

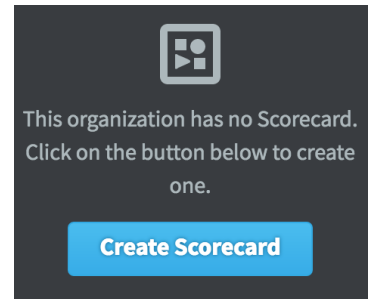


Create a Scorecard

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

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

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



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.

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:

