

Lesson – Creating a new PI

- Go to the **Go To** menu in the top left-hand corner of the window
- Select **PIs** on the menu
- From the PIs sub-menu select **Search (A list of PIs you can search and filter.)**

Create a Performance Indicator

- Click on the **Performance Indicators** heading at the top of the window
- Select **New PI** on the menu
 - Enter a **Code** for the PI: TESTPI_[your initials]1
 - In the **Title** field type: Number of working days lost
 - In the **Description** field type: The days lost due to sickness and absence in the Ops team

PI Settings

- Click on the **PI Settings** tab
 - Select the **Gauge Format Type**: Aim to Minimise

Collection Settings

- Click on the **Collection Settings** tab

The months' collection appears by default.
- Click the **Save** button at the top of the window

The PI is created.

Entering data on the PI

- Click on the **Update** button on the top panel
 - Enter the **Value** for the current month: 4
 - Enter the **Target** for the current month: 2
 - Tick the **Activated** tick box
 - Add a **Note**: Sickness levels peaked this month after a 'flu outbreak.
 - Click the **Save & Close** button at the bottom of the window