

Joint Lessons Learned Information System (JLLIS)



v3.0 User's Guide

This guide was prepared by the Joint Staff J7 for use with the system and databases resident on:

NIPR: <https://www.jllis.mil/ISCC>
SIPR: <http://www.jllis.smil.mil/ISCC>
JWICS: <http://jllis.hua.ic.gov>
ACGU: <http://acgu.jllis.smil.mil/ACGU>

Comments are invited and can be sent to js.pentagon.j7.mbx.jllis-coordinator@mail.mil or jlliscoordinator@js.smil.mil.

Updated 7 August 2012

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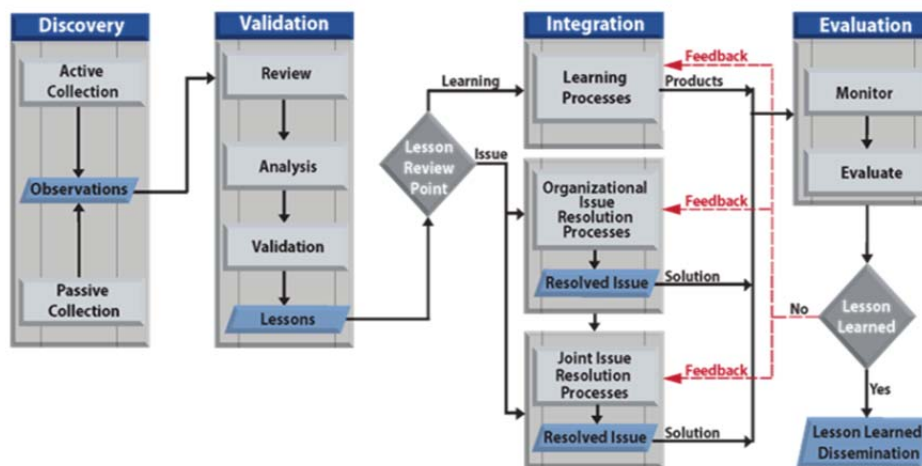
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Program Overview and System Basics

Joint Lessons Learned Program (JLLP)

The Joint Lessons Learned Program is comprised of validated information and operational organizations distributed across the Department of Defense (DoD), other U.S. Government agencies and coalition partners. The JLLP provides a standard process and procedure to discover, validate, integrate and evaluate operational observations that can improve readiness, capabilities, and combat performance. The validated information also enables actionable Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities (DOTMLPF), and Policy changes to improve joint and combined capabilities.



Discovery

Discovery is the initial phase and foundation of the JLLP. Information is gathered using multiple sources and approaches such as early observations, first impressions, preliminary reports, significant events, incidents or activities. The observations, summaries and reports submitted are entered into the process as unrefined information for consideration. These observations and supporting contextual documentation move to the next phase of the lessons learned process, Validation.

Validation

Validation consists of a formal review of the raw data to convert observations into findings and lessons suitable for use for the participating organization and / or the Community of Practice (CoP). The analysis ensures completeness, functional relevance, credibility, and applicability. Once validated, the information is considered a lesson and can be defined as a finding, issue, recommendation or best practice. Lessons are now moved to the Integration phase of the JLLP.

Integration

The integration phase forwards validated lessons to the learning and functional issue resolution processes for review and integration. Lessons may be incorporated into joint and service doctrine, training

and education processes for learning purposes. Other lessons require issue resolution before a solution is monitored for evaluation.

Evaluation

The evaluation phase determines if the solution corrects and addresses the lesson and if the product is a practice worthy of sustainment and improvement. At this point the lesson is either identified for further work or is ready to be published and disseminated to the CoP.

Joint Lessons Learned Information System (JLLIS)

JLLIS is the automated knowledge management and information technology suite that supports all phases of the JLLP. JLLIS facilitates the collection, tracking, management, data-mining, collaborative resolution and dissemination of lessons. The input tool allows any approved user to submit observations via a web-enabled interface. The joint search provides authorized users access to validated and released observations, issues, recommendations and reports. JLLIS is available on the NIPRNET, SIPRNET, and JWICS environments.

System Requirements

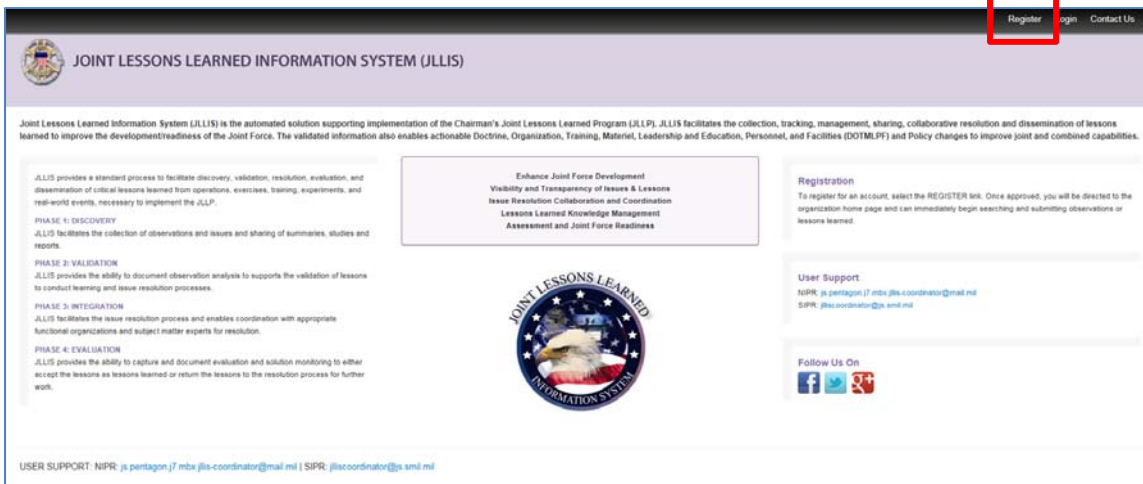
To use JLLIS, you must have a web browser that connects to the SIPRNET or NIPRNET and supports strong encryption or 128 bit SSL. NIPRNET access requires a Common Access Card (CAC) or Public Key Infrastructure (PKI) Certificates. SIPRNET users will require a username and password established during the registration process.

JLLIS Overview

The public home page displays general information about the system and provides links to Contact Information, Registration, Login, as well as the JLLIS social networking sites.

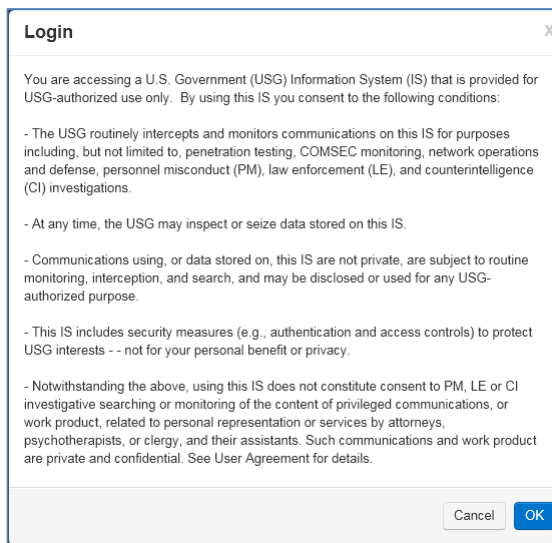
Registration is simple and requires only your name, rank, organization, email and password. Once approved, you will be directed to the organization home page and can immediately begin searching and submitting observations or lessons learned. Each user must create a password that complies with DISA standards.

- New password strength requirements - Minimum of 15 characters, and include:
 - Two uppercase alphabetic character
 - Two lowercase alphabetic character
 - Two numeric character
 - Two non-alphanumeric (special) character
- Password must be reset every 90 days



Login link is located in the top right hand corner. The first page to appear is the US Government Information System consent page. User's must comply and consent to these conditions in order to access JLLIS.

SIPR, JWICS, and ACGU environments require a JLLIS username and password, while NIPR will recognize and login with your CAC credentials.



Home Page

The screenshot shows the JLLIS Home Page interface. At the top, there is a black navigation bar (Main Menu) and a purple banner (Quick Navigation Bar). The Main Menu includes links for Home, My Staff, Issue Resolution, Communities of Practice, Other Capabilities, Reports, and Administrator. The Quick Navigation Bar shows the current organization (JSCC) and a Suborganization Navigation dropdown. The User's Name (Ms Jane Ward) is displayed in the top right corner, with a dropdown menu containing links for Edit My Profile, Logout, Contact Us, and Send Feedback. The main content area is divided into several sections: Featured Items, Keyword Filter, Latest News, Organization Administrator, Document/File Library, Binders, and Additional Features. At the bottom, there is a footer with user support information and a table of time zones.

1 **Main Menu** is located on the top black navigation bar, and available options are based on your JLLIS role. Initially all approved users are considered authorized.

2 **Quick Navigation Bar** is located at the top of the page, directly under the Organization banner, and will indicate which organization or sub-organization you are currently browsing. The default display will be the organization set in your User Profile (Primary Organization). These drop downs allow the user to navigation to other JLLIS stakeholder pages.

3 **User's Name** displays links to Edit My Profile, Logout, Contact Us, and Send Feedback.

- **Edit My Profile** link will redirect the user their profile page
- **Logout** will redirect the user to the JLLIS Home Page
- **Contact Us** will open MS Outlook email addressed to the JS J7 Coordinator mailbox. Your suggestions, comments and questions are encouraged
- **Send Feedback** will redirect the user to a JLLIS Send Feedback form. The Name will display the Organization Administrator and when submitted, the system will send an email notification with the feedback content from the user. This is an excellent way to send comments and questions to your organization administrator

Your Feedback is **IMPORTANT** to Us. Please complete and submit the form below.

NAME:

EMAIL:

PHONE:

SUBJECT OF YOUR FEEDBACK:

FEEDBACK CLASSIFICATION:

FEEDBACK RELEASABLE TO:

Please Enter Your Suggestion, Comment, Question Below:

When submitted, the system will send an email notification with the feedback content from the user. This is an excellent way to send comments and questions to your organization administrator.

JLLIS Roles and Responsibilities

There are four defined roles within JLLIS: Administrator, Lesson Manager, Team Lead, and User. The role assigned determines which menu items and system capabilities can be accessed. JLLIS roles are assigned by the organization administrator and are based upon the individual’s responsibilities within the JLLP.

Administrator

Administrators directly supervise the JLLIS-related activities of their organization. Administrators can activate new members, change role assignments, and modify the organizational look, feel and content for their organization. Additional information regarding administrator responsibilities and permissions are found in the JLLIS Administrator’s Guide.

Lesson Manager (LM)

LM responsibilities are tailored by the participating organization and functions vary by phase of the JLLP (Discovery, Validation, Integration and Evaluation.) Lesson Managers are typically authorized to review, validate and release lessons learned information for an assigned organization.

Team Member

A team member has special permissions to manage tasks, reports and Communities of Practice (CoP); however the Administrator must publish them for viewing by users.

Registered User

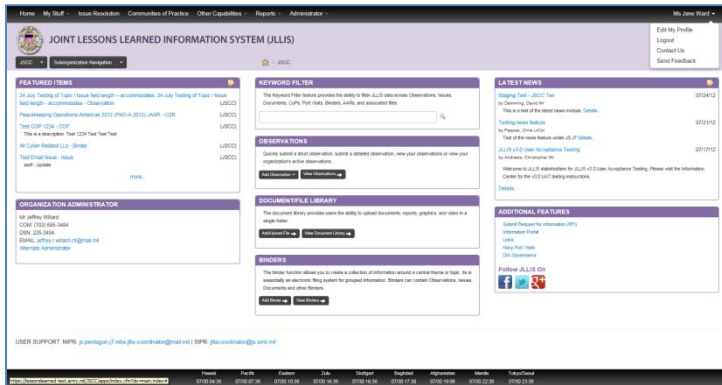
Upon authorization, registered users are able to enter observations and view all observations that are active, closed or validated, no matter what the status.

JLLIS Basics

Registered User Homepage

Menu options are based on user's Roles/Permissions. The Administrative Menu is only visible to Administrators and Super Administrators.

Once registered, the system will display the User's default homepage. The main display is divided into thirds. On the far left are Featured Items and Organizational Administration contact information. The middle section displays the Keyword Filter, quick links for observations, Document Library, and the Binders. On the far right are the commands latest



News Items and Additional Features; such as the Information Portal, Links, and Submit Request for Information (RFI).

The top bar has menu options for My Stuff, Issue Resolution, Communities of Practice, Other Capabilities, Reports, and an Administrator functions.

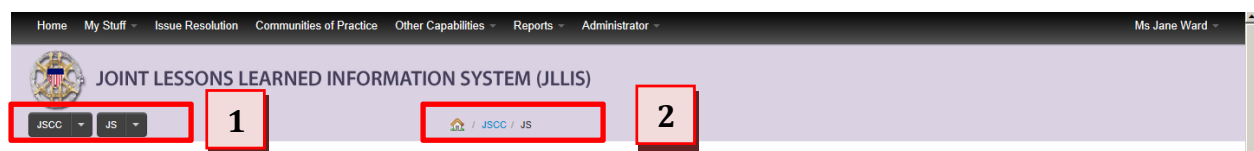
In addition, any system level alerts will appear at the top of the page in a new Messages/Alerts section. This allows the Super Administrator the ability to post system level messages or alerts, such as Server Maintenance, Upgrades, New Features, etc.

Quick Organization Navigation

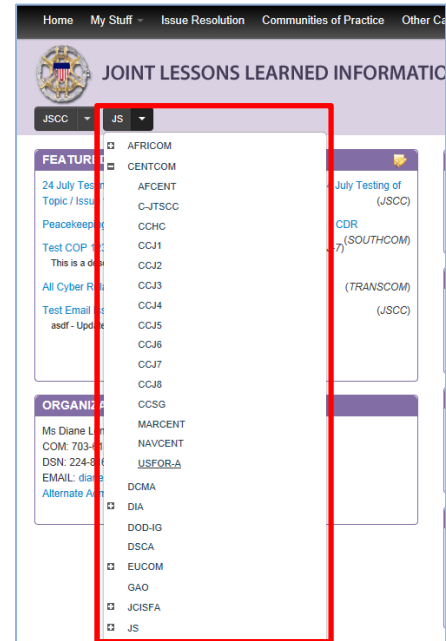
The Organization Navigation drop down menus allows users to navigate to other Command, Agency, Department or Service JLLIS pages.

1 Selecting a primary organization will refresh the sub-organization menu list. When selected, the system will redirect the user to the selected organization's homepage. Most users will log directly to their assigned organization, but navigating to any organization allows user to view the reports, newsletters and other information posted by the selected organization. Keep in mind that when you leave your assigned organization, your role will convert to basic user.

2 The organization breadcrumb will depict the organization you are currently in, as shown.

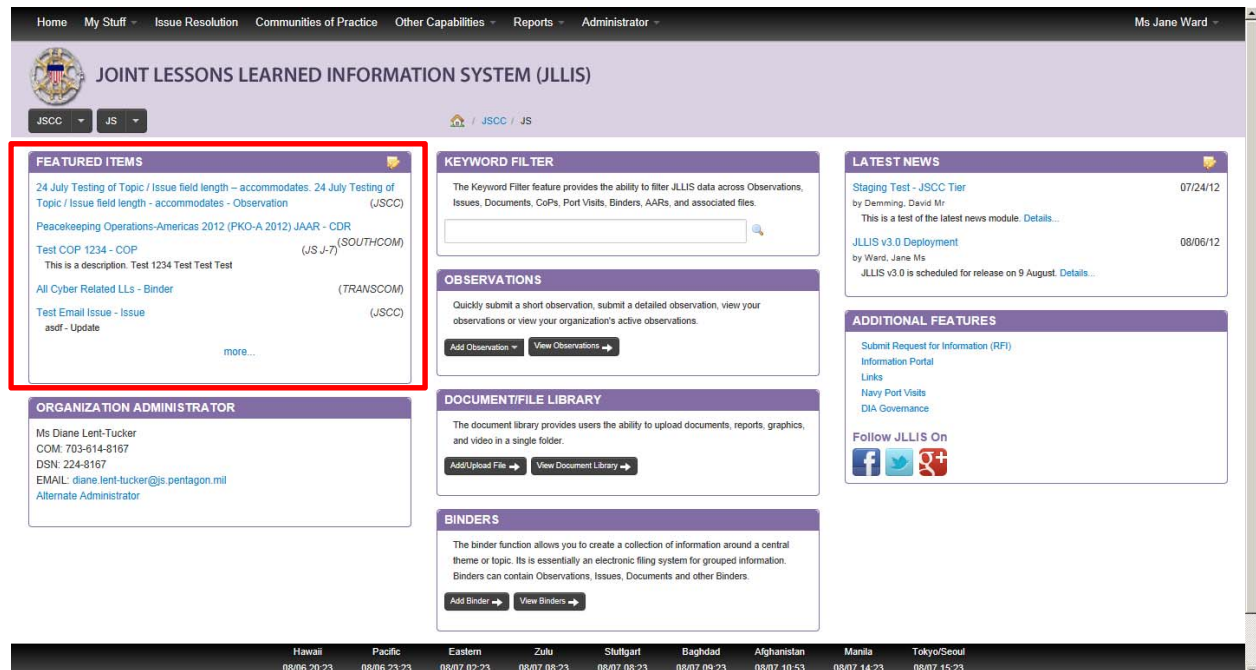


Subordinate Organizations. Each organization can establish additional subordinate JLLIS organizational pages, tailored to their needs and reporting structure. Selecting the subordinate organization drop down will expand the menu to display a list of organizations. Clicking on the plus sign expands the subordinate organizations into further tiers. Clicking on the minus sign collapses the tiers.



FEATURED ITEMS

Displays featured Joint CoPs, Issues, Observations, Binders, or Document Libraries. Featured Items are tagged by the Organizational Administrator. The *more* link at bottom of the section redirects the User to the Featured Items page with All System Level and Organizational Level products displayed by data type.

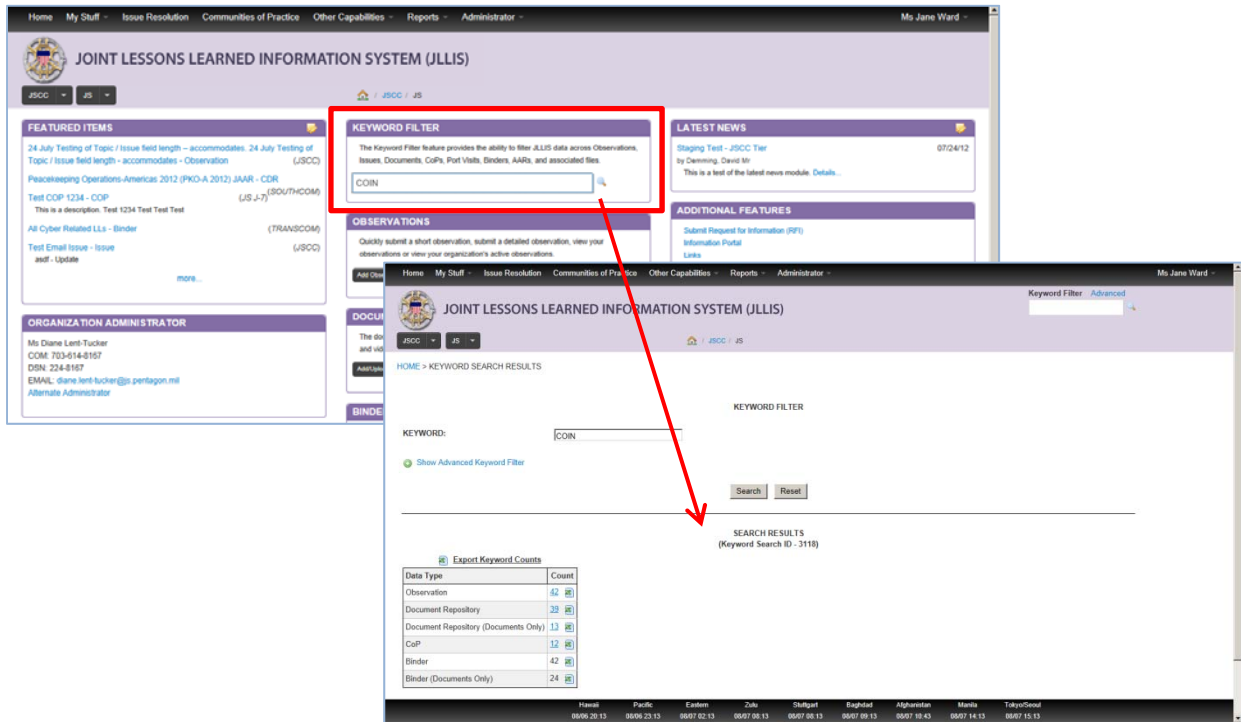


ORGANIZATIONAL ADMINISTRATOR

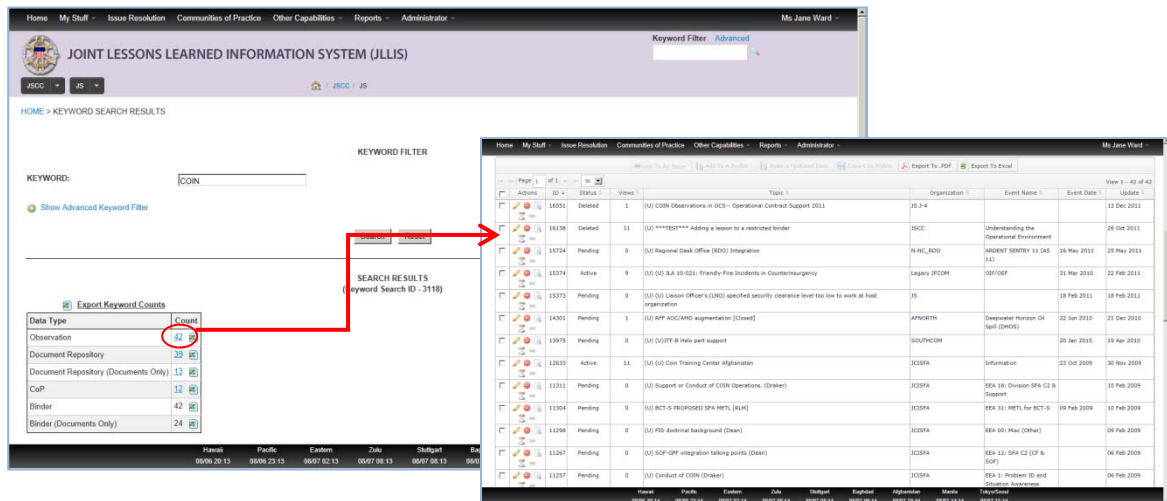
The Organization Administrator populates this block and responds to users questions. The Alternate or secondary Administrator can be identified by clicking the highlighted Alternate User.

KEYWORD FILTER

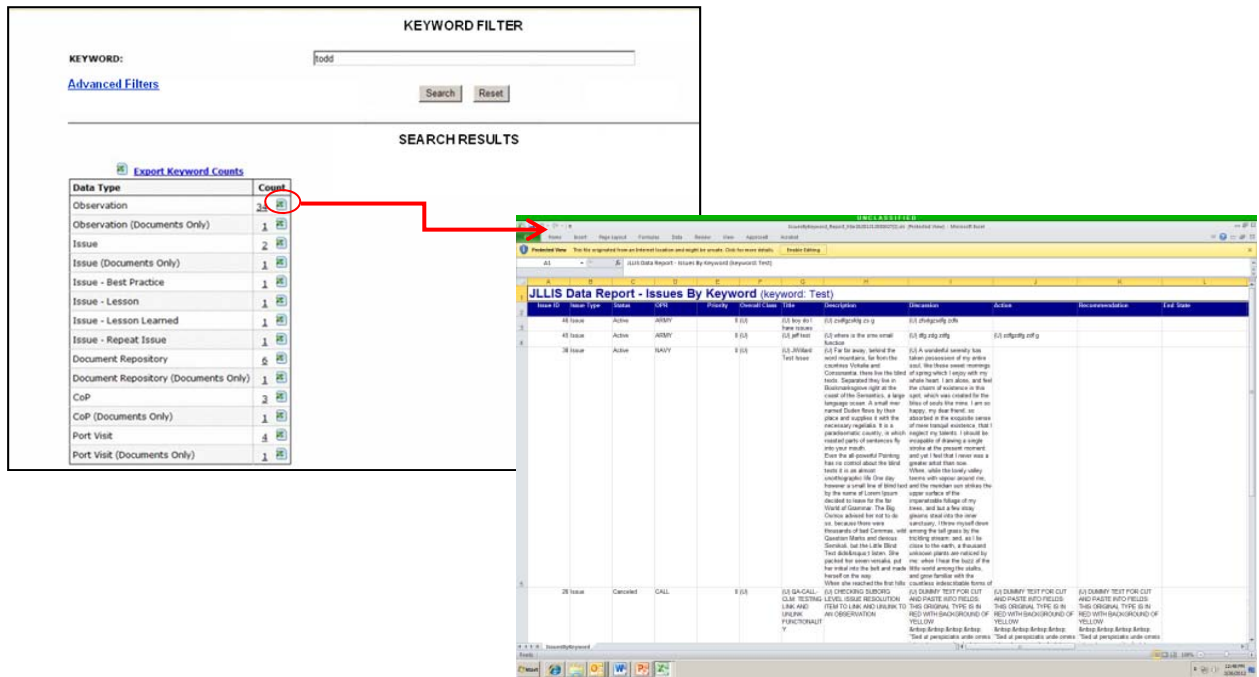
The Keyword Filter feature provides the ability to filter JLLIS data across Observations, Issues, Documents, CoPs, Port Visits, Binders, AARs, and associated files. NOTE: Binder and After Action Review count will display but is not linked to a summary table.



The Summary table displays the results with active results count #. When a results set is selected the system displays the summary table, with actions enabled. If the user has permissions to edit an item they can select to modify from the filter results.

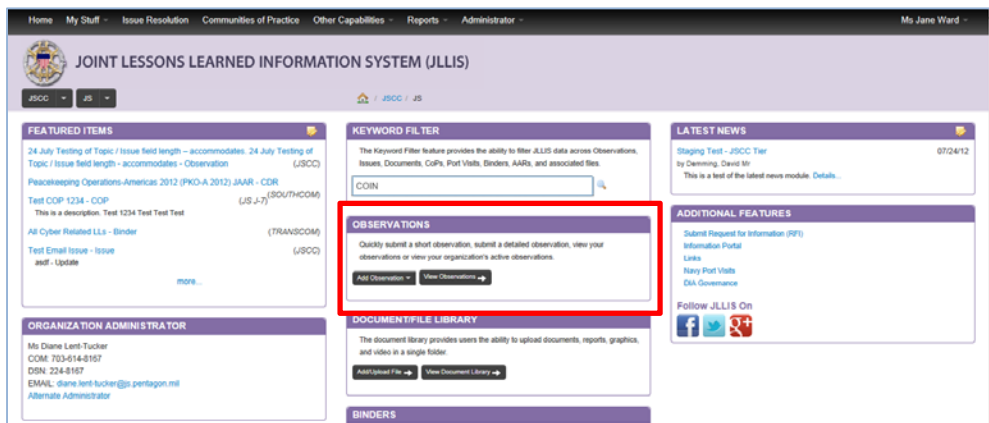


Selection of the MS Excel icon will generate the detailed results



OBSERVATIONS

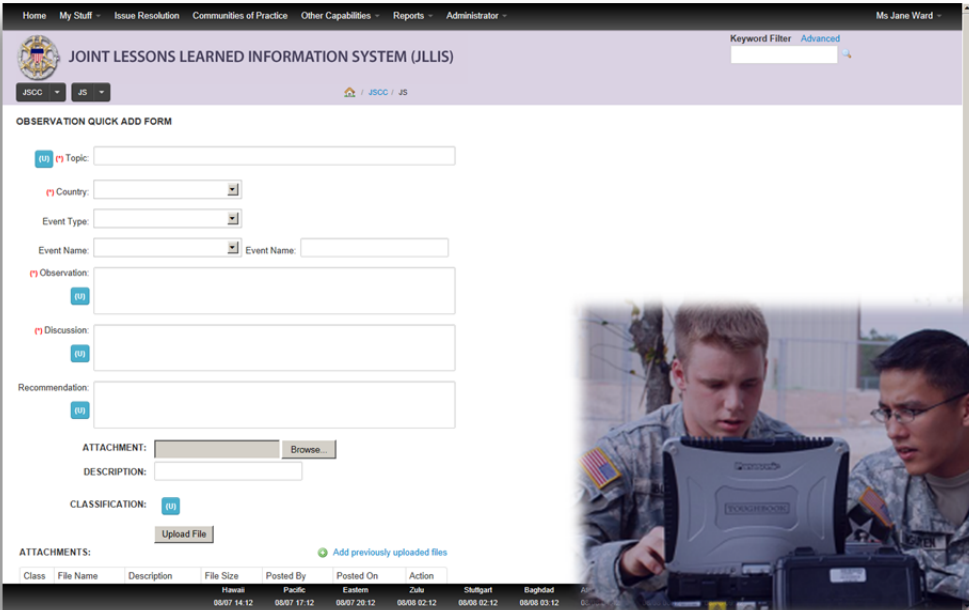
This section allows you to quickly submit a short observation, detailed observation, or upload a file such as an After Action Report (AAR), picture, audio or video to the Library. Each tab is described in more detail below.



JLLIS provides two options to support the discovery phase and collection efforts. Observations may be added by clicking on the down arrow and selecting either Add Quick Observation or Add Detailed Observation.

Quick Observation

The Quick Add Form is ideal for capturing initial thoughts and observations as they happen. A minimum of information is required, as indicated with an asterisk *; however, you are encouraged to include as much information as possible while it is fresh in mind. More information is better; it often helps the reviewer to understand the context of your remarks. Submission will be refined as part of the validation process. The Quick Add Form provides options to Submit, Save as Draft, or Save to a Restricted Binder.



The screenshot shows the 'OBSERVATION QUICK ADD FORM' in the JLLIS system. The form fields are as follows:

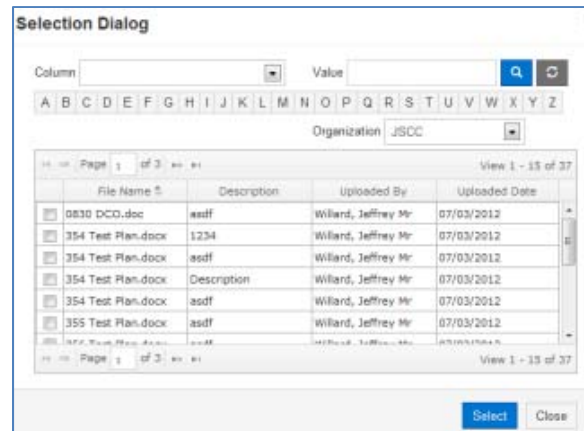
- Topic:** A text input field with a classification button (U).
- Country:** A dropdown menu.
- Event Type:** A dropdown menu.
- Event Name:** A dropdown menu and an adjacent text input field.
- Observation:** A large text area with a classification button (U).
- Discussion:** A text area with a classification button (U).
- Recommendation:** A text area with a classification button (U).
- ATTACHMENT:** A text input field with a 'Browse...' button.
- DESCRIPTION:** A text input field.
- CLASSIFICATION:** A classification button (U) and an 'Upload File' button.
- ATTACHMENTS:** A table with columns: Class, File Name, Description, File Size, Posted By, Posted On, Action.

Class	File Name	Description	File Size	Posted By	Posted On	Action
				Hawaii	05/07 14:12	
				Pacific	05/07 17:12	
				Eastern	05/07 20:12	
				Zulu	05/08 02:12	
				Shutgart	05/08 02:12	
				Baghdad	05/08 03:12	

The fields on the Quick Add form are:

1. ***Topic.** This is the title of your observation. It should be succinct, descriptive and uniquely identify the event or finding. This is a mandatory field.
2. **Classification.** The classification button includes classification options based on which database you are currently using. This defaults to Unclassified, but allows you to modify to identify Releasable to and Caveats.
3. ***Country.** From the dropdown menu, select the country where the event or observation occurred. This is a mandatory field.
4. **Event Type.** From the dropdown menu, select the event type.
5. **Event Name.** From the dropdown menu, select the event name. If the event is not listed, you may enter one in the adjacent Event "free text" field. Your LM will validate this entry upon review, following report submission.
6. ***Observation.** This section contains a statement of perceived fact. It should summarize the bottom line and describe the accomplishment or shortcoming. Use complete sentences and spell out all abbreviations or acronyms. Describe an end result or condition that was observed. The associated classification button allows you to portion mark the free text field. This defaults to Unclassified, but allows you to modify to identify Releasable to and Caveats.

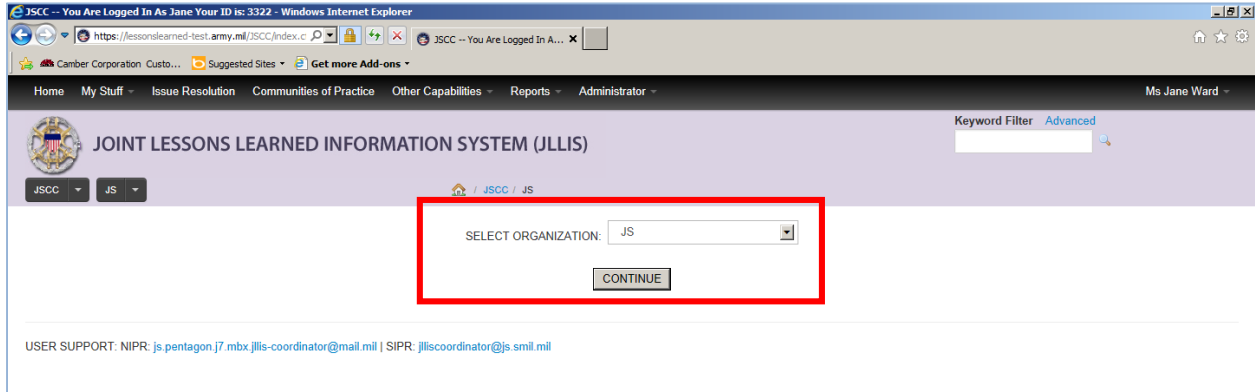
7. ***Discussion.** This provides context and detail so that others may fully understand the observation. Relate the facts that explain the event, problem or unusual circumstances encountered. Include timeframes when applicable. Discuss actions taken that proved effective in improving capabilities or overcoming an obstacle. If unresolved, indicate what problems or conditions remain and why. The associated classification button allows you to portion mark the free text field. This defaults to Unclassified, but allows you to modify to identify Releasable to and Caveats.
8. **Recommendation.** This should address the problem and flow from the points raised in the discussion. Specify what action should be taken short term and long term. Identify who or what activity should take the actions. The associated classification button allows you to portion mark the free text field. This defaults to Unclassified, but allows you to modify to identify Releasable to and Caveats.
9. **Attachment.** You have the option to attach a file to your submission: pictures, videos, audio recordings or documents. This feature allows you to add any information that may help explain the situation, event, issue or observation. This field contains drop down values to set the classification for the attached file, as well as the Releasable To and Caveats.
10. **Add previously uploaded files/Upload Multiple Files.** You can add files previously uploaded to JLLIS from this pop-up menu. You may sort by File Name, Description, First Name and Date Uploaded using the column drop down menus and either typing the value you want to search on or clicking on a letter.



11. **Submit.** This option places your observation into the validation process. It will remain within your organization in a “pending” status until it is reviewed, analyzed, refined and changed to an “active” status according to your local procedures. Once active, it will be viewable by all users.
12. **Save as Draft.** This feature allows you to begin an observation, save as a draft and return later to complete your submission. Your draft is only visible to you and the Administrator. Continue to “save as draft” until you are ready to submit your observation for review and the validation process.
13. **Save to Restricted Binder.** A binder is an electronic “file folder” used to group information by event or topic. This feature lets you immediately put your observation into a binder. (See [Binders](#) or [Restricted Binders](#) for more information.)

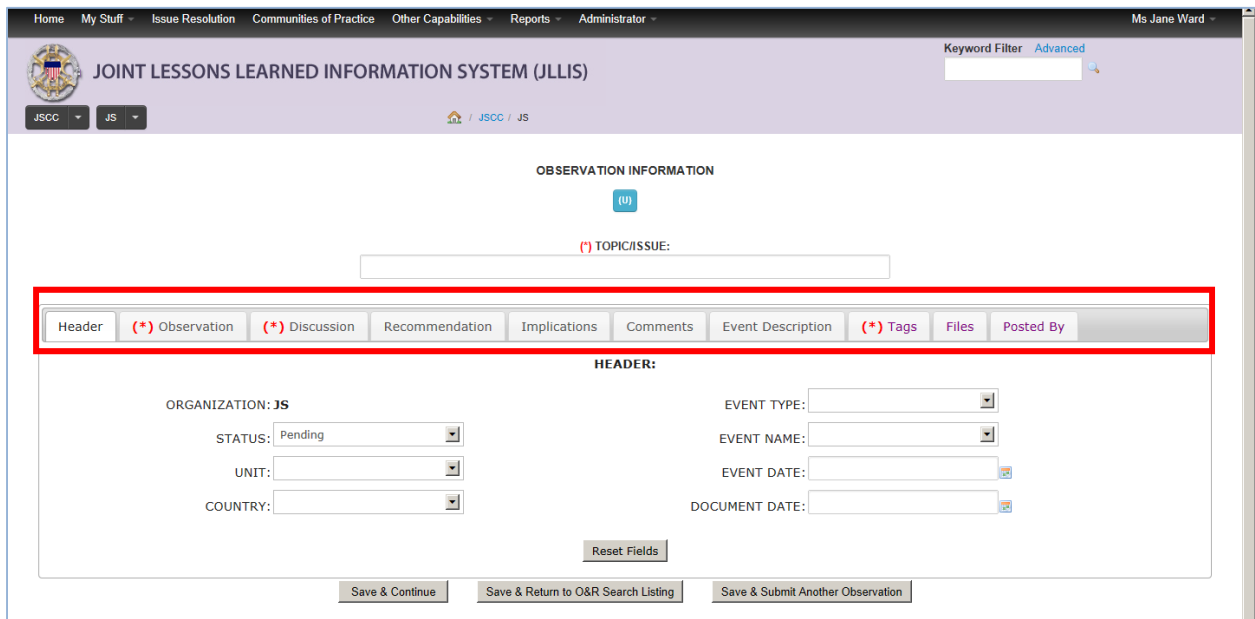
Add Detailed Observation

The second way to capture observations is the *Add a Detailed Observation*. The detailed observation form has additional tabs to add context to your observation. When selected, the system will display an organization drop down list. This allows the user to enter observations under another organization. The default is the organization you are currently working in.



A screenshot of the JLLIS web application interface. The browser title is "JSCC -- You Are Logged In As Jane Your ID is: 3322 - Windows Internet Explorer". The URL is "https://lessonslearned-test.army.mil/JSCC/index.c...". The page header includes navigation links: Home, My Stuff, Issue Resolution, Communities of Practice, Other Capabilities, Reports, Administrator, and the user name "Ms Jane Ward". The main heading is "JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)". Below the heading, there are two dropdown menus for "JSCC" and "JS". A red box highlights a "SELECT ORGANIZATION:" dropdown menu with "JS" selected and a "CONTINUE" button below it. At the bottom, there is a "USER SUPPORT" section with email addresses: "NIPR: js.pentagon.j7.mbx.jllis-coordinator@mail.mil" and "SIPR: jllis coordinator@js.smil.mil".

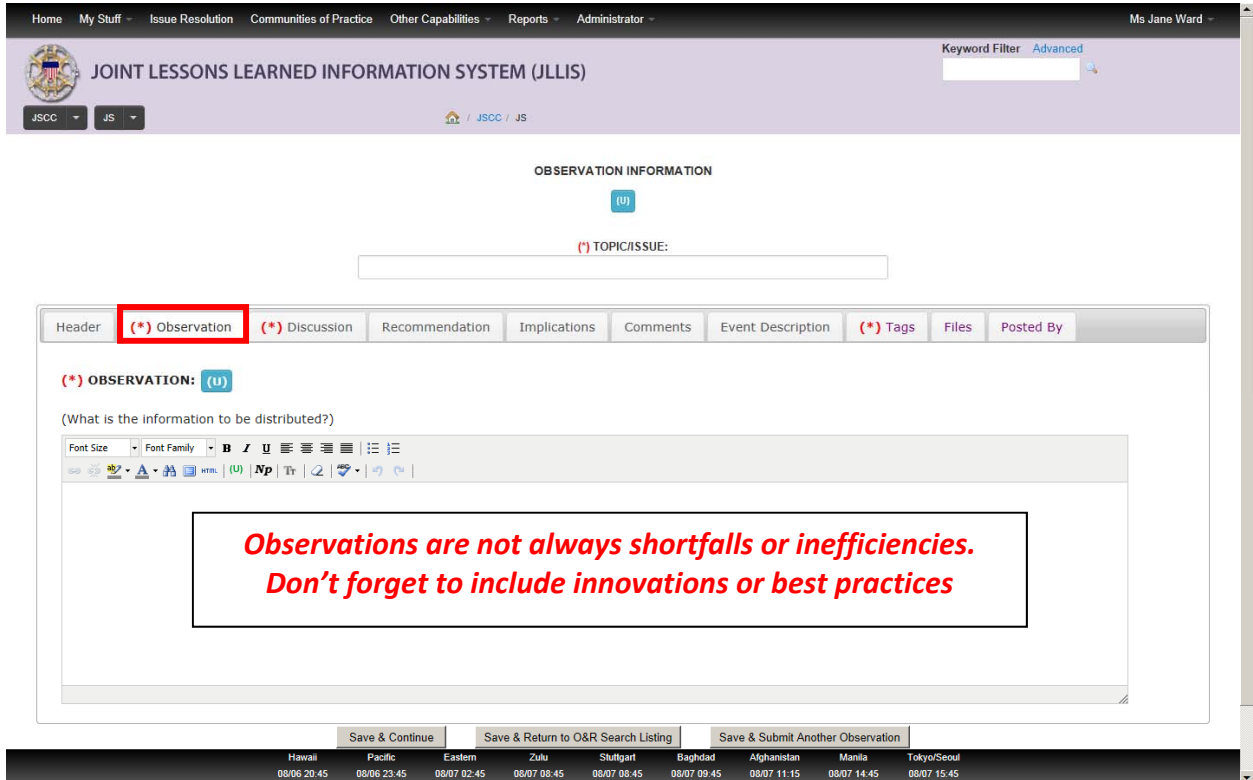
The detailed observation form has additional fields that are important for categorizing, associating and manipulating data to make it easily accessible. Your first-hand knowledge of the situation, event or incident is important to add context to your observation and you are encouraged to include as much detail as possible in your submission.



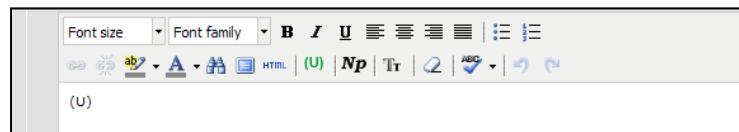
A screenshot of the "OBSERVATION INFORMATION" form in the JLLIS system. The page header is identical to the previous screenshot. The main heading is "OBSERVATION INFORMATION" with a "(U)" classification label. Below this is a "TOPIC/ISSUE:" text input field. A red box highlights a horizontal tabbed menu with the following tabs: "Header", "(*) Observation", "(*) Discussion", "Recommendation", "Implications", "Comments", "Event Description", "(*) Tags", "Files", and "Posted By". Below the tabs is the "HEADER:" section, which contains several form fields: "ORGANIZATION: JS", "STATUS: Pending", "UNIT:", "COUNTRY:", "EVENT TYPE:", "EVENT NAME:", "EVENT DATE:", and "DOCUMENT DATE:". A "Reset Fields" button is located below these fields. At the bottom of the form are three buttons: "Save & Continue", "Save & Return to O&R Search Listing", and "Save & Submit Another Observation".

- **Header.** The header tab contains basic data; status, event type, event name, date, classification and location.
 - **Observation Statuses are:**
 - **Draft** – User created an Observation but has not submitted it to the Lesson Manager. Submitter can edit or delete the draft Observations. Draft observations are not included in the results of IDOL searches.
 - **Pending** – User submitted the draft Observation to the Lesson Manager. The Observation is pending LM review and status update to Active. Pending Observations are not included in the results of IDOL searches. Submitter's cannot Edit or Delete observations in a Pending Status. Only submitting users can view their own Pending Observations, so they can see any additional information added by Command Lesson Managers, add perspectives or comments.
 - **Active:** Lesson Manager made the Observation Active for further analysis and validation. Active observations are included in the results of IDOL searches.
 - **Restricted:** Created from within a restricted binder. User must have access to the "restricted binder" and only members of the restricted binder can see the observations included in this binder.
 - **Validate** – Validation consists of a series of review, analytical and validation activities that will convert observations into issues.
 - **Closed** – Lesson Manager closed the lesson from further action or analysis.
 - **Deleted** - Observation deleted from further action.
 - **Hold** – Lesson manager placed the lesson in a hold status pending further guidance, information, etc.
 - **Event Type:** Controlled by the Organization Administrator
 - **Event Name:** Controlled by the Organization Administrator
 - **Event Date:** Select from the Calendar icon. Enter the date during the event/exercise.
 - **Document Date:** Select from the Calendar icon. Enter the date of the observation.
 - **Unit:** Controlled by the Organization Administrator.
 - **Country:** Select from the library list of country locations.

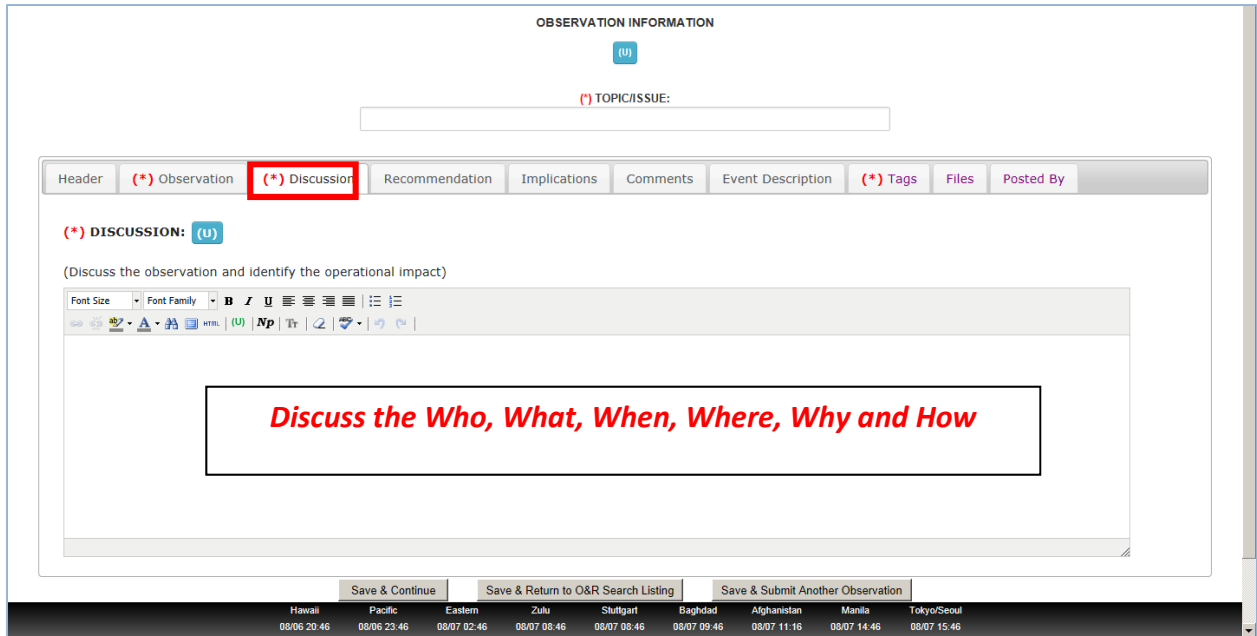
- Observation.** This is the heart of your submission. It contains a statement of perceived fact, should summarize the bottom line and describe the accomplishment or shortcoming. Use complete sentences and spell out all abbreviations or acronyms. Describe an end result or condition that was observed.



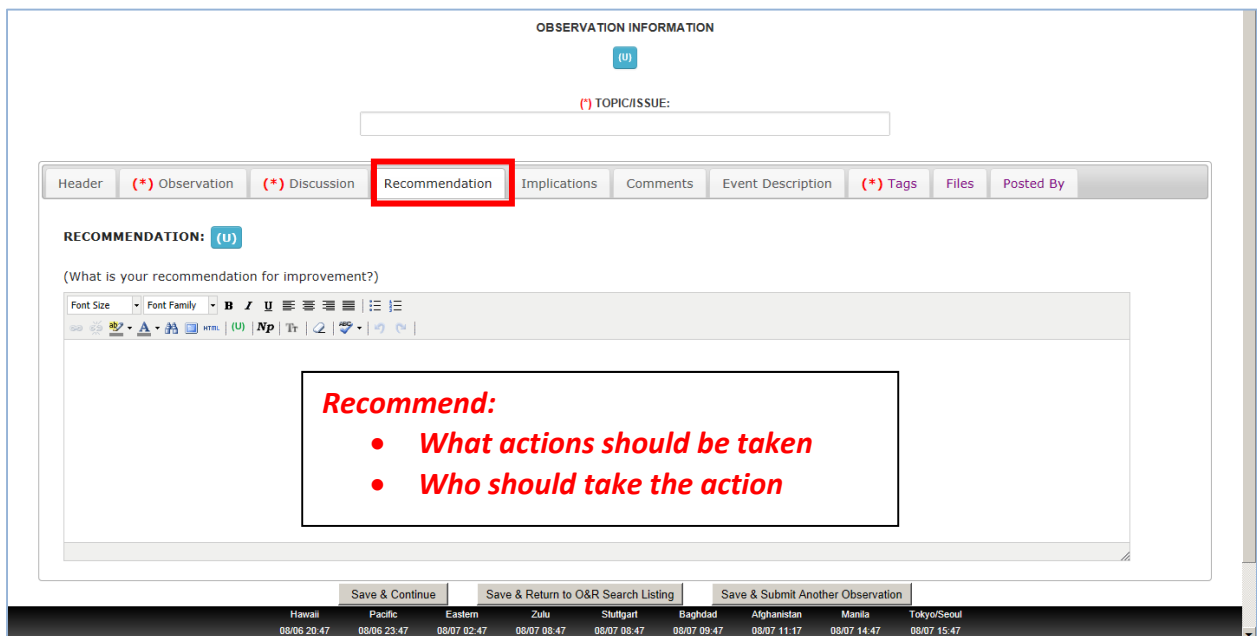
A free text box is available to capture your submission. The system allows you to select your font, use bullet statements, highlight and do most customized formatting tasks you associate with a document.



- Discussion.** This provides context and detail so that others may fully understand the observation. Include facts that explain the event, problem or unusual circumstances encountered. Timeframes may be important also. Discuss actions taken that proved effective in improving capabilities or overcoming the obstacle. If unresolved, identify what problems or conditions remain and why.



- Recommendation.** This should address the problem and flow from the points raised in the discussion. Specify action to be taken, both short term and long term. Identify who (by position) or what activity should take the action. If this requires more investigation or study, suggest an office of primary responsibility (OPR).



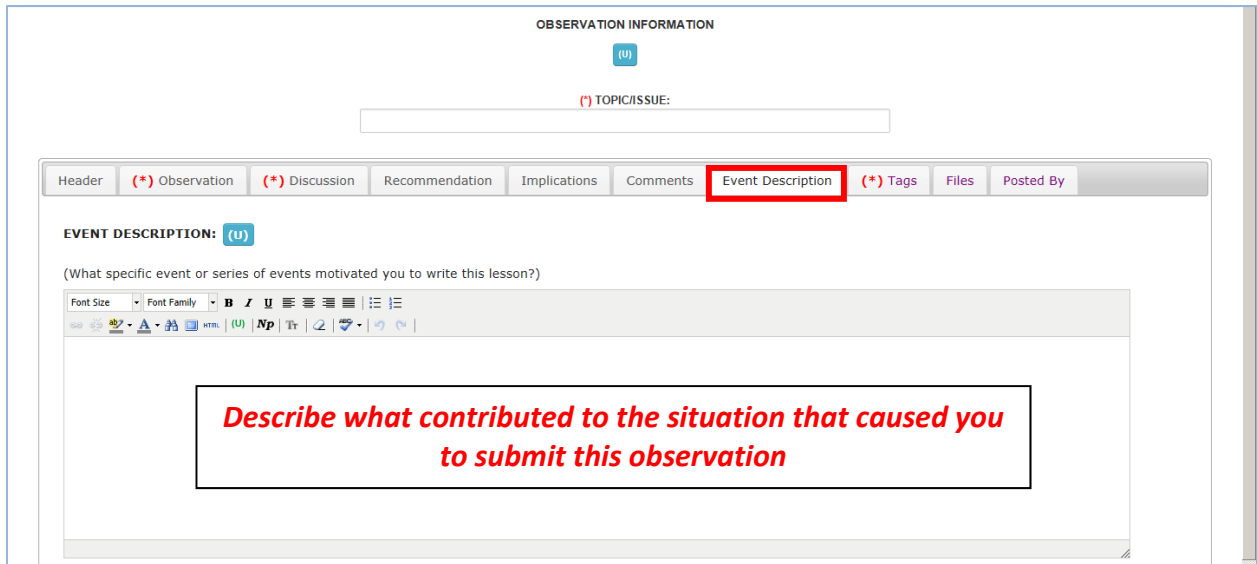
- **Implications.** This should identify the impact if action is taken or consequences if not.

The screenshot shows the 'OBSERVATION INFORMATION' interface. At the top, there is a '(U)' status indicator and a '(*) TOPIC/ISSUE:' label above a text input field. Below this is a navigation bar with tabs: Header, (*) Observation, (*) Discussion, Recommendation, **Implications** (highlighted with a red box), Comments, Event Description, (*) Tags, Files, and Posted By. The main content area is titled 'IMPLICATIONS/LESSONS LEARNED: (U)' and includes the prompt '(What happens if your recommendation is not adopted? What if it is?)'. A rich text editor toolbar is visible above a large text area containing the red text: *What happens if the recommendations are adopted? What are the consequences if not?*. At the bottom, there are three buttons: 'Save & Continue', 'Save & Return to O&R Search Listing', and 'Save & Submit Another Observation'. A footer bar shows various locations and times, including Hawaii (08/06 20:49), Pacific (08/06 23:49), Eastern (08/07 02:49), Zulu (08/07 06:49), Stuttgart (08/07 08:49), Baghdad (08/07 09:49), Afghanistan (08/07 11:19), Manila (08/07 14:49), and Tokyo/Seoul (08/07 15:49).

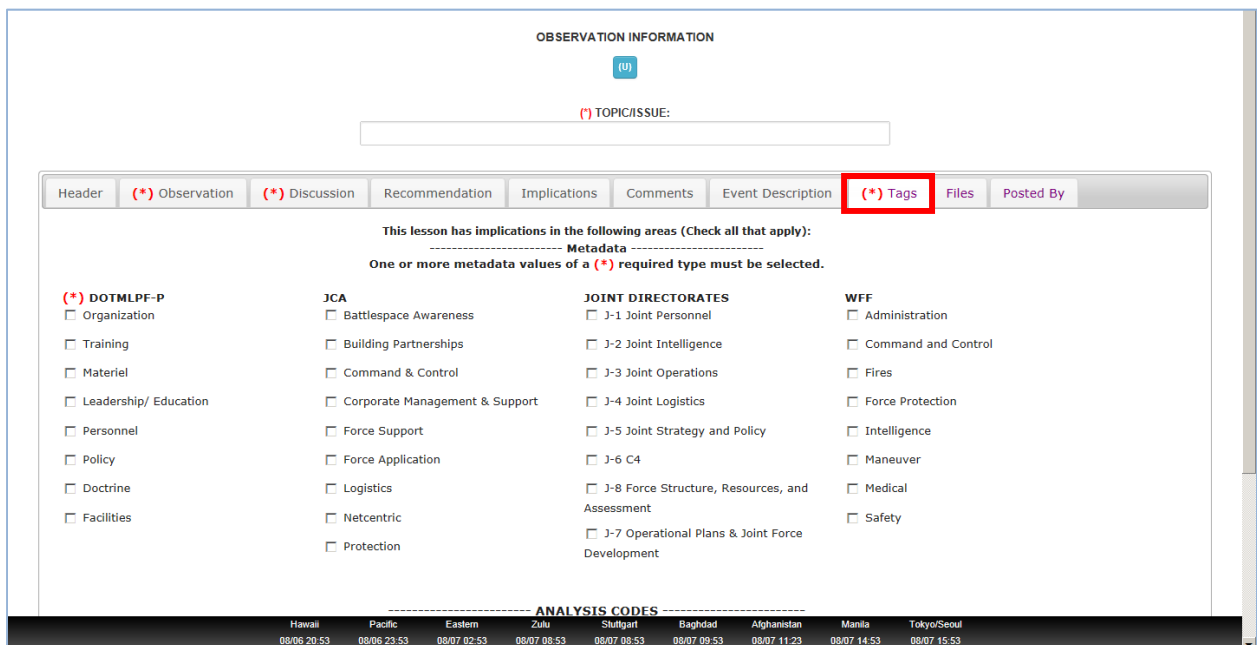
- **Comments.** This section provides an opportunity for others to share their perspective on the issue. You will be able to see a running dialogue of comments by date, time and submitter.

The screenshot shows the 'OBSERVATION INFORMATION' interface. At the top, there is a '(U)' status indicator and a '(*) TOPIC/ISSUE:' label above a text input field. Below this is a navigation bar with tabs: Header, (*) Observation, (*) Discussion, Recommendation, Implications, **Comments** (highlighted with a red box), Event Description, (*) Tags, Files, and Posted By. The main content area is titled 'COMMENTS: (U)' and includes the prompt '(LMS Manager or Action Officer Comments)'. A rich text editor toolbar is visible above a large empty text area. At the bottom, there are three buttons: 'Save & Continue', 'Save & Return to O&R Search Listing', and 'Save & Submit Another Observation'. A footer bar shows various locations and times, including Hawaii (08/06 20:50), Pacific (08/06 23:50), Eastern (08/07 02:50), Zulu (08/07 06:50), Stuttgart (08/07 08:50), Baghdad (08/07 09:50), Afghanistan (08/07 11:20), Manila (08/07 14:50), and Tokyo/Seoul (08/07 15:50).

- **Event Description.** This is your opportunity to write about the situation or series of events that motivated you to write your observation. Conditions such as weather, terrain, technology or training may be contributing factors to list in this section.

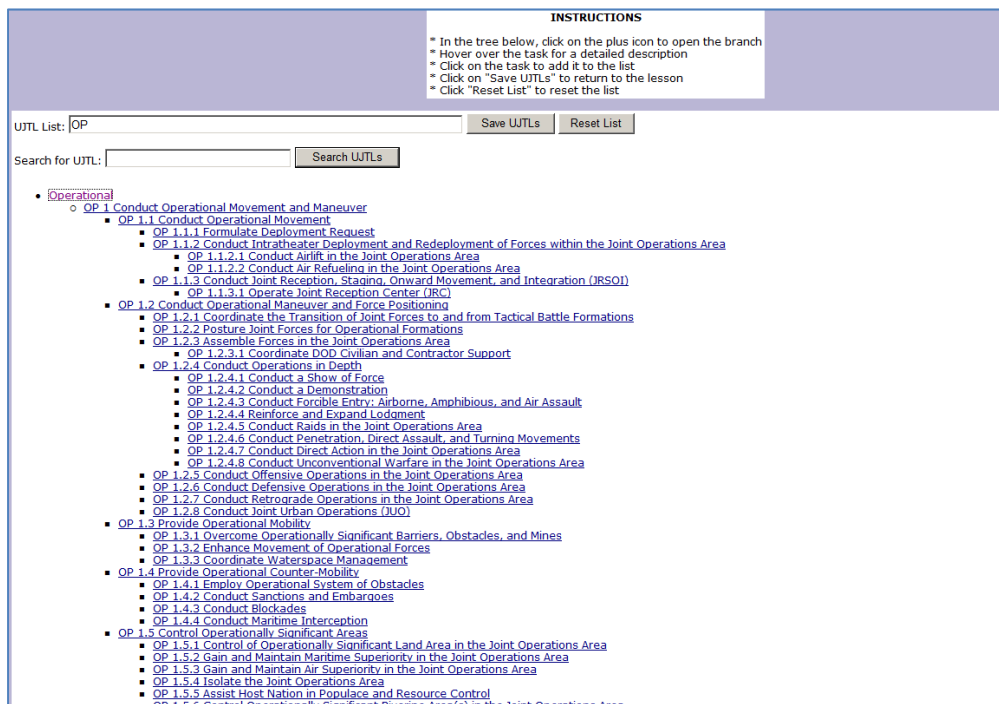


- **Tags.** This tab allows metadata tagging which helps to group and catalogue the information. Each JLLIS Administrator will tailor this section to the organization's needs. However, some are system required tags, such as DOTMLPF-P. Users **must** select at least one DOTMLPF-P category associated with the issue before the status can be changed to Active. As long as the status remains in Draft or Pending status, users and lesson managers can continue to modify without selecting a required metadata tag.



Additionally, there are “Analysis Codes” with dropdown selections created by organization administrators and the Universal Joint Task List (UJTL) located at the bottom of the page. The UJTL is explained below.

- Universal Joint Task List (UJTL).** The UJTL provides a standard language that identifies common tasks that are trained and reported for readiness. Linking observations to a Universal Joint Task provides a common language to rapidly insert the recommendations into future training and education. Click on the green dot to open the UJTL search function. The system displays the following popup that allows the user to search on keywords or expand the task categories, as shown. To select a task and tag the observation, click on the required task and select the Save UJTLs button.



- Files.** You may have files (pictures, maps, audio recordings, videos or documents) that are associated with your observation. You may attach multiple files as depicted below.

OBSERVATION INFORMATION

(U)

(*) TOPIC/ISSUE:

Header (*) Observation (*) Discussion Recommendation Implications Comments Event Description (*) Tags **Files** Posted By

ATTACH A FILE TO THIS LESSON:

Add a File

ATTACHMENT: Browse...

DESCRIPTION:

CLASSIFICATION: (U)

Upload File

ATTACHMENTS: Add previously uploaded files

Class	File Name	Description	File Size	Posted By	Posted On	Action

Save & Continue Save & Return to O&R Search Listing Save & Submit Another Observation

- **Posted By.** Each JLLIS entry contains basic information (name, rank, unit, email and phone) of the submitter. This is automatically inserted based on your profile.

OBSERVATION INFORMATION

(U)

(*) TOPIC/ISSUE:

Header (*) Observation (*) Discussion Recommendation Implications Comments Event Description (*) Tags Files **Posted By**

POSTED BY:

FIRST NAME: LAST NAME:

RANK: DSN:

EMAIL COMMENTS TO: UNIT:

PHONE:

Save & Continue Save & Return to O&R Search Listing Save & Submit Another Observation

Detailed Observation Example

TOPIC: *USNORTHCOM NEO/OPLAN Required*

OBSERVATION: *USNORTHCOM has not practiced executing the Military Assisted Departure (MAD) mission nor does it have a CONOP/PLAN for execution. NC followed the Army Joint Plan for DOD Noncombatant Evacuation and Repatriation.*

DISCUSSION: *There was a lack of clear CONOP which resulted in miscommunication, confusion, and misinformation between USNORTHCOM and PACOM during the evacuation of military dependents from Japan. There was no clear Change of Operational Plan (CHOP) line for mission hand off from PACOM to NORTHCOM. USNORTHCOM was held responsible for deconflicting Customs and Border Protection (CBP) misinformation.*

RECOMMENDATION: *The pending CONOP/OPLAN NC J35 FOC must ensure PACOM, TRANSCOM, OSD Mission partners are held accountable for requirements prior to accepting accountability. PACOM should be required to ensure that the passengers are able to clear CBP requirements. Recommend N-NC CONPLANS 3500 AND 3501 be re-examined to address this issue. Recommend N-NC Training and Exercises modify future exercise scenario to address this issue.*

IMPLICATION: *If no action is taken to revise plans the commander has no means to forecast future responsibilities concerning support for evacuated DOD and US citizens from affected areas abroad.*

EVENT DESCRIPTION: *Japan Tsunami - The overall mission was moving military dependents from Japan to final destination.*

View/Search Observations

The View Observations feature on the Home page provides user the ability to search for observations captured in JLLIS.

The screenshot displays the JLLIS home page interface. At the top, there is a navigation menu with options: Home, My Stuff, Issue Resolution, Communities of Practice, Other Capabilities, Reports, and Administrator. The user's name, Ms Jane Ward, is visible in the top right corner. Below the navigation bar, the page title is "JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)". The main content area is organized into several columns and sections:

- FEATURED ITEMS:** A list of recent observations, including "24 July Testing of Topic / Issue field length - accommodates. 24 July Testing of Topic / Issue field length - accommodates - Observation (JSCC)", "Peacekeeping Operations-Americas 2012 (PKO-A 2012) JAAR - CDR (JSCC)", "Test COP 1234 - COP (SOUTHCOM)", "All Cyber Related LLS - Binder (TRANSCOM)", and "Test Email Issue - Issue asdf - Update (JSCC)".
- KEYWORD FILTER:** A section titled "The Keyword Filter feature provides the ability to filter JLLIS data across Observations, Issues, Documents, CoPs, Port Visits, Binders, AARs, and associated files." It includes a search box with the text "COIN".
- OBSERVATIONS:** A section titled "Quickly submit a short observation, submit a detailed observation, view your observations or view your organization's active observations." It contains two buttons: "Add Observation" and "View Observations", with the latter highlighted by a red box.
- DOCUMENT/FILE LIBRARY:** A section titled "The document library provides users the ability to upload documents, reports, graphics, and video in a single folder." It contains two buttons: "Add/Upload File" and "View Document Library".
- LATEST NEWS:** A section titled "Staging Test - JSCC Tier" by Dawning, David M, dated 07/24/12. It includes a link to "Details".
- ADDITIONAL FEATURES:** A section with links for "Submit Request for Information (RFI)", "Information Portal", "Links", "Navy Port Visits", and "DIA Governance". It also includes social media icons for Facebook, Twitter, and LinkedIn.
- ORGANIZATION ADMINISTRATOR:** A section with contact information for Ms Diane Lent-Tucker, including her COM, DSN, and EMAIL.

Enter the topic and any additional criteria desired such as Type of Event, Event Name, Organization(s) and / or Subordinate Organizations. You can select as few or as many criterion as you desire.

Select the *Search Observations* button and the system will display your results. If you do not select any criterion, the system will display a complete list of observations you are authorized to view. If you would like to narrow your search results, select the *Reset Search Form* button, then either select additional criteria or expand the *Advanced Criterion* section to enter additional filters.

Advanced Search Criteria

This feature allows you to narrow the search to a particular record or set of records based on metadata tagging: ID number, Country, Classification, Creator, Date, DOTMLPF & Policy, Warfighting Functions or a task from the Universal Joint Task List (UJTL).

The green plus sign next to the UJTL field displays the UJTL search feature just as it does when submitting an observation.

Advanced Criteria

FROM ID: CREATED BY:

TO ID: DOCUMENT DATE:

LEGACY ID:

COUNTRY:

CLASSIFICATION:

CAVEAT:

RELEASABLE TO:

UJTLS:

Metadata

<p>DOTMLPF-P</p> <input type="checkbox"/> Organization <input type="checkbox"/> Training <input type="checkbox"/> Materiel <input type="checkbox"/> Leadership/ Education <input type="checkbox"/> Personnel <input type="checkbox"/> Policy <input type="checkbox"/> Doctrine <input type="checkbox"/> Facilities	<p>JCA</p> <input type="checkbox"/> Battlespace Awareness <input type="checkbox"/> Building Partnerships <input type="checkbox"/> Command & Control <input type="checkbox"/> Corporate Management & Support <input type="checkbox"/> Force Support <input type="checkbox"/> Force Application <input type="checkbox"/> Logistics <input type="checkbox"/> Netcentric <input type="checkbox"/> Protection	<p>JOINT DIRECTORATES</p> <input type="checkbox"/> J-1 Joint Personnel <input type="checkbox"/> J-2 Joint Intelligence <input type="checkbox"/> J-3 Joint Operations <input type="checkbox"/> J-4 Joint Logistics <input type="checkbox"/> J-5 Joint Strategy and Policy <input type="checkbox"/> J-6 C4 <input type="checkbox"/> J-8 Force Structure, Resources, and Assessment <input type="checkbox"/> J-7 Operational Plans & Joint Force Development	<p>WFF</p> <input type="checkbox"/> Administration <input type="checkbox"/> Command and Control <input type="checkbox"/> Fires <input type="checkbox"/> Force Protection <input type="checkbox"/> Intelligence <input type="checkbox"/> Maneuver <input type="checkbox"/> Medical <input type="checkbox"/> Safety
--	---	---	---

Search Results will display as depicted below. You can select the number of records displayed per page. (25, 50, 100) They are sorted by ID number, listing the most recent at the top. Topics are color-coded by classification in the SIPRNET version: green for unclassified, blue for confidential and red for secret. Note the block on the far left. By selecting the check box, you can add or link observations to Default AARs, Binders, export to a .pdf document format, generate the table in MS Excel, or link selected observations to an issue or multiple issues. NOTE: Only Active/Validated Observations are available to “link” to an Issue. System will display a popup message when the Lesson Manager or Admin attempts to link an observation that is not Active or Validated.

Search Observations Reset Search Form

Link To An Issue
 Add To A Binder
 Make a Featured Item
 Export To .PDF
 Export To Excel

Actions	ID	Status	Views	Topic	Organization	Event Name	Event Date	Update
<input type="checkbox"/>	14101	Pending	9	(U) SAMPLE OBSERVATION FOR TRAINING	CCO			25 May 2012
<input type="checkbox"/>	14100	Restricted	4	(U) USER Training 3 - restricted Lesson	CCO		16 Apr 2012	16 Apr 2012
<input type="checkbox"/>	14099	Pending	5	(U) USER Training 2	CCO	Penbay Exercise	13 Apr 2012	13 Apr 2012
<input type="checkbox"/>	14098	Pending	4	(U) USER Training	CCO			13 Apr 2012
<input type="checkbox"/>	14097	Pending	3	(U) Vetting Evacuees during designated operations	CCO	North Africa Operations		13 Mar 2012
<input type="checkbox"/>	14096	Active	10	(U) Lessons Learned Workshops: USDA Advisors in Afghanistan and Iraq	CCO			24 Apr 2012
<input type="checkbox"/>	14095	Active	4	(U) Improving Coordination Between Military Units and Interagency Teams	CCO			02 Mar 2012
<input type="checkbox"/>	14094	Active	3	(U) Defeating Insurgency at the Grassroots: Building Local Governance Capacity in Afghanistan	CCO			02 Mar 2012
<input type="checkbox"/>	14093	Active	3	(U) Civil-Military Relations in Afghanistan and Iraq	CCO			02 Mar 2012
<input type="checkbox"/>	14092	Active	3	(U) Civil-Military Operations in Regional Command-South	CCO			02 Mar 2012

- **Search Results, Action Column.**



Edit: Pencil indicates you are able to edit the record.



Cancel: Allows the user to delete the observation. Only submitting users can delete a draft observation. Lesson Managers can delete pending and active observations.



Observation Summary. Provides a read-only view of the observation details, creation and modified dates, metadata tags, associated UJTLs and member perspectives.

16494 - 4

Legacy ID:
Creation Date: 30 Jan 2012
Modified Date:

Observation: dd
Discussion: dd
Recommendation: dd
Implications/Lessons Learned: dd
Comments:
Event Description: dd

----- Metadata -----

Analysis Codes:
AOR: N/A
CATEGORY: N/A
FOCUS AREA: N/A
TYPE: N/A

Associated UJTLs:
N/A

Posting Information:
Name: -
Rank:
Unit:
Phone:
DSN:

[Add A Perspective](#)

Close



Observation History. Provides a history of changes made to the observation. This page displays the date/time, type of change, user, and a description of the modification.

16494 - History

TimeStamp	Type	User	Description
January 30, 2012 18:18:51	Ext LMS View	Roberts, David	Viewed Lesson ID 16494
January 30, 2012 14:35:53	Int LMS View	Demming, David	Viewed Lesson ID 16494

Close



Linked Data. Displays a list of Issues linked to the selected observation.



Edit Comment. Allows users to enter perspectives/comments on imported JTIMS observations.

Actions	ID	Status	Views	Topic	Organization	Event Name	Event Date	Update
	14101	Pending	9	(U) SAMPLE OBSERVATION FOR TRAINING	CCO			25 May 2012
	14100	Restricted	4	(U) USER Training 3 - restricted Lesson	CCO		16 Apr 2012	16 Apr 2012
	14099	Pending	5	(U) USER Training 2	CCO	Penbay Exercise	13 Apr 2012	13 Apr 2012
	14098	Pending	4	(U) USER Training	CCO			13 Apr 2012

- **ID.** This column provides the identification number of the observation record, displayed by most recent submission. By clicking on the arrow, you can change the display to view the historical records first.
- **Viewed.** This column indicates the number of times the specific observation information has been viewed by a user.
- **Status.** This column indicates the current status of the submission. It can be a draft (your submission) or active. Purple lettering indicates the submission has been made active for the joint community. If black, it is activated for the internal organization.
- **Topic.** The title of each submission is displayed in this column. It is helpful to have the topic / title describe the submission and uniquely identify the issue. The topic is color coded (in SIPRNET versions) to rapidly indicate the classification of the submission. Click on topic to view the observation contents (same as using green plus.)

Selecting the observation title link will display the observation in view only mode but allow you to email, print, view the history, generate in .pdf or

UNCLASSIFIED

The ID for this observation is 16958.
This observation does not have a Legacy ID.

STATUS: Active
CREATION DATE: 22 Jun 2012
MODIFIED DATE: 27 Jun 2012

ORGANIZATION: JCW
UNIT:
EVENT DATE:
ID: 16958
LEGACY ID: N/A
EVENT NAME:
EVENT TYPE:
LOCATION:
COUNTRY: United States
START DATE:
END DATE:
TOPIC: Assessment (A Joint Force Operational Perspective)

OBSERVATIONS: (U)	Joint Staff J-7 Joint and Coalition Warfighting provides insights from past training events.
DISCUSSION: (U)	Highly qualified experts aid in refinement of these insights.
RECOMMENDATION: (U)	Make available for leader development.

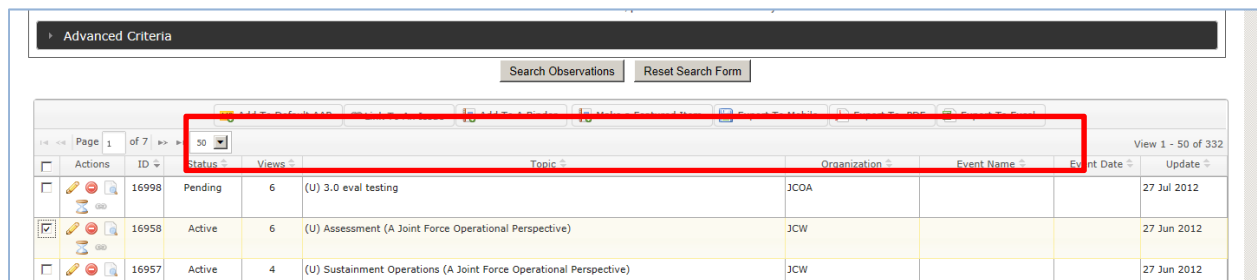
.doc format, or link the observation to an issue or multiple issues.

In addition, users can link an observation to an issue from the view observations page.

- **Organization.** The submitting organization is listed in the next column. If you want to only view submissions from a certain organization, you can refine your search to only display results from that organization. Go back to the Search page, select the desired organization from the dropdown, and search observations.
- **Event Name.** This column displays the name of the operation, exercise, experiment or event. Like the others, this column can be sorted to find all submissions from a certain event. If you originally did a generic search, you can refine it by entering an event from the dropdown list and reset your search criteria.
- **Event Date.** This reflects the event date annotated by the submitter.
- **Update Date.** This reflects the most recent update on the record.

When an observation is selected (checkbox), the system enables additional action buttons located at the top of the search results table; Add to Default AAR, Link to An Issue, Add to a Binder, Make a Featured Item, Export to Mobile, Export to PDF, and Export to Excel.

The actions are based on the user's role and permissions, as well as the status of the selected observation.

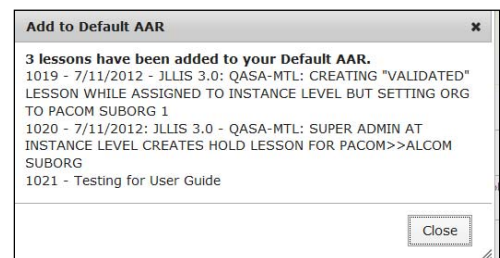


The screenshot shows a search results table with columns: Actions, ID, Status, Views, Topic, Organization, Event Name, Event Date, and Update. A red box highlights the 'Add to Default AAR' button in the Actions column for the selected row (ID 16958).

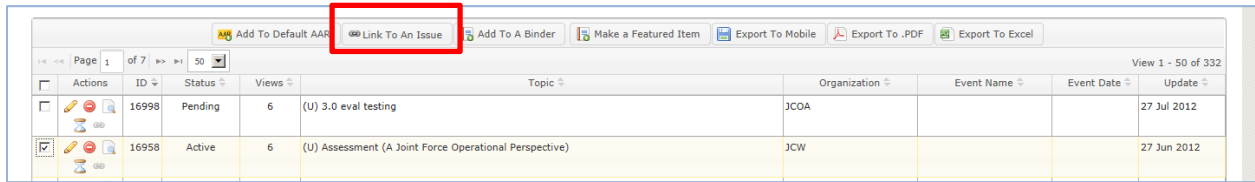
Actions	ID	Status	Views	Topic	Organization	Event Name	Event Date	Update
<input type="checkbox"/>	16998	Pending	6	(U) 3.0 eval testing	JCOA			27 Jul 2012
<input checked="" type="checkbox"/>	16958	Active	6	(U) Assessment (A Joint Force Operational Perspective)	JCW			27 Jun 2012
<input type="checkbox"/>	16957	Active	4	(U) Sustainment Operations (A Joint Force Operational Perspective)	JCW			27 Jun 2012

Add to Default AAR

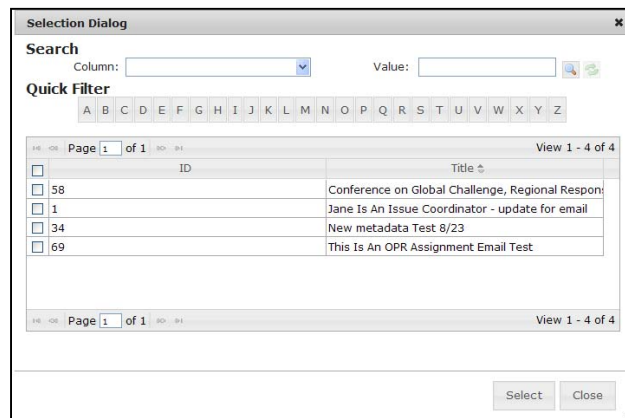
To add an observation to a default AAR, select the checkbox associated with the observation(s), and then select the Add to Default AAR button. The system will display a confirmation that the action is complete and the observations associated to the Default AAR. (Note that the gold AAR icon ONLY displays if you have a default added.)



Link to an Issue



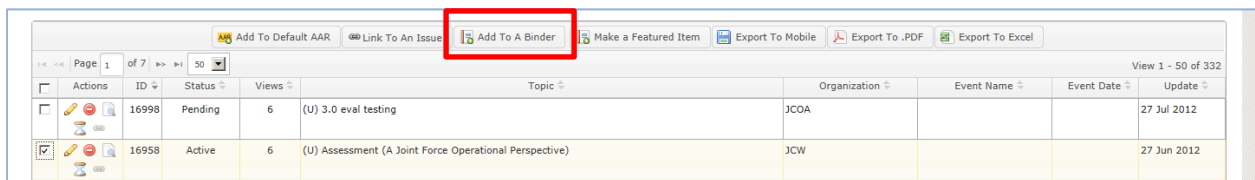
Users have the ability to link an observation to an issue or to multiple issues. To do this, select the observation(s) checkbox and click the link to an issue icon. The system will display a dialog box with a list of available issues. Users can only link an observation to an Issue, if they are assigned as the Issue Coordinator or a Subject Matter Expert.



The system displays an Issue Search module. The user can search by Issue ID or by Title with keyword value. Once the issue is found select the corresponding checkbox and click the *Select* button. The system links the observation to the issue.

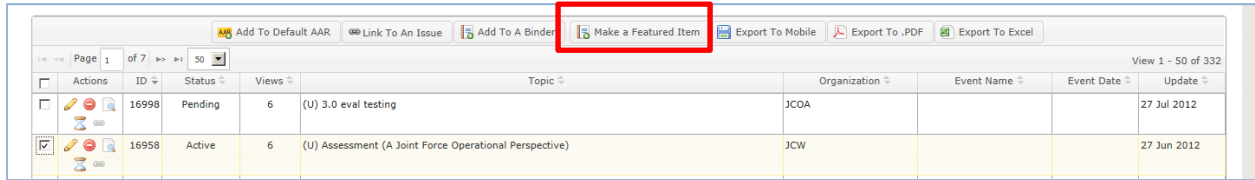
Once an observation is linked to an issue, the status of the observation cannot be changed unless the observation is delinked.

Add to a Binder



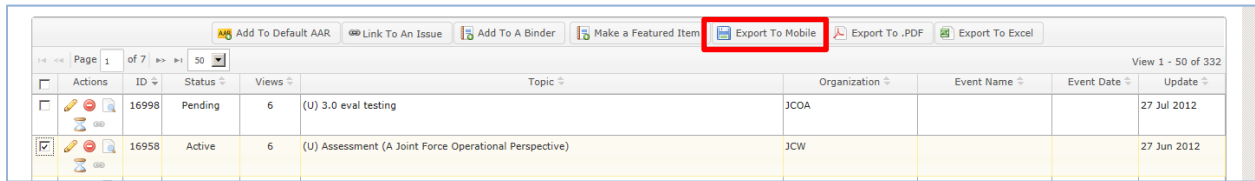
There are a number of ways to group and save your search results. A Binder is essentially an electronic filing system that can be private, collaborative, viewable or restricted. Using the box on the far left, select the desired records and then "Add to Binder". In this example three items are selected. You will be prompted to select a binder and the items selected will all be collected electronically in that binder. Additional information on Binders is available in the Binders section of this guide.

Make a Featured Item

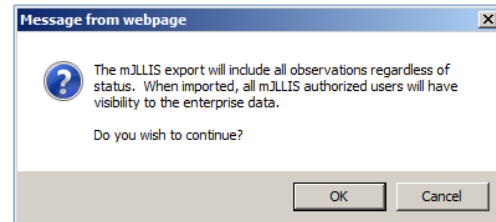


Organization Administrators have the ability to feature an active, validated, or closed observation on the Organizations Home Page; Featured Items section. To do this, the administrator will select the corresponding checkbox and select the *Make a Featured Item* button. The system will display a confirmation when the action is complete and there are no errors.

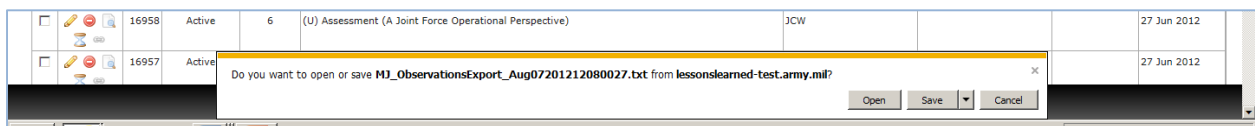
Export to Mobile



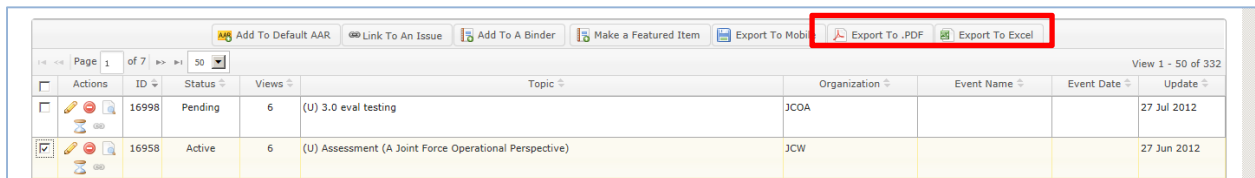
Organization Administrators have the ability to select observations for export (& subsequent import) to mobile JLLIS. To do this, the administrator will select the corresponding checkbox and select the *Export to Mobile* button.



The system will display a confirmation stating that all selected observations, regardless of status will be included in the mobile JLLIS export. Select OK to continue or Cancel to discontinue the action. The system will download the selected files and display a File Download option. Save the file to your local workstation for future import to mobile JLLIS.



Export Search Results to .PDF or Excel



You also have the option of placing the selected records into a document format (PDF) or an Excel Spreadsheet (.xls). You can then save, print or search using the .PDF or Excel program options.

UNCLASSIFIED

ORGANIZATION: JSCC	EVENT NAME: [Operation Name]
UNIT: JSCC	EVENT TYPE: Exercise
EVENT DATE: 04 Mar 2011	LOCATION: [Operation Location]
ID: 827	COUNTRY:
LEGACY ID: N/A	START DATE: 01 Nov 2007
	END DATE: 31 Dec 2007

TOPIC:
Preparing Your Issue, Insight, Innovation or Observation for Submission to JLLIS

OBSERVATIONS: Unclassified
(U)
Observations are not always shortfalls or inefficiencies. Don't forget to include innovations or best practices

DISCUSSION: Unclassified
(U)
Discuss the Who, What, When, Where, Why and How

RECOMMENDATION: Unclassified
(U)
Recommend:

- *What actions should be taken*
- *Who should take the action*

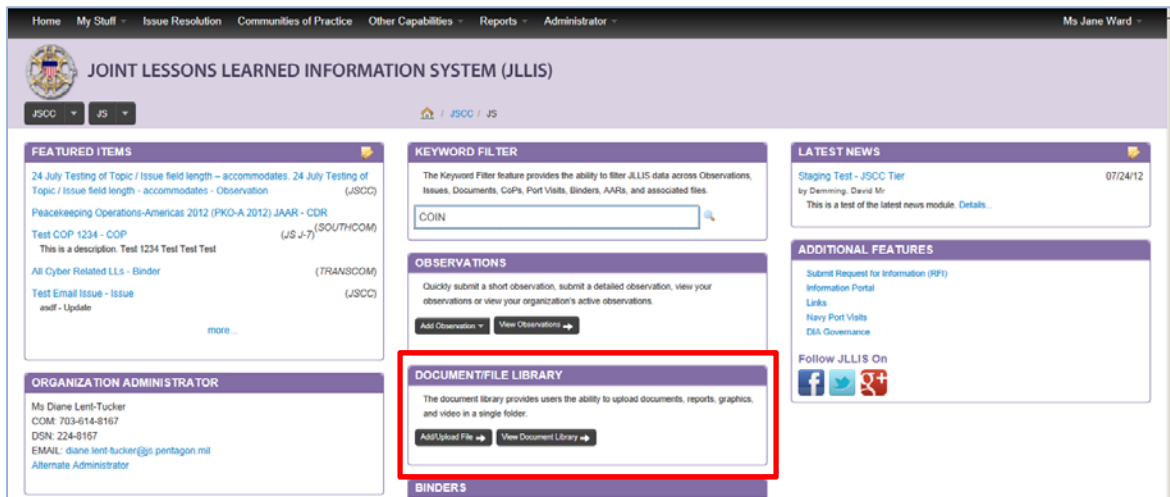
IMPLICATIONS/LESSONS LEARNED: Unclassified
(U)
*What happens if the recommendations are adopted?
What are the consequences if not?*

COMMENTS:

EVENT DESCRIPTION: Unclassified
(U)
Describe what contributed to the situation that caused you to submit this observation

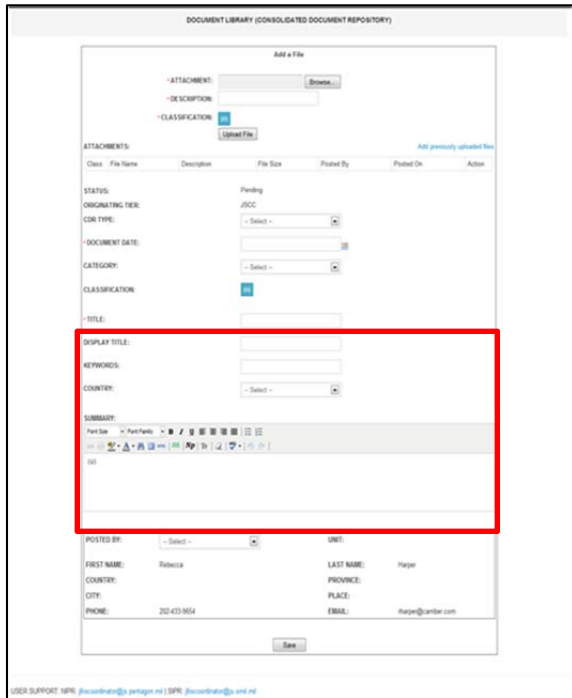
DOCUMENT LIBRARY

The document repository contains a library of information from your organization such as reports, documents, photos, videos or maps. Most document repository functions are restricted to Team Member or above; however any user can add a document repository by clicking on the Add\Upload File button on the Home Page or under the Other Capabilities menu option.



Add a Document Repository

If you selected to add a document, the system displays the following screen. Browse for the file to be added to the library and select the appropriate classification information. Your document repository will enter the system in a “pending” status, and will be reviewed by your Lesson manager prior to being activated.



Title, Display Title and Key Words. These features allow you to make the document repository easily recognizable in a search. Concise and descriptive key words will optimize the search capability.

Summary. This free-text box allows you to provide a brief synopsis of the document or to elaborate on the situation and circumstances associated with the file.

Include this document in the Joint Search. Your Lesson Manager has the option of keeping this document internal to your own organization or having it available for the joint community. The lesson manager or administrator selects the Include this item in the Joint Lessons Learned Repository when in the edit mode.

Document Repository Search

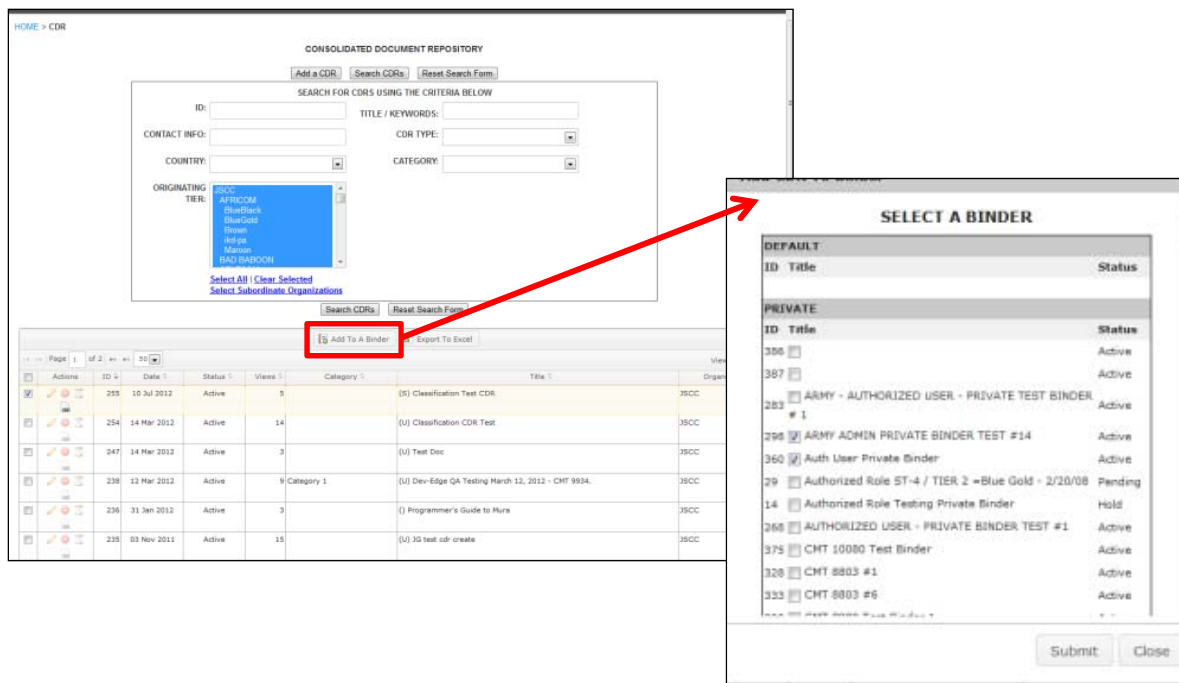
To search the document library, select the *View Document Library* button on the Home Page or select the *Document Repository* menu option under Other Capabilities. Enter your search criteria: Title / Keywords, Country, document repository type (AAR, Briefing, Interview Newsletter, Photo, Official Guidance, and Misc.), Category Originator, and Status (Active, Cancelled, Closed, Draft, Hold, Pending, etc.)



Search results will display the most recent addition at the top unless you sort the display using the black arrow at the top of each column. When searching the document repository, keywords are most important for filtering and finding the information you desire.





Once you have the results, you can conveniently save to a binder, attach to an issue or export to an excel spreadsheet. Note that you must reset the search form between queries.

Selecting the check box in front of a in the document will enable the *Add to Binder* button and a pop-up window will appear with a listing of the binders a user owns or has access to. Documents can be added to more than one binder.



When documents are exported to excel, a spreadsheet with the following information is created: Id Number, Overall Classification, Created Date, Updated on date, Status, Type, Category, Title, Subtitle, Key Words, Summary, Dissemmination, Posted by, Organization, First Name, Last Name, email, Phone, Country, Province, City, Place and Warfare Mission. The user has the option to save the excel file or open the file.

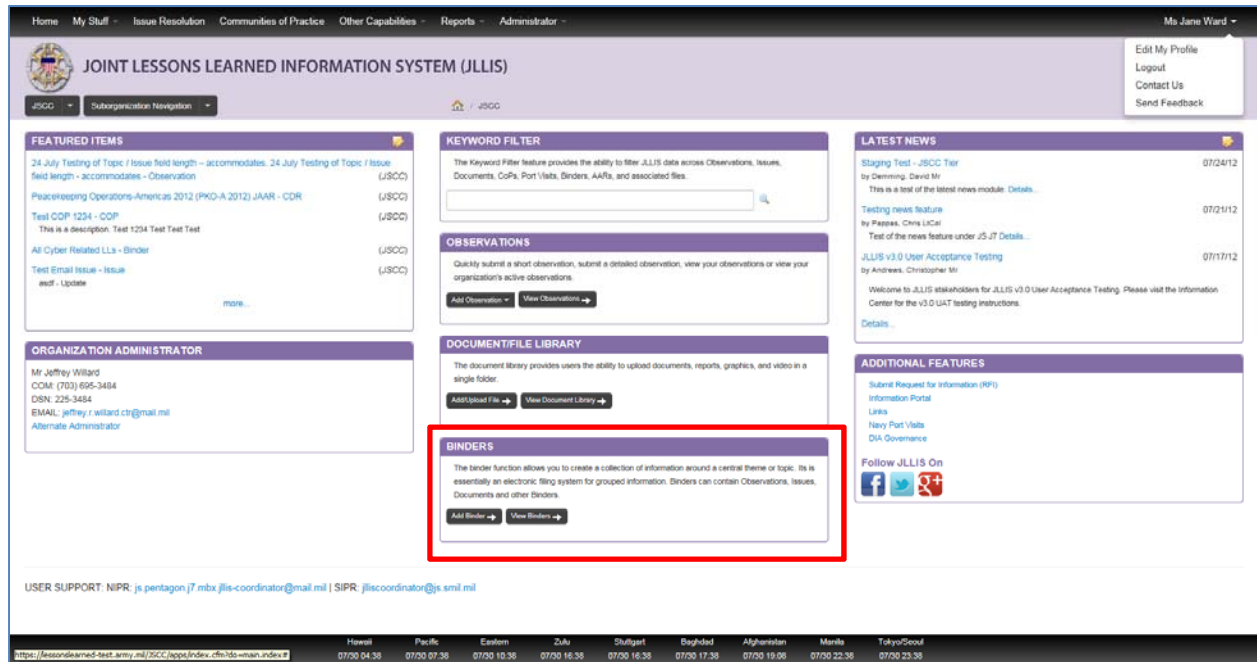
Document Repository Actions: There are standard icons that are used throughout JLLIS and when working with documents.

-  used to edit the document
-  used to delete the document
-  used to display the document change history
-  used to show the linked issues

Documents can be sorted by ID number, Date (date added), Status, the number of views, Category, Title or Organization. The number of documents displayed on each page defaults to 50, but may be set to 25, 50, 75 or 100 by clicking on the down arrow.

BINDERS

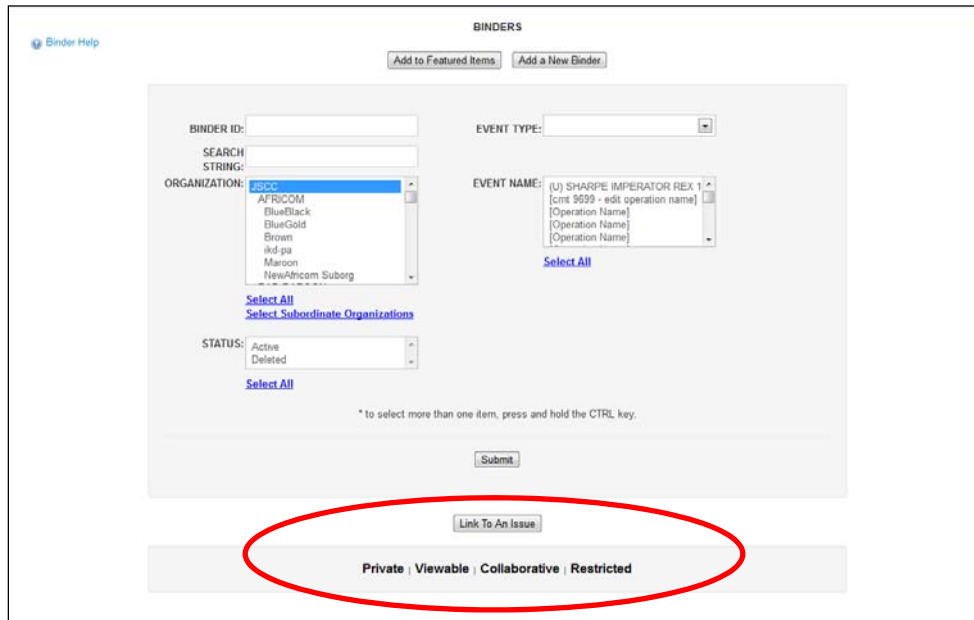
The binder function allows you to create a collection of information around a central theme or topic. It is essentially an electronic filing system for grouped information. Binders can contain Observations, CDRs, stand-alone files and other Binders.



There are 4 types of binders: Private, Viewable, Collaborative and Restricted.



- **Private.** This binder can only be created, modified, deleted and viewed by the owner and administrator.
- **Viewable.** This binder, once created, can be viewed by everyone but only edited by the creator.
- **Collaborative.** This binder, once created, can be viewed by everyone and everyone can add and delete items in the binder. Only the user who created it can delete it.
- **Restricted.** These binders can only be viewed or edited by the creators or assigned members.



View Binder Contents

To view all of the items contained within a binder, click on the binder title. The system will expand the binder contents to display all associated items such as observations, documents, guides, etc.

Binder Display

Binders can be displayed by ID, Title or Organization. You can toggle the bar above the listing to change the order of the binders. The *Action* column contains icons relevant to the binder, such as the information icon (listing ownership information), and the “default” icon, identifying it as a primary binder for data input.

Binder Status

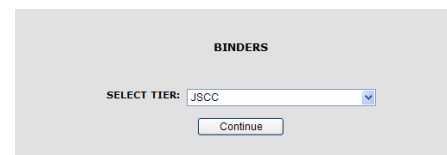
The options for binder status may vary by organization, but authorized users will only see binders set to an active status. Other statuses are governed by your organization’s internal business rules.

Book Format

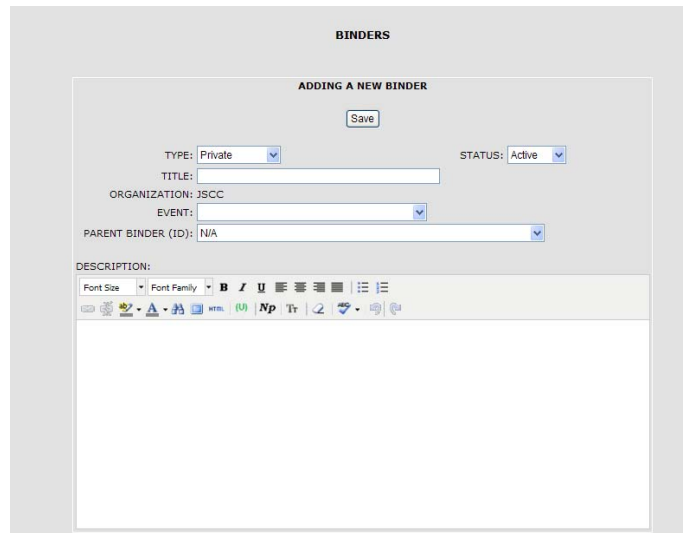
To display the observations within a Binder in easy-to-read book format, select observation check box and click on *Export to .PDF* option.

Create a New Binder

To create a binder, click on *Add a New Binder* at the top of the Binder Page which opens a new screen shown to identify the organization/tier.



Identify the organization/tier and select the *Continue* button. Select the type (private, viewable, or collaborative) and the status.



The screenshot shows a web interface for adding a new binder. The title is "ADDING A NEW BINDER" and there is a "Save" button. The form contains the following fields:







- TYPE: Private (dropdown)
- STATUS: Active (dropdown)
- TITLE: (text input)
- ORGANIZATION: JSCC (text input)
- EVENT: (dropdown)
- PARENT BINDER (ID): N/A (dropdown)
- DESCRIPTION: (rich text editor with a toolbar)

- **Title.** Determine a title or “topic” of the new binder. This should contain something unique and descriptive. You have up to 75 characters.
- **Event Name.** A specific event can be associated with your binder.
- **Parent Binder.** This feature allows you to organize binders, making sub-folders.
- **Description.** This field allows you to provide an explanation of the binder and contents.

Binder Actions

There are standard icons that are used throughout JLLIS and when working with binders.



-  used to edit the binder
-  used to delete the binder
-  used to select a default binder
-  used to display the binder change history
-  used to show the linked issues
-  displays owner information (binder owner, activity and members)









The actions you can take vary according to the type of binder. All actions are available to the owner of the binder as depicted below in the Default, Private and Restricted Binders. Users can make a Collaborative Binder their Default and can add items to that binder. The only action allowed in the Viewable is to review owner information. The actions allowable for Restricted Binders are based upon ownership and membership.

Resolution Communities of Practice Other Capabilities Reports Administrator

Add to Featured Items Link To An Issue









Private | Viewable | Collaborative | Restricted

Private

SELECT	ID	ACTION	STATUS	VIEWED	TITLE	ORGANIZATION
<input type="checkbox"/>	913	   	Active	2	Compatibility Search	JS J-7
<input type="checkbox"/>	944	   	Active	3	JCCD Program Development and Execution	JS J-7

Return To Top


Viewable













SELECT	ID	ACTION	STATUS	VIEWED	TITLE	ORGANIZATION
<input type="checkbox"/>	90	   	Active	2	Test Binder	JS J-7
<input type="checkbox"/>	90	   	Active	8	Training sub-binder	JS J-7

Return To Top

Hawaii 08/07 16:20 Pacific 08/07 19:20 Eastern 08/07 22:20 Zulu 08/08 04:20 Stuttgart 08/08 04:20 Baghdad 08/08 05:20 Afghanistan 08/08 06:50 Manila 08/08 10:20 Tokyo/Seoul 08/08 11:20

Default Binders

To select a default binder, click on the  icon. You can deselect your default binder by clicking on the icon again. It acts as a toggle.

SELECT	ID	ACTION	STATUS
<input type="checkbox"/>	29	   	Pending
<input type="checkbox"/>	909	   	Active
<input type="checkbox"/>	474	   	Active
<input type="checkbox"/>	40	   	Active
<input type="checkbox"/>	741	   	Active
<input type="checkbox"/>	889	   	Pending
<input type="checkbox"/>	938	   	Active
<input type="checkbox"/>	35	   	Pending
<input type="checkbox"/>	24	   	Canceled

Updating a Binder

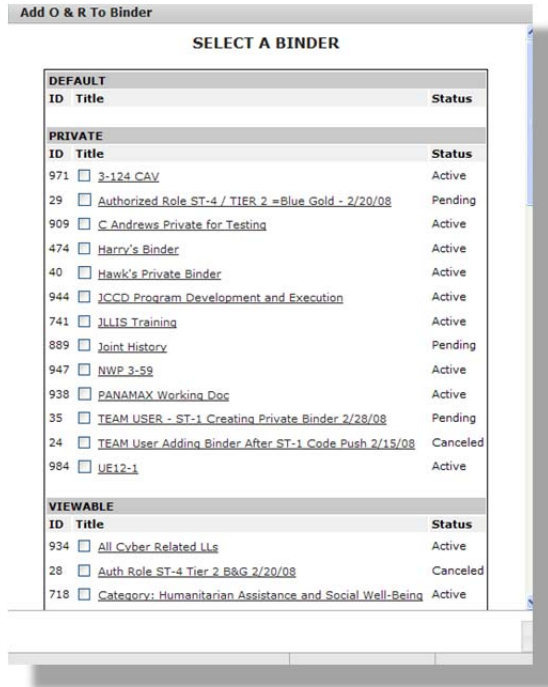
To update your binder, click on the pencil to the left of the binder, edit the binder and save to record your changes.

Deleting from a Binder

You can delete items from a binder or an entire binder using the Red X displayed to the left of the binder or item. If you delete an item from the binder it only removes it from that binder. The item is not deleted from the entire site.

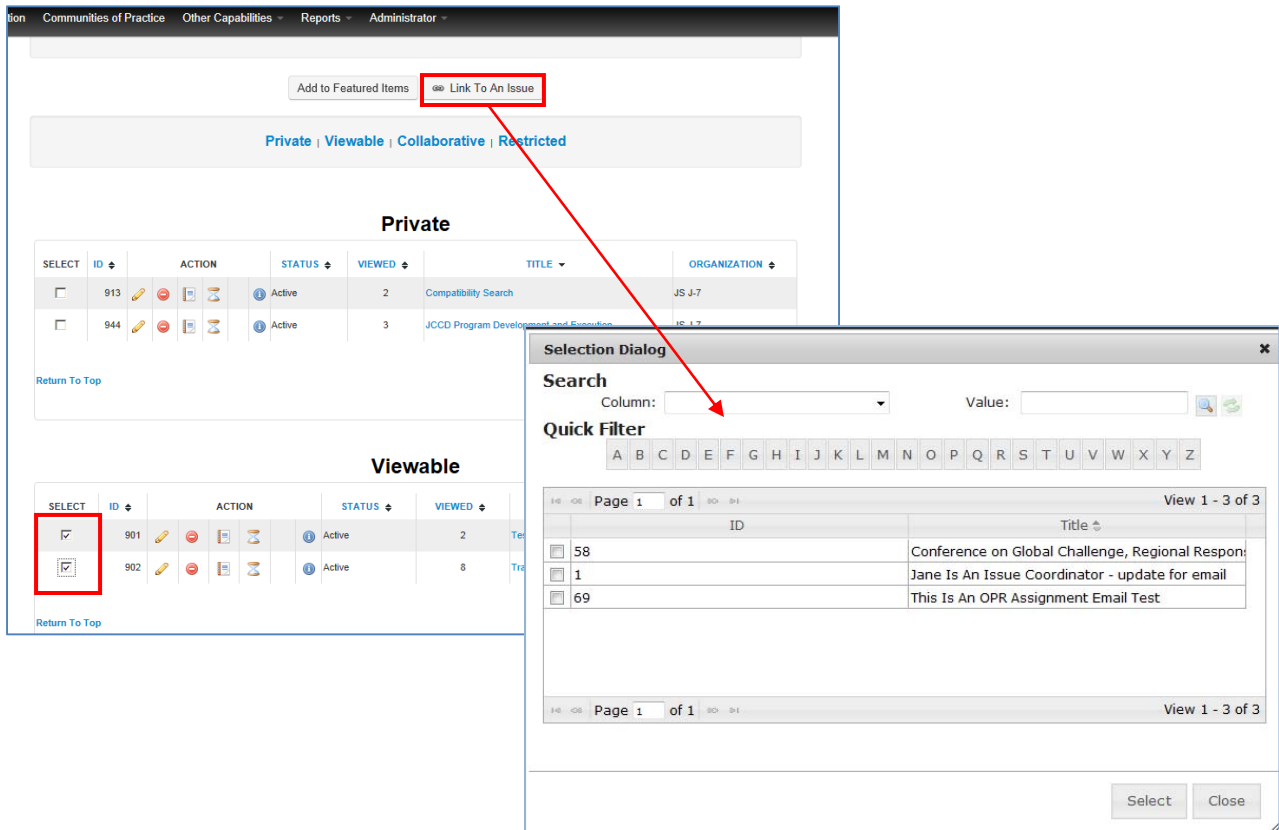
Adding to your Binder

To add items to your binder you must first select a default binder. If you have multiple default binders, you will be prompted to select a binder from the list as shown to the right. As you use the system to search, a binder icon will display. When clicked, the item will be added to your binder.























Link an Issue to a Binder

To link a Binder to an Issue, select the binder by clicking on the check box and clicking on “Link to An Issue”.



Restricted Binders

Restricted Binders follow the same actions as other binders with the addition of the Manage Members feature.

SELECT	ID	ACTION	STATUS	VIEWED	TITLE	ORGANIZATION
<input type="checkbox"/>	911	   	Active	9	C_Andrews Private for Testing (RESTRICTED Binder)	JSCC
<input type="checkbox"/>	931	   	Active	4	Cyber Observations	JSCC
<input type="checkbox"/>	417	   	Active	0	Lanny's Class	JSCC
<input type="checkbox"/>	469	   	Active	0	Logistics	JSCC
<input type="checkbox"/>	931	   	Active	4	VS-12 AFNORTH HOTWASH	AFNORTH

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BINDERS

EDITING THIS BINDER

[Manage Members](#)

ID: 911
TYPE: STATUS:
TITLE:
ORIGINATING TIER: JSCC
EVENT:
PARENT BINDER (ID): N/A

THIS BINDER IS ASSOCIATED WITH THE FOLLOWING ISSUES

ID	TITLE
	Link this binder to an issue

DESCRIPTION:

Managing Members

The same process is used to select members for Restricted Binders, Communities of Practice and Groups. Click on “Manage Members” and conduct a member search by last name, unit or user group. Select the names from the results, check the box and “Add”. You can continue to add or delete members as desired. Then “return” to the binder.

BINDER

ID: 911
NAME: Cyber Observations

MEMBER SEARCH

LAST NAME:
UNIT:
USER GROUP:

MEMBERS (0 records found)

SEARCH RESULTS (0 records found)

NAME
No records found matching this search criteria

LATEST NEWS

The Latest News section displays the latest news for the current displayed organization. This is a new content item that can be managed by the organization administrator. Text limitation is 250 Characters per announcement.

The screenshot shows the JLLIS Home Page with a navigation bar at the top. The main content area is divided into several sections. The 'LATEST NEWS' section is highlighted with a red box and contains the following items:

- Staging Test - JSCC Tier** (07/24/12) by Demming, David M. This is a test of the latest news module. [Details...](#)
- Testing news feature** (07/21/12) by Peoples, Chris L. Test of the news feature under J5 J7. [Details...](#)
- JLLIS v3.0 User Acceptance Testing** (07/17/12) by Andrews, Christopher M. Welcome to JLLIS stakeholders for JLLIS v3.0 User Acceptance Testing. Please visit the Information Center for the v3.0 UAT testing instructions. [Details...](#)

Other sections visible on the page include 'FEATURED ITEMS', 'KEYWORD FILTER', 'OBSERVATIONS', 'DOCUMENT/FILE LIBRARY', 'BINDERS', 'ORGANIZATION ADMINISTRATOR', and 'ADDITIONAL FEATURES'.

The *Details* link behind a new item will open a popup with the News Item details. The *Edit* pencil is visible to Organization Administrators only and allows them to navigate to the *Edit Latest News* page directly from the Home Page.

ADDITIONAL FEATURES

The additional features block gives users one click access to a variety of other system features; such as the Information Center, Request for Information, Links, and other organization specific features. This block also contains 'Follow us' links to JLLIS public social media streams on Facebook, Twitter and Google+, which will be used for Lessons Learned Highlights and System Alerts.

The screenshot shows the JLLIS Home Page with a navigation bar at the top. The main content area is divided into several sections. The 'ADDITIONAL FEATURES' section is highlighted with a red box and contains the following items:

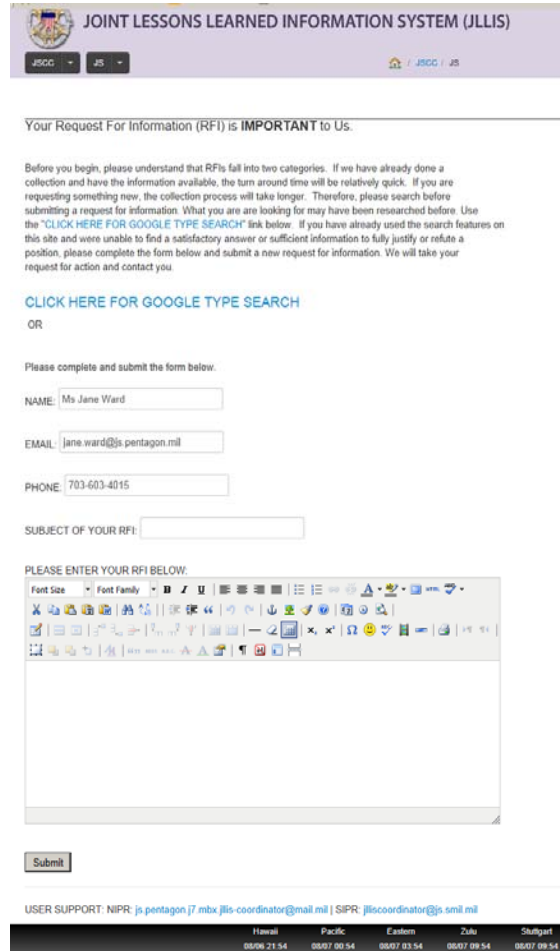
- [Submit Request for Information \(RFI\)](#)
- [Information Portal](#)
- [Links](#)
- [Navy Port Visits](#)
- [DIA Governance](#)

Below these links are social media icons for Facebook, Twitter, and Google+ under the heading 'Follow JLLIS On'.

Other sections visible on the page include 'FEATURED ITEMS', 'KEYWORD FILTER', 'OBSERVATIONS', 'DOCUMENT/FILE LIBRARY', 'BINDERS', 'ORGANIZATION ADMINISTRATOR', and 'LATEST NEWS'.

Submit Request for Information

The Request for Information (RFI) link provides users the ability to ask questions or request information. When selected, the system displays the RFI form, which is prepopulated with the user information.



The screenshot shows the 'JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)' interface. At the top, there is a header with the JLLIS logo and navigation links for 'JSSC' and 'JIS'. Below the header, a message states: 'Your Request For Information (RFI) is IMPORTANT to Us.' This is followed by a paragraph of instructions: 'Before you begin, please understand that RFIs fall into two categories. If we have already done a collection and have the information available, the turn around time will be relatively quick. If you are requesting something new, the collection process will take longer. Therefore, please search before submitting a request for information. What you are looking for may have been researched before. Use the "CLICK HERE FOR GOOGLE TYPE SEARCH" link below. If you have already used the search features on this site and were unable to find a satisfactory answer or sufficient information to fully justify or refute a position, please complete the form below and submit a new request for information. We will take your request for action and contact you.' There are two options: a blue link 'CLICK HERE FOR GOOGLE TYPE SEARCH' and the text 'OR'. Below this, a prompt says 'Please complete and submit the form below.' The form contains several input fields: 'NAME' (pre-filled with 'Ms Jane Ward'), 'EMAIL' (pre-filled with 'jane.ward@jls.pentagon.mil'), 'PHONE' (pre-filled with '703-603-4015'), and 'SUBJECT OF YOUR RFI'. Below the subject field is a rich text editor with a toolbar and a large text area. At the bottom of the form is a 'Submit' button. Below the form, there is a 'USER SUPPORT' section with links for 'NIPR', 'jls.pentagon', 'jls-coordinator@mail.mil', and 'SIPR: jllscoordinator@jls.smil.mil'. At the very bottom, there is a table with columns for 'Hawaii', 'Pacific', 'Eastern', 'Zulu', and 'Subjart', each with a corresponding time range.

Hawaii	Pacific	Eastern	Zulu	Subjart
08/06 21:54	08/07 00:54	08/07 03:54	08/07 09:54	08/07 09:54

When you select the Submit button the system will send an email, with the RFI content, to the Organization Administrator.

Information Portal

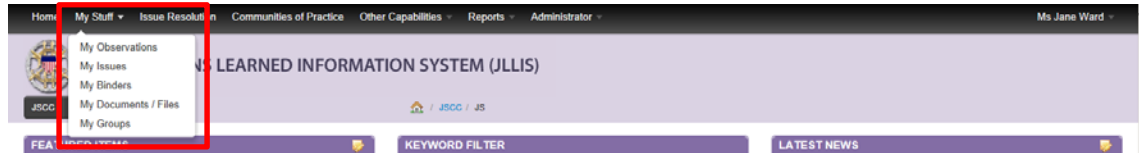
The Information Portal link displays the JLLIS Information Center. This page contains JLLIS User's Guides, information on the latest updates, JLLIS briefs, Joint Lessons Learned Program Manual and Instruction, Quick Reference Guides and Other Training/Support Products.

Links

This feature displays important links for your organization. The organization's JLLIS administrator maintains these links. Links may be identified by organization users, lesson managers, team members as well as the JLLIS administrator.

Other Features are specific to organizations/tiers.

MY STUFF

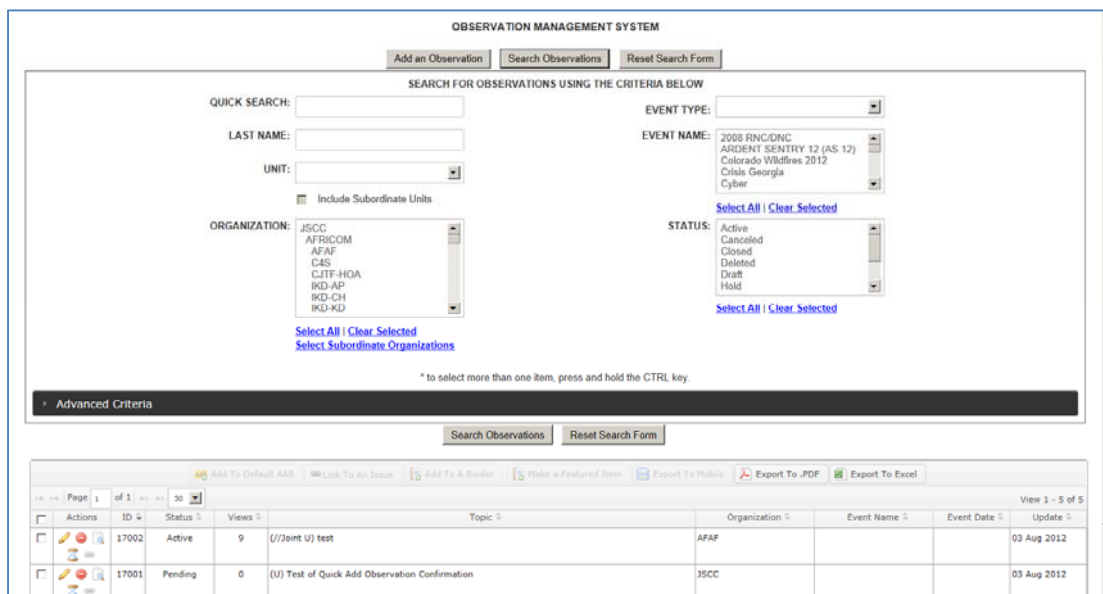
















The My Stuff menu option is the quickest way to access any data/information you entered in the system. You can:

- View and edit your Observations
- View assigned Issues
- Link to your Binders
- Locate your Reports (AARs)
- Find files you've attached
- View, search and add Groups

My Observations

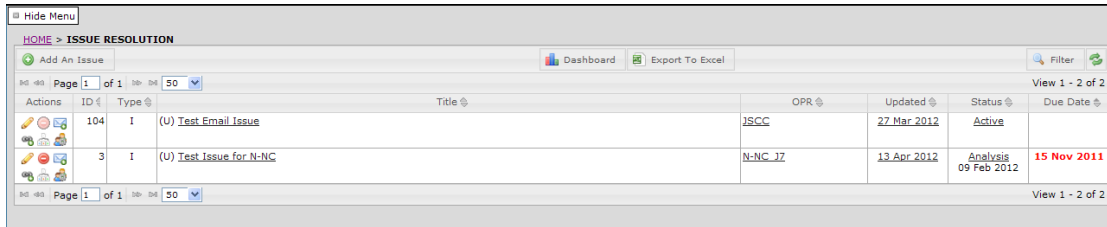
This feature takes you to the observations you created and submitted in JLLIS. You can also add an observation, search observations, edit your observations, add to AAR or Binder; export to .PDF or delete observations from this page.







Actions	ID	Status	Views	Topic	Organization	Event Name	Event Date	Update
      	17002	Active	9	((Joint U) test	AFAP			03 Aug 2012
      	17001	Pending	0	((U) Test of Quick Add Observation Confirmation	JSCC			03 Aug 2012

My Issues

This menu option will display just those issues that you have been assigned as either an Issue Coordinator or as a SME.

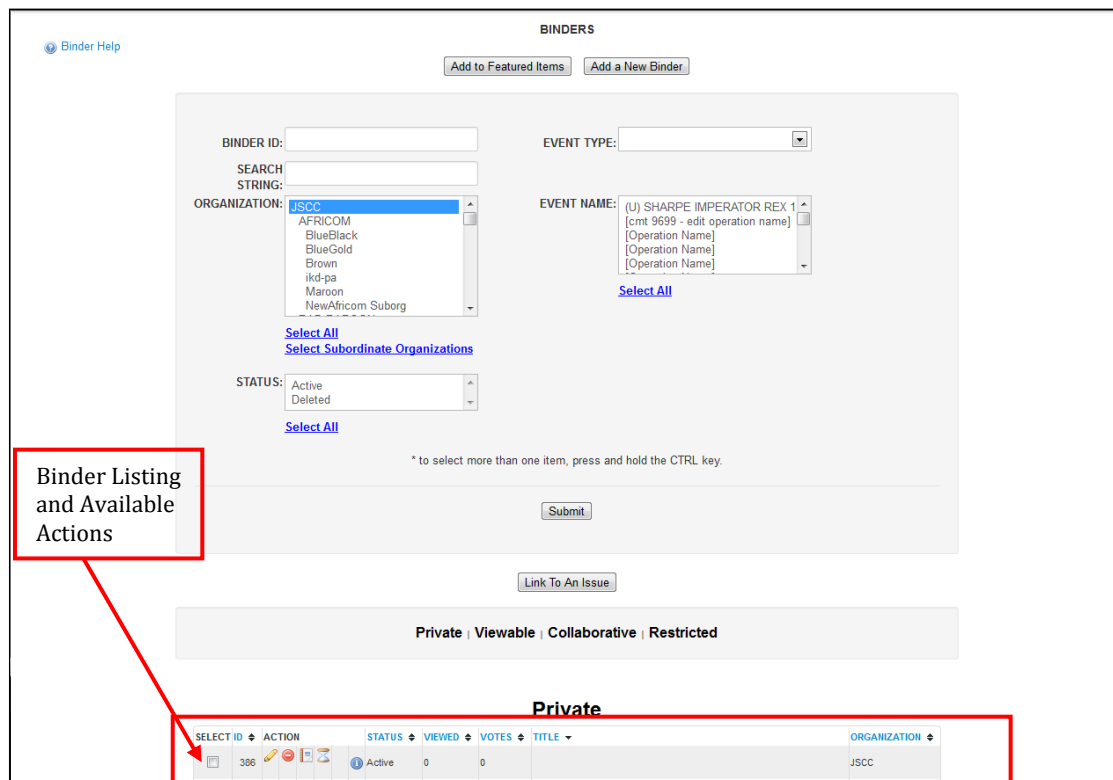


Actions	ID	Type	Title	OPR	Updated	Status	Due Date
 	104	I	(U) Test Email Issue	JSCC	27 Mar 2012	Active	
 	3	I	(U) Test Issue for N-NC	N-NC_J7	13 Apr 2012	Analysis 09 Feb 2012	15 Nov 2011

As a SME, you can edit the issue to enter your comments. When the edit pencil is selected the system will open the issue in edit mode. The only option available to the SME is to add comments to the threads on each tab. The content entered by the Issue Coordinator is displayed read-only for reference.

My Binders

This screen displays all the binders you have created, and allows you to manage your binders. The current default binder is listed under default, but also has the title in LARGE print. You can change the default binder by toggling the green “D” in the action column. You can also edit (pencil icon) or delete (red X). The top of this screen contains options for you to add a new binder or view all the binders within your organization.



The screenshot shows the 'BINDERS' management interface. At the top, there are buttons for 'Add to Featured Items' and 'Add a New Binder'. Below this is a form with fields for 'BINDER ID', 'SEARCH STRING', 'ORGANIZATION' (with a dropdown menu showing options like JSCC, AFRICOM, BlueBlack, etc.), 'EVENT TYPE', and 'EVENT NAME'. There are also 'Select All' and 'Select Subordinate Organizations' links. A 'STATUS' dropdown is set to 'Active'. A 'Submit' button is at the bottom of the form. Below the form, there is a 'Link To An Issue' button and a list of binder types: 'Private | Viewable | Collaborative | Restricted'. The 'Private' binder is selected and highlighted in red. Below this, a table lists binders with columns for 'SELECT ID', 'ACTION', 'STATUS', 'VIEWED', 'VOTES', 'TITLE', and 'ORGANIZATION'. The first row shows ID 386, an active status, 0 votes, and the title 'Private' with organization 'JSCC'. A red box highlights the 'Private' title and the 'JSCC' organization column.

My Files

This menu option allows you to view the files you loaded to the Consolidated Document Repository (documents, videos, photos, etc.). Click on the File Name to view the actual file.

MY FILES					
ATTACHMENTS:					
Class	File Name	Description	File Size	Posted By	Posted On
(C)	ATaleofTwoCitiesCharlesDickens.txt-Perspective-170.txt		792 kb	Harper, rebecca Ms	16 Jul 2012
(U)	This is a test file for JLLIS.docx	Test	12 kb	Harper, rebecca Ms	16 Jul 2012
(S)	Bird Document The Common Firecrest.docx	Common Firecrest - Ornithology white paper for Audobon enthusiasts	520 kb	Harper, rebecca Ms	16 Jul 2012
(U)	81st TC subtier error.docx	1234	479 kb	Harper, rebecca Ms	16 Jul 2012
(U)	0830 DCO.doc	asdf	16 kb	Harper, rebecca Ms	16 Jul 2012
(U)	This is a test file for JLLIS.docx	Test	12 kb	Harper, rebecca Ms	16 Jul 2012
(U)	My STUFF.docx	Test	3 mb	Harper, rebecca Ms	16 Jul 2012
(U)	My STUFF.docx	Test	3 mb	Harper, rebecca Ms	16 Jul 2012
(U)	QA Error.docx	Test	400 kb	Harper, rebecca Ms	16 Jul 2012
(U)	Error Message.docx	Test	513 kb	Harper, rebecca Ms	16 Jul 2012
(U)	Error Message.docx	Error Message	513 kb	Harper, rebecca Ms	16 Jul 2012

My Groups

This module allows any user the ability to create a “group” from within JLLIS members for the purpose of granting access to restricted binders, restricted COP’s, and to facilitate group email transmissions.

- **View My Groups.** Groups can be searched, added, edited or deleted from this page. Add using the green plus, delete using the red X, and search using the magnifying glass. Click on the Title to update the group. Members can be updated by clicking on the numeral in the Members column.

1 Group Found					
	GROUP	CREATED ON	CREATED BY	STATUS	MEMBERS
+ Add user group.					
- Delete selected user groups.					
🔍 Search user groups.					
<input type="checkbox"/>	Test Group for User Guide	07/16/2012	Harper, rebecca	Active	3

- **Search Groups.** You can search for existing groups by group name or by the individual who created the group.

GROUP STATUS: Active Deleted

GROUP NAME:

Include partial matches in search results

CREATED BY: Willard, Jeffrey

FIND RESET

- **Add New Group.** To add a new group, select a name and status (Active, Deleted or Hold). You can add an optional description if desired. Click on “Manage Members” and select your membership.

GROUP NAME: Jllis Test

GROUP STATUS: Active

GROUP DESCRIPTION: JLLIS Testing

Manage members

SAVE CANCEL

USER GROUP

MEMBERS (2 records found)

MEMBER SEARCH

LAST NAME: Willard

UNIT:

Find Add User Reset

SEARCH RESULTS (6 records found)

NAME	
Willard, Jeff	<input type="checkbox"/>
Willard, Jeff	<input checked="" type="checkbox"/>
Willard, Jeffrey	<input type="checkbox"/>
Willard, Jeffrey	<input type="checkbox"/>
Willard, Jeffrey	<input type="checkbox"/>
Willard, Jeffrey	<input type="checkbox"/>

Add

Return

ISSUE RESOLUTION



The Issue Management module allows Lesson Managers a single location to manage, track, assign, and view the status of issues. The default display for the Issue Summary view will:

- Include published/unpublished issues for the user’s Primary Organization (as long as the Issue OPR matches the primary organization) and,
- Any issues (published/unpublished) that the user is assigned to as an Issue Coordinator or Subject Matter Expert (SME).

HOME > ISSUE RESOLUTION

Add An Issue Dashboard Export To Excel Filter

Page 1 of 1 50 View 1 - 6 of 6

Actions	ID	Type	Title	OPR	Updated	Status	Due Date
	20	I	(U) Dan Observation to test JTIMS import into JLLIS	ARMY	19 Oct 2011	Active	
	21	I	(U) Strategic Issue for JS	JSCC	24 Oct 2011	Active	
	64	I	(U) JS Test - Published	JS	26 Mar 2012	Active	
	65	I	(U) JS Test - Unpublished	JS	26 Mar 2012	Active	
	12	BP	(U) todd is an IC	ZERRA	17 Feb 2012	Analysis	19 Oct 2011
	17	I	(U) Jane's Test on the QA Server	JS	26 Mar 2012	SME Review	24 Oct 2011 21 Oct 2011

Page 1 of 1 50 View 1 - 6 of 6

- If the user navigates to another organization, the default view remains the same as outlined above.
- The Issue Filter provides the ability to display all published issues across all organizations, as well as the ability for higher headquarters to view their subordinate organization's published issues.

a) Published By Option:

1. Default will display My Organization. Under this condition, the search will return:
 - Issues (published/unpublished) for the user's primary organization where the Issue OPR equals the user's primary organization, and
 - Issues (published/unpublished) the user is assigned as an Issue Coordinator or SME.
2. Second option is labeled "Subordinate Organizations" and will include:
 - Issues (published/unpublished) for the users primary organization,
 - Published issues from subordinate organizations under the user's primary organization, and
 - Issues the user is assigned as an Issue Coordinator or SME.
3. Third option in labeled "All Organizations" and will include:
 - Issues (published/unpublished) for the users primary organization,
 - Published issues from other JLLIS Organizations, and
 - Issues (published/unpublished) the user is assigned as an Issue Coordinator or SME.

Dashboard

Dashboard button provides a quick view of the number of issues tagged to an organization's MetaData Tags, # of issues by Status, Aging of issues, as well as other metric views.

Actions	ID	Type	Title	OPR	Updated	Status	Due Date
	20	I	(U) Dan Observation to test JTIMS import into JLLIS	ARMY	19 Oct 2011	Active	
	21	I	(U) Strategic Issue for JS	JSCC	24 Oct 2011	Active	
	64	I	(U) JS Test - Published	JS	26 Mar 2012	Active	
	65	I	(U) JS Test - Unpublished	JS	26 Mar 2012	Active	
	12	BP	(U) todd is an IC	ZERRA	17 Feb 2012	Analysis	19 Oct 2011
	17	I	(U) Jane's Test on the Qh Server	JS	26 Mar 2012	SME Review	21 Oct 2011

When the user selects the Dashboard button, the system displays the following issue resolution dashboard table:

HOME > ISSUE RESOLUTION > ISSUE RESOLUTION DASHBOARD

SEARCH CRITERIA

Show only issues on which my organization is the OPR
 Show issues on which my organization is the OPR and any issues published by other OPRs

Chart Type	Size (pixels)	Description
<input type="radio"/> Vertical Bar <input checked="" type="radio"/> Horizontal Bar <input type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Ages
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Instances
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Metadata Types
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	725 H (425 - 1000) 775 W (475 - 1000)	Issue & Linked Observation Metadata Types
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Statuses
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Types
<input checked="" type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue SME Counts

This allows the user to select the metrics to view and the display format of the data (Bar (Vertical / Horizontal) or Pie Chart). When a metric is selected (checkbox), click the *Show Charts* button. The system displays the chart below the table, as shown:

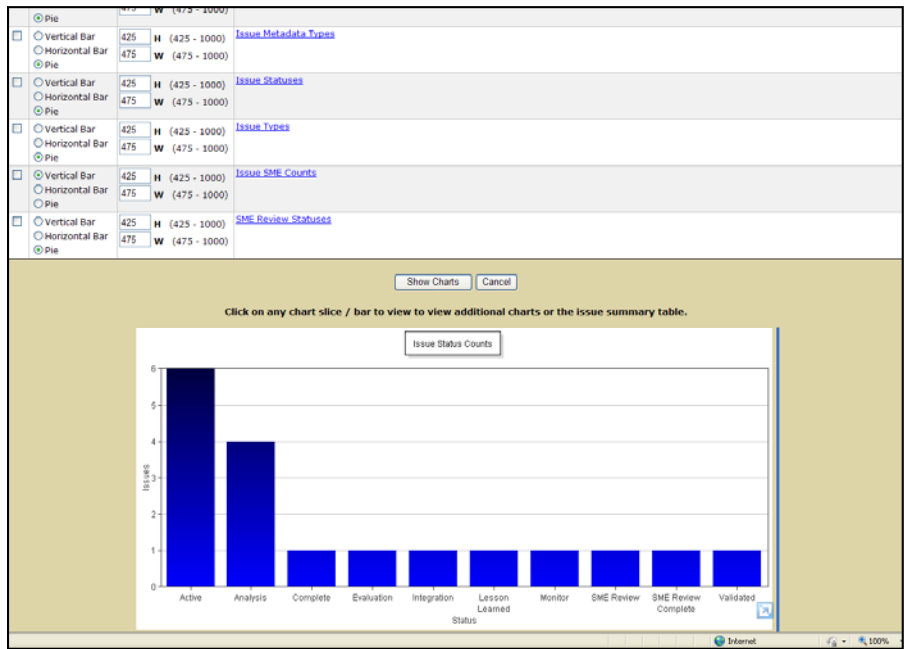
HOME > ISSUE RESOLUTION > ISSUE RESOLUTION DASHBOARD

Chart Type	Size (pixels)	Description
<input type="radio"/> Vertical Bar <input checked="" type="radio"/> Horizontal Bar <input type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Ages
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Instances
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Metadata Types
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Statuses
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Types
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue SME Counts
<input type="radio"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	SME Review Statuses

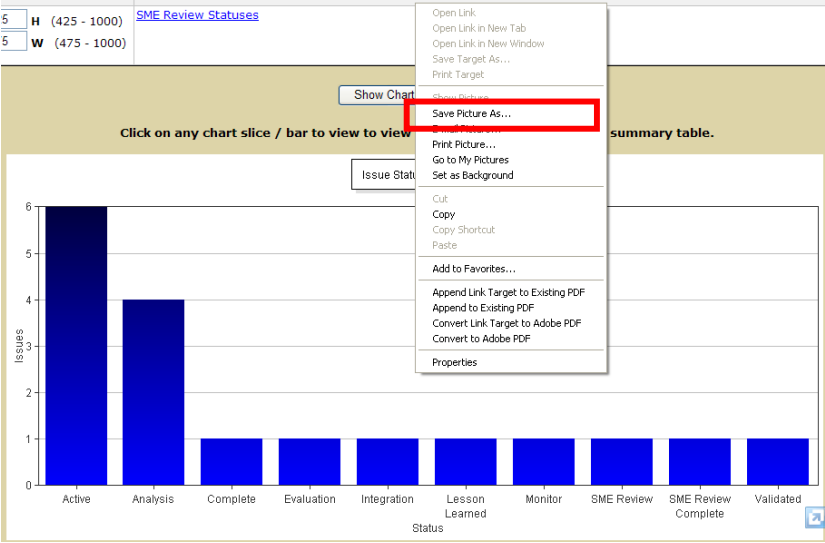
Click on any chart slice / bar to drill down

Age in Days	Issues
< 30	8
< 60	1
< 90	1
< 120	1
< 180	1
< 270	2
< 365	0
> 365	0

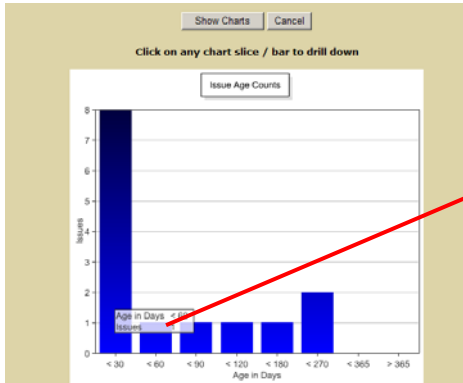
To adjust the size of the chart to include all X/Y data, modify the height and width and select Show Chart. The following *Issue Status Counts* was modified to display a 425 by 900 display with vertical bars.



To save the chart as a graphic to use in other Lesson Learned reports, right-click on the graphic and select *Save Picture As*. This allows you to save the chart as a graphic on your desktop.



Each chart also provides the ability to drill down further to display either an additional chart or the issue summary table for the selected metric.



Actions	Type	Pr	Title	OPR	Updated	Status	Due
	L	7	[U] Title	LABEL - JrdReat	15.Aug.2011	Lesson Learned	05

When the user clicks on the metric description the system displays a summary of the issues by category. For this example the number of issues by Metadata Type is expanded. This allows the Lesson Manager the ability to quickly view those issues that deal with a specific category by selecting the description link.

HOME > ISSUE RESOLUTION > ISSUE RESOLUTION DASHBOARD																				
Chart Type	Size (pixels)	Description																		
<input type="checkbox"/> Vertical Bar <input checked="" type="radio"/> Horizontal Bar <input type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Ages																		
<input type="checkbox"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Instances																		
<input type="checkbox"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Metadata Types																		
		<table border="1"> <thead> <tr> <th>Issues</th> <th>Metadata Type</th> </tr> </thead> <tbody> <tr><td></td><td>8 DAVE'S METADATA</td></tr> <tr><td></td><td>15 DOTMLPF</td></tr> <tr><td></td><td>9 FUNCTIONAL AREAS</td></tr> <tr><td></td><td>2 Joe's Metadata</td></tr> <tr><td></td><td>7 JUSS WORKING 9016 WHICH CALLS</td></tr> <tr><td></td><td>3 KIMBERLY'S METADATA</td></tr> <tr><td></td><td>1 UNSPECIFIED</td></tr> <tr><td></td><td>6 WFF</td></tr> </tbody> </table>	Issues	Metadata Type		8 DAVE'S METADATA		15 DOTMLPF		9 FUNCTIONAL AREAS		2 Joe's Metadata		7 JUSS WORKING 9016 WHICH CALLS		3 KIMBERLY'S METADATA		1 UNSPECIFIED		6 WFF
Issues	Metadata Type																			
	8 DAVE'S METADATA																			
	15 DOTMLPF																			
	9 FUNCTIONAL AREAS																			
	2 Joe's Metadata																			
	7 JUSS WORKING 9016 WHICH CALLS																			
	3 KIMBERLY'S METADATA																			
	1 UNSPECIFIED																			
	6 WFF																			
<input type="checkbox"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Statuses																		
<input type="checkbox"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue Types																		
<input type="checkbox"/> Vertical Bar <input type="radio"/> Horizontal Bar <input checked="" type="radio"/> Pie	425 H (425 - 1000) 475 W (475 - 1000)	Issue SME Counts																		
<input type="checkbox"/> Vertical Bar	425 H (425 - 1000)	SME Review Statuses																		

When the magnifying glass icon associated with a category is selected the system will display the associated Issue Summary table.

Issue Summary Table

The Issue Summary table displays all issues in a columnar format. This provides key information about the issue; Type, Priority, Title, OPR, Status, Updated, and associated Due Date.

Actions	ID	Type	Title	OPR	Updated	Status	Due Date
	34	I	(U) New metadata Test 8/23	ARMY	10 Nov 2011	Active	22 Sep 2011
	40	BP	(U) Dan test	ARMY	26 Sep 2011	Active	26 Sep 2011
	58	RI	(U) Conference on Global Challenge, Regional Responses: Forging a Common Approach to Maritime Piracy April 18-19, 2011 Dubai, United Arab Emirates	J7 Again	06 Jan 2012	Analysis	28 Sep 2011

1. First Column is the the Issue *ID*, which is a system generated number.
2. Second Column is the Issue *Type*. There are five types:
 - **BP:** Best Practice - Is this a best practice that should be shared among a community of interest?
 - **I:** Issue – Validated observation that requires further research, analysis, and Subject Matter Experts (SME) coordination.
 - **L:** Lesson – Issues that require integration into the organization or Joint Learning or Issue Resolution Processes.
 - **LL:** Lesson Learned – The corrective action is evaluated, ensuring that the lesson is resolved and no longer requires resolution activity. Solution or product is published to all JLLIS users to improve the operational effectiveness of the DOD.
 - **RI:** Repeat Issue - a reoccurring issue within the command or joint community.
3. The third column displays the *Title* of the Issue. When selected this action will open the Issue for view or edit depending on the users permissions.
4. The fourth column displays the Organization with Primary Responsibility (*OPR*) set by the Issue Coordinator. When selected the system will display the Lesson Managers and Administrators assigned to the OPR.

OPR/Lesson Manager(s)					
Lesson Managers					
Name	Organization	SIPR	NIPR	DSN	Commercial
David Futch	US Army	david.futch@us.army.smil.mil	david.futch@us.army.mil	123-2345	908-223-2345
Scott Harvey	US Army	scott.harvey@us.army.smil.mil	scott.harvey@us.army.mil	123-3456	908-223-3456

5. The fifth column displays the Last *Updated* date. If the issue has no action within the last 90 days the date will turn “red” as a flag to the Issue Coordinator(s) and assigned Subject Matter Experts (SMEs). When selected the system will display the contact information for the POC who last modified the issue.

Last Modified By						
Last Modified Date	Name	Organization	SIPR	NIPR	DSN	Commercial
01-Nov-2010	David Futch	US Army	david.futch@us.army.smil.mil	david.futch@us.army.mil	123-2345	908-223-2345

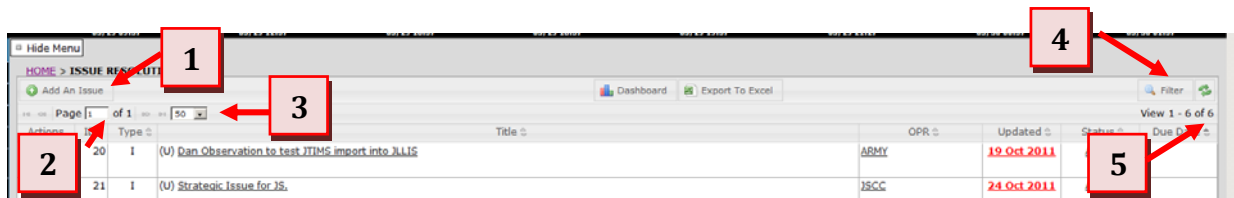
6. The sixth column displays the *Status* of the Issue, as updated by the Issue Coordinator. When selected the system will display a history of the status changes made to the issue, as well as comments associated with the status change.

From	To	Changed By	Date	Comment
Validated	SME Review	Ward, Jane	22 Sep 2011	Moving Issue to SME Review
Analysis	Validated	Ward, Jane	22 Sep 2011	Issue is in the Validation Phase. Will refine during an AO level working group and determine SMEs.
Active	Analysis	Pires, Todd Mr	14 Sep 2011	

Close

7. The last column displays the *Due Date* set by the Issue Coordinator. This is not a required field and will display blank if the Issue Coordinator has not set a Due Date. Due date will turn to red font when the it goes past the established Due Date.

Additional functionality available on the Issue Summary page:



1. **Add an Issue.** When selected will open the New Issue module. User can only add an issue from their organization’s site.
2. **Pagination.** Allows the user to navigate to subsequent pages of issues.
3. **Display Count.** Allows the user to select the number of issues to display in the table view; 25, 50, 75, or 100.
4. **Filter.** Allows the user to search for Issues with selected criteria.
5. **Issue Count.** Displays the total number of issues captured for the organization, as well as the number currently displayed in the table.

Action Column

The following actions are available to users:

Actions	ID	Type
	34	I
	40	BP
	58	RI



Edit an Issue: Only assigned Issue Coordinators and Subject Matter Experts can edit an issue otherwise the icon will be disabled.



Cancel: Allows the Issue Coordinator the ability to update the status to Canceled from the Issue Summary table. If the user is not an issue coordinator this icon will be disabled.

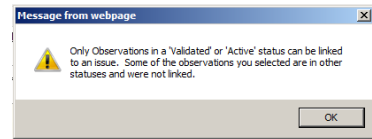


Subscribe: Allows users to subscribe to the Issue. System will send an email notification each time the issue is updated.



Link: Allows users that ability to link observations to the corresponding issue. When selected the system will display the Search Observation page. Users can link an issue to a selected observation or multiple observations. The system displays the Observation Management page, which allows the user the ability to search for and select

observations to link to the selected issue. **Note:** Only Active/Validated Observations are available to “link” to an Issue. System will display a popup message when the Lesson Manager or Admin attempts to link an observation that is not Active or Validated.



Organizations with Coordinating Responsibilities (OCRs): Allows the user to view assigned OCRs. If the user is an Issue Coordinator he/she will also have permissions to add or remove OCRs from the OCR popup page.



SMEs: Allows the user to view a list of assigned SMEs with contact information. If the user is an Issue Coordinator he/she will also have permissions to add or remove SMEs from the SME popup page.

Filter Issues

The Search features provides users the ability to filter for issues by type, status, strategic priority, and title (latter two are keyword searches).

The screenshot shows the 'ISSUE RESOLUTION' interface. A 'Search Issues' popup window is open, allowing users to filter issues. The popup includes the following fields and options:

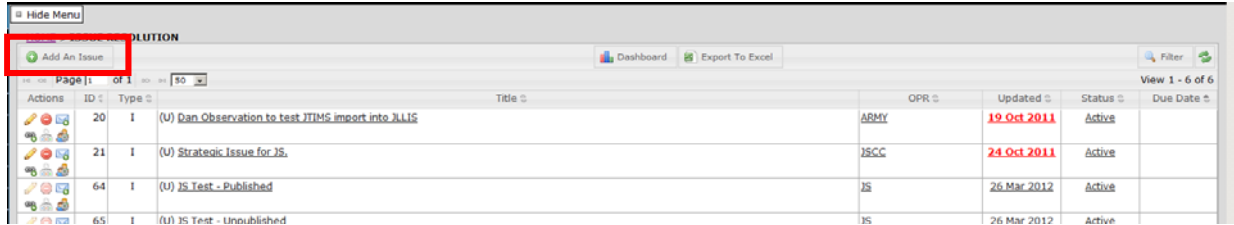
- Issue Type: [Dropdown]
- Issue ID: [Text Input]
- Title: [Text Input]
- Strategic:
- Published By: [Dropdown: My Organization]
- Status: [Dropdown: Select All, Active, Analysis, Canceled, Closed, Evaluation, Integration, Lesson Learned]
- Super Admin Only - Show All Issues
- Submit button

The background interface shows a table of issues with columns for Actions, ID, Type, Title, OPR, Updated, Status, and Due Date. A red arrow points from the 'Filter' button in the top right of the background interface to the 'Search Issues' popup.

The user can select multiple status by holding the keyboard CTRL key and selecting the statuses to search. When complete, select the *Submit* button and the system will display all issues that match the search criteria in an Issue Table.

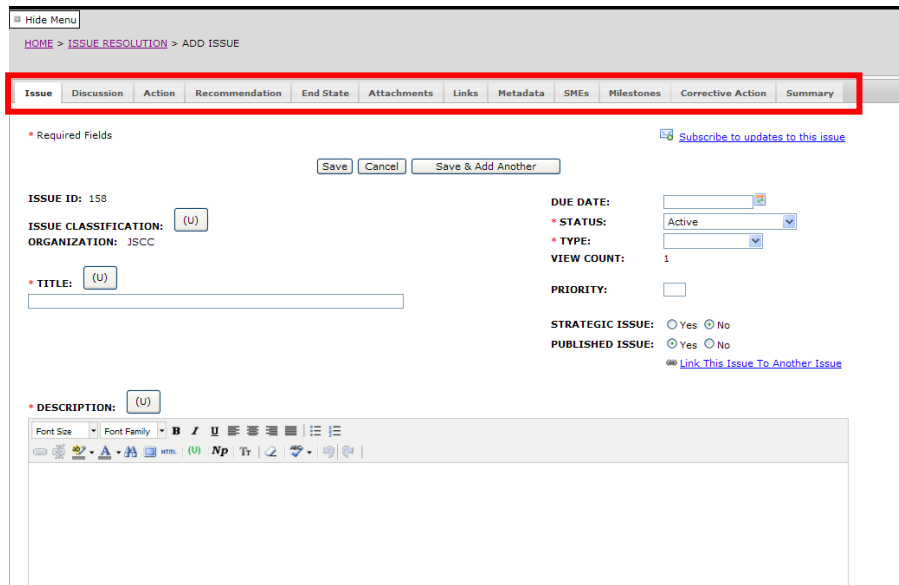
Add an Issue

Users can add a new issue from a number of places within JLLIS; edit/view observations pages and the issue summary table. To add an issue from the Issue Summary table, select the Add An Issue button.



Actions	ID	Type	Title	OPR	Updated	Status	Due Date
	20	I	(U) Dan Observation to test JTIMS import into JLLIS	ARMY	19 Oct 2011	Active	
	21	I	(U) Strategic Issue for JS	JSCC	24 Oct 2011	Active	
	64	I	(U) JS Test - Published	JS	26 Mar 2012	Active	
	65	I	(U) JS Test - Unpublished	JS	26 Mar 2012	Active	

The system displays the Add Issue interface. This page consists of multiple tabs; Issue, Description, Action, Recommendation, End State, Attachments, Linked Data, MetaData, SMEs, Corrective Action, and Summary.



HOME > ISSUE RESOLUTION > ADD ISSUE

Issue | Discussion | Action | Recommendation | End State | Attachments | Links | Metadata | SMEs | Milestones | Corrective Action | Summary

* Required Fields

ISSUE ID: 158

ISSUE CLASSIFICATION: (U)

ORGANIZATION: JSCC

* TITLE: (U)

DESCRIPTION: (U)

DUE DATE: [Date Picker]

* STATUS: Active

* TYPE: [Dropdown]

VIEW COUNT: 1

PRIORITY: [Dropdown]

STRATEGIC ISSUE: Yes No

PUBLISHED ISSUE: Yes No

[Link This Issue To Another Issue](#)

Buttons: Save, Cancel, Save & Add Another

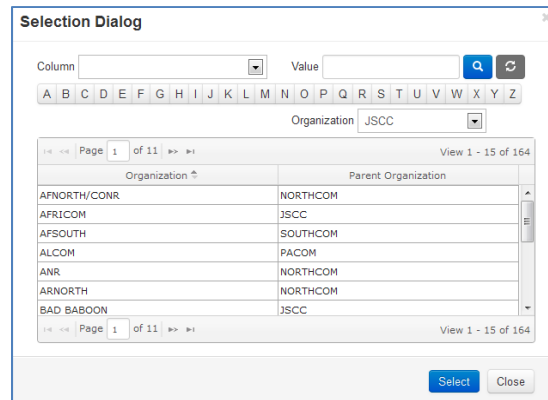
[Subscribe to updates to this issue](#)

Issue Tab

The system displays the *Add Issue* interface. This page consists of multiple tabs; Issue, Description, Action, Recommendation, End State, Attachments, Linked Data, MetaData, SMEs, Corrective Action, and Summary. Issue Coordinator can change the status of the issue (default is Active) if required, to process issues that do not have to go through a formal analysis workflow or resolution process.

- **Active** - Default status for all issues.
- **Analysis** – Review and analysis of observations to clarify findings. Ensure observations are complete and relevant during the validation phase.
- **SME Review** – SME identified and issue submitted for review and further analysis, comments, and recommendations.
- **SME Review Complete** – SME coordination and issue review process completed.
- **Validated** – Validation consists of a series of review, analytical and validation activities that convert issues into identified lessons to start the integration process.
- **Integration** – Lessons are integrated with a functional resolution process to ensure that required DOTMLPF changes are addressed and corrective actions identified.
- **Monitor** – Monitoring occurs as lessons work through the integration processes. The Lesson Manager (LM)/Organization Primary Responsibility (OPR) monitor assigned lessons to track their progress through the respective resolution process.
- **Evaluation** – As products and solutions to lessons exit the monitoring process the LM/OPR evaluates the lesson identified to determine if the product from the learning process or solution to a lesson leads to a lesson learned.
- **Lesson Learned** – Lesson determined to be a lesson learned and is published and disseminated to all JLLIS users for further research, analysis, integration, and learning to improve the operational effectiveness of the DOD.
- **Canceled** – Issue Coordinator canceled the issue/lesson (duplicate, etc.).
- **Closed** – Issue Coordinator closed the issue/lesson from further action or analysis.
- **Type:** There are five types associated with Issues:
 - **BP: Best Practice** - Is this a best practice that should be shared among a community of interest?
 - **I: Issue** – Validated observation that requires further research, analysis, and Subject Matter Experts (SME) coordination.
 - **L: Lesson** – Issues that require integration into the organization or Joint Learning or Issue Resolution Processes.
 - **LL: Lesson Learned** – The corrective action is evaluated, ensuring that the lesson is resolved and no longer requires resolution activity. Solution or product is published to all JLLIS users to improve the operational effectiveness of the DOD.
 - **RI: Repeat Issue** - a reoccurring issue within the command or joint community.
- **Priority:** This is a free text field and allows the Issue Coordinator to set a numerical priority value associated with the issue. This will support the identification of high priority issues on which to focus and facilitate analysis, validation, and adjudicating.
- **Strategic Issue:** The Issue Coordinator has the option to identify whether the issue is Strategic or not (radio buttons on the Add/Edit Issue Tab). Does the issue have broader applicability requiring cross organization coordination and/or require DOTMLPF-P solutions to improve joint force development and readiness.
- **Publish Issue:** The Issue Coordinator has the ability to “Publish” the issue, making it available to all JLLIS stakeholders or keep it in an unpublished state. When unpublished, the issue is only visible to users that belong to the owning organization/OPR or if they are assigned as an Issue Coordinator or SME.

- **Link this Issue to Another Issue:** The Issue Coordinator has the ability to link the issue to another issue.
- **Title:** Free text field used to enter the title of the issue. If the issue is created from an observation this field will prepopulate with the observation title allowing the user to modify.
- **Description:** Free text field used to enter the description of the issue. It should summarize the issue or describe the accomplishment/best practice. Use complete sentences and spell out all abbreviations or acronyms. Describe an end result or condition that was observed.
- **Organization with Primary Responsibility (OPR):** Defaults to the logged in users organization. But the user can modify and assign another OPR. When the user selects the *Edit OPR* link the system displays a search organizations module shown. When the Issue is Saved all Lesson Managers and Administrators will get an email notification that a new issue has been assigned to their Organization.



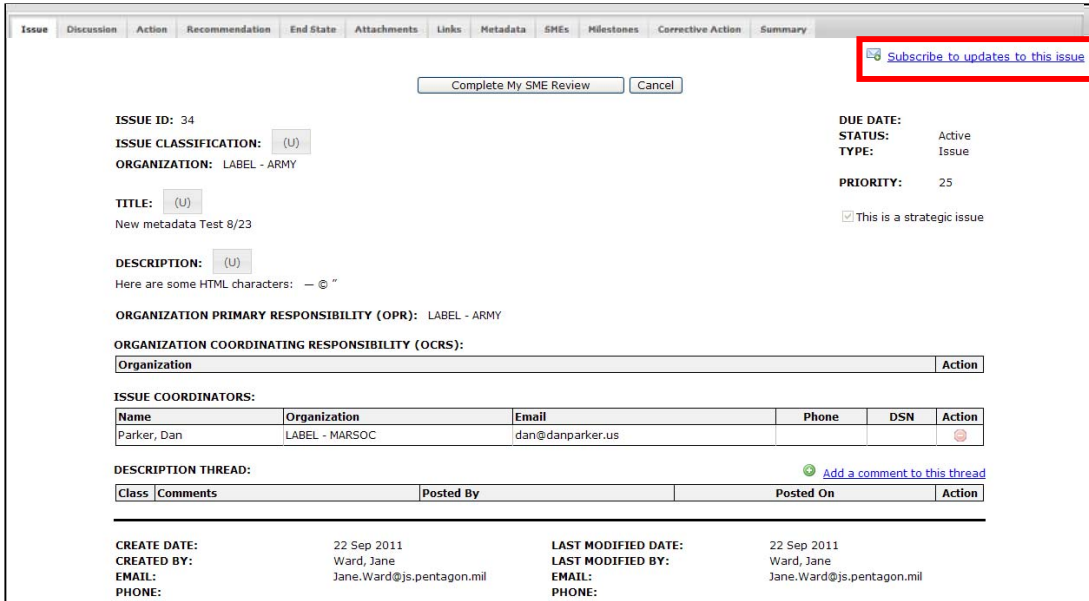
- **Organization with Coordinating Responsibility (OCR):** By default this table will appear blank. Issue Coordinator can assign multiple organization with coordinator responsibilities. When the user selects the *Edit OCR* link the system displays a same search organizations module shown above.
- **Add Issue Coordinators:** The default issue coordinator is the user creating the new issue, however, the user can select to add additional Issue Coordinators. This will limit Coordination emails to only those POCs assigned to the Issue. By default there must be one Issue Coordinator assigned before the issue can be saved.

When the user selects the *Add Issue Coordinator* link the system displays a search user's module. The user can search by First Name, Last Name, or by assigned Organizations. To select the user, click the corresponding checkbox and click the *Select* button.

- **Add a comment to this thread:** Allows the assigned Issue Coordinators and assigned SMEs to comment or add their perspectives.
- **Created Date/By/Email/Phone:** System generated and captures the date the issue was created/saved and the creating user.
- **Last Modified Date/By/Email/Phone:** System generated and captures the date the issue was last modified and the user contact information. This date will be reflected on the Issue Summary Table under the *Updated* column. If the issue has not be modified in 90 days the date font on the summary table will turn red as a flag to users.
- **Save/Cancel/Save & Add Another/Make Featured Item:** Allows user to save the issue, cancel the issue without saving changes, save the issue and add another, or make a featured item on the home page.

Subscribe Issue Updates


Allows users the ability to subscribe to email updates when any change or modification is made to the issue.



The screenshot shows a web application interface for managing an issue. At the top, there is a navigation bar with tabs: Issue, Discussion, Action, Recommendation, End State, Attachments, Links, Metadata, SHEs, Milestones, Corrective Action, and Summary. Below the navigation bar, there are two buttons: "Complete My SME Review" and "Cancel". A red box highlights a button labeled "Subscribe to updates to this issue".

The main content area displays the following information:

- ISSUE ID:** 34
- ISSUE CLASSIFICATION:** (U)
- ORGANIZATION:** LABEL - ARMY
- TITLE:** (U)
- Description:** New metadata Test 8/23
- DESCRIPTION:** (U)
- Description text:** Here are some HTML characters: — @ ”
- ORGANIZATION PRIMARY RESPONSIBILITY (OPR):** LABEL - ARMY
- ORGANIZATION COORDINATING RESPONSIBILITY (OCRS):** Organization
- ISSUE COORDINATORS:**

Name	Organization	Email	Phone	DSN	Action
Parker, Dan	LABEL - MARSOC	dan@danparker.us			

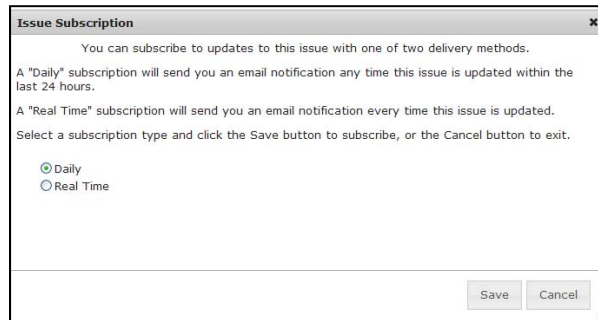
DESCRIPTION THREAD: [Add a comment to this thread](#)

Class	Comments	Posted By	Posted On	Action
-------	----------	-----------	-----------	--------

CREATE DATE: 22 Sep 2011
CREATED BY: Ward, Jane
EMAIL: Jane.Ward@js.pentagon.mil
PHONE:

LAST MODIFIED DATE: 22 Sep 2011
LAST MODIFIED BY: Ward, Jane
EMAIL: Jane.Ward@js.pentagon.mil
PHONE:

When selected, the system display an Issue Subscription pop-up. The user can select to receive real-time email notifications for every change or a Daily email notification any time this issue is updated within the last 24 hours.



The "Issue Subscription" dialog box contains the following text:

You can subscribe to updates to this issue with one of two delivery methods.

A "Daily" subscription will send you an email notification any time this issue is updated within the last 24 hours.

A "Real Time" subscription will send you an email notification every time this issue is updated.

Select a subscription type and click the Save button to subscribe, or the Cancel button to exit.

Daily
 Real Time

Buttons: Save, Cancel

Link an Issue to another Issue

To link an issue to a master issue, users can select the Link to Another Issue link.

JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)

HOME > ISSUE RESOLUTION > ADD ISSUE

Issue Discussion Action Recommendation End State Attachments Links Metadata SMEs Milestones Corrective Action Summary

Required Fields

ISSUE ID: 253

ISSUE CLASSIFICATION: (U)

ORGANIZATION: JS

TITLE: (U)

DUPLICATE: Yes No

STRATEGIC ISSUE: Yes No

PUBLISHED ISSUE: Yes No

Link This Issue To Another Issue

Selection Dialog

Search

Column: Value:

Quick Filter: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 of 1

ID	Title
58	Conference on Global Challenge, Regional Respon...
1	Jane Is An Issue Coordinator - update for email
69	This Is An OPR Assignment Email Test

Page: 1 of 1

Select Close

Discussion Tab

Relate the facts that explain the issue. Enter any discussion comments to support coordination and collaboration among assigned SMEs and Issue Coordinators.

Issue Discussion Action Recommendation End State Attachments Links Metadata SMEs Milestones Corrective Action Summary

Required Fields

ISSUE ID: 148

TITLE: TRAINING AND TESTING

DISCUSSION: (U)

TESTING 1,2,3,4

DISCUSSION THREADS

Class	Comments	Posted By	Posted On	Action
(U)	Really? Testing 1, 2, 3, 4....	Harper, Rebecca Ms	07 May 2012	

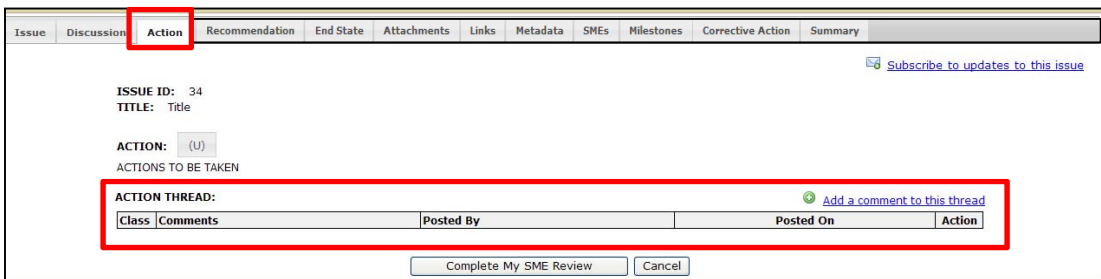
Save Cancel Save & Add Another Make Featured Item

Add a comment to this thread: Allows the assigned Issue Coordinators and SMEs to comment or add their perspectives. Each new discussion comment is added to the top of the table (most recent displayed at the top). Issue Coordinators have the ability to delete any discussions comments. Assigned SMEs can only delete the comments they added.

Save/Cancel/Save & Add Another/Make Featured Item: Allows user to save the issue, cancel the issue without saving changes, save the issue and add another, or make a featured item on the home page. Selection of *Cancel* removes any changes and returns the user back to the original Discussion Tab view (prior to any modification).

Action Tab

Discuss actions taken that proved effective in improving capabilities or overcoming the issue. If unresolved, indicate what problems or conditions remain and why. Include timeframes when applicable.



Add a comment to this thread: Allows the assigned Issue Coordinators and SMEs to comment or add their perspectives. Each new discussion comment is added to the top of the table (most recent displayed at the top). Issue Coordinators have the ability to delete any discussions comments. Assigned SMEs can only delete the comments they added.

Save/Cancel/Save & Add Another/Make Featured Item: Allows user to save the modifications, *Cancel* removes any changes and returns the user back to the original ActionTab view (prior to any modification), save the issue and add another, or make a featured item on the home page.

Recommendation Tab

Enter recommended course of action(s) to address the documented issue.



Add a comment to this thread: Allows the assigned Issue Coordinators and SMEs to comment or add their perspectives. Each new discussion comment is added to the top of the table (most

recent displayed at the top). Issue Coordinators have the ability to delete any discussions comments. Assigned SMEs can only delete the comments they added.

Save/Cancel/Save & Add Another/Make Featured Item: Allows user to save the modifications, *Cancel* removes any changes and returns the user back to the original Recommendation Tab view (prior to any modification), save the issue and add another, or make a featured item on the home page.

End State Tab

Describe the required end result.

ISSUE ID: 34
TITLE: Title

END STATE: (U)
REQUIRED END STATE

END STATE THREAD:

Class	Comments	Posted By	Posted On	Action
-------	----------	-----------	-----------	--------

[Add a comment to this thread](#)

Add a comment to this thread: Allows the assigned Issue Coordinators and SMEs to comment or add their perspectives. Each new discussion comment is added to the top of the table (most recent displayed at the top). Issue Coordinators have the ability to delete any discussions comments. Assigned SMEs can only delete the comments they added.

Save/Cancel/Save & Add Another/Make Featured Item: Allows user to save the modifications, *Cancel* removes any changes and returns the user back to the original End State Tab view (prior to any modification), save the issue and add another, or make a featured item on the home page

Attachments Tab

This tab provides the capability to upload documents related to the Issue or to support coordination efforts. To attach a document, select the *Browse* button and navigate to the file location on your workstation or shared drives. Next, enter a file name description and then classify the document by selecting the classification button.

ISSUE ID: 61
TITLE:

Add a new file to JLLIS

* ATTACHMENT:

* DESCRIPTION:

* CLASSIFICATION: (U)

ATTACHMENTS:

Class	Description	File Name	File Size	Posted By	Posted On	Action
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[Add previously uploaded files](#)

Issue coordinators can delete any attachments. SMEs can only delete files they uploaded.

Links Tab

The Links tab displays a summary of all observations, issues, binders, and CoPs “linked” to the issue.

HOME > ISSUE RESOLUTION > UPDATE ISSUE

Issue Discussion Action Recommendation End State Attachments **Links** Metadata SMEs Milestones Corrective Action Summary

* Required Fields **ISSUE ID:** 17
TITLE: Jane's Test on the QA Server

ISSUES LINKED TO THIS ISSUE:

ID	Title	Organization	Linked By	Linked On	Action

OBSERVATIONS LINKED TO THIS ISSUE:

ID	Topic	Organization	Linked By	Linked On	Action
921	QA-AUTHORIZED: CMT: 10252 - EDIT Q&R: AUTHORIZED USER CLICKS	AFRICOM	Ward, Jane	26 Mar 2012	⊖
924	(2) - OASA-MTL: CMT: 9986 - Extend the JLLIS Reports to include Observations by Organization Metadata, Documents, Port Visits, and Members	JSCC	Ward, Jane	26 Mar 2012	⊖
822	CMT 8841 test Q&R	JSCC	Ward, Jane	24 Oct 2011	⊖

BINDERS LINKED TO THIS ISSUE:

ID	Title	Organization	Linked By	Linked On	Action
316	JSCC N-TIER: OA-SA VIEWABLE TEST BINDER # 316	JSCC	Ward, Jane	26 Mar 2012	⊖
356	More Info for JLLIS Guide	JSCC	Ward, Jane	26 Mar 2012	⊖

COPS LINKED TO THIS ISSUE:

ID	Title	Organization	Linked By	Linked On	Action
158	Eucom Test COP	EUCOM	Ward, Jane	26 Mar 2012	⊖
32	JFCOM Tips and Tools	J~F~C~O~M	Ward, Jane	26 Mar 2012	⊖

Save Cancel Save & Add Another

To link an observation, issue, binder, or CoP, the user must perform this action from the Search Observations/Binders/CoPs page or the View or Edit pages.

Metadata Tab

Similar to the Observations Metadata Tab, this allows the Issue Coordinator or SMEs to tag the issue to DOTMLPF-P categories, UJTL, functional areas, or other customized metadata created by the organization.

Issue Discussion Action Recommendation End State Attachments Links **Metadata** SMEs Milestones Corrective Action Summary

* Required Fields **ISSUE ID:** 61
TITLE:

[Subscribe to updates to this issue](#)

This issue has implications in the following areas (check all that apply):

----- Metadata -----
One or more metadata values of a (*) required type must be selected.

(*) DOTMLPF

- Leadership/ Education
- Material
- Organization
- Personnel
- Training
- Doctrine
- Facilities

FUNCTIONAL AREA

- Locate
- Planning
- Recover
- Reintegrate
- Report
- SERE
- Support
- Education & Training
- Intelligence

UJTL LIST:

SMEs Tab

The SMEs tab allows the Issue Coordinator to assign Subject Matter Experts (SMEs) to support the analysis and determination of recommended courses of actions for an issue. By default the table and the SME Review Due Date will appear blank.

HOME > ISSUE RESOLUTION > UPDATE ISSUE

ISSUE ID: 3
TITLE: Test Issue for N-NC
SME REVIEW DUE DATE: 10 Nov 2011

SUBJECT MATTER EXPERTS:

<input type="checkbox"/>	Name	Organization	Email	Phone	DSN	Review Status	Status Date	
<input type="checkbox"/>	Burrer, Douglas Mr	NORAD and USNORTHCOM	douglas.burrer@northcom.mil	(719) 556-0155	834-0155	In Review	27 Oct 2011	📅
<input type="checkbox"/>	Jorgensen, Ken Mr	NORAD and USNORTHCOM	nnc.il.omb@northcom.mil	719-556-8520	834-8520	Completed	03 Nov 2011	📅
<input type="checkbox"/>	Meyer, Teresa Mrs	NC_J3	teresa.meyer@northcom.mil	719-556-0803	834-0803	In Review	03 Nov 2011	📅
<input type="checkbox"/>	Parker, Dan Mr	JSCC	dan@danparker.us			Pending	27 Jan 2012	📅
<input type="checkbox"/>	Schmidt, Kate Ms	N-NC_J6	kate.schmidt@northcom.mil	719-554-1651	692-1651	In Review	03 Nov 2011	📅
<input type="checkbox"/>	Ward, Jane Ms	J-7	jane.ward@js.pentagon.mil			In Review	27 Jan 2012	📅
<input type="checkbox"/>	Willard, Jeffrey Mr	JSCC	jeffrey.willard@js.pentagon.mil	(703) 695-3484		In Review	02 Nov 2011	📅

Send Email

- To set a Due Date for SME review, select the calendar icon.
- To add a SME, select the Add Issue SMEs link. The system will display the search user popup. The user can search by First Name, Last Name, or by assigned Organizations. To select the user, click the corresponding checkbox and click the Select button. To invite a non-JLLIS account holder as a SME, select the Invite a SME link. They system will display a dialog box to enter the user's email address. When sent, the system will send an email to the user with direction to register for a JLLIS account.

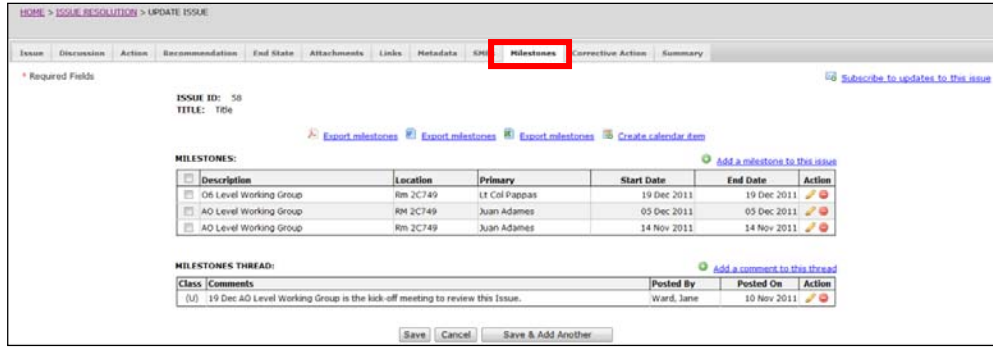
Issue SME Request

* EMAIL ADDRESS:

Send Cancel

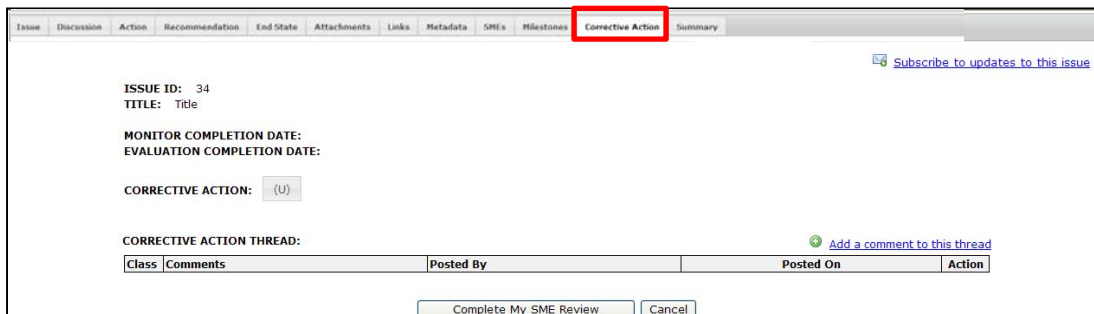
Milestones Tab

The Milestones tab allows the Issue Coordinator and assigned SME to document milestones associated with issue resolution, as well as comment threads associated with these meetings/tasks. This tab also allows users to export the Milestones data to .pdf, .xls, .doc, as well as create a Calendar item Internet Calendar must be enabled in order to create a Calendar item directly from the Milestones tab into MS Outlook.



Corrective Actions Tab

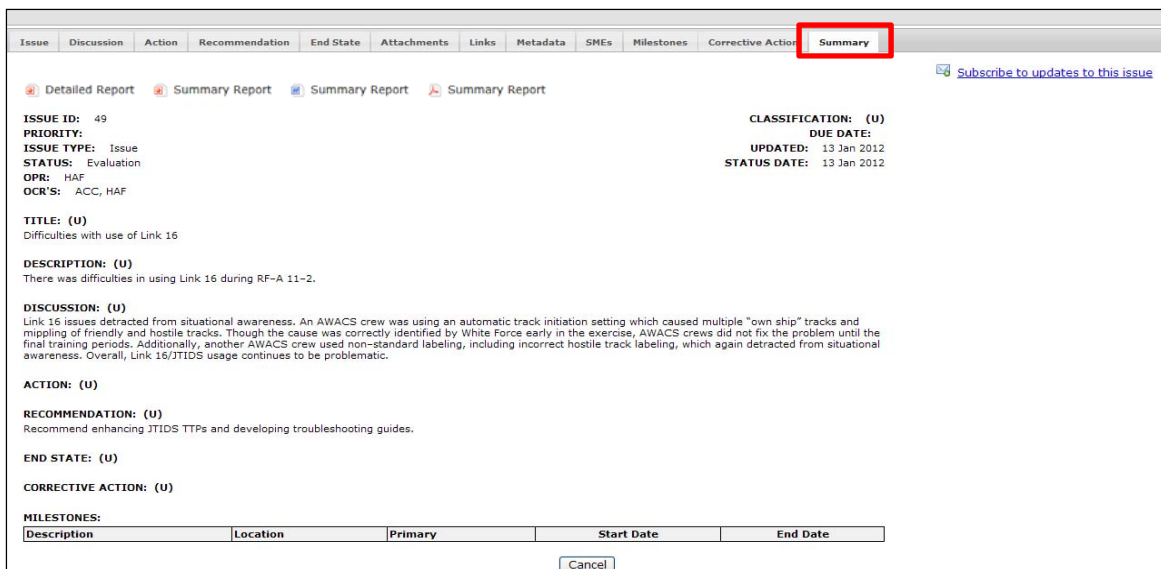
The Corrective Actions tab allows the Issue Coordinator and assigned SME to document corrective actions required or recommended in a discussion thread, and the final corrective action being pushed to the Integration Phase in the free text field.



The Issue Coordinator has the ability to enter the estimated completion date for Monitoring and Evaluating the implemented Correction Action.

Summary Tab

The Summary tab displays in read-only mode the content of each tab (without the discussion threads).



Export PowerPoint, Word or .PDF

Users can generate the Issue Summary report to PowerPoint, Word, or .PDF format. These reports will export key data elements from the tab contents and once in .ppt or .doc. format the user can modify as required and save to their desktop.

COMMUNITIES OF PRACTICE (CoP)

Within the JLLP, a community of practice is a population that has common interests and demonstrates or employs like core competencies. This page provides a place for an organization to share observations, collaborate on resolution and post items of interest to a particular internal group.

The screenshot displays the JLLIS web application interface. The top navigation bar includes 'Home', 'My Stuff', 'Issue Resolution', 'Communities of Practice' (highlighted in red), 'Other Capabilities', and 'Reports'. The user is identified as 'Ms Rebecca Harper'. The main content area shows a list of CoP items with the following details:

ID	Title	Views	Type	Created	Author
1048	(U) Special Inspector General for Afghanistan Reconstruction	14	Internal	04 Apr 2011	Harper, Rebecca Ms CCO
1006	(U) CCO Publications	5	Internal	21 Apr 2010	Ooi, Robert Mr. CCO
981	(U) Ref / Pub	1	Internal	09 Jul 2012	AMEDD C&S
980	(U) TTPs	0	Internal	09 Jul 2012	AMEDD C&S
979	(U) SOPs	0	Internal	09 Jul 2012	AMEDD C&S
978	(U) Jordan Center for Studies and Lessons Learned	39	Internal	03 Jul 2012	JCSLL

- **Favorite** – Yellow Star icon indicates the user has added the CoP to their Favorites, blue star icon indicates it is not a favorite of the user. The user may toggle this. By default favorites will appear first in the list, in *Created Date* order, and then the list of remaining CoPs (not favorites), in *Created Date* order.
- **Mini Shield** – shows a thumbnail of the shield image that was added to the CoP. A mouse hover will display a **full-sized shield** image. If no image is provided, a default CoP image will be used in its place. A mouse hover over the generic image will **not** produce a full-sized popup.
- **CoP ID** – the id number for the CoP. This is a system generated number.
- **CoP Title** – Title of the CoP, prefixed with its overall classification. Linked to view the CoP

- **CoP Description** –a brief description of the CoP, prefixed with its overall classification.
- **Views** – the number of times the CoP was viewed
- **CoP Type** – Internal, Joint, or Restricted
- **Organization** – the name of the organization – defaults to the creating Manager’s organization.
- **Creation Date** – the date the CoP was created
- **Primary CoP Manager’s name** - Links to a popup consisting of the person’s contact info:
 - Title, First, Last Name
 - Email
 - Phone
- **Delete icon** – Clicking soft-deletes the CoP, removing it from view, and sets the Status of the CoP to Deleted. This icon is Active for:
 - CoP Manager(s) for the selected CoP
 - Tier Administrator (if the CoP was created within the Tier Administrator’s tier hierarchy)
 - Super Administrators (of all CoPs)
- **Issue icon** – Clicking shows all issues the CoP is linked to and allows the user the ability to “link” the CoP to a new issue.
- **Pagination**



- Show – limits the number of records returned per page (default to 25 CoPs per page, but provides options to increment by 25 (default), 50, 100, 125, or All.
- Sort by dropdown – single-select, sorts results by selected criteria in ascending order
 - ID
 - Title
 - Organization
 - Type
 - Date Created
 - Primary CoP Manager
 - Views
- **View Count Indicator** – Identifies the range of records currently being reviewed
- **CoP Filter** – The CoP filter modal is based on the design of the Issue Resolution Filter modal:

- CoP ID – Free text field to filter by the ID number
- Title / Description – Free text field to enter keywords to filter the list
- CoP Type
 - Restricted (displays all Restricted CoPs the user is a Manager or Contributor of)
 - Internal (displays all CoPs that are within the user’s tier of assignment or search)
 - Joint (displays to all users, regardless of tier of assignment)
- Status
 - Active (displays results from the tier the user is searching in, as well as any CoPs the user is assigned to as a Manager or Contributor from other Tiers)
 - Inactive (displays results based on the user’s role):
 - Super Administrator – returns all Inactive CoPs
 - Tier Administrator, Tier Manager, Tier Team Member – returns all Inactive CoPs assigned to their tier or below
 - CoP Manager – returns all Inactive CoPs that belong to the CoP Manager
 - CoP Contributor – returns all Inactive CoPs that belong to the CoP Contributor
 - CoP Viewer – not available
 - Deleted (displays results based on the user’s role):
 - Tier Administrators - returns deleted CoPs within their Tier hierarchy
 - Super Administrators - returns all deleted CoPs
 - Unavailable for all other users
- Published By: Defaults to parent organization and subordinates

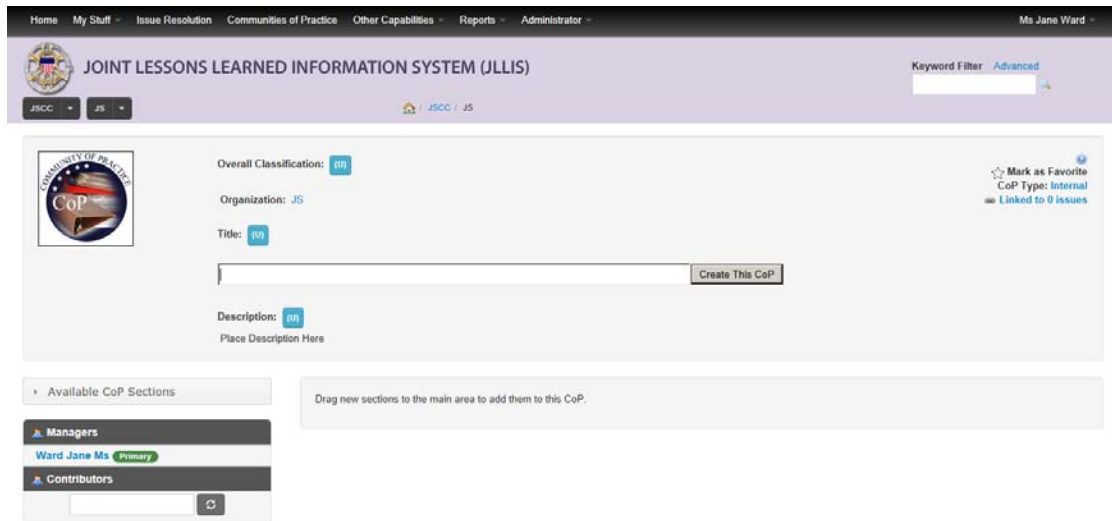
ADD A NEW COP

To create a CoP select Communities of Practice menu option then select the *Add a New CoP* button.



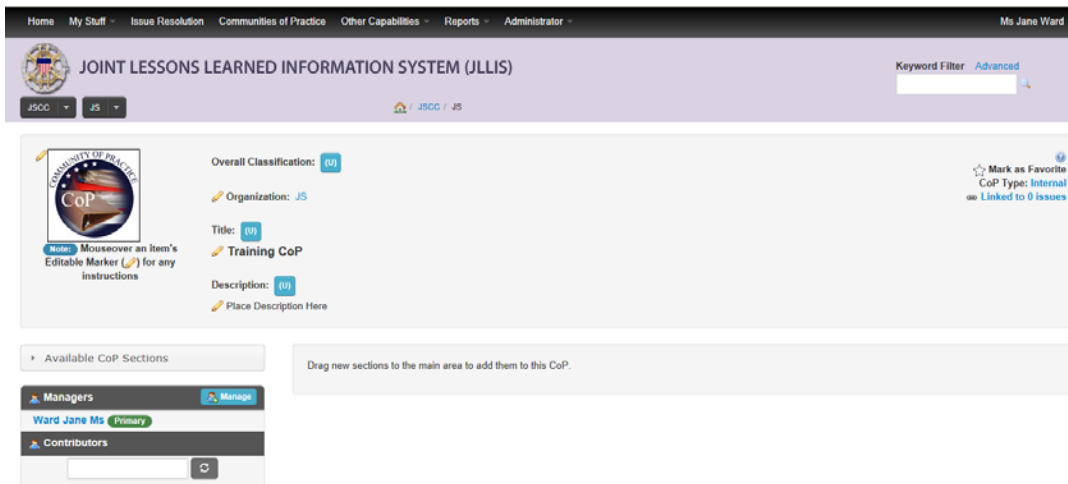


The system displays the *Create CoP* page.



D.

Enter the title and select the *Create This CoP* button. The system will enable edit features (edit pencils) for the remaining fields.



1. Change the default organization, assign a type, change the status, or select to feature the CoP on the Home Page.
2. To make the CoP a favorites for your default display, select the *Star* icon next to the *Mark as Favorites* field.
3. To associate or link issues with the CoP, click the *Linked to Issues* link.
4. Enter a description for the CoP and select the *Save* button.

Shield

The default CoP shield is displayed. Hovering over this image allows the CoP Manager to upload a new shield image. CoP Manager may browse their local file system to upload a new image. The system will resize the uploaded image to a fixed size for the CoP Summary Page.



Add New Blocks

The CoP Manager has a CoP Sections panel, positioned to the left of the main viewing area. This panel is NOT visible to CoP Contributors and Viewers.

Home My Stuff Issue Resolution Communities of Practice Other Capabilities Reports Administrator Ms Jane Ward

JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS) Keyword Filter: Advanced

JSCC JS JSCC JS

COMMUNITY OF PRACTICE CoP

Note: Mouseover an item's Editable Marker (pencil icon) for any instructions

Overall Classification: (U)

Organization: JS

Title: (U)

Training CoP

Description: (U)

Place Description Here

Mark as Favorite CoP Type: Internal Linked to 0 issues

Available CoP Sections

Drag a CoP Section

- Announcement
- File
- Link
- Other
- Binder

Available Sections

- Announcement
- File
- Link
- Other
- Binder

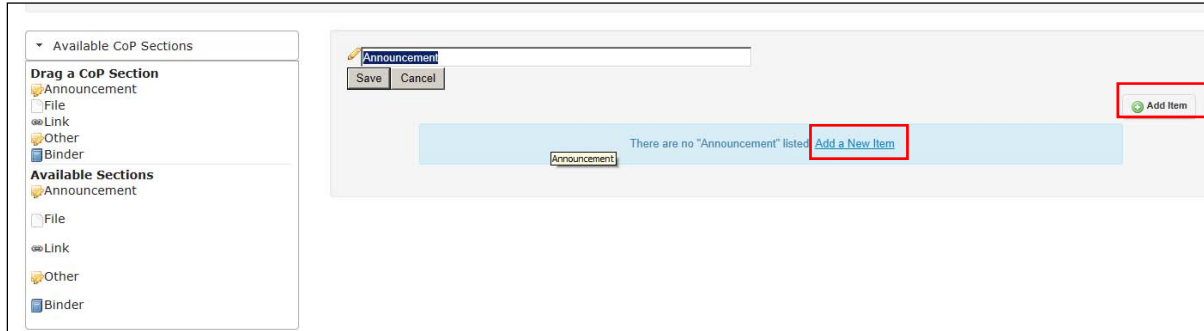
Drag new sections to the main area to add them to this CoP.

CoP items are sub-sections of a CoP that are used to present information to the CoP visitors. There are five primary types of CoP Items:

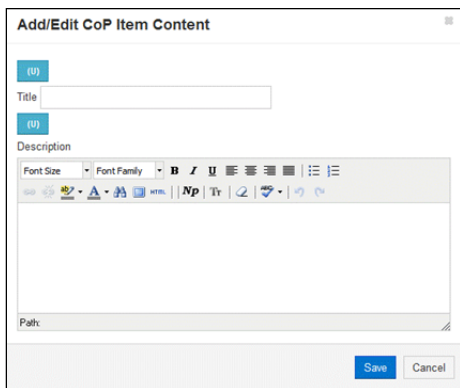
- **Announcement:** Allows the CoP manager to display important text or other information to CoP visitors. Typically this might include a welcome message, other message of the day, or contact information. The title of an announcement item will display as a table sub-header. Items in the Announcement can be hyperlinked.
- **File:** Allows the CoP manager to upload files directly to the CoP for display in the CoP. Files may be in a variety of formats.
- **Links:** Allows the CoP manager to provide links to other sites/documents related to the CoP
- **Binders:** Allows the CoP manager to attach existing related Binders to the CoP
- **Other:** Allows the CoP manager to create unique CoP Sections.

Announcement Section

The *CoP Section* panel supports *Drag & Drop*, allowing the CoP Manager to drag into the main viewing area. Upon release, the new block is positioned in the desired location. If desired modify the section name and select the *Save* button.



To add content to the section, click the *Add a New Item* link or the green plus sign to add an item.



Complete the information and select the *Save* button.

NOTE: Update the classification of each field, as required by completing the Classification module, and select the *Save* button.

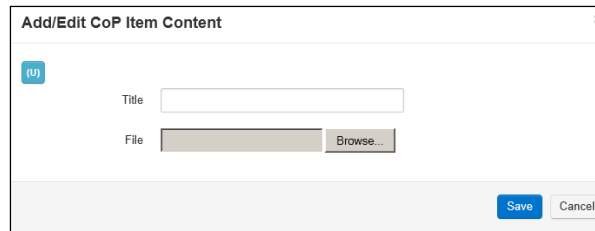
- a.
- b.

File Section

Drag the Files Section into the main viewing area. Upon release, the new block is positioned in the desired location. If desired modify the section name and select the *Save* button.



CoP Managers and Contributors may add files by clicking the Add Item icon. The system will display the *Add/Edit File* modal shown. Enter a title for the uploaded file, browse to the file location, and identify the overall classification value.



The system uploads the file and displays the link on the CoPs page. When selected, the link will open in a new browser window.

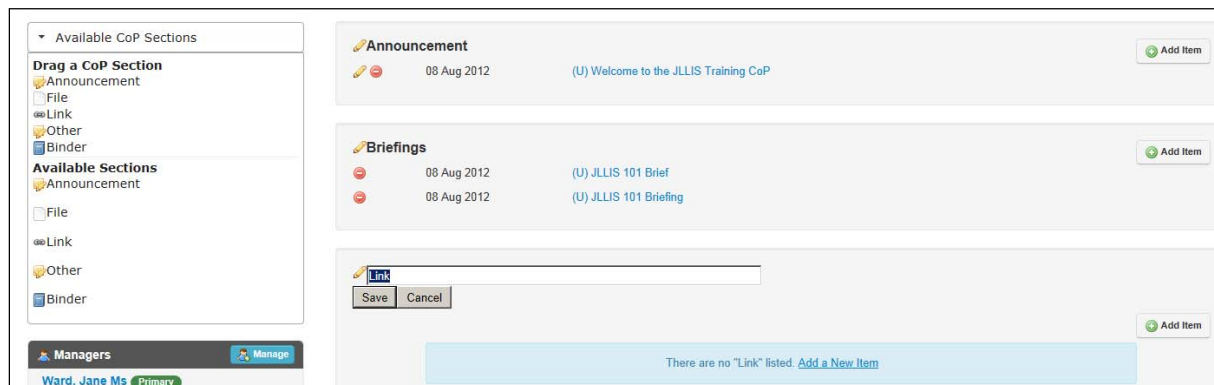
The *Add*, *Edit*, & *Delete* icons are visible to CoP Managers and Contributors, however, these icons are available to a Contributor only if the file was added by the Contributor.



In addition, the CoP Manager has the ability to sort the display order of the individual items this is accomplished by the same drag and drop capability.

Links Section

Drag the Files Section into the main viewing area. Upon release, the new block is positioned in the desired location. If desired modify the section name and select the *Save* button.



CoP Managers and Contributors may add links by clicking the *Add Item* icon. The system will display the *Add/Edit Item Content* modal shown. Enter a Title, URL, and Description for the link and select the *Save* button.

The screenshot shows a modal window titled "Add/Edit CoP Item Content". It contains a form with the following fields: "Title" (containing "JLLIS NIPR Training Site"), "URL" (containing "https://lessonslearned-test.army.mil/USCC/"), and "Description" (containing "This site can be used for training purposes."). Below the description is a rich text editor with various formatting options. At the bottom right, there are "Save" and "Cancel" buttons.

The system displays the link on the CoPs page. The *Add*, *Edit*, & *Delete* icons are visible to CoP Managers and Contributors, however, these icons are available to a Contributor only if the file was added by the Contributor.

This screenshot shows the "Available CoP Sections" sidebar on the left, which includes options for "Announcement", "Briefings", and "Link". The main content area displays a list of items under these categories. A red arrow points from the "Link" item, "(U) JLLIS Training Site", to the next screenshot.

When selected, the link will open in a new browser window.

This screenshot shows the "JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)" website. A red arrow points from the "Link" item in the previous screenshot to the "JLLIS" logo in the top navigation bar of the website.

Other

Drag the Other Section into the main viewing area. Upon release, the new block is positioned in the desired location. If desired modify the section name and select the *Save* button.

CoP Managers and Contributors may add other content by clicking the *Add Item* icon. The system will display the *Add/Edit Item Content* modal shown. Enter a Title and Description for the section and select the *Save* button.

The system displays the new section on the CoPs page. The *Add*, *Edit*, & *Delete* icons are visible to CoP Managers and Contributors, however, these icons are available to a Contributor only if the file was added by the Contributor. When selected, the content item details will appear in a popup modal.

Add/Edit CoP Item Content

(U) Title: JLLIS Training Dates

(U) Description: JLLIS Training will be conducted:
15 Aug 2012
28 Aug 2012

Save Cancel

Available CoP Sections

- Managers: Ward, Jane Ms (Primary) 703-603-4015
- Contributors

Announcement 08 Aug 2012 (U) Welcome to the JLLIS Training CoP

Briefings 08 Aug 2012 (U) JLLIS 101 Brief

Link 08 Aug 2012 (U) JLLIS Training Site

Training Schedule 08 Aug 2012 (U) JLLIS Training Dates

Overall: (U) **JLLIS Training Dates**
Posted By Ward, Jane Ms on 08 Aug 2012 03:58Z

(U) JLLIS Training will be conducted:
15 Aug 2012
28 Aug 2012

Close

Binders

Drag the Binder section into the main viewing area. Upon release, the new block is positioned in the desired location. If desired modify the section name and select the *Save* button.

CoP Managers and Contributors may add Binders by clicking the *Add Item* icon. The system will display the *Add/Edit Item Content* modal shown. To select a binder(s) to associate with the CoP, click the associated checkbox. Select the *Save* button.

Add/Edit CoP Item Content

ID	Collaborative	Tier	Status
1000	<input type="checkbox"/>	QA Test #45/Error when trying to add a binder to a CoP. Logged in as Auth v	PACOM Active
45	<input type="checkbox"/>	Hawk's Training Binder	United States Strategic Command Active
48	<input type="checkbox"/>	SC Problems	United States Strategic Command Active
64	<input type="checkbox"/>	JUOO Binder	Legacy JFCOM Active
65	<input type="checkbox"/>	JUAS COE Binder	Legacy JFCOM Active
182	<input checked="" type="checkbox"/>	Knowledge Management	SOUTHCOM Active
229	<input type="checkbox"/>	Capital Shield 2008	JFHQ-NCR Hold
360	<input type="checkbox"/>	OIF Support (Transition Teams)	JCSFA Active
361	<input type="checkbox"/>	DEF Support (Transition Teams)	JCSFA Active
375	<input type="checkbox"/>	PACOM J1	PACOM Active
376	<input type="checkbox"/>	PACOM J2	PACOM Active
424	<input type="checkbox"/>	Sleep and Fatigue Management	JPRRA Active
502	<input type="checkbox"/>	IDOL Binder Icon Availability	JPRRA Active
532	<input type="checkbox"/>	2009 Hurricane Season	JS Pending
544	<input type="checkbox"/>	CJCSB Issues	Legacy JFCOM Active
580	<input type="checkbox"/>	JPAASE	Legacy JFCOM Active

Save Cancel

The system displays the new section on the CoPs page. The *Add*, *Edit*, & *Delete* icons are visible to CoP Managers and Contributors, however, these icons are available to a Contributor only if the file was added by the Contributor. When selected, the content item

The screenshot shows a web interface for CoPs. On the left is a sidebar with 'Available CoP Sections' and a 'Manage' button. The main area displays five sections, each with an 'Add Item' button:

- Announcement:** 08 Aug 2012, (U) Welcome to the JLLIS Training CoP
- Briefings:** 08 Aug 2012, (U) JLLIS 101 Brief
- Binders:** 08 Aug 2012, Knowledge Management
- Link:** 08 Aug 2012, (U) JLLIS Training Site
- Training Schedule:** 08 Aug 2012, (U) JLLIS Training Dates

details will appear in a popup modal.

When selected, the Binder details will appear in a new browser window.

The screenshot shows the 'Knowledge Management' binder details page. It includes the following sections:

- ATTACHMENT:** Fields for Description, Classification, and an Upload File button.
- ATTACHMENTS:** A table with columns: Class, File Name, Description, File Size, Posted By, Posted On, and Action.
- TASKS:** A table with columns: ACTION, STATUS, Active, TITLE, and a link 'Turn off the spin press'.
- AFTER ACTION REPORT (AAR):** A table with columns: ACTION, STATUS, ID, TITLE, and ORIGINATING TIER.
- DOC:** A table with columns: ACTION, STATUS, Active, TITLE, and a link 'FA PANAMA/05 - CSR'.
- OBSERVATIONS:** A table with columns: ACTION, ID, EVENT DATE, STATUS, TITLE, ORGANIZATION, UNIT, and EVENT NAME.

Sorting Blocks

CoP Managers and Tier / Super Administrators have the ability to sort or reorder CoP sections. To do this, the manager or administrator should click on the CoP Section title, while holding the left mouse key, drag and drop the section to the new location.

Remove CoP Section

If the CoP Manager wishes to remove a section, he/she may drag and drop the section back to the blocks panel. The block will appear with its unique title below the existing Available Sections, grouped by its Section Type. If they are placed back onto the main viewing area the system will retain the content.

Manage Members

The CoP's creator is automatically assigned as the Primary CoP Manager. The Tier Administrator & Super Administrator may also manage a CoP, but are NOT listed as one of the CoP Managers. To show their names, those individuals must be added as CoP Managers.

The screenshot displays the CoP Manager interface. On the left, there is a sidebar with 'Available CoP Sections' and 'Available Sections'. The 'Managers' section is highlighted with a red box, showing 'Ward, Jane Ms' as the Primary CoP Manager with the phone number 703-603-4015. Below the 'Managers' section is a 'Contributors' section with a search field. The main area shows a list of sections: Announcement, Briefings, Binders, Link, and Training Schedule, each with an 'Add Item' button.

The Primary CoP Manager cannot be deleted if no other CoP Managers have been assigned. To add a CoP Manager, select the *Manage* button. The system will display the JLLIS Users Selection Dialog. Conduct a search for the user and click the *Select* button.

The screenshot shows the 'Selection Dialog' window. It has a search bar with 'Column' set to 'Last Name' and 'Value' set to 'Will'. Below the search bar is a keyboard layout with letters A-Z. The 'Organization' is set to 'JSCC'. The dialog displays a table of users with columns for 'Last Name' and 'First Name'. The user 'Willard, Jeffrey' is selected. The dialog also shows pagination information: 'Page 1 of 7' and 'View 1 - 15 of 95'. There are 'Select' and 'Close' buttons at the bottom.

The screenshot shows the 'Role Select' dialog window. It has a title 'Role Select' and a subtitle 'User Role of Selected Users:'. Below the subtitle are two buttons: 'CoP Contributor' and 'CoP Manager'. There is a 'Cancel' button at the bottom right.

Once selected, you will be asked to select either CoP Manager or CoP contributor. When a user is added as a CoP Contributor, the CoP manager has the ability to elevate his/her permissions as an additional Manager.

The system adds the new manager or contributor, as shown.

The screenshot displays the JLLIS interface. On the left is a sidebar with 'Available CoP Sections' and 'Available Sections' lists. The main area shows a list of sections:

- Announcement:** (U) Welcome to the JLLIS Training CoP (08 Aug 2012)
- Briefings:** (U) JLLIS 101 Brief (08 Aug 2012)
- Binders:** Knowledge Management (08 Aug 2012)
- Link:** (U) JLLIS Training Site (08 Aug 2012)
- Training Schedule:** (U) JLLIS Training Dates (08 Aug 2012)

Below the sections, there are 'Managers' and 'Contributors' sections. The 'Managers' section lists 'Ward, Jane Ms' (Primary, 703-603-4015). The 'Contributors' section lists 'Willard, Jeffrey Mr' (703) 695-3484.

Selecting the delete icon next to a user will trigger a confirmation popup to confirm the action.

As an authorized user, the system will display the CoP details as shown:

The screenshot shows the 'JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)' header. Below the header, there is a 'Keyword Filter' and 'Advanced' options. The main content area displays the details for a CoP:

- Overall Classification:** (U)
- Organization:** JSCC
- Title:** (U) WJTSC 12-2 Joint Lessons Learned Working Group
- Description:** (U) Place Description Here

On the left, there is a 'Managers' section with 'Primary' and a 'Contributors' section with a 'Become a Contributor' button. On the right, there is a 'Mark as Favorite' button and a 'Linked to 0 issues' link.

Below the CoP details, there are sections for 'Announcement' and 'Binders Associated With This COP':

- Announcement:** 30 Jul 2012 (U) WJTSC 12-2 JLLWG Announcements; 30 Jul 2012 (U) DCE Louisiana Hurricane Katrina Disaster Relief Support, 8 Oct 05
- Binders Associated With This COP:** 06 Jun 2012 Joint Lessons Learned Working Group 12-2

Become a CoP Contributor

JLLIS users can request to become a contributor to any CoP listed on the CoP Summary page. To do this, they will select the *Become a Contributor* button.

The system displays a popup window that shows the CoP Title, and provides a free text field to enter a reason or additional justification for the contributor request. When the Submit button is selected the system will send the Primary CoP manager a system

generated email notification, as well as display a confirmation to the user that the request was submitted.

When the CoP manager logs in, he/she will see all pending requests at the bottom of the *Manage Members* section.

Clicking Approve brings up the following popup box. The Manager can assign the pending user as a contributor, Manager, or Primary Manager.

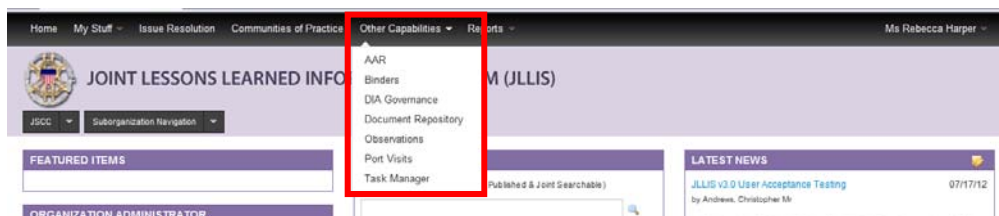
If “Primary” is selected, an additional warning will be displayed informing the Manager that selecting “YES” will replace the existing Primary Manager.

Clicking Deny will display the following popup.

With each action, the system will send an email notification to the submitting user notifying him/her of the action taken.

OTHER CAPABILITIES

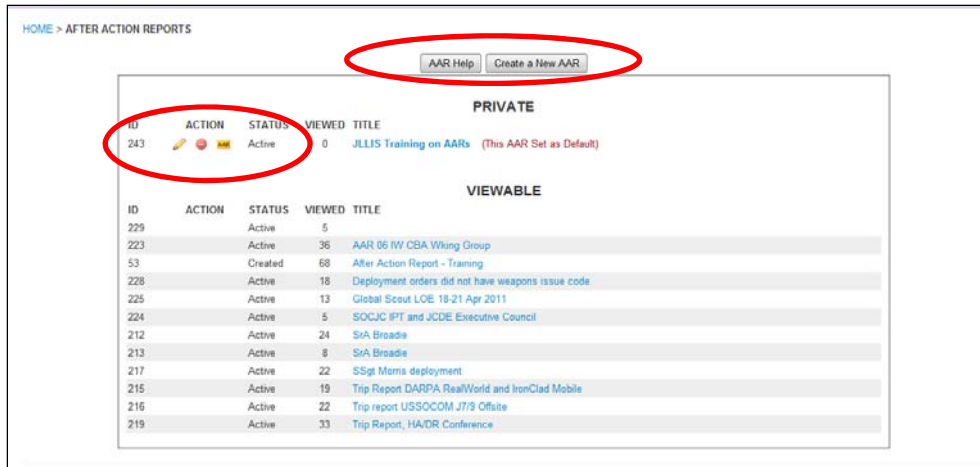
This menu option provides access to AARs, Binders, DIA Guidance, Document Repository, Observations, Port Visits, and the Task Manager features.



After Action Reports (AAR)

You can quickly view, create, edit, or delete an After Action Report (AAR), a report that is generated around a collection of observations. AARs can be either private (only created, modified, deleted and viewed by you) or viewable (can be viewed by everyone but only modified and deleted by the user who created it).

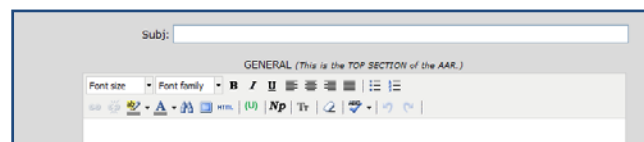
There are two options available for status: *Active* or *Deleted* to facilitate tracking of the report. Clicking on the title will open the report and you can view all the items contained in the AAR.



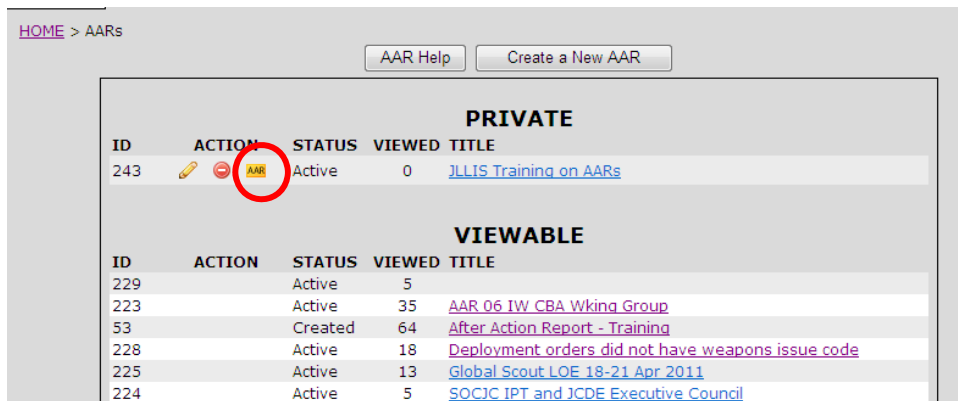
Generate a New AAR

Click on *Create a New AAR* and the screen below will open to enter the administrative information, narrative and observations associated with an event. This automatically puts the report into military format for you.

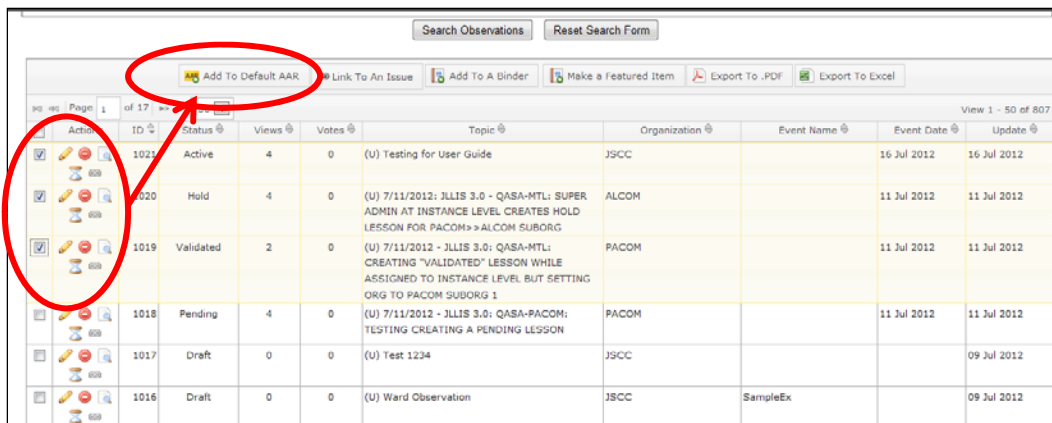
- AAR Subject, General Section, Conclusion and POC.** The subject will be the title that is displayed on the view AAR page. The *General* section is your executive summary and should be an overview: who, what, when, where, why. *Conclusion* and *POC* are self-explanatory. Free text boxes allow you to cut and paste information from other sources. Your selected observations will be inserted between the *General Section* and *Conclusion*.



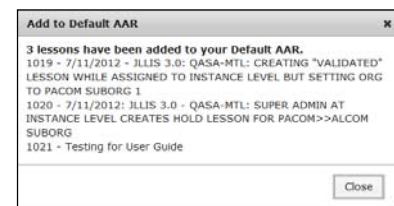
- **Default AAR.** To add items, you must first create the AAR and select it as your *Default AAR* by clicking on the gold AAR icon. When you select the icon, the system will change the title font to bold text and will indicate it as the default AAR. To deselect the default AAR, select the default icon again. You cannot make an AAR that was created by someone else your default AAR.



- **Adding Observations to an AAR** As you use the system to search, select and display the observations, the AAR icon will display so you can select and add the item. (Note that the gold AAR icon ONLY displays if you have a default added.)

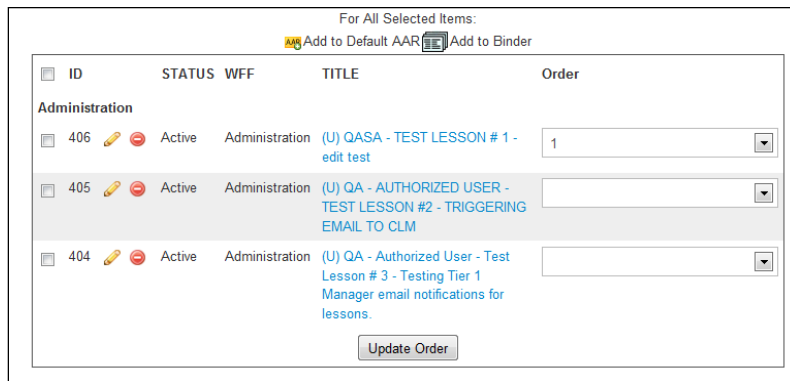


The system will display an action confirmation and list the items added to the AAR.



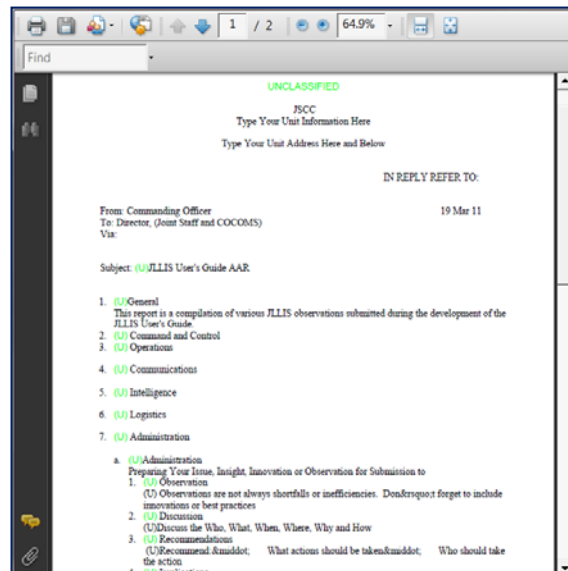
The view AAR page will display all observations added and are displayed in numeric sequence by Warfighting function (WFF). You can change the order using the drop down on

the right and selecting *Update Order*. The system also provides the ability to add items to a Binder from this page or finally, generate the AAR in either PDF or Word.



- **Finished Formatted AAR**

All your selected information will be imported into the standard report format. You can edit your report by using the pencil icon, adding or deleting observations and reordering as desired and then regenerate the report. Once in Word or PDF format, you can edit save or print using the features of that program.



Binders

This menu option allows you to view or create Binders, which is a collection of information around a central theme or topic.

Document Repository

This menu option allows you to view or create a Document Repository, which is a folder of information from your organization such as reports, documents, and photos. Most document repository functions are restricted to Team Member or above; however any user can add a document repository.

Observation

This menu option allows you to add an observation, search observations, or edit your observations.

Port Visit Reports (PVRs)

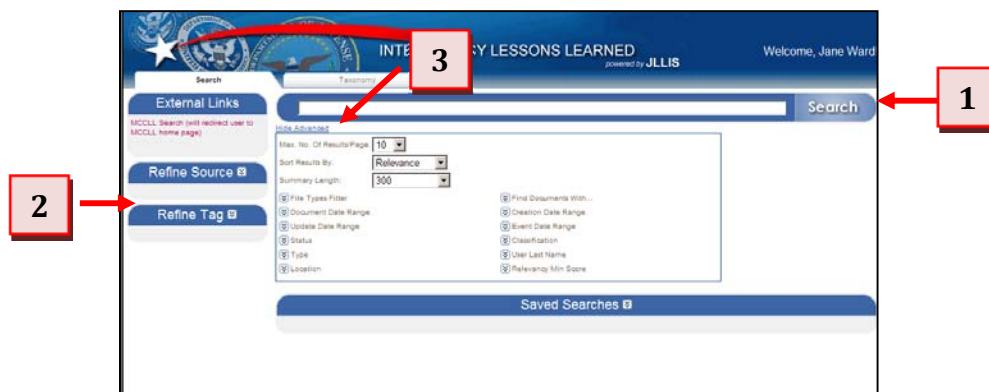
This menu option allows you to submit or search PVRs. As a Navy user, you can search the current logged in tier. As a Navy team member, manager or administrator, you can search across all tier sites. Complete as much criteria information then click the find button.

Task Manager

This menu option allows you to generate and track tasks, create milestones, and capture comments. This feature is covered in more detail in Appendix B of this guide.

JOINT SEARCH

The Joint / Interagency Search is a contextual search powered by Autonomy's Intelligent Data Operating Layer (IDOL) Engine. This search allows the user to search the entire JLLIS database for authorized (Joint Searchable) observations, After-Action Reports, Information Papers, transcribed interviews, and other attachments across all JLLIS organizations.



1 Search Bar



To search within IDOL, enter your search terms in the 'Search' field at the top right of the page and clicking 'Search'. To further refine your search. The IDOL User Interface allows the user to search for specified text, including:

- a) **Conceptual matches:** IDOL uses advanced pattern-matching technology to conceptually match the data in the JLLIS database with the text being queried against.
1. **Content searches:** Users can submit natural language text or a piece of content to IDOL, for which it returns references to conceptually related documents ranked by relevance, or contextual distance. Natural language queries make it possible for users to find the results they are looking for without having to be familiar with search algorithms or syntax.
 2. **Category searches:** Users can submit a piece of content to IDOL, for which it returns categories ranked by conceptual similarity. This determines for which categories the piece of content is most appropriate for, so that the piece of content can subsequently be tagged, routed or filed accordingly.
- b) **Keyword search:** By default, IDOL conceptually matches queries that consist of a single keyword. It stems the keyword, and then it finds documents that contain words that have the same stem as the keyword.
- c) **Exact phrase search:** Users can search for exact phrases rather than conceptual matches by placing quotations (" ") around a string of words.
- d) **Fuzzy search:** If a user is not sure of the spelling of a word that he or she wants to query for, they can submit a fuzzy query to IDOL. A fuzzy query returns results that contain words which are similar to the entered string.
- e) **Boolean and Proximity search:** Users can submit standard Boolean queries to IDOL, and to submit proximity queries which allow you to give words that appear close together in the search string a higher weighting. All operators must be specified using capital letters. Valid Boolean operators include:
- AND both terms must be present
 - NOT the following term must not be present
 - OR either term must be present
 - XOR either term, but not both, must be present

In addition to Boolean queries, users can also submit proximity searches. Proximity searches allow a user to specify multiple terms that must occur within a certain distance of each other in a document. Valid proximity operators include:

- NEARN the second term must be within N words of the first term
- DNEARN the second term must be within N words after the first term
- WNEARN closer terms are weighted more heavily
- BEFORE the first term must occur before the second term
- AFTER the first term must occur after the second term
- XNEAR the second term is exactly N words away from the first

Data Sources

2

To define the data sources to search select to expand the *Refine Source* section to the left. By default all top level organizations within JLLIS are selected.



Individual data sources may be included or excluded from the search results by checking or unchecking individual checkboxes. Parent sources in the data source tree control all items under the tree; if a parent is checked, all child sources will be checked, and vice-versa.

Every source in the tree can be selected in one click by clicking the *Select All* link at the top of the tree. Similarly, every source can be unchecked by clicking the *Deselect All* link at the top of the tree. Selecting all sources is equivalent to selecting no sources.

Once the desired data sources have been selected, click the *Search* button on the Search Bar. IDOL will only return results from within the selected data sources. Each data source in the data source filter tree is updated to show the number of results associated with the data source.

3

Advanced Search

Use the *Show Advanced* options immediately below the search field. Idol provides multiple filters to help narrow or focus your search. The following graphic shows each filter expanded to display all options.

Users can specify various properties of a given search using the *Advanced Search* dropdown. Options include:

- **Results per page:** Users can select between 5, 10, 15, 20, 25, 30, 50, or 100 results displayed per page.
- **Default Sorting:** This control allows users to determine what the default sorting method for any returned results will be
- **Summary Length:** Users can select from 100, 200, 300, 500, or 1000 words of the summary to be displayed with each hit. Users can also select for the entire summary to be displayed.
- **File Type Filter:** Users can select particular file types that they wish to include within the search results.

- **Keyword Search:** Labeled as “Find Documents Within” in the application, this section of the advanced search allows users to quickly and easily specify more stringent search requirements.
- **Date Range:** Users may select a date range of the last 3 months, 6 months, 1 year, or any date. Alternatively, users may also specify a range of dates within to search using the *Between* option. When clicking on the date range boxes, a calendar widget will be displayed, allowing users to easily select desired dates. Date ranges can be specific to the overall document date range, the creation date range, the update date range, or an event date range.



- **Status:** Users can select Active, Closed, and Validated items that they wish to include within the search results.
- **Type:** Users can select Featured, Help Tutorials, Observations, Miscellaneous, Newsletters, and Surveys they wish to include within the search results.
- **Location:** Users can specify a location associated with the item using fuzzy logic to include items close in spelling to the location specified.
- **Classification:** Users can select Unclassified, Confidential, Secret, and Top Secret items that they wish to include within the search results (results will include appropriately marked information based on the environment they are logged into).
- **User Last Name:** Users can specify the last name of the user associated with an item to include within the search results.
- **Relevance Minimum Score:** Users can select from 0, 10, 20, 30, 40, 50, 60, 70, 80, or 90 as a minimum relevance score for items that they wish to include within the search results.

Filtering Results

Once the desired data sources have been selected, click the *Search* button on the Search Bar. IDOL will only return results from within the selected data sources. Each data source in the data source filter tree is updated to show the number of results associated with the data source.

Refine Tag

The Refine Tag displays concepts that are associated with the current results. Clicking on any one of these concepts re-runs the search with the concept added to the query. This allows quick, easy refinement of relative concepts to any search. This item can be expanded and collapsed to save space on the search page.



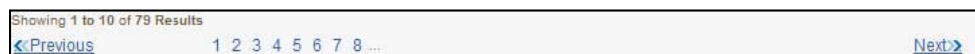
Concept Cloud

The concept cloud depicts concepts relevant to the current search. More relevant terms are shown in larger font than less relevant terms. Selecting an individual term will add it to the current query with an *AND* operator and re-run the query. Selecting the *X* symbol next to any given term will add it to the current query with a *NOT* operator and re-run the query.



Pagination

This control allows the user to page through returned results. Any individual page can be directly navigated to by clicking on the corresponding number. Alternatively, the user can advance or retreat pages by clicking on the Next and Previous links.



Related Content

The related content feature allows the user to specify certain documents and find related documents. To use this feature, the user must select the check boxes next to the desired documents then click on the Related Content link above the search results (highlighted in red in the screenshot). At this point, the results returned will be related to the original selected items.



Export Results

The Export Results (highlighted in red in the above screenshot) feature allows the results of a search to be exported to a Word document.



Search Results

The search results display the hits that were returned from the current query. These results allow the user to see additional information about each hit, sort the results, view related documents, view the result with highlighted information, and email each result.

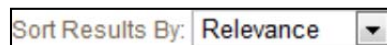
Results Information

Each result is displayed with specific information pertaining to the search hit. Information provided includes the document's title, summary, source, file name, and date. Additionally, the relevance of this document and the document's type is displayed on the left side of the result information.



Sorting

Results can be sorted by selecting a method of sorting above the search results. Available sorting methods include:



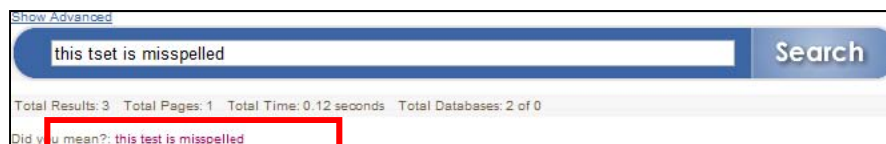
- **Date:** Selecting the *Date* sorting option causes the results to be sorted by their respective dates. Newer documents will be displayed before older documents

- **Reverse Date:** This is the opposite of the *Date* sort option. In this case, older documents will be displayed before newer documents.
- **Relevance:** Selecting the *Relevance* sort option causes documents to be sorted by their relevancy to the current search. Documents more relevant will be displayed before documents that are less relevant.
- **Title:** Selecting the *Title* sort option causes the results to be sorted alphabetically by title. Documents with titles starting with A will be displayed above documents with titles starting with the letter Z.

Selecting any one of these items will cause the query to re-run with the items sorted appropriately.

Spelling Suggestions

If IDOL finds content for a term similar to one searched for, it will present the user with a suggested query. This can apply to concepts and spelling suggestions. The user can click on the suggested query, and IDOL will run that query.



Saved Searches

Searches can be saved for viewing later or retrieved from previously saved searches. This item can be expanded and collapsed to conserve space on the main search page.



Save this search

New searches are saved using the “Save this search” link. A dialog appears for the user to specify a name for the saved search and optionally specify if the user would like to receive an email daily digest.

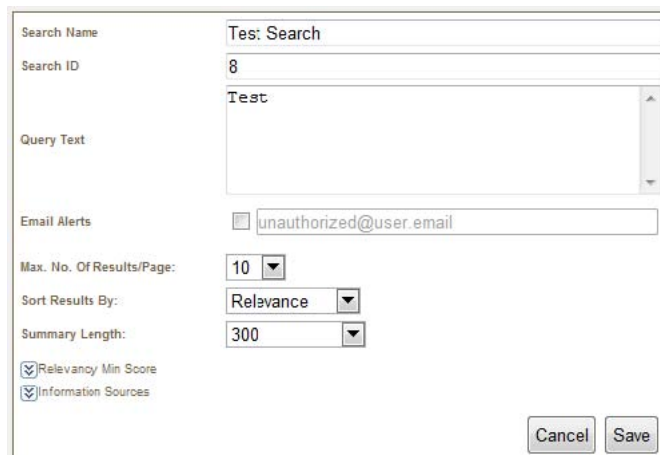
A screenshot of the 'Save this search' dialog box. The dialog has a title bar that says 'Save this search'. Inside the dialog, there is a text input field labeled 'Agent Name:' which is currently empty. Below it, there is a checkbox labeled 'Email Daily Digest:' which is currently unchecked. At the bottom right of the dialog, there is a 'Save' button.

View Results

Clicking the “View Results” link for a previously saved search will execute the search and display the results.

Edit Saved Search

Clicking the “Edit” link opens a dialog to change the saved search name or text and specify additional properties including the maximum number of results per page, how to sort the results, the summary length, the minimum relevancy score, and the data source(s).

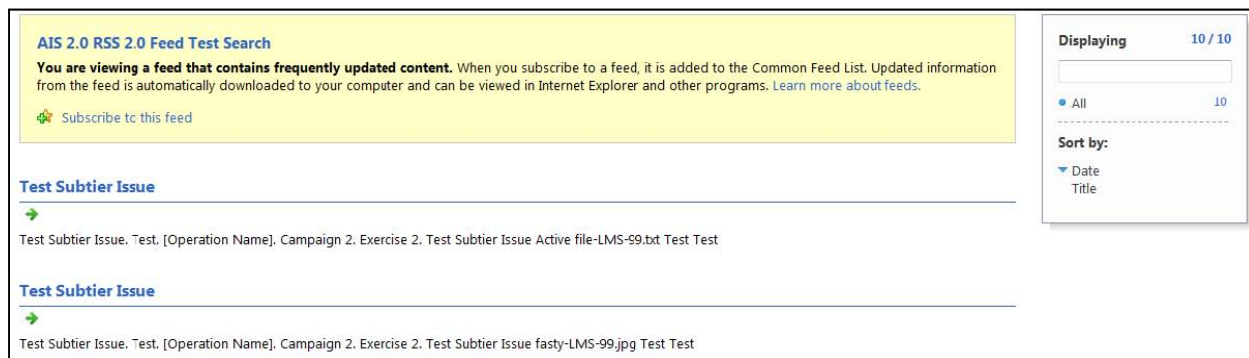
A screenshot of the 'Edit Saved Search' dialog box. The dialog has several fields and options. 'Search Name' is 'Tes: Search'. 'Search ID' is '8'. 'Query Text' is 'Test'. 'Email Alerts' is checked and the email address is 'unauthorized@user.email'. 'Max. No. Of Results/Page' is '10'. 'Sort Results By:' is 'Relevance'. 'Summary Length' is '300'. There are two checked checkboxes: 'Relevancy Min Score' and 'Information Sources'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Delete Saved Search

Clicking the “Delete” link removes the saved search from the list of saved searches.

View RSS Feed

Clicking the “View Feed” link for a previously saved search will open a RSS feed for the results in a new window. The RSS feed can be subscribed to and viewed in Internet Explorer or any other RSS reader.



The screenshot shows an RSS feed interface. At the top, there is a yellow banner with the text "AIS 2.0 RSS 2.0 Feed Test Search" and a message: "You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds." Below this banner is a "Subscribe to this feed" link with a small icon. The main content area displays two search results, each with a title "Test Subtier Issue" and a green arrow icon. The first result's description is "Test Subtier Issue. Test, [Operation Name], Campaign 2, Exercise 2, Test Subtier Issue Active file-LMS-99.txt Test Test". The second result's description is "Test Subtier Issue. Test, [Operation Name], Campaign 2, Exercise 2, Test Subtier Issue fasty-LMS-99.jpg Test Test". On the right side, there is a control panel with "Displaying 10 / 10" and a list of items. The list shows "All" with a count of 10. Below that, there is a "Sort by:" section with a dropdown menu currently set to "Date" and "Title" as options.

Email Feed

Clicking the “Email Feed” link opens a dialog to enter an email address to send a link to the RSS feed.



The screenshot shows a simple dialog box for entering an email address. It has a label "Recipient Email" on the left, followed by a text input field. Below the input field are two buttons: "Cancel" and "Send".

Viewing Contents and Related Documents

To view the contents of a document returned in a search, a user must click on the result’s title. IDOL will open a new window with the natively formatted result shown in a frame. Additional related documents with associated relevancy will be displayed below the result.

The screenshot displays the IDOL search interface. At the top left is a 'Refine Tag' section with various filters. Below it are 'Saved Searches' and 'Concept Cloud' sections. The main area is 'Search Results', showing a list of results. The third result, 'Designing COIN Campaigns', is highlighted with a red box. An arrow points from this box to a preview window of the document's title page, which features the title 'DESIGNING COIN CAMPAIGNS' and a photo of a group of people. Below the preview are 'Filter Suggestions' and 'Similar Documents' sections.

Add to Binder

Search results are displayed using a weighted relevance percentage determined by IDOL. The title, a quick summary, type of result and originating organization are also displayed. When you click on the title, the system displays the full result and links to similar documents. The binder icon allows you to add the result to a binder.

Highlighted Contents

To view the highlighted contents of a document returned in a search, a user must click on the *Highlighted Contents* link within the search result. IDOL will open a new window with the IDOL-formatted result shown at the top. All search terms will be highlighted within the displayed document. Additional related documents with associated relevancy will be displayed below the result.

CMT 7881 test for video file upload and view

CMT 7881 test for video file upload and view test_wmv-CDR-36.wmv AARs This is a test to see if I can dl video. (U/FOUO)

 **Testing this - Kimberly (C)**
 Testing this - Kimberly (C). (U). Military in combat The primary reason for the existence engage in , should it be required to do so by the national defense policy, and to w...
 Relevance: 47.75%
 Database: Army
 File: \\illis-web-prod\websites\ARMY\document_repository\Lessons\08_03_2010-LMS-10.doc

Document Summary

To view a document's summary; a user must click on the *Summary* link within the search result. IDOL will open a new window with the result's summary displayed at the top. Additional related documents will be shown below the result.

APPENDIX B Definitions November 21, 2005 ...


APPENDIX B Definitions November 21, 2005 B- FOR OFFICIAL USE ONLY DEFINITIONS Accountability - Property that allows the ability to identify, verifies, and traces system entities as well as changes in their status. Accountability is considered to include authenticity and non-repudiation. Accreditation - Formal declaration by the DAA that an information system is approved to operate in a particular security mode using a prescribed set of safeguards and controls. Architecture - The configuration of any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information; includes computers, ancillary equipment, and services, including support services and related resources. Assurance - Measure of confidence that the security features, practices, procedures and architecture of an IS accurately mediate and enforces the security policy. Availability - Timely, reliable access to data and information services for authorized users. Audit - Independent review and examination of records and activities to assess the adequacy of system controls, to ensure compliance with established policies and operational procedures, and to recommend changes in controls, policies, or procedures. Authenticity - Measure of the confidence that the security features and architecture of an information system accurately mediate and enforce the system security policy. Category - A grouping of classified or sensitive information to which an additional restrictive label is applied to signify that personnel are granted access to the information only if they have access approval (e.g., formal access approval). Examples include proprietary, FOUO, Privacy Act, North Atlantic Treaty Organization (NATO), and compartmented information. Certification - Comprehensive evaluation of the technical and non-technical security features and countermeasures of an information system to establish the extent to which a particular design and implementation meet a set of specified security requirements. Certification Authority (Certifier) - Individual responsible for making a technical judgment of the information systems compliance with stated security requirements and requesting approval to operate from the DAA. Certification Requirements Review (CRR) - The review conducted by the DAA, Certifier, program manager, and user representative to review and approve all information contained in the System Security Authorization Agreement (SSAA). The CRR is conducted before the end of Phase 1.

Filter Suggestions

Select All Deselect All

- Military Services (4)
 - US Army (4)
 - US Navy (0)
 - Navy O&Rs (0)
 - Port Visits (0)
 - Navy Library (0)

Similar Documents

 **APPENDIX B Definitions November 21, 2005 ...**
 APPENDIX B Definitions November 21, 2005 Appendix B1. (Systems that are not national security systems, but contain sensitive information, are to be protected in accordance with the re...
 Database: FileSystem
 File:
 Date:
 Relevance: 76.39%
[Summary](#) | [Highlighted Contents](#) | [Email](#)

Emailing Search Results

Results can be emailed to any recipient. When a user clicks on the *Email* link below any given result, IDOL will display an email form (depicted below). The user can complete the *from*, *to*, and *comments* fields and *Send* the email. The recipient will receive an email with the provided comments, as well as a link to the document.

From:

To:

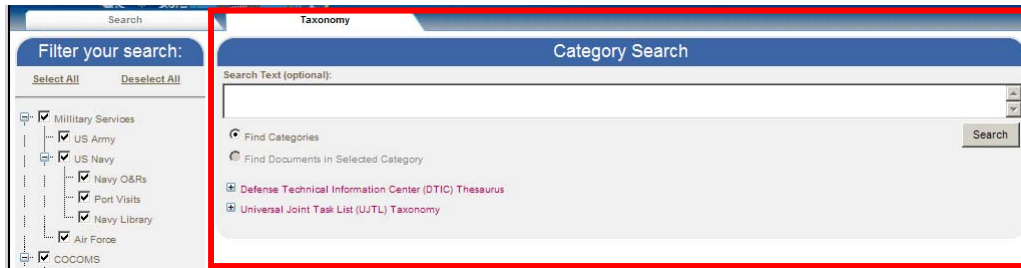
Subject:

Comments:

Recipient will receive a link to the item.

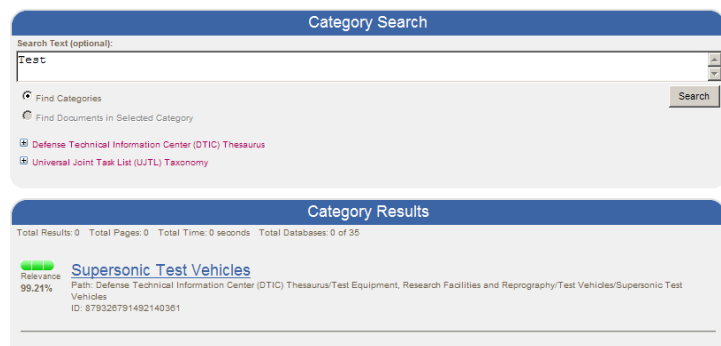
Taxonomy

Taxonomy allows users to search for documents that fall within specified categories. Users are also able to search for categories themselves. Searches performed here for both categories and documents can be filtered by data source by selecting only the desired data sources in the data source filter on the left side of the page.

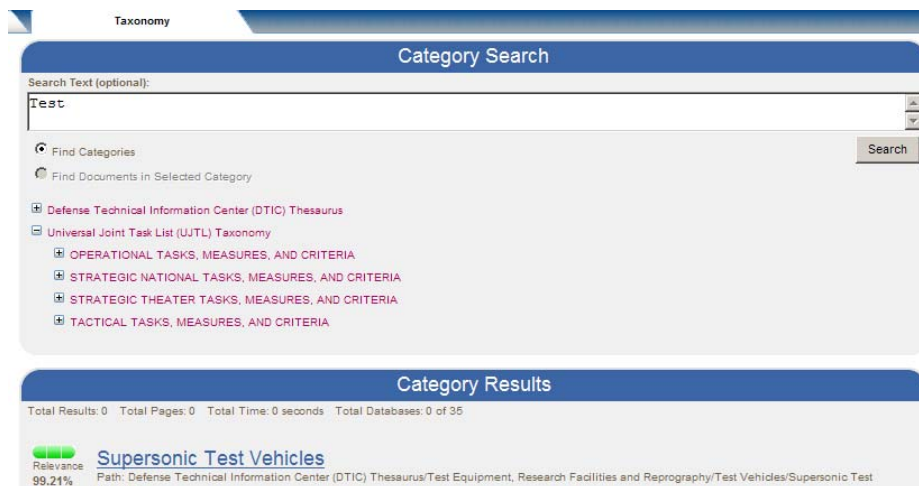


Searching for Categories

To search for a category, users must select the Find Categories radio button and enter some text for which to search. The results displayed below the category search will show a list of categories that match the search terms.

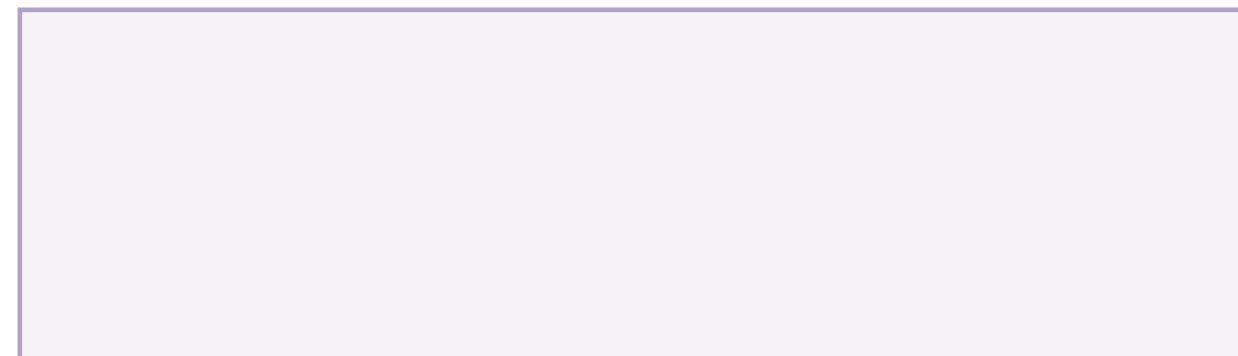
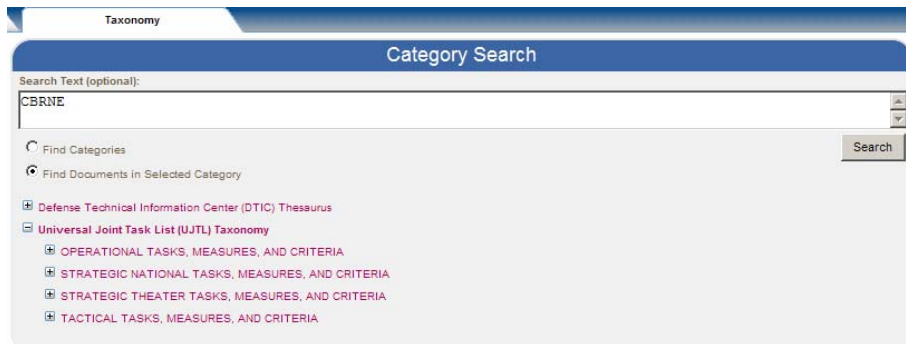


If a user clicks on the title of a category, the category tree is expanded and the category selected is highlighted in yellow.



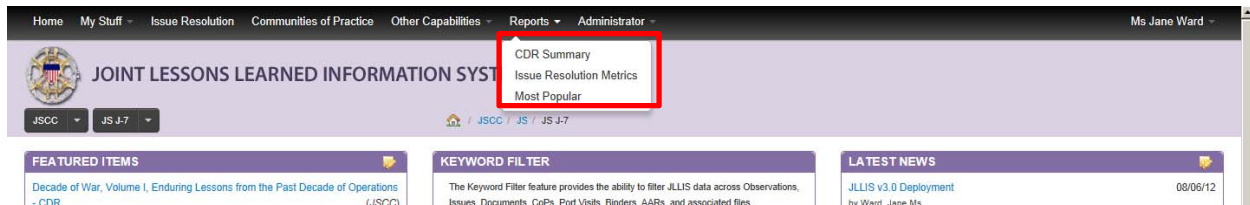
Searching within a Category

Users may elect to search for documents within a category. In order to do so, a user must first select a category in which to search by clicking on the desired category in the category tree. Once the desired category is selected, a user may select the Find Documents in Selected Category radio button and enter search terms. Clicking search will bring back a list of documents within the selected category.



REPORTS

The reports menu option displays the CDR Summary, Issue Resolution Metrics, and Most Popular reports.

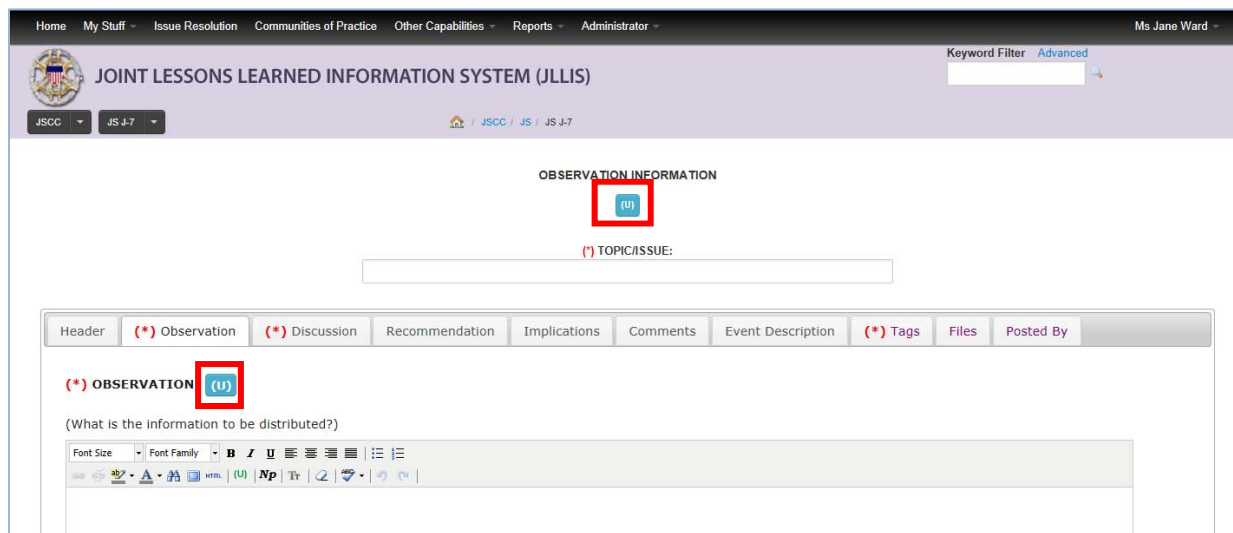


- **CDR Summary**
- **Issue Resolution Metrics** – displays the existing Issue Resolution Dashboard summary
- **Most Popular** – displays the existing Most Popular content (Viewed Observations and Searches Performed Today, Past 15 Days, Past 30 Days, and Past Year). Most Popular. Information is displayed on both observations in the database and searches conducted. These features allow you to quickly review the most recent information.

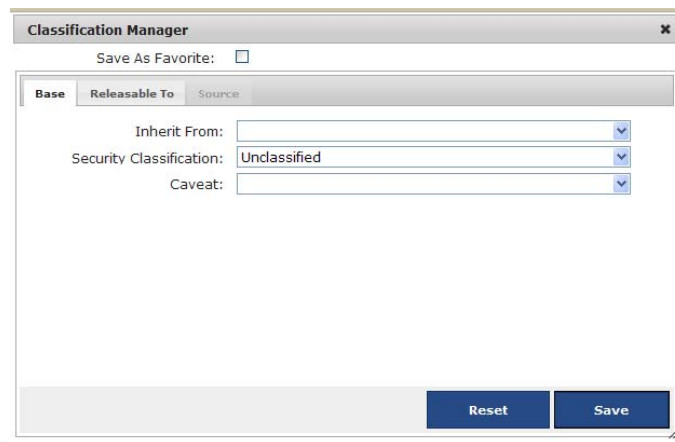
CLASSIFICATION MARKINGS

The classification button includes classification options based on which database you are currently using. This defaults to Unclassified, but allows you to modify to identify Releasable to and Caveats.

The classification module is located throughout JLLIS and is used to assign the security classification to specific data elements or an overall product classification. The button displays the abbreviation of the security classification code assigned to the data element. To update the information, click on the security button.



The system displays the Classification Manager module shown:

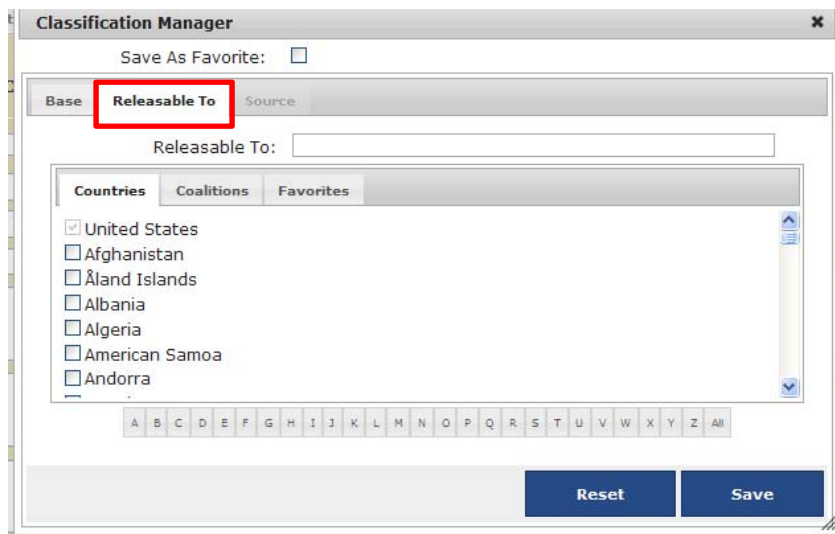


Item Classification Options:

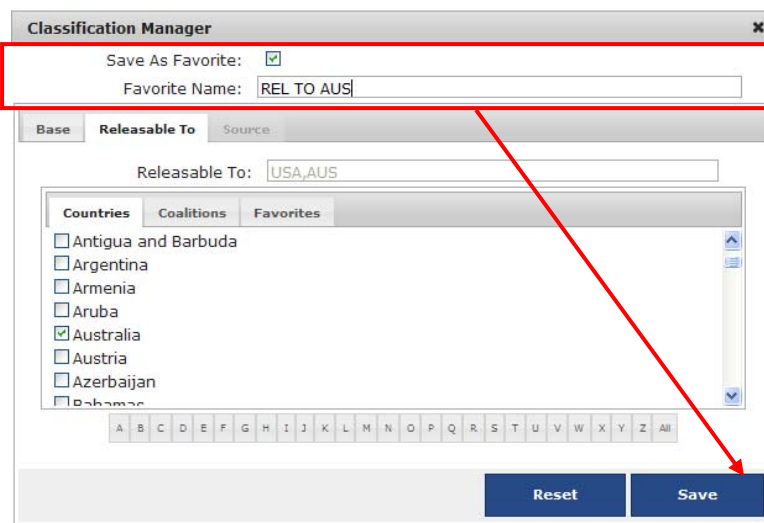
- Inherit From: allows the set of classification information assigned to the parent or another field.
- Security Classification - allows the user to select the classification by selecting from a drop down menu. The security classification codes displayed depend on the JLLIS environment

you are accessing. The options available are Unclassified, //JOINT Unclassified, Confidential, //JOINT Confidential, Secret, //JOINT Secret, or Top Secret.

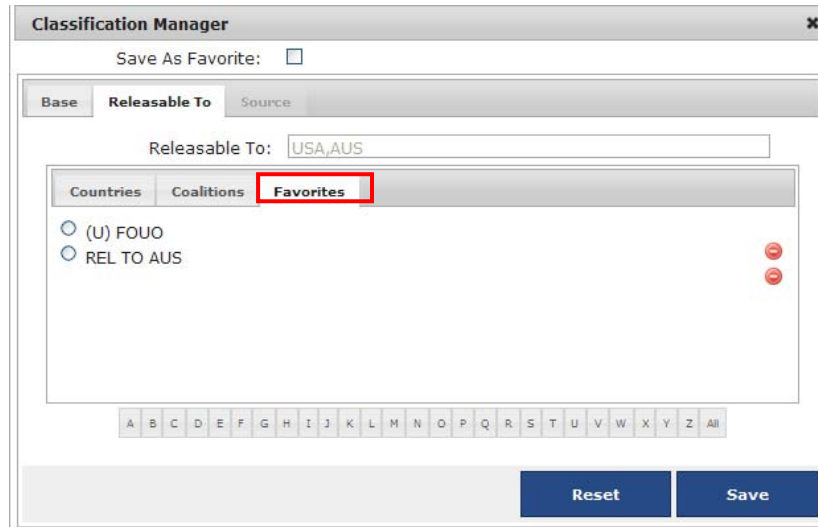
- **Caveat** - identifies which types of organizations are restricted from viewing the classified or unclassified information. Select the drop down and the system displays the caveats you can select for restrictability.
- **Releasable To** - identifies the nation(s) to which the classified or unclassified information can be promulgated. Select the *Releasable To* tab and the system displays the nations you can select for releasability.



The default tab displays a list of countries. Select the checkbox associated with the nation(s) to which the information may be released and select the *Save* button. When you select a classification (REL TO or Caveat) the system provides users the ability to “*Save As Favorite*”. To do this select the checkbox, enter a name, and click the *Save* button.

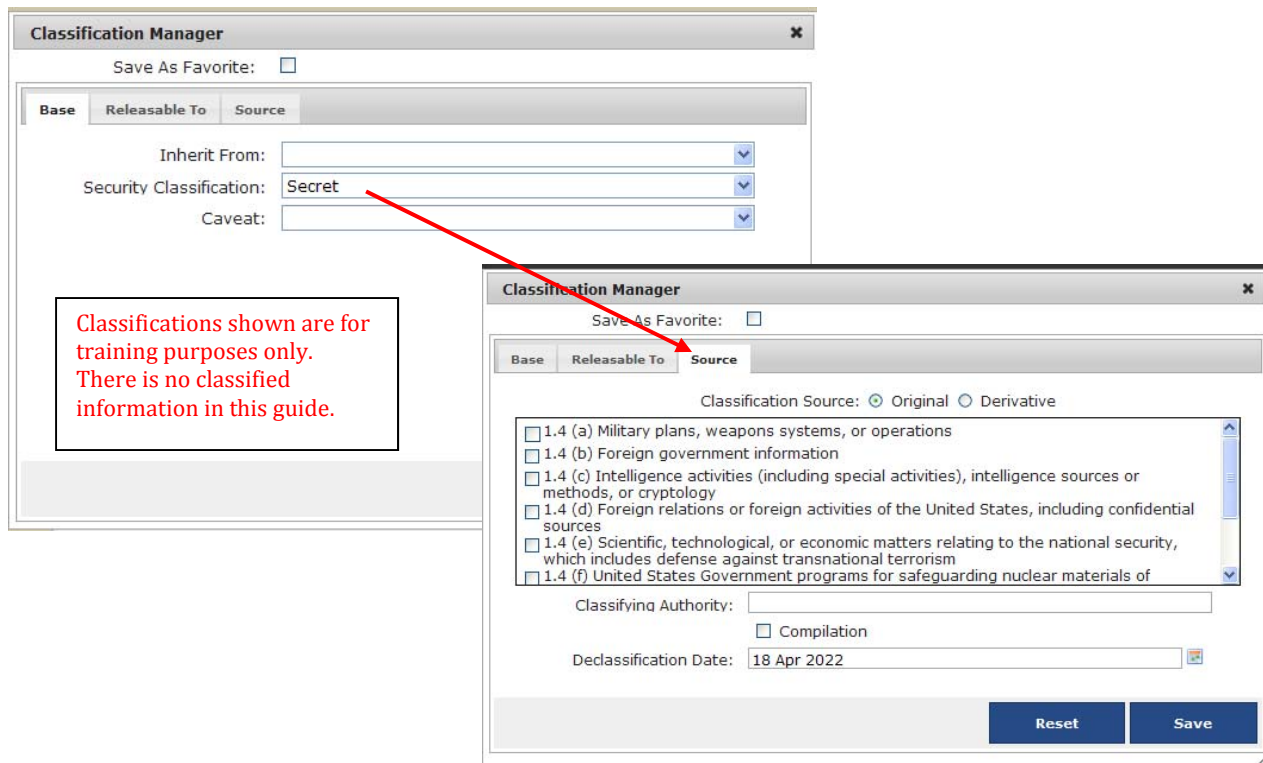


Once a classification marking is saved to the Favorites, you can access these by clicking the Favorites tab. To select a favorite classification marking, select the associated radio button and click Save. To delete a saved favorite, select the associated Delete icon and click Save.



The second tab displays a list of coalition codes (tetragraphs). Select the checkbox associated with the tetragraph(s) to which the information may be released and select the *Save* button.

Higher Classifications: The selection of Confidential, Secret, or Top Secret requires the completion of additional classification data located on the *Source* tab.



Classification Source

For all classified items, you must identify the source of that classification. There are two choices, Original or Derivative, and their attributes are described in detail below. Only one source may be identified for a classification.

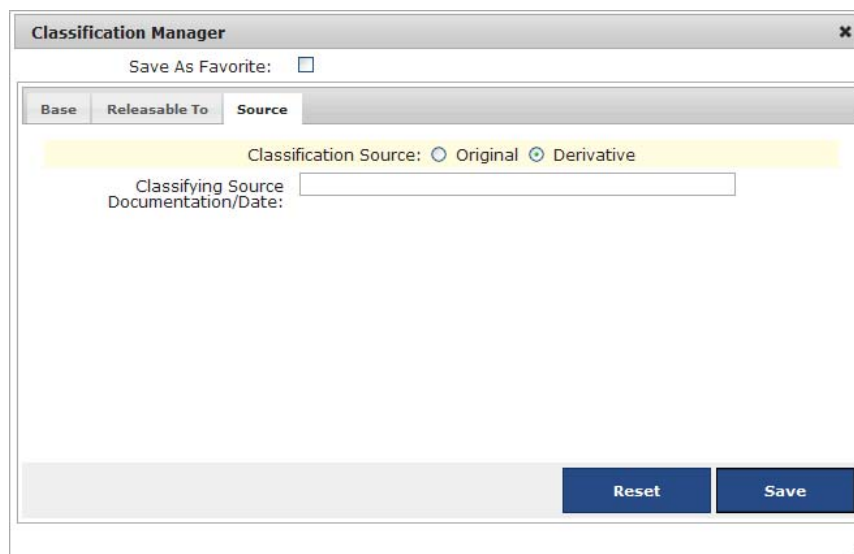
Original Security Classification Source Dialog Box

User must complete the following fields when Original Source is selected:

- Classification Reason(s): The user must select the reason(s) the item is being classified from the list provided. Select the appropriate checkbox(s).
- Classifying Authority: Identify the person or entity making the classification determination.
- Declassification Date: Default declassification date is 10-years from the current date. However, the user can adjust the date.

Derivative

Select to identify the source(s) of classification for an item that is based upon existing classified documentation/data. This is used to identify the source(s) of classification for an item that is based upon existing classified documentation/data.



The screenshot shows a dialog box titled "Classification Manager" with a close button (X) in the top right corner. Below the title bar, there is a "Save As Favorite:" checkbox which is currently unchecked. The main content area has three tabs: "Base", "Releasable To", and "Source". The "Source" tab is selected and highlighted. Inside the "Source" tab, there is a yellow highlighted section with the text "Classification Source: Original Derivative". Below this, there is a label "Classifying Source Documentation/Date:" followed by an empty text input field. At the bottom right of the dialog box, there are two buttons: "Reset" and "Save".

JLLIS Glossary and Acronyms

AAR	After Action Report
CDR	Consolidated Document Repository
CoP	Community of Practice
DOTMLPF-P	Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, Facilities, and Policy
DRRS	Defense Readiness Reporting System
IDOL	Intelligent Data Operating Layer
JCA	Joint Capability Areas
JLLIS	Joint Lessons Learned Information System
JLLP	Joint Lessons Learned Program
JSCC	Joint Staff Combatant Commands
JTIMS	Joint Training Information Management System
LM	Lesson Manager
LMS	Lesson Management System
PDF	Portable Document Format (Adobe Acrobat)
POC	Point of Contact
SME	Subject Matter Expert
UJTL	Universal Joint Task List
URL	Universal Resource Locator
WFF	War Fighting Functions

Active – The status of an observation that is viewable by all registered JLLIS users.

Administrator – A person designated to manage and supervise JLLIS activities for their organization.

After Action Report (AAR) – The result or summary of an event that identifies key observations and outlines how to correct deficiencies, sustain strengths and focus on performance of specific mission essential tasks (MET).

Autonomy IDOL – The search engine that powers the Interagency Search.

Best Practice – A non-doctrinal tactic, technique or procedure that is currently in field use and appears to be potentially worth replication.

Community of Practice – A population within the joint force that demonstrates or employs like core competencies. A CoP typically collaborates and meets regularly to discuss and explore methods and processes for improvement or resolution.

Daily Digest – Regular email updates with new JLLIS submissions based on topics you select and save in the Interagency Search.

Discovery – The initial phase of the JLLP where information is gathered using multiple sources and approaches.

Documented – An observation is considered “documented” once it has been entered into the JLLP through JLLIS.

Evaluation – Final phase of the JLLP that determines if the solution corrects and addresses the issue and is either identified for further work or is worthy of sustainment and ready for publication and dissemination.

Finding – A concise statement that summarizes a capability to be sustained, improved, developed or a deficiency requiring corrective action.

Integration – Third phase of the JLLP where validated lessons are incorporated into doctrine, training and education processes.

Issue – An observed, analyzed, interpreted and evaluated shortcoming, deficiency or problem that precludes performance to a standard and requires resolution.

Lessons – Validated observations, insights, issues, findings, recommendations and best practices.

Lesson Learned – Results from an evaluation or observation of an implemented corrective action that contributed to improved performance or increased capability. Also can be a positive finding or insight that should be sustained.

Lesson Manager (LM) – The designated OPR to manage the observations, recommendations and lessons learned for their organization via JLLIS.

Observation – An unrefined submission from the perspective of the person(s) that witnessed the event.

Pending – The status of an observation when initially submitted by the user, only viewable by the submitter, Administrator and LM.

Team Member -- A role within JLLIS that authorizes special privileges to manage reports, tasks and CoP.

Validation – Formal review of raw data to convert to convert observations into findings and lessons suitable for use. Validation does not qualify the finding as resolved, solved or closed.

APPENDIX A: Discussion Groups

The discussion group module provides members a forum for discussion (Web Forum). This area allows for registered users to post messages, blog, create categories for discussion, and share information with anyone who subscribes. This tool is designed for informal collaboration and idea sharing.

The screenshot shows the NAVY FORUMS website interface. At the top left is the Department of the Navy logo. The top right contains navigation links: Home, Search, Profile, Member List, Blogs, Recent Posts, My Forums, My Blog, Private Messages (0), and Logout [WilliamMarshall].

Forum	Topics	Posts	Last Post
Test a category			Top
Build a bridge	2	6	Yesterday @ 02:33 PM WilliamMarshall
Sample Category			Top
Sample Forum	3	6	Feb 27, 2008 06:31 PM TeamUser
RCOP			Top
Test Forum for Discussion Groups	1	1	Jun 10, 2008 08:43 PM JimStudebaker

Forum Statistics

46 users have contributed to 6 threads and 13 posts with latest post by [WilliamMarshall](#) on [Yesterday @ 02:33 PM](#)
 There are currently: 0 anonymous users online, 1 of 46 registered users online: [WilliamMarshall](#)
 Most registered users online was 20 on Jun 3, 2008 06:40 AM. Today 1 users visited Forums.
 The newest user is [JohnShackelford](#) registered Yesterday @ 12:08 AM
 Past week's most active users are: [WilliamMarshall](#) (1), [YancyWharton](#) (0), [danalecrov](#) (0), [JimStudebaker](#) (0), [MikeColeman](#) (0)
 Past month's most active bloggers: [YancyWharton](#) (0), [danalecrov](#) (0), [JimStudebaker](#) (0), [MikeColeman](#) (0), [SeanLouisin](#) (0)

Discussion Group Admin Menu

This menu provides access to the options, setup statistics and utilities available for Discussion Groups. Each selection is displayed in more detail.

Admin Menu		
Options & Setup:	Statistics:	Utilities:
<ul style="list-style-type: none"> Ranks Look & Feel Email Options Bad Words Blog Options Localization Categories Forums Avatar Library Approve Avatars Review Avatars Users User Sessions User Groups Who's Online 	<ul style="list-style-type: none"> General Stats Most Popular Topics Posts: Last 30 days Posts: Monthly Users Created: Last 30 days Users Created: Monthly User Sessions: Last 30 days User Sessions: Monthly Blogs Created: Last 30 days Blogs Created: Monthly 	<ul style="list-style-type: none"> Delete Old Private Messages Delete Old Sessions

- Ranks. The Ranks menu allows an administrator to create ranks inside the message board community based on number of posts. Ranks give nothing more than a status of the number of posts a person has entered.

- Look & Feel. The Look and Feel Menu allows the modification of the basic layout of the forums and basic forum functions. You can modify the title, topics, logo, upload of avatars, user polls and post count.

Admin Menu » Look & Feel	
Setting	Value
Topics Per Page:	<input type="text" value="15"/>
Messages Per Page:	<input type="text" value="15"/>
Browser Title:	<input type="text" value="Baseline FORUMS"/>
Hot Topic:	<input type="text" value="50"/>
Logo Image:	<input type="text" value="../../../images/headers/navylogo.gif"/>
Forums Title:	<input type="text" value="NAVY FORUMS"/>
Popular Topic Message Count:	<input type="text" value="50"/>
Top Message:	<input type="text"/>
Allow Upload of Avatars?:	<input type="button" value="Yes"/> ▾
Max. Poll Questions:	<input type="text" value="12"/>
Show User Post Count:	<input type="button" value="Yes"/> ▾
<input type="button" value="Save Settings"/>	

- Email Options . The email options menu lets you set whether or not the forum will send out an email and the address it puts in the FROM: block of the sent email.

- Bad Words. This allows the administrator to edit the list of words recognized as bad to be automatically censored by the forum program. Please note the list does not retroactively censor words.

- Blog Options . This menu sets the basic blog settings for the forum. Blogging rights are enabled by admins on a by user basis. It is automatically turned off for all users and must be manually enabled by an admin.

- Localization. This sets the date format and time zone for the forum.

- Categories. The Category menu allows for the creation and maintenance of categories. This includes the position the categories are displayed on the forum.

Admin Menu » Admin Categories		
Pos	Title	Remove?
<input type="text" value="0"/>	<input type="text" value="Test a category"/>	remove
<input type="text" value="0"/>	<input type="text" value="Sample Category"/>	remove
<input type="text" value="1"/>	<input type="text" value="RCOP"/>	remove
<input type="text" value="1"/>	<input type="text" value="General Discussion"/>	remove
<input type="text" value="2"/>	<input type="text" value="SeaBees"/>	remove
<input type="text" value="3"/>	<input type="text" value="CLASSRON Discussions"/>	remove
<input type="button" value="Save Categories"/>		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Category"/>

- Forums. The Forums Menu allows for the creation and maintenance of forums. Forums are created under the categories created in the categories menu.

Admin Menu » Admin Forums			
Pos	Title	Security	Remove?
Test a category			
Sample Category			
RCOP			
General Discussion			
0	NLLIS Questions and Comments	None	remove
1	Pandemic H1N1 (Moderated)	None	remove
2	Wanted Communities of Practice	None	remove
3	Ask Cap'n Moby (Moderated)	None	remove
4	Post Deployment Briefs	None	remove
5	Theater Security Cooperation (Moderated)	None	remove
25	Active Collection	None	remove
SeaBees			
0	Test for Ech VI use	Specific Group	remove
CLASSRON Discussions			
1	DDGRON	None	remove
Save Positions			
Category: Test a category ▼			
		None ▼	Add Forum

Clicking on the forum's name brings up the Edit Forum screen which allows you to modify the forum, and designate a moderator. Any user can be made a moderator. Mods have the ability to edit the forums they are moderators of, including editing and deleting discussions inside the forum. To add a moderator you type in the moderator's user name. You can also enter a partial name in the user block and the program will suggest users.

Admin Menu » Admin Forums » Edit Forum			
Forum Settings:			
Category:	General Discussion ▼		
Title:	<input type="text" value="Theater Security Cooperation"/>		
Moderated:	<input checked="" type="radio"/> Yes <input type="radio"/> No (If Yes, topics and posts have to be approved by moderator)		
Hidden:	<input type="radio"/> Yes <input checked="" type="radio"/> No (If Yes, does not show on home page)		
Locked:	<input type="radio"/> Yes <input checked="" type="radio"/> No (If Yes, only admins can post messages)		
Hide Recent:	<input type="radio"/> Yes <input checked="" type="radio"/> No (If Yes, topic will not show up on recent topics page)		
Polls:	No Polls ▼		
Access:	Everyone ▼		
Description:	<input type="text"/>		
Save Forum			
Forum Moderators:			
User ID	Username	Started	Unmoderate?
38	JoscelynSmith	05/20/2009	remove
Add Moderator:			
User:	<input type="text"/>	Add Moderator	

Forum Access

There are 5 levels of access for a forum.

- **Everyone:** All users can view and participate.
- **Password Protected:** User must enter password to access forum.
- **Moderators and Admins:** Only Mods and Admins can participate.
- **Admins Only:** Only Admins can participate.
- **Specific Group:** Admins can select a User Group that can participate.

Avatars

- **Avatar Library:** The Avatar Library is where all approved Avatars are located.
- **Approve Avatars:** This menu allows admins or mods to approve Avatars uploaded by users.
- **Review Avatars:** This menu allows admins to view the Avatars used by forum members.

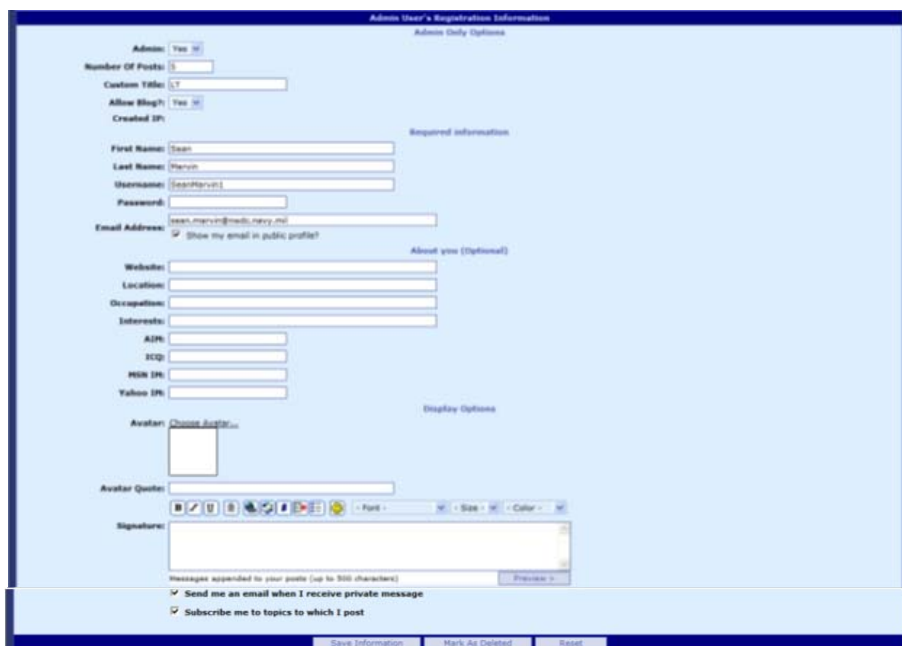
Users

This menu allows Administrators to view users and modify them.



ID	Username	Email	Created On	Last Post	Num Posts
152	AaronSolomon	aaron.solomon@us.army.mil	Oct 17, 2008 12:00 AM		0
76	AdamJ Fleming	adam.fleming@navy.mil	Sep 19, 2008 12:00 AM		0
103	AdamJannereth	adam.jannereth@navy.mil	Sep 24, 2008 12:00 AM		0
33	AdamJesina	adam.jesina@nate.info	Jun 13, 2008 12:00 AM		0
141	AdamLevitt	adam.levitt@navy.mil	Sep 30, 2008 12:00 AM		0

- **Modifying Users.** To modify a user's account, click on the user's name. It will bring up the below screen. From this page you can set the users Blog and Admin rights.



Admin User's Registration Information

Admin: Yes

Number Of Posts:

Custom Title:

Allow Blog: Yes

Created IP:

Required Information:

First Name:

Last Name:

Username:

Password:

Email Address:

Show my email in public profile?

About you (Optional):

Website:

Location:

Occupation:

Interests:

ADN:

ICQ:

MSN IM:

Yahoo IM:

Display Options:

Avatar:

Avatar Quote:

Signature:

Messages appended to your posts (up to 500 characters)

Send me an email when I receive private message

Subscribe me to topics to which I post

- User Sessions. User Session allows you to view the log-ins and session length of a user in a specified timeframe.
- User Groups. This menu allows admins to create and manage user groups.

Admin Menu » User Groups

#	Name	Users	Remove?	Edit
1.	LAR	1	remove	edit...
2.	Portal Review Board	7	remove	edit...
3.	SCETC	0	remove	edit...
4.	Seabee1	3	remove	edit...
5.	Team	0	remove	edit...

[Rename Groups](#)

[Add Group](#)

- Add User. To add a person to a group, type in the name and click add user. If the exact name typed isn't available it will pull up similar names for you to select.

Admin Menu » User Groups » Edit Group

'Seabee1' Users:

User ID	Username	Started	Remove?
69	GordonSchnieder	12/30/2008	remove
266	JoeGrealish	12/30/2008	remove
67	KevinCovne	12/30/2008	remove

Add User:

User: [Add User](#)

Basic Forum/Topic Workflow.

Create a Category: Admin → Categories → Add Category

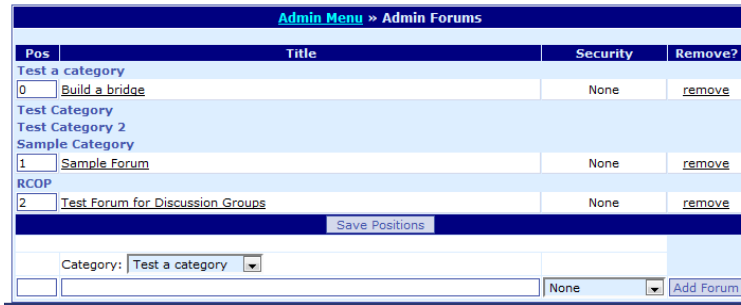
Admin Menu » Admin Categories

Pos	Title	Remove?
0	Test a category	remove
0	Test Category	remove
0	Test Category 2	remove
0	Sample Category	remove
1	RCOP	remove

[Save Categories](#)

[Add Category](#)

Create a Forum: Admin → Forums → Add Forum



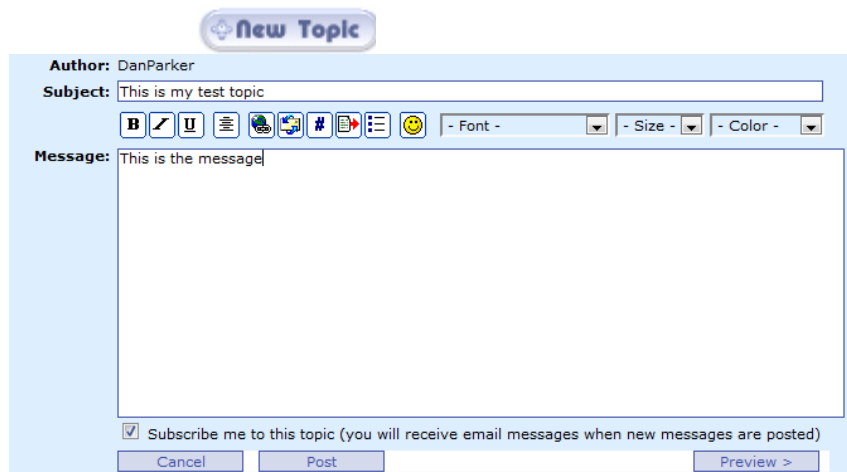
The screenshot shows the 'Admin Forums' interface. At the top, there is a navigation bar with 'Admin Menu » Admin Forums'. Below this is a table listing existing forums:

Pos	Title	Security	Remove?
Test a category			
0	Build a bridge	None	remove
Test Category 2			
Sample Category			
1	Sample Forum	None	remove
RCOP			
2	Test Forum for Discussion Groups	None	remove

Below the table is a 'Save Positions' button. At the bottom, there is a form to add a new forum:

Category: Security:

Create / Add a New Topic (once in the forum):



The screenshot shows the 'New Topic' form. At the top, there is a 'New Topic' button. Below it, the form fields are:

Author: DanParker

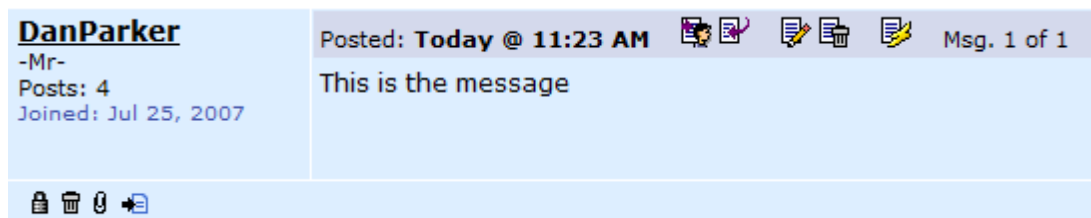
Subject:

Message:

Below the message field is a checkbox: Subscribe me to this topic (you will receive email messages when new messages are posted)

At the bottom, there are three buttons: 'Cancel', 'Post', and 'Preview >'. The 'Post' button is highlighted.

Viewing



The screenshot shows a forum post view. The post is by 'DanParker' and is titled 'This is the message'. The post is dated 'Today @ 11:23 AM' and is the first of one message. The user's profile information is shown on the left:

DanParker
-Mr-
Posts: 4
Joined: Jul 25, 2007

At the bottom of the post, there are several icons: a lock, a trash can, a speech bubble, and a right-pointing arrow.

Post Replies:



Last message in the thread you are replying to:

Posted By: [DanParker](#) on **Today @ 11:23 AM**

Message: This is the message

Author: DanParker

Message:

B **/** **U** - Font - - Size - - Color -

Subscribe me to this topic (you will receive email messages when new messages are posted)

Basic Blogging Workflow

« April 2011 »						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

My Blog

- [My Blog Options](#)
- [Write New Blog Entry](#)

[XML](#)

[Blog Home](#)

DanParker's blog before Thursday Apr. 7, 2011

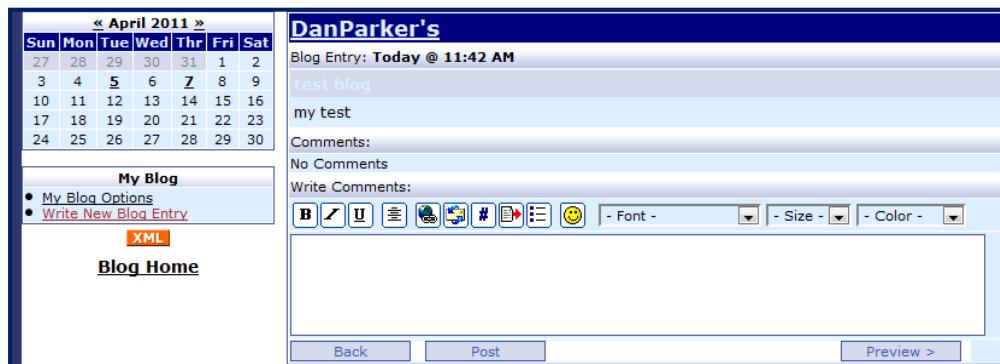
April 2011

Apr 5, 2011 02:56 PM	my test blog
Read: 2 times	testing
Comments: 4	

- Adding a Blog Entry.



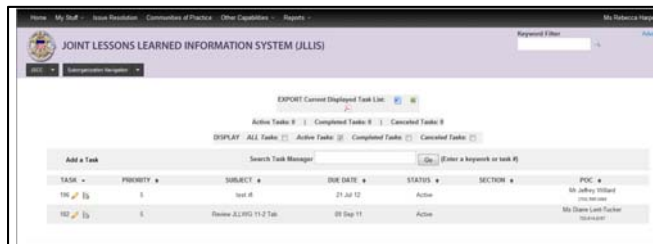
- Adding Comments to Blogs



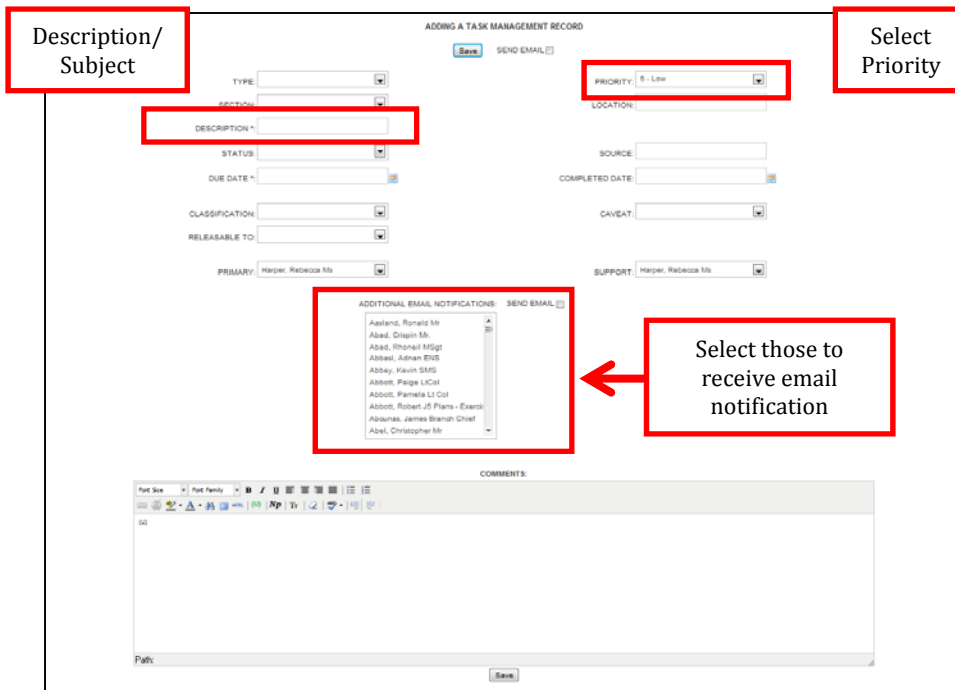
APPENDIX B: Task Manager

The JLLIS task manager is an internal tracking tool that allows for task generation, tracking, creation of milestones and task comments.

- **Task Search.** You can search existing tasks you wish to search, entering a search term or task number and clicking the GO button. All search results are listed in ascending order of priority. They can then be viewed by clicking on the title, edited by clicking the edit pencil, deleted by clicking the delete button, or exported using the Microsoft Word, Excel, or Adobe PDF icons at the top of the search form.

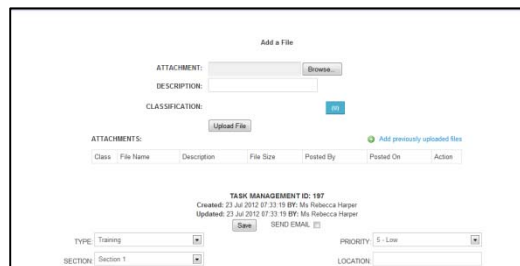


- **Add a Task.** The “Add a Task” link is located on the left side of the search area (shown above). The screen below opens to add a new task. When adding a task, first you must set the task priority (1-5), one being high priority and five being low priority. The task description shows as the subject on the search page, so choose descriptive terms that clearly identify this task.

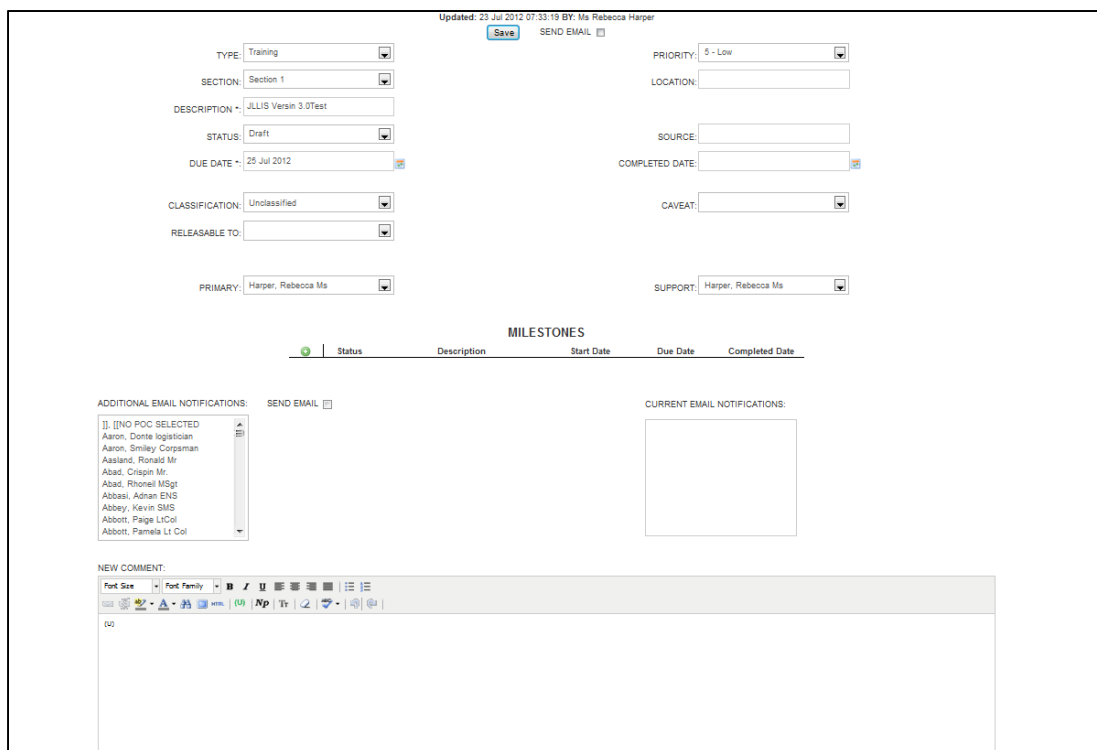


The source should contain the name of the person or organization that generates the task. The Primary is the main person assigned to a task. Support is the secondary. These two, as well as any 'additional email notifications' identified will receive emails any time the task is modified or a comment is made.

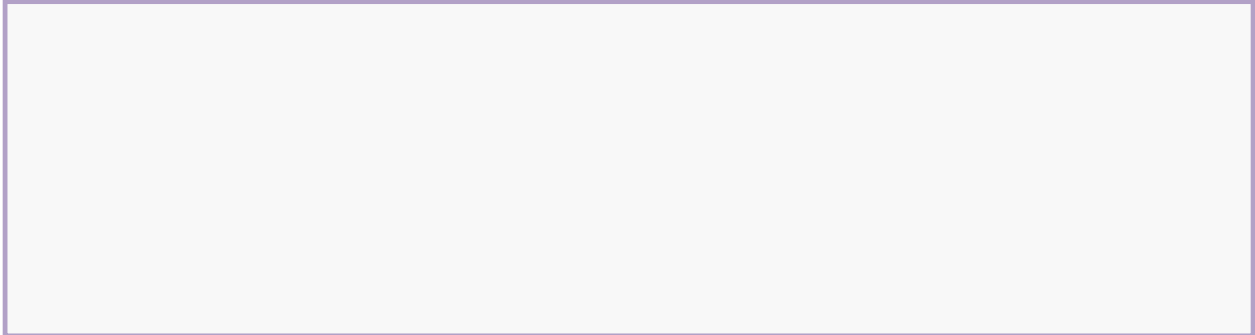
- Add a File.** Once a task is saved, two additional sections will appear. At the top, a file upload block will be added to add files to the task. To upload a file, click browse, locate the file on your computer, enter a description and classification, and then click the Upload File button. You can upload multiple files if desired. The current uploaded files will also display. You can edit or delete files using the pencil icon and red X.



- Milestones.** Actions can be identified, assigned deadlines and progress can be tracked by creating milestones. Milestones are created by using the green plus on the left. Once finished creating or editing a milestone, save by clicking the blue disk icon, or discard by clicking the red delete button. If not in edit mode, you can click the edit pencil to edit a milestone or the red delete button to delete it completely. Finally, when you are finished editing your task, check either of the 'Send Email' boxes if you wish to send an email for this update, and click the Save button.



Basic User's Checklist



Quick Steps to **Submit a Quick Observation**

1. From the Home Page Menu click on " Add Observations", click on "Add Quick Observation".
2. Fill out Lesson Quick Add Form (* fields are mandatory).
3. Upload and Attach files if pertinent.
4. Select either "Submit", "Save as Draft" or "Save to Restricted Binder".

