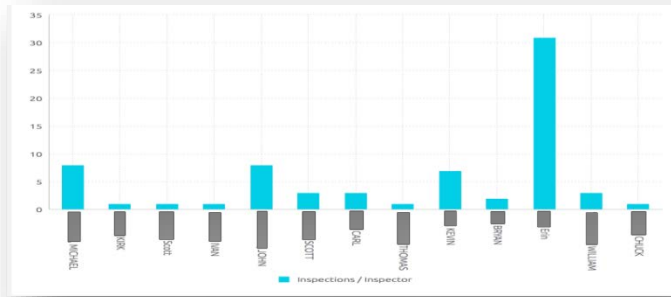


Tracking Goals

Analyze provides the ability to draw a cut-off line in the charts that you create and allow you to apply threshold values so that you are able to monitor the progress of a target/goal.



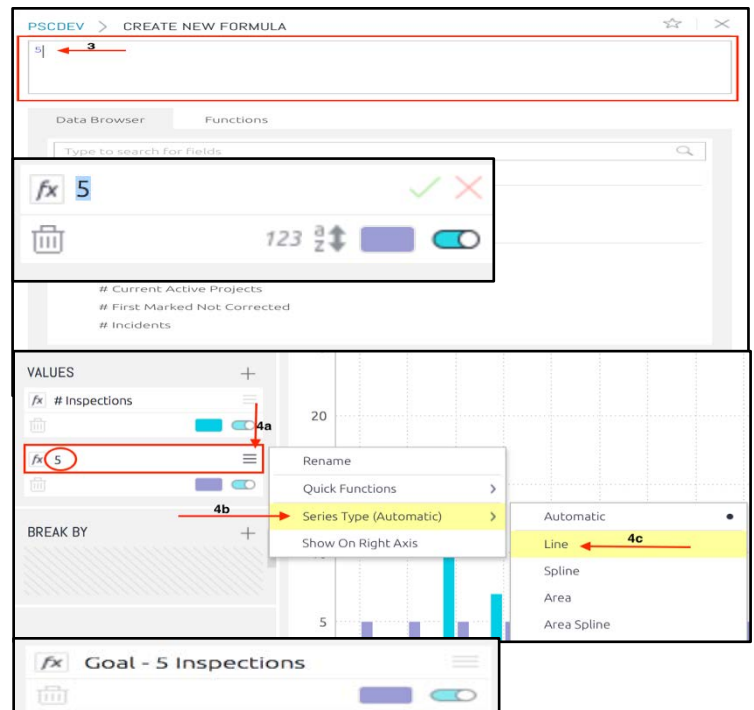
On the dashboard, you can create a new widget, and pick the data types you want to track. In this example, we will check if the inspectors have met their inspection targets.

On the new widget screen, select the data types – in this case, **Total Number of Inspections** and **Inspector Names**. Select the chart type as “Column Chart”. You should see your list of inspectors and their inspections.

Click on “**Advanced Configuration**” button at the bottom.

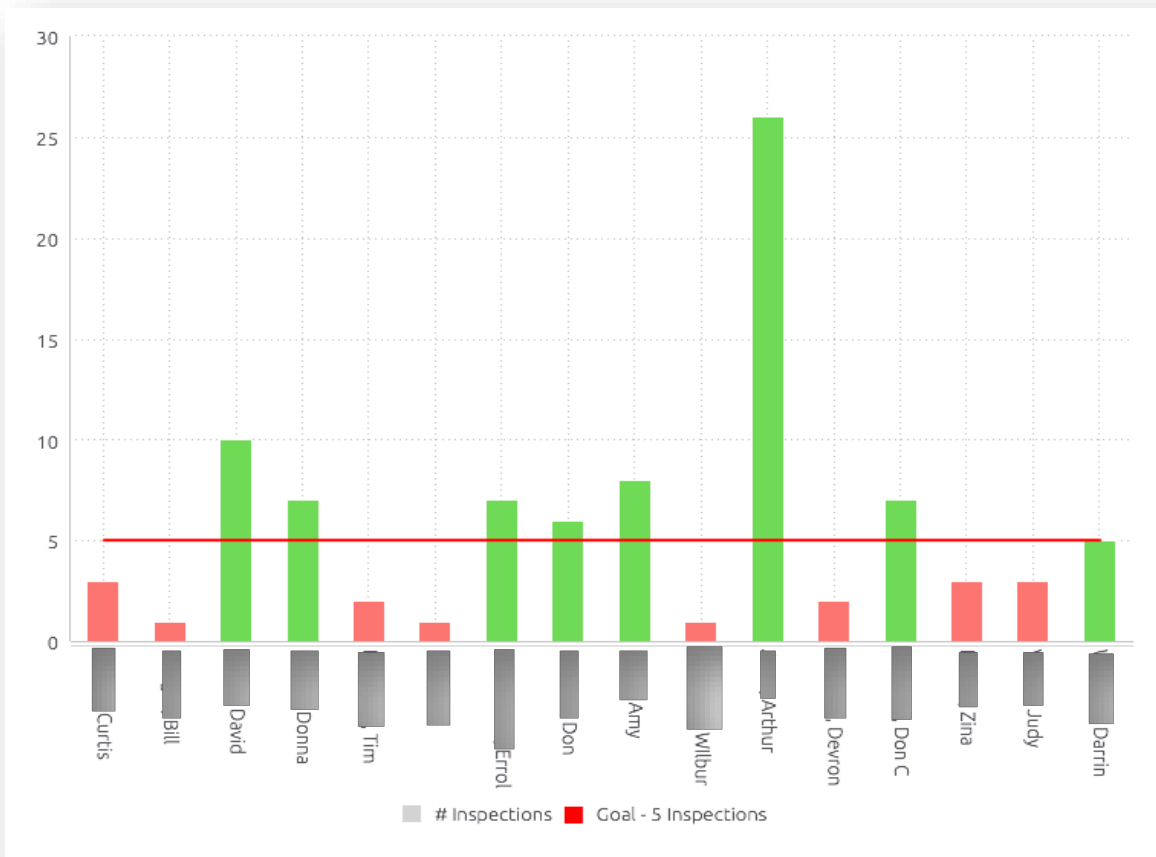
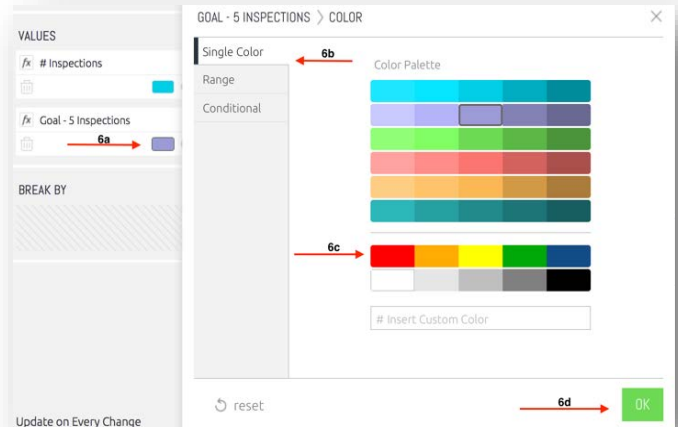
On the Configuration Screen, you should see Categories section on the left hand side. You can now use the Values section to assign a cut-off value or a target and see how your team is performing.

1. Hover your mouse on the “+” button beside “**Values**”. You should see the text “**Add +**”. Click on that button.
2. A new pop-up appears. Click on “**fx**” button on the top of this window.
 - a) Pop-up window updates with the “**Create New Formula**” box on top.
3. For this example, let’s set the goal/target as 5 inspections per inspector. In the formula box, type “5”.
 - a) Click on “**OK**” button.
4. You will notice a new value in the chart and it would respect the chart type you selected. You can edit the type and also edit the label.
 - a) Click on the menu button (3 lines),
 - b) Click on “**Series Type (Automatic)**”,
 - c) Click on option “**Line**”.



5. Once you have updated the type for the target value, you can rename as per your choice.
 - a) To rename, double click on the value, the value gets selected and you will see two buttons to the right – tick mark, and a cross.
 - b) Edit the value as “Goal – 5 Inspections”.

6. The “Goal” line color could be edited by clicking on the color icon and select the color of your choice.
 - a) Once you click on the color icon, a new pop-up window appears and you can select the colors from the color palette.
 - b) The first option on the left hand side is “Single Color”.
 - c) Select “Red” for this example, and
 - d) Click on “OK” button.
7. You can also apply “Conditional” option for the inspection values and color code the ones who met the goal and who did not. Use the value that matches the goal.



Please refer document number PSC-17:013 for details on conditional formatting.