

# Intel Office PCI3

Intel Office is used to analyze and update intelligence data. A network connection to an ISDS is required to access intelligence data. Once connected, intelligence data can be viewed and modified. Intel Office is now loaded on the MEF-IAS Client, IOW, IOS V2 Client and MEF-IAS E-Server.

## Launching Intel Office

### 1. To launch Intel Office:

?? Go to the **Start** menu, choose **Programs**, choose **Intel Office**, and select **StartIO** from the menu.

The Intel Office application launches (see Figure 1-1).

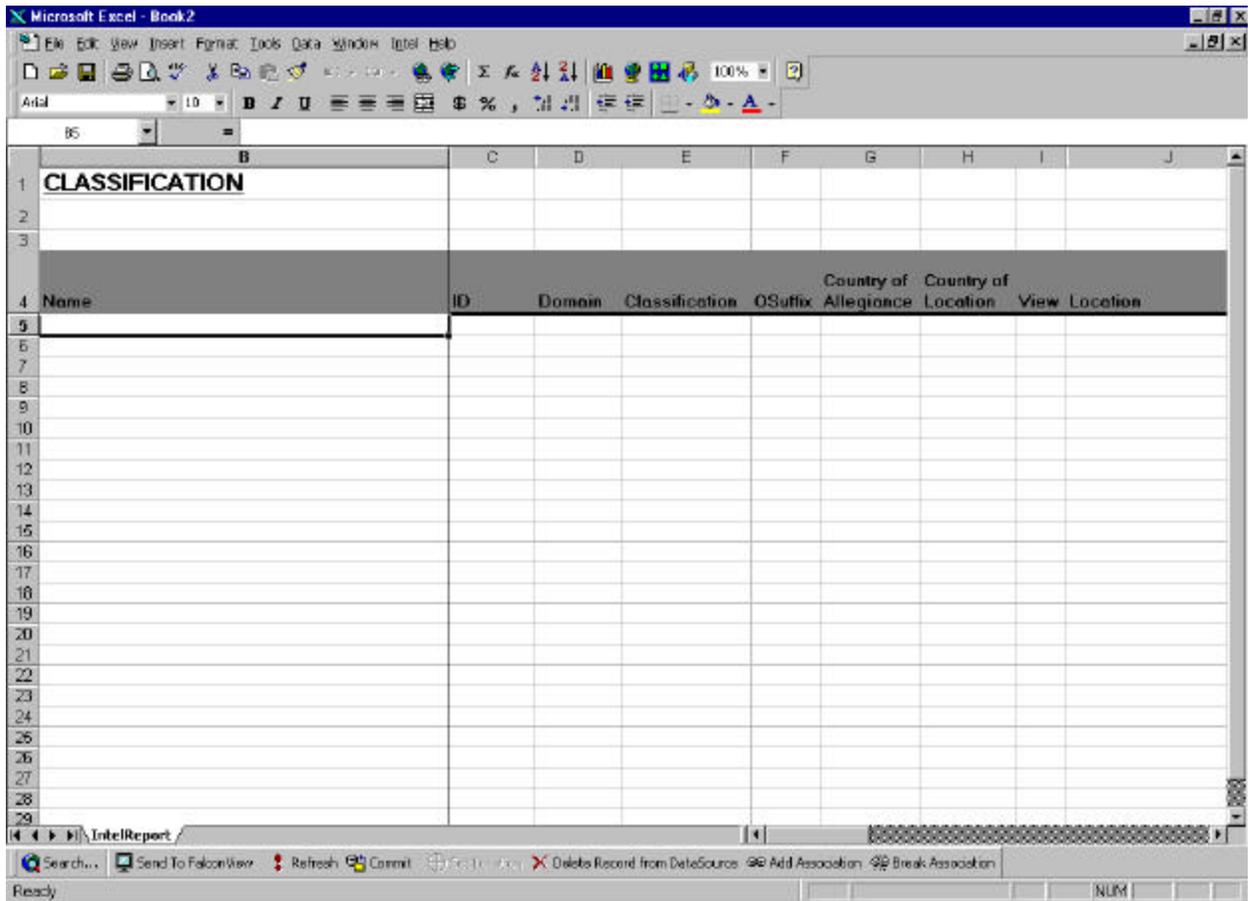


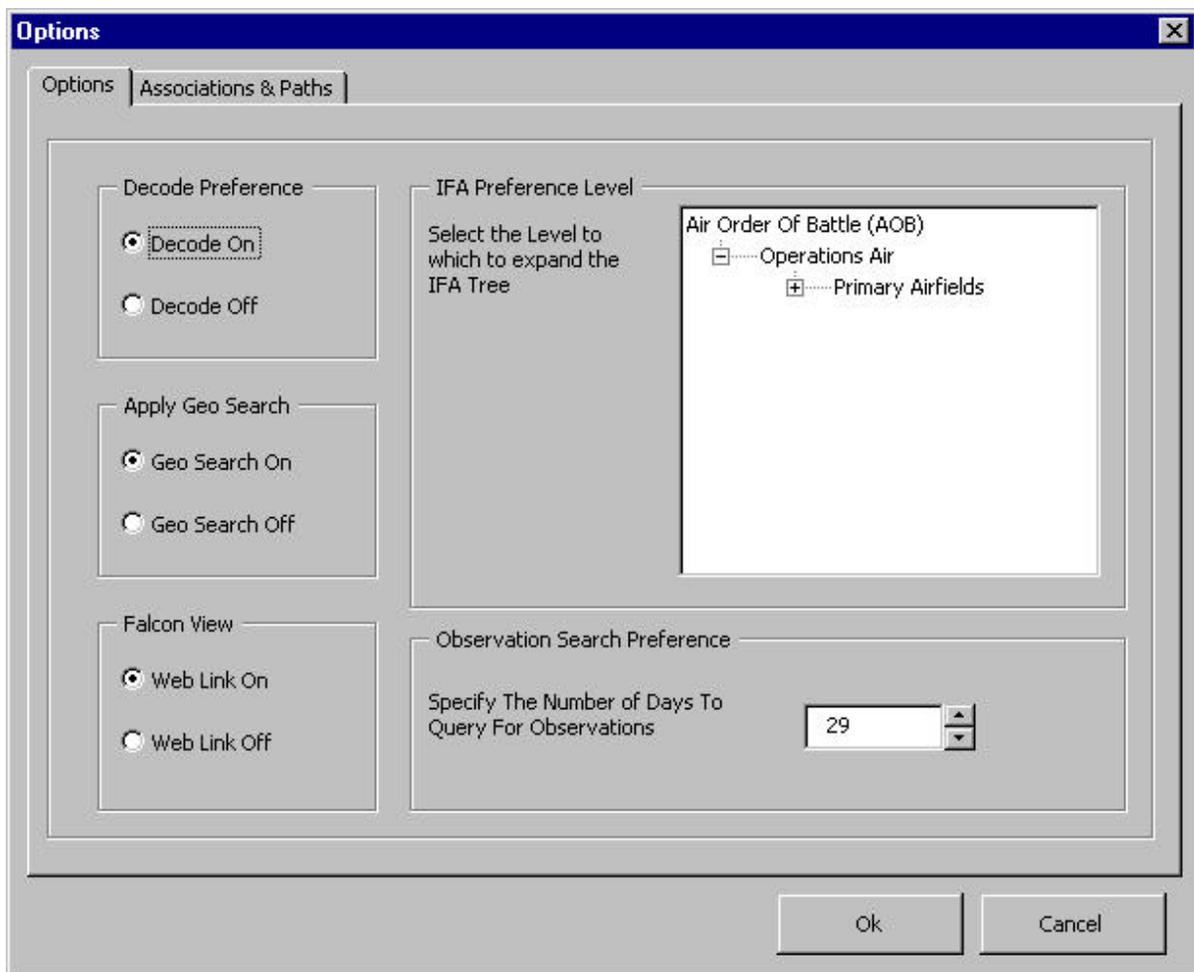
Figure 1-1. Intel Office Workspace

## 2. Changing Optional Settings

Intel Office is customizable to suit your preferences and work requirements (See Figure 1-2).

You can set the following preferences:

- ?? Setting the Default IFA Level Preference
- ?? Applying Falcon View
- ?? Setting the Observation Search Preference
- ?? Setting Associations and Observations Preference
- ?? Setting the Data Path



**Figure 1-2. Options**

**NOTE:** It is not necessary to set the Decode Preference or Apply Geo Search options; they have no function associated with setting them as a preference.

## Setting the Default IFA Level Preference

Use the Default IFA Level Preference option to set the lowest level the IFA Search tree expands to.

### **3. To set the default IFA level:**

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-2).

**Step 2.** Set the default IFA level by expanding/collapsing the IFA tree.

**Step 3.** Highlight the desired IFA level to query to.

**Step 4.** Click **OK**.

## Applying Falcon View

### **4. To apply the Falcon View settings:**

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-2).

**Step 2.** Apply setting by selecting the **Web Links on** radio button.

**Step 3.** Click **OK**.

## Setting the Observation Search Preference

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-2).

**Step 2.** Go to the Observation Search Preference section of the window and use the **Up and Down Arrows** to specify the **Number of Days** to query for Observations.

**Step 3.** Click **OK**.

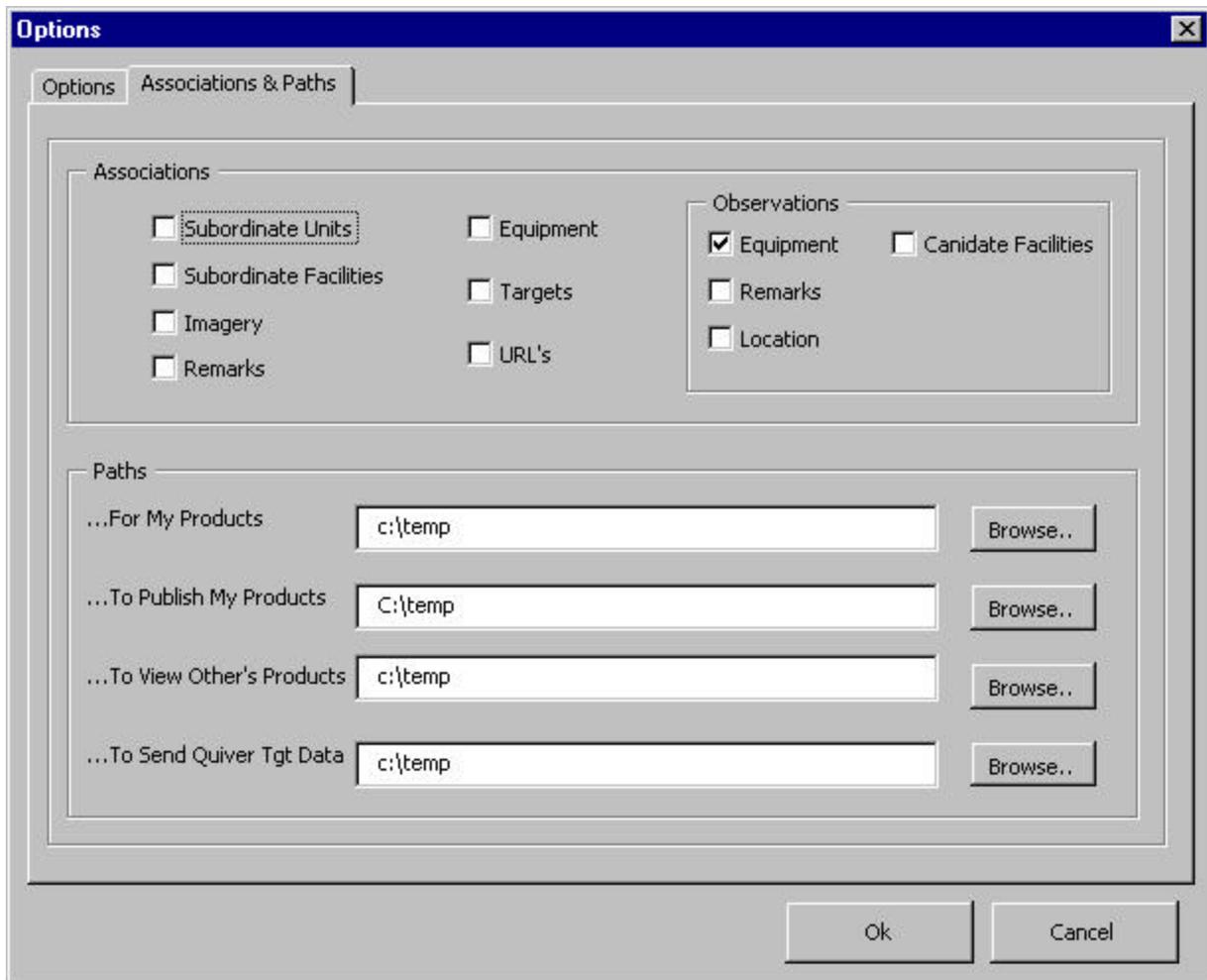
## Setting Associations and Observations Preference

### **5. To set the Associations preferences:**

**Step 1.** From the Intel Office workspace, go to the **Intel** menu and select **Options**.

The Options window appears (see Figure 1-2).

**Step 2.** Click the **Associations and Paths** tab (see Figure 1-3).



**Figure 1-3. Associations and Paths**

**Step 3.** Select the Check Box next to each Association you wish to include in your query.

**NOTE:** Selecting Subordinate Units or Subordinate Facilities will return **ALL** Units and Facilities associated with your search, not only the Subordinate Units or Facilities.

**Step 4.** Click **OK**.

Setting the Data Path

## 6. To set the default location for your personal folder (My Products):

**NOTE:** This folder will be where the users queries will be saved. The type of extension used for saving files in Intel Office is **.xls**.

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-3).

Select the **Associations and Paths** tab.

**Step 2.** Set the default location for your personal folder (My Products) by browsing the hard drive.

**Step 3.** Click **OK**.

## 7. To set the default location for the public Intel folder (Publish My Products):

All saved Publish to Web files are saved in the public Intel folder specified in this procedure. This directory is normally your activity's web directory.

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-3).

Select the **Associations and Paths** tab.

**Step 2.** Set the default location for the public Intel folder by browsing the hard drive.

**Step 3.** Click **OK**.

## 8. To set the location To View Other's Products:

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-3).

Select the **Associations and Paths** tab.

**Step 2.** Set the data path to view other's products by browsing the hard drive.

**Step 3.** Click **OK**.

## **9. To set the location To Send Quiver Target Data:**

**Step 1.** From the Intel Office workspace, go to the **Intel** menu, and select **Options**.

The Options window appears (see Figure 1-3).

Select the **Associations and Paths** tab.

**Step 2.** Set the path by selecting **Browse** to browse the hard drive.

**Step 3.** Click **OK**.

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# **Searching the Intelligence Shared Data Server (ISDS)**

## **Introduction to Searches**

Intel Office provides several methods to retrieve information from the ISDS; the IFA search, Facility Search, Unit Search, Observation Search and the Geo Search.

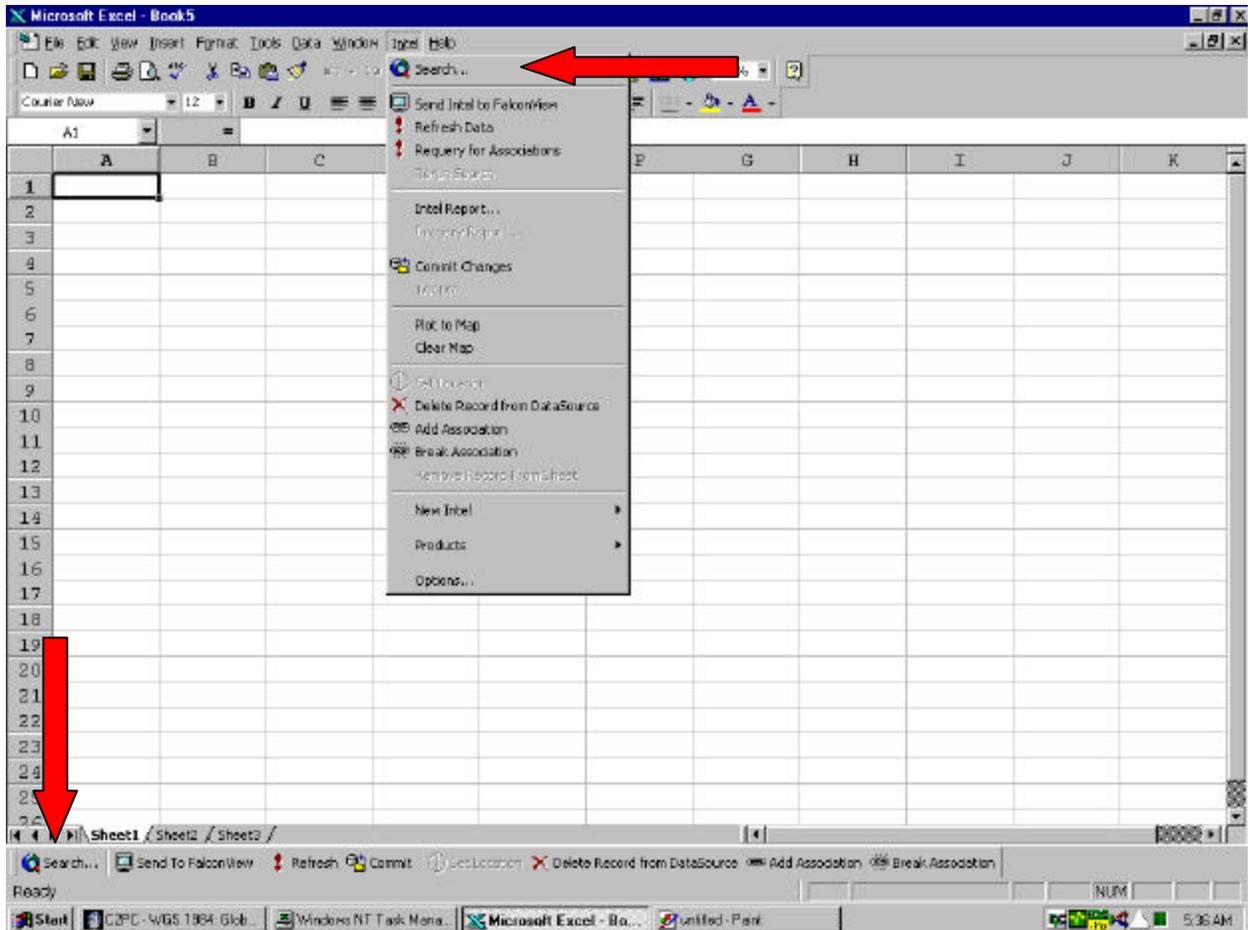
## **Performing an IFA Search**

Intelligence Functional Areas (IFAs) are used to search for intelligence data. Each IFA is a collection of similar data. For example, the IFA Air Order of Battle (AOB) combines intelligence data such as airfields, bomber units, tanker units, and rotary wing units. When the analyst creates a search, they will use IFAs to determine what types of intelligence data they want to view.

Each IFA contains fields. Fields contain descriptive data about a specific IFA. For example, a search could be created to return all air facilities that are operational.

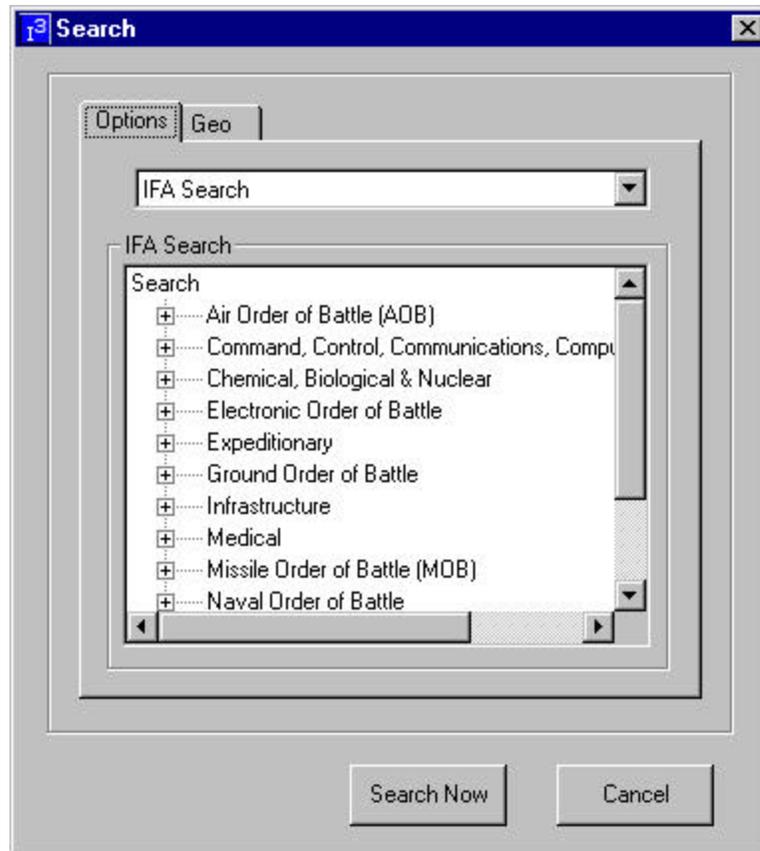
## 10. To perform an IFA Search:

**Step 1.** Go to the **Intel** menu and select **Search**, or click **Search** on the **Intel Office Toolbar** at the bottom of the screen. (See Figure 1-4)



**Figure 1-4 Intel Menu and Tool bar**

The **Search Tool** window appears. (See Figure 1-5)



**Figure 1-5 Search Tool Window IFA Search**

**NOTE:** The Geo tab in Figure 1-5 is used when doing a GeoSearch. For more information on GeoSearch.

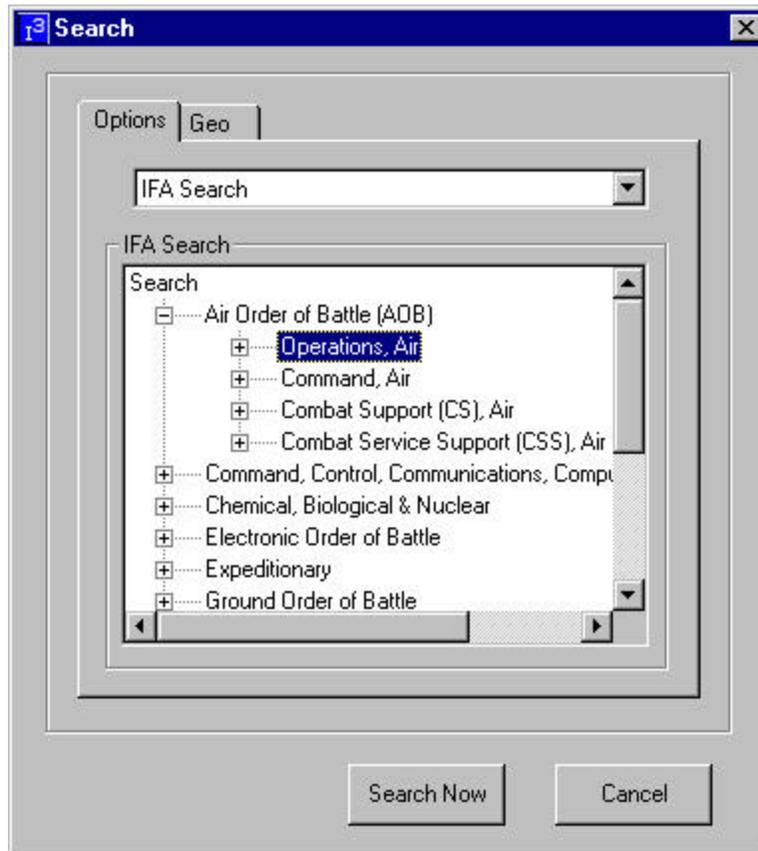
**Step 2.** In the top field on the Options Tab select IFA Search. The list of IFA searches available is shown.

The IFA list expands if additional levels of detail exist. You can set the levels of the IFA drill down in the Options window (see Section 2, Changing Optional Settings).

Listings that can be expanded to more specific IFA categories will have a plus (+) in the box before it. Figure 1-1-5 shows the root level IFAs with a plus (+) in the box before each expandable IFA. The + can be clicked to display more specific IFA categories. Once a + box is clicked, a list of more specific IFAs is displayed. The + will be replaced with a minus sign (-).

**Step 3.** Continue navigating through the IFA tree until the level of detail desired to search is reached.

Figure 1-6 shows the drilldown navigation in the Air Order of Battle (AOB) IFA.



**Figure 1-6. Search Tool Window IFA Drilldown AOB**

**NOTE:** In Figure 1-6 the AOB IFA has been expanded (note the minus sign (-) in the box before it). Under the AOB IFA, there are multiple sub-categories. Each one of the sub-categories can be further expanded (note the plus sign (+) in the boxes). In the above example, the Air Order of Battle IFA has been expanded.

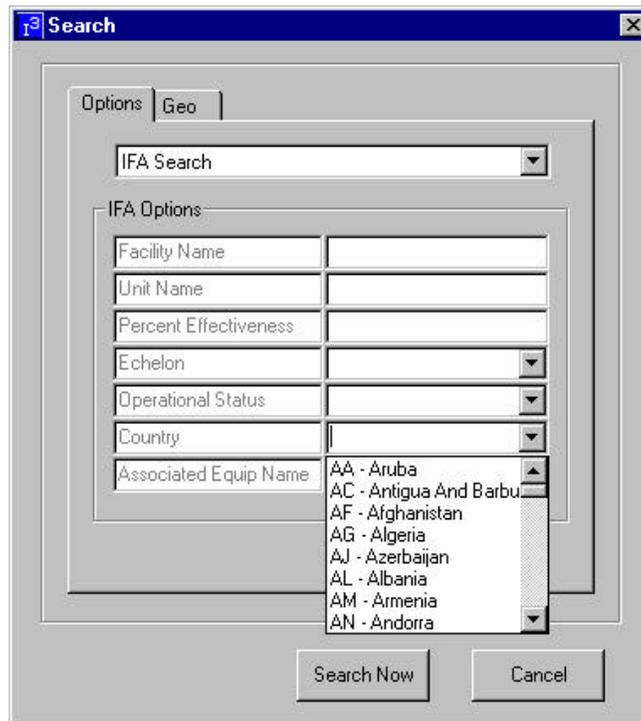
**Step 4.** Double-click on desired IFA in order to enter matching criteria.

The IFA options window appears which allows you to enter matching criteria for your search (see Figure 1-7).

#### **11. To enter matching criteria:**

**Step 1.** Select a field to search for within the IFA Options Window. Some fields will have a pull down arrow on the right of the field. Select the pull down menu to choose specific criteria. (Figure 1-7 shows the Country fields pull down open).

Table 1-1. IFA Search Matching Criteria Definitions for more information on and examples of entering the matching criteria.



**Figure 1-7. Search Tool Window IFA Search Criteria**

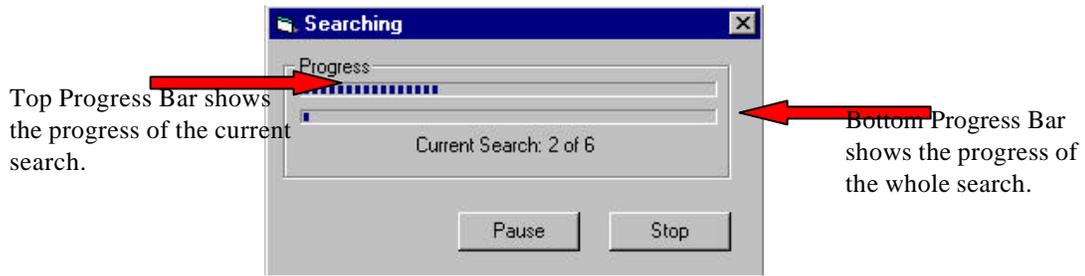
**Step 2.** Enter the values to search in the IFA Options fields.

**NOTE:** If the user is entering more than one value in a field, the multiple values need to be separated with a comma (AA, AG, AL...etc). For single values use the drop down menu to select the code you want, or type the code in the field for those fields without drop down menus.

**Step 3.** You can narrow your search further by selecting more **IFA Options** to search, or by selecting the **Geo** tab to narrow your search by a specific location.

**Step 4.** When finished entering the options to search, select **Search Now**.

A Searching Progress window appears (see Figure 1-8) and the records matching the search criteria begin to populate the spreadsheet.



**Figure 1-8. Search Progress**

Examples of how to use the search matching criteria are listed in Table 1-1.

**Table 1-1. IFA Search Matching Criteria Definitions**

Search Matching Criteria	Definition	Example
Associated Equipment Name	Indicates the equipment family and provides the nomenclature describing it.	<b>Question:</b> Find all units that have T-72 Tanks. <b>Solution:</b> Select the GOB IFA Search and enter T-72 in the Associated Equip field and the wildcard symbol * in the Unit field. (See note below for wildcard * information.)
Echelon	The level or point at which a unit exists within an organizational structure.	<b>Question:</b> Find all Iraqi units that are at the Corps level. <b>Solution:</b> Select the Unit IFA search and enter Corps in the Echelon field, the Iraq country code IZ in the Country field and * in the Unit field.
Country	Facilities: Country in which the geographic coordinates reside (country code). Units: The country or political entity to which the entity owes its allegiance (allegiance).	<b>Question:</b> Find all the air related units and facilities for Iraq. <b>Solution:</b> Select the AOB IFA and enter IZ in the country code window to return these results.
Facility Name/Unit Name	Official name of the facility or unit.	<b>Question:</b> Find all communications facilities and units with the name beginning with Baghdad. <b>Solution:</b> Go to the C4I IFA, and select Communications Units and Facilities, enter in the name Baghdad* in the name field.

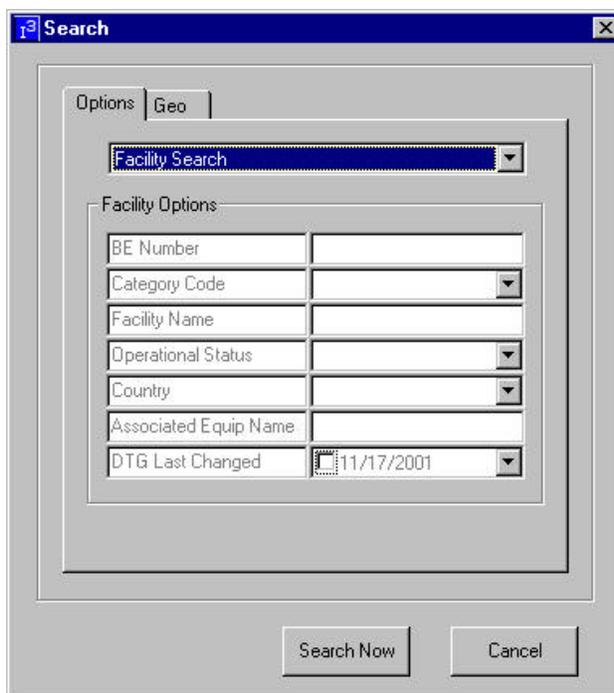
Search Matching Criteria	Definition	Example
Operational Status	The readiness of an entity to perform its primary function.	<p><b>Question:</b> Find all operational SAM sites for Iraq.</p> <p><b>Solution:</b> Go to the MOB IFA, and choose operations, then select SAM sites and enter in OPR in Operational Status, and IZ in country code.</p>
Percent Effectiveness	The measure of the ability of a unit to wage war expressed as a percentage.	<p><b>Question:</b> An imagery analyst changes a site to be 50 percent effective.</p> <p><b>Solution:</b> Go to the IFA and enter in site name in the Name field and 50 in the Percent Effectiveness field.</p>

**NOTE:** The asterisk \* symbol can be used as a wildcard for searching for information. This can be used when the user wishes to retrieve something they are not sure of, for example if they know a partial name of a facility, they can type the letters know followed by \* which will return all facilities that begin with those letters. It can also be used for an all-encompassing search as in searching all units, simply type the \* in the units field and it will return all units for your search.

## Performing a Facility Search

### 12. To perform a Facility Search:

- Step 1.** Go to the **Intel** menu and select **Search**, or click **Search** on the **Intel Office Toolbar** at the bottom of the screen.
- Step 2.** In the top field on the Options Tab select **Facility Search** (see Figure 1-9).



**Figure 1-9. Facility Search Window**

**Step 3.** Enter the values to search in the Facility Options fields.

**NOTE:** If the user is entering more than one value in a field, the multiple values need to be separated with a comma (AA, AG, AL...etc). For single values use the drop down menu to select the code you want, or type the code in the field for those fields without drop down menus.

**Step 4.** You can narrow your search further by selecting more **Facility Options**, or by selecting the **Geo** tab to narrow your search by a specific location.

**Step 5.** When finished entering the options to search, select **Search Now**.

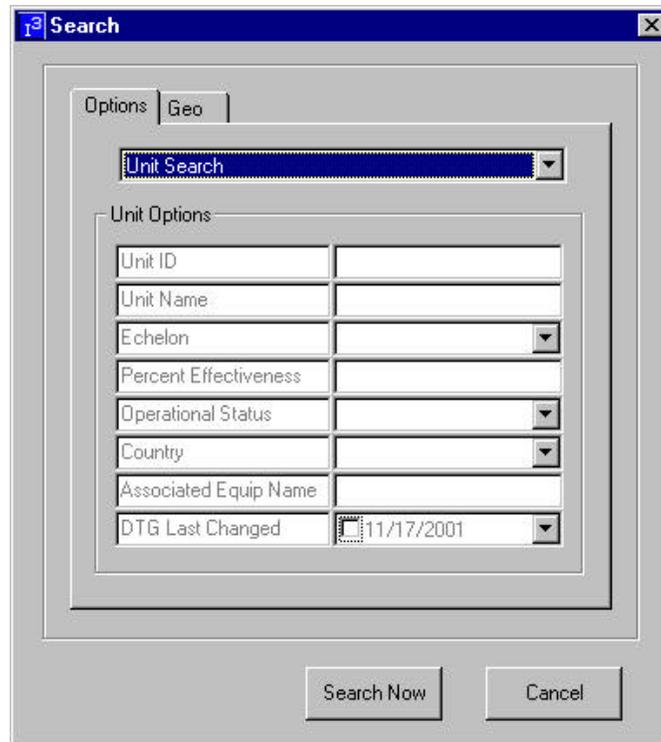
A Searching Progress window appears and the records matching the search criteria begin to populate the spreadsheet.

Performing a Unit Search

**13. To perform a Unit Search:**

**Step 1.** Go to the **Intel** menu and select **Search**, or click **Search** on the **Intel Office Toolbar** at the bottom of the screen.

**Step 2.** In the top field on the Options Tab select **Unit Search** (see Figure 1-10).



**Figure 1-10. Unit Search Window**

**Step 3.** Enter the values to search in the Unit Options fields.

**NOTE:** If the user is entering more than one value in a field, the multiple values need to be separated with a comma (AA, AG, AL...etc). For single values use the drop down menu to select the code you want, or type the code in the field for those fields without drop down menus.

**Step 4.** You can narrow your search further by selecting more **Unit Options**, or by selecting the **Geo** tab to narrow your search by a specific location.

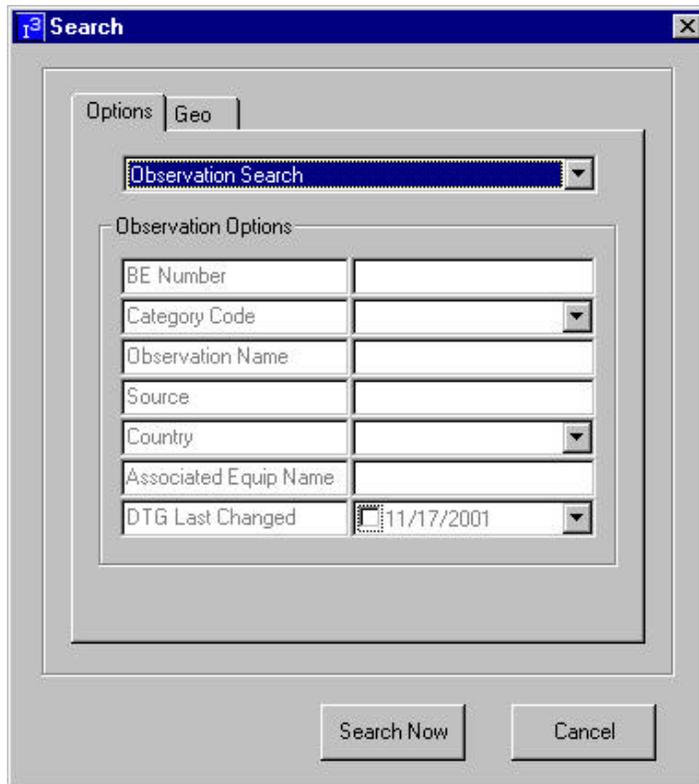
**Step 5.** When finished entering the options to search, select **Search Now**.

A Searching Progress window appears and the records matching the search criteria begin to populate the spreadsheet.

#### Performing an Observation Search

**Step 1.** Go to the **Intel** menu and select **Search**, or click **Search** on the **Intel Office Toolbar** at the bottom of the screen.

**Step 2.** In the top field on the Options Tab select **Observation Search** (see Figure 1-11).



**Figure 1-11. Observation Search Window**

**Step 3.** Enter the values to search in the Observation Options fields.

**NOTE:** If the user is entering more than one value in a field, the multiple values need to be separated with a comma (AA, AG, AL...etc). For single values use the drop down menu to select the code you want, or type the code in the field for those fields without drop down menus.

**Step 4.** You can narrow your search further by selecting more **Observation Options**, or by selecting the **Geo** tab to narrow your search by a specific location.

**Step 5.** When finished entering the options to search, select **Search Now**.

A Searching Progress window appears and the records matching the search criteria begin to populate the spreadsheet.

## Performing the Geo Search

Use the Geo Search to filter search results based upon a geographical area.

**NOTE:** You must have **C2PC** open in order to perform a **Geo Search**.

### 14. To perform a Geo Search:

- Step 1.** Open **C2PC**.
- Step 2.** Open **Intel Office** and select **Search**.
- Step 3.** Enter criteria to search in the IFA, Facility, or Unit Search window and then choose the **Geo** tab.
- Step 4.** Select either **Box** or **Circle** from the **Geo Search Options** (see Figure 1-12). This will allow you to draw a shape around a certain area on the C2PC map.



**Figure 1-12. Geo Search Window**

- Step 5.** Bring up the C2PC map and select the area to search by drawing a Box or Circle around that area.

**Step 6.** Once the area is selected, go back to the **Geo Search Options window** and select **Search Now**.

Records will then be returned to the spreadsheet matching your search criteria chosen within the specific area selected on the C2PC map.

**NOTE:** The records returned to the spreadsheet from the GeoSearch can be plotted to the C2PC map. To do so **Track Plot** must be selected from the **Tools** menu in **C2PC**. After **Track Plot** is selected, highlight the records to plot to the map and select **Plot to Map** from the **Intel** menu in **Intel Office**.

## Using Land Track Query

The Land Track Query tool, accessed from C2PC, allows you to query and plot directly to the map using predetermined queries, represented by symbols. The queries are organized into 10 primary types and 28 sub-types. Choosing a primary type automatically includes the corresponding sub-types. More than one type/sub-type may be chosen for a query.

**NOTE:** The primary types and sub-types used in Land Track Query are similar to, but not the same as, the IFAs used in Intel Search.

You have the capability to limit the query by geographic area using latitude/longitude or military grid coordinate systems. Unlike Intel Search, you cannot save query criteria using Land Track Query.

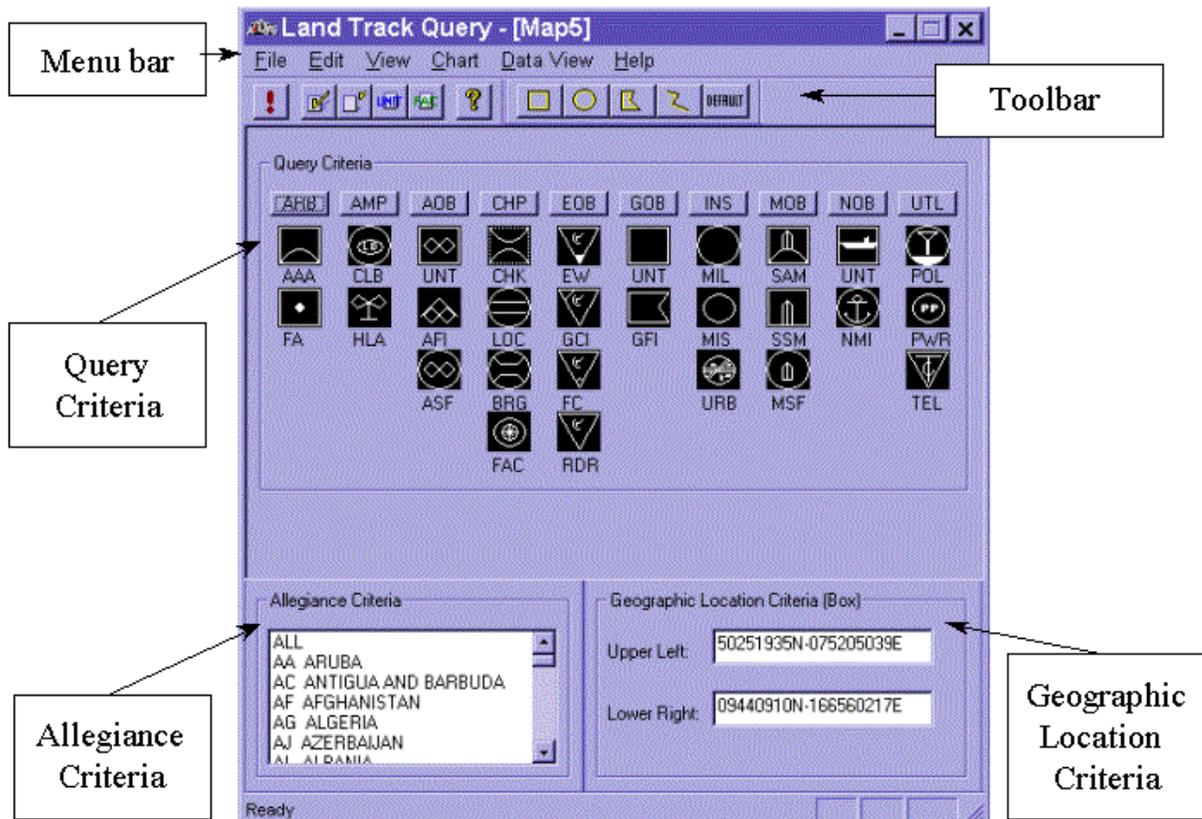
### Overview of the Land Track Query Window

All of the Land Track Query functions are accessed through one main window, accessible via C2PC.

#### To open the Land Track Query window:

- Step 1.** Start **C2PC**.
- Step 2.** Go to **Tools** menu and select **Track Plot**. The Track Plot pane opens on the left side of the C2PC Map.
- Step 3.** Go to the **Track Plot** menu, and select **Land Track Query**.

The Land Track Query window appears (see Figure 1-13).



**Figure 1-13. Land Track Query Window**

**Menu Bar**

You can access functions through the menu bar. Functions include **Run Query** and **Help**. You can also choose the type of data you will be querying on.

**Toolbar**

Like the menu bar, the toolbar provides access to the most commonly used functions. Clicking a button rather than choosing a menu item accesses Toolbar functions. Some functions, such as **Run Query**, are available both through the menu and toolbar. Other functions are only available through either the menu or the toolbar.

Table 1-2. Land Track Query Toolbar is a listing of important toolbar icons.

**Table 1-2. Land Track Query Toolbar**

Icon	Name	Function
	<b>Run Query</b>	Runs a selected query. In most cases, running a query will plot tracks on the map.
	<b>Select All</b>	Selects all IFA symbols.

Icon	Name	Function
	<b>Deselect All</b>	Deselects all the IFA symbols.
	<b>Select All Units</b>	Selects all the Unit IFA symbols.
	<b>Select All Facilities</b>	Selects all of the Facility IFA symbols.
	<b>Draw Box</b>	Limits your query results to a specific area on the map. After clicking this icon, you will be able to draw a box on the map. Only tracks that are within the box are returned by the query.
	<b>Draw Circle</b>	Limits your query results to a specific area on the map. After clicking this icon, you will be able to draw a circle on the map. Only tracks that are within the circle are returned by the query.
	<b>Draw Polygon</b>	Limits your query results to a specific area on the map. After clicking this icon, you will be able to draw a polygon on the map. Only tracks that are within the polygon are returned by the query.
	<b>Draw Route</b>	Limits your query results to a specific area on the map. After clicking this icon, you will be able to draw a route on the map. Only tracks that are along the route are returned by the query.
	<b>Default</b>	Searches within the area of the map visible on the screen.
	<b>Help</b>	Accesses online help

### Query Criteria

The **Query Criteria** area contains symbols representing predetermined queries. The queries are organized into ten primary types and 28 sub-types. Choosing a primary type automatically includes the corresponding sub-types. More than one type/sub-type may be chosen for a query.

For example, clicking on the Artillery Order of Battle (ARB) symbol will create a query that returns Anti-Aircraft Artillery (AAA) and Field Artillery (FA) tracks.

The Land Track Query symbols are as follows:

- ?? **ARB** (Artillery Order of Battle)
  - ?? AAA (Anti-Aircraft Artillery)
  - ?? FA (Field Artillery)
- ?? **AMP** (Amphibious)
  - ?? CLB (Coastal Landing Beaches)
  - ?? HLA (Helicopter Landing Areas)
- ?? **AOB** (Air Order of Battle)
  - ?? UNT (Air Units)
  - ?? AFI (Airfield Inventory)

- ?? ASF (Airfield Support Facility)
- ?? **CHP** (Choke Points)
  - ?? CHK (Choke Points)
  - ?? LOC (Lines of Communication)
  - ?? BRG (Bridges)
  - ?? FAC (Transportation Facilities)
- ?? **EOB** (Electronic Order of Battle)
  - ?? EW (Early Warning Radar)
  - ?? GCI (Ground Control Intercept)
  - ?? FC (Fire Control Radar)
  - ?? RDR (Special Electronic Devices)
- ?? **GOB** (Ground Order of Battle)
  - ?? UNT (Ground Units)
  - ?? GFI (Ground Force Installations)
- ?? **INS** (Military/Non-Military Installations)
  - ?? MIL (Military Installations)
  - ?? MIS (Non-military Installations)
  - ?? URB (Urban Areas)
- ?? **MOB** (Missile Order of Battle)
  - ?? SAM (Surface-to-Air Missile Facility)
  - ?? SSM (Surface-to-Surface Missile Facility)
  - ?? MSF (Missile Support Facility)
- ?? **NOB** (Naval Order of Battle)
  - ?? UNT (Naval Units)
  - ?? NMI (Naval/Maritime Installations)
- ?? **UTL** (Utilities)
  - ?? POL (Petroleum, Oil, Lubricants Storage and Refineries)
  - ?? PWR (Power Plants)
  - ?? TEL (Telecommunications)

## **Allegiance Criteria**

The **Allegiance Criteria** area limits your query to only tracks that belong to a specific allegiance (country code). The **Allegiance Criteria** area contains a list of countries. To select an allegiance, click on the country you want to return tracks from.

For example, if you only wanted to see Iraqi tracks, you would select Iraq from the **Allegiance Criteria** list.

## **Geographic Location Criteria**

The **Geographic Location Criteria** area limits your query to a specific location on the map.

You can type coordinates into the location text boxes or enter coordinates using the GeoSearch tool bar. The GeoSearch tools are the easiest method of entering geographic criteria. Table 1-2 lists the available GeoSearch tools. The instructions below explain how to use each of the location filters.

### **To use the box tool:**

?? Click on the box icon in the toolbar. On the map, press and hold the button at the corner of your box search, and draw your box. Release the button when finished.

The box's coordinates are entered into the **Geographic Location Criteria** (box).

### **To use the circle tool:**

?? Click on the circle icon on the toolbar. On the map, press and hold the button at the center of your circle search, and draw your circle. Release the button when finished.

The circle's coordinates are entered into the **Geographic Location Criteria** (box).

### **To use the polygon tool:**

?? Click on the polygon icon on the toolbar. On the map, click and release the button at your first corner; move the cursor to the next corner, click and release the button. Repeat this procedure for all corners of the polygon. After the last corner of the polygon has been drawn, double-click the corner to end the polygon.

The polygon's coordinates are entered into the **Geographic Location Criteria** (box).

### **To use the route tool:**

- Step 1.** Click on the route icon on the toolbar. On the map, click and release the button at your first point; move the pointer to the next point, click and release the button. Repeat this procedure for all points of the route. After the last leg of the route has been drawn, double-click the button to end the route.

The route's coordinates are entered into the **Geographic Location Criteria** (box).

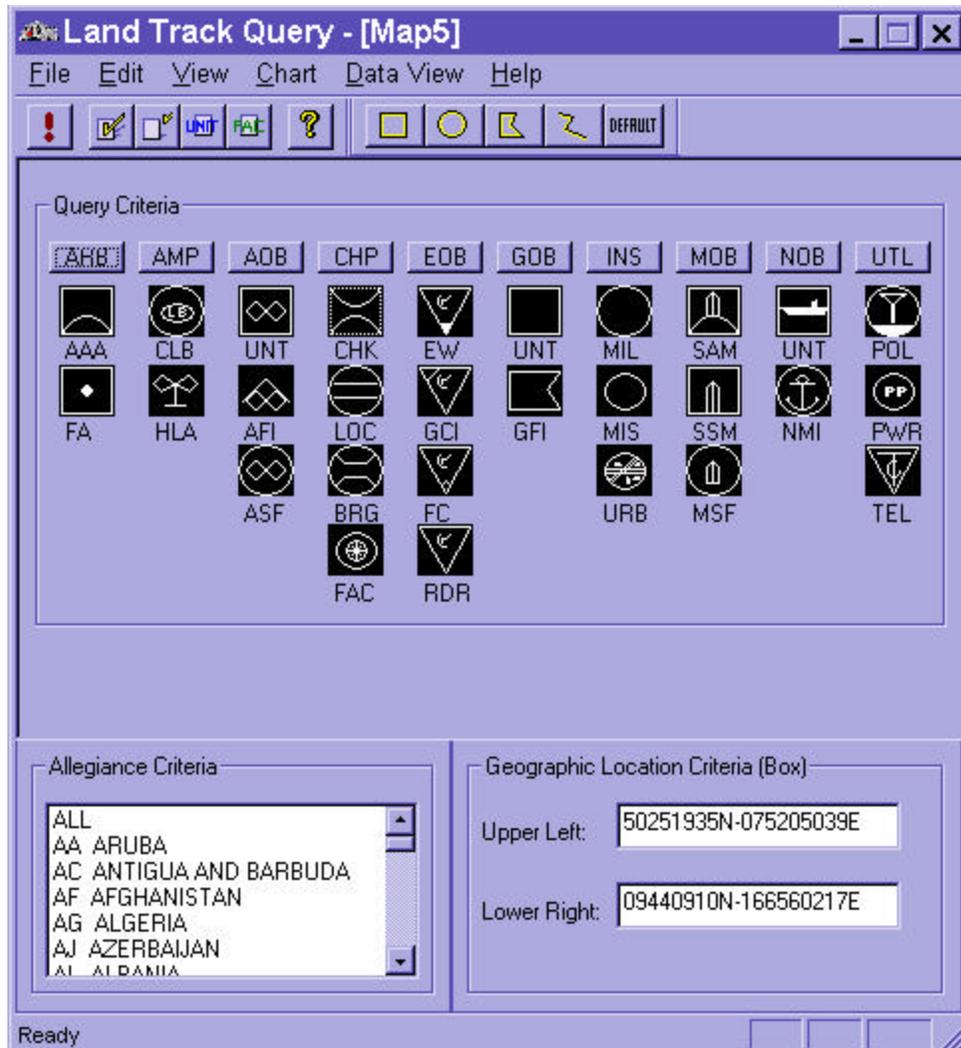
- Step 2.** Set the Route Half Width for the query.

Creating and Running a Query

### **To query using Land Track Query:**

- Step 1.** Go to the **Track Plot** menu, and select **Land Track Query**.

The Land Track Query window appears (see Figure 1-24). The window is divided into three areas: **Query Criteria**, **Allegiance Criteria**, and **Geographic Location Criteria**.



**Figure 1-24. Land Track Query Window**

- Step 2.** Go to the **Data View** menu, and select a data type, **National View**, **Observations**, or **Local View**.

The data view determines what types of tracks are returned by the query. For example, selecting **National View** will only return National data.

**NOTE:** The **Local View** option includes both reviewed Tactical data and National data; therefore, it is frequently updated and valuable for querying purposes.

- Step 3.** (Optional) Go to the **Data View** menu, and select the **Imagery Only** option.

The **Imagery Only** option only displays tracks that have associated imagery.

**Step 4.** Select the type(s)/sub-type(s) from the **Query Criteria** area.

The default is all subtypes empty. Clicking a sub-type selects it, filling the symbol.

The toolbar contains four buttons under **Edit** that assist with selecting symbols: **Select All**, **Deselect All**, **Select All Units**, and **Select All Facilities** (see Table 1-2 for more information).

**Step 5.** (Optional) Select an allegiance (Country Code name) from the **Allegiance Criteria** area.

**Step 6.** (Optional) Enter a geographic coordinate into the **Geographic Location Criteria** area.

Enter coordinates into the field entry boxes by typing them directly into the box, or enter them by drawing the search area using the location filters.

**Step 7.** From the **File** menu, select **Run Query**; or click the **Run Query** button on the toolbar (see Table 1-2. Land Track Query Toolbar).

A Land Track Query Task Monitor window appears, indicating the query is in progress.

?? To stop the query, click **Stop**.

?? If the query is halted, click **Resume** to continue the query or **Finish** to stop running the query.

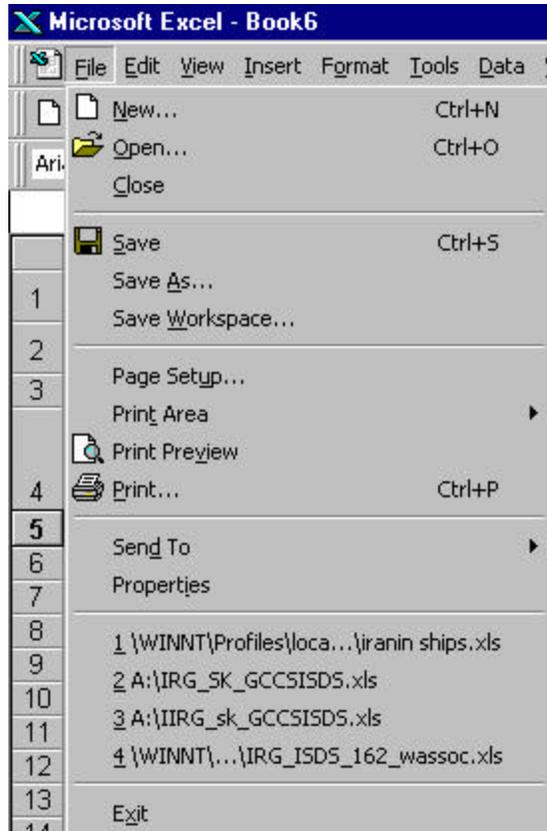
The tracks are plotted automatically during the query.

Saving Search Criteria/Results

Saving the Search Criteria and Results (as a .xls File)

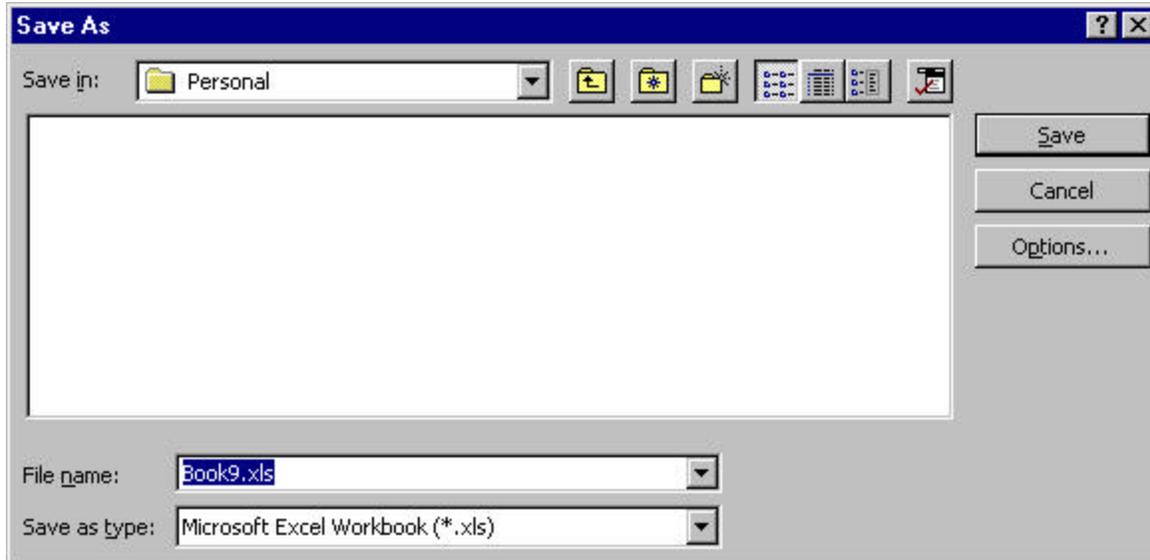
**15. To save the search criteria and results:**

**Step 1.** Go to **File** and select **Save As** (see Figure 1-34).



**Figure 1-34. File Menu**

**Step 2.** Enter the file name in the Save As dialog box (see Figure 1-45).



**Figure 1-45. Save As**

**Step 3.** Ensure the file type is an **.xls** file and click **Save**.

Opening a .xls File

Intel Office provides an option to open an existing **.xls** file.

**NOTE:** This *does not* refresh the spreadsheet or search the database for new records.

**16. To open a .xls file:**

**Step 1.** Go to **File** and select **Open**.

**Step 2.** Navigate to the folder where the search was saved.

**Step 3.** Select the saved search (search will have an .xls extension).

**Step 4.** Click **Open**.

### Refreshing the Excel Spreadsheet

Intel Office provides a refresh option that only updates the records in the spreadsheet. It does not add any new records.

#### **17. To Refresh the Excel Spreadsheet:**

**Step 1.** Go to **Intel** menu and select **Refresh Data** or select **Refresh** on the **Intel Toolbar**.

The current spreadsheet will refresh the records.

**Step 2.** Select **Done** when refresh completes.

### Requerying for Associations

Intel Office allows the user to perform a specific query and then allows the user to Requery that search for any associations, such as imagery, remarks, equipment, subordinate units or facilities, targets and URL's.

#### **18. To Requery for Associations:**

**Step 1.** After completing a **Search**, go to the **Intel** menu and select **Options**.

The Options window appears.

**Step 2.** Select the **Associations and Paths** tab and choose the **Associations** to requery and click **OK**.

**Step 3.** Go to the **Intel** menu and select **Requery for Associations**

A progress bar appears and Intel Office performs the **Requery for Associations**.

**Step 4.** Select **Done** when the Requery is finished.

Any Associations will be listed in the spreadsheet.

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## Adding, Modifying, and Deleting Intelligence Data

Use Intel Office to add, modify, or delete records and information on units, facilities, and observations.

?? Updating the GMI to reflect the most current intelligence situation is done directly in the Excel Spreadsheet.

Adding a New Record

Adding a New Facility, Unit, Equipment, or Observation from the Spreadsheet

### **19. To add a new facility, unit, equipment or observation from the spreadsheet:**

**Step 1.** Go to the **Intel** menu choose **New Intel** and select **Facility, Unit, Equipment, or Observation**.

A highlighted row is entered in the spreadsheet.

**Step 2.** Enter data into the spreadsheet in the appropriate columns.

Intel Office minimally requires unit or facility name.

**Step 3.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.

**Step 4.** On the Commit message box, select **Yes**.

**Step 5.** **Save** changes.

Adding New Associated Equipment, Facilities or Units from the Spreadsheet

### **20. To add a new associated equipment, facilities or units from the spreadsheet:**

**Step 1.** Insert a row into the spreadsheet.

**WARNING:** Row 5 in the spreadsheet should not be selected for adding associations.

**Step 2.** Enter the information into the appropriate cells of the new row.

Associated facilities and units minimally require the unit or facility name.

Associated equipment minimally requires equipment name and quantity on hand.

**Step 3.** Highlight the new row and Highlight the record to add the associated equipment, facility or unit.

**Step 4.** Go to the **Intel** menu and choose **Add Association**, or select **Add Association** from the Intel Toolbar.

**Step 5.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.

**Step 6.** **Save** changes.

#### Adding an Associations to existing Records

**Step 1.** Highlight the Records in the spreadsheet to associate.

**Step 2.** Go to the **Intel** menu and choose **Add Association**, or select **Add Association** from the Intel Toolbar.

**Step 3.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.

**Step 4.** **Save** changes.

#### Adding Remarks

**Step 1.** Select the record to add remarks.

**Step 2.** Go to the Remarks column in the spreadsheet that corresponds with the record to add the remarks.

**Step 3.** Type the remarks about the record in that cell.

**Step 4.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.

**Step 5.** **Save** changes.

#### Modifying a Facility or Unit

##### Modifying a Facility or Unit from the Spreadsheet

You can modify the data on any existing facility or unit right from the spreadsheet.

##### To modify a facility or unit from the spreadsheet:

**Step 1.** From the Excel spreadsheet, select a cell from the row you wish to modify.

**Step 2.** Enter the updated information into the cell.

**Step 3.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.

**Step 4.** A window will appear asking to confirm commit changes. Click **Yes**.

**Step 5.** Save changes.

## **Deleting a Facility, Unit, or Observation; or Breaking Associations**

**NOTE:** National records cannot be deleted. An error message will appear when the user attempts to do so.

Deleting a Facility, Unit, or Observation from the Spreadsheet

You can delete an existing facility, unit, or observation right from the spreadsheet.

### **To delete an existing Facility, Unit, or Observation from the spreadsheet:**

- Step 1.** From the Excel spreadsheet, select the complete row to delete.
- Step 2.** Delete the row.
- Step 3.** Go to the **Intel** menu and select **Commit Changes**, or select the **Commit Changes** button on the **Intel toolbar** at the bottom of the spreadsheet.
- Step 4.** Save changes.

Breaking Existing Associations from the Spreadsheet

### **To Break an existing Association from the Spreadsheet:**

- Step 1.** Highlight the associated records to break their association.
- Step 2.** Go to the **Intel** menu and select **Break Association** or select **Break Association** from the **Intel toolbar** at the bottom of the spreadsheet.
- Step 3.** Save changes.

Deleting Remarks

### **To Delete Remarks from the Spreadsheet:**

- Step 1.** Go to the **Remarks** column in the spreadsheet, and choose which records remarks to delete.
- Step 2.** Highlight the **Remarks cell** of the record whose remarks are to be removed.
- Step 3.** Delete the remarks by selecting **Delete** on the keyboard.
- Step 4.** Save Changes.

## **Intelligence Products**

Intel Office provides dissemination capabilities such as: viewing and printing the intelligence reports; and viewing, formatting, and printing the Excel spreadsheet.

**NOTE:** To view the Intelligence Report, Imagery Report, or Related Messages, Intel Office must be configured to connect with the appropriate SDS, ITS, JHMS, JETS, etc.

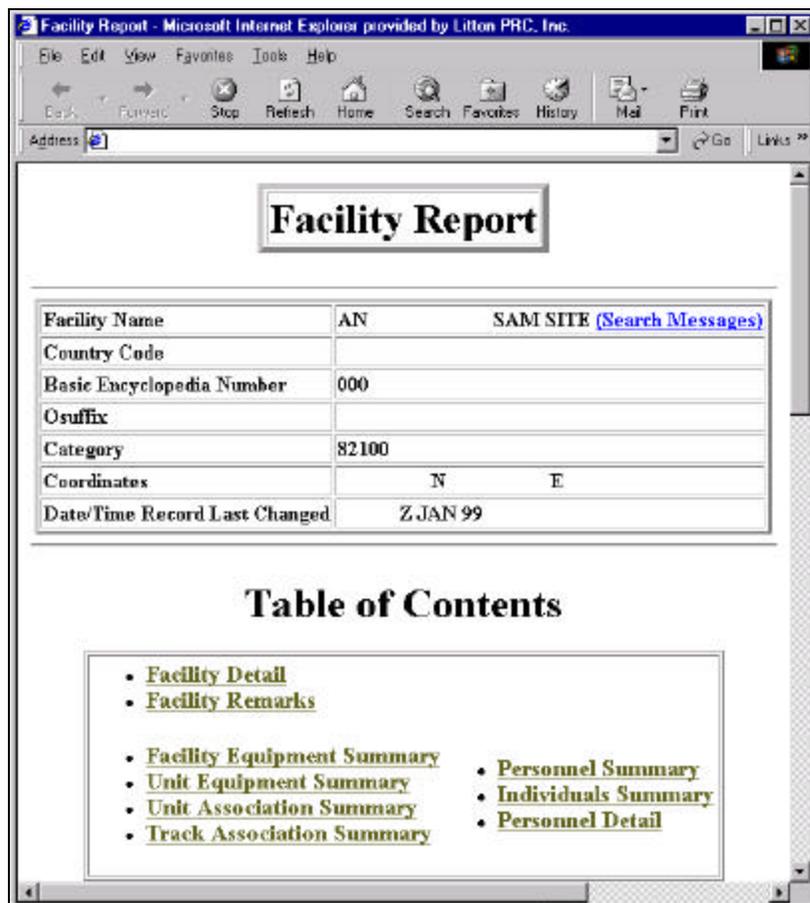
#### Viewing an Intelligence Report

The Intelligence Report provides the most detailed information on a Unit or Facility. The report uses a Web browser to display data.

#### To view a Intelligence Report:

- Step 1.** Select the row of the record to view from the spreadsheet, go to **Intel** and select **Intel Report**.

The default Web browser launches with the Intel Report for the selected record (see Figure 1-16).



**Figure 1-16. Intelligence Report**

## Printing an Intelligence Report

### 21. To print an Intelligence Report:

- Step 1.** Open the Intelligence Report to print. (See Viewing an Intelligence Report for information on how to display the Intelligence Report.)
- Step 2.** From the browser window, go to the **File** menu and select **Print**.

The Intel Report prints out on the connected printer.

### Viewing Related Messages

### 22. To view messages related to the report:

- Step 1.** Display the Intelligence Report for the record. (See Viewing an Intelligence Report for information on how to display the Intelligence Report.)
- Step 2.** Click the [Search Messages](#) link.

This launches the JMCIS Expedited Text Search (JETS) Message Search application.

- Step 3.** Click **Search Now** to begin the search.

### Viewing the Imagery Report

**NOTE:** An ITS/DPS user account must be used to view the Imagery Report.

### 23. To view related imagery:

- Step 1.** Select a record.
- Step 2.** Go to the **Intel** menu and select **Imagery Report**.

The default Web browser launches with the Imagery Report for the selected record (see Figure 1-17).

**NOTE:** Imagery can also be viewed by clicking on the hyperlink in the spreadsheet.

## Plotting Land Tracks to the C2PC Chart

**NOTE:** C2PC needs to be open in order to plot to the map.

### **24. To plot Land Tracks on the C2PC chart:**

**Step 1.** Select entire spreadsheet, or individual records to plot.

**Step 2.** Go to **Intel** and select **Plot To Map**.

The selected records are plotted on the C2PC chart.

### Viewing an Intelligence Report from a Plotted Land Track

### **25. To view an Intelligence Report from a plotted land track:**

**Step 1.** Right-click on a plotted land track.

**Step 2.** Select **Quick Report** from the pop-up menu.

The Quick Report window displays.

**Step 3.** (Optional) To view the entire Intelligence Report from the Quick Report window, go to **Tools**, and select **Display Report**.

### Saving Land Tracks Plotted on C2PC

### **26. To save land tracks plotted on C2PC:**

**Step 1.** From the C2PC window, go to **Database** and select **Save As**.

The Save As dialog window displays.

**Step 2.** Give the saved land tracks a name and click **Save**.

### Formatting the Excel Worksheet

### **27. To format the Excel worksheet:**

?? Excel formatting options, such as sorting and hiding rows, are available within Intel Office.

?? Refer to Excel documentation or online help for additional formatting procedures.

?? Changes made to the data in the Excel spreadsheet are not entered into the local view until the changes are committed.

### Printing the Excel Worksheet

To print the Excel worksheet:

**Step 1.** Go to the **File** menu and select **Print**.

**Step 2.** Enter the number of copies and other information needed, and select **OK**.

Sending Data to Falcon View

**28. To send to Falcon View:**

**Step 1.** Go to the **Intel** menu and select **Send Intel to Falcon View** or select the **Send to Falcon View** on the **Intel Toolbar**.

The Save As dialog window displays.

**Step 2.** Enter the file and click **Save**.

The .thr (threat overlay) and .lpt (local points) files are saved.

**Step 3.** Open the files from Falcon View.