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1 Log in

Initially the application will prompt you to enter the **User** (username) and **password**. By putting the right information you can click **Sumit** to start using the application. (See figure 1.1)



Figure 1.1

info logout

At the top there is the top menu (red box), while in the center of the page there is the panel of user favourite pages customizable (green box). (See figure 1.2)





Figure 1.2

2 Action

If you go on the **Actions page** and you click on the **Actions button** (red box) you have access to the menù (blue box) that allow management **Actions** shown in the table (white box). (See Figure 2.1)

The a filters area (green Box) is a filters area where you can filter, and save as favorites.

■ Jd ScoreCards							Actions		se	Q === earch action	i) s info	ල logou
Subject National States	No filter From From calendar as executor as executor	To to calendar	Area All Areas	Department All Departments	Ine All Lines	Equipment All Equips	Y Pillar All Pillars	•	SWP		v te icate	
⁴ Actions ⁴ Actions ⁴ Actions ⁴ Actions ⁴ Forum ⁴ Forum ⁴ Measures ⁴	orecard / Forum T									± exp □ con	pletion	
Lill Reports - C FORUM	PERI	CREATED	PROBLEM WH	ACTION	ACTION OWNER	DUE DATE	COMPLETION	STATUS	VERIFY DUE DATE	VERIFI	ATION	
C Admin • Measure 1	Gap Analysia Sep	2015 05/10/2016	problem 5 why	y 5 action 5	Action Owner	05/10/2016		Open				

Figure 2.1



The New button (blue box) allows you to create a new Action. (See Figure 2.2)



Through the command Show (blue box) you have access to a window where you can read the information of table elements. (See figure 2.3)





The **Edit button** (blue box) allow you to Edit table elements. (See figure 2.4)



The Delete button (blue box) allow you to delete the Actions in the table. (See figure 2.5)

≡ Jd Scor	zCards								4 Actions		SE	Q earch	actions	info	ن المومال
	rate of completion % action plan completion 0	% action plan completion o	on time 0 % action plan	n progression 0									+ new		
	S FORUM	PERIÓD	CREATED	PROBLEM	WHY	ACTION	ACTION OWNER	DUE DATE	COMPLETION	STATUS	VERIFY DUE DATE		show		
	Measure 1 Gap Analysis	Sep 2015	05/10/2016	problem 5	why 5	action 5	Action Owner	05/10/2016		Open			🖋 edit	_	
•	-												A delete	te	
Fabio.DI.Nisio													🛓 export		
Actions	•												📼 comple	tion	
Actions												_			
Forum					localhost	dice:		×							
Int Reports					Confirm del	etion?	and the first of the								
Reports	• 				Impedis	ci alla pagina di	creare altre finestre di dialogo								
Admin	•						ок	Annulla							
				l											
iavascript=void(0)-															
production (0),						C .									
						tigu	re 2.5								

Through the command Duplicate (blue box) you can duplicate the Action that you selected. (See figure 2.6)



figure 2.6

The Export button (blue box) allow you to Export the grid to another format. (See figure 2.7)

-		Jd Score	2 Cards		4 Actions			Q	actio	info	O	ľ						
T			rate of completion % action plan completion (0 % action plan completion	on time 0 % action plan	progression 0								boaron	+ ne	w	logout	1
	2	JDIECH consulting	C FORUM	PERIÓD	CREATED	PROBLEM	WHY	ACTION	ACTION OWNER	DUE DATE	COMPLETION	STATUS	VERIFY DUE	DATE	🗈 sh	ow		
			Measure 1 Gap Analysis	Sep 2015	05/10/2016	problem 5	why 5	action 5	Action Owner	05/10/2016		Open			🖋 ed	lit		
	_	0	-												x de	lete nlicate		
	F	abio.Di.Nisio													📩 ex	port		
	7	Actions													🔲 co	mpletion		
	5	Actions															_	
	ad 1	Horum																
		Reports																
	~	Admin																
	~																	
9	ex	port_actions.xlsx	•													+ Mostra tutt	i i download,	×
								<i>c</i> .										
								tigu	re 2.7									



The **Completion button** (blue box) allow you to create a new report (See figure 2.8)

figure 2.8



If you click on the **Measures button** (red box) you have access to two sub-menus (yellow and blue box) that allow management Measures shown in the table (white box). (See Figure 3.0)





With this button you can select the measure's

With the **New button** (blue box) you can create new items that will be included in the table Measures. The compilation of all the fields determines the characteristics of the Measures. One important function is to be able to manually determine the math formula for calculating the Measures. (See figure 3.1)

≡	Jd ScoreC	Cards												l <u>ad</u> N	leasures		Q search	actic	ins in	i) Ifo	ථ logout
																		▼ fil	er		
		С 10	MEASURE					UNIT TYPE	FREQUENCY	UNIT					OWNER			🚨 up	load	VE	
		▶ 1	Measure 1					1	Monthly	#					Measure Owner			🥭 er	350	<u> </u>	
	•	▶ 2	Measure 2					1	Monthly	# behind tin	ming				Action Owner			+ ne	w	· •	
	Fabio.Di.Nisio	▶ 3	Measure Daily 1					1	Daily (5 days)) # days					Measure Owner			/ ec	it		
*	Actions -													÷	- • ×	1		🖬 sr	lete		
Lat	Measures -			0.0	Scorecards	×												🗑 da	ta entry		
Lad	Measures			← →	G 🛛 Io	calhost/J	DScorecard	s/sc_meas	ures_DL.asp:	x?mode=0	&id=-1				다. 			Laat gr	aph		
	Scorecards T1			=	Jd Sc	oreC	ards	Mea	asures - N	ew		ba	ck actions	info	logout			🖌 ac	tivate		
	Scorecards T2																	ga	p analysis		
l≡.	Fixed Values				consulting																
Last.	Reports -											Fi	ld Detail								
•\$	Admin 👻			F	abio.Di.Nisi	0	Measu	ire Name													
					Actions																
				/	Moncuror								•								
					weasures		Head Color	#1	- Spor	#2		#Desimele	3	#4	•						
					Measures	Te	BIM	Yellow	▼ Spor	it Actio	on Owne *	Scale Min.		Group							
						T2	Measure Typ	c I	• Om	ner	۲	Scale Max.		Frequency	•						
					Fixed Value	s					-		Gan to Stratch								
				[at	Reports		Plant	00			Com	iment									
					Admin	-	Area			•											
							Department														
							Line			•											
							Team			•											
							SWP														
							Δ.						ormula								
							Edit	formula								1					

figure 3.1

Through the **Edit button** (blue box) you can change the characteristics of the elements of the table. (See figure 3.2)





With the Show button (blue box) you can see all the information about the elements of the table. (See Figure

3.3)

∎ Jd ScoreC	ards					📶 Measures	Q search	n a	tions	ා fo loge
	С 10	MEASURE	UNIT TYPE	FREQUENCY	UNIT	OWNER		т ±	filter upload	VE
	▶ 1	Measure 1	I.	Monthly	Ŧ	Measure Owner		_	erase	
•	▶ 2	Measure 2	1	Monthly	# behind timing	Action Owner		+	new	
Fabio.Di.Nisio	▶ 3	Measure Daily 1	I.	Daily (5 days)	# days	Measure Owner		÷	edit	- 1
Actions -						<u></u>	×		snow	- 1
🛚 Measures 👻		D JD Scorecards ×						â	data entry	
Measures		← → C Dicalhost/JDScorecards/sc	_measures_DL.aspx?n	node=2&id=	2	\$	=	144	graph	
Scorecards T1		■ Jd ScoreCards			Measures - Show	≪	î.	~	activate	
Scorecards T2		Prev M	easure 2		•	Next			gap analysis	
Fixed Values		DI ECH consulting								
Reports -										
💲 Admin 👻		Eabio Di Nisio	1							
		Measure Measure	Name							
		Actions Measure 2								
		Measures - #1		#2	#3 #4	#5				
		Head Color G	reen 🔻 Sponsor	Scorecards	#Decimals Category c	FYTD Formula SUM				
		Scorecards T1 BIM I	Unit	# behind tir	Scale Min. Group	Match Pattern < Start Marth				
		Scorecards T2	• Owner	Action Owne	Scale Max. Prequency Monthly	Start Morith Jul	- N			
		Fixed Values OU		С	omment Gap to Stretch					
		Reports - Plant		▼ prova						
		Admin - Area		•						
		Department		-						
		Team		•						
		Pillar		•						
		SWP		•						
					-					

Figure 3.3

With the **Delete button** (blue box) you can delete the selected items. (See figure 3.4)

≡	Jd ScoreC	Cards					Lill Measures	Q search	ac	tions	info	ථ logout
									τ	filter		
-		C 10	MEASURE	UNIT TYPE	FREQUENCY	UNIT	OWNER		<u>*</u>	upload	vi	E
		▶ 1	Measure 1	I.	Monthly	#	Measure Owner		9	erase		
	•	▶ 2	Measure 2	I.	Monthly	# behind timing	Action Owner		+	new	1	
1	abio.Di.Nisio	▶ 3	Measure Daily 1	1	Daily (5 days)	# days	Measure Owner		6	show		
•							×		×	delete	71	
Last	Measures -		D D Scorecards ×		2 4	2014 2	- 1.			data entry	- 1	
1	Measures		← → C □ localhost/JDScorecards/sc_measures_L	JL_delete.	.aspx?mode=	=38(1d=3			Lat	graph		
			■ Jd ScoreCards			Measures - Delete	back actions info logout		~	activate		
			Measure Name Measure Daily 1							gap analys	is	
ļ≣.	Fixed Values		Linked Scorecards									
ш	Reports -											
•8	Admin -		Fabio.Di.Nisio									
			f Actions									
			Linked Measures	Measure Na	ame							
			Scorecards T1									
			Scorecards T2									
			E Fixed Values									
			📶 Reports 👻									
			😪 Admin 👻									



With the function **Data Entry** (blue box) you can enter values Meausures related to a specific period (**date**, **Actuals, Glide Path Stretch Patch**). (See figure 3.5)

≡	Jd ScoreC	ards						ես	Measures		Q search	ac	ions i	i) nfo lo	ሪ gout
	JDTECH		MEASURE		UNIT TYPE	FREQUENCY	UNTT		OWNER			T ±	filter	VE	
	Consulting	• ···										-	oraeo		
		▶ 1	Measure 1		1	Monthly	#		Measure Owner				61036		
	•	▶ 2	Measure 2		1	Monthly	# behind timing		Action Owner			+	new	· .	
	Fabio.Di.Nisio	▶ 3	Measure Daily 1		1	Daily (5 days)	# days		Measure Owner			ø	edit		
4	Actions -												show		
·			(0	×	delete	_	
<u>.</u>	Measures -		D JD Scorecards										data entry		
Luil.	Measures		← → C D localhost/	IDScorecards/sc measure da	ata entrvia	spx?id=2				<> =		ad	graph		
	Scorecards T1					-	M	he Perturn				~	activate		
	Scorecards T2		I ≡ Jd ScoreC	ards			measures - Da	b b	ack actions	info logout			gap analysis		
1	Fixed Values		THE DECU	Prev Measure 2				× N	vt		· ·				
Jai	Reports -			meddare 2											
	Admin -						Measure 2								
96	Aumin														
			Fabio.Di.Nisio												
			4 Actions -												
				Fiscal Year											
			Measures -	2015-2016 •											
			Measures		Actuals	Glide Pa	ith Stretch Path								
			Scorecards T1	July	100	20	50	From Date To Date							
			Scorecards T2	September	10	30		06/08/2016							
			E Fixed Values	October	10	30	50	Download							
			Lit Deports -	November	10	30	50								
			Reports +	December	10	30	50								
			😽 🗘 🔿	January	10	30	50	Scegi file Nessun file selezionato							
				February	10	30	50	Televal.							
				March	10	30	50	Upload							
				April											
				Мау											
			()	luno							U .				

The command Graph (blue box) shows the values and Measures of information through a Graph. (See figure 3.6)

≡ Jd Score	eCards					Lill Measures	Q search	actions	info	් logout
	C ™ ► 1	MEASURE Measure 1	UNIT TY	PE FREQUENCY Monthly	UNIT	OWNER Measure Owner		 ▼ filter ▲ upload ✓ erase 	Ve	E
Fabio.Di.Nisio	► 2 ► 3	Measure 2 Measure Daily 1	1	Monthly Daily (5 days)	# behind timing # days	Action Owner Measure Owner		+ new ≁ edit		
Actions Actions Measures Measures Scorecards T1	•	 D Scorecards x ← ⇒ C □ localhost/JD 	Scorecards/sc_measures_graph.aspx	?id=2		 ■ - • × ☆ = 			,	
Scorecards T2 Scorecards T2 Fixed Values Reports Admin	•	Jd ScoreCo	Prev Masure 2		Measures - Graph	≪ ≣ O O A		gap anal	vsis	
		Fabio. Di Nisio 1 Actions 1 Measures 2 Scorec.ards 11 3 Scorec.ards 12 1 Fixed Values 1 Reports 2 Admin	Fiscal Year Show Str. 2015-2016 • Even Co 14 4 1 di 2 > Pi + C 200 200 50 150 150 100 100	Atch Path with with a spin strain of the spin strai	h linked Measures 2 gap analysis 2 with values (Successive 4 • • • • • • • • • • • • • • • • • •	Owner : Action Duner Sponsor : Scorecards Duner				

Figure 3.6

Ltd Measures 6 ڻ امروبيا **JDTECH** 1 uplo 0 ► 2 ► 3 Measure 2 # t Action Owne edit Measure Daily 1 Daily (5 days) # days Measure Owner B shou 📄 data e localhost dice: m to Activate M OK Annulla gap analy

The Activate button (blue box) allows you to activate the measures selected in the table. (See Figure 3.7)



The Gap analysis button (blue box) (See figure 3.8)



Figure 3.8

■ Jd ScoreCards	S					<u>Ш</u> Ме	easures	Q search	actions	info	් logou
	Filter No filter								 ▼ filter ▲ upload ✓ erase 		
Fabio Di Nisio Actions Measures Scorecards T1 Scorecards T2 Fixed Values Reports	Areas	Departments • <td< th=""><th>Lines</th><th>Teams Teams Other Al (MAC) Al (Al) Anual Active Calculated Incrive Measure Name</th><th>UniType OUTPUT INPROCESS</th><th>Owner Action Owner Fabio Di Nisio Measure Owner Scorecards Owner</th><th>Category C C D D M P O O O O O O O O O O O O O O O O O O</th><th>Croup 1 PRODUCTIO 2 QUALITY 3 COST 4 DELIVERY *</th><th> new edit show delete data ent graph activate gap ana </th><th>ry ysis</th><th></th></td<>	Lines	Teams Teams Other Al (MAC) Al (Al) Anual Active Calculated Incrive Measure Name	UniType OUTPUT INPROCESS	Owner Action Owner Fabio Di Nisio Measure Owner Scorecards Owner	Category C C D D M P O O O O O O O O O O O O O O O O O O	Croup 1 PRODUCTIO 2 QUALITY 3 COST 4 DELIVERY *	 new edit show delete data ent graph activate gap ana 	ry ysis	
	ID MEASURE 1 Measure 1 2 Measure 2 3 Measure Daily 1		0N 1 1 1	IT TYPE FAREQUENCE UNIT Monthly I Monthly I Monthly I Daily (5 days) I days	tming		OWNER Measure Owner Measure Owner			H ACTIVE B ~ I ~ M ~	

The Filter button (the blue box) allows you to insert the filter elements of the table. (See figure 3.9)

Figure 3.9

The Upload button (blue box) allows you to upload from an Excel format the measures. (See figure 3.10)





The Erase button (blue box) allows you to erase a set of Measures by uploading a list of Measure ID's. (See figure 3.11)



Figure 3.11

4 Scorecards

If you click on the **Measures button** (red box) you have access to two sub-menus (yellow and blue box) that allow management Scorecards shown in the table (white box). (See Figure 4.1)



With this button you can select the scorecard's



The New button (blue box) allows the insertion of new elements on the table. (See figure 4.2)

Figure 4.2

The Edit command (blue box) allows you to change elements of the table. (See Figure 4.3)

≡	Jd ScoreC	Card	ds							Corecard Scorecard	ds T1	Q search	a	ctions	info	ථ logout
	JDTECH	-							1		Ownore		+	new		
	consulting	8	SCORECARD Scorecards 1	PLANT			FREQUENCY	AREA	DEPARTMENT	LINE	Eshio Di Nisio	STA		show	- 1	
			Scorecards DAILY				Daily				Action Owner	Jan	×	delete	-	
	Fabio.Di.Nisio										Fabio.Di.Nisio		*	export		
	0-1										Scorecards Owner			export graph		
7	Actions -			ſ			1000				<u> − − ×</u>		<u>*</u>	upload		
Last.	Measures -				D JD Scorecards ×								*	download		
	Measures			- 1	← → C localhost/JDS	coreca	rds/sc_scorecards_DL.as	px?mode=18iid=2					1	owners		
	Scorecards T1				= 🛛 Jd ScoreCar	rds	Scorecards T1 -	Edit	« back	actions	info logout		2	gap analysis		
 }≡	Fixed Values			- 1	JDTECH S	corecard Scoreca	Name rds DAILY		Strat	: Month						
lad	Reports -			_		lant	4.000	Departs	ant line							
02	Admin -			- 1		ianc	• Area	• Departi	• Cille	۲						
				- 1	Fabio.Di.Nisio	requency	Values	Prev.Ye	ars Spor	isor						
				- 1	🖌 Actions 👻	Daily	•	▼ 3	▼ Acti	on Owner 🔻						
				- 1	🔟 Measures 👻	Visible	only to owners			Save						
				_	Measures ad	dd row - I	Measure: add row - Te	di .	add fi	eldı						
				_	Scorecards T1	Before	After			add field						
				_	Scorecards T2		Add Measure	- Alter	add lext							
				_	I≡ Fixed Values	here	are no items yet									
				_	🔟 Reports 👻											
				_	😋 Admin 👻											
				- 1												
				_												
				_ 1												
				- 1												



Through the command **Show** (blue box) you have access to a window where you can read the information of table elements. (See figure 4.4)



Figure 4.4

The **Delete button** (blue box) allows you to delete selected items from the table. (See Figure 4.5)

≡	Jd ScoreC	ards		localhost dice: ×	Scorecards T1		Q	actions	info	ڻ اorout	
				SUCCESS:			Sourch	+ new		logout	
		C SCORECARD	PLANT FREQU	Scorecards deleted!	ENT LINE	Owners	s	🖋 edit	- 1		
		Scorecard 2	-1			Fabio.DI.Nisio	Ji	show	- 1		
		Scorecards 1	Daily	ОК		Fabio.Di.Nisio	Ji	× delete			
	Fabio.Di.Nisio	Scorecards 14	-1			Fabio.Di.Nisio	Ji	🛓 export			
	Astissa -							📥 export gr	aph		
7	Actions •							🚨 upload			
ш	Measures -							🛓 download			
111	Measures							r owners			
	Scorecards T1							🗠 gap anal	sis		
	Scorecards T2										
i≡	Fixed Values										
ш	Reports -										
o\$	Admin -										
											Î
											+
				5							

With the **Export button** (blue box), information elements are displayed in a table. Also you can export this information in different formats using the **Export command** (yellow box). (See Figure 4.6)



Figure 4.6

With the **Export Graph command** (blue box) you can view information on a graph. In addition you can export the graph in a different format (yellow box). (See figure 4.7)

■│	Jd ScoreC	Cards							Scorecard	ds T1		Q search	1 8	actions	info	
	IDTECH												+	new		
	consulting	C sco	RECARD	PLANT		FREQUENCY	AREA	DEPARTM	INT	LINE	Owners	ST/	1	edit		
	•	Scor	ecard 2			-1					Fabio.Di.Nisio	Jan		show		
Eal	bio Di Ninin	Scor	recards 1			Daily					Fabio.Di.Nisio	Jan	÷	export		
Fa	DIO. DI. NISIO			ĺ	(Pa 10 Summerica V	_					<u> </u>			export gra	ph	
† A	Actions -				← → C	DScorecards/sc score	cards DL graph.aspx?id=3					☆ =	2	upload		
Latt N	deasures -					ou de	Scorecards T1 - Export	Graph	«		i	<u>د</u>	*	download		
	Aeasures				= JU SCOREC	aras			back	action	s info lo	ogout	P	owners	eie	
ш s	Scorecards T1						Scorecards	1					~	gap analy	515	
						Chow Stratch Path	with linked Measure	Fiscal Year								
ad F	Reports -				Fabio.Di.Nisio	With values Gap Analysis	Save As Default	2014 T Month								
8 A	Admin 👻				L Actions -			June								
					7 Actions			Export Sco	recard Graph							
					in measures •	-		Mecouros lio								
					Measures			measures ils								
					Scorecards T2	There are no iter	ms yet									
					I≡ Fixed Values											
					🔟 Reports 👻											
					🐼 Admin 👻											

Figure 4.7

With the Upload command (blue box) you can upload a new scorecards from a file Excel. (See figure 4.8)



Figure 4.8

With the **Download command** (blue box) allow you to download Scorecard in a format you have available. (See figure 4.9)



Figure 4.9

The Owners button (blue box) allows you to add the owners to the Scorecards. (See figure 4.10)





The Gap Analysis button (blue box) allow you to see sequentially Graphs. (See figure 4.11)

≡	Jd ScoreC	Cards						Scorecards T1		Q search	actions	info lo	് gout
		C SCORECARD	PLANT	FREQUENCY	AREA		DEPARTMENT	LINE	Owners	STA	+ new ✔ edit B show		
	Fabio.Di.Nisio	Scorecards 1		Daily					Fabio.Di.Nisio	Jan	× delete		
9 1.11 1.11	Actions Measures Measures Scorecards T1		→ C □ → C □ → C □	s ×) localhost/JDScorecards/sc_so ScoreCards	corecards_DL_gap.aspx Scorecards T	?TEMPLATE=1&ID=3 1 - Gap Analysis Scorecards 1		« back action	کے ۔ Sons info lo	× ☆ ≡ gout	export gr upload download owners gap analy	sis	
	Scorecards T2 Fixed Values Reports • Admin •		Fabio Di. 4 Actions Measure	Nisio es •				T	Next				
			Latt Measure Constant Scorece Scorece Fixed Vi Latt Reports Constant Admin	es ards T1 ards T2 alues a *	Fiscal Year	Month Day							
				Open Actions	. 2021	January •							

Figure 4.11

5 Fixed Values

Fixed Values button (Yellow box) you can view and determine standard values (example: exchange Euro / Dollar). Buttons positioned at the top right give the possibility to manage the items in the table. (See Figure 5.1)



With this button you can select the fixed values.

With the **New button** (blue box) you can upload new default values in the appropriate fields by entering the name, the standard value and the date of the value itself. (See Figure 5.2)



Figure 5.2

With the **Edit button** (blue box) you can modify the elements of the table, and then save the changes. (See Figure 5.3)



Figure 5.3

Show button (blue box) allows you to see the information table elements. (See Figure 5.4)



Figure 5.4

Through the **Delete button** (blue box) you can delete the selected items in the table. (See Figure 5.5)





With the **Admin button** (red box) you can administer and manage the categories shown on the left side of the screen (yellow box) indicate the names (Users, Users Profiles, Plants, Areas, Department, Lines, Equipments, Teams, Units, Pillar, Measure Category, SWP, Measure Groups, Cost Center). If you click on one of these categories the items are displayed in the central table.

In the (blue box) there are the controls for the management of the items listed in the table.

In the (green box) there are fields to search for items in the table. (See figure 6.1)

	Jd Score(Cards										Lusers		Q search	actio	ins info	
2		Username	Profile	•	Plant	•	Area 🗸	Department	•	st Center	Active/Inactive	-	earch		+ nev	v t	
	consoning	C USER NA	E	PROFILE		PLANT		AREA		DEPARTMENT	COST CENTER	IMME	DIATE MANAGER	PLANT P	🖹 sho	w	VE
	8	Action Ow	her	Scorecards ov	vner										× acti dea	ivate activate	
F	abio.Di.Nisio	Fabio.Di.N	isio	Admin											≓ sub	stitute	
	Actions -	Measure	wner	test profile											Q res	et pwd	
	Measures -	 Scorecard 	s Owner	Dataprovider											 a 000 a sat 	n data	
ł	Reports -														i∠ org	chart	
	Admin -														🌲 org	treeview	
														I	💼 del	ete restore	
	User Profiles													_			
	Cost Center																
								Fic		S 1							
								118	Sure	0. I							

With this button you can select the elements.

Through the New button (blue box) you can insert new elements in the table. (See Figure 6.2)





The Edit button (blue box) you can change the selected items in the table. (See Figure 6.3)

≡	Jd ScoreC	ards				Lusers Q search ac							ථ logout				
														+	new		
	Consulting		NAME	PROFILE		PLANT	AREA	DEPARTMENT	COST O	ENTER	IMMEDIATE M	NAGER	PLANT N	1	edit		VE
		Action (Owner	Scorecards owner										2	show		£
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Figure 6.3

The Show button (blue box) allows you to view your items that are in the table. (See Figure 6.4)

Figure 6.4

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The **Activate/Deactivate button** (blue box) allows you to activate or deactivate selected items in the table. (See Figure 6.5)

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Figure 6.5

The **substitute users** button (blue box) allows you to create users (**Owner**, **Sponsor** and **Backup**). (See Figure 6.6)

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Figure 6.6

The Reset Pwd button (blue box) allow you to reset selected user password. (See Figure 6.7)

Figure 6.7

The **Upload/Download users** button (blue box) allows you to upload or download users from a Excel file. (See figure 6.8)

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The **SAP Data** button(blue box) allows you to upload or download the cost centers and immediate managers from a SAP DataBase (See figure 6.9)

Figure 6.9

The Org Chart button(blue box) allows you to view the Org Chart linked to the selected user (See figure 6.10)

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The Org Treeview button (blue box) allows you to view the organization chart in Treeview mode (See figure 6.11)

Figure 6.11

figure 6.11

7 Set Password

The Set Password button (red box) allows you to change the password of the user's. (See Figure 7.1)

Figure 7.1

Configuring Reporting Services Components

http://msdn.microsoft.com/en-us/library/ms159624(SQL.90).aspx

Installing Sql Server Reporting Services

http://msdn.microsoft.com/en-us/library/ms143736(SQL.90).aspx

How To : Install SQL Server 2005

http://msdn.microsoft.com/en-us/library/ms143219(SQL.90).aspx

How To : Install Microsoft Internet Information Service

http://msdn.microsoft.com/en-us/library/ms143748(SQL.90).aspx