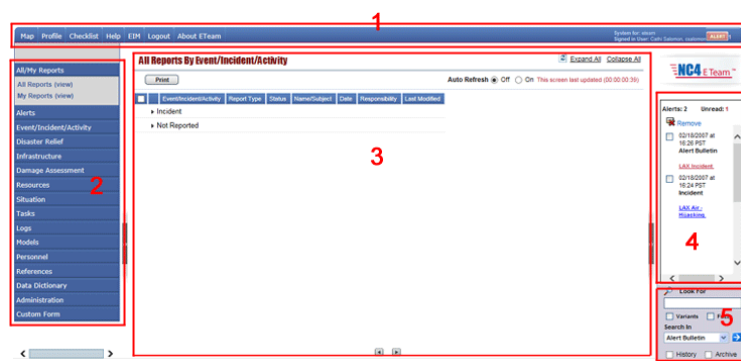


Navigating Around the E Team Application

supportcenter.nc4.com/hc/en-us/articles/217933568-Navigating-Around-the-E-Team-Application

Main Screen Layout

E Team provides a simple way to access information in the format in which you need it. The E Team main screen is divided into five key sections.



1. **Tool Bar** provides access to various E Team features and displays both your personal and system identification.
2. **Navigation** frame contains the Report and View by navigation that provides access to create new and view existing reports, as well as, the option to switch between position and full menu when applicable. E Team offers a hierarchical menu (shown) or a drop down menu option. Your menu option is set by your organization's E Team system administrator.
3. **View** frame displays summary views of reports based on navigation selections made. Report instances are accessed from within these views. The view frame uses collapsible/expandable twisties ▶. These twisties are used to identify categories that can be expanded to display additional information. Clicking on a twisty causes the selection to expand or collapse.
4. **Targeted Alerts** or **Default Event References** frame. When Targeted Alerts frame is visible it provides access to your targeted alerts. When the Default Event References frame has been enabled it replaces the targeted alerts frame and provides ready access to activities and links related to a specific event. Which option you see at any given time is set by your organization's E Team system administrator.
5. **Search** frame provides the means by which to search for report instances within E Team.

Toolbar

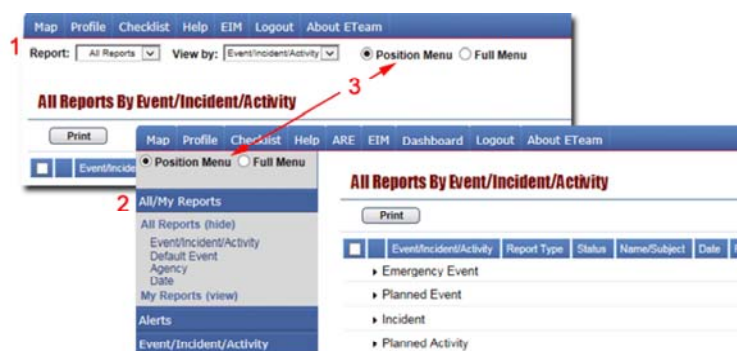


- **Map** - Select Map to access your E Team map.
- **Profile** - Select Profile to review or edit your Personal Profile document.
- **Checklist** - Select Checklist to review a list of duties assigned to your position.
- **Help** - Select Help to access E Team's comprehensive online help system.
- **Logout** - Select Logout to exit the E Team application. When you have completed working in the E Team application, it is recommended that you log out, particularly if you share a computer with another E Team user. DO NOT close the E Team application using the X in the upper right hand corner of your browser window. Closing the application in this manner will temporarily lock you out of the system.
- **About ETeam** - Select About E Team to view information about your E Team application, including current version installed.
- **System for** - Identifies your system by name.
- **Signed in User** - Identifies the user currently logged in on this system.
- **Alert** - The Alert Indicator is present when you have unread Targeted Alerts. Select the Alert indicator to open the Targeted Alerts frame at anytime. When your system is configured to use the Default Event References frame in place of Targeted Alerts, the alert indicator will not be present until such time as your system is re-enabled display alerts.

Navigation

The Navigation frame contains the E Team Report and View menus, and the option to switch between your assigned Position Based Menu and the E Team Full Menu.

E Team supports two navigation methods, Drop Down and Hierarchical. Your system will display ONLY the method selected for use by your organization.



1. To use the Drop Down Menu:

- Make a selection from the Report drop down list. This causes all available view options for the report type selected to populate the View by drop down list to the right.
- Next make a selection from the View by drop down list. The selected view will display in the E Team view frame below.

2. To use the Hierarchical Menu:

- Click on a blue text bar to expand the menu to display all reports available beneath that option.
- Click on the (view) text next to the report type you wish to work with to expand the menu to display all available viewing options.
- Click on one of the listed view options to display the view in the E Team view frame to the right.
- Click on (hide) to collapse an expanded report option.

3. To switch between your Position Menu and the Full Menu click the radio button next to each option. This action will cause your screen to refresh, providing you with the proper menu items. Please note that not all users will be provided with the option to switch between menus. If you do not see this option and believe you should have this capability please contact your organization's E Team system administrator.

View

The E Team view frame provides access to report instances as well as providing various controls to enhance your E Team experience.

Reports are summarized in the View frame providing at-a-glance information and the ability to drill down quickly to reports of interest. Making a selection from within a view causes the selected report to open in read-only mode.

This frame also provides you with the ability to Create new instances of the report and to select report instances to Delete or Print.



Target Alerts

The Targeted Alert frame is displayed on the right hand side of the E Team main window. The targeted alerts frame displays messages for the current user.

If your Targeted Alert/Search frame is not visible, use the view expansion tool in the view frame, or click the alert indicator in the tool bar to expose the frame.

When you receive a new Alert, the targeted alerts window will show that you have an unread targeted alert message. The number of messages and number unread messages are displayed at the top of the frame.

- Click on the document hyperlink to open it in read mode.
- Red link indicates unread alerts.
- Blue link indicates that the alert has been read.
- Click in the box to the left of the alert to mark it for deletion, then click Remove to delete alert(s).

Default Event References

When this frame is enabled on your system it replaces the targeted alerts frame. The default event references frame will display a listing of Planned Activities and Internet Links related to the selected default event. Visibility of this frame and selection of the default event is determined by your organization's needs and set by your system administrator. Use of this feature is generally in support of activations for a single large scale event, and is disabled post event to revert back to display the targeted alerts frame.

Search

Search frame is displayed on the right hand side of the E Team main window at the bottom of the screen. The search functionality allows users to search for reports that contain a specific word or phrase.

- Select Variants to search for all variants of a word. Example: "cat" will also find "cats."
- Select Fuzzy to find a word even if it is misspelled. Example: "apple" will also find "apple."
- Search In will automatically display the report type for the view you are in at the time of search. Use the drop down list to change to another report type.
When searching for a custom form, you must select the All Reports option.
- Select History to include history records in your search results.
- Select Archive to include archives records in your search results.

Search results are categorized by report id and listed by report name and will indicate which results are Active, Deleted, History, or Archive for each report as applicable.

Search Limitations

The following special characters and numbers are ignored by search.

- Hyphen -
- Parenthesis ()
- Dollar Symbol \$
- Single numeric characters 1 thru 9
- Single alpha characters a thru z

Certain words are also ignored by search. Download the attached *Search Limitations.docx* to view this list.

