Welcome

Support

Help

Guidance

A guide to aid you in using my4DX.com

A visual, how to guide to holding W.I.G. Sessions, making and completing commitments and working within a team to achieve your goals.

my4DX.com
User Manaul

What's inside?

This manual is designed to provide quick references to commonly asked questions.

CHAPTERS

Who is this for?

All users of my4DX.com

Even if you are uncomfortable with computers, this manual can help. The my4DX system has been refined over the years to be simple. But that doesn't mean that everyone will understand all that it can do immediately. This manual is designed to help explain each feature and how to use it.
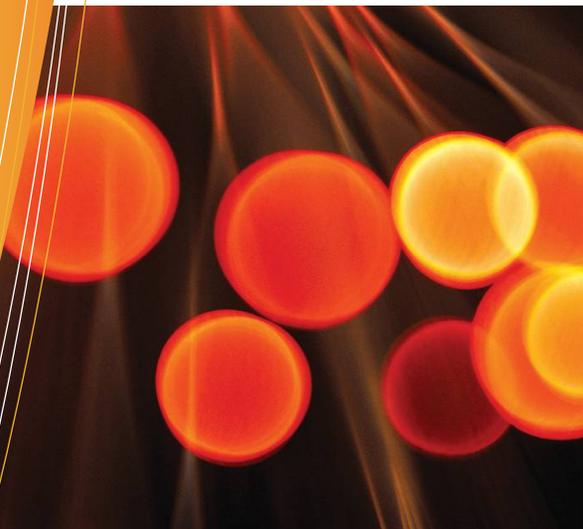
WIG Session

Prepare for the Session before the session.

Before the WIG Session begins do the following.

COMPLETE THESE STEPS BEFORE THE START OF THE WIG SESSION.

ON THE PAGE IS SEEN A PERSON'S SCOREBAORD AND THE COMMITMENTS THEY ARE MAKING TO MOVE THAT SCOREBOARD.

COMMITMENTS ARE FOCUSED ON PERSONAL COMMITMENTS, NOT TEAM COMMITMENTS

YOU MIGHT BE IN MORE THAN ONE TEAM. ALL THE TEAMS IN WHICH YOU ARE A MEMBER WILL BE LISTED HERE.

Team Selection
If you see more than one team listed, be sure to select the right team for the WIG Session.

THE LEADERS OF 'SUB-TEAMS' ARE AUTOMATICALLY PART OF THE WIG SESSION.

Member Selection
Selecting a member in the team will update the WIGS, Leads and Commitments for that member. Even if the WIGs and Leads are the same, the commitments will always be unique to the individual.

WIG Session - Page Details

W.I.G.s

WIG Column
The WIG Column displays the WIGs for the selected member.

LEADS

Lead Column
The Lead Column displays the Leads.

Su 31 Jan COMMITMENTS	Su 7 Feb
33.00 %	0.00 %

☐ Complete Arrival Experienc...   ☐
☐ Hire new arrival coordinator
☐

☑ Review Food and Beverage m...   ☐
☐

Commitment Columns
The commitment Column displays the commitments for two weeks.

Last weeks commitments are on the left and the new commitments are on the right.

Weekly commitments align with their leads.

☐ [   ]

Add a Commitment
To add a commitment, click on a blank line. There can be up to 4 commitments per Lead.

☑ Review Food and Beverage m...
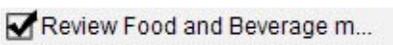
Completing a Commitment
To complete a commitment, click the blank box next to the commitment. A check will appear, indicating the commitment is completed. Clicking a checked box, will uncheck it indicating the commitment is not yet complete.

Hire new arrival coordinato ✖ ➤

Edit a Commitment
To edit a commitment, click on the commitment and it will become editable. When done editing, press 'Enter' or click off of the field.

✖

Delete a Commitment
To delete a commitment, click on the commitment. A red **X** will appear. Clicking on the **X** will allow for the commitment to be deleted.

➤

Carry a Commitment Forward
To carry a commitment forward, click on a commitment. A black arrow will appear. Click on the arrow will move the commitment to the next week.

Su 31 Jan

Weeks
The date at the top of each column represents the 'Week of' the date displayed.

Personal Page

The Personal page covers Security, Personal Information, Reminders and a Picture upload tool.

First and Last Name
To change the first or last name, enter the changes in the appropriate name field and press the "Update" button.

Password
To change the password, it must be entered twice. For security reason, the text of the password is not displayed. Therefore, to ensure no mistakes were made while entering the password, the password is entered twice.

Remember to press "Update" to save the new password.

Security Question and Answer
When resetting the password, the user is prompted for the answer to a security question. The answer is case sensitive, so be sure to be consistent in the way the answer is typed.

For security reason, the text of the answer is not displayed. Therefore, to ensure no mistakes were made while entering the answer, the answer is entered twice.

Remember to press "Update" to save the answers to the security question.

Reminders
Reminders can be sent for the Commitments (tasks) that have been made and/or for the goals that have been set. Select the day of the week for the reminder and press the "Update" button.

To stop receiving reminder, select "No Reminder" and press the "Update" button.
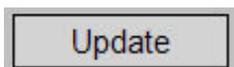

Update
After the changes are made, press the "Update" button to commit them to the server.

Keep me logged into this computer
If the company administer enables this feature, a checkbox will appear at the bottom of the page. Checking this box will allow the user to reconnect to my4DX without being required to re-enter the username and password. If this option is selected, the user should not press "Log Out", but should simply close the browser. If the user presses "Log Out" it will clear the setting and the user will be required to enter the user name and password the next time they access the site.
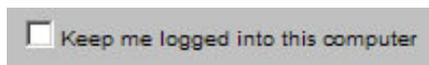
Picture Selection and Upload
A picture (jpeg, png, bmp, gif) can be selected pressing the "Browse…" button. Once selected, pressing the "Upload" button transfer the file to the server and associate the image with the user's name.
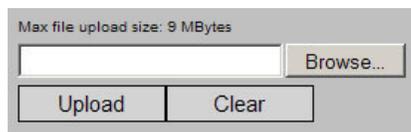
Pressing the "Clear" button will remove the picture from the user and leave the default "Photo Not Available" image associated with the name.

Printing Scoreboards

The scoreboards from the software are designed to help teams be aware of where the WIGS and Leads are at this point. Scoreboards can be very creative endeavors that focus the energy of the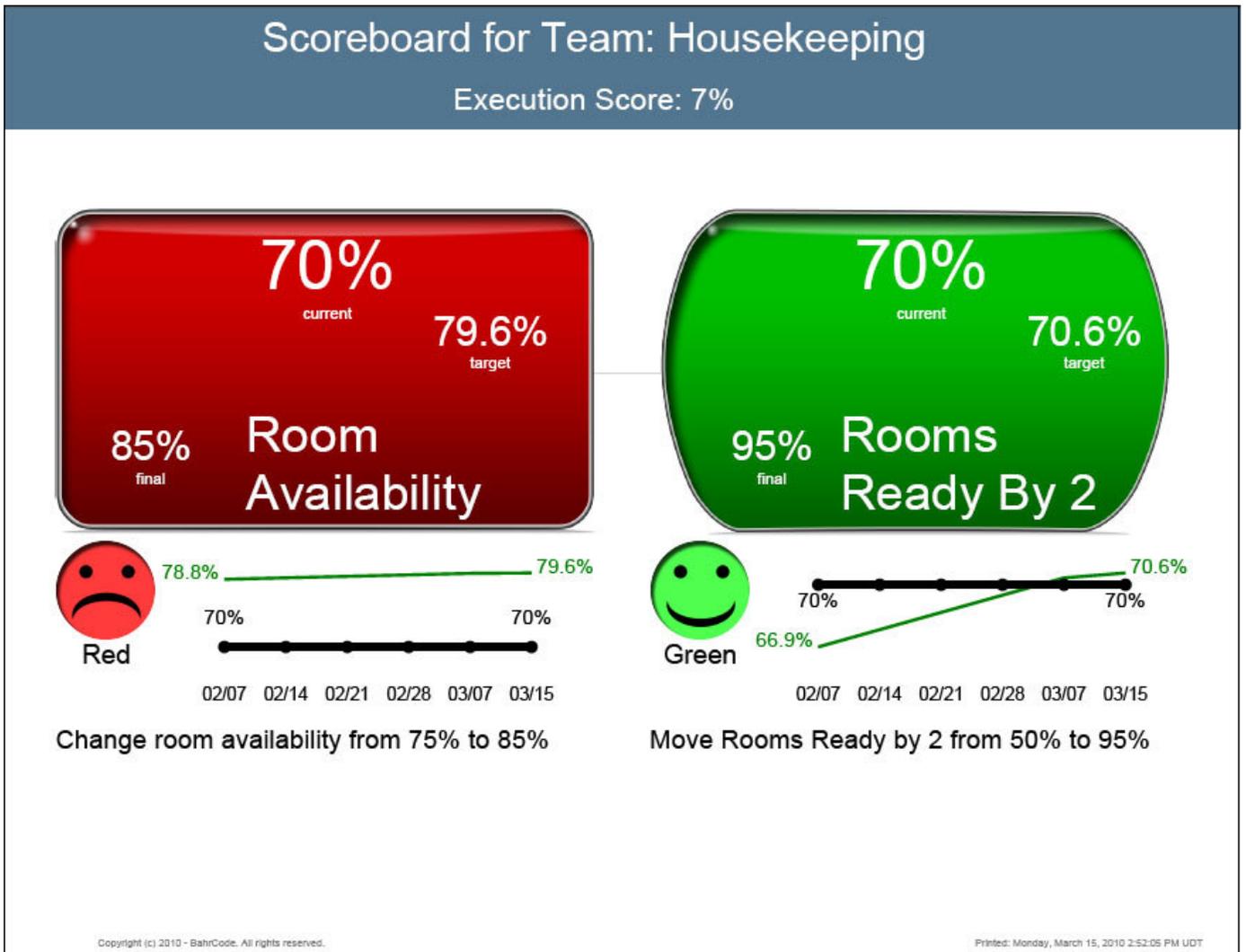 team. Some teams may wish to ignore the software scoreboards and create their own. Other teams will find it useful to printout the scoreboard that the system generates.

To print scoreboards:

1) Select the print icon at the top of the Lead Measure column
2) Select either "Large" or "Small" scoreboard.
   a. The Large scoreboard puts each WIG and Lead on its own page
   b. The Small scoreboard puts the Leads associated with the WIG on a page together.
3) The scoreboard will be displayed in the PDF viewer.
4) If you wish to also see the Sub-Teams that are part of your WIG session, check the box "Include Sub Teams in report".
5) Press the Print button to print the report or the Save button to save this file to your hard drive.

Scoreboard for Team: Housekeeping
Execution Score: 7%

Room Availability
- 70% current
- 79.6% target
- 85% final

Red — 78.8% / 79.6% / 70% / 70%
02/07 02/14 02/21 02/28 03/07 03/15
Change room availability from 75% to 85%

Rooms Ready By 2
- 70% current
- 70.6% target
- 95% final

Green — 70.6% / 70% / 70% / 66.9%
02/07 02/14 02/21 02/28 03/07 03/15
Move Rooms Ready by 2 from 50% to 95%

Printed: Monday, March 15, 2010 2:52:05 PM UDT

Paper Based WIG Sessions

If a computer is not available for the team during their weekly WIG Session, a paper copy can be generated. This paper version of the WIG Session contains an area to record the new values for the WIGs and Leads, a place to check off the last week commitments and a space to write in next weeks commitments.

To print this document,
1) Select the printer icon in the "Leads" column.
2) Select "WIG Session Data Sheet" - The document will appear in a PDF viewer.
3) To print the document, select the "Print" icon in the PDF viewer and print the document

Once the WIG session is completed, login to the system and update the values of each team member based on the information recorded during the WIG session.

The Work Compass

The work compass is a handy tool to help each person keep track of their weekly commitments. Each person can print a work compass for each week.

To print the work compass:

1) On the WIG Session page, select the print icon near at the top of the desired week

2) The work compass will appear in a PDF viewer

3) Press the print icon on the PDF file to print or the save icon to save a local copy of the work compass.

Team Compare Page

This page shows a selected team on the first line. It compares the underlying (child) teams to each other. If the underlying team's WIGs are connected to the selected team's WIGs, then the values of the child team's WIGs will be displayed and can be sorted. The comparison is between child teams.

Displayed for comparison are the execution, participation and team scores. The consecutive weeks of holding for each team is also displayed.

Navigation
To view the children of a team being displayed; click on the name of the team (far left column). A back arrow button will appear. Pressing the arrow will return up one level.

Details
Pressing the Percent Button (%) will display the percentages for the Execution, Participation and Team Scores will be displayed.

Pressing the Number's Button (#) will display the numbers that make up the percentages.

Number of weeks to view
Now – this week, since Sunday
1W – all of last week, not counting the current week
4W – last for 4 weeks, not counting this week
3M – last 3 months, starting from the last week and going back 12 weeks
6M – last 6 months, starting last week and going back 24 weeks.
All – All the weeks since the WIG or Lead was created.

Sorting
To re-sort the table, click on the column name.

Execution Score
This score is calculated by dividing the number of commitments completed by the total number of commitments made for the period of time being viewed.

For example, imagine a team with 1 person on it and that person made 10 commitments spread over the previous 4 weeks. Also imagine that this person completed 8 of those commitments. In this case, pressing the 4w button would display 80% (8 out of 10 over 4 weeks).

Participation Score
This score is the percentage of team members who enter at least one commitment, for each week, in the period of time.

For example, if a team had 1 person on it and that person had faithfully entered commitments every week, except last week, then pressing the 4w button, would generate 75% for participation (3 out of 4 weeks).

Team Score
The team score is derived by multiplying the Execution Score by the Participation Score.

Consecutive Weeks
This is the number of weeks in a row that the team held a WIG Sessions. To get credit for holding the wig session. Each participate must press "Start Session" or "Join Session", but the score is for the team, so if anyone holds a session for the team, the entire team gets credit.

Team Status

View a demonstration

This page will display the status of a selected team or teams.

To select the teams use the tree control on the left side of the page. Expand a level by clicking on the + symbol. To select a single team, check the box next to the name.

Ctrl + Click

To select all the teams below, hold down the Control Key (Ctrl) and click on a team. All the teams that are 'children' of that team will also be selected.

To select multiple teams on the same level, click on one team, then hold down the Shift Key and click on the next team. All the teams between the two selected teams will also be selected.

Shift + Click

Holding down both Ctrl and Shift will select all the teams and sub-teams between the first and last team selected.

View Report

Once a selection is made, press "View Report" to see the Team Status Report

Displayed for comparison are the WIGs, Leads, Execution, Participation and Sessions. Each box will contain a percentage and a color.

WIGs and Leads
The percent displayed in these two columns is based on the number of weeks selected. The percent value represents how close to being on target the WIGs or Leads have been over the given period of time.

The color represents the average color of the WIGs or Leads over that period time.

Note: It is possible to have a high percentage but still be yellow or red. This can occur if one WIG or Lead is way ahead of the plan. The averaging of that value with the other values can yield a high number. However, the color for each WIG or Lead is based on the color for each week over the selected range. So, if one Lead is green but three other leads are red, the average color will yield red.

% #

Details
Pressing the Percent Button (%) will display the percentages for the Execution, Participation and Team Scores will be displayed.

Pressing the Number's Button (#) will display a graph of the WIGs and Leads and numbers that make up the percentages for Execution, Participation and Sessions.

Now 1w 4w 3m 6m All

Number of weeks to view
Now – this week, since Sunday
1W – all of last week, not counting the current week
4W – last for 4 weeks, not counting this week
3M – last 3 months, starting from the last week and going back 12 weeks
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For example, imagine a team with 1 person on it and that person made 10 commitments spread over the previous 4 weeks. Also imagine that this person completed 8 of those commitments. In this case, pressing the 4w button would display 80% (8 out of 10 over 4 weeks).

Colors for Execution:
- Green: 100% - 75%
- Yellow: 74% - 65%
- Red: below 65%

Participation
This score is the percentage of team members who enter at least one commitment, for each week, in the period of time.

For example, if a team had 1 person on it and that person had faithfully entered commitments every week, except last week, then pressing the 4w button, would generate 75% for participation (3 out of 4 weeks).

Colors for Participation:
- Green: 100% - 90%
- Yellow: 89% - 80%
- Red: below 80%

Sessions
This is the percentage of WIG Sessions held over the given period of time.
Colors for Sessions:
- Green: 100% - 90%
- Yellow: 89% - 80%
- Red: below 80%