WebNEERS Training: System Overview

Stephanie Blake
Program Specialist, USDA-NIFA
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WebNEERS

The Web-Based Nutrition Education Evaluation and Reporting System
Browser Compatibility

- Internet Explorer – version 8 or higher
- Firefox
- Google Chrome
- Safari
User Types

• Regional (CRS)
• Institution (SRS)
• Federal (FRS)
## Home Screen - Institution

### Annual Update/5-Year Plan
- Manage Annual Updates
- Manage Program Impacts
- Manage Budget Files
- Manage Budget Justification
- Manage Delivery Sites and Partnerships

### Checklists
#### Adult
- Manage Adult Checklist Sets
- Manage Adult Questions

#### Youth
- Manage Youth Checklist Sets
- Manage Youth Questions

### Users
- View Users
- Add User
- View Pending Users

### Institute Regions
- Manage Regions
- Add Region

### Reporting Years
- Manage Reporting Years

### Tables
- View Foods
- Daily Recommendations
- Recommended Calories
- USDA Food Patterns
- Dietary Reference Intakes
- Poverty Guidelines Table
Home Screen - Institution
### Home Screen - Institution

#### Annual Update/5-Year Plan
- Manage Annual Updates
- Manage Program Impacts
- Manage Budget Files
- Manage Budget Justification
- Manage Delivery Sites and Partnerships

#### Checklists
- **Adult**
  - Manage Adult Checklist Sets
  - Manage Adult Questions
- **Youth**
  - Manage Youth Checklist Sets
  - Manage Youth Questions

#### Users
- View Users
- Add User
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#### Institute Regions
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#### Reporting Years
- Manage Reporting Years

#### Tables
- View Foods
- Daily Recommendations
- Recommended Calories
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- Dietary Reference Intakes
- Poverty Guidelines Table
Home Screen - Region
Home Screen - Region

Youth Groups
- Manage Youth Groups
- Manage Checklists
- Verify Addresses

Reports
- Youth Mailing Labels
- Email List (CSV)
- Group Detail Report
- Group Names by Leader
- Group List
- Group Leader Summary
- Group Review by ID
- Youth Checklist Review
- Youth Summary
- Youth Checklist Summary
- Subgroup List
- Filter List

Setup
- Defaults for Youth Group

Checklists
- Checklists

Staff
- Manage Staff
- Manage Hours

Reports
- Staff Mailing Labels
- Email List (CSV)
- Status
- Staff List
- Volunteer List
- Profile Summary

Setup
- Add Staff
- Transfer Responsibilities

Annual Update/5-Year Plan
- Manage Program Impacts
- Edit Delivery Sites and Partnerships
- Output Other Report

Checklists
- Checklists

Clemson University [Montgomery County - 2012]
Home Screen - Region

Staff

- Manage Staff
- Manage Hours

Reports
- Staff Mailing Labels
- Email List (CSV)
- Status
- Staff List
- Volunteer List
- Profile Summary

Setup
- Add Staff
- Transfer Responsibilities
Home Screen - Region

- Manage
  - Manage Adults
  - Manage Recalls
  - Manage Checklists
  - Verify Addresses

- Youth Groups
  - Manage Youth Groups
  - Manage Checklists
  - Verify Addresses

- Staff
  - Manage Staff
  - Manage Hours
Home Screen - Region

Reports

- Adult Mailing Labels
- Email List (CSV)
- List of Families by Staff Member
- Adult Checklist Review
- Adult Summary
- Adult Diet Summary
- Recall List Report
- Adult Checklist Summary
- Subgroup List
- Filter List

- Youth Mailing Labels
- Email List (CSV)
- Group Detail Report
- Group Names by Leader
- Group List
- Group Leader Summary
- Group Review by ID
- Youth Checklist Review
- Youth Summary
- Youth Checklist Summary
- Subgroup List

- Staff Mailing Labels
- Email List (CSV)
- Status
- Staff List
- Volunteer List
- Profile Summary

Setup
- Add Staff
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Annual Update/5-Year Plan
- Manage Program Impacts
- Edit Delivery Sites and Partnerships
- Output Other Report

Checklists
Home Screen - Region
Home Screen - Region
Home Screen - Region
Home Screen Icons

- **MANAGE:** View/Edit/Add
- **REPORT**
- **SET-UP**
- **TABLE**
Other Icons

- EDIT
- DELETE
- CALENDAR
- SORT
- MORE INFO
Navigation – Breadcrumb Trail
Data Entry Tabs
Warning Flags
Alert Messages (upper right)
## Permissions

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