



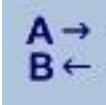



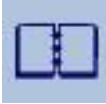






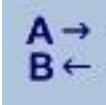



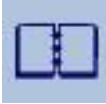






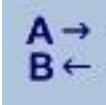



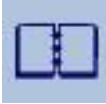








## Scorebook Navigator™ Tip Sheet | Pre-Work

<b>Link to Scorebook Navigator</b>	Access Scorebook Navigator at <a href="https://scorebooknav.org">https://scorebooknav.org</a> <i>*Tip: Bookmark this link to make Scorebook Navigator easier to access.</i>
<b>Browser Requirements</b>	Scorebook Navigator has been approved for use with the following browsers: <ul style="list-style-type: none"> <li>• Internet Explorer 6.0 or later (<i>note for Internet Explorer 10, you must use the compatibility mode to run reports</i>)</li> <li>• Firefox 5.0 or later</li> <li>• Safari 4.0 or later</li> <li>• Chrome</li> </ul>
<b>Browser Set-Up</b>	For the Scorebook Navigator software to work properly, please check the following settings on your browser: <ul style="list-style-type: none"> <li>• Java should be enabled</li> <li>• Popup windows should not be blocked</li> <li>• Temporary files should be deleted</li> <li>• Browser cache should be set to maximum (usually 1024mb)</li> </ul>
<b>Initial Log-In</b>	Log on to the Scorebook Navigator software following these steps: <ol style="list-style-type: none"> <li>1. Go to: <a href="https://scorebooknav.org">https://scorebooknav.org</a></li> <li>2. Your username will be: <b>firstnamelastname</b> <i>Example: Sue Alexander = suealexander</i></li> <li>3. Input your password. At your first log in, your password will be the same as your username (<b>firstnamelastname</b>). Click “sign in.”</li> <li>4. The Scorebook Navigator licensing agreement will appear. Scroll to the end of the agreement and click “I accept.” You may also want to check the box to <i>not</i> show the licensing agreement again.</li> <li>5. You will then be prompted to update your password for security purposes. Enter your new password in the “new password” box, and again in the “confirm new password” box. Then click “save” at the bottom of the screen.</li> </ol>
<b>Password Reset</b>	If you forget your password after completing your initial log-in, select “Forgot Password?” on the Scorebook Navigator log-in screen. You will be directed to enter your username ( <b>firstnamelastname</b> ). Then your password will be sent to the email address on file.  You may also contact the TNCPE office at <a href="mailto:contact@tncpe.org">contact@tncpe.org</a> or call <b>(800) 453-6474 / (615) 889-8323</b> to obtain your username and password.

<p><b>Accessing your Scorebook</b></p>	<p>Select the “Scorebooks” link from the Scorebook Navigator Navigation Bar. On this screen, you will find the assignment: “2018 Green Gateway Pre-Work Group ____” under the “Scorebooks” column heading. Click on this link to access your pre-work scorebook.</p>
<p><b>Scorebook Navigator Screens</b></p>	<p>From your scorebook, you will have access to the following screens on the navigation bar:</p> <ul style="list-style-type: none"> <li>• <b>Sign Out</b> – Used to end your Scorebook Navigator session.</li> <li>• <b>Scorebooks</b> – Used to access your pre-work assignment and any other scorebooks you are assigned.</li> <li>• <b>Key Factors</b> – Used to enter your key factors for the application.</li> <li>• <b>Item Evaluation</b> – Used to evaluate each Criteria item during Independent Review. Each item worksheet contains panels for entering relevant key factors, strengths, OFIs, feedback-ready comments, and an item score.</li> <li>• <b>Key Themes</b> – Used to capture suggested key themes during independent review.</li> <li>• <b>Reports</b> – Provides access to multiple reports, including your key factors, suggested key themes, score summary, etc. The “Reports” function also can be used to print your scorebook or individual item worksheets.</li> <li>• <b>My Account</b> – Used to update your password and customize your Scorebook Navigator experience.</li> </ul>
<p><b>Accessing the Baldrige Excellence Framework™</b></p>	<p>The 2017-2018 Business edition of the Baldrige Excellence Framework has been loaded into the Scorebook Navigator system for your reference as you complete the pre-work assignment. Hover your mouse over any Criteria reference to access the appropriate Criteria requirements. You can download a PDF of the Baldrige Excellence Framework booklet from the Key Factors, Item Evaluation, or Key Themes screen by clicking on the “Criteria” icon (open book).</p>
<p><b>Accessing the Case Study Application</b></p>	<p>The Green Gateway application has been loaded into Scorebook Navigator. You may access it from the Key Factors, Item Evaluation, or Key Themes screen by clicking on the “document” icon (looks like a sheet of paper).</p>
<p><b>Save your Work</b></p> 	<p>Scorebook Navigator does not have an auto-save feature. It is <b>critical</b> that you click the “save” icon following each entry you make (for example, after typing each key factor, each item strength, etc.). Scorebook Navigator will remind you to save your work every 5 minutes. This timeframe can be adjusted from the “My Accounts” screen.</p>
<p><b>Timeout</b></p>	<p>Scorebook Navigator will timeout after a period of inactivity. Your work will not be saved if your session times out and you did not click the save button. Be sure to save your work before stepping away from your computer.</p>
<p><b>Copy/Paste</b></p> 	<p>You must use the Scorebook Navigator copy/paste icon to copy your work from Word. Using this icon strips coding embedded in the text so that it can be accessed by Scorebook Navigator. The copy/paste icon is available in most text boxes. If the copy/paste icon is not available, you will not be able to copy/paste directly from Word.</p>

<p><b>Font Size</b></p>	<p>To increase font size, use CTRL + (plus) and to shrink font size use CTRL – (minus). Using either of these will shift the layout of your view. To return to the default font size, use CTRL 0 (zero).</p>																								
<p><b>Scorebook Navigator Tools</b></p>	<table border="0"> <tr> <td data-bbox="448 344 553 447">  </td> <td data-bbox="578 344 1003 468"> <p><b>Spell Check.</b> The spell check will only review what is included on the open screen – it will not check spelling for the entire evaluation.</p> </td> <td data-bbox="1024 344 1089 405">  </td> <td data-bbox="1125 344 1469 499"> <p><b>Save.</b> This icon is your best friend. <b>Click it frequently to save your work.</b> The icon will turn red if the Save-Reminder time has expired.</p> </td> </tr> <tr> <td data-bbox="448 527 553 630">  </td> <td data-bbox="578 527 1003 588"> <p><b>Find &amp; Replace Text.</b> This works like the MS Word tool.</p> </td> <td data-bbox="1024 527 1089 588">  </td> <td data-bbox="1125 527 1469 651"> <p><b>Pop-out data entry area Field.</b> Opens the data entry field in a new window for improved viewing.</p> </td> </tr> <tr> <td data-bbox="448 680 553 783">  </td> <td data-bbox="578 680 1003 783"> <p><b>Print Preview.</b> Creates a printer-friendly version of what you see on the screen you’re working on.</p> </td> <td data-bbox="1024 680 1089 741">  </td> <td data-bbox="1125 680 1469 741"> <p><b>Delete Row.</b> Deletes row of text in a data entry field.</p> </td> </tr> <tr> <td data-bbox="448 804 553 907">  </td> <td data-bbox="578 804 1003 993"> <p><b>Display the Criteria.</b> This tool displays the Criteria assigned to your scorebook. If needed, wording from the Criteria can be copied and pasted into the data entry fields you will fill out.</p> </td> <td data-bbox="1024 804 1089 865">  </td> <td data-bbox="1125 804 1469 896"> <p><b>Move Row Up.</b> Moves up a row of text in a data entry field.</p> </td> </tr> <tr> <td data-bbox="448 1020 553 1123">  </td> <td data-bbox="578 1020 1003 1209"> <p><b>Display the Application.</b> If implemented by your Program, this tool will display a copy of your application documents, including documents uploaded by the team lead.</p> </td> <td data-bbox="1024 1020 1089 1081">  </td> <td data-bbox="1125 1020 1469 1113"> <p><b>Move Row Down.</b> Moves down a row of text in a data entry field.</p> </td> </tr> <tr> <td data-bbox="448 1239 553 1341">  </td> <td data-bbox="578 1239 1469 1365"> <p><b>Record notes and action items.</b> This screen may be used as a log of action items that need resolution or discussion. It includes some handy tools that can help you fill out the fields, like a calendar for determining due dates and a drop-down menu you can use to tag action items as “close,” “open,” or “parking lot.”</p> </td> <td></td> <td></td> </tr> </table>		<p><b>Spell Check.</b> The spell check will only review what is included on the open screen – it will not check spelling for the entire evaluation.</p>		<p><b>Save.</b> This icon is your best friend. <b>Click it frequently to save your work.</b> The icon will turn red if the Save-Reminder time has expired.</p>		<p><b>Find &amp; Replace Text.</b> This works like the MS Word tool.</p>		<p><b>Pop-out data entry area Field.</b> Opens the data entry field in a new window for improved viewing.</p>		<p><b>Print Preview.</b> Creates a printer-friendly version of what you see on the screen you’re working on.</p>		<p><b>Delete Row.</b> Deletes row of text in a data entry field.</p>		<p><b>Display the Criteria.</b> This tool displays the Criteria assigned to your scorebook. If needed, wording from the Criteria can be copied and pasted into the data entry fields you will fill out.</p>		<p><b>Move Row Up.</b> Moves up a row of text in a data entry field.</p>		<p><b>Display the Application.</b> If implemented by your Program, this tool will display a copy of your application documents, including documents uploaded by the team lead.</p>		<p><b>Move Row Down.</b> Moves down a row of text in a data entry field.</p>		<p><b>Record notes and action items.</b> This screen may be used as a log of action items that need resolution or discussion. It includes some handy tools that can help you fill out the fields, like a calendar for determining due dates and a drop-down menu you can use to tag action items as “close,” “open,” or “parking lot.”</p>		
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<p><b>Printing from Scorebook Navigator</b></p>	<p>You can print individual item worksheets from the “Reports” screen by first selecting the appropriate item (for example, 1.1) from the drop-down box, and then using the “export button” (disk with a green arrow) to export the report to Word.</p> <p>You can also download or print your entire Scorebook by selecting “Scorebook” from the drop-down box.</p>																								

<b>Troubleshooting</b>	<p>Problems logging in to Scorebook Navigator could be attributed to issues with your browser (i.e. Internet Explorer, Google Chrome, Apple Safari, or Firefox) or your computer's firewall settings. Here are a few potential remedies:</p> <ol style="list-style-type: none"><li>1. Clear your cache. <i>To do this within Internet Explorer, open your browser, select Tools, and select Internet Options. Under Browsing History, ensure that Delete Temporary Internet Files is checked and select Delete before logging in to Scorebook Navigator.</i></li><li>2. Ensure you have the latest version of your browser installed on your computer.</li><li>3. Try using a different browser.</li><li>4. Access Scorebook Navigator from a different computer.</li><li>5. Check your computer's firewall settings with your organization's IT support department.</li></ol>
<b>Help!</b>	<p>Scorebook Navigator is intended to be available 24/7, but if it is offline when you are ready to do your work, please notify the TNCPE office at <a href="mailto:contact@tncpe.org">contact@tncpe.org</a> or call one of the help lines below.</p> <p>But don't stop working! Open a Word document to capture your strengths and OFIs and cut and paste them into Scorebook Navigator later.</p> <p><b>TNCPE Office (800) 453-6474</b> <b>Sue Alexander (615) 594-7775</b> <b>Katie Rawls (615) 708-0775</b></p>