



Welcome to NC4 Training

Module: Menu Views

Table of Contents

TABLE OF CONTENTS 2

TABLE OF FIGURES..... 3

1 MODULE: MENU VIEWS 4

2 DEFAULT MENU..... 5

 2.1 LOCATING THE DEFAULT MENU5

 2.2 VIEWING THE DEFAULT MENU6

 2.3 UPDATING THE DEFAULT MENU7

3 SET DEFAULT VIEW 9

 3.1 LOCATING THE SET DEFAULT VIEW9

 3.2 VIEWING THE SET DEFAULT VIEW..... 10

4 SET MENU OPTIONS..... 12



Table of Figures

FIGURE 1 LOCATING THE DEFAULT MENU5
FIGURE 2 OPENING THE DEFAULT MENU FORM.....6
FIGURE 3 DEFAULT MENU IN *VIEW* MODE6
FIGURE 4 DEFAULT MENU IN REPORT NAVIGATION MENU7
FIGURE 5 OPENING THE DEFAULT MENU7
FIGURE 6 EXISTING DEFAULT MENU FORM8
FIGURE 7 DEFAULT MENU IN UPDATE MODE8
FIGURE 8 SELECTING POSITION TEMPLATE9
FIGURE 9 POSITION TEMPLATE VIEWED BY NAME 10
FIGURE 10 DEFAULT MENU WITH TABS 10
FIGURE 11 SET DEFAULT VIEW LINK 11



1 Module: Menu Views

The NC4 application is deployed with a central database called the **Data Dictionary** and within that report structure, the **Default Menu** consists of the full system menu of all your reports and views available with your package option. These default menus are used to generate and display reports and content for the drop-down menus. In addition, within Position Template, under the View options tab, the **Default View** and **Menu Options** provide additional levels of granularity for the report inventory.

This is the menu inventory that will be used throughout the application form which all Position Based Menus will be built.

The three configurable options we will be addressing in this module are:

1. Default Menu
2. Set Default View
3. Set Menu Options

Note: All person names and corresponding titles used in this document are fictitious. The names and titles are being used for the sole purpose of illustrating the systems' features and functionalities in an instructional environment.

Learning Objectives

After completing this module, you will be able to:

- Obtain and overview of the Default Menu Template, Default View and Menu Options.



2 Default Menu

The **Default Menu** consists of the full system menu of all your reports and views available with your package option. These default menus are used to generate and display reports and content for the drop-down menus. You can customize this menu to support your organizational structure.

2.1 Locating the Default Menu

The **Default Menu** that was deployed with your application can be accessed when you select **Default Menu** in the **Report** navigation drop down menu, as shown in Figure 1.

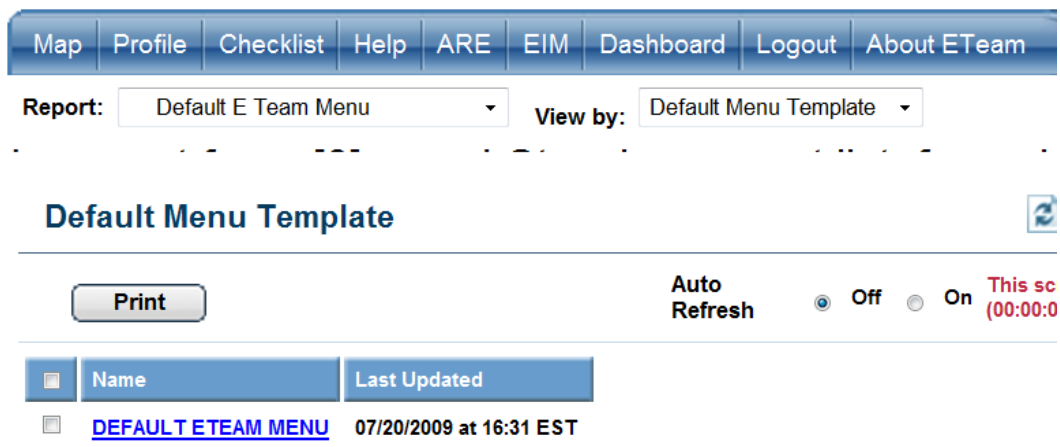


Figure 1 Locating the Default Menu

2.2 Viewing the Default Menu

To view an existing **Default Menu**, click the **Menu's Name** link as shown in Figure 2 to open the **Default Menu** displayed in Figure 3.

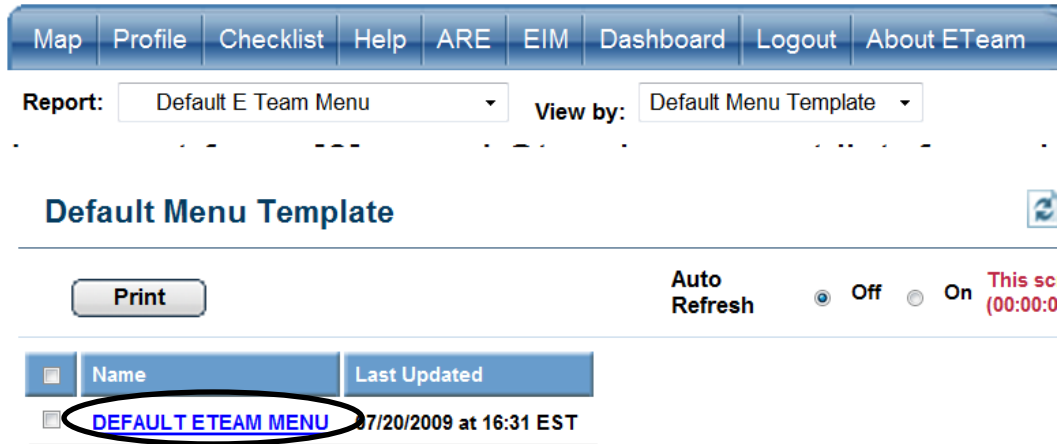


Figure 2 Opening the Default Menu Form

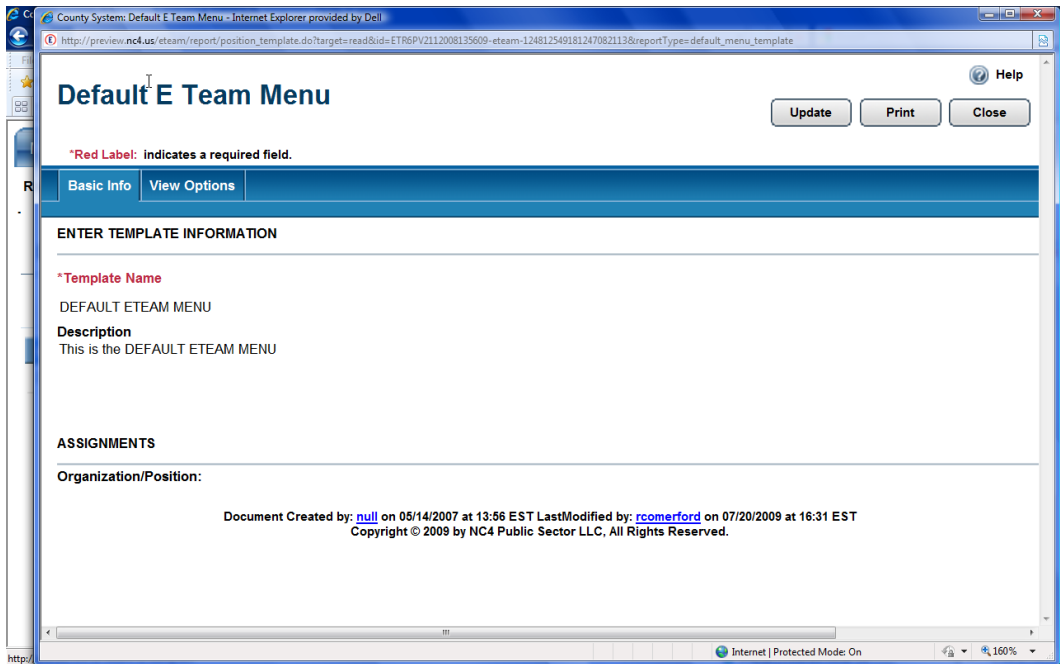


Figure 3 Default Menu in View Mode



In Figure 3, the **Default Menu** is opened in *View* mode and contains the **Basic Info and View Options** tabs.

You will see buttons in the upper right of the Default Menu form depending on your access level and discretion of the System Administrator. Use the **Update** button to edit or add information to the report, the **Print** button to print a copy, and the **Close** button to close the report window and return to the summary screen. You will observe there is no Delete button in the upper right.

2.3 Updating the Default Menu

To Update the Default Menu, perform the following steps:

- 1 Select **Default menu** from the **Report** navigation drop down menu as shown in Figure 4.

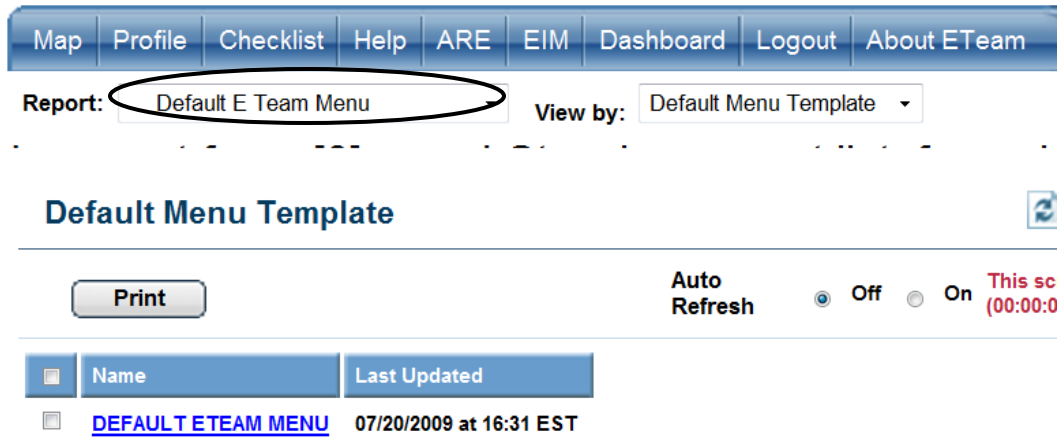


Figure 4 Default Menu in Report Navigation Menu

- 2 Click the **Menu's Name** link as shown in Figure 5. You will observe only the **Print** button is available.



Figure 5 Opening the Default Menu



- 3 You will be presented with the Default Menu form at the Basic Info tab. **DO NOT EDIT ANY INFORMATION IN THE BASIC INFO TAB.** Click the Update button as shown in Figure 6 to access the View Options tab.

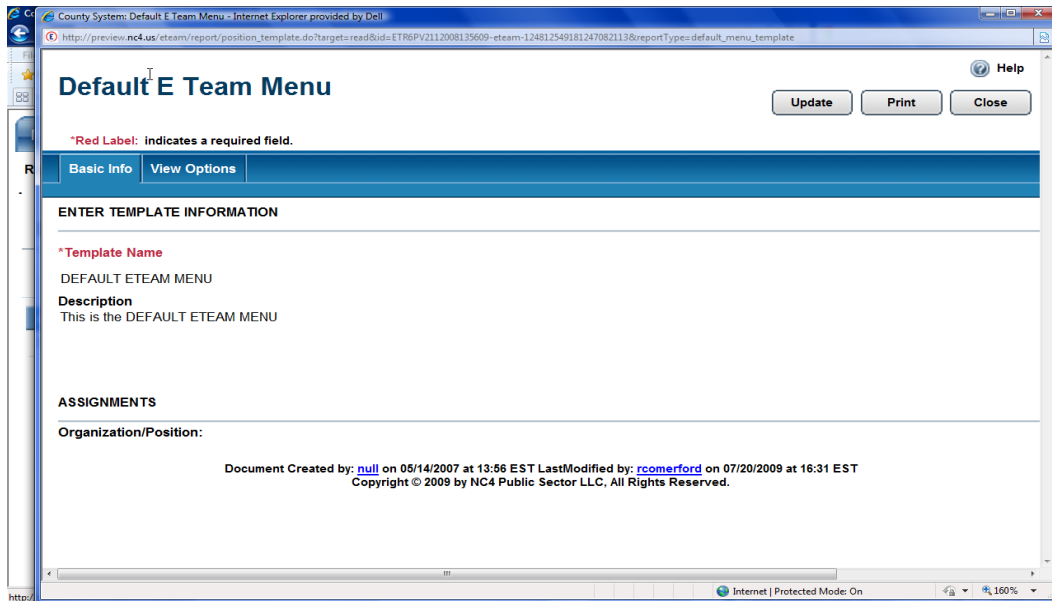


Figure 6 Existing Default Menu Form

- 4 You can update the reports by changing the views to display as shown in Figure 7.

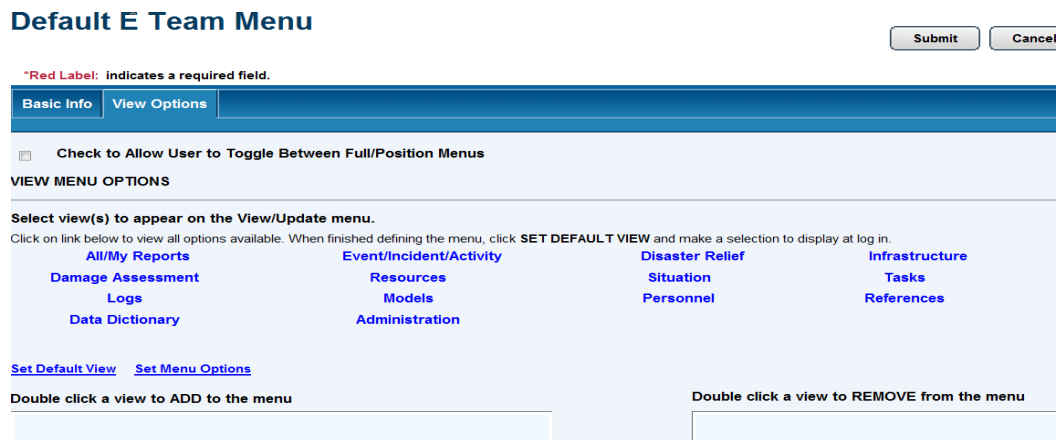



Figure 7 Default Menu in Update mode

- 5 Click the  button in the upper right of the form to save the **Default View** information.



3 Set Default View

The NC4 application has the ability to create any number of customized menus within your system. This feature enables the system administrator/jurisdiction to define, modify and control which forms/reports are in the Report drop down menus.

In this section we will present an overview of the **Set Default View**.

3.1 Locating the Set Default View

The **Set Default View** link that was deployed with your application can be accessed when you select **Position Template** from the **Report** drop down menu, as shown in Figure 8.

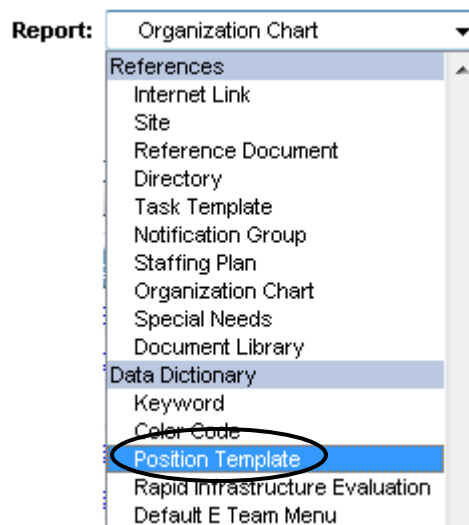


Figure 8 Selecting Position Template

You will be presented with **Position Template by Name** in the summary screen, as shown in Figure 9.

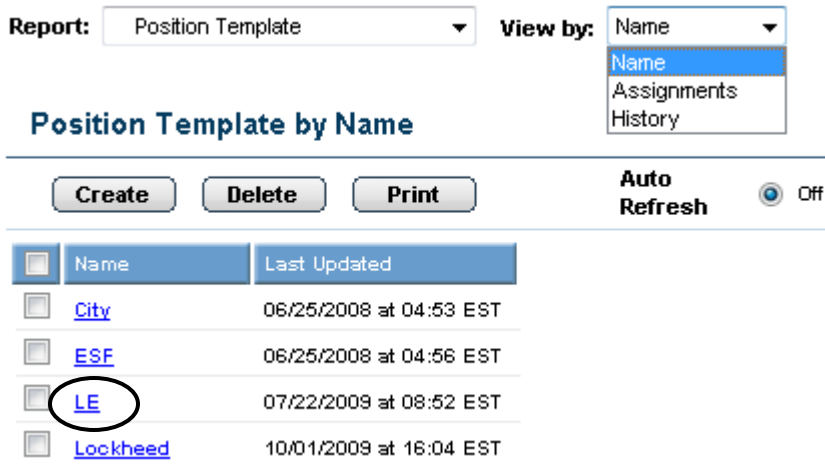


Figure 9 Position Template Viewed by Name

3.2 Viewing the Set Default View

To View the **Set Default View** link in the Position Template by Name, click the Name link in the center view frame, as shown in Figure 9. You will be presented with the **Default Menu**, as shown in Figure 10.

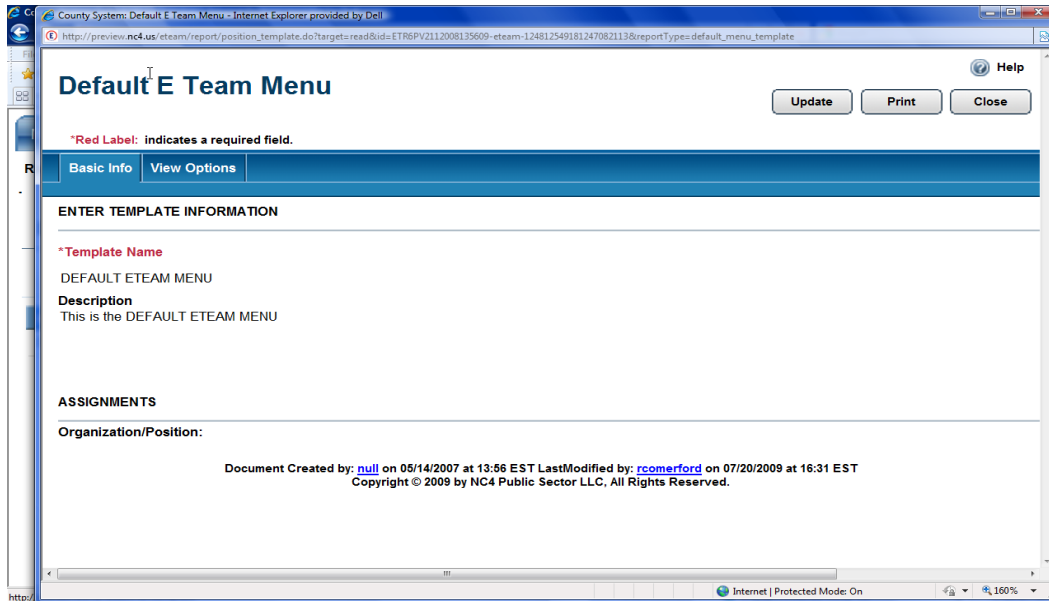


Figure 10 Default Menu with Tabs



Click the **Update** button, then click the **View Options** tab and you will see the Set Default View, as shown in Figure 11.

Default E Team Menu

*Red Label: indicates a required field.

Basic Info
View Options

Check to Allow User to Toggle Between Full/Position Menus

VIEW MENU OPTIONS

Select view(s) to appear on the View/Update menu.
Click on link below to view all options available. When finished defining the menu, click SET DEFAULT VIEW and make a selection to display at log in.

All/My Reports	Event/Incident/Activity	Disaster Relief	Infrastructure
Damage Assessment	Resources	Situation	Tasks
Logs	Models	Personnel	References
Data Dictionary	Administration		

[Set Default View](#) [Set Menu Options](#)

Double click a view to ADD to the menu Double click a view to REMOVE from the menu

Figure 11 Set Default View Link

Clicking the Set Default View link will place forms in the columns on the right for you to select for your default view.

Click the button in the upper right of the form to save the **Set Default View** information.



4 Set Menu Options

The Set Menu Options allows you to return to the Position Based menu Options to make changes. The process is very similar to the Set Default View except that you will click the Set Menu Options link.



COPYRIGHT © 2008 NC4
All Rights Reserved