

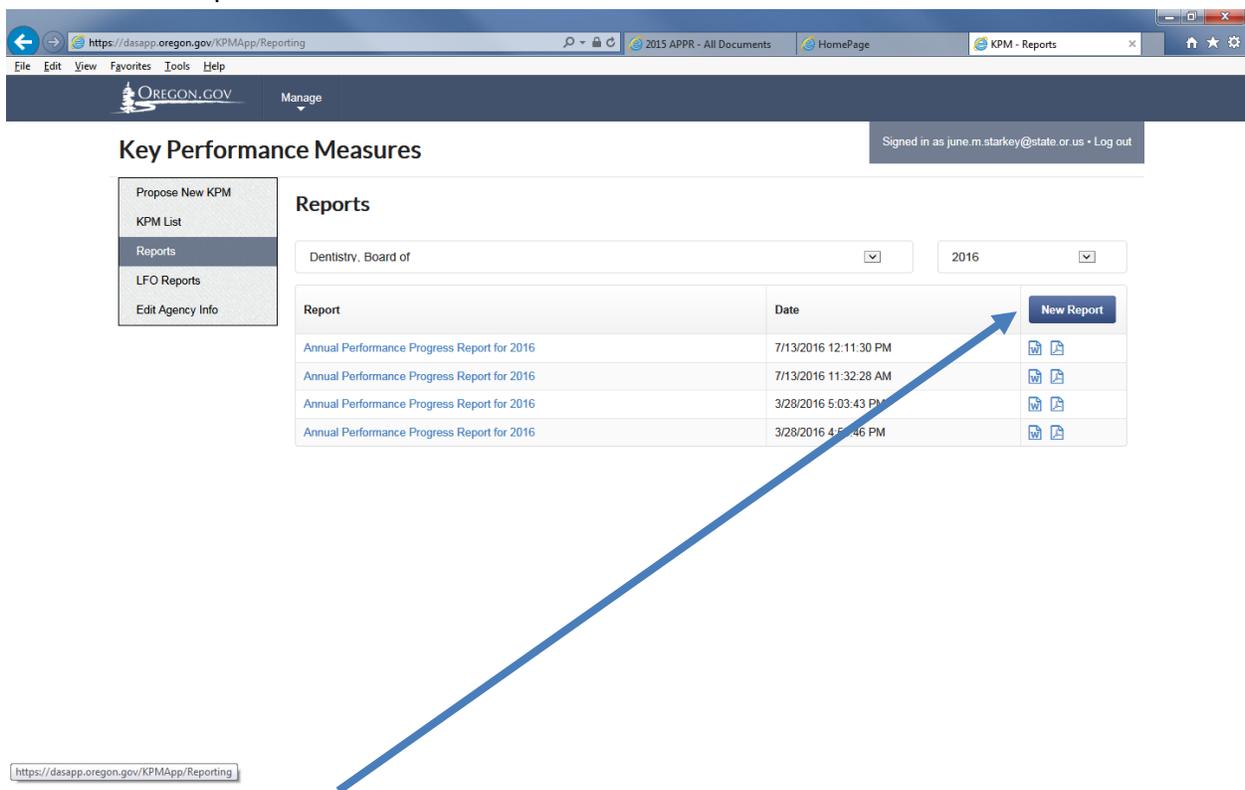
Print Preview KPM Reports (Without creating report(s))

The intent of the report creation piece of the system is to create the report AFTER you have finished entering in all of your data however, it is key to note there is no harm creating reports as you go.

Every time a report is created it is a snapshot of the data at the time it was created.

How to Print Preview Reports

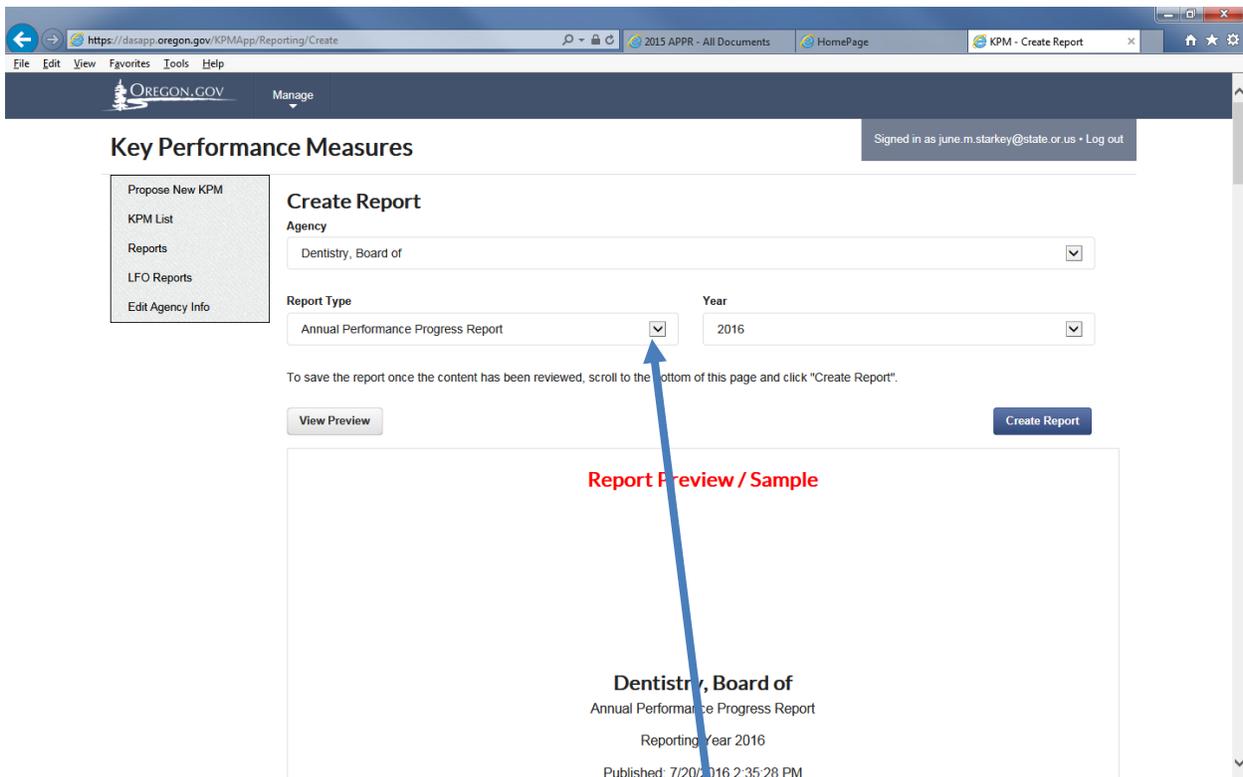
- Go to Reports Screen



The screenshot shows a web browser window with the URL <https://dasapp.oregon.gov/KPMApp/Reporting>. The page title is "Key Performance Measures" and the user is signed in as "june.m.starkey@state.or.us". The main content area is titled "Reports" and displays a table of reports for the "Dentistry, Board of" in the year "2016". A blue arrow points from the "New Report" button in the bottom right of the table to the "New Report" button in the bottom right of the screenshot.

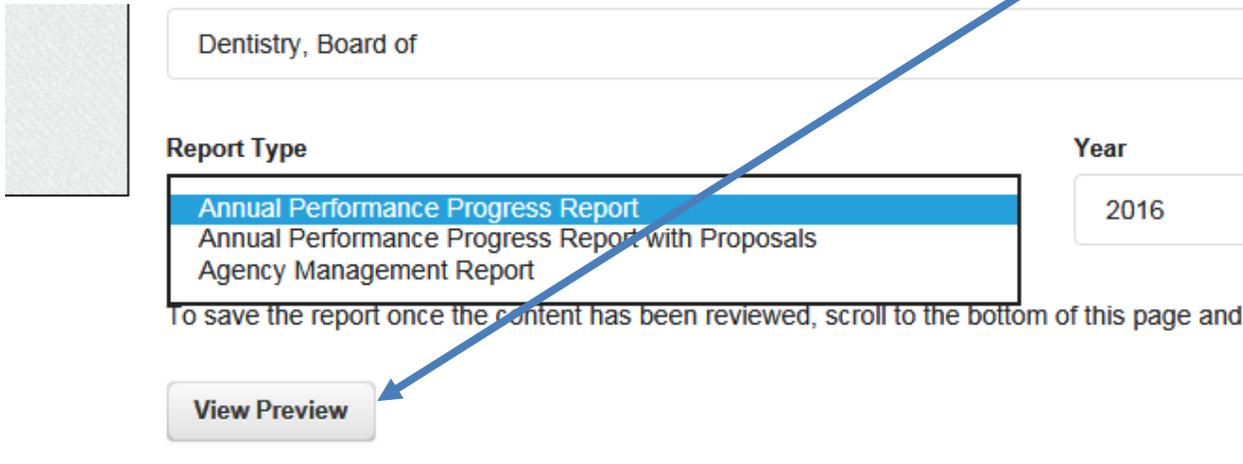
| Report | Date | |
|---|-----------------------|--|
| Annual Performance Progress Report for 2016 | 7/13/2016 12:11:30 PM | Print Download |
| Annual Performance Progress Report for 2016 | 7/13/2016 11:32:28 AM | Print Download |
| Annual Performance Progress Report for 2016 | 3/28/2016 5:03:43 PM | Print Download |
| Annual Performance Progress Report for 2016 | 3/28/2016 4:54:46 PM | Print Download |

- Click "New Report" button



- The “Create Report” screen opens and defaults to the APPR (without changes listed) to view a different report select it from the “Report Type” dropdown (then click the “view preview” button to see the different reports information).

*here is a closer shot of it below



- This screen is where a print preview of your report(s) is possible without

- Scroll down the page to view the report in its entirety.

Report Preview / Sample

Dentistry, Board of
Annual Performance Progress Report
Reporting Year 2016
Published: 7/20/2016 2:35:28 PM

| KPM # | Approved Key Performance Measures (KPMs) |
|-------|--|
| 1 | Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. |
| 2 | Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. |
| 3 | Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. |
| 4 | CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information. |
| 5 | Board Best Practices - Percent of total best practices met by the Board. |

- DO NOT create a new report until you are ready to do something with it