



## USER GUIDE

# Table of Contents

1	Log in	Page 03
2	Actions	Page 05
3	Measures	Page 11
	• Measures	Page 11
	• Scorecards	Page 19
	• Fixed Values	Page 27
4	Admin	Page 30
5	Set Password	Page 36

# 1 Log in

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

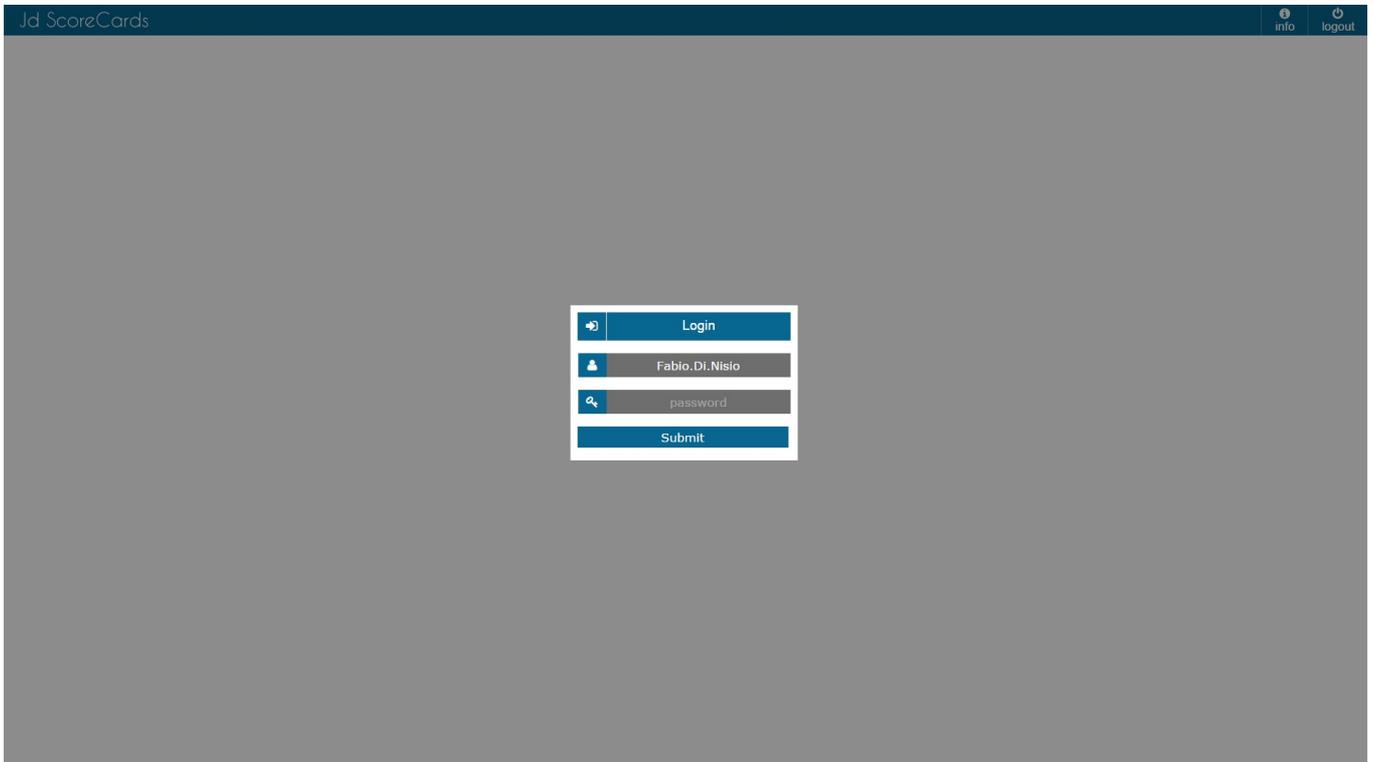


Figure 1.1

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

The screenshot shows the 'Actions' page in the Jd ScoreCards system. The top navigation bar includes 'Actions', 'search', 'actions' (highlighted in red), 'info', and 'logout'. The left sidebar contains navigation options: 'Actions', 'Forum', 'Measures', 'Reports', and 'Admin'. The main content area features a filter area (green box) with various dropdowns and checkboxes for filtering actions. Below the filter area is a table (white box) displaying a list of actions. The first row of the table is highlighted in red. A context menu (blue box) is open over the first row, showing options like 'new', 'show', 'edit', 'delete', 'duplicate', 'export', and 'completion'.

FORUM	PERIOD	CREATED	PROBLEM	WHY	ACTION	ACTION OWNER	DUE DATE	COMPLETION	STATUS	VERIFY DUE DATE	VERIFICATION
Measure 1 Gap Analysis	Sep 2015	05/10/2016	problem 5	why 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)

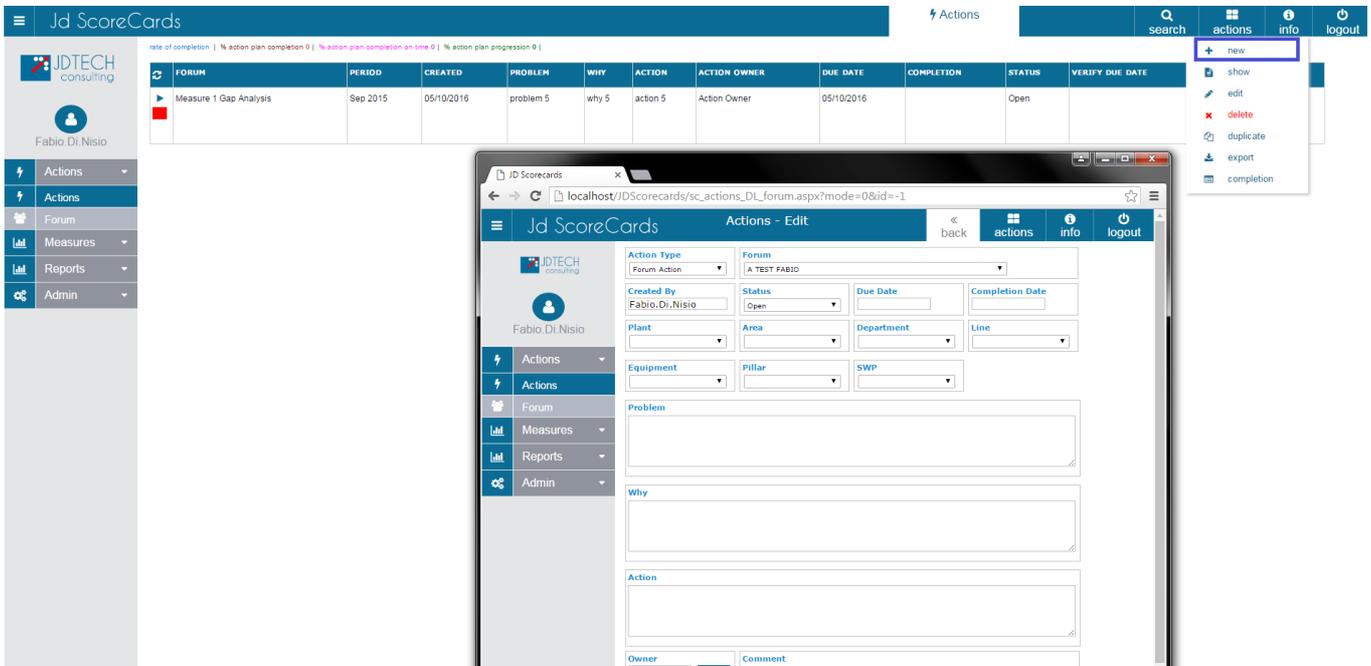


Figure 2.2

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 )

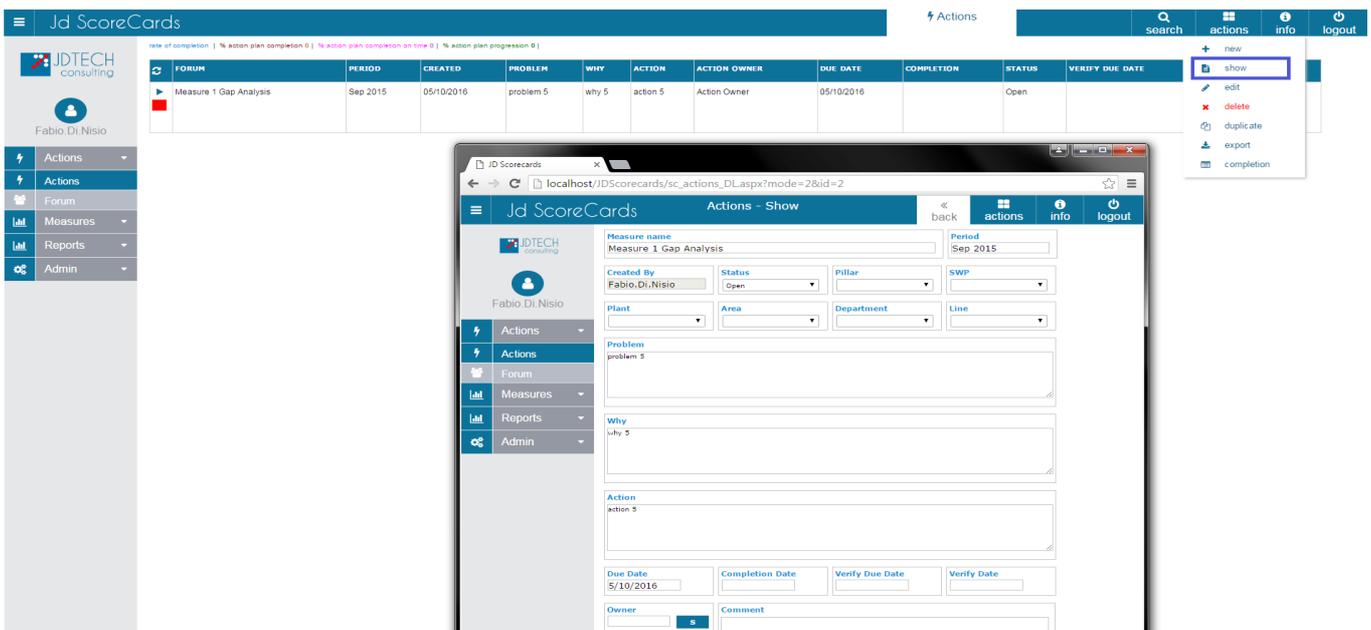


figure 2.3

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

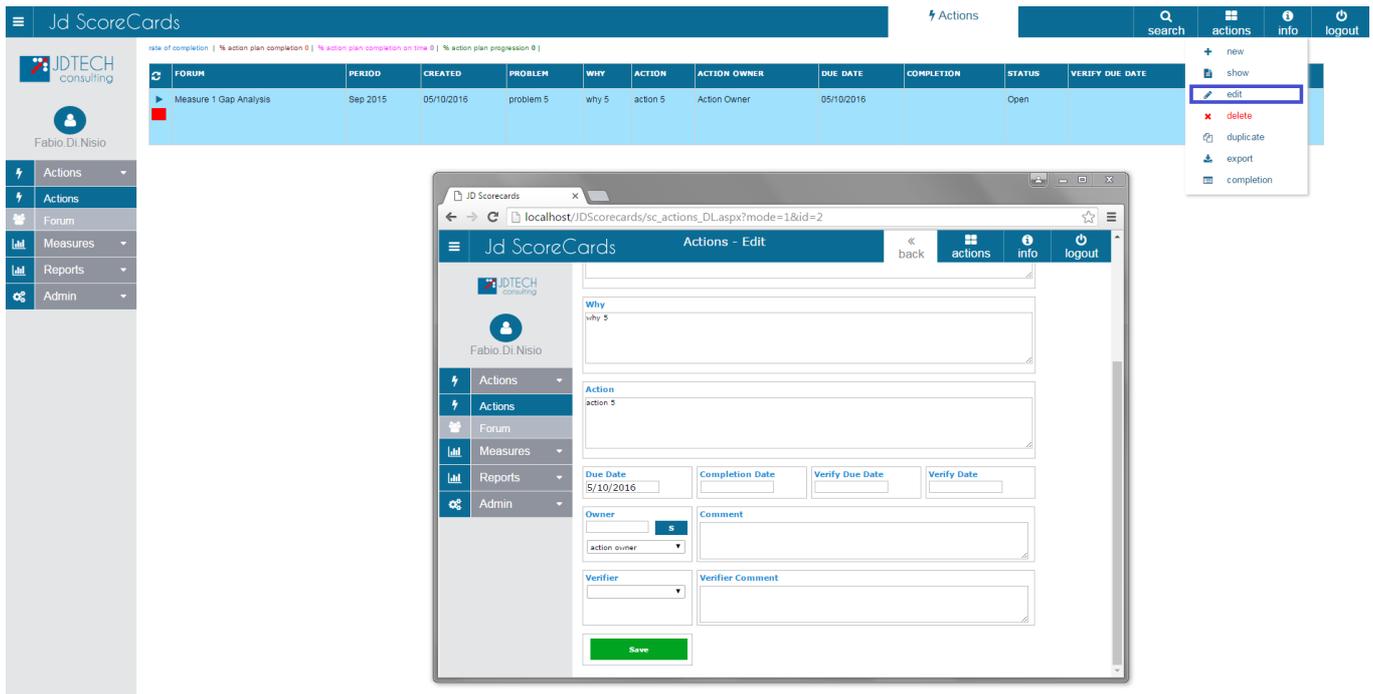


figure 2.4

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

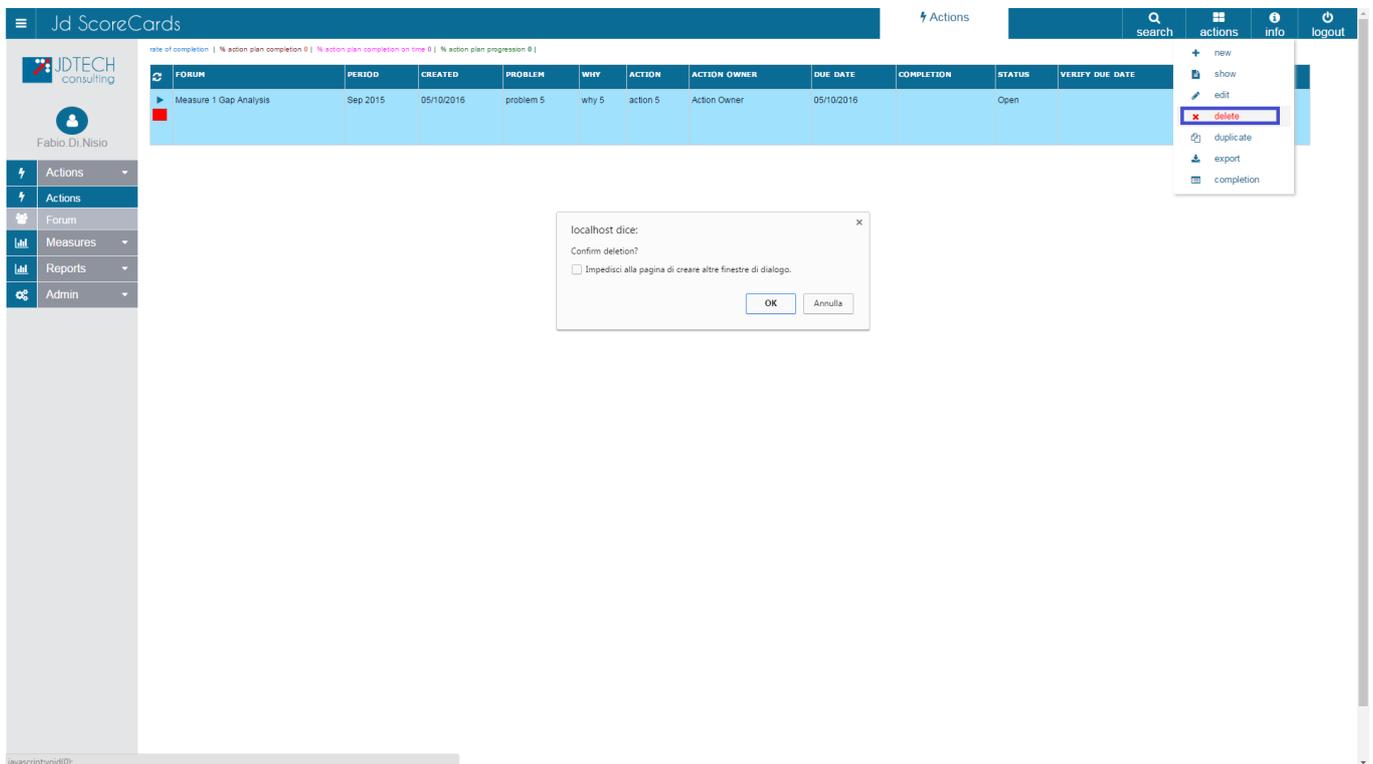


figure 2.5

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

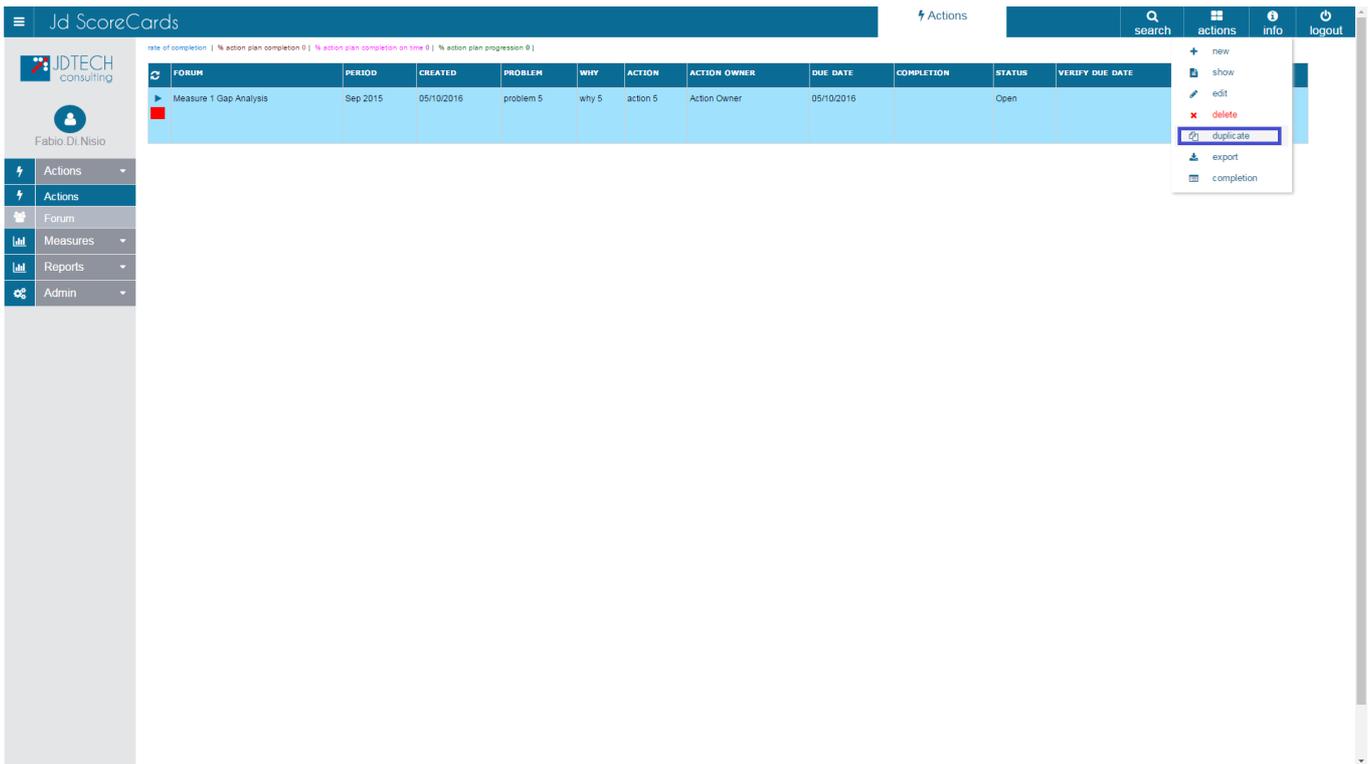


figure 2.6

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

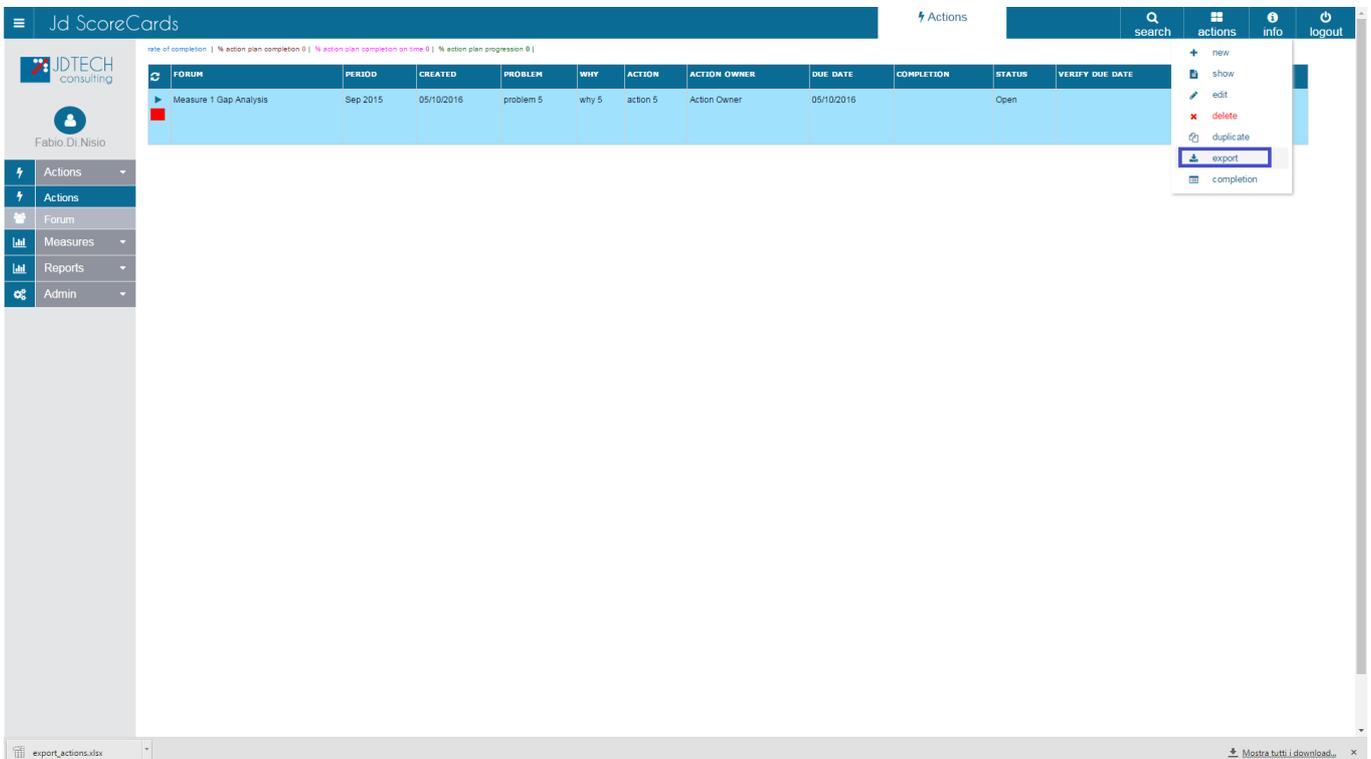


figure 2.7

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

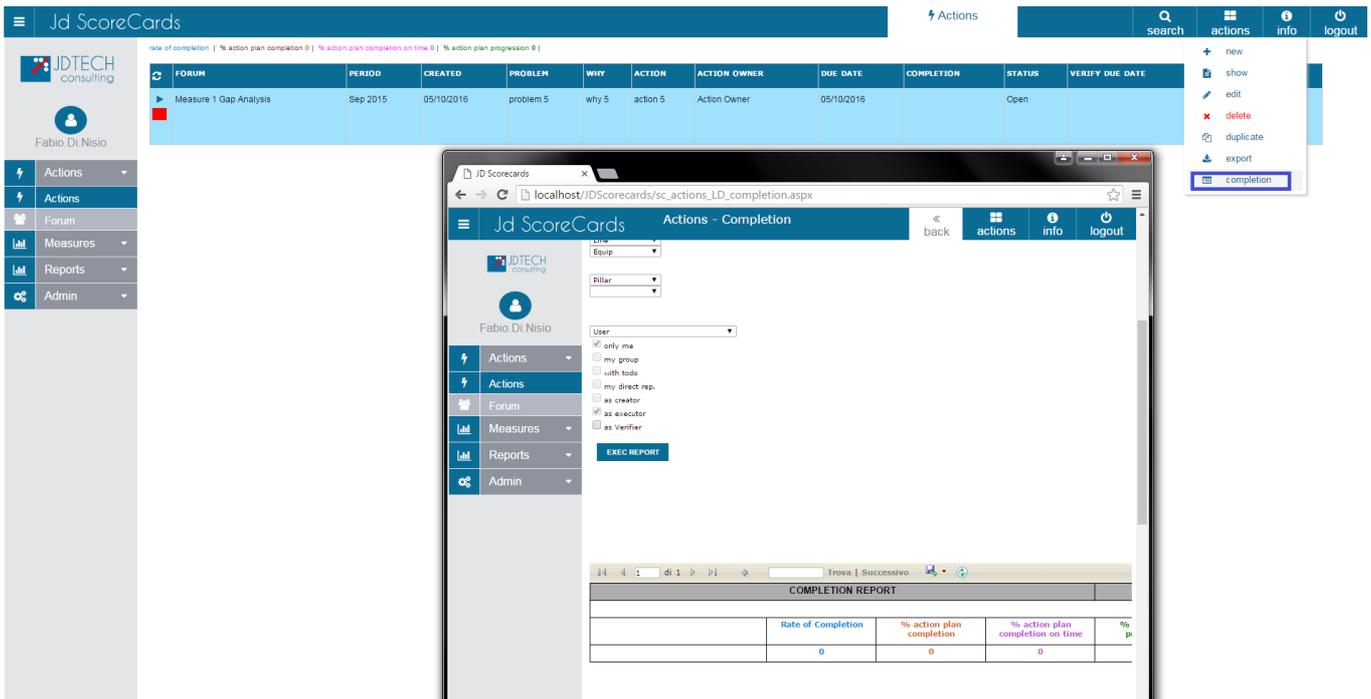


figure 2.8

### 3 Measures

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)

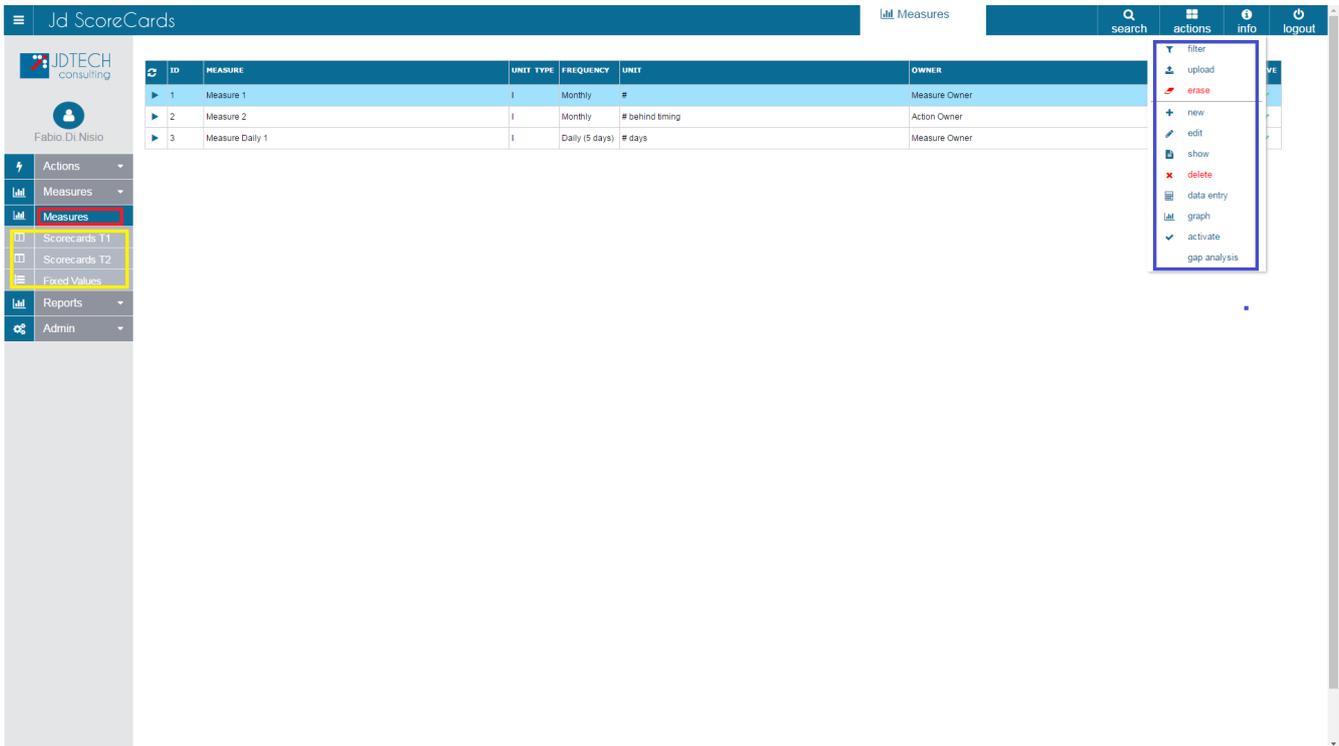


Figure 3.0



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 )

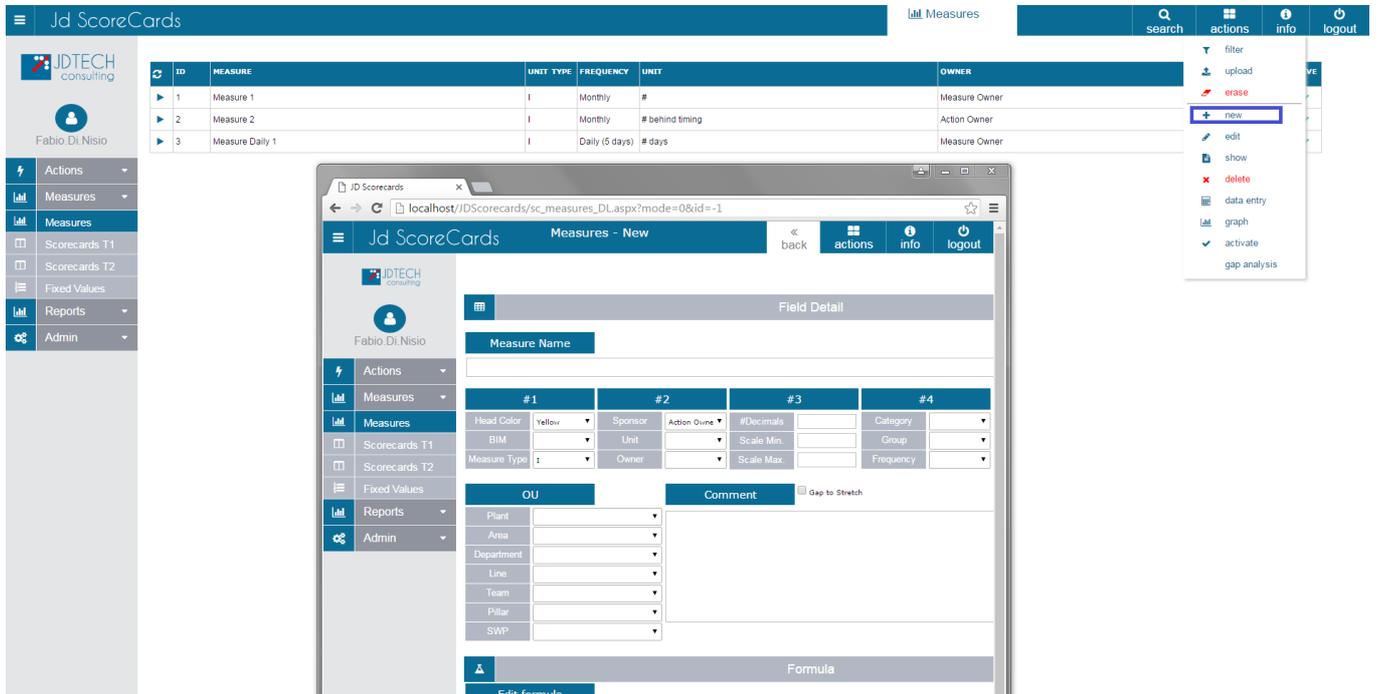


figure 3.1

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

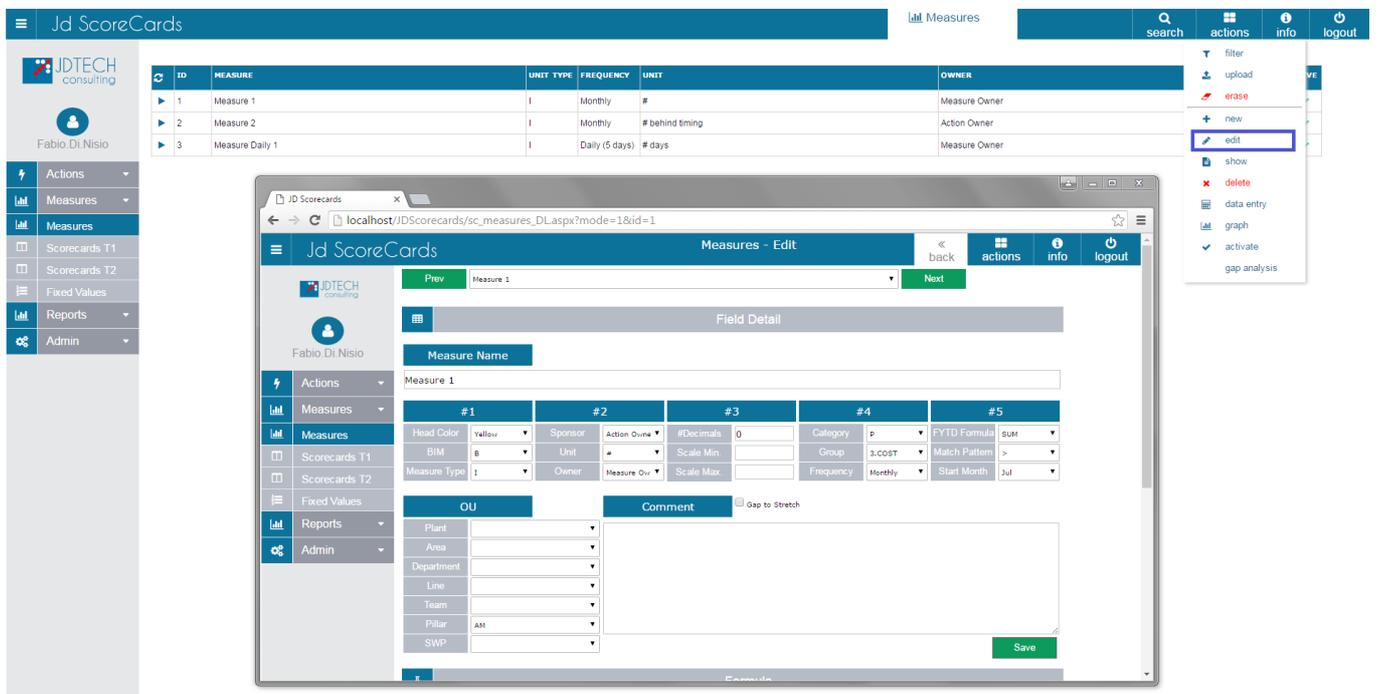


figure 3.2

With the **Show button** (blue box) you can see all the information about the elements of the table. (See Figure 3.3)

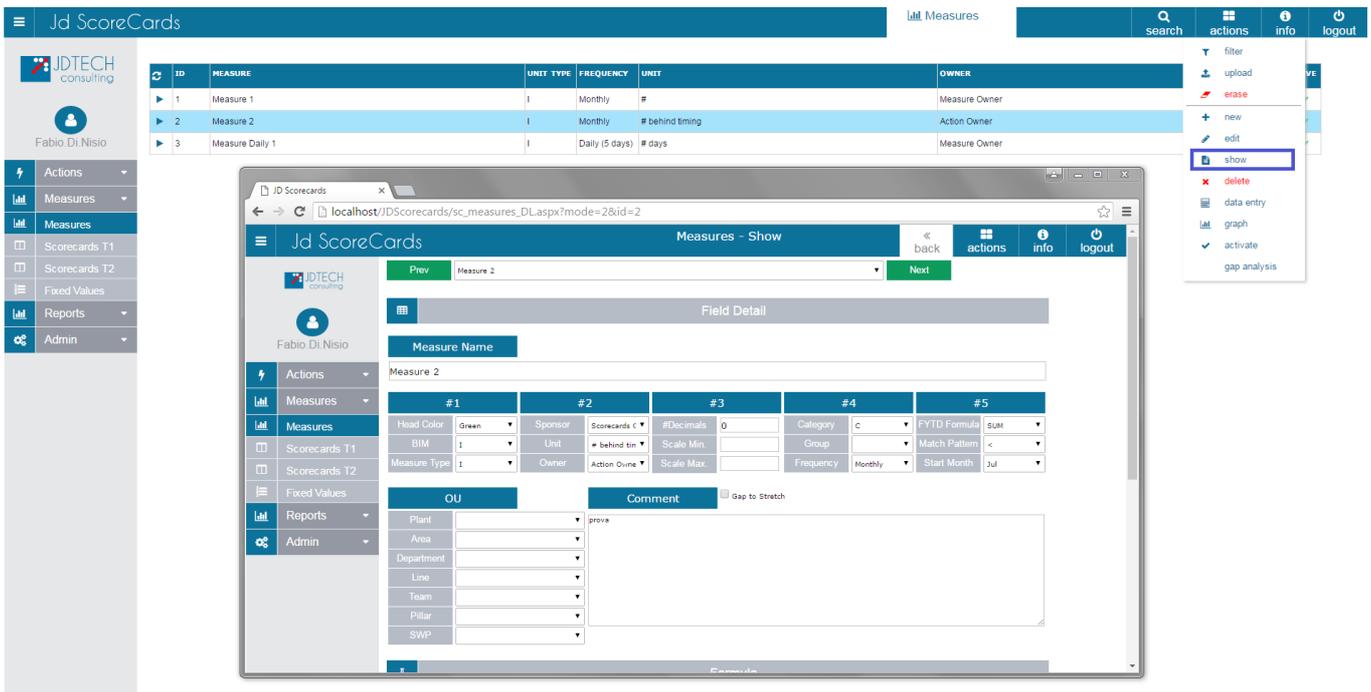


Figure 3.3

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

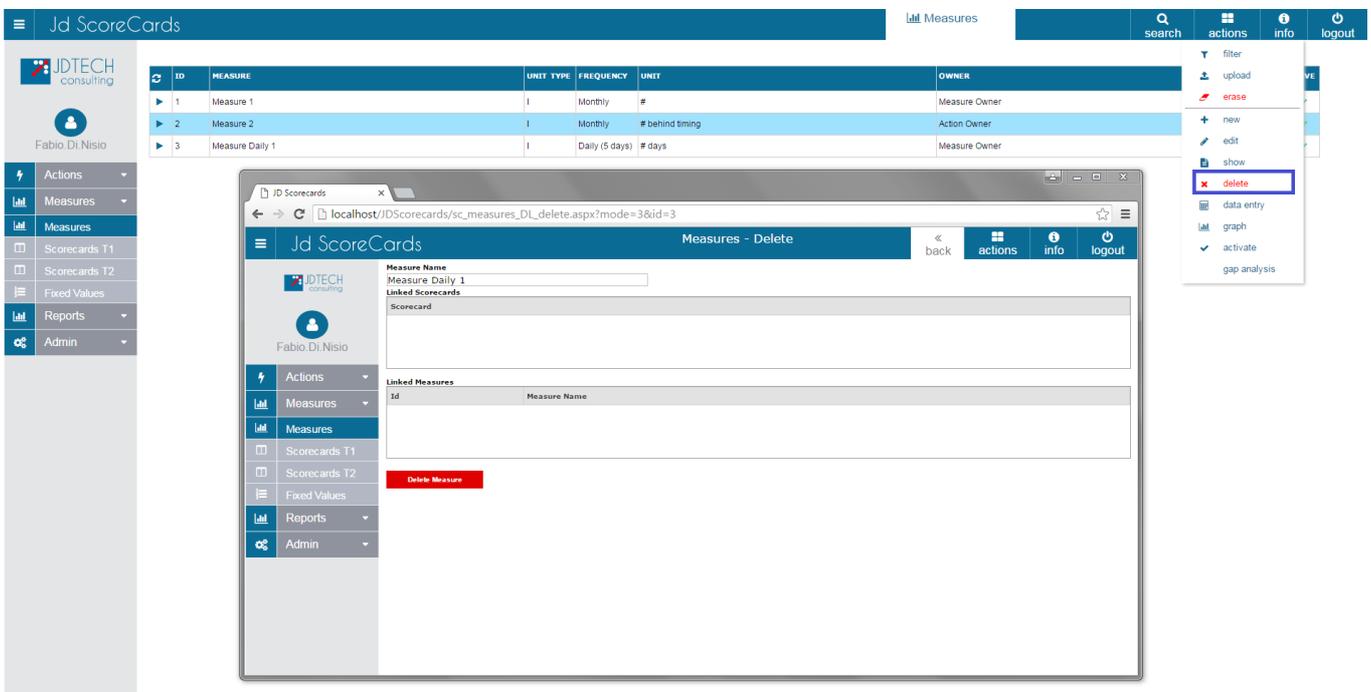
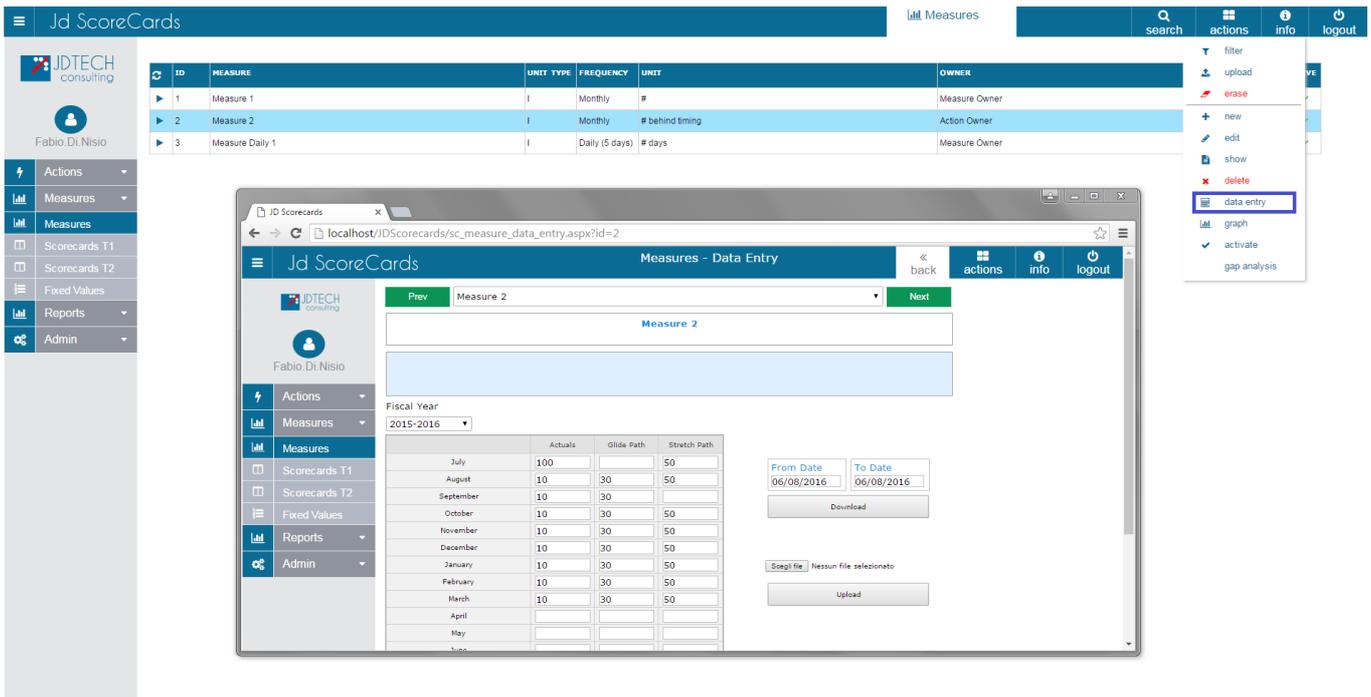


figure 3.4

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

figure 3.5



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

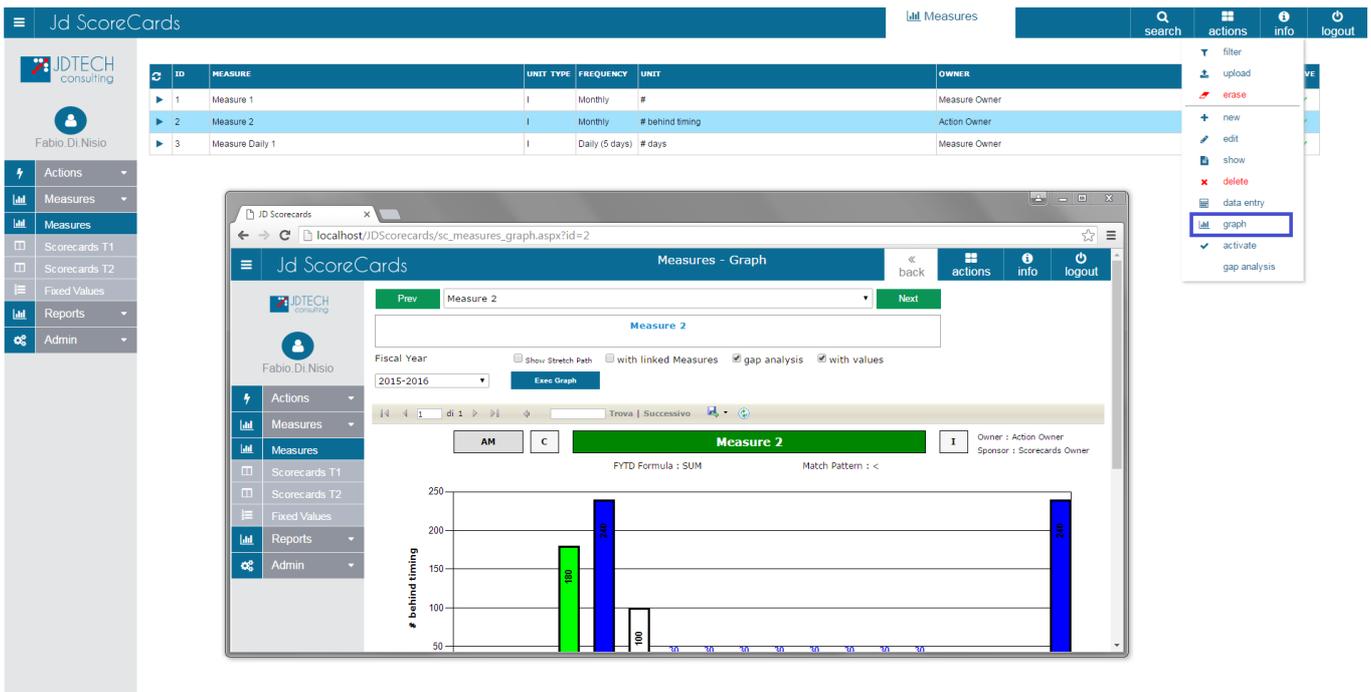


Figure 3.6

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

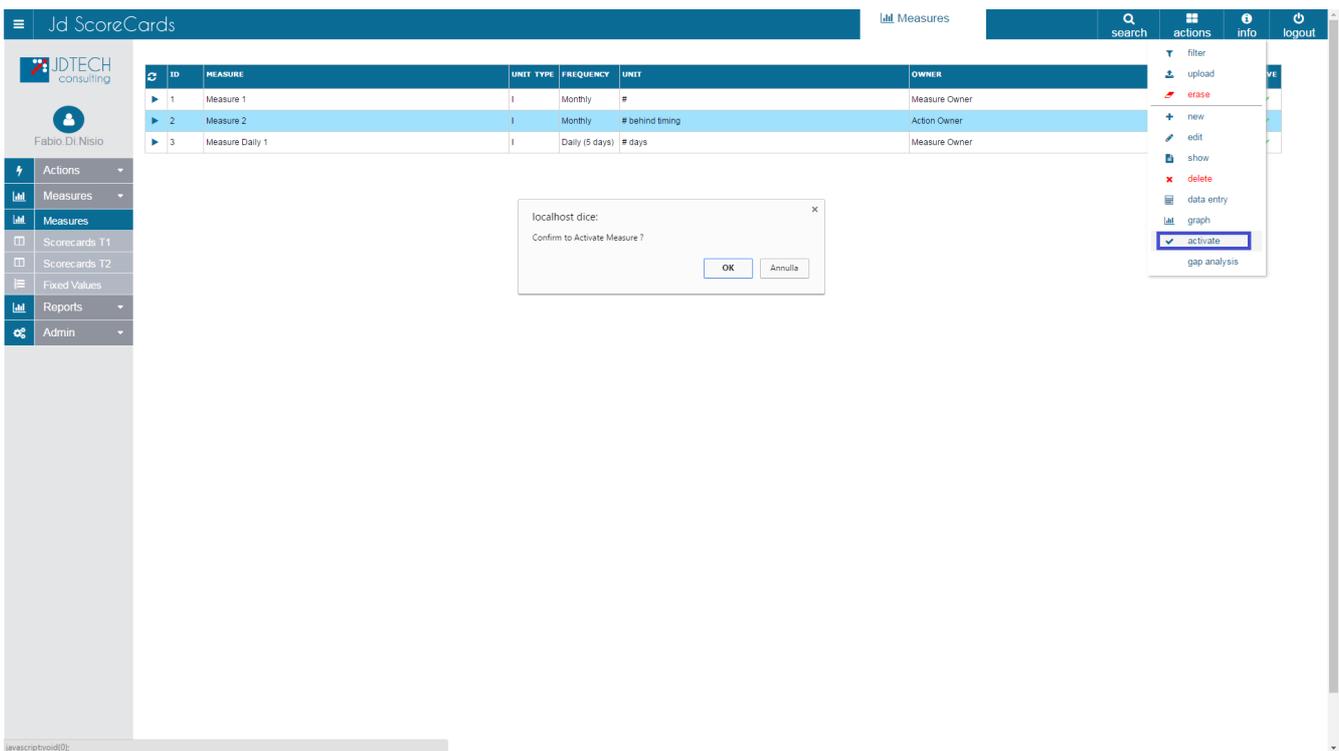


Figure 3.7

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

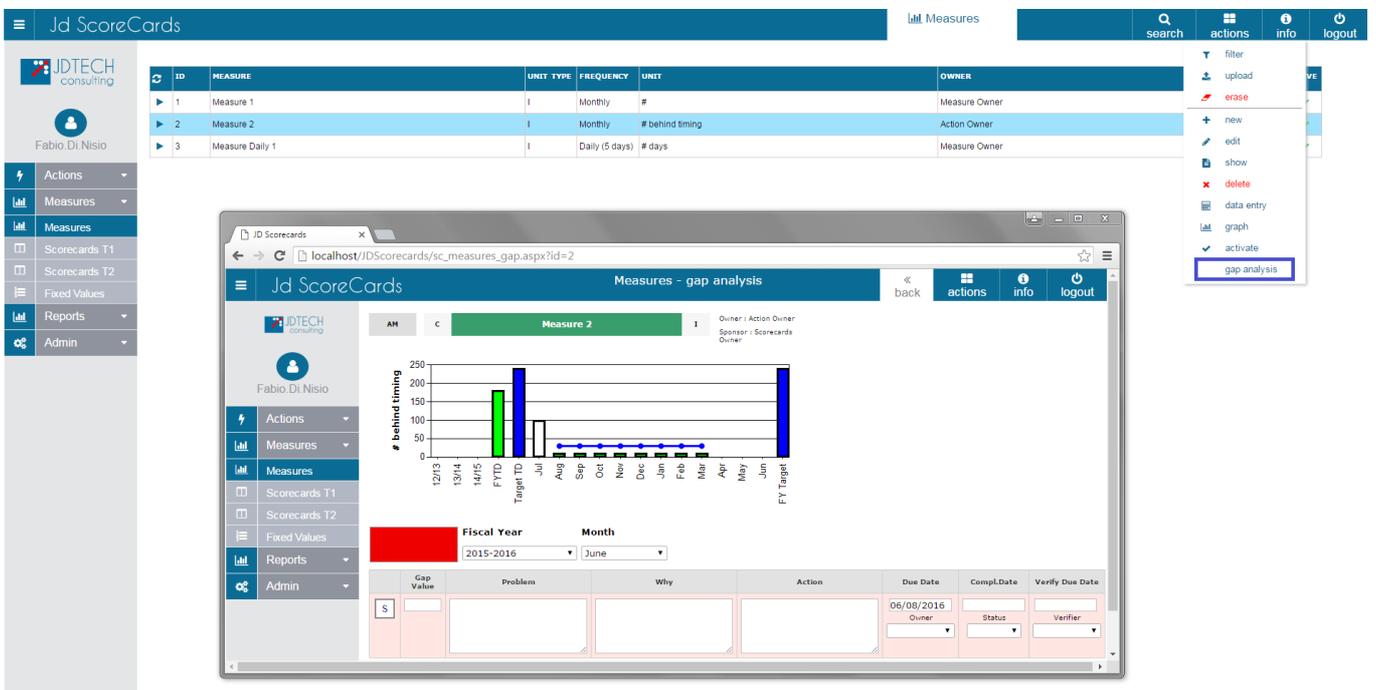


Figure 3.8

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

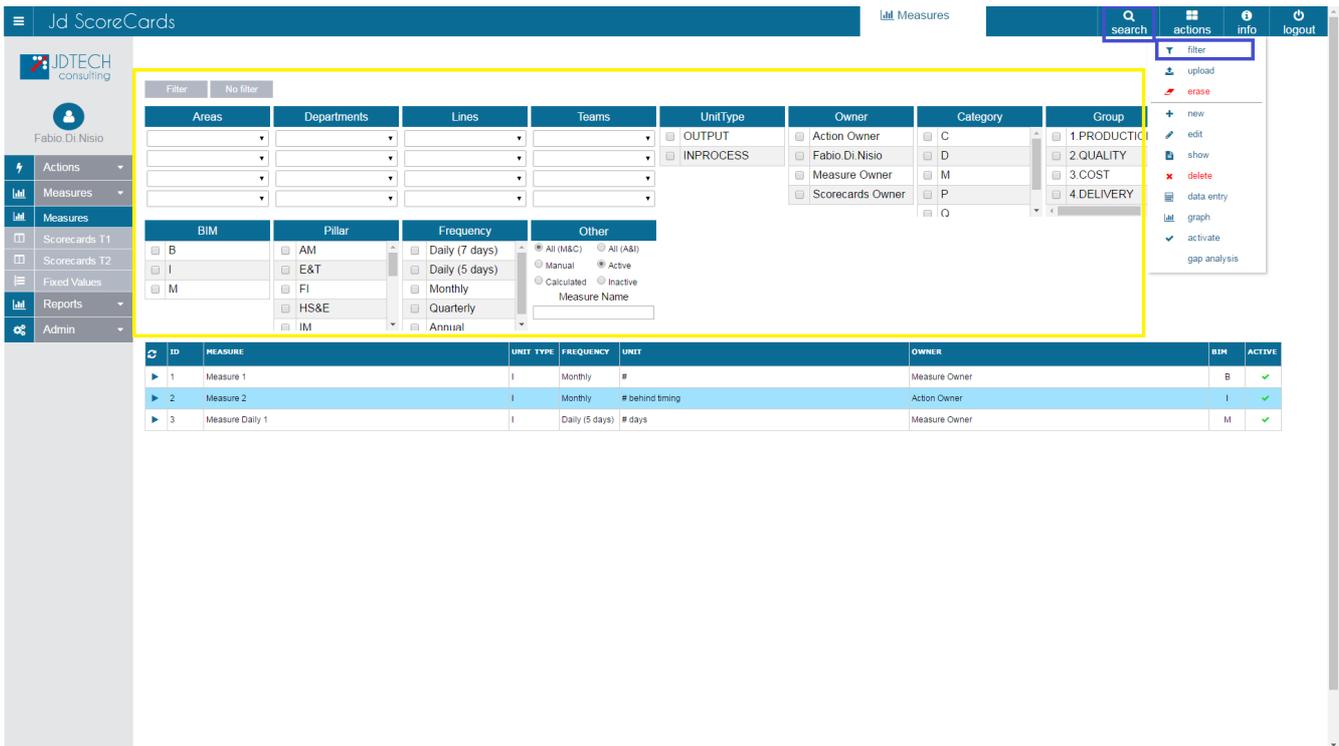


Figure 3.9

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

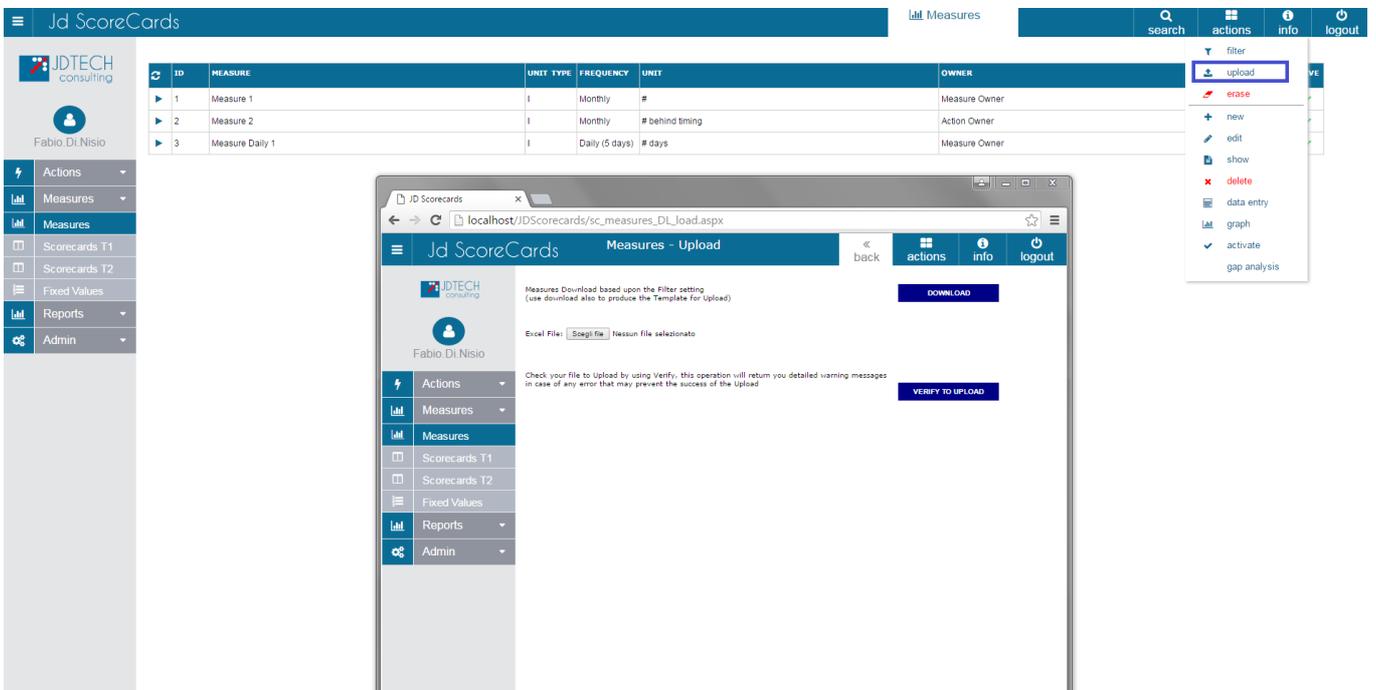


Figure 3.10

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 )

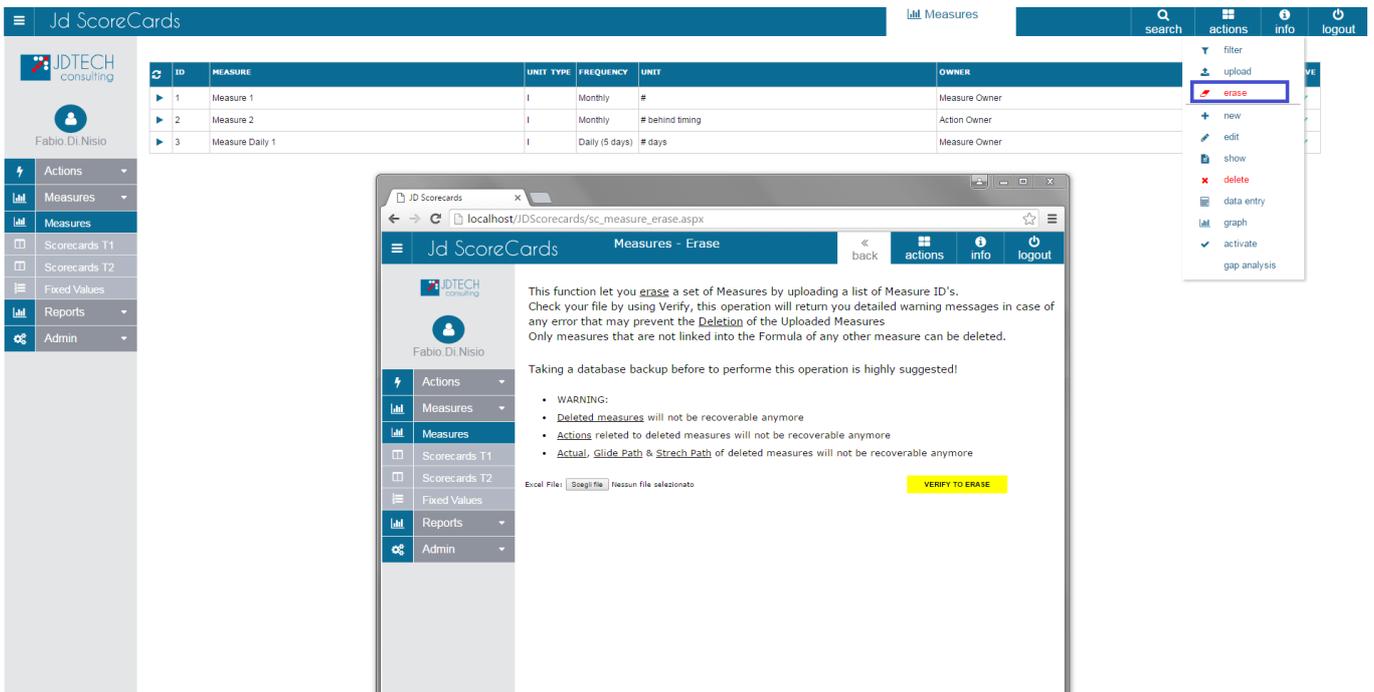


Figure 3.11

## 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)

The screenshot shows the Jd ScoreCards application interface. The left sidebar contains a navigation menu with the following items: Actions, Measures (highlighted in red), Measures (highlighted in yellow), Scorecards T1 (highlighted in yellow), Scorecards T2, Fixed Values, Reports, and Admin. The main area displays a table of scorecards with the following columns: SCORECARD, PLANT, FREQUENCY, AREA, DEPARTMENT, LINE, Owners, and STAT. The table contains two rows of data. A context menu is open over the table, showing the following options: new, edit, show, delete, export, export graph, upload, download, owners, and gap analysis.

SCORECARD	PLANT	FREQUENCY	AREA	DEPARTMENT	LINE	Owners	STAT
Scorecards 1		Daily	Pillars			Fabio Di Nisio	Jan
Scorecards DAILY		Daily	SNACKS			Action Owner Fabio Di Nisio Scorecards Owner	Jan

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)

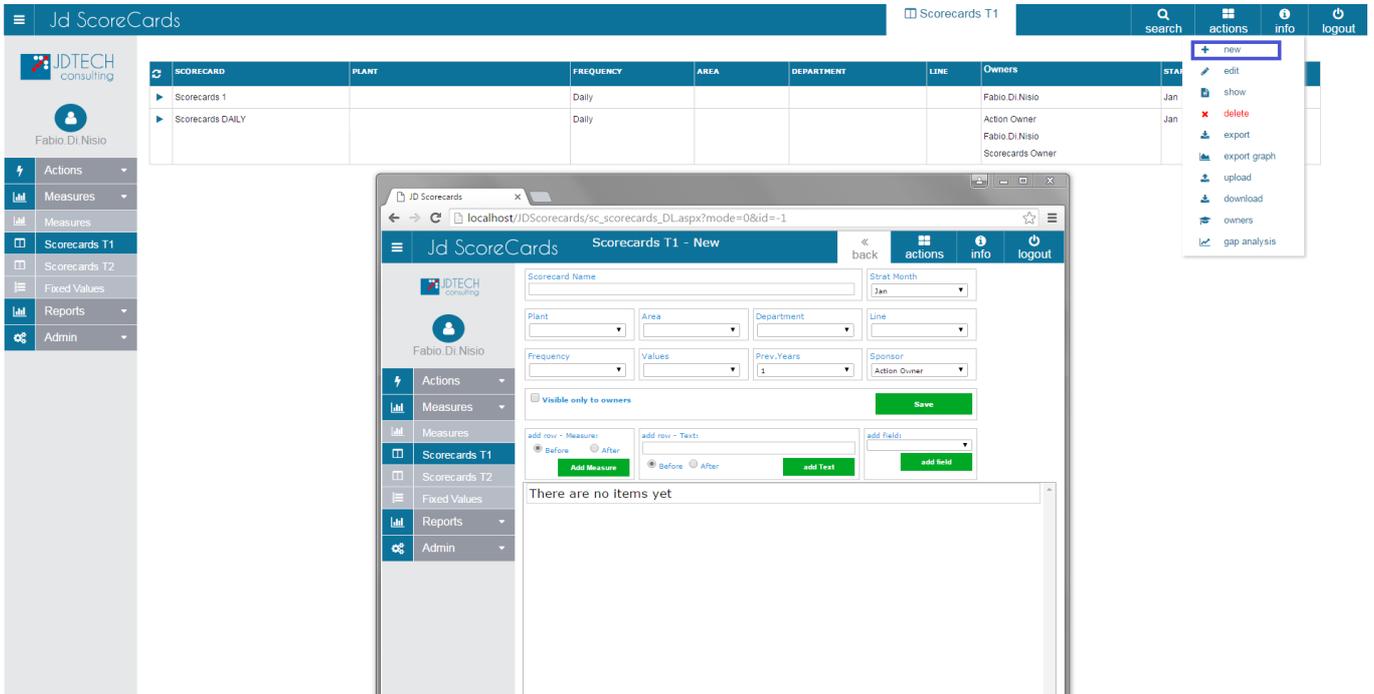


Figure 4.2

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

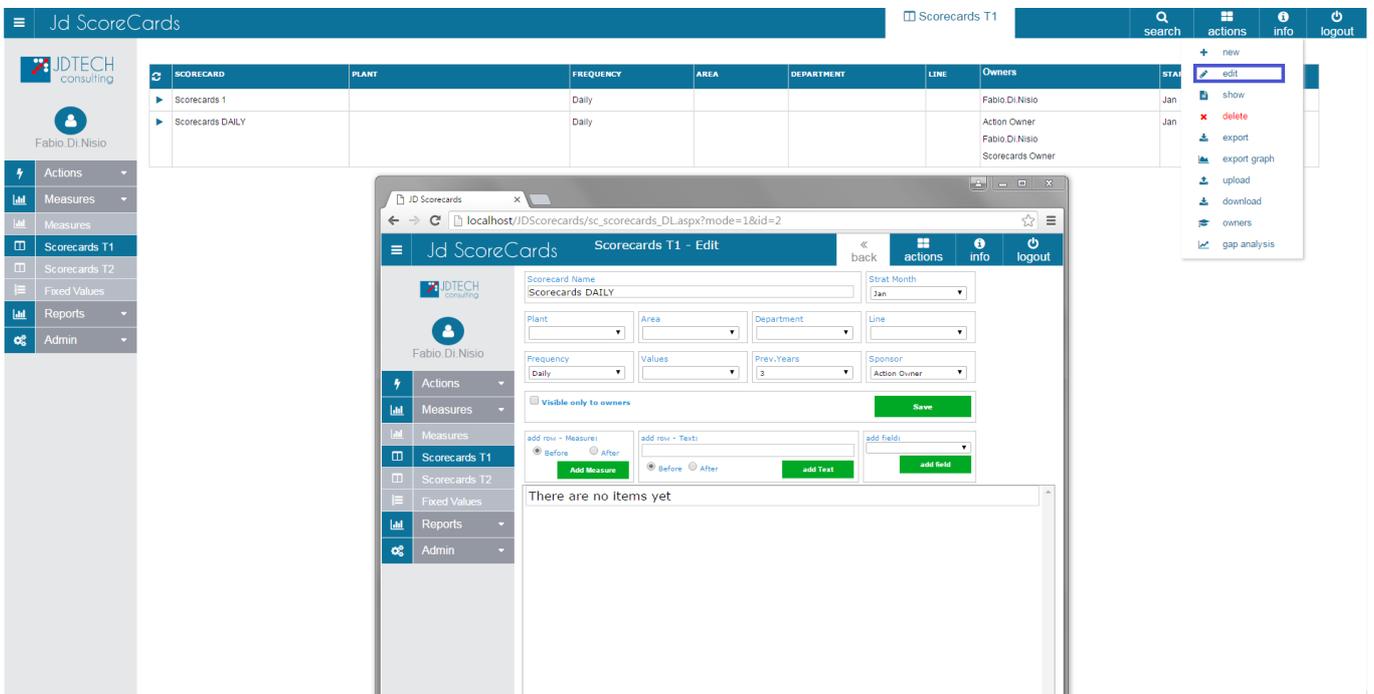


Figure 4.3

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 )

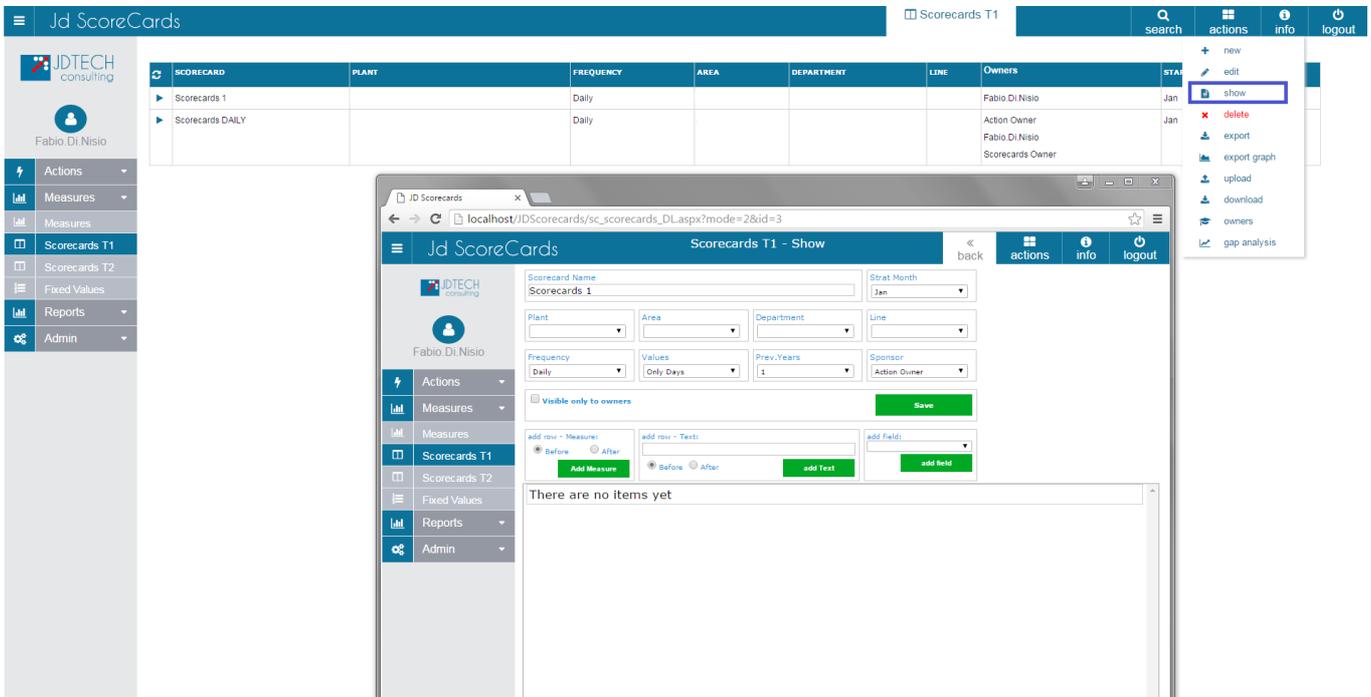


Figure 4.4

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

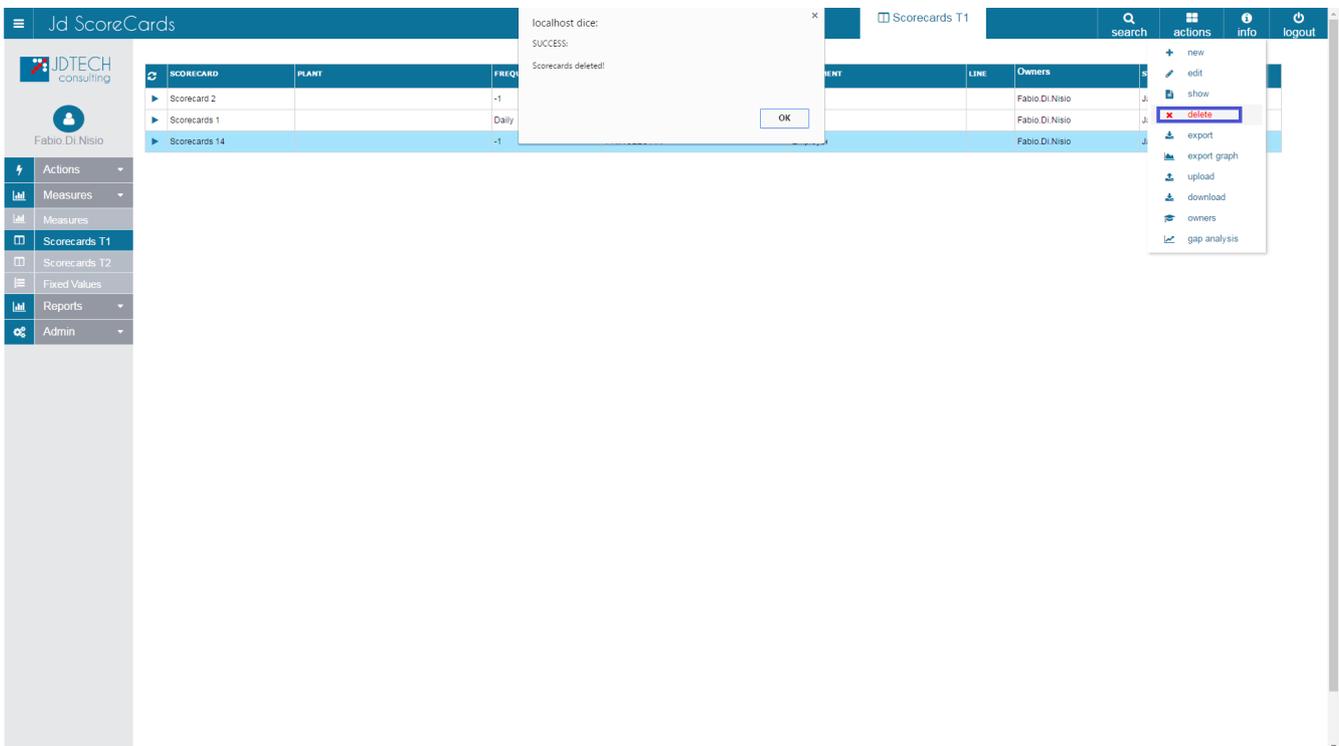


Figure 4.5

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 )

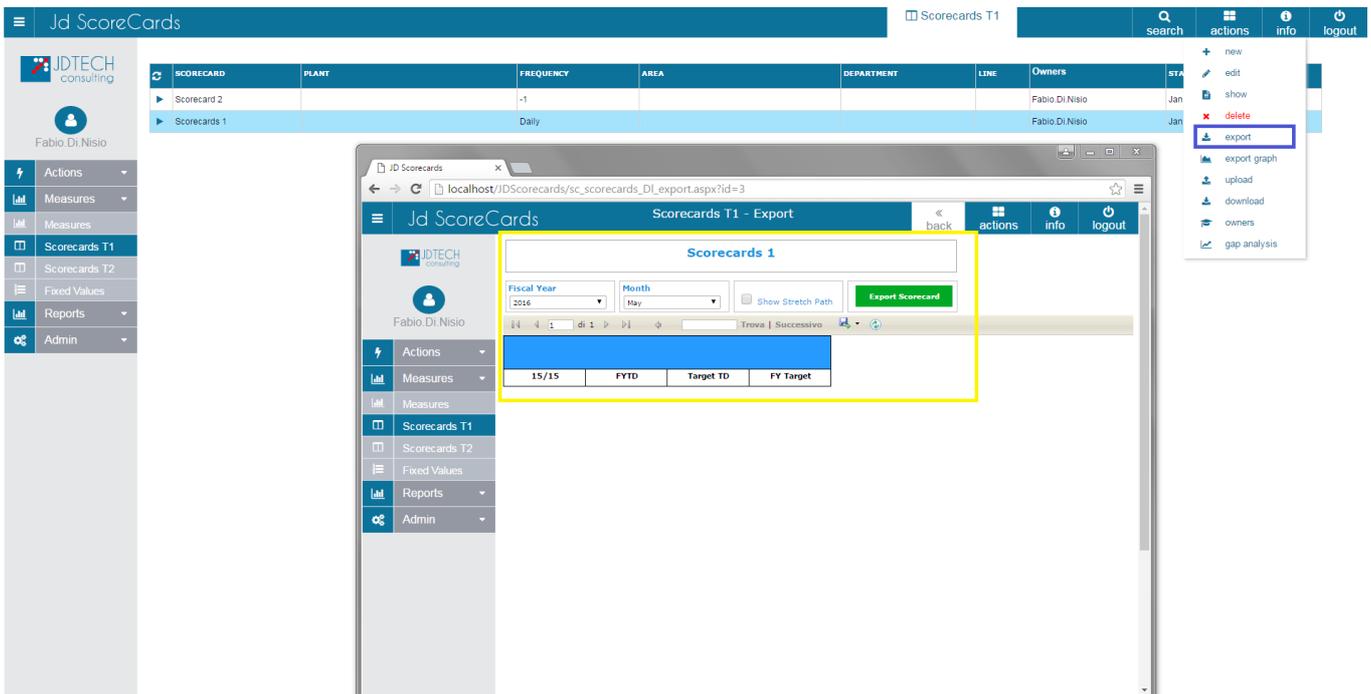


Figure 4.6

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 )

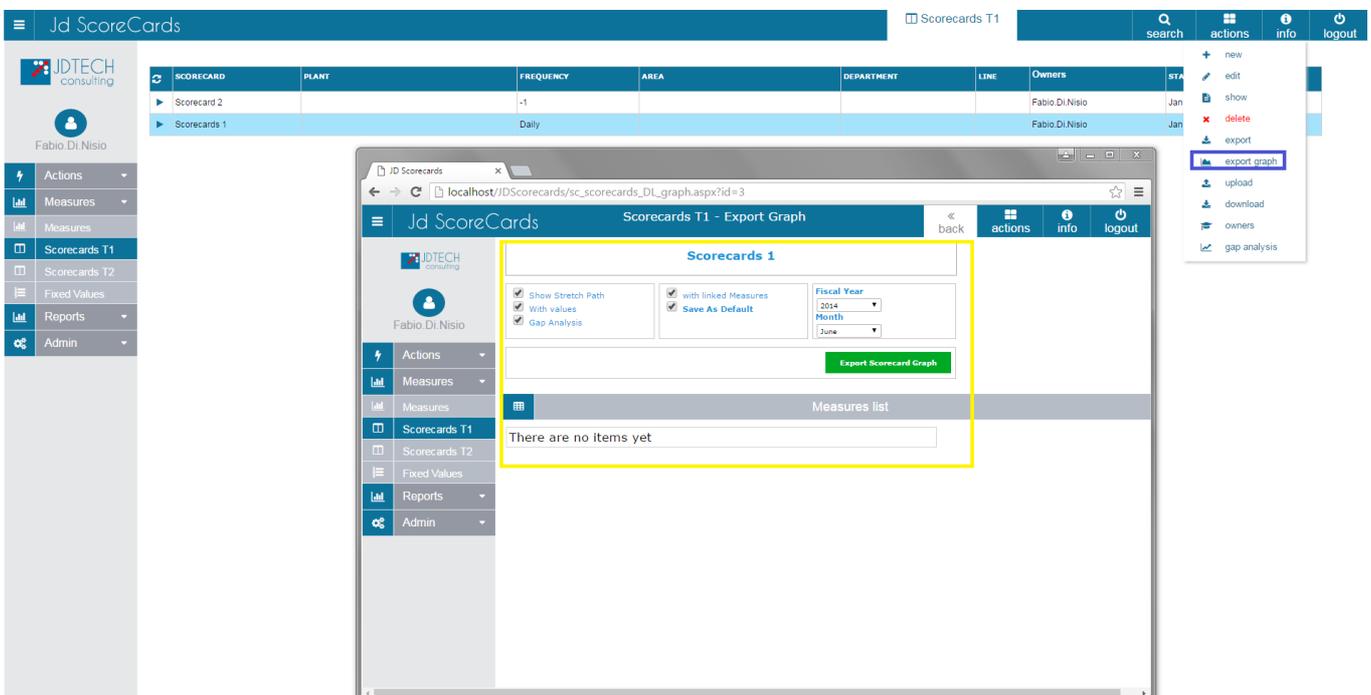


Figure 4.7

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

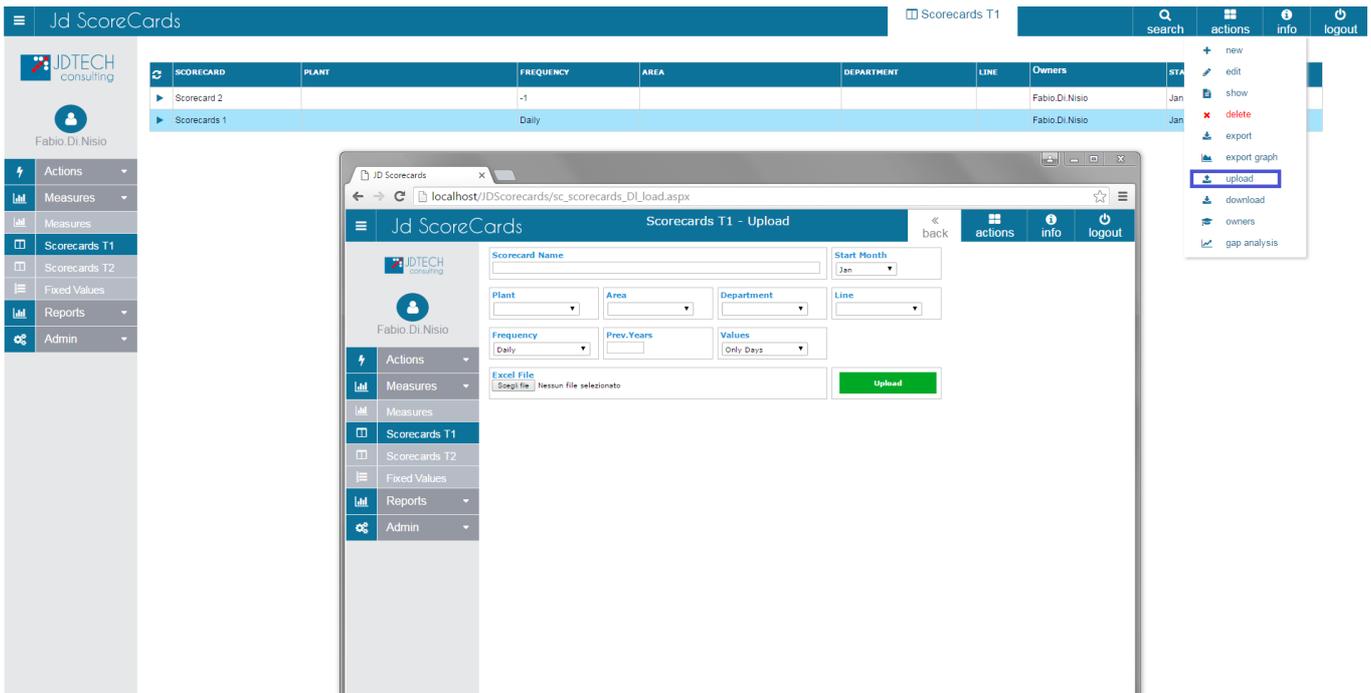


Figure 4.8

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

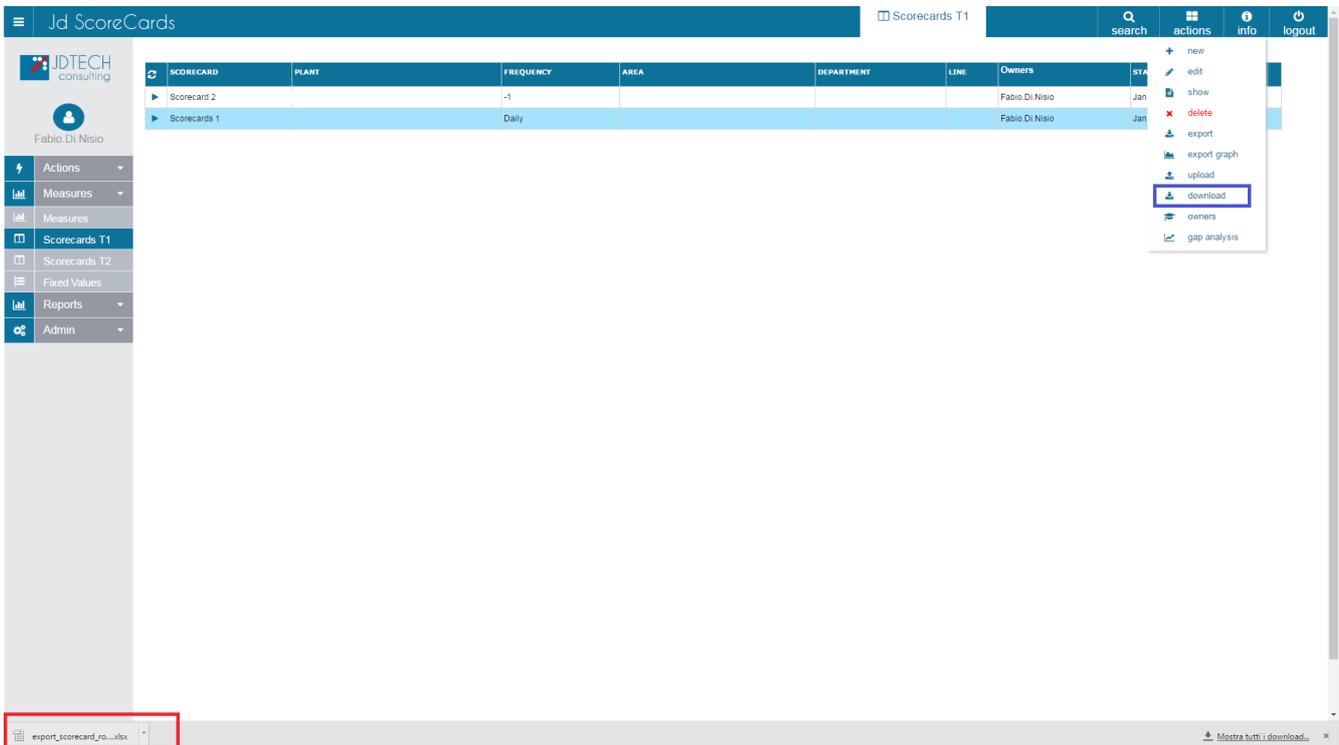


Figure 4.9

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

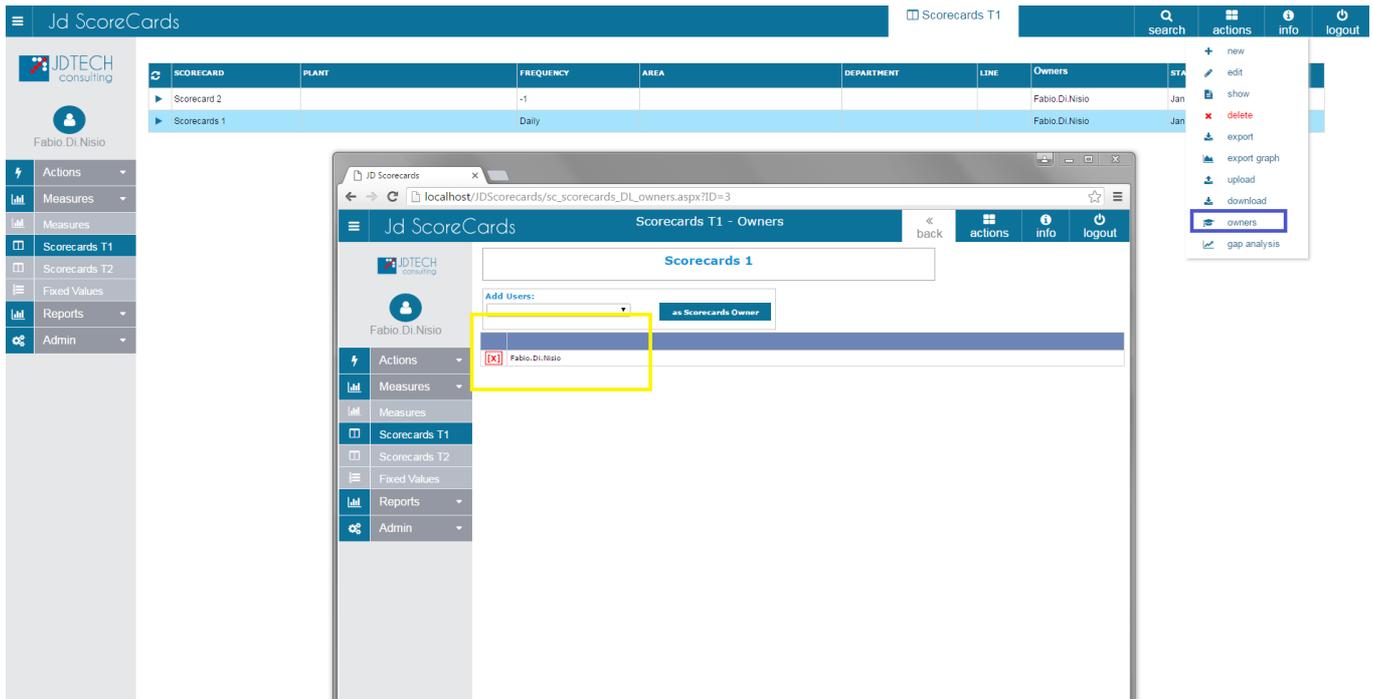


Figure 4.10

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

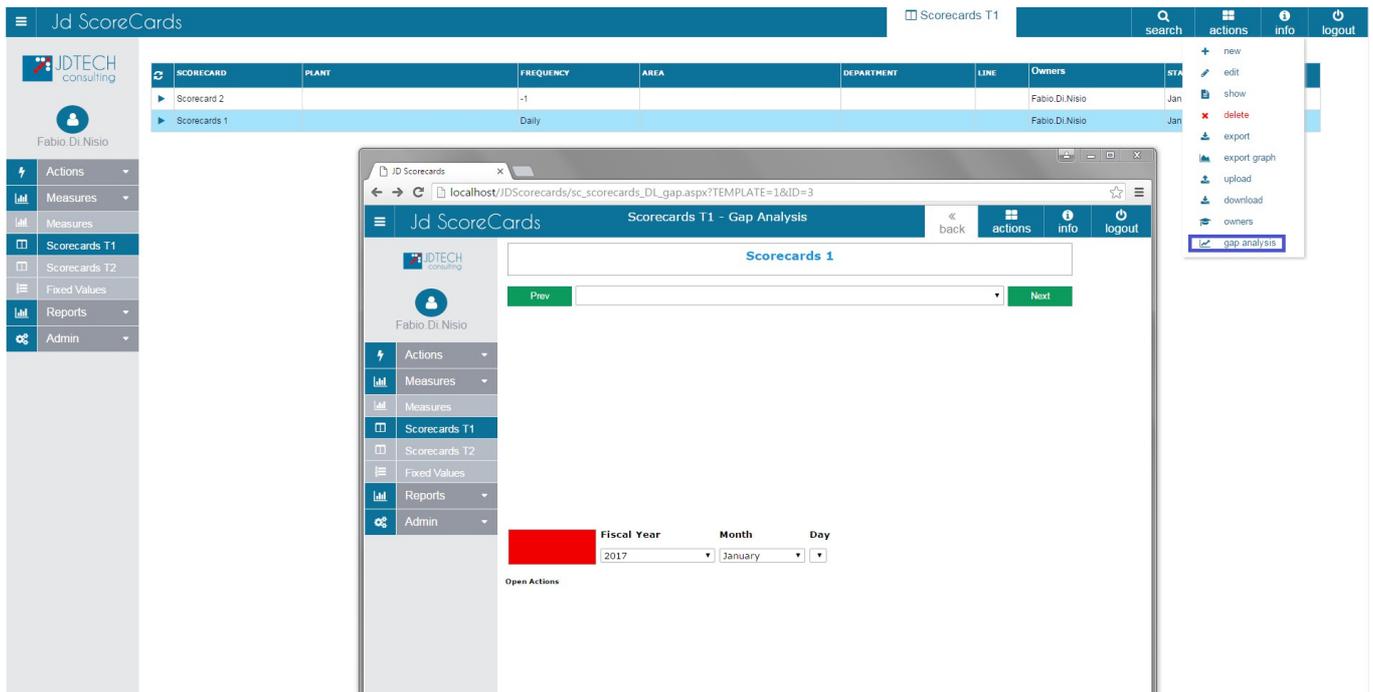


Figure 4.11

## 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 )

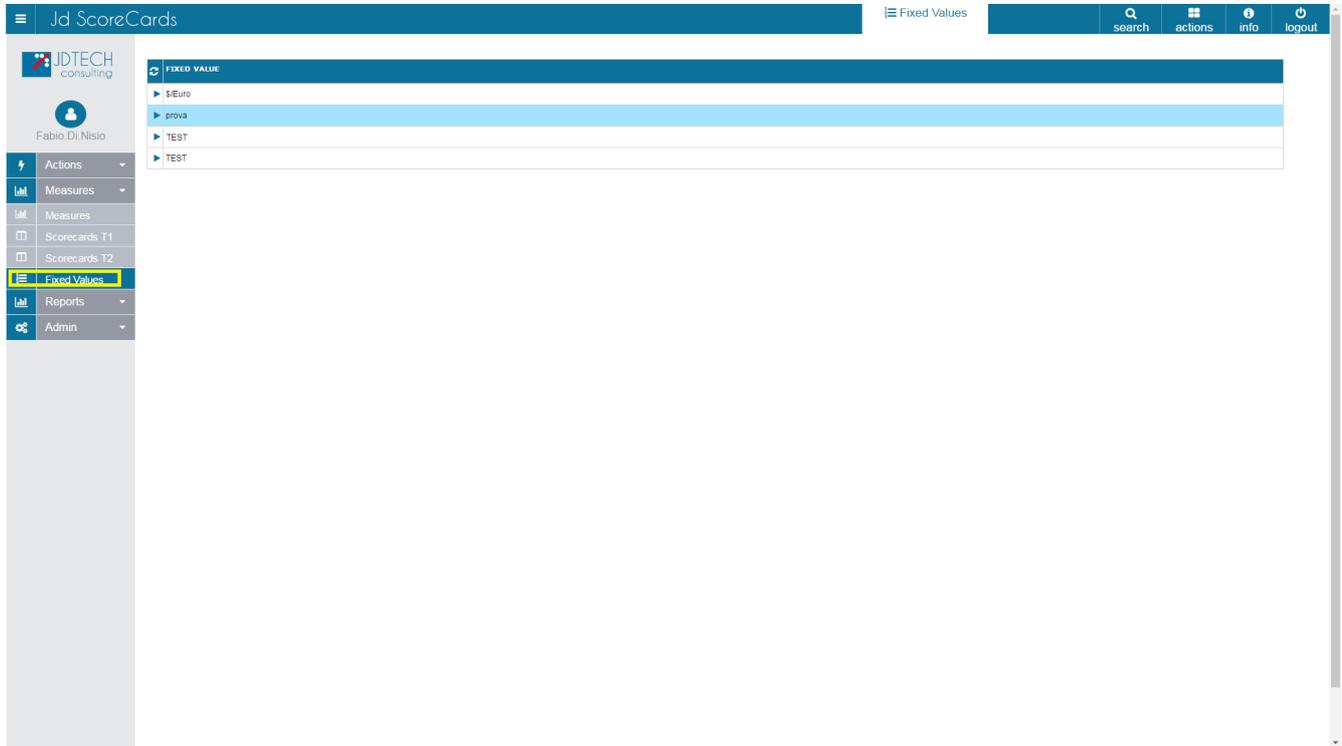


Figure 5.1



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 )

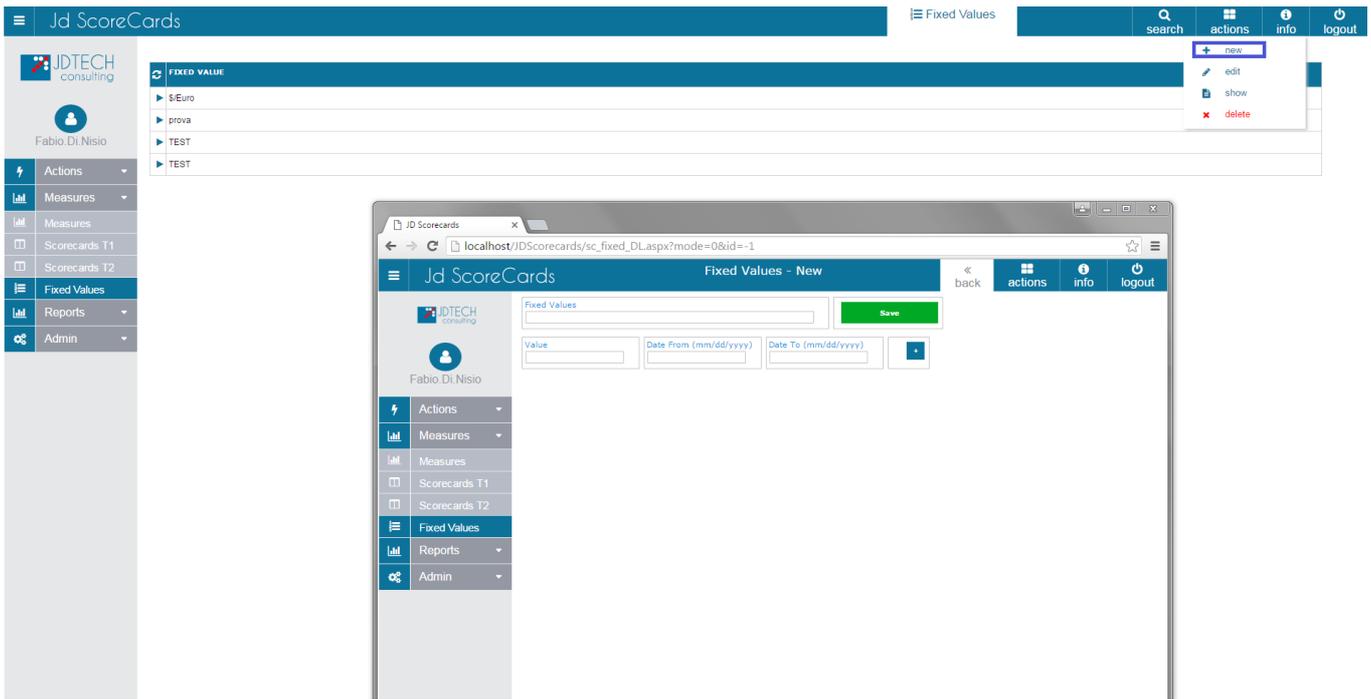


Figure 5.2

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

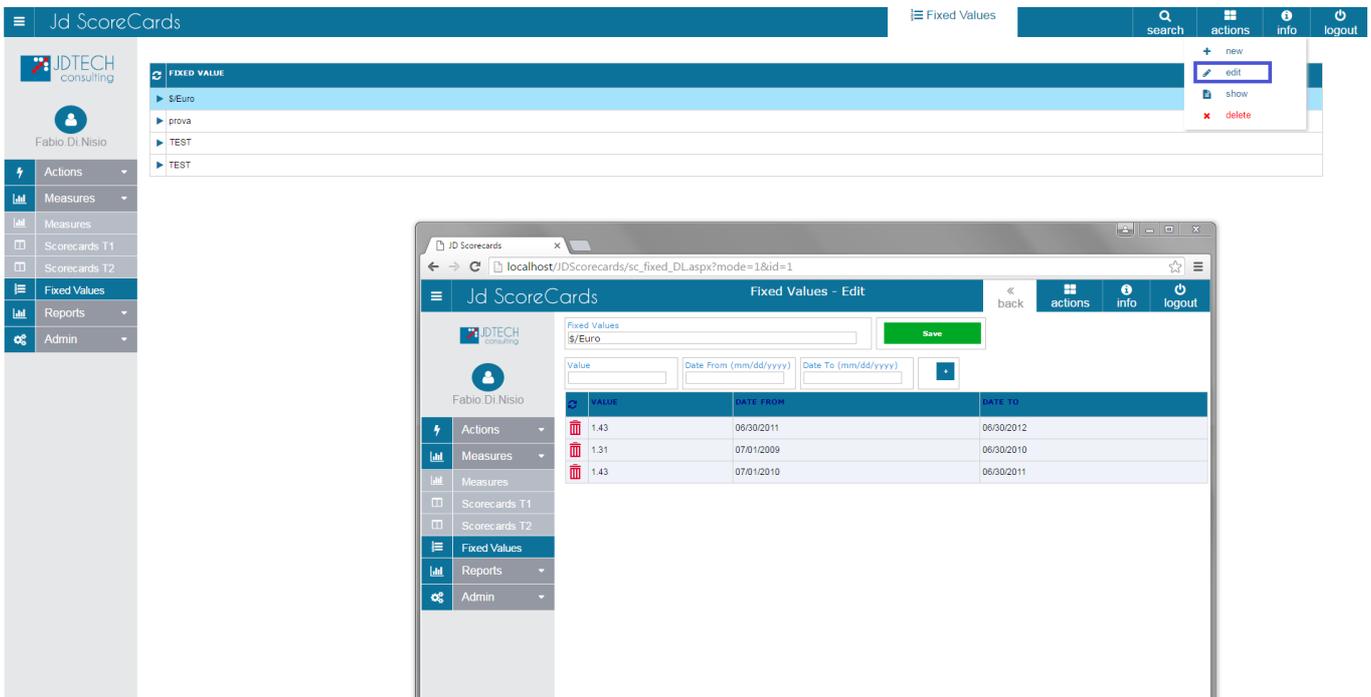


Figure 5.3

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

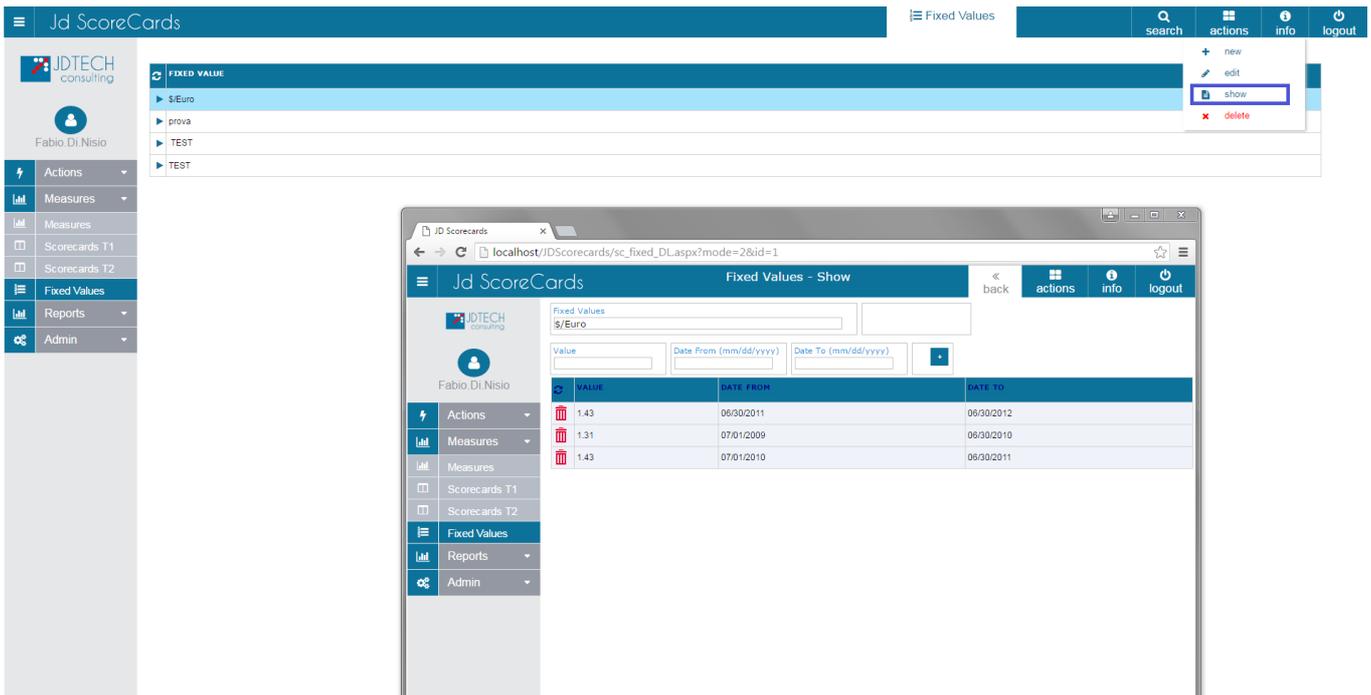


Figure 5.4

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

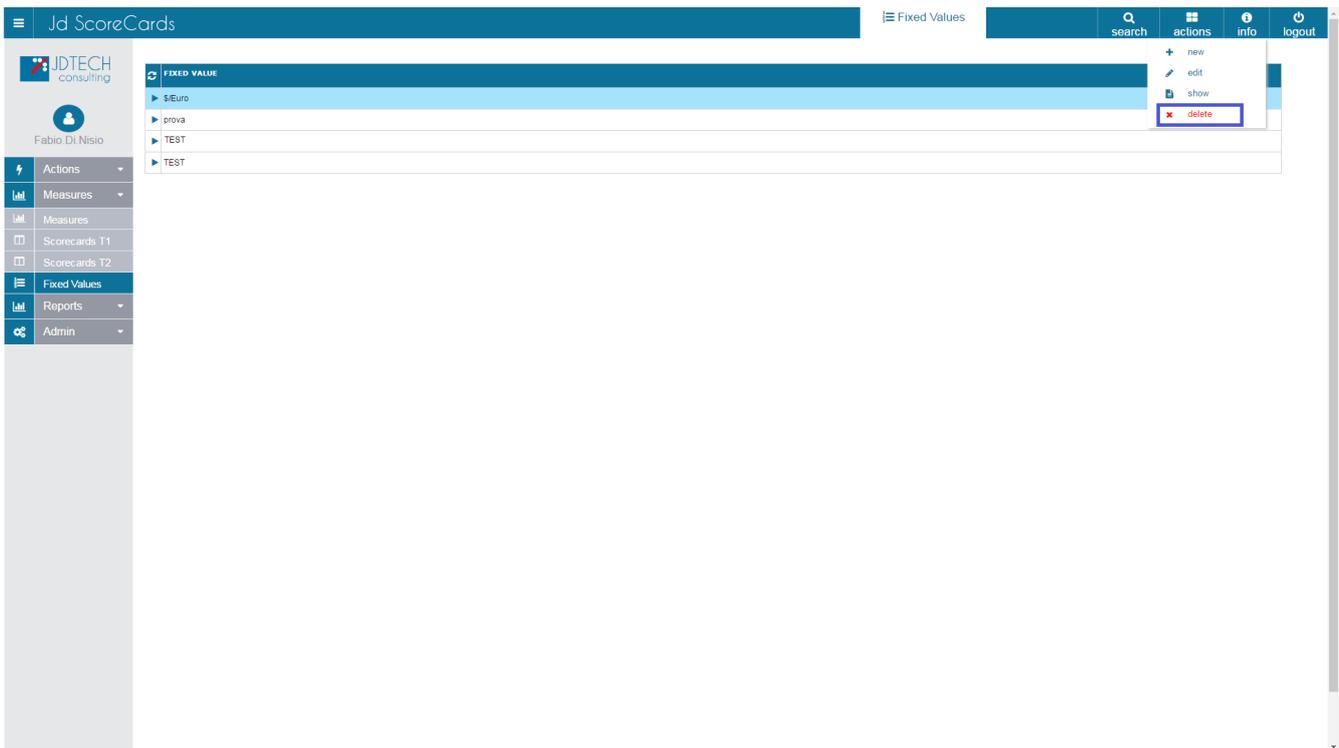


Figure 5.5

## 6 Admin

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)

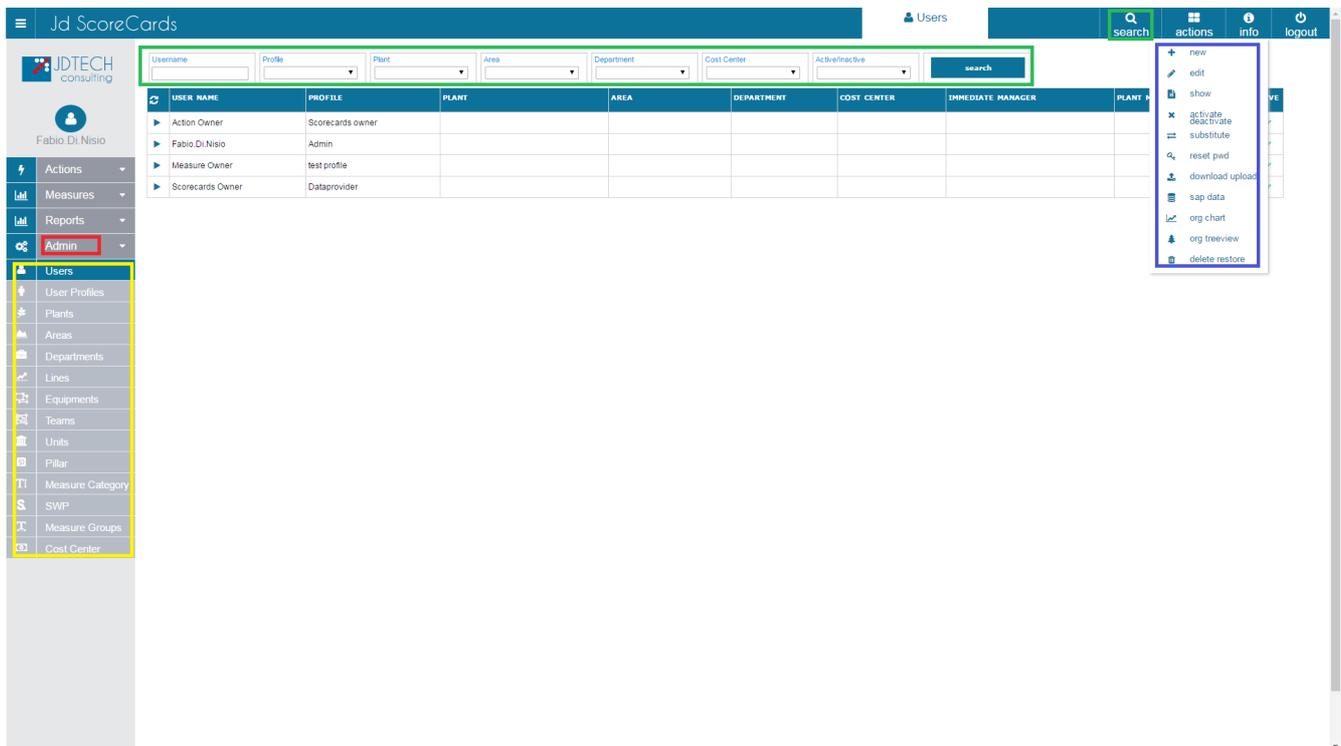


Figure 6.1



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 )

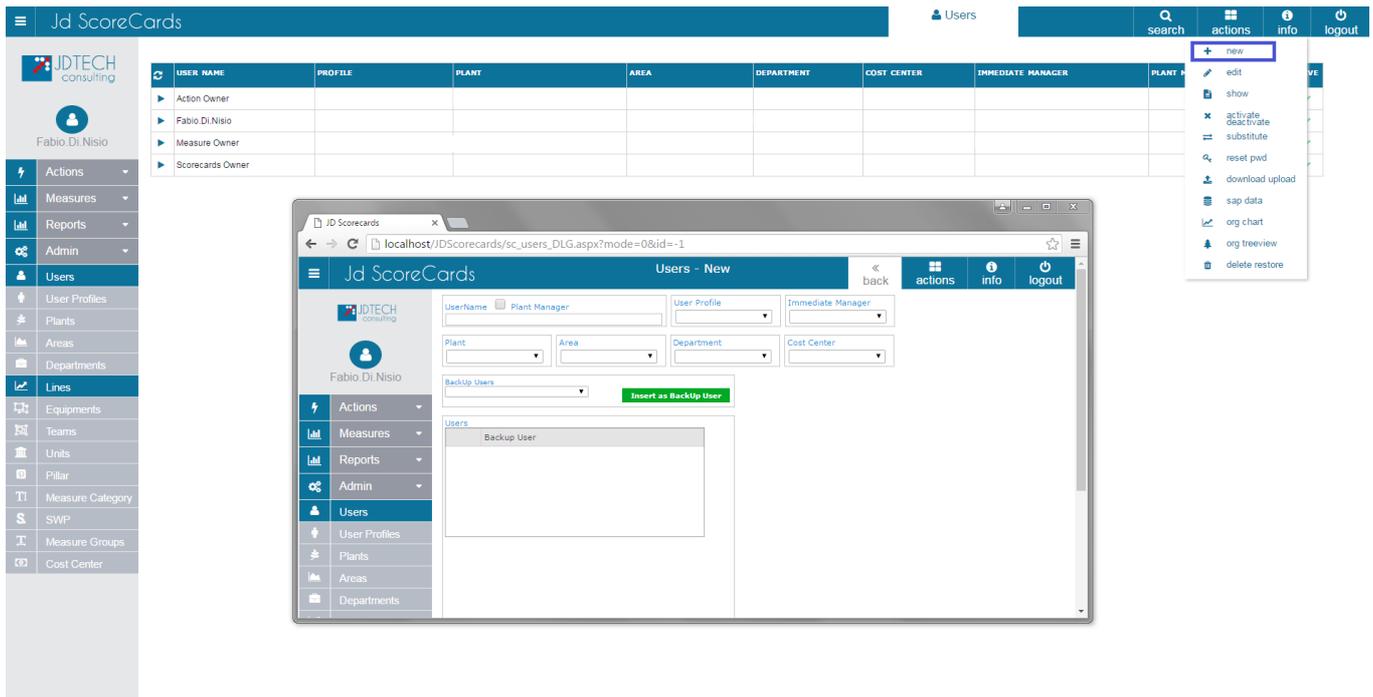


Figure 6.2

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

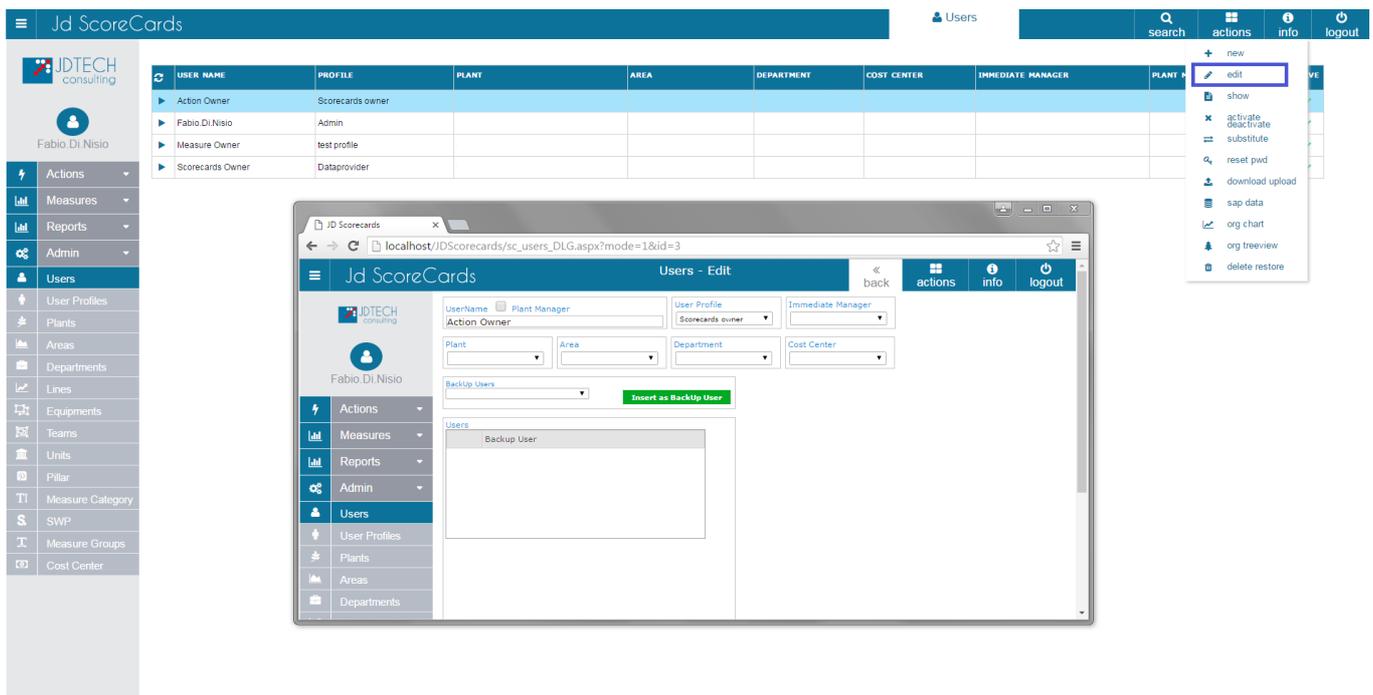
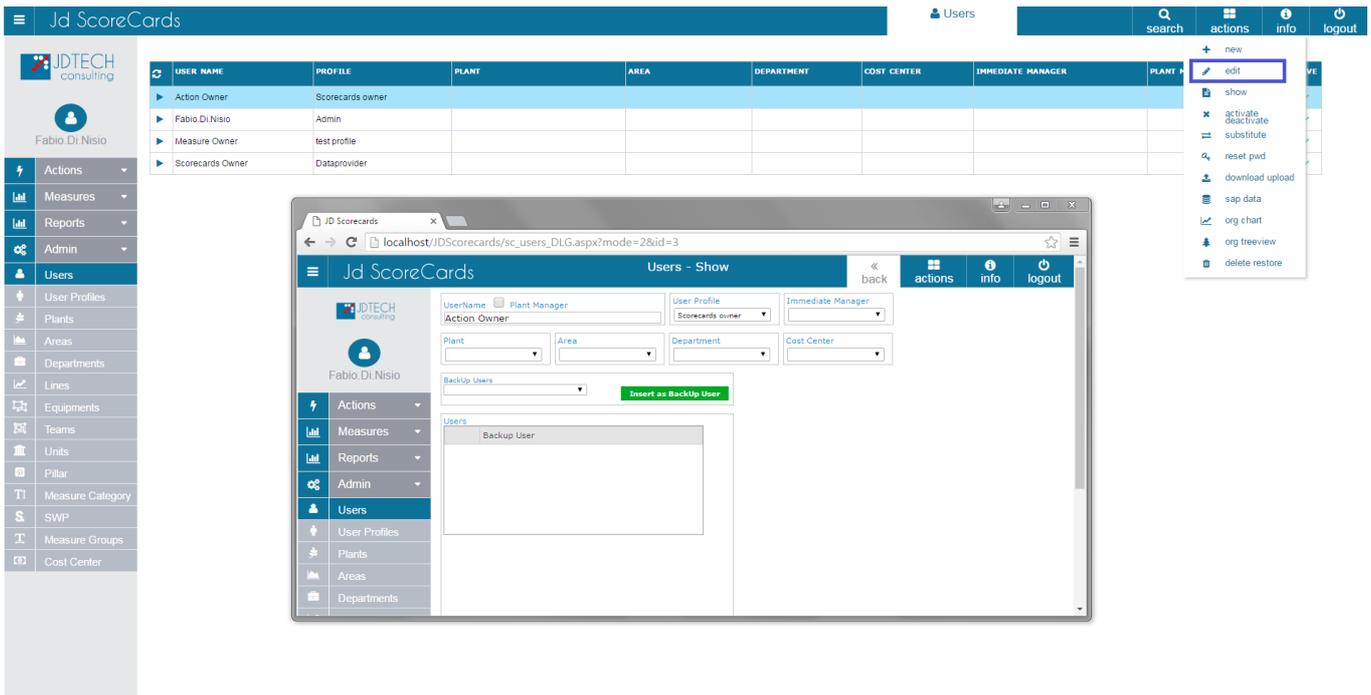


Figure 6.3

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

Figure 6.4



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

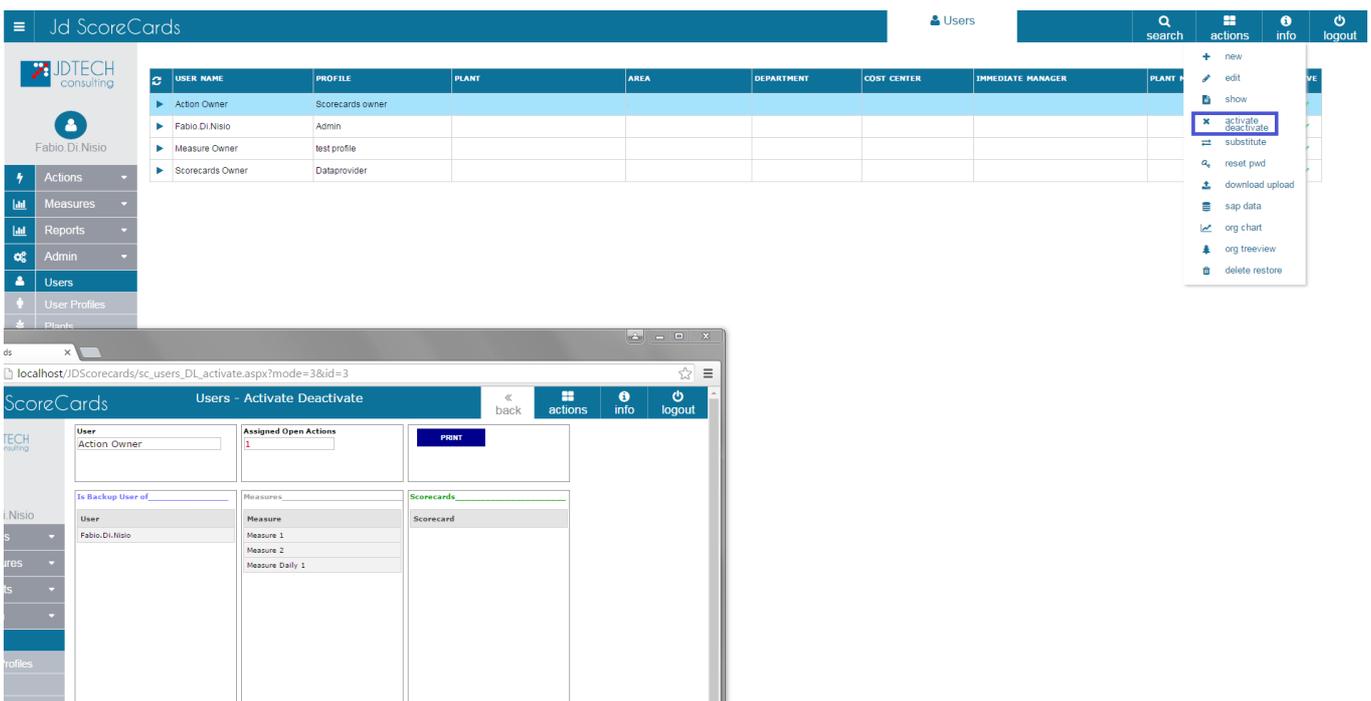


Figure 6.5

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

-

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)

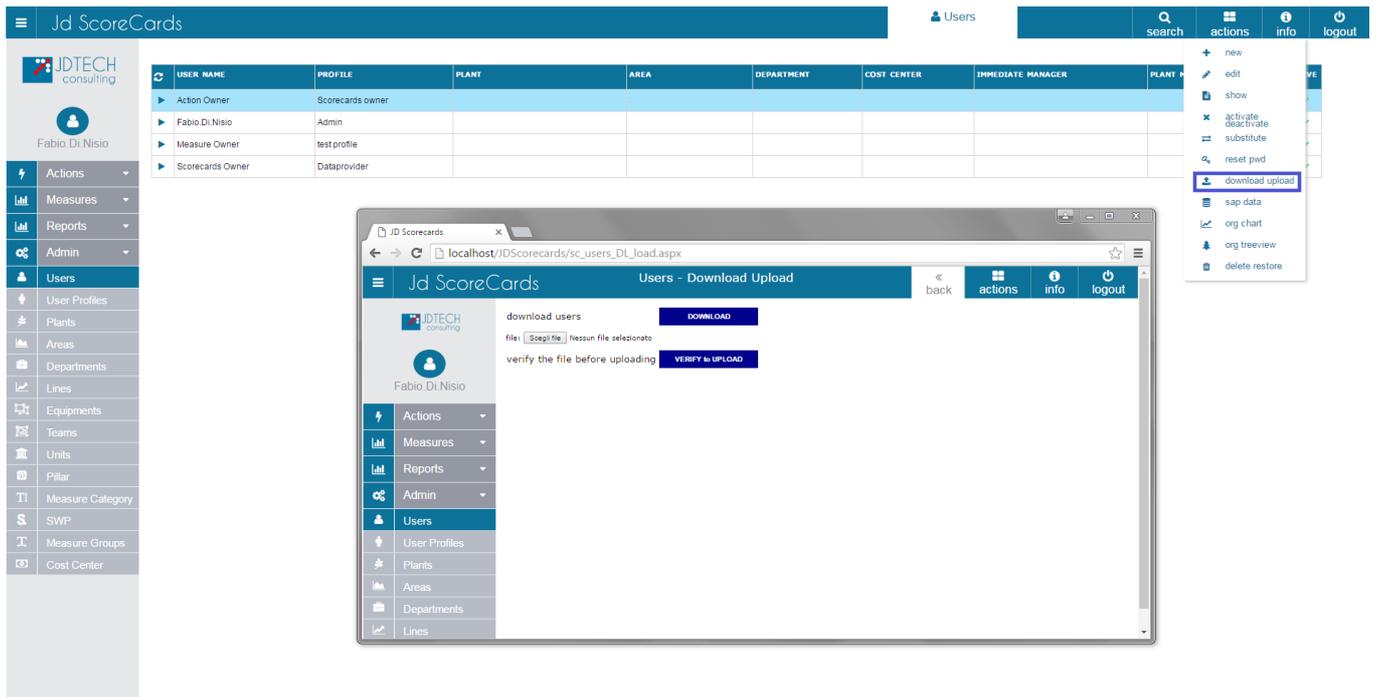


Figure 6.8

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)

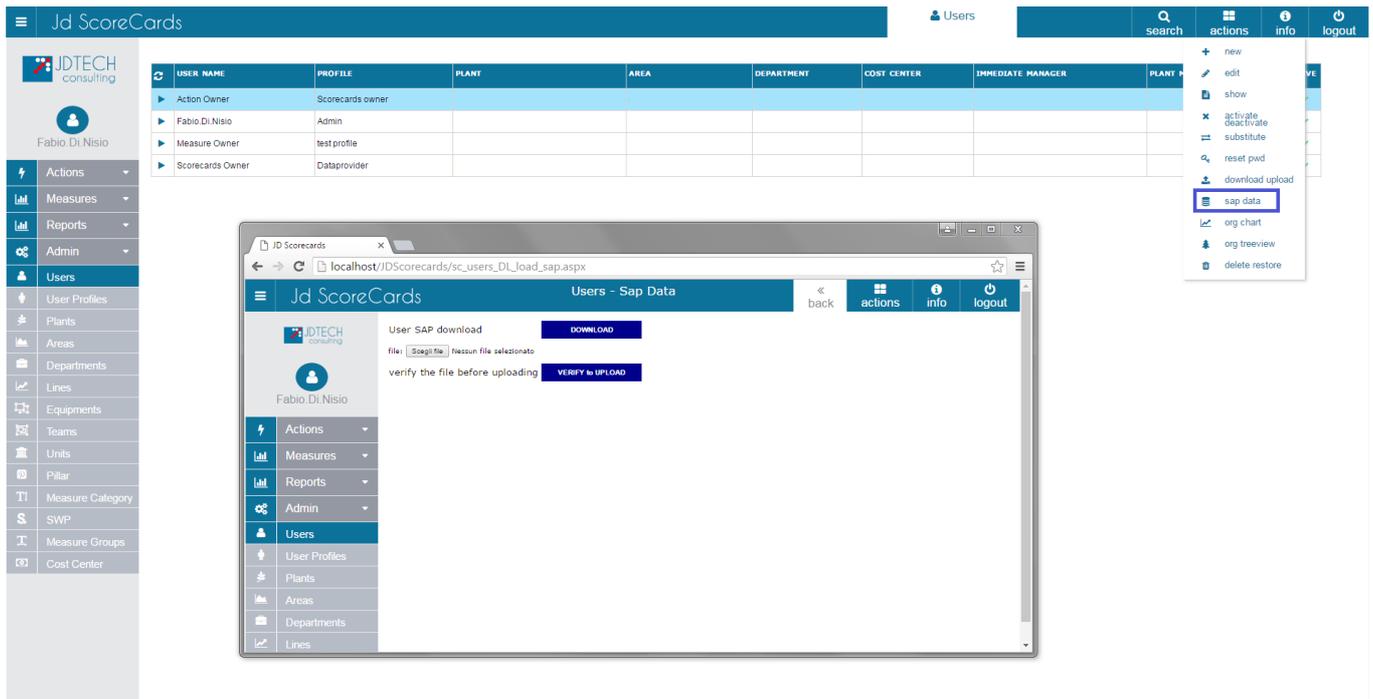


Figure 6.10

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