

# JTAPIC Analysis and Collaboration System (JACS)

## Using the JTAPIC Product Library

The JTAPIC JACS is available for any user on the Department of Defense (DoD) network. The unclassified system uses Common Access Card (CAC) to authenticate a user. The classified system uses SIPR CAC or Intelink Passport ID for authentication. Registration for Intelink is not required for access on unclassified.

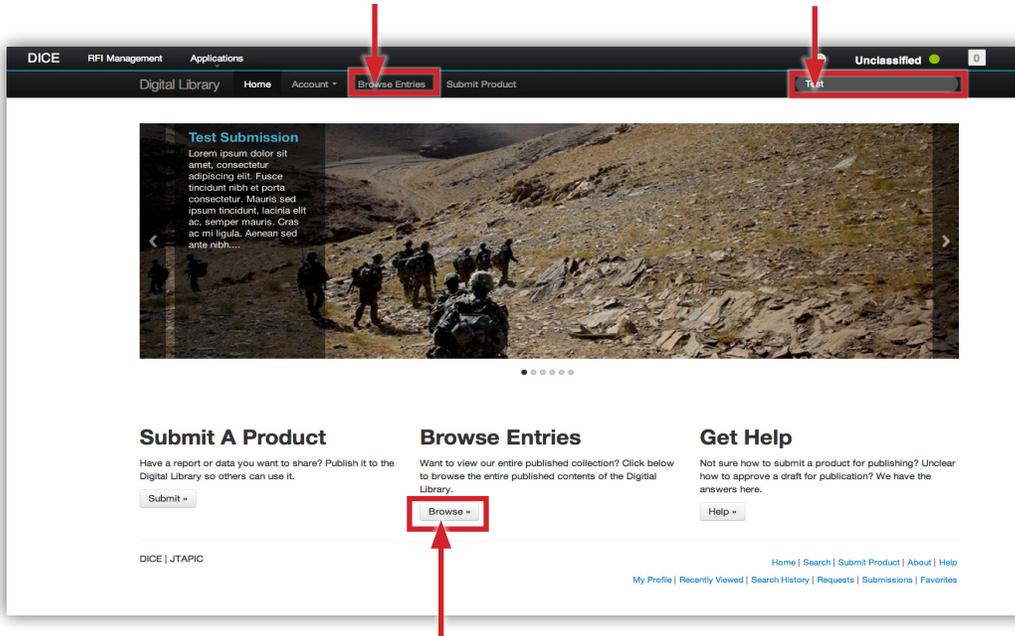
## **JACS PRODUCT LIBRARY HELP**

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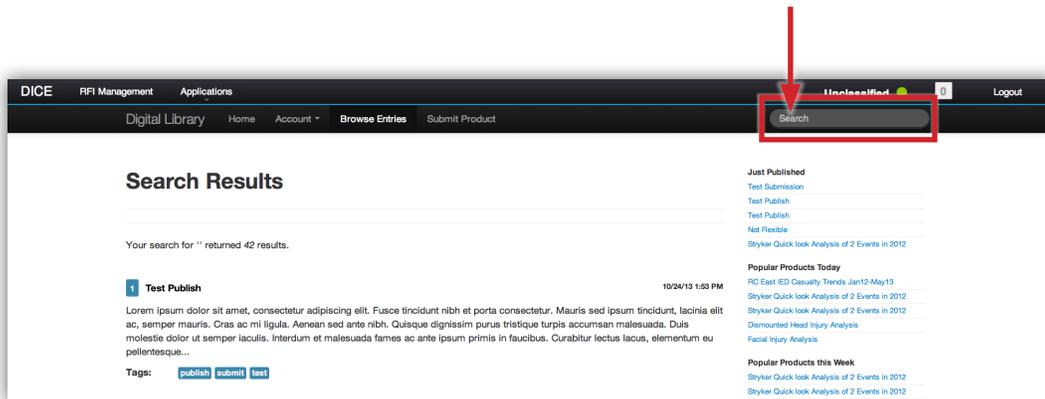
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## BROWSE OR SEARCH FOR A PRODUCT

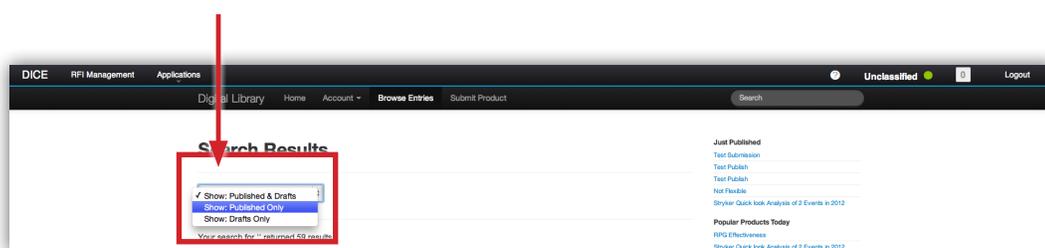
1. To browse all entries or search for a specific entry select “Browse Entries”. The library of products can be accessed through the top left navigation menu or within the featured products menu on the homepage. To search for a specific product entry you may enter a query in the search tab, located on the top right of each page.



2. If you have not entered a search query, all products will be displayed. If a search query was entered, then relating products will be listed.



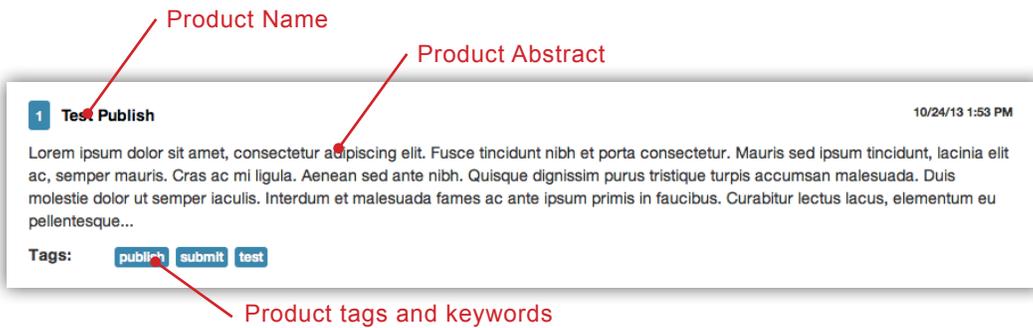
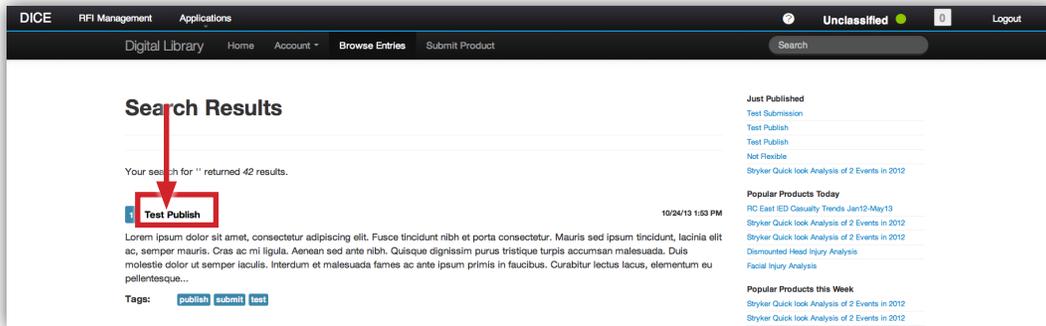
Typing keywords and topics into the search box and pressing enter allows users to search published products. Privileged status users ( JTAPIC Partners) will automatically see unpublished products as well. Privileged users will see the following drop down menu to filter published and unpublished products.



If you have any issues with this process please e-mail: [usarmy.apg.arl.list.dice-help@mail.mil](mailto:usarmy.apg.arl.list.dice-help@mail.mil)

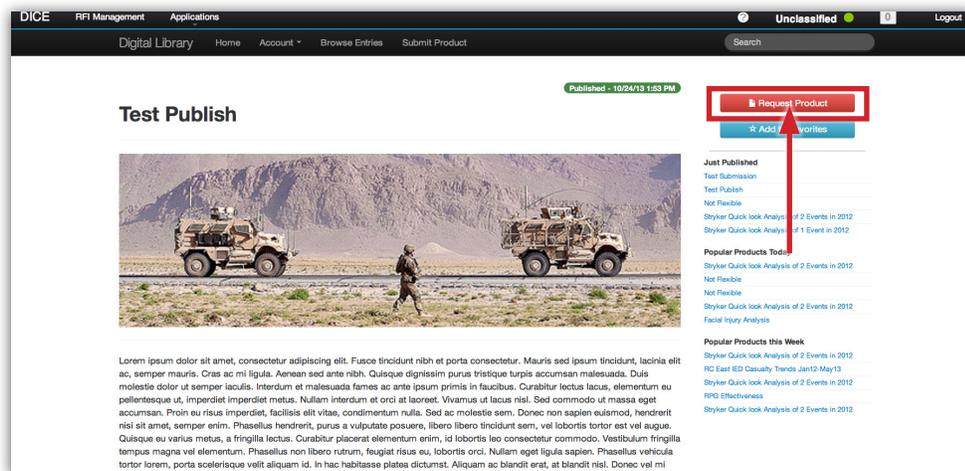
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3. The search results will display each product's name, abstract, and associated tags. Clicking on the name of the product will take open the product's request page. Clicking one of the key words will query for and return a list of all products with the same tag.



## REQUEST A PRODUCT

1. The product's request page provides the full abstract as well as classification details and distribution details. To request the product file, press the red "Request Product" button.

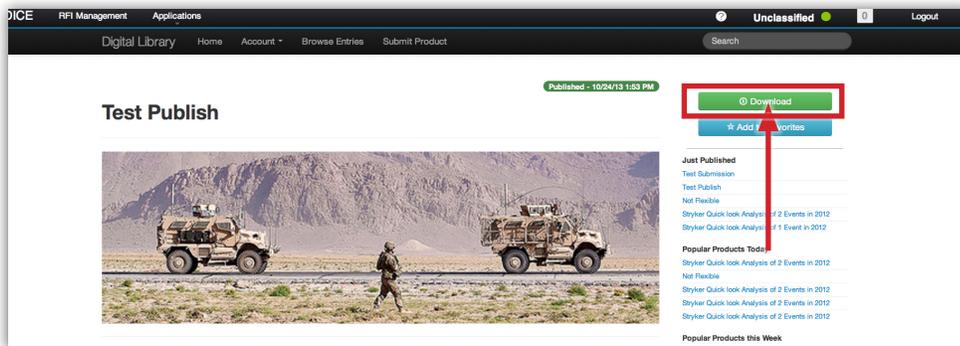
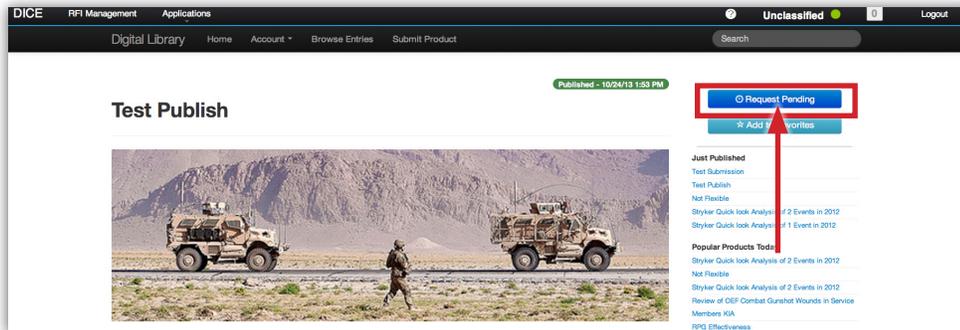


If you have any issues with this process please e-mail: [usarmy.apg.arl.list.dice-help@mail.mil](mailto:usarmy.apg.arl.list.dice-help@mail.mil)

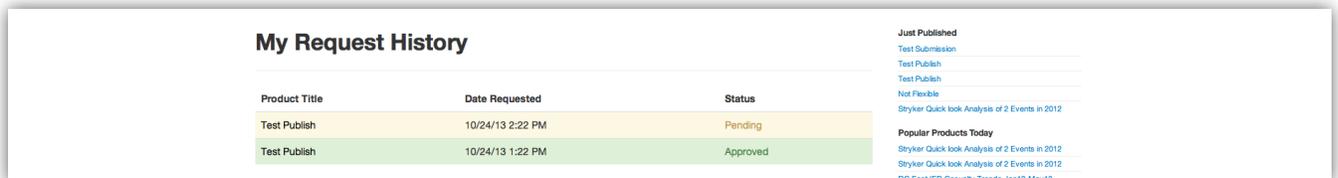
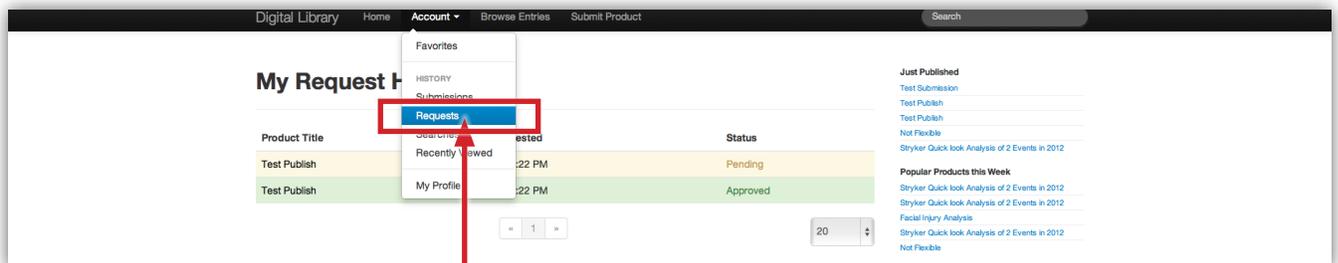
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2. Once the product has been requested the button will turn blue and state "Request Pending". If the Librarian approves your request the blue button will turn green and state "Download". JTAPIC Partners do not need to request products.

All request for SIPR products are delayed by migration. This means that any approved request for a product that resides on SIPR will not be available until after the first working day in the following week the request was approved. At that point the product will be available for download on SIPR. On NIPR from the time the product was approved, it will show on the product page that the product must be downloaded on SIPR with a suggested date of when the migration will be completed.



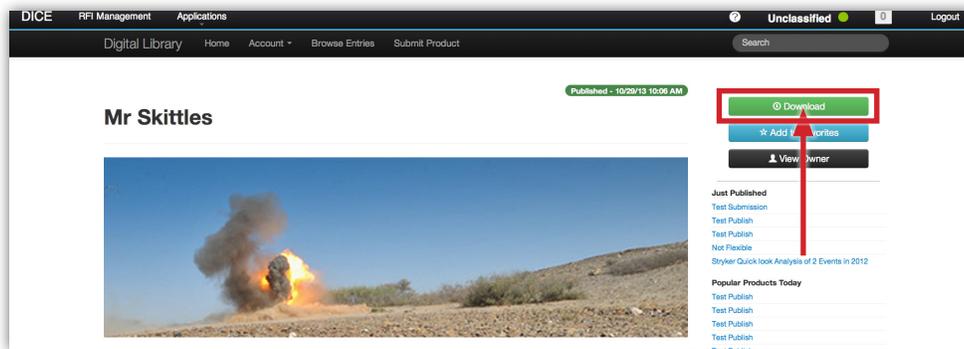
3. To see a list of all available requests hover over "Accounts" in the top left navigation menu, then select "Requests". Displayed within the requests table are pending and approved product requests.



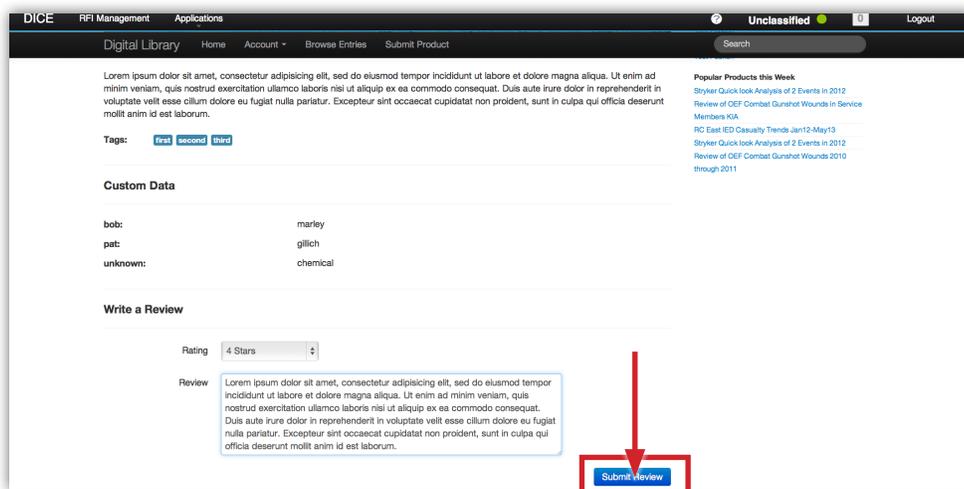
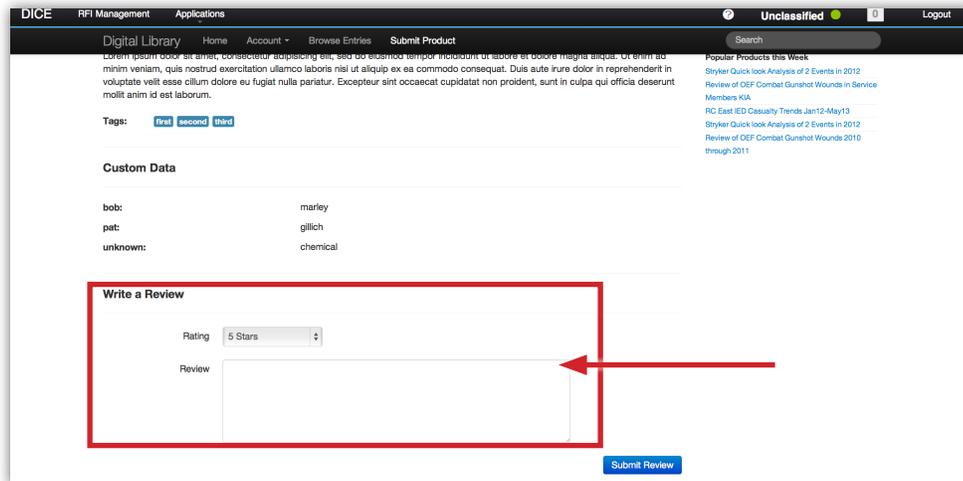
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## DOWNLOAD & REVIEW A PRODUCT

1. Navigate to the product page within the Digital Product Library. If you need to request a product, please visit the help contents section “Request a Product”.



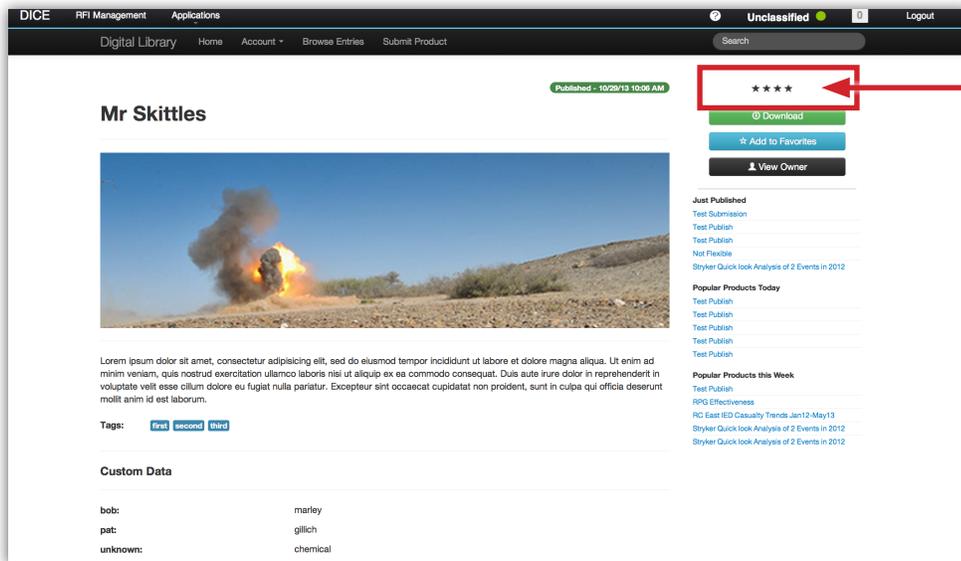
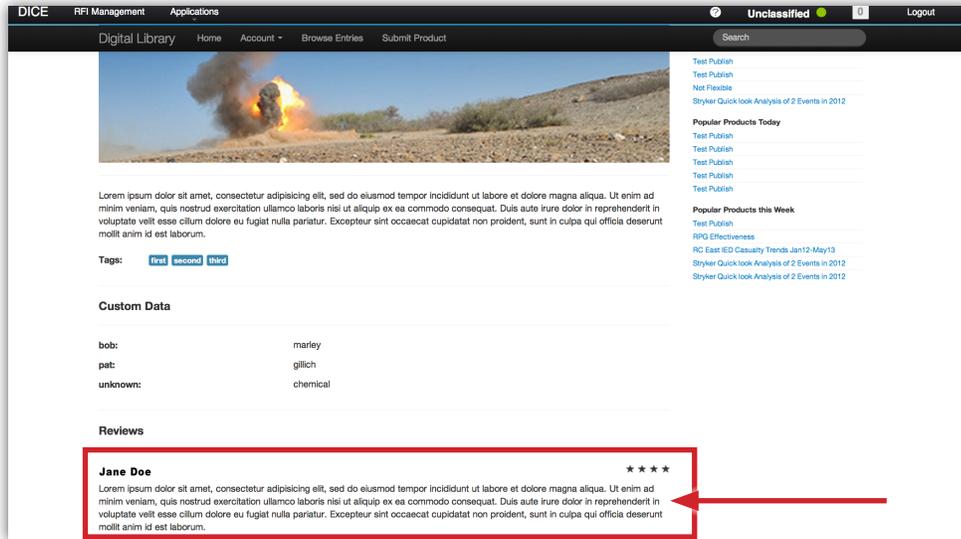
2. Once you download a product, and refresh the page, a section titled “Write a Review” will become available. After selecting a star rating and writing a review in the input box, press “Submit Review”. Star ratings are made available for up to five (5) stars, (1 star being poor and 5 stars being great).



If you have any issues with this process please e-mail: [usarmy.apg.arl.list.dice-help@mail.mil](mailto:usarmy.apg.arl.list.dice-help@mail.mil)

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3. After the review is submitted it will display on the product page in the “Reviews” section. On the top right of the page the average star rating for the given review will display above the “Download” button.

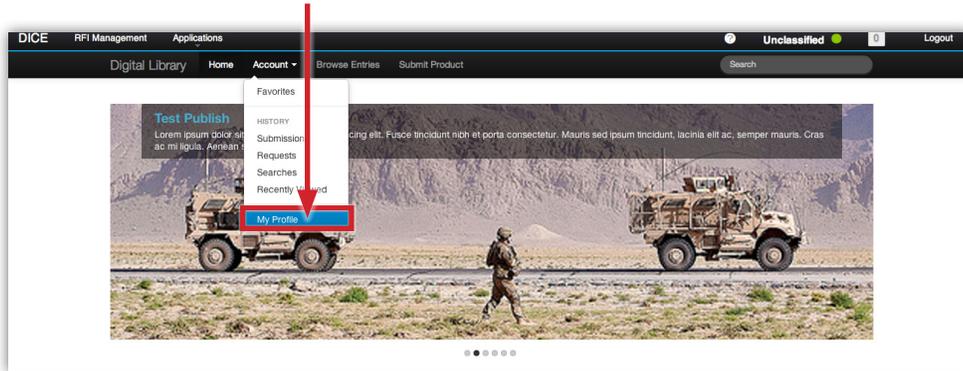


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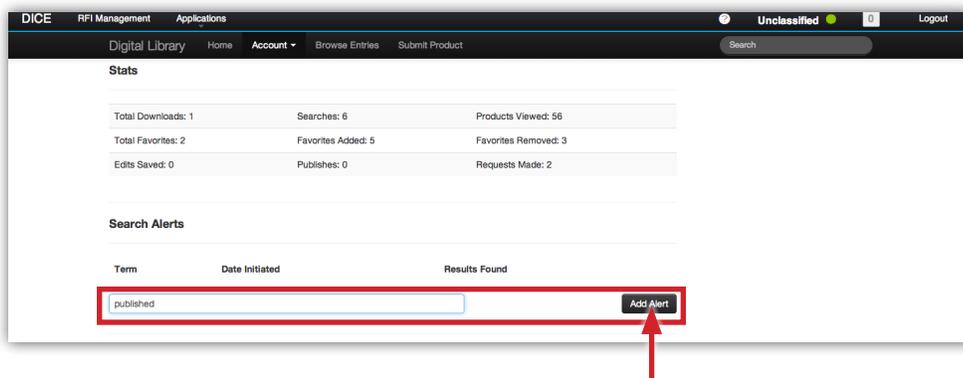
## CREATE SEARCH ALERTS

1. The Search Alert feature allows users to stay up to date with current products submissions. Once a search alert is created, the product library will periodically query that input for the user whom submitted the alert.

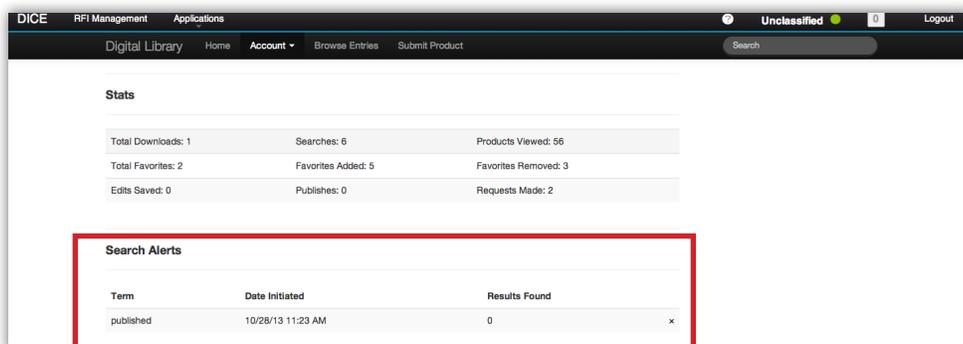
To access Search Alerts hover over “Account” in the top left navigation menu, then select “My Profile”.



2. Scroll down within your user profile to the “Search Alert” section. Input your query into the text input box and then press “Add Alert”.



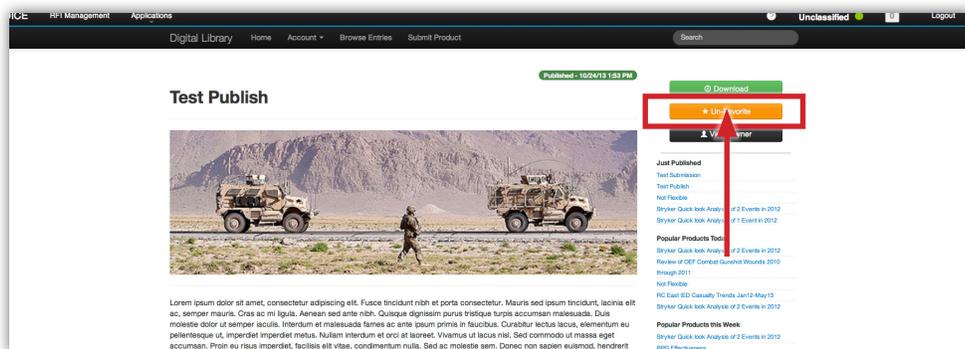
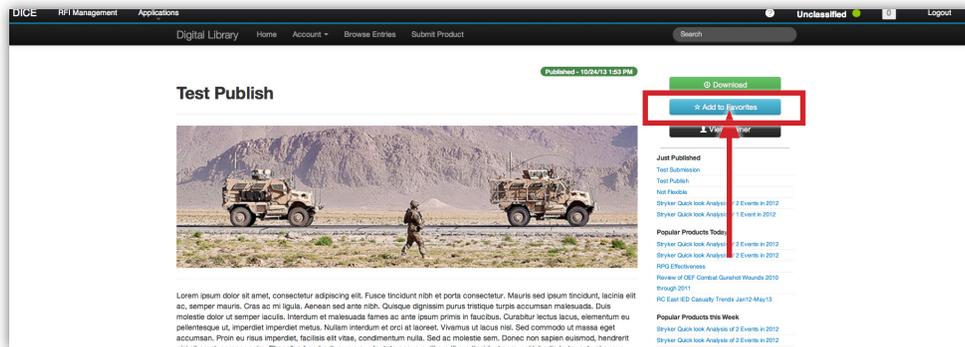
3. After submitting your search query a table will appear listing the search term for each alert, the date initiated and the results found.



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## SAVE FAVORITE PRODUCTS

1. From within the product request page a blue button stating “Add to Favorites” will be available. Click this button to add the product to your favorites. Following the addition of this product to your favorites, the button will turn orange, the star on the button will fill in, and the button will now state “Un-Favorite”. If you would like to remove this from your favorites list, press the orange button and it will return to the blue unfavorited status.



2. To see a list of all favorited products, hover over “Accounts” in the top left navigation menu, then select “Favorites”. Click on the product name to see the product information details.

