

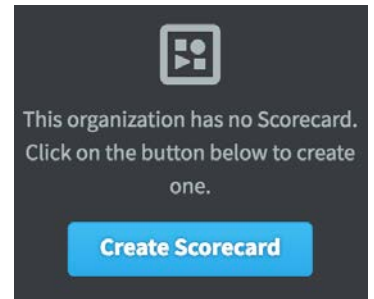


Create a Scorecard

Click on the Briefcase icon (top-left) and select the Organisation where you want to create a Scorecard.

Click on Scorecards, and the Create a Scorecard dialogue box will appear. Click the blue button.

Note: If a Scorecard already exists, you will be taken to the scorecard



Create Scorecard

Name
HQ Scorecard

Description
This is the overall Scorecard for International Limited and is used to provide a company overview by linking to other scorecards

Tags
HQ Scorecard overview

Cancel [Create](#)

Add the name of the scorecard (we have called this one HQ Scorecard) and add a description.

You can optionally add search Tags that can be used at a later date to search for this scorecard.

Click on the blue **Create** button to create the scorecard. Click on Cancel (bottom-right) then Overview (middle-top) to view the scorecard.

The Scorecard structure will be created as below. Please note, at the moment it contains no data - this will be derived from your Metrics at a later date:

