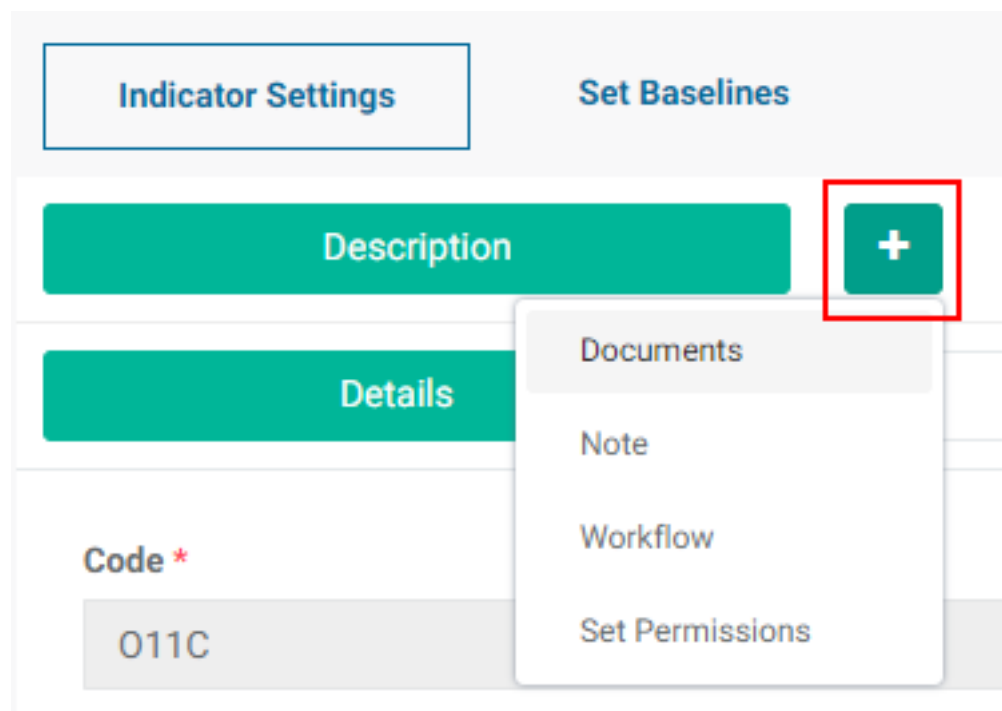


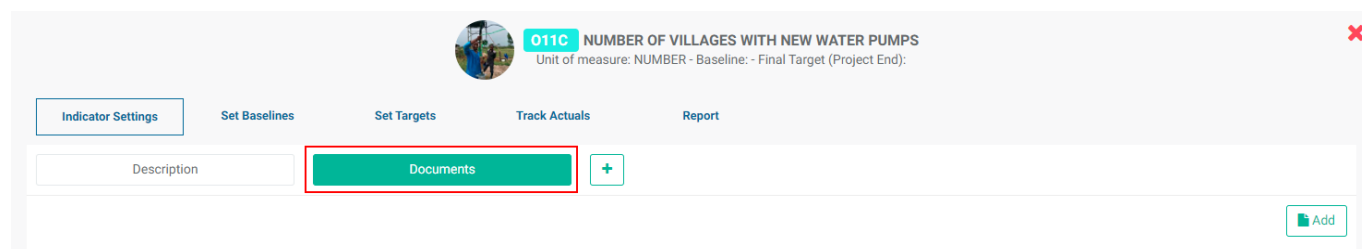
Indicators (KPIs)

Indicators: Documents

The **Indicator Documents** screen serves as a repository of indicator-specific documents. It's accessed from the **More** button of the Indicator Settings screen.

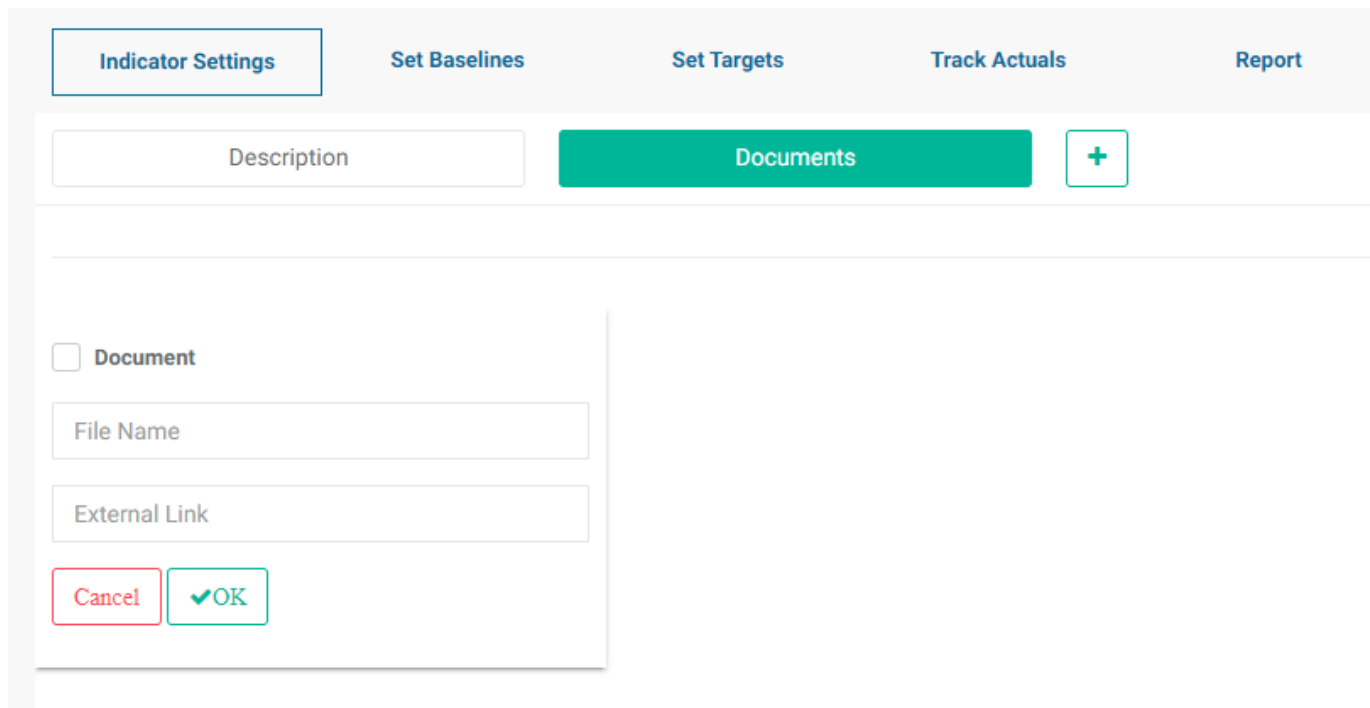


Click Documents in the More menu to bring up the Documents tab, then click the tab to open it.



Click the Add button at top right to add a document.

Indicators (KPIs)



Indicator Settings Set Baselines Set Targets Track Actuals Report

Description Documents +

☐ Document

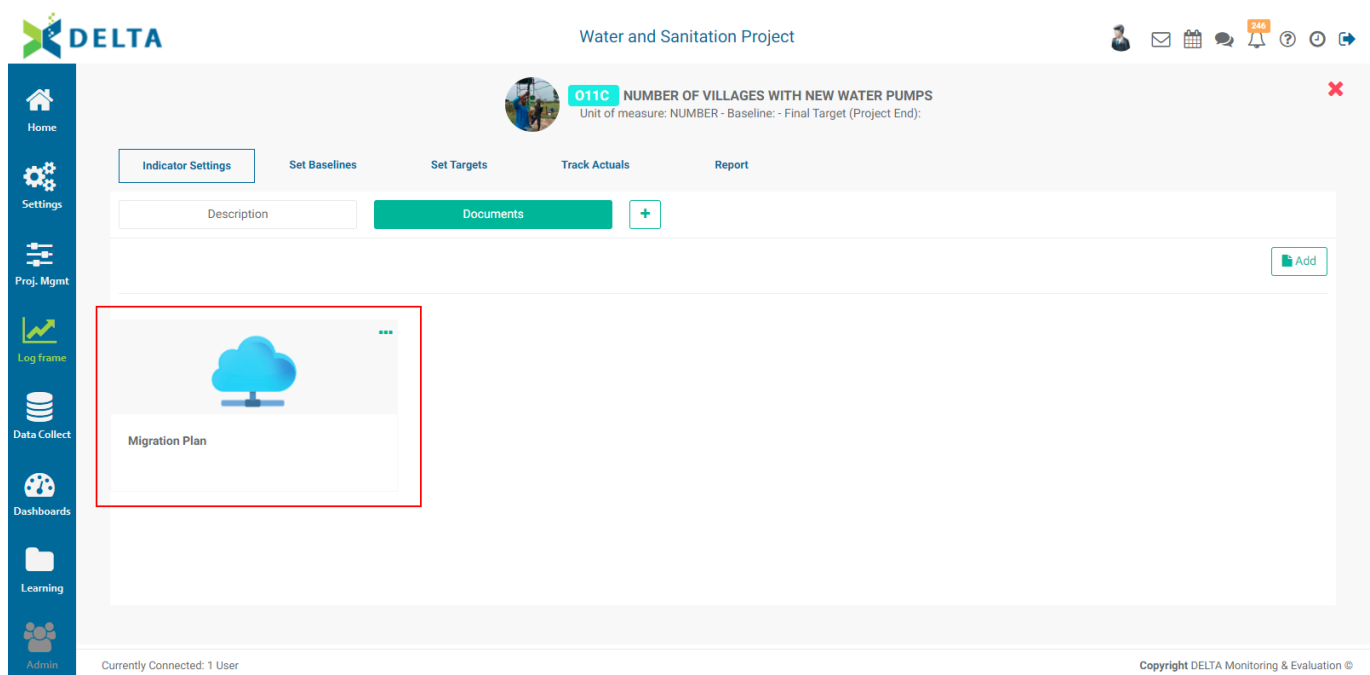
File Name

External Link

Cancel OK

Two options are available: link to an external file, and link to a library document in the Learning Module.

To **link to an external document**, enter the file name and the external link for the file. This is particularly useful when linking to a master or authoritative version of a document, for example on a Sharepoint server or Google Drive. This helps prevent the proliferation of multiple versions of a document. Click OK when you're done. The document will appear on the screen.



DELTA Water and Sanitation Project

0110 NUMBER OF VILLAGES WITH NEW WATER PUMPS
Unit of measure: NUMBER - Baseline: - Final Target (Project End):

Indicator Settings Set Baselines Set Targets Track Actuals Report

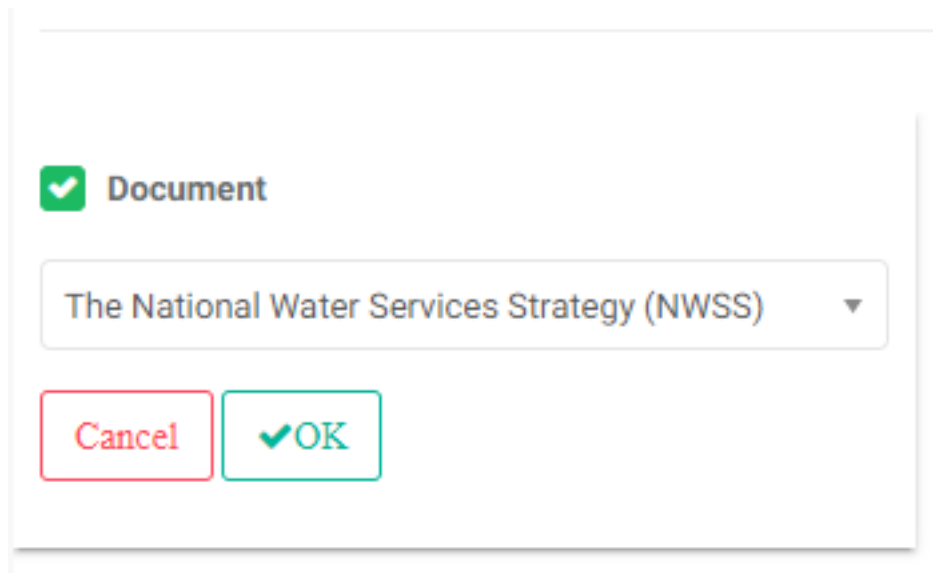
Description Documents +

Migration Plan

Currently Connected: 1 User Copyright DELTA Monitoring & Evaluation ©

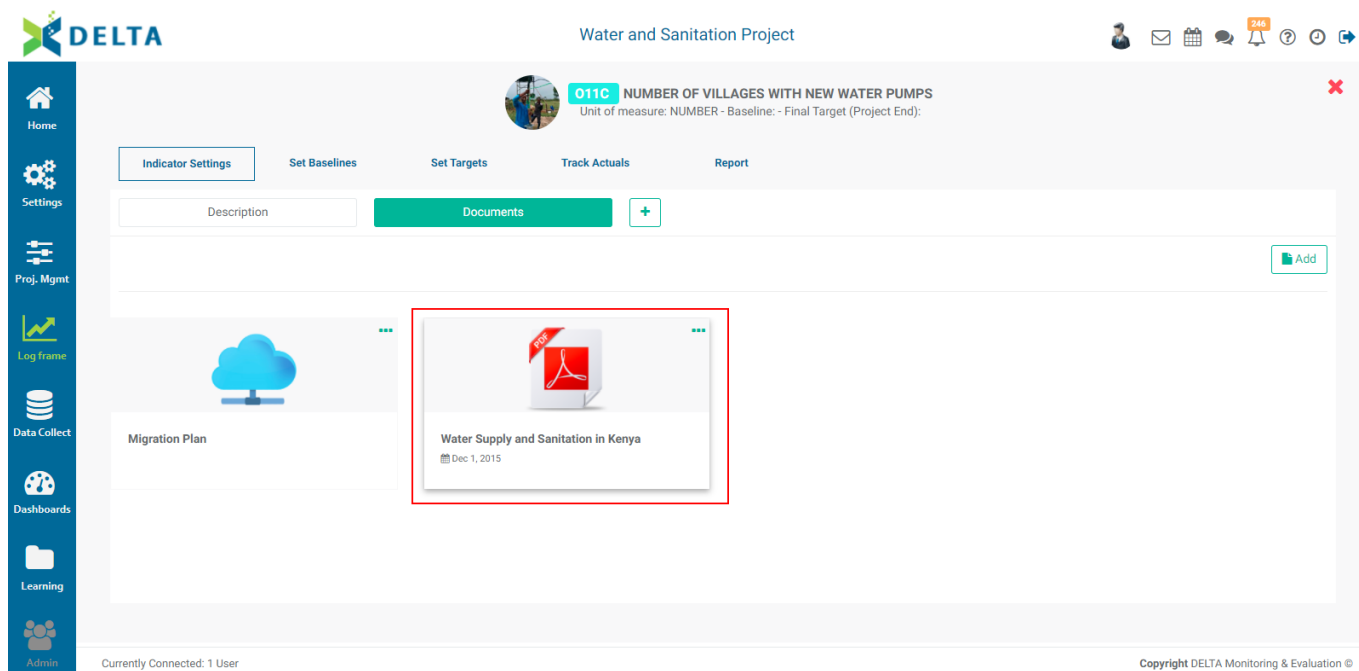
To **link to a library document**, check the Document box. The File Name and External Links fields will be replaced by a pick list which is populated by the existing documents in the Learning module.

Indicators (KPIs)



A modal dialog box with a green checkmark icon and the text "Document". Below it is a dropdown menu showing "The National Water Services Strategy (NWSS)". At the bottom are two buttons: "Cancel" (outlined in red) and "OK" (outlined in green with a green checkmark icon).

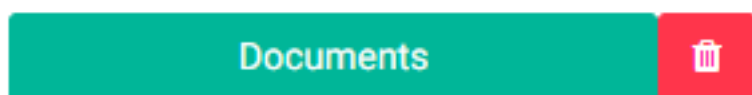
Select a document from the pick list, and click OK. The document will appear on the screen.



The screenshot shows the DELTA Water and Sanitation Project dashboard. The left sidebar contains navigation icons for Home, Settings, Proj. Mgmt, Log Frame, Data Collect, Dashboards, Learning, and Admin. The main content area displays an indicator "011C NUMBER OF VILLAGES WITH NEW WATER PUMPS" with tabs for Indicator Settings, Set Baselines, Set Targets, Track Actuals, and Report. Under the "Documents" tab, there is a list of documents. One document, "Water Supply and Sanitation in Kenya" (dated Dec 1, 2015), is highlighted with a red box. A red "X" icon is visible in the top right corner of the document list area.

To remove a document, click the More (...) icon in the upper right corner of its tile and select Delete. **NOTE:** this does **not** delete the actual document, only the link to it.

NOTE: clicking the Delete icon next to the Documents tab does **not** delete its contents. It merely hides the Documents tab. To bring the tab back, click the More button and select Documents from the pick list.



Previous: [Indicators: Creating Indicators: Spatial Visualization](#) | Next: [Indicators: Notes](#)

Indicators (KPIs)

Unique solution ID: #1099

Author: n/a

Last update: 2023-07-02 18:35