PrepToolkit – Version 3.0 System Upgrade (Managers and Moderators)

This system upgrade will not impact your existing access to areas of the system. Settings on your current account will be retained. All content, documents, and exercise data will be retained and remain available in the new system.

This guide provides a preview of upcoming changes that users who are assigned roles of Exercise Manager, Community Manager, or Moderator will experience. It is only a preview and additional reference material will be available in the online PrepToolkit help documentation after the upgrade is complete. Users will mainly experience stylistic changes to menus, icons, and navigation elements. Please reference below and the supporting General Users documentation for additional information.

Managing User Memberships and Roles
Managers for both Communities and Exercises have the ability to grant vetted users access to their respective areas of the system. Managers also assign these users specific roles within their areas. The majority of the change will be in the menu items and icons to perform these tasks. The same functionality will exist in the newer version of PrepToolkit, however the screens will stylistically look different. The first screen below illustrates the entry navigation points to user management within an Exercise or Community. The second image highlights the new plus sign icons, ellipsis (3 vertical dots), and other controls that will be visible on the user management pages.
Managing Content
Managers and Moderators will no longer see an “Edit” link at the bottom of any web content they have access to update. Instead, when these users hover over web content that they have access to, a pop-up ellipsis icon will appear. When clicked, the user will have inline web page editing capabilities.

Impacts to Data and Information:

- User event registration data will make use of new forms. Data will be archived in an offline format for past registration events. Active registration data will be copied over to the new forms during the upgrade so users that have registered for a current event should not have to re-register.

- Master Scenario Events List data will be archived for legacy exercises and any active exercise data ported over to the new version.