

# National Outbreak Reporting System (NORS): Login and Main Features

## Table of Contents

1	Introduction.....	1
2	Login process .....	1
3	General features .....	1

## 1 INTRODUCTION

This is a training session for the National Outbreak Reporting System, or ‘NORS’. This session will provide a brief overview on how to log in and use some common features of the system. Please review the rest of the trainings for the general tabs and the different modes of transmission before you begin a report for the first time, as the trainings are progressive in nature. If you still have questions about how to enter data or need other assistance with NORS, contact the NORS Team by emailing [NORSadmin@cdc.gov](mailto:NORSadmin@cdc.gov).

## 2 LOGIN PROCESS

We will begin at the login screen for NORS. Enter your user ID and password. If you have forgotten your password, click on the link under the password field that says ‘Forgot Password?’. This takes you to a page where you can enter your user ID and click a button called ‘Get Password’ to have your password emailed to you. Right now, let’s go back to the Login page by clicking the link that says ‘Return to Login’. Then let’s fill in the login fields and click on the Login button.

Logging in takes us to a page with a standard notice about confidential information and special handling instructions. It’s a good idea to read through this periodically. Click the Continue button at the bottom to proceed to the Messages page. CDC will update the text in the message box periodically so that all users have access to important messages when they login.

## 3 GENERAL FEATURES

From here, choose what you want to do next. There are five types of activities listed across the top of the page: Reports, Download, Admin, Help, and Logout. If you scroll over each word, you’ll find a list of options appears below it.

Scroll over the word Reports. You can then click on any item in the list to go to that option. You can create a new NORS report. You can open or delete an existing report, or just change its ID number. You can do the same for existing eFORS reports, which may now be accessed through NORS.

The open, delete and ID change options look similar. Let’s look at how to open a report by clicking on ‘Open NORS Record’. This takes you to a page where you select the year that the outbreak occurred and then the State NORS ID that was assigned when the report was entered. As

an example, we'll select 1997 as the year. The State NORS ID field will only list reports for that year. We're using the training system, which contains a number of training reports with made-up data, and we will scroll through the list to select the report called DW 1. To go to this report, we could click on the Open button.

The Search and Auto Composite options are under development and will be discussed in a separate training. In brief, these options will allow you to perform both basic and complex searches in NORS. The Auto Composite option will allow administrators at your reporting site to combine multiple reports into a single report, and allow CDC to combine reports from multiple reporting sites for outbreaks that occurred in more than one agency or reporting site. The original reports will still be available for reference after the composite report is made.

Scroll over the word Download. You will see Outbreak Report and Data listed. In the future, you will be able to print out individual outbreak reports and download data using these options. CDC is also developing a tool to help you import data from state-level reporting systems in NORS.

Next, scroll over the word Admin. Your user account type will determine what you can access here. We are logged in as a CDC administrator. Click on the Status Admin option to view a list of reports for your agency or site, and the status of each report. This is where administrators can edit the status of a record and submit it as finalized to CDC.

Go back to the previous page by clicking on the 'back' navigation button for your web browser. Next, click on Shared Permissions. At the top of this page, you can choose a particular agency in any reporting site and share reports by a particular status. Hold down the CTRL key if you want select more than one status type. Click Apply to share the reports. If instead, you want to share an individual report with another agency, look up the state, the agency and the report and click Apply Individual Permission. For both of these options, you can go back and remove the permission later by clicking the word 'Remove' next to the shared permission you want to end.

Go back to the previous page. In the list of Admin options, administrators can click 'User' to add a new user to NORS after the new user has submitted a signed Rules of Behavior document. Click the button called Add New User and the page will refresh. Fill in the fields that appear on the page, check the box called 'Active Login' and then click the button called Submit.

The next two options allow administrators to assign a new user for a report or add an agency. Administrators may want to change the author if the original author is no longer working on the outbreak or has left the agency. Reporting site administrators should contact CDC before adding a new agency within a reporting site.

The last two options are Lookup Edit, which is under development, and Change Password. You should change your password when you first log into NORS or if you think its security may have been compromised.

Finally, the Help options contain both technical instructions and guidance about the variables in NORS. We will revisit them in later trainings, when we look at the actual data entry process for NORS. Before we conclude this session, remember that when you are finished using NORS, you should click on the word Logout to leave the system.