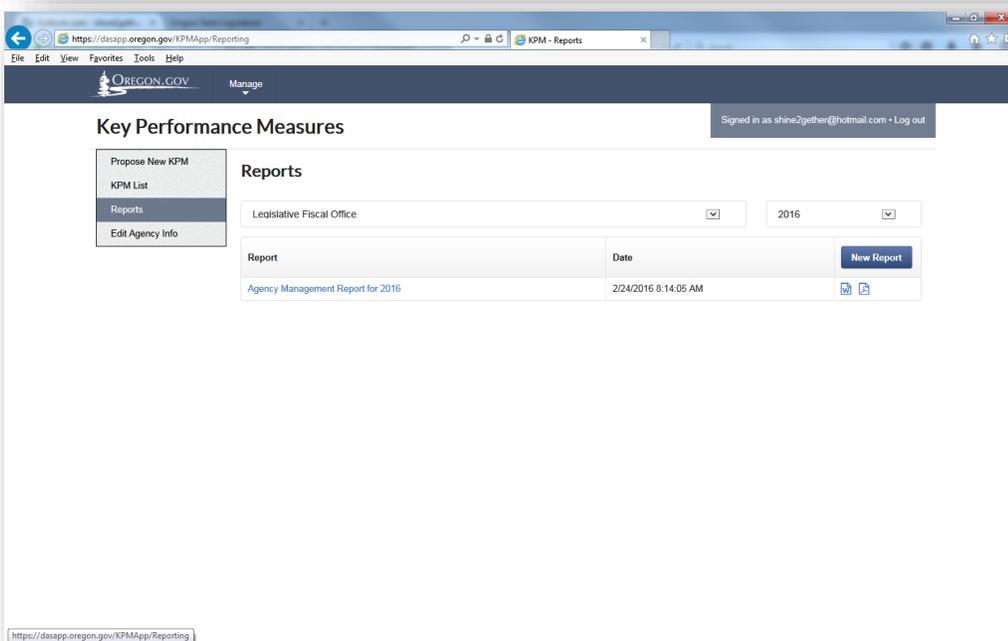
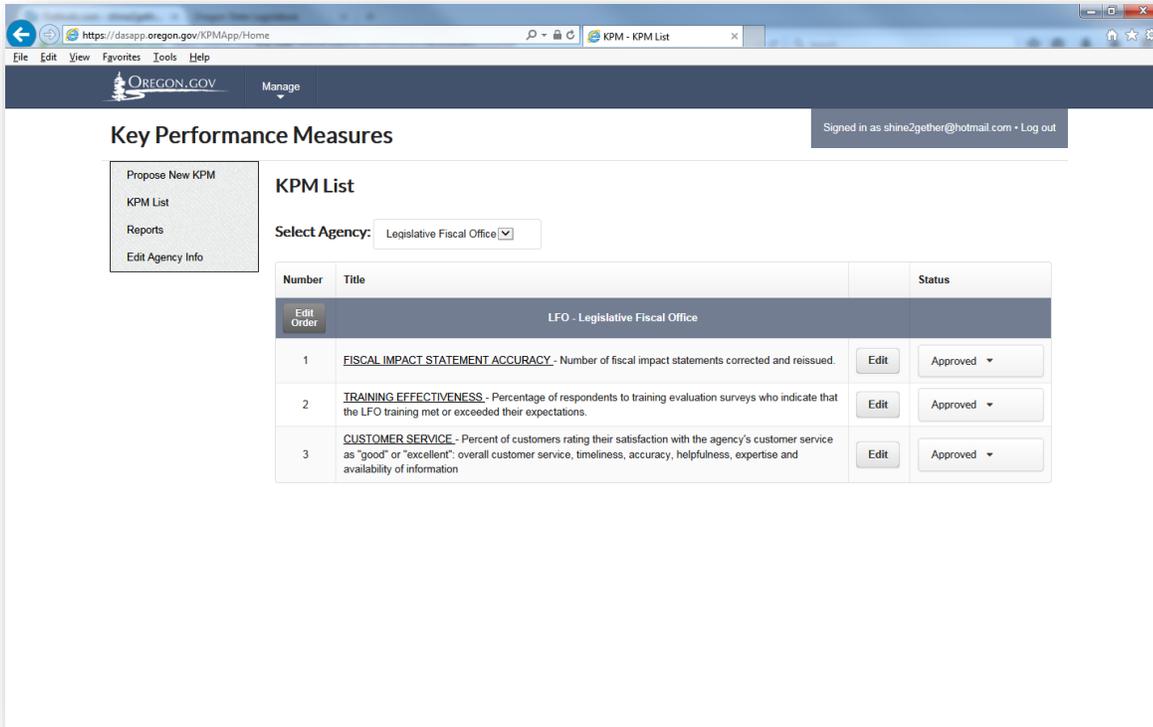


Create Reports

Reports available on this screen include the following:

- **Annual Performance Progress Report** - Submitted in the Odd Years, does not include proposed changes.
- **Annual Performance Progress Report w/ Changes** - Submitted in the Even Years, includes proposed changes
- **Agency Management Report** - provides high level performance information, red, yellow and green status of each measure.

Select on the “Reports” link in the left navigation.



The reports page will open.

The screenshot shows a web browser window with the URL <https://dasapp.oregon.gov/KPMApp/Rep>. The page header includes the Oregon.gov logo and a user login status: "Signed in as shine2gether@hotmail.com • Log out". The main heading is "Key Performance Measures". Below this is a "Reports" section for the "Legislative Fiscal Office". A table lists reports, with one entry: "Agency Management Report for 2016" dated "2/24/2016 8:14:05 AM". A "New Report" button is visible, and a dropdown menu for the year "2016" is open. Callout boxes provide instructions: "Link to view report in browser" points to the report title; "Click here to create a New Report" points to the "New Report" button; "Report Year drop down. Displays reports for each report year created" points to the year dropdown; and "Click on Icon to print a Word Doc or PDF Doc of report." points to the document icons.

Report Year drop down. Displays reports for each report year created

Link to view report in browser

Click here to create a New Report

Click on Icon to print a Word Doc or PDF Doc of report.

Report	Date	
Agency Management Report for 2016	2/24/2016 8:14:05 AM	

- Click on the “New Report” button to begin to create a report.

Key Performance Measures

Signed in as shine2gether@hotmail.com • Log out

Propose New KPM
KPM List
Reports

Create Report

Agency
Legislative Fiscal Office

Report Type
Annual Performance Progress Report

Year
2016

To save the report once the content has been reviewed, scroll to the bottom of this page and click "Create Report".

View Preview

Create Report

Report Preview / Sample

Legislative Fiscal Office
Annual Performance Progress Report
Reporting Year 2016
Published: 2/24/2016 12:56:35 PM

- Select the Report from the “Report Type” dropdown
- Click on the “View Preview” button to see the report in the screen below prior to printing it. Initially the screen will open to the APPR, if you select a different report you must click the “View Preview” button to be able to create the report.
- Click “Create Report”
- The system will generate the report and the screen will update to the main reports screen where you may print the Word or PDF copies.

Reports

- Reports are now saved in the system. After 2016, users will have the ability to print past issued reports by selecting the “Year” dropdown and selecting the year you wish to view.
- Past reports cannot be updated. The data may be updated for the current report year.