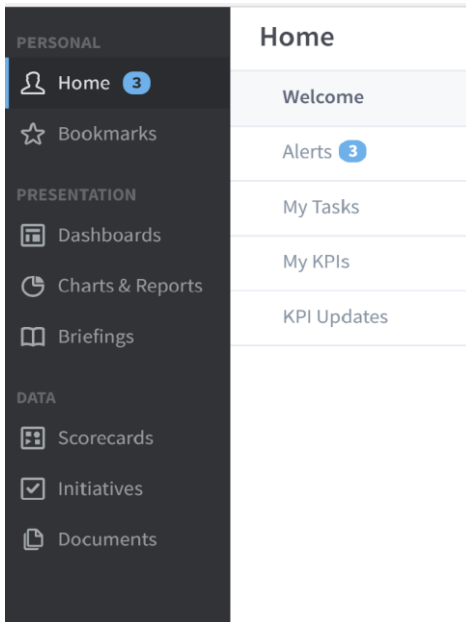




Navigation - 1

Before navigating around Scoreboard, you need to know how information is created and stored.



In the primary navigation pane on the far left you will see a list of the various Sections of Scoreboard:

- Bookmarks
- Strategy Maps
- Dashboards
- Charts & Reports
- Briefings
- Scorecards
- Initiatives
- Documents

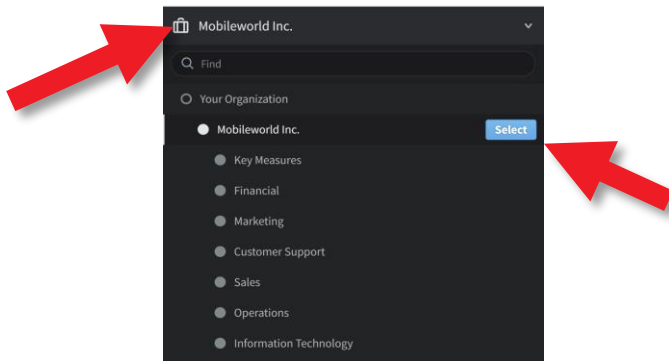
The **Sections** are housed under containers called **Organizations**. So for example you could have the following:

Organization	Section	Objects/Content
Sales	Scorecard Dashboards Initiatives Reports	Objectives/KPIs Sales dashboard Tasks/Actions Tabular Reports
Marketing	Scorecard Dashboards Initiatives	Objectives/KPIs Strategy Map Tasks/Actions
Financial	Scorecard Briefings Reports	Objectives/KPIs P&L Presentation Chart Reports



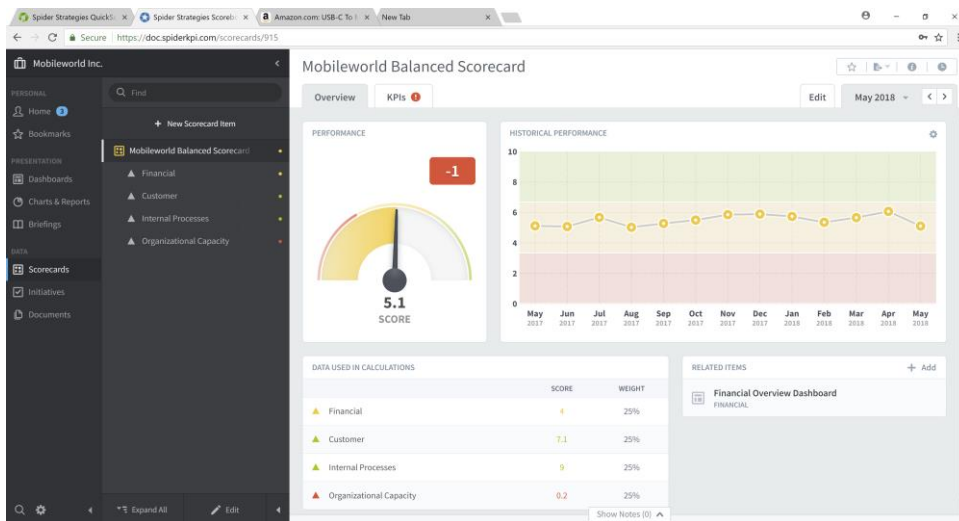
Navigation - 2

You can view a list of **Organizations** by clicking on one of the **Sections** (for example **Scorecards**) and then on the small **Briefcase** icon at the very top-left of the screen. The Organization list will be revealed:



Click on **Mobileworld, Inc** to highlight it and then the blue **Select** button

The Scorecard for Mobileworld Inc. will be revealed:



Very Important: Your Briefcase contains Organizations which in turn contain Scorecards, Dashboards, Strategy Maps, Initiatives, Reports and Briefings.

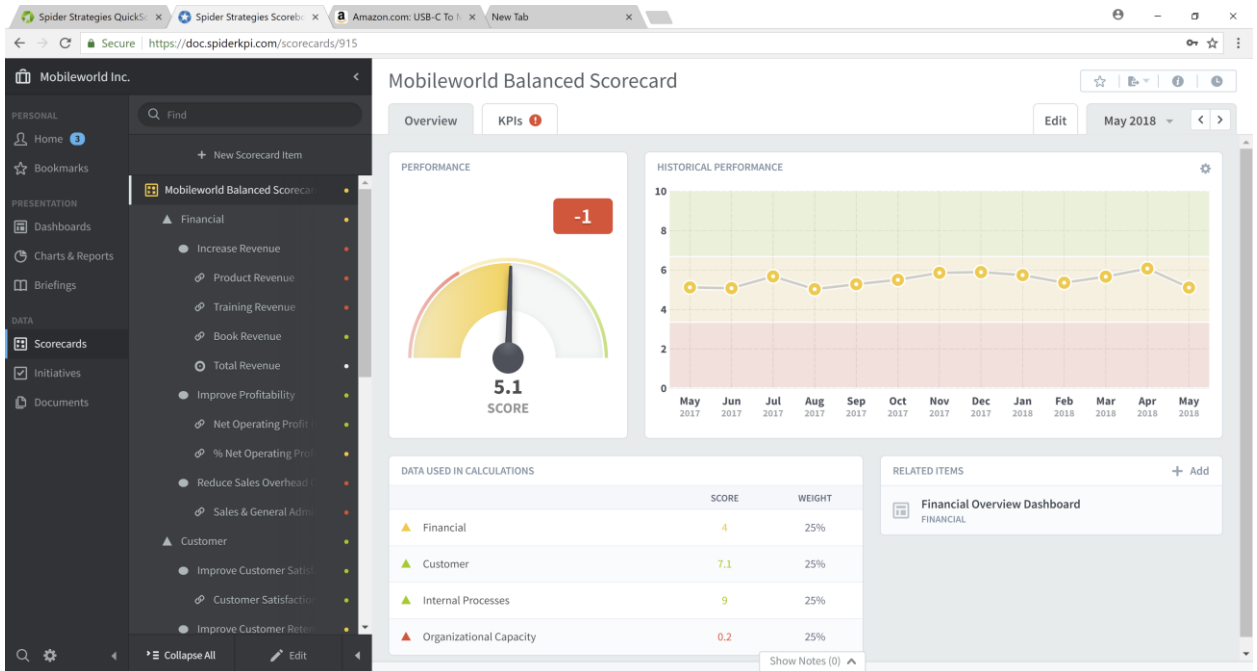
To look at other Organizations you need to click on the Briefcase icon (top-left) to reveal the Organization List.

This is a key navigational function of the application because you will most likely be creating many Organizations over time.



Navigation - 3

Note: there is a blue vertical stripe by the Section header for Scorecards indicating you are in that section, and a yellow vertical stripe by the scorecard name Mobileworld Balanced Scorecard indicating you are viewing that whole scorecard overview level at this time.



A scorecard can contain any number of the following elements :

- Key Performance Areas Objectives
- Generic Areas
- Measures/KPIs

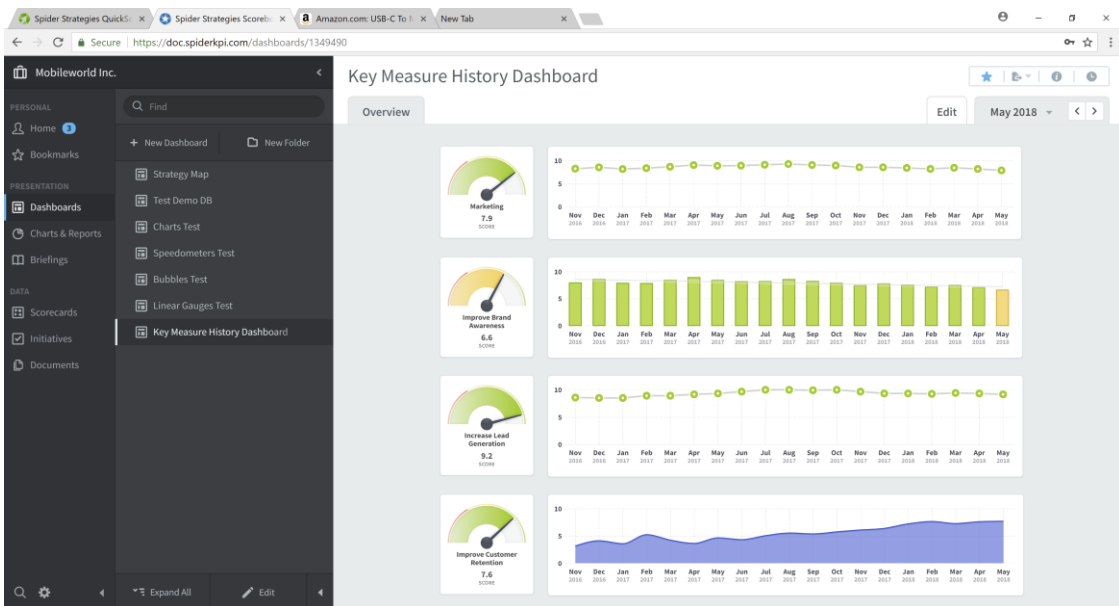
Each has it's own distinct visual icon.

Try clicking on each of the various elements in the Mobileworld Balanced Scorecard to view the current performance gauge, performance history, related items, data and notes that appear in the right-hand Overview panel.



Navigation - 4

Click on **Dashboards** in the primary navigation menu. You will see that this list of existing dashboards in the second navigation menu is considerably smaller than the Scorecard list. Select each Dashboard in turn to view some examples.



When you have finished looking at Dashboards, do the following:

- Click on **Initiatives** to look at the initiatives,
- click on **Charts & Reports** to look at the charts and reports,
- click on **Briefings** to look at any existing briefings.
- click on **Documents** to look at any documents that have been uploaded to the Scoreboard repository.

You have now looked at everything contained within the **Mobileworld Inc.** organization and it is now time to build your own set of Scorecards, Dashboards, Initiatives, Reports and Briefings.

Remember, you must start with an **Organization** and then create a **Scorecard** and all its elements within the Organization.