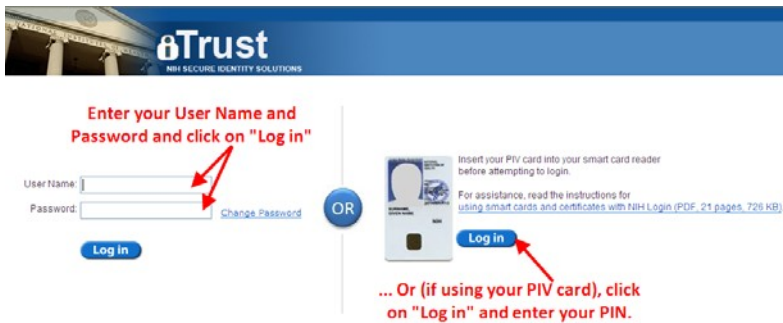


Making Use of the SMARTHR Tool – Awards Dashboard

The Self-Monitoring Analytics Reporting Tool for HR (SMARTHR) was created by the HR Systems, Analytics & Information Division (HRSaid) within the Office of Human Resources (OHR) for the purpose of facilitating on-demand HR analytics to NIH customers.

SIGNING ON TO THE SMARTHR TOOL

To log into the SMARTHR tool, go to <https://intrahr.od.nih.gov/smarthr> and sign in either using your NIH credentials or PIV card.



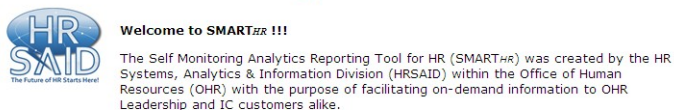
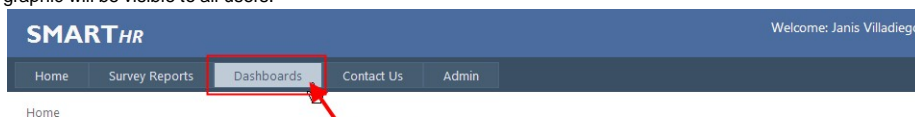
The SMARTHR tool is currently compatible with the following web browsers versions (or higher):

- Internet Explorer 7
- Firefox 5.5
- Google Chrome
- Safari

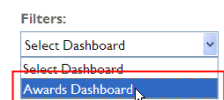
Access to SMARTHR is limited to authorized users. (Please reference the section titled "Access Requests and Technical Support for SMARTHR" at the end of this Quick Reference Guide (QRG), for additional information on requesting access.)

RUNNING A REPORT IN SMARTHR

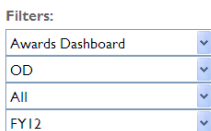
1. To access the Awards Dashboard within SMARTHR, first click on the tab entitled "Dashboards". Note: Not all tabs shown in the graphic will be visible to all users.



2. Under the "Filters:" option, select the "Awards Dashboard."



3. Three more filters will appear below your selection. All subsequent filters will be limited to those ICs and admin codes to which you have access. Select the desired IC in the "Select IC" field.



4. Select the desired admin code in the "Select Org" field. (The selected organization will allow you to see the highest level admin code and its "children".)

5. Select the desired fiscal year in the "Select FY" field. (Note: the dashboard views will not generate until a selection has been made for all filters.)



Users have 4 views in the dashboard.

Making Use of the SMARTHR Tool – Awards Dashboard

AWARDS DASHBOARD VIEWS

After selections are made for all of the filters, users will receive 4 views. Click on any of these to get awards information.

- **About:** This view provides general business logic used to calculate the various amounts and percentages shown throughout the dashboard.
- **At a Glance:** Provides proportion of awards spending as compared to spending limit percentage.
- **Awards Pools:** Provides spending limit dollar amounts with drilldowns to contributing salaries and baseline award levels (i.e. FY10 levels).
- **Allocations and Spending:** Provides spending limit dollar amounts, processed and pending awards and remaining funds. Users may also drill into their data to obtain additional details on pending or processed awards.

Note: The awards types shown in the dashboard are determined by your permissions. Only global users will see the SES RB Individual Cash Awards, ST/SL, and T42 SES Equiv RB Individual Cash Awards.

Dashboard Legend

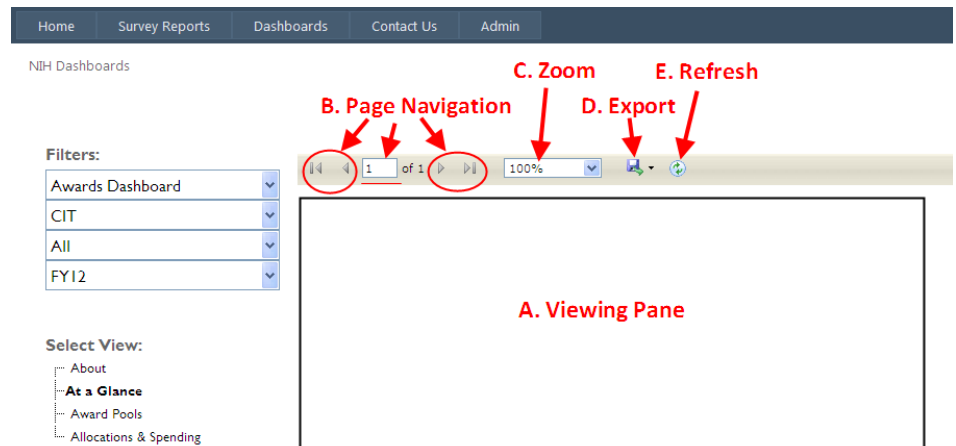
Green: Amount of pending and processed awards add up to 75% or less than spending limit.

Yellow: Amount of pending and processed awards are between 75 and 100% of spending limit.

Red: Spending limit has been exceeded.

NAVIGATING A REPORT

- Viewing Pane:** Where Charts, graphs, and data will appear depending your view selection
- Page Navigation:** Use arrows or enter a page number to navigate report pages.
- Zoom:** Use to enlarge or reduce the viewing pane.
- Export:** Sends the **current** view to an Excel Spreadsheet, Word Document, or PDF document.
- Refresh:** Click this icon to refresh the data in the viewing pane.



The screenshot shows the SMARTHR Awards Dashboard interface. At the top, there is a navigation bar with links for Home, Survey Reports, Dashboards, Contact Us, and Admin. Below this, the page title is "NIH Dashboards". On the left side, there are "Filters:" and "Select View:" sections. The "Filters:" section includes dropdown menus for "Awards Dashboard", "CIT", "All", and "FY12". The "Select View:" section includes radio buttons for "About", "At a Glance", "Award Pools", and "Allocations & Spending". The main content area is labeled "A. Viewing Pane". Above the viewing pane, there is a control bar with "B. Page Navigation" (arrows and a page number "1 of 1"), "C. Zoom" (a dropdown menu set to "100%"), "D. Export" (a download icon), and "E. Refresh" (a circular refresh icon). Red arrows point from the text labels to the corresponding UI elements.

IC: CIT | Org: ALL | FY: 2012

The Awards dashboard data is refreshed every 2 weeks.

ACCESS REQUESTS AND TECHNICAL SUPPORT FOR SMARTHR

Only users with proper credentials may access the SMARTHR tool. Before requesting access to SMARTHR, please keep in mind that **EO Authorization is required for all new access requests for users outside of OHR.**

- SMARTHR has three user permission levels:
 - IC User** – Typical permission for non-OHR staff to view reports that pertain to your IC *only*.
 - HR User** – Limited to OHR staff members who require access to reports for ICs they service.
 - Global User** – Limited to OHR staff who administer SMARTHR and are able to view all content.

Access and technical support for SMARTHR is managed by our HR Systems Support Helpdesk. Support requests may be submitted via a WITS ticket at <https://intrahr.od.nih.gov/wits>.