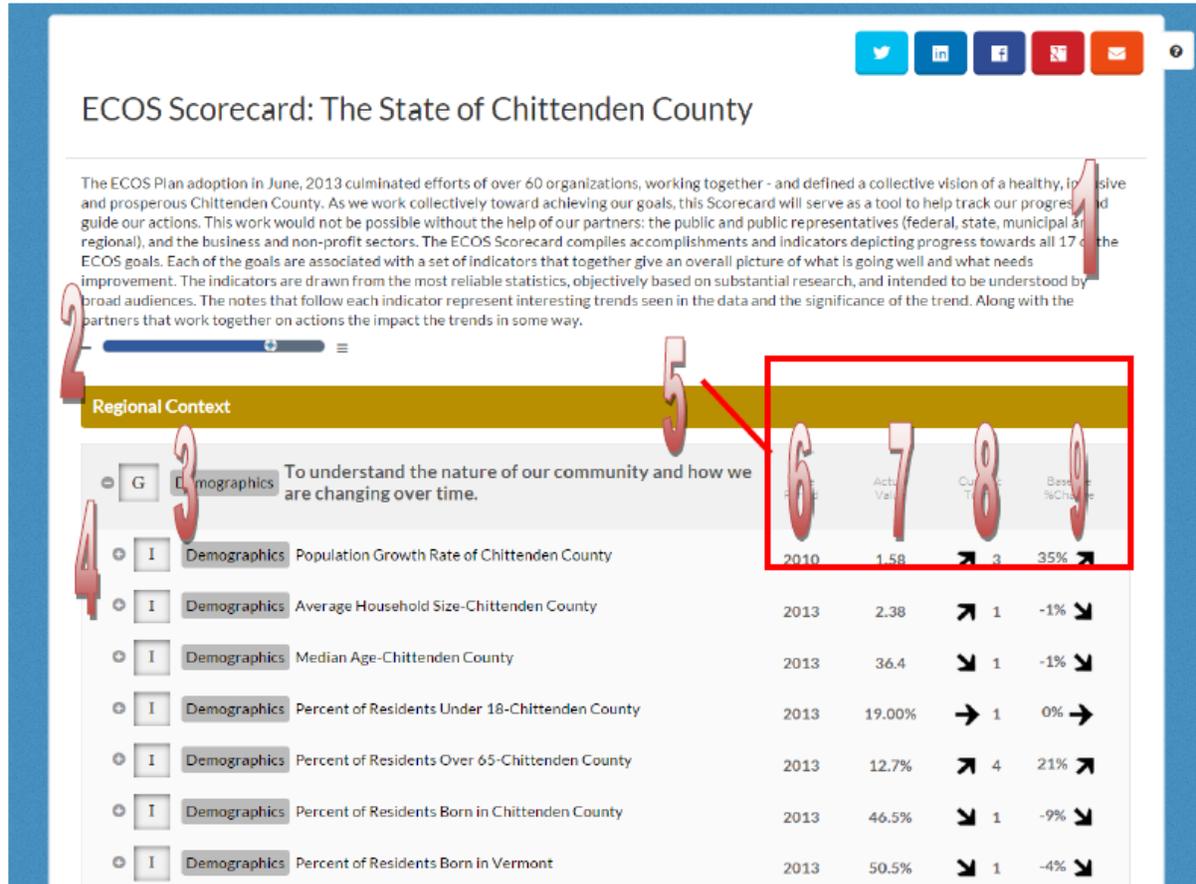


ECOS Scorecard: How-To Guide



1. The Scorecard description can be used to help users understand why this Scorecard was created and what information is displayed on it.
2. The Scorecard Slider changes what information is displayed on the scorecard. The default position displays Goals, Indicators, and their data points. Sliding to the right shows more information while sliding to the left shows less information. The slider has 4 positions starting with just Goals at the left and going to everything expanded with graphs on the right.
3. Goals display on the scorecard and can be identified by the "G" icon. Clicking on the Goal name will open the Goal Presentation view. Clicking on the G icon will open the Goal options menu.
4. Indicators display on the scorecard and can be identified by the "I" icon. Clicking on the Indicator name will open the Indicator Presentation view (Turn the Curve View). Clicking on the + icon will open the Indicator options menu.
5. The Time Period column displays the time period for the corresponding Actual Value, Target Value, Current Trend and Baseline % Change. If the time period shown is a quarter then you know that the corresponding columns are for quarterly data and the same goes for months or years.
6. The Actual Value column displays the data value for the measure it is in line with for the indicated time period.
7. The Target Value column displays the target value for the measure it is in line with for the indicated time period.
8. The Current Trend column displays the current trend of the Actual Values for the measure it is in line with. A green arrow indicates a good direction and a red arrow indicates a bad direction. The coloring of these arrows is determined by the polarity of the measure. The number next to the arrow indicates how many periods this trend has been continuing for. If the measure is annually a 2 would mean that for two years the trend has been going in that direction.