

A GUIDE TO USING OUR KEY PERFORMANCE INDICATOR -TRACKER



1. CONFIGURE YOUR KEY PERFORMANCE METRICS

- Name
- Responsible employee
- Target
- Unit of measure
- Department

Create KPI

[Add KPI](#)

Responsible Person	Goals	Performance Measure	Source Data	Category
-	Absentism %	%	HR	HR

Unit of Measure	Target	Successful	Excellent	Distinguished	% Weighting	Comments	Allow Comments
%	Low	2	0,5	0	100		<input type="checkbox"/>

2. HAVE YOUR EMPLOYEES FILL IN THEIR KPIS

Employees can create/ edit a new capture form of all the company's high-level KPIs every day, month, or as often as your business requires.

KPI Data

[+ New](#)

Mon, 13 Sep '21
20 / 20 completed

Sat, 11 Sep '21
0 / 0 completed

Fri, 10 Sep '21
20 / 20 completed

Capture KPI

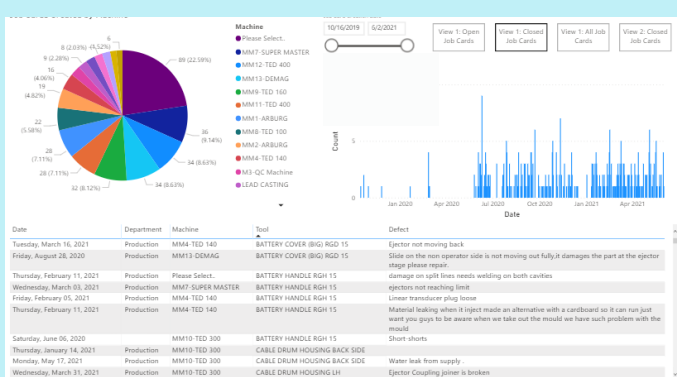
IT			
Goals: Scanners	85	%	Goals: PC and Printers
Source Data: IT			70
Performance Measure: %			%
HR			
Goals: Absentism %	3	%	Goals: Moral
Source Data: HR			10
Performance Measure: %			%
Health and safety			
Goals: Accidents & Near Misses	0	1	Goals: Audits
Source Data: Safety			0
Performance Measure: units			1
Logistics			
Goals: Inventory accuracy	3	units	Goals: Warning parts
Source Data: Logistics			0
Performance Measure: units of measured items out			units
Goals: Airfreight	0		
Source Data: Logistics			

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Interfaces are user-friendly and are colour-coded to indicate which KPIs were satisfactorily achieved and which were not.

3. REVIEW LONG-TERM TRENDS

Easily discover which business processes require attention most urgently with clear and intuitive reporting.



A customised reporting dashboard can be developed for your KPI data, to help you identify trends easily!