

# ENSAYO

*Administration & script creation*



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# Administration Panel

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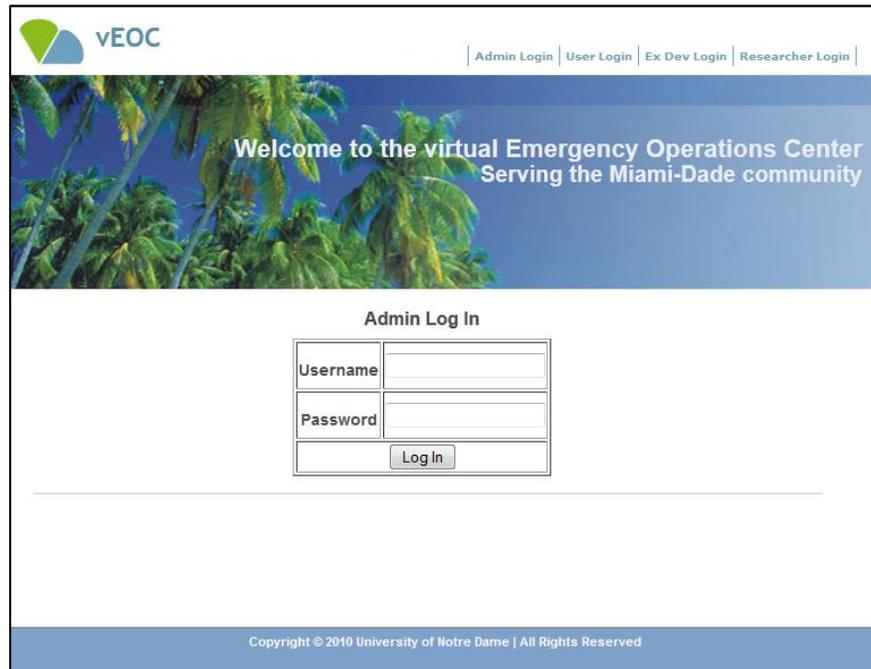
## In this section you will discover:

- ✓ How to access the administration panel
- ✓ The user management
- ✓ The exercise objectives master table management
- ✓ The injects master table management

## The administration panel

You can access the administration panel at the following URL:  
<https://www.simeoc.org/RegularLoginAdmin.php>

The login page is presented to you:



The screenshot shows the VEOC Admin Login page. At the top left is the VEOC logo. To the right are links for 'Admin Login', 'User Login', 'Ex Dev Login', and 'Researcher Login'. Below these is a banner with a palm tree background and the text 'Welcome to the virtual Emergency Operations Center Serving the Miami-Dade community'. The main content area is titled 'Admin Log In' and contains a form with 'Username' and 'Password' fields, and a 'Log In' button. At the bottom, there is a copyright notice: 'Copyright © 2010 University of Notre Dame | All Rights Reserved'.

Login with your information.



You need to have the Administrator role to be able to log in.

The Administration index is displayed.

**LOGOUT**

## Administration index

You are on the administration console homepage.

**Manage your users**

- Create, modify, delete users
- Change roles
- Reset/Change password
- [Access the users management...](#)

**Manage the exercise objectives master table**

- Create, modify, delete objectives
- [Access the objectives management...](#)

**Manage the injects master table**

- Create, modify, delete injects
- [Access the injects management...](#)

---

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From here, you can access the different categories allowing you to manage your users, the objectives and the injects.

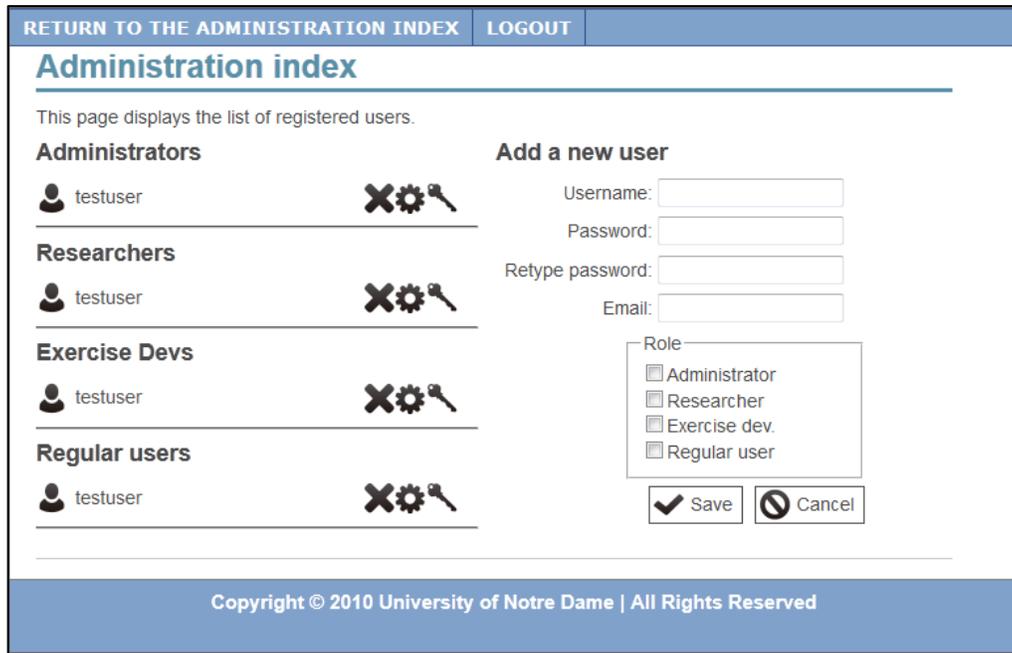
## Managing the users

The users are separated in four distinct roles. Below is displayed a table presenting which role can access which feature of the website.

	Administrator	Researcher	Exercise dev.	Regular
<b>Administration website</b>	✓	✗	✗	✗
<b>Trainee website</b>	✓	✓	✓	✓
<b>Exercise developer</b>	✓	✗	✓	✗
<b>Researcher console</b>	✓	✓	✗	✗

A user can have more than one role at the same time.

Displayed below is the user management index:

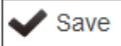


The screenshot shows a web interface titled "Administration index". At the top, there are links for "RETURN TO THE ADMINISTRATION INDEX" and "LOGOUT". Below the title, a message states: "This page displays the list of registered users." The interface is divided into two columns. The left column lists users grouped by role: Administrators, Researchers, Exercise Devs, and Regular users. Each group contains one user named "testuser" with a person icon and a gear icon. The right column is titled "Add a new user" and contains a form with the following fields: Username, Password, Retype password, and Email. Below these fields is a "Role" section with four checkboxes: Administrator, Researcher, Exercise dev., and Regular user. At the bottom of the form are "Save" and "Cancel" buttons. A footer at the bottom of the page reads: "Copyright © 2010 University of Notre Dame | All Rights Reserved".

This page is separated in two columns:

- In the left, you have a list of all the users of the website grouped by role.
- In the right, is displayed a form used to add or edit a user.

## Adding a new user

To add a new user, fill out the information in the form on the right. Then click on the  button.

## Editing an existing user

In the listing on the right, click on the edit button next to the user you want to edit:



It will populate the fields of the form on the right.

**Edition of : testuser**

Password:

Retype password:

Email:

Role

Administrator

Researcher

Exercise dev.

Regular user

Save     Cancel

Once you finished your modifications to the user, click on  Save



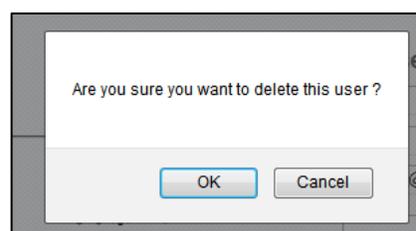
You cannot remove or make any changes to a user if it is the last administrator of the website.

## Deleting a user

In the listing on the right, click on the delete button next to the user you want to delete:



A confirmation will be asked and if you answer is positive; the user will be permanently deleted.





Once again, you cannot remove or make any changes to a user if it is the last administrator of the website.

## Managing the exercise objectives

Displayed below is the exercise objectives management index:

RETURN TO THE ADMINISTRATION INDEX
LOGOUT

### Objectives master table

This page displays the list of objectives.

**Master objectives table**

 Demonstrate the ability to gather data, run weather claculation/projection software and assess threat in response to a hurricane formation



 Demonstrate the ability to activate, staff, and operate the Operations, Planning and Logistics Sections of the Miami-Dade County Emergency Operations Center (EOC) in support of county response to a hurricane



 Demonstrate the ability to establish and maintain communications among all appropriate response locations and agencies during the to a hurricane



 Illustrate resource request protocols in support of response needs following a hurrican landfall



 Illustrate internal EOC COOP documentation/messaging protocols during

**Add a new objective**

Objective :

Save

Cancel

This page is separated in two sections:

- In the left, you have a list of all the objectives.
- In the right, is displayed a form used to add or edit an objective.



This interface is only used to manage the objectives contained in the master table. Not the objectives added to a script by the exercise developer.

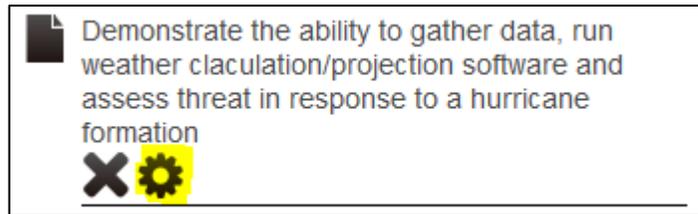
## Adding a new objective

Use the form on the right to add a new objective to the master table.

When you are done typing your objective, just click on  to submit it to the database.

## Modifying an existing objective

In the listing on the right, click on the edit button next to the user you want to edit:



It will populate the fields of the form on the right.

### Edit the selected objective

Objective :

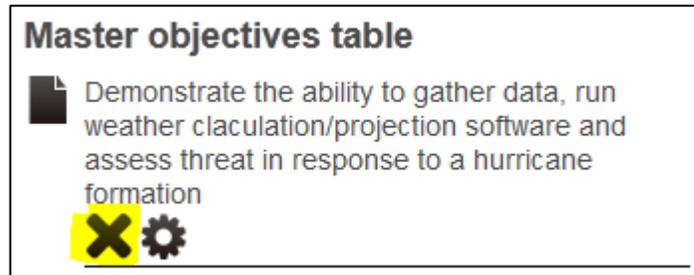
```
Demonstrate the ability to gather
data, run weather
claculation/projection software
and assess threat in response to
a hurricane formation
```

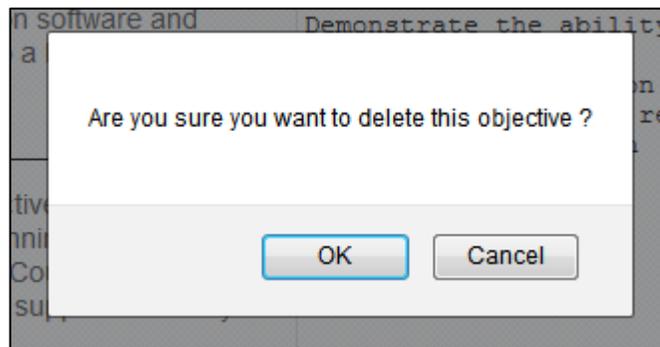
Once you finished your modifications to the user, click on .

## Deleting an objective

In the listing on the right, click on the delete button next to the objective you want to delete:



A confirmation will be asked and if you answer is positive; the objective will be permanently deleted.



## Managing the injects

Displayed below is the injects management.

You first have the form used to display/edit an inject. And below is the list of existing injects that you can edit or delete.



This interface is only used to manage the injects contained in the master table and not those added to a script by the exercise developer.

RETURN TO THE ADMINISTRATION INDEX
LOGOUT

### Objectives master table

This page displays the list of injects present in the master table.

**Add a new inject**

Receiving agency:

Sending Agency:

Comm medium:

Message type:

Message text:

Expected action:

---

#54	<i>Mission/Task</i>
From American Red Cross to Coast Guard on Cellphone	
Internet access is temporarily down...switch to COOP procedures for documentation.	
Expected action: None	✕ ⚙
#55	<i>Informational</i>
From Salvation Army to Special Needs Coordinator on Cellphone	
We are on backup generator power and the server. Also there is heavy traffic on the network which has stopped internetemail use Ewe are working on it. Will update as we resolve some things.	
Expected action: None	✕ ⚙

## Adding a new inject

Simply use the “Add a new Inject” form and click  to submit it to the database.

### Add a new inject

Receiving agency:

Sending Agency:

Comm medium:

Message type:

Message text:

Expected action:

## Editing an existing inject

In the list of injects, you can edit an inject when clicking on the edit button next to it:

#54	Mission/Task
From American Red Cross to Coast Guard on Cellphone	
Internet access is temporarily down...switch to COOP procedures for documentation.	
Expected action: None	 

It will then populate the form with the inject values allowing you to modify it:

**Edit the selected inject**

Receiving agency:

Sending Agency:

Comm medium:

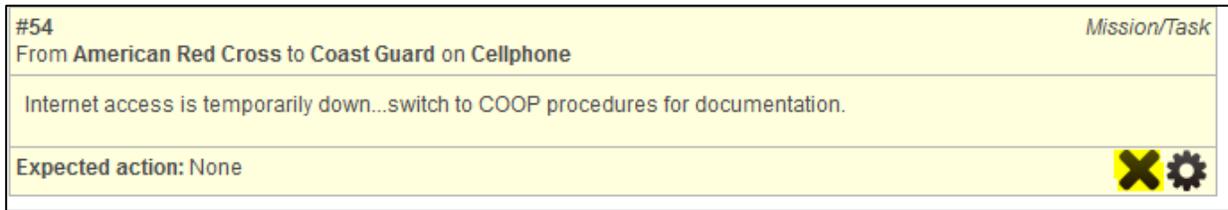
Message type:

Message text:

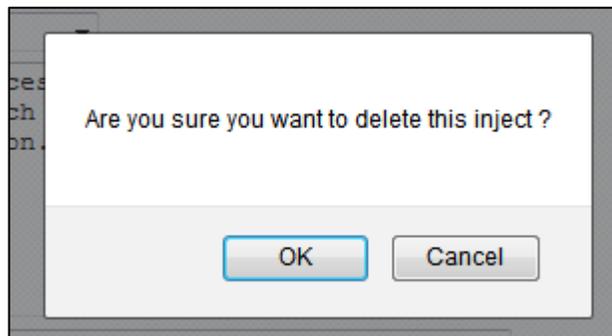
When you are done modifying it, simply click on  to save your modifications in the database.

## Deleting an inject

To delete an inject, click on the delete button next to it in the injects listing:



A confirmation will be asked and if you confirm, the inject will be removed from the master table.



# Script development

## In this section you will discover:

- ✓ The script developer
- ✓ How to manage injects
- ✓ Custom roles
- ✓ Upload injects
- ✓ Manage the initial statuses

## The Script developer



You can access the script developer panel when you are logged as an Exercise developer.

Once logged, choose the **Script developer** item in the Exercise developer console.

From the script developer, you can use the top menu to Open a script, delete a script or create a new script.

## Managing the scripts

### Deleting a script

Clicking this item let you chose a script to delete. Simply select the script you want to delete in the drop down menu and click on **Delete Script** to delete it:

### Script Developer

---

This is the place where individuals can come to edit various scripts for trainees.

Select the name of the script that you would like to delete:

testscript ▼

Delete Script

### Adding a new script

To add a new script, select **New Script** in the top menu. Enter the name of your new script and click on **Create Script** to add it to the database.

### Script Developer

---

This is the place where individuals can come to edit various scripts for trainees.

Script Name: My New Script

Create Script



It is advised to **not** use special characters in your script name like " ' ,etc...  
Try to use only letters, numbers, spaces and -

## Opening a script

Open a script allow you to manage injects and custom roles of this particular script. To do that, select **Open script** in the top menu. Select the script you want to edit in the drop-down menu then click on the **Open script** button.

### Script Developer

---

This is the place where individuals can come to edit various scripts for trainees.

## Script edition

After opening a script, you arrive at the index of the script edition. A list of injects is displayed and you have a top menu allowing you to access the different part of the script.

**Research metrics:**

Display the metrics

Do not display the metrics

You have the possibility to show/hide the research metrics in the injects. For this documentation we will display the research metrics.

VIEW INJECTS
VIEW CUSTOM ROLES
ADD INJECT
UPLOAD INJECTS
CLOSE SCRIPT

### Script Developer

---

This is the place where individuals can come to edit various scripts for trainees.

**Research metrics:**

Display the metrics

Do not display the metrics

#105 Time: 0001	<i>Task</i>
From American Red Cross to Coast Guard on Cellphone	
Test de message text	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Explain obj: 1    Expected action: Expected action text	
#91 Time: 0002	<i>Task</i>
From American Red Cross to Coast Guard on Cellphone	
Internet access is temporarily down...switch to COOP procedures for documentation.	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Explain obj: 1    Expected action: None	
#68 Time: 0006	<i>Task</i>
From Coast Guard to Coast Guard on FacetoFace	
TEST1	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Explain obj: 1    Expected action: 0	

## Updating an inject

Clicking on the update button near the inject you want to edit will open the edition form allowing you to make the modification you want.

#91 Time: 0002	<i>Task</i>
From American Red Cross to Coast Guard on Cellphone	
Internet access is temporarily down...switch to COOP procedures for documentation.	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Explain obj: 1	Expected action: None

## Deleting an inject

Deleting an inject is easy: you just have to click on the delete button next to the inject you want to remove.

#91 Time: 0002	<i>Task</i>
From American Red Cross to Coast Guard on Cellphone	
Internet access is temporarily down...switch to COOP procedures for documentation.	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Explain obj: 1	Expected action: None



Be carefull, no confirmation is asked before deleting the inject.

## Adding an inject

You have the possibility to add an inject selecting the **Add inject** top menu item. It opens a little sub-menu:

Select an option ▼
--------------------

This menu allows you two paths:

- **Create a new inject:** The inject will be created from scratch
- **Add from database:** You will start from an already existing inject (coming from the master table)

The only difference between these two options is that the form will be populated with the master inject values when selecting **Add form database** and the form will be completely empty when selecting **Create a new inject**.

#### Add an inject from database

After selecting **Add from database**, a list of available injects is displayed. These injects are templates stored in the master injects table. You have to enter the number of the inject you want to start from and then click on **Use this inject button**.

Enter the id of the inject that you would like to use :

<b>#54</b>	<i>Mission/Task</i>
From <b>American Red Cross to Coast Guard on Cellphone</b>	
Internet access is temporarily down...switch to COOP procedures for documentation.	
Expected action: None	
<b>#55</b>	<i>Informational</i>
From <b>Salvation Army to Special Needs Coordinator on Cellphone</b>	
We are on backup generator power and the server. Also there is heavy traffic on the network which has stopped internetemail use Ewe are working on it. Will update as we resolve some things.	
Expected action: None	
<b>#56</b>	<i>Resource Request</i>
From <b>Florida Power and Light to Florida Power and Light on Telephone</b>	
Power outage reported out to 60 of the county. Data show outage concentrated in east (including all downtown) south northeast MiamiDade. We have assessment crews staged at 7 locations countywide and about to deploy. Anticipate 1 week for most areas without power but working on it.	
Expected action: None	

On this example, the inject number #55 will be used to populate the field and serve as a foundation for a new inject.

#### Create a new inject

This option will display the form allowing the user to create a new inject.

## Using the form

A basic inject form is like this one :

### Add a new inject

Time:	<input type="text"/>
Receiving agency:	<input type="text" value="Choose one..."/>
Sending agency:	<input type="text" value="Choose one..."/>
Comm medium:	<input type="text" value="Choose one..."/>
Message Type:	<input type="text" value="Task"/>
Message text:	<input type="text"/>
Explain Objective:	<input type="text"/>
Expected action (text description):	<input type="text"/>
Component complexity:	<input type="text" value="5 High"/>
Task novelty:	<input type="text" value="5 High"/>
Task non-routineness:	<input type="text" value="5 High"/>
Task difficulty:	<input type="text" value="5 High"/>
Task significance:	<input type="text" value="5 High"/>
<a href="#">+ Add a research metric</a>	
<input type="button" value="Save"/>	



If you chose **Add from database** earlier, the form would be populated with some data coming from the master inject you selected.

The form contains two main parts:

- The inject related fields
- The research metrics (these metrics are not displayed if you choose **Do not display the metrics** in the **Research metrics** grey box at the top of each pages)

The inject fields are basic field used to create an inject like the time, the text...etc. We won't detail them here.

The inject form contain a validation system preventing you to enter wrong/incomplete data.

### Add a new inject

The **Time** field is mandatory.  
 The **Receiving agency** field is mandatory.  
 The **Sending agency** field is mandatory.  
 The **Comm medium** field is mandatory.  
 The **Message text** field is mandatory.  
 The **Expected action** field is mandatory.

Time:	<input type="text"/>
Receiving agency:	<input type="text" value="Choose one..."/>
Sending agency:	<input type="text" value="Choose one..."/>
Comm medium:	<input type="text" value="Choose one..."/>
Message Type:	<input type="text" value="Task"/>

## Research metrics

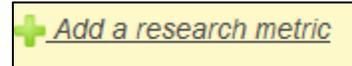
Let's focus on the research metrics. When you create an inject, you have the five default research metrics (you can remove them when editing an already created inject not during the creation).



The research metrics have the same usage wether you are adding or editing an inject. This usage will be demonstrated in the next pages.

<i>Component complexity:</i>	<input type="text" value="5 High"/>
<i>Task novelty:</i>	<input type="text" value="5 High"/>
<i>Task non-routineness:</i>	<input type="text" value="5 High"/>
<i>Task difficulty:</i>	<input type="text" value="5 High"/>
<i>Task significance:</i>	<input type="text" value="5 High"/>

You can add new research metrics to the current inject using the **Add a research metric** link.

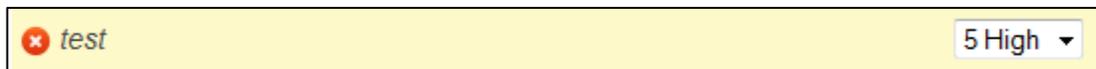


It will display a prompt asking you to provide a name:



The system will prevent you to have two research metric with the same name. Blank names also causes an error.

After giving a name, click OK and the research metric will be added to the inject currently added.



You can delete a metric using the little cross next to the name.

The modification you are doing on the metrics won't be saved to the database before you save the inject clicking on the **Save** button.

So if you were editing a previously created inject, the research metric modifications (add/remove/edit metrics) will be taken into account only when you save your modifications done to this index. Same as if you were adding an inject, the related research metric will only be saved when you add your inject to the database.

## Custom roles

Custom roles allow you to create new specialized roles for a given script. When you add a custom role in the script developer for a given script:

- You will be able to use this new role when creating injects
- The trainees will be able to play this new role

The custom roles management is accessible when you click on the **View custom roles** top menu item in the **Script developer**.

The screenshot shows a web interface for managing custom roles. At the top, there are three navigation tabs: 'VIEW INJECTS', 'VIEW CUSTOM ROLES' (which is active), and 'CLOSE SCRIPT'. Below the tabs, the page title is 'Custom roles'. A blue horizontal line separates the title from the main content. The main content area contains the following elements:

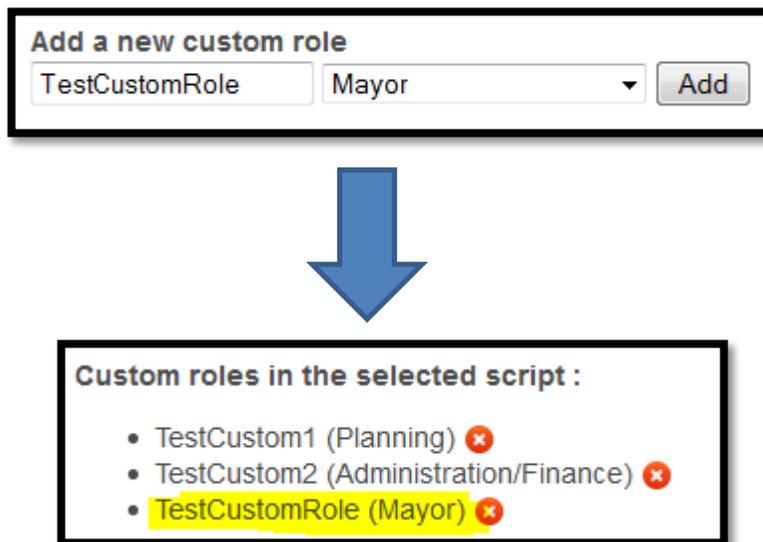
- A blue instruction: "This is the place where you can add custom roles for your script."
- A section header: "Custom roles in the selected script :"
- A list of existing roles:
  - TestCustom1 (Planning) with a red 'x' icon
  - TestCustom2 (Administration/Finance) with a red 'x' icon
- A section header: "Add a new custom role"
- A form for adding a new role, consisting of:
  - An empty text input field.
  - A dropdown menu currently showing 'Planning'.
  - An 'Add' button.

At the bottom of the interface, there is a blue footer bar with the text: "Copyright © 2010 University of Notre Dame | All Rights Reserved".

## Adding a custom role

Adding a custom role to your script just takes three easy steps:

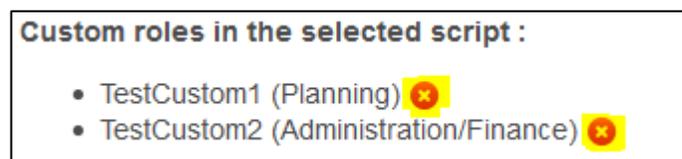
- First enter the name of the role in the textbox under **Add a new custom role**
- Then, choose an agency in the drop down menu
- To save it, click the **Add** button



You cannot choose a name already used or the name of a built-in role for your new custom role.

## Deleting a custom role

To delete a custom role, simply click on the cross icon next to the role you want to delete.





You cannot remove a role currently used in the injects of your script. You first need to delete all the injects using this custom role before being able to delete it. An error message will show up if the role is currently used:

This custom role is used in some injects. You have to edit or delete these injects to remove all references to this role before being able to delete it.

## Uploading injects

The interface provided is nice and easy to add injects but the Script developer also allow you to upload a XML file containing injects and custom roles.

You can access this upload features with the **Upload injects** top menu item in the **Script developer**.

[RETURN TO HOME](#)

### Injects uploader

This is the place where you can upload injects directly in the selected script.

Current script: **testscript**

#### Upload form

---

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## XML File structure

The program needs to receive a XML file structured like the following to be able to understand it.

First the doctype:

```
<?xml version="1.0" ?>
```

Then the root node

```
<massUpload>
```

Then you have the possibility to add custom roles:

```
<customRoles>
  <customRole agency="Planning">TestCustom1</customRole>
  <customRole agency="Planning">TestCustom1</customRole>
</customRoles>
```

As you see, all custom roles are declared in the `<customRoles />` node. A custom role is formatted like:

```
<customRole agency="Agency">Role name</customRole>
```

So if we take one line from our example:

```
<customRole agency="Planning">TestCustom1</customRole>
```

Then comes the injects. There are all contained in the `<injects />` node. Every inject is formatted like:

```
<inject time="10">
  <receivingAgency>ALL</receivingAgency>
  <sendingAgency>TestCustom1</sendingAgency>
  <commMedium>Radio</commMedium>
  <messageType>Info</messageType>
  <messageText>Test de message text1</messageText>
  <explanObj>3</explanObj>
  <expectedAction>Expected action text2</expectedAction>

  <researchMetrics>
    <researchMetric name="Component complexity">1</researchMetric>
    <researchMetric name="Task novelty">2</researchMetric>
    <researchMetric name="Task non-routineness">3</researchMetric>
    <researchMetric name="Task difficulty">4</researchMetric>
    <researchMetric name="Task significance">5</researchMetric>
    <researchMetric name="testCustom3">3</researchMetric>
    <researchMetric name="testCustom4">4</researchMetric>
  </researchMetrics>
</inject>
```

As you see, all the field of the inject are filled.

Each of the inject field is formatted like that (except for the time which is defined in the inject tag) :

```
<Field name>Field value</Field name>
```

For example for the communication medium:

```
<commMedium>Radio</commMedium>
```



You can use the custom roles that you defined earlier at the start of your XML file in the injects that you define now.

You can also add research metrics inside the `<researchMetrics />` node.

The research metrics are not mandatory. You can create injects without research metrics. Research metrics are defined like :

```
<researchMetric name="Metric name">Metric value</researchMetric>
```

So if we take one line from our example:

```
<researchMetric name="Task signifiante">4</researchMetric>
```

The value of a research metric has to be a number between 1 and 5.

Here is a complete example of XML file:

```
<?xml version="1.0" ?>
<massUpload>
  <customRoles>
    <customRole agency="Planning">TestCustom3</customRole>
    <customRole agency="Planning">TestCustom4</customRole>
  </customRoles>

  <injects>
    <inject time="5">
      <receivingAgency>ALL</receivingAgency>
      <sendingAgency>TestCustom3</sendingAgency>
      <commMedium>PDA</commMedium>
      <messageType>Task</messageType>
      <messageText>Test de message text2</messageText>
      <explanObj>1</explanObj>
      <expectedAction>Expected action text1</expectedAction>
    </inject>

    <inject time="10">
      <receivingAgency>ALL</receivingAgency>
      <sendingAgency>TestCustom4</sendingAgency>
      <commMedium>Radio</commMedium>
      <messageType>Info</messageType>
      <messageText>Test de message text1</messageText>
      <explanObj>3</explanObj>
      <expectedAction>Expected action text2</expectedAction>
    </inject>
  </injects>
</massUpload>
```

```

    <researchMetrics>
    <researchMetric name="Component complexity">1</researchMetric>
    <researchMetric name="Task novelty">2</researchMetric>|
    <researchMetric name="Task non-routineness">3</researchMetric>
    <researchMetric name="Task difficulty">4</researchMetric>
    <researchMetric name="Task significance">5</researchMetric>
    <researchMetric name="custom metric 1">3</researchMetric>
    <researchMetric name="custom metric 2">4</researchMetric>
    </researchMetrics>
  </inject>
</injects>
</massUpload>

```

When you upload the XML file, a preview is given for you to make sure that there isn't any error on your script.

Here is for example the output of a preview:

**Custom roles**

- **TestCustom1**  

This custom role name already exist in the script custom roles or regular roles table.

```
<customRole agency="Planning">TestCustom1</customRole>
```
- **TestCustom2**  

This custom role name already exist in the script custom roles or regular roles table.

```
<customRole agency="Administration/Finance">TestCustom2</customRole>
```
- **TestCustom3**  
  - A custom role name has to be provided.  
An agency name has to be provided.

```
<customRole/>
```

As you see errors are everywhere!

- The two first custom roles (**TestCustom1** and **TestCustom2**) already exist in the database.
- **TestCustom3** does not exist so it will be added.
- The last custom role is empty.



When the program detects errors in the XML, it displays the wrong line for easy debugging:

- **TestCustom1**

This custom role name already exist in the script custom roles or regular roles table.

```
<customRole agency="Planning">TestCustom1</customRole>
```

Then the injects are validated:

### Injects

Time: 0001	Task
From American Red Cross to Coast Guard on Cellphone	
Test de message text	
Explain obj: 1	Expected action: Expected action text

This inject will be added to the database

Time: 0000	From to on
Explain obj:	Expected action:
<b>Component complexity: 5</b> <b>Task novelty: 4</b> <b>Task non-routineness: 3</b> <b>Task difficulty: 2</b> <b>Task significance: 1</b> : 1 (Metric error: The name attribute is mandatory !) <b>testCustom1: 1</b> <b>testCustom2: 2</b>	

The time attribute has to be a positive integer.  
The receivingAgency has to exist in the database or in the custom roles associated with this script.  
The sendingAgency has to exist in the database or in the custom roles associated with this script.  
The commMedium is unknow (possible values : "FacetoFace", "Telephone", "Radio", "Cellphone", "PDA").  
The messageType is unknow (possible values : "Task", "Resource Request", "Info", "Info Request").  
The messageText is mandatory.  
The explainObj has to be a number and is mandatory.  
The expectedAction is mandatory.

```
<inject>
  <researchMetrics>
    <researchMetric name="Component complexity">5</researchMetric>
    <researchMetric name="Task novelty">4</researchMetric>
    <researchMetric name="Task non-routineness">3</researchMetric>
    <researchMetric name="Task difficulty">2</researchMetric>
    <researchMetric name="Task significance">1</researchMetric>
  </researchMetrics>
</inject>
```

Like you see here, the first inject will be added to the database.

The second one has a lot of issues that you need to correct in the XML.

When you are satisfied by the preview, you can click on the **Add to database** button to persist all the modifications:

*Clicking the button will add all the corrects injects and custom roles to the database.*



Even if your XML script has errors, all the valid data will be added to the database when clicking on the **Add to database** button.

## Initial statuses

The injects are a big part of the script development but let's review the initial status creation.

The initial status developer is accessible in the **Exercise dev. Console** when clicking on the **Initial status developer** item.

**CLOSE SCRIPT**

### Initial Status Developer

Edit the Initial Status Reports for the testscript script below:

**Report 1** ✖

**Initial status:**

Initial status test

**Report image**

Enter a new image only if you wish to change the current image (currently : None). You may only enter a .jpg file that is under 14MB

---

**Report 2** ✖

**Initial status:**

11231

## Creating an initial status

At first when a script has no initial statuses, here is what is displayed:

You have three possibilities:

- File a written report
- Upload a document
- Both!

For the first one, just type the text you want in the **Initial status** text area and then click on the **Save all** button to send it to the database.

**CLOSE SCRIPT**

## Initial Status Developer

Edit the Initial Status Reports for the testscript script below:

Your changes have been saved successfully.

**Report 1** ✖

Initial status:

My initial status !

Report image

Enter a new image only if you wish to change the current image (currently : None). You may only enter a .jpg file that is under 14MB

**File a new report**

Initial status:

Report image

Enter a new image only if you wish to change the current image (currently : None). You may only enter a .jpg file that is under 14MB

Save all the modifications :

Cancel the modifications :

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As you see, when you click on **Save all** your report is saved and you can add a new one in the **File new report** or modify an existing one.

## Initial statuses files

To upload a file, you can use the **Report image** section for a given report:

**Report image**

C:\Users\Ben\Desktop

Enter a new image only if you wish to change the current image (currently : None). You may only enter a .jpg file that is under 14MB



Despite the message, you can enter **every type** of documents. Like PDFs, zip file, etc.

Then click on the **Save all** button to send your file to the selected initial status.

You can of course do modifications on every report before saving. You don't have to do the modification on one report, then save, then modify another one, the save...

When a report has a file you can:

- Preview the file
- Remove the file

**Report 1** ✕

**Initial status:**

My initial status !

**Report image**

[Preview file](#) | [Remove file](#)

Enter a new image only if you wish to change the current image (currently : *html5\_poster.pdf*). You may only enter a .jpg file that is under 14MB

When you remove a file, you don't need to click on **Save all** to save this modification. The file is immediately removed when the **Remove file** link is clicked.

The file associated with the report has been deleted successfully.

**Report 1** ✕

**Initial status:**

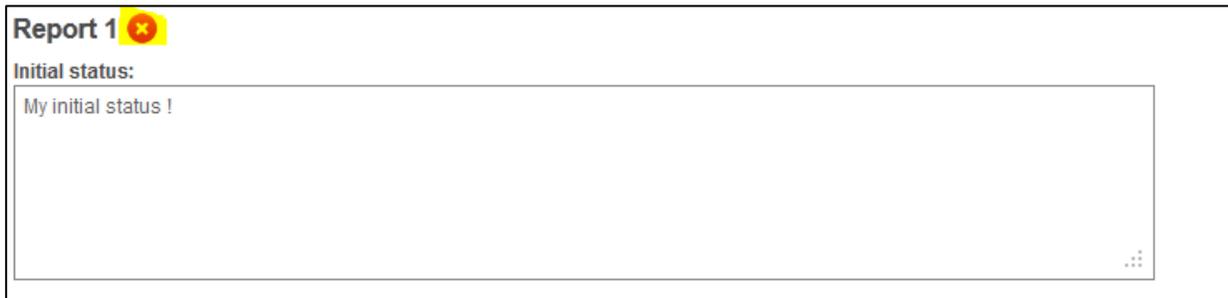
My initial status !

**Report image**

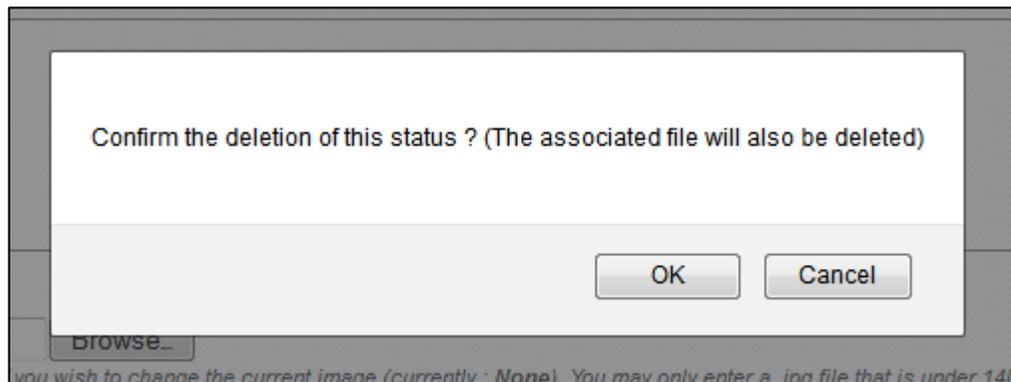
Enter a new image only if you wish to change the current image (currently : *None*). You may only enter a .jpg file that is under 14MB

## Deleting a report

To delete a report, simply click on the delete icon near the report.



A confirmation is asked:



Then if you confirm, the report will immediately be deleted:



You don't have to click on the **Save all** button when a report is deleted.