(U) We are Moving to NTs Windows...Where, Oh, Where Can Our Working Aids Go?

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(U//FOUO) Are you wondering what you are supposed to do with your SEMESTER working aids when you migrate away from SEMESTER and SANDTERM? Well, you can relax, because there are solutions available. As briefed by the Legacy Data Migration - Voice Task Team, Document Management System (DMS) and HOMEBASE eWorkSpace (eWS) are viable alternatives. DMS is preferred for handling file-based, non-fielded data and eWS for fielded data.

(U//FOUO) DMS is a document management and analytic knowledge sharing system. It provides users with DMS "My Files" repositories, which can be customized and personalized. In addition, DMS gives users access to large numbers of need-to-know documents for read and search purposes. Currently, there are approximately 50 organizational repositories available in DMS.

(U//FOUO) What do you need to do to get your working aids moved to DMS? Actually, moving the documents is the easy part. Organizing the documents is what requires the time and effort. So, that is what you need to start doing: each office should review the working aids they have and eliminate any that are unnecessary or no longer used. All documents that remain need to be categorized. Contact ▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮, for more complete guidance and to begin the process of migrating your information to this new system.

(U//FOUO) What about that fielded data? eWS to the rescue! An eWS is a collaboration tool that help analysts share, collect, analyze and report on targets of interest through a single data broker.

(U//FOUO) HomeBase eWorkSpaces are web-accessible databases that help you handshake with analysts around the world who pursue the same targets of interest. You can post a network diagram based off someone else's FactSheet and fill in more information into the related eWorkSpace based on your research. You can post hypotheses and get different perspectives. You may choose to discuss your conclusions with your Second Party partners. Talk about it online with instant messaging.

(U//FOUO) Then take another look at all your target records grouped by nationality, location, organization, and profession -- any way you choose to organize them. "Drill down" to any record when some detail catches your attention. Export information of interest to a file and include that information into other reports or in another totally different application like network analysis tools or mapping systems.

(U//FOUO) ▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮, can provide details about eWS if you have questions. If you have general questions about Desktop Modernization, send an email to ▮▮▮▮▮▮▮▮▮▮ or ▮▮▮▮▮▮@nsa.

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