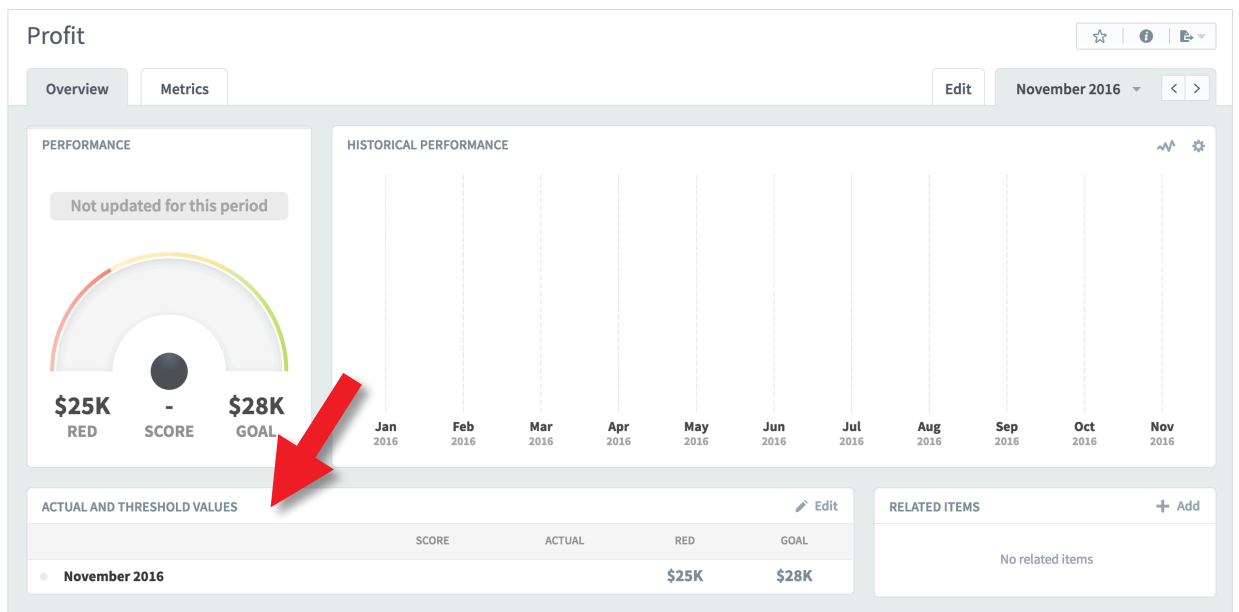




Adding Actual Values - 1

There are several ways to add **Actual Values** to the system. This can also be automated, for more information automation read the **Automated Adding Actual Values** guide.

The simplest way to add Actual Values is to go direct to the Metric itself. In the Overview there is an area called **Actual and Threshold Values**:



Actual and Threshold Values: Edit Values

	ACTUAL	RED	GOAL
November 2016	<input type="text"/>	25,000	28,000

Buttons: Cancel, Save

Click on the **Edit** icon in Actual and Threshold Values and a pop-out dialogue will appear.

Add the Actual Value for the month stated in the pop-out and click **Save**

The value will now appear in the chart.

Note: If you have permissions to do so, you can also change the threshold values - this only changes the threshold value for the specific month. It does not change the default values.



Adding Actual Values - 2

The second way to add actual values requires that a metric has been assigned an **Updater**. Read the Owner and Updaters guide to see how to assign an Updater to a Metric.

If you have been assigned as an Updater you can click on the Home button in the main menu and on the right hand side of the screen you will see the following, click on **Metrics I Update**:

YOUR RESPONSIBILITIES

My Tasks
You have 0 Tasks that haven't been completed.

Metrics I Own
You own 0 Metrics.

Metrics I Update
You update 3 Metrics.

All of the Metrics that have been assigned to you will appear in a list ready to be updated:

METRIC	PERIOD	ACTUAL	THRESHOLDS
SAMPLES			
Number of calls made	November 2016	470	450 500
Conversion rate	November 2016	41 %	30 % 40 %
% templates used in sales process	November 2016	77 %	60 % 75 %

In the example above, the thresholds have been shown, but they have a grey background. In this instance, the Updater has not been given permission to update threshold values, only Actual Values.