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Enterprise SOP Training Guide (Display User)

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+1.844.697.4357 | SUPPORT@AIMSHELP.COM

Section 1: Logging In

Log into Navy Single Sign On at the URL https://sso.webcentral.navymwr.org. Recommended Browsers are Edge and Chrome.

1

Sign In

Email Address

Password

Forgot password?

Sign in

For technical assistance contact
1-844-697-4357 or
support@aimshelp.com

Privacy & Security Notice

After entering your email address and password. You will then be prompted to enter your Personal Pattern Authentication (PIP).

Note: Your PIP is the PATTERN, not the numbers. The numbers will change every time you login.

2

Personal Pattern Authentication

0	4	1	1	0	4
1	2	0	5	0	1
5	4	3	4	3	1
5	3	3	5	1	3
5	3	2	2	0	0
5	4	2	2	2	4

Enter your Personal Identification Pattern (PIP) generated from the characters above.

PIN

Sign in

Click on the following path to launch the SOP Portal.
Application Access > Resources > N9 Enterprise Portal

3

Navy Single Sign On

Application Access

Application Access

Production

Staging
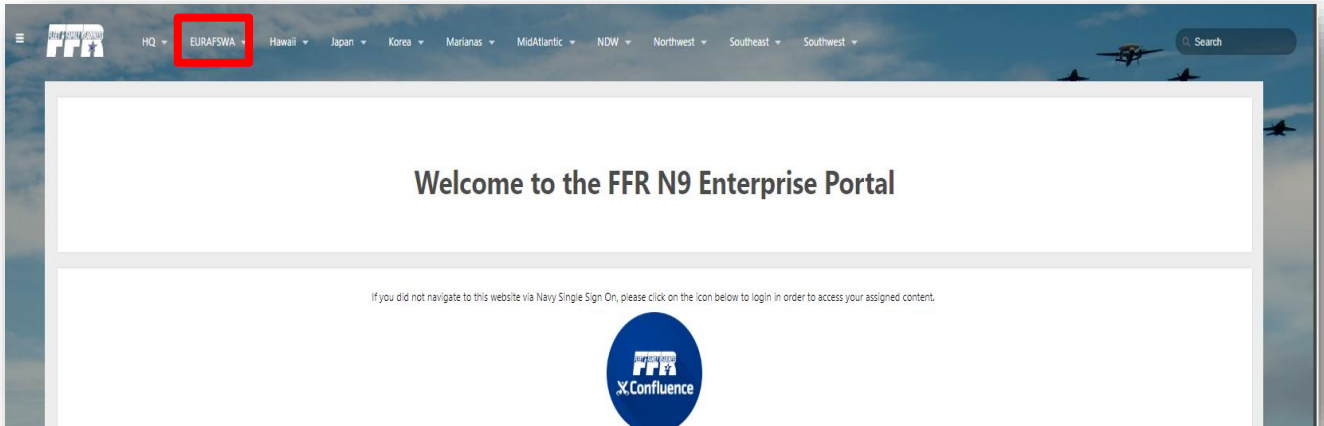
User Acceptance Testing

Management

Resources

X Confluence

N9 Enterprise Portal

Section 2: Page Navigation

After entering in your login information, you will be directed to the Portal Landing Page. Select your Region from the tabs located on the Navigation Bar.
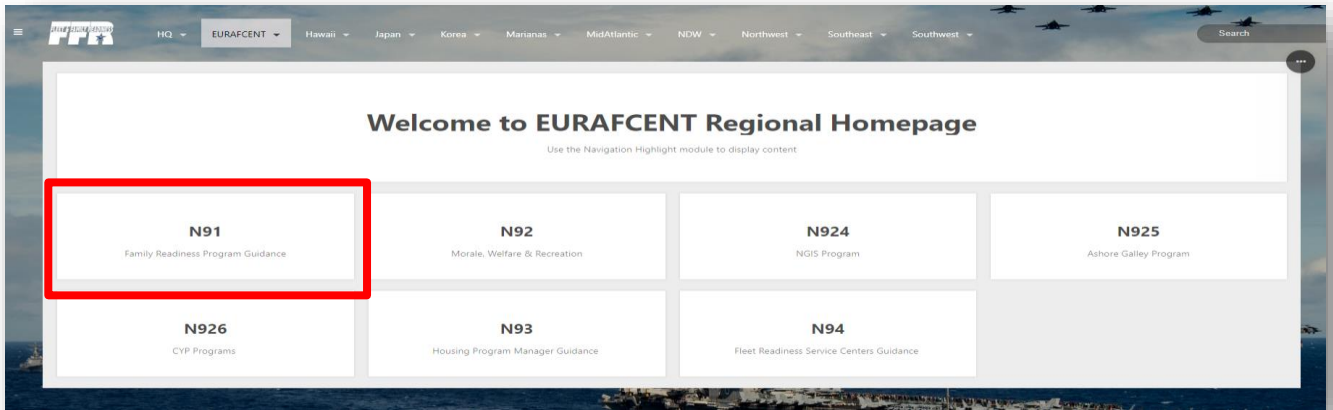

1. Check to see if the SOP you are looking for is in the Region section. Otherwise, click on your Installation. You can also go directly to your Ncode by using the drop down menu.
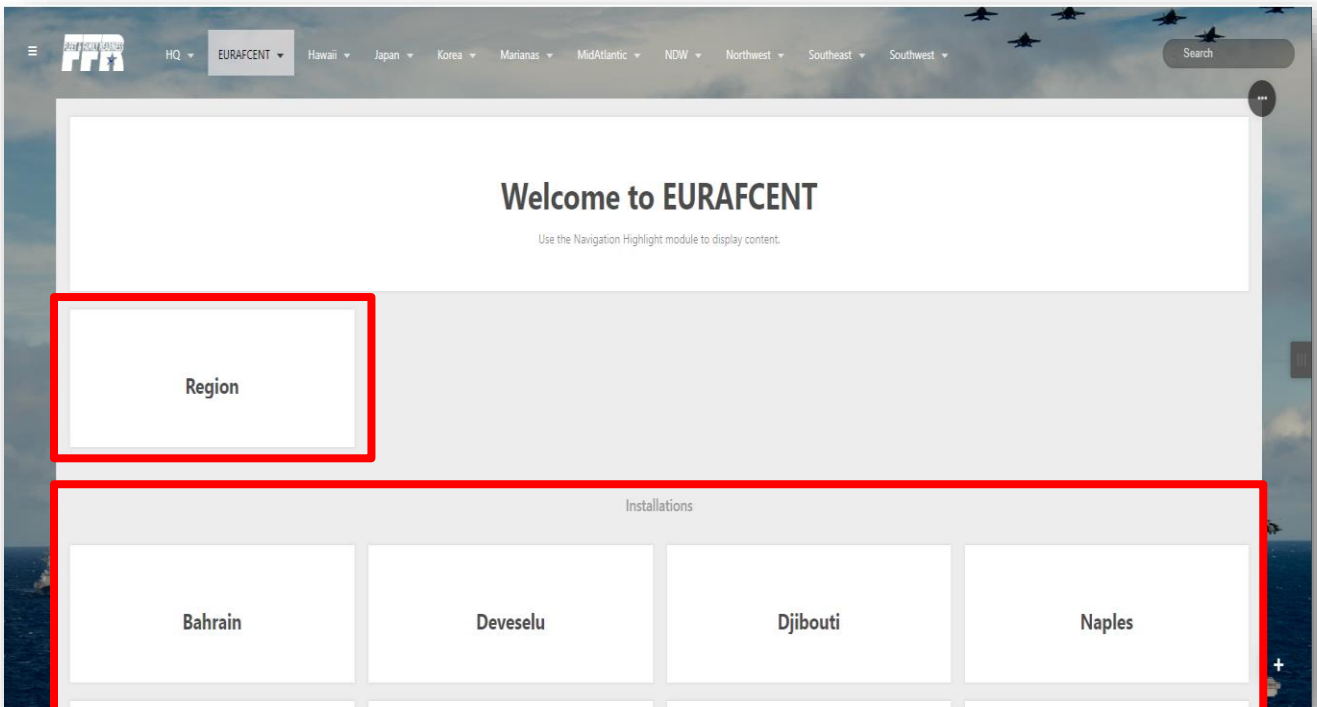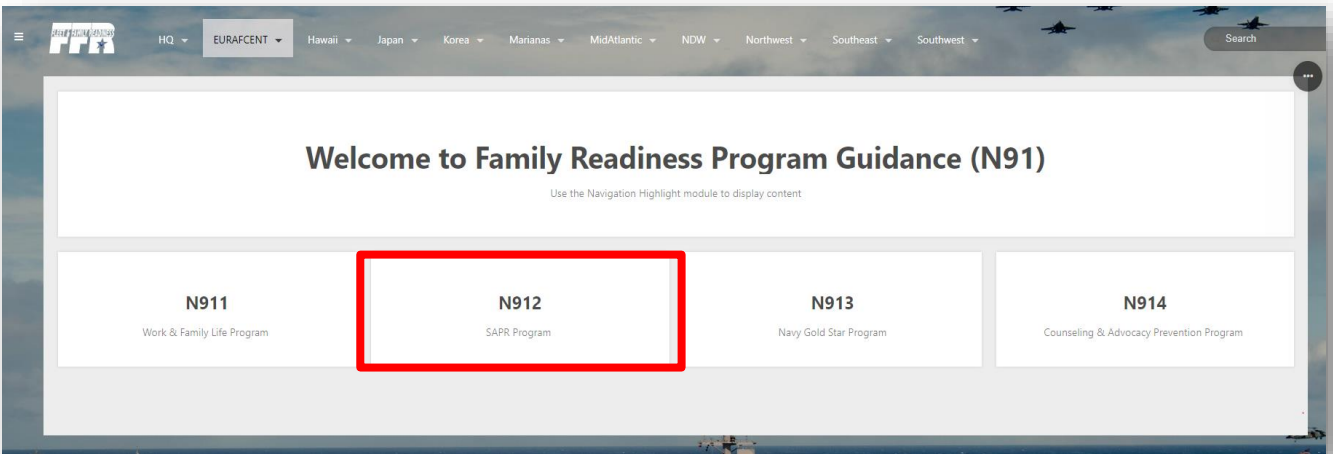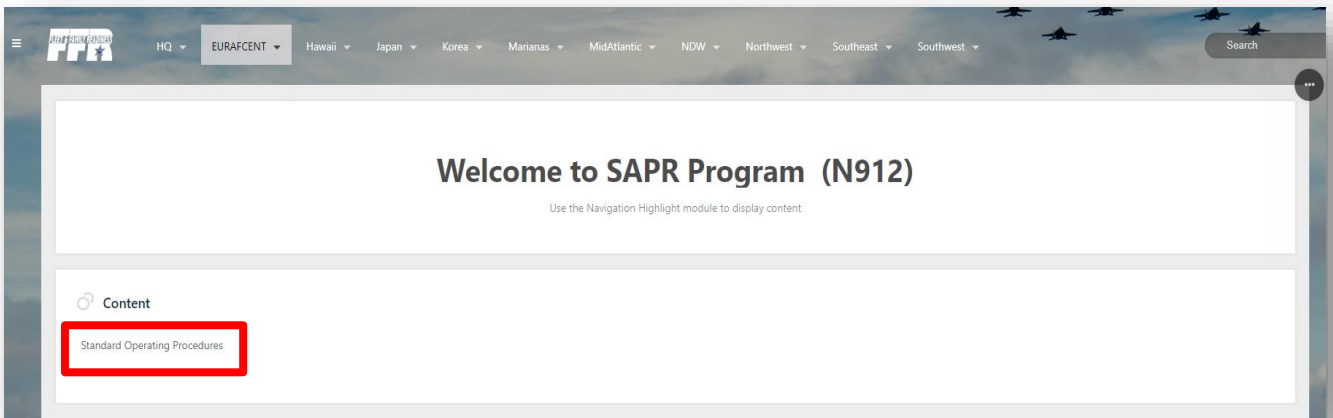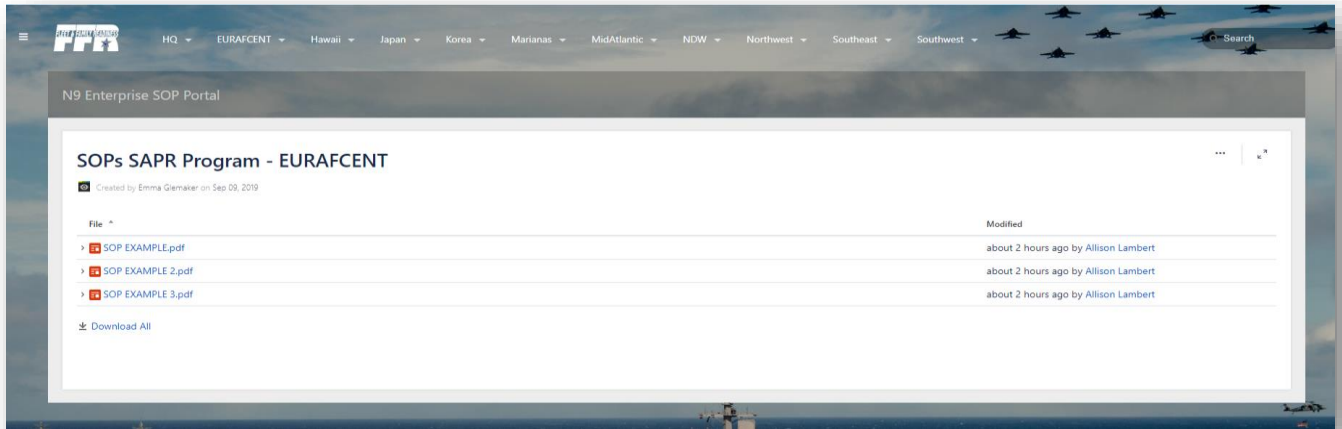
2. Selecting your double Ncode.

3. Select your triple Ncode.

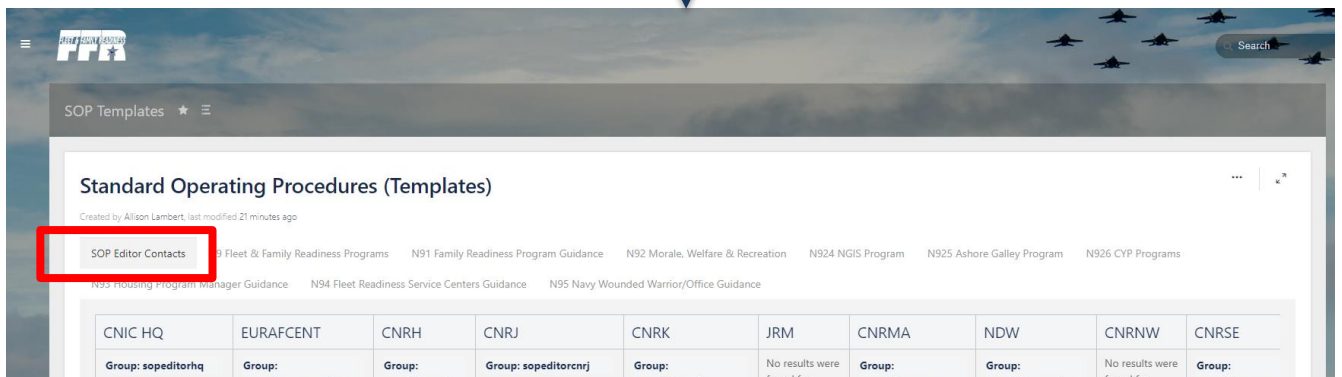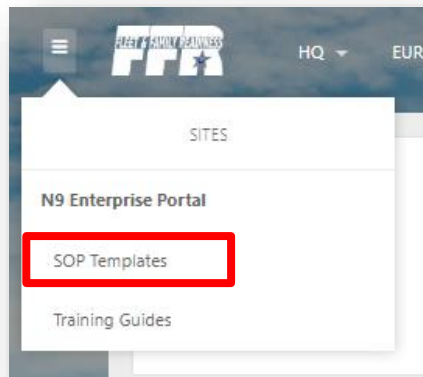## 4. Select "**Standard Operating Procedures**" from the Content list.

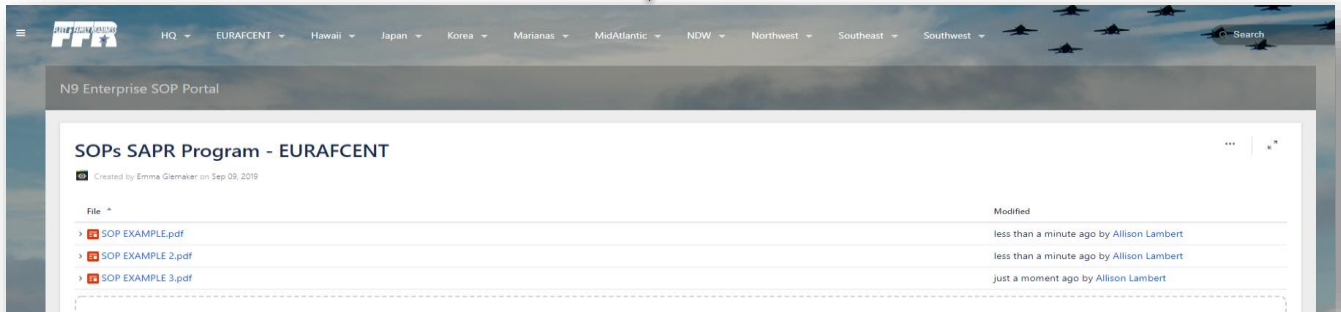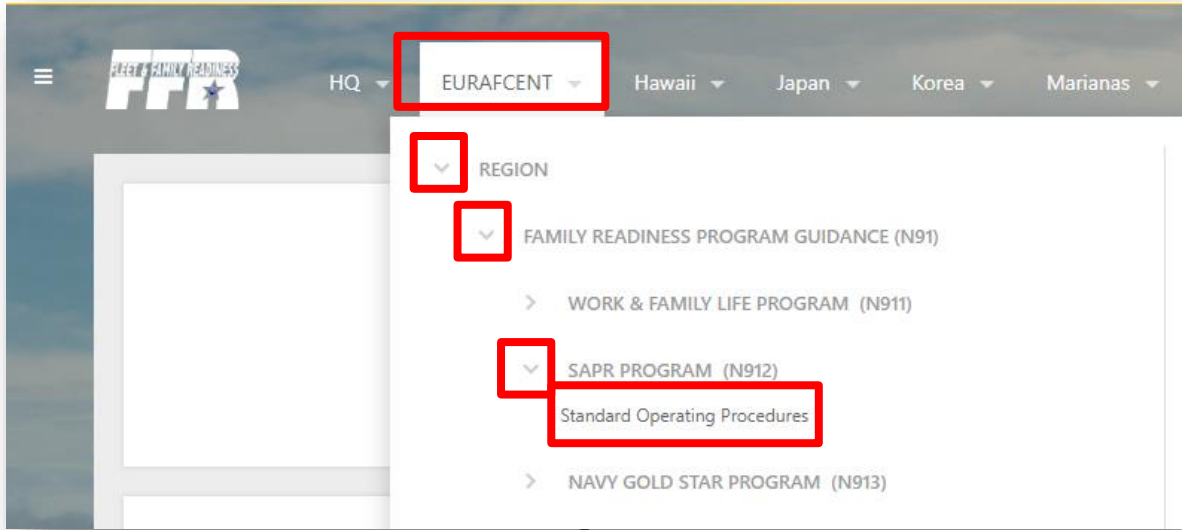5. All loaded SOPs will be available on this screen.

Note: If you do not find the SOP your looking for on your triple Ncode page check the SOP Template section to identify your SOP Editor.

SOP Templates are located under the triple line icon on the top left of the Navigation Bar.
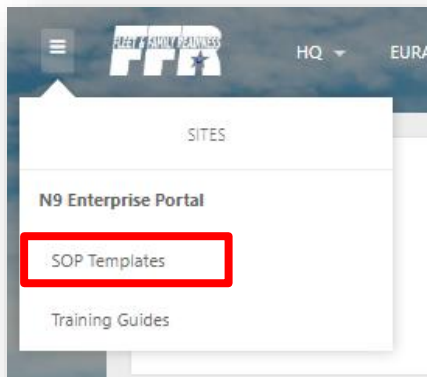
You can also go directly to your Ncode by using the drop down menu on the Navigation Bar.


If any content applies Enterprise wide you will find under the triple line icon on the top left of the Navigation Bar. This is where you will find the SOP Templates.

> **Note:** This guide is found under Training Guides -> Portal Guides -> Portal Training Guides -> Enterprise SOP Portal

Document Preview capabilities:

1. Download the image file.
2. Zoom in, out or fit the image to the width of your browser.
3. See other files attached to the Triple Ncode SOP page.
4. See previous versions of the document.
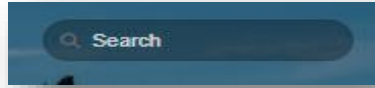5. Switch to a full screen presentation mode.
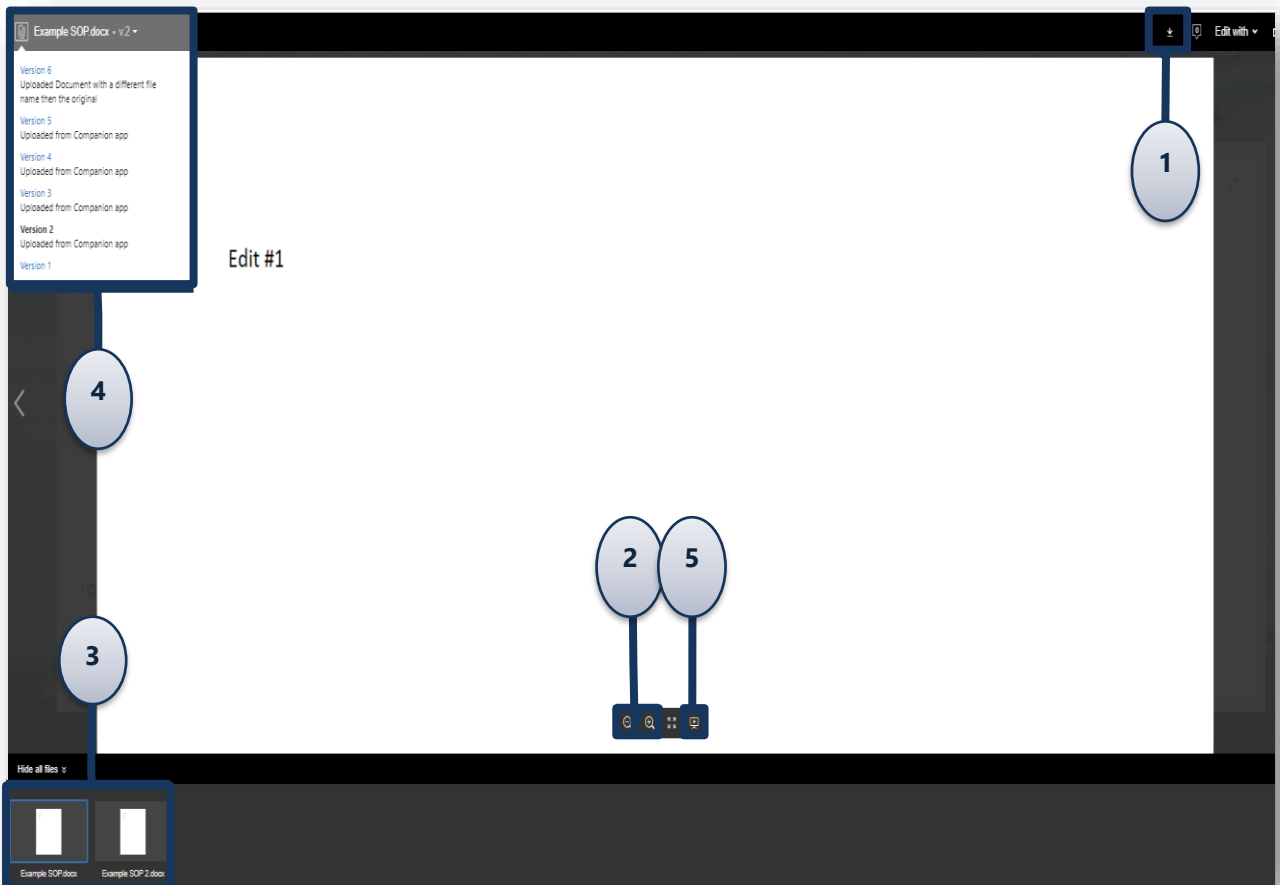
Note: The **"Edit with"** button is permission based. It will not display if you do not have the appropriate permissions.

Section 3: Searching

To open the search bar on the top right side of the page, click it to open the filters.
You can also type **/** on your keyboard to quickly open the search panel.

When you enter a search term, it looks for content in all spaces, pages, personal profiles, and space descriptions.

> **Note**: If you want to locate an exact phrase in a document surround the text with **quotation marks** in the search bar. Otherwise, it will look for each word in the phrase separately.

It also looks within the content of some attachment file types (Word, Text, PowerPoint, Excel, PDF, and HTML).

> **Note**: The search capability cannot search for content on images or scanned documents.
>
> **The PDF source must be a digitally entered document.**
> Example: If you save a Word document as a PDF you WILL be able to search for text in the document.
> If you took a hard copy of a Word document and ran it through the scanner to generate a PDF you would NOT be able to use the search capability in Confluence for this document.

Search results are based on your permissions, so you'll only see content you're allowed to view.
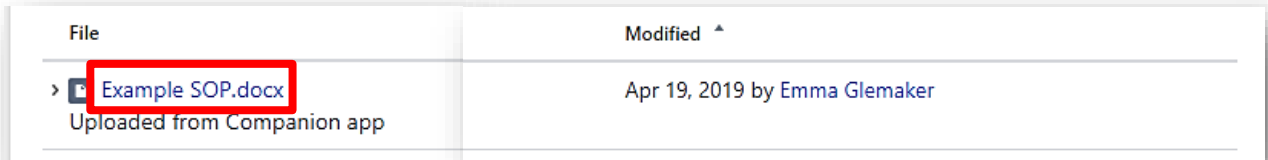
Filter By Options:
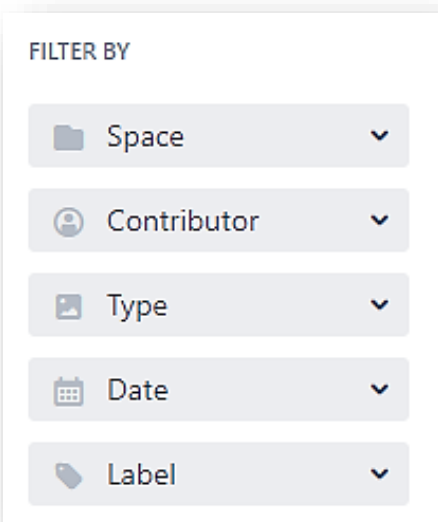
- The **Space** is "N9 Enterprise SOP Portal".

- Use the **Contributor** filter to restrict your search to content modified (created, updated, or commented on) by particular people.

- Use the **Date** filter to search for content last modified (created, updated, or commented on) within a particular period of time.

- Use the **Label** filter to search for content containing a specific label. Start typing the name of the label and choose from the list of possible matches.
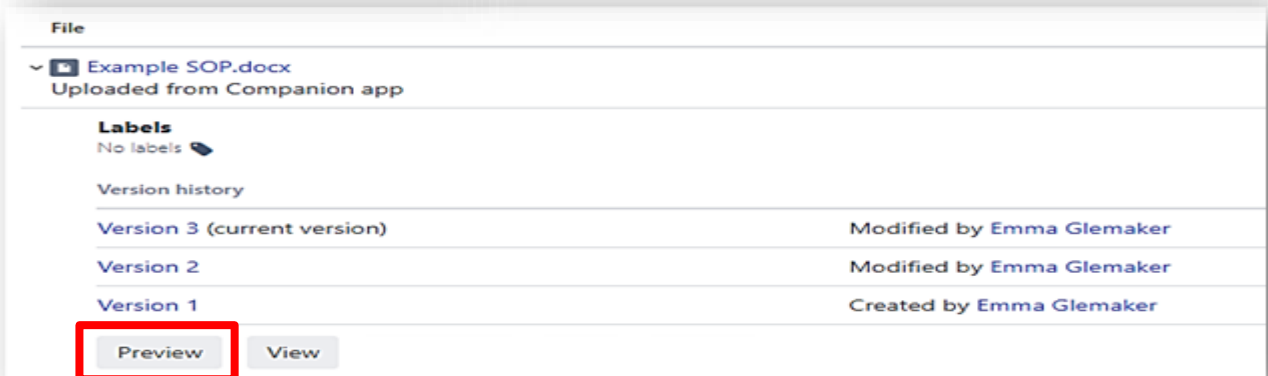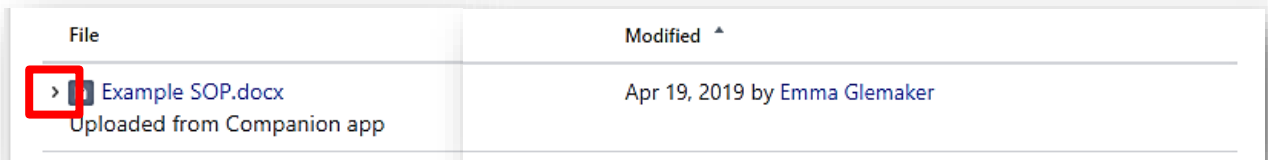
Section 4: Downloading an Attachment

After navigating to your triple Ncode's SOP page there are two ways to download a file.

1. **No Preview:** Click on the filename hyperlink to open the "Save As" window to your desktop.

File	Modified ▲
› Example SOP.docx Uploaded from Companion app	Apr 19, 2019 by Emma Glemaker

2. **Preview:** Click on the drop down arrow next to the name of the document. Then click "Preview".

File	Modified ▲
› Example SOP.docx Uploaded from Companion app	Apr 19, 2019 by Emma Glemaker

File	
∨ Example SOP.docx Uploaded from Companion app	
Labels No labels 🏷	
Version history	
Version 3 (current version)	Modified by Emma Glemaker
Version 2	Modified by Emma Glemaker
Version 1	Created by Emma Glemaker
Preview View	

The document preview will automatically open to the latest version. Located on the top right hand side of the screen you will see the tool bar below:
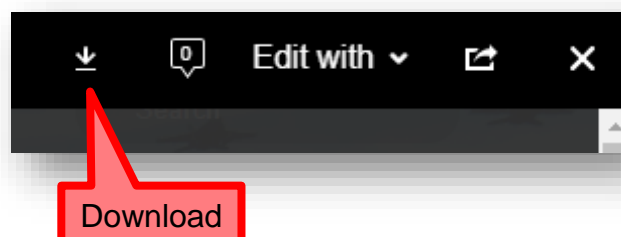
Download

If you select Download it will then prompt you with a "Save As" window to your desktop.