T.I.D.E.

TETRA’s Intelligence Digital Ecosystem

TETRA Analyst User Guide

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1. Introduction

- **Welcome to the T.I.D.E. (TETRA's Intelligence Digital Ecosystem) Pilot Testing Event!** We greatly appreciate your time and feedback. This guide will help you get started and ensure you can effectively test our product.

2. What is T.I.D.E.?

- TETRA's Intelligence Digital Ecosystem (T.I.D.E.) is a cloud-based digital ecosystem hosted in the TETRA AWS Cloud environment, accessible from any DoD-connected computer. TIDE will leverage AI tools to provide a web-based interface for tracking and predicting threat intelligence to integrate into operational tests, inform future T&E investments, and identify T&E threat shortfalls. TIDE's digital ecosystem is scalable and designed to integrate multiple threat applications, including the Threat Systems Database (TSDB), T&E Threat Resource Gap Tracking, and more tools coming soon!
- T.I.D.E. is developed and tested in an unclassified environment and will be deployed to production on JWICS.

3. Getting Started

- **Go to the following URL to access TIDE**: tide.pti-zn.com
  - The entire test event can be completed using either NIPR or your personal laptop
  - **Credentials:** You have been provided your username and temporary password via email. You will be prompted to change your password upon your first login.
- If you have any trouble with the provided username or temporary password, please email: Hannah Wells at hannah.wells@peopletec.com.

4. Adding Feedback

Feedback:

- During testing, please report any noticeable issues or share suggestions to improve the product. Your feedback is essential in ensuring we deliver a successful product.
- You can add feedback on any page by using the feedback dropdown located in the navbar.
- The system will automatically capture your location on the page, so there's no need to specify.
- Note: To view your submitted feedback, go to the user profile dropdown and select 'User Feedback'.
- If you'd like to send a document with your feedback, please email it to hannah.wells@peopletec.com.

5. Key Features

Features Available Now:

- **Intelligence Documents**

    - Public Comments with Classification
    - Private Notes
    - View, Favorite, Share, Edit, Copy, Move, and Delete Intel Documents
    - View keywords on an intelligence document
- **AI PDF Summaries**
    - Generate PDF summaries with keywords and summarize the key points of the intelligence documents.
- **RFI Requests**
    - Send RFI requests to specific analysts
    - View pending/sent RFI requests
- **Message/Chat Board**
    - Group Chats
    - Group/Private chats will have a classification banner added
    - Clearance Check for all groups and private chats
- **Notifications**
    - Receive notifications for Intelligence:
        - When new intelligence is uploaded to the system
        - When intelligence has been uploaded with the user's interest tags
        - When an intelligence document has been shared with the user
    - Receive notifications for Messages/Chats
        - When a message has been sent in a chat.
        - When the user has been added to a chat.
    - Other notifications:
        - AOs will receive a notification when an analyst has responded to their RFI request.

Features Coming Soon:

- **Intel Trend Analysis**
    - Process and analyze large volumes of intelligence documents, extracting and visualizing key trends to facilitate comprehensive understanding and informed decision-making.
- **TETRA Chatbot**
    - The AI-powered chatbot allows users to interact through Q&A to receive comprehensive information on TIDE's intelligence database.
- **T&E Threat Gap Analysis**
    - The trend analysis dashboard displays the latest threats and the current availability of T&E threat resources for the test community.
- **Threat Systems Database**
    - A JWICS version of the threat systems database.

6. Testing Instructions & Outcomes

Landing Page:

- **Task 1**: The first box will direct you to the Intelligence page.

- **Task 2**: The second box will direct you to the Intel Trend Analysis page.
- **Task 3**: The third box will direct you to the RFI Request page.
- **Task 4**: The bottom left box will direct you to the TETRA Chat Bot page.
- **Task 5**: The bottom middle box will direct you to the T&E Threat Gap Analysis page.
- **Task 6**: The bottom right box will direct you to the Threat Systems Database page.

Profile Page / Adding Interest Tags:

Intro: Navigate to the profile dropdown menu and select 'Profile" to get started.

- **Task 1**: Your user profile will display with all your user information and details.
- **Task 2**: Click the blue 'Edit Profile" button.
- **Task 3**: Find the 'Interest Tags' select dropdown and add the following tags:
    - <Need to insert tags for AOs here from pre-loaded documents>

Intelligence Documents Page:

Intro: Go to the intelligence page and find the 'Intel Library' folder to get started. TETRA Analysts can upload documents, view added documents to custom made profiles, and generate AI summaries.

- **Task 1**: On one of the intelligence documents do the following actions:
    - Hover over the documents and observe the tooltips that show document controls, caveats, and interest tags.
    - Hover over the document title and observe the tooltip that shows the full document title.
    - Click the view (eye) icon and observe that it will direct you to the PDF document you selected.
    - Click the Favorite (star) icon and observe the toast on the right side of the screen that notifies you that your action is successful.
- **Task 2:** After seeing the toast, go to the 'Favorites' folder and observe that the document you favorited has populated to its respective folders.
- **Task 3:** Go back to the 'Intel Library' folder and click the 'Share' (purple arrow) icon on one of the intel documents and observe the share popup. Find the dropdown and for testing purposes, share the document to yourself or to another account in the system.
    - After sharing, you can perform the following actions:
        - Sharing to yourself: go to the 'Shares' folder and see the document you shared.
        - Sharing to another user will only let that person see or receive the document you shared.
- **Task 4:** Click the green 'Add Folder' button on the left side.
    - Observe the 'Add Folder' screen and add a personal folder.
    - After creating a folder, you will receive a message at the bottom that says: 'You have successfully created the folder.'
    - Go back to the intelligence page and find the created folder under 'My Folders'.

- **Task 5:** Go back to "Intel Library" folder and locate the ellipsis dropdown on one of the intelligence documents. You will see edit, copy, move, and delete actions.
- **Task 6:** Go back to the uploads folder and locate to the ellipsis dropdown again and click the 'Copy' icon.
    - Observe the 'Copy' popup and find the folder you created in the dropdown option. This will make a copy of this document to that folder.
    - After copying the document, find the folder you created and notice the document you copied has populated.
- **Task 7:** Repeat the same process but for the 'Move' option in the dropdown.
- **Task 8:** In the folder you created, locate the ellipsis dropdown, and click the 'Delete' icon. A 'Delete' confirmation popup will display. Click delete.
    - Notice that it removes the document from your folder.
- **Task 9:** Go to the 'Deleted Files' folder over 'My Folders' and observe the intel document you deleted from your created folder.
    - Note: you can do the same action in the Likes, Favorites, and Shares folders
    - Users cannot delete the original source document from the system unless they have the privilege to do so.

Upload Intelligence

- **Task 1:** On the intelligence main page, select the blue '+ Add Intelligence' button.
    - You have been provided a folder containing documents available for upload.
    - Using the Add Intelligence form, complete details and add each PDF document.
    - Once you are done adding documents, navigate back to the main intelligence page and verify your documents have been added to the 'Intel Database' folder.
    - All uploaded intelligence documents will populate in the 'Intel Database' Folder. This folder is only viewable to Analysts.
    - You will receive a notification when the documents have been uploaded as well as when the AI summary has been processed for that document.
- **Task 2:** Upload a duplicate intel document to ensure you receive an error message.
    - Try uploading a document you have already tried uploading to make sure you receive and error message that you have already uploaded that document.
- **Task 3:** Sharing a document to a specific user.
    - Upload another document, but this time specify a specific user in the system you want to share to.

View Intelligence Documents Modal:

Intro: Go to the intelligence page and find the uploads folder to get started.

- **Task 1**: Click the green view icon (eye) on any of your uploaded intel documents and observe the PDF modal.
- **Task 2**: Observe the classification banner at the top of the screen.
- **Task 3**: Observe the 'Public Comments' section and create a comment click '+ Add Comment'.

- **Task 4**: Observe the 'Private Notes' section and click in the box and write a note. Then click the 'Update Private Note' button.
    - Observe the 'Document Note Updated!' toast.
- **Task 5**: Observe the intel document 'Interest Tags' at the bottom of the left side. These are keywords from the document you are viewing.

AI PDF Summaries:

Intro: To access this feature, remain on the PDF modal screen and locate the green 'AI Summary' button. If the button is not clickable, the AI summary is still processing or not available.

- **Purpose of this functionality:** This feature creates a concise summary of intelligence documents, focusing on key points and essential keywords. For example, from a 20–30-page intelligence report, the AI extracts and presents the most vital information in a clear and brief format.
- **Task 1:** In the AI Summary PDF modal, observe the classification banner and the red label indicating, "This document has been generated by Artificial Intelligence."
- **Task 2:** Review the AI Summary and note that the keywords are identical to the "Interest Tags" labeled on the original intelligence document.
- **Task 3:** Click the green back button to return to the intelligence document, and then click the red close button to go back to your 'Interests' folder.

Intel Trend Analysis (Future Capability Coming Soon):

Intro: Locate the 'Intel Trend Analysis' page from the left side of the sidebar.

- **Task 1**: A popup will show that reads: 'This capability is under development and will be available in the near future" plus a description of this capability. Make sure to click 'dismiss' and it will direct you page to the main landing page.
- **Note:** This future is coming and will be implemented soon. This page is static and there's no functionality to it. The purpose of this capability is to process and analyze large volumes of intelligence documents, extracting and visualizing key trends to facilitate comprehensive understanding and informed decision-making.

T&E Threat Gap Analysis (Future Capability Coming Soon):

Intro: Click on the 'T&E Threat Gap Analysis' pages page from the left side of the sidebar.

- **Task 1**: A popup will show that reads: 'This capability is under development and will be available in the near future.' Make sure to click 'dismiss' and it will direct you page to the home/landing page.
- **Note:** This future is coming and will be implemented in the future. This page is static and there's no functionality to it. This capability is a trend analysis dashboard that displays the latest threats and the current availability of T&E threat resources for the test community.

RFI Requests Page:

Intro: On the left sidebar, click the ‘RFI Request’ tab.

- **Task 1**: Add a request by clicking the blue ‘Create RFI Request’ button.
- **Task 2**: Fill in all the required fields: subject, text for the request input box, due date, classification, and select an analyst from the dropdown to send the RFI to.
  - **Note**: All fields are mandatory, and the due date must be at least 7 days in the future.
- **Task 3**: Click the ‘Submit RFI Request’ button to send the request to the chosen analyst.
  - **Note**: The analyst will receive a notification once the request is sent.
- **Task 4**: Click the gray ‘Back to RFI Requests’ button.
- **Task 5**: You should see the RFI Request Board, where you can view all your pending and sent RFI requests along with their status.
- **Task 6**: Click the blue ‘Display button’ to view the detailed page of your RFI Request.
  - **Note**: You will receive a notification if an analyst makes any changes to your RFI request.
- **Task 7:** Click the blue ‘Back’ button to go back to the RFI Request Board.

Message/Chat Page:

Intro: Click on the ‘Chats’ tab on the left sidebar to get started.

- **Task 1**: Click on the blue ‘+ New Chat’ button, and a new page will display to create a group chat.
- **Task 2**: Add a group name and add a member(s), then click the blue ‘Create Group Chat’ button.
- **Task 3**: Once you have created the group chat, it will automatically open the newly created group chat.
- **Task 4**: Send a message to the chat. Notice the timestamp is added with the date.
  - Only members of the group can see the chat and send messages.
  - The group chats will have the classification banners and clearance checks.
  - There will be an implementation of notifications for the following:
    - When a message has been sent in a group or private chat.
    - When the user has been added to a group or private chat.
    - When an original source link of a document has been sent in a chat (future).
- **Task 5**: Locate the red trash button on the top right of the chat group. Then click it to delete the group chat. Make sure this action works properly. This should remove the group chat from your list on the side.
- **Task 6**: Repeat these steps above a few times to ensure it works properly.

Notifications:

Intro: Click on the ‘notifications’ tab on the side bar to get started.

- **Task 1**: The notification page shows all notifications within the system for the following:
  - When intelligence has been uploaded with the user's interest tags
  - When an AI summary is done processing for an intelligence document and ready to view
  - When an intelligence document has been shared with the user
  - When a comment has been added to a document (*future*)
  - Only TETRA Analysts will receive a notification when a user has requested access to the system.
  - Only TETRA Analysts will receive a notification when a RFI Requests has been sent.
- **Task 2**: Click on one of the notifications and a popup will display of all the details for that notification. Once it has been clicked it will unbold the notification and marked as red.
- **Task 3**: Delete notifications by clicking the 'select' boxes or the 'Select All' button, after you do that action then click the 'delete selected' button. This will delete the notifications.
- **Task 4**: Find the search bar and search for a notification of your choosing.
  - Example: If you want to see all notifications related to 'Chat' type that into the search bar and it will show only notifications related to Chat.

Thank you for participating in the testing of T.I.D.E. We appreciate your efforts and encourage you to explore the application as many times as necessary. Please feel free to share any feedback you may have. Your insights are invaluable and will be carefully considered for future improvements to ensure the success of this product.

7. Roles / Permissions:

- Action Officers
- TETRA Analysts

8. Reporting Issues

- Send any issues to Hannah Wells at hannah.wells@peopletec.com

9. FAQs

- **The app crashes on startup or during testing.** Try reloading the page or close the page and navigate back to the provided URL above.
- **Where do I add my feedback?** Locate the feedback dropdown box in the navigation bar at the top of the page. You don't need to specify which page you're on, as the system will automatically pinpoint your exact location.
  - If you would like to send a document via email instead of using the feedback button, please send it to hannah.wells@peopletec.com.

10. Contact Information

- **Support:** If you have any questions, contact Hannah Wells at hannah.wells@peopletec.com.
- **TETRA Points of Contact:**
    - Dr. Eric Demirjian, Government Lead, eric.demirjian@dodiis.mil
    - Lindsay Grissom, Contractor Lead, lindsay.grissom@peopletec.com

11. Privacy and Confidentiality

- **Data Handling:** Your data will be used exclusively for testing purposes and will remain confidential.
- **Confidentiality Agreement:** This system is only certified for Unclassified and CUI data. Please do not share any information regarding the beta version outside of the testing group.

12. Thank You

- Thank you for your time and valuable feedback. Your participation is essential to enhancing the efficiency and success of this product. We truly appreciate your support in making this event effective, especially for our DOT&E customer. As you continue exploring T.I.D.E., we encourage you to provide any further insights or feedback. Your contributions are invaluable and will be thoughtfully considered as we work on future improvements to ensure the success of this product. Thank you once again for your commitment!