



# General User How-to Guide

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## Knowledge Web Services (KnWS)

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## Knowledge Web Services (KnWS)

Knowledge Management System

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## **1. INTRODUCTION**

### **1.1 Purpose**

This document describes in detail the procedures for using and administering KnWS through a web browser.

### **1.2 Intended Audience**

This document is intended for all KnWS users and administrators who would like to know more about using KnWS.

### **1.3 Overview**

KnWS provides a web-based solution for information and data management among projects, organizations, agencies, and/or companies.

In turn, KnWS provides a mechanism for wide spread distribution, retrieval, and storage of information, including: ACEIT built models and knowledgebases, Cost Estimating Relationships (CERs), documents, models, and references.

Functionally, KnWS also allows those users without the ACEIT development environment to run ACEIT models utilizing a browser-based interface.

Because KnWS is a web-based application, it has been found extremely useful for users wishing to share information that normally could not be shared due to firewall restrictions.

### **1.4 Document Conventions**

Whenever possible, graphics are provided to illustrate examples being covered by the text. The acronym KnWS refers to Knowledge Web Services. Your edition of KnWS may go by the name GPS Today, ISS-Today, or USCM8. Please use these names interchangeably.

### **1.5 KnWS Security and this Document**

This guide covers a number of features that are optional or only available to certain user levels. As such, some features described may not be available to users with limited security privileges.

### **1.6 Access Levels and Associated KnWS Features**

#### **1.6.1 General User**

General users are allowed to view assigned folders and their content, and may also view the document profiles for the documents contained within the folder. Any sub-folder in this folder will have its own folder permissions set for the user. This level of access will be assigned to the majority of users who only wish to view and download documents. If a general user has not been given permission for a particular folder and its contents, the user will not see the folder or its contents, as if it didn't exist.

#### **1.6.2 Contributor**

Contributors are allowed to publish documents, update documents, or copy documents to/from an assigned folder and/or subfolders, but cannot move, or delete any documents. This level of permission is suggested for task members who will regularly update existing documents onto the website.

#### **1.6.3 Administrator**

Administrators may have full control over all folders, sub-folders, and documents, including the right to create, copy, move, or delete documents. They may also alter the folder permissions for any account. They may create, modify, move, delete or reorganize any document or document folder. They also have full control over all folders, and all documents within folders or any sub-folders when creating, copying, or moving a folder. This level of permission is suggested for task members who wish to have direct control over the information posted to specific folders of the website.

#### **1.6.4 Super Administrator**

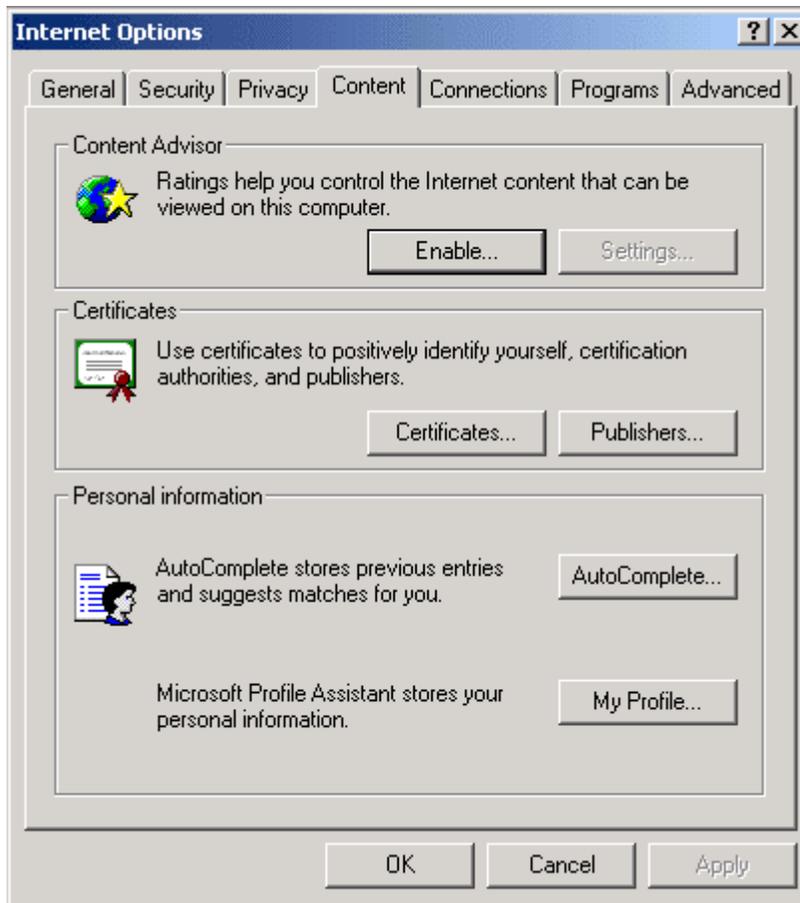
Super Administrators have then same rights over documents and folders as administrators. They may also alter the folder permissions for any account and may create, modify, or delete any user's account. Although they may not view another user's password, they can override or reset it. It is recommended that only the site administrator and select individuals be given this access level.

#### **1.7 Obtaining Access to KnWS**

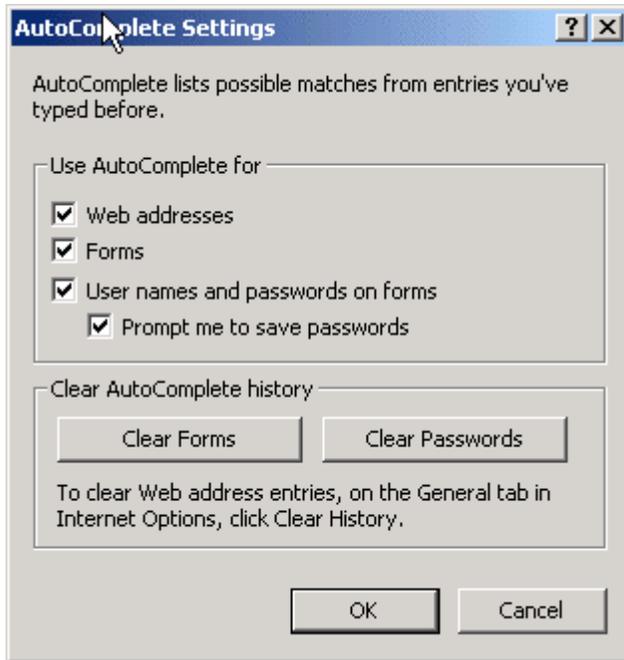
In order to use KnWS you must first request access to the site from the KnWS administrator. To do this, click the "Request Access" link on the KnWS homepage. Fill in all the required information and click Submit. The KnWS Administrator will be in contact with you shortly regarding your request.

#### **1.8 Getting KnWS to Remember Your Password (IE only)**

From the Tools menu in Internet Explorer (IE) select Internet Options then select the Content tab. Once at the Content tab, look for the Personal information area and click the AutoComplete... button.



In the AutoComplete Settings dialog click both the Clear Forms button and the Clear Passwords buttons. In addition, ensure the Prompt me to save passwords checkbox is checked.



Then just OK your way out of the dialog boxes and login to KnWS. IE should prompt you with the question, "Do you want IE to remember your password for this site."

## 1.9 Sending Feedback About KnWS

Feedback is a very helpful for KnWS administrators and developers. Feedback can include anything from general comments to specific complaints or bug reports. To submit feedback click on the "Feedback" links available at the bottom of most pages in the site.

## 1.10 Basic Requirements

### 1.10.1 Browsers

- Microsoft Internet Explorer 5.0+: For optimum performance.
- Netscape Navigator 4.x or 6.1+: Not all features are available on this browser.
- Using Netscape 6.0 is not recommended.

### 1.10.2 Browser Settings

- Cookies must be accepted/enabled.
- Scripting should be allowed/enabled.
- Java should be enabled.

### 1.10.3 Operating System

- PC/Windows systems: Recommended.
- Mac OS: Not all features are available.
- UNIX/Linux: Not Tested

### 1.10.4 Screen Resolution

- 800 by 600 pixels recommended minimum.
- 1024 by 768 or higher optimal.

## 2. SITE NAVIGATION AND CONTROLS

### 2.1 General Overview

KnWS is structured much like Windows Explorer. The tree at left allows you to easily navigate throughout your folders and CER Libraries, within which your stored documents and CERs reside. When you click on a specific folder or CER Library, the documents contained within will be listed at the right of the tree. If you are familiar with navigating web sites and using Windows Explorer, you should have few problems getting accustomed to KnWS.

## 2.2 Getting Around the Site

Navigating throughout KnWS requires using the tree, links, and buttons embedded throughout the site, much as you would any other web site.

### 2.2.1 Navigation Tree

The navigation tree allows you to easily navigate through information organized by folder, web page, or CER Library. The tree functions similar to Windows Explorer. For a description of functions and features related to the tree, please see the section below.

### 2.2.2 Tree Control Buttons



There are several buttons relating to the tree. These buttons allow you to manipulate and expose information contained within KnWS. These buttons will adjust their functionality depending on the type of branch you have clicked. For example, if you are resting on a CER Library and you click the Add Branch button you will actually be prompted to add a CER Library. On the other hand, if you are resting on a folder and you proceed the same way, you will be prompted to add a folder.

The tree control buttons apply their functionality to the active tree branch.

#### 2.2.2.1 Add Branch



This button will add a new folder, web page, or CER Library to the tree, depending on which type of branch is currently selected.

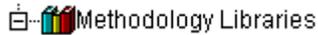
If you are adding a folder, it will be added under the folder you currently have selected. If you wish to add a folder to the tree's root, you need to select the uppermost "Documents"\* folder before choosing the Add Branch button. You will be prompted to complete some details about the folder including the name, description, privacy setting, and security level.

The folder name is the name that will identify the folder in the tree. The description information is the information that will appear when you hover your mouse over the folder in the tree. This information is useful when you are looking for something specific in the tree.

The Modify User Security Levels section allows you to change user security or access levels when copying or creating a folder. Based upon the original authorization level of the parent or target folder you can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or

Administrator levels at the time this action is being taken. If you do not want to make any security level changes, simply leave the settings at their defaults.

Adding CER Libraries is very similar to adding folders, but you must first click on the methodology library.



Similar to above, the title is the name that will identify the CER Library in the tree. The description information is the information that will appear when you hover your mouse over the CER Library in the tree. This information is useful when you are looking for something specific in the tree.

The Modify User Security Levels section works in the same manner as it does when adding folders.

\*"Documents" is the default name for the folder. It may be different on your edition of KnWS. Throughout this text, the "Documents" folder refers to the highest-level folder available to you on the tree.

#### 2.2.2.2 Edit Branch



Edit Branch allows you to change the title and description associated with a particular folder, web page, or CER Library.

#### 2.2.2.3 Copy Branch



Allows you to copy a branch into another branch.

The Modify User Security Levels section allows you to change user security or access levels when copying or creating a folder. Based upon the original authorization level of the parent or target folder you can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or Administrator levels at the time this action is being taken. If you do not want to make any security level changes, simply leave the settings as their defaults.

Note: You cannot copy a branch into itself. In addition, web pages and CER Libraries may not be copied.

#### 2.2.2.4 Move Branch



Moving a branch is similar to copying a branch. Based upon the original authorization level of the parent or target folder you can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or Administrator levels at the time this action is being taken. If you do not want to make any security level changes, simply leave the settings as their defaults.

Note: You cannot move a branch into itself. In addition, web pages and CER Libraries may not be moved.

#### 2.2.2.5 Delete Branch



This button deletes the selected branch. Before you can delete a branch you must first delete or move all the files and folders contained within it.

Note: Deleting a branch cannot be undone!

#### 2.2.2.6 Search



This button brings you to the search page. Your search will only look for those files included within the folder you have activated in the tree, unless you choose to include the subfolders (subfolders will be included by default).

The search compares your search phrase to all of the fields stored in KnWS and to the contents of documents stored in the system. All items matching your search phrase will be returned.

For more information on using the search feature, especially the advanced search, please see the section in this document describing document storage and retrieval.

#### 2.2.2.7 Hide/Show All Descendants



When this button is in show mode it exposes all documents contained within a particular folder and its sub folders, not just those in the selected folder. Otherwise, only the documents in the selected folder are displayed.

#### 2.2.2.8 Collapse All



This button collapses all the expanded folders in the tree.

#### 2.2.2.9 Expand All



This button expands all the closed folders in the tree.

#### 2.2.3 Main Navigation Buttons



Except for the Feedback link, these buttons are located in the top right corner of your browser window.

#### 2.2.3.1 Home



This button refreshes the tree and loads the default welcome page.

#### 2.2.3.2 Site Admin



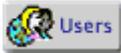
This button leads to the KnWS Administrative menu page. Please see the KnWS Administration documentation for more details.

#### 2.2.3.3 My Profile



This button leads to a page allowing you to view and modify your user profile details.

#### 2.2.3.4 Registered User List



This button leads a page listing all the users currently set up in the KnWS database. If you are a Super Administrator, clicking on a specific user allows you to modify details about that user. Please see the KnWS Administration documentation for more details. If you are not an administrator this page will allow you to view contact information about your fellow KnWS users.

#### 2.2.3.5 Help



This button leads to general KnWS help.

#### 2.2.3.6 Logout



Select this button to log completely out of KnWS. After logging out, you will not be able to access KnWS unless you log back in.

#### 2.2.3.7 Feedback

This link is located at the bottom left of many pages. It will lead you to a page where you can fill out certain details relating to KnWS. The information you enter here will be sent as an email to the KnWS technical representative. This form is very useful when submitting comments, complaints, and suggestions.

## 3. DOCUMENT STORAGE AND RETRIEVAL

### 3.1 Overview

#### Example Document Folder

When you click on a specific folder in the KnWS tree, if the folder contains documents (otherwise known as attachments), they will be listed accordingly.

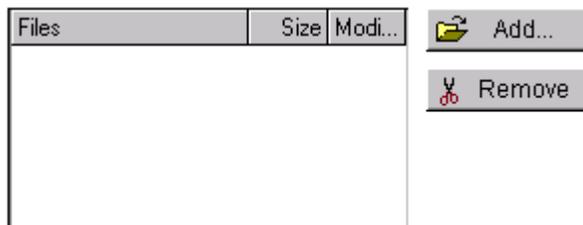
It is important to note that KnWS makes a fine distinction between documents and files. Files are simply the ingredients that make up documents. A document may contain one or many files. If a particular document does contain more than one file, a file cabinet icon will appear next to it. By clicking on the document title, you can view the files contained within. During the process of adding a document to a particular folder, you will be offered the opportunity to add files to the document.

To display a list of documents currently residing in a particular folder, simply click on that folder.

#### 3.1.1 Adding Documents



To add documents, first click on the folder in the tree where you would like them to be added. Now click the Add New Documents button. Fill in the required fields and select the Add button to add files to the document.



We highly recommend filling in all relevant information. When you have selected all of the files you would like add to the document, click the publish button.

If you chose to add more than one file to the document, the document will appear in the list of documents with a file cabinet icon next to it. To see the document's contents, simply click on the document title.

If you chose to add only one file to the document, you will see the icon related to that document type next to the document title in the list of documents. For example, if you published only one Microsoft Word file within a document, you will see the document title and the Microsoft Word icon.

You can also add files to an existing document. If you click on the folder containing the documents you would like to view, and then select the information icon for the document you would like to add a file to, you will see all the details about that document. If you click the Add File button on this page, any files you add will be attached to the existing document.

### 3.1.2 Assigning Categories

When you create a new document you will be asked to assign one, or a number of categories to it. As a user, you have the option to subscribe to categories. This means that when a KnWS user adds a document and assigns a category to it that corresponds to a category to which you have subscribed, you will receive an email notifying you that a document has been added.

If you do not assign a category to the document, other users will not be notified by email that a new document has been added to KnWS. Category assignment is not required and categories can be assigned at a later date.

### 3.1.3 Copying Documents



To copy documents, first click on the folder in the tree that contains the documents you would like to copy. From here, use the checkboxes next to the document titles to select those documents you would like to copy. Clicking the very top checkbox will select/deselect all the checkboxes.

Once you have selected those documents you want to copy, click the copy button. You will then be asked to choose a target folder for your selected documents. Simply select the target folder and click the Copy button.

Note: If you cannot see a folder in the folder list when attempting to copy documents it is because you are not authorized to take that action.

### 3.1.4 Moving Documents



Moving documents is very similar to copying them. First select the folder that contains the documents you would like to move. From here, use the checkboxes next to the document titles to select those documents you would like to move. Clicking the very top checkbox will select/deselect all the checkboxes. Once you have selected those documents you want to move, click the Move button. You will then be asked to choose a target folder for your selected documents. Simply select the target folder and click the Move button.

Note: If you cannot see a folder in the folder list when attempting to move documents it is because you are not authorized to take that action.

### 3.1.5 Deleting Documents



To delete documents, first click on the folder in the tree that contains the documents you would like to delete. From here, use the checkboxes next to the document titles to select those documents you would like to delete. Clicking the very top checkbox will select/deselect all the checkboxes.

Once you have selected those documents you want to delete, click the Delete button. You will then be asked to if you really want to delete the files you have selected. If you do want to delete them, simply select the delete button.

Note: A delete cannot be undone. Please be careful what you delete!

### 3.1.6 Viewing and Editing Document Details

To view a document's details, first select the folder containing the document whose details you would like to view. Then select the Information icon next to the document title. This action will allow you to see all the information related to that document such as the Document Date, the Document ID/Control Number, and the Point of Contact (POC)\*.

To edit this information, simply click the edit button. This will make the information fields editable. Once you have added or change the information you desire, click the Process button. This action will update the information relating to the document including the document title, if you have changed it.

You can also add or change a document's category assignments from this page.

\*The document fields displayed in your edition of KnWS may vary.

### 3.1.7 Searching For Documents



This button is located above the KnWS tree. It brings you directly to the KnWS document search page. Please remember, your search will only look for those files included within the folder you have activated in the tree, unless you choose to include its subfolders.

The search compares your search phrase to all of the fields stored in KnWS and to the contents of documents stored in the system. All items matching your search phrase will be returned.

If you need to search for a document based on more detailed information relating to the document, please use the advanced search feature. The advanced search allows you to search for documents based on a variety of criteria relating to the document. It also allows you to sort your results by details such as Title and Date. Once you have searched once using the advanced search, you can click the Refine Search button on the results page to modify or add criteria to your search parameters.

The advanced search feature can be extremely useful when you are searching through a large number of documents.

### 3.1.8 Filter/Sorting Results



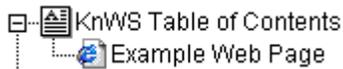
To sort documents within a folder, first click on the appropriate folder and then click on the Filter icon in the top right of the document list page. You can filter by Title, Author, or Date. Only the documents matching your criteria will remain

listed on the document list page. You can also choose to sort the documents by Title, Author, Date, or Path. The sort will arrange the documents in alphabetical order by the criterion used to sort.

### 3.1.9 Viewing Files

When you click on a file saved in the KnWS system, by default, KnWS will attempt to open the file directly. If KnWS cannot recognize the file type, or it is unsupported, you will be asked to download the file directly.

## 4. WEB PAGES



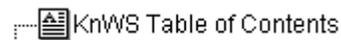
### 4.1 Overview

KnWS allows for the storage and organization of web pages in a fashion similar to folders with one major difference; when you add a web page to the KnWS tree, you do not actually create a new page from scratch, you simply tie an existing page on the web server into the KnWS application. The entry into the KnWS tree provides a link to the actual page on the web server.

Adding web pages to the tree can also make navigating material easier and faster. You can imitate the folder structure that the "Documents" section of the tree has by nesting web pages under each other. This is an easy way to organize related pages.

### 4.2 Add New Web Pages

To add a new web page to the root, click on the uppermost entry in the web pages section of the tree. If you wish to nest a new web page under an existing page, then select the parent page in the tree. In this case, the uppermost entry in the web pages section is:



Then select the Add Branch button above the tree. Fill in the required information as necessary. The title will be the name of the web page listed in the tree. The description will be the text that pops up when you float your mouse over the title in the tree.

In the link field, type the link to the web page on the web server. This is the page that title in the tree will point to.

The Modify User Security Levels section works in the same manner as it does when adding folders.

### 4.3 Delete an Existing Web Page

To delete a web page from the KnWS tree, simply select that page in the tree and click the Delete button above the tree.

Note: When deleting web pages from the tree please remember that the web pages still reside on the web server. A delete simply removes the links to them from the KnWS tree. Also, please remember that all deletes are final!

### 4.4 Edit Existing Web Page Details

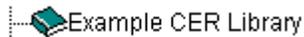
To edit the details associated with a web page such as the title and description listed in the tree, select the desired page and click the Edit button above the tree.

## 5. COST ESTIMATING RELATIONSHIPS (CERS)

### 5.1 What is a CER?

A CER is a mathematical expression of the relationship between cost and the physical or performance parameters that best explain the cost. Inputting values for the explanatory parameters produces an estimated cost. The relationship can be of any numerical form that will best describe the cost pattern (e.g., fixed cost, unitized cost, cost factored from another item, or learning curve dependent). CERs can apply to any level of a work breakdown structure. In ACE, a cost estimating application designed and distributed by Tecolote Research, CERs are entered in the Equation/Throughput column of the Methodology workscreen.

### 5.2 CER Libraries



KnWS stores CERs in CER Libraries. CER Libraries are very similar to folders in KnWS. However, CER Libraries cannot be nested, copied, or moved. They can be created, deleted, filtered, and searched.

When you add a new CER Library to KnWS, it will appear in alphabetical order under the Methodology Library heading in the KnWS tree. The processes for adding, deleting, filtering, and searching CER Libraries are nearly identical to performing these operations on folders. Please see those explanations in the Document Storage and Retrieval section of this document.

### 5.3 KnWS and CERs

KnWS provides a means to share and store CER Libraries among KnWS users. This capability would be especially usefully for cost analysts working on joint projects from various physical locales.

When you click on a specific CER Library in the KnWS tree, all the CERs organized with that library will be listed at the right. To view details for a specific CER, simply click on the Information icon at the right of the CER name.

If the CER name is highlighted as an active link, it means that the CER has a definition attached to it. A definition is a Rich Text Format (.rtf) document usually describing the history and specifics of a CER in more detail. If the CER name is not highlighted a definition has not been attached.

### 5.4 Adding CERs



There are two ways to add CERs to KnWS, pasting them directly from an ACEIT application or creating them from scratch.

#### 5.4.1 Using ACE and the Clipboard

You can add CERs to KnWS by copying an Acerow directly from an ACEIT application into KnWS. To do this, first select the rows in your ACEIT application that contains the CER you would like to add and copy them to the clipboard. Now go back to KnWS and select the CER Library where you would like to paste the CERs. Select the Add a New CER button and select Paste from Clipboard. This will paste the information from the clipboard into KnWS.

#### 5.4.2 Manual CER Entry

To add a CER to KnWS without copying the CER from an ACEIT application select the folder to which you would like to add the CER and then click the Add a New CER button. This will lead you to a page asking whether you would like to add the CER manually, or paste it from the clipboard. Select Add Manually. You should now fill in as much information about the CER as possible. The description you enter will be the name of the CER in the list of CERs presented when clicking on a CER Library.

If you would like to attach a CER Definition to the new CER, select "Yes" at the very bottom of this page next to the question asking you if you'd like to attach a definition. Once everything has been filled in correctly, click Process.

If you have chosen to attach a definition file you will be prompted to attach it now. Once you have browsed to the .rtf or .txt file you would like to upload, select the Upload button.

Once this process is complete, your new CER has been created. If you click on the library to which you meant to add it, you will now see it listed.

### 5.5 Editing CERs



To edit an existing CER click on the CER Library in the tree where it resides and then select the Information icon next to its name. From the information page select the Edit button.

If you wish to replace the existing definition with a new one, you can do so by selecting the link at the bottom of the page.

Once you have made all your changes, click Process to complete the update. Once you click Process, your changes have been committed.

### 5.6 Copying CERs



To copy a specific CER first select the CER Library where it resides, and then select the check box next to the individual CER. You can use the uppermost checkbox to either select or deselect all the checkboxes.

Once you have selected the CERs you would like to copy, select the Copy button at the top of the page. Then choose a CER Library to which you would like to copy the CER and click "Copy" to complete the process.

Note: If you cannot see a library in the library list when attempting to copy a CER it is because you are not authorized to take that action.

## 5.7 Moving CERs



To move a specific CER first select the CER Library where it resides, and then select the check box next to the individual CER. You can use the uppermost checkbox to either select or deselect all the checkboxes.

Once you have selected the CERs you would like to move, select the Move button at the top of the page. Then choose a CER Library to which you would like to move the CER and click Move to complete the process.

Note: If you cannot see a library in the library list when attempting to move a CER it is because you are not authorized to take that action.

## 5.8 Deleting CERs



To delete a specific CER first select the CER Library where it resides, and then select the check box next to the individual CER. You can use the uppermost checkbox to either select or deselect all the checkboxes.

Once you have selected the CERs you would like to delete, select the Delete button at the top of the page. Then choose a CER Library to which you would like to delete the CER and click Delete to complete the process.

Note: All deletes are final. Please be careful not to delete any CERs you may need at a later date.

## 5.9 Copy CERs to the Clipboard



In order to use your CERs in an ACEIT application, you must copy them to the clipboard from KnWS and paste them into an ACEIT application that supports CERs.

To do this, select the CERs you would like to copy to the clipboard and then select the Copy to Clipboard button. This will place all of the selected CER Libraries on the clipboard. You can now go to your ACEIT application and paste them. All the CER information will be copied from KnWS to your ACEIT application, including the CER description.

# 6. ACEIT WEB-BASED MODELS

## 6.1 What is an ACEIT Web-Based Model?



ACEIT Web-Based models allow ACE and ACEIT Executive users to run, modify, and store their existing sessions from a remote location over the Internet. These models can be imagined as light ACEIT Executive sessions, maintaining most of the functionality ACEIT Executive provides.

## 6.2 Using ACEIT Models

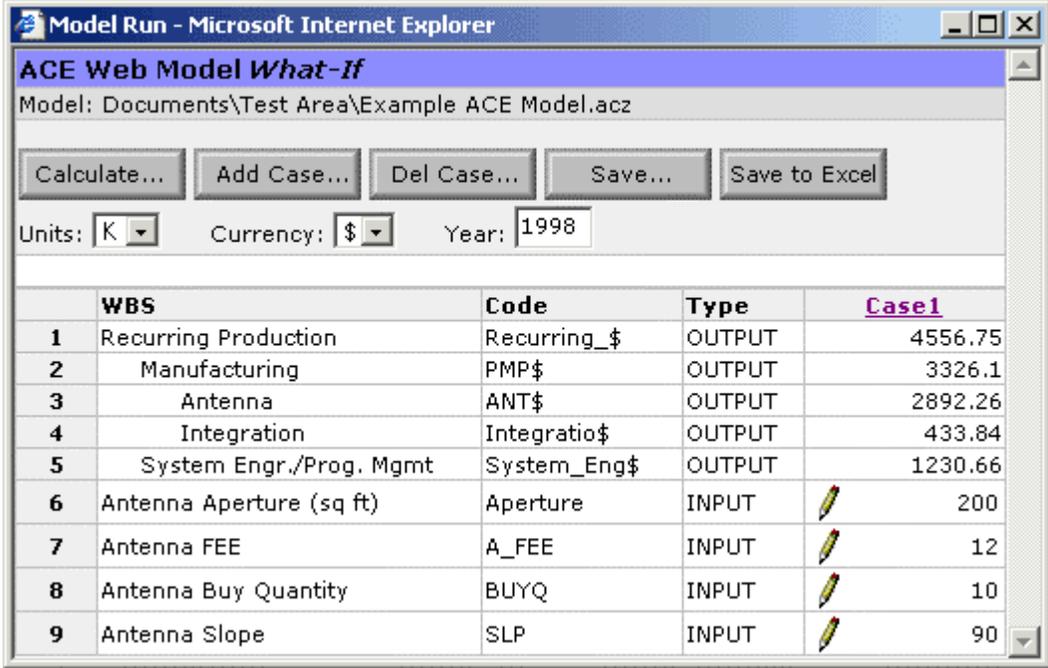
### 6.2.1 ACZ Files – ACEIT Executive and ACE

Before an ACEIT session can be run on the web it must be prepared using ACE. The procedure to prepare ACE Sessions for running in KnWS is identical to the procedure for preparing ACE Sessions to run in Executive. For an in depth description of this procedure please see the ACE Help.

Once you have prepared the session properly, you must save it as an .acz (encrypted file format) file. Be sure to also save your ACE Session as an .acw file or you will be unable to modify it at a later date.

In order to run these sessions as models on the web, you then need to add them to KnWS. To do this, follow the KnWS instructions for adding files.

### 6.2.2 Create New What-If ACE Web Models

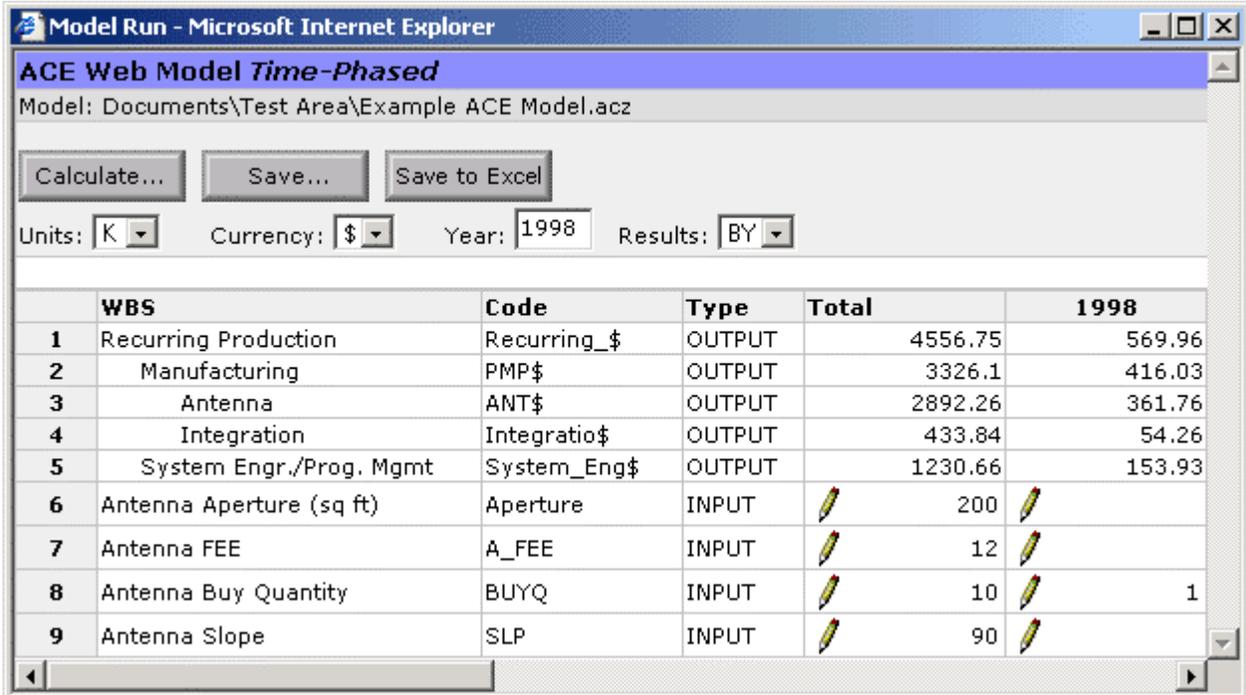


	WBS	Code	Type	Case1
1	Recurring Production	Recurring_	OUTPUT	4556.75
2	Manufacturing	PMP	OUTPUT	3326.1
3	Antenna	ANT	OUTPUT	2892.26
4	Integration	Integratio	OUTPUT	433.84
5	System Engr./Prog. Mgmt	System_Eng	OUTPUT	1230.66
6	Antenna Aperture (sq ft)	Aperture	INPUT	200
7	Antenna FEE	A_FEE	INPUT	12
8	Antenna Buy Quantity	BUYQ	INPUT	10
9	Antenna Slope	SLP	INPUT	90

What-If refers to alternative baseline assumptions about an estimate and their effect on estimated cost. For instance: what if the quantity in year three is changed from ten units to eight units? What-if exercises and sensitivity analysis are very closely related and are frequently used interchangeably.

When you browse to a file in KnWS that has an .acz extension and click on it, you will be prompted with several options. To create a new What-If ACE Web Model, choose the appropriate radio button.

### 6.2.3 Create New Time-Phased ACE Web Models



	WBS	Code	Type	Total	1998
1	Recurring Production	Recurring_{\$	OUTPUT	4556.75	569.96
2	Manufacturing	PMP{\$	OUTPUT	3326.1	416.03
3	Antenna	ANT{\$	OUTPUT	2892.26	361.76
4	Integration	Integratio{\$	OUTPUT	433.84	54.26
5	System Engr./Prog. Mgmt	System_Eng{\$	OUTPUT	1230.66	153.93
6	Antenna Aperture (sq ft)	Aperture	INPUT	200	
7	Antenna FEE	A_FEE	INPUT	12	
8	Antenna Buy Quantity	BUYQ	INPUT	10	1
9	Antenna Slope	SLP	INPUT	90	

After you have completed entering the estimating methodology for a WBS/CES item or an input, you may want to time phase the result over several years. KnWS allows you to do this kind of analysis on completed .acz sessions using Time-Phased models.

When you browse to a file in KnWS that has an .acz extension and click on it, you will be prompted with several options. To create a new Time-Phased ACE Web Model, choose the appropriate radio button.

#### 6.2.4 Download ACE Web Models

If you wish to download a copy of the .acz file instead of creating a new web model, simply click on the file link and choose to download the ACE Web Model. Click "Save As" when prompted.