

Target Report

Step 1: Quick Guide and Instructions for Using this Wizard

You can run this report in three easy steps:

1. Choose the type of results you would like to see: data required, data entered, contract progress, or any combination of the three. Click Next.
2. Choose up to four date ranges over which to view your progress. Select a date range by clicking the check box to the left and entering the desired dates. To see your progress over all dates, select no date ranges. Click Next.
3. Select the format in which you would like to view the report and click "Export and Save" or use "Click here" to view the data as a new webpage.

Step 2: Choose the type of report

Select the type of results that you will like to see in the report:

- (1) Data Required: Type of data that you need to enter to show progress towards your contract's targets.
- (2) Data Entered: Overview of the data that you have entered that will count towards your contract's targets.
- (3) Contract Progress: Progress you have made towards your contracts targets.
- (4) Projected Value: Value projected in target assignment.

Step 3: Choose Report Properties and Parameters

Select one or more 'Date Ranges'. If dates are not selected, 'ALL' data will be included by default.

