



IDE NEWSLETTER



Brigade Combat Team
Project Management Office

SPOTLIGHT – OVERVIEW OF THE IFS FIND UTILITY

The find utility allows a user to perform searches for documents using a variety of strategies that include keyword searching, content queries and Boolean operations. An indexing batch job is executed every hour to create indexes for the files just stored into BCT IDE iFS to facilitate the content search. When a user uploads a file into BCT IDE iFS, finding the file by the content will not work until the next scheduled indexing job is run. All document types including Power Point, Excel and Word are indexed.

Users can combine search criteria, to ensure they find the most relevant data quickly. The searches can be based on file attributes, such as the file name, file size, or date created. In addition, users can search the content of the file.

iFS provides Basic Find and Advanced Find. Basic Find includes “Find in Title” and “Find in Document”. The Advanced Find allows users to search on file attributes and document content using a wider range of criteria and users can also create more complex queries. The attributes that can be used for the advanced find are Creator, Date Created, Date Modified, File Contents, File Size, Status, and Search folder (used for searching a specific folder).

For a more in-depth understanding of how to use the Find utility please execute the Advanced Find Tutorial found in iFS under the Reference Material/Tutorials folder. In addition, the “iFS Users Guide 1” located in the Reference Materials folder has a write up of the find utility.

SETTING YOUR DEFAULT ACL

When a document is loaded into iFS, the permissions are set to the default ACL of the user who loaded the document. Most users have their default ACL set to *published*. This ACL allows all other users to read but not update the document. If a user wants to allow a limited number of users to modify the document, the document ACL must be set to a different value.

Since most people work exclusively within one group, they may want to consider setting their default ACL to the appropriate group ACL (e.g. CV or C4ISR). Setting your default ACL to a value that is appropriate for your general work environment will remove the step of manually setting the ACL of documents. The default ACL is applied to folders that you create. If you want to change your default ACL, please contact the PM-BCT IDE Help Desk.

Changing your default ACL value will not prevent you from manually setting a document or folder to a different ACL.



BCT/EDS



This *BCT IDE Newsletter* is a joint production effort, edited by BCT with support from EDS.

SSL ACCELERATOR

The BCT IDE is required to use HTTPS as the communication protocol to communicate information between the IDE servers and a user's browser. HTTPS uses the Secure Sockets Layer (SSL) and is the most widely implemented Security Protocol on the Internet today. Typically, SSL is used to encrypt and decrypt all sensitive information passing between a web browser and a web server during the course of a secure Internet session. Analysis of typical web server performance indicates that when SSL is used, more than 90% of the server's processing time is given over to cryptography. The obvious way to increase the performance of such overloaded servers is to provide an accelerator to remove the crypto processing workload from the server's main processor(s). The SSL Accelerator is a piece of hardware that sits between the IDE servers and the Internet that encrypts and decrypts the secure protocol and ensures the main processor(s) has more free CPU cycles dedicated to IDE applications.

NEED HELP?

Any time you need IDE assistance, or have any questions, please contact: **PM-BCT IDE Help Desk**

Phone: 248-265-6020

E-mail: pm-bctidehelpdesk@eds.com





SCHEDULING IPT AND WORK GROUP MEETINGS

When scheduling IPT or Work Group meetings using the Detroit Arsenal's mail system, please remember to invite the appropriate IPT or Work Group Calendar. These calendars are a means to communicate IPT or Work Group meetings to people who are not on the Detroit Arsenal Outlook mail system. For example if the IDE WG desires to hold a meeting the following steps should be executed:

1. Log into MS Outlook
2. Select **File – New - Meeting Request**
3. Select the proper date and time on the first screen
4. Enter a description in the subject line
5. Click on **Attendee Availability** and **Invite Others**
6. Enter the names of the people you wish to invite and click on **Required** or **Optional** button

The process for recording a meeting on the IDE WG Calendar requires the following additional steps:

1. Type CAL in the global address book
2. Scroll down and select CAL IDE WG
3. Click the **Resource** button

Once a day the Detroit Arsenal BCT IPT, BCT Work Group and BCT conference room calendars are posted to the IDE Portal. This allows all IDE users to view BCT Detroit Arsenal meetings and provides a proactive means of insuring all interested parties can be informed of key meeting dates and times.

FILE CONTENT SEARCHING

You can perform content (or full text) search for a word or phrase that is embedded in a document stored in iFS. The guidelines for content search are:

- You **cannot** use wildcards in the “Find” field for searching file content.
- To search for a group of words in the document, enclose the words in single quotation marks.
- Searches are not case sensitive.
- You can create custom queries by using the Search Operators as defined in the following table:

Operator	Description	Example of query terms
AND	Search for documents that contain both occurrence of each of the query terms	‘Stryker Program’ AND Briefing
OR	Search for documents that contain at least one occurrence of any of the query terms	ICV OR MGS
NOT	Search for documents that contain one query term and not another.	MOA NOT MICOS

(Note: *the operator must be in capital letters*).

FILE ATTRIBUTE SEARCHES

iFS allows users to find a file based on pre-defined attributes. Attributes searches are not case sensitive. Some of the key attributes are listed below:

- **Name:** document file name
- **Creator:** user id of the person who created the document
- **Date Created:** date the document was created
- **Date Modified:** date the document was last modified
- **Size:** size of the document
- **Status:** status of the file (e.g. Checked in/Checked out, Locked/Unlocked)

In addition, clicking on **Add All Options** will display additional attributes such as:

- **Expiration Date:** date the document will be automatically deleted from the system
- **Description:** document description entered by user (*Hint: Users are encouraged to enter key words in the 256 characters free form description field in order to search with this attribute*)

When searching by **file name** or **description**, notice that

- Users can enter a single word or a group of words in the find field.
- To search for a group of words, simply enter the group of words in the find field and **do not** enclose the words in any quotation marks.
- Searching for a group of words, versus a single word, might narrow your search results.

You can use the following wildcards in the attribute fields:

- Multiple character is ‘*’
- Single Character is ‘?’

CHECK YOUR PRIVILEGES

Are you able to see and modify all the documents needed to do your job? BCT iFS access to documents and folders is controlled by iFS groups. If you do not belong to a specific group, you may not even be aware of the information that is not available to you. Additionally, you may not be able to modify the appropriate documents or folders.

To find out what groups you belong to, log onto iFS and select  **your user id** you will get panel that lists your groups. If you are not a member of a group that provides privileges to read or update files and folders of interest, please contact the IPT or group leader for permission to become a member of their group. The leader will need to submit an ID Update request to the PM-BCT IDE Help Desk.

