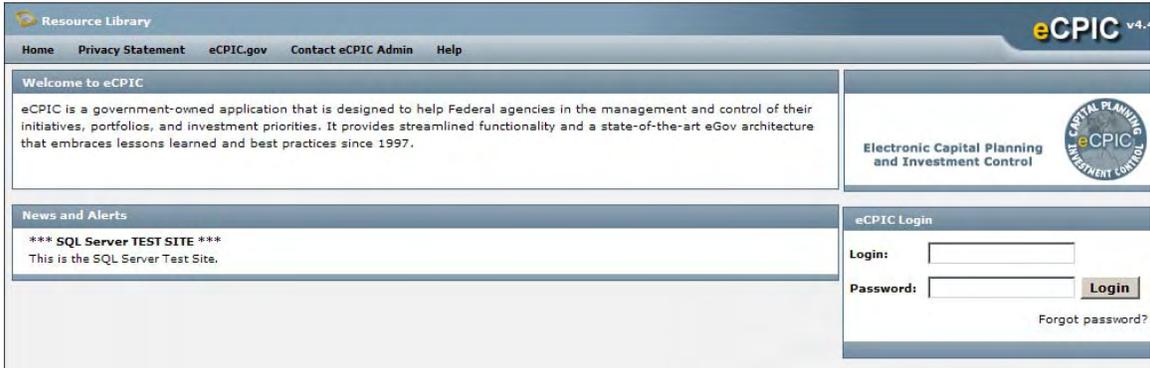


## 2. HOME PAGE

The Home Page gives a brief description about eCPIC and also shows any News and Alert information. At the Home Page, users can view the Public Resources from the Resource Library without having to login. This is the page that users will see each time they need to login to eCPIC.



### 2.1 Public Resource Library

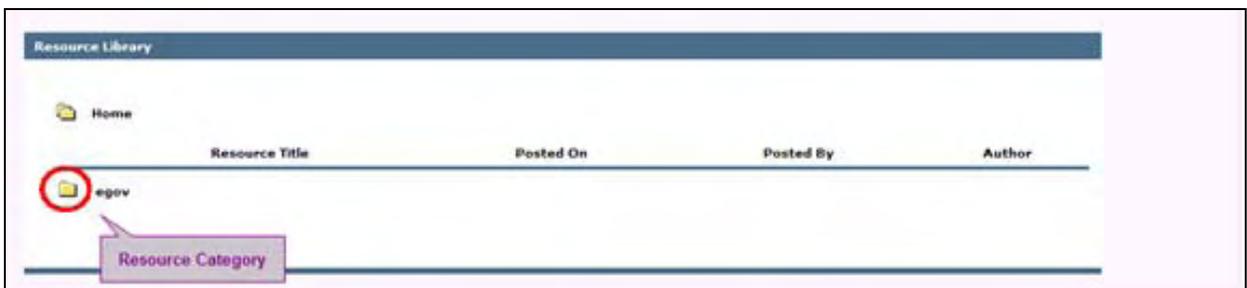
eCPIC offers the ability to access and download Public Reference materials from the applications Home Page. Public resource items are always associated with a Resource Category. Resource Categories are Agency-specific and defined in the Admin module by the System Administrator.

#### 2.1.1 Access Public Resources

To Access Public Resources:

1. Navigate to the eCPIC application at the URL provided by the System Administrator.
2. From within the Home Page, click on the **Resource Library** link.

This will open a pop-up window that contains a list of Resource Categories.

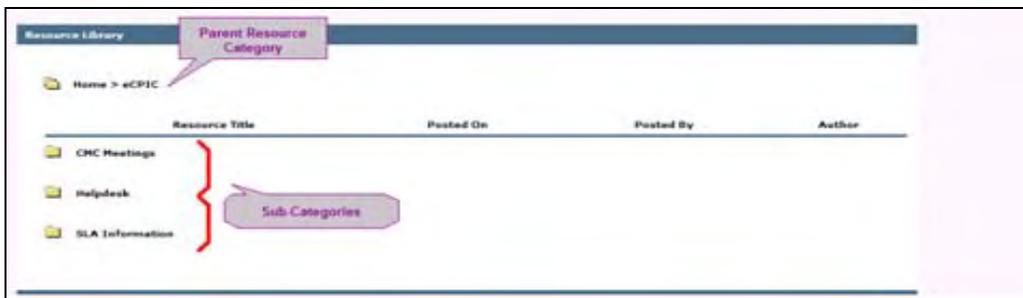


3. Click on a **Resource Category** to view the items that have been associated with it.

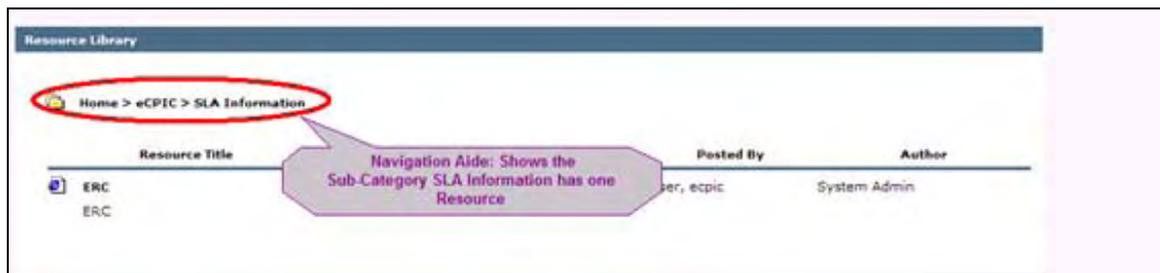


Each reference shows the type of resource (*Excel document, Website, Word, etc*), the title of the resource, the date it was posted, the name of the person who posted the resource, and the Author of the Resource.

Resource Categories also include sub-categories. Sub-categories can be nested many levels deep.



Navigation aides have been added to the pages to show what sub-category users are currently working on.



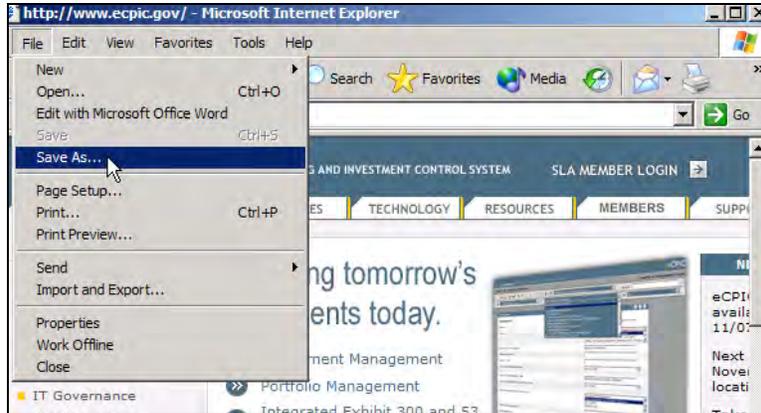
4. Click on the **Resource's Title** to open it within another browser window.



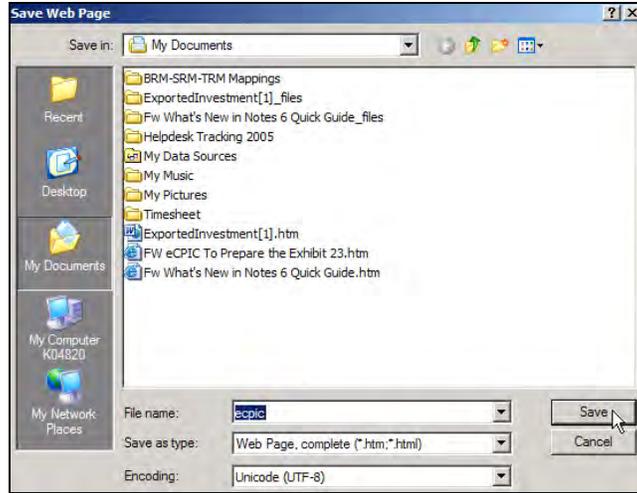
- To download the resource, highlight the **Resource's Title** in the Address box.



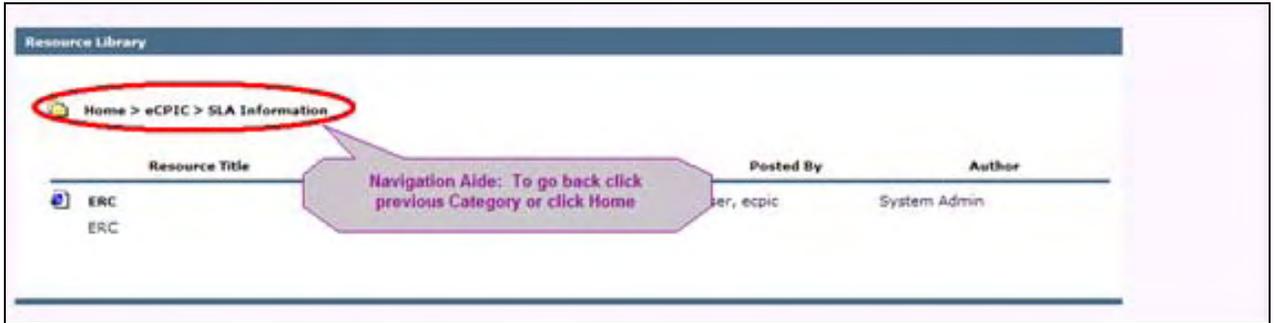
- From within the new window, click **File**.
- Select **Save As**.



- Enter the **Name** of the Resource and specify where to save it.
- Click **Save**.



In order to go back a page at any time, click on the previous Resource Category, Resource Title or Home.



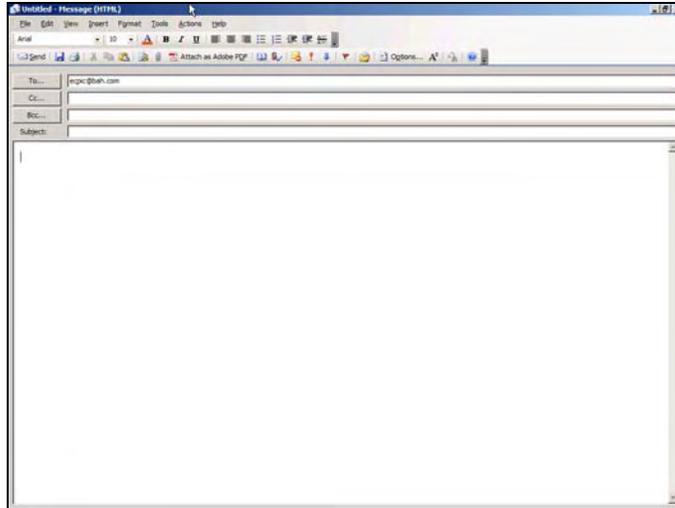
## 2.2 Link To eCPIC.gov

The link to [www.eCPIC.gov](http://www.eCPIC.gov) provides users with a quick and easy access to the online resource center for the eCPIC community. It also provides more detailed information about eCPIC including its history, features, technical overview and product support.

SLA Members (*Service Level Agreement*) can log in and have access to other features such as documentation, helpdesk support, CMC minutes, and other helpful resources. This website is referred as the **ERC - eCPIC Resource Center**.

## 2.3 Link to Contact eCPIC Admin

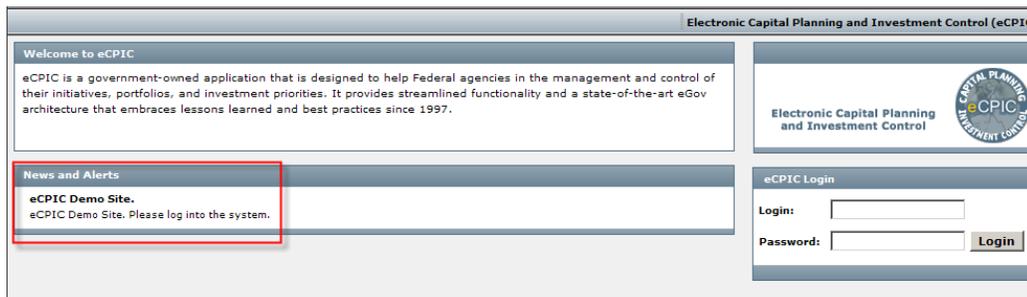
The link to contact eCPIC Admin provides users with a quick way to contact their agency’s eCPIC Administrator by email. Clicking on the ‘Contact eCPIC Admin’ link will compose an email using the user’s default email client that is addressed to the eCPIC Administrator.



If the agency has not defined an Administrator email address, this link will not be displayed on the homepage.

## 2.4 News and Alerts

News and Alerts are system-wide messages that have been generated by the System Administrator and are displayed on the Home Page for a specified period of time.



## 2.5 Logo Area

The Home Page also includes an area to display Agency's logo. By default, the eCPIC logo will be displayed here; however, an Agency has the ability to change this at install or an upgrade. This procedure will be found in the Version Description Document of a release.

