

NC HSAET Report Viewer

What is the NC HSAET Report Viewer Role?

The Report Viewer Role in the NC HSAET was designed so that a Supervisor or Evaluator can run reports that contain the data entered by the CCHC they support.

Accessing the NC HSAET and data using the Report Viewer Role:

One user per CCHC will be provided access to the Report Viewer Role in the NC HSAET upon request. To gain access, the report viewer must complete the [User Application and Agreement Form](#) and indicate which CCHC(s) data they would like to request access to.

Note: Supervisors who have already signed the Agreement form on behalf of their CCHC must complete a new form and indicate they wish to be added to the NC HSAET as a Report Viewer.

Reports available in the NC HSAET do not identify the specific classroom/area or facility when showing assessment results. It is possible to run reports on which facilities have recorded encounters by a CCHC. Some reports will be available to export to Excel for further processing or de-duplicating. Request an updated copy of the NC HSAET Training Manual for further details on reports.

System requirements:

The NC HSAET is accessible online and was developed to be used with an internet browser. Any computer, tablet, or mobile phone with an internet connection can access the NC HSAET.

The NC HSAET:

- functions with Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge.
- does **NOT** function properly with Microsoft Internet Explorer (IE).

Next Steps:

- Have one person from the supporting agency sign the [New User Application and Agreement Form](#) and indicate they would like to be added as a Report Viewer along with which CCHC(s) they will be viewing in the NC HSAET.
- Watch your inbox for an email on how to access [the NC HSAET live site](#). This email will come from nchsaet@unc.edu. A copy will be sent to the CCHC(s) indicated on the form. (Be sure this email has not gone to the junk folder.)
- Request an updated copy of the NC HSAET Training Manual, which has information on the Report Viewer Role, as well as guidelines and instructions for CCHCs on how to enter and access their data in the tool.
- Reach out to the Resource Center at nchsaet@unc.edu with any questions, comments, or concerns.