Section 7:
ENGLink Interactive

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Access and Login Procedures

The New Look

Once you enter the new ENGLink website, you will immediately notice that things look different. We have overhauled the design of the application to be more appealing and accessible using the latest design methodologies and technologies. We have also made significant efforts to streamline many of the core processes used in the original ENGLink, making for a more intuitive user experience. All of the data and options from the first application are still available to users, only now organized into more logical groupings and according to function.

Access and Login Procedures

1. Go to: https://englink2.usace.army.mil/englink/
2. The page shown here will be displayed.
3. Notice the new ENGLink logo and banner at the top of the page (this will remain throughout the application).
4. The US Government Security notification is on the left.
5. The login information is on the right (including the CAC Authentication option).
   a. An employee can enter his/her UPASS User Name and Oracle password or
   b. Login with his/her CAC by clicking the Authentication button.

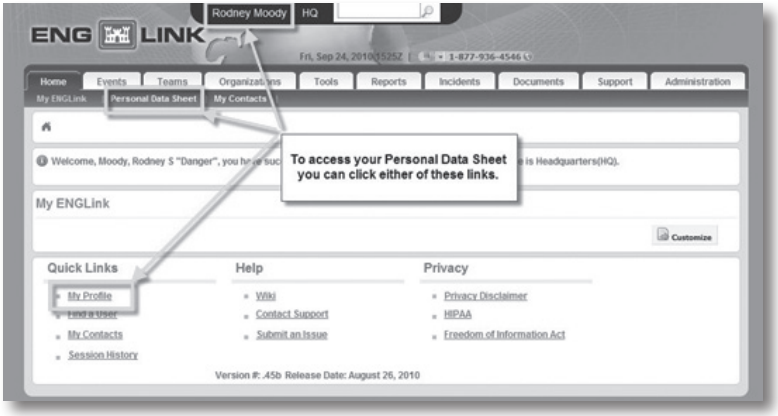
Note:

A user must manually log into ENGLink and register his/her CAC information prior to using the CAC login capability.

Accessing the PDS and Registering/Updating CAC

Accessing the Personal Data Sheet

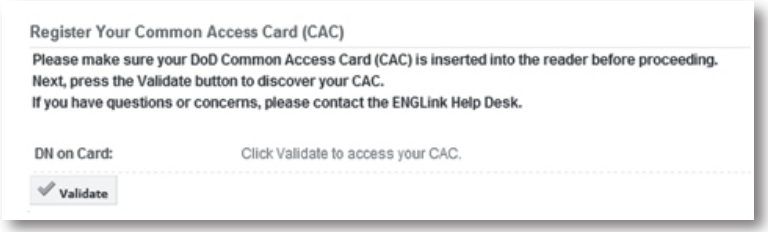
1. While on the new ENGLink homepage, an employee can open his/her PDS by clicking one of three options (each highlighted below).



2. A privacy act notice will appear.
3. After reading the notice, click the “X.”
4. The employee’s PDS will display.

Register/Update CAC

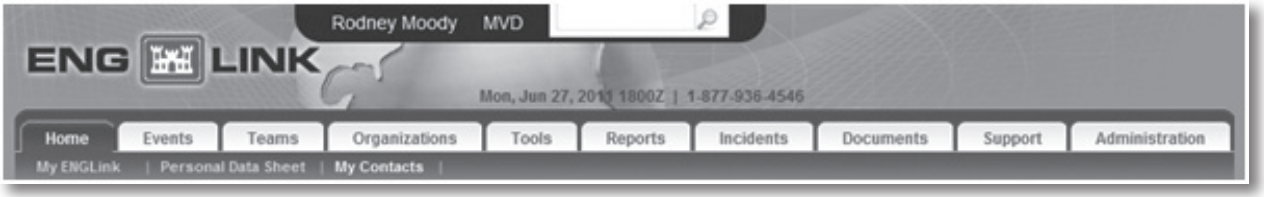
1. Click the CAC tab on the PDS.
2. Click the Register/Update CAC link.
3. Click the Validate button to allow ENGLink to access and validate your CAC.



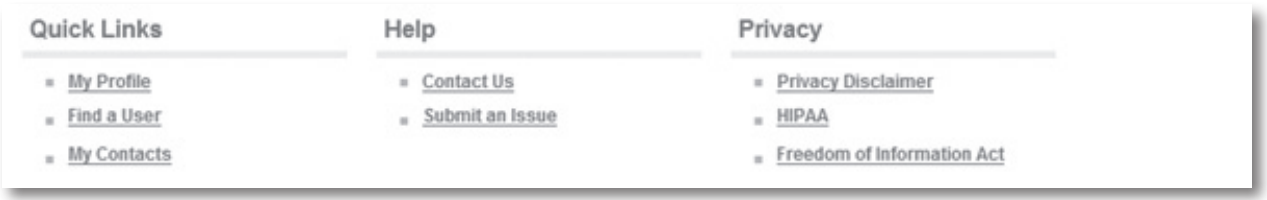
4. Once the certificate information has been found and listed, click the “Register This Card” button.
5. The User Preferences page will display and the CAC Registration field will display “Registered.”
6. The next time you login to ENGLink, click the Authenticate button on the login page and ENGLink will allow you to login using your CAC.

ENGLink Toolbars and Navigation Menus

Across the top of the ENGLink window and beneath the header is a series of tabs. Each tab is a functional area of the new ENGLink and, when clicked, allows users to access a range of information. The default tab is Home.



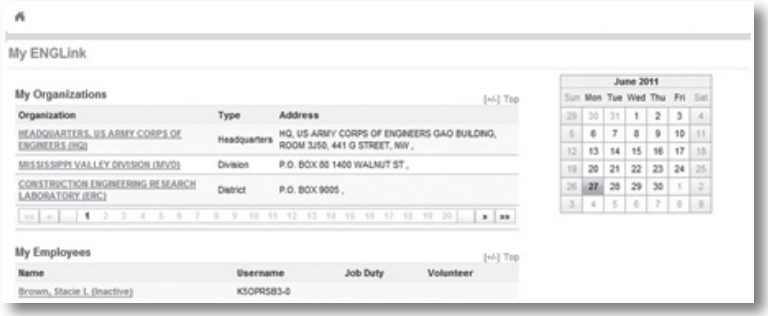
Note:
The tabs across the top of the page as well as the footer information at the bottom remain visible throughout the application. Regardless of the information being viewed, these areas are always available for users to click.
At the bottom of the application are several links that provide users with quick access to items such as the PDS, locating a user, contacts, contacting the Help Desk or submitting an issue, and privacy information.



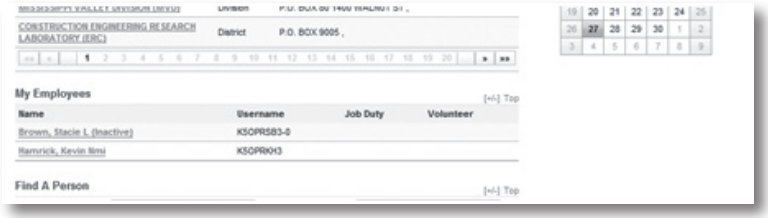
ENGLink Home Page

The home page is divided into three sections:

My Organizations:
- Lists the organizations to which the user belongs
- Lists the type of each organization
- Lists the address of each organization
- A navigation bar is present for the user to scroll through and view the organizations to which he/she belongs.



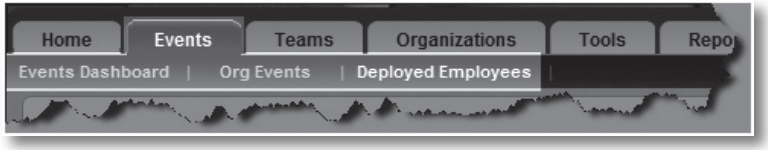
My Employees:
- Lists the employees that have selected you as their immediate supervisor
- Lists the subordinate's user name
- List the subordinate's job title
- List the subordinate's volunteer status

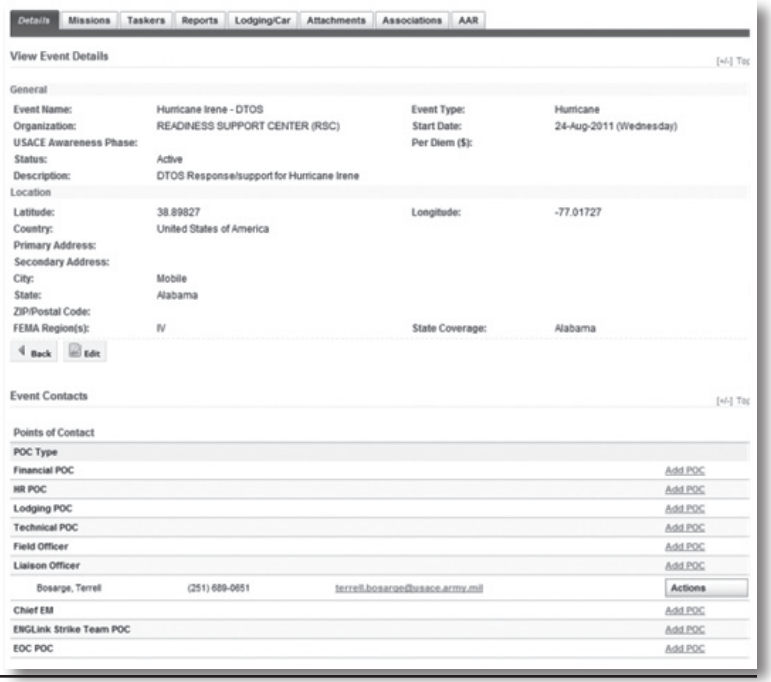


Find a Person:
- Enables searching for an employee
- You can search by first, middle, last, or nickname
- Once your search criteria have been entered, click the Search button

Viewing Event Information

1. While in ENGLink, click the Events tab.
2. The Events tab has three sub-links.
   a. Events Dashboard: Allows access to all USACE events
   b. Org Events: Only allows access to events created by your organization
   c. Deployed Employees: Allows access to currently nominated or deployed employees
3. Clicking an event from the list will allow you to view items related to the event such as:
   a. Details (default tab)
   b. Missions
   c. Taskers
   d. Reports
   e. Volunteer Roster
   f. Lodging/Car
   g. Attachments
   h. Associations
   i. After Action Reports (AAR)





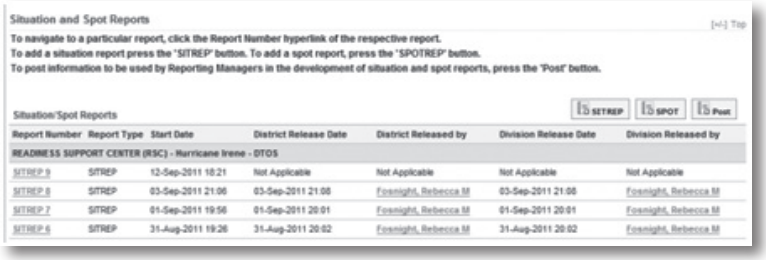
Event Reporting (SITREP/SPOTREP)

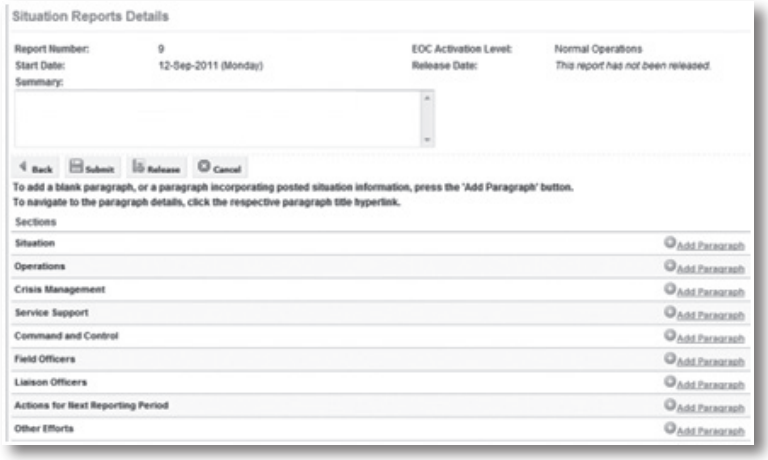
Event Reporting (SITREP/SPOTREP)

1. While viewing an event, click the Reports tab.
2. Once the Reports tab displays, a listing of the event's SITREPs can be seen.
3. Clicking the SITREP # will display the contents of that SITREP.

To create a new SITREP:

1. Click the SITREP button.
2. Update the SITREP Summary.
3. Click the Add Paragraph link to add a paragraph to each section.
4. Once finished, click the Submit button to save your progress.
5. If the SITREP is complete, an Emergency Manager can click the Release button to release the SITREP to higher command.

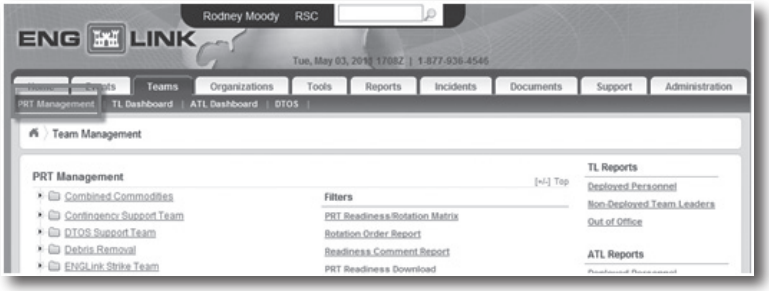


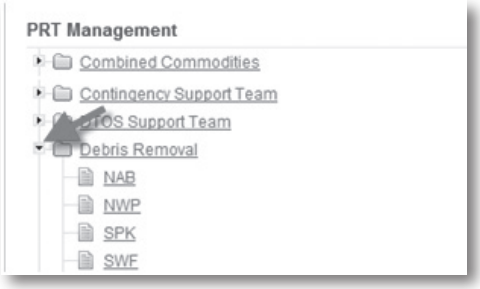


Note:
A SITREP must be released before a SPOTREP or new SITREP can be created.

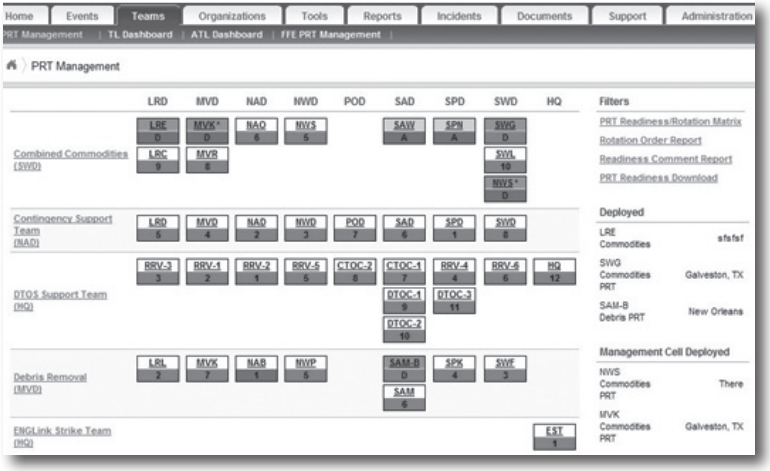
Planning & Response Team

1. Login to ENGLink.
2. Click the Teams tab.
3. The Teams page will display. Click the PRT Management breadcrumb link.





4. The PRT Management page will display.

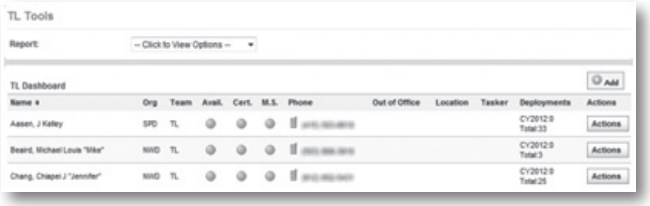


Note:
While viewing the Teams page, you can expand the folder for a team in order to view a specific team within a mission type.

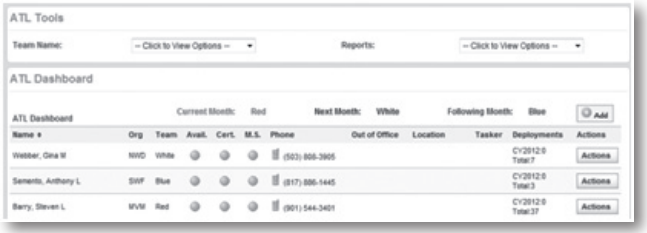
TL/ATL Dashboard

1. Login to ENGLink.
2. Click the Teams tab.
3. Click either the TL or ATL Dashboard sub-link beneath the Teams tab.
4. The chosen team dashboard will open.

TL Dashboard:
This Dashboard is a listing of all TL personnel, their availability, certification, and medical screening status. In addition, the TL's contact and deployment information can be seen.



ATL Dashboard:
This Dashboard is a listing (by team: Red, White, and Blue) of all ATL personnel, their availability, certification, and medical screening status. In addition, the ATL's contact and deployment information can be seen.

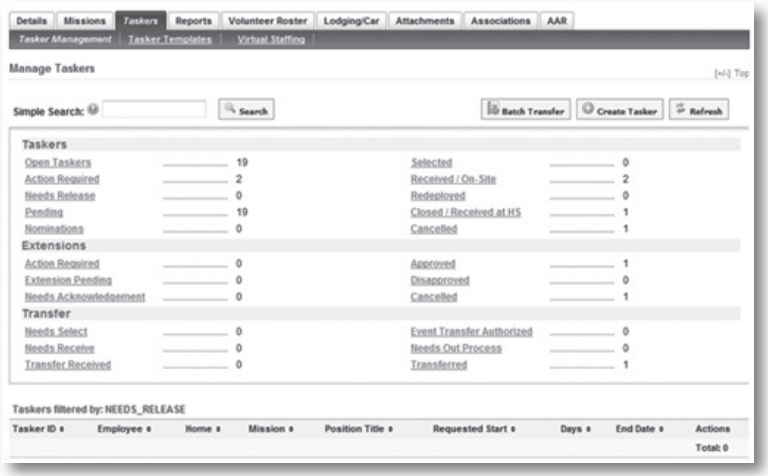


Tasker Management Dashboard

ENGLink has taken steps to make it easier to manage taskers during an event through the use of the Tasker Management Dashboard. Using the Dashboard, an employee can view the status of various taskers as well as how many taskers in a particular status exist, all on one page. Clicking the tasker status displays a listing of taskers with the selected status at the bottom of the page. Clicking a tasker number provides the employee with further management options.

At the top of the Tasker Management Dashboard, an employee can choose to search for a tasker number or a deployed employee's name using the Simple Search feature. Additionally, taskers can be created and personnel transferred using the Create Tasker and Batch Transfer options. Other options will appear as more personnel are deployed.

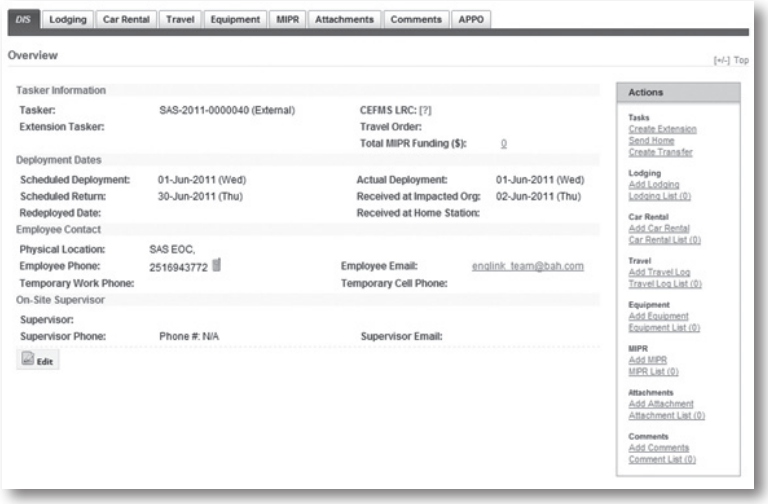
Note:
ENGLink no longer requires that an RO Template/RO Document be used. When personnel are needed, you should click the Create Tasker button and proceed from there. A virtual RO Document is built based on the fields updated when the tasker is created—this can be viewed by clicking the Virtual Staffing sub-link on the Tasker Management Dashboard page.



Deployment Information Sheet

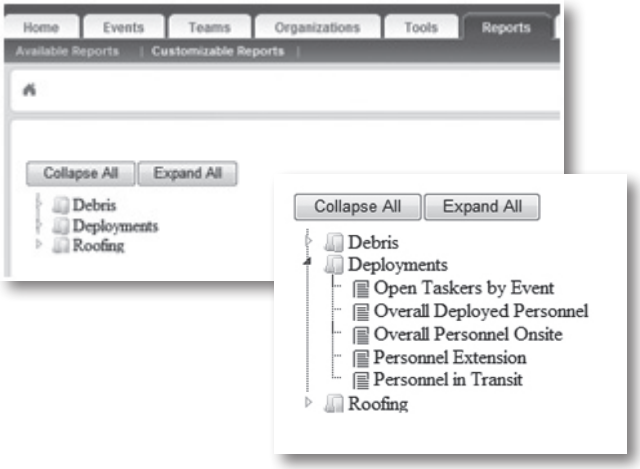
The Deployment Information Sheet (DIS) is an area where logistical and other personnel management information can be entered for each employee deployed to an event. The information entered on the DIS is used to populate a number of deployment reports for the event. The DIS is pre-populated with information from the employee's Personal Data Sheet and his or her tasker. The following information describes how to update an employee's DIS.

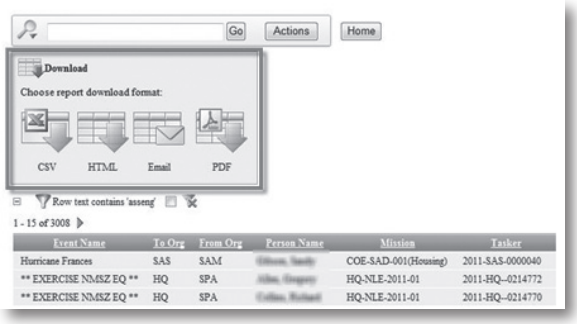
1. Open the Event.
2. Click the Taskers tab.
3. Click the Received/On-Site status link.
4. The employees with a Received/On-Site status will be listed at the bottom of the page.
5. Click the employee's name listed in the Employee column to open the employee's DIS.
6. The employee's DIS will display.



Available Reports

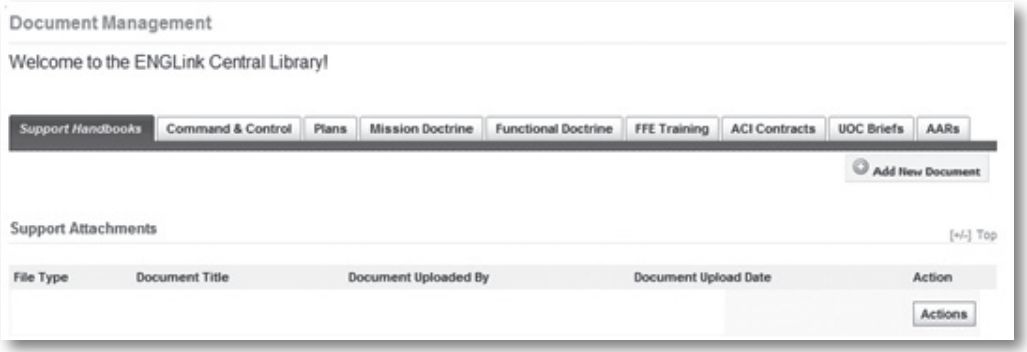
1. Login to ENGLink.
2. Click the Reports tab.
3. The page will default to existing Available Reports.
4. The list of reports is arranged in a tree structure and can be expanded by clicking the arrow icon to the left of each report's name.
5. Once expanded, the folder's contents will be listed. The contents are a link to that specific report.
6. Clicking the report will allow the user to view the contents of the report.
7. Once the report is displayed, the user can click the Actions button and select various filters to apply to the report in order to get the exact report that is needed.
8. When downloading the report, you are presented with the option of saving the report as an Excel CSV, an HTML file, attach the file to an email, or as a PDF document.





Document Library

1. While in ENGLink, click the Documents tab.
2. The Document Management-Central Library page will display.



3. The Document Management page uses tabs to organize documents into categories.
   a. The categories are:
      i. Support Handbooks
      ii. Command & Control
      iii. Plans
      iv. Mission Doctrine
      v. Functional Doctrine
      vi. FFE Training
      vii. ACI Contracts
      viii. UOC Briefs
      ix. AARs
4. Documents can be located by clicking a category.
5. Some categories will have sub-categories to click to get to a specific document.
6. Users with special permissions have the ability to add/remove documents from the library.

Contact ENGLink

If you have questions or need assistance, please contact the ENGLink Help Desk at 1-877-936-4546 or email us at englink@usace.army.mil

ENGLink Help Desk:

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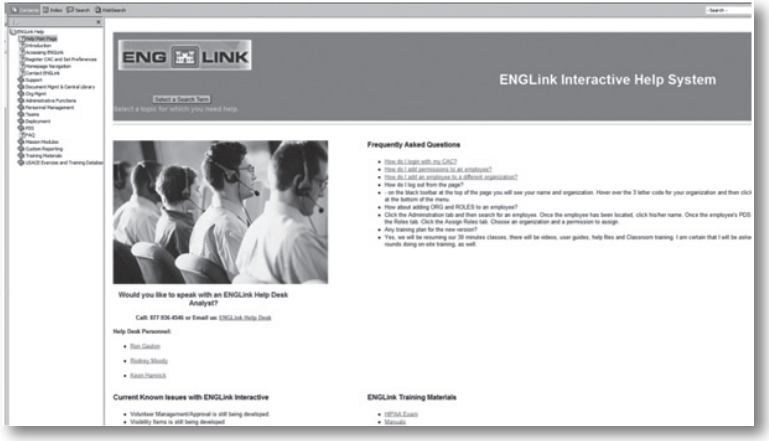
ENGLink Support
While using the new ENGLink, a new user can click the Help link at the bottom of ENGLink. This will open a new page with help files and links to various types of training materials (manuals, videos, tutorials, etc…).