First look at **Centra Access 5.0 new functionality**

Version 5.0 Release | March 2019
6 Reasons You’ll Love Centra Access
Same great features. Better user experience.

**Centra Access 5.0 enhancements include:**

1. **Easier navigation:** Simply point and click for all major modules

2. **Single-screen viewing:** Expand rows to see all details on one screen

3. **Better organization:** Improved content structure makes it easier to search and access information

4. **Always present controls:** Expandable “drawers” allow you to quickly access help files and manage your users

5. **Simplified account management:** Account management within, password hints and validation to make password changes and other account management tasks easier

6. **New message board:** Important messages regarding maintenance windows, upcoming enhancements and more are always a click away.
How to Navigate Centra Access
What you need to know

1. **Top Navigation**
   The top navigation is available on every page and gives you access to modules within the application.

2. **Dashboard Tiles**
   After logging in or clicking the logo, the dashboard page appears giving you descriptions of and links to each module.

3. **Account**
   The account icon is available globally. Clicking it provides you with links to change your password and logout.

4. **Help**
   The help button is available globally. When clicked it opens a drawer that contains links to user guides for each module.

5. **Admin**
   The admin button is available globally to those who have been provided admin access. It opens a drawer with links to manage the application settings.
Compatible Products
Browsers, Systems and Devices

Centra Access has been tested on the following platforms, systems and with the following devices

- IE 11, IE Edge
- Current versions of Chrome, Safari and Firefox
- Note: IE 10 or older and Safari 5.1 are not supported
- Compatible with both Windows and Apple Operating Systems
- Tested On: desktops, laptops, tablets 7” screen or larger

**Supported Browsers**
- Google Chrome
- Internet Explorer
- Firefox
- Safari

**Supported Operating Systems**
- Windows
- Apple

**Supported Devices**
New Features
Alerts and Notifications

Alert/Notification Bar - Active
A notification bar was added to the login screen, which will display important notifications about upcoming maintenance windows and additional important messages or reminders of special events or notices.

You may also expand or collapse the notification bar using the arrow toggle to the right of the message.

Alert/Notification Bar - Inactive
The notification bar is not visible if a message is not present.
New Features
Password Hints

All users will be presented password hints when creating a new password after their user name and current password are verified. This feature is visible for users to change their password.

For users who have User Admin rights this feature is available when creating new users or resetting passwords.
New Features
Home Dashboard

Home Dashboard
Tiles and links have been added to provide ease of use to the end user experience.

The main landing page has a dashboard view with tiles for the major modules of the site:

- Job Status
- Account Inquiry
- Flight Check
- Customer Messaging
- Mail Tracking
- Letter Management
- Reports

The available features depend on the client settings and user permissions. If the client is not subscribed to a specific feature or the user does not have required permissions, the tile will not be visible on the dashboard and the shortcut in the top navigation bar will be disabled.
New Features
User Menu

User Menu
Clicking on the user menu from any part of the application will open a drop-down menu with the following details and options:

- The user’s name and the email address associated with their profile.
- An option to change their password, previously only available on the login screen.
- Logout
New Features

Menu Drawers

Expandable drawers now exist for easy access to the user guides ("Help") and the user admin functions ("Admin").

A user will only see drawers that their permissions allow. "Help" is available to all users, whereas "Admin" will only be visible if the user has required permissions to access the contents within.

Menu drawers are available from anywhere within the application.
New Features

Job and Account Detail Tabs

Throughout the application, the rows within tables can be expanded to reveal **Job Details**, **Job Components** and **Account Details** associated with each job (Permissions required).

Expanded rows and job details can be seen in:

- Job Status
- Account Inquiry
- Flight Check
- Mail Tracking
- Job Reprint.

This allows the user to see all of the job information from anywhere within the application, without the need to navigate back to a different feature.
New Features
Job and Account Detail Tabs

Job and Account Detail Tabs - Additional Views

In some cases, other tabs will be visible depending on information available for the job or account record, including Mail Tracking, Job Handle and Document Delivery (Permissions required).

Mail Tracking

Job Handle

Document Delivery
New Features
Flexible Filtering and Letter Management

Flexible Filtering
Some fields allow for filtering. Filtering throughout the application now returns results that are based on parts of text instead of exact matches on the entire field. Filtering occurs as characters are typed into the search field.

Letter Management - Editor Users
When clicking on Letter Management tab you are presented two options, Develop/Update Letters and Implement a Letter Into Production.

See Next page for more information
New Features
Letter Management Continued

**Letter Management - Editor Users Continued**

When implementing a letter into production, there is now a search form instead of the selection page.

In Access 4.0, users would land on a selection page where users selected to Add, Modify, Delete or Finalize letters. We have simplified this process from four screens into one.

In Centra Access 5.0 there is a data table structure. These actions are controlled by buttons and icons within and surrounding the data table.

Implement Letter into Production
New Features

Report Accessibility

Reports have been moved out of the Management/Admin section to give you more accessibility and visibility.

We added a report dashboard with tiles for major report selections you may choose, including: Centra Partners, Centra Access, Consumer Viewing, Processing, Mail Tracking, Invoices and Email Reports.
New Features
Reports Continued

Upon selecting a report category from the dashboard, you will be taken to a new screen with a visible tab for all available report categories. This lets you switch between report categories without leaving the Reports section. You will only see tabs for reports for which you have permissions.

Each report category allows users to search for a report using criteria provided, instead of showing all documents in a folder tree format. This allows you to select only the report you want to see.

Welcome to the **NEW CENTRA ACCESS. . .**
Managing the lifecycle of your Communications just got easier