Quick Reference Guide for
Status Summaries, Overviews, & Miscellaneous Links Pages

Launching the Application

Double-click on the SumMaker icon, and a Status Summary template will oper

SumMaker.exe

Steps to Build a Status Summary to show up-to-date status indicators and additional information for Today, Tomorrow, and Long Range for an anchor desk.

1. Use the _Select Summary_ menu to choose a title, or type in a title (max. 13 characters).

2. Select appropriate color for the "gumball" status indicators.

> **NOTE: You must select a color for each time category, or there will be no color indicator displayed on the summary page!**

R = Serious problems not already addressed.
G = No significant problems that have not been addressed.
Y = Issues are being addressed; no significant problems.

Today
G:\Documents and Settings\Gene Averett\My Documents\pnnlfavorites.htm

Today' status: What are the conditions of the operation for the current 24 hours?

Tomorrow
G:\Documents and Settings\Gene Averett\My Documents\pnnlfavorites.htm

Tomorrow's status: What are the expected conditions of the operation for 25 – 48 hours?

Long Range
G:\Documents and Settings\Gene Averett\My Documents\SuperSearch.htm

Long Range status: What are the expected conditions of the operation for 49 – 72 hours?

3. To drill down for more detail for each time category, type in a web address **OR** right click to access a navigational dialogue box. Then select the desired file and click on _Open_.

4. Add a picture in the graphics box.

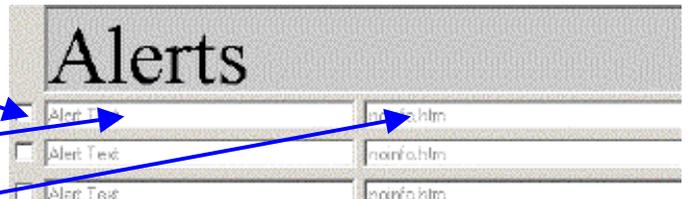> **NOTE: May use _jpg, bmp,_ and _gif_ formats**

- **Drag and drop a picture directly into the graphics box OR**
- **Left click on the mouse in the "Picture" link box, then select the desired file in the dialogue box**

TacGraph.jpg

G:\Documents and Settings\Gene Averett\My Documents\pnnlfavorites.htm

5. To drill down for full-size picture, type in a web address **OR** right click to access a navigational dialogue box. Then select the desired file and click on _Open_.

Three areas—Alerts, Impacts, & Links—can be used to provide further details about the status of the operation.

Alerts

Alert Text — nonfo.htm
Alert Text — nonfo.htm
Alert Text — nonfo.htm

6. **Click on a box to activate a line.**

7. **Type a message in the associated field (max. 20 characters).**

8. **Add a web link by typing in a web address OR right click to access a navigational dialogue box. Then select the desired file and click on _Open_.**

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Rev. 8/00

9. **Publish and save the file.**
- **Click on the _Publish_ button.**
- **A dialogue box will appear with the functional name as the file name. Click _Save_ to publish the information in the appropriate location for viewing on the KWall.**
- **A dialogue box will appear asking, "Do you want to save the current information?" Click on _Yes_, then select a location for the file and click _Save_.**

10. **Clear the form or keep it active. After publishing/saving the file, a dialogue box will appear asking, "Do you want to clear the form?"**
- **Click on _No_ to retain the active file, as a convenient base for the next update.**
- **Click on _Yes_ to display a new, blank template and close the file just saved.**

11. **Exit the current file/template**
- **Click on _X_ at the top right corner of the page to close the application OR**
- **Click on one of the _Create_ buttons to access another type of template.**

Steps to Build an Overview to show up-to-date status indicators for 13 anchor desks.

Building an Overview is similar to building a Status Summary.
1. **Click on the _Create Overview_ button on the Status Summary Template or the Misc Links Template to access the Overview template. Then:**
2. **Use the _Select Template_ menu to choose a title, or type in a title (max. 13 characters).**
3. **Select appropriate "gumball" indicator color for Today's status for each area.**
4. **Add a web link to drill down for more detail for each area, then**
5. **Publish and save the file.**
6. **Clear the form or keep it active.**
7. **Exit the current file/template.**

Steps to Build a Misc Links Page to provide easy access to web pages of your choice.

Building a Misc Links Page is similar to building a Status Summary.
1. **Click on the _Create Misc Links_ button on the Status Summary Template or the Overview Template to access the Misc Links template. Then:**
2. **Use the _Select Template_ menu to choose a title, or type in a title (max. 13 characters).**
3. **Add web links and links descriptions (max. 15 characters).**
4. **Publish and save the file.**
5. **Clear the form or keep it active.**
6. **Exit the current file/template.**

> **NOTE: Re-activation needed upon Re-opening**
> - **Status Summary: Previously selected gumball colors will be indicated, but not active. Also, _Alerts, Impacts & Links_ messages & websites will be indicated, but not active. You must re-activate to display. Pictures remain active.**
> - **Overview: Previously selected gumball colors will be indicated, but not active. You must re-activate to display.**