

## What is SOLLIMS ?

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SOLLIMS is an initiative implemented by the US Army War College, Peacekeeping and Stability Operations Institute (PKSOI) to provide on collaborative environment for the global Peace and Stability Operations (P/SO) community, as well as an online repository for Peace and Stability Operations (P/SO) related Observations, Lessons, and Insights. SOLLIMS is intended to focus at the Strategic Theater / Strategic National and Operational levels. Authorized users may submit Tactical level observations/issues, however these may be rejected by the Command Lesson Manager (CLM) at PKSOI or the author may be asked to resubmit defining the observation / issue at a higher level.

SOLLIMS provides many traditional 'lessons learned' functionalities as well as a unique method for tagging and cataloging information with tailored P/SO meta-tags to facilitate more focused data search and retrieval. SOLLIMS supports online data collection and searching from any location with access to the World Wide Web / Internet. SOLLIMS is implemented as an "open access" site in that it is accessible to the DoD community as well as civilian Interagency members and representatives from the multi-national P/SO community – without the need for special access cards or certifications.



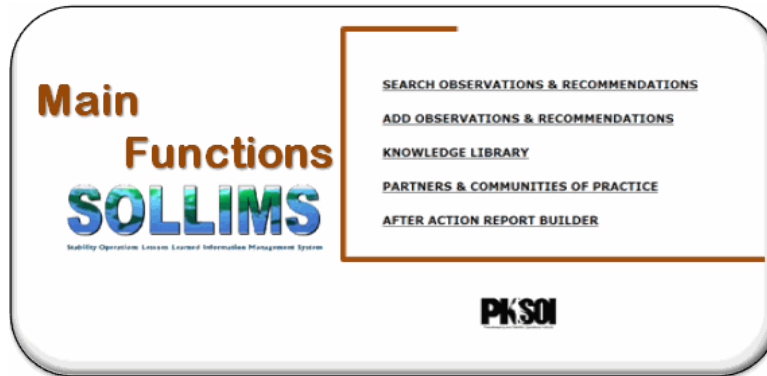
Information submitted to SOLLIMS is meant to be shared. As such, both the base information submitted AND any attachments must meet the "open access" criteria in that the information has no restrictions concerning distribution (to include FOUO and similarly restricted information), sharing or the appropriately annotated subsequent use of the information and/or any attachments.

**Thank you for joining the SOLLIMS 'Community of Action' !!!**

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# SOLLIMS OVERVIEW

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- 1) **Search Observations & Recommendations** - There are several different ways to search within SOLLIMS. You can do a key word or phrase search utilizing the Quick Search utility or to do a refined search; there are many category options to select from to narrow the search results. You can search by author's last name, ID, Unit, Contributing Unit, Campaign, Operation, Exercise, Status, UJTL tags, Post-Conflict Reconstruction Essential Tasks tags and any of the other tailored P/SO related meta-tags – e.g. Governance, Building Partnerships, Genocide, Security Sector Reform. Results can be viewed in a topic list or book format.
- 2) **Add Observations & Recommendations** – The Add Observation & Recommendations (O&R) input screen includes data entry fields for Title, Observation, Discussion, Recommendation, Implications, Comments; it also allows you to “tag” O&R's with additional related data or ‘meta-tags.’ The more “tags” used the easier it is to find pertinent content when searching the SOLLIMS site. The data cataloging fields which are available for “tagging” O&Rs mirror the Search categories. Users are encouraged to use as many tags as appropriate to help refine the knowledge and provide significant value-added to each O&R in the SOLLIMS database. [A special tutorial is available on the Add O&Rs screen.]
- 3) **Knowledge Library** – The Knowledge Library (KL) is the main SOLLIMS document repository. The KL is not intended to be a general shared documents library, rather, the KL contains significant, strategic level documents that address or describe US and/or multi-national P/SO concepts, policy and doctrine. SOLLIMS provides other ‘library’ areas for storing more general P/SO documentation – e.g. reports, white papers, studies. The KL allows you to view archived documents and add new documents. When adding a document to the library, you also have the capability to meta-tag the document with additional relevant data thus the document is readily accessible by a quick or a refined search of the library.
- 4) **Partners & Communities of Practice** – This functionality is under transition. This area currently contains links to other key P/SO related websites as well as focused CoPs with separate document libraries, links, etc. Users may submit recommendations for additional CoPs which the SOLLIMS tech team can then set up for collaboration and discussions. SOLLIMS is scalable and can easily be configured to meet the needs of expanding partner organizations.

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5) **After Action Report (AAR) Builder** – The AAR Builder function allows you capture and to create a 'collection' of lessons around an After Action Report template. There are two types of AARs. One is Private and can only be created, modified, deleted and viewed by the submitter. The other is Viewable and once created can be viewed by everyone but only modified and deleted the submitter who created it.



LOGOUT	Sign off / log off from current SOLLIMS session .
MYPROFILE	Update / edit personal data – e.g. address, telephone numbers; update/change Password. Information you submit at Registration in the Justification block is transferred to your Profile; this information may also be updated / edited at this link.
MYBINDERS	Similar to Windows™ folders; allows you to store O&Rs, documents and external links in a single location. [A separate tutorial on how to use Binders is available on the MYBINDERS screen.]
MYLESSONS	Displays O&Rs that you have submitted. Displayed by most recent submission.
MYAARS	Allows you to create personalized reports (AARs) using a standardized template. Individual O&Rs can be automatically included in the report by adding them from either a Search, MyLessons or from a Binder. [ See #5 above – Main Functions.]
SEND AARs/SOPs	Allows you to send special P/SO “lessons learned” related products to the SOLLIMS team for posting within SOLLIMS.
FEEDBACK	Use to provide comments to the SOLLIMS tech support staff concerning SOLLIMS functionality, navigation, structure, and notes on specific content.
SUBMIT RFI	Use to request Peace and Stability Operations “lessons” data / content. Your RFI will be assigned to a PKSOI staff member who will normally contact you to assist with your knowledge search. [RFI=Request For Information]
ADMIN	This option only appears if you have Site Manager / Administrator status.
EMAIL US	Use as a catch-all to contact the SOLLIMS team with recommendations, comments, etc.

# SOLLIMS OVERVIEW

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MENU
HOME
PKSOI WEBSITE
SEARCH O&Rs
MOST VIEWED
RECENT PRODUCTS

SITE TOOLS
DISCUSSION GROUPS
PROJECT MGT TOOL
CDR
EVENT LOG
COP SITES

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GOOGLE GOV SEARCH
SITES & REFERENCES

## Left Menu Items:

- **HOME:** brings you to the SOLLIMS Master homepage; other subsites will reflect an additional, separate option for that subsite – e.g. SOUTHCAM HOME.
- **PKSOI WEBSITE:** takes you to the PKSOI public website; opens in a separate window.
- **SEARCH O&Rs:** same as main functions; takes you to Search page.
- **MOST VIEWED:** displays O&Rs and documents from the Knowledge Library that you have viewed at least 5 times; updates daily.
- **RECENT PRODUCTS:** displays all content, broken out by type, that has been posted within the last 30 days.
- **DISCUSSION GROUPS:** takes you to the SOLLIMS forums area; provides an area for threaded discussion capability, shared document libraries, events/calendar functions, and issue tracking/resolution.
- **PROJECT MGT TOOL:** a project management tool that can assist with issue tracking and resolution.
- **CDR:** [Consolidated Document Repository] allows you to search within the Knowledge Library (KL) and to submit documents to add to the KL.
- **EVENT LOG:** displays activity on the SOLLIMS site; technical data. [Not on all menus; based on status/access rights.]
- **COP SITES:** [COP = Community of Practice] allows you to see existing CoPs and to submit recommendations to form special CoPs.
- **GOOGLE GOVT SEARCH:** takes you to Google's government sites search engine.
- **SITES & REFERENCES:** provides links to key Peace and Stability Operations websites and references. Users may submit recommendations for additions to this listing. Individuals may add or edit based on level of access / permissions.