DragonForce

Team Collaboration

Archived Group Reports

Archived Groups			=	▲ _ □ ×
arch:	From:	То:		
Archived Groups	🙃 Fire	15-Jan-2020 04:15	29-Aug-2019 11:17	tatiana (Tatiana)
 123 123 Main Street 	🐼 First Response	15-Jan-2020 04:15	25-Sep-2019 10:00	tatiana (Tatiana)
 Barricaded Suspect COVID - 19 	🙆 Liberty Bell	28-Aug-2020 09:09	19-Aug-2020 11:21	commander (CMD-Post)
 Generative Bell Generative Oak Ridge 	🙆 Police	08-Jan-2020 02:08	29-Aug-2019 11:16	tatiana (Tatiana)
• 😧 Wildfire ③ Abc	🔂 UAE	24-Oct-2019 11:49	13-Sep-2019 10:24	commander (CMD-Post)
AZDPSBlue Bell	设 VIP Security	16-Aug-2019 10:09	15-Aug-2019 10:55	serge (Fire MGR)
😧 EMS 🚱 Fire	设 VIP Security	29-Aug-2019 11:15	16-Aug-2019 10:43	guest2 (Tablet)
First Response Liberty Bell	设 VIP Security	15-Aug-2019 10:52	15-Aug-2019 10:43	tatiana (Tatiana)
	🕢 Үер	20-Nov-2019 03:21	20-Nov-2019 03:18	tatiana (Tatiana)

Archived Groups

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

- 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





Open the group/incident manager

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

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Right-click on the preferred group

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Tap manage group



WEB CLIENT

MOBILE CLIENT



Click Archive > click the checkmark to confirm





Hit archive > tap the checkmark to confirm







Restoring Archived Groups

To restore an archived group:

- 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.

মি Archived Groups			≡	≜ _ □ ×
Search:	From:	То:		
▼ I Archived Groups	🐼 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)
 Barricaded Suspect COVID - 19 	🐼 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)
► ¹ Wildfire ³ Abc	O UAE	24-Oct-2019 11:49	13-Sep-2019 10:24	commander (CMD-Post)
AZDPSBlue Bell	🐼 VIP Security	16-Aug-2019 10:09	15-Aug-2019 10:55	serge (Fire MGR)
 EMS Fire 	🐼 VIP Security	29-Aug-2019 11:15	16-Aug-2019 10:43	guest2 (Tablet)
 First Response Liborty Roll 	OVIP 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)

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





Open the main options menu > Archived Groups



Restoring Archived Groups

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 Wildfire Abc 					- 9-0	
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Select a group or incident from the list



Restoring Archived Groups

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Search:	From:		То:		Filter
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Right click on the group/incident > restore



Archive Contents

FILE HISTORY

MEMBERSHIP HISTORY

MESSAGE 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 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 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:

- 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

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Snapshots

🔛 🔮 🚍 🗍 ртт 🚸 🔵 15:16 🔁 PTT R Set PTT Channel ≡ _ □ × प्र। Archived Groups Username tatiana Search: From: Archived Groups Membership History Messages History Alias Tatiana 🕨 😧 123 😰 Barricaded Suspect 😰 123 Main Street Barricaded Su 🗭 Color 🚺 19 COVID - 19 🕨 😰 Liberty Bell **Recycle Bin** Incident IncidentMap 1333 Chippewa Copy of Clearance Level 3 Boulder-Cre Resources Floorplan.ipg Oak Ridge 9.jpg Wildfire 📒 Status 📒 Available 🙆 Abc AZDPS Notes 😣 Blue Bell 🙆 EMS Tracking Automatic 🙆 Fire 🙃 First Response 🙆 Liberty Bell **Reporting Tools** Olice 🙆 UAE 👶 VIP Security VIP Security Switch Interface 😣 VIP Security 🙆 Yep f About ⊖ Log out

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



Step 2 Exporting Archived Whiteboards Č. Snapshots



Right-click on the snapshot/whiteboard within the workspace



Step 3 Exporting Archived Whiteboards & Snapshots

মি। Archived Groups				
Search:	From:	То:		
 Archived Groups 123 123 Main Street 	Membership History	Messages History		
 Barricaded Sus COVID - 19 Covid Liberty Bell Oak Ridge 	Recycle Bin Incid Resou	ent IncidentMap rces	1333 Chip Floorpla Export	Base Image
 Wildfire Abc AZDPS Blue Bell 			Roperties >	With Annotations
EMSFire				

Click Export (as a base image or with annotations)



Exporting Messaging & Membership History

To export message/membership history:

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

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2	23-11-2020 03:43:1	1	tatiana (Tatiana)			
3	23-11-2020 03:43:1	1	guest4 (Alex)		I Acknowledge	
4	23-11-2020 03:43:1	1	tatiana (Tatiana)		Sending the floor plan	Table Styles
5	23-11-2020 03:43:1	1	guest4 (Alex)		On Location	
6	23-11-2020 03:43:1	1	tatiana (Tatiana)		what's your status?	Headers & Footer
7	23-11-2020 03:43:1	1	tatiana (Tatiana)			
8	23-11-2020 03:43:1	1	guest4 (Alex)		I Acknowledge	✓ Table Name
9	23-11-2020 03:43:1	1	tatiana (Tatiana)		Sending the floor plan	
10	23-11-2020 03:43:1	1	guest4 (Alex)		On location	Table Font Size
11	23-11-2020 03:43:1	1	tatiana (Tatiana)		what's your status?	
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Exporting Messaging & Membership History

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



Exporting Messaging & Membership History



Select the Membership or Messages History



Exporting Messaging & Membership History

Rroup VIP Security	€ _ □ ×		
Export as CSV			
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
Previous	Page	1 of1	Next

Click Export as CSV



Video Demonstration



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





Documentation

http://www.drakontas.com/academy

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