REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
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AHLTA SOP #5
Using AKO Team Files

1. PURPOSE: To clearly define proper methods for using the Army Knowledge Online (AKO) Team Files application for collaboration and document review in the AHLTA Implementation and Clinical Integration Program Office.

2. REFERENCE: AR 25-30, 2 June 2004, subject: The Army Publishing Program

3. SCOPE: This SOP applies to all members of the Program Office. The Executive Assistant to the Program Office Director will provide administrative assistance for use of the AKO Team Files.

4. DEFINITIONS:

A. AKO: The AKO is the Army Knowledge Online website, which is the official US Army forum and file collaboration center.

B. Team Files: The Team Files area has replaced the Knowledge Collaboration Center concept in the AKO. To reach this area, click on *Files* on the main menu bar, then under *AKO Files Home* in the left menu, click on *Personal and Teams*. The user's personal folder, as well as folders for any team of which the user is a member, will appear underneath this header.

5. BACKGROUND: On a daily basis, team members review documents prior to release outside the team. Usually, the originator of a document will forward it to the team, and over the course of several hours (or days), the document is reviewed by multiple team members. Finally, the reviewed documents are returned to the originator.

6. ISSUES:

A. Often several different versions of the document will come back to the originator for finalization without the various reviewers seeing or being aware of each other's changes. This makes it difficult for an organized, final product to be compiled.
B. Most of these documents are forwarded and returned using email, which creates an issue when several different versions of the same document with the same filename are saved in a folder. Additionally, passing large documents, such as slideshows, can be problematic from an IT standpoint, as some IT frameworks limit

the size of file attachments. Various other filetypes, such as ZIP archives, are also routinely blocked for security reasons.

7. PROCEDURE:

A. Pass a single document through reviewers so that each reviewer can see changes already input by the person before them. By enabling *Tools - Track Changes* and checking *Final Showing Markup* on the *Reviewing* toolbar, each reviewer's edits will be tracked in a different color. This simplifies the compilation process and affords the opportunity to "remotely brainstorm" the document. Note: When the document is ready for distribution, make sure to check *Accept all changes in document* and save so that changes are no longer tracked, and will not be visible to recipients.

B. When there are several personnel slated to review a document, instead of using email to forward it, the document may be uploaded it to the Team Files area. This area was designed specifically for this purpose, and includes a number of tools to simplify the process.

C. Example:

1) The originator uploads the document to the Team Files area:

a. Login to **AKO**

b. Click on **FILES**

c. Under *Upload a File*, click on **Go**

d. Under 1*. Please select a Knowledge Center to upload the File(s) to:* select **AHLTA Implementation**

e. Under *2. Please select a Folder to upload the File(s) to:* select **Docs for Review**. Click **Next**

f. Click the **Browse** button and choose the file. Click **Next**.

g. Click the **Send Notifications** button.

h. Under *Folder Users*, **Add** the selected recipients (all reviewers), then clicks **Submit**.

2) Each reviewer receives a notification that includes a link to the document. They can click on the link or navigate to it as given below:

a. Click on **Personal and Teams** in the left menu, then **AHLTA Implementation**, then **Docs for Review**.

b. Then they check the box next to the document and click **Check Out** on the toolbar. This locks the file so that no one else can change it.

c. When done, they return to the folder, check the box next to the document and click **Check In**. They are offered two options:

(1) **Check-in a new version of this File** (which will prompt an upload and allow them to Send Notifications to the other reviewers)

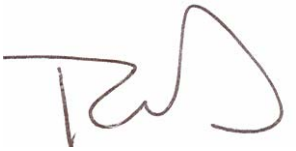
(2) Unlock this File (do not upload a new version)

3) These notifications are sent to your AKO main page, but can be modified to be forwarded to either your AKO mail account or any other email account.

4) This process continues for each successive reviewer. In this manner, the document is reviewed by all persons weighing in, and in the shortest time.

8. ADMINISTRATORS: Several Team members have been designated Administrators. These members have the ability to add, change, or remove Team members as required.

9. Proponent for this SOP is the Program Office Director at Commercial 706-787-7165 or DSN 773-7165.



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