MyNavy HR CPPA Command Dashboard

Instructional Guide V 2.3

16 FEB 2023

System Access Request

Command TRIADS will automatically be granted access to the MyNavy HR CPPA Command Dashboard.
In the event that another member of the command is required to have access, a member of the TRIAD must submit the following information to the MNCC Business Systems Division.

Account Request

1. Submit an unencrypted email to the following centralized mailbox ADEACCESS.fct@navy.mil

2. Subject line shall read "CUI Privacy Sensitive – CPPA Dashboard Request [Requestor's Name, Rank/Rate, Command Name] For example: CUI Privacy Sensitive – CPPA Dashboard Request Doe, Mary T., PS1, USS Sail

3. The body of the email shall include the following nine elements:
   1) Last Name
   2) First Name
   3) Middle Initial
   4) Suffix
   5) Rank
   6) DODID number
   7) Official email address
   8) UIC requested
   9) PRD

4. Once access is granted, the requestor will receive an email with information about the dashboard and how to access

How to Login

Follow the steps below to familiarize yourself with logging in and logging out of the system. Usernames and passwords are not required as this is a CAC enabled site.

Login

1. Go to MyNavy HR ADE site at https://crdash.portalprod.ade.cloud.navy.mil/ Click on the CAC Login

2. Read the US Government Agreement and click "Ok" to proceed

3. Select your authentication certificate and click "Ok"

4. Arrive at the MyNavy HR CPPA Command Dashboard landing page

Note: Microsoft Edge and Google Chrome are the preferred browsers when using Salesforce.
Mozilla Firefox may be used if you experience issues with the two recommended browsers.

MyNavy HR CPPA Command Dashboard – Filters

5. In the upper left corner under "Activity Short Name", click on the small black triangle to display/view the dropdown of options. Uncheck the "(ALL)" box. Search for your command name by: (a) typing your command name in the space above the dropdown list, or (b) by scrolling through the list of commands. Check the next to your command. Multiple selections are allowed.

6. To further refine the displayed data use the appropriate "ISIC Name" and/or "Major BSO Name" dropdown filters

7. To reset all of the filters press this button

CPPA Dashboard | Export Dash

CPPA Dashboard — This is a working beta version of the dashboard. Please direct all issues to the MNCC and ADE teams.

Historical data began 12/01/2022. To get case history prior to 12/01/22 or case comments contact your CPPA. Future upgrades will include case history/comments.
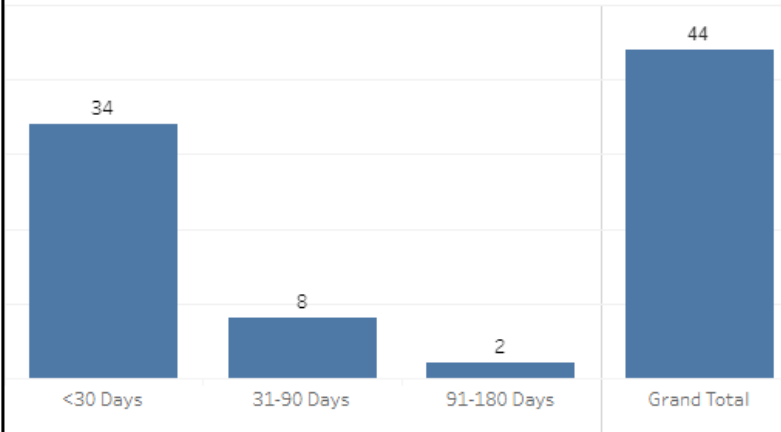
Activity Short Name	ISIC Name	Major BSO Name	Activity Echelon Level	
DDG 01 ANY SHIP	DESRON 100	CFFC	5	Reset All Filters

Cases Initiated (since Jan 2021) — 3

Cases that have been "Initiated" by the CPPA but not yet "Submitted" to the TSC.

Cases Open and Submitted (since Jan 2021) — 44

Cases with a Status of "Submitted and Opened" but not "Closed."

Cases Closed (since Jan 2021) — 617

Number of Cases with a Status of "Closed."

Data is Current as of 1/23/2023 6:31:02 PM UTC Zulu. Data feed updates every 30 minutes, please refresh the window At the top and bottom of the hour

Data feed is provided to ADE every 30 minutes.

Middle Panel

Open Cases By Age

	<30 Days	31-90 Days	91-180 Days	Grand Total
Count	34	8	2	44

Current Status of Submitted Cases

Status	Count
Assigned	16
Submitted	12
CPPA Action Required	8
Assigned-processing	2
Pending System	2
Re-routed	2
Supervisor Review	2
Grand Total	44

Open Cases By Month

Month	Count
January 2023	32
December 2022	6
November 2022	4
October 2022	1
September 2022	1
Grand Total	44
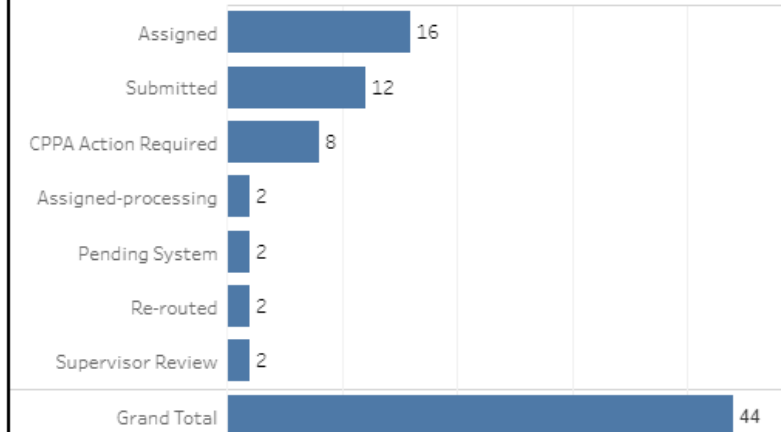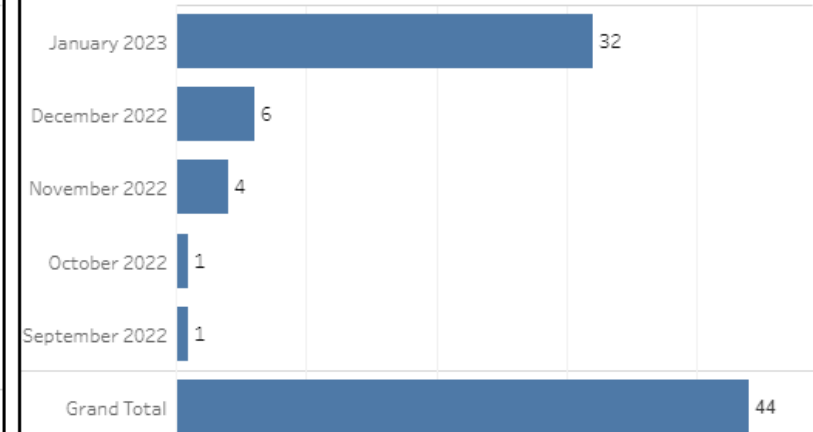
"Open Cases By Age"
This shows the total number of cases by specific length of time since case creation.

"Current Status of Submitted Cases"
This shows the total number of cases by current cases status.

"Open Cases By Month"
This shows the total number of cases created broken down by month.

CPPA Command Dashboard – Bottom Lists

8 "CPPA Name" = Filter all cases by specific CPPA Name.

9 "Status" = Filter all cases by specific case status.

10 "Request Type" = Filter all cases by request type.

11 "Problem Code" = Filter all cases by problem code.

12 Case Number = By clicking on the case number, a dialogue box will open with with date/time the status was changed, subject of the case, request type, problem code, and PERS Section Category

Note 2:
PAY/PERS Processing Thresholds:
- *4 days for PERS cases*
- *30 days for PAY cases*

CPPA Command Dashboard – Export Data

13 By clicking on the "Export Dash" the user will be taken to another page where they can filter data prior to exporting it.

CPPA Command Dashboard – Export Data

14 The user can filter by the same subjects as the main dashboard.

15 Once the user has selected the desired filters they click the download icon

CPPA Command Dashboard – Export Data
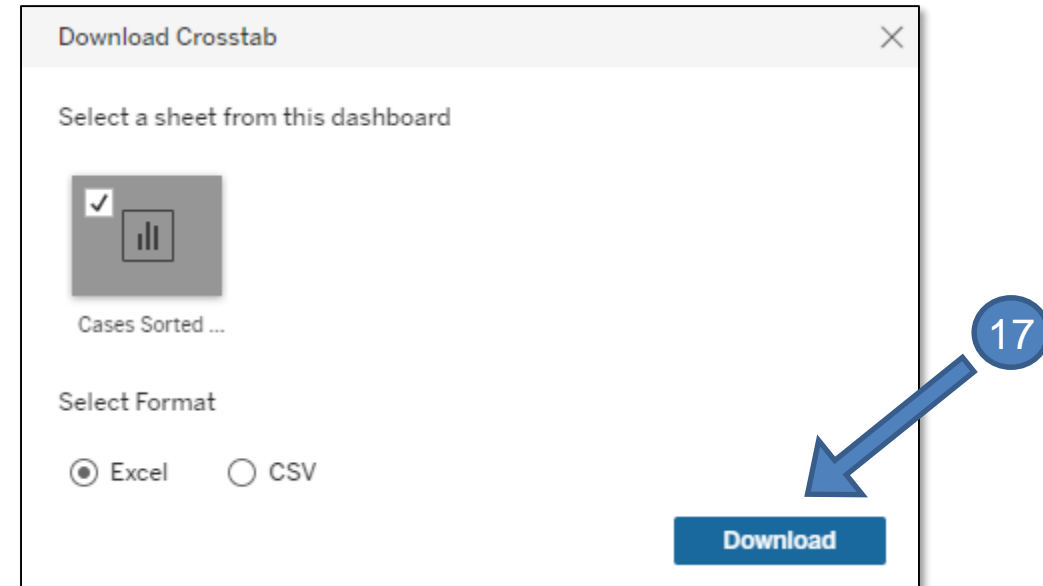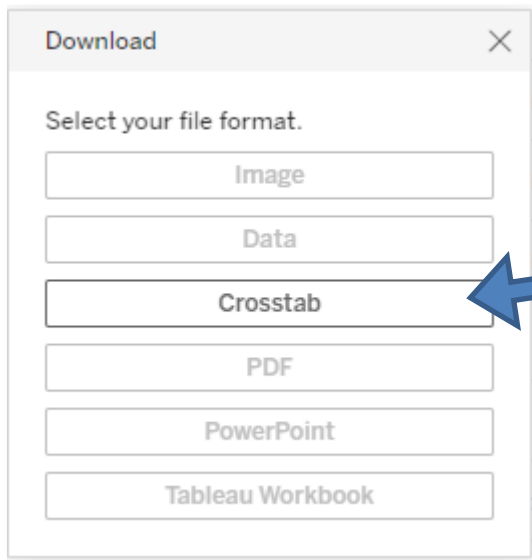
16 After clicking the download icon a pop-up will appear asking for a download format. The user must select Crosstab

17 After clicking Crosstab another pop up will open and the user will click on the Download icon

Dashboard Data Refresh Process

Data is pulled every 30 minutes so the user may need to hit the refresh button to ensure the most current data is being displayed. Sometimes due to connectivity issues when the user first opens the dashboard some of the numbers may not match, if this occurs you need to refresh the data.

Do not use this to refresh the data

Use this button to refresh the data

CPPA Command Dashboard – Bottom Lists

CPPA Late Transactions

Activity Short Name	CPPA Name	CPPA Action Required	Submitted and Open	Grand Total
DDG 01 ANY SHIP	▮▮▮▮▮	1	30	31
			2	2
		6	14	20
		2	3	5
Grand Total		9	49	58

Late Problem Codes By Command

Activity Short Name	Problem Code	CPPA Action Required	Submitted and Open	Grand Total
DDG 01 ANY SHIP	Basic Allowance for Housing (BAH)		3	3
	Citizenship		2	2
	E503		1	1
	EAOS Separation	3	1	4
	Final Pay		1	1
	Indebtedness_Repay		1	1
	Passenger Reservation Request (PRR)		7	7
	PCS Transfer	2	9	11
	PCS Travel (Separations and ADSW)		10	10
	Qualifications, Certifications, Trainin..		1	1
	Receipts	3	2	5

"CPPA Late Transactions" = Lists number of late cases by Activity Short Name and CPPA Name with action based on:
 - CPPA Action Required = Cases return by TSC to the CPPA that are listed as late
 - Submitted and Open = Cases that have been created, submitted to the TSC, and remain in work by the TSC that are listed as late
 - Grand Total = Total number of late cases based on both categories of CPPA Action Required and Submitted and Open

"Late Problem Codes By Command" = Lists number of late cases by type "Problem Code" and Activity Short Name and CPPA Name with action based on:
 - CPPA Action Required = Late cases return by TSC to the CPPA
 - Submitted and Open = Late cases that have been created, submitted to the TSC, and remain in work by TSC
 - Grand Total = Total number of late cases based on both categories of CPPA Action Required and Submitted and Open

Q1. What is the difference between the CPPA Dashboard in Salesforce and this dashboard?

A1. This dashboard is built within the Authoritative Data Environment (ADE) using data from Salesforce. It has more capability because it uses the Tableau platform for analysis and visualization of data.

Q2. How do I get access to the ADE CPPA Command Dashboard?

A2. PPIB 23-04 outlines the process for system access. Command Triad members should automatically have access. In the event a member of the triad is unable to access the dashboard follow these steps:

Step 1. Submit the following information unencrypted to a monitored centralized mailbox:
a. Requestor's Full Name, b. PRD, c. UIC, d. DODID number, and e. Official email address.

Step 2. Use the standardized subject line: "CUI Privacy Sensitive - CPPA Dashboard Request 'Requestor's Name, Command Name'"
Example: CUI Privacy Sensitive - CPPA Dashboard Request Doe, Mary T. PO1, USS Sail.

Step 3. Send all requests to: adeaccess.fct@navy.mil Note - Once access has been granted, My Navy Career Center will send an email to the requestor.

Q3. How accurate is the data in the ADE CPPA Command Dashboard?

A3. The data updates from the Salesforce environment every 30 minutes.

Q3. Can the others get access to the Dashboard?

A3. Yes; however, the Dashboard was built with the intent to give CO/XO/CMC (Triad) a quick way to determine the state of their command's pay and personnel transactions. Triads can request access for their designees (i.e. Admin Officers, PERSO, etc.). Although not excluded from access, it is not intended for use by CPPAs or other non-Admin members of the command. CPPAs should already have access to detailed information within various systems (Salesforce, NSIPS, etc.) and do not need the Dashboard to perform their duties.

CPPA Command Dashboard – Link & Assistance

Command Dashboard for CPPA's – LINK BELOW

Command Dashboard Link
https://crdash.portalprod.ade.cloud.navy.mil/

Need General Dashboard Assistance? Contact **MyNavy Career Center** 833-330-MNCC (6622)	Need Specific Technical Assistance or Account/Access Issues? Contact **MNCC Systems Access** ADEACCESS.fct@navy.mil