

DCIPS-FORWARD (DCIPS-CF) USER GUIDE

01 June 2012

Update



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Purpose

DCIPS-Forward (DCIPS-CF) User Guide.

The purpose of the Guide is to provide the how-to for DCIPS-CF.

Comments and suggestions to improve DCIPS-CF and the Guide are welcome and appreciated.

Please email your input to usarmy.knox.hrc.mbx.tagd-dcips@mail.mil

Specific casualty matters and policy question should be addressed with casualty headquarters.

Terminology: The term Casualty Assistance Officer (CAO) and Casualty Assistance Calls Officer (CACO), and Casualty Assistance Representative (CAR) are generally equivalent. For purposes of this guide, we will use the term CAO.

Trademarks: Microsoft, Windows, Microsoft Access, Microsoft Excel and Microsoft Outlook are registered trademarks of Microsoft Corporation in the United States and/or other countries.

THE NEW CURRENT VERSION IS DCIPS-CF 8.0.066 AS OF 5 January 2012

DCIPS-CF may be downloaded from AKO/DKO:
<https://www.us.army.mil/suite/kc/6566835>
or go to AKO: Files; Quick View Files ID 6566835

Prepared by:

DCIPS Program Management
U. S. Army Human Resource Command
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DoD Lead Component: the U. S. Army is the Department of Defense Lead component for the Defense Casualty Information Processing System (DCIPS).

Questions or suggestions may be sent to usarmy.knox.hrc.mbx.tagd-dcips@mail.mil

Release Notes

This version 8.0 of DCIPS-Forward (DCIPS-CF) is the replacement for all previous versions.

See [Database Maintenance](#) for how to transfer data to a new version. See page 25.

Prior versions are obsolete: 4.0, 3.4

Major Changes

Version 8.0.66 retains all previous changes and updates. Additionally this version addressed:

1. Hasty Report not updating on the Main Casualty Screen
2. Right Click in the text box to paste copied text.

Version Updates Recap:

8.0.62 corrected import errors for some systems; added back the .rsf attachment to automatically attach to email; added US Mission-Iraq to operations; default option to hide SSN to safeguard PII in transmission; added Notification and Chaplain in CAO Tab drop-down option

Format Output Box **NEW**

See the new checkbox titled '*Format output for previous versions*' located on the Casualty Main Listing next to the Email Content button. By default, the box is checked to ensure unhindered transmission of casualty reports between different DCIPS-CF versions. (e.g. 4.0 and 8.0)

By default, this box is unchecked resulting in a scrambled code at the bottom of the casualty message and no SSN in the text. The 'scramble' makes the data unreadable but does not meet the DoD encryption standards and therefore should not eliminate the proper use of PKI and care in transmission of sensitive data.

Casualty reports are FOR OFFICIAL USE ONLY (FOUO) and subject to authorized recipients via military only email address within casualty channels.

User Notes

The database script is contained in the body of the email message. Do NOT edit the body of the email message once generated after selecting the 'Email (Outlook)' or the 'Email Content' button.

Casualty Email Message

Only one casualty report can be sent per casualty email message. When using casualty report file attachments (i.e., .RSF or .TXT attachments), do not attach more than one file to an email casualty report. Similarly do not attempt to copy and paste more than one casualty report into the body of an email.

A casualty report may be saved either using the whole message as .txt or save the .rsf file and import into the desk-top DCIPS-CF application or into the DCIPS-CR and DCIPS-AL web applications.

Microsoft Outlook Settings

Correct sending of casualty reports using Microsoft Outlook email requires certain settings in Microsoft Outlook to be properly configured. See [How Do I Configure Microsoft Outlook](#) for details, page 47.

Editing Large Text Fields

Double click on the following fields and a large edit window will display to enter your text:

Double click on the following fields and a large edit window will display to enter your text:

- Circumstance
- Diagnosis
- Progress Remarks
- Cause of Death
- Remarks
- DG Remarks
- Award Remarks

*Spell Check Added for Large Text Fields

Double clicking on large text fields will invoke spell check.

Updates to DCIPS-Forward

Update versions of DCIPS-Forward and data element updates are available on the DCIPS web Portal or the AKO/DKO file location.

See the section on [Database Maintenance](#) (page 25) for how to move existing data to a new version of DCIPS-Forward.

Backups

IMPORTANT: Always make a backup copy of your DCIPS Forward MDB file before downloading data, downloading DCIPS-Forward updates, exporting, copying, etc. See the section on [Database Maintenance](#) for more information.

General Overview

DCIPS-Forward provides the field user with the capability to collect and report casualty data to a Service headquarters or other reporting unit. DCIPS-CF and DCIPS-CR are used exclusively for casualty reporting. DCIPS-AL is a phase 1 management tool used as a gateway to process the flow of casualty reports into DCIPS for Case Management. DCIPS-CM or Case Management is used to oversee and manage the casualty process from notification and assistance to the recovery of remains and final burial of a deceased Soldier.

DCIPS System Components

The DCIPS components discussed in this user's guide are explained in the following table.

System Descriptions	
DCIPS-Forward (DCIPS-CF)	DCIPS-CF is the stand alone casualty reporting tool used by units in the field to report casualty information to higher headquarters.
DCIPS Casualty Reporting (DCIPS-CR)	DCIPS-CR is the web based casualty reporting tool used by units and higher echelons to report casualty information.
DCIPS Autoload (DCIPS-AL)	DCIPS-AL is management tool to coordinate the processing and flow of casualty reports into DCIPS_CM
DCIPS Case Management (DCIPS-CM)	DCIPS-CM is used by the Service headquarters to manage casualty cases. DCIPS-CF and DCIPS-CR feed DCIPS CM with casualty information.

Getting Started

The Getting Started section explains general requirements and options for running DCIPS-Forward 8.0.

System Requirements

DCIPS Forward 8.0 requires the following for field users:

- Microsoft Windows XP or higher
- Display resolution set to 1024 x 768
- Microsoft Access 2003 or better
- Microsoft Outlook (or web-based military email system)

Configuring Microsoft Outlook

Microsoft Outlook may need to be configured to properly transmit casualty reports. The default settings in Outlook are normally correct. However, if the recipients of casualty reports indicate they cannot import the casualty reports into DCIPS Forward, check the Outlook settings.

See [How Do I Configure Microsoft Outlook](#) for detailed information.

Obtaining DCIPS Forward

DCIPS-Forward is available for download from:

- DCIPS web Portal on NIPRNET
- **AKO/DKO:** <https://www.us.army.mil/suite/kc/6566835>
- Each military Service will provide procedures for obtaining the latest copy.

Select 'SAVE' from the download pop-up. Save the 8.0 mdb file in a folder such as 'My Documents'. Create a shortcut to the Desktop, right click the file, select 'Send To', then 'Desktop' creating a shortcut.

CAUTION: Do not copy the DCIPS-Forward 8.0 MDB file to an existing DCIPS Forward folder. Always copy the file to a new location to ensure to not accidentally overlay existing data in a previous version.

Saving the 8.0 file in 'Trusted' folder location will eliminate the next step of having to enable macros. Contact your IT support for assistance with this process.

Enabling Macros



Each time you start DCIPS Forward you must enable macros. DCIPS Forward will not run unless you enable blocked expressions and/or enable macros. The “look-and-feel” of the messages is different between Microsoft Access 2003 and 2007. Read the sections below that pertain to the version of Microsoft Office you are using.

Microsoft Security Warnings

Microsoft Office 2003 Messages

“Security Warning: Unsafe expressions are not blocked”

Microsoft Office 2003 may generate the message in *Figure 1* when DCIPS-Forward 8.0 opens for the first time.

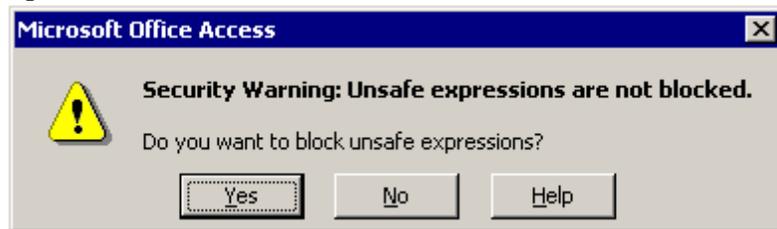


Figure 1: Unsafe Expressions Message

Warning. Select the “No” button on this message.

If you press the Yes button by mistake, Forward 8.0 or any other Microsoft Access application will be unable to run. **If this happens**, a system administrator must fix the Windows registry entry on your personal computer.

(See [How Do I Fix Sandbox Mode](#) for information on how to correct the problem.)

Microsoft Office 2003 Message - “Security Warning” part 2

Microsoft Office 2003 will generate the message in *Figure 2* every time DCIPS Forward 8.0 is opened. Press the **Open** button to continue working with DCIPS-Forward.

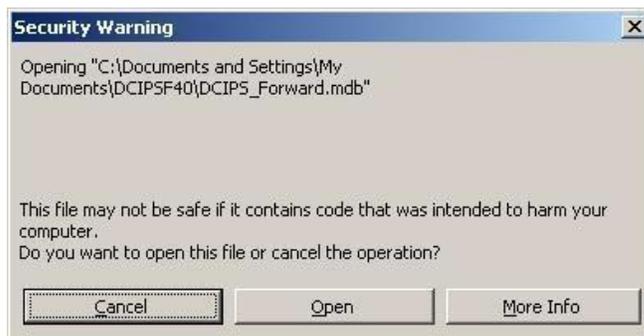


Figure 2: Security Warning

Microsoft Office 2007 Message ‘Security Warning’

Microsoft Access 2007 displays the Security Warning banner shown in Figure 3. Select the „Options” button on the Security Warning banner.

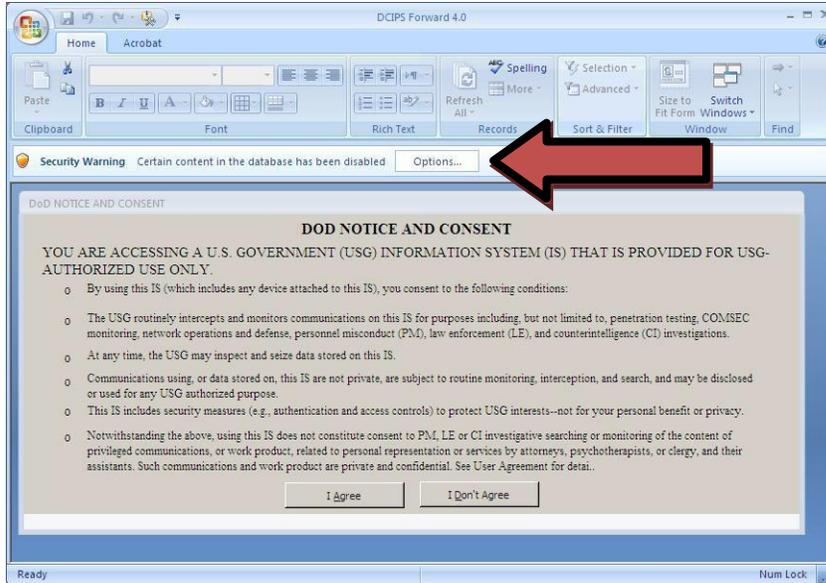


Figure 3: Security Warning Banner

Pressing the Options button will pop up another Microsoft Access 2007 „Security Alert” dialog box (Figure 4). Select the “Enable this content” radio button, press OK button.

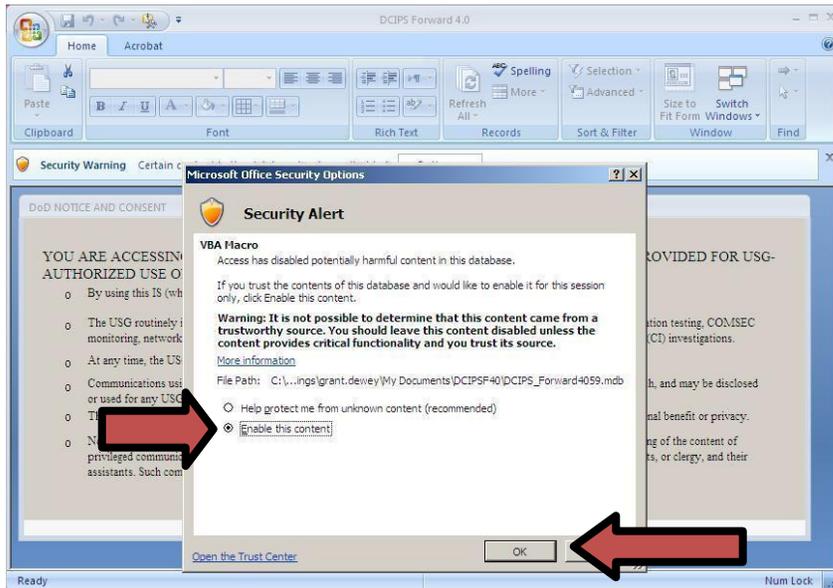


Figure 4: Security Alert - VBA Macro

DOD Notice and Consent Banner

Once macros have been enabled (2003 or 2007) select 'I Agree' on the *DOD Notice and Consent* banner which is required for all U.S. Government information systems. See (Figure 5).

DCIPS-CF 8.0 Main Menu screen will now display. (See Figure 5a)

Selecting 'I Don't Agree', will close the application.

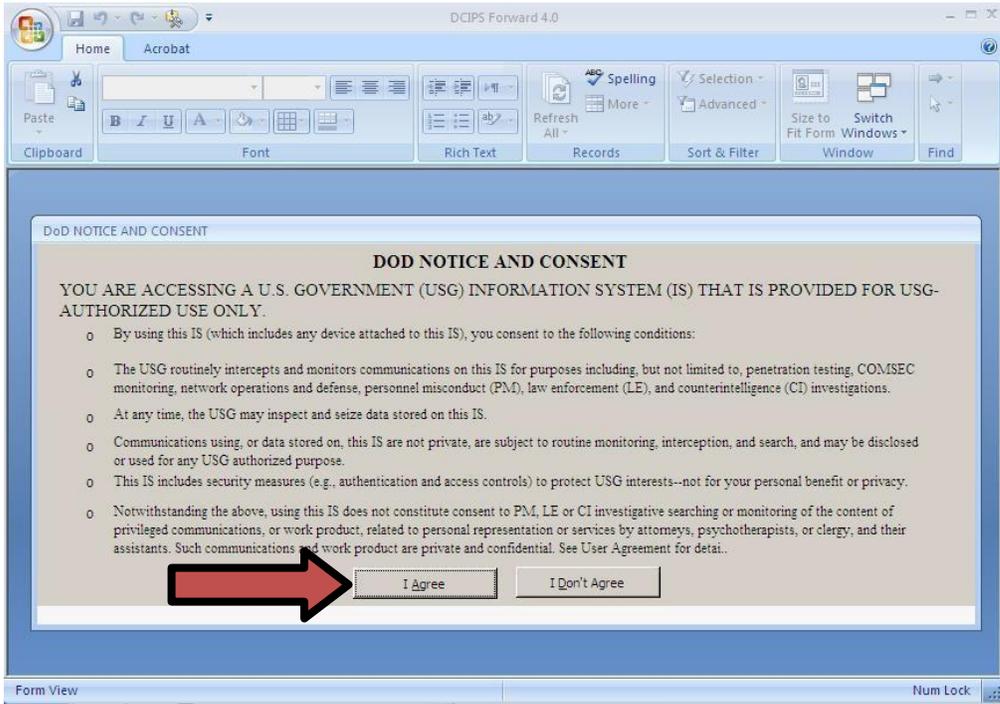


Figure 5: DOD Notice and Consent Banner

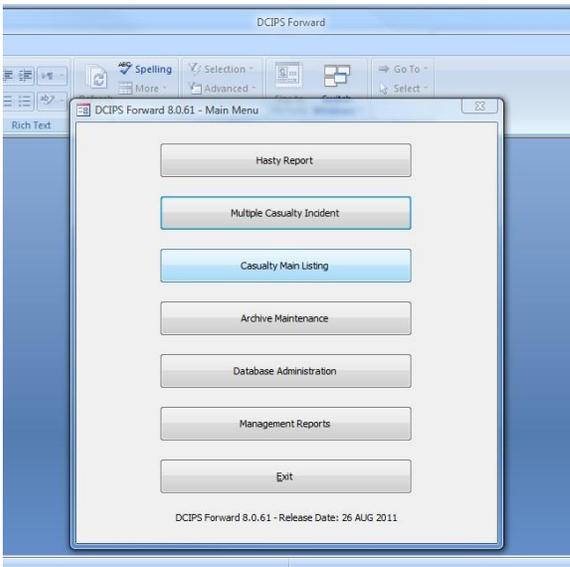


Figure 5a: Main Menu Screen

DCIPS-CF on a Shared Network Drive

Multiple users can simultaneously access DCIPS-CF when you put the DCIPS_Forward.MDB file on a shared network drive. Each user must select the the file on the share-drive from their own desk-top PC and create a short cut. Each user can then run DCIPS-CF from the same file location and update the same database.

CAUTION: Do not exceed five simultaneous users.

Record Lock errors may occur if two or more people are in the same record at the same time and attempt to make conflicting changes. When a conflict occurs a message will be displayed. Read the error message carefully to ensure the correct response.

When two or more people are in the same record at the same time and one person makes a change, the change will be reflected for each of the other users in that record.

WARNING

Do not copy the DCIPS-Forward.mdb file or use the Database Maintenance Main Menu option when there are other users working in the DCIPS_Forward.mdb file or you may corrupt the database.

Casualty Report Flow

Reporting Channels

Casualty reports flow through email or web based via channels in accordance with Casualty Headquarter designation. Combat Theater channels can be a combination of both Casualty HQs and Theater Command designation. Sending reports outside the designated flow could compromise the sensitive FOUO data being transmitted.

The most secure methods currently available is the web-based casualty system, however, access may not always be available. Use of the DCIPS-Forward (DCIPS-CF) is to be used in these cases.

Reporting Flow Diagram

Figure 6 below depicts the three basic ways a casualty report may be submitted to your Service headquarters' casualty office and DCIPS-CM.

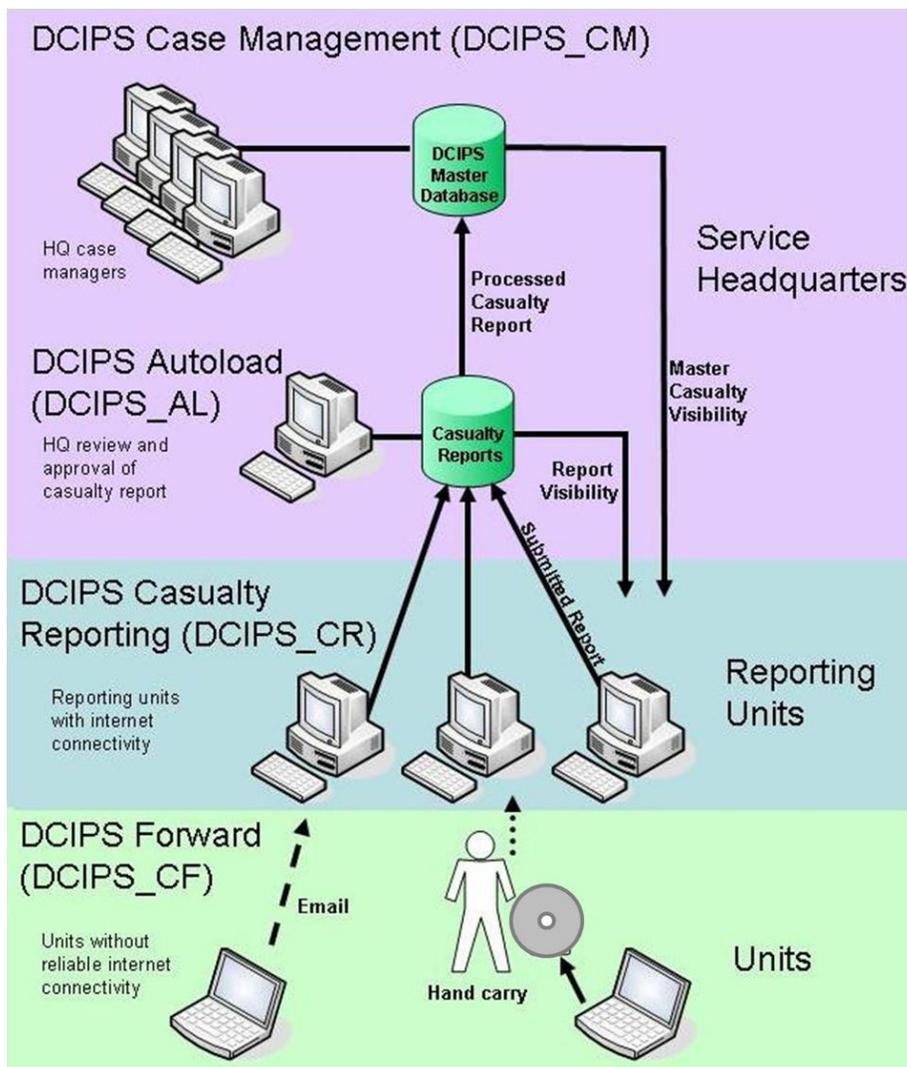


Figure 6: Casualty Report Submission Flow

DCIPS-Forward (DCIPS-CF)

This stand alone access database is available for anyone to use and provides an effective and efficient training method for theater-type reporting. DCIPS-CF reports may be imported into the web-based systems for submission in the DCIPS-Case Management system.

DCIPS-Casualty Reporting (DCIPS-CR)

The web-based version of DCIPS-Forward is NIPRNET application with designated reporting channels. Submission of casualty reports is faster and more secure with a viewable transaction option for the reporting units. This function eliminates the need for email reporting but does require access to the Internet. Access is based on CAC and approved user report to the DCIPS Portal.

Main Menu Overview

The Main Menu, *Splash Page*, displays the screen options for the DCIPS-CF application. The window size when opening the application may be large and fill the monitor screen making it difficult to see other files or programs on the user desktop. The size of the window may be adjusted only at the point of opening and before selecting 'I Agree' on the consent screen. Once the menu displays, the window size may not be adjusted. We suggest you adjust the size in order to more easily access other programs that may be needed.

The bottom of the Main Menu will display the version number and release date. (See Figure 7). Detail of how to use each part of DCIPS-Forward begins on page XX of this manual.

The Main Menu consists of the following choices:

- [Hasty Report](#) - Create a hasty casualty report.
- [Multiple Casualty Incident](#) - Create and edit incident information.
- [Casualty Main Listing](#) - Create and edit casualty reports.
- [Archive Maintenance](#) - Manage and archive old casualty reports.
- [Database Administration](#) - Perform maintenance functions.
- [Management Reports](#) - Run standard reports.
- Exit - Exit the application.

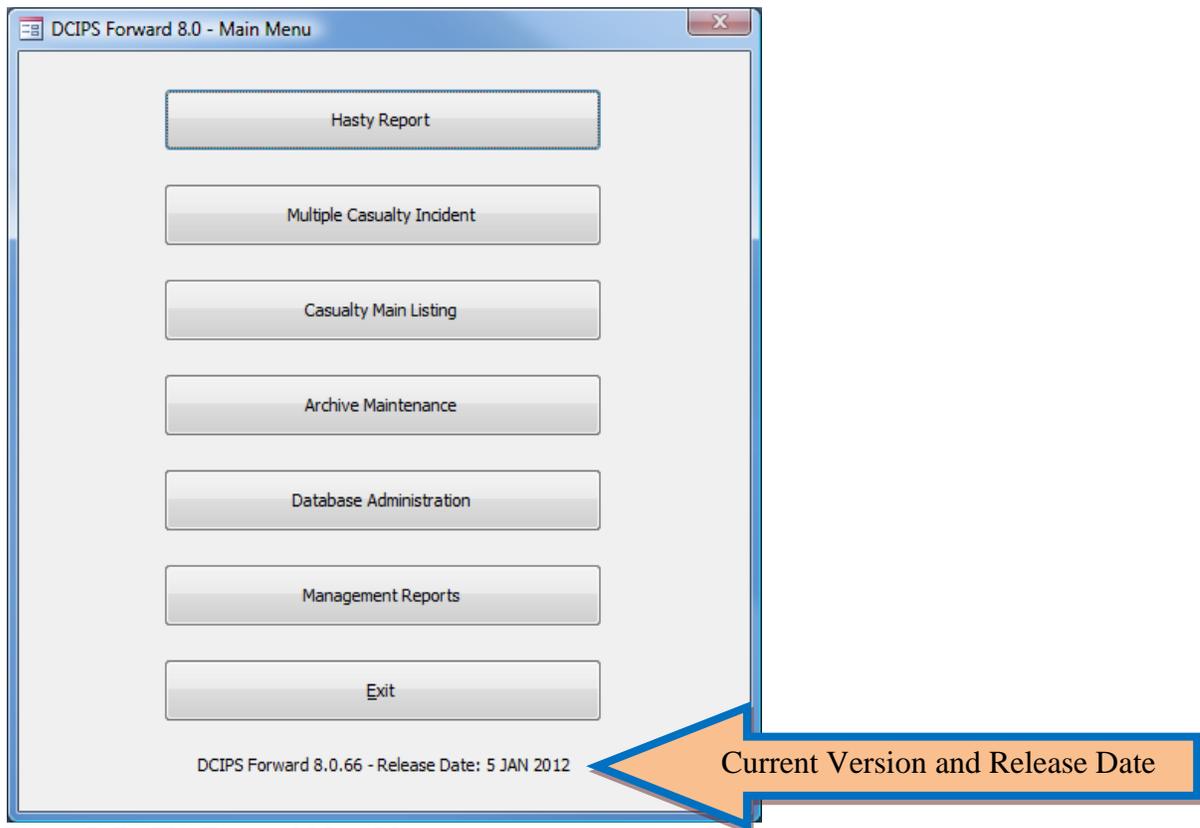


Figure 7: DCIPS-Forward Main Menu

Main Menu *Splash Screen*

This Splash Screen is an operation option menu. Select the operation to complete by pressing an action button. Below is a brief description of each operation option.

Hasty Report

The *Hasty* Report main menu option is a quick, essential information type casualty report requiring only 17 data field entries. The essential fields, highlighted blue, must be entered to send the report. The *Hasty* report may be used for individual or multiple casualty incidents and may also be replicated for supplemental *Hasty* or *Full* reports.

See [How Do I Create a Casualty Report](#) for step-by-step instructions.

Multiple Casualty Incident

The Multiple Casualty Incident main menu option allows creation of a multiple casualty template to which casualties may be assigned. The template may be edited and is also stored for later use. Each casualty in the incident is then assigned to the template using a *Hasty* or *Full* report method.

See [How Do I Create a Multiple Casualty Incident](#)

Casualty Main Listing

The Casualty Main Listing main menu option is the report queue and dashboard. The The queue is the upper portion of the Casualty Main Listing Screen to display casualty reports stored in the database by: report number, report type, incident date, last sent, SSN, name, report version (*Full* or *Hasty*). See Figure 8 below.

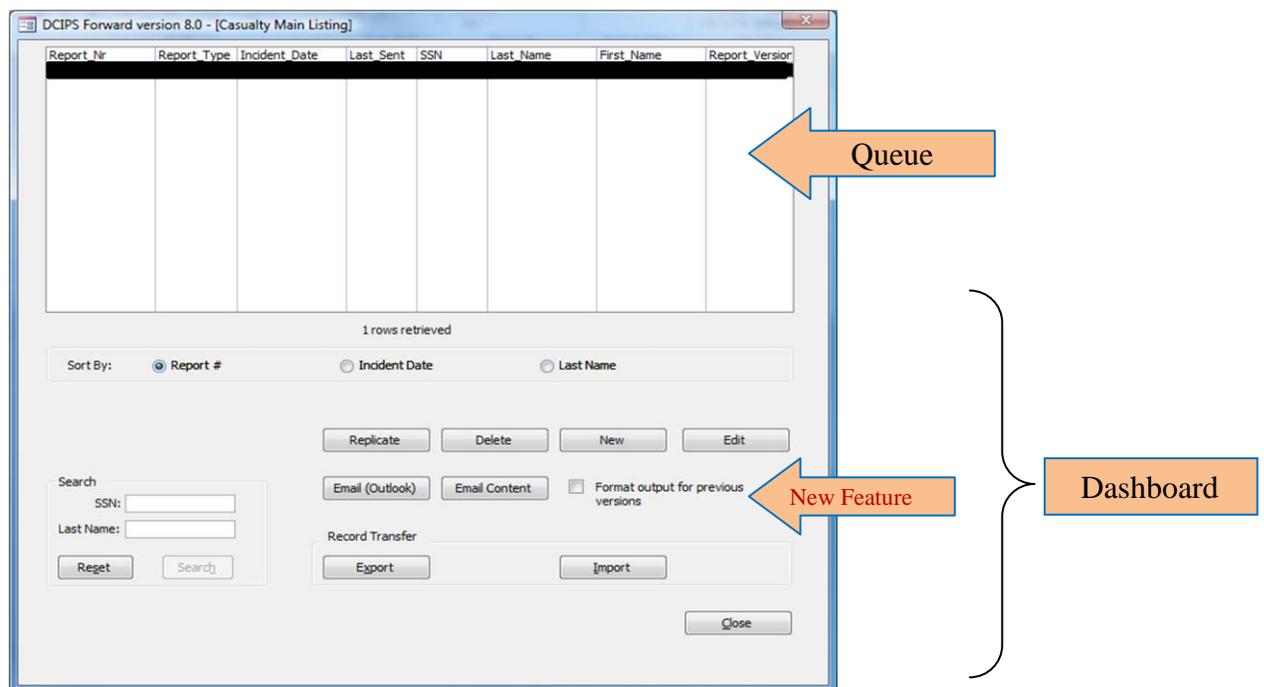


Figure 8: Casualty Main Listing

Format Checkbox ***NEW FEATURE***

There is a new check box on the Casualty Main Listing Screen, *Format output for previous versions.*

Version 8.0 is built to scramble the SSN and the code at the bottom of the casualty email message. If the box is unchecked, the scrambled casualty message will have additional security during transmission in addition to the user encryption of the email. The scrambled message CANNOT be imported into version 4.0.

In order to send to a 4.0 user, the box *MUST* be checked.

Once the migration of the new version is complete, the box will be unnecessary.

Sort By

'Sort By' allows arrangement of the queue by Report #, Incident Date, or Last Name. With a full queue, the sort feature allows easier search for a casualty record.

Replicate

Select the *Replicate* push button to copy an existing casualty record to create a 'Supplemental', 'Status Change', or 'Progress' report for a specific casualty record. If the initial report was a 'Hasty', you will be given the option to use a *Full* report or another *Hasty*.

Delete

Select the Delete push button to delete the selected casualty report. Use caution with this feature because the delete cannot be undone.

New

Select the *New* button to create a new casualty record. This will create a *Full* report. See [*How Do I Create a Casualty Report*](#) for step-by-step instructions.

Edit

Select the *Edit* button to add or change data in a casualty report you have already created. See [*How Do I Edit a Casualty Report*](#) for step-by-step instructions.

Email (Outlook)

Select the *Email (Outlook)* push button to email a casualty report. This email will have the .rsf attachment as well as the message with necessary code in the email body. This option is only for Microsoft 'Email Outlook' users. Other email formats must use the export and attach message to send a report.

See [*How Do I Submit a Casualty Report*](#) for step-by-step instructions.

Email (Content)

Select the *Email(Content)* push button to view the casualty report as created. This option is also used to 'Save to File', 'Print', 'Select All' copy and paste the casualty record.

Search

Search for a specific casualty record by entering either an SSN or Last Name using data fields in the Search group box on the Casualty Main Listing. Press the Search push button to filter the casualty records and view selections.

Record Transfer**Export**

Select the Export push button to extract the casualty record from the queue and save in a file. The exported file can be used to attach to email, import into DCIPS-CF or into web-based DCIPS-CR.

See [How Do I Export a Casualty Report](#) for step-by-step instructions.

Import

Select the Import push button pull in a casualty record to the queue. Use this to import received casualty reports.

See [How Do I Import a Casualty Report](#) for step-by-step instructions.

Archive Maintenance

Casualty records may be archived to remove them from the [Casualty Main Listing](#). Casualty records must have been closed (using the closed box on the 'Secondary' tab) in order to be archived. Archive reports are available for future viewing if needed. This action will reduce the number for visible reports in the [Casualty Main Listing](#) queue. Closing reports does remove the records from the Casualty Main Listing, only the Archive action.

Archive Casualty Listing

The Archive Casualty Listing displays closed or archived cases based on which 'Display Option' radio button is selected: Closed Cases or Archived Cases.

See [How Do I Archive a Casualty Report](#)

Database Administration

This main menu option provides functions to manage your database.

The Database Maintenance provides four basic functions:

- Current Database: Displays file location of the DCIPS-CF database on local system.
- DB Backup: Select this button to create a backup of the current DCIPS-CF database.
- Import DCIPS 4.0 – 8.0 Data: Browse and import stored data into a new version of DCIPS-CF.
- Look Up Codes: Domain names display in the dropdown to view the data codes and the description of each data field.
- Import: Updates to specific data field codes can be imported without transferring data to a new version of DCIPS-CF.

See [How Do I Upgrade to a New Version of DCIPS Forward](#)

Management Reports

This main menu option provides the ability to print a list of the casualty reports. Select your basic search criteria from the dialog and press the OK push button to print the report. You may also right click on the report and select Export to save the report as a Microsoft Excel spreadsheet.

Since this is a Microsoft Access application you can create your own reports by building your own queries. You must understand how to build queries and reports in Microsoft Access. The DCIPS-Forward MDB file is locked and you cannot access the tables and

queries directly from the file. However, you can create your own Access database and import or link to the DCIPS-Forward MDB file from another Access MDB file.

See [How Do I Create Queries \(Advanced User\)](#)

How Do I...

Create a Casualty Report

Required Data Elements

The single screen of the Hasty report and the first screen, of the Full report, Casualty Tab, have blue highlighted fields that must be entered for a casualty report to 'send'. Send meaning to export, or email. If the 15 (16 for Hostile) required fields are not complete an error message will pop-up to notify the user which fields are not complete. Highlight the case, select 'edit' and complete the required data fields. Hostile reports require the entry of **Inflicting Force**, making 16 data elements. The Hasty also requires a 'Remarks entry' for data required by Casualty Service HQs or additional information.

Data fields definitions are the same for both reports and the submission process is the same. The Hasty report is a fast and simple initial casualty report especially in a multiple casualty incident.

The following is the list and description of the 15 required data fields:

1. **Report Type:** INIT is displayed automatically for an Initial report. Other report types are a drop-down option. This field is pre-selected for an Initial report.

INIT initial report
SUPP supplemental report
STACH status change report
PROG progress report

2. **Report Number:** This field is for basic record keeping of the casualty reports created by the reporting element. Numbers may be based on the fiscal year with reporting element alpha characters and supplemental type reports should include the report type abbreviation and the number (SUPP01). The Initial report number will display on the each supplemental report for the casualty to ensure the chain of reports for a specific casualty is in tact.

3. **Casualty Type:** Casualty Type characterizes the casualty incident. Select from the drop-down menu one of the following Casualty Type options. Casualty Type is crucial connecting to the next two data elements.

HOSTILE: Circumstances of terrorism or combat or relating thereto, characterized as "in action" as a combat mission or friendly fire. See Hostile definition in the glossary.

NON-HOSTILE: Circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted injuries, and combat fatigue are non-hostile casualties.

PENDING: Circumstances are insufficient to make a selection between "hostile" and "non-hostile." This type must be updated to "hostile" or "non-hostile" upon receiving sufficient information.

4. **Casualty Status:** Select status from dropdown as reported.

DECEASED: Individual casualty is dead; either Hostile or Non-Hostile.
DUSTWUN: Duty Status Whereabouts Unknown; either Hostile or Non-Hostile.
NSI: Not Seriously Wounded/Injured/Ill; either Hostile or Non-Hostile.
SI: Seriously Wounded/Injured/Ill; either Hostile or Non-Hostile.
VSI: Very seriously injured, wounded, or ill. either Hostile or Non-Hostile
MISSING: This category is not usually used on an Initial report. Missing status is a board

determination after weighing information available. Initial report is usually DUSTWUN; either Hostile or Non-Hostile.

RMC: Returned to Military Control is used often to denote apprehension of AWOL/Escaped personnel, this status may be used for any unknown whereabouts now returned to military control; either Hostile or Non-Hostile.

5. **Casualty Category:** Select from the dropdown the closest category for the cause of the casualty. Category options are keyed to Casualty Type and Status. See the combinations below:

Non-hostile any status (except Missing and RMC)–

Accident
Homicide
Illness
Self-inflicted
Undetermined
Pending

Non-Hostile Missing or RMC–

Missing
Detained

Hostile Missing or RMC–

BESIEGED- Besieged by a hostile force. The type casualty code must be Hostile.
BELEAGURED- Beleaguered by a hostile force. The type casualty code must be Hostile.
CAPTURED- Captured by a hostile force. The type casualty code must be Hostile.
INTERNED- Individual is interned in a foreign country.
MIA- Individual whose whereabouts and status are unknown but are attributable to hostile activity. The type casualty code must be Hostile.
Pending- Undetermined status

Hostile any other status

KIA–Killed in action.
DWRIA–Died of wounds received in action.
WIA–Wounded in action.
Terrorist–Hostile circumstances other than combat related.

6. **Personnel Type/Component:** Select from drop down menu.

Civilian
Regular
Reserve
Guard

7. **Personnel Affiliation:** Select from drop down menu. The options are triggered by the choice from *Personnel Type* (#6).

<u>Civilian</u>	<u>Regular/Reserve/Guard</u>
DOD	Active Duty
Federal	Not-Active Duty
Non-Federal	Retired/Separated
Dependent	

8. **Personnel Category:** Select from drop-down menu. Selections are triggered by

previous selection of *Personnel Affiliation* (#7).

Obligated/Voluntary	Reserve Commission/Designation	Employee
Selected Service	Drill/Training/Special Work	Contractor
Recalled/Mobilized		Foreign national employee
Full Time Support AGR		Non-Governmental Org
	Of active duty member	
	Of DOD Employee	
	Of retired military member	

9. **SSN:** Enter the 9 digit social security number of the casualty. Enter into pre-formatted data field. Ensure the SSN belongs to the correct casualty being reported.

10. **Name:** Last, First, Middle, Suffix

Only the Last and First name are required for an Initial report.

Middle name may be an initial if provided. Suffix is an addition to Last names such as Jr., Sr., III. This is a critical field to ensure the correct person is reported and the correct family members are notified.

11. **Service:** Select from the dropdown menu the Service of the Casualty.

12. **Duty Status:** Select the duty status from the dropdown menus ensuring it reflects the actual status of the casualty at the time of incident. Theater, Hostile, casualties are 'Present for Duty'; DUSTWUN could not be AWOL as there is no determination of status.

13. **Military Unit of Assignment:** Enter the casualties unit of assignment at the time of incident. Be as specific as possible including the MACOM if known. This data field may have to be supplemented.

13a. **UIC:** Used only in the *Full Report* and in DCIPS-CR. Enter the UIC for the military unit of assignment. *Not required on the Initial report and is not on the HASTY.*

Critical Data Fields

Beside the name and SSN, the next few fields about the incident are critical for the case and the notification process. Circumstances must match the selection for casualty status, type and category. For example, describing and accident does not fit with a casualty type of 'Hostile'. This should not be a lengthy narrative but a factual statement of the event as witnessed and reported. The date and time should be as exact as possible using the local time where the incident occurred. Zulu time can be confusing from the historical viewpoint and consistency of reporting.

14. **Date/Time of Incident:** Enter the date and local time of the incident in the following format: yyyy/mm/dd hh:mm. This field is preformatted.

15. **Inflicting Force:** Select from the dropdown menu. This is ONLY for Hostile incidents. The field is only available in 'blue' when Hostile casualty type is selected.

AMIGO- Allied Forces, 15-6 investigation required.

BUDDY -U.S. Forces, 15-6 investigation required.

ENEMY- Enemy Force.

UNK- Unknown, 15-6 investigation required.

16. Circumstances:

This is a free-text field. Report all known facts. If circumstantial evidence exists that can't be confirmed, include it, but clearly show where fact ends and supposition begins.

Provide as much information as possible addressing the 5 Ws (who, what, when, where, and why). Don't delay initial reports to gather more details. Submit SUPP reports as circumstances become clear and complete.

During hostilities, include as much unclassified information about the mission and purpose as possible.

During hostilities, use of the "Hasty Report" may be more beneficial. Type of protective gear (IBA) worn and details regarding protective armor level on any vehicle involved may be entered in this field. (The Full report has a separate Tab for PPE)

Only edit for spelling/grammar errors. DO NOT change content provided by the originator/witness record or other approved incident statement.

Include names of persons who pronounced and identified the deceased and provide the name of field grade officer who authenticated the information if required by command.

Format Example:

Soldier was the TC for a Stryker, level 1 armor, (M1126) on a convoy en route north to FOB Warrior. After passing the Iraqi National Guard checkpoint, an IED was set off. The lead vehicle proceeded through the blast area, after which the element encountered small arms fire. The vehicle was split from the rest of the convoy with COMMS knocked out by the blast. They proceeded to the forward rally point, where the Soldier was picked up by a member of his unit and take to the battalion aid station, where he died of his wounds. A piece of shrapnel had entered through the right shoulder and punctured his lung. Soldier was officially pronounced deceased by MAJ Dubose (of the 120TH BN Aid Station, FOB Warrior, Kirkuk) on 8 OCT 06 at 1515 local hrs. Soldier was positively identified by COL Will Haven, Support Team Commander by visual mean Incident occurred IVO GRID: MD 4929 8753. TAWUQ, Iraq.

17. Remarks: Only required for the Hasty report for a casualty report to email or export. Item that may be included in the remarks are detailed below. This is not an exhaustive list and Casualty Service HQs may have a standard text to enter. Normally this field records data or additional information not captured elsewhere in the report but important to pass on. All remarks should remain in the report through all levels of review. Additional remarks may be added at each level, but NO remarks should be deleted or changed.

- Name of person preparing report and person(s) authenticating the casualty report as correct
- Names of other persons involved in the same incident, e.g. Multiple casualty
- Notification preference
- Invitational Travel order requests
- Specific Remains ID pending or status
- Describe any and all investigations initiated into the circumstances of death and indicate name and contact information of the initiating officer.
- General Officer or Senior NCO of Service Death interment preference or expression of sympathy for the NOK
- Release of information to the Media or other persons.

DCIPS-CR, web-based component remarks will be populated to the Journal in DCIPS-CM. DCIPS-CF imported into DCIPS_CR or directly into DCIPS-AL will also populate the Journal.

Two types of Reports

- **Hasty Casualty Report.** A Hasty report includes only the essential information needed to send an initial or supplemental casualty report. Color coded 17 essential data fields needed to send a casualty report.
- **Full Casualty Report.** A Full report includes detailed information about the casualty (e.g., incident data, personnel data, body armor, awards, progress reports, CAO and NOK data).

Hasty Report

Use the *Hasty Report* push button on the Main Menu. The Hasty Report has only the one screen to complete for a report. All blue colored data fields must be entered.

Follow these steps to create a Hasty casualty report:

1. From the Main Menu press the *Hasty Report* main menu option.
2. Enter the casualty information on the form.
3. Press the Save and then the Close push button.
4. See [How Do I Submit a Casualty Report](#) to submit the report.

Full Casualty Report

Use the *Casualty Main Listing Main Menu Option* push button on the Main Menu to create a full casualty report. This main menu option provides the ability to add information about the casualty to include next of kin, casualty assistance officer, body armor, awards, progress reports, personnel and incident information to the casualty report. Pressing the New push button on the Individual Casualty Listing will create a Full casualty report.

Follow these steps to create a Full casualty report:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Individual Casualty Listing, press the **New** push button
3. Enter your casualty information on the Casualty Information Dialog tabs: Casualty; Incident; Personnel Information; and Secondary.
4. Press the **Save** push button on each screen completed or the data will be lost. The following additional tabs will appear after saving the 'Casualty' screen: Body Armor, Awards, Progress Report, CAO and NOK.
5. Enter additional information as available.
6. Press the **Save** push button.
7. Press the **Close** push button to return to the Casualty Main Listing Screen. The casualty you entered will appear in the list of casualties and will be listed as a **Full** report.
8. To submit the report, press the **Email (Outlook)** or **Export** push button. See [How do I Submit a Casualty Report](#) for more information

The 'Full' report has four main tabs to complete plus five additional tabs detailed below. The five additional tabs come into view when the first Casualty tab is completed and saved.

Casualty Tab

This is basically the Hasty of the full report tab. Completion of this form and the remarks on the Secondary Tab may be submitted as a simple fast casualty report. This form is the required and critical information for a casualty report.

Incident

The Incident Tab provides data fields to further detail the event as well as the death information.

Personnel Information

Significant personnel record data including dates for DD93, SGLI, birth, citizenship, military job skill and reportable civilian casualty data.

Secondary

The main requirement for this tab is the 'Remarks' field that should include who prepared the report and any significant information about the case as explained in the 'Critical Data' section. Also included are fields for reportable Guard/Reserve training periods, temporary disability, posthumous promotion and death gratuity remarks (i.e. DFAS determination).

Create a Multiple Casualty Incident

Multiple casualties are incidents involving two or more persons. Creating a multiple casualty template will make the repetitive information of the incident consistent for each casualty and reduce the time to create each report. The first step to this type of report is to create the 'template'. The template will contain data that is the same for all personnel involved. For example, the circumstances will basically be the same as will the time and type of incident; data elements different for one should not be included in the template.

Creating a Template

1. From the Main Menu press the Multiple Casualty Incident.
2. Select New
3. Multiple Casualty ID is auto filled by the database.
4. Enter a Multiple Casualty Code with maximum 8 characters
5. Enter a description title for the incident. This should be brief and unique. For example: FOB Langston IED roadside ddmmyyyy.
6. Complete all information common to all involved, select 'Save'.
7. Select the Incident (cont) Tab to complete the circumstances, inflicting force, cause of death and remarks. Cause of death may not apply to all and this information may be added to the individual casualty report.
8. Select 'Save'.

NOTE: Some data fields of the template are not part of the Hasty report, e.g. vehicle data. This data will have to part of the circumstances if using the Hasty option.

Individual Listing Tab

After the template is complete any number of individuals may be added to the incident. The template data will populate the fields of the individual report leaving the unique data for the selected casualty left to enter.

Follow the simple steps below to create an individual report using the template:

1. From the Template screen, select 'Individual Listing'.
2. Select New (Hasty) or New (Full) report. Hasty is better if the incident involved several personnel. Supplemental data may be sent later.
3. Complete the casualty report, 'save' and close.
4. Select New again and complete the next report.

Each report created will now be in the Casualty Main Listing and will also be part of the specific multiple casualty incident created.

Editing a Multiple Casualty Template

1. Select *Multiple Casualty Incident* on the Main Menu screen.
2. Use the drop-down data field at the top of the Template screen to select the multiple incident code to be edited.
3. Once the screen populates with the template data, edit the fields remembering to 'Save' the changes.

NOTE: The edited data can be updated in each report by selecting the individual report and re-selecting the multiple casualty template from the drop-down. The edited data will re-populate the specific data fields but will also remove any individual data entered not part of the template.

Deleting a Multiple Casualty Incident

1. Select *Multiple Casualty Incident* on the Main Menu screen.
2. Use the drop-down data field at the top of the Template screen to select the multiple incident template to be deleted.
3. Once the screen populates with the data, press the 'Delete' button.

Assign a Casualty to a Multiple Casualty Incident

Previously created casualties may be assigned to a multiple casualty.

1. From the Main Menu select *Casualty Main Listing*
2. Highlight the casualty record to assign.
3. Select 'Edit' or simply double click on the record.
4. Select the multiple casualty code from the drop-down. A pop-up will ask if you want to continue, yes or no.
'Selecting this Multiple Casualty Code will overlay data in the applicable fields. Do you want to continue?'
5. Selecting yes will update the current data to the multiple casualty template data. Any additional information for the casualty record will have to be re-entered.

Enter Body Armor

Body armor may be required by your Service Casualty program and the 'Full' casualty report provides a tab for the purpose.

1. Select the Body Armor Tab.
2. **VEST**: Select the Characteristic from the drop-down then the attachments worn with that vest type. More than one attachment may be selected simply by clicking the choice. Attachment list is contingent on the type of vest selected.
3. **HELMET**: Select the Characteristic from the drop-down then the attachment as with the vest. More than one selection may be made in attachments.
4. If items appear in the Attachment list box, select the applicable item. You may only select one item in the Attachment list box for helmets.
5. **EYE PROTECTION**: Select the Characteristic only. There are no attachments for the Eye Protection.
6. Other and None are options for all pieces of the Body Armor (PPE).
7. Select 'Save' and 'Close' when entries are complete. This screen may be edited simply by re-selection the characteristics and attachments.

The following four (4) tabs work in the same manner. Each has an Information List box to display the entries saved, and the entries are made by a combination of drop-down and text data fields.

Enter Awards

Select the Awards Tab and follow these steps to enter awards for a casualty:

Adding New Awards

1. Select the Service from which the award was earned using the drop-down menu.
2. Select the category of award (i.e. awards, badges, patches, etc). This action couples with the Service selection will prepare the next drop-down options.
3. Select the Award drop-down and scroll through the choices for the desired award and click.
4. Enter the quantity referring to the number of times the award has been awarded.
5. If a posthumous answer the yes or no for 'Pending'.
6. Select yes, or no or posthumous awards.
7. Enter any significant remarks concerning awards.
8. Select 'Save' and 'Close' when entries are complete.
9. The completed award entry will display in the Award Information list.

Editing Awards

Editing awards includes adding additional awards to the existing entries.

1. To add an additional award, select the 'New' button at the bottom of the screen.
2. Enter the awards as described above.
3. To edit an existing award in the Award Information list, click on the award in the list box to be edited.
4. Using the drop-downs, and data fields make the necessary changes.
5. Select 'Save' and 'Close' when action completed.

Deleting Awards

1. Select the award to delete in the Award Information list box.
2. Select 'Delete' and respond to the warning pop-up to confirm deletion.
3. The award will be removed from the Award Information list.
4. Select 'Save' and 'Close'.

Enter a Progress Report

Select the Progress Report tab to prepare a new *prognosis* for an initial report or create a progress report for a supplemental 'PROG' record.

Adding New Progress Reports

1. Enter the date of the report being created.
2. Enter the Hospital name, city, and choose the state and country from the drop-downs as applicable.
3. Enter the responsible reporting element (i.e. CAC, air base, Navy/Marine facility) from the drop-down menu.
4. Select the medical progress from the drop-down that most closely relates to the casualty's medically reported status.
5. Enter any remarks necessary to the casualty's progress report.
6. If there is a 'Liaison' at the MTF, the name may be entered in the text field.
7. Select 'Save' and 'Close'

Editing Progress Reports

Progress reports may be edited at any time, however, after a report has been emailed forward and accepted then processed into DCIPS-CM, editing a current report should not be done.

To update a casualty medical status, replicate the most current report and prepare a new progress report using the 'Progress Report' tab.

To edit a report prior to sending forward:

1. Select the report in the Information list and make necessary changes.
2. Select 'Save' and 'Close'.

Deleting Progress Reports

To delete a Progress report:

1. Select the report in the Information list and make necessary changes.
2. Select 'Delete' and respond to the warning pop-up to confirm deletion.
3. The entry will be removed from the Information list.
4. Select 'Save' and 'Close'.

Enter Casualty Assistance Officers

Select the CAO Tab and follow these steps to enter CAOs for a casualty:

Adding New CAOs

1. Enter the Assistance Officer data in the fields provided. Again these are a combination of text and drop-down data fields.
2. Select 'Save' and the entry will display in the Information list box.
3. To add additional Assistance Officers, select 'New' from the bottom of the screen and enter data as requested. Save data after completing each Assistance Officer entry.
4. Select 'Save' and 'Close' when entries are complete.

Editing CAOs

CAO reports may be edited at any time, however, after a report has been emailed forward and accepted then processed into DCIPS-CM, editing should only be done to ensure the data matches what is currently in DCIPS-CM.

To edit an entry:

1. Select the report in the Information list and make necessary changes.
2. Select 'Save' and 'Close'.

Deleting CAOs

1. Select the Assistance Officer to delete in the Information list box.
2. Select 'Delete' and respond to the warning pop-up to confirm deletion.
3. The entry will be removed from the Information list.
4. Select 'Save' and 'Close'.

Enter Next of Kin

Select the NOK Tab and follow these steps to enter NOKs for a casualty:

Adding New NOKs

1. Enter the NOK data in the fields provided. Again these are a combination of text and drop-down data fields.
2. Select 'Save' and the entry will display in the Information list box.
3. To add additional NOK, select 'New' from the bottom of the screen and enter data as requested. Save data after completing each NOK entry.
4. Replicate NOK to reduce repetitive information entry. The replicate will copy the fields except the name. Be sure to change data fields that do not apply to that NOK (i.e. Type of)
4. Select 'Save' and 'Close' when entries are complete.

Editing NOKs

NOK reports may be edited at any time, however, after a report has been emailed forward and accepted then processed into DCIPS-CM, editing should only be done to ensure the data matches what is currently in DCIPS-CM.

To edit an entry:

1. Select the report in the Information list and make necessary changes.
2. Select 'Save' and 'Close'.

Deleting NOKs

1. Select the NOK to delete in the Information list box.
2. Select 'Delete' and respond to the warning pop-up to confirm deletion.
3. The entry will be removed from the Information list.
4. Select 'Save' and 'Close'.

Spell Check a Text Field

'Spell check' a large text field such as circumstances, diagnosis, remarks, etc., by following these steps:

1. Select the large text field, e.g., Circumstances on the Casualty tab.
2. Double-click inside the text field. A larger text window will pop open.
3. Enter your text.
4. Double-click inside the text window. The spell checker will display results.
5. Perform your spell check using the spell checker.

Edit a Casualty Report

Any casualty report may be edited after being saved.

Follow these steps to edit a casualty report:

1. From the Main Menu select the *Casualty Main Listing* option.
2. From the Casualty Listing select the casualty report to edit.
3. Press the ***Edit*** push button. The selected report will open ready for corrections or additions.
4. Edit the information on each tab as needed remembering to 'Save' on each tab edited.
5. Select 'Save' and 'Close'.

NOTE: *Editing the most current casualty report submitted forward with current DCIPS-CM data is beneficial if another type supplemental report is required. Replicating old data, only updating specific data fields may affect data currently in DCIPS-CM. The Service Casualty HQ may have to edit the supplemental report before loading into the case management system.*

Submit a Casualty Report

There are two methods to submit casualty reports.

- Submit Casualty Report to DCIPS-CM via Email
- Export Casualty Report from DCIPS-Forward and Import to DCIPS-CR

The method depends on which one your command is using and what is available in the area of operation.

Submit via Email

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing select the casualty report to submit.
3. Press the **Email (Outlook)** push button. DCIPS-Forward will launch Microsoft Outlook and open an email message box with the casualty information.

Error: If any 'required' data is missing from the report, a pop-up error box will detail what is missing. Select 'Edit' to enter missing data, 'Save' and continue.

4. Once Microsoft Outlook is launched, and the casualty message is created, enter normal email addresses and send the message.

Warning: DO NOT alter the body of the email message. The created message code allowing the report to be imported into another DCIPS-CF database or into DCIPS-CR or DCIPS-AL. Any changes to the data fields will cause a mismatch with the data and the code possibly causing a problem importing the record.

Submit via Export

Casualty reports may be exported and saved to disk for transport or attached to another type of secure email provider, such as AKO/DKO. Casualty reports may also be exported and stored on file if necessary and later imported into DCIPS-CR or DCIPS-AL.

Export Casualty Report

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing select the casualty report to submit.
3. Press the Export push button in the *Record Transfer* box.
4. In the **Save As** dialog box name the file and select a location to save the file, save it. DCIPS-Forward gives the export file an extension of **.RSF** by default. The file may also be saved with a text, **.TXT**, extension. Each reporting element should develop a standard naming convention for saved files to avoid errors (e.g., use the service member's last name, first name and last four of his or her SSN.) For example: DoeJohn1234.RSF.
5. This exported casualty file may be imported by another DCIPS-CF user group, DCIPS-CR and DCIPS-AL to submit and process into the DCIPS Case Management system.

Delete a Casualty Report

A casualty record may be deleted from the Casualty Main Listing.

Follow these steps to delete a casualty record:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing select the casualty report to delete.
3. Press the Delete push button.
4. Confirm decision to delete in the pop-up box.

Replicate a Casualty Report

Replicate is to copy a casualty report. Typically replicated to create a new supplemental (SUPP), status change (STACH), or progress report (PROG).

Follow these steps to replicate a casualty report:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing select the casualty report to replicate.
3. Press the Replicate push button. The Replicate Options dialog is displayed.
4. Press the Hasty push button to replicate the current Hasty report to a Hasty supplemental report. Press the Full push button to replicate the currently selected Hasty report to a Full report. The Replicate Options dialog will only appear when you have selected a Hasty report to replicate.
5. The casualty record you selected will be replicated and appear in the casualty list. Only Casualty and Personnel Information are replicated.
6. Select the replicated casualty record and press edit to enter updated information about the casualty.
7. Submit your updated casualty report.

Import a Casualty Report

Casualty reports exported from other DCIPS-Forward reporting elements can be imported into DCIPS-Forward or web-based DCIPS-CR or directly into DCIPS-AL.

Save a report for import *NEW with this Version*

Reports received via email may be saved two ways:

- Open the email message, select 'save as' in designated file location on the PC. This file will be in **.txt** format.
- This new version also has the **.rsf** attachment. Right click on the attachment, scroll to 'save as' to save in the designated file location.

This versatility allows for how different operating systems save documents.

Using **.txt** method above may produce an error when importing in some operating systems. If this occurs, use the method saving the **.rsf**.

WARNING: DO NOT alter the body of the email message. The created message code allowing the report to be imported into another DCIPS-CF database or into DCIPS-CR or DCIPS-AL. Any changes to the data fields will cause a mismatch with the data and the code possibly causing a problem importing the record.

Import a casualty report by following these steps:

1. From the Main Menu press the Casualty Main Listing main menu option.
2. Press the Import push button on the Casualty Listing Form. The file dialog will open.
3. Locate the import file and select it. Press the Ok or Open push button.

The casualty record will be imported into DCIPS-Forward and display on the Casualty Listing form.

Create Email Content

This feature is mainly for use to assist creating emails when Microsoft Outlook is not available. This is also an alternate method to save reports to a designated file.

1. From the Main Menu press the *Casualty Main Listing*.
2. From the Casualty Listing select a casualty.
3. Press the **Email(Content)** push button. A dialog box will display with all content selected ready to copy/paste.
4. Right Click on any *black* area to copy the content to clipboard.
5. Open a *New* mail message in your email box or in an open Word Document.
6. Click in the message body of the new email or blank page; right click and paste the copied content.
7. Address the message and send the email message or save the document for later use.

Close a Casualty Case

The Casualty Listing queue may be become full; closing cases then archiving will reduce the queue to manageable size. Closed cases are still in the Casualty Listing queue until archived.

1. From the Main Menu press the Casualty Main Listing main menu option.
2. From the Casualty Listing select the casualty report to close.
3. Press the Edit push button.
4. Select the **Secondary Tab** from the casualty record and enter a date in the **Closed Date** field. On the Hasty report enter a date in the **Closed Date** at the bottom of the screen.
5. Press Save and then Close.
6. To re-open a casualty report that has not been archived, delete the Closed Date.

Archive a Casualty Report

This action may be completed after closing cases to reduce the visible casualty records in the Casualty Listing queue.

1. From the Main Menu press the Archive Maintenance main menu option.
2. The **Archive Casualty Listing** will display all casualty records that have a closed date.
3. In the *Display Options* box, the '**Closed Cases**' radio button will be auto-selected.
4. Select the casualty record or records to be archived. Click each record to archive. More than one record may be archived at one time. To archive all the records in the listing, click the **All** checkbox on the right next to the Archive button.
5. Press the Archive button; a pop-up box will display stating that the record(s) have been archived. Click 'OK'.

Retrieve Archived Casualty Reports

Archived records may be retrieved and again visible in the *Casualty Main Listing*.

1. From the Main Menu press the Archive Maintenance main menu option.
2. In the *Display Options* box, select the **Archived Cases** radio button.
3. Select the casualty report(s) to retrieve. **All** records may be selected also.
4. Press the *Un-Archive* push button; a pop-up box will display stating that the record(s) have been un-archived. Click 'OK'.
5. Press the *Closed Cases* radio button to view the un-archived records. These cases are also again available in the *Casualty Main Listing*.

Create Queries (for Advanced Users)

Follow these steps to create your own Microsoft Access MDB file to build queries against the DCIPS-Forward data.

1. Start Microsoft Access.
2. Create a new Microsoft Access database and give it a unique name, e.g., myDataBase.mdb.
3. Select the 'External Data' tab; from the 'Import' section, select the type of data to import.
4. Browse to locate the data to be imported. Choose Import.. or Link, then 'OK'.

NOTE: Recommend using Link to Data Source option to connect to the DCIPS-Forward MDB so that you are not always refreshing (i.e., importing) your database as new casualty reports are added to the DCIPS-Forward database.

CAUTION: do not change any data in the DCIPS-Forward MDB file. Work only on your copy to create queries. Always backup your DCIPS-Forward database.

Back-Up My DCIPS-CF database

It is advisable to keep a back-up of the DCIPS-CF database currently being used. The back-up .mdb may be stored on a disk kept in a safe but accessible location or in another file on a PC. Back-up should be scheduled based on the level of use, but completed regularly.

A back-up file may be created in two ways, the end being the same.

1. Find the stored .mdb file in the share drive or other folder. Right click on the file, copy then paste in an alternate file location or paste to disk.
2. Open DCIPS-CF, Select *Database Administration*. The 'Current Database' display where the working copy of DCIPS-CF is stored. Select the **DB Back-up** button, name the back-up file, select a back-up location, click 'Open' on the 'Save as' dialogue box. A pop-up dialogue box on the DCIPS-CF screen will state the back-up was completed successfully. 'Ok' and Close.

Upgrade to a New Version of DCIPS Forward

When a new version of DCIPS Forward is released you may copy your data from the old version into the new version.

CAUTION: Both copies of DCIPS Forward must be on a local drive. You will get an error or application lockup if you attempt to perform this operation with one or both mdb files on a shared drive.

When a new version of DCIPS Forward is released, follow these steps:

1. Copy or download the new version of DCIPS Forward to a new folder so that you do not accidentally overwrite your existing data.
2. Start the new version of DCIPS Forward.
You may need to unblock this new copy as described in this User's Guide.
3. Press the Database Administration push button.
4. Press the Browse push button and locate your existing copy of DCIPS Forward.
5. Select your existing copy of DCIPS Forward and press the Open push button. The path and name of the selected DCIPS Forward mdb file will display in the Source Database File field.
6. Press the Import Data push button. Read the Import Confirmation message box and verify that this is the correct database. Press the Yes push button if you verify that this is the correct database to import.
7. The mouse pointer will change to an hour glass while the import occurs.
Press the Ok push button after the import is complete.
8. Press the Close push button and return to the Main Menu. Verify the new version at the bottom of the Main Menu.
9. Press the Casualty Main Listing push button and verify that the casualty reports were successfully imported.
10. Use the new version of the database.

Fix Sandbox Mode

PROBLEM: When you try to run DCIPS Forward you get a message that states: "Microsoft Office Access cannot open c:\...\DCIPS_Forward.mdb due to security restrictions."



RESOLUTION: Change the following registry setting by running regedit. You must have system administrative rights.

\\HKEY_LOCAL_MACHINE\Software\Microsoft\Jet\4.0\Engines\SandboxMode

Change the value of the following registry entry value to 2.

This will turn off Sandbox mode and allow DCIPS Forward.MDB to be opened. You can set the registry value to the following values, with 0 (zero) being the most permissive and 3 being the least permissive. This registry value is of type DWORD.

Setting Descriptions:

0	Sandbox mode is disabled at all times.
1	Sandbox mode is used for Access applications, but not for non-Access Applications.
2	Sandbox mode is used for non-Access applications, but not for Access Applications. This is the default value.
3	Sandbox mode is used at all times.

See the following Microsoft Articles:

<http://support.microsoft.com/default.aspx/kb/294698/>

How to configure Jet 4.0 to prevent unsafe functions from running in Access 2003

<http://ask.support.microsoft.com/default.aspx/kb/239482/> - How to configure Jet 4.0 to prevent unsafe functions from running in Access 2000 and Access 2002

Unblock DCIPS-Forward

Some users may need to unblock DCIPS-Forward after download. Following these steps:

1. Download the DCIPS-Forward Microsoft Access MDB file to your personal computer.
2. Using Windows Explorer locate the DCIPS_Forward.mdb file and double-click on it. If the window in Figure 8 appears, then continue with the following steps. Otherwise, your copy of DCIPS-Forward is not blocked and you may begin using it.
3. When the window in Figure 8 appears, press the Cancel push button.
4. Using Windows Explorer right click on the DCIPS_Forward.mdb file and select Properties. The window in Figure 9 will display.
5. If the file attributes are read only or hidden, then uncheck the boxes.
6. Press the Unblock push button.
7. Press the Apply push button.
8. Press the OK push button. Your copy of DCIPS-Forward is unblocked.



Figure 8: Open File Security Warning

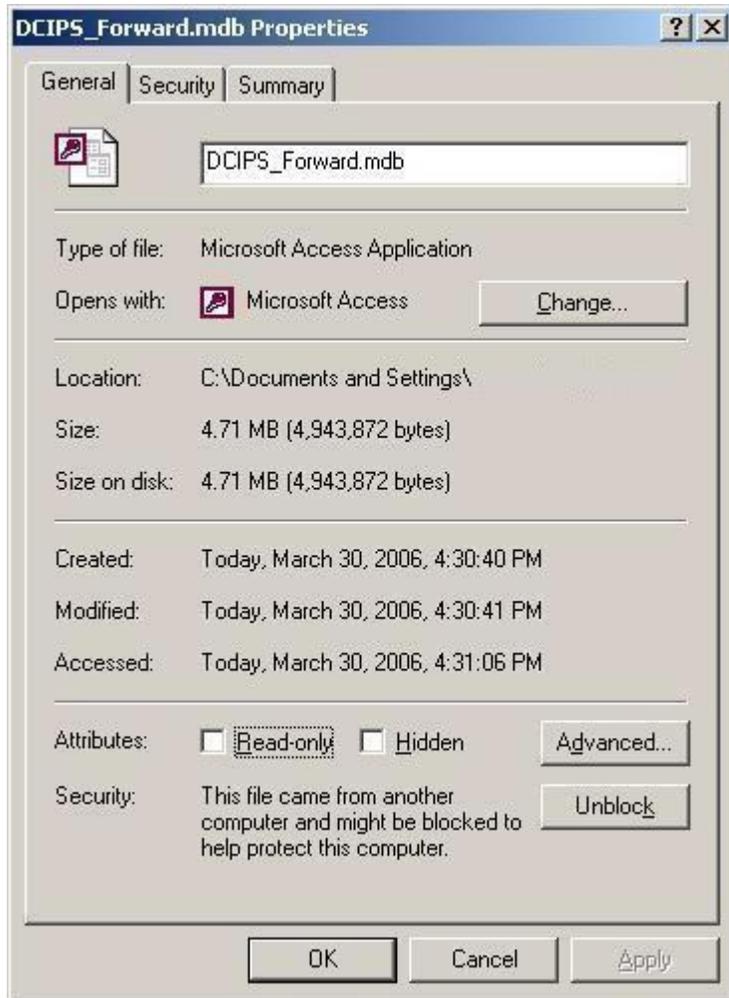


Figure 9: DCIPS_Forward.mdb Properties

Glossary

DCIPS	Defense Casualty Information Processing System.
DCIPS-CF	DCIPS-Forward (DCIPS-CF (Casualty Forward Reporting))
DCIPS-CM	DCIPS Case Management
DCIPS-CR	DCIPS web Casualty Reporting application.
Full Report	Full casualty report containing incident, personnel, next of kin, progress reports, CAO and body armor information.
Hasty Report	Hasty casualty reporting only the minimum essential information about the incident and personnel information.
NIPRNET	Non-secure Internet Protocol Router Network
MDB	File extension for a Microsoft Access database file
OPSEC	Operational Security
RSF	Default file extension used by DCIPS-Forward when exporting a casualty report
TXT	File extension for text files.