



Admin/Classified Employee Evaluation Dashboard

Admin/Class Empl Eval Dashboard

Instructions

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Admin/Class Empl Eval Dashboard

Instructions

Administrative and Classified Employee Evaluation Dashboard

At the request of the Human Resources Department, ITS developed a Dashboard using the Argos reporting tool to allow Managers and Supervisors to review the status of administrative and classified employee evaluations assigned to their department. Following are Argos navigation and dashboard instructions.

Logging into Argos

The Dashboard requires user authentication. Accounts have been created and appropriate level of security has been granted all managers with supervisory responsibility. However, please contact ITS with any login issues that you may have.

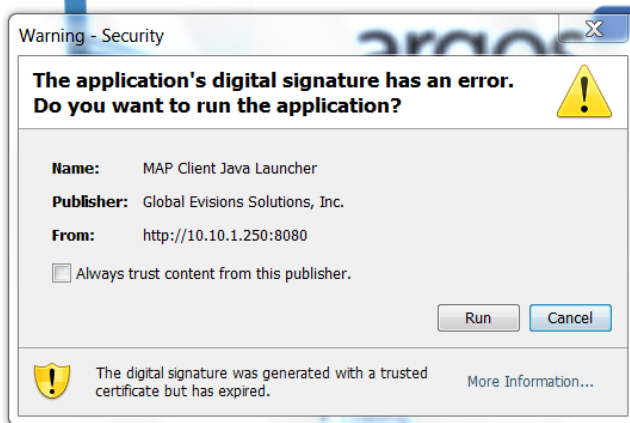
To access the Argos login page go to the Banner Portal Page at <http://banner.smccd.edu/>



Click on the  icon to log in.

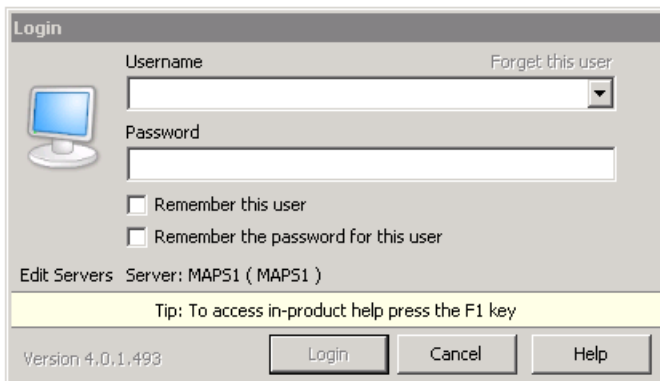
Note: Argos runs on a Java platform on the same version that Banner uses. If the login page does not display it is likely a Java version issue, please submit an ITS service request form for a technician to correct the issue.

The first time that you log into Argos you may see the following screen:



Click the "Always trust" box and click Run.

The following Login menu should display:

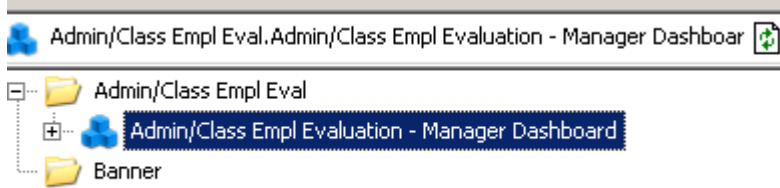


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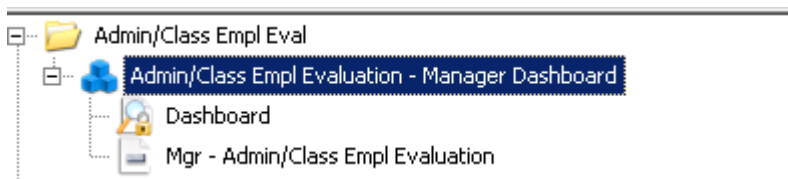
Instructions

Use your network username and password (this is your email account without the @smccd.edu).

Depending on your security, you may see more or less folders but you should definitely see the Admin/Class Empl Eval folder.



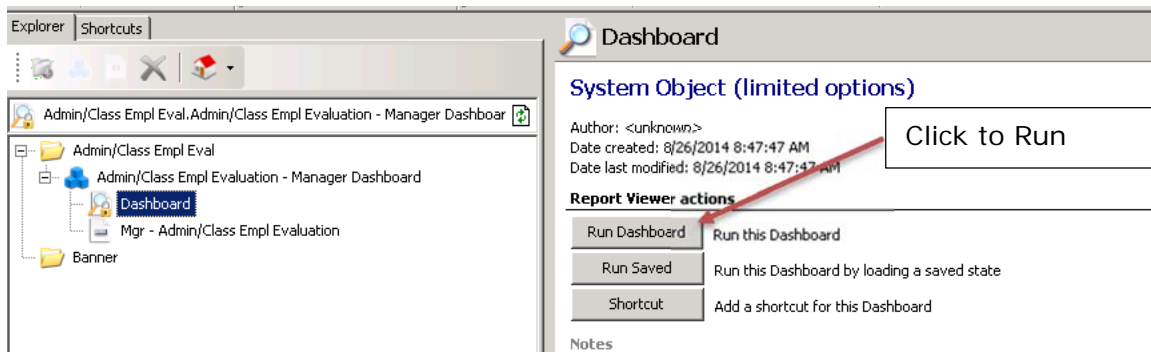
Click on the "+" to expand the folder and see the objects within. You should see the following objects.



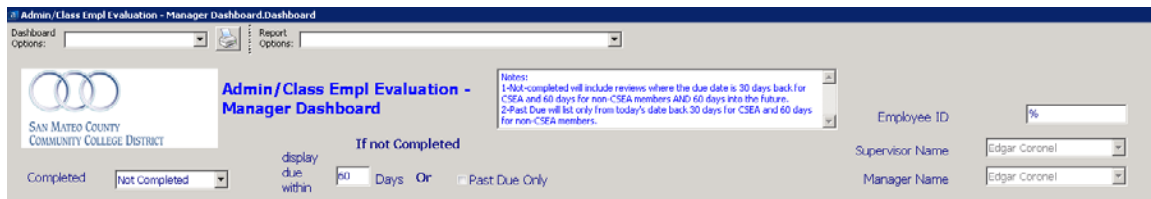
You may expand each of the objects to see the Dashboard and Reports contained within each Datablock (Argos terminology for the object that extracts the data).

Running the Dashboard

To run a Dashboard click on the Dashboard icon associated with the DataBlock that you want to run and click on the Run Dashboard icon on the main area.



The Dashboard has been designed with certain parameters to be defaulted (such as completed status) and it provides the ability for users to enter their own. The Supervisor Name (first level manager) and Manager Name (first level manager's manager) cannot be changed as it is set to provide information only about your own department.

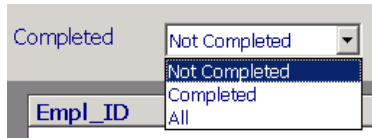


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Parameter Options

Completed



Completed

Not Completed

Not Completed

Completed

All

Empl_ID

It's designed to filter by evaluations that have been completed, not completed or All.

- **Not-completed** option limits the display to not completed evaluations that were due 30 days for CSEA and 60 days for non-CSEA members prior AND 60 days in the future (default) from the current date.
- **Completed** – this option provides all completed evaluations without date limitation.
- **All** – this option provides completed and non-completed evaluations without date limitation.

If not Completed Options



If not Completed

display due within

60 Days Or Past Due Only

Two additional options are provided for non-completed status

- **Display due within (60)** – 60 days into the future is the default but it can be changed to any number of days. For example, if you want to see evaluations due the next year change the number from 60 to 365).
- **Past Due Only** – this check box limits the display to only non-completed as of the current date without any due into the future. This is the source of the automatic Past Due Report that managers will receive weekly.

Employee ID



Employee ID

%

The employee Gid may be entered to filter out all other employees.

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Dashboard Example

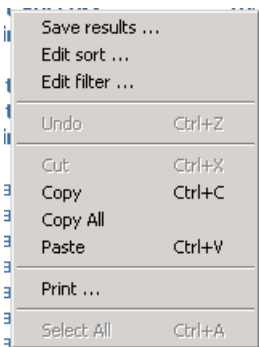


Navigation within a Dashboard Block

When the number of fields and rows is larger than what can be seen within the block, slide bars are available on the right side and bottom of the block to navigate to additional information.

You can sort by any single field by clicking on the field header. You can also move the order of a field by clicking, holding and dragging the field.

Additional options are available by clicking the right button on your mouse while the cursor is anywhere on the dashboard block. The following options are available:

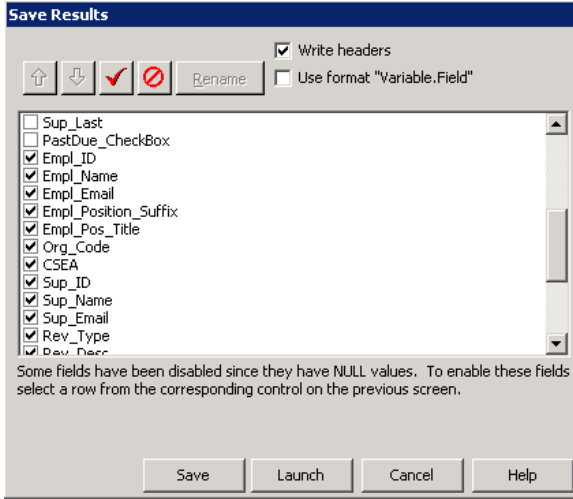


Save Results

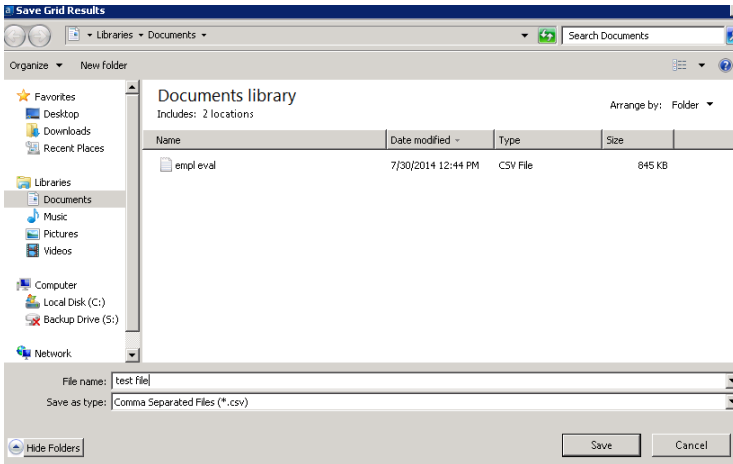
The Save Results option gives you the ability to export data to either a .csv or .txt file. You can also click the Launch button to have it automatically open. This window also allows you to select the fields to extract.

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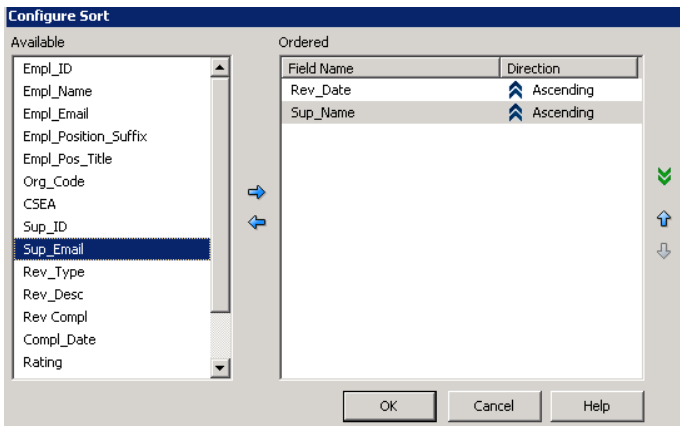


Regardless of the selected option, the Save Grid Results window will open up to allow you to select the directory and to enter file name and format.



Edit Sort

The Edit Sort option allows you to sort the data by any combination of fields.



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Edit Filter

This is a very powerful Dashboard feature. It allows you to create filters using any combination of fields and operators. Use the Available fields and the Operator to match desired criteria. The + adds to the filters and the – removes them.

Configure Filter

Available Fields	Operator	Value
Compl_Date	=	N

Existing Filters

- Empl Name contains Garcia

OK Cancel Help

Dashboard Options

Dashboard options provide the ability to save settings that you may want to reuse periodically such as Center or Dashboard filters.

Dashboard Options:

- <Manage Settings>
- <Save Current Settings>

I usually like to create a default setting in order to restore this setting without having to rerun the Dashboard. To create a New Saved Setting set the parameters and filters that you want to save. In the case of the Default Settings do not change anything when first opening the Dashboard. Click on Save Current Settings from the Dashboard Options Menu and the following window should display.

Create New Saved Settings

Save the current settings. Overwrite existing Saved Settings or create a new one by typing in its name.

Name

Default

Description

Restore default settings

OK Cancel

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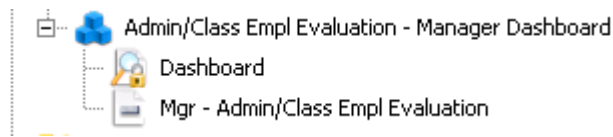
Data Source

The Dashboard uses information from the Jobs (NBAJOBS) and the Employee Review (PEAREVW) Banner forms. This information is managed and updated by the HR department.

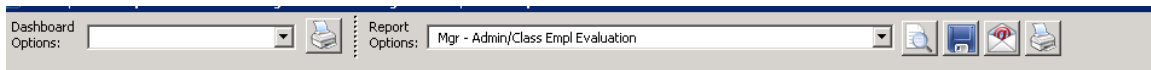
Reports

Managers will be receiving via email a weekly report (on Mondays) with a list of past due reviews. This report will display evaluations not completed that are 30 days for CSEA and 60 days for non-CSEA members past due.

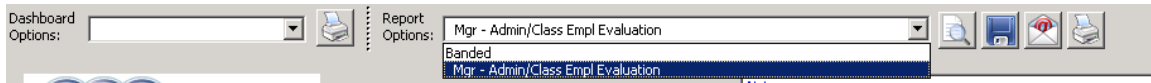
Managers can also run their own reports using the parameters from the Dashboard. A report can be initiated by clicking the Mgr-Admin/Class Empl Evaluation link just below the Dashboard:



The dashboard will appear where you will be able to select the desired criteria as explained in the Dashboard section, however, you will see the Report Options will now display the report name:



If already in the Dashboard, one can simply use the drop down menu to select the report.



Once the selection criteria has been entered, there are the following four output options for the report:



- preview report



- save to desktop (as pdf)



- email



- print to local printer