MANUAL VERSION 1.0.0 (2/7/2022)

“Bounty Hunters CQ Tracker” Administration Dashboard Manual

A system for cadre to effectively push CQ information to soldiers.

SECTION I: OVERVIEW

“Bounty Hunters CQ Tracker” (BHCQT) is a web application that allows cadre to efficiently broadcast CQ shifts to their soldiers. The system is not meant to replace the current CQ system or to generate CQ rosters. BHCQT is built to work as an optional, accessible, real-time, electronic layer on top of the current system. This is opposed to the current system which relies solely on Excel spreadsheets, printouts and low-quality images of said spreadsheets. The system is able to extract CQ shifts from the “Comma-separated Values” (.csv) files that Excel exports and automatically push them to soldiers electronically. This enables any cadre member to easily import the CQ sheet into the system to update the electronic BHCQT roster.

The system consists of two web pages, the Soldier’s Dashboard and the Administrator’s Dashboard. The functions of the Administrator’s Dashboard are outlined in this document.

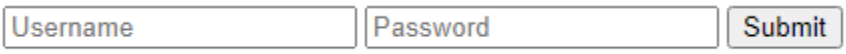
This web application is live and accessible at:

https://bravobountyhunters.club/

SECTION II: ACCESSING THE ADMINISTRATION DASHBOARD

The Administration Dashboard is accessible at: https://bravobountyhunters.club/admin

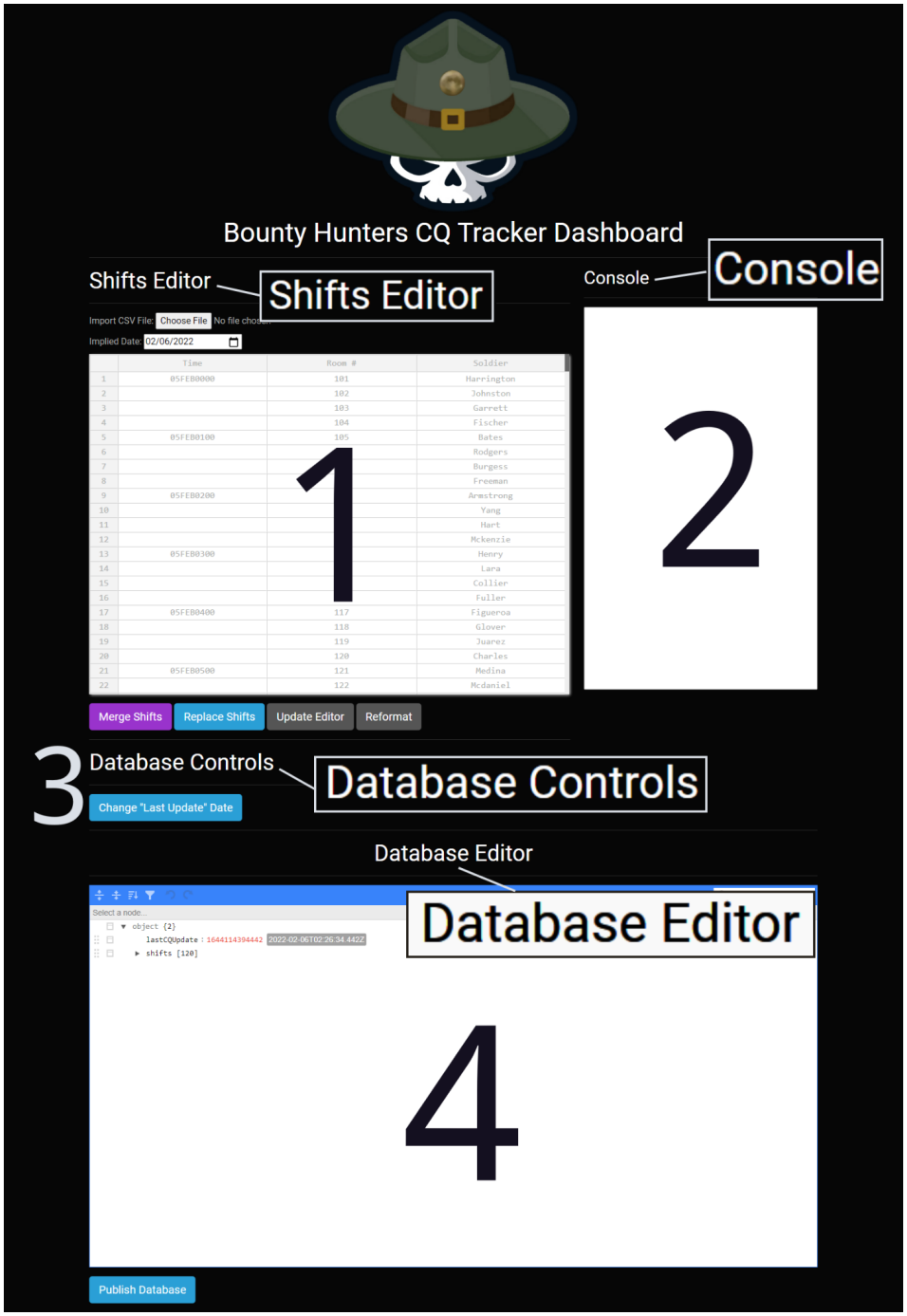
The dashboard is secured using username/password authentication. Common Access Card authentication is not yet available. Upon accessing the site for the first time, two input fields will appear:



To access the dashboard, enter a valid username and password pair that was granted by the Server Administrator. To obtain a username and password pair, contact the Server Administrator (korbin.k.deary.mil@mail.mil). Note: ONLY cadre members and the Server Administrator are allowed to possess a username/password pair and access the Administration Dashboard.

After entering your authentication information, click the “Submit” button. The page will redirect to the Administration Dashboard.

SECTION III: COMPONENTS OF THE ADMINISTRATION DASHBOARD



The Administration Dashboard contains tools to efficiently format and publish CQ information to soldiers. Some form inputs will display helpful information by hovering over them with the mouse cursor for a few seconds. The only button that will publish CQ changes to all soldiers is the “Publish Database” button. All other controls can only affect the local database. When the “Publish Database” button is clicked, the data inside the Database Editor (i.e. the Local Database) will be published to all soldiers in the Server Database.

1. **Shifts Editor**

The Shifts Editor enables the administrator to import, format and edit CQ shifts in an Excel-like interface. The Shifts Editor is NOT a reflection of the CQ Shifts currently in the Server Database. The Shifts Editor's purpose is to act as a "staging ground" to review shifts that are yet to be published.

To import CQ shifts from a file, simply export a CQ Sheet from Excel as a ".csv" file and click the "Choose File" button to select that file. The Shifts Editor should automatically populate with CQ shifts.

Cell data in the columns must be formatted specifically to be read by the system properly. Below are the formats for the cells:

- Time
  - CQ Time. If left empty, the closest time above the cell will be used.
  - DDMMMHHmm Format (03JAN0800)
- Room #
  - Barracks Room Number
  - Must be three digits long (000-999)
- Soldier
  - Name of the soldier on duty.
  - Must not exceed 20 characters.

In some cases, the time data imported into the editor may only contain the hour the shift occurs at and not the date (e.g. 0000-0100 format). In cases like these, the "Implied Date" input is useful. The Implied Date will be used whenever a date cannot be found for that shift.

After reviewing that the shifts have been imported into the editor correctly, the buttons below may be used.

- "Merge Shifts"
  - This action will merge the shifts present in the editor with the shifts present in the Server Database. Visual of the operation:

Local Database		
Time	**Room**	**Name**
05Feb0100	101	Harrington
	102	Johnston
05Feb0200	105	Bates
	106	Rodgers
05Feb0300	109	Armstrong
	110	Yang

Merge Operation --> [] <--

Shifts Editor		
Time	**Room**	**Name**
05Feb0100	108	Jerry
	102	Johnston
05Feb0400	105	Bates
	106	Rodgers

Database Output ---->

New Local Database		
Time	**Room**	**Name**
05Feb0100	108	Jerry
	102	Johnston
05Feb0200	105	Bates
	106	Rodgers
05Feb0300	109	Armstrong
	110	Yang
05Feb0400	105	Bates
	106	Rodgers

    - As you can see in the visual, the 0100 shift was overwritten by the shifts editor and the new 0400 shift was added.
- “Replace Shifts”
    - This action will remove all shifts present in the editor and replace them with the shifts in the editor. Visual of the operation:

Local Database		
Time	**Room**	**Name**
05Feb0100	101	Harrington
	102	Johnston
05Feb0200	105	Bates
	106	Rodgers
05Feb0300	109	Armstrong
	110	Yang

Replace Operation [] --> []

Shifts Editor		
Time	**Room**	**Name**
05Feb0100	108	Jerry
	102	Johnston
05Feb0400	105	Bates
	106	Rodgers

Database Output ---->

New Local Database		
Time	**Room**	**Name**
05Feb0100	108	Jerry
	102	Johnston
05Feb0400	105	Bates
	106	Rodgers

- “Update Editor”
    - This action removes all shifts from the Shifts Editor and replaces them with the shifts in the Local Database.
    - This is useful for editing shifts that are already present within the Database Editor.
- “Reformat”
    - This action formats each cell to standard:
        - Cells in the “Time” column are converted to the DDMMMHHmm.
        - Cells in the “Soldier” column are filtered to only contain alphabetical characters, commas, periods and spaces.

2. Console

The purpose of the Console is to show developer debug errors. If an error occurs within the software of the editor, it will be logged in the Console. In most cases, the Console provides little value to the administrator on its own.

If an error is logged to the console, contact the Server Administrator with the error itself and a short explanation of the action that was attempted.

3. Database Controls

The Database Controls section contains useful tools for automatically making changes within the database. At the moment, there is only one tool available.

- “Change “Last Update” Date”
    - This action changes the “Last Update” text on the Soldier’s Dashboard. Whenever a major change is pushed to soldiers, this action should be executed prior to publishing. For any minor changes such as typos, this action should not be executed.

CQ Table “Last Update” text on Soldier’s Dashboard

4. Database Editor

The Database Editor acts as the final review area before pushing. The editor is initialized with the data currently present in the database when the Administrator Dashboard first loads. The database uses the JavaScript Object Notation (.JSON) file format for storage of shifts. Knowledge of the JSON file format is not required, but is helpful. The user interface of the Database Editor is intuitive and allows administrators without JSON knowledge to still push changes effectively. Editing the data within the Database Editor only changes your Local Database. Changes are not published to soldiers until the “Publish Database” button is clicked.

The final step in publishing the changes you have made to your Local Database is clicking the “Publish Database” button. Clicking the button will publish the contents of the Database Editor to the server, which will make it readable by all soldiers.

Note: The Database Editor is not required to push CQ Shifts. The main workflow of publishing CQ shifts only requires using the Shifts Editor.

GLOSSARY

This glossary identifies and defines terms used in this manual.

Database - A structured set of data held in a computer, especially one that is accessible in various ways.

Local Database - The data inside the Database Editor. This database is not readable by all soldiers.

Server Database - The database that is hosted on the server. Data that is inside this database is readable by all soldiers.

Real-time - relating to a system in which input data is processed within milliseconds so that it is available virtually immediately as feedback, e.g., in a missile guidance or airline booking system.

Soldier's Dashboard - The front page of the web application that displays CQ information. Accessible by all soldiers.

Administrator - A user who has the ability to publish changes to the Server Database.

Server Administrator - The owner of the system and the server it is hosted on.

Email Contact: korbin.k.deary.mil@mail.mil

JSON - JavaScript Object Notation is an open standard file format and data interchange format that uses human-readable text to store and transmit data objects consisting of attribute–value pairs and arrays.