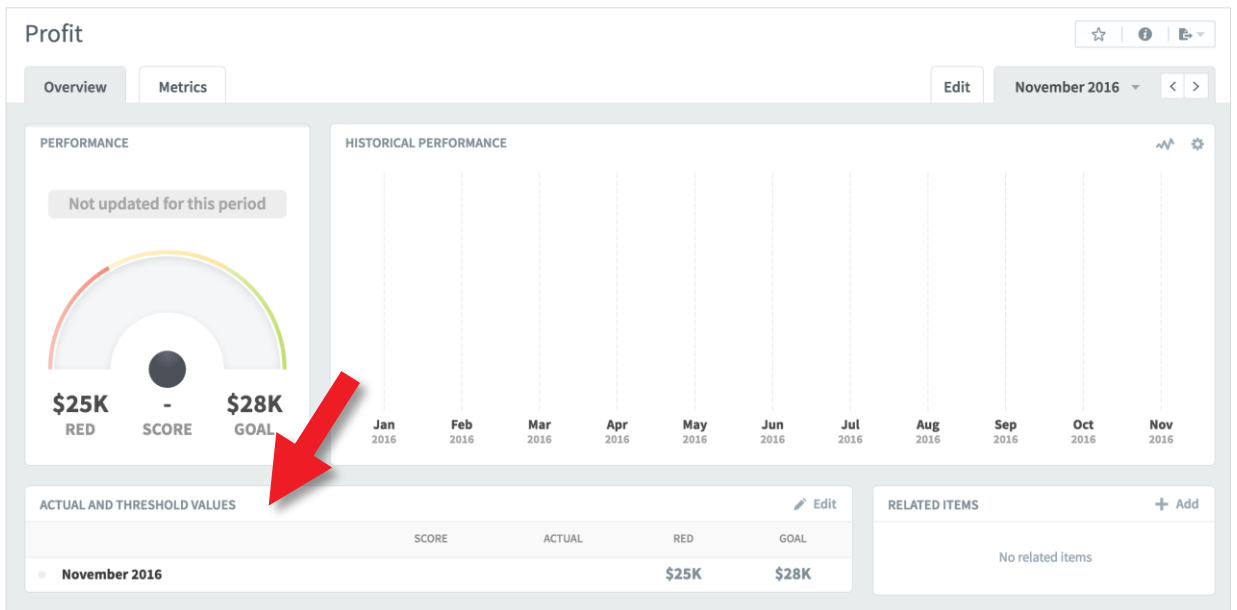




# Providing Actual Values - 1

There are several ways to provide **Actual Values** for Measures.

The simplest way to provide Actual Values is to go directly to the measure itself via the Scorecard section. Toward the bottom of the Overview tab there is an area called **Actual and Threshold Values**:



The dialog box is titled 'Actual and Threshold Values: Edit Values'. It contains three input fields: ACTUAL, RED, and GOAL. The ACTUAL field is currently empty, and the RED and GOAL fields are set to 25,000 and 28,000 respectively. There are 'Cancel' and 'Save' buttons.

To provide actual values for a measure, click on the **Edit** icon in the upper right of the Actual and Threshold Values area and a pop-out dialogue will appear.

Provide the Actual Value for the time period and click **Save**

The value for that time period has now been registered in the data repository and 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 time period. It does not change the overriding default threshold values.



# Providing Actual Values - 2

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

If you have been assigned as an Updater for a measure, you can click on the **Home** button in the black primary navigation pane and on the right hand side in the YOUR RESPONSIBILITIES box, click on **Measures I Update**:

**YOUR RESPONSIBILITIES**

**Measures I Own**  
You own 25 Measures.

**Measures I Update**  
You update 11 Measures.

**My Tasks**  
You have 7 Tasks that haven't been completed.

All of the measures that have been assigned to you as their updater will appear in a list ready to be updated:

| METRIC  | PERIOD        | ACTUAL | THRESHOLDS  |
|---|---------------|--------|-------------|
| <a href="#">Number of calls made</a>              | November 2016 | 470    | 450   500   |
| <a href="#">Conversion rate</a>                   | November 2016 | 41 %   | 30 %   40 % |
| <a href="#">% templates used in sales process</a> | 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 to update Actual Values.