

How to access reports from home/reportedly

- 1) Access the St. Michael's external internet page: <http://www.stmichaelshospital.com/> Note: It is recommended to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.
 - a. Click on the **For Staff** link. You will be directed to a new page.

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Accessibility at St. Michael's

- 2) Click on the **Internet Portal, Home & Network Folders** link. You will be directed to a new page requesting to enter in your username and password.

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Why St. Michael's

Nursing at St. Michael's

Current Opportunities

Career Events

Common Questions

For Staff

Translation Aid

Volunteer

Working Here

For Staff

The following resources are available to staff through this site.

- **E-mail:** login to check your Outlook e-mail account using your network username and password.
- **Intranet Portal, Home & Network Folders** login with your network username and password to access the internal network.
- **Clinical Applications:** login with your network username, password and RSA Token to access clinical systems
- **Translation Aid:** For translation help when dealing with patients who experience difficulties expressing themselves in English. Many languages are available.
- As more online services become available to staff and clinicians, we will post them here.

If you have a question or comment about this page, please send an e-mail to webrequest@smh.ca.

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Accessibility at St. Michael's

- 3) Once you've successfully entered your username/password, you will be directed to a new window (**Clinical Access Station**) which allows you to access various programs and applications within St. Michael's network. The number of applications available to you will depend on your role and security access.
 - a. Click the **Intranet** icon

The screenshot shows the 'Clinical Access Station' interface. At the top left is the 'St. Michael's Clinical Access Station' logo. The date 'Thursday, December 04, 2014' is in the top right. Below the header is a navigation bar with 'Applications' on the left and 'Welcome: FERNANDESD' on the right. The 'Applications' section contains a grid of icons for various services, with the 'Intranet' icon highlighted by a red box. The 'Message Center' section on the right contains a message: 'If you require assistance, please contact the HELPDESK at ext. 5751.' and a note: 'The Message Center displays any information or error messages that may occur.'

- 4) Once the SMH Intranet Home page is loaded, click **My Business** tab.

This will direct you to the My Business portal, which includes Quick Links to Reporting (LBI).

- 5) Click the **Reporting (LBI)** icon
A security window may appear. If so, enter your login credentials (your SMH network ID & password). Be sure to add "smh\" before your user name. e.g.: "smh\LastnameA"

The screenshot shows the 'My Business' portal. At the top is the 'St. Michael's Inspired Care. Inspiring Science.' logo. The date 'Thursday, November 13th, 2014' is in the top right. Below the header is a navigation bar with 'HOME', 'MY WORK', 'MY BUSINESS', 'CAREER & LIFE', 'SMH A TO Z', and 'PEOPLE FINDER'. The 'MY BUSINESS' tab is highlighted by a red box. Below the navigation bar is the 'My Business' section. It features a 'Quick Links' section with three icons: 'Paystubs', 'Vacation & Lieu Balances', and 'Reporting (LBI)'. The 'Reporting (LBI)' icon is highlighted by a red box. To the right of the 'Quick Links' section is a 'Related links' section with links to 'E-paystubs FAQs', 'Policies & Procedures', and 'Forms'. Below the 'Quick Links' section is an 'Our People' section with three icons: 'Time Entry & Approval', 'Recruitment (WorkStream)', and 'Staff Updates'. To the right of the 'Our People' section is a 'Related Links' section with links to 'Time & Entry Approvals Learning', 'HR Forms', 'Benefits & Pension', and 'Employee Handbook'.

- 6) You will then be directed to your Dashboards. The reports related to your Activities are available on the **My Manager Space** dashboard – within the **My Financials** section – under the **Activity Reports** grouping.

The screenshot displays the Lawson Dashboards interface. At the top, a navigation bar includes 'Lawson Dashboards' and several menu items: 'Corporate Finance', 'EFM Report Administration', 'Security Dashboard', 'Accounts Payable', 'Activities', and 'My Manager Space' (highlighted with a red box). Below this, the 'My Manager Space' dashboard is shown, with a sub-section 'My Financials' (also highlighted with a red box) expanded. Under 'My Financials', the 'Activity Reports' sub-item is highlighted with a red box. Red arrows point from 'Activity Reports' and its sub-items to four text boxes on the right:

- Activity Financial Reports**: "Activity Financial Reports" provides you with life-to-date balances; current month transactions; budget available (if applicable); outstanding commitments and project annual view.
- Activity Payroll Reports**: "Activity Payroll Reports" provides you with monthly payroll information by portfolio, or by employee for each activity.
- Physician Invoices**: "Physician Invoice" is specifically for Physicians who have billing accounts (for office supplies and payroll). Click here to access your monthly invoices.
- My Activities**: "My Activities" provides you will a listing of all your current/active Activities. Where applicable, it will also provide mapping to your former cost centres.