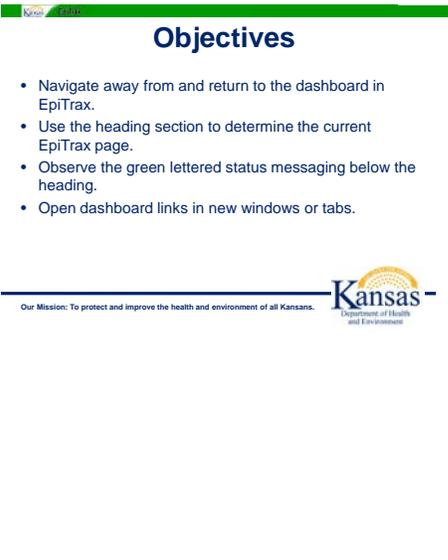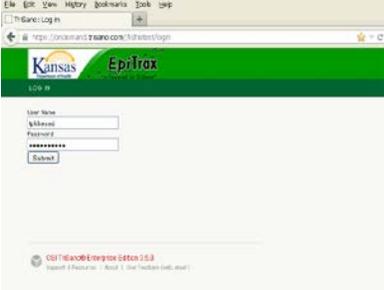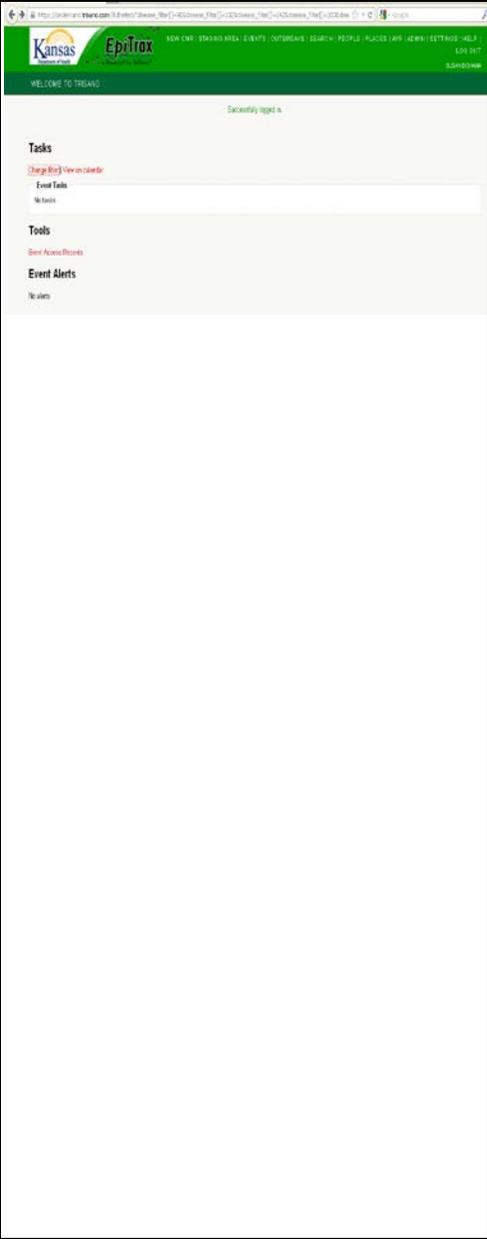# Module 2 Navigation: Dashboard

| 1 | Title Slide | Hello and welcome to the introductory tutorial on accessing EpiTrax, the state of Kansas electronic disease surveillance system.  This training is being provided by the Kansas Department of Health and Environment. |
|---|---|---|
| 2 | Subsection Title Slide | You are beginning Module 2 Navigation: Dashboard. |
| 3 |  | In Module 2, the objectives are for the user to navigate away from and back to the home page (known as the dashboard).  The user will be able to use the heading section to determine the current EpiTrax page and observe the green lettered status messaging below the heading.  The user will also open dashboard links in new window or tabs.<br><br>Please note: you can pause this recording at anytime to accomplish the tasks requested. |
| 4 |  | The first activity of this module is to log into EpiTrax using a user name and password. A password reset link should have been sent to you prior to your viewing this tutorial. If you have not received a user name and password, please contact the EpiTrax Coordinator at 785-296-7732 or by email at epitraxadmin@kdheks.gov<br><br>Pause this recording to log into the epitrax training site. |
|  |  | <3 sec> |

| 5 |  | After logging into EpiTrax, the first page viewed is the user's dashboard. The dashboard is specific to the user and lists the user's "Tasks" and "Event Alerts" at the left of the page, with menu links at the upper part of the page. The user's name will show under the "Logout" link at the upper right of the page.

The user will view a dark green border below the user name. This border contains the "title" of the current page. When first logging into EpiTrax the user will always be at the Welcome…page or dashboard.

Below the dark green title bar. The user will see green lettering. On first logging in, it should state "Successfully logged in." The statement will disappear as the user navigates away from the home page, but new statements will appear in this area as the user starts to save or perform other actions in EpiTrax.

Go back to the EpiTrax Training site that you logged into. Review the dark green border with the page title and the green status comment on the dashboard. |
| |  | <3 sec> |
| | | Clicking any menu links will result in navigation away from the dashboard to another page. To return to the dashboard while in EpiTrax, click on the KDHE/EpiTrax logo at the upper left corner. *Please, note that by clicking the AVR link the user is sent to a new tab or window outside of EpiTrax but can go back to EpiTrax by selecting the initial tab.* |

| | | |
|---|---|---|
| | | When a user navigates to a new page the dark green heading will indicate the page that is currently loaded.  For example, navigating to the Events will result in the dark green heading listing "List Morbidity Events" on the left side of the heading.<br><br>Go back to the EpiTrax Training site, practice clicking on the menu links at the top of the page.  With the exception of "AVR" and "Log Out", return to the dashboard through the EpiTrax Logo. |
| |  | <3 sec> |
| | | If the user, wants to view something but does not wish to navigate away from the page they are currently on. The user can right click on a menu link, and choose open link in new tab or open link in new window.  When the link opens in a new tab, the user can view the new page in that tab and then view the original page in the previous tab.<br><br>Go back to the EpiTrax Training site, practice right clicking on the menu links to open pages in different tabs. |
| |  | <3 sec> |
| 12 |  | To complete this module, properly log out of EpiTrax by clicking the "Log Out" link above your name in the upper right corner. The system will log you out and your will need your EpiTrax username and password you created to log back in. |

| 13 | **Questions**<br><br>epitraxadmin@kdheks.gov<br><br>785-296-7732<br><br>Our Mission: To protect and improve the health and environment of all Kansans. **Kansas** Department of Health and Environment | This module is now concluded. Please, complete the related activities found within this module then continue to next. |