

DCIPS-Forward (DCIPS-CF) Version 4.0 User's Guide

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Your comments and suggestions to improve DCIPS Forward and this user's guide are welcome. Please email your input to armydcips@conus.army.mil.

Contact your Service casualty headquarters for all other matters.

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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).

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

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Release Notes

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

DCIPS Forward version 3.4 and any versions before 4.0 are obsolete.

Major Changes

DOD Banner Page

Added DOD Banner Page notifying user about using a U.S. Government information system.

No Installation Required

DCIPS-Forward versions 3.4 and earlier were Microsoft Windows applications that often required a system administrator to install. DCIPS-Forward version 4.0 eliminates the requirement to install (i.e., running a Microsoft Windows setup file) the application.

One File Required

DCIPS-Forward 4.0 is a Microsoft Access database file. Both the database and the application are one file.

Elimination of .RSF File Attachment

An attached .rsf file is no longer required when sending an email casualty message using Microsoft Outlook. The codes for uploading the casualty message into DCIPS are now imbedded within the body of the email message.

Other email products or web-based email systems are not directly supported. However, DCIPS-Forward provides the ability to create a .rsf or .txt file that you can copy and paste into, or attach to, a casualty message in a non-Outlook email system.

Embedding of Database Script in Casualty Message

DCIPS Forward 4.0 eliminates the requirement to attach .RSF or .TXT files to an email message. The database script is now contained in the body of the email message. Do NOT edit the body of the email message once you have generated it from DCIPS Forward 4.0.

Report Field Numbering Removed

Report field numbering has been removed for all Services.

Editing Large Text Fields

You can 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.

One Casualty Report Per 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.

Microsoft Office Macro Security Selection on Startup

Microsoft Office 2003 and 2007 (including Microsoft Access) require enabling macros. Selecting the wrong choice on the first startup of DCIPS Forward 4.0 may lock your system from running Microsoft Access applications and requires a system administrator to change a registry entry to fix the problem.

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.

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 System Descriptions

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 disconnected 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 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.

Types of DCIPS-Forward Casualty Reports

There are two types of DCIPS-Forward casualty reports.

- **Hasty Casualty Report.** A Hasty report includes only the essential information needed to send an initial or supplemental 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).

DCIPS Forward 4.0 System Requirements

DCIPS Forward 4.0 requires the following for field users:

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

Getting Started

The Getting Started section explains general requirements and options for running DCIPS-Forward 4.0.

Obtaining DCIPS Forward

DCIPS-Forward is available for download from the DCIPS web Portal on NIPRNET. Each military Service will provide procedures for obtaining the latest copy.

Once you have obtained your copy of DCIPS Forward, copy the DCIPS_Forward.MDB file to any location on your PC where you have rights, e.g., "My Documents." You may rename the MDB file to any valid file name.

CAUTION: Do not copy the DCIPS-Forward 4.0 MDB file to an existing DCIPS Forward 3.4 (or any previous version) folder. Always copy the file to a new location to ensure that you do not accidentally overlay your existing data.

Unblocking DCIPS-Forward

If you download DCIPS-Forward from the DCIPS web portal, then Microsoft Windows will warn you the first time you try to run DCIPS-Forward. Microsoft Windows will present a message that the file is from an unknown publisher. You must "unblock" DCIPS-Forward using Windows Explorer. See [How Do I Unblock DCIPS-Forward](#) for step-by-step instructions.

Launching DCIPS-Forward

Locate DCIPS Forward using Windows Explorer. Double-click on the DCIPS_Forward.mdb file to start DCIPS-Forward 4.0.

You may want to create a shortcut to the DCIPS_Forward.mdb file on your desktop. Simply right click on the file and select "Send To" and then "Desktop (Create Shortcut)."

Starting DCIPS-Forward - Enabling Macros



Each time you start DCIPS Forward you must enable macros. DCIPS Forward 4.0 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 Office 2003 Message - "Security Warning: Unsafe expressions are not blocked"

When you have Microsoft Office 2003 you may get the message in Figure 1 when you start DCIPS-Forward 4.0 for the first time.

Warning. Select the No push button on this message. If you press the Yes push button by mistake, then you will be unable to run DCIPS Forward 4.0 or any other Microsoft Access application. If this happens, then you will need to get a person with system administrative permissions to fix a Windows registry entry on your personal computer. See [How Do I Fix Sandbox Mode](#) for information on how to correct the problem.

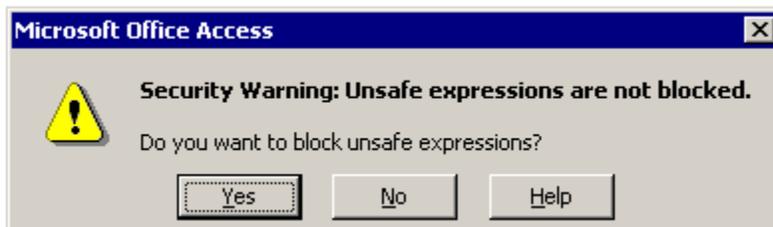


Figure 1: Unsafe Expressions Message

Microsoft Office 2003 Message - “Security Warning”

When you have Microsoft Office 2003 you will get the message in Figure 2 every time you start DCIPS Forward 4.0. Press the **Open** push button to continue working with DCIPS-Forward 4.0.

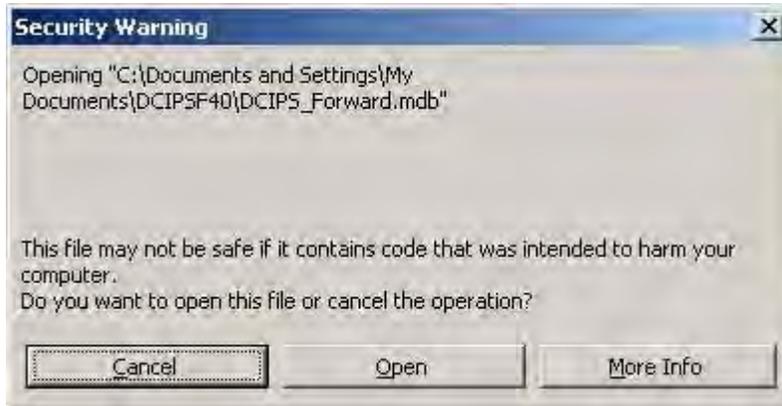


Figure 2: Security Warning

Microsoft Office 2007 Message - "Security Warning"

When you are using Microsoft Access 2007 you must respond to the Security Warning banner as shown in Figure 3 by pressing the Options... push button.

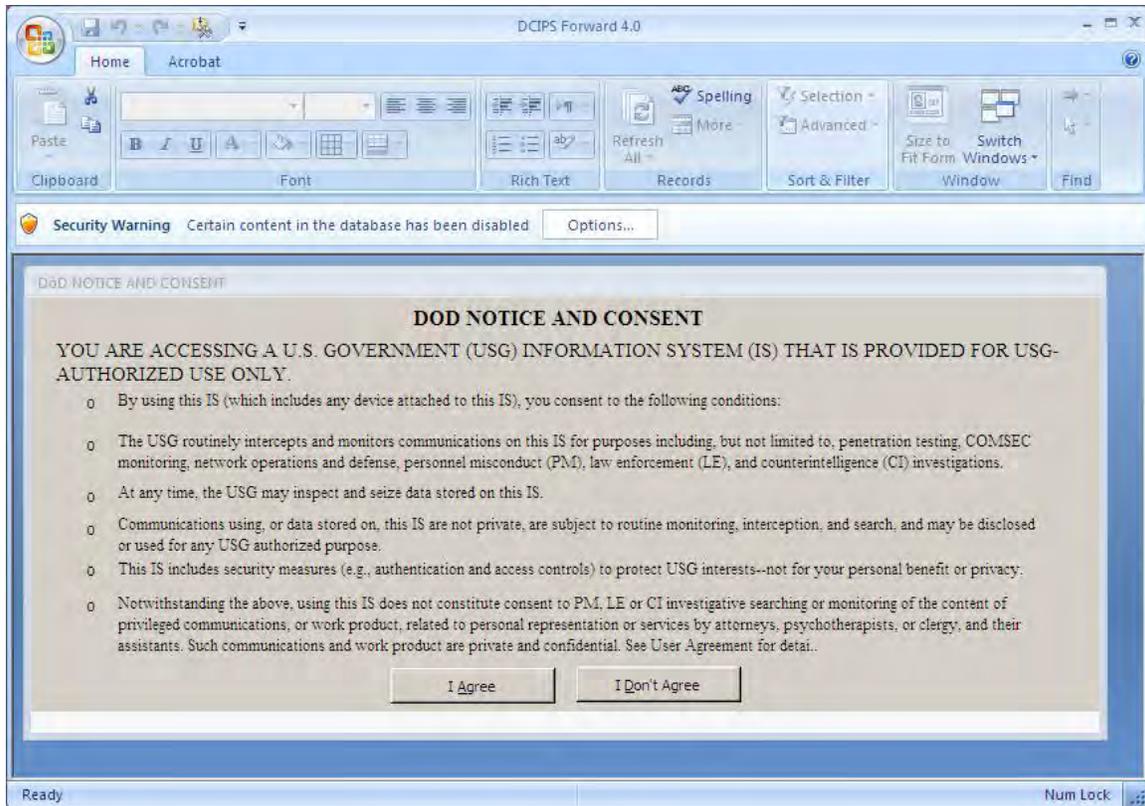


Figure 3: Security Warning Banner

Pressing the Options... push button will display another Microsoft Access 2007 security dialog (Figure 4). You must select the "Enable this content" radio button and press the OK push button. DCIPS-Forward 4.0 will now run.

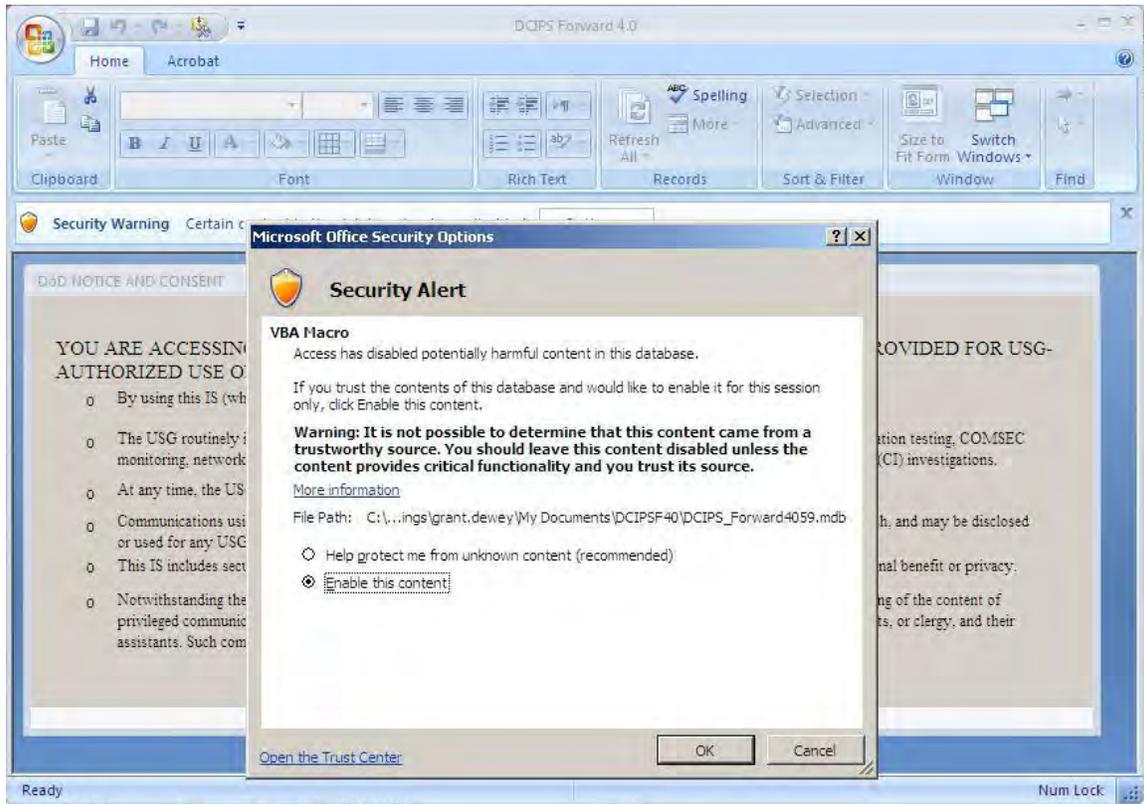


Figure 4: Security Alert - VBA Macro

Responding to the DOD Notice and Consent Banner

Once you have enabled macros (2003 or 2007) you must agree to the DOD Notice and Consent required for all U.S. Government information systems. Press the “I Agree” push button (Figure 5) and the DCIPS-Forward main menu will display. If you press “I Don’t Agree”, then DCIPS-Forward will close.

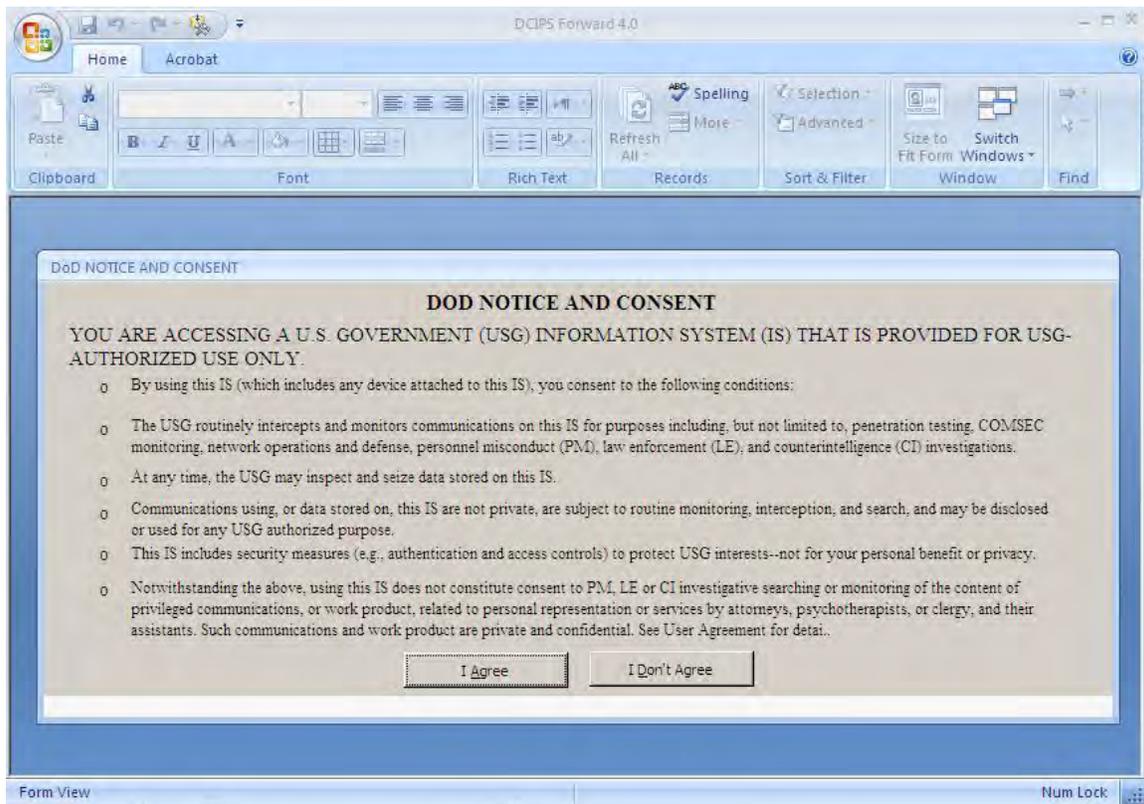


Figure 5: DOD Notice and Consent Banner

Running DCIPS-Forward from a Shared Network Drive

Multiple users can simultaneously access DCIPS-Forward when you put the DCIPS_Forward.MDB file on a shared network drive. Each user can then run DCIPS-Forward from the same location and update the same database.

CAUTION: Do not exceed five simultaneous users.

Users will get record lock errors when 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. Make sure you read the error message carefully so you make 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 options when there are other users using the DCIPS_Forward.mdb file or you may corrupt the database.

Updates to DCIPS-Forward

Updated versions of DCIPS-Forward 4.0 may be downloaded from the DCIPS web Portal. Make a backup copy of your current MDB file before downloading any new version of DCIPS Forward. See the section on [Database Maintenance](#) for information on 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.

Configuring Microsoft Outlook

Microsoft Outlook may need to be configured to properly transmit casualty reports. The default settings in Outlook are normally correct. However, you should check the settings if the recipients of your casualty reports indicate they cannot import your casualty reports into DCIPS Forward 4.0. See [How Do I Configure Microsoft Outlook](#) for detailed information.

Casualty Report Flow from DCIPS-Forward

Casualty reports may be loaded to DCIPS-CR by a designated reporting unit or directly to DCIPS-CM at your Service headquarters depending on unit capabilities and Service directed procedures.

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

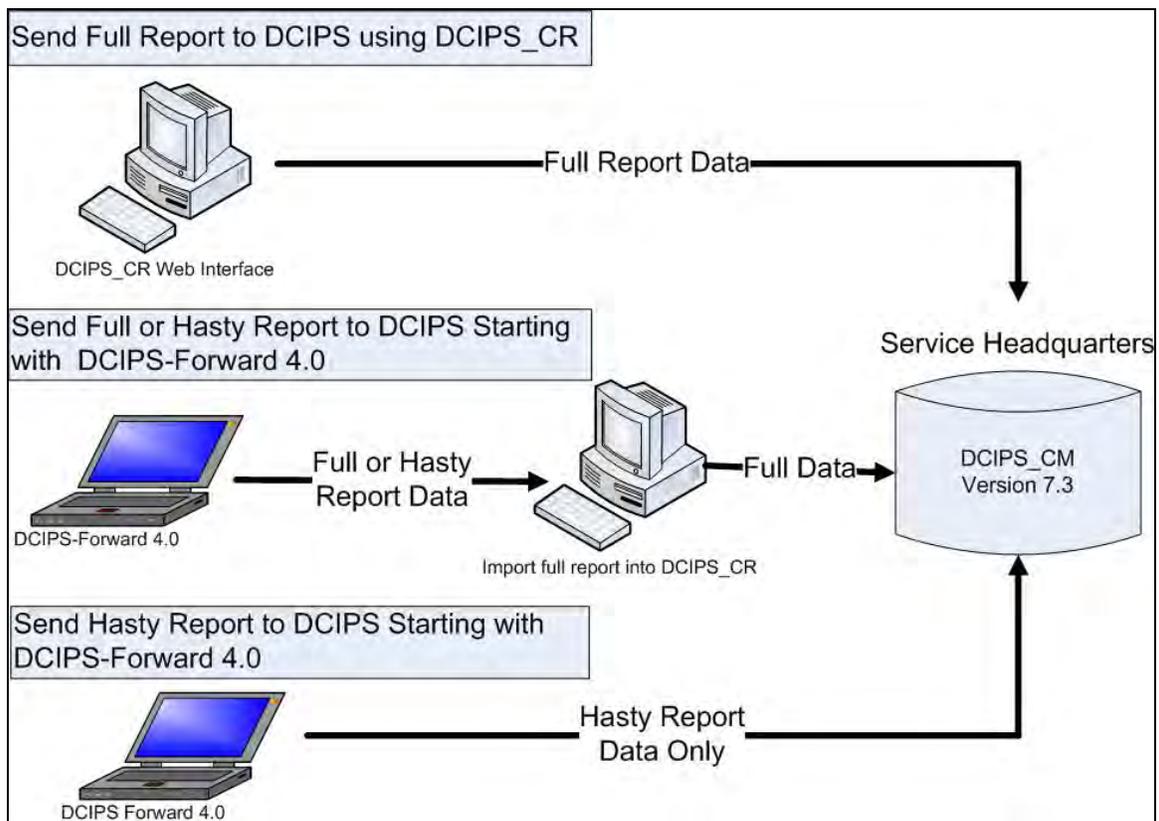


Figure 6: Casualty Report Submission Flow

Send Full Report to DCIPS-CM Using DCIPS-CR

If your unit has NIPRNET access and your headquarters has designated you as a reporting unit for DCIPS Casualty Reporting (DCIPS-CR) over NIPRNET, then you can enter casualty reports directly into the DCIPS-CR web page and submit your casualty report using the web to your Service headquarters' casualty office.

Send Full or Hasty Report to Service Headquarters using DCIPS-Forward and DCIPS-CR

DCIPS-Forward can send a full or hasty casualty report to DCIPS-CR. However, DCIPS-Forward cannot send a full casualty report directly to DCIPS-CM at your Service headquarters. Hasty reports may be sent directly to DCIPS-CM.

Send Hasty Report Directly to Service Headquarters using DCIPS-Forward

Only a Hasty casualty report may be sent directly to DCIPS-CM at your Service headquarters. Note that a Hasty report cannot contain the more detailed information contained in a Full casualty report. Therefore, you cannot report detailed personnel information, next of kin information, CAO information or body armor information using a Hasty report and send it directly to DCIPS-CM.

Main Menu

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.

The bottom of the Main Menu will display the version number and release date.

Hasty Report Main Menu Option

The Hasty Report main menu option allows you to quickly enter a casualty report with only the essential information.

Required fields are highlighted in blue.

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

See note about using a multiple casualty incident with a hasty report under [Multiple Casualty Incident Tab](#) topic.

Multiple Casualty Incident Main Menu Option

The Multiple Casualty Incident main menu option allows you to create, edit and assign casualties to multiple casualty incidents.

Multiple Casualty Listing Form

The Multiple-Casualty Listing Form allows you to create and edit incident information that you may apply to multiple casualty reports. There are two tabs that you use to enter incident information. The third tab lists all the casualties that are connected to the selected multiple casualty incident.

See How Do I ...

- [Create a Multiple Casualty Incident?](#)
- [Assign a Casualty to a Multiple Casualty Incident?](#)

Multiple Casualty Incident Tab

The Multiple-Casualty Incident tab allows you to create a new multiple casualty incident.

NOTE: When you use a multiple casualty incident on a Hasty report only the data elements on the Hasty report are used regardless of whether or not you entered the information on the multiple casualty incident. For example, vehicle information can be entered on the multiple casualty incident. However, the Hasty report will not use this information. The Full casualty report will use all the multiple casualty incident information.

Multiple Casualty Incident (Cont) Tab

The Multiple-Casualty Incident (Cont) tab is a continuation of the Multiple Casualty Incident information.

Multiple Casualty Individual Listing Tab

The Multiple-Casualty Individual Listing allows you to create new casualty reports based on the data in the selected casualty incident. You can create new Hasty or Full casualty reports directly from the Multiple Casualty Listing Tab and include them in the multiple casualty incident you created.

Casualty Main Listing Main Menu Option

The Casualty Main Listing main menu option takes you to the Casualty Listing Form. The Casualty Listing Form lists all your casualty reports and provides you the ability to edit the casualty report, export or import casualty reports and email casualty reports.

From the Casualty Listing Form you may edit information about the casualty, incident, personnel information, secondary information, body armor, awards, progress report, casualty assistance officer (CAO) and next of kin (NOK).

Casualty Listing Form

The Casualty Listing Form lists your casualty reports and allows you to edit and create casualty reports to email.

The top portion of the Casualty Listing Form lists your casualty reports. The list includes the name, report number, and the type of report (i.e., Hasty or Full).

Sorting the List of Casualties

The list of casualties may be sorted by Report #, Incident Date or Last Name by selecting the appropriate radio button.

Creating a New Casualty Record

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

Editing a Casualty Record

Select the Edit push button to edit a casualty report you have already created. See [How Do I Edit a Casualty Report](#) for step-by-step instructions.

NOTE: If you are editing a Hasty report, then you will only see the Hasty Report screen. You can only edit a Full report if you created the original report as a Full report or you replicated a Hasty report to a Full report.

Emailing a Casualty Report

Select the Email (Outlook) push button to create an email casualty report for the currently selected casualty. See [How Do I Submit a Casualty Report](#) for step-by-step instructions.

Email Content

Select the Email(Content) push button to create a casualty report that you can copy and paste into an email product other than Microsoft Outlook. See [How Do I Create eMail Content](#) for step-by-step instructions.

Replicating a Casualty Record

Select the Replicate push button to replicate a casualty report. Use this function to create a supplemental, status change or progress report for a casualty. Replicating will also give you the option to create a Full report from a Hasty report.

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

Deleting a Casualty Record

Select the Delete push button to delete the selected casualty report. Use caution with this feature because the delete cannot be undone. See [How Do I Delete a Casualty Report](#) for step-by-step instructions.

Exporting a Casualty Record

Select the Export push button to export the selected casualty report. Use this function to create an extract file that can be used to import the casualty into another copy of DCIPS-Forward 4.0 or DCIPS-CR. See [How Do I Export a Casualty Report](#) for step-by-step instructions.

Importing a Casualty Record

Select the Import push button to import a casualty record. You may import a file that has been exported from another copy of DCIPS-Forward 4.0 or DCIPS-CR. See [How Do I Import a Casualty Report](#) for step-by-step instructions.

Searching for a Specific Casualty Record

Search for a specific casualty record by entering either a SSN or a Last Name in the fields in the Search group box on the Casualty Listing Form. Press the Search push button to filter your casualty list to casualty records matching your search criteria.

How Do I ...

- [Create a Casualty Report?](#)
- [Edit a Casualty Report?](#)
- [Replicate a Casualty Report?](#)
- [Delete a Casualty Report?](#)
- [Export a Casualty Report?](#)
- [Import a Casualty Report?](#)

Casualty Information Form

The Casualty Information form is composed of the following tabs:

- [Casualty Tab](#)
- [Incident Tab](#)
- [Personnel Information Tab](#)
- [Secondary Tab](#)
- [Body Armor Tab](#)
- [Awards Tab](#)
- [Progress Report Tab](#)
- [Casualty Assistance Officer \(CAO\) Tab](#)
- [Next of Kin \(NOK\) Tab](#)

NOTE: If the report you are editing is a Hasty report, then you will only see the Hasty Report screen. The Casualty, Incident, Personnel Information, Secondary, Body Armor, Awards, Progress Report, CAO and NOK tabs will not appear.

Field names and fields that are highlighted are required fields.

Casualty Tab

The Casualty tab captures information about the casualty.

Casualty Type, Casualty Status and Casualty Category are dependent fields. You must select a casualty type before you can select a casualty status before you can select a casualty category.

The Multiple Casualty Code relates multiple casualties to one incident. You must define a multiple casualty code before you can assign casualties to the multiple casualty incident. See [Multiple Casualty Incident Main Menu Option](#) for more information. You may select a Multiple Casualty Code from the drop down box. You will be prompted to confirm your choice. Selecting a Multiple Casualty Code will overlay the fields in the casualty report with the fields you created in the Multiple Casualty Incident.

CAUTION: You can not undo your multiple-casualty selection. If the casualty report was saved with a multiple casualty code and you select a blank multiple casualty code, then only the multiple casualty code will be removed. No other fields will be changed.

Personnel Type, Personnel Affiliation and Personnel Category are also dependent fields and must be completed in the order presented.

Field Initial Report Number, Prev. Casualty Status and Prev Casualty Category are automatically completed for you when you replicate a report from the [Casualty Listing Form](#).

Incident Tab

The Incident tab captures information about the incident.

Vehicle Group, Vehicle Type and Armor Level are dependent fields. They should be completed in the order presented.

Personnel Information Tab

The Personnel Information tab captures information about the person.

Secondary Tab

The Secondary tab captures information about the casualty's hospitalization, training status, duty status, TDRL/PDRL, and posthumous rank information.

Information in the Remarks field gets mapped to the DCIPS Journal when the casualty report is autoloading into DCIPS.

Body Armor Tab

The Body Armor tab captures information about the body armor the casualty was wearing when he or she became a casualty.

There are three types of body armor: vest, helmet, and eye protection. See [How Do I Enter Body Armor](#) for step-by-step instructions.

Awards Tab

The Awards tab captures the awards, badges and other items that the casualty has or was awarded.

The fields in the center of the form are used to select awards. The fields must be selected in the order presented. For example, selecting *Army* as the Service and *Awards* as the Category will cause the Award field to list all Army awards. Selecting *Badges* as the Category will cause the Award field to list Army badges.

The quantity field may be used to indicate the number of a particular award. For example, "2" when the casualty has received 2 Purple Hearts.

The Pending field is used to indicate if the award has been recommended but not yet approved.

The Posthumous field is used to indicate that the award is a posthumous award.

The Remarks field may be used to provide additional information about unique awards or uniform items that may be authorized for the particular award.

See [How Do I Enter Awards](#) for step-by-step instructions.

Progress Report Tab

The Progress Report tab captures information about the medical progress of an injured or ill casualty.

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

Casualty Assistance Officer (CAO) Tab

The Casualty Assistance Officer (CAO) tab captures information about the casualty assistance officer(s) assigned to the casualty's family.

See [How Do I Enter a Casualty Assistance Officer](#) for step-by-step instructions.

Next of Kin (NOK) Tab

The Next of Kin (NOK) tab captures information about the next of kin of the casualty.

See [How Do I Enter Next of Kin](#) for step-by-step instructions.

Archive Maintenance Main Menu Option

You may archive casualty records to remove them from your list of casualties on the [Casualty Listing Form](#). Casualty records that have been closed will be moved to the Archive Maintenance screen.

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

Archive Casualty Listing

The Archive Casualty Listing form lists closed or archived cases based on which Display Options radio button is selected: Closed Cases or Archived Cases.

Closed cases are casualty reports that you have entered a closed date for on the [Secondary Tab](#) for a Full report and on the Hasty Form for Hasty reports. Once a closed date is entered the casualty report will be listed on the Archive Casualty Listing form.

Archived cases are casualty reports that have been closed and marked for archive on the Archive Casualty Listing form. Once a closed casualty report is archived, it will not appear on the Archive Listing Form.

See the following topics for more information:

How Do I...

- [Close a Casualty Report?](#)
- [Archive a Casualty Report?](#)
- [Retrieve Archived Casualty Reports?](#)

Database Administration Main Menu Option

This main menu option provides functions to manage your database.

Database Maintenance Form

The Database Maintenance Form provides four basic functions:

Copy the Database

You may create a duplicate copy of the DCIPS-Forward database (i.e., the Microsoft Access MDB file). Simply press the DB Backup push button, select a location to save a copy and press the Open or Save push button. You may also make a copy of the database by using Microsoft Windows Explorer copy and past functions.

Upgrade to a New Version DCIPS-Forward 4.0.x

You may upgrade to a new version of DCIPS Forward 4.0.x and pull your existing data into the new version. See [How Do I Upgrade to a New Version of DCIPS Forward](#). You should only use this function when a new version of DCIPS-Forward 4.0.x is released.

<p>WARNING: This function will overwrite all information in the current database. Make sure you backup your files before performing this function.</p>

View Lookup Codes

You may view the look up codes used to populate the various data choices. You may need to do this to troubleshoot a problem.

Import New Codes

It may be necessary to update certain lookup codes in your copy of DCIPS-Forward. If this is necessary, then you will be notified and given an import file with instructions on how to load the updates.

Management Reports Main Menu Option

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](#) for step-by-step instructions.

How Do I ...

This section provides step-by-step instructions on various functions you may perform in DCIPS-Forward.

How Do I Create a Casualty Report?

There are two types of casualty reports:

- Full
- Hasty

Creating a 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 Form 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 Form 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. The following additional tabs will appear: 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 Form. 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.

Creating a Hasty Casualty Report

Use the *Hasty Report Main Menu Option* push button on the Main Menu. This main menu option provides the ability to create a Hasty casualty report with only the essential information about the casualty.

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. You are returned to the Main Menu.
4. See [How Do I Submit a Casualty Report](#) to submit the report.

How Do I Edit a Casualty Report?

You may edit a casualty report once you have created and saved it.

Follow these steps to edit a casualty report:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing Form select the casualty report you want to edit.
3. Press the Edit push button. The Casualty Main Listing Form will display. If the selected casualty report is a Hasty report, then you will only see the Hasty report form.
4. Edit the information. Press the Save push button to save your information.
5. Press the Close push button to return to the Casualty Listing Form.

How Do I 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.

Submit Casualty Report to DCIPS via Email

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing Form select the casualty report you want to submit.
3. Press the eMail (Outlook) push button. DCIPS-Forward will launch Microsoft Outlook and open an email message with the casualty information. If all the required casualty information is not entered, then a message box will inform you that you need to complete the missing information.
4. Once you get Microsoft Outlook launched, and the casualty message is created, enter your normal email addressees and send the message.

Warning: Do not alter the body of the email message. Doing so may prevent the casualty message from properly loading into DCIPS. If you need to correct any portion of the casualty message, then discard the email, correct the data in DCIPS-Forward and regenerate the casualty message.

Export Casualty Report from DCIPS-Forward and Import to DCIPS-CR

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing Form select the casualty report you want to submit.
3. Press the Export push button in the Record Transfer group box.
4. From the file Save As dialog box give the file a name, select a location to save the file and save it. DCIPS-Forward gives the export file name an extension of .RSF by default. You may also use .TXT extension. You should adopt a standard naming convention for your export 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. Provide this file to your reporting unit that has access to DCIPS-CR. The person with DCIPS-CR access will import this file (i.e., casualty report) into DCIPS_CR and submit it using DCIPS-CR. See your DCIPS-CR online help for additional information on how to import this file into DCIPS-CR.

How Do I Delete a Casualty Report?

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

<p>CAUTION: Once deleted you can not un-delete the casualty record.</p>
--

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 Form select the casualty report you want to delete.
3. Press the Delete push button.
4. Confirm your decision to delete. Press the Yes push button to delete – the No push button to not delete.

How Do I Replicate a Casualty Report?

A casualty record is typically replicated to create a new supplemental, status change, or progress report.

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 Form select the casualty report you want 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. See [How Do I Submit a Casualty Report?](#) for step-by-step information.

How Do I Export a Casualty Report?

Individual casualty records may be exported to a text file that may then be imported into another DCIPS-Forward 4.0 application or uploaded to DCIPS-CR.

The casualty report will be saved to a file with a file extension of .RSF. This is a text file and can be opened with any text editor.

WARNING: Do not change the contents of the file. Doing so may cause data corruption when you import the file to another application. If you need to change the contents of the file, then return to DCIPS-Forward to update the information and regenerate the file.

Export a casualty report by following these steps:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing Form select the casualty record to export.
3. Press the Export push button in the Record Transfer group box.
4. From the file dialog select the file name and location to store the file.
5. Save the file to the selected location.

Also see [How Do I Submit a Casualty Report?](#)

How Do I Import a Casualty Report?

You can import a casualty report that was created from exporting a record from another unit's DCIPS-Forward 4.0.

WARNING: Do not change the contents of the import file. Doing so may cause data corruption when you import the file. If you need to change the contents of the file, return to DCIPS-Forward, update the information using DCIPS-Forward and regenerate the file.

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 your DCIPS-Forward and display on the Casualty Listing Form.

How Do I Create eMail Content?

You can create email content when you do not have Microsoft Outlook. Follow these steps to create email content.

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the Casualty Listing Form select a casualty.
3. Press the eMail(Content) push button. The eMail(Content) dialog will display.
4. Press the Copy All push button to copy the contents to the clipboard.
5. Create a new email message in your email product.
6. Select the message body field in your email product and paste the contents of the clipboard into the message body.
7. Send the email message using your email product's send feature.

How Do I Close a Casualty Report?

When you want to remove (close) a casualty report from the [Casualty Listing Form](#), follow these steps:

1. From the Main Menu press the *Casualty Main Listing* main menu option.
2. From the [Casualty Listing Form](#) select the casualty report you want to close.
3. Press the Edit push button.
4. Select the [Secondary Tab](#) from the Casualty Information Form and enter a date on the Secondary Tab in the Closed Date field or on the Hasty report form enter a date in the Closed Date.
5. Press Save and then Close.

See [How Do I Archive a Casualty Report?](#) to archive a closed casualty report.

<p>NOTE: To reopen a casualty report that has not been archived, simply remove the date from the Closed Date field and save the casualty report.</p>

How Do I Enter Body Armor?

Body armor is added on the [Body Armor Tab](#). Follow these steps to enter body armor for a casualty:

1. Select the Body Armor Tab.
2. Select the Characteristic for the Vest. Depending on what is selected, the Attachment list may populate.
3. If items appear in the Attachment list box, then select the applicable items. You may click on each attachment that is applicable, i.e., you may select more than one item.
4. Select the Characteristic for the Helmet. Depending on what is selected the Attachment list may populate.
5. 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.
6. Select the Characteristic for Eye Protection. There are no choices for Attachments.
7. Press the Save push button
8. Select Close or another Tab to continue entering information.

How Do I Enter Awards?

Awards are added on the [Awards Tab](#). Follow these steps to enter awards for a casualty:

Adding New Awards

1. Select the Awards Tab.
2. If the Award Information list is empty at the top of the tab, enter the information in the Service, Category, Award, etc. fields. Press Save. The award will appear in the Award Information list.
3. If there are existing awards listed in the Award Information list, then press the New push button to add another award. The Service, Category, Award, etc. fields will clear out. Enter the information for the award.
4. Press the Save push button. The award will be added to the Award information list.

Editing Awards

1. Select the Awards Tab.
2. Select the award you want to edit in the Award Information list box. The award information will display in the Service, Category, Award, etc. fields.
3. Edit the information.
4. Press the Save push button.

Deleting Awards

1. Select the Awards Tab.
2. Select the award you want to delete in the Award Information list box. The award information will display in the Service, Category, Award, etc. fields.
3. Press the Delete push button. The award will be deleted from the Awards Information list.
4. Press the Save push button.

How Do I Enter a Progress Report?

Progress reports are added on the [Progress Reports Tab](#). Follow these steps to enter progress reports for a casualty:

Adding New Progress Reports

1. Select the Progress Reports Tab.
2. If the Progress Report Information list is empty at the top of the tab, enter the information in the Report Date, Hospital, City, State, etc. fields. Press Save. The progress report will appear in the Progress Report Information list.
3. If there are existing progress reports listed in the Progress Report Information list, then press the New push button to add another progress report. The Report Date, Hospital, City, State, etc. fields will clear out. Enter the information for the progress report.
4. Press the Save push button. The progress report will be added to the Progress Report Information list.

Editing Progress Reports

1. Select the Progress Report Tab.
2. Select the progress report you want to edit in the Progress Report Information list box. The progress report information will display in the Report Date, Hospital, City, State, etc. fields.
3. Edit the information.
4. Press the Save push button.

Deleting Progress Reports

1. Select the Progress Report Tab.
2. Select the progress report you want to delete in the Progress Report Information list box. The Progress Report information will display in the Report Date, Hospital, City, State, etc. fields.
3. Press the Delete push button. The progress report will be deleted from the Progress Report Information list.
4. Press the Save push button.

How Do I Enter Casualty Assistance Officers?

Casualty Assistance Officers (CAO), or Casualty Assistance Calls Officers (CACO), are added on the [CAO Tab](#). Follow these steps to enter CAOs for a casualty:

Adding New CAOs

1. Select the CAO Tab.
2. If the CAO Information list is empty at the top of the tab, enter the information in the CAO Last Name, CAO First Name, Suffix, etc. fields. Press Save. The CAO will appear in the CAO Information list.
3. If there are existing CAOs listed in the CAO Information list, then press the New push button to add another CAO. The CAO Last Name, CAO First Name, Suffix, etc. fields will clear out. Enter the information for the CAO.
4. Press the Save push button. The CAO will be added to the CAO Information list.

Editing CAOs

1. Select the CAO Tab.
2. Select the CAO you want to edit in the CAO Information list box. The CAO information will display in the CAO Last Name, CAO First Name, Suffix, etc. fields.
3. Edit the information.
4. Press the Save push button.

Deleting CAOs

1. Select the CAO Tab.
2. Select the CAO you want to delete in the CAO Information list box. The CAO information will display in the CAO Last Name, CAO First Name, Suffix, etc. fields.
3. Press the Delete push button. The CAO will be deleted from the CAO Information list.
4. Press the Save push button.

How Do I Enter Next of Kin?

Next of Kin (NOK) are added on the [NOK Tab](#). Follow these steps to enter NOKs for a casualty:

Adding New NOKs

1. Select the NOK Tab.
2. If the NOK Information list is empty at the top of the tab, enter the information in the NOK Last Name, First Name, Suffix, SSN, etc. fields. Press Save. The NOK will appear in the NOK Information list.
3. If there are existing NOKs listed in the NOK Information list, then press the New push button to add another NOK. The NOK Last Name, First Name, Suffix, SSN, etc. fields will clear out. Enter the information for the NOK.
4. Press the Save push button. The NOK will be added to the NOK Information list.

Editing NOKs

1. Select the NOK Tab.
2. Select the NOK you want to edit in the NOK Information list box. The NOK information will display in the NOK Last Name, First Name, Suffix, SSN, etc. fields.
3. Edit the information.
4. Press the Save push button.

Deleting NOKs

1. Select the NOK Tab.
2. Select the NOK you want to delete in the NOK Information list box. The NOK information will display in the NOK Last Name, First Name, Suffix, SSN, etc. fields.
3. Press the Delete push button. The NOK will be deleted from the NOK Information list.
4. Press the Save push button.

How Do I Spell Check a Large Text Field?

You can 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 large edit window will display.
3. Enter your text.
4. Double-click inside the edit window. The spell checker will display.
5. Perform your spell check using the spell checker.

How Do I Create a Multiple Casualty Incident?

Create a multiple casualty incident by following these steps:

Adding a New Multiple Casualty Incident

1. From the Main Menu press the *Multiple Casualty Incident* main menu option. The [Multiple Casualty Listing Form](#) opens. If a multiple casualty incident is already displaying, then press the New push button to create a new incident.
2. Enter a Multiple Casualty Code for the multiple casualty incident.
3. Enter a description for the incident.
4. Complete the information on the [Incident Tab](#) and [Incident \(cont\) Tab](#) as appropriate.
5. Press the Save push button.

Editing a Multiple Casualty Incident

1. From the Main Menu press the *Multiple Casualty Incident* main menu option. The [Multiple Casualty Listing Form](#) opens.
2. Select the multiple casualty incident code from the drop down at the top of the form.
3. Make your changes to the information on the [Incident Tab](#) and [Incident \(cont\) Tab](#) as appropriate.
4. Press the Save push button.

Deleting a Multiple Casualty Incident

1. From the Main Menu press the *Multiple Casualty Incident* main menu option. The [Multiple Casualty Listing Form](#) opens.
2. Select the multiple casualty incident code from the drop down at the top of the Form.
3. Press the Delete push button.

How Do I Assign a Casualty to a Multiple Casualty Incident?

Assign a casualty to a multiple casualty incident by following the steps below.

1. From the Main Menu press the *Multiple Casualty Incident* main menu option.
2. Select the multiple casualty incident from the Multiple Casualty Incident Code field at the top of the Multiple Casualty Listing Form.
3. Select the Individual Listing Tab
4. Press either the New Hasty push button or the New Full push button. The information from the multiple casualty incident you selected will populate the corresponding fields in the [Casualty Information Form](#) or the [Hasty Report Form](#). Enter the casualty information.
5. Return to the Multiple Casualty Listing Form and the Individual Listing Tab will display the casualty under the incident. Repeat steps 3 through 4 for as many casualties as required.

See [How Do I Create a Multiple Casualty Incident](#) for step-by-step instructions on creating a multiple casualty incident.

How Do I Create Queries?

You may create your own Microsoft Access MDB file and either import DCIPS-Forward data into it or link to the DCIPS-Forward data. Follow these steps to create your own Microsoft Access MDB file to build your own 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 File -> Get External Data -> Import or Link (see note below).
4. Locate your DCIPS-Forward.MDB file and select it. Press the Import push button and select the tables you want to query.
5. Build your query.

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.

NOTE: Recommend you use the Microsoft Access Link 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.

How Do I Archive a Casualty Report?

You can remove a closed casualty report from the Archive Casualty Listing by archiving the report.

When you want to remove (archive) a casualty report from the [Archive Casualty Listing](#) Form, follow these steps:

1. From the Main Menu press the *Archive Maintenance* main menu option.
2. From the [Archive Casualty Listing Form](#) select the casualty report you want to archive.
3. Press the Archive push button. The casualty report will be removed from the Archive Casualty Listing. If you want to archive all the casualty reports, then check the All check box and press the Archive push button.

How Do I Retrieve Archived Casualty Reports?

You may retrieve an archived casualty report from the Archive Casualty Listing Form.

When you want to retrieve an archived casualty report, follow these steps:

1. From the Main Menu press the *Archive Maintenance* main menu option.
2. From the [Archive Casualty Listing Form](#) select Archived Cases radio button. All archived casualty reports will display.
3. Select the casualty report you want to retrieve.
4. Press the Un-Archive push button. The casualty report will be removed from the Archive Casualty Listing. If you want to retrieve all the casualty reports, then check the All check box and press the Un-Archive push button.
5. Press the Closed Cases radio button. The casualty reports you un-archived will appear in the list.

How Do I Unblock DCIPS-Forward?

Unblock DCIPS-Forward after you download it by 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 7 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 7 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 8 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 7: Open File Security Warning



Figure 8: DCIPS_Forward.mdb Properties

How Do I 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/>

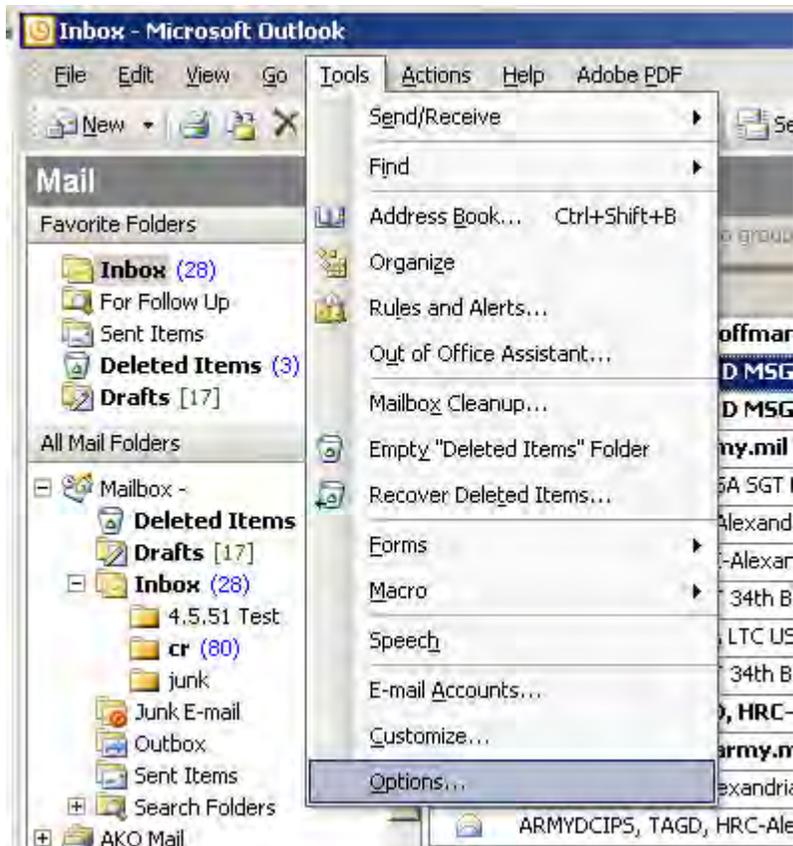
How to configure Jet 4.0 to prevent unsafe functions from running in Access 2003

<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

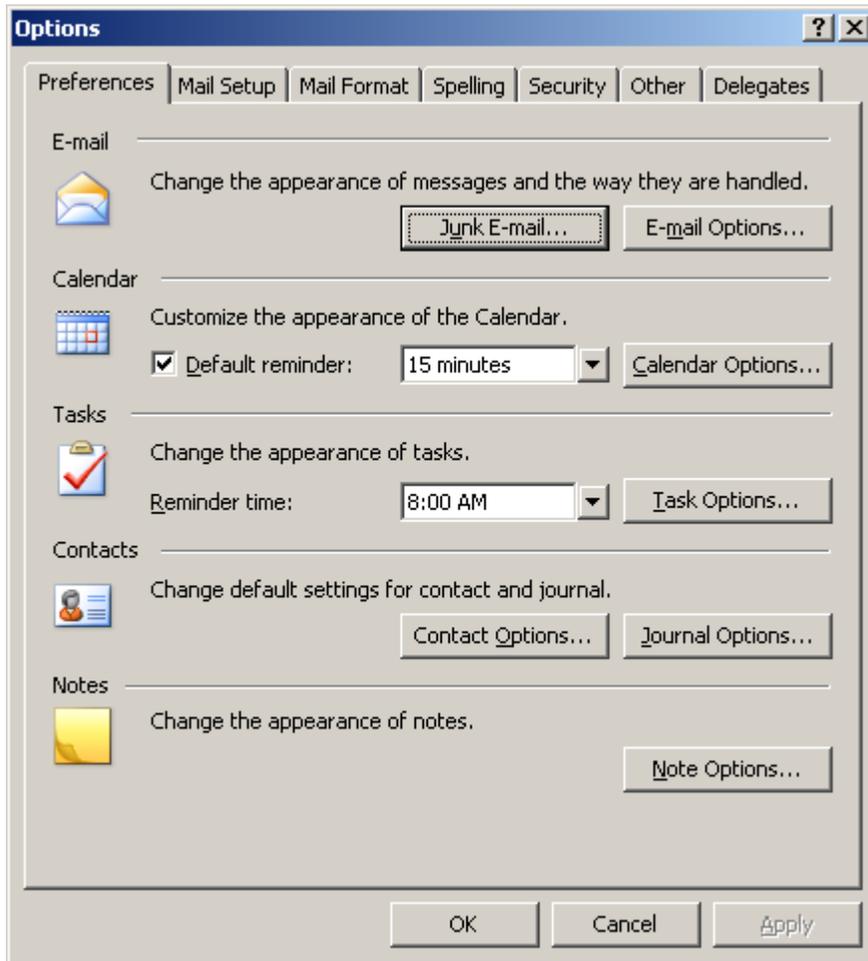
How Do I Configure Microsoft Outlook?

If the recipient of your casualty report is unable to import your casualty report into DCIPS Forward 4.0, then check your Microsoft Outlook configuration. The screens below show how Microsoft Outlook should be configured to work with DCIPS Forward 4.0.

1. Open Microsoft Outlook and select **Tools** then **Options**



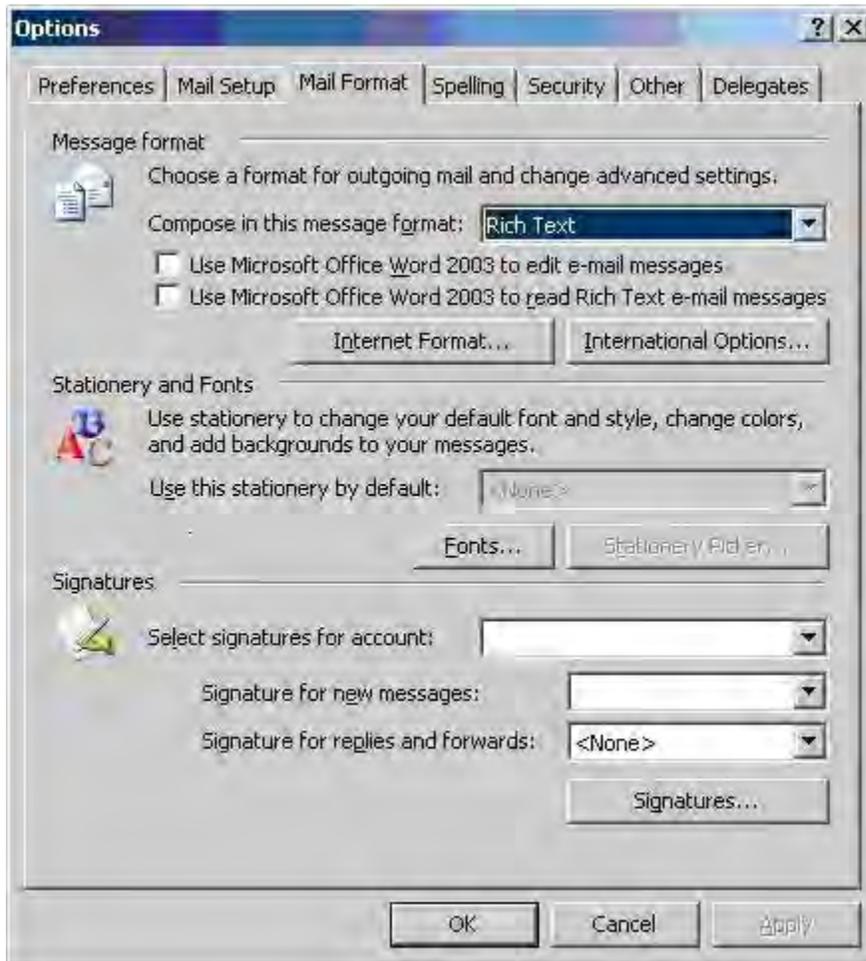
2. On the **Options** window select the **Preferences** tab. Select the **E-mail Options** push button.



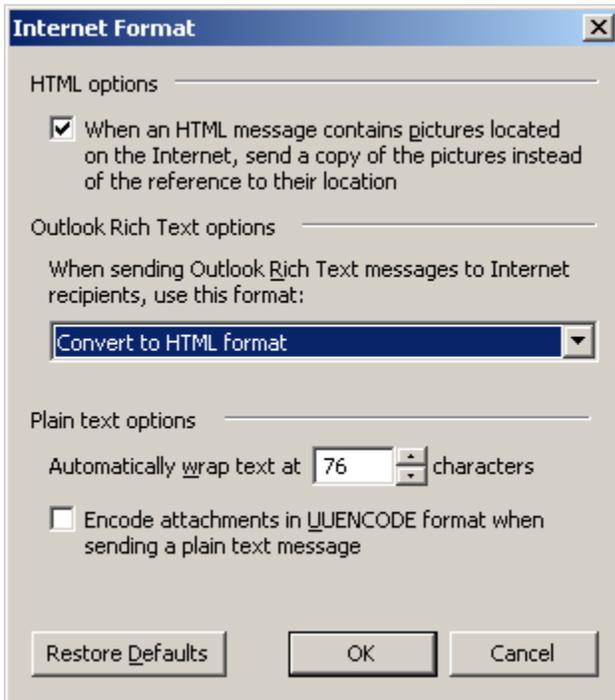
3. On the E-mail Options window uncheck the **Remove extra line breaks in plain text messages**. Press the Ok push button.



4. Select the **Mail Format** tab and press the **Internet Format** push button.



5. On the **Internet Format** window check these settings. Press OK when done.



6. On the **International Options** window select Western European (ISO) from the **Preferred encoding for outgoing messages** drop selection list. Press OK when done.

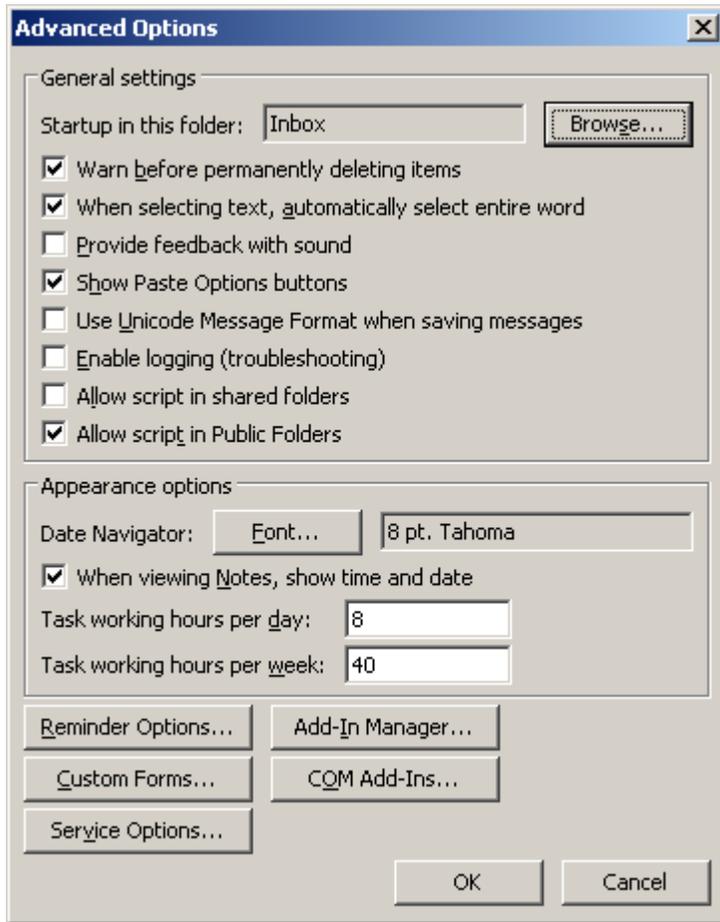


< Most Important

7. Select the **Other** tab and press the **Advanced Options** push button.



8. On the **Advanced Options** window the **Use Unicode Message Format when saving messages** should be unchecked.



How Do I Upgrade to a New Version of DCIPS Forward?

When a new version of DCIPS Forward 4.0.x is released you may copy your data from the old version into the new version.

Note: Both copies of DCIPS Forward 4.0 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 4.0 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 4.0.
5. Select your existing copy of DCIPS Forward 4.0 and press the Open push button. The path and name of the selected DCIPS Forward 4.0 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.

Glossary

DCIPS	Defense Casualty Information Processing System.
DCIPS-CF	DCIPS-Forward 4.0 (Casualty Reporting Forward)
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.