


Adding a Performance Measure

1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Click **Add Measure** . The Performance Measure dialog box appears.


Use the arrow to displays the objectives.

Goal	+ Add Goal	Goal Name	Goal Description	Start Date	End Date	
▼	Goal 1			06/01/2021	05/31/2022	✎ 🗑

Objectives (1)	+ Add Objective	Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
▼	1			Objective	Objective Description 1	To Be Determined	06/01/2021	05/31/2022	✎ 🗑

Performance Measure (1)	+ Add Measure
▶	

Add a performance measure.

4. Fill In the necessary fields.
5. Click **Save** . The performance measure appears in the grid. Repeat steps 3-5 for each performance measure you wish to add.

Performance Measure

Measure Description *

Type of Measure *

Number ▼

Manager *

--Select Manager-- ▼

Start Date *

End Date *

Reference ID

Planned *

Actual

Execution *

Results ▼

(Actual Amount entered manually by the user)


Cancel

Save

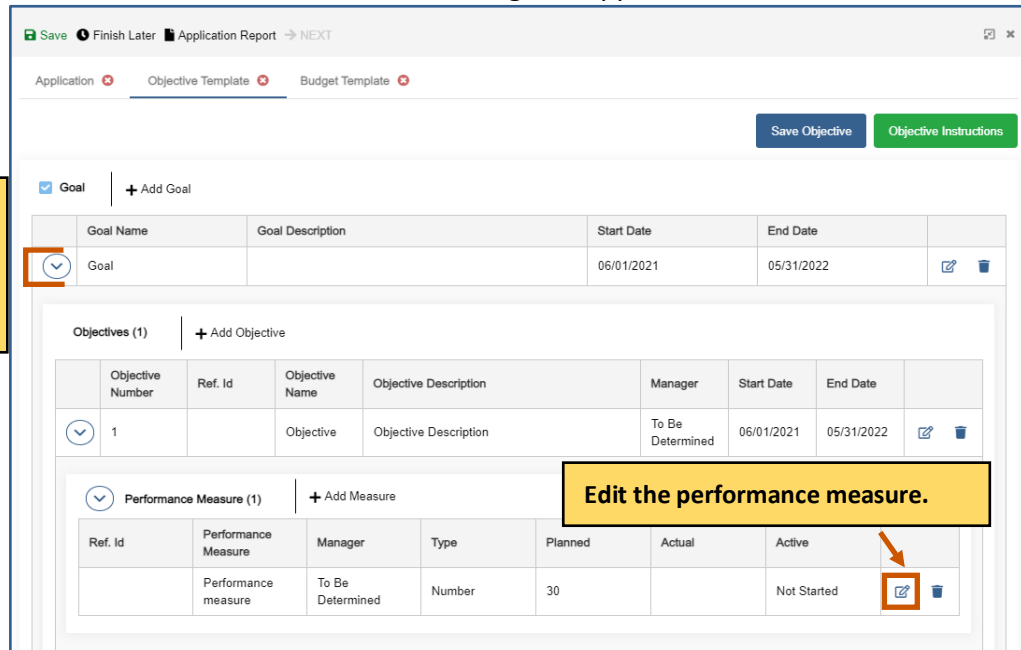
This field is grayed-out unless you choose Actual from the Execution field.

Save the new performance measure.

Editing a Performance Measure

1. **Optional:** Use the arrow next to the goal to expand the goal’s objectives.
2. Use the arrow next to the objective to expand the list.
3. Use the arrow next to the performance measure to expand the list.
4. Choose the performance measure you wish to modify.
5. Click **Edit**  . The Performance Measure dialog box appears.

Use the arrow to display the objectives.




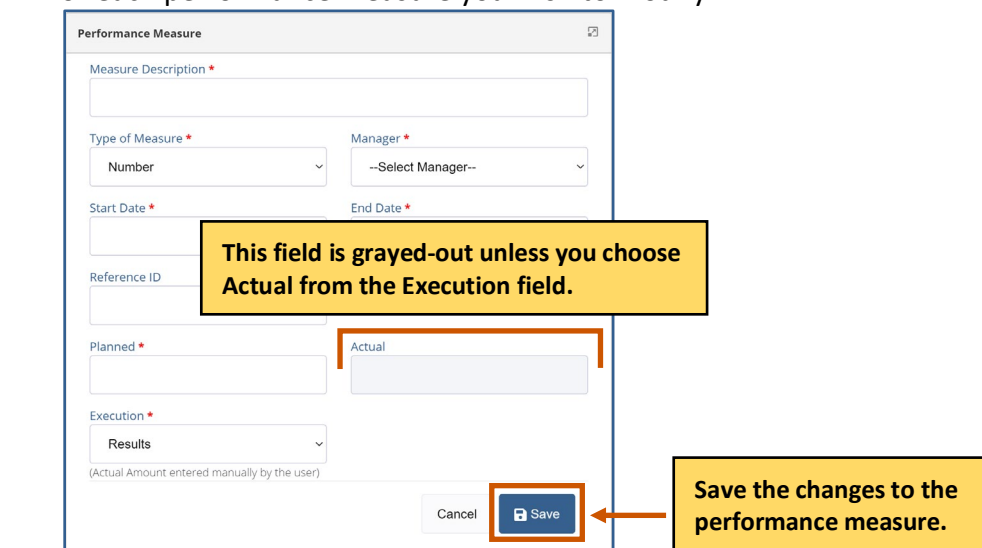
Goal Name	Goal Description	Start Date	End Date
Goal		06/01/2021	05/31/2022

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022

Ref. Id	Performance Measure	Manager	Type	Planned	Actual	Active
	Performance measure	To Be Determined	Number	30		Not Started

Edit the performance measure.


6. Edit the necessary fields.
7. Click **Save**  . The changes to the performance measure appear in the grid. Repeat steps 4-7 for each performance measure you wish to modify.



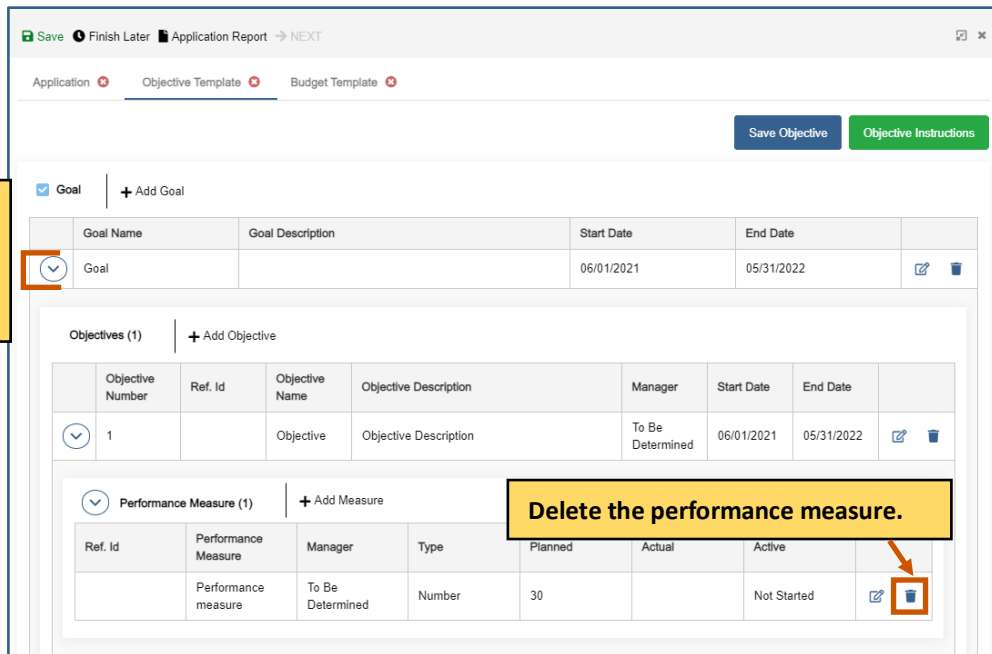
This field is grayed-out unless you choose Actual from the Execution field.

Save the changes to the performance measure.

Deleting a Performance Measure



1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Use the arrow next to the performance measure to expand the list.
4. Choose the performance measure you wish to delete.
5. Click **Delete** . A warning appears asking if you are sure you want to delete the performance measure.

Use the arrow to display the objectives.





Save Objective Objective Instructions



Goal + Add Goal

Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	 

Objectives (1) + Add Objective

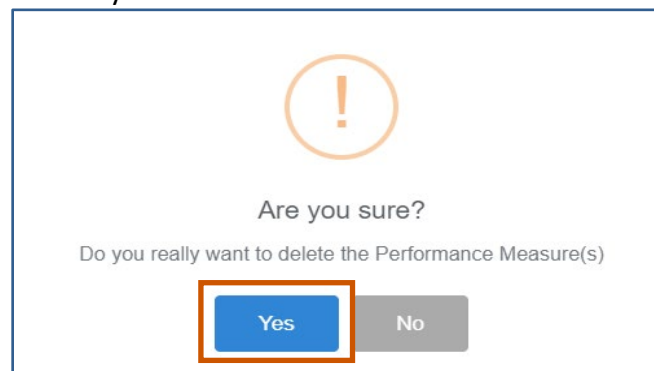
Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	 

Performance Measure (1) + Add Measure

Ref. Id	Performance Measure	Manager	Type	Planned	Actual	Active	
	Performance measure	To Be Determined	Number	30		Not Started	 

Delete the performance measure.

6. Click **Yes**. The performance measure disappears from the grid. Repeat steps 4-6 for each performance measure you wish to delete.



Are you sure?
Do you really want to delete the Performance Measure(s)

Yes No