How to Access the MacCheck Manager Daily Screening Dashboard

Purpose: This Job Aid describes how Managers and Supervisors will access and utilize the MacCheck Manager Daily Screening Dashboard.

The Dashboard will be used on a daily basis to review Daily Check-In status for all employees who report to the Manager/Supervisor, either directly or indirectly (i.e., through other Supervisor/Managers that report to them). The Dashboard will show the current date by default and a list of employees that have completed a Daily Check-In and whether that employee passed the daily screening and is 'cleared for campus', or whether the employee did not pass and is not eligible to attend campus.

Impacted Roles: Managers and Supervisors, with employees who report to them based on the Mosaic Human Resources position management 'reports to' hierarchy data.
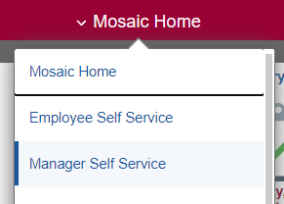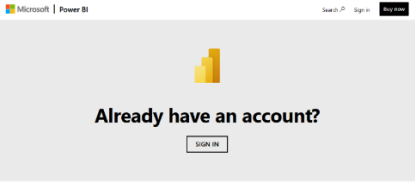
Pre-requisites:
- The Manager/Supervisor must have employees that report to them in Mosaic.
- An employee needs to have completed the MacCheck digital tool Daily Check-In process to be displayed on the report for the current date.

Included in this Job Aid:
- Task 1: Access the MacCheck Manager Dashboard
- Task 2: Viewing and Navigating in the MacCheck Manager Dashboard

Task 1: Access the MacCheck Manager Dashboard

Step	Action
1.	Log into Mosaic at https://mosaic.mcmaster.ca (requires VPN from off campus) and navigate to the **Manager Self Service** homepage via the drop-down menu at the top of the page.
2.	Click on the **MacCheck Manager Dashboard** Tile
3.	Click on the **Sign In** button when the Microsoft Power BI web page opens.

4.	Enter your full MacID@mcmaster.ca email address, and then press **Next** and follow the remaining Microsoft login steps by entering your MacID password and completing the applicable multi-factor authentication steps. Please ensure that you use your own personal MacID login for this purpose, not an alias or role based account.
5.	Once you complete the Microsoft login steps, the "MacCheck Manager Dashboard" will open (refer to screenshot in **Task 2** below).

Task 2: Viewing and Navigating in the MacCheck Manager Dashboard

Step	Action
1.	Overview of the **MacCheck Manager Daily Screening Report**. All the data contained in this report is based only on the **MacCheck digital tool** Daily Check-Ins completed by employees on the current reporting date. The reporting date is identified by inputting a date range into the date range slicer. No vaccine data or COVID-19 test results will be shared in the report. If an employee has not completed the daily screening process on the days inputted into the date range slicer, they will not appear on the report. The report indicates whether employees have been cleared (i.e., 'Yes') or not cleared (i.e., 'No') to attend campus for that day. The report will <u>not</u> indicate the factor(s) regarding why an employee has been approved or denied. For additional information regarding follow-up actions in scenarios where an employee is not cleared for campus, please refer to the Daily Check-In and COVID-19 Positive Case Reporting Requirements for Chairs and Employment Supervisors.

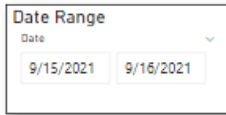|	
	When viewing the Dashboard report, a Manager/Supervisor will see employees who report directly or indirectly to them (i.e., via reporting to a role which then reports up through the hierarchy to the Manager/Supervisor viewing the report). The hierarchy is based on the 'reports to' position management data maintained within Mosaic Human Resources and will match the employee hierarchy information a manager can view via the **My Team** tile on the **Manager Self Service** homepage. If the reporting structure needs to be updated, please submit a Position Management eForm request in Mosaic (for how-to information, please refer to Position Management eForms Resources).
2.	**Notes** regarding the **report segments** and **data definitions:** • **Date Range**: Users must input a date range into the prompt to generate the daily screening results on the report. • **Count of Day Pass Applications:** Provides the total count of daily screening applications submitted by employees on the reporting date. • **Count of Day Pass Applications Cleared:** Provides the count of daily screening applications that the MacCheck digital tool assessed as 'Yes' cleared for campus on the reporting date. • **Count of Day Pass Applications Denied:** Provides the count of daily screening applications that the MacCheck digital tool assessed as 'No' not cleared for campus on the reporting date. • **Today's Employee Daily MacCheck Screening Results**: Provides a table listing the 'employee name', 'McMaster email address', 'Campus' location for which the employee requested their day pass, whether the employee is 'Cleared for Campus' ('Yes' or 'No'), and the 'Date' of submission.
3.	**Sorting, Scrolling** and **Slicing** the report data: **Sorting:** The data table, **Today's Employee Daily MacCheck Screening Results** can be sorted (ascending or descending) simply by clicking on the desired field name. In the image below, the data is sorted by the 'Employee Name' field. Click the same field name a second time to sort in the opposite order. **Scrolling:** If the data table **Today's Employee Daily MacCheck Screening Results** has more rows of employee data then fit in the view window, you can scroll through the list using the scroll bar to the right of the 'Date' column.

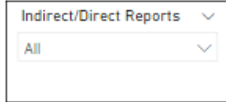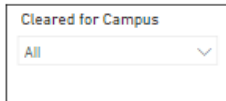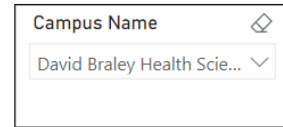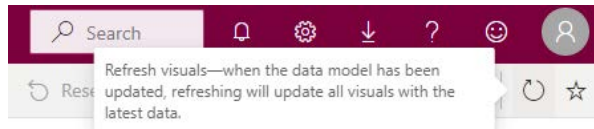|	
	Slicing: The data in the report can be sliced (i.e.: filtered) using the six provided slicers, simply click on the desired slicer and select from the available values, and the report data will update accordingly. Once a slicer has been applied, to clear the slicer and view all the data again, press the eraser icon that will appear in the top-right corner of the slicer box.
4.	*Optional*: **Refreshing** the report data Currently the dashboard is set to automatically refresh the data every 15 minutes, and when first opening and viewing the report it will display the most current data available. If viewing the report for an extended period, to confirm the most current data available is being displayed, there is the option of pressing the 'refresh button located in the top-right of the menu bar:

For additional information please refer to the materials on the HR COVID-19 webpage which includes the Supervisor Guide, or consult the COVID-19 Vaccine and MacCheck FAQs website. If you need support or assistance, please contact vacc@mcmaster.ca.