PREPARED BY:	LAST UPDATED:
CNIC N946	05/09/2017

F&FR SAP Portal Fitness Users

Table of Contents:

FOR ASSISTANCE PLEASE CONTACT:
+1.877.788.0755 | DSN 882 6511 | SUPPORT@AIMSHELP.COM

Section 1: Logging In

Log into Citrix at the URL below using your Citrix credentials:
https://csg2.navyaims.net
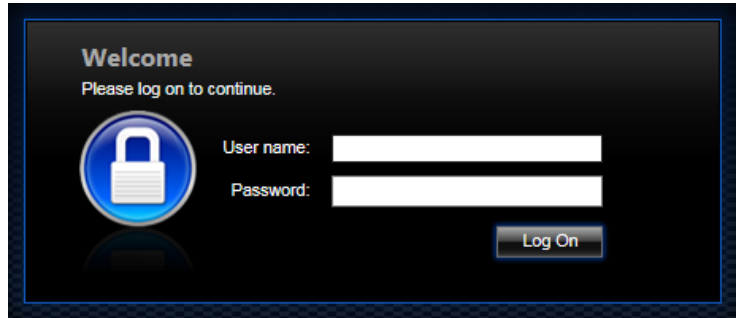
Click the F&FR SAP Portal icon shown.
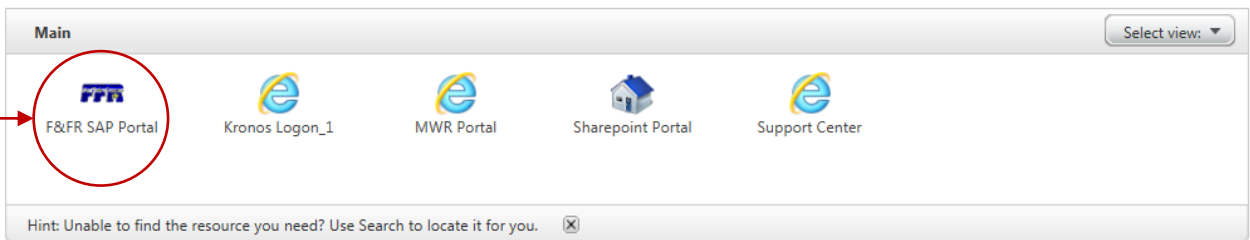
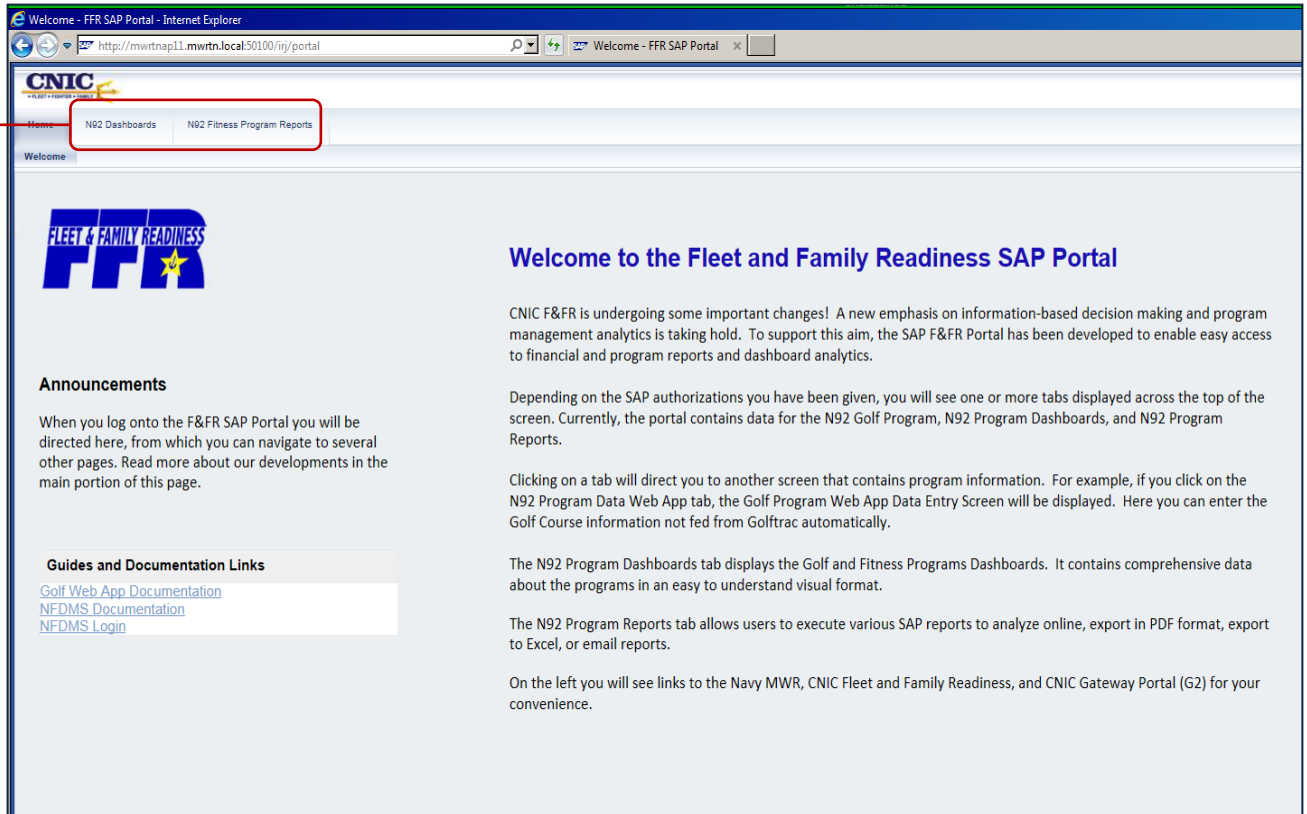A new Internet Explorer window will open for the portal.

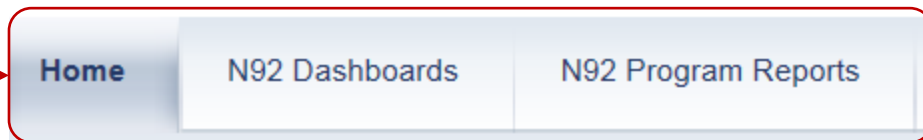Once loaded, enter your PR2 SAP credentials.

Section 2: Landing Page

After entering your login information, you will be directed to the Portal Landing Page.

Within the landing page, you can navigate the various tabs.

Section 3: N92 Program Reports

Click on the "N92 Program Reports" tab to be directed to the Fitness Reports tab, which contain all the Fitness reports, as shown below.

If your BP2 password is not the same as PR2 you might be prompted to enter in a password.

Note: this is your BP2, not PR2 password.

The reports are organized by area, and include a brief description of the report.

To run a report, click the report name link, and it will be launched in a new IE tab.

On the report variable selection screen, enter your selections to execute the report. Asterisks to the left of a field indicate an entry in the field is required. Once your selections have been entered, click OK button to execute the report.
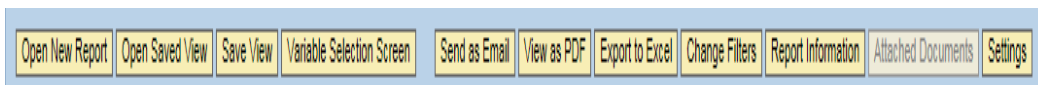
- **Variable Selection Screen:** This will allow you to return to the variable entry screen. Here, you can change your selection(s), and execute the report again.
- **Send as Email:** This will allow you to send the report output via email.
- **View as PDF:** This will allow you to view the report output as a PDF. From here, you can save the PDF to your computer.
- **Export to Excel:** This will allow you to export the report output as an Excel document. From here, you can save the spreadsheet to your computer.

To open a new report, close the tab you are on to return to the report selection screen.

Section 4: N92 Dashboards

Click on the "N92 Dashboards" tab to be directed to the Fitness Dashboard tab, which contain all the Fitness analytics.

If your BP2 password is not the same as PR2 you might be prompted to enter in a password.

Note: this is your BP2 not PR2 password.

To run a dashboard, click the dashboard name link, and it will be launched in a new IE tab.

Once a dashboard has been selected, a variable selection screen will prompt you to enter your selections. This will execute the analytics and display the dynamic dashboard.

Asterisks to the left of a field indicate an entry in the field is required.

Once your selections have been entered, click the OK button to execute the dashboard.
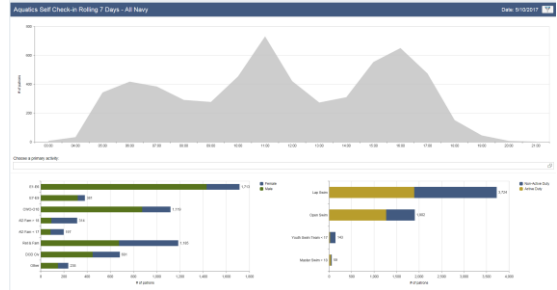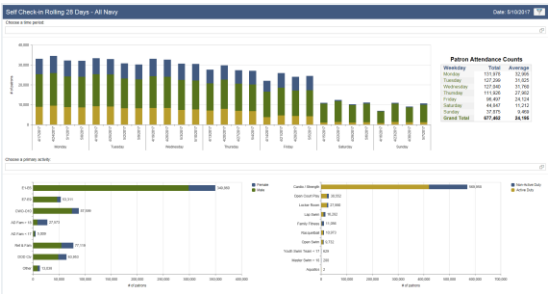
Section 4: N92 Dashboards
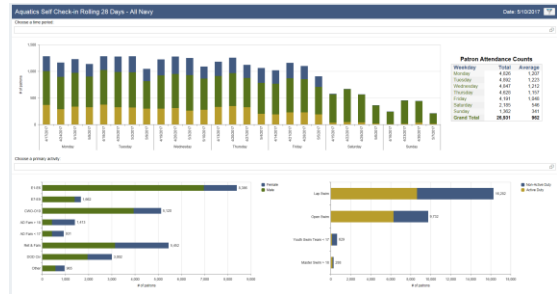
Self Check-in Rolling 7 Days
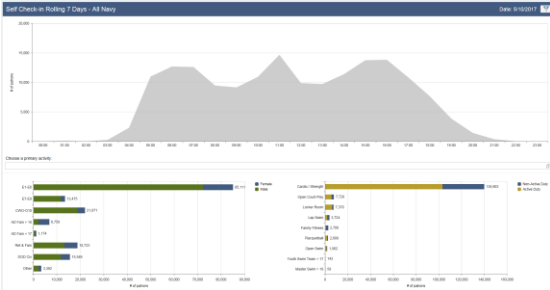
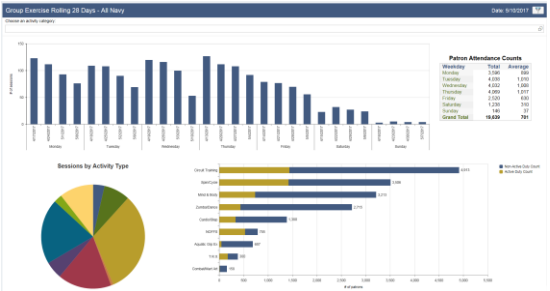### Aquatics Self Check-in Rolling 7 Days

Self Check-in Rolling 28 Days

Aquatics Self Check-in Rolling 28 Days

Group Exercise Rolling 28 Days

Trends

Quick Facts

Section 4: N92 Dashboards

Within each dashboard, hovering over the data sets will provide more information. In addition, users can apply further filtering to limit the data sets.
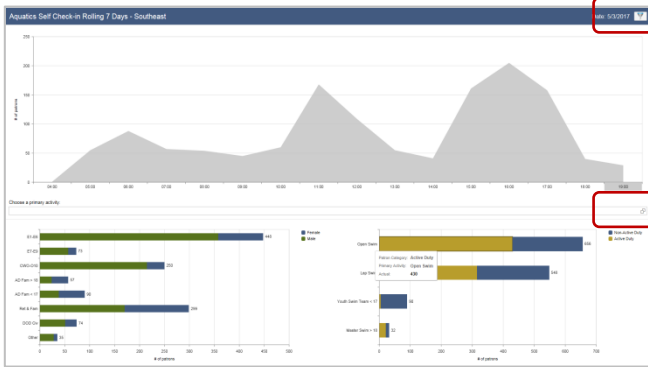
There are internal filters on each page that allow for further filtering on all, or select components.

This filter will execute the same prompt as the initial load of the dashboard page.

The page will retain the initial load filters, so update the prompt to load new criteria.

This filter will affect the entire page.

This filter applies to selected components below it's filter bar

These are optional, and allow a user to filter further into the data.

To select ALL, check the top checkbox on the header row.