Targets

Last Modified on 06/29/2017 2:24 pm EDT

Indicator targets are set on the indicator's **Targets & Data** tab. You can set indicator targets for your whole program (across all activities), per activity, or both.

For all targets, we recommend using a date that corresponds to the **End Date** of a Reporting Period for proper visualization display.

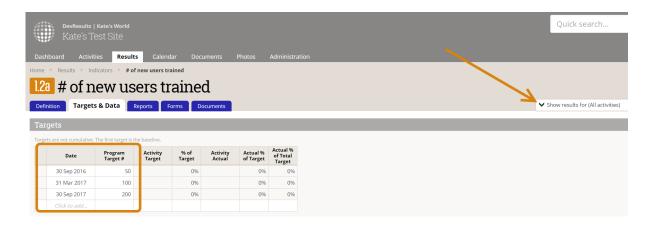
Program Targets

To set indicator targets for your whole program, make sure the dropdown at the top right is set to **All Activities**.

You will not see this dropdown unless multiple activities report on this indicator.



In the first two columns, type in the dates for your targets and the target values.

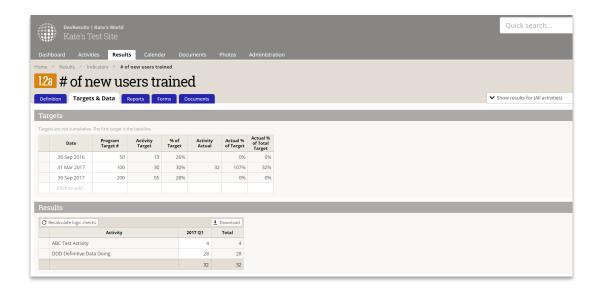


When set to the **All Activities** dropdown, there are five calculated columns of

information:

- Activity Target: The total of the activity targets
- % of Target: [Activity Target]/[Program Target #]
- Activity Actual: The actual result totals from all activities for this indicator. (These cannot be edited here.)
- Actual % of Target: [Activity Actual]/[Activity Target]
- Actual % of Total Target: [Activity Actual]/[Program Target #]

These columns are not editable and are calculated automatically using the indicator's actuals.

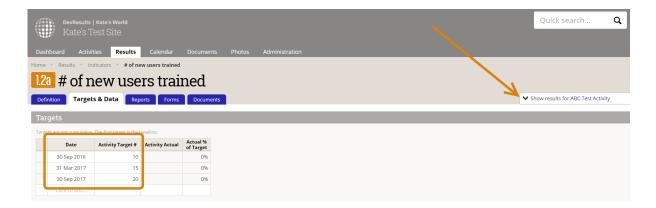


Activity Targets

To set targets for individual activities, select the activity from the dropdown at the top right.

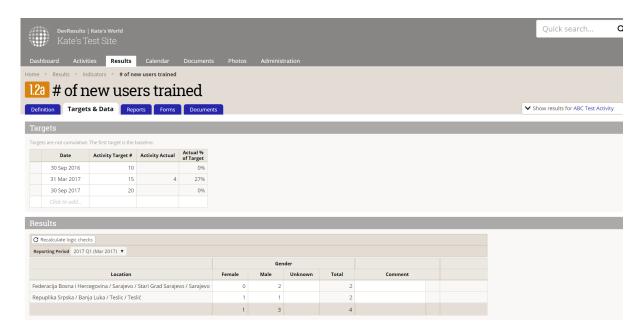


Add targets to the **Activity Target #** for the selected activity.

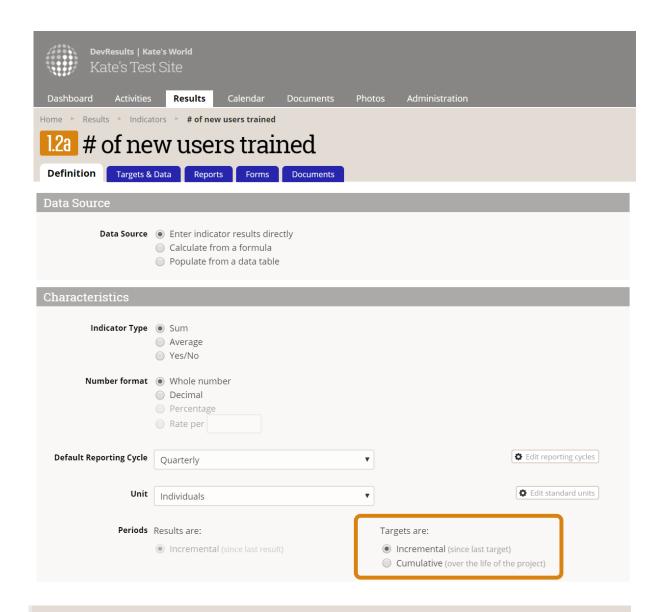


In this view, there are two calculated columns of information:

- Activity Actual: The actual result totals from just this activity for this indicator. (These cannot be edited here.)
- Actual % of Target: [Activity Actual]/[Activity Target #]



Note: Targets can be entered cumulatively (the target value always represents the total goal up to that date) or incrementally (the target value represents the goal just for the time period since the last target was entered). Select which way you'd like to enter targets on the indicator's **Definition** tab.



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