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## **Key Performance Indicators & Accomplishments**

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**Developed On: 06/27/2016**

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## Access Department Indicators

- 1) Log onto Facilities Data Management System Administrative Application:  
<https://eraider.ttu.edu/signin.asp?redirect=http://is.operations.ttu.edu/planadmin/odpavipadmin/login.aspx&>
- 2) Enter your eRaider User Name and Password



## Enter Key Performance Metrics

*Key Performance Metrics need to be added to the system by the 15<sup>th</sup> 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

Tools Department Performance Indicators

**New Metric Value**

Organization: Grounds Maintenance

Organization Unit: Grounds

Metric: Acres Transferred - Number of acres transferred to xeriscape

Metric Year: 2016

Metric Month: June

Metric Value:

Comments:

Process Adjustment:

**Add Metric Value**

Org Unit	Goal ID	Metric Group	Year	Month	Metric	Metric Value	Goal Value	Type	Metric Inactive	Comments
Grounds 3		Acres Transferred	2016	6	Number of acres transferred to xeriscape	1.00	0.07	Acres	<input type="checkbox"/>	test test Process Adjustment
Grounds 3		Acres Transferred	2016	5	Number of acres transferred to xeriscape	0.05	0.07	Acres	<input type="checkbox"/>	test test Process Adjustment

## Edit Metrics

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

- 14) Edit the field
- 15) Click Save

Tools Department Performance Indicators

**New Metric Value**

Organization: Grounds Maintenance

Organization Unit: Grounds

Metric: Acres Transferred - Number of acres transferred to xeriscape

Metric Year: 2016

Metric Month: June

Metric Value:

Comments:

Process Adjustment:

**Add Metric Value**

Org Unit	Goal ID	Metric Group	Year	Month	Metric	Metric Value	Goal Value	Type	Metric Inactive	Comments
Grounds 3		Acres Transferred	2016	6	Number of acres transferred to xeriscape	1.00	0.07	Acres	<input type="checkbox"/>	test test Process Adjustment
Grounds 3		Acres Transferred	2016	5	Number of acres transferred to xeriscape	0.05	0.07	Acres	<input type="checkbox"/>	test test Process Adjustment

## Enter Accomplishments

Accomplishments need to be added to the system by the 15<sup>th</sup> of each month. Accomplishments should be entered as they happen each month.

- 1) Select Department Performance Indicators
- 2) Select Accomplishments

TEXAS TECH UNIVERSITY  
VIP: Virtual Information Portal

Facilities Data Management System Administrative Application

Tools | Department Performance Indicators

New Metric Value | Metric Master

Organization: Grounds Maintenance | Accomplishments

Organization Unit: Grounds

Metric: Acres Transferred - Number of acres transferred to xeriscape

Metric Year: 2016

Metric Month: June

Metric Value:

Comments:

Process Adjustment:

Add Metric Value

- 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

TEXAS TECH UNIVERSITY  
VIP: Virtual Information Portal

Facilities Data Management System

Tools | Department Performance Indicators

New Accomplishment

Employee: BIMAR - Simmons, Lisa L.

Accomplishment Category: General

Accomplishment Date: 12/17/2013

Accomplishment Type: Report

Accomplishment:

Add

Unit	Employee	Category	Accomplishment Date	Accomplishment Type	Accomplishment	Inactive
BIMAR	Simmons, Lisa L.	General	12/17/2013	Report	Submitted National Science Foundation (NSF) Report	<input type="checkbox"/>

## 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

The screenshot shows the 'New Accomplishment' form with the following fields:

- Employee: BIMAR - Simmons, Lisa L.
- Accomplishment Category: General
- Accomplishment Date: [Empty]
- Accomplishment Type: [Empty]
- Accomplishment: [Empty]

An 'Add' button is located below the form. A yellow arrow points to this button. A green box highlights the 'Inactive' checkbox in the table below, with the text 'Click Inactive Will not show on report.'

Unit	Employee	Category	Accomplishment Date	Accomplishment Type	Accomplishment	Inactive
BIMAR	Simmons, Lisa L.	General	12/17/2013	Report	Submitted National Science Foundation (NSF) Report	<input type="checkbox"/>