





Training Guide



IT ALL STARTS HERE:

http://copers.tdkc.com

Launch page for the Common Operating Picture (COP) and links to the app stores for WatchTower (mobile application optional)

(redirects to https://www.tdkc.com/MOLES_Server/)



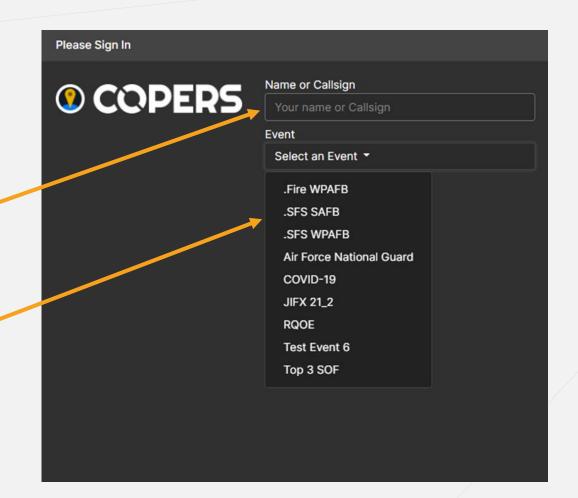
☐ Click to sign into the COP





☐ Enter a name or callsignhow you wish to be identified in the list of active users

☐ Select an event





☐ Select your group

☐ Enter the password

See an event administrator for password.

□Click "Sign In"

Groups:

The group you select will in part determine what other users you are associated with for broadcast communications. It will also determine your icon on the map.

Groups are configured with the event so this list can be changed.

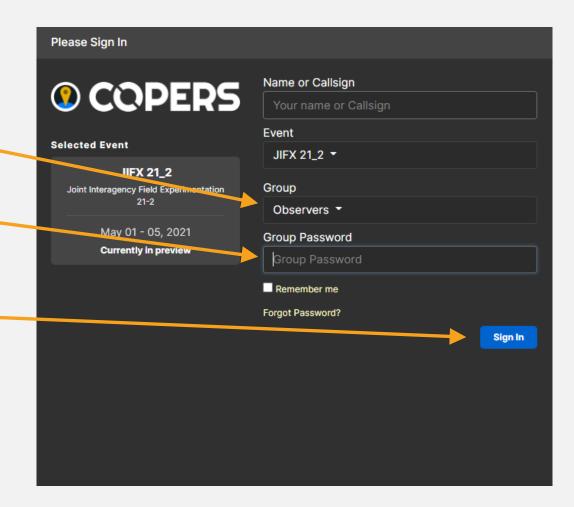




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- Administration
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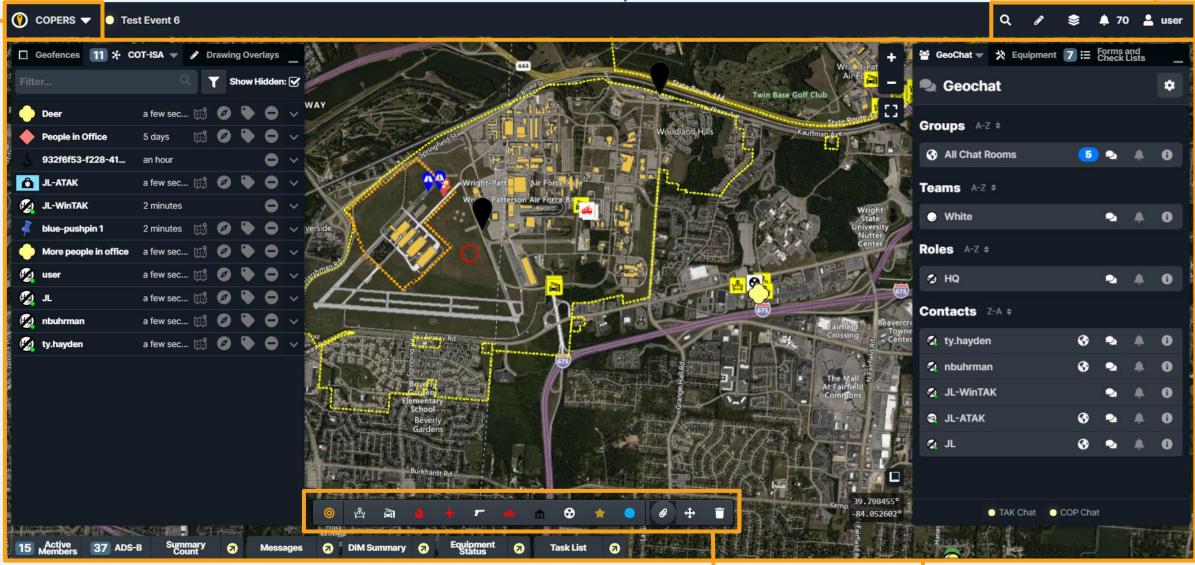
- Data
- Input
- Maps
- Medical
- Notifications
- Summary
- <u>Tracking</u>
- Images & Video



CAPABILITIES

Tools, Reference Data, Actors and Communication, Summary

Search, Marking, Refresh, and **Event Login Options**

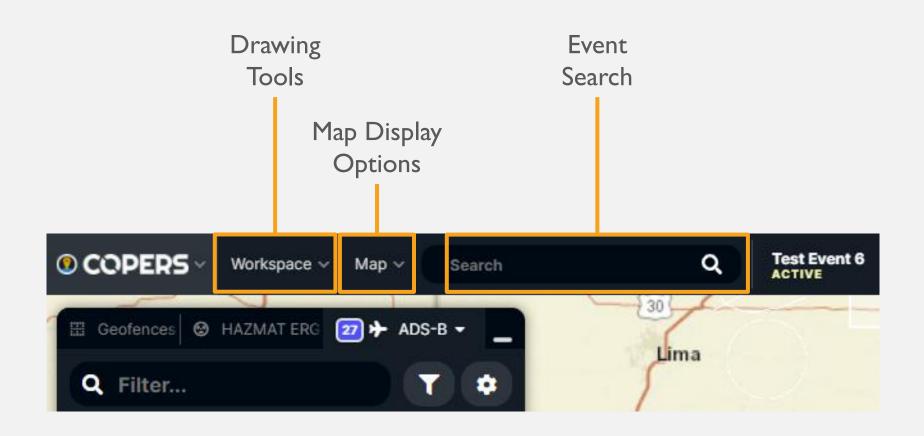




TITLE BAR TOOLS

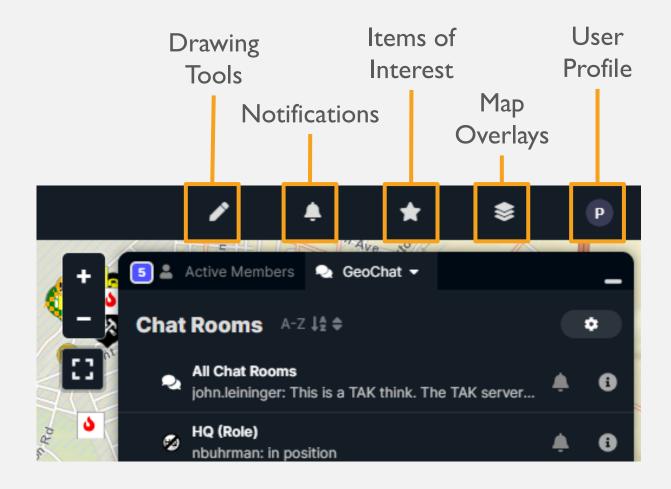


Workspace, Map and Search





Drawing Tools, Notifications, Items of Interest, Map Overlays, and User Settings



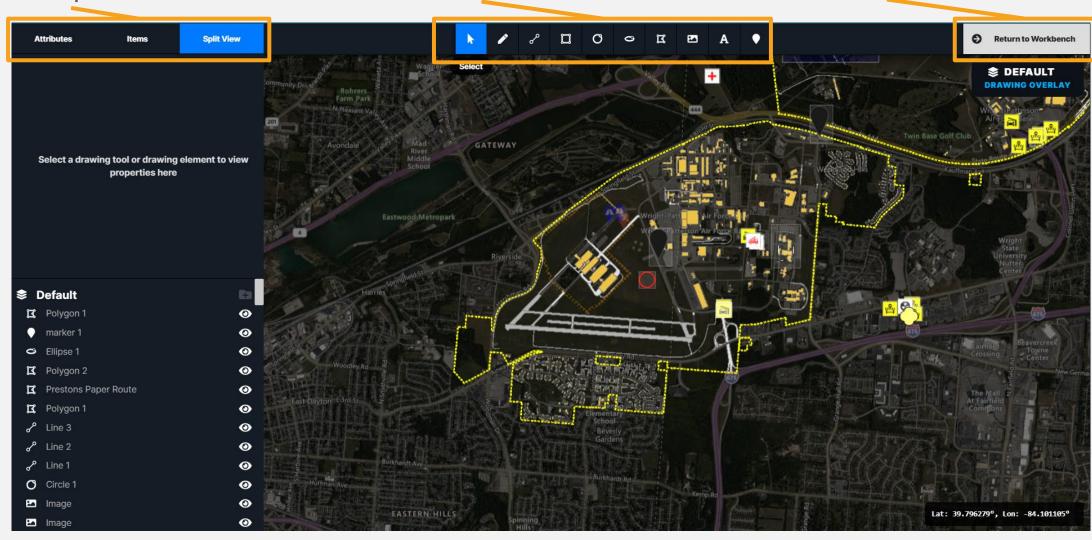


Drawing Tools Overview

View Attributes, Items, or both in Split View

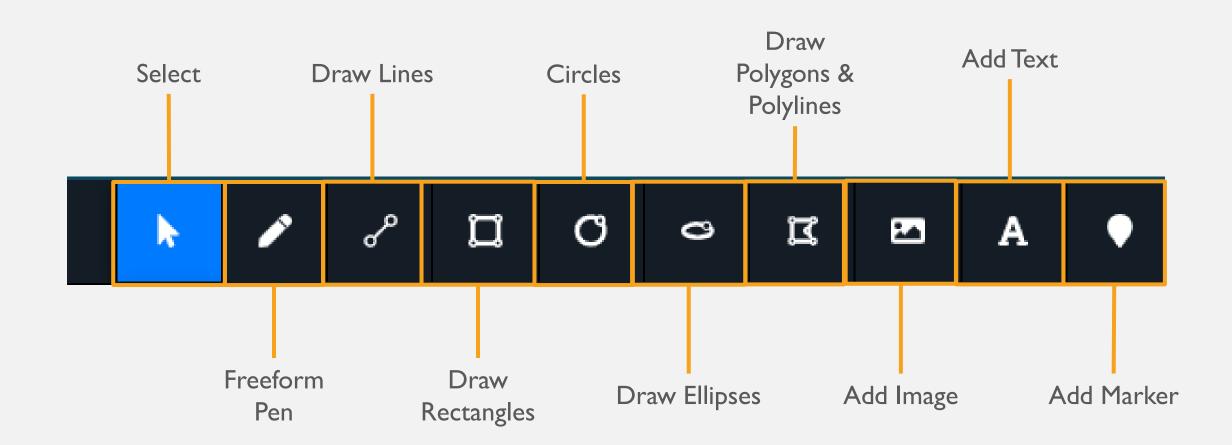
Draw Tools and Elements

Return to Workbench



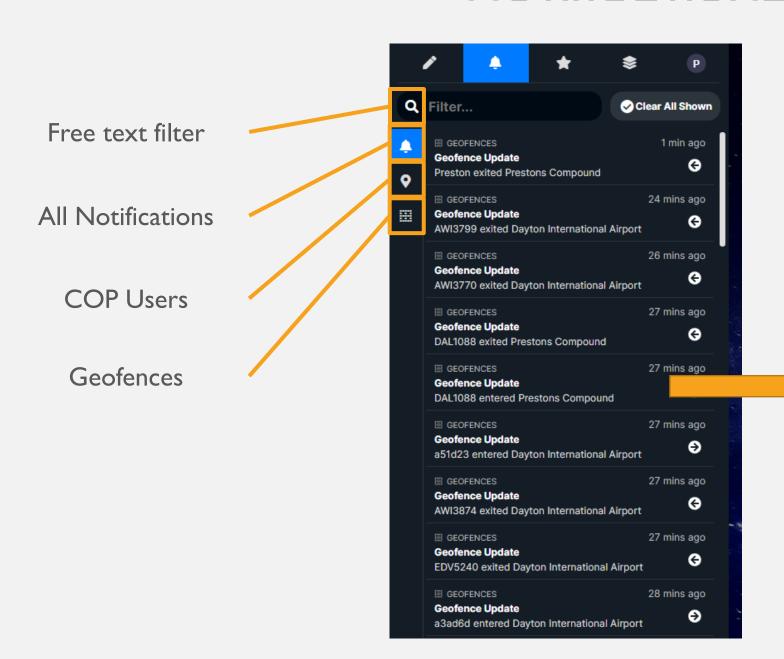


Drawing Tools

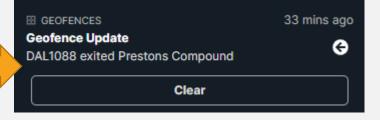




Notifications



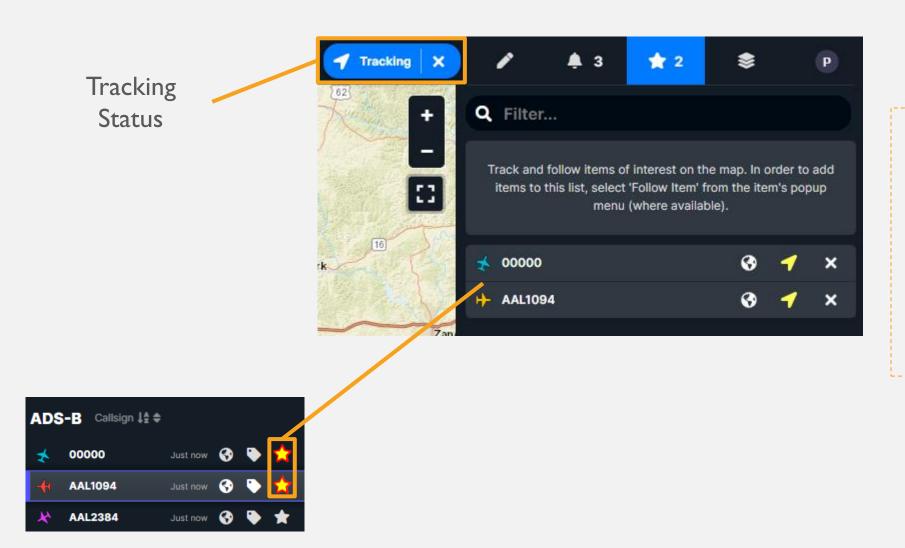
Notifications allows users to view all existing Notifications, Clear All Notifications, or clear individual Notifications.



Clicking on a notification allows it to be cleared from your display.



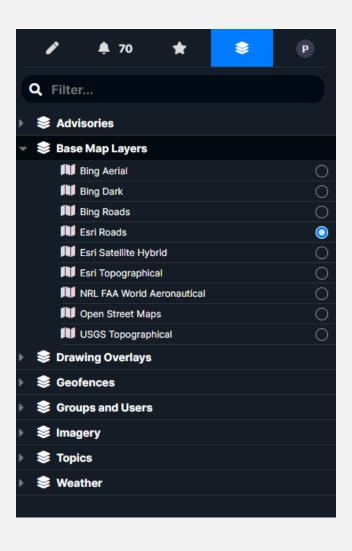
Items of Interest



A list of high interest items on the map. User selected, by clicking the STAR next to items in various tools. All items will be tracked and remain in view. If you move the map or zoom in/out tracking will pause



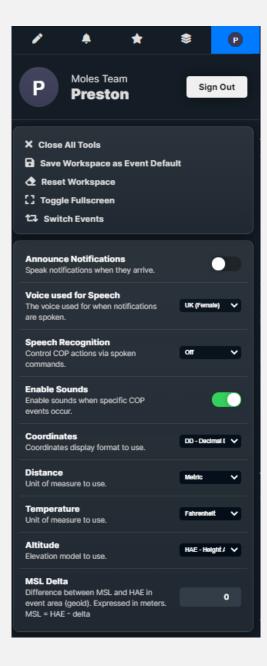
Map Overlays



Map Overlays displays all overlays being used in COPERS and provides the ability to turn overlays on and off.



User Profile



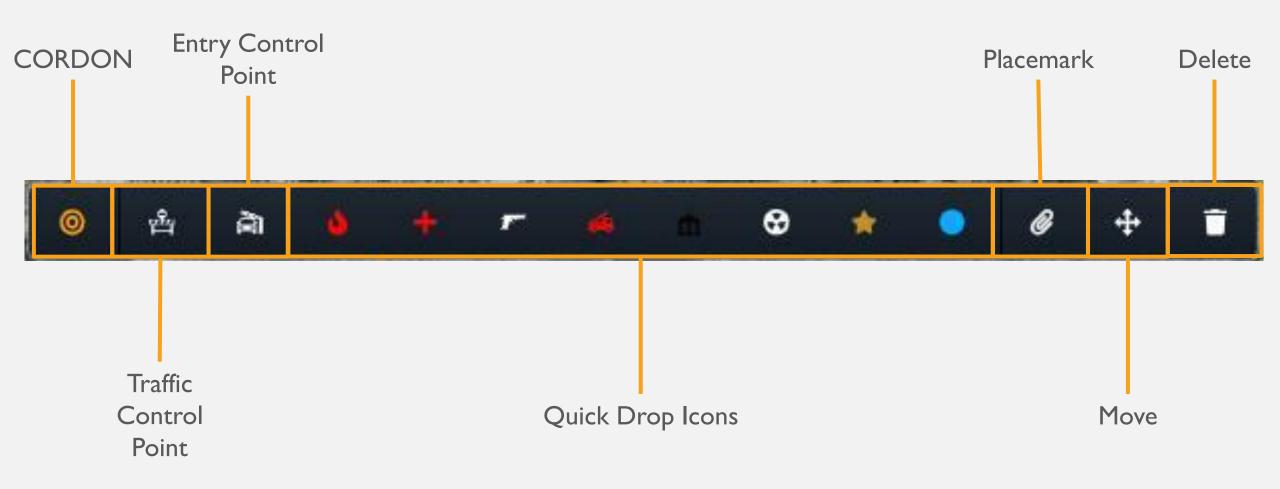
User Profile allows users to Sign Out of the event, Close All Tools, Save Workspace as Event Default, Reset the Workspace, Toggle Fullscreen, Switch Events, and select options for the current event.



CORDON/QUICK DROP ICONS

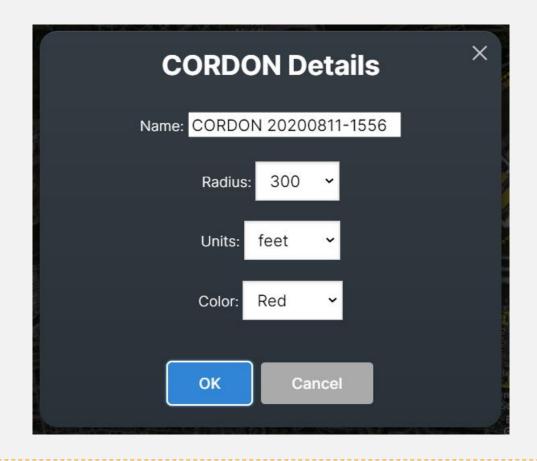


CORDON/Quick Drop Icons/Camera, Move, Delete*





CORDON



Selecting CORDON, then clicking a location on the map and dragging the circle to the desired radius allows the user to enter a name, a radius, and a color. Clicking "Ok" when complete adds the CORDON Geofence to the map.



Quick Drop Icons



Quick Drop Icons provide quick select-and-drop icons for traffic control, entry control points, fire, triage, active shooter, fire truck, command post, hazardous material, stars, and points. The icons may be placed on the map by clicking the icon, then clicking the desired location on the map. After placing an item, more items may be placed without re-clicking that icon. Items may also be moved after placed as long as a different icon has not yet been selected.



Placemarks, Move, Remove



The Paperclip Icon provides the capability to attach a file (image, document, etc.) to a placemark on the map. Selecting the icon and selecting a file in the pop-up window will attach a file to a placemark. The position, contents, and any additional information about the placemark may be accessed or edited using the Attach tool ().

The Move Icon allows the user to move any icon on the map by left-clicking the Move Icon, then clicking an icon on the map, moving it to the desired location, then placing the item by clicking again.

The Delete Icon allows the user to delete an icon by selecting the Delete icon, then clicking an icon on the map that will be deleted.

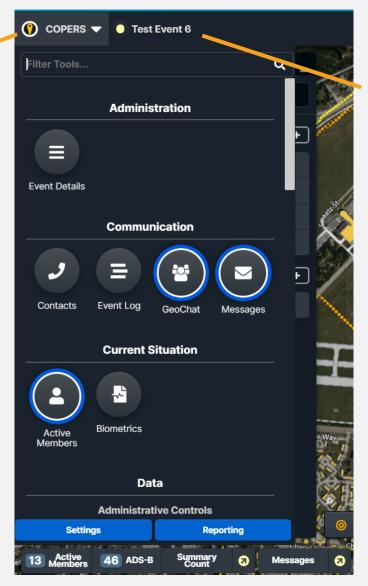


TOOL AND SUMMARY SELECTION



Tools, Reference Data, Actors and Communication, Summary

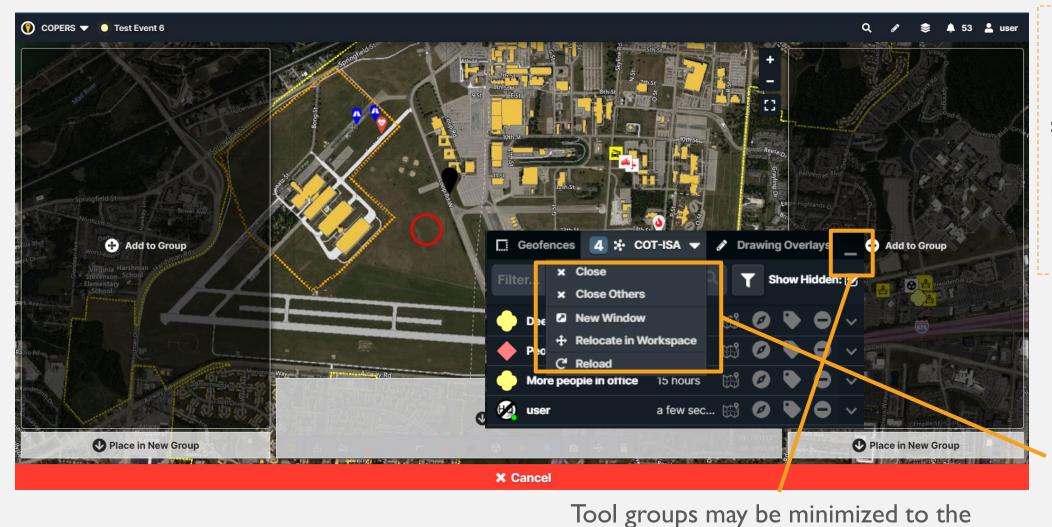
Tools, Reference Data, Actors and Communication, and Summary selections may be made by clicking on the COPERS drop-down in the top left corner.



Yellow pulsing dot indicates event is active.



Tool Location Selection



When a tool is selected the user is prompted to select the location of the tool.

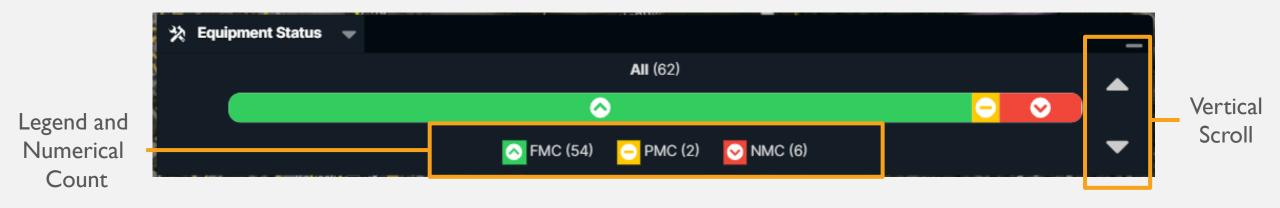
Multiple tools may be placed in a group

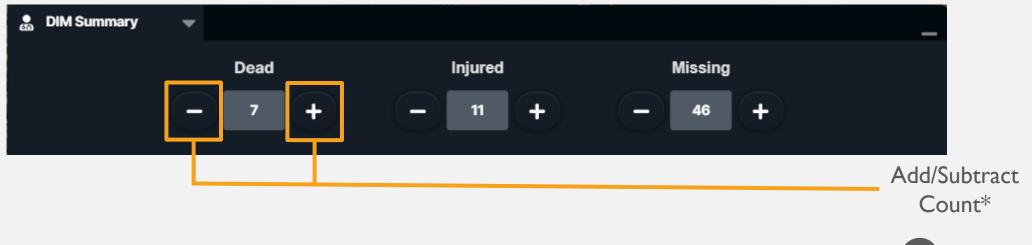
Drop-down tool options such as close, close other tools, open in a new window, or relocate in the workspace are available





Summary and Roll-Up



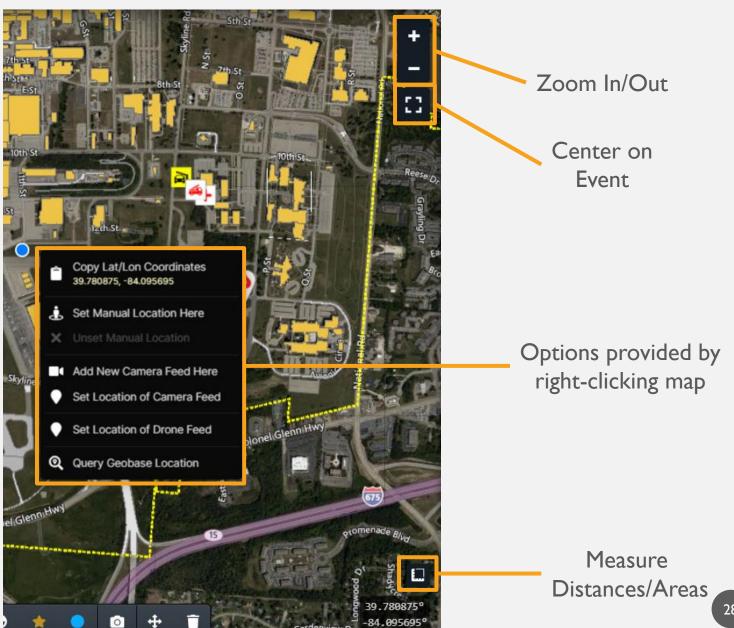




MAP CAPABILITIES



Map Capabilities

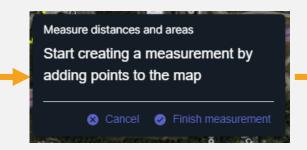




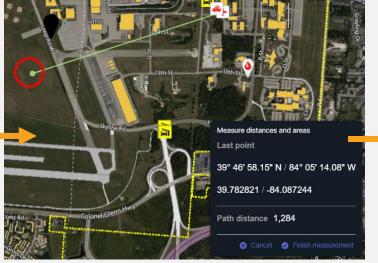
Measure Distances/Areas



Click the Measure Distances /Areas. Click "Create a new measurement".



Click on two points on the Map to get distance measurements or click several points to create a polygon and obtain the area.



Click "Finish measurement" or "Cancel".

Once a measurement is obtained, the distance or area may be centered on the map or deleted.

Linear measurement

1,284



COMMUNICATION

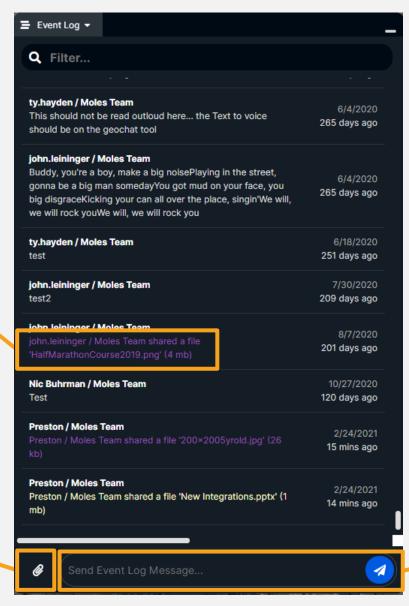


Event Log



Clicking an attachment will open it in a new browser window, or download the file

Attach a file

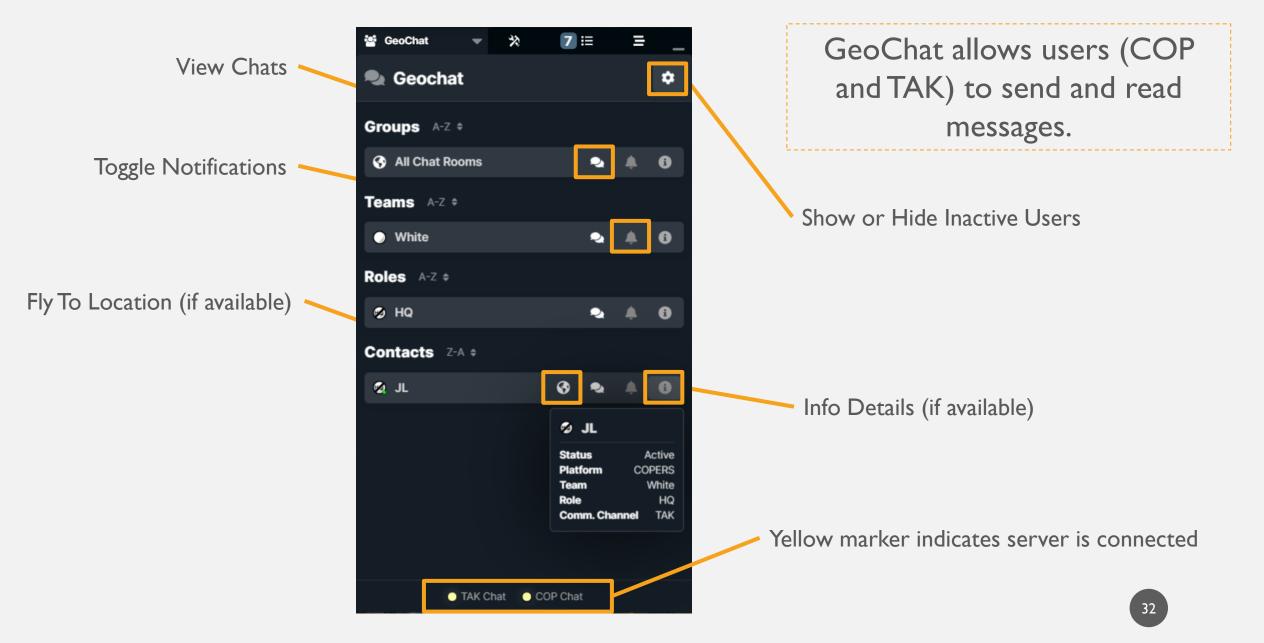


Event Log allows users to send messages or files with other users. Submitting a log or attaching a file will be shared with all other event users. This is a rolling log and not intended for interactive chat. Use GeoChat for that.

Enter text of log here



GeoChat



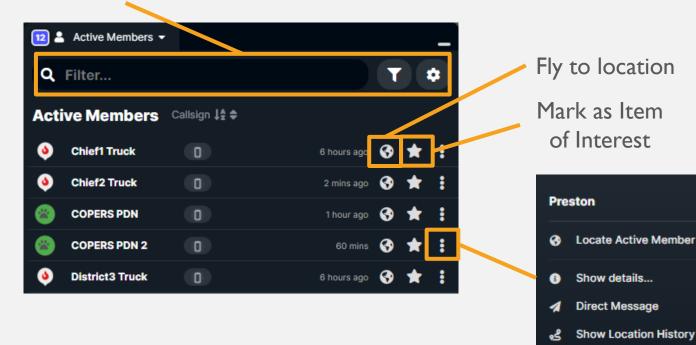


CURRENT SITUATION

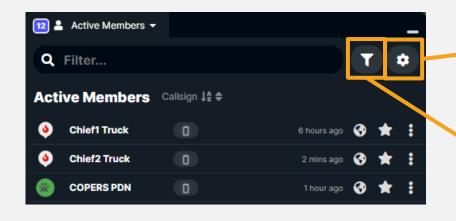


Active Members

Search

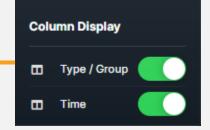


The Active Members Tool provides the capability to view users' callsigns, groups and icon, turn on GPS tracking, how long the member has been logged into the event, collapse or expand a member, locate a member on the map, or filter members by geofence(s).



Change columns displayed

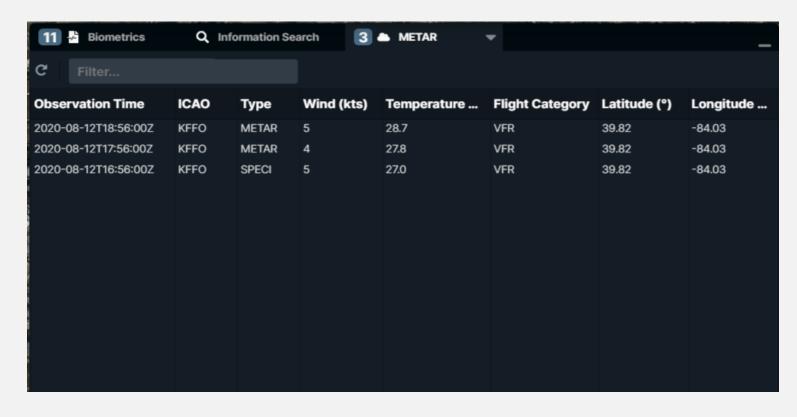
Follow item



Filter Active Members by Geofence



Meteorological Aerodrome Reports (METARs)

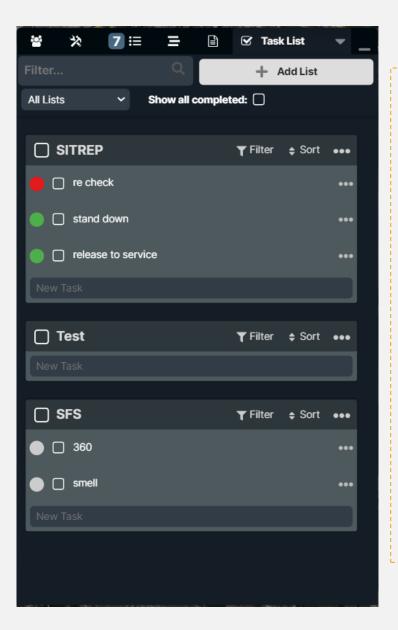


The METAR Tool Provides the current reports based on the event location.

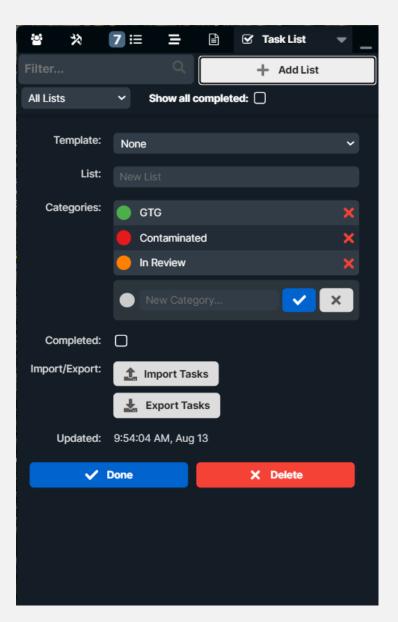
Source: aviationweather.gov



Task List

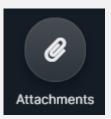


The Task List Tool provides and displays a color-coded task list. A single list may be displayed as well as a combination of all lists. Items may be checked on the list as complete and new tasks may be added by clicking and typing a new item. The list may also be sorted by completion.



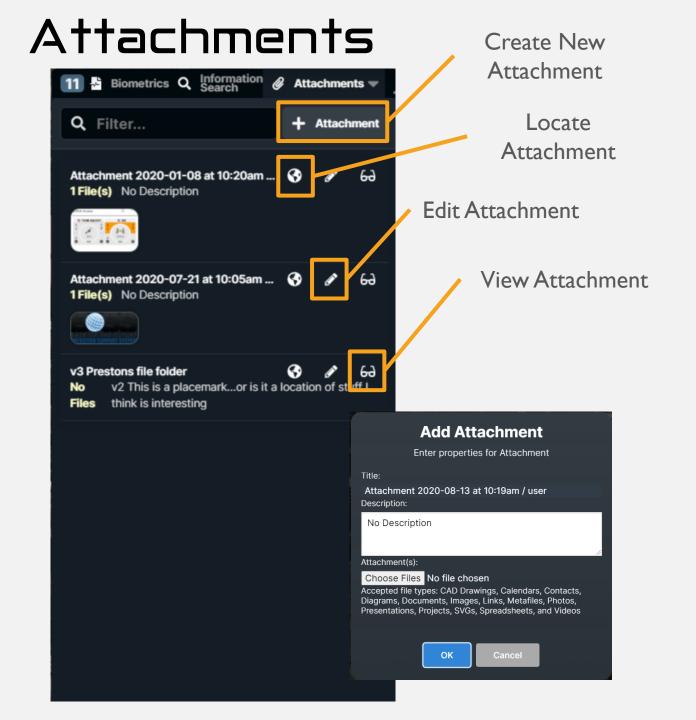
The option for adding a new list provides options such as the option of using a template, color coded categories, marking the list complete, and importing or exporting, tasks.





The Attachments Tool provides the capability to attach and manage files at a given placemark for the event. Placemarks may be added and existing placemarks may be modified or removed.

NOTE: Images added to Attachments are available to the Image Viewer tools





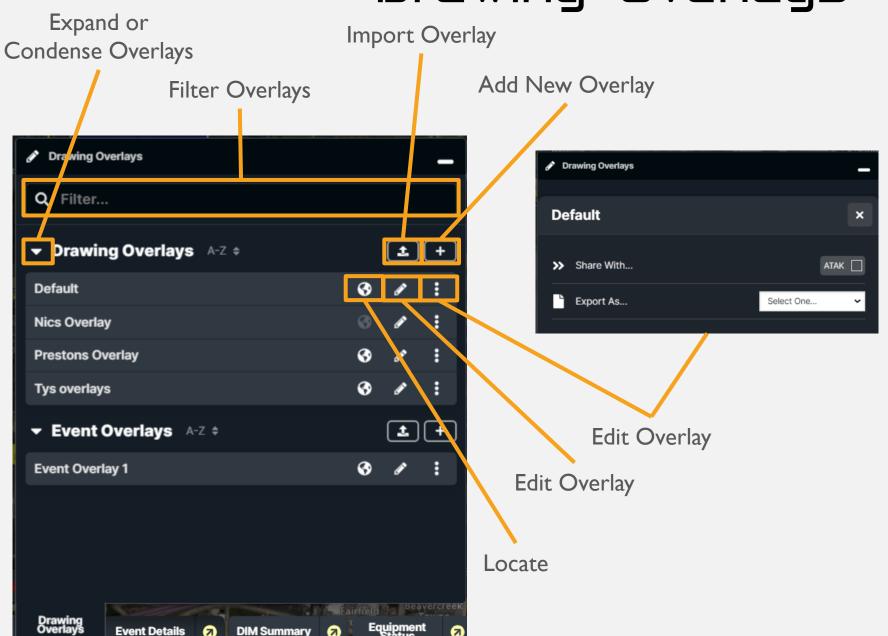
Attachments (cont'd)



Download as original or as ZIP File

O COPERS

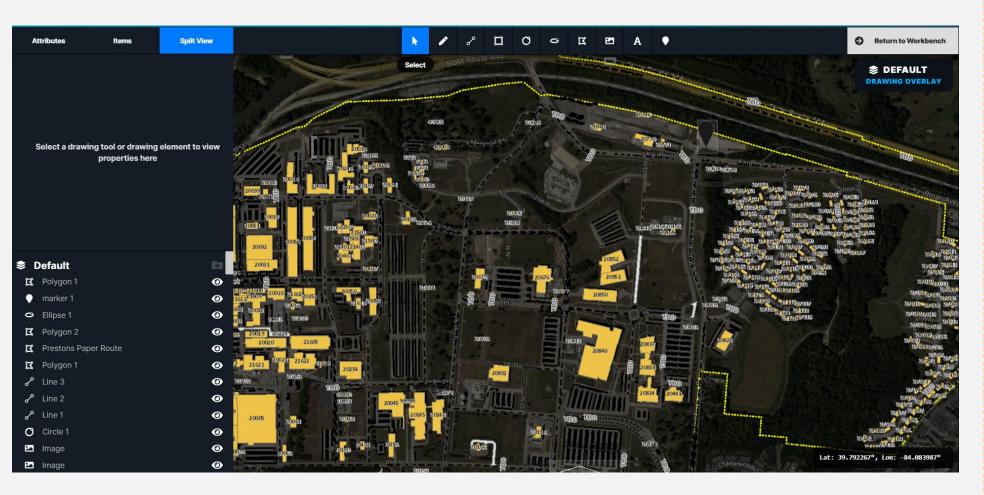
Drawing Overlays



The Drawing Overlays
Tool provides the ability
to draw and manage
overlay layers on top of
the map for this event.
Data in the list may be
reloaded, selected layers
may be edited, deleted, or
exported, and new layers
may be added or
imported.



Drawing Overlays -Edit

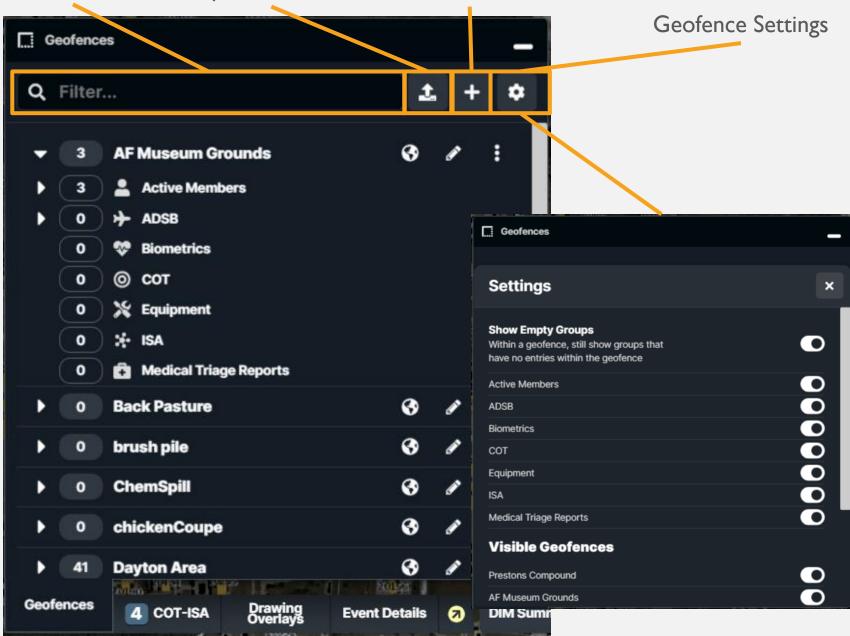


The Add option in the **Drawing Overlays Tool** provides the ability to create a layer with line drawing, polygon, rectangle, circle, place markers, and text. When the "Add" option is selected, name the layer and add any desired items to the map. After the desired changes are made to the layer, selecting "Done modifying drawing layer" completes the layer and adds it to the map.



Geofences

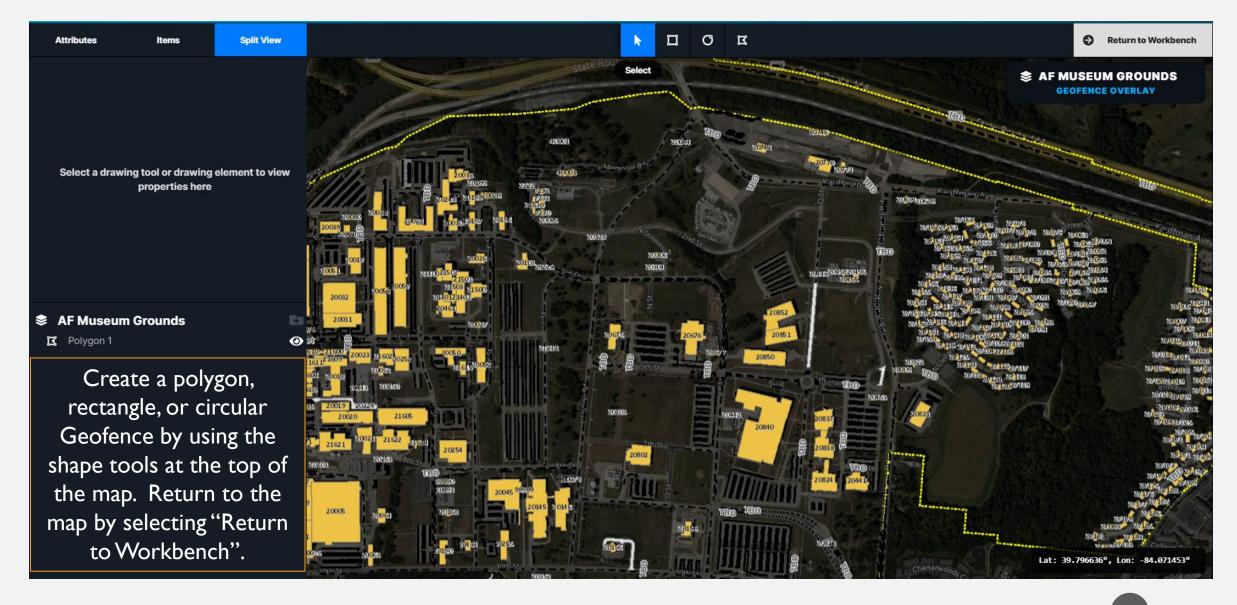
Filter Overlays Import Geofence Add New Geofence



Geofences provide the ability to create and manage Geofences. To add a new Geofence, click the "Add" button and provide a name for the Geofence. Geofences allow users to track items referenced by area. Items entering or exiting an area will provide alerts. Items may also be filtered by Geofence areas in most tools.

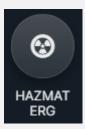


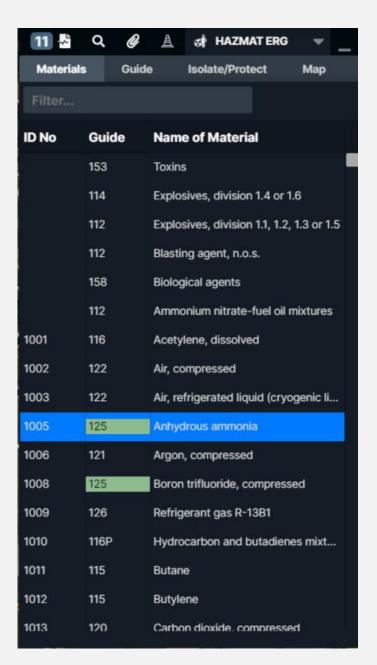
Geofences (cont'd)





HAZMAT ERG



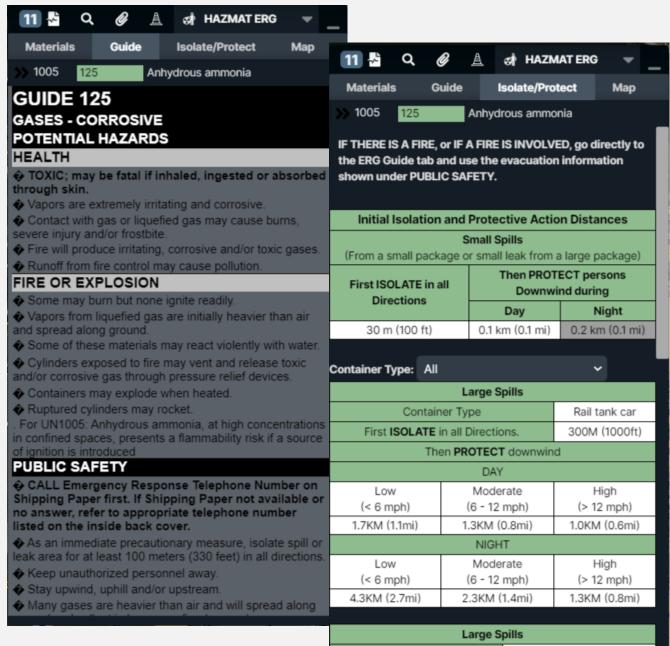


The HAZMAT ERG Tool
Provides access to the
HAZMAT emergency
response guide and toolset.
Users may select a material
for instructions and to identify
an incident on the map.



HAZMAT ERG

– Guide and Isolate and Protect



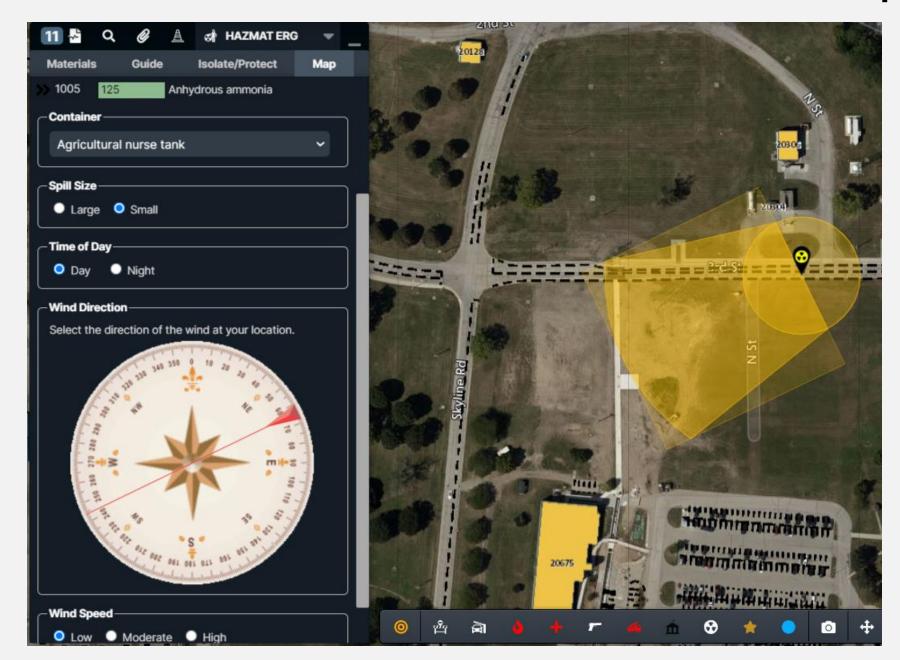
Container Type

Highway tank truck or trailer

If a selected material contains information in the Guide or Isolate/Protect section, those tabs may be selected to view the information.



HAZMAT ERG - Map



HAZMAT information may be easily added to the map by selecting the Map tab, entering a location, spill size, time of day, and wind direction. The current wind direction may be viewed in the Weather

Summary.

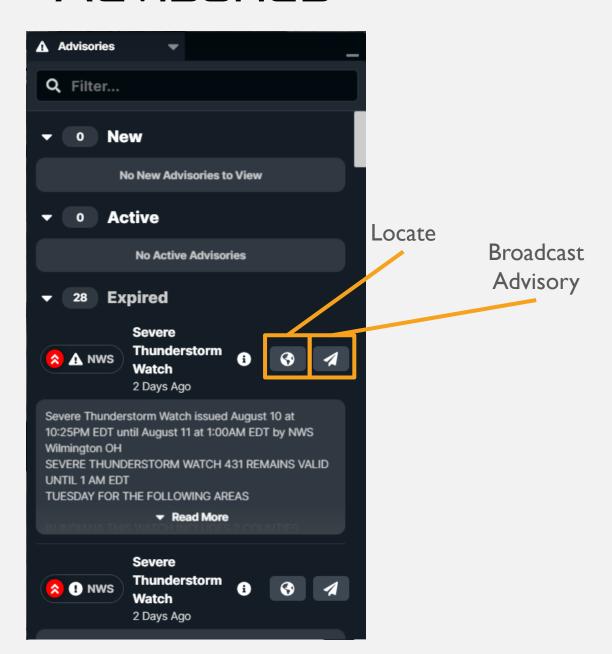


ADVISORIES



Advisors provide users with important notifications such as weather alerts. Details about the notifications may be viewed in more detail, located on the map, or broadcast in a message to other event users.

Advisories





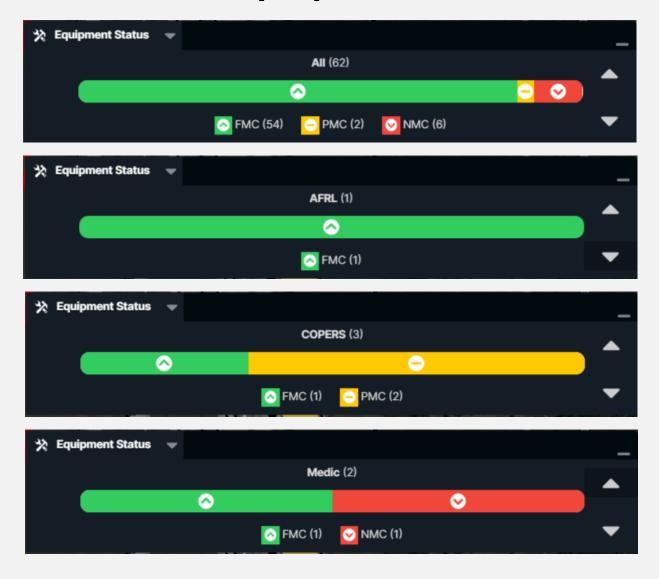
Equipment Response Roll-Up



Equipment Response Code information may also be viewed in the Equipment Response Code Rollup located at the bottom of the COP. This information is updated when information is updated in the Equipment Tab.



Equipment Status Roll-Up



Equipment Status Code information may also be viewed in the Equipment Status Code Rollup located at the bottom of the COP. This information is updated when information is updated in the Equipment Tab.



Summary Count*

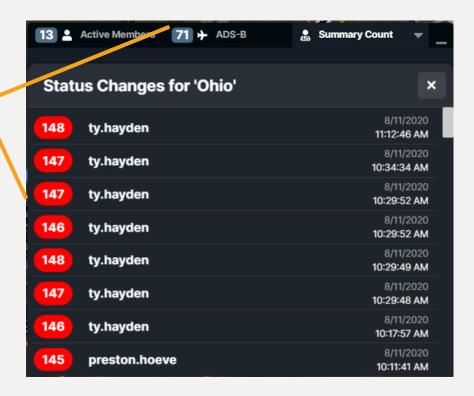
A summary tool can be setup (See Tool Templates in the Admin Training) to provide status counts for any topic desired. In the example below the topic is "Summary Count", The items are 'Cases', 'People', and 'Beds'. The attributes for 'Cases' are 'Ohio', 'Installation', and 'Hospital'. The color of the count is red/yellow/green and determined by the thresholds setup in the tool configuration.

Add or Subtract

The Summary Count
Tool allows users to
track case counts by
adding or subtracting
the number of cases,
statuses, hospital beds,
and other pertinent
information. Status
changes may be
viewed using the
Status Changes
button.

from Count Summary Count **▼** Cases Ohio 148 Installation Hospital **▼ People Status** Isolation Quarantined **Pending ▼ Hospital Beds (WPAFB)** Available - ICU 3 In Use - ICU 3

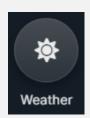
View Status Changes



^{*}This item is based on a tool template. The actual tool name may be different.



Weather Summary

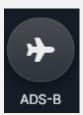


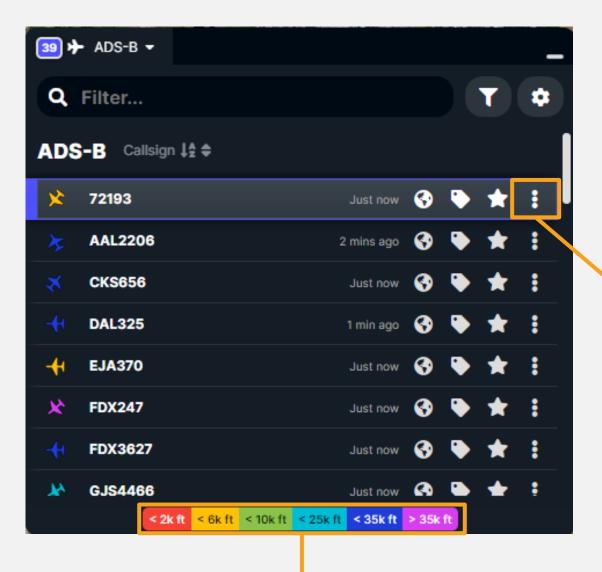


The Weather Summary displays the current weather situation and forecast for the event. The summary may be viewed at the bottom of the COP by selecting Weather from the drop-down menu. Users have the ability to click a link to select locations from the drop-down menu (if provided by an Administrative User) as well as select units.

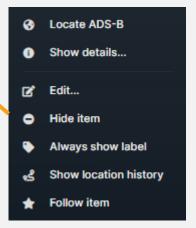


Automatic Dependent Surveillance-Broadcast (ADS-B)





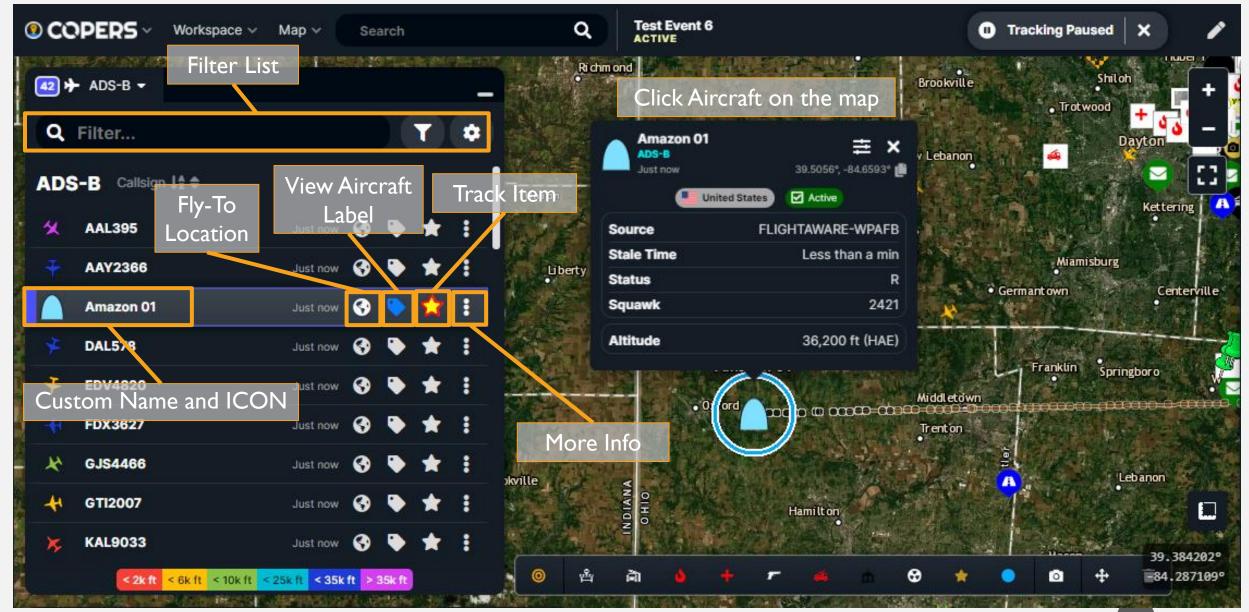
The tool displays current air traffic on the COP Map and in the ADS-B list. Traffic is reported respective to the event location.



Aircraft color is indicator of altitude

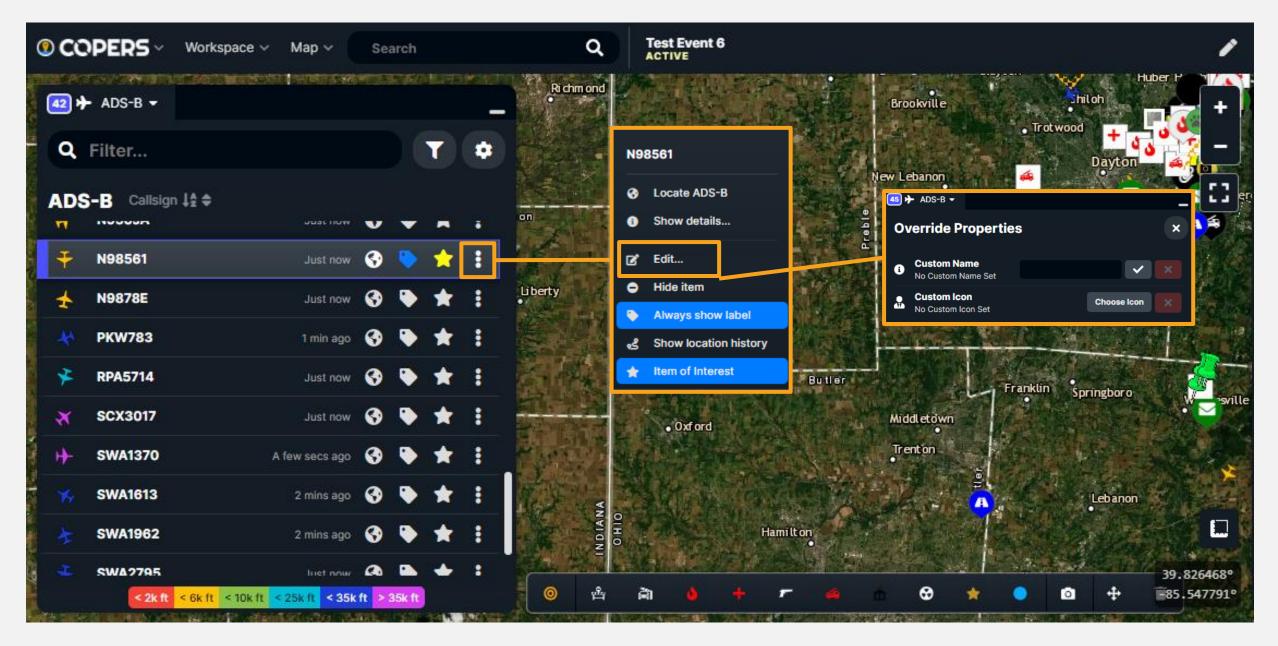


ADS-B Functions



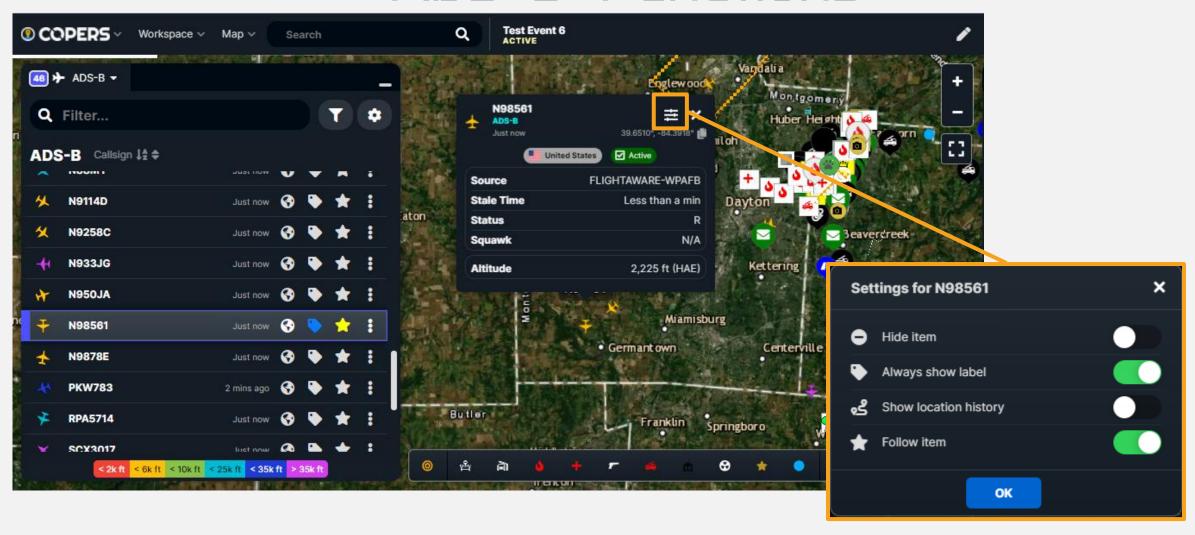


ADS-B Functions



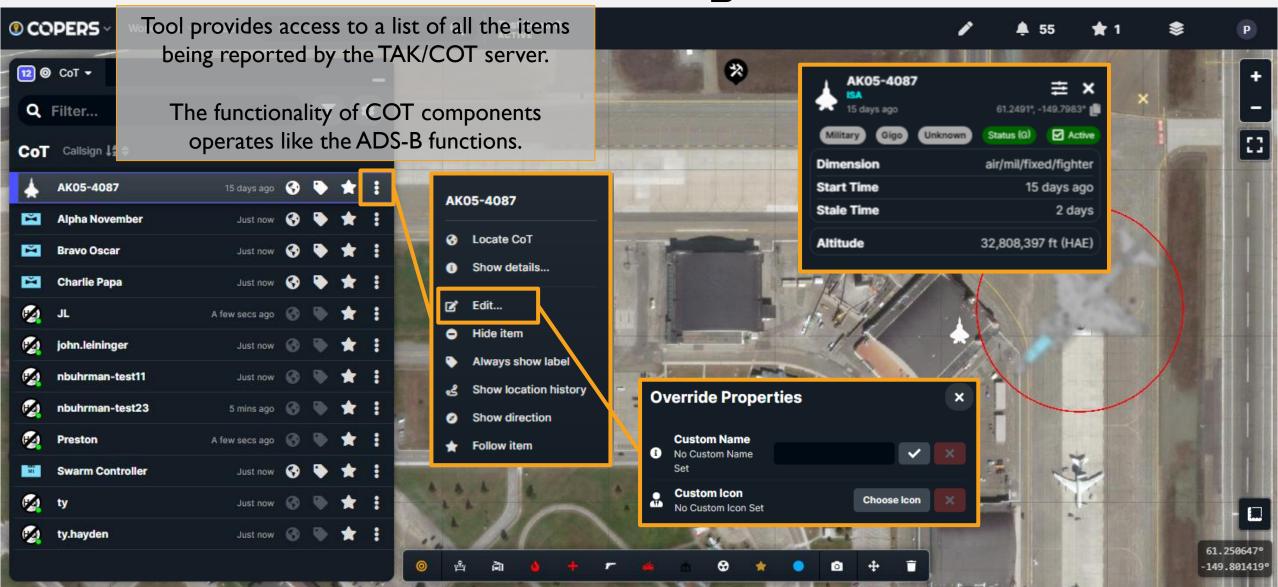


ADS-B Functions





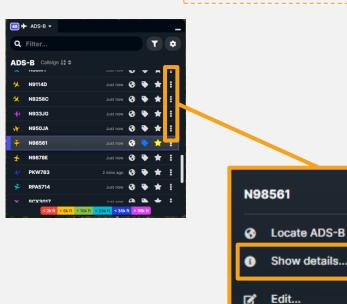
Cursor On Target (COT)





COT- Show details

The 'Show details' option provides access to details about the underlying data, including any measurables and they raw message

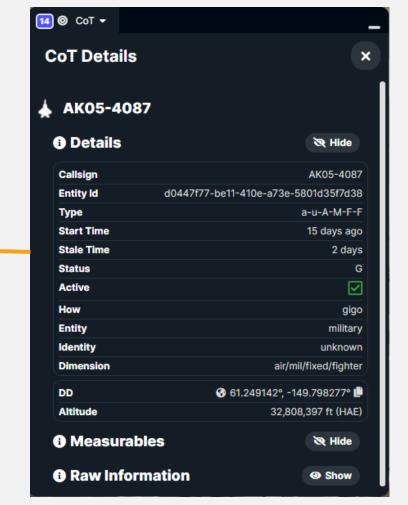


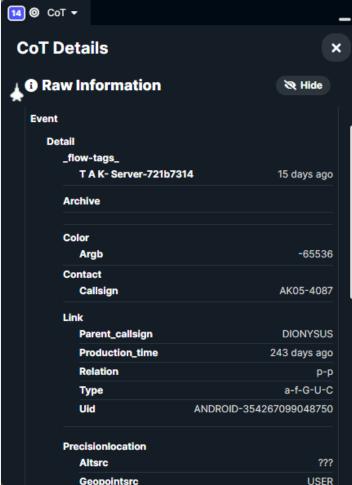
Hide item

Always show label

tem of Interest

Show location history



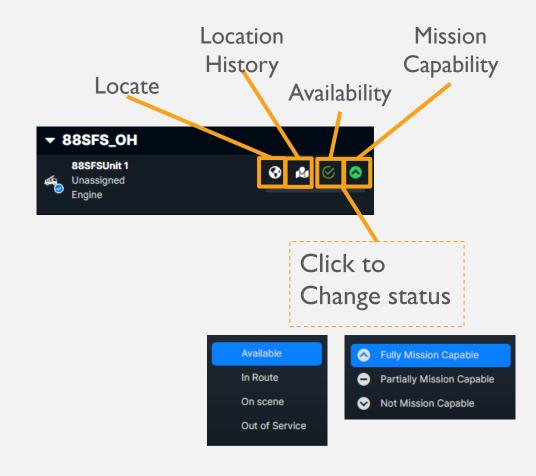




Equipment

Add new Display Search bar equipment **Options** ★ Equipment ▼ Q Filter... 0 Organization **▼ 88SI S_OH** 88SF SUnit 1 Unas igned Engin ▼ AFRL Building 620 ❸ № ⊗ SY Crash Truck ▼ Camp Roberts Fuel Depot 1 **1**€1 1€6 Fuel Tank Fuel Fuel De pot 2 Fuel Ta Fuel Fuel Depot 3 Fuel Tar Sort by Make Items View only invisible organization active or all or type

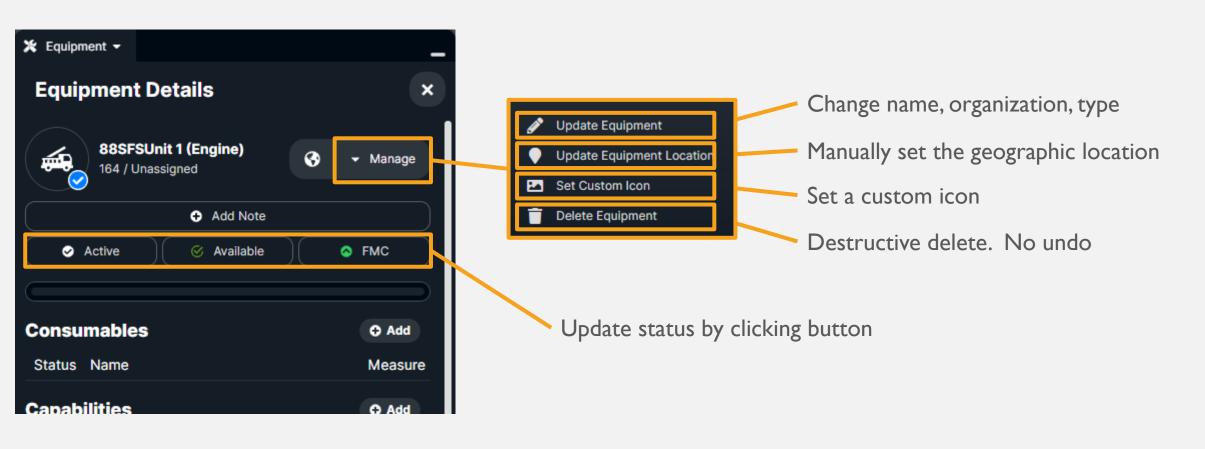
Any type of equipment, asset, or managed unit can be represented in the COPERS tool. While integrated sensors are not yet common, the user can manage all the aspects of status and location through the UI.





Equipment — Manage

Click on the row for a piece of equipment to change how and where equipment is represented on the map.

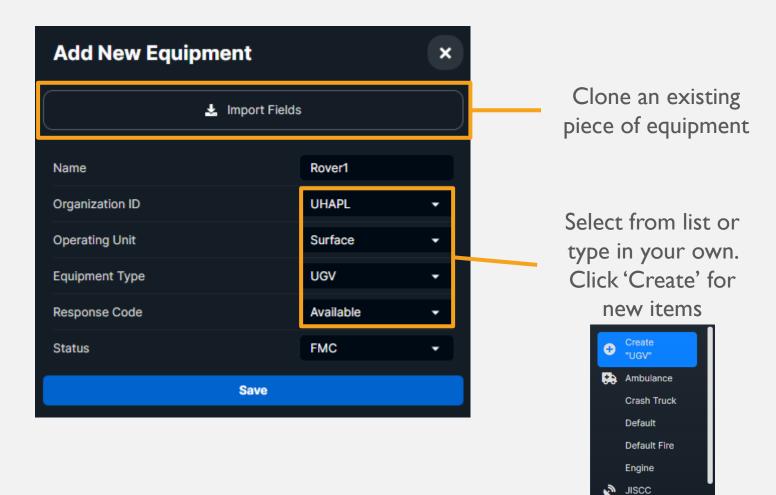




Equipment - Add New Equipment

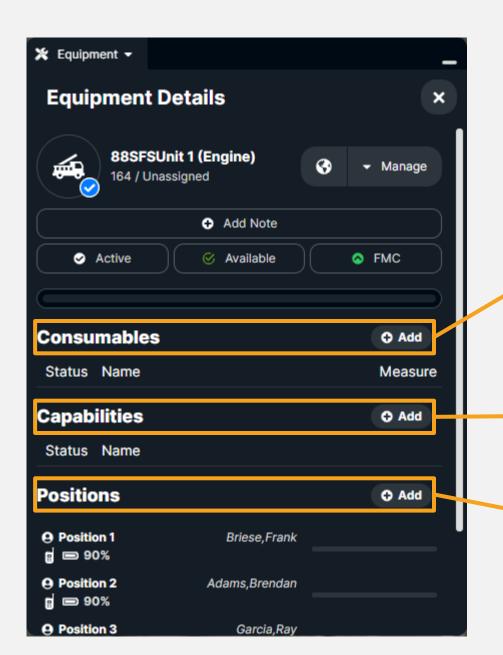


New equipment may be added by using the "Add" button and filling out all pertinent information in the form or by cloning previously used equipment.

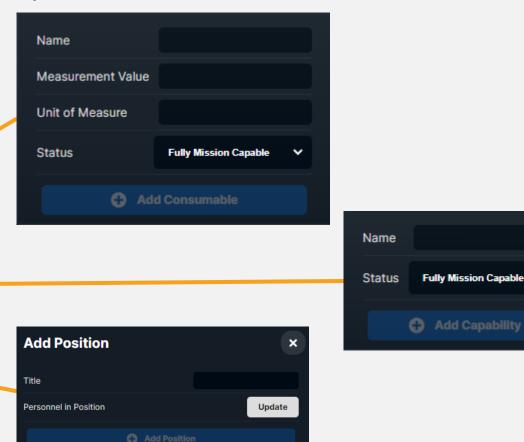




Equipment — Consumables and Capabilities



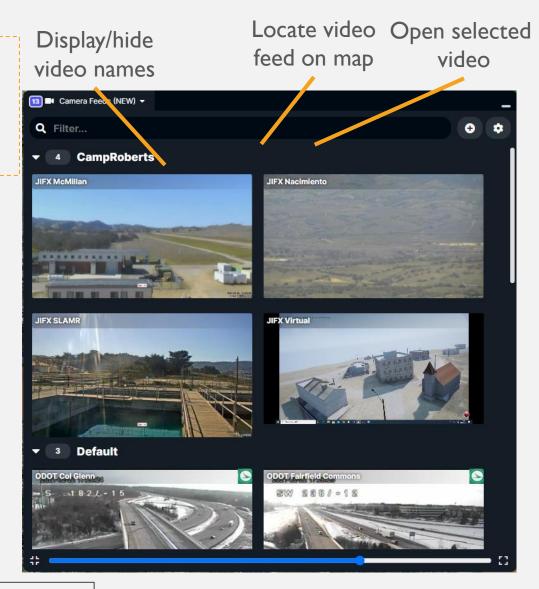
Each Asset can be given a list of status able consumables and capabilities. Positions can also be defined and managed for manned equipment. For Example: Battery as a consumable: Communication link as a capability.

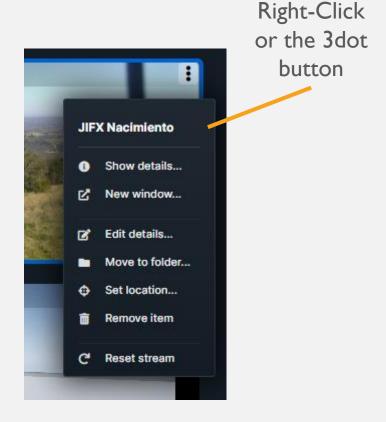




Stream Video Feeds (new)

Double-click video thumbnail to open in new window

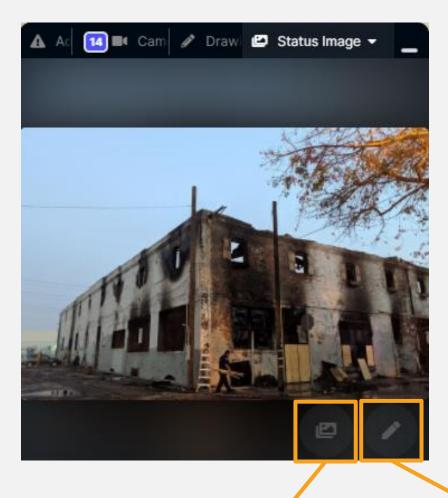




^{*}This item is based on a tool template. The actual tool name may be different.



Image Deck*

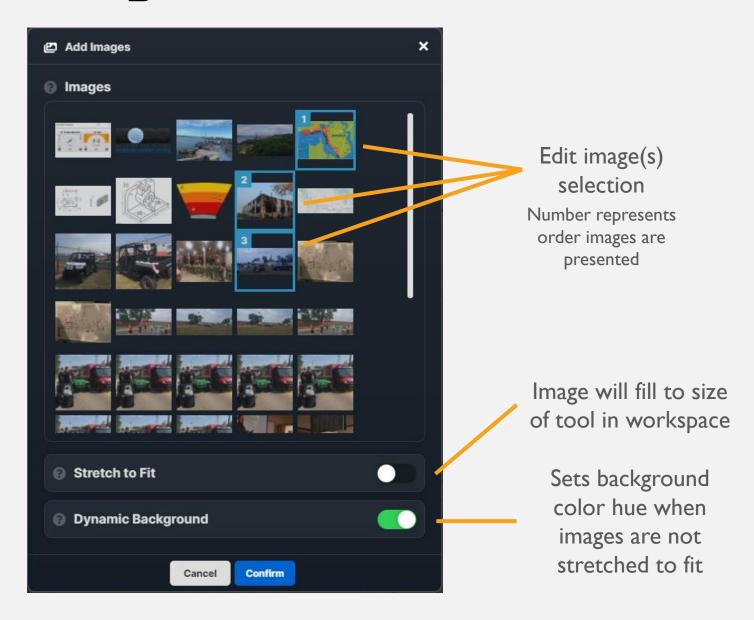


Change image displayed when more that one is selected

Edit image(s) selection



Image Viewer – Selection





- The following topics are covered in the COPERS (Event) Administrator document:
 - ☐ Event Settings
 - ☐ Reports
 - ☐ Enterprise View