# 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.
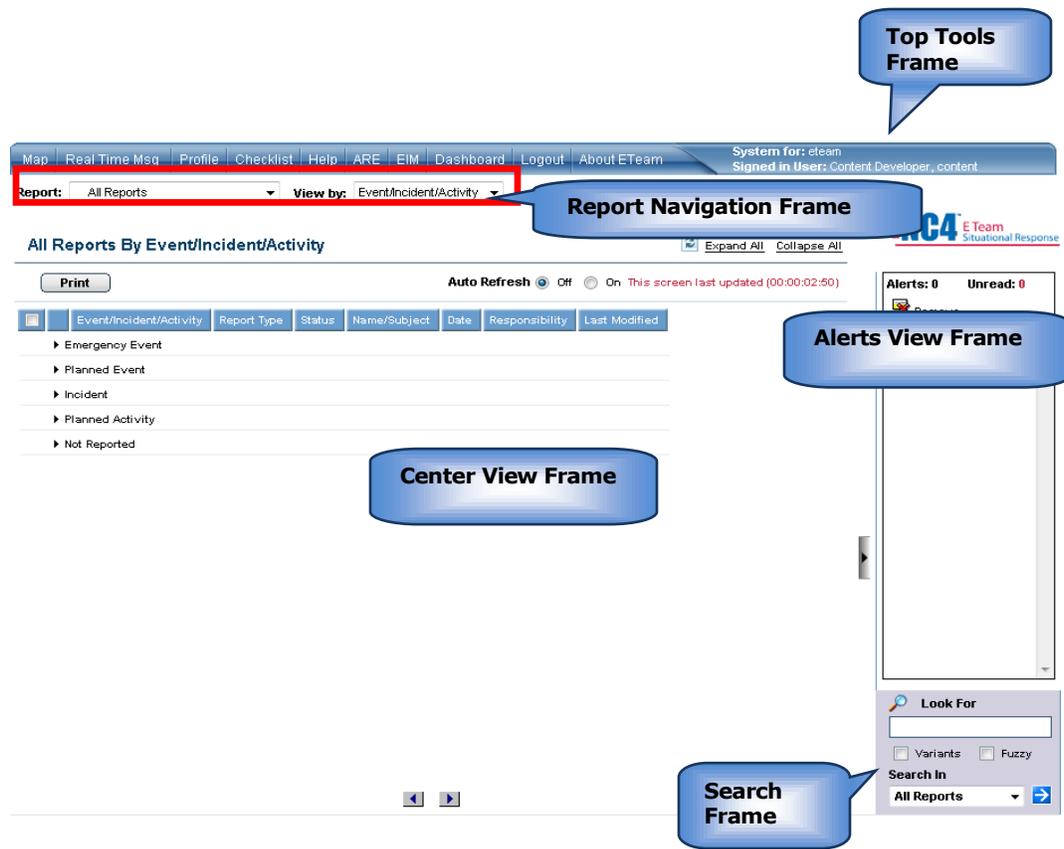


**Figure 1 Main Screen**

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**.
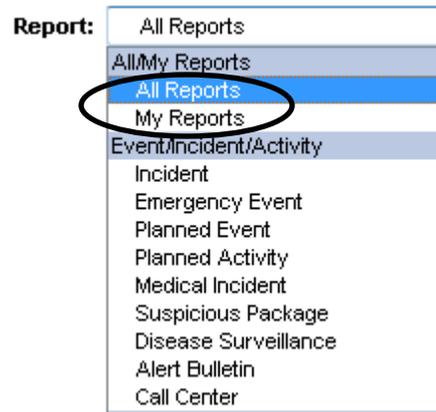


**Figure 2 All/My Reports-Drop Down menu**

## 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.
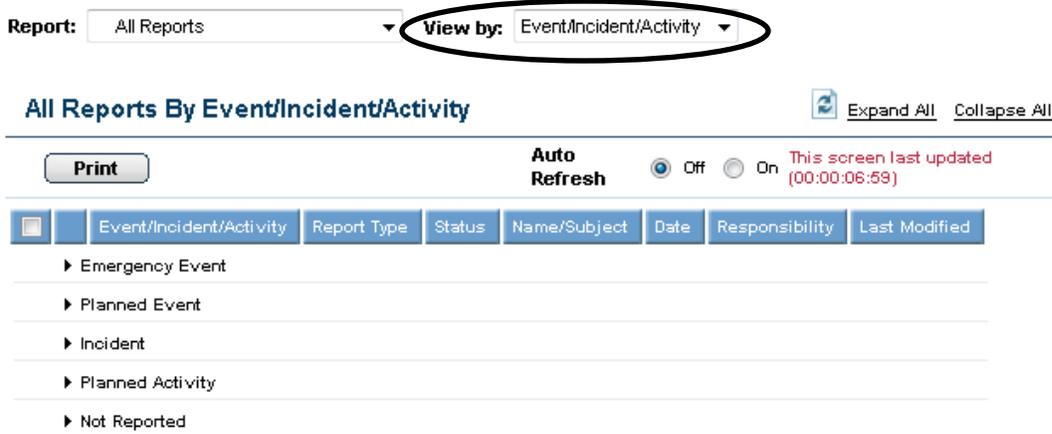


**Figure 4 All Reports By Event/Incident/Activity**

### 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).



**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.



**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.



**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**.



**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.



**Figure 9 I Created**

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