



# Civil Air Patrol



## IMU3 'Virtual Mode' User's Guide

27 Oct 2010



# IMU3 User's Guide

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# Download/Install IMU3

## DOWNLOADING IMU3

- ✈ Pete Andersen, who created IMU, has made positive changes to the program. Downloading and installing IMU3 is easier than ever.
- ✈ Open any web browser and go to the URL  
<http://www.pandersys.com/imu3setup.exe>
- ✈ When the download starts - save the downloading file "imu3setup.exe" to your desktop (or somewhere else you can find it).
- ✈ That's all it takes to obtain the program. Now to install it.



# Download/Install IMU3

## INSTALLING IMU3

- ✈ After download, start the install by double-clicking that install file “imu3setup.exe”.
- ✈ Follow the instructions for install using the suggested defaults at each step – its mostly goof-proof! But when it asks for your Wing – enter TX for Texas.
- ✈ Install program will create a START menu category “IMU3” to start the program; different than older versions that merely put a shortcut to the program directory.
- ✈ At the end of the install – the setup program will ask to start IMU3 for your first use.



# Download/Install IMU3

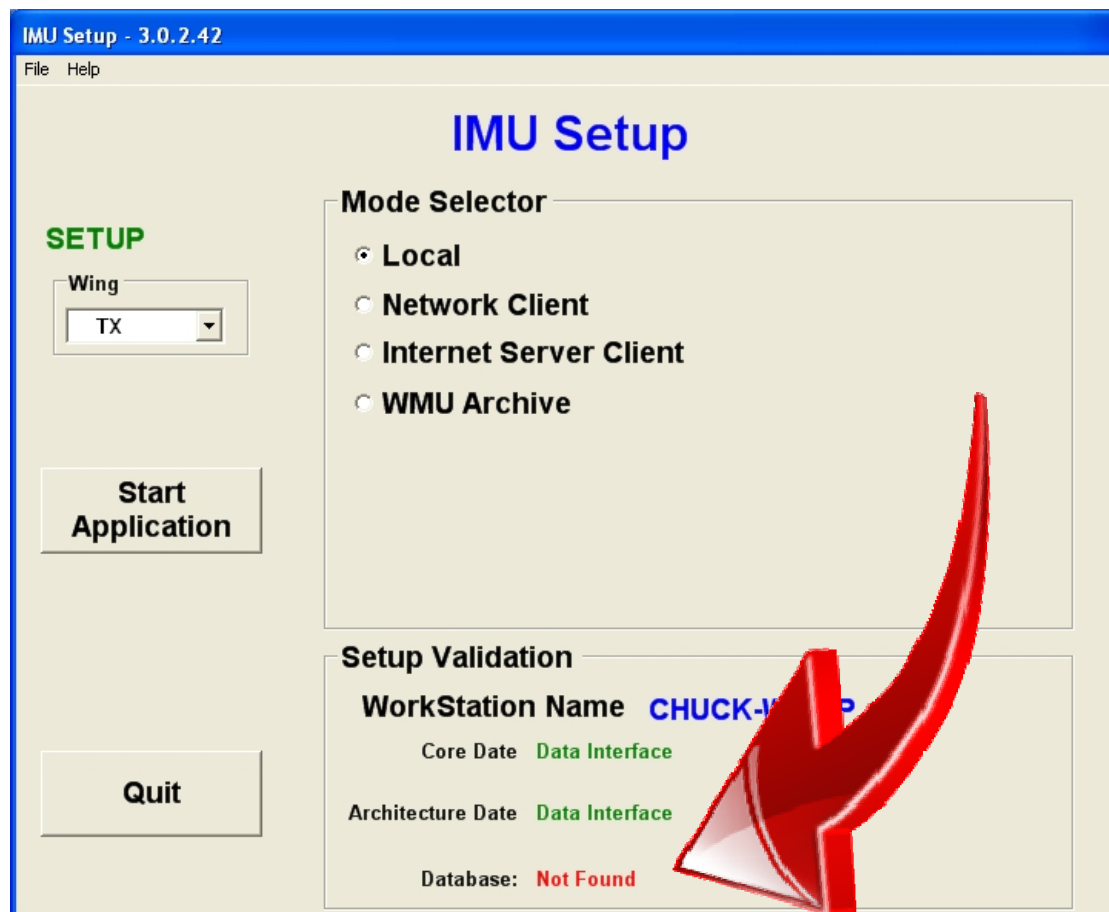
## UPDATING IMU3

- ✈ When IMU3 starts for the first time – it will notify you there is a newer version available. Click OK to download and install the update.
- ✈ If everything works correctly – you should see the download in a “File Transfer Progress” box at the top of the screen.
- ✈ At the end of the download, click the OK box and it will automatically install the update.
- ✈ Now, you’re finally ready to start and use IMU.
- ✈ Well... As soon as we get a current database to use!



# Open IMU3 for First-Time Use

- IMU3 has now started for the first time. And what do you see at the bottom – “Database: **Not Found**”! Uh Oh!





## Open IMU3 for First-Time Use

- So now, we'll talk about how to get that database and use it. And to accomplish this – there is a new & easy module built right in!

**NOTE:** You must hold mission staff qualifications to get the IMU database and use it. MSA is the minimum qualification!

- Click the “File” menu at top, select the “FTP Information” submenu, and in there – select “Set Admin Permission”. This screen looks just like the older IMU2 login screen – you merely put in your CAP ID and birthdate to get access to the IMU server’s database.
- Now select the “File” menu a second time, the “FTP Information” submenu, and FTP. When the window pops up, put in <http://pandersys.com> for the Host URL, [pandersys.com](http://pandersys.com) for the FTP Address. Make sure the “Passive” and “Long” boxes on the right are clicked.

# IMU Setup

## Database FTP Information

Host URL or IP Address:  Port:   
(Include Http://)

FTP Address:   Passive  
(No FTP://)

Folder or Path:

User  Admin

FTP User Name:   @ pandersys.com  
 Default  Include Host Header in User Name

Password:

Re-enter Password:

Save

Save and Use

Delete

Cancel

Get Database From Host Site



## Open IMU3 for First-Time Use

- ➔ Now click the box labelled “Default”, right under the “FTP User Name”. It will automatically fill in the FTP username and password.

**NOTE:** The CAP ID and birthdate you put in earlier is checked so the program can verify you are authorized access to IMU. You **MUST** be qualified at least **MSA** to get access. Without that qualification – you will not get the database!

- ➔ That completes the database download set up. Now click the “Get Database From Host Site” which will download the newest Texas database from the IMU server.
- ➔ After its done downloading, click the “Save and Use” button at bottom.
- ➔ That’s it! Once back on the main IMU program screen - make sure you select “**Internet Server Client**”, and then “Start Application”. IMU3 will now start and allow you to log in.

# IMU Setup

## SETUP

Wing

TX

**Start  
Application**

**Quit**

### Mode Selector

- Local
- Network Client
- Internet Server Client
- WMO Archive

URL or IP address for the Virtual Internet Server

http://pandersys.com

### Setup Validation

**WorkStation CHUCK-WINXP**

Core Date 10/27/10 09:57 OK

Architecture Date 10/11/10 OK

Database: OK



# Login Changes

## New way to Log into IMU3

- ✈ Pete Anderson has changed how we log in to the program.
- ✈ To enhance security, and check that the person has the qualifications to use the more advanced tools in IMU – the program now authenticates through eServices.
- ✈ Click the “Login” button. Instead of the old version’s window asking for your CAP ID and birthdate – it now opens a window and brings up the eServices login. Log in just as if you were using eServices.
- ✈ When eServices confirms authentication – IMU3 will allow you in.
- ✈ If you get a Certificate warning, just click “Continue to this website”.
- ✈ You’re now logged into IMU3 and can open an Incident (same as the older version of IMU).

Incident Management Utilities ( - Not Logged In - )

File Help

Incident: [REDACTED] Incident Date: [REDACTED] Local: 10/28/10 00:08 GMT: 10/28/10 05:08

Incident Opened by: [REDACTED] Incident Type: [REDACTED]

General Command

Civil Air Patrol eServices Sign In - IMU

## Civil Air Patrol eServices Sign In

Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Sign In' to proceed. After signing in, you will be returned to the eServices home page.

CAPID or User Name

Password

Sign In

**Need Help Logging On?**  
First time eServices users [click here](#) to activate your account!  
Forgot password? [Click here for password assistance](#).

**Looking For Something Else?**  
General CAP information is available at [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com).  
Visit [members.gocivilairpatrol.com](http://members.gocivilairpatrol.com) for detailed member information.

IMU3

Your login is being processed by e-Services.

Login



# Open Incident

## How do I open a mission to use?

- ✈ After logging into IMU – its ready to open a mission for use.
- ✈ Click the top/left box labelled “Click to Open Incident”. A window appears. Choose the mission you are working in.
- ✈ When you choose the mission – the window populates all the information boxes except two:
  - 1) Make sure the “Incident Date” has the correct date (today)
  - 2) Put in the “Local Base Name” (where you are located)
- ✈ Now click OK at the bottom. You’re ready to use IMU and access/modify the data for that particular mission.

Incident Management Utilities (IMU) - (Charles Tetlow)

File Help

Incident:

Click to Open Incident

Incident Date:

Local:

10/28/10 00:11

GMT:

10/28/10 05:11

Incident Opened by:

Incident Type:

General

Command

Operations

Planning

Logistics

Finance/Admin

Reports

Open an Incident

Incident: 11T3305 ALPINE MT\_TRAINING\_EX (WEDNESDAY, ▾

Requesting Agency: USAF ▾

Incident Date: Thursday, October 28, 2010 ▾ New

Incident Category: Training/Evaluation ▾

Incident Open Time: 10/27/10 0000Z

Opened By: LT COL GWYNN GRC

Incident Close Date: 11/02/10

Funding \$ 15000

Mission Symbol: A7 - CAPF 5/91 NCPSC, CAPR 60-11 PCT ▾

ICP: E38

Restrict Access

Local Base Name: E38 ▾

ICS Information

Incident Type: Type 3 - Multiple operational periods ▾

Operational Period: 24 Hrs ▾

Period Starts At: 12 AM ▾

OK

Cancel



# Check In/Out Procedures

- ✈ Now, you've done all this work installing and getting IMU ready for use. But what use? What is IMU used for?
- ✈ Our primary use for IMU is mission Check-In / Check-Out.
- ✈ Click the "Incident Checkin" button on the front screen – the Participant Checkin window will open to check in members.
- ✈ Start at the top left field. You can start entering a member's last name – it will guess as soon as you've entered enough of the name that it can differentiate from other members. Or you can enter the member's CAP ID. Hit the "Validate" button, or just press ENTER.
- ✈ IMU will populate most of the fields in this Participant Checkin window. Lets talk about the ones that don't auto-fill.
- ✈ The first is where the member departed from. This is usually a airport three/four letter identifier, or "Home".



# Check In/Out Procedures

- ✈ Next, choose the “Method of Transportation” using the pulldown. If the member drove a vehicle or was PIC of a plane – when you choose to check in that vehicle or aircraft – additional information fields will pop up on the right side. Fill them in to check the vehicle or aircraft into the mission.
- ✈ At the bottom right – the area “CAP Checklist” should all be green. If the “Membership” label is red – the person’s CAP membership has expired and he/she can’t participate. If the “Next of Kin” is red – click it to enter the member’s next of kin contact information.
- ✈ Once done – the “Checkin” button at bottom will be solid black (instead of grey). Click it to check the member into the mission.
- ✈ If that button is grey, you’ve missed putting some data in somewhere. Although sometimes you merely have to click into another block (like Departed From) to turn that button black and then you are able to check the member in.

Participant Identification

Select Name or Enter CAPID

Tetlow, Charles M Jr

Validate

Individual

Participant Information

Organization CAP CAPID 373537

Last Name Tetlow First Name Charles

MI M Suffix Jr Grade Maj

Wing TX Unit 424 Exp Feb 11

Home Base TX-424 \*Departed From KSSF

\*Method of Transportation Aircraft - Aircraft Checkin

Qualifications AOB D CUL FASC GES IC2 IC3 LO MO MP MRO MS MSA MSO

Incident Duty Positions are made using the Planning Section Resources Unit button.

POOL - AVAILABLE POOL (0)

Local Time: 00:14 Assigned to Base E38

Duty Day Information

Checkin Time 10/28/10 00:13 Duty Day

Checkout Time

Aircraft Checkin

Tail Number N165CP

Type C182/G1000 corporate

CAP Flight 4216 private

Home Base SSF CAPcom

Seats 4 details.

VMIRS TX

Starting Fuel 50

CAP Checklist

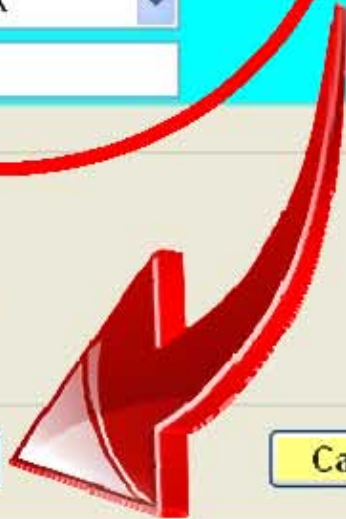
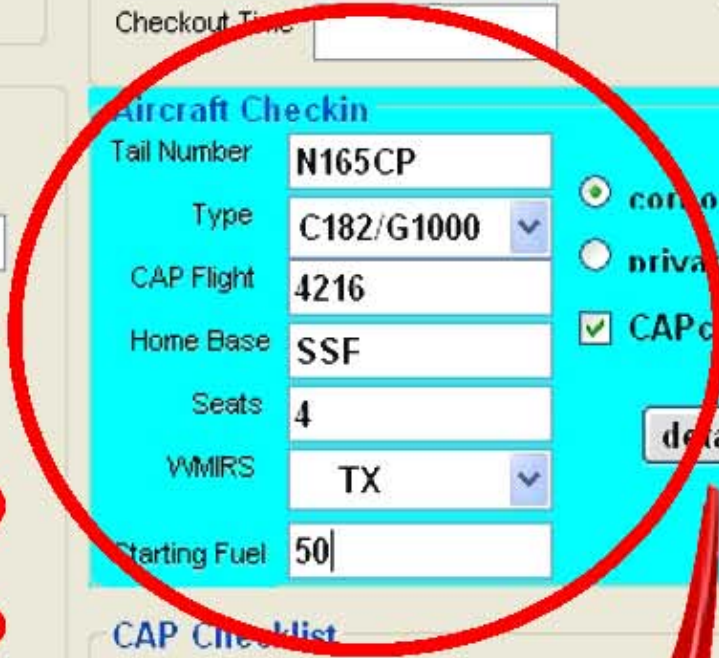
Membership

CAPF 101 Card

Next of Kin

Checkin

Cancel





# Check In/Out Procedures

- ✈ Last. After you check everyone into the mission – how do we check them out when leaving??
- ✈ In the Participant Checkin window – choose the File menu at top/left and select “Checkout”. Another new window appears!
- ✈ In this Checkout window – you can checkmark the box next to each person, vehicle, or plane that is leaving the mission. When you’ve got each check marked – hit the “Checkout” button at bottom right.
- ✈ **WARNING!** Be EXTREMELY careful about the “Select All” buttons on the left side. If you hit “Select All” next to the Personnel area, and check everyone out of the mission – the IC isn’t going to be happy! The IC or someone on staff will have to go into IMU and re-checkin everyone still at the mission. That’s not going to make you the IC’s favorite...

## Checkout

Personnel

- Jackson, Henry L
- Schmidt, Joshua D
- Tetlow, Charles M Jr
- Tetlow, Lorrie A

Select All

Clear All

Resources:

- N165CP
- N794CA

Select All

Clear All

Time

Checkout



# Summary

- ✈ If you knew how to use IMU2 – you’ll have no problem with IMU3. This new IMU3 is almost identical to the previous version 2.
- ✈ The primary changes are to the way you log into IMU to use it. This new version integrated closely with eServices – and uses eService’s authentication.
- ✈ And this new version is much easier to set up the database. The integrated FTP module described earlier is a almost hands-off method.
- ✈ But the initial start up screen “File” menu also contains options to move a newly downloaded database to the correct location for IMU to use, and a option to copy the current database you’re using to the desktop (to send to someone else).
- ✈ But both of those options are primarily for use when running in “Local Mode”. But this tutorial is primarily written for using ‘virtual mode’ or as its known now – Internet Server Client mode.



## Virtual Mode Consideration

- ✈ When running IMU3 in this “Virtual Mode” – the server keeps track of who is logged into the system.
- ✈ This could be important to the I.C. and staff if they need to get everyone off the system for database management (upload or download).
- ✈ This means that everyone should have a “computer name” that is descriptive of who you are. This is set on your own computer – in the Control Panel, System Properties, and the Computer Name tab.
- ✈ Please use your last name or whole name as part of your computer’s name “JoeSmith\_laptop”, or “JaneDoe”, or “TxWg\_Laptop1”. Something that could be used to track you down if the IC needs to get everyone off the system for maintenance.
- ✈ And you can see your own computer’s name in the “IMU Database Connectivity” display under the “Help” menu item.
- ✈ Please help us operate more efficiently by using a good, descriptive computer name.



## Contact Information

- I hope this tutorial on using IMU3's Virtual Mode is helpful to you when running your mission.
- Please remember – the focus of this tutorial is using IMU3 in “Virtual Mode” or as its known now “Internet Server Client mode”. Other material will be released for ICs covering topics like “IMU3 Local Mode”, “IMU3 tools” and “Database Management”.
- If you need more assistance and are in the Texas Wing – feel free to contact me at any time. I suggest Texas Wing because other Wings may have different policies and use IMU in different ways.
- One last caveat – I am **not** a programmer. If you get installation errors, exceptions, or .NetFramework problems – I can't help you. Sorry.... I suggest you review the installation instructions on the WMU website at <https://wmu.nat.cap.gov>
- My name is Major Charles Tetlow, e-mail is 'Chuck@Tetlow.Net', and my phone number is 210-967-8712.



# Civil Air Patrol



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