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.

	Goal + Add Goal				
Use the arrow	Goal Name	Goal Description	Start Date	End Date	
to displays the	Goal 1		06/01/2021	05/31/2022	2
objectives.	Objectives (1) + Add Obje	ctive			
	Objective Number Ref. Id	Objective Objective Description	Manager	Start Date End Date	
	☑ 1	Objective Objective Description 1	To Be Determined	06/01/2021 05/31/2022	c 🔋
	> Performance Measure (1)	+ Add Measure Add a perfor	rmance measure.		

- 4. Fill In the necessary fields.
 - (i) Note: The red asterisks indicate required 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		2	
Measure Description *			
Type of Measure *	Manager *		
Number	 Select Manager 	~	
Start Date *	End Date *		
Defense ID	his field is grayed-out u		
Execution *			
Results (Actual Amount entered manually by the	vuser)		Save the new
	Cancel	Save	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 O**. The Performance Measure dialog box appears.

	Save Sinish Later Application	Report → NEXT					2			
	Application Objective Templat	Application Objective Template O Budget Template O								
						Save Objective	Objective Instruction:			
	☑ Goal + Add Goal									
Use the	Goal Name	Goal Description		s	Start Date	End Date				
arrow to displays the	Goal			C	06/01/2021	05/31/2022	2 🔋			
objectives.	Objectives (1) + Add C	Djective								
	Objective Number Ref. Id	Objective Name	Objective Description	Manager		art Date End Date	•			
	✓ 1	Objective Objective Description			To Be Determined 06	6/01/2021 05/31/20	22 🕜 📋			
	Performance Measure	e (1) + Add Measure			Edit the performance measure.					
	Ref. Id Perform Measure	Manage	г Туре	Planned	Actual	Active				
	Perform		ned Number	30		Not Started	2			

- 6. Edit the necessary fields.
 - **i** Note: The red asterisks indicate required 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.

Measure Description *			
Type of Measure *	Manager *		
Number	~Select Manager	~	
Start Date *	End Date *		
	field is grayed-out unl al from the Execution	-	se
Reference ID Actu		-	se
Reference ID Actu	al from the Execution	-	se
Planned *	al from the Execution	-	se
Planned * Execution *	al from the Execution	-	se Save the changes to the

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.

Application Objectiv	ve Template 🛛	Rudget Ten							
	Application Objective Template O Budget Template O								
						Save O	bjective	bjective Inst	tructio
Goal + Add Goal	I								
Goal Name	Goa	al Description		Sta	rt Date	End Dat	e		
Goal				06/	01/2021	05/31/20	022	ľ	Î
Objectives (1)	+ Add Objectiv	e							
Objective Number Ref. Id		Objective Name	Objective Description		Manager Star		End Date		
✓ 1		Objective	Objective Description		To Be Determined	06/01/2021	05/31/2022	C 1	ī
Performance Measure (1) + Add Measure			Delete the performance measure.						
Ref. Id	Performance Measure	Manage	r Type	Planned	Actual	Active		\mathbf{N}	
	Performance measure	To Be Determi	Number	30		Not St	arted [2	
	Goal Name Goal Objectives (1) Objective Number () 1 () Performance	Goal Name Goal Coal Goal Objectives (1) + Add Objective Number Ref. Id Image: Comparison of the state of the s	Goal Name Goal Description Coal Goal Objectives (1) + Add Objective Objective Ref. Id Objective V 1 Objective V 1 Objective V 1 Objective V Performance Manage Performance Manage Performance To Be	Goal Name Goal Description Coll Goal Objectives (1) + Add Objective Objective Objective Number Ref. Id Objective Objective Objective Objective V 1 Objective Objective Objective Objective Objective Objective Objective Performance Manager Type Performance To Be Number	Goal Name Goal Description Sta Objectives (1) + Add Objective Objective Objective Objective Objective V 1 Objective <	Goal Name Goal Description Start Date Goal Goal 06/01/2021 Objectives (1) + Add Objective Objective Name Objective Description Manager Objective Name Objective Description Manager V 1 Objective Objective Description Manager V 1 Objective Objective Description To Be Determined V Performance Measure (1) + Add Measure Delete the performance Ref. Id Performance Manager Type Planned Actual Performance To Be Unumber 30	Goal Name Goal Description Start Date End Date Col Objective Objective Objective Objective Add Objective Objective Objective Ref. Id Objective Objective Description Manager Start Date Objective Ref. Id Objective Objective Description Manager Start Date Objective Ref. Id Objective Objective Description Manager Start Date Objective Ref. Id Performance Manager Type Planned Actual Actual Ref. Id Performance Manager Type Planned Actual Actual Performance To Be Number 30 Not St	Goal Name Goal Description Start Date End Date Image: Goal 06/01/2021 05/31/2022 Objectives (1) + Add Objective Image: Objective Number Ref. Id Objective Objective Description Manager Start Date End Date Image: Objective Number Ref. Id Objective Objective Description Manager Start Date End Date Image: Objective Ref. Id Objective Objective Description To Be Determined 06/01/2021 05/31/2022 Image: Objective Ref. Id Objective Objective Description To Be Determined 06/01/2021 05/31/2022 Image: Objective Ref. Id Performance Measure (1) + Add Measure Delete the performance measure Ref. Id Performance Manager Type Planned Actual Active Performance To Be Number 30 Not Started Figure Colored	Goal Name Goal Description Start Date End Date Image: Goal 06/01/2021 05/31/2022 Image: Goal Objectives (1) + Add Objective 0bjective Description Manager Start Date End Date Image: Objective Number Ref. Id Objective Objective Description Manager Start Date End Date Image: Objective Ref. Id Objective Objective Description Image: Descriptican Image: Description

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

