INFORMATION MANAGEMENT TOOL • VIEWER TRAINING COURSE

e-Publishing

U.S. AIR FORCE

INFORMATION MANAGEMENT TOOL
Viewer Training Course

OPR: AFDPO/PPX
Bolling AFB DC 20332-5000

ENTER

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Information Management Tool
Viewer Training

I. Introduction

The Air Force Departmental Publishing Office (AFDPO) with the cooperation of the Air Force Office of Installations and Logistics (AF/IL), has taken the first step toward improving the way we gather information in the new century. The Information Management Tool (IMT) Solution not only replaces the technology of traditional forms; it transforms the way we conduct our business.

II. Information Management Tool

The exciting (IMT) Solution is a quantum leap over previous forms software and is far more than simply an e-Forms solution. Under the new program, the printed form is only one of many potential outputs of what will comprise the new system. With the implementation of the IMT Technology, the word "form" will be replaced with "IMT" by order of the Air Force Chief Information Officer. This change reflects the many new capabilities brought about by this new technology.
The IMT is an intelligent form that encapsulates the form logic and the underlying data into a single file in a non-proprietary Extensible Markup Language (XML) format. Secure digital signatures, automatic routing, of the IMT to recipients, and support for non-connected users are just some of the benefits of the IMT.

III. Course Objectives

The purpose of this training course is to outline the features contained within the IMT Viewer. For all personnel supporting the Air Force mission, this Viewer application will allow IMT End Users to fill, save, print and email IMTs. The IMT Viewer reads IMT files much like the Adobe Acrobat Reader application reads .pdf files.

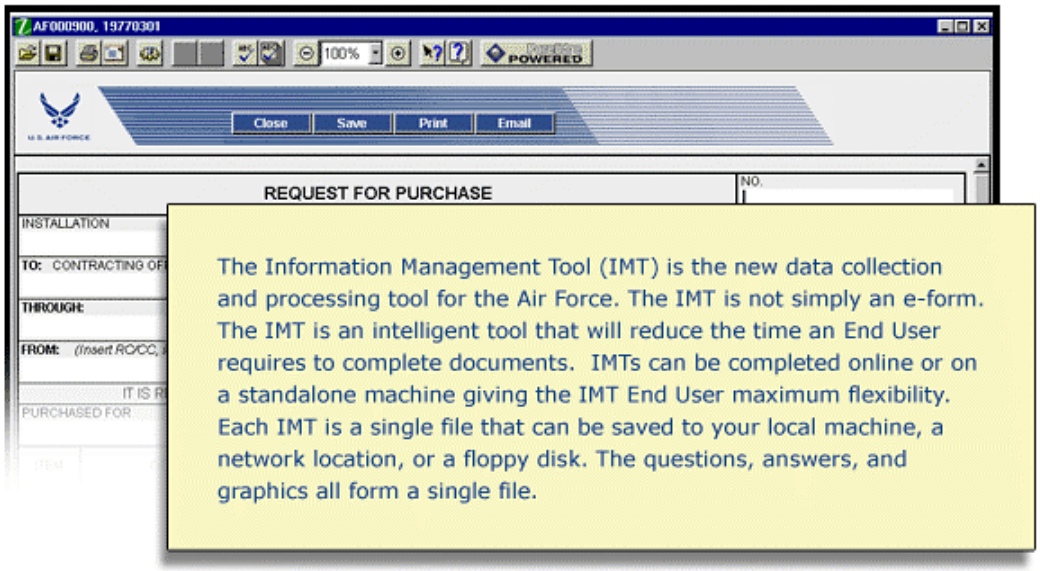
The objectives of this course are:

1. To provide knowledge about the Information Management Tool (IMT).
2. To provide knowledge about the PureEdge Viewer that displays an IMT.
3. To provide the basic skills to use an IMT.
4. To provide the skills to Fill, Save, Print, and Email an IMT.

IV. Course Navigation

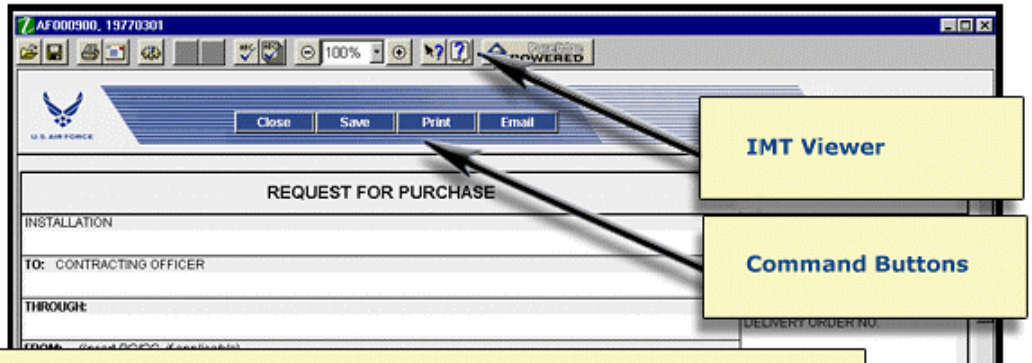
Navigating throughout this course is straightforward and should be intuitive to every IMT End User, as it is based largely on the navigation used commonly on the World Wide Web. Simply use the buttons across the top of each page to enter one of the six sections. The **View Course Map** button will provide an overview of each page within the course. It also provides a direct link to each individual page.
Once inside any given section, use the Forward arrow to advance to the next page. Use the Back arrow to return to the previously viewed page in that section. You may jump to a new section at any time by selecting one of the buttons at the top of the page. If you would like to save the course for offline access, select the **Open Course as PDF** button.

Opening an IMT
What is an IMT



The Information Management Tool (IMT) is the new data collection and processing tool for the Air Force. The IMT is not simply an e-form. The IMT is an intelligent tool that will reduce the time an End User requires to complete documents. IMTs can be completed online or on a standalone machine giving the IMT End User maximum flexibility. Each IMT is a single file that can be saved to your local machine, a network location, or a floppy disk. The questions, answers, and graphics all form a single file.

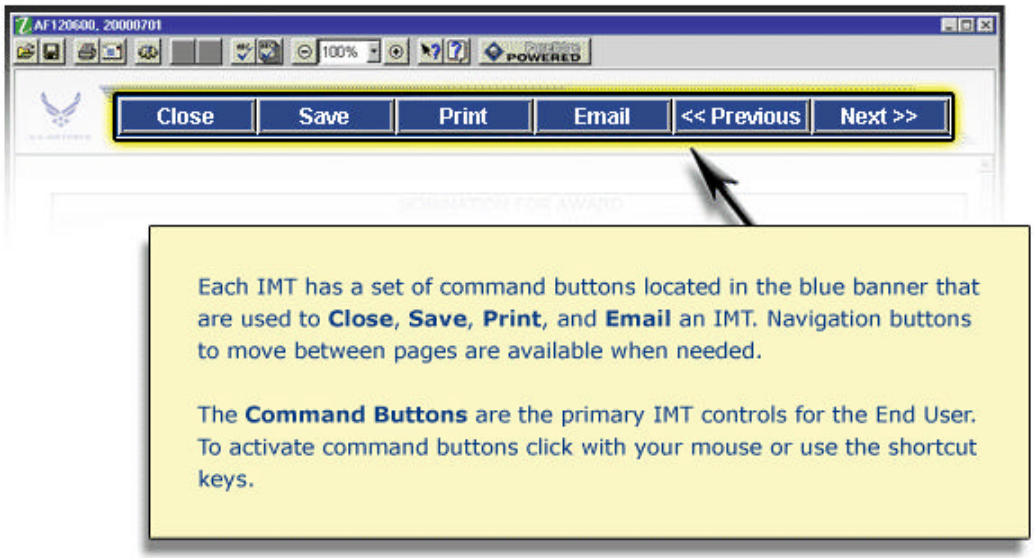
Opening an IMT
What You See



The IMT that an End User will see looks identical to the previous forms they have used. The main visual change is the addition of the **Command Buttons** at the top of the IMT. The Command Buttons will be your main controls to Close, Save, Print, and Email an IMT. Command buttons will also be used to move between pages in a multi-page IMT.

The IMT is presented to the End User in a window called the **IMT Viewer** To use the IMT system, the **IMT Viewer** must be installed on your computer. Installation of the Viewer will be done through a simple download procedure.

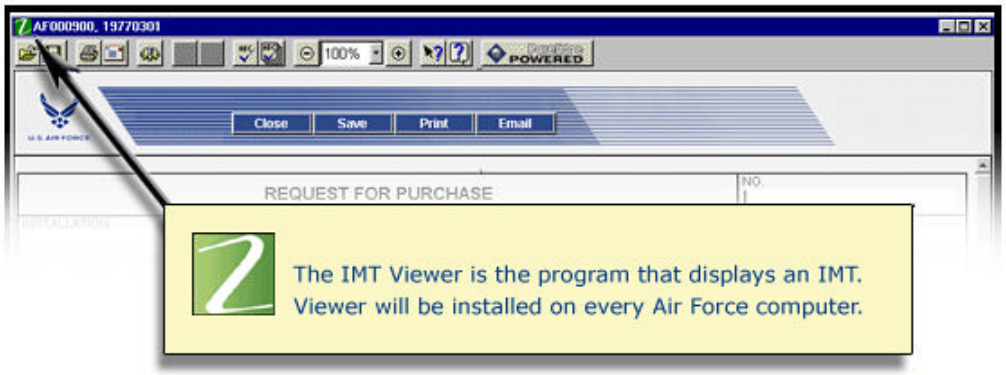
Opening an IMT
Command Buttons



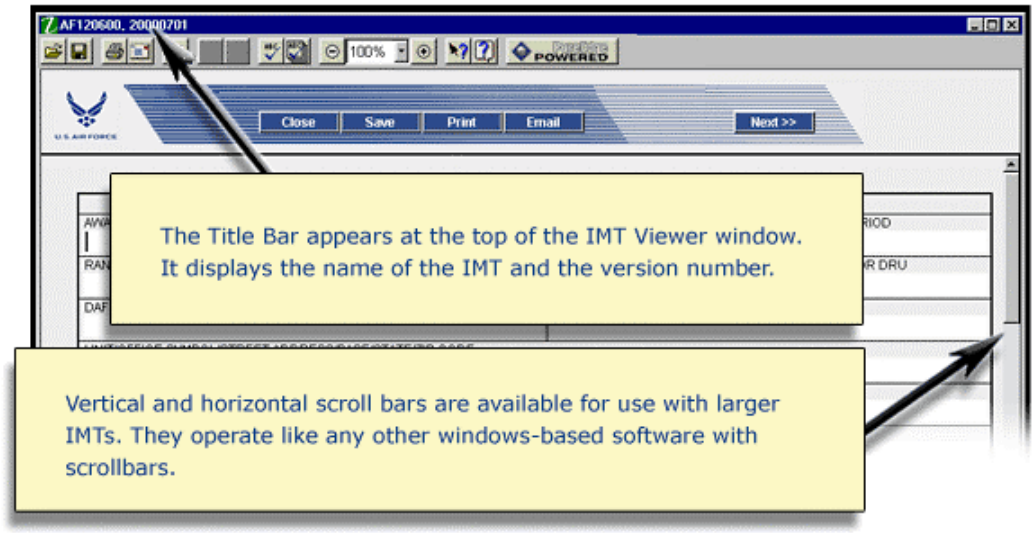
Command Button Details

Close	**Close: (ESC or F7)** Closes both the IMT and ICS Viewer. Prompts user to save changes.
Save	**Save: (F2)** Saves the current IMT. A dialog box allows saving to a local or network location.
Print	**Print: (F3)** Prints the current IMT. Will print blank and/or completed IMT to a local or network printer.
Email	**Email: (F4)** Opens the local email client to permit emailing IMT.
Next >>	**Next: (F6)** Advances to the next page. (Only appears in multi-page IMTs.)
<< Previous	**Previous: (F5)** Returns to the previous page of the IMT. (Only appears in multi-page IMTs)

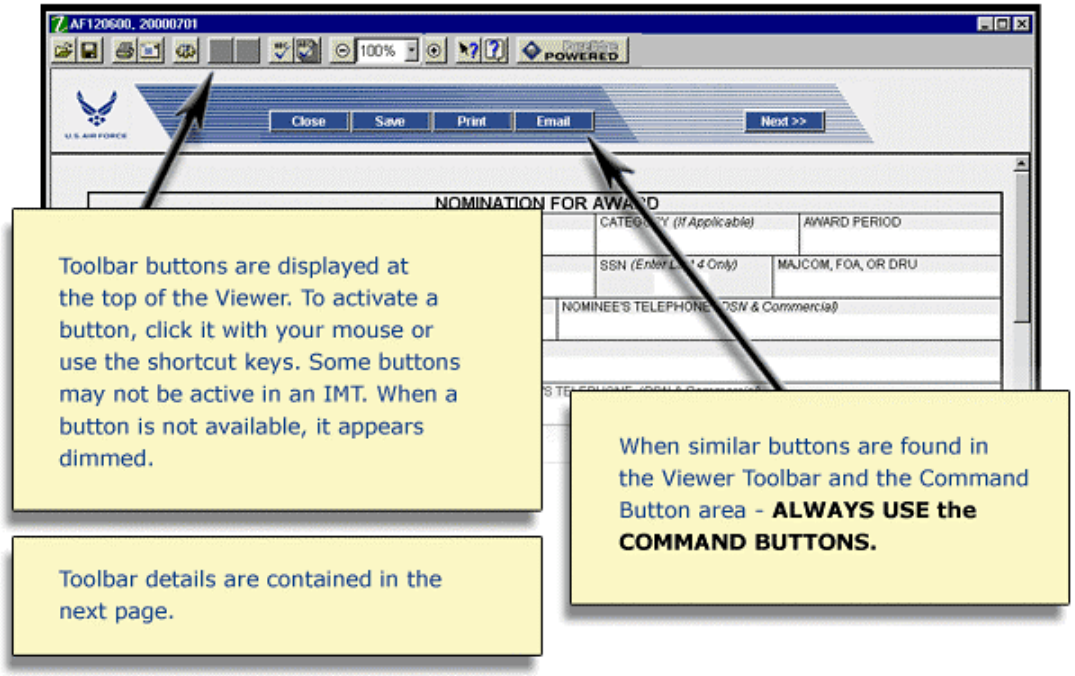
Opening an IMT
The Viewer

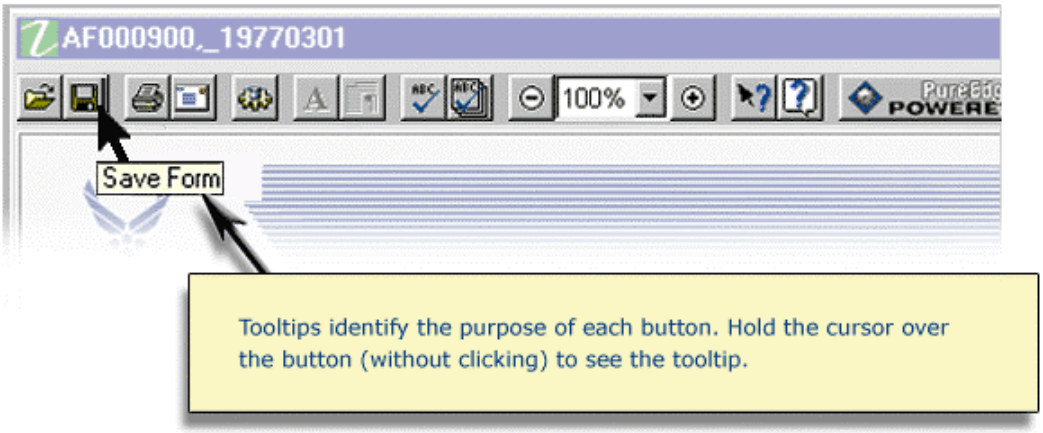


Opening an IMT
Parts of the Viewer - Title Bar & Scroll Bars

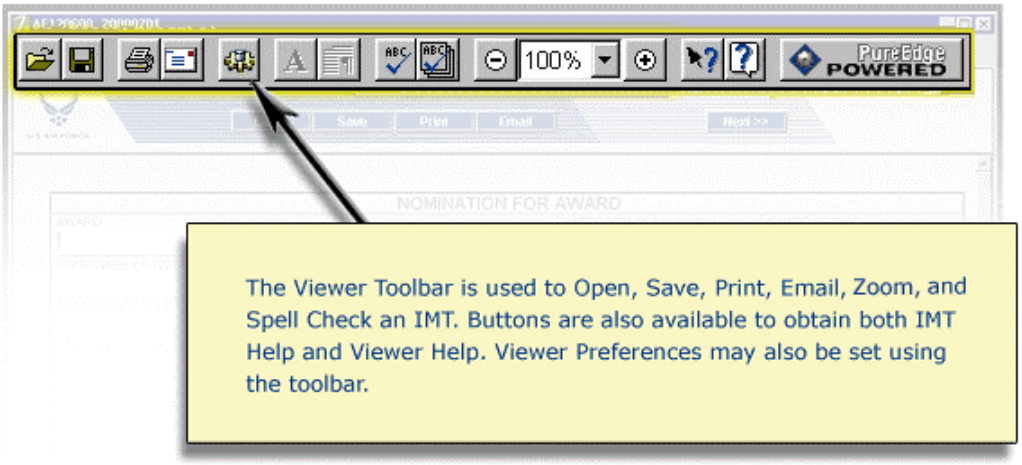


Opening an IMT
Parts of the Viewer - Toolbar





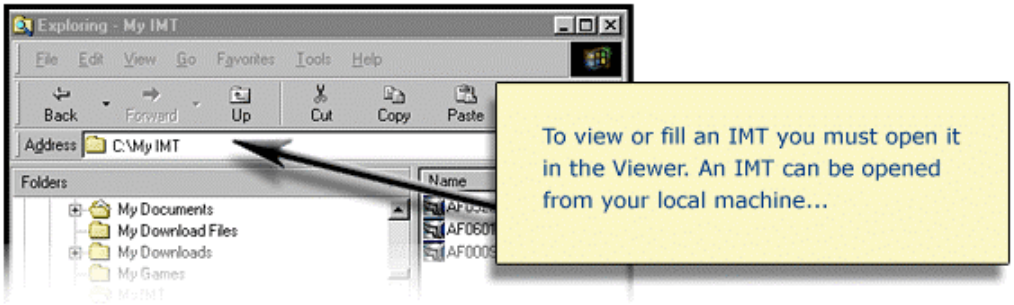
Opening an IMT
Parts of the Viewer - Toolbar Details

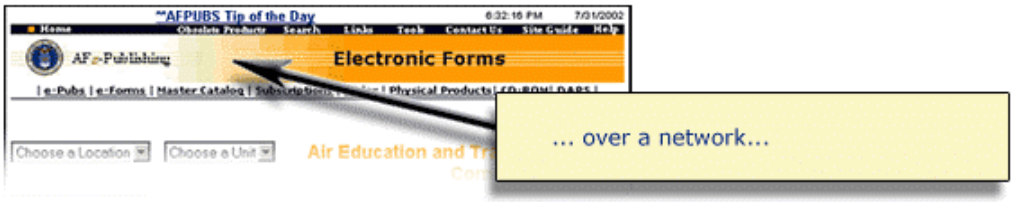


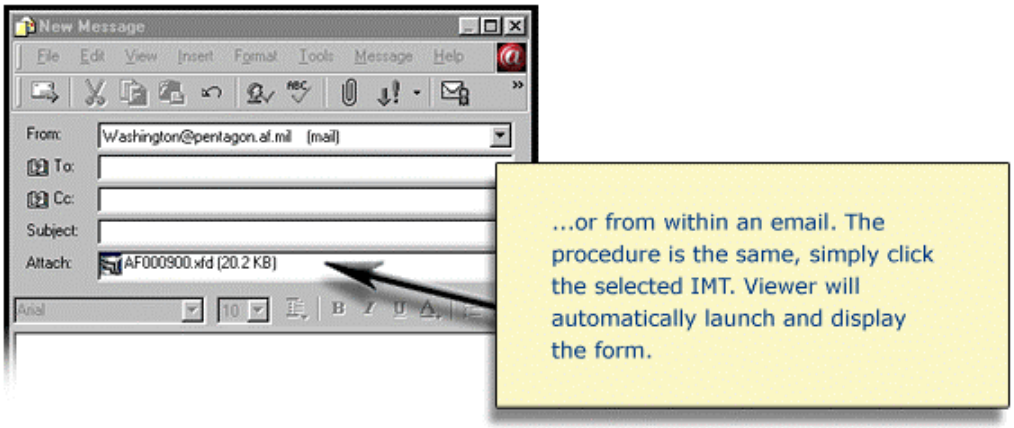
Tool Button Details

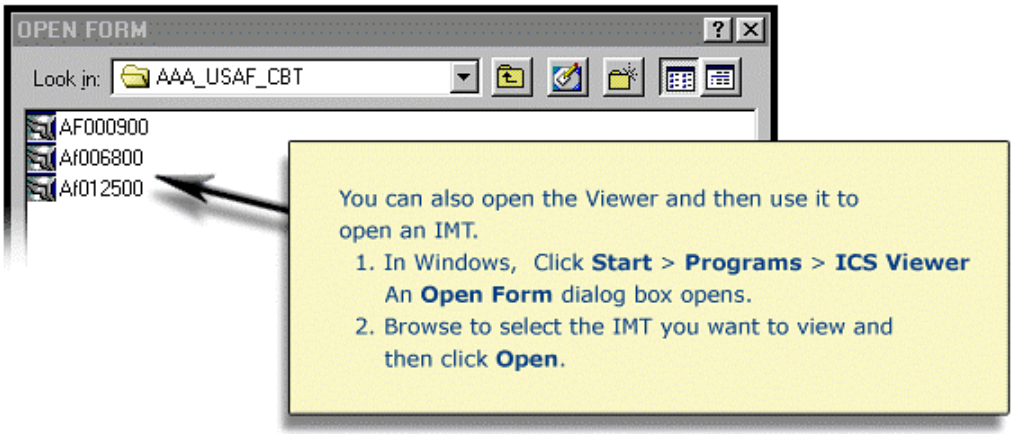
	Open Form - Opens an IMT in a new window.
	Save Form - Saves the current IMT.
	Print Form - Prints the current IMT.
	Mail Form - Emails the current IMT.
	Preferences - Sets Viewer preferences. This will be done for you during installation.
	Check Spelling - Checks spelling within a single input field. You may add unique words to the dictionary.
	Check All Spelling - Checks all input text you have added to an IMT.
100%	**Zoom** - Enables increased or decreased magnification of the IMT.
	Help Mode - Enables context-sensitive help if the IMT was designed with custom help messages.
	Viewer Help - Contains Keyboard commands for navigating within an IMT and for using the Viewer.
PureEdge POWERED	**About** - Displays version and registration information about the Viewer.

Opening an IMT
Four Methods to Open

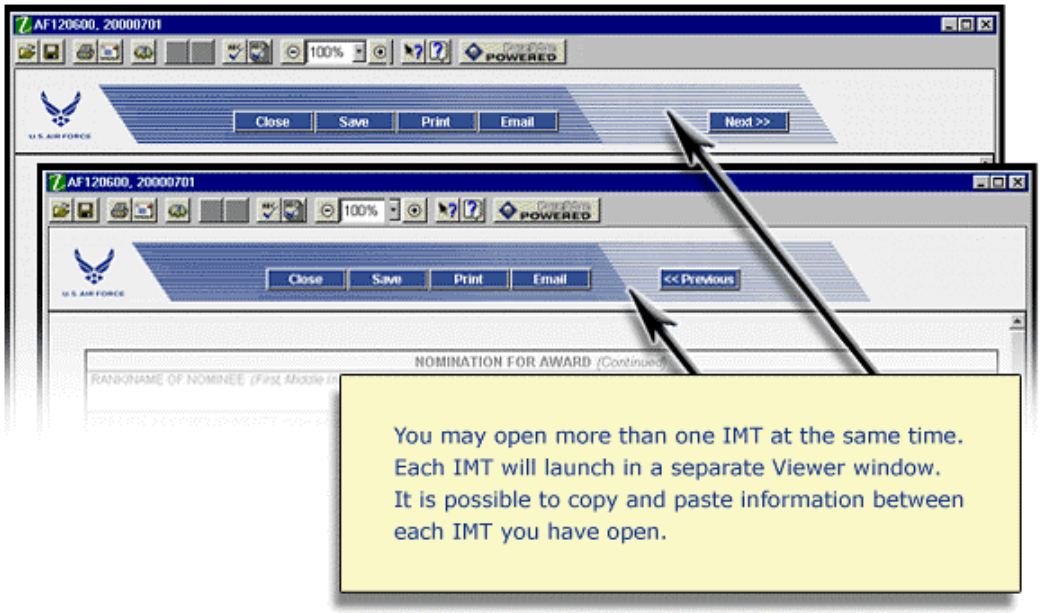


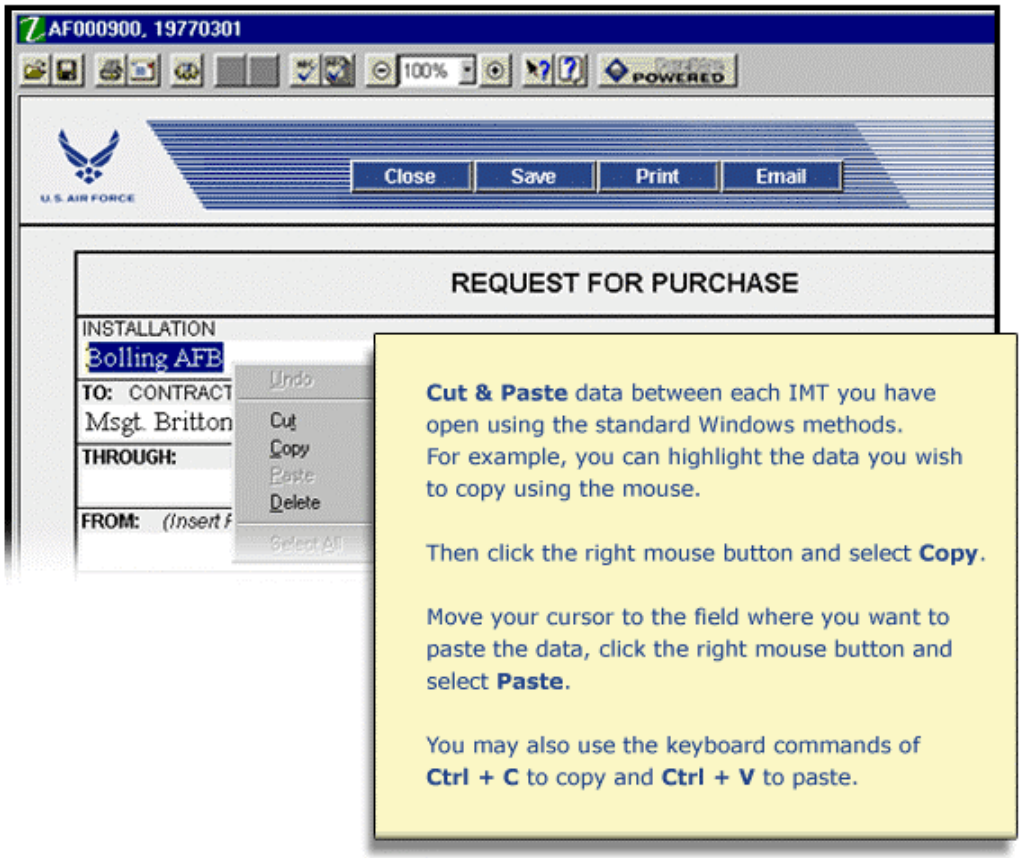




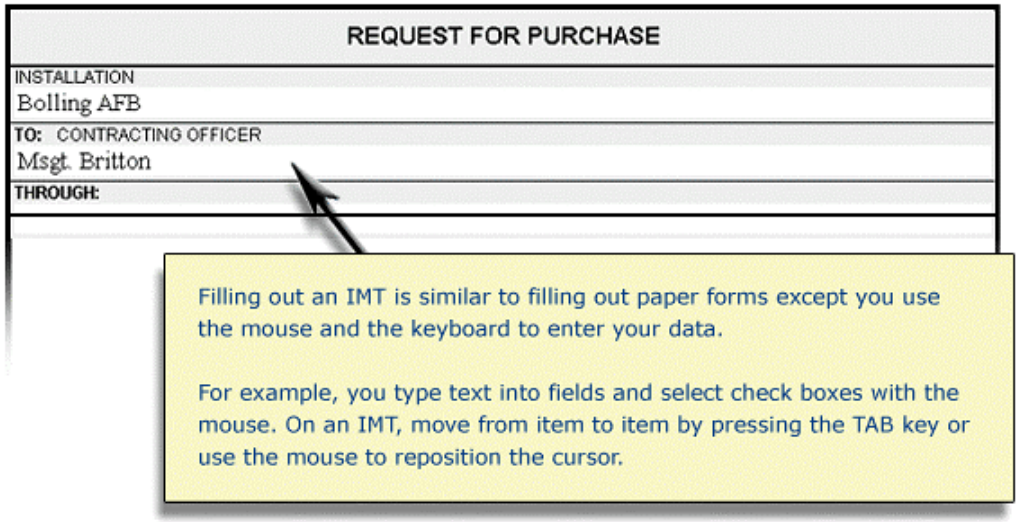


Opening an IMT
Multiple Forms - Copy & Paste

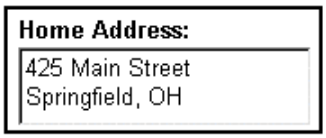




Adding Data to an IMT



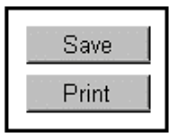
Input Items to Gather Data in an IMT



Field - A field allows you to provide information by typing text. Some fields allow a single line of text while others support multiple lines.

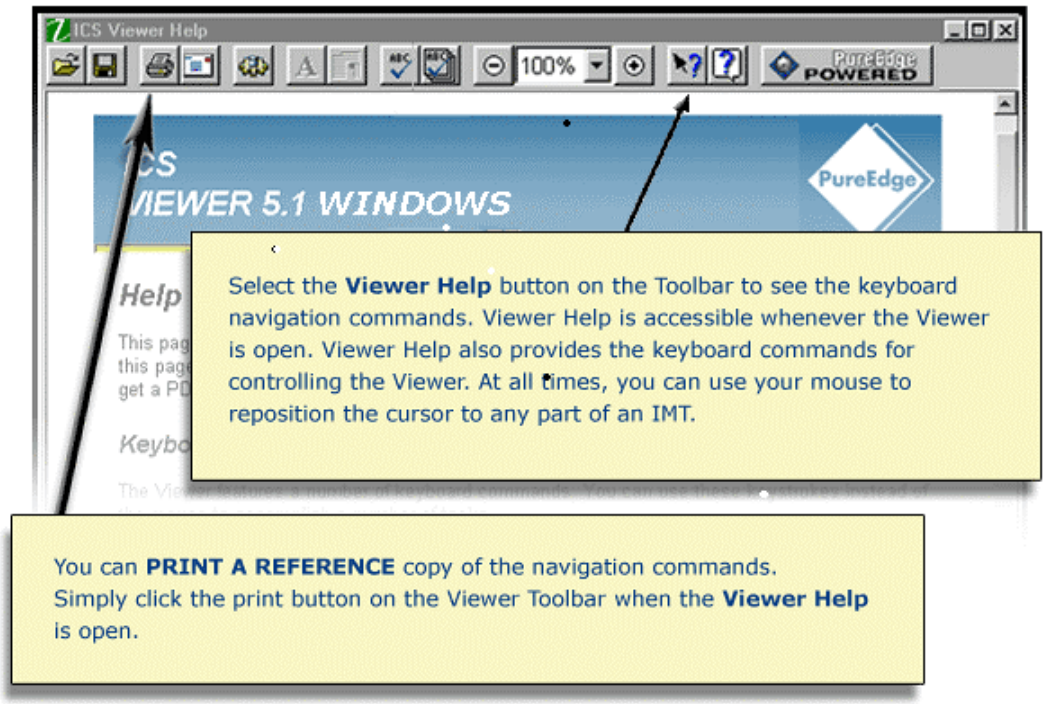
Check Box - Check boxes allow you to make selections from a group of choices. The design of an IMT will determine if you can make a single choice or multiple choices.

Popup List - A popup presents a list of choices. To make a selection, click the desired choice. Popup lists have a small button that, when clicked, causes the entire list to appear or "popup".

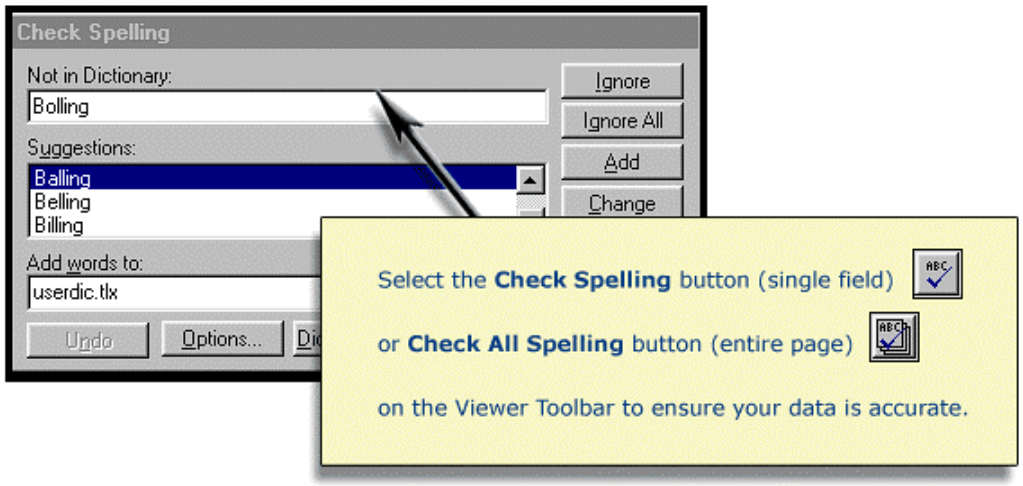


Buttons - Buttons are used to perform actions. A user clicks a button to make it active.

Adding Data to an IMT
Navigating in an IMT



Check Spelling



Auto-formatting Dates

Before

DATE June 6 2002

After

DATE 20020606

Fields that require dates may be filled using any format. Once you TAB out of the field, it will be auto-formatted to conform to a standard format.

For example, you may enter a date as **June 3, 2002** or **3 June 2002** after you TAB from the field it will be converted to 20020603.

Before

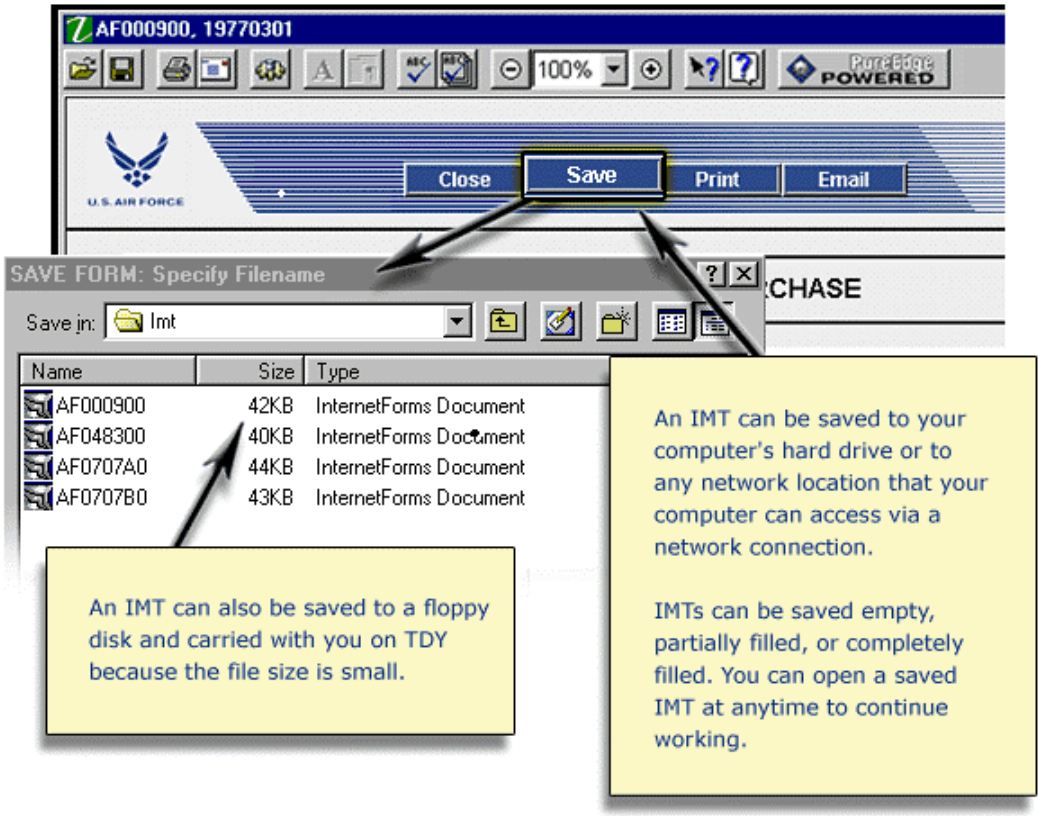
DATE *

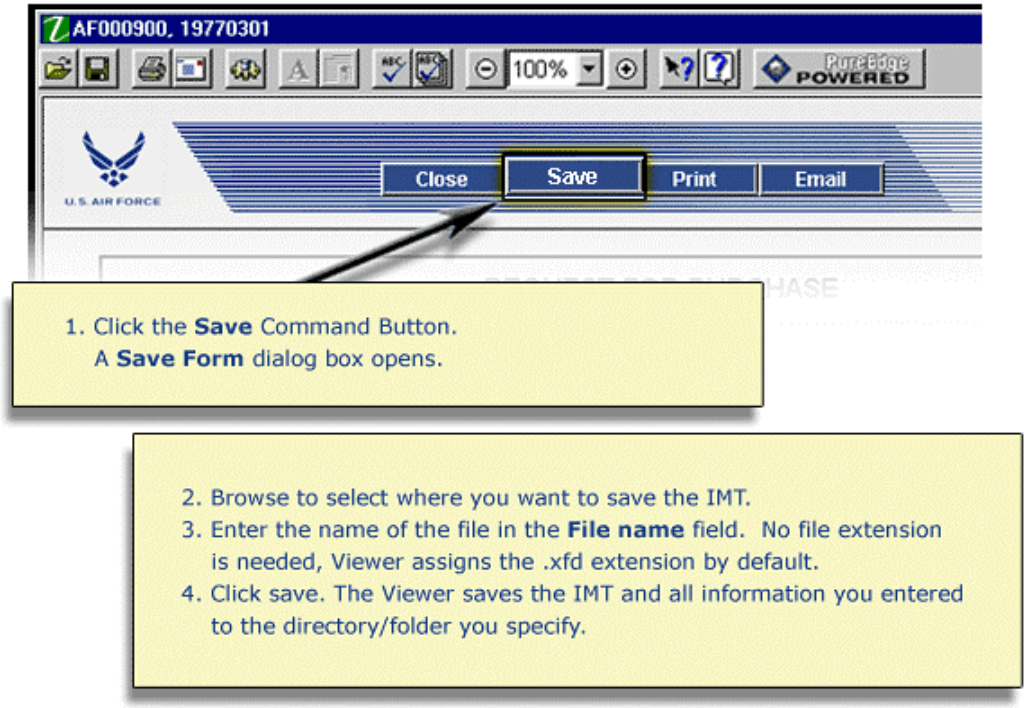
After

DATE 20020606

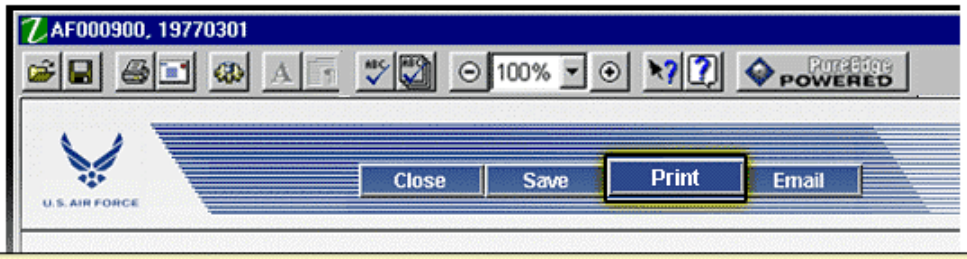
Fast date entry can be done by typing an asterisk * in the date field. The current date will be entered in the standard format.
The date is taken from your local machine setting.

Saving an IMT

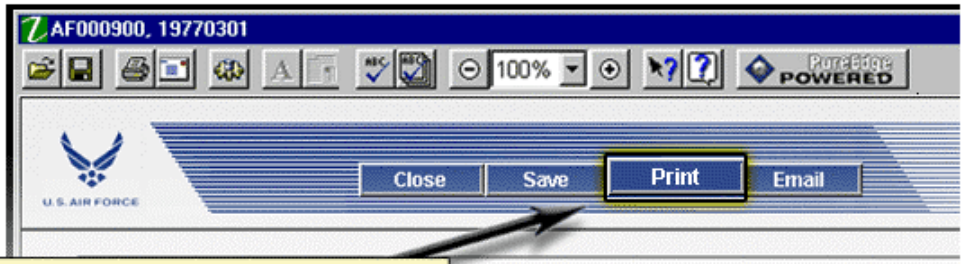




Printing an IMT



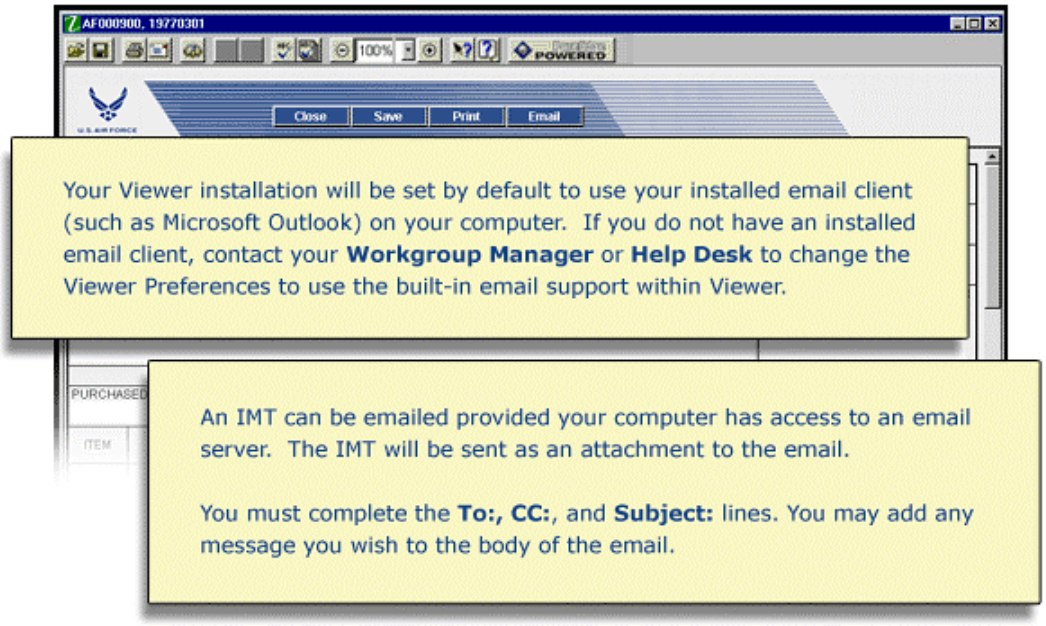
An IMT can be printed to any printer accessible by the computer you are working on. If you are not connected to a printer, save your IMT to the hard disk or to a floppy disk for printing at a later time. A printed IMT will **not** include the Command Buttons and Air Force logo. You cannot print parts of the IMT - you must print the entire page. Depending on the design and the intentions of the OPR, the print button may print the entire form, or may just print the currently viewed page of a multi-page IMT.

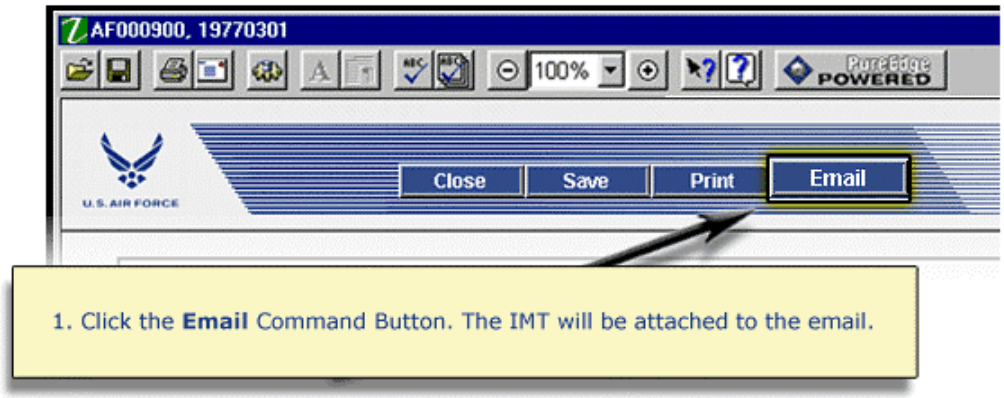


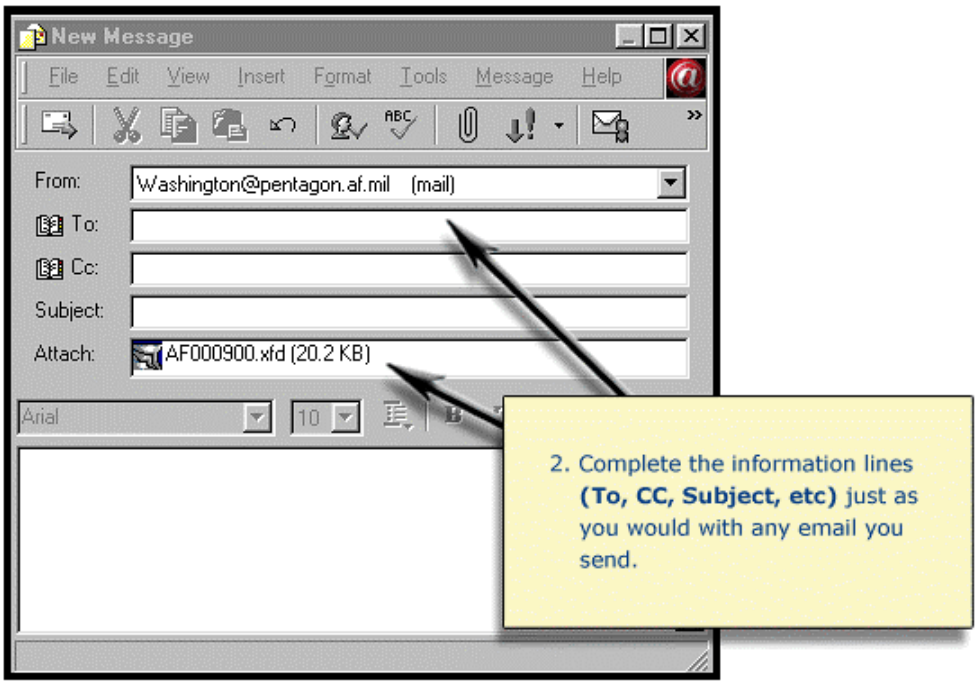
1. Click the **Print Command** button.

Depending on the printer you are using and its configuration, a Print dialog box may open. Follow the same procedures you use to print any document to the selected printer.

Emailing an IMT







Frequently Asked Questions

1. **What is IMT?**
   An Information Management Tool (IMT) is the new name for "form".

2. **What will replace the FormFlow solution for electronic IMT design and usage?**
   The IMT Technology will replace the FormFlow software and introduce a new approach for the processing of data through the use of IMTs.

3. **What are advantages of the IMT Technology?**
   The new software will provide immediate benefits such as digital signatures, ad hoc routing, and encapsulation of the form with all of the related data. The entire IMT solution, including content, is bundled in a single open standards XML document, and will be stored in a centralized database.

4. **How will the IMT Viewer be distributed and loaded?**
   To run the IMT filler, AF users will download a file which will install both a browser plug-in and a desktop application on their computer. This download process is very quick but is dependent on the bandwidth of your connection to the network.

5. **What do I need to support the IMT Technology?**
   - Operating Systems: Windows 95/98, ME, NT, 2000, and XP.
   - Browser: Internet Explorer 5.0 or higher (with SP2 installed for 5.0 and 5.5) or Netscape Communicator 4.0 or higher (excluding 6.0 but including 6.1 and 6.2)
   - Minimum Hardware Requirements:
     - Pentium 133 processor, Recommended Pentium 200
     - Recommended 32 MB
     - Download size: 4.5 MB

- Disk space: 10 MB
- Disk space for installation: 20 MB
- Display resolution: 800 x 600 (1024 x 768 recommended)
- Estimated Range of File Sizes Transported over the Network: The average size of IMT documents is between 40K and 400K.

6. How will I get the IMTs that I need?
IMTs will be available through the e-Publishing website just as the traditional forms were available. For those non-connected users, IMTs will be available on CD-ROM upon request.

7. How do I open an IMT for viewing?
You can open an IMT from a floppy disk, CD-ROM, local computer, or over a network. Simply click on the selected IMT. The IMT Viewer software will automatically open and display the IMT.

8. Can I have more than one IMT open at the same time?
Yes, you can have multiple IMTs open at the same time. Each will be displayed in a separate instance (window) of the Viewer.

9. Can I copy & paste data between IMTs?
Yes, copy & paste between IMTs is very easy. Use the standard Windows procedures used in Microsoft Word to copy & paste data. (keyboard or mouse procedures)

10. How do I fill an IMT?
Filling an IMT is identical to filling any online document. You simply type your responses into the appropriate fields.

11. How do I navigate inside an IMT?
When navigating through an IMT, use the TAB key to move forward from field to field. Use SHIFT + TAB keys to move backwards. You may also use your mouse to position your cursor anywhere in an IMT. Navigation help is available inside the IMT Viewer by pressing the VIEWER HELP button on the Viewer toolbar.

12. Can I partially complete an IMT or must I complete the entire IMT all at once?
Yes, an IMT can be partially completed and saved for completion at a later date. You can save an empty IMT, a partially filled IMT, or a completed IMT at anytime.

13. Can I fill an IMT when I am not connected to a network?
Yes, an IMT can be filled on a laptop or other computer not connected to a network. IMTs can be filled using a network connection or in stand-alone mode.

14. How do I save an IMT?
Save the IMT by clicking the SAVE Command Button or by clicking on the Save Icon in the IMT Toolbar.

15. Where can I save an IMT?
You can save an IMT to your computer, a network location, or onto a floppy disk. The file size of an IMT is small enough to save a number of IMTs on a single floppy disk.

16. Will my IMT and the data I enter, be saved in two separate files?
Each IMT and all the data you enter will be stored as a single file. This makes the IMT very portable and gives you the ability to access your IMT from a floppy disk or from your own computer

17. Can I check my spelling?
Yes, click the CHECK SPELLING button on the Viewer Toolbar to check a single field. Click CHECK ALL SPELLING to spell check the entire IMT.

18. Can I customize the Viewer dictionary?
Yes, the dictionary can be customized. When the CHECK SPELLING dialog window is open you may add words to the dictionary.

19. Why does the date format change after I leave a date field?
Many IMTs have built-in intelligence that will format the date automatically. You may enter a date in any format; the IMT Viewer will auto-format it after you TAB from the field.

20. Can I print an IMT?

Yes, click the PRINT Command Button or by clicking on the Print Icon in the IMT Toolbar. The IMT will print without the IMT Toolbar. If the IMT is more than one page, the IMT design will determine if all pages print at once.

21. Can I email an IMT?
Yes, click the EMAIL Command Button or click the Email Icon in the IMT Toolbar. Your IMT will be attached to an email that is sent like any other email.

22. What is ad hoc routing of an IMT?

Ad hoc routing allows an end user to send an IMT via email to any recipient or group of recipients. Ad hoc routing requires the end user to address the email by completing the To: and CC: (if needed) lines of the email. The IMT will travel as an attachment to the email.
Ad hoc routing also permits you to decide when the email will be sent. The email can be prepared and sent at a later time. An email client, such as Microsoft Outlook, will permit saving an email for later transmission.

23. Can I reduce the amount of scrolling required to view the course?
The course was designed using 640 x 480 screen resolution to accommodate all computers. Setting your computer to a higher resolution (800 x 600 or 1024 x 768) will reduce the amount of scrolling required and make more of each page visible. You can adjust your resolution settings in your Windows Start Menu, by clicking Control Panel, clicking on Display, and clicking on the Settings tab in the Display dialogue box.

24. What do I do if I need help?
All AFDPO Help Desk personnel are trained in the use of IMTs and in troubleshooting problems. Please contact the Service Desk via phone at DSN 754-2438 or commercial 202-404-2438 or via email at:
e-publishing@pentagon.af.mil .