Win CASIE III: How To*

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Please send any corrections and suggestions to dsl@math.arizona.edu. Thank you.

ROUTE AND LOCATION SEARCH—INITIAL NOTE	
Open Initial Note	Main Window: `Initial Response` › `Initial Note` or Toolbar: `Initial Note`
Add Inserts at end of Initial Note	Initial Note: `File` › `All Inserts At End`
Add Separator at Cursor Position	Initial Note: `Insert` › `Separator`
Add Separator Automatically	Initial Note: `File` › `Add Separator Automatically`
Autosave Initial Note every 1/5/10 mins	Initial Note: `File` › `AutoSave`
Convert Text to Upper, Lower, . . . Case	Initial Note: `Tools` › `Convert Case`
Exit Initial Note	Initial Note: `File` › `Exit`
Export Initial Note	Main Window: `File` › `Export Initial Note`
Import Initial Note	Main Window: `File` › `Import Initial Note`
Import Text into Initial Note	Initial Note: `File` › `Import Text`
Insert Actions Taken	Initial Note: `Insert` › `"Actions Taken"`
Insert Date at Cursor Position	Initial Note: `Insert` › `Date`
Insert Date, Time, Initial Report, Subject Details	Initial Note: `Insert` › `Insert Above Items`
Insert Dispatch Call	Initial Note: `Insert` › `Dispatch Call/Initial Report`
Insert High and Low Tide	Initial Note: `Environment` › `Tides`
Insert ICS Positions	Initial Note: `ICS`
Insert Initial Report	Initial Note: `Insert` › `Dispatch Call/Initial Report`
Insert Memo	Initial Note: `Insert` › `"Actions Taken"`
Insert Message to Someone	Initial Note: `Insert` › `Message`
Insert Missing Subject's Details	Initial Note: `Insert` › `Details`
Insert Resources Available	Initial Note: `Insert` › `Resources Ordered`
Insert Resources Deployed	Initial Note: `Insert` › `Resources Ordered`
Insert Resources Ordered	Initial Note: `Insert` › `Resources Ordered`
Insert Subject Found	Initial Note: `Found Subject`
Insert Sunrise/Sunset	Initial Note: `Environment` › `Sunrise`
Insert Time at Cursor Position	Initial Note: `Insert` › `Time`
Insert Weather	Initial Note: `Environment` › `Weather`
Insert a Clue	Initial Note: `Clue`
Insert a Resource	Initial Note: `Add Resource`
Insert a Subject Category	Initial Note: `Subject Category`
Insert a Team's Assignment	Initial Note: `Assignment`
Insert a Team's Status	Initial Note: `Team Status`
Insert completed Urgency Rating Chart	Main Window: `Initial Response` › `Urgency Rating Chart`. Complete. `Clipboard`. Paste into Initial Note
Insert size of Circular Search Area	Main Window: `Initial Response` › `Circular Search Area`. Complete. `Clipboard`. Paste into Initial Note
Insert the words Initial Note	Initial Note: `Insert` › `"Initial Note"`
Print ICS 201 Form	Main Window: `Initial Response` › `Access Forms` › `ICS 201` or Main Window: `Initial Response` › `Access Forms` › `ICS 201 (Word)`

ROUTE AND LOCATION SEARCH—INITIAL NOTE (continued)	
Print Initial Note	Initial Note: [File] ≫ [Print]
Print Investigative Task Checklist	Main Window: [Initial Response] ≫ [Access Forms] ≫ [Investigative Task Checklist]
Print LPQ	Main Window: [Initial Response] ⟩ [Access Forms] ⟩ [Separated Party Questionnaire]
Read about subjects with Alzheimer's	Main Window: [Initial Response] ≫ [Access Forms] ≫ [LPB of Alzheimer's Subject].
Read about subjects with Autism	Main Window: [Initial Response] ⟩ [Access Forms] ⟩ [Searching For Subjects with Autism].
Save and Exit Initial Note	Initial Note: [File] ≫ [Save And Exit]
Save Initial Note	Initial Note: [File] ≫ [Save]
Spell Check Text	Initial Note: [Tools] ≫ [Spell Check]
CONSENSUS	
Enter Consensus	Main Window: [File] ≫ [Start New Incident] or Toolbar: [Start New]
Print Consensus Forms	Main Window: [Initial Response] ≫ [Access Forms] ≫ [Consensus Form]
Print ICS Forms	Main Window: [Initial Response] ≫ [Access Forms] ≫ [ICS . . .]
Print ICS Forms not in WC3	Download "ICS-SAR" from `http://math.arizona.edu/~dsl/ICS-SAR/InstallICS-SAR.zip`
AREA SEARCH—FILE OPERATIONS (all accessed from Main Window)	
Backup Area Search file	[File] ≫ [Backup Incident]
Close Area Search file	[File] ≫ [Close Incident]
Export Area Search file	[File] ≫ [Export Incident]
Import Area Search file	[File] ≫ [Import Incident]
Location of current Area Search files on disk	[File] ≫ [Current Path]
Open Existing Area Search file	[File] ≫ [Open Existing Incident] or Toolbar: [Open Existing]
Save Area Search file	[File] ≫ [Save Incident As . . .]
AREA SEARCH—INCIDENT OPERATIONS (all accessed from Main Window)	
Edit completed Assignment data	[Update Search] ⟩ [Remove/Edit Completed Search Assignment] or Toolbar: [− Remove/Edit]. Highlight Assignment to be edited. [Remove/Edit]. Select [Edit Completed Search Assignment] radio button. [Accept]. Edit data.
Expand Search Area. **Caution: Make sure this is what you want to do.**	[Update Search] ≫ [Expand Search Area] or Toolbar: [× Expand]
Insert PODs for Segment	[Update Search] ≫ [Add Completed Search Assignment] or Toolbar: [+ Add]
Remove completed Assignment data	[Update Search] ⟩ [Remove/Edit Completed Search Assignment] or Toolbar: [− Remove/Edit]. Highlight Assignment to be removed. [Remove/Edit]. Select [Remove Completed Search Assignment] radio button. [Accept]
Split Search Segment because resource did not complete assignment of that segment. **Caution: Make sure this is what you want to do.**	[Update Search] ≫ [Split Segment] or Toolbar: [÷ Split]. After splitting, remember to [Update Search] ≫ [Add Completed Search Assignment]
Update POAs	[Update Search] ≫ [Add Completed Search Assignment] or Toolbar: [+ Add]
AREA SEARCH—CLUES (all accessed from Main Window)	
Add Influence of Clue	[Update Search] ≫ [Add Influence of Clue]
Print Clue Log Form	[Initial Response] ≫ [Access Forms] ≫ [Clue Log Form]
Print Clue Report Form	[Initial Response] ≫ [Access Forms] ≫ [Clue Report Form]
Remove Influence of Clue	[Update Search] ≫ [Remove Influence of Clue]
AREA SEARCH—MAKING NOTES and REPORTS (all accessed from Main Window)	
Create a new Note	[Update Search] ≫ [Create Note] or Toolbar: [Create Note]
Create a Report	[Update Search] ≫ [Report]
Edit an existing Note	[Update Search] ≫ [Edit Note] and select the appropriate note, or click on the name of the note in the Audit Trail

AREA SEARCH—AUDIT TRAIL	
Add comment to Audit Trail	Main Window: `Update Search` 〉 `Add Comment To Audit Trail`
Copy History log to Audit Trail	Main Window: `Update Search` 〉 `Transfer History To Audit Trail`
Copy Incident Status to Audit Trail	Main Window: `Update Search` 〉 `Transfer Incident Status To Audit Trail` or right-click on the Incident Status panel and select `Print` from the context menu
Print the Audit Trail	Right click on the Audit Trail and select `Print` from the context menu
Print the Audit Trail, History, and Incident Status	Click on `Print` at bottom left-hand side of main window
See the Audit Trail	Click the radio button `Audit`
See the search History	Click the radio button `History`
AREA SEARCH—PLANNING (all accessed from Main Window)	
Calculate CPOD	`What If?` 〉 `Cumulative POD`
Calculate Coverage from grid team spacing and ESW	`What If?` 〉 `Coverage And Spacing From ESW`
Calculate Coverage or POD and grid team spacing from area of segment, hours in field, number of searchers, speed of searchers, and CS	`What If?` 〉 `Coverage/POD And Spacing` 〉 `Coverage/POD From Area,...`
Calculate Coverage or POD from grid team spacing and CS	`What If?` 〉 `Coverage/POD And Spacing` 〉 `Coverage/POD From Spacing`
Calculate ESW for aircraft	`What If?` 〉 `Aircraft ESW Tables`
Calculate ESW from CS or AMDR	`What If?` 〉 `ESW From CS Or AMDR`
Calculate distance between two coordinates in lat/long)	`What If?` 〉 `Latitude And Longitude` 〉 `Distance From ...`
Calculate grid team spacing from Coverage and ESW	`What If?` 〉 `Coverage And Spacing From ESW`
Calculate grid team spacing from Coverage or POD and CS	`What If?` 〉 `Coverage/POD And Spacing` 〉 `Spacing From Coverage/POD`
Calculate one of the five items Area, Hours, Number of Searchers, Spacing, and Speed, from the remaining four	`What If?` 〉 `Grid Search Planning`
Convert between various lat/long units coordinate formats	`What If?` 〉 `Latitude And Longitude` 〉 `Convert Coordinate Format`
Convert between various units (Area, Length, Temperature, Velocity, Volume, ...)	`What If?` 〉 `Convert Units`
Get advice on allocating resources	`What If?` 〉 `Resource Allocation Advice`
Get updated POA from existing POA and POD	`What If?` 〉 `New POA From Old`
Run a hypothetical search	`What If?` 〉 `Hypothetical Search`
Temporarily change Initial POAs	`What If?` 〉 `What If Initial POAs Are Changed?`

AREA SEARCH—OOPS	
Fix incorrect data entered after using `Add Completed Search Assignment`**.** If you used `Add Completed Search Assignment` and then realized you had entered incorrect data, such as the Operational Period, the Segment, etc., then use the template to correct the error.	1. Make sure the Audit Trail panel is exposed by clicking on the `Audit` radio button. 2. Find the item that needs correcting in the Audit Trail. 3. Write down the search segment number that the incorrect data has been applied to. 4. Search the Audit Trail from the incorrect entry to the end of the Audit Trail to see whether that search segment has been split. If so, write down these additional segment numbers. The following steps must be applied to all these segments. 5. Select Toolbar: `Remove/Edit`. The History panel opens. 6. Highlight the entry that needs editing. 7. Click on the red `Rmove/Edt` button, select `Edit Completed Search Assignment`, and click `Accept`. 8. Make the changes needed. 9. Repeat for the remaining entries that need correcting.
Fix incorrect data entered after using `Split Segment`**.** If you used `Split Segment` and then realized that you had made a mistake (for example, splitting the wrong segment, or splitting a segment instead of expanding the search area), then use the template to correct the error.	1. Select `File`〉`Current Path` and write the path down. 2. Under the `File` menu, either `Backup` or `Export` the current incident. 3. Make sure the Audit Trail panel is exposed by clicking on the `Audit` radio button. 4. Print the Audit Trail by putting the cursor over the Audit Trail panel, right-clicking, and selecting `Print` from the context menu. 5. Find the line in the printed Audit Trail where the segment was split. It will start with "Split segment". Highlight it. 6. Just above this line you will see a line which starts with "New filename". 7. Immediately preceding this is a line that starts with "Closed file", followed by a filename. Note this filename. 8. Select `File`〉`Open Existing Incident`. In response to the question "You already have an incident in progress. Do you want to open a different incident?" select `Yes`. 9. Navigate to the path found in Step 1, and select the filename found in Step 7. It will end in "poa". 10. In response to the question that this file "is not the latest file. Do you want to make this the main file, and delete the later ones?", select `Yes`. 11. In response to the question that because this file "is not the latest file, it is wise to either Back Up or Export the latest files before proceeding. Have you done that?", select `Yes`. 12. In response to the question "Confirm that you want to delete the later files?", select `Yes`. 13. You are now back to where you were before splitting the section. 14. Step through the printed Audit Trail from the line highlighted in Step 5. Identify any events that took place following the incorrect splitting, such as adding completed searches, adding clues, etc., and reenter them.

Fix incorrect data entry after using `Expand Search Area`. If you used `Expand Search Area` and then realized that you had made a mistake (for example, expanding the search area instead of splitting a segment), then use the template to correct the error.	1. Select `File ⟩ Current Path` and write the path down. 2. Under the `File` menu, either `Backup` or `Export` the current incident. 3. Make sure the Audit Trail panel is exposed by clicking on the `Audit` radio button. 4. Print the Audit Trail by putting the cursor over the Audit Trail panel, right-clicking on the mouse, and selecting `Print` from the context menu. 5. Find the line in the printed Audit Trail where the search area was expanded. It will start with "Added (from R.O.W.)". Highlight it. 6. Just above this line you will see a line which starts with "New filename". 7. Immediately preceding this is a line that starts with "Closed file", followed by a filename. Note this filename. 8. Select `File ⟩ Open Existing Incident`. In response to the question "You already have an incident in progress. Do you want to open a different incident?" select `Yes`. 9. Navigate to the path found in Step 1, and select the filename found in Step 7. It will end in "poa". 10. In response to the question that this file "is not the latest file. Do you want to make this the main file, and delete the later ones?", select `Yes`. 11. In response to the question that because this file "is not the latest file, it is wise to either Back Up or Export the latest files before proceeding. Have you done that?", select `Yes`. 12. In response to the question "Confirm that you want to delete the later files?", select `Yes`. 13. You are now back to where you were before expanding the search area. 14. Step through the printed Audit Trail from the line highlighted in Step 5. Identify any events that took place following the incorrect expansion, such as adding completed searches, adding clues, etc., and reenter them.
Fix incorrect file opened when using `Open Existing Incident`. If you used `Open Existing Incident` but did not select the file with the highest number, deleted the higher-numbered files, and then realized that you had made a mistake, use the template to correct the error.	1. STOP doing anything else. 2. Make sure the Audit Trail panel is exposed by clicking on the `Audit` radio button. 3. Find the lines in the Audit Trail where the files with higher numbers were deleted. They will be near the end and will read "Deleted all XXX files to the Recycle Bin", where XXX is the base filename. 4. Write down all the XXX base filenames, and copy the following instructions. 5. Close WC3. 6. On the Desktop, open the Recycle Bin. 7. Restore all files that start with XXX. There should be 6 for each XXX. 8. Open WC3. 9. Decline everything until you can select `Open Existing Incident`. 10. Select the file with the highest number.

AREA SEARCH—OOPS (continued)	
Remove the Influence of a Clue if the Number of Segments has Changed. If previously a clue had been added, then you will not be able to use `Remove Influence of Clue` if the number of segments has changed. Instead, use this template.	1. Select `File ⟩ Current Path` and write the path down. 2. Under the `File` menu, either `Backup` or `Export` the current incident. 3. Make sure the Audit Trail panel is exposed by clicking on the `Audit` radio button. 4. Print the Audit Trail by putting the cursor over the Audit Trail panel, right-clicking on the mouse, and selecting `Print` from the context menu. 5. Look at the printed Audit Trail and find the clue that you want to remove. It will be on a line that starts "Added Influence of Clue". 6. Look below this line in the printed Audit Trail until you reach the first line that starts with either "Added (from R.O.W.)" or "Split segment". 7. Just above this line you will see a line which starts with "New filename". 8. Immediately preceding this is a line that starts with "Closed file", followed by a filename. Note this filename and highlight it. 9. Select `File ⟩ Open Existing Incident`. In response to the question "You already have an incident in progress. Do you want to open a different incident?" select `Yes`. 10. Navigate to the path found in Step 1, and select the filename found in Step 8. It will end in "poa". 11. In response to the question that this file "is not the latest file. Do you want to make this the main file, and delete the later ones?", select `Yes`. 12. In response to the question that because this file "is not the latest file, it is wise to either Back Up or Export the latest files before proceeding. Have you done that?", select `Yes`. 13. In response to the question "Confirm that you want to delete the later files?", select *Yes*. 14. You are now back to where you were before expanding the search area or splitting a segment. 15. Step through the printed Audit Trail from the line highlighted in Step 8. Identify any events that took place following the influence of clue, such as adding completed searches, adding clues, etc., and reenter them.
GENERAL (all accessed from Main Window)	
Change to 24 hour clock	`System ⟩ Military Time`
Change to Military Time	`System ⟩ Military Time`