
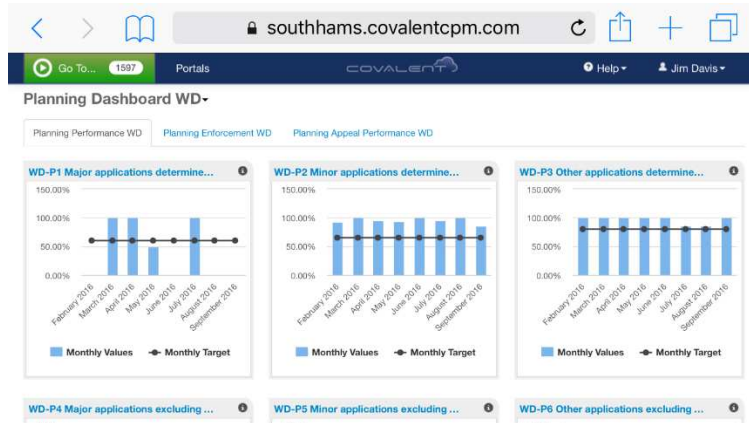


Dashboard User Guide

Logging in

-  Open Internet Explorer or your preferred browser. The Covalent dashboards will work with any modern browser on computer, tablet or mobile phone

Mobile phone image



- Enter the following link into your browser's address bar:

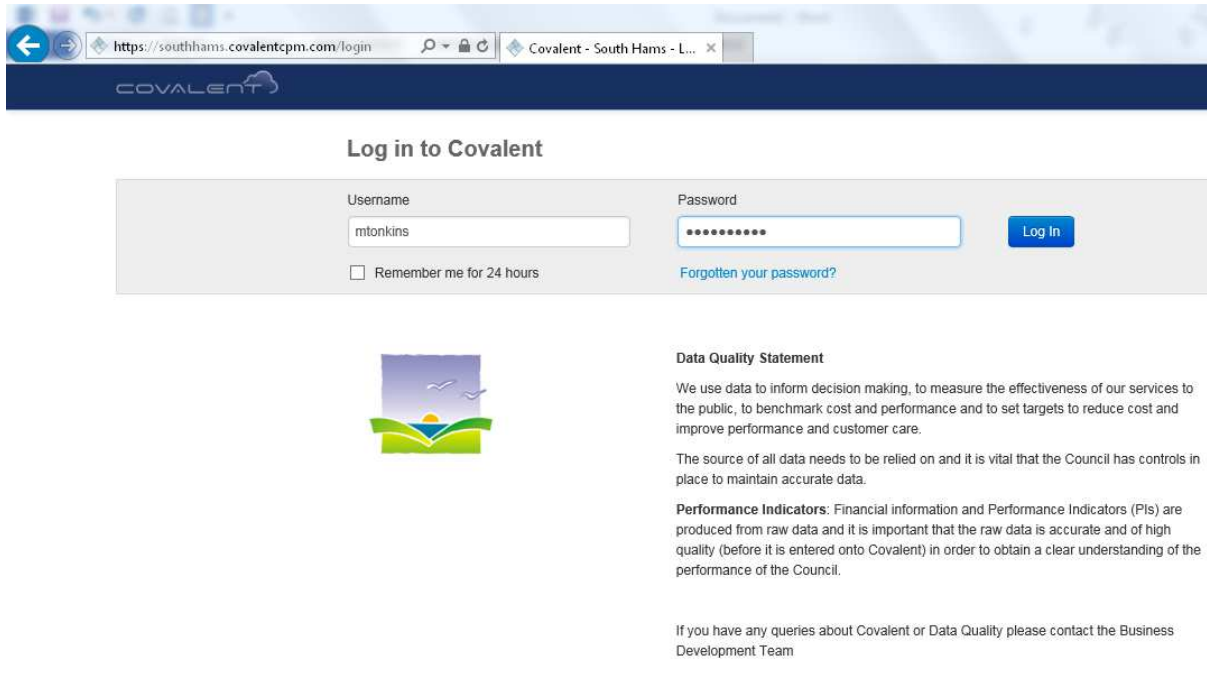
<https://swdevon.covalentcpm.com/login>

You will be taken to the Covalent log in page (see below)

We previously paid for two versions of Covalent with different rights but as we had a site licence for South Hams we transferred all the data across and prefixed all the West Devon measures with 'WD-' to save around 30% on our combined annual licensing costs.

- Enter your username (your first initial and your surname, no spaces, all in lower case) and your password: (Sent in previous email)
- Click the Log In button

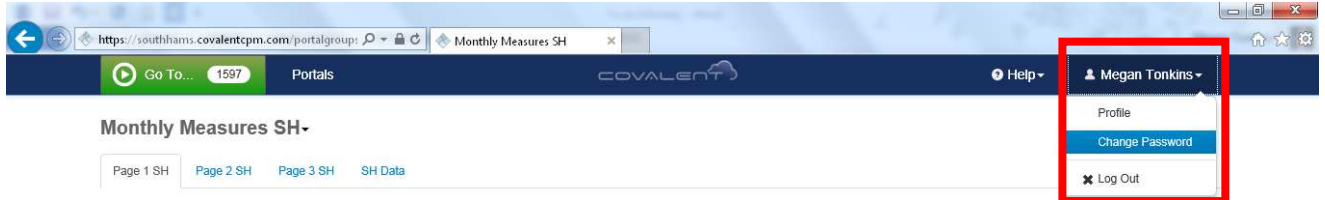
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The screenshot shows the login page for Covalent. At the top, there is a browser address bar with the URL <https://southhams.covalentcpm.com/login>. Below the browser bar is the Covalent logo. The main heading is "Log in to Covalent". There are two input fields: "Username" with the value "mtonkins" and "Password" with masked characters. A "Remember me for 24 hours" checkbox is present below the username field. A "Log In" button is to the right of the password field. A link "Forgotten your password?" is below the password field. Below the login form is a logo of a stylized landscape with a sun and birds. To the right of the logo is a "Data Quality Statement" section. The statement reads: "We use data to inform decision making, to measure the effectiveness of our services to the public, to benchmark cost and performance and to set targets to reduce cost and improve performance and customer care. The source of all data needs to be relied on and it is vital that the Council has controls in place to maintain accurate data. Performance Indicators: Financial information and Performance Indicators (PIs) are produced from raw data and it is important that the raw data is accurate and of high quality (before it is entered onto Covalent) in order to obtain a clear understanding of the performance of the Council. If you have any queries about Covalent or Data Quality please contact the Business Development Team".

Changing your password

- To change your password, click on your name on the right hand side of the toolbar and choose 'Change Password' from the drop down menu



The screenshot shows the dashboard interface. At the top, there is a browser address bar with the URL <https://southhams.covalentcpm.com/portalgroup:>. Below the browser bar is the Covalent logo. The main heading is "Monthly Measures SH-". There are several navigation links: "Page 1 SH", "Page 2 SH", "Page 3 SH", and "SH Data". On the right side of the dashboard, there is a user menu for "Megan Tonkins". The menu items are "Profile", "Change Password", and "Log Out". The "Change Password" option is highlighted in blue.

- The 'Change Password' screen will appear
- Enter your current password
- Enter your new password. Your new password must meet all of the criteria displayed at the bottom of the box below
- Confirm your new password. If this field doesn't match the new password field above, you will see a 'fields do not match message'
- Once both fields match click on the 'Change Password' button in the bottom right corner of the box

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Change Password [X]

Current Password [.....]

New Password [.....]

Confirm New Password [.....|]

Passwords must be 8 characters or longer, and must:

- contain both upper and lower case letters.
- contain at least one special character, e.g. *, £, #, etc..
- not contain any personal or site information.
- not contain common or repeating sequences, e.g. '123', 'aaa', etc..

[Change Password] [Cancel]

You will then be redirected to your homepage where you will see a green message confirming that 'Your password has been changed'

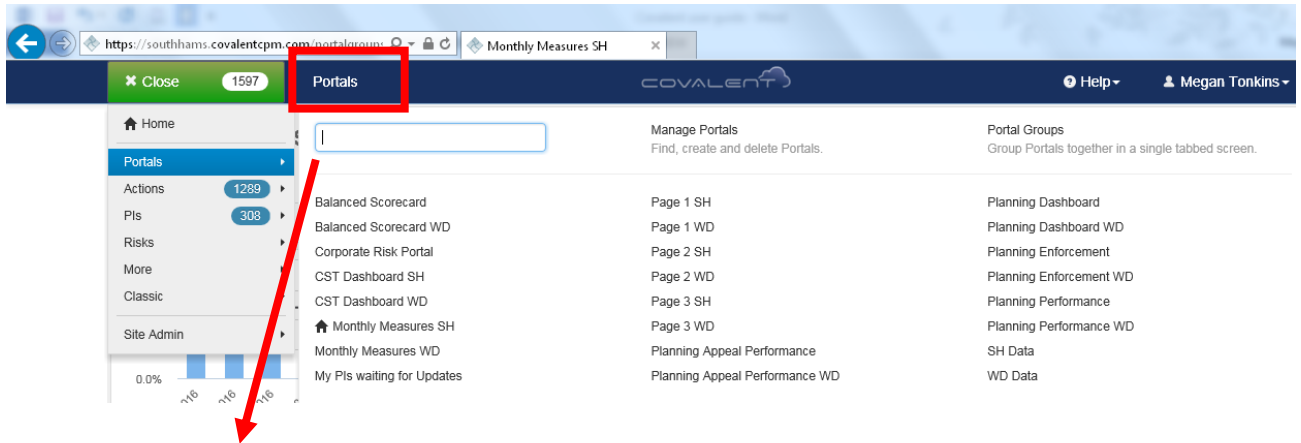


Your browser should prompt you to confirm if you want it to remember the password automatically

Choosing a portal/dashboard to view

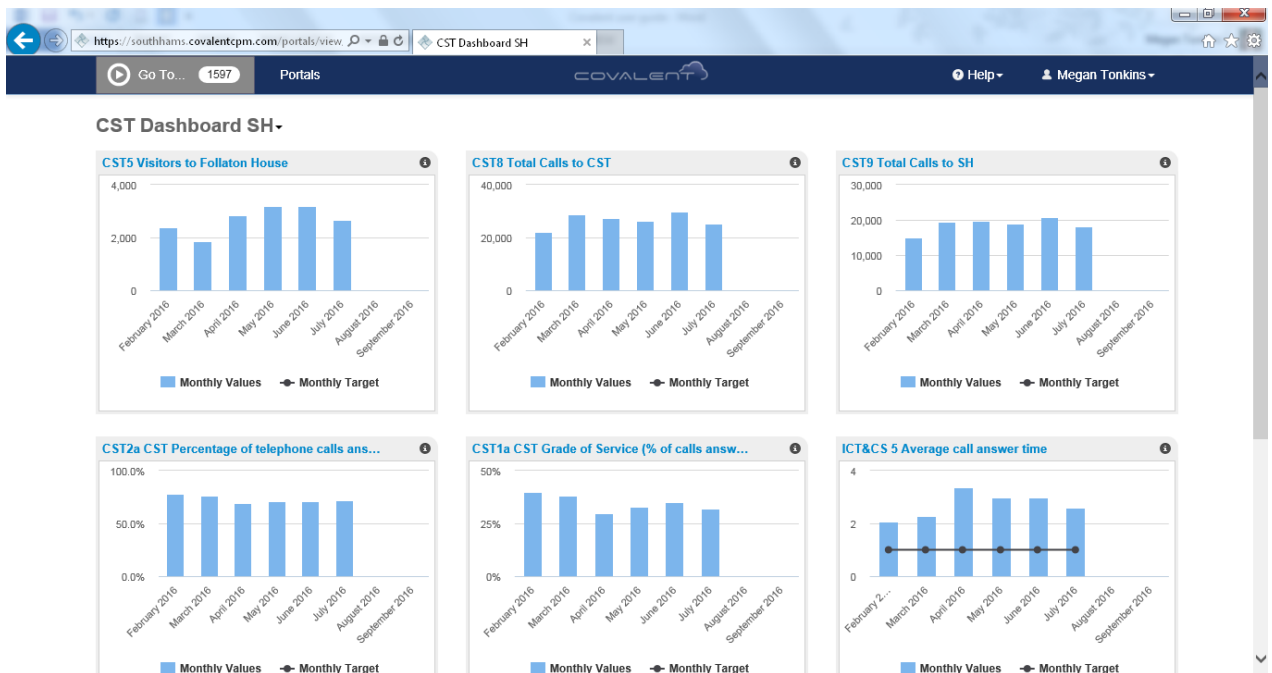
- Covalent call their dashboards 'portals'
- To view a portal, click on 'Portal' (highlighted red below)
- A list of all the portals available to you will appear. Click on a portal to view it
- You can also use the search box if you know the name of the portal you want to view

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Type to quickly find a Portal

- Once you have clicked on a portal you will see all the charts relating to it
- You can drill down into this data by clicking on the title of the chart or hovering over the individual bars to see exact figures



Portal groups

- Covalent can group multiple dashboards on a single page
- The main dashboards end with - Dashboard* to make it clear, the other options available are pages within the main dashboards.
- The other pages can either be chosen in the portal chooser or as tab on the main page

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