

XXXXXXX

Operator's Manual

Version 1.7



Techno-Sciences

XXXXXX

Version 1.7

Operator's

Manual



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Chapter 1: About this Guide

RCCNet is a software system designed to manage search and rescue emergencies. RCCNet can ingest information from Cospas-Sarsat emergency beacons and other emergency alerts, such as phone calls or radio distress calls. It displays this information to users so that the information can be dispositioned and tracked. This manual describes the RCCNet software. The manual assumes that the software and support systems have been installed and are fully operational.

In This Chapter

- Intended Audience
- Conventions
- Getting Help

Intended Audience

This guide is intended for use by civilian or military personnel trained in the deployment of search and rescue resources.

Conventions

The following conventions are used in this guide:

Convention	Description
Bold	Actions you should take such as text or data to be typed exactly or items to click.
<i>Italics</i>	Items to type for which you must supply a value.
Screen Name	Screen Names are in initial caps.

Getting Help

If you need further assistance, please contact us at:
sarsatsupport@technosci.com

Techno-Sciences, Inc.
4296 Forbes Boulevard
Lanham, MD 20706

Chapter 2: System Overview

XXX is a client-server package of search and rescue tools focusing on incident management. It is designed to provide crucial, time-critical information to Search and Rescue (SAR) personnel to facilitate rescue efforts. The workstation runs the client side of RCCNet and displays the SAR tools that enhance the success and safety of these search and rescue operations.

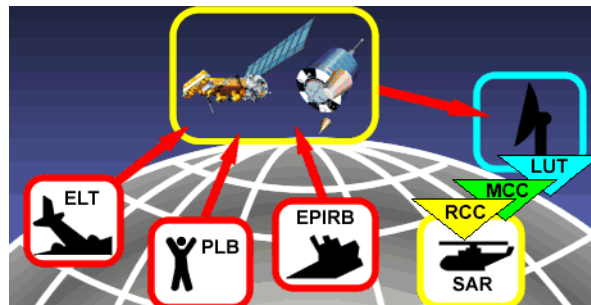
XXX is a tool used within the International Aeronautical and Maritime Search and Rescue (IAMAR) process for:

- Gathering information;
- Ascertaining emergency status; and
- Helping communication between relevant agencies.

Distress notifications are read automatically from the Cospas-Sarsat MCC or they may be entered manually from aircraft overhead alerts or telephone notifications from colleagues, relatives or friends of a missing mariner. A notification will initiate a RCCNet Incident which serves as a container of information for the entire SAR process, from investigation to mission planning and conclusion. During the mission phase, the various windows of the Incident will display the search plan, progress, and resources used. Upon conclusion, a report can be issued and data will be securely stored.

The system supports the Cospas-Sarsat concept as well as receives a variety of input from other sources.

The basic Cospas-Sarsat concept is composed of:



- distress radio beacons (ELTs for aviation use, EPIRBs for maritime use, and PLBs for personal use) which transmit signals during distress situations;

In This Chapter

- Overview

- instruments on board satellites in geostationary medium-earth orbit, and low-altitude Earth orbits which detect the signals transmitted by distress radio beacons;
- ground receiving stations, referred to as Local Users Terminals (LUTs), which receive and process the satellite downlink signal to generate distress alerts; and
- Mission Control Centers (MCCs) receive alerts produced by LUTs and forward them to Rescue Coordination Centers (RCCs), Search and Rescue Points Of Contacts (SPOCs), or other MCCs.

MCCs perform the following functions:

- collect, store and sort the data from LUTs and other MCCs;
- provide data exchange within the Cospas-Sarsat System; and
- distribute alert and location data to associated RCCs or SPOCs.

XXXX is a tool used to receive input from MCCs. While Cospas-Sarsat is one part of the total data feed into RCCNet, it is also used in non Cospas-Sarsat environments to perform similar functions.

Chapter 3: Getting Started

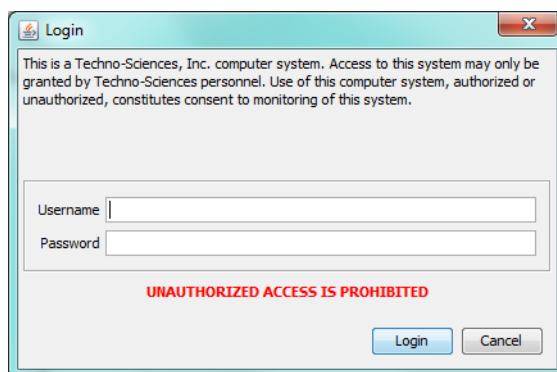
This chapter familiarizes you with the software. It provides basic information to install and use the application.

Accessing the GUI

The application is not stored in a typical Windows program location. It has been unzipped to a location of your choice and is opened according to the instructions below.

To open the application:

1. Make sure you have a connection to the internet.
2. Open the TSIRCCNET folder where XXX was extracted.
3. Navigate to XXX The login window appears.

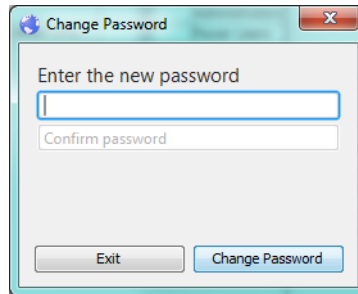


4. Login to the application by entering your Username and Password.
These are assigned to you by the system administrator.
If this is the first time accessing the application, you will be prompted to change your password. Go to step 5. If not, skip to step 8.
5. Enter a new password.

In This Chapter

- Accessing the GUI
- Understanding the Interface
- Managing Users
- Server Events
- Alarms

6. Enter the new password again.



7. Click **Change Password**.

Take note of your new password as you will need it to login in the future. The software opens and displays current information pulled from the server.

8. Click **Login**.

Note: Last login information, if applicable, is displayed.



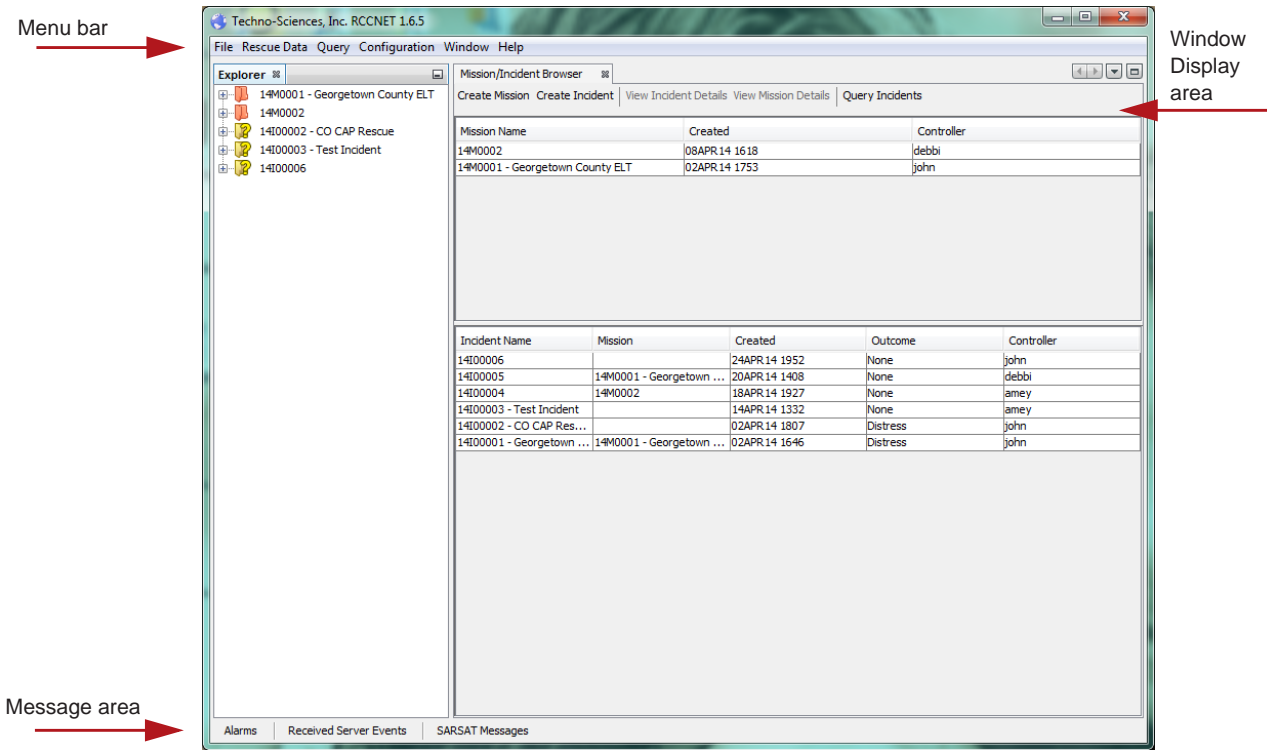
9. Click **OK**.

The software opens and displays current information pulled from the server.

Note: It is recommend to logout (close) the application at the end of your work session.

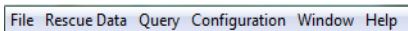
Understanding the Interface

The RCCNet application uses standard Windows-style displays and actions. The application opens to display the last windows open when the application was closed.



Menu Bar

A menu bar is available at the top of the application window and remains docked there throughout use of the application.



Windows

Windows are invoked when selections are made from the Menu bar or Windows menu or as selected within other windows. Windows may be moved around as needed. Windows are closed by clicking the X on their tab or in the upper-right corner of the window. Windows may be shown in a tabbed format or stacked/docked about the screen. Windows may be rearranged and docked as desired. Windows allow you to enter and see data stored in the system.

Note: The terms windows and documents may be used interchangeably in this interface.

Configure Window

The configure window item allows you change how your windows behave.

To configure windows:

1. Select **Configure** from the Windows menu.
2. Select the desired configuration item as described in the table below.

Menu Item	Description
Maximize	Make currently active window its largest size.
Float	Allow currently active window to move out of the display area.
Float group	Allow all open windows to move out of the display area.
Minimize	Make currently active window its smallest size.
Minimize group	Make all open windows their smallest size.
Dock	Make currently open window stay in the display area at the location where the mouse was released.
Dock group	Make all open windows stay in the display area at the location where the mouse was released.
Clone Document	Open a second version of the currently active window.
New document tab group	Splits the screen into multiple display areas to displayed groups of tabbed windows.
Collapse document tab group	Closes the split screen for new document groups and returns to default display.

Reset Window

The application opens with the last displayed configuration of windows. This item resets all windows to the default display.

Close Window

This items closes the actively displayed window.

Close all documents

This item closes all active windows.

Close other documents

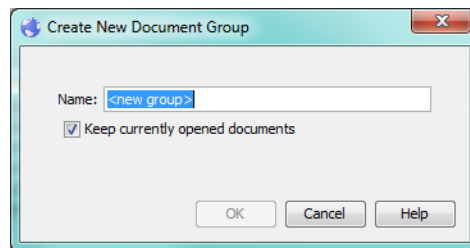
This item closes all windows not currently active.

Document groups

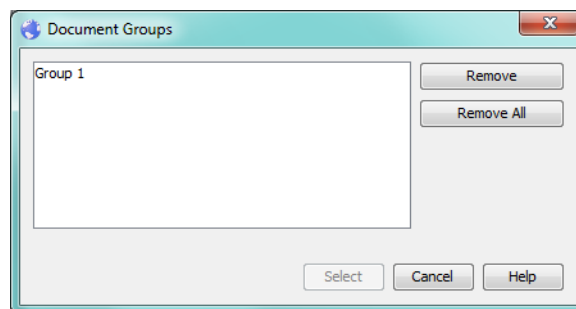
This item allows you to group windows so that a specific group can be opened together.

To create document groups:

1. Select **Document groups** and then **New document group** from the Windows menu.



2. Check the box to include currently open windows in the group.
3. To open the group, select **Document groups** and then the name of the group from the Windows menu.
4. To delete the window within the group, select **Document groups** and then **Manage** from the Windows menu. Select the desired group and then click Remove.

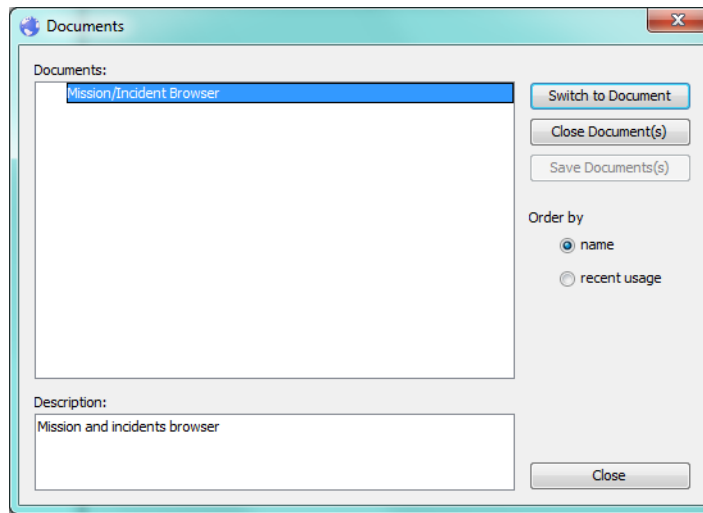


Documents

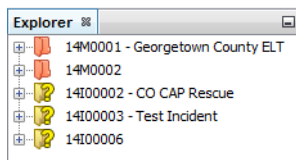
You can choose which open document to display and in what order through the **Documents** item. The **Documents** window provides a description of the function of

Getting Started

each window. It also allows you to search documents, switch to display a specific document, change the display order, and save documents.



Explorer Left-Navigation area



The Explorer left-navigation area provides a list of open Missions and Incidents. Clicking the plus sign for an item expands the node to display data related to the node. Click this data to see information in a window. Missions are displayed with associated Incidents. Unassociated Incidents are displayed at the top level along with Missions. Clicking the minus sign collapses a node.

Message Area

The message area, located at the bottom of the screen by default, shows a variety of alarms and status information, such as Unassigned alerts, SARSAT messages, and Alarms. The Message windows appear across the bottom of the screen when you hover over a message type. Click the message type to dock the window.

Alarms	Received Server Events	SARSAT Messages
--------	------------------------	-----------------

Managing Users

An administrator can setup a variety of users. The default user is **administrator** and the password is configured at installation and provided to you. It is recommended that you change the password, using a secure password creation scheme, after the initial launch of the application. There are four types of users. Administrators have all privileges. Power users can manage Read-only users. Basic users and Read-only users can edit their own account information, but Read-only cannot change anything else in the system.

User Account Manager						
Add New User Edit User Change Password Delete User						
Username	Full Name	Contact I...	Email Addr...	Expiry	Enabled	Roles Assi...
Administrator	Default User				<input type="checkbox"/>	Administrators
john	John				<input checked="" type="checkbox"/>	Administrators
debbi					<input checked="" type="checkbox"/>	Administrators
joel	Joel				<input checked="" type="checkbox"/>	Administrators
amey					<input checked="" type="checkbox"/>	Administrators
aditya					<input checked="" type="checkbox"/>	Administrators
randy					<input checked="" type="checkbox"/>	Administrators
santje				24MAY14 0...	<input checked="" type="checkbox"/>	Power Users

Adding Users

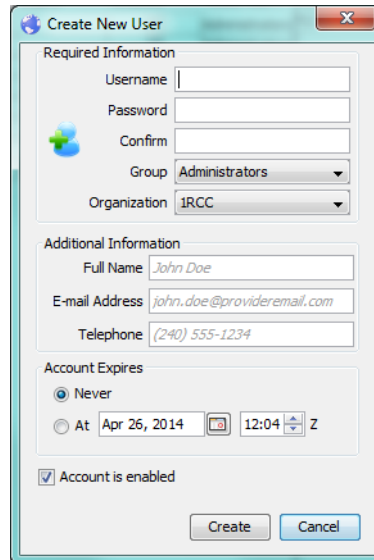
Depending on your privileges, you can add new users to the system.

To add new users to the system:

1. Select **User Account Manager** from the Configuration menu.
The Users window appears and lists existing users.
2. Click **Add New User**.



The Add User Input window appears.



3. Enter a Username.
4. Enter a Password.
5. Re-enter the same password to confirm it.
6. Select a Group from the pulldown.

Note: User groups and organizations are pre-configured and cannot be modified.

7. Select an Organization from the pulldown.
8. Enter the user's name, e-mail address, and telephone number, if desired.
9. Click the radio button for **Never** if you wish the account to never expire or click **At** and enter the date and time for expiration.
10. Check **Account is enabled** to activate the account.
Unchecking this box, deactivates the account.
11. Click **Create**.

Edit Users

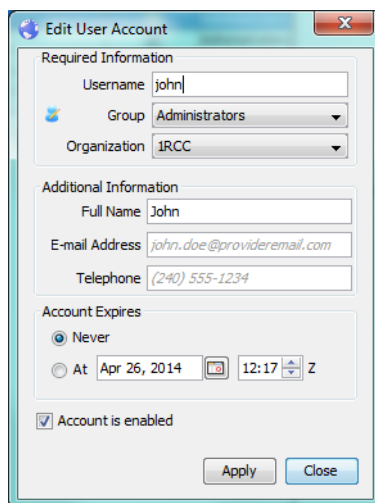
Depending on your privileges, you can edit existing users.

To edit system users:

1. Select **User Account Manager** from the Configuration menu.
The window appears and lists existing users.
2. Select the user you wish to modify.
3. Click **Edit User**.



Depending upon your privileges, you can edit information. The same window is used to change personal contact information for all users.

The 'Edit User Account' dialog box is shown. It has a title bar with a blue icon and a close button. The dialog is divided into three sections: 'Required Information' with fields for Username (john), Group (Administrators), and Organization (IRCC); 'Additional Information' with fields for Full Name (John), E-mail Address (john.doe@provideremail.com), and Telephone ((240) 555-1234); and 'Account Expires' with radio buttons for 'Never' (selected) and 'At' (Apr 26, 2014 12:17 Z). There is a checkbox for 'Account is enabled' which is checked. At the bottom are 'Apply' and 'Close' buttons.

4. Modify the user information as desired.
5. Click **Apply**.

Delete User

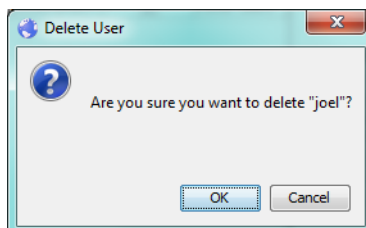
Depending on your privileges, you can delete existing users.

To delete system users:

1. Select **User Account Manager** from the Configuration menu.
2. The window appears and lists existing users.
2. Select the user you wish to modify.
3. Click **Delete user**.



A confirmation window appears.

The 'Delete User' confirmation dialog box is shown. It has a title bar with a blue icon and a close button. The dialog contains a question mark icon and the text 'Are you sure you want to delete "joel"?'. At the bottom are 'OK' and 'Cancel' buttons.

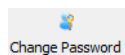
4. Click **OK**.

Change Password

Depending on your privileges, you can change your own or other passwords.

To change a user password:

1. Select **User Account Manager** from the Configuration menu.
The window appears and lists existing users.
2. Select the user you wish to modify.
3. Click **Change Password**.



The change password window appears.

 A screenshot of the 'Change Password' dialog box. It has a title bar with a close button. Inside, there are two text input fields: 'Enter the new password' and 'Confirm password'. At the bottom, there are two buttons: 'Exit' and 'Change Password'.

4. Enter new password information.

Server Events

The Received Server Events window provides a log of events generated by the server. This window is primarily used to check communication with the server.

To access the server event log:

1. Select **Server Event** from the Window menus.

The received Server Events log is displayed.

Received Server Events	
Time	Event
Sat Apr 26 11:13:14 EDT 2014	PING
Sat Apr 26 11:13:26 EDT 2014	PING
Sat Apr 26 11:13:41 EDT 2014	PING
Sat Apr 26 11:13:56 EDT 2014	PING
Sat Apr 26 11:14:11 EDT 2014	PING
Sat Apr 26 11:14:26 EDT 2014	PING
Sat Apr 26 11:14:41 EDT 2014	PING
Sat Apr 26 11:14:56 EDT 2014	PING
Sat Apr 26 11:15:11 EDT 2014	PING
Sat Apr 26 11:15:26 EDT 2014	PING
Sat Apr 26 11:15:41 EDT 2014	PING
Sat Apr 26 11:15:56 EDT 2014	PING
Sat Apr 26 11:16:11 EDT 2014	PING
Sat Apr 26 11:16:26 EDT 2014	PING

Alarms

Alarms are generated when an event occurs that requires an operator to know or do something. For example, every message received from an MCC creates an alarm. You can snooze an alarm, acknowledge, or disable it. An alarm is indicated by a flashing dialog and a periodic bell sound.

When important events occur without your direct action, an alarm appears. The alarm has a text description of the event and the time the alarm turned on. If the alarm has been acknowledged, the name of the operator and the time of the acknowledgment is also displayed.

As long as there are unacknowledged alarms, the alarms window will periodically pop to the front of the screen and make an audible bell sound. You can take specific actions with the alarms:

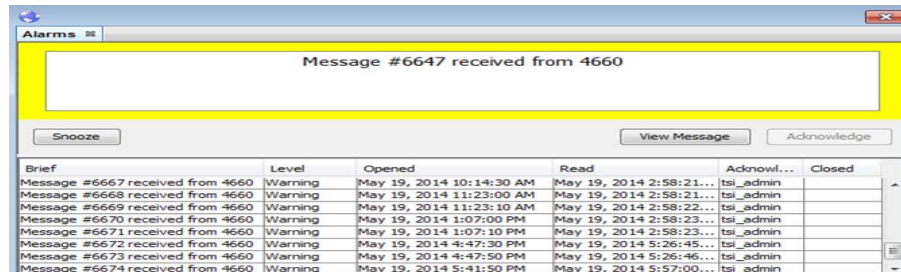
Snoozing the alarm prevents any alarm notifications (pop up and bell sound) from happening for 60 seconds. Acknowledging the alarm flags it as seen. You can also take alarm dependent actions (e.g., open the SARSAT message that caused the alarm).

To take action on an alarm:

To view SARSAT alarms:

1. Select **Alarms** from the Windows Menu.

The Alarms window appears.

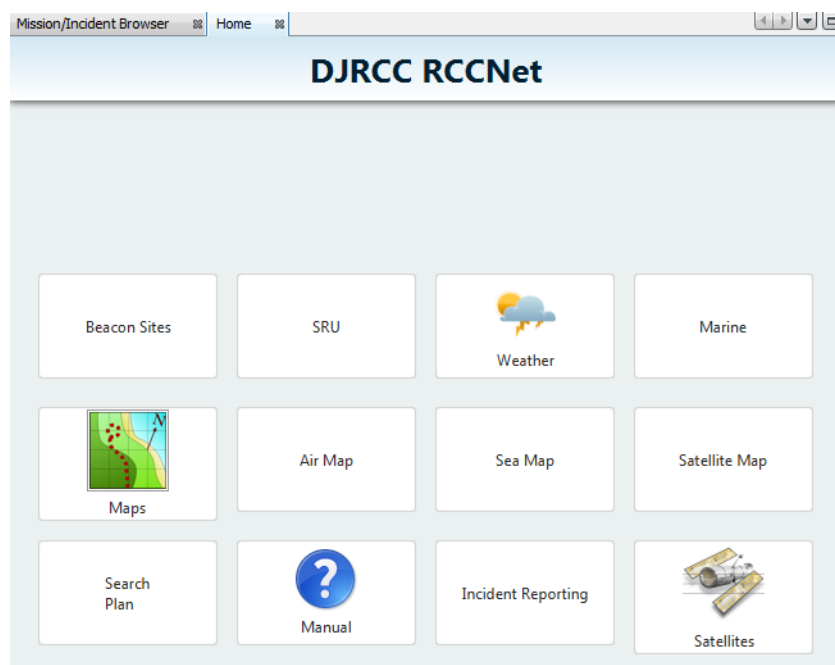


2. Click the desired Alarm and then **Snooze**, **Ignore**, or take specific action.

Chapter 4: Understanding Resources

Home

The home screen provides shortcuts to a variety of resources internal and external to the application. Some of these links invoke commonly used windows within RCCNet and some provide links to external information sites. These links may be customized by site installation.



In This Chapter

- Home
- Google Earth

Beacon Sites

This link opens the Unassigned SARSAT alerts window in RCCNet and brings up Google Earth with all unassigned SARSAT alerts and Incidents shown. Double-click on the item in the left-navigation area to zoom into its location in Google Earth.

SRU

This link opens the Home bases window in RCCNet.

Weather

This item shows the weather via Google Earth. It may be localized to your site's location.

Marine

This link provides wind, waves, and weather in WINDFINDER.

Maps

This link shows flat maps in Google Maps. It may be localized to your site's location.

Air Map

This items shows air maps in SkyVector®. It may be localized to your site's location.

Sea Map

This link brings up sea maps and it may be localized to your site's location.

Satellite map

This link brings up satellite maps in Google Earth.

Search Plan

This link brings up search plans that have been created for missions.

Manual

This link shows a PDF version of this User Manual.

Incident Reporting

This link invokes the Mission/Incident window in RCCNet.

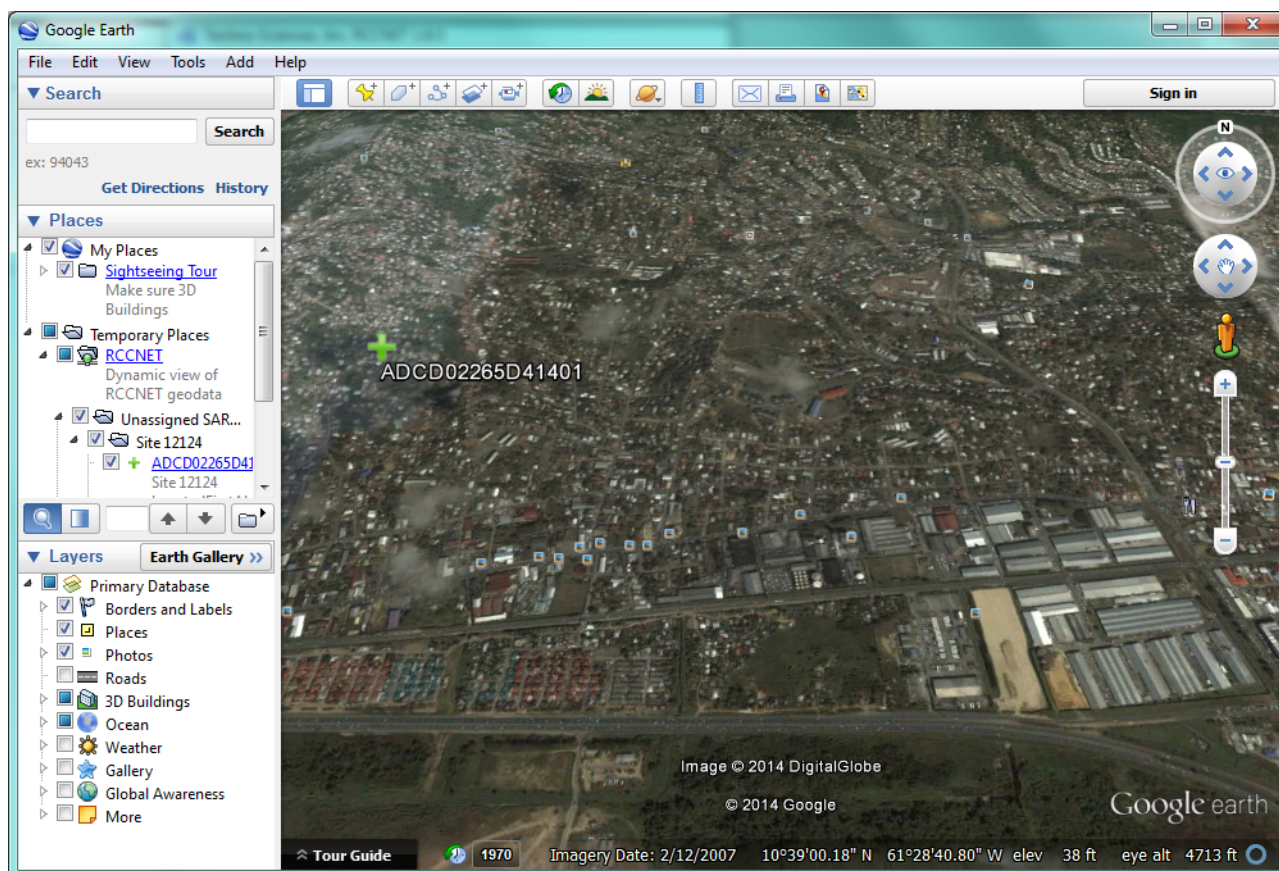
Satellites

This link provides access to the Cospas-Sarsat website with current status of the satellite segment.

Google Earth

Google Earth is used for a variety of tasks in RCCNET. It is used to display Incidents and Unassigned SARSAT data locations. When Google Earth is shown, use standard Google Earth Navigation techniques.

Note: Google Earth is not used for Missions maps. See “Search Regions” on page 6-6 for information on using the mission map.



Chapter 5: Working with Incidents

Incident management is the primary focus of RCCNet. An incident is an information container. One incident contains information about one potential emergency. An incident can be created based on a variety of data, such as Cospas-Sarsat beacon alert or phone call. Incidents can be accessed for creation in a variety of ways. They can be left to stand alone or they can be associated with missions.

Incidents have a lifetime. They are opened and closed, but are always stored. A typical incident is created by an operator and is then considered open. While information is added, the incident remains open. When the potential emergency is resolved, the incident is closed. While closed, the incident cannot be modified. If the incident was closed in error, it is possible to reopen the incident to allow for further modification. Incidents (and their associated data) are kept forever.

In This Chapter

- Viewing Existing Incident Information
- Understanding Alerts
- Create Incident
- Finding Closed Incidents

Viewing Existing Incident Information

You can view existing incidents from the Mission/Incident browser. You can also view them by locating them in a query, by opening them from another tab, or accessing them through the Explorer window.

To view existing Mission/incident information:

1. Select **Mission/Incident browser** from the **Windows** menu.

The Mission/Incident browser window appears.

2. Double-click the desired incident name to view it as separate tab.

Understanding Alerts

Unassigned SARSAT Alerts

SARSAT Alerts are generated through Cospas-Sarsat communication. If you are not part of that system, you will not see alerts from it. If you are in communication with a Cospas-Sarsat MCC, alerts will be sent. Typically, the MCC is configured to send only SARSAT beacon data for those beacons of interest to an RCC. A beacon may be of interest because it is located within the RCC's area of responsibility. It may also be interest based on the specific beacon identifier. You can view these alerts and then take action on them.

The unassigned SARSAT alerts window acts as a queue of incoming alerts that should be analyzed. Each alert should be inspected by the operator and, if the alert is deemed important, it should be acted upon. If the alert is deemed unimportant, it should be ignored. This decision is used by the RCC to process future data for the same MCC site.

If the operator made a decision, the RCC follows along. If the MCC site number is new to the RCC and a new unassigned SARSAT Alert is created; otherwise, the new data is added to the existing data. It is added to an existing Incident, added to an existing unassigned SARSAT Alert, or added to an existing ignored SARSAT Alert.

To view and take action on SARSAT alerts:

1. Select **Unassigned SARSAT alerts** from the Window Menu.

Note: You can also access this window from the Message area.

Note: The site number is an ID for the beacon, but not the actual beacon number.

2. Right-click the desired alert.

3. Select the desired action.

Action	Description
View	Shows the incident in a separate window. You can also double-click the incident to show it. the unassigned SARSAT alerts can be viewed from within Google Earth to get intuitive and detailed information about the alert.
Ignore	Marks the incident ignored. You can view ignored incidents by clicking the Show ignored button. Ignoring the site number once ignores future alerts for that site number.
Add to Incident	Add the alert to an Incident.

Note: You can customize which rows are displayed by selecting Show Only Rows Where.

To add an alert to an incident:

1. Select **Unassigned SARSAT alerts** from the Windows Menu.
2. Right-click the desired alert.
3. Select **Add SARSAT Alert to Incident**.

The add to incident window appears.

4. Click the radio button to Add to existing incident.
You can also create a new incident by clicking the radio button. See “Create Incident” on page 5-5 to add an incident.
5. Select the desired incident form the pulldown.
6. Click **Add**.

SARSAT Messages

SARSAT Messages are generated through Cospas-Sarsat MCC communication. If you are not part of that system, you will not see messages from it. If you are in communication with Cospas-Sarsat, messages will be sent. SARSAT Messages lets you view messages sent and received with the MCC. You can then print them or send an email like 'freeform' message to the MCC.

To view SARSAT messages:

1. Select **SARSAT Messages** from the Windows Menu.

The SARSAT Message window appears.

2. Click the desired message and then **Print** or **Send mail**.

Create Incident

Incidents can be created in a variety of ways. They can be created from SARSAT alerts (see “Unassigned SARSAT Alerts” on page 5-3) or can be created manually.

To create an incident:

1. Select **Create Incident** from the **Rescue Data** menu.

The Mission/Incident browser window appears.

The screenshot shows the 'Mission/Incident Browser' window. At the top, there's a title bar with 'Mission/Incident Browser' and a tab for 'Incident: 14I00005'. Below the title bar is a menu bar with options: 'Close Incident', 'Change Outcome...', 'Add Notification...', 'Add Search Object...', 'Add Log...', 'Add Files...', 'Change Mission', and 'View M...'. The main area displays the incident details for '14I00005'. It includes fields for 'Time Opened' (20APR 14 1408), 'Last Modified By' (debbl), 'Outcome: None', 'Time Closed' (open), and 'Last Modified On' (20APR 14 1408). There is a 'Tags' section with a text input field and a gear icon. Below this is a tabbed interface with 'Log', 'Notifications', 'Parent Mission', and 'Search Objects'. The 'Log' tab is active, showing a table with columns: 'Time', 'Type', 'Text', and 'Controller'. The table is currently empty. At the bottom right of the window, there are two buttons: 'Edit Log Entry...' and 'Add Log Entry...'. On the right side of the image, there are three red arrows pointing to the window's components, labeled 'Buttons', 'Tags', and 'Tabs'.

2. Double-click the default incident name and edit as desired.
3. Enter the desired information in each sub item

Incident information is saved as information is entered in each sub item. Sub items can be tabbed windows, buttons across the top of the window or any data type within the incidents window.

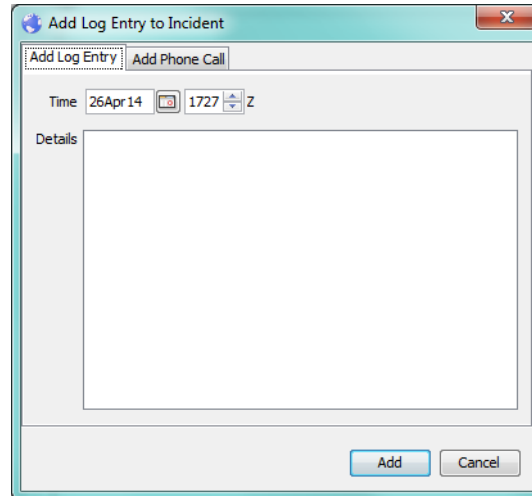
Log

You can add log entries to the incident through the create incident window or through the Add Log Entry Rescue data Menu item. Logs are used to record notes about the incident such as starting shift or a situation analysis. They are used to record notes about a telephone call (e.g., received a call from a coastal radio station for a GMDSS Alert or contacted an government agency or the media about an emergency situation).

To add a log entry through the Incident creation window:

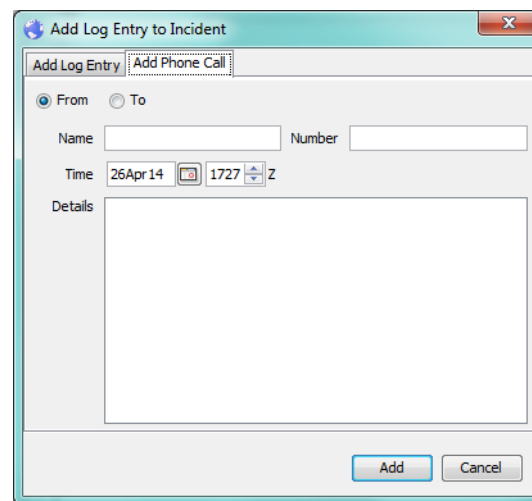
1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Log** tab.
3. Click **Add Log** entry.
4. Click the **Add Log Entry** tab if it is text log and go to step 5 or click the Phone call tab if it a phone call to log and go to step 6.

5. Enter the text log information and click **Add**.



The screenshot shows a dialog box titled "Add Log Entry to Incident". It has two tabs: "Add Log Entry" (selected) and "Add Phone Call". In the "Add Log Entry" tab, there is a "Time" field with a date picker showing "26Apr14", a time spinner showing "1727", and a "Z" suffix. Below this is a large "Details" text area. At the bottom right are "Add" and "Cancel" buttons.

6. Enter the Phone call information and Click **Add**.



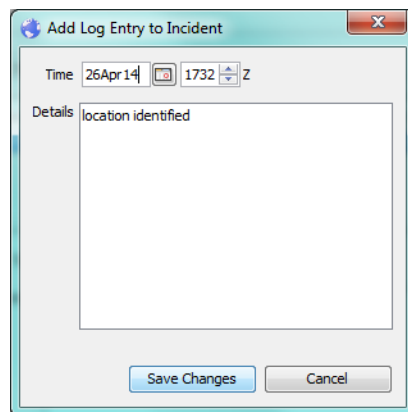
The screenshot shows the same dialog box, but the "Add Phone Call" tab is selected. It has radio buttons for "From" (selected) and "To". Below these are "Name" and "Number" text fields. The "Time" field is the same as in the previous screenshot. The "Details" text area is empty. "Add" and "Cancel" buttons are at the bottom right.

To edit existing log entries:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.

2. Click the **Log** tab.

3. Click **Edit Log** entry.

A screenshot of a software dialog box titled "Add Log Entry to Incident". The dialog has a title bar with a close button (X). Inside, there is a "Time" field with a date picker showing "26Apr14", a time spinner showing "1732", and a time zone dropdown set to "Z". Below the time field is a "Details" section with a text area containing the text "location identified". At the bottom of the dialog are two buttons: "Save Changes" and "Cancel".

4. Enter the desired information.
5. Click **OK**.

Notification

You can add notifications to the incident through the create incident window or through the Add Notification Rescue data Menu item.

Notifications are about where the incident happened. They define the location. There are four types of notifications:

- **SARSAT**
COSPAS/SARSAT distress beacon received from MCC

Sarsat alerts are automatically created with data from the MCC. The MCC sends SARSAT distress beacons inside your specified area. The distress beacon is then processed according to the MCC site number and alarm appears when a new message is received from the MCC.

- ALNOT (Alert Notice)
Flight plan
- Airborne
121.5 MHz homing signal
- Custom
Simple location and note

To add a notification through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Notification** tab.

3. Click **Add notification**.
4. Enter the notification date and time.
5. Select the desired tab for the type of notification.

Airborne Notifications

Airborne Notifications are used for determining the location of 121.5 MHz homing signals transmitting from the ground and especially useful for correlating with other notifications. The data is reported by flying aircraft.

Positive Notifications are green circles on the map. Negative Notifications are red circles on the map. A green circle means a homing signal is probably inside the green

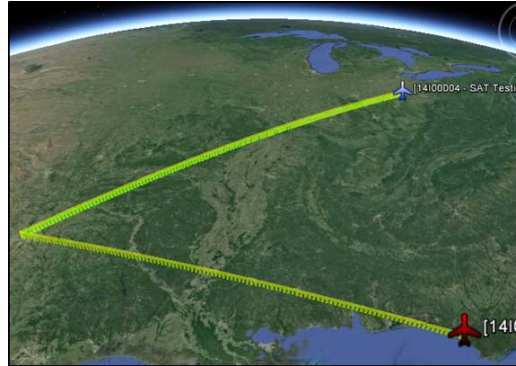
boundary. A red circle means a homing signal probably not within the red boundary. All data is approximate.

To create an airborne notification:

1. Click **Airborne**.
2. Click positive or negative report
3. Enter location and elevation details.
You can enter either location LAT-LON or a distance and azimuth/heading from a known NavAid identifier to provide the location of the incident.
4. Enter any comments.

ALNOT Notification

ALNOTs are used for visualizing flight path. All airports added as 3 letter codes.



To create an ALNOT:

1. Click the **ALNOT** tab.

2. Enter all flight information.

3. Enter Airport codes.

When viewing the notifications airport codes will be expanded to text.

4. Select **Flight Rules** from the pulldown.

Select IFR for instrument flight rules or VFR for visual flight rules.

5. Check **Include Route**, if desired.

This is typically used if there are intermediate way points between departure and arrival.

6. Enter station IDs along the route separated by spaces.

Custom Notifications

Custom notification provide simple position and comments. They are good for recording any location that doesn't fit another category such as:

- Radar positions
- Eyewitness information
- Self-reported position

To create a custom notification:

1. Click **Custom**.

The screenshot shows the 'Create Notification' dialog box. The 'Add to existing Incident' radio button is selected, and a dropdown menu shows '14I00002 - CO CAP R...'. The 'Notification Date/Time' section has 'Date' set to '26Apr14' and 'Time' set to '1747' with a 'Z' suffix. Below this are three tabs: 'Airborne', 'ALNOT', and 'Custom', with 'Custom' being the active tab. Under the 'Custom' tab, the 'Include Location' checkbox is checked. The location fields show '00°00.000N' and '00°00.000E'. A large text area for 'Description' is empty. At the bottom right are 'Cancel' and 'Create' buttons.

2. Enter a location and description.
If you wish to add a custom notification without a location, uncheck the Include location checkbox.
3. Click **Create**.

Sarsat Notification

A Sarsat notification is automatically generated and contains Sarsat Data such as

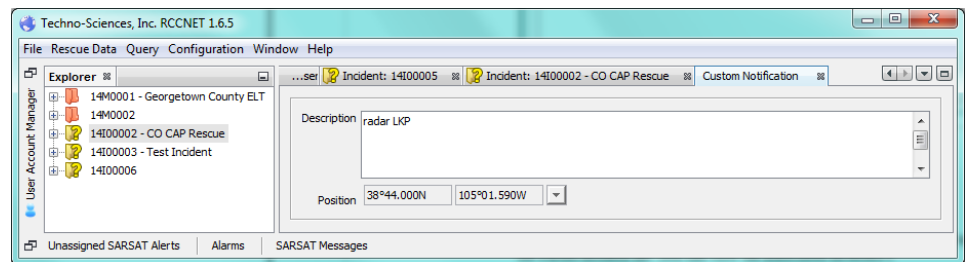
- Unique beacon ID
- MCC site number
- Location(s)
- Source message

Viewing Notifications

To view a notification through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Notification** tab.
3. Select the desired notification.
4. Click **View notification**.

The Notification is displayed in a separate tab.



Parent Mission

If an incident has been associated with a mission, the parent mission is displayed in the Parent mission tab. you can view the associated missions.

To view parent missions:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Parent Mission** tab.
3. Select the desired mission.
4. Click **View Mission**.

Search Objects

A search object is A record of the object(s) in potential distress. It is what you seek to find. You can add search objects to the incident through the create incident window or through the Add Search Objects data 0Menu item. Incidents may have one or more Search objects.

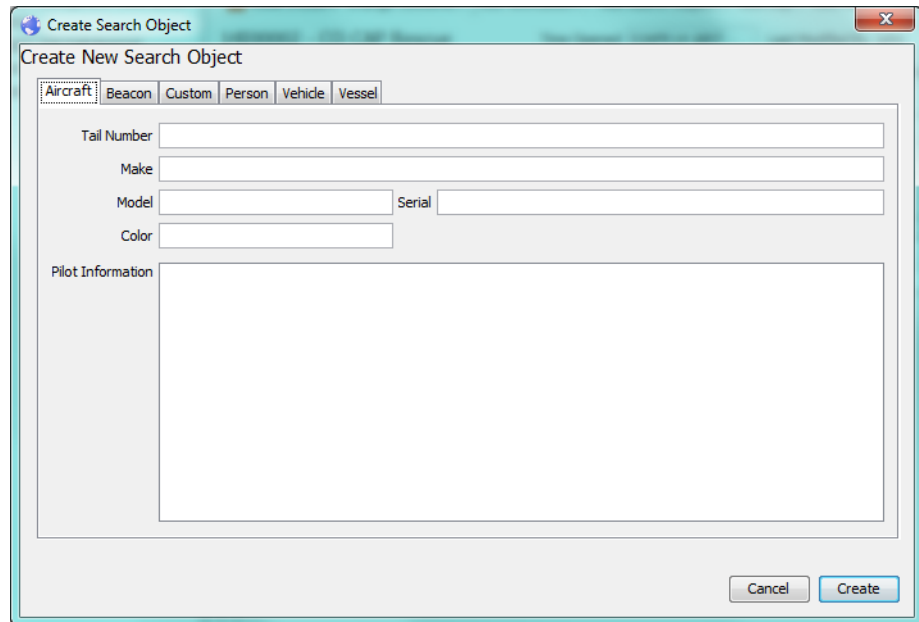
To add a search object through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Search Objects** tab.
3. Click **Add Search Object**.
4. Select the desired tab for the type of object you wish to record.
5. Click **Create**.

Aircraft

To record information about an aircraft search object:

1. Click the **Aircraft** tab.



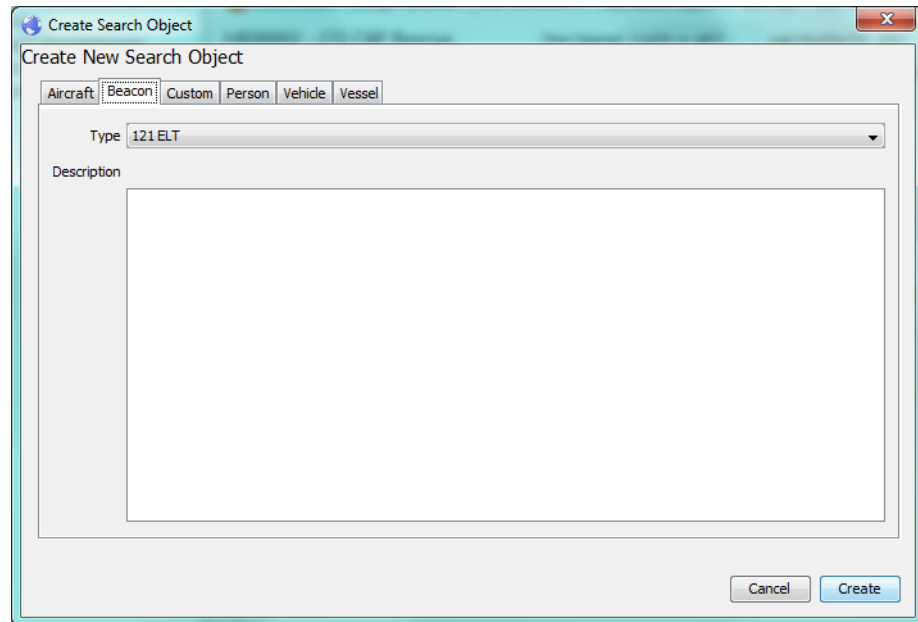
The screenshot shows a window titled "Create Search Object" with a close button in the top right corner. Inside the window, there is a tabbed interface with the following tabs: "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Aircraft" tab is currently selected. Below the tabs, the form is divided into two main sections. The first section contains five input fields: "Tail Number", "Make", "Model", "Serial", and "Color". The "Model" and "Serial" fields are grouped together. The second section is labeled "Pilot Information" and contains a large, empty text area for entering details. At the bottom right of the window, there are two buttons: "Cancel" and "Create".

2. Enter the Tail number, Make, Model, Serial number, and Color of the Aircraft.
3. Enter any Pilot information such as name, company or contact information.

Beacon

To enter information about a beacon:

1. Click the **Beacon** Tab.



The screenshot shows a window titled "Create Search Object" with a close button (X) in the top right corner. Inside the window, there is a tabbed interface with the following tabs: "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Beacon" tab is currently selected. Below the tabs, there is a "Type" dropdown menu with "121 ELT" selected. Below the "Type" dropdown is a "Description" label followed by a large, empty text area for entering the description. At the bottom right of the window, there are two buttons: "Cancel" and "Create".

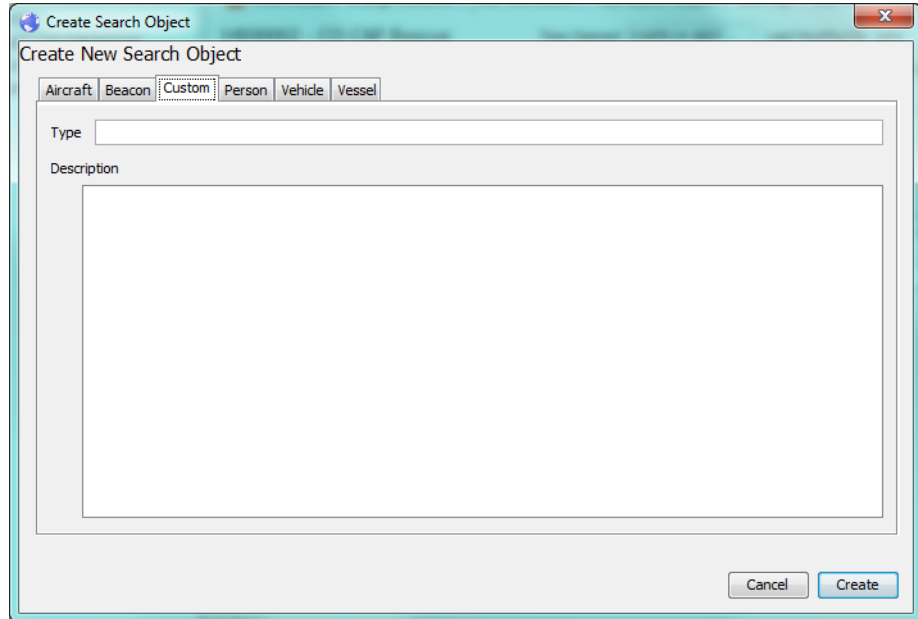
2. Select the type.
3. Enter the description.

Custom

Custom search objects are created when the specified types of search objects do not apply.

To enter custom search object information:

4. Click **Custom**.

The image shows a software window titled "Create Search Object". Inside the window, there's a sub-header "Create New Search Object". Below this, there are several tabs: "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Custom" tab is currently selected and highlighted. Under the "Custom" tab, there are two input fields: a "Type" field with a text input box, and a "Description" field with a larger text area. Both fields are currently empty. At the bottom right of the window, there are two buttons: "Cancel" and "Create".

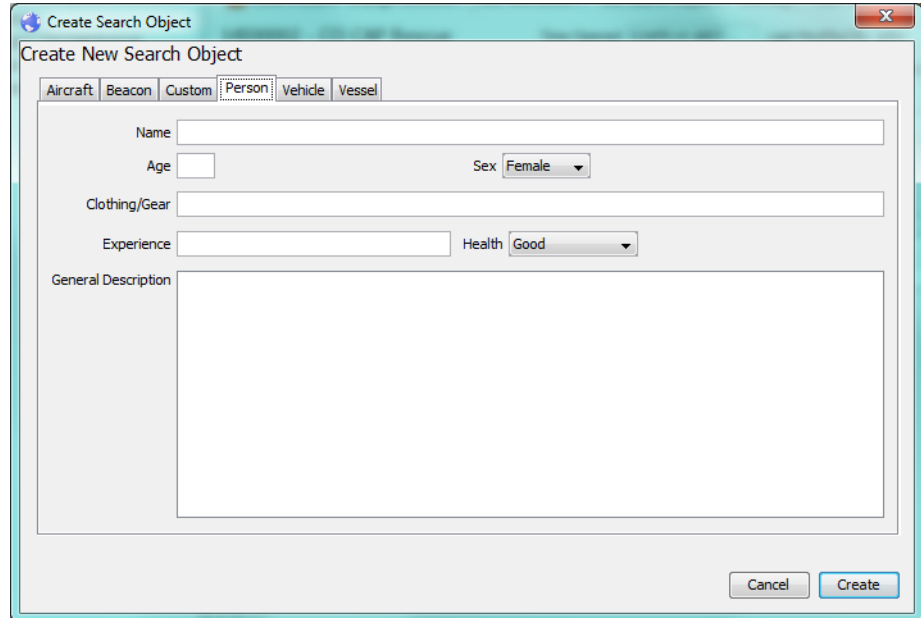
5. Enter a type and description.

Person

Information about a person can be added along with other search objects such. For example, you can add crew members to marine vessel.

To enter information about a person:

1. Click **Person**.



The screenshot shows a software window titled "Create Search Object" with a sub-header "Create New Search Object". It features a tabbed interface with tabs for "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Person" tab is selected. The form contains the following fields:

- Name:** A text input field.
- Age:** A text input field.
- Sex:** A dropdown menu with "Female" selected.
- Clothing/Gear:** A text input field.
- Experience:** A text input field.
- Health:** A dropdown menu with "Good" selected.
- General Description:** A large text area for additional information.

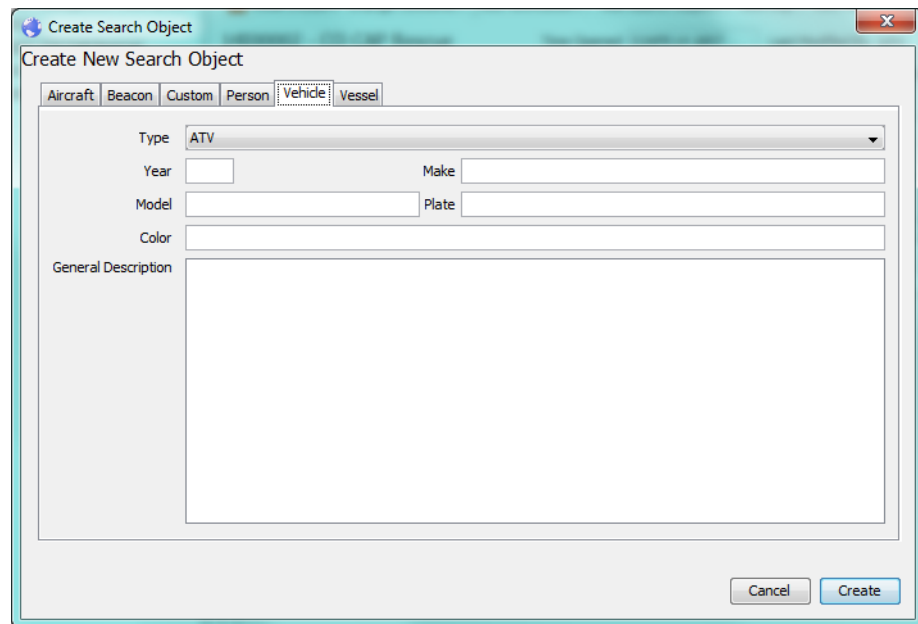
At the bottom right of the window are "Cancel" and "Create" buttons.

2. Enter name Age and sex.
3. Enter any descriptive information about clothing/gear and experience.
4. Select Health.
5. Enter any other descriptive information.

Vehicle

To enter information about a vehicle:

6. Click **Vehicle**.



The screenshot shows a window titled "Create Search Object" with a sub-header "Create New Search Object". It features a tabbed interface with tabs for "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Vehicle" tab is selected. The form contains the following fields:

- Type:** A dropdown menu with "ATV" selected.
- Year:** A text input field.
- Make:** A text input field.
- Model:** A text input field.
- Plate:** A text input field.
- Color:** A text input field.
- General Description:** A large text area for additional information.

At the bottom right of the dialog are "Cancel" and "Create" buttons.

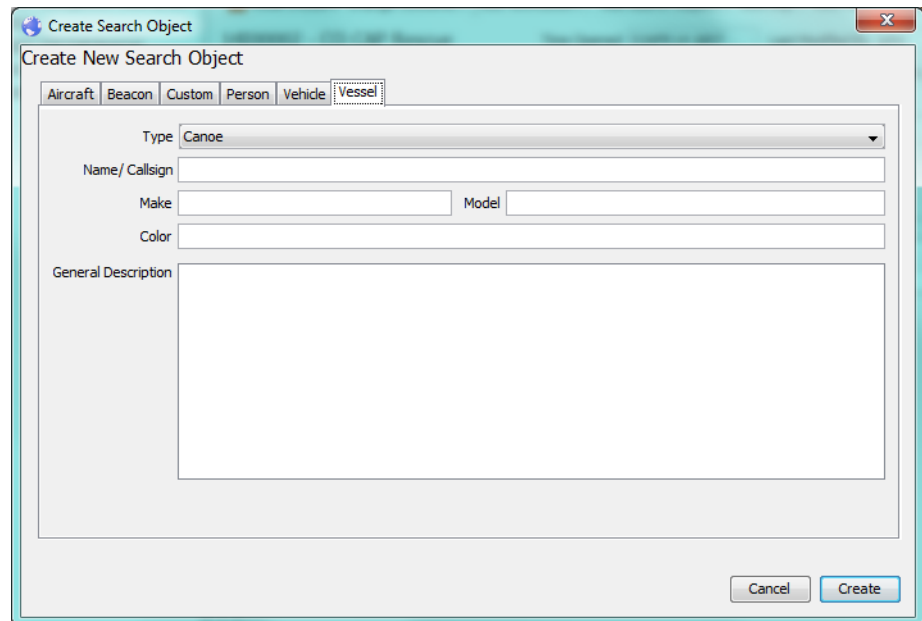
7. Select the type of vehicle.
8. Enter the year, make, model, plate, color and any general descriptive information.

Vessel

A potentially missing marine vessel.

To enter information about a vessel:

9. Click **Vessel**.



The screenshot shows a window titled "Create Search Object" with a sub-header "Create New Search Object". It features a tabbed interface with tabs for "Aircraft", "Beacon", "Custom", "Person", "Vehicle", and "Vessel". The "Vessel" tab is active. Inside the tab, there is a "Type" dropdown menu currently showing "Canoe". Below this are input fields for "Name/ Callsign", "Make", "Model", and "Color". A large text area for "General Description" is located at the bottom of the form. At the bottom right of the window are "Cancel" and "Create" buttons.

10. Select the vessel type.
11. Enter the Name/Callsign, Make, Model, Color, and any General Descriptive information.
Descriptive information could include items like tonnage or cargo.
12. Click **Create**.

To view Search objects:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the **Search Objects** tab.
3. Click **View Search Objects**.
The search object information is displayed in a new tab.

Tags

Tags are a flexible key that you create. For example, you may wish to add a tag named "Duty Officer". Tag names are global and are available to all incidents. You may then want to have the name (tag value) "John" for your current incident. Tag values are specific to each incident. You assign tag values through the create incident window and edit the tags names through the Edit Incident tags Configuration Menu item. Incidents may have one or more tags associated with them. The three most used tags are listed at the bottom of the tags window. Clicking these buttons adds the tag to the incident. All existing tag names are listed in the new tag pulldown.

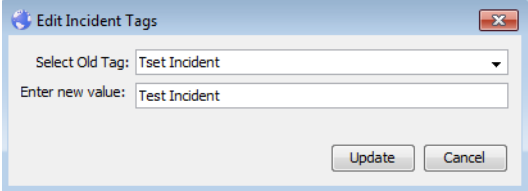
To add a tag through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click the gear icon on the right side of the tags area.
3. Enter a new tag name to create a new tag or select a tag from the new tag pulldown.
4. Enter a value for of the tag.
5. Click the green plus sign.
6. Click the X on the window to exit the window.

Edit Incident Tags

To edit a tag name:

1. Select **Edit Incident tags** from the **Configuration** menu.



The screenshot shows a dialog box titled "Edit Incident Tags". It has a standard Windows-style title bar with a close button. Inside the dialog, there is a label "Select Old Tag:" followed by a dropdown menu showing "Tset Incident". Below this is a label "Enter new value:" followed by a text input field containing "Test Incident". At the bottom right of the dialog are two buttons: "Update" and "Cancel".

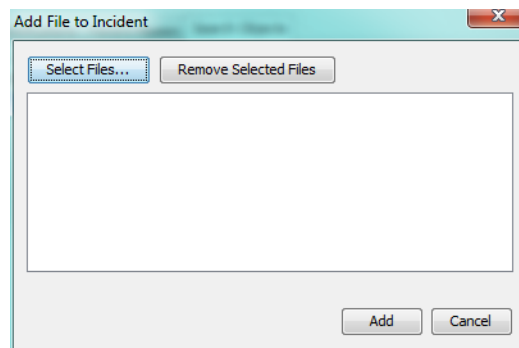
2. Select the existing Tag name to edit.
3. Edit the new name.
4. Click **Update**.

Add Files

Files such as PDF and jpgs can be added to the incident.

To add a file through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click **Add files** at the top of the window.



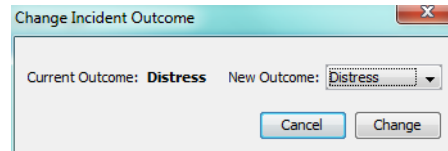
3. Click **Select files**.
4. Browse for the desired file.
5. Click **Open**.
You can remove a selected file by clicking the Remove files button.
6. Click **Add**.

Change Outcome

You can assign or change an outcome for incidents.

To change the outcome through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click **Change outcome** at the top of the window.
The change outcome window appears.



3. Select the desired outcome.
4. Click **Change**.

Add to Mission

You can add an incident to an existing Mission through the Create Incident window or through the mission itself. See “Incidents” on page 6-5.

To add an incident to a mission through the Incident creation window:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click **Add to Mission** at the top of the window.
The add to parent mission window appears.
3. Select the desired mission with which to associate the incident.
4. Click **OK**.

History

You can view the history of the incident.

To view incident history:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click **History** at the top of the window.
The History window appears.

3. Review the history and print if desired.
4. Click **Close**.

Report

You can create a report about the incident. Reports are used during information gathering stages of IAMSAR Awareness Stage and Initial Action. The report is Auto-filled with information from the Incident. It is useful to request additional information from remote agencies. Report file (PDF) can be sent as an email attachment to remote agencies. Report files received from remote agencies can be added to Incident Files

Includes fields such as:

- Agency/Person reporting an incident
- Nature of emergency
- Aircraft/Vessel Call Sign
- Crew
- Weather conditions at site

To view an incident report:

1. Select **Create Incident** from the **Rescue Data** menu.
The Incident browser window appears.

2. Click **Report** at the top of the window.
3. Select the type of report.
4. Click **OK**.

The report is presented as an editable PDF. You can open the file and add additional information to the form in Acrobat Reader. Then select File->Save and you are prompted to save the file. When reopened the original populated data and your edits are in the file and the report may be distributed as desired.

Close Incident

You can close an incident making it inactive.

To close an incident:

1. Select **Create Incident** from the **Rescue Data** menu.
The Mission/Incident browser window appears.
2. Click **Close incident** at the top of the window.
A confirmation window appears.

3. Click **Close**.

Finding Closed Incidents

Incidents can be located using the explorer window; however, there are times when you need to search for closed incidents within a specified date range. You can search for closed incidents within a specified range using the query tool. You can make changes to the incident by reopening it.

To find a closed incident:

1. Select **Find Incidents** from the **Query** menu.

The Incident Query window appears.

Incident Name	Mission	Created	Outcome	Controller
---------------	---------	---------	---------	------------

2. Enter the date and time range for which to search incidents.
3. Click **Run Query**.
4. Double-click the desired incident to view it.

Chapter 6: Working with Missions

Missions are a culmination of information used to coordinate the search and rescue operation. Missions can be linked with a variety of Incidents and they clearly define search regions and search plans. You create missions when apprehension exists about an incident. Incidents provide the where and what about a specific potential emergency while missions provide how to find the incident subject.

Missions have a lifetime. They are opened and closed, but are always stored. A mission is created by an operator and is then considered open. While search regions and search plans are added, the incident remains open. When the mission concludes, the mission is closed. The mission may be reopened, but not modified. Missions (and their associated data) are kept forever.

In This Chapter

- Viewing Existing Mission Information
- Pre-Mission Content Creation
- Create Mission
- Create Report
- Close Mission
- Finding Mission

Viewing Existing Mission Information

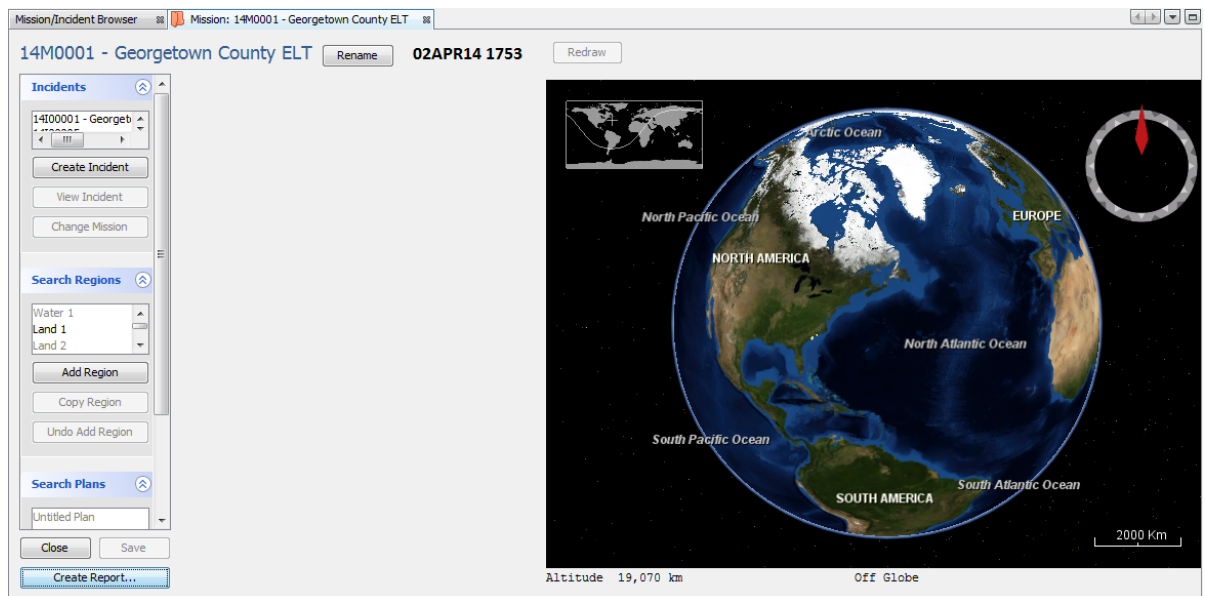
You can view existing missions from the Mission/Incident browser. You can also view them by locating them in a query, by opening them from another tab, or accessing them through the Explorer window.

To view existing Mission/incident information:

1. Select **Mission/Incident browser** from the **Windows** menu.

The Mission/Incident browser window appears.

2. Double-click the desired mission name to view it as separate tab.



Pre-Mission Content Creation

Home bases and SRUs should be created prior to creating missions.

Home Bases

Home bases are the home locations where search and rescue units are located. Home bases should be created prior to SRU creation.

Note: Home bases must be created prior to Incident creation.

To create home bases:

1. Select **Home bases** from the Configuration menu.
Home bases window appears.

2. Enter a name, type, and position information.

3. Click the green Plus sign.

The home base is added to the list.

You can delete home bases by clicking the item in the window and then the red X sign.

4. Click **Close**.

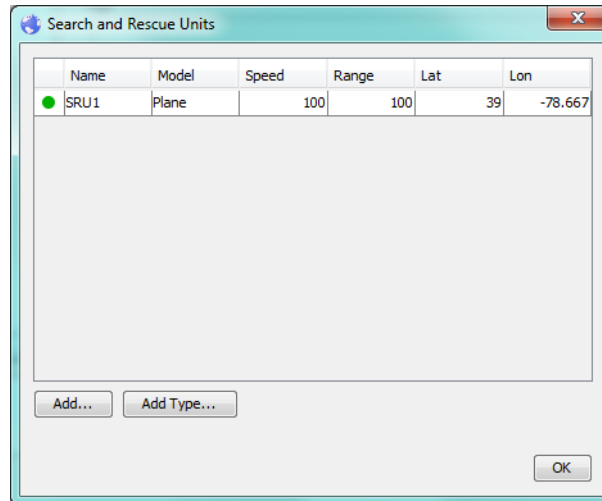
Search and Rescue Units (SRUs)

Search and Rescue Units are the items (vehicles, tools) used for search and rescue missions. SRUs are assigned within Incidents when Incidents are created. Home base and Unit Types must be created prior to SRUs and are assigned to SRUs when the SRU is created. SRUs must be created prior to Mission creation and can then be assigned to Search plans within a mission.

To create SRUs:

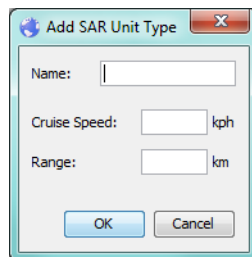
1. Create home bases. See “Home Bases” on page 6-3.
2. Select **Search and Rescue Units** from the Configuration menu.

The Search and rescue units window appears.



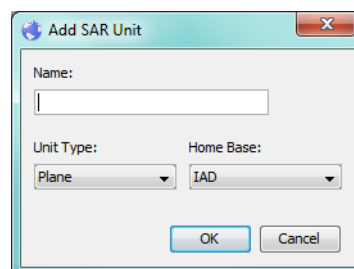
3. Click **Add type**.

Note: SAR Unit Types must be created prior to adding an SRU.



4. Enter a type name, cruise speed, and range.
5. Click **OK**.
6. Repeat for all types.
7. Click **Add**.

The add SRU unit window appears.



8. Enter a name.
9. Select the SRU Unit Type and Home Base from the pulldowns.
10. Click **OK**.
11. Click **OK**.

Create Mission

When you create a mission, actions to perform are on the left and a map is on the right. As you select actions, the display area between the actions and the map is populated with items to enter. Use a combination of these items and movement on the map to populate the fields.

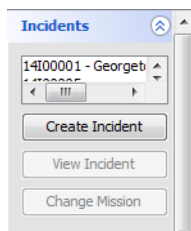
To add a mission:

1. Select **Create Mission** from the **Rescue Data** menu.
A confirmation window appears.
2. Click **Yes**.
The new mission window appears.
3. Click **Rename** to append or change the name.
4. Enter the desired information in the Incidents, Search regions, and Search Plans action areas.
5. Click **Save** to save the entered data.

Incidents

You can create incidents that are associated with the mission from within the mission. You can also view associated incidents and reassign an incident to a different mission.

To add an incident:



1. Click **Create Incident** in the Incidents action area.
A confirmation window appears indicating that an incident will be created and cannot be undone.
2. Click **Yes**.
3. Use the Incident window to create the incident data. See "Create Incident" on page 5-5.

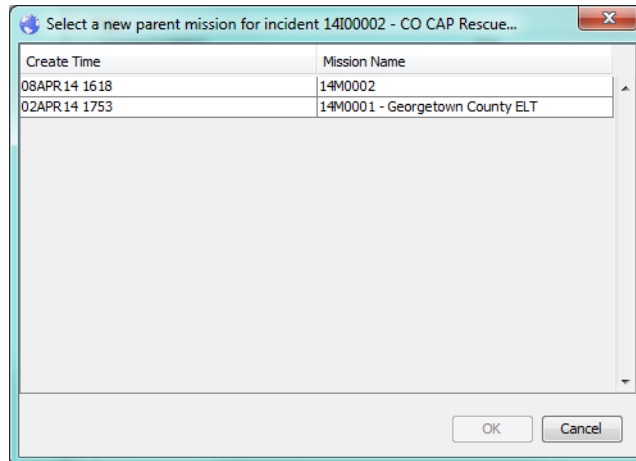
To view an incident associated with the mission:

1. Highlight the desired incident in the Incident pane.
2. Click **View Incident**.
The Incident window is invoked. See "Viewing Existing Incident Information" on page 5-1

To change the mission with which the incident is associated:

1. Highlight the desired incident in the Incident pane.
2. Click **Change Mission**.

The add to parent mission window appears.

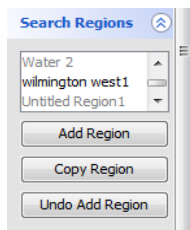


3. Select the desired Mission.
4. Click **OK**.

Search Regions

Search regions allow you to draw closed polygon areas of interest to focus the search.

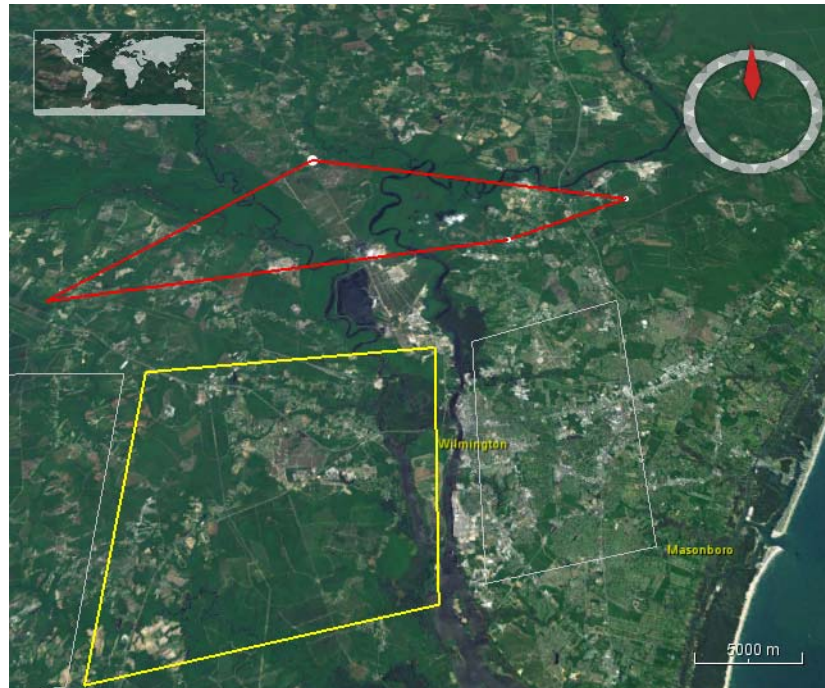
To add a region:



1. While in ReDraw mode, click **Add Region** in the Search Regions action area.
2. Enter the name of the region.

3. Enter the probability (percentage).
This is the probability of containment (percentage) that the search object is contained in the region. It is shown in gray on the map.
4. Enter a contact name.
For example the On-Scene Commander or the person designated to coordinate SAR operations within the Search Region
5. Enter comments.

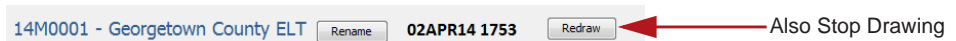
6. Enter the start time.
The end time is added when the search reached is marked to be complete.
7. Click **View** to show the vertices bounding the search region.
These are the points taken from the polygon drawn on the map.
8. Click on the map to begin drawing the region.
9. Continue to click at each vertex of the polygon.



The polygon is red while drawing.

10. Move over the first vertex drawn, wait for the cursor to change and click again to close the polygon.
11. Click **Stop Drawing**.
The polygon turns green.

Note: You can click Redraw to adjust the shape of the region.



12. If desired, click Click **Zoom to region** to center the drawn region on the map.

13. The item is added into the regions list.
The log provides a history of the selected search region.

Navigating the Mission Map

Mouse button	Description
Middle	Zoom
Left	Drag/rotate
Right	Pan and tilt

Copy Region

Click copy region to copy the region data exactly. You can then use the existing data start point for a region and edit the data as needed.

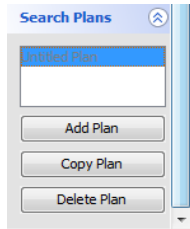
Undo Add Region

Click Undo add region to remove the last added or selected region from the list.

Search Plans

Search plans allows you to define search patterns by which to conduct the search.

To add a plan:



1. Click **Add Plan** in the Search Plans action area.
2. Enter the name of the plan.

3. Select an SRU from the pulldown.

Note: SRU must be created prior to plan creation.

4. Select a Search type form the pulldown.

Search types are fully defined in IAMSAR Manual volume I. brief descriptions of supported types are listed below.

Search Type	Pattern Description
Sector Search	Sector searches are used when the position of the search object is accurately known and the search area is small, such as when a crew member sees another crew member fall overboard from a ship. Sector searches are used to search a circular area centered on a datum point. Enter the datum, radius, and initial bearing.
Track Line Search	The track line search pattern is used when an aircraft or vessel have disappeared without a trace while en route from one point to another. It is based on the assumption that the distressed craft has crashed, made a forced landing, or foundered on or near the intended route and concentrates the search effort near this datum line. The track line search consists of a rapid and reasonably thorough search along the intended route of the distressed craft. Enter the Initial track point, Final track point, track space, return, and return turns.
Parallel Sweep	The parallel sweep search pattern is used when the uncertainty in the survivor's location is large, requiring a large area to be searched with uniform coverage. It is most effective when used over water or reasonably flat terrain. A parallel sweep search pattern covers a rectangular area. It is almost always used when a large search area must be divided into sub-areas for assignment to individual search facilities which will be on-scene at the same time. Enter the initial corner point, turn corner point, track spacing, search width, and turn right first.

5. If the search plan has been completed, check the completed box and enter the date and time.

When a Search and Rescue Unit reports search results, you should:

- Update the associated Search Region POC.
If region is searched with no object found, reduce POC
If region is thoroughly searched, change POC to 0%.
- Mark associated Search Plan Completed

6. Click **Zoom to plan**, if desired.

7. Click **Save**.

The item is added into the plans list.

Copy Plan

Click copy plan to copy the plan data exactly. You can then use the existing as start point for a plan and edit the data as needed.

Delete Plan

Click delete plan to remove the last added or selected plan from the list.

Create Report

You can create a report about the mission. The IAMSAR report is presented as an editable PDF. The standard mission report is HTML.

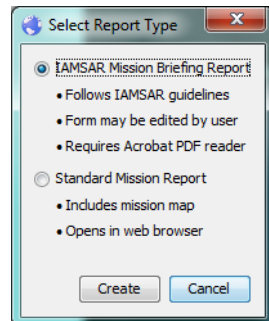
To view a mission report:

1. Select **Create Mission** from the **Rescue Data** menu.

The Mission browser window appears.

2. Click **Report** at the bottom.

The report window appears.



3. Select the type of report.

4. Click **OK**.

The report is generated. The report is presented as an editable PDF. You can open the file and add additional information to the form in Acrobat Reader. Then select File->Save and you are prompted to save the file. When reopened the original populated data and your edits are in the file and the report may be distributed as desired.

Close Mission

You should close a mission if:

- If the search object is found.
- If the Mission is given to another organization (e.g., UAE).
- If further search would be of no avail.

To close a mission:

1. Click **Close Mission**.

A confirmation message appears. If the mission has not been saved, a save message may also appear.

2. Click **OK**.

The mission is no longer active.

Finding Mission

Missions can be located using the explorer window; however, there are times when you need to search for open missions within a specified date range. Query mission is used to find missions that were open during a specific time period (which may or may not be closed later). For example, to create a report or check missions open during the given months or quarter.

To find open missions:

1. Select **Find Missions** from the **Query** menu.
The Mission Query window appears.
2. Enter the date and time range for which to search mission.
3. Click **Run Query**.
4. Double-click the desired mission to view it.

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