

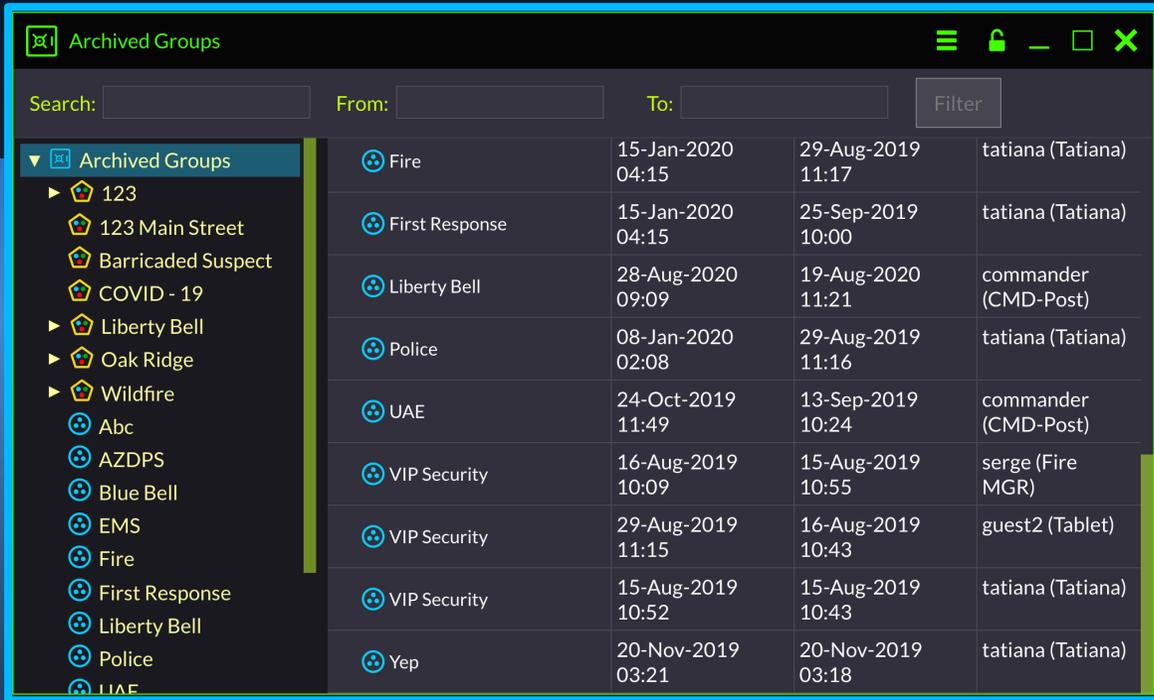


DragonForce

Team Collaboration

Archived Group Reports

Archived Groups



The screenshot shows a software interface titled "Archived Groups". It features a search bar, "From:" and "To:" date filters, and a "Filter" button. A left-hand navigation pane lists various groups, including "123", "123 Main Street", "Barricaded Suspect", "COVID - 19", "Liberty Bell", "Oak Ridge", "Wildfire", "Abc", "AZDPS", "Blue Bell", "EMS", "Fire", "First Response", "Liberty Bell", "Police", and "UAE". The main area displays a table of archived groups with the following data:

Group Name	Start Date	End Date	Manager
Fire	15-Jan-2020 04:15	29-Aug-2019 11:17	tatiana (Tatiana)
First Response	15-Jan-2020 04:15	25-Sep-2019 10:00	tatiana (Tatiana)
Liberty Bell	28-Aug-2020 09:09	19-Aug-2020 11:21	commander (CMD-Post)
Police	08-Jan-2020 02:08	29-Aug-2019 11:16	tatiana (Tatiana)
UAE	24-Oct-2019 11:49	13-Sep-2019 10:24	commander (CMD-Post)
VIP Security	16-Aug-2019 10:09	15-Aug-2019 10:55	serge (Fire MGR)
VIP Security	29-Aug-2019 11:15	16-Aug-2019 10:43	guest2 (Tablet)
VIP Security	15-Aug-2019 10:52	15-Aug-2019 10:43	tatiana (Tatiana)
Yep	20-Nov-2019 03:21	20-Nov-2019 03:18	tatiana (Tatiana)

One of DragonForce's most powerful features is the ability to archive groups. The "Archiving" process preserves your mission data for after-action reports and prevents users from making changes to the data objects.

Archived data cannot be edited only exported; however, an archived group or incident can be restored by a former group manager.



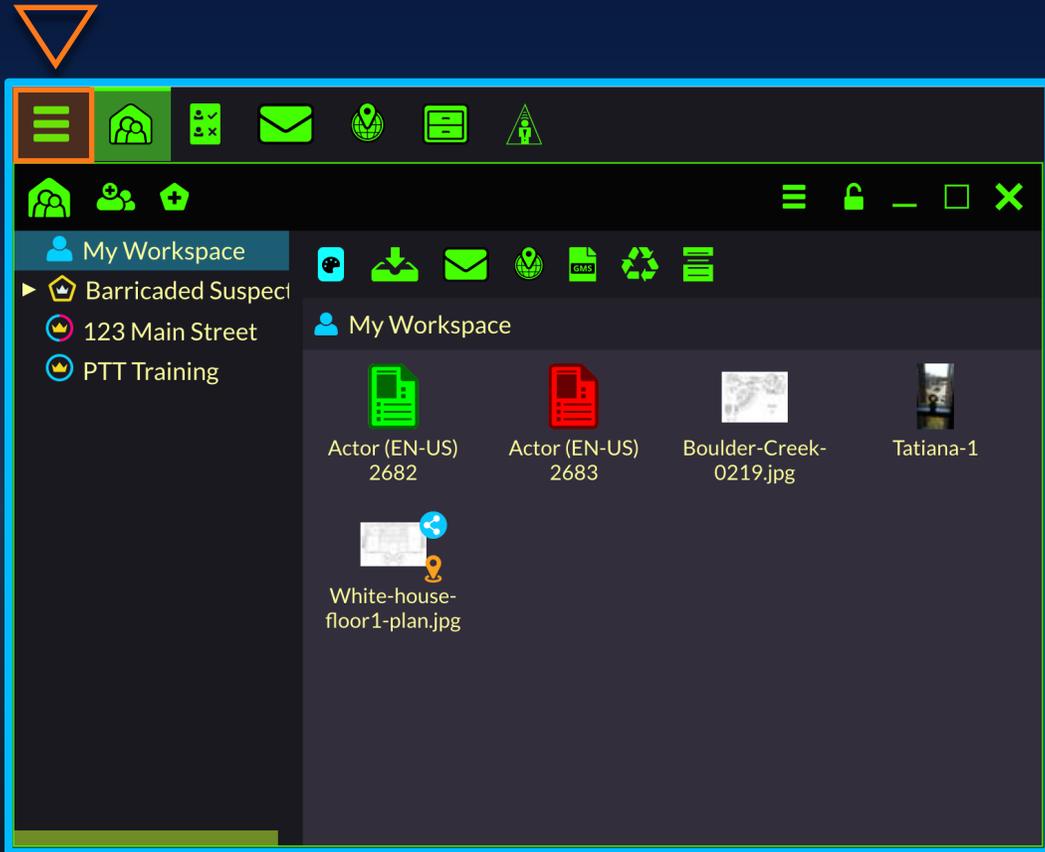
1. Open the group/incident manager
2. Right-click on the preferred group
3. Click Archive > click the checkmark to confirm

1. From the group manager tab, select the preferred group's option menu
2. Tap manage group
3. Hit archive > tap the checkmark to confirm

Archiving Groups via Web + Mobile

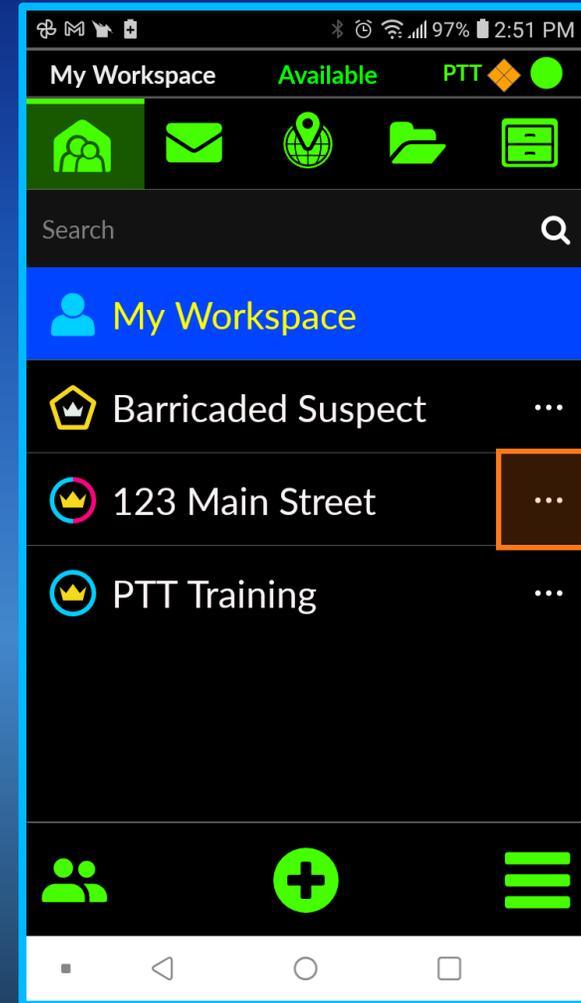


Step 1



Open the group/incident manager

WEB CLIENT

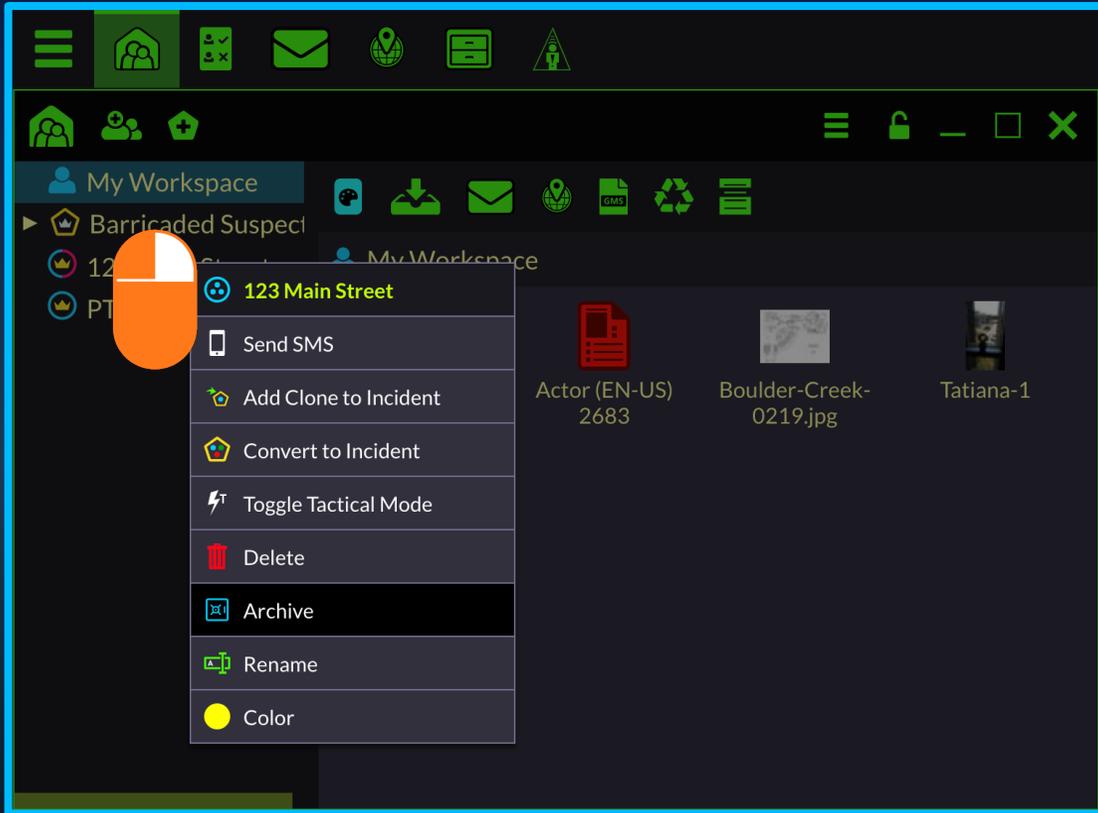


From the group manager tab, select the preferred group's option menu

MOBILE CLIENT

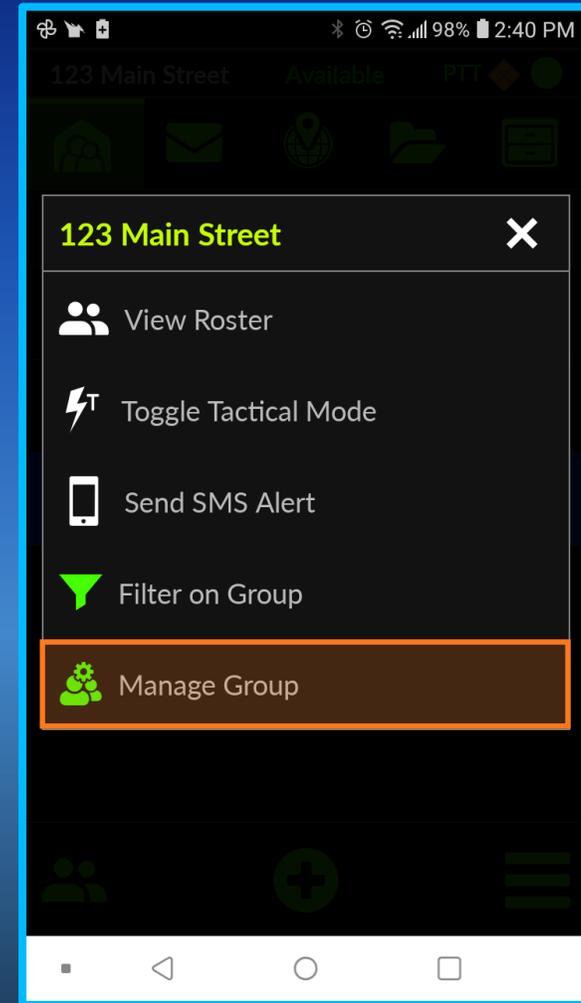


Step 2



Right-click on the preferred group

WEB CLIENT

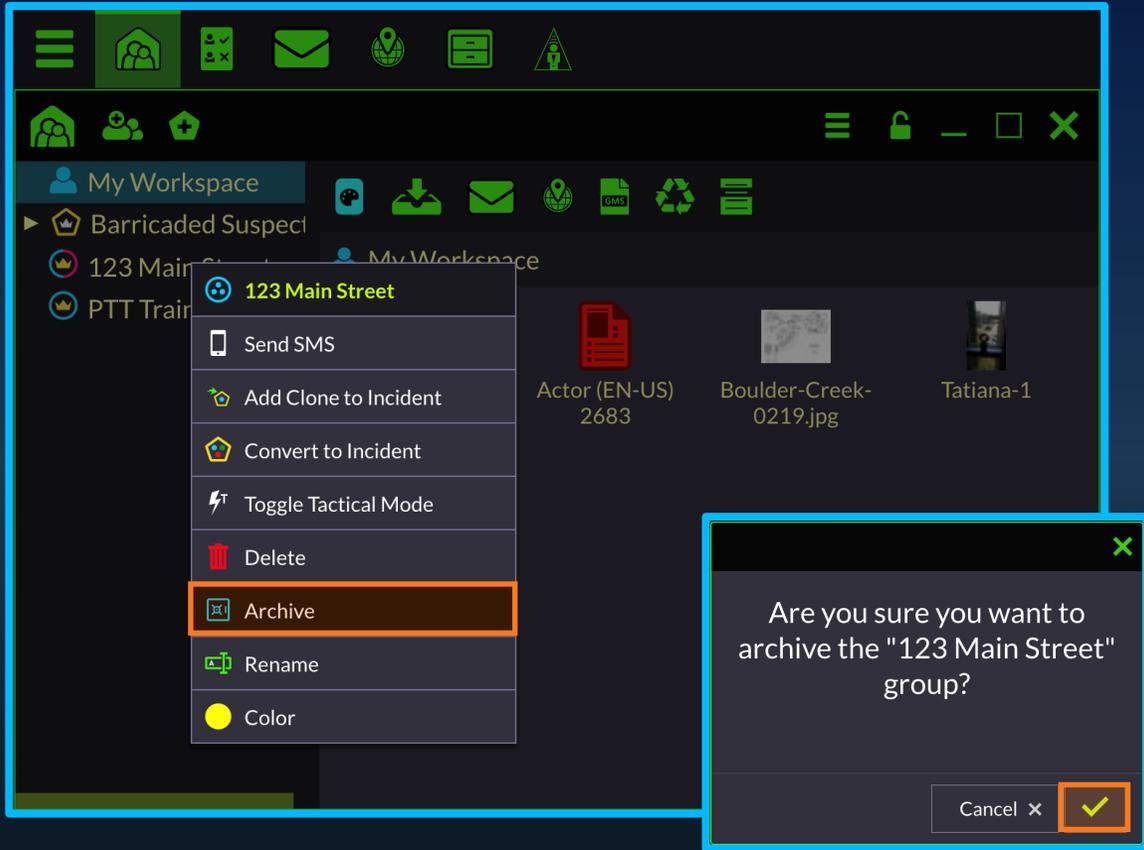


Tap manage group

MOBILE CLIENT

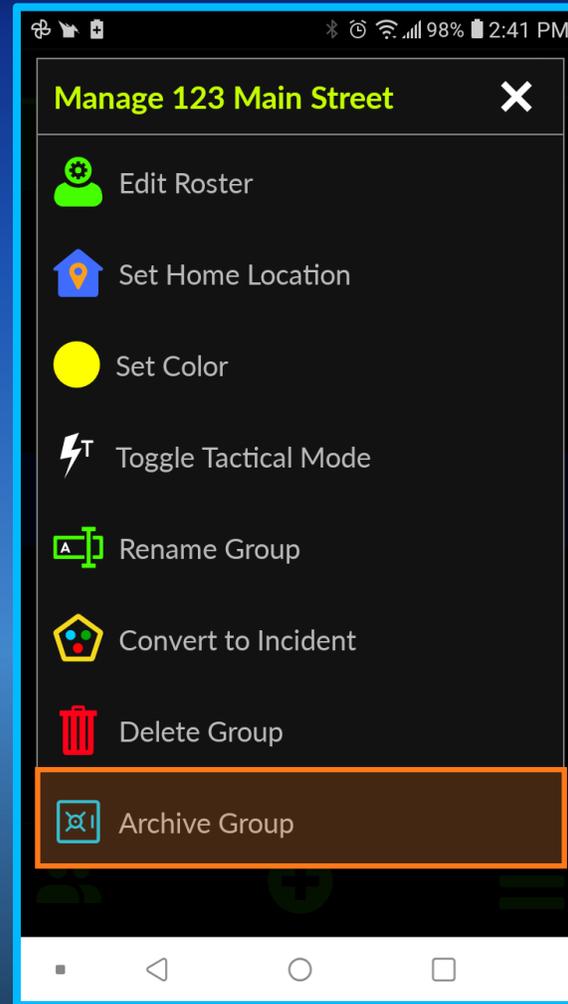


Step 3



Click Archive > click the checkmark to confirm

WEB CLIENT



Hit archive > tap the checkmark to confirm

MOBILE CLIENT



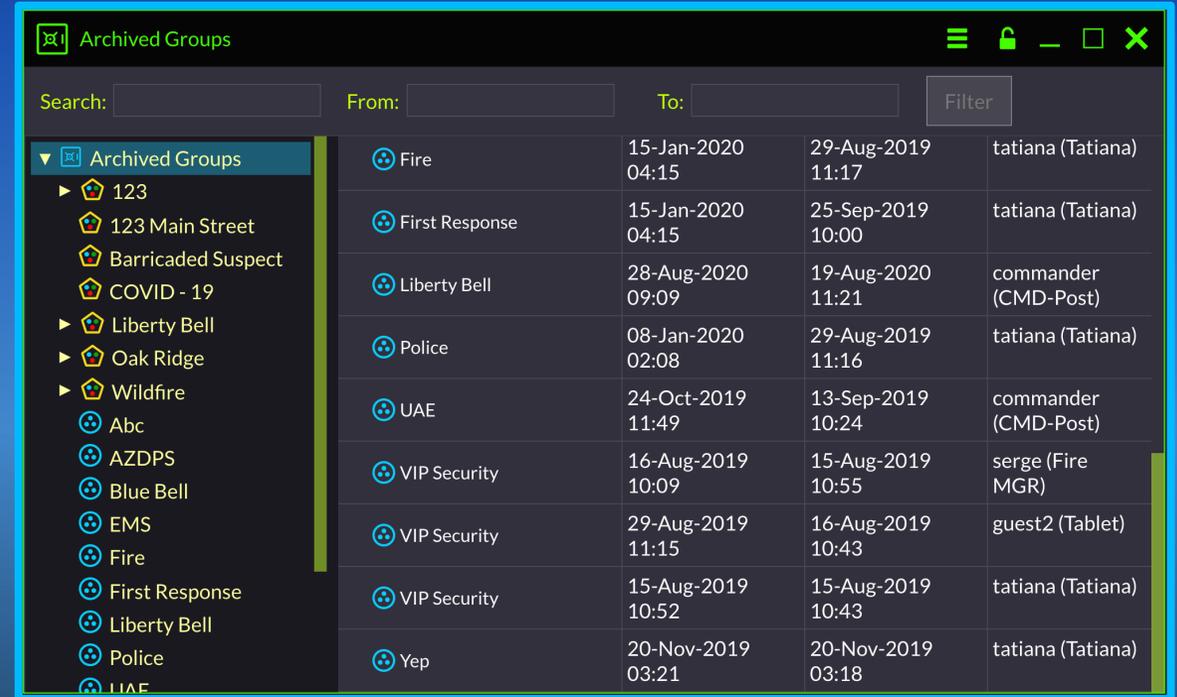
Restoring Archived Groups

To restore an archived group:

1. Open the main options menu > Archived Groups
2. Select a group or incident from the list
3. Right click on the group/incident > restore

Optional

To view or export the membership or message history select the preferred option. You can also view and export the DragonForce objects in the archived group workspace.



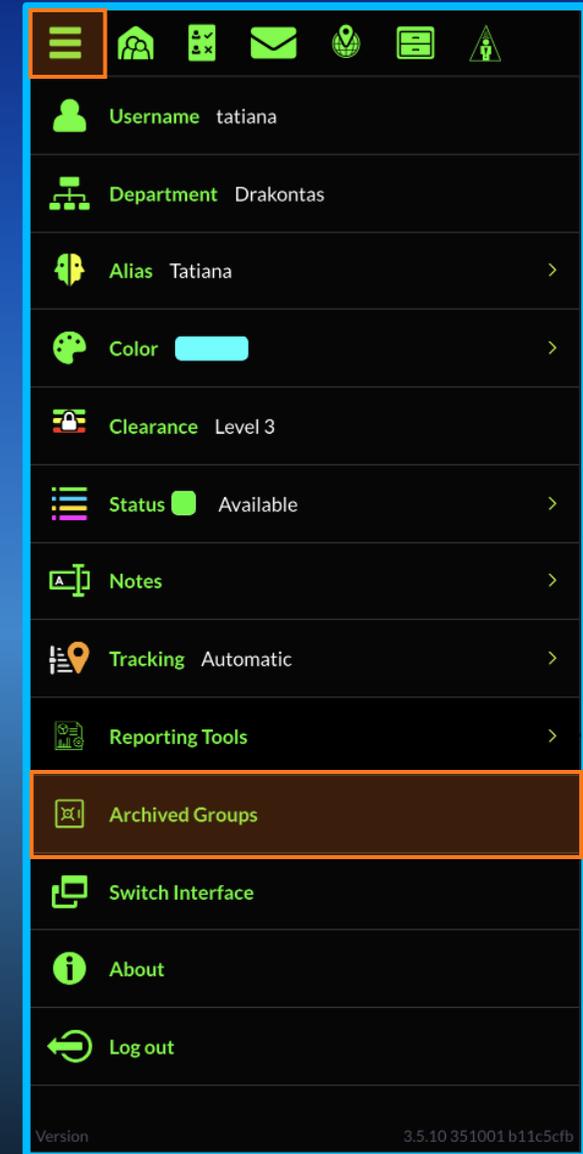
Search:	From:	To:	Filter	
▼ Archived Groups	Fire	15-Jan-2020 04:15	29-Aug-2019 11:17	tatiana (Tatiana)
▶ 123	First Response	15-Jan-2020 04:15	25-Sep-2019 10:00	tatiana (Tatiana)
▶ 123 Main Street	Liberty Bell	28-Aug-2020 09:09	19-Aug-2020 11:21	commander (CMD-Post)
▶ Barricaded Suspect	Police	08-Jan-2020 02:08	29-Aug-2019 11:16	tatiana (Tatiana)
▶ COVID - 19	UAE	24-Oct-2019 11:49	13-Sep-2019 10:24	commander (CMD-Post)
▶ Liberty Bell	VIP Security	16-Aug-2019 10:09	15-Aug-2019 10:55	serge (Fire MGR)
▶ Oak Ridge	VIP Security	29-Aug-2019 11:15	16-Aug-2019 10:43	guest2 (Tablet)
▶ Wildfire	VIP Security	15-Aug-2019 10:52	15-Aug-2019 10:43	tatiana (Tatiana)
⊙ Abc	Yep	20-Nov-2019 03:21	20-Nov-2019 03:18	tatiana (Tatiana)
⊙ AZDPS				
⊙ Blue Bell				
⊙ EMS				
⊙ Fire				
⊙ First Response				
⊙ Liberty Bell				
⊙ Police				
⊙ UAE				

You can restore archived groups only from the web command. The restoration capability is limited to managers/commanders of the group or incident.



Step 1

Restoring Archived Groups

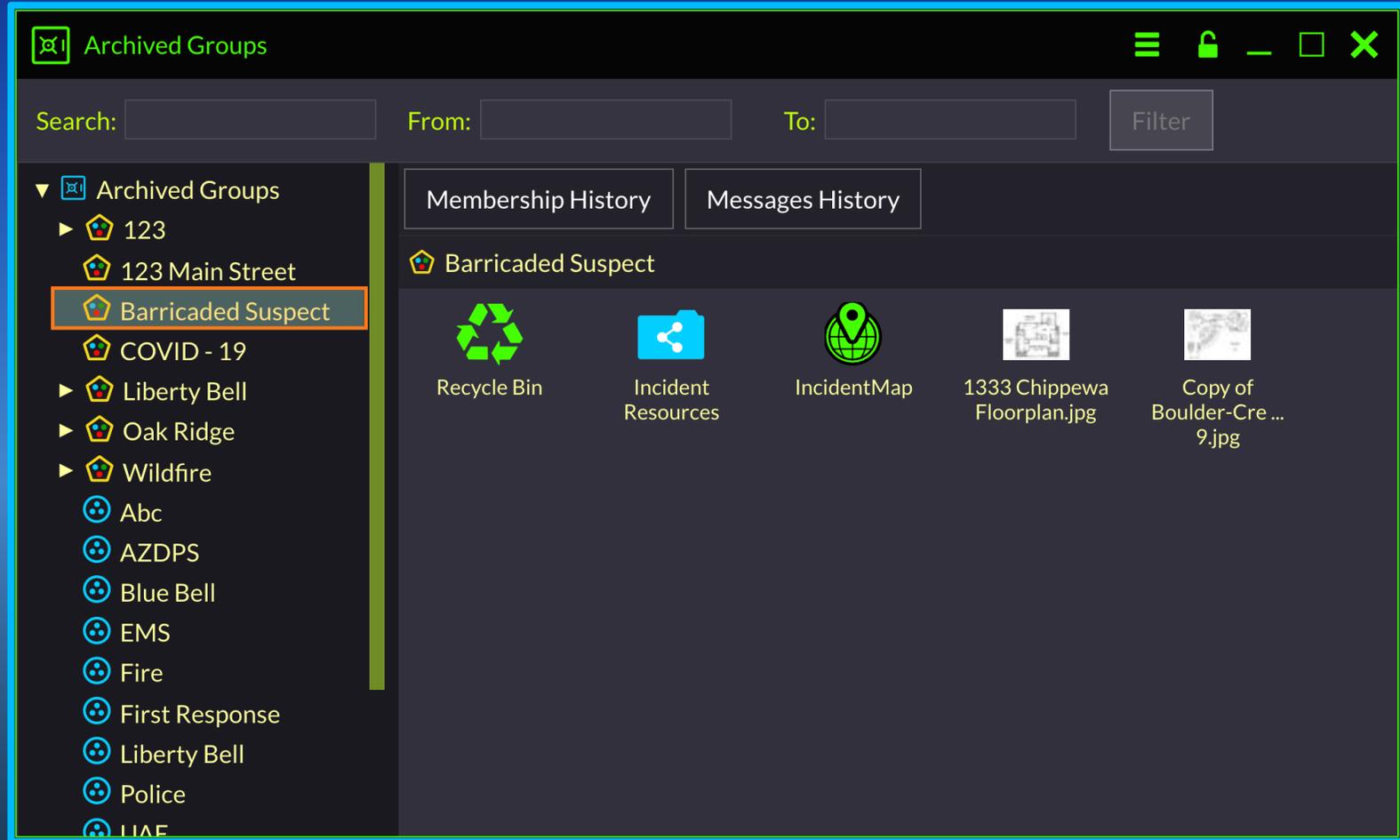


Open the main options menu > Archived Groups



Step 2

Restoring Archived Groups

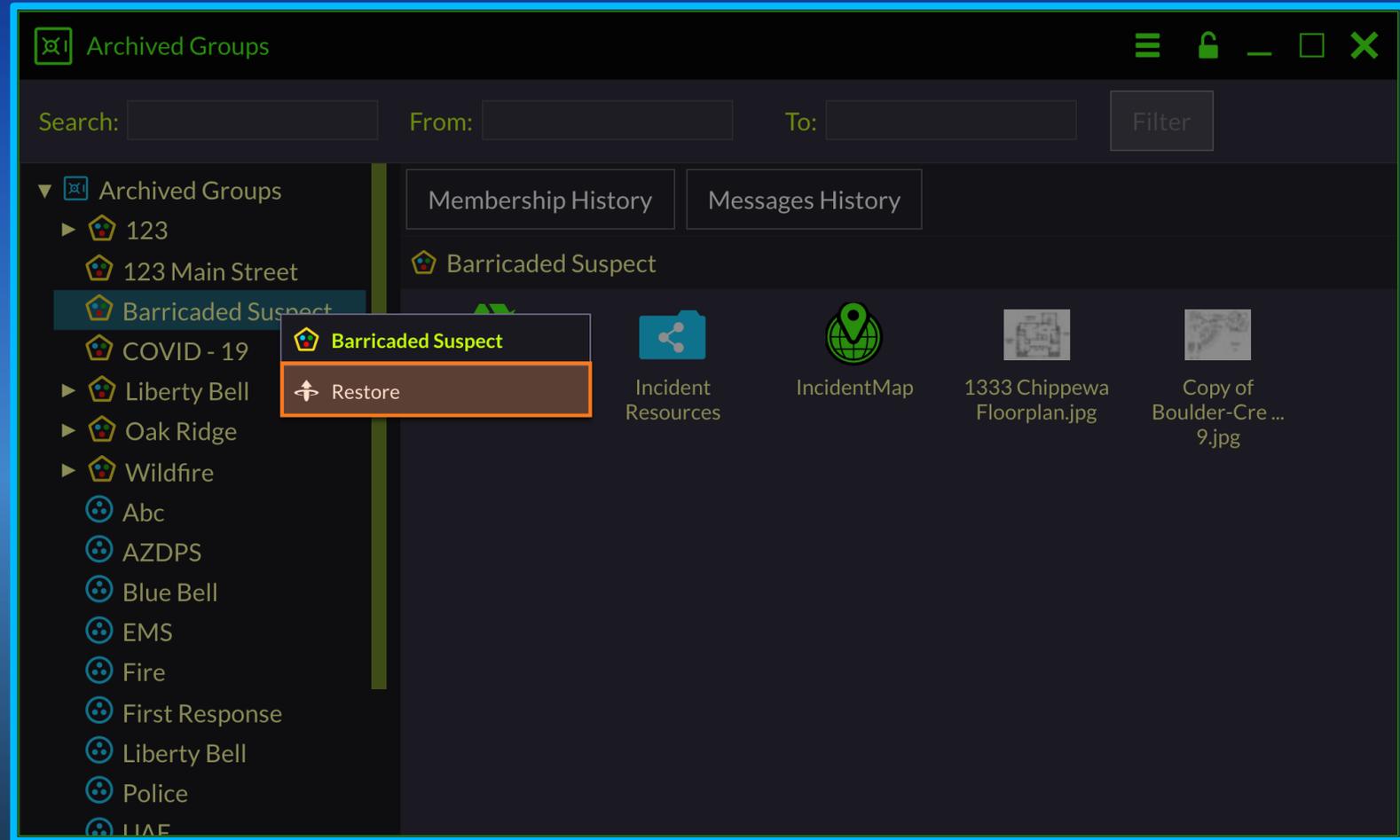


Select a group or incident from the list



Step 3

Restoring Archived Groups



Right click on the group/incident > restore



Archive Contents

FILE HISTORY

File History includes the group map and any map snapshots that were made during the operation. Any additional files or pictures that were collected will also be available for download. The date and time of creation as well as the username of the creator is also included.

MEMBERSHIP HISTORY

Membership History contains the complete record of which users participated in the group, including their entry and exit times and who added or removed a user.

MESSAGE HISTORY

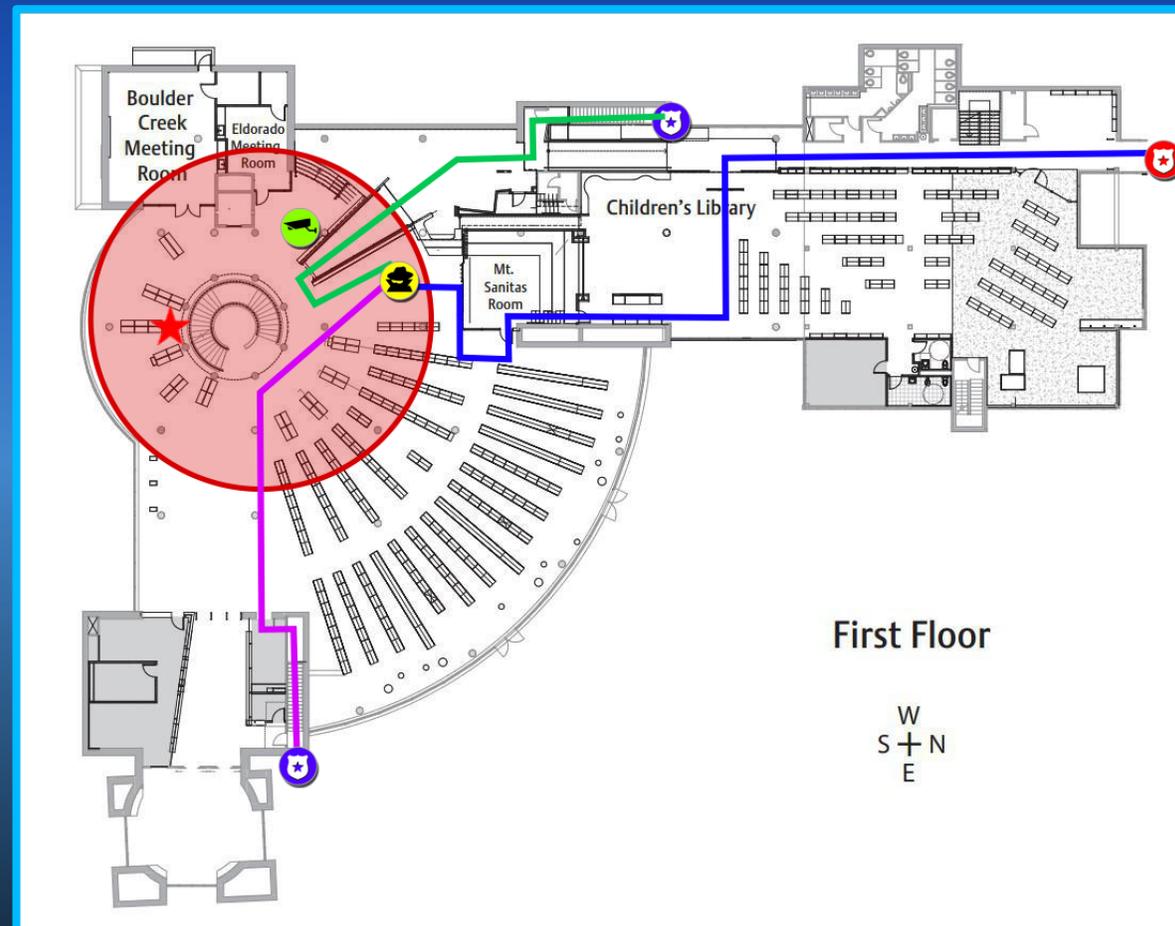
Message History includes the correspondence between the members of the group throughout the life of the incident: A recording of the date and time messages were delivered and the sender and recipient of each message.



Exporting Archived Whiteboards and Snapshots

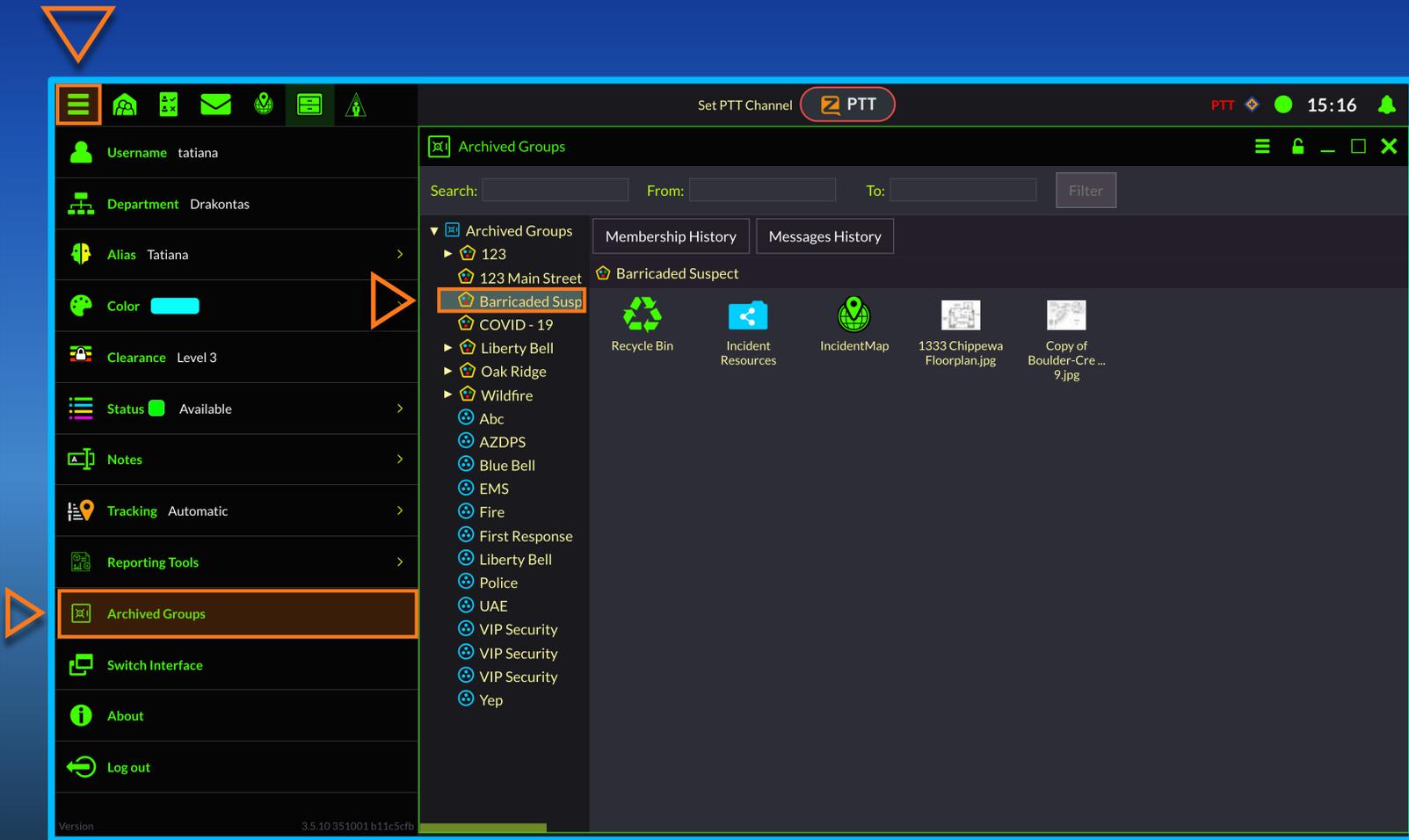
To export an archived whiteboard/snapshot:

1. Open the main options menu > archived groups > select a group or incident
2. Right-click on the snapshot/whiteboard within the workspace
3. Click Export (as a base image or with annotations)



Step 1

Exporting Archived Whiteboards & Snapshots

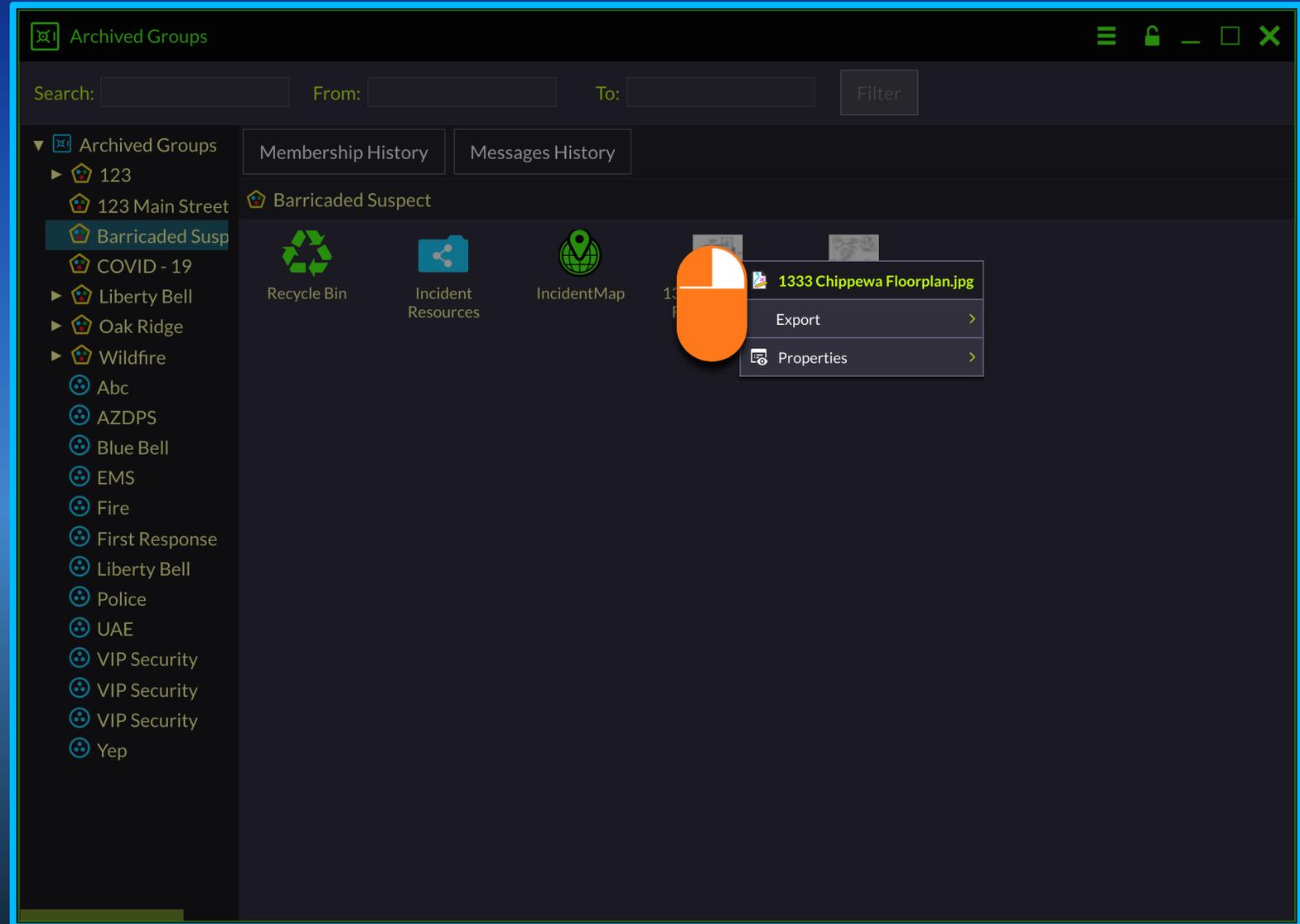


Open the main options menu > archived groups > select a group or incident



Step 2

Exporting Archived Whiteboards & Snapshots

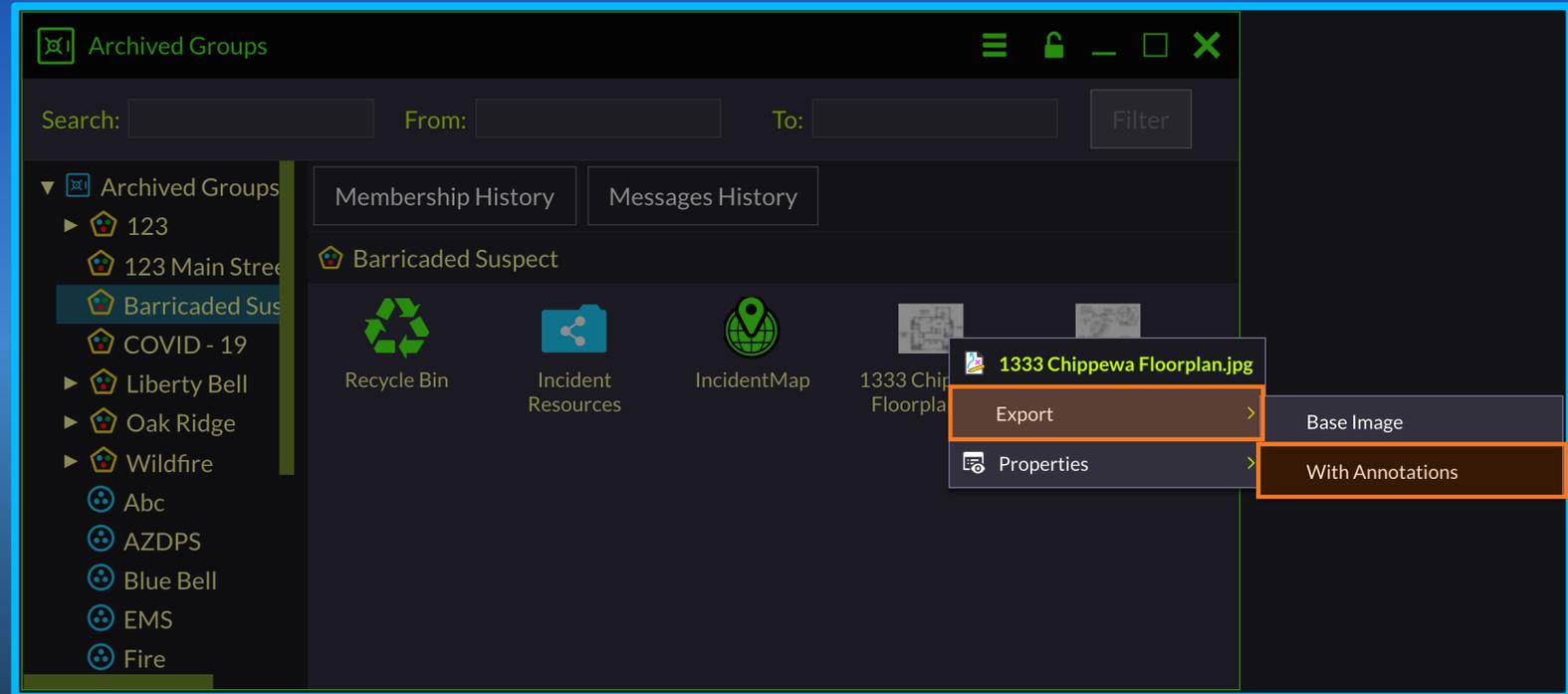


Right-click on the snapshot/whiteboard within the workspace



Step 3

Exporting Archived Whiteboards & Snapshots



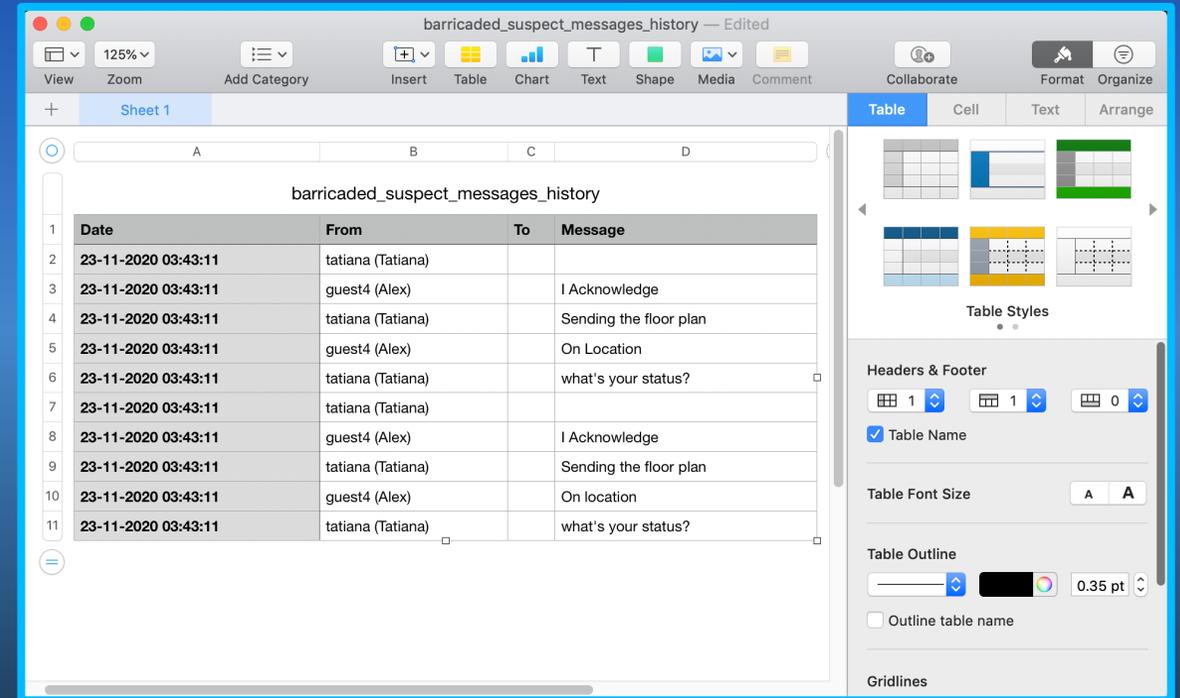
Click Export (as a base image or with annotations)



Exporting Messaging & Membership History

To export message/membership history:

1. Open the main options menu > archived groups > select a group or incident
2. Select the Membership or Messages History
3. Click Export as CSV



The screenshot shows a spreadsheet application window titled "barricaded_suspect_messages_history — Edited". The spreadsheet contains a table with the following data:

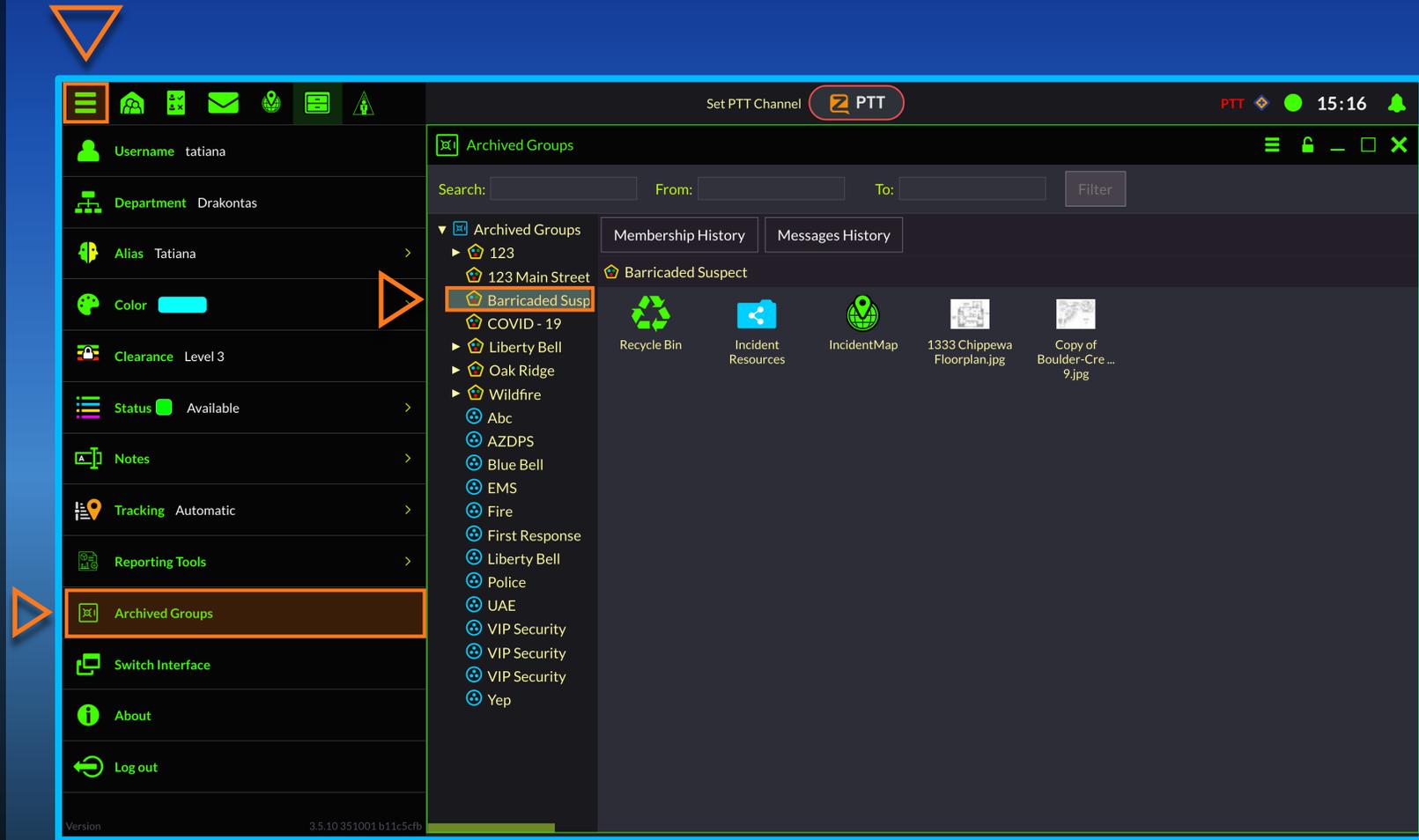
Date	From	To	Message
23-11-2020 03:43:11	tatiana (Tatiana)		
23-11-2020 03:43:11	guest4 (Alex)		I Acknowledge
23-11-2020 03:43:11	tatiana (Tatiana)		Sending the floor plan
23-11-2020 03:43:11	guest4 (Alex)		On Location
23-11-2020 03:43:11	tatiana (Tatiana)		what's your status?
23-11-2020 03:43:11	tatiana (Tatiana)		
23-11-2020 03:43:11	guest4 (Alex)		I Acknowledge
23-11-2020 03:43:11	tatiana (Tatiana)		Sending the floor plan
23-11-2020 03:43:11	guest4 (Alex)		On location
23-11-2020 03:43:11	tatiana (Tatiana)		what's your status?

The right sidebar shows table formatting options, including "Table Styles", "Headers & Footer", "Table Font Size", "Table Outline", and "Gridlines".



Step 1

Exporting Messaging & Membership History

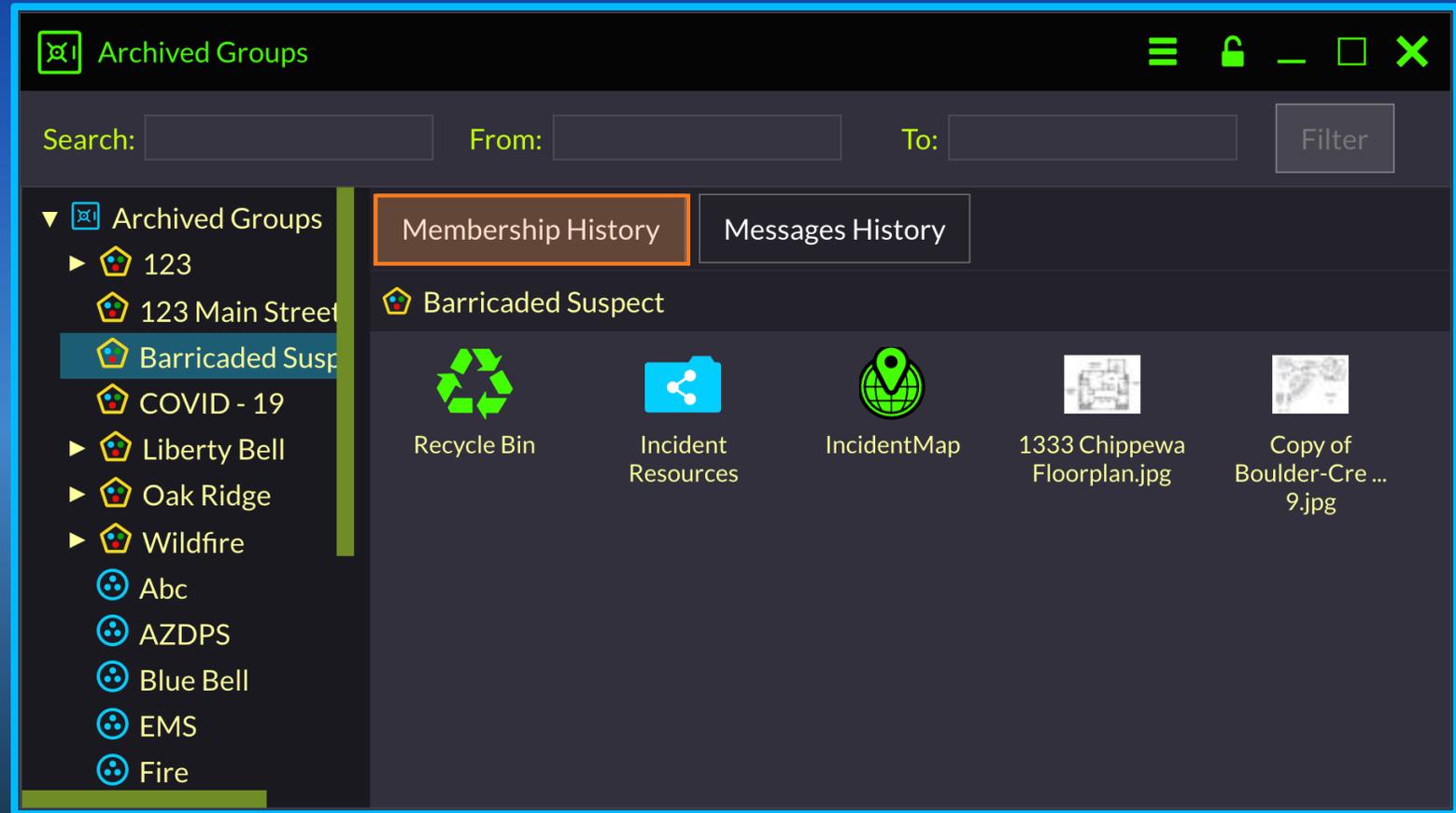


Open the main options menu > archived groups > select a group or incident



Step 2

Exporting Messaging & Membership History



Select the Membership or Messages History



Step 3

Exporting Messaging & Membership History

Action	User	Performed by	Date
Added	guest2 (Tablet)	guest2 (Tablet)	16-08-2019 10:43:32
Added	tatiana (Tatiana)	guest2 (Tablet)	16-08-2019 10:45:00
Added	jared (Jared)	guest2 (Tablet)	16-08-2019 10:45:00
Added	mykola (mykola)	guest2 (Tablet)	16-08-2019 10:45:00
Added	serge (Fire MGR)	guest2 (Tablet)	16-08-2019 10:45:00
Removed	guest2 (Tablet)	tatiana (Tatiana)	29-08-2019 11:15:43
Removed	serge (Fire MGR)	tatiana (Tatiana)	29-08-2019 11:15:43
Removed	tatiana (Tatiana)	tatiana (Tatiana)	29-08-2019 11:15:43
Removed	mykola (mykola)	tatiana (Tatiana)	29-08-2019 11:15:44
Removed	jared (Jared)	tatiana (Tatiana)	29-08-2019 11:15:44

Click Export as CSV

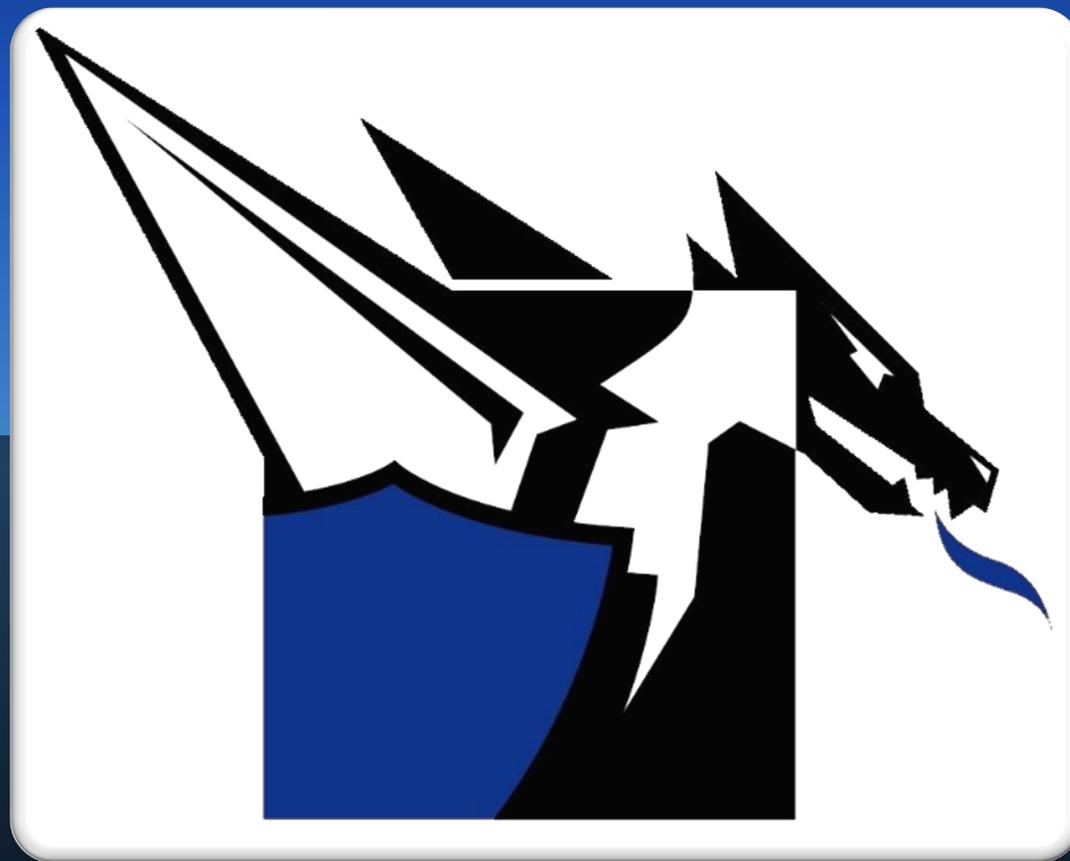


Video Demonstration



Learn how to view and restore archived groups, and export archived data





Documentation

<http://www.drakontas.com/academy>

Support

dfsupport@drakontas.com