

# How to access reports, via your Reporting Dashboard (LBI)

- 1) Open SMH Intranet Home page and click **My Business** tab.

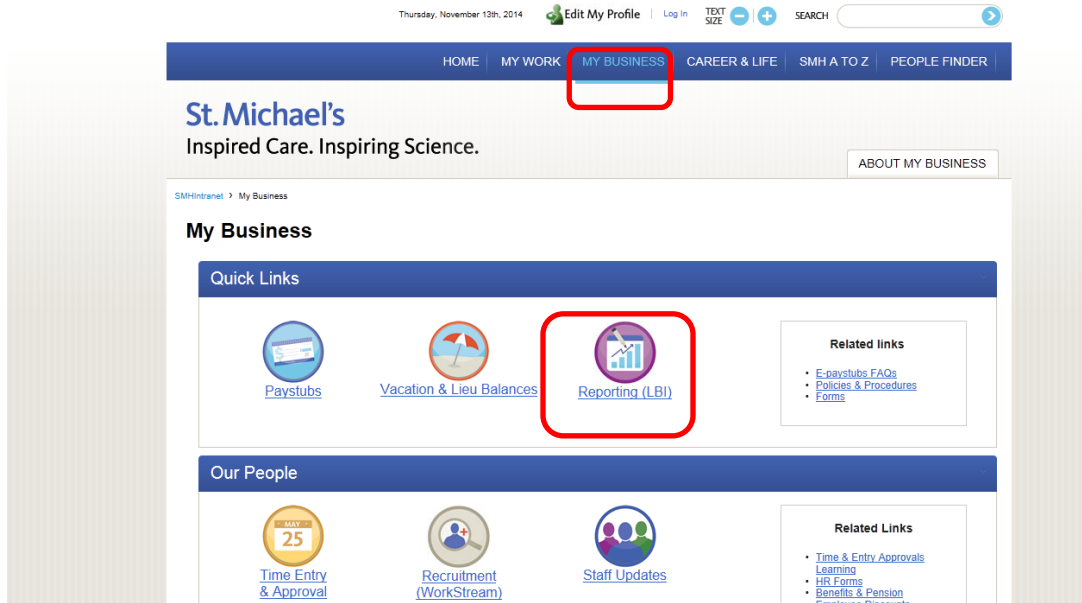
Note: Be sure to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.

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

- 2) Click the **Reporting (LBI)** icon

A security window may appear. If so, enter your login credentials (your SMH network ID & password).

If you are accessing from home/remotely, be sure to add "smh\" before your user name. e.g.: "smh\LastnameA"



- 3) 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.

**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** provides you with monthly payroll information by portfolio, or by employee for each activity.

**Physician Invoice** is specifically for Physicians who have billing accounts (for office supplies and payroll). Click here to access your monthly invoices.

**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.