

KPM List Screen

Displays Agency KPM's

The screenshot shows a web browser window with the URL <https://dasapp.oregon.gov/KPMApp/Home>. The page title is "Key Performance Measures" and the user is signed in as "shine2gether@hotmail.com". On the left, there is a navigation menu with options: "Propose New KPM", "KPM List", "Reports", and "Edit Agency Info". The main content area is titled "KPM List" and includes a "Select Agency:" dropdown menu currently set to "Legislative Fiscal Office". Below this is a table with three columns: "Number", "Title", and "Status". The table contains three rows of KPM data. Four orange callout boxes with white text and arrows point to specific elements: 1. "1. Click on 'Edit Order' button" points to the "Edit Order" button in the first row. 2. "2. Click on the KPM Title" points to the underlined title "TRAINING EFFECTIVENESS" in the second row. 3. "3. Click on the Edit Button" points to the "Edit" button in the third row. 4. "4. Status Dropdown" points to the "Approved" dropdown menu in the third row.

Number	Title	Status
1	<u>FISCAL IMPACT STATEMENT ACCURACY</u> - Number of fiscal impact statements corrected and reissued.	Approved
2	<u>TRAINING EFFECTIVENESS</u> - Percentage of respondents to training evaluation surveys who indicate that the LFO training met or exceeded their expectations.	Approved
3	<u>CUSTOMER SERVICE</u> - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent"; overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information	Approved

1. Edit Order - select this button to edit the numbering of the KPM's
2. Click on the KPM Title (it is underlined) - will open a separate tab displaying all the data for the measure.
3. Edit - opens to the Edit KPM screen where one would edit actuals and relevant text.
4. Status dropdown - provides capability to "Propose" an approved measure for deletion or "Replace" a measure with a new one. (See Proposing KPM Changes direction)

1. EDIT KPM ORDER

The screenshot shows a web browser window with the URL <https://dasapp.oregon.gov/KPMApp/Home/EditOrder?agencyId=542>. The browser tabs include "KPM - KPM List", "KPM - Report Preview", and "KPM - Edit". The page header features the Oregon.gov logo and a "Manage" dropdown menu. A user is signed in as shine2gether@hotmail.com. The main heading is "Key Performance Measures". On the left, a sidebar menu contains "Propose New KPM", "KPM List", "Reports", and "Edit Agency Info". The main content area is titled "Edit Legislative Fiscal Office KPM Order" and contains a table with three rows of data. Each row has a "New Number" input field, a "Current Number" value, a "Title", and a "Status". A "Save" button is located at the bottom right of the table.

New Number	Current Number	Title	Status
<input type="text" value="1"/>	1	FISCAL IMPACT STATEMENT ACCURACY	Approved
<input type="text" value="2"/>	2	TRAINING EFFECTIVENESS	Approved
<input type="text" value="3"/>	3	CUSTOMER SERVICE	Approved

- Click on “Edit Order” button on the KPM Edit screen and the screen above will open
- Edit the numbering of approved measures. Proposed measures do not display on this screen. One must go to “Edit” for a proposed measure to number it (See Edit KPM direction).
- Click “Save” button to save your changes. Screen will update to the KPM List screen.