

**Exercise**

**2018**

SEDM PROCESS

---

South Eastern Europe SIMulation

SEESIM IT Systems  
Manual

SEDM PROCESS - SEESIM

# **SEESIM IT Systems Manual**

---

This is a draft version. Changes may be applied to the interface and functions.

---

# Table of Contents

1. SEDM Portal.....	1
1a. How to Connect to the SEDM Portal .....	1
1b. Accessing the Exercise page .....	4
1c. Using the Exercise page.....	5
1d. How to use the Library Pages.....	6
1e. How to Upload Files.....	7
1f. Other Portal Functions .....	9
2 E-Mail .....	10
2a. Accessing the E-mail.....	10
2b. Using the E-mail.....	11
2c. Outlook Setup (Optional) .....	12
3. Video Teleconference (VTC) System.....	14
3a. Accessing the VTC System.....	14
3b. Using the VTC System .....	15

## 1. SEDM Portal

The SEDM Portal provides public and restricted access information services, such as content publication, announcements and sharing of documents, as well as access to functions and entrance point to the other subsystems.

The SEDM portal can be accessed at [www.sedmprocess.org](http://www.sedmprocess.org). Internet access and a recent browser (Chrome or Mozilla) are required. Workstations can be changed without the need of installation or settings.

**All posted content and information should be unclassified. Files name, description and any other information must follow SEDM naming guidelines.** The Content Manager has the right to rename or edit information as needed.

### 1a. How to Connect to the SEDM Portal

To enter the SEDM Portal, **click the "Sign in"** menu option, located on the top left corner (See figure 1).



FIGURE 1

In the popup menu (Figure 2), enter the credential provided by CIS personnel. Username is the e-mail account, also shared by the e-mail system.

## Sign In ×

Email Address

Password

Remember Me

[Sign In](#)

FIGURE 2

During first login the system will ask for a password change. The new password must meet the following requirements:

- At least 8 characters long
- Contain 1 number and 1 symbol

The Remember Me option allows storing of the password (please note that some browsers will ask to remember the password automatically). This action is recommended only for non-shared or continuously monitored computers.

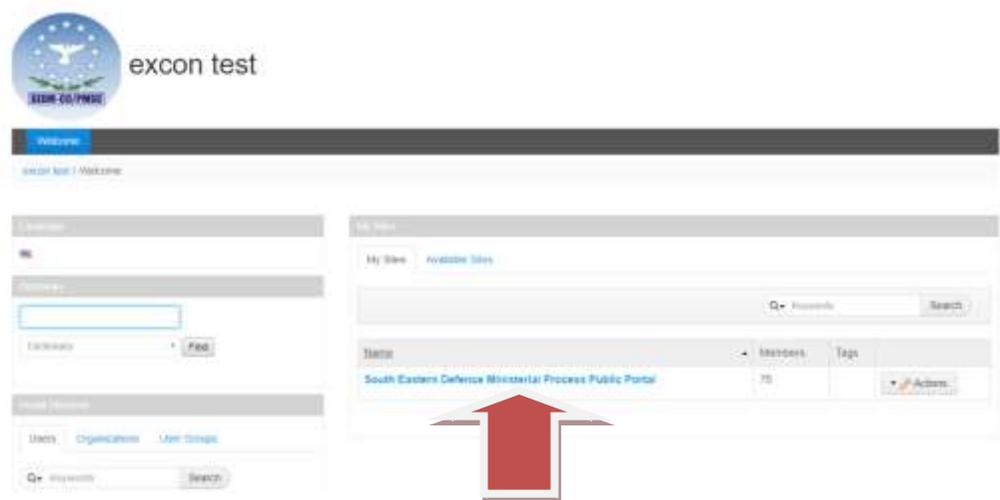


FIGURE 3

After successful login, you will be redirected to the Welcome Screen (Figure 3). You can enter the SEDM Portal, by **selecting "South Easter Europe Defense Ministerial Public Portal"**. Alternatively, you can directly access the pages (from bookmarks), provided that they are opened in the same or a new tab in the current window. If you need more than one account concurrently active in the same computer, please open an "Incognito" (Chrome) or "Private" (Mozilla) window to access the second account.

In case of login failure, please check the keyboard settings (language, caps lock etc). If you forgot the password, please send a message via your exercise e-mail to [support@sedmprocess.org](mailto:support@sedmprocess.org), in order to reset the password.

## 1b. Accessing the Exercise page

To access the SEESIM 18 Page, please use the top menu as depicted in Figure 4:

1. Select **SEESIM**
2. Select **Exercises**
3. Select **SEESIM 18**



FIGURE 4

The exercise page can also be directly accessed at the following link:  
<https://www.sedmprocess.org/web/seesim/seesim18>

To easily access the page during the exercise, a bookmark is recommended.

Please note that the system provides different functions based on role of the user. Some functions may not available to Training Audience.



The announcements may contain links to documents or other resources. Please, reload your page at regular intervals.

## 1d. How to use the Library Pages

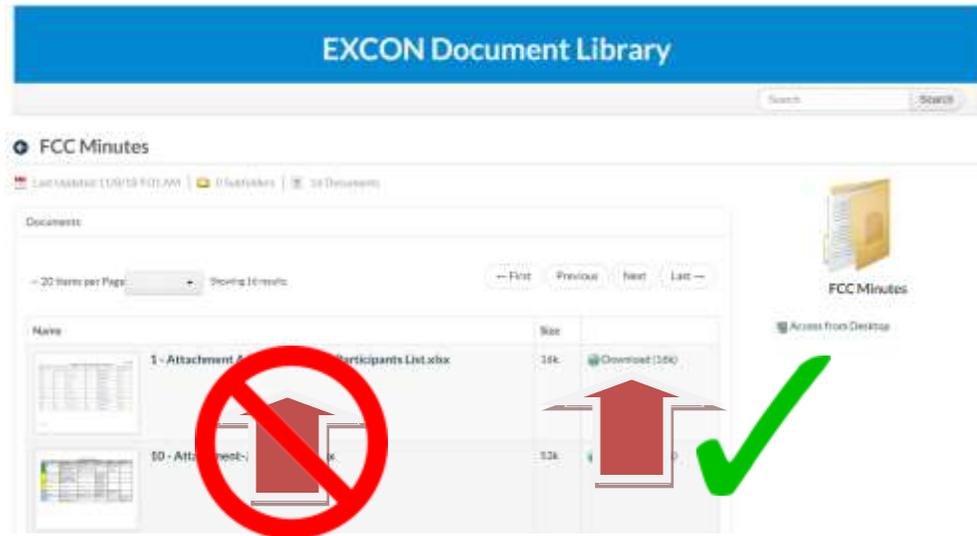


FIGURE 6

The library page provides access to a file repository hosting all exercise documents. You can navigate the folder hierarchy and download documents by clicking on the button next to the file (see Figure 6 arrow).

While a document online view function is available (Figure 7), you are kindly requested to **download the document to your computer** and access the local copy in order to reduce system load, as well as view the document in a more convenient and responsive way.

An exception to this rule is linking of documents. Documents can be shared and linked by entering Document Mode (Figure 7) and then **use the "Get URL" function (1)**. This link can be copied and shared via e-mail. If the file is not private, the recipient will be asked for credentials in order to access the document.

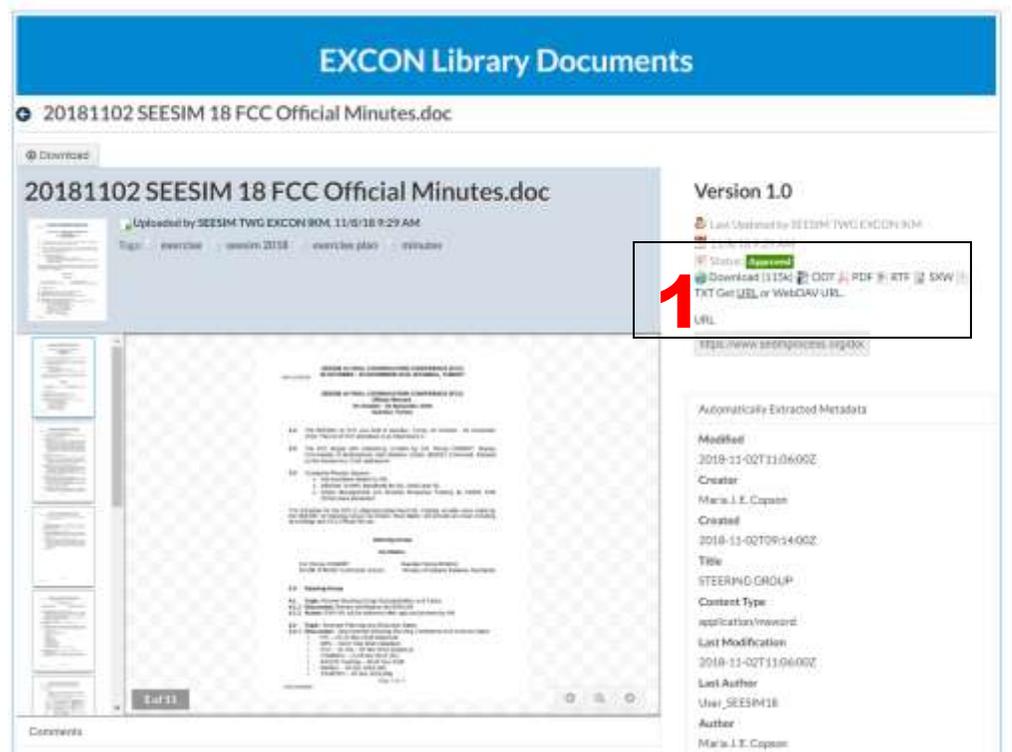


FIGURE 7

## 1e. How to Upload Files

File Uploads are accessible via the Library (Figure 8), available to users with the respective permissions to specific folders. Users with upload capability to the specific folder will have an additional side menu (Figure 8 - 1) as follows:

- a. EXCON Content Manager will upload documents to public areas and create folders.
- b. EXCON Users with File Upload capability can upload files to both EXCON and Training Audience areas
- c. Training Audience can upload documents only in the folder created for their nation.

In this case, you can use the “Add Document” Option in the menu to upload files. Otherwise, the menu option will not be visible.

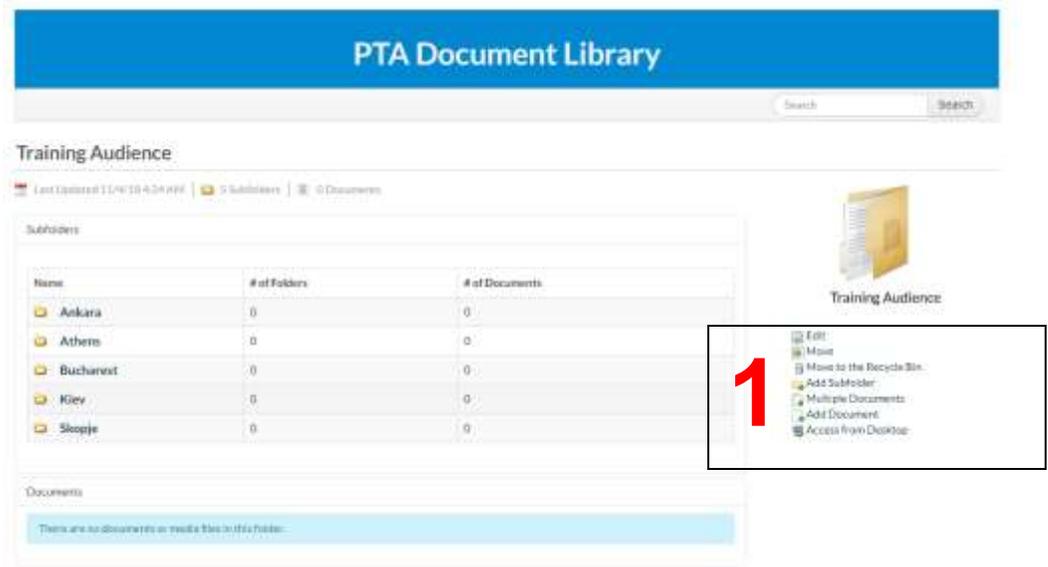


FIGURE 8

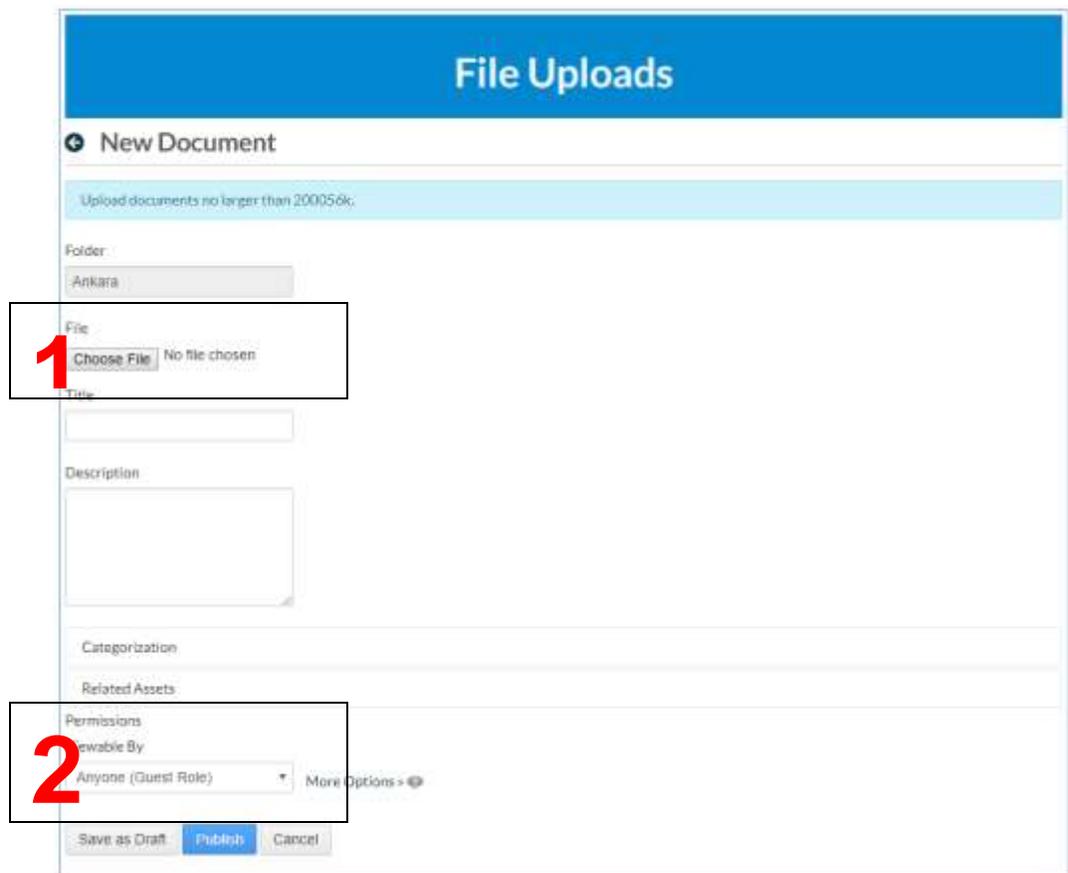


FIGURE 9

You can use the “Multiple Documents” option to upload more than one document at the same time. In this case, some information like file names cannot be used. You can select the uploaded documents by use of standard browsing and selection functions (shift, control etc).

File upload limit is **25MB per file**.

Users can modify or delete (Move to recycle bin) only their files.

The Access from desktop function will not be used, due to the need of special configuration.

A new form (Figure 9) allows optional input of meta-information. Please, note that if you do not enter a name **(1)**, the file name of the file will be used. You can select the uploaded document by use of standard browsing functions **(2)**.

Files can be either public or private. Public files can be linked via use of a URL (see Figure 7) and downloaded by guests. Private files require successful login to download. After a successful upload the library will be updated. Please, note that a thumbnail of the document may take some moments to be generated.

## 1f. Other Portal Functions

Other functions are available by the Account Menu, located in the top left of the screen (Figure 10). For proper termination of the service and security reasons, you are asked to Sign out, when finished or transferring to another workstation.

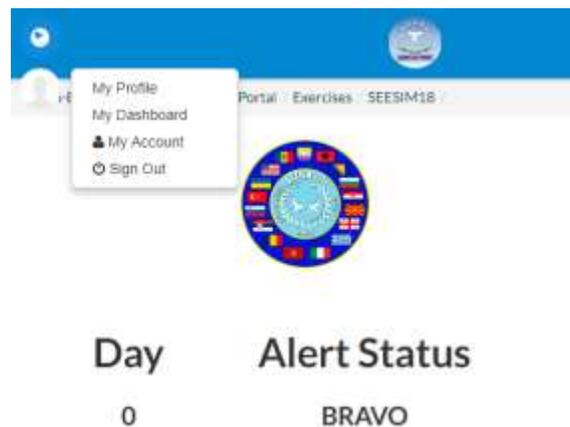


FIGURE 10

## 2 E-Mail

The Email system allows asynchronous communications among exercise participants, as well as external e-mails (including national accounts). The system is accessible at **mail.sedmprocess.org**. Internet access and a recent browser (preferably Chrome or Mozilla) are required.

### 2a. Accessing the E-mail

To enter the web E-mail, use the Mail function, presented in Figure 11 (or use the aforementioned address directly) and enter the credential provided by CIS personnel. Username is the e-mail account. During first login, the system will ask for a password change. The new password must meet the following requirements:

- At least 8 characters long
- Contain 1 number and 1 symbol

It is suggested, while not obligatory, that the user sets both Portal and e-mail accounts to the same password.



FIGURE 11

All e-mail accounts name start with the SEESIM designator. Also, all exercise accounts start with the "se." prefix.

In case of login failure, please check the keyboard settings (language, caps lock etc). If you forgot the password, please contact your CIS personnel to send an e-mail to support@sedmprocess.org, in order to reset the password.

## 2b. Using the E-mail

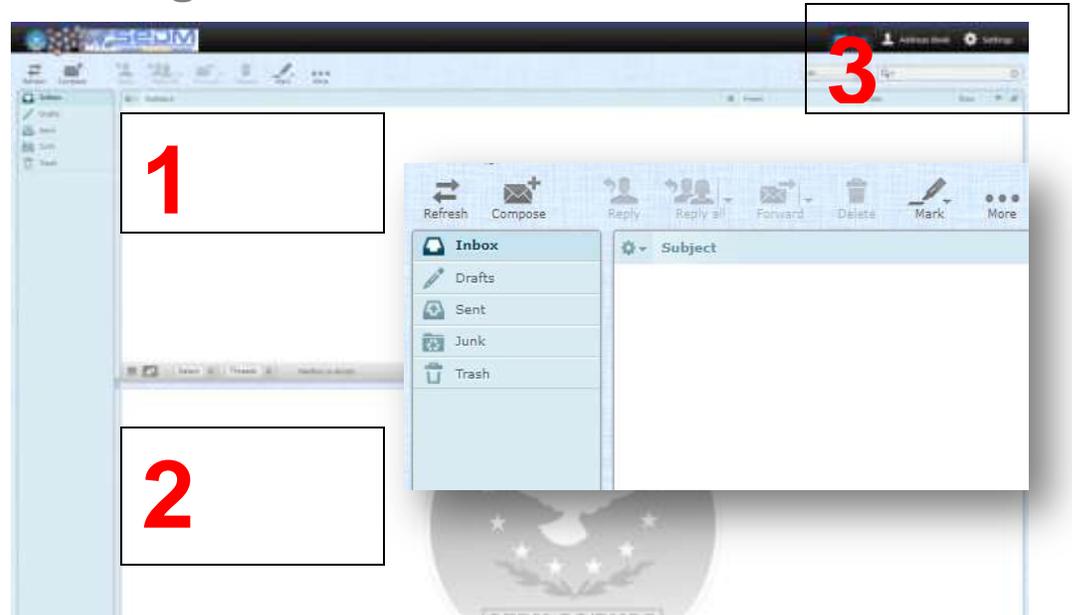


FIGURE 12

The system uses typical e-mail functions (compose, reply, forward etc) and folders (inbox, sent, spam etc), that should be intuitive for users with basic computer knowledge.

The browsing interface for Browse Mode (Figure 12) contains the message list **(1)** and the message display **(2)** areas. If a user clicks on a message or selects an action, the interface switches to Message Mode (Figure 13).

Attachments **cannot exceed a total size of 10MB**. In case of larger files, compression (zip files) or linking should be used (either via portal or any cloud service, like dropbox or google drive).

The system offers directory services. You can easily find a recipient by typing a part of the Name (for example Athens, AAR etc).

A spell checker is available, supporting multiple languages.

Finally, customization of the account is possible by clicking on the Settings (Figure 12 - 3) button, including preferred language.

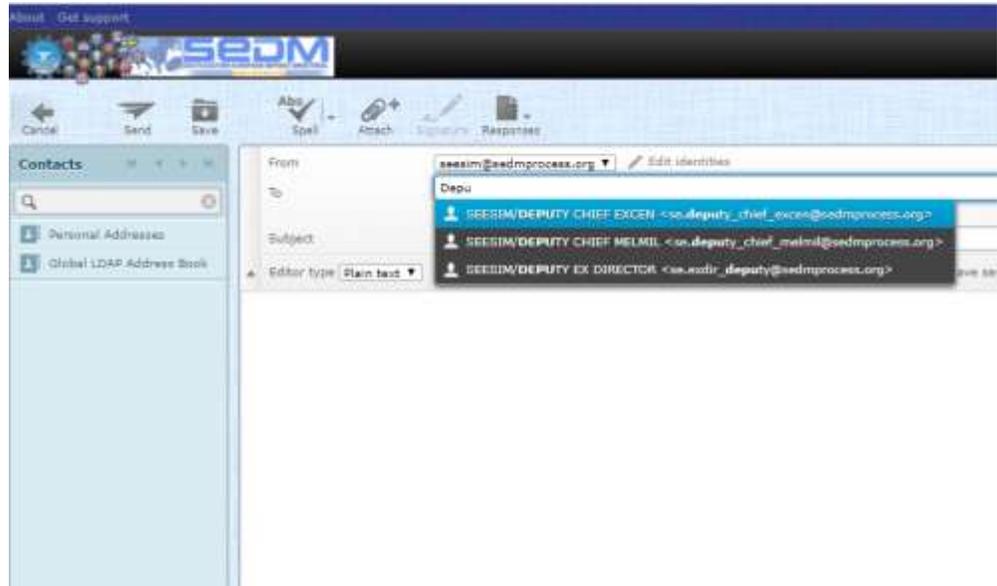


FIGURE 13

## 2c. Outlook Setup (Optional)

To setup for outlook, please select the Add Account option (Figure 13) and then select (Figure 14) "Exchange Active Sync compatible service".

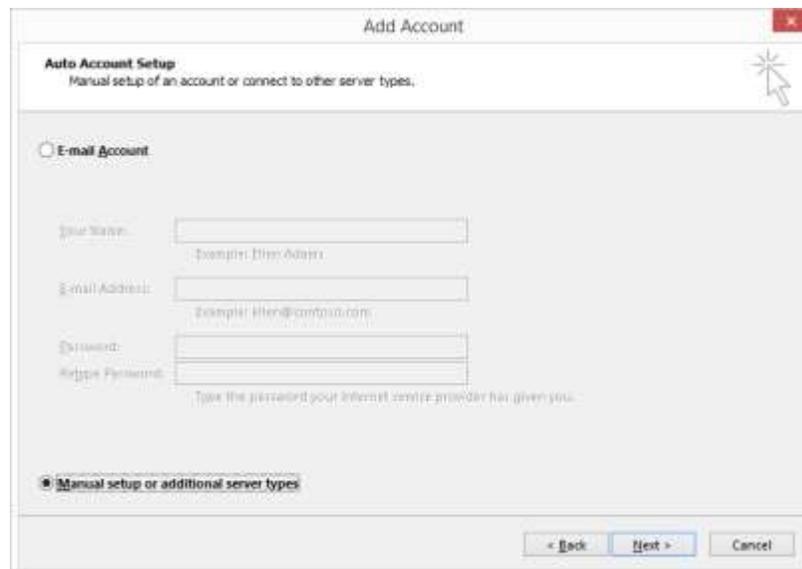


FIGURE 14

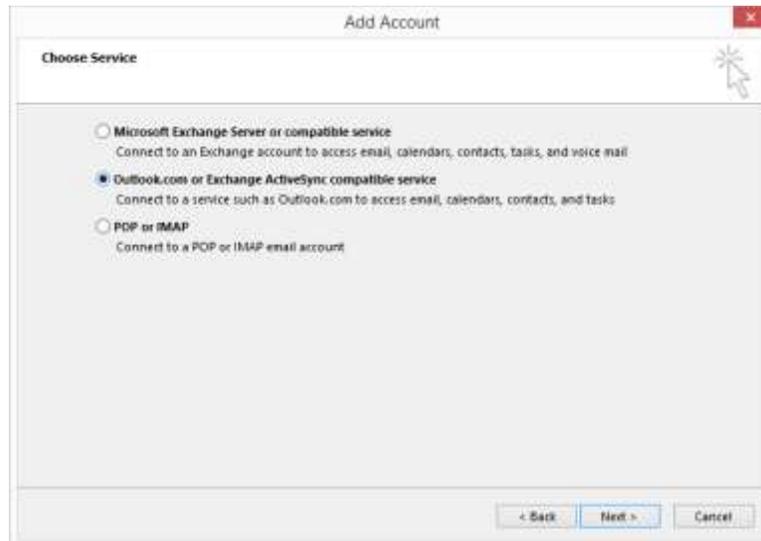


FIGURE 15

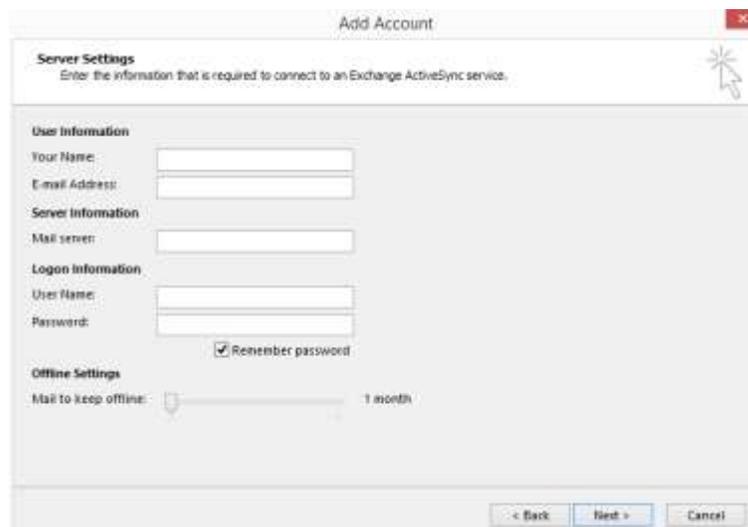


FIGURE 16

Enter in Server Settings the following values, as shown in Figure 16:

- a. Your name: Same as your Web Account Visible Name
- b. Email Address: Same as your Web Account e-mail address
- c. Mail Server: mail.sedmprocess.org
- d. Username: Same as your Web Account e-mail address
- e. Password: Same as your Web Account password

After you click next, the account will be verified.

### 3. Video Teleconference (VTC) System

The Video Teleconference System allows provides synchronous visual and audio communication among authorized users, as well as online presentation capabilities. Communications can be bidirectional (conversation between participants) or unidirectional (presentation to an audience).

In case of conversation, a setup with a web camera and headphones is suggested. In case of audience, a projector and loudspeakers should be available. Please, note that concurrent use of microphone and loudspeakers could create audio feedback (sound loop), thus resulting in noise and hearing difficulties. In case of loudspeakers, it is suggested that microphone is muted or thoroughly tested to avoid such problems that would affect all participants.

#### 3a. Accessing the VTC System



FIGURE 17

**Access to the VTC is provided via the Exercise Page** (See Section 1c). You will be redirected to the VTC Welcome screen (Figure 17).

By inputting the Name that will be visible to the other participants (the exercise designation) and clicking the **"Join"** button, access to the main conference room is

authorized, without need of separate credentials. In some cases, a refresh or reload of the page is required.

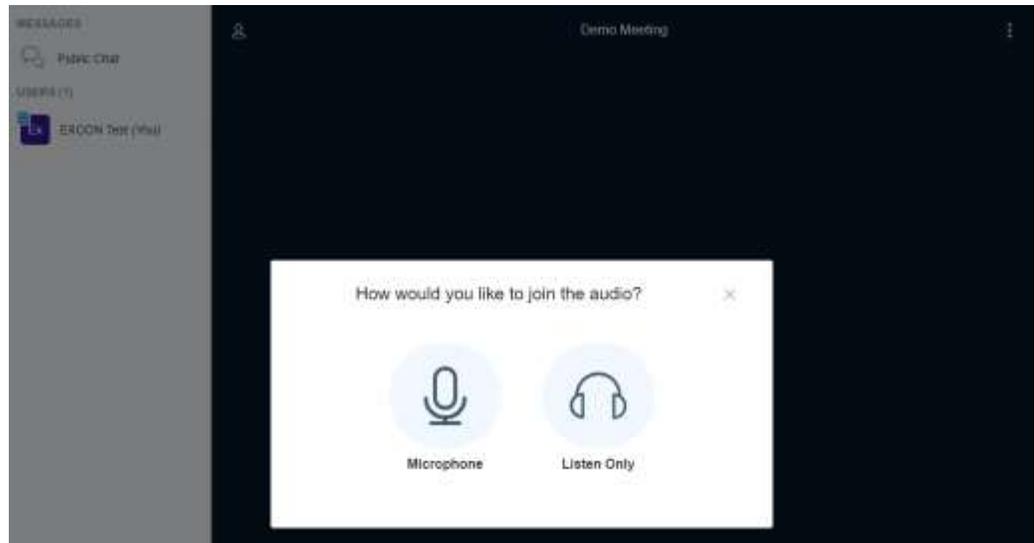


FIGURE 18

Depending on the role, please select either "Microphone" (bidirectional) or in case of audience "Listen Only". In case of Microphone a sound test is performed, by speaking a few words that should be repeated by the system (Echo Test). Please, note that you have to allow your browser to provide access to your microphone or web camera. If the sound test is not successful, please contact your CIS personnel.

After successful tests, you will be directed to the main conference room (Figure 18).

### 3b. Using the VTC System

The following areas and functions are available (Figure 19):

1. Main Area: A presentation or web streams are displayed in this area.
2. Users Area: Shows connected users, as well as the chat area. Chat is very useful for instructions or questions in a non disruptive manner.
3. Upload Document: A presentation can be uploaded (see Figure 20) and displayed in the main screen. PDF, Powerpoint and other MS Office or Libre Office can be uploaded. If the system cannot display the document properly or produces a conversion error, please convert the file to PDF format.
4. Main functions:
  - a. Microphone: Use this function to activate or mute your microphone.

b. Video steam: Broadcasts your web camera. By clicking on the button you can share or disable the stream. Also, by using the swap function, you can change focus from your presentation to the video stream and vice versa.

c. Share screen: This functions works on Mozilla only and will not be used in the exercise.

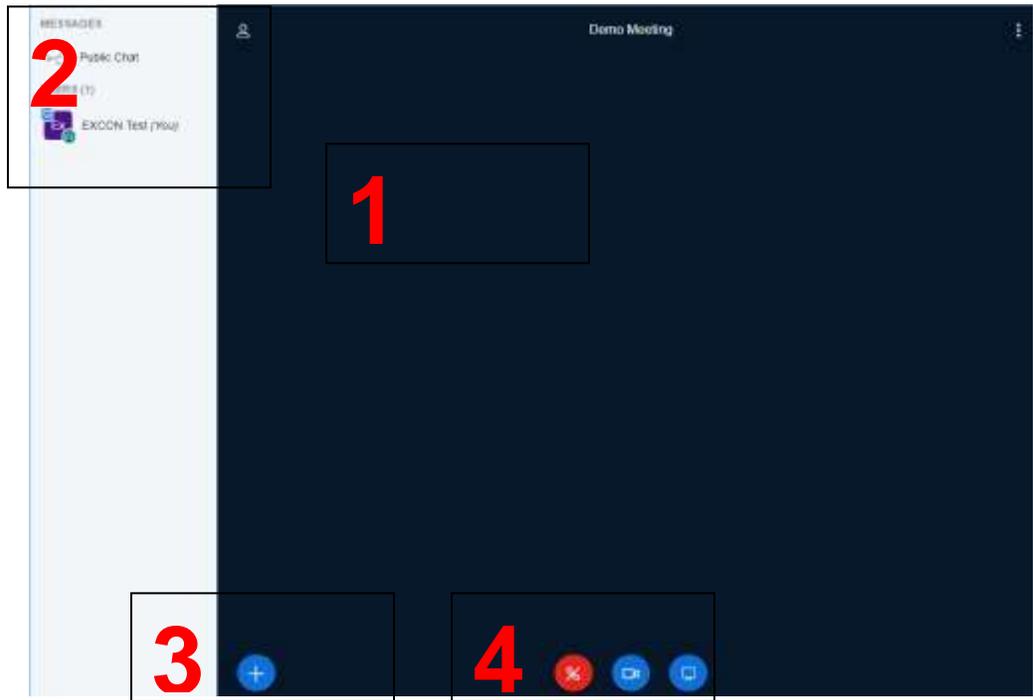


FIGURE 19

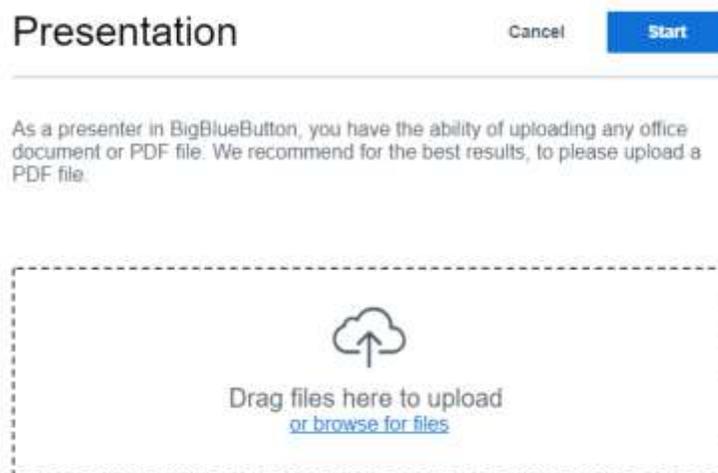


FIGURE 20



FIGURE 21

While in presentation mode (Figure 21), several additional functions are available, such as

1. Slide control
2. Visual aids, such as marker, pointer etc