



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

The screenshots show the following steps:

1. Browser address bar showing <https://portalprod.ade.cloud.navy.mil/> and the MyNAVYHR logo.
2. A dialog box with the text: "Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details." An arrow points to the "OK" button.
3. A dialog box titled "Select a certificate for authentication" with the text: "Site portalprod.ade.dc3n.navy.mil:443 needs your credentials:". It shows a list of certificates, with "DOD ID CA-59 Authentication" selected. An arrow points to the "OK" button.
4. The CPPA Dashboard landing page. It includes a header "CPPA Dashboard" and "This is a working beta version of the dashboard. Please note: Historical data began 12/01/2022. To get case history prior to 12/01/2022, click here." Below the header are two summary cards: "Cases Initiated (since Jan 2021)" with a value of 3,381 and "Cases Open and Submitted (since Jan 2021)" with a value of 4. There is also a bar chart titled "Open Cases By Age" and a "Current Status of" section with a legend.

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 on 01/01/2022. To get case history prior to 12/01/2021, please contact your CPPA. Future upgrades will include case history/comments.

Activity Short Name: DDG 01 ANY SHIP (dropdown menu open showing options like COMDESRON 22, DDG 01 ANY SHIP, COMDESRON 28, etc.)

ISIC Name: DESRON 100

Major BSO Name: CFFC

Activity Echelon Level: 5

Reset All Filters

Cases Open and Submitted (since Jan 2021): 3

Cases Closed (since Jan 2021): 617

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

Current Status of Submitted Cases

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

January 2023	32
December 2022	6
November 2022	4
October 2022	1
September 2022	1
Grand Total	44

Bar chart showing cases by age: <30 Days (34), 31-90 Days (8), 91-180 Days (2), Grand Total (44)



Top Panel Overview

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.

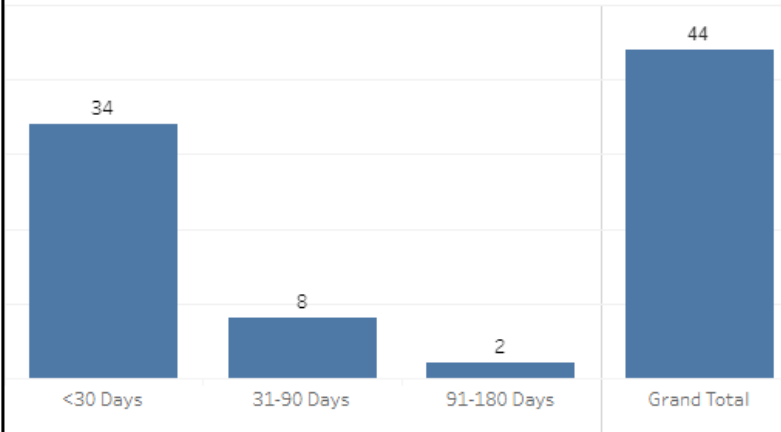
Activity Short Name: DDG 01 ANY SHIP | ISIC Name: DESRON 100 | Major BSO Name: CFFC | Activity Echelon Level: 5 | [Reset All Filters](#)

Cases Initiated <small>(since Jan 2021)</small>	Cases Open and Submitted <small>(since Jan 2021)</small>	Cases Closed <small>(since Jan 2021)</small>	Data is Current as of
3	44	617	1/23/2023 6:31:02 PM UTC Zulu <small>Data feed updates every 30 minutes, please refresh the window At the top and bottom of the hour</small>
Cases that have been “Initiated” by the CPPA but not yet “Submitted” to the TSC.	Cases with a Status of “Submitted and Opened” but not “Closed.”	Number of Cases with a Status of “Closed.”	Data feed is provided to ADE every 30 minutes.

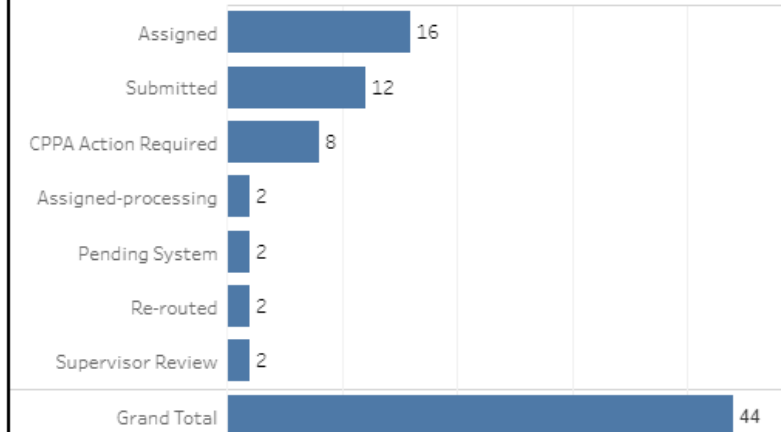


Middle Panel

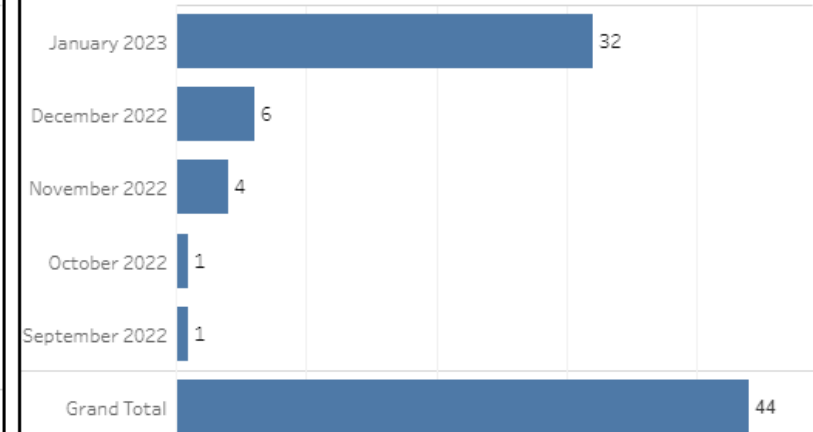
Open Cases By Age



Current Status of Submitted Cases



Open Cases By Month



“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 (All) 9 Status (All) 10 Request Type (All) 11 Problem Code (All)

Cases Sorted By Age

Note 1: "Reset All Filters" will NOT remove the filters from these 4 filter boxes. Be sure you see "(All)" and the filter icon does not have a red "x" beside it. In order to see the filter icon, move your cursor above the dropdown box for each of the filter boxes. Click the filter icon to remove the filter, if present.

Case Number	Contact Name	Activity Short Name	Status	Request Type	Problem Code	Date Opened	Submission Date	Process Days	Case Age
01665127	[Redacted]	[Redacted]	Assigned	Retirements/Separations	E503	9/27/2022	9/27/2022	4	141
01752074	[Redacted]	[Redacted]	Assigned-processing	Retirements/Separations	E503	10/17/2022	10/18/2022	4	120
01914247	[Redacted]	[Redacted]	CPPA Action Required	Retirements/Separations	EAOS Separation	11/26/2022	11/26/2022	4	81
02056271	[Redacted]	[Redacted]	Supervisor Review	Transfers	PCS Transfer	1/5/2023	1/5/2023	4	41
02056381	[Redacted]	[Redacted]	Assigned	Transfers	PCS Transfer	1/5/2023	1/5/2023	4	41
02059494	[Redacted]	[Redacted]	Assigned	NAVPTO_Transportation	Passenger Reservation Request (PRR)	1/5/2023	1/5/2023	4	41

Case Number	Updated	Status	Contact Name	Subject	Request Type	Problem Code	PERS Section Category	Case Age	Notes
01665127	1/17/2023 8:00:05 PM	Assigned	[Redacted]	[Redacted]	Retirements/Separations	E503	SEPS AND RETENTION (S&R)	141	Notes
	12/1/2022 4:58:33 AM	CPPA Action Required	[Redacted]	[Redacted]	Retirements/Separations	EAOS Separation	SEPS AND RETENTION (S&R)	141	Notes

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

CPPA Dashboard | **Export Dash** ← 13

CPPA Dashboard This is a working beta version of the dashboard. Please direct all issues to the MNCC and ADE teams.
Case History (Updated Datetime) 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: DDG 01 ANY SHIP | ISIC Name: DESRON 100 | Major BSO Name: CFFC | Activity Echelon Level: 5 | [Reset All Filters](#)

Cases Initiated (since Jan 2021) 3	Cases Open and Submitted (since Jan 2021) 31	Cases Closed (since Jan 2021) 712	Data is Current as of 2/15/2023 2:04:18 PM UTC Zulu Data feed updates every 30 minutes, please refresh the window At the top and bottom of the hour
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Open Cases By Age

Age Group	Count
<30 Days	25
31-90 Days	4
91-180 Days	2
Grand Total	31

Current Status of Submitted Cases

Status	Count
Assigned	13
Pending System	7
Submitted	6
Assigned-processing	1
CPPA Action Required	1
Re-routed	1
Supervisor Review	1
Supervisor assistance	1
Grand Total	31

Open Cases By Month

Month	Count
February 2023	16
January 2023	12
November 2022	1
October 2022	1
September 2022	1
Grand Total	31

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



15



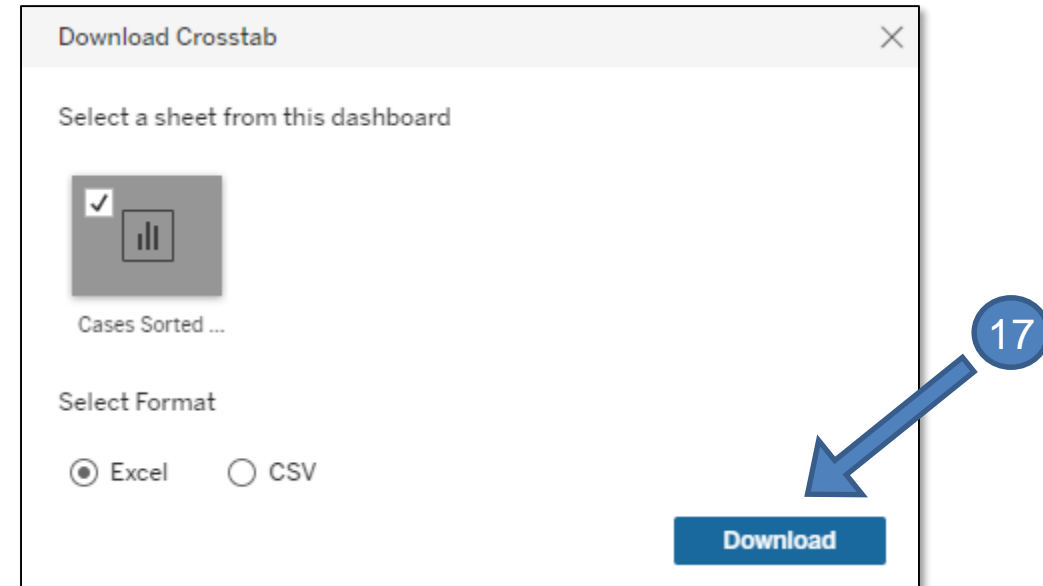
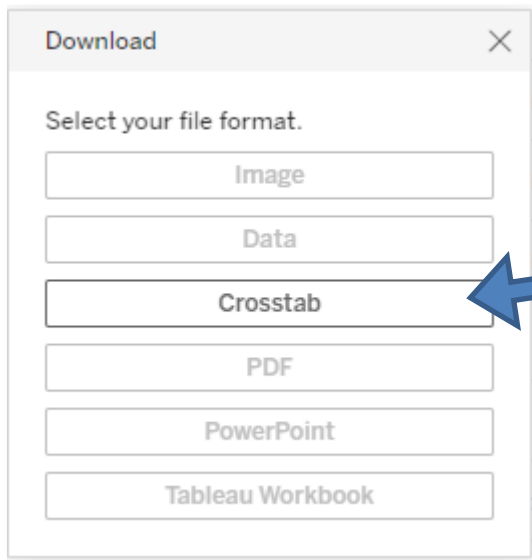
The screenshot shows the CPPA Command Dashboard interface. At the top, there are navigation controls like 'Replay', 'Revert', 'Refresh', and 'Pause'. Below that, there are tabs for 'CPPA Dashboard' and 'Export Dash'. The main area contains several filter dropdowns: 'Activity Short Name' (DDG 01 ANY SHIP), 'ISIC Name' (DESRON 100), 'Major BSO Name' (CFFC), 'Activity Echelon Level' (5), 'CPPA Name' ((All)), 'Status' ((All)), 'Request Type' ((All)), and 'Problem Code' ((All)). Below the filters is a 'Case Age' slider set to -1. A table titled 'Cases Sorted By Age' displays the following data:

Case Number	CPPA Name	Contact Name	Activity Short Name	Status	Request Type	Problem Code	Date Opened	Submission Date	Process Days	
01665127				Assigned	Retirements/Separations	E503	9/27/2022	9/27/2022	4	141
01752074				Assigned-processing	Retirements/Separations	E503	10/17/2022	10/18/2022	4	120
01914247				CPPA Action Required	Retirements/Separations	EAOS Separation	11/26/2022	11/26/2022	4	81

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

Activity Short Name: DDG 01 ANY SHIP

ISIC Name: DESRON 100

Major BSO Name: CFFC

Cases Initiated (since Jan 2021)	Cases Open and Submitted (since Jan 2021)
3	31



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	[REDACTED]	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	2	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



CPPA Command Dashboard – FAQs

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