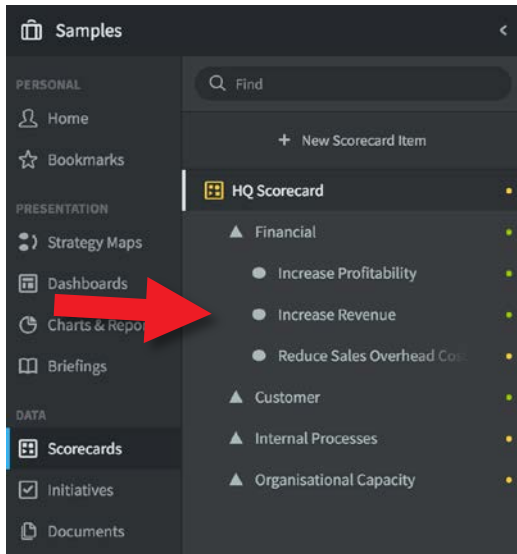




# Weighting Elements

**Elements at the same 'level' or 'tier' within a scorecard can be weighted.**

For example, if there are three objectives under one Perspective (QuickScore) or Key Performance Area (Scoreboard), then the three objectives can have different weights. Note: the same sequence can be used for KPIs/Measures.



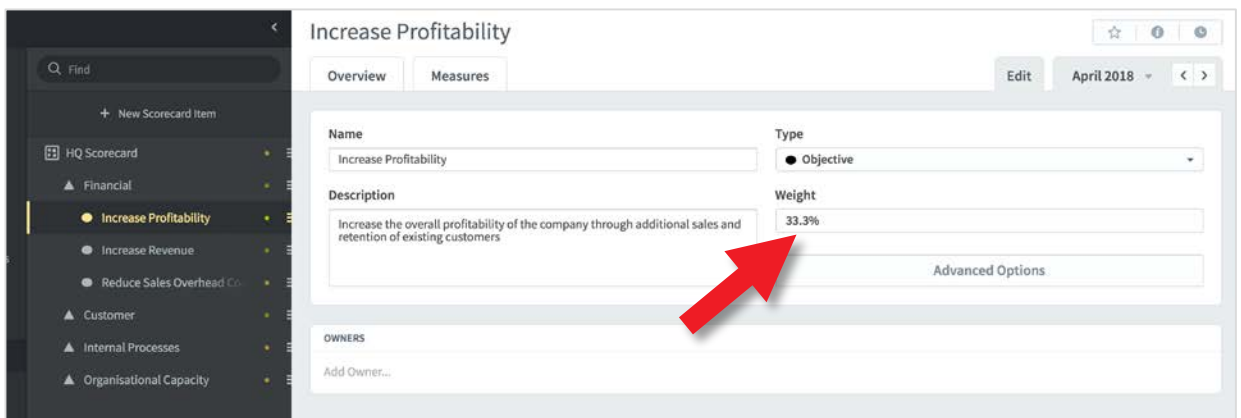
## Weighting Objectives

In this example there are three Objectives in the same tier:

- Increase Profitability
- Increase Revenue
- Reduce Sales Overhead costs

By default the weighting will be 33.3%, 33.3%, 33.3% respectively

Highlight one of the objectives and click on the Edit tab towards the top-right of the screen.



The weight of the objective can be changed by clicking on the Weight drop-down list. Click on the **Weight drop-down** list.



# Weighting Elements

The Edit Weight dialogue appears - it includes **all** of the objectives in the tier.

NAME	WEIGHT	TOTAL %
Increase Profitability	5	50%
Increase Revenue	3	30%
Reduce Sales Overhead Cost	2	20%
<b>Total</b>	<b>10</b>	<b>100%</b>

In this example, the weights have been changed 50%, 30%, 20%.

Any numeric value can be added in the Weight entry box, if you prefer to use percentages, you can do so. See example below.

NAME	WEIGHT	TOTAL %
Increase Profitability	50	50%
Increase Revenue	30	30%
Reduce Sales Overhead Cost	20	20%
<b>Total</b>	<b>100</b>	<b>100%</b>

In this example, the values 50, 30 and 20 have been entered.

Click **Save** to save the changes.

Click on the Overview tab and select the element above the objective. In the Data Used in Calculations box, you will see the result.

**Financial** Overview Measures Edit April 2018

PERFORMANCE: **7.7** SCORE (+0.4)

HISTORICAL PERFORMANCE: Line chart showing performance from Apr 2017 to Apr 2018.

DATA USED IN CALCULATIONS	SCORE	WEIGHT
Increase Profitability	9	50%
Increase Revenue	6.7	30%
Reduce Sales Overhead Cost	5	20%