

**The
FUSION INFORMATION CENTER
(FIC)**

Users Guide

and

Instructions Manual

The Fusion Information Webpage: <http://www.rl.af.mil/programs/fic/>

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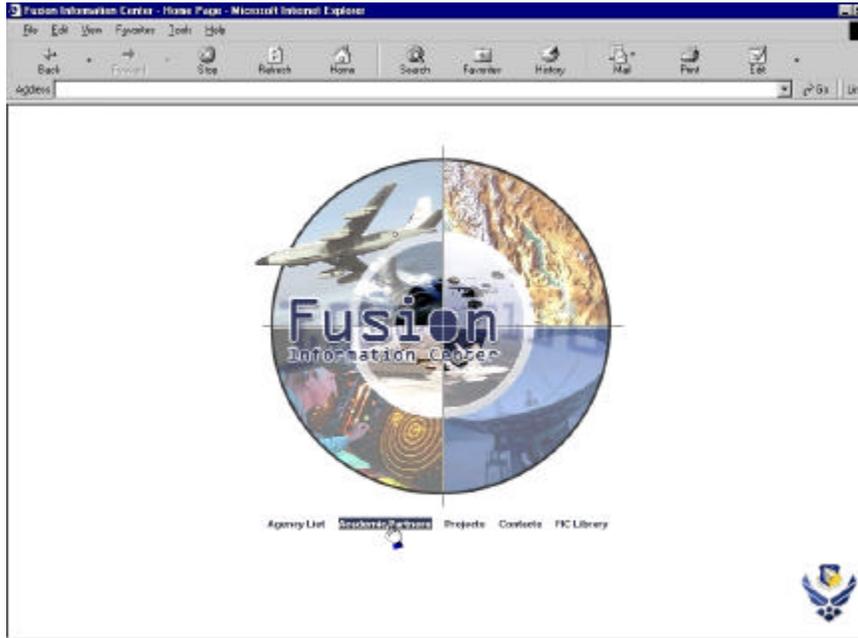
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- 1.0 Enter The Fusion Information Center Homepage:
- 1.1 Click on the link labeled [FIC DATABASE](#) to bring you to the FIC DB Users Homepage.

The top right corner of the FIC DB Homepage lists [Home](#) and [Contact](#).

- 1.2 Clicking on [Home](#) will display the Fusion Information Center logo with the following links available:

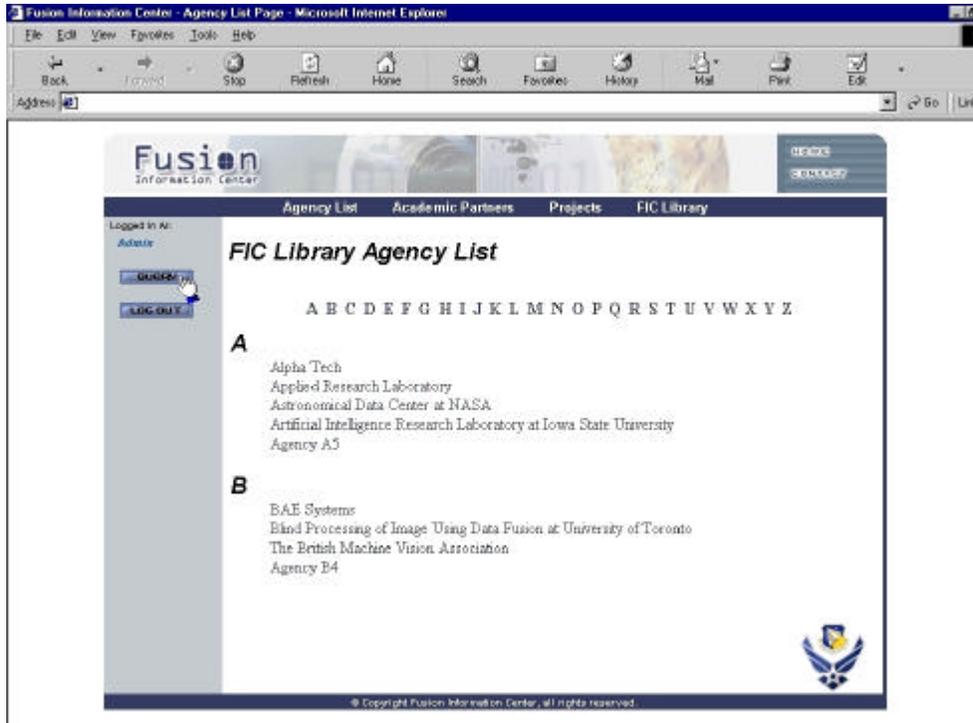


[Agency List](#) [Academic Partners](#) [Projects](#) [Contacts](#) [FIC Library](#)

- 1.3 Except for the [FIC Library](#) link, each of these are available and accessible without requiring a login to the FIC database. Anybody with the ability to access this site may view the pages associated with each link listed. These links will be discussed further below, and users, customers, and authors must realize that the information displayed on the pages associated with those four links is public. The FIC database will provide protected access limited only to members, so please understand this while considering whether or not you want to participate information on these pages.

2.0 TOP MENU BAR

2.1 [AGENCY LIST](#)



2.1.1 The Fusion Information Center wants to provide useful links to its users. The [Agency List](#) link will advance the user to the FIC Library Agency List, which is an alphabetical listing of relevant business associates. These are also in hyperlink form to enable the user to access each named web site.

2.1.2 Click on any Agency name and another web browser should open with the agency's home page, allowing you to maintain the FIC page in its browser while viewing the Agency site.

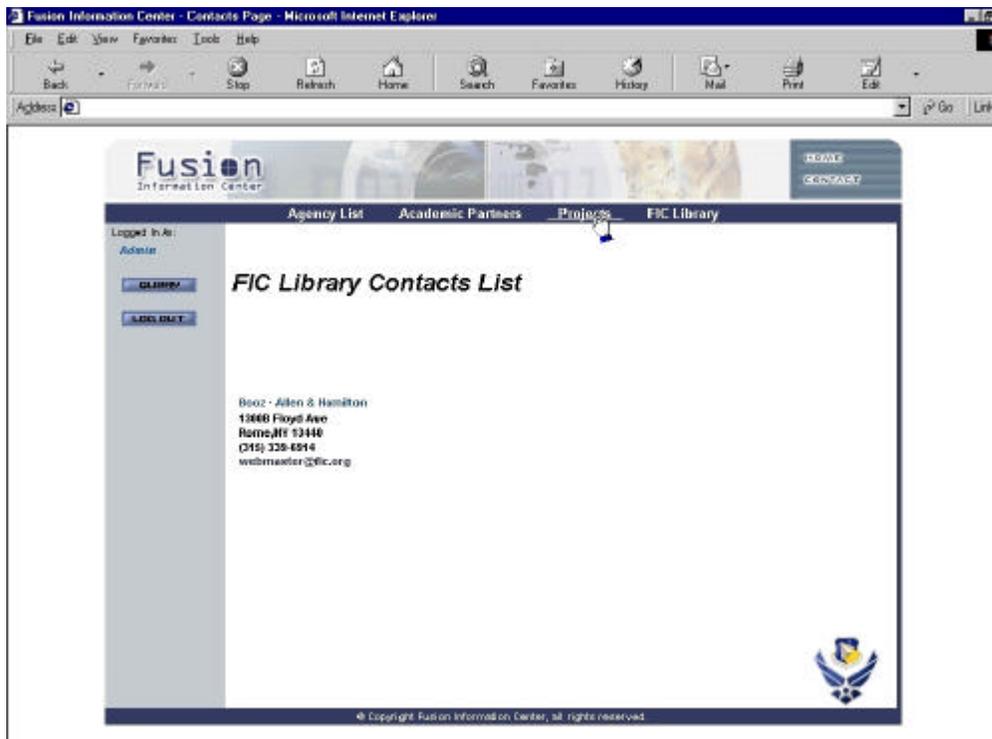
2.1.3 There is an alphabet listing at the very top of the page in order to simplify the search and limit scrolling.

2.1.4 Click on the letter that reflects the first letter of the agency you're looking for to advance down the page to all agencies listed under that letter. Many times the document held in the FIC database may not give enough information or customers may wish to research the author or agency further.

NOTE

IT IS THE CHOICE OF EACH AUTHOR, USER, CUSTOMER, OR SUBMITTER OF DOCUMENTS TO HAVE THEIR AGENCY RECOGNIZED HERE. IT IS NOT DONE BY THE SYSTEM ADMINISTRATOR UNLESS SPECIFICALLY AGREED UPON BY THE AGENCY PROVIDING THE LINK AND THE FIC TEAM.

TO REQUEST YOUR AGENCY'S LINK TO BE LISTED IN THIS SEGMENT OF THE FIC DB, IT IS REQUIRED THAT YOU SEND AN EMAIL TO THE FIC USING THE [Contact](#) LINK IN THE TOP RIGHT HAND CORNER OF THE FIC WEBPAGE (under [Home](#)) AND PROVIDE A BRIEF MESSAGE STATING SUCH WITH THE NAME YOU WISH TO HAVE LISTED AND THE URL YOU WISH TO BE REDIRECTED TO.



2.2 [ACADEMIC PARTNERS](#)

The screenshot shows a web browser window titled "Fusion Information Center - Academic Partners Page - Microsoft Internet Explorer". The browser's address bar is empty. The page content includes a navigation menu with "Agency List", "Academic Partners", "Projects", and "FIC Library". A "Login" section on the left contains a text box with "Admin", a password field, and a "Log In" button. The main content area is titled "FIC Library Academic Partners" and features an alphabetical index "A B C D E F G H I J K L M N O P Q R S T U V W X Y Z". Under the letter "A", the following partners are listed: Arizona State University, Academic Partner A2, Academic Partner A3, Academic Partner A4, and Academic Partner A5. Under the letter "B", the following partners are listed: University of Toronto, Academic Partner B2, and Academic Partner B3. A logo is visible in the bottom right corner, and a copyright notice "© Copyright Fusion Information Center, all rights reserved" is at the bottom.

Fusion
Information Center

Agency List Academic Partners Projects FIC Library

Login
Admin
[password field]
Log In

FIC Library Academic Partners

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

- Arizona State University
- Academic Partner A2
- Academic Partner A3
- Academic Partner A4
- Academic Partner A5

B

- University of Toronto
- Academic Partner B2
- Academic Partner B3

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2.2.1 In the same sense as with the [Agency List](#) providing access to our associates, the [Academic Partners](#) link will provide access to various web sites of academic or educational references.

2.2.2 The FIC team hopes to distinguish between potential commercial or military sites listed in the [Agency List](#). The intent is to provide access to university home pages as well as various military education web sites in order to provide more specific references for research.

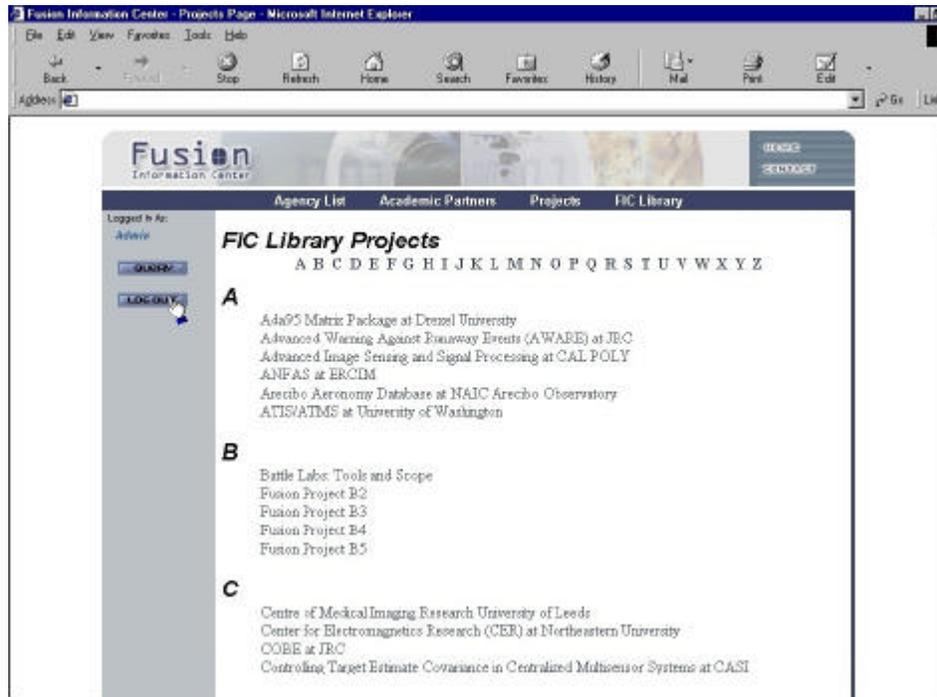
2.2.3 As with [Agency List](#), an alphabet is listed at the top of the [Academic Partners](#) page to limit scrolling necessity.

2.2.4 Click on the letter which reflects the first letter of the [Academic Partners](#) you are searching for to be advanced to the list of partners under that corresponding letter.

*****NOTE*****

THE SAME CRITERIA LISTED FOR [Agency List](#) ARE RESPECTED HERE. IN MOST CASES THE SYSTEM ADMINISTRATOR WILL BE RESPONSIBLE FOR FINAL DECISION AS TO WHERE THE LINK TO EACH WEB SITE WILL RESIDE IF IT IS NOT SPECIFIED IN THE REQUEST, BUT THE USER'S REQUESTS WILL BE RESPECTED ON AN INDIVIDUAL BASIS.

2.3 [PROJECTS](#)



2.3.1 In the same sense as the first two links, the [Projects](#) link will bring you to the [FIC Library Projects](#) page and will provide an alphabet at the top of the page for quicker access to all projects beginning with that corresponding letter.

2.3.2 This page is for each user, author, and submitter to be able to provide a link to any current, past, or future projects they wish to advertise in the FIC database. This does not have to be associated with any documents held in the database, and it is possible to have a project listed here that doesn't necessarily correspond to any author or user.

2.3.3 The [Projects](#) page is intended for informational purposes as well as introductory, and the named project needs to be a link to somewhere providing additional information on said project. The space in the FIC database is reserved for users and document submitters, and unless a document is submitted to the FIC db reflecting a project there is a possibility that links on this page may not reflect anything else in the FIC database.

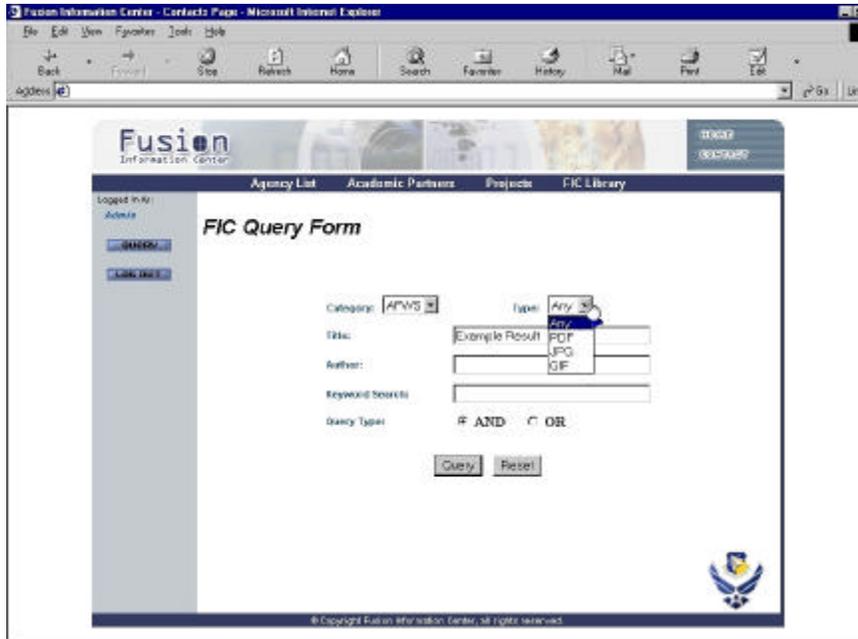
NOTE

IN ORDER TO HAVE A LINK POSTED ON THE FIC DATABASE [Projects](#) WEB PAGE, CLICK ON [Contact](#) IN THE TOP RIGHT CORNER OF THE WEB PAGE AND SEND AN EMAIL TO THE FIC WEBMASTER. PROVIDE THE INFORMATION PERTAINING TO THE PROJECT, WITH A CORRECT URL

TO REDIRECT SOMEWHERE THAT EXPLAINS THE PROJECT. IT IS POSSIBLE FOR THE FIC TO HOST A VERY BRIEF WORD DOCUMENT DESCRIBING A PROJECT IF A URL IS NOT AVAILABLE. THIS WILL BE UPON SPECIAL REQUEST, BUT FINAL DECISION WILL BE THE FIC SYSTEM ADMINISTRATOR.

2.4 [FIC LIBRARY](#)

2.4.1 This link will take you to the [FIC Library Query](#) page at any time during any action if you are already logged in. If you are not a user of the FIC, you are not logged into the FIC db, or your session has timed out, this link will automatically bring you to the [FIC Library Login page](#). The instructions to use this page will be provided further down in this document.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Fusion Information Center website. The browser's address bar shows the URL. The website's navigation menu includes "Agency List", "Academic Partners", "Projects", and "FIC Library". The "FIC Library" page is active, showing a "FIC Query Form". The form includes fields for "Category" (set to "AFWS"), "Title" (with "Example Result" entered), "Author", and "Keyword search". A "Type" dropdown menu is open, showing options: "Any", "PDF", "JPG", and "GIF". Below the form are radio buttons for "AND" and "OR" query types, and "Query" and "Reset" buttons. A copyright notice at the bottom reads "© Copyright Fusion Information Center, all rights reserved." and a logo is visible in the bottom right corner.

3.0 LEFT MENU

3.1 [Login](#)

3.1.1 On the left side of the page, click on [Login](#) to go to the FIC Login Page.

3.1.2 Enter your username in the block after Username:

3.1.3 Enter your password in the block after Password:
Then, click the button "Login".

A valid username and password will gain you entrance to the FIC db, if you cannot access the db and have a valid password, email the FIC WebMaster using the Contacts link or email: fic@rl.af.mil

On the left most column of the page, the following fields should be available:

Login
Logout
Query
Add Candidate Record

3.2. [LOGIN](#)

3.2.1 This selection allows the user to enter their username and password to gain entry to the FIC db. The FIC front page depicting a Fusion Information Center picture with the message, "Welcome to the FIC Library" will be displayed. All options available to users are displayed in the left most column of the screen.

3.3 [LOGOUT](#)

3.3.1 This selection will log the user out of the database and return the FIC db front page display with a message "Thank you for using the FIC Library". To log in again, simply choose Login from the left most column again.

3.4 [QUERY](#)

3.4.1 Selecting the Query option will take you to the FIC Query Form search engine where you may search for documents by Category, Type, Title, Author, Subject Keywords Search, and a Boolean "Query Type" where "and" or "or" options are available to limit or extend your search. (This Boolean option may go away depending on future usage and need.)

3.4.2 Enter the word, phrase, or name you wish to search for, then click the "Query" button at the bottom. Clicking "Reset" will clear all fields to allow you to re-enter your search criteria.

3.4.3 Leaving all fields blank and clicking on Query will return hits of all documents available in the database related to your permissions. (see User permissions manual).

3.4.4 Users hits returned will offer three basic Operations on the left side of the FIC Query Library that returns the results of your query. On the right side of the FIC Query Library window, the title of the document is displayed with the abstract data to allow quick viewing of the basic purpose of the document.

3.4.5 [OPERATIONS](#)

3.4.5.1 The operations available for selection should be in blue text, signifying a link. The “download” option will prompt you the typical download options of “Open”, “Save”, “Cancel”, or “More Info”. You may open the document by clicking “Open”, but the most common choice will be to click “Save”. This option will prompt you to save the document on your local machine and allow the user to choose the location they want to place the downloaded document.

3.4.5.2 The “view” option will open the document in it’s saved format on your screen and should be set up to open in a new window so you don’t lose the query results window. Documents are most likely in PDF format, but PPT and JPG formats are also supported. The speed of return for viewing may depend on your computer and the software associated with each file. PDF is the file type of choice due to limited permissions to change or alter the document, and also because of it’s ability to convert many document types easily, limiting the software required on each users personal computer. General users will not have permissions to change any documents in the database, saving the document to your hard drive should allow that function if desired. Only Administrator accounts may manipulate the database.

3.4.5.3 The “view meta” operation is a function that will display the basic information entered into the database to include the author and distribution code, among others, in addition to the title and abstract displayed on the screen which results are returned from the query. To cancel the document after “view” is selected, the user only needs to close the window which returned the view and the query results should be readily available still to select another document to view, download, or view meta.

3.5 [ADD CANDIDATE RECORD](#)

3.5.1 Possibly the most important selection available to users, the Add Candidate Record option is how the database will be populated.

3.5.2 Clicking this option brings the user to the FIC User Add Candidate Library Record Form. While it is under modification the field choices may be somewhat generic and will be configured in the future according to customer feedback.

3.5.3 The “site”, “pdf exists”, “type”, and “distribution code” fields offer pull down choices and help determine which permissions and which users may access the document. These fields are also displayed when the “view meta” operation is chosen from the query results returned screen.

3.5.3.1 The site pull down will most likely go away as this information should be entered elsewhere on the form.

3.5.3.2 The pdf exists option will notify the Administrator of whether or not the document needs to be converted before being approved for entry into the database.

3.5.4 The type pull down signifies which file type the record currently is in when submitted. For the inception of the FIC, we decided to offer the most common types which are JPG, GIF, PDF, and PPT file types. All of which are easily converted into PDF format allowing consistency throughout the library documents.

3.5.5 Distribution Code will be the determining factor of who or what type of user gets access to submitted documents. This is the primary option available to authors and users wishing to submit documents and restrict access. All users will be verified before being awarded a user id and password ensuring their need to know as well as the validity of their membership, but for the beginning of the FIC unless otherwise insisted upon by the document submitter, most documents will be available to every user. The distribution code restrictions will most commonly be for the user benefit more than the author. Many users may choose not to want access to certain topics of discussion or may only want one type of data returned from every query. In the future, more attention to protecting data will be honored, but since all documents are certified to be unclassified and all users authenticated before being granted access the restriction policy will be a work in progress.

3.5.6 The "idNumber (any alphanumeric characters) field does not need to be filled in. The system will assign an id number regardless of whether or not one is entered. It is best to ignore this field until we remove it completely. It will not effect the document submittal process if data is entered in this field.

3.5.7 The filename field is important. If you know the title of the document as it's named in it's location BEFORE being submitted, please enter that on the First line. The "Browse" button will allow the user to find the document and allow the system the full path to the named document. This is important as the Administrator needs the qualified path name in order to upload the document before granting it space in the library.

3.5.8 The title field will be the title chosen by the author as they wish it to be seen in the library database. It does not have to be the same as the file name as it's submitted, the title is separate from the document and is not recognized for uploading by the administrator.

3.5.9 The subjectKeywords comma delimited field is where the author or submitter of each document needs to provide search criteria. The "comma delimited" suggestion simply means you have to place a comma in between each word you wish to be a separate search criteria. For example:

If you type in: "Air Force Aid, Supplemental Inputs", a search for keywords "Air", "Air Force", or "Inputs" may not return this document in a query.

3.5.9.1 It is best to enter each word from phrases separately if the submitter wishes to have the document returned more often. Likewise, entering phrases does have it's purpose for most documents and specifying the query in order to limit the hits returned is advantageous as well. It is important for the submitter to enter as many keywords as

possible as they are most likely the best source for the contents of the documents being submitted.

3.5.10 The “category” field is not relevant for the most part, although it may become a valid and important separator in the future. This field will be addressed in the future after the FIC library has been used and feedback is provided.

3.5.11 The “location” field on the Candidate Record page is the physical or geographical location of the document. In simpler terms, this is the “where” the document comes from, most likely a city, state, and/or site address such as “AFRL/IFEA Rome, NY”. Since most documents have this information it is the users discretion as to how much information they wish to provide in the “meta data” view.

3.5.12 The “author” field is where the name(s) of the creator of the documents are entered. This is also very important since a major search criteria for any query is by author.

3.5.13 The “publisher” field is usually reserved for copyright information. Many times contractors or civilians may author a document but it is approved and published by their directorate or DoD supervisor or client. That information needs to be entered into here, especially if there are copyrights that must be honored. The Administrator must be able to verify each document before adding it to the library and it is important to have everyone’s permission for documents to be viewed and/or downloaded by the Fusion Information Center customers.

3.5.14 The orgPerforming and orgMonitoring fields are also being considered for removal. Unless customer feedback finds it is a necessary or important to display this information for proper authority granting, these most likely will disappear from the Candidate Record page in the near future.

3.5.15 The dateOfPub field should be filled with the information pertaining to the origination of the documents being submitted, NOT the current date, but the date on each document as it was created. The format that each date must be entered in is displayed and improper entry of the date the publication was written may cause errors in submittal or uploading.

3.5.16 The numPages field data is displayed on the “view meta” selection and stands as a warning or notification of the size of each document. This serves to let each user see just how large a file is before they decide to download or view it. Integers only means that you must enter a number there instead of spell out the word that represents a number.

3.5.17 The copies field is most likely going to disappear in the future as well.

3.5.18 The classification field is filled in as there will be nothing other than unclassified documents in the FIC library database.

3.5.19 The secondaryDist field is an area where the submitter is allowed to recommend or deny the distribution of their document. Other restrictions should take care of this but it is a field where authors or submitters of documents may defend their documents and notify the Administrator whether or not this particular document may be shared via email, fax, download, etc. This field may be removed in the future.

3.5.20 The copyrightExists field is very important as this is where and how an author protects their rights to the document. Copyrights must be acknowledged to prevent any chance of legal action. This field is very important to the FIC Administrator as well since it is the submitter's responsibility to verify any copyrights. If this field is left "no choice" or "no" is chosen, the FIC team will not be held responsible. Again, it is the responsibility of whomever enters the document into the library database to determine whether or not copyright laws must be recognized for any document. Choosing "yes" in this pull down may cause the FIC team to decline the request to host the document in this database, but most likely that is not the case. It may just delay the approval since the Administrator will be required to verify all copyright information, author approval to submit the document, and also extra care will be given to ensure users will not be allowed to manipulate or plagiarize said document.

3.5.21 The copyrightInfo field is where the submitter or author must enter all information sponsoring the copyright of a document. The information will be checked out to ensure it's clarity, and therefore attention must be given to be certain the source may be located.

3.5.22 The abstract field is normally filled in with the data from each document that is under the "Abstract" paragraph. Most documents provide an abstract in paragraph form before the introduction. If there is no abstract paragraph on the document itself, the author or submitter shall provide as brief of a description as they feel is necessary to inform users within their query results returned whether or not the document is indeed the expected result of their search. The abstract information should provide users with enough information to determine if they wish to view or download further. It is also the information that is displayed with the title upon a query returning results, and displayed on the view meta production choice.

3.5.23 The comments field allows every user and/or author to send along discussion items, comments, expectations, etc., for the Administrator to read and take head before adding the candidate record to the FIC library database. This field is not viewed by users, only by the submitter and FIC Administrator will know the information entered in this field.

3.5.24 The supplementaryNotes field is generally reserved for the submitter and/or Administrator to keep notes about the particular document. At any time during the FIC library's existence and the residence of the document there, modifications may be done and annotated in this field to "document" the code so to speak. Perhaps the Administrator needs to make a change to the document in some way, they will notify the author and/or submitter as well as make a note of it in this field. Likewise, this field is of

importance to ensure communication and conformity in the future in the event new Administrators take over or a document author or submitter retires or separates from the job they held when they entered the record into the library.

3.5.25 The dateModified field is relevant in the event the document or it's meta data is changed. A note should be placed in the notes area, but the date any document is modified after it's been approved for the FIC library database must be entered in this field to maintain proper records. For the most part, this field won't be used by users, submitters, or authors.

3.5.26 The fields at the bottom of the page beginning with hierarchy1 and ending with purchaseInfo are not going to be used yet and very likely will be removed. Unless it becomes necessary to make these fields live, their intention was for previous development of the FIC before it's current use was decided.

3.6 At the completion of filling out the FIC User Add Candidate Library Record Form, click the submit button. The information will be stored in the database and the FIC Administrator will be notified that there is a record that needs to be looked at for approval. There is no guarantee of the time frame it will take to get any document through the approval process as many factors need to be addressed. The best estimate would be within 3-5 business days, but that all depends on manning and the number and intensity of documents awaiting approval.

3.7 The Administrator will be able to access the filled out form, and will also have to be able to download the document based on the file name and location of the file as it's entered with it's absolute pathname.

3.8 The cancel button next to the submit button will clear the form completely so be careful not to make the wrong selection.

3.9 Successful submittal of all documents will notify the user with the following message:

FIC User Add Candidate Library Record

Record was added to the library table.

Questions, Comments, please email fic@rl.af.mil.