Key Performance Indicators & Accomplishments

Developed By: Lisa Simmons
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Access Department Indicators

1) Log onto Facilities Data Management System Administrative Application:
2) Enter your eRaider User Name and Password

Enter Key Performance Metrics

Key Performance Metrics need to be added to the system by the 15th of each month. You are entering data for the previous month.

3) Select Department Performance Indicators
4) Select Metrics
5) Select Organization
6) Select Organization Unit
7) Select Metric
8) Select Metric Year
9) Select Metric Month
10) Enter Metric Value for the month (Only enter 1 metric value per month)
11) Enter any Comments
12) Enter any Process Adjustments
13) Click Add Metric Value

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**Edit Metrics**

*You can only edit – Metric Value, Comments & Process Adjustment*

14) Edit the field
15) Click Save
Enter Accomplishments
Accomplishments need to be added to the system by the 15th of each month. Accomplishments should be entered as they happen each month.

1) Select Department Performance Indicators
2) Select Accomplishments

3) Select Employee Name
4) Select Accomplishment Category (Not sure pick General)
5) Select Accomplishment Date from calendar
6) Enter Accomplishment Type (Be consistent each month if it is reoccurring)
7) Enter the Accomplishment
8) Click Add
Edit Accomplishments
You can edit – Category, Accomplishment Date, Accomplishment Type & Accomplishment.

9) Edit the field
10) You cannot delete an accomplishment once entered but you can make it inactive and it will not show up on the report.
11) Click Save