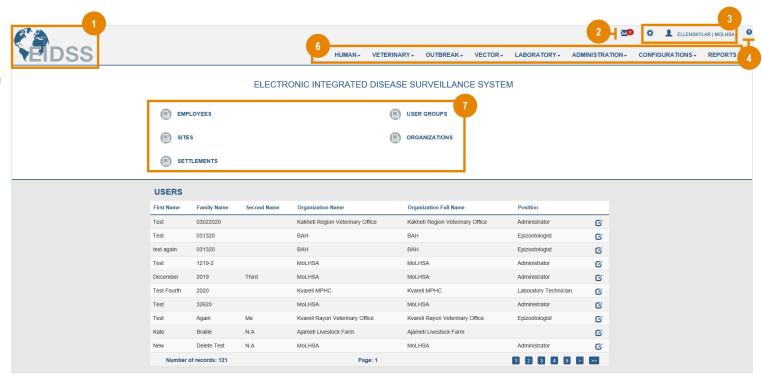
**DASHBOARD** 

## Navigate the EIDSS Dashboard

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An EIDSS user can manage individual settings, obtain step-by-step help for a task, and access necessary reports and records from the EIDSS Dashboard. The mainmenu options, icons, and grids displayed are based on user roles and permissions as determined by the system administrator. This quick guide presents information to navigate the EIDSS Dashboard.

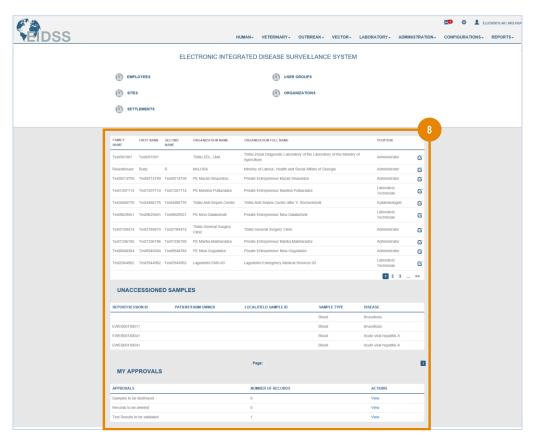


- 1. EIDSS Home enables access to the dashboard from any screen in the system
- 2. Notifications icon—enables access to Site Alert Messenger window; a red circle indicates the number of new notifications
- 3. User Settings enables access to user profile, modifiable settings, language selection, and LOGOUT link
- 4. Help button displays a screen-based list of step-by-step guides available in PDF and video formats and is accessible from any screen with associated guides
- 5. Training Resource links provide access to the EIDSS Resources Portal and Course Tracking System
- 6. Main Menu displays the logged-in user's installed modules as drop-down menus
- 7. Quick Access icons enable easy access to certain screens as customized by the administrator

DASHBOARD

## Navigate the EIDSS Dashboard

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- 8. Quick Access grid enables access to workflow-related reports and records through a grid defined according to user role; default grid options include:
  - Notifications displays a list of human disease reports not yet under investigation
  - My Notifications displays a list of human disease reports submitted by the logged-in user
  - Investigations displays a list of animal disease reports currently being investigated
  - My Investigations displays a list of animal disease reports under investigation by the logged-in user
  - Unaccessioned Samples displays a list of unaccessioned samples for the logged-in user's lab
  - Approvals displays a list of the requested approvals for the logged-in user's lab
  - My Collections displays a list of vector surveillance records currently in process by the logged-in user
  - Users displays a list of all users in the system