

Discrimination and Sexual Harassment Database D A S H

User's Manual

Prepared by

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Revision History

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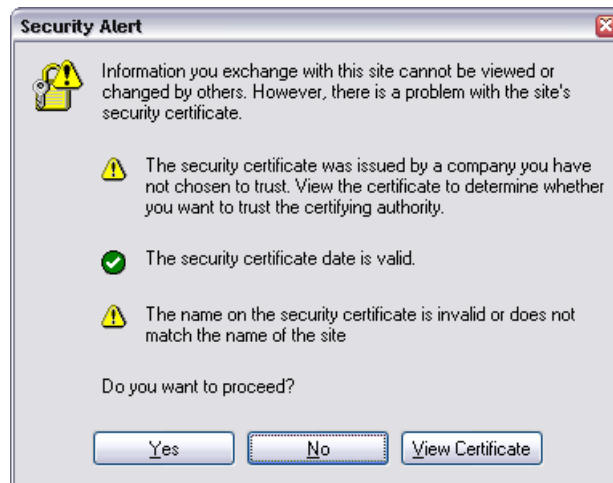
Section 1, Starting DASH

The Discrimination and Sexual Harassment (DASH) database is a tool for personnel in the Department of the Navy who manage information about alleged incidents involving sexual harassment and discrimination.

DASH allows you to input and track allegations about Marines who are either the offenders or the recipients of such actions. This manual explains how to use DASH. The procedures for reporting offenses are in MCO P5354.1 and are authorized by Title 5 and US Code 301.

To start DASH, do the following:

- Enter the Uniform Resource Locator (URL) for Dash into the address line in Microsoft Internet Explorer. Internet Explorer displays the Security Alert dialog box, as in the following figure.
- Click Yes.



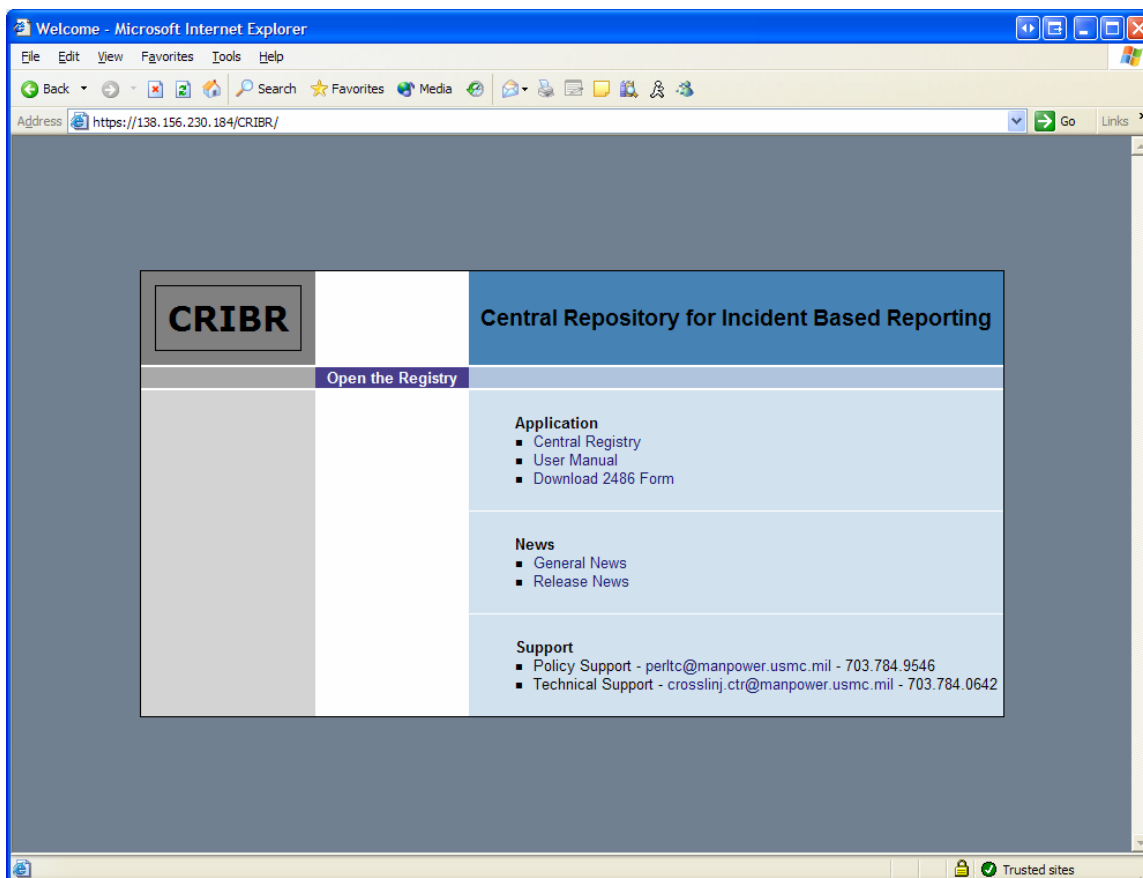
NOTE: DASH Reports are Personal and Confidential. Distribution outside of the DASH system is not authorized.

Another browser window opens, welcoming you to DASH, as in the following figure:



- Enter your user name and password into the appropriate boxes. Contact MPE if you do not know your user name and password.
- Click on Remember My Password if you want to store your password on this computer.
If you click on Remember My Password, the computer stores the password in your user account and automatically fills in the password blank when you log on with this user name in the future.
- Click OK

If your logon is successful, Internet Explorer displays a link to launch DASH:



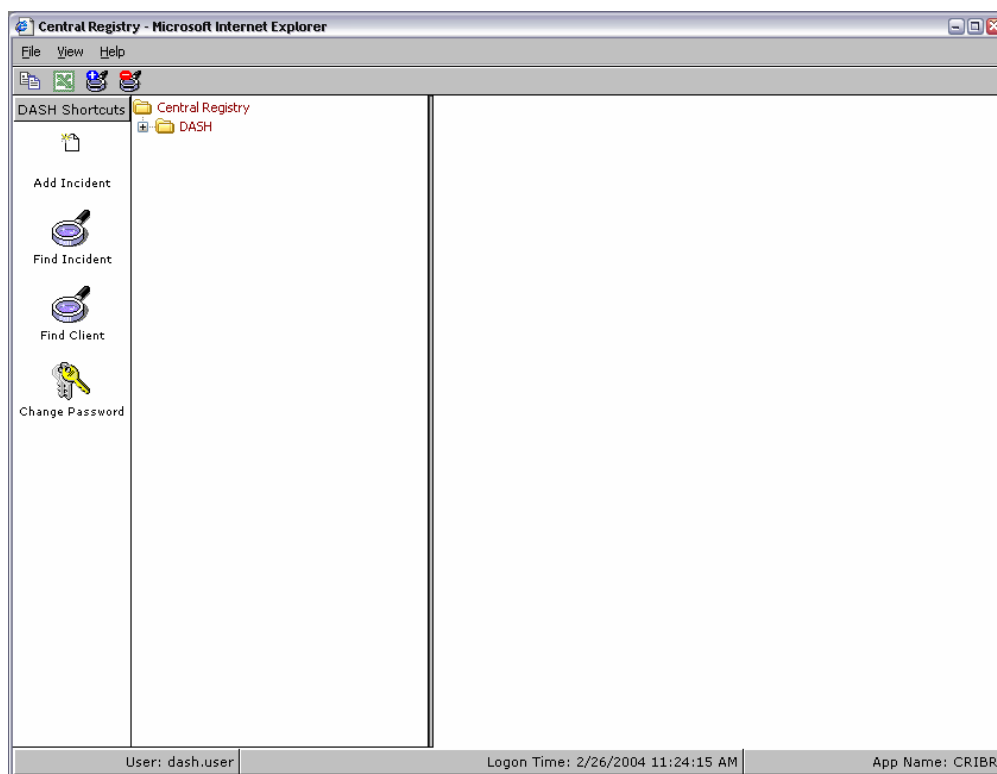
Do not close this browser window.





- Click on "Open the Registry."

Your logon can be unsuccessful for two reasons:

- An HTTP error in the 400 series most often means that you typed in the wrong URL. If you selected DASH from your favorites menu, it could be that the favorite is incorrect. You can also get this error if the server is not available, or if your Internet service is down.
- An HTTP error in the 500 series means that there was an internal error in the server. This sort of problem is usually temporary. If it persists, notify the system administrator.

When DASH starts up, it appears as follows:

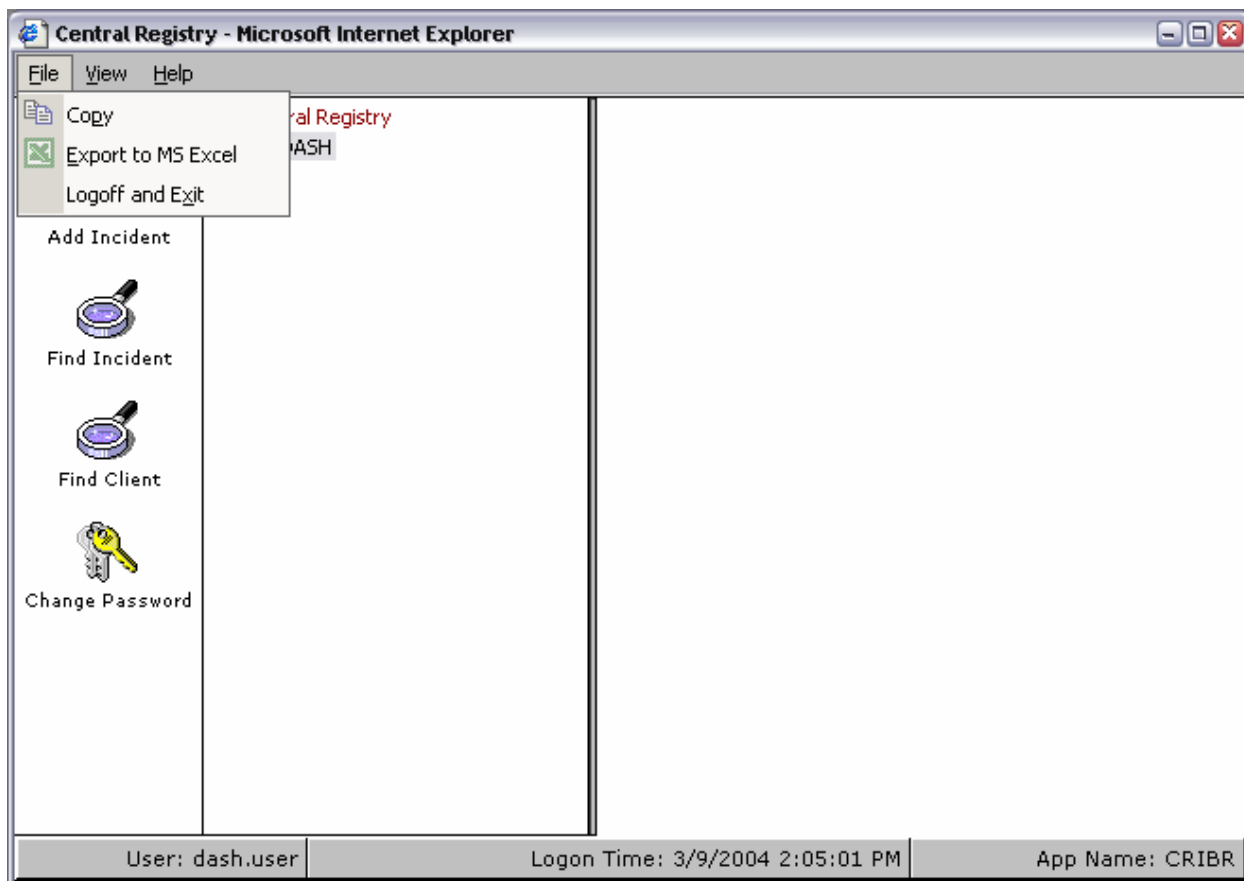


-  The new incident icon allows you to create a new incident. See Section 2, "Adding an Incident," on page 9.
-  The Find Incident icon allows you to search for an existing incident. See Section 3, "Finding and Updating an Incident or Client," on page 23.
-  The Find Client icon allows you to search for a client. See Section 3, "Finding and Updating an Incident or Client," on page 23.
-  The Change Password icon allows you to change your password. See Section 4, "Changing Your Password," on page 28

You can double-click on DASH under the Central Registry in the middle pane to display information.

Your user profile contains the RUC/MCC that you belong to. Therefore, DASH only displays the information that is appropriate to your RUC/MCC.

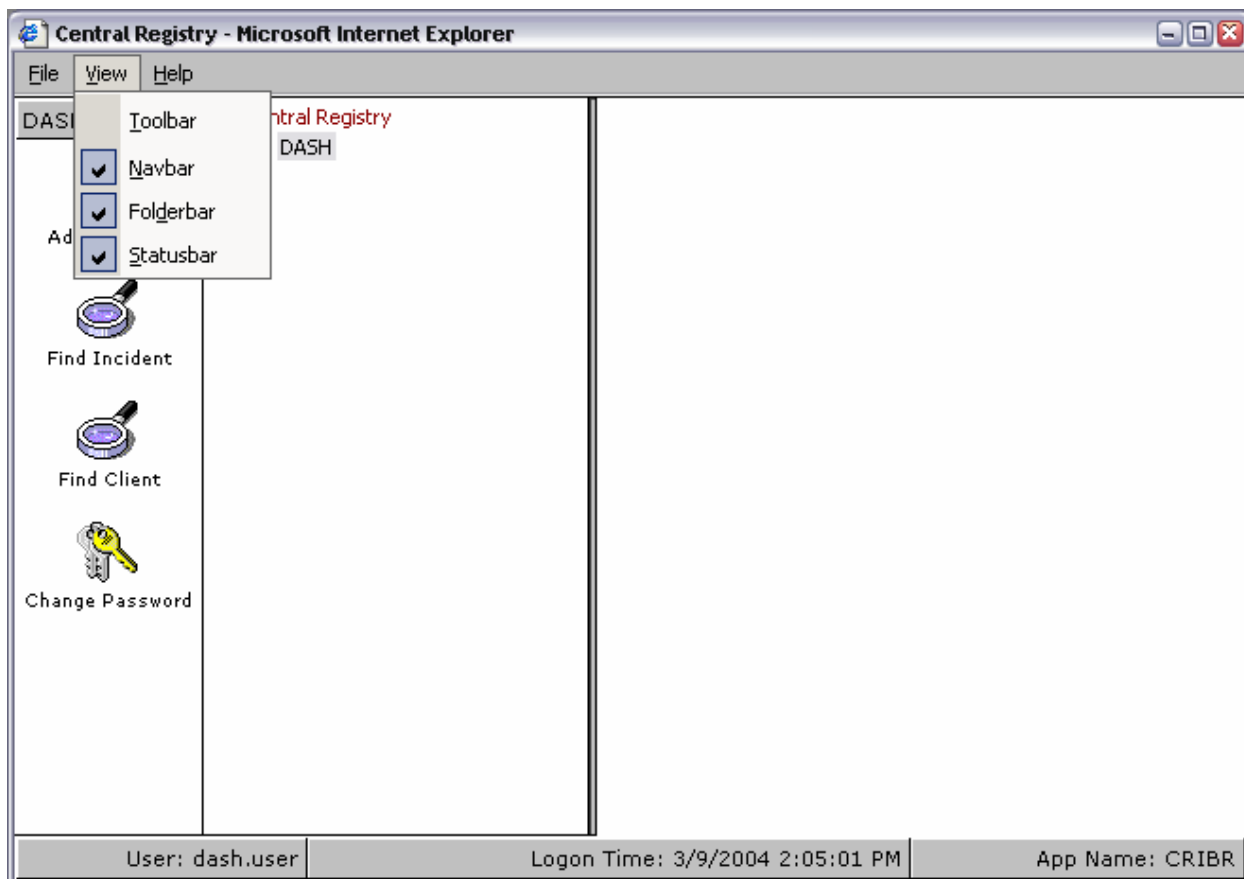
The File Menu



The File menu gives you three options:

- You can copy the data that you are viewing.
When you click on Copy, DASH makes a copy of the information in the right pane and puts it on the Windows clipboard. You can start or switch to a text-editing program, such as Notepad or a word processor, and paste the information into the document.
- You can export the data that you are viewing. When you select Export, DASH displays the File Download dialog box
 - If you opened this dialog box by mistake, click Cancel to close it without exporting the data into Excel.
 - Click Open to display the Excel file in Internet Explorer.
 - Click Save to save the file. The Windows Save As dialog box allows you to choose a folder and save the file.
 - Click More Info if you need more information about downloading files.
- You can log off and exit DASH, which ends your session.

The View Menu



The view menu gives you a number of options that control the way that DASH looks. Some of these options are already in effect. Since these settings only affect you, you can change them in any way that suits you. The options are as follows:

Toolbar

DASH displays the tool bar by default. The tool bar appears directly below the menu bar. You can toggle it on or off, as you like.

Navbar

The Navigation Bar is the left pane of the main part of DASH. By default, DASH displays the Navigation Bar. You can hide or bring back the Navigation Bar by selecting this option. You may want to hide the Navigation Bar if you need more room to see the data you are working on.

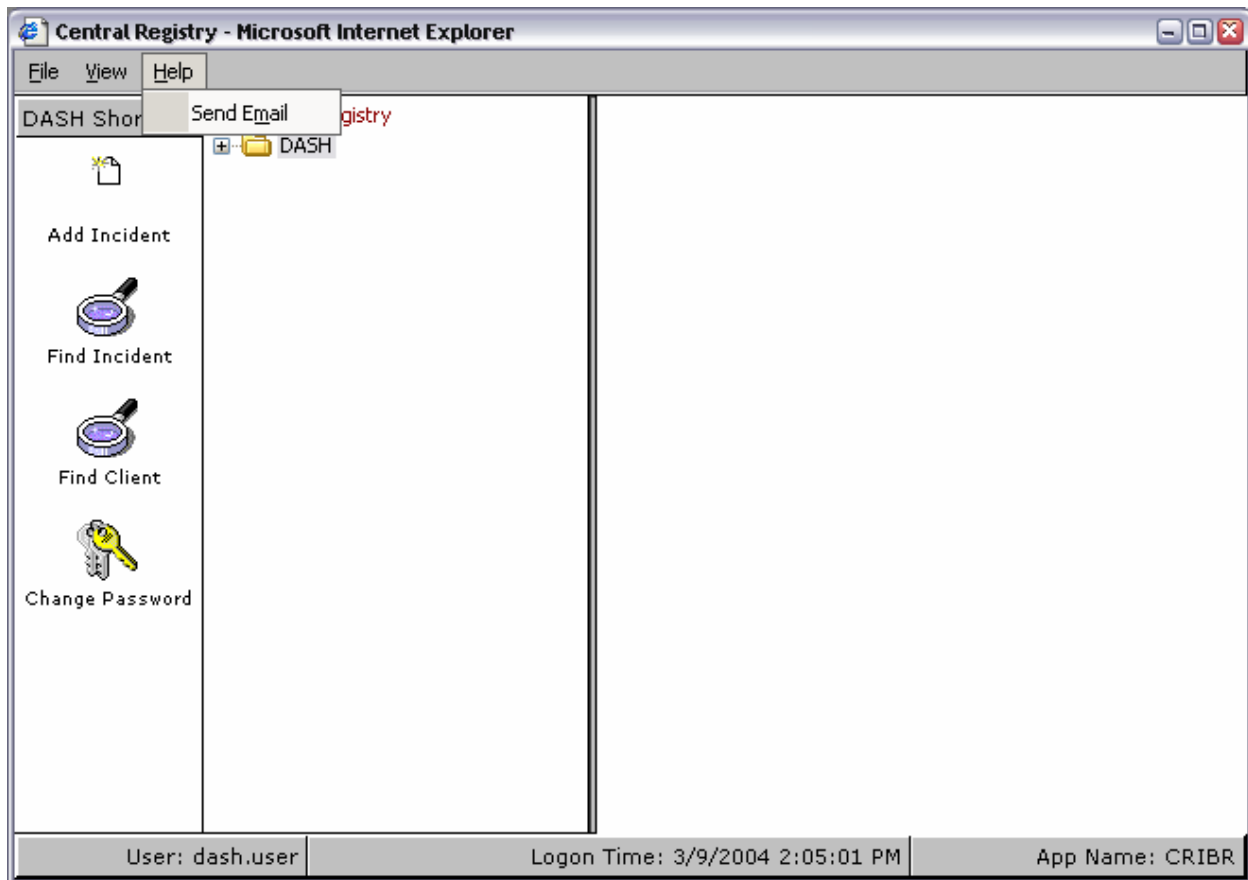
Folderbar

The Folder Bar is the center pane in the main part of DASH. By default, DASH displays the Folder Bar. You can hide or bring back the Folder Bar by selecting this option. You may want to hide the Folder Bar if you need more room to see the data you are working on.

Statusbar

If you select this option, you can display or hide the status bar at the bottom of the window. You may want to hide the status bar if you need more room to view data.

The Help Menu



The Help menu creates an email message to the DASH administrator. The address is filled in, but the message area is blank. Explain the nature of your problem and send the email.

The Tool Bar

The DASH tool bar appears directly below the menu, as shown in the following figure:



The tool bar has four buttons that allow you to perform four common tasks very quickly:



The Copy button allows you to copy the data.

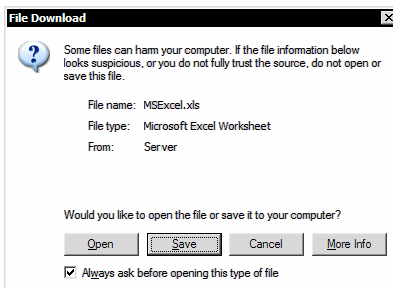
When you click on Copy, DASH makes a copy of the information in the right pane and puts it on the Windows clipboard. You can start or switch to a text-editing program, such as Notepad or a word processor, and paste the information into the document.



The Excel button allows you to export the selected data into a Microsoft Excel spreadsheet.

When you click on Excel, DASH exports the information in the right pane to an Excel spreadsheet. If the right pane is blank, the Excel spreadsheet contains nothing.

When you select Excel, DASH displays the File Download dialog box, as in the following figure. The dialog box contains a warning that does not apply to you in this situation.



- If you opened this dialog box by mistake, click Cancel to close it without exporting the data into Excel.
- Click Open to display the Excel file in Internet Explorer.
- Click Save to save the file. The Windows Save As dialog box allows you to choose a folder and save the file.
- Click More Info if you need more information about downloading files.



The Show Filter button restores the display of the search filter.

This button only works if you have completed a search during your current DASH session.

When you search for something in the unit hierarchy, DASH hides the filter so that you have a clear view of the results set. If you would like to see the filter again, click Show Filter.




The Hide Filter button hides the filter.

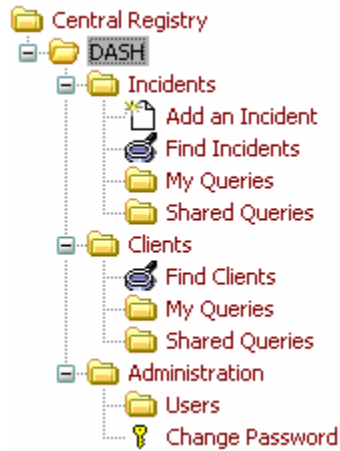
If you used the Show Filter button to display the filter, you can hide it by clicking Hide Filter.


Section 2, Adding an Incident

To add an incident, you can click on the Add Incident icon in the left pane, or you can use the folders in the middle pane. To use the folders in the middle pane, do the following:

- Click on the  icons to open the folders in the folder bar until you see Add an Incident.

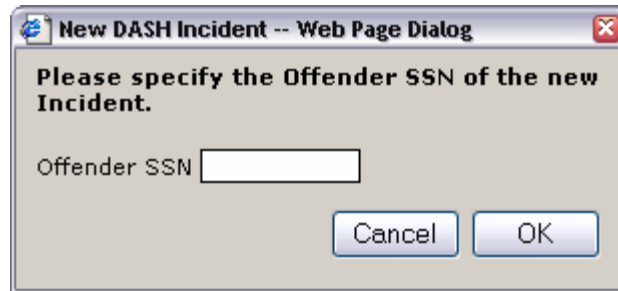
The following figure shows the folder bar completely open:



- Click on Add an Incident  to add a new incident.

Entering the Alleged Offender's Social Security Number

When you add a new incident, DASH begins by prompting you for the alleged offender's social security number, as in the following figure:



- Click on Cancel if you do not want to enter a new incident and got here by mistake.
- Click on OK to continue entering the new incident.

What if you don't know the offender's Social Security number?

If you do not know the offender's Social Security number, do the following:

- If the offender is an individual:
Enter 111111111 to signify the offender SSN is unknown
- If the offender is an organization (such as the entire command):
Enter 555555555 to signify there are multiple offenders

Entering Administrative Information about the Incident

After you enter the alleged offender's social security number, DASH displays a dialog box so that you can enter administrative information about the incident, as in the following figure.

DASH assigns a number to the incident, as follows:

00 + the three-digit MCC + the four-digit year + a four-digit sequence number

For example, the incident in the below figure would be MCC 009's fortieth incident during 2004.

- Fill in the fields with the appropriate information about the incident.

Central Registry - Discrimination and Sexual Harassment (DASH) - Microsoft Internet Explorer

Incident - 0000920040040 File Status: D

Categories

Admin Recipients
Offenders Witnesses
Disposition Processing

General Information

Report Date Reporting Service

Date Initiated

Reported Through Sensitivity Yes

Other - No

Point Of Contact Information

POC POC Phone

POC Location MCC

Discrimination Information

From To

Location Other -

Type of Discrimination

Age Race / Ethnic

Gender Sexual Harassment

Religion Other

Incident Description

Undo All OK Cancel Apply

The fields are as follows:

- Report Date The actual date on which the report was sent to the EOA
- Reporting Service The military service that is reporting the incident
- Date Initiated The date on which you initially enter the incident into DASH
- Reported Through: Choose the means by which the information became known from the drop-down box.
 - Other This field is only active if you chose “Other” in the Reported Through drop-down box. If the field is active, enter the source of the information here.
- Sensitivity Select yes or no. If the incident is sensitive, select the reason why it is sensitive from the drop-down box.
 - POC DASH automatically fills in the name of the point of contact.
 - POC Phone DASH automatically fills in the phone number of the point of contact.
 - POC Location DASH automatically fills in the location of the point of contact.
 - MCC DASH automatically fills in MCC of the point of contact.
 - From Enter the date on which the incident began. See “Entering Dates into DASH” on page 13.
 - To Enter the date on which the incident ended.
- Location Select the location of the incident from the drop-down box.
 - Other This field is only active if you selected “other” as the location. If it is active, enter the location here.
- Type of Discrimination Check the boxes that indicate the types of discrimination that are alleged. It is possible to check more than one box.
 - Other This field is only active if you selected “other” as the discrimination type. If it is active, enter the type of discrimination here.

Entering Dates into DASH

If you enter a date in a format that DASH does not recognize, the date field turns orange. DASH recognizes dates in two formats:

If you enter a date with numbers:

- You must use slashes to separate the numbers.
- You must enter the date as month, day, year in that order.
- You may enter either a one-digit or two-digit month or day.
- You may enter either a two-digit or four-digit year.

DASH interprets all of these dates the same and displays the results as 03-Jun-1951:

6/3/51
6/03/51
06/3/51
06/03/51
6/3/1951
6/03/1951
06/3/1951
06/03/1951

If you enter a date with the month spelled out:

- You must use a four-digit year.
- You can place the month, day, and year in any order.
- You can separate the month, day, and year with spaces or hyphens.
- You can enter either a one-digit or two-digit day.
- You can enter the full name of the month or you can abbreviate it.

Your abbreviation must be at least two letters long. If your abbreviation is ambiguous (“oc” is October, but is “ma” March or May?), DASH may not interpret you correctly.

DASH interprets all of these dates the same and displays the results as 06-June-1951:

6 June 1951 6-June-1951 6-June-1951 6-June 1951
06 June 1951 06-June-1951 06-June-1951 06-June 1951
6 1951 June 6-1951-June 6 1951-June 6-1951 June
06 1951 June 06-1951-June 06 1951-June 06-1951 June
1951 June 6 1951-June-6 1951 June-6 1951-June 6
1951 June 06 1951-June-06 1951 June-06 1951-June 06
1951 6 June 1951-6-June 1951 6-June 1951-6 June
1951 06 June 1951-06-June 1951 06-June 1951-06 June
June 6 1951 June-6-1951 June 6-1951 June-6 1951
June 06 1951 June-06-1951 June 06-1951 June-06 1951
June 1951 6 June-1951-6 June 1951-6 June-1951 6
June 1951 06 June-1951-06 June 1951-06 June-1951 06

In these examples, DASH would also interpret Jun as June.

Using the Dialog Boxes

Four buttons always appear at the bottom of the dialog box. They have the following functions:


- | | |
|----------|--|
| Undo All | discards all the changes without closing the dialog box. Use this button if you made mistakes and you want to start over. |
| Cancel | discards all the changes and closes the dialog box. Use this button if you decide not to enter an incident. |
| Apply | saves the information without closing the dialog box. Use this button if you want to continue entering information using the icons in the left pane. |
| OK | saves the information and closes the dialog box. Use this button if you want to save the information and you are finished for now |

Entering Information about the Recipients


You can click on the icons in the left pane in any order.

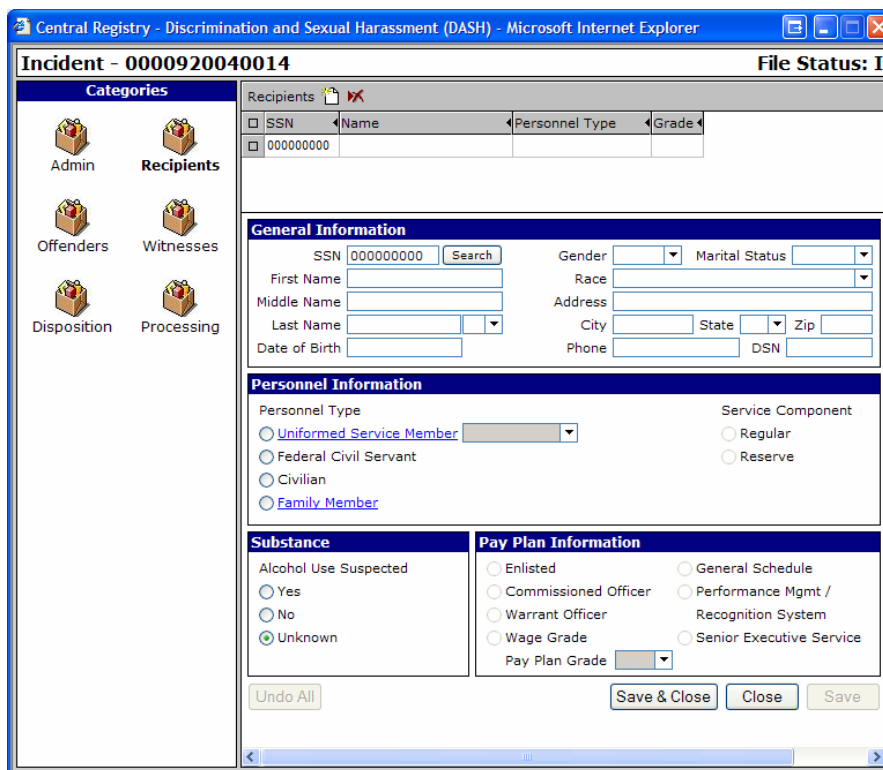
- Click on the Recipients icon to enter information about the recipient.
DASH displays the dialog box in the following figure:
- Enter the recipient's Social Security number in the SSN field
- Click Search.
DASH fills in the form with whatever information is available from MCTFS.

To add an additional recipient:

- Click on  (the add icon) next to the word "recipients" in the right pane.

To delete a recipient:

- Click on the recipient in the list
- Click on  (the delete icon) next to the word "recipients" in the right pane



The screenshot shows the 'Central Registry - Discrimination and Sexual Harassment (DASH) - Microsoft Internet Explorer' window. The main title is 'Incident - 0000920040014' and the 'File Status' is 'I'. The interface is divided into several sections:

- Categories:** A vertical list of icons for Admin, Recipients, Offenders, Witnesses, Disposition, and Processing. The 'Recipients' icon is highlighted.
- Recipients:** A table with columns for SSN, Name, Personnel Type, and Grade. The first row contains the SSN '000000000'.
- General Information:** A form with fields for SSN (000000000), Gender, Marital Status, First Name, Middle Name, Last Name, Date of Birth, Race, Address, City, State, Zip, Phone, and DSN. A 'Search' button is next to the SSN field.
- Personnel Information:** A form with radio buttons for Personnel Type (Uniformed Service Member, Federal Civil Servant, Civilian, Family Member) and Service Component (Regular, Reserve).
- Substance:** A form with radio buttons for Alcohol Use Suspected (Yes, No, Unknown).
- Pay Plan Information:** A form with radio buttons for Enlisted, Commissioned Officer, Warrant Officer, Wage Grade, General Schedule, Performance Mgmt / Recognition System, and Senior Executive Service. It also includes a 'Pay Plan Grade' dropdown menu.

At the bottom of the form, there are buttons for 'Undo All', 'Save & Close', 'Close', and 'Save'.

- Fill in any of the General Information fields that DASH did not automatically fill in:
 - SSN Enter the recipient's Social Security Number
 - First Name Enter the recipient's first name
 - Middle Name Enter the recipient's middle name
 - Last Name Enter the recipient's last name
 - Date of Birth Enter the recipient's date of birth. See "Entering Dates into DASH" on page 13.
 - Gender Select whether the recipient is male or female from the drop-down box.
 - Marital Status Select the recipient's marital status from the drop-down box.
 - Race Select the recipient's race from the drop-down box.
 - Address Enter the recipient's street address or unit mail address
 - City Enter the recipient's city.
 - State Enter the recipient's state from the drop-down box.
 - Zip Enter the recipient's nine-digit zip code.
 - Phone Enter the recipient's telephone number.
 - DSN Enter the recipient's DSN number.
- Fill in any of the Personnel Information that DASH did not automatically fill in:
 - Select whether the recipient was a uniformed service member, a federal civil servant, a civilian, or a family member.
 - If you select Uniformed Service Member:
 - Select the service component: either regular or reserve.
 - Use the drop-down box to specify the service.
 - Click on Uniformed Service Member to enter the required military data.
 - If you select family member:
 - Click on family member to add additional required data.
 - Fill in the information about substance abuse:
 - Indicate whether alcohol was a suspected factor: yes, no, or unknown.
 - Select the pay plan if DASH did not already select it. If you select Wage Grade, select the pay plan grade from the drop-down box.

Entering Information about the Alleged Offenders


You can click on the icons in the left pane in any order.

- Click on the Offenders icon to enter information about the alleged offenders.
Notice that DASH's dialog boxes call alleged offenders 'offenders.' In fact, everything in DASH is an allegation until the final disposition finds otherwise.


DASH displays the dialog box in the following figure:

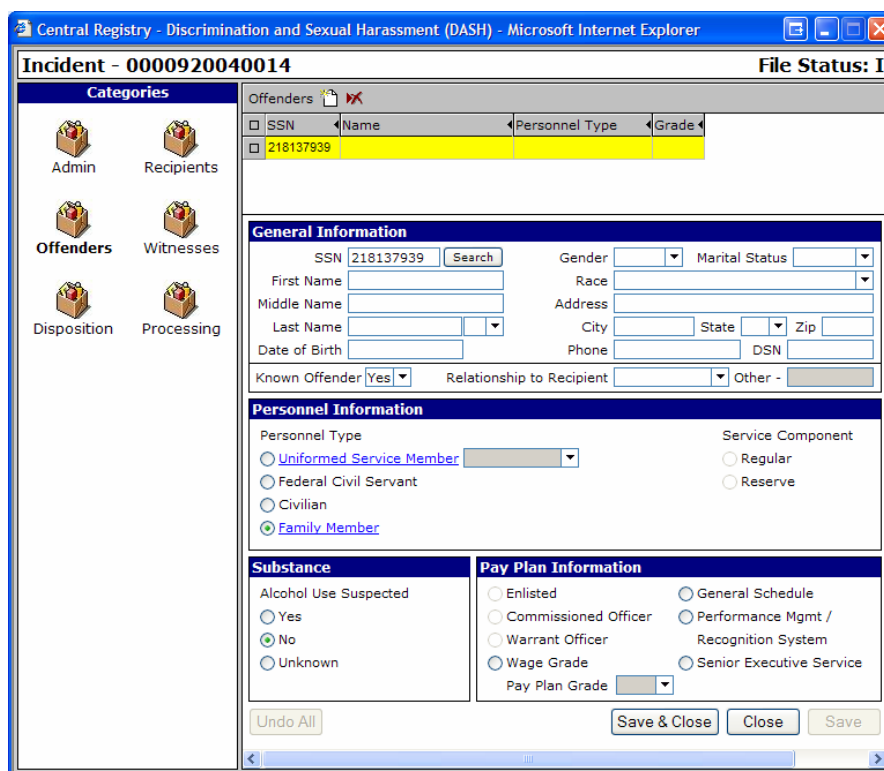
- Enter the offender's Social Security number in the SSN field
- Click Search.
- DASH fills in the form with whatever information is available from MCTFS.

To add an additional offender:

- Click on  (the add icon) next to the word "offenders" in the right pane.

To delete an offender:

- Click on the offender in the list
- Click on  (the delete icon) next to the word "offenders" in the right pane.





Central Registry - Discrimination and Sexual Harassment (DASH) - Microsoft Internet Explorer

Incident - 0000920040014 File Status: I

Categories

Admin Recipients
Offenders Witnesses
Disposition Processing

Offenders  

SSN	Name	Personnel Type	Grade
218137939			

General Information

SSN Gender Marital Status
 First Name Race
 Middle Name Address
 Last Name City State Zip
 Date of Birth Phone DSN
 Known Offender Relationship to Recipient Other -

Personnel Information

Personnel Type Uniformed Service Member Federal Civil Servant Civilian Family Member Regular Reserve
 Service Component

Substance

Alcohol Use Suspected Yes No Unknown

Pay Plan Information

Enlisted Commissioned Officer Warrant Officer Wage Grade General Schedule Performance Mgmt / Recognition System Senior Executive Service
 Pay Plan Grade


- Fill in any of the General Information fields that DASH did not automatically fill in:
 - SSN Enter the offender's Social Security Number
 - First Name Enter the offender's first name
 - Middle Name Enter the offender's middle name
 - Last Name Enter the offender's last name
 - Date of Birth Enter the offender's date of birth. See "Entering Dates into DASH" on page 13.
 - Gender Select whether the offender is male or female from the drop-down box.
 - Marital Status Select the offender's marital status from the drop-down box.
 - Race Select the offender's race from the drop-down box.
 - Address Enter the offender's street address or unit mail address
 - City Enter the offender's city.
 - State Enter the offender's state from the drop-down box.
 - Zip Enter the offender's nine-digit zip code.
 - Phone Enter the offender's telephone number.
 - DSN Enter the offender's DSN number.
 - Known Offender Select yes or no from the drop-down box to indicate whether this is a known offender.
 - Relationship to Recipient Select the offender's relationship to the recipient from the drop-down box
 - Other If the offender's relationship to the recipient to the recipient was "other," this field is available. Enter the relationship here.
- Fill in any of the Personnel Information that DASH did not automatically fill in:
 - Select whether the offender was a uniformed service member, a federal civil servant, a civilian, or a family member.
 - If you select Uniformed Service Member:
 - Select the service component: either regular or reserve.
 - Use the drop-down box to specify the service.
 - Click on Uniformed Service Member to enter the required military data.
 - If you select family member:
 - Click on family member to add additional required data.
 - Fill in the information about substance abuse:
 - Indicate whether alcohol was a suspected factor: yes, no, or unknown.
 - Select the pay plan if DASH did not already select it. If you select Wage Grade, select the pay plan grade from the drop-down box.

Entering Information about the Witnesses


You can click on the icons in the left pane in any order.

- Click on the Witnesses icon to enter information about the witnesses.
DASH displays the dialog box in the following figure:
- Enter the witness's Social Security number in the SSN field
- Click Search.
DASH fills in the form with whatever information is available from MCTFS.

To add an additional witness:

- Click on  (the add icon) next to the word "witnesses" in the right pane.

To delete a witness:

- Click on the witness in the list
- Click on  (the delete icon) next to the word "witnesses" in the right pane.

Central Registry - Discrimination and Sexual Harassment (DASH) - Microsoft Internet Explorer



Incident - 0000920040040 File Status: D

Categories

Admin Recipients

Offenders **Witnesses**

Disposition Processing

Witnesses  

Executing 0.59 s
 Downloading Results 0.05 s 4170 kb/s
 Rendering Grid
 No records found matching your query

General Information

SSN Gender

First Name

Middle Name Address

Last Name City State Zip

Date of Birth Phone DSN

Requests Anonymity Relationship to Recipient Other -

Personnel Information

Personnel Type Service Component

Uniformed Service Member Regular

Federal Civil Servant Reserve

Civilian

Witness Summary

Pay Plan Information

Enlisted General Schedule

Commissioned Officer Performance Mgmt /

Warrant Officer Recognition System

Wage Grade Senior Executive Service

Pay Plan Grade

- Fill in any of the General Information fields that DASH did not automatically fill in:
 - SSN Enter the witness's Social Security Number
 - First Name Enter the witness's first name
 - Middle Name Enter the witness's middle name
 - Last Name Enter the witness's last name
 - Date of Birth Enter the witness's date of birth. See "Entering Dates into DASH" on page 13.
 - Gender Select whether the witness is male or female from the drop-down box.
 - Marital Status Select the witness's marital status from the drop-down box.
 - Race Select the witness's race from the drop-down box.
 - Address Enter the witness's street address or unit mail address
 - City Enter the witness's city.
 - State Enter the witness's state from the drop-down box.
 - Zip Enter the witness's nine-digit zip code.
 - Phone Enter the witness's telephone number.
 - DSN Enter the witness's DSN number.
 - Requests Anonymity Select yes or no from the drop-down box to indicate whether the witness wishes to be anonymous.
 - Relationship to Recipient Select the witness's relationship to the recipient from the drop-down box
 - Other If the witness's relationship to the recipient to the recipient was "other," this field is available. Enter the relationship here.
- Fill in any of the Personnel Information that DASH did not automatically fill in:
 - Select whether the witness was a uniformed service member, a federal civil servant, a civilian, or a dependent.
 - If you select Uniformed Service Member:
 - Select the service component: either regular or reserve.
 - Use the drop-down box to specify the service.
 - Click on Uniformed Service Member to enter the required military data.
- Fill in the field labeled Witness Summary. Enter narrative text that summarizes the witness's account of events.
- Select the pay plan if DASH did not already select it. If you select Wage Grade, select the pay plan grade from the drop-down box.

Entering Information about the Disposition of the Incident

You can click on the icons in the left pane in any order.

- Click on the Disposition icon to enter information about the disposition of the incident. DASH does not accept a date in the Date Action Complete box unless you enter a closure code in the Closure Code drop-down box.

DASH displays the dialog box in the following figure:

The dialog box contains drop-down boxes for some of the data. Not all of them are appropriate for all stages of processing. The figure shows the Closure Code drop-down box.

The screenshot shows a web browser window titled "Central Registry - Discrimination and Sexual Harassment (DASH) - Microsoft Internet Explorer". The main content area displays "Incident - 0000920040040" and "File Status: D".

The interface is divided into several sections:

- Categories:** A vertical list of icons representing different categories: Admin, Recipients, Offenders, Witnesses, Disposition (highlighted), and Processing.
- General Information:** Contains a "Date Action Complete" text box, a "Closure Code" drop-down menu (showing "Substantiated" and "Unsubstantiated" options), and a "Trial Results" text box.
- Convening Authority Approval:** Includes a "Has Approval" checkbox and an "Approval Results" text area.
- Action Taken:** Features "Administrative" and "Judicial" drop-down menus, each followed by an "Action Taken" text area.
- Results of Court Ordered Conviction:** Contains "Military" and "Civilian" drop-down menus, each followed by an "Other" text box and a "Sentence" text area (labeled "Military Sentence" and "Civilian Sentence").

At the bottom of the form, there are buttons for "Undo All", "OK", "Cancel", and "Apply".

Fill in the applicable fields for the disposition as follows:

General Information

- Enter the date on which the action was complete. See Entering Dates into DASH, on page 13.
- Select substantiated or unsubstantiated from the Closure Code drop-down box. You cannot do this unless the Date Action Complete field is filled in.
- Select the trial results from the Trial Results drop-down box.

Convening Authority Approval

- If the convening authority has given approval, check the Has Approval box.
- If the Has Approval Box is checked, the Approval Results field is available. Enter narrative text to describe the approval results.

Action Taken

- From the Administrative drop-down box, select whether the administrative action was administrative separation, nonjudicial punishment, personnel action, or no action.
- If there is a value in the Administrative drop-down box, the corresponding Action Taken field is available. Enter narrative text to describe the actions that were taken, or the reason why no action was taken.
- From the Judicial drop-down box, select whether it was a civilian trial or a general court martial.
- If there is a value in the Judicial drop-down box, the corresponding Action Taken field is available. Enter narrative text to describe the actions that were taken.

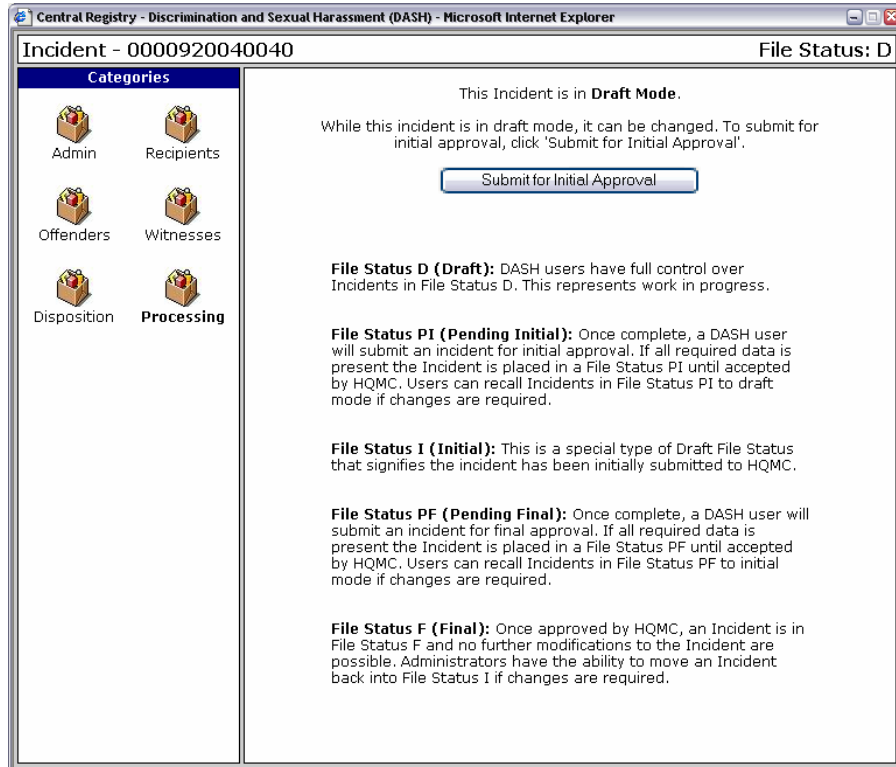
Results of Court-Ordered Conviction

- From the Military drop-down box, select whether the court ordered imprisonment, a discharge, a fine, a reduction in grade, or other.
- If you select “other” from the Military drop-down box, the corresponding Other field is available. Enter in a description of the military court action.
- If there is a value in the Military drop-down box, the Military Sentence field is available. Enter narrative text to describe the sentence.
- From the Civilian drop-down box, select whether the court ordered confinement, a fine, mandatory counseling, or other.
- If you select “other” from the Civilian drop-down box, the corresponding Other field is available. Enter in a description of the civilian court action.
- If there is a value in the Civilian drop-down box, the Civilian Sentence field is available. Enter narrative text to describe the sentence.

Submitting the Incident for Processing

After you have entered all the information about the incident, you can submit it for processing.

- Click on the Processing icon in the left pane.
DASH displays an explanation of the process. DASH displays an explanation of the file status codes, which you can also find in the Appendix.
- Click on the Submit button to submit the incident for the next processing step.






Section 3, Finding and Updating an Incident or Client

If you need to add information to an existing incident, you must find it first. There are two ways to find an incident:



- You can use an existing query.
- You can create a new query from scratch.

Using an Existing Query

You can find incidents by using a saved query, which is what DASH calls a set of search criteria that has been saved so that it can be reused.

- Click on the  next to Incidents, if necessary, to display the items below it.
 - Click on the  next to My Queries to display the items below it.
 - Click on the  next to Shared Queries to display the items below it.

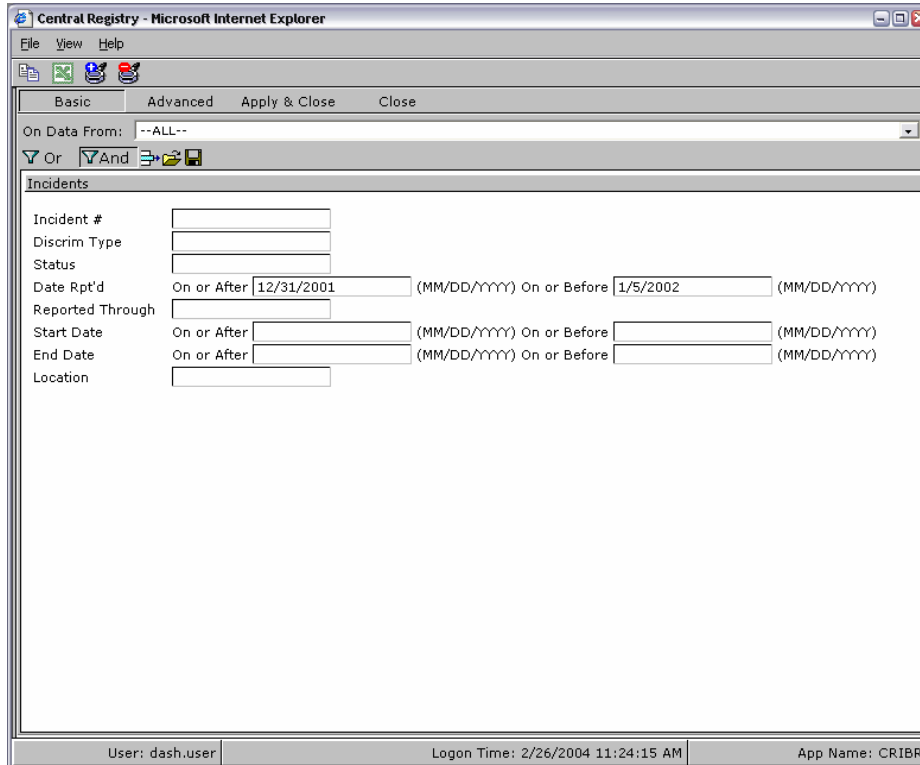


- Click on a query to use it.
DASH displays the results in the right pane.
- Click on the new incident icon  to add a new incident.
- Click on the magnifying glass icon  to create a new query.

Creating a New Query

It may be that none of the existing queries are suitable for you. In that case, you can create one.

- Click on the Find Incident in the left pane or in the folder structure in the middle pane.
DASH displays the Find Lead view on the right side, which allows you to create a basic query. The following figure shows the beginning of a query for incidents that occurred between 31 December 2001 and 5 January 2002, inclusive.



The screenshot shows a web browser window titled "Central Registry - Microsoft Internet Explorer". The browser's address bar is empty, and the menu bar includes "File", "View", and "Help". Below the menu bar are several icons for navigation and actions. The main content area is divided into several sections:

- On Data From:** A dropdown menu currently set to "--ALL--".
- Logic Operators:** Radio buttons for "Or" and "And", along with icons for adding and deleting conditions.
- Incidents Section:** A list of fields for defining a query:
 - Incident #:** A text input field.
 - Discrim Type:** A text input field.
 - Status:** A text input field.
 - Date Rpt'd:** A date range selector with "On or After" set to 12/31/2001 and "On or Before" set to 1/5/2002. Both dates are followed by "(MM/DD/YYYY)".
 - Reported Through:** A text input field.
 - Start Date:** A date range selector with "On or After" and "On or Before" fields, both followed by "(MM/DD/YYYY)".
 - End Date:** A date range selector with "On or After" and "On or Before" fields, both followed by "(MM/DD/YYYY)".
 - Location:** A text input field.

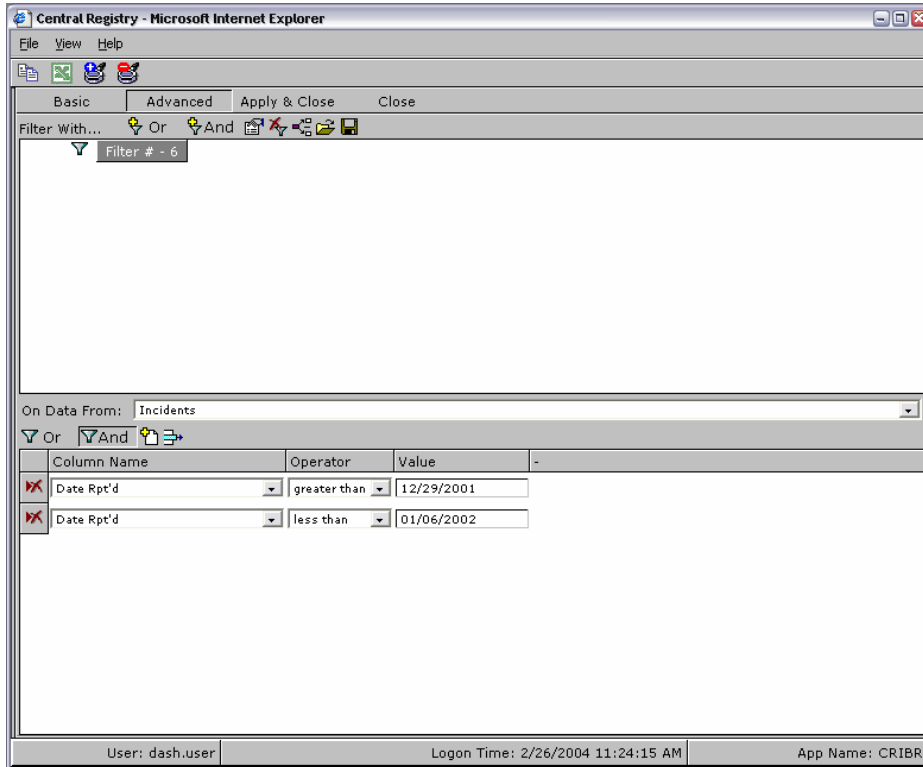
At the bottom of the browser window, a status bar displays the following information: "User: dash.user", "Logon Time: 2/26/2004 11:24:15 AM", and "App Name: CRIBR".

- Fill as many (or as few) blanks as you like with the pertinent information.
- If you want to see only the incidents that match all the criteria you have entered, click on And.
For instance, if you enter Sexual as the discrimination type, Illinois as the location, and click on And, DASH displays the incidents about sexual discrimination in Illinois.
- If you want to see incidents that match any of the criteria have entered, click on Or.
For instance, if you enter Sexual as the discrimination type, Illinois as the location, and click on Or, DASH displays all of the incidents that involved sexual discrimination, no matter where they occurred, and all incidents that occurred in Illinois, no matter what type of incident they were.
- To apply the query, click Apply & Close. DASH displays the matching incidents.

Creating an Advanced Query


Sometimes a basic query turns up too many incidents and you need to fine tune it. You can change your basic query into an advanced query at any time by clicking on the Advanced button, as in the following figure. Notice that DASH carries over all the work you did in the basic query.

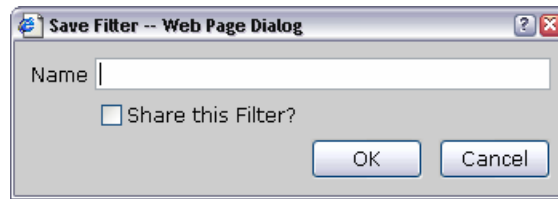
- Use the drop down boxes to add more criteria, operators, and values.
- To apply the query, click Apply & Close. DASH displays the matching incidents.



Saving Queries

You may only need to use a query once, but if it is particularly useful, you may wish to save it for future use.

- Click the Save icon . DASH prompts you to give the query a name:



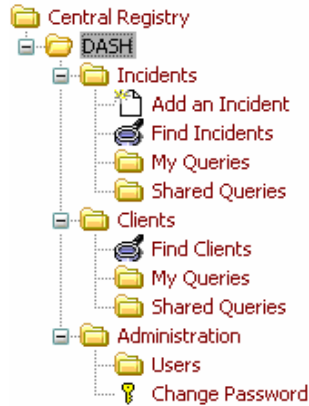
- Enter a name for the query.
- Check the Share this Filter box if you wish to share the query with others.
- Click OK.

The query appears under My Queries in the folder structure in the middle pane, or under Shared Queries if you chose to share it.

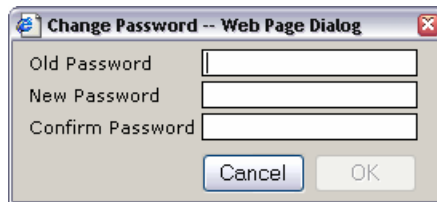
Section 4, Changing Your Password

It is a good idea to change your passwords from time to time to keep them secure. To change your password for DASH, do the following:

- Click on Change Password in the middle pane.



DASH displays the Change Password dialog box.



- After you enter old password, your new password, and confirm the new password, click on OK. DASH changes your password.

Appendix: File Status Codes

DASH uses the following file status codes:

Draft (D)

A draft incident report is work in progress. The information is not yet complete.

DASH users have full control over draft incident reports.

Pending Initial (PI)

A pending initial incident report contains all required information. The DASH user has submitted it for initial approval, but USMC Headquarters has not yet accepted it.

DASH users can move an incident report from pending initial status back to draft status if it is necessary to change any of the information.

Initial (I)

Initial status means that the incident report has been submitted to USMC Headquarters.

Pending Final (PF)

Pending final status means that the incident report contains all required information and is awaiting final approval by USMC Headquarters.

DASH users can move an incident report from pending final status back to initial status if it is necessary to update any of the information.

Final (F)

Final status means that USMC Headquarters has approved the incident report.

DASH users cannot make any changes to incident reports in final status.

DASH administrators can move a final incident report back to pending final status if any changes are required.

If USMC Headquarters has already accepted the incident, the DASH administrator must contact Headquarters USMC and ask them to change the status.

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