



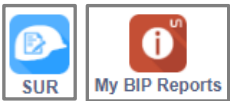
Introduction

The objective of this Guided exercise is to guide Military and Police Planners through the main navigation features in UCM, and to practice basic navigation in order to start using the system for the creation of SURs.

Step-to-step approach in Navigation

1) **Log into** Unite Identity

- a. <https://crmuatraps.un.org/>
- b. Insert your Unite **User**
- c. Insert your Unite **password**



2) **Get familiar** with the **Screen Icons** on the top of the page

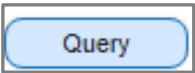
In the **Top Navigational Menu** click on **Tools**, then click on **User Preferences**

- a. Check your profile
- b. Check your Tab Layout and put the following icons in order: (1) **Home**; (2) **SUR**; (3) **My BIP Reports** and (4) **System Documents**
- c. Hide the rest of the Icons
- d. In the **Top Navigational Menu** click on **File** and **Log Out**. Then **Log in** again.



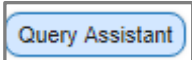
3) **Click on** the icon **SUR**, you will see two Sub-views just below: **SAT list / SUR list**

- a. **Click on SAT List**, navigate through the first three records, see how the SAT Header at the bottom of the screen changes as you click on each record.
- b. **Click Back** on your **browser** and **Click on** the name of the **first SAT** in the list; **does it have any annexes?**
- c. Perform the **previous two points** (a & b) but clicking on **SUR List**
- d. **Menu/Record count:** How many records do you find in SUR List? and, in the SAT list?



4) Always in the **ALL SUR** list click on **Query**

- a. **Filter** by the **mission MONUSCO**, how many SURs do you find? which are their status?
- b. Using the Query button identify all SURs with **Status "Internally Concurred"** and **Substatus "Signed"**, how many do you find?
- c. **Filter** all Missions starting **"MIN"**
- d. **Find** all SURs with the word **"Helicopter"** in its Document Number



5) In **SUR List** and go to the bottom of the page (**SUR**), Click on **Query** and then on **Query assistant**

- a. Select the following **parameters**:
 - i. **Troop/Police Strenght**
 - ii. **Is greater** than **100**
 - iii. How many records do you see?



Unit Category

- 6) Go back to the main SUR List:
 - a. **Sort** the effective date of the SURs in **descending order** (closest date on top)
 - b. **Sort** as well the Mission name column

Save Query

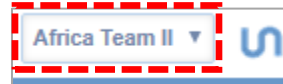
- 7) In **SUR List**, click on **Query** and then on **Query assistant**

- a. In the **first drop down list** please select **“Mission Name”**, **“Equals”** and type **“MINUSCA”**
- b. In the **second drop down list** please select **“Mission Name”**, **“Equals”** and type **“MONUSCO”**
- c. In the **third drop down list** please select **“Mission Name”**, **“Equals”** and type **“MINUSMA”**
- d. **Click** then in **Save Query**. Include your **Query Name: “Africa Team II”**. **Click** on **OK**.
- e. **Click** on **Go**



- f. **Go** to the **Top right corner** of your screen and **select** in the **drop down** the query you’ve just saved (**Africa Team II**)

The list of SURs for the three missions will appear .



SAT List SUR List

ALL SUR

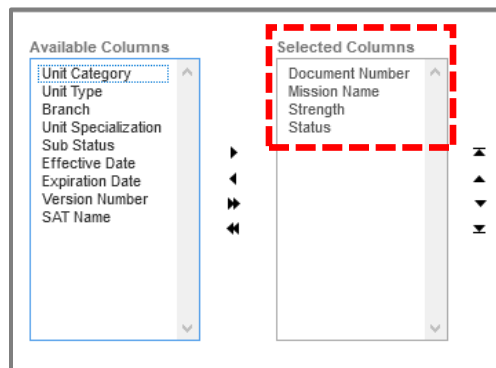
All SUR Menu New Delete Query

Strength	Document Number	Mission Name
Platoon	PKO/MONUSCO/Fx wings-Infantry-Platoo...	MONUSCO
Company	PKO/MONUSCO/Heavy Utility Helicopters-...	MONUSCO
Formed Police Unit	PKO/MINUSCA/Canine Handling-Policing-...	MINUSCA
Formed Police Team	PKO/MINUSCA/Close Protection-Medical-...	MINUSCA
Battalion	PKO/MINUSCA/Medium Utility Helicopters-...	MINUSCA
Battalion	PKO/MINUSCA/Heavy Utility Helicopters-C...	MINUSCA
Battalion	PKO/MINUSCA/Fx wings-Engineering-Bat...	MINUSCA
Formed Police Team	PKO/MINUSCA/Crime Analysis-Medical-F...	MINUSCA
Battalion	PKO/MINUSCA/Other-Engineering-Battalio...	MINUSCA
Battalion	PKO/MINUSCA/Multi-Role-Cavalry-Battalio...	MINUSCA



Columns Displayed [

- 8) Go back to the main SUR List.
 - a. **Go to Menu/Columns Displayed**
 - b. **Leave in the selected Columns** box the following parameters:
 - 1. *Document Number*
 - 2. *Mission Name*
 - 3. *Strength*
 - 4. *Status*



Print Preview...

- 9) **Printing your records: Go to ALL SUR list**
 - a. **Go to Menu/Select All**
 - b. **Go to Menu/Print Preview.** From the new window created you can print the list.

Export...

- 10) **Exporting your records: Go to ALL SUR list**
 - a. **Go to Menu/Export**
 - b. In the **pop-up Menu** select:
 - i. All Rows in current Query (so we select all records)
 - ii. Visible Columns
 - iii. Tab Delimited Text File (in order to export to CSV file)
 - iv. **Click on Next** (Fig.1)
 - v. Once the opening output opens up, please **Save** as Microsoft Excel (Default) and click OK (Fig.2)

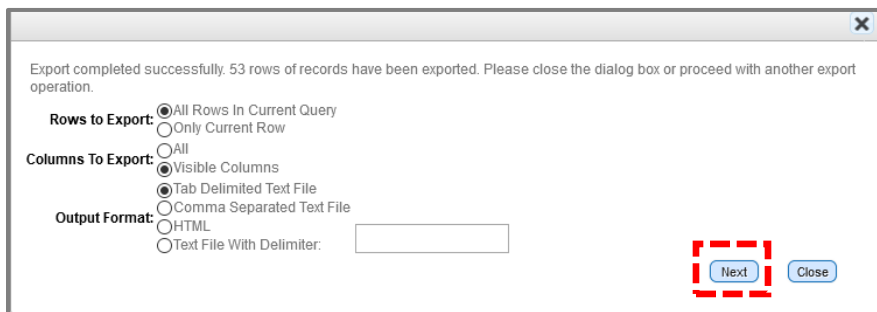


Fig.1; Pop-up window for selecting the extension of the report to be extracted

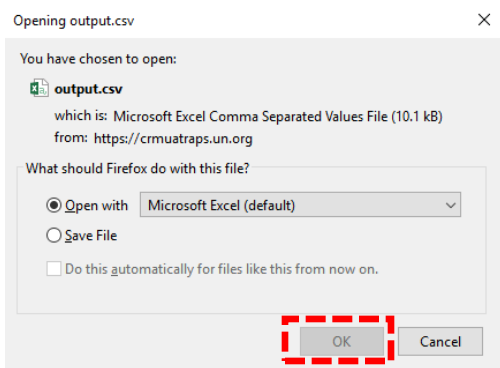


Fig.2; Excel document from SUR list

	A	B	C	D	E	F	G	H	I
1	Document	Mission N	Unit Cate	Unit Type	Branch	Strength	Unit Speci	Status	Sub Status
2	DPO-SUR-	UNMISS	Police	Specialize	Maritime	Formed Pl	Canine Ha	Draft	with MILA
3	DPO-SUR-	UNIFIL	Military	Enabling	Cavalry	Company	Reserve	Internal C	Work in Pi
4	DPKO/UN	UNAMI	Military	Enabling	Intelligen	Battery	Support	Draft	Work in Pi
5	DPKO/UN	UNAMI	Police	Law Enfor	Aviation	Other	Reserve	Draft	Work in Pi
6	DPKO/UN	UNAMI	Military	Enabling	Artillery	Team	Support	Internally	Signed
7	DPKO/MI	MINURSO	Military	Enabling	Transport	Company	Medium U	Draft	Work in Pi
8	DPKO/UN	UNSOM	Police	Other	Medical	Formed Pl	Close Prot	Draft	Work in Pi
9	DPO-SUR-	UNDOF	Military	Enabling	Intelligen	Battery	Heavy Util	Draft	Work in Pi
10	DPKO/UN	UNPCRS	Military	Combat	Signal	Hospital -	Guard uni	Draft	Work in Pi
11	DPKO/UN	UNMIT	Military	Enabling	Maintena	Battalion	Quick Rea	Draft	Work in Pi
12	DPKO/UN	UNDOF	Police	Security	Aviation	Formed Pl	Close Prot	Draft	Work in Pi
13	DPKO/MC	MONUSCO	Military	Enabling	Infantry	Platoon	Fixing	Draft	Work in Pi

Fig.3; Excel document in CSV