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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.
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?”

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.
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.
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](http://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.

**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.

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.