

National Outbreak Reporting System (NORS)
User Training Document – Login and Navigation

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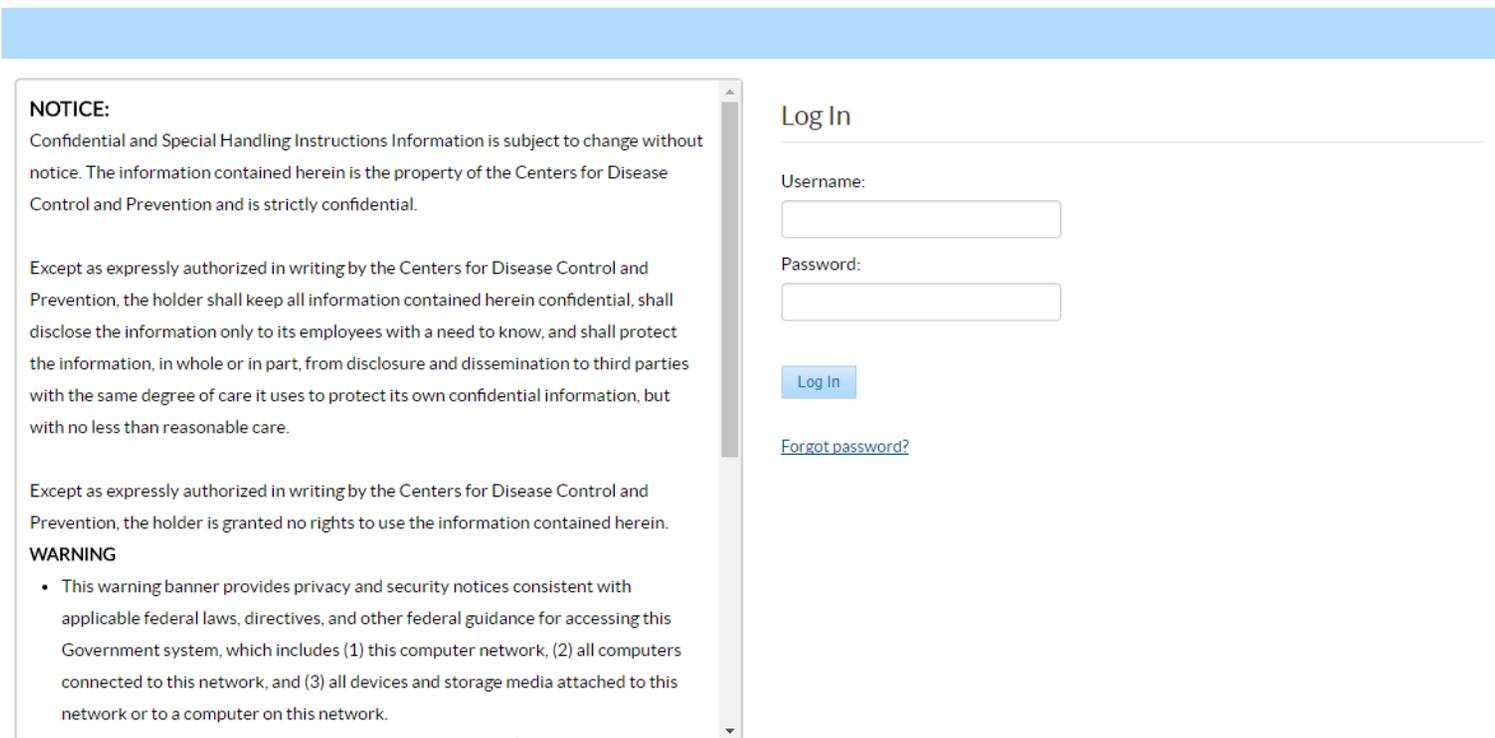
INTRODUCTION

This training document provides instruction on how to log in and navigate the main features of the National Outbreak Reporting System (NORS). For further instructions on how to complete an outbreak report, please see our other training documents located at www.cdc.gov/nors/training/index.html.

New users should first obtain a NORS username and password. New user accounts can be obtained by contacting your NORS Reporting Site Administrator (RSA).

LOGIN PROCESS

The Confidential and Special Handling Instructions Information is located on the NORS Login screen. All users should read this notice periodically before logging into NORS.



The screenshot displays the NORS login interface. On the left, a scrollable notice box contains the following text:

NOTICE:
Confidential and Special Handling Instructions Information is subject to change without notice. The information contained herein is the property of the Centers for Disease Control and Prevention and is strictly confidential.

Except as expressly authorized in writing by the Centers for Disease Control and Prevention, the holder shall keep all information contained herein confidential, shall disclose the information only to its employees with a need to know, and shall protect the information, in whole or in part, from disclosure and dissemination to third parties with the same degree of care it uses to protect its own confidential information, but with no less than reasonable care.

Except as expressly authorized in writing by the Centers for Disease Control and Prevention, the holder is granted no rights to use the information contained herein.

WARNING

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

On the right side of the screen, the "Log In" section includes a horizontal line, a "Username:" label with an input field, a "Password:" label with an input field, a blue "Log In" button, and a blue link for "Forgot password?".

On the NORS login screen, pictured in the screenshot to the right, enter your username and password and click the “Log In” button. If you have forgotten your password, click on the link below the “Log In” button labeled “Forgot Password?”

Log In

Username:

Password:

Log In

[Forgot password?](#)

On the “Forgot Password?” page, enter your NORS username and click the button for “Reset Password.” A new, temporary password will be emailed to you using the email account associated with your NORS username.

Forgot Password?

Username:

Reset Password

[Back to Login](#)

After successfully logging in to NORS, new users will be directed to the NORS Terms of Use and Rules of Behavior. New users should read the Terms of Use and Rules of Behavior carefully. After reading the rules, check the box labeled “I have read the above document and agree to the Rules of Behavior,” then click the “Continue” button. Anytime the Rules of Behavior are updated, all NORS users will be directed to this page upon logging in and will need to read and accept the rules before continuing to the NORS home page.

TERMS OF USE

Version: 1.4
Date: 6/7/2016

This document covers the following CDC systems:

1. National Outbreak Reporting System (NORS)
2. One Health Harmful Algal Bloom System (OHHABS)

INTRODUCTION TO TERMS OF USE

Terms of use for the National Outbreak Reporting System (NORS) and the One Health Harmful Algal Bloom System (OHHABS) provide general instructions on appropriate use and apply to any persons with a NORS or OHHABS user account. All users are required to read this document and confirm acceptance before access to NORS or OHHABS is granted.

The NORS and OHHABS terms of use do not replace existing policy. Rather, they supplement standard security policies. Written guidance cannot cover every contingency, therefore users should augment the terms of use using their best judgment and highest ethical standards to guide their actions.

These principles are based on federal laws, regulations, and directives. There are consequences for failure to comply with the terms of use. Violation of these terms may result in suspension of access privileges and criminal and civil penalties.

CDC administrators may periodically monitor NORS, OHHABS, and user activities for purposes including, but not limited to, troubleshooting, performance assessment, usage patterns, indications

I have read the above document and agree to the Rules of Behavior

Continue

NORS HOME PAGE

The NORS Home page contains four sections: Quick Start, Message Board, Notifications, and Active and Finalized Outbreak Reports.

Quick Start: The Quick Start menu allows users to quickly open or create reports or manage user accounts.

- **Open an existing report:** Users can search for an existing report by CDC ID or State ID or by using the “Advanced search” link. As the user types a CDC or State ID in the Quick Start search, a dropdown will offer auto-complete suggestions.
- **Recently opened:** The State IDs of up to six reports that have been recently viewed will be displayed. Users can click on the report name to open that report.
- **Create a new report:** This link will only appear for users with administrative or read-write access. Clicking this will display the four variables required to begin a NORS report (State ID, first ill date, number of primary cases, and transmission mode). To learn how to complete a report, see the training documents available at www.cdc.gov/nors/training/general.html.
- **Manage Users:** This link will only appear for administrative users. Clicking this link will take the user to the “Users” page, where they can view, edit, add, and delete users.

The screenshot shows the NORS Home page with a navigation bar at the top containing 'Home', 'Reports', 'NORSDirect', 'Administration', and 'Help' menus, along with 'Account' and 'Log out' options. The main content area is divided into four sections:

- Quick Start:** Includes a search box for 'CDC or State ID', an 'Advanced search' link, a 'Recently Opened' list with report IDs (e.g., 2013-2698, 20130060), and links for 'Create a new report' and 'Manage users'.
- Message Board:** Displays a message from 'Last updated 6 days ago' regarding updates to NORS 2.0 on 01/26/2013, with a 'View full message' link.
- Notifications:** Shows three notification items: 'No Reports were imported with NORSDirect today.', 'There are 8 Pending NORSDirect Reports. [Resolve](#)', and 'There are no new or updated CaliciNet records for your agency.'
- Active and Finalized Outbreak Reports:** Features a stacked bar chart showing data from 2010 to 2017. The chart has two categories: 'Finalized' (blue) and 'Active' (orange). The y-axis ranges from 0 to 5000. The data shows a significant number of finalized reports in 2010, 2011, and 2012, with a sharp decline in 2013 and very low activity from 2014 onwards.

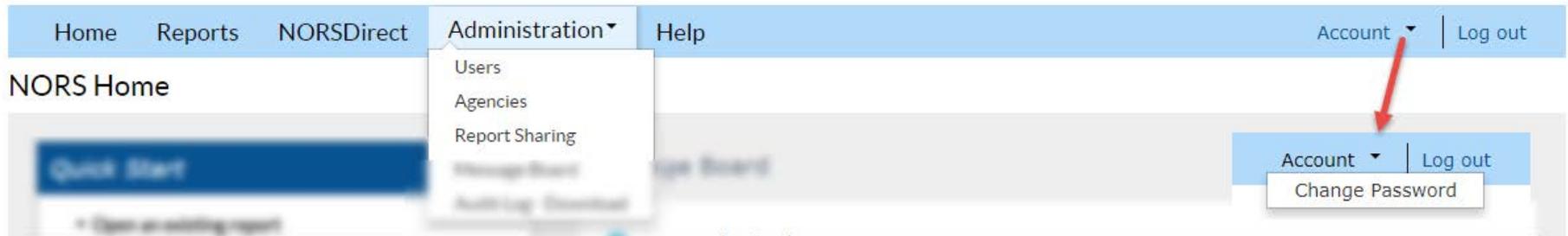
Message Board: Important messages from the CDC NORS Administration team, such as information on new features and bug fixes, will be posted here. Click on “View full message” to view an expanded version of the Message Board containing all recent information.

Notifications: Users will see notifications on reports recently imported through NORSDirect, pending NORSDirect items, and any new or updated CaliciNet records for their NORS reporting agency.

Active and Finalized Outbreak Reports: All users will see a histogram of finalized and active outbreaks for their NORS reporting agency. Reports for all modes of transmission are displayed by default. Using the provided drop-down box, users may choose to display data for a specific mode of transmission.

NAVIGATION BAR

The navigation bar at the top of the NORS website contains five major sections: Home, Reports, NORSDirect, Administration, and Help. On the right side, the navigation bar also displays “Account”, which contains the “Change Password” link, and the “Log out” link. All users should log out of NORS once they are finished working with the system. Users are also automatically logged out of the system after extended periods of inactivity.



Home: To navigate to the NORS Home page at any time, click the Home button at the top of the screen. Users may also click on the NORS logo on the top right of the screen to be directed to the NORS Home page.

Reports: This link will direct users to the Reports page, where users can then search for, view, edit, and update existing reports, create a new report, and download data from existing reports as Excel spreadsheets or PDF files.

NORSDirect: Users who have been granted access will see a link to NORSDirect, a feature that allows reporting sites to upload outbreak data from their existing state reporting systems into NORS.

Administration: The Administration button contains a drop down menu. Administrative users will see additional links to manage user accounts (Users), add or edit a NORS reporting agency (Agencies), and grant temporary report read/write access to outside users or agencies (Report Sharing).

Help: All users will see a link to the NORS Help page, which contains guidance documents on how to fill out the NORS forms, terms of use documents for NORS and NORSDirect, and contact information for the NORS Administration team.

REPORTS

This page allows users to search for and open existing reports, create new reports, and download data from existing reports. Users can reach this page by clicking the “Reports” link in the top navigation bar or the “Advanced search” link in the Quick Start menu on the NORS Home page.

Search Reports: Users can search for reports by CDC ID or State ID, First Ill Date, and Primary Mode of Transmission. Results can also be limited by Author Site/Agency and whether there are any matched CaliciNet Records. Once the search parameters have been selected, clicking the “Search” button will run the search. Clicking the “Clear” link will clear all search parameters.

View and Select Reports: Reports that meet the search criteria specified will appear here. When no criteria are specified, all reports accessible to the user will appear here. Users can download reports by clicking the PDF icon in the far right column. Users can sort the reports in the table by clicking on the column headers.

The screenshot displays the NORS Reports interface. On the left is the 'Search Reports' sidebar with filters for CDC or State ID, First Ill Date (From: 9/28/2012, To: 9/28/2017), Primary Mode of Transmission (Food, Water, Animal Contact, Person-to-person, Environmental contamination, Other/Unknown), Author Site/Agency, and CaliciNet Records. A 'Search' button and 'Clear' link are at the bottom. The main area is titled 'View and Select Reports' and contains a table of reports. At the top of the main area are buttons for 'New Report', 'Choose action' (a dropdown menu), and 'Download'.

CDC ID	State ID	Primary Mode of Transmission	First Ill	Report Status	CDC Status	Agency	Site	Report Author	PDF
45458	read_only_test	Person-to-person	09/19/2017	Active		Colorado Department of Public...	Colorado	mwiksw_RO	
45457	test	Animal Contact	09/19/2017	Active		CDC	CDC	wxu5	
45449	NORS_Training_New	Person-to-person	09/03/2017	Active		CDC	CDC	lkz5	
45450	7777777	Food	09/01/2017	Active		CDC	CDC	dwade	
45451	444444444	Food	09/01/2017	Active		CDC	CDC	dwade	
45461	TESTWATER17SEPT27	Water	09/01/2017	Active		CDC	CDC	AMiller	
45448	88888	Animal Contact	08/21/2017	Active		CDC	CDC	dwade	
45445	claire_test_water	Water	08/14/2017	Active		CDC	CDC	lkz5	
45442	5551212	Water	08/08/2017	Active		CDC	CDC	dwade	
45447	Claire_test_unknown	Indeterminate/Other/Unknown	08/01/2017	Active		CDC	CDC	lkz5	

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New Report: Users with administrative or read-write access can click this link to create a new report.

Choose Action:

Administrative users can edit the Report Status or Report Author of selected reports by using the “Choose action” drop down menu. Selecting an action in the “Choose action” menu will create a pop-up window where the user can update the report status or author as desired. Click “Save” in the pop up window to save the changes made.

Download: All users will see link to download the selected NORS reports in Excel, XML, or Access in flat or relational formats. If no reports are selected, all reports in the View and Select Reports window will be downloaded.

If you need assistance in completing other sections of NORS, please refer to the online training and guidance documents located at www.cdc.gov/NORS. For further assistance or for questions or comments, please email us at NORSAdmin@cdc.gov.