



Welcome to NC4 Training

Module: All/My Reports

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1 General Overview

The **All/My Reports** report structure allows the user to locate and view reports that have been created within the application. After you click **Submit** in the Personal Profile screen you are presented usually with the default view referred to as the Main Screen.

1.1 Main Screen

A successful login then brings you to the system’s main screen. When you are in the training application mode, a training watermark displayed diagonally across the screen will be provided as background on reports. For instructional purposes, the main screen is compartmentalized into the five focus areas shown in Figure 1.

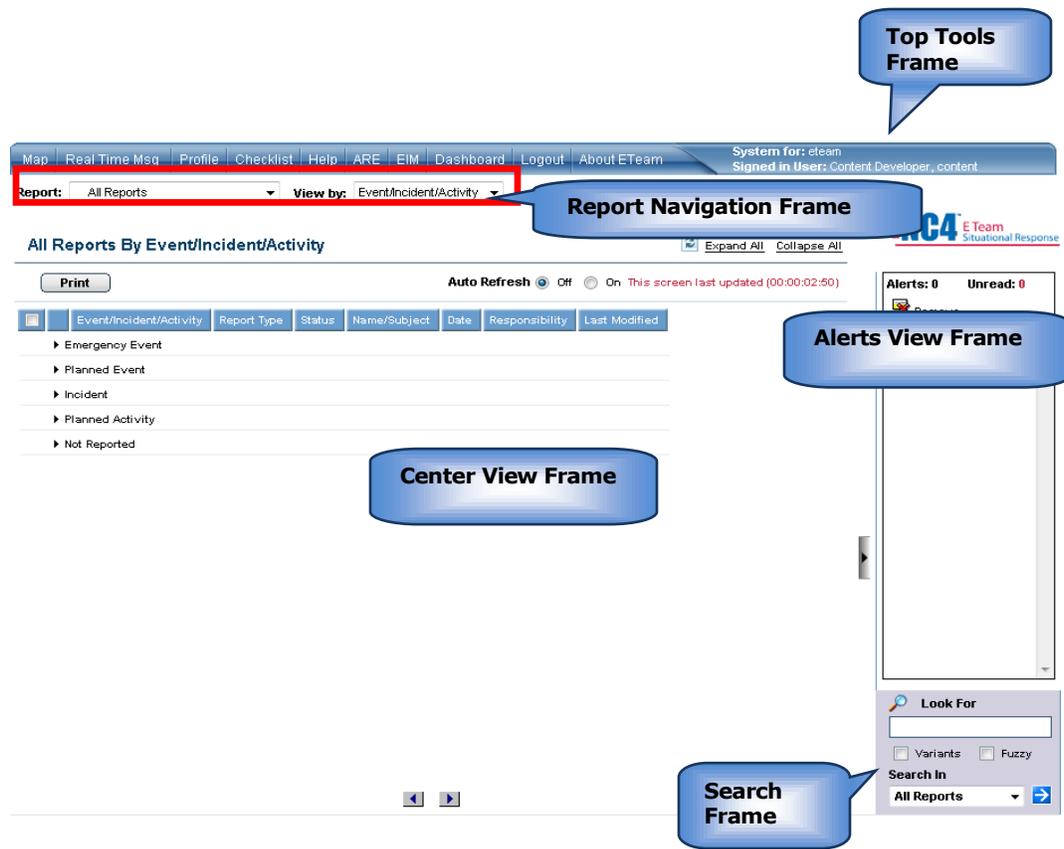


Figure 1 Main Screen

For purposes of this module we will be exploring the **Report Navigation Frame**.



2. All/My Reports

The **All/My Reports** report structure contains two report types: **All Reports** and **My Reports**. The reports within **All Reports** as displayed in Figure 2 can be sorted using the **View by** drop down menu by **Event/Incident/Activity**, **Agency** and **Date**. The reports within **My Reports** can be sorted by **My Assignments**, **Position** and **I Created**.

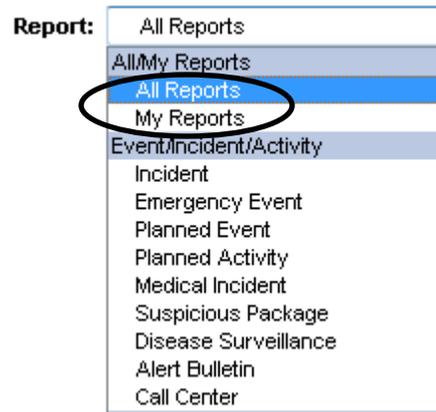


Figure 2 All/My Reports-Drop Down menu

2.1 All Reports

The reports within **All Reports** can be sorted using the **View by** drop down menu by **Event/Incident/Activity**, **Agency** and **Date**, as displayed in Figure 3. We will address each sort in the following sections.



Figure 3 All Reports Sort

2.1.1 All Reports By Event/Incident/Activity

All Reports sorted by **Event/Incident/Activity** as shown in Figure 4 is the default main screen that is displayed after submitting the **Personal Profile** report, and closing all popup windows (**Duties Checklist & Alert Bulletin**). This alphabetical sort allows the user to locate and view reports that have been created and associated with an Emergency Event, Incident, Planned Event, and Planned Activity. In addition, the non associated reports are categorized **as Not Reported**. It is a good practice to review the **Not Reported** summary to assess if any reports should be associated with the other categories mentioned above.

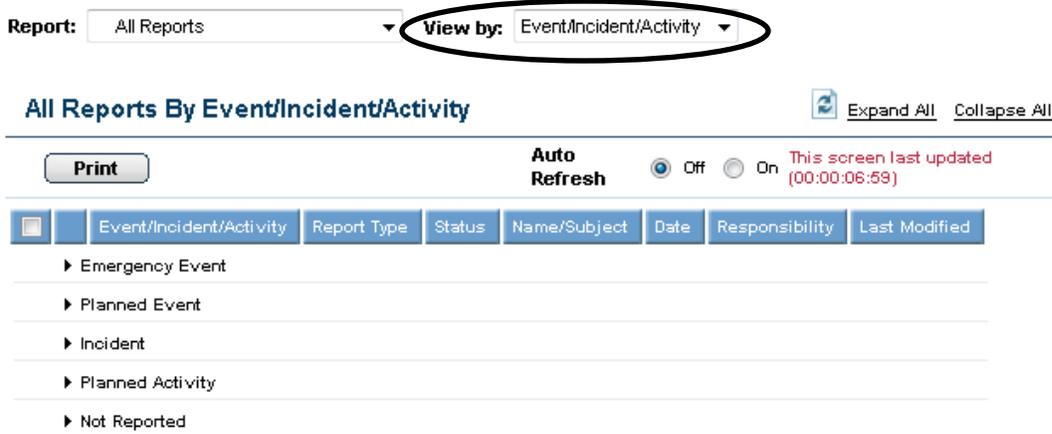


Figure 4 All Reports By Event/Incident/Activity

2.1.2 All Reports By Agency

All Reports sorted by Agency as shown in Figure 5, allows the user to locate and view reports that have been created and have been assigned to a specific Agency, Organization or Incident Command Post (ICP).

Report: All Reports **View by:** Agency

All Reports By Agency [Expand All](#) [Collapse All](#)

Print **Auto Refresh** Off On This screen last updated (00:00:00:04)

Responsibility	Report Type	Status	Name/Subject	Date	Event/Incident/Activity	Last Modified
▶			NR			
▶			A & W Electrical			
▶			Air Force Plant 4			
▶			American Red Cross			
▶			ATF			
▶			Bill Sentre			
▶			Bill's Generators			
▶			City Hall			

Figure 5 All Reports By Agency

2.1.3 All Reports By Date

The All Reports sorted by Date as shown in Figure 6 allows the user to locate and view reports that have been created in order of occurrence.

Report: All Reports **View by:** Date

All Reports By Date [Expand All](#) [Collapse All](#)

Print **Auto Refresh** Off On This screen last updated (00:00:00:05)

Date	Report Type	Name/Subject
10/08/2009 at 21:50 EST	Duty Log	Travel alert
10/08/2009 at 21:48 EST	Duty Log	Log Entry 1
10/08/2009 at 21:15 EST	HazMat T-II Facility	Marietta Bldg 5
10/08/2009 at 21:07 EST	Public Facility	Palmdale
10/08/2009 at 21:05 EST	Public Facility	Marietta Facility
10/08/2009 at 21:04 EST	Public Facility	Air Force Plant 4
10/08/2009 at 17:56 EST	Incident	Air Force Plant 4 Front Gate Downed Power Line
10/08/2009 at 17:44 EST	Jurisdiction SitRep	Air Force Plant 4

Figure 6 All Reports By Date



2.2 My Reports

My Report views display reports assigned to an individual user or position based on data contained in their Personal Profile. Users that share a Log in ID will also see reports created by other users sharing the Log in ID. The reports within **My Reports** can be sorted using the **View by** drop down menu by **My Assignments, Position** and **I Created**. We will address them in the following sections.

2.2.1 My Reports by My Assignments

My Reports sorted by **My Assignments** as shown in Figure 7 is the default sort that is displayed after selecting My Reports from the **Report** drop down menu. This alphabetical sort by individual allows the user to locate and view reports that have been assigned to that user's name. It is a good practice to review this category to review any assignments you may have received.

Report: **View by:**

My Assignments [Expand All](#) [Collapse All](#)

Auto Refresh Off On This screen last updated (00:00:00:22)

<input type="checkbox"/>	Assigned To	Report Type	Name/Subject	Status	Event/Incident/Activity	Date	Last Modified
<input type="checkbox"/>	Bullen, Ann	Resource Request	Res-124155-905-060409-Meals	R	2009 Flood	06/04/2009 at 14:49 EST	10/03/2009 at 13:57 EST

Figure 7 My Assignments

2.2.2 My Reports by Position

My Reports sorted by **Position** as shown in Figure 8 allows the user to locate and view reports that have been assigned to the position of the current user that is logged into the application. You will observe that the name of the report is the selection from **View by**.

Report: **View by:**

My Position [Expand All](#) [Collapse All](#)

Auto Refresh Off On This screen last updated (00:00:00:06)

<input type="checkbox"/>	Assigned To	Report Type	Name/Subject	Status	Event/Incident/Activity	Date	Last Modified
<input type="checkbox"/>	Bullen, Ann	Resource Request	Res-124155-905-060409-Meals	R	2009 Flood	06/04/2009 at 14:49 EST	10/03/2009 at 13:57 EST

Figure 8 My Position



2.2.3 My Reports I Created

My Reports sorted by **I Created**, as shown in Figure 9, allows the user to locate and view reports that have been created by the current user that is logged into the application. You will observe that the name of the report is the selection from **View by**. This is the best location to find a report that you have created even if you are unable to recall the name or report type.

Report: My Reports **View by: I Created**

I Created [Expand All](#) [Collapse All](#)

[Print](#) **Auto Refresh** Off On This screen last updated (00:00:00.07)

Report Type	Status	Name/Subject	Event/Incident/Activity	Responsibility	Date	Last Modified
Action Request	!	Expand Searches	NR	EOC	08/01/2009 at 14:14 EST	09/15/2009 at 14:00 EST
Plan Concern	NOT RESOLVED	Prioritization of Resources	****Church Street Station**** Terrorist Incident- Chemical	EOC	08/01/2009 at 14:19 EST	09/15/2009 at 14:02 EST

Figure 9 I Created

The application only allows you to [Print](#) a report from any of the screens in **All/My Reports**.

