

## 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.

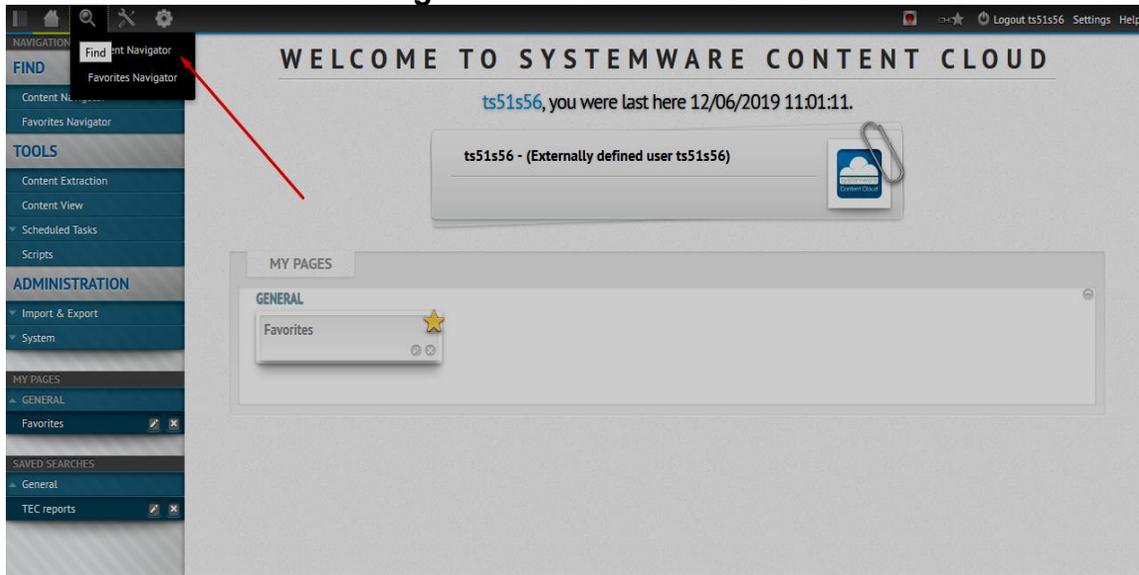
### Searching for a Report:

**1. Logon to XCloud: <https://ncxcloud.nc.gov>**

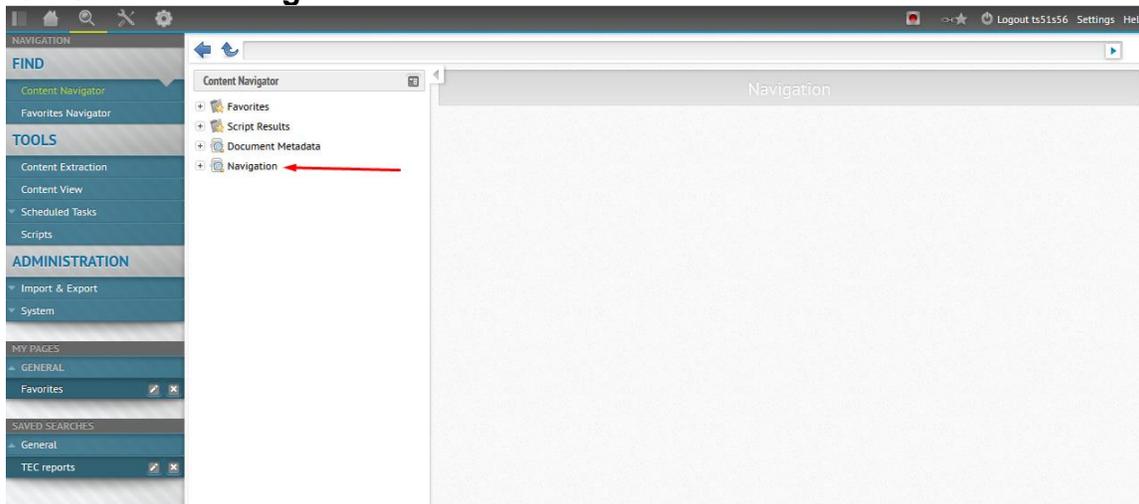
a. Enter your RACF ID and password.

**2. At the “WELCOME TO NCXCLOUD” screen**

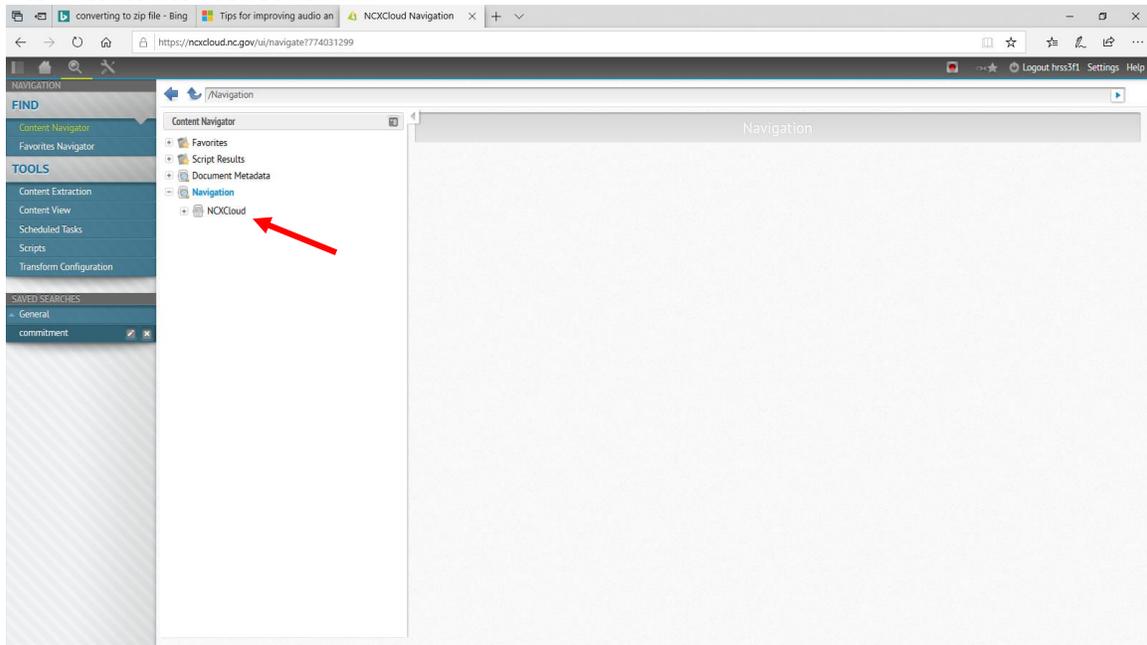
**Click on “Content Navigator” under the FIND menu to the left**



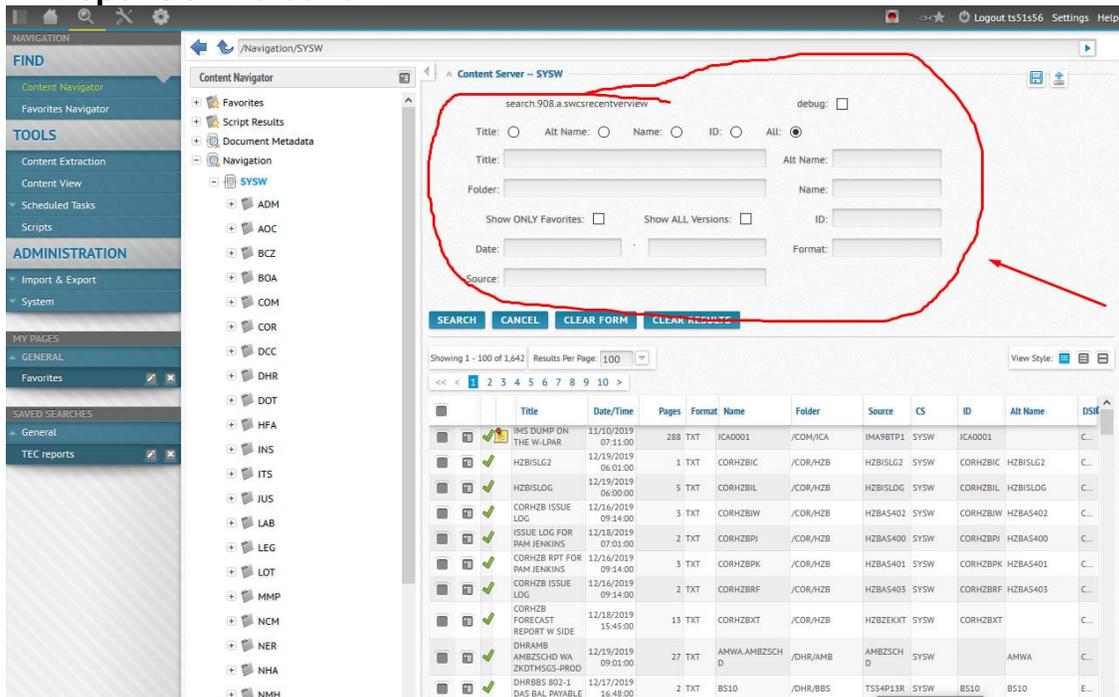
**3. Click on “Navigation”**



#### 4. Click on “NCXCloud”



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



You can search by Report Title, by specific Folder (i.e. DHR), by Date, or by Source; Enter your search option(s) then click on “Search”

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

The screenshot shows the NCXCloud Navigation interface. On the left is a navigation menu with sections for 'FIND', 'TOOLS', and 'SAVED SEARCHES'. The main area is titled 'Content Server Version - NCXCloud' and contains a search form with fields for Title, Folder, Date, Source, Alt Name, and Name. Below the search form is a table of search results. A red circle highlights the table, which has the following columns: Version, Date/Time, Capture Date/Time, RIN, Format, Pages, Size (KB), Source, Filename, Upload Flag, Hold, and DSID. The table contains 10 rows of data, with the most recent version (07/15/2020) highlighted in blue.

Version	Date/Time	Capture Date/Time	RIN	Format	Pages	Size (KB)	Source	Filename	Upload Flag	Hold	DSID
07/15/2020	07/15/2020 18:00:00	07/15/2020 18:06:00	5760	TXT	670	1355	PQA422				D7DB8C1F4F2F340400120197F016568510071
07/08/2020	07/08/2020 19:41:00	07/08/2020 19:41:00	5759	TXT	658	1328	PQA423				D7DB8C1F4F2F340400120190F01661CE0F0071
06/19/2020	06/19/2020 20:09:00	06/19/2020 20:09:00	5758	TXT	673	1370	PQA420				D7DB8C1F4F2F340400120171F0166532700F8
06/15/2020	06/15/2020 18:06:00	06/15/2020 18:06:00	5757	TXT	674	1364	PQA422				D7DB8C1F4F2F340400120167F016568970071
06/05/2020	06/05/2020 19:41:00	06/05/2020 19:41:00	5756	TXT	662	1334	PQA423				D7DB8C1F4F2F340400120157F01661CE450071
05/19/2020	05/19/2020 20:26:00	05/19/2020 20:26:00	5755	TXT	667	1357	PQA420				D7DB8C1F4F2F340400120140F017029A700FF
05/15/2020	05/15/2020 18:06:00	05/15/2020 18:06:00	5754	TXT	669	1351	PQA422				D7DB8C1F4F2F340400120136F0165689A0071
05/07/2020	05/07/2020 19:41:00	05/07/2020 19:41:00	5753	TXT	659	1328	PQA423				D7DB8C1F4F2F340400120128F01661CE2A0071
04/07/2020	04/07/2020 20:08:00	04/07/2020 20:08:00	5752	TXT	674	1391	PQA420				D7DB8C1F4F2F340400120108F0166482400E9

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

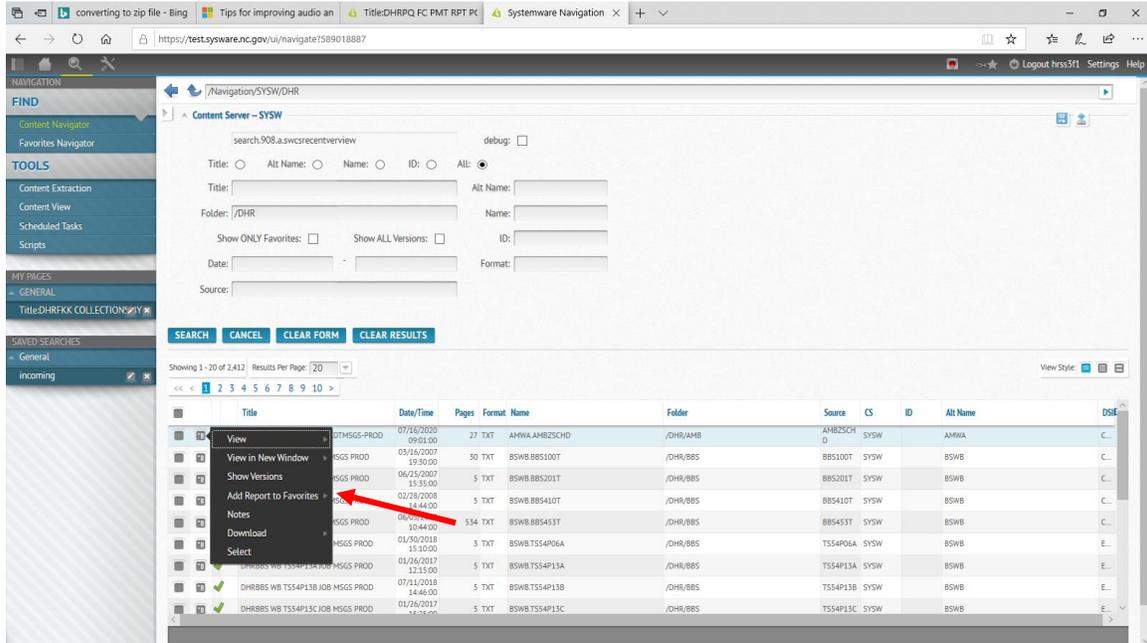
## Adding Reports to Favorites

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

The screenshot shows the NCXCloud interface with a search results table. The table has columns for Title, Date/Time, Pages, Format, Name, Folder, Source, CS, ID, Alt Name, and DSI. A red arrow points to the grey menu box next to a green checkmark in the first row of the results table.

	Title	Date/Time	Pages	Format	Name	Folder	Source	CS	ID	Alt Name	DSI
✓	DHRAMB AMBZSCHD WA ZKOTMSG-PROD	07/14/2020 09:01:00	27	TXT	AMWA.AMBZSCHD	/DHR/AMB	AMBZSCHD	YSW		AMWA	C...
✓	DHRBBS WB BBS100T JOB MSGS PRD	03/16/2007 15:30:00	30	TXT	BSWB.BBS100T	/DHR/BBS	BBS100T	YSW		BSWB	C...
✓	DHRBBS WB BBS201T JOB MSGS PRD	06/25/2007 15:35:00	5	TXT	BSWB.BBS201T	/DHR/BBS	BBS201T	YSW		BSWB	C...
✓	DHRBBS WB BBS410T JOB MSGS PRD	02/28/2008 14:44:00	5	TXT	BSWB.BBS410T	/DHR/BBS	BBS410T	YSW		BSWB	C...
✓	DHRBBS WB BBS433T JOB MSGS PRD	06/05/2008 10:44:00	534	TXT	BSWB.BBS433T	/DHR/BBS	BBS433T	YSW		BSWB	C...
✓	DHRBBS WB TSS4P06A JOB MSGS PRD	01/09/2018 15:10:00	3	TXT	BSWB.TSS4P06A	/DHR/BBS	TSS4P06A	YSW		BSWB	E...
✓	DHRBBS WB TSS4P13A JOB MSGS PRD	01/26/2017 12:15:00	5	TXT	BSWB.TSS4P13A	/DHR/BBS	TSS4P13A	YSW		BSWB	E...
✓	DHRBBS WB TSS4P13B JOB MSGS PRD	07/11/2018 14:46:00	5	TXT	BSWB.TSS4P13B	/DHR/BBS	TSS4P13B	YSW		BSWB	E...
✓	DHRBBS WB TSS4P13C JOB MSGS PRD	01/26/2017 14:15:00	5	TXT	BSWB.TSS4P13C	/DHR/BBS	TSS4P13C	YSW		BSWB	E...

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

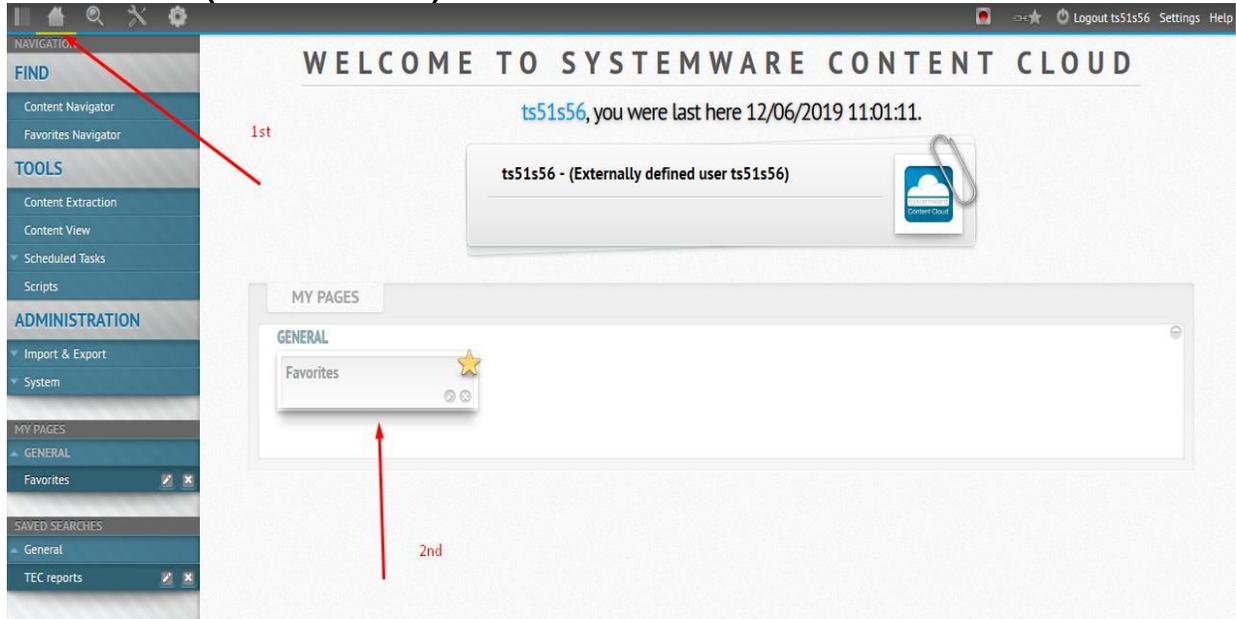


- d. Click the pop-up for "General" to properly save the report
- e. You will receive a pop-up box that the report has successfully been added
- f. Close that box to exit and return to your list of reports

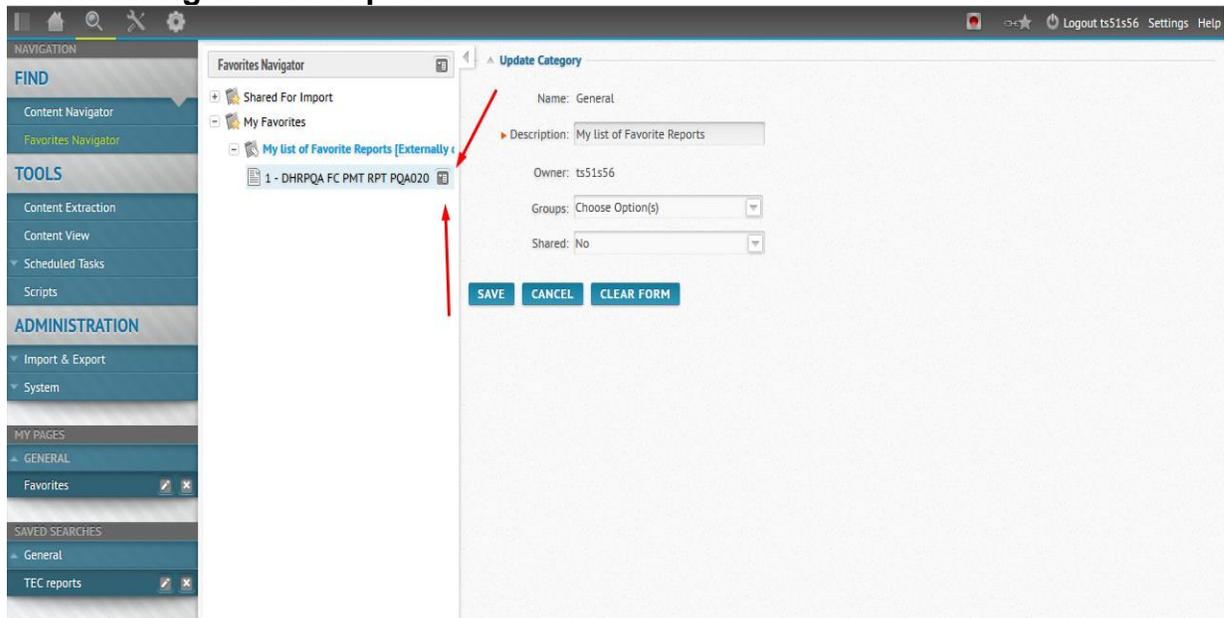
4. From the "Content Navigator" menu, click on "Favorites" and the "General" to view your reports in your Favorites list (see below)

## Deleting Reports from Favorites

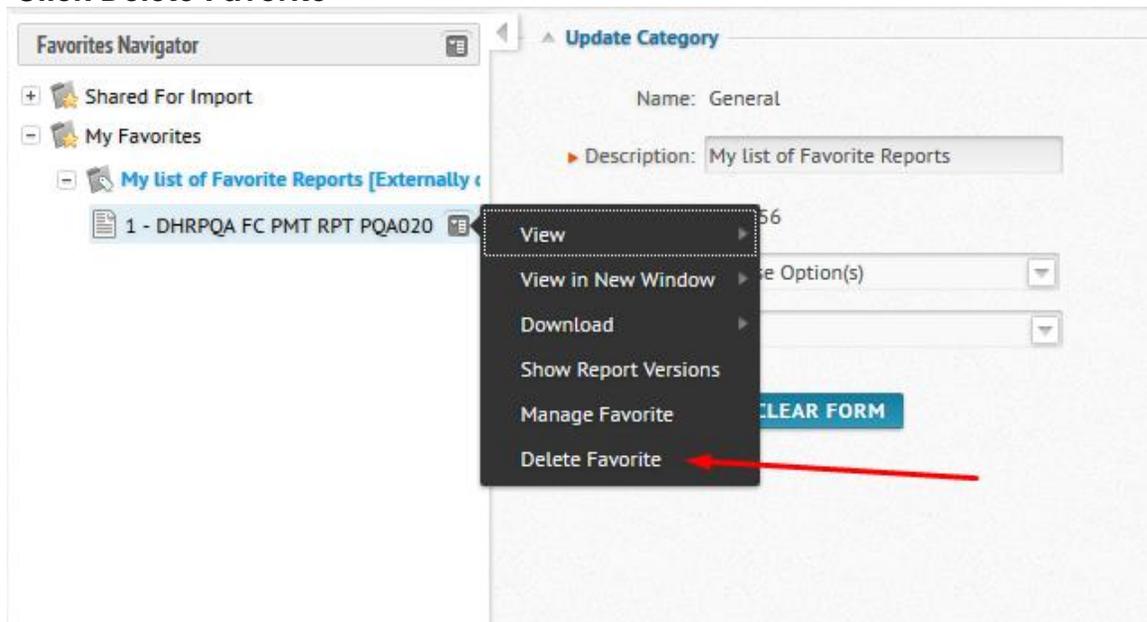
1. Go to Favorites by clicking the HOME icon and then click on your Favorites (General folder)



2. Once you locate the report you want to delete, click the grey button to the far right of the report.



### 3. Click 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 <https://files.nc.gov/ncdit/documents/files/systemware-content-cloud-basics.pdf>.

There is also a recorded training completed by Systemware that can be accessed by using this link:  
[https://www.youtube.com/watch?v=GPzFzSN\\_Wj4&feature=youtu.be](https://www.youtube.com/watch?v=GPzFzSN_Wj4&feature=youtu.be)

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**