

I created this application and this user guide (intro for a 56 page guide shown here.)

Novartis Oncology
Year-at-a-Glance v1.0
Input and Review System
User Guide



Section 1.01 Introduction

The **Year at a Glance (YaaG)** system was created to answer the need for the Novartis Oncology Executive Coordinating Committee (ECC) to keep track of key events scheduled to occur in the upcoming 12 months. The YaaG system is an on-line tool accessible via a web browser (& soon the Oncology Portal) to view past, current, & future key event information, and it replaces the current monthly PowerPoint presentation.

A summary of features includes...

- Search events to quickly locate one or more views
- Sort events by any criteria
- View event audit trail and reasons for change
- Event Status Indicators per product denoting if its information has been reviewed
- On-line access to archives of previous month snapshots
- Sneak Peaks - Immediate on-line access to event information in review

This document was designed for IPT Leaders, content Reviewers and ECC members and is organized by specific sections for each group.

Please refer to the **Glossary** at the end to learn about the YaaG system terminology.

For questions on how to use the YaaG System, please contact your administrative assistant or the Global Oncology Department headed by Mamma Mia x7-5555.

For questions on how to access the YaaG System, or problems with getting logged in, please contact your Global Marketing FIM – Clark Gable x7-5556.

Section 1.02 ECC Usage

(a) ECC YaaG Home Page

The **YaaG** system is available on the local internet at the following address:
<https://sample/onc/yaagx.nsf/Home>.

Upon accessing the system, the user will be prompted for the user id and password, which is the Lotus Notes ID and password. After gaining access, the user sees the opening screen, which shows the approved events for the current period:

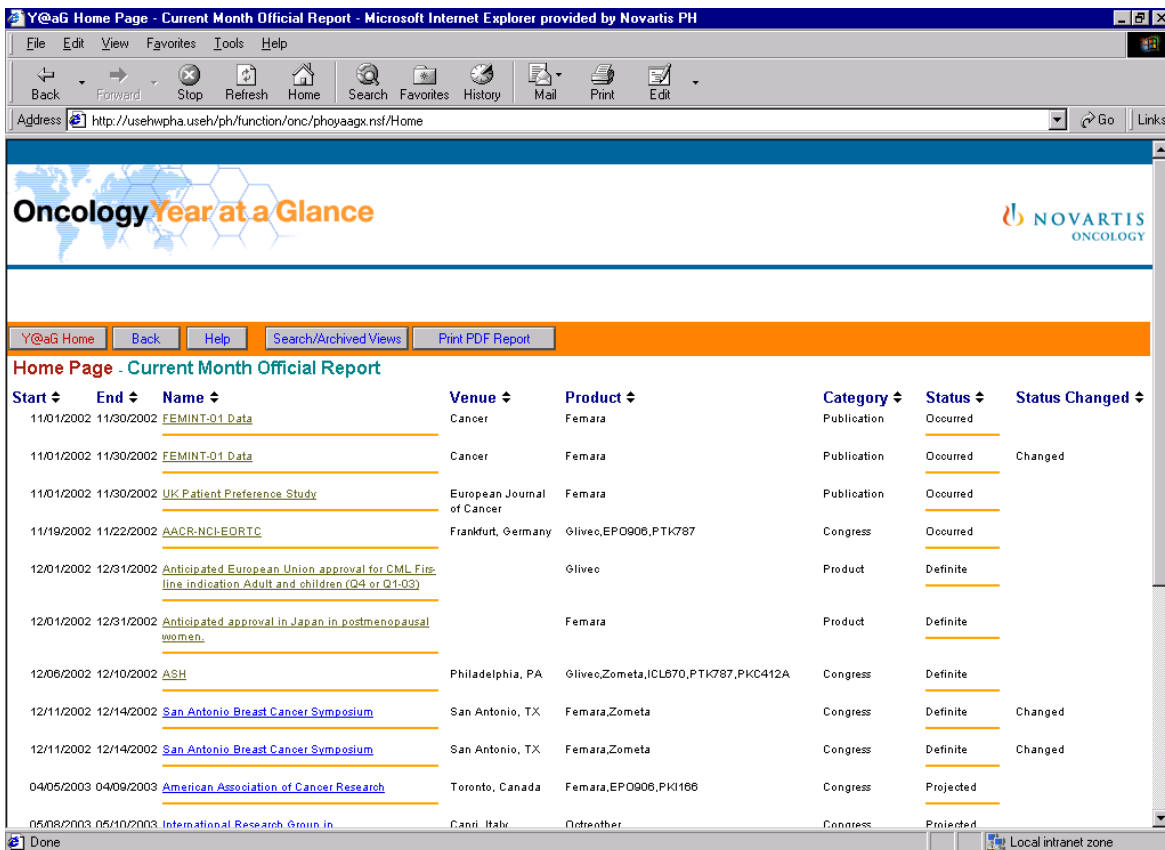


Figure 1: ECC YaaG Home Page Screen

- The list is sorted by default in chronological order. Columns may be sorted by other fields by clicking on the arrows next to the column headings.
- To view an event, click on the event name or use the Main Menu buttons to access other parts of the system.