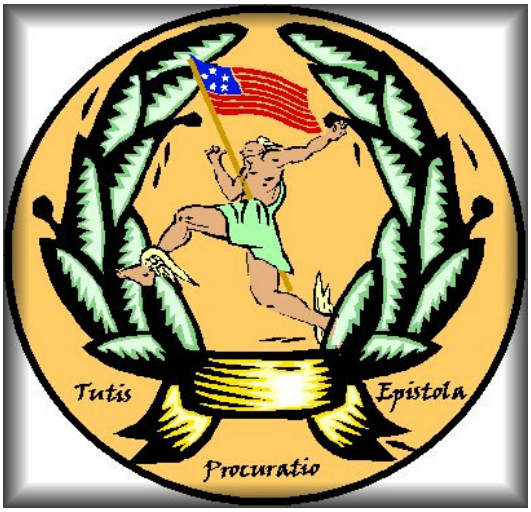
TELOS Automated Message Handling System



AMHS Online User's Manual

Automated Message Handling System

Version 2003

AMHS Online User's Manual

Version 8.3

Prepared on:

June 26,2003

Prepared for:

AMHS Sites

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Forward

The Telos Corporation Automated Message Handling System (AMHS) continues to perform leading edge message handling functions for the Department of Defense and other United States Government Agencies. The AMHS throughout its history has received, disseminated, and stored messages in various message formats.

The AMHS 2003 release migrates the AMHS from a pure message handling system to an information management solution. The AMHS 2003 release is installed on a Microsoft Windows 2000 Server platform that is enhanced with a CommPower XML Portal (CP-XP) to interface directly with the Defense Messaging System (DMS).

The profiling and retrospective search capability is also being enhanced by migrating from the Verity Search 97 software to the much more powerful Verity K2 product. Verity is the recognized market-leader in search, content organization and portal infrastructure software—including the OEM market. Over 200 independent software vendors (ISVs) integrate Verity's unique technology in corporate portal applications and frameworks, and e-business software, making Verity the de facto standard for embedded knowledge-management technology. Only Verity has the full suite of application toolkits needed to build, implement and automate powerful e-business applications.

The AMHS will maintain its legacy AUTODIN outbound message generation capability as well as introducing a DMS outbound message generation capability. The introduction of the DMS outbound capability greatly enhances an organizations capability to create, coordinate, and ultimately release messages to the DMS from a single client (AMHS Online). AMHS Online is a web-based client application that eliminates the need for installation of the DMS Client application on organization's workstations, thus greatly reducing the cost to DMS management overhead. A more detailed description of the AMHS' capabilities is contained in the AMHS System Description Document, the AMHS System Administration Manual, and the AMHS User's Manual.

The CP-XP serves as a generic ACP120/ACP123/STANAG-4406 interface for external applications not capable of processing ACP120/ACP123/STANAG-4406 formatted messages. The CP-XP connects directly to the messaging backbone and receives the military X.400 messages on behalf of a designated community. For each message received, the CP-XP performs all security processing in a compliant/certified manner and translates the X.400 military message to the XML (Extensible Markup Language) format for viewing by a commercial web browser. In addition, the CP-XP will relay a copy of the X.400 military message to a backside UA in one of four configurable formats (none, P772-clear, signed only, signed/encrypted). Based on organizations requirements, the CP-XP may be installed on the same server platform as the AMHS.

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Document Revision History

Document Release	Release Date	Comment
1.0	May 8, 2003	Initial Release.
2.0	June 26, 2003	3.7.9 - Included the FORWARD (LOCAL) and FORWARD (DMS) commands.

1. Introduction

The purpose of this manual is to provide instructions in the proper use of the TELOS AMHS web based client, AMHS Online. Use of this manual, the AMHS Online Help, and the AMHS Computer or Web Based training will ensure your messaging success.

AMHS Online is the web based client for the AMHS, there have been several features added to this version of AMHS Online. The most significant features added to this version are the capability for you to compose, coordinate, and release Defense Messaging System (DMS) messages and the capability for you (if authorized) to manage your own profile agents.

Sections within this document address specific instructions to effectively utilize all of the functions of AMHS Online.

1.1 Contact Points

Maintenance and operational problems that are beyond the scope of your capabilities should be first reported to your AMHS System Administrator. Your AMHS System Administrator will coordinate with the offices shown below for corrective measures beyond his/her capabilities..

Location	Commercial Number	Electronic Mail Address
Simi Valley, California	(888) 453-3567 (Option 2) 3655 Alamo Street, Suite 300 Simi Valley, CA 93065	amhssupport@telos.com

Comments and recommendations about this document should be directed to:

Location	Commercial Number	Electronic Mail Address
Ashburn, Virginia	(800) 444-9628 (ext 3782) 19886 Ashburn Road Ashburn, VA 20147	Vic.Oson@telos.com

1.2 How to Use This Document

Step by step instructions are provided within this document to assist the AMHS Online user in properly utilizing the all of the components of the application.

2. Overview

AMHS Online is a web-browser based application used by AMHS Users to access the AMHS. AMHS Online offers the AMHS User the capability to receive, to transmit, and to retrospectively search for messages received by the AMHS from the Automatic Digital Network (AUTODIN) and the Defense Messaging System (DMS). Additionally, if configured, the AMHS is capable of receiving and distributing messages received from News Wire (Reuters, Associated Press (AP), etc…) feeds.

2.1 User Environment

Each AMHS User has the capability to configure their AMHS Online environment. Environment settings include:

2.2 Agent (Profile) Management

AMHS 2003 introduces a capability for the AMHS User to develop, use, and maintain their message profiling criteria. The Query Editor allows the AMHS User to develop message profiling criteria (keyword set) and tests the criteria against existing messages collections on the AMHS. Named Queries are created as result of the criteria used. Named Queries can be used to have messages automatically distributed to the AMHS User's Account by implementing the Named Query with the Agent Manager.

2.3 Inbound Message Processing

The AMHS receives messages from its respective message source (AUTODIN, DMS, or News Wire Feeds), applies appropriate Discretionary Access Controls (DAC), applies appropriate message segregation controls, distributes (profiles) messages to AMHS User's based on Plain Language Address (PLA), Organizational Message Address, and/or keyword profile sets.

Once received, the AMHS User has the capability to read the message, to print the message, to forward the message to other AMHS Users, or to electronically mail the message to someone outside of the AMHS.

2.4 Retrospective Search

AMHS User's, using the Search capability of the AMHS, may perform retrospective searches against messages stored on the AMHS. AMHS User's input the search criteria into a Form Search template. Once satisfied with the results provided with the search results, the AMHS User is able to save the criteria used in the search to be used repeatedly.

2.5 Outbound Message Processing

AMHS 2003, through AMHS Online provides AMHS User's with the capability of composing, coordinating, and ultimately releasing messages to both the AUTODIN and the DMS.

3. How to use AMHS Online

3.1 Log on to AMHS Online

Access to AMHS Online is achieved through proper user authentication. Each AMHS User is assigned a User Name and a password to gain access to AMHS Online.

Connection to the organizations AMHS Online Intranet Site is achieved by entering the appropriate Universal Routing Locator (URL) in the address window of the web browser (Internet Explorer 5.5 sp 2 or higher, or Netscape 6.0 or higher). The URL consists of the AMHS SERVER NAME and the Intranet Sites Name, an example is shown below:

http://AMHS01/AmhsOnline

Once entered, the intranet site will initiate the appropriate authentication sequence by requesting the user to enter a User Name and password.

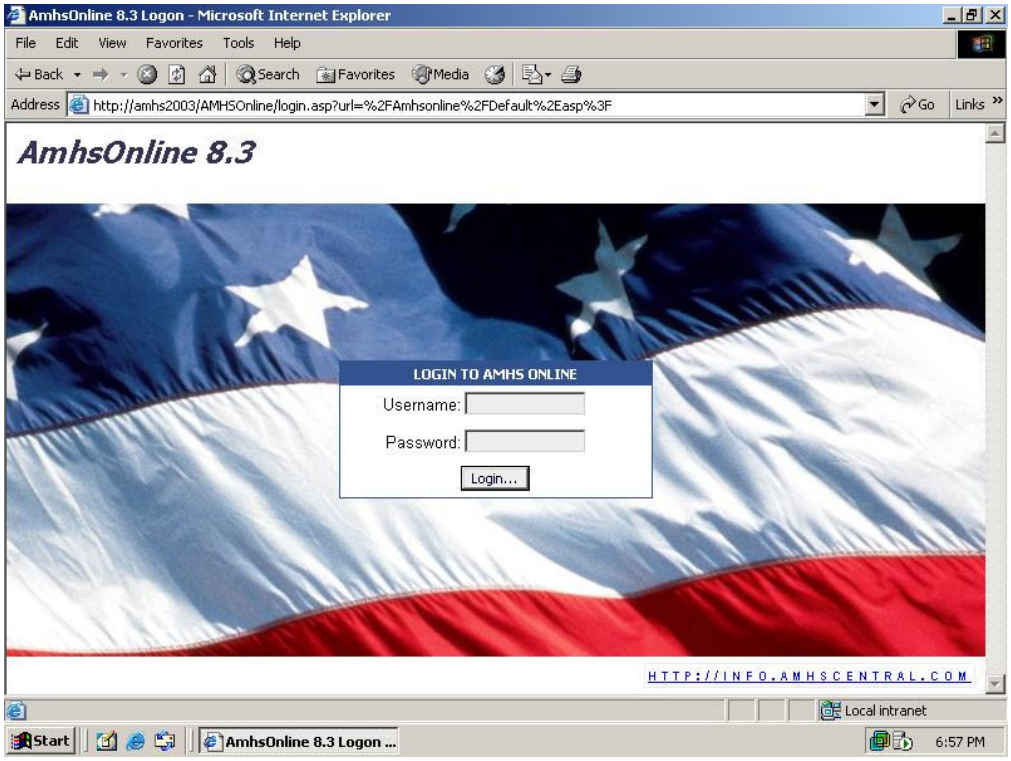


Figure 3-1. Login to AMHS Online

3.1.1 Windows Authentication

If the AMHS is configured to use the Windows Authentication method, AMHS User's must user their local area network (LAN) domain credentials when prompted to log on.

1. Enter your Username (Domain User Name) in the Username window.
2. Click into the password window.
3. Enter your password in the password window.
4. Click the Login button

3.1.2 MS SQL Authentication

If the AMHS is configured to use the MS SQL Authentication method, AMHS User's must use the "Username" and "Password" assigned to them by the AMHS System Administrator (SA).

1. Enter your Username (MS SQL User Name) in the Username window.
2. Click into the password window.
3. Enter your password in the password window.
4. Click the Login button

3.2 Changing Passwords

Prior to changing your password, verify which authentication method is being used to access AMHS Online. Your AMHS SA is the best source to obtain this information.

If the organizations AMHS is configured to use the Windows Authentication method, DO NOT change your password from AMHS Online. Use the password changing procedures provided by your LAN Administrator.

If the organizations AMHS is configured to use the MS SQL Authentication method, follow the instruction below to change your password.

1. Click the **Password** button.

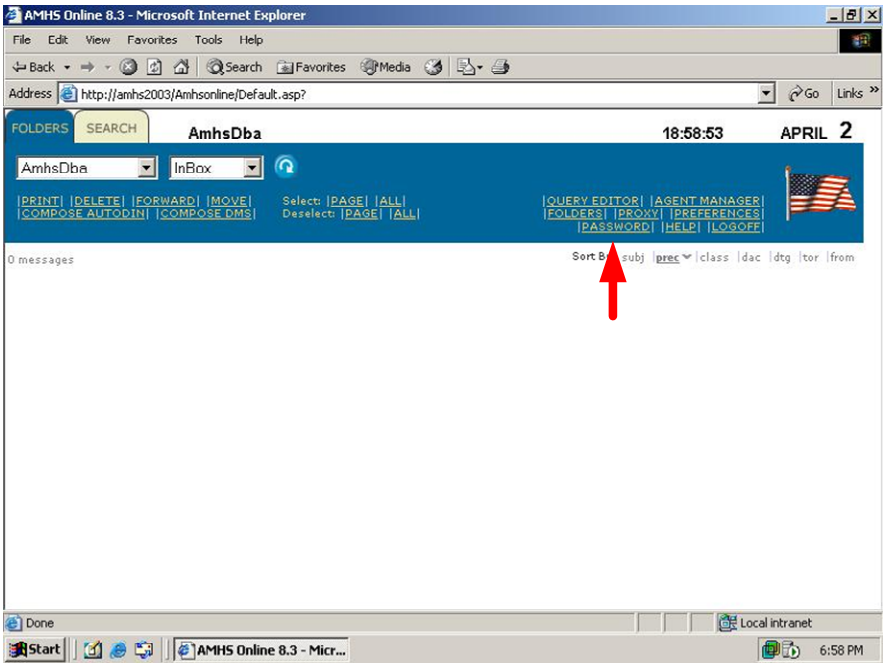


Figure 3-2. Changing Passwords

2. The **"Change User Password"** window is presented.

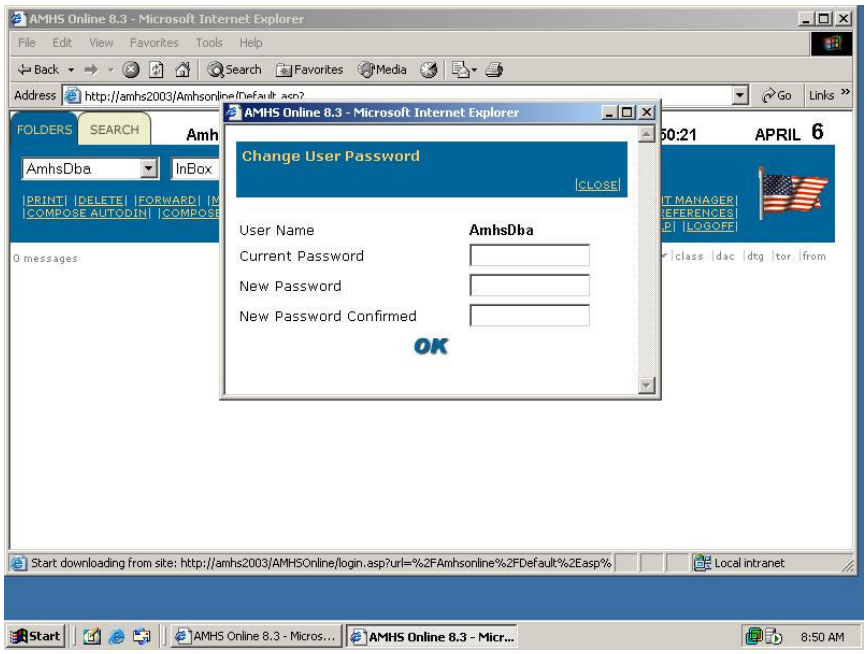


Figure 3-3. Change User Password

3. Enter the appropriate information in the **"Current Password",** the **"New Password"**, and the **"New Password Confirmed"** windows.

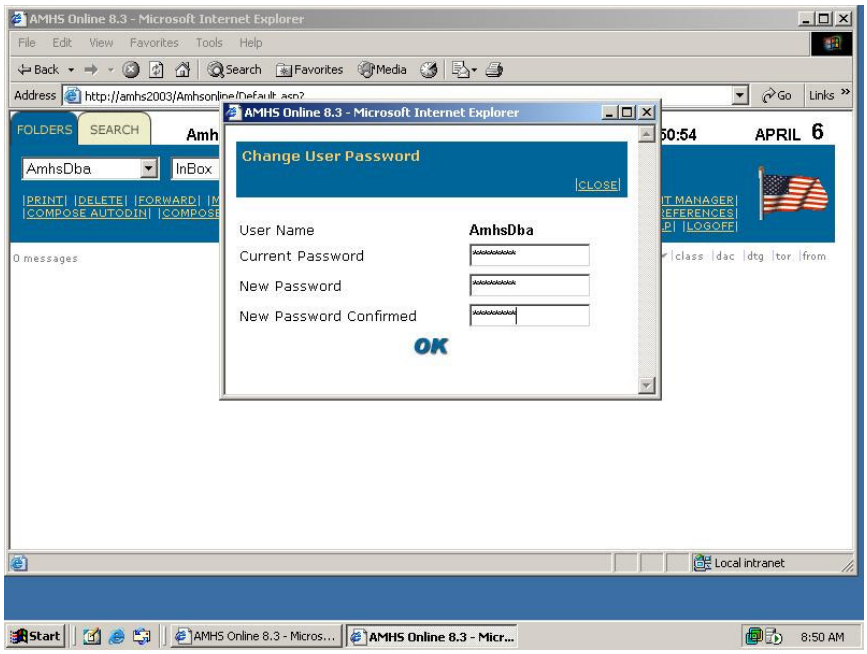


Figure 3-4. Enter New Password

4. Click **"OK"** when finished.

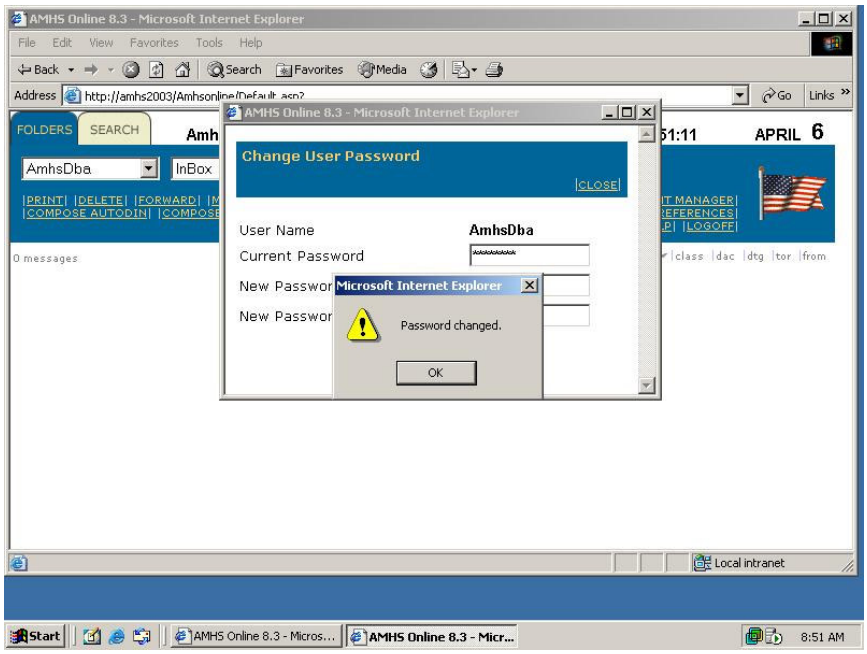


Figure 3-5. Password Changed

5. A **"Password changed"** information dialogue box is presented. Click the **"OK"** button.

3.3 Environment Setup

Each AMHS User has the capability to configure their AMHS Online environment. Environment settings are discussed below. Perform the steps listed below to change your environment.

3.3.1 AMHS Online Configuration

3.3.1.1 Internet Explorer

When using Internet Explorer to access AMHS Online, you may have to adjust the security settings of your browser to allow the AMHS to install two cabinet (cab) files, print and spell checker. Follow the steps shown below to properly download the print and spell checker cabinet files if your site allows the use of ActiveX controls.

NOTE: If your site does not allow the use of ActiveX controls, the steps outlined below are not required.

3.3.1.1.1 Change Your Security Settings to Allow Active X Downloads

If you receive the dialog box shown below, your site allows the use of ActiveX controls, follow the steps shown below to properly download the print and spell checker cabinet files.

Figure 3-6. Allow Active X Downloads

1. Select **"Tools"** from the Pull Down menus at the top of the browser window.
2. Select **"Internet Options"** from the menu presented.

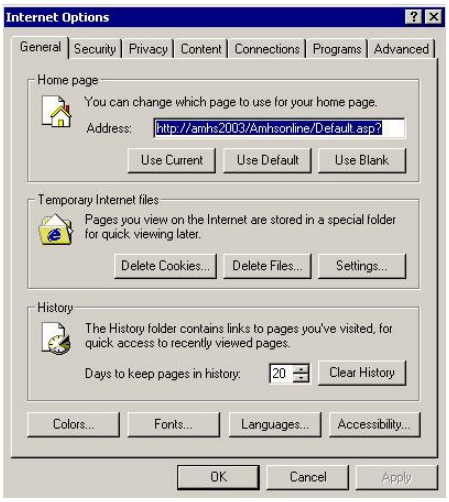


Figure 3-7. Internet Options

3. The **"Internet Options"** window is presented. Click the **"Security Tab."**
4. The **"Security Tab"** comes to the foreground. Highlight **"Local Intranet."** Click the **"Custom Level"** button.
5. The **"Security Settings"** window is presented. Make the changes shown below to the **"Settings"** list presented.
    a. **"Download unsigned ActiveX controls":** Change to **"Prompt"**
    b. **"Initialize and script ActiveX controls not marked as safe":** Change to **"Prompt."**
6. Click the **"OK"** button to accept the changes.
7. A dialog box asking **"Are you sure you want to change the Security Settings?"** is presented, Click the **"Yes"** button.
8. You are returned to the **"Security Tab."** Click the **"OK"** button.

3.3.1.1.2 Setting AMHS Online as your default browser

1. Select **"Tools"** from the Pull Down menus at the top of the browser window.
2. Select **"Internet Options"** from the menu presented.

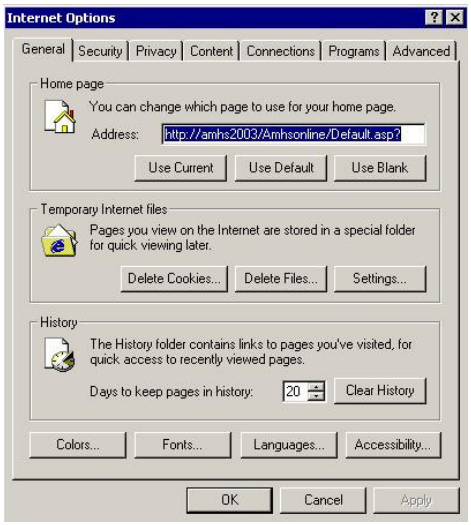


Figure 3-8. Address Window

3. Because you are logged on to AMHS Online, the AMHS Online Intranet Address is displayed in the **"Address"** window of the **"Home Page"** section. Click the **"Use Current"** button to set AMHS Online as your default Home Page.

4. Click the **"OK"** button to accept the changes and return to your AMHS Online session.

3.3.1.2 Netscape

There are no configuration requirements for you to setup while using Netscape. The instructions provided below will guide you through setting up AMHS Online as your default Home Page on your Netscape browser.

1. Open Netscape browser session.

2. Enter the AMHS Online address into the address window.

3. Log on to AMHS Online.

4. Click on the **"Edit"** pull down menu at the top of your Netscape browser.

5. Select **"Preferences"** from the menu presented.

6. The **"Preferences"** window is presented.

7. Click the **"Use Current Page"** button in the **"Home Page"** section.

8. Click the **"OK"** button to return to AMHS Online.

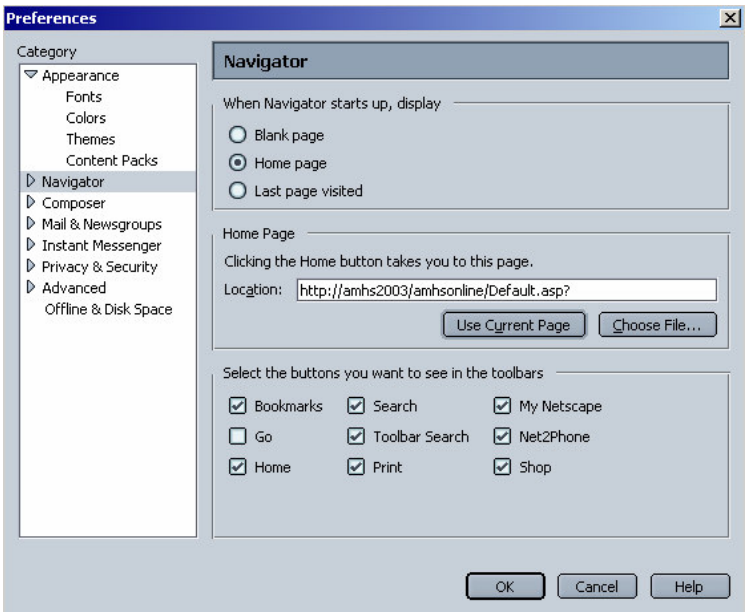


Figure 3-9. Preferences

3.4 General

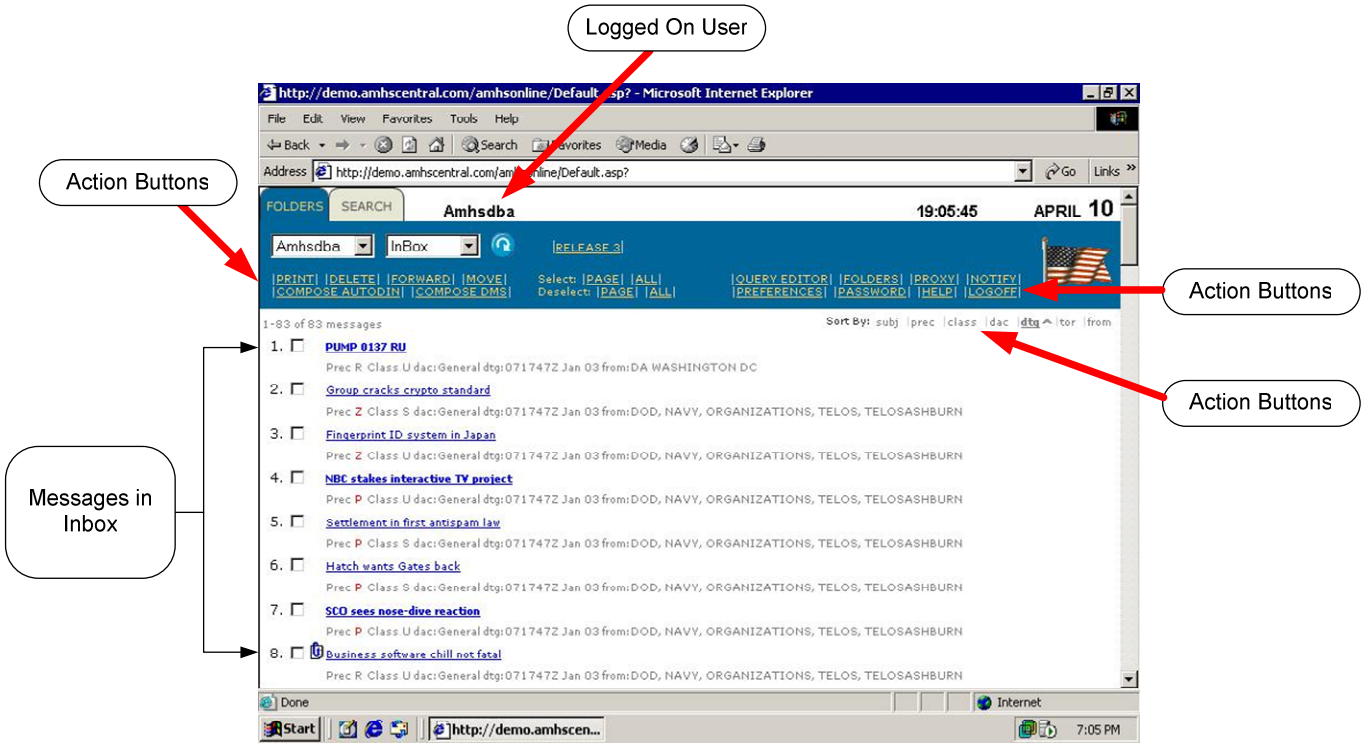


Figure 3-10. AMHS Online Main Screen

Although the AMHS Online main screen looks somewhat busy, it is quite easy to use. This section provides a general overview of some of the functions and configurations of AMHS Online. Later in this manual, we cover AMHS Online procedures and functions.

3.4.1 Tabs

Two tabs displayed in the upper left corner of the main screen cover the basic functions of AMHS Online, user message manipulation and retrospective search.

3.4.1.1 FOLDERS

This tab takes you to the folders in your AMHS account. There are two windows located below the "FOLDERS" tab.

The first window is the User Name window. By default, AMHS Online displays your user name in the User Name window. Clicking the down arrow in this window allows you to change from your own account to any other user accounts that granted you proxy privileges to view the contents of their Inbox and its subordinate folders. Additionally, Bulletin Boards that you are authorized to view are displayed in this window.

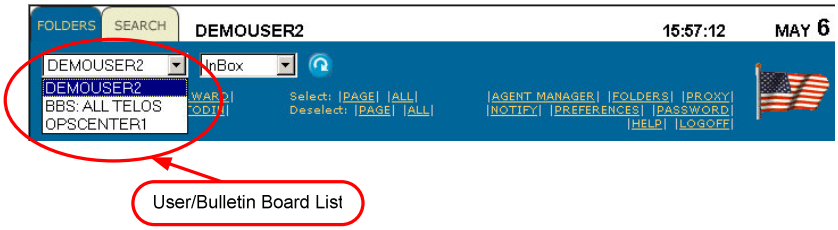


Figure 3-11. User Name Window

The second window is the "Folders" window. To display the folders in your account, click the down arrow in the "Folders" window.

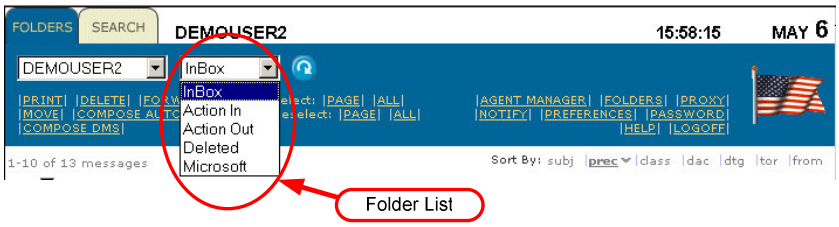


Figure 3-12. Folders Window

3.4.1.2 SEARCH

The search tab takes you to the retrospective search function of AMHS Online. Later in this manual, we cover Search procedures and functions.

3.4.2 Preferences

You have the capability to configure AMHS Online to best fit your needs. The steps shown below will guide you through configuring your preferences.

1. Click on "**PREFERENCES.**"

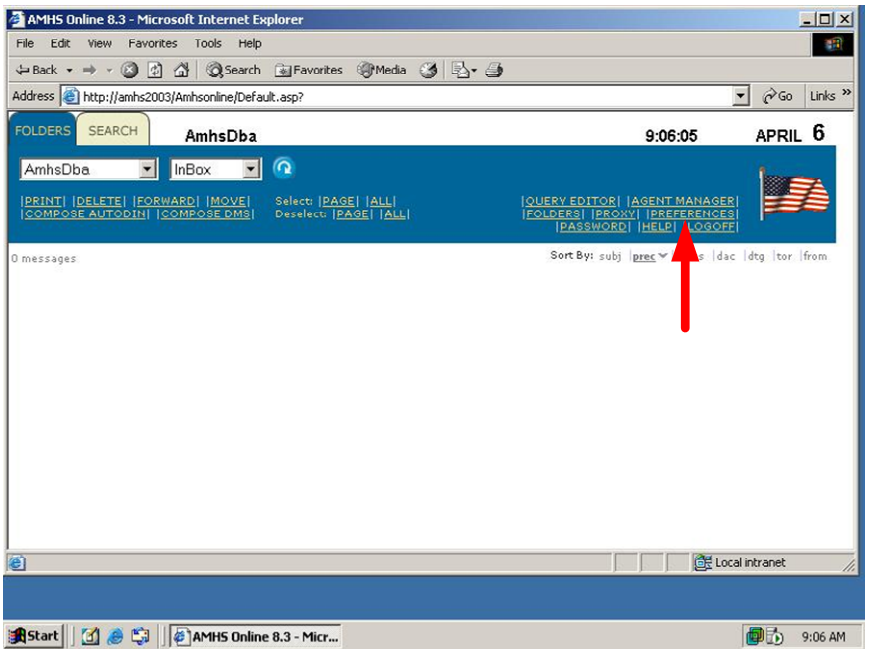


Figure 3-13. Preferences Window

2. The **"Preferences for <*UserName*>"** is presented.

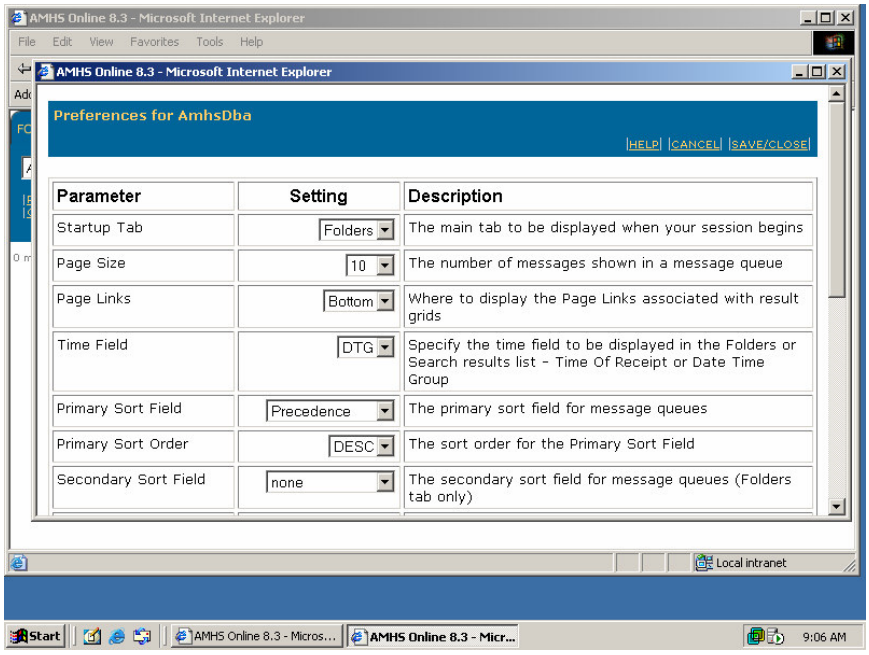


Figure 3-14. Preferences for Username

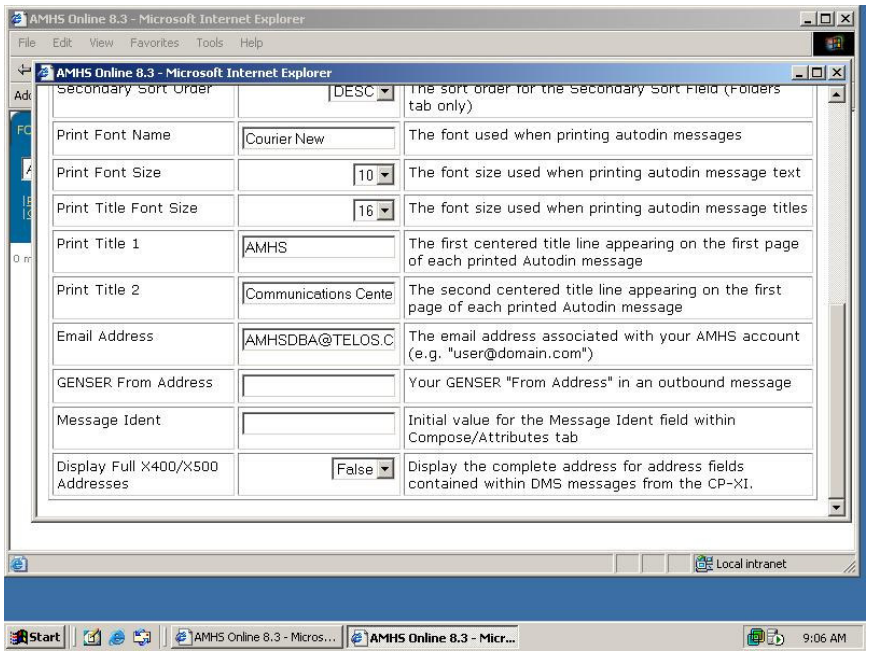


Figure 3-15. Change Environment

3. You can change your environment by manipulating the data in each environment setting.

3.4.2.1 Startup Tab

When first logging into AMHS Online, you can choose the main tab displayed. There are two choices:

"Folders" displays your AMHS account inbox.

"Search" displays the retrospective search page.

3.4.2.2 Page Size

This just indicates how many messages are to display on each page. Your choices range from 5 to 100 messages per page. AMHS Online creates additional pages when the number of messages to view exceeds the display range. You can maneuver from one page to another by clicking on the page hyperlink located on the page.

3.4.2.3 Page Links

This allows you to determine where the links to the message pages will be located. There are three choices:

Top: Places the page links at the top of each displayed page.
Bottom: Places the page links at the bottom of each displayed page.
Both: Places the page links at the top and bottom of each displayed page.

3.4.2.4 Time Field

There are two time references associated with each message received, the Time of Receipt (TOR) or the Date Time Group (DTG). The "Time Field" option allows you to specify which time to display.

Figure 3-16. Time Field

3.4.2.5 Primary Sort Field

Setting the "Primary Sort Field" configures AMHS Online to present messages in a specified order. AMHS Online displays messages, whether in the inbox or as results of a search query, based on the primary sort field selection.

Primary Sort Field Options are:

- Time of Receipt (TOR)
- Precedence
- Classification
- DTG (Date Time Group)
- Originator
- Subject

A quicker way to change the sort field and order is available just below the AMHSOnline main tile bar.

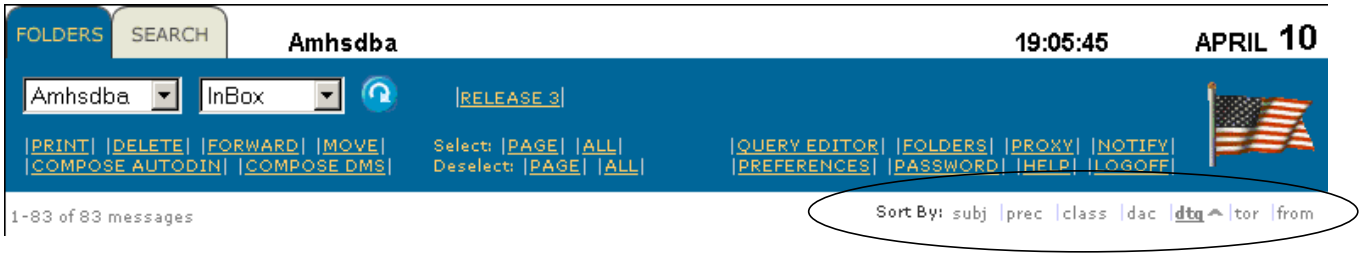


Figure 3-17. AMHSOnline Main Tile Bar

Chose your sort field by simply clicking on it then chose the sort order ASC (ascending) or DESC (descending). The sort field and order presently selected is underlined.

3.4.2.6 Secondary Sort Field and Order

Selecting a secondary sort field and order is similar to that for the primary. There is, however, no quick sort function for secondary sort.

> **NOTE:** Selecting a primary sort field and order by quick sort will disable your selection for secondary sort field and order

3.4.2.7 Print Font Name

When printing messages from AMHS Online, this entry will determine the type of font to be used. Note that there is no drop down arrow here. Simply enter the font name.

3.4.2.8 Print Font Size

Select the size of the font for printing messages here. The drop down box will only display the font sizes that correlate to those stored on the workstation.

3.4.2.9 Print Title Font Size

When printing AMHS messages, two title lines are printed at the top of the first page. This block allows you to set the size of the font for the title lines. The Font used will be that defined in the "Print Font Size" block.

3.4.2.10 Print Title 1 and 2

The next two blocks are for the default title lines for each message printed from AMHS Online. These lines are printed, centered, at the top of the first page of the message, directly below the classification line.

3.4.2.11 Email Address

The next block allows you to setup the email address that you wish to associate with your AMHS account. This email address will appear on the "From" line of any message that you electronically mail to someone outside of the AMHS realm and to any AMHS user that has email delivery defined as their delivery method.

3.4.2.12 GENSER and DSCSS from Address

The next two blocks are for setting a default plain language address (PLA) when you originate messages for GENSER and DSCSS traffic. Most sites will be configured for GENSER traffic only and will only need to fill that block.

3.4.2.13 Display X400/X500 addresses

This particular block pertains to XML traffic only. At the bottom of each DMS message displayed is a section titled "Details." There is a link to this section below the header of the message (see below).

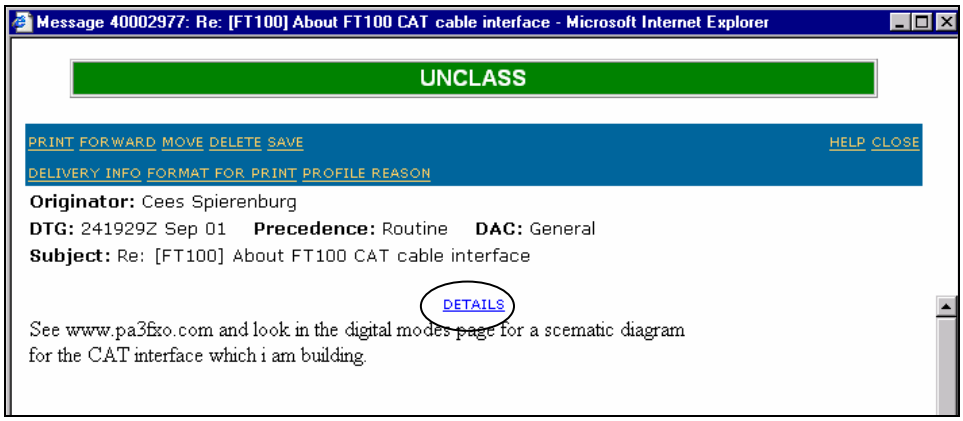


Figure 3-18. Details section of DMS Message

When the "Display X400/X500 Addresses" is checked to false, only the "ou=" portion of the address is displayed in the details section of the message.

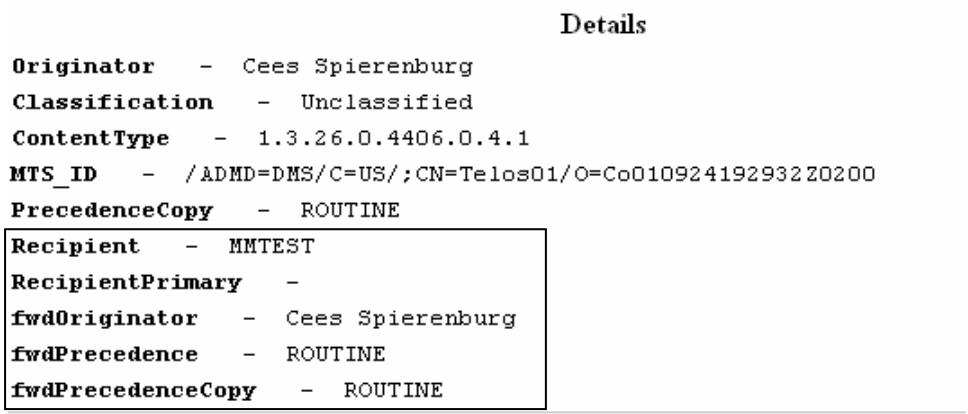


Figure 3-19. Details with Portion of Address

With "Display X400/X500 Addresses" set to true, you will see the full address.

Details

Originator - OU=Quaderer, John
Classification - Unclassified
ContentType - 1.3.26.0.4406.0.4.1
MTS_ID - /ADMD=DMS/C=US/;CN=Telos01/O=Co0109241927 46Z0103
PrecedenceCopy - ROUTINE
Recipient - AMHS Support(SMTP:AMHSSupport@telos.com), OU=MMTEST
RecipientPrimary - AMHS Support (SMTP:AMHSSupport@telos.com)
fwdOriginator - OU=Quaderer, John
fwdPrecedence - ROUTINE
fwdPrecedenceCopy - ROUTINE

Figure 3-20. Details with Full Address

3.4.3 Proxy

If you are going to be away from a computer terminal for some time, it may be prudent to let a fellow worker maintain the messages in your AMHS account so they don't "pile up" or something of importance arrives that needs to be handled quickly. You would do this by assigning the other worker proxy rights to your account. This may be compared with assigned a delegate in Microsoft Outlook, allowing someone else to see the traffic in your account

3.4.3.1 Assignment

To assign proxy to another user, click on the **"PROXY"** link at the right-hand side of the AMHS Online menu bar. The following is presented:

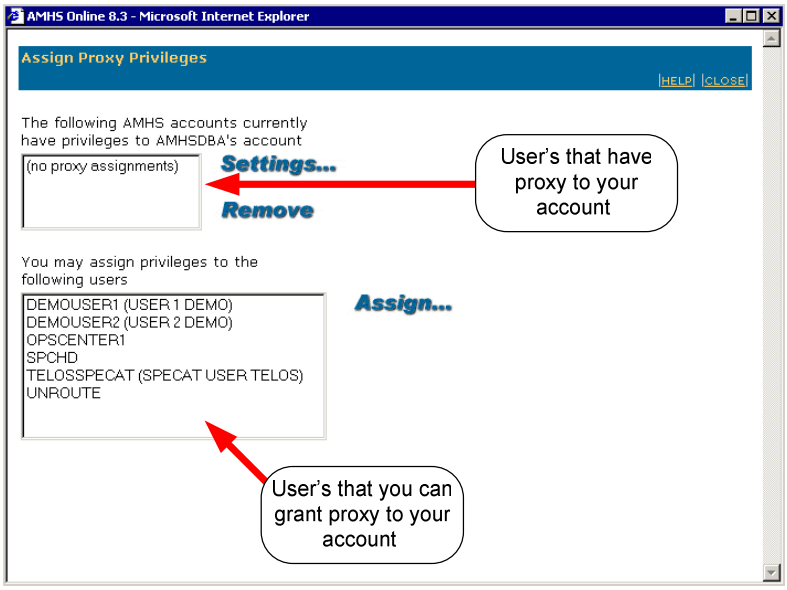


Figure 3-21. Assign Proxy Privileges

The window at the bottom left of this form has a list of all AMHS users at the unit. To grant another AMHS user access to your account:

1. Highlight the User's Name you want to assign proxy rights to.
2. Click on the **"Assign…"** link.

3. You will then have to determine to what extent you want to allow someone else into your account.

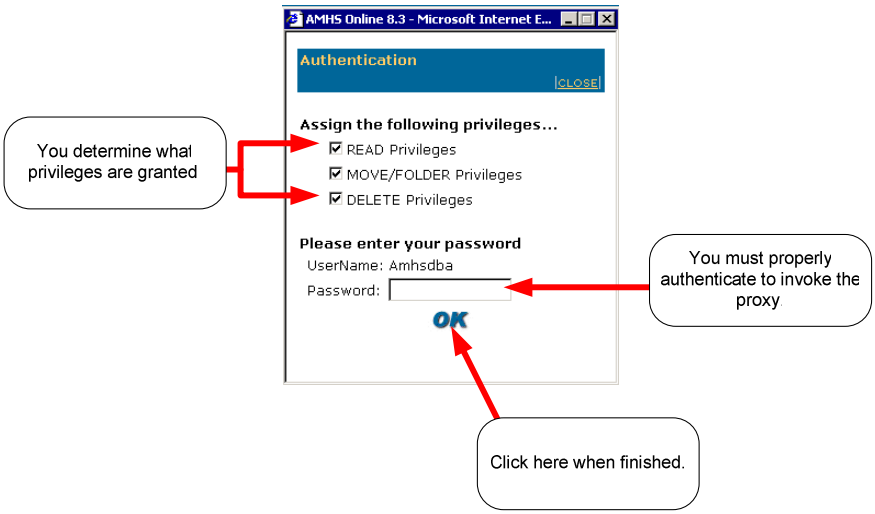


Figure 3-22. Authentication

4. Click on the check box for the privileges to assign.
5. Enter your password in the block provided at the bottom of this form.
6. Click **"OK"** to invoke the proxy.

3.4.3.2 Changing Privileges

To change the permissions of a user that has proxy to your account:

1. Highlight the User's Name.
2. Click on the **"Settings…**" link.
3. Change the privileges by clicking on the appropriate checkbox.
4. Enter your password in the **"Password"** window.
5. Click **"OK"** to invoke the change.
6. Click the **"CLOSE"** link to close the **"Assign Proxy Privileges"** window.

3.4.3.3 Removing Privileges

To remove the proxy rights from a user.

1. Highlight the User's Name on the **"Assign Proxy Privileges"** form
2. Click on the **"Remove"** link
3. Click the **"CLOSE"** link to close the **"Assign Proxy Privileges"** window.

3.4.4 Message Notification

The AMHS provides you with the capability to set up notification alerts. Typically, AMHS Users have certain messages that they would like to be notified when received. The next section will guide you through setting up a notification.

1. Click the **"NOTIFY"** link at the right of the menu bar.

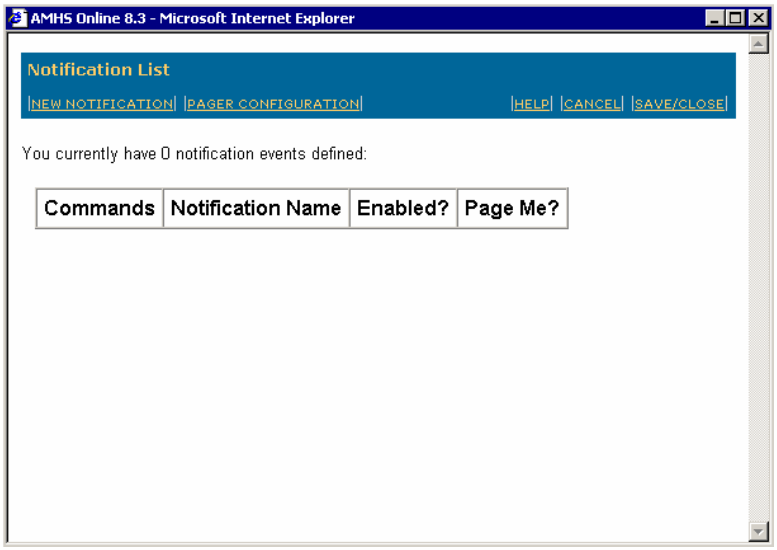


Figure 3-23. Notification List

2. Click the **"NEW NOTIFICATION"** link.

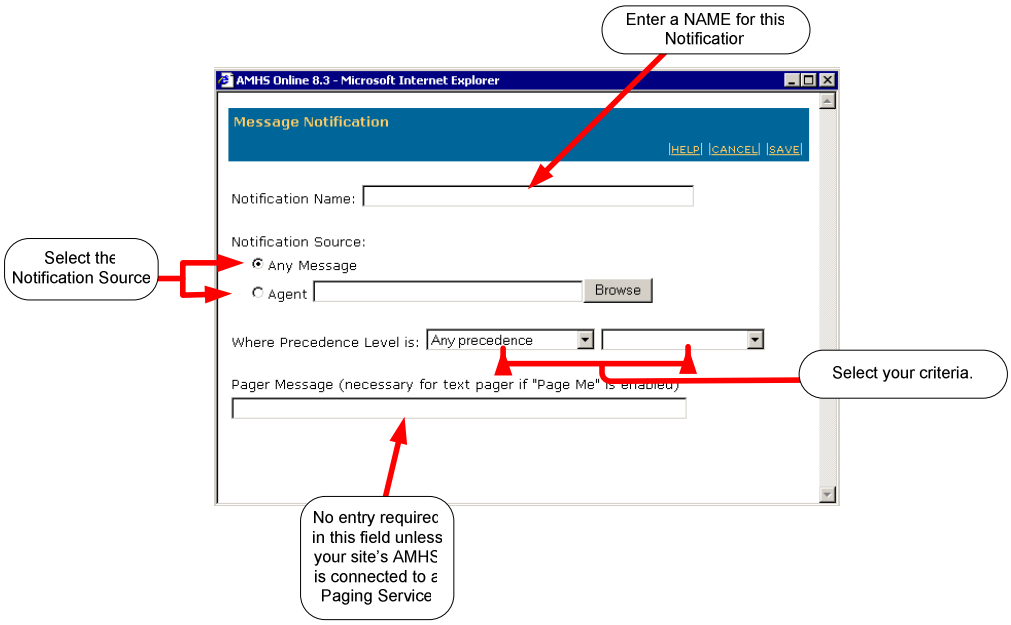


Figure 3-24. Message Notification

3. Enter a name for the notification in the **"Notification Name:"** window
4. Select the **"Notification Source."**
    a. **"Any Message"**: applies the notification to any message that is routed to your AMHS account.

b. **"Agent"** allows you to receive a notification when a message received matched a specific profiling agent assigned to you.

5. Specify the precedence criteria that you wish to be notified.

a. Click the drop down arrow in the first window of the **"Where Precedence Level is"**: window. Select the appropriate Option:

i. **"Any Precedence"** will notify you when any message that meets your criteria arrives.

ii. **"Equals"** will notify you when a message matches the criteria you set.

iii. **"Less than or equal to"** will notify you if a message is received that is less than or equal to the criteria you set.

iv. **"Greater than or equal to"** will notify you if a message is received that is greater than or equal to the criteria you set.

b. Click the drop down arrow in the second window of the **"Where Precedence Level is"**: window. Select the appropriate Option:

3.4.5 AMHS Online Refresh

You are all familiar with the refresh button on a web browser. When you click on it, the browser goes back to the originating server and requests a new page be displayed. The browser's refresh button could also be used in AMHSOnline, however, since you are refreshing the entire page, you have to wait for the page to be rebuilt. But AMHS Online has a way to speed up this process through use of its own refresh button.

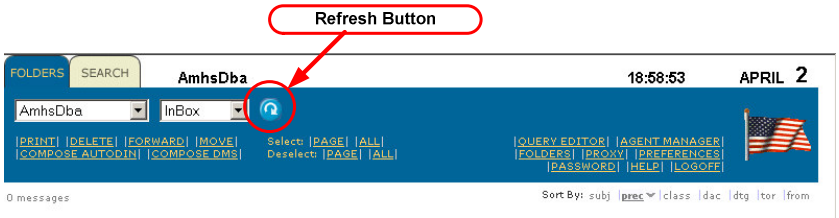


Figure 3-25. Refresh Button

The AMHS Online refresh button will only refresh the list of messages displayed from your account. It does not generate a request for a new web page to be downloaded, saving time.

An example of where this is used is when message links in your account are deleted, the link doesn't automatically go away but turns to black and the check block is removed. This indicates that this particular message has been deleted. To remove these messages completely from the list, you would click on the AMHS refresh button.

NOTE: The refresh button is ONLY available under the **"FOLDERS"** tab. It will not be seen under the "SEARCH" tab.

3.5 Profile Creation

AMHS 2003 introduces the capability that allows AMHS Online Users to create and manage profile criteria to be compared against inbound message traffic and direct messages that match the criteria into their AMHS account. Two modules within the AMHS allow the AMHS Online user to accomplish this task. The Query Editor will assist you in developing the search/profile criteria and the Agent Manager allows you to define which agents you will use to have messages profiled to you as they are received by the system.

NOTE: The capability to manage your own profiles is granted on a user by user basis. Your local AMHS implementation policy applies in obtaining this permission.

3.5.1 Description of the Query Editor

3.5.1.1 Query Editor List

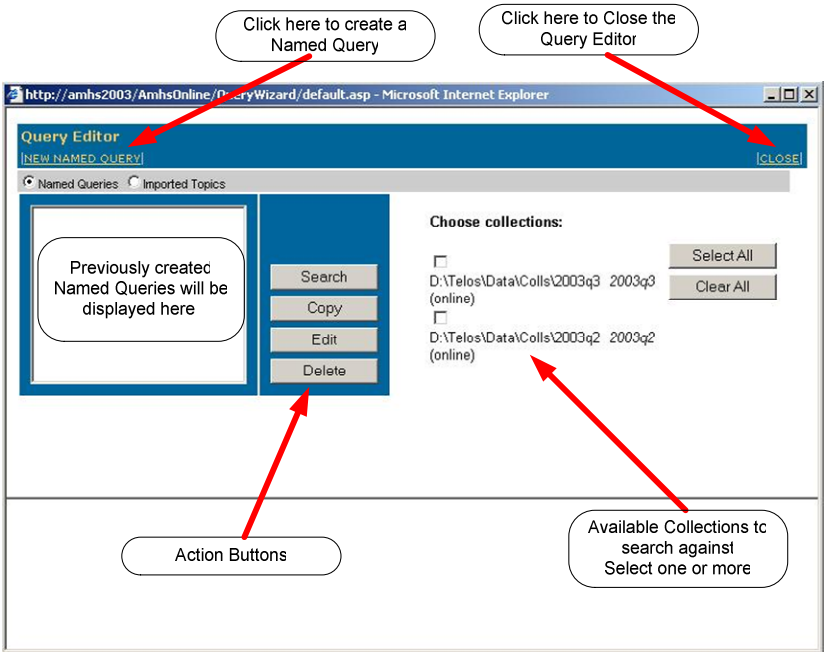


Figure 3-26. Query Editor List

3.5.1.2 Query List Rows

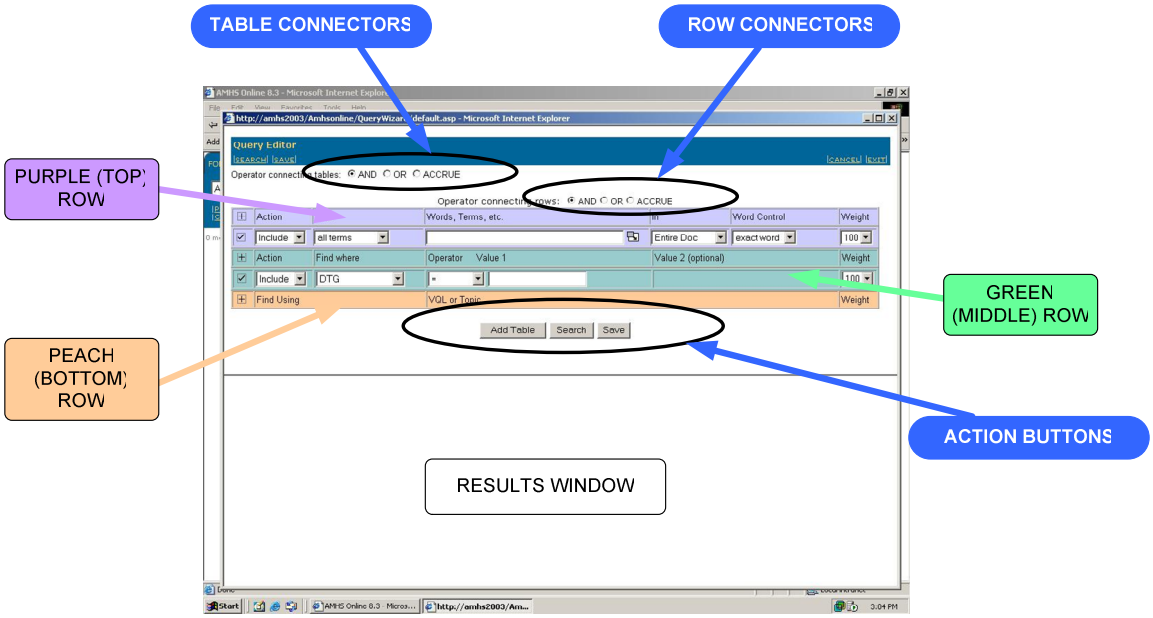


Figure 3-27. Query List Rows

3.5.1.2.1 Purple (Top) Row

The **PURPLE** rows are used to search for items within predefined Zones or within the Entire Document. Searches formed using zoned searches will generally be faster than any other type of search.

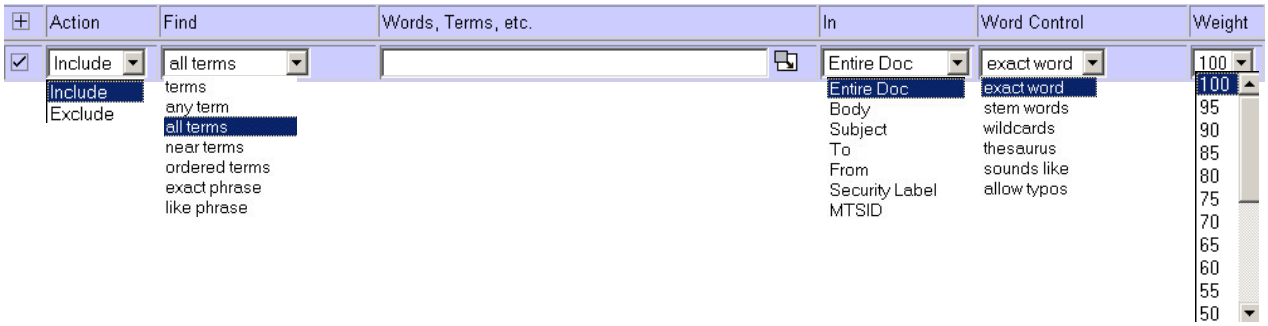


Figure 3-28. Purple (Top) Row

3.5.1.2.1.1 Term Definitions

3.5.1.2.1.1.1 Action

Include: Serves as the **AND** Boolean operator and instructs the search to include the items shown in this row.

Exclude: Serves as the **NOT** Boolean operator and instructs the search to exclude the items shown in this row.

3.5.1.2.1.1.2 Find

Terms:

Any Term: Selects documents that contain at least one of your search elements. Use this operator to obtain a result set that matched any word or term shown in the ***"Words, Terms, etc…"*** window.

All Terms: Selects documents that contain all of your search elements. Use this operator to obtain a result set that matched all of the words or terms shown in the ***"Words, Terms, etc…"*** window.

Near Terms: Selects documents containing specified search terms within close proximity to each other. Document scores are calculated based on the relative number of words between search terms. Use this operator to define a proximity range that the word(s) or term(s) must be in relation with each other. An additional drop down window will appear for you to define the proximity range.

Ordered Items: Use the **ORDER** modifier to specify that search elements must occur in the same order in which they were specified in the query. If search values do not occur in the specified order in a document, the document is not selected. Use this operator to define the order in which the word(s) or term(s) must appear before providing a result set.

Exact Phrase: Use this operator to dictate that the phrase(s) must appear exactly as shown in the ***"Words, Terms, etc…"*** window.

Like Phrase: Searches for other documents that are ***like*** the text passages you provide. Use this operator to allow a result set that is similar to the phrase entered in the ***"Words, Terms, etc…"*** window.

3.5.1.2.1.1.3 Words, Terms, etc

Enter the words, terms, or phrases to be used in the search.

3.5.1.2.1.1.4 In

This section defines the area of the message(s) to be searched.

Entire Document: Search the entire contents of the document.

Body: Confine the search to the body of the message.

Subject: The terms listed in the ***"Words, Terms, etc..."*** window must appear in the "S**ubject"** line of the message.

To: The terms listed in the ***"Words, Terms, etc..:*** window must appear in the **"To"** line of the message.

From: The terms listed in ***the "Words, Terms, etc..."*** window must appear in the **"From"** line of the message.

Security Label: The terms listed in the ***"Words, Terms, etc..:*** window must appear in the **"Security Label"** of the message.

MTSID: The terms listed in the ***"Words, Terms, etc..:"*** window must appear in the "**MTSID"** of the message.

3.5.1.2.1.1.5 Word Control

Exact word: Match the word in the ***"Words, Terms, etc..:"*** window exactly as shown.

Stem Words: Selects documents that include one or more variations of the search word you specify.

Wildcards: Selects documents that contain matches to a wildcard character string. The **WILDCARD** operator lets you define a wildcard string, which can be used to locate related word matches in documents. A wildcard string consists of special characters.

Thesaurus: Selects documents that contain one or more synonyms of the word you specify.

Sounds Like: Selects documents that include one or more words that **"sound like,"** or whose letter pattern is similar to, the word specified. Words must start with the same letter as the word you specify to be selected.

Allow Typos: Selects documents that contain the word you specify plus words that are similar to the query term. This operator performs "approximate pattern matching" to identify similar words.

3.5.1.2.1.1.6 Weight

This column allows you to specify the importance value for the contents of this row. The higher the weight value the higher importance value is assigned. The values in the weight column are active only when the **ACCRUE** operator is being used.

3.5.1.2.2 Green (Middle) Row

The **Green** rows are used to search within predefined indices in a future AMHS release. The AMHS functionality that incorporates the use of the Green row has not yet been implemented.

3.5.1.2.3 Peach (Bottom) Row

The **Peach row** is provided for the advanced user who wishes to enter Verity Query Language commands directly. You may enter VQL into the VQL or Topic window or selected from topics that have been imported by the AMHS System Administrator.

Figure 3-29. Peach (Bottom) Row

3.5.1.2.3.1 Term Definitions

3.5.1.2.3.1.1 Find Using

VQL: Verity Query Language

View all imported topics: Topics that have been imported by the AMHS System Administrator.

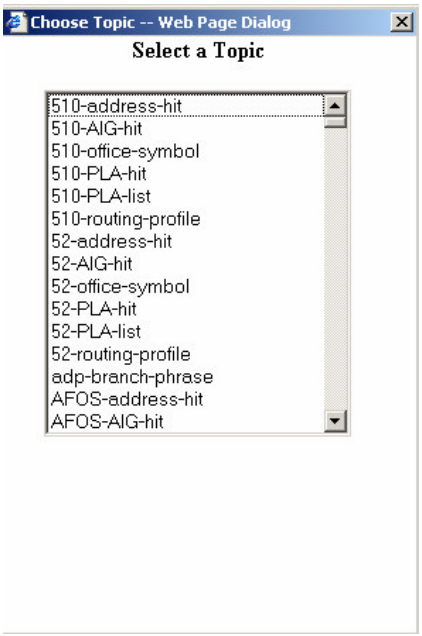


Figure 3-30. Select a Topic

3.5.1.2.3.1.2 Weight

This column allows you to specify the importance value for the contents of this row. The higher the weight value the higher importance value is assigned. The values in the weight column are active only when the **ACCRUE** operator is being used.

3.5.2 Using the Query Editor

The Query Editor is used to create search criteria that may be used to perform searches against the message collections or be used in conjunction with the AMHS Agent Manager. In this section we will use the Query Editor to create a couple of Named Queries. We will create a Named Query using each row separately, create a Named Query using a combination of rows, and then create a Named Query using a combination of tables. Throughout the examples we will use simple scenarios that will demonstrate how you would create the Named Query. It is recommended that you try more complex scenarios after you have completed the scenarios in this manual.

1. From an open AMHS Online session, click on the **"QUERY EDITOR"** button.

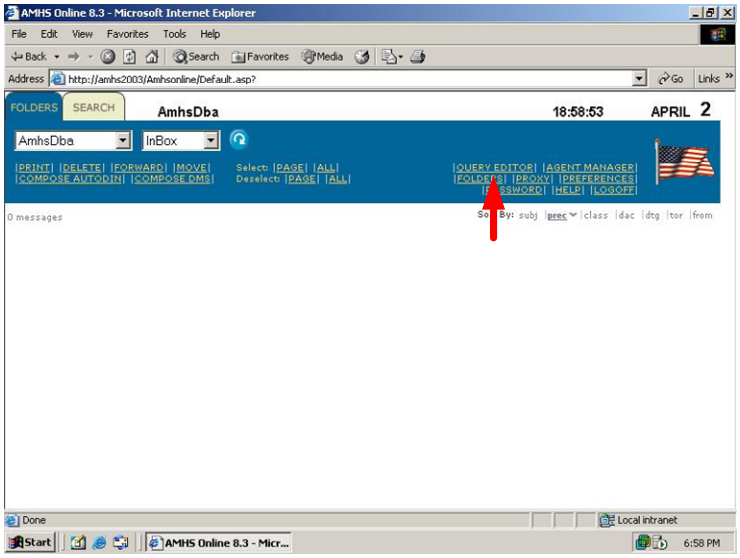


Figure 3-31. Query Editor Button

2. The **Query Editor** opens.

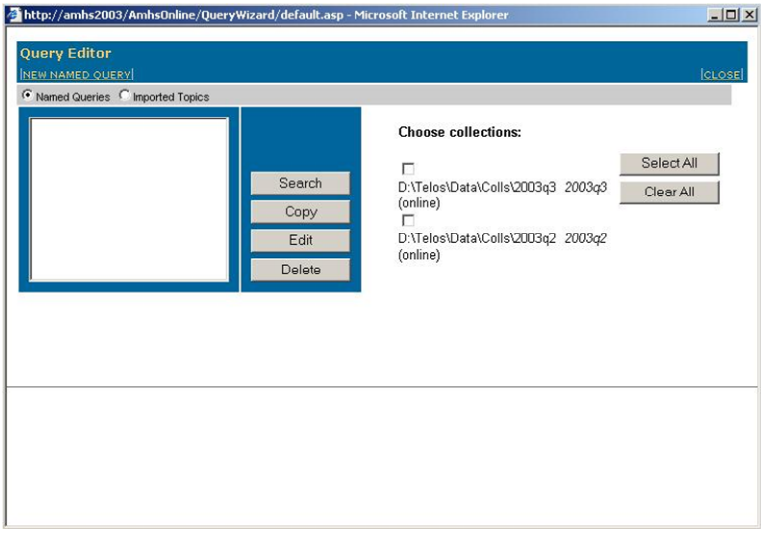


Figure 3-32. Query Editor Window

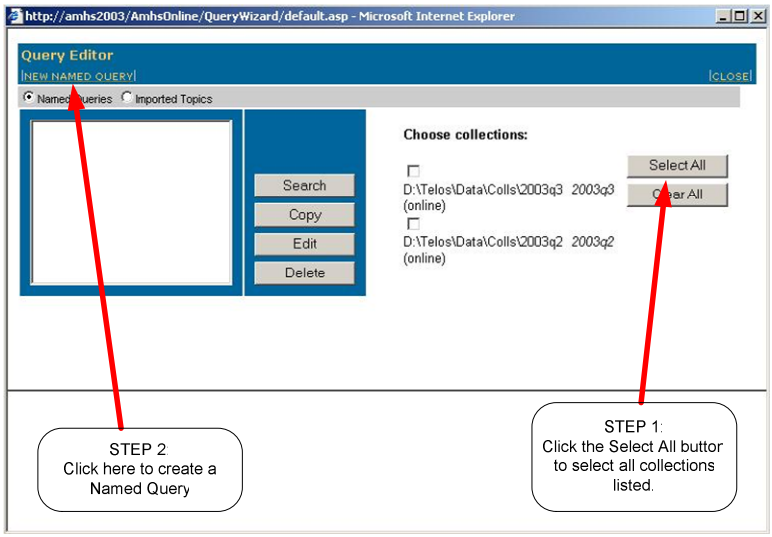


Figure 3-33. Choose Collections

3. Click the check box for the collection you want to use in the **"Choose collections"** window.
4. Click on the **"NEW NAMED QUERY"** button.
5. The Query Editor presents a window containing the rows that may be used to build a Named Query.

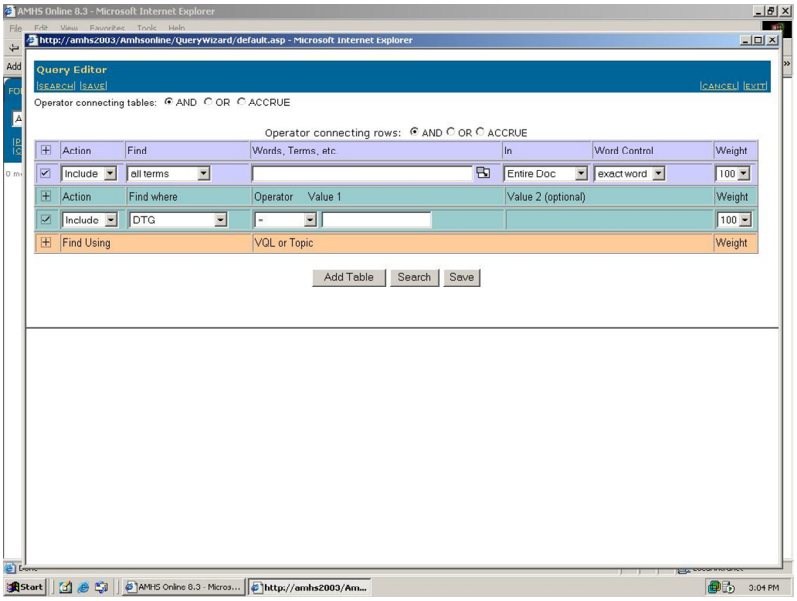


Figure 3-34. Named Query Rows

3.5.2.1 Using the Purple (Top) Row

In this example you will use the Purple row to create a Named Query. By using the purple row your search results will be based on matches of the data you insert against the entire document or against predefined message zones.

> ***NOTE:*** *The results set that you receive may vary from what is demonstrated in this manual*
>
> ***NOTE:*** *Remember, the results set is based on the messages and information contained in the collections that you are searching against.*

NOTE: *Feel free to adjust the scenario described below to fit your specific needs or requirements.*

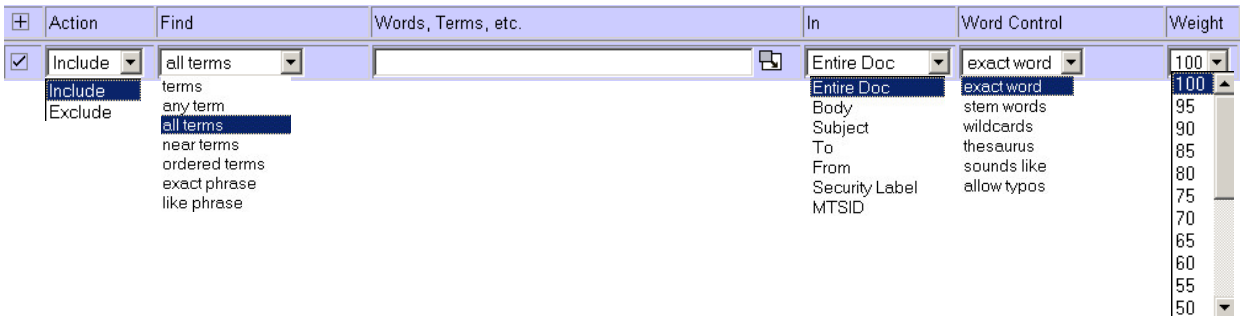


Figure 3-35. Create a Named Query

SCENARIO: You are assigned as the staff communications officer with a specific area of interest that relates to the organizations computer hardware, computer software, and local and wide area network communications capabilities. To effectively perform your mission you need to receive message traffic that relates to your area of interest.

3.5.2.1.1 Example One

1. Click the **"OR"** radio button in the **"Operating connecting tables"** area.
2. Click the **"OR"** radio button in the **"Operator connecting rows"** area.
3. Initially you want to *"Include"* the words or terms that you enter. In the **"Action"** column, select **"Include."**
4. You want the Query Editor to provide you a results set of messages that contain any of the words or terms enter. In the **"Find"** column select **"any term."**
5. In the **"Words, Terms, etc."** column you want to enter the words or terms that you want the Query Editor to use during this search. Enter the following: ***"computer, communications"*** (make sure you include the comma but not the quotes).
6. You want the Query Editor to perform the widest search possible for this query. In the **"In"** column, select **"Entire Doc."**
7. You want the Query Editor to also capture the words or terms that may stem from the words or terms you entered. In the **"Word Control"** column, select **"stem words."**
8. In this scenario you will not be using the Accrue operator. Leave the **"Weight"** column as shown **"100."**

Figure 3-36. Query Editor

9. Click the **"Search"** action button. When completed, the Query Editor provides a results set that may look similar as shown below.

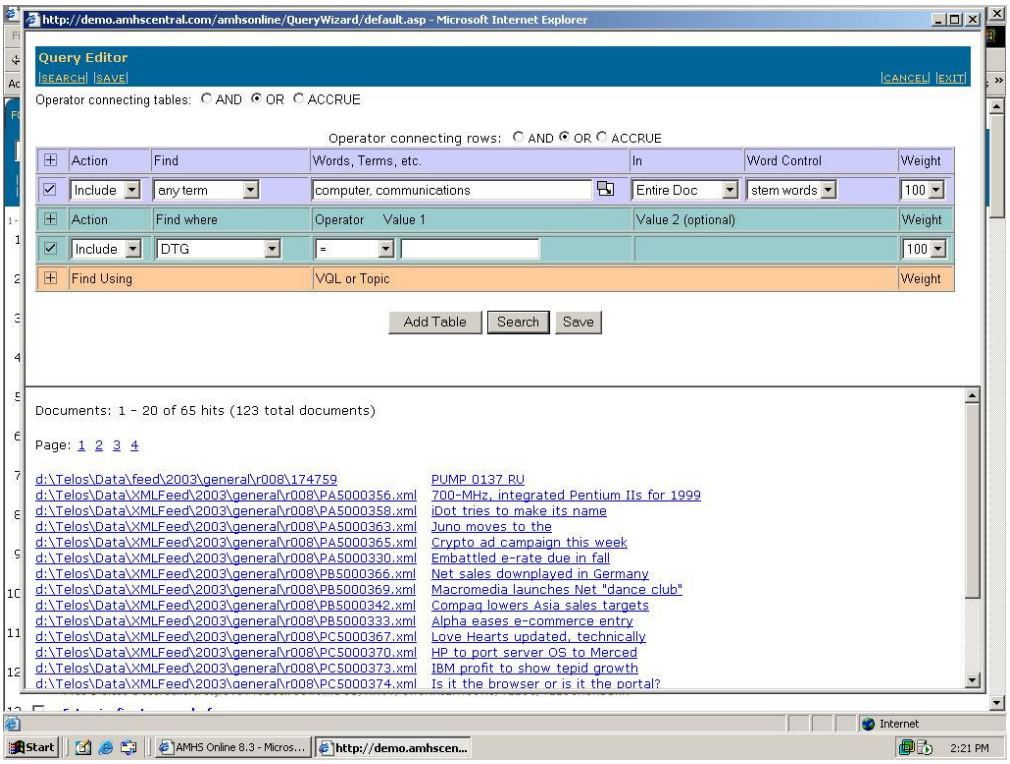


Figure 3-37. Results Set

10. Click on the first message shown in the results set. The message is displayed in a new window.

11. Any matches to the query information that you entered will be highlighted in blue text. Scroll through the message to find where your matches occurred.

12. When satisfied that your query worked, close the message window. You can view other messages in the results set to further determine if the effectiveness of the query.

13. Satisfied that your query worked, the next step is to save your query. Click the **"Save"** button.

14. The **"Explorer User Prompt"** is presented. In the window provided you will enter the name of the query.

Figure 3-38. Explorer User Prompt

15. Enter **"Example One"**, click the **"OK"** button. You will receive a notification that your query has been saved in the results set area of the Query List.

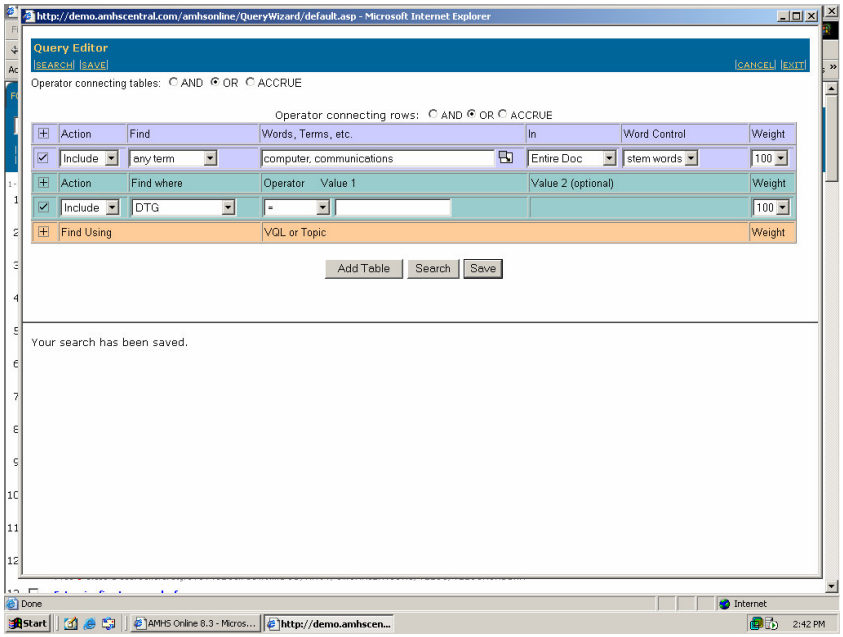


Figure 3-39. Notification

16. Enter **"Example One"**, click the **"OK"** button. You will receive a notification that your query has been saved in the results set area of the Query List.

17. Click the **"<u>Exit</u>"** button. The Query Editor closes and you are returned to the **"Folder Tab"** of your AMHS Online session.

18. Click the **"<u>QUERY EDITOR</u>"** button. The Query Editor opens, your newly created Named Query **(Example One)** is displayed in the Named Queries window.

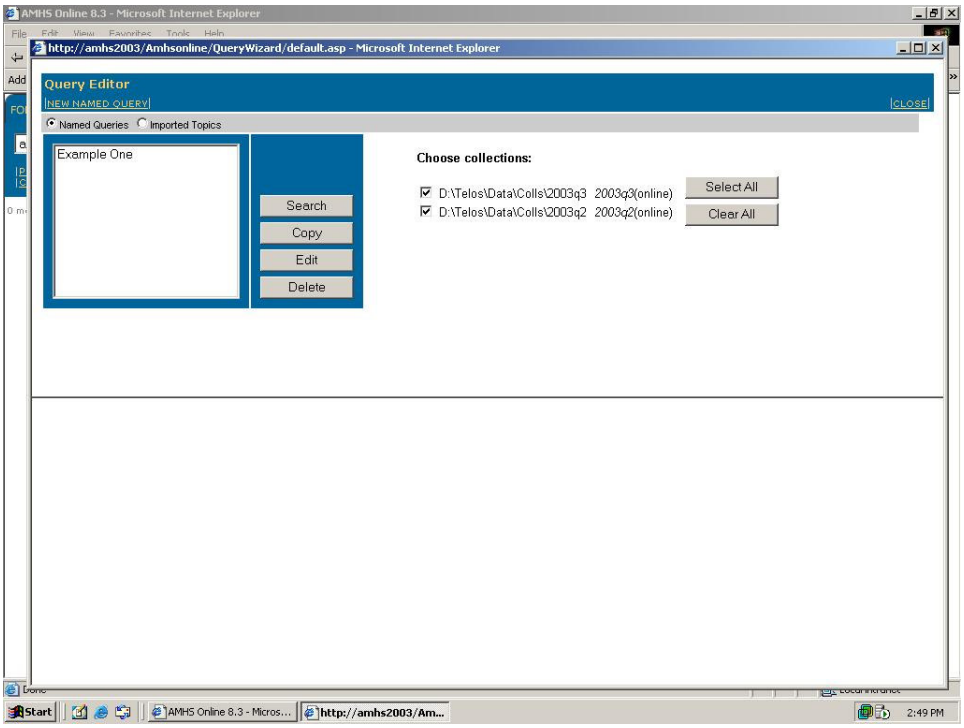


Figure 3-40. Name Queries Window

19. The Named Query you created can now be used to perform searches against the AMHS collections and can be used with the Agent Manager provided you have been granted the privilege to use the Agent Manager.

3.5.2.2 Using the Green (Middle) Row

AMHS components that incorporate the use of the Green row have not yet been implemented.

3.5.2.3 Using the Peach (Bottom) Row

Use of the Peach row is intended for the Advanced AMHS user with a strong Verity Query Language (VQL) background.

3.6 Agent Management

You must be granted permission to use the Agent Manager. There are different permission levels that may be assigned, contact your AMHS System Administrator to coordinate and receive the appropriate Agent Manager permissions.

The purpose of the Agent Manager is to allow you to create, to edit, and to delete profiling agents that will route messages received into your AMHS account.

3.6.1 Open the Agent Manager

Assuming that you already have an AMHS Online session running follow the steps shown below to open the **"Agent Manager"** (If AMHS Online is not running, follow the steps outlined in Section 3.1 to open an AMHS Online session and return to this section to continue with the Agent Manager).

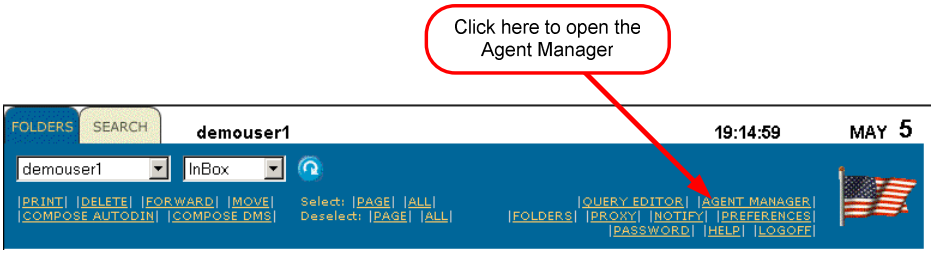


Figure 3-41. Open Agent Manager

1. Click the **"Agent Manager"** button. The Agent Manager opens.

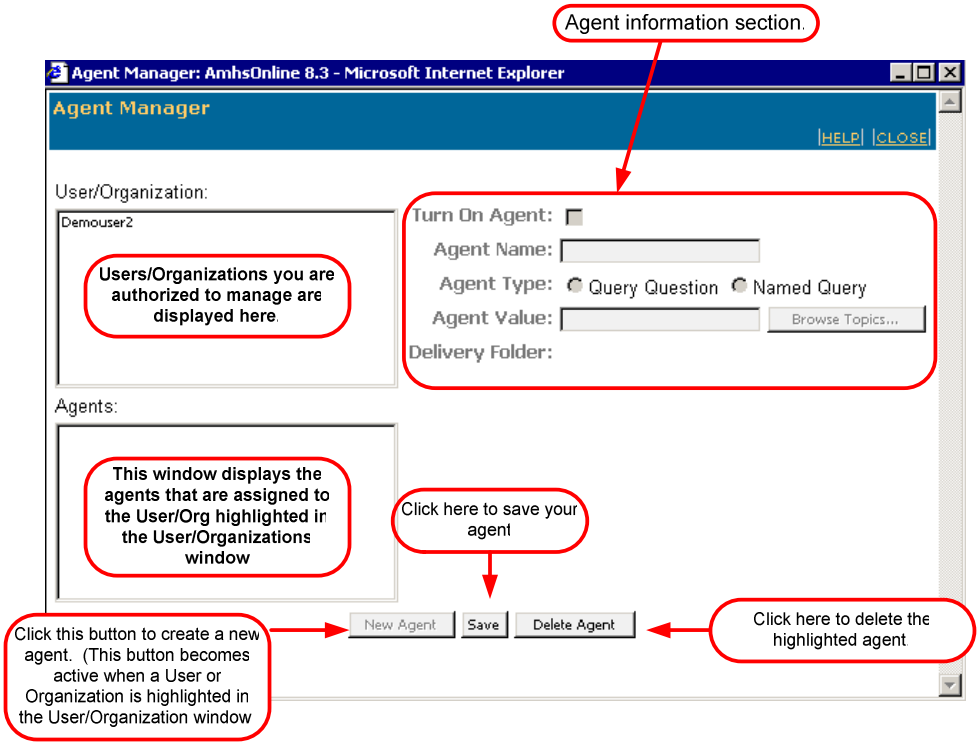


Figure 3-42. Agent Manager

2. Continue to the next sections to use the Agent Manager.

3.6.2 Create a New Agent

This section will guide you through the new agent creation process.

1. Highlight the User or Organization that you are creating the new agent for. Click the **"New Agent"** button.
2. The **"Agent Information"** becomes active. The **"Turn On Agent"** check box is checked.
3. Enter the name of the agent being created in the **"Agent Name"** entry window.
4. At this point you must determine if you will be creating an agent based on a **"Query Question"** or based on an existing **"Named Query."** Click the appropriate radio button.
5. **"Agent Value":** The values that will be entered into this area are based on your selection between a **"Query Question"** and a **"Named Query."**
   a. **"Query Question":** .Enter the words, terms, or phrase that you want compared to messages received. You may also click the **"Browse Topics"** button to select an existing topic set to use in your agent.
   b. **"Named Query":** After the query is saved, you must return to this step to selected a **"Named Query"** from a list of existing **"Named Queries"** on the AMHS.
6. Click the **"Save"** button to save your agent.

3.6.3 Folder Delivery

You have the ability to direct messages that match an agent to a specific sub-folder of your Inbox. This section will guide you through setting up folder delivery for an agent.

1. Highlight the appropriate User or Organization.
2. Highlight the appropriate Agent.
3. The **"[default]"** link to the right of **"Delivery Folder"** becomes active. Click the **"[default]"** link.
4. The **"Delivery Folder:"** window is opened displaying the folders that you may choose from.

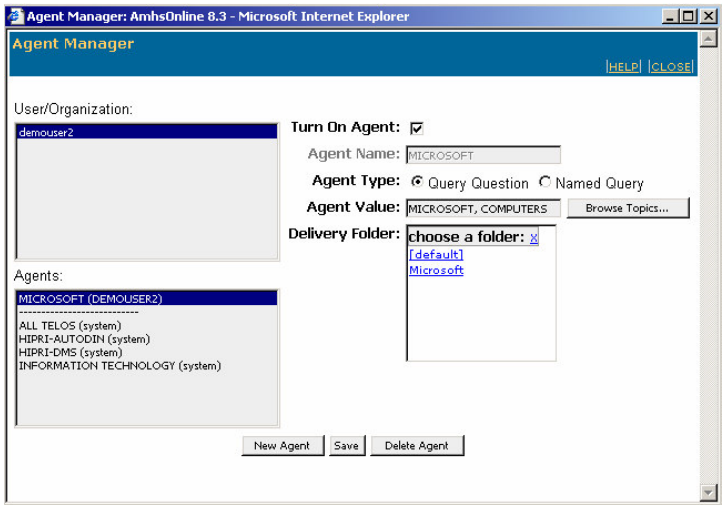


Figure 3-43. Delivery Folder

5. Click the link of the folder you want messages that match this agent to be delivered to. The **"Delivery Folder"** window closes and the folder link you selected is displayed to the right of **"Delivery Folder:"**

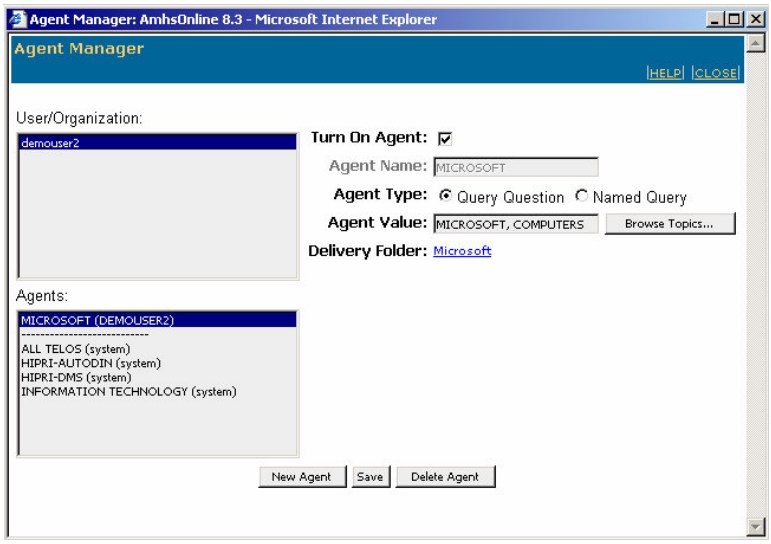


Figure 3-44. Close Agent Manager

6. Click the **"Save"** button to save your agent with the folder delivery definition.
7. Click the **"Close"** button to close the **"Agent Manager."**

3.6.4 Edit an Existing Agent

This section provides instructions on editing an existing agent.

1. Open the **"Agent Manager"** as previously discussed.
2. Highlight the appropriate User or Organization.
3. Highlight the agent to be edited. The **"Agent Information"** area displays the information related to the highlighted agent.
4. Make the desired changes.
5. Click the **"Save"** button.
6. Click the **"Close"** button to close the **"Agent Manager."**

3.6.5 Delete an Agent

This section provides instructions to delete an agent.

1. Open the **"Agent Manager"** as previously discussed.
2. Highlight the appropriate User or Organization.
3. Highlight the agent to be deleted.
4. Click the **"Delete Agent"** button.
5. Click the **"Close"** button to close the **"Agent Manager."**

3.7 Inbound Message Processing

3.7.1 Message Distribution

The AMHS will distribute (profile) messages to you based on the profiling criteria associated to your AMHS account. These criteria may consist of system topics assigned to you by the AMHS System Administrator, by Named Queries that you have associated to your account using the Agent Manager, or by direct delivery because of your association to your organizations distinguished name (DMS Address). Message delivery notification is provided to you when the AMHS adds a message pointer to your **"Inbox."** If previously configured, you can have messages notifications placed into specific folders subordinate to your inbox.

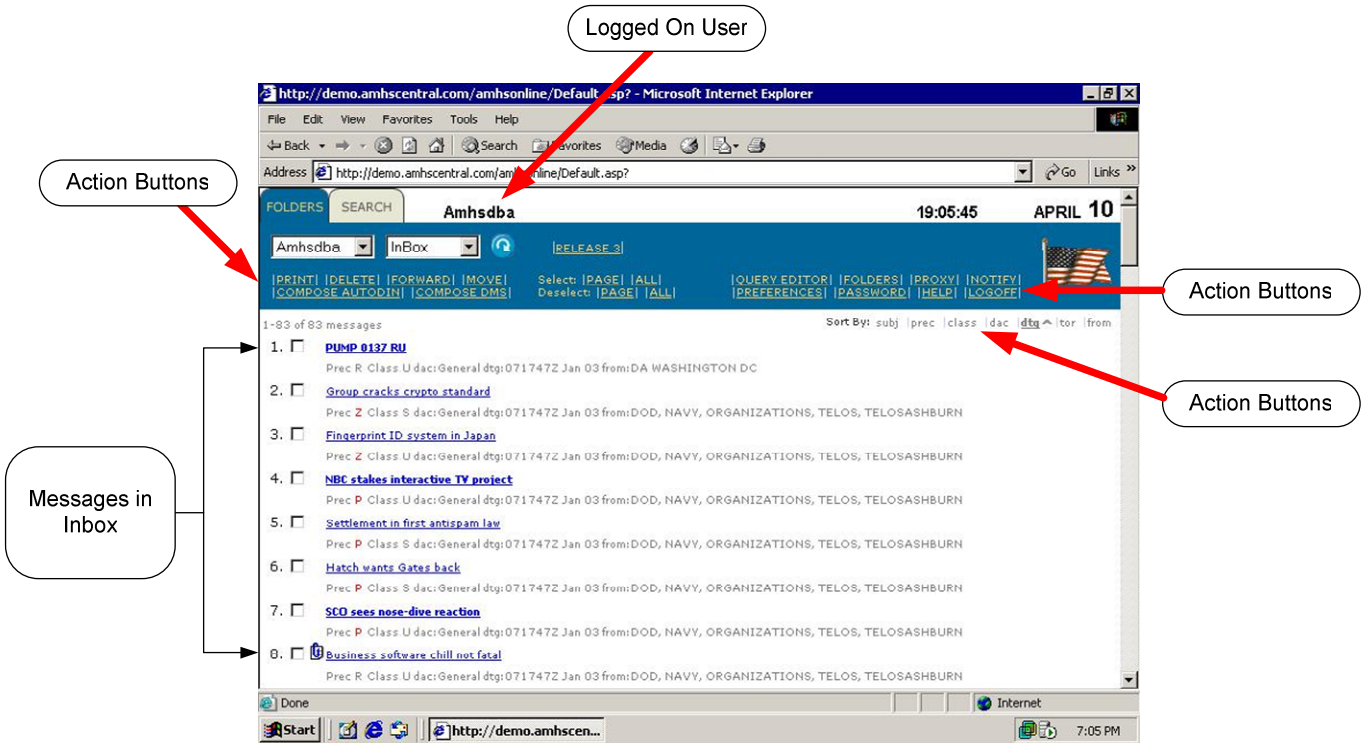


Figure 3-45. Message Distribution

3.7.2 Adjusting the Sort Order

You may adjust the order in which messages are displayed in your Inbox. Below is a description of the sort options available to you.

Subj: (Subject) sort the contents of the folder based on the subject line of the message.

Prec: (Precedence) sort the contents of the folder based on the precedence of the message.

Class: (Classification) sort the contents of the folder based on the classification of the message.

Dac: (Discretionary Access Control) sort the contents of the folder based on the DAC assigned to the message.

Dtg: (Date-Time-Group) sort the contents of the folder based on the message date time group.

Tor: (Time of Receipt) sort the contents of the folder based on the time of receipt.

From: (From) sort the contents of the folder based on the "from address" on the message.

To change the sort order, click on the sort order action button that corresponds to the sort order you desire. A bubble help window will appear when you point the mouse cursor over the sort order action. The bubble help will inform you of the type of sort option (Ascending or Descending) currently invoked. To change from one sort option to another click the sort order action button again.

3.7.3 Inbox

Messages are displayed in your Inbox based on the **"Sort Order"** settings you made while configuring your AMHS Online environment **("PREFERENCES").** To select a message or messages, click on the check box to the far left of the message

line. Also, to view any message in one of the folders, single-click on the message subject link, typically shown as a blue hyperlink. Bold message subject links are messages that have not been opened.

Figure 3-46. Open a Message

3.7.4 Sub-folders

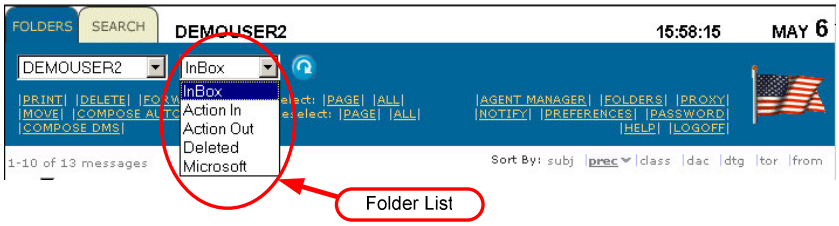


Figure 3-47. Sub-folders

Normally you will not want to leave all your incoming traffic in your Inbox. It makes better sense to logically store messages in different folders, much the same way you store your documents in different directories on a computer workstation. All users will have at least two different folders: Deleted and InBox. The Deleted folder is for messages you delete and the InBox is used for messages that other users forward to you or messages automatically profiled to you from the AMHS.

NOTE: There are a couple things you need to know about AMHS and messages before we proceed. First, when viewing a list of messages (regardless whether in the InBox, sub-folder, or a list from a query done in retrospective search) what you are seeing is a link to the message(s). When viewing the messages the actual message text, as stored in the AMHS server, is displayed. When a message is deleted you are not actually deleting the message, but the associated link each user has to the message, relating to the file path of the message on the server. You are not deleting the message itself, only the AMHS System Administrator may do that.

NOTE: When a message link (if you will) is deleted from your InBox or a sub-folder, that link is not immediately removed from your account, but will be stored in your Deleted folder. That link will remain there until you either logoff of AMHS Online or click on your browsers "Refresh" button.

NOTE: Three of the folders you will see have special purposes and will be covered later in this manual; "Action In", "Action Out", and "Release."

3.7.4.1 Managing Sub-Folders

To create a sub-folder, click on the "FOLDERS" link on the AMHS Online Menu bar. This will bring up the "Change Folders" window. Here you can do all sub-folder management.

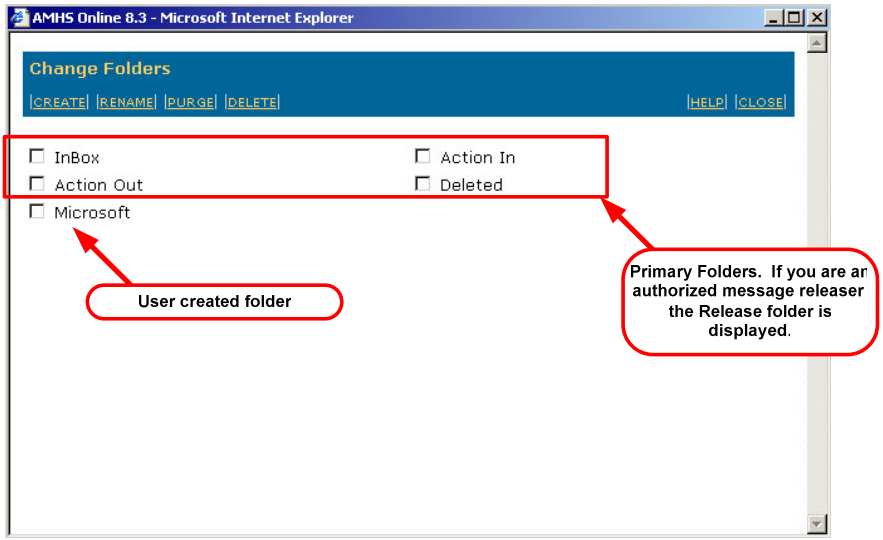


Figure 3-48. Managing Sub-folders

3.7.4.1.1 Creating Sub-folders

1. To create a sub-folder, click on the "CREATE" link and the following window will pop up:

SLIPKNOT

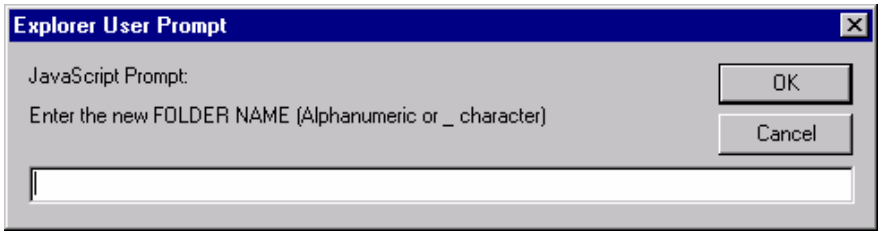


Figure 3-49. Creating Sub-folders

2. Enter the name of the sub-folder and click on the "OK" button. Sub-folders may only have alphanumeric characters or an underline. An error message will be displayed if you don't use the correct syntax

3.7.4.1.2 Renaming Sub-Folders

1. To rename a sub-folder, first select the folder you want to give a new name to (i.e. click on the check block next to the folders present name) and click on the "RENAME" link.

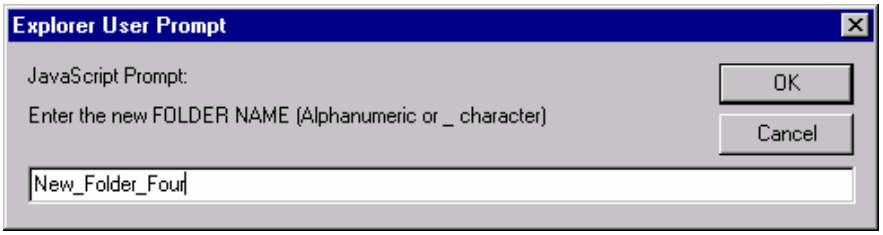


Figure 3-50. Renaming Sub-folders

2. In the window that pops up, enter the new name for the folder and click on the "OK" button.

3.7.4.1.3 Purging folders

This function is a convenient way to completely remove all contents of a folder that you are no longer interested in storing. A purge will remove all message links in the selected folder and ***NOT*** store them in the Deleted folder.

1. Select a folder to purge and click on the **"PURGE"** link, you will see the following window pop up:

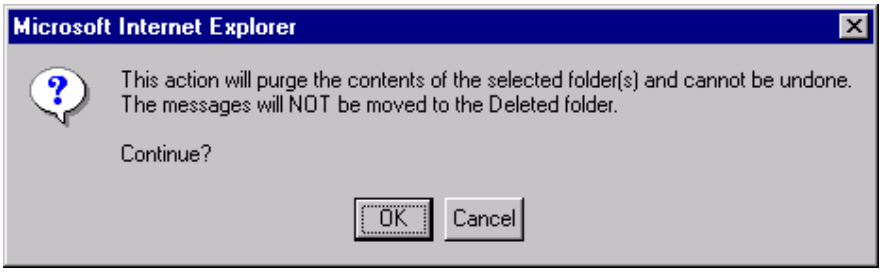


Figure 3-51. Purging Folders

2. To complete the purge action, click on the **"OK"** button.

3.7.4.1.4 Deleting Folders

When a folder is purged, only the messages within the folder are removed, but the folder itself remains intact. When a folder is deleted, all message links within the folder are first moved to the Deleted folder, and then the folder is deleted.

1. Check the block of the folder to be deleted and then click on the **"DELETE"** link
2. When the confirmation window pops up, clicking on the **"OK"** button will complete the action.

Figure 3-52. Deleting Folders

3. Four folders may not be deleted; Deleted, InBox, Action Out, and Action In.

3.7.4.2 Switching Sub-folders

1. To switch to another sub-folder, click on the down arrow for folders
2. Highlight the sub-folder you need, and single-click on it.

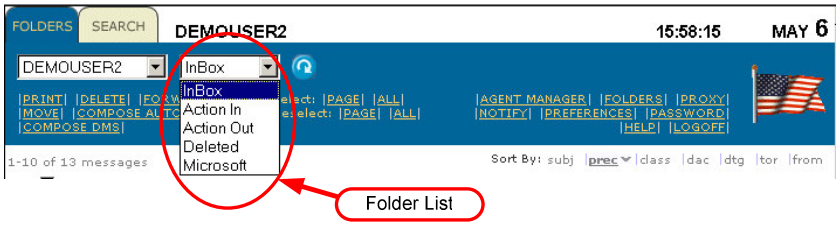


Figure 3-53. Switching Sub-folders

Messages may also be selected using the "Select: PAGE ALL" and "Deselect: PAGE ALL" links. As you might guess, these links allow all messages on a page, or all messages in a folder to be selected or deselected.

> **NOTE**: In the list of folders and sub-folders are three additional which are used for special purposes. The "Action In" folder is used to store messages sent to a user by another user for some kind of response. The "Action Out" folder, on the other hand, is where messages a user has sent out for coordination is stored. Finally, the "Release" folder is for AUTODIN messages awaiting release. Although a user may have a "Release" folder, they do not necessarily have authority to release messages and will not be able to view messages to be released.

3.7.5 Proxy folders

By default, when you logon to your AMHS account you will see your messages stored in your InBox and sub-folders. However, a user may grant you access to their account for various reasons. Most often, site will have one or a series of read files with messages either automatically distributed to it via AMHS or some individual being responsible for posting messages. Then members of the unit will be given proxy rights to this account and may read the messages stored in it.

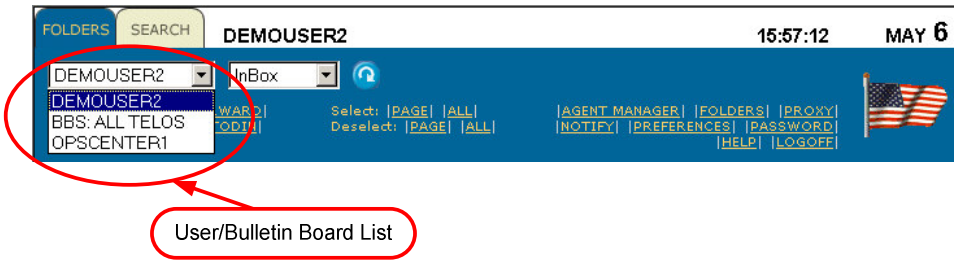


Figure 3-54. Proxy Folders

To select a Proxy folder, click on the down arrow where your AMHS userid is located and select the proxy folder you wish to view. You will only be able to work with these messages to the extent that the owner of that folder has granted you access to. There are three privileges that may be granted: Read, Move, and Delete. If you want a copy of one of the messages in a proxy folder in your personal InBox, you may, however, select the message and forward it to yourself.

3.7.6 Special Purpose Folders

AMHS Online has three special folders used for working with outgoing unit AUTODIN traffic: "Action In", "Action Out", and "Release." If your site is only working with DMS traffic, these folders won't be used. The folders are located in the same drop down list as your sub-folders. If you are viewing a proxy account, you won't see them since proxy rights cannot be granted for these folders.

3.7.6.1 Action In

The "Action In" folder is used for outgoing AUTODIN message traffic that has been sent to a user for coordination. You will normally be required to make a comment concerning this message. When finished, your comments will either be sent back to the drafter of the message or on to a releaser for transmission over the AUTODIN switch.

3.7.6.2 Action Out Folder

Drafters of outgoing AUTODIN messages use this folder to determine the status of the message in coordination or to be released. Two different labels may be displayed (next to the Online refresh button) depending on your status. If you are not a releaser of message traffic, this label will be "ACTION OUT" followed by a number indicating the number of messages in the folder. If you are a releaser, this will be labeled "RELEASE", also followed by a number. The reasoning behind this is that, as a releaser, you will be kept up-to-date on any messages requiring release. You may click on the "RELEASE" link to be automatically taken to your release folder.

3.7.6.3 The Release Folder

As mentioned earlier, the release folder will only be available to those users who have release authority. If a releaser has a message in this folder that needs to be transmitted, there will be a small label next to the AMHS refresh button that will say "RELEASE" followed by a number to indicate how many messages are in the queue. The release folder and working with its messages will be covered in detail in the next chapter of this manual.

3.7.7 Read a Message

To open a message, click on the message hyperlink. The message will be presented to you in a new browser window.

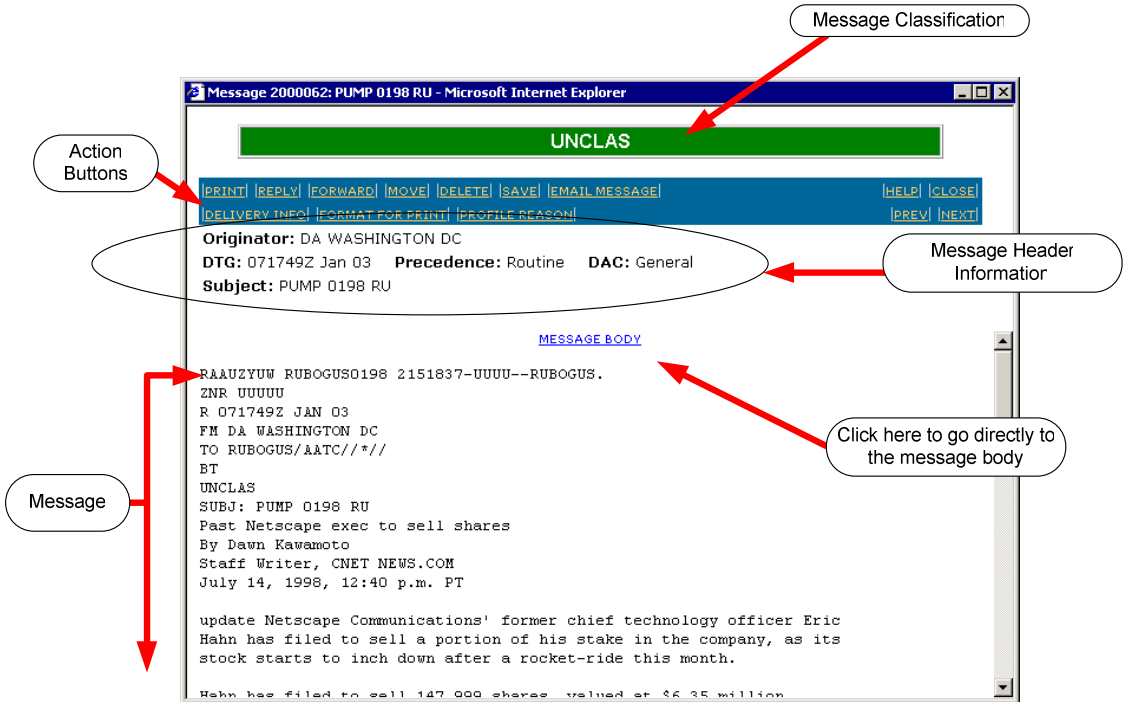


Figure 3-55. Read a Message

A delivery record is created for each message received by the AMHS. Click the **"DELIVERY INFO"** action button to view the message delivery record.

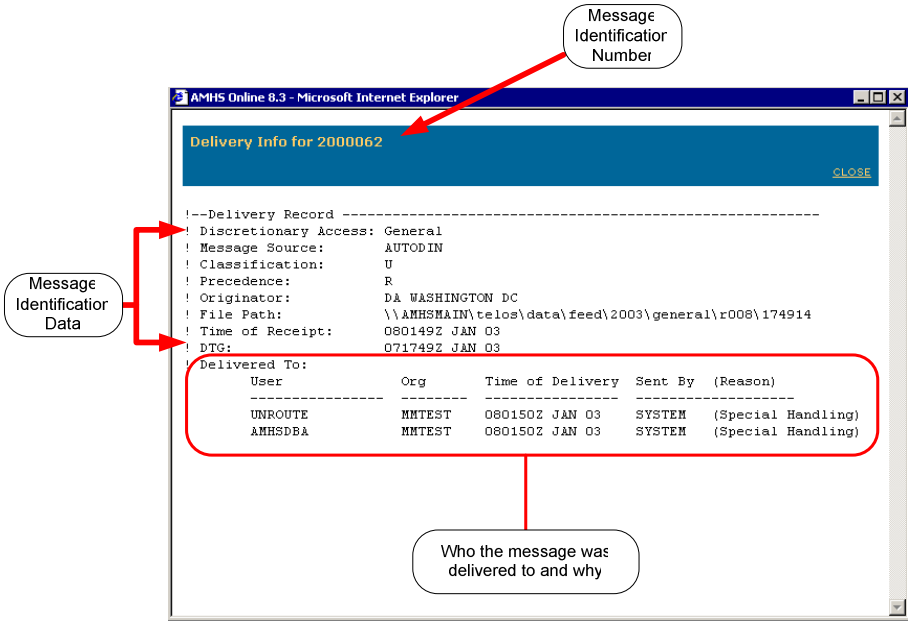


Figure 3-56. Delivery Info

3.7.7.1 Saving Messages

3.7.7.2 Saving Attachments

If you wish to save one of the attachments from a DMS message you will first need to be in the message attachments list (as seen previously)

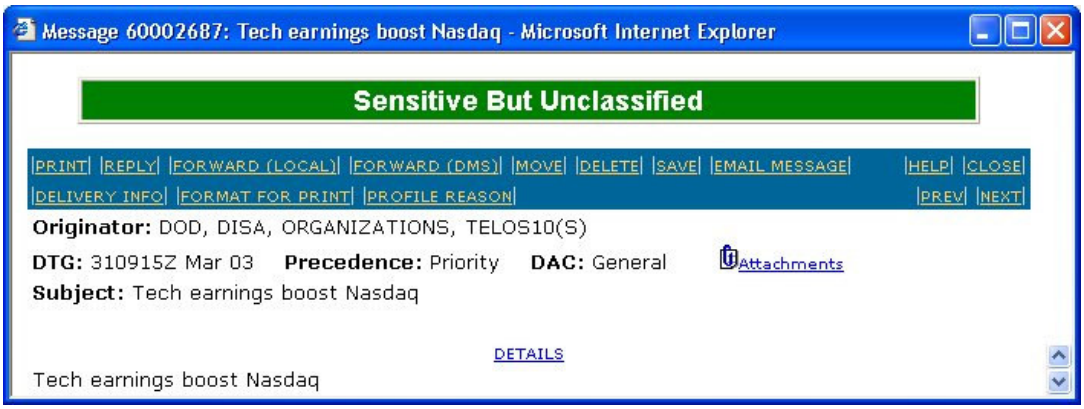
1. Right click with the mouse cursor on the attachment to be saved and on the pop up window select "Save Target As…."
2. Select the file name (if to be different than that displayed) and the path for the attachment. This whole process is similar to that you would do on any normal Internet web site to save a picture or an executable file.

3.7.8 Printing Messages

To print a message (or messages), select the message(s) and click the **"PRINT"** link. This will bring up the standard windows print form allowing you to select the printer and other print options. If more than one message is selected, each message is printed individually with the parameters as setup in the **"PREFERENCES"** window.

3.7.9 Forwarding Messages

There are two types of forward commands in AMHS Online: FORWARD (or FORWARD (LOCAL)) and FORWARD (DMS). By default, the old FORWARD command allows you to distribute message to other AMHS accounts. The FORWARD (DMS) command allows you to forward DMS messages to DMS clients. When a DMS message is opened, the following commands are present:



To forward a message to other DMS clients, click the **"FORWARD (DMS)"** link. You will be taken to the **"Compose DMS"** in forward mode.

To forward a selected message (or messages) to other AMHS accounts, click on the **"FORWARD (LOCAL)"** link. The **"Forward Messages"** window will then pop up.

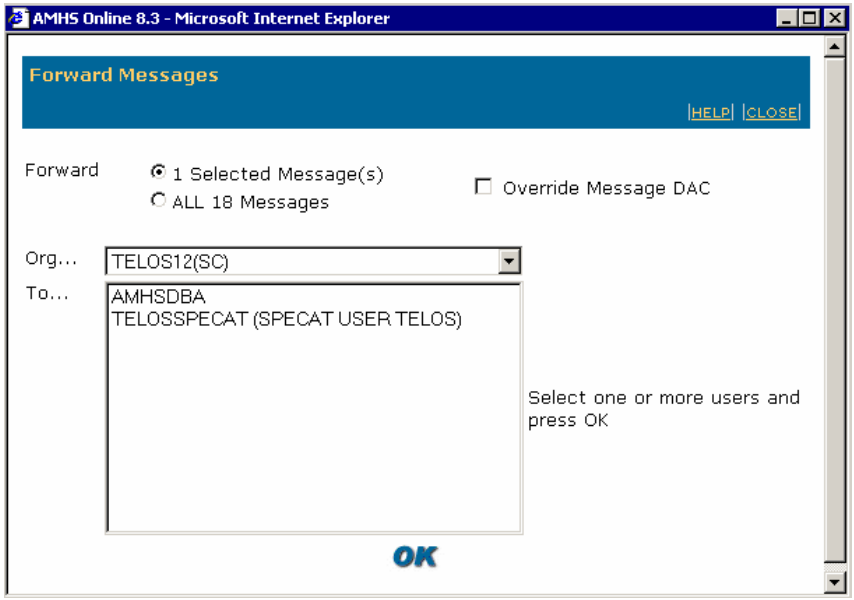


Figure 3-57. Forwarding Messages

You have the option of forwarding either all selected messages or all messages in the folder you were in when clicking on the **"FORWARD"** link. Then select the user to receive the messages and click on **"OK."** You will see a window pop up informing you that the messages are being sent to the user you selected and you will return to the **"Forward Messages"** window so you may select another user, if desired. When you are done forwarding messages, click on the **"CLOSE"** link.

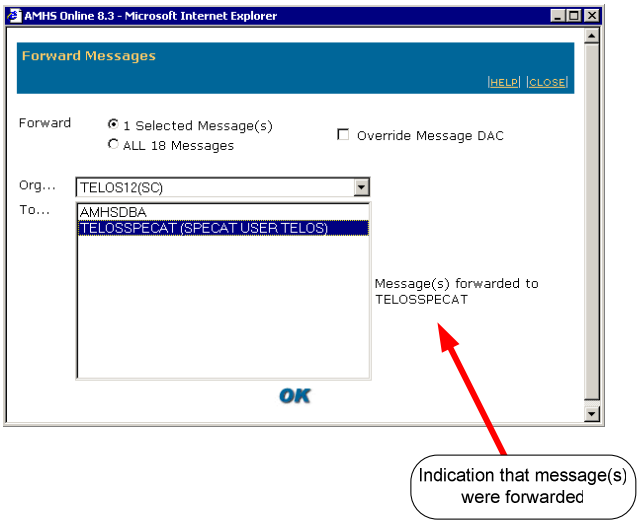


Figure 3-58. Message Forwarded Indication

3.7.10 Moving Messages

This function is used from within a personal inbox, a proxy inbox, and from the search tab to send a message from one folder into another. As with delete, you will be unable to forward any messages from a proxy folder unless you have specifically received permission to do so. After clicking on the "MOVE" link, you will see the "Move Messages" window.

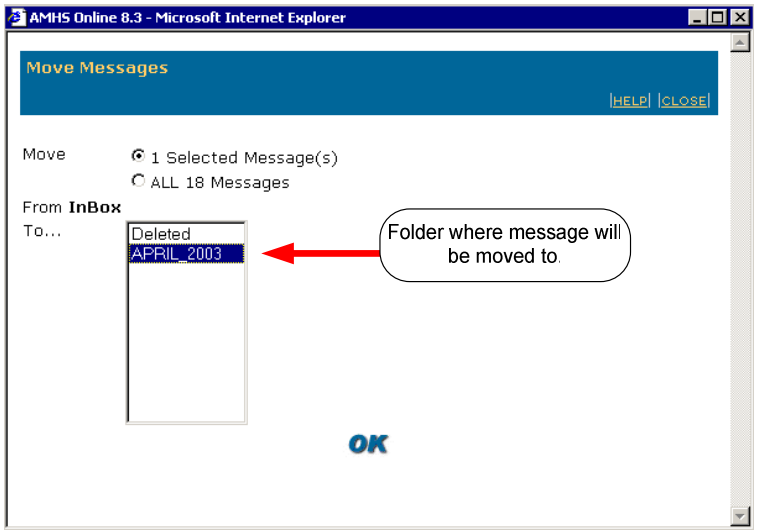


Figure 3-59. Move Messages

Select whether you wish to move the selected messages in the folder or all messages, select which folder to move them to, and then click on the "OK" button.

As with other windows we have seen, to cancel this function, click on the **"CLOSE"** link.

3.7.11 E-Mail a Message

You have the capability to electronically mail (Email) a message that you received in your AMHS Account to someone outside the AMHS realm. To email a message to someone outside the AMHS realm:

1. Click the **"EMAIL"** button. The **"Email Message"** window is presented.

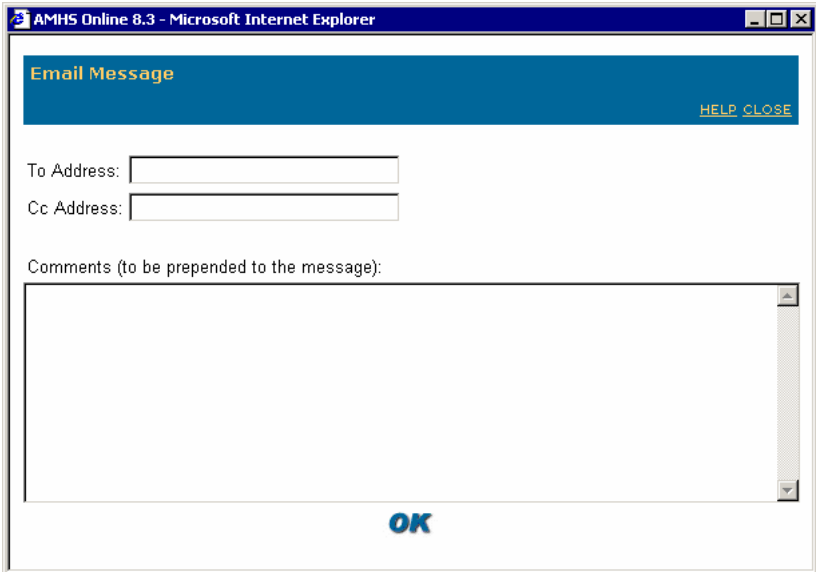


Figure 3-60. E-mail a Message

2. Enter the appropriate information in the **"To Address"** window.
3. Enter the appropriate information in the **"Cc Address"** window.
4. Enter comments if desired in the **"Comments"** window. The comments that you enter in this window are inserted before the message being emailed.

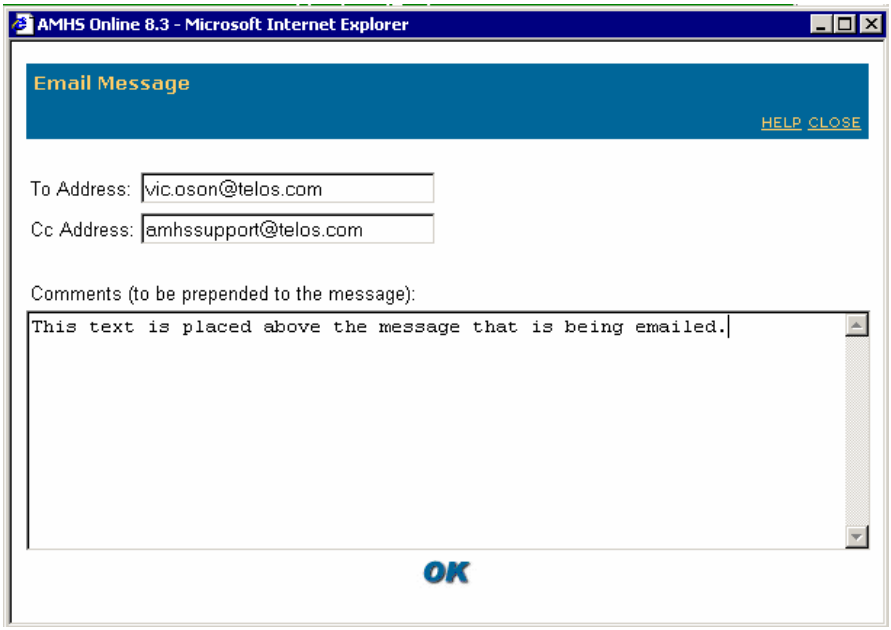


Figure 3-61. Comments Window

5. Click **"OK"** to send the message.

3.7.12 Deleting Messages

The **"DELETE"** link will delete the selected messages from your AMHS account and folder. Remember that you are not really deleting the message from the AMHS, rather a link in your account that points to the message on the AMHS server.

Remember, too that you will not be able to delete any messages from a proxy account (explained later) unless you have specific permission to do so.

4. Retrospective Search

4.1 Introduction

One of the main features of the AMHS system is its use of Verity software to allow users to do a retrospective search on the unit's entire message database, including AUTODIN, DMS, DMS attachments, and news wires (AP and REUTERS). Searches may be saved for later use and shared with other users, who may edit these saved queries for their own requirements. Search queries may be as simple as filling out keywords in various blocks (keywords, subject, from) and/or time frames (DTG or time of receipt). Users may also perform a quick query allowing for those one-time requirements. All queries are created using a form. Although most searches require only a one or two word pattern, the "keywords" block allows for entry of a more sophisticated construction using Boolean techniques.

4.2 Search Tab

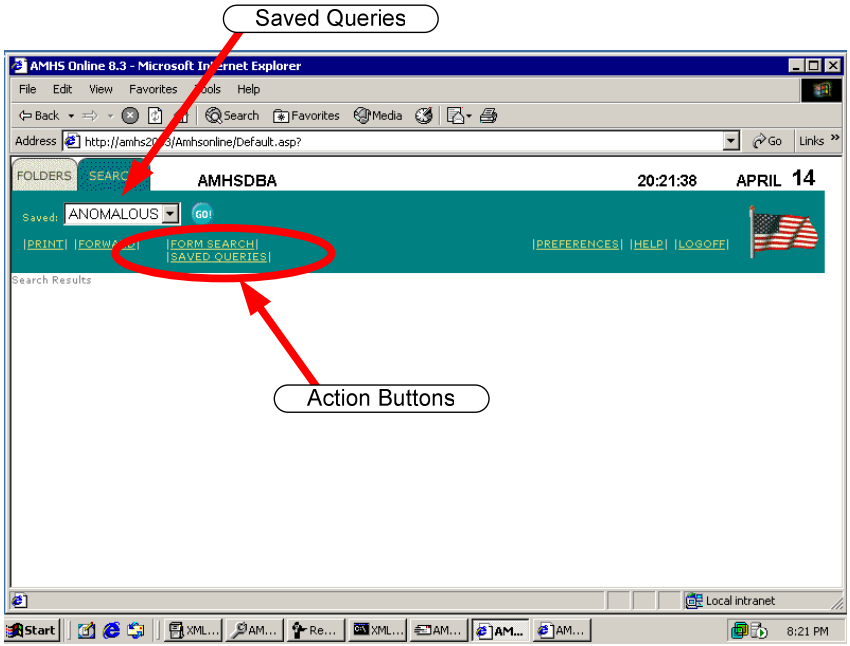


Figure 4-1. Search Tab

Click on the SEARCH tab shows the various functions available to you for doing retrospective search. The "Saved:" list shows all queries both created and saved by you, or those created and saved as public queries by other users. Clicking on the down arrow displays the drop down menu containing all the queries you have access to. The "Quick:" link brings up the search form for doing a one-time search through the database.

4.3 Search Folder Links

4.3.1 <u>FORWARD</u>

This link forwards the selected message from a list of "search hits' to another user's (or your own) personal InBox folder. It functions exactly like that we have already mentioned previously in this manual. After clicking on the button, select the user from the "Send To" block and click on the "OK" button to forward.

4.3.2 SAVED QUERIES

You would use this link for retrieving any queries already created by you or other users. This option also allows you to call up a query for edit without having to first run the query. When clicked, you are presented with a new window (called "Saved Queries).

4.4 Form Search

This section describes the use of the **"Form Search."** You can find messages received by the AMHS by performing retrospective searches. Similar to searching a web site on the internet, the AMHS provides you with the capability to search against the AMHS message repository. To facilitate your searches the AMHS uses the **"Form Search."** You also have the capability to save a query created by the **"Form Search"** allowing you to use the query when ever you like.

4.4.1 Simple Query

A simple query is one that requires the least amount of input from you. Typically, a simple query contains a very few terms. The steps outlined below guide you through conducting a simple query against the AMHS message repository.

1. The first step is to click on the Search Tab of AMHS Online.
2. Click the **"FORM SEARCH"** button. The **"Form Search"** window is presented.

Figure 4-2. Simple Query

3. The **"Form Search"** as shown above will provide the results of the entire database, by performing a wide open search of all types of messages, AUTODIN, DMS, DMS Attachments, and NEWS wire messages.

NOTE: Typically, you will not perform a search like shown above. You are normally going to know something about the messages you want to see, so you will specify data that you are looking for.

4. Click the More button. A new row is added to the **"Form Search."**

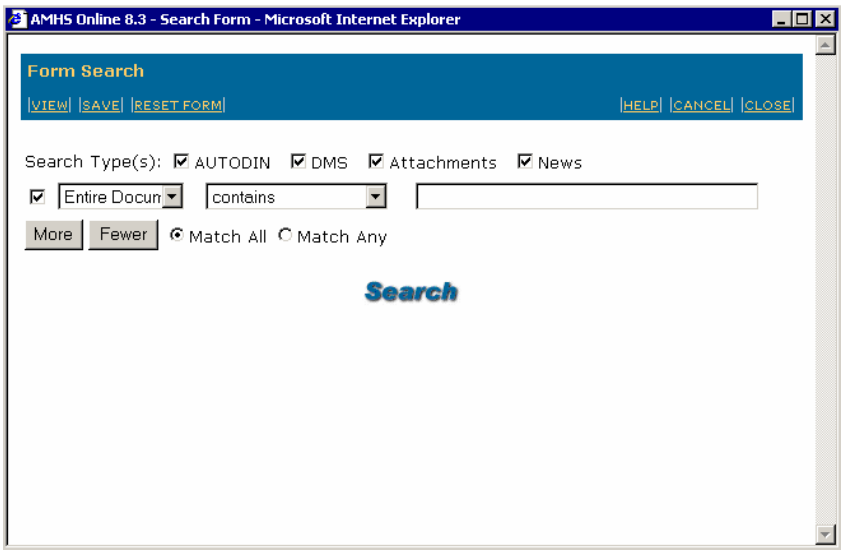


Figure 4-3. Form Search

5. Click the **"Search Type(s)"** checkboxes that you wish to search against. You can reduce the amount of time your search will take by checking fewer of the **"Search Type(s)"** checkboxes.

6. The next row allows you to specify where on the message you want to search, define whether the terms you are going to enter are in or are not in the message, and enter the terms, words, or phrases you want to search for.

   a. The first column in the row allows you to specify what part of the document you want to search.

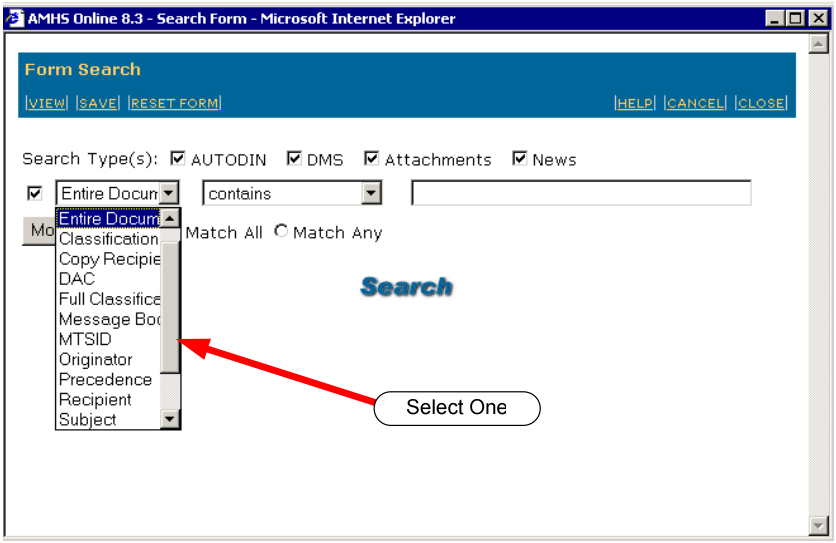


Figure 4-4. Search Types

   b. Depending on your selection in the first column, the second column offers different options for you to select. In this example, you are presented with the **"contains"** (the terms, words, or phrase entered must be in the message) and the **"does not contain"** (the terms, words, or phrase entered must not be in the message) options. This sounds confusing but examples are provided to help clear this up.

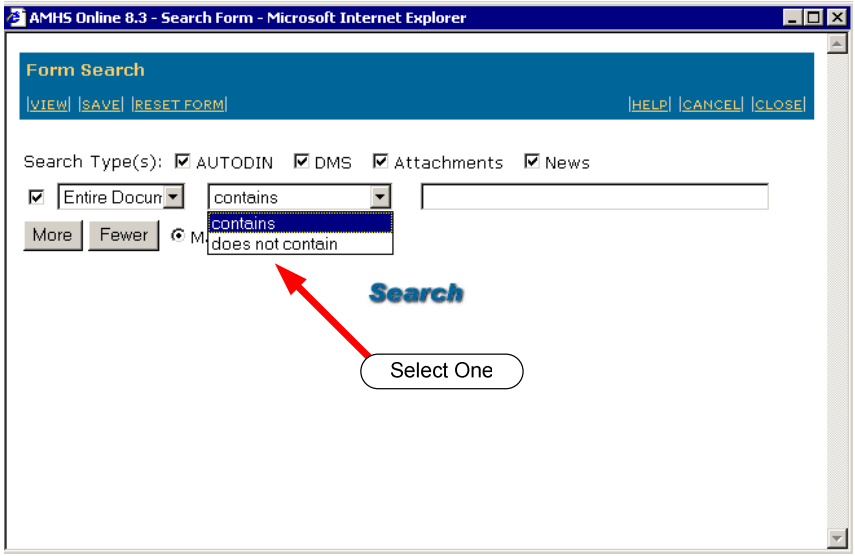


Figure 4-5. Contains/Does Not Contain Pull Down Menu

c. The third column is where you enter the terms, words, or phrase that you want to search for.

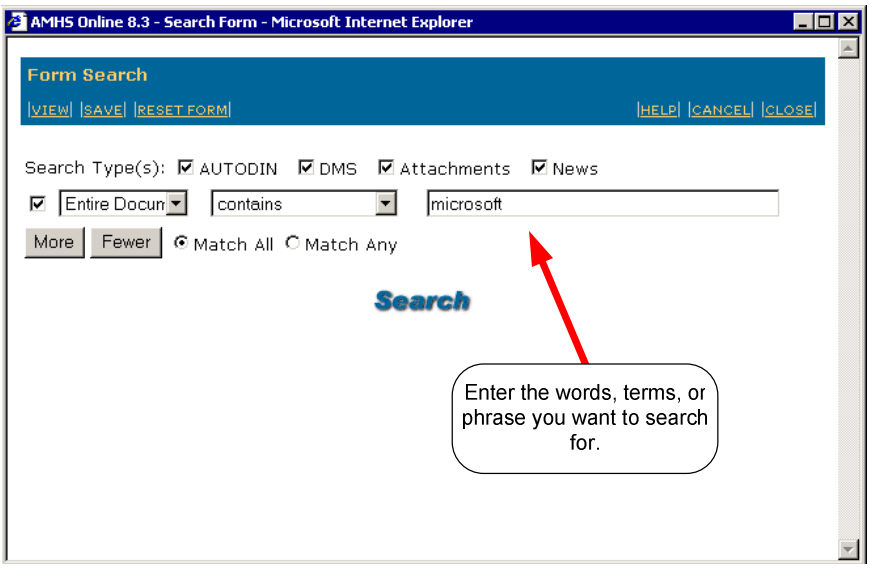


Figure 4-6. Search Terms

7. Click the **Search** button to launch the search.

8. Based the above, a results set will be provided that meets the following criteria:

   a. All messages types were searched.

   b. Each document, in its entirety was searched.

   c. Each document contained the word Microsoft.

4.4.2 Complex Query

Narrowing the search to provide you with a smaller result set is accomplished by adding additional conditions. You may add as many additional conditions as you wish. By adding additional conditions you are creating a more complex query to use in your searches.

1. Click the More button to add another row.
2. A second row is presented.
3. Use the steps shown previously to complete the second row.

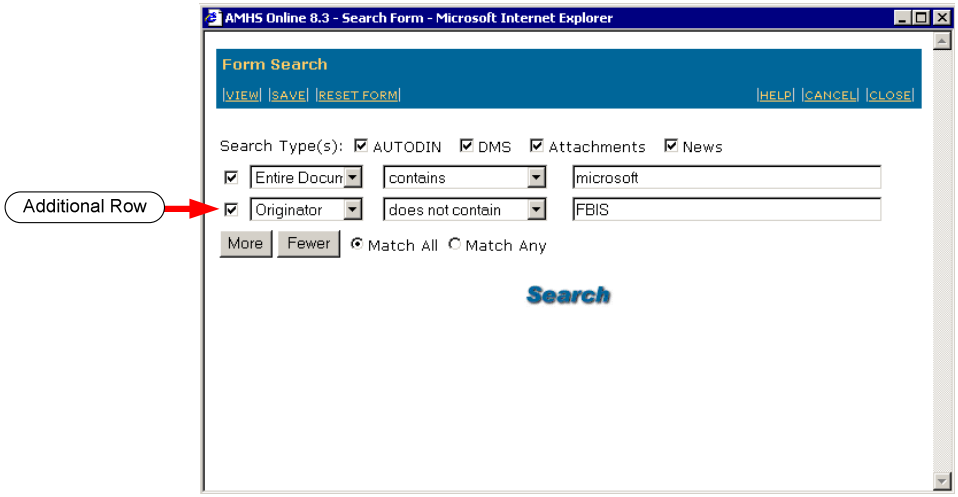


Figure 4-7. Complex Query

4. In the example shown above, the following criterion is specified.
   a. Search all message types.
   b. Search each document in its entirety.
   c. The word Microsoft must be contained in the message.
   d. The messages must not come from the Foreign Broadcast Information Service (FBIS)
5. The next example shows the same search criteria with an additional row that specifies a date range in which the messages would have been received.

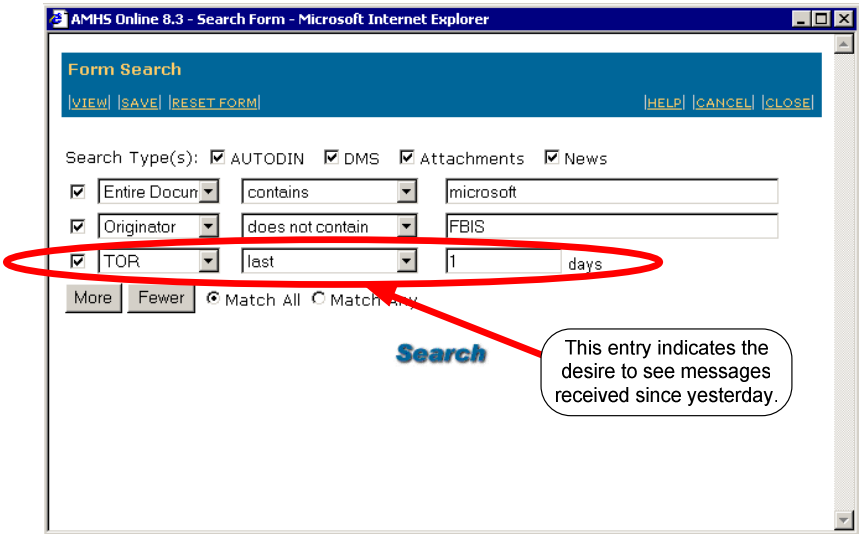


Figure 4-8. Date Range

4.4.3 View the Query

The steps below guide you through the procedures to view a query that you created.

1. From the **"Form Search"** window, click on the **"VIEW"** link.

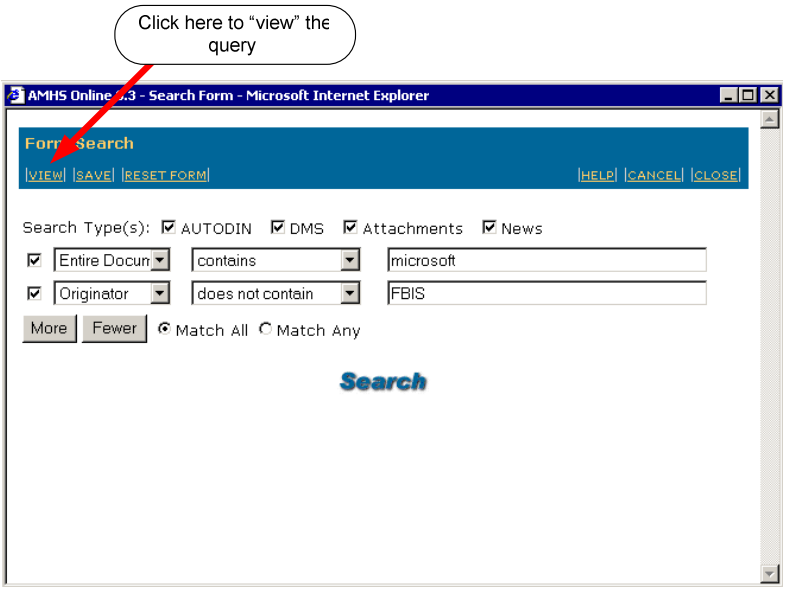


Figure 4-9. View the Query

2. The **"Query View"** window is presented displaying your query in Verity Query Language (VQL).

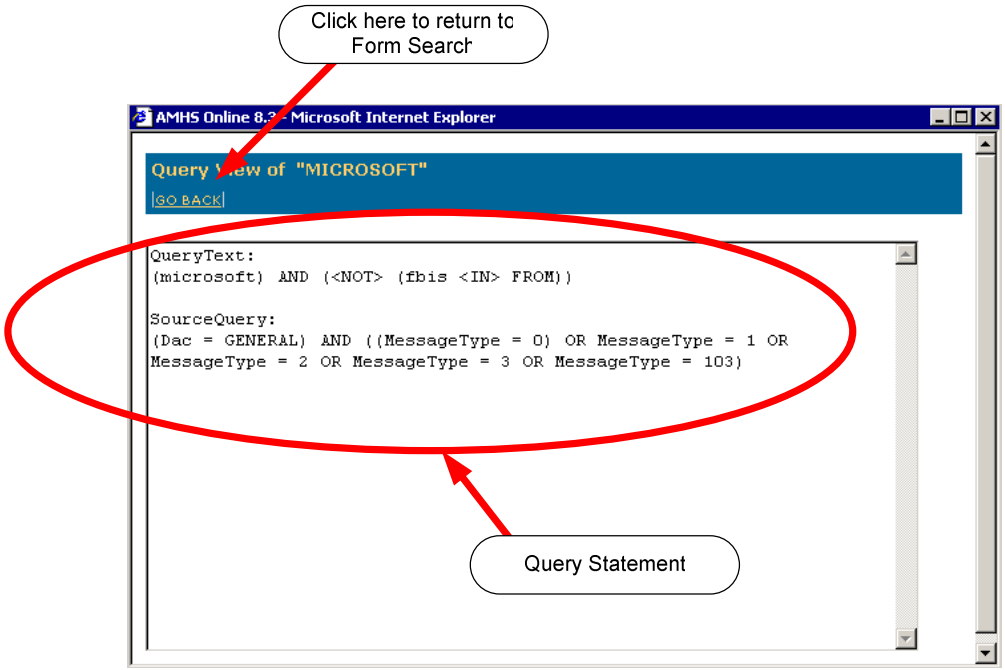


Figure 4-10. Query View

3. Click the **"GO BACK"** link to return the **"Form Search"** window.

4.4.4 Save the Query

Now that you are an expert at creating queries, you probably would like to save the queries so you can use them at a later date. Saving queries saves you the time and effort of recreating the query each time you want to search for messages. This section provides instructions on how to do just that.

1. From the **"Form Search"** window, click the **"SAVE"** button.

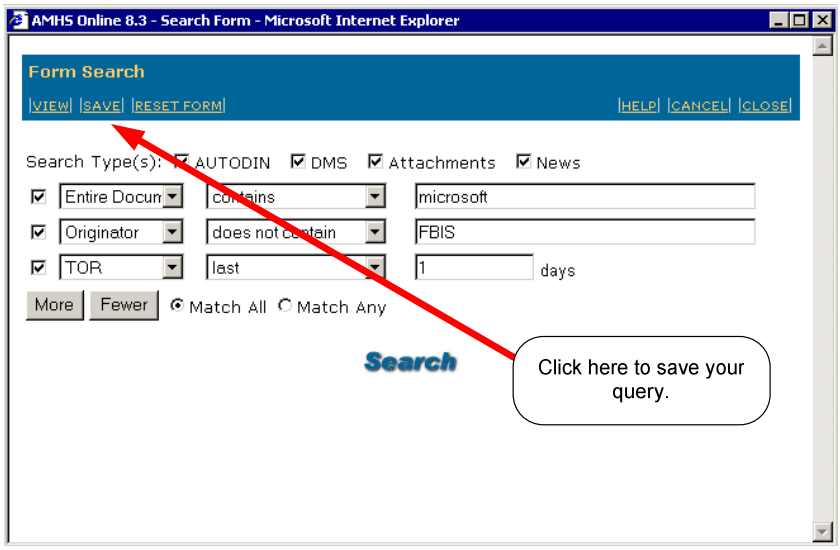


Figure 4-11. Save the Query

2. An **"Explorer User Prompt"** window is presented. Enter the name that you would like this query saved as.

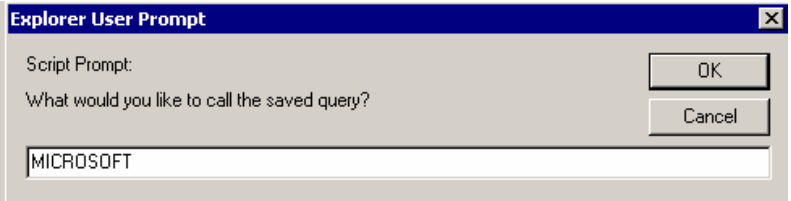


Figure 4-12. Explorer User Prompt

3. Enter the name you want to call this query, click the **"OK"** button.
4. The query is saved and the **"Advanced Search"** window is presented.

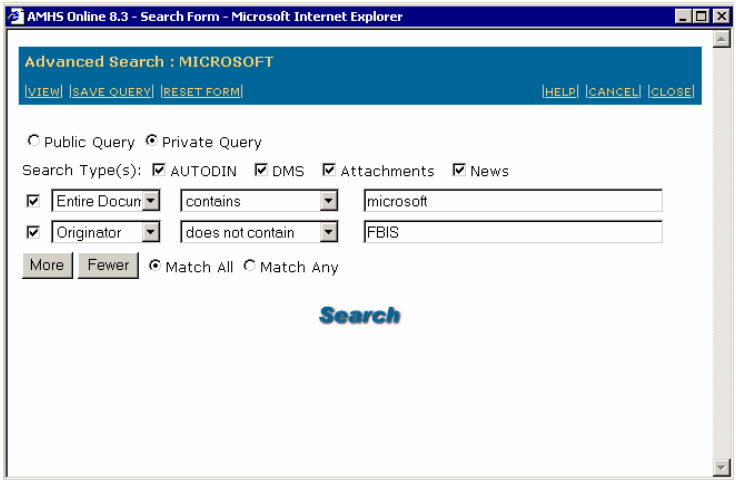


Figure 4-13. Advanced Search

5. Determine if you want to make your query available to AMHS Users or keep the query for your own use. As the creator/owner of the saved query, only you can edit or delete the query.
   a. **Public Query:** Allows all other AMHS users to view, use, or copy your query.
   b. **Private Query:** For your use only.
6. Click the **"CLOSE"** link.

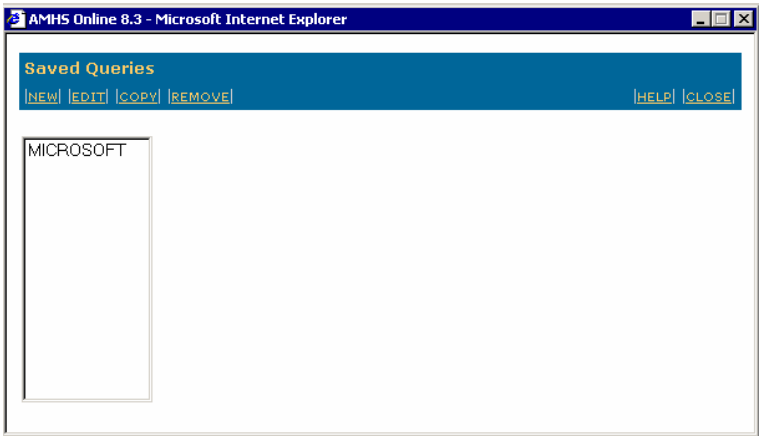


Figure 4-14. Click Close Link

7. The **"Advanced Search"** window is closed and the **"Saved Queries"** window is presented displaying the query you saved.
8. Click the **"CLOSE"** link to close the **"Saved Queries"** window.
9. You are returned to the **"Search"** tab of AMHS Online and your saved query is displayed in the

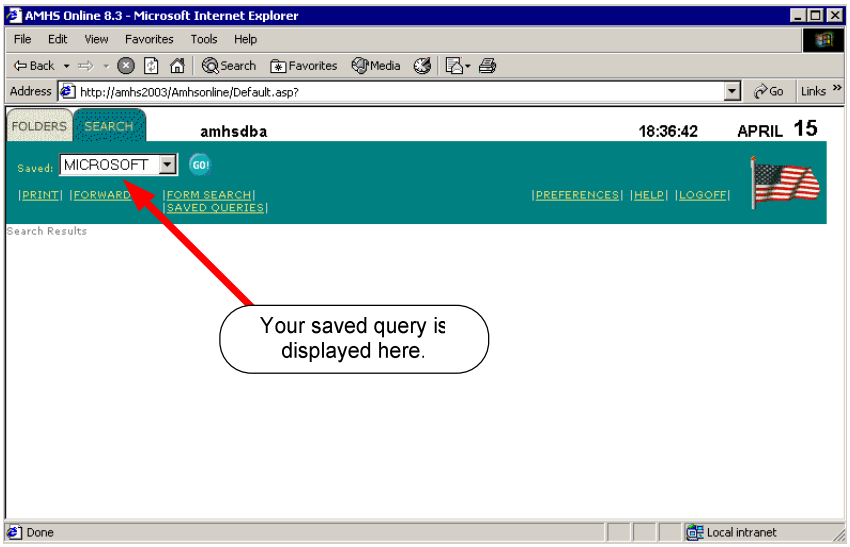


Figure 4-15. Search Tab

4.5 Saved Queries

4.5.1 Launch a Saved Query

To launch a saved query, obviously you need to be logged on to AMHS Online. You must be on the **"Search"** tab of AMHS Online. As stated in the previous section your saved queries are displayed in the **"Saved:"** window. The steps listed below explain how to launch a saved query.

1. If the desired query is not shown in the

window, click the drop down arrow to view your query list.
2. Highlight the desired query.
3. Click the

button.
4. Your query is launched and a result set based on the saved query is provided.

4.5.2 Managing Saved Queries

Managing your saved queries begins from the **"Search"** tab of AMHS Online. To open your saved queries list, click the **"SAVED QUERIES"** link.

4.5.2.1.1 Editing Queries

From the **"SAVED QUERIES"** window:

1. Highlight the query.
2. Click on **"EDIT"** link

3. Modify the highlighted query. The "Query" form will pop up with the appropriate blocks already filled out.
4. Click the **"SAVE"** link to save your changes.
5. Click the **"CLOSE"** link to close the **"Saved Queries"** window.

4.5.2.1.2 Copying Queries

Sometimes you will want to create two or more almost duplicate queries from one that already exists. To do this:

1. Highlight the query to duplicate.
2. Click the **"COPY"** link
3. A pop up window to enter the name of the new query is presented; enter the name you want to give the copied query.
4. Click the **"OK"** button.
5. You are returned to the d then the **"Saved Queries"** window.
6. Edit the query as required and describe in the previous section.
7. Click the **"CLOSE"** link to close the **"Saved Queries"** window.

4.5.2.1.3 Removing Queries

To remove a saved query:

1. Open the **"Saved Queries"** window as described earlier.
2. Highlight the query to be removed.
3. Click the **"REMOVE"** link. If this happened to be a public query, other AMHS users will no longer have access to it. **Remember:** Only the owner of a query (as indicated on the **"Saved Queries"** window) may delete it. **Warning:** Once deleted, queries may not be retrieved.
4. Click the **"CLOSE"** link to close the **"Saved Queries"** window.

5. Outbound Message Processing

5.1 AUTODIN

5.1.1 Composing an AUTODIN DD 173 Free Text GENSER messages

AMHS Users have the capability of creating AUTODIN message traffic in AMHS Online. Since all data is entered into a form, users don't need to know specific formatting requirements in a DD173. When a message is completed, AMHS puts all data into the proper format before sending the message to the front-end processor to AUTODIN.

5.1.1.1 Creating DD173's

5.1.1.1.1 Open a New Message Window

To create an AUTODIN message:

1. Start an AMHS Online session.

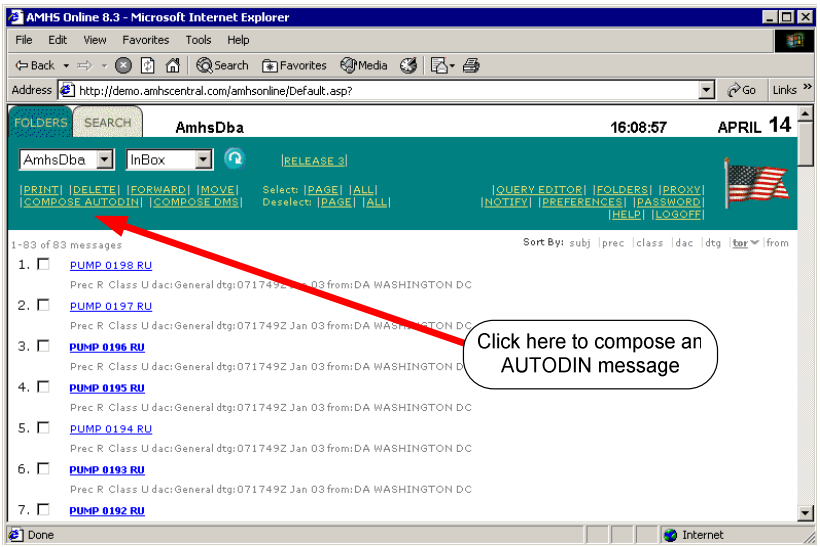


Figure 5-1. New Message Window

2. Click the **"<u>COMPOSE GENSER</u>"** link.

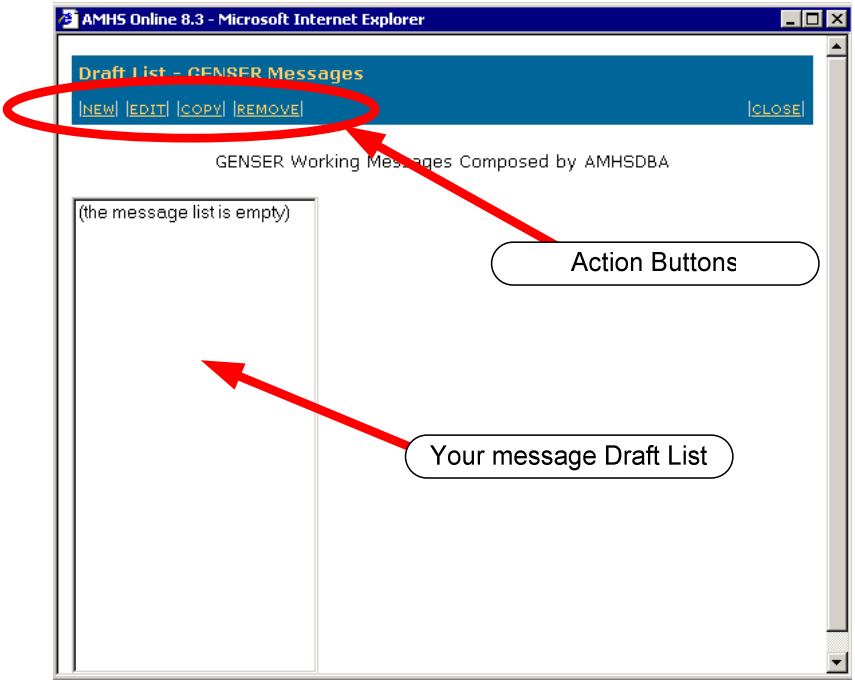


Figure 5-2. Compose GENSER

3. The **"Draft List"** is presented, if this is the first time you are creating an AUTODIN message this list will be empty.
4. Click the **"NEW"** link. The **"Compose Message"** form is presented.

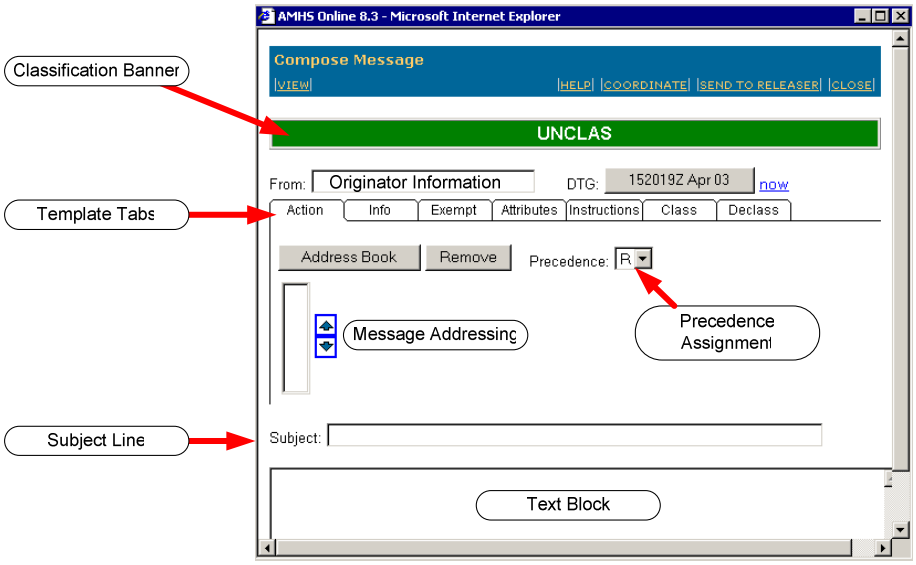


Figure 5-3. Compose Message

5.1.1.1.2 From Address

1. If you configured your AMHS preferences (GENSER From Address | Your GENSER "From Address" in an outbound message), what you entered in the **"GENSER From Address"** is displayed in the **"From"** box.
2. If not, enter your organization's Plain Language Address in the **"From"** box.

Note: To properly include your office symbol in the **"From"** box, you must type two slash marks (//) immediately behind the PLA. You close the office symbol are by typing two slash marks (//) at the end of your office system (i.e., CDRFTAPPLETREE TX//YOUR OFFICE SYMBOL//)

5.1.1.1.3 Date-Time-Group

The system generated date time group (DTG) of a new message is shown on the **"DTG"** button. You may change the DTG by clicking the DTG button.

1. When the DTG button is clicked a calendar is presented.

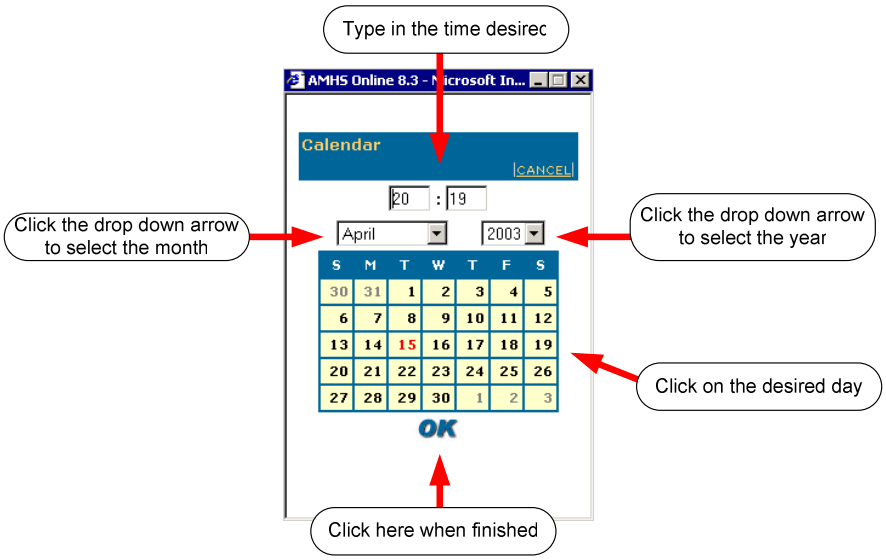


Figure 5-4. Date-Time-Group

2. Adjust the date and time as you desire.
3. Click the **"OK"** button when finished or click the **"CANCEL"** link to cancel DTG assignment.

3.

You can set the DTG to the current AMHS system time by clicking the **"now"** link.

5.1.1.1.4 Classification

It is highly recommended that you specify the appropriate message classification now.

1. Click the **"Class"** tab.

Warning: By default, when a new messages template is opened the classification is presented as **"UNCLAS"** (Unclassified).

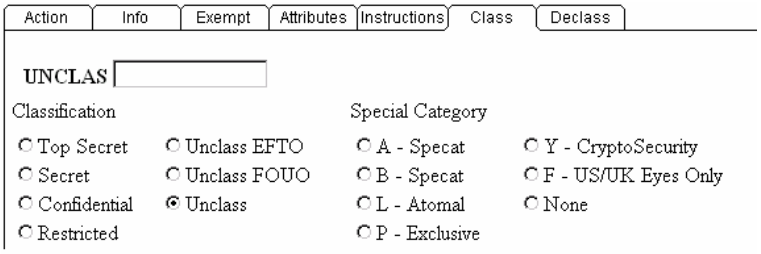


Figure 5-5. Classification

2. Click on the appropriate radio buttons to specify the message classification. A text box is provided next to the classification that may be freely edited to add additional caveats as necessary.

NOTE: If you select a classification that exceeds the classifications that the AMHS is configured for, you will receive the following notification. You must click the **"OK"** button and select an authorized classification level for your message.

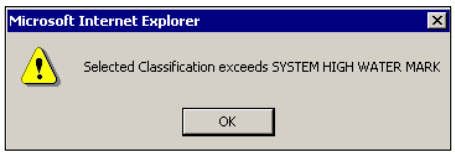


Figure 5-6. Classification Notification

5.1.1.1.5 Message Addresses

Next, you need to add addresses to your message. There are two address fields that may be used:

a. **"Action"** The action addressee(s) on an AUTODIN message is used to specify the organizations that are of primary interest to your message.
b. **"Info"** The info addressee(s) on an AUTODIN message is used to provide an informational copy of the message to the organization(s) listed.

5.1.1.1.5.1 Using the Address Book

The AMHS provides you with the capability to retrieve PLAs from the **"System Address List."** You can apply the found PLAs directly to the Action and Info blocks of your message. You can also store Pals that you use frequently in your Personal Address List. Additionally, you can create a **"Group"** that can comprise several PLAs.

NOTE: The System Address List is constantly updated by the AMHS System Administrator; it is highly recommended that you use the System Address List as your primary PLA source.

1. Click the Address Book button to open your address book. Assuming that this is the first time you are creating a message, you are presented with an empty **"Personal Address List."**

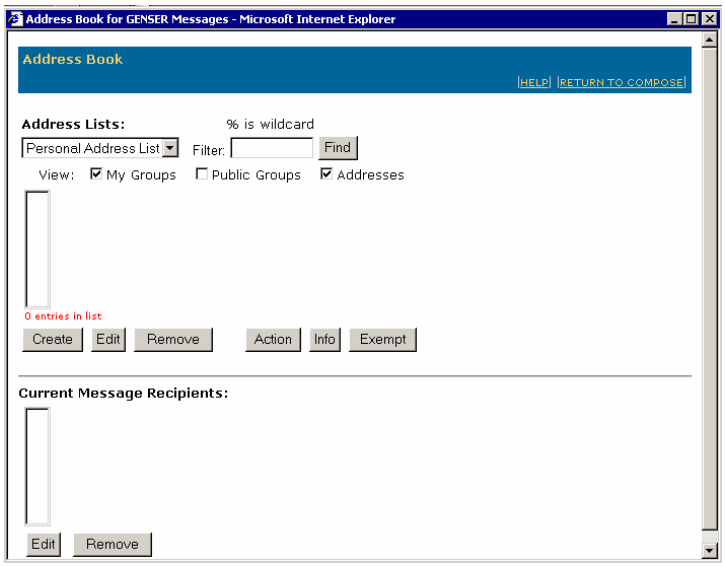


Figure 5-7. Personal Address List

2. Click the **"Address Lists:"** drop down arrow to select the **"System Address List"**
3. The **"System Address List"** is presented.

5.1.1.1.5.1.1 System Address List

As stated earlier, the System Address list is maintained by the AMHS System Administrator. The System Address List is a complete list of all Plain Language Addresses used in the addressing of AUTODIN messages. Typically, the AMHS System Administrator imports the PLA list from the output of an application call the Distributed Plain Language Address Verification System (DPVS). The DPVS is maintained by the U.S. Navy Telecommunications Command.

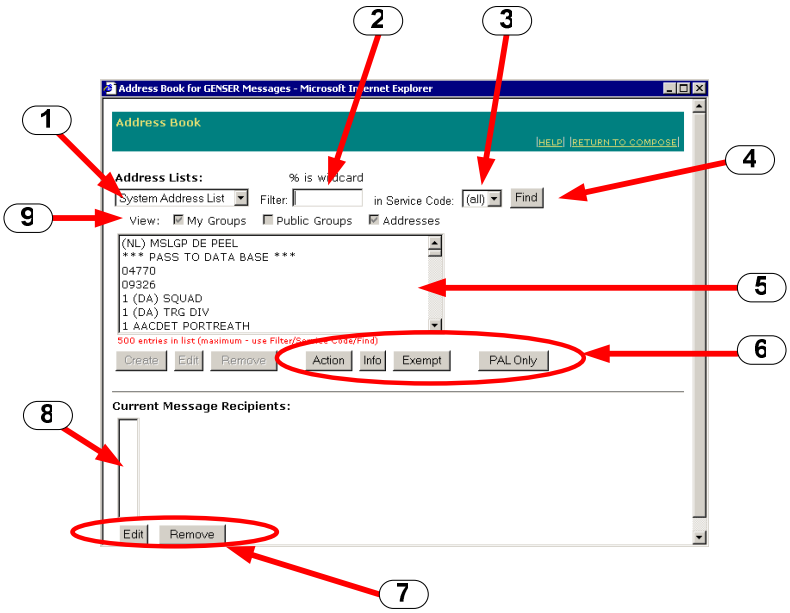


Figure 5-8. System Address List

5.1.1.1.5.1.1.1 Description

Below is a description of the System Address List. The descriptions below are keyed to the figure above.

1. Address Lists window: Displays the address list currently presented.
2. Filter Box: Use this box to enter characters that are in the Plain Language Address you are looking for, you may use the "**%**" as a wildcard.
3. Service Code: Allows you to specify a particular **"Service Code"** to search for. Below is a list of service codes that may be available.
    a. A – Army
    b. C - Coast Guard
    c. D - Defense Information Service Agency (DISA)
    d. F - Air Force
    e. M – Marines
    f. N – Navy
    g. O - Other (i.e. Research Units, Military Hospitals).
4. Find: Launches the search to find the PLA(s) you are looking for based on the criteria you entered in the Filter Box.
5. PLA Display window: Displays the PLA(s)
6. Action Buttons:
    a. Action: Allows you to select a PLA(s) and insert it into the Action Address window of your message.
    b. Info: Allows you to select a PLA(s) and insert it into the Info Address window of your message.
    c. Exempt: Allows you to select a PLA(s) and insert it into the Exempt window of your message. This function must be used in conjunction with an Address Indicator Group (AIG) being shown on your message.
    d. PAL Only: Allows you to select a PLA(s) and add them to your Personal Address List.
7. Current Message Recipients Action Buttons.
    a. Edit: Allows you to select a PLA and edit it.
    b. Remove: Allows you to remove a PLA from the Current Message Recipients List.
8. Displays the PLA(s) that are currently on your message.
9. View: Allows you to specify the view, this function works only while in the Personal Address List.

5.1.1.1.5.1.1.2 Finding PLA(s)

Finding a PLA(s) from the **"System Address List"** is accomplished by either scrolling through the address list or by entering information into the **"Filter"** box and clicking the "**Find"** button. The steps shown in this section apply to using the **"Filter"** box to find all PLAs that begin with **"CDR."**

1. Enter **"CDR%"** into the **"Filter"** box. (Note the use of the percent sign (%), the % is used as a wildcard denoting that any character will match. The wildcard maybe inserted anywhere in the character string).
2. Click the **"Find"** button. Upon completion of the PLA search, the PLA(s) found will be displayed in the PLA Display window.

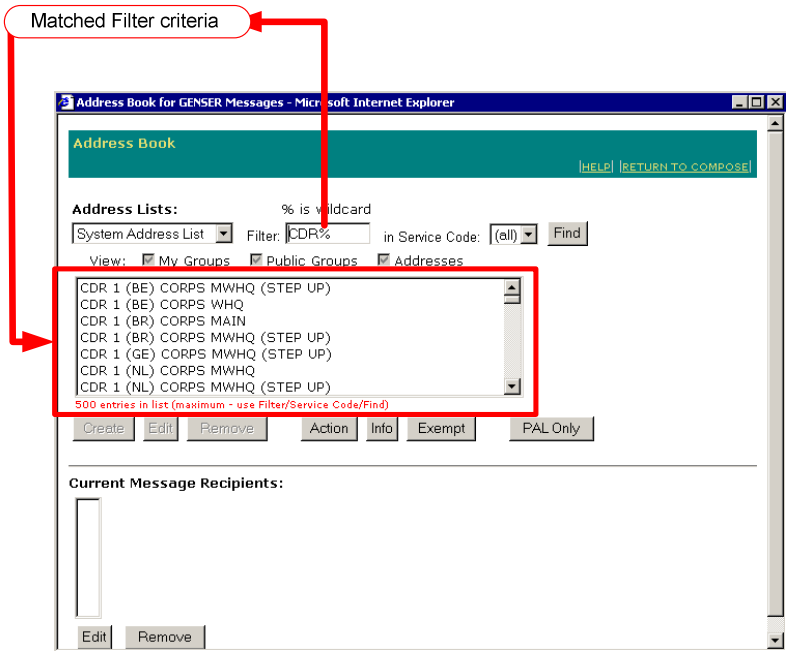


Figure 5-9. Finding PLA(s)

5.1.1.1.5.1.1.3 Adding PLA(s)

Now that you have found the PLA(s) you were looking for, you may either add them to your Personal Address List or add them directly on to the message you are composing. The steps are simple and are shown below.

1. Highlight the PLA.
    a. You can select a single PLA by clicking on it.
    b. You can select multiple PLAs by using **"Shift-Click"** or **"Ctrl-Click."**
        1. **Shift-Click** allows you to select a block of addresses.
        2. **Ctrl-Click** allows you to select addresses that are not located near to each other.
2. Click the appropriate action button.
    a. Click the **"Action"** button to add the selected PLA(s) directly into the Action Address window of the message you are composing.
    b. Click the **"Info"** button to add the selected PLA(s) directly into the Info Address window of the message you are composing.
    c. Click the **"Exempt"** button if you are designating the selected PLA(s) **NOT** to receive the message (As stated earlier, the **"Exempt"** function must be used in conjunction with AIGs that are addressed on your message).
    d. Click the **"PLA Only"** button to add the selected PLA(s) to your Personal Address List and not to the message you are composing.

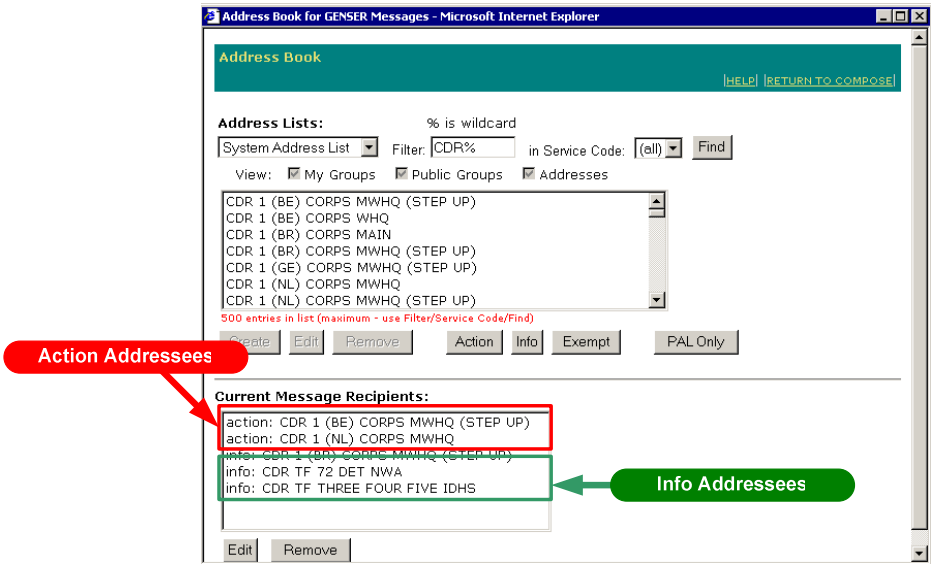


Figure 5-10. Adding PLA(s)

5.1.1.1.5.1.1.4 Editing PLA(s)

The AMHS give you the capability to edit a PLA that is shown in the **"Current Message Recipients"** window. Follow the steps below to edit a PLA.

1. Highlight the PLA to be edited.
2. Click the **"Edit"** button. The **"Modify Personal Address"** window is presented.

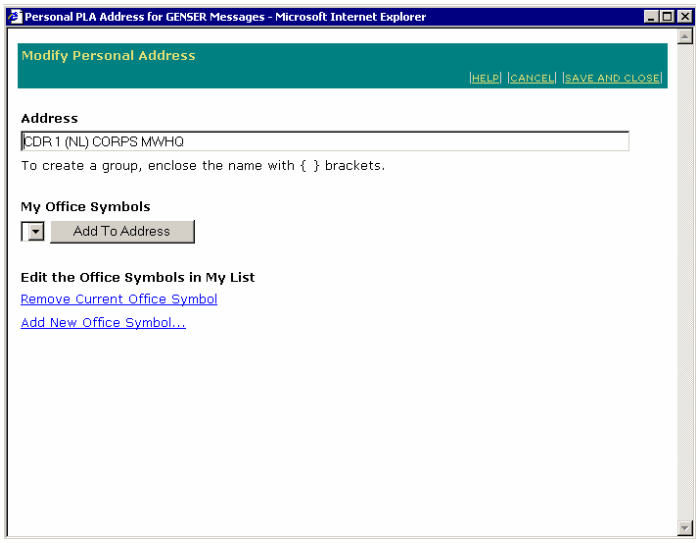


Figure 5-11. Editing PLA(s)

NOTE: Typically, you will not edit the actual PLA, you will use this function to add an office symbol to the end of the PLA displayed.

3. Make the desired edits. The example shown above depicts the addition of an office to the end of the PLA.

   NOTE: To enter an office symbol, you must always begin with two slashes (**//**). If you have multiple office symbols to added, separate each office symbol with a single slash (**/**). You must close the office symbol area with two slashes (**//**). **OFFICE SYMBOL EXAMPLE: //J6-P/J6-Q/J5-MOV//**.

4. Click the SAVE AND CLOSE .link. The **"Modify Personal Address"** window closes, the edited PLA is displayed in the **"Current Message Recipients"** window, and the **"Address List"** is changed from **"System Address List"** to **"Personal Address List."**

5.1.1.1.5.1.1.5 Removing PLA(s)

The AMHS gives you the capability to remove a PLA that is shown in the **"Current Message Recipients"** window. Follow the steps below to remove a PLA.

1. Highlight the PLA to be edited.
2. Click the **"Remove"** button. The PLA is removed from the **"Current Message Recipients"** window.

5.1.1.1.5.1.2 Personal Address List

The procedures for using the **"Personal Address List"** to address your message are the same as outlined in the **"System Address List"** section. There are, however, additional capabilities that are at your disposal and they are discussed in this section.

5.1.1.1.5.1.2.1 Create PLA

The AMHS gives you the capability of creating a PLA for addition to your **"Personal Address List."** As a reminder, it is highly recommended that you use the **"System Address List"** as your primary PLA source. To create a PLA in your **"Personal Address List"**, perform the following steps.

1. Click the Create button. The **"Modify Personal Address"** form is presented.
2. Enter the new PLA in the Address To create a group, enclose the name with { } brackets. window.
3. Click the SAVE AND CLOSE link, you are returned to the **"Address List"** window.

5.1.1.1.5.1.2.2 Create PLA Group

You also have the capability to create a PLA group, in other words, create a name that you can associate to multiple PLAs. You would use a group if you have to send an AUTODIN message to the same set of PLAs. When creating a group you must enclose the name within **{ }** brackets

1. Click the Create button. The **"Modify Personal Address"** form is presented.
2. Enter the name of the PLA Group enclosed in brackets **(i.e., {SITREP}**.
3. Click the SAVE AND CLOSE link. The **"Modify Personal Address"** form is closed and the **"Group Membership – Assign Addresses to Group"** form is presented.
4. Find and highlight the desired PLAs to add to the group.
5. Click the Add button. The selected PLAs are displayed in the **"PLA Group"** window.
6. Select whether you want to make your PLA Group public or private.
   a. Public means that the entire AMHS realm will be able to view and use the PLA Group.
   b. Private means that only you will be able to view and use the PLA Group.
7. If you accidentally added a PLA to the group, you may remove it.
   a. Highlight the PLA to be removed.
   b. Click the Remove button.
8. Click the RETURN TO ADDRESS LIST when finished.

5.1.1.1.5.1.2.3 Create Office Symbol

You also have the capability to create and save an Office Symbol in your **"Personal Address List."** Perform the steps shown below to create and save an Office Symbol.

1. Click the Create button. The **"Modify Personal Address"** form is presented.
2. Click the Add New Office Symbol... link. The Remove Current Office Symbol / Add New Office Symbol... Add box is presented.
3. Enter the desired office symbol, click the Add button. You are returned to the **"Modify Personal Address"** window.
4. Click the SAVE AND CLOSE link, you are returned to the **"Compose Message"** form.

5.1.1.1.5.1.2.4 Edit PLA

To edit a PLA in your **"Personal Address List"**:

1. Highlight the PLA to be edited.
2. Make the changes as required.
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.2.5 Edit PLA Group

To edit a PLA Group in your **"Personal Address List"**:

1. Highlight the PLA Group to be edited.
2. Make the changes as required.
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.2.6 Edit Office Symbol

To edit an Office Symbol in your **"Personal Address List"**:

1. Highlight the Office Symbol to be edited.
2. Make the changes as required.
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.2.7 Remove PLA

To remove a PLA in your **"Personal Address List"**:

1. Highlight the PLA to be removed.
2. Click the **"Remove"** button..
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.2.8 Remove PLA Group

To remove a PLA Group in your **"Personal Address List"**:

1. Highlight the PLA Group to be removed.
2. Click the **"Remove"** button..
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.2.9 Remove Office Symbol

To remove an Office Symbol in your **"Personal Address List"**:

1. Highlight the Office Symbol to be removed.
2. Click the **"Remove"** button..
3. Click the SAVE AND CLOSE link

5.1.1.1.5.1.3 Return to Compose

Now that you have addressed your message, you should return to the composing your message. Click the RETURN TO COMPOSE link.

5.1.1.1.5.2 Message Precedence

With message being addressed, you must determine what precedence should be assigned to the **"Action"** and **"Info"** addressees. These steps may be used to set the precedence for the **"Action"** and **"Info"** addressees:

1. Click the Precedence: R drop down arrow to show the precedence list.
2. Click the desired precedence.

5.1.1.1.5.3 Message Attributes

Attributes - Use this tab for entering information about the message itself which pertains to media mostly.

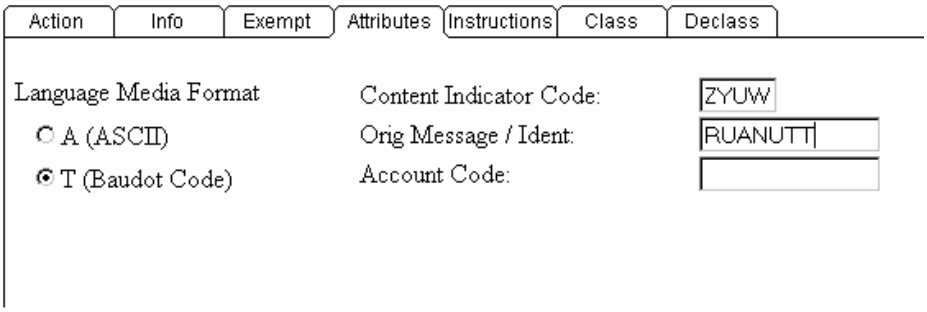


Figure 5-12. Message Attributes

1. "Language Media Format" may remain at the default of "T (Baudot Code)"
2. "Content Indicator Code:" should read "ZYUW"
3. The "Orig Message / Ident:" is a character designation that identifies your organization, typically this field is only required when your AUTODIN host is a Communications Support Processor (CSP).
4. The "Account Code:" is used when the message being created requires that some kind of charge code be attached to it.

Usually, the default values under the attributes tab will suffice. If there are any questions concerning the values used here, contact the site's communications center for more information.

5.1.1.1.5.4 Message Instructions

Instructions Tab - These two lines provided are for special delivery instructions for the message being created. If your instructions do not fit in the space provided, add them as the first part of the text of the message.

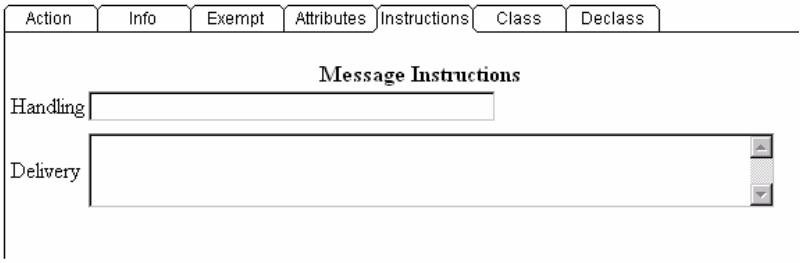


Figure 5-13. Message Instructions

1. The "Class" tab has already been discussed.
2. Use the "Declass" tab to add declassification instructions to the message. Any message classified higher than "Unclassified" *must* contain declassification instructions.

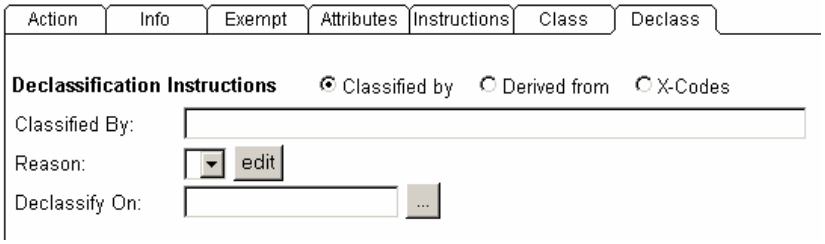


Figure 5-14. Declassification Instructions

These instructions are in line with DOD 5200.1-R declassifications. Select the type of declassification instructions needed: classified by or derived from. The remaining blocks are self-explanatory. To change the "Declassify On:" date, click on the ."**..**" button at the end of the line. A calendar menu (similar to the one discussed earlier) will appear to select the declassification date.

5.1.1.1.5.5 Message Subject

Subject Line - The subject line of a message is entered in this block. The subject may be as long as necessary. AMHS Online will automatically word wrap lines longer than the allowed 67 characters.

5.1.1.1.5.6 Message Text

Message Text Block - This is where the actual text of the message is entered. It is possible to use the "Cut and Paste" technique to add text.

5.1.1.1.5.7 Viewing messages

To view a message being drafted, click on the "VIEW" link at the top of the message form. AMHS Online displays the message as it will look when transmitted.

This is a "view-only" form and the DD173 may not be edited.

Clicking on the "Close" button at the top of the window will close it and return you to the message compose form.

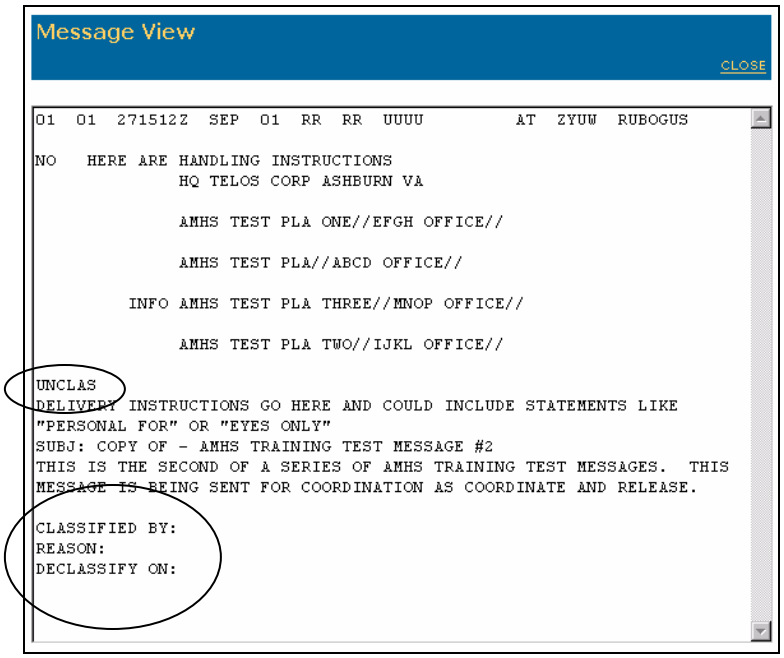


Figure 5-15. Message View

NOTE: Notice in the figure above that the "CLASSIFIED BY:" instructions are shown in the DD173 view, although the message is unclassified and the instructions are blank. This entry is for "reference" only. An unclassified message ***will not*** have these instructions included when submitted for coordination/transmission.

5.2 DMS

The addition of composing, coordinating, and ultimately releasing a message to the DMS greatly enhances your messaging capability. Every AMHS user has the capability to compose a DMS message; however, message can only be released to DMS by AMHS users granted release privileges. The process to create a DMS message is substantially different than the procedures to create an AUTODIN message. Most people today have used electronic mail (Email), composing a DMS message is very similar. The AMHS provides you with the capability of creating two types of DMS messages, the first is a free text type of message and the second is a formatted message using the United States Message Text Format (USMTF). This section will cover the procedures for each type of message separately.

5.2.1 Procedural Overview

Although not mandated in stone, experience has proven that creating messages in a regimented procedure reduces the possibility of security mistakes. The below listed procedures constitute a recommended path to properly creating your message.

1. Complete the message header information.
    a. Select the appropriate Organizational DN and Role.
    b. If required, change the date-time-group.
    c. Add the subject of your message.
    d. Identify the recipients for your message.
    e. Assign the message precedence.
    f. Specify what type of replies you want from each recipient.
    g. Select the proper classification for your message.
    h. Identify any special handling requirements that your message requires.
    i. Identify the proper declassification instruction to your message.
2. Add your message text.

3. If required/desired attach applicable documents to your message.
4. Validate your message to ensure it is properly formatted and the addresses are current.
5. Submit your message for coordination and ultimately release.

5.2.2 Free Text Message

Follow the steps listed below to create a free text DMS message.

1. Click the COMPOSE DMS link from the Folders Tab of AMHS Online. The COMPOSE DMS link is available on any tab of AMHS Online.

2. The **"Draft List – DMS Messages"** form is presented. Below is a description of the **"Draft List – DMS Messages"** form

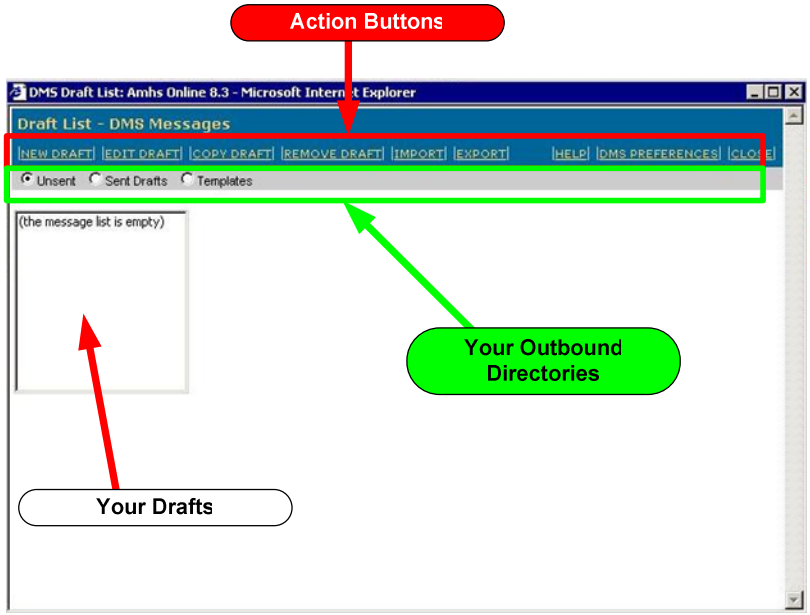


Figure 5-16. Draft List – DMS Messages

a. **"Action Buttons"** are; provided for you to initiate the specified action.

1. NEW DRAFT: Click this button to open a new DMS message.

2. EDIT DRAFT: Click this button to edit a draft that is displayed in your drafts list.

3. COPY DRAFT: Click this button to make a copy of a draft that is displayed in your draft list.

4. REMOVE DRAFT: Click this button to remove a draft from your draft list.

5. IMPORT: Click this button to import

6. EXPORT: Click this button to export

7. HELP: Click this button to view help information on this subject.

8. DMS PREFERENCES: Click this button to setup your DMS preferences.

9. CLOSE: Click this button to close the **"Draft List – DMS Messages"** form.

b. **"Your Outbound Directories"**

1. Unsent: Displays DMS messages that you have drafted but have not submitted to coordination or release.

2. Sent Drafts: Displays DMS messages that you drafted and have submitted to coordination or release.

3. Templates: Displays a list of templates that you have created.

c. **"Your Message List":** The message list displays the messages that are in your outbound directories. The first time you create a message your message list will be empty.

Figure 5-17. Your Message List

5.2.2.1 Compose Message Form Description

Let's begin by describing the composing a new DMS message form. Click the NEW DRAFT action button. The **"Compose DMS Message: {No Subject Line}"** form is presented.

1. **"Action Buttons":** Shown above are the action buttons that pertain to the **"Compose DMS Message"** form.

2. **"Classification Banner":** The classification banner section of the **"Compose DMS Message"** for indicates the classification level of the message. **WARNING:** By default the classification of a new message is set to UNCLAS (Unclassified).

3. **"Tabs":** The displayed tabs allow you to maneuver from one message field to another to properly construct your DMS message.

4. **"Releasing Organizational DN"** and **"Releasing Organizational Role":** This field allows you to select the organizational distinguished name and the organizational role that will ultimately release the message.

Figure 5-18. Releasing Organizational DN Organizational Role

5. **"From"** and **"DTG":**

Figure 5-19. From and DTG

a. **"From:"** Once a selection is made from the **"Releasing Organization DN:"** list, the selected organization is displayed on this line.

b. **"DTG"**: By default the system generated date-time-group is displayed. Click the button to change the date-time-group.

6. **"Subject:":**

Figure 5-20. Subject Line

7. **"Text Block"**

Figure 5-21. Text Block

5.2.2.2 Completing the Message Header

Now that you understand the layout of the New Message Form, let's start building your message.

1. The first step is to select the organization and organizational role that your message will ultimately be released by. Under the **"Message"** tab you will find the list of Organizational Distinguished Names (DN). When you click on one of the listed Organizational DNs, the Organizational Roles associated to that Organizational DN are displayed in the **"Releasing Organizational Role"** list. Select an Organizational DN and an appropriate Organization Role for your message.

Figure 5-22. Completing the Message Header

2. As stated earlier, notice that the once you have select your Organizational DN and Role the **"From"** line on your form is populated with the selected information.

From: TELOS11(SC)

3. Changing the date-time-group has been much easier from earlier version of AMHS Online.

   a. Click the button, the calendar is presented.

Figure 5-23. Calendar

   b. To change the time, simply type in the desired time in a 24 hour time format.

   c. To change the month, click on the date drop down arrow and select the desired month.

   d. To change the year, click on the year drop down arrow and select the desired year.

   e. To change the day, click on the desired day shown on the calendar.

   f. Click **"OK"** when finished to return to the compose form.

4. Add the subject of your message into the **"Subject"** field of the form. The subject field is limited to one hundred twenty-eight (128) characters.

5. Addressing your message is next.

   a. Message Recipients

      1. To > : Assigns primary recipient properties to the selected Organizational DN

      2. Cc > : Designated Organizational DNs are being provided a courtesy copy of this message.

      3. Bcc > : Designated Organizational DNs are being provided a blind courtesy copy of this message.

      4. Alt > : If the primary Organizational DN is not available, this message will be delivered to the Organizational DN designated as Alternate.

   b. Using your **"DMS Personal Address Book":**

      1. Your personal address book is displayed by default when you click the **"Recipients"** tab.

2. Highlight the desired Organizational DN(s) and click the appropriate button as described in paragraph 5a above.

NOTE: You may select single DN by clicking on the individually, you can select a block of DNs by clicking on the first DN hold down the shift key and click on the last DN, or you can select DNs that may not be in a block by clicking on the first DN, hold down the Ctrl key, and select other DNs as necessary.

c. Using the **"DMS Global Address Book":**

1. Click the **"Address Book"** drop down arrow.
2. Select **"DMS Global Address Book"** from the menu presented.
3. Highlight the desired Organizational DN(s) and click the appropriate button as described in paragraph 5a above.

NOTE: You may select single DN by clicking on the individually, you can select a block of DNs by clicking on the first DN hold down the shift key and click on the last DN, or you can select DNs that may not be in a block by clicking on the first DN, hold down the Ctrl key, and select other DNs as necessary.

d. Using the **"Directory Information Tree (DIT) Browser":**

1. Click the DIT Browser button.
2. Based on the configuration settings of the AMHS, you will be connected the DMS DIT.
3. There are two ways to find an Organizational DN in the DIT

   a. You can drill down into the DIT until you find the Organizational DN you are looking for. To drill down into the DIT, double click on the branch of the DIT that you wish to open. Shown below is an example of result of drilling down into the DIT to locate a DN and assigning the DN as a primary recipient.

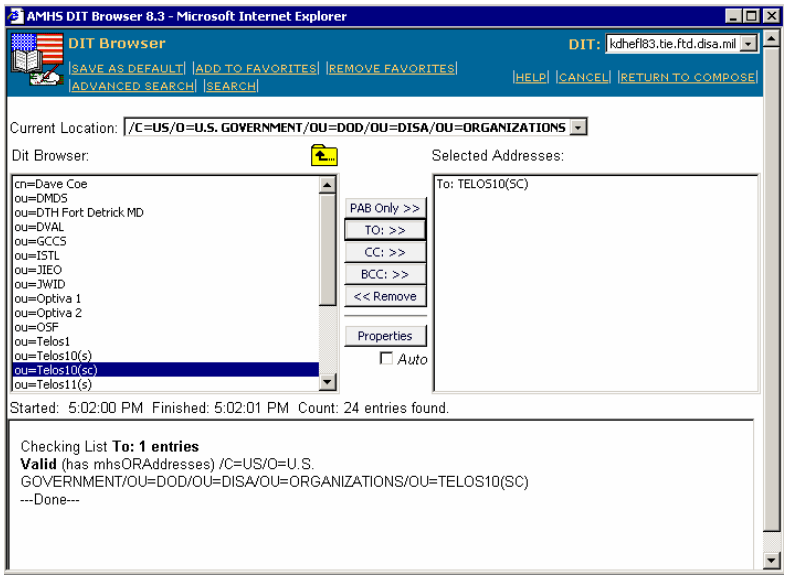


Figure 5-24. DIT Browser

b. You can use the Search functions of the AMHS Online DIT Browser to locate the Organizational DN.

c. More instructions on using the DIT are provided in the FIXMENOW

6. Specify, per recipient, the precedence of the message.

   a. Message precedence designates the urgency of the message. You may specify different precedence levels for **"To"** and for **"Cc"** recipients of your message. **NOTE:** The **"Cc"** recipient precedence may equal to or less than and cannot exceed the precedence of the **"To"** recipient.

Figure 5-25. Recipients

   b. Click the drop down arrow corresponding to the precedence you wish to set, select the desired precedence.

7. Identify the types of replies that you want from each recipient of the message.

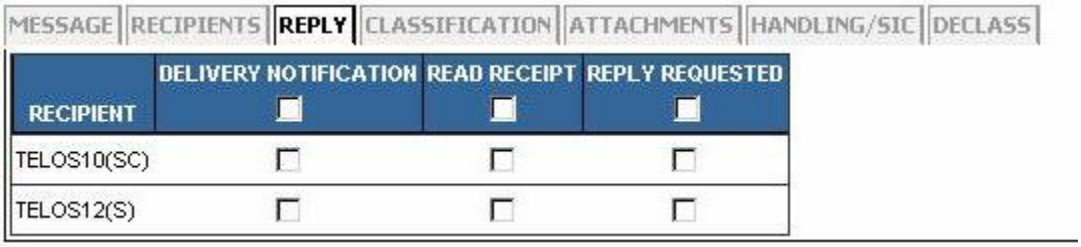


Figure 5-26. Reply

   a. You may request a different type of reply from each recipient on your message.

   b. Click the check boxes corresponding to the type of replay you desire.

8. Choose the right classification for your message. The classification of your message is typically based on its textual content; however, you must remember that you have the capability to attach a document or documents to your message, so the classification of the attachment must also be considered when assigning the classification to your message.

Figure 5-27. Classification

   a. The Organizational DN and Role that you selected earlier has specific **"Security Labels"** assigned to it. Click the **"Security Labels"** drop down arrow to view the security labels associated with the Organizational DN and Role.

b. Select the appropriate classification displayed that corresponds to the content of your message.

c. Click the **"apply"** button to apply the security label to your message.

d. Click the **"save"** button to save the security label to FIXMENOW

9. Some messages require special handling in addition to its classification assignment.

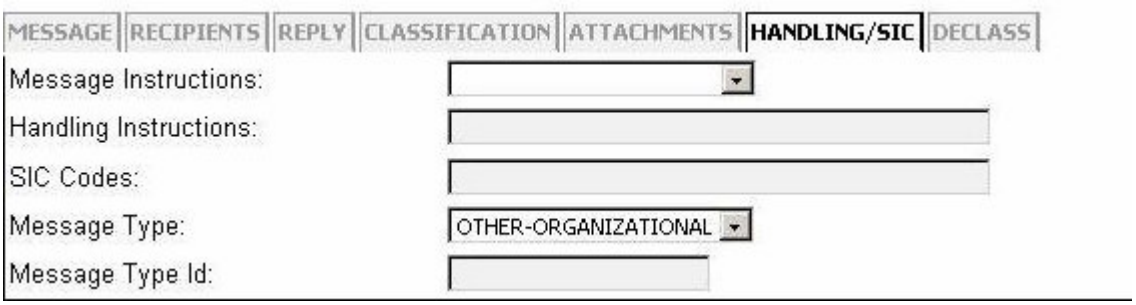


Figure 5-28. Handling/SIC

a. **"Message Instructions":**

b. **"Handling Instructions":**

c. **"SIC Codes":**

d. **"Message Type":**

e. **"Message Type Id":**

10. Every message higher than Unclassified must have appropriate declassification instructions assigned to it.

a. **"Classified by":**

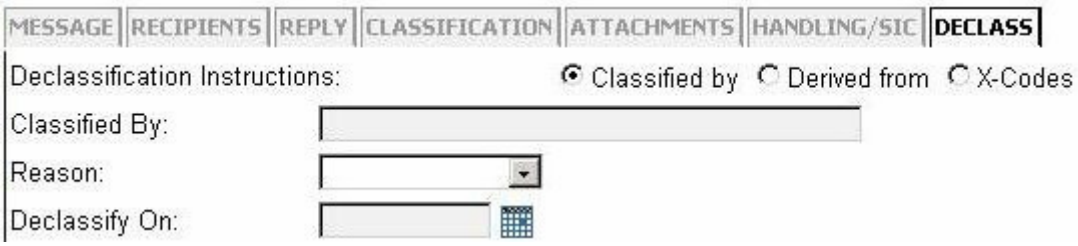


Figure 5-29. Classified By

b. **"Derived from":**

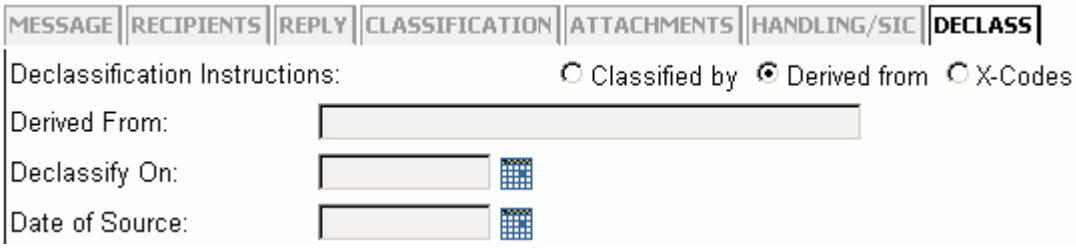


Figure 5-30. Derived From

c. **"X-Codes":**

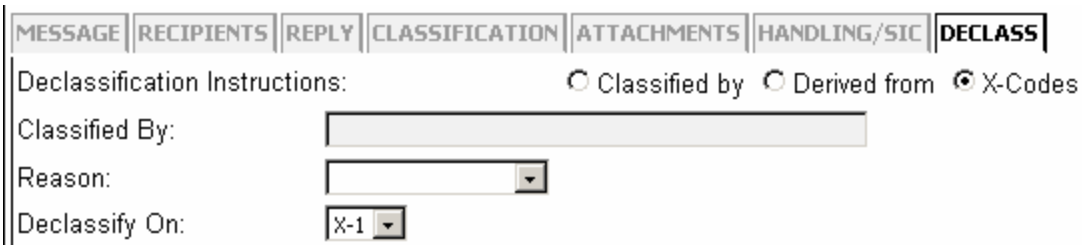


Figure 5-31. X-Codes

5.2.2.3 Entering text into your message

The text block of the new message form is where you enter the text of your message. Since we are discussing the Free Form method of creating a DMS message, the text is entered in a free form (you type the information in). You can copy and paste information from another document into the text block.

5.2.2.4 Attaching a document to your message

You may include a document as an attachment to your message. This function is very similar to adding an attachment to one of your emails.

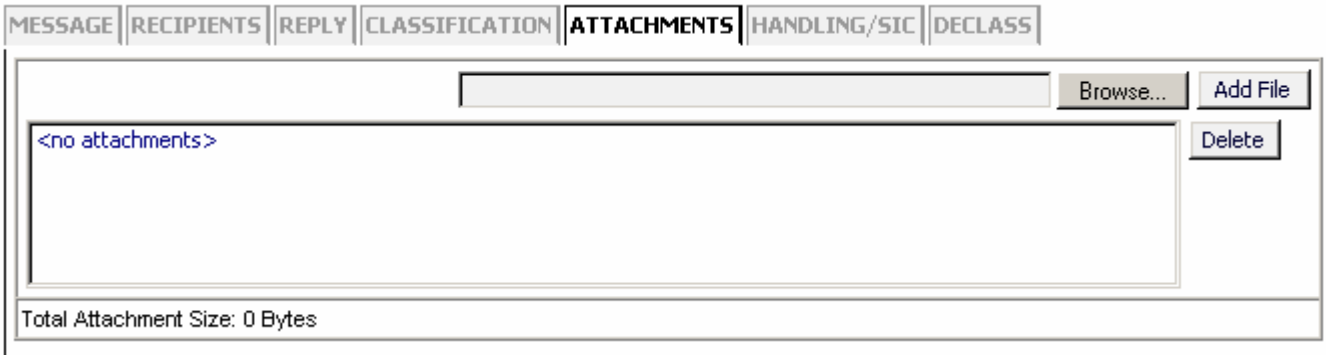


Figure 5-32. Attachments

1. Click the **"Attachments"** tab.
2. Click the Browse... button.
   a. A **"Choose file"** window is presented.
   b. Navigate through your directory structure to locate the file.
   c. Highlight the desired file, click the Open button.
   d. The selected file is now displayed in the **"Browse"** window.
3. Click the Add File button to add the file to the message. The file is now displayed in the attachments window.

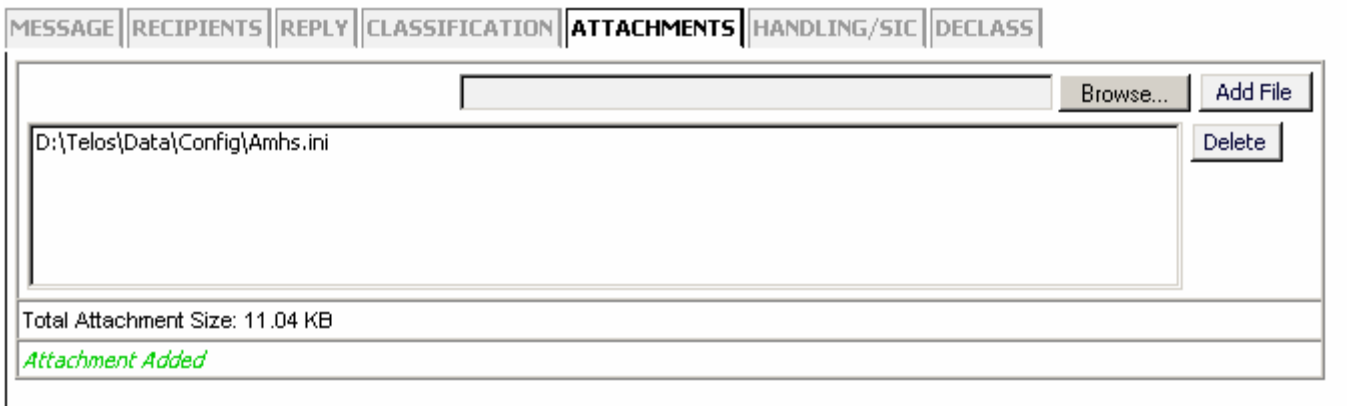


Figure 5-33. Add File

4. To remove the attachment from the message.
   a. Highlight the attachment to be removed
   b. Click the Delete button.

5.2.2.5 Validate your message

Prior to submitting your message for coordination or release, you should ensure that your message is valid, that the recipient addresses are current and that the DMS elements of service have not been violated.

1. Click the |VALIDATE| button to submit your message for validation.
2. If your message is validated you will receive the following notification below the classification banner.

Figure 5-34. Notification of Validated Message

3. If your message failed validation, you will receive a dialog box that identifies the area that failed validation.

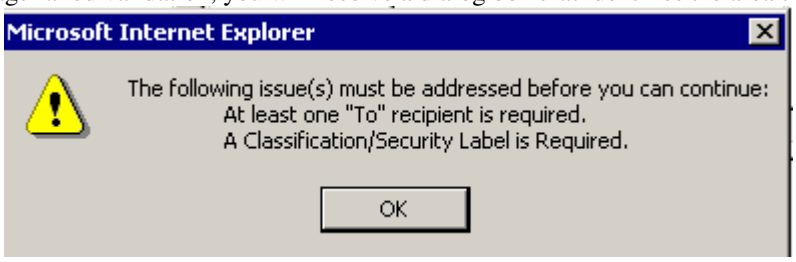


Figure 5-35. Message Failed Warning

4. Click the **"OK"** button, correct the errors noted, click the |VALIDATE| button again.

5.2.2.6 View your message

Now that you have a valid message and you are ready to submit it to coordination and or release, you probably would like to look at it. To view your message, click on the VIEW button. Below is an example of a message presented after clicking the VIEW button.

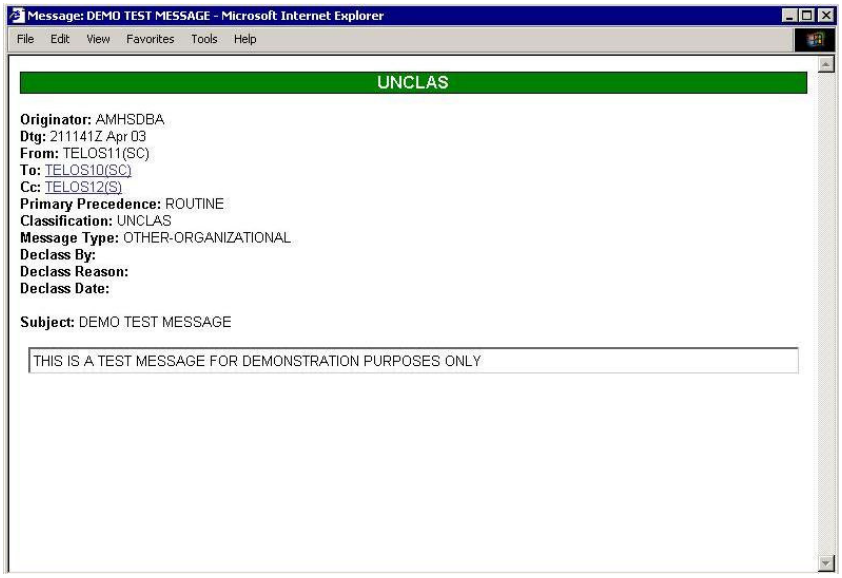


Figure 5-36. View Your Message

5.2.2.7 Print your message

By now your system has been configured to print, either to a printer directly attached to your system or to a network printer that you are assigned to.

1. To print a copy of the message you just composed, click the PRINT button.
2. A **"Print"** window is presented, select a printer.
3. Click the **"Print"** button.
4. Your message is sent to the chosen printer. The attachment is not printed.

5.2.3 USMTF

5.2.3.1 Message Selection

This first action presented to the user when building a new USMTF message is the Message Selection page.

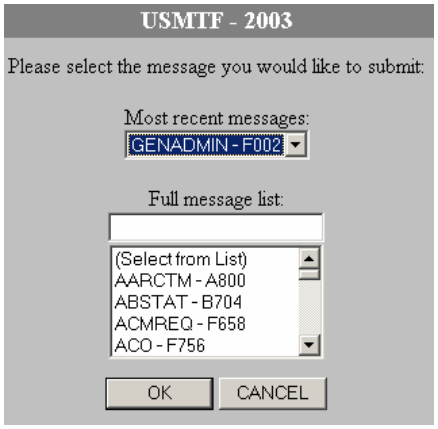


Figure 5-37. USMTF Message

1. ***Most Recent Messages*** A dropdown list of the 10 most recently selected message templates for this user.

2. ***Full Message List (text entry)*** A text entry box that allows the user to enter the characters of a message name. An auto-match will be performed to the closest match in the select-box beneath this text entry.

3. ***Full Message List (list entry)*** Allows the user to scroll through the list of available message templates.

4. ***OK*** Pressing this button with a valid selection will cause the system to create the selected message template, populate it with any required values and present it to the user in the Message Entry page.

5. ***CANCEL*** Pressing this button will abandon the USMTF message selection and return the user to the AMHS message composition screen.

If the user has selected a message on the AMHS composition page that is already in USMTF format (valid or not) they will be taken immediately to the USMTF Message Entry screen with the data from the composed message filled into the appropriate fields.

5.2.3.2 Message Entry

The USMTF Message Entry screen consists of two frames; the upper frame (Edit Menu) and the lower frame (Message). A USMTF Message is presented with a radio button next to each set to allow selection of the entire set for insert, delete and duplicate operations. Next is the annotation bar (if any) denoting the segment level and type. This is followed by the name of the message Set in color denoting its type. If the set is a Linear or FreeText set the next entry is a single textbox where the user can enter the data for the set in text format. If the set is Columnar then the next entry presents the column headers and the corresponding text boxes to contain the information necessary to complete each column.

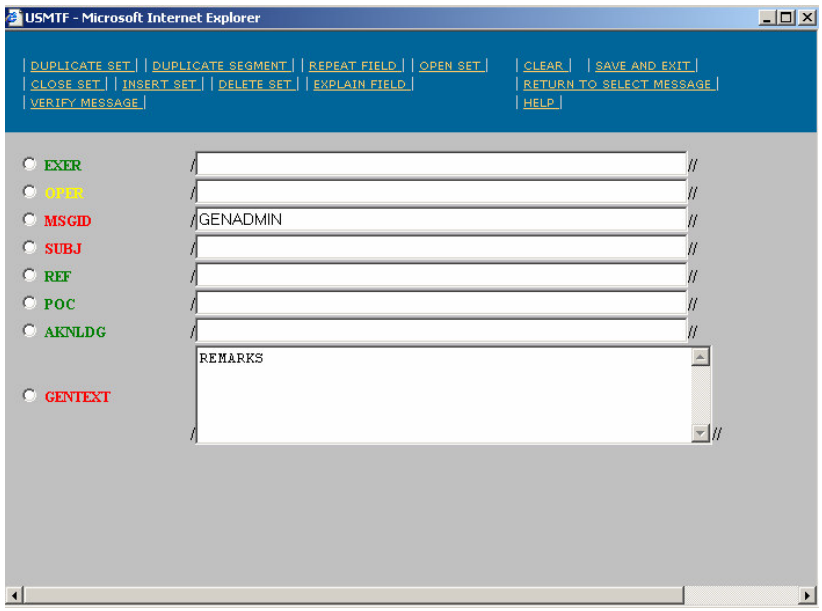


Figure 5-38. Message Entry

The edit functions are those capabilities most useful when generating and editing a message within the USMTF Message Entry screen. Each function is selected using the highlighted link in the top frame.

1. ***Duplicate Set*** This allows the user to duplicate the currently selected set. If the set can be duplicated it will be inserted into the message immediately after the currently selected set.
2. ***Duplicate Segment*** This allows the user to duplicate the currently selected segment. Segments are selected by clicking the Radio button on the segment's first Set entry. If the segment can be duplicated it will be inserted into the message immediately after the end of currently selected segment.
3. ***Repeat Field*** This allows the user to duplicate the currently active field in an open linear message set if that field can be duplicated. All duplicated fields are added to the end of the current set in which the field is selected. If the field is part of a field group then the entire group is added to the end of the current set.
4. ***Open Set*** This feature allows the user to expand a Linear or Free-Text set into its component fields. When a set is opened the user can obtain help on the individual fields making up that set. The user can also select fields for repetition while a set is open. Any data entered into the set prior to being opened will be parsed into the corresponding field entries.
5. ***Close Set*** This allows a user to command an open field to be scanned and its data placed in USMTF format in the Set message box, the open field representation is then closed once again into a single text entry area containing the users data formatted in USMTF. Note that if a field requires a field descriptor and the user has not provided one while the field was open then the descriptor will be automatically filled in when the field is closed.
6. ***Insert Set*** Allows the operator to insert a set into a USMTF message. Choices as to the set that may be selected are currently restricted to the USMTF format DECL, AMPN, NARR, and RMKS sets. A menu is presented allowing the user to select one of these set templates. On pressing the OK button on this menu the selected entry is added immediately following the set selected by Radio button on the Message Entry form. (NOTE: DECL and RMKS sets are always added to the end of the current Message Entry form and may only be added once per Message. This is per USMTF formatting standards.)
7. ***Explain Field*** This allows the user to gain information on the proper format for the individual fields in a set. To get meaningful help information for Linear and Free-Text sets it is first necessary to open them using the menu selection described above.
8. ***Verify Message*** This submits the message for verification the USMTF format. The information on any formatting errors is presented to the user in the Message Entry form. The user may then continue preparation of the message or proceed to 'Save and Exit' if no further changes are required.
9. ***Modify Field Alternate*** (Not available) This entry is a small button next to a field which signals that the field has alternative representations available. Pressing the button presents the user with a list of the available

representations from which to choose. Any data entered into the field will be retained between selections even though the data may not be valid in the new representation.

10. ***Automatic Insertion of Required Text*** The USMTF Message Entry form will automatically populate any set with its required text if it is available in the current standard.
11. ***Automatic Fill of Mandatory Fields*** The USMTF Message Entry form will automatically enter the '-' no-data character into any field for which data is required but not provided prior to 'Validate Message' or 'Save and Exit' operation or during the Open set/Close set process.
12. ***Save and Exit*** This selection causes the current message to be saved, it is then silently validated and the user is returned to the AMHS Message Composition screen. Any USMTF text entry will be automatically filled out in the AMHS Message Composition form's message body.
13. ***Clear*** feature will clear all data from a message. A confirmation window is presented to the user to ensure that this action is really requested. All data in the message will be lost.
14. ***Return to Select Message*** This allows a user to return to the Message Selection screen to either select another message or abandon the USMTF process altogether.
15. ***Help*** This allows the user to view the general help for the USMTF message entry system.

5.2.3.3 Message Validation

The validation format of a USMTF message appears in the Message Body Validation window shown below. The window contains three sections of validation errors (see Figure below)– structural notation, set sequence and field validation. At the end of this document there is a table with set and field errors that may appear.

1. Structural notation errors are those logic errors that have occurred due to entries in certain sets/fields. The logic operators AND OR are used.
2. Set sequence errors occur when either 1) sets are out of order and no longer in compliance with MIL-STD-6040 format, 2) sets have invalid data or 3) sets are missing data. Errors appear after the set with the invalid data. The set sequence validation has the sets numbered to assist with the interpretation of the structural notation errors.
3. Field errors occur when either 1) fields have invalid data or 2) missing mandatory data.

```
Validation data:
GENADMIN 302216Z APR 03 LOCAL

*** Set Sequence Validation ***
( 3) MSGID
( 4) SUBJ
( 8) GENTEXT
Set Error:
  Missing mandatory field


*** Field Validation ***
MSGID/GENADMIN/-/1234/FEEB/CHG/2//
Field Errors:
  No match on code list
  String too long
     Position:   4   ffirn/fud: 580/1
SUBJ/-//
GENTEXT/REMARKS///
Field Errors:
  Empty field
     Position:   2   ffirn/fud: 6/1
```

Figure 5-39. USMTF Validation Window

It is recommended that the user complete the message prior to using the validation key. This is due to the multitude of errors that may be displayed.

The AMHS USMTF Message Entry does not provide step-by-step completion of the message. The user may attempt to fix various items before realizing the error. Again, it is recommended that the user enter the entire message prior to validating.

5.2.3.4 Error Messages

The table shown below provides some of the typical errors received while composing a USMTF formatted message.

Table 5-1. Error Messages

Type of Error	Error displayed	Definition	Resolution
Message Error	Last set is not legal message end	Missing one or more sets at the end of the message	Open in assisted mode and JMPS will automatically correct.
Message Error	One or more invalid blank lines detected	Blank lines appear in the message format	Open in assisted mode and JMPS will automatically correct.
Message Error	Missing one or more mandatory sets or segments	Mandatory sets are missing from the message.	Open in assisted mode and JMPS will automatically correct.
Set	Columnar set contains one or more invalid column headers	Headings for columns are incorrect.	Open in assisted mode and JMPS will automatically correct.
Set	Columnar set contains too few column headers.	There are not enough columns.	Open in assisted mode and JMPS will automatically correct.
Set	Columnar set contains too many column headers.	There are too many columns.	Open in assisted mode and JMPS will automatically correct.
Set	Out of sequence or Missing one or more mandatory sets (or segments) before this set.	Sets are out of sequence or one is missing from template.	Edit in text mode to correct set or view in assisted mode and JMPS will ignore.
Set	Missing/invalid identifier.	Set identifier is missing or invalid.	Error will occur in text mode. Viewing the message in assisted mode will correct and ignore.
Set	Missing mandatory field	No data	Insert mandatory data into set.
Set	Too many fields	Too many fields before the double slash.	Delete the last field.
Set	(warning) No fields	Set ID followed by double slash with no fields.	Insert applicable field data.

Table 5-1. Error Messages (cont'd)

Set	Missing set terminator	No double slash ("//") at the end of the set.	Error only will occur in text mode. Viewing message in assisted mode will automatically correct. Double slash is inserted.
Set	Set not Parsed	Generic warning that set data is unreadable.	Error will only occur in text mode. Viewing message in assisted mode will remove the set and allow the user to re-enter valid data.
Set	Line length exceeds 69 characters	Length of line is greater than 69 characters.	Error will only occur in text mode. Viewing message in assisted mode will automatically perform the wrapping.
Set	Chars found after EOS marker	Character appears after the double slash.	Error will only occur in text mode. Switching to view message in assisted mode will remove extra characters.
Set	Cannot have two or more AMPN or NARR sets in a row.	Self – explanatory	Remove AMPN or NARR set to correct and revalidate.
Set	Funny token	Set does not belong in the message template.	Errors will only occur in text mode. Remove invalid set name.
Field	No match on code list followed by position and FFIRN/FUD	Operator did not select a valid entry from the coded list.	Open set with field error. Double click on field in position shown. Select from the coded list.
Field	String too long	Length of value typed in field exceeds allowable length.	Correct entry

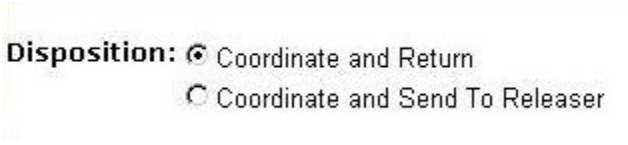
Field	String too short	Length of value typed in field is below allowable length.	Correct entry.
Field	Character not in legal set.	Character not in allowable set of values.	Remove or correct invalid character.
Field	Character in restricted set.	Character is defined as restricted and not in the allowable values.	Remove or correct invalid character.
Field	Not in alphabetic sequence	Character not in allowable set of values	Remove or correct invalid character
Field	Too many integers to the left of the radix point.	Too many digits to the left of the decimal point.	Remove extra integers.
Field	Too few integers to the left of the radix point.	Too few digits to the left of the decimal point.	Insert integers.
Field	Too many fractional to the right of the radix point.	Too many digits to the right of the decimal point	Remove extra digits.
Field	Too few fractional to the right of the radix point.	Too few digits to the right of the decimal point.	Insert digits.
Field	Radix point required in this numeric range.	Decimal point is missing	Insert decimal point.
Field	Radix point prohibited in this numeric range	Decimal point is prohibited.	Remove decimal point.
Field	Below alpha or numeric range	Invalid entry	Correct
Field	Above alpha or numeric range	Invalid entry	Correct
Field	Range not validated due to some unspecified problem.	Generic error.	Retype field data.
Field	Not left justified in field.	Field data cannot contain any leading spaces.	Remove any leading spaces from field
Field	Not right justified in field.	Field data cannot contain any trailing spaces.	Remove any trailing spaces from field.

Field	Checksum does not match.	Invalid entry in checksum field.	Remove invalid data in assisted mode. Retype. JMPS will recalculate.
Field	Field prefix is bad	Field descriptor is invalid (i.e. YMD:)	Open set in assisted mode and JMPS will correct.
Field	Composite field is too short.	Entry is too short.	Correct in assisted mode.
Field	Cannot find S logic separator.	Field is missing separator.	Correct in assisted mode.
Field	Cannot determine intended FFIRN/FUD	Data does not match valid data for any alternate.	Correct.
Field	(Warning) the field has not been validated.	Invalid entry – reason cannot be determined.	Correct in assisted mode.
Field	(Warning) the field matches multiple FFIRN/FUD combinations.	Data matches more than one alternate.	JMPS will validate against first matching alternate.

5.3 Message Coordination

Message coordination allows you to coordinate your message with other AMHS users. There are two types of coordination disposition methods and two types of coordination cycles.

5.3.1 Disposition



1. **"Coordinate and Return":** Select this disposition method when you want the designated coordination points to return their comments to you. Typically, you will use this method to correct your message prior to submitting it for release.
2. **"Coordinate and Send to Releaser":** Select this disposition method when you want the comments from the designated coordination points to go with the message to the designated message release authority. This method puts the responsibility of reviewing the comments from the coordination points and if required make changes to the message prior to release.

5.3.2 Type

1. **"Parallel":** Select this type of coordination if you want your message to be sent to all of the designated coordination points at the same time.

2. **"Serial, Unattended":** Select this type of coordination if you want your message to be sent from coordination points in the order they are listed. The **"Unattended"** connotation indicates that subsequent coordination points will receive that when the previous coordination point completes its task or the task suspense date expired.

3. **"Serial, Attended":** Select this type of coordination if you want to control the flow of your coordination. This option allows you to direct when a task is moved between coordination points.

5.4 Message Release

The ultimate responsibility for the accuracy and completeness of a message solely rest on the message releaser. Although any AMHS user may draft a message, message release privileges are assigned to a specified few AMHS users. Everyone assigned message release privileges must:

1. Review each message individually.
2. Verify that the appropriate security safeguards (classification and handling instructions) have been applied.
3. Verity that the message recipients list is correct.
4. Verify that the message text is correct.
5. Verify that the attachments to the message are correct.
6. Verify that the appropriate declassification instructions have been applied.
7. When you are satisfied that the message is correct you enter your AMHS password to both verify your authenticity and electronically sign the message authorizing its release.

6. User Level Troubleshooting