



DRAKONTAS

DRAGONFORCE

REFERENCE GUIDE | WEB

DRAKONTAS

VERSION 3.5.x

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UNIT 1 | ABOUT DRAGONFORCE

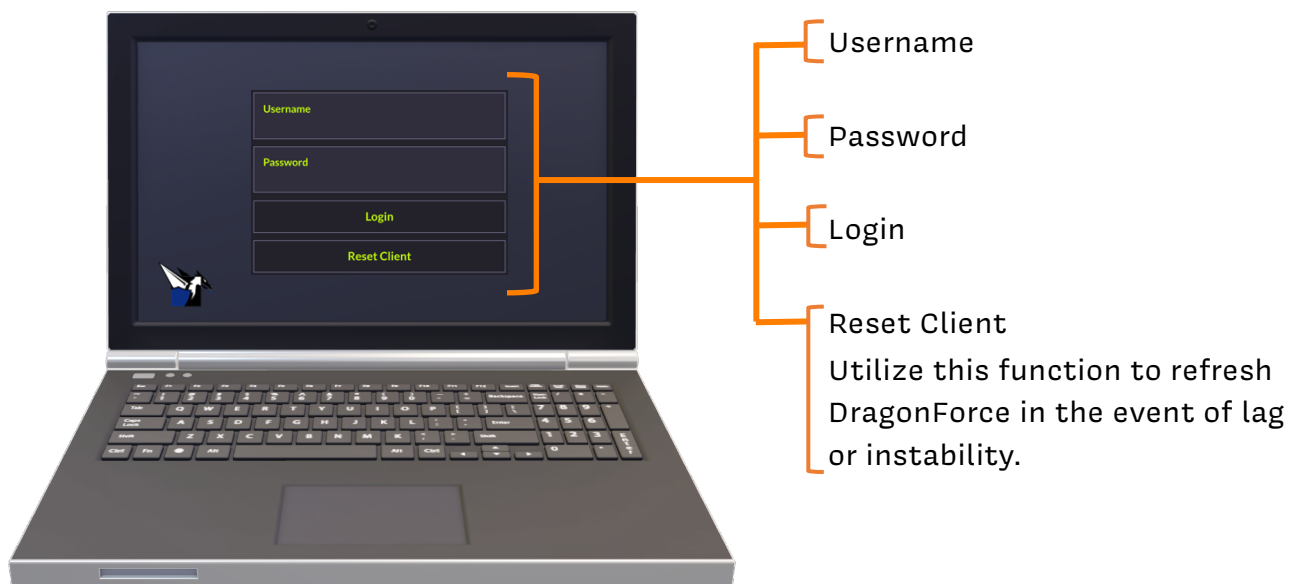
1.1 DRAGONFORCE INTRODUCTION

DragonForce is a command and control, shared situational awareness software application that provides teams of mobile users a secure environment where they can create and share mission-critical information with a tightly integrate set of collaboration tools. Our team's mission is to improve the operational effectiveness of professionals by delivering software to help manage resources, business processes and emergency response capabilities.

1.2 COMPATIBILITY & INSTALLATION

DragonForce provides a common operating picture to teams of mobile users, giving them the shared situational awareness they need to make better, faster, and safer decisions. DragonForce installs quickly and easily on your smartphones and tablets already in-use turning them into mission-critical, communication tools. DragonForce web runs on any standard web browser so there is no software to install; supported browsers include Chrome, Firefox, and Edge.

1.3 ENTERING DRAGONFORCE





1.4 INTERFACE ICONOGRAPHY

DragonForce features a high visibility color scheme that supports high and low light level conditions.

You Are Here






SET
1.4-1

ICONS	SET 1	TOOL DESCRIPTIONS
	MAIN OPTIONS MENU	Opens user profile and settings, as well as, provide quick access to additional tools
	GROUP MANAGEMENT	Lists all groups and incidents of which you are a member and gives you access to the files inside the groups/incidents
	ROSTER	Exposes a list of members per group, incident or department
	MESSAGING	Sends a direct message to an individual or an entire group
	MAP	Displays the location of DF users and functions as a collaborative whiteboard allowing users to place movable icons and make annotations with a set of drawing tools
	RESOURCES	Gives user access to both personal and department files









**SET
1.4-2**

ICONS	SET 2	TOOL DESCRIPTIONS
	LOCATION	Current location status of computer hosting web app
	PRESENCE	Status of web app's connectivity to the DragonForce server. Green = connected Red = disconnected
12:00	TIME	Local time of computer hosting web app
	NOTIFICATIONS	Alerts user of new messages, files and groups/incidents



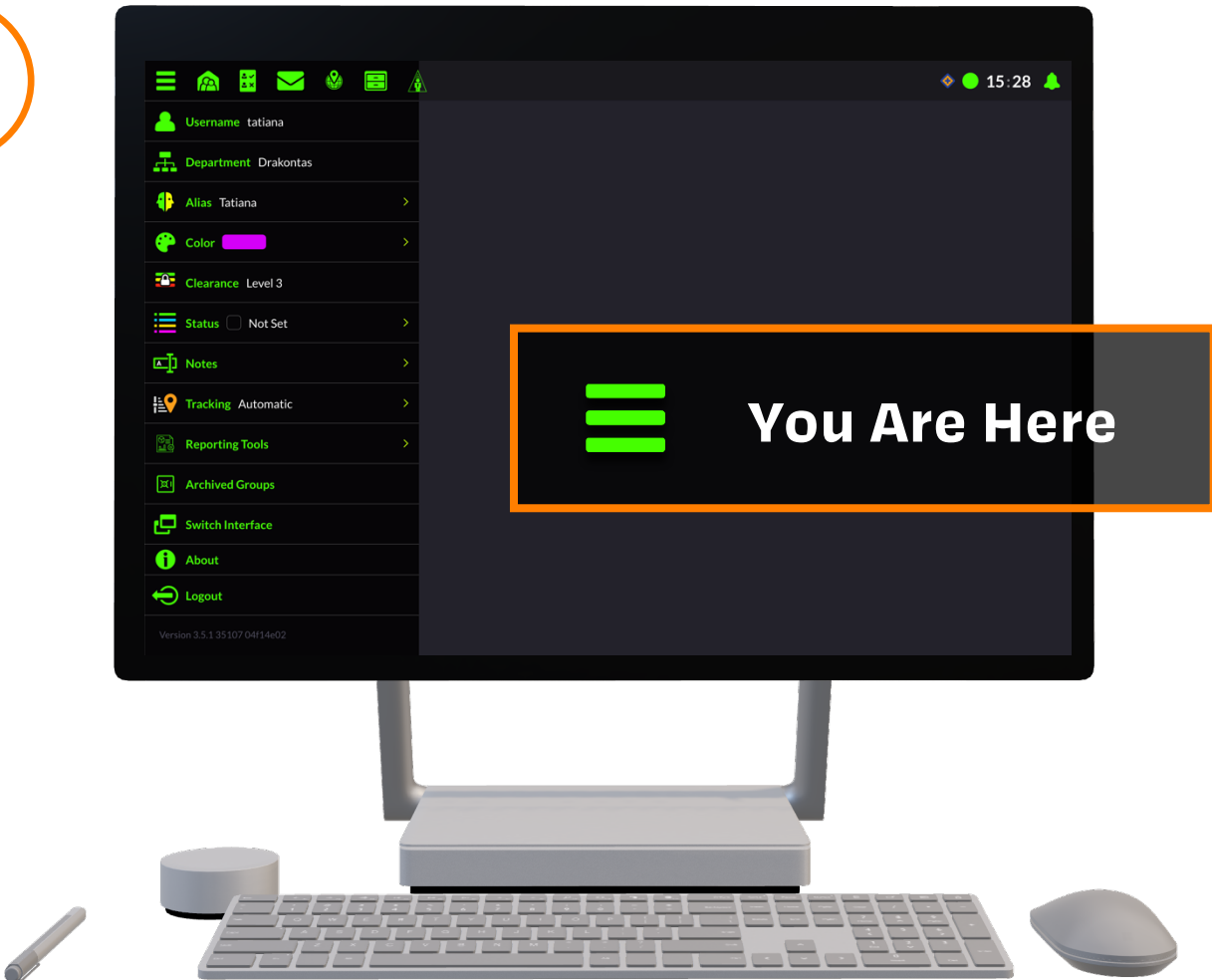
1.4.1

LOCATION ICONOGRAPHY

LOCATION ICONS	DESCRIPTIONS
 	Orange diamond = dead-reckoned user Gray diamond = offline
 	Orange diamond X = Lost GPS fix Gray diamond X = offline
 	Orange diamond cross = Actively tracking user with GPS fixed Gray diamond cross = offline






UNIT 2 | MAIN OPTIONS MENU



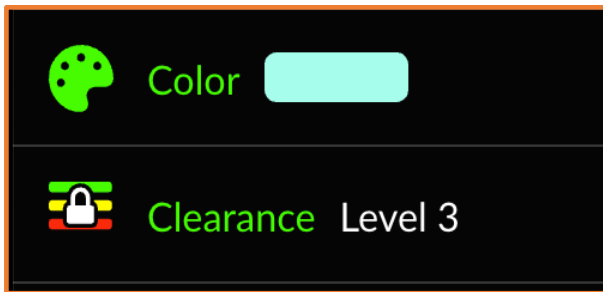
2.1 MAIN OPTIONS MENU DESCRIPTIONS

SET
2.1-1

 Username guest2	Reveals the user's profile information and preferred measuring units.
 Department Drakontas	Displays the user's active department.
 Alias guest2	Allows the user to set their nametag.



SET 2.1-2



The interface shows two settings on a dark background. The first is 'Color' with a green circle icon containing three dots and a light blue rectangular input field. The second is 'Clearance' with a padlock icon and the text 'Level 3'.

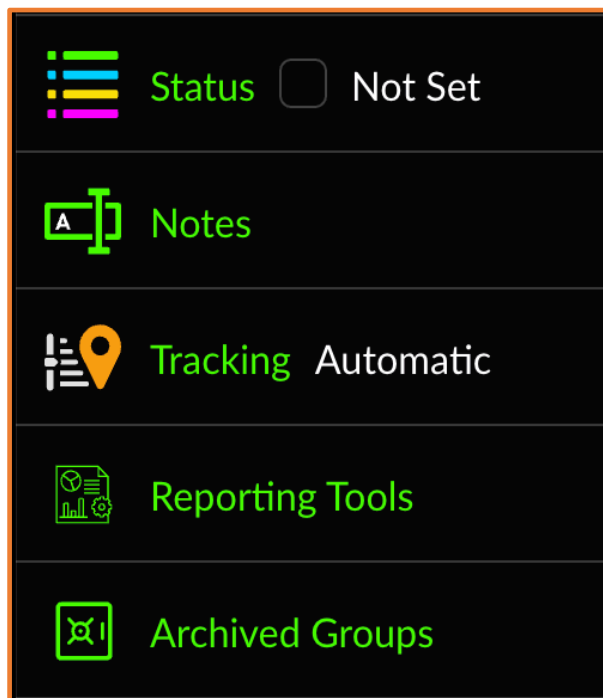
Sets the user's individual color. This differentiates the user's tracking icon.

Assigned authorization level: limits access to DragonForce objects.

Clearance Levels

The number of clearance levels can be customized for each customer deployment. Level 0 = cleared (anyone can see the contents) The user's clearance level is displayed in this field. A user may "classify" a DragonForce object (whiteboard, SitRep) from 0 to his clearance level. If an object has a clearance level greater than the user's, then the object will not be visible to the user.

SET 2.1-3



The interface shows five settings on a dark background. 1. 'Status' with a multi-colored bar icon and a checkbox labeled 'Not Set'. 2. 'Notes' with a notepad icon. 3. 'Tracking' with a location pin icon and the text 'Automatic'. 4. 'Reporting Tools' with a bar chart icon. 5. 'Archived Groups' with a trash can icon.

Click to set user's operational status.

Provides a container for comments or additional information.

Provides two settings for user tracking; automatic and manual.

Allows user to run reports on historical message and location data.

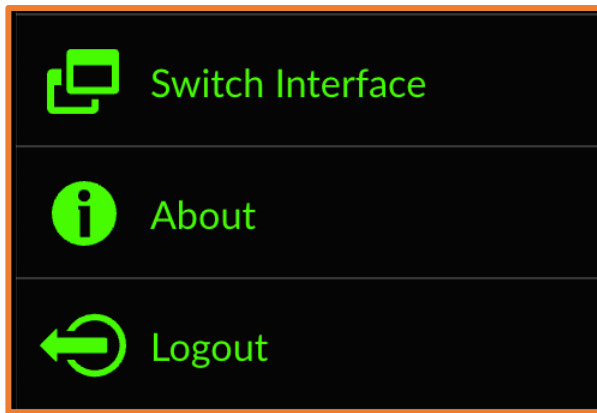
List groups that are no longer active.

Archived Groups

Group managers can restore an archived group to operational status to continue to modify the contents of the group.



SET
2.1-4



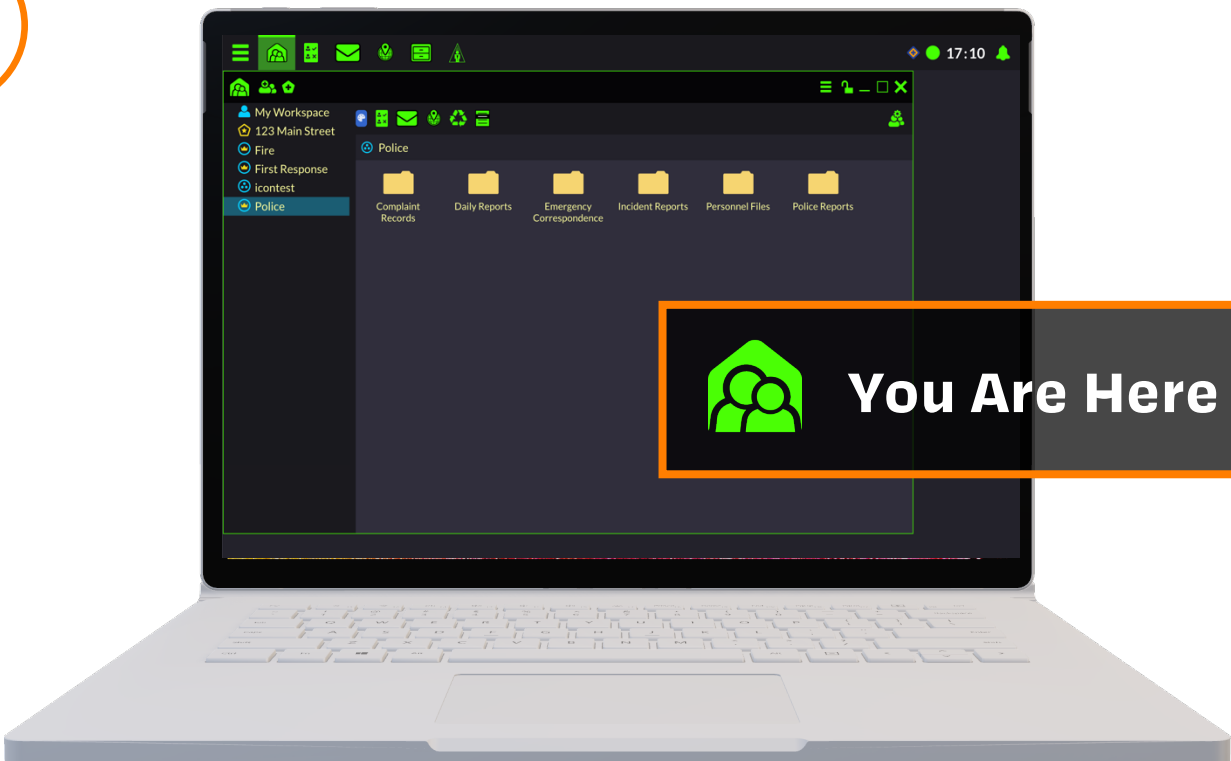
Displays various operational and administrative interfaces the user has permission to access.

Reveals the software version, licenses, and a link to tech support.












Signs off the user from their account.

UNIT 3 | GROUP MANAGER

The group manager icon launches the group manager tool which lists all current groups and their contents.



3.1: GROUP MANAGER ICONOGRAPHY & DESCRIPTIONS



ICONS	GROUP MANAGER TOOLS	TOOL DESCRIPTIONS
	COLOR PALETTE	Sets the color for a group
	SUB-GROUP	Allows you to create a new group inside the selected incident
	MEMBER MANAGER	Allows you to add, remove, or appoint users to assistant incident or group managers
	INCIDENT MESSAGING	Allows user to view, send, and receive texts from group members inside an incident. This tool also permits users to broadcast a message to all group members
	INCIDENT MAP	Users inside a group can place movable and make annotations with a set of drawing tools. Each group inside an incident has its own dedicated map
	RECYCLE BIN	Stores deleted files
	CREATE GROUP	Create a new group
	CREATE INCIDENT	Create a new incident
	GROUP OPTIONS	Lists additional functionality for the group
	OPTION LIST	Displays options for viewing files
	WINDOW LOCK	Holds window size and position in place





3.2: HOW TO CREATE A GROUP



To create a new group:

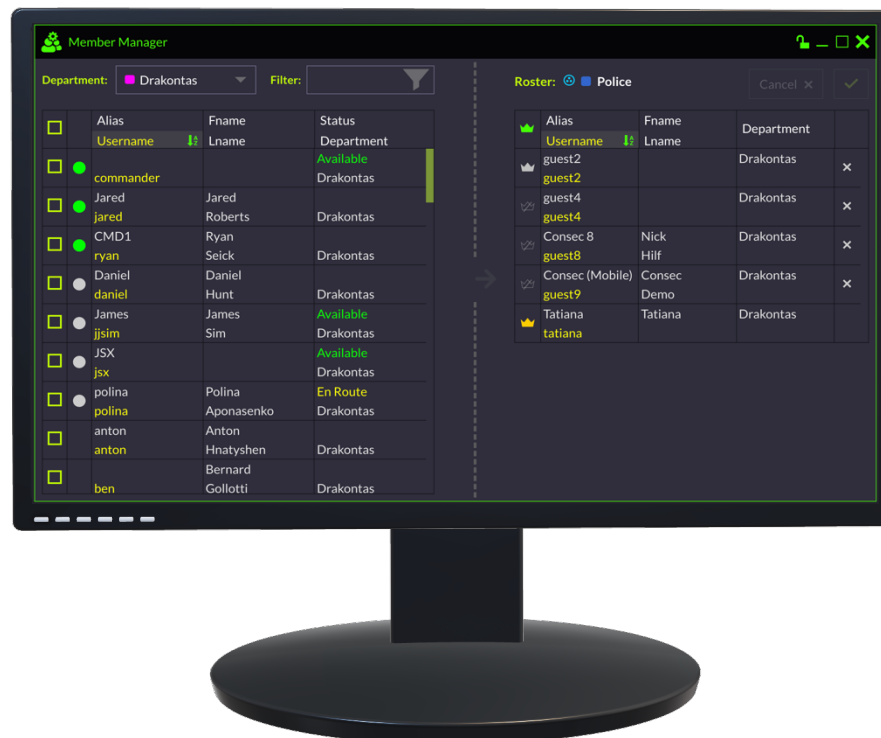
1. **Open** the **Group/Incident manager**  tab.
2. **Click** the **Create New Group**  icon > type in the group name.
3. **Click** the **checkmark** to confirm.



3.3: HOW TO ADD/DELETE GROUP MEMBERS

To add members to the group:

1. **Open** the **Group/Incident manager**  tab.
2. **Select** your **group** to reveal the member manager tool.
3. **Click** the **Member Manager** icon  to expose your department members list.





4. **Tick** the box to select the user > **hit** the green **arrow** to add the user to the group roster.
5. **Click** the **checkmark** to confirm.







To delete members from the group:

1. **Open** the **Group/Incident manager**  tab.
2. **Select** your **group** to reveal the member manager icon.
3. **Click** the **Member Manager**  icon to expose your department members list.
4. **Click** the **(x)** button to remove the user > **checkmark** to confirm.






3.4: HOW TO PROMOTE GROUP MEMBERS

To promote group members:

1. **Open** the **Group/Incident manager**  tab.
2. **Select** your **group** to reveal the member manager icon.
3. **Open** the **Member Manager**  tool.
4. **Tick** the **silver crown** once/ **crown outline** twice to promote the group member to assistant group manager.
5. **Click** the **checkmark** to confirm.



3.4.1: USER RANKING

RANK	DESCRIPTIONS
	Manager of a group. A Group can only have one Group Manager (Gold Crown)
	Assistant manager of a group. A Group can have zero to many Assistant Groups Managers (Silver Crowns)
	Group operative



3.5: HOW TO TRANSFER MANAGERIAL POSITION

To transfer your managerial position:

1. **Open** the **Group/Incident manager**  tab.
2. **Select** your **group** to reveal the member manager icon.
3. **Open** the **Member Manager**  tool.
4. **Right-click** on the preferred member beneath the group roster.
5. **Click Transfer Manager Position** > **checkmark** to confirm.





3.6: GROUP & INCIDENT SYMBOLOGY

The shape and color of the “Container” indicates the container type: Incident; Group; and Mixed-Group.

The symbol inside the container indicates the type of user and its relationship to the container: Commander; Deputy Commander; Manager; Assistant Manager; Member.


Group & Incident Symbology table

SET
3.6-1

ICONS	TERMS	DESCRIPTIONS
	GENERAL INCIDENT ICON	
	INCIDENT COMMANDER	Leader of an incident. An incident can only have one Incident Commander (Gold Star)
	DEPUTY INCIDENT COMMANDER	Assistant to the Incident Commander. An incident may have zero to many Deputy Incident Commanders (Silver Star)
	INCIDENT MANAGER	Manager of a group contained within an incident. User is a member of the Incident Management Team (IMT) of an incident.



SET
3.6-2

ICONS	TERMS	DESCRIPTIONS
	ASSISTANT INCIDENT MANAGER	Assistant manager of a group contained within an incident. User is a member of the Incident Management Team (IMT) of an incident
	SUB-GROUP	This group is a member of an incident
	MIXED SUB-GROUP	This Mixed sub-group is a member of an incident. Mixed sub-groups contain members from two or more different departments
	INCIDENT COMMANDER MIXED	Leader of a mixed group inside an incident
	DEPUTY INCIDENT COMMANDER MIXED	Assistant to the incident commander of a Mixed group inside an incident
	INCIDENT GROUP COMMANDER	Leader inside of a group
	DEPUTY INCIDENT GROUP COMMANDER	Assistant to the incident commander inside of a group
	GROUP MANAGER	Manager of a group. A Group can only have one Group Manager (Gold Crown)
	ASSISTANT GROUP MANAGER	Assistant manager of a group. A Group can have zero to many Assistant Groups Managers (Silver Crowns)
	GROUP MANAGER MIXED	Manager of a Mixed group A Mixed Group is comprised of members from multiple Departments A Mixed Group can only have one Group Manager (Gold Crown)



SET
3.6-3

ICONS	TERMS	DESCRIPTIONS
	ASSISTANT GROUP MANAGER MIXED	Assistant manager of a Mixed group. A Mixed Group can have zero to many Assistant Group Managers (Silver Crowns)
	GENERAL GROUP	
	GENERAL MIXED-GROUP	

3.7: HOW TO CREATE A MIXED GROUP

To create a Mixed Group:

1. **Click** the **Group/Incident Manager** icon > **Select** your **group**.
2. **Open** the **Member Manager** tool.
3. **Hit** the **gray arrow** to open the department selector.

4. **Tick** the **box** next to the desired department to view the members list > **click Ok**.
5. **Tick** the **box** next to the preferred user > **hit** the green **arrow** to add them to the group roster.
6. **Click** the **checkmark** to confirm.



UNIT 4 | INCIDENT MANAGER

Incident management features an ability to create multiple subgroups to control large scale events. An incident is led by an Incident Management Team (IMT) made up of:

- Incident Commanders “Star Class”
- Group Managers within “Crown Class”

View **3.6: Group & Incident Symbology** set 3.6-1 for Incident Manager ranking.



4.1: HOW TO CREATE AN INCIDENT

To create an incident:



1. **Open** the **Group/Incident manager**  tab.
2. **Click** the **Create New Incident**  icon > **type** in the incident **name**.
3. **Click** the **checkmark** to confirm.



4.2: HOW TO BROADCAST TO INCIDENT

The Star Class can send a broadcast text message to all members of the Incident.

To broadcast an incident:

1. **Select** the **incident** from the Group/Incident manager  tab.
2. **Click** the incident **messaging**  icon > **Select Recipient** container.
3. **Click Broadcast to Incident** > **type** your **message**.
4. **Click Send**.

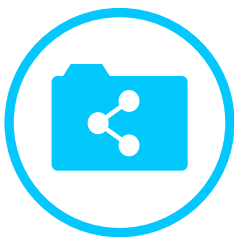




4.3: INCIDENT MAP FEATURES

Users inside a group can place movable icons and make annotations with a set of drawing tools. Each group inside an incident has its own dedicated map.

4.4: INCIDENT RESOURCES



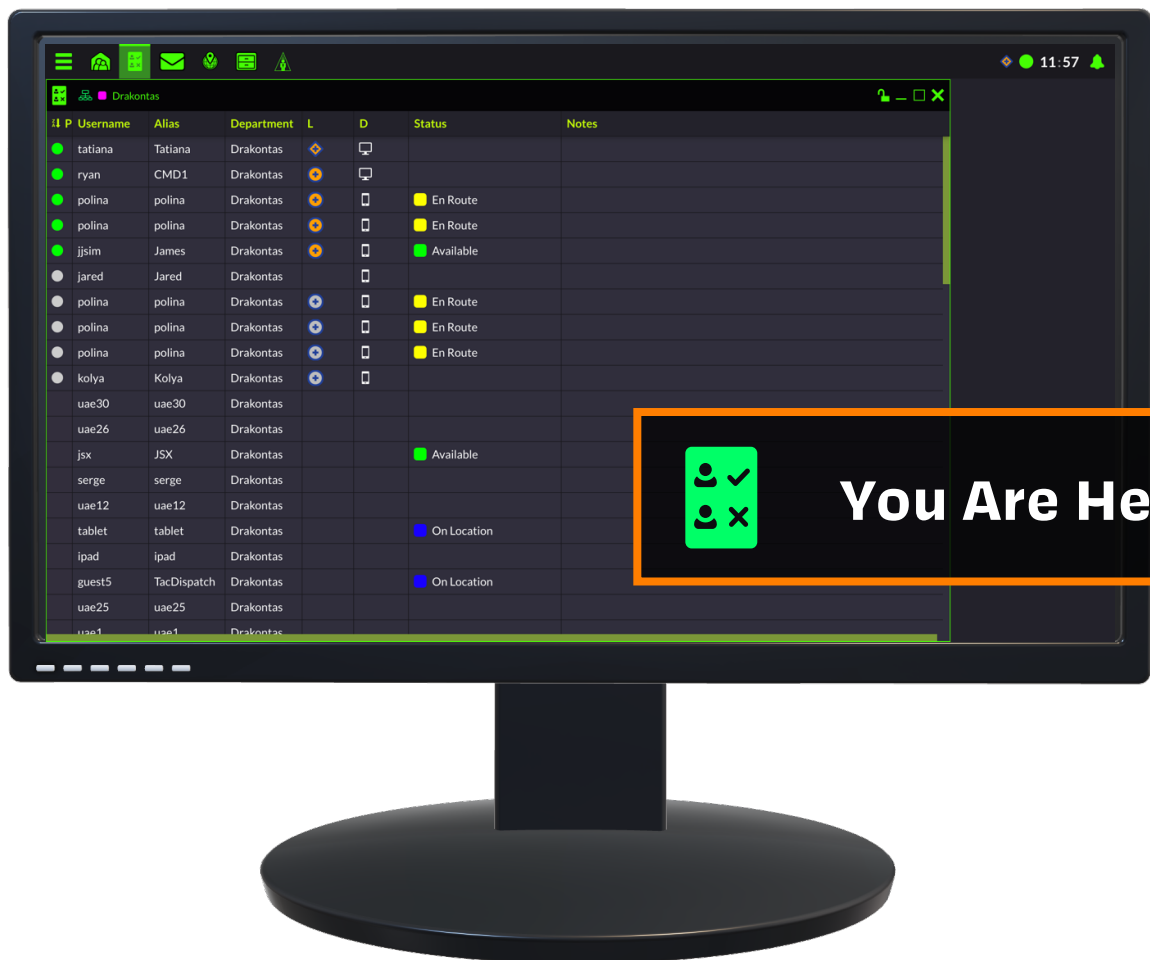
Incident Share Folder – An Incident-wide “Share Folder” is automatically created for the IMT and each Group that is part of the incident. Objects can only be placed and edited in this folder by a member of the Incident Management Team (IMT). Any member of an incident can view the objects inside this folder.



UNIT 5 | ROSTER













The roster lists all members in your department. The **department filter** lists the groups or incidents within the department. The roster options menu allows users to view member profiles and send an SMS or a message. Simply right-click on the user's container to access the options menu.



5.1: ROSTER ELEMENTS & DESCRIPTIONS

In addition to DragonForce's primary iconography, the roster can be accessed via group manager within a group or incident and updated through the map widget using the group manager icon.



ICONS	ROSTER ELEMENTS	DESCRIPTIONS
	DEPARTMENT FILTER	Displays the user's active dept. and operates as a group/incident/department filter
	USER COLOR	Utilized to differentiate the user's tracking icon on the map
	PRESENCE	Status of the web app's connectivity to the DragonForce server Green = connected Red = disconnected
	USERNAME	Displays the username
	ALIAS	Displays the user's nametag
	DEPARTMENT LIST	Presents the user department with an option to sort alphabetically or from Z to A
	LOCATION	Current location status of computer hosting web app
	DEVICE	User's communication tool
	STATUS	Displays the user's operational status. DragonForce default values are: Green – available Yellow – en route Blue – on location Red – unavailable Clear – not set These values can be customized by the customer
	NOTES	Container for comments or additional information










UNIT 6 | MESSAGING

DragonForce features include secure text messaging to entire groups or individual users. Customers can pre-configure commonly used quick text messages to expedite responses from mobile devices. The sender/recipient (individual or group) and timestamp is included in each message.





6.1: MESSAGING ICONOGRAPHY

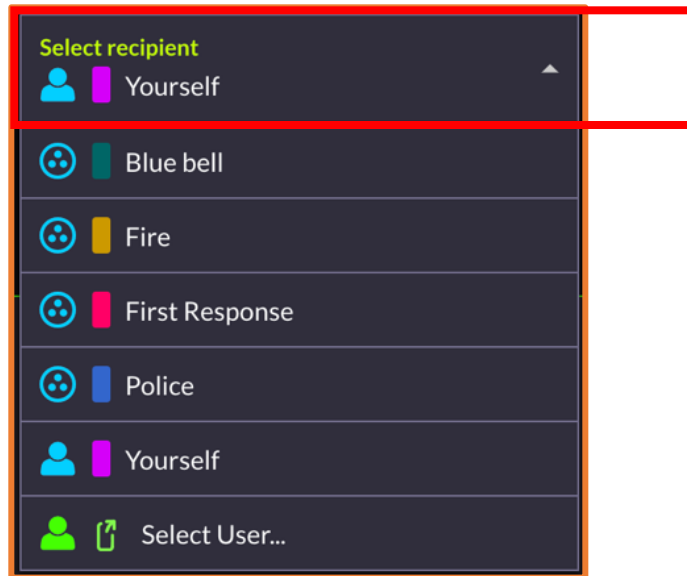
ICONS	MESSAGING FUNCTIONALITY	DESCRIPTIONS
	FILTER	Include/exclude messages from selected groups in the message history
	OPTION MENU	Clears your message history
	SELECT RECIPIENT CONTAINER	allows you to pick a group or individual to be the recipient of a new message
	QUICK TEXT	used to send pre-programmed, commonly used messages.
	PAPER CLIP	attaches files or photos into your message
	SEND	To deliver your message, which appears when you compose your message
	FILTER FIGURE	indicates the number of different group feeds selected

6.2: HOW TO ATTACH A FILE TO A MESSAGE

To attach a file:

1. Open the **Message**  tab.
2. **Select** a message recipient from the **recipient** container.
3. **Click** the **Paper Clip**  icon > **Upload File**.
4. **Click** within the dotted **container** to access your files.
5. **Select** file > **Open** > **Upload**.





Alternative

1. **Click** the **Paper Clip**  icon > **DF Object**.
2. **Select** the **object** within the file explorer > **Ok**.


6.3: HOW TO FILTER GROUPS



To filter through groups:

1. Opening the **Message**  tab.
2. **Select** the **Filter**  icon > **tick** the **box** of the preferred recipient/s.
3. **Click** the **Filter** icon to close the container.

Alternative

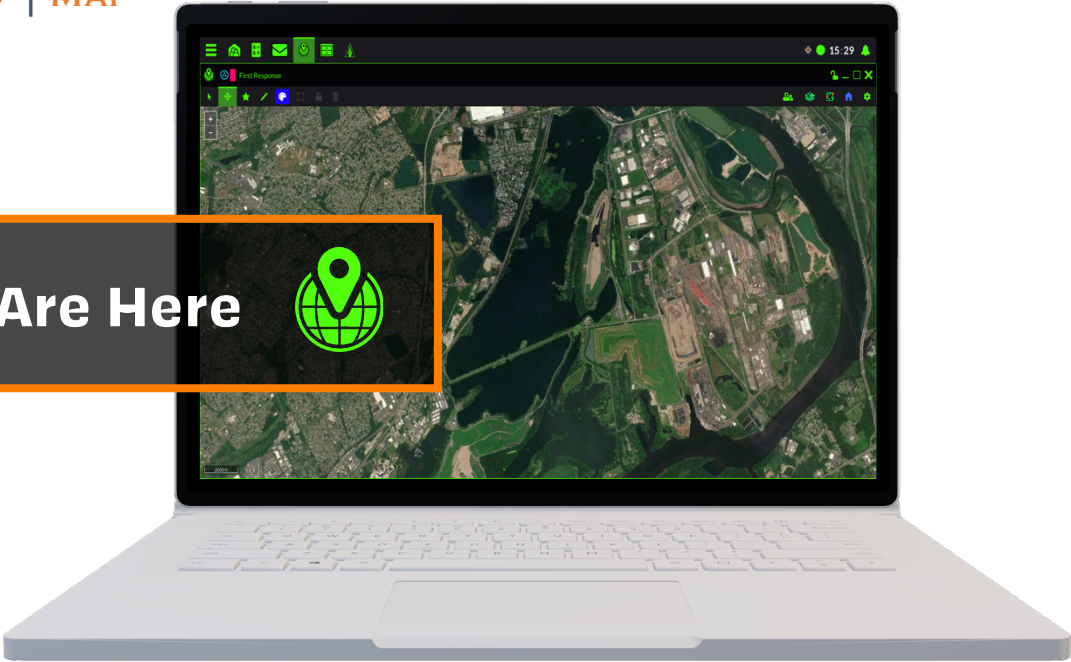
1. **Select** the **Filter**  icon > **type** the **name** of the preferred group in the search field.
2. **Tick** the **box** > **click** the **Filter** icon to close the container.





UNIT 7 | MAP

You Are Here











SET
7.1-1

7.1: MAP TOOL DESCRIPTIONS

ICONS	MAP TOOLS	DESCRIPTIONS
	GROUP SELECTOR	
	SELECT TOOL	selects icons and annotations
	PAN TOOL	Pans the map view
	ICON PALETTE	exposes a palette of icons to insert into the map
	DRAWING TOOLS	Exposes an array of annotation tools



**SET
7.1-2**

ICONS	MAP TOOLS	DESCRIPTIONS
	COLOR PICKER	select the color for the drawing tool or text
	ZOOM IN	magnifies the map view
	ZOOM OUT	reduces the map view
	GROUP MANAGER	allows you to create a new group by selecting users on the map
	BASE MAP	provide multiple map viewing options (e.g. street view, aerial view)
	FEATURE LAYERS	7.4: Feature Layers
	GOTO HOME LOCATION	centers map on its default home location
	ADDITIONAL MAP TOOLS	exposes an assortment of additional map tools












7.2: ANNOTATION TOOLS

Collaborative whiteboarding is DragonForce's most distinctive feature. Users can easily import any custom icons or symbology for their operations. Any member of the group can see and contribute to the common operating picture. DragonForce's collaborative whiteboarding helps users observe, orient, decide, and act more quickly and safely by empowering them to function as a more cohesive team with access to the latest and most accurate mission-critical information during every phase of an operation.





 Freehand	[Gives the user full leeway when drawing annotations.
 Line	[Places multiple anchors on the map creating smooth lines.
 Polygon	[Places multiple anchors on the map creating smooth shapes.
 Rectangle	[Allows the user to place an adjustable rectangle on the map.
 Circle	[Allows the user to place a circle on the map.
 Oriented Box	[Places a color-coded adjustable box to label the sides of an area of operations.
 Measurement	[Calculates the distance from one point to another.
 Search Grid	[Places a search grid of any size on the map. User can designate the # of grids.
 Text	[Allows the user to place text in any area of the map.



These instruments work in conjunction with your annotation tools to transform (size and rotation), to lock, or to delete your annotation.



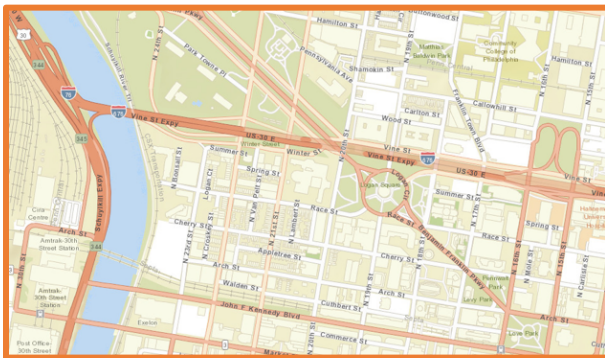


7.3: BASE MAPS

DragonForce supports multiple map layers including street, satellite, and topographical views. You can also use map data from third-party systems like ESRI and Pictometry so that you can leverage your investment in those technologies.

Standard maps included with web deployment:

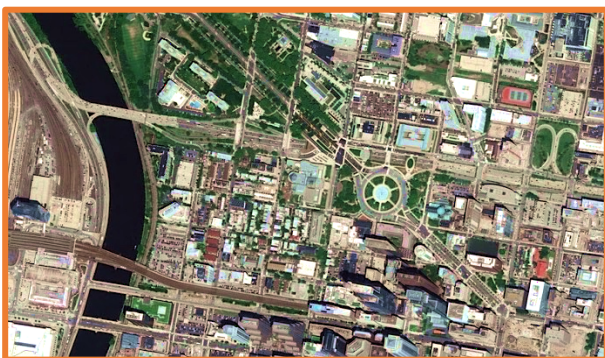
ESRI WORLD STREET MAP



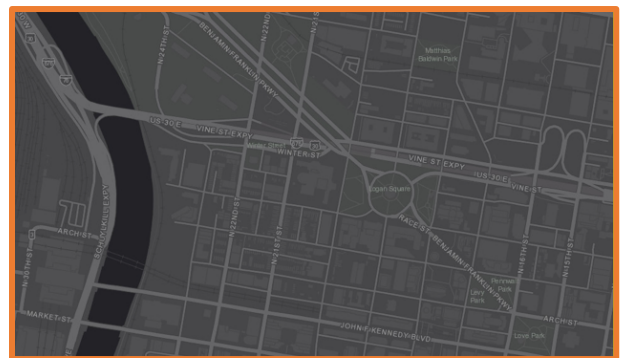
ESRI WORLD TOPOGRAPHIC MAP



ESRI WORLD IMAGERY



ESRI DARK GREY





7.4: FEATURE LAYERS



Map Feature Layers - lists the featured layers available to be placed upon the selected base layer.



DF Group Layers - allows user to overlay the location, annotations and files from other groups.



Department User locations - displays the location of all users from a selected department.



External Location Feeds - agency or partner supplied data feeds such as automatic vehicle location (AVL) tracking systems.

The settings for both the Base Maps & Feature Overlays are customizable on a Group by Group basis and will be saved when the user logs out.

7.4.1: NESTED DEPTS

DragonForce's Nested Department capability gives you the ability to create as many Departments and Sub-Department layers as you need to model the complexity of your deployment.




Departments can be organized according to geography and/or operational specialty. Each Department may be customized with its own: color, Quick Texts, Status Settings and whiteboard iconography.

Sub-Departments can be uniquely configured or set to "inherit" the configuration settings of their parents. Personnel from any department can be added to an incident group as needed.

7.5: GEAR | ADDITIONAL MAP TOOLS





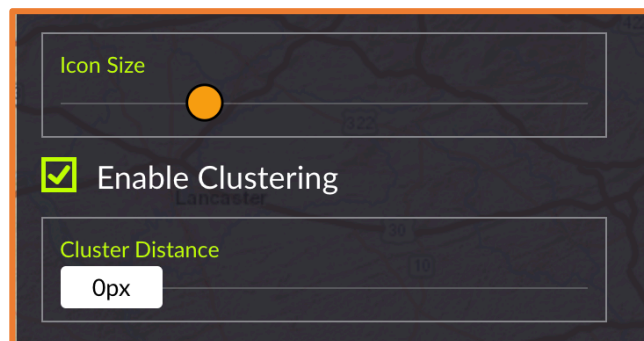
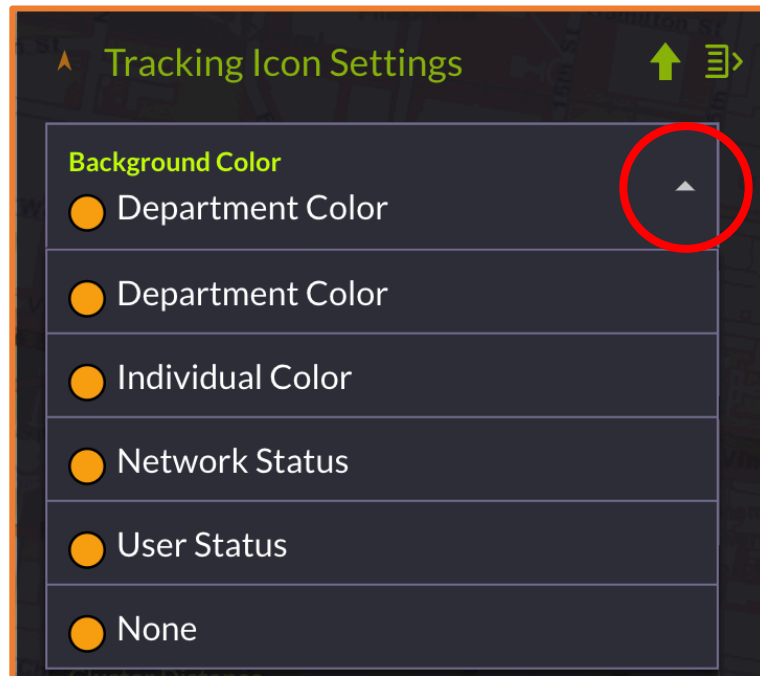
 Tracking Icon Settings	[User can change the tracking icon color, size, and cluster distance.
 Department Legend	[Displays the department color associated with the tracking icon.
 Dead Reckon User	[Pinpoints the user's location. Changes icon appearance when used.
 Geotag File	[Associates a file with a specific location on the map.
 Track Users	[View tracking trails of users.
 Take Snapshot	[Takes and stores a screenshot of your map into the dedicated folder.
 Find User	[Centers the map on the user of choice from the group roster.
 Find File	[Gives the user access to the associated group, dept., and workspace files.
 Lookup Address	[Finds the location of an address.
 Lookup Coordinates	[Displays the latitude and longitude container for manual insertion.
 Set Home Location	[Sets the default location for the group.
 Toggle Labels	[Reveals/hides the labels in your map.





7.5.1: HOW TO ADJUST TRACKING ICON SETTINGS

The tracking icon can be manipulated by the icon settings under the gear symbol. The user's icon color can be altered using the main options menu color palette. The user can define the background color/halo and the tracking chevron based on their specific needs through the tracking icon settings drop-down list.



To adjust the size of the tracking icon, simply move the slider left or right to scale the tracking icon.





The **Enable Clustering** option allows the user to adjust the distance between tracking icons when scaling the map. Adjusting the cluster distance exposes multiple icons and their proximity to one another. When the cluster distance is 0px the items will fuse and display the number of icons clustered.





7.5.2: HOW TO SET YOUR HOME LOCATION




To set your home location:


1. **Open** the **Map** tab  > **Click** the **Gear**  icon.
2. Select **Set Home Location**  > **Pan**  the **map** to the desired home location.
3. **Click** the **area** on the map to set the location.



7.5.3: HOW TO GEOTAG A FILE

To geotag a file:




1. **Open** the **Map** tool. 
2. **Click** the **Gear**  icon > select **Geotag File.** 
3. **Choose** the **file** from the selected group > **Ok.**
4. **Place** the **cursor** over the desired location on the map.
5. **Click** the **area** to confirm your selection.

The file icon  will appear on the map.



7.5.4: HOW TO DEAD RECKON USER

To dead reckon a user:

1. **Open** the **Map** tab. 
2. **Click** the **Gear**  icon > **Dead Reckon User.** 
3. **Select** the **user** > **place** the **cursor** over the desired location on the map.
4. **Click** the area to confirm your selection.

The user's tracking icon will appear at the new location. When the user is dead-reckoned the user's state changes from automatic to manual mode.



UNIT 8 | RESOURCES



The resources tool manages your files and gives you access to both a personal, secure storage space My Resources, and a shared departmental space Department Resources. My Resources can be accessed by web or mobile clients. Files stored in My Resources can only be accessed by the user logged into the web app. Files in Department Resources can be accessed by any department member with permission to view the Department Resources.



8.1: RESOURCES OPTIONS MENU

The resources options menu provides the user with two viewing options; icons by default or details, which includes the file name, the date created, and the creator. The user can access the file manager by clicking on the clipboard icon or right-clicking on the white space to expose the file manager tools.






8.2: HOW TO CREATE AN OBJECT

DragonForce also has an easy-to-use digital forms and situation report capability that transforms your smartphones and tablets into powerful data collection tools replacing pencil and paper and eliminating the need for air prone data reentry. DragonForce forms are fully customizable so that you can capture the pictures, media, and text fields you need. Crime scene documentation, task lists, case logs, and suspect alerts are only a few examples of the day-to-day activities DragonForce can be used for.

To create an object:

1. **Click** the **Resources**  tool > **Clipboard**  icon.
2. **Click Create** > **select** and **fill** the **object**.
3. **Click** the **checkmark/save** to confirm.



UNIT 9 | REPORTING & ARCHIVES

When an operation is completed, the group associated with it can be archived so that no changes can be made to the data set; copies can be made, but changes are not permitted. Group managers can restore an archived group to operational status to continue to modify the contents of the group.

DragonForce has a powerful after-action reporting tool that automatically logs all of the data that you collect and create while operating DragonForce. The text messages, location reports, forms, and pictures are all stored on the DragonForce server and can be exported for use in presentations and reports.





9.1: HOW TO ARCHIVE A GROUP

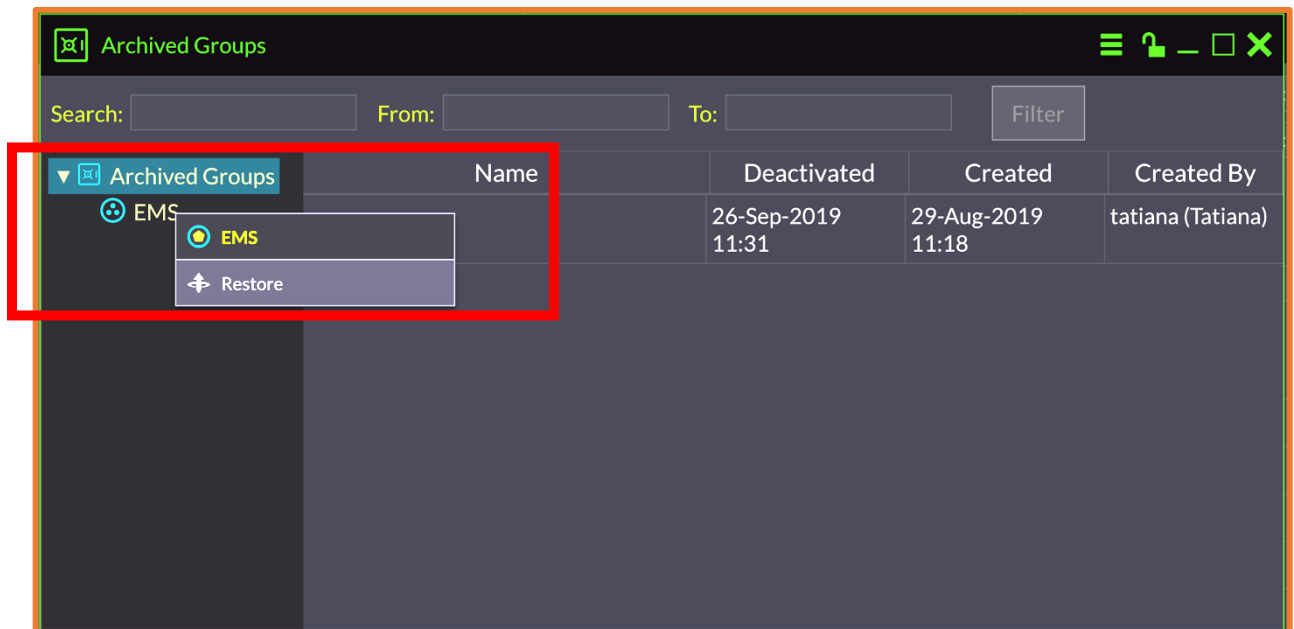
To archive a group:

1. **Open** the **Group Manager**  tool.
2. **Right-click** on the preferred **group** > **click Archive**.
3. **Click** the **checkmark** to confirm.

9.2: HOW TO RESTORE A GROUP

To restore a group:


1. **Click** the **Main Options Menu**  > **Archived Groups**.
2. **Choose** the desired **group** > **Right-click** to open **options**.
3. **Click Restore**.





9.3: HOW TO EXPORT A MESSAGE REPORT

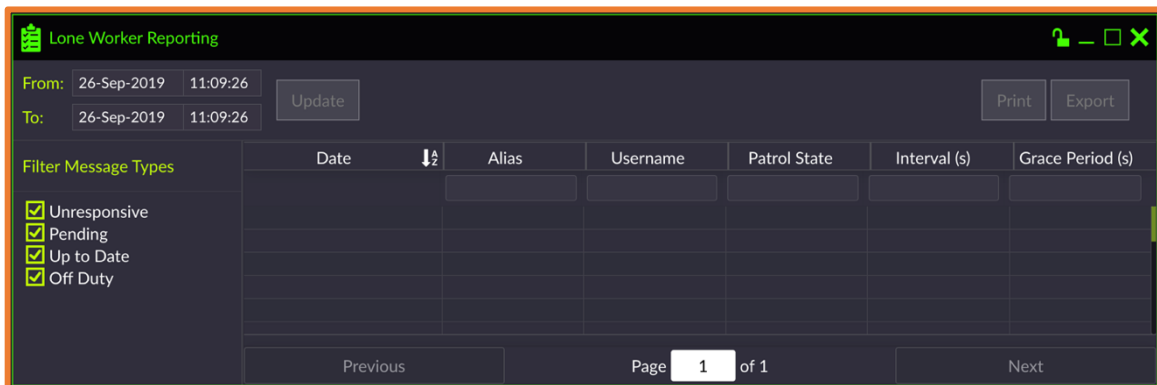
To export a message report:

1. Click the **Main Options Menu**  > **Reporting Tools**.
2. Click **Messages** to open the reporting tool.
3. Click the **date** container to open the calendar > **select** a starting [from] and ending [to] **date**.
4. Click the **time** container to pick the starting and ending time of the report.

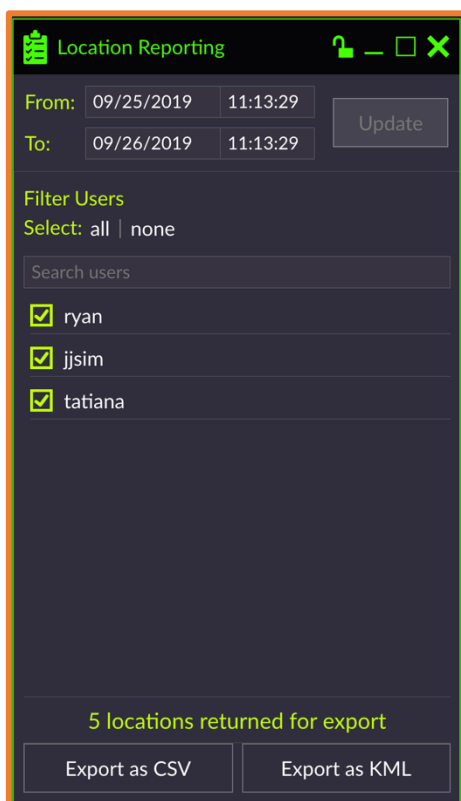
Optional: Use the Filter Message Types tick boxes and the reporting tools, i.e. Date, Alias..., to refine your message list.




5. Click **Update** > **Export**.



9.4: HOW TO EXPORT A LOCATION REPORT



To export a location report:

1. Click the **Main Options Menu**  > **Reporting Tools**.
2. Click **Locations** to open the reporting tool.
3. Click the **date** container to open the calendar > **select** a starting [from] and ending [to] **date**.
4. Click the **time** container to pick the starting and ending time of the report.
5. Tick the **box** next to the select user > **Update** > **Export**.


Export Options: Export as CSV to view the textual data on a spreadsheet. Export as KML to view the location report as an annotated multidimensional map.







9.5: HOW TO EXPORT A CUSTOM FORM

To export a custom form:



1. **Click** the **Main Options Menu**  > **Reporting Tools** > **Forms**.
2. **Locate** the proper **form** using the search tools, i.e. My Forms/Submitted Forms.
3. **Select** the **form** from the table > **click** the **Gear** icon.
4. **Click Export Selection/Export All**.

Asset Verification Form 				
My Forms	Submitted Forms  			
Status	Workflow	Building Number	Creator	Modified
 Incident	Submitted	9	polina	15-AUG-2019 22:44



UNIT 10 | CONTACTS & REFERENCES

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