Section 7:
ENG*Link* Interactive

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Primary Address:

https://englink.usace.army.mil

Login using your U-PASS UserID and Oracle/Database password.

*Alternate Address:

http://www.englink.usace.army.mil

* This is a public address and is accessible from most anywhere. Once this page is displayed, the user must select the ENG*Link* logo to access and login to ENG*Link* Interactive.

ENG*Link* Training Server:

https://englinktrn.usace.army.mil

ENG*Link* Login Procedures
Accessing ENG*Link* Procedures

If on the USACE (CEEIS) network, complete the following steps:

1. Enter the ENG*Link* address https://englink.usace.army.mil.
2. A page with security information will be displayed. Select the “Please Click to Continue” link at the bottom of the page.
3. Enter your U-pass User Name (e.g., k5abcdef).
4. Enter your Oracle Database password.
5. If a security warning is displayed, select the “Always Trust” or “Grant Always” option, and select the “Yes” button.
6. The ENG*Link* home page will be displayed.

If not on the USACE (CEEIS) network, complete the following steps:

1. Enter the ENG*Link* Public web address http://www.englink.usace.army.mil.
2. Select the ENG*Link* logo to access and login to ENGLink Interactive.
3. Once the ENG*Link* Interactive page is displayed, select the “Please Click to Continue” link at the bottom of the page.
4. Enter your Upass User Name (e.g., k5abcdef) and your Oracle/CEFMS Database password.
5. If a security warning is displayed, select the “Always Trust” or “Grant Always” option, and select the “Yes” button.
6. The ENG*Link* home page will be displayed.

Note: To log in to the ENG*Link* Training Server at https:englinktrn.usace.army.mil, use your U-PASS User Name as your User Name and Password.

Computer Configuration

Network Access:
In order to access ENG*Link* Interactive, the computer must be connected to the Corps of Engineers Automated Plan (CEAP) network, Virtual Private Network (VPN), or through the ENG*Link* Public Proxy Server.

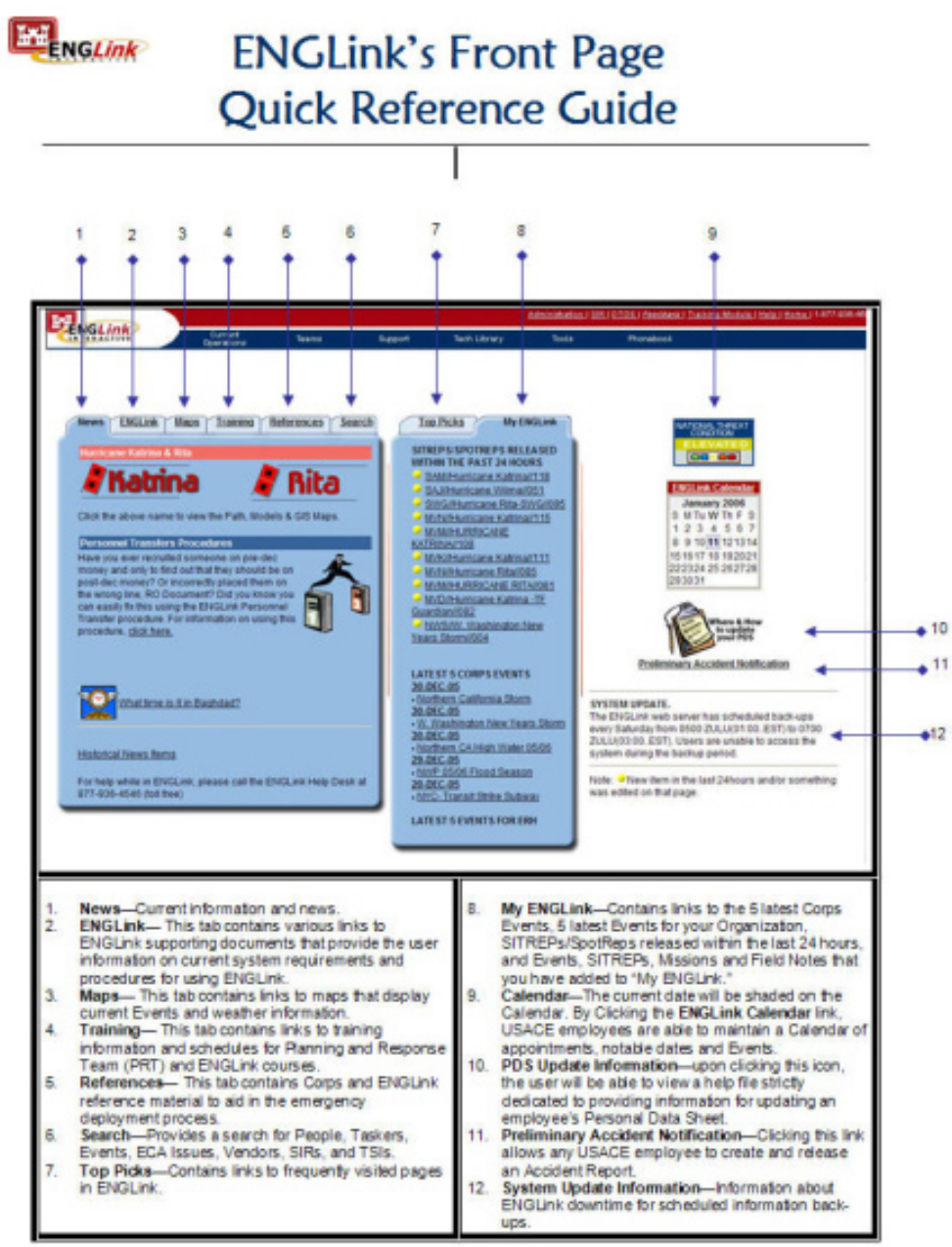
Required Browsers:
Once the computer is connected to the CEAP network, an Internet browser is required. Internet Explorer 5.01 or higher is recommended.

U-PASS Access:
All USACE employees have been granted ENG*Link* access. If a new employee does not have access, he/she must be granted U-PASS access in order to enter the ENG*Link* Interactive system. Users should contact the local U-PASS/IM administrator to have an account set up or to obtain a password. Access needs to be requested to have "ENG*Link* SID S0ENGLP1" capability. Once this access is requested, the ENG*Link* Administrator will approve access and grant the user roles for the required organization. Explanation of the ENG*Link* Roles can be found in this presentation.

ENGLink Home Page Navigation

The graphic to the right identifies the different sections of the home page that all users can access. There are other items that will appear on the home page once specific permissions are assigned.

A description of each section of the home page can be found at the bottom of the graphic.



Dynamic Navigation Menu

The dynamic toolbar (see image above) is designed to reduce the user's navigation time to the desired data. By hovering over the menus within the dynamic toolbar, the user can continue to expand the sub-menus to reach the desired item. At that time, the user should select the link to view it.

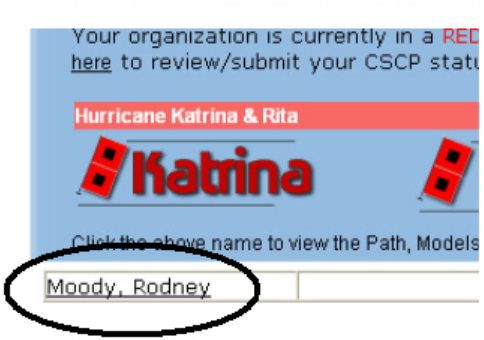
This toolbar will refresh every 15 minutes to show recently created data. When the cursor is placed over the top of each of the links on the toolbar, a separate menu will appear below the link. Each menu contains links to other pages.

Some links on the toolbar are not visible unless specific permissions have been granted.

The graphic to the left demonstrates how the dynamic menu is used. Each sub-menu is expanded by moving your cursor over the parent link. At any time, the parent link can be selected and the corresponding data can be viewed.

Personal Data Sheet

The Personal Data Sheet (PDS) is one of the most integral aspects of ENG*Link*. The information contained on the PDS is used in many areas, from the Phonebook to the Deployment Reports. All USACE employees must keep their PDS in ENG*Link* updated.



The link to the PDS is located in the lower left corner of ENG*Link* on the User Management Toolbar. The employee's name is a link to access his or her PDS.

All USACE personnel with a U-PASS account have a PDS and can can edit or update it as needed by selecting the "Edit" Link.

Displayed across the top of the PDS are more links to pages where employees can enter information about themselves. (See graphic below.)

There is no required order to follow for updating the PDS, but crucial information the ENG*Link* Management team has identified must be updated in a timely manner:

- Deployed Duty Description
- Email Address
- Emergency Contact and Phone #
- Immediate Supervisor/Time Keeper
- Employee Work Phone
- Employee Home Phone
- Volunteer Status Updated
- Medical Screening

Event Information

An event being created is the basis for all other actions to take place in ENGLink. Without an event, you can't create reports, taskers, or missions. This is the beginning point of a response.

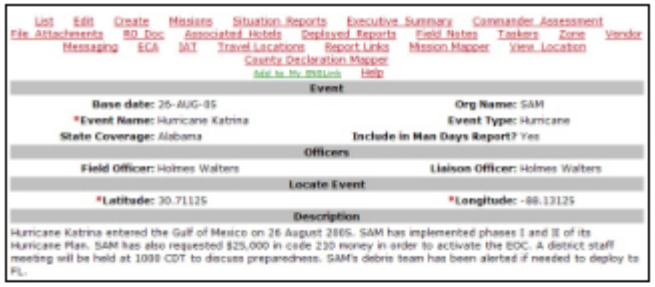
The steps below identify how to view or access an Event.

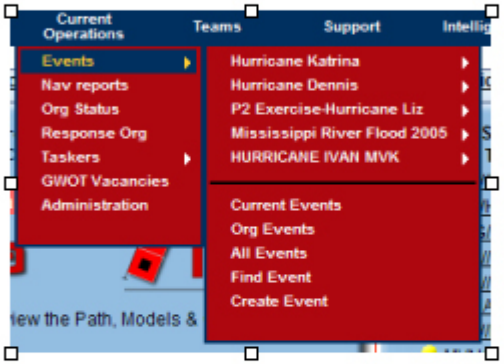
Option1

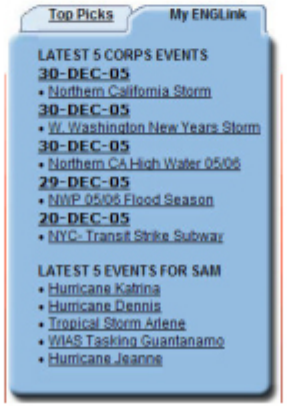
1. Move your cursor over "Current Operations".
2. Select the "Events" from the 5 most recent from your Org by selecting the Event name.
3. If looking for other Events (from other orgs), select either the "Current Events" or "All Events" links.
4. Select the Event name.
5. When the Event is displayed, you can select any of the links displayed across the top of the page.

Option 2

1. From the homepage of ENGLink, under the "My ENGLink" tab, select the Event name listed under the heading "Latest 5 Corps Events" or "Latest 5 Events for your Organization".
2. When the Event is displayed, you can select any of the links displayed across the top of the page.



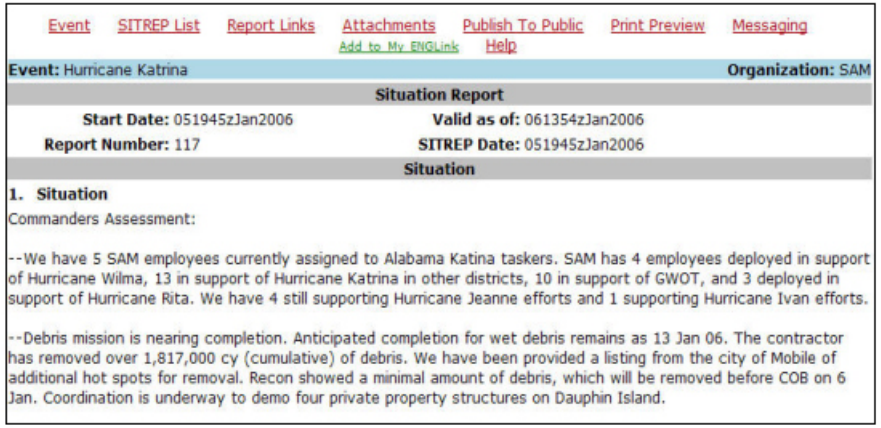




Situation Reports

Accessing Your SITREP

While viewing the ENG*Link* Home Page, links to the most recently released Events and SITREPs are listed in the "My ENG*Link*" section. Selecting these links will allow the user to view the information.



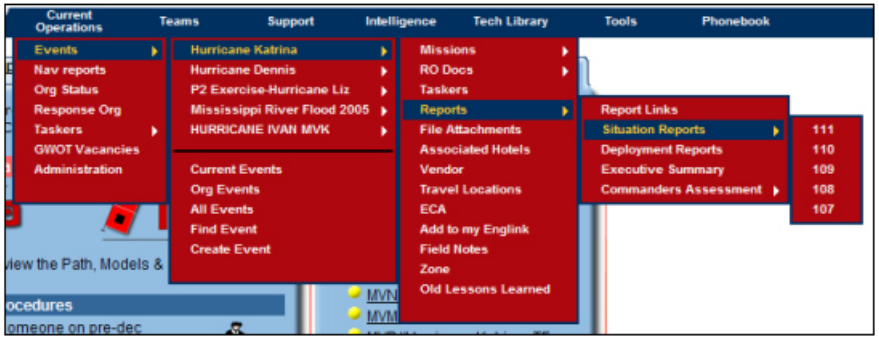
To view specific Situation Reports:

Viewing One's Organization's Recent SITREPS

- Move your cursor over Current Operations>Events>Your Event Name>Reports and select the Situation Reports link.

Viewing Other Organizations' or Past Events' SITREPs

- Move your cursor over Current Operations>Events>Current Events or All Events.
- Locate the Event you are looking for and select the Event name.
- Select the Situation Reports link.
- Open the number of the SITREP you would like to view.



Deployment Information Sheet

Deployed Employees | Customize DIS | Edit | Extend | Transfer | Manual R&R Request | SEND HOME

Event Name: Hurricane Katrina

Deployment Information

BROOKS, DAVID

Modified by ALIPP, CONNIE Lon 10-JAN-2006

Employee Information EDIT

Organization Information

Primary Org: LRH
Supporting Org: MVK
Roles: E
Roles: NONE

Tasker Information

Tasker: MVK-2005-055913
Tasker (Extension):
Original TDY Begin Date: 09-JAN-2006
Original TDY End Date: 07-FEB-2006
Mission #: 1604DR-MS-COE-MVD-09(Debris)
Travel Order:
Labor Charge Code (LLC):

Comments

No Comments Provided

Issued Equipment

Equipment	Barcode	Comments
Phone-Cell	703 254-9151	

MIPR Information

Sent To	Number	Amount ($)
LRH	W807PM525880066	35000.00

Deployment Dates EDIT

Deploying

Scheduled (to CRC): 09-JAN-2006
Actual: 09-JAN-2006
Arrival: 09-JAN-2006

Returning

Edited by ALIPP, CONNIE Lon 10-JAN-2006

Scheduled: 07-FEB-2006
Actual:

Extension

Return:

Tasker Dates

Deploying

Scheduled: 09-JAN-2006
Actual: 09-JAN-2006
Arrival: 09-JAN-2006

Returning

Scheduled: 07-FEB-2006
Actual:

Duty Location/Temporary Phone/Commo EDIT

Physical Location: EFO East
Event Occurring in Employee's Primary Org: No

On-Site Supervisor Information

No Supervisor Selected

Employee Contact Information

Temporary Work Phone:
Temporary Cell Phone:

Travel Information EDIT

POC Report

Traveling To Deployed Destination Leg

Date	Transportation Travel #	Arrival Time	Destination	Arrived
09-JAN-2006	delta	1350	Jackson, MS	✓

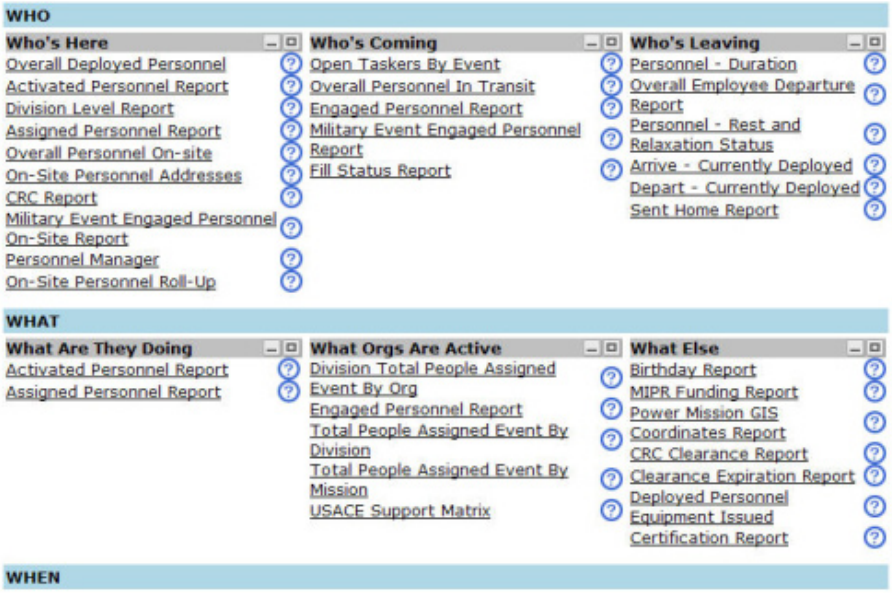
Once employees have been selected to deploy on a tasker, their Deployment Information Sheet is automatically created. This sheet allows specific data to be entered for each employee to facilitate the development of numerous reports and tracking of deployed personnel both during and after an event.

Information captured includes:

- Travel Order & Labor Charge Code
- Assigned Equipment
- MIPR Information
- Tasker Information
- Duty Location & Communication Info
- Travel Information
- Hotel Information
- Car Rental Information

This page can be accessed by opening an employee's PDS and selecting the Deployment Information Sheet link or by selecting an employee's name from the deployment reports.

Deployment Reports



ENG*Link* has developed several reports designed to aid in the retrieval of deployment information. Many of these reports depend on other data being entered as they relate to an employee's deployment. Access to a number of the reports is restricted and an employee must be assigned special permission to gain access.

Roles Needed To Access

In order to access the Deployment Reports for an Event, a user will need one of the following roles: Trusted-EOC (T), Mission Manager (M), HR Admin (H), or Logistics Admin (L). The "T" and "H" roles will allow a user access to any of the reports. The "M" and "L" have restricted access and are limited on the reports they can view.

To View Deployment Reports:

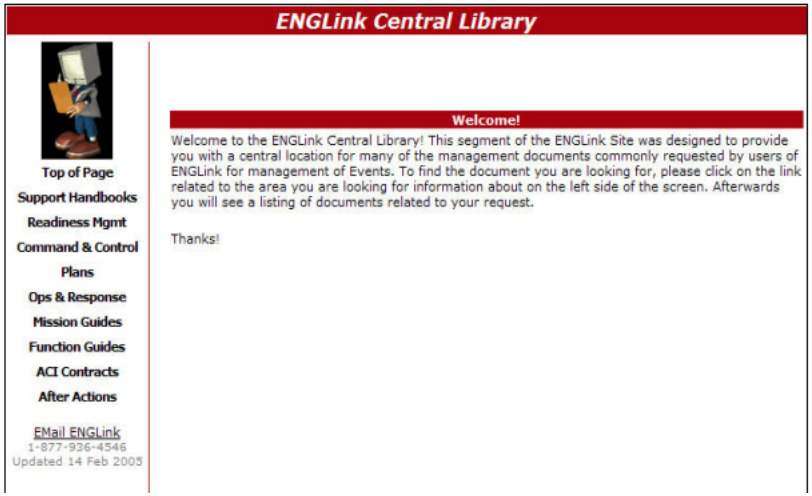
Option 1:

Open an Event. From the Event View page, select the "Deployed Reports" link at the top. Select the desired report from the Deployment Reports list.

Option 2:

Move your cursor over current operations>Events>Your Event Name>Reports and select the Deployment Reports link. Select the desired report from the Deployment Reports list.

Technical Library and Reference Material



A link to the Tech Library can be found on the dynamic blue bar menu in ENG*Link,* which leads to a sub-menu with a "Plans & Guidance" link. (See image to the left.) This section provides access to mission guides, plans of operation, command and control documents, emergency pamphlets, etc.

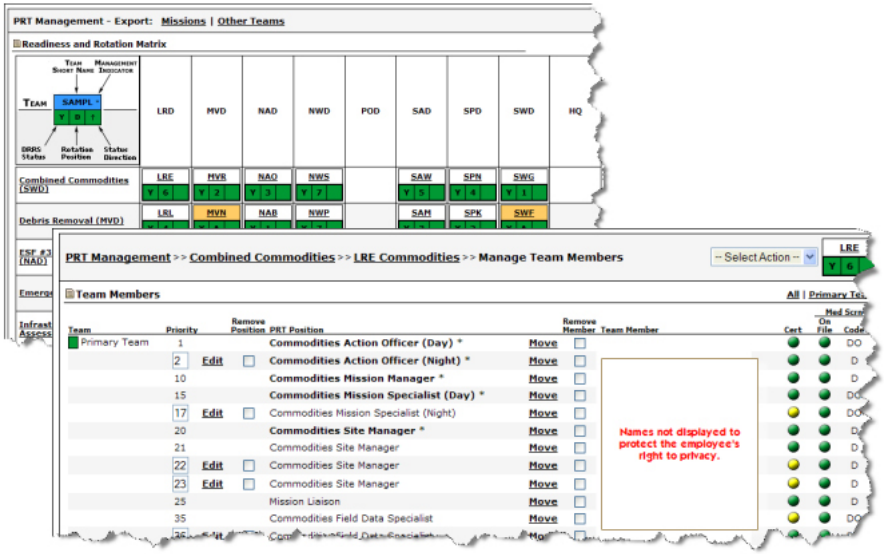
Other items found in the submenu include:

- A link to view UOC Briefings
- A link to view ACI Contract Information

There are other locations where USACE employees can go for reference materials from field guides to databases. On a Mission PRT team page, for example, each of the organizations that have this type of team, as well as links to various files that have been uploaded by the proponent organization for the PRT, are listed. (See image to the right.)

ESF #3 team members can access the ESF #3 Field Guide and Contingency Plan by moving your cursor over Teams>ESF #3 Cadre and then selecting either of the items. An employee must have the Trusted EOC permission to view or access the contingency plan.

Team Management

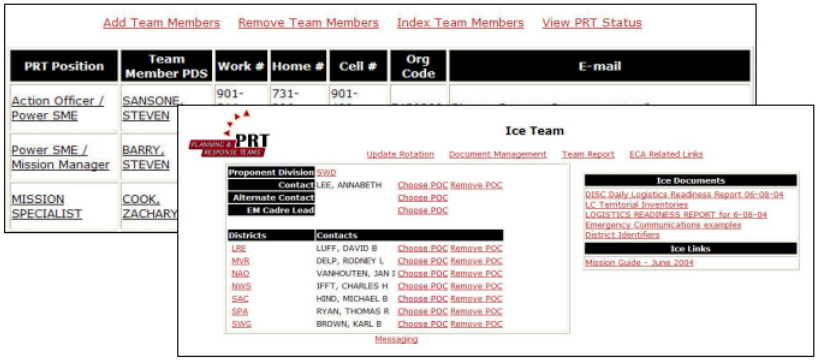


ENG*Link* makes it possible for various USACE teams to be managed online. This includes personnel management, team readiness, and deployment status. All actions performed on the team are captured and displayed in either the Readiness or Deployment logs.

ESF #3 members are managed individually by HQ personnel. Using the TL/ATL Dashboard, HQ staff can enter information about an employee's availability and deployment status.

Management of the ESF #3 team is the responsibility of HQ personnel, while management of all of the other teams is the responsibility of designated personnel (Team POC).

All other teams (PRT, FEST, Functional, GIS) are managed as a whole, and their deployment and readiness status are displayed on tables for all to see.



ENGLink Support

ENGLink Help Desk

Phone Number:
877-936-4546 or 877-9-ENGLink (toll-free call)

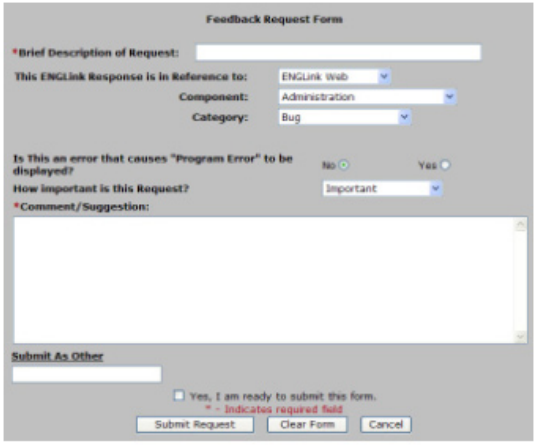
ENG*Link* staffs a 24/7 toll-free help desk solely for the benefit of the end-users. The staff answering the phone are polite and courteous and will be able to provide a prompt answer to your question.

For many, the ENG*Link* Help Desk has been crucial to their organization's success during times of great distress. Experienced operators that can troubleshoot problems, provide remote assistance, and help to identify what steps need to be taken for organizations to manage the crisis most efficiently using ENG*Link*.

The ENG*Link* Help Desk receives an average of 400 calls a month. Users are encouraged to call the Help Desk anytime they feel the need for assistance.

Feedback

Feedback from users of the ENG*Link* Interactive system is important. ENG*Link* is designed based on the ideas and recommendations of the end-users.

ENG*Link* wants to hear from all users with ideas for development or if they encounter any unusual problem. ENG*Link*'s feedback system allows users to submit information directly to the ENG*Link* developers. The developers will review and discuss new suggestions and/or address the unusual situations and ensure that it doesn't happen again.

Thanks to the support and input of the end-users, ENGLink Interactive has established itself as a premiere command and control system for USACE.