Home Page

The NESIIS home page opens after you have provided a valid organization code, username, and password. The home page of NESIIS is divided into several sections.

Menu Bar

At the top of the screen toward the right side, you have several menu options. These menu options will appear on every screen within NESIIS. The options available are the following:

1. Home: Clicking this menu option will return you to the NESIIS home page from anywhere in the system.

2. Manage Access/Account: Clicking this menu option will bring you to the post-login page, where you may switch organizations, manage your account, manage access to other accounts, or access training options. Refer to the Managing Users and Organizations and Managing My Account chapters of this manual for more information on these functions.

3. Logout: Clicking on this menu option will log you out of your current NESIIS session and return you to the Login screen. You may logout from any screen within NESIIS.

4. Help Desk: Clicking on this menu option will give you a screen with contact information for the NESIIS Help Desk.

5. Training: Clicking on this menu option will display any assigned training courses on the post-login page.

6. Online Help: Clicking on the light bulb in the right corner of the screen brings up page-specific help. Refer to the Appendix of this manual for more information on online help.

Directly below the menu bar is a row of information highlighted in a different color. This row contains your organization's name, your first and last name, and your role within the organization. If any of this information is incorrect, contact your organization administrator.

Menu Panel

The menu panel is color-shaded and appears on the left of all screens within NESIIS.

Menu Selections

The menu panel contains links — options that, when clicked, take you to the functions of the NESIIS Web application. These links, which include functions under Reports, Immunizations, Clients, Maintenance, and others, are used to navigate NESIIS. Your role will determine your access to these functions.

Announcements

The right hand portion of the home page, which has a white background, contains recent information on enhancements and maintenance relating to NESIIS. Recent announcements that have not been viewed will have "New" highlighted in yellow alongside them. Once you have viewed the announcement and returned to the home page, the "New" flag will disappear. To view a full announcement, do the following:

1. Click the underlined announcement title.

2. The NESIIS Announcement screen will display, giving full details and the posting date of the selected title.

3. Click the Return to Main Page link to return to the home page.

Release Notes

Release Notes are found under the Announcements section of the home page. This section contains information regarding new releases of NESIIS and features included in the releases. Release notes may be viewed in the

The inventory alerts section will appear on the NESIIS home page for users with Administrator and Inventory Control levels of access.

The inventory alerts section of the home page consists of two tables. The top table, Active Inventory That is Going to Expire, lists vaccines at each site that will expire within 60 days. The bottom table lists, by site, inventory that is nearly depleted.