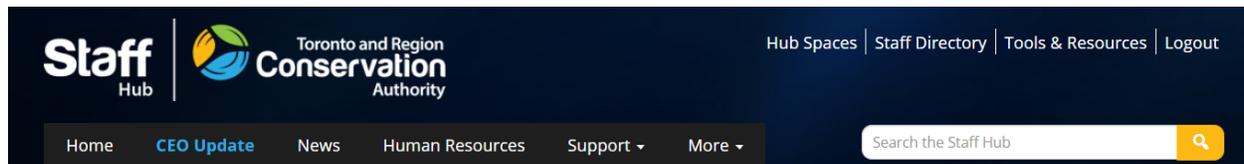


LOGGING INTO AND NAVIGATING CPR

To login to CPR, please go to Hub Spaces -> Strategic Business Planning and Performance

Alternatively, CPR can be accessed [through this link](#)

Note that you must be on TRCA's intranet (physically in an office, on the TRCA Staff WiFi, or accessing the network through VPN) to have access to the database page



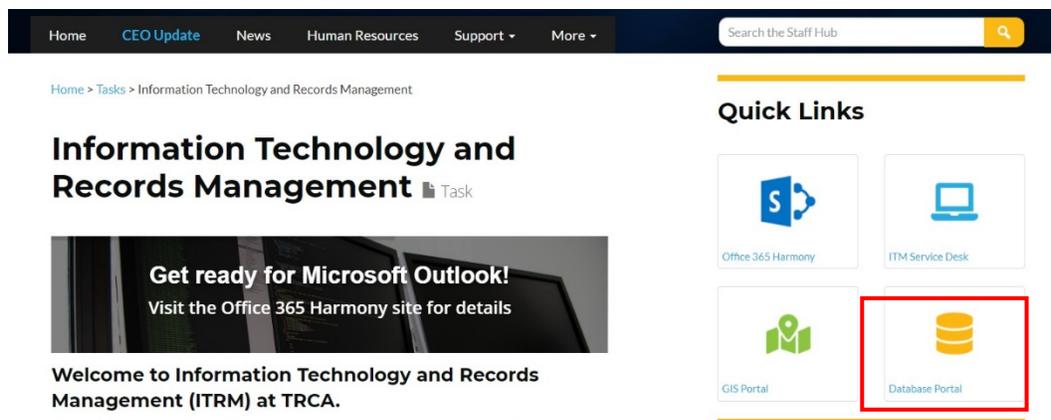
TRCA Staff Hub - v3 > Hub Spaces > Strategic Business Planning and Performance

Strategic Business Planning and Performance

Quick Links

[Centralized Planning and Reporting](#)
(you must be on the TRCA Network to access this link)

If you have trouble working in CPR while working remotely, try accessing CPR through the [ITRM portal](#)



ACCESS TO ACCOUNTS IN CPR:

- Accounts in CPR can be **edited** by everyone listed in the **Account Admin** tab (Director, Lead, or Project Manager). If you do not have access to an account that is yours, or if you do not see the **save and submit buttons** at the bottom of your screen, please contact your SBPP lead.
- Accounts in CPR can be **viewed** by anyone with a CPR login.

LOGIN AND PASSWORD FORMAT:

- Your **Login** is your employee ID number: 00XXXX
- Your **Password** is your employee number & trca123, (i.e. **001234trca123**), (**Note the Comma!**)
- If you require a login for CPR, please contact your SBPP lead.

LOGGING INTO AND NAVIGATING CPR

NAVIGATING CPR:

- Hover over the Menu button on the top left-hand side of the page and the drop-down menu will appear.



HOME brings you back to the login page.

PROGRAM/PROJECT PLANNING is used to enter information for a future fiscal year. (2021 planning takes place during 2020).

IN YEAR PROGRAM/PROJECT PLANNING can be used to add deliverables (this should be discussed with SBPP) or new sources of revenue outside of the regular planning period.

PROGRAM/PROJECT REPORTING is for quarterly reporting on deliverables in the current fiscal year.

Export is currently for administrators only.

TIPS FOR CPR:

- **Do not use special characters or formatting** (i.e. cut and paste bullets from Word) in the text boxes. You may temporarily crash the part of the database.
- Bookmark the login screen and save your password. This is your best defense against lost time.
- Save early, save often. There is no automatic backup of data entered. If you do not see a save button at the bottom of your screen after you login and open an account, contact your SBPP lead.
- **Make use of the glossary.** Glossary entries can be accessed by clicking on the orange circles throughout the database.  The glossary provides additional information regarding the type of data requested is the adjacent field(s).
- Stick to facts. CPR is not a platform to “sell” projects/programs. Try to avoid unnecessary adjectives; where relevant alignments are requested, identify only those that relate directly to the functions of the account (not second, third, or fourth order effects).
- **Do not use the *Return/Enter* key** unless you are in a multi-line text box. Otherwise you may be bumped unwittingly between screens and lose your unsaved work.
- **Avoid the use of *Backspace*** unless you are in a single- or multi-line text box. Otherwise you may be bumped unwittingly between screens and lose your unsaved work.
- Do not share your Login or delegate your CPR responsibilities.
- When in doubt, contact your SBPP lead.