



Welcome to NC4 Training

Module: Report Navigation

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1 Report Navigation

The application is delivered with two report navigation methods. Your application will display **ONLY** the method selected for use by your organization.

The two types of Report Navigation methods are:

- Drop Down
- Accordion

1.1 Main Screens

Either one of these navigation methods is enabled or disabled using the **System Navigation Method** located in **Data Dictionary-Keywords**.

A successful login brings you to the summary screen, as shown in Figure 1. When you have selected training on the login screen, a training watermark will be provided as background on reports.

The image in Figure 1 reflects the Report **Drop Down** navigation menu.

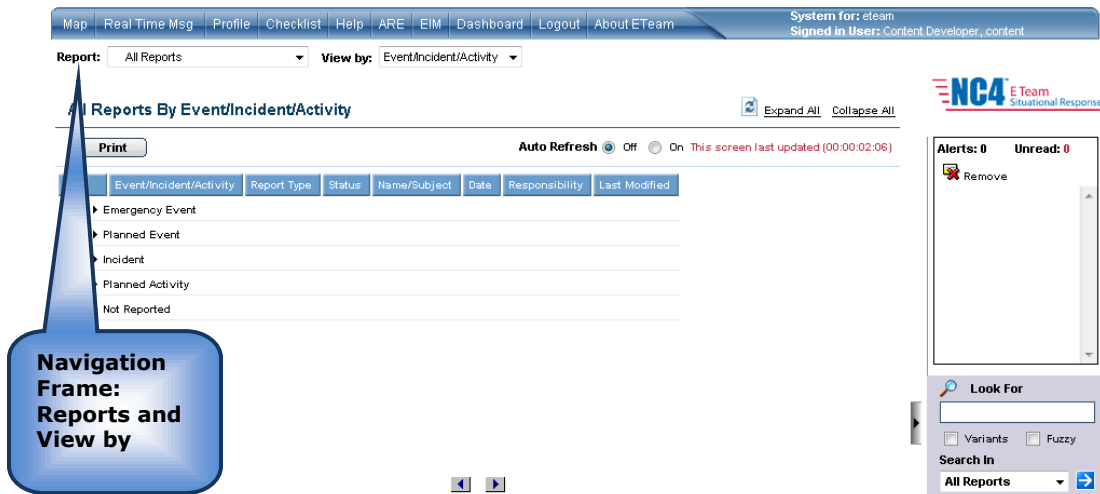


Figure 1 Main Summary Screen-Drop Down Menu

The image in Figure 2 **displays** the Report **Accordion** navigation menu. Figure 3 shows the menu **hidden**.



The menu is **displayed** or **hidden** by clicking the expansion bar.

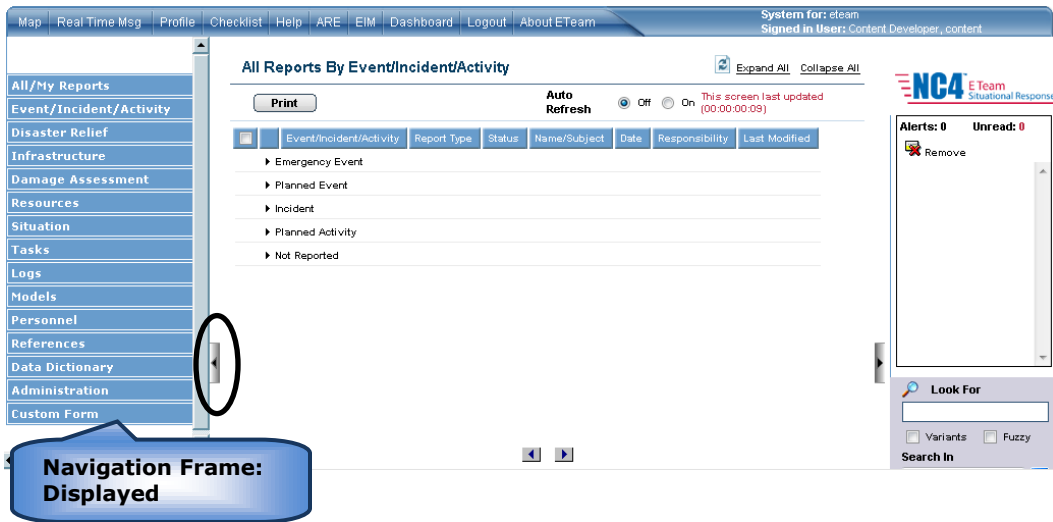


Figure 2 Main Summary Screen-Accordion Menu



Figure 3 Main Summary Screen - Accordion Menu in Hidden mode

The primary difference between the drop down navigation and the accordion navigation is that report access is either at the top of the center view frame, or the left of the center view frame. Within the accordion menu, the user can view **only** the report types within **one** report structure. With the drop down menu, the user can view **all** the report structures and types at a glance. The data content does not change, only the presentation layer which is determined by your access selection.

We will explore each of these menus in detail in this module.



2 Drop Down Menus

If your system has been configured to use **Drop Down** menus you will see **Report** and **View by** in the top navigation frame.

Report Navigation Frame – The frame, shown in Figure 4, consists of a drop down menu that provides access to all reports available in the system. When a report type, or report type and sort are selected, the report list is presented in the Center View Frame.



Figure 4 Report Navigation Frame

2.1 Report Navigation-Drop Down

Each report type in the system is available by making a selection from the drop down report navigation menu as shown in Figure 5. The report type top-level listings are viewed on a blue background. All the reports under that listing are available for selection. Listings may differ depending on your system configuration.

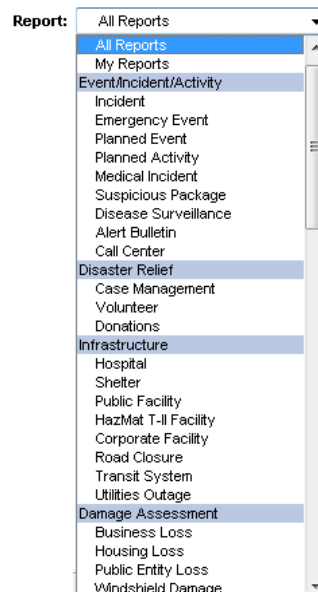


Figure 5 Drop Down Report Navigation Menu

By clicking the **View By** drop down menu next to a selected report type; the report sorting options are displayed, as shown in Figure 6. The choices in the drop down menu are determined by the report type selected. In this example, **Business Loss** can be viewed by **Event/Incident/Activity**, **Data Sharing Status**, or **History**.



Figure 6 Drop Down Menu View by Sorting Options

2.1.1 Selecting and Sorting Reports

Both the report navigation frame and center view frame are used to navigate to locate, view, edit, and create reports.

2.1.1.1 REPORT TYPE SELECTION

Report types are selected from the drop down navigation menu. Each report type in the system is listed in this report menu. **Report Structures** are viewed on a blue background. The individual report types are listed below (indented) the report structures, as shown in Figure 7.

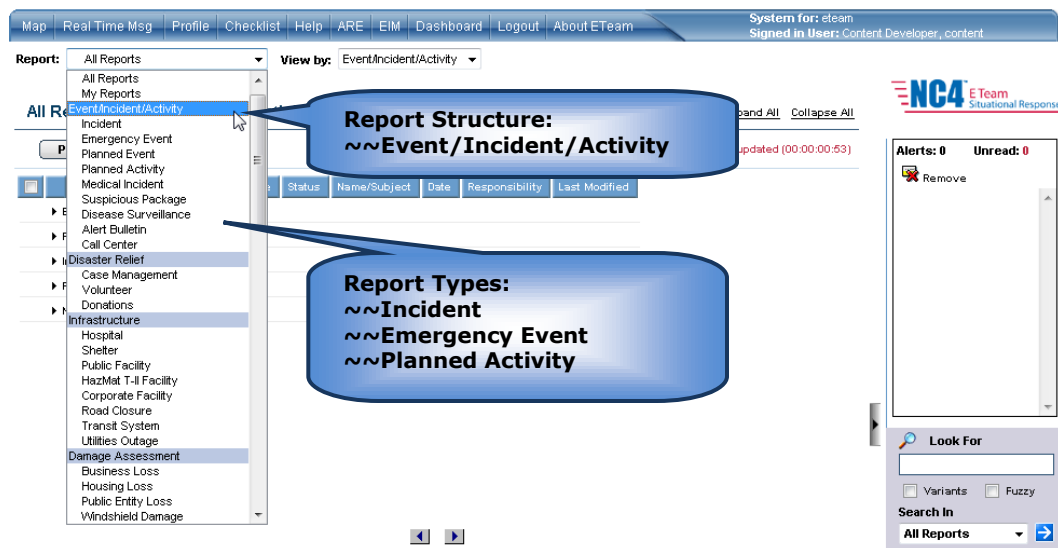


Figure 7 Report Structures and Types

Report lists within the report structure may differ depending on your system configuration.

2.1.1.2 REPORT SORTING PREFERENCES

To view the Reports in a different sorting option, click the **View by** drop down menu. This action will display the menu listing allowing you to make a sort selection. The menu choices are governed by the report type selected. Notice that **Incident** reports may be sorted by Status, Agency, Name, Location, Time, Event, Type, Situation Detail, Last Updated, Latest Situation Detail, All, Data Sharing Status, and History, as shown in Figure 8.



Figure 8 Sorting Reports (Incident)

Because report types are sorted by report relevance, notice that Resource Requests may be sorted by other criteria. They are: Priority, Status, Requestor, Responsible Agency, Event/Incident/Activity, Type, Age, Number, Cost by Event, Location, All, Data Sharing Status, and History, as shown in Figure 9.

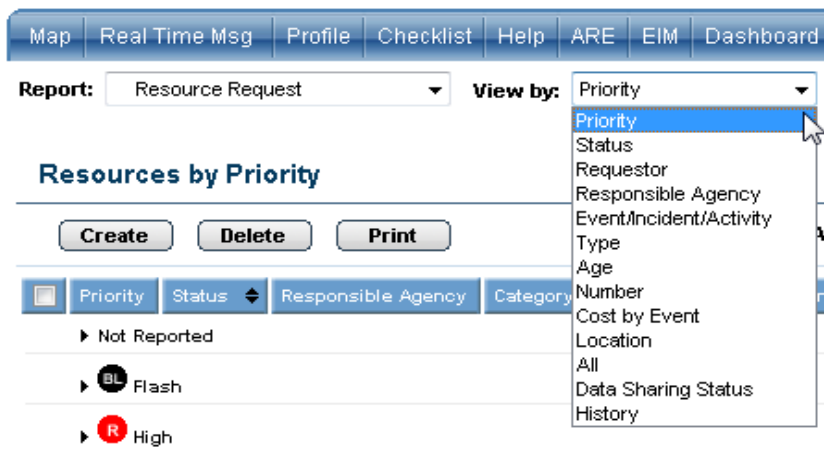
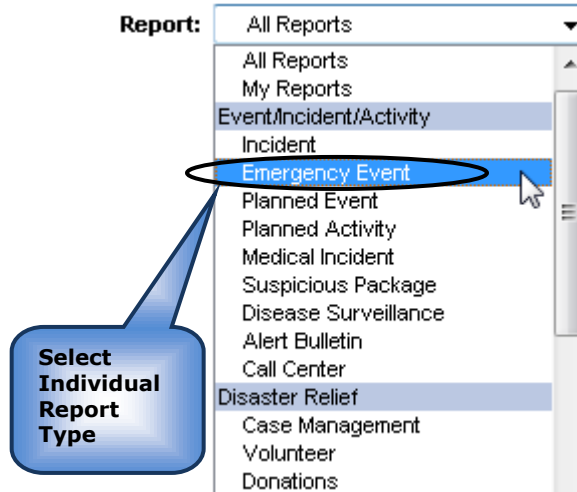


Figure 9 Sorting Reports (Resource Requests)

2.1.2 Drop Down Menu Review

To view a list of available reports, click the **Reports** drop down menu, as shown in Figure 10. The individual reports are listed under each corresponding top level report structure. Select the appropriate report.



The drop down report navigation menu helps you locate existing reports to view and update as necessary.

Once the Report has been selected, the available viewing options will appear in the report navigation view frame.

Figure 10 Select Individual Report Type

Notice that the **Emergency Event** report displays with the default **View by Name** in the center view frame, as shown in Figure 11.

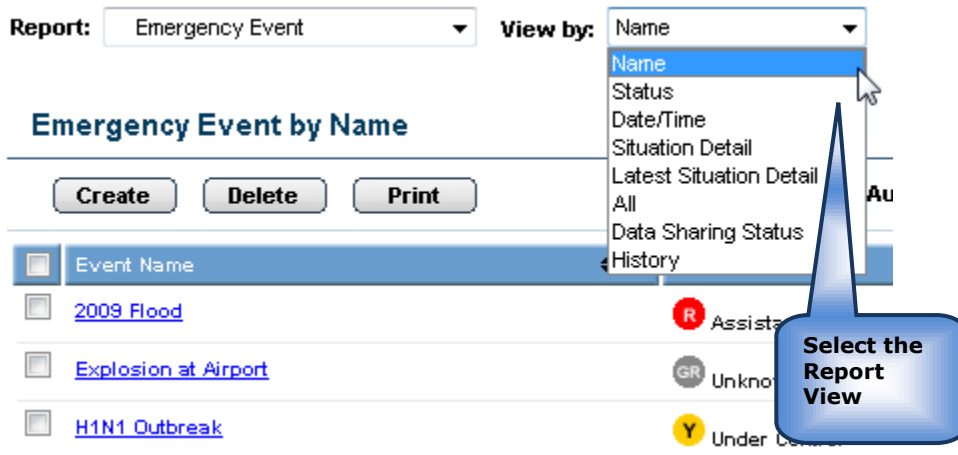


Figure 11 Select the Report View

To change the report sort, make a different selection from the expanded **View by** menu. In this example, **Situation Detail** has been selected as the view for **Emergency Event** reports as shown in Figure 12.

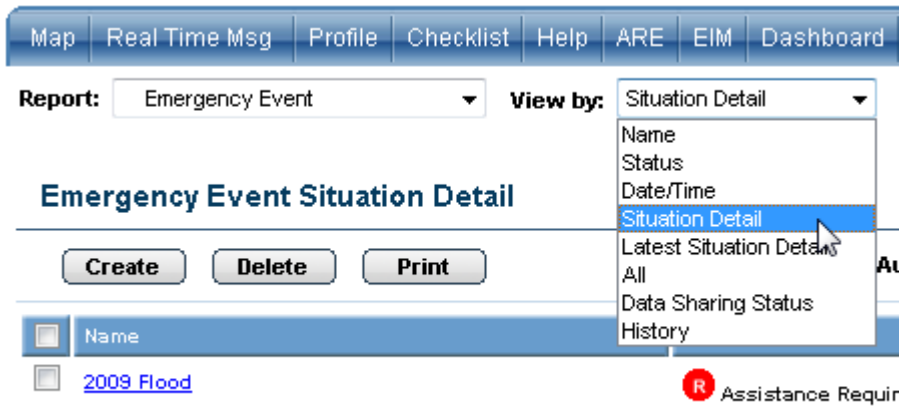


Figure 12 Emergency Event Reports By Situation Detail

3 Accordion

If your system has been configured to use the **Accordion** menu, you will see a listing of available report modules in the left frame of your application.

3.1 Report Navigation-Accordion

Report Navigation Frame – The frame, shown in Figure 13, consists of a collapsible menu that provides access to all reports available in the system. When a report type, or report type and sort are selected, the report list is presented in the Center View Frame.



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

Figure 13 Report Navigation-Accordion

3.1.1 Selecting and Sorting Reports-Accordion

Both the report navigation frame and the center view frame are used to navigate to, view, edit, print and create reports.

3.1.1.1 REPORT TYPE SELECTION

Report types are selected from the **accordion** report navigation menu. Each report type in the system is listed in this report menu. Top-level listings (report structures) are viewed on a blue background. The individual report types are listed below the top-level listings, as shown in Figure 14.

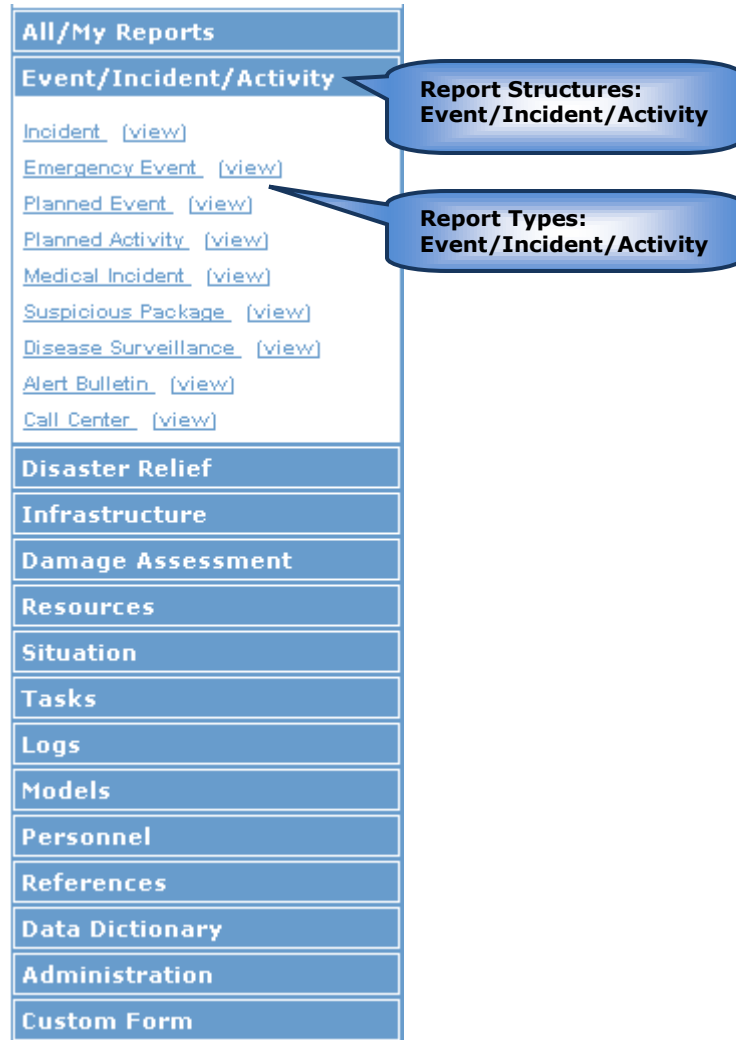


Figure 14 Report Structures and Report Types -Accordion

Report lists may differ depending on your system configuration.

3.1.1.2 REPORT SORTING PREFERENCES

By clicking the **(view)** link next to a report type, as shown in Figure 14; the report menu expands even further to show a list of the reports sort types, as shown in Figure 15, and a **(hide)** link is displayed. The choices in the expanded menu are determined by the report type selected. In this example Incident Reports can be viewed by Status, Agency, Name, Location, Time, Event, Type, Situation Detail, Last Updated, Latest Situation Detail, All, Data Sharing Status, or History.

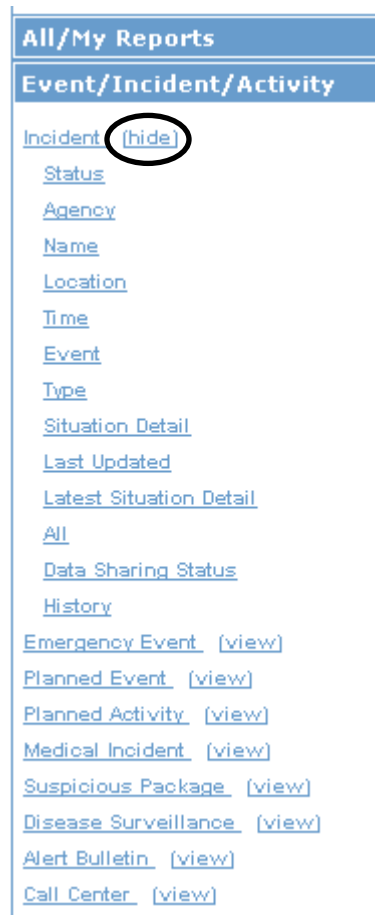


Figure 15 Expanded Report Menu-Accordion

Clicking the **(hide)** link collapses the expanded option returning the report navigation menu to the report type level, as shown in Figure 14. You will observe that with the accordion view, only one report structure is visible.

The report content displayed in the center view frame and on the report does not change using either of these two navigation alternatives. The only change is how you access the reports.

4 Changing the Report Orientation

To change the report orientation, you will need to access the **Data Dictionary** report structure and scroll to the keyword. These steps are explained in the next section.

4.1 Locating the Data Dictionary-Accordion

To change the report orientation from **Accordion** to **Drop Down**, perform the following steps:

- 1 Go to the Report Navigation menu, under **Data Dictionary** select **Keyword**, as shown in Figure 16.

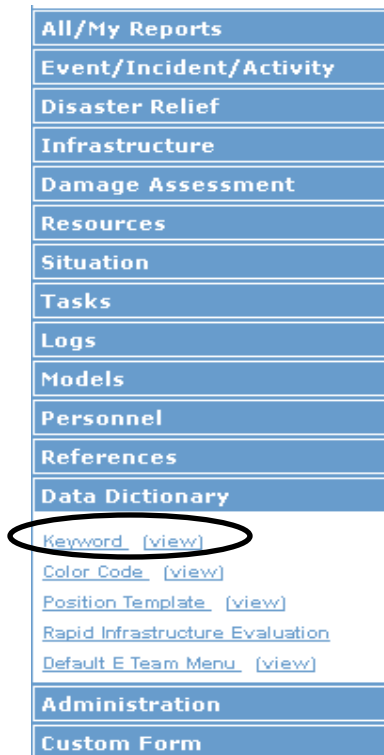


Figure 16 Selecting Keyword in Data Dictionary-Accordion menu

4.2 Locating the Data Dictionary-Drop Down

To change the report orientation from **Drop Down** to **Accordion**, perform the following steps:

Click the **Reports** drop down menu, scroll to **Data Dictionary** and select **Keyword** as shown in Figure 17.

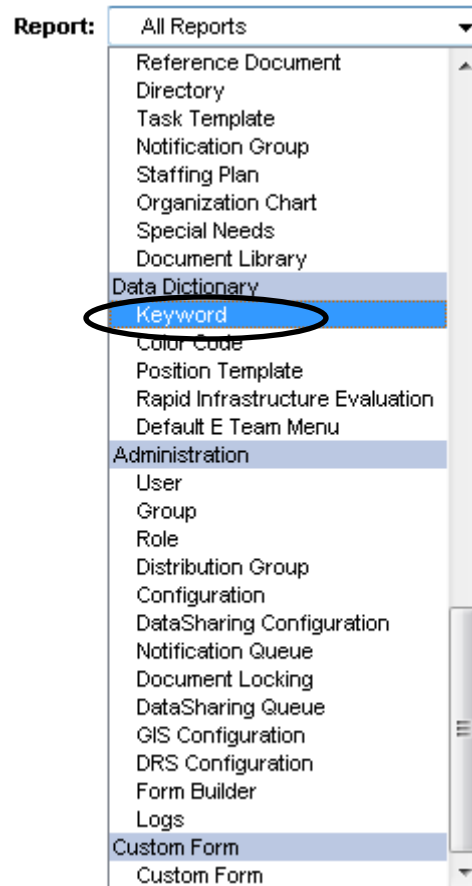


Figure 17 Selecting Keyword in Data Dictionary-Drop Down menu

Existing **Keywords** are presented to you in alphabetical order (i.e., by **Name**) in the center view frame as shown in Figure 18.

The screenshot shows a web application interface titled "DD Keywords by Name". At the top left, there is a "Print" button. To its right is a callout bubble that says "Keywords sorted by Name". Further right, there is an "Auto Refresh" control set to "Off" and a timestamp "This screen last updated (00:00:00:09)".

The main content is a table with three columns: "Keyword", "Reports", and "Description". The "Keyword" column contains a list of keywords, each with a checkbox and a blue link. A callout bubble labeled "Report(s) used." points to the "Reports" column. A callout bubble labeled "Keyword Description" points to the "Description" column. A callout bubble labeled "Keyword" points to the "Keyword" column header.

At the bottom of the table, there is a pagination control showing "1 2 (Page 1 of 2)".

Keyword	Reports	Description
<input type="checkbox"/> ActionReportProgress	Action Request	All values in this list appear in the Progress picklist on the Action Request Report.
<input type="checkbox"/> ActionRequest	Sub-Task,Task	When set to "Enable" the E Team Action Request Feature is functional. All other values will result in the feature being hidden.
<input type="checkbox"/> ActivityType	Planned Activity	All values in this list appear in the Activity Type picklist on the Planned Activity Report.
<input type="checkbox"/> AreaOfOperation	Intel Biography,Intel Entity,Intel Location	All values in this list appear in the Area of Operation picklist on the Location Intelligence Report and in the Known Area of Operation multi picklist on the Entity Intelligence and Biography Intelligence Reports.
<input type="checkbox"/> AssetCategory	Critical Assets	All values in this list appear in the Critical Asset Category picklist on the Critical Asset Report. DO NOT USE SPECIAL CHARACTERS WHEN ENTERING CATEGORY KEYWORDS.
<input type="checkbox"/> BuildingDamage	Incident	All values in this list appear in the Building Damage picklist on the Incident Report.
<input type="checkbox"/> CallCenterPriority	Call Center	All values contained in this list appear in the Priority picklist on the Call Center report.
<input type="checkbox"/> Captcha	General System Operation	When set to "Enable" the E Team Login includes a Captcha image challenge code to prevent potential Bot's spam and attacks. To suppress this Captcha Image, select "Disable" here.
<input type="checkbox"/> CaseCashPurpose	Voucher	All values in this list appear in the Purpose/Type picklist on the Case Management - Cash Voucher.
<input type="checkbox"/> CaseClothingProvider	Voucher	All values in this list appear in the Clothing Provider picklist on the Case Management - Clothing Voucher.

Figure 18 Keywords by Name List

4.3 Locating the System Navigation Keyword

Scroll until you find the **System Navigation Method** keyword; click its Name link, as shown in Figure 19.

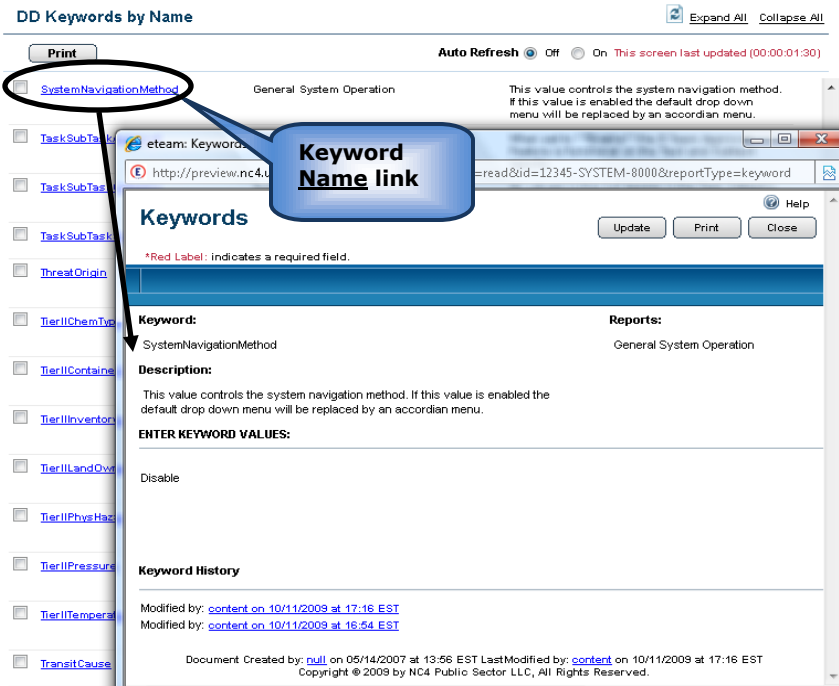

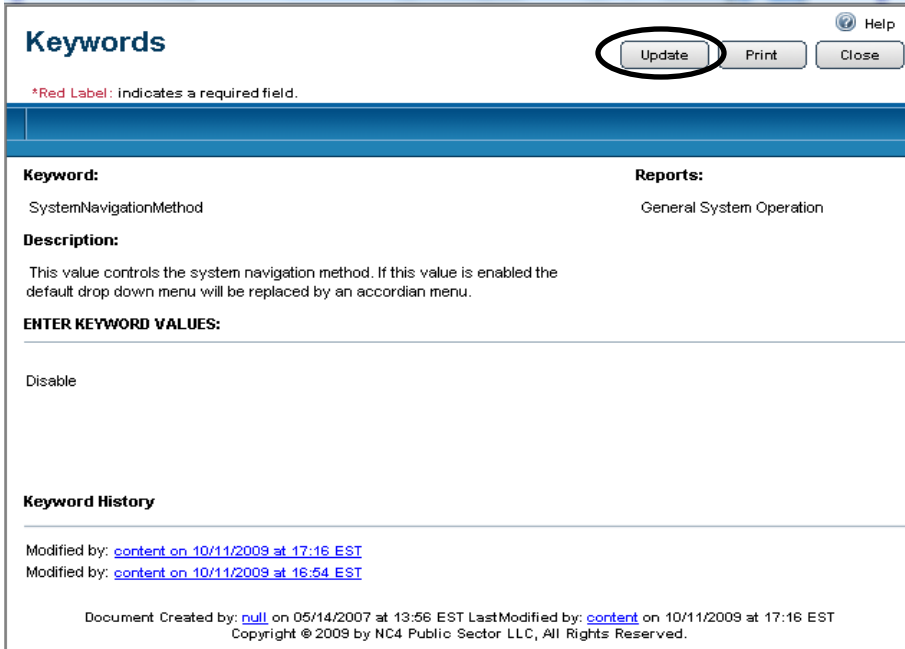


Figure 19 Viewing System Navigation Method Data Form

This will open **the Data Dictionary Keywords** form as shown in Figure 20.

4.4 Changing the System Navigation Method Value

Click the  button, as shown in Figure 20.



Keywords Help

Update Print Close

*Red Label: indicates a required field.

Keyword: SystemNavigationMethod **Reports:** General System Operation

Description:
This value controls the system navigation method. If this value is enabled the default drop down menu will be replaced by an accordian menu.

ENTER KEYWORD VALUES:

Disable

Keyword History

Modified by: [content](#) on 10/11/2009 at 17:16 EST
Modified by: [content](#) on 10/11/2009 at 16:54 EST

Document Created by: [null](#) on 05/14/2007 at 13:56 EST LastModified by: [content](#) on 10/11/2009 at 17:16 EST
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Figure 20 Updating the Keyword

The **Keyword** form now opens in *edit* mode as shown in Figure 21.



Keywords Help

Submit Cancel

*Red Label: indicates a required field.

Keyword: SystemNavigationMethod **Reports:** General System Operation

Description:
This value controls the system navigation method. If this value is enabled the default drop down menu will be replaced by an accordian menu.

ENTER KEYWORD VALUES:


Disable
Enable
Disable

Document Created by: [null](#) on 05/14/2007 at 13:56 EST LastModified by: [content](#) on 10/11/2009 at 17:16 EST
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Figure 21 Keywords Form in Update Mode



Read the information in the **Keyword Description** field and click the drop down menu to support your selection.

Click the  button to save the updated **Keyword** value list. The new Keyword value is immediately saved and accessible in the system.

If your system administrator has not suppressed the **Duties Checklist** screen, it may overlay the **Keywords** form, as shown in Figure 22.

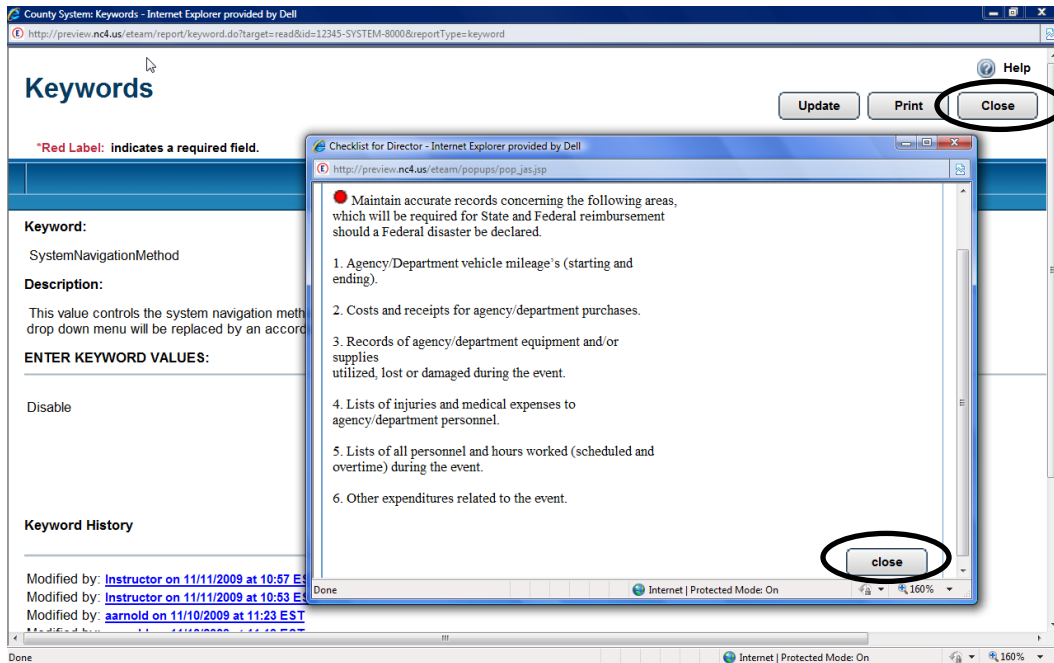
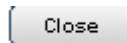


Figure 22 Keywords Form Completed


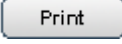
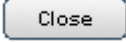
Click the  button to exit the **Duties Checklist** report.

Click the  button to close the **Keyword** report form in *View* mode.

The new view will appear on your screen. If the selected view does not appear, then click the **Refresh** icon on Internet Explorer to refresh the application.

Data Dictionary Keywords are different than most forms. The Keywords list shows the Keyword, the **Reports** with which it is associated, and a **Description** or definition of the keyword. Most existing keywords can be edited.

In the upper right of the Keywords form are the following controls:

- **Update** button – Click the  button to open the Keywords form in *edit* mode to add new keywords, update/edit existing keywords.
- **Print** button – Click the  button to send this Keyword report to the printer.
- **Close** button – Click the  button to close this Keyword report form.

You will observe that the bottom of the **Keyword** form (Figure 20) reflects an audit trail of the activity that has occurred with the keyword.