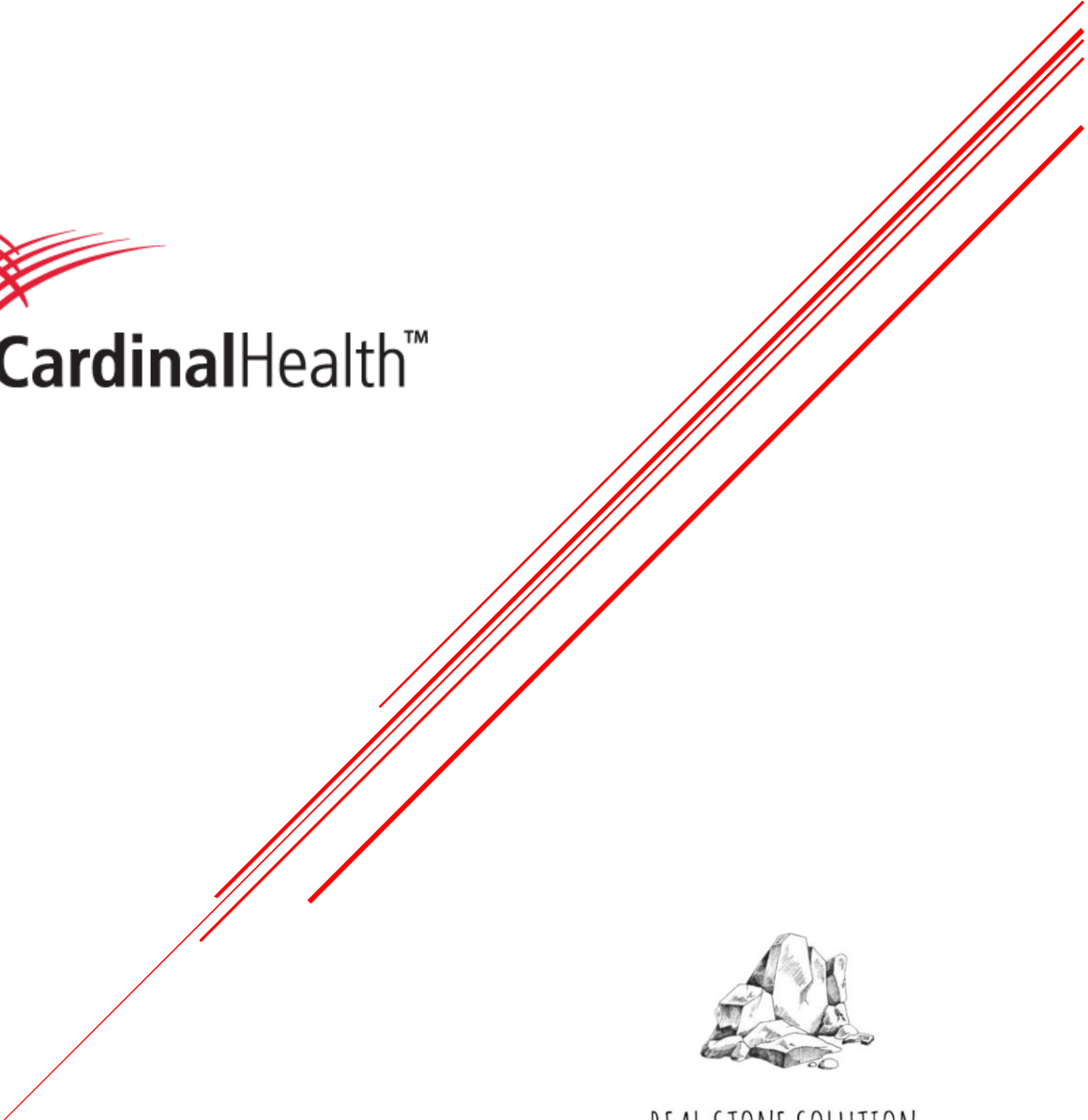


USER MANUAL

Dashboard



REAL STONE SOLUTION

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Introduction

The purpose of this document is to provide a step-by-step guide to the user on how to navigate and use the dashboard to analyze data for each project running at Cardinal Health. It will show instructions on how to :

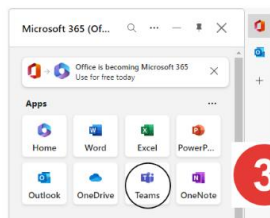
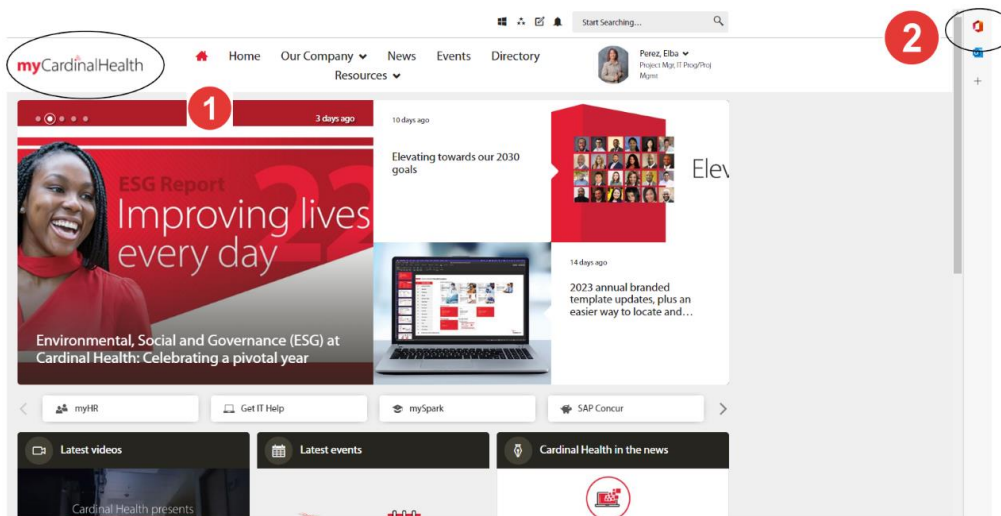
- How to access the Cardinal Health home page.
- Localization for Microsoft Office 365 and Power Bi
- How to access the Dashboard created

The target audience for this document is users who are not tech savvy and may need help navigating and viewing information analytics for report creation or project tracking. The dashboards are simple and are made in such a way that a non-technical person can access and use them without any problem.

Guidelines

myCardinalHealth

1. Enter to Cardinal Health main page
 - To access the myCardinalHealth site, Cardinal Health will provide you with a link to access the site.
2. Locate Microsoft 365
 - In the top right corner you will find the Microsoft Office 365 logo, click on it and you will access the Microsoft portal and locate Microsoft Team.



3. Select Microsoft Team Icon
 - Select the Microsoft Team to access the different teams that make up Cardinal Health.

Cardinal Health Dashboard User Manual

DASHBOARD

4. Select PR IT PMO and Puerto Rico Timecard

- In the Microsoft Team there will be a set of teams, which will select the PR IT PMO and Puerto Rico Timecard

The screenshot shows the dashboard interface with the following elements:

- Filters:** A search bar and a dropdown menu for "Performing Org" set to "Puerto Rico".
- Summary Cards:** Six cards displaying financial and HR metrics:
 - Cap Actual: \$13.41K
 - EXP Actual: \$1.65M
 - Total Actual: \$1.66M
 - CAP HR: 339.50
 - EXP HR: 42.03K
 - Total HR Actual: 42.37K
- Table:** A table with columns: Week Start, Project Name, Resource Name, Type, Actual Rate, Adjusted Rate, Cap Hrs, Exp Hrs, Cap Dollars, Exp Dollars, Actual Dollars Total, and Adjusted Dollars Total. The table contains 18 rows of dummy data.

Week Start	Project Name	Resource Name	Type	Actual Rate	Adjusted Rate	Cap Hrs	Exp Hrs	Cap Dollars	Exp Dollars	Actual Dollars Total	Adjusted Dollars Total
2022-06-27	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$39.00	\$37.82	0.00	1.00	\$0.00	\$39.00	\$39.00	\$1.18
2022-06-27	PR_IT_PM0	Garcia Collazo, Miguel	Non-Capital	\$39.00	\$39.00	0.00	3.00	\$0.00	\$117.00	\$117.00	\$0.00
2022-06-27	PR_IT_PM0	Gonzalez De La Paz, Ashley	Non-Capital	\$39.00	\$39.00	0.00	2.00	\$0.00	\$78.00	\$78.00	\$0.00
2022-06-27	PR_IT_PM0	Perez, Ethen	Non-Capital	\$39.00	\$39.00	0.00	6.00	\$0.00	\$234.00	\$234.00	\$0.00
2022-06-27	PR_IT_PM0	Robles Soto, Liza	Non-Capital	\$39.00	\$34.91	0.00	1.00	\$0.00	\$39.00	\$39.00	\$4.09
2022-06-27	PR_IT_PM0	Rosario, Carlos	Non-Capital	\$39.00	\$38.70	0.00	1.00	\$0.00	\$39.00	\$39.00	\$0.30
2022-06-27	PR_IT_PM0	Rosario, Carlos	Non-Capital	\$39.00	\$39.00	0.00	3.00	\$0.00	\$117.00	\$117.00	\$0.00
2022-06-27	PR_IT_PM0	Rosario, Carlos	Non-Capital	\$39.00	\$39.00	0.00	3.00	\$0.00	\$117.00	\$117.00	\$0.00
2022-07-04	PR_IT_PM0	Rosario, Carlos	Non-Capital	\$39.00	\$39.00	0.00	1.00	\$0.00	\$39.00	\$39.00	\$1.18
2022-11-28	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	7.00	\$0.00	\$40.00	\$40.00	\$0.25
2022-08-01	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	3.00	\$0.00	\$120.00	\$120.00	\$0.75
2022-12-05	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	3.00	\$0.00	\$120.00	\$120.00	\$0.75
2022-11-21	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	5.00	\$0.00	\$200.00	\$200.00	\$1.24
2022-11-28	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	5.00	\$0.00	\$200.00	\$200.00	\$1.24
2022-11-28	PR_IT_PM0	Acevedo Cruz, Jose	Non-Capital	\$40.00	\$39.75	0.00	7.00	\$0.00	\$280.00	\$280.00	\$1.74
Total								\$13,414.25	\$1,650,869.13	\$1,664,283.38	\$22,577.74

Cardinal Health Dashboard User Manual

5. Project Health Dashboard

- For the first dashboard, select the document called "PuertoRico-Timecard-LaborReport". which will contain the Project Health dashboard and each individual visualization.
 - Get information on IT managers' projects by fiscal year.
 - It will display the metrics of the projects in progress, completed in the selected fiscal year.



Cardinal Health Dashboard User Manual

6. Iteration Review

- For the second dashboard, select the document called "JIRA_DIRECT". which will contain the Iteration Review dashboard and each individual visualization.
- On the dashboard you will have to select the fiscal year, the Agile team and Sprint, so you will get detailed information about the projects that each Agile team is working on and their status, as well as the projects that have not yet been planned.

Iteration Review

Fiscal Year: All | Agile Team: All | Sprint: All

Work Type

Support-US	1.24%
Enhance	2.73%
Project	5.25%
(Blank)	80.32%

Business Department

IT-Unplanned	0.31%
Procurement	1.26%
Corporate	1.82%
MQ	2.41%
Project	2.65%
ORA Contr	2.97%
IT_Tech/Corp	3.17%
Support	4.29%
Unplanned	4.33%
Other	6.56%
Procurement	7.44%
Rx	8.05%
Finance	9.8%
IT	10.79%
Retail	11.24%

In Progress

- WinGx - FY18 Price Redesign
- VA - Prime Vendor Local Distribution
- Upload Manual Credits in Bulk
- TnT Enhancements
- TnT - Phase 9
- Testing Automation Project
- System Validations and Automation
- Cubase I/O Refactor/Integrate

Unplanned

Story	Summary	Status
PGM-432	CORDIS Report - Open Sales Orders & Open Return Order Report	
PGM-432	CORDIS Report - Open Sales Orders & Open Return Order Report	In Development
PRS-575	Eliminate Good Receipt Data from NDGM Interface	Submit
PRMS-1436	OE Puerto Rico storefront (Products not showing)	
PRMS-754	SFDC - Support Service Lightning Migration - I58	
PRMS-754	SFDC - Support Service Lightning Migration - I58	Done
PGM-312	Spike-Service Income Tabular Error	

Agile Team	Story	Link	Summary	Assignee	Business Contact	Size	Status	Dpt/Work Type	ServiceNow
PR - Spartans	PRS-775		Zero Demand	Jesus Solis	Mehidani de Jesus	1	Closed	Support	
Black Ops Agile Team	BOAT-561		Zebra 62 printing problem (small labels)	Efren Perez	Sheila Albino	1	Done	Rx	
Black Ops Agile Team	BOAT-1924		Zebra 258 label fix	Efren Perez	Marilyn Santana	3	Done	Rx	
PR - Spartans	PRS-755		Yellow Belt Training - Juan	Juan Martinez		2	Closed	Support	
PR - Spartans	PRS-754		Yellow Belt Training	Kimberly Santana		2	Closed	Support	
PR - Spartans	PRS-934		Y2K20 - Testing	Miguel Garcia	Marcos Rosado	3	Closed	IT_Tech/Corp	
Black Ops Agile Team	BOAT-1147		Y2020 testing efforts	Jose Negron	Rosa Torres	8	Done	Other	DFCT0045341
Black Ops Agile Team	BOAT-160		Wrong Route/Terminal on PRINT_CLIENT_RETURNS BAS	Efren Perez		1	Done	Road_Runner	
Total						16823			

Navigation: **Iteration Review** | Sprint Overview | WIP | Sprint Work Distribution | Iteration Results | Results by Label | Epics | Results by Assignee | Epics Summary | Epic Work Distribution

Cardinal Health Dashboard User Manual

7. Sprint Overview

- For the third dashboard, select the document called "JIRA_DIRECT". which will contain the Sprint Overview dashboard and each individual visualization.
- First select the fiscal year, Agile team and the sprint you want to analyze.
- In the sprint overview dashboard, the projects that have been successfully completed during the quarter will be analyzed.

