## **NCXCloud Report Viewer Instructions**

NCXCloud (XCloud), formerly NCXNet (XNet), enables you to access XPTR (Exporter) from your web browser. Through XCloud, you can access your reports through the Internet. You can then use your web browser to view, print, and download reports to your personal computer for editing, distribution, or use in another application.

### Searching for a Report:

- 1. Logon to XCloud: <u>https://ncxcloud.nc.gov</u> a. Enter your RACF ID and password.
- 2. At the "WELCOME TO NCXCLOUD" screen Click on "Content Navigator" under the FIND menu to the left

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5. A screen will appear with search options at the top and a list of current reports at the bottom

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# 6. Results will display in the results screen at the bottom

Click on the report title to open the most recent version of the report

Click on the blue "Close" on the top left when finished viewing the report

# Adding Reports to Favorites

#### 1. At the "WELCOME TO NCXCLOUD" screen (same steps as above)

- a. Click on "Content Navigator" under the FIND menu to the left
- b. Click on "Navigation"
- c. Click on "NCXCloud"
- d. A screen will appear with search options at the top and a list of current reports at the bottom

#### 2. Search the report you want to add to Favorites

a. Enter your search option(s) then click on "Search"

#### 3. Results will display in the results screen at the bottom

- a. Locate the report you want to add to Favorites
- b. Click on the grey menu box beside the green check mark

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- c. Hover over (don't click) "Add Report to Favorites"

- d. Click the pop-up for "General" to properly save the report
- e. You will receive a pop-up box that the report has successfully been added
- f. Close that box to exit and return to your list of reports
- 4. From the "Content Navigator" menu, click on "Favorites" and the "General" to view your reports in your Favorites list (see below)

# **Deleting Reports from Favorites**

1. Go to Favorites by clicking the HOME icon and then click on your Favorites (General folder)

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Content Navigator Favorites Navigator	Lst	ts51s56, you were last here 12/06/2019	9 11:01:11.	
TOOLS	•	ts51s56 - (Externally defined user ts51s56)		
Content Extraction Content View			Context Cloud	
<ul> <li>Scheduled Tasks</li> </ul>				
Scripts	MY PAGES			
ADMINISTRATION				9
▼ Import & Export	GENERAL	9		
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MY PAGES		-		
GENERAL	1			
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2. Once you locate the report you want to delete, click the grey button to the far right of the report.

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NAVIGATION	Favorites Navigator	A Update Category	
FIND Content Navigator	Shared For Import     My Favorites	Name: General	
Favorites Navigator	My list of Favorite Reports [Externally c	Description: My list of Favorite Reports	
TOOLS	1 - DHRPQA FC PMT RPT PQA020 🗐	Owner: ts51s56	
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#### 3. Click Delete Favorite

Favorites Navigator	Update Category	
🐘 Shared For Import	Name: General	
My Favorites	Description: My list of	Favorite Reports
🖺 1 - DHRPQA FC PMT RPT PQA020 🔳	View > 56	
5	View in New Window 🕨 🕫 O	ption(s)
	Download 🕨	
	Show Report Versions	
	Manage Favorite	AR FORM
	Delete Favorite	

A screen will pop up that confirms deletion of the report.

## Additional Resources

Systemware, the developer of XCloud, has created a document to provide additional information on use and navigation of XCloud. This document is located at <u>https://files.nc.gov/ncdit/documents/files/systemware-content-cloud-basics.pdf</u>.

There is also a recorded training completed by Systemware that can be accessed by using this link: <u>https://www.youtube.com/watch?v=GPzFzSN\_Wj4&feature=youtu.be</u>

Within XCloud, there is a Help menu at the top, left corner for your guidance with navigating the system.

If you are unable to access certain reports, please contact your local security office to request access.

Please contact the ACTS Help Desk for technical issues with XCloud.

#### END