REMEMBER!
If your network is down, CPOF cannot connect to the server!* 
If your network is slow, CPOF will run in a degraded mode.

* See 'Disconnected Operations' on page 20 for using CPOF offline.
CPOF Communications
Voice/Ventrilo

Start CPOF Voice:

Right-click the Netmon Star, select Start, and select Voice.

OR

Click Start -> All Programs -> Ventrilo -> Ventrilo.

Select a User and Connect

You are automatically put in the "Lobby Area".

Join a Channel

Double-click another channel to enter.

Want to Talk?

Press the F3 key and speak into the microphone on the headset. Careful! Everyone on the channel can hear you!

Can't Hear?

Check your Windows Volume settings.

Check your Windows Volume settings.
The Common Message Processor (CMP) is a generic military message processor for tactical systems that can prepare, receive, analyze, and validate military standard (MIL-STD) message baselines in either text-based or binary format.

To start CMP:

Click the icon on the Windows Desktop

or

Click Start > All Programs > Common Message Processor > 5.1.3.0 > Message Center
1) Click the NewMsg icon

2) Check the SOP for the proper Message Baseline

3) Select a Msg format, fill in the information & Validate

4) Add an address

5) Click Send
1) View for unread messages
2) Highlight a message
3) Click Preview or double-click the message
Rich Web Application

CPOF Web Start

Allows you to access repository data and collaborate with other users by downloading your client from a web link. Get the URL from the Helpdesk.

- Open a new web browser
- Enter the URL
- Click CPOF Web Start
- Follow the instructions
Rich Web Application
CPOF Web Start cont.

- Type in username
- Normal CPOF operations minus the CPOF Automation
- Able to create multiple workspaces
Workspace Basics
Orientation

Workspace Orientation: You can configure your workspace however you like! Below is just a recommendation. Think about how you want your workspace to look. Do you like Charts? Tables? Maps? It’s all the same data, so configure it the way that’s best for you!

Note: Your local SOP may dictate that certain Workstations be configured a specific way.

Sample Workspace Configuration

Spread the Workspace over two or three monitors
Workspace Basics
Essential Components

You must have a Frame Dispenser and a Trash Can, and you must know where your Ventrilo "Window" is. If you can't find your Frame Dispenser or Trash Can, right-click your blue CPOF Desktop and choose what you need.

Right-click —> Choose Frame Dispenser or Trash Can.

Library - Contains templates you can customize and works like a Frame Dispenser.

Almost everything you need in CPOF comes from the Frame Dispenser.

Use Pasteboards to hold multiple items in a single project.
Mirror in CPOF:
Most CPOF objects can be duplicated (mirrored) in the CPOF Workspace. When you Mirror, you create another instance of the same data. Any manipulation of the original affects all instances.

Ctrl-drag to mirror
To mirror data is also a Collaboration function. By sharing a Mirror with another user, you can update or analyze the same data in real-time.

Trash - All CPOF elements have a 'Trash' icon. Click the Trash icon to throw things away. There is also a Trash icon on the CPOF Desktop - simply drag items to the Trash icon to dispose of the items. Need to Retrieve Trash? Double-click the Desktop Trash icon to see everything in the trash. Drag an item from the Trash Table to the CPOF Desktop to restore it.
Move: To Move an item, click and drag it to the desired location!

Clone: Shift-drag any frame to create a Clone of that frame. If you change the Content in either the original or the Clone, the Content will change in both, just like a Mirror. However, unlike a Mirror, you can change the Layout in one and the Layout in the other will not change.

Copy: If you want to take someone’s work and use it to start your own project, make a Copy of it. Drag the Copy Machine from the Frame Dispenser then Ctrl-drag (mirror) any Frame or element into the Copy Machine and click Make Copy. Other than Real Units, your Copy will not be linked to the original in any way. If the Layout or the Content changes in either version, it will not affect the Layout or Content of the other version in any way.

| If I change the Layout / Content of one, does it affect the Layout / Content of the other? |
|-----------------------------------|--------|--------|----------------|
| **Action** | **Layout** | **Content** | **How to?** |
| Move | - | - | Drag |
| Mirror | Y | Y | Ctrl-drag |
| Clone | N | Y | Shift-drag |
| Copy | N | N | Use Copy Machine |
On a Map, Efforts act like overlays, displaying groups of specific items. Efforts are generic containers, intended to gather all the work products a user might need to work on a project or plan. They don’t have a limit for the types of products they can contain. These efforts found in the Shared Products contain most all commonly used products like graphics, Events and SIGACTS.

CPOF Elements
Efforts, Resources, and GeoStickies

Resources may be created and used by themselves or associated with a real or notional unit for planning and scheduling.

Use a Geo-Stickie to quickly place a marker on the Map.

GeoStickie: Three ways to create:
1. Drag out from an Item Palette.
2. Enter coordinates in the Map Navigator Coordinate field.
3. Left click a location on your Map and press Tab → Enter.
CPOF Elements
Units, Events, and SIGACTS

UNITS: There are two types of Units:
1. Live Feed/Real Units - come in from Mission Command feeds and can't be created or modified in CPOF.
2. Assertion (Notional) - these ‘fake or user defined’ Units can be created, changed, and used for many things, like planning a mission or showing headquarters locations, and can show task org/"children".

EVENTS: Events record what happened. They can be derived from spot reports, unit planning, etc.

SIGACTS: Events that meet CCIR and are promoted through the SIGACT Management Process.*

*Note: Your local SOP will dictate how SIGACTS are handled.

Need to create a unit to plan a task or mission?
Drag a unit from the Item Palette. Change the Type, open the fields and fill in the data, place on map where you want it, and assign subordinate units as needed.

You can't create or change a Real Unit.

Create Notional Unit

Live Feed/Real Units – come in from Mission Command feeds and can't be created or modified in CPOF.
CPOF Elements
Map Graphic

If you have a data set of grid coordinates (for example, from an MS Excel spreadsheet) that you want to turn into a graphic on a Map, you can use the Map Graphic item.

Drag out a Map Graphic from the Frame Dispenser.

Enter the coordinates

Mirror the graphic onto a Map to check its coordinate position. You can edit the graphic’s position manually by double-clicking and dragging in point edit mode or numerically by editing the grid coordinates in the graphic’s box.
CPOF Elements
Spatial Filter

The Spatial Filter is a filtering item available in the Item Palette that allows you to limit PLI display based on areas of interest, time last reported, and keywords.

In order to use Spatial Filters, you must be configured to receive PLI data.

Draw your boundary and mirror it to the Area Graphic field.

Either select or specify a time value in the Time region. The Contents region of the Spatial Filter populates with Units that have reported in the specified area within the specified time range.
CPOF Elements
Tasks and Stickies

**TASK:**

A Task contains the essential facts about a planned military operation:
What it is, which Unit(s) will perform it, where, when, why, and how it will be performed.

Use the Schedule to set the time and duration of the Task and the Unit that will perform it.

**STICKIES:**

Stickies allow you to place notes anywhere in CPOF.

They can be stuck to Maps, Efforts, Pasteboards, Desktops, etc.

Use a Stickie for briefings, memos, etc.
You can bring images into CPOF using Stickies.

1. Copy and Paste multiple images into a Stickie using either the right-click menu or the standard keyboard shortcuts.

2. Save an image into your operating system clipboard and press Ctrl+V while in the 2D workspace—the image displays within a Stickie.

3. Drag an image file from Windows Explorer or your Windows desktop onto your workspace desktop—the image displays within a Stickie.
The Schedule is the central location for viewing, scheduling, and editing Tasks for a division's entire task organization or any part of the task organization. Use the Task Org icon on the Tree Viewer to select and drag the Unit to the Schedule. You can assign and schedule a Task by dragging it to the timeline matrix (in the center of the schedule) in line with the Unit (shown on the left of the schedule) chosen to perform a mission (Task).

Then you can edit the Task to change the start and end times, status, and so on. If you are ready to assign a Task but not schedule it, you can drag it to the column to the right of the Unit's timeline matrix for later scheduling, or you can do so to allow the Unit to determine its own Task start and completion times.
Disconnected Operations
What Does it Mean?

Visual border provides feedback for the CPOF Workspace when the network is suspended or disconnected.

Suspended

When CPOF connectivity from a suspended state is returned, changes made while suspended "may" be maintained. It is recommended to stop work while suspended and restart CPOF when network connectivity is reestablished.

Disconnected

When disconnected and the network becomes available, a blue banner is displayed around the CPOF Workspace. A message telling the user to restart and reconnect appears; the message also alerts the user to the fact that recent changes made while disconnected will be discarded.

Network Available
Disconnected Operations
Saving your Work

Import/Export Tool:
If you become suspended or disconnected, save your work by dragging the work products to the Export Frame of the Import/Export Tool, select the file format, and then click Export and select a filename and location for the export.

My Local Cache:
Add high-priority items to My Local Cache to frequently cache data so that it is as current as possible in case of disconnection.
The Map is another frame. You can nest it in a Pasteboard. It has thumb tab controls and it can be expanded or contracted by using the drag handles.

Navigate a Map by using the Map Navigator, the shortcut menu, and keyboard shortcuts. The Effort List allows you to display or not display data contained in Efforts on the Map. Preset Views can be created to support briefings and revisit other Map views. To save a Map View as a Preset, click the + New Preset button on the navigator and name the preset.
Use the mouse scroll wheel to zoom.

Press Alt → left-click and draw a box around the area to zoom.

Press the Spacebar and left-click to pan the Map.

Filter the Map’s data.
Filtering (window shade icon) lets you hide, show, or highlight data that shares a specific Attribute, allowing you to streamline the data that you present in your chart.

The filtering options are:

- **Click Show**: only the elements *with* the specified attribute display
- **Click Hide**: only the elements *without* the specified attribute display
- **Click Highlight**: the label text or symbol for the specified elements is highlighted
Did you know?

Ctrl-drag the Flashlight to measure distance.

Keyboard shortcuts are

“i” “g” = Ink; “f” = Flashlight;
“t” = Text; “e” = Erase;
“Esc” “s” gets the cursor back.

CPOF Work Products
Tools and Graphics

Contains Military Tactical Graphics. Use the drop-down menu

Did you know? Ctrl-drag the Flashlight to measure distance.
Group Edit Mode: click once on the graphic.

Rotate the graphic by using the green ball.

Adjust the size by dragging the corner handles.

Adjust the graphic’s height by dragging the edge handles.

Change the line style, width, color, fill color, and opacity of the graphic by changing them on the Graphics Palette.

Point Edit Mode: double-click on the graphic.

Edit by right-clicking one or more specific point(s) on a graphic, or its text.

Right-click to add/or delete a point.

Edit Text by selecting the Text tab on the Graphics Palette.

Both Edit Modes:
Undo = U key.
Redo = R key.
Exit = Click outside the graphic or select the Edit Mode: Exit on the Graphics Palette.
3 kinds of tables - Event Tables, SIGACT Tables, and generic Tables.

The Event and SIGACT Tables are global (displays the same data to everyone). Sort a Table by clicking the header at the top of the desired column. Select specific value in a column by clicking on that value (e.g., IED). Once one value is selected, all Events with the same value are selected.

The Event Chart provides a way to display the frequency of Events and to analyze the relationship between different sets of Events on a timeline. Events must first be contained in one or more Efforts.
All Charts have Effort Lists like Maps and Schedules that you can add to the visualizations.

The Vertical & Horizontal Summary Bar Charts allow you to compare data on two specific attributes and bucket the data to create additional groupings.

The Library will have pre-defined Charts; you may use one of these Charts and incorporate your data. The visualization will be determined by the pre-defined parameters of the Chart.
A Scatter Plot places data as Individual dots within the chart space, often best used to show the density of your data.

A Column Chart helps you visualize a single attribute (often most helpful when used as a supporting chart in a multi-chart visualization).

A Network Chart is best used to visualize and drill down on relationships.
Clicking one of these functions pre-populates the formula field and the corresponding selected cell with the basic function code to calculate one of the following:

- **SUM** - the total sum of the numbers within the selected cell range
- **AVERAGE** - the average of the numbers within the selected cell range
- **MIN** - the lowest number within the selected cell range
- **MAX** - the highest number within the selected cell range
- **COUNT** - the number tally within a selected cell range

Right-click the column or row headers to add or remove columns or rows, and to access formatting options.
CPOF Work Products
Spreadsheet

Use the Spreadsheet with other visualizations. Nest the Spreadsheet just like you would a Stickie. You can now use the tabular and visual information in a brief.

You can cut and paste text from a Table or any box fields into the Spreadsheet.

Remember: Any changes made to the Table or box fields you copied from will not change in the Spreadsheet.
Start Snagit: Start
    → All Programs →
    Snagit 9.  Click the
    Capture button or
    hotkey (Ctrl-Shift-P or
    Shift-Print Screen).
    Drag crosshairs cursor
    around what you want
    to capture.  The
    Image appears in the
    Snagit Capture Preview
    Window.  Edit the image in the Snagit Capture Preview
    Window.  If a profile hasn’t been set up, select Finish Profile
    and select where you want the image to go.

The Snagit image will appear on the Image Overlay Table.
Data from CPOF and other Mission Command systems are available through the DDS Server and Web Services.

## CPOF Work Products

### Publish and Subscribe

<table>
<thead>
<tr>
<th>System</th>
<th>Data Exchange with CPOF</th>
<th>Data Summary</th>
<th>Data Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Command Web</strong></td>
<td></td>
<td>Collaborative Data Feed</td>
<td>Efforts, Graphics, Units, Events, Stickies, Geo-Stickies, Flashlighting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collaborative Data Feed</td>
<td>Efforts, Graphics, Units, Events, Stickies, Geo-Stickies, Map contents, Flashlighting</td>
</tr>
<tr>
<td><strong>AFATDS/EMT</strong></td>
<td></td>
<td>Data Feed</td>
<td>Geometries (w/Graphics), Targets, Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission</td>
<td>Updates, Creates, Deletes (Geometries &amp; Targets), Updates (Units)</td>
</tr>
<tr>
<td><strong>TAIS</strong></td>
<td></td>
<td>Subscription</td>
<td>ACOs, ACMs, ACMRs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission</td>
<td>ACMRs</td>
</tr>
</tbody>
</table>
# CPOF Work Products

## Publish and Subscribe

<table>
<thead>
<tr>
<th>System</th>
<th>Data Exchange with CPOF</th>
<th>Data Summary</th>
<th>Data Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS/CMP</td>
<td>Data Feed</td>
<td>Create and Send (K101, K05.17, K05.15)</td>
<td>Tactical Messages - Receive (K101, K05.17, K05.15, K03.06 &amp; K05.13), C2R Address Book.</td>
</tr>
<tr>
<td></td>
<td>Submission</td>
<td></td>
<td>Create and Send (K101, K05.17, K05.15)</td>
</tr>
<tr>
<td>AMDWS</td>
<td>Data Feed</td>
<td>Air Track, ADA Weapons, ADA Sensors, and RAM Event Feeds</td>
<td></td>
</tr>
<tr>
<td>BCS3</td>
<td>Status Query/Subscription</td>
<td>Unit Status and Supply Point Dashboards</td>
<td></td>
</tr>
<tr>
<td>TIGR</td>
<td>Collaborative Data Feed</td>
<td>Collections (Places, Events, Reports w/Links to Media)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collaborative Data Feed Time and Geographic Query for TIGR Data</td>
<td>Events</td>
<td></td>
</tr>
</tbody>
</table>
The CPOF Operator can now have access to WFF data using Templates in the CPOF library and data from Shared Products.

From the CPOF Library, dispense a WFF Template and place it onto the CPOF Desktop.

WFF information can be located in Shared Products. Contact your Helpdesk if you can't find it. Use the WFF data from the Publishers in Shared Products in either the WFF Templates, or mirror the information to a Map, depending on the information you are using.
The Helpdesk will set up channels in the CPOF Shared Products for the Command Web and CPOF to share data.

To send data to the Command Web, you can drag out the CPOF to Command Web channel and drop the data into the Contents region.
The operator will take the data from Command Web located in Shared Products and place it on their CPOF Map.

Data from Command Web will display in a Channel set up by Helpdesk.
CPOF Work Products
TIGR to CPOF

Locate the TIGR to CPOF Channel in Shared Products and Mirror it to the CPOF Desktop.

Mirror one of the Efforts to the CPOF Desktop.

Common items in the Efforts are Patrol Reports from TIGR which display as Tasks.

Mirror the Effort to the CPOF Map and monitor.
CPOF Work Products
CPOF to TIGR

Locate the CPOF TO TIGR Channel in Shared Products and Mirror it to the CPOF Desktop.

Mirror Events or Efforts of Events that is to be sent to TIGR to the Container region of the package. Efforts can contain other items, but only the Events will appear in TIGR. The Events must have grid coordinates. Otherwise, they are not exported to TIGR.

NOTE: Contact the Helpdesk for assistance.
From CPOF [Library > AMDWS], dispense the AMDWS Track Table. From Shared Products, drag any of the Efforts to the AMDWS Track Table. The AMDWS Track Table displays data from the Efforts. Contact the Helpdesk if you can't locate the AMDWS Effort.

Info can be placed in the CPOF Template or straight to a CPOF Map.
In Shared Products, there is an AFATDS Main Publisher that will have the Unit, Geometrics, Map Efforts AFATDS, and Targets Efforts. The user will use these Efforts on the Map and in a template from the CPOF Library.

Mirror one of the AFATDS Efforts from Shared Products to the AFATDS Pasteboard or CPOF Map Effort List and monitor.
CPOF Work Products
BCS3

From the CPOF Library, dispense the BCS3 Logistics Dashboard to the CPOF Desktop. This Dashboard will take some configuration to set up the way you want to see it. For this you will need the assistance of the Helpdesk. Once the configuration is complete, click each tab to analyze the information. To be able to view the SLANT and Maintenance Reports, you will need to mirror the Efforts from the Dashboard Request to the Effort List of the respective Chart.
From the CPOF Library (AC2), dispense the Air Space Planning Workspace to the CPOF Desktop. From the Shared Products, mirror the Publishers for TAIS to the Workspace Effort List and monitor. The information provided will be the approved airspace plan. You can mirror Efforts to the CPOF Map and have a visual representation of the information. You should only monitor one Effort at a time on the Workspace to keep ACO info from being overwritten.
# CPOF Work Products

Repository Web Services and Charts in CPOF

<table>
<thead>
<tr>
<th>Data</th>
<th>Service</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMDWS Air Tracks</td>
<td>AMDWS</td>
<td>All current air tracks</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AMDWS RAM Events</td>
<td>AMDWS</td>
<td>All current and expired RAM Events</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AMDWS SA Weapons</td>
<td>AMDWS</td>
<td>Location and Range Fan for SA Weapons</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AMDWS SA Sensors</td>
<td>AMDWS</td>
<td>Location and Range Fan for SA Weapons</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AMDWS Track table</td>
<td>AMDWS</td>
<td>Formatted Table for Air Track data</td>
<td>Library</td>
</tr>
<tr>
<td>AFATDS Pasteboard</td>
<td>AFATDS</td>
<td>Formatted Pasteboard to view AFATDS data</td>
<td>Library</td>
</tr>
<tr>
<td>AFATDS Geometries</td>
<td>AFATDS</td>
<td>Friendly and Enemy Geometries</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AFATDS Targets</td>
<td>AFATDS</td>
<td>Current and Planned target data</td>
<td>Shared Products</td>
</tr>
<tr>
<td>AFATDS Units</td>
<td>AFATDS</td>
<td>Unit descriptions and locations</td>
<td>Shared Products</td>
</tr>
<tr>
<td>BCS3 Logistics Dashboard</td>
<td>BCS3</td>
<td>Formatted BCS3 Pasteboard for display Unit, Supply Point, and Readiness Status</td>
<td>Library</td>
</tr>
<tr>
<td>ITV/RFID Services</td>
<td>BCS3</td>
<td>Query tool for RFIDs in an area</td>
<td>Library</td>
</tr>
<tr>
<td>Airspace Planning Workspace</td>
<td>TAIS</td>
<td>Formatted TAIS workspace</td>
<td>Library</td>
</tr>
<tr>
<td>ACO</td>
<td>TAIS</td>
<td>List of all Active ACOs</td>
<td>Shared Products</td>
</tr>
<tr>
<td>ACMs</td>
<td>TAIS</td>
<td>List of all ACMs per ACO</td>
<td>Shared Products</td>
</tr>
<tr>
<td>ACMRs</td>
<td>TAIS</td>
<td>List of all ACMRs per ACO</td>
<td>Shared Products</td>
</tr>
</tbody>
</table>
The Search tool in the 2D Workspace allows you to search data on your system's Search server. The server creates (and periodically refreshes) full-text search indices for pre-defined types of information within CPOF.

The indices are built from data that is stored in either the live (Master) or Backup repositories.

Two Search options are provided in the 2D Workspace:

1. A standard search option intended for simple or complex queries that don’t require specifically targeted areas. This option automatically searches all indices in either the Master or Backup repositories (as provided by the Helpdesk). Use this option when you are fairly sure of what you are looking for or if you want to perform a broad, unstructured search.

2. An advanced search option intended for specifically-targeted searches based on data filtering. Use this option when you want to be more specific with your search.
CPOF Work Products Search

Search Tips:

1. Enter a wildcard (*) at the end of/within a partial word to find all versions of the word (arm* would find arms, armor, army, etc.).

2. Enter a tilde (~) at the end of a word to find similar words (this is useful with Arabic or misspelled words).

3. Enter double quotes (" ") around a word or phrase to find exact matches.

4. The Results table displays the query string that was submitted to the Search server. This string contains date/time encodings and the search string characters.

Example:

| Your Search On: | 10 11145R Dec 09 | Armor* |
## CPOF Work Products
### Advanced Search

<table>
<thead>
<tr>
<th>Advanced Search Target</th>
<th>Looks at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everywhere (default)</td>
<td>Everything in all available indices</td>
</tr>
<tr>
<td>SIGACTs</td>
<td>Everything in the current SIGACTs Table</td>
</tr>
<tr>
<td>Events</td>
<td>Everything in the current Events Table</td>
</tr>
<tr>
<td>All SIGACTs Archive</td>
<td>Everything within all levels of the SIGACTs Archive</td>
</tr>
<tr>
<td>All Events Archive</td>
<td>Everything within all levels of the Archived Events</td>
</tr>
<tr>
<td>Division Information Center</td>
<td>Everything within all levels of the Division Information Center</td>
</tr>
<tr>
<td>Shared Products</td>
<td>Everything within Shared products</td>
</tr>
<tr>
<td>Shared User Data</td>
<td>Everything in the Container regions of all user profiles</td>
</tr>
<tr>
<td>Division Resources</td>
<td>Everything within the Tree Viewer's Task Org preset</td>
</tr>
</tbody>
</table>
The terms 'CPOF Automation' and PAL (Personalized Assistant that Learns) may be used interchangeably.

CPOF automation enables you to automate routine chores, freeing you to spend your time more strategically and also reducing the chance of human error. Tasks like creating a Spot Report can be automated; you can design this automation to occur as a result of a specific system condition, or you can manually click a 'Run' button on a procedure box.
Users leverage PAL and its prebuilt workflows and components through the Library located in the General Frames section of the Frame Dispenser.

The Library is divided into functional areas with individual components dispensed by dragging them to the CPOF Workspace. Components may consist of Procedures, Rules (and combinations), Templates (i.e., Spot Reports) and Workflows (i.e., Battle Drills) and Non-PAL entities.
Each component dispensed from the Library will contain one or more set of instructions explaining what it’s for, how to use it, and what to expect.

It will also contain one or more Procedures, Rules, or combination of the two used to perform the required task.
The Notification monitor docked on the CPOF Desktop turns orange to alert the operator that a number of new notifications are waiting. The first number is data notification and the second number is the Chat notification.

Data items use CPOF automation to automatically notify you of changes. Right-click the data item, click Notify me when and check the reason for notification.

Double-click the Notification Monitor to open the Notification Console. The Data Notification tab acts like an email inbox.
The Chat Notification tab displays incoming chat messages and notifications when work products have been either added to or removed from a monitored chat's Contents.
CPOF Work Products
Notification - Monitored

Notifications for Z:Helpdesk-4
Data Notifications  Chat Notifications  Monitored Items

Chat: Collection

Filter by:  Data Type  Name

Right click on items to change their monitoring options

The Monitored Items tab lists all the individual items that you are currently watching using CPOF automation.
The Tree Viewer allows you to examine work products (Maps, Pasteboards, Efforts, Tasks, etc.) by viewing them hierarchically, just like in Microsoft Windows Explorer.

Use the Tree Viewer to:
1. Look at all the products on the Workspace.
2. Drop a Tree Viewer into a Pasteboard and view the Pasteboard’s contents.
3. View all products in the Shared Products tree list.
4. View a list of all the work products contained in the My User Profile.
5. View a list of all users and all the work products those users have contained in their User Profile.
6. View the contents of most work products.

Organization and Collaboration

Tree Viewer

Shared Products = “shared drive” of CPOF Products.

The Bookmark function gives you access to frequently-used work products without having to leave them open on your workspace desktop.
Privileges

Privileges of an Element

Privileges protect your Element from being edited or deleted by others.

There are two ways to change Privileges of an Element:

1. Right-click.
   Right-click in the Privilege Area.

2. Drag and Drop.
   Drag the user from Tree Viewer to the Privilege area.

Check Privileges on Elements.
## Privileges

<table>
<thead>
<tr>
<th>Work Product</th>
<th>Privilege type</th>
<th>Constraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame</td>
<td>Content: Owner</td>
<td>Allows you to add/remove frame content and add/remove others' content privileges</td>
</tr>
<tr>
<td></td>
<td>Layout: Owner</td>
<td>Allows you to adjust frame layout and add/remove others' layout privileges</td>
</tr>
<tr>
<td></td>
<td>Contributor: content</td>
<td>Allows you to add/remove your own content; you cannot remove or manipulate others' content unless you have privileges to it as well</td>
</tr>
<tr>
<td>Stickie</td>
<td>Content: Owner</td>
<td>Allows you to add/remove Stickie content and add/remove others' content privileges</td>
</tr>
<tr>
<td></td>
<td>Layout: Owner</td>
<td>Allows you to adjust Stickie layout and add/remove others' layout privileges</td>
</tr>
<tr>
<td>Element</td>
<td>Owner</td>
<td>Allows you to edit any portion of the data to include add/remove content and add/remove others' owner privileges</td>
</tr>
<tr>
<td></td>
<td>Contributor</td>
<td>Allows you to add/remove your own content; you can remove or manipulate other's content only if you have privileges to it as well</td>
</tr>
<tr>
<td>Annotation</td>
<td>Owner</td>
<td>Allows you to edit and add/remove others' owner privileges</td>
</tr>
</tbody>
</table>

- Rule of thumb: When granting privileges to others - give Contributor privilege
Set Up the User Profile (defaults):
1. Drag the Tree Viewer to the desktop.
2. Drag the My User icon from the Tree Viewer to view the profile.
3. Click the All Users button at the top of the Tree Viewer.
4. Drag user(s) to the Default users/groups area of the MY User Profile.

Privileges

User Profile. The profile includes default privileges which will be applied automatically to each product (Map, Pasteboard, Event, Effort, Task, etc.) that is created. Most users set the defaults once and seldom change them.
1. Mirror a group to the CPOF Desktop and note who belongs to the group.
2. The user can belong to a group in two ways:
   a) Automatically - for example, Schedule Authority and Command Group.
   b) Create a new group and drag users from the Tree Viewer All Users.
Pull down the Privilege windowshade to gain access to the Layout, Content, and Contributor region.

Right-click the region and click the user you want to add.
Privileges

Want to add a group? Right-click the region and select Add Group. Click the Group you want to add.
REMEMBER!

If your network is down, CPOF cannot connect to the server!*
If your network is slow, CPOF will run in a degraded mode.

* See 'Disconnected Operations' on page 20 for using CPOF offline.
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TACTICAL MISSION COMMAND