- Language abbreviations by names indicate other user's language (if different than own).
- The JID for the room is centered below the classification banner (if banners are enabled). The room JID will be in the format of *roomname@servername*. For example, *test_room@conference.jabber.com*.
- Users can select a presence specific to that chat room from the "Room Presence" drop-down menu. Selecting a presence in the room will not change your overall presence in TransVerse.
- The voting buttons (icons show a "thumbs up" and a "thumbs down" for yes and no, respectively) can be clicked once to display a vote and clicked again to remove vote.

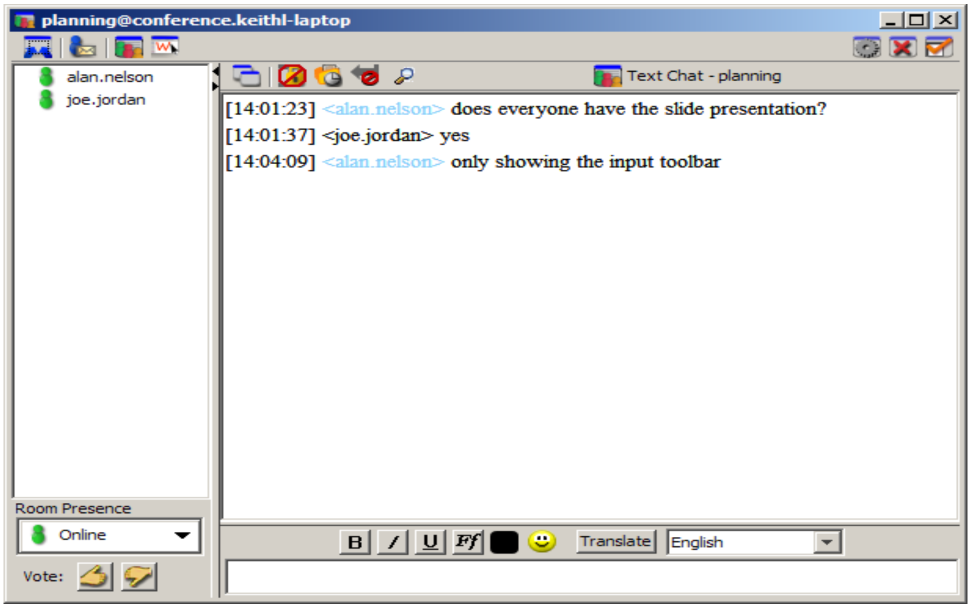


Figure 130 Group Chat (undocked)

4.9.2.3 Group Chat Room Configuration

You will be prompted to configure any room you create. Rooms must be configured before other users are allowed to access them.

At any time, you may reconfigure a room you have created by selecting the “Room Configuration” icon from the Group Chat display area tool bar within that room.

Figure 131 shows an example of the default Room Configuration window. Available settings will vary depending on the server connection type; therefore, this window may vary. To accept the default configuration, click **OK**.

Figure 131 Group Chat Room Configuration

The window can be expanded to display more detailed settings by clicking **Options**. Figure 132 show the expanded window with all the available settings, and Table 7 Room Configuration Settings describes each setting.

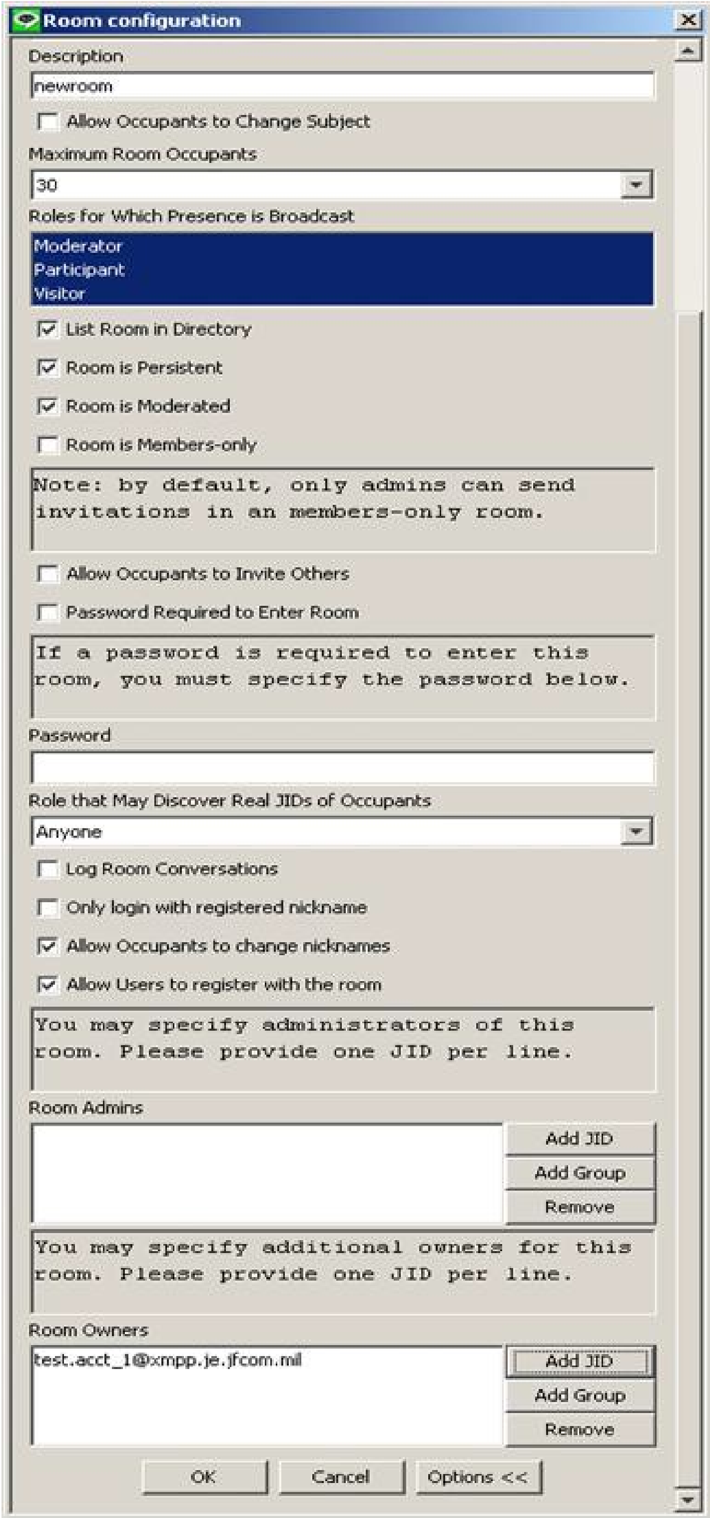


Figure 132 Room configuration Expanded

Table 7 Room Configuration Settings

Description	Text listed in *My Places* to identify room. (Room Description may differ from Room JID)
Allow Occupants to Change Subject	Feature currently not available in TransVerse.
Maximum Room Occupants	10, 20, 30, 40, 50, or None.
Roles for Which Presence is Broadcast	Select/ deselect which roles show presence in the room.
List Room in Directory	Leave checked for the chat room to appear in room search results.
Room is Persistent	Leave checked for the chat room to remain on the server after all occupants exit the room. Uncheck for the room to be removed from the server after all occupants exit the room.
Room is Moderated	Leave checked to set moderation options.
Room is Members-only	Enable to restrict rooms to members only. (Select Room Permissions icon in *Group Chat* room to set memberships).
Allow Occupants to Invite Others	Enable to allow room occupants to invite other users to participate in the room.
Password Required to Enter Room	Password-protect room so that users must enter the supplied password in order to join.
Password	Password users must enter in order to join room, if password-protected.
Role that May Discover Real JIDs of Occupants	The default, “Anyone” option, allows all users to see another user’s JID when they hover their cursor over a name in the Participants list. To restrict this function to only the Moderator, first assign one or more users as Moderator, then select “Moderator” from this drop-down list.
Only login with registered nickname	When enabled, only registered nicknames will display in Participants list.

Allow Occupants to change nicknames	Leave checked to allow room occupants to change their nicknames in the room.
Allow Users to Register with the room	Leave checked to allow users to request membership if this room is defined as a member's only room.
Room Admins	Add or remove a user's administrator permission for the room.
Room Owners	Add or remove a user's owner permission for the room.

4.9.2.4 Group Chat Room Permissions

In rooms that you create, you may want to manage the permissions of room participants. You (and any other users designated as "owner") can assign permissions to other users by placing them in one of the available rolesTable 8 Group Chat Room Permissions describes the available roles.

1. From the Group Chat room, click the "Room Permissions" icon in the upper right corner.
2. The *Room Permissions* window appears, with a list of users from *My Contacts* on the left and tabs for each permissions level on the right.
3. To see who is in each permissions level, click on the level's tab.
4. To assign permissions to a user, first click on the level's tab to open its roster in the right column. Then, highlight the user's name and use the right arrow button (□) to move the user into that level.
5. To remove permissions from a user, click on the level's tab to open its roster in the right column. Highlight the user's name in the roster and use the left arrow button (□) to move the user back to the main list. (Note: Once a user is added to the "owner" role, he cannot be removed from that role.)
6. **Add Other** may be used to manually grant permissions to someone not appearing in the 'All Users' list.
7. **Search** may be used to conduct a user search to grant permissions.

In the Participants list of the Group Chat room, a letter displays in parentheses after each user's name. This letter indicates the user's permissions in the room. See Table 8 Group Chat Room Permissions

Table 8 Group Chat Room Permissions

Permission	Description	Role

Admin	Admins can assign permissions, but cannot configure the room.	Moderator (M)
Member	Room members can participate in room chat. If the room is configured for members-only access, only users with the admin, member, or owner role will have permission to access the room.	Participant (P)
None	Users with “none” permissions can view the messages in the room but cannot send messages in the room If the room is members-only access, users with “none” permissions will not have permission to access the room.	Visitor (V)
Outcast	Outcasts will not be allowed at all into the room. If a user is assigned outcast permissions while participating in the room, he will be removed from the room and will receive notification that a moderator removed him from the room.	None
Owner	Rooms can have multiple owners. Owners can assign users to member, none, or outcast roles. Only an owner can assign additional owners. Based on the XMPP server, owners may or may not be able to remove themselves or others from the owner role.	Moderator (M)

4.9.2.5 Invite Users to a Room

Follow these steps to invite a user to a chat room:

1. From the Group Chat room, click the “Invite Users” icon. The *Invite* window appears.
2. To invite a single user click **Add JID**.
   a. Select the JID from the drop-down menu and click **OK**.
   b. The *Add Recipient JID* window closes and the invitee is added to the invitation recipient list.
3. To invite multiple users, click **Add JIDs**.
   a. Select the JIDs from the All Users list and move them to the Invitees list using the left and right arrows. To select multiple JIDs, hold down the Ctrl key while making selections.
   b. Click **Apply** to close the window and add the invitees to the invitation recipients list. Click **Cancel** to close the window without saving the selections.
4. Review the Recipients list. The JID(s) you selected will appear in this field.
   a. If you wish to add more JIDs to the invitation, repeat step 2 or 3.
   b. If you wish to remove any JIDs from the invitation, highlight the JID(s) and click **Remove**.
5. If desired, change the Subject field by placing your cursor in the field and deleting or adding text as needed.

6. If desired, change the invitation message field by placing your cursor in the field and deleting or adding text as needed.
7. Click **Send** when you are ready to send the invitation.

4.9.2.6 Send a Message

Type the message in the bottom portion of the window. Use the up and down arrow keys to recall previous entries.

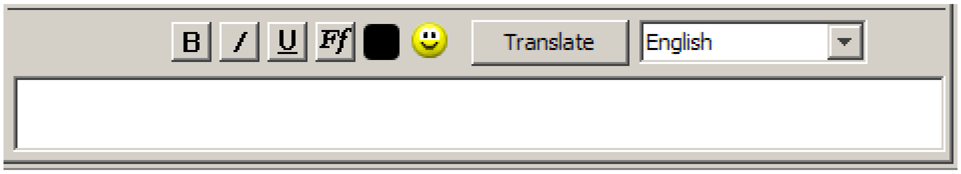


Figure 133 Enter and Send Message in Chat

4.9.2.7 Search for Text in Group Chat Window

Just like with one-to-one chat, TransVerse provides a “Find” feature to search within the active Group Chat window for keywords.

1. In Group Chat, select the “Find” icon.
2. The Find toolbar appears at the bottom of the Group Chat window.
3. Enter text in the “Find” field and hit the Enter key.
    a. Use **Highlight All** to highlight all instances of the specified keyword.
    b. Use the **Next** and **Previous** arrows to move from one instance of the keyword to the next. The current instance will be highlighted in green.
    c. Check “Match case” to search for the keyword exactly as you have entered it.
4. To close the Find toolbar, click the red X in the lower left corner of the toolbar.

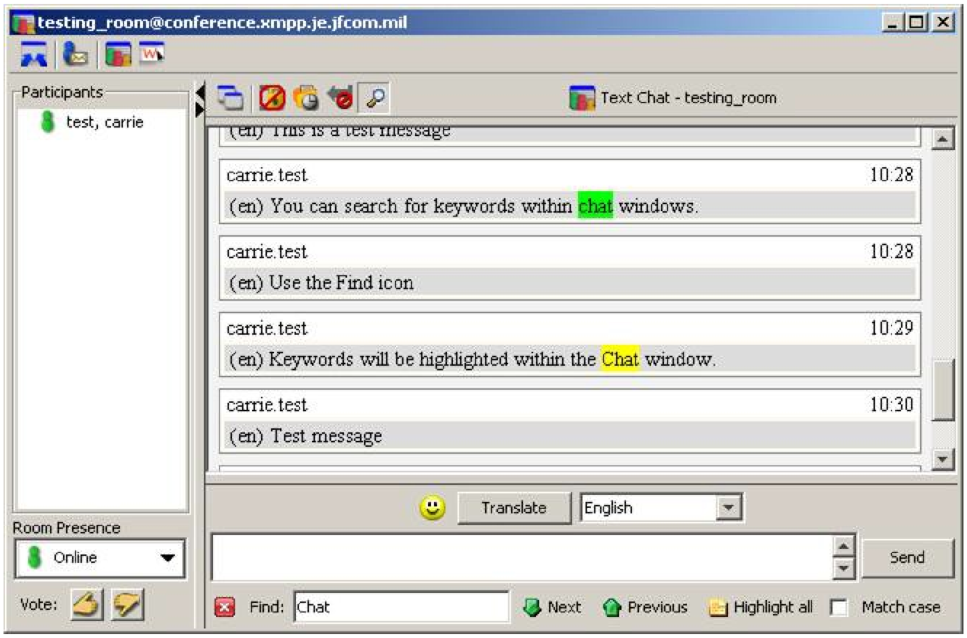


Figure 134 Search in Group Chat

4.9.3 My Contacts

My Contacts is a list of all the XMPP users a TransVerse user selects as contacts. To become contacts, users must subscribe to one another's presence status. Note that only same-side users can be added as contacts. The *My Contacts* panel provides access to the following functionalities:

- Place contacts in named Groups. A contact may appear in more than one group.
- Send a message to a group of contacts.
- View the presence (status) of contacts.
- Send a message to a contact.
- Start an individual chat with a contact.
- Send a file to a contact.

This section provides instructions for the following:

- Add a Contact
- Right-click Options in My Contacts

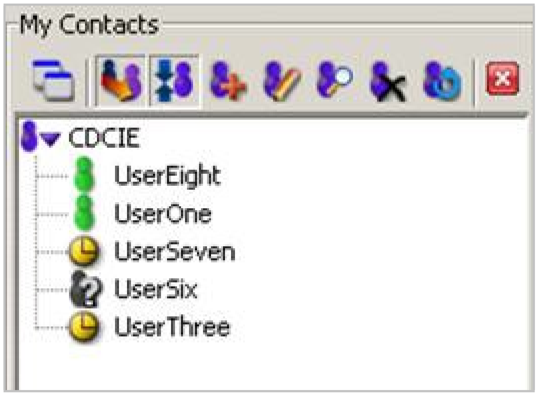


Figure 135 My Contacts

4.9.3.1 My Contact Action Panel Tool Bar Icons

Table 9 My Contacts Action Panel Tool Bar Icons

	Undock Windo	Undocks the Action Panel. This icon is only available on docked windows.
	Dock Window	Docks the Action Panel. This icon is only available on undocked windows.
	Show All Users	Expands *My Contacts* list to show all contacts in the list.
	Show Only Online	Collapses *My Contacts* list to show only those contacts that are online.
	Collapse All Groups	Hides all contacts listed in a group.
	Expand All Groups	Shows all contacts listed for each group. *(Note: will show all or only online users depending on which show setting is selected.)*
	Add Contact	Opens the Add Contact Dialog.
	Change Contact	Opens the Change Contact window for the selected Contact. Users may change the Nickname or Group assigned to a contact.
	User Search	Opens the User Search window.
	Delete Contact	Deletes the selected contact. A contact must be selected for this icon to work.

4.9.3.2 Adding a Contact

Figure 136 Add Contact Dialog

There are multiple methods to add a contact to My Contacts. Through the "Add Contact" icon:

1. From the *My Contacts* Action Panel Tool Bar, click on the "Add Contact" icon.
2. Input the user's JID. The JID format is *username@servername* (e.g., *chatuser@xmpp.je.jfcom.mil*).
3. Give the user a nickname, which will be how the user's name appears in your *My Contacts* list.
4. Type the name of a new group or add the new contact to an existing group.
5. Click **OK**.
6. A subscription request will be sent to the new contact. Once the contact accepts the subscription, his presence status will display in your *My Contacts* list. Until the contact accepts the subscription, his presence status will display "Offline" with a grey question mark icon.

Through User Search:

1. From the *My Contacts* Action Panel Tool Bar, click the "User Search" icon.
2. Select a Search Service (default server should be highlighted. To add another search service, click **Add** and enter name of the service.).
3. Input name, email, or username of the user you wish to find and click **Search**.
4. To add a user to *My Contacts*, right-click on the username from the Search Results and select "Add Contact."
5. The *Add Contact Dialog* will appear. Make any desired changes to the username and click **OK**.
6. A subscription request will be sent to the new contact. Once the contact accepts the subscription, his presence status will display in *My Contacts*. Until the contact accepts the subscription, his presence status will display

"Offline" with a grey question mark icon.

7. To exit the User Search, click the "X" in the upper right corner of the pane.

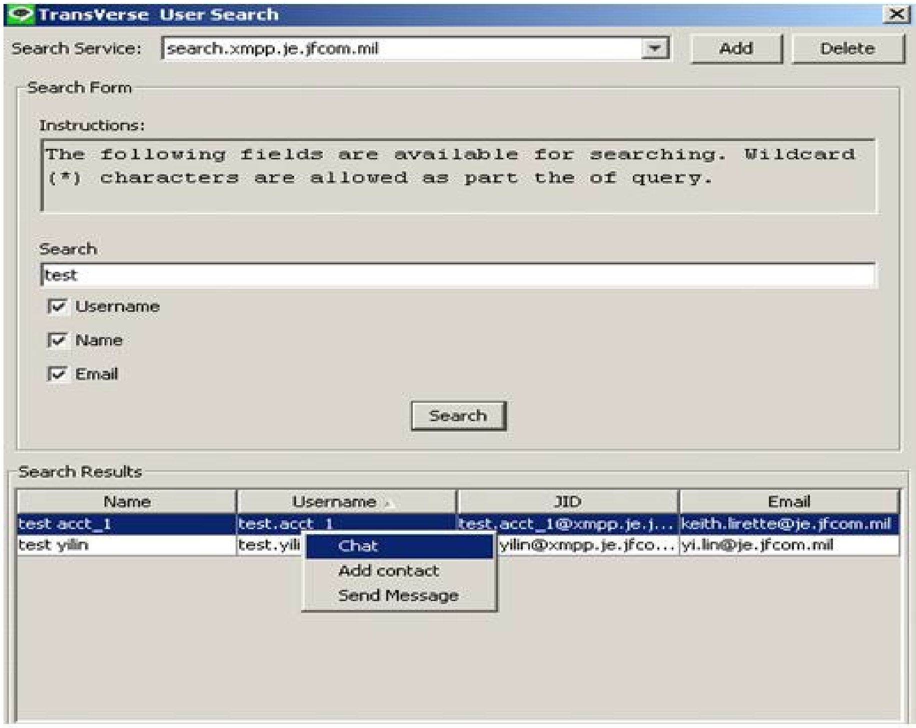


Figure 137 User Search

4.9.3.3 Right-Click Options in My Contacts

You can right-click a single contact's name from *My Contacts* or select multiple contacts (using Ctrl key) for additional functions.Table 10 lists the right-click options available when a single user is selected and Table 11 lists the right-click options available when multiple users are selected.

Table 10 My Contacts Right-Click Options for Single Selection

Chat	Opens chat with the selected contact.
Send Message	Opens the *Compose window* with the selected contact's JID in the "To" field.
Invite To	This option is available if you are in Group Chat, and it allows you to invite another user to the room. Opens the *Invite* window with the selected contact's JID in the "To" field.
Group Chat	Creates a new Group Chat room and opens the *Invite* window with the selected contact's JID in the "To" field.

Send File	Opens the Send File dialog window to browse and select file to send to selected contact.
View Chat Log	Opens the Chat Log Action Panel to display the history of your chat sessions with the selected contact.
Copy To	Allows you to copy the selected contact to another existing group, or to create a new group and copy the contact. (Note: Placing your contacts in groups is useful if you wish to Message entire groups of contacts.)
Move To	Allows you to move the selected contact to another existing group, or to create a new group and move the contact. (Note: Placing your contacts in groups is useful if you wish to Message entire groups of contacts.)
Assign Color	Opens the Color Management window, where you can designate a color for chat messages from the selected contact. Assigning colors to contacts can make it easier to find their messages during Group Chat.
Delete Contact	Allows you to delete the selected contact from My Contacts. (Note: Deleting a contact will remove the contact's name from your list and will also remove your name from their contact list.)
Change Contact	Opens the Change contact window, where you can change the nickname or group for the selected contact.
Subscribe to Presence	Since users can be added to your contacts roster without your being subscribed to their presence, this option is available when you wish to subscribe to their presence.
Presence for this Contact	Allows you to select a presence status visible only to the selected contact. For instance, if your overall presence is "Away," but you wish to remain available for the selected contact, use this option to select "Online."

Table 11 My Contacts Right-Click Options for Multiple Selection

Send Message	Opens the *Compose window* with the selected contacts' JIDs in the "To" field.
Invite To	This option is available if you are in Group Chat and allows you to invite selected users to the room. Opens the *Invite* window with the selected contacts' JIDs in the "To" field.
Group Chat	Creates a new Group Chat room and opens the *Invite* window with the selected contacts' JIDs in the "To" field.

4.9.4 My Places

My Places (Figure 138) displays a listing of the rooms available for Group Chat. Within *My Places*, there are three main folders: *My Server*, *Hyper-Rooms*, and *Favorites*.

- The *My Server* folder displays all the chat rooms accessible on your local (Default) server.

- The *Favorites* folder allows you to bookmark favorite rooms.
- *Hyper-Rooms* allow you to create a customized view by combining multiple group chat rooms into a single view within the hyper-room.

Depending on your system's setup, you may be able to add additional servers to *My Places* and view the list of chat rooms on those servers. A server defined in My Places automatically discovers all conference services available on the server.

Figure 138 My Places

4.9.4.1 My Places Action Panel Tool Bar Icons

Table 12 My Places Action Panel Tool Bar Icons

	Undock Window	Undocks the Action Panel. This icon is only available on docked windows.
	Dock Window	Docks the Action Panel. This icon is only available on undocked windows.
	Add Server	Opens an input window to enter a server name. My Places, My Server, or an additional server must be selected for this icon to be available.
	Find Rooms	Opens an input window to enter a conference server to query for available rooms. This button allows the user to find all group chat rooms listed in the server directory. Any folder except Hyper-Rooms must be selected for this icon to be available.

	Add Room	Allows user to add a room to the selected folder (if the server configuration allows users to add rooms). Any folder except My Places must be selected for this icon to be available.
	Add to Favorites	Adds selected room to Favorites.
	Enter Room	Opens the selected room and displays user's presence in the room. This icon is only available if a room is selected.
	Edit Room	Opens the Edit Room Parameters window that allows user to change the room name and address, and enter a description and Point of Contact for the copied room. This icon is only available after a room has been copied to Favorites.
	Assign Color	Opens a palette window to assign a color to the selected room. This icon is only available if a room is selected.
	Refresh Server	Queries the servers for updates.
	Cut	Deletes selection.
	Copy	Copies the selected room to the clipboard. After selection is copied, the icon changes to Paste icon.
	Paste	Pastes last entry from the clipboard.
	Add Folder	Allows user to add subfolders to the Favorites folder. This icon is only available if Favorites is selected.
	Rename	Allows user to rename a folder in Favorites or a Hyper-Room. This icon is only available once a new folder is created.

4.9.4.2 Enter Group Chat through My Places

1. Select a Group Chat room from those listed under *My Server (*Figure 138*)* or another available server.
2. To enter the Group Chat room, there are three options:
   a. Double-click on a room.
   b. Right-click and select "Enter Room."
   c. Select the room and select the "Enter Room" icon.

4.9.4.3 Refresh a Server

The refresh function (Figure 139) updates the list of rooms for a conference server.

1. In *My Places*, select the server folder to refresh.
2. Right-click and select "Refresh Server," or click on the "Refresh Server" icon.

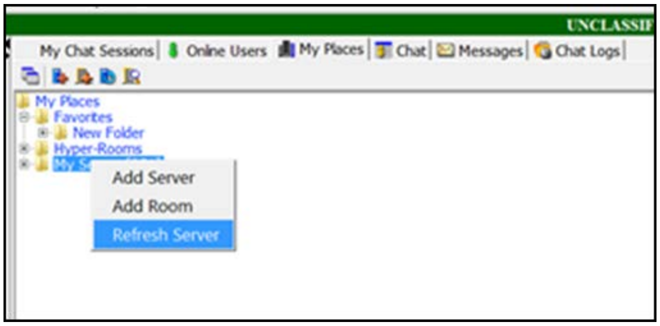


Figure 139 Refresh a Server

4.9.4.4 Finding a Room

The “Find Rooms” feature in *My Places* (Figure 140) can generate a list of rooms listed in the directory on the default server or on a different server. From this list, you can enter a room, Assign a Color to the room (to designate the room in a Hyper-Room), or simply view the address for each room.

Just as TransVerse users are identified by JIDs, chat rooms in TransVerse each have a JID. A room’s JID uses the format of *roomname@conference.servername (e.g., roomone@conference.chat.apps.mil).*

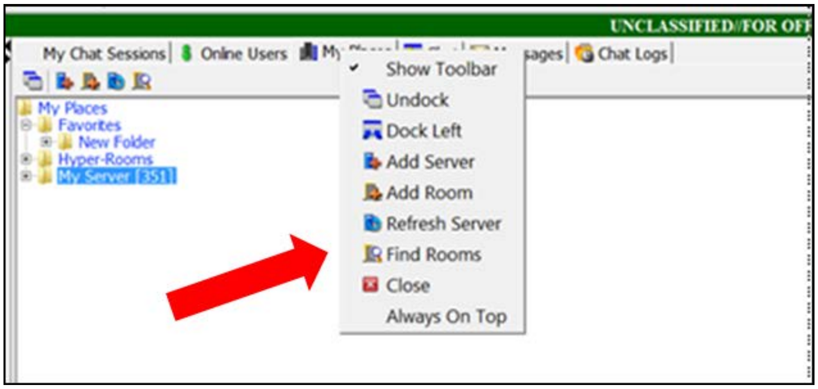


Figure 140 Find a Room

4.9.4.5 Finding a Room on the Default Server

1. From the *My Places* action panel tool bar (Figure 141), click the “Find Rooms” icon.
2. The Input dialog appears, displaying the default conference server.
3. Enter the name of the server to search. Typically, most XMPP conference servers are prefixed with “conference” (for example, the JID *bob@acme.com* likely corresponds to the conference server *conference.acme.com*.).
4. Click **OK**. TransVerse will connect to the server with the request and, if the user has permissions to access rooms on that server, will return a list of rooms.

5. To enter a room, double-click on its name. You can also highlight a room and right-click and select "Enter Room."
6. To Assign a Color to a room, highlight a room and click **Assign Color** or right-click and select "Assign Color." See 4.12.1.3 for details.
7. Click **Close** to exit the Room Query list.

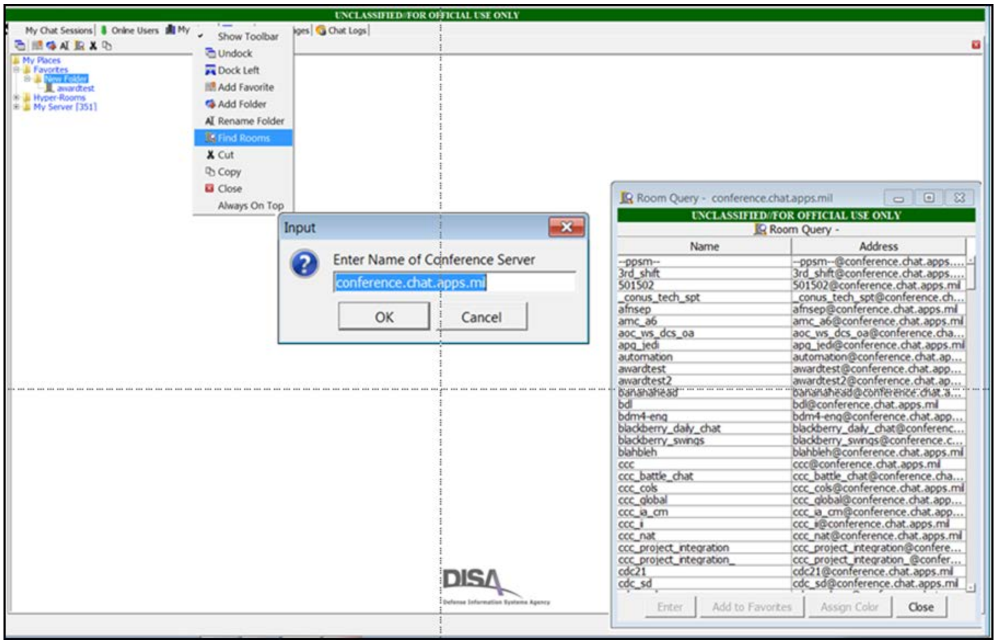


Figure 141 Finding a Room on Default Server

4.9.4.6 Add a Room in Favorites

1. Select the *Favorites* folder in *My Places*.
2. Right-click and select "Add Favorite" (Figure 142) or click on the "Add Favorite" icon.
3. The *Edit Room Parameters* window appears. You can either add a current room, if you know the Room Name and Address, or create a new room. Enter the following information:
    a. Room Name (default is New Room).
    b. Room Address (default is provided - change prefix to match the room name). Note that the Room Address is the same as the Room's JID. Once a Room JID/Address is assigned, it will remain the same despite any changes to the Room Name.
    c. Room description (optional). If desired, enter text to indicate topic of room.
    d. Point of contact (optional).
4. Click **OK**.
5. The room is created and added to the *Favorites* folder.
6. Double-click on the room to enter it.
7. You will be prompted to configure the new room. Click **yes** to configure the

room. (If you do not configure the room, other users may not have access to it.)

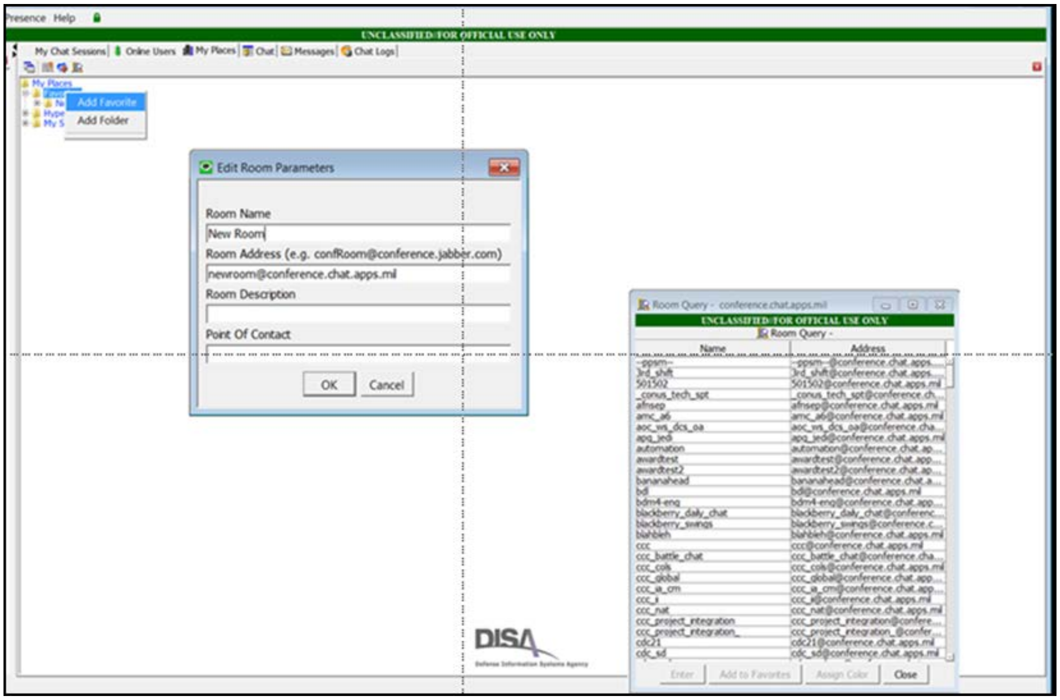


Figure 142 Add a Room in Favorites

4.9.4.7 Add a Room on My Server

1. Select the *My Server* folder in *My Places*.
2. Right-click and select "Add Room" or click on the "Add Room" icon.

Figure 143 Add Room Dialog

3. Enter the Room Name (Figure 143). The default is NewRoom. Any spaces entered in a room name will be converted to underscores when the room is listed in *My Places* and capital letters will display as lowercase (e.g., "New Room" will display as "new_room" in *My Places)*. Note that the room name you enter will serve as the first part of the room's JID (e.g., the JID for the room named *NewRoom* will be *newroom@servername*.).

4. Click **OK**.
5. You will be prompted to configure the new room. Click **Yes** to configure the room. (If you do not configure the room, other users may not have access to it.)
6. If you are unable to see the room on the server, the configuration may not be such to allow users to add rooms on the server.

4.9.5 Favorites

Within *Favorites*, you can drag and drop rooms and folders to reorganize. You can also drag and drop rooms from *My Server* into one of the folders in *Favorites*.

4.9.5.1 Add a Folder to Favorites

You may want to add folders to *Favorites* in order to group selected room shortcuts.

1. In *My Places*, select the *Favorites* folder.
2. Right-click and select “Add Folder,” or click on the “Add Folder” icon.
3. In the input dialog box, enter the new folder name and click **OK** to save.
4. The new folder is added under *Favorites*. Shortcuts in *Favorites* can be dragged and dropped into this folder.

4.9.5.2 Copy and Paste a Room to Favorites

Room shortcuts can be added to *Favorites*, using the Copy/Paste features.

1. In *My Places*, highlight an existing room not already located in *Favorites*.
2. Right-click and select “Copy,” or click the “Copy” icon.
3. Select the *Favorites* folder or a folder created within *Favorites*. Right-click and paste the room, or click on the “Paste” icon.
4. The room link is pasted into the folder.

4.9.6 Messages

The Messages Action Panel (Figure 144) allows email-type messages to be sent to other users or groups of users. A message is a way to communicate with another user without entering a chat session. The message recipient does not need to be online.

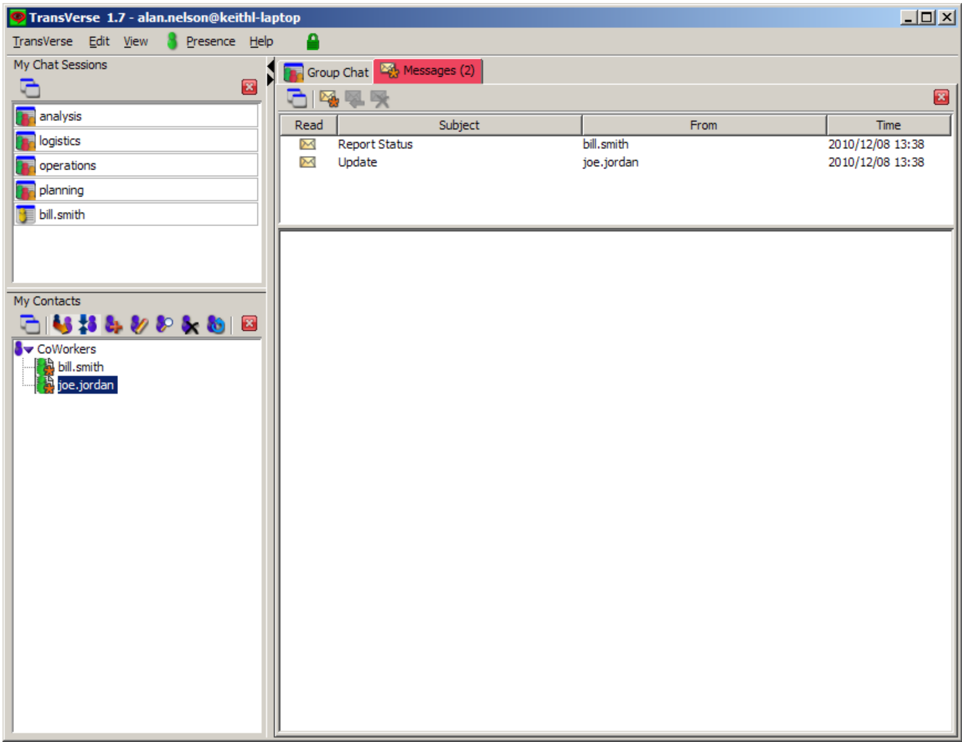


Figure 144 Messages Action Panel (docked)

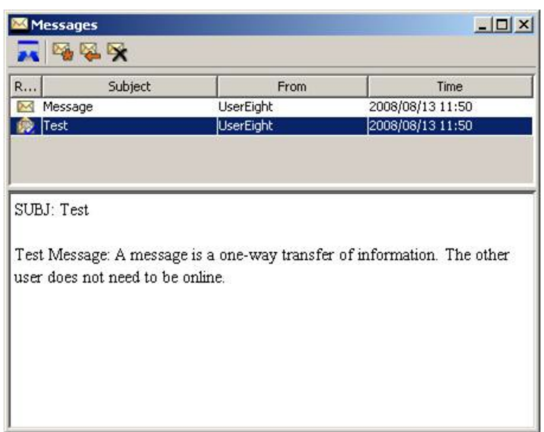


Figure 145 Messages Action Panel (undocked)

4.9.6.1 Messages Action Panel Tool Bar Icons

Table 13 Messages Action Panel tool Bar Icons

	*Undock Windo*	Undocks the Action Panel. This icon is only available on docked windows.

	*Dock Window*	Docks the Action Panel. This icon is only available on undocked windows.
	*New Message*	Opens a new *Compose* display area.
	*Reply*	Opens *Compose* display area with the recipient name, subject, and text from original message filled in. This icon is only available if there is a Message selected.
	*Delete Message*	Deletes the selected message. This icon is only available if there is a Message selected.

4.9.6.2 Send a Message

1. Open the *Compose* window by following the instructions in 4.9.6.6 Open the Compose Window.
2. If necessary, add a JID to the message (Figure 146):
   a. Click on **Add JID**. The *Add recipient JID* window will appear. Select a JID from the drop- down menu or manually type one in by highlighting the visible JID and then typing.

Figure 146 Add recipient JID window

   b. If sending the message to more than one contact, repeat Step a until all JIDs are added.
   c. To remove a JID from the Recipients field, select the JID from the list and click **Remove**. You can select multiple JIDs at one time by holding down Ctrl as you select the JIDs from the list.
3. Type a subject in the "Subject" field.
4. Type a message in the white text area below the "Subject" field.
5. Click **Send**.

4.9.6.3 Reply to a Message

You can reply to the sender of a message using the following steps:

1. Select a received message from your *Messages* Action Panel.
2. Click the "Reply" icon.
3. The *Compose* window will appear, with the original sender's JID appearing in the

"Recipients" field and the original message in the white text area.

4. Type your reply message in the white text area.
5. Click **Send**.

Note: These steps assume that the recipient does NOT have "Force Messages to Chat" enabled in *Preferences*. If "Force Messages to Chat" is enabled, you can reply to the sender of a message by replying within the chat window.

4.9.6.4 View Received Messages

Messages you receive in a single TransVerse session remain in your Messages inbox until you exit TransVerse. You can disconnect/reconnect and still see the messages in the inbox.

To view received messages from a previous session of TransVerse, access the *Chat Logs* Action Panel and select log by the sender's JID.

4.9.6.5 View Sent Messages

The *Messages* Action Panel does not currently display your sent messages. You can easily view the text from sent messages by accessing the *Chat Logs* Action Panel and select log by the recipient's JID.

4.9.6.6 Open the Compose Window

To send new messages you must access the *Compose* window. You may access the Compose window from the *My Contacts* Action Panel. There are multiple ways to access the *Compose* window:

1. Right-click on one or more contacts and select "Send Message."
2. The *Compose* window appears with the selected users' JIDs in the "Recipients" field of the message.

4.10 Chat Logs

TransVerse *Chat Logs* contains the logs of all prior Chat and Group Chat sessions and messages received and sent on the local client. If you use TransVerse on more than one computer, each client will contain the logs for that local machine only.

Chat log files are rolled over daily. The storage location for the chat log files can be defaulted to the log directory that exists in USER_HOME_DIRECTORY\.transVerse directory. This default directory is named logs-"username"@"servername" per the account used. Alternatively, the log directory can be configured. Within the log directory, a directory exists for each chat room and one-to-one chat ever participated in. A date base named log file is created in this directory for each day chat is active.

To access this functionality, select *View—Chat Logs* through the *Top-Level Menu Bar*, or click the *Chat Logs* action panel (Figure 147).

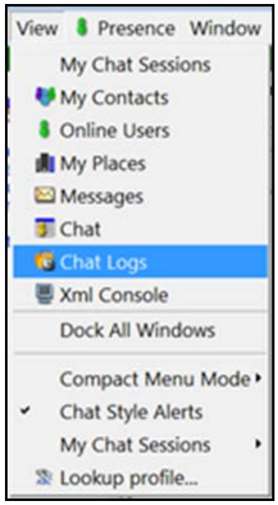
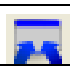


Figure 147 View Chat Logs

4.10.1.1 Chat Log Action Panel Tool Bar Icons

Table 14 Chat Log Action Panel Tool Bar Icons

	*Undock Windo*	Undocks the Action Panel. This icon is only available on docked windows.
	*Dock Window*	Docks the Action Panel. This icon is only available on undocked windows.
	*Refresh Chat Logs List*	Updates the *Chat Logs* display area with the current chat logs.
	*Delete Chat Log*	Deletes the selected Chat Log. This icon is only available if a chat log is selected.
	*Back*	Available when viewing a Chat Log or Search results. Returns you to the previous screen.

4.10.1.2 Search Chat Logs

Chat Logs offers a search feature for searching all Chat Logs.

1. Enter the text to be searched for in the Search box.
2. Click **Go**.
3. Results are displayed.
4. Double-click a selected result to view details of that one-to-one or group chat session, or click **View** with the selection highlighted. Results may be reordered based on Date, Classification, From, To, and Chat columns by clicking the column title.

Note: Searching again after results are displayed will search within those results.

TransVerse's Chat Logs search function maintains an index of significant words appearing in chat sessions and messages. Significant words are those besides common words such as the, that, and, an, and so on. If Re-Index is selected, TransVerse's index is cleared and recreated based on a new scan of all available sessions and messages. Since the re-index process can become lengthy, it is recommended that you only select Re-Index if advised by your system administrator.

4.11 Hyper-Rooms

Hyper-Rooms (Figure 148) are virtual rooms you can customize for yourself to participate in multiple chat sessions concurrently in the same window. If you are monitoring several Group Chat sessions at once, combining these in a Hyper-Room provides a simpler view of the message traffic. Hyper- Rooms can be useful in both real world and exercise conditions. For example, if you are an analyst during an exercise, you may wish to monitor multiple rooms simultaneously to see the effects of an injected scenario.

The creation and modification of *Hyper-Rooms* is much like the process used under *Favorites* for folders. You can copy and paste rooms from *My Server* or other servers into a *Hyper-Room*.

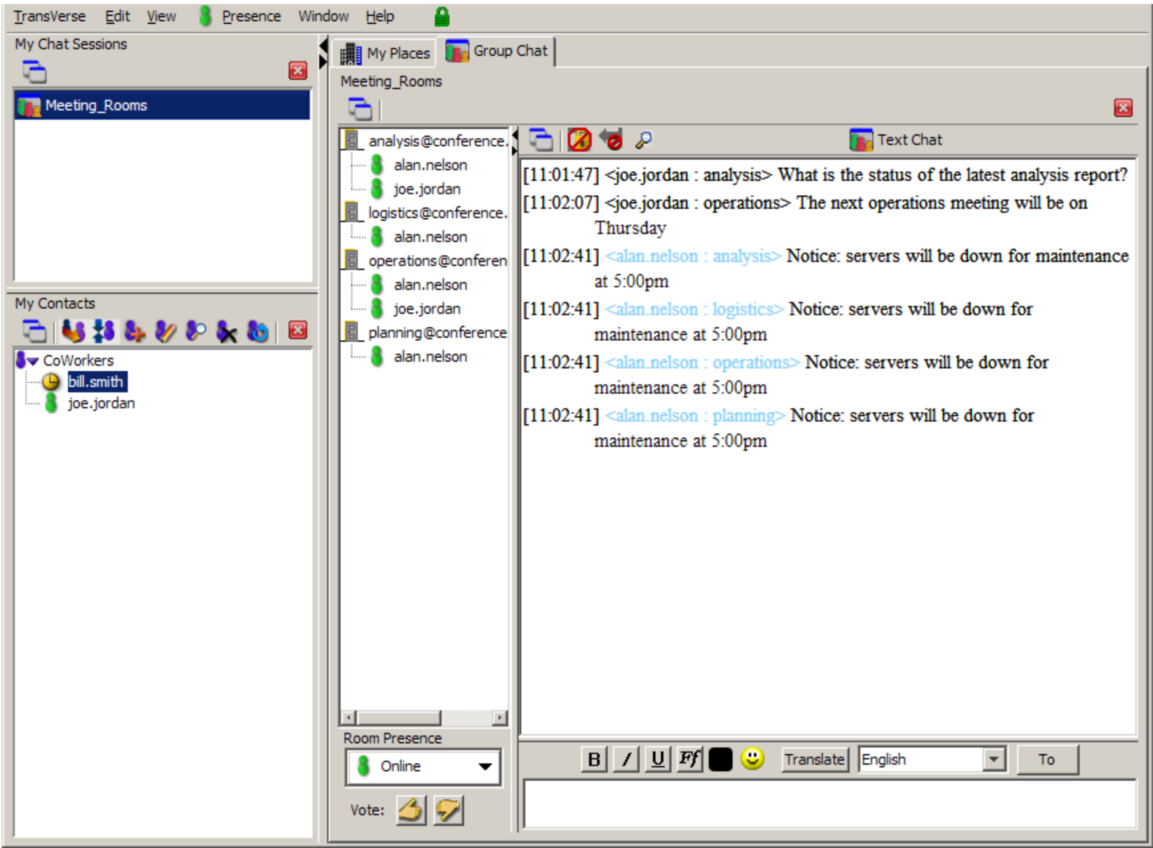


Figure 148 Hyper Room

4.11.1 Add a Hyper-Room

1. In *My Places*, select the *Hyper-Rooms* folder.
2. Right-click and select “Add Hyper-Room” or click on the “Add Hyper-Room” icon.
3. Enter the Hyper-Room name in the input box and click **OK**. (Default is “New Hyper Room.”)
4. Verify the new room name is displayed under the *Hyper-Rooms* folder.

4.11.2 Add Room(s) to the Hyper-Room

You can drag and drop an existing room from *My Server* into a Hyper-Room or you can do the following:

1. In the *Hyper-Rooms* Folder, select a Hyper-Room.
2. Right-click and select “Add Room,” or click on the “Add Room” icon.
3. The *Edit Room Parameters* window appears.
4. Enter the following information:
   a. Room Name

   b. Room Address
   c. Room description (optional)
   d. Point of contact (optional)
5. Click **OK**.
6. Verify that the room link appears in the Hyper-Room.
7. Repeat steps 1-5 to add other rooms to the Hyper-Room.

4.11.3 Enter a Hyper-Room

1. In the *My Places* Action Panel, select an existing Hyper-Room.
2. There are three different ways to enter the Hyper-Room:
   a. Right-click and select “Enter Room”
   b. Click on the “Enter Room” icon
   c. Double-click on the Hyper-Room

4.11.4 Send a Chat Message in a Hyper-Room

Chatting in a Hyper-Room (Figure 149 is very much like chatting in a regular Group Chat room, except that you will see messages from multiple chat rooms at the same time. To send chat messages, you need to specify in which chat room or rooms your message should appear. Follow the steps below to send a chat message in a Hyper-Room.

1. Type your message in the white text area.
2. Click the **To** button above the text area.
3. A small window appears listing the chat rooms in the Hyper-Room. A checkmark appears beside each room to which the message will send. Click a room name to select or deselect it.
4. Click **Close** when finished selecting rooms. Note: These settings will remain until you change them.
5. Click **Send** or press Enter to send message to the selected rooms.

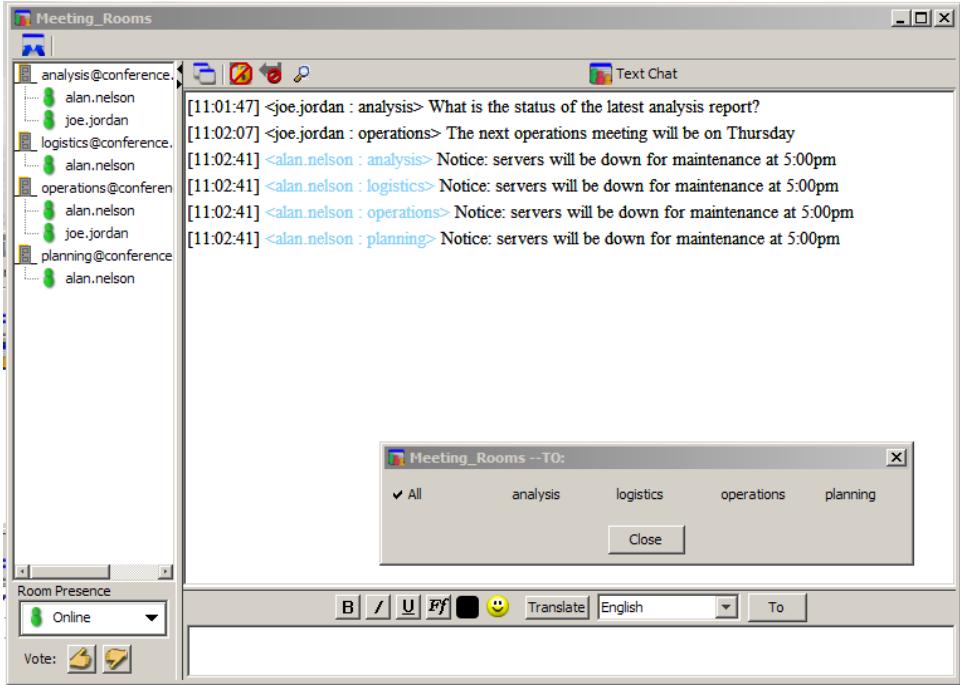


Figure 149 Chat in a Hyper-Room

4.12 Color Management

4.12.1.1 Setting Foreground and Background Colors

You can set the foreground and background colors (Figure 150) for TransVerse to suit individual needs. These colors may be set via the *TransVerse Text Monitoring and Keyword Highlighting* window.

To set the background and foreground colors:

1. From the Top-Level Menu Bar, select Edit—Colors.
2. The TransVerse Text Monitoring and Keyword Highlighting window is displayed.
3. Select the Settings tab.
4. Click Default Background Color to set the background color or click Default Foreground Color to set the foreground color.
5. A color selection dialog is displayed.
6. Select the desired color. The dialog has a preview of how the foreground/background combination will look.
7. Click OK to accept the color selected and close the color selection dialog.
8. Click Save on the TransVerse Text Monitoring and Keyword Highlighting window and the selected color will be immediately applied to TransVerse.

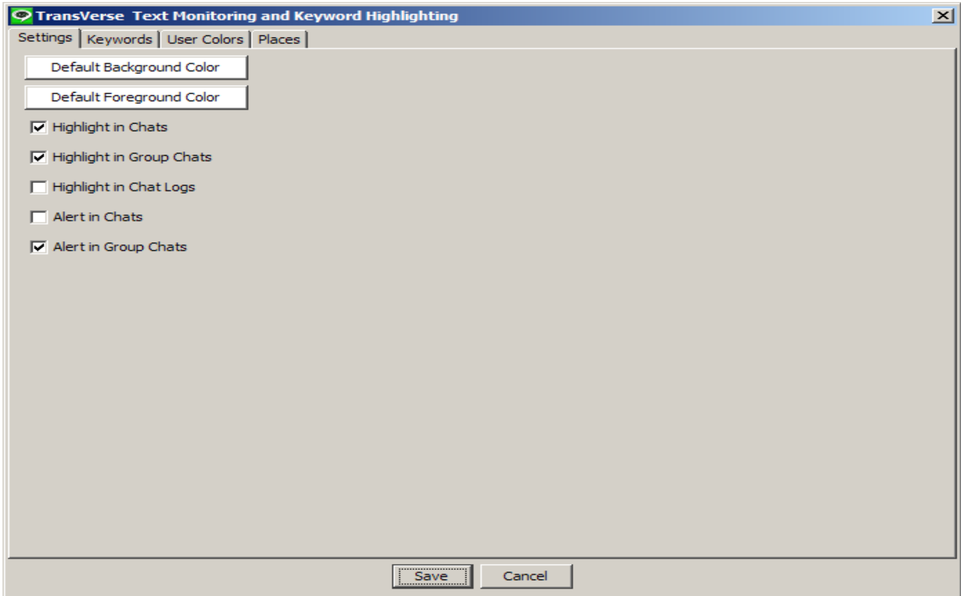


Figure 150 Setting Foreground/Background Colors

4.12.1.2 Assign Color to a Contact

You can assign colors to contacts (Figure 151) to easily differentiate between chat messages during a group chat session or an individual chat session. The user's name will appear in chat sessions with the selected color. If there is no matching keyword in the display message, the entire message will be displayed in the user's color. Use the steps below to assign a color to a user.

1. Right-click on the user's name from *My Contacts* or the *Participants* list (if in a group chat). Alternatively, you can select *Edit—Colors* from the *Top-Level Menu*.
2. The *TransVerse Text Monitoring and Keyword Highlighting* window will open.
3. The user's name will appear in the **User Colors** tab with the default color.
4. You can manually add a user's name to the list by entering it in the "User Name" field and clicking **Add**. The "*" wildcard character may be used to create patterns to match.
5. Select a color for the user.
   a. To select from the **Swatches** tab, just click on the color.
   b. To set color using Hue, Saturation, and Brightness (HSB) values, click on the **HSB** tab and do one of the following:
   c. Slide the vertical HSB selector until the desired color appears.
   d. Use the up and down arrows beside the H, S, and B values.
   e. To set color using Red, Green, and Blue (RGB) values, click on the **RGB** tab and slide the horizontal bars to select the desired R, G, and B values.
6. If desired, you can select the setting to "Match Whole Words Only" or "Case Sensitive."

7. Click **Apply**.
8. Repeat steps 3-7 to assign colors to additional contacts.
9. Click **Save** to accept color assignment for the contacts.

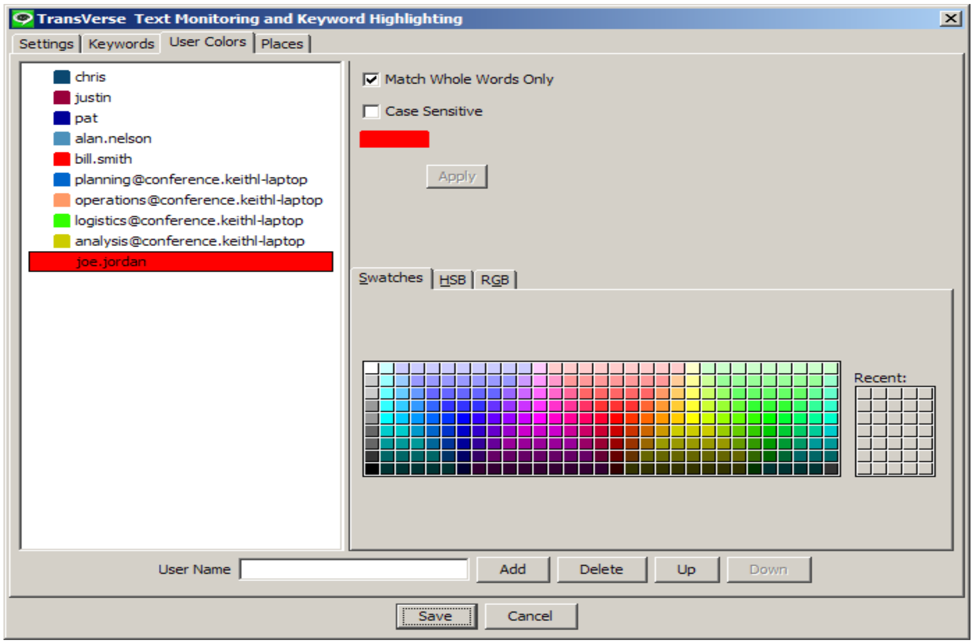


Figure 151 Setting Contact Color

4.12.1.3 Assign Color to a Room

You can assign colors to chat rooms (Figure 152) to easily differentiate between the rooms grouped in a Hyper- Room. If a message is received in a room and does not have a matching contact/user, the assigned room color will be used.

1. Right-click on the room's name from *My Places* or from the list of a "Find Rooms" search. Alternatively, you can select *Edit—Colors* from the *Top-Level Menu*.
2. The *TransVerse Text Monitoring and Keyword Highlighting* window will open.
3. The room name will appear in the **User Colors** tab with the default color.
4. Select a color for the room.
   a. To select from the **Swatches** tab, just click on the color.
   b. To set color using HSB values, click on the **HSB** tab and do one of the following:
   c. Slide the vertical HSB selector until the desired color appears.
   d. Use the up and down arrows beside the H, S, and B values.

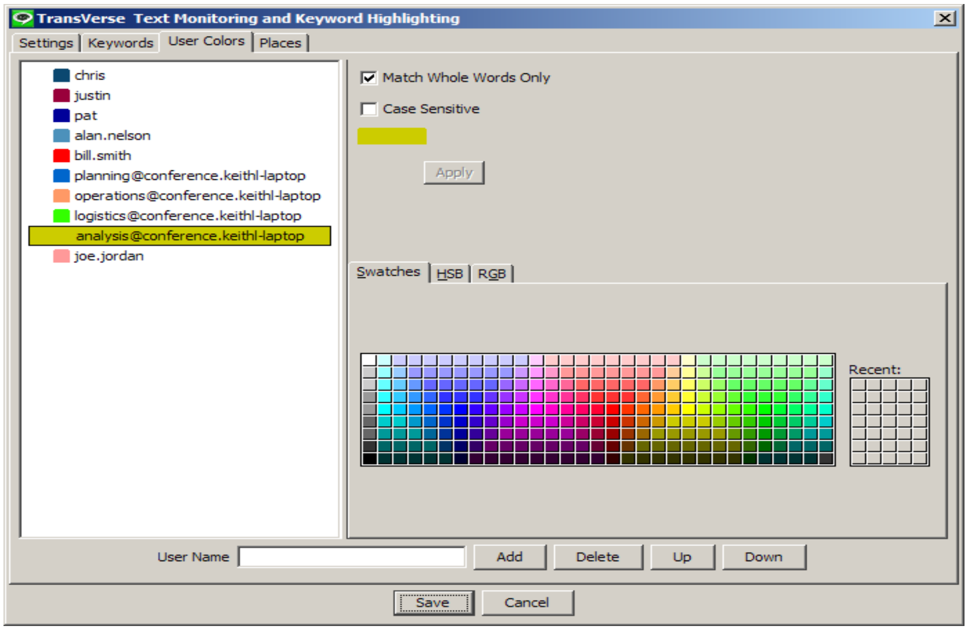


Figure 152 Setting Room Color

4.12.1.4 Keyword Highlighting and Alerts

1. From the Top-Level Menu Bar, select Edit—Colors.
2. The Text Monitoring and Keyword Highlighting dialog is displayed (Figure 153).
3. The **Settings** tab provides the ability to control where keyword highlighting and alerting will be used. The following settings are available from this tab:
   a. “Highlight in Chats” enables/disables keyword highlighting in one-to-one chats. Highlighting is based on settings on the “Keywords” tab.
   b. “Highlight in Group Chats” enables/disables keyword highlighting in group chats. Highlighting is based on settings on the “Keywords” tab.
   c. “Alert in Chats” enables/disables the playing of sounds associated with keyword matches in one-to-one chats.
   d. “Alert in Group Chats” enables/disables the playing of sounds associated with keyword matches in group chats.
4. The **Keywords** tab allows for the creation of keywords to search for in chat sessions. The following steps create a keyword:
   a. Type the desired text in the keyword field and click **Add**. The “*” wildcard character is allowed.
   b. Highlight the newly added keyword in the keyword list. You can select multiple words from the keyword list (using the Ctrl key) to apply settings to all of the selected keywords at the same time.
   c. Use the “Match” pull down to control what to match: just the message text, just user names, or either.
   d. The “Match Whole Words Only” setting enables/disables matching on whole words only.

e. The “Case Sensitive” setting enables/disables matching on exact case.
f. A sound may be associated with a keyword. To associate a sound with a keyword, click **Sound**. A file selection dialog is displayed allowing the selection of “.wav”, “.au”, and “.aiff” file types. Select the desired file and click **Open**. The file name is displayed in the sound text field and the sound checkbox is selected. The playing of sound is controlled by the “Alert in Chats” and “Alert in Group Chats” settings on the **Settings** tab.
g. Select the desired color for the keyword from the color selection panel. The selected color is displayed below the “Sound” field.
h. Click **Apply**. NOTE: THE APPLY BUTTON MUST BE PRESSED FOR KEYWORD SETTINGS TO BE APPLIED.
i. Matching of keywords is hierarchical – top to bottom. Keywords may be moved up and down via the **Up** and **Down** buttons on the bottom of the **Keywords** tab. Only the settings of the first keyword to match a message will be applied to the matched message. The entire text of the message will be highlighted in the keyword color and the keyword sound (if the keyword has one) will be played according to whether or not the “Alert in” setting is enabled. If there is not a matching user color, the user name is also displayed in the keyword’s color.

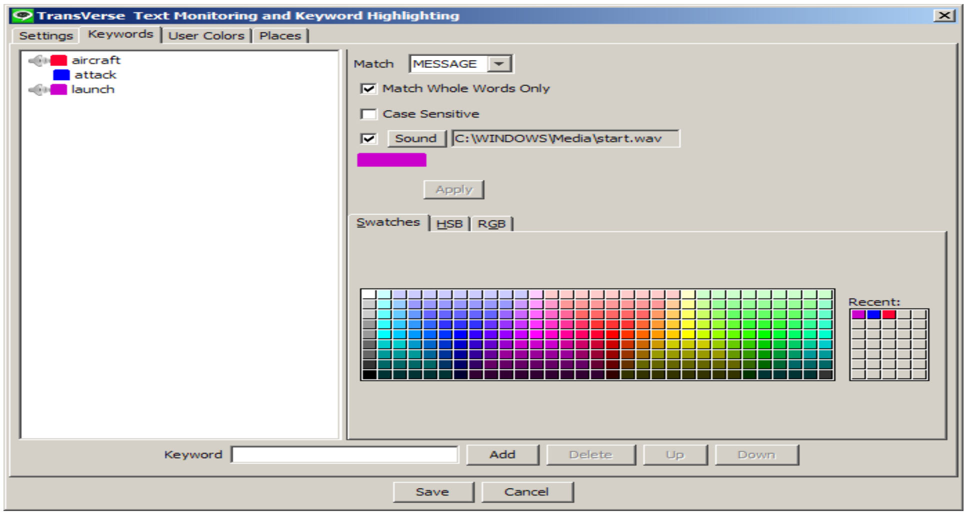


Figure 153 Keyword Highlighting Settings

5. The **Places** tab controls the alerting in chat rooms you do not explicitly enter. You can control which rooms are monitored by using the following steps:
   a. To add rooms that are not already listed in the *Places* section:
      i. Click Add Other.
      ii. The *Enter Room Parameters* window will appear (Figure 154).
      iii. Enter the Room Name and Room Address.
      iv. Click OK to make the room available.

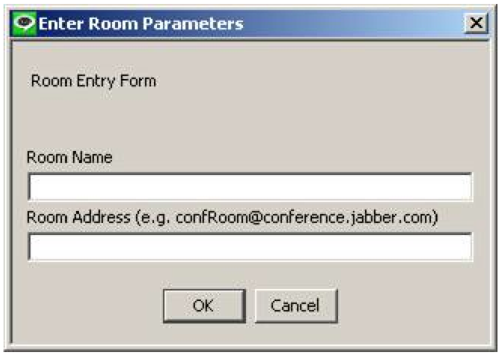


Figure 154 Add Monitored Room

b. To set a room to be monitored, highlight a room in the *Places* section and add it to the
Places to Monitor section by clicking the right arrow.

c. To delete a room from the *Places to Monitor* list, highlight it in the list and use the left arrow to remove it.

4.13 Disconnect and Exit

4.13.1 Leave a Room or Chat Session

To leave a room or Chat session, click on the "X" icon in the upper right-hand corner of the session (or Action Panel) you wish to close.

4.13.2 Disconnect from the Server

To disconnect from the server, click the red "Disconnect" icon on the *Main Tool Bar* or select *TransVerse—Disconnect* from the *Top-Level Menu Bar*. Disconnecting from the server will change your presence to "Offline."

4.13.3 Exit TransVerse

To exit TransVerse, select *TransVerse—Exit* from the *Top-Level Menu Bar*. Exiting TransVerse will change your presence to "Offline."

Appendix A - Glossary of Terms, Acronyms, and Definitions

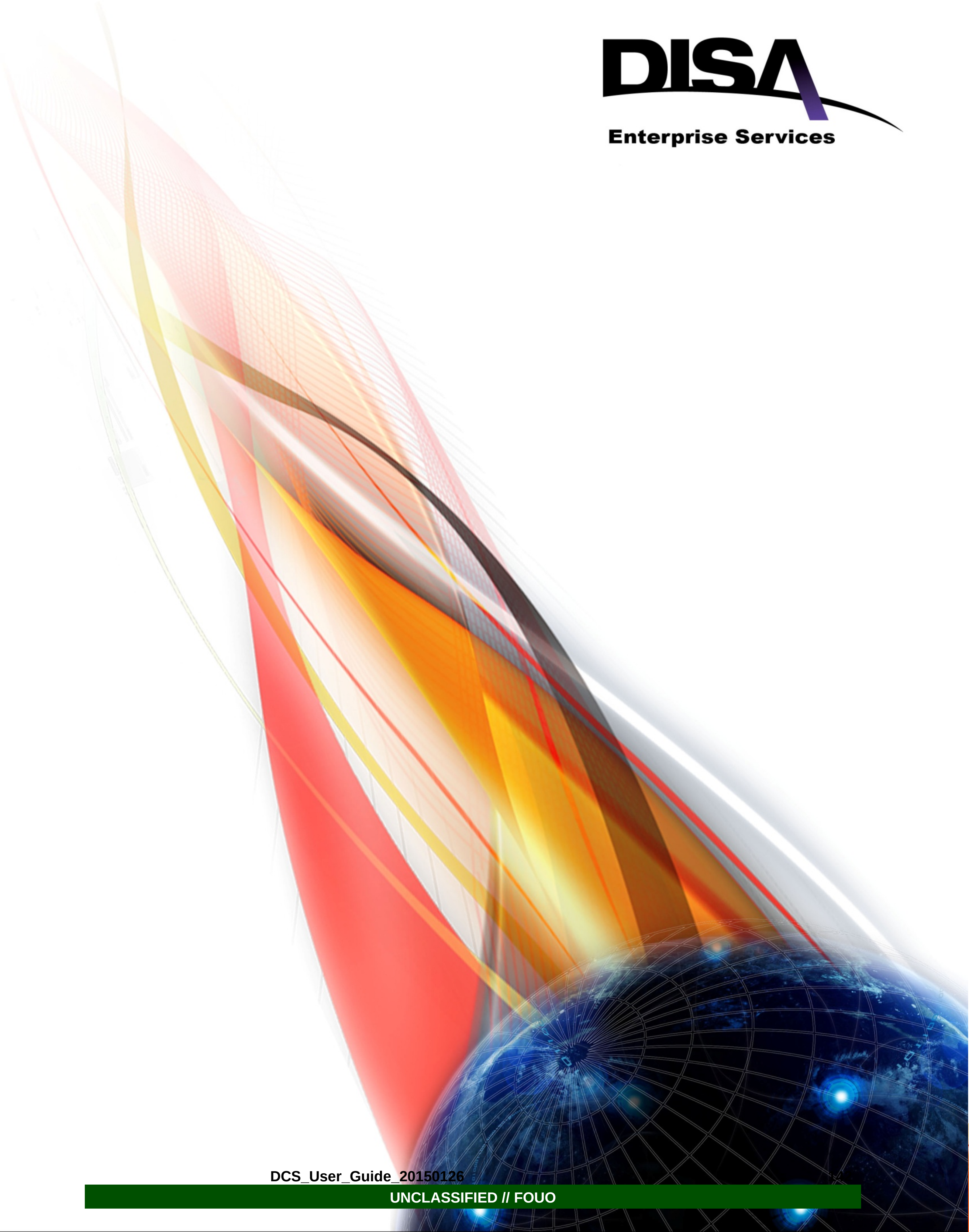
Table 15 - Glossary of Terms, Acronyms, and Definitions

Term	Acronym	Definition
Administrator		The Administrator has the highest level of permission over the web reservation. All Administrators have equivalent permissions with no one maintaining higher preference. In a web meeting the Administrator enters a Moderator. (Note: if no user has Administrator permissions there is no way to delete the reservation and this cannot be performed by the Service Desk or Tiered support administrators). The administrator maintains and controls the overall operation of the web reservation through the extra “Admin” tab within the reservation space.
Moderator		The Moderator permission level differs from the Admin in the Reservation only. The inclusion of the user to the reservation will place a reservation placeholder with the Moderator’s home page allowing for the ability to reference the meeting at a later time. The moderator within a web meeting maintains control over all aspects of the meeting. A web meeting moderator may be either a reservation Admin or Moderator. All Moderators maintain the same capabilities and must coordinate actions to ensure they do not interfere with one another.
Presenter		The Presenter permission is only available within the meeting. The Presenter permission cannot be granted within the Reservation space. The permission persists only for the current meeting. If the meeting is restarted a Moderator or Admin must re-assign the permission to the User. There is only one Presenter at any given time within a meeting. The Presenter may control and navigate the Presentation panel through the use of extra controls only viewable to the presenter. The Presenter may upload and display files along with share a view of their screen.
User		Users maintain no extra permissions afforded to the Admin, Moderator, or Presenter. The benefit of entering as an authenticated user is it allows the Admin or Moderator the ability to verify the Users identity. The User permission level is able to participate in the Chat panel, in both public and private chat. The User may download screen shots of the Presentation panel for reference. The User permission level is allowed to “Raise a hand” in the User panel, however most other features are limited and not available for use.
Guest User		Guest Users are those that are unable to authenticate as verified Users. Access to meetings is based upon the validation of a Moderator or Admin upon request for entrance. Guest Users are able to enter and participate at the same level as a User in a meeting. Guest Users are not able to create or use Reservations. Guest Users are able to be granted the permission of Presenter in a meeting.

Term	Acronym	Definition
DCS Information Portal		The DCS Information Portal page contains the information needed to understand and operate the DCS service on NIPR/SIPR with the ability to selectively submit feedback to the program through interaction with the product service desk. Announcements posted by the DCS PMO regarding system availability will be posted along with training events and pertinent information regarding any future events for the DCS service. Please refer to section 2.1 for further detailed information.
DCS Reservation		Reservations are the visual placeholders that provide information regarding Meetings. All meetings will require that the user creates a Reservation. Within the reservation pages Users are able to find tabs and links allowing the User to grant permission levels to participants, copy and provide the URL that will direct users/guests to the Meeting, start/stop Meetings, identify if the Meeting is to be recorded, and include how many participating users are anticipated for the Meeting (max 250).
DCS Meeting		The DCS Meeting window comprises up to 4 different panels: Display, Chat, Web Cam, and User. Within the DCS Meeting window the user will be able to interact with the presentation and other users at various permission levels. The Meeting is where a user with proper permissions may be able to upload documents for use in presenting and whiteboard use. Audio and web cam integration is supported and can allow the user to interact with others at Moderator, Presenter, User, and Guest permission levels.
DCS Home Page		The DCS Home Page provides the user a platform for reservation creation after being authenticated through the use of their CAC or other PIV signature hard token if user is maintains dual persona accounts. Users will be able to create and administer reservations and invitations to scheduled Meetings. Users will be able to access their recorded Meetings however will not be able to load or store files for use in Meetings. Please refer to section 2.2 for further detailed information.
Extensible Messaging and Presence Protocol	XMPP	Extensible Messaging and Presence Protocol (XMPP) is a communications protocol for message-oriented middleware based on XML (Extensible Markup Language).[1] The protocol was originally named Jabber,[2] and was developed by the Jabber open-source community in 1999 for near real-time, instant messaging (IM), presence information, and contact list maintenance. Designed to be extensible, the protocol has also been used for publish-subscribe systems, signaling for VoIP, video, file transfer, gaming, Internet of Things (IoT) applications such as the smart grid, and social networking services.

Term	Acronym	Definition
Defense Information Systems Agency	DISA	DISA is a United States Department of Defense agency that provides information technology (IT) and communications support to the President, the Vice President, the Secretary of Defense, the military Services, and the Combatant Commands. http://www.disa.mil/
Department of Defense	DoD	DoD, (also known as the Defense Department, USDoD, DoD, DoD, or the Pentagon) is the Executive Department of the Government of the United States of America charged with coordinating and supervising all agencies and functions of the government concerned directly with national security and the United States armed forces. http://www.defense.gov/
Defense Collaboration Services	DCS	The Defense Collaboration Services are the follow on capabilities for the current DoD collaboration service.

DISA
Enterprise Services



COLLABORATIVE GLOBAL SECURE