

LMP National Dashboard

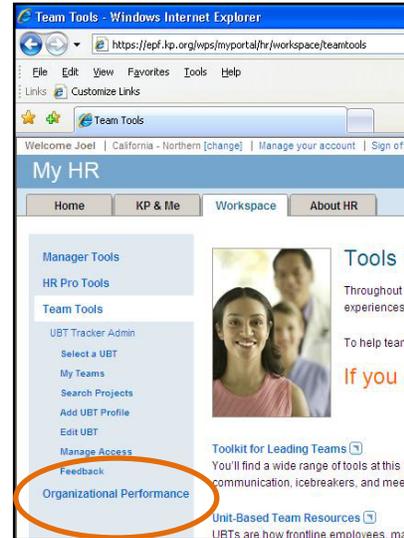
Handout #1: Logging In

If you've logged into UBT Tracker before, you'll find the process of logging into the National Dashboard very easy.

NOTE: Users of Internet Explorer 8 should follow the directions on the back of this handout.

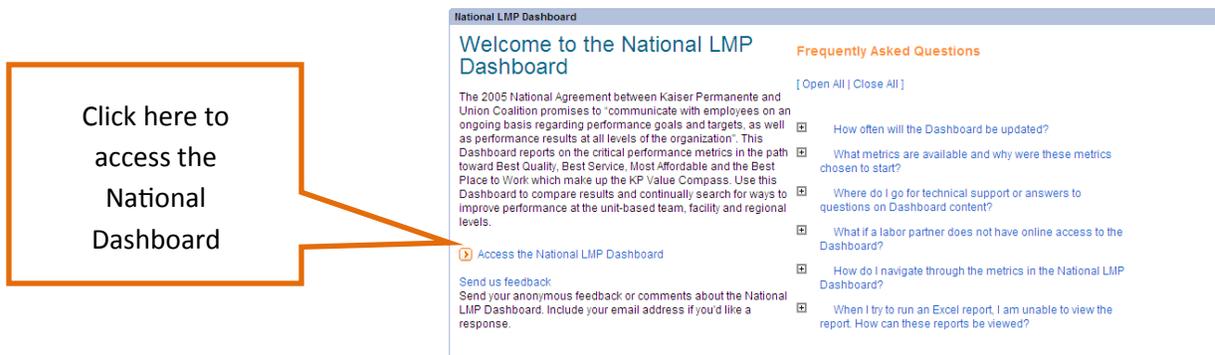
Step 1: Log in to MyHR the same way you would when accessing UBT Tracker, using your NUID and Password. Again, just as you would for Tracker, click on the Workspace tab and then the Team Tools link on the left hand navigation column.

Step 2: Under the UBT Tracker links, you will see a link entitled "Organizational Performance." Click on this link to start the process of logging into the National Dashboard.



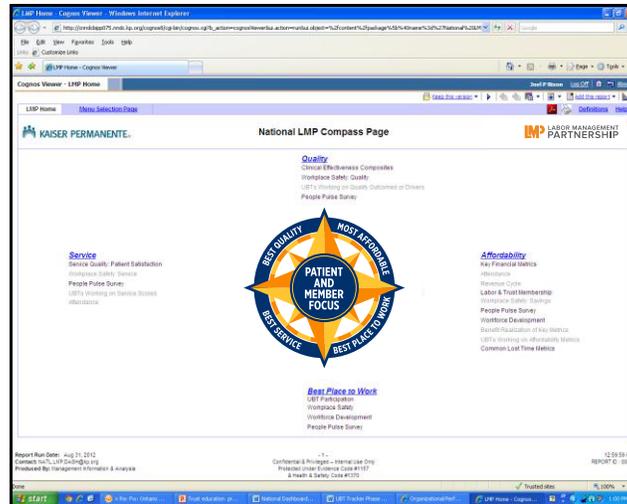
Step 3: Once you click on the Organizational Performance link, you will be taken to a page that says "Confidentiality Agreement." If this is your first time logging into the Dashboard, please read this document before clicking "I Accept." Returning users can simply click "I accept."

Step 4: After accepting the Confidentiality Agreement, you will be taken to the "home page" for the National Dashboard. This home page has information about the Dashboard, including a set of Frequently Asked Questions. From the home page, click on the "Access the National Dashboard"



Step 5: You've arrived! You are now inside the National Dashboard! From here, you can look at key performance indicators for KP across all four points of the Value Compass.

For more information on using the Dashboard and navigating around, please see National LMP Dashboard Handout #2 in this series.



IMPORTANT INFORMATION FOR USERS OF INTERNET EXPLORER VERSION 8

There is an issue with Internet Explorer 8 that causes the National Dashboard to crash at the point where users click on one of the Value Compass headings. There is a work around for this that requires a different log in procedure.

Step 1: Rather than clicking on the Organizational Performance link as in Step 1 above, click on the UBT Tracker Admin link (just under the Team Tools link). This will take you to the UBT Tracker Admin page.

Step 2: On the main part of the page (the part colored white), scroll down to the first link under the line that says "UBT Tracker Reports." This will take you to the home page of URDU, the UBT Tracker Reporting and Data Utilities system.

Step 3: In the lower right hand corner of the URDU home page, there is a link that reads "National Dashboard." Clicking this link will bring you to the National Dashboard home page.

If you wish to fix the problem in IE8 that requires this login procedure, you can disable a filter in IE8 that is causing the problem:

Step 1: With Internet Explorer open, click on the "Tools" menu, scroll to the bottom and select "Internet Options." This will bring up a dialogue box.

Step 2: Click on the "Security" tab in the dialogue box and then on the "Custom Levels" button below.

Step 3: Scroll to the bottom of the list to find the "XSS Filter" and click "Disable"

Step 4: Close your browser, relaunch, and then follow Steps 1-5 on page 1.

For more information, please contact Peter Nixon in the Office of Labor Management Partnership at Peter.Nixon@kp.org