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.
- 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: $\mathbf{\nabla}$

(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.

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