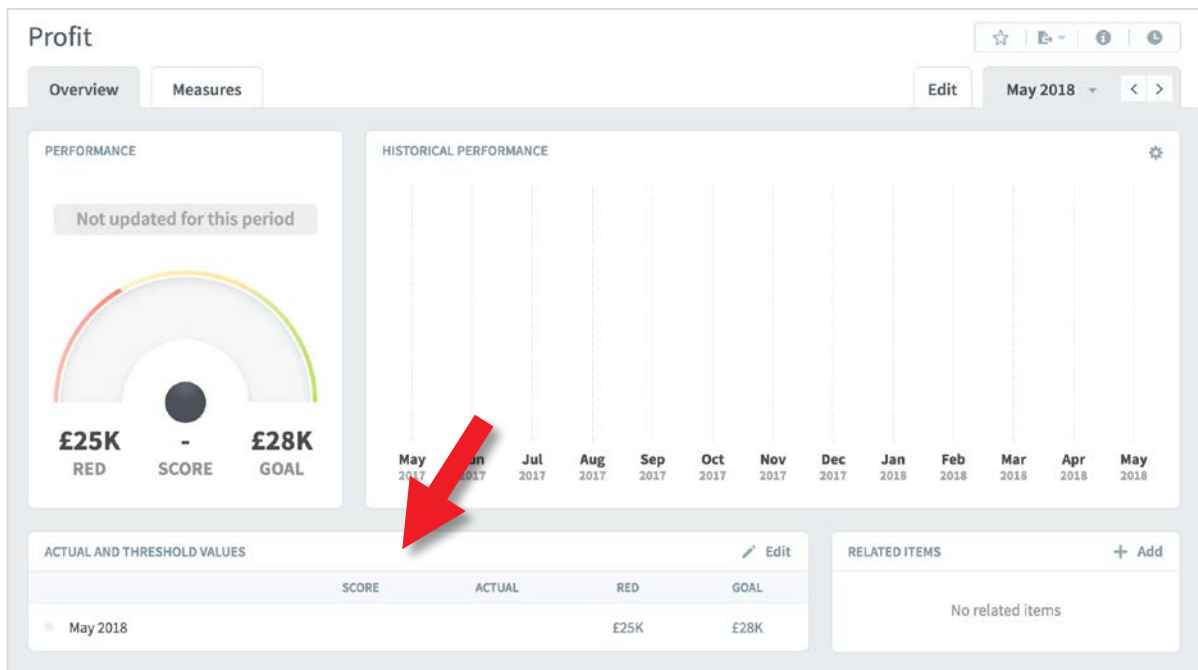




# Adding Actual Values - 1

There are several ways to add **Actual Values** to the system. The process can also be automated pulling data from other systems. For more information on automation read the **Automated Adding Actual Values** guide.

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



The dialog box shows fields for 'ACTUAL', 'RED', and 'GOAL' values for 'November 2016'. The 'RED' field is pre-filled with 25,000 and the 'GOAL' field with 28,000. A 'Save' button is visible.

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

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 KPI/Measure has been assigned an **Updater**. Read the **Owner and Updaters guide** to see how to assign an Updater to a KPI/Measure.

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:

## for **Scoreboard**

**YOUR RESPONSIBILITIES**

**KPIs I Own**  
You own 6 KPIs.


**KPIs I Update**  
You update 7 KPIs. 

**My Tasks**  
You have 1 Task that haven't been completed.

## for **QuickScore**

**YOUR RESPONSIBILITIES**

**Measures I Own**  
You own 5 Measures.

**Measures I Update**  
You update 6 Measures. 

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

Click on **KPIs I Update** for Scoreboard or **Measures I Update** for QuickScore.



# Adding Actual Values - 3

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

METRIC	PERIOD	ACTUAL	THRESHOLDS
SAMPLES			
<a href="#">Number of calls made</a>	November 2016	<input type="text" value="470"/>	<input type="text" value="450"/> - <input type="text" value="500"/>
<a href="#">Conversion rate</a>	November 2016	<input type="text" value="41"/> %	<input type="text" value="30"/> % - <input type="text" value="40"/> %
<a href="#">% templates used in sales process</a>	November 2016	<input type="text" value="77"/> %	<input type="text" value="60"/> % - <input type="text" value="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.