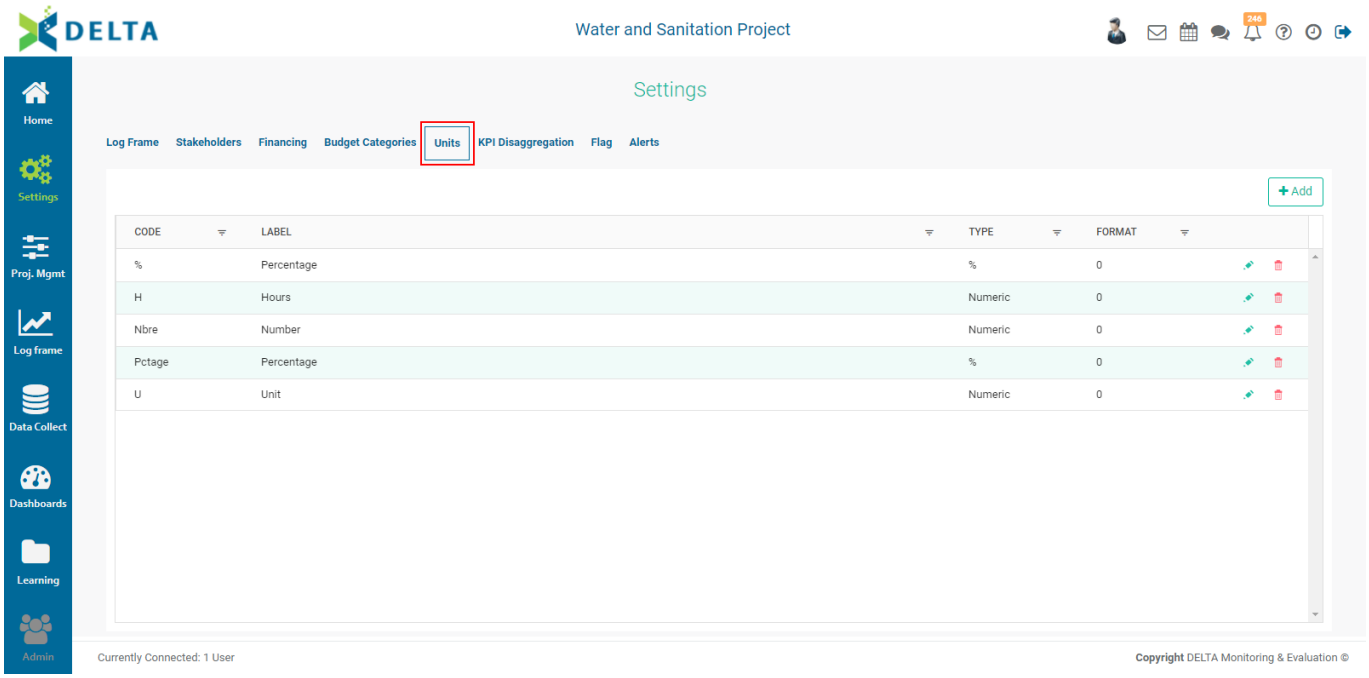
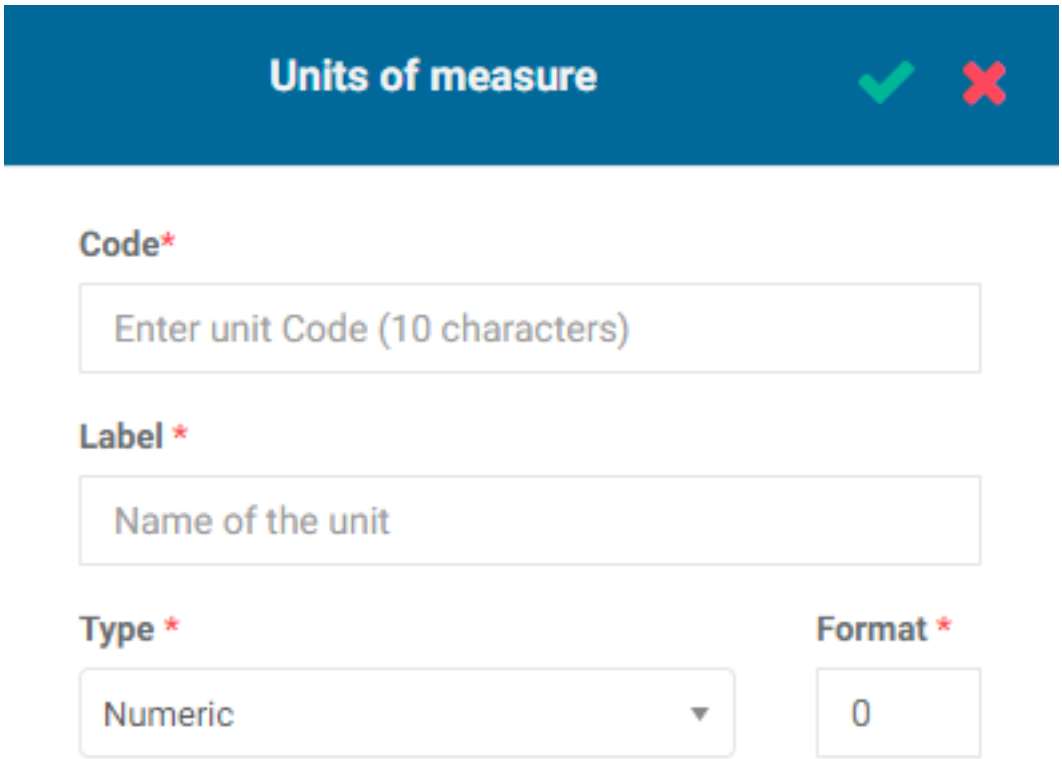
Project Settings

Project Settings: Units

The **Units** screen allows you to set **units of measure** for your project.



To **add a unit of measure**, click the +Add button to bring up the Units of Measure popup window.



Enter a **unique code** for the unit of measure. Enter a label, a type, and a format. The available types are **Percentage**, **Numeric**, and **Text**. Text units are used in qualitative indicators; the other two types are used in quantitative indicators. The Format pick list lets you select the number of

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digits after the decimal point the unit will display. For whole numbers, set the Format to zero.

Click the checkmark in the popup window title bar when you're done to save your work and return to the Units screen. The new unit of measure will appear in the list.

To **edit a unit of measure**, click the Edit icon on its line. To **delete a unit of measure**, click its Delete icon and confirm that you want to delete the item.

NOTE: you cannot edit the code of a unit of measure once it is created.

Previous: Project Settings: Budget Categories | Next: Project Settings: KPI Disaggregation

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