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User Interface

Below is a brief overview of the GAL user interface. Note that the screenshots used here and throughout this guide may not reflect your specific implementation.

The screenshot displays the GAL user interface. At the top, there is a navigation bar with links: Corporate, GIS, Admin, Help, Vital Signs, My Tasks, My Forms, and Organizational Dashboards. A user profile icon 'EL' is on the right. Below this is a breadcrumb trail: Corporate » New Org. On the left is a dark sidebar with icons for search, calendar, users, folders, calendar, clock, wrench, document, chat, and pie chart. The main content area is titled 'News & Updates' and includes 'Filter', 'Add', and a refresh icon. Below the title is a table with columns 'Title', 'Date ↓', and 'Actions'. The table contains three rows of news items. At the bottom, there is a 'Page size' dropdown set to '10', a pagination link '« < Page 1 of 1 > »', and a status 'Displaying 1 - 3 of 3'.

Title	Date ↓	Actions
News 3	09/24/2018 03:55:00 PM	
News 2	09/24/2018 03:29:00 PM	
News 1	09/24/2018 11:25:00 AM	

Main Navigation Bar

The main navigation bar is displayed on every page and includes the elements outlined in the sections below.

This screenshot shows the top portion of the GAL user interface, focusing on the navigation bar. It includes the same top navigation links as the previous screenshot: Corporate, GIS, Admin, Help, Vital Signs, My Tasks, My Forms, and Organizational Dashboards, along with the 'EL' user profile icon. The breadcrumb trail below the navigation bar is: Corporate » Corp » Satellite Office A » Office 1.

Navigation, GIS, Admin & Help

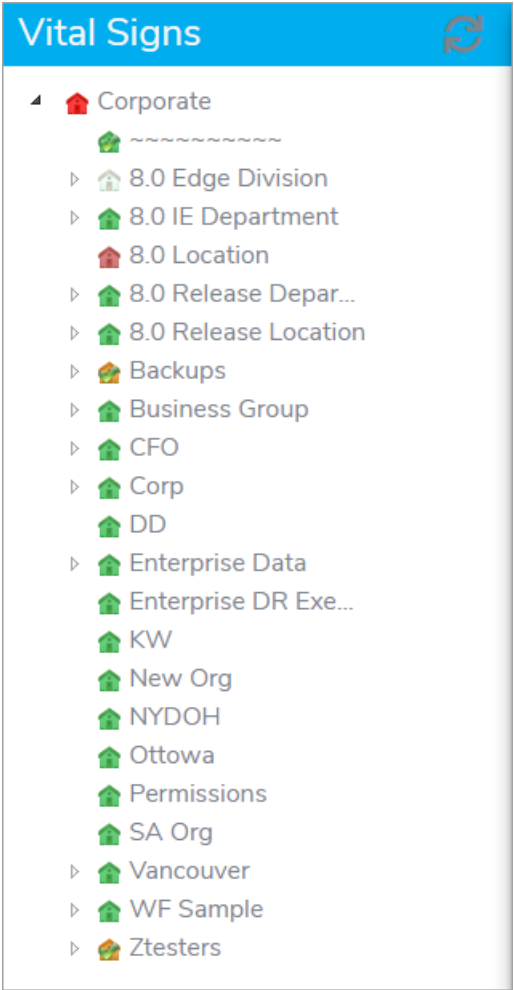
The left side of the navigation bar contains links to the following:

- Your top-level organization. Hovering your cursor over this link will display links to all sub-orgs.
- [GIS](#). Clicking this link will display the GIS map and settings.
- [Admin](#). Hovering your cursor over this link will display links to the System Management, Lock Management, Referential Data, Custom Fields, and Relationship Mapping settings.
- [Help](#). Hovering your cursor over this link will display links to the About page and the Global AlertLink knowledge base.

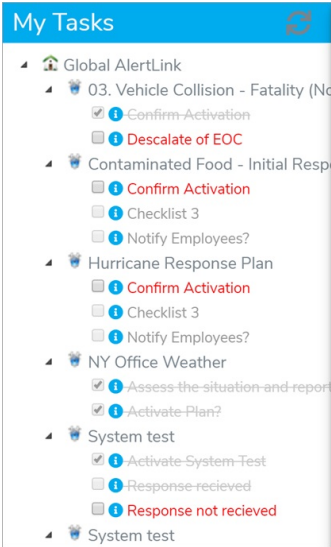
Vital Signs, My Tasks & My Forms

Clicking the Vital Signs, My Tasks, and My Forms links in the navigation bar will display slide-out palettes for each of these features.

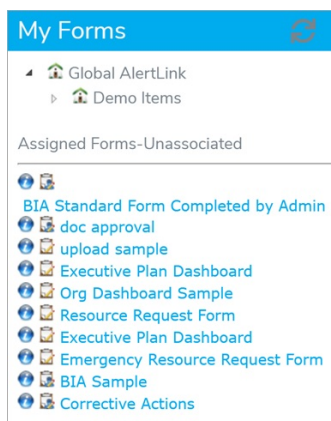
Vital Signs provides a snapshot of the status of the entire enterprise using color-coding, configured by an administrator, to distinguish specific levels of interruption.



The My Tasks area provides a list of all active action step responsibilities for the current user. You can use the palette to drill into specific events and update the action steps.

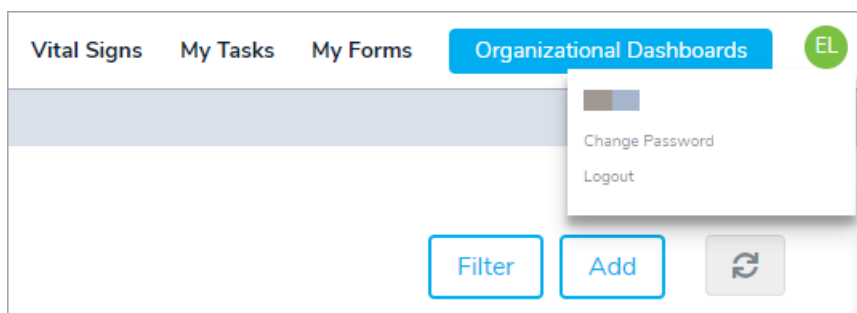


My Forms provides a list of all forms assigned to the current user. To edit or view your assigned forms, click the  icon beside the form.



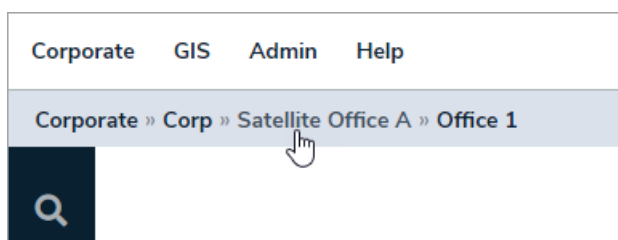
Dashboards & My Profile

The far right of the navigation bar displays a button to the Organizational, Plan, or Event [Dashboards](#) (depending on where you're currently working). Clicking your monogrammed initials will display your username and links to change your password or log out.



Locator Bar

The locator bar is immediately below the navigation bar and is displayed on every page. This bar displays breadcrumb links that indicate the operational unit and component you're currently working in. Clicking on these breadcrumbs will allow you to navigate to the previous component or org in the current hierarchy.



Left Navigation Bar

The left navigation bar is accessible on every page, except when working in GIS, Admin, or Help. It includes the following items as outlined below.

Search



Search may be accessed by clicking the Search icon. When working within a specific component (e.g. News & Updates or Contacts), clicking this icon will automatically select that component to search within.

Search Options

Keywords:

Date Added:

☒ Before this date
☐ After this date

Date Modified:

☒ Before this date
☐ After this date

Search For:

Search Within:

- Click Org to remove from list -

Search

Close Search

Resources

Filter

Add

Share

Refresh

Resource Name ↑	Description	Actions
SOP		

Components

Components refer to the Global AlertLink features used for planning and data management and include the following:

- News & Updates
- Contacts
- Documents
- Plans
- Events
- Resources
- Forms
- Messages

- Reports

Note that each component is specific to the operating unit you're currently working in. For example, if you click the Forms component while working in Corporate > Corp > Satellite Office A, any forms you create or configure will be specific to Satellite Office A.

Hovering your cursor over each component will display its name. For more information on these features, see the additional sections in this guide.

